

AGENDA FOR
SPECIAL MEETING OF
OKLAHOMA CITY REDEVELOPMENT AUTHORITY
105 N. HUDSON, SUITE 101
OKLAHOMA CITY, OK 73102
WEDNESDAY, MAY 13, 2015
10:25 A.M.

- I. Call to Order
- II. Statement of Compliance with the Oklahoma Open Meeting Law
- III. Roll Call
- IV. Reading and Approval of Minutes of a Special Meeting held on Wednesday, January 21, 2015
- V. Resolution No. _____ Approving an Approved Vendors List for Professional Services Providers, Including Architecture and City Planning Consultants, Independent Appraisal Services, Title Examination and Title Insurance Services, and Civil Engineering and Traffic Consultants
- VI. Resolution No. _____ Authorizing the Executive Director to Enter into Professional Services Agreement with MacArthur Associated Consultants, LLC for the Design and Implementation of Streetscape Improvements to Northeast 10th Street, Harrison-Walnut Urban Renewal Project
- VII. Presentation of Interim Financial Report for the Period Ending April 30, 2015
- VIII. Unfinished Business
- IX. New Business
- X. Comments from Trustees
- XI. Comments from Citizens
- XII. Adjournment

POSTED at the offices of the Oklahoma City Redevelopment Authority and the City Clerk's Office by 10:25 a.m., Monday, May 11, 2015 by Pam Lunnon, Administrative Assistant

MINUTES OF REGULAR MEETING
OF THE
OF THE OKLAHOMA CITY REDEVELOPMENT AUTHORITY

A Regular Meeting of the Trustees of the Oklahoma City Redevelopment Authority (“Redevelopment Authority”) was held on Wednesday, January 21, 2015, at 10:00 a.m. in the offices of the Redevelopment Authority at 105 N. Hudson, #101, Oklahoma City, OK.

The Chairman called the meeting to order and stated that the meeting was being held in compliance with the Oklahoma Open Meeting Law. Upon roll call the following Trustees were present:

Mr. J. Larry Nichols
Mr. Russell M. Perry
Mr. Mark Beffort
Mr. James R. Tolbert, III
Ms. Mary Mélon
Councilman David Greenwell
Councilman Larry McAtee

Staff Present:

Catherine O’Connor, Executive Director
Dan Batchelor, OCURA General Counsel
Leslie Batchelor, OCURA Associate General Counsel
Geri Kenfield, The Alliance for Economic Development of Oklahoma City
Denise Balkas, The Alliance for Economic Development of Oklahoma City
Cassi Poor, The Alliance for Economic Development of Oklahoma City
Dustin Akers, The Alliance for Economic Development of Oklahoma City
Pam Lunnon, The Alliance for Economic Development of Oklahoma City
Michael Owens, The Alliance for Economic Development of Oklahoma City

Others Present:

Chad Moore, BKD, LLP

The Chairman asked for a motion to approve, as circulated, the minutes of a Special Meeting held on Wednesday, September 17, 2014.

Mr. Beffort moved the adoption of the minutes and upon second by Mr. Perry, the vote was as follows:

Trustee J. Larry Nichols	Aye
Trustee James R. Tolbert, III	Aye
Trustee Mary Mélon	Aye
Trustee Russell M. Perry	Aye

Trustee Mark Beffort	Aye
Councilman Larry McAtee	Aye
Councilman David Greenwell	Aye

Minutes Adopted.

The Chairman introduced the following resolution:

Resolution No. 149 entitled:

“Approving Funding for a Surface Use Agreement between White Operating Company and Oklahoma City Urban Renewal Authority for Wellsite Located at N.E. 8th Street and Lincoln Boulevard in the Harrison-Walnut Urban Renewal Plan”

Mr. Tolbert moved the adoption of this resolution and upon a second by Mr. Beffort, the vote was as follows:

Trustee J. Larry Nichols	Aye
Trustee James R. Tolbert, III	Aye
Trustee Mary Mélon	Aye
Trustee Russell M. Perry	Aye
Trustee Mark Beffort	Aye
Councilman Larry McAtee	Aye
Councilman David Greenwell	Aye

Resolution Adopted.

Resolution No. 150 entitled:

“Resolution of The Oklahoma City Redevelopment Authority Receiving and Accepting an Audit of Accounts by BKD, LLP, for Fiscal Year Ending June 30, 2014

Presentation made by Chad Moore, BKD, LLP on the above project.

