

DEPARTMENTS

FY 15 16

SEC
4

SUBJECT:
WOODY GUTHRIE MUSEUM

CATEGORY:
ART & CULTURE

TYPE:
MUSEUM

FY 15 16



This section of the document contains a brief description of each department, mission statements, objectives, key performance indicators, a budget summary, an organization chart and a staffing summary.

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

FILM | ART & CULTURE | MUSIC

PUBLIC SAFETY AND PROTECTION

YOU ARE HERE

Municipal Court
Police
Fire
EMSA
Tulsa Area Emergency Management Agency

CULTURAL DEVELOPMENT AND RECREATION

Park and Recreation
Gilcrease Museum
Performing Arts Center
River Parks Authority
BOK and Convention Centers

SOCIAL AND ECONOMIC DEVELOPMENT

Mayor's Office of Economic Development
Working in Neighborhoods
Planning and 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
Mayor's Office of Human Rights
Legal
Human Resources
Workers' Compensation
Employee Insurance Administration
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 2016

Mission Statement

To provide justice to the public through fair, responsive and courteous services as defined by law.

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 five 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.

Goals

1. Enhance enforcement of Municipal Court judgments.



Objective 1.1: Increase percentage of adult offenders who successfully complete probation order within established period of time to 75%.

Objective 1.2: Increase percentage of juvenile offenders who successfully complete probation order within established period of time to 75%.

Objective 1.3: In conjunction with Tulsa Police, reduce active warrants by 10% by June 30, 2016.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of adult offenders who successfully complete probation order	70%	70%	73%	75%
1.2.1: % of juvenile offenders who successfully complete probation order	65%	70%	73%	75%
1.3.1: % reduction of outstanding active warrants	New Measure	10%	5%	10%

Budget Strategy Overview

Resources allocated to Municipal Court will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including public safety.

MUNICIPAL COURT

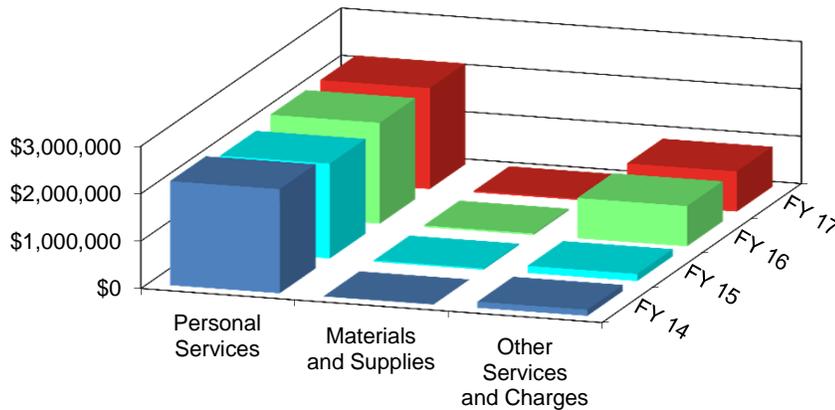
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 2,196	\$ 2,002	\$ 2,133	\$ 131	6.5%	\$ 2,135
Materials and Supplies	7	28	33	5	17.9%	28
Other Services and Charges	130	151	850	699	462.9%	849
Total Budget	\$ 2,333	\$ 2,181	\$ 3,016	\$ 835	38.3%	\$ 3,012

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund

2320 P.A. Law Enforcement Training Fund

2330 Juvenile Curfew Fines

TOTAL

	FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
	\$ 2,995	39.3%	\$ 2,992
	4	-42.9%	3
	17	-29.2%	17
TOTAL	\$ 3,016		\$ 3,012

Funded positions

41

41

41

FY 16 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. Funding status of Chief Public Defender from part-time to full-time
3. Office chair replacements (one-time)
4. Jail contract transferred from Police department
 - a. Existing appropriations transferred from Police department
 - b. Jail contract increase
5. Tulsa County Sheriff's Office serving of municipal warrants
6. Internal office and equipment management services
7. Training allocation reduction in PA Law Enforcement Training Fund

AMOUNT

\$ 79
52
5
685
606
79
30
(13)
(3)
\$ 835

FY 17 CHANGES FOR OPERATION

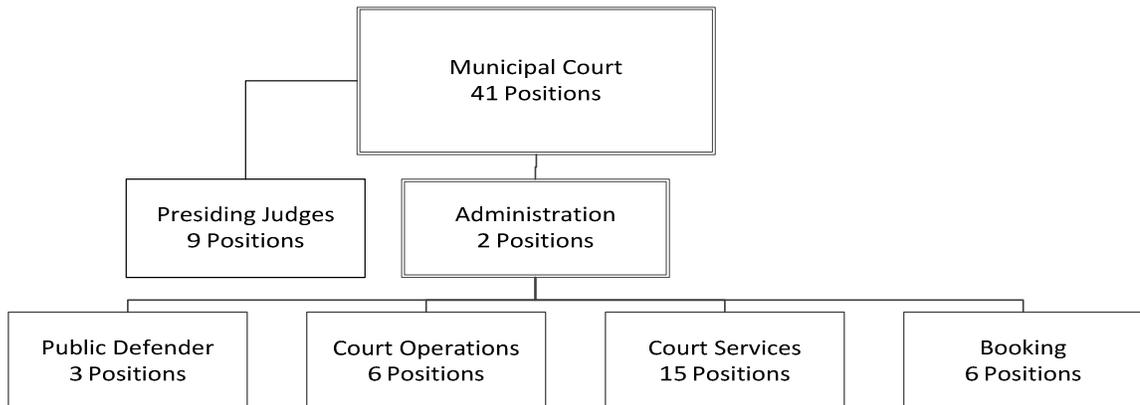
No major changes in operations expected in FY17.

MUNICIPAL COURT

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Administration						
Exempt/Professional	1	1	1	1.0	1.0	1.0
Office & Technical	1	1	1	1.0	1.0	1.0
Total Administration	<u>2</u>	<u>2</u>	<u>2</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
Court Operations						
Exempt/Professional	2	0	0	2.0	0.0	0.0
Office & Technical	14	6	6	14.0	6.0	6.0
Total Court Operations	<u>16</u>	<u>6</u>	<u>6</u>	<u>16.0</u>	<u>6.0</u>	<u>6.0</u>
Public Defender						
City Attorney	3	3	3	2.0	1.5	2.0
Total Public Defender	<u>3</u>	<u>3</u>	<u>3</u>	<u>2.0</u>	<u>1.5</u>	<u>2.0</u>
Court Services						
Administrative & Technical	2	2	3	2.0	2.0	3.0
Exempt/Professional	0	1	1	0.0	1.0	1.0
Office & Technical	12	12	11	12.0	12.0	11.0
Presiding Judge	9	9	9	3.0	3.0	3.0
Total Court Services	<u>23</u>	<u>24</u>	<u>24</u>	<u>17.0</u>	<u>18.0</u>	<u>18.0</u>
Booking						
Exempt/Professional	1	1	1	1.0	1.0	1.0
Office & Technical	1	5	5	1.0	5.0	5.0
Total Booking	<u>2</u>	<u>6</u>	<u>6</u>	<u>2.0</u>	<u>6.0</u>	<u>6.0</u>
TOTAL	<u>46</u>	<u>41</u>	<u>41</u>	<u>39.0</u>	<u>33.5</u>	<u>34.0</u>

• ORGANIZATION CHART •



Police

Department Budget Summary

FY 2016

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.

In March 2014, Police began managing 911 Public Safety Communications which provides E-911 call handling and dispatching functions for the City, County and nearby jurisdictions.

Goals

1. Enhance public safety by enforcing federal, state and local laws.



Objective 1.1: Reduce Part One crimes (homicide, burglary, rape, etc.) 3% over previous year.

Objective 1.2: Reduce number of fatality/high injury collisions 3% over previous year.

Objective 1.3: Reduce number of backlogged forensic cases 10% over previous year.

2. Decrease response time to priority one calls.



Objective 2.1: Increase Priority One calls responded to in three minutes or less by 5% over previous year.

3. Improve call response times and overall customer service



Objective 3.1: Achieve National Emergency Number Association (NENA) standard for answering 911 calls which states 90% of all 911 calls arriving at the Public Safety Answering Point (PSAP) shall be answered within 10 seconds and 95% of all 911 calls shall be answered within 20 seconds

Police

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % reduction in Part One crimes over previous year	0.10% decrease	5% decrease	5% decrease	5% decrease
1.1.2: # of Part I crimes reported	24,939	23,692		22,507
1.1.3: Part I Property crime rate per 1,000 population	New Measure	New Measure	New Measure	52.78
1.1.4: Part I Violent crime rate per 1,000 population	New Measure	New Measure	New Measure	9.05
1.2.1: % reduction in fatality/high injury collisions over previous year	15.4% decrease	3% decrease	0% decrease	3% decrease
1.2.2: # of sworn officers dedicated to traffic patrol	37	37	37	37
1.3.1: % reduction in number of backlogged forensic cases over previous year	9% decrease	10% decrease	37% decrease	10% decrease
1.3.2: # of backlogged forensic cases	New Measure	New Measure	New Measure	New Measure*
2.1.1: % increase of calls responded to in three minutes or less	13.54% decrease	5% increase	6% increase	5% increase
3.1.1: % of PSAP calls answered within 10 seconds	88%	90%	85%	90%
3.1.2: % of emergency calls answered within 20 seconds	92%	95%	89%	95%

*Metrics will be tracked for first time in FY 15-16. Once the Department has the metrics measured, they will be able to set targets for FY 16-17.

Budget Strategy Overview:

Resources allocated to Police will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including public safety.

POLICE

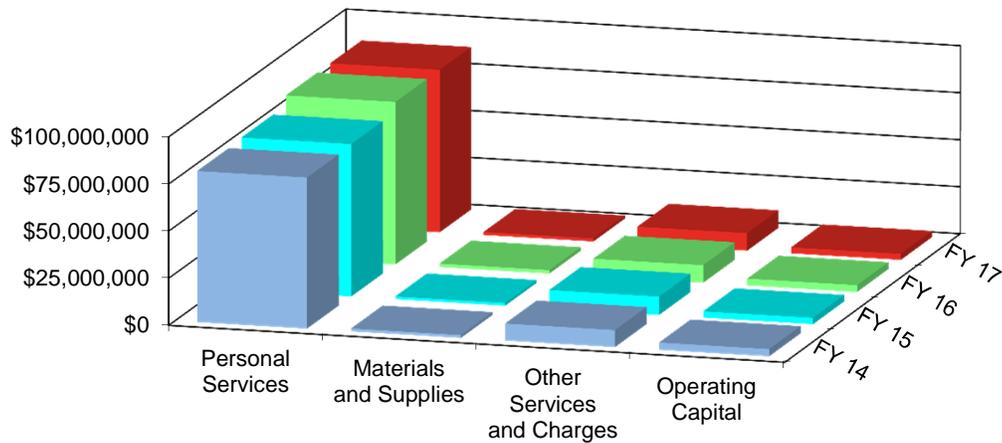
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14</u> <u>ACTUAL</u>	<u>FY 15</u> <u>ORIGINAL</u>	<u>FY 16</u> <u>BUDGET</u>	<u>Dollar</u> <u>Diff. From</u> <u>FY 15 Orig.</u>	<u>Percent</u> <u>Diff. From</u> <u>FY 15 Orig.</u>	<u>FY 17</u> <u>FINANCIAL</u> <u>PLAN</u>
Operating Budget						
Personal Services	\$ 80,188	\$ 80,984	\$ 86,341	\$ 5,357	6.6%	\$ 86,414
Materials and Supplies	1,494	1,452	1,842	390	26.9%	1,641
Other Services and Charges	9,026	9,732	9,343	(389)	-4.0%	9,306
Operating Capital	3,845	3,334	3,630	296	8.9%	3,199
Total Budget	\$ 94,553	\$ 95,502	\$ 101,156	\$ 5,654	5.9%	\$ 100,560

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET	<u>FY 16</u> <u>BUDGET</u>	<u>Percent</u> <u>Diff. From</u> <u>FY 15 Orig.</u>	<u>FY 17</u> <u>FINANCIAL</u> <u>PLAN</u>
1080 General Fund	\$ 94,736	6.6%	\$ 94,580
2320 P.A. Law Enforcement Training Fund	84	-30.0%	73
2420 E911 Fee Operating Fund	2,690	-14.7%	2,658
2910 Short-Term Capital Fund	3,571	7.9%	3,174
5761 Police Department Forfeiture Awards Fund	75	0.0%	75
TOTAL	\$ 101,156		\$ 100,560

Funded positions	971	977	977
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FY 16 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 3,971
2. Salaries and benefits for 19 Officers transitioning from COPS Grant in July	1,252
3. Academy, September 2015, 30 cadets	1,751
a. Salaries and benefits	1,524
b. Equipment and supplies	218
c. Services, rentals, certifications	9
4. Estimated Police Officer vacancies (27)	(1,717)
5. Civilianization - Phase I (6 positions)	327
6. Hazmat coveralls replacement (30) (one-time)	5
7. Gas mask replacement (450) (one-time)	150
8. Rifle barrel replacement (30) (one-time)	20

CHANGES FOR OPERATION (continued)	<u>AMOUNT</u>
9. Lighting for new patrol motorcycles (one-time) (8)	\$ 5
10. Eliminate uniform requirement at 911 Public Safety Communications	(8)
11. Jail contract transferred to Municipal Court department	(606)
12. Helicopter maintenance and repair	27
13. Contract increase to maintain academy grounds	10
14. Maintenance and support for Disaster Response Team (DART) software and equipment purchased with grants	11
15. Maintenance and support for Laboratory Information Management System software and equipment purchased with grants	32
16. Psychological, Chaplain and other miscellaneous services	7
17. Internal office and equipment management services	(140)
18. Crime prevention education and safety awareness services from Crime Prevention Network	15
19. Transfer of interpreter service cost to user departments	(36)
20. Community Intervention Center funding change (one-time)	16
21. Pawn and second-hand shop merchandise tracking software service	45
22. Reconfigure TriTech CAD system for backup 911 site (one-time)	10
23. TriTech CAD annual maintenance and support transferred from IT department	248
a. Existing appropriations moved from IT department	174
b. Fire Department licenses previously paid by EMSA	<u>74</u>
24. Training allocation reduction in PA Law Enforcement Training Fund	(36)
25. Capital additions/replacements:	
a. Marked police vehicles (93)	2,848
b. Light-duty trucks (4)	120
c. Motorcycles (5)	24
d. E-Citation devices (12)	24
e. K-9 animals (2)	14
f. Moving radar (2)	7
g. Handheld radar (2)	5
h. Bomb suit	25
i. Barcode scanners (2)	5
j. Gas chromatograph mass selective detector	100
k. 911 phone system (non-emergency)	33
l. Miscellaneous equipment	25
m. Video cameras for Police units (carried over from FY15)	350
n. E-Citation devices (carried over from FY15)	35
o. Marked police vehicle graphics and light bars (carried over from FY15)	15
p. Adjustment to eliminate previous year's capital	<u>(3,334)</u>
TOTAL OPERATING CHANGES	<u>\$ 5,654</u>

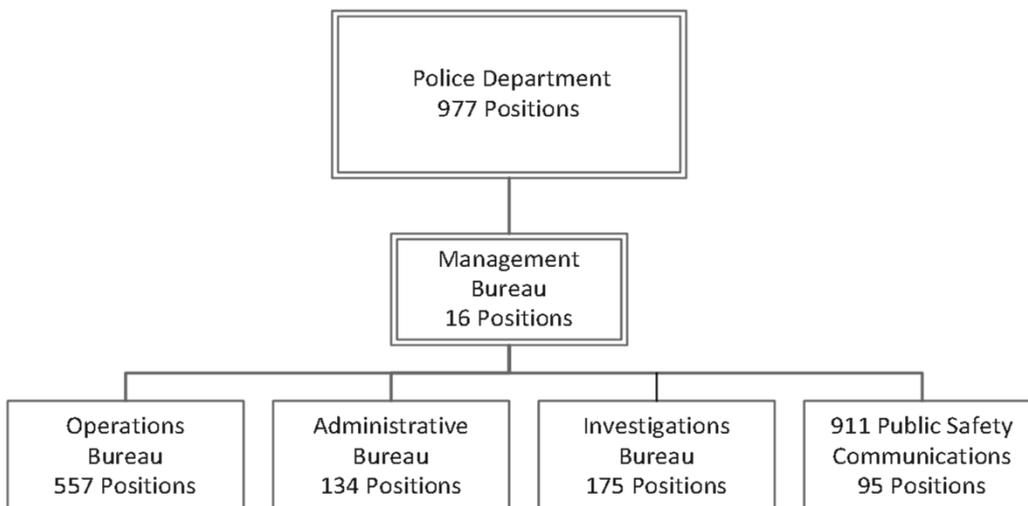
FY 17 CHANGES FOR OPERATION

Academy, July 2016, 28 cadets. Reductions for one-time purchases budgeted in FY16. Training allocation in the PA Law Enforcement Training Fund is also reduced.

POLICE
STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Administrative & Support Staff						
Administrative & Technical	21	10	15	21.0	10.0	15.0
Exempt/Professional	10	9	10	10.0	9.0	10.0
Office & Technical	61	49	49	61.0	49.0	49.0
Police Chief	1	1	1	1.0	1.0	1.0
Total Administrative & Support Staff	93	69	75	93.0	69.0	75.0
Laboratory Services						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Artistic & Creative	1	1	1	1.0	1.0	1.0
Scientific & Technical	20	21	21	20.0	21.0	21.0
Office & Technical	2	1	1	2.0	1.0	1.0
Total Laboratory Services	24	24	24	24.0	24.0	24.0
911 Public Safety Communications						
Administrative and Technical	4	4	3	4.0	4.0	3.0
Emergency Communications	92	90	90	92.0	90.0	90.0
Exempt/Professional	1	1	2	1.0	1.0	2.0
Total 911 Public Safety Communications	97	95	95	97.0	95.0	95.0
Total Civilian Positions	214	188	194	214.0	188.0	194.0
Sworn Police Officers						
Police Officer	583	583	583	583.0	583.0	583.0
Police Corporal	82	82	82	82.0	82.0	82.0
Police Sergeant	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
Total Sworn Police Officers	783	783	783	783.0	783.0	783.0
DEPARTMENT TOTAL	997	971	977	997	971	977

• ORGANIZATION CHART •



Fire

Department Budget Summary

FY 2016

Mission Statement

The Tulsa Fire department is dedicated to the protection of life, health, property and the environment by delivering quality life and fire safety services.

Overview of Services

It is Fire's goal to emphasize fire prevention and public education of a comprehensive community fire safety program as well as provide progressive emergency medical services. Because total success in preventing all fires is unrealistic, Fire remains unwavering in operations to minimize the impact of fires when they do occur. The Department is committed to reducing, as much as possible, the impact of environmental damage from hazardous material incidents, 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.
-

Goals

1. Continue to deliver the highest quality emergency services.



Objective 1.1: Safely respond to all emergency incidents in a timely manner.

Objective 1.2: Provide a healthy work environment.

2. Prevent fire, loss of life, and loss of property.



Objective 2.1: Inspect buildings regularly to ensure the structures remain compliant with City of Tulsa Fire Code.

Objective 2.2: Inspect building applications to ensure planned development complies with City of Tulsa Fire Code.

Objective 2.3: Engage in regular community outreach to educate citizens on fire safety.

Objective 2.4: Provide thorough investigation services to prosecutors, property owners, and property insurers.

Fire

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of arrival on scene within six minutes from receipt of call	86.4%	90%	90%	90%
1.1.2: Total # of incidents responded to	New Measure	New Measure	New Measure	New Measure*
1.1.3: # of fire fatalities as a result of accidental fires	New Measure	New Measure	New Measure	New Measure*
1.1.4: % of property value saved (value of building compared to the total damage)	New Measure	New Measure	New Measure	90%
1.2.1: % of reduction of firefighter injuries from previous year	32%	5%	5%	5%
2.1.1: # of building inspections completed	New Measure	New Measure	New Measure	New Measure*
2.2.1: % of fire protection system plan reviews completed within 10 business days of receipt	New Measure	New Measure	New Measure	90%
2.3.1: # of public education events	New Measure	New Measure	New Measure	New Measure*
2.3.2: # public safety education participants served	New Measure	New Measure	New Measure	New Measure*
2.3.4: # of free smoke alarms installed	New Measure	New Measure	New Measure	New Measure*
2.4.1: % of arson cases cleared by arrest	New Measure	New Measure	New Measure	10%

*Metrics will be tracked for first time in FY 15-16. Once the Department has the metrics measured, they will be able to set targets for FY 16-17.

Budget Strategy Overview

Resources allocated to Fire will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including public safety.

FIRE

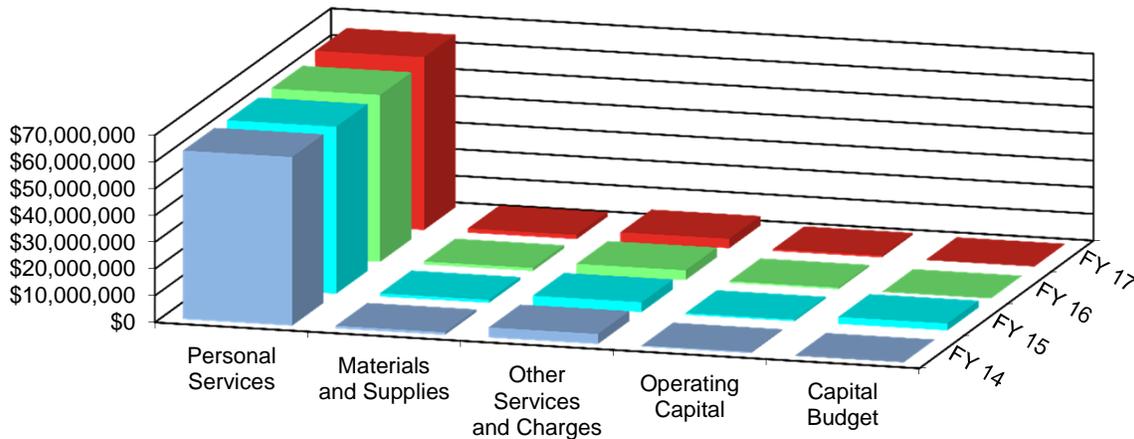
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14 ACTUAL</u>	<u>FY 15 ORIGINAL</u>	<u>FY 16 BUDGET</u>	<u>Dollar Diff. From FY 15 Orig.</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 63,088	\$ 62,536	\$ 64,435	\$ 1,899	3.0%	\$ 64,771
Materials and Supplies	989	1,153	1,615	462	40.1%	1,590
Other Services and Charges	3,767	3,686	3,633	(53)	-1.4%	3,558
Operating Capital	430	610	666	56	9.2%	665
Total Operating Budget	68,274	67,985	70,349	2,364	3.5%	70,584
Capital Budget	0	2,600	0	(2,600)	-100.0%	0
Total Budget	\$ 68,274	\$ 70,585	\$ 70,349	\$ (236)	-0.3%	\$ 70,584

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund
2910 Short-Term Capital Fund
7060 EMSA Enterprise Fund

TOTAL

<u>FY 16 BUDGET</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
\$ 69,388	3.3%	\$ 69,624
611	40.5%	610
350	0.0%	350
\$ 70,349		\$ 70,584

Funded positions

694

695

695

FY 16 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. Academy, July 2015, 30 cadets
 - a. Salaries and benefits
 - b. Equipment and supplies

<u>AMOUNT</u>
\$ 2,441
1,693
1,573
<u>120</u>

FY 16 CHANGES FOR OPERATION (Continued)	AMOUNT
3. Estimated Firefighter vacancies (37)	\$ (2,161)
4. Conversion to Quartermaster system from third-party provider for uniforms	46
a. Add Quartermaster Coordinator	46
b. Uniform and clothing supplies	300
c. Uniform and clothing contract	(300)
5. Computer replacements (8)	12
6. Hazmat suits (one-time) (5)	5
7. Propane for burn props at Training Academy	25
8. Resource allocation study (one-time)	75
9. Psychological services contract increase	2
10. Internal office, equipment management and wireless communications services	50
11. EMSA first responder supplies and equipment transfer from capital account	120
12. Capital additions/replacements	
a. Mobile CAD and data system	300
b. Breathing air compressor system	60
c. Mini-vans (2)	56
d. Workstations for Fire Marshal staff	40
e. Replace Station 12 kitchen cabinets	65
f. Bunker gear dryers (6)	48
g. Miscellaneous capital equipment	42
h. EMSA utility fee capital	55
i. Adjustment to eliminate previous year's capital	(610)
TOTAL OPERATING CHANGES	\$ 2,364
CAPITAL IMPROVEMENTS PROJECTS	
1. Adjustment to eliminate previous year's capital projects	(2,600)
TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES	(2,600)
TOTAL CHANGES	\$ (236)

FY 17 CHANGES FOR OPERATION

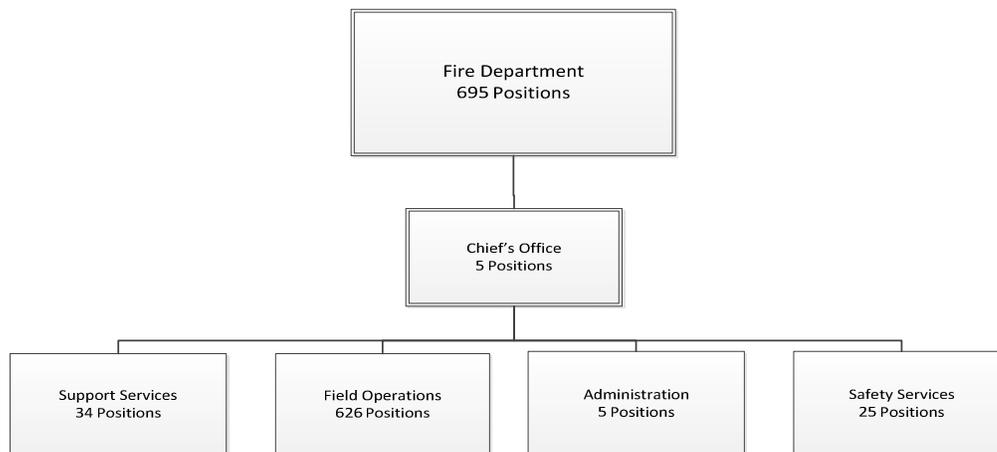
Academy, July 2016, 28 cadets. Reductions for one-time purchases budgeted in FY16.

FIRE

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Administrative & Support Staff						
Administrative & Technical	5	5	7	5.0	4.5	6.5
Exempt/Professional	4	4	3	4.0	4.0	3.0
Labor & Trades	3	3	3	3.0	3.0	3.0
Office & Technical	8	6	6	8.0	6.0	6.0
Total Administrative & Support Staff	<u>20</u>	<u>18</u>	<u>19</u>	<u>20.0</u>	<u>17.5</u>	<u>18.5</u>
FD Classified Positions						
Firefighter	318	318	318	318.0	318.0	318.0
Fire Equipment Operator	156	156	156	156.0	156.0	156.0
Fire Captain	136	136	136	136.0	136.0	136.0
Administrative Officer	3	3	3	3.0	3.0	3.0
EMS Officer	3	3	3	3.0	3.0	3.0
Fire Prevention Inspector	24	24	23	24.0	24.0	23.0
Director of Emergency Medical Services	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	19	19	19.0	19.0	19.0
Fire Administrative Chief	1	1	1	1.0	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	8	8	8.0	8.0	8.0
Physical Resource Officer	0	0	1	0.0	0.0	1.0
Technical Rescue Coordinator	1	1	1	1.0	1.0	1.0
Total FD Classified Positions	<u>676</u>	<u>676</u>	<u>676</u>	<u>676.0</u>	<u>676.0</u>	<u>676.0</u>
TOTAL	<u>696</u>	<u>694</u>	<u>695</u>	<u>696.0</u>	<u>693.5</u>	<u>694.5</u>

• ORGANIZATION CHART •



Emergency Medical Services Authority

Department Budget Summary

FY 2016

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 16 Oklahoma cities. EMSA has two divisions, the eastern division, with Tulsa as the major city, and the western division centered around Oklahoma City.

Goals

1. Provide the highest quality emergency response and pre-hospital care.



Objective 1.1: Meet or exceed professionally recognized standards for emergency response.

2. Provide efficient and reliable services at a reasonable cost to consumers.



Objective 2.1: Meet or exceed budgeted number of transports per year.

3. Process billing accounts in a timely fashion.



Objective 3.1: Meet or exceed budgeted patient service revenue.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of emergency responses that meet standards	94%	90%	91%	90%
2.1.1: % of budgeted transports completed	98%	100%	98%	100%
2.1.2: Total # of transports completed	69,587	70,000	68,200	69,000
3.1.1: % of budgeted patient service revenue collected	99%	100%	100%	100%
3.1.2: Revenue collected per patient transport	342.89	344.29	349.00	349.00
3.1.3: Average bill processing time	21 days	8 days	8 days	12 days

Budget Strategy Overview

Resources allocated to Emergency Medical Services Authority will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including efficient government, public safety and quality of ambulance service.

EMERGENCY MEDICAL SERVICES AUTHORITY

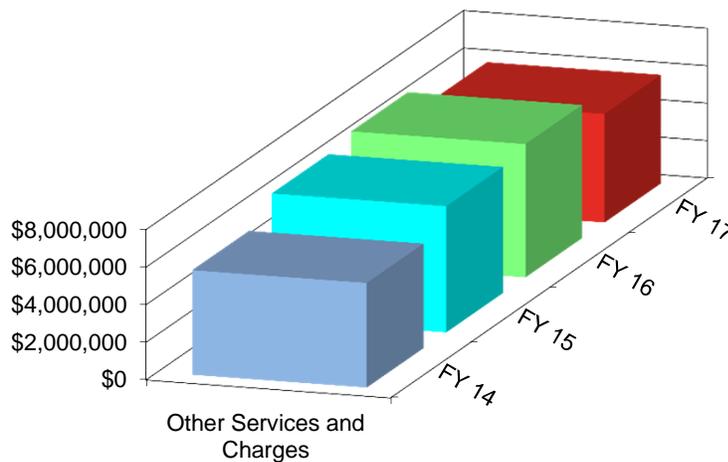
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Other Services and Charges	\$ 5,566	\$ 6,725	\$ 7,109	\$ 384	5.7%	\$ 5,793
Total Budget	\$ 5,566	\$ 6,725	\$ 7,109	\$ 384	5.7%	\$ 5,793

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

7060 EMSA Enterprise Fund

TOTAL

FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
\$ 7,109	5.7%	\$ 5,793
\$ 7,109		\$ 5,793

Funded positions

N/A

N/A

N/A

FY 16 CHANGES FOR OPERATION

1. Appropriations reflect anticipated cash available for transfer to EMSA

TOTAL OPERATING CHANGES

AMOUNT
\$ 384
\$ 384

TULSA AREA EMERGENCY MANAGEMENT AGENCY

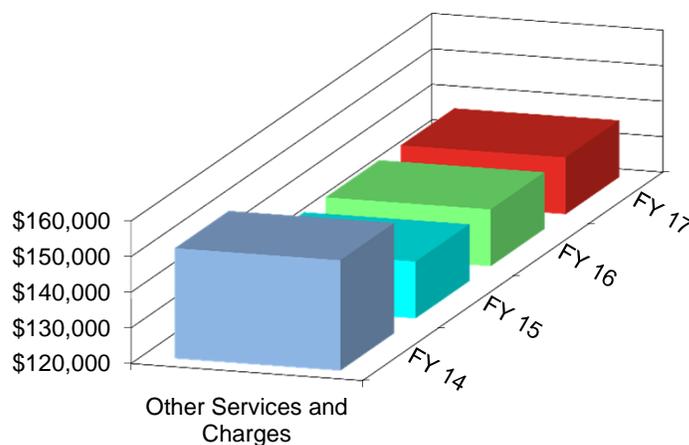
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Other Services and Charges	\$ 151	\$ 136	\$ 136	\$ 0	0.0%	\$ 136
Total Budget	\$ 151	\$ 136	\$ 136	\$ 0	0.0%	\$ 136

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund

TOTAL

FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
\$ 136	0.0%	\$ 136
\$ 136		\$ 136

Funded positions

N/A

N/A

N/A

FY 16 CHANGES FOR OPERATION

1. No changes from prior year

TOTAL OPERATING CHANGES

AMOUNT
\$ 0
\$ 0

Tulsa Area Emergency Management Agency

Department Budget Summary

FY 2016

Mission Statement

TAEMA is dedicated to the protection of the 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. TAEMA 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, wild fires, drought, extreme heat, earthquakes and pandemics. Planning is also done for man-made events that may 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 90 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.

