

## OFFICE OF THE MAYOR TULSA, OKLAHOMA

Executive Order No. 2014-\_\_\_\_

**CREATION OF THE MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT, RENAMING OF THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT AND TRANSFERRING FUNCTIONS, ABOLISHMENT OF THE DEPARTMENT OF 911 PUBLIC SAFETY COMMUNICATIONS AND TRANSFERRING FUNCTIONS AS A DIVISION OF THE TULSA POLICE DEPARTMENT; ABOLISHMENT OF THE EQUIPMENT MANAGEMENT DEPARTMENT AND TRANSFERRING FUNCTIONS; CREATION OF THE ASSET MANAGEMENT DEPARTMENT; ABOLISHMENT OF THE AIRPORT DEPARTMENT; RENAMING THE DIVISION OF COMMUNITY AND ECONOMIC DIVISION; TRANSFER THE REPORTING OF THE ENGINEERING SERVICES DEPARTMENT AND STREETS AND STORM WATER DEPARTMENT TO THE DIRECTOR OF COMMUNITY DEVELOPMENT; TRANSFER THE REPORTING OF THE DIRECTOR OF THE WATER AND SEWER DEPARTMENT TO THE CITY MANAGER**

### **Section 1: PURPOSE**

The purposes of this Executive Order are to first, reorganize the City's economic development efforts and activities into one office within the Mayor's Office. This reorganization allows the Mayor to more efficiently and effectively prioritize how economic development is performed, streamlines and simplifies 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.

Second, 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. Third, 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.

Fourth, abolish the Airport Department since all Airport employees have been transferred to the Tulsa Airport Improvement Trust; and to reassign the reporting of departments

under the Division of Public Facilities and Transportation to other personnel in the Mayor's Office.

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

There is hereby created the Mayor's Office of Economic Development which will streamline the City's economic development efforts by having a single chain of command. It will also clearly show to both internal and external observers where and with whom the responsibility for the City's economic development efforts resides. The Mayor's Office of Economic Development shall consist of economic development coordination and analysis, retail marketing, **brownfield redevelopment and land revitalization**, sustainability, film and music; and, other sections or branches, and employees as may be necessary to accomplish the duties and functions assigned to said office and its Director.

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.

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

The Mayor's Director of Economic Development 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 program
- assist and support the promotion of film and music 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.

As part of this change the Planning and Economic Development Department **within the Division of Community and Economic Development** will be renamed the Planning and Development Department, and the economic development functions **within this department** will be transferred to the Mayor's Office of Economic Development.

## **THE DIVISION OF COMMUNITY DEVELOPMENT**

The Division of Community and Economic Development created in Executive Order 2012-05 is hereby renamed the Division of Community Development.

### **Section 3. DIRECTOR OF THE DIVISION**

The Director of Community Development Division 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 and the **Planning and Development Department**, Engineering Services Department, Streets and Storm Water 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, Cox Convention Center and Bank of Oklahoma Center.

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

## **THE ASSET MANAGEMENT DEPARTMENT**

There is hereby created the Asset Management Department which shall consist of the former Equipment Management Department, the Security Division of the Streets and Storm Water 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 4. DIRECTOR OF THE DEPARTMENT**

The Department shall be headed by the Director of the Asset Management Department, who shall report to the City Manager, created in Executive Order 2011-05.

### **Section 5. AUTHORITY AND RESPONSIBILITIES OF THE DIRECTOR**

The Director 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 6. ABOLISHMENT OF THE EQUIPMENT MANAGEMENT DEPARTMENT AND TRANSFER OF DUTIES AND FUNCTIONS**

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

**Section 7. ABOLISHMENT OF THE 911 PUBLIC SAFETY COMMUNICATIONS DEPARTMENT AND TRANSFER OF 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.

**Section 8. ABOLISHMENT OF THE AIRPORT DEPARTMENT AND TRANSFER OF EMPLOYEES, 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 Authority.

**Section 9. CONFLICTING EXECUTIVE ORDERS**

This Executive Order supersedes all conflicting executive orders.

**Section 10 EFFECTIVE DATE;**

This order shall take effect on the \_\_\_\_ day of January, 2014

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Dewey F. Bartlett, Jr., Mayor

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
City Attorney

ATTEST:

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City Clerk