

**OFFICE OF THE MAYOR  
TULSA, OKLAHOMA**

**Executive Order No. 2014-02**

**RESCINDING EXECUTIVE ORDER NO. 2014-01 IN ITS ENTIRETY; RENAMING THE OFFICE OF ECONOMIC DEVELOPMENT AS THE MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT; RENAMING BOTH THE DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT AND THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT AND TRANSFERRING THEIR ECONOMIC DEVELOPMENT FUNCTIONS TO THE MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT; CREATION OF THE ASSET MANAGEMENT DEPARTMENT AND DEFINING ITS FUNCTIONS; ABOLISHING THE EQUIPMENT MANAGEMENT DEPARTMENT AND TRANSFERRING ITS FUNCTIONS TO THE ASSET MANAGEMENT DEPARTMENT; TRANSFERRING THE WATER AND SEWER DEPARTMENT TO THE DIVISION OF ADMINISTRATION; ABOLISHING THE DEPARTMENT OF 911 PUBLIC SAFETY COMMUNICATIONS AND TRANSFERRING ITS FUNCTIONS TO THE TULSA POLICE DEPARTMENT; ABOLISHING THE AIRPORT DEPARTMENT; TRANSFERRING THE SECURITY DIVISION WITHIN THE STREETS AND STORMWATER DEPARTMENT TO THE ASSET MANAGEMENT DEPARTMENT WITHIN THE DIVISION OF ADMINISTRATION**

WHEREAS, Executive Order No. 2014-01 is an effort to increase and improve the efficiency of the City's government by reorganizing certain components, creating more streamlined operations, all in order to improve focus on core responsibilities and enhance services provided to the citizenry, and

WHEREAS, further reorganization and clarification of chain of command reporting will foster and promote additional operational efficiency, the most effective means of accomplishing the intent of the reorganization effort is to rescind Executive Order No. 2014-01 in its entirety and replace it, as follows:

**Section 1: PURPOSES OF THIS EXECUTIVE ORDER**

The specific purposes of this Executive Order are:

First, to rescind Executive Order No. 2014-01 in its entirety.

Second, to reorganize and reassign the City's economic development efforts and activities to a single executive branch office reporting to the Mayor. This reorganization and reassignment will allow the Mayor to more efficiently and effectively prioritize how economic development initiatives and projects are planned and managed, streamline and simplify the City's economic development efforts and bring these efforts under the

direction of the Mayor. The name of the Community and Economic Development Division and the Planning and Economic Development Department will be changed to reflect that they no longer include certain economic development responsibilities and functions, which responsibilities and functions will be transferred to the newly renamed Mayor's Office of Economic Development, formerly the Office of Economic Development.

Third, to create an Asset Management Department by consolidating and organizing several different general governmental functions related to major assets of the City together in one department in order to provide enhanced capacity for more efficient delivery of services and management of the City's assets.

Fourth to abolish the 911 Public Safety Communications Department and transfer its functions to the Tulsa Police Department to improve management of the training, supervision and oversight of 911 communication functions. Appropriately, the most calls received at 911 are in need of Police response.

Fifth, to abolish the Airport Department since all Airport employees have been transferred to the Tulsa Airport Improvement Trust.

Therefore, by the power vested in me as the Mayor of the City of Tulsa, it is hereby **ORDERED** that Executive Order No. 2014-01 is rescinded in its entirety, and with respect to the following executive office and the existing Divisions of the City of Tulsa it is further **ORDERED**, as follows:

### **THE MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT**

In order to improve and streamline the City's economic development efforts such responsibilities will be consolidated into a single and direct chain of command within the Office of the Mayor. The consolidation and prioritization of the City's economic development at this level will clearly indicate the importance of these efforts, as well as, reflect both internally and externally where in the City's organizational structure the specific responsibilities for the City's economic development efforts reside.

#### **Section 2. RENAMING THE OFFICE OF ECONOMIC DEVELOPMENT**

The current Office of Economic Development shall be renamed The Mayor's Office of Economic Development. The Mayor's Office of Economic Development shall consist of economic development coordination and analysis, retail marketing, brownfield redevelopment and land revitalization efforts and management, sustainability, film and music, and, other advisory boards, committees and employees as may be necessary to accomplish the duties and functions assigned to such Office, including assumption of the economic functions of the current Planning and Economic Development Department of the Division of Community and Economic Development.



**Section 3. THE DIRECTOR OF ECONOMIC DEVELOPMENT –  
AUTHORITY AND RESPONSIBILITIES**

The Mayor's Office of Economic Development shall be headed by the Mayor's Director of Economic Development who shall report directly to the Mayor and 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
- retail recruitment and marketing
- implementing energy efficiency and sustainability programs or initiatives
- managing the City's brownfield redevelopment and revitalization program
- assist and support the promotion of film and music arts in Tulsa
- assist and support the effort of the Downtown Coordinating Council
- represent 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 DIVISION OF COMMUNITY DEVELOPMENT**

The current Division of Community and Economic Development is revised as follows:

**Section 4. RENAMING THE DIVISION**

The Division of Community and Economic Development created in Executive Order 2012-05 is hereby renamed the Division of Community Development and its economic development responsibilities and functions reassigned to the Mayor's Office of Economic Development.

