

# SECTION 4 DEPARTMENTS

This section of the document contains a brief description of each department, mission statements, overview of services, AIM actions, a budget summary and a staffing summary.

This section is for information only and is not part of the ordinance adopted by the City Council.



1919



CITY OF  
**Tulsa**  
A New Kind of Energy.



# READER'S GUIDE TO DEPARTMENTAL HIGHLIGHTS

## **PUBLIC SAFETY AND PROTECTION**

YOU ARE HERE

Municipal Court  
Police  
Fire  
EMSA  
Tulsa Area Emergency Management Agency

## **CULTURAL DEVELOPMENT AND RECREATION**

Park and Recreation  
River Parks Authority  
BOK and Convention Centers  
Managed Entities – Culture and Recreation

## **SOCIAL AND ECONOMIC DEVELOPMENT**

Working in Neighborhoods  
Development Services  
Tulsa Authority for Economic Opportunity  
Downtown Tulsa Partnership  
Managed Entities – Economic Development

## **PUBLIC WORKS AND TRANSPORTATION**

Engineering Services  
Streets and Stormwater  
Water and Sewer  
Tulsa Transit

## **ADMINISTRATIVE AND SUPPORT SERVICES**

Elected Officials  
Mayor's Office  
City Auditor  
City Council  
Legal  
Human Resources  
General Government  
Indian Nations Council of Governments (INCOG)  
Finance  
Information Technology  
Customer Care  
Communications  
Asset Management

## **TRANSFERS TO OTHER FUNDS**

## **DEBT SERVICE**





# MUNICIPAL COURT

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

To administer timely and equitable justice for City Ordinance Violations that provides public trust and confidence in the judicial system.

---

### Overview of Services

The Municipal Court of Tulsa is one of two municipal courts of record in Oklahoma. The Court adjudicates City ordinance violations, traffic cases and misdemeanor offenses. The Municipal Court is comprised of four divisions:

- Administrative Services – provides support to the Court by setting administrative policy, fiscal management, personnel management and strategic planning;
  - Court Operations – responsible for the issuance and recall of warrants, booking and releasing offenders and entering, filing, maintaining and retrieving court files and documents;
  - Public Defender – provides defense counsel to indigent persons charged with municipal ordinance violations;
  - Court Services – includes the Judicial and Probation sections which are responsible for dispensing justice to persons charged with Municipal Court violations, monitoring those sentenced to incarceration and providing an alternative to imprisonment and/or fines through performance of community service.
- 

### Budget Strategy Overview

Resources provided for the Municipal Courts will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in FY23 budget to address recruitment and retention issues.

The Municipal Court Department's budget provides resources which were moved from the Police Department for the Community Intervention Center (CIC). The CIC is a place where law enforcement officers drop-off juveniles arrested for violating municipal ordinances or state laws and for whom detention is unavailable or inappropriate. A Configuration Coordinator has been added to manage new computer programs, eCourt and eProsecutor, for the Records Case Management System (RCMS). The FY23 budget includes continued funding for staff training for employee advancement as well as mass communication software that utilizes text and email reminders about upcoming court dates and payments due.

Funding from the Coronavirus Relief Fund (CRF) has been provided to Municipal Court, prior to the FY23 Budget process, that will support outreach programs, facility improvements, Mental Health Initiatives and Organizational Development. A Public Defender will be hired to cover the expanded hours and specialized dockets and will work in conjunction with the Legal Department's Attorney, funded in FY23, specifically for the expansion on court cases and hours. Additional personnel, including administrative support, court reporters, and Spanish greeters will also be funded from the CRF to increase Municipal Court's capacity.

# MUNICIPAL COURT

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 2,496	\$ 2,467	\$ 2,791	\$ 324	13.1%	\$ 2,791
Materials and Supplies	52	21	24	3	14.3%	24
Other Services and Charges	209	205	567	362	176.6%	567
Operating Capital	24	0	0	0	N/A	0
<b>Total Budget</b>	<b>\$ 2,781</b>	<b>\$ 2,693</b>	<b>\$ 3,382</b>	<b>\$ 689</b>	<b>25.6%</b>	<b>\$ 3,382</b>

### RESOURCES FOR BUDGET

100 General Fund

125 PA Law Enforcement Training

127 Technology Fee Assessment

	<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
	\$ 3,290	27.1%	\$ 3,290
	3	0.0%	3
	89	-11.9%	89
	<b>\$ 3,382</b>		<b>\$ 3,382</b>

### FY 23 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. FY22 mid-year position changes
  - a. Judge
3. FY23 position changes
  - a. Configuration Coordinator
4. Various materials and supplies adjustments
5. Community Intervention Center - transfer from Police Department
6. E-courts text messaging

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ 240
4
4
80
80
5
380
(20)
<b>\$ 689</b>

### FY 24 CHANGES FOR OPERATION

1. Benefit and compensation adjustments

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ 0
<b>\$ 0</b>

# MUNICIPAL COURT

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Administration</u></b>						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Exempt/Professional	2	3	3	2.0	3.0	3.0
<b>Total Administration</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>
<b><u>Court Operations</u></b>						
Exempt/Professional	1	1	1	1.0	1.0	1.0
Office & Technical	11	11	11	11.0	11.0	11.0
<b>Total Court Operations</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>
<b><u>Court Services</u></b>						
Administrative & Technical	3	3	3	3.0	3.0	3.0
City Attorney	2	2	2	2.0	2.0	2.0
Exempt/Professional	2	3	3	2.0	3.0	3.0
Office & Technical	9	8	8	9.0	8.0	8.0
Judge	9	10	10	3.0	3.0	3.0
<b>Total Court Services</b>	<b>25</b>	<b>26</b>	<b>26</b>	<b>19.0</b>	<b>19.0</b>	<b>19.0</b>
<b>DEPARTMENT TOTAL</b>	<b>40</b>	<b>42</b>	<b>42</b>	<b>34.0</b>	<b>35.0</b>	<b>35.0</b>

# POLICE

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

To apply all knowledge, skills and available resources by working in partnership with our community to provide quality service, protect life and property, prevent crime and resolve problems so people can live without fear in a safe environment.

---

### Overview of Services

The Police are granted authority primarily through state and federal statutes. The mission of the Police is to prevent crime and disorder in the City of Tulsa by the use of problem solving, citizen partnership, proactive patrol techniques and a high standard of professional courtesy and ethics. Priorities for the department include:

- Apprehending criminal offenders;
  - Placing value on the preservation of human life;
  - Recognizing that prevention of crime and reducing fear are operational priorities;
  - Involving the community in the delivery of law enforcement services;
  - Making the Department accountable to the community it serves;
  - Committing to professionalism in all aspects of Department operations;
  - Maintaining the highest standards of integrity; and
  - Developing technology to create efficiencies of service.
  - E-911 call handling and dispatching functions for the City and nearby jurisdictions.
- 

### Budget Strategy Overview

Resources provided for the Police Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in FY23 budget to address recruitment and retention issues. Advertising resources were also increased to address recruitment.

The Police Department's budget provides resources within the General Fund for 3 academies with a total of 90 cadets. Funds will be used to replace critical equipment for officers such as body worn cameras, tasers, and gas mask filters. The budget includes an increase, attributed to inflation, for ammunition as well as funding for computer maintenance and software licensing for various systems such as E-citation and vehicle and body worn cameras. In FY23, resources for the Community Intervention Center will be moved to Municipal Courts' budget.

The Real Time Information Center (RTIC) is a new program that will provide Tulsa Police with the ability to capitalize on expanding range of technologies for efficient and effective policing. The phase-in for implementation will begin with an administrator and four analyst positions to be filled and training to be provided at the beginning of the fiscal year. Additionally, eighteen Police Officers, three Police Sergeants, three Police Lieutenants and a Police Captain will be reassigned to the section. The remaining fourteen analyst positions will be filled, and training will be provided equally over the 3<sup>rd</sup> and 4<sup>th</sup> quarters of the fiscal year. Equipment and the expenses for initial set-up is with-in a transfer from the General Fund to the Long Range Capital Projects fund in the amount of \$2.55M.

# POLICE

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 102,205	\$ 104,509	\$ 119,575	\$ 15,066	14.4%	\$ 124,162
Materials and Supplies	1,859	2,372	3,887	1,515	63.9%	2,795
Other Services and Charges	14,513	14,650	15,775	1,125	7.7%	15,309
Operating Capital	4,121	3,956	5,017	1,061	26.8%	3,956
<b>Total Operating Budget</b>	<b>122,698</b>	<b>125,487</b>	<b>144,254</b>	<b>18,767</b>	<b>15.0%</b>	<b>146,222</b>
Capital Budget	0	0	4,500	4,500	N/A	0
<b>Total Budget</b>	<b>\$ 122,698</b>	<b>\$ 125,487</b>	<b>\$ 148,754</b>	<b>\$ 23,267</b>	<b>18.5%</b>	<b>\$ 146,222</b>

### RESOURCES FOR BUDGET

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
100 General Fund	\$ 117,744	13.2%	\$ 121,043
120 E 911 Operating	5,246	40.4%	4,168
125 PA Law Enforcement Training	56	3.7%	56
127 Technology Fee Assessment	1,107	1.3%	1,132
150 Public Safety Sales Tax	16,162	27.7%	15,867
409 2022 Sales Tax	4,500	N/A	0
477 Short Term Capital	3,939	-0.4%	3,956
	<b>\$ 148,754</b>		<b>\$ 146,222</b>

### FY 23 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 14,785
2. Overtime	3,451
3. Net change in estimated police officer vacancies	(4,501)
4. Reduce FY 23 plan academy cost	(3,949)
5. Academy, September 2022, 30 cadets (General Fund)	2,351
a. Salaries and benefits	2,026
b. Equipment, supplies, services	325
6. Academy, January 2023, 30 cadets (General Fund)	1,497
a. Salaries and benefits	1,172
b. Equipment, supplies, services	325
7. Academy, May 2023, 30 cadets (General Fund)	714
a. Salaries and benefits	391
b. Equipment, supplies, services	323
8. FY22 mid-year position changes	(11)
a. Police Systems Manager - position add	105
b. Office Assistant II (4) - abolish	(116)
c. Office Administrator I - grant funded	0
9. FY23 position changes	146
a. Asset Forfeiture Coordinator	66
b. HRIS Administrator	80
10. Real Time Information Center (RTIC)	632
a. System Administrator	80
b. Analyst (18)	522
c. Training	30



<b>FY 23 CHANGES FOR OPERATION (Continued)</b>	<b>AMOUNT</b>
11. Tasers and associated equipment replacement (one-time)	1,276
12. Body worn camera equipment for Police vehicles	69
13. Ammunition	75
14. Gas mask filters	60
15. Scenario-based training structure (one-time)	4
16. Computer replacements	22
17. Various other material and supplies adjustments	(3)
18. Electrical utilities rate increase	40
19. Automated license plate technology software	34
20. Tulsa Police Reserves (TPR) program uniform allowance	5
21. E-911 Operations - computer maintenance & software licensing	9
22. Computer maintenance & software licensing	54
a. Vehicle and body-worn cameras	71
b. E-citation	5
c. Annual software maintenance and support	24
d. Software subscriptions	(46)
23. Training and travel budget in Penalty Assessment Law Enforcement Fund	2
24. First responder support services	34
25. Community Intervention Center - transfer to Municipal Courts	(380)
26. Recruitment advertising (one-time)	50
27. Internal equipment maintenance	1,224
28. Various other services adjustments	16
29. Capital additions/replacements:	
a. Vehicles (80 marked units) - replacement	3,480
b. Motorcycles (4 marked units) - replacement	100
c. Electrophoresis genetic analyzer - add	242
d. Bomb suit - replacement	29
e. Ballistic equipment - replacement	30
f. Digital X-Ray system - replacement	48
g. Helicopter main rotor blade stand - add	5
h. Crime scene cameras (3)	5
i. Seating and academy furniture, 911 facilities	8
j. Facility maintenance replacement items, 911 facilities	10
k. 911 dispatch console furniture	1,060
l. Adjustment to eliminate FY 23 Plan capital	(3,956)
<b>TOTAL OPERATING CHANGES</b>	<b>18,767</b>
 <b>CAPITAL IMPROVEMENT PROJECTS</b>	
2022 Sales Tax Capital Projects	4,500
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b>4,500</b>
<b>TOTAL CHANGES</b>	<b>\$ 23,267</b>

<b>FY 24 CHANGES FOR OPERATION</b>	<b>AMOUNT</b>
1. Benefit and compensation adjustments	\$ 22
2. Net change in estimated police officer vacancies	4,085
3. Reduce FY23 academy cost	(4,562)
4. Academy, September 2023, 30 cadets (General Fund)	4,562
a. Salaries and benefits	2,026
b. Equipment, supplies, services	325
5. Academy, January 2024, 30 cadets (General Fund)	
a. Salaries and benefits	1,172
b. Equipment, supplies, services	325
6. Academy, May 2024, 30 cadets (General Fund)	
a. Salaries and benefits	391
b. Equipment, supplies, services	323

**FY 24 CHANGES FOR OPERATION (Continued)**

		<u>AMOUNT</u>
7. Real Time Information Center (RTIC)		943
a. Salaries and benefits	480	
b. Training	(10)	
c. Equipment replacement	173	
d. Annual software subscriptions	<u>300</u>	
8. Tasers and associated equipment replacement (one-time)		(1,252)
9. Scenario-based training structure (one-time)		(4)
10. Gas mask filters		(45)
11. Computer replacements		35
12. Automated license plate technology software		34
13. Jail contract		53
14. Software subscriptions		130
15. Annual software maintenance and support		65
a. Records management system subscriptions and support	25	
b. Vehicle and body-worn cameras	<u>40</u>	
16. Internal equipment maintenance		(988)
17. Recruitment advertising (one-time)		(50)
18. Various other services adjustments		1
19. Capital additions/replacements:		
a. Net change to FY 23 capital		<u>(1,061)</u>
<b>TOTAL OPERATING CHANGES</b>		<u><b>1,968</b></u>

**CAPITAL IMPROVEMENT PROJECTS**

Adjustment to eliminate FY 23 capital projects		<u>(4,500)</u>
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>		<u><b>(4,500)</b></u>
<b>TOTAL CHANGES</b>		<u><b>\$ (2,532)</b></u>



# POLICE

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Administrative &amp; Support Staff</u></b>						
Administrative & Technical	20	36	36	20.0	36.0	36.0
Exempt/Professional	19	22	22	19.0	22.0	22.0
Office & Technical	49	45	45	49.0	45.0	45.0
Police Chief	1	1	1	1.0	1.0	1.0
<b>Total Admin. &amp; Support Staff</b>	<b>89</b>	<b>104</b>	<b>104</b>	<b>89.0</b>	<b>104.0</b>	<b>104.0</b>
<b><u>Laboratory Services</u></b>						
Administrative & Technical	10	9	9	10.0	9.0	9.0
Scientific & Technical	24	24	24	24.0	24.0	24.0
Office & Technical	1	0	0	1.0	0.0	0.0
Exempt/Professional	0	1	1	0.0	1.0	1.0
<b>Total Laboratory Services</b>	<b>35</b>	<b>34</b>	<b>34</b>	<b>35.0</b>	<b>34.0</b>	<b>34.0</b>
<b><u>911 Public Safety Communications</u></b>						
Administrative and Technical	2	3	3	2.0	3.0	3.0
Emergency Communications	95	95	95	95.0	95.0	95.0
Exempt/Professional	4	3	3	4.0	3.0	3.0
<b>Total 911 Public Safety Comm.</b>	<b>101</b>	<b>101</b>	<b>101</b>	<b>101.0</b>	<b>101.0</b>	<b>101.0</b>
<b>Total Civilian Positions</b>	<b>225</b>	<b>239</b>	<b>239</b>	<b>225.0</b>	<b>239.0</b>	<b>239.0</b>
<b><u>Sworn Police Officers</u></b>						
Police Officer	743	743	743	743.0	743.0	743.0
Police Sergeant	82	82	82	82.0	82.0	82.0
Police Lieutenant	83	83	83	83.0	83.0	83.0
Police Captain	23	23	23	23.0	23.0	23.0
Police Major	9	9	9	9.0	9.0	9.0
Police Deputy Chief	3	3	3	3.0	3.0	3.0
<b>Total Sworn Police Officers</b>	<b>943</b>	<b>943</b>	<b>943</b>	<b>943.0</b>	<b>943.0</b>	<b>943.0</b>
<b>DEPARTMENT TOTAL</b>	<b>1,168</b>	<b>1,182</b>	<b>1,182</b>	<b>1,168.0</b>	<b>1,182.0</b>	<b>1,182.0</b>

# FIRE

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

The Tulsa Fire Department delivers superior protection of life, health, property, and the environment.

---

### Overview of Services

It is the Fire Department's goal to emphasize fire prevention, public education, and progressive emergency medical services in a comprehensive community safety program. The Fire Department remains unwavering in operations to minimize the impact of fires when they occur, because total success in preventing all fires is unrealistic. The Fire Department is committed to reducing the impact of environmental damage from hazardous materials along with meeting the needs of other calls for service from the community.

Tulsa Fire's service strategies are:

- Aggressively deliver life and fire safety education to the community;
  - Aggressively work to prevent hazardous conditions;
  - Respond promptly to rescues, fires, medical emergencies and natural disasters;
  - Ensure actions are safe, professional and in harmony with the needs of the environment and the demands of the community; and
  - Actively coordinate fire services with other agencies in the region.
- 

### Budget Strategy Overview

Resources provided for the Tulsa Fire Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in the FY23 budget to address recruitment and retention issues. An academy to train thirty cadets has been funded in FY23 with an additional academy of thirty planned for FY24.

The Tulsa Fire Department was awarded a grant to reimburse the cost of sixty new firefighters for three years. As a result, Tulsa Fire Department will utilize those savings to fund operational support replacements and accelerate the replacement of needed fleet equipment in FY23 through FY25.

Fire/EMS are first responders to all traffic incidents. Resources are dedicated to ensuring that if citizens are involved in traffic collisions, their chances of surviving with minimal injuries will be increased due to quickly deployed life-saving technologies and personnel. Paramedic training for twenty Firefighters is included in FY23 and an additional forty Firefighters to be trained in FY24.

Included in the FY23 budget is funding for expansion of the Community Response Team in the amount of \$250,000.



# FIRE

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22</u>	<u>FY 23</u>	<u>FY 23</u>	<u>Dollar</u>	<u>Percent</u>	<u>FY 24</u>
	<u>ORIGINAL</u>	<u>PLAN</u>	<u>BUDGET</u>	<u>Diff. From</u>	<u>Diff. From</u>	<u>FINANCIAL</u>
				<u>FY 23 Plan</u>	<u>FY 23 Plan</u>	<u>PLAN</u>
Operating Budget						
Personal Services	\$ 74,071	\$ 74,252	\$ 79,447	\$ 5,195	7.0%	\$ 79,509
Materials and Supplies	1,697	1,497	2,126	629	42.0%	2,017
Other Services and Charges	5,054	5,066	5,645	579	11.4%	5,519
Operating Capital	610	610	4,538	3,928	>500.0%	4,234
<b>Total Operating Budget</b>	<b>81,432</b>	<b>81,425</b>	<b>91,756</b>	<b>10,331</b>	<b>12.7%</b>	<b>91,279</b>
Capital Budget	10,400	3,900	3,900	0	0.0%	4,300
<b>Total Budget</b>	<b>\$ 91,832</b>	<b>\$ 85,325</b>	<b>\$ 95,656</b>	<b>\$ 10,331</b>	<b>12.1%</b>	<b>\$ 95,579</b>

### RESOURCES FOR BUDGET

	<u>FY 23</u>	<u>Percent</u>	<u>FY 24</u>
	<u>BUDGET</u>	<u>Diff. From</u>	<u>FINANCIAL</u>
		<u>FY 23 Plan</u>	<u>PLAN</u>
100 General Fund	\$ 80,405	6.5%	\$ 80,242
121 EMSA Utility	350	0.0%	350
150 Public Safety Sales Tax	6,550	31.1%	6,453
409 2022 Sales Tax	3,900	0.0%	4,300
477 Short Term Capital	4,451	>500.0%	4,234
	<b>\$ 95,656</b>		<b>\$ 95,579</b>

### FY 23 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 5,123
2. Reduce FY23 plan academy cost	(1,281)
3. Academy, January 2023 (30 cadets)	1,280
a. Salary and benefits	1,023
b. Equipment and supplies	257
4. Paramedic training for 20 Firefighters	75
5. Bunker gear	475
6. Taser cartridges	2
7. HazMat monitors, 36 (one-time)	14
8. HazMat flash protection response suits, 8 (one-time)	18
9. E-Ticketing wireless printers (one-time)	4
10. E-Ticketing start up, 25 licenses, city-wide Brazos implementation (one-time)	13
11. Community Response Team program expansion	193
a. Two positions	188
b. Operating supplies	5
12. Software subscriptions	19
13. Computer replacement	3
14. Equipment management services	330
15. Annual license fee for public safety policy software	39
16. Electrical utility rate increase	70
17. Various materials and other services adjustments	27

### FY 23 CHANGES FOR OPERATION (Continued)

AMOUNT

18. Capital additions/replacements:	
a. Replace rescue camera	15
b. New special events EMS UTV with enclosed trailer	45
c. Replace vehicle routers to communicate with dispatch	75
d. Replace station fitness equipment	20
e. Replace two (2) Pickup crew 4x4s with console and warning equipment	96
f. Replace five (5) SUV 4x4s with warning equipment	145
g. New five (5) SUV 4x4s	145
h. Replace breathing air machine	90
i. New Fire Station 33 initial furniture & kitchen supplies	26
j. Replace six (6) lawn mowers	30
k. New digital information acquisition terminal for case material digital submission	6
l. Replace rescue tools	61
m. Operations support replacement	1,148
n. Fleet replacement acceleration	2,635
o. Adjustment to eliminate FY 23 Plan capital	(610)

**CAPITAL IMPROVEMENT PROJECTS**

2022 Sales Tax Capital Projects	3,900
Adjustment to eliminate FY 23 Plan capital projects	(3,900)
<b>TOTAL CHANGES</b>	<b><u>\$ 10,331</u></b>

**FY 24 CHANGES FOR OPERATION**

	<b>AMOUNT</b>
1. Benefit and compensation adjustments	\$ 62
2. Reduce FY23 academy cost	(1,280)
3. Academy, January 2024 (30 cadets)	1,280
a. Salary and benefits	1,023
b. Equipment and supplies	<u>257</u>
4. Paramedic training for 40 Firefighters	75
5. Annual user fee for E-Ticketing	3
6. Software subscriptions	10
7. Computer replacement	27
8. Equipment management services	(200)
9. FY23 one-time adjustment	(150)
10. Net change to FY 23 capital	<u>(304)</u>
<b>TOTAL OPERATING CHANGES</b>	<b><u>(477)</u></b>

**CAPITAL IMPROVEMENT PROJECTS**

2022 Sales Tax Capital Projects	4,300
Adjustment to eliminate FY 23 capital projects	(3,900)
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b><u>400</u></b>
<b>TOTAL CHANGES</b>	<b><u>\$ (77)</u></b>



# FIRE

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Administrative &amp; Support Staff</u></b>						
Administrative & Technical	4	5	5	4.0	5.0	5.0
Fire Chief	0	1	1	0.0	1.0	1.0
Exempt/Professional	5	4	4	5.0	4.0	4.0
Labor & Trades	3	3	3	3.0	3.0	3.0
Office & Technical	6	5	5	6.0	5.0	5.0
<b>Total Admin. &amp; Support Staff</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18.0</b>	<b>18.0</b>	<b>18.0</b>
<b><u>FD Classified Positions</u></b>						
Firefighter	364	361	361	364.0	361.0	361.0
Fire Equipment Operator	151	151	151	151.0	151.0	151.0
Fire Captain	144	147	147	144.0	147.0	147.0
Administrative Officer	3	3	3	3.0	3.0	3.0
EMS Officer	4	5	5	4.0	5.0	5.0
Fire Prevention Inspector	23	23	23	23.0	23.0	23.0
Director of EMS	1	1	1	1.0	1.0	1.0
Fire Deputy Marshall	1	1	1	1.0	1.0	1.0
Fire District Chief	19	18	18	19.0	18.0	18.0
Fire Assistant Chief (Chief of Staff)	0	1	1	0.0	1.0	1.0
Fire Assistant Chief	3	3	3	3.0	3.0	3.0
Fire Deputy Chief	2	2	2	2.0	2.0	2.0
Loss Control Officer	8	7	7	8.0	7.0	7.0
Physical Resource Officer	1	1	1	1.0	1.0	1.0
Technical Rescue Coordinator	1	1	1	1.0	1.0	1.0
Community Resource Officer	0	0	0	0.0	0.0	0.0
<b>Total FD Classified Positions</b>	<b>725</b>	<b>725</b>	<b>725</b>	<b>725.0</b>	<b>725.0</b>	<b>725.0</b>
<b>TOTAL</b>	<b>743</b>	<b>743</b>	<b>743</b>	<b>743.0</b>	<b>743.0</b>	<b>743.0</b>

# Emergency Medical Services Authority

---

Department Budget Summary

FY 22-23

---

## Mission Statement

To provide ambulance service to 1,000 square miles and meet the highest standards of pre-hospital care.

---

## Overview of Services

A public trust of the City of Tulsa and City of Oklahoma City governments, the Emergency Medical Services Authority (EMSA) is Oklahoma's largest provider of emergency medical services.

EMSA provides advanced life support medical care to patients who suffer injuries and illnesses and transports patients to and from the hospital by ambulance. The Authority provides oversight and ensures quality compliance of the contracted ambulance services provider, and conducts billing, accounting, purchasing and other business functions. The Medical Director provides medical oversight of the contracted provider and reports to the Medical Control Board. The contracted provider is held to a performance-based contract that includes strict service standards and financial penalties for non-compliance.

In 1977, EMSA was established in Tulsa. Today, EMSA is the exclusive ambulance provider for 10 Oklahoma cities. EMSA has two divisions, the eastern division, with Tulsa as the major city, and the western division centered around Oklahoma City.

---

## Budget Strategy Overview

Resources allocated to Emergency Medical Services Authority will provide ambulance service for the citizens of Tulsa.



# EMSA

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Other Services and Charges	\$ 10,143	\$ 5,678	\$ 6,760	\$ 1,082	19.1%	\$ 6,760
<b>Total Budget</b>	<b>\$ 10,143</b>	<b>\$ 5,678</b>	<b>\$ 6,760</b>	<b>\$ 1,082</b>	19.1%	<b>\$ 6,760</b>

### RESOURCES FOR BUDGET

121 EMSA Utility

<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
6,760	19.1%	6,760
<b>\$ 6,760</b>		<b>\$ 6,760</b>

### FY 23 CHANGES FOR OPERATION

1. Appropriations to reflect anticipated cash available for transfer to EMSA

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ 1,082
<b>\$ 1,082</b>

### FY 24 CHANGES FOR OPERATION

1. Appropriations to reflect anticipated cash available for transfer to EMSA

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ 0
<b>\$ 0</b>

# TULSA AREA EMERGENCY MANAGEMENT AGENCY

---

Department Budget Summary

FY 22-23

---

## Mission Statement

To protect citizens of Tulsa and Tulsa County from all emergencies and disasters.

---

## Overview of Services

The Tulsa Area Emergency Management Agency (TAEMA) is responsible for the coordination of preparing for, responding to, recovering from, and mitigation of major emergencies and disasters. TAMA collaborates with City and County departments and various other agencies to ensure readiness to manage response to emergencies and disasters. This includes naturally occurring events such as tornadoes, straight line winds, floods, winter storms, wildfires, droughts, extreme heat, earthquakes, and pandemics. Planning is also done for man-made events that involve acts of terrorism or accidents that could include plane crashes or hazardous chemical releases. TAEMA conducts numerous disaster exercises with the response community each year to test emergency plans and enhance readiness to respond to disasters. TAEMA manages the Community Warning System consisting of 102 warning sirens covering the City and portions of the unincorporated area of Tulsa County. TAEMA coordinates with volunteer groups, including amateur radio clubs who assist during severe weather and disaster events, and other volunteer agencies active in disasters (VOADs) that perform varied and numerous activities after disasters.

TAEMA is jointly funded with the City of Tulsa and Tulsa County, each contributing 40 percent and the federal government contributing 20 percent of operational revenue.

---

## Budget Strategy Overview

Resources allocated to Tulsa Area Emergency Management Agency will be utilized for operational support to ensure the readiness, response and mitigation of major emergencies and disasters, as well as the siren warning system. The FY23 budget funds an additional position, the cost of this position will be shared with Tulsa County.

# TULSA AREA EMERGENCY MANAGEMENT AGENCY

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Other Services and Charges	\$ 144	\$ 144	\$ 191	\$ 47	32.6%	\$ 196
Operating Capital	32	0	0	0	N/A	0
<b>Total Budget</b>	<b>\$ 176</b>	<b>\$ 144</b>	<b>\$ 191</b>	<b>\$ 47</b>	<b>32.6%</b>	<b>\$ 196</b>

### RESOURCES FOR BUDGET

100 General Fund

<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
\$ 191	32.6%	\$ 196
<b>\$ 191</b>		<b>\$ 196</b>

### FY 23 CHANGES FOR OPERATION

1. Changes in operations

**TOTAL CHANGES**

<u>AMOUNT</u>
\$ 47
<b>\$ 47</b>

### FY 24 CHANGES FOR OPERATION

1. Changes in operations

**TOTAL CHANGES**

<u>AMOUNT</u>
\$ 5
<b>\$ 5</b>



# READER'S GUIDE TO DEPARTMENTAL HIGHLIGHTS

## PUBLIC SAFETY AND PROTECTION

Municipal Court  
Police  
Fire  
EMSA  
Tulsa Area Emergency Management Agency

## CULTURAL DEVELOPMENT AND RECREATION

YOU ARE HERE

Park and Recreation  
River Parks Authority  
BOK and Convention Centers  
Managed Entities – Culture and Recreation

## SOCIAL AND ECONOMIC DEVELOPMENT

Working in Neighborhoods  
Development Services  
Tulsa Authority for Economic Opportunity  
Downtown Tulsa Partnership  
Managed Entities – Economic Development

## PUBLIC WORKS AND TRANSPORTATION

Engineering Services  
Streets and Stormwater  
Water and Sewer  
Tulsa Transit

## ADMINISTRATIVE AND SUPPORT SERVICES

Elected Officials  
Mayor's Office  
City Auditor  
City Council  
Legal  
Human Resources  
General Government  
Indian Nations Council of Governments (INCOG)  
Finance  
Information Technology  
Customer Care  
Communications  
Asset Management

## TRANSFERS TO OTHER FUNDS

## DEBT SERVICE





# Park and Recreation

---

Department Budget Summary

FY 22-23

---

## Mission Statement

The Tulsa Park and Recreation Department provides and preserves quality park and recreation opportunities for all.