Goals

1. Manage the Community Warning System and activate the 90 warning sirens appropriately for tornado warnings, 80 mile per hour straight line winds, major floods and nuclear attacks.



Objective 1.1: TAEMA personnel will test the warning sirens at least once each week with the live test being done on Wednesdays at noon, weather permitting.

2. Manage the Emergency Operations Center emergency communications systems and maintain system readiness by servicing radio equipment and taking part in regularly scheduled radio tests.



Objective 2.1: TAEMA personnel will take part in all Oklahoma Department of Emergency Management Op-Secure (high frequency) and 800 MHz weekly radio tests.

Objective 2.2: TAEMA, in coordination with the Oklahoma Department of Emergency Management, will conduct monthly Northeast Region radio tests for primary users of the 800 MHz 6A TAEMA talk group, along with a Northeast Regional Mutual Aid talk group (NERMA).

3. Improve preparedness measures by reaching more citizens through social media, Facebook and Twitter.



Tulsa Area Emergency Management Agency

Objective 3.1: TAEMA personnel will post preparedness measures weekly to Twitter and Facebook to actively increase preparedness in citizens.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: # of weekly warning siren tests conducted per year	52	49	46	49
2.1.1: # of weekly OK Dept. of Emergency Management radio tests participated in per year	104	99	92	98
2.2.1: # of monthly regional radio tests conducted per year	12	12	10	12
3.1.1: # of Likes on Facebook	500	600	674	800
3.1.2: # of Followers on Twitter	100	100	80	175

Budget Strategy Overview

Resources allocated to Tulsa Area Emergency Management Agency will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including public safety.

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
Gilcrease Museum
Performing Arts Center
River Parks Authority
BOK and Convention Centers

SOCIAL AND ECONOMIC DEVELOPMENT

Mayor's Office of Economic Development
Working in Neighborhoods
Planning and 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
Mayor's Office of Human Rights
Legal
Human Resources
Workers' Compensation
Employee Insurance Administration
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

Mission Statement

The Tulsa Park and Recreation Department offers a variety of safe and engaging activities and attractive facilities that assure the best opportunities are available to enrich the lives of the citizens of Tulsa; continuously seeks innovative partnerships and alliances that encompass the shared values of Tulsa Parks; and maximizes community resources to advance continuous improvement that will be a source of pride for all Tulsans.

Overview of Services

With oversight from the Park Board, the City of Tulsa manages 143 parks covering roughly 8,035 acres. This includes 2 nature centers, 5 community centers, WaterWorks Art Studio, 64 miles of walking trails, 2 skate parks, 2 dog parks and 5 swimming pools. In addition, there are 186 sports fields, 106 playgrounds, 103 tennis courts, 12 water playgrounds, 19 splash pads as well as 79 picnic shelters, 4 golf courses and 5 disc golf courses.

The Department’s primary focus is to provide a variety of recreational opportunities to the public. The Park Master Plan, adopted in February 2010, guides future planning with oversight from the Master Plan Citizen’s Committee.

Goals

- 1. Work in partnership with other City of Tulsa departments and volunteer groups to mobilize citizen engagement, human investment, neighborhood vitality, public safety and sustainability.



Objective 1.1: Provide a quarterly newsletter to the public.

Objective 1.2: Communicate effectively with the public regarding the Oxley Nature Center services and the availability for volunteer assistance.

- 2. Provide Parks and Recreation development programs to increase available of recreation opportunities to citizens of the City of Tulsa.



Objective 2.1: Open all Recreation Centers (Central, Hicks, Lacy, Oxley, Reed, Waterworks and Whiteside) for a minimum of 65 hours per week.

Objective 2.2: Provide a wide variety of aquatic activities to the public.

Objective 2.3: Provide youth sports recreational activities to City of Tulsa youth.

Objective 2.4: Charge appropriate fees for rent of facilities for special events to ensure that the department has sufficient revenues to continue to provide quality facilities to the general public.

- 3. Provide Parks and Recreation facilities maintenance, landscape maintenance, and emergency response so that City of Tulsa residents and visitors have safe parks and trails.



Objective 3.1: Plant 75-100 trees per year, water and mulch young trees to decrease tree loss.

Park and Recreation

Objective 3.2: Respond to structural repair requests for all park facilities and amenities within 7 calendar days.

Objective 3.3: Perform routine preventative maintenance on park lighting, restroom facilities, park buildings, pools and detention ponds.

Objective 3.4: Perform graffiti abatement in all City of Tulsa parks within 24 hours of being notified.

Objective 3.5: Perform monthly playground inspections for all playground structures.

Objective 3.6: Install Park Rules Signs and Park ID Signs.

Objective 3.7: Fertilize park greenery, oversee mowing contractors for parks and sports complexes, clean out creek banks within parks, perform field maintenance of sports fields in sports complexes, clean outdoor restrooms and clean shelters prior to each confirmed rental.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: # of "Purely Parks" Newsletters distributed quarterly by all centers	New Measure	New Measure	New Measure	300
1.2.1: % increase in paper distribution of the bi-monthly Oxley Nature Center newsletter	New Measure	New Measure	New Measure	10%
1.2.2: # of new volunteers recruited for Oxley Nature Center	New Measure	New Measure	New Measure	10
1.2.3: # of visitors to Oxley Nature Center and Redbud Valley Nature Preserve	New Measure	New Measure	New Measure	41,800
2.1.1: Average # of hours Recreation Centers were open on a weekly basis	New Measure	New Measure	New Measure	65
2.1.2: Total revenue generated by all Recreation Centers	New Measure	New Measure	New Measure	\$506,000
2.2.1: # of attendees to City of Tulsa pools	New Measure	New Measure	New Measure	39,600
2.2.2: Revenue generated by McClure, Lacy, and Reed pools	New Measure	New Measure	New Measure	\$33,400
2.3.1: Revenue generated by Youth Sports activities	New Measure	New Measure	New Measure	\$56,320
2.3.2: # of attendees at Youth Sports healthy activities	New Measure	New Measure	New Measure	4,510
2.4.1: \$ value of rental fees collected for events or activities held at parks	New Measure	New Measure	New Measure	\$35,540
3.1.1: # of trees planted	New Measure	New Measure	New Measure	75
3.1.2: % of young trees (planted in previous 5 years) that are lost due to lack of care	New Measure	New Measure	New Measure	0
3.2.1: Average time to respond (in days) to structural repair requests	New Measure	New Measure	New Measure	7
3.3.1: % of preventative maintenance inspections needed that were performed on City Park facilities	New Measure	New Measure	New Measure	100%
3.4.1: Average time to respond (in hours) to graffiti abatement requests	New Measure	New Measure	New Measure	24
3.5.1: % of playground structures which received a monthly playground inspection	New Measure	New Measure	New Measure	100%

Park and Recreation

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
3.6.1: # of Parks Rules Signs and Park ID signs installed	New Measure	New Measure	New Measure	55
3.7.1: % of citizens surveyed who indicate they are "Very Satisfied" or "Somewhat Satisfied" with the cleanliness and maintenance of park facilities	New Measure	New Measure	New Measure	75%

Budget Strategy Overview

Resources allocated to Park and Recreation will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including efficient government and quality of City parks and recreation. Clark Youth Theatre Incorporated has entered into an operating agreement with the City for the use of Henthorne recreation center. The group will staff, develop, implement, and organize recreational and educational opportunities for the public, as well as, provide for daily operation and maintenance of the facility.

PARK AND RECREATION

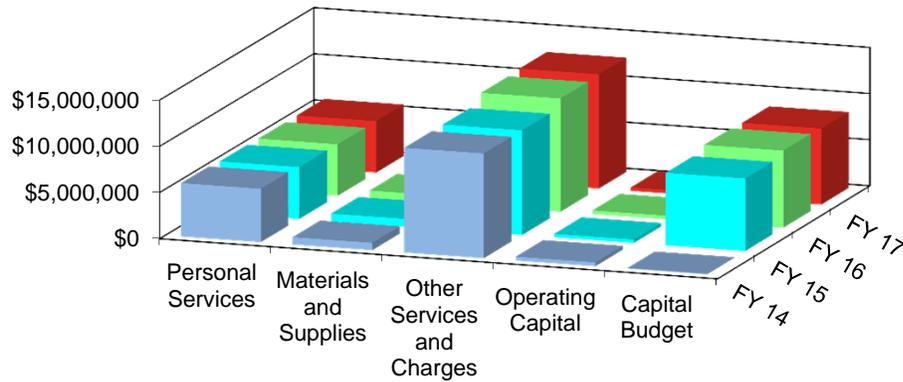
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 5,783	\$ 5,623	\$ 5,576	\$ (47)	-0.8%	\$ 5,582
Materials and Supplies	799	830	821	(9)	-1.1%	818
Other Services and Charges	11,337	11,336	12,271	935	8.2%	12,391
Operating Capital	418	365	398	33	9.0%	368
Total Operating Budget	18,337	18,154	19,066	912	5.0%	19,159
Capital Budget	50	7,850	8,360	510	6.5%	8,235
Total Budget	\$ 18,387	\$ 26,004	\$ 27,426	\$ 1,422	5.5%	\$ 27,394

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

	FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
1080 General Fund	\$ 15,592	6.0%	\$ 15,715
2910 Short-Term Capital	306	11.3%	276
7010 Stormwater Management Enterprise Fund	183	-1.1%	183
7050 Golf Course Operating Fund	2,985	0.1%	2,985
6014 2014 Sales Tax Fund	8,360	6.5%	8,235
TOTAL	\$ 27,426		\$ 27,394

Funded positions	176	175	175
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FY 16 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 97
2. FY15 Position Changes:	51
a. Abolish Comm Dev & Educ Admin Manager position	(89)
b. Add Sr. Administrative Service Officer positions (2)	140
3. Reorganization to Working In Neighborhoods	(127)
a. Sr. Administrative and Accounting Assistant	(127)
4. Materials, supplies and other services adjustments	5
5. Utilities for new water playgrounds at Manion and Springdale	60

FY 16 CHANGES FOR OPERATION (continued)	AMOUNT
6. Henthorne PAC (one-time cost FY15)	\$ (108)
7. Zoo management contract	1,030
a. Management Fees (contractual increase 2.5%)	118
b. Maintenance Fees	304
c. Insurance	2
d. Utilities	<u>606</u>
8. Commission for Accreditation of Park and Recreation Agencies accreditation fees and review expenses (one-time)	9
9. Sports alliance supplies and membership	(22)
10. Internal equipment management services, office services and wireless devices	(116)
11. Capital additions/replacements:	
a. Defibrillator (10)	26
b. Pickup Trucks (3) and Van	111
c. Security DVR (6)	42
d. 60" Z Mowers (2)	70
e. Maintenance Equipment	25
f. Overhead Door	3
g. Mobile stages on wheels	16
h. Paragon Kiln and Dumbbell set	9
i. Ice Machine (2)	4
j. Golf Capital	92
k. Adjustment to eliminate previous year's capital	<u>(365)</u>
TOTAL OPERATING CHANGES	<u>\$ 912</u>

CAPITAL IMPROVEMENTS PROJECTS

1. Pool reconstruction	4,525
2. Water playgrounds	130
3. Tulsa Zoo	3,000
4. Golf Course	665
5. Facility improvements	40
6. Adjustment to eliminate previous year's capital projects	<u>(7,850)</u>
TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES	<u>510</u>
TOTAL CHANGES	<u>\$ 1,422</u>

FY 17 CHANGES FOR OPERATION

A 2.5% contract increase for management of the Zoo and reductions for one-time purchases budgeted in FY16.

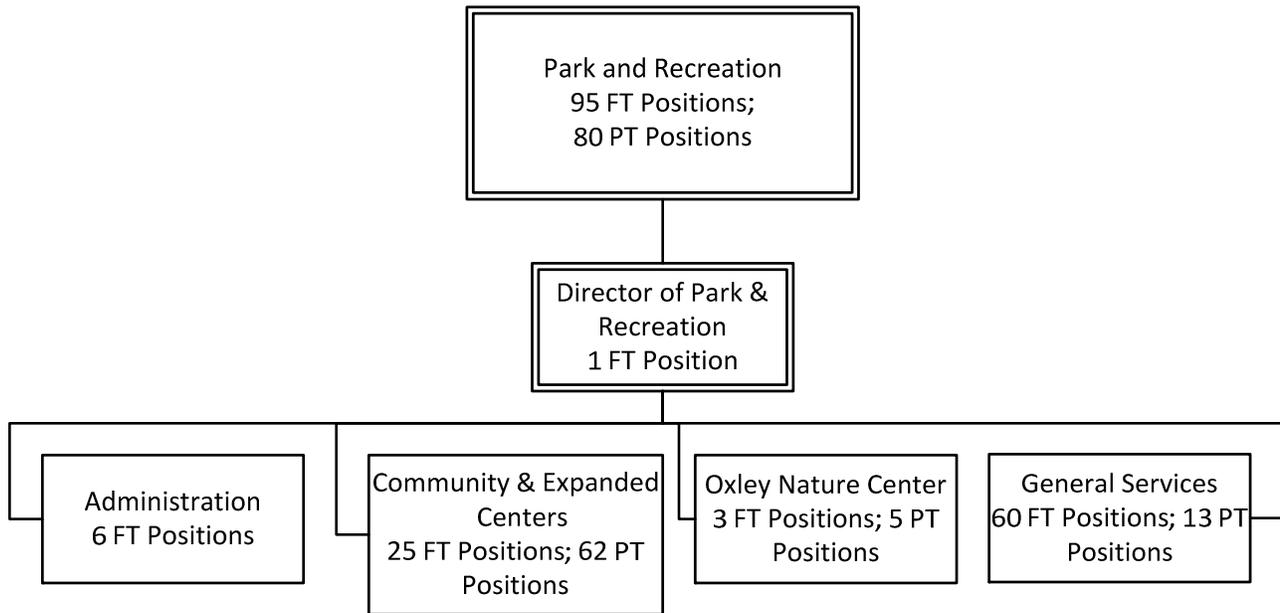
PARK AND RECREATION

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Administration						
Administrative & Technical	0	0	1	0.0	0.0	1.0
Exempt/Professional	5	4	3	5.0	4.0	3.0
Office & Technical	4	3	3	4.0	3.0	3.0
Total Administration	<u>9</u>	<u>7</u>	<u>7</u>	<u>9.0</u>	<u>7.0</u>	<u>7.0</u>
General Services						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Exempt/Professional	8	7	6	8.0	7.0	6.0
Labor & Trades	66	50	52	66.0	50.0	52.0
Office & Technical	3	2	1	3.0	2.0	1.0
Seasonal Labor	0	8	13	0.0	4.0	5.0
Total	<u>78</u>	<u>68</u>	<u>73</u>	<u>78.0</u>	<u>64.0</u>	<u>65.0</u>
Community & Expanded Centers						
Administrative & Technical	20	15	14	19.0	14.0	13.0
Exempt/Professional	8	6	6	8.0	6.0	6.0
Labor & Trades	6	6	6	6.0	6.0	6.0
Seasonal Labor	66	66	61	15.0	14.0	13.0
Total Community & Expanded Centers	<u>100</u>	<u>93</u>	<u>87</u>	<u>48.0</u>	<u>40.0</u>	<u>38.0</u>
Oxley Nature Center Operations						
Administrative & Technical	3	2	2	3.0	2.0	2.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Seasonal Labor	4	5	5	1.0	1.5	1.5
Total Oxley Nature Center Operations	<u>8</u>	<u>8</u>	<u>8</u>	<u>5.0</u>	<u>4.5</u>	<u>4.5</u>
DEPARTMENT TOTAL	<u>195</u>	<u>176</u>	<u>175</u>	<u>140.0</u>	<u>115.5</u>	<u>114.5</u>

PARK AND RECREATION

STAFFING SUMMARY



Gilcrease Museum

Department Budget Summary

FY 2016

Mission Statement

Gilcrease Museum, through its collections, is dedicated to bringing art, history and people together to research, discover, enjoy and understand the diverse heritage of the Americas.

Overview of Services

The Thomas Gilcrease Institute of American History and Art, commonly known as Gilcrease Museum, was gifted to the City of Tulsa in 1954 by Mr. Gilcrease with the stipulation that the City would (1) make payment on his debts; (2) preserve, protect, and display his collection of art, artifacts, documents, and books; and (3) care for his facility.

The museum includes paintings and bronzes by artists such as George Catlin, Thomas Moran, and Frederic Remington. Other items of note are a handwritten Certified Copy of the Declaration of Independence, and a Beaver Effigy Pipe, dated to 200 A.D., that is considered the finest Hopewell effigy pipe ever discovered. The collection of more than 400,000 items is one of international significance.

Based on the management agreement with City of Tulsa, The University of Tulsa (TU) assumed operation of the Gilcrease Museum as of July 1, 2008. TU has made several capital improvements to the facility and continues to expand the collections by donations and purchases.

Fiscal year 2014-15 has been a success for Gilcrease Museum on many fronts including the dedication of the state-of-the-art Helmerich Center for American Research in September 2014. The museum expanded its art education outreach by launching Gilcrease on Wheels, a mobile museum experience that introduces the museum’s collections to rural students across Oklahoma.

Upcoming exhibitions include *California Impressionism: Selections from The Irvine Museum, On 52nd Street: The Jazz Photography of William P. Gottlieb, Painted Journeys: The Art of John Mix Stanley, Birds in Art* from the Woodson Museum, and *Tales from the Tomb: Life, Death and Ritual in Ancient West Mexico*.

Goals:

- 1. Expand educational outreach programs.
Objective 1.1: Provide educational services to at least 20,000 school-aged children per year.
- 2. Increase community interest and attendance to museum and exhibits.



Objective 2.1: Attract 100,000 visitors per year.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: # of school-aged children receiving services per year	17,000	25,000	20,981 *	20,000
2.1.1: # of visitors attracted annually	78,144	100,000	53,308 *	100,000

* As of January 31, 2015

Budget Strategy Overview:

Capital funding in FY15-16 will be used for maintenance, renovations and improvements to the city-owned museum. Pursuant to the management agreement, The University of Tulsa will provide an annual report to the Gilcrease Board of Trustees and elected officials documenting the management activities at the museum.

GILCREASE MUSEUM

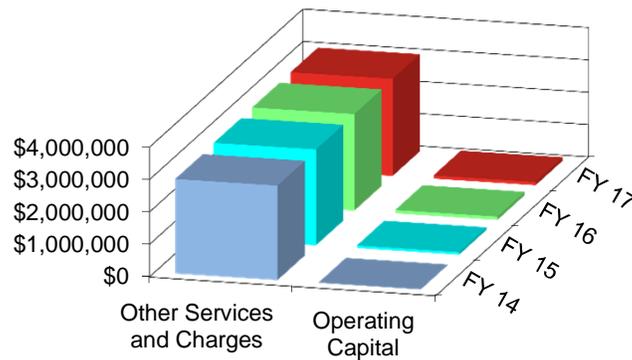
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14 ACTUAL</u>	<u>FY 15 ORIGINAL</u>	<u>FY 16 BUDGET</u>	<u>Dollar Diff. From FY 15 Orig.</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
Operating Budget						
Other Services and Charges	\$ 2,915	\$ 2,959	\$ 2,982	\$ 23	0.8%	\$ 3,001
Operating Capital	4	78	103	25	32.1%	99
Total Budget	\$ 2,919	\$ 3,037	\$ 3,085	\$ 48	1.6%	\$ 3,100

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund
2910 Short-Term Capital
TOTAL

<u>FY 16 BUDGET</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
\$ 2,982	0.8%	\$ 3,001
103	32.1%	99
\$ 3,085		\$ 3,100

Funded positions

N/A

N/A

N/A

FY 16 CHANGES FOR OPERATION

1. Contractual increase (0.8% CPI adjustment)
 2. Capital additions/replacements:
 - a. Computer replacement (15)
 - b. Closed Circuit Television Camera System
 - c. Van
 - d. Camera and lighting equipment (carried over from FY15)
 - e. Adjustment to eliminate previous year's capital
- TOTAL OPERATING CHANGES**

<u>AMOUNT</u>
\$ 23
12
20
40
31
(78)
\$ 48

FY 17 CHANGES FOR OPERATION

Anticipated 0.6% contract increase for management of the museum with the University of Tulsa.

Performing Arts Center

Department Budget Summary

FY 2016

Mission Statement

Maintain a safe, attractive and inclusive facility that serves the public and in which can be provided a wide range of enlightening and engaging arts and entertainment in a comfortable setting, thereby contributing to the vitality of the City and its neighboring communities.

Overview of Services

Opened in 1977, the Performing Arts Center (PAC) was designed with a special emphasis on staging, lighting and acoustic conductivity. The PAC is known as the cultural apex of Tulsa. It houses five separate performance areas and one large reception hall in one building including the 2,365-seat Chapman Music Hall with seating on three levels, another proscenium theatre seating 430 and three studio theatres of varying capacities. The facility added a beautifully appointed reception hall and additional restrooms. Tulsa Symphony, Tulsa Opera, Tulsa Ballet, Choregus Productions, American Theatre Company, Theatre Tulsa, Playhouse Tulsa, Theatre North, Chamber Music Tulsa, Celebrity Attractions and Tulsa Town Hall all call the PAC home. National touring companies and other local community groups use the facilities as well.

Goals

- 1. Continue the Performing Art Center’s commitment to a quality arts and entertainment experience.

Objective 1.1: Host a minimum of 500 performances each year.



- 2. Offer marketing services that make the Performing Arts Center attractive to user groups, and effectively assist touring promoters.



Objective 2.1: Annually achieve a minimum of \$7 million per year in gross ticket sales at the Performing Arts Center.

Objective 2.2: Provide a venue and services that contribute a \$23 million economic impact to the City of Tulsa and surrounding businesses downtown.

Objective 2.3: Annually attract 225,000 people to attend Performing Arts Center events and generate revenue that can better support the facility’s expenses.

- 3. Effectively manage the calendar of available performance dates to ensure maximum utilization of the facility.



Objective 3.1: Achieve a 60% utilization rate of available days for non-performance activities.

Objective 3.2: Achieve a 60%utilization rate of available days for performance activities.

Performing Arts Center

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: # of performances per year	506	500	510	500
1.2.1: User group survey rating	9.6	9.7	9.7	9.7
2.1.1: \$ amount of gross ticket sales	\$10.6M	\$7M	\$7M	\$7M
2.2.1 Estimated economic impact	\$35M	\$23.1M	\$23.1M	\$23.1M
2.3.1 Total annual attendance	262,921	225,000	225,000	225,000
3.1.1 % of available days utilized for non-performance event activities	New Measure	New Measure	New Measure	60%
3.1.2 % of available days utilized for performance activities	New Measure	New Measure	New Measure	60%

Budget Strategy Overview

The FY16 Performing Arts Center budget is being set to maintain existing service levels and meet the key performance indicators above.

Resources dedicated to the Performing Arts Center will provide funding to address Mayor and City Council priorities including efficient and reliable government and economic development. Funding will also be allocated for capital equipment and capital improvements in order to maintain the facility and allow the building to run more efficiently while maintaining a high level of service.

PERFORMING ARTS CENTER

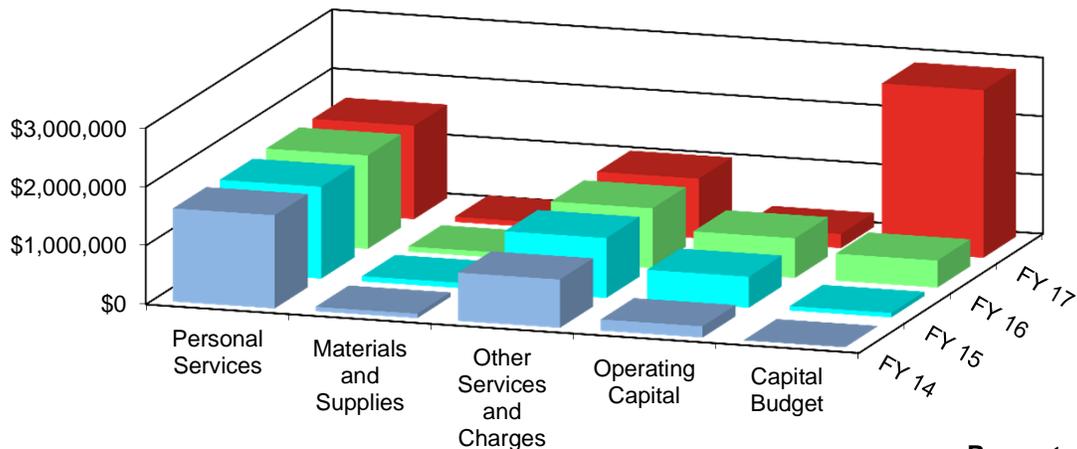
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 1,585	\$ 1,563	\$ 1,591	\$ 28	1.8%	\$ 1,592
Materials and Supplies	76	90	90	0	0.0%	90
Other Services and Charges	821	1,019	1,019	0	0.0%	1,019
Operating Capital	191	527	674	147	27.9%	241
Total Operating Budget	2,673	3,199	3,374	175	5.5%	2,942
Capital Budget	0	75	460	385	>500.0%	2,850
Total Budget	\$ 2,673	\$ 3,274	\$ 3,834	\$ 560	17.1%	\$ 5,792

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund
2810 Convention Fund
6014 2014 Sales Tax Fund
TOTAL

	FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
1080 General Fund	\$ 2,070	2.2%	\$ 2,071
2810 Convention Fund	1,304	11.2%	871
6014 2014 Sales Tax Fund	460	N/A	2,850
TOTAL	\$ 3,834		\$ 5,792

Funded positions

30

31

31

FY 16 CHANGES FOR OPERATION	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ (17)
2. FY16 Position Changes:	45
a. Add Theatre Technician	<u>45</u>
3. Capital additions/replacements:	
a. Seal facility east side against water leaks	22
b. Crestron CCTV upgrade Phase 2	48
c. Remove 2nd cloud in Chapman Music Hall	100
d. Rework Chapman Music Hall east exits	30
e. Facility electrical distribution system inspection, labeling and repairs	45
f. Facility plenum and duct inspection, cleaning and repairs	30
g. Dimmer processing units	92
h. Creston CCTV upgrade & door lock replacements (carried over from FY15)	87
i. Relocate Williams Theatre sound console & retrofit facility lighting controls (carried over from FY15)	40
j. Chapman Music Hall ticket windows ADA retrofit, convert maintenance shop to Norman dressing room and purchase operational elements for new exterior lights (carried over from FY15)	180
k. Adjustment to eliminate previous year's capital	<u>(527)</u>
TOTAL OPERATING CHANGES	<u>\$ 175</u>
 CAPITAL IMPROVEMENTS PROJECTS	
1. Facilities refurbishment	460
2. Adjustment to eliminate previous year's capital projects	<u>(75)</u>
TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES	<u>385</u>
TOTAL CHANGES	<u>\$ 560</u>

FY 17 CHANGES FOR OPERATION

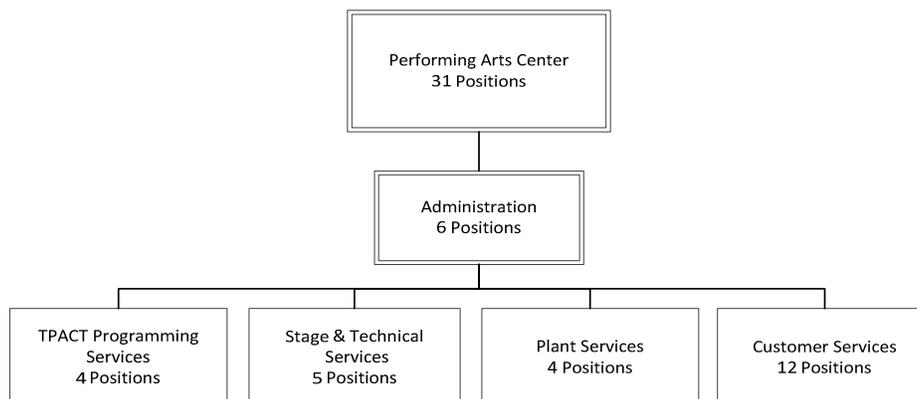
No major changes in operations expected in FY17.

PERFORMING ARTS CENTER

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
<u>Administration</u>						
Administrative & Technical	3	3	2	2.5	2.5	2.0
Exempt/Professional	4	4	4	4.0	4.0	4.0
Total Administration	<u>7</u>	<u>7</u>	<u>6</u>	<u>6.5</u>	<u>6.5</u>	<u>6.0</u>
<u>Stage & Technical Serv.</u>						
Artistic & Creative	4	4	5	4.0	4.0	5.0
Total Stage & Technical Serv.	<u>4</u>	<u>4</u>	<u>5</u>	<u>4.0</u>	<u>4.0</u>	<u>5.0</u>
<u>Customer Services</u>						
Administrative & Technical	4	4	4	4.0	4.0	4.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Office & Technical	7	7	7	3.4	3.4	3.4
Total Customer Services	<u>12</u>	<u>12</u>	<u>12</u>	<u>8.4</u>	<u>8.4</u>	<u>8.4</u>
<u>Plant Services</u>						
Administrative & Technical	4	4	3	4.0	4.0	3.0
Exempt/Professional	0	0	1	0.0	0.0	1.0
Total Plant Services	<u>4</u>	<u>4</u>	<u>4</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
<u>TPACT Programming Serv.</u>						
Administrative & Technical	2	2	3	1.0	1.6	2.1
Exempt/Professional	1	1	1	1.0	1.0	1.0
Total TPACT Programming Serv.	<u>3</u>	<u>3</u>	<u>4</u>	<u>2.0</u>	<u>2.6</u>	<u>3.1</u>
TOTAL	<u>30</u>	<u>30</u>	<u>31</u>	<u>24.9</u>	<u>25.5</u>	<u>26.5</u>

• ORGANIZATION CHART •



River Parks Authority

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. Vision: to be the region’s premier park, recreation and entertainment destination.

Overview of Services

River Parks Authority operates Tulsa’s riverfront park system that includes the Turkey Mountain Urban Wilderness Area and M.K.&T. (“Katy”) Tulsa-to-Sand Springs Trail. Notable park features are 25+ miles of asphalt-surfaced recreation trails, 41st Street Plaza, the Pedestrian Bridge, Zink Lake and Dam, River West Festival Park, the West Bank Sports Complex, and play and picnic areas with associated parking and restrooms. River Parks offers fishing, rowing, kayaking, disc golf, soccer, rugby, and a collection of bronze sculptures, most featuring Oklahoma wildlife. The park hosts year-round activities such as concerts, festivals, and competitive cycling and running events.

The City of Tulsa and Tulsa County provide operating and capital funding support, augmented with increasingly significant private fundraising by the Authority’s Board and staff. The City of Sand Springs and multiple easement fees help fund the Katy Trail. In 2014, the Authority accepted ownership of Tulsa’s Gathering Place LLC, the largest private gift to a public park in U.S. history. The first phase of this world-class, privately-funded public park is scheduled to open in 2017.

Goals

- 1. **Development and Preservation:** To provide safe, attractive, and well-maintained park facilities for public use, year-round.



Objective 1.1: River Parks’ trails and facilities are available year-round, serving an estimated 1 million visitors’ outdoor recreational, fitness and entertainment interests.

- 2. **Funding:** River Parks supplements its funding from Tulsa County and the City of Tulsa with private fundraising for operations, programming and capital improvements.



Objective 2.1: Annual private fundraising totals reflect the Authority’s commitment to be a model of the public-private partnership concept.

- 3. **Community Relations:** Web-based communications are easy to navigate, providing useful and timely information about all facets of River Parks, including its outdoor events and entertainment.



Objective 3.1: Usage numbers for websites and social media managed by River Parks show regular and ongoing communications demand and allow ease of inquiry.

- 4. **Programming:** Major events are hosted by River Parks, primarily for earned revenues; minor events are facilitated by River Parks’ staff for various user groups.



Objective 4.1: Number of major and minor events hosted/held in River Parks annually show programming activity.

