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# **URBAN RENEWAL AGENCY MEETING PACKET**

**FOR**

**Tuesday, November 18, 2014**

**Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon**

**URA Board of Directors Regular Meeting**  
(Following the City Council Meeting)



**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES  
Tuesday, October 21, 2014  
22560 SW Pine Street, Sherwood, Oregon 97140**

**URA BOARD REGULAR SESSION**

1. **CALL TO ORDER:** Chair Bill Middleton called the meeting to order at 6:45 pm.
2. **BOARD PRESENT:** Chair Bill Middleton, Linda Henderson, Dave Grant, Matt Langer and Krisanna Clark. Bill Butterfield was absent.
3. **STAFF PRESENT:** Assistant City Manager Tom Pessemier, Administrative Assistant Colleen Resch, and Agency Recorder Sylvia Murphy.

Chair Middleton addressed the Consent Agenda and asked for a motion.

4. **CONSENT AGENDA:**

- A. Approval of August 5, 2014 URA Board Meeting Minutes
- B. Approval of October 7, 2014 URA Board Meeting Minutes

**MOTION: FROM LINDA HENDERSON TO ADOPT THE CONSENT AGENDA, SECONDED BY DAVE GRANT, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (BILL BUTTERFIELD WAS ABSENT).**

Chair Middleton addressed the next agenda item.

5. **NEW BUSINESS**

- A. **URA Resolution 2014-009 Approving a Façade Grant Program and repealing existing façade grant legislation, URA Resolutions 2003-001 and 2004-005**

Assistant City Manager Tom Pessemier approached the Board and stated the resolution was clean-up in nature. He said there were two resolutions they have been relying on for the Façade Program since 2003 and one of the provisions from the resolutions is that SURPAC will review the applications first and provide the URA Board with recommendations. He said since SURPAC is no longer in existence the language needs to be cleaned-up so there is a smooth process for the program. He said decisions will now be made directly by the URA Board. He said staff worked with SURPAC to draft this resolution and also inquired with other jurisdictions particularly in the area of design. He stated SURPAC decided to add design cost to the program. He noted they are allocating \$100,000 to get to the end of the program. He said the Façade Grant Program has been the top priority for SURPAC and it has made a difference in Old Town and stated there is still interest in the program.

With no questions from the Board the following motion was received.

**MOTION: FROM DAVE GRANT TO ADOPT URA RESOLUTION 2014-009, SECONDED BY KRISANNA CLARK, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (BILL BUTTERFIELD WAS ABSENT).**

Chair Middleton addressed the next agenda item.

## 6. PUBLIC HEARING

### A. URA Resolution 2014-010 Authorizing the URA Manager to sell property owned by the Sherwood Urban Renewal Agency

Tom Pessemier stated the City is not required to have a public hearing on this issue but the State code for cities suggests having a public hearing. He said when the URA Plan was put together they made provisions in the plan for a public hearing for the disposition of assets. He stated we want to be transparent and allow public comments. He said SURPAC spent time reviewing all the properties owned by the URA and tried to figure out which ones should be divested of and they identified four properties. He said the properties include the two properties down the block that were purchased for the round-about that was constructed on First and Ash. He stated there is property off of Sherwood Boulevard that would be good for multifamily and is zoned high density residential and is adjacent to the Senior Center. He said the last is the property off Main Street that was purchased to build the water quality facility which will not be ready to sell right away. He stated these are the four properties SURPAC recommended selling and they are all residential in nature. He said residential properties are moving right now. He added if the Board does move forward with this resolution he reminded them that they previously passed a resolution to authorize the Urban Renewal Manager to enter into a contract with a real estate broker.

Ms. Henderson asked if there are any recent appraisals on these properties.

Tom said no and stated one of the reasons we are working with a realtor is to have a market analysis done before the properties are listed. He stated typically we do not do an appraisal before selling a piece of property.

Chair Middleton opened the public hearing.

With no one coming forward to provide testimony, Chair Middleton closed the public hearing.

With no further questions the following motion was received.

**MOTION: FROM LINDA HENDERSON TO ADOPT URA RESOLUTION 2014-010, SECONDED BY MATT LANGER, MOTION PASSED 5:0, ALL PRESENT MEMBERS VOTED IN FAVOR, (BILL BUTTERFIELD WAS ABSENT).**

Chair Middleton addressed the next agenda item.

## 7. STAFF REPORT

No staff report was provided.

