

Yukon Economic Development Authority Agenda

Centennial Building - 12 South 5th Street

April 24, 2014 – 3:00 p.m.

The City of Yukon strives to accommodate the needs of all citizens, including those who may be disabled. If you would like to attend this Council meeting but find it difficult to do so because of a disability or architectural barrier, please contact City Hall at 354-1895. We will make a sincere attempt to resolve the problem. If you require a sign-language interpreter at the meeting, please notify City Hall, 500 West Main, by noon, April 23rd, 2014.

Call to Order:

Roll Call: Ray Wright, Chairman
John Nail, Vice-Chairman
John Alberts
Mike Geers
Rena Holland
Ken Smith
Tara Peters

1. Consider approving the minutes of the March 27, 2014 Regular meeting.

ACTION _____

2. Consider approval of a professional planning service firm as recommended by the Executive Director, and authorizing the Chairman to execute a professional service contract, for a period of one year, beginning July 1, 2014, contingent upon the approval by the City of Yukon.

ACTION _____

3. Review and discuss the proposed Memorandum of Understanding, regarding the Frisco Road Economic Development Project Plan, between the City of Yukon and the Yukon Economic Development Authority.

4. Report from Executive Director

- A. Review preliminary operation budget for FY 2014-2015
- B. Overview of February 2014, Oklahoma Labor Market “Dashboard” information
- C. Review examples of Requests for Development proposals Yukon, OK is currently receiving
- D. Update on the 2014 Oklahoma Main Street calendar

5. General Discussion/Questions regarding Item 4 information.

6. Setting the date for the next Regular Economic Development Meeting for May 22, 2014 at 3:00pm, in the Council Chambers of the Centennial Building, 12 S. Fifth St.

7. Adjournment

Yukon Economic Development Authority March 27, 2014

The Yukon Economic Development Authority met in regular session on March 27, 2014 at 3:00 p.m. in the Council Chambers of the Centennial Building, 12 South Fifth Street, Yukon, Oklahoma.

ROLL CALL: (Present) Ray Wright, Chairman
 John Nail, Vice-Chairman
 John Alberts
 Mike Geers
 Rena Holland (Arrived at 3:05pm)
 Ken Smith
 Tara Peters

OTHERS PRESENT:

Grayson Bottom, City Manager	Mike Segler, City Attorney
Leslie Batchelor, Attorney	Larry Mitchell, Executive Director
Doug Shivers, City Clerk	Josh Gotcher, Technology
Sara Hancock, Deputy City Clerk	Amy Phillips, Administrative Assistant

1. Consider approving the minutes of the January 23, 2014 Regular meeting

The motion to approve the minutes of the January 23, 2014 Regular meeting, was made by Ken Smith and seconded by Mike Geers.

The vote:

AYES: Nail, Geers, Smith, Wright, Alberts, Peters

NAYS: None

VOTE: 6-0

MOTION CARRIED

Council Member Rena Holland arrived.

2. Discuss, review, and approve Draft Request for Proposal for Master Planning Services (RFP 2014-01) and authorize the Executive Director to advertise for proposals

The motion to discuss, review, and approve Draft Request for Proposal for Master Planning Services (RFP 2014-01) and authorize the Executive Director to advertise for proposals, was made by Ken Smith and seconded by John Alberts.

Larry Mitchell stated the idea is to have help in reviewing Development Agreements and Master Plans for projects within the TIF District. He directed attention to Page 4 and stated the timeline is aggressive. If approved, we will notify 22 firms and advertise. That will give us 1½ weeks to review before next meeting. There will be a possibility of a few interviews. All are welcome to sit in. If Authority recommends approval of proposal in April, we will take

recommendation to City Council on May 6. Mr. Wright stated he would like to sit in on interviews. Mr. Smith asked if firms are the ones listed. Mr. Mitchell stated yes, but could be more. Mr. Wright stated he had asked previously, if we should be doing this before the Memo of Understanding had been completed with City Council. It was noted the Yukon Economic Development Authority (YEDA) Trust does allow for selection of services. Mr. Geers asked about professional services. Mr. Mitchell stated they will have expertise our staff doesn't. Mr. Wright questioned, if they would do market surveys. Mr. Mitchell stated they could, we are thinking more of plan and project reviews. Mr. Alberts questioned where the original concept would come from. Mr. Mitchell stated I-40 Properties, LLC, but YEDA would sign off on. Firm would assist in reviewing master plan and ensuring consistent design. Mr. Alberts asked if aggressive schedule is practical and if they had enough time. Mr. Mitchell stated most firms have information already prepared. If we were asking for budget plans, etc., it probably would be aggressive. Mr. Alberts asked if budget at some point. Mr. Mitchell stated will ask for estimates as projects come up, as of now we are requesting hourly rates. Mr. Alberts asked if information has already been sent out. Mr. Mitchell stated no, no one has been contacted. Mr. Geers asked where payment come from. Mr. Mitchell stated current operation funded thru Hotel/Motel Tax, but when Hobby Lobby opens we will have a revenue stream. Those costs could be paid back.

The vote:

AYES: Alberts, Smith, Nail, Wright, Peters, Geers, Holland

NAYS: None

VOTE: 7-0

MOTION CARRIED

3. Report from Executive Director

A. Discuss drafting a memorandum of understanding between the Authority and the City of Yukon regarding communication/responsibilities.

B. Overview of finance reporting/budgeting for F.Y. 2014/2015.

C. Update on progress of Oklahoma Main Street Application.

Mr. Mitchell stated Leslie Batchelor will draft Memorandum of Understanding for next meeting. We will include items already stated in the Trust Indenture. Mrs. Batchelor stated problems can be avoided by setting expectations. Memorandum of Understanding will state which things needs to go the City Council besides legal requirements. Want to move forward but want to reflect adopted policies. When Design consultant is hired, we may want to do a workshop for possible design charette with design consultant. It is private projects, but there is public involvement and it makes sense to have some say. Big issues are spending money and approving design. Mr. Wright stated it may be good for this board to report to City Council during City Council Meeting. Mrs. Batchelor stated open communication will lead to correct result. As well as compliance obligations and who tracks TIF expenses. Mr. Alberts asked if we could have examples of past Memorandum of Understanding's. Mrs. Batchelor started to pull some, but they really don't exist. There are some between Cities and Counties, but ours is unique because it is Municipal and Trust is new. There are lots of differences within Oklahoma. Anticipates working closely because of involvement of City Staff. Mr. Wright stated an outline and good communication should suffice. It does not need to be a 100 page document. Mrs. Batchelor asked if we should be thinking in terms of cap for short-term expenses. Mr. Smith stated cap would relieve YEDA and City Council of most day to day operations. He believes solid

idea could be based on previous caps. Mrs. Batchelor stated they will get a draft working.

Mr. Mitchell stated we are currently in a transition budget. Currently things are being paid from the Hotel/Motel tax, but will be moving to be funded by the TIF District. Mr. Smith asked about old versus new Hotel/Motel Tax. Mr. Bottom stated two things are going on at the same time. First, Hotel/Motel Tax and all the expenses that have been incurred are within legislation when voted. Secondly, TIF tax collected can be used to pay back expenses. Mr. Mitchell stated budget should be developed in the next 12-18 months that may have three divisions: 1. Frisco Road TIF District, 2. Other Projects outside TIF District, 3. Main St. redevelopment, YEDA may get involved in. Mr. Mitchell projects a revenue stream of about \$350,000.00 generated from July 1, 2014 thru June 30, 2015. So, revenue will be available. Health Center Parkway will have to be addressed. This is a way of getting started.

Mr. Mitchell accepted into the Main Street Associate Program, thus another element under YEDA. We will be working with the Chamber of Commerce.

4. General Discussion/Questions regarding the Item 3 information

Mr. Geers questioned at what point is YEDA involved in design. Mr. Mitchell stated submitted to YEDA from developer. Having influence is an advantage of TIF District. Mr. Mitchell stated we might want to develop design standards. Mr. Wright stated to avoid too much bureaucracy, but this is the biggest view of Yukon besides Christmas Lights in the park. It is very important for image. Mr. Smith clarified YEDA is not circumventing Planning Commission. Mr. Mitchell stated could be interesting discussion for potential rezoning, but owner will still go through Planning Commission as normal. Mr. Bottom clarified it would be a unique situation, not general circumstance for YEDA to discuss zoning. Mr. Wright stated he hasn't had problems in his own developments with Planning Commission. Mr. Smith appreciated clarification and knows Planning Commission plays a role, uncomfortable if bypassed. Mr. Wright stated they are another chair at the table.

5. . Informational Material (handouts)

- A. Memo from I-40 Properties, LLC regarding Prairie West Town Center.**
- B. Updated Hotel/Motel Revenue Report, FY 2013-2014.**
- C. Greater Oklahoma City Partnership: Leads and Locates; Feb. 05, 2014.**
- D. The Pew Charitable Trusts Article: Which States Will Generate Jobs In 2014?; Jan.07, 2014.**
- E. Knowledge Leader Hospitality Article: Meeting Spaces, The Economic Recovery For Conference Centers Gathers Speed; Winter 2013/2014.**

Mr. Mitchell stated information is from several sources. He wanted to show hospitality trends. Job trends look to be good news. Oklahoma City metro is dynamic and growing. Information is just for reference. Mr. Smith appreciates information. Mr. Wright does as well.

