

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew Fertal
From: Susan Emery
Dept.: City Manager
Dept.: Community Development
Subject: APPROVAL OF AGREEMENT WITH PACIFIC HOUSING MANAGEMENT FOR PROPERTY MANAGEMENT SERVICES
Date: November 27, 2007

OBJECTIVE

To request City Council approval of an agreement for property management services for the City owned mobile home parks, Bahia Village and Emerald Isle, with Pacific Housing Management, d/b/a Municipal Management Services.

BACKGROUND

The City has owned the Bahia Village and Emerald Isle Mobile Home Parks since 1993. Pacific Housing Management has continuously managed and operated these two City owned mobile home parks since that time. The management duties include: collect rents, maintain books, institute and prosecute evictions, buy and/or sell mobile homes, maintain properties and enforce park rules.

FINANCIAL IMPACT

The term for this agreement extends through February 28, 2009, with the option to extend said agreement for two (2) additional years total. Payment for work will be made in the basic sum equal to four percent (4%) of the gross monthly income from the rental income of the mobile home parks in the immediately preceding month. A written authorization is required for any work that is not part of this agreement. Total compensation will not exceed Two Hundred Twenty-five Thousand Dollars (\$225,000.00).

COMMUNITY VISION IMPLEMENTATION

One of our community goals is to "improve the aesthetics of the community and eliminate blighting influences." The property management agreement will not only assure continued maintenance and operation at the parks, but Pacific Housing Management will actively pursue the replacement of old and run-down mobile homes.

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FOR PROPERTY MANAGEMENT SERVICES
November 27, 2007
Page 2

RECOMMENDATION

It is recommended that the City Council:

- Approve the attached agreement
- Authorize the City Manager and City Clerk to sign on behalf of the City Council.

SUSAN EMERY
Community Development Director

By: Tom Ferch
Neighborhood Improvement
Administrative Analyst

Attachment 1: Pacific Housing Management Agreement