

CITY OF TULSA

**FY 2017 AND FY 2018
BUDGET
PREPARATION**

**ANNUAL
INSTRUCTION
PACKET**

The information in this packet changes annually and needs to be reviewed.

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Budget Analyst Assignments

Budget Departments	Assignments	Budget Analyst
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Dept No.	Dept Name	Analyst #
053	Asset Management	5
060	City Auditor	4
070	City Council	4
009	Communications	6
042	Customer Care	6
074	Debt Service (Sinking Fund)	3
076	Employee Insurance Administration	1
850	EMSA	2
040	Engineering Services	7
012	Finance	3
032	Fire Department	2
073	General Government	1
004	Gilcrease Museum	4
017	Human Resources	4
014	Human Rights	4
087	Indian Nations Council of Governments (INCOG)	4
034	Information Technology	2
015	Legal	4
010	Mayor's Office	1
002	Mayor's Office of Economic Development	4
018	Municipal Courts	2
005	Parks and Recreation	4
028	Performing Arts Center	4
041	Planning & Development	5
031	Police Department	2
083	River Parks Authority	4
044	Streets and Stormwater	3
075	Transfers	4
081	Tulsa Area Emergency Management Authority	2
085	Tulsa Transit (MTTA)	5
043	Water and Sewer	5
072	Workers' Compensation	1
020	Working in Neighborhoods	6

#	Analyst Name	Extension
1	Keith Eldridge	67589
2	Matt Cooper	67682
3	Tammy Pitts	67366
4	Diana D'Souza	67661
5	Alan Rowland	67809
6	Larry Riddle	62688
7	Jarrod Moore	65129

INTRODUCTION

1.1 PREPARATION PRIOR TO BUDGET REQUEST

Reading this packet and understanding established procedures will help you avoid mistakes that could potentially cause important funding to be omitted from your department's budget.

This packet provides timely information on the actual steps and submission requirements involved in the budget preparation. We will review these procedures at the annual briefing, and you should consult this packet before you begin to prepare your budget. Most of the errors made in preparing budget requests can be avoided by reading all the information carefully.

Please contact your department's or agency's assigned budget analyst when you do not understand the instructions or need clarification. The analysts are here to help you prepare your budget properly. Remember, there is no such thing as a stupid question.

1.2 OTHER INFORMATION RESOURCES

An electronic version of the document, "*Background Information for the City's Budget Process*" which provides general information about the City's budget process. The section titles are as follows:

1. **Budgeting** (Operating Budget, Capital Budget)
2. **Legislation** (Municipal Budget Act, Open Records Act)
3. **Revenue** (Types and Sources, Projecting Income)
4. **Governmental Funds** (Types of Funds)
5. **City Organizational Structure** (Operating Division, Administrative Division)
6. **Account Coding** (Company/Fund Numbers, Account Numbers, Center/Section-Project Numbers, Creation of New Numbers)
7. **Capital Improvements Process**
8. **Grants**
9. **Budget Review**
10. **Budget Adoption** (Guiding Mandates, Budgeted Capital Items)
11. **Reports** (Salary Projections, Position Distribution by Department Report, Budgetary Reports)
12. **Changing the Budget** (Budget Transfers, Budget Ordinances)
13. **Glossary** (Definitions, Explanation of Abbreviations)

The "*Background Information for the City's Budget Process*" document can be found at the link below with the Municipal Budget Act and the Open Records Act contained in the **Appendix**.

<http://doclib.cityweb.gov/docs/Finance/Budget/Budget%20Manuals/Background%20Information/BackgroundData-Revised%20FY%202016.doc>

FY 2017 AND 2018 BUDGET TIMETABLE

2.1 OPERATING BUDGET AND CAPITAL IMPROVEMENTS PLAN

October – November	CIP: The Finance Department’s Budget and Planning Division notifies all departments that new capital requests and any revisions to previous submissions are due in November. A list of non-funded capital requests is provided to ensure they are all reviewed and updated.
December	Mayor’s Management Team prepares special budget instructions. A list of his Priorities for FY 17 is included.
Tue: Dec. 8 - Thu: Dec. 9	Budget and Planning Division distributes Budget Manual revisions and other operating budget preparation material to departments. Meetings are held with departments’ staff responsible for completing budget requests.
December - January	Five-Year Financial Forecast prepared.
December - February	CIP: Capital Projects Inventory Chapter updated. Budget and Planning Division reviews all new capital requests. Projects are forwarded to the Indian Nations Council of Governments (INCOG) for presentation to the Tulsa Metropolitan Area Planning Commission (TMAPC).
January	Mayor releases Five Year Financial Forecast to City Council.
January	FY 17 Position Distribution Change Requests are due to Budget & Planning Division by Friday, January 15th. Departments informed and sent position distribution reports along with requests for changes. Analysts contact departments and discuss any major changes.
Mon: Jan. 4	Support Services Request Forms submitted by departments to Support Service departments.
January	FY17 Revenue Projections – Preliminary effort.
January	Indirect reports completed for review. Allocations are reviewed with Utility Board and TARE.
Friday: Jan. 29	Departments' Budget Requests Due to Budget & Planning Division.
February	Salary projections are prepared.
February	CIP: Proposed new capital projects are presented to TMAPC for review. TMAPC makes a finding stating that the projects are in conformance with the City's comprehensive plan.
February – March	Budget and Planning Division reviews budget requests , and prepares summary reports. The Mayor and Management Team meet to review the reports, preliminary revenue estimates and significant issues. Mayor briefs Council on budget requests and preliminary revenue estimates.

February	Inform the departments of the dates and times of budget presentations to Mayor's Management Team.
February – March	CIP: Budget and Planning Division, in close collaboration with departments, develops a proposed five-year capital improvements schedule - the first year of which will be the upcoming fiscal year's proposed capital budget.
March – April	Mayor and Management Team are briefed on departments' requests. They make policy decisions necessary to prepare a balanced budget for City Council consideration.
March	CIP: Final Draft of Funded Capital Programs Status and FY17 Project List, Capital Project Inventory, Five-year Schedule and Executive Summary. Management team reviews.
March	Debt Review Committee Convened and FY17 preliminary debt service amounts established.
March	Final FY17 Revenue Projections.
Fri: Mar. 25	Submit Energy, Security, and Vehicle Policies to City Council as required by Ordinances.
April	Capital Expenditure Operating Budget Impact Narrative prepared for the budget document's Executive Summary.
April	Final Management team budget deliberations.
Wed: Apr 1 – Wed: Apr 15	Preliminary Budget Highlights and Fund Summaries prepared.
Wed: Apr 1 – Wed: Apr 15	Ordinances and Debt Resolutions for Budget & CIP prepared by Legal.
Wed: Apr 1 – Wed: Apr 15	Council Compendium of Needs response prepared.
Wed: Apr 1 – Wed: Apr 15	CIP: Complete final draft.
Mon: Apr. 18 - Fri: Apr. 22	Proposed Final Budget to the Mayor's Management Team for review and final modifications.
Thu: April 28	Proposed Budget and CIP Presented to City Council by Mayor at regular Thursday meeting (Charter deadline is May 1).
May – June	City Council reviews proposed Budget and CIP. City Council holds hearings and discusses budget issues with the Mayor and various department directors.
Thu: May 5 - Fri: Jun. 17	Technical Change List maintained to report to City Council before adoption.
May	First of two Public Hearings.
Thu: Jun. 9	Second Public Hearing on the proposed budget and First Reading of Ordinances adopting budget and CIP.
Thu: Jun. 23	Adoption of Budget and Capital Improvements Plan and approval of resolutions related to trusts and their debts. (State law deadline is seven days before the end of the City's fiscal year)

BUDGET REQUESTS

3.1 SUBMISSION REQUIREMENTS

Departments are to **submit electronic copies of the required material** to the Budget and Planning Division in accordance with the date specified in the *Timetable*. Budget requests shall include the following:

- A** Staffing Information
- B** Budget Highlights (Part 2)
- C** Capital Equipment Requests
- D** Computer File Containing Requested Funding (or E-mail same day)
- E** Department Organization Chart in required format
- F** Security & Energy Conservation Plans
- G** Vehicle Usage Policy

3.2 TWO YEAR BUDGET REQUEST

Departments will be required to submit a two year budget request covering FY 2017 and FY 2018. The FY 2017 request will follow the same requirements and procedures as previous budgets and as detailed in this instruction packet. The FY 2018 request will be made in the same department detail file in the columns identified for FY 2018 and should be updated in the departmental Highlights where indicated. Support Service Requests, Organization Charts, Security & Energy Conversation Plans and Vehicle Use Policy for FY 2018 would not be required. Also, the line item Changes for Operation are not be required for FY 2018; a brief description of the items driving any increases or decreases will suffice. Salary projections for FY 2018 will be included in the budget request spreadsheet that you receive and will reflect any known changes to benefits.

The purpose of the second year budget request is not to adopt and establish a budget in advance which does not identify major expenditure issues that are known to exist or created as a result of spending decisions or commitments made in the near term. **The second year budget will ultimately be presented as a balanced budget and will become the starting point for the FY 2018 budget request.**

SPECIAL BUDGET SUBMISSION INSTRUCTIONS

4.1 SPECIAL INSTRUCTIONS: STAFFING INFORMATION

4.1.1 OVERVIEW: POSITION JUSTIFICATIONS

Position Justification forms must be completed to the center level when requesting additional positions. All requests for new positions are classified as “modification requests.” Vacancies that have not been actively recruited and have remained vacant for more than six months must also be justified.

The Budget and Planning Division will analyze the request in relation to the organizational structure of the department and its assigned duties, and make a subsequent recommendation.