6. Setting the date for the next Regular Economic Development Meeting for April 24, 2014 at 3:00pm, in the Council Chambers of the Centennial Building, 12 S. Fifth St.

7. Adjournment



**Yukon Economic Development Authority
Frisco Road Master Planning Service Bids
Apr-14**

Company Name	Date	Financial	Personnel	Experience	Fee Sched.	Insurance	N.C. Form	Comments
C.H. Guernsey & Company 5555 N. Grand Blvd. Oklahoma City, OK 73112	04/14/2014	x	x	x	x	x	y	405-416-8100 Ken Senour 2:30 interview
Butzer Gardner Architects 628 West Sheridan Oklahoma City, OK 73102	04/14/2014	x	x	x	x	x	y	405-202-6692 Jeremy Gardner 1:30 interview
Renaissance Architects 11100 Stratford Drive, Ste. A-100 Oklahoma City, OK 73120	04/14/2014	align="center">x	align="center">x	x	x	x	align="center">n	405-749-4642 Jeremy Garr/ Matt Overton 11am interview
				Socrates Lazaridis/President				
Crafton Tull 214 East Main Oklahoma City, OK 73104	04/14/2014	x	x	x	x	x	n	501-748-8252 Dave Roberts 3:30 interview

*Interviews scheduled April 22, 2014.



**Yukon Economic Development Authority
Frisco Road Master Planning Services BID Comparison**

Hourly Rates 04/01/2014

Company Name	Principal In Charge	Sr. Project Manager	Principal/Sr. Architect	Sr. Engineer	Admin. Support	Sr. Landscape Architect	Sr. Planning
C.H. Guernsey & Company 5555 N. Grand Blvd. Oklahoma City, OK 73112	\$195.00	\$195.00	\$140.00	\$170.00	\$52.00	\$120.00	\$150.00 (urban planner)
Butzer Gardner Architects 628 W. Sheridan Okc, OK 73102	\$150.00	\$100.00	\$135.00	n/a	\$45.00	n/a	n/a
w/Johnson & Associates	n/a	\$140.00	n/a	\$175.00	\$30.00	n/a	\$80.00
Renaissance Architects 11100 Stratford Drive, Ste. A-100 Oklahoma City, OK 73120	n/a	\$165.00 (Project Mngr. II)	\$185.00	\$185.00	\$50.00	\$125.00	n/a
Crafton Tull 214 East Main Oklahoma City, OK 73104	\$150.00 (V.P. of Architecture)	\$140.00	\$110.00	\$115.00	\$150.00 (Admin. Principle)	\$115.00	\$110.00
TOTAL:	\$495.00	\$740.00	\$570.00	\$645.00	\$327.00	\$360.00	\$340.00

Project Involvement Ratio

C.H. Guernsey & Company:			
Project Manager/Urban Planner	30%	Environmental Planner	10%
Architect	30%	Transportation/Civil Engineer	15%
Landscape Architect	50%	Stormwater Drainage/Civil Engineer	15%
Subcontracted Economist/Planner	25%		

Butzer Gardner Architects:		(partner) Johnson & Associates:	
Principal	15%	Senior	10%
Project Manager	45%	Manager	30%
Production Staff/Junior Architect	40%	Planning Staff	55%
		Drafter/Office Staff	5%

Renaissance Architects:	
Planning/Architectural Staff	60%
Project Manager	30%
Senior Staff	20%

Crafton Tull:			
Principal In Charge	30%	Project Engineer	10%
Project Manager	15%	Senior Engineer	15%
Senior Planner	15%	Project Architect	15%



YUKON ECONOMIC
DEVELOPMENT AUTHORITY

**Request for Proposals
for
Frisco Road Master Planning Services**

**Issued By:
Yukon Economic Development Authority
Yukon, Oklahoma
RFP2014-01
March 28, 2014**

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YUKON ECONOMIC
DEVELOPMENT AUTHORITY

**Frisco Road Master Planning Services
Yukon, Oklahoma Economic Development Authority
RFP2014-01**

The Request for Proposal is part of a competitive procurement process which will facilitate a fair opportunity for qualified firms to offer their plans and services for consideration. The process of competitive negotiation being used should not be confused with competitive sealed bidding where goods and services can be precisely described and price is generally the determination factor. The competitive Request for Proposal will provide the Yukon Economic Development Authority the flexibility to negotiate with firms to arrive at a mutually agreeable relationship where price alone is not the determining required factor.

- 1. Background:** On August 02, 2013, the Yukon City Council established the Yukon Economic Development Authority (Trust) for the use and benefit of the City to finance, operate, develop, construct, maintain, manage, market, and administer projects for investments and reinvestments, within or near Yukon, in all lawful forms of economic and community development, and for any public functions or purposes with any public or private entity, as hereinafter set forth, including, but in no way limited to, functions or purposes allowed under the provisions of Title 60, Oklahoma Statutes 2011, sections 176 to 180.4, and those set forth in the Oklahoma Local Development Act, codified at Title 62, Oklahoma Statutes 2011, sections 850 to 869.

The adopted Trust Indenture authorizes the Trustees of the Authority to fund and/or accomplish the organization of economic and community development or redevelopment projects, including but not limited to, the funding and performance of environmental impact studies, publicizing the consideration of the economic and community development or redevelopment projects, organizing and funding the cost incidental to the creation of tax increment districts, tax incentive districts, project areas, apportionment areas, enterprise zones or areas, reinvestment areas and/or historic preservation areas. The Trust Authority may also fund the cost and/or the procurement or acquisition of professional services, including but not limited to, costs and procurement of architectural, planning, engineering, legal, and financial advice and services.

2. Introduction: The Frisco Road Economic Development Project Plan is a project plan as defined under the Local Development Act, 62 O.S. §850, *et seq.*, and is referred to here as the "Project Plan." The Project Plan provides the economic structure and funding to support the construction of a four ramp east-west interchange at Frisco Road and I-40, as well as the creation of an attractive viable commercial corridor south of I-40 and east of Frisco Road that is to be anchored by a limited service hotel and various commercial outlets ("Project"). The Project is being undertaken by the City of Yukon ("City" or "Yukon") in order to achieve its key development objectives, improve the quality of life for its citizens, stimulate private investment, and enhance the tax base. In addition, the Project Plan is a critical element in creating a framework for fostering public-private agreements in order to create community developments and realize economic objectives of the City, including the continuation of the development that has occurred adjacent to the Project Area ("Project Area" is defined in Section II of this Project Plan). A key component of the Project Plan is the encouragement of developments and amenities that improve the quality of life for the residents of Yukon. Amenities of this sort include but are not limited to a hotel/conference center within close proximity to Integris Regional Hospital and necessary and appropriate access as well as the proper street design and layout. Support from the City for such developments and amenities can only be achieved through the financing tools and means available under the Local Development Act.

The Frisco Road Economic Development Project will be financed from a combination of public and private sources, including apportionment of sales, use, and hotel occupancy use tax increment revenues from an increment district to be established in connection with the Project in accordance with the Local Development Act and certain funding provided pursuant to an agreement with the Oklahoma Department of Transportation for the construction of the Frisco Road/I-40 interchange.

The Executive Director of the Yukon Economic Development Authority, Larry Mitchell, his successor in office, or his designee shall be the person in charge of implementation of the Project Plan in accordance with the provisions, authorizations, and respective delegations of responsibilities contained in this Project Plan. The Executive Director, his successor in office, or his designee is authorized to empower one or more designees to exercise responsibilities in connection with Project implementation.

3. Scope of Work:

- 3.1 The successful planning/architecture firm will advise and assist the Yukon Economic Development Authority with the implementation of the Frisco Road Economic Development Project Plan in the specific areas of design review, commercial master planning, project layout, facility space allocations, public amenities, and open space enhancements.
- 3.2 The successful planning/architecture firm will advise and assist the Authority in reviewing construction documents and project specifications to ensure that all

final plans comply with the terms and conditions set forth in the approved individual development agreements.

- 3.3 The successful planning/architecture firm will assist the Authority in undertaking market analysis or feasibility studies deemed necessary to support one or more development proposals and to determine how future phases of the Frisco Road TIF District should be allocated/assigned.
- 3.4 The successful planning/architectural firm will advise and assist the Authority's Executive Director on current planning or architectural issues that may arise from time to time during the course of normal business activity or in negotiations with potential development projects.

4. RFP Responses: All responses shall be submitted to the Yukon City Clerk's office no later than the stated closing date and time.

- 4.1 The following schedule of events is indicated for planning purposes but may be varied at the Authority's convenience as required. If change is required, notice will be provided so as to allow adequate, reasonable response time. Every effort will be made to adhere to the schedule.

