

OFFICE OF THE MAYOR  
TULSA, OKLAHOMA

Executive Order No. 91-21

ESTABLISHMENT OF CENTRALIZED  
REAL ESTATE FUNCTIONS  
FOR THE CITY OF TULSA

By virtue of the power vested in me as Mayor of the City of Tulsa, it is hereby ordered:

Section 1. PURPOSE. To establish uniform policies and a centralized point of contact and coordination with respect to the acquisition of real property, inventory control and real property asset management.

Section 2. ORGANIZATIONS AFFECTED. All City Departments, Trusts and Authorities.

Section 3. DUTIES AND EFFECTIVE DATES.

- 3.1 Effective immediately, the Urban Development Department shall be the centralized acquisition/relocation office for all City of Tulsa Departments, Trusts and Authorities, responsible for coordination of all property acquisition, including leases, easements and donations. Recognizing that property acquisition is an ongoing function, and that some reorganization and personnel reassignment may be necessary, I am directing that the Urban Development Department prepare a plan and schedule for the phasing in of the centralized function; and
- 3.2 The Urban Development Department shall, with consultation from the Legal Department, prepare uniform policies and procedures to be used in all property acquisition and relocation by the City, its Trusts and Authorities. The policies shall apply to all acquisitions including: fee, leases, easements and donations, the only exceptions being Federally Assisted Projects where Federal policies are required; and
- 3.3 Effective immediately, the Urban Development Department shall be the centralized real property asset management office for the City, its Trusts and Authorities; responsible for coordination of all real property sale, lease and change in use. It is not intended that the Urban Development Department assume responsibility for, or control of, the day-to-day operation and maintenance of those properties assigned to other Departments, Trusts or Authorities, except for those properties specifically assigned to the Urban Development Department; and