

City of Ponca City, Oklahoma

2015-16 Budget

Progress Through People



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Controller

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(Member of Government Finance Officers Association of the United States and Canada)



The International Association of Character Cities
is pleased to recognize the city officials, community leaders, and local residents of

Ponca City

City of Character

for their

Discernment, Initiative, and Diligence

that has been demonstrated in
establishing a “culture of character” within their community.


Gerald Coury
Director
International Association of Character Cities



The International Association of Character Cities was established to help cities implement character-building programs. Through the Character First program, character building in others is promoted by modeling good character before them. It is also promoted by developing character in your own life, your family, and those around your jurisdiction.

The Ponca City Commission was approached by the Ponca City Leadership Class of 2000 to consider establishing Ponca City as a City of Character. A Character City is one in which the elected officials, community leaders, and citizens at large recognize the importance of good morals and are actively creating an atmosphere which encourages character development through the implementation of character programs in every sector of the community. This commitment was pursued through the public declaration of the City Commission by Resolution No 5095 approved on June 26, 2000, which clearly stated the goal of encouraging all citizens to develop good character.

In October of 2000, the municipal government of Ponca City entered into the Character First program by delivering the character building curriculum to all City employees. Through this effort, the City has taken the lead to build good character in the community, which makes a person a better spouse, parent, employee, neighbor and citizen.

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City Officials...
Mayor

Homer Nicholson

Mayor

Term Expires: March 2016



City Officials...
Commission



Lanita Chapman
Commissioner #1
Term Expires: March 2017



Nancy Rathbun
Commissioner #2
Term Expires: March 2018



Mary Beth Moore
Commissioner #3
Term Expires: March 2017



Ryan Austin
Commissioner #4
Term Expires: March 2018

City Advisory Boards . . .

Direct Input of the Community

City of Ponca City's Advisory Boards provide an opportunity for all citizens to have an active role and voice in their municipal government through advisory boards, which initiate in-depth studies of specific areas of responsibility and make recommendations to the Mayors and Commissioners.

Airport Advisory Board

This board advises and makes recommendations to the Board of Commissioners on the planning, development, maintenance, operations, and policing of the airport.

Animal Control Commission

This commission advises and makes recommendations to the Board of Commissioners on improvements and operations of the Animal Control Center; all ordinances for the control, regulation and licensing of animals in the City and any and all legislation concerning animals kept within the limits of the City.

Board of Adjustment

This board decides request for zoning variances and appeals from decisions made by administrative officials on the enforcement of zoning regulations.

Construction Appeals Board

This board hears all appeals regarding code enforcement officer decisions referencing electrical, mechanical, plumbing, building and/or fire codes.

Library Board

This board considers all phases of library operations and makes recommendations to the Board of Commissioners for improvements in any area of library operations.

Park & Recreation Board

This board sets policies for the operation of the park and recreation program, reviews and approves individual programs and capital improvement projects budget.

Personnel Board Commission

This board advises the City Manager and the Board of Commissioners on matters of personnel policy and problems of personnel administration, representing the interest in the improvement of personnel administration in the City's service.

Planning Commission

This commission considers and investigates subject matters tending to the development and betterment of the City and makes recommendations concerning the adoptions of surveys, maps and plans.

Senior Advisory Board

This board advises the Board of Commissioners and the City of Ponca City on any and all matters concerning, encouraging, fostering, and promoting senior development, in order to increase the well-being and quality of life of Ponca City's senior population.

Cultural Affairs Commission, Historic Preservation Advisory Panel, and E.W. Marland Commission

These boards advise the Board of Commissioners on operations of our city's resources, and are pro-active in creating and developing a community-wide vision for Ponca City.

Our **Mission Statement**

Purpose...

The purpose of the City of Ponca City is to provide all citizens quality public services in the most efficient and effective manner possible, utilizing qualified and dedicated employees, with accessible, well-maintained facilities and infrastructure.

Management

Staff

City Manager	Craig Stephenson
Assistant City Manager-Administration	Tana McKinley
City Attorney	Mike Vanderburg
City Engineer	Jim Fairbanks
Community Development Director	Chris Henderson
Environmental Services Director	Hong Fu
Finance Director/City Clerk/Treasurer	Marc LaBossiere
Fire Chief	Butch Herring
General Manager of Ponca City Energy	Phillip Johnston
Human Resources Director	Terry Brown
Library Director	Holly LaBossiere
Park & Recreation Director	Jim Sindelar
Police Chief	Don Bohon
Public Works Director	Open
Technology Services Director	Craige Baird

CITY OF PONCA CITY - REPORTING CHART as of February 12, 2015

MAYOR		Homer Nicholson
COMMISSIONERS	Lanita Chapman	Nancy Rathbun
	Mary Beth Moore	Ryan Austin
CITY MANAGER		Craig Stephenson
Assistant City Manager		Tana McKinley
Technology Services Director		Craige Baird
Assistant Director		William Tripp
Marland Estate Manager		David Keathly
Human Resources Director		Terry Brown
Development Services Director		Chris Henderson
City Engineer		Jim Fairbanks
Assistant City Engineer		John Barron
Grant Administrator		Rhonda Skrapke
Building Inspector		Gary Cohenour
Plumbing Inspector		Jeff Pameticky
Property Inspector		Bobby Miller
Property Inspector		Ryan Trant
Traffic Engineering Manager		Mike Lane
Library Director		Holly LaBossiere
Park and Recreation Director		Jim Sindelar
Recreation Superintendent		Terri Sherbon
Public Works Director		OPEN
Administrative Assistant		Rob Dick
Golf Professional		Rod Alexander
Golf Grounds Superintendent		Todd Looper
Airport Manager		Don Nuzum
Motor Pool Superintendent		Brad Larue
Street Superintendent		Sam Whitecotton
City Attorney		Mike Vanderburg
Electric Utilities General Manager		Philip Johnston
Assistant Director/Operations Engineer		Steve Sullivan
Electrical Distribution Planner		Aaron Michaud
Environmental Services Director		Hong Fu
Solid Waste Superintendent		David Horinek
Water Distribution/Wastewater Collection Superintendent		Darwin Haney
Water Utilities Manager-Water/Wastewater		Todd Smith
Finance Director - City Clerk/Treasurer		Marc LaBossiere
Controller		Pamela Jones
Senior Court Clerk		Denise Rexford
Utility Billing Office Manager		Sherri Tapp
Fire Chief		Burl Herring
Deputy Fire Chief		Skip Jump
Police Chief		Don Bohon
Assistant Police Chief/Major		Anthony Rogers
Animal Control Supervisor		Steve Miner
Emergency Management Director		Paula Cain

COMMISSION POLICY STATEMENTS

<u>General Subject</u>	<u>Effective Date</u>	<u>Revised Date</u>
1. Adoption of Commission Policy Statements	03/27/78	
2. Board Meetings/Rules and Procedures	05/08/78	
3. Appointment of Boards and Commissions	05/22/78	11/24/08
4. Ambulance Service and Operations	09/18/78	09/14/98
5. Fire Service and Operations	10/09/78	09/12/89
6. Use of City Park and Recreations Facilities	12/04/78	04/24/06
7. Preparation, Coordination, Review & Adoption of Ordinances	01/22/79	
8. Deleted	Deleted	11/24/08
9. Deleted	Deleted	11/24/08
10. Number of Street Addresses	06/01/83	02/26/01
11. Extension of Water & Sewer Services Outside the City Limits of Ponca City	06/01/83	
12. Deleted	Deleted	11/24/08
13. Administrative Charge for Returned Checks	08/14/87	11/24/08
14. No Smoking Policy in Public Places	06/06/88	10/13/03
15. City Bus	01/08/90	03/13/06
16. Credit Card Use & Application	07/01/91	03/22/04
17. Petty Cash Expenditures – Cash Accounts	10/08/91	09/14/09
18. Pension Fund Investment Policy Statement	12/09/91	
19. Construction Contract Change Order	10/05/92	11/24/08
20. Financial – Utility Authority Fund Balance Objectives	02/16/93	
21. City Commission/Authorities Agendas	10/24/94	
22. Deleted	Deleted	11/24/08
23. Ethics Policy	04/27/98	05/11/15
24. Guide Sign Replacement Policy	06/12/00	
25. Credit Card Acceptance by Departments of Ponca City and its Public Trusts	01/13/03	
26. Ownership/Responsibility of City for Residential & Commercial Water Lines	03/24/03	
27. Adoption of Policies Re HIPAA Privacy Rule	04/14/03	
28. Street Tree for Main Street Business Area Corridor	10/11/04	
29. Installation, Maintenance & Replacement of Street Lights	03/26/07	

STANDARD OPERATION POLICY

<u>General Subject</u>	<u>Effective Date</u>	<u>Revised Date</u>
1. Adoption of Standard Operation Policy	09/01/97	
2. Handling Citizen's Complaints	09/01/97	08/03/99
3. Media Relations Manual	09/01/97	04/01/98
4. Operation of City-Owned Vehicles and Equipment	09/01/97	05/01/02
5. Competitive Bids/Quotes Procedures	09/01/97	07/21/14
6. Training & Travel	09/01/97	05/11/15
7. Safety Program	09/01/97	
8. Minutes and Agendas of Public Meetings	09/01/97	
9. Solid Waste Disposal Services	09/01/97	
10. Fire Department Inspection Program	09/01/97	
11. Hazardous Communications Systems	09/01/97	
12. Flowchart for Repair of Streets and Sidewalks	09/01/97	
13. Purchasing Recycled Products	09/01/97	
14. Office Paper Recycling	09/01/97	
15. City Uniforms	09/01/97	06/13/14
16. City Garage Loaner Vehicle	09/01/97	
17. Water Conservation Policy	09/01/97	
18. Procedures for the Usage of the Lake Ponca Recreation Area Lands	09/01/97	02/01/10
19. International City Management Association (ICMA) Retirement Plan	09/01/97	7/29/13
20. Stand-by Policy	09/01/97	
21. Low Wentz Public Golf Course	11/09/99	
22. Recreation Passes	01/01/00	05/22/07
23. Fleet Maintenance	02/27/02	
24. Retirement Party Expenses	01/25/02	
25. Inoculations	03/30/04	
26. Retired Employee Insurance Premium Payment Policy	03/30/04	
27. Emergency Operating Center Activation	03/31/04	10/28/14
28. City Hall Maintenance & Usage	04/01/04	06/03/10
29. Ponca City Medallions	01/01/05	
30. Use of Self Contained Showmaster Mobile Stage	03/13/06	09/17/09
31. Grant Applications	03/03/09	10/09/09
32. City of Ponca City Use of Social Media Tools	10/01/10	
33. Personal Use of Social Media Tools	10/01/10	

FINANCIAL POLICIES

The City of Ponca City has a series of financial policies, listed below, to set guidelines for financial management of the City. These financial policies aid in the budget and decision making process for City staff and the City Commission.

- Annually prepare a budget, submit it to the City Commission for approval and prepare a budget document available to citizens.
- Identify costs and funding sources by type before presenting a proposed operating and capital improvements budget for approval.
- Provide for sound financial planning, including funding of depreciation and adequate working capital in all funds.
- Operate the Finance Department in a manner that will assure the best possible audit results and bond rating.
- Take measures to protect against catastrophic losses through a combination of insurance, funded self-insurance, and cash reserves.
- Provide for recommended maintenance and replacement of facilities and equipment.
- View the budget as a dynamic rather than static plan that will require periodic amending as priorities and circumstances change.
- Encourage citizen involvement through City boards and commission and a series of open budget meetings.
- Pay for all current year operating expenses with current year revenues and/or available fund balance.
- Provide for adequate funding of all pension plan liabilities.
- Maintain a positive cash balance in each operating fund at the end of each fiscal year.
- Evaluate the relative merit of all proposed capital projects according to the Strategic Plan of the City of Ponca City.
- Give priority to capital projects that are mandated by federal or state legislation.
- Establish bond reserves based on the requirements of each issue.
- Maintain on average, restricted fund balances in accordance with target amounts established by the City Commission.





Craig Stephenson, City Manager

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P.O. Box 1450
Ponca City, Oklahoma 74602-1450
580-767-0339 Fax 580-767-0344

June 8, 2015

The Honorable Homer Nicholson, Mayor
Members of the City Commission
City of Ponca City, Oklahoma
Ponca City, Oklahoma

Mayor and Commissioners of Ponca City:

I am pleased to present to you the proposed Fiscal-Year 2015-2016 Annual Operating and Capital Improvement budget for the City of Ponca City (City) and Ponca City Utility Authority (PCUA), which begins July 1, 2015. The document outlines the City's administrative structure, departmental finances and work plans for the coming fiscal year. This budget is in a balanced form, as required and defined by the Oklahoma Municipal Budget Act.

We have seen a contraction in the local economy due to the reduction in oil and gas exploration, especially for those working directly in the field and those individuals who work in the manufacturing component of supplying the oil and gas industry. This year's budgeted sales tax collections are budgeted for next fiscal year on a conservative basis of 0.5% above this year's budgeted amount. Staff continues to maintain a fiscally conservative outlook, and management continues to strategically evaluate operational efficiencies. This has proven to be a sustainable course of action allowing the residents to continue enjoying the same high standard of quality services and programs unique to our community.

The City will hold its fifth Supervisors Academy in cooperation with Pioneer Technology Center. Supervisors Academy will open in the fall to twenty current City employees looking to move into a supervisory position within the organization. This will allow the management team the opportunity to continue to develop a succession plan as the organization continues to mature.

The fiscal 2015-16 budget provides for City and PCUA expenditures totaling \$101,377,962, which represents a 2.74% increase from the prior year's budget of which \$1.9 million is in purchased power for Ponca City Energy. Included in this budget is \$7,325,064 in capital improvements. The full time employee base across the City and PCUA is proposed at 392 full time positions; this includes the reduction of a vacant position in Utility Billing and the addition of a Maintenance Worker at Ponca City Regional Airport. Staff believes that the employees, in collaboration with the residents of the community, truly make Ponca City a great place to live, work, and play.

This past fiscal year saw several large projects funded, including projects such as: funding for four marked police cars; a new ambulance; a new tour bus; two large bucket trucks for Ponca City Energy; and rolling stock for the Public Works and Park and Recreation Departments; installation of surveillance cameras for the Public Safety Center; upgrades to the current records/jail/CAD software for the Police Department; matching grant funds for self-contained breathing apparatuses for the Fire Department; restoration of the

Letter to Homer Nicholson, Members of the City Commission

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June 8, 2015

exterior wood columns, trim, and windows at Marland's Grand Home; renovation of Library bathrooms; installation of a new water well; rehabilitation of two filters at the Water Treatment Plant; preventative maintenance at the Wastewater Treatment Plant; continuation of Ponca City Energy system hardening projects; provision of new equipment for Solid Waste and the Landfill; replacement of signal poles at Fourth Street and South Avenue; and reconstruction of the Turkey Creek Bridge.

We continue to look for ways to bring in grant funds as well as other monies to fund capital improvements and new initiatives. The grant of \$75,000 from Phillips 66 was utilized to fund new playground equipment at McGraw Park, and the Oklahoma Tobacco Settlement Endowment Trust (TSET) grant will be utilized for Kay County TSET Healthy Living Program in the amount of \$275,000 per year for 5 years.

The 2015-16 Budget continues an aggressive capital budget, including the following: upgrading the Commission Chamber's audio/video system; four new police vehicles; fire brush truck; asphalt patch truck; electric system maintenance; large bucket truck for Ponca City Energy; three packers trucks for Solid Waste; reconstruction of a stormwater channel; waterproof the north terrace at the Marland Mansion; rehabilitation of the Industrial Park water tank; mill and overlay Bradley from Fifth Street to Fourteenth Street and Third Street from Highland Avenue to Liberty; reconstruction of Elm from Otoe to Ponca and Highland to Summit; reconstruction of Second from Broadway to Hazel; reconstruction of Redbud Park walking trail from East Woodland to Hartford; reconstruction of sidewalk on west side of Fourth Street from Grand Avenue north to alley; and downtown traffic signal renovation and removal.

I believe that this organization has proven to be an innovator in the municipal government sector; and with the support of the City Commission, staff will strive to continue that trend to maintain a fiscally sound government, invest in Ponca City, implement sustainable initiatives, serve and protect our community, and offer unique resources. The Comprehensive Plan continues to serve as a framework for guiding future development, redevelopment, community enhancement, and planning. The budget process serves as an excellent tool for the City of Ponca City to assess our needs and plan for the future.

I want to recognize and thank all the employees. They have done a great job in working safely and delivering great customer service to both residents and visitors, and they are to be commended for a job well done!

Many employees of the City of Ponca City contributed to this budget, and all of the employees will participate in the implementation of the programs outlined in this document. I want to thank all the employees who participated in the budget development, with special thanks to the Finance Department, of which Marc LaBossiere, Pamela Jones and Shane Becker led the charge coordinating the various components of this document.

Respectfully submitted,



Craig Stephenson
City Manager

A HISTORY OF MAYORS & COMMISSIONERS

A tribute to all who have served Ponca City so diligently through the years

Mayors

C. DeRoberts	1899
James Hutchison	1901
M. M. Baskett	1903
R. P. Baughman	1905
J. S. Hutchins	1907
James Hutchison	1907
J. W. Lynch	1909
F. D. Sparks	1911
W. H. McFadden	1913
Harry Cragin	1920-22
P. B. Lowrance	1922-23
O. P. Callahan	1923-26
C. E. Hall	1926-27
H. C. Mulroy	1927-29
M. B. Shire	1929-30
H. F. Harter	1930-32
D. W. Kygar	1932-33
T. W. Prentice	1933-35
C. E. Northcutt	1935-38
W. W. Vance	1938-41
Frank Overstreet	1941-47
W. J. Casemore	1947-50
Herman J. Smith	1950-51
Harper Baughman	1951-53
Herman J. Smith	1953-56
I. H. Needham	1956-59
F. A. Jennings	1959-62
Joe S. Boylan	1962-65
Charles D. Hull	1965-68
J. A. McNeese	1968-71
E. M. Trout, Jr.	1971-74
Kenneth Holmes	1974-77
Dr. John R. Robinson	1977-80
John Raley	1980-83
E. Lee Brown	1983-86
Carl Balcer	1986-92
Marilyn Andrews	1992-98
Tom Leonard	1998-04
Dick Stone	2004-07
Homer Nicholson	2007-Present

Commissioners of Finance

J. S. Hutchins	1920-22
C. E. Hall	1922-23
F. D. Sparks	1923-27
H. C. Mulroy	1927
Glen L. Wigton	1927-30
H. A. Hayward	1930-33
George F. Smith	1933-39
T. D. Harris	1939-51
L. S. Cannon	1951-57
W. F. Dowling	1957-59
Robert E. Clark	1959-63
Don F. Gall	1963-66
Harry B. Hayman	1966-69
Ellis Elliot	1969-72

Commissioners of Public Property

L. K. Meek	1920-22
J. W. Wiker	1922-24
H. F. Harter	1924-25
Ben Dawson	1925-31
R. N. Clark	1931-34
V. N. Souligney	1934-37
D. H. Downey	1937-38
Paul A. Long	1938-40
Guy Conner	1940-46
T. R. Boggess	1946-52
T. Gray McBride	1952-55
Glen B. Hickman	1955-58
Luther Miller	1958-59
Perry Whiting	1959-61
H. A. Mertz	1961-67
Gordon Holland	1967-70

Commissioners

H. A. Mertz	1961-67	Paul Krueger	2009-12
Gordon Holland	1967-70	Steve Hermann	2012-15
Charles E. Hollar	1972-75	R. Mark Macy	2012-15
Joe Dempewolf	1974-79	Mary Beth Moore	2014-Present
J. Robert Friday	1974-78	Nancy Rathbun	2015-Present
Dr. John R. Robinson	1975-77	Ryan Austin	2015-Present
Bonnie Phillips	1976-79		
Charles E. Hollar	1977-78		
Bob L. Ferguson	1978-81		
Jack Leighton	1979-82		
Paul Washecheck	1978-83		
George Schwartz	1978-82		
Bill Lacey	1981-85		
Charles Casey	1982-85		
Richard Welborn	1982-85		
Don E. Linder	1983-87		
Marilyn Andrews	1985-88		
Joe E. Burns	1985-88		
Gary Boyer	1987-90		
Patrick J. Mulligan	1988-91		
Hubert Watts	1990-96		
Gary Gibson	1990-93		
O. E. Gregson	1991-97		
Jerald Stone	1991-93		
Dick Bird	1993-97		
Bill McCann	1993-96		
Lyn Boyer	1996-02		
Dick Stone	1996-04		
Tom Leonard	1997-98		
Chris Hand	1997-03		
Keni Ray	1998-00		
Pam Johnson	2000-03		
Stan Kistler	2002-05		
David Cummings	2003-06		
Stan Paynter	2003-09		
Paul Krueger	2004-08		
Diane Anderson	2005-14		
Wayne Foxworthy	2006-09		
Lanita Chapman	2008-Present		
Bill Flegler	2009-12		





The City of Ponca City, encompassing 20 square miles, is located in central/northern Oklahoma at an elevation of 1,007 feet. Ponca City sits in Kay County with a 2010 population census of 25,387.



City of Ponca City, Oklahoma
Miscellaneous Statistics

June 30, 2015

Number of Full-Time Employees:	
Union	120
Non-union	272
Area in Square Miles	20
Government Facilities and Services:	
Lane miles of streets	407
Number of signalized locations	42
Culture and Recreation:	
Number of community centers	5
Number of parks	28
Number of golf courses	2
Number of swimming pools	4
Number of tennis courts	2*
Number of archery ranges	1
Number of baseball fields	7
Number of Frisbee golf courses	3*
Number of miniature airplane flying fields	1
Number of Moto-X Race Parks	1
Number of skate parks	1
Number of softball fields	7
Number of museums	6
Number of arboretums	1
Number of enclosed fishing docks	1
Number of splash pads	2
Fire/Ambulance Protection:	
Number of stations	4
Number of fire/ambulance personnel	69
Number of fire calls answered	1,157
Number of ambulance calls	3,470
Average emergency response time in minutes	4.71
Police Protection:	
Number of stations	1
Number of police personnel	78
Number of marked patrol units	40
Number of unmarked patrol units	9
Number of motorcycles	2
Number of special vehicles	3
Number of physical arrests	2,156
Number of traffic violations	9,430
Calls for service	20,873
Median age of officer	39
Median years of service	16

*City has a complex with 9 tennis courts & Country Club has a complex with 6 tennis courts

* 9 hole Frisbee golf course at Warr Memorial Park and two 18 hole Frisbee golf courses at Ponca Lake.

Wastewater System:

Miles of wastewater maintained by the City	173.50
Number of treatment plants	1
Daily average treatment in millions of gallons per day	3.40
Maximum daily capacity of treatment plant in millions of gallons per day	6.5*

Water System:

Miles of water mains maintained by City	208
Number of fire hydrants	986
Daily average consumption in millions of gallons per day	7.3
Maximum daily capacity of plant in millions of gallons per day	14
Number of water wells in service	20

Energy Department:

Customer base	16,108
Square miles of service area	98
Substations – total 100 megawatts of load	9
Miles of 69,000 kV transmission line	22
Miles of total distribution line circuit	409

Airport:

Concrete runway – 7,201 feet long and 150 feet wide	1
Average takeoffs and landings per year	39,300
Number of base aircraft	60
Number of ‘T’ hangers	44
Number of corporate hangers	13
Average high temperature degrees – (1980-present)	88.00
Average low temperature degrees – (1980-present)	30.47
Overall yearly degree temperature – (1980-present)	60.94
Average yearly rainfall in inches – (1980-present)	32

Education (Current) School Year:

Total school enrollment – Ponca City Public Schools	5,247
Number of elementary schools	7
Number of mid-high schools	2
Number of high schools	1
Number of vo-technical schools	1
Number of Interactive Television Universities	1

Major Employers Listed by Total Employed**

Phillips 66 Refinery	950
Ponca City Public Schools	779
Ponca City Medical Center	415
City of Ponca City	390
Smith Bits	360

Hospitals:

Number of hospitals	1
Number of licensed patient beds	140

*6.5 is the maximum capacity with permit. The maximum capacity for the building is 9.5

**Information includes contract laborers and was provided by Ponca City Development Authority.

City of Ponca City Website

www.poncacityok.gov

The screenshot shows a web browser window displaying the City of Ponca City website. The browser's address bar shows 'www.poncacityok.gov'. The website features a navigation menu with categories: CITY GOVERNMENT, DEPARTMENTS, CITY SERVICES, OUR COMMUNITY, and HOW DO I? A search bar is located to the right of the navigation menu. The main content area includes a large banner with the text 'CITY OF PONCA CITY OKLAHOMA' and images of the city's landmarks, including a statue and City Hall. Below the banner, there are several sections: 'WHAT'S HAPPENING' with a 'VIEW ALL' link, 'MAYOR'S WELCOME' with a 'VIEW ALL' link, and 'QUICK LINKS' with a 'VIEW ALL' link. A calendar for May 2015 is displayed on the right side. At the bottom of the page, there is a footer with contact information and a weather forecast for Ponca City, OK, showing 59°F and an overcast sky.

File Edit View History Bookmarks Tools Help

P Pandora Radio - Listen to F... x Y Yahoo x Ponca City, OK x +

www.poncacityok.gov Search

CITY GOVERNMENT DEPARTMENTS CITY SERVICES OUR COMMUNITY HOW DO I? Search

CITY OF
PONCA CITY
OKLAHOMA

CALENDAR VIEW ALL

May 2015

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Tue, May 19
Cancel EW Marland Estate Commission

Tue, May 26
Ponca City Board of Commissioners/PCUA

Thu, May 28
Historic Preservation Advisory Panel

SHARE +

ONLINE BILL PAY

AGENDAS & MINUTES

E-SERVICES

STAFF DIRECTORY

NOTIFY ME

FEEDBACK

TODAY IS: Tuesday, May 19, 2:40 PM

WHAT'S HAPPENING VIEW ALL

Meadow Lane Closed to Traffic
Read on...

City Seeks Public Involvement In Hazard Mitigation Plan Update
Read on...

Sewer Rehabilitation
Read on...

Media Tip Sheet
Media Tip Sheet 5-15-2015

MAYOR'S WELCOME

Mayor's Welcome Message

QUICK LINKS VIEW ALL

- City of Ponca City Audit 2014
- PCUA Audit 2014
- Jobs - Employment Opportunities
- Save a Life - Adopt a Pet
- Crime Stoppers
- Budget 2014-2015
- State of The City Report

Ponca City, OK
59 °F
Overcast
at 02:39 PM
Advisory! WU
Click for Forecast PC GOV Channel 22

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516 E. Grand, Ponca City, OK 74601 : PO Box 1450, Ponca City, OK 74602 : Ph. (580) 767-0339

Community Calendar

May/June

Draggin Grand Classic Car Show
Library Summer Reading Program
Herb Festival
101 Wild West Rodeo



July/August

Freedom Festival
Ponca Pow-Wow
Grand National Moto-Cross
Crazy Days



September/October

Standing Bear Pow Wow
Cherokee Strip Chili Cook-Off
Oktoberfest-Marland Mansion
Fine Arts Festival
Goblins on Grand



November/December

Veteran's Day Parade
Festival of Angels
Christmas Parade
Community Tree Lighting
Christmas Gala

Ponca City Attractions



The Pioneer Woman Statue and Museum – The Pioneer Woman Statue was commissioned by E.W. Marland. This seventeen (17) foot bronze is on the National Register of Historic Places. The newly expanded museum features exhibits of women who have made outstanding “pioneering” contributions in space, photography, medicine as well as settling a new land.

Cann Memorial Botanical Gardens – A pathway winds under wisteria arbor around a lily pond and through spectacular color – coordinated beds of perennials, herbs and annuals in this peaceful botanical garden. Elsie Cann Brown, daughter of L.A. and Mary Cann, donated the gardens to the City of Ponca City in August 1975. The garden is a showcase of color, texture and fragrance providing Ponca City citizens and visitors with a sanctuary of plants, trees and flowers to absorb and enjoy.



Opening in 1927, this atmospheric theatre was the grandest in town. Live performances and a Wurlitzer organ, two pianos and the Poncan Orchestra accompanied silent features. It was really darb to visit the Poncan Theatre to see such superstars as Ethel Barrymore and Will Rogers. Today, the Poncan has been restored to its original glory and special events are scheduled regularly.

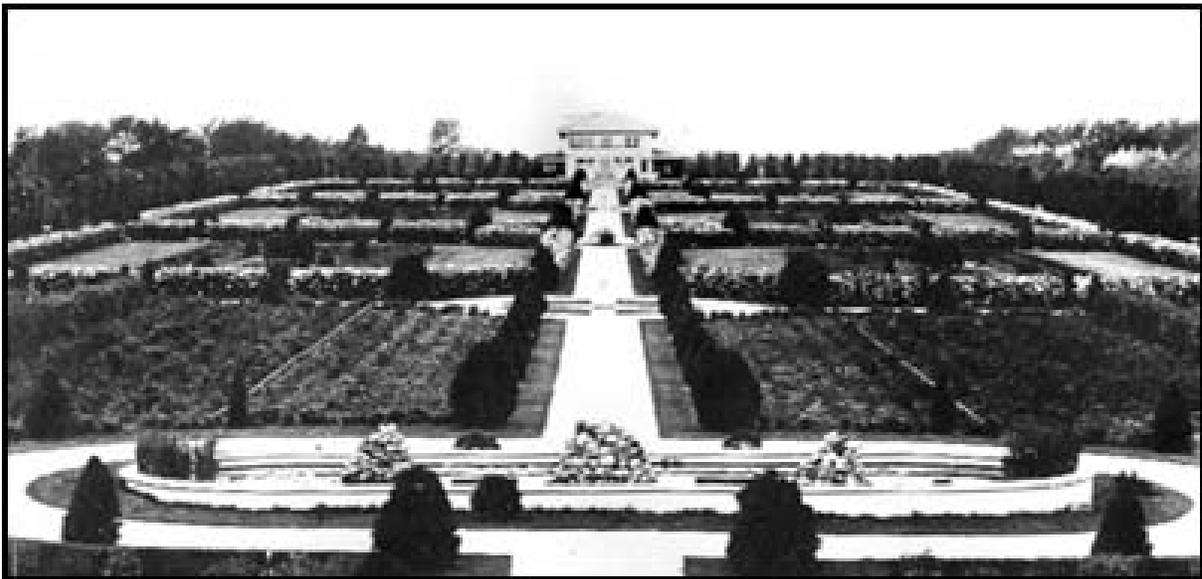
Standing Bear – A monumental tribute to all Native Americans, this 22-foot statue is of Ponca Chief Standing Bear, created by Cowboy Artist of America, Oreland C. Joe. The surrounding Park features many symbols of Native American culture and specifically honors the six tribes around Ponca City. Two audio centers tell Standing Bear’s story and describe the highlights of the Park. Construction is complete on a City Trail around Standing Bear Park, which was funded by an ISTE A Grant, a donation from Conoco and City match funds.



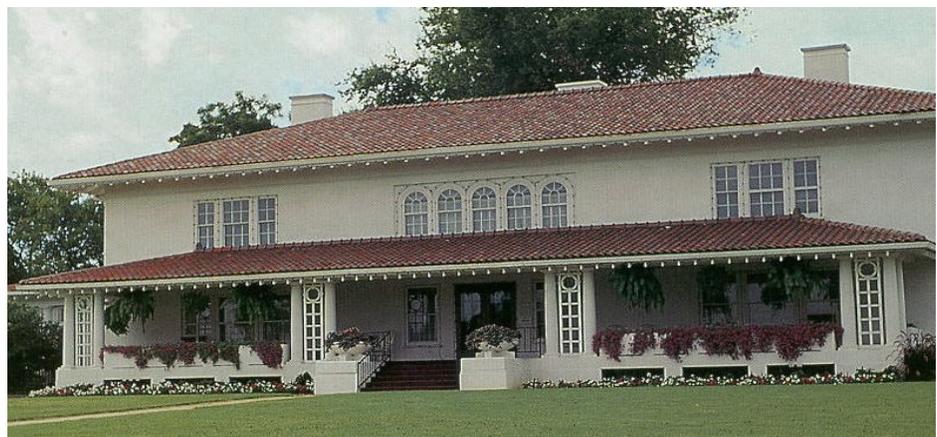
E.W. Marland was born May 8, 1874, in Pittsburgh, Pennsylvania. He studied to be an attorney, graduating from the University of Michigan Law School at the age of 19. Marland's years of practicing law led him to an interest in geology and a career in the oil industry. He prospered in the oil business, making his first fortune in the oil fields of West Virginia, only to lose it all in the panic of 1907. In 1908, Marland came to Oklahoma with not much more than belief in himself and a letter of credit. Mr. and Mrs. Marland made their home at the Arcade Hotel, and E.W. set out to explore for oil.