Proposal Issued	March 28, 2014
Inquires Due	April 04, 2014
Response to Inquiries Issued	April 09, 2014
Proposal(s) Due	April 14, 2014
Interviews and/or Oral Presentation (If necessary)	April 21, 2014
Evaluations Completed	April 23, 2014
Anticipated Date of Award	May 07, 2014

- 4.2 All proposals must be submitted to the Yukon City Clerk's office before the FINAL closing date and hour as shown on this RFP. All proposals will be opened in the Centennial Building conference room located at 12 South 5th Street, Yukon, OK 73099 at 4 P.M.
- 4.3 Proposals are to be submitted by certified mail or hand delivery. No facsimile or email submittals will be accepted.
- 4.4 **The Non-Collusion form will be required prior to/upon recommendation of award.**
- 4.5 The proposal shall be in the specific format prescribed herein. Proposals should not contain promotional or display materials, and all material shall pertain to the requirements. Proposals shall be straightforward, providing a concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. Submitted proposals are subject to release under the Oklahoma Open Records Act.
- 4.6 Failure to provide required data to allow for evaluation, failure to complete the RFP form(s), or failure to follow all directions within this RFP may be grounds for rejecting the RFP.
- 4.7 Inquiries: All inquiries should be submitted no later than **April 04, 2014**, in writing by mail, email, or fax to:

Larry Mitchell, Executive Director
 Yukon Economic Development Authority
 458 West Main Street
 Yukon, OK 73099

lmitchell@cityofyukonok.gov Fax: 405-350-4760

Responses will be issued in writing no later than **April 09, 2014**, to all vendors who are registered with the City of Yukon as having received a RFP.

5. Submittal Requirements: All submittals should include the following:

5.1 Proposer's Background

5.1.1 Financial Soundness

5.1.1.1 Comment on your firm's credit quality and overall financial strength.

5.1.1.2 Identify and describe any current litigation or investigation by a regulatory authority or contingent liabilities that your firm, its officers or principles have been involved in within the last three years relative to your consulting services.

5.1.2 Personnel

5.1.2.1 Provide an organization chart showing the operating interrelationships and authority within this service unit, and the entire firm, highlighting staff members in key roles.

5.1.2.2 Identify the people that will be involved and state their titles and level of experience with this type of work. If unable to identify at this time, include the makeup of the proposed planning/architectural team with regard to the same.

5.1.3 Experience

5.1.3.1 Provide a history of your firm, including its ownership structure.

5.1.3.2 Provide information regarding previous consulting engagements as they relate to the nature of this RFP. Information should reflect not only similarity of past engagements to this RFP, but also illustrate the firm's ability and experience with regard to a wide array of consulting work or a highly-experienced consulting niche.

5.1.3.3 Describe ways your firm will utilize best practices in public/private development to enhance the performance of the project.

5.1.3.4 Describe in detail your expertise, if any, with the public sector (government).

5.1.3.5 Describe in detail your expertise, if any, with the ever changing commercial retail and economic development environment.

5.1.3.6 Provide list of relevant references with phone numbers.

5.2 Fee Schedule:

5.2.1 Provide a table detailing the hourly rates by staff level that will be charged to the Yukon Economic Development Authority for all work, including administrative and travel costs as applicable.

5.2.2 Explain your firm's experience as to the average percentage involvement of each staff level in 5.2.1 to the review of project construction documents. For example, the planning/architectural staff may have 60% of the hours of the project, manager 30%, and a senior 10%.

5.3 Insurance or Other Required Documents (If required): The contractor will be responsible for all required or desired insurance of property owned or services provided by the Contractor.

5.3.1 Comprehensive General and/or Public Liability coverage with a minimum of \$1,000,000.00 Bodily Injury, and Property Damage, combined single limit.

5.3.2 Worker's Compensation Insurance as prescribed by Oklahoma law.

5.4 Submission of Bid Proposal:

The completed, sealed, bid proposal packet must be submitted on or before April 14, 2014 by 4 P.M. to the Yukon City Clerk's office at the address below:

Yukon City Clerk

P.O. Box 850500

Yukon, Oklahoma 73085

6. Contract Award:

6.1 The Yukon Economic Development Authority invites proposals from qualified firms and encourages interested parties to visit the community or the Authority's website to gain a better understanding of the contemplated economic development project. The successful firm will enter into a professional services contract that may be renewed for up to two (2) additional one-year terms, subject to annual review and satisfactory performance by the firm, funding availability, and adoption of the annual budget by the Authority Trustees.

6.2 The Authority reserves the right to award this contract, not necessarily to the firm with the lowest cost, but to the firm that best meets the requirements and needs of the Authority as determined by the Authority.

6.3 Proposals are to be submitted on the basis of the specifications contained herein.

6.4 Upon submission of the responses to this RFP, the Authority will evaluate the responses of the firms. Interviews with the finalists may be conducted by the Authority. The final evaluation and selection of a contractor will be made by the Authority and submitted to the Yukon City Council for approval.

7. **Authority Rights:**

- 7.1 The Yukon Economic Development Authority and its designees reserve the right to determine whether a proposal is responsive and has the ability and resources to perform the contract in full and comply with the specifications.
- 7.2 The Authority reserves the right to reject proposals which incorporates counter proposals and conditions in the form of vendor's pre-printed clauses.
- 7.3 The Authority reserves the right to accept or reject all or part of any proposal, waive informalities, minor irregularities, or substitute items as desired if deemed in the best interest of the Authority therefore selecting the optimum proposal or issue a new RFP.
- 7.4 The Authority reserves the right to reject proposals when procedures stated within are not followed.
- 7.5 Should the proposal include any work of a subcontract nature, the Authority reserves the right to approve or disapprove the engagement or use of the subcontractor as it relates to services provided to the Authority as described in the RFP.
- 7.6 Effective Period: Proposals submitted must remain in effect for a period of sixty (60) days after the closing date. An award will be signed and issued within that time or at a negotiated date later.
- 7.7 Withdrawal of Proposals: Proposals may be withdrawn at any time prior to the closing date; however, the Authority reserves the right to withdraw vendor(s) from future proposals who have withdrawn a proposal after the closing date and prior to the effective period of the RFP without the Authorities approval.
- 7.8 Changes: It shall be the proposers responsibility to bring to the attention of the Authority any discrepancies in, omissions from or errors in the documents, or enhancements which would be in the best interest of the Authority, or if they are in doubt as to the meaning of any part of the RPF.
- 7.9 Examinations: Before submitting a proposal, contractor shall thoroughly examine the RFP as well as the location and otherwise be fully informed as to all existing conditions and limitations.
- 7.10 Modifications of RFP: Oral modifications will not be considered. Any bidder may modify their RFP in writing prior to date and time of the RFP closing. Only modifications received in sealed envelopes with RFP number, closing date, and project name clearly marked on the outside will be accepted. Written confirmation must be received under the same signature as prior submitted RFP. All modifications are to be clearly numbered and dated as to determine the final one.
- 7.11 Sales Tax Exemption: All proposals must be submitted exclusive of Federal Excise Tax and Oklahoma State Tax. The Yukon Economic Development Authority is exempt from Federal Excise Tax and Oklahoma State Tax. When proof of tax

exemption status is required, a notation should be made on this RFP and an Exemption Letter shall be furnished.

- 7.12 Clarification: The Yukon Economic Development Authority reserves the right to request clarification of information submitted and to request additional information from any or all of the respondents.
- 7.13 Exceptions: If any exceptions are taken to any portion of the RFP, the proposer must clearly indicate the exceptions taken and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions or proposed changes, with a full explanation, will constitute acceptance by the proposer of the RFP as proposed by the Yukon Economic Development Authority.

8. Terms and Conditions:

- 8.1 Terms and conditions governing the submission of a proposal and the resulting award of any contract are governed by the following terms and conditions:
- 8.1.1 Award Status: The response to the RFP will be considered as a legal offer to contract. An acceptance of any proposal will be issued by the Yukon Economic Development Authority in accordance with the following paragraphs of this section and constitutes a legal and binding contract.
- 8.1.2 Contract Format/Requirements: The resulting Authority acceptance/contract will incorporate this Request for Proposal, provider's response, and any additional agreements or stipulations as a result of any final negotiations.
- 8.2 Contract Modification: All modifications and/or changes to the contract must be agreed to in writing by both parties and approved by the Authority prior to change.
- 8.3 Assignment by the Awarded Contractor: The awarded contractor shall not assign or transfer any interest in the contract without the prior written consent of the Authority.
- 8.4 Contract Termination: The Authority may terminate any resulting contract for cause by providing a Show Cause Letter to the contractor citing the instances of noncompliance with the contract.
- 8.4.1 If the noncompliance is not cured within thirty (30) days, the Authority may terminate the contract.
- 8.4.2 The Authority reserves the right to terminate the contract for convenience upon thirty (30) days written notice.
- 8.5 Conflict of Interest: In the event there is a potential or actual conflict of interest, the vendor(s) shall provide full disclosure to the Yukon Economic Development Authority. The Authority shall determine if the conflict, whether potential or actual, is material.
- 8.6 Contractor Liability: The contractor shall hold the Authority harmless and shall be liable in the event of injury to Authority personnel or damage or loss of their property caused by the contractor's equipment, personnel supplies, or material

furnished. The Authority will not be liable for loss or damage caused by fires, lightning, sprinkler leakage, earthquake, severe weather, smoke and smudge, aircraft or motor vehicle damage, strikes, and riots and/or civil disturbance or collapse of building or structures, etc. The Authority and its personnel shall not be liable for any loss of or damage to contractor property unless due to their fault or negligence.