---

## Overview of Services

With oversight from the Park Board, the City of Tulsa manages 135 parks covering roughly 6,553 acres. This includes two nature centers, seven community centers including WaterWorks Art Studio, 57 miles of walking trails, two skate parks, three dog parks and five swimming pools. In addition, there are 227 sports fields (132 diamond fields and 95 rectangular fields), 99 playgrounds, 94 tennis courts, 8 pickleball courts, 29 basketball courts and 36 half basketball courts, 13 water playgrounds, 18 splash pads and 96 picnic shelters, four golf courses and eight disc golf courses.

The Parks Department's primary focus is to provide all Tulsans with safe, accessible and high-quality parks and recreational opportunities. Future planning is guided by the Park Master Plan.

---

## Budget Strategy Overview

Resources provided for the Parks Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in the FY23 budget to address recruitment and retention issues.

The Parks Department's budget includes funding for maintenance of Avery Pedestrian Bridge, mowing, and trail maintenance. With the Discovery Lab moving to its new facility, Owen Recreation Center will reopen, and two positions are funded.



# PARKS AND RECREATION

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22</u> <u>ORIGINAL</u>	<u>FY 23</u> <u>PLAN</u>	<u>FY 23</u> <u>BUDGET</u>	<u>Dollar</u> <u>Diff. From</u> <u>FY 23 Plan</u>	<u>Percent</u> <u>Diff. From</u> <u>FY 23 Plan</u>	<u>FY 24</u> <u>FINANCIAL</u> <u>PLAN</u>
Operating Budget						
Personal Services	\$ 6,857	\$ 6,839	\$ 7,920	\$ 1,081	15.8%	\$ 7,924
Materials and Supplies	864	907	914	7	0.8%	921
Other Services and Charges	12,589	3,518	3,863	345	9.8%	3,950
Operating Capital	712	603	606	3	0.5%	605
<b>Total Operating Budget</b>	<b>21,022</b>	<b>11,867</b>	<b>13,303</b>	<b>1,436</b>	<b>12.1%</b>	<b>13,400</b>
Capital Budget	500	0	500	500	N/A	4,825
<b>Total Budget</b>	<b>\$ 21,522</b>	<b>\$ 11,867</b>	<b>\$ 13,803</b>	<b>\$ 1,936</b>	<b>16.3%</b>	<b>\$ 18,225</b>

### RESOURCES FOR BUDGET

	<u>FY 23</u> <u>BUDGET</u>	<u>Percent</u> <u>Diff. From</u> <u>FY 23 Plan</u>	<u>FY 24</u> <u>FINANCIAL</u> <u>PLAN</u>
100 General Fund	\$ 12,577	11.7%	\$ 12,675
131 Convention & Visitors	60	N/A	60
132 Convention & Tourism Facility	60	N/A	60
409 2022 Sales Tax	500	N/A	4,825
477 Short Term Capital	606	0.5%	605
	<b>\$ 13,803</b>		<b>\$ 18,225</b>

### FY 23 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 903
2. FY23 Position changes	178
a. Recreation coordinator (Owen recreation center)	50
b. Custodial Worker III (Owen recreation center)	45
c. Programming planner	83
d. Programming planner (grant)	0
3. Computer replacements	(33)
4. Security contract moved to Asset Management	(85)
5. Utilities	8
6. Electrical utilities rate increase	154
7. Equipment management services	97
8. New Gilcrease Trail maintenance	65
a. Mowing	45
b. Tree trimming	20
9. Mowing Mohawk Soccer Complex	20
10. Maintenance Avery Pedestrian Bridge	80
11. Various materials and other services adjustments	46

**FY 23 CHANGES FOR OPERATION (Continued)****AMOUNT**

12. Capital additions/replacements:	
a. Trucks (7)	411
b. Recreation software	75
c. Utility vehicle (2)	45
d. Soil conditioner attachment	20
e. Kiln	4
f. Gymnastics cushions (2)	3
g. Tables and chairs	15
h. Outdoor portable recreation item (2)	8
i. Fitness equipment (2)	9
j. Community garden patio pavers	4
k. Cargo trailer	12
l. Adjustment to eliminate FY 23 Plan capital	(603)
<b>TOTAL OPERATING CHANGES</b>	<b><u>1,436</u></b>

**CAPITAL IMPROVEMENT PROJECTS**

2022 Sales Tax Capital Projects	500
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b><u>500</u></b>
<b>TOTAL CHANGES</b>	<b><u>\$ 1,936</u></b>

**FY 24 CHANGES FOR OPERATION****AMOUNT**

1. Benefit and compensation adjustments	\$ 4
2. Utilities	51
3. Computer maintenance and software license	25
4. Mowing parks and trails	15
5. Tree maintenance and vegetative control	40
6. Equipment management services	(49)
7. Various materials and other services adjustments	12
8. Capital additions/replacements:	
a. Net change to FY 23 capital	(1)
<b>TOTAL OPERATING CHANGES</b>	<b><u>97</u></b>

**CAPITAL IMPROVEMENT PROJECTS**

2022 Sales Tax Capital Projects	4,825
Adjustment to eliminate FY 23 capital projects	(500)
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b><u>4,325</u></b>
<b>TOTAL CHANGES</b>	<b><u>\$ 4,422</u></b>

# PARKS and RECREATION

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Director</u></b>						
Administrative & Technical	2	4	4	2.0	4.0	4.0
Exempt/Professional	4	5	5	4.0	5.0	5.0
Office & Technical	2	3	3	2.0	3.0	3.0
<b>Total Director</b>	<b>8</b>	<b>12</b>	<b>12</b>	<b>8.0</b>	<b>12.0</b>	<b>12.0</b>
<b><u>Recreational Centers</u></b>						
Administrative & Technical	14	16	16	14.0	15.5	15.5
Exempt/Professional	8	8	8	8.0	8.0	8.0
Labor & Trades	6	8	8	6.0	8.0	8.0
Seasonal Labor	21	21	21	7.0	7.0	7.0
<b>Total Recreational Centers</b>	<b>49</b>	<b>53</b>	<b>53</b>	<b>35.0</b>	<b>38.5</b>	<b>38.5</b>
<b><u>Special Programs</u></b>						
Administrative & Technical	3	2	2	3.0	2.0	2.0
Seasonal Labor	46	42	42	15.0	14.0	14.0
<b>Total Special Programs</b>	<b>49</b>	<b>44</b>	<b>44</b>	<b>18.0</b>	<b>16.0</b>	<b>16.0</b>
<b><u>Spectator Recreation</u></b>						
Administrative & Technical	4	4	4	4.0	3.0	3.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Seasonal Labor	2	2	2	0.7	0.7	0.7
<b>Total Spectator Recreation</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>5.7</b>	<b>4.7</b>	<b>4.7</b>
<b><u>Facility Services</u></b>						
Exempt/Professional	6	5	5	6.0	5.0	5.0
Labor & Trades	52	53	53	52.0	53.0	53.0
Office & Technical	1	1	1	1.0	1.0	1.0
Seasonal Labor	4	0	0	3.0	0.0	0.0
<b>Total Facility Services</b>	<b>63</b>	<b>59</b>	<b>59</b>	<b>60.3</b>	<b>59.0</b>	<b>59.0</b>
<b>DEPARTMENT TOTAL</b>	<b>176</b>	<b>175</b>	<b>175</b>	<b>127.0</b>	<b>130.2</b>	<b>130.2</b>

# RIVER PARKS

---

Department Budget Summary

FY 22-23

---

## Mission Statement

To maintain, preserve, develop and promote the Arkansas River and adjacent land areas under the Authority’s jurisdiction within Tulsa County for the economic and cultural benefit of the community.

---

## Overview of Services

River Parks is unique among Tulsa’s public spaces because of its location along the banks of the Arkansas River. The river corridor offers opportunities and challenges to blend preservation and enhancement of green space and wildlife habitat with select commercial development such as the Blue Rose Café, as well as family destination attractions such as the 41st Street Plaza, River West Festival Park, and Turkey Mountain. The River Parks trails are the backbone of the Tulsa metro trails and serve as a key exercise and fitness facility which are utilized by walkers, runners, and cyclists at no charge. The Turkey Mountain Urban Wilderness provides an opportunity to enjoy nature and seek relief from the stress of modern life.

---

## Budget Strategy Overview

Resources allocated for River Parks will be utilized for operational support to maintain the trails, Turkey Mountain Urban Wilderness and rest room facilities along the trail system. Support for River Parks is a shared investment between the City of Tulsa and Tulsa County.



# RIVER PARKS AUTHORITY

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Other Services and Charges	662	892	712	(180)	-20.2%	735
Operating Capital	42	36	36	0	0.0%	36
<b>Total Budget</b>	<b>\$ 704</b>	<b>\$ 928</b>	<b>\$ 748</b>	<b>\$ (180)</b>	<b>-19.4%</b>	<b>\$ 771</b>

### RESOURCES FOR BUDGET

100 General Fund

477 Short Term Capital

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
	\$ 712	-20.2%	\$ 735
	36	0.0%	36
	<b>\$ 748</b>		<b>\$ 771</b>

### FY 23 CHANGES FOR OPERATION

1. Changes in operation
2. Capital additions/replacements:
  - a. Work order system
  - b. Adjustment to eliminate FY 23 Plan capital

#### TOTAL CHANGES

AMOUNT
\$ (180)
36
(36)
<b>\$ (180)</b>

### FY 24 CHANGES FOR OPERATION

1. Changes in operation

#### TOTAL CHANGES

AMOUNT
\$ 23
<b>\$ 23</b>

# BOK Arena and Convention Center

---

Department Budget Summary

FY 22-23

---

## Mission Statement

To provide professional management to administer, operate, market, and maintain the Cox Business Convention Center and BOK Center for the presentation and enjoyment of events involving entertainment, education and cultural, sports, religion, banquets, dances and conventions.

---

## Overview of Services

Opened in 1964, the Cox Business Convention Center (formerly the Tulsa Convention Center) has accommodated over 25 million people and more than 20,000 events. With an impressive expansion completed in January 2010, the Tulsa Convention Center's Tulsa Ballroom is the largest in Oklahoma.

Opened in 2008, the BOK Center is Tulsa's state-of-the-art sports and entertainment venue. The 19,199-seat arena is the home of the ECHL's Tulsa Oilers. BOK Center was designed to host major concerts, family shows, sporting events, ice shows and other types of world-class entertainment.

The 565,000 square-foot BOK Center and the 227,000 square-foot Cox Business Convention Center make a huge impact on the community and attract world-class events to Tulsa.

# BOK ARENA AND CONVENTION CENTER

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget	\$ 15,039	\$ 15,791	\$ 17,743	\$ 1,952	12.4%	\$ 17,743
<b>Total Budget</b>	<b>\$ 15,039</b>	<b>\$ 15,791</b>	<b>\$ 17,743</b>	<b>\$ 1,952</b>	<b>12.4%</b>	<b>\$ 17,743</b>

RESOURCES FOR BUDGET	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Event Income	\$ 10,700	22.4%	\$ 10,700
Other Operating Income	5,241	59.6%	5,241
Convention and Tourism Facilities Fund	1,500	0.0%	1,500
Fund Balance	302	-86.7%	302
	<b>\$ 17,743</b>		<b>\$ 17,743</b>

# MANAGED ENTITIES-CULTURE AND RECREATION

---

Department Budget Summary

FY 22-23

---

## Overview of Services

The City has engaged in management agreements for the operations of City owned culture and recreation facilities. These facilities include the Tulsa Zoo, Mohawk Soccer Complex, Page and Mohawk golf courses, Performing Arts Center, and the Gilcrease Museum.

The Parks and Recreation Department is responsible for the oversight for each of the management agreements.

---

## Budget Strategy Overview

In the FY23 budget the Managed Entities – Culture and Recreation department was created to better identify the resources the City provides for the operations of its' culture and recreation facilities. Most of these facilities previously were included in the Parks and Recreation Department's budget.



# MANAGED ENTITIES - CULTURE & RECREATION

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 0	\$ 123	\$ 132	\$ 9	7.3%	\$ 0
Other Services and Charges	0	14,873	15,827	954	6.4%	16,385
Operating Capital	0	197	196	(1)	-0.5%	196
<b>Total Budget</b>	<b>\$ 0</b>	<b>\$ 15,193</b>	<b>\$ 16,155</b>	<b>\$ 962</b>	<b>6.3%</b>	<b>\$ 16,581</b>

### RESOURCES FOR BUDGET

	<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
100 General Fund	\$ 10,497	1.8%	\$ 10,748
132 Convention & Tourism Facility	2,000	0.0%	2,250
477 Short Term Capital	73	-1.4%	73
570 Golf Course	3,585	27.7%	3,510
	<b>\$ 16,155</b>		<b>\$ 16,581</b>

### MANAGEMENT AGREEMENTS

	<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Zoo	\$ 6,772	0.8%	\$ 6,942
Mohawk soccer complex	162	-3.0%	165
Golf	3,585	27.7%	3,510
Performing Arts Center	2,000	0.0%	2,250
Gilcrease Museum	3,636	3.9%	3,714
<b>TOTAL OPERATING CHANGES</b>	<b>\$ 16,155</b>		<b>\$ 16,581</b>



# READER'S GUIDE TO DEPARTMENTAL HIGHLIGHTS

## PUBLIC SAFETY AND PROTECTION

Municipal Court  
Police  
Fire  
EMSA  
Tulsa Area Emergency Management Agency

## CULTURAL DEVELOPMENT AND RECREATION

Park and Recreation  
River Parks Authority  
BOK and Convention Centers  
Managed Entities – Culture and Recreation

## SOCIAL AND ECONOMIC DEVELOPMENT

YOU ARE HERE

Working in Neighborhoods  
Development Services  
Tulsa Authority for Economic Opportunity  
Downtown Tulsa Partnership  
Managed Entities – Economic Development

## PUBLIC WORKS AND TRANSPORTATION

Engineering Services  
Streets and Stormwater  
Water and Sewer  
Tulsa Transit

## ADMINISTRATIVE AND SUPPORT SERVICES

Elected Officials  
Mayor's Office  
City Auditor  
City Council  
Legal  
Human Resources  
General Government  
Indian Nations Council of Governments (INCOG)  
Finance  
Information Technology  
Customer Care  
Communications  
Asset Management

## TRANSFERS TO OTHER FUNDS

## DEBT SERVICE





# WORKING IN NEIGHBORHOODS

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

To promote community education, develop and sustain private-public partnerships that encourage neighborhood revitalization, enhance public safety and healthy living while improving the quality of life of all residents within the City of Tulsa.

---

### Overview of Services

The Working in Neighborhoods (WIN) Department was created in October 2006 to focus on housing, neighborhood services and investigations, and animal welfare.

- Housing – assist homeowners with emergency housing repairs and rehabilitation to maintain the City's affordable housing stock; prevent early institutionalization of the elderly; create incentives to develop affordable housing; and address sub-standard housing and revitalize housing through property maintenance and demolition.
  - Neighborhood Services – increase opportunities for neighborhood reinvestment; serve as the contact between residents and the City to coordinate the delivery of public/private resources; and establish neighborhood associations and/or block groups to stabilize and improve neighborhood environments.
  - Neighborhood Investigations – promote voluntary compliance and enforcement of City nuisance codes; provide a fair and unbiased enforcement program to correct nuisance violations and land use requirements.
  - Animal Welfare – operate the animal shelter and field services to provide a safe, healthy environment for companion animals; support and empower residents for successful pet ownership and educate about codes.
- 

### Budget Strategy Overview

Resources provided for the Working in Neighborhoods Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in FY23 budget to address recruitment and retention issues.

The Working In Neighborhoods Department's budget includes an additional \$200,000 to address nuisance abatement needs for an FY23 total of \$1.078 million. In February 2022, voters approved an additional one percent increase on Public Service Company of Oklahoma (PSO) franchise fees. This additional fee is to be utilized for the improvement and beautification of public right of ways. Two inspectors will be funded for the code and litter cleanup enforcement of the Public Ways program. One Administrative Assistant will be funded for the Special Events Program and supporting Oversized Load Permits for City streets. The Animal Welfare Program is receiving additional funding to address increased costs of medical, supplies and veterinary services.

# WORKING IN NEIGHBORHOODS

BUDGET HIGHLIGHTS  
FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 4,790	\$ 4,843	\$ 5,615	\$ 772	15.9%	\$ 5,615
Materials and Supplies	356	353	617	264	74.8%	589
Other Services and Charges	3,004	2,805	2,818	13	0.5%	2,786
Operating Capital	336	316	370	54	17.1%	316
<b>Total Budget</b>	<b>\$ 8,486</b>	<b>\$ 8,317</b>	<b>\$ 9,420</b>	<b>\$ 1,103</b>	<b>13.3%</b>	<b>\$ 9,306</b>

## RESOURCES FOR BUDGET

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
100 General Fund	\$ 7,203	18.8%	\$ 7,167
121 EMSA Utility	64	-11.1%	64
149 Public Ways	188	N/A	110
2000 Community Develop Block Grant	1,379	-14.1%	1,379
2001 Home Investment Partnership	270	4.2%	270
477 Short Term Capital	316	0.0%	316
	<b>\$ 9,420</b>		<b>\$ 9,306</b>

## FY 23 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 597
2. FY23 Position changes	70
a. Kendall Whittier Inspector abolished (grant funded)	0
b. Special Events Assistant	70
3. Public Ways Program	134
a. Inspectors (2)	105
b. Materials, supplies, and services	29
4. Animal Welfare	263
a. Medical and medicine supplies for animals	191
b. Operating supplies	57
c. Veterinary services	15
5. HUD Grants	(269)
a. Community Development Block Grant	(280)
b. Home Investment Partnership Program	11
6. Nuisance abatement	200
7. Equipment management services	54
8. Capital additions/replacements:	
a. Vehicles	370
b. Adjustment to eliminate FY 23 Plan capital	(316)
<b>TOTAL CHANGES</b>	<b>\$ 1,103</b>

## FY 24 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 0
2. Public Ways Program	(24)
a. Materials, supplies, and services	(24)
3. Equipment management services	(33)
4. Various materials and other supplies	(3)
5. Capital additions/replacements:	
a. Net change to FY 23 capital	(54)
<b>TOTAL CHANGES</b>	<b>\$ (114)</b>



# WORKING IN NEIGHBORHOODS

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Director</u></b>						
Exempt/Professional	4	3	3	4.0	3	3
Office & Technical	1	1	1	1.0	1.0	1.0
<b>Total Director</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>5.0</b>	<b>4.0</b>	<b>4.0</b>
<b><u>Neighborhood Investigations</u></b>						
Administrative & Technical	3	2	2	3.0	2.0	2.0
Exempt/Professional	4	3	3	4.0	3.0	3.0
Office & Technical	23	25	25	23.0	25.0	25.0
<b>Total Neighborhood Investigations</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>
<b><u>Neighborhood Services</u></b>						
Administrative & Technical	3	4	4	3.0	4.0	4.0
<b>Total Neighborhood Services</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>
<b><u>Animal Welfare</u></b>						
Administrative & Technical	4	4	4	4.0	4.0	4.0
Exempt/Professional	4	4	4	4.0	4.0	4.0
Labor & Trades	23	23	23	23.0	23.0	23.0
Office & Technical	9	9	9	8.5	8.5	8.5
<b>Total Animal Welfare</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>39.5</b>	<b>39.5</b>	<b>39.5</b>
<b><u>Housing</u></b>						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Office & Technical	1	3	3	1.0	3.0	3.0
<b>Total Housing</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>3.0</b>	<b>5.0</b>	<b>5.0</b>
<b>DEPARTMENT TOTAL</b>	<b>81</b>	<b>83</b>	<b>83</b>	<b>80.5</b>	<b>82.5</b>	<b>82.5</b>

# DEVELOPMENT SERVICES

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

The Development Services Department promotes safety, livability and economic growth through efficient and collaborative application of building and development codes.

---

### Overview of Services

The department is responsible for the implementation of the City's development permitting processes, including infrastructure and building plan review and inspection services for all private development within the City of Tulsa.

---

### Budget Strategy Overview

Resources provided for the Development Services Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in FY23 budget to address recruitment and retention issues.

The Development Services Department's budget includes additional funding for the EnerGov Assist software maintenance and licenses and for two Office Assistant position to meet permit licenses and customer requests. Vehicles replacements for inspection staff are included.

# DEVELOPMENT SERVICES

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 5,480	\$ 5,476	\$ 6,094	\$ 618	11.3%	\$ 6,094
Materials and Supplies	81	30	37	7	23.3%	25
Other Services and Charges	820	824	937	113	13.7%	944
Operating Capital	94	94	334	240	255.3%	94
<b>Total Budget</b>	<b>\$ 6,475</b>	<b>\$ 6,424</b>	<b>\$ 7,402</b>	<b>\$ 978</b>	<b>15.2%</b>	<b>\$ 7,157</b>

### RESOURCES FOR BUDGET

100 General Fund

122 Permit & Licensing System

477 Short Term Capital

<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
\$ 6,478	11.6%	\$ 6,457
590	12.6%	606
334	255.3%	94
<b>\$ 7,402</b>		<b>\$ 7,157</b>

### FY 23 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. FY 23 position changes
  - a. Office Assistant III (2)
3. Energov software maintenance and license fees
4. Computer maintenance and software licenses
5. Equipment management services
6. Various material and other services adjustments
7. Capital additions/replacements:
  - a. SUVs (11)
  - b. Adjustment to eliminate FY 23 Plan capital

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ 530
88
88
64
34
16
6
334
(94)
<b>\$ 978</b>

### FY 24 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. Computer maintenance and software licenses
3. Equipment management services
4. Various materials and other services adjustments
5. Capital additions/replacements:
  - a. Net change to FY23 capital

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ 0
20
(15)
(10)
(240)
<b>\$ (245)</b>

# DEVELOPMENT SERVICES

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Director</u></b>						
Exempt/Professional	1	1	1	1.0	1.0	1.0
<b>Total Director</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b><u>Development Services</u></b>						
Administrative & Technical	42	45	45	42.0	44.5	44.5
Exempt/Professional	14	13	13	14.0	13.0	13.0
Office & Technical	13	13	13	13.0	13.0	13.0
<b>Total Development Services</b>	<b>69</b>	<b>71</b>	<b>71</b>	<b>69.0</b>	<b>70.5</b>	<b>70.5</b>
<b>DEPARTMENT TOTAL</b>	<b>70</b>	<b>72</b>	<b>72</b>	<b>70</b>	<b>71.5</b>	<b>71.5</b>

# TULSA AUTHORITY FOR ECONOMIC OPPORTUNITY

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

We are innovators who create and manage public assets and resources to drive economic growth. We invest in Tulsa's economy, businesses, neighborhoods, and people with the goal of leveraging our resources to create economic opportunity and drive equitable outcomes.

---

### Overview of Services

Tulsa Authority for Economic Opportunity (TAEO) provides economic and community development services to the City of Tulsa through an annual service agreement. These services include, but are not limited to:

- Serving as the lead administrative entity for economic and community development services for the City of Tulsa.
  - Managing the City's Tax Increment Finance (TIF) Districts.
  - Managing and supporting the City's bond-financed economic development programs.
  - Executing land acquisition and disposition to leverage private development and redevelopment.
  - Leading asset optimization strategy related to major economic development assets.
  - Managing Downtown Development and Redevelopment loan programs.
  - Managing the Affordable Housing Trust Fund and other housing development programs and incentives.
  - Managing outreach, education, and utilization monitoring for the City's Small Business Enterprise program.
- 

### Budget Strategy Overview

Tulsa Authority for Economic Opportunity's service agreement for FY23 provides one-time additional resources to support a new Customer Resource Management (CRM) software. Other costs remained flat for FY23 and FY24.



# TULSA AUTHORITY FOR ECONOMIC OPPORTUNITY

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Other Services and Charges	1,484	995	928	(67)	-6.7%	871
<b>Total Budget</b>	<b>\$ 1,484</b>	<b>\$ 995</b>	<b>\$ 928</b>	<b>\$ (67)</b>	<b>-6.7%</b>	<b>\$ 871</b>

### RESOURCES FOR BUDGET

100 General Fund

130 Economic Development Comm

	<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
	\$ 728	-14.6%	\$ 728
	200	39.9%	143
	<b>\$ 928</b>		<b>\$ 871</b>

### FY 23 CHANGES FOR OPERATION

1. Professional Services Agreement
2. Economic Development Fund - Customer Management Relationship System (one-time)

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ (124)
57
<b>\$ (67)</b>

### FY 24 CHANGES FOR OPERATION

1. Economic Development Fund - Customer Management Relationship System (one-time)

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ (57)
<b>\$ (57)</b>

# Downtown Tulsa Partnership

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

The Downtown Tulsa Partnership (DTP) champions a prosperous, vibrant, and inclusive Downtown Tulsa that serves as the region's center of commerce, culture, and community. DTP was formed as a result of the *Strategic Plan for a Downtown management Organization* completed in Fall 2020 and unanimously endorsed by a stakeholder steering committee and the Downtown Coordinating Council. The Strategic Plan formally recommended a new downtown management model to establish a clear delineation between City services and enhanced services provided through the Tulsa Stadium Improvement District (TSID). Doing so seeks to increase the value proposition to ratepayers by maximizing accountability, responsiveness, and reflecting a myriad of Downtown interests. The plan's goals and recommendations are based on national best practices and rooted in local community dialogue. Less than 1% of the 2,500 downtown management organizations in North America are housed within municipal governments and this effort seeks to align Downtown Tulsa's management efforts with common national operating models.

---

### Overview of Services

DTP was incorporated with the state of Oklahoma in February 2021 and will partner with the City of Tulsa to implement programs and services funded through the TSID. The TSID encompasses the entirety of Downtown Tulsa and property owners pay an annual assessment of which  $\frac{2}{3}$  is used to repay bonds used to construct ONEOK Field and  $\frac{1}{3}$  that provides enhanced services throughout Downtown such as maintenance, cleaning, beautification, livability, safety, economic development, and marketing initiatives. With this transition the Mayoral Executive Order establishing the Downtown Coordinating Council will be rescinded and the Downtown Tulsa Partnership will be the management, planning, and representative body of Downtown interests.

---

### Budget Strategy Overview

In FY22, the Downtown Tulsa Partnership (DTP) contracted with the City to provide services that preserve, enhance, and extend value to the business owner within the Tulsa Stadium Improvement District. The FY23 budget includes the use of fund balance in the amount of \$287,300 for operational equipment and improvements for the district.

# DOWNTOWN TULSA PARTNERSHIP

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Other Services and Charges	\$ 1,330	\$ 1,330	\$ 1,782	\$ 452	34.0%	\$ 1,444
<b>Total Budget</b>	<b>\$ 1,330</b>	<b>\$ 1,330</b>	<b>\$ 1,782</b>	<b>\$ 452</b>	<b>34.0%</b>	<b>\$ 1,444</b>

### RESOURCES FOR BUDGET

100 General Fund

141 Tulsa Stadium Imp District

	<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
100 General Fund	\$ 140	180.0%	\$ 90
141 Tulsa Stadium Imp District	1,642	28.3%	1,354
	<b>\$ 1,782</b>		<b>\$ 1,444</b>

### FY 23 CHANGES FOR OPERATION

1. Change in operations

**TOTAL CHANGES**

### AMOUNT

\$ 452

\$ 452

### FY 24 CHANGES FOR OPERATION

2. Changes in operations

**TOTAL CHANGES**

### AMOUNT

\$ (338)

\$ (338)

# MANAGED ENTITIES-ECONOMIC DEVELOPMENT

---

Department Budget Summary

FY 22-23

---

## Overview of Services

The City engages in economic development and tourism activities primarily funded by hotel/motel tax within the Economic Development Commission, Convention and Visitors, and Tourism Improvement District 1 funds. Also included is the Quality Events program which is intended to attract major events to Oklahoma that might have otherwise taken place in another state. The Oklahoma Tax Commission (OTC) oversees administration of the program by approving events and determining the incremental state sales tax revenue generated by the event. The approved incremental state sales tax revenue is remitted to the City. By Mayor and Council approved resolution the City then remits payment to the promoter for the promotion of the qualifying event.

---

## Budget Strategy Overview

Annually the City contracts for economic development and marketing and promotion of tourism activities with the City of Tulsa. Also included in the FY23 budget is funding for the Quality Events program that provides local municipalities reimbursements for eligible expenses of qualified events.

# MANAGED ENTITIES - ECONOMIC DEVELOPMENT

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Other Services and Charges	\$ 0	\$ 2,532	\$ 5,686	\$ 3,154	124.6%	\$ 5,725
<b>Total Budget</b>	<b>\$ 0</b>	<b>\$ 2,532</b>	<b>\$ 5,686</b>	<b>\$ 3,154</b>	<b>124.6%</b>	<b>\$ 5,725</b>

### RESOURCES FOR BUDGET

100 General Fund

130 Economic Development Comm

131 Convention & Visitors

143 Tourism Improvement District

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
	\$ 200	N/A	\$ 200
	250	150.0%	130
	3,234	33.0%	3,333
	2,002	N/A	2,062
	<b>\$ 5,686</b>		<b>\$ 5,725</b>

### MANAGEMENT AGREEMENTS

Tourism Improvement District

Economic Development Commission

Visit Tulsa

Quality Events Incentive

**TOTAL OPERATING CHANGES**

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
	\$ 2,002	N/A	\$ 2,062
	250	150.0%	130
	3,234	33.0%	3,333
	200	N/A	200
	<b>\$ 5,686</b>		<b>\$ 5,725</b>



# READER'S GUIDE TO DEPARTMENTAL HIGHLIGHTS

## PUBLIC SAFETY AND PROTECTION

Municipal Court  
Police  
Fire  
EMSA  
Tulsa Area Emergency Management Agency

## CULTURAL DEVELOPMENT AND RECREATION

Park and Recreation  
River Parks Authority  
BOK and Convention Centers  
Managed Entities – Culture and Recreation

## SOCIAL AND ECONOMIC DEVELOPMENT

Working in Neighborhoods  
Development Services  
Tulsa Authority for Economic Opportunity  
Downtown Tulsa Partnership  
Managed Entities – Economic Development

## PUBLIC WORKS AND TRANSPORTATION

YOU ARE HERE

Engineering Services  
Streets and Stormwater  
Water and Sewer  
Tulsa Transit

## ADMINISTRATIVE AND SUPPORT SERVICES

Elected Officials  
Mayor's Office  
City Auditor  
City Council  
Legal  
Human Resources  
General Government  
Indian Nations Council of Governments (INCOG)  
Finance  
Information Technology  
Customer Care  
Communications  
Asset Management

## TRANSFERS TO OTHER FUNDS

## DEBT SERVICE





# ENGINEERING SERVICES

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

To provide our customers dependable, cost effective, high-quality services in the areas of engineering and architectural services.

