

## OFFICE OF THE MAYOR TULSA, OKLAHOMA

Executive Order No. 2012 - 05

### **CREATION OF THE DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT, THE DIVISION OF ADMINISTRATION, THE DIVISION OF PUBLIC FACILITIES AND TRANSPORTATION, OFFICE OF ECONOMIC DEVELOPMENT; AND THE ABOLISHMENT OF THE POLICY RESEARCH AND PERFORMANCE, COMMUNITY DEVELOPMENT AND EDUCATION INITIATIVES; ECONOMIC AND REAL ESTATE DEVELOPMENT; DIVISION OF TECHNOLOGY AND DIVISION OF OPERATIONS**

The purpose of the organization plan contained in this Executive Order and in Executive Order 2012-\_\_\_\_ is to provide for the most efficient provision of services for the citizens of Tulsa.

#### **THE DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT**

There is hereby created the Division of Community and Economic 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.

The Division of Community and Economic Development shall be headed by the Director of Community and Economic Development, who shall report directly to the Mayor or Mayor's designee.

#### **Section 1      AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR**

The Director shall be responsible for overseeing and monitoring city departments tasked with assuring the city meets its goals and objectives 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 direction and oversight of:

- planning, organizing, and directing activities related to maximizing the livability of neighborhoods, including activities related to housing and recreational opportunities;
- planning, organizing, directing activities related to the implementation of the City's comprehensive plan (PlaniTulsa), managing economic, finance and real estate development tools in the City of Tulsa;
- developing, maintaining and reviewing long range plans related to the implementation of the city economic development strategy;

- managing all development and permitting services
- planning, organizing, and directing activities for effective and efficient use of public cultural facilities and parks, and to ensure access to all residents, and;
- planning, organizing and directing activities related to civil and human rights, small, minority, women and disabled veteran business development and ensuring access to city services for individuals with disabilities.

The Director of Community and Economic Development shall be responsible for managing and supervising the directors of the following departments: the Performing Arts Center Department, the Parks and Recreation Department, the Department for Working in Neighborhoods, the Planning and Economic Development Department, and the Human Rights Department. In addition, the Director shall serve as contract manager for the City's contract for operation of the Gilcrease Museum, Convention Center and Bank of Oklahoma Center.

## **THE DIVISION OF ADMINISTRATION**

There is hereby created the Division of Administration 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.

The Division of Administration shall be headed by the Director of Administration, who shall report directly to the Mayor or Mayor's designee.

### **Section 2      AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR**

The Director shall be responsible for overseeing and monitoring city departments tasked with assuring the city meets its goals and objectives for the coordination and direction of resources and the management of administrative and internal support services to maximize organizational efficiencies including the acquisition, maintenance and disposition of equipment. Essential tasks include, but are not limited to direction and oversight of:

- managing and directing activities related to financial and budgetary planning;
- developing and implementing an outcome-based performance measurement to support budget allocations that allows the City to accomplish its goals and objectives;
- directing and supervising employer/employee relationships to ensure a healthy work environment;
- maximizing opportunities to improve communication within the organization and between citizens and the City;
- ensuring the public receives responsive, effective and efficient service through the City's Municipal Court system;
- managing and directing activities related to the City's maintenance program for

equipment and vehicles.

- ensuring the most appropriate, timely and safe response for emergency and non-emergency communication services to citizens, local and regional law enforcement, fire and EMS agencies.

The Director of the Division of Administration shall be responsible for managing and supervising the directors of the following departments: the Finance Department, Information Technology Department, Human Resources Department, Equipment Management Department, Communications Department, Customer Care Center, Municipal Court; and 911 Public Safety Department.

### **THE DIVISION OF PUBLIC FACILITIES AND TRANSPORTATION**

There is hereby created the Division of Public Facilities and Transportation 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.

The Division of Public Facilities and Transportation shall be headed by the Director of Public Facilities and Transportation who shall report directly to the Mayor or Mayor's designee.

#### **Section 3      AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR**

The Director shall be responsible for overseeing and monitoring city departments tasked with assuring the city meets its goals and objectives for the planning, organization, and direction of city functions related to the construction, management, and maintenance of City of Tulsa facilities, infrastructure, transportation system and associated supporting service activities. The Director of Public Facilities and Transportation shall coordinate with directors of other departments and divisions in infrastructure development as needed. Essential tasks of the Director as they relate to city facilities, maintenance, infrastructure and transportation system but are not limited to direction and oversight of:

- managing and directing activities related to maintenance of all public facilities, (excluding parks and recreation facilities);
- 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;
- managing, directing and coordinating activities related to the Airport, Port and public transportation systems, 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 Public Facilities and Transportation is responsible for managing and supervising the directors of the following departments: the Water and Sewer Department, Engineering Department, Streets and Stormwater Department and Airport.

## **THE OFFICE OF ECONOMIC DEVELOPMENT**

There is hereby created the Office of Economic 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 office and its Director.

The Office of Economic Development shall be headed by the Chief Economic Development Officer who shall report directly to the Mayor.

### **Section 4      AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR**

The Chief Economic Development Officer shall be responsible for collaborating and coordinating efforts involving the development of the City of Tulsa's comprehensive economic development strategic plan. Essential tasks include, but are not limited to:

- coordinating economic development agencies and tools in the City of Tulsa;
- executing the City of Tulsa's integrated strategic plan for economic development
- prioritizing Tulsa industry retention, expansion and supporting partners in industry attraction,
- representing the Mayor with other local and regional governmental agencies, private sector business partners with similar missions and serving as the Mayor's representative on certain Boards, Authorities, Trust and Commissions which affect economic development.

The Chief Economic Development Officer shall be responsible for coordinating, assembling and managing an economic team comprised of key city employees, departments and other city agencies involved in economic development activities on behalf of the City of Tulsa.

### **Section 5      ABOLISHMENT OF EXECUTIVE DIVISIONS**

The Policy Research and Performance, Community Development and Education Initiatives, Economic and Real Estate Development, Division of Technology and Division of Operations are hereby abolished.

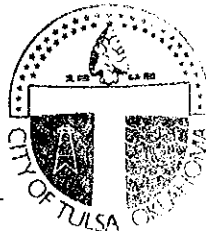
**Section 6      CONFLICTING EXECUTIVE ORDERS**

This Executive Order supersedes all conflicting executive orders.

**Section 7      EFFECTIVE DATE;**

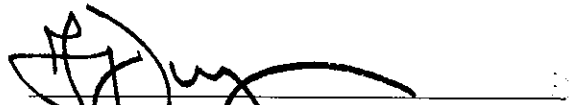
This order shall take effect on the 27 day of June, 2012

  
Dewey F. Bartlett, Jr., Mayor



  
City Clerk **DEPUTY**

APPROVED by the City Council:         JUN 21 2012          
Date

  
Chairman of the Council