Chair Middleton addressed the next agenda item.

## 8. ADJOURN

Chair Middleton adjourned at 6:55 pm.

Submitted by:

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Sylvia Murphy, MMC, Agency Recorder

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Bill Middleton, Chair

**TO:** Sherwood Urban Renewal Agency Board

**FROM:** Tom Pessemier, Assistant City Manager  
**Through:** Joseph Gall, ICMA-CM, City Manager (URA Manager)

**SUBJECT: URA Resolution 2014-011, approving a Façade Grant for Smockville Montessori located at 22444 SW Oak Street**

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### **Issue**

Should the URA Board approve the recommendation of staff for a façade grant?

### **Background**

In 2003 and 2004 the Sherwood URA approved a program for façade grants that have been approved over time. In 2014 the URA Board updated the façade grant program to eliminate SURPAC and make minor modifications to the program.

This is the first application to be received under the new program. Previously SURPAC made recommendations. Since SURPAC is no longer an acting committee, URA staff is making a recommendation based on past practices utilized by SURPAC and the legislation approved by the URA Board.

This building is on Oak Street at the intersection with 2<sup>nd</sup> Street in Old Town and the business is named Smockville Montessori. This building is located inside of the Old Town Area and the Urban Renewal Area. The owner of the building is Casa dei Bambini and Heather Orphanides (Board President) has represented that she has authority to make decisions for the owners.

There are two primary items that staff reviewed for this application. The first is does Smockville Montessori meet the definition of Retail or Mixed Use as required by the façade grant program? Staff discussed this issue with Ms. Orphanides to determine the nature of their operations to compare that to a retail establishment. Ms. Orphanides represented that they run a non-profit preschool out on this property and charge tuition for services. They operate limited hours from 7:30 am to 5:30 pm. They have employees and nobody is living on the premises. They operate as a service business and have a City of Sherwood business license. They do fundraising from the property and sell things that are donated from the property. While it is difficult to say that they are your typical retail establishment in the sense that they sell a product directly to consumers it is clear to staff that this is not a

residential establishment and they operate a business from this location. Staff believes that they meet the definition and intent of the façade grant legislation. Ultimately the URA Board makes determinations of their code so it would be appropriate for the Board to make a different determination and give staff direction on how they would like to define Retail or Mixed Use in the future.

The second item that staff reviewed was the application material to determine if it meets the façade grant criteria. The property owner has a difficult decision to make because keeping the same type of look for the siding, which is currently a shake style product, is significantly more expensive than standard lap siding. While either product would meet Old Town standards, changing the look would require the applicant to submit a Landmark Alteration application with the planning department. The applicant may wish to make that application and save monies on the siding project but in order to ensure that they have maximum flexibility, URA Staff recommended they submit for the shake siding look and then decide how they wanted to proceed. If they go with lap siding when they submit their request for payment they would show their actual costs and the façade grant monies paid out would be less than requested. Attached to the façade grant legislation is Exhibit A which shows the application and the back-up information to support the request. Staff believes that the siding on the North and West sides meet the criteria for the façade grant program. Staff also feels that the windows on the north and west sides meet the criteria for the façade grant program. The combination of all of those items totals equals \$54,495. With a façade grant allocation of 50% that would be \$27,147.50. This is the amount requested in the application. Staff believes that the applicant meets the façade grant criteria and believes that the request of \$27,147.50 is justified. The façade grant program allows for both the north and west sides of the building to have equal grant applications with matching funds up to \$15,000 per side. SURPAC commonly approved an amount up to the maximum for façade grants because actual costs may be higher than the construction estimate. Since this is so close to the maximum amount staff recommends an approval in the amount of \$30,000. As noted earlier the approval does not mean what will actually be paid from the program. The applicant must submit actual costs at the end of the project and many times that has been less than the approval.

### **Financial Impacts**

Façade grants are at the top of SURPAC's list of priorities and at this time there are monies available in the URA Maximum Indebtedness for this project. The URA Board recently approved \$100,000 to be spent on the façade grant program before it is terminated. Currently there are not enough monies allocated in the URA Budget but staff expects to bring forward a supplemental budget before the end of the year which if approved by the URA Board will allocate the funds to pay this project at its completion.

### **Recommendation**

URA staff respectfully recommends approval of URA Resolution 2014-011 approving a Façade Grant for Smockville Montessori located at 22444 SW Oak Street.