8.6.1 Liens: The successful contractor shall keep the Authority free and clear from all liens asserted by any person or firm for any for any reason arising out of the furnishing of services or materials by or to the contractor.

8.6.2 Indemnification: The successful contractor shall indemnify and hold the Authority harmless from all claims and related expenses arising out of the contractor's performance or failure of performance under the resulting contract.

- 8.7 Disclosure of Proposal Content: All proposals become a matter of public record once opened. By submitting a proposal, a proposer specifically assumes any and all risks and liabilities associated with the information contained in the proposal and the release of information. If a proposer does not desire propriety information in the proposal to be disclosed, each page must be identified and marked proprietary at time of submittal. The Authority will, to the extent allowed by the law, endeavor to protect such information from disclosure. If the proposer fails to identify proprietary information, he agrees that by submission of his proposal those sections shall be deemed non-proprietary and available upon public request.
- 8.8 Choice of Law and Venue: The resulting contract shall be construed under the laws of the State of Oklahoma and venue in any action and/or litigation commenced to enforce the contract shall be instituted in the appropriate courts in Oklahoma County, in the State of Oklahoma.
- 8.9 Federal, State, and Local Laws and Regulations: The successful contractor will comply with all laws and regulations on taxes, licenses, and permits.
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PASSED AND APPROVED this ___ day of _____, 2014.

Chairman Wright

ATTEST

MEMORANDUM OF UNDERSTANDING
between
THE CITY OF YUKON
and
THE YUKON ECONOMIC DEVELOPMENT AUTHORITY
regarding
IMPLEMENTATION OF THE FRISCO ROAD ECONOMIC DEVELOPMENT PROJECT
PLAN

THIS MEMORANDUM OF UNDERSTANDING (“Memorandum”) is entered into by and between the **CITY OF YUKON**, a municipal corporation (the “City”), and the **YUKON ECONOMIC DEVELOPMENT AUTHORITY**, a public trust (“YEDA” or “Trust”). (The City and YEDA, collectively, are referred to in this Memorandum as the “Parties.”)

WITNESSETH:

WHEREAS, the City has adopted the Frisco Road Economic Development Project Plan (“Project Plan”), which contemplates the creation of an attractive mixed-use commercial center south of Interstate 40 and east of Frisco Road that is to be anchored by a conference center-hotel and multiple retail establishments; and

WHEREAS, implementation of the Project Plan is in the public interest and in accordance with the provisions of the Oklahoma Local Development Act, 62 O.S. 850, *et seq.*, as amended (the “Act”); and

WHEREAS, implementation of the Project Plan will generate substantial investment and contribute to the quality of life in the community; and

WHEREAS, the projected investment and development will generate direct and indirect benefits to the City and its citizens; and

WHEREAS, the City is the beneficiary of YEDA; and

WHEREAS, the City is designated and authorized as the principal public entity to carry out and administer the provisions of this Project Plan and to exercise all powers necessary or appropriate thereto as provided in § 854 of the Act; and

WHEREAS, YEDA is authorized and designated to carry out those provisions of the Project Plan related to issuance of bonds or notes as provided in §§ 854(B) and 863 of the Act, subject to approval of the governing body of the City of any specific notes or bonds, and is authorized to assist in carrying out this Project Plan and to exercise all powers necessary or appropriate thereto except for approval of the Project Plan and those powers enumerated in paragraphs 1, 2, 3, 4, 7, 13, and 16 of the Act; and

WHEREAS, the purpose of this Memorandum is to define the relationship and the responsibilities of the Parties with respect to implementation of the Project Plan.

NOW, THEREFORE, in consideration of the premises and mutual obligations of the Parties hereto, each of them does hereby covenant and agree with the others as follows:

SECTION 1. PURPOSE OF THE AGREEMENT.

The purpose of this Memorandum is to establish the relationship of the Parties, to prescribe responsibilities, and to establish the processes for approvals and actions necessary to achieve the objectives of the approved Project Plan.

SECTION 2. SCOPE OF THE PROJECT.

The Project is an economic development project undertaken pursuant to the provisions of the Act. It contemplates the construction of major public improvements and the creation of an attractive mixed-use commercial center south of Interstate 40 and east of Frisco Road this is to be anchored by a conference center-hotel and multiple retail establishments. The primary objective of the Project Plan and Increment District No. 1, City of Yukon (“Increment District”), is the construction of the Frisco Road/I-40 interchange, as a catalyst for retaining and expanding employment and to attract major investment to the area. The Project will be financed from a combination of public and private sources, including apportionment of sales tax increments. It will require close coordination between the City and YEDA to facilitate the planning, financing, and implementation of the Project and to maximize its potential public benefit.

SECTION 3. RELATIONSHIP OF THE PARTIES.

The undertaking of the Project is a complex process which will require the mutual agreement of the Parties and their timely actions on matters appropriate or necessary for project implementation. The Parties shall use their best efforts in good faith to perform and assist others in performing their respective obligations under this Agreement, including specifically the performance of obligations hereinafter set forth, all for the benefit of the City and its citizens.

SECTION 4. OBLIGATIONS AND RESPONSIBILITIES OF THE CITY.

A. As the governing body under 62 O.S. § 853(7) that adopted and approved the Project Plan, the City Council retains those non-delegable powers conferred on it by the Act. (See: 62 O.S. § 854). Accordingly,

1. City Council approval is required for the issuance of bonds, notes, and/or other debt instruments by YEDA as provided in Section IX.D. of the Project Plan and Section 863 of the Act.
2. City Council approval is required for “assistance in development financing,” within the meaning of Section 853(14)(o) of the Act, provided directly to private developers in accordance with the Project Plan.
3. City Council approval is required for proposed changes in zoning or land use or any change in existing ordinances.
4. City Council approval is required for any contract or agreement to which the City is a party, including but not limited to any public construction contracts, agreements with the Oklahoma Department of Transportation, and those development agreements where the City’s rights or responsibilities make it necessary and appropriate for it to be a signatory.

B. In addition to those non-delegable powers that may only be exercised by the City, City Council approval is also required for major policy decisions that determine or substantially affect the overall nature, extent, and quality of the private development in the Project Area. By way of example and not limitation, it is expected that the Master Development Agreement(s), Development Phasing Plans, and any Design Development Guidelines would be presented to the City Council for consideration and approval.

C. The City, through the City Manager and other City staff, shall periodically apportion the sales tax increment (in accordance with the approved formula) from the Increment District to the Apportionment Fund, which shall constitute funds of YEDA.

D. The City shall employ such accounting procedures as are reasonable and appropriate, and shall work with YEDA and the Oklahoma Tax Commission to help ensure the effective and reliable implementation of the Project Plan.

E. The City, through the City Manager and other City staff, shall assist YEDA in preparing an annual report for the Increment District and shall submit and publish the annual report in accordance with Section 867 of the Act.

F. The City shall furnish staff and administrative resources to YEDA to carry out its responsibilities under the Project Plan so long as the primary duties and responsibilities to support and manage city activities are not adversely affected, as determined by the City Manager. Such costs constitute Project Implementation and Administrative Costs under Section VIII.A. of the Project Plan and may be paid with Increment funds.

SECTION 5. OBLIGATIONS AND RESPONSIBILITIES OF YEDA.

A. As the public entity authorized and designated to carry out those provisions of the Project related to issuance of bonds or notes as provided in §§ 854(B) and 863 of the Act, subject to approval of the governing body of the City of any specific notes or bonds, YEDA is the Party responsible for the financing of the Project. In accordance with the Project Plan, YEDA shall:

1. issue tax apportionment bonds or notes, or both;
2. incur Project Costs pursuant to Section IX of the Project Plan;
3. provide funds to or reimburse the City for the payment of Project Costs and other costs incurred in support of the implementation of the Project; and
4. incur the cost of issuance of bonds for payment of such costs and to accumulate appropriate reserves, if any, in connection with them.

B. In order to ensure effective implementation of the Project Plan, YEDA is the Party primarily responsible for coordination of redevelopment activities undertaken in the Project Area, and shall:

1. consider, authorize, and approve necessary and appropriate financing agreements to provide for financing of the authorized public project costs in connection with the Project;
2. consider and approve designs, specifications, and budgets for all authorized Project Costs;
3. consider and approve financing and financing authorizations for each phase of the Project;

4. conduct any Request for Proposals (RFP) or Request for Qualifications (RFQ) processes in order to select developer(s) for any project that will utilize Increment funds or property owned by the City or YEDA;

5. hire any outside professionals or consultants necessary and appropriate to implement the Project Plan;

5. negotiate, consider, authorize, and approve necessary and appropriate development or redevelopment agreements in connection with the Project; and

6. undertake such acquisition of land, buildings and other physical assets as is necessary and appropriate to implement the Project Plan.

C. YEDA shall maintain the Apportionment Fund in accordance with reasonable accounting principles and practices and provide reports about this Fund to the City upon reasonable request.