4.1.2 TABLE: POSITION JUSTIFICATION FORM INSTRUCTIONS

1.	Position Title	Identify the title of the position(s) requested.
2.	Number Requested	Identify the number of similar positions requested. For multiple position requests with the same classification, complete one form. If you wish to retain existing, vacant positions, indicate the position number and the word "RETENTION."
3.	Department	Identify the department name and number.
4.	Company/Fund	Identify the company/fund name and number.
5.	Division	Identify the division name and number.
6.	Center/Section	Identify center(s) name(s) & number(s) where the position is to be distributed.
7.	Salary	Refer to the salary column on the <i>Salary and Benefits Table</i> included in this <i>Special Instructions</i> section.
8.	Benefits	Refer to the benefits column on the <i>Salary and Benefits Table</i> included in this <i>Special Instructions</i> section.
9.	Additional Information	The following information should be included on the Position Justification form: A. Justification of need and priority; B. Detailed responsibilities and duties; C. Potential impact of the position on the organizational structure; D. Maintenance and Operation costs; E. Capital Equipment costs; F. Space requirements for the position(s); and G. Additional staffing requirements and related costs for adding this position.
	Total Cost Per Position	Record the entire cost needed to add position(s) using the information provided in Items 7-9.
	Total Cost Of All Positions	Record the entire cost needed to add position(s) using the information provided in Items 7-9.

4.1.3 POSITION JUSTIFICATION FORM

The Position Justification Form can be found on the intranet at the following location or requested from your Budget Analyst.

<http://doclib.cityweb.gov/docs/Finance/Budget/Budget%20Forms/Budget%20Prep%20Forms/Position%20%26%20Personnel%20Forms/Position%20Justification.pdf>

POSITION JUSTIFICATION

Please complete all the information (See instructions). Use as much space as you need.

1. Position Title	
2. Number Requested	

	name	number
3. DEPARTMENT		
4. COMPANY/FUND		
5. DIVISION		
6. CENTER/SECTION		

Refer to the Salary & Benefits Table in the Special Instructions Section of your Budget Preparation Annual Instruction Packet when answering Items 7-8.

7. SALARY	
8. BENEFITS	
TOTAL	

9. Provide the following information concerning the position(s) in question. Attach any additional documentation to this sheet and return by requested date. **Use as much space as you need. The boxes are formatted to expand when the information is keyed in electronically.**

- A. Justify the need and priority of the requested position.
- B. Provide in detail the responsibilities and duties of this position.
- C. What is the potential impact of the position on the organizational structure?
- D. What are the related Maintenance and Operation costs?
- E. What are the related Capital Outlay costs?
- F. What space requirements will be necessary for this position?
- G. Will there be additional staffing requirements and related costs for this position? If so, please explain.

TOTAL COST FOR ONE POSITION
\$

TOTAL COST OF ALL POSITIONS REQUESTED ON THIS FORM
\$

4.1.4 SALARY AND BENEFITS TABLE

PAY GRADE	FY 2016-2017			FY 2017-2018		
	ANNUAL SALARY	BENEFITS	TOTAL	ANNUAL SALARY	BENEFITS	TOTAL
Artistic and Creative						
AC23	\$34,653	\$12,862	\$47,515	\$34,653	\$12,862	\$47,515
AC28	\$37,023	\$13,394	\$50,417	\$37,023	\$13,394	\$50,417
AC32	\$40,212	\$14,109	\$54,321	\$40,212	\$14,109	\$54,321
Admin./Tech.						
AT23	\$34,653	\$12,862	\$47,515	\$34,653	\$12,862	\$47,515
AT28	\$37,016	\$13,392	\$50,408	\$37,016	\$13,392	\$50,408
AT32	\$40,207	\$14,108	\$54,315	\$40,207	\$14,108	\$54,315
AT36	\$47,214	\$15,679	\$62,893	\$47,214	\$15,679	\$62,893
AT40	\$50,445	\$16,404	\$66,849	\$50,445	\$16,404	\$66,849
AT44	\$53,878	\$17,174	\$71,052	\$53,878	\$17,174	\$71,052
AT48	\$68,741	\$20,507	\$89,248	\$68,741	\$20,507	\$89,248
City Attorneys						
CA01	\$62,424	\$17,418	\$79,842	\$62,424	\$17,418	\$79,842
CA02	\$66,170	\$18,157	\$84,327	\$66,170	\$18,157	\$84,327
CA03	\$79,648	\$20,819	\$100,467	\$79,648	\$20,819	\$100,467
CA04	\$83,631	\$21,605	\$105,236	\$83,631	\$21,605	\$105,236
CA05	\$85,080	\$21,892	\$106,972	\$85,080	\$21,892	\$106,972
CA06	\$90,882	\$23,037	\$113,919	\$90,882	\$23,037	\$113,919
CA08	\$114,136	\$27,630	\$141,766	\$114,136	\$27,630	\$141,766
Council Staff						
CS52	\$32,062	\$11,422	\$43,484	\$32,062	\$11,422	\$43,484
CS56	\$34,256	\$11,855	\$46,111	\$34,256	\$11,855	\$46,111
CS60	\$37,016	\$12,400	\$49,416	\$37,016	\$12,400	\$49,416
CS64	\$40,207	\$13,030	\$53,237	\$40,207	\$13,030	\$53,237
CS68	\$47,214	\$14,414	\$61,628	\$47,214	\$14,414	\$61,628
CS72	\$50,445	\$15,052	\$65,497	\$50,445	\$15,052	\$65,497
CS76	\$55,494	\$16,049	\$71,543	\$55,494	\$16,049	\$71,543
CS80	\$70,803	\$19,072	\$89,875	\$70,803	\$19,072	\$89,875
CS84	\$75,629	\$20,025	\$95,654	\$75,629	\$20,025	\$95,654
CS88	\$80,787	\$21,044	\$101,831	\$80,787	\$21,044	\$101,831
CS92	\$87,755	\$22,420	\$110,175	\$87,755	\$22,420	\$110,175
Emergency Communications						
EC00	\$24,062	\$9,842	\$33,904	\$24,062	\$9,842	\$33,904
EC01	\$31,280	\$11,267	\$42,547	\$31,280	\$11,267	\$42,547
EC02	\$32,844	\$11,576	\$44,420	\$32,844	\$11,576	\$44,420
EC03	\$36,128	\$12,225	\$48,353	\$36,128	\$12,225	\$48,353
EC04	\$39,019	\$12,795	\$51,814	\$39,019	\$12,795	\$51,814
EC06	\$44,595	\$13,897	\$58,492	\$44,595	\$13,897	\$58,492

4.1.4 SALARY AND BENEFITS TABLE

PAY GRADE	FY 2016-2017			FY 2017-2018		
	ANNUAL SALARY	BENEFITS	TOTAL	ANNUAL SALARY	BENEFITS	TOTAL
Exempt Personnel						
EX23	\$35,693	\$13,095	\$48,788	\$35,693	\$13,095	\$48,788
EX28	\$38,126	\$13,641	\$51,767	\$38,126	\$13,641	\$51,767
EX32	\$41,413	\$14,378	\$55,791	\$41,413	\$14,378	\$55,791
EX36	\$48,630	\$15,997	\$64,627	\$48,630	\$15,997	\$64,627
EX40	\$51,958	\$16,743	\$68,701	\$51,958	\$16,743	\$68,701
EX44	\$55,494	\$17,536	\$73,030	\$55,494	\$17,536	\$73,030
EX48	\$70,803	\$20,970	\$91,773	\$70,803	\$20,970	\$91,773
EX52	\$75,629	\$22,052	\$97,681	\$75,629	\$22,052	\$97,681
EX56	\$80,787	\$23,209	\$103,996	\$80,787	\$23,209	\$103,996
EX60	\$87,755	\$24,772	\$112,527	\$87,755	\$24,772	\$112,527
EX65	\$103,126	\$28,219	\$131,345	\$103,126	\$28,219	\$131,345
EX71	\$117,686	\$31,485	\$149,171	\$117,686	\$31,485	\$149,171
Information Systems						
IS23	\$39,262	\$13,896	\$53,158	\$39,262	\$13,896	\$53,158
IS28	\$41,939	\$14,496	\$56,435	\$41,939	\$14,496	\$56,435
IS32	\$45,554	\$15,307	\$60,861	\$45,554	\$15,307	\$60,861
IS36	\$53,493	\$17,088	\$70,581	\$53,493	\$17,088	\$70,581
IS40	\$57,154	\$17,909	\$75,063	\$57,154	\$17,909	\$75,063
IS44	\$61,044	\$18,781	\$79,825	\$61,044	\$18,781	\$79,825
IS48	\$77,884	\$22,558	\$100,442	\$77,884	\$22,558	\$100,442
IS52	\$83,192	\$23,748	\$106,940	\$83,192	\$23,748	\$106,940
IS56	\$88,866	\$25,021	\$113,887	\$88,866	\$25,021	\$113,887
IS60	\$96,531	\$26,740	\$123,271	\$96,531	\$26,740	\$123,271
IS65	\$113,439	\$30,532	\$143,971	\$113,439	\$30,532	\$143,971
Information and Tech.						
IT20	\$32,301	\$12,335	\$44,636	\$32,301	\$12,335	\$44,636
IT23	\$36,764	\$13,335	\$50,099	\$36,764	\$13,335	\$50,099
IT28	\$39,270	\$13,898	\$53,168	\$39,270	\$13,898	\$53,168
IT32	\$42,655	\$14,657	\$57,312	\$42,655	\$14,657	\$57,312
IT36	\$50,089	\$16,324	\$66,413	\$50,089	\$16,324	\$66,413
IT40	\$53,517	\$17,093	\$70,610	\$53,517	\$17,093	\$70,610
Office/Tech.						
OT14	\$25,085	\$10,716	\$35,801	\$25,085	\$10,716	\$35,801
OT15	\$28,101	\$11,392	\$39,493	\$28,101	\$11,392	\$39,493
OT16	\$30,014	\$11,822	\$41,836	\$30,014	\$11,822	\$41,836
OT17	\$32,053	\$12,279	\$44,332	\$32,053	\$12,279	\$44,332
OT18	\$34,258	\$12,773	\$47,031	\$34,258	\$12,773	\$47,031
OT19	\$36,587	\$13,296	\$49,883	\$36,587	\$13,296	\$49,883

