OFFICE OF THE MAYOR
TULSA, OKLAHOMA

Executive Order No. 2006- 02

CREATION OF THE DIVISION OF POLICY RESEARCH AND PERFORMANCE, THE DIVISION OF COMMUNITY DEVELOPMENT AND EDUCATION INITIATIVES, THE DIVISION OF ECONOMIC AND REAL ESTATE DEVELOPMENT, AND THE DIVISION OF TECHNOLOGY; RENAMING AND RESTRUCTURING THE OPERATING DIVISION; ABOLISHMENT OF THE ADMINISTRATIVE DIVISION; AND THE RELATED TRANSFER AND ASSIGNMENT OF FUNCTIONS

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

Section 1. **PURPOSE**

The purpose of the organization plan contained in this Executive Order and in Executive Order 2006-xx is to provide for the most efficient provision of services for the citizens of Tulsa.

Section 2. **THE DIVISION OF POLICY RESEARCH AND PERFORMANCE**

There is hereby created the Division of Policy Research and Performance which shall consist of such departments, sections or branches, and employees as may be necessary to accomplish the duties and functions assigned to the Division and its Director.

Section 2.1. DIRECTOR OF THE DIVISION

The Division of Policy Research and Performance shall be headed by the Director of Policy Research and Performance, who shall report directly to the Mayor.

Section 2.2. AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR

The Director shall be responsible for organizing policy evaluation and development, research and analysis, and performance management evaluation and monitoring. Essential tasks of the director include, but are not limited to:

- performing strategic and operational planning for policy prioritization and analysis;
- developing and implementing an outcome-based performance measurement system to evaluate the achievement of all city departments and to support budget allocations that most efficiently allow the City to accomplish its goals and objectives, and;
- directing and supervising research projects to develop policies that promote the city's mission.

The Director is responsible for managing the Human Rights Department, the Human Resources Department, and the functions of policy research and analysis, economic and financial analysis for performance management, and inter-governmental relations.

Section 3. THE DIVISION OF COMMUNITY DEVELOPMENT AND EDUCATION INITIATIVES

There is hereby created the Division of Community Development and Education Initiatives which shall consist of such departments, sections or branches, and employees as may be necessary to accomplish the duties and functions assigned to said Division and its Director.

Section 3.1. DIRECTOR OF THE DIVISION

The Division of Community Development and Education Initiatives shall be headed by the Director of Community Development and Education Initiatives, who shall report directly to the Mayor.

Section 3.2. AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR

The Director shall be responsible for the planning, organization, coordination and direction of resources for maximizing community vitality and the utilization of public arts, education, and cultural assets. Essential tasks include, but are not limited to:

- planning, organizing, and directing activities related to maximizing the livability of neighborhoods, including activities related to housing and recreational opportunities;
- planning, organizing, and directing activities for effective and efficient use of public cultural facilities and parks, and to ensure access to all residents, and;
- developing strong working relationships with providers of early childhood education, school districts, career technology and institutions of higher education to develop policies and programs to strengthen educational and economic development opportunities for Tulsans.

The Director of Community Development and Education Initiatives shall be responsible for managing the Convention Center and Performing Arts Center Department, the Park and Recreation Department, Gilcrease Museum, and the Department for Working in Neighborhoods as well as the function of education initiatives. The Director is also jointly responsible, along with the Director of the Division of Economic and Real Estate Development, for managing the Planning Department, created in Executive Order 2006-03

Section 4. THE DIVISION OF ECONOMIC AND REAL ESTATE DEVELOPMENT

There is hereby created the Division of Economic and Real Estate Development which shall consist of such departments, sections or branches, and employees as may be necessary to accomplish the duties and functions assigned to said Division and its Director.

Section 4.1. DIRECTOR OF THE DIVISION

The Division shall be headed by the Director of Economic and Real Estate Development, who shall report directly to the Mayor.

Section 4.2. AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR

The Director shall be responsible for planning, directing, collaborating, and coordinating efforts involving the ongoing development and comprehensive economic and real estate development strategic plan for the City of Tulsa. Essential tasks include, but are not limited to:

- managing economic, finance, and real estate development tools in the City of Tulsa;
- executing the City of Tulsa's integrated strategic plan for economic development and real estate development to prioritize Tulsa industry retention, expansion, and supporting partners in industry attraction and workforce development;
- representing the Mayor with other local and regional governmental agencies, private sector business partners with similar missions, and serving as the Mayor's representative or supervising the Mayor's representative to certain Boards, Authorities, Trusts, and Commissions which affect economic development, and;
- managing all development and permitting services.

