
TULSA DEVELOPMENT AUTHORITY BOARD MEETING

MEETING OF: May 5, 2016

TO: CHAIRMAN AND BOARD MEMBERS
FROM: OFFICE OF TULSA DEVELOPMENT AUTHORITY
SUBJECT: TDA OPERATIONAL PLAN DEVELOPMENT

Background:	Redeveloper:	Tulsa Development Authority
	Owner:	Tulsa Development Authority
	Developer:	N/A
	Engineer:	N/A
	Location:	N/A
	Size of Tract:	N/A
	Number of Lots:	N/A
	Development Area:	N/A
	Comp Plan:	N/A
	Fair Market Value:	N/A
	Executive Director:	O.C. Walker

On April 7, 2016, the TDA Board of Commissioners reviewed and approved Resolution No. 6195 authorizing the TDA Executive Director and General Counsel to enter into negotiations with EverMore Services, LLC for the draft and creation of the TDA Operational Plan. On April 13, 2016, TDA's Executive Director met with Cynthia Stewart regarding the following terms and conditions of the proposed Operational Plan:

- Total billing for all deliverables
- Deliverables worked

The Operational Plan will extract four to five items from the strategic plan that TDA should consider focusing on and develop an operations plan for 2016 – 2017. This concept is building on the TDA's work during the Strategic Planning process in 2015 to adopt and publish that 2015 – 2021 Strategic Plan, TDA has several major deliverables to fulfill the Strategic Initiatives, Outcomes and Action outlined in the subject plan. The first priority for TDA is to create an annual operating plan for 2016, with the associated annual planning process, to set out the specific actions and resources needed to achieving the goal of TDA.

Attachments: TDA Operational Plan Development – Proposed Approach

Recommendation: Staff recommends that the TDA Board of Commissioners enter into an Agreement with EverMore Services, LLC to create a 2016–2017 Operational Plan.

ACTION: APPROVAL: _____ APPROVAL W/ CONDITION: _____ DENIAL: _____ TABLED: _____
VOTE: _____

Reviewed by: O.C. Walker II
Executive Director

ACTION: APPROVAL: _____ APPROVAL W/ CONDITION: _____ DENIAL: _____ TABLED: _____
VOTE: _____



CYNTHIA J STEWART
Principal

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TDA Operational Plan Development – Proposal

4/29/2016

Building on TDA's work during 2015 to develop the 2015-2021 Strategic Plan, TDA seeks services of Cynthia J Stewart, principal at EverMore Services LLC, to proceed with development of an Operating Plan for 2016-2017. The purpose of the Operating Plan is to further articulate the Strategic Outcomes, Initiatives and Actions in greater detail regarding specific actions, resources and timelines for executive by staff and subject matter experts as needed.

Ms. Stewart will work under direction of the Board Chair, a selected Commissioner and the Executive Director to provide the scope, priorities and preferred timing for specific Strategic Outcomes, Initiatives and Actions to include in the plan. Minimal interviews and meetings will be required given the in depth work during the Strategic Planning process.

The Operating Plan details will include:

- Specific actions
- Resources in terms of Executive Director, Staff and Subject Matter Experts
- Preferred milestones and timelines

Ms. Stewart estimates approximately 40 hours, and not more than 80 hours, to provide the plan, including the meetings, development, review and approval. The rate is \$1400 per day or \$175 per hour.

EMS and TDA are prepared to commence work once approval is given by the TDA to proceed and the work agreement is signed.

Submitted By:

Cynthia J Stewart
Principal
EverMore Services, LLC