Mr. Perry moved the adoption of this resolution and upon a second by Ms. Mélon, the vote was as follows:

Trustee J. Larry Nichols	Aye
Trustee James R. Tolbert, III	Aye

Trustee Mary Mélon	Aye
Trustee Russell M. Perry	Aye
Trustee Mark Beffort	Aye
Councilman Larry McAtee	Aye
Councilman David Greenwell	Aye

Resolution Adopted

Presentation of Interim Financial Reports for the Period Ending December 31, 2014

Ms. Kenfield presented the financial statements for the period ending December 31, 2014.

There being no further business to come before the Board, meeting was adjourned at 10:24 a.m.

SECRETARY

OKLAHOMA CITY REDEVELOPMENT AUTHORITY

TRUSTEES

J. Larry Nichols
Chairman

James R. Tolbert III
Vice Chairman

Mark Beffort

David Greenwell

Larry McAtee, Jr.

Mary Melon

Russell M. Perry

EXECUTIVE DIRECTOR

Catherine O'Connor

To: Board of Commissioners
From: Catherine O'Connor, Executive Director
Date: May 13, 2015
Ref: Approval of Annual Vendor List for Frequently Used Services

Background: In order to comply with Authority and federal procurement policies, OCURA and OCRA passed respective resolutions authorizing the solicitation of vendors for the following frequently used professional services:

- Architecture, City Planning, Urban Design and Landscape Architecture
- Civil Engineering and Traffic Services
- Land Surveying
- Appraisals
- Title Examination and Title Insurance Services

Purpose of Agenda Item: In order to compile lists for vendors, staff developed RFP's for each service, published a legal notice and individually notified vendors of the solicitation. Schedule A to the Resolution contains a list of the recommended vendors for each category.

Staff Recommendation: Staff proposes an annual solicitation for vendors to allow for competition and fee price adjustment. Additionally, staff is requesting the flexibility to allow the Executive Director the authority to issue RFP's outside of the annual solicitation to cover the need for unexpected vendor services that might occur during the course of the year. The current vendor list will be applicable through the end of 2015.

Attachments: Exhibit A- Vendor List

RESOLUTION NO. _____

RESOLUTION APPROVING AN APPROVED VENDORS LIST FOR PROFESSIONAL SERVICES PROVIDERS, INCLUDING ARCHITECTURE AND CITY PLANNING CONSULTANTS, INDEPENDENT APPRAISAL SERVICES, TITLE EXAMINATION AND TITLE INSURANCE SERVICES, AND CIVIL ENGINEERING AND TRAFFIC CONSULTANTS

WHEREAS, the Oklahoma City Redevelopment Authority, a public trust (“OCRA”), was created for the purpose of assisting in the implementation of economic development and redevelopment projects and to provide financial assistance to the Oklahoma City Urban Renewal Authority (“Authority”) in connection with its proposed and approved redevelopment activities; and

WHEREAS, the powers of OCRA are vested in and shall be exercised by the Board of Trustees; and

WHEREAS, the Board of Trustees have heretofore vested the position of Executive Director of OCRA with the responsibilities for the administrative affairs of the OCRA; and

WHEREAS, it is appropriate and desirable to provide the Executive Director with the support of professional services from individuals or firms with the expertise and experience to assist in the implementation of the urban renewal plans that the Authority is implementing and OCRA is supporting; and

WHEREAS, the Board of Trustees has authorized a public, competitive procurement process to select quality professional services providers and has complied with applicable procurement policies and regulations in connection with sources of funding; and

WHEREAS, the Authority authorized the invitations for proposals and/or requests for qualifications for professional services, including architecture and city planning consultants, independent appraisal services, title examination and title insurance services, surveying services, and civil engineering and traffic consultants, in support of the achievement of the objectives of the urban renewal plans that the Authority is implementing and OCRA is supporting; and

WHEREAS, such invitations for proposals and/or requests for qualifications was issued on behalf of the Authority and OCRA, and the Board of Trustees ratified such issuance; and

WHEREAS, it is appropriate and desirable to create a list of preferred professional services providers from which the Authority and OCRA may select such providers, to be taken from the responses to the invitations for proposals and requests for qualifications.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Oklahoma City Redevelopment Authority as follows:

1. The Approved Vendor's List, as shown in Schedule A to this Resolution, is hereby approved as the list of professional services providers for the professional services listed from which the Authority and OCRA may enter into professional services contracts through December 31, 2015.
2. The Executive Director is authorized to issue additional invitations for proposals and requests for qualifications for professional services that she believes are necessary to assist the Authority and OCRA with the implementation and support of urban renewal plans.
3. The Executive Director, with the advice and assistance of Legal Counsel, is authorized to enter into professional services agreements with the professional service providers listed on the Approved Vendor's List.
4. The authorizations in this resolution shall not create any legal obligation for the Authority or OCRA to enter into contracts with the professional services providers on the Approved Vendor's List.
5. The Executive Director, Legal Counsel, and officers and staff of the Authority and OCRA are authorized and directed to prepare and execute such documents, letters, and authorizations as may be appropriate and desirable to implement this resolution.