4.1.4 SALARY AND BENEFITS TABLE

PAY GRADE	FY 2016-2017			FY 2017-2018		
	ANNUAL SALARY	BENEFITS	TOTAL	ANNUAL SALARY	BENEFITS	TOTAL
Labor/Trade						
LT13	\$26,312	\$10,991	\$37,303	\$26,312	\$10,991	\$37,303
LT14	\$27,414	\$11,239	\$38,653	\$27,414	\$11,239	\$38,653
LT15	\$29,286	\$11,658	\$40,944	\$29,286	\$11,658	\$40,944
LT16	\$31,283	\$12,106	\$43,389	\$31,283	\$12,106	\$43,389
LT17	\$33,426	\$12,587	\$46,013	\$33,426	\$12,587	\$46,013
LT18	\$36,754	\$13,333	\$50,087	\$36,754	\$13,333	\$50,087
LT19	\$40,429	\$14,157	\$54,586	\$40,429	\$14,157	\$54,586
Science & Technical						
ST24	\$39,695	\$13,993	\$53,688	\$39,695	\$13,993	\$53,688
ST27	\$42,474	\$14,616	\$57,090	\$42,474	\$14,616	\$57,090
ST31	\$45,448	\$15,283	\$60,731	\$45,448	\$15,283	\$60,731
ST34	\$48,630	\$15,997	\$64,627	\$48,630	\$15,997	\$64,627
ST39	\$52,042	\$16,762	\$68,804	\$52,042	\$16,762	\$68,804
ST43	\$56,202	\$17,695	\$73,897	\$56,202	\$17,695	\$73,897
ST47	\$61,818	\$18,954	\$80,772	\$61,818	\$18,954	\$80,772
ST55	\$67,995	\$20,340	\$88,335	\$67,995	\$20,340	\$88,335
ST58	\$74,797	\$21,865	\$96,662	\$74,797	\$21,865	\$96,662
ST62	\$83,782	\$23,881	\$107,663	\$83,782	\$23,881	\$107,663
ST68	\$90,480	\$25,383	\$115,863	\$90,480	\$25,383	\$115,863

For positions eligible for salary stipends, such as Underground Collections, add 5%.

As an additional resource, the Human Resources department provides Pay Scales for all position Specifications, Grades and Steps which can be found here:

<http://doclib.cityweb.gov/doclib2.aspx?d=\Human Resources\Policies\Pay Scales>

4.2 SPECIAL INSTRUCTIONS: ESTIMATING COST OF GOODS & SERVICES

4.2.1 GUIDELINES

An across-the-board-inflation factor should not be used for estimating cost of goods & services for the FY 2017 or FY 2018 Financial Plan. Departments should review current expenditures for their costs of goods & services. Based on that review and your department's expected service level objectives, identify and document within the budget request the needed resources to provide those identified service level objectives.

For computer equipment pricing and technical specifications, please utilize the information provided by IT: [IT - Technical Specifications and Approved Funding](#)

PROJECTED EQUIPMENT PRICES FOR FY 2016-2017 BUDGET PURPOSES ONLY

Updated: Nov. 2, 2015

Automobiles

Compact Automobile CNG and or Bi-Fuel Engine	\$ 37,000
Mid Size Automobile	\$ 25,000
Mid Size Pickup With 4 Cyl. Gas Engine Std	\$ 26,000
6 cyl. Gas Engine	\$ 2,000
Extended Cab	\$ 2,000
4 Wheel Drive	\$ 4,000
Long Bed For Regular Cab (Approx. 6 ft)	Std
Trailer Tow Package With 2" Ball	\$ 1,000
6,000 GVW ½ ton Pickup With 6 Cyl. Gas Engine Std.	\$ 24,000
6,000 GVW ½ ton Pickup With CNG/Gas Bi-Fuel	\$ 10,000
6,000 GVW ½ ton Pickup With CNG Engine Conversion Pkg	Not Bidding
8 Cyl. Gas Engine	\$ 2,000
4 Wheel Drive	\$ 6,000
Extended Cab	\$ 4,000
Trailer Tow Package With 2" Ball	\$ 1,000
Crew Cab (4 Full Size Doors)	\$ 7,000
8,500 GVW ¾ ton Pickup With Diesel Engine	\$ 35,000
4 Wheel Drive	\$ 6,000
Extended Cab	\$ 4,000
Trailer Tow Package With 2" Ball	\$ 1,000
Crew Cab (4 Full Size Doors)	\$ 7,000
10,000 GVW Commercial Cutaway Cab & Chassis Only With Std Diesel Engine (DOES NOT INCLUDE BODY)	\$ 40,000
11,000.00 GVW Cab & Chassis Only With Diesel Engine (DOES NOT INCLUDE BODY)	\$ 39,000
4 Wheel Drive	\$ 6,000
Extended Cab	\$ 5,000

Crew Cab (4 Full Size Doors)	\$ 7,000
14,500 GVW Cab & Chassis Only With Diesel Engine Std (DOES NOT INCLUDE BODY)	\$ 45,000
4 Wheel Drive	\$ 6,000
Crew Cab (4 Full Size Doors)	\$ 9,000
SUV Compact Utility Vehicle (Escape)	\$ 25,000
Trailer Tow Package With 2" Ball (Converts to a C-Max SUV)	\$ 5,000
4 Wheel Drive (Converts to a C-Max SUV)	\$ 6,000
SUV Mid Size (Explorer)	\$ 30,000
Trailer Tow Package With 2" Ball	\$ 2,000
4 Wheel Drive	\$ 3,000
5,800 GVW Passenger Mini Van With Gas Engine Std	\$ 28,000
CNG Engine (Add engine to base price above)	N/A
Trailer Tow Package With 2" Ball	N/A
Rear Heat & Air	Std
6,100 GVW ½ ton Cargo Van, Ford Transit Connect	\$ 25,000
Factory CNG Engine Conversion Pkg	\$ 16,000
Trailer Tow Package With 2" Ball	\$ 1,000
8,500 GVW ¾ ton Cargo Van, Ford Transit	\$ 43,000
CNG Engine Conversion Pkg	\$ 20,000
Trailer Tow Package With 2" Ball	\$ 1,000
12 passenger Transt Van	\$ 5,000
19,300 GVW Low Profile Cab & Chassis Only With Diesel Engine Std (For 36K Service Bodies) (DOES NOT INCLUDE BODY)	\$ 95,000
Extended Warranty 7 Yr on Engine and Electronics, 5 Yr Transmission & Chassis Electrical	\$ 7,000
33,000 GVW Cab & Chassis Only With Diesel Engine Std (50K Utility Service Body, Single Axle Dump) (DOES NOT INCLUDE BODY)	\$ 115,000
Trailer Tow Package	\$ 3,000
Extended Warranty 7 Yr on Engine and Electronics, 5 Yr Transmission & Chassis Electrical	\$ 7,000
54,000 GVW Cab & Chassis Only With Diesel Engine Std (Tandem Dump Trucks) (DOES NOT INCLUDE BODY)	\$ 155,000
Trailer Tow Package	\$ 3,000
Extended Warranty 7 Yr on Engine and Electronics, 5 Yr Transmission & Chassis Electrical	\$ 7,000
60,000 GVW Pull Truck With 5 th Wheel	\$200,000
Trailer Tow Package	\$ 2,000

Extended Warranty 7 Yr on Engine and Electronics, 5 Yr Transmission & Chassis Electrical	\$ 7,000
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60 Inch Cut Zero Turn Mower	\$ 35,000
72 Inch Cut Small Riding Mower	\$ 34,000
Shaft Driven Batwing Mower	\$ 25,000
30 Hp Two Wheel Drive Tractor Only	\$ 60,000
72 HP Two Wheel Drive Tractor Only	\$100,000
70 HP Backhoe	\$170,000
20,000 Lb Backhoe Trailers	\$ 25,000
Snow Plows	\$ 23,000
5 Yd Stainless Steel Sand Spreader	\$ 35,000
10 Yd Stainless Steel Sand Spreader	\$ 37,000
2 Inch Trash Pumps	\$ 2,000
4 Inch Trash Pumps	\$ 35,000
6 Inch Trash Pumps	\$ 45,000
10,000 Lb Front Mount Winches for Trucks	\$ 15,000

5 Yd Dump Body (For 33,000 GVW Truck With 84" CA) (DOES NOT INCLUDE TRUCK)	\$ 40,000
Includes: Air Bed and Gate Control, Qk Disconnects, Spread Apron, Cab Shield, Trailer Tow Package With Air Pintle Hitch, Rear Stobes, Ladder, Tarp, Steel Side Boards, Etc.	

