

+ 2020 Edition

Economic Development Incentives Policy

September 18, 2020

Mayor's Office of
Economic Development



CITY OF
Tulsa
A New Kind of Energy™

Table of Contents

OVERVIEW	4
INCENTIVE APPLICATION AND REVIEW PROCESS.....	4
STAFF REVIEW AND EVALUATION OF PROJECT APPLICATION	4
CITY OF TULSA FINANCIAL IMPACT ANALYSIS.....	5
EVALUATION OF THE PROJECT’S PUBLIC PURPOSE	5
INTERNAL REVIEW COMMITTEE (IRC) REVIEW.....	5
FULL REVIEW COMMITTEE (FRC) REVIEW.....	5
AMENDMENTS TO INCENTIVE AGREEMENTS	6
DOWNTOWN DEVELOPMENT AND REDEVELOPMENT FUND.....	9
STATEMENT OF PURPOSE	9
SOURCES OF FUNDING.....	9
ADMINISTRATION OF FUNDS	9
CRITERIA FOR AWARD AND USE OF FUNDS.....	9
FULL REVIEW COMMITTEE APPROVAL	10
ADMINISTRATION OF DEVELOPMENT / REDEVELOPMENT AGREEMENTS	10
ECONOMIC DEVELOPMENT INFRASTRUCTURE FUND.....	11
STATEMENT OF PURPOSE	11
SOURCES OF FUNDING.....	11
CRITERIA FOR AWARD AND USE OF FUNDS	11
JOB QUALITY MEASURES	11
CONSIDERATION FOR CATALYTIC ECONOMIC DEVELOPMENT PROJECTS	12
FULL REVIEW COMMITTEE APPROVAL	12
PROJECT IMPLEMENTATION.....	12
RETAIL INCENTIVE POLICY.....	13
STATEMENT OF PURPOSE	13
SOURCES OF FUNDING.....	13
CRITERIA FOR AWARD AND USE OF FUNDS.....	13
RETAIL PROJECT TYPOLOGIES	13
SALES TAX REIMBURSEMENT	14
ELIGIBLE PROJECT COSTS	14
PERFORMANCE GOALS	14
LIMITATIONS ON INCENTIVES.....	15
MONITORING AND EVALUATING COMPLIANCE.....	15
FULL REVIEW COMMITTEE APPROVAL	15
ELIGIBLE RETAIL PROJECTS	15
ATTACHMENT A - RETAIL INCENTIVE POLICY – 25 MILE RADIUS	18
ATTACHMENT B - RETAIL INCENTIVE POLICY – 100 MILE RADIUS	19
.....	19
BUS RAPID TRANSIT REVOLVING LOAN FUND	20
STATEMENT OF PURPOSE	20
SOURCES OF FUNDING.....	20
ADMINISTRATION OF FUNDS	20
CRITERIA FOR AWARD AND USE OF FUNDS.....	20

ELIGIBLE GEOGRAPHY 20
FULL REVIEW COMMITTEE APPROVAL 20
ATTACHMENT C - BRT REVOLVING LOAN FUND – CURRENT BRT ROUTES 21
CONTACT INFORMATION..... 22
MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT 22
MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT 22
DOWNTOWN COORDINATING COUNCIL 22

Overview

This policy document contains the policies, processes, and review procedures for major economic development incentives offered by the City of Tulsa. The intent of this document is to outline a clear and consistent process across multiple programs, with the ultimate goal of ensuring applicants to programs experience a uniform and reliable process as they seek to invest in Tulsa.

Incentive Application and Review Process

Applicants for the programs outlined in this document may make a formal request for consideration by delivering the relevant application to the following address:

City of Tulsa - Mayor's Office of Economic Development
175 E 2nd St, Ste 1500
Tulsa, OK, 74103
Attn: Spencer Mitchell, Economic Incentives Manager

Applications may also be submitted to the following email address:

smitchell@cityoftulsa.org

STAFF REVIEW AND EVALUATION OF PROJECT APPLICATION

During the evaluation of an application, the Mayor's Office of Economic Development will determine if the proposed development / redevelopment meets any of the stated goals below:

- A. Increase sales tax revenue through direct sales, purchases by employees and purchases from City of Tulsa vendors;
- B. Increase ad valorem revenue to the City, Tulsa County, school districts located within the city and other local and area education and governmental entities that benefit therefrom;
- C. Enhance property values within the City;
- D. Contribute to the economic well-being of the citizens and residents of the City, Tulsa County and the State of Oklahoma.
- E. Diversify the local economy, provide economic stimulus for additional employment and other development, and provide training and employment opportunities.
- F. Contribute to an expansion of economic development opportunities in the City of Tulsa through participation in public private partnerships. If applicable, such efforts may include:
 1. Providing enhancements to public infrastructure.
 2. Encouraging private investments into facilities that increase the efficiencies of public transportation systems.
 3. Increasing efficiencies of public access and convenience to engage in private commercial activities.
 4. Promote the health, safety, economic security, prosperity and general welfare of the citizens of the City of Tulsa.
 5. The development and preservation of quality affordable housing.
 6. Promote development of new housing projects

If the Mayor's Office of Economic Development determines the Project does not align with one or more of the above-stated goals, the applicant will be notified that their request for funds will not be recommended.

CITY OF TULSA FINANCIAL IMPACT ANALYSIS

Mayor's Office of Economic Development Staff will consider the following issues regarding the Project to ensure the public benefits to the City will be positive within the proposed award term:

- A. Cost of the incentive (including labor costs of City Staff);
- B. Cost of city services such as police and fire;
- C. Wear and tear on City Streets and roads;
- D. Increased burden on water, sewer, and storm systems;
- E. Estimated "transfer losses" from existing merchants.

If the Mayor's Office of Economic Development determines the Project will have a negative fiscal impact on the City of Tulsa, the applicant will be notified that their request for funds will not be recommended.