I, _____, Secretary of the Oklahoma City Redevelopment Authority, a public trust, certify that the foregoing Resolution was duly adopted at a **special** meeting of the Oklahoma City Redevelopment Authority held at its offices at 105 N. Hudson, Suite 101, Oklahoma City, Oklahoma, on the **13th** day of **May, 2015**; that said meeting was held in accordance with the By-Laws of the Oklahoma City Redevelopment Authority and the Oklahoma Open Meetings Act; that any notice required to be given of such meeting was properly given; that a quorum was present at all times during such meeting; and that said Resolution was adopted by a majority of those present.

SECRETARY

Schedule A

2014 – 2015 Professional Services Vendor Lists

1. Architecture, City Planning, Urban Design and Landscape Architecture

Miles Associates
Butzer Gardner
Rogers Partners
HFSD
Gateway Planning
RTKL

2. Civil Engineering and Traffic Studies

Cardinal
Johnson & Associates
TEC
FSB
MacArthur
Tetra Tech
Triad Design Group

3. Land Surveying

Lemke
CEC
Bob Manley
Johnson & Associates

4. Appraisals

Real Estate Technical Services
RC Borders
Bradford Black
Schmook Appraisal Company
Stacy and Associates
James W. Hoyt, d/b/a J.W. Hoyt and Associates
Central Resource Management Corp, d/b/a Donald Wade and Associates, Inc.
Real Property Services, Inc.

5. Title Examination and Title Insurance Services

American Eagle

Oklahoma City Abstract and Title

Renewal of vendor lists will occur on an annual basis to allow for competition and fee price adjustment. Due to the end of the calendar year, it is proposed to have these vendors' lists run from November 4, 2014 – December 31, 2015. There after the lists will run from January 1 – December 31 annually.

OKLAHOMA CITY REDEVELOPMENT AUTHORITY

TRUSTEES

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EXECUTIVE DIRECTOR

Catherine O'Connor

To: Board of Commissioners
From: Catherine O'Connor, Executive Director
Date: May 13, 2015
Ref: Resolution Authorizing the Executive Director to Negotiate and Enter into a Contract for Professional Engineering Services with MacArthur Associated Consultants, LLC in the University Medical Center Project.

Background: In 2014 OCRA received a grant from the Economic Development Administration (EDA) under the agency's Public Works and Economic Adjustment Program. The funds were to be used for infrastructure upgrades to support existing and new companies in and adjacent to the University Medical Center Research Park.

The grant, with matching funds from the Oklahoma City Economic Development Trust, is currently completing the reconstruction of Stiles street from NE 10th Street south to Stiles Circle. This street will serve as one of the primary entries to the new GE Global Research facility.

The second phase is for streetscape enhancements to NE 10th Street from I-235 to Lincoln Boulevard. The intent is to create a gateway design for a primary entryway to the research park.

This resolution is to authorize a professional services contract for the design and civil engineering for this work.

Staff interviewed several firms from OCRA's Preferred Vendor List for Engineering Services and is recommending the retention of MacArthur civil engineers. Their fee is \$37,000.

Summary of Agenda Item: Authorization for Executive Director to Execute a Professional Services Contract with MacArthur Associated Consultants, LLC.

Recommendation: Approval of Resolution

Attachments: none

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO PROFESSIONAL SERVICES AGREEMENT WITH MACARTHUR ASSOCIATED CONSULTANTS, LLC FOR THE DESIGN AND IMPLEMENTATION OF STREETScape IMPROVEMENTS TO NORTHEAST 10th STREET, HARRISON-WALNUT URBAN RENEWAL PROJECT

WHEREAS, the City of Oklahoma City (“City”) has heretofore approved the Harrison-Walnut Urban Renewal Plan, as amended (“Urban Renewal Plan”); and

WHEREAS, consistent with the Urban Renewal Plan, significant development is occurring in and around the Oklahoma Health Sciences Center, including the University Research Park and the GE Global Research Center; and

WHEREAS, the U.S. Economic Development Administration (“EDA”) has awarded the Oklahoma City Redevelopment Authority, a public trust (“OCRA”), with a grant to support streetscape improvements to support the continued development in the area; and