10 Yd Dump Body (For 54,000 GVW Truck With 120" CA) (DOES NOT INCLUDE TRUCK)	\$ 46,000
Includes: Air Bed and Gate Control, Qk Disconnects, Spread Apron, Cab Shield, Trailer Tow Package With Air Pintle Hitch, Rear Stobes, Ladder, Tarp, Steel Side Boards, Etc.	
¼ Inch Steel Floor In Lieu of Std Floor	\$ 5,000

13 Yd. Dump Body (For 54,000 GVW Truck With 126" CA) (DOES NOT INCLUDE TRUCK)	\$ 55,000
Includes: Air Bed and Gate Control, Qk Disconnects, Spread Apron, Cab Shield, Trailer Tow Package With Air Pintle Hitch, Rear Stobes, Ladder, Tarp, Steel Side Boards, Etc.	
¼ Inch Steel Floor In Lieu of Std Floor	\$ 5,000

11 Yd Rip Rap Dump Body (For 54,000 GVW Trucks With 120" CA) (DOES NOT INCLUDE TRUCK)	\$ 65,000
Includes: Air Bed and Hyd Gate Control, Qk Disconnects, Spread Apron, Cab Shield, Trailer Tow Package With Pintle Hitch, Rear Stobes, Ladder, Tarp, Steel Side Boards, Etc.	

12 Yd Rip Rap Dump Body (For 54,000 GVW Trucks With 126" CA) (DOES NOT INCLUDE TRUCK)	\$70,000
Includes: Air Bed and Hyd Gate Control, Qk Disconnects, Spread Apron, Cab Shield, Trailer Tow Package With Pintle Hitch, Rear Strobes, Ladder, Tarp, Steel Side Boards, Etc.	

96 Inch Utility Service Body (For 8,500 GVW to 14,500 GVW Trucks With 56" CA) (DOES NOT INCLUDE TRUCK)	\$ 17,000
108 Inch Utility Service Body (For 8,500 GVW to 14,500 GVW Trucks With 60" CA) (DOES NOT INCLUDE BODY)	\$ 20,000
Additional Shelving Package	\$ 8,000
132 Inch Utility Service Body (For 11,000 GVW to 14,500 GVW Trucks With 84" CA) (DOES NOT INCLUDE TRUCK)	\$ 21,000
Additional Shelving Package	\$ 8,000
Walk Thru Service Body With Aux. Air (For 10,000 GVW Trucks With 84" CA) (DOES NOT INCLUDE TRUCK)	\$ 35,000
38K Utility Service Body (For 14,500 GVW to 19,300 GVW Trucks With 84" CA) (DOES NOT INCLUDE TRUCK) No Crane	\$ 45,000
50K Utility Standard Service Body (For 33,000 GVW Trucks With 120" CA) (DOES NOT INCLUDE TRUCK) No Crane	\$ 55,000
50K Utility Service Body (Meter Shop 2009 design) with Crane (DOES NOT INCLUDE TRUCK)	\$ 70,000
50K Utility Service Body (Main Line 2009 design) No Crane (DOES NOT INCLUDE TRUCK)	\$ 60,000

2,000 Lb Remote Controlled Crane	\$ 10,000
3,200 Lb Remote Controlled Crane With Power Outriggers & Boom	\$ 25,000
5,000 Lb Remote Controlled Crane With Power Outriggers & Boom (For 38K & 50K Bodies)	\$ 37,000

8 Ft Contractor Dump Body (For Trucks With 56" CA) (DOES NOT INCLUDE TRUCK)	\$ 20,000
9 Ft Contractor Dump Body (For Trucks With 60" CA) (DOES NOT INCLUDE TRUCK)	\$ 21,000
10 Ft Contractor Dump Body (For Trucks With 60" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 22,000
12Ft Contractor Dump Body (For Trucks With 84" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 24,000
14 Ft Contractor Dump Body (For Trucks With 108" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 27,000
16 Ft Contractor Dump Body (For Trucks With 120" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 28,000

8 Ft Flatbed Stake Body (Less Stake Sides)(For Trucks With 56" CA) (DOES NOT INCLUDE TRUCK)	\$ 8,000
9 Ft Flatbed Stake Body (Less Stake Sides)(For Trucks With 60" CA) (DOES NOT INCLUDE TRUCK)	\$ 9,000

10 Ft Flatbed Stake Body (Less Stake Sides)(For Trucks With 60" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 10,000
12 Ft Flatbed Stake Body (Less Stake Sides)(For Trucks With 84" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 11,000
14 Ft Flatbed Stake Body (Less Stake Sides)(For Trucks With 108" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 12,000
16 Ft Flatbed Stake Body (Less Stake Sides)(For Trucks With 120" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 13,000
18 Ft Flatbed Stake Body (Less Stake Sides)(For Trucks With 120" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 14,000
20 Ft Flatbed Stake Body (Less Stake Sides)(For Trucks With 150" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 15,000
22 Ft Flatbed Stake Body (Less Stake Sides)(For Trucks With 150" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 16,000
24 Ft Flatbed Stake Body (Less Stake Sides)(For Trucks With 165" CA & Dual Rear Tires) (DOES NOT INCLUDE TRUCK)	\$ 17,000
40 Inch Stake Side or 14 Inch Contractor Sides For Flatbed Stake Bodies	\$ 5,000
Bulkhead For Stake Bodies	\$ 3,000
Underbody Hoists for Flatbed Stake Bodies	\$ 45,000

1,000 Lb Liftgate For ½ ton & ¾ ton Pickups	\$ 4,000
1,300 Lb Liftgate For Utility Service Body	\$ 5,000
1,600 Lb Liftgate for Vans, Stake Bodies, Utility service Bodies	\$ 6,000

LED Low Current Emergency Overhead Lightbar	\$ 6,000
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Fire Extinguisher	\$ 125
Electric Brake Controller	\$ 500
Reflective Triangle Set	\$ 60
Backup Alarm	\$ 125
6-Way Trailer Light Connection	\$ 500
16,000 lb Pintle Hitch w/2" Ball	\$ 800
40,000 lb Model PH200 Holland Hitch or Equal	\$ 4,000
18"X18"x36" Tool Box	\$ 900
18"X18"X48" Tool Box	\$ 1,000
18"X18"X60" Tool Box	\$ 1,100
18"X18"X96" Tool Box	\$ 1,200
16 ½"X12 ½"X96" Tool Box	\$ 1,300
Behind the Cab Tool Box for a Pickup	\$ 900
Concealed Strobe Light System, Whelen SPS 460 Standard #000066	\$ 1,000
Concealed Strobes for Rear of Dump Trucks Standard #000082	\$ 1,200
Arrow Stic Directional Light Bar Standard #000084	\$ 1,500
Tarp Systems for Dump Trucks Standard #000083	\$ 1,800
Electric Tarp System	\$ 2,500
Trailer Tow Pkg	\$ 1,500
Camper Tops	\$ 3,000
Bed Liners	\$ 900

* If a lift gate or under body hoist is to be installed, order the truck with a minimum of a 102" Cab to Axle.

** All stake bodies have the crane base figured into the body price. If a crane is ordered separately for an upgrade or replacement, add \$3,000 more to the price of the crane shown for the reinforcement.

*** Extended warranty prices are NOT included in any of the figures unless noted. Extended warranties are currently being considered a capital item and should be figured into the total cost of the equipment.

**** Extended maintenance costs are NOT included in any of the figures unless noted, but are now considered a capital item and should be figured into the cost of the equipment.

The equipment listed was priced based on anticipated price increases from the vendors. To best of our knowledge, those prices should be accurate for the FY 2015-2016 budget year. If you have reason to believe we have made an error, please let us know immediately so we can correct the prices. Thank you.

All Additional Capital Equipment: Check w/ Supplier

4.3 SPECIAL INSTRUCTIONS: CAPITAL EQUIPMENT REQUESTS

4.3.1 OVERVIEW

Capital Outlay is any actual or intended acquisition of goods, fixed structures or land, or modifications made to fixed structures that increase the City's fixed assets. The value of the acquisition or modification exceeds \$1,000 with a useful life greater than one year, but generally less than ten years. The **Capital Equipment Request Form** should only be used for what are traditionally called “short-term capital requests.” It is not required for “infrastructure” requests costing more than \$100,000. These are processed through the Capital Improvements Program. **Please contact the Finance Department’s Budget and Planning Division for specific instructions involving CIP Requests.**

Examples of items to be included on the Capital Equipment Request Form are vehicles, heavy and other equipment and non-standard computers. These purchases are typically funded through the Short-Term Capital Fund which receives revenue from the Third Penny Sales Tax designated for "short-term capital improvements."

New capital acquisitions not meant to replace existing items or those needed to increase a department’s service level are to be listed as Expansion Requests. For replacement of vehicles, please refer to the "Vehicle/Motorized Equipment Replacement Policy Schedule" in this section.