River Parks Authority

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Estimate
1.1.: Estimated number of annual visits to River Parks	1,150,000	1,151,000	1,152,000	1,154,000
2.1.: Private contributions received for capital, operating, and programming	\$1,386,600	\$1,300,000	\$1,325,000	\$1,350,000
3.1.: Number of website visitors and social media followers	178,000 & 22,150	180,000 & 23,200	185,000 & 24,300	185,000 & 25,500
4.1.: Number of major and minor events available to the public	9 major 75 minor	9 major 75 minor	9 major 75 minor	9 major 75 minor

Budget Strategy Overview

The FY16 River Parks Authority budget seeks to maintain existing service levels and meet the key performance indicators outlined above. Allocated resources will provide funding that addresses Mayor, City Council and Citizen Survey priorities, including economic development, beautification of Tulsa, the quality of public parks, and alternative transportation needs.

RIVER PARKS AUTHORITY

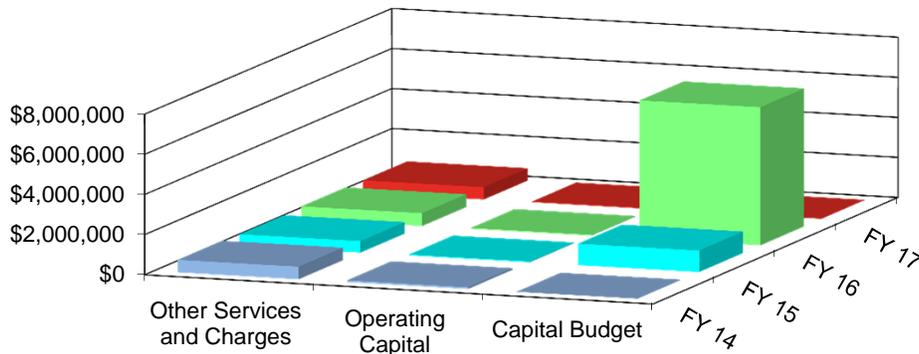
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Other Services and Charges	\$ 626	\$ 574	\$ 639	\$ 65	11.3%	\$ 614
Operating Capital	88	42	37	(5)	-11.9%	36
Total Operating Budget	714	616	676	60	9.7%	650
Capital Budget	0	1,070	6,890	5,820	>500%	0
Total Budget	\$ 714	\$ 1,686	\$ 7,566	\$ 5,880	348.8%	\$ 650

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund
2910 Short-Term Capital Fund
6014 2014 Sales Tax Fund

TOTAL

FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
\$ 639	11.3%	\$ 614
37	-11.9%	36
6,890	>500%	0
\$ 7,566		\$ 650

Funded positions

N/A

N/A

N/A

FY 16 CHANGES FOR OPERATION

1. Changes in operation
2. Freedom Fest (one-time)
3. Adjustment to maximize Tulsa County contribution
4. Capital additions/replacements:
 - a. AutoCAD Maps 3D software
 - b. Truck-mounted radios (10)
 - c. Adjustment to eliminate previous year's capital

TOTAL OPERATING CHANGES

AMOUNT

\$ 12
25
28
6
31
(42)
\$ 60

CAPITAL IMPROVEMENTS PROJECTS

1. Pedestrian Bridge
2. Adjustment to eliminate previous year's capital projects

TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES

TOTAL CHANGES

\$ 6,890
(1,070)
5,820
\$ 5,880

BOK Arena & Convention Center

Department Budget Summary

FY 2016

Mission Statement

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

Overview of Services

The Cox Business Center (formerly the Tulsa Convention Center) opened in 1964 and in January 2010 underwent an impressive expansion. The jewel of this expansion is the grand ballroom which 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 home of the ECHL’s Tulsa Oilers and Tulsa’s first women’s professional basketball team, the Women’s National Basketball Association’s Tulsa Shock. The BOK Center was designed to host major concerts, family shows, ice shows and other world-class entertainment.

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

Goals

- 1. Welcome patrons to City of Tulsa event centers and the downtown Tulsa area.



Objective 1.1: Welcome a minimum of 900,000 attendees to event centers per year.

- 2. Maintain an active schedule of performances and other events.



Objective 2.1: Gross a minimum of \$21 million in ticket sales per year.

Objective 2.2: Schedule and service a minimum of 525 event days/performances annually.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: # of attendees to event centers per year	921,535	600,000	1,012,602	900,000
2.1.1: Gross ticket sales per year	19,132,173	\$17,000,000	\$23,681,203	\$21,000,000
2.2.1: # of attended events scheduled and serviced annually	527	485	539	525

Budget Strategy Overview

The FY16 BOK Arena and Cox Business Center budget is set to meet the service levels and key performance indicators outlined above. Resources allocated will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including economic development.

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
- Gilcrease Museum
- Performing Arts Center
- River Parks Authority
- BOK and Convention Centers

SOCIAL AND ECONOMIC DEVELOPMENT

YOU ARE HERE

- Mayor's Office of Economic Development
- Working in Neighborhoods
- Planning and 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
- Mayor's Office of Human Rights
- Legal
- Human Resources
- Workers' Compensation
- Employee Insurance Administration
- General Government
- Indian Nations Council of Governments (INCOG)
- Finance
- Information Technology
- Customer Care
- Communications
- Asset Management

TRANSFERS TO OTHER FUNDS

DEBT SERVICE

Mayor's Office of Economic Development

Department Budget Summary

FY 2016

Mission Statement

To work proactively to promote, encourage and facilitate the development of responsible and properly planned business growth within the community in order to expand and strengthen the local economy and to diversify the community's tax base.

Overview of Services

The Mayor's Office of Economic Development was created in March 2014 to prioritize economic development and streamline efforts including film and music initiatives. Services include management of Brownfields Program grant funds to assist in redevelopment of brownfield sites, retail marketing, impact analysis for economic development incentive applications and staffing for the Economic Development Commission. Historically, the Economic Development Commission has had contracts with Tulsa Regional Chamber to provide coordination of economic development and tourist efforts. Additionally, the Department provides street sweeping and maintenance services to the Stadium Improvement District Trust within the Inner Dispersal Loop (IDL).

Goals

1. Increase property development and business opportunities in economically distressed areas within City of Tulsa.



Objective 1.1: Loan 35% of the Brownfields Grant Revolving Loan Fund to investors for redevelopment of Brownfield sites within the City of Tulsa by June 30, 2015.

2. Proactively market Tulsa as an attractive and business friendly city for retail development.



Objective 2.1: Generate 312 Buxton Reports, including grant applications, economic development and educational information, per year.

Objective 2.2: Market City of Tulsa to twelve new retailers per year.

Objective 2.3: Market City of Tulsa to 25 new commercial broker/developers located outside of Tulsa per year.

3. Promote City of Tulsa as a tourist center, encourage use of convention facilities and increase sales tax revenue for City.



Objective 3.1: Achieve nine percent increase in future hotel room nights over current year.

4. Provide professional expertise, technical analysis and data requests related to key economic development initiatives that support the Tulsa community including incentives for business and development to strengthen the overall economic climate.



Mayor's Office of Economic Development

Objective 4.1: Develop at least 25 investment models, feasibility and impact analysis reports for various projects including Tax Increment Financing, Tax Abatement and other department administered incentives.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of Brownfields Grant Revolving Loan Fund loaned	New Measure	35%	New Measure	35%
2.1.1: # of Buxton Reports generated per year	New Measure	312	New Measure	312
2.2.1: # of new retail contacts per year	New Measure	12	New Measure	12
2.2.2: # of retail business that chose to locate in Tulsa through Economic Development efforts	New Measure	New Measure	New Measure	New Measure*
2.3.1: # of new commercial broker/developers located outside Tulsa per year	New Measure	25	New Measure	25
2.3.2: \$ value of construction projects created through City Economic Development Projects	New Measure	New Measure	New Measure	New Measure*
3.1.1: % increase in future hotel room nights	7.4%	9%	8%	4%
4.1.1: # analyses developed	New Measure	25	New Measure	25

*Metrics will be tracked for first time in FY 15-16. Once the Department has the metrics measured, they will be able to set targets for FY 16-17.

Budget Strategy Overview

Resources allocated to Mayor's Office of Economic Development will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including economic development and public safety.

MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT

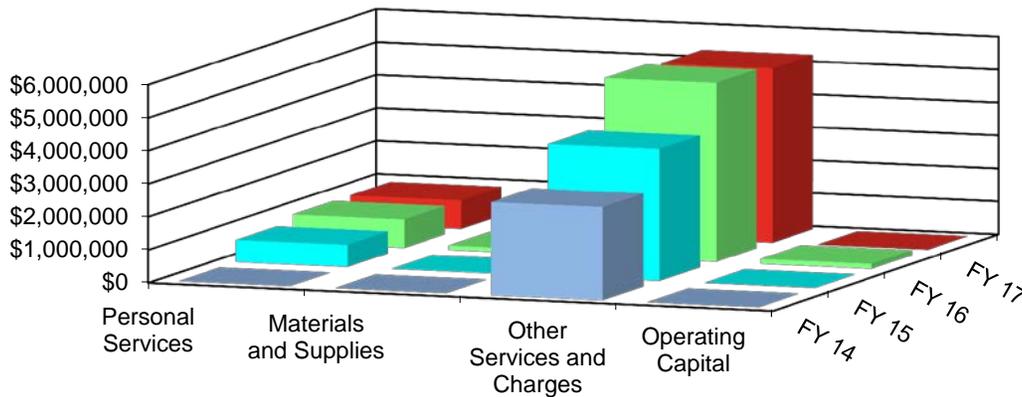
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 0	\$ 673	\$ 864	\$ 191	28.4%	\$ 866
Materials and Supplies	0	12	139	127	>500.0%	67
Other Services and Charges	2,818	3,995	5,424	1,429	35.8%	5,291
Operating Capital	0	0	150	150	N/A	0
Total Budget	\$ 2,818	\$ 4,680	\$ 6,577	\$ 1,897	40.5%	\$ 6,224

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund
2710 Economic Development Commission Fund
2720 Convention & Visitors Fund
4102 Tulsa Stadium Improvement District

TOTAL

	FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
	\$ 717	40.9%	\$ 570
	356	345.0%	366
	3,956	6.7%	4,089
	1,548	>500.0%	1,199
TOTAL	\$ 6,577		\$ 6,224

Funded positions

9

11

11

FY 16 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 6
2. FY15 Position Changes:	5
a. Add Marketing and Public Relations Coordinator	79
b. Abolish Retail and Marketing Coordinator	(74)
3. FY16 transfer from Planning	71
a. Business Liaison	71
4. Reorganization from Streets & Stormwater Tulsa Stadium Improvement District	1,093
a. Position, materials, supplies, & other services	1,093
5. Software update-INPLAN ZIP update every other year	(4)

FY 16 CHANGES FOR OPERATION (Continued)	AMOUNT
6. Computer replacement (2)	\$ 2
7. Strategic Plan update (one-time)	150
8. Convention & Visitors Fund	249
9. Economic Development Commission Fund	17
10. Tulsa Stadium Improvement District	
a. Downtown pedestrian lighting retrofit (one-time)	75
b. Downtown promotion campaign (one-time)	125
c. Security service contract - 4th public safety officer	58
d. Consulting services for marketing downtown	(100)
11. Capital additions/replacements:	
a. Phase III of the downtown streetscape project	150
TOTAL OPERATING CHANGES	<u>\$ 1,897</u>

FY 17 CHANGES FOR OPERATION

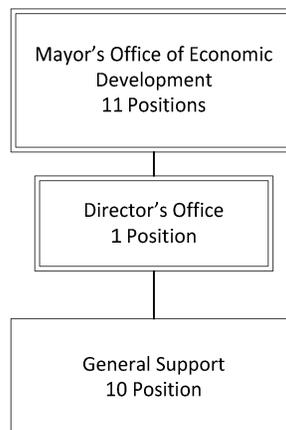
Based on estimated revenue growth in the Hotel/Motel tax an increase is expected in the Tulsa Convention & Visitors Bureau and Tulsa's Future contracts. Reductions for one-time purchases budgeted in FY16.

MAYOR'S OFFICE OF ECONOMIC DEVELOPMENT

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>
<u>Director's Office</u>						
Unclassified	0	1	1	0.0	1.0	1.0
Total Director's Office	<u>0</u>	<u>1</u>	<u>1</u>	<u>0.0</u>	<u>1.0</u>	<u>1.0</u>
<u>General Support</u>						
Administrative & Technical	0	3	3	0.0	3.0	3.0
Exempt/Professional	0	4	6	0.0	4.0	6.0
Office & Technical	0	1	1	0.0	1.0	1.0
Total General Support	<u>0</u>	<u>8</u>	<u>10</u>	<u>0.0</u>	<u>8.0</u>	<u>10.0</u>
DEPARTMENT TOTAL	<u>0</u>	<u>9</u>	<u>11</u>	<u>0.0</u>	<u>9.0</u>	<u>11.0</u>

• ORGANIZATION CHART •



Working in Neighborhoods

Department Budget Summary

FY 2016

Mission Statement

To promote community education, develop and sustain private-public partnerships that enhance public safety, neighborhood revitalization and 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 the following areas: Housing, Neighborhood Services, Neighborhood Investigations (Code Enforcement) and Animal Welfare. Primary functions of the department include:

- Providing housing programs that maintain the City's affordable housing stock by: assisting homeowners with emergency housing repairs and rehabilitation; preventing early institutionalization of the elderly; creating incentives for development of affordable housing in partnership with other neighborhood revitalization initiatives; and revitalizing neighborhoods by addressing substandard housing.
- Increasing opportunities for neighborhood reinvestment by: developing database and mapping system to identify and prioritize neighborhood needs; serving as the contact between residents and the City in coordinating the delivery of public/private resources and services to benefit neighborhoods; and establishing neighborhood associations and/or block groups to stabilize and improve neighborhood environments.
- Promote voluntary compliance and enforcement of City nuisance codes by: assisting residents wanting to voluntarily correct code violations; providing a fair and unbiased enforcement program to correct nuisance violations and land use requirements; providing opportunities to residents and neighborhood groups wanting to participate in neighborhood clean-up initiatives.
- Providing for the efficient and effective operation of the animal shelter and animal services in the field by: providing a safe, healthy environment for companion animals in the community; supporting and educating neighborhood residents on animal control codes, rules and recommendations; and providing increased opportunities for adoption of animals.

Goals

1. Continue to work toward the elimination of substandard housing in Tulsa.



Objective 1.1: Reduce the number of substandard, vacant and abandoned housing in Tulsa.

2. Increase opportunities for public/private re-investment to stabilize and improve neighborhoods.



Objective 2.1: Utilize a neighborhood-mapping database to prioritize the delivery of public resources and planning efforts for at least 4 neighborhoods per year.

Objective 2.2: Facilitate monthly clean-up initiatives for City neighborhoods.

3. Implement a proactive education program designed to enhance code compliance, collaboration and coordination of public/private services throughout the City's neighborhoods.



Objective 3.1: Educate residents and commercial property owners on prevention of code violations and ways to promote the public safety of Tulsa neighborhoods by bringing 1100 code violations to voluntary compliance per month.

Working in Neighborhoods

Objective 3. Investigate Code Compliance complaints efficiently and effectively.

- Implement a proactive education program designed to promote spaying and neutering of animals.



Objective 4.1: Reduce the number of animals euthanized at Tulsa Animal Welfare by 5%.

Objective 4.2: Increase the number of live exits of animals from Tulsa Animal Welfare by 10%

Objective 4.3: Reduce animal intake at Tulsa Animal Welfare by 5%.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: Average # of housing rehabilitations per month	20	23	23	23
1.1.2: Average # of housing demolitions per month	23	32	32	32
1.1.3: Total # of substandard and/or dangerous structure cases investigated per month	New Measure	New Measure	New Measure	52
1.1.4: Total # of EMSA Opt Out reviews performed	New Measure	New Measure	New Measure	20
2.1.1: Number of neighborhoods that have undergone a mapping process per year	4	4	3	4
2.2.1: Number of neighborhoods clean-up initiative per year	12	20	13	20
3.1.1: Average # of voluntary compliance of code violations per month	882	1,100	1,100	1,100
3.1.2: Total # of code violation cases investigated per month	New Measure	New Measure	New Measure	670
3.1.3: Total # of summary abatement cases investigated per month	New Measure	New Measure	New Measure	70
4.1.1: % of animals euthanized at TAW	18.6% reduction	15% reduction	12% reduction	15% reduction
4.1.2: Average length of stay a. before live exit b. before euthanasia	New Measure	New Measure	New Measure	a. -13% b. +17%
4.2.1: % of live exits of animals from TAW	1.6% increase	10% increase	12% increase	10% increase
4.3.1: % reduction of animal intake at TAW	8.6% reduction	5% Reduction	5% Reduction	5% Reduction

Budget Strategy Overview

Resources allocated to Working in Neighborhoods (WIN) will be dedicated to Mayor, Tulsa City Council and Citizen priorities including economic development, beautification, public safety, neighborhood stabilization and enforcement of City codes. The WIN department receives funding from Housing and Urban Development (HUD) grants for emergency home repairs, low interest rehabilitation loans, and demolition of sub-standard structures. These programs benefit low to moderate income residents within the City. Grant funding in FY16 is reduced primarily for the low interest rehabilitation loan program.

WORKING IN NEIGHBORHOODS

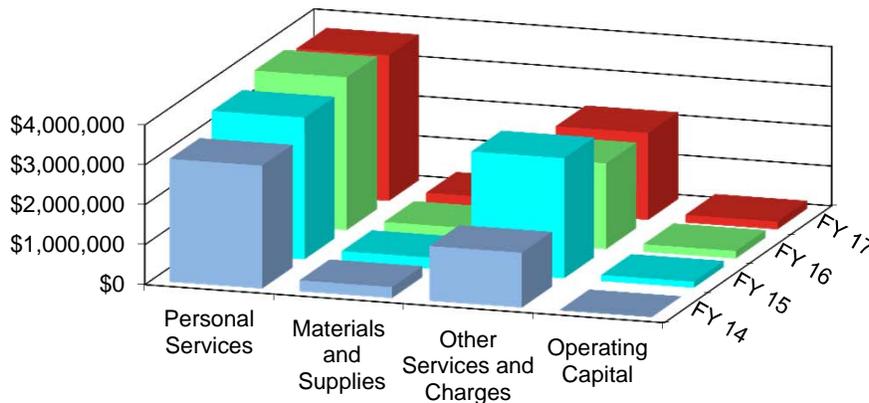
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 3,084	\$ 3,557	\$ 3,839	\$ 282	7.9%	\$ 3,662
Materials and Supplies	276	275	275	0	0.0%	275
Other Services and Charges	1,376	3,014	2,154	(860)	-28.5%	2,184
Operating Capital	0	155	192	37	23.9%	197
Total Budget	\$ 4,736	\$ 7,001	\$ 6,460	\$ (541)	-7.7%	\$ 6,318

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

	FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
1080 General Fund	\$ 4,917	3.2%	\$ 4,920
2910 Short-Term Capital Fund	192	23.9%	197
5561 Home Investment Partnership Program	400	-59.0%	400
5565 Community Development Block Grant Fund	875	-15.1%	725
7060 EMSA Enterprise Fund	76	2.7%	76
TOTAL	\$ 6,460		\$ 6,318

Funded positions	67	70	70
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FY 16 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 51
2. Reorganization from Park & Recreation	127
a. Sr. Administrative and Accounting Assistant	127
3. FY15 Position Changes:	
a. Abolish administrative assistant	(36)
b. Add two part-time administrative assistants	26
4. Internal equipment management services, office services, and wireless devices	(30)
5. Contract veterinarian services	15

FY 16 CHANGES FOR OPERATION (Continued)

6. HUD Grants

a. Home Investment Partnership Program (HOME)

b. Community Development Block Grant (CDBG)

7. Capital additions/replacements:

a. Car, SUV, 3/4 ton truck (3)

b. Adjustment to eliminate previous year's capital

TOTAL OPERATING CHANGES**AMOUNT**

\$ (731)

(575)

(156)

192

(155)

\$ (541)**FY 17 CHANGES FOR OPERATION**

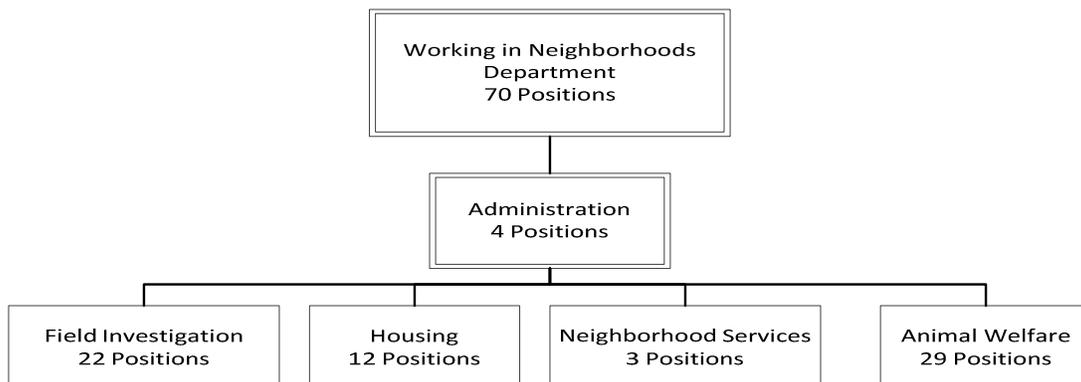
Anticipated reduction in FY17 CDBG funding for service projects.

WORKING IN NEIGHBORHOODS

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Administration						
Exempt/Professional	2	2	3	2.0	2.0	3.0
Office & Technical	0	0	1	0.0	0.0	1.0
Total Administration	<u>2</u>	<u>2</u>	<u>4</u>	<u>2.0</u>	<u>2.0</u>	<u>4.0</u>
Field Investigations						
Administrative & Technical	2	2	2	2.0	2.0	2.0
Exempt/Professional	3	3	3	3.0	3.0	3.0
Office & Technical	23	17	17	23.0	17.0	17.0
Total Field Investigations	<u>28</u>	<u>22</u>	<u>22</u>	<u>28.0</u>	<u>22.0</u>	<u>22.0</u>
Neighborhood Services						
Administrative & Technical	4	3	3	4.0	3.0	3.0
Total Neighborhood Services	<u>4</u>	<u>3</u>	<u>3</u>	<u>4.0</u>	<u>3.0</u>	<u>3.0</u>
Animal Welfare						
Administrative & Technical	2	3	3	2.0	3.0	3.0
Exempt/Professional	4	4	4	4.0	4.0	4.0
Labor & Trades	21	19	19	21.0	19.0	19.0
Office & Technical	3	2	3	3.0	2.0	3.0
Total Animal Welfare	<u>30</u>	<u>28</u>	<u>29</u>	<u>30.0</u>	<u>28.0</u>	<u>29.0</u>
Housing						
Administrative & Technical	3	3	3	3.0	3.0	3.0
Exempt/Professional	2	2	2	2.0	2.0	2.0
Office & Technical	6	7	7	6.0	7.0	7.0
Total Housing	<u>11</u>	<u>12</u>	<u>12</u>	<u>11.0</u>	<u>12.0</u>	<u>12.0</u>
TOTAL	<u>75</u>	<u>67</u>	<u>70</u>	<u>75.0</u>	<u>67.0</u>	<u>70.0</u>

• ORGANIZATION CHART •



Planning & Development

Mission Statement

To assist Tulsans in improving their lives, neighborhoods and community by planning for efficient and sustainable development and providing dependable, cost effective, high-quality customer services while assisting the public in achieving their construction development goals without compromising the ordinances of the City of Tulsa.

Overview of Services

The Planning and Development department was created by the Mayor in April 2011. It is comprised of the former Development Services, Planning and Real Estate/Economic Development departments. The department is responsible for the implementation of the City's comprehensive plan, development permitting and building permit review and inspection services for all private development within the City of Tulsa.

Goals

- 1. Implement PLANiTULSA, the City of Tulsa's comprehensive plan.



Objective 1.1: Complete and update small area planning in two key areas to jump-start priority projects and initiatives.

Objective 1.2: Implement tools, programs and regulations recommended in the comprehensive plan and subsequent small area plans.

Objective 1.3: Conduct education and outreach activities to inform the community about PLANiTULSA.

- 2. Promote economic development while protecting public safety.



Objective 2.1: Issue permits to customers within established timeframes.

- 3. Efficiently facilitate required historic preservation review processes to support both public and private investment in historic properties and districts citywide, in accordance with the Comprehensive Plan and the goals of Chapter 10A of the zoning code.



Objective 3.1: Assist Working in Neighborhoods and Grants Administration efforts by processing at least 250 applications under Section 106 Review for federally-funded actions.

Objective 3.2: Assist owners of historic properties by facilitating 60 applications for Certificates of Appropriateness in Historic Preservation Zoning Districts.

Planning & Development

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: # of small area plans created or updated by 6/30/16	2	3	2	2
1.1.2: # of tools, programs and regulations created that were recommended in the comprehensive plan and subsequent small area plans.	New Measure	New Measure	New Measure	5
1.1.3: # of education and outreach activities conducted to inform the community about PLANiTULSA	New Measure	New Measure	New Measure	3
1.1.4: # of housekeeping amendments initiated by staff to reflect legislative actions (zoning changes, adopted plans, etc.)	New Measure	New Measure	New Measure	5
2.1.1: Average # of working days for plans review	8	10	9	10
2.1.2: Average # of calendar days to issue permits for commercial projects under \$1 million	37	30	40	30
2.1.3: Average # of working days to complete IDP reviews	New Measure	7	6	7
2.1.4: Average # of inspections performed per day per inspector	New Measure	New Measure	12	15
3.1.1: # of Historic Preservation Section 106 applications processed annually	New Measure	260	260	260
3.2.1: # of permits granted for Historic Preservation work under Certificate of Appropriateness processed annually	New Measure	60	60	60

Budget Strategy Overview

Resources allocated to Planning and Development will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including economic development, beautification, public safety and enforcement of City codes.

PLANNING AND DEVELOPMENT

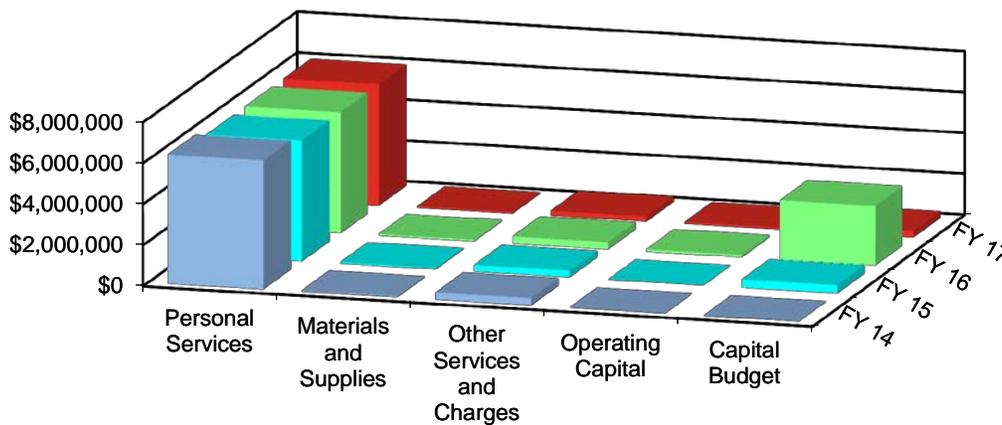
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 6,287	\$ 5,907	\$ 5,921	\$ 14	0.2%	\$ 5,926
Materials and Supplies	46	60	70	10	16.7%	62
Other Services and Charges	343	319	352	33	10.3%	243
Operating Capital	0	0	115	115	N/A	80
Total Operating Budget	6,676	6,286	6,458	172	2.7%	6,311
Capital Budget						
	0	400	2,900	2,500	>500.0%	300
Total Budget	\$ 6,676	\$ 6,686	\$ 9,358	\$ 2,672	40.0%	\$ 6,611

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund
2910 Short-Term Capital Fund
6014 2014 Sales Tax Fund
TOTAL

	FY 16 BUDGET	Percent Diff. From FY 14 Orig.	FY 17 FINANCIAL PLAN
	\$ 6,343	0.9%	\$ 6,231
	115	N/A	80
	2,900	>500.0%	300
	\$ 9,358		\$ 6,611

Funded positions

88

87

87

FY 16 CHANGES FOR OPERATION	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 85
2. Reorganization to Mayor's Office of Economic Development	(71)
a. Business Liaison	<u>(71)</u>
3. Planning	39
a. Materials, supplies & other services adjustments	9
b. Zoning code update to include: subdivision regulations and other support special projects (one-time)	<u>30</u>
4. Parking for City vehicles	4
5. Capital additions/replacements:	
a. Graphic workstation	4
b. Inspector vehicles (5)	111
TOTAL OPERATING CHANGES	<u><u>\$ 172</u></u>

CAPITAL IMPROVEMENTS PROJECTS

1. Projects in 6014 2014 Sales Tax Fund	
a. Strategic Mobility Plan	1,500
b. Corridor and Small Area Planning	400
c. Phase I – Northland Strategic Acquisition and Street Improvements	1,000
2. Adjustment to eliminate previous year's capital projects	<u>(400)</u>
TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES	<u>2,500</u>
TOTAL CHANGES	<u><u>\$ 2,672</u></u>

FY 17 CHANGES FOR OPERATION

The zoning code update and Main Street programs are expected in finish in FY16.
No major changes in operations expected in FY17.

PLANNING AND DEVELOPMENT

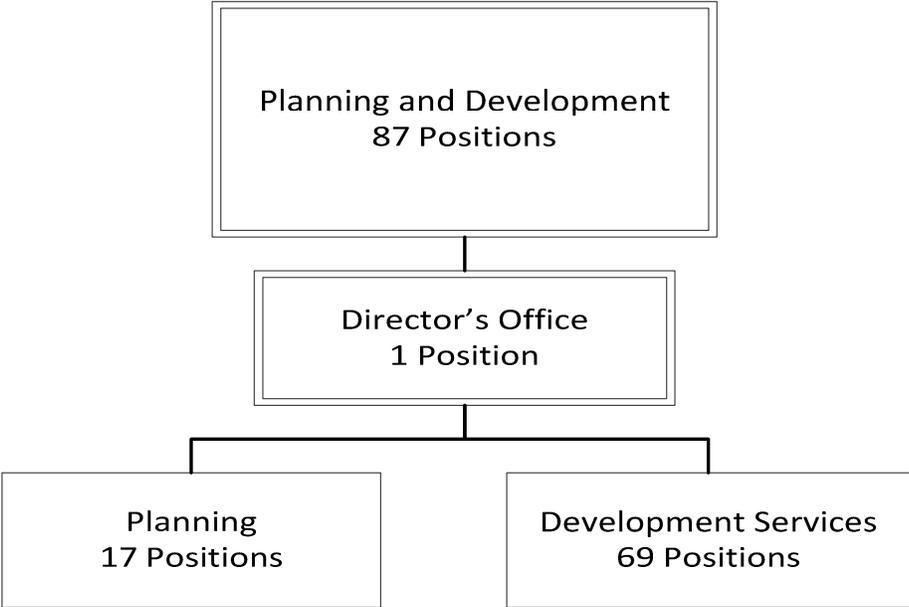
STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Director's Office						
Administrative & Technical	1	0	0	1.0	0.0	0.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Total Director's Office	<u>2</u>	<u>1</u>	<u>1</u>	<u>2.0</u>	<u>1.0</u>	<u>1.0</u>
Planning						
Administrative & Technical	11	7	7	11.0	7.0	7.0
Exempt/Professional	10	9	8	10.0	9.0	8.0
Office & Technical	2	1	2	1.5	0.5	1.5
Total Planning	<u>23</u>	<u>17</u>	<u>17</u>	<u>22.5</u>	<u>16.5</u>	<u>16.5</u>
Development Services						
Administration						
Administrative & Technical	1	1	0	1.0	1.0	0.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Office & Technical	1	1	1	1.0	1.0	1.0
Total Administration	<u>3</u>	<u>3</u>	<u>2</u>	<u>3.0</u>	<u>3.0</u>	<u>2.0</u>
Permitting Services						
Administrative & Technical	13	12	13	13.0	12.0	13.0
Exempt/Professional	11	10	10	11.0	10.0	10.0
Office & Technical	15	14	13	15.0	14.0	13.0
Total Permitting Services	<u>39</u>	<u>36</u>	<u>36</u>	<u>39.0</u>	<u>36.0</u>	<u>36.0</u>
Inspection Services						
Administrative & Technical	7	7	7	7.0	7.0	7.0
Exempt/Professional	5	5	5	5.0	5.0	5.0
Office & Technical	26	19	19	26.0	19.0	19.0
Total Inspection Services	<u>38</u>	<u>31</u>	<u>31</u>	<u>38.0</u>	<u>31.0</u>	<u>31.0</u>
Total Development Services	<u>80</u>	<u>70</u>	<u>69</u>	<u>80.0</u>	<u>70.0</u>	<u>69.0</u>
Economic Development						
Administrative & Technical	3	0	0	3.0	0.0	0.0
Exempt/Professional	2	0	0	2.0	0.0	0.0
Labor & Trades	2	0	0	2.0	0.0	0.0
Office & Technical	3	0	0	3.0	0.0	0.0
Total Economic Development	<u>10</u>	<u>0</u>	<u>0</u>	<u>10.0</u>	<u>0.0</u>	<u>0.0</u>
TOTAL	<u>115</u>	<u>88</u>	<u>87</u>	<u>114.5</u>	<u>87.5</u>	<u>86.5</u>

PLANNING AND DEVELOPMENT

STAFFING SUMMARY

• ORGANIZATION CHART •



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
Gilcrease Museum
Performing Arts Center
River Parks Authority
BOK and Convention Centers

SOCIAL AND ECONOMIC DEVELOPMENT

Mayor's Office of Economic Development
Working in Neighborhoods
Planning and 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
Mayor's Office of Human Rights
Legal
Human Resources
Workers' Compensation
Employee Insurance Administration
General Government
Indian Nations Council of Governments (INCOG)
Finance
Information Technology
Customer Care
Communications
Asset Management

TRANSFERS TO OTHER FUNDS

DEBT SERVICE

Engineering Services

Mission Statement

To provide our customers dependable, cost effective, high-quality services in the area of engineering and architectural services. Build a strong, positive public image, create and promote a safe, productive workforce and work environment by efficiently using all financial, human and material resources.