The first gusher of Oklahoma oil came in for Marland in 1911, on land he had leased from a Ponca Indian. Soon after, he discovered two more wells and then it seemed he found oil everywhere he looked. By 1922, E.W. Marland controlled one-tenth of the world's oil, and Marland Oil Company employed a third of the city's population.

E.W. and Virginia Marland built a lovely house at Tenth and Grand, near the downtown area. That house had 22 rooms, but what it became known for was the eight acres of formal, terraced gardens. It was acclaimed to be the most beautiful collection of shrubs, flowers, and foliage this side of the Mississippi.



Marland's first home, recently re-named Marland's Grand Home, is home to the Historic House Museum, Native American Museum, 101 Ranch Collection, and D.A.R. Museum.



Welcome to the
Marland Estate Mansion

The dream of oil baron E.W. Marland was to live in a palace. This magnificent mansion reflects the elegance of the affluent days of the oilman, who lived lavishly and entertained in the same style. Master architect John Duncan Forsyth, along with artists, decorators, and sculptors of international reputation combined their talents to create this “Palace on the Prairie.” This National Historic Landmark took three (3) years to construct, 1925 to 1928. Lake Whitemarsh, is named for E.W.’s yacht. At one time there were five lakes surrounding the mansion as Marland wanted his castle to have a moat. It has been a home, a showplace, campaign headquarters, a college, a monastery, a convent, and a historic house museum. The following pictures depict the estate as in its original character in the late 1920’s.



The Mansion is 78 feet wide and 184 feet long, and contains 43,561 square feet distributed over four levels. There are 55 rooms, including 10 bedrooms, 12 bathrooms, 7 fireplaces, and 3 kitchens. It takes 861 light bulbs to light the mansion. This is a south view of the Mansion.

Now a private residence, the stables accommodated Mr. and Mrs. Marland’s horses. Mr. Marland had a Tennessee Walker, Tom James. Mrs. Marland’s horse was an American Saddle Bred named Rosenbar. E.W. and Lydie enjoyed riding together around the estate. Their two horses are buried on the grounds near the original stables.



The boathouse was right on the edge of one of the lakes and was functional storage for boats. Built of limestone and containing a huge safe in its inner wall, it is connected to the Mansion by an underground tunnel.

Lydie's Cottage & Artist Studio Restored

The Marland Estate celebrated the restoration of Lydie's Cottage and the Artist Studio in 2000. Both of these original buildings have been completely renovated and are now open to the public for the first time.



This small house was originally the chauffeur's cottage and was remodeled in 1939 for E.W. and Lydie Marland's living quarters, following his term as governor of Oklahoma. Lydie stayed in the cottage after E.W.'s death in 1941, living a fairly reclusive life until she left Ponca City in 1953. Following her return in 1975, she moved back into her cottage and lived there until her death in 1987. Since then, it has become known as Lydie's Cottage.



The Artist Studio was originally built for sculptor Jo Davidson, who lived and worked in Ponca City while he created the three Marland family statues and one of the models for the Pioneer Woman Statue. The timbers from one of Marland's first oil well derricks were used for the interior vaulted ceiling in the two-story great room.

A unique aspect of the restoration project was the use of volunteer construction superintendents at each building. Professionals were hired where code requirements needed to be met, but dedicated volunteers contributed over 2200 volunteer hours, performing much of the demolition, painting, and finishing touches. The original estimate for restoration was \$386,000. Grants were received from the Peel Foundation, Sarkey's Foundation and the Marland Estate Foundation. The total project cost for Lydie's Cottage and the Artist Studio was \$224,500 and all of the work was completed with private donations.

Marland Mansion. .Today

Leading away from the south terrace, towards the city, there was a grass pathway lined with trees and statues, hence the name, Monument Road. This distance was traveled on foot only and was opened at all times for public use.



Mr. and Mrs. Marland had to move from the Mansion in 1930 but retained ownership while he served in Congress and as governor of Oklahoma. They opened the Mansion for parties and special events and E.W. used it as his campaign headquarters whenever he ran for office. In 1941, six months before he died, Mr. Marland sold the complex to an order of monks, the Discalced Carmelite Fathers. He did not sell the chauffeur's cottage where he and Lydie were living. The Carmelite Fathers established a college of philosophy at the Mansion and were cloistered until 1948. The Monks sold the complex to the Sisters of St. Felix who built the chapel, Angela Hall and administration building. When the sisters announced that they were planning to sell the Mansion in 1975, Conoco and the City of Ponca City purchased the Mansion, all buildings and 30 acres for \$1.4 million.



From the hand set stone tile to the muraled walnut ceilings painted by Margliotti, the entrance sets the mood of elegance for the oil baron's mansion. The brass and iron wall sconces feature devil heads; not to be confused with the dog's heads in the wrought iron stair railings.

The formal dining room, which can seat 20 for dinner, has a certain royal ambiance. The hand-carved mantel and the wood walls in this room are a very rare type of oak, Pollard oak, which was cut by special permission from the royal forests of England. The wood was then shipped to Boston where all the decorative carving was completed. Once the carving was finished, the wood was packed in water for protection and shipped to Ponca City.





This room is referred to as the sunroom. The north wall is mostly windows offering a view of the estate that overlooks the lake and creates a beautiful garden setting.



The outer lounge provided a delightful area for swimmers to rest and relax or to amuse themselves at a variety of game tables. Occasionally, the lounge was used as an informal ballroom. Originally, Mr. Marland has no plans to decorate this ceiling. According to notes by Architect John Duncan Forsyth, the plan was for the ceiling to be left plain. Ceiling artist, Margliotti offered to paint the ceiling for free if he could design it himself.



In the 1920's, the inner lounge was the gathering point for anyone taking part in the Marland organized fox hunts. Breakfast was prepared for participants in the hunt kitchen located in the northeast corner of the lounge.

Of palatial size and style, the ballroom is crowned with a pattern featuring a gold leaf. Lighting for this magnificent room is through the sparkle of antique Waterford crystal chandeliers with wrought iron bases, imported from Ireland. To replace the ceiling and chandeliers today would cost \$2 million. Rich tapestries decorated the walls in Marland's time. Hanging on the north wall are the portraits of E.W. Marland, above the fire place, and Mrs. Lydie Marland, dressed in a Spanish dance costume purchased for her by E.W.





Ernest Whitworth Marland, President of the Marland Oil Company, had vast oil holdings that made him one of the dominant figures in the petroleum industry of America, and probably the largest independent producer and refiner in the world. In the early 1920's, the Marland Oil Company encompassed a vast area, including the Marland refinery and office building, the 5,000,000 barrel storage tank farm, fields that produced the crude oil supply, and Marland warehouses and loading racks capable of loading 100 rail cars of oil daily. All Marland filling stations were alike, in the shape of a triangle synonymous with the Marland Oil logo. In 1928, E.W. resigned as president and chairman of the board of Marland Oil Company and began a career in politics. Marland Oil Co. merged with Continental Oil Company in 1929 and thus was born the Conoco logo.

In August 2002, Conoco Inc. and Phillips Petroleum Company merged to form ConocoPhillips. In May 2012, ConocoPhillips repositioned the company's upstream and downstream businesses into two stand-alone, publicly traded corporations. The Ponca City refinery was included in the downstream company and be known as Phillips 66. The refinery has a crude oil processing capacity of 187 MBD and processes a mixture of light, medium, and heavy crude oil. The Ponca City refinery is a high-conversion facility that produces a full range of products, including gasoline, diesel fuel, jet fuel, LPG and anode-grade petroleum coke. Finished petroleum products are shipped by truck, railcar, and pipelines to markets throughout the Mid-Continent Region.



Pictured above, Phillips 66 employs an estimated 950 employees in Ponca City. The red brick building, southeast of the South Tower, is the original Marland Building, as it is still referred to today.

OVERVIEW

The Budget Process Many components of the budgeting process are dynamic and occur throughout the entire year. The City Commission is typically brought into the process at a regularly scheduled Board of Commissioner's Meeting (work session) in early January. At that time a presentation the City's budget philosophy and application of that philosophy are reviewed. General Fund revenue, expenditure, and budget issues are also discussed. Departmental expenditure histories are then reviewed and trends identified. Challenges recognized and discussed for Fiscal 2015-16 include stagnant revenues, unpredictable fuel and commodity costs, increasing worker compensation and health care costs, and continuing capital infrastructure needs for the electric, water, wastewater, solid waste and stormwater utilities. Finally, early Commission input is solicited regarding new programs and capital improvements desired, questions or concerns on current rates and fees are discussed, as well as departmental operations to be considered in planning the budget for the coming fiscal year.

Finance ushered in 2015 by working with departments to derive initial revenue projections for the General Fund and utilities for Fiscal 2015-16. A budget kick-off session was held with all departments on January 26, 2015, where the budget process and objectives were outlined for department heads, supervisors, and support staff. At this time a packet of relevant preparation materials including expenditure histories and capital and travel request forms was given to each department to facilitate budget preparation and requests. The meeting also provided a forum for a question and answer session to identify any areas of confusion.

The City Commission heard from outside agencies requesting contract for services funding at the regularly scheduled work session on March 16, 2015. Each agency director presented an overview of current services for the community. All requested service agreements were flat from the prior year.

City management met with department representatives on capital requests and operating budget requests during the last week of February 2015. On April 16, 2015, an initial draft of the City Manager Proposed Budget for Fiscal 2015-16 was delivered to members of the City Commission. The City Commission then met for two, all day, open meeting hearings with management and departments on the proposed budget on April 20 and 21, 2015. These two days were a critical time for the Commission to have an open discussion with each department on their respective services, operations, accomplishments, and objectives for the coming year. This was also a forum for discussion of benchmarks and performance measures.

A revised draft of the proposed budget was published in summary form as outlined in the Oklahoma Municipal Budget Act, in the Ponca City News on Sunday, May 3, 2015. Also published at that time was notice of a public hearing on the Fiscal 2015-16 Budget, to be held at the regularly scheduled Board of Commissioner's Meeting of May 11, 2015. A public hearing was held on that date to solicit input on the budget from the community. In accordance with provisions of the City Code of Ordinances - Municipal Charter, Section 65 and the Oklahoma Municipal Budget Act, a final draft of the proposed budget is now being presented to the City Commission for consideration.

During the course of any year, unforeseen opportunities, emergencies and business conditions may necessitate amending the budget. The City follows guidelines in the Oklahoma Municipal Budget Act for all of its funds, and does not allow category expenditure budgets to exceed 100%. Budget amendment requests are evaluated by the City Manager, who has authority to approve category transfers. All other budget amendment requests, if approved by the City Manager, go to the City Commission for approval by resolution.

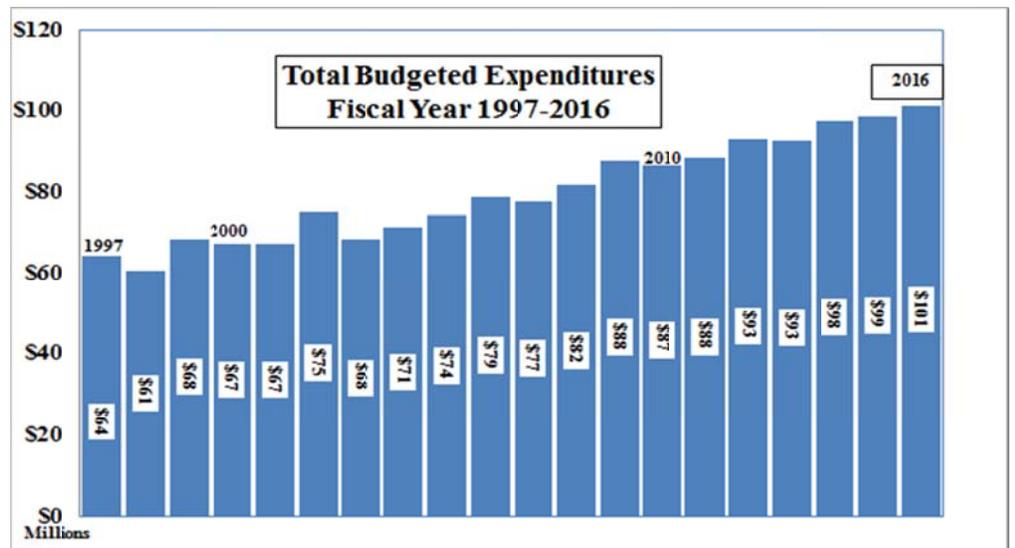
Background Budgeted for Fiscal 2015-16 are twenty-nine (29) funds, or self-balancing sets of accounts, each capturing activity from a type of operation. The funds budgeted include sources and uses for the General Fund, Special Revenue Funds, Capital Improvement Projects Fund, Debt Sinking Fund, Ponca City Utility Authority (PCUA) Funds, Other Enterprise Funds, Internal Service Funds and all Trust Funds of the City of Ponca City. Revenues for each fund are budgeted by source. In each fund and department, expenditures are budgeted by the aforementioned category types as set by State statute, including Personal Services, Materials & Supplies, Other Services & Charges, Capital, Debt Service and Transfers.

The City uses full accrual accounting with its proprietary fund types such as the utilities, which means both revenues and expenses are charged to the period earned or incurred. The City uses modified accrual basis of accounting with governmental fund types such as the General Fund, which means expenditures are charged to the period incurred, but revenues are recorded when cash is actually received. The basis of budgeting for all funds mirrors their respective basis of accounting. The City recognizes compensated absence liability, where an employee has earned a paid absence that has not been satisfied, and records changes in the liability annually. Capital is also budgeted by all City funds, and expensed when purchased for the sake of history. Accounting capitalizes all capital purchases within thirty days of receipt, and records the asset and non-operating revenue to offset the effect of the expense on the operating statements.

Included in the proposed budget for Fiscal 2015-16 is a five-year capital plan. A long-term plan for capital is one of the City Commission’s strategic goals and attempts to identify major infrastructure, building and equipment needs for the coming five years. Although each department identified items listed in the plan, the plan does not represent a Commission approved budget for the next five years, but rather a planning tool of what each area of the City has identified as projected needs. Listed with each item in the section are possible funding sources, as it is important to note that current revenues are not sufficient to fund all needs identified. Each department will present to the Commission long-term capital needs identified in their respective areas, over the coming year at work sessions. The plan is by nature a fluid document that may change significantly each year as mandates, opportunities, needs, programs and services change, and revenue projections are available.

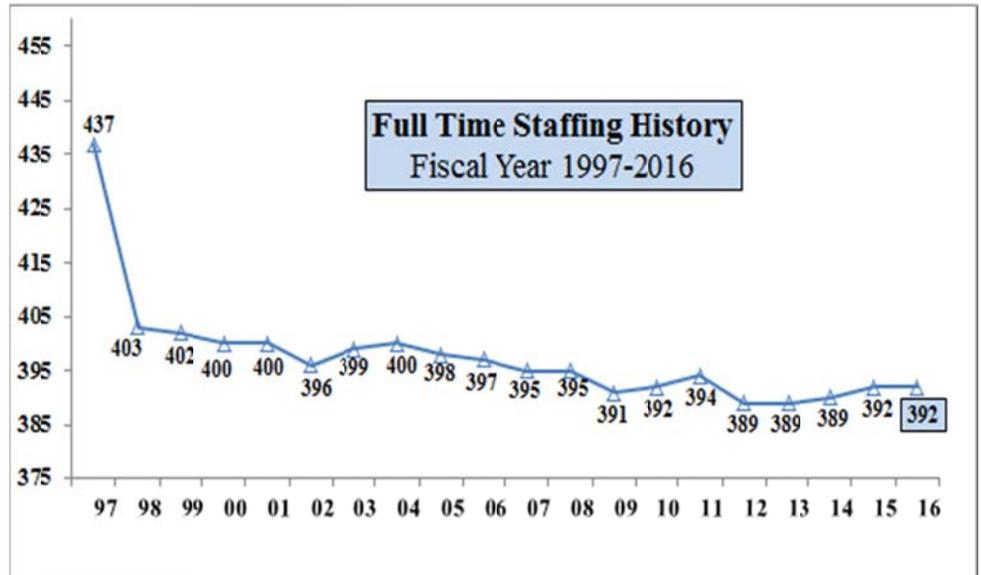
The Fiscal 2015-16 Budget has been challenging in many ways. The total budget for all funds is proposed at \$101,377,962, an increase of \$2,703,496, or 2.74% from the original budget of Fiscal 2014-15.

The increase is due largely to budgeting increased electric sale revenue and related purchase power expense, as well as some accumulated fund balance to construct some large capital projects in the PCUA.



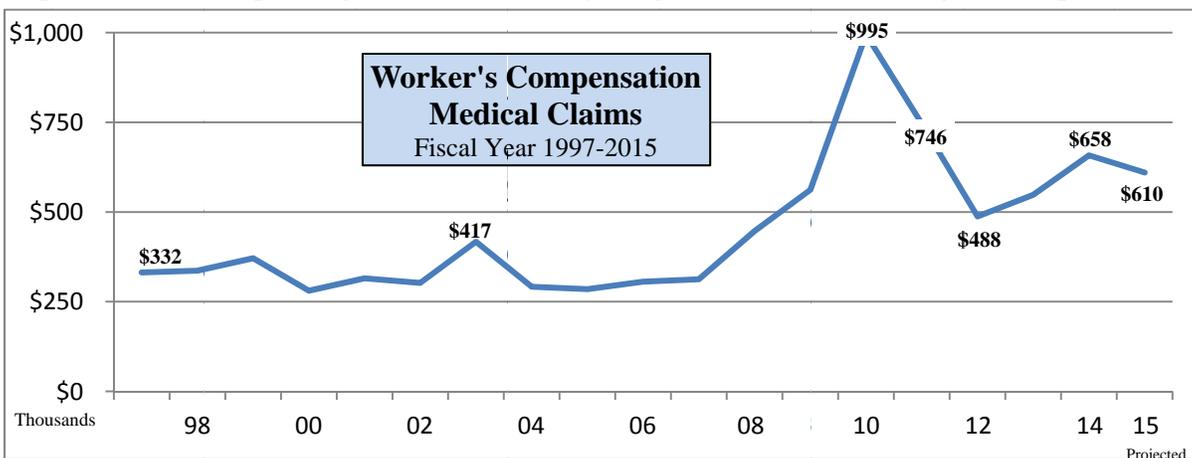
As illustrated above, the proposed aggregate budget for the coming year is approximately 58% higher than the original budget of Fiscal 1996-97, twenty years ago. This represents an average annual increase of approximately 2.5%, illustrating staff commitment to cost containment.

The full time employee base across the City is proposed at 392. No layoffs occurred in the prior year, nor are any planned for the coming year. The proposed full-time staffing for Fiscal 2015-16 is approximately 10% less than that of twenty years ago, in Fiscal 1996-97 again illustrating commitment to continuous improvement in service efficiencies, productivity, and conservative fiscal policy.



The cost of providing health insurance benefits to City employees has escalated significantly in recent years. City staff worked extensively with consultants and other resources to help determine the best strategy, including bids for fully insured plans and high deductible plans. With positive trends recently, the proposed budget includes a 5.0% increase for the City and employees for health coverage. City employees who choose single health insurance coverage pay a premium of \$1,498 annually, with the City funding \$5,993. Employee plus one coverage is \$2,710 annually, with the City funding \$10,840. Employees choosing family coverage pay \$4,066 annually, with the City funding \$16,265. The funding of health care benefits is a mounting concern for most employers, and cost-containment will continue to be a challenge for the City going forward with projected double-digit inflation in the industry.

Another area of volatile personnel related costs are from worker's compensation expense. Although these had decreased significantly in Fiscal 2004-05 to a near decade low level, this was followed by a period of rapid escalation, a peaking, and more recently a significant decrease. Projected expenses for W/C Medical



expenses for Fiscal 2014-15 are \$610,000, quite a bit lower than the peak of \$995,000 seen in Fiscal 2009-10. The City is self-insured for worker's compensation medical claims, and maintains a

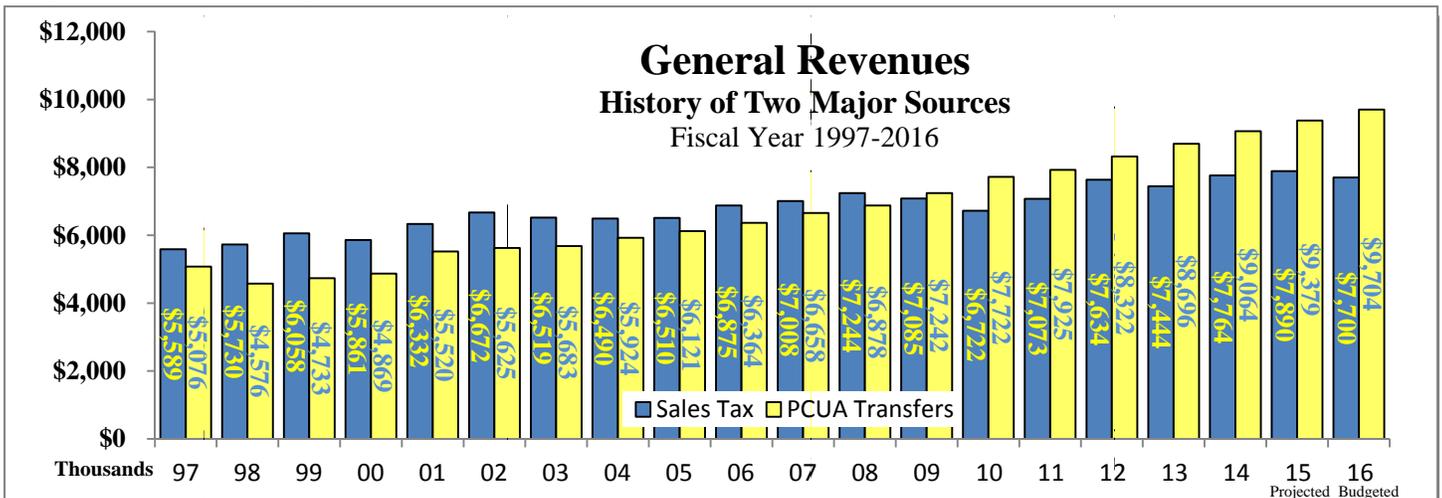
department in the Internal Service Insurance Fund for this purpose. Premiums are paid based on a straight percentage (4.0%) of wages by all departments with personnel, without regard for risk/loss scales. Court ordered claims fluctuate from year-to-year, and are recovered through ad-valorem tax, as provided for in Oklahoma statutes. This method is a significant value for many departments, whose premiums would be up to eight times this amount for coverage purchased in the marketplace. Over the past fifteen years, increased training and attention to safety issues by City staff has had mixed results. Worker's compensation related costs will continue to be a challenge in the foreseeable future.

In keeping with the City Commission objectives, the Fiscal 2015-16 Budget does maintain a designated fund balance in the General Fund of \$2,100,000, as defined by Resolution #6134, which was approved by the Board of Commissioners on October 13, 2014, when the previously approved amount was increased by \$200,000. This designated fund balance is a reserve equal to approximately a 5-week operating budget in the General Fund, and provides a buffer against unforeseen natural, man-made or economic disasters.

Each of the four major PCUA utility operations also has designated fund balances, as established by Commission Policy Statement #20. This policy sets as a target fund balance for the Ponca City Energy Fund, an amount equal to the highest monthly purchased power bill over the past three years plus 10% of the system’s fixed assets. The policy statement also provides that for the Water and Wastewater funds, a target fund balance equal to a 60-day operating balance plus 10% of the system’s fixed assets be maintained. The policy also addresses the Solid Waste Fund, targeting a fund balance equal to a 60-day operating balance, as well as the maintenance of a Depreciation Reserve Fund. A fund balance for landfill closure funds as set out in Subtitle D of the Resource Conservation & Recovery Act is also targeted, and funded for Fiscal 2015-16.

GENERAL FUND

Sales Tax Revenue There is currently a 2.0% sales tax dedicated for General Fund operations, generating revenue equal to 35.5% of total budgeted revenues for Fiscal 2015-16. Over the past twenty years, year-over-year increases in this revenue source have fluctuated from -5.1% to +11.4%, with a long-term average increase at just under 2.0% annually. When adjusted for inflation, long term sales tax collections have experienced little real growth, and are nearly flat. There are three distinct threats to sales tax revenue that have



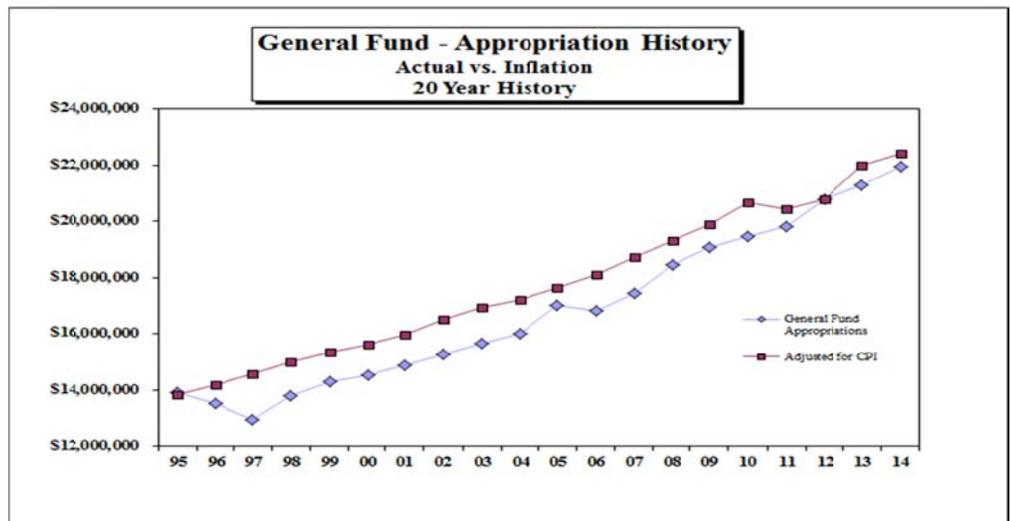
contributed to the lack of growth, more specifically, growth in internet sales, the effect of the State legislature annually exempting more special interest groups and sale types from sales tax, and competition for discretionary spending by legalization of the lottery and casino gaming. Fiscal 2002-03 sales tax collections decreased 2.29%, followed by another decrease in Fiscal 2003-04 of 0.44%. In Fiscal 2004-05, collections turned around with an increase of 0.30% at the close of the year, and Fiscal 2005-06 saw strong growth, up 5.60%, due to heavy construction projects during the fourth quarter, followed by an increase of 1.94% in Fiscal 2006-07. Fiscal 2007-08 year collections increased 3.37% from the prior year, with Fiscal 2008-09 collections down 2.19% from the prior year. Fiscal 2009-10 collections saw the brunt of the recession, with a decrease in collections of 5.12%. Collections for Fiscal 2010-11 rebounded with an increase of 5.22%, followed with even stronger returns in Fiscal 2011-12, with a year-over-year increase of 7.9%. Fiscal 2012-13 saw some softening with a decrease of 2.5%. Fiscal 2013-14 rebounded with an increase of 4.3%. Fiscal 2014-15 started strong but has seen deceleration in recent months with a contraction in the oil related economy. With two months remaining in the fiscal year, collections are projected to be up 1.6% over the prior year. Budgeted sales tax revenue for Fiscal 2015-16 is \$7,700,000, a 2.5% decrease from the projected collections of Fiscal 2014-15.

Transfer Revenue Under the Oklahoma Constitution, cities are prohibited from levying ad-valorem property taxes for operations. Therefore, critical to the funding of essential City services is the transfer of residual equity, or return on investment (ROI), from city utilities. As illustrated on previous page, through Fiscal 1997-98 transfers from the PCUA had been a decreasing revenue source as a direct result of preparing the electric utility for deregulation and Water and Wastewater plant reconstruction projects. Over the past fifteen years this revenue source has increased, however, and administration charges to the PCUA for General Fund services and residual equity transfers are proposed for Fiscal 2015-16 at \$9,704,388, a 3.5% increase over the previous year, making it the largest source of revenue for the General Fund, with sales tax revenue in second place. The potential threat of electric deregulation that was very real ten years ago has diminished somewhat, in the wake of failed attempts in California and other states, but is nevertheless a continuing threat.

Other Revenues Other notable revenue changes in the General Fund include the third largest revenue source in ambulance revenues, which are budgeted at \$1,250,000, a 8.7% increase. Municipal Court fines are the fourth largest revenue source for the General Fund and have rebounded from decade lows, projected to decrease by 2.6% in the coming year. With interest rates at historic lows, interest income continues to languish, and is projected to rise to \$40,000. Total General Fund revenues for Fiscal 2015-16 are budgeted at \$21,710,433, an increase of 2.72% from the prior year.

Expenditures The General Fund continues to provide the necessary funding to deliver quality essential and basic services to the community. These services do not mirror traditional for-profit businesses, and do not pay for themselves on a user-fee basis. Typical General Fund services include public safety, legislative, public works and streets, judicial, park and recreation, general government and cultural affairs.

The aggregate General Fund expenditure budget for Fiscal 2015-16 is \$23,098,127, an increase of \$607,086, or 2.70% from the original Fiscal 2014-15 Budget. The increase is caused by two main factors, a cost of living wage increase for employees, and increased capital subsidies for the Marland Estate, the Airport, and Wentz Golf Course for the coming year. Other than personnel related costs, the General Fund expenditure budget is essentially flat. Above is an illustration of General Fund budget history in Ponca City versus the same baseline budget growth by the CPI rate of inflation.



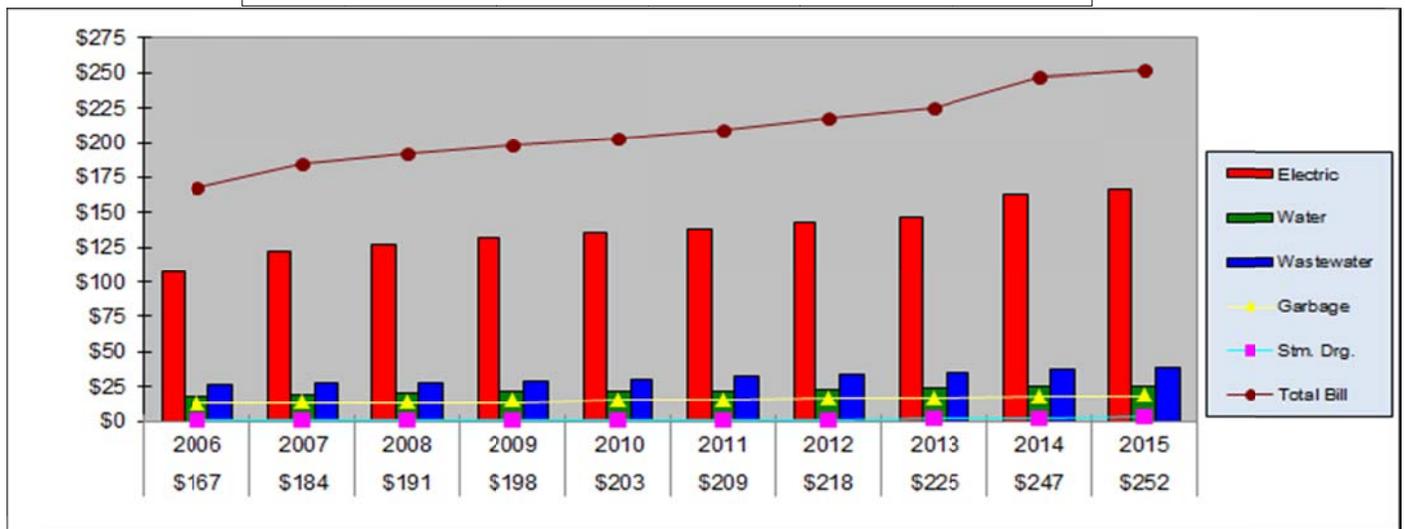
Spending on public safety continues to dominate funding of City operations, at 56.8%. This exemplifies a City commitment to make Ponca City a safe and healthy community. The Police Department continues to evolve with the changing needs of the community. Recent examples include Community Policing, Youth Police Academy, the placement of two officers in the Ponca City schools, and the addition of tasers, in car wi-fi and video as tools in the field, and digital ticketing. In recent years the department implemented the Extra Eyes Program, where citizen volunteers assist with fingerprint indexing and non-enforcement patrolling, and re-activated the Police Reserve Program, where sworn, trained, civilian officers serve the City without pay, to supplement current staff and resources.