4.3.2 EQUIPMENT REPLACEMENT REPORTS

The FY 2015-2019 Equipment Study was completed in November of 2012 and presented to Council in the spring of 2013. The study identified roughly \$76.0 million in needed capital replacement over the five year period. To meet projected revenue targets, the study was reduced to \$68.5 million. Short-term capital was included in the “Improve Our Tulsa” capital improvement package at this lower funding level; due to this change, departments will likely not be funded at the levels identified in the study. Additionally, the allocated dollars will likely have to cover between 6 and 7 years of short-term capital requests funded from the City’s Short-Term Capital Fund (Fund No. 2910). Cost savings will have to be realized over this extended period to ensure resources are available to cover the out year equipment replacement needs. Therefore, departments are required to rank their short-term capital requests in priority order. All replacement and Fleet Management Steering Committee (FMSC) criteria remain applicable (see below). The full 2012 Equipment Study and suggested department allocations can be found in the Doc Library at the following location:

<http://doclib.cityweb.gov/doclib2.aspx?d=%5cFinance%5cBudget%5cEquipment+Study>

4.3.3 VEHICLE/MOTORIZED EQUIPMENT REPLACEMENT POLICY

In 2012, the Mayor issued an Executive Order establishing the Fleet Management Steering Committee (FMSC) to evaluate all City department vehicle requests. To aid in that evaluation, the FMSC created a Fleet Justification Form (FJF). A blank fillable FJF can be found in the DocLibrary at the following location:

<http://doclib.cityweb.gov/doclib.aspx?d=\Equipment Management\FMSC Fleet Justification Form>

A FJF approved by the FMSC signifies that a department has proper authorization to request funding for a replacement or new unit in the upcoming budget. The FMSC will evaluate vehicle requests using the Fleet Utilization Scoring System (FUSS) to identify which vehicles are eligible for replacement. A copy of the FUSS scores and methods used can be found in the DocLibrary at the following link:

Fleet Utilization Scoring System (FUSS)

[http://doclib.cityweb.gov/doclib.aspx?d=%5cEquipment+Management%5cFleet+Utilization+Scoring+System+\(FUSS\)](http://doclib.cityweb.gov/doclib.aspx?d=%5cEquipment+Management%5cFleet+Utilization+Scoring+System+(FUSS))

Executive Order establishing the Fleet Management Steering Committee (FMSC)

<http://doclib.cityweb.gov/docs/Equipment%20Management/Fleet%20Management%20Steering%20Committee/Executive%20Order%202011-14%20Establishing%20Fleet%20Management%20Steering%20Committee.pdf>

Please contact the Asset Management Department for further details and FMSC meeting dates.

4.3.4 SOFTWARE PURCHASES AS CAPITAL

Consideration should be given to the software “model” when requesting funding from short-term capital. A number of software packages are being offered as cloud *services* and as such, would not be eligible for purchase as a capital item. These cloud-based solutions should be requested in the operating budget under Other Services.

4.3.5 CAPITAL EQUIPMENT REQUEST FORM AND INSTRUCTIONS

The instructions for completing the **Capital Equipment Request Form** are shown below. The form is available from the Budget and Planning Division or from the DocLibrary:

<http://doclib.cityweb.gov/docs/Finance/Budget/Budget%20Forms/Budget%20Prep%20Forms/ShortTermCapitalForms/Short%20Term%20Capital%20Request%20Form.xls>

SAMPLE OF CAPITAL EQUIPMENT REQUEST FORM

DEPARTMENT NAME:		Engineering Services														
BUDGET YEAR:		FY 2015														
Fund	Center	Account	Account Name	Expansion/Replacement	Description of asset to be replaced	Asset Number	Year Acquired	EMD FUSS Score	Date Approved/Declined FMSC	FJF#	IT Service Ticket #	Serial Number	Description of asset requested	Number Requested	Amount	Total
7020	040515	5433101	LICENSED VEHICLES	R	Ford F150 Ext. Cab	2001652	2001	29	2/13/2013	31		1FTZX17261NB6442	6,000 GVW ½ ton Pickup With 6 Cyl. Gas	1	28,000	28,000
7020	040515	5433101	LICENSED VEHICLES	R	Ford Taurus	98526	1996	32	2/13/2013	32		1FAFP52U2WF15431	Chevy Impala 4dr GAS/CNG	1	35,000	35,000
7020	040515	5433101	LICENSED VEHICLES	R	Ford Taurus	99684	1999	30	2/13/2013	30		1FALP2U7XA17270	Honda Civic 4 dr. CNG	1	30,000	30,000

COLUMN HEADING	INSTRUCTIONS
Fund Number and Center	List the fund number and center number from which the item should be purchased.
Account Number And Name	Choose from the drop down list the account number and name from which the item should be purchased.
Replacement or Expansion	Choose from drop down list.
Description of Asset To Be Replaced	Enter the name and a brief description of the asset to be replaced.
Fixed Asset # Of Item To Be Replaced	If the equipment being requested is a replacement item, indicate the fixed asset inventory number of the existing asset.
Year Acquired	List the date of purchase of the item to be replaced. If it is a piece of rolling stock, please include FUSS score provided by EMD. If computer or related equipment include IT service ticket #.
Description of Asset to Purchased	Enter the name and a brief description of the asset to be purchased.
No. Of And Cost Per Requested Unit	Give the number and cost of the requested asset(s).
Notes	Please include any additional information. Example if equipment is for a new position or service level increase.

Budget will notify departments of approved capital items after adoption by the Mayor and City Council.

4.3.6 BUDGETED CAPITAL ITEMS

Upon budget adoption, the Budget and Planning Division will provide a list of approved short term capital items to the departments. The departments and agencies, whose capital purchases are made through the City Purchasing system, will be provided with the “Approved Capital Number”, “Number of and Cost Per Approved Item”, and “Total Cost Approved” on the Capital Outlay form. If assistance is needed, please contact your budget analyst.

Capital Outlay is the account category represented in financial system by the #54XXXXX account number and is used for the purchase of any item whose individual value is equal to or exceeds \$1,000 with a useful life greater than one year, but generally less than ten years. Included are vehicles, heavy equipment, other equipment, non-standard computers, and some office furniture. Capital purchases are typically funded through the Short-Term Capital Fund which receives revenue from the Third Penny Sales Tax designated for "short-term capital improvements." The costs of capital projects are also reflected in the Capital Outlay account category.

For those Capital Outlay items approved for purchase, an individual Capital Approval Item Number is to be assigned. A **Capital Approval Item Number** is the number assigned for each capital item or set of like items approved for purchase. The Budget and Planning Division tracks all capital expenditures and the Purchasing Division requires a capital approval item number on a purchase order for capital before it can be processed.

The numbering scheme should flow from page to page, regardless of funding source; i.e. the first item on the first page containing an approved item(s) receives the approval item number of #1, the next approved item receives the approval item number of #2, etc.

Once a Purchase Requisition is completed for a particular item(s), it is forwarded to the Purchasing Division of the Finance Department. When a capital item has been budgeted as replacement item, a “Request for Surplus Equipment” form must also be completed and attached to the corresponding Purchase Requisition containing the replacement capital item.

If during the course of the fiscal year, a department's or agency's capital list needs to be amended, a memo requesting the change is to be sent to Budget and Planning. Each request will be analyzed and the budget analyst will provide any assistance needed.

4.4 SPECIAL INSTRUCTIONS: LINE ITEM REQUESTS

4.4.1 PREPARATION SUPPORT MATERIAL

Please refer to the *Background Information for the City's Budget Process* electronic file for the information on funds and account coding. The City's Chart of Accounts is also available electronically on the intranet:

<http://doclib.cityweb.gov/docs/Finance/General%20Ledger/CHART%20OF%20ACCOUNTS%2007-17-14.pdf>

4.4.2 PREPARATION

Most departments and agencies will receive and submit their budget request spreadsheet files via email. This file will provide the prior year expenditures, current year original budget and the adopted financial plan. Departments will also receive a file containing detail salary projection information by center/fund/position, as well as other supporting documents needed to provide a complete budget submission.

With the FY 2017 budget request there is a change from prior years. In FY 2016, departments prepared a FY 2017 Financial Plan, That plan has been included in the budget request spreadsheet and should be utilized as the starting point for your department's FY 2017 budget request. There is opportunity to modify the FY 2017 Financial Plan for changes to your department's service level objectives that may have changed since the financial plan was prepared. Please provide explanations for any changes within the budget request spreadsheet

In keeping with the spirit of a two year budget plan, each department will also prepare a FY 2018 Financial Plan. This plan should not only reflect service level objectives requested in FY 2017, but any known service level changes beginning in FY 2018.

There are times when it is necessary to add accounts on this worksheet and there are provisions within the worksheet to do so within "Room to Grow". Please do not change any of the *pre-printed projected accounts*. If you find what you consider to be errors, please contact your budget analyst.

4.4.3 BUDGET REQUEST SPREADSHEET

The **Budget Request Spreadsheet** that departments will be working with is relatively simple. Separate worksheets are provided within the file that provides summaries for three different levels of detail: Department, Division, and Section. See the following table for a brief explanation of the spreadsheet's columns.

4.4.3.1 TABLE: BUDGET REQUEST SPREADSHEET COLUMN HEADINGS

Information that is to be completed by the requesting departments is identified below in bold type.

COLUMN HEADING	EXPLANATION
Account	The specific expenditure accounts that have experienced activity within the last two years. Extra rows are provided to add accounts to the request. The spreadsheet is arranged by account groups (51s, 52s, 53s, etc.)
Account Name	The title of each corresponding expenditure account listed in the preceding column. Extra rows are provided to add accounts to the request.

Actual Expenditures From GL	The prior years audited expenditures.
Original Budget (1)	The adopted budget for the current fiscal year.
Financial Plan (2)	The account funding request for the next fiscal year needed to maintain current service levels. If appropriate, they should include an inflation factor as specified in the "Inflation Guidelines" section.
Modification Request (3)	The account funding request for the next fiscal year needed to increase current service levels or a funding request that exceeds current level funding plus an inflationary increase.
Total Request (4)	Calculated by formula, the sum of the Financial Plan and Modification Request columns.
Request Vs. Original (5)	Calculated by formula, the difference between Total Request (4) and Original Budget (1).
Percent Request Vs. Original (6)	Calculated by formula, the percent increase or decrease between Total Request (4) and Original Budget (1).

The additional columns below will be available to the budget analysts:

Current Recom. (7)	This is the amount recommended for funding in the next fiscal year to maintain current service levels.
Modification Recom. (8)	This is the amount recommended for funding increased service levels, or any amount that exceeds current level funding plus an inflationary increase.
Total Recom. (9)	Calculated by formula, the total of Current Recommended (7) and Modification Recommended (8).
Recom. Vs. Original (10)	Calculated by formula, the difference between Total Recommended (9) and the Original Budget (1).
Percent Recom. Vs. Original (11)	Calculated by formula, the percent increase or decrease between Total Recommended (9) and the Original Budget (1).