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.

Goals

- 1. Manage the planning, design and construction of public improvement and capital projects so that projects are completed on schedule and within budget, while ensuring engineering/architectural integrity and meeting all applicable local, state and federal rules and regulations.



Objective 1.1: Capital projects will be designed and right-of-way/easements acquired within the scheduled time frame.

Objective 1.2: Capital projects will be constructed within the scheduled time frame.

Objective 1.3: Capital projects will be completed within appropriated budgets.

Objective 1.4: Capital projects will be performed with the change order amounts at or less than amounts allowed by state statutes.

Objective 1.5: Design agreements will be executed within five months for projects funded for design in the fiscal year.

Objective 1.6: Capital project will pass one year maintenance period without major issues.

- 2. Increase efficiency of public construction projects bidding process.



Objective 2.1: Maintain current postings for all public construction projects' bid advertisement information on the City of Tulsa website, in local newspapers and in designated plan room locations.

Objective 2.2: Contracts will be executed within four months of award of bid.

Engineering Services

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of capital projects designed, right-of-way easements acquired and utilities relocated within scheduled time frames	62%	80%	82%	80%
1.2.1: % of capital projects constructed within scheduled time frames	93%	90%	97%	90%
1.3.1: % of capital projects completed within appropriated budgets	100%	95%	100%	95%
1.4.1: Change order % for capital projects (State statute: Projects valued at: a) \$1,000,000 or less: 15% maximum; b) Above \$1,000,000: 10% maximum	0.5%	7%	3.3%	7%
1.5.1: % of design agreements that are executed within five months after funding is available.	New Measure	New Measure	New Measure	100%
1.6.1: % of capital projects that pass the one year maintenance period without major issues.	New Measure	New Measure	New Measure	100%
2.1.1: % of bid advertisements posted and updated in all locations	96%	95%	95%	95%
2.2.1: % of contracts executed within four months of the date a bid is awarded.	New Measure	New Measure	New Measure	100%

Budget Strategy Overview

Resources allocated to Engineering Services will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including efficient government, public safety and maintenance of City streets.

ENGINEERING SERVICES

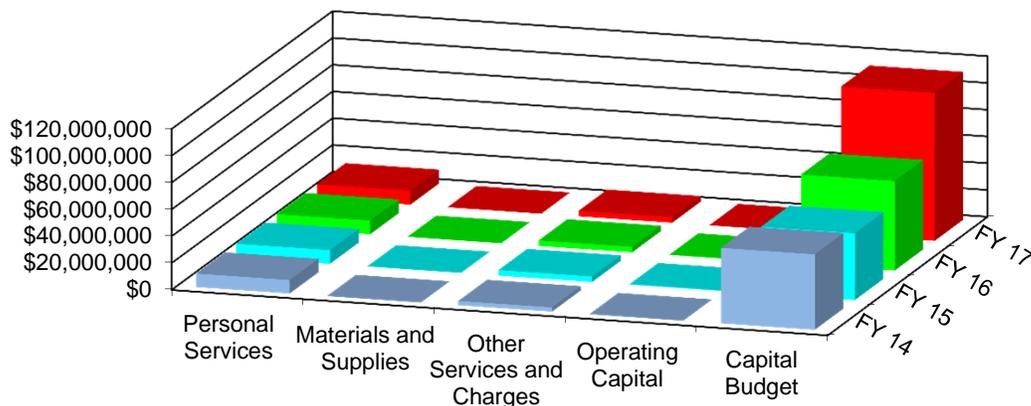
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14 ACTUAL</u>	<u>FY 15 ORIGINAL</u>	<u>FY 16 BUDGET</u>	<u>Dollar Diff. From FY 15 Orig.</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 10,061	\$ 10,239	\$ 10,434	\$ 195	1.9%	\$ 10,444
Materials and Supplies	95	112	119	7	6.2%	119
Other Services and Charges	3,173	4,076	4,293	217	5.3%	4,169
Operating Capital	117	329	38	(291)	-88.4%	231
Total Operating Budget	13,446	14,756	14,884	128	0.9%	14,963
Capital Budget	56,272	49,841	66,786	16,945	34.0%	95,447
Total Budget	\$ 69,718	\$ 64,597	\$ 81,670	\$ 17,073	26.4%	\$110,410

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET	<u>FY 16 BUDGET</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
1080 General Fund	\$ 3,563	9.8%	\$ 3,566
7010 Stormwater Management Enterprise Fund	4,302	6.9%	4,266
7020 TMUA-Water Operating Fund	3,325	-8.2%	3,437
7030 TMUA-Sewer Operating Fund	3,694	-2.5%	3,694
6014 2014 Sales Tax Fund	28,155	-11.2%	56,860
6021 TMUA-Water Capital Projects Fund	24,090	117.0%	21,850
6031 TMUA-Sewer Capital Projects Fund	9,541	135.8%	11,737
6041 Stormwater Capital Projects Fund	5,000	66.7%	5,000
TOTAL	\$ 81,670		\$110,410

Funded positions	146	145	145
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FY 16 CHANGES FOR OPERATION	AMOUNT
1. Benefit and compensation adjustments	\$ 257
2. Reorganization to Asset Management Department	(62)
a. Right of Way - Administrative Assistant	(62)
3. Arkansas River master drainage & dam failure action plans (one-time cost in FY15)	(350)
4. Stormwater funded drainage plan updates, system condition assessments	430
5. Area wide aerial photography for map updates	216
6. Materials testing for industrial development permits	47
7. Internal equipment management services, office services, and wireless devices	(39)
8. Charges for support services to enterprise (utility) funded functions	(85)
9. Materials, supplies and other services adjustments	5
10. Capital additions/replacements:	
a. Crew cab pickup	38
b. Adjustment to eliminate previous year's capital	(329)
TOTAL OPERATING CHANGES	\$ 128
CAPITAL IMPROVEMENTS PROJECTS	
1. Stormwater Management Fund 6041 projects	5,000
2. Water Capital Fund 6021 projects	24,090
3. Wastewater Capital Fund 6031 projects	9,541
4. 2014 Sales Tax Fund	28,155
5. Adjustment to eliminate previous year's capital projects	(49,841)
TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES	16,945
TOTAL CHANGES	\$ 17,073

FY 17 CHANGES FOR OPERATION

No major changes in operations expected in FY17.

ENGINEERING SERVICES

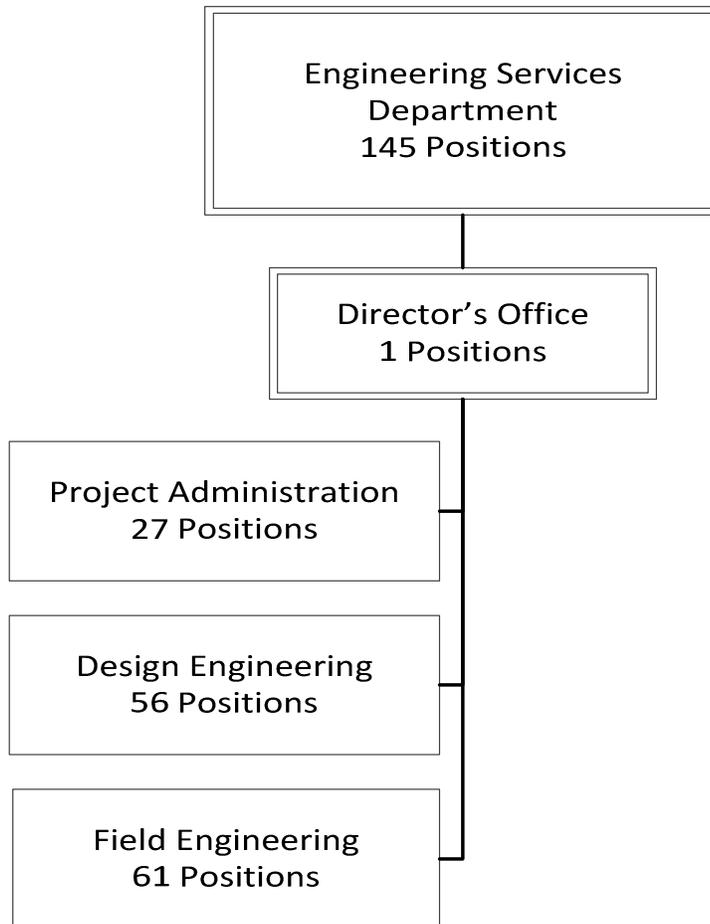
STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
ENGINEERING SERVICES						
Admin. - Director						
Exempt/Professional	1	1	1	1.0	1.0	1.0
Office & Technical	2	0	0	2.0	0.0	0.0
Total Admin. - Director	<u>3</u>	<u>1</u>	<u>1</u>	<u>3.0</u>	<u>1.0</u>	<u>1.0</u>
Design Engineering:						
Administrative & Technical	22	22	9	22.0	22.0	9.0
Exempt/Professional	32	30	28	32.0	30.0	28.0
Office & Technical	18	17	18	18.0	17.0	18.0
Seasonal Labor	1	1	1	0.3	0.3	0.3
Total Design Engineering:	<u>73</u>	<u>70</u>	<u>56</u>	<u>72.3</u>	<u>69.3</u>	<u>55.3</u>
Field Engineering						
Administrative & Technical	3	3	3	3.0	3.0	3.0
Exempt/Professional	11	11	12	11.0	11.0	12.0
Office & Technical	51	48	46	51.0	48.0	46.0
Total Field Engineering	<u>65</u>	<u>62</u>	<u>61</u>	<u>65.0</u>	<u>62.0</u>	<u>61.0</u>
Project Administration						
Administrative & Technical	8	2	13	8.0	2.0	13.0
Exempt/Professional	10	8	11	10.0	8.0	11.0
Office & Technical	3	3	3	3.0	3.0	3.0
Total Project Administration	<u>21</u>	<u>13</u>	<u>27</u>	<u>21.0</u>	<u>13.0</u>	<u>27.0</u>
DEPARTMENT TOTAL	<u>162</u>	<u>146</u>	<u>145</u>	<u>161.3</u>	<u>145.3</u>	<u>144.3</u>

ENGINEERING SERVICES

STAFFING SUMMARY

• ORGANIZATION CHART •



Streets & Stormwater

Department Budget Summary

FY 2016

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, traffic control, stormwater and land management, refuse and recycling, building operations.

Overview of Services

The Streets and Stormwater department, formerly part of the Public Works department, was created by Mayor Dewey Bartlett in March 2011. This department's primary areas of responsibility are stormwater and land management, street maintenance and right-of-way inspections, traffic control, and refuse and recycling service through the Tulsa Authority for the Recovery of Energy (TARE).

Goals

1. Maintain and improve the safety, quality and appearance of City of Tulsa streets and right-of-ways.



Objective 1.1: Respond to requests for emergency street repairs within one hour of notification.

Objective 1.2: Monitor mowing and landscape maintenance of public right-of-ways on a 21-day basis to ensure grass height is compliant with City of Tulsa ordinance.

Objective 1.3: Maintain clean arterial and residential streets.

2. Maintain and improve the safety and efficiency of movement of traffic within City of Tulsa.



Objective 2.1: Review, modify and update traffic signal timing and synchronization plans.

Objective 2.2: Maintain well-marked, highly visible pavement markings to ensure efficient traffic operations and public safety.

Objective 2.3: Maintain a safe and efficient transportation system by improving street lighting, reviewing and implementing new street lighting requests as submitted by the Tulsa Police Department, citizens or as identified by traffic safety studies and road construction project designs.

Objective 2.4: Operate and maintain a well-managed traffic system or better by analyzing traffic volumes and signal timing plans for all traffic signals to ensure minimum vehicle delay and maximum efficiency.

3. Maintain and improve the safety, quality and appearance of the City of Tulsa stormwater facilities.



Objective 3.1: Respond to requests for stormwater emergencies within one hour of notification.

Objective 3.2: Maintain channel and detention pond capacity to prevent flooding and improve stormwater quality.

Objective 3.3: Protect creek and channel integrity, protect infrastructure and improve stormwater quality.

Objective 3.4: Maintain good drainage along streets for public safety and infrastructure protection.

4. Provide timely collection of residential refuse and recycling services.



Streets & Stormwater

Objective 4.1: Provide collection services on the scheduled collection day(s) with 5% or less verified missed collections.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: Average # of hours it takes to respond to emergency street repair requests	25 minutes	1 hour	35 minutes	25 minutes
1.1.2: % of safety critical potholes reported by citizens repaired within 24 hours	New Measure	New Measure	New Measure	100%
1.1.3: % of potholes reported by citizens repaired within 48 business hours	New Measure	New Measure	New Measure	100%
1.2.1: % of compliance with City grass height ordinance	100%	100%	100%	100%
1.2.2: # of citizen mowing complaints received	300	0	238	0
2.1.1: % reduction in travel time in modified and updated traffic signal areas	20%	10%	20%	10%
2.2.1: # miles of lane marking striped	New Measure	New Measure	New Measure	New Measure*
2.2.2: # feet of crosswalks & stop bars striped	New Measure	New Measure	New Measure	New Measure*
2.3.1: # of new street lights installed	New Measure	New Measure	New Measure	New Measure*
2.3.2: Total # of highway lights maintained	New Measure	New Measure	New Measure	New Measure*
2.4.1: Total # of signals maintained	New Measure	New Measure	New Measure	New Measure*
2.4.2: % of signals operating greater than Level of Service D	New Measure	New Measure	New Measure	New Measure*
3.1.1: Average # of hours it takes to respond to stormwater emergencies	32 minutes	1 hour	32 minutes	1 hour
3.2.1: Cubic yards of siltation removed from creek and detention ponds	79,078	65,000	17,000	65,000
3.3.1: Square yards of erosion control work performed along creeks & channels	64,050	55,000	70,000	55,000
3.4.1: Linear feet of roadside ditch cleaned per year	20,335	15,000	16,000	15,000
4.1.1: % of verified missed collections of refuse and recycling services	0.11%	5% or less	0.007%	5% or less
4.1.2: % of verified missed collections of recycling services	0.017%	5% or less	0.015%	5% or less
4.1.3: % of verified missed collections of bulky waste pickups	1.4%	5% or less	2.58%	5% or less

* Metrics will be tracked for first time in FY 15-16. Once the Department has the metrics measured, they will be able to set targets for FY 16-17.

Budget Strategy Overview

Resources allocated to Streets and Stormwater will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including efficient government, beautification, transportation, public safety and maintenance of City streets.

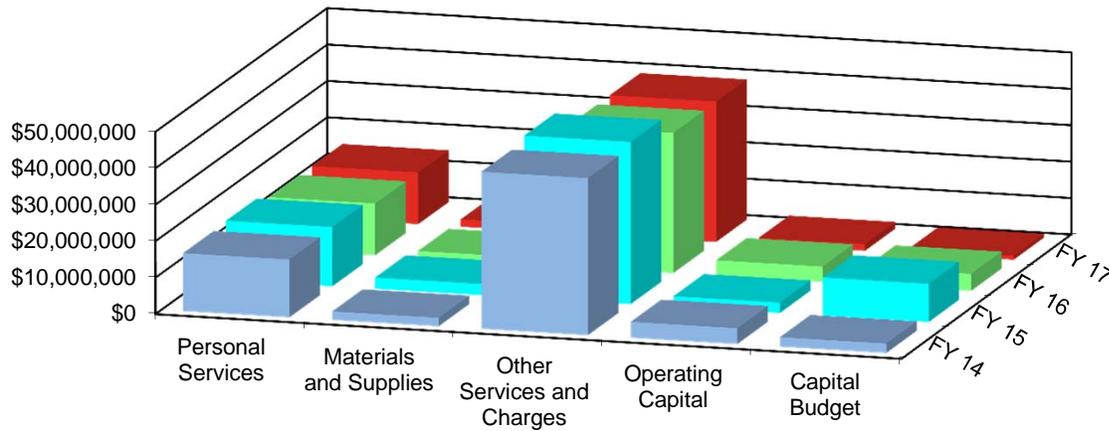
STREETS AND STORMWATER

BUDGET HIGHLIGHTS
FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 15,857	\$ 16,251	\$ 14,207	\$ (2,044)	-12.6%	\$ 14,219
Materials and Supplies	2,312	3,084	1,858	(1,226)	-39.8%	2,041
Other Services and Charges	43,077	44,478	38,497	(5,981)	-13.4%	38,563
Operating Capital	4,350	2,846	4,207	1,361	47.8%	1,851
Total Budget	65,596	66,659	58,769	(7,890)	-11.8%	56,674
Capital Budget	2,600	10,450	4,660	(5,790)	-55.4%	1,050
Total Budget	\$ 68,196	\$ 77,109	\$ 63,429	\$ (13,680)	-17.7%	\$ 57,724

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

	FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
1080 General Fund	\$ 17,031	-15.4%	\$ 17,172
2910 Short-Term Capital Fund	1,191	6.1%	1,229
3623 Tulsa Authority for Recovery of Energy Fund	23,677	6.4%	22,203
5565 Community Development Block Grant (CDGB)	462	N/A	400
7010 Stormwater Management Enterprise Fund	16,046	2.1%	15,308
7020 TMUA-Water Operating Fund	340	-27.8%	340
7030 TMUA-Sewer Operating Fund	22	-84.6%	22
6014 2014 Sales Tax Fund	4,660	>500.0%	1,050
TOTAL	\$ 63,429		\$ 57,724

Funded positions	357	312	312
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FY 16 CHANGES FOR OPERATION	AMOUNT
1. Benefit and compensation adjustments	\$ 433
2. Reorganization to Asset Management Department	
a. Building Operations	(8,333)
1. Thirty positions, materials, supplies, & other services	<u>(8,333)</u>
3. Reorganization to Mayor's Office of Economic Development	(1,093)
a. Tulsa Stadium Improvement District	
1. Position, materials, supplies, & other services	<u>(1,093)</u>
4. FY16 Position Changes:	(571)
a. Abolish crew worker (13) and supervisor (1) - TARE service changes	<u>(571)</u>
5. Street Maintenance operational changes	(473)
a. Reduction of one-time salt purchase to restore depletion	<u>(473)</u>
6. Traffic Operations operational changes	40
a. Guardrail repairs	<u>40</u>
7. Stormwater operational changes	10
a. Fee in Lieu of Taxes - fee reduced from 6.5% to 6%	<u>10</u>
8. Refuse operational changes	174
a. Dumping fees - CPI increase	100
b. Hauling fees	(200)
c. Refuse & recycling service	754
d. Legal service	(100)
e. Fee in Lieu of Taxes - fee reduced from 6.5% to 6%	(130)
f. Independent employment services	(150)
g. Refuse & recycling carts	<u>(100)</u>
9. Internal office services	(102)
10. Internal equipment management services	66
11. Materials, supplies, and other services adjustments	16
12. Sidewalk improvements - CDBG funded	462
13. Additional mowing cycles	120
14. Capital additions/replacements:	
a. De-icer spray tank, crew truck (3), pickup truck (2)	400
b. Dump truck (2), milling attachment	338
c. Rollback trailer, utility trailer, 10 yd spreader	95
d. Roller, hotbox, compactor plate (2),	198
e. Trash pump (4), paint mixer (2), generator (2), concrete saw (3)	120
f. Air compressor, loader scale, pressure washer (2)	40
Stormwater Capital	
g. Crew Truck (3), dump truck (3)	743
h. Equipment trailer (2), utility trailer (2)	31
i. Excavator, skid loader	230
TARE Capital	
j. Pickup (3), roll off truck, grapple truck (2)	558
k. Mulch finisher, loader (2), dumpster fork truck	576
l. Tub grinder, brutus w/cab	826
m. Paper compactor, shredder	39
n. Toughbook (3)	13
o. Adjustment to eliminate previous year's capital	(2,846)
TOTAL OPERATING CHANGES	<u><u>\$ (7,890)</u></u>
CAPITAL IMPROVEMENTS PROJECTS	
1. 2014 Sales Tax Fund 6014	4,660
2. Adjustment to eliminate previous year's capital projects	(10,450)
TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES	<u>(5,790)</u>
TOTAL CHANGES	<u><u>\$ (13,680)</u></u>

FY 17 CHANGES FOR OPERATION

CPI increase of solid waste services contract and reductions for one-time purchases budgeted in FY16.

STREETS AND STORMWATER

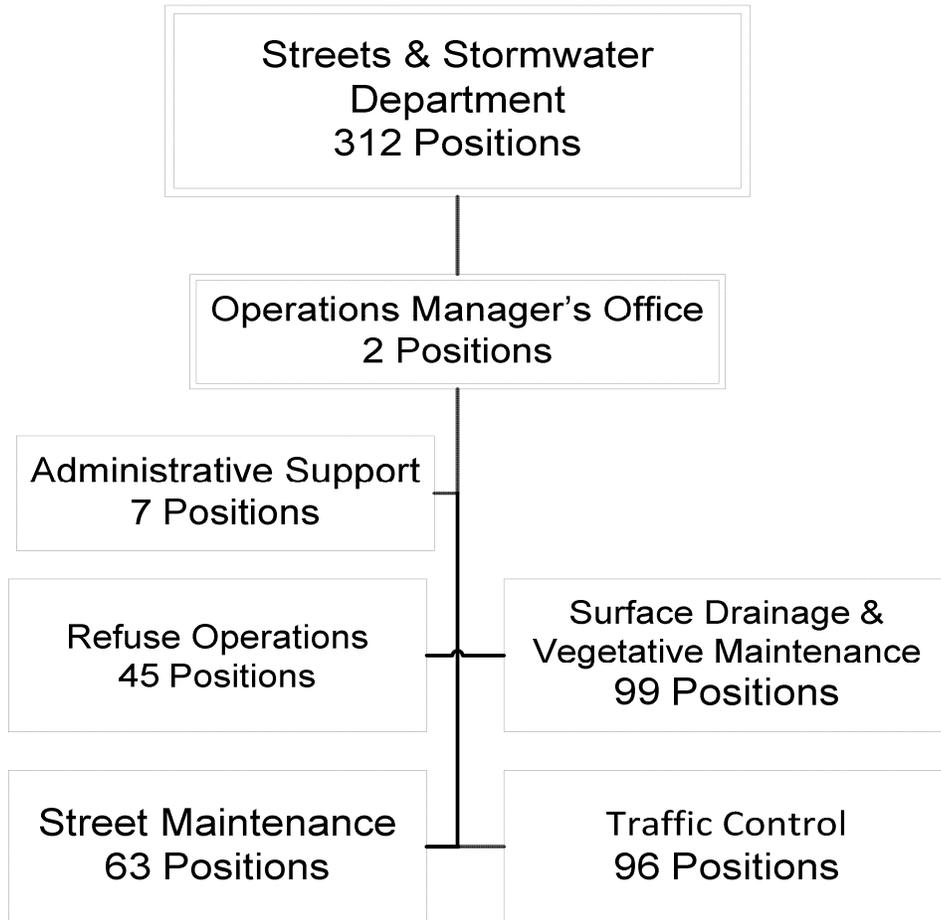
STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
STREETS & STORMWATER						
<u>Administrative</u>						
Exempt/Professional	4	4	3	4.0	4.0	3.0
Office & Technical	6	6	6	6.0	6.0	6.0
Total Administrative	10	10	9	10.0	10.0	9.0
<u>Security</u>						
Administrative & Technical	3	0	0	3.0	0.0	0.0
Exempt/Professional	2	0	0	2.0	0.0	0.0
Labor & Trades	0	0	0	0.0	0.0	0.0
Office & Technical	1	0	0	1.0	0.0	0.0
Total Security	6	0	0	6.0	0.0	0.0
<u>Surface Drainage/Veg.Maint.</u>						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Exempt/Professional	11	11	11	11.0	11.0	11.0
Labor & Trades	64	71	70	64.0	71.0	70.0
Office & Technical	17	19	20	17.0	19.0	20.0
Total Surface Drainage/Veg.Maint.	93	102	102	93.0	102.0	102.0
<u>Street Maintenance</u>						
Administrative & Technical	3	3	3	3.0	3.0	3.0
Exempt/Professional	7	7	8	7.0	7.0	8.0
Labor & Trades	41	41	38	41.0	41.0	38.0
Office & Technical	13	12	14	13.0	12.0	14.0
Total Street Maintenance	64	63	63	64.0	63.0	63.0
<u>Traffic Control</u>						
Administrative & Technical	6	6	6	6.0	6.0	6.0
Crossing Guard	65	56	56	8.0	7.0	7.0
Exempt/Professional	9	7	7	9.0	7.0	7.0
Labor & Trades	24	21	21	24.0	21.0	21.0
Office & Technical	6	6	6	6.0	6.0	6.0
Total Traffic Control	110	96	96	53.0	47.0	47.0
<u>Building Operations</u>						
Exempt/Professional	5	5	0	5.0	5.0	0.0
Labor & Trades	23	22	0	23.0	22.0	0.0
Office & Technical	4	3	0	4.0	3.0	0.0
Total Building Operations	32	30	0	32.0	30.0	0.0
<u>Refuse Operations</u>						
Administrative & Technical	2	2	1	2.0	2.0	1.0
Exempt/Professional	6	7	7	6.0	7.0	7.0
Labor & Trades	36	27	14	36.0	27.0	14.0
Office & Technical	16	20	20	16.0	20.0	20.0
Total Refuse Operations	60	56	42	60.0	56.0	42.0
DEPARTMENT TOTAL	375	357	312	318.0	308.0	263.0

STREETS AND STORMWATER

STAFFING SUMMARY

• ORGANIZATION CHART •



Water & Sewer

Department Budget Summary

FY 2016

Mission Statement

To provide our customers dependable, cost effective, high-quality services in the areas of water and sewer; build a strong, positive public image; and create and promote a safe, productive work force and work environment by efficiently using all financial, human and material resources.

Overview of Services

The Water and Sewer department, formerly a division of the Public Works department, was created by Mayor Dewey Bartlett in March 2011. This 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. Collected wastewater is treated at four treatment plants: Southside, Northside, Haikey Creek and Lower Bird Creek.

Goals

1. Provide dependable, cost-effective, high quality service to all water and sewer customers while complying with all federal, state and local regulations.



Objective 1.1: Supply the public with drinking water in compliance with health based National Primary Drinking Water Standards.

Objective 1.2: Operate and maintain wastewater collection and treatment systems in compliance with the Oklahoma Pollutant Discharge Elimination System (OPDES) permits.

2. Make timely and effective responses to water and sewer related emergencies.



Objective 2.1: Maintain average of less than five hours water service disruption per customer for water emergency repairs.

Objective 2.2: Provide on-site responses to sanitary sewer stoppage and overflow calls within two hours.

Water & Sewer

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of customer service demand met for treated water	100%	98%	100%	98%
1.1.2: Drinking water compliance rate (# of days in full compliance divided by 365 days)	100%	100%	100%	100%
1.1.3: Water treatment energy use (KwH per MG treated)	1,858	1,800	1,716	1,800
1.1.4: Average residential water bill per month	\$27.61	\$30.65	\$32.02	\$32.80
1.2.1: Wastewater compliance rate (# days in full compliance divided by 365 days)	98.9%	98.6%	99.2%	98.6%
1.2.2: Wastewater treatment energy use (KwH per MG treated)	2,109	2,000	2,208	2,000
1.2.3: Average residential sewer bill per month	\$26.50	\$33.59	\$29.19	\$36.61
2.1.1: Average # hours for water turned off per 1000 customers during emergency repairs	4.91	5.00	5.11	5.00
2.1.2: # of water interruptions of services per 1000 customers	10.4	10.0	9.5	10.0
2.1.3: Water Distribution System Integrity (# of water main breaks and leaks per 100 miles of pipe)	61	34	56	34
2.2.1: % of on-site responses to sanitary sewer stoppage and overflow calls within two hours	99.7%	95%	99.2%	95%
2.2.2: # of collection system overflows per 100 miles per year	6.9	6.0	9.9	6.0

Budget Strategy Overview

The FY16 Water and Sewer budget is set to meet the service levels and key performance indicators outlined above. Resources allocated to this department will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including efficient government, public safety and quality of City water service.

The Water and Sewer budget continues to fund the operation and maintenance of the City's water and sewer systems at a level which meets or exceeds EPA drinking water and clean water standards.

Resources have been dedicated to the implementation of the Utility Enterprise Initiative. The initiative is the result of an intensive study, by outside consultants, of the water and sewer systems' governance, management and operations. This initiative includes: a strategic business plan; performance management; operations and capital improvement program optimization; and asset management program. The implementation of the plan should result in operational savings and reduced borrowing for capital improvements while still providing outstanding service to customers.