EVALUATION OF THE PROJECT'S PUBLIC PURPOSE

The Mayor's Office of Economic Development will evaluate the public purpose served by the proposed development using the following criteria:

- A. The way in which the public benefits compared to the way in which private parties may benefit;
- B. The overall primary effect of the public expenditure;
- C. The consideration given for the expenditure;
- D. The location or site improvement of a particular project;
- E. The creation of job opportunities;
- F. The comparison of private dollars involved in a project to the number of public dollars;
- G. Increased tax and/or other revenues;
- H. For residential projects and projects with residential components, the effects of proposed rent and unit delivery on overall housing market in Downtown;
- I. Competition with other localities;
- J. Nature and scope of public improvements to be constructed by developer

If the Mayor's Office of Economic Development determines the Project does not have a sufficient public purpose, the applicant will be notified that their request for funds will not be recommended.

INTERNAL REVIEW COMMITTEE (IRC) REVIEW

Upon successful completion of the Staff Review and Evaluation, Financial Impact Analysis, and the Evaluation of Public Purpose, Mayor's Office of Economic Development Staff shall forward the application to the Internal Review Committee (IRC). The role of the IRC is to determine completeness of applications in advance of formal review by the Full Review Committee. The IRC consists of a representative from each of the following Departments. If the IRC determines the application is complete, such application shall be forwarded to the Full Review Committee for review and consideration.

- A. Mayor's Office of Economic Development
- B. Mayor's Office of Community Development
- C. Engineering Services
- D. Finance
- E. Legal

FULL REVIEW COMMITTEE (FRC) REVIEW

The FRC will be convened to discuss and evaluate qualified projects in order to select projects that best achieve the City's goals and objectives as expressed in adopted plans and provide the best return on investment of public funds.

Membership of the FRC consists of six (6) standing members, as well as special members representing stakeholders for specific incentive programs. Standing members shall be:

- A. Mayor’s Office for Economic Development
- B. Mayor’s Office of Community Development
- C. Mayor’s Office
- D. City Council Chairperson or designee
- E. City Councilor for the district in which the proposed project is located
- F. Tulsa Planning Office (TPO)

In addition to the standing members, the following stakeholders shall be included in the FRC for the below incentives:

Downtown Revolving Loan Fund	Economic Development Infrastructure Fund	Retail Incentive Policy	BRT Revolving Loan Fund
Downtown Coordinating Council – Representative 1	Tulsa Regional Chamber – Economic Development Department	n/a	Tulsa Economic Development Corporation (TEDC)
Downtown Coordinating Council – Representative 2			
Entity Administering Redevelopment Agreement			

The following City of Tulsa Departments will support the work on the FRC in an advisory role:

- A. Engineering Services
- B. Finance
- C. Legal

The Full Review Committee will:

- A. Review and evaluate incentive applications based upon the criteria enumerated in each program-specific section below.
- B. Recommend:
 - 1. Which projects shall receive funding;
 - 2. The amount of funds to be assigned to each approved project; and
 - 3. Term(s) of the award.
- C. Invite all applicants with pending requests to the meeting where a recommendation is to be made.
- D. Forward the recommendation of the committee to the City Council or Mayor, as applicable and outlined in the below sections for each incentive.
- E. If the FRC does not support an application or suggests modification, a written response will be sent to the applicant.

AMENDMENTS TO INCENTIVE AGREEMENTS

Requests for amendments to active incentive agreements will be considered on a case by case basis. If the developer or company is unable to fulfill the obligations outlined in an incentive agreement due to forces reasonably out of their control, they may request a revision by contacting the Mayor's Office of Economic Development.

The process for requesting amendments to incentive agreements will generally follow the process delineated below:

1. Developer or company contacts the Mayor's Office of Economic Development to understand what documentation is required to process the request.
2. Developer formally submits the request and required backup documentation to the Mayor's Office of Economic Development.
3. The Mayor's Office of Economic Development reviews the request. If the requested amendment constitutes a "major" amendment to the agreement, meaning substantive changes to the term or nature of the agreement, the Mayor's Office of Economic Development will forward the request and any staff recommendations to the Full Review Committee for review and consideration.
4. If the Full Review Committee recommends any amendments to the agreement, the recommendations will be forwarded to the Mayor for their approval.
5. If approved by the Mayor, the recommendation will be forwarded to the entity administering the incentive for approval and implementation.

Projects requesting an amendment should contact the Mayor's Office of Economic Development to discuss the documentation needed to evaluate their request. Generally, amendments may require the following:

A. Narrative Explaining Request for Amendment

The project owner shall provide a signed letter which includes a clear narrative of the reason for the requested amendment, and the clauses of the current agreement which the project owner seeks to amend.

B. Detailed Financial Information

For amendments related to a loan, the project owner shall provide detailed financial information, including but not limited to correspondence with and between a project and its primary lender, documentation of any proposed sales of the property, and a narrative of the specific conditions and limitations that require the project owner to request an amendment.

In addition to the required documentation, parties requesting an amendment to any incentive agreement should expect to incur additional costs associated with review, evaluation, and implementation of any amended incentive agreement. These include but are not limited to:

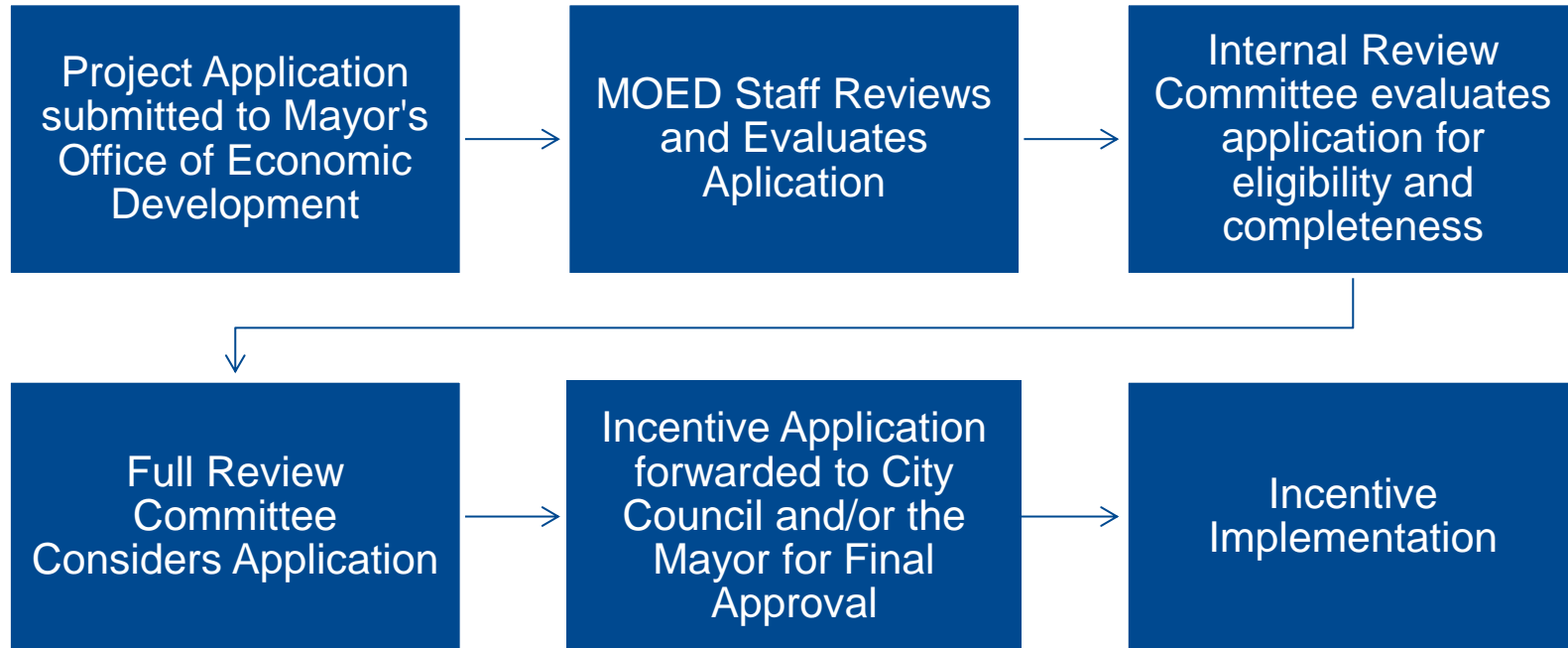
A. Payment of Administrative Costs

The project owner shall pay all administrative costs associated with the review and consideration of the request. This shall include the costs incurred by the City of Tulsa and the entity administering the incentive, if applicable. These include but are not limited to legal fees, staff time to evaluate requests for revisions, and document preparation costs.

B. Payment of Interest or Fees

If applicable, the project owner shall pay an interest charge (determined by the Full Review Committee) on borrowed funds during the period of deferral. If the incentive agreement is not structured as a loan, the Full Review Committee may recommend a fee if the request is approved.

Figure 1: Incentive Application and Review Process



Downtown Development and Redevelopment Fund

STATEMENT OF PURPOSE

To promote high quality development in Downtown Tulsa (within the Inner Dispersal Loop) including but not limited to catalytic mixed-use and/or preservation-based projects. Developments should increase investment opportunity and potential, support increased employment or population density in Downtown, and/or fill gaps in the Downtown market. Through the development of real estate projects in Downtown, the Fund should promote new business activity, retain businesses, and support infrastructure costs for private development.

SOURCES OF FUNDING

The Fund utilizes four separate sources of funding¹ to promote development in Downtown Tulsa:

- The voter approved 2001 City Sales Tax
- The voter approved 1996 City Sales Tax
- The voter approved Vision 2025 Sales Tax
- The voter approved 2013 Improve Our Tulsa Sales Tax.

This program may also include additional funds as they are recovered through previous revolving loan programs. In addition, funds returned through previous revolving loan programs may be used for other programs.

ADMINISTRATION OF FUNDS

Funds will be made available as 0% interest, short term (not to exceed 6 years) loans awarded by the City and administered/monitored in accordance with this Policy and any additional agreements necessary for proper administration and monitoring.

Applicants are responsible for an application processing fee, the amount of which is equal to an annual interest rate of 0.5% on the principal loan amount. Processing fees are due prior to final approval of a redevelopment agreement.

CRITERIA FOR AWARD AND USE OF FUNDS

The criteria/objectives to be under consideration for this fund include, but are not limited to:

- A. It is the objective of this fund to provide assistance by filling a demonstrated financial gap with public funds in those unique instances when this is the most appropriate program or resource.
- B. The fund is designed to assist with development or redevelopment of physical property located within the Inner Dispersal Loop (IDL) of Downtown Tulsa.
- C. Projects should be catalytic in nature, contributing to the creation or retention of new business, development, or employment.
- D. It is not the intent of the policy to fund land acquisition, or lease.
- E. Preference will be given to projects that are not seeking other sources of municipal assistance.

¹ In 2020, the available funding for revolving loans is estimated to be \$16,706,500. The amount of funds relented may be reduced to account for costs related to administration of the fund.

F. Where applicable, cost sharing and claw-back provisions will be negotiated.

FULL REVIEW COMMITTEE APPROVAL

If approved, the FRC will provide a letter detailing their decision and the corresponding application materials so that a corresponding development or redevelopment agreement can be drafted.

ADMINISTRATION OF DEVELOPMENT / REDEVELOPMENT AGREEMENTS

The selected entity will enter into a development agreement. Additionally, the selected entity must submit quarterly reports (first Fridays) of July, October, January, and April . These reports must demonstrate the progress the project has made toward the performance goals outlined in the development agreement and will be used to conduct an annual compliance evaluation.

