
**TULSA DEVELOPMENT AUTHORITY
STAFF REPORT**

MEETING DATE: October 4, 2018
TO: CHAIRMAN & BOARD MEMBERS
FROM: Office of Tulsa Development Authority
SUBJECT: The Tulsa Development Authority's 2016 – 2017
Annual Report prepared by The Write
Company and Overlease Design, Inc.
LOCATION: 1216 North Lansing Avenue, Suite D

Background:

Owner:	Tulsa Development Authority
Contractor:	The Write Company and Overlease Design, Inc.
Engineer:	N/A
Location:	N/A
Size of Tract:	N/A
Number of Lots:	N/A
Development Area:	Tulsa
Fair Market Value	N/A
Executive Director:	O.C. Walker

**Other Relevant
Information:**

This is a request to consider adopting the 2016 – 2018 Annual Report for the Tulsa Development Authority prepared by The Write Company and Overlease Design, Inc. In March, TDA began to draft an Annual Report facilitated by Missy Kruse of The Write Company, LLC, a local business consulting firm.

The scope of the Annual Report includes the following:

- History of the Authority
- Past Projects
- Current Projects
- Review of Project History
- Board Members and Management
- Purpose Statement
- Mission Statement
- Stakeholders
- Job Creation
- Tax Revenue
- Significant Board Actions

The Annual Report contains 16 pages with 52 images. This was a three-phase process and is outlined as follows:

- Phase One: Interview, write and get approval or writing of above elements concurrent with creation and approval of preliminary design
- Phase Two: Review and proofing of both written and design of document
- Phase Three: Final design and copy approved by Tulsa Development Authority's Board of Commissioners

Attachments: Tulsa Development Authority's Annual Report for 2016 - 2017

Recommendation: Staff recommends this item be approved as presented

Reviewed By: O.C. Walker, Executive Director
Tulsa Development Authority