---

#

### Overview of Services

The Engineering Services Department plans, designs and field-inspects public improvement and capital projects for the benefit of the City of Tulsa. Engineering Services provides and/or administers planning, engineering/architectural design and construction quality assurance services for projects involving water systems, wastewater systems, transportation, stormwater, parks and all City departments.

---

### Budget Strategy Overview

Resources provided for the Engineering Services Department will be utilized to meet objectives of the Mayor and City Council. As a priority, significant compensation considerations have been included in FY23 budget to address recruitment and retention issues.

The Engineering Services Department's budget reflects an increase due to the enactment of the City's recently adopted Public Way's Program. In February 2022, voters approved an additional one percent increase on Public Service Company of Oklahoma (PSO) franchise fees. This additional fee is to be utilized for the improvement and beautification of public right of ways. Though not exclusive, this will be primarily achieved through the burial of PSO power lines, which Engineering Services will coordinate with ongoing street rehabilitation projects funded from the City's various Capital Improvement Programs. Funding of \$2.6 million is scheduled for the burial of power lines in FY23.

Additionally, \$650,000 has been funded to enhance staffing primarily for the implementation of phase 2 of the City's ongoing Stormwater Utility Enterprise Initiative. The purpose of this initiative is to optimize stormwater asset maintenance and replacement. The Streets and Stormwater Department will also participate in this initiative. During phase 2, Engineering Services will analyze results from recent inspections of stormwater assets and begin scheduling and the implementation of capital projects related to flood control. The additional staff funded this year will assist in coordinating with all other capital programs in order to maximize efficiency in obtaining right of way, utility coordination, and construction costs; through leveraging other ongoing projects with those in the Stormwater Capital Plan.

# ENGINEERING SERVICES

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 12,972	\$ 12,976	\$ 14,973	\$ 1,997	15.4%	\$ 14,973
Materials and Supplies	233	378	383	5	1.3%	323
Other Services and Charges	5,877	6,092	6,455	363	6.0%	6,227
Operating Capital	144	268	3,012	2,744	>500.0%	2,741
<b>Total Operating Budget</b>	<b>19,226</b>	<b>19,714</b>	<b>24,823</b>	<b>5,109</b>	<b>25.9%</b>	<b>24,264</b>
Capital Budget	67,270	88,427	99,858	11,431	12.9%	61,432
<b>Total Budget</b>	<b>\$ 86,496</b>	<b>\$ 108,141</b>	<b>\$ 124,681</b>	<b>\$ 16,540</b>	<b>15.3%</b>	<b>\$ 85,696</b>

RESOURCES FOR BUDGET	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
100 General Fund	\$ 16,230	14.1%	\$ 16,167
149 Public Ways	2,676	N/A	2,676
4000 2016 Vision ED Capital Proj	5,460	5.0%	262
409 2022 Sales Tax	11,660	0.0%	8,140
477 Short Term Capital	255	40.1%	59
560 Stormwater Enterprise	3,199	4.0%	3,188
5600 Stormwater Capital Projects	5,425	16.7%	6,609
740 TMUA Water Operating	822	11.5%	590
7400 TMUA Water Capital Projects	49,687	15.6%	21,513
750 TMUA Sewer Operating	1,641	10.1%	1,584
7500 TMUA Sewer Capital Projects	27,626	15.4%	24,908
	<b>\$ 124,681</b>		<b>\$ 85,696</b>

### FY 23 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 1,272
2. FY23 position changes	650
a. Administrative Support Specialist	50
b. Senior Engineer (4)	343
c. Senior Code Official	86
d. Engineering GIS Technician (2)	114
e. Engineering Aide II	57
3. Public Ways Program	76
a. Utility Coordinator	76
4. Computer replacements	5
5. Indirect costs	226
6. Equipment management services	60
7. Software subscriptions	12
8. Electrical utilities rate increase	28
9. Oklahoma Call System	21
10. Various materials and other services adjustments	18

**FY 23 CHANGES FOR OPERATION (Continued)****AMOUNT**

11. Capital additions/replacements:	
a. Streets, facilities, and special capital	255
b. Water capital	121
c. Sanitary sewer capital	36
d. Public Ways - utility burial	2,600
e. Adjustment to eliminate FY 23 Plan capital	(268)
<b>TOTAL OPERATING CHANGES</b>	<b>5,109</b>

**CAPITAL IMPROVEMENT PROJECTS**

2016 Vision ED Capital Projects	5,460
2022 Sales Tax Capital Projects	11,660
Stormwater Capital Projects	5,425
TMUA Water Capital Projects	49,687
TMUA Sewer Capital Projects	27,626
Adjustment to eliminate FY 23 Plan capital projects	(88,427)
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b>11,431</b>
<b>TOTAL CHANGES</b>	<b>\$ 16,540</b>

**FY 24 CHANGES FOR OPERATION****AMOUNT**

1. Benefit and compensation adjustments	\$ 0
2. Computer replacements	(73)
3. Equipment management services	(45)
4. Various materials and supplies adjustments	18
5. Consulting services	(188)
a. Oklahoma Call System	19
b. Korterra	5
c. Stormwater asset management system (inventory and condition)	(212)
6. Capital additions/replacements:	
b. Net change to FY 23 capital	(271)
<b>TOTAL OPERATING CHANGES</b>	<b>(559)</b>

**CAPITAL IMPROVEMENT PROJECTS**

2016 Vision ED Capital Projects	262
2022 Sales Tax Capital Projects	8,140
Stormwater Capital Projects	6,609
TMUA Water Capital Projects	21,513
TMUA Sewer Capital Projects	24,908
Adjustment to eliminate FY 23 capital projects	(99,858)
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b>(38,426)</b>
<b>TOTAL CHANGES</b>	<b>\$ (38,985)</b>

# ENGINEERING SERVICES

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Director</u></b>						
Exempt/Professional	2	2	2	2.0	2.0	2.0
Unclassified	1	1	1	1.0	1.0	1.0
Office & Technical	18	17	17	18.0	17.0	17.0
Administrative & Technical	0	2	2	0.0	2.0	2.0
Seasonal Labor	1	1	1	0.3	0.3	0.3
<b>Total Director</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>21.3</b>	<b>22.3</b>	<b>22.3</b>
<b><u>Design Engineering:</u></b>						
Administrative & Technical	10	8	8	10.0	8.0	8.0
Exempt/Professional	25	31	31	25.0	31.0	31.0
<b>Total Design Engineering:</b>	<b>35</b>	<b>39</b>	<b>39</b>	<b>35.0</b>	<b>39.0</b>	<b>39.0</b>
<b><u>Field Engineering</u></b>						
Administrative & Technical	3	3	3	3.0	3.0	3.0
Exempt/Professional	12	12	12	12.0	12.0	12.0
Office & Technical	47	47	47	47.0	47.0	47.0
<b>Total Field Engineering</b>	<b>62</b>	<b>62</b>	<b>62</b>	<b>62.0</b>	<b>62.0</b>	<b>62.0</b>
<b><u>Planning &amp; Coordination</u></b>						
Administrative & Technical	19	21	21	19.0	21.0	21.0
Exempt/Professional	15	18	18	15.0	18.0	18.0
Office & Technical	3	3	3	3.0	3.0	3.0
<b>Total Planning &amp; Coordination</b>	<b>37</b>	<b>42</b>	<b>42</b>	<b>37.0</b>	<b>42.0</b>	<b>42.0</b>
<b>DEPARTMENT TOTAL</b>	<b>156</b>	<b>166</b>	<b>166</b>	<b>155.3</b>	<b>165.3</b>	<b>165.3</b>



# Streets and Stormwater

---

Department Budget Summary

FY 22-23

---

## Mission Statement

Improve quality of life and safety for citizens of Tulsa by providing consistent, cost-effective and high-quality services in the areas of streets maintenance and inspections, stormwater and land management, refuse and recycling and traffic control.

---

## Overview of Services

The Streets and Stormwater Department's primary areas of responsibility are street maintenance and rights-of-way inspections, traffic control, stormwater, land management, refuse and recycling service through the Tulsa Authority for the Recovery of Energy (TARE).

---

## Budget Strategy Overview

Resources provided for the Streets and Stormwater Department will be utilized to meet objectives of the Mayor and City Council. As a priority, significant compensation considerations have been included in FY23 budget to address recruitment and retention issues.

The Streets and Stormwater Department's budget reflects an increase due to the enactment of the City's recently adopted Public Way's Program. In February 2022, voters approved an additional one percent increase on Public Service Company of Oklahoma (PSO) franchise fees. This additional fee is to be utilized for the improvement and beautification of public right of ways. The Streets and Stormwater Department has been allocated an additional \$1.7 million to manage contracted services for utility pole removal, traffic light conversion and expansion, and median maintenance and beautification. Additionally, two inspectors have been funded to monitor streets and maintenance zones for such needed efforts.

An additional \$1.7 million has been provided to address various events involving refuse and recycling services. Exceptionally high inflation has impacted contracted services for refuse and recycling, as many are tied to the Consumer Price Index (CPI) for pricing. Additionally, both landfill and Waste To Energy (WTE) disposal services are expected to rise significantly in FY23.

Since the Streets and Stormwater Department relies extensively on heavy machinery, budgeted increases in both fuel and labor rates for Equipment Maintenance Services will have a significant impact on the department's budget. Therefore, additional funding is provided for the increases associated with mechanical repairs.

# STREETS AND STORMWATER

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 20,249	\$ 20,546	\$ 23,271	\$ 2,725	13.3%	\$ 23,606
Materials and Supplies	3,324	3,311	3,256	(55)	-1.7%	3,276
Other Services and Charges	38,773	39,396	44,969	5,573	14.1%	46,372
Operating Capital	4,528	7,699	8,094	395	5.1%	7,355
<b>Total Budget</b>	<b>\$ 66,874</b>	<b>\$ 70,952</b>	<b>\$ 79,590</b>	<b>\$ 8,638</b>	<b>12.2%</b>	<b>\$ 80,609</b>

### RESOURCES FOR BUDGET

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
100 General Fund	\$ 17,595	13.3%	\$ 17,657
149 Public Ways	1,878	N/A	1,748
151 Transportation Sales Tax	3,477	6.6%	3,465
2000 Community Develop Block Grant	343	113.0%	343
477 Short Term Capital	2,174	0.0%	2,174
560 Stormwater Enterprise	22,898	4.9%	22,421
730 TARE Refuse Operating	31,208	11.5%	32,784
740 TMUA Water Operating	15	50.0%	15
750 TMUA Sewer Operating	2	0.0%	2
	<b>\$ 79,590</b>		<b>\$ 80,609</b>

### FY 23 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 2,431
2. FY23 position changes	86
a. Office Assistant II	41
b. Equipment Operator II	45
3. Public Ways Program	1,743
a. Supervisor	71
b. Inspector (2)	93
c. Permit Specialist	44
d. Computer, software, supplies	10
e. Median maintenance contract	425
f. Roadway lighting supplies and service	1,100
4. Department wide and administration changes	1,603
a. Equipment management services	1,054
b. Electrical utilities rate increase	89
c. Internal wireless devices	10
d. Computer replacements	8
e. Software subscriptions	20
f. Payment in lieu of taxes	380
g. Various materials and supplies adjustments	42
5. Stormwater Maintenance operational changes	235
a. Channel tools and turf supplies	19
b. Vegetative maintenance contract inflation adjustments	216

**FY 23 CHANGES FOR OPERATION (Continued)**

	<u>AMOUNT</u>
6. Solid Waste operational changes	1,677
a. Refuse and recycling containers for City facilities	(215)
b. Quarry tipping fees	1,186
c. Refuse, recycling and greenwaste contract inflation adjustments	413
d. Mulch facility services and repairs	30
e. Mulch hauling agreement	250
f. Welding services, trackhoe and loader repairs	13
7. Street Maintenance operational changes	469
a. Electrical utilities rate increase - street lighting	413
b. Paving cuts	56
8. Capital additions/replacements:	
a. Public Ways Program capital	135
b. Stormwater capital	2,875
c. Solid Waste (TARE) capital	2,567
d. Street Maintenance capital	2,174
e. HUD Capital	343
Adjustment to eliminate FY 23 Plan capital	(7,699)
<b>TOTAL CHANGES</b>	<u><b>\$ 8,638</b></u>

**FY 24 CHANGES FOR OPERATION**

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 32
2. FY24 position changes	303
a. Office Administrator	47
b. Equipment Operator II	50
c. Crew Leader II	53
d. Crew Worker I (2)	89
e. Sr. Environmental Monitoring Technician	64
3. Public Ways Program	6
a. Computer, software, supplies	(5)
b. Median maintenance contract	11
4. Department wide and administration changes	(269)
a. Electrical utilities rate increase	10
b. Computer replacement	20
c. Various other services adjustments	33
d. Equipment management services	(332)
5. Payment in lieu of taxes	193
6. Solid Waste operational changes	781
a. Refuse, recycling and greenwaste contract inflation adjustments	723
b. Quarry tipping fees	8
c. Mulch hauling	15
d. Mulch facility services and repairs	10
e. TARE cost of service rates modeling	25
7. Stormwater Maintenance operational changes	103
a. Vegetative maintenance contract inflation adjustments	88
b. Hazardous waste investigation and disposal	15
8. Street Maintenance operational changes	609
a. Street and maintenance zone sweeping	490
b. Vegetative maintenance contract inflation adjustments	79
c. Maintenance and repair of cemetary headstones	20
d. Independent development plan testing and repairs	20
9. Capital additions/replacements:	
a. Net change to FY 23 capital	(739)
<b>TOTAL CHANGES</b>	<u><b>\$ 1,019</b></u>

# STREETS and STORMWATER

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Director</u></b>						
Administrative & Technical	2	2	2	2.0	2.0	2.0
Exempt/Professional	2	2	2	2.0	2.0	2.0
<b>Total Director</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>
<b><u>Refuse &amp; Recycling Services</u></b>						
Administrative & Technical	3	3	3	3.0	3.0	3.0
Exempt/Professional	7	8	8	7.0	8.0	8.0
Labor & Trades	16	24	24	16.0	24.0	24.0
Office & Technical	22	21	21	22.0	21.0	21.0
Scientific & Technical	0	1	1	0.0	1.0	1.0
<b>Total Refuse &amp; Recycling Services</b>	<b>48</b>	<b>57</b>	<b>57</b>	<b>48</b>	<b>57</b>	<b>57</b>
<b><u>Stormwater Management</u></b>						
Administrative & Technical	2	3	3	2.0	3.0	3.0
Exempt/Professional	17	14	14	17.0	14.0	14.0
Labor & Trades	84	82	87	84.0	82.0	87.0
Office & Technical	22	11	12	22.0	11.0	12.0
Scientific & Technical	0	13	13	0.0	13.0	13.0
<b>Total Stormwater Management</b>	<b>125</b>	<b>123</b>	<b>129</b>	<b>125</b>	<b>123</b>	<b>129</b>
<b><u>Street Maintenance &amp; Inspections</u></b>						
Administrative & Technical	3	2	2	3.0	2.0	2.0
Exempt/Professional	10	12	12	10.0	12.0	12.0
Labor & Trades	50	48	48	50.0	48.0	48.0
Office & Technical	16	20	20	16.0	20.0	20.0
<b>Total Street Maint. &amp; Inspections</b>	<b>79</b>	<b>82</b>	<b>82</b>	<b>79.0</b>	<b>82.0</b>	<b>82.0</b>
<b><u>Traffic Operations</u></b>						
Administrative & Technical	10	10	10	10.0	10.0	10.0
Crossing Guard	56	56	56	7.0	7.0	7.0
Exempt/Professional	9	9	9	9.0	9.0	9.0
Labor & Trades	28	28	28	28.0	28.0	28.0
Office & Technical	6	6	6	6.0	6.0	6.0
<b>Total Traffic Operations</b>	<b>109</b>	<b>109</b>	<b>109</b>	<b>60.0</b>	<b>60.0</b>	<b>60.0</b>
<b>DEPARTMENT TOTAL</b>	<b>365</b>	<b>375</b>	<b>381</b>	<b>316.0</b>	<b>326.0</b>	<b>332.0</b>

# Water and Sewer

---

Department Budget Summary

FY 22-23

---

## Mission Statement

To provide reliable, safe, quality water and sanitary sewer services to our customers at a cost consistent with sound management practices while protecting our natural resources.

---

## Overview of Services

The Water and Sewer Department manages, operates and maintains the City's water and wastewater systems. Tulsa's drinking water comes from two sources: Lakes Spavinaw and Eucha on Spavinaw Creek and Lake Oologah on the Verdigris River. Lakes Spavinaw and Eucha are owned and operated by the City. Lake Oologah is operated by the U.S. Army Corps of Engineers. A third emergency source of water is available from Lake Hudson on Grand River. Water is treated at two treatment plants: Mohawk and A.B. Jewell and provided to customers through a water distribution system. Collected wastewater is treated at four treatment plants: Southside, Northside, Haikey Creek and Lower Bird Creek.

---

## Budget Strategy Overview

Resources provided for the Water and Sewer Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in the FY23 budget to address recruitment and retention issues.

The cost of chemicals increased in FY22 and are expected to continue increasing in FY23 and FY24. The FY23 budget includes \$1.6 million more than planned to cover related chemical cost increases and ensure expected service levels. The cost to provide paving cuts has also risen, therefore, to account for this the budget has been increased one million dollars.

Electric rate increases of over twenty percent, as well as an increase in the payment-in-lieu of taxes (PILOT) fee were built into the budget. These two items resulted in a \$2.5 million increase from the FY23 plan.

# WATER AND SEWER

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 47,412	\$ 47,381	\$ 52,678	\$ 5,297	11.2%	\$ 52,989
Materials and Supplies	13,980	14,033	15,172	1,139	8.1%	15,285
Other Services and Charges	54,375	54,705	61,345	6,640	12.1%	61,669
Operating Capital	13,480	11,057	12,258	1,201	10.9%	12,098
<b>Total Operating Budget</b>	<b>129,247</b>	<b>127,176</b>	<b>141,453</b>	<b>14,277</b>	<b>11.2%</b>	<b>142,041</b>
Capital Budget	3,689	3,064	5,875	2,811	91.7%	5,719
<b>Total Budget</b>	<b>\$ 132,936</b>	<b>\$ 130,240</b>	<b>\$ 147,328</b>	<b>\$ 17,088</b>	<b>13.1%</b>	<b>\$ 147,760</b>

### RESOURCES FOR BUDGET

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
560 Stormwater Enterprise	\$ 67	-16.2%	\$ 47
740 TMUA Water Operating	87,807	12.6%	86,014
7400 TMUA Water Capital Projects	74	-76.8%	0
750 TMUA Sewer Operating	53,579	9.1%	55,980
7500 TMUA Sewer Capital Projects	5,801	111.3%	5,719
	<b>\$ 147,328</b>		<b>\$ 147,760</b>

### FY 23 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 5,285
2. FY23 Position Changes	12
a. Sewer Operations Maintenance: Utility Systems Operator	57
b. Water Quality Administration: Office Administrator	(45)
3. Administration	2,210
a. Computer Equipment	23
b. Consulting - International Standards Organization Certification	100
c. Equipment management services	803
d. Payment in lieu of taxes	1,468
e. Indirect cost expense	(62)
f. Various materials and other service adjustments	(122)
4. Water Supply	3,003
a. Chemical cost	1,634
b. Water Storage rights at Oologah	424
c. Electrical utilities rate increase	468
d. Filter replacement	592
e. Various materials and other service adjustments	(115)
5. Water Quality Assurance	29
a. Oklahoma Department of Environmental Quality on-site lab accreditation services	20
b. Northside Lab insulation repairs	20
c. Various materials and other service adjustments	(11)
6. Water Distribution Systems	796
a. Paving Cuts	1,000
b. Non-capital water meters	(657)
c. Backflow prevention program	150
d. Communications consulting services for lead service line replacement	60
e. Electrical utilities rate increase	145
f. Various materials and other service adjustments	98



<b>FY 23 CHANGES FOR OPERATION (Continued)</b>	<b>AMOUNT</b>
7. Sewer Operations and Maintenance	507
a. Underground collections maintenance contracts	505
b. Addition of 50 ultrasonic depth meters	35
c. Various materials and other service adjustments	<u>(33)</u>
8. Water Pollution Control	176
a. Clean out of Lagoon 7 cost of service increase	224
b. Clean out of drying beds	(45)
c. Various materials and other service adjustments	<u>(3)</u>
9. Haikey Creek treatment plant	195
a. Electrical utilities rate increase	200
b. Chemical cost	19
c. Various materials and other service adjustments	<u>(24)</u>
10. Southside treatment plant	236
a. Electrical utilities rate increase	<u>236</u>
11. Northside treatment plant	628
a. Electrical utilities rate increase	221
b. Biosolids removal and disposal	350
c. Chemical cost	34
d. Various materials and other service adjustments	<u>23</u>
12. Capital additions/replacements	
a. Operating Capital	7,878
b. Water treatment plant equipment replacement	1,064
c. Sewer treatment plant equipment replacement	3,315
d. Adjustment to eliminate FY 23 Plan capital	<u>(11,057)</u>
<b>TOTAL OPERATING CHANGES</b>	<b><u>14,277</u></b>

**CAPITAL IMPROVEMENT PROJECTS**

TMUA Water Capital Projects	74
TMUA Sewer Capital Projects	5,801
Adjustment to eliminate FY 23 Plan capital projects	<u>(3,064)</u>
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b><u>2,811</u></b>
<b>TOTAL CHANGES</b>	<b><u>\$ 17,088</u></b>

**FY 24 CHANGES FOR OPERATION**

<b>FY 24 CHANGES FOR OPERATION</b>	<b>AMOUNT</b>
1. Benefit and compensation adjustments	\$ 16
2. FY24 Position Changes	295
a. Sewer Operations Maintenance: Defect Abatement Crew Leader(2)	103
b. Sewer Operations Maintenance: Acoustic Inspection Crew Leader	53
c. Sewer Operations Maintenance: Acoustic Inspection Crew	45
d. Sewer Operations Maintenance: Contract Inspector	49
e. Sewer Operations Maintenance: WW Works Operator	<u>45</u>
3. Equipment management services	(476)
4. Payment in lieu of taxes	657
5. Computer Supplies	80
6. Utilities	265
7. Underground collections contracts	410
8. Various materials and other service adjustments	(499)
9. Capital additions/replacements:	
a. Net change to FY 23 capital	<u>(160)</u>
<b>TOTAL OPERATING CHANGES</b>	<b><u>588</u></b>

**CAPITAL IMPROVEMENT PROJECTS**

TMUA Sewer Capital Projects	5,719
Adjustment to eliminate FY 23 capital projects	<u>(5,875)</u>
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b><u>(156)</u></b>
<b>TOTAL CHANGES</b>	<b><u>\$ 432</u></b>

# WATER and SEWER

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF			NUMBER OF FULL-TIME EQUIV.		
	AUTHORIZED POSITIONS			AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Administrative Services</u></b>						
Administrative & Technical	6	7	7	6.0	7.0	7.0
Exempt/Professional	7	7	7	7.0	7.0	7.0
Labor & Trades	1	0	0	1.0	0.0	0.0
Office & Technical	2	2	2	2.0	2.0	2.0
<b>Total Administrative Services</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16.0</b>	<b>16.0</b>	<b>16.0</b>
<b><u>Water Supply</u></b>						
Administrative & Technical	23	23	23	23.0	23.0	23.0
Exempt/Professional	17	17	17	17.0	17.0	17.0
Labor & Trades	65	65	65	65.0	65.0	65.0
Office & Technical	6	6	6	6.0	6.0	6.0
<b>Total Water Supply</b>	<b>111</b>	<b>111</b>	<b>111</b>	<b>111.0</b>	<b>111.0</b>	<b>111.0</b>
<b><u>Water Quality</u></b>						
Administrative & Technical	2	1	1	2.0	1.0	1.0
Exempt/Professional	7	5	5	7.0	5.0	5.0
Office & Technical	17	15	15	17.0	15.0	15.0
Scientific & Technical	32	37	37	32.0	37.0	37.0
<b>Total Water Quality</b>	<b>58</b>	<b>58</b>	<b>58</b>	<b>58.0</b>	<b>58.0</b>	<b>58.0</b>
<b><u>Water &amp; Sewer Distribution System</u></b>						
Administrative & Technical	5	7	7	5.0	7.0	7.0
Exempt/Professional	22	22	22	22.0	22.0	22.0
Labor & Trades	206	205	205	206.0	205.0	205.0
Office & Technical	23	22	22	23.0	22.0	22.0
<b>Total Water &amp; Sewer Dist. Sys.</b>	<b>256</b>	<b>256</b>	<b>256</b>	<b>256.0</b>	<b>256.0</b>	<b>256.0</b>
<b><u>Water &amp; Sewer O&amp;M</u></b>						
Administrative & Technical	8	9	9	8.0	9.0	9.0
Exempt/Professional	12	13	13	12.0	13.0	13.0
Labor & Trades	72	71	77	72.0	71.0	77.0
Office & Technical	21	21	21	21.0	21.0	21.0
<b>Total Water &amp; Sewer O&amp;M</b>	<b>113</b>	<b>114</b>	<b>120</b>	<b>113.0</b>	<b>114.0</b>	<b>120.0</b>

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Pollution Control</u></b>						
Administrative & Technical	5	5	5	5.0	5.0	5.0
Exempt/Professional	4	4	4	4.0	4.0	4.0
Labor & Trades	8	8	8	8.0	8.0	8.0
Office & Technical	2	2	2	2.0	2.0	2.0
<b>Total Pollution Control</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19.0</b>	<b>19.0</b>	<b>19.0</b>
<b><u>Haikey Creek Treatment Plant</u></b>						
Administrative & Technical	2	2	2	2.0	2.0	2.0
Exempt/Professional	3	3	3	3.0	3.0	3.0
Labor & Trades	8	8	8	8.0	8.0	8.0
<b>Total Haikey Creek Trtmnt. Plant</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13.0</b>	<b>13.0</b>	<b>13.0</b>
<b><u>Southside Treatment Plant</u></b>						
Administrative & Technical	8	8	8	8.0	8.0	8.0
Exempt/Professional	4	4	4	4.0	4.0	4.0
Labor & Trades	26	26	26	26.0	26.0	26.0
Office & Technical	1	1	1	1.0	1.0	1.0
<b>Total Southside Treatment Plant</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39.0</b>	<b>39.0</b>	<b>39.0</b>
<b><u>Northside Treatment Plant</u></b>						
Administrative & Technical	9	9	9	9.0	9.0	9.0
Exempt/Professional	5	5	5	5.0	5.0	5.0
Labor & Trades	29	29	29	29.0	29.0	29.0
Office & Technical	1	1	1	1.0	1.0	1.0
<b>Total Northside Treatment Plant</b>	<b>44</b>	<b>44</b>	<b>44</b>	<b>44.0</b>	<b>44.0</b>	<b>44.0</b>
<b>DEPARTMENT TOTAL</b>	<b>669</b>	<b>670</b>	<b>676</b>	<b>669.0</b>	<b>670.0</b>	<b>676.0</b>

# TULSA TRANSIT

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

To connect people to progress and prosperity.

---

### Overview of Services

Tulsa Transit provides public transportation serving residents in the City of Tulsa, Broken Arrow, Jenks, and Sand Springs. These services include fixed route bus service, ADA paratransit services for persons with disabilities, late evening service “Nightline,” and commuter bus service.

In fall 2019, Tulsa Transit implemented its first comprehensive service redesign in 15 years, launched Oklahoma’s first bus rapid transit service (Aero) on Peoria, as well as launched a new Gathering Place shuttle in spring 2020. Tulsa Transit transitioned into a fixed bus stop system giving each bus stop with a unique identification number, which allows patrons to text message “next bus arrival” for that stop. Tulsa Transit rolled out mobile ticketing option “GoPass” a smartphone mobility application to allow people to plan bus trips, pay their fares. The Go Pass will also in the future allow a customer to connect with other services such as Uber, Lyft, This Machine and even scooters.

Tulsa Transit rolled out the Workforce Express Network route (969), which connects people that live in North Tulsa or other parts of Tulsa to job opportunities at such employers as Amazon, Macy’s, Milos Tea, Tulsa Port of Catoosa, and Tulsa International Airport.

To coordinate services and provide information to the public, Tulsa Transit operates a customer call center, which processes nearly 65,000 inquiries annually. Tulsa Transit also operates two transit stations in Tulsa, which are located at Fourth and Denver, and Thirty-third and Memorial.

---

### Budget Strategy Overview

Resources allocated to Tulsa Transit will provide operational support for the City’s bus mass transit system including funding bus fleet replacement.