Economic Development Infrastructure Fund

STATEMENT OF PURPOSE

To assist with valid public infrastructure needs related to the retention, expansion, and attraction of quality employment opportunities within the corporate limits of the City of Tulsa.

SOURCES OF FUNDING

The Fund utilizes two separate sources of funding to the expansion, retention, and attraction of quality employment opportunities within the corporate limits of the City of Tulsa.

- Improve Our Tulsa I – 2013
- Improve Our Tulsa II – 2019

CRITERIA FOR AWARD AND USE OF FUNDS

The criteria and objectives which guide consideration and awards from this fund include, but are not limited to, the following key issues and items:

- A. It is the objective of this fund to provide assistance with public infrastructure needs in those unique instances when this is the most appropriate program or resource. For the purpose of this Policy, public infrastructure shall include improvements or enhancements to water, sewer, stormwater, road/street, traffic control, or transit infrastructure, or other improvements located within the public Right of Way or on publicly-owned property.
- B. This fund is designed to assist with the retention, expansion, and attraction of quality jobs which support the City's goals of raising per capita income and increasing economic mobility for its residents.
- C. It is not the intent of the policy to fund land acquisition.
- D. All projects will be subject to the negotiation of a formal agreement governing the use of funds, to include cost-sharing and claw-back provisions.
- E. All awards are made based upon fund availability and analysis of the impact of the project under consideration.

JOB QUALITY MEASURES

- A. **Wage Requirement:** It is the objective of this program and policy to support efforts to increase per capita income and improve economic mobility among Tulsa citizens. As such, applicants must meet the following wage requirements in order to be considered for an award of funds.
 1. Average wage of all jobs retained or created must be equal to or greater than the average county wage, defined as the prevailing average wage in the prior calendar year as reported by the Bureau of Economic Analysis.
 2. The calculation of average wage may include overtime and bonuses, but shall not include the value of health or other employee benefits.
- B. **Benefits Requirement:** It is further the objective of this program and policy to support efforts to improve health outcomes for Tulsa citizens. As such, applicants must provide health benefits which meet the following criteria.
 1. All businesses must offer basic health insurance coverage to all employees working 30 hours or more per week, whose pay is included in the payroll for qualification.
 2. Employees must pay no more than 50% of the premium cost. Employees must be allowed access to the coverage within 180 days of employment.

3. Employees must have the ability to accrue Paid Time Off within 180 days of employment.
- C. **Job Opportunity Measures:** It is further the objective of this program and policy to support efforts to increase job opportunities for Tulsans who experience barriers to employment, and to provide access to jobs which provide the opportunity for career advancement from entry-level positions.
1. **Second-chance hiring:** Employers providing job opportunities, training, and support for justice-involved Tulsans may request an exception to the policy's average wage requirements. In no circumstance shall funds be awarded to employers whose average wage is less than 80% of the average county wage. Employers must show evidence of institutionalized training opportunities to allow for career advancement to qualify for an exception to wage requirements.
 2. **Training and career pathways:** Employers who provide institutionalized training opportunities to allow for career advancement from entry-level positions to higher-level positions may request an exception to the policy's average wage requirements. In no circumstance shall funds be awarded to employers whose average wage is less than 80% of the average county wage.
 3. **International and foreign credentials:** Employers that recognize credentials from countries outside the U.S., or recruit individuals with foreign credentials, may qualify for enhanced support per the provisions outlined in Section D below.
- D. **Ensuring Economic Mobility:** Employers who meet or exceed the minimum wage criteria outlined in Section A (or an exemption thereto under Sections C 1 or 2), the minimum benefits criteria outlined in Section B, while also meeting Job Opportunity measures in Section C 3, shall qualify for consideration for an increased award from the fund.

CONSIDERATION FOR CATALYTIC ECONOMIC DEVELOPMENT PROJECTS

The Full Review Committee may consider variances to the Wage Requirement, Benefit Requirement, or Job Opportunity Measures for catalytic projects requesting use of the Fund. For the purpose of the Economic Development Infrastructure Fund, catalytic projects are defined as:

- A. A capital investment of \$100,000,000 or more; *and*,
- B. The creation of 1,000 or more FTE jobs.

In order for the FRC to consider a variance, the project must meet at least two (2) of the three (3) measures outlined in Section C of Job Quality Measures. In no circumstance shall funds be awarded to employers whose average wage is less than 70% of the average county wage. For variances to the Benefits Requirement, the Full Review Committee shall only consider requests related to the minimum employment timeframe for receipt of benefits; in no circumstance shall funds be awarded to employers who do not offer health benefits or paid time off.

FULL REVIEW COMMITTEE APPROVAL

If approved, a letter from the FRC and a corresponding RFA will be developed and placed on the Mayor's Agenda and then transmitted to the City Council for approval.

PROJECT IMPLEMENTATION

At the discretion of the City, Engineering Services may implement the project and manage construction of the improvements, or when appropriate, the developer may construct the improvements through the appropriate processes (IDP typically) and be reimbursed to an amount approved by the City upon submission and approval of qualifying costs of construction.

Retail Incentive Policy

STATEMENT OF PURPOSE

The purpose of this Retail Incentive Policy (Policy) is to provide the criteria for identifying situations where it is desirable and suitable to provide incentives for private development Projects in the retail sector that support the redevelopment and revitalization of underserved areas and struggling retail centers. This Policy should only be utilized for Projects that generate new sales tax within the City of Tulsa, are located within the geographic areas defined in Section VI of this Policy and can be reasonably described as one of the Standard Industrial Codes (SIC) described in Section VII of this Policy.

SOURCES OF FUNDING

The Retail Incentive is funded through the City of Tulsa General Fund. The total annual amount available for all projects (existing and new) is capped at 1 percent of budgeted General Fund revenue in each City fiscal year (July 1 to June 30). The annual amount of reimbursements is subject to the City of Tulsa's appropriation of sufficient funds in each fiscal year budget.