The Director of Economic and Real Estate Development shall be responsible for managing the Airport Department, the Real Estate Management and Workforce Development sections, previously of the Public Works and Development Department, and the Development Services division (with the exception of the Neighborhood Inspections section), also previously of the Public Works and Development Department. The Director is also jointly responsible, along with the Director of the Division of Community Development and Education Initiatives, for managing the Planning Department, created in Executive Order 2006-05

Section 5. THE DIVISION OF TECHNOLOGY

There is hereby created the Division of Technology which shall consist of such departments, sections or branches, and employees as may be necessary to accomplish the duties and functions assigned to said Division and its Director.

Section 5.1. DIRECTOR OF THE DIVISION

The Division of Technology shall be headed by the Chief Technology Officer, who shall report directly to the Mayor.

Section 5.2. AUTHORITY AND RESPONSIBILITIES OF THE CHIEF TECHNOLOGY OFFICER

The Chief Technology Officer shall be responsible for the planning, direction, and administration of resources to maximize the efficient use of technology by internal (city employees) and external (city residents and others) customers. Essential tasks include, but are not limited to:

- evaluating and implementing technology systems for efficient communications between residents and city entities;
- directing and supervising the work of the Information Technology Department, and;
- developing a strategic plan for future technology needs.

The Chief Technology Officer shall be responsible for managing the Information Technology Department and the function of customer service technology.

Section 6. **RENAMING AND RESTRUCTURING THE DIVISION OF OPERATIONS**

The Operating Division is hereby renamed the Division of Operations which shall consist of such departments, sections or branches, and employees as may be necessary to accomplish the duties and functions assigned to said Division and its Director.

Section 6.1. DIRECTOR OF THE DIVISION

The Division of Operations shall be headed by the Director of Operations, who shall report directly to the Mayor.

Section 6.2. AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR

The Director shall be responsible for the planning, organization, and direction of public works functions related to the construction, management, and maintenance of City of Tulsa infrastructure and associated supporting service activities including the acquisition, maintenance, and disposition of equipment. The Director of Operations shall coordinate with the directors of other departments and divisions in infrastructure development as needed. Essential tasks of the Director as they relate to infrastructure development and equipment management include, but are not limited to:

- performing strategic planning, monitoring, and evaluation of the delivery of infrastructure services such as water, wastewater, refuse, streets and roads, and engineering;

- ensuring the safety and integrity of the city's water supply, wastewater and stormwater systems, and public roads and streets, and;
- developing policies, procedures, and programs for effective utilization of public resources necessary for accomplishing the responsibilities of the Division.

The Director of the Division of Operations is responsible for managing the Equipment Management Department and the Public Works Department, which shall include the Policy Development division (with the exception of the Community Affairs section), the Engineering Services division, the Environmental Operations division, and the Public Facilities Maintenance division, which shall hereby be known as the Public Facilities and Property Management division

Section 6.3. RENAMING OF THE PUBLIC WORKS AND DEVELOPMENT DEPARTMENT AND TRANSFER OF FUNCTIONS

The Public Works and Development Department is hereby renamed the Public Works Department.

Section 6.4. TRANSFER OF FUNCTIONS

The Deputy Director of the Urban Development division of the former Public Works and Development Department, along with all associated duties and functions, and the Administrative section of said division, are hereby transferred to the Real Estate Management section.

The existing functions and the assigned employees of the Real Estate Management section, the Workforce Development section, and Development Services division (with the exception of the Neighborhood Inspections section) of the former Public Works and Development Department were transferred to the Division of Economic and Real Estate Development, pursuant to Section 4.2.

The existing functions and the assigned employees of the Planning and Economic Development section are hereby transferred to the Planning Department, created pursuant to Executive Order 2006-03

The existing functions and the assigned employees of the Neighborhood Inspections, Community Services, and Citizens Corps sections are hereby transferred to the Department for Working in Neighborhoods, created pursuant to Executive Order 2006-03.

The existing functions and the assigned employees of the Community Affairs section are hereby transferred to the Communications Department, created pursuant to Executive Order 2006-03.

Section 7. **ABOLISHMENT OF THE ADMINISTRATIVE DIVISION**

The Administrative Division is hereby abolished. The Director of Finance shall report directly to the Mayor. The Municipal Court shall report to the General Counsel, who shall be appointed by the Mayor to occupy an unclassified position on the Mayor's staff.

Section 8. **CONFLICTING EXECUTIVE ORDERS**

This Executive Order supersedes all conflicting Executive Orders.

Section 9. **EFFECTIVE DATE**

This order shall take effect on the 11 day of October, 2006.

Kathy Taylor, Mayor

Attest :

Tasheda Johnson
DEPUTY City Clerk

APPROVED by the Council: OCT 05 2006.
Date

Chairman of the Council