Public safety related capital items in the coming year include four new marked Police vehicles for the Police Department and a new Brush Truck for Fire Department. Replacement of aging capital equipment continues to be emphasized in the General Fund budget for Fiscal 2015-16. Major items to be funded include new audio video system for commission chambers, pickup truck for Animal Control, patient monitor devices for Ambulance, asphalt patch truck for Street Department, two front deck mowers for Park Maintenance, and exterior building cleaning & repair for Ponca City Library.

PONCA CITY UTILITY AUTHORITY

PCUA Revenues The PCUA offers electric, water, wastewater, solid waste, landfill, and stormwater services. The high cost of inputs, federal mandates, and inflation in general among the utilities has led to rate increase proposals for Fiscal 2015-16. This includes a 2.0% across the board increase in the water utility, wastewater utility, and solid waste service rates. All stormwater rates will increase by \$0.25. Below is a chart showing a breakdown of the average utility bill for a household of four and the history for the same. As displayed, long term, bottom line costs to our residents have been very stable, with increases held to reasonable levels. Ponca City compares well with peer cities on utility rates. The long term average annual increase is just under 3%.

10 Year PCUA Rate Chart for Average Family (4) Usage



Staff is proud that overall, the average PCUA residential customer still enjoys quality utility services at a bottom line cost that has only risen in step with inflation. This is an exceptional feat when considering the fact that the same residents are also the beneficiaries of excellent services derived from new water and wastewater plants completed in the late 1990’s, three new electrical substations, and two lateral expansions of the landfill. While the past ten years have seen major emphasis on infrastructure at the front end of each utility, the Fiscal 2015-16 Budget reflects an increased emphasis on the delivery systems.

Water Years of planning and construction resulted in the completion of the Water Plant, which was re-dedicated on September 5, 1997. The plant meets all current and foreseeable EPA regulations. The plant has an expanded average daily capacity of 14 million gallons per day (MGD), with a peak capacity of 20 MGD. The added capacity represents an increase of 33% from the old plant. The plant has an expected life of 25 years, which is the life of the Series 1995B Utility System Revenue Bonds issued to finance the project. The utility has also added the Braden and McCord rural water districts as customers in recent years.

Critical to future water production is maintenance of the water rights from Kaw Lake as well as maximizing the traditional wellfield sources of water. Master planning for the utility is also underway, and needs to be completed before major decisions are made about future sources of raw water. Infrastructure improvements funded in the coming year include \$370,000 for Industrial Park Water Tank repairs.

Wastewater In spring of 2000, the Wastewater Plant substantially completed a multi-year project to meet EPA regulations, to renovate the plant, and to expand capacity. The renovated plant has increased capacity from 5.8 MGD to 9.0 MGD, with peak capacity at 15.0 MGD. The department has now shifted primary focus to the collection system. Recently completed was a major renovation to the Bois D'arc Lift Station, as well as replacement of the 35-year old Lake Lift Station, the Blake Lift Station, and the Briar Ridge Lift Station. The PCUA entered into a loan agreement of \$5,565,000 with the Oklahoma Water Resources Board (OWRB) during Fiscal 2007-08, utilizing low interest federal funds to complete several major collection system projects in subsequent years, the last of which was just completed with replacement of a major interceptor line through the Phillips 66 refinery complex. Staff also recently completed three projects funded by 70% loan/30% stimulus grant funding from the OWRB, including an emergency generator at the main lift station, re-construction of the Brentwood Lift Station, and an emergency line project on Ash Street. Budgeted for Fiscal 2015-16 are some plant improvements such as valve replacements for \$80,000 and collection line improvements such as Turkey Creek sewer crossing replacement.

Ponca City Energy The Ponca City Energy Department has seen many changes in recent years. The position of General Manager of Electric Utilities was created and filled in the fall of 1997. A business plan was formulated and implemented, defining the three distinct businesses of the electric utility: generation, purchase & re-sale, and distribution. Electric generation facilities were leased to OMPA during 1997, with the contract amended in 2000 to shed all departmental responsibility for maintenance. As such, the proposed Fiscal 2015-16 Budget includes purchased power and distribution only. The Series 1997C Utility System Revenue Bonds provided funding for the addition of the Northwest Substation which was constructed at Prospect and Ash Street, and put in service on June 1, 1999. The utility also completed an \$1.5M capital relocation of its office, warehouse, and poleyard north of town at 6714 North Pleasantview Road during Fiscal 2006-07, utilizing accumulated funds and without any additional debt. An additional substation was completed in June 2009 in the McCord service area, as well a full replacement of the Diesel Plant Substation completed in late 2014, both of which were funded internally from accumulated fund balances.

Budgeted for Fiscal 2015-16 in the Ponca City Energy Fund are many major capital items and infrastructure improvements, most notably \$1.3M in distribution system improvements and \$350,000 for one new large bucket truck.

Solid Waste The Solid Waste Fund includes collection and landfill departments. The collection side cooled with the economic contraction of 2008 & 2009, but has rebounded in the last couple years. Included in the coming budget is a rate increase of 2.0% to help cover cost drivers including fuel, equipment, and personnel related costs. The most recent cell expansion at the landfill was completed in the summer of 2008. This expansion was funded by accumulated fund balances and was completed without any new debt, relieving further rate increase pressures on our community. There are many significant capital purchases planned for Fiscal 2015-16, including three new packer trucks at a budgeted cost of \$650,000, and a variety of smaller containers and equipment, all funded through the Solid Waste Depreciation Reserve Fund.

GIS Mapping Regular maintenance and improvements to PCUA infrastructure are required to assure that quality, uninterrupted utility services are delivered to the community. Much progress has been realized over the past decade to bring PCUA infrastructure up to date, positioning our community for the future.

The PCUA departments first came together in Fiscal 2000-01 to begin engineering for a Geographical Information Survey (GIS) mapping system. The GIS system data was collected and mapped by Electrical Systems Consultants, Inc. of Fort Collins, Colorado. Utilizing the global positioning satellite system (GPS) to perform the survey, a comprehensive field inventory of the electric and water distribution systems and the wastewater collection system was completed. Digital maps of the electric, water and wastewater systems have been built. This information and related software has been placed into a new computer server system along with the existing digital aerial land base maps of the City of Ponca City. The software has been created and customized to allow for data maintenance, input and query, so that each utility system can be updated and modified as changes and additions are made to the City's facilities. This real time update of infrastructure will provide an accurate and valuable tool to facilitate efficient response to outages and water leaks. The system will also assist with preventative maintenance programs, such as a valve-exercising program on the water distribution system.

The primary goals of this project are to reduce the costs associated with maintaining and accessing facility records, and facilitate maintenance of utility system infrastructure. The project creates a centralized, integrated system that allows faster access to maps and facilities data, reduces redundant operations and forces City-wide standardization. It also provides the mechanisms to better manage facilities, and that improves the utility planning, budgeting and forecasting process. The system is being built to allow easy integration of other maps and databases, so that as the system evolves and is made available to more groups within the City, the expansion process will be a relatively simple one. A GIS Technician was added as a new position to the City Engineering staff several years ago, to manage the information.

The maps are linked to various digital databases including facilities information, property records zoning, billing records, flood plain data, and much more. Through the use of viewing software, provided as part of this project and installed at various locations throughout the City, key personnel in the City of Ponca City will have fast, user-friendly, access to the above described maps and data, the use of which will invariably continue to expand in the future.

Technology Services (T/S) has networked most City offices on a local area network (LAN) over the past ten years, and has completed connecting all outlying departments by wired and wireless connection. The department successfully worked with the Utility Billing Department to modify software, coordinate the out-sourcing of bill printing, and transition from a postcard style bill to an 8 ½ x 11 billing format. This format gives customers more history and information on their utility charges, and the envelope-billing format will also give the City an alternate means to reach utility customers and members of our community with other information. The larger format is also more flexible, and will allow for expanded billing items as federal mandates such as stormwater run-off are addressed, requiring an additional utility.

T/S has also completed upgrading INCODE, the City’s financial operations software, to a Windows format. The upgrade provides City staff with more flexibility than offered by the previous DOS based system for reporting and data collection. T/S staff is working on a variety of projects currently, including an evaluation of Fiber To The Premises (FTTP) as a new utility. The department continues to work with Ponca City Energy to wire the community with fiber optic rings for further connectivity and to serve broadband to select business customers in Ponca City, as well as support Ponca City Free Wi-Fi infrastructure, making Ponca City one large wireless “hot-spot.”

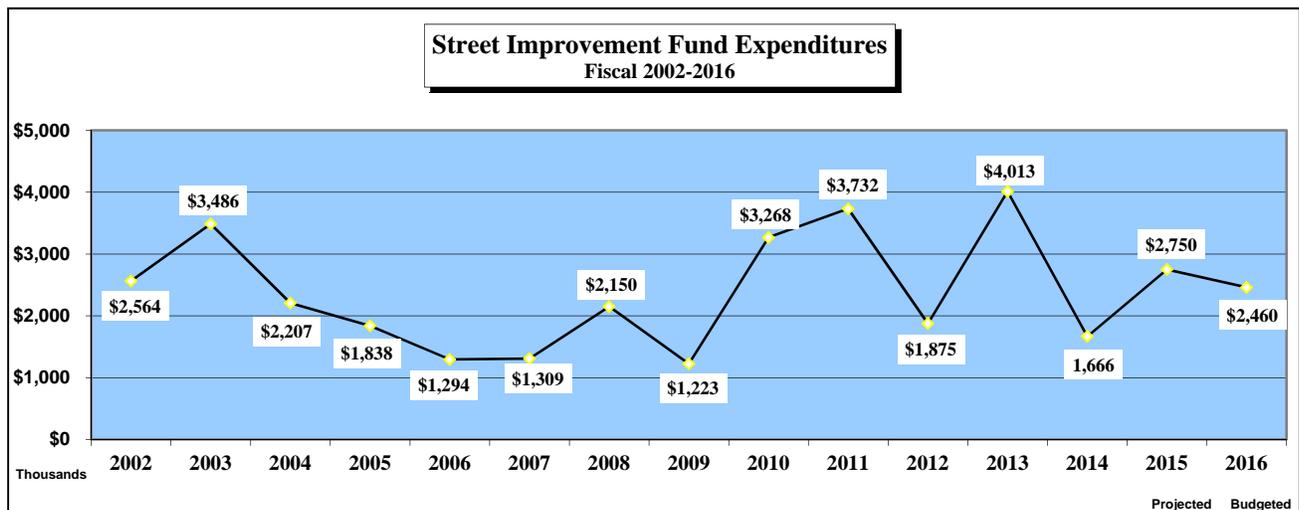
OTHER ENTERPRISE FUNDS

Airport The Ponca City Regional Airport is located in the northwest corner of Ponca City. The airport operates as an enterprise fund. The airport is no longer served by a commuter airline, as the federal government cut essential air service funding in Fiscal 2007, but continues to be the home of the famous Enrique’s Mexican Restaurant. Exciting projects at the airport in recent years included instrument relocation, dirt work, and construction of a 1,000-foot concrete runway extension project and taxiway improvements, as well as construction of a new maintenance building and purchase of a large snowplow. The projects are typically 90% Federal grant funded, supplemented by 5% State grant funding. The remaining 5% match is funded by the City, typically through the Capital Improvement Projects (C.I.P.) Fund. Budgeted for Fiscal 2015-16 is painting building walls of Hangars #2, #3, and #4.

TRUST FUNDS

Cann Estate Trust Fund Elsie V. Cann left in trust to the City of Ponca City a house and land upon which it was her desire to see a memorial garden created in the memory of her parents. Ms. Cann also left a trust fund to provide for the operation and improvements to the facility. The trust fund has distributed 6% of corpus value annually, but with market contractions of 2008, this has been discontinued. A subsidy from the General Fund replaced it beginning in Fiscal 2009-10, and carries on into Fiscal 2015-16.

Street Improvement Trust The City of Ponca City is fortunate to have a dedicated ½ cent sales and use tax for street improvements which was recently renewed by 85% voter approval for an additional five years, beginning October 1, 2012. The source provides funding for continued upgrade of Ponca City’s streets, roadways, sidewalks and trails. Major projects slated for Fiscal 2015-16 include asphalt reconstruction on Elm, Otoe to Ponca, Summit to Highland, mill/overlay on Bradley 5th Street to 14th Street, mill/overlay on 3rd Street from Highland to Liberty, trail reconstruction for Redbud Trail, concrete reconstruction 2nd Street from Hazel to Broadway, and sidewalk reconstruction on North 3rd and North 4th.



Recreation Center Citizens of Ponca City approved an eight year, dedicated ½ cent sales and use tax for the construction of a new community recreation complex that will be called Ponca City Aquatic & Family Center – YMCA. When the project exceeded anticipated costs, residents approved a five year extension to the existing tax, which moved the expiration date to September 30, 2020. The complex is completed and has been open since December 2010. The site covers approximately 46 acres and includes four softball, four baseball, and two soccer/football fields. The fields have opened in the spring of 2012. The facility is approximately 76,000 square feet, and includes a gymnasium, two pools, fitness center, program studios, walking track, and much more. The entire center is managed by the YMCA of Ponca City on a contractual basis.

Economic Development Citizens of Ponca City approved extending an existing dedicated ½ cent sales and use tax for economic development that was set to expire on January 31, 2014. The tax is transferred to the Ponca City Development Authority (PCDA) to carry out the economic development function. The PCDA had previously been a public trust governed by the same board as the members of the City Commission, but was spun off, and is now governed by a separate board of trustees that are appointed by the City Commission. Between 2008 - 2012, the Ponca City Development Authority has directly impacted the attraction, expansion and retention of 1,162 full time jobs in Ponca City, and that progress continues today. Budgeted for Fiscal 2014-15 is the exact amount of projected tax collections, which are then passed on entirely to the PCDA each month, immediately after receipt from the Oklahoma Tax Commission.



MUNICIPAL BUILDING
CITY OF PONCA CITY, OKLAHOMA
74601

Quick Reference Guide to Financial Summary-

This section helps you to locate commonly asked questions.

What is the City's budget process timeline?	Budget Calendar	Page 24
How many staff does the city employ?	Full-time Staff History	Page 25
How much is budgeted by fund?	Budget Summary	Page 26
How have budgeted expenditures changed over the last five years?	History of Budgeted Expenditures	Page 27
<p>What are the City's five types of expenditures ranked from largest?</p> <ol style="list-style-type: none"> 1. Other Charges and Services 2. Personal Services 3. Capital Outlay 4. Materials and Supplies 5. Debt Service 	Budgeted Expenditures by Type	Page 28
What is Ponca City Utility Authority's Debt Service?	Debt Service Summary	Page 29
What is the share of municipal debt for each person living in Ponca City?	Debt Service Summary	Page 30

Budget Calendar Fiscal 2015-16 (rev. 2/ 3-29-15)

December 2014	Finance and Departments begin rate review and revenue budgeting
Mon. Jan. 26, 2015	Budget Kick-Off Meeting for Department Heads & Supervisors Budget Packet includes hard copies of Line-item Budgets, Personnel Models, Capital Request Forms, Mission / Accomplishments / Goals Forms, and overview
Mon. Feb. 2	Budget overview for City Commission held at the work session
Tues. Feb. 3	Capital Request Forms (cat. 4) for FY2015-16 due to Finance
Tues. Feb. 10	Budget Request Forms (cat. 2 & 3) for FY2015-16 along with any personnel related change requests due to Finance
Tues. Feb. 17	Travel Request Forms for FY 2015-16 due to Finance
Tues. Feb. 24	Mission / Accomplishments / Goals Forms for FY2015-16 along with updated Long-Term Capital Plan sheets due to Finance
March 2 - 6	City Manager/Finance meet with Departments to review Budget requests
Mon. Mar. 16	New Program and “Outside Agency” Hearings along with a budget update presented to the City Commission at work session
March & April	Departments update various Advisory Boards on Budget progress
Mon. Apr. 13	City Manager/Finance meet with Department Heads to discuss proposed Budget
Thurs Apr. 16	Draft of Budget with Departmental Goals delivered to City Commission for review
April 20 & 21	City Commission Hearings with City Management and Departments, open to Public
Wed. April 29	Deliver Notice of Public Hearing and Budget Summary to the Ponca City News
Sun. May 3	Publish date the P. C. News of the Notice of Public Hearing & Budget Summary
Mon. May 11	Public Hearing on Proposed Budget and City Commission Review
Mon. June 8	FY2015-16 Budget in book format delivered to the City Commission for adoption
Wed. July 1, 2015	Implementation of the FY2015-16 Budget

CITY OF PONCA CITY
Full-Time Staff History
Fiscal Year 2015-16

Department	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
City Manager	9	9	9	9	9	9	9	9	10	10
Finance	7	7	6	6	6	6	6	6	6	6
City Attorney	2	2	2	2	2	2	2	2	2	2
Municipal Court	4	4	4	4	4	4	4	4	4	4
Development Services	6	6	7	7	7	7	7	7	7	7
Police	68	68	68	68	68	68	68	68	68	68
Animal Control	4	4	4	4	4	4	4	4	4	4
Emergency 911	11	11	11	11	11	11	11	11	11	11
Emergency Mgmt.	2	2	2	2	2	2	2	2	2	2
Fire	57	57	57	57	57	57	57	57	57	57
Ambulance	12	12	12	12	12	12	12	12	12	12
Engineering	8	8	8	8	8	7	7	7	7	7
Traffic Engineering	6	6	6	6	6	6	6	6	6	6
Streets	21	21	21	21	21	20	20	20	20	20
Park Maintenance	24	24	24	24	24	23	23	23	23	23
Rec Programs	2	3	3	3	3	3	3	3	3	3
Marland's Grand Home	1	1	1	1	1	1	1	1	2	2
Hutchins	1	1	1	1	1	1	1	1	1	1
Library	11	11	11	11	11	11	11	11	11	11
Total General Fund	256.0	257.0	257.0	257.0	257.0	254.0	254.0	254.0	256.0	256.0
Water Adm.	1.17	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Water Prod.	8	8.5	8.5	9.5	10	10	10	10	10	10
Water Dist.	10	10	10	10	10	10	10	10	10	10
Total Water Fund	19.17	19.34	19.34	20.34	20.84	20.84	20.84	20.84	20.84	20.84
Wastewater Adm.	1.16	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83
Wastewater Coll.	6	6	6	6	6	6	6	6	6	6
Wastewater Trtmt.	12	11.5	11.5	11.5	11	11	11	11	11	11
Total W-Water Fund	19.16	18.33	18.33	18.33	17.83	17.83	17.83	17.83	17.83	17.83
Solid Waste	31.33	31.33	32.33	32.33	32.33	31.83	31.83	31.83	31.83	31.83
S.W/Landfill	7	7	7	7	7	7	7	7	7	7
Total Solid Waste	38.33	38.33	39.33	39.33	39.33	38.83	38.83	38.83	38.83	38.83
Utility Billing	7	10	10	9	9	9	9	9	9	8
Ponca City Energy	23.34	24	24	25	25	25	25	25	25	25
Meter Readers	10	6	0	0	0	0	0	0	0	0
Total Utility Billing	40.34	40	34	33						
Stormwater	0	0	0	0	0	0.5	0.5	0.5	0.5	0.5
Total Stormwater	0	0	0	0	0	0.5	0.5	0.5	0.5	0.5
Technology Services	3	3	3	3	3	3	3	4	4	4
City Garage	5	5	5	5	5	4	4	4	4	4
Insurance	1	1	1	1	1	1	1	1	1	1
Marland Mansion	3	3	4	4	4	4	4	4	4	4
Golf Course	6	6	6	6	6	6	6	6	6	6
Cann Gardens	1	1	1	1	1	1	1	1	1	1
Airport	3	3	3	3	5	4	4	4	4	5
Hotel/Motel Tax	0	0	0	0	0	0	0	0	0	0
Total Other Funds	22	22	23	23	25	23	23	24	24	25
Grand Total	395	395	391	392	394	389	389	390	392	392

CITY OF PONCA CITY
BUDGET SUMMARY - by fund
FISCAL YEAR 2015-16

FUND #	FUND NAME	2015-16 BUDGETED REVENUES	2015-16 BUDGETED EXPENDITURES	BUDGETED REVENUES over EXPENDITURES
101	GENERAL	21,710,433	23,098,127	(1,387,694)
103	LIBRARY GRANTS	10,000	10,000	0
104	LIBRARY STATE AID	17,000	17,000	0
201	STREET & ALLEY	233,000	508,000	(275,000)
210	SPECIAL PROJECTS	23,000	35,950	(12,950)
240	TOURISM	600,000	352,667	247,333
260	GRANT FUND	5,250	8,750	(3,500)
301	WATER	7,565,000	7,811,095	(246,095)
340	PONCA CITY ENERGY	38,309,000	38,359,000	(50,000)
342	SOLID WASTE	4,903,800	4,903,800	0
343	LANDFILL CLOSING	50,000	31,000	19,000
344	SOLID WASTE DEPR. RES.	620,000	862,000	(242,000)
350	UTILITY BILLING	617,400	657,717	(40,317)
360	WASTEWATER	5,895,000	5,500,298	394,702
365	STORMWATER	458,800	535,465	(76,665)
380	TECHNOLOGY SERVICES	743,000	749,319	(6,319)
400	DEBT SINKING	720,000	720,000	0
501	CITY GARAGE	1,680,000	1,680,000	0
520	INSURANCE	5,698,064	5,931,755	(233,691)
601	MARLAND ESTATE	341,485	341,485	0
644	GOLF COURSE	766,394	766,394	0
704	CANN ESTATE	42,000	63,960	(21,960)
722	MATZENE BOOK FUND	150	150	0
839	RECREATION CENTER TAX	2,093,750	2,093,750	0
840	STREET IMPR. TRUST	2,108,750	2,460,000	(351,250)
875	CAPITAL IMPR. PROJECTS	426,667	426,667	0
901	AIRPORT CAPITAL GRANTS	181,667	181,667	0
929	AIRPORT	1,183,196	1,183,196	0
930	ECONOMIC DEVELOPMENT	2,088,750	2,088,750	0
	TOTALS	\$99,091,556	\$101,377,962	(\$2,286,406)

CITY OF PONCA CITY
ALL FUNDS - HISTORY of BUDGETED EXPENDITURES
Fiscal Year 2015-16

FUND #	FUND NAME	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL	ORIGINAL
		2011/12	2012/13	2013/14	2014/15	2015/16
		APPROVED	APPROVED	APPROVED	APPROVED	APPROVED
101	GENERAL	20,804,753	21,303,282	21,941,143	22,491,041	23,098,127
103	LIBRARY GRANT	10,000	10,000	10,000	10,000	10,000
104	LIBRARY STATE AID	17,000	19,000	19,000	18,000	17,000
201	STREET & ALLEY	305,000	305,000	303,000	303,000	508,000
210	SPECIAL PROJECTS	34,988	34,713	34,758	35,425	35,950
240	TOURISM	464,267	471,667	485,667	426,167	352,667
260	GRANT FUND	131,205	131,205	136,266	95,750	8,750
301	WATER	7,190,482	7,637,674	8,329,367	7,649,818	7,811,095
340	PONCA CITY ENERGY	31,909,140	33,210,949	35,942,700	36,050,000	38,359,000
342	SOLID WASTE	4,677,602	4,591,903	4,779,907	4,981,015	4,903,800
343	LANDFILL CLOSING	22,500	26,000	30,000	31,000	31,000
344	SOLID WASTE DEPR. RES.	55,000	780,000	1,250,700	1,051,000	862,000
350	UTILITY BILLING	634,379	652,369	641,149	685,370	657,717
360	WASTEWATER	5,260,283	5,369,046	6,006,206	5,447,745	5,500,298
365	STORMWATER	204,000	246,388	475,349	608,225	535,465
380	TECHNOLOGY SERVICES	547,495	612,845	730,000	745,000	749,319
400	DEBT SINKING	1,858,320	600,000	720,000	720,000	720,000
501	CITY GARAGE	1,603,277	1,691,000	1,758,000	1,751,000	1,680,000
520	INSURANCE	6,294,430	6,100,000	5,378,224	5,748,480	5,931,755
601	MARLAND ESTATE	319,258	322,827	333,044	340,988	341,485
644	GOLF COURSE	757,600	768,027	776,100	771,383	766,394
704	CANN ESTATE	70,303	58,713	58,510	74,428	63,960
722	MATZENE BOOK FUND	500	500	1,500	150	150
839	RECREATION CENTER TAX	1,908,335	1,951,813	1,988,949	2,057,753	2,093,750
840	STREET IMPROV. TRUST	4,460,000	2,160,500	2,190,000	2,873,500	2,460,000
875	CAPITAL IMPR. PROJECTS	835,342	663,078	247,167	413,113	426,667
901	AIRPORT GRANTS	165,000	15,000	177,667	181,667	181,667
929	AIRPORT	943,386	1,241,967	1,169,246	1,060,695	1,183,196
930	ECONOMIC DEV.	1,908,335	1,951,813	1,983,949	2,052,753	2,088,750
TOTAL		93,392,180	92,927,279	97,897,568	98,674,466	101,377,962
Incr./(Decr.) from Previous Year :		5,109,495	-464,901	4,970,289	776,898	2,703,496
% Incr./(Decr.) from Previous Year :		5.79%	-0.50%	5.35%	0.79%	2.74%

City of Ponca City
2015-16 Operating Budget

CITY OF PONCA CITY
ALL FUNDS - BUDGETED EXPENDITURES by type
FISCAL YEAR 2015-16

FUND #	FUND NAME	CATEGORY 1 PERSONAL SERVICES	CATEGORY 2 MATERIALS & SUPPLIES	CATEGORY 3 OTHER CHGS & SERVICES	CATEGORY 4 CAPITAL OUTLAY	CATEGORY 5 DEBT SERVICE	CATEGORY 6 TRANSFERS	APPROVED BUDGETED EXPENDITURES
101	GENERAL	18,432,807	864,544	1,305,231	653,730	0	1,841,815	23,098,127
103	LIBRARY GRANTS	0	5,000	5,000	0	0	0	10,000
104	LIBRARY STATE AID	0	7,000	10,000	0	0	0	17,000
201	STREET & ALLEY	0	288,000	15,000	205,000	0	0	508,000
210	SPECIAL PROJECTS	17,665	2,060	16,225	0	0	0	35,950
240	TOURISM	0	0	271,667	81,000	0	0	352,667
260	GRANT FUND	0	0	8,750	0	0	0	8,750
301	WATER	1,418,370	863,600	1,229,301	651,000	1,694,000	1,954,824	7,811,095
340	PONCA CITY ENERGY	2,266,532	312,500	27,173,239	2,037,000	641,000	5,928,729	38,359,000
342	SOLID WASTE	2,500,373	66,300	318,376	0	12,500	2,006,251	4,903,800
343	LANDFILL CLOSING	0	0	31,000	0	0	0	31,000
344	SOLID WASTE DEPR. RES.	0	0	0	862,000	0	0	862,000
350	UTILITY BILLING	430,767	71,900	142,550	0	0	12,500	657,717
360	WASTEWATER	1,113,757	386,230	854,439	250,000	2,015,000	880,872	5,500,298
365	STORMWATER	32,820	37,500	105,145	350,000	0	10,000	535,465
380	TECHNOLOGY SERVICES	382,993	146,500	216,600	0	0	3,226	749,319
400	DEBT SINKING	0	0	0	0	720,000	0	720,000
501	CITY GARAGE	224,550	1,402,270	30,600	5,000	0	17,580	1,680,000
520	INSURANCE	67,455	0	5,864,300	0	0	0	5,931,755
601	MARLAND ESTATE	235,937	36,744	41,650	0	0	27,154	341,485
644	GOLF COURSE	468,765	97,500	176,050	0	0	24,079	766,394
704	CANN ESTATE	47,589	14,440	1,160	0	0	771	63,960
722	MATZENE BOOK FUND	0	150	0	0	0	0	150
839	RECREATION CENTER TAX	0	0	0	0	0	2,093,750	2,093,750
840	STREET IMPROV. TRUST	0	525,000	185,000	1,750,000	0	0	2,460,000
875	CAPITAL IMPR. PROJECTS	0	0	0	410,000	0	16,667	426,667
901	AIRPORT CAPITAL GRANTS	0	0	0	181,667	0	0	181,667
929	AIRPORT	354,014	702,800	48,700	0	0	77,682	1,183,196
930	ECONOMIC DEV.	0	0	0	0	0	2,088,750	2,088,750
	TOTAL	27,994,394	5,830,038	38,049,983	7,436,397	5,082,500	16,984,650	101,377,962

% of Total Expenditures	27.61%	5.75%	37.53%	7.34%	5.01%	16.75%
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Ponca City Utility Authority

Debt Service Summary and Calculation

The Ponca City Utility Authority (PCUA) has set the legal debt limit the PCUA can incur at a net revenue level of 100% equal to the average annual aggregate bond service requirement.

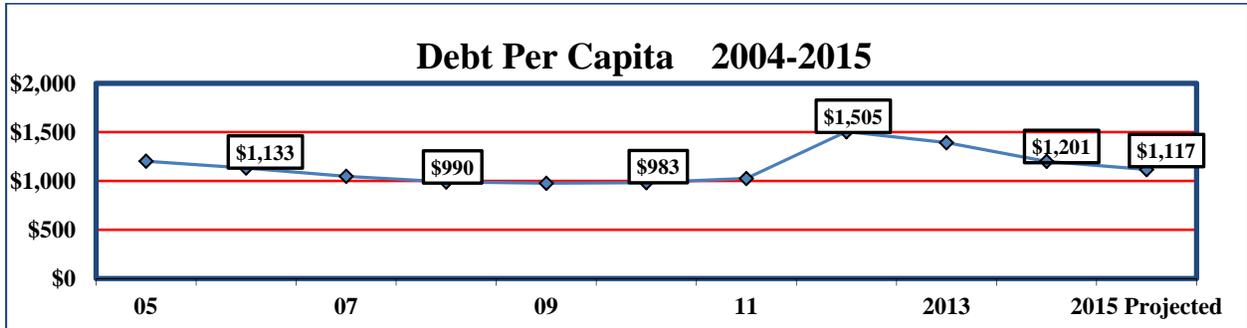
The firm of Stotts, Archambo, Mueggenborg, & Barclay PC, external auditors for the City reported on the financial performance of the Ponca City Utility Authority. The financial calculations in the following table illustrates the PCUA's audited 2013-14 net coverage is 4.64 times, which is greater than the minimum required 1.00 legal limit. The below chart can be found on page 39 in the Ponca City Utility Authority's Annual Financial Statements and Accompanying Independent Auditor's Report for the Fiscal Year Ended June 30, 2014. The PCUA debt repayment obligations are the first priority addressed each year in the budget process. No further utility debt-related projects are currently planned for the near term.