D. YEDA shall keep the City Council well-informed about all major implementation activities and undertakings, including by providing periodic reports and by furnishing any additional information reasonably requested by the City.

SECTION 6. THIRD PARTIES. Except as expressly provided otherwise in this Agreement, the provisions of this Agreement are for the exclusive benefit of the parties hereto and not for the benefit of any other persons, as third-party beneficiaries or otherwise, and this Agreement shall not be deemed to have conferred any rights express or implied, upon any other person.

SECTION 7. NO PARTNERSHIP CREATED. This Agreement specifically does not create any partnership or joint venture between the Parties, or render any Party liable for any of the debts or obligations of any other Party.

SECTION 8. FORMALITIES AND AUTHORITY. The parties hereto represent and warrant that they are validly existing and lawful entities with the power and authorization to execute and perform this Agreement. The headings set forth in this Agreement are for convenience and reference only, and in no way define or limit the scope or content of this Agreement or in any way affect its provisions.

SECTION 9. NOTICES AND DEMANDS. Any notice, demand, or other communication under this Agreement shall be sufficiently given or delivered when it is deposited in the United States mail, registered or certified mail, postage prepaid, return receipt requested, or delivered personally to:

For the City: City Manager
City of Yukon
500 West Main Street
Yukon, Oklahoma 73099

For YEDA: Executive Director
Yukon Economic Development Authority
458 West Main Street
Yukon, Oklahoma 73099

(The balance of this page is left blank. Execution of this instrument follows on the next page.)



EFFECTIVE AS OF THE DATE SIGNED BY THE LAST EXECUTING PARTY.

THE CITY OF YUKON (“City”)

KEN SMITH, MAYOR

Signed this ___ day of _____, 20____.

ATTEST:

DOUG SHIVERS, CITY CLERK

APPROVED as to form and legality this ___ day of _____ 20____.

MICHAEL SEGLER, CITY ATTORNEY

**YUKON ECONOMIC DEVELOPMENT
AUTHORITY (“YEDA”)**

RAY WRIGHT, CHAIRMAN

Signed this ___ day of _____, 20____.

DOUG SHIVERS, SECRETARY

**YUKON ECONOMIC DEVELOPMENT AUTHORITY
FRISCO ROAD TIF PROJECTED BUDGET - FY 2014-2015**

Financial Budget Report July 31, 2014



TIF DISTRICT REVENUES

Account Number	Tax Revenue	2013-2014 Actual	2014-2015 Estimated	2014-2015 YTD Actual	2014-2015 Projected
	Sales Tax	0	350,000.00		
	Use Tax	0	30,000.00		
	Hotel/Motel Tax	0	0		
	Total	0	380,000.00		

TIF DISTRICT EXPENDITURE

Account Number	Expenditure	2013-2014 Actual	2014-2015 Proposed	2014-2015 YTD Actual	2014-2015 Balance
	Public Improvements	0			
	extension of Health Center Parkway		300,000.00		
	Development Assistance	0			
	Project Implementation	0			
	*Professional Services - Review Prairie West Master Plan		30,000.00		
	Program Contingency	0			
	Total		330,000.00		

CITY OF YUKON
PROJECTED BUDGET WORKSHEET
AS OF FEBRUARY 28TH, 2013

DEPARTMENTAL EXPENDITURES	2011-2012	2012-2013	CURRENT	2013-2014	2014-2015
	ACTUAL	ACTUAL	BUDGET	Y-T-D ACTUAL	PROPOSED BUDGET
SUPPLIES					
01-5112-201 Office Supplies	0.00	0.00	0.00	584.60	730.75
01-5112-202 Duplication/Computer Su	0.00	0.00	0.00	80.00	130.00
70-5201-205 Nondurable Supplies	0.00	0.00	0.00	0.00	0.00
70-5201-206 Building Maintenance Su	0.00	0.00	0.00	0.00	0.00
01-5112-208 Publications & Periodic	0.00	0.00	0.00	67.45	117.45
01-5112-213 Food Supplies	0.00	0.00	0.00	0.00	0.00
01-5112-217 Wearing Apparel	0.00	0.00	0.00	0.00	0.00
01-5112-221 Public Educational Supp	0.00	0.00	0.00	0.00	0.00
01-5112-222 Record Supplies	0.00	0.00	0.00	0.00	0.00
01-5112-225 Promotional Items	0.00	0.00	0.00	1,272.28	1,672.28
TOTAL SUPPLIES	0.00	0.00	0.00	2,004.33	2,650.48
EQUIPMENT AND MAINTENANCE					
01-5112-302 Buildings	0.00	0.00	0.00	0.00	0.00
01-5112-315 Office Equipment	0.00	0.00	0.00	634.07	634.07
01-5112-316 Furniture,Fixtures & Mi	0.00	0.00	0.00	0.00	0.00
01-5112-317 Durable Tools	0.00	0.00	0.00	0.00	0.00
01-5112-323 Inspection Fee for Prop	0.00	0.00	0.00	0.00	0.00
01-5112-328 Document Destruction	0.00	0.00	0.00	0.00	0.00
01-5112-331 Travel Expense	0.00	0.00	0.00	7,028.14	8,600.00
01-5112-332 Tuition Reimbursement	0.00	0.00	0.00	0.00	0.00
01-5112-340 Postage and Shipping	0.00	0.00	0.00	0.00	0.00
01-5112-346 Rentals and Leases	0.00	0.00	0.00	8,000.00	11,000.00
01-5112-347 Special Services	0.00	0.00	0.00	50,594.27	57,319.27
01-5112-348 Consultant Fees	0.00	0.00	0.00	44,242.60	54,242.60
01-5112-349 Printing	0.00	0.00	0.00	883.48	883.48
01-5112-354 Assoc Memberships & Cor	0.00	0.00	0.00	2,410.00	3,015.00
01-5112-356 Training	0.00	0.00	0.00	0.00	500.00
01-5112-384 Coffee Service	0.00	0.00	0.00	0.00	0.00
TOTAL EQUIPMENT AND MAINTENANCE	0	0	0.00	113792.56	136,194.42

DEPARTMENTAL EXPENDITURES	2011-2012	2012-2013	2013-2014		2014-2015	
	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED ACTUAL	PROPOSED BUDGET
TOTAL ECONOMIC DEVELOPMENT	0.00	0	0.00	115796.89	138,844.90	84,300.00

PERMANENT NOTES

01-5112-201	Office Supplies Includes all supplies necessary for use in the operation of the office; examples include, but are not limited to, pencils, paper, file folders, file jackets, envelopes, pens, record books, paper clips, etc. We will also need to purchase Christmas decorations for our office Christmas Tree this year.
01-5112-202	Duplication/Computer Suppli Printer copy paper.
01-5112-205	Non-Durable Supplies
01-5112-206	Building Maintenance Supplies
01-5112-208	Publications & Periodicals This allows for us to purchase departmental informational materials such as E. D. planning publications, webinars, and purchase reference material for the Oklahoma Associate Main Street Program if applicable.
01-5112-213	Food Supplies This includes any business lunch meeting expenses for the Executive Director.
01-5112-217	Wearing Apparel
01-5112-221	Public Educational Supplies
01-5112-222	Record Supplies
01-5112-225	Promotional Items This expense includes additional flashdrives as well as other promotional items for the Economic Development Department and/or Oklahoma Associate Main Street program.
01-5112-302	Buildings

PERMANENT NOTES

01-5112-315	Office Equipment The YEDA office needs a drafting table.
01-5112-316	Furniture,Fixtures & Misc F
01-5112-317	Durable Tools
01-5112-323	Inspection Fee for Prop. Eq
01-5112-328	Document Destruction
01-5112-331	Travel Expense Travel expenses for various conferences for Executive Director, including both ICSC's, IEDC Conference; travel for Amin. Assistant to attend OML CALT Class 3; as well as any travel associated with/for the Oklahoma Main Street program.
01-5112-332	Tuition Reimbursement Possible classes for Executive Director and/or Admin. Assistant.