CRITERIA FOR AWARD AND USE OF FUNDS

The City of Tulsa recognizes that vibrant and livable communities are one of the greatest contributors to a healthy economy. It is recognized that Tulsa, like all cities in Oklahoma, is reliant on sales tax revenues to support the City's General Fund. In order to provide the levels of programs and services necessary to remain a vibrant and livable community, the sales tax base must continue to grow. The goal of this Policy is to ensure Tulsa continues to be a great place to live, and that it remains a regional retail center. This Policy is intended to support commercial retail businesses and developments that:

- A. Increase City of Tulsa sales tax revenue through direct sales, purchases by employees and purchases from City of Tulsa vendors;
- B. Increase ad valorem revenue to the City and other taxing entities within the City limits;
- C. Enhance property values within the City;
- D. Contribute to the economic and social well-being of the citizens and residents of the City, Tulsa County and the State of Oklahoma;
- E. Diversify the local economy, provide economic stimulus for additional employment and other development, provide training and employment opportunities, and employ Tulsa residents;
- F. Contribute to an expansion of economic development opportunities in the City of Tulsa through participation in public private partnerships. If applicable, a public private partnership may include:
 1. Providing enhancements to public infrastructure.
 2. Encouraging private investments into facilities that increase the efficiencies of public transportation systems.
 3. Increasing efficiencies of public access and convenience to engage in private commercial activities.
 4. Promoting the health, safety, economic security, prosperity and general welfare of the citizens of the City of Tulsa.
 5. Promoting redevelopment of underutilized retail and commercial spaces.

RETAIL PROJECT TYPOLOGIES

The Retail Incentive is intended to incentivize the construction and operation of new retail businesses and commercial developments within the City of Tulsa. Projects interested in utilizing the Retail Incentive Policy

should qualify as one of the following categories of Projects;

- A. **Stand-alone Retail Project:** Projects in this category should provide a retail use to an underserved area which offers an essential product, subject to sales tax, that if located within the underserved area, struggling retail corridor, USDA designated food desert or redevelopment area would improve the quality of life for residents and businesses within the area.
- B. **Destination Retail Project:** A Destination Retail Project is a development that contains a retailer or group of retailers who will offer a product or good (subject to sales tax) that is unique to the market. A destination retailer is expected to attract new sales tax dollars or retain sales tax dollars within Tulsa City limits.
- C. **Regional Retail Project:** A Regional Retail Project is a development that contains at least 250,000 square feet of net usable retail space that attracts 50% of its customer sales from outside of a 25-mile radius of the center of the City of Tulsa and is not within 100 miles of its nearest competitor. See attachment A and B for reference maps.

If a Project cannot be reasonably classified as one of the Project types identified in this Section, the Retail Incentive cannot be used to assist in its development.

SALES TAX REIMBURSEMENT

Any Retail Incentive awarded to the Project will be dependent upon the costs associated with the development / redevelopment of the site ("Project Costs"), which are described in detail in the following Section. The Retail Incentive awarded to the applicant will be determined by the City of Tulsa using estimated sales data provided by the applicant and confirmed by Mayor's Office for Economic Development Staff. The estimated annual sales will be used to determine the undedicated City sales tax (2%) generated from the Project.

ELIGIBLE PROJECT COSTS

In order to qualify for the Retail Incentive, applicants must demonstrate that the Project Costs detailed in this Section of the Policy are inhibitive to the successful construction and operation of the Retail Project. The following costs are reimbursable through the Retail Incentive:

- A. **Capital Costs:** including the actual costs of the acquisition and construction of public works, public improvements, new public or private buildings, structures, and fixtures; the actual costs of the acquisition, demolition, alteration, remodeling, repair, or reconstruction of existing private buildings, structures, and fixtures; and the actual costs of the acquisition of land and equipment for public works, public improvements and public buildings and the actual costs of clearing and grading of such land and environmental remediation related thereto.
- B. **Financing Costs:** including interest paid on holders of evidence of indebtedness of other obligations issued to pay for Project costs and premium paid over the principal amount of the obligations because of the redemption of the obligations before maturity.
- C. **Real Property Assembly Cost:** including clearance and preparation costs;
- D. **Professional Services Costs:** including those incurred for architectural, planning, engineering, legal and financial advice and services.
- E. **Public Improvements Costs:** including the costs of construction of public works or improvements, including but not limited to highways, roads, streets, bridges, sewers, traffic control systems and devices, telecommunications systems, parks, water distribution and supply systems, curbing, sidewalks and any similar public improvements, common utility or service facilities, landscaping, parking, and water detention/retention systems

PERFORMANCE GOALS

Any company receiving monetary incentives from the City for retail development will be required to enter into a development agreement. Each development agreement will vary based on the specific retail Project, but all such

agreements shall set specific performance goals (e.g.: gross retail sales, employment requirements, etc.) and the consequences (i.e. failure to generate sufficient sales over the allocated period to be fully reimbursed the retailer would forfeit the remainder) to the company of not meeting such goals.

LIMITATIONS ON INCENTIVES

Should the evaluation of the proposal determine the proposed retail Project meets the public purpose and other requirements stated herein, the calculation of the Sales Tax reimbursement is subject to the following limitations.

- A. \$2,000,000 maximum reimbursement per retail Project to assist with revitalization and activation. Annual amount available for sales tax reimbursement for the total of ALL Projects is capped at 1 percent of budgeted General Fund revenue in the City fiscal year (July 1 to June 30).
- B. Maximum term of incentive payment is 10 years.
- C. Annual amount of reimbursement is subject to the City of Tulsa’s annual appropriation of sufficient funds in the City’s fiscal year (July 1 to June 30) budget. The annual reimbursement is capped at the amount of City of Tulsa general fund revenues generated from that location for the year.
- D. Reimbursement rate and retailer payback period may be negotiated within the Development Agreement but will not exceed 10 years and \$2,000,000 for the Project.