# TULSA TRANSIT

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Other Services and Charges	\$ 10,638	\$ 11,446	\$ 11,243	\$ (203)	-1.8%	\$ 11,723
Operating Capital	115	115	115	0	0.0%	115
<b>Total Operating Budget</b>	<b>10,753</b>	<b>11,561</b>	<b>11,358</b>	<b>(203)</b>	<b>-1.8%</b>	<b>11,838</b>
Capital Budget	1,250	1,250	1,250	0	0.0%	3,800
<b>Total Budget</b>	<b>\$ 12,003</b>	<b>\$ 12,811</b>	<b>\$ 12,608</b>	<b>\$ (203)</b>	<b>-1.6%</b>	<b>\$ 15,638</b>

### RESOURCES FOR BUDGET

	<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
100 General Fund	\$ 7,359	0.0%	\$ 7,433
151 Transportation Sales Tax	3,884	-5.0%	4,290
409 2022 Sales Tax	1,250	0.0%	3,800
477 Short Term Capital	115	0.0%	115
	<b>\$ 12,608</b>		<b>\$ 15,638</b>

### FY 23 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. Streets and Transit Fund subsidy - reduced request from Tulsa Transit	\$ (203)
2022 Sales Tax Capital Projects	1,250
Adjustment to eliminate FY 23 Plan capital projects	(1,250)
<b>TOTAL CHANGES</b>	<b>\$ (203)</b>

### FY 24 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. Streets and Transit Fund subsidy - increased request from Tulsa Transit	\$ 480
<b>TOTAL OPERATING CHANGES</b>	<b>480</b>

### CAPITAL IMPROVEMENT PROJECTS

2022 Sales Tax Capital Projects	3,800
Adjustment to eliminate FY 23 capital projects	(1,250)
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b>2,550</b>
<b>TOTAL CHANGES</b>	<b>\$ 3,030</b>



THIS  
PAGE  
INTENTIONALLY  
BLANK



# READER'S GUIDE TO DEPARTMENTAL HIGHLIGHTS

## PUBLIC SAFETY AND PROTECTION

Municipal Court  
Police  
Fire  
EMSA  
Tulsa Area Emergency Management Agency

## CULTURAL DEVELOPMENT AND RECREATION

Park and Recreation  
River Parks Authority  
BOK and Convention Centers  
Managed Entities – Culture and Recreation

## SOCIAL AND ECONOMIC DEVELOPMENT

Working in Neighborhoods  
Development Services  
Tulsa Authority for Economic Opportunity  
Downtown Tulsa Partnership  
Managed Entities – Economic Development

## PUBLIC WORKS AND TRANSPORTATION

Engineering Services  
Streets and Stormwater  
Water and Sewer  
Tulsa Transit

## ADMINISTRATIVE AND SUPPORT SERVICES

YOU ARE HERE

Elected Officials  
Mayor's Office  
City Auditor  
City Council  
Legal  
Human Resources  
General Government  
Indian Nations Council of Governments (INCOG)  
Finance  
Information Technology  
Customer Care  
Communications  
Asset Management

## TRANSFERS TO OTHER FUNDS

## DEBT SERVICE





# ELECTED OFFICIALS

---

## Department Budget Summary

FY 22-23

---

## Mission Statement

---

### Overview of Services

The official duties of the City's elected officials are stated in the City Charter. The Mayor is responsible for the administration of all City departments. The Mayor's Office consists of Administration, Mayor's Office of Community Development, the Resilience and Equity Office, and the Office of Performance, Strategy and Innovation. The City Council is responsible for enacting laws, approving all proposed budgets and budget amendments, making recommendations on the efficiency, economy, and effectiveness of City operations, and listening to citizen concerns and suggestions.

The Internal Auditor is responsible for keeping an independent watch over City operations and resources to ensure citizens' resources are safeguarded and efficiently and effectively applied to the intended purposes. The mission of the City Auditor is to provide accountability of city government.

---

### Budget Strategy Overview

Resources provided for the Mayor's Office, City Council, and City Auditor will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in FY23 budget to address recruitment and retention issues.

The City Auditor's budget provides resources to perform internal audits and evaluation of internal controls and compliance with regulations, statutes, ordinances, and established practices. A new audit program tracking software has been requested to assist with development and tracking of internal audits. Continued funding is included for the development and staff training for the financial system monitoring dashboard. Staffing changes are also incorporated into the FY23 budget to better perform these duties.

The Mayor's budget has been held flat with the exception of compensation considerations. City Council deferred funding of a position in FY22 which has been restored in the FY23 budget. Councilor travel to conferences has also been increased to attend the OneVoice Washington DC Fly-in and the annual Inter-City visit.

# ELECTED OFFICIALS - MAYOR'S OFFICE

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 1,330	\$ 1,330	\$ 1,434	\$ 104	7.8%	\$ 1,434
Materials and Supplies	13	15	9	(6)	-40.0%	11
Other Services and Charges	98	99	101	2	2.0%	101
<b>Total Operating Budget</b>	<b>1,441</b>	<b>1,444</b>	<b>1,544</b>	<b>100</b>	<b>6.9%</b>	<b>1,546</b>
Capital Budget	1,600	1,600	1,600	0	0.0%	1,550
<b>Total Budget</b>	<b>\$ 3,041</b>	<b>\$ 3,044</b>	<b>\$ 3,144</b>	<b>100</b>	<b>3.3%</b>	<b>\$ 3,096</b>

### RESOURCES FOR BUDGET

100 General Fund

4000 2016 Vision ED Capital Proj

	<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
100 General Fund	\$ 1,544	6.9%	\$ 1,546
4000 2016 Vision ED Capital Proj	1,600	0.0%	1,550
<b>Total</b>	<b>\$ 3,144</b>		<b>\$ 3,096</b>

### FY 23 CHANGES FOR OPERATION

- Benefit and compensation adjustments
- Computer replacements
- Various materials and supplies adjustments

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 104
2. Computer replacements	(6)
3. Various materials and supplies adjustments	2

### CAPITAL IMPROVEMENT PROJECTS

- 2016 Vision ED Capital Projects
- Adjustment to eliminate FY 23 Plan capital projects

#### TOTAL CHANGES

2016 Vision ED Capital Projects	1,600
Adjustment to eliminate FY 23 Plan capital projects	(1,600)
<b>TOTAL CHANGES</b>	<b>\$ 100</b>

### FY 24 CHANGES FOR OPERATION

- Benefit and compensation adjustments
- Computer replacements

#### TOTAL OPERATING CHANGES

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 0
2. Computer replacements	2
<b>TOTAL OPERATING CHANGES</b>	<b>2</b>

### CAPITAL IMPROVEMENT PROJECTS

- 2016 Vision ED Capital Projects
- Adjustment to eliminate FY 23 capital projects

#### TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES

#### TOTAL CHANGES

2016 Vision ED Capital Projects	1,550
Adjustment to eliminate FY 23 capital projects	(1,600)
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b>(50)</b>
<b>TOTAL CHANGES</b>	<b>\$ (48)</b>

# ELECTED OFFICIALS - MAYOR'S OFFICE

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b>Mayor's Office</b>						
Mayor	1	1	1	1.0	1.0	1.0
Administrative & Technical	1	1	1	1.0	1.0	1.0
Exempt/Professional	2	2	2	2.0	2.0	2.0
Unclassified Appointments	11	11	11	11.0	11.0	11.0
<b>Total Mayor's Office</b>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15.0</u>	<u>15.0</u>	<u>15.0</u>
<b>DEPARTMENT TOTAL</b>	<u><u>15</u></u>	<u><u>15</u></u>	<u><u>15</u></u>	<u><u>15.0</u></u>	<u><u>15.0</u></u>	<u><u>15.0</u></u>



# ELECTED OFFICIALS - CITY AUDITOR

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 1,170	\$ 1,171	\$ 1,286	\$ 115	9.8%	\$ 1,286
Materials and Supplies	7	21	20	(1)	-4.8%	7
Other Services and Charges	100	100	142	42	42.0%	143
<b>Total Budget</b>	<b>\$ 1,277</b>	<b>\$ 1,292</b>	<b>\$ 1,448</b>	<b>\$ 156</b>	<b>12.1%</b>	<b>\$ 1,436</b>

### RESOURCES FOR BUDGET

100 General Fund

<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
\$ 1,448	12.1%	\$ 1,436
<b>\$ 1,448</b>		<b>\$ 1,436</b>

### FY 23 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 109
2. FY23 position changes	6
a. Abolish Internal Audit Manager	(99)
b. Add Chief Internal Auditor	105
c. Abolish part time staff auditor	(55)
d. Reclass part time staff auditor to full time	55
3. Consulting services financial system monitoring dashboard	25
4. Audit program tracking software	17
5. Various materials and supplies adjustments	(1)
<b>TOTAL CHANGES</b>	<b>\$ 156</b>

### FY 24 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 0
2. Computer replacements	(13)
3. Various materials and supplies adjustments	1
<b>TOTAL CHANGES</b>	<b>\$ (12)</b>

# ELECTED OFFICIALS - CITY AUDITOR

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Administrative Auditor</u></b>						
City Auditor	1	1	1	1.0	1.0	1.0
Unclassified Appointments	1	1	1	1.0	1.0	1.0
Administrative & Technical	3	3	3	3.0	3.0	3.0
Exempt/Professional	8	7	7	7.0	7.0	7.0
<b>Total Administrative Auditor</b>	13	12	12	12.0	12.0	12.0
<b>DEPARTMENT TOTAL</b>	<b>13</b>	<b>12</b>	<b>12</b>	<b>12.0</b>	<b>12.0</b>	<b>12.0</b>

# ELECTED OFFICIALS - CITY COUNCIL

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 1,266	\$ 1,267	\$ 1,478	\$ 211	16.7%	\$ 1,478
Materials and Supplies	21	16	15	(1)	-6.2%	15
Other Services and Charges	97	100	115	15	15.0%	114
<b>Total Budget</b>	<b>\$ 1,384</b>	<b>\$ 1,383</b>	<b>\$ 1,608</b>	<b>\$ 225</b>	<b>16.3%</b>	<b>\$ 1,607</b>

### RESOURCES FOR BUDGET

100 General Fund

<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
\$ 1,608	16.3%	\$ 1,607
<b>\$ 1,608</b>		<b>\$ 1,607</b>

### FY 23 CHANGES FOR OPERATION

- Benefit and compensation adjustments
- Restoration of deferred position in FY23 financial plan
- Councilor travel to conferences, OneVoice and Inter-City
- Various materials and supplies adjustments

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ 163
48
15
(1)
<b>\$ 225</b>

### FY 24 CHANGES FOR OPERATION

- Benefit and compensation adjustments
- Various materials and supplies adjustments

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ 0
(1)
<b>\$ (1)</b>

# ELECTED OFFICIALS - CITY COUNCIL

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Administrative City Council</u></b>						
City Councilor	9	9	9	9.0	9.0	9.0
Council Staff	14	14	14	13.5	13.5	13.5
<b>Total Administrative City Council</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>22.5</b>	<b>22.5</b>	<b>22.5</b>
<b>DEPARTMENT TOTAL</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>22.5</b>	<b>22.5</b>	<b>22.5</b>

# LEGAL

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

To provide the City with high quality, innovative and professional legal services in a timely and cost-effective manner.

---

### Overview of Services

The City Attorney and the Legal department provide all the City's municipal legal services. The department prepares and reviews ordinances, resolutions, executive orders, and contracts, and handles litigation, claims and controversies involving the City. Attorneys give advice and legal opinions to the City's elected officials, officers, employees, and to City boards, trusts, authorities, and agencies.

---

### Budget Strategy Overview

Resources provided for the Legal Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in FY23 budget to address recruitment and retention issues.

The Legal Department's budget will increase to meet legal services and litigation challenges by providing additional funding for two City Attorneys and one Paralegal.

One Attorney position will serve as a prosecutor specifically in conjunction with Municipal Court's expanded court hours and specialized dockets. Funding from the Coronavirus Relief Fund has been approved for Municipal Court to expand services and hours as well as hire a Public Defender.



# LEGAL

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 3,727	\$ 3,773	\$ 4,409	\$ 636	16.9%	\$ 4,409
Materials and Supplies	104	88	109	21	23.9%	86
Other Services and Charges	294	295	300	5	1.7%	308
Operating Capital	5	5	5	0	0.0%	5
<b>Total Budget</b>	<b>\$ 4,130</b>	<b>\$ 4,161</b>	<b>\$ 4,823</b>	<b>\$ 662</b>	<b>15.9%</b>	<b>\$ 4,808</b>

### RESOURCES FOR BUDGET

100 General Fund

125 PA Law Enforcement Training

477 Short Term Capital

<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
\$ 4,815	15.9%	\$ 4,800
3	0.0%	3
5	0.0%	5
<b>\$ 4,823</b>		<b>\$ 4,808</b>

### FY 23 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. FY23 position changes
  - a. Assistant City Attorney III
  - b. Assistant City Attorney I
  - c. Paralegal
3. Computer replacements
4. Reference material (one-time)
5. Various materials and other services adjustments

#### AMOUNT

\$ 347
289
110
105
74
6
15
5
<b>\$ 662</b>

#### **TOTAL CHANGES**

### FY 24 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. Reference material
3. Computer replacements
4. Various other services adjustments

#### AMOUNT

\$ 0
(12)
(11)
8
<b>\$ (15)</b>

#### **TOTAL CHANGES**

# LEGAL

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b>Legal Advice &amp; Support</b>						
Administrative & Technical	3	10	10	3.0	10.0	10.0
City Attorney	21	23	23	21.0	23.0	23.0
Exempt/Professional	2	2	2	2.0	2.0	2.0
Office & Technical	6	0	0	6.0	0.0	0.0
<b>Total Legal Advice &amp; Support</b>	<b>32</b>	<b>35</b>	<b>35</b>	<b>32.0</b>	<b>35.0</b>	<b>35.0</b>
<b>DEPARTMENT TOTAL</b>	<b>32</b>	<b>35</b>	<b>35</b>	<b>32.0</b>	<b>35.0</b>	<b>35.0</b>

# HUMAN RESOURCES

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

To manage, promote, and maintain professional employer/employee relationships within a safe and healthy work environment.

---

### Overview of Services

The Human Resources Department exists to assist the City's workforce with serving the citizens of Tulsa by maintaining a safe and healthy work environment and provides consultation with City management to accomplish objectives relating to employee relations and maintaining healthy employer/employee relationships.

The Human Resources Department's major areas of responsibility include:

- Employment
  - Compensation and Classification
  - Occupational Health
  - Workers' Compensation
  - Employee Development
  - Insurance and Retirement Services
- 

### Budget Strategy Overview

Resources provided for the Human Resources Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in FY23 budget to address recruitment and retention issues.

The Human Resources Department budget will decrease due to a reduction in health insurance cost of that was realized when the service was rebid, and another vendor was selected. The FY23 budget includes additional funding for recruitment advertising and testing as well as two Employment Analysts to meet employment challenges.

# HUMAN RESOURCES

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 3,836	\$ 3,844	\$ 4,345	\$ 501	13.0%	\$ 4,345
Materials and Supplies	110	119	136	17	14.3%	120
Other Services and Charges	28,146	28,189	25,751	(2,438)	-8.6%	25,807
Operating Capital	40	50	75	25	50.0%	0
<b>Total Budget</b>	<b>\$ 32,132</b>	<b>\$ 32,202</b>	<b>\$ 30,307</b>	<b>\$ (1,895)</b>	<b>-5.9%</b>	<b>\$ 30,272</b>

### RESOURCES FOR BUDGET

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
100 General Fund	\$ 4,568	17.3%	\$ 4,608
477 Short Term Capital	75	50.0%	0
501 Workers Compensation	5,942	12.3%	5,942
502 Employee Insurance Service	19,279	-14.7%	19,279
600 MEP Administration	379	1.9%	379
740 TMUA Water Operating	32	N/A	32
750 TMUA Sewer Operating	32	N/A	32
	<b>\$ 30,307</b>		<b>\$ 30,272</b>

### FY 23 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 315
2. FY23 position changes	186
a. Employment Analyst (2)	126
b. Medical Assistant	60
3. Computer replacements	9
4. Worker's compenstion premium adjustment	586
5. Insurance Fund	(3,312)
a. Health plan	(3,382)
b. Life insurance payments	139
c. Other fees associated with deliver of employee benefits plans	(69)
6. Sworn recruitment and testing	151
7. Outside attorney investigations	10
8. State review of sworn pension physicals	8
9. Recruitment advertising	20
10. Recruitment advertising (one-time)	50
11. Non-sworn applicant testing fees	16
12. Utilities	13
13. Computer maintenance and software licenses	12
14. Various materials and other services adjustments	17
15. Capital additions/replacements:	
a. SUV (3)	75
b. Adjustment to eliminate FY 23 Plan capital	(50)
<b>TOTAL CHANGES</b>	<b>\$ (1,895)</b>

**FY 24 CHANGES FOR OPERATION**

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 0
2. Professionals in Human Resources certifications training	13
3. State review of sworn pension physicals	31
4. Sworn testing for promotions and hiring	54
5. Recruitment advertising (one-time)	(50)
6. Various materials and other services adjustments	(8)
7. Capital additions/replacements:	
a. Net change to FY 23 capital	(75)
<b>TOTAL CHANGES</b>	<u><u>\$ (35)</u></u>

# HUMAN RESOURCES

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Director</u></b>						
Administrative & Technical	2	2	2	2.0	2.0	2.0
Exempt/Professional	1	2	2	1.0	2.0	2.0
<b>Total Director</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>
<b><u>Safety &amp; Training Development</u></b>						
Administrative & Technical	4	4	4	4.0	4.0	4.0
Exempt/Professional	2	2	2	2.0	2.0	2.0
<b>Total Safety &amp; Training Development</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
<b><u>Civil Service</u></b>						
Administrative & Technical	6	6	6	6.0	6.0	6.0
<b>Total Civil Service</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
<b><u>Support</u></b>						
Administrative & Technical	5	7	7	5.0	7.0	7.0
Exempt/Professional	2	2	2	2.0	2.0	2.0
<b>Total Support</b>	<b>7</b>	<b>9</b>	<b>9</b>	<b>7.0</b>	<b>9.0</b>	<b>9.0</b>
<b><u>Insurance &amp; Retirement</u></b>						
Administrative & Technical	4	4	4	4.0	4.0	4.0
Exempt/Professional	2	2	2	2.0	2.0	2.0
<b>Total Insurance &amp; Retirement</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
<b><u>City Medical</u></b>						
Exempt/Professional	2	2	2	2.0	2.0	2.0
Office & Technical	3	4	4	3.0	4.0	4.0
Science & Technical	2	1	1	2.0	1.0	1.0
<b>Total City Medical</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
<b><u>Worker's Compensation</u></b>						
Administrative & Technical	4	4	4	4.0	4.0	4.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Science & Technical	1	1	1	1.0	1.0	1.0
<b>Total Worker's Compensation</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6.0</b>	<b>6.0</b>	<b>6.0</b>
<b>DEPARTMENT TOTAL</b>	<b>41</b>	<b>44</b>	<b>44</b>	<b>41.0</b>	<b>44.0</b>	<b>44.0</b>



# GENERAL GOVERNMENT

---

Department Budget Summary

FY 22-23

---

## Mission Statement

---

### Overview of Services

General Government is not a department in the traditional sense; and therefore, does not have a mission statement or AIM Actions.

The General Government program, administered by the Finance Department, is responsible for general-purpose expenditure requirements that are not chargeable to a specific department. Expenses include City memberships, advertising, property and casualty insurance premium, property revaluation payments to Tulsa County, election expenses, and outside legal counsel. Typically, no personnel costs are charged to this program

---

### Budget Strategy Overview

The FY23 budget reflects an increase of \$223,000 over the financial plan due to property insurance for city owned assets. There is market volatility in our geographic location, which is sensitive and reacts in accordance with what happens in prior natural disasters & severe weather, higher building costs due to material price inflation and labor shortages are reasons for the increase. Unemployment insurance decreased which follows the trend of lower unemployment in the Tulsa area.

# GENERAL GOVERNMENT

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Other Services and Charges	\$ 3,007	\$ 2,958	\$ 3,181	\$ 223	7.5%	\$ 3,179
<b>Total Budget</b>	<b>\$ 3,007</b>	<b>\$ 2,958</b>	<b>\$ 3,181</b>	<b>\$ 223</b>	<b>7.5%</b>	<b>\$ 3,179</b>

### RESOURCES FOR BUDGET

100 General Fund

<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
\$ 3,181	7.5%	\$ 3,179
<b>\$ 3,181</b>		<b>\$ 3,179</b>

### FY 23 CHANGES FOR OPERATION

1. Property insurance - 31% increase - consultant estimate
2. Unemployment insurance - reduced for lower unemployment rate

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ 287
(64)
<b>\$ 223</b>

### FY 24 CHANGES FOR OPERATION

1. Property insurance - .6% decrease - consultant estimate
2. Outside legal services

#### TOTAL CHANGES

<u>AMOUNT</u>
\$ (7)
5
<b>\$ (2)</b>

# INDIAN NATIONS COUNCIL OF GOVERNMENTS

---

Department Budget Summary

FY 22-23

---

## Mission Statement

To provide local and regional planning, coordination, information, administration, implementation and management services to member governments and their constituent organizations resulting in regional cooperation and the enhancement of public and private decision-making capabilities and the solution of local and regional challenges.

---

## Overview of Services

A cooperative and coordinated approach to local government problem-solving is the basis for the Indian Nations Council of Governments (INCOG) operations. It provides staff to the Tulsa Metropolitan Area Planning Commission (TMAPC), the City Board of Adjustment (BOA), Tulsa Preservation Commission (TPC), and the Metropolitan Environmental Trust (M.e.t). The Tulsa Planning Office at INCOG provides long-range, urban design and destination district planning services to the City of Tulsa and provides support to the Arts Commission and Route 66 Commission. INCOG provides a wide array of regional programs in transportation and environmental planning, community and economic development, aging services, public safety, GIS/mapping and data services and regional legislative and public policy advocacy.

INCOG is the Metropolitan Planning Organization for regional transportation planning and is designated as an Economic Development District by the federal Economic Development Administration for the Tulsa area, creating access to federal funding for City projects. INCOG's Ozone Alert! Program strives to improve air quality through voluntary measures and maintaining attainment status. INCOG's Area Agency on Aging provides nutrition and other community-based services to older adults.

INCOG staff assists applicants through the land development process with rezoning, lot splits and lot combinations, site plan reviews, BOA applications, and other related land development approvals to promote quality, orderly development. The Tulsa Planning Office at INCOG includes both the current planning (land development process) and long-range planning services to the City. The consolidation of these planning services has created a more efficient, stronger planning team for the City; improved coordination and implementation efforts between current and long-range planning; and has become a central point of contact to better respond to all stakeholders in the community: citizens, elected and appointed officials, and developers.

INCOG's transportation planning program assures the City of Tulsa is eligible for federal surface transportation funding. INCOG provides data analysis and traffic modeling and identifies federal funding opportunities for the City of Tulsa to secure additional resources to support priority projects. INCOG serves in a leadership role engaging appropriate city departments to pursue community initiatives related to Bus Rapid Transit, Bike Share, enhanced bike/pedestrian infrastructure, and highway lighting.

---

## Budget Strategy Overview

Resources allocated to INCOG will support services provided to the City of Tulsa for the following: land development reviews for TMAPC in accordance with the comprehensive plan; identifying and securing Federal and State transportation resources; identifying and securing Federal funding for economic development; and for the Destination District and Vibrant Neighborhoods programs.

# INDIAN NATIONS COUNCIL OF GOVERNMENT

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Other Services and Charges	\$ 2,612	\$ 2,698	\$ 3,070	\$ 372	13.8%	\$ 3,170
<b>Total Operating Budget</b>	<b>2,612</b>	<b>2,698</b>	<b>3,070</b>	<b>372</b>	<b>13.8%</b>	<b>3,170</b>
Capital Budget	266	266	266	0	0.0%	262
<b>Total Budget</b>	<b>\$ 2,878</b>	<b>\$ 2,964</b>	<b>\$ 3,336</b>	<b>\$ 372</b>	<b>12.6%</b>	<b>\$ 3,432</b>

### RESOURCES FOR BUDGET

	<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
100 General Fund	\$ 3,020	11.9%	\$ 3,170
149 Public Ways	50	N/A	0
4000 2016 Vision ED Capital Proj	266	0.0%	262
	<b>\$ 3,336</b>		<b>\$ 3,432</b>

### FY 23 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. FY23 Changes in operations	\$ 372
a. TMAPC and City Board of Adjustments	69
b. Tulsa Planning Office	228
c. INCOG programs	25
d. Public Ways Program	50
2016 Vision ED Capital Projects	266
Adjustment to eliminate FY 23 Plan capital projects	(266)
<b>TOTAL CHANGES</b>	<b>\$ 372</b>

### FY 24 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. FY24 Changes in operations	\$ 100
a. TMAPC and City Board of Adjustments	39
b. Tulsa Planning Office	89
c. INCOG programs	22
d. Public Ways Program	(50)
<b>TOTAL OPERATING CHANGES</b>	<b>\$ 100</b>

### CAPITAL IMPROVEMENT PROJECTS

2016 Vision ED Capital Projects	262
Adjustment to eliminate FY 23 capital projects	(266)
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b>(4)</b>
<b>TOTAL CHANGES</b>	<b>\$ 96</b>

---

### Mission Statement

Provide accountable information and decision support services that empower the community, elected officials, and City departments to make informed financial and performance-based decisions.

---

### Overview of Services

The Finance Department provides centralized public financial functions for the City of Tulsa through eight divisions: Administration, Budget and Planning, Treasury, Purchasing, Accounting, Utility Services, City Clerk and the Office of Performance, Strategy and Innovation. Services include:

- Accounting for City revenues, expenditures, assets and liabilities;
  - Preparing and administering the annual operating and capital budgets and strategic planning;
  - Processing all requests for purchase of goods and services;
  - Maintaining and securing the highest possible prudent return on the City's investment portfolio;
  - Assuring timely payment of the City's bills, claims, and debt liabilities;
  - Developing and monitoring the City's annual five-year capital plan;
  - Maintaining and providing copies of all official and financial documents;
  - Developing and implementing financial policies and programs consistent with legal requirements;
  - Administrating the City's and authorities' debt programs;
  - Administration and Oversight of grant funds;
  - Administration and Management of official City records assigned to the City Clerk, including Ordinances, Resolutions, Contracts, Deeds, and Easements;
  - Maintaining the City's utility services billing system.
  - Identify and utilize data to align citywide strategies toward priority goals set by the City while lowering barriers to adopting innovative practices
- 

### Budget Strategy Overview

Resources provided for the Finance Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in FY23 budget to address recruitment and retention issues.

The Finance Department's budget is increased due to higher credit card fees and funding for operational studies. A review of Utility Billing processes/procedures and equipment replacement methods/scheduling are planned for FY23 to improve operations. Housing and Urban Development (HUD) grant funding also will increase by \$760,000 which is primarily the estimated program income generated from the success of the small business loan program.

# FINANCE

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

(HUD Grants Excluded)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 12,612	\$ 12,634	\$ 13,704	\$ 1,070	8.5%	\$ 13,707
Materials and Supplies	446	426	414	(12)	-2.8%	414
Other Services and Charges	11,347	11,548	13,153	1,605	13.9%	13,086
Operating Capital	0	0	58	58	N/A	0
<b>Total Budget</b>	<b>\$ 24,405</b>	<b>\$ 24,608</b>	<b>\$ 27,329</b>	<b>\$ 2,721</b>	<b>11.1%</b>	<b>\$ 27,207</b>

### RESOURCES FOR BUDGET

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
100 General Fund	\$ 20,578	10.5%	\$ 20,514
141 Tulsa Stadium Imp District	0	-100.0%	0
150 Public Safety Sales Tax	94	70.9%	94
2000 Community Develop Block Grant	4,113	23.1%	4,113
2001 Home Investment Partnership	1,517	-0.8%	1,517
2002 Emergency Solutions Grant	302	0.0%	302
2003 Housing Opp Persons w AIDS	667	0.0%	667
477 Short Term Capital	58	N/A	0
	<b>\$ 27,329</b>		<b>\$ 27,207</b>

### FY 23 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 1,065
2. FY23 Position Changes	5
a. Grants Manager (General Fund impact - 90% grant funded)	5
b. Convert 2 Part-time Office Techs to 1 Full-time	0
c. Senior Grants Monitor - grant funded (FY22 mid-year add)	0
3. Credit card processing fee increase	440
4. Mail delivery services contract increase	44
5. Pre-Munis bill hosting increase	33
6. Increase in USPS address change services	6
7. Reduction of surplus costs due to forgoing in-person surplus auctions	(10)
8. Retail sales tax incentive contracts	(157)
9. Reduction in cost for the financial time/attendance system	(51)
10. Upgrade time and attendance system to Kronos Dimensions	85
11. Reduction in Bond Counsel fees	(15)
12. Adjustments to base software post malware attack	5
13. Utility Systems Study (One time/Revenue offset)	200
14. Increased virtual and local training	8
15. Collection agency fees	50
16. Revenue audit fees	31
17. Reduction of Granicus software annual fee	(8)
18. Program Based Budgeting Software subscription	15
19. Transition Forecast Pro to cloud based software	10
20. Transfer of TSID support services to the general fund/adjust amount to actuals	2
21. Reduction to anticipated increase debt and investment management software fees	(10)
22. Increase to Utility Billing system license fees	5
23. Miscellaneous other service adjustments	(9)
24. HUD grants funding level change	760



**FY 23 CHANGES FOR OPERATION (Continued)**

	<u>AMOUNT</u>
25. Equipment Management Services	9
26. Equipment Study (One time)	150
Capital additions/replacements:	
a. Replace video monitoring systems and displays	6
b. Replace Vehicles (2)	<u>52</u>
<b>TOTAL CHANGES</b>	<b><u>\$ 2,721</u></b>

**FY 24 CHANGES FOR OPERATION**

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 3
2. Retail sales tax incentive contracts	210
3. System Maintenance, support, and software subscriptions	60
4. Various other services adjustments	15
5. Utility Systems Study (One time/Revenue offset - FY23)	(200)
6. Equipment Study (One time)	(150)
6. Equipment Management - Fuel Cost	(2)
Capital additions/replacements:	
a. Net change to FY 23 capital	<u>(58)</u>
<b>TOTAL CHANGES</b>	<b><u>\$ (122)</u></b>

# FINANCE

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY22	FY23	FY24
<b><u>Director</u></b>						
Exempt/Professional	7	7	7	7.0	7.0	7.0
<b>Total Director</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
<b><u>Treasury</u></b>						
Administrative & Technical	10	10	10	10.0	10.0	10.0
Exempt/Professional	3	3	3	3.0	3.0	3.0
Office & Technical	7	6	6	7.0	6.0	6.0
<b>Total Treasury</b>	<b>20</b>	<b>19</b>	<b>19</b>	<b>20.0</b>	<b>19.0</b>	<b>19.0</b>
<b><u>Purchasing</u></b>						
Administrative & Technical	5	5	5	5.0	5.0	5.0
Exempt/Professional	6	6	6	6.0	6.0	6.0
Labor & Trades	12	12	12	12.0	12.0	12.0
Office & Technical	5	4	4	4.5	4.0	4.0
<b>Total Purchasing</b>	<b>28</b>	<b>27</b>	<b>27</b>	<b>27.5</b>	<b>27.0</b>	<b>27.0</b>
<b><u>Budget</u></b>						
Administrative & Technical	7	9	9	7.0	9.0	9.0
Exempt/Professional	12	13	13	12.0	13.0	13.0
Office & Technical	1	0	0	1.0	0.0	0.0
<b>Total Budget</b>	<b>20</b>	<b>22</b>	<b>22</b>	<b>20.0</b>	<b>22.0</b>	<b>22.0</b>
<b><u>Accounting</u></b>						
Administrative & Technical	5	5	5	5.0	5.0	5.0
Exempt/Professional	19	19	19	19.0	19.0	19.0
Office & Technical	6	6	6	6.0	6.0	6.0
<b>Total Accounting</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>
<b><u>Utilities</u></b>						
Administrative & Technical	8	8	8	8.0	8.0	8.0
Exempt/Professional	13	14	14	13.0	14.0	14.0
Office & Technical	28	28	28	28.0	28.0	28.0
<b>Total Utilities</b>	<b>49</b>	<b>50</b>	<b>50</b>	<b>49.0</b>	<b>50.0</b>	<b>50.0</b>
<b><u>City Clerk</u></b>						
Administrative & Technical	1	0	0	1.0	0.0	0.0
Exempt/Professional	0	1	1	0.0	1.0	1.0
Office & Technical	2	2	2	1.5	2.0	2.0
<b>Total City Clerk</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2.5</b>	<b>3.0</b>	<b>3.0</b>
<b><u>OPSI</u></b>						
Exempt/Professional	3	3	3	3.0	3.0	3.0
<b>Total OPSI</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>
<b>DEPARTMENT TOTAL</b>	<b>160</b>	<b>161</b>	<b>161</b>	<b>159.0</b>	<b>161.0</b>	<b>161.0</b>

# Information Technology

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

To provide cost effective and highly efficient technology services for our clients.