June 30, 2014 Audited Debt Service Calculation

Operating Revenues	\$55,581,121
Operating Expenses	<u>35,377,391</u>
Net Revenues Available for Debt Service	<u>20,203,730</u>
Maximum Annual Debt Service	\$4,352,909
Net Coverage	4.64

Ponca City Utility Authority
Debt Service Outstanding Debt Per Capita

Outstanding debt per capita is the remaining principal on PCUA’s Debt Service Bonds on July 1st divided by the population of 25,387 (2010 census) and is another indicator of the burden on the community of the debt issued. As of June 30, 2015 PCUA had \$28.5 million in bonds, notes, refundable grant obligations, and capital lease obligations. This revenue-backed debt structure funds capital improvement projects that cannot be financed from the current financial resources.



This graph does not include \$9.8M 2013 Sales Tax note.
This note will be repaid from revenues generated by a 13 yr .5% sales tax approved by the voters.

Five Year Capital Plan

Summary

The City Commission identified as a strategic goal the creation and maintenance of a long-term capital plan. The following section will serve as a capital plan for the time frame of the coming five years, Fiscal Year 2015-16 through FY 2019-20, for all departments. This document will not be static, as needs and opportunities are ever changing. Rather, City departments will analyze capital needs year-round, and the document will be updated annually to be included with the budget. This process will identify priority capital items and attempt to plan for them.

There are not sufficient revenues to undertake every item, so it is important to qualify that items in the plan are not necessarily funded. Staff has attempted to identify possible funding sources for each item, as detailed in each departmental section.

Process

All City department heads were instructed to meet with their areas of responsibility to derive capital needs for a Five-Year Capital Plan. Each area submitted requests. These were compiled and are summarized by department on the following pages.

Definition

Presented are projected capital needs for all City departments for the next five fiscal years. Capital included is year-to-year ongoing infrastructure improvements, one-time facilities projects, and equipment with a cost of \$10,000 or greater and a life expectancy of not less than five years.

Organization

Presented on the following page is a summary of all funds, and their respective projections for each of the next five years. Following that page, funds are presented individually, by department, itemizing each capital item.

The Future

This plan is a starting point. Simply put, this draft of the Five Year Capital Plan for the City of Ponca City will be revised, re-shaped and re-formatted over the next year as the City Commission and management work through the issues of capital needs and funding sources.

Summary of All Departments

Department	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
City Manager	197,571	179,000	417,360	179,000	179,000
Community Development		130,000	205,000	150,000	125,000
Police	143,000	30,390,000	130,000	135,000	190,000
Animal Control	21,000	1,000,000		25,000	
Emergency Management		65,000		70,000	70,000
Communications 911	35,000	115,000			
Fire	249,659	472,000	395,000	328,000	1,850,000
Ambulance	40,000	188,000	142,000	143,000	94,000
Street	205,000	881,000	260,000	190,000	35,000
Engineering		83,000	160,000	25,000	50,000
Traffic Engineering	12,500	130,000	25,000		
Park Maintenance	60,000	553,000	493,000	343,000	400,000
AMBUC Pool	12,000	10,000	100,000	100,000	
Recreational Programs	60,000	1,020,000	270,000	275,000	
Wentz Camp		80,000	90,000	100,000	50,000
Marland's Grand Home	10,000	236,300	36,000	65,000	30,000
Hutchins Memorial		228,000	20,000	43,000	56,000
Library	65,000	112,000	96,000	85,000	75,000
General Fund Total	1,110,730	35,872,300	2,839,360	2,256,000	3,204,000
Water Production	530,000	145,000	65,000	180,000	3,500,000
Water Distribution	121,000	515,000	507,000	475,000	833,000
Ponca City Energy	2,037,000	2,520,000	1,905,000	1,955,000	2,010,000
Solid Waste	809,000	636,000	260,000	60,000	60,000
Landfill	50,000	765,500	15,000		
Wastewater Treatment	80,000	1,075,000	535,000	80,000	80,000
Wastewater Collection	170,000	290,000	900,000	350,000	550,000
Stormwater	350,000	150,000	100,000	50,000	50,000
Technology Services	55,000	295,000	140,000	100,000	100,000
PCUA Total	4,202,000	6,391,500	4,427,000	3,250,000	7,183,000
City Garage		71,500	62,000	30,000	10,000
Marland Estate	110,000	156,000	75,200	60,000	
Golf Course	17,000	328,000	125,000	96,000	
Cann Estate		22,000	10,000	175,000	
Street Improvement Sales Tax	1,750,000	1,675,000	3,500,000	1,500,000	1,500,000
Airport	210,667	1,110,667	356,667	306,667	288,667
Grand Total	\$7,400,397	\$45,626,967	\$11,395,227	\$7,673,667	\$12,185,667

City Manager

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Contingency Capital	100,000	125,000	125,000	125,000	125,000
B. A/V System-City Commission Chamber	97,571				
C. Interior Paint - City Hall		25,000	25,000	25,000	25,000
D. HVAC Replacement - City Hall (4 units)		24,000	24,000	24,000	24,000
E. Exterior Paint - City Hall/Fire Station#1			238,360		
F. Carpet Replacement - City Hall		5,000	5,000	5,000	5,000
TOTAL	<u>197,571</u>	<u>179,000</u>	<u>417,360</u>	<u>179,000</u>	<u>179,000</u>

- A. Contingency capital for the City Manager to address unforeseen capital needs.
(Funding Source: CIP Fund)
- B. Replace Commission Chamber Audio Visual System.
(Funding Source: Central Municipal Activity Fund)
- C. Paint the interior of City Hall.
(Funding Source: Unknown)
- D. Replace 4 of 32 five ton units at City Hall.
(Funding Source: CIP Fund)
- E. Paint the exterior of City Hall and Fire Station #1.
(Funding Source: CIP Fund and Carbon Black Remediation Funds)
- F. Replace carpet in City Hall.
(Funding Source: Unknown)

Community Development

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. CDBG Small Cities Set Aside		125,000	125,000	125,000	125,000
B. Building/Operations Software		5,000	5,000		
C. Comprehensive Plan Update			50,000		
D. Replacement of Vehicles			25,000	25,000	
TOTAL	0	130,000	205,000	150,000	125,000

- A. The City of Ponca City is eligible to receive annual CDBG Small-Cities Set Aside (Entitlement) grants. The three-year program requires a match of 100% on the approximate grant of \$88,500 annually. This match may be in the form of direct cash from the City or in the form of in-kind services to meet the match requirements.
(Funding Source: Grant/Match through Various Operating Budgets)
- B. The department will continue to need software programs specifically tailored to the issuance and tracking of building permits and other development activities such as tracking the progress and completion of capital projects. An INCODE module was installed in the fourth quarter of FY 2007-08 and there are additional Mobile modules available that can enhance the department's permitting and tracking efficiency.
(Funding Source: Operating Budget)
- C. Periodically, it is necessary to perform an interim update to the City's Master Plan in order to keep up with the latest forecasts and trends in land use planning, as well as to gauge the success or lack thereof in implementing the goals and action items contained in the 2009 version. This will require the use of a professional consultant, preferably the consulting firm that was hired to prepare the original Plan.
(Funding Source: Operating Budget)
- D. There are four vehicles within the department, one assigned to each inspector. Vehicles will need to be replaced in the future due to age, mileage, and maintenance problems (Ford Ranger). As this occurs, it will be important to replace them with mid-size pickups with four doors. The current Ford Rangers and Chevrolet Colorado are simply too small to accommodate the driver and his accessories. At the same time, a Ford F-150 is perhaps too large. A new generation of midsize pickups will be introduced in 2015 that will be the perfect size to meet the future needs of the inspectors.
(Funding Source: Operating Budget)

Police

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Fleet Replacement	108,000	125,000	130,000	135,000	140,000
B. LiveScan Machine	24,000				50,000
C. Server for Video Storage	11,000				
D. New Public Safety Center		30,000,000			
E. RMS/JMS/CAD Software		165,000			
F. Replace Two Patrol Motorcycles		50,000			
G. Unmarked Fleet Replacement		50,000			
TOTAL	143,000	30,390,000	130,000	135,000	190,000

- A. Continue uniform vehicle fleet replacement to provide for orderly replacement of police vehicles. Replacements are based on factors such as age, mileage, and maintenance history. There are 40 marked police cars presently in the fleet. Projected expenditure is based on four vehicles replaced annually.
(Funding Source: Operating Budget)
- B. Replace LiveScan fingerprint machine in booking. The State is turning over ownership of the current machine to the City, and it will cost more over the next 5 years to maintain the current machine than it will to buy and maintain a new machine.
(Funding Source: Operating Budget)
- C. Purchase increased server space for storage of video from the jail and the rest of the public safety center. The new camera system requires a greater amount of storage to maintain better quality video for a reasonable amount of time.
(Funding Source: Operating Budget)
- D. Complete replacement of 30-year-old public safety center. This will permit proper use of space, increased work flow, as well as address design flaws and maintenance issues of the existing facility. The new structure would be designed to embrace existing as well as future technology.
(Funding Source: General Obligation Bond Issue)
- E. Replace current Records Management / Jail Management software with entirely new system. Current software is outdated, and maintenance will end soon. Technical Services and Police Administration agree that an entirely new software package is needed. Will be coordinated with E-911 replacement of Computer Aided Dispatch software as an entire package.
(Funding Source: Operating Budget)
- F. Replace two 1998 Harley Davidson Police Motorcycles with new motorcycles to maintain mechanically sound and safe "fleet".
(Funding Source: Operating Budget)
- G. Replace two unmarked vehicles in the vehicle fleet to provide for an orderly replacement of police vehicles. Replacements are based on several factors including age, mileage, and maintenance history. There are 9 unmarked police vehicles presently in the fleet.
(Funding Source: Operating Budget)

Animal Control

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Patrol Truck Replacement	21,000			25,000	
B. Animal Control Center		1,000,000			
TOTAL	21,000	1,000,000	0	25,000	0

- A. This is a planned replacement of a truck used by officers to answer calls and to transport animals.
(Funding Source: Operating Budget)
- B. This is the planned replacement of the dated Animal Control facility on East Central Avenue.
(Funding Source: Unknown)

Emergency Management

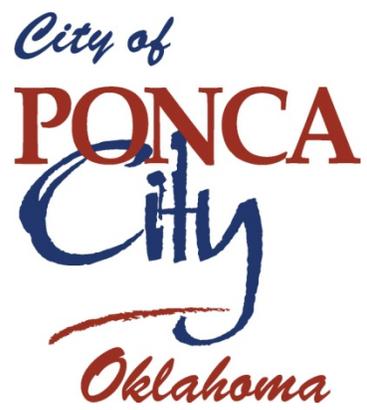
Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Update Hazard Mitigation Plan		40,000			
B. Replacement Vehicle		25,000			
C. Replace two outdoor warning signals				70,000	70,000
TOTAL	0	65,000	0	70,000	70,000

- A. Update current hazard mitigation plan. This will require hiring a consultant to review current plan and recommend proper updates and changes.
(Funding Source: Grant)
- B. Planned replacement of the Emergency Manager's response vehicle.
(Funding Source: Operating Budget)
- C. Replace two outdoor warning sirens each year, to maintain appropriately functional sirens.
(Funding Source: Operating Budget)

E-911 Communications

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. SAN Storage for Audiolog	35,000				
B. Upgrade CAD Software		65,000			
C. Add Cellular 911 Lines		50,000			
TOTAL	35,000	115,000	0	0	0

- A. Replace current Audiolog with a more reliable option that provides more storage space for Audiolog while also providing the option to accommodate any additional storage needs for SANs.
(Funding Source: E-911 Tax)
- B. Upgrade Computer Aided Dispatch Software Package. Will be coordinated with the upgrade of Records Management and Jail Management software as a complete package.
(Funding Source: E-911 Tax)
- C. Add two cellular 911 trunk lines. This will keep us current with increased call load from cellular customers.
(Funding Source: E-911 Tax)



Fire

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Wildland/Brush Mini-Pumper	120,000				
B. Pumper Truck Replacement	95,659	385,000	395,000		
C. Manetic Exhaust System Connectors	12,000				
D. Overhead Door Operator Replacement	12,000	12,000			
E. Cascade System Upgrade Project	10,000				
F. SCBA Refill Compressor		40,000			
G. Staff Vehicle		25,000		30,000	
H. Thermal Imaging Cameras (2)		10,000		10,000	
I. Training Facility / Burn Building				250,000	
J. Staff Vehicle - Shift Commander				38,000	
K. Station Construction (Hartford at Ash)					1,850,000
TOTAL	249,659	472,000	395,000	328,000	1,850,000

- A. The fire apparatus planned for replacement is FD Unit #1 which is a 1995 Ford 1-ton chassis wild land/brush apparatus.
(Funding Source: Operating Budget)
- B. The Pumper Trucks recommended for purchase in 2016-17 and 2018-19 are to replace (2) primary response pumper apparatus that were purchased in 1997 (Unit #102 and Unit #105) Both vehicles are at the end of their expected usable life as primary response vehicles.
(Funding Source: Operating Budget)
- C. Magnetic connectors are for replacement of existing inflatable cuff connectors used in the exhaust removal system at all fire station facilities.
(Funding Source: CIP Fund)
- D. The overhead door operator replacement project will replace door operators that are nearing the end of their service life. As planned, the project will replace all operators needing replacement by 2017. New operators will incorporate safety sensors and closing timers into the door opening systems in order to enhance the safety and security of station facilities upon departure of fire apparatus.
(Funding Source: CIP Fund)
- E. The cascade system upgrade project will provide for preventative repairs of the breathing air refill system located at Station#1 and replace air storage cylinders at Station #1 and on Engine #4.
(Funding Source: CIP Fund)
- F. Replacement of the current SCBA breathing air compressor located at Station #1. It is anticipated that due to its age the system will need to be replaced because of its reduced reliability and increased maintenance costs.
(Funding Source: CIP Fund)
- G. The vehicle planned for replacement is a 1996 Ford Crown Victoria Sedan (current mileage 177,200) which is assigned for administrative staff use.
(Funding Source: CIP Fund)

- H. Thermal imaging cameras are used for search and rescue operations upon initial entry into a building on fire. The requested thermal imaging cameras would be carried on Engine #2 stationed on North Ash Street and Engine #4 stationed on Donner Street.
(Funding Source: CIP Fund)
- I. A training facility and multi-story burn building would be used to provide actual fire and emergency scenarios in a controlled environment. Additionally, such facilities would help to maximize credit toward lowering the municipal fire protection classification issued by ISO (Insurance Service Office).
(Funding Source: CIP Fund)
- J. The shift command vehicle that is currently in service as a primary response vehicle will be at the end of its useful life as a primary response vehicle by year 2018-19.
(Funding Source: CIP fund)
- K. The proposed station would be constructed in the area of Hartford and Ash and would serve areas that are currently served by Fire Station #2 and Fire Station #3. It is anticipated that reoccurring expenditures such as utilities and building maintenance would be minimized with construction of a new facility which is more energy efficient, and furthermore provide the benefit of being more strategically located.
(Funding Source: CIP Fund)

Ambulance

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Lifepack Cardiac Units - Replacement	40,000		42,000		44,000
B. Ambulance - Replacement		138,000		143,000	
C. Styker Power load Units (5)		50,000	100,000		
D. Automatic CPR Units (2)					50,000
TOTAL	40,000	188,000	142,000	143,000	94,000

- A. Lifepack 12 Cardiac Units (replacement) – These units are used in the course of delivering advanced life support (ALSv) medical services. This plan represents anticipated replacement for three (3) units which will be at the end of expected usable service period.
(Funding Source: CIP Fund)
- B. Ambulance replacement indicates an ongoing need to remove aging ambulance units from the fleet on a regularly scheduled rotational basis.
(Funding Source: Operating Budget)
- C. The Styker Power-load system is a mechanical device which is mounted on the floor of the patient module of the ambulance. It allows for patient loading without manual lifting by ambulance personnel. As planned, the project accounts for purchasing two (2) power-load units in the first year to retrofit primary response ambulance units and three (3) power-load units in the subsequent fiscal year.
(Funding Source: CIP Fund)
- D. An automatic CPR unit is a mechanical device which provides effective cardio-pulmonary resuscitation for cardiac arrest patients. The project will entail the purchase of two (2) units which will be assigned to the Department's two (2) primary response ambulances.
(Funding Source: CIP Fund)

Street

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Asphalt Patch Truck	205,000		40,000	40,000	
B. Street Sweeper		265,000			
C. Articulating Loader with Attachments		170,000			
D. Street Flusher Truck		144,000			
E. 13 Yard Dump Truck with Snow Plow		125,000			
F. 5-yd Dump Truck		100,000	115,000	115,000	
G. Pickup		35,000	35,000	35,000	35,000
H. Air Compressor		25,000			
I. Concrete Saw		17,000			
J. Skid Steer w/Breaker			70,000		
TOTAL	205,000	881,000	260,000	190,000	35,000

- A. Replace the asphalt patch truck. This unit holds up to four tons of material for patching the roadways.
(Funding Source: Street & Alley Fund)
- B. Replace Unit #523 a mechanical street sweeper. This unit is used daily for overall city clean up.
(Funding Source: Unknown)
- C. Replace aged Unit #516, a 2003 Caterpillar loader. This unit is used for loading materials in trucks, stockpiling materials, grading, and digging. The unit can also be used as an attachment and a forklift.
(Funding Source: Operating Budget)
- D. Replace the street flusher truck, Unit#513, a 1990 IHC truck. This unit is used for flushing storm drains and streets.
(Funding Source: Operating Budget)
- E. Replace dump trucks for greater hauling capacity and reliability. Replace Unit#512, a 1995 IHC tandem axle dump truck.
(Funding Source: Operating Budget)
- F. Replace Unit #510, a 1989 IHC five yard dump truck. Three other trucks will need to be replaced as they sustain increasing maintenance and repair costs.
(Funding Source: Operating Budget)
- G. Upsize and replace pickup trucks for more hauling capacity, including Unit #502, a 1994 1/2-ton model.
(Funding Source: Operating Budget)
- H. Replace aged Unit #519, a Le Roi air compressor purchased in 1985. These units are used for sand blasting and blowing cracks in crack seal operations, as well as other various operations that require large volumes of compressed air.
(Funding Source: Operating Budget)
- I. Replaced aged Unit #521, 2006 Target Pro concrete saw. This unit is used for cutting bad spots out of asphalt and concrete, in order to remove and replace them.
(Funding Source: Operating Budget)

- J. Replace Unit#560 a skid steer loader with concrete breaker. This unit is used daily in the concrete maintenance program.
(Funding Source: Operating Budget)

Engineering

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Engineering/GIS Computer Work Stations		40,000			
B. Robotic Total Station		25,000			
C. Ashtech GPS Units with ArcPad Software		18,000			
D. Pictometry Second Aerial Photo Flight			160,000		
E. City Engineer Vehicle (Unit#407)				25,000	
F. ESRI ELA Subscription					50,000
TOTAL	0	83,000	160,000	25,000	50,000

- A. Five new computer work stations specified with hardware to more efficiently work with Engineering Design (Autodesk) and GIS (ESRI) software applications. The existing computers were upgraded with additional RAM and SSD hard drives in 2014 but the motherboards, video cards, power supplies and other internal hardware are at least 8 years old. The new hardware is needed in order to keep up with new technology via more robust processing capabilities and newer more reliable equipment.
(Funding Source: Operating Budget)
- B. Purchase a total survey station with robotic capabilities to further allow for one person surveying capabilities. This will replace the existing total station purchased in 2006.
(Funding Source: Operating Budget)
- C. Purchase a new Ashtech GPS unit with ESRI Arcpad software installed to supplement the current GPS unit for gathering data in the field. This will also allow for a unit that can be loaned out to other departments in need of gathering GPS/GIS data.
(Funding Source: Operating Budget)
- D. A new aerial photo flight to update the existing aerial photography including oblique imagery and othophotos for the 212 square mile PCUA territory. This second flight was included as an option in the original flight agreement with Pictometry if the City decides to fund the second flight. The existing aerial photography will be five years old in 2018.
(Funding Source: Operating Budget)
- E. Replace the City Engineer vehicle, Unit #407, a 2004 Chevrolet Extended Cab pickup truck. It will be 14 years old in the Fall of 2018.
(Funding Source: Operating Budget)
- F. An ESRI End User License Agreement subscription which will allow for access to unlimited ESRI seats for the City. This will provide for expanded impact of GIS within the City by making the software available to any department. (on-going yearly maintenance will be \$35,000).
(Funding Source: Operating Budget)

Traffic Engineering

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Thermoplastic handliner	12,500				
B. One Ton Truck Manlift		130,000			
C. 1/2 Ton Pick-Up Truck			25,000		
TOTAL	<u>12,500</u>	<u>130,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>

- A. This purchase will replace the existing thermoplastic handliner which was purchased in 1990 and was lost in a fire in 2014. Traffic engineering crews use thermoplastic markings for crosswalks, stop bars, and long line applications.
(Funding Source: Operating Budget)

- B. Replace one ton truck with manlift. The current signal maintenance truck is simply wearing out. There have been problems in recent years with both the manlift upper and lower controls and the truck itself. Materials and equipment used in signal maintenance are stowed in the utility bed compartments and this vehicle is usually occupied by one person.
(Funding Source: Operating Budget)

- C. Vehicle purchase to replace 1994 ½ ton pickup. Pick-up is used for various traffic control maintenance activities. Annual maintenance costs of current 1994 model are increasing and are currently second only to the signal maintenance truck.
(Funding Source: Operating Budget)

Park Maintenance

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. 2 Trim Mowers	25,000	25,000			
B. Repair East Green House	20,000				
C. Purchase Replacement Trees	15,000		15,000		15,000
D. Replace #272 Cab & Chassis		98,000			
E. 30 X 40 Steel Building (horticulture stg)		90,000			
F. Uniform Park Signs		50,000			
G. Rebuild Big Springs		35,000			
H. Replace #262 1/2 ton pickup truck		34,000			
I. Replace #202 1/2 Ton Extended Cab PU		34,000			
J. Replace #217 SUV, Lake Patrol Vehicle		34,000			
K. Replace #276 3/4 Ton Crew Cab Pickup		31,000			
L. Rip Rap Lake Park Ponds		28,000			
M. Rip Rap Ski Dock Area		25,000			
N. 15 ft Bat Wing Mower		20,000	20,000		
O. Trailer Mounted Power Washer		19,000			
P. Rip Rap Jaycee Park Shoreline		15,000			
Q. Rental Ski Dock Repairs (3 Phases)		15,000	15,000	15,000	
R. Aerial Man-Lift #230			170,000		
S. Replace #203 Tandem Axle Dump			155,000		
T. Replace Play Structures			85,000		85,000
U. Replace #210 3/4 Ton Flat Bed			33,000		
V. Current Year 2½ Ton Truck (#224)				140,000	
W. Replace #241 8 CY Truck				93,000	
X. #208 Backhoe, long reach boom, cab/AC				35,000	
Y. Replace #275 89 Chevy 3/4 Ton Pickup				30,000	
Z. Picnic Pavilion Garfield Park				30,000	
a. Replace Restroom Hartford Rmp Lk Ponca					160,000
b. Park and Recreation Master Plan					140,000
TOTAL	60,000	553,000	493,000	343,000	400,000

- A. The trim mowers are used to mow City properties and parks in areas the 15 foot bat wing mower cannot reach. These units mow 500-700 hours per season on rough uneven terrain. The life of these units is four to five years.
(Funding Source: Operating Budget)
- B. Repair East Greenhouse – make electrical updates to include replacement of main electrical panel, replace rusted out conduit, existing receptacles and add electrical receptacles where needed. Repair and or replace plant tables and add a heated plant germination tray. Make repairs and or replace outside greenhouse sheeting as needed.
(Funding Source: Operating Budget)

- C. Purchase replacement trees. Purchase approximately 100 trees to replace those lost due to mortality or other causes. Each year we remove from 50 to 150 trees due to disease, natural mortality, storm damage and other causes. These replacement trees will allow us to continue our annual replacement program and protect and maintain the City's urban forest.
(Funding Source: Operating Budget)
- D. Replace Unit #272 Cab & Chassis only. Unit #272 is a 26 year old 2 ½ ton, brush truck which has outlived its estimated live of 20 years. The truck is used to haul brush and debris through the year.
(Funding Source: Operating Budget)
- E. Construct a 30 x 40 steel storage building to be used for horticulture crews and seedling planting area. This will provide storage of horticulture supplies and a work space for horticulture crew to do seed planting, transplanting and other greenhouse preparation work.
(Funding Source: Operating Budget)
- F. Uniform Park Signs – design, purchase and install park signs for all 28 parks.
(Funding Source: Operating Budget)
- G. Rebuild Big Springs – do an engineering study and make needed repairs to stop water penetration of the native stone walks and concrete walkways.
(Funding Source: Operating Budget)
- H. Replace Unit #262, a 1995 model ½ ton, standard cab pickup, with 96,000 miles. It is assigned to the horticulture crew and used to maintain the Marland Mansion, Grand Home, tennis courts, Pioneer Woman Museum, Academy Park and other areas. It transports workers, equipment and materials to various areas of the City. The short distances traveled and constant entering and exiting the vehicle have caused extreme wear.
(Funding Source: Operating Budget)
- I. Replace Unit #202 a ½ Ton Extended Cab Pickup which has 130,000 miles. Park Maintenance Supervisor is assigned to this unit and it is used to check on maintenance crews working all over the City.
(Funding Source: Operating Budget)
- J. Replace Unit #217 with a full size SUV with Police Package to include electronic lighting, siren and PA system. Full size unit is needed to pull patrol boat and lake pontoon work boat.
(Funding Source: Operating Budget)
- K. Replace Unit #276 which has over 140,000 miles and is a 1987 model crew cab ¾ ton pickup. It is used by the tree trimming crew in the winter months, 15 ft. mowing crew in summer months, horticulture crew and as a trouble truck at other times.
(Funding Source: Operating Budget)
- L. Rip Rap Lake Ponca Park Ponds which have eroded over time. The shoreline will be re-established and will require rip rap placed to deter continued erosion. This would be done only after dredging of the ponds is accomplished.
(Funding Source: Operating Budget)
- M. Rip Rap Public Ski Dock Area which has eroded over time. The shoreline will be re-established and will require rip rap placed to deter continued erosion.
(Funding Source: Operating Budget)

- N. The 15 ft. bat wing mower is one of three front line mowers used for mowing the Lake Ponca area, right of ways, City parks and properties, detention pond and substations. Deck surfaces and hinge attachments are rusted out.
(Funding Source: CIP Fund)

Replace existing 1991 Rhine 6 ft. rough cut mower. This is a 3 point hookup mower used to cut tall grass and brush along right-of-ways and is used to open access for trails around Lake Ponca, and mow various small City owned properties.

(Funding Source: CIP Fund)

- O. The trailer mounted power washer to be used in parks and public facilities to remove graffiti, wash down shelters, and clean concrete and natural stone walls.

(Funding Source: Operating Budget)

- P. Jaycee Park shoreline is eroding due to constant wave action. The shoreline has been re-established and requires rip rap placed along the shore to deter erosion.

(Funding Source: Operating Budget)

- Q. Rental Ski Dock Repairs to be done in 3 phases. Materials to rebuild docks, dock mounting to shoreline, floatation, and deck. Project to be completed in three phases. Last three phase project repairs were completed in 2010.

(Funding Source: Operating Budget)

- R. Replace Unit #230 Aerial Man-lift Truck a 2000 model truck mounted articulating aerial device. This unit is used for tree maintenance, facility maintenance, tree removal and storm cleanup. The aerial device was installed on a used truck in 2000. For safety purposes both the truck and lift need to be replaced.

(Funding Source: Operating Budget)

- S. Replace Unit #203, a tandem axle dump truck used to haul rock, sand and soil. This unit is also used during Spring Cleanup, Lake Cleanup and hauls snow when needed.

(Funding Source: Operating Budget)

- T. Install play structure in Sunset Park FY 2017-2018. There is currently no play structure located in this park. The neighborhood is developing, and the park is being used more. Installation of a play structure in this park will improve Sunset Park and encourage more usage by families.

(Funding Source: Hotel/Motel)

Replace play structure in Garfield Park FY 2019-2020. This play structure was installed in 1992. The manufacturer of this structure is no longer in business. Some parts are unavailable.

(Funding Source: Hotel/Motel)

- U. Replace Unit #210 a ¾ ton flatbed truck which is a 1989 model. This unit carries a 50 gallon diesel fuel tank. It is used for transportation, towing trailers, fueling equipment on job sites and is used on a daily basis.

(Funding Source: Operating Budget)

- V. Replace Unit #224, which is an International 1992 model 1 ½ ton dump truck single axle. It is used to haul dirt, rock, sand, brush, and snow.

(Funding Source: Operating Budget)

- W. Replace Unit #241 1 ½ ton Dump Truck. Unit 241 is a 1993 International 1 ½ ton dump truck, single axle. It is used to haul dirt, rock, sand, brush and snow.