WATER AND SEWER

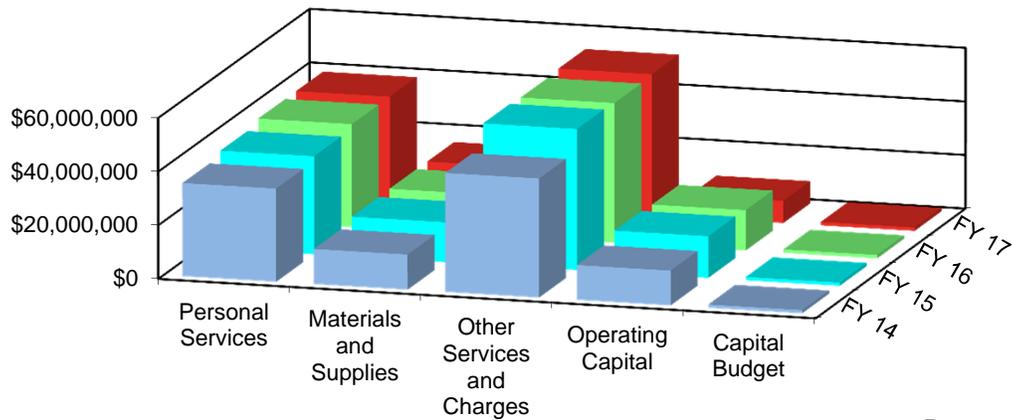
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating						
Personal Services	\$ 34,735	\$ 36,600	\$ 38,360	\$ 1,760	4.8%	\$ 38,403
Materials and Supplies	13,083	14,883	15,081	198	1.3%	15,012
Other Services and Charges	44,356	52,598	52,073	(525)	-1.0%	52,661
Operating Capital	12,947	15,556	15,049	(507)	-3.3%	8,334
Total Operating Budget	105,121	119,637	120,563	926	0.8%	114,410
Capital Budget	1,190	1,220	1,260	40	3.3%	1,290
Total Budget	\$ 106,311	\$ 120,857	\$ 121,823	\$ 966	0.8%	\$ 115,700

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

	FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
3623 Tulsa Authority for Recovery of Energy Fund	\$ 12	0.0%	\$ 12
7010 Stormwater Management Enterprise Fund	665	5.6%	622
7020 TMUA-Water Operating Fund	67,959	-0.8%	63,929
7030 TMUA-Sewer Operating Fund	51,915	2.9%	49,835
7060 EMSA Fund	12	0.0%	12
6021 TMUA-Water Capital Fund	1,260	3.3%	1,290
TOTAL	\$ 121,823		\$ 115,700

Funded positions	648	655	655
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FY 16 CHANGES FOR OPERATION

AMOUNT

1. Benefit and compensation adjustments		\$ 1,422
2. Wastewater Treatment Plants		846
a. Lower Bird Creek plant	36	
1. Storekeeper	<u>36</u>	
a. Salary and benefits		
b. Haikey Creek plant	77	
1. Contracted biosolids hauling from 71st to fields	54	
2. Completion of aerator repairs	(39)	
3. Electrical utilities based on usage	60	
4. Completed building repairs and general services	(60)	
5. Payment to the Regional Metropolitan Utility Authority for plant operations	<u>62</u>	
c. Southside plant	410	
1. Year around disinfection chemicals	275	
2. Chemicals for 71 Street dewatering facility	17	
3. Supplies for valve replacements, clarifier cleaning upgrade and digester repairs	60	
4. Electric and gas utilities based on usage	77	
5. Completed HVAC and equipment repairs	(85)	
6. Facilities painting and rehab	<u>66</u>	
d. Northside plant	323	
1. Repair parts and supplies for lift station repairs	20	
2. Electric and gas utilities based on usage	(97)	
3. Water bill reduction with new plant effluent water reuse system	(75)	
4. Clean one additional lagoon	400	
5. Repair and rebuilding of critical equipment	<u>75</u>	
3. Sewer Operations & Maintenance		(139)
a. Equipment changeout in pump stations	79	
b. Pump station maintenance based on usage	49	
c. Pumps to pump out manholes and trenches	50	
d. Materials, supplies and other services adjustments	54	
e. Reduce budget for miscellaneous services to historical usage	(201)	
f. Independent employment services; fund from vacancies	<u>(170)</u>	
4. Water Treatment Plants		(586)
a. Reduced chemical budget based on historical usage	(549)	
b. Electrical tools for plant maintenance (one-time)	25	
c. Hardware for plant clarifier (one-time)	10	
d. Materials, supplies and other services adjustments	55	
e. Increased cost in carbon replacements and sludge disposal	124	
f. Contract Water Quality Specialist for studies & investigations	33	
g. Electrical utilities decreased to historical usage	(234)	
h. Completed maintenance projects	<u>(50)</u>	
5. Water Distribution		262
a. Maintenance Mechanic II - Two positions	154	
1. Salary and benefits	75	
2. Uniforms, boots & etc.	7	
3. Pickup Truck (2)	<u>72</u>	
b. Chemicals for increased testing of new and repaired lines	28	
c. Electrical and other supplies for maintenance at pump stations	16	
d. Minor tools for pump station & meter shop crews	23	
e. Equipment maintenance costs at pump stations	11	
f. Pump station electricity including the new Botanical Garden area station	50	
g. Independent employment services; fund from vacancies	<u>(20)</u>	

FY 16 CHANGES FOR OPERATION (continued)	AMOUNT
6. Quality Assurance	\$ 55
a. Service funds for overflow work load and special projects.	27
b. Focused advertising related to grease related overflows from residential sources	10
c. Lab equipment maintenance	18
7. Administration	429
a. Senior Data Analyst	68
1. Salary and benefits	65
2. Materials & equipment	3
b. Data Analyst	65
1. Salary and benefits	62
2. Materials & equipment	3
c. Office Administrator II	42
1. Salary and benefits	41
2. Materials & equipment	1
d. FY15 Position Changes:	59
a. Asst Heavy Equipment Trainer	59
e. Lucity annual maintenance & support fees	80
f. HACH / WIMS annual maintenance & support fees	20
g. Safety shoes and eyewear	18
h. Employee licenses and department memberships	77
8. Sewage transportation & treatment: Broken Arrow, Sapulpa, Catoosa	75
9. Digital, print, media advertising of Tulsa Water Works campaign	100
10. Legal services - TMUA Board attorney, bond counsel & misc.	170
11. Miscellaneous consulting services; legislative consultant, arbitrage, etc.	34
12. Reduce fireline installation subsidy to annual usage level	(17)
13. Fee in Lieu of Taxes - fee reduced from 6.5% to 6%	(385)
14. Internal equipment management services, office services, and wireless devices	(665)
15. Charges for support services to enterprise (utility) funded functions	(92)
16. Materials, supplies and other services adjustments	3
17. Capital additions/replacements:	
a. Operating capital	6,233
b. Sewer treatment plant equipment replacement	3,970
c. Water treatment plant equipment replacement	4,767
d. Adjustment to eliminate previous year's capital	(15,556)
TOTAL OPERATING CHANGES	\$ 926
CAPITAL IMPROVEMENTS PROJECTS	
1. Water Capital Fund 6021 projects	1,260
2. Adjustment to eliminate previous year's capital projects	(1,220)
TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES	40
TOTAL CHANGES	\$ 966

FY 17 CHANGES FOR OPERATION

The Utility Enterprise Initiative will continue in FY17. This initiative includes: a strategic business plan; performance management; operations and capital improvement program optimization; and asset management program.

WATER AND SEWER

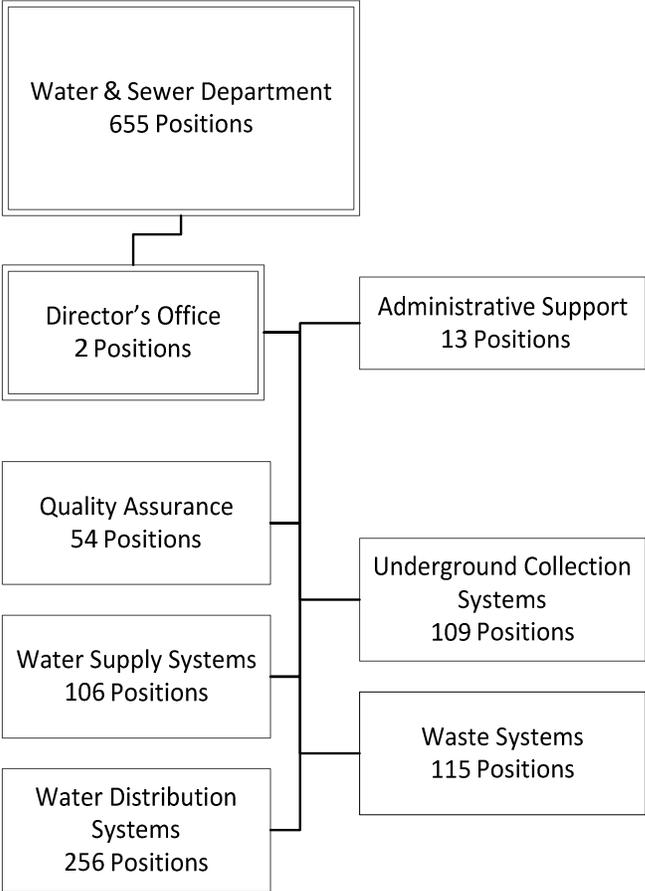
STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
WATER & SEWER						
<u>Administrative Support</u>						
Administrative & Technical	2	2	3	2.0	2.0	3
Exempt/Professional	4	4	7	4.0	4.0	7
Information Systems	1	1	0	1.0	1.0	0
Office & Technical	4	4	5	4.0	4.0	5
Total Administrative Support	<u>11</u>	<u>11</u>	<u>15</u>	<u>11.0</u>	<u>11.0</u>	<u>15.0</u>
<u>Quality Assurance</u>						
Administrative & Technical	2	2	2	2.0	2.0	2.0
Exempt/Professional	8	8	8	8.0	8.0	8.0
Scientific & Technical	27	27	27	27.0	27.0	27.0
Office & Technical	17	17	17	17.0	17.0	17.0
Total Quality Assurance	<u>54</u>	<u>54</u>	<u>54</u>	<u>54.0</u>	<u>54.0</u>	<u>54.0</u>
<u>Water Supply Systems</u>						
Administrative & Technical	20	20	21	20.0	20.0	21.0
Exempt/Professional	15	15	15	15.0	15.0	15.0
Labor & Trades	66	66	65	66.0	66.0	65.0
Office & Technical	5	5	5	5.0	5.0	5.0
Total Water Supply Systems	<u>106</u>	<u>106</u>	<u>106</u>	<u>106.0</u>	<u>106.0</u>	<u>106.0</u>
<u>Water Distribution Systems</u>						
Administrative & Technical	4	4	4	4.0	4.0	4.0
Exempt/Professional	22	22	22	22.0	22.0	22.0
Labor & Trades	187	187	189	187.0	187.0	189.0
Office & Technical	41	41	41	41.0	41.0	41.0
Total Water Distribution Systems	<u>254</u>	<u>254</u>	<u>256</u>	<u>254.0</u>	<u>254.0</u>	<u>256.0</u>
<u>Waste Systems</u>						
Administrative & Technical	16	16	19	16.0	16.0	19.0
Exempt/Professional	17	17	16	17.0	17.0	16.0
Labor & Trades	75	76	75	75.0	76.0	75.0
Office & Technical	5	5	5	5.0	5.0	5.0
Total Waste Systems	<u>113</u>	<u>114</u>	<u>115</u>	<u>113.0</u>	<u>114.0</u>	<u>115.0</u>
<u>Underground Collection Sys.</u>						
Administrative & Technical	4	4	4	4.0	4.0	4.0
Exempt/Professional	12	12	12	12.0	12.0	12.0
Labor & Trades	70	71	71	70.0	71.0	71.0
Office & Technical	22	22	22	22.0	22.0	22.0
Total Underground Collection Sys.	<u>108</u>	<u>109</u>	<u>109</u>	<u>108.0</u>	<u>109.0</u>	<u>109.0</u>
DEPARTMENT TOTAL	<u>646</u>	<u>648</u>	<u>655</u>	<u>646.0</u>	<u>648.0</u>	<u>655.0</u>

WATER AND SEWER

STAFFING SUMMARY

• ORGANIZATION CHART •



Tulsa Transit

Department Budget Summary

FY 2016

Mission Statement

The mission of Tulsa Transit is to be a premier transportation provider, committed to safe, professional, efficient, reliable, accessible and quality service.

Overview of Services

Tulsa Transit provides an array of public transportation programs which serve residents in the City of Tulsa, and connecting service to the cities of Broken Arrow, Jenks, and Sand Springs. These services include fixed route bus service, ADA Para-transit services for the disabled, commuter bus service and special events service. To coordinate these services and provide information to the public, Tulsa Transit operates a customer call center, which processes over 600,000 inquiries annually. Tulsa Transit also operates two transit stations in Tulsa, which are located at Fourth and Denver, and Thirty-third and Memorial.

Goals

1. Provide an efficient and effective public transit service for our riders.



Objective 1.1: Provide quality customer service for Fixed Route and Lift Program participants by meeting internal benchmarks for customer satisfaction.

Objective 2.1: Increase operating revenue by meeting internal benchmarks for number of fixed route and lift program passengers per hour.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	14-15 Estimate	FY 15-16 Target
1.1.1: # of Fixed Route complaints per 10,000 boardings	2.7	4.0	3.3	4.0
1.1.2: # of Lift Program complaints per 10,000 boardings	21.8	23.0	18.9	23.0
1.1.3: # miles between fixed route road calls	10,162	7500	9,600	7500
1.1.4: % of fixed route bus arrives within 10 minutes or less of scheduled time	91.4%	95%	92.0%	95%
1.1.5: # miles between lift route road calls	28,401	22,500	22,500	22,500
1.1.6: % of time lift bus arrives on time	94.3%	95%	95%	95%
2.1.1: # of Fixed Route passengers per bus hour	17.6	17.0	18.3	17.0
2.1.2: # of Lift Program passengers per bus hour	2.1	2.0	2.1	2.0
2.1.3: Total # of Fixed Route riders	3,131,717	2,886,882	2,998,000	3,108,073
2.1.4: % Fixed Route ridership increase over previous FY	New Measure	New Measure	New Measure	3.6%
2.1.5: Total # of Lift Program riders	156,099	162,027	125,700	130,000
2.1.6: % Lift Program ridership increase over previous FY	New Measure	New Measure	New Measure	3%

Budget Strategy Overview

Resources allocated to Tulsa Transit will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including transportation.

TULSA TRANSIT

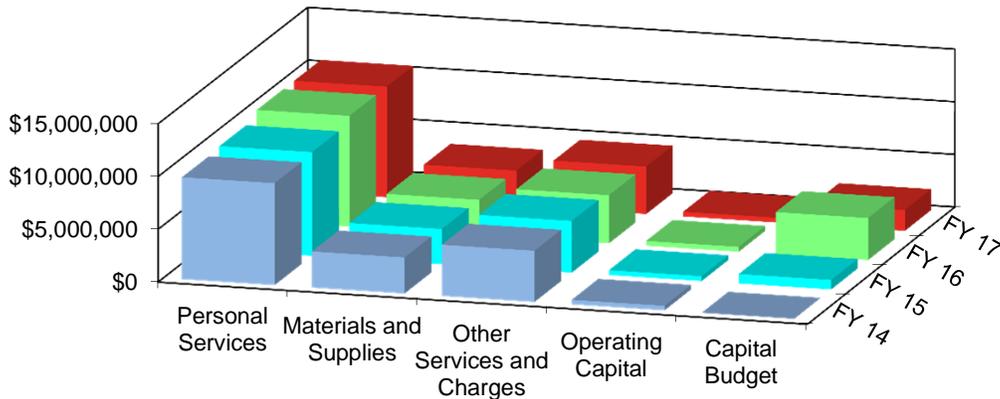
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>Dollar</u>	<u>Percent</u>	<u>FY 17</u>
	<u>ACTUAL</u>	<u>ORIGINAL</u>	<u>BUDGET</u>	<u>Diff. From</u>	<u>Diff. From</u>	<u>FINANCIAL</u>
				<u>FY 15 Orig.</u>	<u>FY 15 Orig.</u>	<u>PLAN</u>
Operating Budget						
Personal Services	\$ 9,669	\$ 9,841	\$ 10,515	\$ 674	6.9%	\$ 10,515
Materials and Supplies	3,419	3,345	3,332	(13)	-0.4%	3,332
Other Services and Charges	4,855	4,908	4,571	(337)	-6.9%	4,516
Operating Capital	429	460	460	0	0.0%	460
Total Operating Budget	18,372	18,554	18,878	324	1.7%	18,823
Capital Budget	0	900	3,994	3,094	343.8%	1,981
Total Budget	\$ 18,372	\$ 19,454	\$ 22,872	\$ 3,418	17.6%	\$ 20,804

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

	<u>FY 16</u>	<u>Percent</u>	<u>FY 17</u>
	<u>BUDGET</u>	<u>Diff. From</u>	<u>FINANCIAL</u>
		<u>FY 15 Orig.</u>	<u>PLAN</u>
1080 General Fund	\$ 7,619	2.3%	\$ 7,564
Federal Transit Administration - Operations	6,144	3.9%	6,144
State of Oklahoma - Revolving Transit Fund	975	0.0%	975
Other Funding Sources	270	0.0%	270
Operating Revenues - Core Operations	3,114	1.6%	3,114
Operating Revenues - Lift & Contract	296	-30.0%	296
2910 Short-Term Capital Fund	92	0.0%	92
Federal Transit Administration - Capital	368	0.0%	368
6014 2014 Sales Tax	3,994	343.8%	1,981
TOTAL	\$ 22,872		\$ 20,804

Funded positions	180	185	185
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FY 16 CHANGES FOR OPERATION	AMOUNT
1. Benefit and compensation adjustments	\$ 499
2. Add 4 Bus Operators - increased fixed route fill-in service hours for increased on-time service.	130
3. FY16 Position Changes:	45
a. Trainer	45
4. Lift Program service costs. Tulsa Area Agency on Aging annual paratransit contract now handled by Morton Health Services. No longer selling Lift passes at passenger rate to the Oklahoma Medicaid program transportation contractor.	(473)
5. Downtown circular pilot program (Phase I bus retrofit (one-time) and operations)	105
6. Professional fees and building services	(42)
7. Electric utilities	68
8. Self-insurance	(6)
9. Trade advertising	11
10. Fuel	(121)
11. Vehicle repair parts & supplies	90
12. Materials for facility repairs and maintenance	18
13. Capital additions/replacements:	
a. Bus shelters	153
b. Shelter and facility improvements	100
c. Security equipment	88
d. Maintenance equipment	100
e. Furniture & fixtures	20
f. Adjustment to eliminate previous year's capital	(460)
TOTAL OPERATING CHANGES	\$ 324
CAPITAL IMPROVEMENTS PROJECTS	
1. 2014 Sales Tax	3,994
2. Adjustment to eliminate previous year's capital projects	(900)
TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES	3,094
TOTAL CHANGES	\$ 3,418

FY 17 CHANGES FOR OPERATION

No major changes in operations expected in FY17. The authority is scheduled to receive \$1,981,000 in 2014 Sales Tax funding for replacement of aging buses and vans.

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
- Gilcrease Museum
- Performing Arts Center
- River Parks Authority
- BOK and Convention Centers

SOCIAL AND ECONOMIC DEVELOPMENT

- Mayor's Office of Economic Development
- Working in Neighborhoods
- Planning and 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
- Mayor's Office of Human Rights
- Legal
- Human Resources
- Workers' Compensation
- Employee Insurance Administration
- 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 2016

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 City Council is responsible for enacting laws and approving all proposed budgets and budget amendments; and, 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 service measurements below pertain to the City Auditor's department only. No measurements are included for the Mayor or City Council in this summary.

The mission of the City Auditor is to provide accountability of city government.

Goals

1. Recommend adequate controls and safeguarding of assets.



Objective 1.1: Achieve at least 90% acceptance rate from management on recommended solutions for improving work processes and controlling risk.

Objective 1.2: Achieve at least 80% implementation rate from management on recommended solutions for improving work processes and controlling risk.

2. Assist management in improving operations and reducing risk of loss or waste.



Objective 2.1: Provide quality audits as judged by clients with quality ranking above three on a one (poor) to four (excellent) scale.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of acceptance rate for recommendations	90%	90%	90%	90%
1.2.1: % of implementation rate for recommendations	87%	90%	88%	90%
2.1.1: Quality ranking on a 1-4 scale	3.45	3.25	3.00	3.25

Budget Strategy Overview

Resources allocated to the City Auditor will be dedicated to Mayor and Tulsa City Council priorities including efficient government.

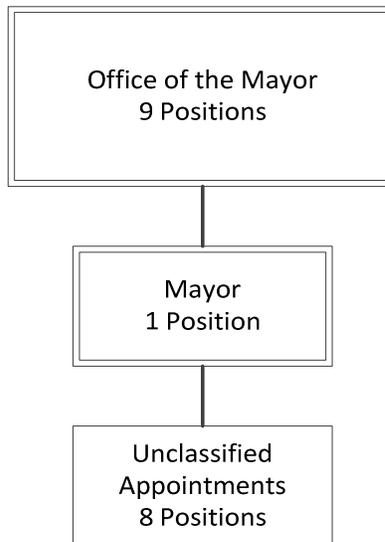
Mayor and City Council budgets are set to meet goals and objectives for shared Mayor-Council and Citizen priorities, including efficient government, economic development, transportation, beautification and public safety.

ELECTED OFFICIALS

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Mayor	1	1	1	1.0	1.0	1.0
Unclassified Appointments	9	8	8	9.0	8.0	8.0
TOTAL	10	9	9	10.0	9.0	9.0

• ORGANIZATION CHART •



ELECTED OFFICIALS

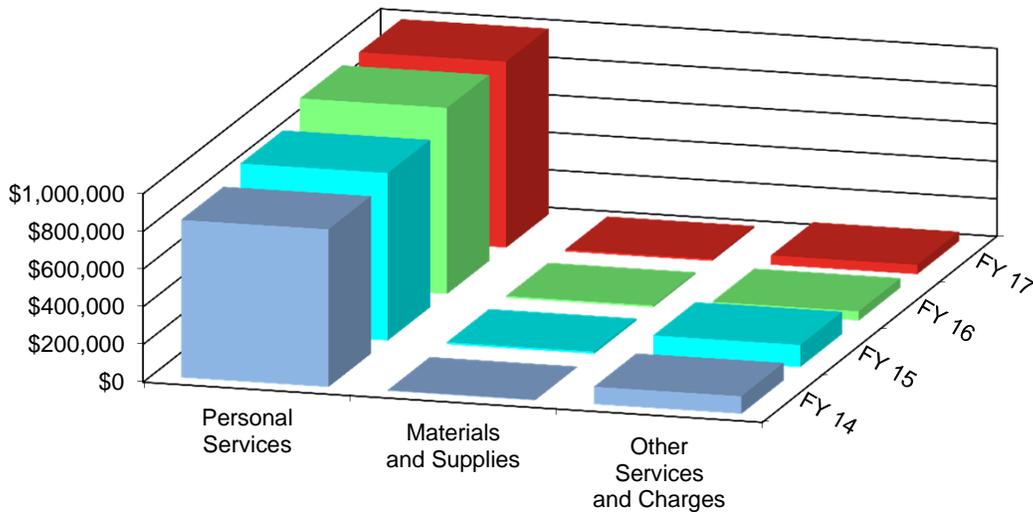
CITY AUDITOR

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 837	\$ 890	\$ 990	\$ 100	11.2%	\$ 990
Materials and Supplies	3	11	10	(1)	-9.1%	10
Other Services and Charges	93	118	50	(68)	-57.6%	50
Total Budget	\$ 933	\$ 1,019	\$ 1,050	\$ 31	3.0%	\$ 1,050

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund

TOTAL

FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
\$ 1,050	3.0%	\$ 1,050
\$ 1,050		\$ 1,050

Funded positions

13

13

13

FY 16 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. FY15 deferred funding restored for one position
3. Materials, supplies and other services adjustments
4. Strategic planning and Information Technology consulting (one-time cost in FY15)

TOTAL OPERATING CHANGES

AMOUNT

\$ 50
50
5
(74)
\$ 31

FY 17 CHANGES FOR OPERATION

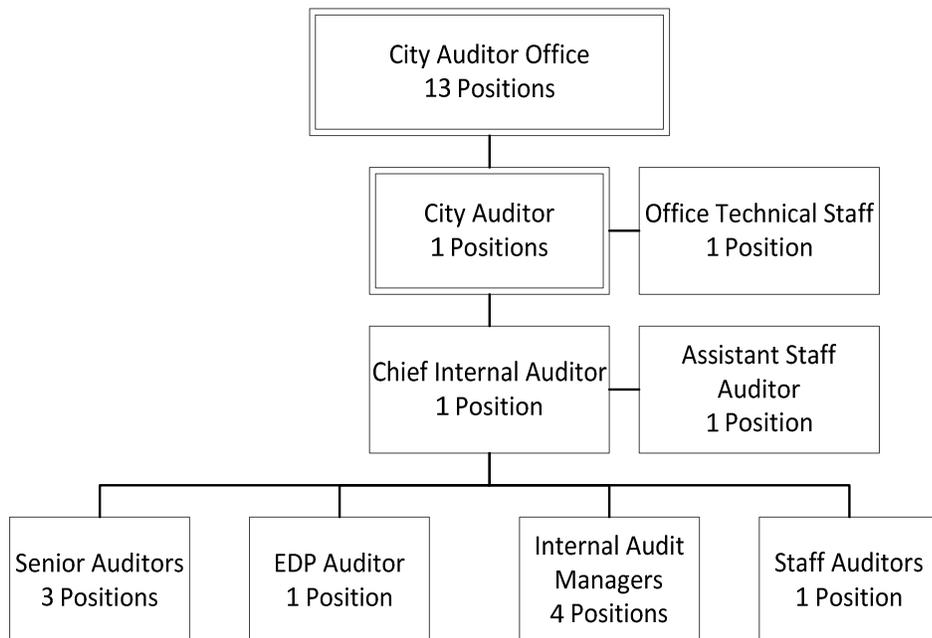
FY15 deferred funding for position(s) will continue in FY17.

ELECTED OFFICIALS

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
City Auditor	1	1	1	1.0	1.0	1.0
Unclassified Appointments	1	1	1	1.0	1.0	1.0
Administrative & Technical	4	4	2	4.0	4.0	2.0
Exempt/Professional	7	7	9	7.0	7.0	9.0
TOTAL	13	13	13	13.0	13.0	13.0

• **ORGANIZATION CHART** •



ELECTED OFFICIALS

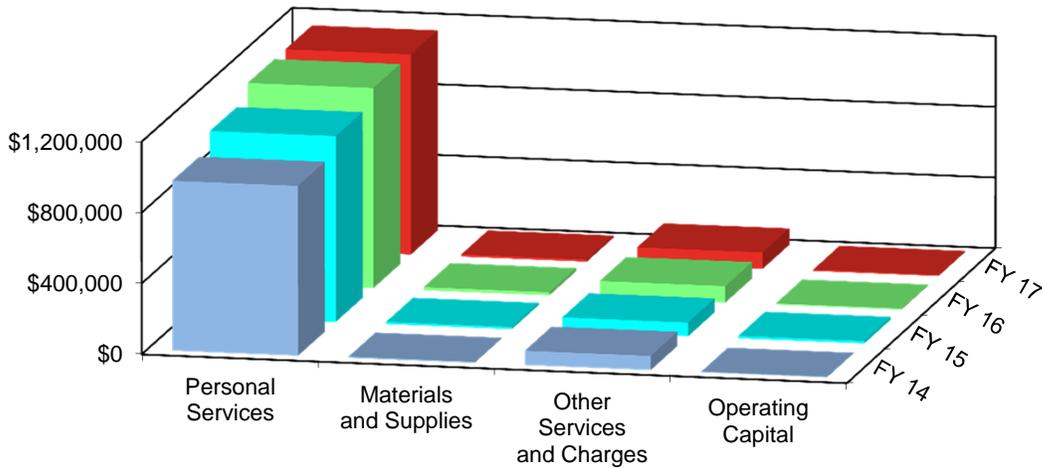
CITY COUNCIL

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 959	\$ 1,050	\$ 1,132	\$ 82	7.8%	\$ 1,133
Materials and Supplies	6	12	18	6	50.0%	12
Other Services and Charges	80	78	93	15	19.2%	93
Operating Capital	2	14	6	(8)	-57.1%	6
Total Budget	\$ 1,047	\$ 1,154	\$ 1,249	\$ 95	8.2%	\$ 1,244

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund

2910 Short-Term Capital Fund

TOTAL

FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
\$ 1,243	9.0%	\$ 1,238
6	-57.1%	6
\$ 1,249		\$ 1,244

Funded positions

23

23

23

FY 16 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
 2. FY15 deferred funding restored for one position
 3. Computer replacement (6)
 4. Travel and training
 5. Capital additions/replacements:
 - a. Information Technology software and equipment
 - b. Adjustment to eliminate previous year's capital
- TOTAL OPERATING CHANGES**

AMOUNT

\$ 22
60
6
15
6
(14)
\$ 95

FY 17 CHANGES FOR OPERATION

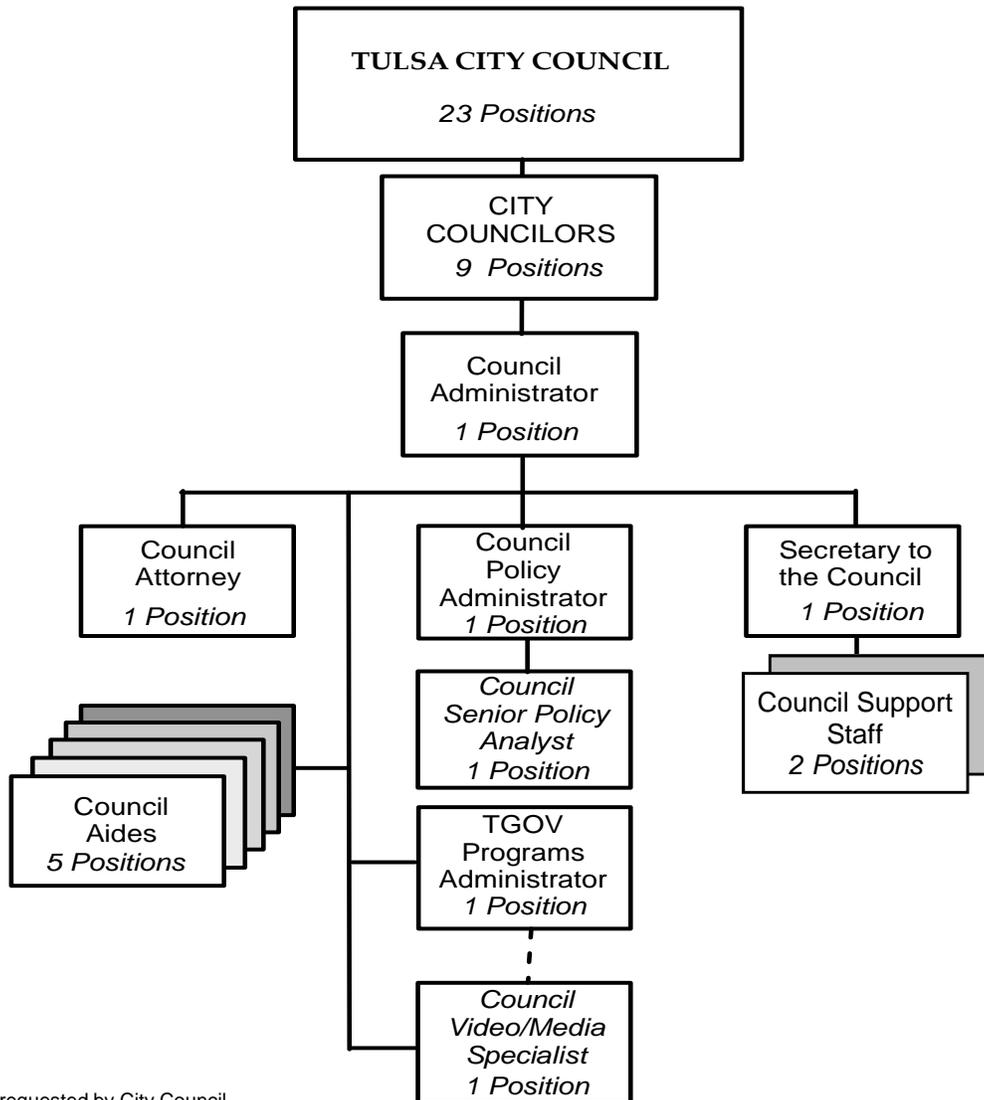
FY15 deferred funding for position(s) will continue in FY17.

ELECTED OFFICIALS

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
City Councilor	9	9	9	9.0	9.0	9.0
Council Staff	14	14	14	14.0	14.0	14.0
TOTAL	23	23	23	23.0	23.0	23.0

* ORGANIZATION CHART *



* Format requested by City Council

Mayor’s Office of Human Rights

Department Budget Summary

FY 2016

Mission Statement

Promote equal opportunity and democratic rights and protect human rights of persons in Tulsa against discrimination because of race, color, religion, sex, national origin, age, disability, marital status or familial status, through advocacy, advisory, education and enforcement services.

Overview of Services

The Mayor’s Office of Human Rights department was created to promote human and civil rights through advisory, educational and enforcement services. The primary functions of the Mayor’s Office of Human Rights include:

- Compliance Investigation: Ensuring all City of Tulsa contractors are in compliance with City, State and Federal regulations, and investigating complaints covered under Title 5 of the City Ordinance based on race, color, religion, sex, national origin, ancestry, marital status, familial status or disability;
- Human Rights Committees and Commissions Support: Providing administrative, technical and professional support to City of Tulsa Title 5 and Title 12 commissions and committees;
- Coordinating Community Development Block Grants (CDBG)/Housing and Urban Development (HUD) program(s), coordinating city programs/projects by providing information regarding applicable rules and regulations, serving as contact for planning and implementation of the grant proposal process and performing other related assigned duties.

Goals

1. Provide prompt and equitable investigation of discrimination complaints within City of Tulsa facilities, programs and services.



Objective 1.1: Investigate all discrimination complaints that fall under Title 5 jurisdiction and recommend resolutions within 60 days of receipt of complaint.

2. Support the planning and development of the Department of Housing and Urban Development (HUD) grant process and program activities.



Objective 2.1: Provide training and assistance to a minimum of 80% of HUD grants sub-recipients through community outreach, onsite visitations and ongoing communication.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of discrimination complaints with recommended resolutions within 60 days	100%	100%	100%	100%
2.1.1: % of HUD grants sub-recipients who have received training and/or assistance per year	0%	80%	0%	80%

Budget Strategy Overview:

Resources allocated to the Mayor’s Office of Human Rights will be dedicated to Mayor and Tulsa City Council priorities including efficient government.

