

OFFICE OF THE MAYOR  
TULSA, OKLAHOMA

Executive Order No. 2006-03

CREATION OF THE DEPARTMENT FOR WORKING IN NEIGHBORHOODS, THE  
PLANNING DEPARTMENT, AND THE COMMUNICATIONS DEPARTMENT;  
RENAMING THE TECHNOLOGY AND INFORMATION SERVICES  
DEPARTMENT

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. **CREATING THE DEPARTMENT FOR WORKING IN  
NEIGHBORHOODS AND THE TRANSFER OF FUNCTIONS**

There is hereby created the Department for Working in Neighborhoods which shall consist of such sections or branches and employees as may be necessary to accomplish the duties and functions assigned to said Department and its Director.

Section 2.1. **DIRECTOR OF THE DEPARTMENT**

The Department shall be headed by the Director of the Department for Working in Neighborhoods, who shall report to the Director of the Division of Community Development and Education Initiatives, created in Executive Order 2006-02.

Section 2.2. **AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR**

The Director shall be responsible for coordinating, directing and managing interactions between the City of Tulsa and neighborhoods and residents to solve problems, promote compliance with city codes, and encourage citizen engagement. Essential tasks include but are not limited to:

- developing and implementing programs and special projects, including federally-funded community programs, related to the Administration's priorities at the neighborhood level;
- coordinating the development of a system through which neighborhood problems are tracked and analyzed, and;
- facilitating communication between neighborhoods and the City.

The Director of the Department for Working in Neighborhoods shall be responsible for managing the Neighborhood Inspections, Community Services, and Citizens Corps sections of the former Public Works and Development Department, the Mayor's Action Center, and the neighborhood outreach function, which includes Home Ownership Tulsa and other existing neighborhood programs currently residing in the Mayor's Office.

**Section 3. CREATING THE PLANNING DEPARTMENT AND THE TRANSFER OF FUNCTIONS**

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

**Section 3.1. DIRECTOR OF THE DEPARTMENT**

The Department shall be headed by the Director of the Planning Department, who shall report jointly to the Director of the Division of Community Development and Education Initiatives and the Director of Economic and Real Estate Development, pursuant to Executive Order 2006-~~22~~.

**Section 3.2. AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR**

The Director shall be responsible for planning and economic analysis as related to neighborhood revitalization and historic preservation, downtown development, and economic development and planning for special districts. Essential tasks include but are not limited to:

- neighborhood revitalization planning, including historic preservation planning, and project implementation in neighborhoods and special districts;
- planning for economic development and analysis of potential or proposed projects, including analysis of tax increment and tax incentive districts, and;
- coordinating the Comprehensive Plan update process on behalf of the City of Tulsa.

**Section 4. CREATING THE COMMUNICATIONS DEPARTMENT**

There is hereby created the Communications Department which shall consist of such sections or branches and employees as may be necessary to accomplish the duties and functions assigned to said Department and its Department Head.

**Section 4.1. HEAD OF THE DEPARTMENT**

The Department shall be headed by the Director of Communications, who shall report directly to the Mayor.

Section 4.2. **AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR**

The Director shall be responsible for developing and coordinating the city's internal and external communications in accordance with its mission, goals, and objectives.

Essential tasks include, but are not limited to:

- establishing the best methods to achieve open and honest communications among the City, the media, and all citizens;
- integrating communications efforts across all departments around the message, including linking all city websites;
- directing, developing, and implementing a coordinated branding program; and
- administering the Mayor's appointment process and education of all authorities, boards, and commissions, including trust commissions.

The Director of Communications shall also be responsible for directing the Community Affairs section of the former Public Works and Development Department and the functions of internal and external communications, marketing and branding, and the administration of authorities, boards, and commissions.

Section 5. **RENAMING THE TECHNOLOGY AND INFORMATION SERVICES DEPARTMENT TO THE INFORMATION TECHNOLOGY DEPARTMENT**

The Technology and Information Services Department is hereby renamed the Information Technology Department.

Section 6. **CONFLICTING EXECUTIVE ORDERS**

This Executive Order supersedes all conflicting Executive Orders.

Section 7. **EFFECTIVE DATE**

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



A handwritten signature in black ink, appearing to read "Kathy Taylor", is written over a horizontal line.

Kathy Taylor, Mayor

A handwritten signature in black ink, appearing to read "Sherry Cartwright", is written over a horizontal line.

City Clerk - DEPUTY