MONITORING AND EVALUATING COMPLIANCE

A company entering into a development agreement must submit quarterly reports (first Fridays of July, Oct., Jan., and Apr.) to the Mayor’s Office of Economic Development and Finance Departments for internal distribution. These reports must demonstrate the progress the company has made toward the performance goals outlined in the Development Agreement. City staff will use these quarterly reports to conduct an annual compliance evaluation. Companies may be required to report sales taxes generated at the development using forms prescribed by the City. The report and supporting documentation must be verifiable, auditable and submitted timely.

FULL REVIEW COMMITTEE APPROVAL

If approved, a letter from the FRC and a corresponding RFA will be developed and placed on the Mayor’s Agenda and then transmitted to the City Council for approval.

ELIGIBLE RETAIL PROJECTS

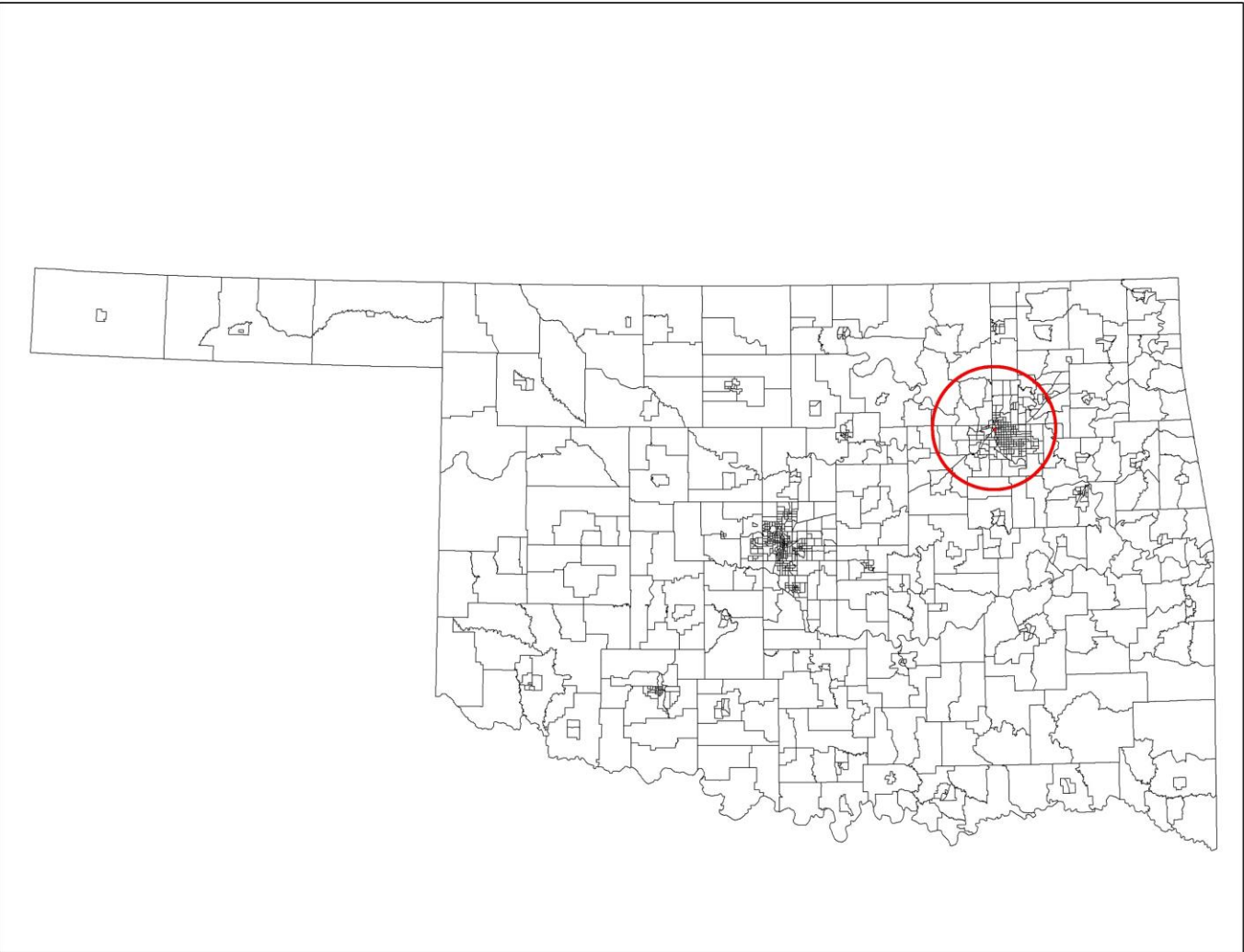
Companies and businesses eligible for the Retail Incentive from the City of Tulsa must be classified according to one of the following SIC codes.

4 Digit SIC Code	Description
5211	Lumber and other Building Materials Dealers
5231	Paint, Glass, and Wallpaper Stores
5251	Hardware Stores
5261	Retail Nurseries, Lawn and Garden Supply Stores
5311	Department Stores
5331	Variety Stores
5399	Miscellaneous General Merchandise Stores