---

### Overview of Services

#### Information Technology Client Services

Information Technology Client Services is responsible for all direct client services. The division consists of the following sections:

- Project Services – Provides IT project management, resource planning, strategic deployment planning, system and application deployment services including testing, deployment, and documentation of applications and systems
- Development Services - Provides development services including application development, web development, and application integration services
- Support Services – Provides support services including solution center, application support, computer deployment and minor application configuration

#### Information Technology Operations

Maintains, supports, and secures the City-wide network, network-delivered applications including email and internet, servers, data center, system backup and recovery, business continuity/disaster recovery planning, desktop and laptop computer management, audio/visual technology, voice systems, radios and regional radio system, vehicular electronic equipment and emergency warning systems. The division consists of the following sections:

- Platform Services – Provides maintenance and support of all City servers, virtual environments, databases, database infrastructure, storage and datacenters.
- Network Services – Provides maintenance and support of all City network and voice communication services.
- Security and Special Operations Services – Provides security services including authentication, authorization, perimeter control, intrusion prevention, email validation, remote access, security system management, monitoring and incident response
- Radio Services – Provides installation, maintenance and support of all City emergency warning systems, vehicular electronic equipment and radio communications services.

#### Administration Services

- Administration Services coordinates audit compliance, technology budgeting and procurement, technology asset management, contract review and management, governance, policies and procedures administration, forecasting, and City-wide office services including print services, mail, supplies and records management.

#### Architecture Services

- Architecture Services provides future-focused application, data, system and security architecture services. Coordinates vendor pilots, research and development projects, and provides direction to all City departments ensuring a consistent architecture across applications and systems.
- 

### Budget Strategy Overview

Resource provided for the Information Technology Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in the FY23 budget to address recruitment and retention issues.

# Information Technology

---

The Information Technology Department's budget is increased to address recruiting and staffing deficiencies, as well as implement the City's enhanced network security initiative. The FY23 budget includes funding for the city's enhanced network security initiative. One million will be utilized to contract for managed services to monitor and secure various networks, servers, and data access needs. Three new positions, a Disaster Recovery Architect and two System Engineers, will be created as part of the initiative.

# INFORMATION TECHNOLOGY

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 11,220	\$ 11,231	\$ 12,677	\$ 1,446	12.9%	\$ 12,677
Materials and Supplies	902	1,032	1,079	47	4.6%	1,083
Other Services and Charges	6,899	7,037	8,174	1,137	16.2%	10,333
Operating Capital	5,508	5,508	5,508	0	0.0%	5,508
<b>Total Operating Budget</b>	<b>24,529</b>	<b>24,808</b>	<b>27,438</b>	<b>2,630</b>	<b>10.6%</b>	<b>29,601</b>
Capital Budget	2,300	7,000	2,500	(4,500)	-64.3%	0
<b>Total Budget</b>	<b>\$ 26,829</b>	<b>\$ 31,808</b>	<b>\$ 29,938</b>	<b>\$ (1,870)</b>	<b>-5.9%</b>	<b>\$ 29,601</b>

### RESOURCES FOR BUDGET

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
100 General Fund	\$ 17,702	16.0%	\$ 19,682
409 2022 Sales Tax	2,500	-64.3%	0
477 Short Term Capital	5,148	0.0%	5,148
500 Office Services	4,128	4.7%	4,311
560 Stormwater Enterprise	36	0.0%	36
730 TARE Refuse Operating	52	0.0%	52
740 TMUA Water Operating	262	0.0%	262
750 TMUA Sewer Operating	110	0.0%	110
	<b>\$ 29,938</b>		<b>\$ 29,601</b>

### FY 23 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 1,159
2. FY23 position changes	287
a. Disaster Recovery Architect	107
b. System Engineer II - Security Services	86
c. System Engineer III - Security Services	94
3. Computer replacements - Citywide	64
4. Software subscriptions - Citywide	52
5. Equipment management services	(10)
6. Mail services - Citywide	70
7. Security plan - internet accessibility - Citywide	84
a. Redundant high speed internet connections at OTC and E911	24
b. Dedicated high speed connection to Microsoft Cloud	60
8. Security plan - network security - Citywide	907
a. Railroad right of way crossing fees - redundant fiber expansion	16
b. Network maintenance, support, and licenses	16
c. Dataclassification, monitoring and protection	210
d. Authentication and access	45
e. Comprehensive training and phishing testing	75
f. Azure Cloud Environment disaster recovery	3
g. Server monitoring, analysis, and planning services	542
9. Various other services adjustments	17

**FY 23 CHANGES FOR OPERATION (Continued)****AMOUNT**

10. Capital additions/replacements:	
a. Servers and storage	2,337
b. Network infrastructure components	1,010
c. Radio equipment	1,263
d. Ruggedized laptops and workstations	821
e. Van (2), Pickup	77
f. Adjustment to eliminate FY 23 Plan capital	<u>(5,508)</u>
<b>TOTAL OPERATING CHANGES</b>	<b><u>2,630</u></b>

**CAPITAL IMPROVEMENT PROJECTS**

2022 Sales Tax Capital Projects	2,500
Adjustment to eliminate FY 23 Plan capital projects	<u>(7,000)</u>
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b><u>(4,500)</u></b>
<b>TOTAL CHANGES</b>	<b><u>\$ (1,870)</u></b>

**FY 24 CHANGES FOR OPERATION****AMOUNT**

1. Benefit and compensation adjustments	\$ 0
2. Computer replacements - Citywide	(2)
3. Software subscriptions - Citywide	185
4. Security Plan - network security - Citywide	(124)
5. Annual Azure Cloud Environment - Citywide	2,000
6. Public safety radios maintenance agreement	12
7. Network security - annual fees	18
8. Software, licenses, maintenance	63
9. Equipment management services	(6)
10. Various other services adjustments	<u>16</u>
<b>TOTAL OPERATING CHANGES</b>	<b><u>2,163</u></b>

**CAPITAL IMPROVEMENT PROJECTS**

Adjustment to eliminate FY 23 capital projects	<u>(2,500)</u>
<b>TOTAL CAPITAL IMPROVEMENT PROJECTS CHANGES</b>	<b><u>(2,500)</u></b>
<b>TOTAL CHANGES</b>	<b><u>\$ (337)</u></b>



# INFORMATION TECHNOLOGY

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Chief Information Officer</u></b>						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Information Systems	1	1	1	1.0	1.0	1.0
<b>Total Chief Information Officer</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>
<b><u>Management</u></b>						
Exempt/Professional	1	1	1	1.0	1.0	1.0
Information Systems	1	1	1	1.0	1.0	1.0
Information & Technical	3	3	3	3.0	3.0	3.0
Office & Technical	2	2	2	2.0	2.0	2.0
<b>Total Management</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
<b><u>Operations</u></b>						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Information Systems	29	25	25	29.0	25.0	25.0
Information & Technical	45	21	21	45.0	21.0	21.0
Office & Technical	1	1	1	1.0	1.0	1.0
<b>Total Operations</b>	<b>76</b>	<b>48</b>	<b>48</b>	<b>76.0</b>	<b>48.0</b>	<b>48.0</b>
<b><u>Client Services</u></b>						
Information Systems	22	30	30	22.0	30.0	30.0
Information & Technical	12	35	35	12.0	35.0	35.0
<b>Total Client Services</b>	<b>34</b>	<b>65</b>	<b>65</b>	<b>34.0</b>	<b>65.0</b>	<b>65.0</b>
<b>DEPARTMENT TOTAL</b>	<b>119</b>	<b>122</b>	<b>122</b>	<b>119.0</b>	<b>122.0</b>	<b>122.0</b>

# CUSTOMER CARE

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

Serve as the central point of contact for the City of Tulsa, facilitating responsive, accessible, and accountable City government.

---

### Overview of Services

The purpose of the Tulsa 311 Customer Care Center is to enhance the City's ability to provide consistent, timely and quality responses to citizens' requests for information and assistance with services and programs.

The Tulsa 311 Customer Care Center provides friendly, helpful, and knowledgeable staff to listen and help answer or address citizen requests and concerns in both English and Spanish. Citizens can contact the Tulsa 311 Customer Care Center via phone call, online live chat, or email.

Requests are resolved in the Customer Care Center are automatically routed to the appropriate departments for review and resolution. Citizens will receive automated email responses to let them know when cases are opened and closed on their behalf. Examples of call types include water requests, refuse concerns, nuisance, zoning, potholes, animal welfare, citizen comments, and general inquiries.

---

### Budget Strategy Overview

Resources provided for the Customer Care Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in FY23 budget to address recruitment and retention issues.

The Customer Care Center is challenged by higher call volumes while at the same time maintaining adequately trained staff. The FY23 budget address these issues by adding ten customer account reps, one supervisor, and two administrative support specialists. The budget includes funding for an upgrade of KANA and an increase for translation services.

# CUSTOMER CARE

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 2,315	\$ 2,315	\$ 3,337	\$ 1,022	44.1%	\$ 3,337
Materials and Supplies	32	24	65	41	170.8%	67
Other Services and Charges	129	129	269	140	108.5%	269
Operating Capital	0	0	365	365	N/A	648
<b>Total Budget</b>	<b>\$ 2,476</b>	<b>\$ 2,468</b>	<b>\$ 4,036</b>	<b>\$ 1,568</b>	63.5%	<b>\$ 4,321</b>

### RESOURCES FOR BUDGET

100 General Fund

477 Short Term Capital

	<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
	\$ 3,671	48.7%	\$ 3,673
	365	N/A	648
	<b>\$ 4,036</b>		<b>\$ 4,321</b>

### FY 23 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
  2. FY23 position changes
    - a. Customer account rep I (10)
    - b. Supervisor
    - c. Administrative support specialist (2)
  3. Computer replacements
  4. Training
  5. Wireless services
  6. Translation services
  7. Capital additions/replacements:
    - a. Upgrade Kana Cloud System
- TOTAL CHANGES**

	<u>AMOUNT</u>
	\$ 375
	647
	475
	64
	108
	41
	16
	4
	120
	365
	<b>\$ 1,568</b>

### FY 24 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
  2. Computer replacements
  3. Capital additions/replacements:
    - a. Net change to FY 23 capital
- TOTAL CHANGES**

	<u>AMOUNT</u>
	\$ 0
	2
	283
	<b>\$ 285</b>

# CUSTOMER CARE

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b>Customer Care</b>						
Administrative & Technical	3	6	6	3.0	6.0	6
Exempt/Professional	6	7	7	6.0	7.0	7
Office & Technical	37	44	44	34.5	43.5	43.5
<b>Total Customer Care</b>	<b>46</b>	<b>57</b>	<b>57</b>	<b>43.5</b>	<b>56.5</b>	<b>56.5</b>
<b>DEPARTMENT TOTAL</b>	<b>46</b>	<b>57</b>	<b>57</b>	<b>43.5</b>	<b>56.5</b>	<b>56.5</b>

# COMMUNICATIONS

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

To facilitate open and accountable access to city government for the citizens of Tulsa and assist in communicating the prioritized initiatives set by the administration and all other City departments.

---

### Overview of Services

The Department of Communications was created in October 2006. The primary functions of Communications include:

- Graphic Design Services – ensure the consistency and quality in delivery of key messages and information to citizens of Tulsa through professional branding and visual communication services.
  - Editorial Services – advise and assist City of Tulsa departments in presenting a professional image through the distribution of timely information through internal and external outlets, from a centralized point, to ensure consistency in quality and delivery of information to citizens of Tulsa;
  - Media Relations Services – ensure consistency in quality and delivery of information and important messages to the citizens of Tulsa as the point of contact for media and public information;
  - Social Media & Online – promote City of Tulsa locally to increase awareness and knowledge of local government services and programs provided for taxpayer/customer benefit.
- 

### Budget Strategy Overview

Resources provided for the Legal Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in the FY23 budget to address recruitment and retention issues.

The Communications Department's budget will increase due to expanded communication necessary for employees and the community regarding COVID-19, and safety and protection in the neighborhoods. The FY23 budget includes additional funding for one Graphics Specialist to meet increased communication requirements.

# COMMUNICATIONS

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 607	\$ 608	\$ 765	\$ 157	25.8%	\$ 765
Materials and Supplies	11	12	14	2	16.7%	7
Other Services and Charges	33	33	45	12	36.4%	41
<b>Total Budget</b>	<b>\$ 651</b>	<b>\$ 653</b>	<b>\$ 824</b>	<b>\$ 171</b>	<b>26.2%</b>	<b>\$ 813</b>

### RESOURCES FOR BUDGET

100 General Fund

<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
\$ 824	26.2%	\$ 813
<b>\$ 824</b>		<b>\$ 813</b>

### FY 23 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. FY23 Position change
  - a. Graphics specialist
3. Computer replacements
4. Archive social premium subscription
5. Software subscriptions
6. Various other services adjustments

	<u>AMOUNT</u>
	\$ 101
	56
	56
	2
	8
	2
	2
<b>TOTAL CHANGES</b>	<b>\$ 171</b>

### FY 24 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. Computer replacements
3. Various other services adjustments

	<u>AMOUNT</u>
	\$ 0
	(7)
	(4)
<b>TOTAL CHANGES</b>	<b>\$ (11)</b>

# COMMUNICATIONS

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY23	FY 24	FY 22	FY 23	FY 24
<b>Communicatons</b>						
Administrative & Technical	6	6	6	6.0	6.0	6.0
Exempt/Professional	2	3	3	2.0	3.0	3.0
<b>Total Communications</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>8.0</b>	<b>9.0</b>	<b>9.0</b>
<b>DEPARTMENT TOTAL</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>8.0</b>	<b>9.0</b>	<b>9.0</b>



# ASSET MANAGEMENT

---

## Department Budget Summary

FY 22-23

---

### Mission Statement

To provide a safe and secure environment for citizens, employees and customers while ensuring accountability for the City's assets using environmentally efficient and reliable services to ensure proper utilization of properties, facilities, and the fleet as well as provide the best possible parking value to the citizens of Tulsa.

---

### Overview of Services

Asset Management, created by Executive Order 2014-01, March 2014, organizes various general governmental functions related to major assets of the City. Leadership is provided for the security of the City's property/facilities, for acquisitions, management, analysis of return on investment and disposition. The department's responsibilities include:

- City of Tulsa Fleet Management and Maintenance
  - Parking Meter Repair and Installation
  - Parking Enforcement
  - Parking Garage Management
  - Security
  - Real Estate Management
  - Facilities Maintenance and Building Operations
- 

### Budget Strategy Overview

Resources provided for the Asset Management Department will be utilized to meet objectives of the Mayor and City Council. As a priority, compensation considerations have been included in FY23 budget to address recruitment and retention issues. Additionally, Asset Management is working with Human Resources to develop and implement a progression plan to promote internal advancement.

The Asset Management Department's budget provides resources to maintain City facilities and fleet. The FY23 budget includes capital improvement funding for One Technology Center (City Hall) replacements and enhancements, such as solar well carpeting and sidewalk paver replacement. Fuel cost increases due to economic conditions have also been incorporated into the budget. Although FY23 is expected to have higher than normal fuel prices, in FY24 it is anticipated fuel cost will decrease with oil prices returning to a more normal rate.

# ASSET MANAGEMENT

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	FY 22 ORIGINAL	FY 23 PLAN	FY 23 BUDGET	Dollar Diff. From FY 23 Plan	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 9,394	\$ 9,405	\$ 10,239	\$ 834	8.9%	\$ 10,239
Materials and Supplies	10,062	10,193	13,432	3,239	31.8%	11,164
Other Services and Charges	12,415	12,401	13,409	1,008	8.1%	13,400
Operating Capital	2,935	974	4,572	3,598	369.4%	915
<b>Total Operating Budget</b>	<b>34,806</b>	<b>32,973</b>	<b>41,652</b>	<b>8,679</b>	<b>26.3%</b>	<b>35,718</b>
Capital Budget	300	0	0	0	N/A	0
<b>Total Budget</b>	<b>\$ 35,106</b>	<b>\$ 32,973</b>	<b>\$ 41,652</b>	<b>\$ 8,679</b>	<b>26.3%</b>	<b>\$ 35,718</b>

### RESOURCES FOR BUDGET

	FY 23 BUDGET	Percent Diff. From FY 23 Plan	FY 24 FINANCIAL PLAN
100 General Fund	\$ 8,856	12.9%	\$ 8,721
120 E 911 Operating	274	10.5%	275
477 Short Term Capital	451	0.2%	393
503 Equipment Management Service	20,874	21.6%	18,719
550 TPFA OTC Building Operations	8,789	44.3%	6,403
560 Stormwater Enterprise	63	0.0%	63
580 Airforce Plant 3 Operations	1,420	>500.0%	248
730 TARE Refuse Operating	859	1.8%	856
740 TMUA Water Operating	50	0.0%	40
750 TMUA Sewer Operating	16	N/A	0
	<b>\$ 41,652</b>		<b>\$ 35,718</b>

### FY 23 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 834
2. Equipment management services	100
3. Equipment Management	3,221
a. Increase per gallon fuel cost from \$2.10 to \$3.50	3,280
b. Electrical utilities rate increase	14
c. Fleet maintenance software annual subscription	50
d. Reduce tires and batteries	(141)
e. Motor vehicle parts and supplies	18
4. Facilities Maintenance	358
a. Electrical utilities rate increase	303
b. Security services contract	15
c. Thermal energy increase	14
d. Various materials and other services adjustments	26
5. Security	338
a. Various materials and other services adjustments	8
b. Security services contract moved from Parks	85
c. Enhanced security services for Parks	245

**FY 23 CHANGES FOR OPERATION (Continued)**

	<u>AMOUNT</u>
6. Metered Parking	231
a. Monitors and UPS battery backups (one-time)	6
b. Tools for meter repairs	9
c. Replace E-Cite and Bodycam system (one-time)	29
d. Paystation credit card fees, cellular data service and licensing fees for E-citation devices	8
e. Sign materials, posts, and temporary signage for Restricted Parking Permit Program (one-time)	12
f. Metered parking operation and fee structure review (one-time)	150
g. Various materials and other services adjustments	17
7. Capital additions/replacements:	
a. Air Force Plant 3 improvements	1,400
b. Short-term capital fund	450
c. One Technology Center fund	2,600
d. TARE fund	55
e. Water fund	50
f. Sewer fund	16
g. Adjustment to eliminate FY 23 Plan capital	(974)
<b>TOTAL CHANGES</b>	<u><u><b>\$ 8,679</b></u></u>

**FY 24 CHANGES FOR OPERATION**

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 0
2. Equipment management services	(54)
3. Equipment Management	(2,156)
a. Decrease per gallon fuel cost from \$3.50 to \$2.50	(2,300)
b. Outside motor vehicle repair	55
c. Motor vehicle parts and supplies	80
d. Fleet maintenance software annual subscription	9
4. Facilities Maintenance	56
a. Plumbing and electrical supplies	10
b. Equipment repairs, HVAC repairs, plumbing repairs	28
c. Various materials and other services adjustments	18
5. Security	79
a. Security services contract	71
b. Computer maintenance and software license	8
6. Metered Parking	(202)
a. Eliminate FY23 one time expenses	(197)
b. Various materials and other services adjustments	(5)
7. Capital additions/replacements:	
a. Net change to FY 23 capital	(3,657)
<b>TOTAL CHANGES</b>	<u><u><b>\$ (5,934)</b></u></u>

# ASSET MANAGEMENT

## STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY 24	FY 22	FY 23	FY 24
<b><u>Administration and Support</u></b>						
Administrative & Technical	2	2	2	2.0	2.0	2.0
Exempt/Professional	4	4	4	4.0	4.0	4.0
Labor & Trades	9	9	9	9.0	9.0	9.0
Office & Technical	2	2	2	2.0	2.0	2.0
<b>Total Admin. and Support</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>
<b><u>Equipment Management</u></b>						
Administrative & Technical	2	2	2	2.0	2.0	2.0
Exempt/Professional	6	6	6	6.0	6.0	6.0
Labor & Trades	55	55	55	54.0	54.0	54.0
Office & Technical	4	4	4	4.0	4.0	4.0
<b>Total Equipment Management</b>	<b>67</b>	<b>67</b>	<b>67</b>	<b>66.0</b>	<b>66.0</b>	<b>66.0</b>
<b><u>Security</u></b>						
Administrative & Technical	3	3	3	3.0	3.0	3.0
Exempt/Professional	5	5	5	5.0	5.0	5.0
Labor & Trades	2	2	2	2.0	2.0	2.0
Office & Technical	7	7	7	7.0	7.0	7.0
<b>Total Security</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>
<b><u>Real Estate</u></b>						
Exempt/Professional	1	1	1	1.0	1.0	1.0
<b>Total Parking Garage Ops</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b><u>Building Operations</u></b>						
Exempt/Professional	5	5	5	5.0	5.0	5.0
Labor & Trades	22	22	22	22.0	22.0	22.0
Office & Technical	3	3	3	3.0	3.0	3.0
<b>Total Building Operations</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30.0</b>	<b>30.0</b>	<b>30.0</b>
<b>DEPARTMENT TOTAL</b>	<b>132</b>	<b>132</b>	<b>132</b>	<b>131.0</b>	<b>131.0</b>	<b>131.0</b>

# TRANSFERS

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22</u> <u>ORIGINAL</u>	<u>FY 23</u> <u>PLAN</u>	<u>FY 23</u> <u>BUDGET</u>	<u>Dollar</u> <u>Diff. From</u> <u>FY 23 Plan</u>	<u>Percent</u> <u>Diff. From</u> <u>FY 23 Plan</u>	<u>FY 24</u> <u>FINANCIAL</u> <u>PLAN</u>
Operating Budget						
Operating Transfers	\$ 9,762	\$ 6,755	\$ 27,379	\$ 20,624	305.3%	\$ 10,479
Operating Capital Transfers	14,401	14,401	14,401	0	0.0%	14,401
Debt Service Transfers	6,909	2,773	2,751	(22)	-0.8%	2,702
<b>Total Operating Budget</b>	<b>31,072</b>	<b>23,929</b>	<b>44,531</b>	<b>20,602</b>	<b>86.1%</b>	<b>27,582</b>
Capital Transfers	53,657	74,909	88,889	13,980	18.7%	59,025
<b>Total Budget</b>	<b>\$ 84,729</b>	<b>\$ 98,838</b>	<b>\$ 133,420</b>	<b>34,582</b>	<b>35.0%</b>	<b>\$ 86,607</b>

	<u>FY 23</u> <u>BUDGET</u>	<u>Percent</u> <u>Diff. From</u> <u>FY 23 Plan</u>	<u>FY 24</u> <u>FINANCIAL</u> <u>PLAN</u>
<b>TRANSFER OUT FOR BUDGET</b>			
<b><u>OPERATING TRANSFERS</u></b>			
General Fund (Operating Transfer)	\$ 25,211	447.5%	\$ 8,329
EMSA Enterprise Fund (Operating Transfer)	650	0.0%	650
Convention & Tourism Facility Fund (Operating Transfer)	1,518	1.2%	1,500
<b><u>OPERATING CAPITAL TRANSFERS</u></b>			
2016 Vision ED Capital Fund	3,000	0.0%	3,000
2022 Sales Tax Fund	11,278	0.0%	11,278
Short-Term Capital Fund	123	0.0%	123
<b><u>DEBT SERVICE TRANSFERS</u></b>			
Tulsa Stadium Improvement District Fund (Debt Service Transfer)	2,231	-1.0%	2,231
TMUA-Sewer Operating Fund (Debt Service Transfer)	520	0.0%	471
<b><u>CAPITAL TRANSFERS</u></b>			
One Technology Center (OTC) Fund (Capital Transfer)	276	0.0%	276
Stormwater Operating Fund (Capital Transfer)	5,425	16.7%	6,609
TMUA-Water Operating Fund (Capital Transfer)	49,761	14.9%	21,513
TMUA-Sewer Operating Fund (Capital Transfer)	33,427	25.3%	30,627
	<b>\$ 133,420</b>		<b>\$ 86,607</b>

# DEBT SERVICE

---

## OVERVIEW

The City's debt management program states, "General obligation (GO) and revenue bonds shall be issued for capital improvements and major capital maintenance. No operating expenses shall be funded using long-term borrowing." All long-term borrowing shall be planned and incorporated into the five-year Capital Improvements Program. To date the City has only issued GO bonds. All revenue bonds have been issued by authorities for whom the City is the beneficiary. Cities in Oklahoma could not issue revenue bonds until the 1990s. Authorities are still used for revenue bond debt financing because revenue streams are pledged under master indentures that run the life of previously issued long term bonds. Any revenue bonds issued by the City would have to be subordinate to the existing debt and carry higher interest costs.

## GENERAL OBLIGATION BOND

The City's GO indebtedness is rated AA and Aa1 by Standard & Poor's and Moody's, respectively. GO indebtedness is paid from the Sinking Fund. The primary revenue sources for the Sinking Fund are property taxes, and in the case of GO bonds for sanitary sewer improvements, sanitary sewer system user fees.

The Constitution of the State of Oklahoma prohibits the City from becoming indebted in an amount exceeding the revenue to be received for any fiscal year, without the approval of the voters. GOs are required to be fully paid within 25 years from the date of issue and are backed by the full faith and credit of the City. They have been approved by the voters and issued by the City for various municipal improvements.

Article 10 of the Oklahoma Constitution contains provisions under which municipalities can issue GO bonds. Section 27, which the city uses to structure GO bond issues, does not have any limits on the amount of bonds that can be issued given approval by the local voters.

Policies are in place to prohibit outstanding indebtedness of the City in total to exceed such levels as to cause the City's credit rating to be lower than an AA rating for general obligation debt. In no event shall the Net General Obligation Debt of the City exceed twenty-five percent (25%) of the net assessed market valuation of the taxable property of the City as established by the County Assessor.

With the issuance of new debt or refinancing existing debt, to the extent possible, bond sales are structured to achieve level debt service payments. This structuring helps to moderate the year over year change in property tax rates that support the repayment of the general obligation debt.

The FY23 appropriation for general obligation debt payment in the amount of \$93,332,875 provides for principal retirement of \$82,985,000 and interest expense of \$10,347,875. A schedule of annual principal and interest payments for general obligation serial bonds and a summary of general obligation bonds outstanding as of June 30, 2022 follows.

## REVENUE BONDS AND OTHER LONG-TERM OBLIGATIONS

Revenue bonds and other outstanding long-term obligations consist of debt issued by several authorities and trusts of the City. The debt of these authorities and trusts does not constitute debt of the City and is payable solely from resources of the authorities and trusts.

Under an agreement between the City of Tulsa and the Tulsa Metropolitan Utility Authority (TMUA), the City prepares and adopts a budget for the Authority, which includes debt service on revenue bonds and other long-term obligations supported by revenues of the Water Operating Fund and the Sanitary Sewer Operating Fund.

A summary of revenue bonds and other long-term obligations of the authorities and trusts of the City outstanding as of June 30, 2022 follow. It should be noted that other than TMUA and the Tulsa Authority for the Recovery of Energy (TARE), the budgets for authorities and trusts are not approved by the City Council nor are their budgets prepared under the provisions of the Oklahoma Municipal Budget Act. Their debt is included in this document for informational purposes only.