**URA RESOLUTION 2014-011**

**APPROVING A FAÇADE GRANT FOR SMOCKVILLE MONTESSORI  
22444 SW OAK STREET**

**WHEREAS**, the Urban Renewal District created a Façade Grant Program by URA Resolution 2014-009 in October 2014.

**WHEREAS**, Heather Orphanides, Board President has made an application for the building owner Casa dei Bambini (DBA Smockville Montessori) as shown in Exhibit A. attached to this document; and

**WHEREAS**, the Sherwood Urban Renewal staff has reviewed the application and has recommended approval as noted in the staff report.

**NOW, THEREFORE, THE URBAN RENEWAL AGENCY BOARD RESOLVES AS FOLLOWS:**

**Section 1.** The Agency Administrator is authorized to grant up to 50% of the project but no more than \$30,000 in accordance to the terms and conditions to the Façade Grant Program.

**Section 2.** This Resolution shall be in effect upon its approval and adoption.

**Duly passed by the City of Sherwood Urban Renewal Agency this 18<sup>th</sup> day of November 2014.**

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Bill Middleton, Board Chair

Attest:

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Sylvia Murphy, MMC, Agency Recorder



1/3



Old Town Facade Program Grant Application

Date of Application: 10/31/14 SURPAC Review Date: \_\_\_\_\_

Business Information

Casa dei Bambini DBA Smockville Montessori  
Name of Business

22444 SW Oak Street Sherwood 97140  
Physical Business Address

Mailing Address (if different from physical address)

503 425 1610 www.smockville.org  
Business Phone Business Fax Web site

Heather Orphanides - Board President  
Business Owner(s) Name(s)

22444 SW Oak Street Sherwood OR 97140  
Address of Property to be Improved Phone

Heather Orphanides 503 997-0765  
Application being submitted by Phone E-mail

heatherorphanides@gmail.com, norphanides@smockville.org

Project Information

Please describe scope of project. Attach quote, photos or other information as appropriate. (Please attach additional sheets as required).

Est. Project Start Date: \_\_\_\_\_ Est. Project Completion Date: \_\_\_\_\_

Budget

Total Project Cost: \$ 68,981  
Dollar Amount Requested: \$ 27,147.50  
(Please see attached Guidelines)

Authorization

\_\_\_\_\_  
UR District Manager

\_\_\_\_\_  
District Board President

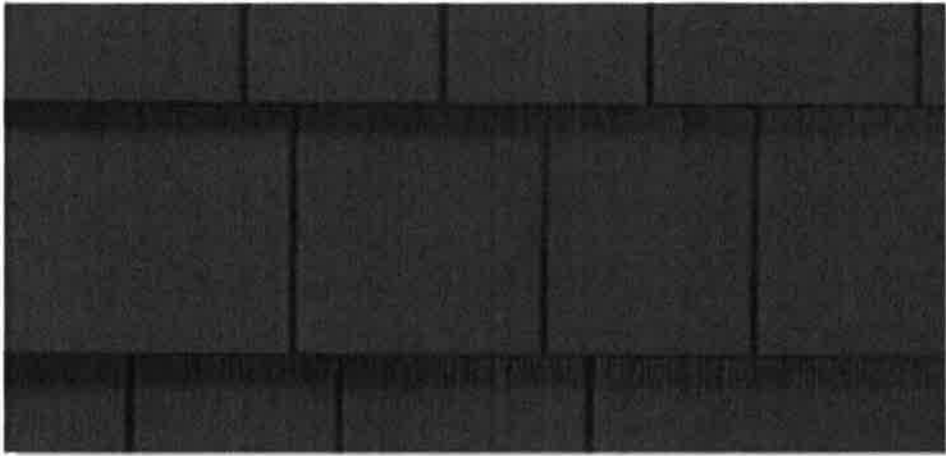
\_\_\_\_\_  
Date Awarded

October 15th, 2014

Narrative of repairs to 22444 SW Oak Street, Sherwood, OR 97140, Smockville Montessori

We propose that the following repairs be completed at Smockville Montessori:

1. Completely replace the existing shake and T1-11 siding (due to extensive dry rot, lack of maintenance, and discovery of lead paint in older areas) on the structure with Hardie-Plank shake on the Front (West) and North facades (both are street facing), and lap siding all around the remaining sides of the building. Keep color of building close to the existing shade of blue.
2. Replace all windows (aluminum framed and wood framed) with new, energy efficient, vinyl windows. These windows will have similar details to existing windows to keep with the era of the building. Existing aluminum framed windows on front facade to be replaced with vertical open windows. Create framing around all windows on front facade to match the older part of the home. Enlarge one window on the south side of the building. Eliminate one window that opens to attic on south side of building (faces alleyway.)
3. Remove and replace roof with like/similar materials. Install new gutters and downspouts.
4. Replace all doors with like styles (windows on top half). Paint a complementary color to home.
5. Replace exterior light fixtures.
6. Add sign to Property on NW corner of lot.