MAYOR'S OFFICE OF HUMAN RIGHTS

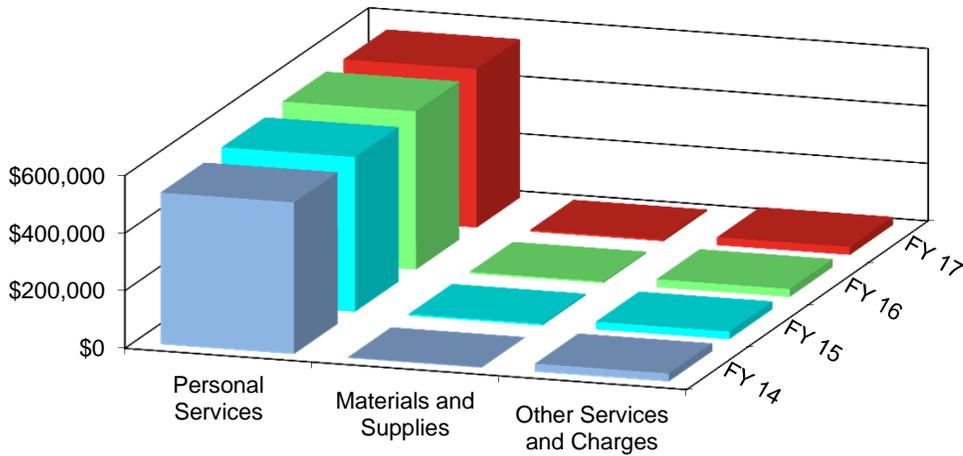
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14 ACTUAL</u>	<u>FY 15 ORIGINAL</u>	<u>FY 16 BUDGET</u>	<u>Dollar Diff. From FY 15 Orig.</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 527	\$ 538	\$ 551	\$ 13	2.4%	\$ 552
Materials and Supplies	2	6	6	0	0.0%	6
Other Services and Charges	28	27	28	1	3.7%	28
Total Budget	\$ 557	\$ 571	\$ 585	\$ 14	2.5%	\$ 586

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund

TOTAL

<u>FY 16 BUDGET</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
\$ 585	2.5%	\$ 586
\$ 585		\$ 586

Funded positions

9

9

9

FY 16 CHANGES FOR OPERATION

1. Benefits and compensation adjustments
2. Internal equipment management services

TOTAL OPERATING CHANGES

AMOUNT

\$ 13
1
\$ 14

FY 17 CHANGES FOR OPERATION

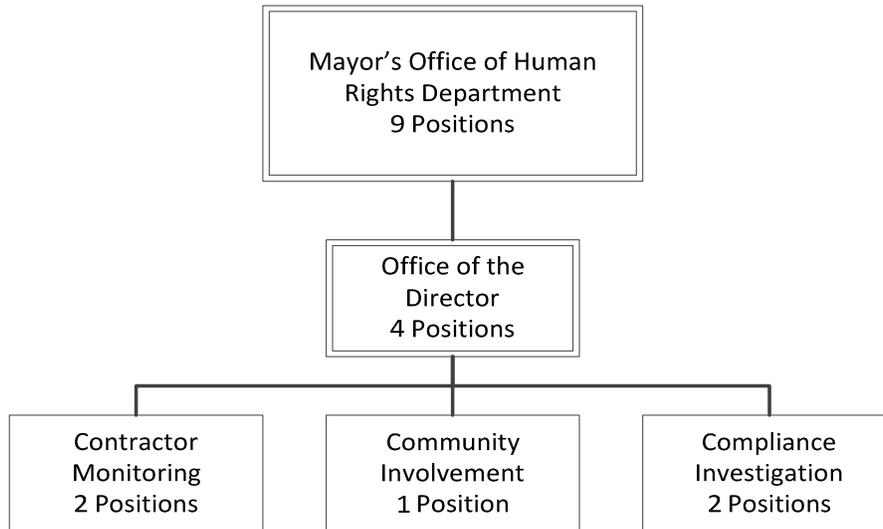
No major changes in operations expected in FY17.

MAYOR'S OFFICE OF HUMAN RIGHTS

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Office of the Director						
Administrative & Technical	2	2	2	2.0	2.0	2.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Office & Technical	2	1	1	2.0	1.0	1.0
Total Office of the Director	5	4	4	5.0	4.0	4.0
Community Involvement						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Total Community Involvement	1	1	1	1.0	1.0	1.0
Compliance/Investigation						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Exempt/Professional	1	0	0	1.0	0.0	0.0
Office & Technical	1	1	1	1.0	1.0	1.0
Total Compliance/Investigation	3	2	2	3.0	2.0	2.0
Contractor Monitoring						
Administrative & Technical	2	2	2	2.0	2.0	2.0
TOTAL	11	9	9	11.0	9.0	9.0

• ORGANIZATION CHART •



Legal

Department Budget Summary

FY 2016

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.

Goals

1. Prosecute violators of City of Tulsa ordinances in a timely manner.



Objective 1.1: Determine whether to prosecute offenders on arrest charges within two working days of receipt of information.

Objective 1.2: Provide effective and efficient municipal ordinance prosecution to ensure efficient resolution of municipal criminal complaints.

2. Draft and approve all City contracts and other instruments, to which the City of Tulsa is a party to, in a timely manner.



Objective 2.1: Complete initial reviews of routine contracts within ten business days of receipt.

3. Provide legal advice, consultation, training and client representation to the City of Tulsa.



Objective 3.1: Represent the City of Tulsa in claims and cases.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of reviews for prosecutions completed within two working days	100%	100%	100%	100%
1.2.1: # of charges filed	New Measure	New Measure	New Measure	New Measure*
1.2.2: # of charges reviewed	New Measure	New Measure	New Measure	New Measure*
2.1.1: % of contracts completed within ten business days	98%	90%	90%	90%
3.1.3: # of claims received	New Measure	New Measure	New Measure	New Measure*

*Metrics will be tracked for first time in FY 15-16. Once the Department has the metrics measured, they will be able to set targets for FY 16-17.

Budget Strategy Overview

The FY16 Legal budget is set to meet the service levels and key performance indicators outlined above. Resources allocated to this department will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including efficient government and public safety.

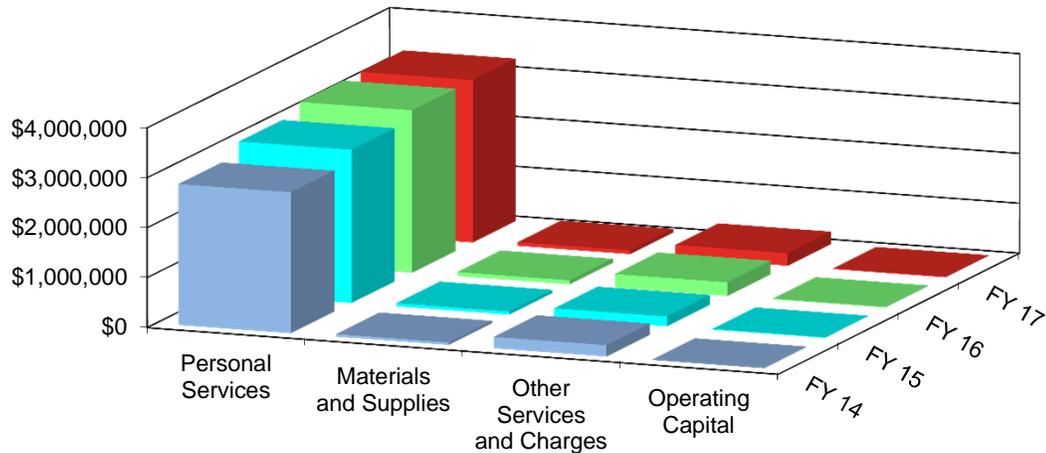
LEGAL

BUDGET HIGHLIGHTS FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14 ACTUAL</u>	<u>FY 15 ORIGINAL</u>	<u>FY 16 BUDGET</u>	<u>Dollar Diff. From FY 15 Orig.</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 2,823	\$ 3,070	\$ 3,258	\$ 188	6.1%	\$ 3,260
Materials and Supplies	51	64	81	17	26.6%	76
Other Services and Charges	228	194	274	80	41.2%	252
Operating Capital	0	12	12	0	0.0%	12
Total Budget	\$ 3,102	\$ 3,340	\$ 3,625	\$ 285	8.5%	\$ 3,600

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund
2320 P.A. Law Enforcement Training Fund
2910 Short-term Capital Fund
TOTAL

<u>FY 16 BUDGET</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
\$ 3,611	8.6%	\$ 3,586
2	0.0%	2
12	0.0%	12
\$ 3,625		\$ 3,600

Funded positions	31	32	32
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FY 16 CHANGES FOR OPERATION

	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 103
2. FY16 Position Changes:	85
a. Add City Attorney III	85
3. Cost increase for reference material and Westlaw	6
4. Litigation costs relating to depositions, witness fees, expenses, medical records, medical exams, and copies	55
5. Computer replacement (16)	14
6. International Municipal Law Assoc training (one-time)	22
7. Capital replacements/additions:	
a. Computer equipment 16 Large Disk Drives	12
b. Adjustment to eliminate previous year's capital	(12)
TOTAL OPERATING CHANGES	\$ 285

FY 17 CHANGES FOR OPERATION

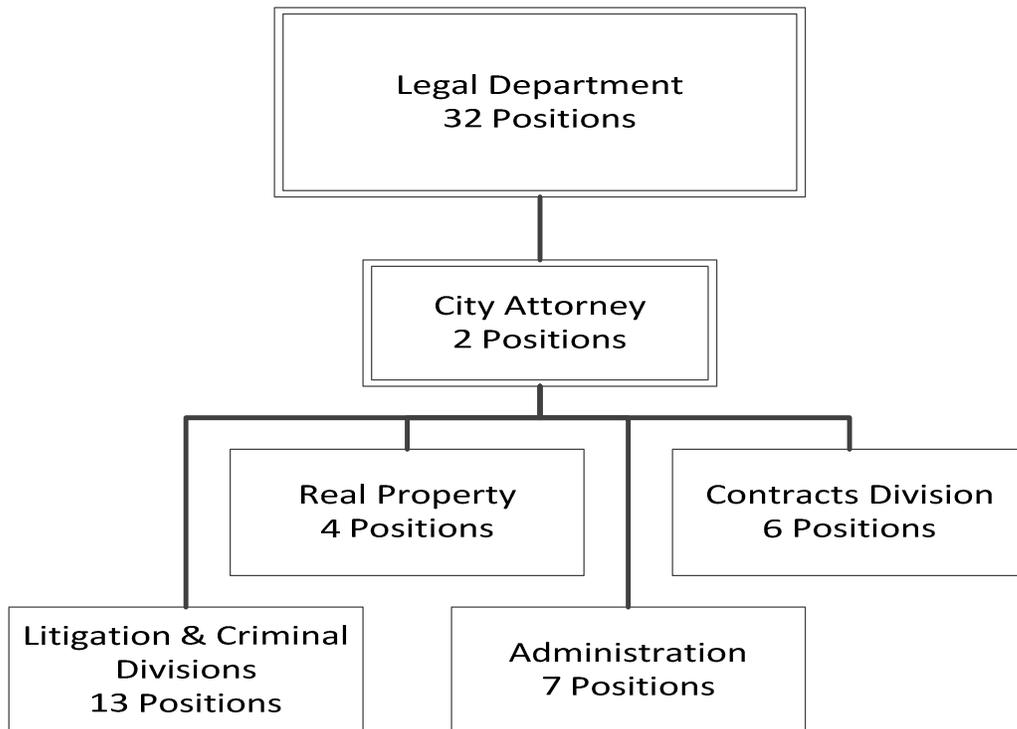
Reductions for one-time purchases budgeted in FY16.

LEGAL

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Legal Department						
Administrative & Technical	3	3	3	3.0	3.0	3.0
City Attorney	21	20	21	21.0	20.0	21.0
Exempt/Professional	2	2	2	2.0	2.0	2.0
Office & Technical	6	6	6	6.0	6.0	6.0
DEPARTMENT TOTAL	<u>32</u>	<u>31</u>	<u>32</u>	<u>32.0</u>	<u>31.0</u>	<u>32.0</u>

• ORGANIZATION CHART •



Human Resources

Department Budget Summary

FY 2016

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 in order 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 in order 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

Goals

1. Under the auspices of the City Charter, recruit and retain qualified employees for all City departments.



Objective 1.1: Recruit and screen qualified internal and external applicants for vacant positions.

Objective 1.2: Promptly respond to salary requests.

2. Provide good faith workers' compensation claims management for City employees.



Objective 2.1: Close reported injury claims within 90 days of submission.

3. Provide occupational health services to ensure the City of Tulsa employs and maintains a healthy workforce.



Objective 3.1: Provide timely occupational health services, including pre-employment physicals and medical evaluations, through the medical clinic.

4. Provide benefits and retirement plan services to city employees so they can have a cost effective health and welfare benefit plan for a more secure financial future.



Objective 4.1: Effectively communicate benefits with employees through a variety of Communications tools (email, City Walk, regular updates in My Foundation newsletter).

5. Maintain positive employee and labor relations to retain a quality workforce.



Objective 5.1: Develop policies and enforce appropriate standards so that human resources are managed effectively.

Objective 5.2: Promptly investigate and resolve complaints regarding policy violations.

6. Ensure the City of Tulsa employs and maintains a well-trained and safe workforce.



Human Resources

Objective 6.1: Provide training opportunities and safety contacts to share with employees on a regular basis, and update City policies as needed to address safety concerns.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of internal non-sworn vacancies filled within 45 days of closing date	95%	80%	97%	80%
1.1.2: % of external non-sworn vacancies filled within 45 days of closing date	89%	80%	77%	80%
1.2.1: % of salary requests responded to within 24 hours	89%	100%	95%	100%
2.1.1: % of reported injury claims closed within 90 days of submission	78%	65%	76%	65%
3.1.1: % of new hire physicals conducted within 5 working days of request	95%	100%	76%	100%
3.1.2: % of specialist/imaging referrals made within two days of the patient's visit	96%	95%	96%	95%
3.1.3: # of medical consultations provided	New Measure	New Measure	New Measure	New Measure*
3.1.4: # of physical examinations provided	New Measure	New Measure	New Measure	New Measure*
3.1.5: % of Fire Department uniformed workforce medically evaluated annually according to NFPA standards	New Measure	New Measure	New Measure	90%
4.1.1: % of new employees enrolled in benefits prior to eligibility date	New Measure	New Measure	New Measure	100%
5.1.1: # of grievances filed	New Measure	New Measure	New Measure	New Measure*
5.1.2: # of grievances conducted per City policy and collective bargaining agreements	New Measure	New Measure	New Measure	New Measure*
5.1.3: % of grievances resolved without arbitration	New Measure	New Measure	New Measure	New Measure*
5.1.4: % of investigation reports provided within 90 days of initiating the investigation	New Measure	New Measure	New Measure	80%
6.1.1: % reduction in job site injuries over previous year	New Measure	New Measure	New Measure	50%
6.1.2: # of job site injuries	New Measure	New Measure	New Measure	New Measure*
6.1.3: # of days lost to job site injuries	New Measure	New Measure	New Measure	New Measure*
6.1.4: % of registered employees who attend workshops or training	New Measure	New Measure	New Measure	100%
6.1.5: % of employees rating meetings, workshops, training as effective	New Measure	New Measure	New Measure	90%

*Metrics will be tracked for first time in FY 15-16. Once the Department has the metrics measured, they will be able to set targets for FY 16-17.

Budget Strategy Overview

Resources allocated to Human Resources will be dedicated to Mayor and Tulsa City Council priorities including efficient government.

HUMAN RESOURCES

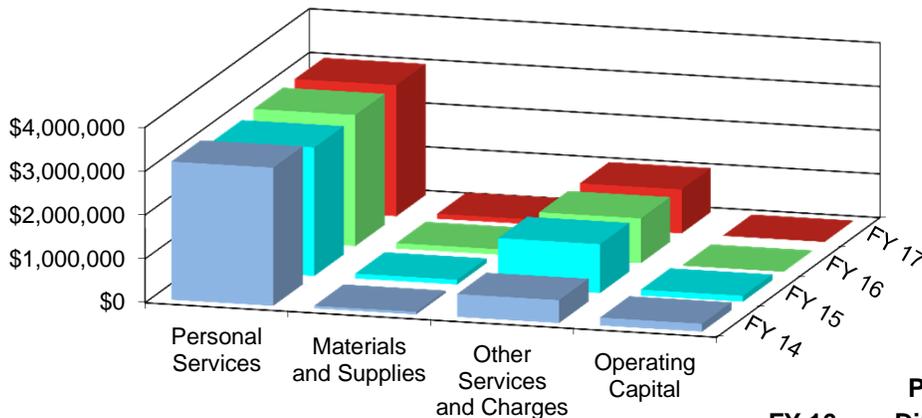
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 3,154	\$ 2,936	\$ 2,998	\$ 62	2.1%	\$ 3,001
Materials and Supplies	58	111	125	14	12.6%	114
Other Services and Charges	522	1,117	1,025	(92)	-8.2%	1,005
Operating Capital	180	135	0	(135)	-100.0%	0
Total Budget	\$ 3,914	\$ 4,299	\$ 4,148	\$ (151)	-3.5%	\$ 4,120

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund

3000 Municipal Employees' Retirement Plan Fund

TOTAL

	FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
	\$ 3,882	-0.9%	\$ 3,854
	266	7.7%	266
	\$ 4,148		\$ 4,120

Funded positions

38

38

38

FY 16 CHANGES FOR OPERATION

	AMOUNT
1. Benefit and compensation adjustments	\$ 62
2. Computer replacement (11)	11
3. Materials, supplies and other services adjustments	3
4. Legal consulting for MERP	5
5. City Medical office property lease transferred to Asset Management	(60)
6. Annual maintenance and support for the Electronic Medical Record system	30
7. Internal equipment management services, office services and wireless devices	(67)
8. Capital additions/replacements:	
a. Adjustment to eliminate previous year's capital	(135)
TOTAL OPERATING CHANGES	\$ (151)

FY 17 CHANGES FOR OPERATION

Reductions for one-time purchases budgeted in FY16.

HUMAN RESOURCES

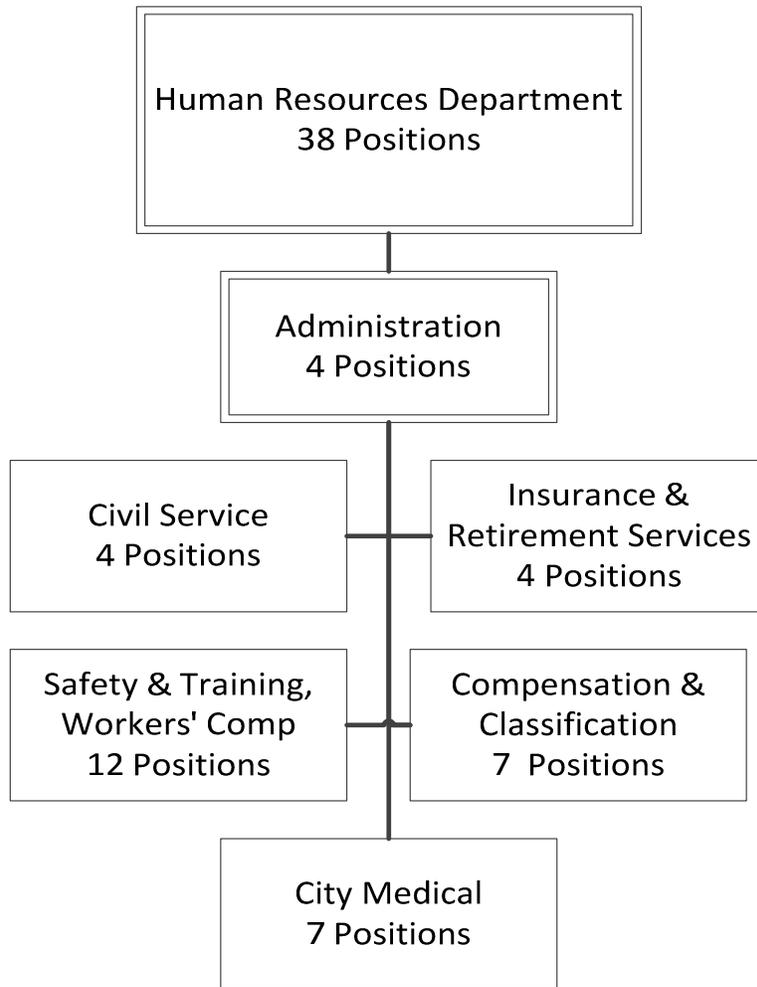
STAFFING SUMMRY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Administration						
Administrative & Technical	3	3	2	3.0	3.0	2.0
Exempt/Professional	1	1	2	1.0	1.0	2.0
Office & Technical	1	0	0	1.0	0.0	0.0
Total Administration	<u>5</u>	<u>4</u>	<u>4</u>	<u>5.0</u>	<u>4.0</u>	<u>4.0</u>
Safety & Training, Workers' Comp						
Administrative & Technical	10	9	10	10.0	9.0	10.0
Exempt/Professional	3	3	2	3.0	3.0	2.0
Total Safety & Training, Workers' Comp	<u>13</u>	<u>12</u>	<u>12</u>	<u>13.0</u>	<u>12.0</u>	<u>12.0</u>
Civil Service						
Administrative & Technical	6	4	4	6.0	4.0	4.0
Total Civil Service	<u>6</u>	<u>4</u>	<u>4</u>	<u>6.0</u>	<u>4.0</u>	<u>4.0</u>
Insurance & Retirement						
Administrative & Technical	4	4	4	4.0	4.0	4.0
Exempt/Professional	1	0	0	1.0	0.0	0.0
Office & Technical	1	0	0	1.0	0.0	0.0
Total Insurance & Retirement	<u>6</u>	<u>4</u>	<u>4</u>	<u>6.0</u>	<u>4.0</u>	<u>4.0</u>
Comp/Class						
Administrative & Technical	5	5	4	5.0	5.0	4.0
Exempt/Professional	1	1	2	1.0	1.0	2.0
Office & Technical	1	1	1	1.0	1.0	1.0
Total Comp/Class	<u>7</u>	<u>7</u>	<u>7</u>	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>
City Medical						
Exempt/Professional	2	2	2	2.0	2.0	2.0
Office & Technical	5	5	5	5.0	5.0	5.0
Total City Medical	<u>7</u>	<u>7</u>	<u>7</u>	<u>7.0</u>	<u>7.0</u>	<u>7.0</u>
TOTAL	<u>44</u>	<u>38</u>	<u>38</u>	<u>44.0</u>	<u>38.0</u>	<u>38.0</u>

HUMAN RESOURCES

STAFFING SUMMARY

• ORGANIZATION CHART •



Workers' Compensation

Department Budget Summary

FY 2016

Mission Statement

Overview of Services

Workers' Compensation is not a department in the traditional sense; and therefore, does not have a mission statement, goals, objectives or key performance indicators.

Workers' Compensation, administered by the Human Resources department, is responsible for managing state mandated salary continuation and medical benefits for injured employees. Funding for this program includes fees for physicians and surgeons for injury evaluation and treatment, payment of court costs, temporary and on-going disability payments and handling of related claims. Pension system mandated salary continuation, as well as injury leave benefit programs arising under collective bargaining agreements and policies, are determined and administered within this funding area; however, direct payments are made through the individual department budgets.

The City of Tulsa is self-insured for Workers' Compensation and payments are made from the Employees' Insurance Service Fund. Contributions to this fund are automatically transferred each payroll cycle from each City department having salary accounts. The transfer is based on a department's historical claims experience percentage that reflects the relationship between administrative workers' compensation costs to salaries.

Goals

There are no goals for this area. It is not a department in a traditional sense. It is a cost center designed to capture and account for Workers' Compensation costs.

Budget Strategy Overview

This section is not applicable to this area.

WORKERS' COMPENSATION

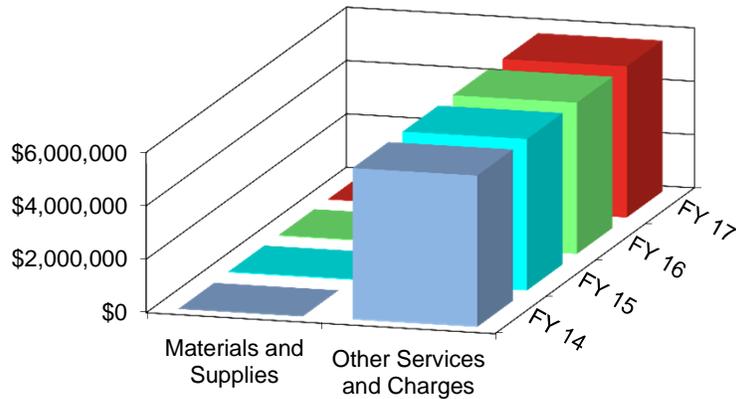
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14 ACTUAL</u>	<u>FY 15 ORIGINAL</u>	<u>FY 16 BUDGET</u>	<u>Dollar Diff. From FY 15 Orig.</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
Operating Budget						
Materials and Supplies	\$ 2	\$ 33	\$ 33	\$ 0	0.0%	\$ 33
Other Services and Charges	5,662	5,667	5,667	0	0.0%	5,667
Total Budget	\$ 5,664	\$ 5,700	\$ 5,700	\$ 0	0.0%	\$ 5,700

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

8020 Employees' Insurance Service Fund

TOTAL

<u>FY 16 BUDGET</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
\$ 5,700	0.0%	\$ 5,700
\$ 5,700		\$ 5,700

Funded positions

N/A

N/A

N/A

Employee Insurance Admin

Department Budget Summary

FY 2016

Mission Statement

Overview of Services

Employee Insurance Administration is not a department in the traditional sense; and therefore, does not have a mission statement, goals, objectives or key performance indicators.

The Employee Insurance Administration program, administered by the Human Resources department, was established in FY84 as a means to account for the cost of insurance plans for City employees. Prior to the establishment of the Employee Insurance Service Fund, insurance was accounted for through a series of trust funds.

The City offers its employees and various City agencies insurance plans covering health, dental, life, supplemental life and long-term disability. The City pays a major portion of insurance costs. City agencies with employees participating in the programs make payments directly to the Employee Insurance Service Fund.

Currently firefighters and police officers do not participate in the City of Tulsa employee insurance program for health, dental and life coverage. They contract separately for these benefits as allowed by State law. The City pays the employees amounts comparable to civilian employees for their benefits.

Goals

There are no goals for this area. It is not a department in a traditional sense. It is a cost center designed to capture and account for employee insurance.

Budget Strategy Overview

This section is not applicable to this area.

General Government

Department Budget Summary

FY 2016

Mission Statement

Overview of Services

General Government is not a department in the traditional sense; and therefore, does not have a mission statement, goals, objectives or key performance indicators.

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 premiums, property revaluation payments to Tulsa County, election expenses and citizen surveys. Typically, no personnel costs are charged to this program.

Goals

There are no goals for this area. It is not a department in a traditional sense. It is a center to pay for city-wide activities that are not confined to one department.

Budget Strategy Overview

This section is not applicable to this area.

GENERAL GOVERNMENT

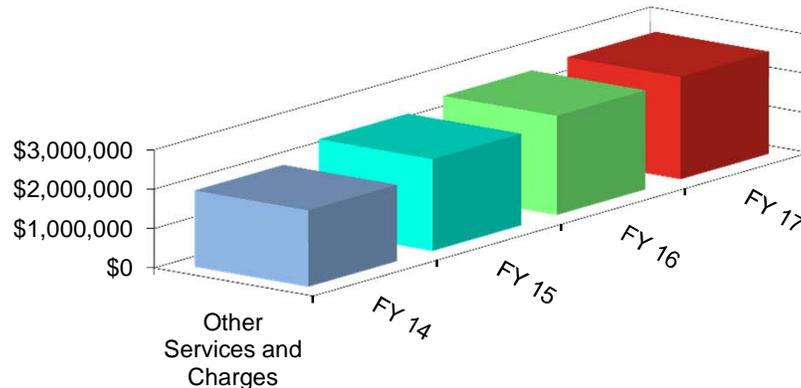
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Other Services and Charges	\$ 1,940	\$ 2,331	\$ 2,523	\$ 192	8.2%	\$ 2,600
Total Budget	\$ 1,940	\$ 2,331	\$ 2,523	\$ 192	8.2%	\$ 2,600

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund

TOTAL

FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
\$ 2,523	8.2%	\$ 2,600
\$ 2,523		\$ 2,600

Funded positions

N/A

N/A

N/A

FY 16 CHANGES FOR OPERATION

1. Citizen survey (one-time)
2. Property insurance 5% projected increase
3. Property evaluation cost increase
4. Pending litigation - anticipated increase for outside legal services (one-time)

TOTAL OPERATING CHANGES

AMOUNT

\$ 50
40
32
70
\$ 192

FY 17 CHANGES FOR OPERATION

Funding in FY17 for elections (two City, one special).

Indian Nations Council of Government

Department Budget Summary

FY 2016

Mission Statement

To provide local and regional planning, information, coordination, communication, implementation and management services to member governments and their constituent organizations through a voluntary assembly of area elected officials and their appointees, resulting in regional cooperation and the enhancement of public and private decision-making capabilities and the solution of local and regional problems.

Overview of Services

A cooperative and coordinative 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), and the Metropolitan Environmental Trust (M.e.t). 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 has worked in partnership with the City of Tulsa Planning and Development Department on the Zoning Code update over the past couple of years. INCOG staff is currently participating in the public outreach portion of the review process and will present to the TMAPC for a recommendation once that process is completed. It is anticipated that the new Zoning Code will be heard by TMAPC and adopted by the City Council by late summer, 2015. Once it is adopted, INCOG staff will play a key role in the implementation, including working with the TMAPC, BOA and stakeholders to ensure they receive adequate training. In addition, INCOG staff will play a significant role in the update of the Subdivision Regulations as that process rolls out later in 2015.

INCOG staff continues to serve as the lead agency for amendments and general maintenance of the Comprehensive Plan. The "master" document is maintained by INCOG staff and kept up to date as amendments are adopted. Since 2013, 33 amendments to the Comprehensive plan have been processed and/or adopted. In the coming year, INCOG staff is working with the Tulsa Planning and Economic Development Department on a 5-year Progress Report for the Comprehensive Plan.

Goals

1. Maintain eligibility and secure funding for transportation and economic development projects.



Objective 1.1: Pursue and secure federal grant funding for surface transportation projects.

2. Provide consistent delivery of timely and reliable land development reviews and services for TMAPC and the BOA and coordinate with the City of Tulsa to implement and maintain the Comprehensive Plan.



Objective 2.1: Process approximately 900 land development applications annually with zero errors.

Indian Nations Council of Government

Objective 2.2: Implement the Comprehensive Plan through active involvement in the development, adoption and implementation of the Zoning Code update, Subdivision Regulations update, small area plans and other planning and zoning initiatives.

Objective 2.3: Implement the Comprehensive Plan through: processing privately submitted Comprehensive Plan amendment applications; performing conformance review of development applications, capital improvements projects, and tax increment/incentive district projects; participating in the Five Year Progress Report project; and providing ongoing maintenance of the Comprehensive Plan.

3. Maintain eligibility and secure state and federal funding for aging services programs



Objective 3.1: Provide funding for service delivery for aging services programs in the City of Tulsa.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: Federal funding allocated to City/Transit	\$18.2M	\$15.8M	\$27.5M	\$17.5M
2.1.1: # of land development applications	895	900	900	900
2.1.2: # of staff processing errors on application reviews	3	0	3	0
3.1.1: # of units of service delivery Tulsa aging services programs (nutrition only)	108,537	100,370	122,397	112,753

Budget Strategy Overview

The FY16 INCOG budget is being set to maintain existing service levels and meet the key performance indicators outlined above.

Finance

Department Budget Summary

FY 2016

Mission Statement

Provide centralized financial services in accordance with established financial policies, and maintain the City seal and records as required by statutes and charter.

Overview of Services

The Finance department provides centralized public financial functions for the City of Tulsa through nine divisions: Administration, Budget and Planning, Treasury, Purchasing, Accounting, Office for Maximizing and Advancing Performance (MAAP), Grants, Utility Services and City Clerk. 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;
- Grants Administration;
- City Clerk; and
- Utility Services.

