



**Mayor's Office of  
Economic Development**

**Date:** March 2, 2020

**To:** Members of the Economic Development Commission, Tulsa Development Authority, Tulsa Industrial Authority, Tulsa Parking Authority, and Tulsa Public Facilities Authority

**From:** Kian Kamas, Chief of Economic Development, City of Tulsa

**Subject:** March Update RE: Community and Economic Development Strategic Planning

**Current Status**

We have finalized the contract between the City of Tulsa and HR&A and are in the process of placing an item on an upcoming Mayor's Agenda to allow for the Mayor's signature of the agreement. The contract establishes the scope of services as outlined in HR&A's initial proposal, and sets the budget for the effort at \$250,000. In February, the Economic Development Commission approved a \$50,000 budget amendment to the FY2020 EDC Fund budget, which provided one-half of the additional funds required to fulfill the total budget; the remaining funds will come from a fund administered by the Tulsa Planning Office.

With the contract finalized, the Working Committee will host a kick-off planning call with the HR&A team. This call will serve as an opportunity for HR&A to present an updated project schedule, discuss initial data requests, outline the initial tasks for the first phase of the project, and discuss planning for an initial visit to Tulsa. HR&A has indicated that their initial focus will be on compiling critical documents and background information related to the entities under study, which will allow them to begin familiarizing themselves with the history, current scope of work, assets, etc. of each entity.

**Next Steps**

It is expected that following the March 6<sup>th</sup> conference call, we will distribute an updated project schedule and project overview to the Working Committee, Steering Committee, and members of each authority, board, and commission. We further intend to work with HR&A to schedule planned visits multiple weeks in advance in order to best accommodate the schedules of key stakeholders and participants in the process. Please keep an eye out for more detailed communication as we officially begin the launch of this work.