PERMANENT NOTES

01-5112-340	Postage and Shipping Cost of mailing/shipping maps, time sensitive documents, etc.
01-5112-346	Rentals and Leases Monthly rental of the YEDA office.
01-5112-347	Special Services This includes Master Planning Services required for Frisco Road as well as updating media video for the E.D. webpage.
01-5112-348	Consultant Fees This includes attorney fees from the Center of Economic Development Law for legal support/counsel services.
01-5112-349	Printing Cost of printing YEDA business cards, envelopes, etc.
01-5112-354	Assoc Memberships & Conf Re Includes the cost of professional association membership on a local, state or national level; also includes the cost of local, state and national conference registration fees. This includes membership fees for Executive Director for CMA, ICSC, IEDC, etc. Conference registration fees for Executive Director for ICSC Las Vegas, OML day at the Capitol, ICSC Texas, and IEDC. We will also have possible Main Street conference registrations, if applicable.
01-5112-356	Training Allows for the Executive Director to attend ICSC Seminars. Allows for the Administrative Assistant to attend OML CALT Class 3. This also includes any new program/new manager Training for the Oklahoma Associate Main Street Program.
01-5112-384	Coffee Service

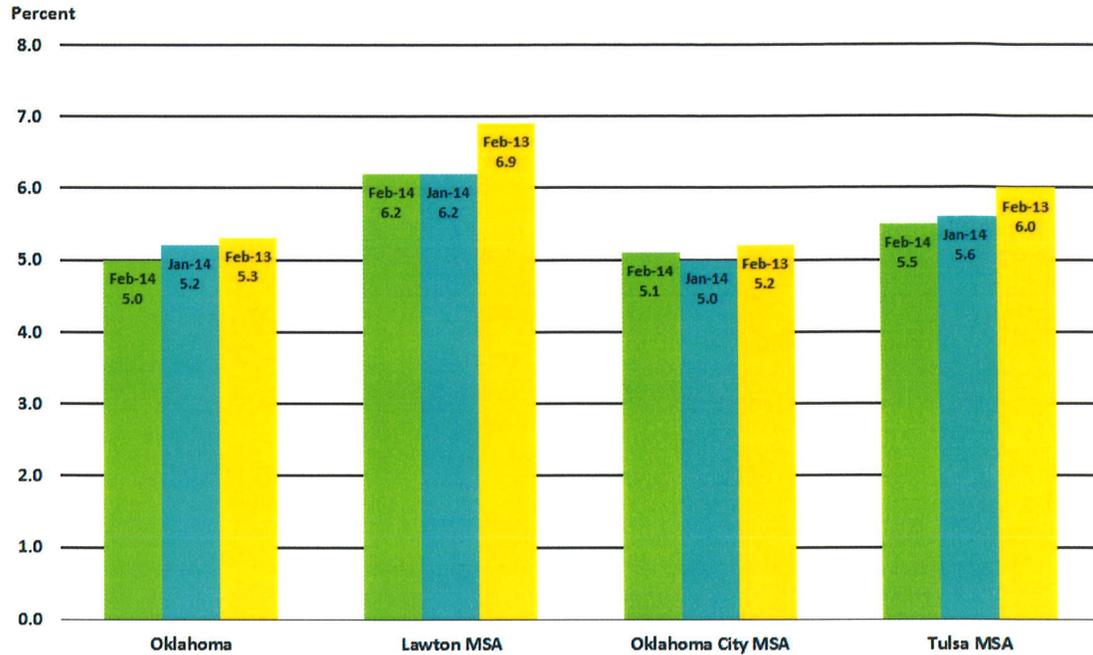
DEPARTMENTAL EXPENDITURES	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014		2014-2015	
			CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED ACTUAL	PROPOSED BUDGET
CAPITAL IMPROVEMENT						
36-5501-436 Cap. Improvements-Econ Dev	-	-	-	-	-	7,000.00
TOTAL CAPITAL IMPROVEMENT	-	-	-	-	-	7,000.00

PERMANENT NOTES:

- 36-5501-436 Cap. Improvements-Econ Dev
- Local share for Department of Commerce (Citizen's Institute on Rural Design) project grant. 0.00
 - 7,000.00
 - 0.00
 - 0.00
 - 0.00
- Total Cap. Improvements-Economic Development 7,000.00**

Oklahoma Labor Market 'Dashboard' Unemployment Rates: February 2014

State and Metro Area Unemployment Rates

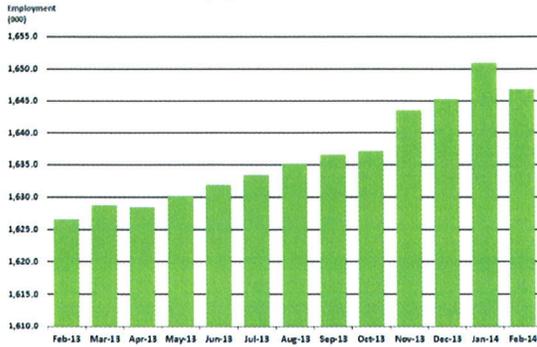


- **Oklahoma's** seasonally adjusted unemployment rate declined 0.2 of a percentage point to 5.0 percent. That jobless rate was the 14th-lowest among all states in February. Oklahoma's seasonally adjusted unemployment rate was also down 0.3 percentage point when compared to February 2013.
- **Lawton MSA** unemployment rate held steady at 6.2 percent in February. Over the year, Lawton's unemployment rate has fallen 0.7 percentage point from a level of 6.9 percent in February 2013.
- **Oklahoma City MSA** jobless rate edged up to 5.1 percent in February, up from 5.0 percent in January. That was the 4th-lowest unemployment rate among large metro areas (over 1 million or more population) for February. Oklahoma City's over-the-year unemployment rate was down 0.1 percentage point from February 2013.
- **Tulsa MSA** unemployment rate moved down to 5.5 percent in February from January's 5.6 percent reading. Over the year, Tulsa's unemployment rate was down 0.5 percentage point from 6.0 percent in February 2013.
- The **U.S. unemployment rate** remained unchanged at 6.7 percent in March.

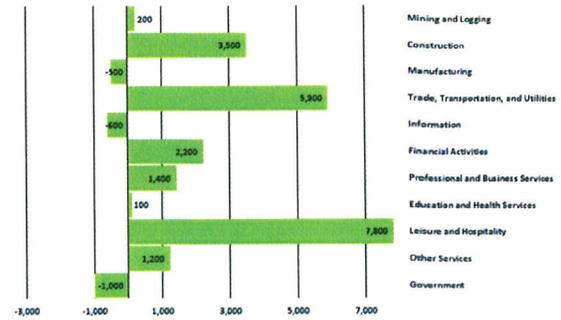
Oklahoma Labor Market 'Dashboard'

Nonfarm Employment by Industry: February 2014

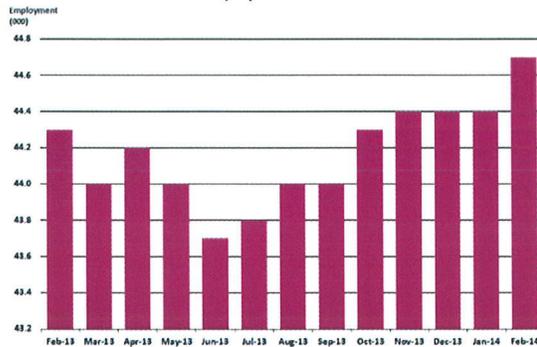
Oklahoma Total Nonfarm Employment



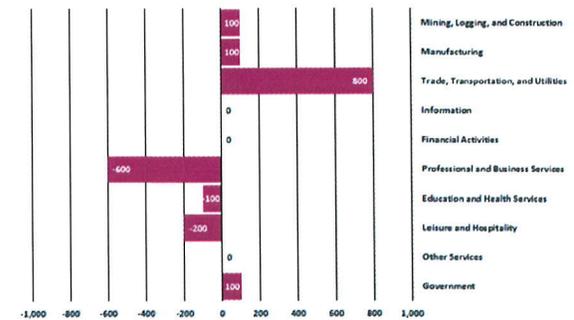
Oklahoma Employment Change by Industry
February 2013 - February 2014



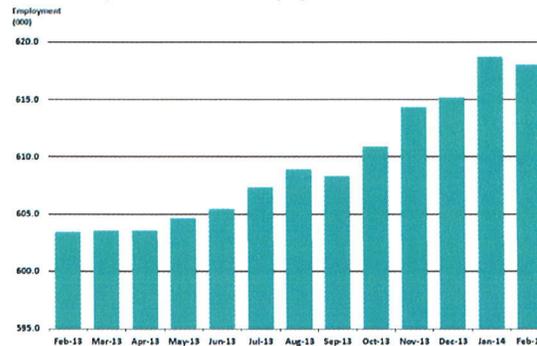
Lawton MSA Total Nonfarm Employment



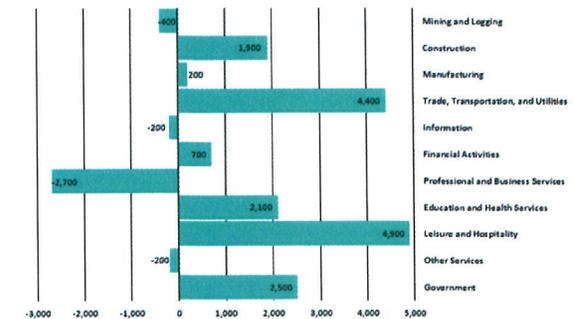
Lawton MSA Employment Change by Industry
February 2013 - February 2014



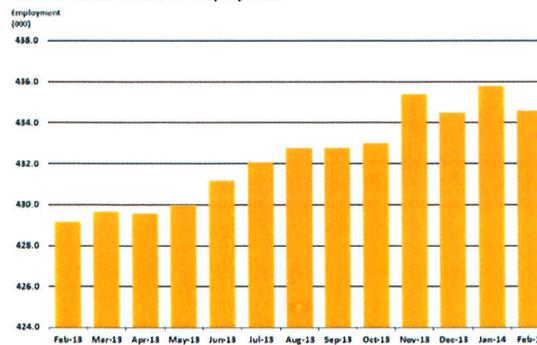
Oklahoma City MSA Total Nonfarm Employment