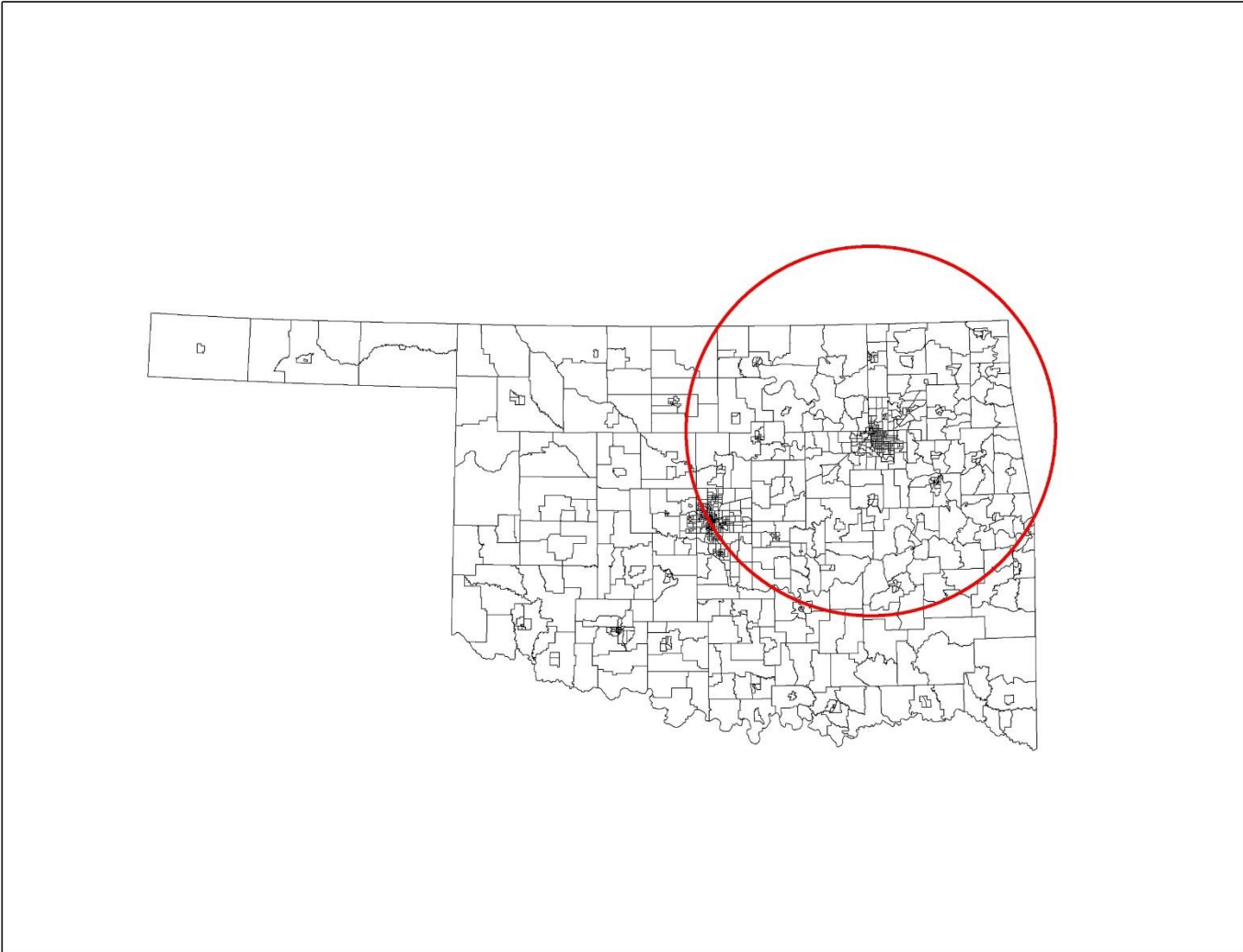
5411	Grocery Stores
5421	Meat and Fish (Seafood) Markets, including Freezer Provisioners
5431	Fruit and Vegetable Markets
5441	Candy, Nut, and Confectionary Stores
5451	Dairy Products Stores
5461	Retail Bakeries
5499	Miscellaneous Food Stores
5611	Men's and Boy's Clothing and Accessory Stores
5621	Women's Clothing Stores
5632	Women's Accessory and Specialty Stores
5641	Children's and Infants' Wear Stores
5651	Family Clothing Stores
5661	Shoe Stores
5699	Miscellaneous Apparel and Accessory Stores
5712	Furniture Stores
5713	Floor Covering Stores
5714	Drapery, Curtain, and Upholstery Stores
5719	Miscellaneous Home Furnishings Stores
5722	Household Appliance Stores
5731	Radio, Television, and Consumer Electronics Stores
5734	Computer and Computer Software Stores
5735	Record and Prerecorded Tape Stores
5736	Musical Instrument Stores
5812	Eating Places
5813	Drinking Places (Alcoholic Beverages)
5912	Drug Stores and Proprietary Stores
5941	Sporting Goods Stores and Bicycle Shops
5942	Book Stores
5943	Stationery Stores
5944	Jewelry Stores
5945	Hobby, Toy, and Game Shops
5948	Camera and Photographic Supply Stores
5949	Gift, Novelty, and Souvenir Shops

5961	Luggage and Leather Goods Stores
5962	Sewing, Needlework, and Piece Goods Stores
5984	Direct Selling Establishments
5992	Florists
5994	News Dealers and Newsstands
5995	Optical Goods Stores
5999	Miscellaneous Retail Stores Not Elsewhere Classified

ATTACHMENT A - RETAIL INCENTIVE POLICY – 25 MILE RADIUS



ATTACHMENT B - RETAIL INCENTIVE POLICY – 100 MILE RADIUS



Bus Rapid Transit Revolving Loan Fund

STATEMENT OF PURPOSE

It is the intention that these funds be utilized to promote the development and redevelopment of commercial properties along the City of Tulsa's Bus Rapid Transit (BRT) routes. The development of high quality transit-oriented projects and the proliferation of new businesses is key to ensuring the success of the BRT System. Commercial development and new businesses along the BRT will encourage ridership, expand the City of Tulsa's tax base, and create vibrant commercial centers accessible to all Tulsans. This strategy is intended to promote new businesses along the BRT and support cost savings for private development which is often costly due to age, location, or other conditions unique to the BRT routes.

SOURCES OF FUNDING

The voter-approved Vision Tulsa - Citywide & Route 66 Beautification and Reinvestment fund - totaling \$11,000,000, of which \$3,450,000 was dedicated to Commercial Revitalization. This program utilizes \$1,500,000 of the Commercial Revitalization funds and may also include additional funds as they are recovered through previous revolving loan funds.

ADMINISTRATION OF FUNDS

Funds will be made available as low interest, short term loans awarded by the City and administered/monitored in accordance with this policy.