Goals

1. Protect the City's financial assets.



Objective 1.1: Invest cash reserves to preserve capital, meet liquidity needs and maximize returns.

2. Maintain the City's financial health.



Objective 2.1: Maintain or improve the City's general obligation bond ratings.

Objective 2.2: Maintain general fund emergency operating reserve at the level set by policy.

Objective 2.3: Develop a budget document that qualified for GFOA Distinguished Budget Presentation Award.

Objective 2.4: Prepare financial reports that are timely and of the quality warranting GFOA awards for excellence in financial reporting.

3. Ensure good stewardship of City revenues.



Objective 3.1: Achieve collection of 99.3% of revenue billed by Utilities Services.

Objective 3.2: Achieve collection of X% of revenue billed by other City services.

Objective 3.3: Effectively manage Grants allocated through the City of Tulsa.

Finance

4. Contribute to efficient and reliable local government.



Objective 4.1: Complete the purchasing cycle on average purchases of commodities within 12 business days.

Objective 4.2: Sell City property that has been declared surplus in an efficient and through manner while maximizing revenues.

Objective 4.3: Increase efficiency by utilizing electronic payments.

Objective 4.4: Efficiently and effectively manage City records by ensuring the Adopted Records Retention Schedule is followed.

Objective 4.5: Initiate process improvements that will increase efficiency and effectiveness of operations and regularly engage in continuous process improvements.

Objective 4.6: Establish an engaged workforce.

Objective 4.7: Provide proper notice of meetings and agendas.

Objective 4.8: Pre-qualify contractors for City of Tulsa projects.

Objective 4.9: Publish resolutions and ordinances and make available digital images of documents timely.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: Basis points over the treasury bill rate	90	25	90	25
2.1.1: City's Standard and Poor bond rating	AA	AA	AA	AA
2.1.2: City's Moody's Investor Service bond rating	AA ¹	AA ¹	AA ¹	AA ¹
2.3.1: Receive GFOA distinguished budget award	Yes	Yes	Yes	Yes
2.4.1: Earn GFOA Award for excellence in financial reporting	Yes	Yes	Yes	Yes
2.2.1: Average % of General Fund emergency operating reserve set by policy (6.25%)	108.97	6.25	111.34	6.25
3.1.1: Collection rate % of revenue billed for Utilities Services	99.39	99.3	99.41	99.3
3.1.2: % of utilities customers utilizing electronic payment	New Measure	New Measure	New Measure	20%
3.2.1: \$ net receipts from TSID Billing and Collection	New Measure	New Measure	New Measure	\$3,332,000
3.2.2: Collection rate of % of revenue billed for TSID	New Measure	New Measure	New Measure	98%
3.2.3: \$ net receipts from A/R Assigned to Collections	New Measure	New Measure	New Measure	\$1,400,000
3.2.4: Collection rate of % of revenue billed for A/R assigned to collections	New Measure	New Measure	New Measure	31%

Finance

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
3.3.1: Total number of persons assisted with HUD funded non-housing services or activities	New Measure	New Measure	New Measure	45,000
3.3.2: Total number of households assisted with HUD funded housing programs	New Measure	New Measure	New Measure	3,420
4.1.1: % of commodity purchases completed within 12 business days	New Measure	New Measure	New Measure	90%
4.2.1: \$ revenue received from Surplus Auction	New Measure	New Measure	New Measure	\$750,000
4.3.1: % of total revenue received via electronic payment	New Measure	New Measure	New Measure	32%
4.4.1: % of offsite storage boxes without audit or legal holds destroyed within 30 days of destruction date	New Measure	New Measure	New Measure	50%
4.5.1: # of process improvement initiatives completed	New Measure	New Measure	New Measure	4
4.5.2: % of no cost process improvement recommendations implemented within 6 months of final approval	New Measure	New Measure	New Measure	90%
4.6.1: % of active HPG Champions that participate monthly in Champion activities	New Measure	New Measure	New Measure	80%
4.6.2: # of employees participating in MAAP projects and initiatives	New Measure	New Measure	New Measure	100
4.6.3: % of MAAP projects that were derived from non-MAAP and non-administration employees	New Measure	New Measure	New Measure	50%
4.7.1: # of meeting notices & agendas posted	New Measure	New Measure	New Measure	1,264
4.8.1: # of pre-qualified contractors (by classification)*	New Measure	New Measure	New Measure	122
4.8.1.1 Classification A	New Measure	New Measure	New Measure	12
4.8.1.2 Classification B	New Measure	New Measure	New Measure	27
4.8.1.3 Classification C	New Measure	New Measure	New Measure	40
4.8.1.4 Classification D	New Measure	New Measure	New Measure	47
4.8.1.5 Classification S	New Measure	New Measure	New Measure	49
4.9.1: % of resolutions & ordinances published within 10 calendar days of execution	New Measure	New Measure	New Measure	100%
4.9.2: % of new documents imaged within 4 business days of full execution	New Measure	New Measure	New Measure	100%

*Contractors can hold multiple classifications

Budget Strategy Overview

Resources allocated to Finance will be dedicated to Mayor and Tulsa City Council priorities including efficient government.

FINANCE

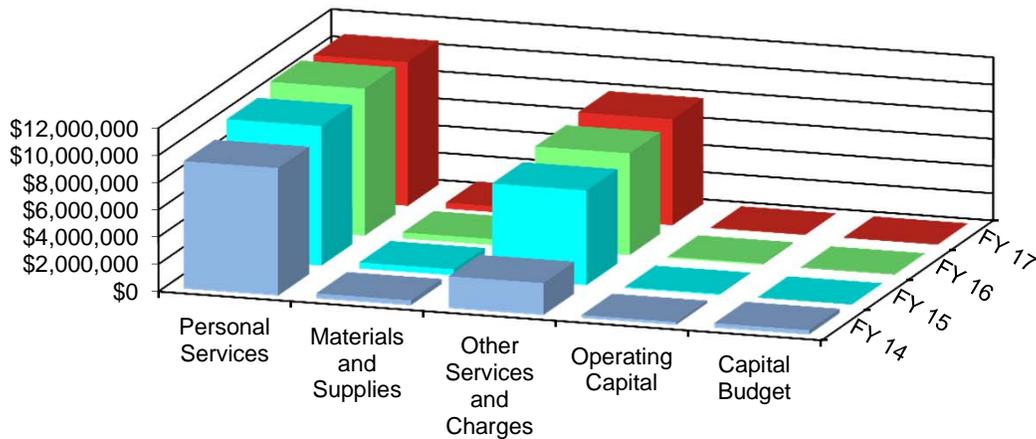
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14 ACTUAL</u>	<u>FY 15 ORIGINAL</u>	<u>FY 16 BUDGET</u>	<u>Dollar Diff. From FY 15 Orig.</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 9,369	\$ 10,260	\$ 10,817	\$ 557	5.4%	\$ 10,580
Materials and Supplies	365	446	446	0	0.0%	438
Other Services and Charges	2,342	6,952	7,484	532	7.7%	7,798
Operating Capital	208	67	97	30	44.8%	33
Total Operating Budget	12,284	17,725	18,844	1,119	6.3%	18,849
Capital Budget	325	0	0	0	N/A	0
Total Budget	\$ 12,609	\$ 17,725	\$ 18,844	\$ 1,119	6.3%	\$ 18,849

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

	<u>FY 16 BUDGET</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
1080 General Fund	\$ 8,428	18.1%	\$ 8,341
2910 Short-Term Capital Fund	9	-70.0%	33
3623 Tulsa Authority for Recovery of Energy Fund	538	1.5%	539
4102 Tulsa Stadium Improvement District Special Assessment Fund	84	9.1%	84
4122 Whittier Square Improvement District Special Assessment Fund	20	0.0%	20
5561 Home Investment Partnership Program	825	107.3%	819
5563 Emergencies Solutions Grant (HUD)	287	5.1%	287
5565 Community Development Block Grant Fund	2,977	-17.3%	3,134
5567 Housing Opportunities for Persons with AIDS	353	0.0%	353
7010 Stormwater Management Enterprise Fund	502	-7.2%	501
7020 TMUA-Water Operating Fund	2,639	0.8%	2,585
7030 TMUA-Sewer Operating Fund	2,038	1.7%	2,009
7060 EMSA Enterprise Fund	144	-0.7%	144
TOTAL	\$ 18,844		\$ 18,849

Funded positions

157

163

159

FY 16 CHANGES FOR OPERATION	<u>AMOUNT</u>
1. Benefit and compensation adjustments	\$ 164
2. FY15 Position Changes:	90
a. Add HRIS Administrator	90
3. FY16 Position Changes:	312
a. Add ICMA Fellow (4) (one-time)	254
b. Add Buyer	49
c. Materials & supplies to support requested positions	9
4. Retail incentive contracts - revenue offset	550
5. Collection agency fees for Subrogation Agent Collections - revenue offset	113
6. Auditing services to identify unregistered taxpayers - revenue offset	62
7. Materials, supplies & other services adjustments	(22)
8. HUD Grants	(180)
a. Housing Opportunities for Persons With Aids (HOPWA)	0
b. Emergency Solutions Grant (ESG)	14
c. Home Investment Partnership Program (HOME)	427
d. Community Development Block Grant (CDBG)	(621)
9. Capital additions/replacements:	
a. Inventory management software - warehouse	97
b. Adjustment to eliminate previous year's capital	(67)
TOTAL OPERATING CHANGES	<u>\$ 1,119</u>

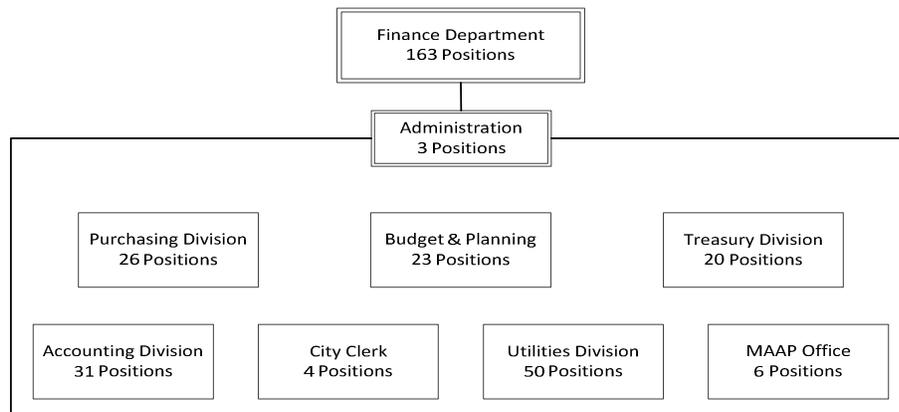
FY 17 CHANGES FOR OPERATION

Full year payment for retail incentive contract and reductions for one-time purchases budgeted in FY16.

FINANCE

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Administration						
Exempt/Professional	3	3	3	3.0	3.0	3.0
Total Administration	<u>3</u>	<u>3</u>	<u>3</u>	<u>3.0</u>	<u>3.0</u>	<u>3.0</u>
Treasury Division						
Administrative & Technical	10	9	9	10.0	9.0	9.0
Exempt/Professional	4	4	4	4.0	4.0	4.0
Office & Technical	7	7	7	6.5	6.5	6.5
Total Treasury Division	<u>21</u>	<u>20</u>	<u>20</u>	<u>20.5</u>	<u>19.5</u>	<u>19.5</u>
Purchasing Division						
Administrative & Technical	3	2	2	3.0	2.0	2.0
Exempt/Professional	6	5	6	6.0	5.0	6.0
Labor & Trades	13	13	13	13.0	13.0	13.0
Office & Technical	5	5	5	5.0	5.0	5.0
Total Purchasing Division	<u>27</u>	<u>25</u>	<u>26</u>	<u>27.0</u>	<u>25.0</u>	<u>26.0</u>
Accounting Division						
Administrative & Technical	5	5	5	5.0	5.0	5.0
Exempt/Professional	19	18	19	19.0	18.0	19.0
Office & Technical	9	7	7	9.0	7.0	7.0
Total Accounting Division	<u>33</u>	<u>30</u>	<u>31</u>	<u>33.0</u>	<u>30.0</u>	<u>31.0</u>
City Clerk's Office						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Office & Technical	2	2	2	2.0	2.0	2.0
Total City Clerk's Office	<u>4</u>	<u>4</u>	<u>4</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
Budget & Planning Division						
Administrative & Technical	14	12	9	14.0	12.0	9.0
Exempt/Professional	11	9	11	11.0	9.0	11.0
Office & Technical	2	2	3	2.0	2.0	3.0
Total Budget & Planning Division	<u>27</u>	<u>23</u>	<u>23</u>	<u>27.0</u>	<u>23.0</u>	<u>23.0</u>
Maximizing and Advancing						
Performance Office						
Administrative & Technical	1	0	0	1.0	0.0	0.0
Exempt/Professional	4	2	6	4.0	2.0	6.0
Total Maximizing and Advancing Performance Office	<u>5</u>	<u>2</u>	<u>6</u>	<u>5.0</u>	<u>2.0</u>	<u>6.0</u>
Utilities Division						
Administrative & Technical	8	8	8	8.0	8.0	8.0
Exempt/Professional	14	14	14	14.0	14.0	14.0
Office & Technical	28	28	28	28.0	28.0	28.0
Total Utilities Division	<u>50</u>	<u>50</u>	<u>50</u>	<u>50.0</u>	<u>50.0</u>	<u>50.0</u>
TOTAL	<u>170</u>	<u>157</u>	<u>163</u>	<u>169.5</u>	<u>156.5</u>	<u>162.5</u>



Information Technology

Department Budget Summary

FY 2016

Mission Statement

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

Overview of Services

The Information Technology Department (IT) is an internal service organization that is committed to providing the technology needs of all City departments. The goals of every department become the goals of IT. The department will be managed following industry standard work breakdown structures ensuring a cost effective and highly efficient service deliver. The department will consist of the following divisions:

- Project Management – Provides IT project management, resource planning and strategic deployment planning
- Architecture - Provides future-focused application, data, system and security architecture services. Coordinates vendor pilots, research and development projects, and provides direction to all City department ensuring a consistent architecture across applications and systems
- Administration - 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.
- Development Services – Provides development services including application development, web development, and application integration services
- Deployment Services – Provides system and application deployment services including testing, deployment, and documentation of applications and systems
- Support Services – Provides support services including service desk, application support, and minor application configuration
- Operation Services – 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.

Goals

1. Establish highly effective and efficient Service Level Agreements supporting the needs of our clients.



Objective 1.1: Monthly and annual customer satisfaction surveys with a score of 3 or lower will be reviewed to resolve customer service issues and concerns.

Objective 1.2: Manage service levels with statistics from the IT Service Desk including ticket resolution within 30 days.

Objective 1.3: Efficiently manage IT resource utilization to resolve at least 40% of customer requests on first contact thereby allowing more time for strategic endeavors.

2. Align services and resources with customer goals.



Objective 2.1: Manage resource capacity and utilization to ensure proper project prioritization and planning. Establish total available capacity and ensure general and administrative tasks do not exceed 20% of total capacity.

Information Technology

Objective 2.2: Provide technology needs analysis and project administration services to City management and project sponsors so they can complete technology projects that meet their business goals within agreed schedules.

3. Reform our approach from reactive to proactive.



Objective 3.1: Manage operations to ensure average system uptime of 99.90% excluding regularly scheduled maintenance.

Objective 3.2: Efficiently install technology for city vehicles and consistently provide IT support of city devices (computers, two-way radios, wireless devices, etc.)

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1: Annual and monthly customer service rating (1-5)	4.86	4.00	4.9	4.0
1.2.1: % of IT service tickets over 30 days old	2%	1%	1%	1%
1.2.2: Total # of Help Desk requests received	New Measure	New Measure	New Measure	New Measure*
1.3.1: First contact resolution rate	47%	40%	50%	50%
1.3.2: # of endpoints served (includes desktops, laptops, smart phones, tablets and other devices)	New Measure	New Measure	New Measure	New Measure*
1.3.3: # of servers supported	New Measure	New Measure	New Measure	New Measure*
1.3.4: # of custom databases supported	New Measure	New Measure	New Measure	New Measure*
2.1: Resource Utilization: Project and Operational Task Utilization	New Measure	New Measure	New Measure	80%
2.1.2: Resource Utilization: General and Administrative	New Measure	New Measure	New Measure	20%
2.2.1: # of technology projects managed	New Measure	New Measure	New Measure	New Measure*
2.2.2: % of technology projects managed with budget of \$1million or more	New Measure	New Measure	New Measure	New Measure*
2.2.3: # of technology projects completed	New Measure	New Measure	New Measure	New Measure*
2.2.4: % of technology projects completed on schedule and within budget	New Measure	New Measure	New Measure	New Measure*
2.2.5: # of custom IT applications supported	New Measure	New Measure	New Measure	New Measure*
3.1: Average System Uptime	New Measure	New Measure	New Measure	99.90%
3.2.1: # of radios in service	New Measure	New Measure	New Measure	New Measure*
3.2.2: # of radios repaired	New Measure	New Measure	New Measure	New Measure*
3.2.3: # of vehicles outfitted	New Measure	New Measure	New Measure	New Measure*
3.2.4: # of tower site repairs	New Measure	New Measure	New Measure	New Measure*

Information Technology

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
3.2.5: # of in-car laptops repaired or exchanged	New Measure	New Measure	New Measure	New Measure*
3.2.6: # fire station responses	New Measure	New Measure	New Measure	New Measure*

*Metrics will be tracked for first time in FY 15-16. Once the Department has the metrics measured, they will be able to set targets for FY 16-17.

Budget Strategy Overview

The FY16 Information Technology budget is being set to improve existing service levels and meet the key performance indicators outlined above through addressing issues outlined in the PCG study.

Resources dedicated to Information Technology will continue to address priorities from the Mayor, City Council and Citizen Survey priorities, which include improving government, efficiency, and reliability, public safety, and economic development. The FY16 budget includes continued support for all business operations of the City as well as new technology initiatives such as system and network security monitoring, asset management and predictive analytics, radio and early warning system enhancements, preparation and planning for a new records management system and a new financial system.

INFORMATION TECHNOLOGY

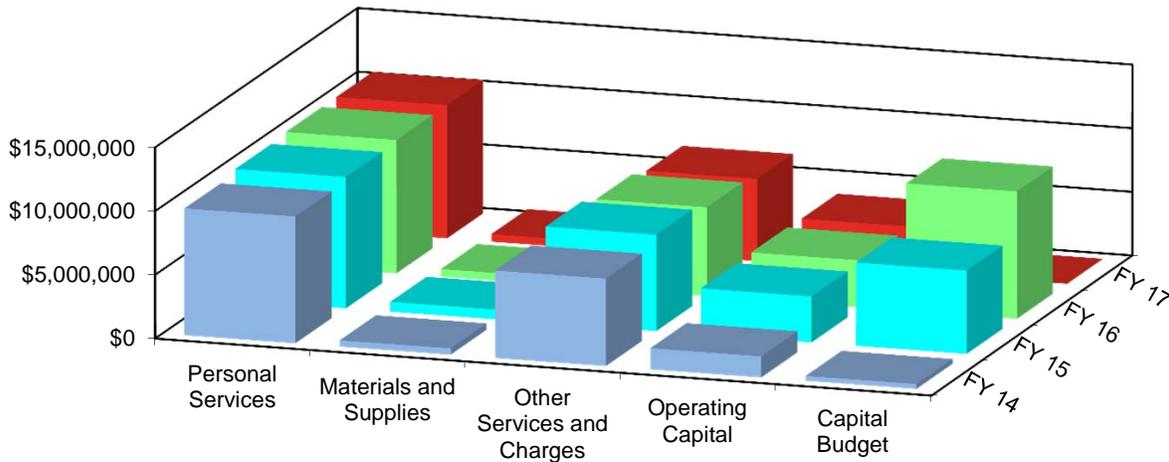
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14 ACTUAL</u>	<u>FY 15 ORIGINAL</u>	<u>FY 16 BUDGET</u>	<u>Dollar Diff. From FY 15 Orig.</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
Operating Budget						
Personal Services	\$ 9,959	\$ 10,308	\$ 10,473	\$ 165	1.6%	\$ 10,482
Materials and Supplies	491	764	591	(173)	-22.6%	591
Other Services and Charges	6,864	7,564	6,967	(597)	-7.9%	6,460
Operating Capital	1,660	3,609	3,677	68	1.9%	3,584
Total Operating Budget	18,974	22,245	21,708	(537)	-2.4%	21,117
Capital Budget	380	6,530	10,000	3,470	53.1%	0
Total Budget	\$ 19,354	\$ 28,775	\$ 31,708	\$ 2,933	10.2%	\$ 21,117

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

	<u>FY 16 BUDGET</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
1080 General Fund	\$ 11,615	5.3%	\$ 11,193
2420 E911 Fee Operating Fund	442	-11.8%	440
2910 Short-Term Capital Fund	3,317	2.1%	3,224
3623 Tulsa Authority for Recovery of Energy Fund	427	4.4%	420
7010 Stormwater Management Enterprise Fund	464	3.6%	458
7020 TMUA-Water Operating Fund	2,359	6.3%	2,325
7030 TMUA-Sewer Operating Fund	1,906	6.8%	1,879
8011 Office Services - Internal Service Fund	1,178	-54.7%	1,178
6014 2014 Sales Tax Fund	10,000	53.1%	0
TOTAL	\$ 31,708		\$ 21,117

Funded positions	119	119	119
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FY 16 CHANGES FOR OPERATION	AMOUNT
1. Benefit and compensation adjustments	\$ 165
2. FAA/FCC mandated inspections of City radio towers (one-time cost in FY15)	(12)
3. Telecommuting for Customer Care agents (one-time cost in FY15)	(19)
4. Microsoft Exchange Server upgrade (one-time)	474
5. Maintenance and support costs for decommissioned hardware and software	(126)
6. IT hardware and software annual maintenance and support changes	243
7. Increase City-wide high speed internet capacity from 100 Mbps to 300 Mbps	11
8. Virtual Tape Project high speed internet for Mainframe Disaster Recovery	9
9. Wireless communications tower lease agreement	5
10. Communications special circuits to water and sewer facilities no longer used	(55)
11. Consulting Services for Tulsa Metropolitan Utility Authority (TMUA) projects: IVR, Hach Wims, SCADA, Hansen, Lucity	45
12. TriTech CAD annual maintenance and support transferred to Police department	(174)
13. Training for support of radio and financial systems, project management (one-time)	51
14. Training for support of new and existing TMUA systems	33
15. Internal equipment management and wireless communications services	(21)
16. Operational change for vendors to invoice departments for certain printing supplies	(173)
17. Operational change for vendors to invoice departments for certain office services	(1,284)
18. Wireless devices for various City departments	35
19. Disaster recovery maintenance and support for public safety systems	16
20. Disaster recovery reconfiguration for public safety systems (one-time)	22
21. Additional emergency warning sirens (5) (one-time)	150
22. Capital additions/replacements:	
a. Network infrastructure components	808
b. City wide ruggedized laptops (182)	700
c. Workstation computers (24)	105
d. Data center servers and storage	338
e. Mainframe servers and printers	83
f. Public safety radios (121)	539
g. General government radios (98)	415
h. Fixed end radio equipment	196
i. Vehicle replacement (2)	64
j. Disaster recovery hardware and software for public safety systems	70
k. Enterprise funded server upgrades	360
l. Adjustment to eliminate previous year's capital	(3,609)
TOTAL OPERATING CHANGES	\$ (537)
CAPITAL IMPROVEMENTS PROJECTS	
1. 2014 Sales Tax Capital Projects Fund	
a. ERP Financial System	10,000
2. Adjustment to eliminate previous year's capital projects	(6,530)
TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES	3,470
TOTAL CHANGES	\$ 2,933

FY 17 CHANGES FOR OPERATION

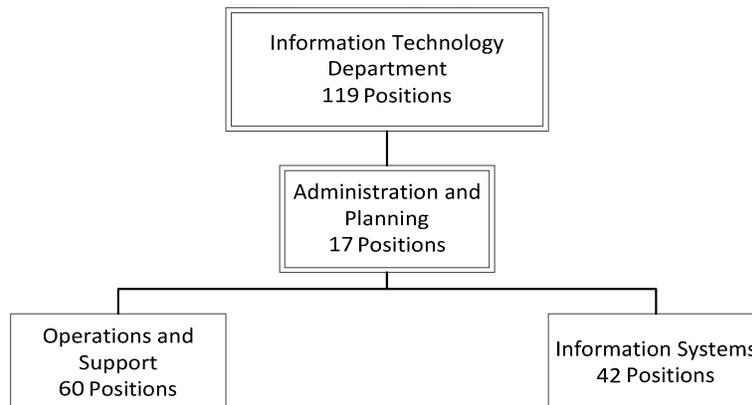
Reductions for one-time items purchased in FY16. Changes in IT hardware and software maintenance and lease agreements. A Microsoft Enterprise Agreement solution is also anticipated.

INFORMATION TECHNOLOGY

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Administration and Planning						
Administrative & Technical	1	0	0	1.0	0.0	0.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Information & Technical	3	3	3	3.0	3.0	3.0
Information Systems	10	10	10	10.0	10.0	10.0
Office & Technical	2	3	3	2.0	3.0	3.0
Total Administration and Planning	17	17	17	17.0	17.0	17.0
Operations and Support						
Administrative & Technical	1	1	1	1.0	1.0	1.0
Information & Technical	41	35	36	41.0	35.0	36.0
Information Systems	26	22	22	26.0	22.0	22.0
Office & Technical	7	1	1	7.0	1.0	1.0
Total Operations and Support	75	59	60	75.0	59.0	60.0
Information Systems						
Administrative & Technical	1	0	0	1.0	0.0	0.0
Information & Technical	18	13	12	18.0	13.0	12.0
Information Systems	32	30	30	32.0	30.0	30.0
Total Information Systems	51	43	42	51.0	43.0	42.0
TOTAL	143	119	119	143.0	119.0	119.0

• ORGANIZATION CHART •



Customer Care Center

Department Budget Summary

FY 2016

Mission Statement

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

Overview of Services

The Customer Care Center was created in June 2011, by consolidating the Utility Billing Call Center from the abolished Public Works department with the Mayor’s Action Center from the Communications department. The purpose of the 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 Customer Care Center provides courteous, pleasant and knowledgeable staff to listen and help answer or address citizen requests and concerns. Citizen contact with the Customer Care Center is typically by phone, mail, email and web-based sources through multiple published phone numbers. Requests are resolved in the Customer Care Center or gathered, logged and routed to the appropriate departments for review and resolution. Weekly reports are generated and forwarded to designated department personnel to help facilitate a timely response. All service requests are monitored by the Customer Care Center until resolved. Examples of call types include: water requests, refuse concerns, nuisance, zoning, potholes, animal welfare, citizen comments and general inquiries.

Goals

1. Provide courteous, effective and expedient customer service to all customers.



Objective 1.1: Answer 85% of Customer Care Center calls within 45 seconds with a less than 8% call abandonment rate.

Objective 1.2: Maintain a 90% customer service quality score level through our recording and monitoring program.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of calls answered within 45 seconds	48%	85%	70%	85%
1.1.2: Average call abandonment %	18%	<8%	11%	<8%
1.2.1: Customer service quality score % for recorded and monitored calls	93.56%	90%	93.6%	90%

Budget Strategy Overview

Resources allocated to Customer Care Center will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including efficient government and customer service.

CUSTOMER CARE CENTER

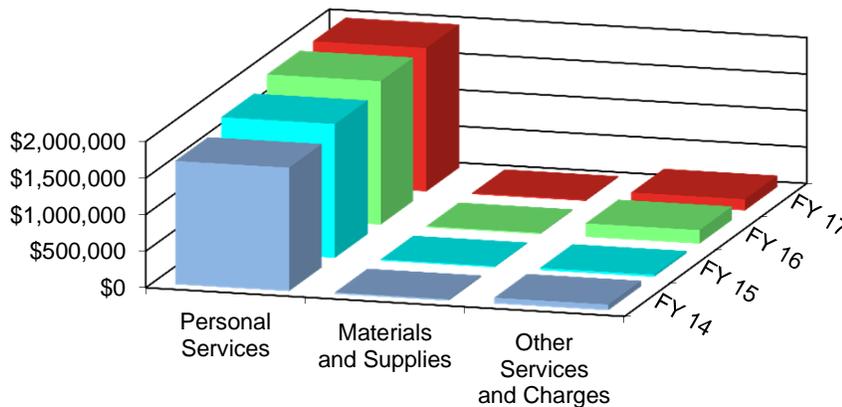
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 1,688	\$ 1,832	\$ 1,966	\$ 134	7.3%	\$ 1,967
Materials and Supplies	19	15	15	0	0.0%	15
Other Services and Charges	78	30	185	155	>500.0%	154
Total Budget	\$ 1,785	\$ 1,877	\$ 2,166	\$ 289	15.4%	\$ 2,136

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

1080 General Fund	
3623 Tulsa Authority for Recovery of Energy Fund	
7010 Stormwater Management Enterprise Fund	
7020 TMUA-Water Operating Fund	
7030 TMUA-Sewer Operating Fund	
7060 EMSA Enterprise Fund	

TOTAL

FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
\$ 325	29.0%	\$ 320
390	4.6%	385
173	18.5%	170
649	10.9%	640
563	15.6%	556
66	94.1%	65
\$ 2,166		\$ 2,136

Funded positions

46

47

47

FY 16 CHANGES FOR OPERATION

1. Benefit and compensation adjustments
2. FY 16 Position Changes:
 - a. Add Customer Account Representative
3. Interpreter service
4. 311 annual fees - full year cost
5. 311 public information campaign (one-time)
6. Internal office services

TOTAL OPERATING CHANGES

AMOUNT

\$ 103
31
31
98
24
30
3
\$ 289

FY 17 CHANGES FOR OPERATION

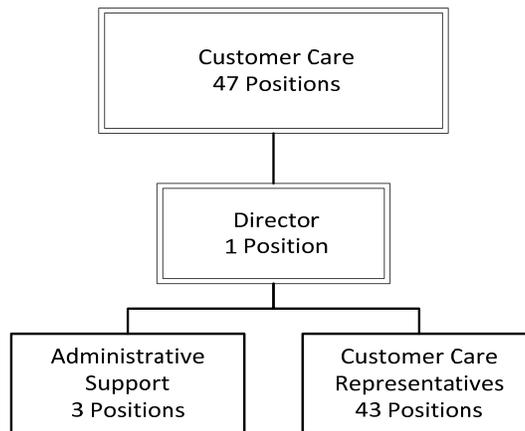
Reductions for one-time purchases budgeted in FY16.

CUSTOMER CARE CENTER

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
311 Customer Care						
Administrative & Technical	7	7	7	7.0	7.0	7.0
Exempt/Professional	1	1	1	1.0	1.0	1.0
Office & Technical	39	38	39	37.5	36.5	37.5
TOTAL	<u>47</u>	<u>46</u>	<u>47</u>	<u>45.5</u>	<u>44.5</u>	<u>45.5</u>

• ORGANIZATION CHART •



Communications

Department Budget Summary

FY 2016

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, 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.
- Community Engagement: Promote City of Tulsa and locally to encourage community engagement and to increase awareness and utilization of local government services and programs provided for their benefit.

Goals

1. 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.



Objective 1.1: Create and implement media training for field supervisors of a minimum of three City department sections per year.

2. Educate and inform larger City of Tulsa employee and citizen audience through communication programs and media information campaigns.



Objective 2.1: Communicate important information to employees about compensation health and wellness, benefits, safety, internal programs and rewards while recognizing employee successes through a multi-media program of employee communication.

Objective 2.2: Increase awareness of City of Tulsa programs for citizens through a variety of media platforms.

Objective 2.3: Organize Town Hall meetings for issues related to projects conducted by City of Tulsa or projects that will impact citizens.

Objective 2.4: Identify location and schedule for all Improve Our Tulsa project meetings in advance of design and construction phases.

3. Support department communication efforts with internal and external customers.



Objective 3.1: Deliver comprehensive communications plans including goals, objectives, audience analysis, tactics and measurements using creative writing and video services.

Objective 3.2: Support communications efforts of departments by creating and implementing branding strategies that reflect the overall organization brand and deliver professional, high quality projects.

Objective 3.3: Facilitate media open records requests.