(funding source: Unknown)

- X. Replace Unit #208, backhoe with cab and A/C, is a 1993 John Deere which was transferred from the Water Department to the Park Department. The pins, hydraulic cylinders and driveline will need replacement. The backhoe is used to do dirt work, loading of soil and mulch, debris removal after storms, and snow removal in the winter.
(Funding Source: Operating Budget)
- Y. Replace Unit #275 a 1989 Chevrolet ¾ ton pickup. The vehicle is used on a daily basis city wide to pull trailer hauling finish mowers and sprayer. During winter it is used for grounds maintenance, pulls trailer for snow removal equipment.
(Funding Source: Operating Budget)
- Z. Install a covered shelter for groups of at least 25 in Garfield Park. Garfield Park is a beautiful park that could be utilized more fully. It would relieve the high use of Pioneer Park and help maximize the use of the park. The park would also be used more by the school system.
(Funding Source: CIP Fund)
- a. The Hartford Ramp restroom was built 50 years ago and the west side restroom is used continuously with the lake lot cabins and public fishing dock located on the west side. ADA updates are also needed.
(Funding Source: Grants/Hotel Motel)
- b. The Master Plan would address present and future needs, location, and upgrading of Park and Recreation equipment, and provide input from the community on programs, recreation facilities and equipment and land usage.
(Funding Source: Operating Budget)

AMBUC Pool

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. 2 Low Diving Boards and Stands	12,000				
B. Picnic Tables		10,000			
C. Bathhouse Building Repairs			100,000		
D. Pool Cover				100,000	
TOTAL	12,000	10,000	100,000	100,000	0

- A. Replace the diving boards and structures that were purchased in fiscal year 2004-2005.
(Funding Source: Hotel/Motel)
- B. Purchase picnic tables to replace aging pool furniture.
(Funding Source: Unknown)
- C. Repair and replace portions of the floor and walls that are cracked or broken; caused by the building settling.
(Funding Source: Unknown)
- D. A pool cover will decrease the annual cost of man-hours and materials for pre-seasonal maintenance by eliminating buildup of debris in the bottom of the pool. The cover will increase safety during off-season. Annually, 80 man and equipment hours are expended on the removal of debris. The debris stains the pool walls and floor, requiring the pool to be repainted annually instead of every two or three years.
(Funding Source: Unknown)

Recreational Programs

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Deep Water Ramp Grant Match	50,000				
B. Mobile Stage Improvements	10,000				
C. Multiuse Trail Extension		750,000			
D. Unallocated Park and Rec Improvement		105,000	105,000	105,000	
E. Dan Moran Ballfield Lights (3)		70,000	70,000	70,000	
F. Solid Protective Ceiling Covering for Unity		65,000			
G. Tennis Court Resurfacing		30,000	30,000		
H. Dan Moran Trail			65,000		
I. Purchase Parking Lot next to Senior Center				100,000	
TOTAL	60,000	1,020,000	270,000	275,000	0

- A. Construct a deep water launching ramp with a 25/75% grant from the Oklahoma Department of Wildlife. The ramp project will include engineering and construction of a launching ramp. Total project will include ramp, parking, and courtesy dock to be located near the Lake Patrol loading ramp on east shore of west Lake Ponca.
(Funding Source: Hotel/Motel Fund)
- B. The City's mobile stage original lighting system is in need of replacement with modern LED devices and a new controller. The flooring is coming apart at the edges. The original sound mixer board is 10 years old.
(Funding Source: Hotel/Motel Fund)

- C. Trail would continue from the Redbud Park Trail that ends on Hartford; continuing across to the north side of Hartford heading Eastward across Pecan and continuing along the north Hartford easement. Connecting to the original Lake entrance on Kygar and Hartford continuing southeast ward to the Lake Spillway crossing the spillway with a pedestrian bridge. Continuing easterly along the West Dam Road intersecting with the bridge crossing at Lake Ponca. The trail would cross Lake Ponca Bridge and connecting trail links to the event area, pageant area, golf course and Wentz Camp.
(Funding Source: Hotel Motel/Street Improvement)
- D. Unallocated park and recreation capital improvements.
(Funding Source: Hotel/Motel Fund)
- E. Replace the ball field lights at the Dan Moran Ball Field, three fields located on South Avenue.
(Funding Source: Operating Budget)
- F. Purchase and installation of a solid protective ceiling cover that will protect the insulation above the ceiling beams in Unity Gym.
(Funding Source: CIP Fund)
- G. Resurface tennis courts six through nine at the Wally Smith Tennis Center.
(Funding Source: CIP Fund)
- Resurface tennis courts one through five at the Wally Smith Tennis Center.
(Funding Source: CIP Fund)
- H. Construct a ten ft. wide concrete trail beginning on the north property line of Dan Moran Park continuing in a southerly direction making connections to the skate park. At this time a sidewalk does not exist on the east side of Dan Moran Park for park users to gain access to the park facilities. The proposed trail would also be used in the future when connection Dan Moran Park to the Ponca City Aquatic and Family Center Y.
(Funding Source: Hotel Motel/Street Improvement)
- I. Purchase existing parking lot west of Senior Center for over flow parking.
(Funding Source: CIP Fund)

Wentz Camp

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Cabin Improvement Interior Repairs		40,000			
B. Camp Bathhouse Interior Renovations		40,000			
C. Repaint Water Tower			90,000		
D. Replace Water Lines				100,000	
E. Bathhouse, Dining Hall, Concessions					50,000
TOTAL	<u>0</u>	<u>80,000</u>	<u>90,000</u>	<u>100,000</u>	<u>50,000</u>

- A. Interior Cabin Improvements – sanitize, patch and paint ceiling and walls of cabins. Seal cracks in the floors (Phased project for 12 cabins).
(Funding Source: Operating Budget)
- B. Replace restroom stalls and doors that are rusting. Replace the round hand basin, which is not functional and does not meet health codes.
(Funding Source: Operating Budget)
- C. The paint on the water tower is fading, and in some areas, rust is starting to occur. The water tower was last painted in 1989.
(Funding Source: Water Fund)
- D. Replace existing water lines which are rusted and are constantly leaking, requiring ongoing repairs.
(Funding Source: Water Fund)
- E. Tuck point and seal exterior stone wall of camp bathhouses, dining hall, and concession stand.
(Funding Source: Operating Budget)

Marland's Grand Home

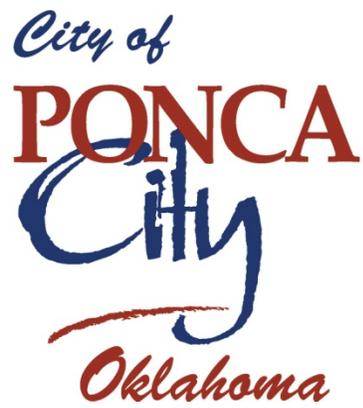
Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Carriage House Engineer's Assessment	10,000				
B. MGH: East Terrace & Foundation Repair		107,100			
C. Carriage House Exterior Renovation		89,200			
D. Carriage House Grant Match		40,000			
E. MGH Paint & Repair Exterior Stone			36,000		
F. MGH Paint & Repair Exterior Wood Windows				35,000	
G. MGH Paint & Repair Exterior Stucco				30,000	
H. Replace North Parking Area					30,000
TOTAL	<u>10,000</u>	<u>236,300</u>	<u>36,000</u>	<u>65,000</u>	<u>30,000</u>

- A. Engineer's assessment of structural condition of Carriage House prior to refurbishment.
(Funding Source: Operating Budget)
- B. East terrace requires grading, drainage corrections, caulking, stone work, step repair, and other miscellaneous repairs.
(Funding Source: CIP Fund)
- C. Exterior renovation of Carriage House including stucco, wood trim, historic wood windows, guttering, and other historic architectural details.
(Funding Source: CIP Fund)
- D. Matching funds to assist in acquisition of a DEQ/Brownsfield Grant for abatement of environment hazards in the Carriage House.
(Funding Source: CIP Fund)
- E. Exterior stonework on home requires cleaning, repair, caulking, grouting, and repainting.
(Funding Source: CIP Fund)
- F. Historic wooden windows at the home need repair, reglazing, and paint.
(Funding Source: CIP Fund)
- G. Exterior stucco on the home needs repair and paint.
(Funding Source: CIP Fund)
- H. Replace north parking lot area.
(Funding Source: CIP Fund)

Hutchins Memorial

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Replace Exterior Walls		198,000			
B. Replace Stage Curtains and Rigging		30,000			
C. Replace Upper Level Windows			20,000		
D. Building Insulation				23,000	
E. Upgrade of Audio Equipment				20,000	
F. Parking Lot/Sidewalk (Two Phases)					56,000
TOTAL	0	228,000	20,000	43,000	56,000

- A. The exterior walls at the Hutchins Memorial are metal panels and are starting to rust away due to the quality of materials and age. Further research into the type of replacement panels is needed.
(Funding Source: Unknown)
- B. Replace stage curtains and necessary riggings.
(Funding Source: CIP Fund)
- C. Replace the upper level windows and framing. The current ones are broken, not energy efficient and leak both drafts and water. There is no weather stripping.
(Funding Source: CIP Fund)
- D. The large size of the facility makes it difficult to heat and cool. The lack of insulation in the facility has caused heating and cooling costs to be higher. Insulation of the facility would help reduce these costs dramatically.
(Funding Source: Unknown)
- E. Upgrade the current audio equipment as recommended by previous sound test.
(Funding Source: Unknown)
- F. The sidewalks and parking area are deteriorating due to age. A new plan for the parking area needs to be formulated. Sidewalks are in need of replacement due to cracks.
(Funding Source: Unknown)



Library

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Building Mortar Clean and Seal	65,000				
B. Carpet Tile Replacement		80,000			
C. HVAC Lower Level Replacement		20,000			
D. Ceiling Tile Replacement		12,000			
E. Window Replacement			50,000		
F. Exterior Lift			35,000		
G. Microfilm Reader/Printer Replacement			11,000		
H. Remote Access Kiosk				55,000	
I. RFID/Self Check Tools				30,000	
J. Terrazzo Entryway					25,000
K. Interior Pain					50,000
TOTAL	<u>65,000</u>	<u>112,000</u>	<u>96,000</u>	<u>85,000</u>	<u>75,000</u>

- A. Routine maintenance of the façade of the building requires inspection and cleaning of the brickwork and mortar, replacement of damaged bricks, repair of grout, and removal of graffiti and other foreign materials.
(Funding Source: CIP Fund)
- B. Shaw Carpet will not provide another run of the Library's carpet tiles to replace those that have been damaged or can no longer be cleaned, theoretically because of technical limitations. Our current carpet was installed in 2003 and there are areas with wear and stains.
(Funding Source: Operating Budget)
- E. HVAC lower level replacement.
(Funding Source: CIP Fund)
- D. The style of ceiling tiles we have used since the 1980's is no longer available. Our stockpile of tiles is gone. We need to begin replacing large sections at a time to maintain an attractive and uniform appearance.
(Funding Source: CIP Fund)
- E. Replace 76 window units with tempered glass and ultraviolet protection.
(Funding Source: CIP Fund)
- F. Install an exterior lift to provide improved access to the Library.
(Funding Source: CIP Fund)
- G. Replace existing reader/printer. This unit is accessible to the public in the genealogy and local history collection area. Copy revenues are deposited in the City General Fund.
(Funding Source: CIP Fund)
- H. Install a remote access kiosk so customers will have improved access to Library materials.
(Funding Source: CIP Fund)
- I. RFID/Self Check: Radio Frequency Identifiers and self-check technology can improve inventory control and allow patrons to check out their own materials.
(Funding Source: CIP Fund)

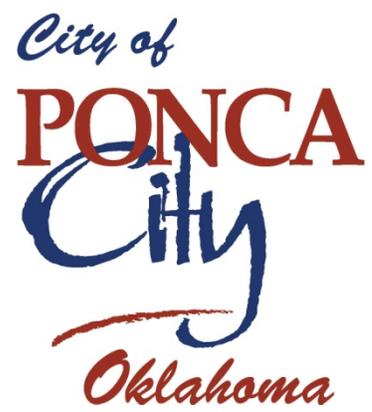
- J. Install a terrazzo entry from the west doors to around the front of the Circulation Desk. This is the area receiving the most dirt and wear of the carpet. By creating a more easily cleaned area, future carpet cleaning will be simplified.
(Funding Source: CIP Fund)

- K. Interior Building Painting.
(Funding Source: CIP Fund)

Water Production

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Industrial Park Water Storage Repairs	370,000				
B. Dam Assessment & 10 Year Rehab Plan	100,000				
C. Rehabilitation of Rapid Sand Filters	60,000				
D. Replace Service Truck #629		95,000			
E. Equipment Storage Building		50,000			
F. Clearwell Rehabilitation			65,000		
G. Replace High Service Pump				180,000	
H. Add Third Clarifier and Three Drying Beds					3,500,000
TOTAL	<u>530,000</u>	<u>145,000</u>	<u>65,000</u>	<u>180,000</u>	<u>3,500,000</u>

- A. Industrial park water storage tank needs maintenance and repairs to prolong life of the tank. Maintenance would include installing screens, splash pads, safety climb devices, and cathodic protection system. Repairs would include seal foundation, seal seams, sandblast and recoat interior and exterior of tank.
(Funding Source: Operating Budget)
- B. Detailed Engineering Assessment of Lake Ponca Dam to include review of previous reports, evaluation of relevant data and subsurface investigations as needed to develop a 10-year rehabilitation plan.
(Funding Source: Operating Budget)
- C. Rehabilitation of rapid sand filters. Treat two filters each year until all eight have been treated.
(Funding Source: Operating Budget)
- D. Replace service truck unit #629.
(Funding Source: Operating Budget)
- E. Construct a 40 foot x 60 foot equipment storage building.
(Funding Source: Operating Budget)
- F. Repair, seal, and paint the top of clearwell.
(Funding Source: Operating Budget)
- G. Replace one high service pump at Ponca City Water Treatment Plant.
(Funding Source: Operating Budget)
- H. Construct a third clarifier and three additional drying beds at Water Treatment Plant. This item will be evaluated purely based on the growth of treated water demand in the community.
(Funding Source: Operating Budget)



Water Distribution

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Contingency Water Line Projects	55,000	55,000	55,000	55,000	55,000
B. Fire Hydrants	36,000		37,000		38,000
C. Water Meters	30,000	30,000	30,000	30,000	30,000
D. Water Line and Valve Replacement		350,000	300,000	300,000	400,000
E. Replace Service Truck (Unit #668)		50,000			
F. Chain Link Fence		30,000			
G. Replace Service Truck (Unit #638)			60,000		
H. Replace Pickup (Unit #620)			25,000		
I. Replace Backhoe (Unit #664)				90,000	
J. Replace Dump Truck (Unit #625)					125,000
K. Replace Backhoe (Unit #626)					100,000
L. Warehouse Building					85,000
TOTAL	<u>121,000</u>	<u>515,000</u>	<u>507,000</u>	<u>475,000</u>	<u>833,000</u>

A. Contingency funds used to address unforeseen water line replacement and repair needs.
(Funding Source: Operating Budget)

B. Replenishment of stock used for new locations as well as replacement of old hydrants.
(Funding Source: Operating Budget)

C. Meters for new services. This includes residential, commercial, and industrial meters.
(Funding Source: Operating Budget)

D. **FY 2016-17 Water Line Replacement:** Replace 2,000 feet of 8" main from intersection of 5th Street & Albany going west to Union Street.
(Funding Source: Operating Budget)

FY 2017-18 Water Line Replacement: Replace 250 feet of 24" main at Water Treatment Plant.
(Funding Source: Operating Budget)

FY 2018-19 Water Line Replacement: Replace 1,300 feet of 10" main on Hartford Avenue from Union to Osage.
(Funding Source: Operating Budget)

FY 2019-20 Water Line Replacement: Replace 2,800 feet of 4" main with 6" PVC from Highland to Albany on 1st Street.
(Funding Source: Operating Budget)

E. Replace service truck (Unit #668).
(Funding Source: Operating Budget)

F. Chain link fence.
(Funding Source: Operating Budget)

G. Replace service truck (Unit #638).
(Funding Source: Operating Budget)

- H. Replace pickup (Unit#620).
(Funding Source: Operating Budget)
- I. Replace backhoe (Unit #664).
(Funding Source: Operating Budget)
- J. Replace dumptruck (Unit #625).
(Funding Source: Operating Budget)
- K. Replace backhoe (Unit #626)
(Funding Source: Operating Budget)
- L. Warehouse building.
(Funding Source: Operating Budget)

Ponca City Energy

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Electric Distribution System Improvements	900,000	930,000	960,000	990,000	1,020,000
B. Fleet Replacement	442,000	330,000	340,000	350,000	360,000
C. Distribution Reinforcement	400,000	440,000	455,000	465,000	480,000
D. Street Lighting	100,000	100,000	100,000	100,000	100,000
E. Fiber Optic Backbone	100,000	50,000	50,000	50,000	50,000
F. SCADA Upgrade	95,000				
G. Substation Transformer		600,000			
H. Equipment Building		70,000			
TOTAL	2,037,000	2,520,000	1,905,000	1,955,000	2,010,000

- A. Purchase transformers, conductors, meters, and other line equipment for general repairs, additions and improvements to the electrical distribution system.
(Funding Source: Operating Budget)
- B. Continue vehicle fleet replacement of heavy and light department vehicles and rolling stock as necessary. Replacements are based on factors such as unit hours used, age, mileage, and maintenance history. There are 9 light-duty vehicles, 6 bucket trucks, 3 digger derrick trucks, 1 heavy-duty flat bed truck, 1 backyard mini-derrick machine on trailer, 1 track hoe, 1 skid-steer loader, 5 utility trailers, and 3 wire pulling trailers. Projected to replace approximately two vehicles annually. For 2015-2016, replace large bucket truck (#610) and ambulance (618) with bucket/van.
(Funding Source: Operating Budget)
- C. Provide a program to identify, repair, rebuild, and interconnect express distribution feeders for increased service capacity and better outage response times. Also upgrade substation relays and electronics to improve reliability, increase network performance, and improve outage response.
(Funding Source: Operating Budget)
- D. Upgrade and expand Street Lighting.
(Funding Source: Operating Budget)
- E. Continue and maintain the fiber optic backbone for Ponca City.
(Funding Source: Operating Budget)
- F. Upgrade the SCADA master with modern virtual-server system that will take advantage of modern data-sharing and trending techniques and provide greater user flexibility and maintainability.
(Funding Source: Operating Budget)
- G. Purchase of replacement 25MVA substation transformer. There are 9 substations with 10 transformers. It is anticipated that a transformer failure could happen within the next few years, requiring rebuild or replacement.
(Funding Source: Operating Budget)
- H. Build a covered structure for equipment and materials that need protection from the weather. This structure will protect trailers, underground cable and conduit, and other materials that are susceptible to sun and weather damage.
(Funding Source: Operating Budget)

Solid Waste

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Residential Packers (3)	650,000				
B. 33/34 Yard Compactor	70,000	30,000			
C. Rear Load Containers and Lids	30,000	35,000	35,000	35,000	35,000
D. 20/30 Yard OpenTop Containers	25,000	25,000	25,000	25,000	25,000
E. 6-Yard Compactors	24,000				
F. 40-Yard Receiver Box	10,000				
G. Street Sweeper (1/2 Contribution)		230,000			
H. Roll-Off Truck		190,000	200,000		
I. Pickup Truck (2)		50,000			
J. Chipper		40,000			
K. Forklift		25,000			
L. Roll-Off Flat Bed		11,000			
TOTAL	809,000	636,000	260,000	60,000	60,000

- A. Replace packers on a 7-year depreciation schedule with semi-automated and automated packers.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Replace 33/34 yard compactors on 7-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Replace rear load containers and lids every year on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- D. Replace open-top containers on a 20-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- E. Replace 6-yard compactors on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- F. Replace receiver box on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- G. Fund ½ the cost of a street sweeper on 5 year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- H. Replace roll-off truck on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- I. Replace vehicles on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- J. Replace chipper on a 12-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- K. Replace forklift on a 15-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

- L. Replace roll-off flat bed on a 15-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

Landfill

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Litter Catchers	30,000				
B. Rotary Mower	20,000				
C. Scraper		534,000			
D. Tractor		195,000			
E. Pickup Truck		24,000			
F. Power Washer		12,500			
G. Soil Compactor			15,000		
TOTAL	<u>50,000</u>	<u>765,500</u>	<u>15,000</u>	<u>0</u>	<u>0</u>

- A. Purchase five litter catchers to contain flying debris from exiting the landfill grounds.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Purchase ten foot rotary mower.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Replace scraper on an 8-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- D. Replace tractor on a 15-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- E. Replace pickup truck on a 7-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- F. Replace power washer on a 10-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- G. Replace soil compactor on a 20-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

Wastewater Treatment

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Replace Valves	80,000	80,000	80,000		
B. Generator for blower gallery		550,000			
C. Smith Liftstation Upgrades		375,000			
D. Replace variable speed drives		40,000	40,000	80,000	80,000
E. Repair Concrete at Headworks		30,000			
F. Generator for sludge pump station			350,000		
G. Rehabilitate Belt Press Substructure			65,000		
TOTAL	80,000	1,075,000	535,000	80,000	80,000

- A. Replace the slide gate valves in aeration basin.
(Funding Source: Operating Budget)

- B. Install emergency power generator at Blower Gallery.
(Funding Source: Operating Budget)

- C. Upgrade the 1973 liftstation to meet current ODEQ standards.
(Funding Source: Operating Budget)

- D. Replace variable speed drives on 300 HP centrifugal blowers.
(Funding Source: Operating Budget)

- E. Sandblast, repair and paint concrete at WWTP headworks.
(Funding Source: Operating Budget)

- F. Install emergency power generator at Sludge Pump Station.
(Funding Source: Operating Budget)

- G. Sandblast and paint substructure of sludge dewatering press.
(Funding Source: Operating Budget)

Wastewater Collection

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Wastewater Interceptor Replacement	100,000	200,000	480,000	280,000	480,000
B. Contingency Wastewater Line Projects	70,000	70,000	70,000	70,000	70,000
C. Camera Van Electronics		20,000			
D. Replace Flusher Truck (#640)			350,000		
TOTAL	170,000	290,000	900,000	350,000	550,000

A. Wastewater Interceptor Replacement Projects:

2015-16 Replace 100 feet of 8” sewer main at Turkey Creek Crossing.
(Funding Source: Operating Budget)

2016-17 Replace 1,170 feet of 10” clay pipe with 10” poly pipe north of South Avenue from Ash Street to Osage.
(Funding Source: Operating Budget)

2017-18 Replace 1,260 feet of 10” clay pipe with 10” poly pipe at 900 & 1000 Blocks of North 2nd Street.
(Funding Source: Operating Budget)

2018-19 Replace 2,100 feet of 12” sewer main with 15” PVC from Meadow Lane going south to Willow Street and then turning west to an existing manhole.
(Funding Source: Operating Budget)

2019-20 Replace 570 feet of 8” sewer main with PVC or poly pipe at 2100 Block of Willow Street.

2019-20 Replace 300 feet of 6” sewer main with PVC or poly pipe at Highway 60 & 4th Street.

2019-20 Replace 330 feet of 8” sewer main with PVC or poly pipe at 200 block of North Birch Street.
(Funding Source: Operating Budget)

B. Contingency Wastewater Collection Line Project.
(Funding Source: Operating Budget)

C. Camera Van Electronics.
(Funding Source: Operating Budget)

D. Replace Unit #640 Flusher Truck.
(Funding Source: Operating Budget)

Stormwater

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. RCB Bank Channel Reconstruction	350,000				
B. Hartford Avenue Detention Pond (Eng.)		150,000			
C. Selvey Addition Improvements			100,000	50,000	50,000
TOTAL	<u>350,000</u>	<u>150,000</u>	<u>100,000</u>	<u>50,000</u>	<u>50,000</u>

- A. Reconstruction of the existing drainage channel from 14th Street to Elmwood. This channel was severely damaged by the April 8th, 2012 storm.
(Funding Source: Operating Budget)
- B. Engineering Design for the Hartford Avenue Regional Detention Pond located north of Hartford Avenue and east of Plaza 14.
(Funding Source: Operating Budget)
- C. Selvey Addition Improvements which will consist of various projects dealing with replacing insufficient sized pipe and replacing them with large pipe.
(Funding Source: Operating Budget)

Technology Services

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. GB Network Hardware (Switches)	35,000	45,000	40,000		
B. Storage Server for Avigilon Camera System	20,000				
C. Fiber to Premise		250,000	100,000	100,000	100,000
TOTAL	55,000	295,000	140,000	100,000	100,000

- A. As network switches are used 24 hours a day in our network, they will need to be replaced to ensure their reliability on a 24 hour demand cycle. These switches ensure all communications between all network appliances including servers, desktop computers, GIS, Scada, phones, radios, etc. The speed has now needed to be increased as well so 1 GB or even 10 GB speed switches will be used from now on as the continual increase in number of users, server based applications, and demand for data in the field.
(Funding Source: CIP Fund)
- B. Current security camera software/storage is maintained on multiple software programs and are unreliable. New equipment will allow City to consolidate all the current camera servers into one device and location which will allow maintenance and support to be much more reliable.
(Funding Source: CIP Fund)
- C. In keeping up with the demands of Ponca City citizens and businesses, Ponca City should install Fiber to the Premise. This will allow customers to pay for bandwidth at higher quantities than the wireless network can deliver. Many customers want to take advantage of networks that can be offered at the large metropolitans. Without a high speed network, eventually we will lose the new and upcoming work forces.
(Funding Source: PC Energy Fund)

City Garage

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Automated Fuel Management System		46,500			
B. Replacement Floor Lift		25,000			
C. Pickup Truck			32,000		
D. Replace Shop Doors (16)			30,000	30,000	
E. Self Contained Air Compressor					10,000
TOTAL	0	71,500	62,000	30,000	10,000

- A. A new automated fuel management system to replace the current system that is beginning to have problems and replacement parts are no longer available. This is the primary fuel system for the city and is used for accountability of fuel and information.
(Funding Source: Unknown)
- B. Replace floor lift due to wear, tear and age.
(Funding Source: Unknown)
- C. Replace a 2002 GMC Pickup truck with 80,000 miles to a current year service truck.
(Funding Source: Unknown)
- D. Replace overhead doors. These doors need to replace because of age (34 years).
(Funding Source: Unknown)
- E. Need to upgrade air compressor to be used for service calls, to run air tools and other equipment on service truck.
(Funding Source: Unknown)

Marland Estate

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Waterproofing and Restoration	110,000				
B. Replace UV Window Treatments		70,000			
C. Exterior Wrought Iron and Metal Restoration		50,000			
D. Additional Landscape and Hardscape		20,000			
E. Historic Landscape Survey		16,000			
F. Boat House & Tunnel Repair			75,200		
G. Redesign/Enlarge Parking Lot				60,000	
TOTAL	110,000	156,000	75,200	60,000	0

- A. Water is seeping from the North Terrace planters into the north wall of the Mansion by the kitchen entrance. This continuing leakage is causing exterior & interior damage to the Mansion structure that could become irreparable if not addressed in a timely manner. Per engineer’s report, major waterproofing & restoration of the north terrace & planter area is required. This includes (but is not limited to) stone work, installation of waterproof membrane, & repair of historic guttering. The Marland Estate Foundation is currently gathering information & will fund some repair work.
(Funding Source: CIP Fund)
- B. Historic furnishings and artifacts are at risk of fading and even deterioration without ultraviolet window treatments. Modern UV treatments can also affect heat loss and gain, creating a more energy effective environment. Continuation of existing patterned concrete on lower level east terrace to match existing areas. Area for new matching concrete totals 1,120 square feet.
(Funding Source: CIP Fund)
- C. The exterior wrought iron and decorative metals surrounding the Mansion are corroding and are in danger of serious deterioration. The metals, which are significant architectural features to the Mansion, need primer and paint.
(Funding Source: CIP Fund)
- D. The recent enhancements & additions to the Mansion have been extensive. Continuous attention to the landscaping is needed to maintain the existing plantings, as well as planting new beds of annuals & perennials to highlight these improvements, such as the Walking Trail, Bryant Baker Gallery & Artist Studio, & the new water feature. The Marland Estate was nationally recognized for its beautiful & unique gardens & should strive to recapture that reputation with top-rate landscaping.
(Funding Source: CIP Fund)
- E. Historic landscape survey by Essence Landscape, owned by Dr. Lou Anella of OSU, with recommendations for future historic replacement plantings.
(Funding Source: CIP Fund)
- F. As the tunnel was featured on TV’s “America’s Castles”, it is a requested tour addition for many guests. Waterproofing the tunnel leading to the Artist Studio and Boat House will enhance the overall tour experience for visitors & create a safe place during inclement weather. The leakage problem also extends to the Boat House causing accelerated damage to structural I beams.
(Funding Source: CIP Fund)
- G. There are only sixty-two identified parking spaces and because of larger events held at the Mansion there is a need for additional spaces, plus parking for tour buses. As the popularity of the Marland Mansion grows; as a premier venue site, so does the need for additional accommodations for the guests.
(Funding Source: Unknown)

Golf Course

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. 5 Stage Vertical Turbine Pump	17,000				
B. Driving Range		250,000			
C. Sprayer		43,000			
D. Cart Trails		20,000			
E. Fence Around Maintenance Shop		15,000			
F. Rebuild Green			45,000		
G. Groundsmaster (3)			35,000		
H. Equipment Shed			25,000		
I. Trucksters (2)			20,000	20,000	
J. Fairway Mowers (2)				52,000	
K. Pull Behind Ground Gang Mower				24,000	
TOTAL	<u>17,000</u>	<u>328,000</u>	<u>125,000</u>	<u>96,000</u>	<u>0</u>

- A. Replace current pump used to irrigate the golf course.
(Funding Source: CIP Fund)
- B. Construction of a Driving Range on the existing golf course.
(Funding Source: Unknown)
- C. Replace current 200 gallon sprayer. Current sprayer is showing extensive rust due to heavy use.
(Funding Source: CIP Fund)
- D. Several cart trails need to be replaced. The list includes irrigation and trail to back tee box on hole #18, hole #6 tee box and hole #1.
(Funding Source: CIP Fund)
- E. Construct a new fence around the maintenance area to separate it from the golf course.
(Funding Source: CIP Fund)
- F. Rebuild hole #7 green. This is one of the last clay type greens including upgraded drainage.
(Funding Source: CIP Fund)
- G. The groundmasters are used primarily in mowing the rough and other heavy-duty jobs.
(Funding Source: CIP Fund)
- H. Construction of a new metal equipment shed at the maintenance building areas. This would provide storage for the tractors and other materials.
(Funding Source: CIP Fund)
- I. Replacement of heavy-duty trucksters that haul materials and other heavy payloads. The units will be from seven to eleven years old when replaced.
(Funding Source: CIP Fund)
- J. Replace current fairway mowers that are heavily used and whose maintenance costs are rising.
(Funding Source: CIP Fund)
- K. Replace the current pull behind ground gang mower that is used to mow the rough.
(Funding Source: CIP Fund)

L.A. Cann Memorial Garden Trust

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Relace House Roof		12,000			
B. Erosion Control		10,000			
C. Brick Walkway Repairs			10,000		
D. Add a Public Restroom				175,000	
TOTAL	0	22,000	10,000	175,000	0

- A. Replace roof on the Cann House. The roof is nearing the end of its useful life and will require replacement.
(Funding Source: CIP Fund)
- B. Erosion control would involve terracing or redirecting the run-off to stop the erosion. There are areas in the garden where run-off from heavy rains will wash through the beds and across the walking trail carrying away mulch and soil.
(Funding Source: Operating Budget)
- C. Repair the brick forming the edge of the walking trail. When equipment crosses the walk it causes the brick edge to break off. Repair would involve removing the brick edge, pouring a narrow concrete strip for support and replacing the brick edge on the concrete strip.
(Funding Source: Operating Budget)
- D. At present, the only restroom at Cann Garden is in the Cann House, which is not available to the public. This would allow us to construct a public restroom at Cann Garden like we have in our other parks.
(Funding Source: Grants/Hotel Motel)



Street Improvement Sales Tax

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Recnstrct Elm,Otoe-Ponca/Highland-Summit	502,000				
B. Mill/overlay Bradley, 5th to 14th	410,000				
C. Mill/overlay 3rd St., Highland to Liberty	310,000				
D. Reconstruct Red Bud Trail, E Woodland-Hartford	170,000				
E. Reconstruct 2nd St., Broadway to Hazel	148,000				
F. Sidewalk reconstruction on 3rd and 4th Streets	110,000				
G. Annual capital improvement projects	100,000	1,500,000	1,500,000	1,500,000	1,500,000
H. 5th Street to Walmart Connection		175,000			
I. Construct 5th St, Knight to Hubbard			2,000,000		
TOTAL	1,750,000	1,675,000	3,500,000	1,500,000	1,500,000

- A. Project to remove the brick, replace the curb & gutter, sidewalks, and drive approaches and overlay Elm Street from Otoe to Oklahoma and Elm from Highland to Summit. This is first phase of multi-year project to improve Elm from Otoe to Highland.
(Funding Source: Street Improvement Sales Tax)
- B. Project to mill & overlay 2.5" to 3" of existing asphalt surface on Bradley from 5th to 14th. Project will also include restriping the roadway.
(Funding Source: Street Improvement Sales Tax)
- C. Project to mill & overlay 3.5" to 4" of existing asphalt surface on Third Street from Highland to Liberty.
(Funding Source: Street Improvement Sales Tax)
- D. Project to reconstruct existing asphalt trail in Redbud Park behind Woodlands School as a concrete trail.
(Funding Source: Street Improvement Sales Tax)
- E. Project to reconstruct Second Street with stabilized subgrade, concrete, new curb and gutter, drives, and sidewalk as necessary.
(Funding Source: Street Improvement Sales Tax)
- F. Project to reconstruct sidewalks on the west side of Fourth from Grand, north to the alley and on both sides of Third from Grand to Cleveland.
(Funding Source: Street Improvement Sales Tax)
- G. Future street improvement projects of a capital nature consisting of moderate to heavy treatments that add significant life to the roadway. Specific projects will be identified prior to beginning of applicable fiscal year.
(Funding Source: Street Improvement Sales Tax)
- H. Project to construct a two lane roadway from 5th Street to the Walmart parking lot. The road will be aligned along an east/west corridor to tie to the Walmart parking lot just south of the front of the building. Construction of this project will be contingent upon the participation of the owner of the land that lies between 5th Street and Walmart. The new roadway is being proposed to be a permanent city street with a minimum of 60' right-of-way and controlled access to abutting property.
(Funding Source: Street Improvement Sales Tax)