### **STRAIGHT EDGE PANEL**

*See Qty*

**Thickness** 1/4 in.

**Length** 48 in.

**Height** 15.25 in.

**Exp.** 7 in.

**Pcs./Pallet** 86

**Sq./Pallet** 2

**Pcs./Sq.** 43



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**EXTERIOR PROPOSAL Customer Name: Heather Orphanidf DATE-10/23/2014**

**PROJECT ADDRESS- 22444 SW Oak St. Sherwood, Oregon**

All proper equipment/EPA Lead staging/prep/landscaping precautions included for project.  
Include Lead paint abatement where lead paint is currently on old structure.

- Tear off/disposal all current shake siding, lap siding corner trim, blocking etc. around entire structure.
- Octaborate fungicide treatment spray on sub-wall-(mold, mildew treatment)
- Install polystyrene insulation with reflective coat as insulation for outside before WRB.
- E.P.A. registered spray also treats for wood-boring insects-carpenter ants, termites
- Tar emulsifier laminate sealant bottom base drip edge of walls for splashback
- Pull/reset/re-nail windows as necessary-install high density backer rod insulation system
- Re-seal, caulk framework, windows, doors, corners #1 rated elasticity-bridge flashing
- Install PolyStyrene fan-fold insulation with reflective coating to add approx. R-5 to structure
- Integration of Forensic SAM water-shield flashing system-windows/doors/corners 6 and 9"
- State Certified VORTEC TB rain screen drainage mat moisture barrier system-on all walls (Proper sill folds, overlapping, complete interface/integrate with SAM and wall assembly)
- Moisture barrier is Gore-Tex style polystyrene-2 way transfer-breathes out-not in
- Integration of flashing entailment-roof/steps/rake areas/grade/entry decks/transition
- Provide/install HardiePlank smooth 5" reveal siding on South and East sides and Hardie Shake (straight bottom edge) on West/North sides HZ10 siding-exterior walls described for removal adhering to Hardie installation instructions, blind nailing where applicable etc.
- New door plate/master-blocks, light blocks, power outlet blocks and hose bibs associated with sides to be resided.
- Provide new 5/4x6" trim (smooth Hardie) to match current on West and North side windows where not currently wrapped.
- Provide/install extended leg high back Z metal header flashing-windows/doors/transitions
- Leveler for proper coursing wall alignment, per specs with warranty entailment
- 30 year warranty on all HardiePlank siding-transfers on resale-(non pro-rated)
- **LIFETIME WARRANTY ON WORKMANSHIP-TRANSFERS ON RESALE OF HOME**
- Clean up done daily, all job related debris, and careful around landscaping
- Crew chief, production manager, on job site for quality control
- No added or hidden costs per agreement, pricing locked-payment upon completion
- Honest, reliable and top quality work with the job done right the first time
- Note: Includes proper L flashing behind siding and over front patio concrete.
- **Paint entire house in 2 coats thick Sherwin Williams Resilliance series paint with a 25 year warranty. Includes garage door, body, eaves and corners (color #1) and gutters, fascia and trim (color #2). Includes necessary spraying, brush and roll for proper thickness.**

**PROJECT SCOPE-Complete replacement of siding with all else described above. \$**

**(Tax of 8.4% not included in above price).**



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## **COMPLETE WINDOWS PROPOSAL/ENTAILMENT**

