

**TULSA DEVELOPMENT AUTHORITY
BOARD OF COMMISSIONERS**

RETREAT

**Monday – March 4, 2013
12:00 p.m.
One Technology Center
10th Floor South Conference Room
175 East 2nd
Tulsa, Oklahoma 74103**

Present:

Julius Pegues, Chairman
Carl Bracy, Commissioner
Roy Peters, Commissioner
O.C. Walker II, Executive Director
Jot Hartley, General Counsel

Absent:

Paula Bryant-Ellis, Vice Chairman
John Clayman, Commissioner

Also Present:

Roger Acebo
Patrick Connelly
Leon Davis
Brian Epperson
David Giacomo
Dwain Midget
Dawn Warrick

Also Present:

Robin Watkins
Carol Young

Retreat of the Board of Commissioners of the Tulsa Development Authority was held at One Technology Center, 10th Floor, South Conference Room, 175 East 2nd Street, Tulsa, Oklahoma 74103, 8:00 a.m., on the 4th day of March, 2013, for the purpose of considering the following:

1. Lunch - Board of Commissioners and Invited Guests: 12:00 p.m. – 12:30 p.m.
2. **Welcome and Introductions by Chairman Pegues**
3. **Review of Workshop Agenda and summary of Pre-work**
4. **Overview of Tulsa Development Authority's Mission statement:** Chairman Peagues gave an overview of Tulsa Development Authority's Mission statement

and answered questions. General Counsel Hartley commented that the Tulsa Development Authority's Mission statement needs to be updated.

5. **Historical perspective of the organization:** Chairman Pegues gave an overview of the Tulsa Development Authority and answered questions.
6. **Celebrate accomplishments for 2011 and 2012:** Commissioner Roy Peters gave a slide presentation of the 2011 and 2012 accomplishments of the Tulsa Development Authority.
7. **Executive Session:** Discussion, consideration and vote to go into Executive Session as authorized by 25 O.S. §307(b)(4) and 307(c)(10) for the purpose of conferring on matters pertaining to Economic Development.

Commissioner Bracy moved to go into Executive Session, seconded by Commissioner Peters. The vote was recorded as follows:

Ayes: Pegues, Bracy and Peters
Nays: None

The motion passed unanimously.

Chairman Pegues turned the meeting over to Mr. Brian Epperson, Facilitator. Mr. Epperson gave an overview of Tulsa Development Authority Strategic Planning. Mr. Epperson had the attendees to break off into groups of four.

- a. Strategies for making current realities into desired outcomes
 - i. Current
 - ii. Future
- b. Develop an action plan
- c. Assign responsibilities
- d. Wrap – up

The following are the results of the four groups:

**TDA Strategic Planning
Group Worksheet**

**Develop a Proactive Staffing Strategy to Carry out the Mission of the
Tulsa Development Authority**

Executive Director Walker's Group

1. Review services agreement with City of Tulsa by May 15, 2013.
General Counsel Hartley will be responsible for this task.
2. Create TDA owned Economic Development Corporation by June 15, 2013.
TDA Board will be responsible for this task.
3. Identify job positions and timing of filling tied to specific TDA project/initiative and development of specific job descriptions.
TDA Board will be responsible for this task.
4. Identify economic development project to be performed by TDA and apply for CDBG funding for fiscal year 2014-2015.
TDA Board will be responsible for this task.
5. Establish monthly meeting between TDA Executive Director and appropriate City of Tulsa officials to coordinate staffing needs and availability.
Executive Director Walker will be responsible for this task.

**Define Government Obligation Bonds to Provide GAP Financing for
Development Projects**

Commissioner Carl Bracy's Group

1. Resolve current situations, 65 properties that need to be transferred to City of Tulsa or payment to City of Tulsa out of TDA fund by April 30, 2013.
The Board will be responsible for this task.
2. Develop a strategy to deal with HUD office in Oklahoma City in an effort to improve relationship by October 1, 2013.
Executive Director will be responsible for this task.
3. Develop a strategy to investigate "New Market Grants (Funds)" for GAP financing with a minimum of \$15 million – will use in place of Obligation Bonds.
Executive Director Walker will be responsible for this task.

Implement a Service Agreement between TDA and in the City in Order to Enhance our Ability to Carry Out Day to Day Operations

Chairman Julius Pegues's Group

1. Resubmit Service Agreement to the City of Tulsa Legal Department. The City of Tulsa will need to review Service Agreement in 10 days.
General Counsel Hartley and Executive Director Walker will be responsible for this task.
2. Meet with City of Tulsa Legal Department and Planning and Economic Development Department to reconcile differences with the Service Agreement within 5 days.
General Counsel Hartley and Executive Director Walker will be responsible for this task.
3. City of Tulsa Legal Department to Draft final document within 5 days.
4. TDA review final document and place on their agenda (could take up to 30 days).
TDA Board to be responsible for this task.
5. Place on Mayors Agenda for Signature within 15 days.

Enhance Collaboration with the City of Tulsa; Define TDA's Role(s) in Development Projects

Commissioner Roy Peters' Group

1. Do a procedure for improvement on the Development Process. Executive Director Walker, General Counsel Hartley, Leon Davis and Roger Acebo to meet and discuss by June 1, 2013.
2. Need a regular meeting with City Real Estate.
Executive Director Walker will be responsible for this task by Wednesday, March 6, 2013.
3. Over use of Executive Session.
General Counsel Hartley to be responsible for this task by Wednesday, March 6, 2013. Leon Davis and Roger Acebo have feedback they would like to contribute. For example: extension requests - Larson Project –

Development Services. Recommendation is to Development Process Improvements, possible Task Force.

8. Vote to return to open session.

Commissioner Peters moved to return to Open Session, seconded by Commissioner Bracy. The vote was recorded as follows:

Ayes: Pegues, Bracy and Peters
Nays: None

The motion passed unanimously.

9. Statement of the Executive Session.

10. Closing Comments

11. Adjournment:

Commissioner Peters moved to adjourn at 4:10 p.m., seconded by Commissioner Bracy. The vote was recorded as follows:

Ayes: Pegues, Bracy and Peters
Nays: None

The motion passed unanimously

Tulsa Development Authority



Julius Pegues, Chairman

Approved as to legal form and adequacy:



Jot Hartley, Esq., General Counsel

[Minutes – 3-4-2013 – Board Retreat (rw)]