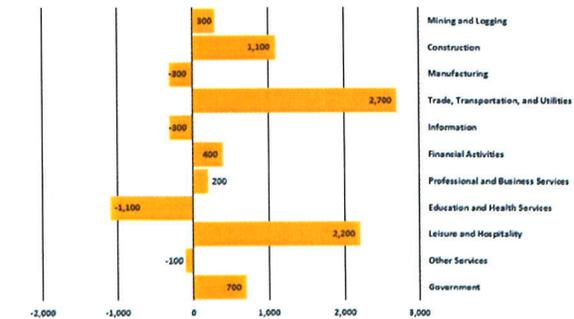
Oklahoma City MSA Employment Change by Industry
February 2013 - February 2014



Tulsa MSA Total Nonfarm Employment



Tulsa MSA Employment Change by Industry
February 2013 - February 2014



**Oklahoma Labor Market ‘Dashboard’
Nonfarm Employment by Industry: February 2014**

**Oklahoma Nonfarm Employment by Major Industry
February 2013 - February 2014**

Industry	Feb-13	Feb-14	Change	% Chg
Mining and Logging	59,200	59,400	200	0.3%
Construction	72,900	76,400	3,500	4.8%
Manufacturing	136,200	135,700	-500	-0.4%
Trade, Transportation, and Utilities	292,000	297,900	5,900	2.0%
Information	21,700	21,100	-600	-2.8%
Financial Activities	80,500	82,700	2,200	2.7%
Professional and Business Services	178,800	180,200	1,400	0.8%
Education and Health Services	227,900	228,000	100	0.0%
Leisure and Hospitality	149,800	157,600	7,800	5.2%
Other Services	58,000	59,200	1,200	2.1%
Government	349,600	348,600	-1,000	-0.3%

- **Statewide** Oklahoma’s seasonally adjusted **Nonfarm Employment** contracted by 4,100 jobs (-0.2 percent) in February 2014. Oklahoma’s **Nonfarm Employment** added 20,200 jobs (+1.2 percent) over the year.
 - Four of Oklahoma’s 11 reported supersectors posted job gains in February, led by **Government** (+2,400 jobs). **Professional & Business Services** (-2,400 jobs) contributed the largest monthly job loss.
 - Eight of 11 supersectors expanded over the year. **Leisure & Hospitality** (+7,800 jobs) recorded the largest year-to-year gain, driven by **Accommodation & Food Services**. **Mining & Logging**, **Construction**, and **Other Services** posted job losses over the year. **Government** (-1,000 jobs) was the source of the February’s sole annual job loss.

**Lawton MSA Nonfarm Employment by Major Industry
February 2013 - February 2014**

Industry	Feb-13	Feb-14	Change	% Chg
Mining, Logging, and Construction	1,700	1,800	100	5.9%
Manufacturing	3,500	3,600	100	2.9%
Trade, Transportation, and Utilities	6,800	7,600	800	11.8%
Information	500	500	0	0.0%
Financial Activities	2,300	2,300	0	0.0%
Professional and Business Services	4,200	3,600	-600	-14.3%
Education and Health Services	4,500	4,400	-100	-2.2%
Leisure and Hospitality	4,800	4,600	-200	-4.2%
Other Services	1,100	1,100	0	0.0%
Government	14,700	14,800	100	0.7%

- **Lawton MSA** seasonally adjusted **Nonfarm Employment** added 300 jobs (0.7 percent) over the month in February and 400 jobs (+0.9 percent) over the year.
 - Four of **Lawton MSA’s** supersectors added jobs over the year with **Trade, Transportation, and Utilities**; **Mining Logging & Construction**; **Manufacturing** and **Government** leading the gains. **Professional & Business Services**; **Leisure & Hospitality**; and **Educations & Health Services** posted job losses over the year.

**Oklahoma Labor Market ‘Dashboard’
Nonfarm Employment by Industry: February 2014**

**Oklahoma City MSA Nonfarm Employment by Major Industry
February 2013 - February 2014**

Industry	Feb-13	Feb-14	Change	% Chg
Mining and Logging	20,200	19,800	-400	-2.0%
Construction	2,200	28,100	1,900	7.3%
Manufacturing	35,900	36,100	200	0.6%
Trade, Transportation, and Utilities	104,000	108,400	4,400	4.2%
Information	8,100	7,900	-200	-2.5%
Financial Activities	34,100	34,800	700	2.1%
Professional and Business Services	74,400	71,700	-2,700	-3.6%
Education and Health Services	87,300	89,400	2,100	2.4%
Leisure and Hospitality	61,700	66,600	4,900	7.9%
Other Services	21,600	21,400	-200	-0.9%
Government	126,000	128,500	2,500	2.0%

- **Oklahoma City MSA** seasonally adjusted **Nonfarm Employment** shed 700 jobs (-0.1 percent) in February. Over the year, OKC MSA added 14,600 jobs growing 2.4 percent.
 - In February, 7 of 11 reported supersectors lost jobs, led by **Professional & Business Services** (-600); **Construction** (-300); **Mining & Logging** (-200); and **Manufacturing** (-200).
 - Seven out of 11 OKC MSA supersectors added jobs over the year, led by **Leisure & Hospitality**; **Trade, Transportation, & Utilities**; **Government**; **Education & Health Services**; and **Construction**. **Professional & Business Services** was the largest declining sector.

**Tulsa MSA Nonfarm Employment by Major Industry
February 2013 - February 2014**

Industry	Feb-13	Feb-14	Change	% Chg
Mining and Logging	7,400	7,700	300	4.1%
Construction	20,100	21,200	1,100	5.5%
Manufacturing	50,700	50,400	-300	-0.6%
Trade, Transportation, and Utilities	80,700	83,400	2,700	3.3%
Information	7,800	7,500	-300	-3.8%
Financial Activities	22,600	23,000	400	1.8%
Professional and Business Services	56,000	56,200	200	0.4%
Education and Health Services	68,000	66,900	-1,100	-1.6%
Leisure and Hospitality	37,300	39,500	2,200	5.9%
Other Services	16,700	16,600	-100	-0.6%
Government	57,800	58,500	700	1.2%

- **Tulsa MSA** seasonally adjusted **Nonfarm Employment** lost 1,200 jobs (+0.3 percent) in February. Over the year, Tulsa MSA has added 5,400 jobs for a 1.3 percent gain.
 - Three out of 11 Tulsa MSA supersectors added jobs in February, led by **Government** (+1,800); **Financial Activities** (+100); and **Other Services** (+100). Monthly job losses were led by **TTU** (-900); **Construction** (-300); and **Manufacturing** (-200).
 - Over-the-year job gains were led by **TTU** (+2,700); **Leisure & Hospitality** (+2,200); **Construction** (+1,100 jobs); and **Government** (+700).

Larry Mitchell

From: Michael Ogan <mogan@okcchamber.com>
Sent: Friday, April 11, 2014 6:03 PM
To: 'bchamber@pldi.net'; 'jihas@aol.com'; 'garyj123@cox.net'; 'bcdinc@yahoo.com';
 'chandlerchamber@gmail.com'; 'christy@chickashaedc.com';
 'jblough@oklahomacounty.org'; 'tmosleychoctawchamber@tds.net';
 'jcollard@POTAWATOMI.ORG'; 'jmelson@chandlerok.com'; 'econ@cityofdelcity.com';
 'trivera@cityofelreno.com'; 'csscott@windstream.net'; 'sbreland@cityofguthrie.com';
 'rspineto@cityofguthrie.com'; 'cmosley@cityofguthrie.com'; 'earl.burson@harrah-ok.gov';
 'legacies@pldi.net'; 'debrey@cityofmoore.com'; 'rcoleman@cityofmustang.org';
 'mhelsel@cityofmustang.org'; 'nnazar@cityofnewcastleok.com';
 'bobwade@sbcglobal.net'; 'wadeh@piedmont-ok.gov'; 'dbunn@purcellok.net';
 'spencercitymanager@sbcglobal.net'; 'tschook@cityofstroud.com';
 'tuttlecitymanager@gmail.com'; Tammy Kretchmar DeSpain;
 'rustycommish@yahoo.com'; 'manager@cushingchamber.org'; 'thight@eocotech.edu';
 'jy@eeda.com'; 'elrenochamber@coxinet.net'; 'knix@cityofelreno.com'; Joyce Burch; Eric Long;
 Michael Ogan; Gary Pence; Aimee Schones; 'engineer@cityofcushing.org';
 'chamber@pldi.net'; 'kgfcoclerk@pldi.net'; 'kaywade@logancountyedc.com';
 'director@mustangchamber.com'; 'chamber@newcastleok.org'; 'dawn@nobleok.net';
 'jedge@rbt.com'; 'nedc@nedcok.com'; 'jmc@nwokc.com'; 'longcrsl@oge.com';
 'clemenrd@oge.com'; 'cornerl@oge.com'; 'weaveran@oge.com';
 'charles_kimbrough@odoc.state.ok.us'; 'moyley@ong.com'; 'jstout@ong.com';
 'piedmontokchamber@att.net'; 'lynn1614@sbcglobal.net'; 'tlpickle@ptci.com';
 'm.alfonso@cebridge.net'; 'hahl40@sbcglobal.net'; 'tburg@sedf.biz';
 'elainelyons@southokc.com'; 'Lisa@stillwaterchamber.org'; 'fwood@cityofstroud.com';
 'jreid@reidgroup.us'; 'natasha@tuttlechamber.org'; 'phopkins@yukoncc.com';
 'walter.kruse@sbcglobal.net'; Mark Zitzow; Nancy Preciado-Munoz; Kurt Foreman;
 Carlos Lopez; Larry Mitchell
Subject: Project MOLA - 355,000 sq.ft. existing bldg OR 30 acre site search
Attachments: Project MOLA - Site Selection Request.xls

Partners

We received the attached project solicitation this afternoon.