Communications

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: # of media trainings performed for field supervisors per year	New Measure	3	3	3
2.1.1: # of My Foundations publications created and released	New Measure	New Measure	New Measure	12
2.2.1: # of YouTube views	New Measure	New Measure	New Measure	15,000
2.2.2: # followers/subscribers on Facebook, Twitter, eNews	New Measure	New Measure	New Measure	24,800
2.3.1: # of Town Hall meetings organized	New Measure	New Measure	New Measure	New Measure*
2.3.2: Average # of attendees at Town Hall meetings	New Measure	New Measure	New Measure	New Measure*
2.4.1: # of Engineering Services meetings supported (through online postings, meeting notifications & mailings)	New Measure	New Measure	New Measure	New Measure*
2.4.4: Average # of attendees at meetings	New Measure	New Measure	New Measure	New Measure*
3.1.1: % of Communications projects completed within the time allowed under deadlines	New Measure	New Measure	New Measure	New Measure*
3.1.2: # of Communications Plans developed	New Measure	New Measure	New Measure	New Measure*
3.1.3: # of department specific public info requests processed	New Measure	New Measure	New Measure	New Measure*
3.1.4: # of media pitches	New Measure	New Measure	New Measure	New Measure*
3.1.5: % of department/internal clients who respond positively in survey regarding services provided by Communications Department	New Measure	New Measure	New Measure	New Measure*
3.2.1: # of branding projects initiated	New Measure	New Measure	New Measure	New Measure*
3.2.2: % of branding projects completed	New Measure	New Measure	New Measure	New Measure*
3.2.3: Average time (in days) to complete a branding/graphic project for departments	New Measure	New Measure	New Measure	New Measure*
3.2.4: % of web design projects completed within deadline	New Measure	New Measure	New Measure	New Measure*
3.3.1: # of open records requests facilitated through Communications Department.	New Measure	New Measure	New Measure	New Measure*

*Metrics will be tracked for first time in FY 15-16. Once the Department has the metrics measured, they will be able to set targets for FY 16-17.

Budget Strategy Overview

Resources allocated to Communications will be dedicated to Citizen Survey priorities including customer service and effective communication.

COMMUNICATIONS

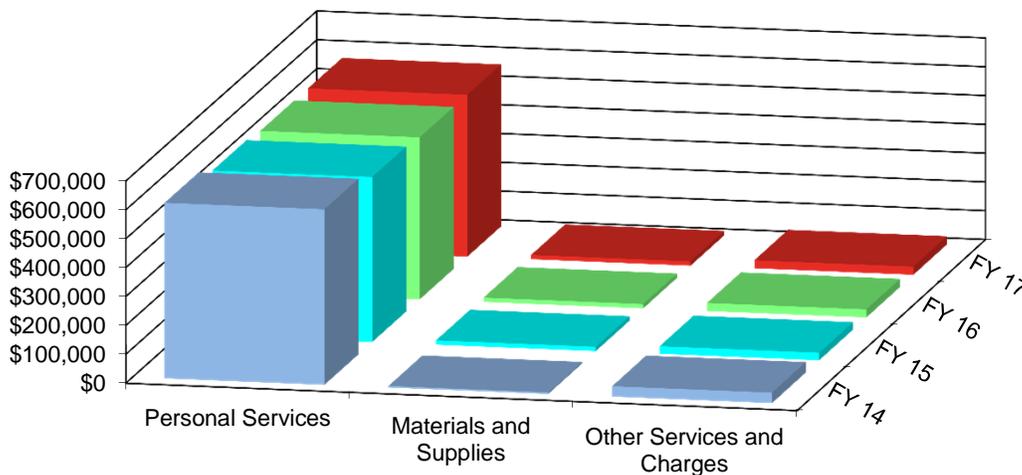
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 608	\$ 572	\$ 562	\$ (10)	-1.7%	\$ 562
Materials and Supplies	5	15	15	0	0.0%	15
Other Services and Charges	36	26	28	2	7.7%	28
Total Budget	\$ 649	\$ 613	\$ 605	\$ (8)	-1.3%	\$ 605

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT



RESOURCES FOR BUDGET

1080 General Fund

TOTAL

FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
\$ 605	-1.3%	\$ 605
\$ 605		\$ 605

Funded positions

7

7

7

FY 16 CHANGES FOR OPERATION

- Benefit and compensation adjustments
- Internal equipment management services

TOTAL OPERATING CHANGES

AMOUNT
\$ (10)
2
\$ (8)

FY 17 CHANGES FOR OPERATION

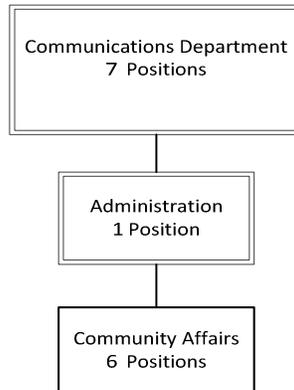
No major changes in operations expected in FY17.

COMMUNICATIONS

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Administration						
Exempt/Professional	1	1	1	1.0	1.0	1.0
Total Administration	1	1	1	1.0	1.0	1.0
Community Affairs/Planning						
Administrative & Technical	8	6	6	8.0	6.0	6.0
Artistic & Creative	0	0	0	0.0	0.0	0.0
Total Community Affairs/Planning	8	6	6	8.0	6.0	6.0
TOTAL	9	7	7	9.0	7.0	7.0

• **ORGANIZATION CHART** •



Asset Management

Department Budget Summary

FY 2016

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 Oversight
- Security
- Real Estate Procurement
- Building Operations

Goals

1. Be responsive to and accountable for meeting our customers' fleet mission requirements.



Objective 1.1: Meet or exceed industry standards of 93% for designated fleet availability.

2. Service and repair parking meters in an efficient and timely manner.



Objective 2.1: Meet or exceed industry standards of 93% for designated fleet availability.

3. Enhance enforcement of parking meter violations



Objective 3.1: Enforcement personnel will dedicate at least 70% of their total paid time to monitoring parking meters for violations.

4. Continue to deliver high quality security services.



Objective 4.1: Respond to 90% of security incidents within thirty minutes of calls for help.

5. The economical preservation of City of Tulsa facilities, equipment, and systems at a level satisfactory to perform their designated functions.



Objective 5.1: Emergency – immediate response and action plan in progress within 2 hours, 90% of the time

Objective 5.2: Urgent – 90% of such work orders completed within 48 hours

Objective 5.3: Routine – 90% of such work orders completed within 7 days

Asset Management

6. Centralization and management of City of Tulsa real property inventory.



Objective 6.1: Complete 80% of inventory data entry

Objective 6.2: Complete all property acquisition needs within 12 months or less from the receipt of a valid legal description.

Key Performance Indicators	FY 13-14 Actual	FY 14-15 Target	FY 14-15 Estimate	FY 15-16 Target
1.1.1: % of designated fleet availability	94%	93%	93%	93%
2.1.1: % of parking meters that are operational per year	New Measure	90%	90%	90%
3.1.1: % of direct labor hours dedicated to parking meter enforcement per year	New Measure	70%	95%	90%
4.1.1: % of arrival on scene within thirty minutes from receipt of call for security	New Measure	New Measure	New Measure	90%
5.1.1: % of time responding to emergency repairs within 2 hours	New Measure	New Measure	New Measure	90%
5.2.1: % of time completing work orders for urgent repairs within 48 hours	New Measure	New Measure	New Measure	90%
5.3.1: % of time completing work orders for routine repairs within 7 days	New Measure	New Measure	New Measure	90%
6.1.1: % of data entry completed during FY16	New Measure	New Measure	New Measure	80%
6.2.1: % of acquisitions completed within 12 months of receipt of complete and accurate legal description	New Measure	New Measure	New Measure	90%

Budget Strategy Overview

The FY16 Asset Management budget is set to meet the service levels and key performance indicators outlined above. Resources allocated to this department will be dedicated to Mayor, Tulsa City Council and Citizen Survey priorities including efficient government and public safety.

ASSET MANAGEMENT

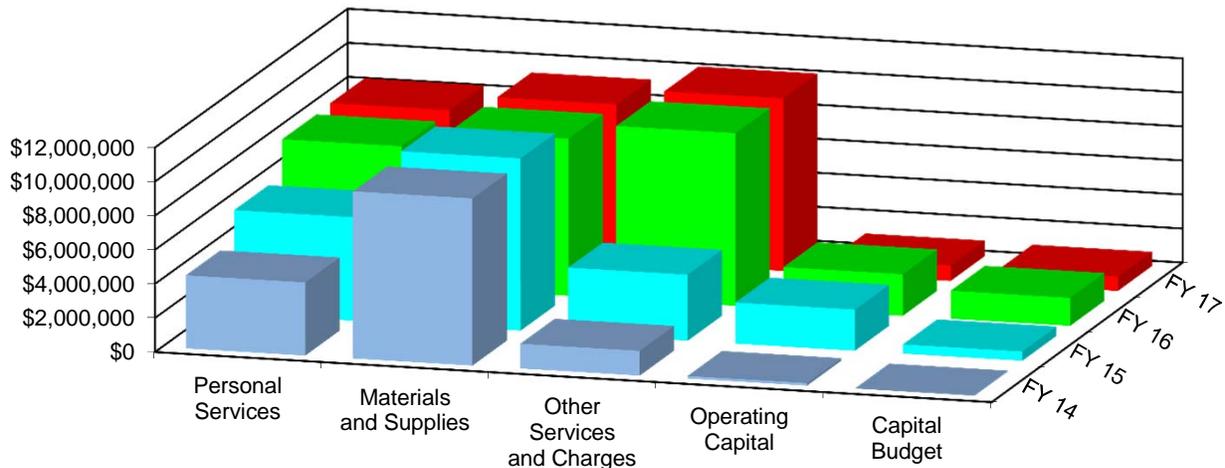
BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	FY 14 ACTUAL	FY 15 ORIGINAL	FY 16 BUDGET	Dollar Diff. From FY 15 Orig.	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
Operating Budget						
Personal Services	\$ 4,295	\$ 6,076	\$ 8,201	\$ 2,125	35.0%	\$ 8,283
Materials and Supplies	9,808	10,115	9,231	(884)	-8.7%	9,210
Other Services and Charges	1,452	3,873	10,144	6,271	161.9%	10,144
Operating Capital	150	2,409	2,441	32	1.3%	914
Total Operating Budget	15,705	22,473	30,017	7,544	33.6%	28,551
Capital Budget	0	540	1,640	1,100	203.7%	840
Total Budget	\$ 15,705	\$ 23,013	\$ 31,657	\$ 8,644	37.6%	\$ 29,391

TOTAL ALLOCATIONS BY FISCAL YEAR AND ACCOUNT CATEGORY



RESOURCES FOR BUDGET

	FY 16 BUDGET	Percent Diff. From FY 15 Orig.	FY 17 FINANCIAL PLAN
1080 General Fund	\$ 4,292	230.7%	\$ 4,288
2240 Air Force Plant 3 Fund	1,236	4.5%	66
2420 E911 Fee Operating Fund	298	N/A	298
2910 Short-Term Capital Fund	202	-30.8%	100
3450 One Technology Center Fund	5,948	>500.0%	5,949
3623 Tulsa Authority for the Recovery of Energy Fund	660	-4.5%	618
7010 Stormwater Management Fund	413	31.1%	411
7020 TMUA - Water Operating Fund	1,093	37.1%	1,098
7030 TMUA - Sewer Operating Fund	896	36.6%	901
8030 Equipment Management Service Fund	14,979	-8.6%	14,822
6014 2014 Sales Tax Fund	1,640	203.7%	840
TOTAL	\$ 31,657		\$ 29,391

Funded positions	111	137	137
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FY 16 CHANGES FOR OPERATION	AMOUNT
1. Benefit and compensation adjustments	\$ 247
2. Reorganization from Streets & Stormwater	8,333
a. Building Operations	
1. Thirty positions, materials, supplies, & other services	8,333
3. FY15 Position Changes:	66
a. Abolish part-time Parking Inspectors (8)	(54)
b. Add full-time Parking Inspector	58
c. Administrative Assistant II transferred from Engineering Services	62
4. Equipment Management	(1,208)
a. Per gallon fuel cost from \$3.00 to \$2.25	(1,770)
b. FY16 Position Changes:	15
1. Add Intern automotive servicer position (2)	15
c. Safety glasses and safety shoes subsidy (per new contract)	10
d. Minor tools and computer supplies for shops	20
e. Tires and batteries replacement cost	25
f. Motor vehicle parts usage	235
g. Paint booth cleaning and outsourced motor vehicle repairs	226
h. Gas, electric, and internal utilities usage	31
5. Parking Operations	6
a. Operating supplies and training	6
6. Real Estate and Right of Way	125
a. City Medical office - property lease transferred from Human Resources	106
b. Additional maintenance costs at Air Force Plant 3	12
c. Supplies, training, memberships and cell phones	7
7. Building Operations	38
a. Janitorial services and utilities due to tenant changes (OTC)	38
8. Security and Metered Parking	(95)
a. Internal equipment management services	(40)
b. Reduce dumping fees and miscellaneous services budget for supervised litter collection to expenditure levels	(71)
c. Replacement personal computers, safety and other supplies	16
9. Capital additions/replacements:	
a. Ruggedized laptop replacements (6)	25
b. Sedans (9) and utility vehicles (1)	336
c. Diagnostic and testing software - Ford, Cummins, Int'l, Cat (EMD)	21
d. Miscellaneous shop equipment (EMD)	153
e. Replace forklift and fuel maintenance truck	86
f. Veeder-Root fuel inventory control system (EMD)	8
g. Refurbish wrecker	235
h. Building improvements at OTC	224
i. Improvements to Air Force Plant 3	1,216
j. Parking meters	137
k. Adjustments to eliminate previous year's capital	(2,409)
TOTAL OPERATING CHANGES	\$ 7,544
CAPITAL IMPROVEMENTS PROJECTS	
1. CNG infrastructure expansion	1,600
2. Emergency generators (56th and Garnett; 1790 West Newblock)	(100)
3. Lighting systems, driveways, sidewalks, energy upgrades, HVAC, & Plumbing	140
4. Adjustment to eliminate previous year's capital projects	(540)
TOTAL CAPITAL IMPROVEMENTS PROJECT CHANGES	1,100
TOTAL CHANGES	\$ 8,644

FY 17 CHANGES FOR OPERATION

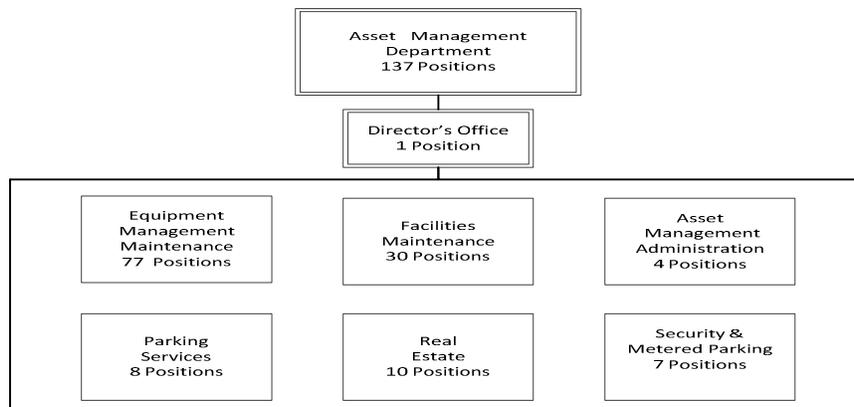
No major changes in operations expected in FY17.

ASSET MANAGEMENT

STAFFING SUMMARY

OCCUPATIONAL DESCRIPTION	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Director's Office						
Exempt/Professional	1	1	1	1.0	1.0	1.0
Total Director's Office	1	1	1	1.0	1.0	1.0
Asset Mngt Administration						
Administrative & Technical	0	0	1	0.0	0.0	1.0
Exempt/Professional	0	0	2	0.0	0.0	2.0
Office & Technical	0	0	1	0.0	0.0	1.0
Total Asset Mngt Administration	0	0	4	0.0	0.0	4.0
Equipment Management						
Administrative & Technical	3	4	1	3.0	4.0	1.0
Exempt/Professional	10	10	9	10.0	10.0	9.0
Labor & Trades	57	57	61	57.0	57.0	59.5
Office & Technical	8	8	6	8.0	8.0	6.0
Total Equipment Management	78	79	77	78.0	79.0	75.5
Parking Services						
Exempt/Professional	0	1	1	0.0	1.0	1.0
Labor & Trades	0	2	2	0.0	2.0	2.0
Office & Technical	0	12	5	0.0	3.3	3.3
Total Parking Services	0	15	8	0.0	6.3	6.3
Real Estate						
Administrative & Technical	0	6	7	0.0	6.0	7.0
Exempt/Professional	0	3	3	0.0	3.0	3.0
Total Real Estate	0	9	10	0.0	9.0	10.0
Security Services						
Administrative & Technical	0	3	3	0.0	3.0	3.0
Exempt/Professional	0	3	2	0.0	3.0	2.0
Information Systems	0	0	1	0.0	0.0	1.0
Labor & Trades	0	0	0	0.0	0.0	0.0
Office & Technical	0	1	1	0.0	1.0	1.0
Total Security Services	0	7	7	0.0	7.0	7.0
Facilities Maintenance						
Exempt/Professional	0	0	5	0	0	5.0
Labor & Trades	0	0	22	0	0	22.0
Office & Technical	0	0	3	0	0	3.0
Total Facilities Maintenance	0	0	30	0	0	30.0
DEPARTMENT TOTAL	79	111	137	79.0	102.3	133.8

• ORGANIZATION CHART •



TRANSFERS TO OTHER FUNDS

BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14 ACTUAL</u>	<u>FY 15 ORIGINAL</u>	<u>FY 16 BUDGET</u>	<u>Dollar Diff. From FY 15 Orig.</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
Operating						
Operating Transfers	\$ 11,062	\$ 9,876	\$ 9,246	\$ (630)	-6.4%	\$ 9,246
Operating Capital Transfers	197	10,180	9,986	(194)	-1.9%	10,066
Debt Service Transfers	14,056	13,455	13,632	177	1.3%	13,209
Total Operating Budget	25,315	33,511	32,864	(647)	-1.9%	32,521
Capital Transfers	19,207	19,642	40,167	20,525	104.5%	40,153
Total Budget	\$ 44,522	\$ 53,153	\$ 73,031	\$ 19,878	37.4%	\$ 72,674

TRANSFERS OUT FOR BUDGET	<u>FY 16 BUDGET</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
<u>OPERATING TRANSFERS</u>			
1080 General Fund (Operating Transfer)	\$ 5,717	2.6%	\$ 5,641
2810 Convention Fund (Operating Transfer)	2,852	-21.9%	2,955
3623 Tulsa Authority for Recovery of Energy (Operating Transfer)	27	N/A	0
7060 EMSA Enterprise Fund (Operating Transfer)	650	0.0%	650
<u>OPERATING CAPITAL TRANSFERS</u>			
2910 Short-Term Capital Fund	386	-56.4%	386
6014 2014 Sales Tax Fund	9,600	3.3%	9,680
<u>DEBT SERVICE TRANSFERS</u>			
2810 Convention Fund (Debt Service Transfer)	1,750	2.0%	1,779
3450 One Technology Center Fund (Debt Service Transfer)	4,793	1.2%	4,862
3623 Tulsa Authority for Recovery of Energy (Debt Service Transfer)	1,605	-1.5%	1,587
4102 Tulsa Stadium Improvement District Fund (Debt Service Transfer)	2,199	1.0%	2,199
7030 TMUA-Sewer Operating Fund (Debt Service Transfer)	3,285	2.7%	2,782
<u>CAPITAL TRANSFERS</u>			
3450 One Technology Center (OTC) Fund (Capital Transfer)	276	0.0%	276
7010 Stormwater Operating Fund (Capital Transfer)	5,000	66.7%	5,000
7020 TMUA-Water Operating Fund (Capital Transfer)	25,350	105.8%	23,140
7030 TMUA-Sewer Operating Fund (Capital Transfer)	9,541	135.8%	11,737
TOTAL TRANSFERS	\$ 73,031		\$ 72,674

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 BONDS

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.

The FY16 appropriation for general obligation debt payment in the amount of \$66,808,000 provides for principal retirement of \$50,180,000 and interest expense of \$16,628,000. 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, 2015 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, 2015 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 information purposes only.

DEBT SERVICE

CITY OF TULSA
PRINCIPAL AND INTEREST PAYMENTS OF
GENERAL OBLIGATION INDEBTEDNESS
 As of June 30, 2015

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$ 50,180,000	\$ 16,628,000	\$ 66,808,000
2017	50,030,000	14,729,000	64,759,000
2018	47,635,000	12,875,000	60,510,000
2019	47,335,000	11,097,000	58,432,000
2020	45,240,000	9,301,000	54,541,000
2021	37,230,000	7,761,000	44,991,000
2022	27,565,000	6,603,000	34,168,000
2023	25,710,000	5,727,000	31,437,000
2024	20,520,000	4,924,000	25,444,000
2025	20,170,000	4,322,000	24,492,000
2026	17,810,000	3,727,000	21,537,000
2027	16,570,000	3,153,000	19,723,000
2028	13,155,000	2,591,000	15,746,000
2029	10,495,000	2,112,000	12,607,000
2030	8,195,000	1,732,000	9,927,000
2031	8,195,000	1,450,000	9,645,000
2032	7,845,000	1,173,000	9,018,000
2033	5,545,000	940,000	6,485,000
2034	5,545,000	747,000	6,292,000
2035	2,915,000	555,000	3,470,000
2036	2,915,000	464,000	3,379,000
2037	2,915,000	374,000	3,289,000
2038	2,915,000	283,000	3,198,000
2039	2,915,000	189,000	3,104,000
2040	2,915,000	95,000	3,010,000
Total	<u>\$482,460,000</u>	<u>\$113,552,000</u>	<u>\$ 596,012,000</u>

DEBT SERVICE

CITY OF TULSA GENERAL OBLIGATION BONDS OUTSTANDING As of June 30, 2015

Bond Issue	Original Amount	Principal Outstanding 30-Jun-15	Final Maturity Date	Interest Rate
General Obligation				
Series 2004-A, Refunding	\$ 28,970,000	\$ 2,570,000	May-2016	5.0%
Series 2004-B, Refunding	12,620,000	-	Feb-2015	4.0 - 5.0%
Series 2006	31,000,000	-	Mar-2026	4.0-4.5%
Series 2007	72,690,000	-	Mar-2027	4.0-4.25
Series 2008	44,510,000	30,410,000	May-2028	4.0-4.75%
Series 2009	51,800,000	38,050,000	Jun-2029	2.75-4.25%
Series 2009B	70,000,000	38,800,000	Oct-2019	5.0%
Series 2009A Refunding	14,685,000	6,220,000	Mar-2019	3.0-4.0%
Series 2009B Refunding	20,745,000	10,815,000	Mar-2021	3.0-5.0%
Series 2010	70,000,000	46,600,000	Dec-2020	4.0-5.0%
Series 2011	50,000,000	44,700,000	Dec-2031	2.0-3.5%
Series 2011A Refunding	21,105,000	12,625,000	Mar-2022	2.25-4.25%
Series 2012A Refunding	10,575,000	3,990,000	Jun-2017	4.0%
Series 2013A Refunding	32,280,000	25,955,000.00	Mar-2025	2.5%
Series 2013	45,000,000	40,000,000	Mar-2023	4.0%
Series 2014	50,000,000	50,000,000	Mar-2034	3.0-4.0%
Series 2014-A, Refunding	16,305,000	16,305,000	Sep-2025	2.0-3.0%
Series 2015-A, Refunding	45,420,000	45,420,000	Mar-2027	2.0-2.5%
Series 2015	70,000,000	70,000,000	Mar-2040	2.0-3.25%
Total	\$ 757,705,000	\$ 482,460,000		

CITY OF TULSA REVENUE BONDS OUTSTANDING As of June 30, 2015

Bond Issue	Original Amount	Principal Outstanding 30-Jun-15	Final Maturity Date	Interest Rate
Tulsa Public Facilities Authority				
Assembly Center - 1985	\$ 23,335,000	\$ -	Jul-2014	6.60%
TPFA Lease Revenue bonds - 2007A	34,620,000	34,620,000	Nov-2037	4.625 - 5.25%
TPFA Lease Revenue bonds - 2007B	33,130,000	23,925,000	Nov-2029	6.30 - 6.60%
TPFA Capital Improvements - 2008	16,000,000	10,755,000	Apr-2027	6.069%
TPFA Capital Improvements - 2012	10,900,000	6,980,000	Apr-2020	3.0 - 4.0%
TPFA Capital Improvements - Taxable Refunding 2012	9,480,000	6,860,000	Nov-2018	1.25%
Total	\$ 127,465,000	\$ 83,140,000		
Tulsa Parking Authority				
Series 2012 - Parking Systems	\$ 17,860,000	\$ 14,470,000	Jul-2028	2.00 - 4.00%
Total	\$ 17,860,000	\$ 14,470,000		

Bond Issue	Original Amount	Principal Outstanding 30-Jun-15	Final Maturity Date	Interest Rate
Tulsa Metropolitan Utility Water Fund (* principal subject to additional drawdowns)				
Series 2007 Revenue Bonds	\$ 27,815,000	\$ 10,915,000	May-2027	4.00 - 4.50%
Series 2009 Revenue Bonds	21,500,000	17,270,000	May-2029	3.00 - 4.75%
Series 2010 Revenue Bonds	14,510,000	12,825,000	Jan-2030	2.25 - 4.00%
Series 2011 Revenue Bonds	24,100,000	20,675,000	Mar-2031	2.00 - 4.375%
Series 2012 Refunding Revenue Bonds	12,685,000	9,795,000	May-2025	2.00 - 2.65%
Series 2013 Refunding Revenue Bonds	61,280,000	52,780,000	Sep-2025	2.00 - 3.00%
Series 2014 Revenue Bonds	17,825,000	17,825,000	Oct-2034	2.00 - 3.50%
Series 2008A Promissory Note *	1,250,000	-	Sep-2013	2.03%
Series 2009C Promissory Note *	5,225,000	3,163,456.91	Sep-2031	3.32%
Total	\$ 186,190,000	\$ 145,248,457		

Tulsa Metropolitan Utility Authority Sewer Fund - Promissory Notes (* principal subject to additional drawdowns)				
Series 1997A	\$ 4,035,000	\$ 309,091	Aug-2016	0.50%
Series 1998B	4,392,000	573,009	Aug-2017	0.50%
Series 2001B	4,996,000	1,314,619	Feb-2020	0.50%
Series 2002D	6,813,000	2,270,942	Aug-2021	0.50%
Series 2004B	1,560,000	680,000	Aug-2023	0.50%
Series 2005B *	7,900,000	5,252,095.98	Sep-2027	3.10%
Series 2005C	1,203,000	631,313	Sep-2025	0.50%
Series 2006	52,585,000	35,430,000.00	Sep-2025	4.15%
Series 2006A *	3,130,000	2,028,047.39	Sep-2028	3.10%
Series 2006B	835,000	105,300.00	Mar-2016	1.56%
Series 2006C *	17,825,000	13,205,215.76	Sep-2029	3.10%
Series 2007A	5,131,000	3,026,079	Sep-2026	0.50%
Series 2007B	8,365,000	5,880,000.00	Sep-2026	4.150%
Series 2009A *	11,320,000	8,310,214	Sep-2031	3.22%
Series 2009B *	7,350,000	4,643,929.22	Mar-2032	2.91%
Series 2010A *	27,757,000	21,131,165	Sep-2032	2.89%
Series 2010B	29,380,000	25,045,000.00	Sep-2030	.0645 - 5.145%
Series 2011A *	23,480,000	19,761,932	Sep-2033	3.11%
Series 2011B	14,275,000	12,750,000.00	Sep-2031	.0545 - 5.145%
Series 2011C *	16,700,000	14,829,586	Sep-2033	3.30%
Series 2012A *	4,347,000	1,450,142.14	Sep-2034	2.43%
Series 2012B	11,355,000	10,260,000.00	Sep-2032	.0545 - 3.145%
Series 2012C	2,450,000	1,490,000.00	Sep-2017	.025 - 4.00%
Series 2013A *	9,850,000	675,498	Sep-2036	3.22%
Series 2013B	27,605,000	26,250,000.00	Sep-2038	3.16%
Series 2014A	2,910,000	396,711	Sep-2039	2.58%
Series 2014B	10,180,000	9,955,000.00	Sep-2033	1.145-4.0599%
Series 2014C	17,735,000	17,735,000	Sep-2034	2.145-5.145%
Total	\$ 335,464,000	\$ 245,389,890		
Grand Total	\$ 666,979,000	\$ 488,248,347		

DEBT SERVICE

BUDGET HIGHLIGHTS

FY 2015 - 2016 & FY 2016 - 2017

(amounts expressed in thousands)

	<u>FY 14 ACTUAL</u>	<u>FY 15 ORIGINAL</u>	<u>FY 16 BUDGET</u>	<u>Dollar Diff. From FY 15 Orig.</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
Operating						
Debt Service Payments	\$ 100,191	\$ 112,967	\$ 124,242	\$ 11,275	10.0%	\$ 128,958
Total Budget	\$ 100,191	\$ 112,967	\$ 124,242	\$ 11,275	10.0%	\$ 128,958

RESOURCES FOR BUDGET	<u>FY 16 BUDGET</u>	<u>Percent Diff. From FY 15 Orig.</u>	<u>FY 17 FINANCIAL PLAN</u>
4306 Sinking Fund	\$ 83,947	12.6%	\$ 87,557
7020 TMUA-Water Operating Fund	15,907	3.7%	16,065
7030 TMUA-Sewer Operating Fund	24,388	5.7%	25,336
TOTAL	\$ 124,242		\$ 128,958

FY 15 CHANGES FOR DEBT

	<u>AMOUNT</u>
1. Change in Water Operating Fund	\$ 565
2. Change in Sewer Operating Fund	1,309
3. Change in Sinking Fund	9,401
TOTAL DEBT CHANGES	\$ 11,275

STAFFING SUMMARY

• ALL DEPARTMENTS •

DEPARTMENT	NUMBER OF AUTHORIZED POSITIONS			NUMBER OF FULL-TIME EQUIVALENT AUTHORIZED POSITIONS		
	FY 14	FY 15	FY 16	FY 14	FY 15	FY 16
Public Safety and Protection						
Municipal Court	46	41	41	39.0	33.5	34.0
Police	997	971	977	997	971	977
Fire	696	694	695	696.0	693.5	694.5
Category Total	<u>1739</u>	<u>1706</u>	<u>1713</u>	<u>1732.0</u>	<u>1698.0</u>	<u>1705.5</u>
Cultural Development and Recreation						
Park and Recreation	195	176	175	140.0	115.5	114.5
Tulsa Performing Arts Center	30	30	31	24.9	25.5	26.5
Category Total	<u>225</u>	<u>206</u>	<u>206</u>	<u>164.9</u>	<u>141.0</u>	<u>141.0</u>
Social and Economic Development						
Mayor's Office of Economic Development	0	9	11	0.0	9.0	11.0
Working in Neighborhoods	75	67	70	75.0	67.0	70.0
Planning & Economic Development	115	88	87	114.5	87.5	86.5
Category Total	<u>190</u>	<u>164</u>	<u>168</u>	<u>189.5</u>	<u>163.5</u>	<u>167.5</u>
Transportation/Public Works						
Engineering Services	162	146	145	161.3	145.3	144.3
Streets and Stormwater	375	357	312	318.0	308.0	263.0
Water and Sewer	646	648	655	646.0	648.0	655.0
Category Total	<u>1183</u>	<u>1151</u>	<u>1112</u>	<u>1125.3</u>	<u>1101.3</u>	<u>1062.3</u>
Administrative and Support Services						
Mayor's Office	10	9	9	10.0	9.0	9.0
City Auditor	13	13	13	13.0	13.0	13.0
City Council	23	23	23	23.0	23.0	23.0
Mayor's Office of Human Rights	11	9	9	11.0	9.0	9.0
Legal	32	31	32	32.0	31.0	32.0
Human Resources	44	38	38	44.0	38.0	38.0
Finance	170	157	163	169.5	156.5	162.5
Information Technology	143	119	119	143.0	119.0	119.0
Customer Care	47	46	47	45.5	44.5	45.5
Communications	9	7	7	9.0	7.0	7.0
Asset Management	79	111	137	79.0	102.3	133.8
Category Total	<u>581</u>	<u>563</u>	<u>597</u>	<u>579.0</u>	<u>552.3</u>	<u>591.8</u>
GRAND TOTAL *	<u>3918</u>	<u>3790</u>	<u>3796</u>	<u>3790.7</u>	<u>3656.1</u>	<u>3668.1</u>

FTE AUTHORIZED POSITIONS