Once the requested funding is entered at the Center/Section level, the Division and Department level reports can be generated. The last column will be automatically populated when the Financial Plan and Modification Request columns are filled in at the Section level. **Modification Request represent a change in funding requirements for goods or services currently utilized for service level objectives or a request for funding attributable to a change in the service level objective. Please provide explanation in the budget request spreadsheet.**

4.5 SPECIAL INSTRUCTIONS: OTHER SERVICES REQUESTS

4.5.1 SUPPORT SERVICES OVERVIEW

Support Services departments provide a service to user departments, and their budgets **MUST** be established to provide the needs of these user departments. **You CANNOT expect to receive services from these departments if their adopted budgets do not provide the financing.** However, the completion of a form does not automatically ensure approval of your request for services; justification and the ability to finance the services will continue to be part of the budget review process.

The **Support Services** forms for the Support Services departments (Asset Management, which includes EMD and Facilities Maintenance, and Information Technology) provide a means for user departments to formally request the services of a Support Service department. User

departments are responsible for submitting the form to the appropriate Support Service department that provides the service. Please see timetable for submission due date.

Costs that are charged back to departments, such as equipment management services, office services, and cell phone costs should be forwarded to requesting departments for inclusion in their budget requests.

4.5.2 INSTRUCTIONS FOR COMPLETING SERVICE REQUEST FORMS

There are three forms:

- Asset Management EMD Services Requested form
- Asset Management Facilities Maintenance Services Requested form
- Information Technology Services Requested form.

If your department requires services in *any* of the areas listed on the form, complete the entire form. Remember to include the following:

- The submission date and your department/center name and number.
- The anticipated service level (Expanded, No Change, Decrease, or N/A Not Applicable).
- A brief explanation for those areas reflecting either expanded or decreased service levels.
- The name of the contact person and phone number for each utilized service.

Notice: **Department head approval is required for the services requested from each Support Service Department.**

Please submit the completed forms to the following department contacts:

Asset Management – Brian Franklin, bfranklin@cityoftulsa.org

Information Technology – Chris Berg, cberg@cityoftulsa.org

4.5.3 SPECIAL NOTES ON ASSET MANAGEMENT EMD SERVICE REQUEST

When completing the Asset Management EMD support services form do not forget to include the following:

- (1) A detailed description of each vehicle/motorized equipment item to be expanded or replaced,
- (2) The unit number for each vehicle/motorized equipment item intended for surplus, and
- (3) Plans to use compressed natural gas (CNG), hybrids, segways, high octane fuels, and/or additives.

4.5.4 SUPPORT SERVICES REQUEST FORMS

The forms are available electronically from the Budget and Planning Division in Excel formats.

<http://doclib.cityweb.gov/doclib2.aspx?d=\Finance\Budget\Budget%20Forms\Budget%20Prep%20Forms\SupportServiceForms>

SUPPORT SERVICES
ASSET MANAGEMENT
EMD SERVICES REQUESTED

Revised 10/07/14

Requesting Department:

Date:

Division/Center Name

Center#

For services of the ASSET MANAGEMENT DEPARTMENT please place a "check" in the appropriate area of need.

Include the following:

- 1) a detailed description of each vehicle/motorized equipment to be expanded or replaced;
- 2) the unit number for each vehicle/motorized equipment intended for surplus;
- 3) increased maintenance, fuel for additional equipment, and **fuel usage should be stated in gallons**;
- 4) equipment unit number and specific details for equipment refurbishments **and other body shop services**;
- 5) any plans to use **Compressed Natural Gas (CNG), hybrids, Segways, high octane fuels, and/or additives**;
- 6) an attached list identifying the unit numbers of vehicles and equipment being replaced and noting units that can be replaced with CNG vehicle.

TYPE OF SERVICES

Vehicle Maintenance

SERVICE LEVELS Expanded Refurbishments Decrease No Change N/A

Contact Person: _____

Telephone Number: _____

Explanation:

Fuel

SERVICE LEVELS Expanded Decrease No Change N/A

Contact Person: _____

Telephone Number: _____

Explanation:

Motor Pool

SERVICE LEVELS Expanded Decrease No Change N/A

Contact Person: _____

Telephone Number: _____

Explanation:

Body Shop Services

SERVICE LEVELS Expanded Refurbishments Decrease No Change N/A

Contact Person: _____

Telephone Number: _____

Explanation:

Department Director Approval: _____

SUPPORT SERVICES
ASSET MANAGEMENT

FACILITIES MAINTENANCE SERVICES REQUESTED

Requesting Department:

Date:

Center Name

Center #

For services of the ASSET MANAGEMENT DEPARTMENT please place a "check" in the appropriate area of need.

NOTE: If remodeling work or renovations are requested, be sure to include requests from Information Technology for cabling costs or telephone line moves if any are anticipated.

TYPE OF SERVICES

Office Modifications or Remodeling

Projects with estimated cost under \$12,500

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____

Telephone Number: _____

Explanation:

Projects with estimated cost equal to or greater than \$12,500 and less than \$100,000

(Projects are subject to Bidding Requirements)

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____

Telephone Number: _____

Explanation:

Note: All projects with an estimated cost of \$100,000 or greater should be submitted as a CIP (Capital Improvement Project) request.

Janitorial/Maintenance Services

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____

Telephone Number: _____

Explanation:

Department Director Approval: _____

SUPPORT SERVICES
INFORMATION TECHNOLOGY SERVICES
Requested Services

Page 1 of 3

Requesting Department:
Center/Section Name:

Date:
Center#:

If you plan to utilize the services of the TELECOMMUNICATIONS DEPARTMENT, please check a box in the appropriate area of need. **DEPARTMENT DIRECTOR SIGNATURE REQUIRED AT BOTTOM OF FORM.**

TYPE OF SERVICES

Radio System Equipment (Mobiles, Portables, Mobile Vehicular Adapters, Consolettes and Remotes)

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Vehicle Installations (Radio, Mobile Vehicular Adapters, Siren, Lightbar, and External Speakers)

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Vehicle De-installations

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Consolette/Remote Installations

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Consolette/Remote Relocations

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Telephone Services

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Cellular Phone Services

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Voice System (Mail Boxes, Automated Attendants, Announcements)

SERVICE LEVELS Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

(Continued on next page)

SUPPORT SERVICES
INFORMATION TECHNOLOGY SERVICES
Requested Services
 CONTINUED (Page 2 of 3)

Facsimile (Fax) Lines

SERVICE LEVELS

Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Email Users (How many new users)

SERVICE LEVELS

Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Computer Connections (To LANs/City WAN)

SERVICE LEVELS

Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Networking Hardware/Software (New Servers, New and Upgraded Operating Systems, New LAN-Based

SERVICE LEVELS

Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Special Circuits (Telemetry, Point-to-Point, Data, Video, etc.)

SERVICE LEVELS

Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Cabling

SERVICE LEVELS

Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Special Services (Closed Circuit TV, Security, Alarms, Weather Alert System Installations/Relocations, PA Systems)

SERVICE LEVELS

Expanded No Change Decrease N/A

Contact Person: _____ Telephone Number: _____

Explanation:

Office Relocations

SERVICE LEVELS

Planned

Contact Person: _____ Telephone Number: _____

Explanation: (Include who, what, when, and where)

(Continued on next page)

SUPPORT SERVICES
INFORMATION TECHNOLOGY SERVICES
Requested Services
CONTINUED (Page 3 of 3)

TYPE OF SERVICES

Systems Development Requests:

SDR Number _____ SDR Title _____
Contact Person: _____
Telephone Number: _____
Explanation: _____

Office Supplies

SERVICE LEVELS Expanded No Change Decrease N/A
Contact Person: _____ Telephone Number: _____
Explanation: _____

Forms

SERVICE LEVELS Expanded No Change Decrease N/A
Contact Person: _____ Telephone Number: _____
Explanation: _____

Reproduction Services

SERVICE LEVELS Expanded No Change Decrease N/A
Contact Person: _____ Telephone Number: _____
Explanation: _____

Convenience Copier

SERVICE LEVELS Expanded No Change Decrease N/A
Contact Person: _____ Telephone Number: _____
Explanation: _____

Records Storage

SERVICE LEVELS Expanded No Change Decrease N/A
Contact Person: _____ Telephone Number: _____
Explanation: _____

Color Copier

SERVICE LEVELS Expanded No Change Decrease N/A
Contact Person: _____ Telephone Number: _____
Explanation: _____

Microfilm Services

SERVICE LEVELS Expanded No Change Decrease N/A
Contact Person: _____ Telephone Number: _____
Explanation: _____

Mail Services

SERVICE LEVELS Expanded No Change Decrease N/A
Contact Person: _____ Telephone Number: _____
Explanation: _____

DEPARTMENT DIRECTOR APPROVAL IS REQUIRED:

Department Director Approval (pages 1, 2 and 3): _____

4.6 SPECIAL INSTRUCTIONS: BUDGET HIGHLIGHTS

4.6.1 OVERVIEW

The Budget Highlights should provide a summary of a department's new fiscal year budget request as compared to the current year **Adopted Budget, not the Current Appropriations**. Budget Highlight Forms can be found on the intranet:

<http://doclib.cityweb.gov/doclib2.aspx?d=\Finance\Budget\Budget%20Forms\Budget%20Prep%20Forms\BudgetHighlightForms>

4.6.2 BUDGET HIGHLIGHT INSTRUCTIONS

Trace instruction row/column references to the sample highlights.