### **ALL NECESSARY PERMITS/EPA GUIDELINES**

All proper equipment/staging/prep work w/inspections included  
Take all necessary steps and precautions for EPA lead law regulations  
Removal/Disposal of the all existing old windows-No open holes overnight.  
Provide/install high density insulation foam sealant spacing of framework-APP  
ANY/ALL DRY-ROT TO BE REPLACED AND IS INCLUDED IN THIS PROPOSAL  
Complete seal of framed opening with special watershield membrane gasket flashing  
Provide/install new energy rated premium brand PlyGem HPMax glass (dual pane) lifetime vinyl windows with dual strength glass in all panes.  
All new windows to be custom built to specifications (All windows included on house)  
All windows to be installed interior/exterior **White**  
Windows to have special safety locks/security style insect proof screens and **cam lock**.  
All windows to have special Energy package including HP max, upgraded spacer/argon...  
Triple LowE on South/West for premium U value-spacer-chamber fill  
Siding to be removed cleanly to windows frame for spacing aspect as necessary 4" around  
Complete caulking and sealing done with premium elasticity grade 50% VLM sonolastic  
Cut around all other windows on house 4" and install z metal above/Moistop flashing.  
Complete LIFETIME MANUFACTURER WARRANTY-(transfers upon sale of home)  
Complete LIFETIME WORKMANSHIP WARRANTY-(transfers upon sale of home)  
Clean up of interior/exterior/any job related debris-(includes cleaning of windows)  
Pricing is locked/No hidden costs-per this agreement/payment upon completion

**Sizes/styles:** Back (East) – 2 – 2'x3' XO, 1 – 4'x 2' XO and 2 – 3'x5' Single Hung. Left (North) 1 – 4'x2' Double Single Hung, 1 – 3'x5' Single Hung (both with vertical top grids) Front (West) 2 – 4'x5' Single Hung, 1 – 6'x5' Double Single Hung, 1 – 5'x6' Double Single hung. Right (South) 2 – 5'x6' XO and 1 – 4'x6' XO includes framing down to be same height as other windows on this side. New bottom sill, side studs etc.

**Doors:** Install new door on West and South sides to be ½ lite Codel doors with grids and double bottom panel. Includes removal/disposal of old, install new doors and locksets.

**Obtain any/all ENERGY TAX CREDIT/REBATE FOR ENERGY STAR COMPLIANCE**



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**(ALL LABOR/TIME/MATERIALS INCLUDED IN PROPOSAL-No hidden costs) \$**

**ROOFING / GUTTER SCOPE— Orphanidf**

(Take extra staging precautions to protect property/landscaping/siding/gutters)

- All proper staging/safety equipment-practices/OSHA compliance
- Complete tear off/disposal of existing roofing layers. Inspect sheathing underneath current roofing and replace rotted sheathing at \$55.00/sheet.
- Provide/install new premium Hybrid watershield underlayment system
- All new barrier overlapped from bottom to top- spacing 6 inches to 1ft for seal
- Install proper drip edge metal as necessary to fascia/soffit trim to gutters
- Add new fascia on sides of front side dormers.
- Provide/install water/ice membrane-perimeter edge-2/6 inches up walls-APP
- Integration of roof/wall/chimney areas for proper flashing sealant system
- Provide/install new rake/diverter flashing for splash back protection
- New chimney/skylight counter flashing detail entailment included
- Provide/install additional vents for proper air flow and code compliance – Do CFM test to install adequate roof venting.
- Integration of valley metal flashing/membrane on wall edges to siding-APP
- Install self-sealing starter strip for coursing alignment
- All roofing shingles nailed 4/5/6 nail anchoring system for stability-(No staples)
- Provide/install Decorative ridge caps/hip trim on entire ridge line for accent
- All work to be done to manufacturer installation guidelines
- Complete clean up of landscaping-magnet swept-for customer satisfaction
- Roofing material-#1 rated premium OwensCorning/Duration Architectural Shingles
- Lifetime warranty on CT/OC roofing-transfers upon resale
- Lifetime warranty on all workmanship-transfers upon resale
- Customer to select color of roofing shingles-Premium wind rating included
- Pricing is locked-payment upon completion
- Provide and install new K style gutters around entire structure with new high flow downspouts. Gutters include all necessary end caps, slope for drainage, seam glue, screws and new nails as necessary for firm hold.