Please FULLY read the project **Instruction Description** and **Project Definition** tabs in the attached Excel file.

We can **ONLY** submit one building and/or one site for the region – so we will need to coordinate amongst / between those communities that have a building and/or site that meets the project requirements so we can decide which to submit as this region's best opportunities.

Note that the electric power, water and waste water requirements are significant! – so we anticipate that there will not be many buildings/sites within the region that can meet the project requirements..

The client company is an existing Photovoltaic (PV) Manufacturer that is looking for a new manufacturing location.

The company is primarily interested in an existing building but will also consider a greenfield site.

The company is considering an initial level of operation with the ability to expand that operation:

Initial need (listed as Phase 1 in the *Site Definition* tab of the attached Excel file)

260,000 sq.ft. facility – 22’ clear height	OR	15 acre greenfield site
5 – 10 MW of electric power		
750,000 gallons of water per day		
500,000 gallons of waste water discharge per day		
\$130M in capital investment (equipment only)		
420 jobs		

Full Build-Out - data listed below are total (cumulative) figures, inclusive of the initial needs/requirements shown above

355,000 sq.ft. facility – 22’ clear height	OR	30 acre greenfield site
20 – 30 MW of electric power		
1,000,000 gallons of water per day		
650,000 gallons of waste water discharge per day		
\$195M in capital investment (equipment only)		
620 jobs		

So..... the real world requirements for this project are the Full Build-Out figures listed immediately above (and listed in the **Expandable to:** column in the *Site Definition* tab of the attached Excel file)

As you can see from the *Instruction Description*, the due date for submittal is no later than April 21, 2014.

Given the utility requirements, we anticipate that each of you will have to do some checking with the applicable services providers to determine whether they can meet the requirements for prospective buildings and/or sites.

If you have a building or site that you believe meets the project requirements, please phone or email me as early as possible next week so we have some idea of whether we will have buildings/sites to submit – and if so, how many.

Mike

Michael Ogan
Director, Business Development
Greater Oklahoma City Chamber
123 Park Ave.
Oklahoma City, OK 73102
P: 405.297.8956 | F: 405.297.8856 | C: 405.250.2038
Email: mogan@okcchamber.com

Larry Mitchell

From: Michael Ogan <mogan@okcchamber.com>
Sent: Thursday, April 03, 2014 4:26 PM
To: Michael Ogan
Subject: Project Banjo - 350k-400k SF Existing Bldg or 25 acre BTS search
Attachments: Project Banjo RFP.docx

We received the attached RFP from ODOC this afternoon.

The company is a national Brand name, and they are seeking central US location for a finished wood product manufacturing facility. \

225 jobs and an anticipated \$20 million dollar capital investment.

Company prefers an existing 350,000 – 400,000 facility (with 10,000 of the total space in office).

- 6" concrete floors
- 24' clear height
- Min of 10 dock high doors and at least one ramp door.

Company will consider a BTS option (assume a site of 25 acres).

Feedback from James Johnson, at ODOC, is that BTS options do not need full-blown/formal building development & lease proposals, but the response should include information on the site price and building cost estimates.

Please note the list of requested information for the response (page #2 of the RPF). Please also note the environmental/permitting questions on the first page of the RFP.

We will be providing regional level (MSA and/or 10-county) information for the Community Demographics section of the requested information in the RFP (MSA Population, Unemployment Rate, Median Wage, Average Education and a list of the Post-Secondary Schools in the region).

Please respond/submit directly to James Johnson, at ODOC (his contact information is included in the attached RFP). Due Date for responses/submittals is April 17, 2014.

Please let us know if the Greater Oklahoma City Chamber can provide any assistance to you in responding to this project.

Mike

Michael Ogan
Director, Business Development
Greater Oklahoma City Chamber
123 Park Ave.
Oklahoma City, OK 73102
P: 405.297.8956 | F: 405.297.8856 | C: 405.250.2038
Email: mogan@okcchamber.com



Request for Proposal: Project Banjo

To:

From: **James Johnson, Oklahoma Department of Commerce**

Subject: **Request for Proposal – CONFIDENTIAL**

Date: **APRIL 3, 2014**

Project Specifications

Description: **Wood Products Manufacturing**
National Brand Company is seeking central states location for a finished wood product manufacturing facility. \$20 million dollars in capital dedicated to this project.

Hours of Operation: 24/7
Number of shifts: 3
Number of Employees: 225

Building Specs:
*Square Footage required: 350,000-400,000 contiguous square feet
Office 10,000 square feet
Parking 200 cars Ability to have or develop
75 trailer spots Ability to have or develop

*Loading Dock required: 10 dock high, 1 ramp
*Ceiling height requirements 24' clear
*Floor 6"

Permitting Ability to obtain environmental air permit for wood product dust abatement system.

Ability to obtain environmental permitting for painting operation

Labor Prefer right to work environment

Prefer location where partnership with local technology center and economic development office to facilitate labor development and training.

Position:	Number:	Wage Range:
Hourly		
Starting hourly wage		\$10.25 hour
Skilled production wage (Machine Operator)	200	\$14.50
Salaried	25	\$31,000 to \$130,000

Employment Package Includes: Vacation, 401K, Medical, Dental, Vision, Holiday, Short term disability, Life insurance

James Johnson
James@okcommerce.gov

(405) 815-5227
ODOC 900 N. Stiles Oklahoma City, OK 73104-3234



Request for Proposal: Project Banjo

Capital Investment:

\$20 million

Information Requested:

Community Demographics including:

City & MSA Population
Unemployment percentage
Underemployment information (if available)
Major area industry
Largest employers
Median wage information
Average education level
Post-secondary schools in area
Distance to commercial airport

Facilities Available:

Existing buildings available that meets above criteria, including price per sq. ft. and build to suit options requested

Energy & Taxes:

Electrical Rates
Water Rates
Corporate & Personal Tax Rates
Sales and Use Tax Rates
Inventory Tax Rates

Incentives:

Include any State or Local Grants and/or Incentives available.

Due Date:

We will need all community proposals by April 17, 2014 to be considered.

OKLAHOMA
DEPARTMENT OF COMMERCE

March 31, 2014

Mr. Larry Mitchell
Executive Director
Yukon Economic Development Authority
P.O. Box 850500
Yukon, OK 73085

Dear Mr. Mitchell:

Congratulations! Yukon has been selected as a 2014 Oklahoma Main Street community!

Soon we will be sending you an agreement for your local Main Street program to complete and return to the Oklahoma Main Street Center (OMSC).

If you have any questions about the agreement, feel free to call me. You will have a few weeks to take it all in and then we will begin the training process.

Of note for you to put on the calendar are the following (Items in bold are required attendance this year.):

1. **The week of April 28 - New Town Orientation - We will schedule this session with you to be held in Yukon.**
2. May 18 - 21 – National Main Streets Conference in Detroit, Michigan – While this is not a required attendance event this year, you would greatly benefit from this gathering of the almost 2,000 Main Street communities from across the country.
3. **May 6 – Annual Awards Banquet – We will recognize you before an audience of 600 or more people at the National Cowboy and Western Heritage Museum.**
4. June 4 - 6 – 24th Annual Statewide Preservation Conference in Norman - This conference is also just a suggested attendance this year but there are benefits and we encourage attendance.
5. **June 25 - 26 - New Town/New Manager - Training for as many volunteers as can attend this two-day training. This intense training will be held in Oklahoma City. You will be required to have at least one person in attendance. This is the background and basis for the work you will begin to do.**
6. **The week of July 7 – New Town Committee and Work Plan Training – OMSC staff will schedule and travel to Yukon to train each committee and begin the process of developing a program of work for the coming year.**
7. **August 5 - 7 – Program Manager/Volunteer Training in Bartlesville, OK – required attendance**
8. **November 4 - 6 – Program Manager/Volunteer Training at Quartz Mountain Lodge – required attendance.**

I know this seems like a great deal of training but it is very important. As mentioned above, you will soon be receiving an agreement to complete and we are in the process of scheduling the New Town Orientation session. If you need for me to meet with you to further explain, let me know and again, congratulations!

Sincerely,

Linda Barnett

Linda Barnett
Director
Oklahoma Main Street Center
Oklahoma Department of Commerce

cc: Mayor Ken Smith
113 Snowmass
Yukon, OK 73099

Senator Rob Johnson
2300 North Lincoln Blvd., room 413
Oklahoma City, OK 73105

Representative Dan Fisher
2300 North Lincoln Blvd., room 112-14
Oklahoma City, OK 73105