- I. Project from the mid-term goals of the Transportation Chapter of the 2009 Comprehensive Plan. It will extend 5th Street from Knight Avenue to Hubbard Road. The county project to four lane Hubbard Road from 14th to Waverly is expected to be completed during FY 2015/16 and the extension of 5th Street will provide another effective link in the City's roadway network and alleviate traffic congestion on north 14th Street.
(Funding Source: Street Improvement Tax)

Airport

Project Description	2015-16	2016-17	2017-18	2018-19	2019-20
A. Non Primary Airport Entitlement	166,667	166,667	166,667	166,667	166,667
B. Paint Buildings #2, #3, and #4	29,000				
C. OAC Flight Academy	15,000	15,000	15,000	15,000	15,000
D. Reconst Parking Lot/Access Entrance		500,000			
E. Replace Hangar Doors #7 & #8		175,000			
F. Utility Tractor		97,000			
G. Terminal Building Entrance Upgrade		80,000			
H. 1 Ton Bucket Truck		65,000			
I. Utility Vehicle		12,000			
J. Upgrade Airport Fire Station			175,000		
K. Land Acquisition				125,000	
L. Concrete Runway & Hangar Repairs					75,000
M. Storage Building					32,000
TOTAL	210,667	1,110,667	356,667	306,667	288,667

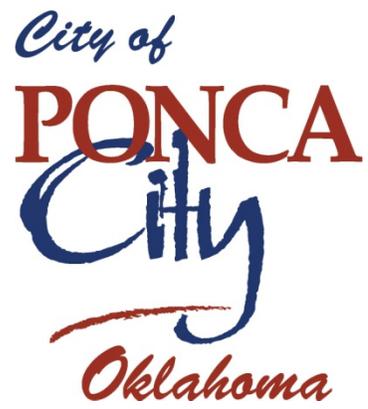
- A. Airport Entitlement Grant.
(Funding Source: Airport Grants)
- B. Paint the outside shins of Buildings #2, #3, and #4.
(Funding Source: CIP Fund)
- C. Funding for the annual Flight Academy
(Funding Source: CIP Fund)
- D. Reconstruction and expansion of existing terminal parking lot and access roads. This project will nearly triple parking for commuter service and restaurant patrons. The existing surface is original to the 1950's building. The project will be funded by a 90% federal grant, with a 10% local match.
(Funding Source: Grants)
- E. Replace sixteen hangar doors on Buildings#7 and #8.
(Funding Source: CIP Fund)
- F. New tractor and bucket loader to replace the current 1990 vehicle. This unit pulls the 20 foot bat wing mower.
(Funding Source: CIP Fund)
- G. Remodel Ponca City Regional Airport terminal building, addressing exterior and interior areas.
(Funding Source: Unknown)
- H. Replaces a 1994 Ford 350 4x4. The bed and hoist will be removed from the current vehicle and mounted on the new truck.
(Funding Source: CIP Fund)
- I. Purchase utility vehicle for the airport. This vehicle is to be used in mowing and spraying along the perimeter fences.
(Funding Source: Grants)

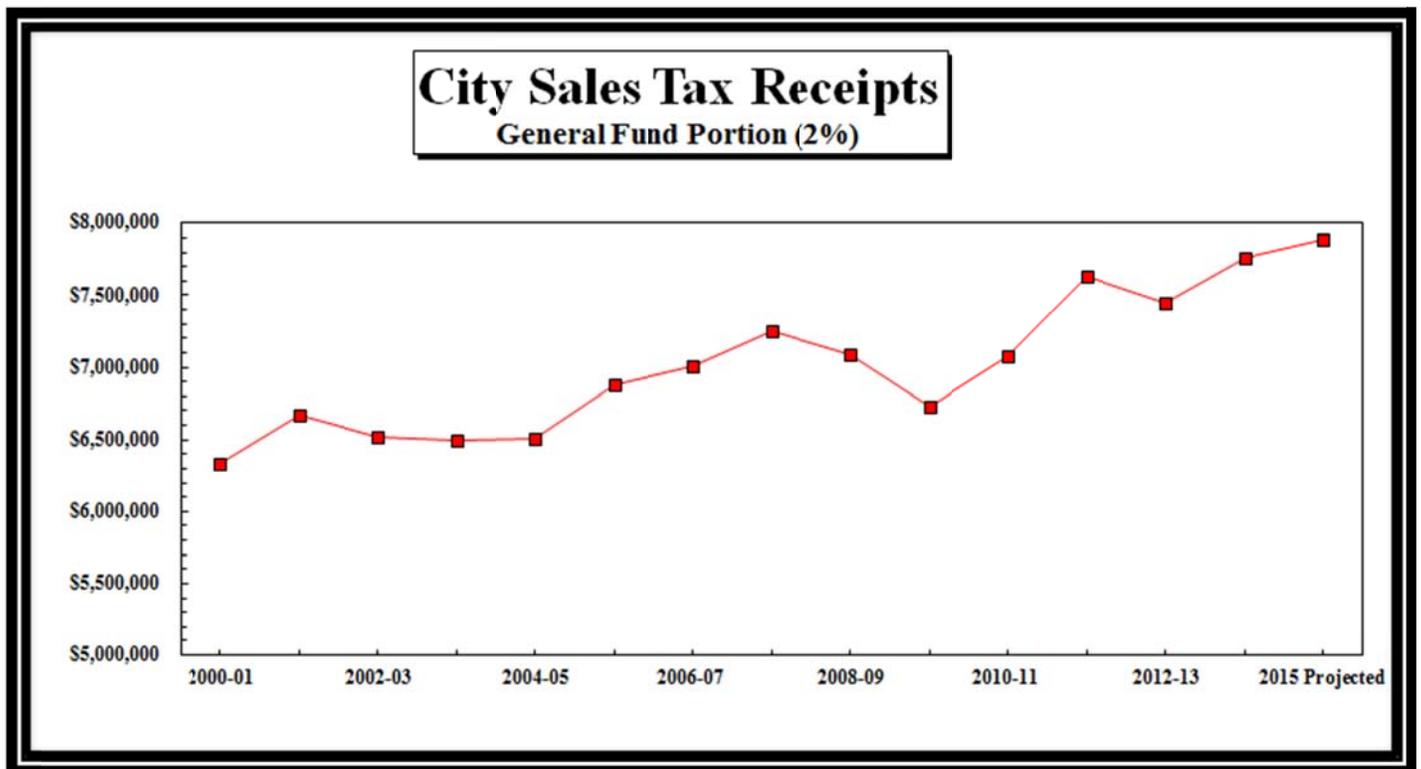
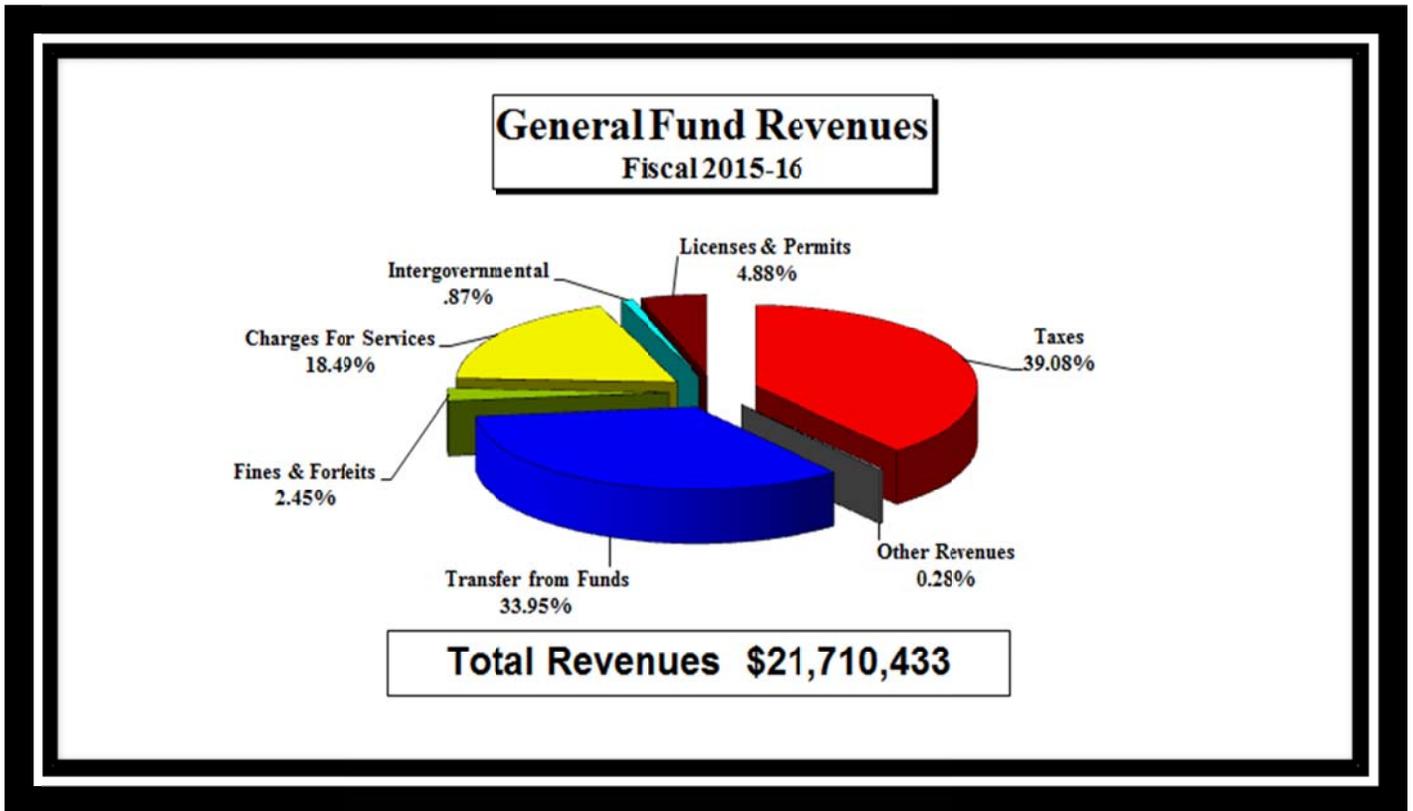
- J. Make needed repairs to the Airport Fire Station.
(Funding Source: Unknown)

- K. Land Acquisition on the north and south ends of Runway 17/35 for runway protection zones and the GPS Malsr lighting system.
(Funding Source: Unknown)

- L. Repair small concrete areas on the runway and taxiways.
(Funding Source: Unknown)

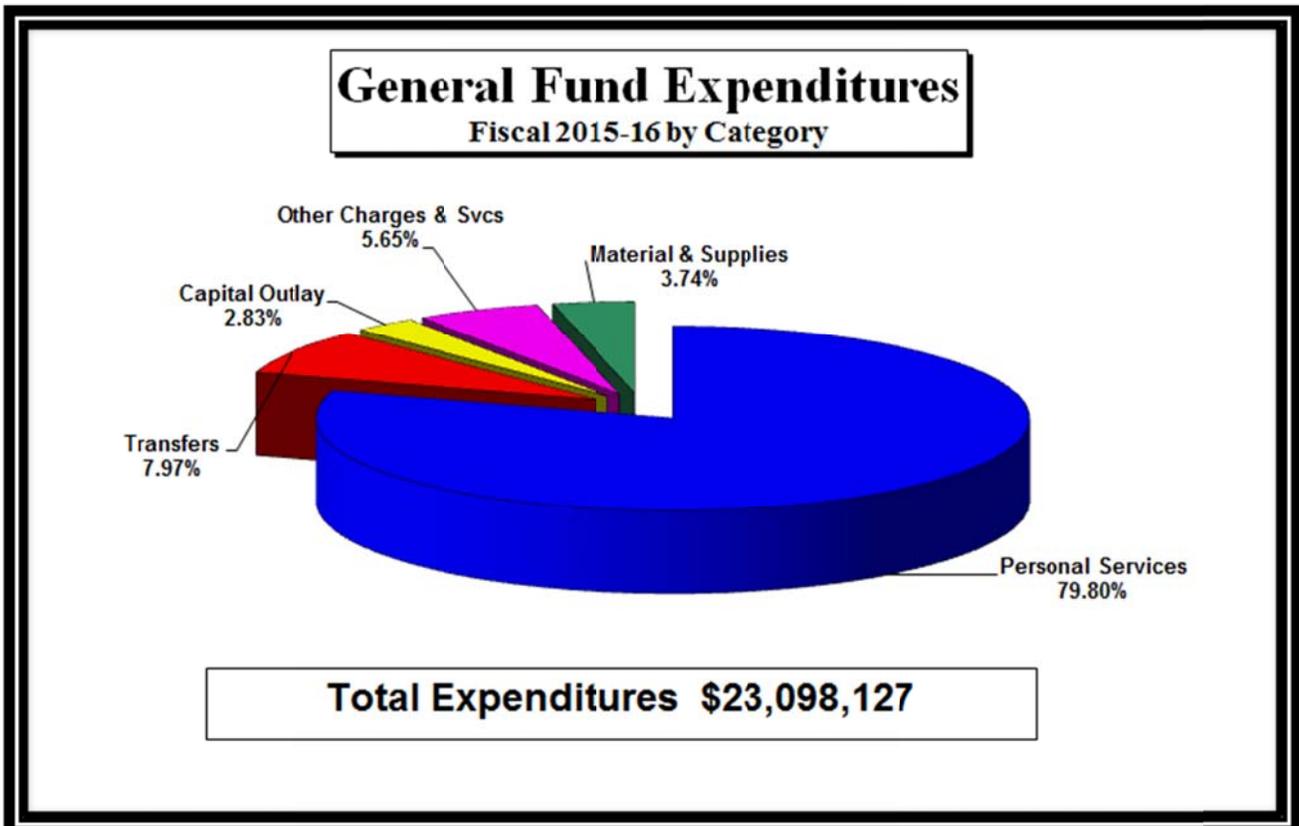
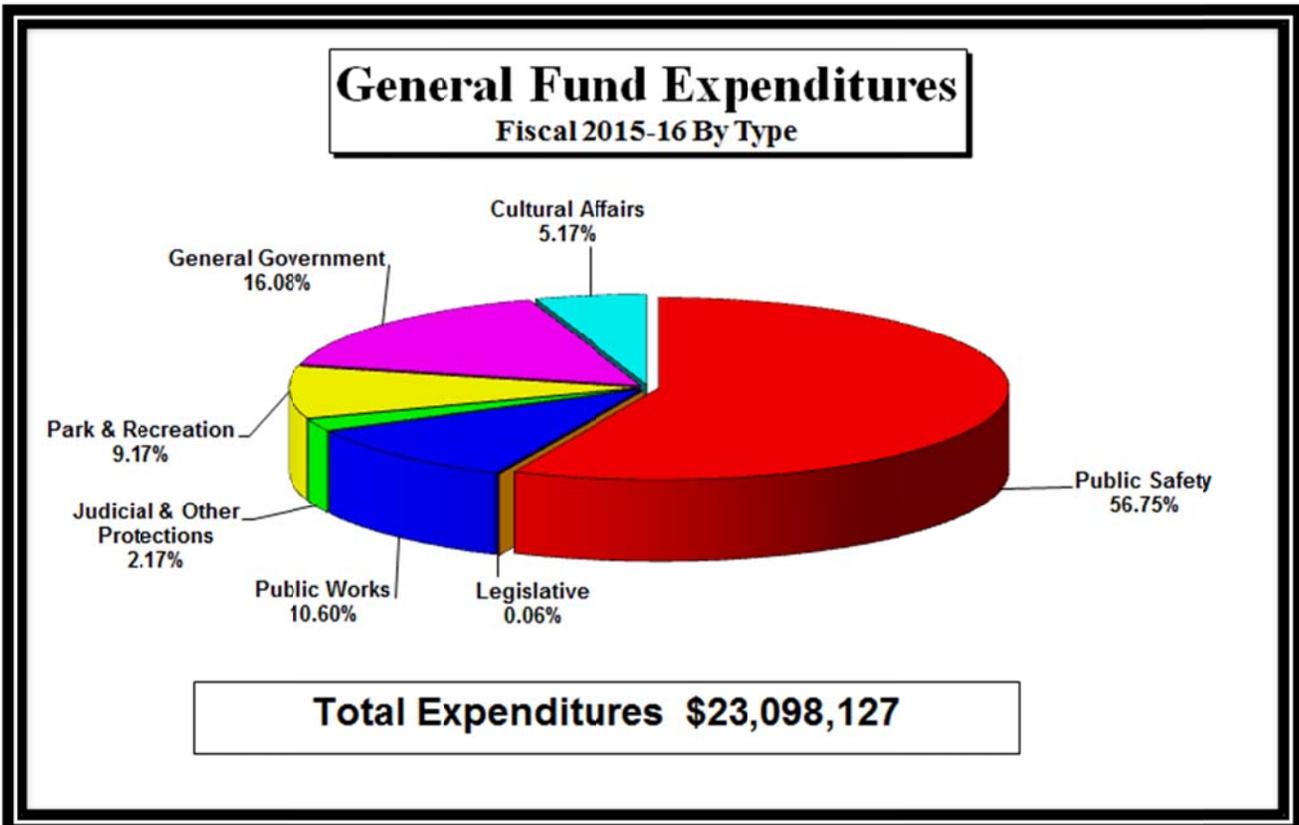
- M. Storage building for vehicles including Airport mowing equipment.
(Funding Source: Unknown)





CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF REVENUES BY SOURCE
Fiscal 2015-16

<u>REVENUE SOURCE</u>	<u>Actual</u> <u>2011/12</u>	<u>Actual</u> <u>2012/13</u>	<u>Actual</u> <u>2013/14</u>	<u>2014/15</u> <u>BUDGET</u> <u>@ 7/01/14</u>	<u>2014/15</u> <u>ACTUAL</u> <u>@3/31/15</u>	<u>% of</u> <u>BUDGET</u>	<u>APPROVED</u> <u>2015/16</u> <u>BUDGET</u>	<u>% CHANGE</u> <u>FROM</u> <u>2014/15</u>
<u>TAXES</u>								
1101.00 CITY SALES TAX	\$7,634,343	\$7,444,295	\$7,764,127	\$7,661,010	\$5,964,518	77.86	\$7,700,000	0.51%
1101.01 USE TAX	423,213	624,668	659,406	570,000	556,082	97.56	655,000	14.91%
1105.00 WEED TAX	23,224	36,899	34,144	20,000	16,171	80.85	25,000	25.00%
1110.00 ALCOHOLIC BEV. TAXES	96,191	97,526	107,166	98,000	73,911	75.42	105,445	7.60%
TOTAL TAXES	8,176,972	8,203,388	8,564,843	8,349,010	6,610,682	79.18%	8,485,445	1.63%
<u>LICENSES & PERMITS</u>								
2201.00 LICENSE FEES	23,403	25,263	21,994	24,000	16,665	69.44	25,000	4.17%
2201.01 LICENSE FEES - LAKE PONCA	26,460	19,057	15,647	23,000	10,411	45.27	16,000	(30.43%)
2202.00 DEV SRVS - LICENSE FEES	19,120	24,454	16,315	20,500	11,805	57.59	18,000	(12.20%)
2225.00 EMERGENCY 911 FEES	214,832	234,271	188,373	220,000	116,989	53.18	200,000	(9.09%)
2225.01 E-911 CELL FEES	110,552	150,008	150,018	148,000	82,157	55.51	150,000	1.35%
2240.00 DEV SVCS - PERMIT FEES	98,746	56,817	63,580	55,000	65,174	118.50	55,000	0.00%
2280.01 FRANCHISE FEE-TELEPHONE	55,791	30,415	29,473	30,000	7,142	23.81	30,000	0.00%
2280.02 FRANCHISE FEE-GAS	325,422	331,412	343,933	330,000	241,039	73.04	330,000	0.00%
2280.03 FRANCHISE FEE-CABLE TV	283,569	252,884	276,288	250,000	117,782	47.11	235,000	(6.00%)
TOTAL LICENSE & PERMITS	1,157,895	1,124,581	1,105,622	1,100,500	669,163	60.81%	1,059,000	(3.77%)
<u>INTERGOVERNMENTAL</u>								
3302.00 CIGARETTE ALLOCATION	191,555	168,304	158,754	160,000	108,929	68.08	158,000	(1.25%)
3305.00 EM. MGMT. GRANTS	34,708	44,562	29,708	29,700	7,427	25.01	29,700	0.00%
3327.00 GRANTS	8,529	12,858	6,996	0	9,000	0.00	0	0.00%
TOTAL INTERGOVERNMENTAL	234,792	225,723	195,459	189,700	125,356	66.08%	187,700	(1.05%)
<u>OUTSIDE REVENUE</u>								
4405.00 DONATIONS	0	0	0	0	0	0.00	0	0.00%
4405.01 FIRE DEPT DONATIONS	488	6,500	0	0	150	0.00	0	0.00%
TOTAL OUTSIDE REVENUE	488	6,500	0	0	150	0.00	0	0.00%
<u>CHARGES FOR SERVICES</u>								
5501.00 AMBULANCE SERVICES	1,291,354	1,130,272	1,308,085	1,150,000	912,736	79.37	1,250,000	8.70%
5503.00 RURAL FIRE RUN RECEIPTS	500	0	0	0	3,100	0.00	0	100.00%
5504.00 POLICE SERVICES	71,688	60,515	68,797	70,000	59,508	85.01	128,000	82.86%
5505.00 ADMINISTRATIVE SERVICE	1,919,466	2,015,440	2,116,212	2,222,023	1,666,517	75.00	2,333,126	5.00%
5515.00 ANIMAL CONTROL RECEIPTS	14,391	12,268	17,180	12,500	15,528	124.22	17,500	40.00%
5530.00 LIBRARY RECEIPTS	14,791	14,287	12,358	14,000	10,052	71.80	13,000	(7.14%)
5553.00 LANDSCAPING SERVICES	15,400	12,100	13,200	13,200	8,800	66.67	13,200	0.00%
5554.00 WENTZ CAMP RECEIPTS	32,088	33,478	36,210	33,000	17,581	53.28	35,000	6.06%
5555.00 SWIMMING POOL RECEIPTS	9,621	9,363	8,396	10,000	6,630	66.30	9,000	(10.00%)
5555.10 SENIOR CENTER	5,030	560	955	1,000	525	52.50	1,000	0.00%
5556.00 TENNIS COURT RECEIPTS	1,241	1,141	1,388	1,000	0	0.00	1,000	0.00%
5556.01 RECREATION PROGRAMS	5,770	4,497	7,492	5,000	5,915	118.30	6,000	20.00%
5556.02 UNITY GYM	1,075	1,281	825	1,000	975	97.50	1,000	0.00%
5556.03 RENTAL/SHELTER HOUSES	10,560	9,400	11,200	10,000	5,800	58.00	10,000	0.00%
5556.04 RENTALS - LAKE PONCA	53,229	52,122	55,788	53,000	8,282	15.63	54,000	1.89%
5556.05 RENTALS - MARLAND'S GRD	10,526	13,586	10,947	10,500	7,855	74.81	12,000	14.29%
5557.00 RENTALS - HUTCHINS MEM	25,130	22,896	25,156	25,000	11,832	47.33	15,000	(40.00%)
5557.01 COMMUNICATIONS RENTAL	74,220	75,351	81,970	77,000	181,225	235.36	80,000	3.90%
5599.00 MISCELLANEOUS RECEIPTS	39,321	36,490	77,118	35,000	32,779	93.65	35,000	0.00%
5599.01 CASH-OVER / SHORT REV	0	(89)	0	0	0	0.00	0	0.00%
TOTAL CHARGES FOR SERVICES	3,595,402	3,504,957	3,853,257	3,743,223	2,955,641	78.96%	4,013,826	7.23%
<u>FINES & FORFEITS</u>								
6601.00 MUNICIPAL COURT FINES	517,318	527,847	603,665	539,000	368,460	68.36	525,000	-2.60%
6601.03 BOND FORFEITURE	3,735	5,336	503	3,000	149	4.97	2,000	-33.33%
6601.05 ADMINISTRATION FEES	4,515	5,142	5,867	4,500	3,742	83.16	5,500	22.22%
TOTAL FINES & FORFEITS	525,568	538,325	610,036	546,500	372,351	68.13%	532,500	(2.56%)
<u>TRANSFER FROM FUNDS</u>								
8875.75 TRANSFER FROM PCUA	6,402,085	6,680,884	6,948,120	7,156,564	5,367,423	75.00	7,371,262	3.00%
8899.00 TRANSFER IN	75,000	0	0	0	0	0.00	0	0.00%
TOTAL TRANSFER FROM FUNDS	6,477,085	6,680,884	6,948,120	7,156,564	5,367,423	75.00%	7,371,262	3.00%
<u>OTHER REVENUES</u>								
9901.00 INTEREST INCOME	34,488	32,932	39,573	30,000	53,610	178.70	40,000	33.33%
9938.00 SIGN MATERIAL REIMB	494	655	5,239	1,000	1,295	129.46	1,000	0.00%
9939.00 COPIER PAPER REIMBURSEMENT	4,154	4,606	4,876	4,500	3,622	80.49	4,500	0.00%
9940.00 INTERNET PROCESSING FEE	45	60	264	100	231	0.00	200	100.00%
9950.00 INC DISP. OF FIXED ASSETS	6,525	15,073	19,675	15,000	3,336	22.24	15,000	0.00%
9999.00 MISCELLANEOUS INCOME	0	0	0	0	0	0.00	0	0.00%
TOTAL OTHER REVENUES	45,706	53,326	69,627	50,600	62,093	122.71%	60,700	19.96%
TOTAL GENERAL FUND REVENUES	20,213,908	20,337,685	21,346,962	21,136,097	16,162,859	76.47%	21,710,433	2.72%



CITY OF PONCA CITY
GENERAL FUND - APPROPRIATION HISTORY by dept.
Fiscal Year 2015-16

DEPT #	DEPARTMENT	2010/11 FINAL BUDGET	2011/12 FINAL BUDGET	2012/13 FINAL BUDGET	2013/14 FINAL BUDGET	2014/15 ORIGINAL BUDGET	2015/16 APPROVED BUDGET
1010	CITY COMMISSION	13,300	13,300	13,300	14,300	14,300	14,300
1011	CITY MANAGER	818,478	864,506	900,313	914,805	932,183	984,447
1012	CENTRAL MUN. ACTIVITY	1,287,017	1,164,260	1,380,888	1,611,289	1,312,335	1,593,879
1110	FINANCE	427,624	529,416	544,362	517,457	471,303	485,935
1113	MUNICIPAL COURT	209,453	220,348	228,875	223,690	232,072	237,174
1210	CITY ATTORNEY	237,557	246,510	254,720	262,190	270,094	265,197
1310	DEVELOPMENT SERVICES	549,519	607,496	556,463	625,632	592,531	649,961
2010	POLICE	4,779,258	4,975,180	5,046,368	5,223,109	5,452,944	5,648,618
2020	ANIMAL CONTROL	218,546	237,474	232,150	218,296	260,284	251,579
2030	EMERGENCY MANAGEMENT	145,407	150,311	155,720	158,030	163,448	166,887
2040	COMMUNICATIONS / 911	725,107	804,563	591,919	610,123	631,875	656,865
2510	FIRE	4,388,138	4,621,904	4,902,057	5,042,274	5,052,990	5,254,484
2511	FIRE - AMBULANCE	898,553	1,045,655	1,065,032	1,127,172	1,191,799	1,129,794
3010	STREET	1,367,192	1,329,063	1,479,636	1,420,868	1,505,532	1,333,627
3510	ENGINEERING	610,649	598,479	642,181	680,760	636,746	646,010
3511	TRAFFIC ENGINEERING	507,220	430,748	436,703	448,897	446,248	468,093
4011	PARK MAINTENANCE	1,470,833	1,518,127	1,647,314	1,695,501	1,586,173	1,612,332
4012	AMBUC POOL	68,860	70,193	82,720	71,440	82,720	71,720
4013	RECREATIONAL PROGRAMS	304,889	308,963	322,011	379,403	314,561	329,762
4014	WENTZ CAMP	120,813	104,521	104,521	103,482	144,557	104,057
4110	MARLAND'S GRAND HOME	59,943	67,316	63,233	82,035	134,121	121,963
4111	HUTCHINS MEMORIAL	83,111	84,775	87,293	99,997	83,759	85,880
4510	LIBRARY	894,205	931,745	936,306	931,944	978,466	985,563
TOTAL APPROPRIATIONS		20,185,672	20,924,853	21,674,085	22,462,694	22,491,041	23,098,127
Incr./(Decr.) from Previous Year:		91,363	830,544	749,232	788,609	28,347	607,086
% Incr./(Decr.) from Previous Year:		0.45%	3.66%	3.58%	3.64%	0.13%	2.70%

**CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF BUDGETED APPROPRIATIONS by type
Fiscal Year 2015-16**

PUBLIC SAFETY:

POLICE	\$5,648,618	
ANIMAL CONTROL	251,579	
FIRE	5,254,484	
AMBULANCE	1,129,794	
EMERGENCY MANAGEMENT	166,887	
COMMUNICATIONS/ 911	656,865	
		13,108,227

LEGISLATIVE:

CITY COMMISSION	14,300	
		14,300

PUBLIC WORKS:

STREET	1,333,627	
ENGINEERING	646,010	
TRAFFIC ENGINEERING	468,093	
		2,447,730

JUDICIAL:

CITY ATTORNEY	265,197	
MUNICIPAL COURT	237,174	
		502,371

PARK & RECREATION:

MAINTENANCE	1,612,332	
AMBUC POOL	71,720	
RECREATIONAL PROGRAMS	329,762	
WENTZ CAMP	104,057	
		2,117,871

GENERAL GOVERNMENT:

CITY MANAGER	984,447	
CENTRAL MUNICIPAL ACTIVITY	1,593,879	
FINANCE	485,935	
DEVELOPMENT SERVICES	649,961	
		3,714,222

CULTURAL AFFAIRS:

MARLAND'S GRAND HOME	121,963	
HUTCHINS MEMORIAL	85,880	
LIBRARY	985,563	
		1,193,406

TOTAL

\$23,098,127

CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF APPROPRIATIONS
By Department & Category
Fiscal Year 2015-16

DEPT #	DEPARTMENT	PERSONAL SERVICES	MATERIALS & SUPPLIES	OTHER CHARGES & SERVICES	CAPITAL OUTLAY	TRANSFERS	TOTAL APPROVED BUDGET
1010	CITY COMMISSION	0	0	14,300	0	0	14,300
1011	CITY MANAGER	937,295	8,515	38,637	0	0	984,447
1012	CENTRAL MUN. ACTIVITY	10,000	77,600	410,208	97,571	998,500	1,593,879
1110	FINANCE	432,385	4,650	48,900	0	0	485,935
1113	MUNICIPAL COURT	223,104	3,545	10,525	0	0	237,174
1210	CITY ATTORNEY	231,697	0	33,500	0	0	265,197
1310	DEVELOPMENT SERVICES	530,665	4,300	103,600	0	11,396	649,961
2010	POLICE	5,043,566	108,600	121,950	151,500	223,002	5,648,618
2020	ANIMAL CONTROL	188,685	13,525	10,925	21,000	17,444	251,579
2030	EMERGENCY MGMT	128,292	5,900	28,200	0	4,495	166,887
2040	COMMUNICATIONS / 911	534,057	2,550	84,260	35,000	998	656,865
2510	FIRE	4,787,220	98,100	56,500	215,659	97,005	5,254,484
2511	FIRE / AMBULANCE	854,494	76,500	64,800	40,000	94,000	1,129,794
3010	STREET	1,067,308	46,400	17,700	0	202,219	1,333,627
3510	ENGINEERING	572,966	8,800	55,180	0	9,064	646,010
3511	TRAFFIC ENGINEERING	386,270	45,200	6,150	12,500	17,973	468,093
4011	PARK MAINTENANCE	1,304,187	85,800	33,975	63,500	124,870	1,612,332
4012	AMBUC POOL	56,420	14,600	700	0	0	71,720
4013	RECREATIONAL PROGRAMS	238,378	24,385	51,500	7,000	8,499	329,762
4014	WENTZ CAMP	69,305	27,200	3,375	0	4,177	104,057
4110	MARLAND'S GRAND HOME	90,148	6,620	11,832	10,000	3,363	121,963
4111	HUTCHINS MEMORIAL	52,835	9,254	17,614	0	6,177	85,880
4510	LIBRARY	693,530	192,500	80,900	0	18,633	985,563
TOTAL APPROPRIATIONS		18,432,807	864,544	1,305,231	653,730	1,841,815	23,098,127
PERCENT OF TOTAL		79.80%	3.74%	5.65%	2.83%	7.97%	100.00%



City Commission

Department Mission:

The City Commission will think and plan strategically for the better good of our community. The Commissioners encourage adaptive thinking, which leads to greater productivity with resultant cost-savings for citizens.