# PRINCIPAL AND INTEREST PAYMENTS OF GENERAL OBLIGATION INDEBTEDNESS

As of June 30, 2022

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 82,985,000	\$ 10,347,875	\$ 93,332,875
2024	62,280,000	8,329,213	70,609,213
2025	48,380,000	6,676,538	55,056,538
2026	43,420,000	5,276,938	48,696,938
2027	29,530,000	3,946,313	33,476,313
2028	23,155,000	3,332,288	26,487,288
2029	21,155,000	2,798,138	23,953,138
2030	23,305,000	2,303,988	25,608,988
2031	21,475,000	1,761,338	23,236,338
2032	7,105,000	1,378,956	8,483,956
2033	7,105,000	1,155,544	8,260,544
2034	7,105,000	927,000	8,032,000
2035	7,105,000	672,800	7,777,800
2036	7,105,000	418,600	7,523,600
2037	4,110,000	164,400	4,274,400
<b>Total</b>	<b>\$ 395,320,000</b>	<b>\$ 49,489,925</b>	<b>\$ 444,809,925</b>



# GENERAL OBLIGATION BONDS OUTSTANDING

As of June 30, 2022

<u>General Obligation Bonds</u>	<u>Original Amount</u>	<u>Principal Outstanding 30-Jun-22</u>	<u>Final Maturity Date</u>	<u>Interest Rate</u>
Series 2013A Refunding	\$ 32,280,000	\$ 6,835,000	Mar-2025	2.50%
Series 2013	45,000,000	5,000,000	Mar-2023	4.00%
Series 2014A, Refunding	16,305,000	5,250,000	Sep-2025	3.00%
Series 2015A, Refunding	45,420,000	17,220,000	Mar-2027	2.00 - 2.50%
Series 2016	57,000,000	42,000,000	Apr-2036	3.00%
Series 2017	78,000,000	61,580,000	Mar-2037	3.00 - 4.00%
Series 2020	90,000,000	72,000,000	Mar-2026	5.00%
Series 2021A, Refunding	30,465,000	30,465,000	Feb-2023	0.75%
Series 2021	102,950,000	102,950,000	Nov-2030	0.05 - 2.00%
Series 2022A, Refunding	52,020,000	52,020,000	Mar-2031	2.00 - 3.00%
	<b><u>\$ 549,440,000</u></b>	<b><u>\$ 395,320,000</u></b>		

# REVENUE BONDS OUTSTANDING

(amounts expressed in thousands)

As of June 30, 2022

	Original Amount	Principal Outstanding 30-Jun-22	Final Maturity Date	Interest Rate
<b>Tulsa Public Facilities Authority</b>				
TPFA Lease Revenue bonds - 2017A Refunding	\$ 34,185	\$ 34,185	Dec-2037	3.125 - 4.00%
TPFA Lease Revenue bonds - 2017B Refunding	25,465	18,605	Dec-2028	3.00 - 3.10%
TPFA Capital Improvements - 2008	16,000	4,090	Apr-2027	6.069%
TPFA Capital Improvements Vison bonds - 2017	115,300	86,410	Jun-2032	3.00%
TPFA Capital Improvements Vison bonds - 2018	118,100	99,830	Oct-2031	4.00%
TPFA Capital Improvements Vison bonds - 2019	113,895	83,930	Jun-2025	5.00%
TPFA Capital Improvements - 2020	24,150	21,265	May-2035	3.00%
TPFA Capital Improvements - 2021 Refunding	4,315	3,725	Apr-2028	1.25 - 2.00%
<b>Total</b>	<b>451,410</b>	<b>352,040</b>		
<b>Tulsa Metropolitan Utility Water Fund</b>				
Series 2013 Refunding Revenue Bonds	61,280	20,820	Sep-2025	2.50 - 3.00%
Series 2014 Revenue Bonds	17,825	13,045	Oct-2034	3.00 - 3.50%
Series 2015 Refunding Revenue Bonds	9,940	4,110	May-2027	2.00 - 3.00%
Series 2016A Revenue Bonds	16,565	10,985	Apr-2031	3.00 - 3.25%
Series 2017A Refunding Revenue Bonds	27,765	18,370	Feb-2030	3.00-3.125%
Series 2019A Refunding Revenue Bonds	18,705	12,700	Apr-2027	5.00%
<b>Total</b>	<b>152,080</b>	<b>80,030</b>		
<b>Tulsa Metropolitan Utility Authority Sewer Fund - Promissory Notes</b>				
Series 2004B	1,560	120	Aug-2023	0.50%
Series 2005B	7,900	2,565	Sep-2027	3.10%
Series 2005C	1,203	210	Sep-2025	0.50%
Series 2006A	3,130	990	Sep-2027	3.10%
Series 2006C	17,825	7,551	Sep-2029	3.10%
Series 2007A	5,131	1,184	Sep-2026	0.50%
Series 2009A *	11,320	5,355	Sep-2032	3.22%
Series 2010A *	27,757	14,572	Sep-2032	2.89%
Series 2011A *	23,480	13,188	Sep-2033	3.11%
Series 2011C	16,700	10,266	Mar-2034	2.55%
Series 2012A *	4,347	2,640	Sep-2034	2.43%
Series 2012B	11,355	6,890	Sep-2032	2.895 - 3.395%
Series 2013A *	9,850	5,539	Sep-2035	2.24%
Series 2013B	27,605	18,950	Sep-2033	4.156 - 5.145%
Series 2014A*	2,910	1,940	Sep-2035	2.58%
Series 2014B	10,180	6,885	Sep-2033	3.145 - 4.0599%
Series 2014C	17,735	13,115	Sep-2034	4.415 - 5.145%
Series 2015A *	28,330	19,551	Sep-2038	2.46%
Series 2017A *	21,725	16,083	Mar-2040	2.26%
Series 2018A *	14,350	11,826	Mar-2041	2.53%
Series 2019A *	10,626	2,939	Sep-2041	2.32%
Series 2016B Revenue Bonds	10,885	8,285	Apr-2036	2.00 - 3.50%
Series 2016C Refunding Revenue Bonds	34,810	18,020	Oct-2025	5.00%
Series 2018A Revenue Bonds	11,850	10,105	Jun-2038	3.125% - 3.25%
Series 2019B Revenue Bonds	12,430	11,010	Apr-2039	3.00%
Series 2020A Refunding Revenue Bonds	26,695	24,655	Jul-2031	1.00 - 2.00%
Series 2020B Revenue Bonds	24,770	23,755	Oct-2040	1.00 - 2.00%
Series 2022A Revenue Bonds	14,600	14,600	Apr-2042	0.770%-2.061%
<b>Total</b>	<b>411,059</b>	<b>272,790</b>		
<b>Total</b>	<b>\$ 1,014,549</b>	<b>\$ 704,860</b>		

\*principal subject to additional drawdowns

# DEBT SERVICE

## BUDGET HIGHLIGHTS

FY 2022 - 2023 & FY 2023 - 2024

(amounts expressed in thousands)

	<u>FY 22 ORIGINAL</u>	<u>FY 23 PLAN</u>	<u>FY 23 BUDGET</u>	<u>Dollar Diff. From FY 23 Plan</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
Operating Budget						
Debt Service Payments	\$ 120,655	\$ 143,261	\$ 148,535	\$ 5,274	3.7%	\$ 126,561
<b>Total Budget</b>	<b>\$ 120,655</b>	<b>\$ 143,261</b>	<b>\$ 148,535</b>	<b>\$ 5,274</b>	<b>3.7%</b>	<b>\$ 126,561</b>

### RESOURCES FOR BUDGET

	<u>FY 23 BUDGET</u>	<u>Percent Diff. From FY 23 Plan</u>	<u>FY 24 FINANCIAL PLAN</u>
110 Sinking Fund	96,177	11.0%	73,453
550 TPFA OTC Building Operations	4,108	0.0%	4,110
560 Stormwater Enterprise	2,115	-38.4%	2,092
740 TMUA Water Operating	14,085	0.0%	14,222
750 TMUA Sewer Operating	31,774	-8.5%	32,408
	<b>\$ 148,259</b>		<b>\$ 126,285</b>

### FY 23 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. Change in Sinking Fund	\$ 9,559
2. Change in OTC Building Fund	0
3. Change in Stormwater Enterprise Fund	(1,321)
4. Change in TMUA-Water Operating Fund	0
5. Change in TMUA-Sewer Operating Fund	(2,964)
<b>TOTAL CHANGES</b>	<b>\$ 5,274</b>

# ALL DEPARTMENTS

## STAFFING SUMMARY

DEPARTMENT	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIV. AUTHORIZED POSITIONS		
	FY 22	FY 23	FY24	FY 22	FY 23	FY24
<b>Public Safety and Protection</b>						
Municipal Court	40	42	42	34.0	35.0	35.0
Police	1,168	1,182	1,182	1,168.0	1,182.0	1,182.0
Fire	743	743	743	743.0	743.0	743.0
<b>Category Total</b>	<b>1,951</b>	<b>1,967</b>	<b>1,967</b>	<b>1,945.0</b>	<b>1,960.0</b>	<b>1,960.0</b>
<b>Cultural Development and Recreation</b>						
Park and Recreation	176	175	175	127.0	130.2	130.2
<b>Category Total</b>	<b>176</b>	<b>175</b>	<b>175</b>	<b>127.0</b>	<b>130.2</b>	<b>130.2</b>
<b>Social and Economic Development</b>						
Working in Neighborhoods	81	82	82	80.5	81.5	81.5
Development Services	70	72	72	70.0	71.5	71.5
<b>Category Total</b>	<b>151</b>	<b>154</b>	<b>154</b>	<b>150.5</b>	<b>153.0</b>	<b>153.0</b>
<b>Transportation/Public Works</b>						
Engineering Services	156	166	166	155.3	165.3	165.3
Streets and Stormwater	365	375	381	316.0	326.0	332.0
Water and Sewer	669	670	676	669.0	670.0	676.0
<b>Category Total</b>	<b>1,190</b>	<b>1,211</b>	<b>1,223</b>	<b>1,140.3</b>	<b>1,161.3</b>	<b>1,173.3</b>
<b>Administrative and Support Services</b>						
Mayor's Office	15	15	15	15.0	15.0	15.0
City Auditor	13	12	12	12.0	12.0	12.0
City Council	23	23	23	22.5	22.5	22.5
Legal	32	35	35	32.0	35.0	35.0
Human Resources	41	44	44	41.0	44.0	44.0
Finance	160	161	161	159.0	161.0	161.0
Information Technology	119	122	122	119.0	122.0	122.0
Customer Care	46	57	57	43.5	56.5	56.5
Communications	8	9	9	8.0	9.0	9.0
Asset Management	132	132	132	131.0	131.0	131.0
<b>Category Total</b>	<b>589</b>	<b>610</b>	<b>610</b>	<b>583.0</b>	<b>608.0</b>	<b>608.0</b>
<b>GRAND TOTAL</b>	<b>6,184</b>	<b>6,084</b>	<b>6,096</b>	<b>5,890.8</b>	<b>5,972.5</b>	<b>5,984.5</b>

## Program-Based Budgeting (PBB) – An informational appendix

For this year's budget, we have included an appendix of the Programs (services) City departments provide with their approximate costs. This is the outcome of a year-long effort to identify the programs and services the City provides, and estimate their costs. We hope this appendix will provide insight for department managers, elected officials and the public to see what the entire City's budget looks like from a holistic program perspective.

In the following pages, you will find all the programs Department Directors identified and an approximation of their cost. The program list is sorted an alphabetical order by department then in descending order by size of the program.

### **What is the difference between a program and a line-item budget?**

The first step in the program-based budgeting implementation process is identifying a program inventory. This step produces immediate value by stating and describing all the services your organization provides to your community. The shared programmatic language provides an easy-to-understand list of services that connects staff, leaders, and citizens in a way that a line-item budget cannot.

A program inventory expresses local government activities in units (programs) directly relevant to how citizens experience public services. For example, instead of focusing the budget on a department line-item within public works (cleaning supplies, tools, training and Operations Supervisor), a program inventory identifies a program or service that the department provides, such as snow removal or street sweeping.

### **Why are we adapting the budget process to include program costs?**

Priority-based budgeting (a variation of Program-based budgeting) is recognized as a best practice by the Government Finance Officers Association (GFOA) and the International City Management Association (ICMA). In April 2021, [GFOA dedicated its cover article](#) to highlighting cities who use PBB.

Our current budget process focuses on what's required by the Municipal Budget Act and the incremental change from the out-year plan published in the previous year. While this is helpful when the question is how many dollars are authorized to be spent in a department or by a fund relative to last year, it says very little about the *whole* of services government provides.

The City of Tulsa is moving toward being a data-driven organization. Program budgeting is a data-driven decision making and budgeting initiative. Department leaders, budget analysts and elected officials should have better information, and this approach is one step in that direction.

### **How can program costs help department managers and elected officials make better decisions?**

The most transformative step of building a program budget, cost allocation, takes the static line-item budget and applies each cost (both personnel and non-personnel) and revenue (as applicable) to a program. Cost allocation creates a view into the budget that could not exist in a traditional line-item budget - the ability to analyze budget impacts with a program lens. A program budget provides the estimated cost of doing business and ensures that funding decisions are based on the cost and/or revenue of providing that service.

The appendix included with this year's budget comprises a listing of programs departments are providing and an estimate of the personnel and non-personnel for each of these programs. This is a helpful tool to get a better sense of all the services a department provides and the approximate cost of those services.

This can help in practical ways for programs that have fees (such as parks and permitting) to guide departments in setting fees that cover the cost of providing a service. It can also give department managers insight into the scope and magnitude of their services. At a Citywide level, it is helpful in analyzing program overlap across departments and identifying areas where partnerships between departments may emerge.

### **What time period does the PBB Appendix reflect?**

The appendix included in the following pages reflects the FY22 adopted budget. There is no intention for this to be extrapolated to the FY23 budget. It is simply a reference point for the approximate size of programs from an expenditure perspective.

### **Why are there “Department Owners” shown instead of just “Departments”?**

A key principle of PBB is that programs can span multiple departments. City staff often collaborate across departments to deliver programs and services to residents, but the line-item budget does not reflect this activity. A prime example of this is payroll. Every department has some staff time dedicated to processing timesheets for payroll. However, the PBB perspective is that this function should be a single program so that the entire cost of processing payroll is captured. The centralized payroll function is in the Finance Department, and any department can allocate costs to the payroll program owned by the Finance Department. Thus, Finance is the “program owner” but does not (and should not) have all the resources in the Finance Department budget for Citywide costs.

### **Are the costs shown intended to be an exact cost attributable to a program?**

No. PBB is not intended to be a tool to determine precise program costs. It's less of an accounting tool and more of a management tool. Program costs are generated by employees estimating the time they spend on each program. It is not a time study. Each year, as this process is better understood by department leaders, the data will become more accurate, but the data presented here should not be interpreted as an exact cost for a program.

### **What about program revenues? Some programs have revenues that should offset these costs.**

To simplify this process in its first year, we chose not to attribute revenues to programs. However, the PBB framework does allow for this, and in future years this could become part of the process.

### **What's the future of PBB?**

The first steps in PBB are to create a program inventory and approximate costs by assigning personnel time (cost) and non-personnel (i.e. materials, supplies and purchased services) to each program. These two steps are what's included in this report. For the FY24 budget, our goal is to further evaluate programs using program attributes and insights to develop a more robust framework for evaluating budget proposals and generating ideas that tie to goals that come from the annual Mayor/Council retreat.

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Asset Management	City Fleet Maintenance and Repair	Fleet maintenance and repairs for all city vehicles	56%	44%	\$ 10,218,015
Asset Management	City Fleet Fuel Station Management	Manage fuel keys and fuel usage by city departments. Manage fuel acquisition and distribution.	93%	7%	5,303,826
Asset Management	One Technology Center Building Operations and Maintenance	Repairs and maintenance for One Technology Center facility and parking garage	81%	19%	4,958,779
Asset Management	Physical Security	Gates, guns and guards	96%	4%	3,010,929
Asset Management	City Facility Repairs	Complete all types of maintenance and repairs at city facilities	58%	42%	2,896,356
Asset Management	Auto Body Repair	Manage auto body repairs	63%	37%	1,747,767
Asset Management	Litter abatement	Inmate, community service, civilian program management for litter pickup, floatables and vegetation control and removal in the public rights of way	94%	6%	856,873
Asset Management	Parking Meter Maintenance	Installation, repair and maintenance of signs (striping and repair)	82%	18%	648,806
Asset Management	Electronic Security	Electronic security measures throughout the City	71%	29%	545,302
Asset Management	Janitorial Services	Manage janitorial services for City facilities	88%	12%	541,838
Asset Management	City Facility Access Control Management	Provide equipment and employee identification badges for access to city facilities	65%	35%	318,151
Asset Management	Parking Compliance	Issue citations for non compliance	5%	95%	291,233
Asset Management	Real Estate Management	Manage city real estate, including leasing, buying and selling real estate as needed.	53%	47%	251,103
Asset Management	Fleet Vehicle Licensing	Manage vehicle licensing registration for Police and Fire vehicles. Also provide replacement plates for all vehicles if lost	20%	80%	235,637
Asset Management	One Technology Center Security Management	One Technology Center building and parking garage physical and electronic security	42%	58%	142,070
Asset Management	On Street Parking	Manage the app and on-street parking meters; manage citations.	0%	100%	132,904
Asset Management	Information Security	Manage information security, securing data - both paper and electronic. Provides checks and balances for Information Technology security.	0%	100%	127,554
Asset Management	Public Fuel Sales	Sell Compressed Natural Gas, unleaded, diesel and electric charging services to the public and other governmental entities	92%	8%	112,235
Asset Management	Warranty and Salvage Program	Obtain reimbursement for warrantable parts and utilize salvage parts in lieu of purchasing new parts	10%	90%	85,738
Asset Management	Investigations	Internal and external	39%	61%	84,758
Asset Management	Motor Pool Services	Provide motor pool rental services for City employees	14%	86%	75,974
Asset Management	Homeless Encampment Mitigation	Clean Tulsa from homeless debris	62%	38%	53,876
Asset Management	City Hall Elevator Inspection and Maintenance	Elevator inspection maintenance and repairs to ensure proper operation and safety	86%	14%	50,870
Asset Management	Accident Collections	Collection insurance settlements for accidents involving City vehicles	14%	86%	50,482



## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Asset Management	City Facility Fire Alarm Inspection and Maintenance	Fire alarm inspection maintenance and repairs	79%	21%	34,702
Asset Management	City Facility Pest Control	Pest control preventative maintenance	48%	52%	34,364
Asset Management	Learning with a Wrench	Cooperative agreement with the City of Tulsa and Union Public Schools to provide on-site training, instructions, and mentorship with Union Students in a Maintenance Shop Environment	3%	97%	32,948
<b>Asset Management Total</b>			<b>71%</b>	<b>29%</b>	<b>\$ 32,843,089</b>
City Auditor	Audit Projects	The City Auditor's Office conducts audit projects based on approved annual audit plans. Audit projects include risk-based assurance projects, audit consulting projects, and investigative work from the City's Ethics Hotline.	9%	91%	1,206,810
<b>City Auditor Total</b>			<b>9%</b>	<b>91%</b>	<b>\$ 1,206,810</b>
City Council	City Council Meetings	Per the annual meeting schedule, the City Council holds public City Council meetings on Wednesdays at least two times a month. The Councilors attend committee meetings, task forces, regular meetings and special meetings as needed. The Council considers authority, board, and commission (ABC) appointments, budgetary actions, zoning applications, ordinances, resolutions, receives departmental, ABC, and other organizational updates, considers and approves items as required by the Charter and State law, and reviews the efficiency, economy, and effectiveness of administrative practices. The Council staff supports this process by providing advice, guidance, and management to the City Council as to their legislative responsibilities, ethical obligations and charter duties. This support also includes the development of agendas, reports, minutes, meeting materials, speaking points, presentations, facilitation of public hearings, recording, broadcasting, and uploading Council meetings, and other logistic support.	7%	93%	372,225
City Council	Constituent Services	The City Council responds to city inquiries received by phone, email, social media, webform, mail, and in-person contacts. The Council researches individual queries, obtains information from and collaborates with relevant departments, and tracks inquiry progress.	5%	95%	327,311

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
City Council	Legislation and Policy Development	The City Council may also initiate legislation and policy recommendations. This program requires researching and evaluating current city initiatives and practices, analyzing policy and best practices, and engaging relevant stakeholders and departments. This program may be carried out individually or through collaborative working groups. The research may result in drafting legislation (e.g. ordinances, resolutions) or other applicable proposals.	16%	84%	182,481
City Council	Legislative Communication	The City Council with Council staff support provides communication regarding City and legislative matters including marketing for City Council and district events (e.g. town halls), drafting and distributing newsletters, maintaining Council or Councilor social media accounts and websites, producing radio ads and original public education content (e.g. videos, graphics), drafting press releases, coordinating and participating in media interviews, and conducting press conferences.	7%	93%	107,489
City Council	Community Engagement	The City Council provides several means for two-way communication and proactive citizen engagement including hosting city-wide and district level in-person and virtual town halls, attending and/or organizing meetings to discuss issues impacting Tulsans and neighborhoods (e.g. neighborhood meetings and community forums), providing tours or other similar informational sessions, and hosting other online feedback forums.	10%	90%	75,968
City Council	Legislative Review of Administrative Proposals	Outside of City Council meetings, the Council reviews the Administrator's proposed legislation and other applicable policy proposals including a review of associated back-up materials and engaging with relevant departments.	11%	89%	66,220
City Council	Community Recognition	To raise awareness of community services and promote community well-being, City Councilors appear at community events and other ceremonial events such as ribbon cuttings. Councilors have community recognition programs and implement the Citizen Recognition policy to promote volunteerism, service, and economic development initiatives.	7%	93%	65,853
City Council	Authorities, Boards, Commissions, and Committee (ABCs) (Service and Support)	The Council Office provides direct administrative support to select boards, and broadcasts select ABC meetings. The City Councilors also serve as representatives on certain ABCs and City committees as needed.	6%	94%	65,626

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
City Council	Vision, Plan, and Oversight for City Budget and Priorities	The Mayor and City Council hold an annual budgetary retreat to establish operating budget priorities for the next fiscal year. Annually, the Council approves the operating and capital budget. The City Council tracks progress on retreat and budgetary priorities and provides implementation support as appropriate throughout the year. Members of the Council serve on the Small Budget Committee to receive updates and consistent communication on the financial health of the City. The Council also works with the administration to develop capital programs as needed.	8%	92%	51,360
City Council	Charter Review	The City Council reviews the charter and submits to the citizens amendments necessary to provide for representative, efficient, and economical administration of city government.	6%	94%	33,575
City Council	Representing Tulsa/City Council In Official Capacity	The City Council and Councilors represent the City of Tulsa by attending various events, meetings, speaking engagements, and conferences with other government leaders, businesses, non-profit partners, international visitors, and residents.	18%	82%	25,187
City Council	Open Records Processing	In compliance with the Oklahoma Open Records Act, receives and processes open records requests for City Council Records.	13%	87%	9,948
<b>City Council Total</b>			<b>9%</b>	<b>91%</b>	<b>\$ 1,383,243</b>
Communications	Marketing and Public Relations	Promote City programs, initiatives, and services through strategic communication planning utilizing all existing earned media tactics (social media, web, news/releases, news pitches, creative services including graphics, branding, visual aids, PSAs) and paid tactics when available, such as advertising, media buys and paid content.	4%	96%	257,201
Communications	Creative Services	Create and enforce brand standards and provide internal graphic design services, photography, and video services to all City Departments in order to shape a comprehensive, professional image of the City.	5%	95%	213,663
Communications	Public Information/Media Relations	Media Relations: Manages media relations for the City with all local and national media, including media inquiries, story pitches and news releases (reactive and proactive communications). Crisis communication: Provides timely crisis communication to the media, citizens, and other agencies. Manages the Joint Information Center during an Emergency Operations Center activation.	7%	93%	149,190
Communications	Employee Communication	Provide internal communication to employees of policies, training, benefits, internal programs, and initiatives or opportunities.	13%	87%	83,734

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Communications	Administration	Ongoing department administration, including, but not limited to payroll, budgeting, accounts payable, and office management.	0%	100%	14,454
<b>Communications Total</b>			<b>6%</b>	<b>94%</b>	<b>\$ 718,243</b>
Customer Care	Utility Customer Inquiries and Assistance	Receive and respond to calls, emails, and chat messages related to Utility services which includes Water, Sewer, Stormwater, EMSA and Refuse. Actions include establishing new accounts, turnoffs, transfers, and bill inquiries. Setting payment arrangements and restoring service. Handles general customer questions along with addressing customer complaints regarding billed services. First contact for disputes as they pertain to the Utility services.	2%	98%	812,083
Customer Care	Citizen Inquiry and Response	Receive citizen inquiries and concerns and coordinate follow-up	2%	98%	650,945
Customer Care	Call Taking - Spanish	Respond to citizen inquiries and requests for service in Spanish. These agents handle both Spanish speaking 311 callers and both Spanish and English Utilities Services callers.	3%	97%	434,298
Customer Care	Utility Field Work	Review and enter work orders as needed based on citizen requests as it pertains to Water, Sewer, Stormwater and Refuse services.	9%	91%	140,282
Customer Care	Citizen Complaint Tracking	Document citizen requests for service for departments and partner agencies, to answer citizen questions/concerns . Input CRM system for follow up and tracking responses in a timely manner.	10%	90%	116,398
Customer Care	Training & Development	Design, implement and administer the department's training and development programs to expand employee knowledge and skills to improve performance in their current roles and promote growth for future performance.	11%	89%	114,679
Customer Care	Payment Arrangements	Establish payment plan options as established by policy for Utility accounts.	11%	89%	110,288
Customer Care	EMSAcare (Emergency Medical Services Authority) Enrollment	Assist utility customers during the annual EMSAcare enrollment period; explaining the program and customer options.	14%	86%	86,433
Customer Care	Front Office/Customer Service	Provide customer service and administrative support for the Mayor's Office.	6%	94%	86,193
Customer Care	Utility Payment Processing	Help citizens process Utility payments by use of IVR, online, or through agent assist.	14%	86%	84,130
Customer Care	Translation Services	Provide Spanish translation services (written, by phone, in-person) for other City departments.	12%	88%	44,801
Customer Care	Call Dispatch	Route calls to correct department if unable to respond to request or inquiry.	27%	73%	41,600
Customer Care	Customer Service Training	Provide customer service training during the organization's New Hire Orientation and Progression programs.	29%	71%	40,942

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Customer Care	Outreach and Information	Attend events to provide information on city services, answer inquiries, and process service requests.	27%	73%	31,609
<b>Customer Care Total</b>			<b>6%</b>	<b>94%</b>	<b>\$ 2,794,682</b>
Development Services	Residential Building Inspections	Building, structure, including building, mechanical, electrical, and plumbing inspections for residential properties.	14%	86%	1,087,825
Development Services	Commercial Building Inspections	Building, structure, including building, mechanical, electrical, and plumbing inspections for commercial properties.	14%	86%	1,077,574
Development Services	Commercial Construction Permitting	Reviews, processes and issues building and site permitting for commercial construction projects.	6%	94%	1,053,888
Development Services	Zoning Review and Permitting	Zoning Reviews associated with Commercial development including zoning, landscaping and other zoning related items. Use determinations for properties	11%	89%	592,800
Development Services	Public Development Infrastructure Review and Permitting (IDP)	Review and Permit public infrastructure related to commercial and residential projects. Review includes plans, drainage reports, stormwater pollution prevention plans, easements and other related project items.	16%	84%	427,460
Development Services	Private Infrastructure Plan Review and Permitting (WSD and Earth Change)	Supports planned growth / development of private infrastructure related to major project realization, franchise utility permitting, commercial and residential sites, system development charge assessment, and permit fee determination.	15%	85%	412,984
Development Services	Residential Construction Permitting	Reviews, processes and issues building and site permitting for residential construction projects. Includes zoning and watershed reviews	16%	84%	410,251
Development Services	IDP Predevelopment Coordination	Provide prospective developers with pre-submittal information, including guidance on site design parameters regarding site infrastructure and/or offsite improvements.	15%	85%	400,621
Development Services	Water and Sewer Permits	Review and issuance of water and sewer taps and water meters and other related items	15%	85%	400,621
Development Services	Open Records Request	Receive, process, coordinate and provide documents associated with a variety of open record requests including fees	23%	77%	260,519
Development Services	Certificate of Occupancy and Certificate of Compliance	Review and Administer Certificate of Occupancies for Properties and Change of Use in properties. Also, certificate of occupancy processing for commercial construction.. Certificate of Compliance permits associated with OMMMA facilities (fire marshal review) and inspections.	28%	72%	223,140

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Development Services	Right of Way Permitting	Manages, coordinates, and issues permits for all work within the public right of way to keep the City operating in a safe and cohesive manner. * Office assistant is located in DS but reports to Streets and Stormwater. Applications come through DS but are permitted through Streets and Stormwater.*	87%	13%	68,739
Development Services	Fire Plan Review and Inspection	Review of construction plans including IDP plans, fire alarm and fire suppression and varying building code related plans. Asst. Fire Marshals are in my department but report to the Fire Department. They are involved in DS processes and review fire suppression and fire alarm plans which are permitted by DS staff.*	100%	0%	58,989
<b>Development Services Total</b>			<b>15%</b>	<b>85%</b>	<b>\$ 6,475,410</b>
Engineering Services	Project Planning and Coordination Services	Provide CIP development planning services for infrastructure and City assets. Supports Environmental investigations and Economic Development ventures (TAEO).	81%	19%	4,916,379
Engineering Services	Engineering and Architectural Services Design Services and Support	Provide engineering-architectural services for water, sewer, transportation, stormwater, parks, public safety, and special (city facilities and vertical construction) projects. Services provided for all capital projects for all departments.	16%	84%	4,394,717
Engineering Services	Construction Project Management and Observation	Provide in house construction management and inspections for water, sewer, transportation, stormwater, and special (vertical construction) projects.	12%	88%	3,609,774
Engineering Services	Geographic Information Systems Application Development and Maintenance	Develop, assimilate, and maintain data for our Geographic Information Systems (GIS) applications for internal and public use and mapping and graphic design support.	12%	88%	1,234,339
Engineering Services	Capital Project and Infrastructure Land Services	Conducts services necessary to acquire parcels via fee-simple, easements, dedications, donations, eminent domain, exchanges, rights-of-entry, etc. Work includes appraisals, title work, negotiations, closings, and filing of documents.	11%	89%	909,930
Engineering Services	City Surveying	City Surveyor and his section provides land surveying services for city facilities and departments, maintains field monuments records, and develops / verifies Legal descriptions for easements, rights-of-way, dedications, etc.	20%	80%	767,827
Engineering Services	OKIE Locate - Line Location Services	Location of underground utilities	27%	73%	755,442
Engineering Services	Construction Contract Administration	Public bids capital projects in compliance with the Competitive Bidding statutes. Advertise, conducts pre-bids, opens bids, coordinates with legal Department to award and contract with lowest, responsible bidder.	42%	58%	618,905



## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Engineering Services	Utility Coordination - Capital Projects	Coordinates capital project public improvements with existing and proposed utilities.	11%	89%	568,683
Engineering Services	Utility Coordination - ROW / Easement Encroachments and Construction Agreements	Facilitates city review and recommendations to City Council of requests to encroach / modify rights-of-way, easements, and/or city controlled lands for public and private uses.	10%	90%	450,711
Engineering Services	Construction Project Management and Observation IDP	Provide in house construction management and inspections for water, sewer, transportation, and stormwater projects that are privately financed public projects	14%	86%	413,098
Engineering Services	Engineering Services - Central Services	Administrative support for records / archival of project files, as-recorded construction plans, reproduction of construction documents for plan room, reproduction services for all divisions of ES. Central Services also provides ES Human Resources and ES Finance.	23%	77%	271,252
Engineering Services	Engineering Design and Construction Standards and Specifications Development	Develop, manage, and periodic update engineering design standards and specifications for construction.	10%	90%	201,454
<b>Engineering Services Total</b>			<b>33%</b>	<b>67%</b>	<b>\$ 19,112,511</b>
Finance	Grants Management	Administration, oversight, monitoring, compliance and reporting for Federal Grants including HUD grants. Administrative support to other departments managing federal and non-federal grants.	85%	15%	6,003,955
Finance	Enterprise System Management (ESM)	Manage the City's ERP cloud systems; maintain configuration and user access control, coordinate upgrade testing and implementation, facilitate user support. Consult with user groups to align departmental processes with system functionality.	68%	32%	2,288,626
Finance	Utility Account Billing	On a monthly basis, billing citizens signed up for services for Water and Sewer services based on variable usage and set charges. Also, billing for Refuse, Stormwater, and EMSA for Monthly flat Charges	53%	47%	1,952,309
Finance	Financial Reporting	Compile and provide information which is used in preparing annual audited financial reports and quarterly/monthly unaudited financial reports.	10%	90%	1,868,893
Finance	Inventory Management	Maintain and administer materials and supply inventory for all Departments. Assist departments with vehicle placing vehicles in-service.	28%	72%	1,258,499
Finance	Operating Budget Development, Monitoring and Analysis	Develop, monitor, and analyze the annual operating budget. Ensure compliance with the City Ordinances, Charter and Municipal Budget Act. Analyze and forecast annual revenues. Includes position control.	4%	96%	1,236,274
Finance	Utility Receipts	Processing Payments, Returned Payments, and requests for reduction in billing balances for Utility Services programs.	70%	30%	1,100,656



## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Finance	Accounts Payable /P-Card	Processing and paying invoices. Manage vendor relationships. P-card program. The Account Maintenance group insures that each property in the City of Tusa and some surrounding areas is setup in the Utility billing system correctly, and insures that customers are connected and disconnected to their accounts timely.	2%	98%	1,089,922
Finance	Utility Account Maintenance	Manage the competitive bid process for purchases made by departments throughout the City. Includes specifications, managing the competitive process, and issuing POs and contracts. Process and issue payroll checks/direct deposit for active and retired employees.	24%	76%	1,024,340
Finance	Procurement	The collections group monitors and reviews active accounts with unpaid balances, requests suspended services until balances are paid, and reviewing outstanding balances from citizens along with working with Outside collection agencies on outstanding balances.	3%	97%	956,982
Finance	Payroll	All debt management including debt and bond management, debt issuance, creation of a debt schedule, payments and compliance. Administration of banking services, the City investment portfolio, and cash handling/cash management operations and policy citywide, revenue balancing, and assistance with bank reconciliation process.	2%	98%	952,666
Finance	Utility Collections	Receiving and processing of payments made to the City through multiple receiving systems, payment research, and preparation of daily deposits and balancing reports. Oversight, maintenance, audit, review, research and collection of Accounts Receivable, General Billing, and Municipal Court delinquent and returned payments.	40%	60%	927,137
Finance	Financial Services	Partner with Mayor's Office and Department leaders to identify efficiencies in processes and improve outcomes of existing programs and services.	62%	38%	900,206
Finance	Revenue Processing and Collections	The resolution group will handle customer complaints, disputes, and requests for explanations on Utility Bills.	58%	42%	837,803
Finance	Utility Customer Resolution	Administer , monitor and enforce license and tax ordinances. Analyze sales tax, franchise fees and lodging tax reports and receipts for the purpose of identifying anomalies and audit opportunities. Canvass and report on sales tax collections for the purpose of certifying TIF collections, issuing licenses and administering retail incentive agreements	27%	73%	678,337
Finance	Tax & Fee Analysis and Administration	Partner with Mayor's Office and Department leaders to identify efficiencies in processes and improve outcomes of existing programs and services.	40%	60%	516,391
Finance	Performance Improvement and Efficiency		4%	96%	380,470

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Finance	Retail Incentive Policy	Maintain the funding, financial investigation, payment and reporting of all retail incentive agreements engaged in by the City of Tulsa.	97%	3%	355,058
Finance	Regulatory Reporting	Prepare and file reports required by various regulatory agencies.	18%	82%	264,552
Finance	Business Licensing	Administrative duties related to issuance and oversight of City-mandated business licensing	9%	91%	249,159
Finance	Accounts Receivable	Process invoices and payments on general billing, improvement districts, and tourism districts.	5%	95%	225,759
Finance	Surplus	Document and collect surplus items from City Departments and running auctions to generate the highest residual value.	29%	71%	222,913
Finance	Capital Improvement Plan Development, Monitoring and Analysis	Work with administration on annual development and monitoring of 5-year CIP plan and 10-year inventory including providing sales tax projections, accounting/finance analysis and support.	5%	95%	191,524
Finance	Special Assessment Administration	Administering and collecting special assessments. This includes the process to establish assessable amounts, billing and collecting, certifying to County.	33%	67%	133,887
Finance	Records Management	Ensuring the proper custody, execution, processing, maintenance, retention and destruction of official City Records, both paper and digital redundancies, to meet operational and legal requirements. Ensures the security and confidentiality of all sensitive and privileged information and documentation maintained by the City Clerk's Office	10%	90%	119,193
Finance	Legislative Support	Coordination of the processing and approval of principle city records, including Ordinances, Resolutions, Contracts, Easements, Deeds, Executive Orders and various other records. Coordination, management, maintenance and processing of legal filings against the City, election processes, appeals, conflicts of interest, discrimination and ethics complains, open meeting notices and other regulatory processes designated to the Clerk's Office. Support to all departments , elected officials and citizens	12%	88%	112,706
Finance	Open Government	Maintains and ensures proper posting of open meeting notices, fulfills open records requests and addresses citizen questions concerning the City government.	15%	85%	59,950

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Finance	Tulsa Public Facilities Authority (TPFA)	TPFA acts as a financial arm for the City of Tulsa and other related external entities. They support the funding of many of the City's most prominent bond packages. They also maintain lessee/lessor relationship with the City for several of City facilities through direct property ownership or leasing from the City. For properties leased from the City, TPFA maintains management agreements.	16%	84%	41,768
Finance	Ethics Advisory Committee (EAC)	The Ethics Advisory Committee provides ethical guidance for the employees and elected officials of the City of Tulsa. Develops, maintains and distributes the Dead on Arrival (DOA) rotation schedule, as required by Ordinance, to connect willing funeral homes and government public safety teams when someone passes away within the City of Tulsa.	49%	51%	14,132
Finance	Dead on Arrival Schedule	Develops, maintains and distributes the Dead on Arrival (DOA) rotation schedule, as required by Ordinance, to connect willing funeral homes and government public safety teams when someone passes away within the City of Tulsa.	80%	20%	8,134
<b>Finance Total</b>			<b>45%</b>	<b>55%</b>	<b>\$ 25,972,202</b>
Fire	Emergency Medical Service (Response)	Advanced and basic life support first response services medical alarm response fire emergency medical and motor vehicle collision response Suppress and extinguish fires to protect lives and to prevent the destruction of property On scene incident management	9%	91%	50,276,335
Fire	Fire and Emergency Response	Fire and Emergency Response	8%	92%	20,486,514
Fire	Fire Command Staff	Fire Chief, Deputy Chief Officers, Administrative Chief, and Public Information Officer responsible for overall department administration and command functions	10%	90%	2,686,910
Fire	Code Enforcement	Fire and life safety inspections to ensure the compliance with adopted safety codes and regulations	11%	89%	1,397,299
Fire	Fire Investigation	Fire origin and cause determination and case preparation for prosecution as required	11%	89%	1,195,472
Fire	Fire and Emergency Training (Branch)	Provide Initial and ongoing fire suppression and emergency response education to TFD members	15%	85%	1,005,008
Fire	Emergency Medical Services (Branch)	Ensure the quality delivery of healthcare, provide logistical support for EMS, conducted provider continuing education, liaison with EMS transport and physician oversight	12%	88%	781,773
Fire	Physical Resources and Supply	Support fire department equipment and station operations through the management of durable and consumable assets	15%	85%	614,083
Fire	Office and Administration	Non-sworn personnel staffing reception, administration, payroll, and accounting functions	2%	98%	518,729
Fire	Public Fire and Life Safety Education	Provide school and community based fire and life safety education, manage smoke alarm program, work with juvenile fire setter program, and coordinate special event requests	12%	88%	420,653

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Fire	Plans Review	Review commercial construction plans for proper fire safety features in collaboration with City of Tulsa Engineering	12%	88%	270,851
Fire	Health and Safety (Branch)	Oversee the firefighter injury reporting, coordinate with workers compensation, and complete vehicle accident reporting	43%	57%	250,271
Fire	Physical Fitness Staff	Assess the fitness of the department's members, test incumbent candidates, provide annual testing per policy, and provide SCBA Face Piece testing	16%	84%	177,478
Fire	Hazardous Materials Coordination and Response	Provide emergency response beyond basic HazMat mitigation and provide for ongoing education for assigned personnel	26%	74%	173,512
Fire	Technical Rescue Coordinator	Provide continuing education and technical assistance for specialized rescue operators. Manage the OKTF-1 USAR Task Force	6%	94%	145,840
Fire	TCC Fire Training Contract	Service agreement for fire service training course in partnership with Tulsa Community College at Fire training center.	0%	100%	142,604
Fire	Communications Officer	Provide 911 Center Liaison, maintain the department's radio communication system, and Computer Aided Dispatch	11%	89%	138,570
Fire	Information Technology Support	Fire department dedicated Information Technology support for HQ, station, and apparatus technology systems	11%	89%	124,032
Fire	Recruiting Officer	Actively seeks to attract exceptional candidates for the Tulsa Fire Department, coordinates the testing processes, and works with City of Tulsa HR on all aspects of hiring and testing	14%	86%	121,015
Fire	Quartermaster	Provide duty uniforms and equipment for fire personnel and supports the fire suppression gear cleaning and maintenance	39%	61%	105,813
<b>Fire Total</b>			<b>9%</b>	<b>91%</b>	<b>\$ 81,032,762</b>
Human Resources	Employee Benefits Administration	Administration and management of employee benefits such as health dental vision retirement employee assistance programs	99%	1%	22,729,817
Human Resources	Workers Comp Administration	Analyze review and disburse workers compensation funds	91%	9%	5,371,334
Human Resources	Occupational Health	Provide injury care, preemployment health and drug screens, drug testing in compliance with federal guidelines, and require pension physicals and routine tests for sworn employees. Manage duty status, return to work for all city of Tulsa employees.	50%	50%	809,114

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Human Resources	Safety Program Management	Establish and maintain city-wide occupational safety programs; develop and provide safety and health related training, investigate and review collisions, research, prepare and update safety policies, provide consultative services to various departments to eliminate work place hazards, coordinate and perform facility and process audits, participate in injury investigations and safety meetings, heavy equipment training/assessments/promotional testing.	16%	84%	565,098
Human Resources	Hiring & Applicant Tracking System	Post vacant positions Review and evaluate applications	4%	96%	448,961
Human Resources	Employment Testing and Sworn Promotions	Coordinate and administer entry level written and physical exams for sworn police and fire and works with vendors to complete promotional exam process per the guidelines in police and fire contracts.	67%	33%	410,722
Human Resources	Employee Performance Evaluation Coordination and Support	Track and document the performance of employees throughout the employment relationship	1%	99%	394,169
Human Resources	Retirement / Pension Administration	Administer defined benefit and defined contribution plans for non sworn city of Tulsa employees including in coordination with designated boards and trusts.. Process retiree payroll, meet and counsel potential retirees.	13%	87%	353,930
Human Resources	Employee Grievance Investigations and Response	Formally respond to Equal Employment Opportunity Claims grievances and assist with litigation cases relating to employment	2%	98%	207,637
Human Resources	Labor Relations Negotiations	Serve as city employment representative on subject matter expert in union relation issues and negotiate bargaining unit contracts	2%	98%	193,547
Human Resources	Human Resources Information Systems Admin and Support	Process employee transactions new hire promotions change in pay changes in status separation entries etc and provide payroll support	1%	99%	192,888
Human Resources	Employee Relations Conflict Resolution	Provide consultation and coaching to improve employee performance and provide strategies with employment disputes	2%	98%	192,765
Human Resources	Pre and Post Employment Screening	Conduct background checks drug testing physicals driver s license history checks and finalize post offer employment process	7%	93%	170,791
Human Resources	Employee Development Training	Develop communicate and train all employees on various topics	38%	62%	144,041
Human Resources	Administration of the Merit System/Civil Service	Management of the Merit system per the city charter to include section 100 PPM, civil service commission (appeal hearings and other grievances) and other charter duties.	5%	95%	112,290

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Human Resources	Commercial Driver License Program Administration	Provide customized curriculum and conduct all levels of Commercial Drivers License training, coordinate with Department of Public Safety on testing dates, develop and manage class schedules, assessments and testing. Coordinate all equipment needs for classes and monitor equipment maintenance and repairs. Track and record class participants and testing results.	25%	75%	105,645
Human Resources	Confidential Personnel and Medical Records Maintenance	Maintain separate confidential personnel records and ensure statutory guidelines	4%	96%	94,599
Human Resources	Federal Law Compliance	Manage risk through compliance with state and federal laws	4%	96%	89,199
Human Resources	Employment Policy and Procedure Administration	Review research and maintain accurate employment policies	3%	97%	69,221
Human Resources	Classification and Compensation Management	Monitor and maintain city classification review reclassification requests temporary duty assignments new position requests and management of compensation structure	3%	97%	68,490
Human Resources	Administration of Progressive Discipline Policy	Coordinate all disciplinary hearings to ensure consistency.	4%	96%	61,053
Human Resources	Risk Management / Property Insurance	Establish and maintain city-wide property and liability insurance program; Secure insurance broker services, select and purchase property, liability, governmental crime, equipment breakdown, art collection, aviation, public officials insurance and other coverage as needed. Tour and inspect city facilities, file claims of loss with provider(s) and secure payment of claims; review and approve contract insurance requirements and proof of insurance requests.	4%	96%	58,477
Human Resources	Family Leave and Medical Act (FMLA) Leave Coordination and Compliance	Administer FMLA policies per federal law and train managers and employees on FMLA.	5%	95%	54,643
Human Resources	New Employee On Boarding and Orientation	Provide resources for new employees and provide comprehensive introduction to city	8%	92%	33,809
Human Resources	Driving Record Monitoring	Maintain and monitor City of Tulsa driving records	11%	89%	21,985
Human Resources	Unemployment Claims Response and Hearings	Respond to separated employee s unemployment claims and attend hearings and appeals	14%	86%	17,745
Human Resources	Employee Spirit Committee	Employee morale committee.	80%	20%	12,482
Human Resources	Employee Off Boarding and Exit Interviews	Conduct meetings with separating employees to identify and analyze reasons for turnover overall trends and to mitigate future risks	100%	0%	2,269
<b>Human Resources Total</b>			<b>86%</b>	<b>14%</b>	<b>\$ 32,986,721</b>
Information Technology	Hardware and Software Deployment Services	Provides IT project management, resource planning, strategic deployment planning, system and application deployment services including testing, deployment, and documentation of applications and systems	36%	64%	4,023,215



## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Information Technology	Radio Services	Provides installation, maintenance and support of all City emergency warning systems, vehicular electronic equipment and radio communications services.	62%	38%	2,846,140
Information Technology	Network Services	Provides maintenance and support of all City network and voice communication services. Provides support services including solution center, application support, computer deployment and minor application configuration	68%	32%	2,743,998
Information Technology	Hardware and Software Support Services	Provides security services including authentication, authorization, perimeter control, intrusion prevention, email validation, remote access, security system management, monitoring and incident response	12%	88%	2,701,808
Information Technology	Security Monitoring & Planning Services	Provides security services including authentication, authorization, perimeter control, intrusion prevention, email validation, remote access, security system management, monitoring and incident response	42%	58%	2,269,198
Information Technology	Software Systems Management	Software Subscriptions, Maintenance and Support	92%	8%	2,257,779
Information Technology	Platform Services	Provides maintenance and support of all City servers, virtual environments, databases, database infrastructure, storage and datacenters. Provides development services including application development, web development, and application integration services	57%	43%	1,693,162
Information Technology	Software Development Services	Provides development services including application development, web development, and application integration services	2%	98%	1,446,653
Information Technology	Architecture Services	Architecture Services provides future-focused application, data, system and security architecture services. Coordinates vendor pilots, research and development projects, and provides direction to all City departments ensuring a consistent architecture across applications and systems. Administration Services coordinates audit compliance, technology budgeting and procurement, technology asset management, contract review and management, governance, policies and procedures administration, forecasting, and City-wide office services including print services, mail, supplies and records management.	7%	93%	366,659
Information Technology	Administration Services	Administration Services coordinates audit compliance, technology budgeting and procurement, technology asset management, contract review and management, governance, policies and procedures administration, forecasting, and City-wide office services including print services, mail, supplies and records management.	23%	77%	292,034
Information Technology	Data Center Services	Data Center Services provided by IT for other departments user. This includes cloud, servers, storage, and all networking equipment and maintenance.	0%	100%	203,151
<b>Information Technology Total</b>			<b>46%</b>	<b>54%</b>	<b>\$ 20,843,796</b>
Legal	Legal Advice to City Officials and Departments on municipal legal issues.	Research and provide elected officials, departments, authorities, boards and commissions with legal advice on municipal legal issues.	16%	84%	1,244,684
Legal	Litigation	Pursue and defend lawsuits for the city and employees in state and federal courts.	17%	83%	721,009
Legal	Prosecution of Municipal Ordinance Violations	Prosecute misdemeanors, and traffic and parking code violations in municipal courts	2%	98%	543,205
Legal	Contract Preparation and Review	Draft, negotiate and or analyze and approve all city contracts, grants, licenses and other documents	2%	98%	458,192



## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Legal	Open Records Compliance Review	Advise departments on Open Records Act and review documents for compliance before production; process requests for department records	2%	98%	253,585
Legal	Ordinance, Executive Orders and Policy Draft and Review	Assist elected officials and departments in drafting, revising and interpreting new ordinances, executive orders and policies	2%	98%	175,938
Legal	Tort Claims	Analyze tort claims and oversee department investigations of claims, recommend resolutions, negotiate settlements and process payments.	4%	96%	117,349
Legal	Legal Training and Development of Personnel	Obtain mandated continuing legal education for attorneys and paralegals to maintain licenses and certifications	25%	75%	100,299
Legal	Land Use	Advise departments regarding land use planning management, zoning and related issues; review and analysis of deeds, plats and other documents.	3%	97%	96,263
Legal	Training Development - Tulsa Police Department	Conduct in-service training on legal issues for police department personnel.	2%	98%	81,262
Legal	Audit Responses	Assess liability risks to City and some authorities and trusts and prepare audit responses to outside auditors for use in bond ratings.	2%	98%	54,986
Legal	Legal Review for Insurance and Bond Compliance	Review insurance and bond certificates for compliance with contract or ordinance requirements.	4%	96%	45,891
Legal	Elections	Advise on conduction of City elections, timing deadlines, liaison with election board and draft ballot language	3%	97%	38,008
Legal	Land Acquisition Assistance	Drafting or reviewing contracts and deeds for negotiated purchases	2%	98%	29,348
Legal	Ordinance Recodification	Execute recodification of City ordinances and ensure they are updated and published to be enforceable.	9%	91%	13,362
Legal	Law Library Maintenance	Maintaining law library and updating with supplements and Westlaw online research service	3%	97%	4,197
<b>Legal Total</b>			<b>10%</b>	<b>90%</b>	<b>\$ 3,977,576</b>
Mayors Office	Department Leadership and Oversight	Strategic priorities for entire City	4%	96%	578,658
Mayors Office	Data Management and Reporting	Gather and analyze information to monitor performance	4%	96%	508,549
Mayors Office	CARES and ARPA Management and Support	Gather and manage federal funding programs.	5%	95%	424,130
Mayors Office	Resilience and Equity Strategy	Monitor and implement strategy	6%	94%	344,983
Mayors Office	Authorities, Boards, Commissions Management and Support	Manage agendas and member support for Authorities, Boards, Commissions	22%	78%	98,883
<b>Mayors Office Total</b>			<b>6%</b>	<b>94%</b>	<b>\$ 1,955,203</b>
Municipal Court	Courtroom Dockets	Courtroom proceedings for various dockets.	15%	85%	904,749
Municipal Court	Cost Administration	Extension of payment terms and/or referrals to Rule 8 Hearing for judge review based on citizens ability to pay.	0%	100%	238,335
Municipal Court	Bonds Processing	Process bonds to ensure compliance with city/state ordinances, statutes, and guidelines.	1%	99%	227,144
Municipal Court	Citizen Experience	Provides immediate response to in-person, phone calls, and emailed citizen inquiries.	0%	100%	216,991

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Municipal Court	Public Defender	Provides case defense for defendant in court.	0%	100%	178,689
Municipal Court	Records Management	Ensuring the proper custody, execution, processing, maintenance, retention and destruction of official City Records, both paper and digital redundancies, to meet operational and legal requirements. Ensures the security and confidentiality of all sensitive and privileged information and documentation maintained by the City Clerk's Office	0%	100%	172,576
Municipal Court	Probation Services	Court offers alternative sentences to fines or jail. Managing citation in place of arrest for defendants who have failed to report.	0%	100%	155,346
Municipal Court	Warrant Processing	Processes the release of city inmates ensuring compliance with city/state ordinances, statutes, and guidelines.	0%	100%	150,690
Municipal Court	Inmate Release Processing	Processes for and holding quarterly jury trials.	0%	100%	143,589
Municipal Court	Jury Trials	Preparing for and holding quarterly jury trials.	25%	75%	94,112
Municipal Court	Innovation, Technology, and Program Enhancements	Efforts to make the citizen experience effortless, friendly, and meeting the quality indicators.	67%	33%	86,370
Municipal Court	Mediation Sponsorship	Contribute to Tulsa County for early settlement mediation program.	97%	3%	49,039
Municipal Court	Training and Education	Staff continuing education and development	43%	57%	44,490
Municipal Court	Expungements	Process to seal court cases from public record.	0%	100%	43,507
Municipal Court	Open Records	Provides response to open records requests and agency inquiries.	0%	100%	36,166
Municipal Court	Appeals	Court record compiled and indexed for review by appellate courts. Municipal cases are appealed to circuit court	0%	100%	31,728
Municipal Court	Collections	Monitor debts, negotiate payment agreements, identify uncollectible accounts.	0%	100%	7,852
<b>Municipal Court Total</b>			<b>10%</b>	<b>90%</b>	<b>\$ 2,781,374</b>
Park and Recreation	Zoo	Management of Tulsa Zoo by Tulsa Zoo Management, Inc.	100%	0%	6,361,395
Park and Recreation	Golf	Mohawk Golf Course & Page Belcher Golf Course	100%	0%	2,729,194
Park and Recreation	Green Space Maintenance	Horticulture, forestry, mowing contracts, trash pickup and graffiti removal for open green spaces.	46%	54%	2,165,232
Park and Recreation	Park Buildings Maintenance	Maintenance of all park buildings, including community centers, nature center, maintenance shops and bathrooms.	37%	63%	1,657,707
Park and Recreation	Sports Complexes	Sports complexes and rentals including Hilti, Savage, Smith and Patrick. Does not include Mohawk Sports Complex.	56%	44%	979,389
Park and Recreation	Park Amenities Maintenance	Maintenance of playgrounds, sports courts, shelters, etc.	85%	15%	954,070
Park and Recreation	Mohawk Sports Complex	Operations and rentals for Mohawk Sports Complex, a 17 field complex with tournament capacity.	62%	38%	748,076
Park and Recreation	Aquatics Facilities Maintenance	Maintenance of pools, water playgrounds which includes cleaning and chemicals.	67%	33%	611,142

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Park and Recreation	Facility Long-term Lease Agreements	Long term lease agreements for facility leases. Includes McClure, Henthorne, Owen, Garden Center, Greenwood Cultural Center and Ben Hill.	50%	50%	591,196
Park and Recreation	Day Camps	Summer, winter and spring break day camps for children and youth.	18%	82%	415,819
Park and Recreation	Special Events	Provide holiday or other community events	26%	74%	380,105
Park and Recreation	Aquatics Programming	Pool operations, including swim lessons.	24%	76%	379,745
Park and Recreation	Youth Fitness and Sports	Sports leagues and classes for children and youth.	28%	72%	375,311
Park and Recreation	Nature programming	provide programming and events at Nature centers or other locations	12%	88%	358,596
Park and Recreation	Adult Fitness and Sports	Sport leagues and classes for adults.	19%	81%	277,003
Park and Recreation	Youth Education and Social Programs	Education and social programming for children and youth, including nature programs, tutoring, and social clubs.	13%	87%	276,984
Park and Recreation	Drop-In Programs	Drop-in programming and memberships, which includes the weight rooms.	13%	87%	276,159
Park and Recreation	Specialized Enrichment	WaterWorks Art Center operations, which holds art classes and workshops for ages 16+, and an open studio time.	16%	84%	276,075
Park and Recreation	Recreation Center Rentals	Rentals of recreation centers for private events. Does not include Central Center Rentals.	13%	87%	253,132
Park and Recreation	Adult & Senior Education and Social Programs	Non-art education and social programming for adults, including square dancing, Lacy Jammers, and card groups.	13%	87%	252,132
Park and Recreation	Outdoor per-usage rentals	Open space, shelters, mobile stage and other amenities, sports fields rented per usage	38%	62%	225,578
Park and Recreation	Park Shelter and Open Space Rentals	Rentals of park shelters and open spaces for private events.	43%	57%	221,904
Park and Recreation	Park Equipment/Amenity Rentals	Rentals of park equipment, including stages, bleachers, tents, concession trailer, etc.	40%	60%	217,601
Park and Recreation	Central Center Rentals	Operations and rentals for Central Center, a higher capacity venue for events such as weddings or luncheons.	30%	70%	88,337
<b>Park and Recreation Total</b>			<b>67%</b>	<b>33%</b>	<b>\$ 21,071,884</b>
Police	Calls for service	Responding to dispatched calls for service to include property crimes, violent crimes, gang investigations, narcotic investigations, warrant surrender and report writing.	7%	93%	27,215,092
Police	Ad hoc reports	Specialized data requests from inside and outside of the department	7%	93%	9,767,683
Police	Training_Recruit	Initial training and education of new employees (i.e., Officers in Training).	8%	92%	9,239,325
Police	Violent Crimes Investigations	Investigate violent crimes, including homicides, sex crimes, crimes against children, non-fatal gang shootings and other gun crimes.	8%	92%	4,977,905
Police	Preventative Patrol	Attempt to eliminate opportunity for misconduct through police presence in areas of expected crime	7%	93%	4,873,574

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Police	Traffic Ordinance Enforcement and Crash Investigations	Investigate traffic crashes and enforce municipal ordinances and state statutes for on and off highway violations	7%	93%	4,486,027
Police	Continuing Education	Completion of statutory and departmental continuing education requirements.	19%	81%	3,471,376
Police	911 Communications Emergency Dispatch	Dispatch all public safety emergency calls for service.	24%	76%	3,084,667
Police	Staffing Management	Staffing for minimum manning levels	6%	94%	2,415,873
Police	Felony Property Crimes Investigations	Robbery, fraud, burglary, and auto theft investigations	8%	92%	2,410,249
Police	Municipal Jail	Administration and Coordination of jail operations for municipal jail	87%	13%	2,407,777
Police	911 Communications Call Taking	Answer all public safety emergency calls for service.	28%	72%	2,271,813
Police	911 Communications Non Emergency Calls	Answer and dispatch all public safety non emergency related calls for service.	28%	72%	2,271,813
Police	Community Problem Solving	Use a multi agency approach to community problem solving by partnering with the community government and non government agencies	6%	94%	2,131,411
Police	Narcotics Investigations	Investigate Narcotics; identify drug trafficking sales and manufacturing	9%	91%	1,899,593
Police	Court Hearings	Attending court hearings for cases	6%	94%	1,870,682
Police	Evidence and Property Management	Manage processing and storage of evidence and property turned in by sworn personnel	9%	91%	1,784,256
Police	Special Operations Team (SOT)	A specialized team utilized in emergency situations beyond standard patrol s capabilities to reach a peaceful resolution	65%	35%	1,778,227
Police	Warrant Service	Actively search for wanted individuals	8%	92%	1,735,161
Police	Crime Gun Investigations	Investigate Firearms Crimes in relation to NIBIN and CGIC Initiatives.	10%	90%	1,581,145
Police	Explosive Detection Canine Unit	Officers with bomb dogs assigned to the airport to handle matter of aircraft and transportation safety.	70%	30%	1,349,515
Police	Community Engagement Unit	Proactive engagement with the community to build trust in law enforcement, provide bicycle patrols in highly visible areas, and facilitate police activities league.	7%	93%	1,289,500
Police	Complete assigned reports from dispatch	TR0-complete assigned reports from dispatch/Tritech	8%	92%	1,287,739
Police	Special Events	Provide holiday or other community events	42%	58%	1,208,638
Police	Gang Enforcement Investigations	Identify and monitor gang members and their activities and crimes; Investigate criminal gang activities	11%	89%	1,117,900
Police	K9 Unit	Officers paired with trained police dogs for patrol purposes	69%	31%	1,090,559
Police	Biology Section	Perform biological testing on evidence.	22%	78%	863,871
Police	Low Level Property Crimes Investigations	White collar general theft, and property damage investigation	7%	93%	850,530
Police	311 reports	Follow up on 311 reports	7%	93%	846,236
Police	Internal Affairs	Internal unit assigned to investigate standard operating procedure violations	6%	94%	820,420