WHEREAS, the first phase—N. Stiles Avenue—of the proposed streetscape improvements have been designed and are under construction, and OCRA has sought the procurement of engineering firms to complete the second phase of such improvements—N.E. 10th Street; and

WHEREAS, MacArthur Associated Consultants, LLC, is a qualified engineering services provider and is accepted by OCRA as an approved professional services vendor; and

WHEREAS, it is appropriate and desirable to authorize the Executive Director, with the advice of Legal Counsel, to negotiate and enter into a professional services agreement with MacArthur Associated Consultants, LLC, for the design and implementation of the streetscape improvements to N.E. 10th Street between Interstate 235 and N. Lincoln Boulevard in an amount not to exceed \$40,000.00, to be paid with the EDA grant funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Oklahoma City Redevelopment Authority that the Executive Director, with the assistance of Legal Counsel, is authorized to negotiate and enter into a professional services contract with MacArthur Associated Consultants, LLC, for the design and implementation of the streetscape improvements to N.E. 10th Street between Interstate 235 and N. Lincoln Boulevard in an amount not to exceed \$40,000.00, to be paid with the EDA grant funds.

I, _____, Secretary of the Oklahoma City Redevelopment Authority, a public trust, certify that the foregoing Resolution was duly adopted at a **special** meeting of the Oklahoma City Redevelopment Authority held at its offices at 105 N. Hudson, Suite 101, Oklahoma City, Oklahoma, on the **13th** day of **May, 2015**; that said meeting was held in accordance with the By-Laws of the Oklahoma City Redevelopment Authority and the Oklahoma Open Meetings Act; that any notice required to be given of such meeting was properly given; that a quorum was present at all times during such meeting; and that said Resolution was adopted by a majority of those present.

SECRETARY

Oklahoma City Redevelopment Authority
Statement of Net Position
and Reconciliation of Net Position to Fund Balance
as of April 30, 2015

Assets	
Current Assets	
Cash & Cash Equivalents	5,446,183
Investments	10,055,000
Due from Other Governments	14,350
Rent Receivable	219,140
Interest Receivable	128,098
Investment Income Receivable	-
<u>Total Current Assets</u>	<u>15,862,771</u>
Capital Assets	
Land	560,119
Building & Undivided Ownership	8,615,214
Accumulated Depreciation	(2,669,678)
<u>Total Capital Assets</u>	<u>6,505,655</u>
Other Noncurrent Assets	
Notes Receivable	10,247,795
Other Assets	300,000
<u>Total Other Noncurrent Assets</u>	<u>10,547,795</u>
<u>Total Assets</u>	<u>32,916,220</u>
Liabilities	
Current Liabilities	
Current Portion of Long-term Debt	785,219
Accounts Payable	-
Due to Urban Renewal	6,980
<u>Total Current Liabilities</u>	<u>792,199</u>
Noncurrent Liabilities	
Deferred Revenue	248,047
Long-term Debt, less current portion	5,137,619
<u>Total Noncurrent Liabilities</u>	<u>5,385,666</u>
<u>Total Liabilities</u>	<u>6,177,865</u>
<u>Net Position</u>	<u>26,738,355</u>
<u>Reconciliation of Net Position to Fund Balance</u>	
<i>Not Reported in Governmental Funds Balance Sheet</i>	
Land	(560,119)
Building & Undivided Ownership	(8,615,214)
Accumulated Depreciation	2,669,678
Notes Receivable	(10,247,795)
Long-term Debt	5,922,838
<u>Total Fund Balance</u>	<u>15,907,744</u>

Oklahoma City Redevelopment Authority
Governmental Funds Balance Sheet
and Statement of Revenues, Expenditures, and Changes in Fund Balance
as of and for the Ten Months ending April 30, 2015