Fiscal 2015 Accomplishments:

- Represented the City of Ponca City with Mayor Nicholson serving as President of the Mayor's Council of Oklahoma; Oklahoma Congress of Mayors; Oklahoma Municipal League's Executive Committee, Legislative Committee & Certified Mayor's Program; Oklahoma Municipal Power Authority Board of Directors; Oklahoma Municipal Utility Providers Steering Committee; Water Quality Management Advisory Council; Oklahoma Homeland Defense Board; Governor's Council for Workforce & Economic Development; and the Oklahoma Town Hall Academy.
- Mayor Nicholson was named the "Public Official of the Year 2014" by the Oklahoma Floodplain Managers' Association for his support of the goals and objectives of sound floodplain management for the City of Ponca City.
- Nicholson continues to coordinate the Kay County Mayor's Round Table, in an ongoing effort to increase dialogue regarding pertinent issues facing North Central Oklahoma communities, such as legislation, tourism, code enforcement, tax collections, environmental regulations, 911/Communications, seismic activity etc.
- Supported efforts of the Mid-Size City Coalition regarding Oklahoma legislative funding issues, Oklahoma Municipal League's Legislative Committee regarding municipal issues and Oklahoma Municipal Power Authority's Legislative Committee regarding public power issues. Mayor Nicholson serves as the OMPA Legislative Committee Chairman.
- Continued to make appointments to citizen advisory boards, commissions and authorities, which provide opportunities for citizens to have an active role and voice in their municipal government, as advisory boards often initiate in-depth studies of specific areas of responsibility and make recommendations to the Mayor and Commissioners.

Fiscal 2016 Objectives:

- Continue to create an environment for open dialogue with the City Commission regarding community capital improvement projects.
- Continue to work to ensure long-term water rights and water supply needs for Ponca City.
- Continue code enforcement and removal of dilapidated housing efforts to keep Ponca City beautiful and safe.
- Continue to support Heartland Flyer efforts for creating a stop in Ponca City between Kansas City, Kansas and Fort Worth, Texas.
- Continue partnering with the Ponca City Development Authority's efforts to recruit new business, industry and residents, as well as receiving regular City Commission meeting updates from PCDA Executive Director and appointed City Commission representative as voting trustee on PCDA board.
- Continue to work on favorable legislation to improve municipal revenues and limit sales tax exemptions through diversification of sources.

General Fund - City Commission								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Other Charges & Svcs	<u>7,831</u>	<u>9,999</u>	<u>6,115</u>	<u>14,300</u>	<u>5,207</u>	<u>14,300</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>7,831</u>	<u>9,999</u>	<u>6,115</u>	<u>14,300</u>	<u>5,207</u>	<u>14,300</u>	<u>0</u>	<u>0.00%</u>

Approved Budget Variances from Prior Year:

Increases

Decreases

Total

0

Total

0

Net Increase

\$0



New commissioners Nancy Rathbun and Ryan Austin take the oath from Judge William Kirkpatrick on February 23, 2015.

City Manager

Department Mission:

The City Manager's Department will be responsible for all administrative and operational functions of the municipal government in accordance with the City Charter, Section 62 and Municipal Code of Ordinances, Chapter 2, Article IV, Division 2.

Fiscal 2015 Accomplishments:

- Continued cost-effective government operations with a budget of \$98,674,465.
- Craig Stephenson was presented the "2014 Gerald Wilkins Award for Outstanding City Manager in Oklahoma" by the City Management Association of Oklahoma.
- Presented the State of City Report during the October 24 session of Ponca Politics at City Hall.
- Reviewed and updated Standard Operation Policy No. 27 "Emergency Operation Center Activation: and the Emergency Operations Plan, which is used for mitigation, preparedness, response, and recovery in Ponca City.
- Selected as a "2014 Oklahoma Certified Healthy Business" recognizing businesses working to improve Oklahoma's health by providing health and wellness opportunities for their employees.
- Worked with the Ponca City Healthy Community Coalition to provide information and input for a Tobacco Settlement Endowment Trust (TSET) "Healthy Living Program" Grant Request for Proposal that Oklahoma State University is pursuing for Kay County. This is a 5-year grant, up to \$350,000 can be requested each year, and it includes employment positions with offices located in Kay County.
- Represented the City of Ponca City at the nations, state and local level through active leadership roles in various organizations, such as the International City/County Management Association, Oklahoma Municipal League, Oklahoma Academy Town Hall, Oklahoma Mid-Size City Coalition, Alliance for Innovation, Society of Human Resource Managers, Oklahoma Public Employers Labor Relations Association, Ponca City Area Chamber of Commerce, Ponca City Main Street, Ponca City Healthy Community Coalition, and United Way.
- City Manager, Craig Stephenson, served as President of the City Management Association of Oklahoma, Secretary of the Oklahoma Municipal Assurance Group and Treasurer of the AMIGOS Library Services.
- Participated in a Child Care Consortia, consisting of the City of Ponca City, Ponca City Development Authority, Pioneer Technology Center, Smart Start Kay County, Oklahoma Department of Human Services, Cimarron Transit, Ponca City Public Schools and assessed child care needs through a Ponca City Utility Authority utility billing survey insert.
- Hired City Attorney to replace Attorney that served the City for 33 years.

- Held several public meetings and events at City Hall and on Centennial Plaza, such as Citizens Academy Leadership Training; Ponca City Chamber of Commerce’s Ponca Politics, “Local Government Day,” Government Affairs Committee; “Shape Your Future Certified Healthy Oklahoma” Lunch and Learn programs; Ponca City Main Street’s “Goblins on Grand,” “5K Earth Day Run,” and “Show the Love” events; “Daddy Long Legs Fun Run/Walk;” National Day of Prayer; Oklahoma Municipal Power Authority’s Regional Meeting; Cimarron Transit Annual Public Forum; Kay County Mayor’s Round Table; Oklahoma Pipeline Awareness/Okie Dig; North East Emergency Managers; Oklahoma State University Prevention Programs; Oklahoma Municipal Assurance Group’s employee safety trainings; and “Take a Break with United Way” employee meetings.

Fiscal 2016 Objectives:

- Continue to administer and provide support of the attainment of City Commission goals.
- Continue to enhance employee education and development through continuation of the supervisor training program, required monthly department/division tailgate safety meetings, as well as annually required safety training sessions outlined in the City’s safety manual.
- Conducted 4th Session of the City of Ponca City’s Supervisory Academy.
- Continue to actively participate in the Ponca City Healthy Community Coalition and with OSU Prevention Programs to create a healthier community as well as improve health and wellness opportunities for City employees.
- Continue to promote Ponca City as a City of Character through monthly character video presentations at City Commission meetings, cable channel 22, character bulletins to departments, and character trainings for employees.
- Continue to work with governmental jurisdictions and corporate partners to ensure cooperative and collaborative relationships.

General Fund - City Manager								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	684,633	707,215	699,495	884,939	585,192	937,295	52,356	5.92%
Material/Supplies	8,681	8,925	7,008	11,607	4,418	8,515	(3,092)	(26.64%)
Other Charges & Svcs	<u>25,505</u>	<u>23,595</u>	<u>24,698</u>	<u>35,637</u>	<u>23,138</u>	<u>38,637</u>	<u>3,000</u>	<u>8.42%</u>
Department Total	<u>718,819</u>	<u>739,734</u>	<u>731,200</u>	<u>932,183</u>	<u>612,747</u>	<u>984,447</u>	<u>52,264</u>	<u>5.61%</u>

Approved Capital: Contingency for Capital Repairs & Projects (CIP Fund) \$100,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	19,042	Office Supplies	(1,500)
FICA	1,345	Computer Supplies	(1,410)
Medicare	323	Wearing Apparel	<u>(182)</u>
Retirement Plan 1	2,189		
ICMA Retirement City	1,205		
Health Insurance	24,395		
Workers Compensation	862		
Vehicle Allowance	2,995		
Travel Expenses	1,000		
Dues & Subscriptions	1,000		
Education & Training	<u>1,000</u>		
Total	55,356	Total	(3,092)
	Net Increase		<u>\$52,264</u>

Personnel Summary:

City Manager	1	Administrative Assistant-Public Works	1
Secretary to the City Manager	1	Human Resources Director	1
Assistant City Manager-Administration	1	Payroll Technician	1
Director of Public Works	1	Maintenance Worker	1
Administrative Secretary	1	Assistant to the City Manager	1

Total Full Time Employees 10

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	9	9	9	9	9	9	9	9	10	10

Explanation: FY 06/07 the positions of Public Works Director and Administrative Assistant were restructured into Administration.
 FY 14/15 the position of Assistant to the City Manager was added.



City Manager Craig Stephenson receives the Gerald Wilkins Award for City Manager of the Year on September 25, 2014.

Central Municipal Activity

Department Mission: The Central Municipal Activity (CMA) Department serves as a general resource to fund for the cost of services which are provided to multiple departments and agencies of the City, and are not easily allocated to individual budgets.

- Fiscal 2015 Accomplishments:**
- Funded the Fourth of July fireworks celebration at Lake Ponca Park.
 - Supported the Mid-Size City coalition regarding Oklahoma Legislative funding issues.
 - Hosted numerous meetings and events to encourage and promote civic engagement, safety, health and wellness.
 - Funded contractual service agreements with Main Street, Ponca City Chamber of Commerce, Cimarron Transit, Northern Oklahoma Youth Services and Ponca City Tourism Bureau.

- Fiscal 2016 Objectives:**
- Continue to fund services provided to multiple City departments and agencies that are not allocated to individual departments.

General Fund - Central Municipal Activity								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Personal Services	8,072	830	13,819	10,000	2,727	10,000	0	0.00%
Material/Supplies	51,938	48,997	59,004	67,050	46,062	77,600	10,550	15.73%
Other Charges & Svcs	308,605	305,925	295,439	398,208	221,069	410,208	12,000	3.01%
Capital Outlay	0	0	41,273	0	0	97,571	97,571	0.00%
Transfers	<u>726,649</u>	<u>936,649</u>	<u>1,096,159</u>	<u>837,077</u>	<u>789,665</u>	<u>998,500</u>	<u>161,423</u>	<u>19.28%</u>
Department Total	1,095,265	1,292,402	1,505,694	1,312,335	1,059,523	1,593,879	281,544	21.45%

Approved Capital: Commission Chambers Audio/Video System Upgrade \$97,571

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Office Supplies	3,050	Gas Utilities	(74)
Food Supplies	7,000	Telephone Local Services	(433)
Grounds Maintenance	500	Telephone Long Distance	(517)
Dues & Subscriptions	1,870	HR Banquet & Picnic	(8,000)
Education & Training	5,844	Transfer to Cann Estate	<u>(7,428)</u>
Contingencies	12,000		
4th of July Celebration	1,310		
Misc Capital Outlay	97,571		
Transfer to Marland Estate	50,807		
Transfer to Golf	25,694		
Transfer to Airport	<u>92,350</u>		
Total	297,996	Total	(16,452)
	Net Increase		<u>\$281,544</u>

Personnel Summary: None, CMA funds unemployment expense incurred by any governmental fund type employee

Finance

Department Mission:

The Finance Department will provide timely and accurate financial information to the citizens of Ponca City, the Board of Commissioners, and City departments, as well as providing records management, budget monitoring, accounting, investment, and accounts payable services for the City.

Fiscal 2015 Accomplishments:

- Received an unqualified audit opinion for Fiscal 2015 with positive comments.
- Refinanced the Ponca City Aquatic and Family Center-YMCA.
- Completed an extensive IRS Compliance review.
- Teamed with Technical Services and Utility Billing and reviewed current commercial broadband billing practices, identified weaknesses and set up new guidelines.
- Implemented TCM, a document management system which allows for instant retrieval of PO images.
- Completed financial over site for the Phillips 66 Water Well project and the OWRB 2007 Construction Loan.
- Finished site visits on inventory control at Airport, Golf Pro Shop, City Garage and Wastewater.
- Completed an analysis of Landfill revenue including staff interviews.
- Collaborated with City Garage to create a financial procedure to record eBay purchases.
- Finalized an analysis of the 240 Hotel Motel Fund.
- Provided City Management with financial input on Fiber to Home project.
- Completed internal reviews on Cell Phone Billing, Telephone Alarm Lines, and No Sale/Clear Sale from the Golf register.
- Teamed with Payroll to update and document financial payroll procedures.
- Worked with the City Manager and Commission to identify funding solutions for major initiatives.
- Realized a total \$200,000 cash “gain” when two U.S. agency bonds were called in full after less than a year of holding the investments.
- Attained an accident free workplace.

Fiscal 2016 Objectives:

- Continue improving the budget document with additional performance and workload measures.
- Assist the City Commission and management with funding solutions for long-term public capital improvement projects.
- Continue to work with an external auditor to enhance controls and reporting of the City businesses.
- Continue to provide financial analysis on Fiber to Home project.
- Complete a minimum of four internal review projects on controls, and efficiencies, and processes during Fiscal 2015-16.
- Complete a records destruction resolution for Commission consideration and follow-up project to keep record inventory current with retention schedules.
- Attend a minimum of four safety training sessions and achieve an accident free workplace.

General Fund - Finance								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Personal Services	375,611	389,464	407,915	417,753	324,247	432,385	14,632	3.50%
Material/Supplies	3,644	3,780	3,371	4,650	1,629	4,650	0	0.00%
Other Charges & Srvs	38,146	32,551	29,693	48,900	25,252	48,900	0	0.00%
Capital Outlay	<u>7,801</u>	<u>31,580</u>	<u>1,063</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Department Total	425,203	457,375	442,041	471,303	351,128	485,935	14,632	3.10%

Approved Capital: None

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	6,234		
FICA	382		
Medicare	82		
Retirement Plan 1	831		
ICMA Retirement	200		
Health Insurance	6,650		
Workers Compensation	<u>253</u>		
Total	14,632		Total 0
	Net Increase		<u>\$14,632</u>

Personnel Summary:

Finance Director	1	Senior Accounting Clerk	2
Controller	1	Deputy City Clerk	1
Accountant	1		

Total Full Time Employees 6

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	7	7	6	6	6	6	6	6	6	6

Explanation: FY 08-09 the position of Cost Accountant was eliminated.

Municipal Court

Department Mission: The Municipal Court will work in an efficient and professional manner to provide fairness and accurate records of all matters of the Court.

- Fiscal 2015 Accomplishments:**
- Assisted with developing the enrollment and maintaining completion/compliance procedure for the State Certified Defensive Driving class that the Municipal Judge now utilizes as an option when sentencing defendants.
 - Adjusted procedures on importing citation information from Digiticket and worked to find a solution to having an .pdf image of citations into TCM so there is a copy of a citation available from our own software and electronic conviction reporting accuracy.
 - Implemented procedure to scan each court slip for easier reference to handle defendant’s inquiries regarding court sentences.

- Fiscal 2016 Objectives:**
- Continue to evaluate/update office procedures relating to how using barcodes and Tyler Output Processor document codes can make inputting documentation into TCM easier without manual indexing of each individual document.
 - Work in cooperation with City Attorney’s office to determine how office procedures in the future will be affected when processing DUI, DWI, APC offenses, and Impaired Driving Elimination Act Senate Bill 58.

General Fund - Municipal Court								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Personal Services	179,074	196,502	199,291	218,002	159,317	223,104	5,102	2.34%
Material/Supplies	2,150	1,328	2,594	3,545	919	3,545	0	0.00%
Other Charges & Svcs	4,413	5,040	8,969	10,525	4,050	10,525	0	0.00%
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>185,637</u>	<u>202,871</u>	<u>210,855</u>	<u>232,072</u>	<u>164,286</u>	<u>237,174</u>	<u>5,102</u>	<u>2.20%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	2,519		
Part Time Salaries	214		
FICA	170		
Medicare	39		
Retirement Plan 1	503		
Health Insurance	1,547		
Workers Compensation	<u>110</u>		
Total	5,102		Total 0
	Net Increase		<u>\$5,102</u>

Personnel Summary:

Municipal Judge	1	Deputy Court Clerk	1
Senior Court Clerk	1	Court Clerk – Part time	1
Court Clerk	1	Alt. Muni Judge – Part Time	1

Total Full Time Employees 4
Total Part Time Employees 2

Note: Alternate Municipal Judge is budgeted for in Special Projects Fund – Juvenile Fines

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	4	4	4	4	4	4	4	4	4	4

City Attorney

Department Mission:

The mission of the Legal Department is to provide legal counsel, advice to and advocate on behalf of the Mayor, City Commission, and City officers to support municipal operations, programs and community policies. The City Attorney is responsible for and conducts all the law business of the City and its agencies. By representing and counseling the City on the legal issues it faces, the Legal Department will perform public service in the best traditions of the legal profession; will strive to create a dynamic working environment of cooperation, competence, initiative, respect, integrity, and teamwork; and will ensure that the department continues as a respected and esteemed public law office.

Fiscal 2015 Accomplishments:

- Provided legal counsel and advice to the Mayor, City Commissioners and City officers.
- Transitioned with the hiring of a new City Attorney following the retirement of previous City Attorney who served the City for 33 years.
- Supported the work of various Departments of the City in completing their tasks, including the recovery of a \$100,000 dishonored check.

Fiscal 2016 Objectives:

- Continue to expand the available knowledge of local conditions and facilities, and learn the historic context of current programs, operations, and personnel.
- Support the Mayor and City Commission in the accomplishment of their goals and objectives.
- Provide objective, accurate, concise and timely legal advice that facilitates informed decision making and effective policy development by the City Commission and implementation by the City Manager and staff.
- Counsel the Mayor, City Commission, City Departments, and boards and commissions as they establish and administer policies and programs to benefit Ponca City residents and visitors.
- Provide City officials and departments with high quality, efficient, and effective legal services, advice, and opinions; and represent the City's interests in litigation, contractual agreements, negotiations, and land use and building issues.
- Work closely with the City's elected and appointed officials, participate in programs and services, which focus on making the community safe and attractive, and assist in implementing creative planning to stimulate economic development and other City Commission goals.
- Serve the community and interest of justice with effective prosecution, ordinance preparation, and enforcement.
- Proactively engage in problem solving to resolve neighborhood issues and disputes.
- Carry out responsibilities of office as defined by City Charter and Code.

General Fund - City Attorney								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	210,656	217,515	221,965	235,503	191,203	231,697	(3,806)	(1.62%)
Material/Supplies	16	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>25,785</u>	<u>25,717</u>	<u>25,571</u>	<u>34,591</u>	<u>27,484</u>	<u>33,500</u>	<u>(1,091)</u>	<u>(3.15%)</u>
Department Total	236,458	243,232	247,537	270,094	218,688	265,197	(4,897)	(1.81%)

Approved Capital: None

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	112	FICA	(192)
Retirement Plan 1	203	Medicare	(45)
Vehicle Allowance	1,200	ICMA Retirement City	(398)
Travel Expenses	700	Health Insurance	(4,562)
Dues & Subscriptions	1,420	Workers Compensation	(124)
Education & Training	<u>500</u>	Misc Professional Exp	(200)
		Misc Contractual Service	<u>(3,511)</u>
Total	4,135	Total	(9,032)
	Net Decrease		<u>(\$4,897)</u>

Personnel Summary:

City Attorney 1 Assistant City Attorney 1

Total Full Time Employees 2

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	2	2	2	2	2	2	2	2	2	2

Development Services

Department Mission:

The Development Services Department will promote and facilitate land use planning as a positive tool for the physical growth and enhancement of the quality of life enjoyed by Ponca City residents and will assist individual citizens in achieving their development goals and objectives, while at the same time implementing established community-wide standards adopted and contained within the Ponca City Master Plan.

Fiscal 2015 Accomplishments:

- Reviewed building plans, issued permits, and provided inspection oversight for residential and commercial construction projects with a total value of \$42,831,608.
- Completed a comprehensive revision of the City's sign codes.
- Created an ordinance which addressed the random parking of motor vehicles and RV's in residential neighborhoods.
- Created an affordable (AHIP) housing incentive program that resulted in the construction of 12 new affordable housing units.
- Abated 2,022 individual properties for "care of premises" violations.
- Department Director was appointed by the Governor to serve on the Oklahoma State Uniform Building Code Commission
- Completed Pioneer Park Restroom Renovation Project.
- Partnered with Main Street to provide oversight and inspection of the Veteran's Plaza project.
- Received an award for an AFG Grant from FEMA in the amount of \$212,500 to replace the Fire Departments SCBA equipment.
- Completed Historic Residential Design Guidelines for Ponca City.
- Reviewed and adopted specific 2015 International Building Codes in conjunction with an Insurance Service Organization (ISO) audit conducted in May 2015.
- Prepared, submitted and received approval on the CDBG Grant Application for the replacement of traffic signals, poles, ADA accessible ramps and new pedestrian crossing signals located at 4th and South Avenue.
- Completed a new five year Income Survey for CDBG projects.
- Administered the Standing Bear Trails Phase VI Project.
- CDBG Homebuyers Assistance program provided closing cost and down payment assistance for 13 closings.
- CDBG Special Services / Interim Assistance program helped with repairs to 20 income qualified applicants.
- Removed 11 dilapidated structures through the CDBG Demolition program.
- Grant Administrative Assistant completed the Citizen Academy Leadership Training program through the Oklahoma Municipal League.

Fiscal 2016 Objectives:

- Continue infrastructure improvement projects within the Central Business District to include traffic signal enhancements and sidewalk improvements.
- Partner with Main Street for the completion of the Veteran’s Plaza project at 4th and Grand Avenue
- Re-direct code enforcement manpower to place a greater emphasis on sustaining and improving existing housing conditions.
- Review and adopt the 2015 International Code Council (ICC) building codes.
- Complete five year update of the FEMA Hazard Mitigation Plan.
- Review and adopt the remaining components of the 2015 International Building Code and the National Electric Code.
- Develop a Brownfield Grant application for the removal of asbestos at Marland’s Grand Home.
- Continue the program of updating and enhancing the department’s presence on the City’s website.
- Prepare, submit and administer State and Federal grant applications as they become available.

General Fund -Development Services								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	457,303	475,193	496,592	513,235	393,205	530,665	17,430	3.40%
Material/Supplies	3,522	3,740	4,163	4,300	2,983	4,300	0	0.00%
Other Charges & Svcs	96,684	50,602	59,718	63,600	32,401	103,600	40,000	62.89%
Capital Outlay	0	0	18,587	0	0	0	0	100.00%
Transfers	<u>12,821</u>	<u>9,242</u>	<u>9,694</u>	<u>11,396</u>	<u>5,806</u>	<u>11,396</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>570,329</u>	<u>538,776</u>	<u>588,753</u>	<u>592,531</u>	<u>434,395</u>	<u>649,961</u>	<u>57,430</u>	<u>9.69%</u>

Approved Capital None

Approved Budget Variances from Prior Year

	<u>Increases</u>	<u>Decreases</u>
Full Time Salaries	8,351	
FICA	466	
Medicare	117	
Retirement Plan 1	364	
ICMA Retirement City	468	
Health Insurance	7,370	
Workers Compensation	294	
CDBG Match	40,000	
Total	57,430	0
Net Increase	<u>\$57,430</u>	

Personnel Summary:

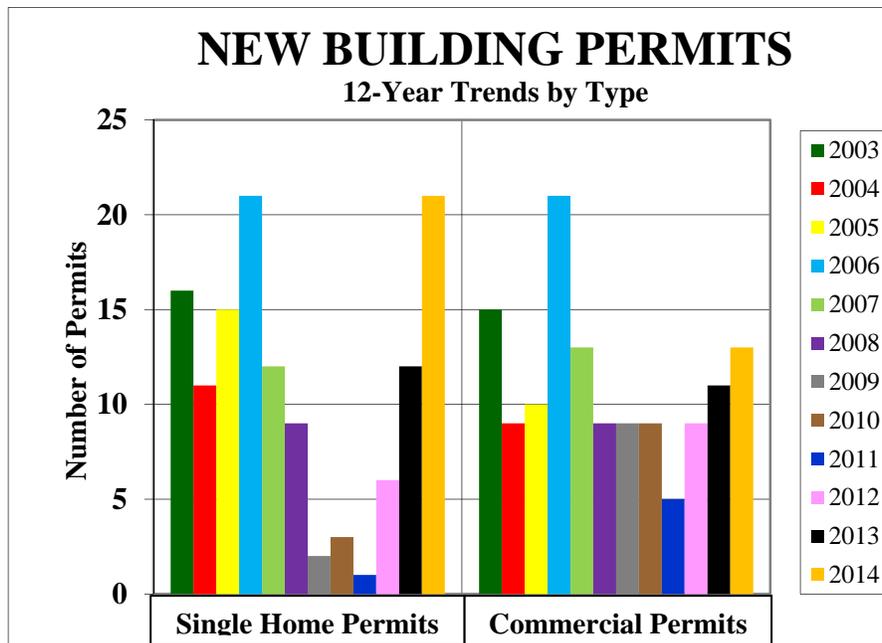
Development Services Director	1	Administrative Assistant	1
Inspectors	4	Grant Administrator	1

Total Full Time Employees 7

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	6	6	7	7	7	7	7	7	7	7

Explanation: FY 08/09 a full time position of Grant Administrator was added and replaced contracted grant writing services.



Police

Department Mission: The mission of the Ponca City Police Department is to work with all citizens to promote safety, preserve life, maintain human rights, protect property, and encourage individual responsibility and community commitment.

- Fiscal 2015 Accomplishments:**
- Obtained, trained, and deployed a new K9 officer.
 - Logged 2,531 hours of volunteer service.
 - Maintained two school resource officers at the Ponca City High School and both Ponca City Middle Schools with existing manpower, while bringing in \$115,042 in revenue.
 - Continued increased presence and visibility around elementary school campuses.
 - Received \$18,213 in reimbursement from the State of Oklahoma for transportation of emergency mental health patients.
 - Conducted Citizens Police Academy #19.
 - Completed Extra Eyes Academy, adding 13 new volunteers to that group.
 - Obtained/Utilized approximately \$67,000 in grant funding.
 - Completed expenditures and reporting on COPS Grant.
 - Obtained a four year subscription to Crime Analysis software using Attorney Generals Safe Communities Grant.

- Fiscal 2016 Objectives:**
- Obtain Oklahoma Highway Safety Office funding to continue traffic enforcement efforts.
 - Obtain Justice Assistance Grant to continue upgrading equipment and technology.
 - Obtain Office of Justice Programs, Body Armor Partnership funding and maintain a five year rotation on primary body armor for officers.
 - Continue to seek grants and outside funding to maximize our efforts with current funding, while being fiscally responsible and not adding long term continuing costs to the City.
 - Utilize crime analysis to better utilize our resources of time, manpower, and equipment to deliver Police service to the community.
 - Send one Police Administrator to the FBI National Academy in Quantico, Virginia.

General Fund - Police Department								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	4,242,874	4,429,742	4,565,885	4,835,802	3,689,671	5,043,566	207,764	4.30%
Material/Supplies	112,368	98,704	108,476	108,100	63,511	108,600	500	0.46%
Other Charges & Svcs	71,787	79,319	65,228	120,540	86,401	121,950	1,410	1.17%
Capital Outlay	91,400	77,282	169,146	165,500	115,904	151,500	(14,000)	(8.46%)
Transfers	<u>214,180</u>	<u>216,682</u>	<u>221,766</u>	<u>223,002</u>	<u>154,992</u>	<u>223,002</u>	0	0.00%
Department Total	4,732,609	4,901,729	5,130,500	5,452,944	4,110,480	5,648,618	195,674	3.59%

Approved Capital:	Marked Police Sedans (4)	\$108,000
	LiveScan Booking Machine	\$24,000
	Video Camera Retention Server	\$11,000
	Body Armor	\$8,500

Approved Budget Variances from Prior Year

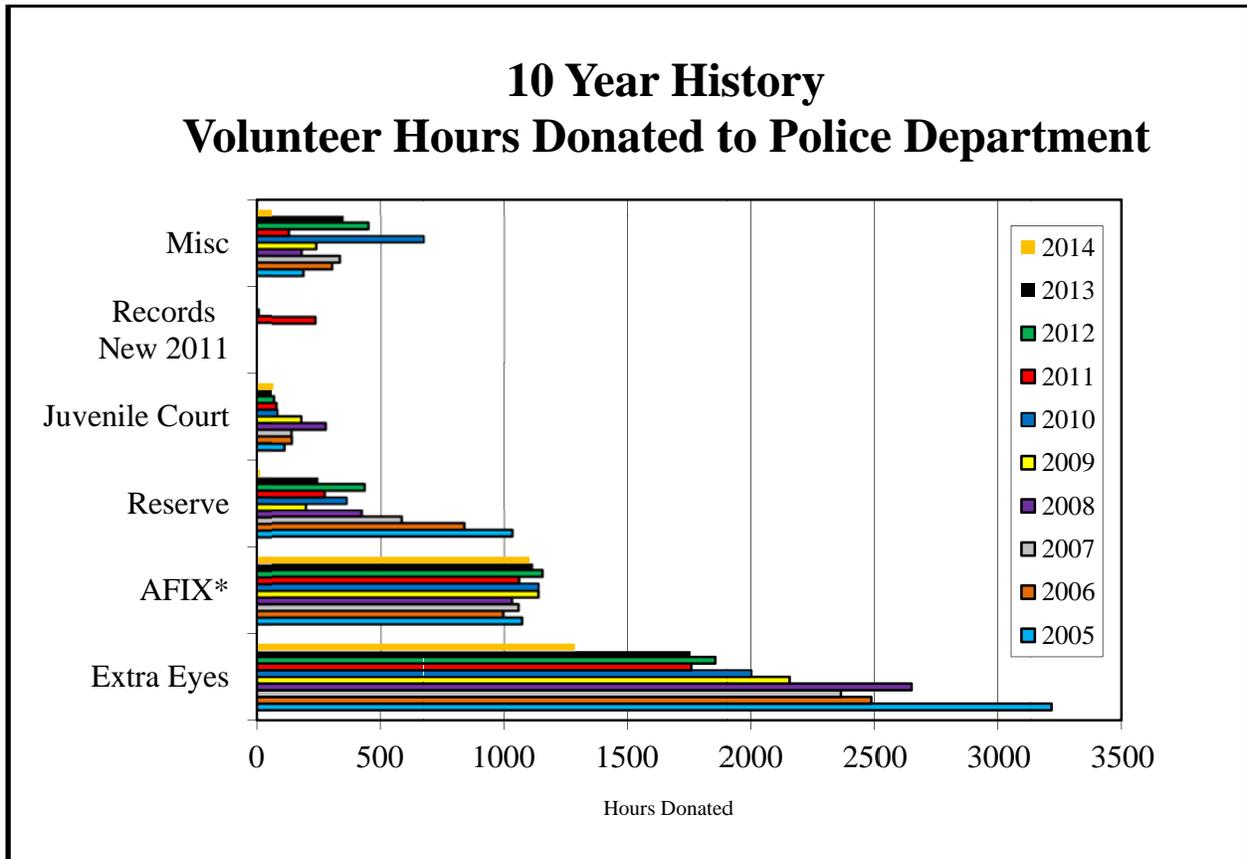
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	166,631	Retirement Plan 3	(15,881)
Sick Leave Incentive	2,000	Clothing Allowance	(1,000)
FICA	938	Computer Capital Expense	(24,000)
Medicare	3,131	Misc Capital Outlay	<u>(30,500)</u>
Retirement Plan 1	6,300		
ICMA Retirement City	101		
Health Insurance	40,834		
Workers Compensation	4,710		
Wearing Apparel	500		
Travel Expenses	500		
Maintenance & Svc Contract	910		
Office Machines	24,000		
Patrol Vehicles	8,000		
C/O Machines & Tools	<u>8,500</u>		
	Total	Total	(71,381)
	267,055		
	Net Increase	<u>\$195,674</u>	

Personnel Summary:

Police Chief	1	Booking Officers	5
Deputy Police Chief	1	Executive Secretary	1
Captain	2	Public Information Officer	1
Lieutenant	6	Office Specialists	5
Sergeant	16	Officers	26
Corporal	4		
	Total Full Time Employees	68	

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	68	68	68	68	68	68	68	68	68	68



*AFIX (Automated Fingerprint Identification System) consists of volunteers assisting officers with fingerprints.