ROW/COLUMN REFERENCE

1.	G	Identify the submission date.
8-13.	D, G	Identify by account group the budget requests being submitted for FY 2017 and FY 2018. The Total Budget Request (Col. D and G Line 15) should equal the Total Resources For Budget (Col. D and G Line 24).
19 to 24	A, D, G	Identify all funding sources and appropriate amounts that make up the budget requests for both upcoming fiscal years. The total should equal the Budget Request total (Col. D and G, Line 15 in the sample). Use as many lines as needed.
26.	D, G	Identify the number of positions being requested for both upcoming fiscal years. This number should include new positions being requested.
29.	A, D	This number can be obtained from comparison of Original Budget to the Salary Projection Report. Adjustments for changes in non-projected salary accounts should be considered.
30 to 55.	A, D	Identify all operating items that are included in the budget request that make up the variance in the Original Budget and the budget request for FY 2017. Service level changes, contractual obligation decreases or increases, materials & supplies cost adjustments, and modification requests should be addressed when listing the dollar variations. Attach additional information if necessary. Use as many lines as needed.
35 to 46.	A, D	Identify all capital equipment replacements and additions being requested. Use as many lines as needed.
47.	D	Identify the total current year's capital equipment budgeted amount as a reduction.
49.	D	Identify the total of the FY 2017 Changes For Operation. This amount should match the dollar variation between Col. C and D, Line 13.
51 to 53	A, D	Identify all capital improvement projects being requested through the CIP process that need funding in the fiscal year covered by the request. Attach additional information if necessary. Use as many lines as needed.
53.	D	Identify the total of the CIP projects being requested if scheduled in the CIP for the upcoming year.
55.	D	This is the total of FY 2017 Operating Changes and Capital Improvement Projects. Same as Col. E, Line 15.
57 to 71.	A	This is a basic summary (text only) of the known operational changes included in the second year budget request. Use as many lines as needed.

CITY DEPARTMENT

BUDGET HIGHLIGHTS

(In thousands of dollars)

FY 2016 - 2017

	FY 16	FY 17	Dollar	Percent	FY 18	Dollar	Percent
	ORIGINAL	REQUESTED	Diff.From	Change	REQUESTED	Diff.From	Change
	BUDGET	BUDGET	FY15 Orig		BUDGET	FY16 Req	
Operating Budget							
Personal Services	\$ 1,437	\$ 1,555	\$ 118	8.2%	\$ 1,600	\$ 45	2.9%
Materials and Supplies	91	91	0	0.0%	91	0	0.0%
Other Services and Charges	1,105	1,150	45	4.1%	1,155	5	0.4%
Operating Capital	293	366	73	24.9%	366	0	0.0%
Total Operating Budget	2,926	3,162	236	8.1%	3,212	50	1.6%
Capital Budget	0	250	250	N/A	250	0	0.0%
Total Budget	\$ 2,926	\$ 3,412	\$ 486	16.6%	\$ 3,462	\$ 50	1.5%

	FY 17	% Change	FY 18	% Change
	REQUESTED	from	REQUESTED	from
	BUDGET	Prior Year	BUDGET	Prior Year
RESOURCES FOR BUDGET				
1080 General Fund	\$ 2,361	5.3%	\$ 2,411	2.1%
2810 Convention Fund	801	17.3%	801	0.0%
6009 2006 Special Extended Sales Tax Fund	250	N/A	250	0.0%
TOTAL	\$ 3,412		\$ 3,462	

Funded positions 29 30 30

FY 17 CHANGES FOR OPERATION

AMOUNT

1. Benefit and compensation adjustments	\$ 74
2. Theatre technician position (revenue offset) (KPI Improvement)	44
3. Facility acoustic study	7
4. Increase in contracts for security service and scheduling system software	28
5. Independent employment for facility maintenance	10
6. Capital additions/replacements:	
a. Renovate Promenade elevator	16
b. Upgrade plumbing valves and additional plumbing repairs	50
c. Furniture for Williams Theatre green room, tech and security office	25
d. CCTV Creston Control System and upgrade video cameras	72
e. Sound system in Westby Pavilion	36
f. New curtains for Williams Theatre	60
g. Renovate lower theater dressing rooms and replace building locks	31
h. Purchase financial module for scheduling system	15
i. Cashiers' Payment Card Industry Compliance	14
j. Sound system in Chapman Music Hall, and Doenges and Norman Theatres (carried over from FY14)	47
k. Adjustment to eliminate previous year's capital	(293)
TOTAL OPERATING CHANGES	236

CAPITAL IMPROVEMENTS PROJECTS

1. Facility Technology Upgrade	250
TOTAL CAPITAL IMPROVEMENTS PROJECTS CHANGES	250

TOTAL CHANGES

\$ 486

FY 18 CHANGES FOR OPERATION

A 7% increase is anticipated for health insurance costs as well as a 1.5% CPI adjustment for merchant services.

4.6.3 BUDGET HIGHLIGHTS – STRATEGIC PLANNING

The FY 2017 departmental highlights section will continue to tie budget initiatives with the City’s strategic planning effort and will identify goals, objectives and KPI targets, tied to Mayor-Council and citizen priorities, as well as scores for past key performance indicators. The budget strategy overview will highlight how budgeted resources will be used to achieve strategic goals. The Management Review Office will collaborate with department directors or assigned personnel to complete this section. An example from FY 2016 is below.

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.

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.

4.7 SPECIAL INSTRUCTIONS: ORGANIZATIONAL CHART PREPARATION

4.7.1 GUIDELINES

The City of Tulsa has guidelines for City-wide organizational chart reporting on a department basis. The guidelines have been developed to provide consistent formatting of each department's organization charts and to ensure that all changes in department organizations are approved by the Mayor and address the impact any changes would have on position classifications, pay considerations, and equity concerns.

A style sheet for organization charts is located at <http://doclib.cityweb.gov/docs/-CityWide/Organizational%20Charts/Org%20Chart%20Style%20Sheet%202011%2009%2026.docx>

In order to provide consistency throughout City departments, production of organization charts has been incorporated into the budget process. Microsoft Visio software is the standard software used to prepare organization charts and is supported by the Information Technology Department.

4.7.2 CHART FORMATTING

Three organization charts should be submitted electronically from each department with standard formatting as follows:

CHART ONE: The first chart may be either 8 1/2" by 11" or 8 1/2" by 14" and may be presented in either landscape or portrait. The chart should provide departmental detail with the following:

- LEVEL 1: name of the department; the department director's name, title, position number, salary specification, and pay grade; and the number of positions in the department (*include authorized positions and new positions requested, and reduce the total by positions identified for abolishment*);
- LEVEL 2: for each division—the division name; the manager's name, title, position number, salary specification, and pay grade; and the number of positions in the division (*include authorized positions and new positions requested, and reduce the total by positions identified for abolishment*);
- LEVEL 3: for each section—section name; the manager's name, title, position number, salary specification, and pay grade; and the number of positions in the section (*include authorized positions and new positions requested, and reduce the total by positions identified for abolishment*);
- LEVEL 4: employee names, titles, position numbers, salary specifications, and pay grades. *If the position is vacant, reflect the word "vacant" where the employee's name would go. Add a separate box for new positions requested identified by a dotted border with gray shading. Positions slated for abolishment should be identified by a box with a dash border.*

Due to the nature of the Police and Fire departments, an alternate level of reporting will be submitted for this level of detail. Managers and hierarchical reporting relationships will be represented by the chart layout.