CRITERIA FOR AWARD AND USE OF FUNDS

The criteria/objectives to be under consideration for this fund include, but are not limited to:

- A. It is the objective of this fund to provide assistance by filling a financial gap with public funds in those unique instances when this is the most appropriate program or resource, for commercial businesses.
- B. This fund is designed to assist in the development and redevelopment of property located along planned BRT Routes in the City of Tulsa.
- C. Projects should promote the development and redevelopment of commercial and mixed use properties along the BRT corridors in the City of Tulsa.
- D. Projects should promote the development and preservation of business activity along the BRT.
- E. It is not the intent of this policy to fund land acquisition, or lease.
- F. When applicable, cost sharing and claw-back provisions will be negotiated.

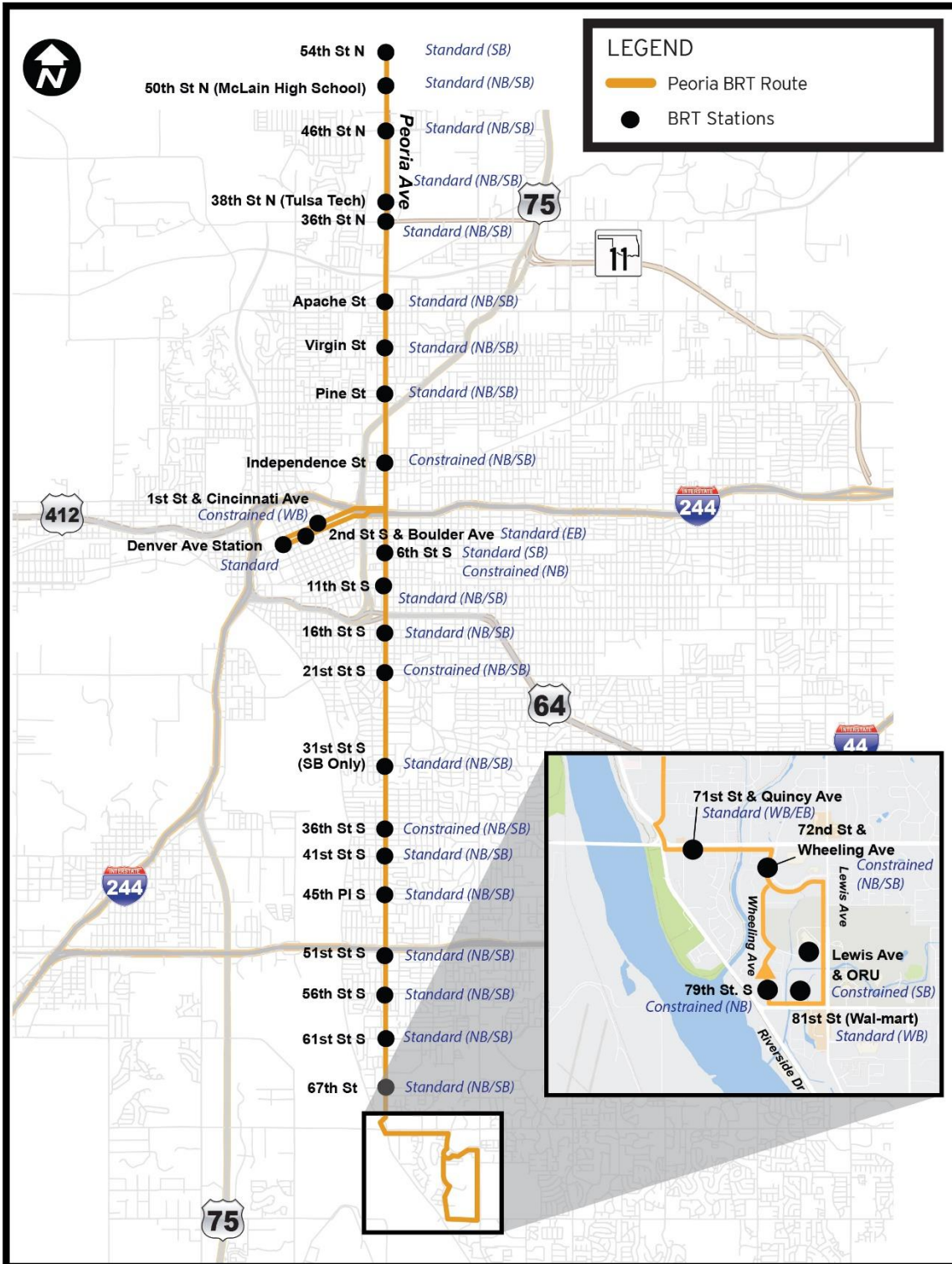
ELIGIBLE GEOGRAPHY

Projects should be located on parcels immediately adjacent to current BRT lines within the City of Tulsa. A detailed map of current BRT routes can be found in Attachment C.

FULL REVIEW COMMITTEE APPROVAL

If approved, the FRC will provide a letter detailing their decision and the corresponding application so that proper agreements can be drafted.

ATTACHMENT C - BRT REVOLVING LOAN FUND – CURRENT BRT ROUTES



Contact Information

MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT

Jim Coles

Director of Economic Development
918.576.5664
jcoles@cityoftulsa.org

Kian Kamas

Chief of Economic Development
918.576. 7696
kkamas@cityoftulsa.org

Spencer Mitchell

Economic Incentives Manager
918.576.5561
smitchell@cityoftulsa.org

MAYOR'S OFFICE OF COMMUNITY DEVELOPMENT

Nick Doctor

Chief of Community Development and Policy
918.596.7483
ndoctor@cityoftulsa.org

Becky Gligo

Housing Policy Director
918.596.7237
bgligo@cityoftulsa.org

DOWNTOWN COORDINATING COUNCIL

Brian Kurtz

Executive Director
918.576.5095
bkurtz@cityoftulsa.org

Maggie Hoey

Assistant Director
918.579.9448
mhoey@cityoftulsa.org