	<u>TIF 1</u>	<u>Skirvin</u>	<u>Total</u>
Assets			
Cash & Cash Equivalents	1,896,564	3,549,619	5,446,183
Investments	7,360,000	2,695,000	10,055,000
Rent Receivable	-	219,140	219,140
Interest Receivable	-	128,098	128,098
Investment Income Receivable	-	-	-
Due From Other Governments	14,350	-	14,350
Other Assets	300,000	-	300,000
Total Assets	9,570,914	6,591,857	16,162,771
Liabilities			
Accounts Payable	-	-	-
Due to Urban Renewal	6,980	-	6,980
Deposit	248,047	-	248,047
Total Liabilities	255,026	-	255,026
Fund Balance	9,315,888	6,591,857	15,907,744
Total Liabilities & Fund Balance	9,570,914	6,591,857	16,162,771
Revenues			
Apportioned Ad Valorem Taxes/PILOT - TIF 1	1,090,691	-	1,090,691
Rental Income	-	535,599	535,599
Interest Income	-	258,773	258,773
Investment Income	33,502	13,176	46,678
Other Income	-	206,205	206,205
Total Revenues	1,124,193	1,013,752	2,137,945
Expenditures			
Bioscience Development & Improvements	698,772	-	698,772
Public Parking & Related Public Improvements	-	-	-
Implementation & Administration of Project Plan	30,000	-	30,000
Other Project Redevelopment Activity Costs	139,836	-	139,836
City of OKC- Brownfields loan repayment	-	692,911	692,911
Debt Service - Principal	647,444	-	647,444
Debt Service - Interest	64,634	-	64,634
Total Expenditures	1,580,686	692,911	2,273,598
Changes in Fund Balance	(456,493)	320,841	(135,652)
Fund Balance, Beginning of Year	9,772,381	6,271,015	16,043,396
Fund Balance, Current	9,315,888	6,591,857	15,907,744

Unaudited - For management use only

Oklahoma City Redevelopment Authority
Schedule of Investments
April 30, 2015

<u>Investments</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Settlement Date</u>	<u>Amount</u>
Lake Forest Bank & Trust/Wintrust	0.45%	06/29/15	06/28/13	245,000
Brand Banking Co GA	0.55%	07/17/15	07/17/13	245,000
FirstBank Puerto Rico	0.80%	07/31/15	07/31/13	245,000
GE Capital Retail Bank UT	0.70%	08/10/15	08/09/13	245,000
Compass Bank	0.70%	09/18/15	09/18/13	245,000
State Bank of India NY	0.85%	09/23/15	09/23/13	245,000
Luana Savings Bank IA	0.50%	10/09/15	10/11/13	245,000
Synovus Bank GA	0.50%	10/09/15	10/11/13	245,000
Pilot Bank FL	0.50%	10/16/15	10/17/13	245,000
Sonabank VA	0.55%	10/19/15	10/24/13	245,000
Wex Bank	0.50%	10/23/15	10/23/13	245,000
BMW Bank Salt Lake City UT	0.80%	10/26/15	10/25/13	245,000
Beal Bank USA NV	0.55%	10/28/15	10/30/13	245,000
TCF National Bank SD	0.55%	10/30/15	10/30/13	245,000
Goldman Sachs Bank NY	0.50%	04/11/16	04/09/14	245,000
Barclays Bank DE	0.55%	05/06/16	05/06/14	245,000
Washington Trust Co	0.70%	07/29/16	07/31/14	245,000
NCB FSB	0.70%	08/08/16	08/08/14	245,000
Talmer Bank	0.70%	08/08/16	08/06/14	245,000
Capital One Bank	0.70%	09/06/16	09/04/14	245,000
Web Bank	0.80%	09/19/16	09/19/14	250,000
People's United Bank	0.85%	10/11/16	10/08/14	245,000
Sallie Mae Bank	1.05%	10/24/16	10/22/14	245,000
Merchantile Commerce Bank	1.00%	12/19/16	12/17/14	245,000
Amalgamated Bank	0.75%	02/27/17	02/27/15	250,000
Capital Bank NA	1.05%	03/20/17	09/19/14	245,000
Berkshire Bank	0.75%	03/31/17	03/31/15	245,000
Cathay Bank	0.85%	03/31/17	03/31/15	245,000
Branson Bank	1.00%	07/25/17	08/04/14	245,000
American Express Bank FSB	1.30%	09/05/17	09/04/14	245,000
Total TIF 1 Investments				7,360,000
GE Capital Financial UT	0.45%	05/11/15	05/10/13	245,000
Private Bank & Trust Co IL	0.35%	05/11/15	05/10/13	245,000
Founders Bank & Trust MI	0.30%	05/15/15	05/15/13	245,000
Sterling Savings Bank	0.40%	05/22/15	05/22/13	245,000
North Shore Comm Bk IL	0.45%	06/29/15	06/28/13	245,000
Ally Bank Midvale UT	0.65%	07/06/15	07/05/13	245,000
Bank of China	0.65%	07/10/15	07/10/13	245,000
First National Bank Omaha	0.60%	08/10/15	08/09/13	245,000
Discover Bank DE	0.70%	08/14/15	08/14/13	245,000
Standard Bank & Trust	0.45%	08/17/15	08/16/13	245,000
Quantum National Bank GA	0.40%	08/21/15	06/21/13	245,000
Total Skirvin Investments				2,695,000
Total Investments				10,055,000