CHART ONE SAMPLE

Cut-A-Way Sample

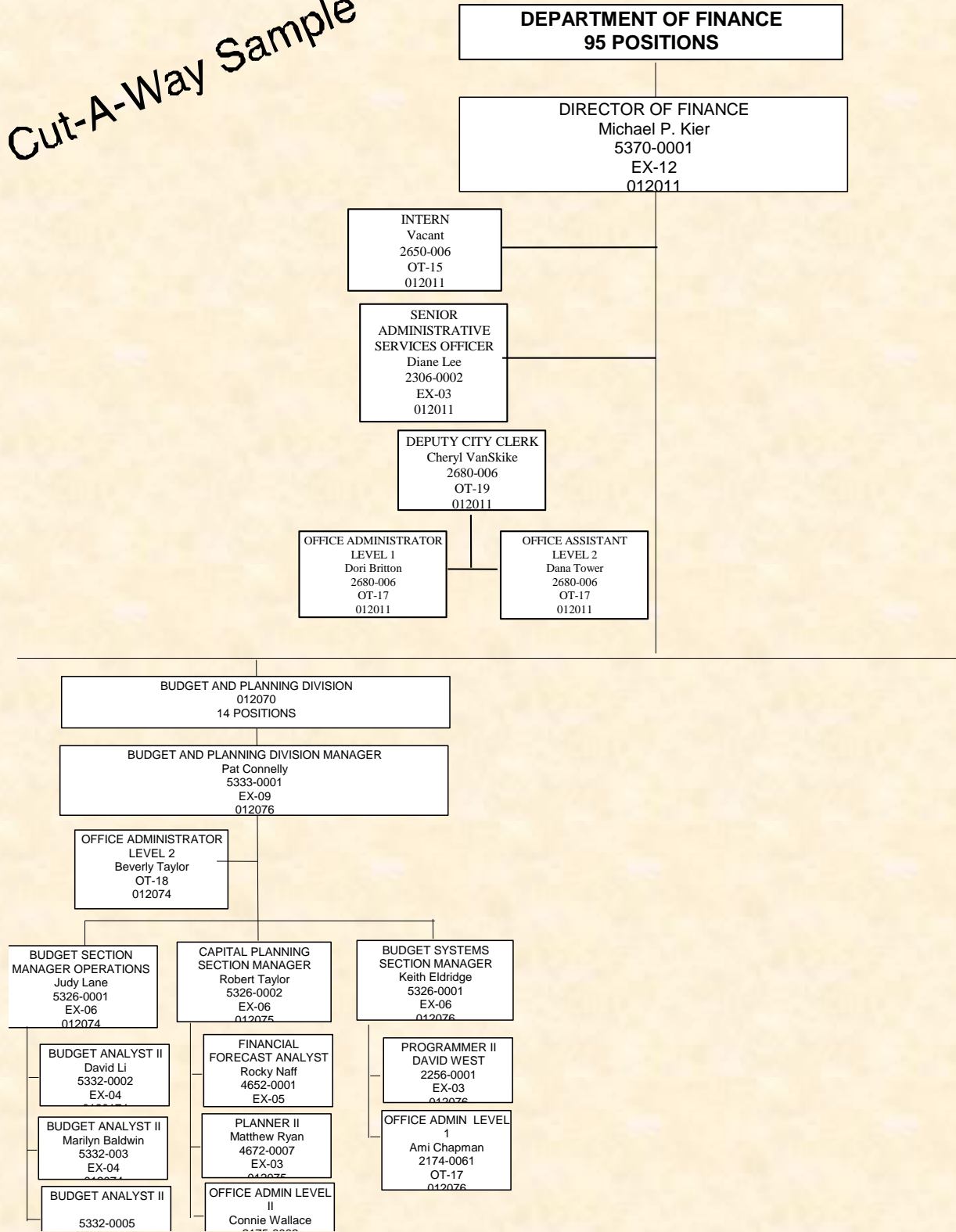
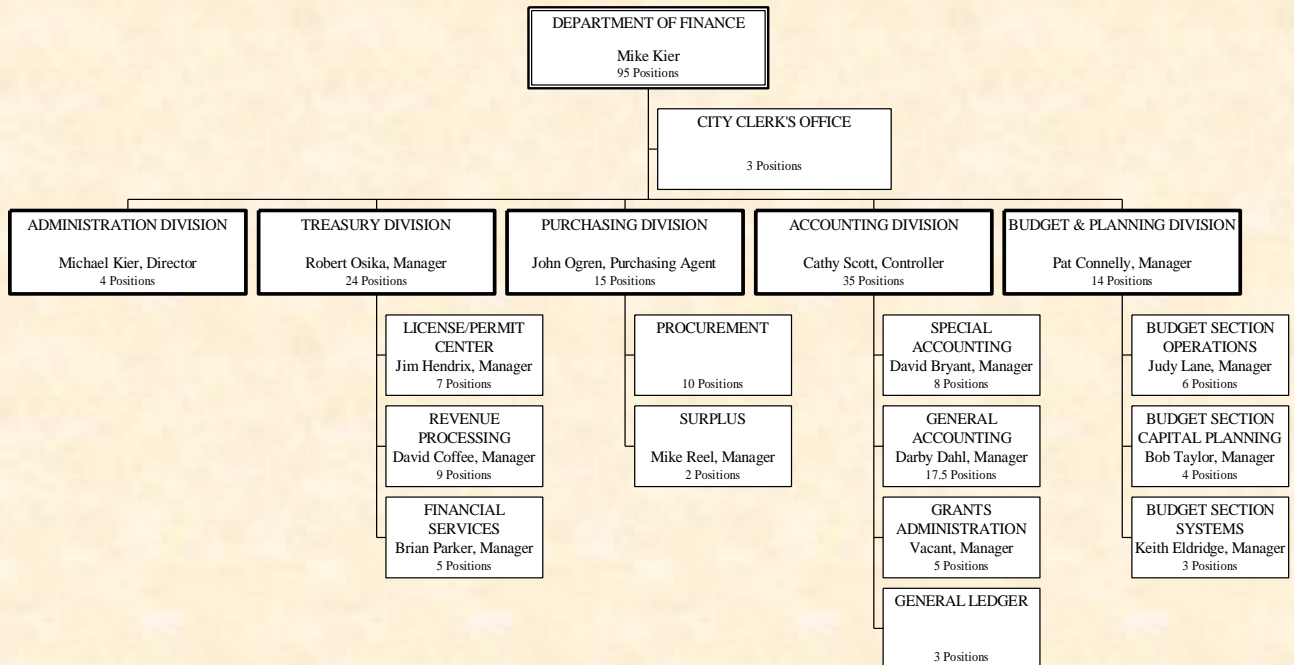


CHART TWO: The second chart should be 8 1/2" by 11", portrait, and should summarize divisions and sections in order to provide a general understanding of the department's scope of operation. Included should be:

- LEVEL 1: department name, department director's name and title, and the total number of positions in the department (*include authorized positions and new positions requested, and reduce the total by positions identified for abolishment*);
- LEVEL 2: for each division—division name, division manager's name and title, and the number of positions in the division (*include authorized positions and new positions requested, and reduce the total by positions identified for abolishment*);
- LEVEL 3: for each section—section name, section manager's name and title, and the number of positions in the section (*include authorized positions and new positions requested, and reduce the total by positions identified for abolishment*);

CHART TWO SAMPLE

DEPARTMENT OF FINANCE



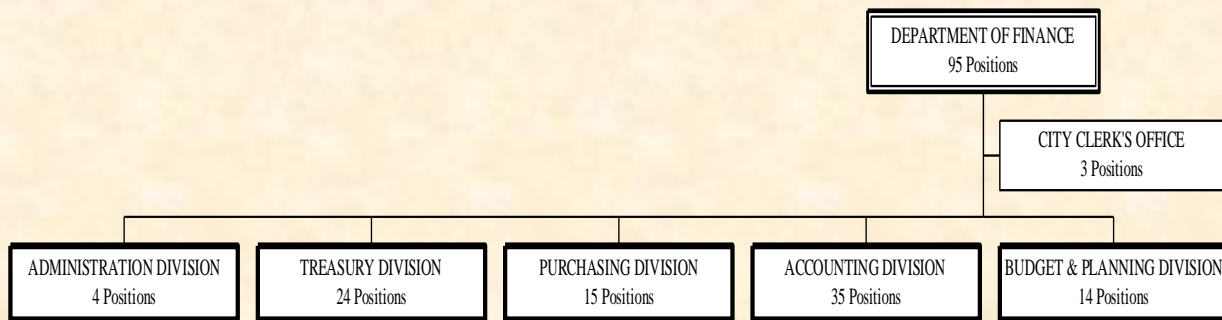
1. Department total includes the named director
2. Division totals include the named manager and administrative staff
3. Section totals include the named manager

CHART THREE: The third chart should be 8 1/2" by 11", portrait, and provide summary information for the department and divisions. This chart should summarize the divisions in the department. Included should be the following:

- LEVEL 1: department name and the total number of positions in the department *(include authorized positions and new positions requested, and reduce the total by positions identified for abolishment)*;
- LEVEL 2: division names and the number of positions in the division *(include authorized positions and new positions requested, and reduce the total by positions identified for abolishment)*.

CHART THREE SAMPLE

DEPARTMENT OF FINANCE



SUMMARY:

DEPARTMENT ORGANIZATION CHARTS SPECS			LEVEL			
CHART	SIZE	ORIENTATION	1	2	3	4
ONE	8 1/2" BY 11" OR 8 1/2 BY 14"	EITHER LANDSCAPE OR PORTRAIT	X	X	X	X
TWO	8 1/2" BY 11"	PORTRAIT	X	X	X	
THREE	8 1/2" BY 11"	PORTRAIT	X	X		

4.8 SPECIAL INSTRUCTIONS: SECURITY & ENERGY CONSERVATION PLANS

On August 9, 2001 City Council enacted two Ordinances as part of Title 12, Tulsa Revised Ordinances. They are Chapter 1, "Energy Policy" and Chapter 2, "Public Safety Policy: Security at City Owned or Operated Facilities".

Simply put, the goals of these ordinances are to establish comprehensive security and energy conservation plans. As part of this goal, the Mayor shall produce and submit for each City administrative department, a security and energy plan as part of the annual budget process by April 1.

It is now required that each department submit a security and energy conservation plan with their budget request submission. Plans submitted will be discussion topics for each department's budget request presentation to the Mayor.

Copies of ordinances (#20188 & #20189) can be found in the intranet DocLibrary under the Finance/Budget/BudgetManuals/BackgroundInformation directory.

<http://doclib.cityweb.gov/doclib.aspx?d=%5cFinance%5cBudget%5cBudget+Manuals%5cBackground+Information>

4.9 SPECIAL INSTRUCTIONS: VEHICLE USAGE POLICY

The Mayor shall produce and submit a vehicle usage report, including any revisions to the general vehicle use policy for all City departments as part of the annual budget process, no later than May 1 of each year, beginning in the year 2003. The report shall include:

1. The vehicle identification number of each vehicle owned by the City;
2. The department to which the vehicle is assigned;
3. The year the vehicle was acquired by the City;
4. The total number of miles on the vehicle;
5. The number of miles traveled by the vehicle during the previous year;
6. Whether the vehicle is/was assigned as a take-home vehicle during the current fiscal year;
7. All employees to whom a take-home vehicle was assigned during the previous calendar year;
8. The distance between the employee's residence and their assigned office or work location, if the vehicle is/was assigned as a take-home vehicle during the previous calendar year; and
9. The basis for the assignment for each take-home vehicle.

A copy of this policy can be found in the intranet DocLibrary under the Finance/Budget/BudgetManuals/BackgroundInformation directory.

<http://doclib.cityweb.gov/docs/Finance/Budget/Budget%20Manuals/Background%20Information/Vehicle%20Use%20Policy.pdf>