

RESOLUTION NO. 2016 - 23

A Resolution approving the Property Management Agreement for the City owned property at 4600 NE Riverside Drive.

RECITALS:

Since 2007, the City has used Warren Dunn of Windermere Pacific Crest Realty (WPCR) as the property manager for the City owned property at 4600 NE Riverside Drive. WPCR was selected through a competitive request for proposals process.

WPCR acts as an agent of the City. As the City's agent, WPCR offers the property for rent, screens potential tenants, negotiates and signs rental agreements and renewals, bills tenants and collects rents, serves notices regarding enforcement of rental agreements, and coordinates and arranges for maintenance and repairs. WPCR charges a monthly management fee of 9.5% of the gross rent collected.

Warren Dunn has notified the City that he is retiring from his property management duties, and has transferred those efforts to his son, Shawn Dunn. The attached Property Management Agreement reflects the transfer of the property manager responsibilities for the City owned house at 4600 NE Riverside Drive, to Shawn Dunn of Windermere Pacific Crest Realty.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF McMinnville, OREGON, as follows:

1. That entry into a Property Management Agreement between the City of McMinnville and Shawn Dunn, Windermere Pacific Crest Realty is hereby approved.
2. The Community Development Director is hereby authorized and directed to execute the Property Management Agreement.
3. That this resolution shall take effect immediately upon passage and shall continue in full force and effect until modified, revoked, or replaced.

Adopted by the Common Council of the City of McMinnville at a meeting held the 10<sup>th</sup> day of May 2016 by the following votes:

Ayes: Drabkin, Hill, Jeffries, Menke, Ruden, Yoder

Nays: \_\_\_\_\_

Approved this 10<sup>th</sup> day of May 2016.



MAYOR

Approved as to form:



CITY ATTORNEY