**Section 5. DIRECTOR OF THE DIVISION**

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

continue to report to the City Manager.

**Section 6. RENAMING THE PLANNING AND ECONOMIC DEPARTMENT**

The Planning and Economic Development Department currently within the Division of Community Development and supervised by the Director of the Division shall be renamed the Planning and Development Department, and the economic development functions within this Department are hereby transferred to the Mayor's Office of Economic Development.

**THE DIVISION OF ADMINISTRATION**

The current Division of Administration is revised, as follows:

**Section 7. ABOLITION OF THE EQUIPMENT MANAGEMENT DEPARTMENT AND REASSIGNMENT OF DUTIES AND FUNCTIONS**

The Equipment Management Department is hereby abolished and its administration, operation and oversight functions and duties are hereby assigned to the new Asset Management Department created below.

**Section 8. THE ASSET MANAGEMENT DEPARTMENT**

Within the Division of Administration there is hereby created the Asset Management Department which shall consist of the administration, operation and oversight functions and duties of the former Equipment Management Department, the Security Division of the Streets and Stormwater Department and such sections or branches and employees as may be necessary to manage in a unified manner the City's parking assets, both on street metered parking and parking structures and to centralize management of the City's real property and facilities and to accomplish the duties and functions assigned to said Department and its Director.

**Section 9. DIRECTOR OF THE DEPARTMENT – AUTHORITY AND RESPONSIBILITIES**

The Department shall be headed by the Director of the Asset Management Department who shall report to the Director of the Division and shall be responsible for assuring the City meets its goals and objectives for the coordination and management of the City's assets responsibly, efficiently and based on a common set of principles and methods. Essential tasks include, but are not limited to direction and oversight of:



- activities related to the City's fleet management including maintenance and disposition of vehicles;
- managing and directing activities related to the City's maintenance program for equipment and vehicles;
- parking meter enforcement;
- parking meter repair and installation;
- financial and budgetary planning for the department;
- management of administrative support services for the City's parking garages
- security services for the City's assets;
- developing and implementing an outcome-based performance measurement to support budget allocations that allows the City to accomplish its goals and objectives relating to management of its assets;
- providing leadership of the City's efforts for property and facilities responsibilities such as acquisitions, management, analysis of return on investment, and disposition as envisioned and studied in the ICMA Asset Management Report.

**Section 10. TRANSFER OF THE WATER AND SEWER DEPARTMENT**

The Water and Sewer Department is hereby transferred from the Division of Public Facilities and Transportation to the Division of Administration.

**Section 11. ABOLITION OF THE 911 PUBLIC SAFETY COMMUNICATIONS DEPARTMENT AND TRANSFER OF ITS DUTIES AND FUNCTIONS**

The 911 Public Safety Communications Department is hereby abolished and its administration, operation and oversight functions and duties are hereby transferred and assigned to the Tulsa Police Department as a new division within the Tulsa Police Department.

**THE DIVISION OF PUBLIC FACILITIES AND TRANSPORTATION**

The current Division of Public Facilities and Transportation is revised as follows:

**Section 12. ABOLISHING THE AIRPORT DEPARTMENT AND ASSIGNMENT OF ITS DUTIES AND FUNCTIONS**

The Airport Department is hereby abolished and its employees, administration, operation and oversight functions and duties are hereby transferred and assigned to the Tulsa Airport Improvement Trust.

**Section 13. TRANSFER OF THE SECURITY DIVISION WITHIN THE STREETS AND STORMWATER DEPARTMENT**

The Security division within the Streets and Stormwater Department is hereby transferred

to the new Asset Management Department created herein, above.

**Section 14. WATER AND SEWER DEPARTMENT**

The Water and Sewer Department is transferred to the Division of Administration as set forth herein in Section 10, above.

**Section 15. STREETS AND STORMWATER AND THE ENGINEERING SERVICES DEPARTMENTS**

The Director of Community Development shall also serve as the Director of Public Facilities and Transportation Development who shall be responsible for managing and supervising the department heads and directors of the following departments Streets and Stormwater and the Engineering Services.

**Section 16. CONFLICTING EXECUTIVE ORDERS**

This Executive Order supersedes all conflicting executive orders.

**Section 17. EFFECTIVE DATE**

This Executive Order shall take effect on the 10<sup>th</sup> day of March, 2014.

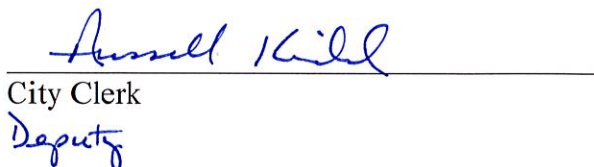


  
Dewey F. Bartlett, Jr., Mayor

APPROVED AS TO FORM AND LEGALITY:

  
City Attorney

ATTEST:

  
City Clerk  
Deputy