**(OC ARCHITECTURAL ROOFING SHINGLES INCLUDE MOSS/MILDEW RESISTANT COATING)**  
**Total cost for removal/disposal of current roof/gutters and installation of new - \$**



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**COST BREAKDOWNS:**

1. **Siding** – Complete siding/paint as described above on North side - \$25860.00
2. **Siding** – Complete siding/paint as described above on West side - \$22708.00
3. **Siding** – Complete siding/paint as described above on South and East sides - \$14,686.00
  
4. **Windows/Doors** – Complete window scope along with era defining grids North - \$3627.00
5. **Windows/Doors** – Complete window scope along with era defining grids West - \$2100.00
6. **Windows/Doors** – Complete window scope in existing frames South/East sides - \$3320.00
  
7. **Roof/Gutters** – Complete roof scope along with new gutters - \$19,656.00

**Lifetime will donate the roof worth \$19,656.00 to the above contracted. Roof total =\$0.00**

**Lifetime will donate the windows and installation on the South/East sides totaling \$3320.00**

**Total for the North / West sides =\$54,295.00**

**Total for South / East sides =\$14686.00**

**Total due upon completion by the above contracted =\$68981.00**



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**TO:** Sherwood Urban Renewal Agency

**FROM:** Tom Pessemier, Assistant City Manager  
**Through:** Joseph Gall, ICMA-CM, City Manager (URA Manager)

**SUBJECT:** **URA Resolution 2014-012, authorizing the URA Manager to execute a contract with \_\_\_\_\_ to provide real estate services to the Sherwood Urban Renewal Agency.**

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**ISSUE:**

Should the Urban Renewal Agency enter into an agreement with \_\_\_\_\_ to provide real estate services?

**BACKGROUND:**

The Sherwood Urban Renewal Agency (URA) has purchased property over the past 20 years and has ongoing need for commercial real estate services that necessitate a personal services contract according to City and State rules. The URA has not retained a commercial realtor for a number of years due to a weak property market but the recovering market has made it apparent that it is time to proceed with a selection process for these services. In addition to real estate services the URA also has an immediate need for Commercial Leasing services for the Community Center.

The URA sent out a Request for Proposals (RFP) to firms that are actively providing commercial real estate and leasing services in Sherwood and advertised in the Daily Journal of Commerce (DJC). The URA received \_\_\_\_\_ responses to the RFP. The URA formed a selection committee and the committee thoroughly reviewed each of the proposals. Based on the review of the proposals, the selection committee unanimously recommends \_\_\_\_\_ with \_\_\_\_\_ as the account manager.

The RFP made it clear that the services could extend to the City of Sherwood as well based on need and experience with the realtor. If the real estate services were to be extended to the City of Sherwood, that action would occur at a later time by separate resolution adopted by City Council.

The URA Manager will execute a Contract for Personal Services that has been reviewed and approved by the City Attorney's office.

At this time the name of the commercial realtor is blank because a final selection has not been made. RFP's were due on November 12<sup>th</sup> and will be reviewed prior to the November 18<sup>th</sup> meeting. The name of the selected realtor will be named at the November 18<sup>th</sup> meeting or this resolution will be moved to a future date.

**FINANCIAL IMPACTS:**

Expenditures for these services will be tied to property transactions and the proposed rate is \_\_\_\_\_%. Additional services for properties that are not planned to be purchased or sold will be negotiated.



**RECOMMENDATION:**

Staff respectfully requests URA Board approval of URA Resolution 2014-012 authorizing the URA Manager to execute a contract with \_\_\_\_\_ to provide real estate services to the Sherwood Urban Renewal Agency.



**URA RESOLUTION 2014-012**

**AUTHORIZING THE URA MANAGER TO EXECUTE A CONTRACT WITH \_\_\_\_\_ TO PROVIDE COMMERCIAL REAL ESTATE SERVICES TO THE SHERWOOD URBAN RENEWAL AGENCY**

**WHEREAS**, commercial real estate services are necessary for the Urban Renewal Agency (URA) to purchase, sell or lease URA assets and to advise the URA how to best utilize of those assets; and

**WHEREAS**, the URA does not currently have access to those services; and

**WHEREAS**, URA staff utilized a selection process meeting state and local contracting rules for the procurement of personal services; and

**WHEREAS**, a selection committee reviewed all of the proposals and determined that \_\_\_\_\_ was capable of providing the highest level of service for a reasonable price; and

**WHEREAS**, the term of the contract is expected to be longer than three years and the URA may terminate the contract at any time with 30 days' notice.

**NOW, THEREFORE, THE URA BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

**Section 1.** The URA Manager is authorized to execute a contract with \_\_\_\_\_ to provide commercial real estate services to the Sherwood Urban Renewal Agency.

**Section 2.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the Urban Renewal Agency Board this 18<sup>th</sup> day of November 2014.**

\_\_\_\_\_  
Bill Middleton, Chair

Attest:

\_\_\_\_\_  
Sylvia Murphy, MMC, Agency Recorder