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Police	Background Investigations	Pre-employment investigations of sworn and non-sworn Police Department personnel	46%	54%	818,910
Police	Public Safety Analysis	To serve the citizens of Tulsa by providing accurate, impartial, and objective analysis of data to support the public, law enforcement, and judicial communities.	6%	94%	813,282
Police	Air Support Unit	Helicopter, maintenance, fuel, facilities and training for the pilots Ensuring the proper custody, execution, processing, maintenance, retention and destruction of official City Records, both paper and digital redundancies, to meet operational and legal requirements. Ensures the security and confidentiality of all sensitive and privileged information and documentation maintained by the City Clerk's Office	70%	30%	762,748
Police	Records Management	Conduct examinations of cell phones, computers, and other electronic devices.	8%	92%	709,718
Police	Digital Evidence Examinations	Respond to mental health crises through the Community Response Team. A first responder collaboration project between the Mental Health Association Oklahoma, Tulsa Police Department (TPD), Tulsa Fire Department (TFD), Family & Children's Services (F&CS) and Community Outreach Psychiatric Emergency Services (COPEs).	7%	93%	653,043
Police	Mental Health Unit	Traffic Enforcement and public safety	70%	30%	648,411
Police	Motorcycle Unit	A specialized unit to respond to disasters, major incidents, and support other units with their operations.	69%	31%	596,886
Police	Incident Management Team	Repository for all department related reports and documents including citations.	12%	88%	567,478
Police	Document Repository	Process to seal court cases from public record.	12%	88%	567,478
Police	Expungements	Providing police documents including affidavits to law enforcement and the courts. This may include arrest packets and requested reports for law enforcement.	12%	88%	559,139
Police	Discovery	Investigate Human Trafficking Crimes	8%	92%	549,034
Police	Human Trafficking Vice	Team approach response to civil disorder crowd control major criminal events natural and man made disasters	71%	29%	520,050
Police	Special Response Team (SRT)	To serve the citizens of Tulsa by providing accurate, impartial, and objective testing of evidence to the law enforcement and judicial communities.	8%	92%	511,717
Police	Forensic Laboratory Administration	Perform latent print testing on evidence.	13%	87%	506,334
Police	Latent Print Section	Receive, process and investigate citizen and administrative complaints of officer misconduct	5%	95%	482,135
Police	Administrative Investigations	Follow up and/or assign mark for tow reports	7%	93%	460,490
Police	Mark for Tow (MFT) reports	Maintain Inventory of Department Property and Equipment	7%	93%	459,112
Police	Quartermaster Program				



## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Police	Training Compliance	Ensure initial and continuing education comply with state mandates.	24%	76%	445,281
Police	Walk In Reports	Assist citizens in filing criminal incident and crash reports that may be delayed or minor in nature	8%	92%	441,633
Police	CALEA Accreditation	Coordinates and documents compliance with accreditation standards.	7%	93%	435,421
Police	Chemistry Section	Perform chemistry testing on evidence.	29%	71%	427,651
Police	Victim Advocacy	Assist victims of violent crime by providing information, assisting with cases, and connecting them with community resources.	10%	90%	419,554
Police	Timekeeping administration	Administrators of PD and Civilian timekeeping systems, application of CBA policies, user updates, calendar updates, PD leave accruals, etc.	10%	90%	415,749
Police	Open Record Requests	Provides government documents to the general public based on the Open Records Law.	11%	89%	385,310
Police	Community Intervention Center for Juvenile Services	Centralized intake and assessment and service referral system for juveniles arrested by LE officers and for whom detention is unavailable or inappropriate. Contracted Service.	100%	0%	380,000
Police	Public Information	Providing information to media outlets, Social Media outlets and to the public at large.	8%	92%	372,168
Police	Digital Image Management	Manage system for the collection, storage, and dissemination of evidentiary photos and recorded interviews	8%	92%	368,024
Police	Grants	The searching, applying, maintaining, and documenting grants for the police department	6%	94%	358,775
Police	Firearm Section	Perform firearm testing on evidence.	21%	79%	357,649
Police	Recruitment	Recruitment of police officers and 9-1-1 dispatchers.	45%	55%	357,255
Police	Missing Persons Investigations	Investigates missing persons	7%	93%	335,089
Police	Internet Crimes Against Children	Investigative and support services in the area of crimes against special victims	7%	93%	313,793
Police	Traffic Safety Education	A newly created position/unit to lead traffic enforcement initiatives, coordinate with patrol traffic units, public relations, and traffic technology/equipment. Analyze public safety traffic issues to coordinate patrol traffic units and educate public.	68%	32%	311,783
Police	Police Computer Hardware and Software Systems	Purchase of desktop computers, computer peripherals, software and licensing fees for any computer software or web-based services.	6%	94%	302,954
Police	Employee Evaluation (Sworn officers)	The documentation, creation, and approval of mid year and year end evaluations for sworn employees.	6%	94%	279,112
Police	Offender Registration	Registration and monitoring of new and existing registered offenders	7%	93%	272,569
Police	Public Inebriate Center	Operation of an alternative program offering a holding facility and services for intoxicated individuals who qualify for the program.	93%	7%	270,676

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Police	Radio Communications - Check For Wanted	Provides law enforcement in the field with warrant, drivers license and NCIC checks.	59%	41%	270,202
Police	Warrant Surrender	The arrest of individuals that are turning themselves in for outstanding warrants	8%	92%	263,328
Police	911 Technology	Management and support of E911 technology, including planning, implementing, upgrading and supporting telecommunication technology for Enhanced 911, NextGen 911, ESNI net, text to 911, multi-media and evolving technology for 911 Telecommunicators.	16%	84%	258,517
Police	Police E-citations	Program provides the hardware, materials, software and subscription costs for the electronic citation program for the police department.	7%	93%	224,941
Police	Tactical Medic Unit	Attached to the Special Operations Team. In addition to the team, they are responsible for maintaining training and certifications, and supporting the rest of the department with projects and supplies.	65%	35%	223,367
Police	Record Depository	Maintains all police records that include crime reports and associated supplemental reports.	12%	88%	223,010
Police	Northeast Oklahoma Regional NIBIN Site	Enter firearm related evidence into NIBIN.	25%	75%	220,586
Police	Citizen Ride Along	Part Team unit of officers that respond to assist with underwater search, rescue and recovery operations.	7%	93%	217,226
Police	Dive team	Ongoing department administration, including, but not limited to payroll, budgeting, accounts payable, and office management.	66%	34%	204,103
Police	Administration	Ongoing department administration, including, but not limited to payroll, budgeting, accounts payable, and office management.	5%	95%	201,555
Police	First Responder Support Services	Behavioral health and support services for the Police Department. Contracted Service.	100%	0%	199,278
Police	Police In-Car and Body Camera Internal Department Access	Storing and providing access to In-Car and Body Worn Camera videos to members of the police department for training and investigation purposes.	7%	93%	183,283
Police	Police In-Car and Body Camera Public Access	Providing copies of Police In-Car and Body Camera Videos to Attorneys, Law Enforcement Agencies and Citizens in response to subpoenas, Open Records Requests, and other appropriate requests.	7%	93%	182,503
Police	Departmental Awards	Process and provide awards for departmental personnel	6%	94%	182,105
Police	Reserve Officer Program	Certified officers and reserve trained officers who volunteer their time to augment the department in logistic technical and patrol functions	65%	35%	158,379
Police	Sexual Assault Evidence Backlog Processing	Processing of old rape kits for collection of DNA to further investigations.	7%	93%	158,071
Police	Family Safety Center	Coordinates community response to domestic and sexual violence through a collaborative partnership between the City of Tulsa as lead agency and multiple community service providers to include the Family Safety Center. Contracted Service.	100%	0%	155,000



## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Police	Bomb Squad	Certified and specially trained experts that respond to bomb and explosive calls for service. Requires extensive training and specialized equipment.	63%	37%	135,788
Police	P-card processing	P-card processing and administration	6%	94%	125,582
Police	Honor Guard Program	Perform ceremonial events that require the United States flag as well as funerals and services	6%	94%	117,968
Police	Vehicle Identification Number (VIN) Examination	Identify and recover stolen vehicles, and provide citizens with an Oklahoma Assigned Number (OAN) letter so they may register their vehicle after its VIN has been altered.	5%	95%	112,819
Police	Community Engagement and Citizen Training	Community outreach and education programs including Volunteers in Policing, Explorers, Citizens Police Academy, Internship Program, which all educate citizens and provide hands on training in police operations.	45%	55%	110,678
Police	Forensic Nursing Administration	Manages Sexual Assault Nurse Examiners and Domestic Violence Examiners	5%	95%	109,667
Police	911 Call Taker Academy	911 Training Academy for new call takers.	21%	79%	108,587
Police	Questioned Documents Section	Perform questioned document testing on evidence.	45%	55%	97,712
Police	National Incident Based Reporting System	Complies with NIBRS standards on crime reporting	13%	87%	88,366
Police	Police Cell Phone and MIFI Program	Provide and maintain Cell Phone and Mifi Devices to facilitate mobile communication for police employees	7%	93%	88,038
Police	Defensive Tactics Instructor	Instruction of defensive tactics and other related topics during recruit and continuing education.	6%	94%	87,244
Police	Crisis Negotiations	Facilitation of peaceful resolutions to crisis situations	60%	40%	87,231
Police	911 Certification and Re-Training	Certification training and re-training for 911 supervisors and telecommunicators.	21%	79%	84,227
Police	Chaplain Services	Secarian pastoral and counseling services to individuals and families who are involved in a personal crisis at which Police and Fire personnel are present. Contracted Service.	100%	0%	61,143
Police	Travel administration	Travel processing in Munis for department	8%	92%	56,946
Police	Neighborhood Watch	Agreement with Crime Prevention Network to provide Alert Neighbors/Tulsa Crime Stoppers	100%	0%	55,000
Police	Facility Maintenance	Duties and responsibilities related to the maintenance, repair, and upkeep of facilities, buildings, and grounds.	5%	95%	49,697
Police	Pawn Detail	Enter and review pawn data for the identification of stolen property for the purpose of returning to owners and furthering investigations.	0%	100%	41,537
Police	911 Fast Track Training	Progression training for employees to train on all 8 functions through a fast track program.	21%	79%	41,232
Police	911 COPES Behavioral Health Services at the Tulsa 911 Communications Center	Family & Children's Services COPES embedded behavioral health clinicians working with Tulsa Police and 911 Dispatch to provide needed services to the community.	20%	80%	37,627

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Police	Advertising and Recruiting for 911	Advertising career opportunities through traditional and non-traditional media, social media, and public forums.	20%	80%	36,759
Police	911 Public Education	Provide public education of emergent and non-emergent situations and when to call 911 through social media, public television broadcasts, 911 tours and presentations.	21%	79%	34,685
Police	911 Bilingual Call Takers	Training and recruiting for up to 9 Spanish speaking call takers.	15%	85%	24,836
Police	Retirement services	Retirement processing, guidance, documentation and collaboration with sworn insurance and pension board	10%	90%	20,154
Police	911 On Boarding Program	911's On-boarding team contacts the new 911 Telecommunicator before their start date and assigns a mentor to guide the new employee through City policies and procedures and the culture of 911.	22%	78%	16,456
Police	Law Enforcement Driver Training (LEDT)	This training program is specially designed for patrol and pursuit driving that is specialized for Police Officers	6%	94%	4,509
<b>Police Total</b>			<b>16%</b>	<b>84%</b>	<b>\$ 125,935,756</b>
Streets and Stormwater	Residential Refuse & Recycling Services	Collect, haul and dispose of refuse, recycling and yard waste at appropriate locations. Oversee all operations and billing of accounts. Monitor issues and resolve or cite.	95%	5%	17,552,118
Streets and Stormwater	Mowing and Sweeping	Mowing right of way and sweeping City streets	92%	8%	3,354,439
Streets and Stormwater	Stormwater Vegetation Maintenance	Vegetation maintenance of all stormwater facilities and assets.	71%	29%	3,122,837
Streets and Stormwater	Underground Storm Sewer Repairs	Conducts structural repairs on the underground storm sewer system including catch basins, vaults, manholes, pipes, outfalls and inlets.	70%	30%	2,707,687
Streets and Stormwater	Earthen Channel/Creek Maintenance	Stormwater Creek and earthen channel operations and maintenance including inspection and structural repair.	65%	35%	2,623,501
Streets and Stormwater	Mulch Site Operations	accept green waste from residential and commercials customers, charge as appropriate. Convert waste to mulch, give away mulch and haul to Land Reclamation Site for daily cover as requested. Set aside large logs for firewood for pickup	72%	28%	1,811,545
Streets and Stormwater	Bulky Waste Collection	Collect residential bulky waste items for recycling and disposal	59%	41%	1,806,436
Streets and Stormwater	Detention Pond and Lined Channel Maintenance	Stormwater Lined channel and detention pond operations and maintenance including inspections and structural repairs.	58%	42%	1,761,296
Streets and Stormwater	Snow and Ice Removal	Removal of snow and ice from City of Tulsa streets	58%	42%	1,738,084
Streets and Stormwater	Pot Hole Repairs	Repair potholes on all paved roads	39%	61%	1,716,354
Streets and Stormwater	Traffic Signal Maintenance	General planned maintenance of traffic signal equipment.	53%	47%	1,689,593

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Streets and Stormwater	Stormwater Support Services	Provide customer service and support services for the Stormwater Maintenance Division.	40%	60%	1,659,185
Streets and Stormwater	Stormwater Quality and Compliance	EPA/ODEQ (Oklahoma Department of Environmental Quality) Stormwater Discharge Permit #OKS000201 Compliance including monitoring, inspections, investigations, enforcement, public and employee education and outreach, reporting and coordination with regulatory agencies.	46%	54%	1,601,490
Streets and Stormwater	Highway Lighting Operations and Maintenance	Perform necessary maintenance to the highway lighting system citywide. using city personnel..	68%	32%	1,582,285
Streets and Stormwater	Underground Storm Sewer Cleaning Operations	Overseeing work of contractors performing highway lighting maintenance and repair citywide. Operations and maintenance of Tulsa's underground storm sewer system including pipes, catch basins, inlets, outfalls and manholes.	44%	56%	1,522,578
Streets and Stormwater	Street Light Operations and Maintenance	Authorize PSO to install and remove street lights. Report maintenance needs to PSO. Pay electric bill.	97%	3%	1,452,997
Streets and Stormwater	Curb repair	Arterial and non arterial curb repair	54%	46%	1,247,254
Streets and Stormwater	Underground Storm Sewer Investigations and Inspections	Conducts investigations and inspections of the underground storm sewer system, including reporting, coordination with other work groups and sections.	43%	57%	1,143,471
Streets and Stormwater	Intergovernmental services	Perform intergovernmental operations, such as refuse & recycling collections, bulky waste collections at City facilities, paper shredding and recycling, battery boxes, electronics, tires, etc. Bill Internal accounts if appropriate.	66%	34%	1,119,384
Streets and Stormwater	Asphalt and Concrete Repairs	Permanent Repairs	73%	27%	1,086,999
Streets and Stormwater	Commercial Refuse & Recycling Services	Monitor commercial account activity and bill hauling fee accordingly. Inspect for compliance and violations.	51%	49%	1,015,344
Streets and Stormwater	Illegal Dumping Operations	Notify, investigate, pick up, and possibly prosecute illegal dumping inside the City of Tulsa corporate limits,	70%	30%	880,517
Streets and Stormwater	Household Pollutant Collection Facility (HPCF)	Oversees and manages all operations and duties for the HPCF including permit compliance, waste management, advertising and staffing.	70%	30%	852,391
Streets and Stormwater	Pavement Marking - Contractor	Oversee pavement marking installations with use of contractors	95%	5%	732,891
Streets and Stormwater	Utility ROW Management	Monitors work and utilities within the right-of-way (ROW)	19%	81%	707,211
Streets and Stormwater	Paving Cuts	Contractor Repairs	27%	73%	694,304
Streets and Stormwater	Land Reclamation Site Operations	Oversees the operations and maintenance of the City of Tulsa's 392 acre Land Reclamation Site	69%	31%	666,852
Streets and Stormwater	Crack Sealing Maintenance	Perform crack sealing on all paved roads	36%	64%	640,167

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Streets and Stormwater	Emergency Response	Respond to adverse weather events, oversee operations, labor, equipment and expenditure transactions. Prepare reports as required.	96%	4%	603,941
Streets and Stormwater	Emergency Response - Nonwinter Event	Citywide emergency response for non snow and ice events such as debris removal or flood response.	56%	44%	599,157
Streets and Stormwater	Street Maintenance Support Services	Provide services for internal and external customers	21%	79%	519,632
Streets and Stormwater	WIN Dumpster Services	Deliver pick up and empty dumpsters throughout Tulsa for neighborhood cleanups	83%	17%	501,346
Streets and Stormwater	Geographic Information System (GIS) / Mapping Services	Provides GIS support functions for the stormwater operations and maintenance division.	80%	20%	488,443
Streets and Stormwater	Traffic Signal Trouble Calls	Responding to emergency and non-emergency trouble calls.	23%	77%	483,052
Streets and Stormwater	Dead Animal Pickup	Pickup deceased animals and dispose of appropriately.	82%	18%	479,452
Streets and Stormwater	Intelligent Transportation System (ITS) and Traffic Management Center (MC)	Operations and Maintenance of the City's Intelligent Transportation System and Traffic Management Center - ITSTMC	26%	74%	449,928
Streets and Stormwater	School Safety	Administer the school safety/crossing program. Hire and train school crossing guards. Assign guards to school crossings and supervise them.	22%	78%	447,442
Streets and Stormwater	Traffic Sign Installation and Maintenance	Installation of MUTCD compliant traffic signs citywide.	29%	71%	426,075
Streets and Stormwater	Pavement Marking - In-house	Install paint and thermoplastic pavement markings citywide with city crews.	24%	76%	420,291
Streets and Stormwater	Sign Fabrication	Fabrication of traffic signs in the Traffic Operations sign shop.	42%	58%	332,474
Streets and Stormwater	Traffic Engineering Inspections	Performing engineering inspections for all traffic operations related projects.	30%	70%	331,730
Streets and Stormwater	Traffic Studies and Special Projects	Conduct speed, volume, traffic signal and stop sign warrant studies as need.	38%	62%	245,503
Streets and Stormwater	Traffic Signal Detection Operation and Maintenance	Conduct/review traffic impact studies. Investigate all types of traffic issues including parking, school traffic, traffic congestion, etc.	38%	62%	245,503
Streets and Stormwater	Traffic Signal Detection Operation and Maintenance	Repair, replacement and adjustment of traffic signal detection systems including video, inductive loop and radar based systems.	42%	58%	241,805
Streets and Stormwater	School Zone Flasher Operation and Maintenance	Conduct routine equipment maintenance, programming and verification of school zones.	47%	53%	203,081
Streets and Stormwater	Locates	Locating traffic assets in the field as part of the state one call system - Call Okie	55%	45%	169,151
Streets and Stormwater	Engineering Plan Review	Reviewing and commenting on construction plans from Engineering Services, ODOT and Development Services.	58%	42%	161,767
Streets and Stormwater	General Fund Right-of-Way Maintenance	Cemetery Maintenance	91%	9%	146,800

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Streets and Stormwater	Traffic Signal Timing	Develop and implement signal timing plans for coordinated corridors. Work with consultants on development and implementation of coordinated timing plans plans. Develop and implement signal timing for isolated traffic signals. Conduct routine timing adjustments. Make timing adjustments for construction zones.	72%	28%	129,339
Streets and Stormwater	Guardrail Repair	Analysis, maintenance and repair of guardrail citywide.	73%	27%	127,832
Streets and Stormwater	Traffic Signal - Emergency Vehicle and Transit Signal Priority Operation and Maintenance	Operate and maintain traffic signal - emergency vehicle and transit signal priority system.	75%	25%	123,169
Streets and Stormwater	HAL - High Accident Location Committee	HAL is a multi-disciplinary team that analyzes the top crash locations in the city and develops viable safety improvements.	76%	24%	122,233
Streets and Stormwater	Graffiti Removal	Removes graffiti in the public right of way Responding to inquiries from attorneys and insurance adjusters involving vehicle crashes. Responding to tort claims made against the City involving the Traffic Operations Division. Providing court testimony and depositions. Representing the City at settlement conferences.	98%	2%	120,613
Streets and Stormwater	Legal and Insurance Adjuster Claims-Inquiries		94%	6%	99,332
Streets and Stormwater	Customer Inquiries and Assistance	Provide customer service via phone email and in person	100%	0%	90,304
Streets and Stormwater	Sidewalk Repair	Repair damaged sidewalks within the right of way Maintains all roadside ditches with the city limits that are in the public right-of-way used to convey stormwater runoff.	97%	3%	89,718
Streets and Stormwater	Stormwater Roadside Ditching		6%	94%	73,179
<b>Streets and Stormwater Total</b>			<b>70%</b>	<b>30%</b>	<b>\$ 66,715,996</b>
Water and Sewer	Water Distribution System Maintenance and Repair	Operate and maintain water distribution system.	59%	41%	22,297,640
Water and Sewer	Wastewater Treatment	Treat sewage and discharge in accordance with State and Federal regulations.	62%	38%	21,948,182
Water and Sewer	Water Treatment	Clean and treat water to Federal and State regulations.	75%	25%	19,239,555
Water and Sewer	Payment in lieu of Taxes	Payment to General Fund in lieu of taxes, rates match those of other utilities to offset costs of right-of-way maintenance.	100%	0%	15,992,153
Water and Sewer	Wastewater Collections System Line Maintenance	Maintain, repair and inspect the collections sewer system to prevent Sanitary Sewer Overflows and property damage claims.	64%	36%	15,471,276
Water and Sewer	Source Water Management	Manage, maintain and protect City owned lakes and flowlines.	55%	45%	8,296,546
Water and Sewer	Water Meter Maintenance	Maintain and replace meters for accurate billing.	48%	52%	6,125,843
Water and Sewer	Water Quality Testing	Test and analyze water quality for the City at the three laboratories managed by the department.	48%	52%	4,376,013
Water and Sewer	Lift Stations Operations	Manage and maintain lift stations for wastewater and stormwater	47%	53%	2,780,753



## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Water and Sewer	Water Meter Reading and Support	Ensure accurate meter reads for billing and conduct field investigations.	26%	74%	2,647,388
Water and Sewer	Wastewater Quality Monitoring	Monitor and manage industrial pretreatment, fats/oils/grease, dental amalgam, medical marijuana, and sanitary sewer evaluation studies.	39%	61%	1,842,378
Water and Sewer	Biosolids Management	Dispose of treated biosolids in accordance with State and Federal regulations.	53%	47%	1,530,945
Water and Sewer	Water Meter Customer Services	Turn on and off meters for customer service.	26%	74%	1,361,872
Water and Sewer	Water Quality Monitoring	Monitor water quality and collect samples throughout the water distribution system to maintain safe drinking water and meet regulatory compliance.	36%	64%	1,226,378
Water and Sewer	Water Distribution Dispatch Center	Twenty-four hour call center and dispatch center for Water Distribution. After hours emergency call center for City.	25%	75%	1,201,729
Water and Sewer	Wastewater Dispatch Center	Twenty-four hour call center and dispatch center for Sewer Operations. After hours emergency call center for City.	35%	65%	687,966
Water and Sewer	Tulsa Metropolitan Utility Authority Asset Management	Asset and systems management for Water & Sewer Infrastructure.	0%	100%	497,525
Water and Sewer	Tulsa Metropolitan Utility Authority Support	Provide administrative support services to Tulsa Metropolitan Utility Authority.	32%	68%	487,883
Water and Sewer	Private Service Line Defect Abatement Program	Provide support to low income citizens to repair or replace private sewer lines.	71%	29%	180,202
Water and Sewer	Water Quality Public Education and Outreach	Education and public outreach efforts regarding water resources.	23%	77%	168,407
<b>Water and Sewer Total</b>	<b>Neighborhood Code Enforcement</b>	<b>Manage compliance concerns and issue citations where needed</b>	<b>64%</b>	<b>36%</b>	<b>\$ 128,360,635</b>
Working in Neighborhoods	Community Development Block Grant	Administer Funds to alleviate the causes and conditions of poverty including blighted structures and housing repair	60%	40%	1,110,153
Working in Neighborhoods	Animal Shelter Services	Housing care and maintenance of all impounded animals	50%	50%	954,102
Working in Neighborhoods	Veterinary Medical Services	Medical care provided to impounded animals	70%	30%	658,382
Working in Neighborhoods	Animal Control Call Response	Respond to aggressive loose abandoned and trapped animals	0%	100%	465,523
Working in Neighborhoods	Federal Housing Program	Provide administration and financial compliance and reporting for all HUD programs under the Housing & Redevelopment Division.	98%	2%	362,303
Working in Neighborhoods	Housing Rehab Loan Program	Support Housing Rehab Programs provided by approved organizations for health & safety repairs to current housing inventory.	98%	2%	362,303
Working in Neighborhoods	Dilapidated and Unsafe Building Enforcement	Ensure uninhabitable buildings are condemned demolished and removed	89%	11%	312,185
Working in Neighborhoods	Animal Code Enforcement and Investigations	Enforcement of animal ordinances	0%	100%	271,479
Working in Neighborhoods	Property Maintenance	Ensure compliance with property maintenance code under Title 55	28%	72%	225,540
Working in Neighborhoods	Citation Issuance and Prosecution Support	Issue citations and assist with prosecutions	0%	100%	177,702

## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Working in Neighborhoods	Animal Adoptions & Transfers	Evaluate animals for health and behavior for adoption and transferred suitability Vehicles without current registration or unable to move under their own power considered inoperable or abandoned	0%	100%	137,419
Working in Neighborhoods	Derelict Vehicle Code Enforcement	Inspect THA properties for HUD compliance Dogs and cats are vaccinated when impounded	0%	100%	128,587
Working in Neighborhoods	THA Inspections Vaccinations and Microchipping	Provide support for administrative hearings including scheduling, notification and preparation of case documentation	2%	98%	118,147
Working in Neighborhoods	Administrative Hearings Support for Nuisance Violations	Manage graffiti abatement program	0%	100%	115,684
Working in Neighborhoods	Graffiti Abatement	Euthanize terminally ill and aggressive sheltered animals	53%	47%	114,930
Working in Neighborhoods	Euthanasia	Reunite animals with owners	0%	100%	108,001
Working in Neighborhoods	Animal Reclamation	Monitor Multi-Family Housing Units annually to ensure the tenants have been notified of their rights to opt in if the water account holder has opted out of EMSA Cares, per City Ordinance.	0%	100%	98,151
Working in Neighborhoods	Emergency Medical Services Authority (EMSA) Cares	Create collaborative links between the city and its residences, promote community education and public/private partnerships to sustain neighborhoods and empower residence to improve their quality of life	2%	98%	83,812
Working in Neighborhoods	Neighborhood Services	Unsafe building investigations and complaint mitigations	26%	74%	73,681
Working in Neighborhoods	Unsafe Conditions or Buildings	collaborate with community partners to evaluate needs and identify housing resources	0%	100%	59,081
Working in Neighborhoods	Homeless Outreach	Evaluate and determine the clear site triangle to ensure safety/line of site from a stop sign	0%	100%	58,676
Working in Neighborhoods	Clear Site Triangle Violation Enforcement	Impound incoming animals	6%	94%	52,161
Working in Neighborhoods	Animal Impoundment	Permitting and Route approval for transporting oversized loads through the City Limits	0%	100%	49,604
Working in Neighborhoods	Oversized Loads	Provide holiday or other community events	0%	100%	42,242
Working in Neighborhoods	Special Events	Declare a blighted condition on any home	0%	100%	42,242
Working in Neighborhoods	Blight Elimination	Reaching out to surrounding areas through appropriate correspondence website site tours and social media	0%	100%	35,844
Working in Neighborhoods	Advertising and Marketing	Staff contact for Housing Partnership, Housing Trust Committee and Housing Specialist, sign off for financials to the finance department	30%	70%	33,985
Working in Neighborhoods	Affordable Housing	Provide inspections for enforcement and issuance of permits to meet standards for professional animal facilities and services	9%	91%	31,113
Working in Neighborhoods	Animal Control Inspection and Permitting	Place shelter animals into temporary foster homes for socialization until they reach age weight requirements or to recover from an illness	0%	100%	31,043
Working in Neighborhoods	Animal Foster Care	Support those in the community who are experiencing a serious and persistent mental illness	0%	100%	25,014
Working in Neighborhoods	Adult Mental Health Case Management		0%	100%	21,823



## Introduction to Program Based Budgeting - Concept Review

Department Owner	Program Name	Program Description	Non Personnel % of program cost	Personnel % of program cost	Program Cost (est.)
Working in Neighborhoods	Rental Housing Programs	Provides financial support and assistance to rehabilitate and maintain existing affordable rental housing stock; leverages other funding to support the construction of new rental housing units and/or the acquisition of land on which affordable housing can be developed; acquires existing market rate rental housing and converts it to affordable homes; provides fee waivers/offsets for new affordable rental housing; can provide rental assistance to get people into housing they can afford; assists non-profits in maintaining existing affordable rental housing. Manages long term rent restrictions imposed on affordable rental housing assisted with federal or local funding.	0%	100%	21,823
Working in Neighborhoods	Home Occupation Inspections and Compliance	Implement city code and site inspections	0%	100%	21,290
Working in Neighborhoods	Mobile Food Vending Vehicle Enforcement	Ensure that all mobile food vendors have their city license and state environmental permit to sell food from their vehicle	0%	100%	21,290
Working in Neighborhoods	Off Site Signage Enforcement	Removal of illegal signage posted in the city right of way and on private property without permission	0%	100%	21,290
Working in Neighborhoods	Public Right of Way Nuisance Enforcement	Stop the illegal sale of goods in the right of way	0%	100%	21,290
Working in Neighborhoods	Sign and Banners Enforcement	Ensure that all properties do not exceed the allotted square footage allowed by city ordinance for temporary signage	0%	100%	21,290
Working in Neighborhoods	Site Plan Review	Enforce zoning laws	0%	100%	21,290
Working in Neighborhoods	Animal Rescue Program	Protective custody program for animals	0%	100%	11,160
Working in Neighborhoods	Housing Assistance	Interview clients process applications manage cases to provide aid to low-moderate-income households	29%	71%	9,290
Working in Neighborhoods	Work Without Permits (check with Bran)	Ensure contractors builders plumbers and electricians have proper work permits	0%	100%	5,534
<b>Working in Neighborhoods Total</b>			<b>48%</b>	<b>52%</b>	<b>\$ 7,740,048</b>