Year	Total Number of Citizen Volunteers all Categories	Total Number of Hours of Service Donated All Categories
2014	28	2,531
2013	32	3,525
2012	30	3,971
2011	31	3,540
2010	37	4,266
2009	41	3,912
2008	39	4,563
2007	39	4,479
2006	36	4,770
2005	33	5,630

Animal Control

Department Mission:

Animal Control will strive to make Ponca City a safer community by enforcement of laws governing animals kept within the limits of our City. By capturing animals running loose and enforcing rabies vaccination laws and City ordinances pertaining to animals, the Animal Control Center will be able to manage our animal population.

Fiscal 2015 Accomplishments:

- Sold 1,003 City animal tags (all points of sale).
- Removed 786 dead animals from the community.
- Released 607 animals to homes, an increase of 34 animals from prior year.
- Handled 1,339 animals, a decrease of 150 animals from prior year.
- Euthanized 732 animals, a decrease of 184 animals from prior year.
- Used outside funding to update ventilation and dehumidification in cat room in an effort to keep a healthier environment for the cats.

Fiscal 2016 Objectives:

- Continue to add resources for networking to get unclaimed animals rescued from the Animal Control Center.
- Research outside funding opportunities to update/remodel current facility.
- Continue to work toward lower euthanization rates.

General Fund - Animal Control								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	170,120	169,166	173,018	194,390	139,219	188,685	(5,705)	(2.93%)
Material/Supplies	7,025	9,714	8,925	13,525	6,333	13,525	0	0.00%
Other Charges & Svcs	5,104	6,107	10,169	8,925	4,943	10,925	2,000	22.41%
Capital Outlay	0	0	0	27,000	19,586	21,000	(6,000)	(22.22%)
Transfers	<u>17,444</u>	<u>15,303</u>	<u>12,554</u>	<u>16,444</u>	<u>12,569</u>	<u>17,444</u>	<u>1,000</u>	<u>6.08%</u>
Department Total	199,693	200,290	204,666	260,284	182,650	251,579	(8,705)	(3.34%)

Approved Capital: Pickup Truck \$21,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	2,622	Health Insurance		(9,181)
FICA	172	Pickup Trucks		<u>(6,000)</u>
Medicare	49			
Retirement Plan 1	528			
Workers Compensation	105			
Medical Consulting Service	2,000			
Transfer to City Garage	<u>1,000</u>			
Total	6,476	Total		(15,181)
	Net Decrease		<u>(\$8,705)</u>	

Personnel Summary:

Animal Control Supervisor	1	Office Specialist	1
Animal Control Officer	2		
Total Full Time Employees		4	

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	4	4	4	4	4	4	4	4	4	4

<u>Animal Control Activity</u>										
10 Year History	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Animals Picked Up	2,358	2,366	2,308	2,278	2,021	2,091	1,936	1,725	1,489	1,339
Animals Destroyed	1,518	1,305	1,362	1,445	1,101	1,149	1,202	923	916	732
Destroyed/Picked Up	64%	55%	59%	63%	54%	55%	62%	54%	62%	55%
Animals Released to Homes	839	1,051	941	833	942	925	728	783	624	607
Vicious Dogs Papers Served	34	14	18	21	19	57	14	18	27	7
Citations Issued	589	533	387	412	494	597	662	655	498	313
Impound Fees Collected	\$9,741	\$10,191	\$8,373	\$10,025	\$6,578	\$7,512	\$7,702*	\$9,285*	\$7,785*	\$14,545*
License Fees Collected	<u>\$9,812</u>	<u>\$10,138</u>	<u>\$9,764</u>	<u>\$9,073</u>	<u>\$5,724</u>	<u>\$5,568</u>	<u>\$5,475</u>	<u>\$4,512</u>	<u>\$4,308</u>	<u>\$4,269</u>
Total Funds Collected	\$19,553	\$20,329	\$18,137	\$19,098	\$12,302	\$13,080	\$13,177	\$13,797	\$12,093	\$18,814

*Adoption Fees were included with Impound Fees

Emergency Management

Department Mission:

The purpose of Emergency Management/Safety is to ensure the safety of the citizens of Ponca City by providing timely warnings, life saving information and educational resources in regards to all dangerous situations that may occur in or around Ponca City.

Fiscal 2015 Accomplishments:

- Conducted multiple safety classes covering fifteen different topics for City employees.
- Conducted six public education/outreach events.
- Put out numerous public education releases through the media.
- Continued to utilize social media to push information out to the public on topics such as weather, disaster preparedness/education, and local events.
- Held four storm spotter trainings.
- Registered approximately 300 shelter locations, for a total of approximately 600 registered shelter locations.
- Organized and monitored the local storm spotter program.

Fiscal 2016 Objectives:

- Schedule at least five safety classes for City employees.
- Continue presences on social media to inform and educate the community.
- Seek grants and outside funding to maximize our current funding, while being fiscally responsible and not adding long term continuing costs to the City.
- Utilize public events to inform/educate the community on topics such as weather, disaster preparedness/education.
- Complete the update of the local Hazard Mitigation Plan.
- Develop debris removal plan for approval by FEMA.
- Research and possibly implement a public notification system.

General Fund - Emergency Management								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Personal Services	112,283	114,209	118,713	124,853	94,676	128,292	3,439	2.75%
Material/Supplies	5,602	5,559	3,529	5,900	1,177	5,900	0	0.00%
Other Charges & Svcs	21,919	22,455	22,072	28,200	17,898	28,200	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	3,453	2,620	4,309	4,495	1,689	4,495	0	0.00%
Department Total	143,257	144,842	148,622	163,448	115,440	166,887	3,439	2.10%

Approved Capital

None

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	2,176			
FICA	115			
Medicare	34			
Retirement Plan 1	347			
Health Insurance	699			
Workers Compensation	<u>68</u>			
Total	3,439		Total	0
	Net Increase			<u>\$3,439</u>

Personnel Summary:

Emergency Mgmt Supervisor	1	Custodian	1
Total Full Time Employees			2

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	2	2	2	2	2	2	2	2	2	2

Communications/911

Department Mission: Communications/911 will provide emergency and non-emergency response to the citizens of Ponca City in a timely manner and maintain a high standard of communications to all emergency responders, other City Departments, and surrounding agencies.

- Fiscal 2015 Accomplishments:**
- Hired and trained two new communications officers.
 - Handled 21,054 Police calls for service.
 - Handled 4,345 Fire/EMS calls for service.
 - Handled 3,333 calls for other city services, rural fire departments, outside agencies, etc.
 - Two communications officers completed “Communications Training Officer” training class.

- Fiscal 2016 Objectives:**
- Develop a standardized training manual for communications officers.
 - Obtain APCO (Association of Public Safety Communications Officials) training and certification for all communications officers.
 - Maintain teletype certification/recertification on all communications officers.
 - Send all communications officers to Pride Training through the Chamber of Commerce.

General Fund- Communications/911								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	485,351	484,855	472,082	544,067	373,169	534,057	(10,010)	(1.84%)
Material/Supplies	2,365	771	937	2,550	544	2,550	0	0.00%
Other Charges & Svcs	46,959	69,344	63,590	84,260	60,615	84,260	0	0.00%
Capital Outlay	203,218	0	0	0	0	35,000	35,000	0.00%
Transfers	998	998	998	998	748	998	0	0.00%
Department Total	738,891	555,968	537,607	631,875	435,077	656,865	24,990	3.95%

Approved Capital: SAN Storage for Audiolog \$35,000

Approved Budget Variances from Prior Year

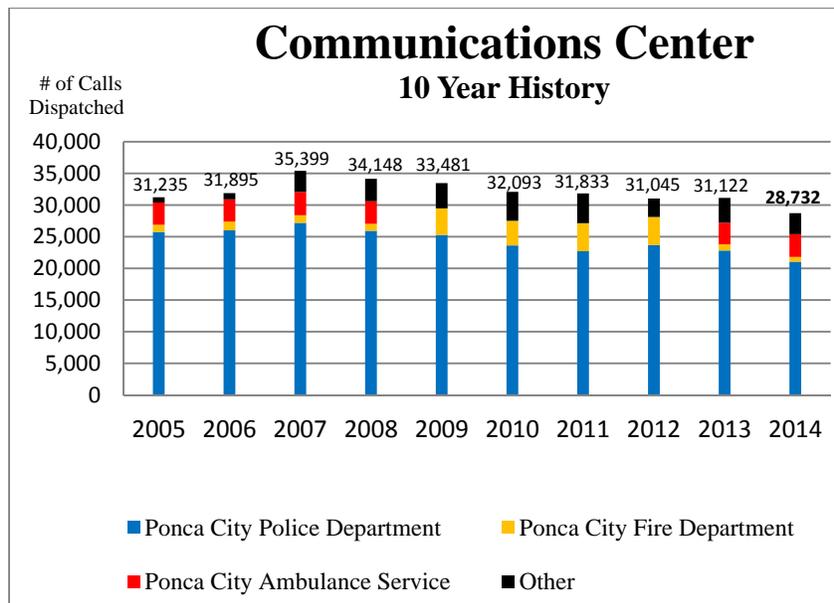
	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	326		Health Insurance	<u>(11,287)</u>
FICA	26			
Medicare	7			
Retirement Plan 1	901			
Workers Compensation	17			
E-911 Ancillary Equipment	<u>35,000</u>			
Total	36,277		Total	(11,287)
	Net Increase			<u>\$24,990</u>

Personnel Summary:

Senior Communications Officer	1	Communications Officer	10
Total Full Time Employees		11	

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	11	11	11	11	11	11	11	11	11	11



Beginning in 2007 phone calls received by Ponca City Energy, Water and Wastewater after normal business hours were routed to the Communications Center. This was the source of the significant increase in dispatched calls to "Other".
2009-12 Ponca City Fire Department and Ambulance Services calls were combined due to system changes.

Fire

Department Mission:

The Ponca City Fire Department will minimize the loss of life and property resulting from fire, medical emergencies, and other disasters. This will be accomplished through fire prevention, public education, fire suppression, medical service delivery, and other related emergency and non-emergency activities. The department will actively participate in our community, serve as role models and mentors, and strive to effectively and efficiently utilize all the resources under its care to provide the utmost protection possible to the citizens of Ponca City.

Fiscal 2015 Accomplishments:

- Responded to 1,229 calls related to fire, rescue, or other citizen requests for assistance.
- Verified proper installation of 31 child safety seats in vehicles; certified four (4) additional PCFD personnel to do child safety-seat checks.
- Coordinated community service labor efforts to accomplish painting of 32 fire hydrants.
- Performed a total of 80 in-home smoke alarm checks; 67 new smoke alarms installed and 13 batteries replaced.
- During Fire Prevention week provided fire safety education to the entire student body of all public and private elementary schools within the City of Ponca City.
- Implemented a bi-annual applicant exam process in an effort to facilitate a larger candidate pool; participated in four (4) career-day events held at various regional career technology centers and institutions of high learning throughout the states of Oklahoma and Kansas.
- Developed a draft version of departmental standard operating guidelines which will be used as the framework for future SOG refinement.
- Initiated the access and utilization of the Pictometry GIS mapping software used by departmental personnel.
- Installed hardware equipment in all primary response departmental apparatus that provide security and accountability for the KnoxBox entry key system.
- Replaced the Department's self-contained breathing apparatus equipment with new SCBA equipment secured through grant funding obtained from the Federal Emergency Management Agency.

Fiscal 2016 Objectives:

- Improve candidate outreach through the process of offering entry-level testing on location at educational institutions throughout the regions of Oklahoma and Kansas that offer specialized firefighter training and advanced levels of EMS training.
- Provide specialized training for newly recruited personnel in the area of hazmat ops, hazmat tech, and rope rescue so they can perform advanced level emergency operations in performance of their duties.
- Implement the use of the Departments data collection software to streamline the process of performing business and fire hydrant inspections in the field.

General Fund - Fire Administration								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	4,290,032	4,478,409	4,668,599	4,684,460	3,854,783	4,787,220	102,760	2.19%
Material/Supplies	75,735	84,902	76,208	98,100	59,633	98,100	0	0.00%
Other Charges & Svcs	37,225	42,809	42,469	56,500	39,876	56,500	0	0.00%
Capital Outlay	80,000	141,456	102,968	116,925	90,642	215,659	98,734	84.44%
Transfers	<u>93,031</u>	<u>86,710</u>	<u>97,151</u>	<u>97,005</u>	<u>61,859</u>	<u>97,005</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>4,576,024</u>	<u>4,834,285</u>	<u>4,987,396</u>	<u>5,052,990</u>	<u>4,106,793</u>	<u>5,254,484</u>	<u>201,494</u>	<u>3.99%</u>

Approved Capital:

Brush Truck	\$120,000
Debt Service – Pumper	\$95,659
Overhead Door Operator (8)	(CIP Fund) \$12,000
Magnetic Exhaust System Connections	(CIP Fund) \$12,000
Breathing Air Fill Station	(CIP Fund) \$10,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	53,431	Misc Capital Outlay	(7,000)	
FICA	150			
Medicare	537			
Retirement Plan 1	48			
Retirement Plan 4	6,395			
Health Insurance	39,296			
Workers Compensation	2,903			
Special Purpose Vehicles	10,659			
Special Purpose Equipment	<u>95,075</u>			
Total	208,494	Total	(7,000)	
	Net Increase		<u>\$201,494</u>	

Personnel Summary:

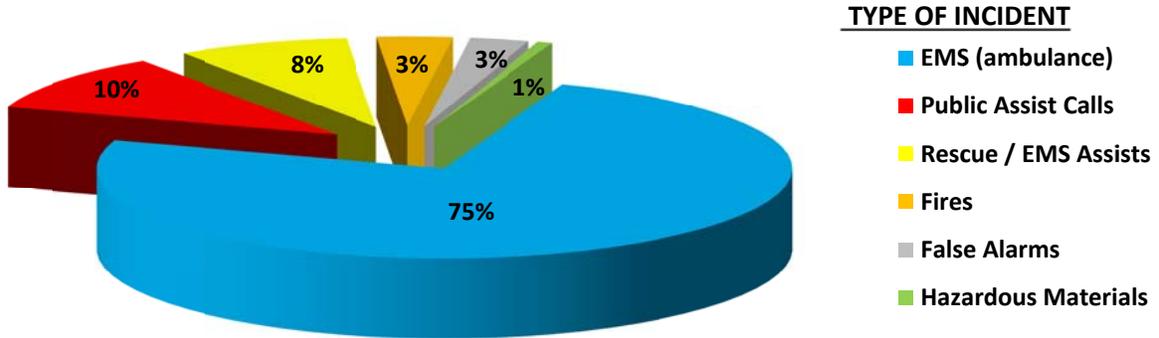
Fire Chief	1	Assistant Chief - Operations	3
Deputy Fire Chief	1	Captain	15
Division Chiefs		Lieutenant	12
Fire Marshall	1	Senior Driver	6
Fire Training	1	Driver	15
Emrg Medical Service	1	Administrative Secretary	1

Total Full Time Employees 57

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	57	57	57	57	57	57	57	57	57	57

2014 ANNUAL EMERGENCY RESPONSE ANALYSIS



4,825 Total Fire and Ambulance Responses for Calendar Year 2014 Divided by Incident Type

Ambulance

Department Mission: The Ambulance Department will provide emergency care and transport services in an effort to mitigate medical emergencies for the citizens of Ponca City. The department will strive to effectively and efficiently utilize resources made available for rendering of emergency medical services.

Fiscal 2015 Accomplishments:

- Responded to 3,596 emergency medical related calls.
- Implemented a document scanning process which allows for all supplemental patient care reporting paperwork to be converted to an electronic format which accompanies electronic patient care reports as they are routed to the department's billing service provider.
- Finalized the installation of wireless equipment in all ambulances which enables sending of EKG data from the field to the hospital and to facilitate remote patient care reporting.
- Through collaborative efforts with the PCPD Communications Center, provided stakeholder support to the Ponca City Regional Medical Center which allowed for their achievement of Chest Pain Accreditation status.
- Engaged in dialog with all local nursing homes and assisted living centers to support EMS interface and response to those facilities.
- Implemented the 2014 revision of EMS medical protocols provided by the Oklahoma Department of Health EMS Division.
- Equipped two (2) front-line ambulances with stair chair units to facilitate extrication of patients from upper building stories while ensuring safety of personnel.
- In keeping with the departments current fleet replacement plan, placed a new ambulance unit into service.

Fiscal 2016 Objectives:

- Establish a regimented method of medical protocol review which is specific to the level of EMS certification held by each firefighter-medic.
- Refine the department's data collection software so that information collected in optional data fields are subsequently formatted and submitted to the Oklahoma Department of Health's reporting system for statistical purposes.
- Provide AED and CPR refresher training to all City of Ponca City personnel working at City owned facilities where automatic defibrillator units are located.
- Improve response efficiencies to local long-term care and assisted living centers through review and evaluation of EMS activations and continuing dialog with these agencies to identify best practices for them and their residence.

General Fund - Fire/Ambulance								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	810,623	649,318	737,855	829,999	596,377	854,494	24,495	2.95%
Material/Supplies	59,911	61,084	71,143	72,000	52,526	76,500	4,500	6.25%
Other Charges & Svcs	51,308	63,401	61,236	64,800	39,378	64,800	0	0.00%
Capital Outlay	34,876	11,242	144,309	145,000	12,162	40,000	(105,000)	(72.41%)
Transfers	<u>69,709</u>	<u>75,245</u>	<u>91,886</u>	<u>80,000</u>	<u>91,954</u>	<u>94,000</u>	<u>14,000</u>	<u>17.50%</u>
Department Total	1,026,427	860,291	1,106,428	1,191,799	792,396	1,129,794	(62,005)	(5.20%)

Approved Capital: Patient Monitor Device (15) \$40,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	13,650	Ambulances	<u>(133,000)</u>
Medicare	197		
Retirement Plan 4	1,911		
Health Insurance	7,746		
Workers Compensation	691		
Subsistence Expense	300		
Medical Supplies	4,500		
Special Purpose Equipment	28,000		
Transfer to City Garage	<u>14,000</u>		
Total	70,995	Total	(133,000)
Net Decrease		<u>(\$62,005)</u>	

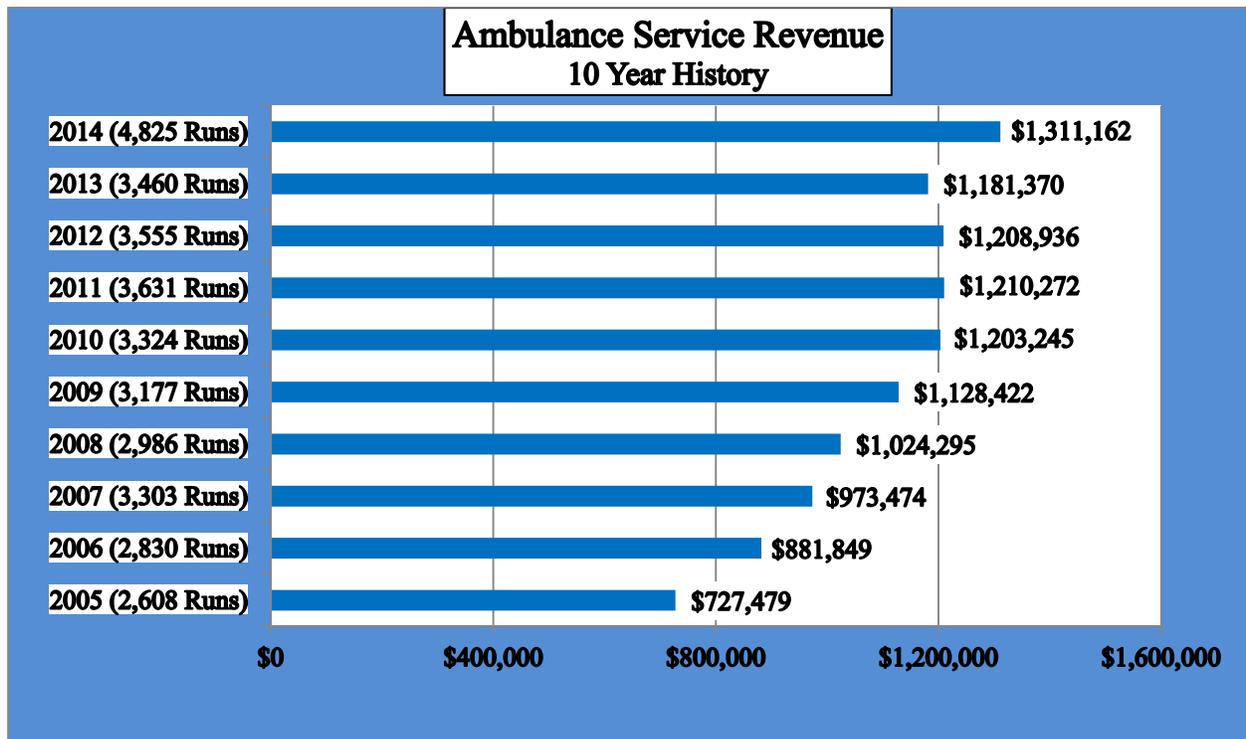
Personnel Summary:

Firefighter – Paramedic	4	Firefighter – Intermediate EMT	4
Firefighter – Basic	4		

Total Full Time Employees 12

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	12	12	12	12	12	12	12	12	12	12



Rates increases occurred in 2004 and 2007. Ambulance revenue is recognized and recorded when paid.
of Runs is tracked by calendar year; fiscal year revenue is adjusted to calendar year for comparison.

Street

Department Mission:

The Street Department will provide proper maintenance of streets, alleys, drainage systems, parking lots, snow and ice removal, and assist other departments that request support. The department is responsible for the maintenance of 173 miles of streets, 71 miles of alleys, 25 miles of storm water drainage systems, and 22 City drives and parking lots.

Fiscal 2015 Accomplishments:

- Removed 1,185 cubic yards of brick on South Oak as part of the project for the street reconstruction.
- Repaired 70 feet of walking trail at Redbud Park using 16 yards of concrete.
- Repaired all utility cuts using 180 yards of concrete and 92 tons of asphalt due to the drought. 90% of the utility cuts were repaired within 30 days.
- Replaced sidewalks at the Lake Ponca Shelter House using 30 yards of concrete to make the facility safer and ADA compliant.
- Cleaned the property north of the Motocross grounds of major debris piles by hauling off 360 tons in order for Airport personnel to maintain this area.
- Swept 12,852 city blocks, replaced 814 feet of curb and gutter, and crack sealed 4.5 lane miles during the current year.

Fiscal 2016 Objectives:

- Continue crack seal program with a projection of completing 8 lane miles.
- Complete all utility cuts within 30 days with an emphasis on the cuts that occur in the roadways being addressed first.
- Continue curb and gutter replacement program at a goal of 1,000 feet per year.
- Chip and seal approximately 8 lane miles including some city owned parking lots.
- Partner with the Stormwater Department to stay in compliance with ODEQ and EPA regulations as well as continuing to maintain all stormwater runoff within the City.

General Fund - Street Administration								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	864,914	815,711	786,995	1,045,213	641,207	1,067,308	22,095	2.11%
Material/Supplies	15,665	23,059	20,264	46,350	18,876	46,400	50	0.11%
Other Charges & Svcs	6,910	7,511	8,153	17,750	6,454	17,700	(50)	(0.28%)
Capital Outlay	0	118,783	0	189,000	111,956	0	(189,000)	(100.00%)
Transfers	<u>197,404</u>	<u>182,161</u>	<u>182,097</u>	<u>207,219</u>	<u>136,806</u>	<u>202,219</u>	<u>(5,000)</u>	<u>(2.41%)</u>
Department Total	1,084,893	1,147,225	997,509	1,505,532	915,298	1,333,627	(171,905)	(11.42%)

Approved Capital:

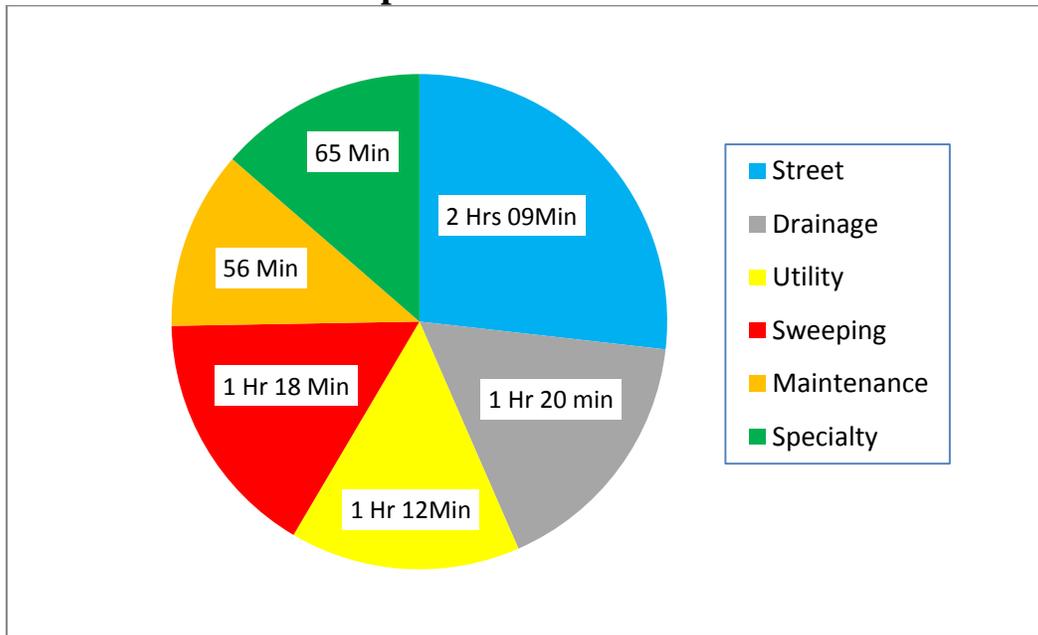
Asphalt Patch Truck

\$205,000 (Street & Alley Fund)

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	7,354	Books & Periodicals	(50)
FICA	485	Street Maintenance	(1,000)
Medicare	114	Equipment & Tools Maint	(1,000)
Retirement Plan 1	2,265	Misc Lease & Rentals	(700)
Health Insurance	11,564	Engineering Services	(50)
Workers Compensation	313	Dues & Subscriptions	(300)
Wearing Apparel	500	C/O Machines & Tools	(14,000)
Janitor Supplies	100	Machinery & Equipment	(175,000)
Hand Tools	1,000	Transfer to City Garage	<u>(5,000)</u>
Misc Supplies	500		
Travel Expenses	500		
Maintenance & Svc Contracts	<u>500</u>		
Total	25,195	Total	(197,100)
	Net Decrease		<u>(\$171,905)</u>

2014 Average Daily Street Department Labor Breakdown



Street	Drainage	Utility	Sweeping	Maintenance	Specialty
Alleys/Curbs/Sidewalks	Catch Basin	Asphalt for Water Dept.	Hauling	Equipment	Asphalt/Concrete-Other Dept.
Aphalt for Street Dept	Cleaning	Concrete for Water Dept.	Sweeping	Shop	Barricades
Chip Seal	Ditches				Holiday Events
Concrete for Street Dept	Larvicide				Training
Crack Seal/Chip and Seal	Repair				Transport Water, Dirt, Rock, etc.
Snow Removal	Weeds				Travel with Equipment

Personnel Summary:

Street Maint Superintendent	1	Maint Worker II	2
Maintenance Supervisor	2	Maint Worker I	9
Equipment Operator II	3	Part-Time Employees	3
Equipment Operator I	3		

Total Full Time Employees 20
Total Part Time Employees 3

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	21	21	21	21	21	20	20	20	20	20

Explanation: FY 11/12 a Maintenance Worker I position was eliminated.

Engineering

Department Mission:

The Engineering Division of the Development Services Department maintains infrastructure records of the City and provides support services to all City departments, including engineering, design, planning, project management, land survey, construction inspection, geographic information services and public resource information.

Fiscal 2015 Accomplishments:

- Completed the plan review, bidding and construction oversight for;
 - Reconstruction of Ash Street from Liberty Avenue to Emporia.
 - Reconstruction of Phase 2 of the War Memorial Park Walking Trails.
 - Reconstruction of Meadow Lane from Fairway Avenue to Queens.
- Hired consultant and provided oversight for the preparation of the plans for the reconstruction of the Tributary E concrete channel from Elmwood Avenue to the intersection of 14th Street and Highland Avenue. Negotiated for and obtained easements necessary for the channel project. Project will be performed in Fiscal Year 2016.
- Provided plan review assistance and construction inspection services for:
 - Reconstruction of the LA Cann Bridge over Turkey Creek.
 - Oak Street improvement project from Otoe Avenue to Grand Avenue.
- Hired consultant and provided direction and oversight for the completion of the Cremer's Park Regional Detention Dam Breach Inundation Study.
- Completed the survey, design and plan preparation and obtained the DEQ permit to:
 - Construct the 14th and Whitlock Lane water line project.
 - Construct the Prospect Avenue Sanitary Sewer line crossing in the 400 block of East Prospect Ave.
- Completed the annual dam inspections for the Lake Ponca Dam and the Cremer's Park Regional Detention Facility Dam as required by the Oklahoma Water Resources Board (OWRB).
- The City received the Gold Project Award from the Oklahoma Floodplain Managers Association (OFMA), at the annual OFMA Fall conference in September 2014, for the completion of the Lansbrook Culvert Improvement project which lowered the base flood elevation and removed 9 houses from the Special Flood Hazard Area.

Fiscal 2016 Objectives:

- Complete the engineering, design, plans and construction for the maintenance and improvement of various local streets, walkways and bridges throughout Ponca City as outlined in the Street Improvement Project Trust Fund.
- Complete the bidding, inspection, and construction for the project to reconstruct the existing deteriorated concrete channel along Tributary E from 14th Street to Elmwood Avenue, this section of concrete channel is also referred to as the RCB Bank Channel.
- Assist the Emergency Management Director with the completion of the Hazard Mitigation Plan update by facilitating committee meetings, interaction with the consultant and providing supporting data.
- Continue maintenance of the necessary activities of the Community Rating System (CRS) in the effort to maintain or improve the CRS rating for Ponca City.
- Provide engineering and GIS technical assistance for City departments as well as for economic development projects in Ponca City.
- Assist the Grants Coordinator and Emergency Management Director with grants submittals and the completion of hazard mitigation projects as needed.

General Fund - Engineering Administration								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	503,789	482,987	502,824	559,202	399,589	572,966	13,764	2.46%
Material/Supplies	5,504	5,860	6,167	8,800	1,793	8,800	0	0.00%
Other Charges & Svcs	26,356	26,979	29,984	55,180	26,966	55,180	0	0.00%
Capital Outlay	0	29,535	50,065	5,500	0	0	(5,500)	(100.00%)
Transfers	<u>8,064</u>	<u>8,202</u>	<u>5,776</u>	<u>8,064</u>	<u>3,980</u>	<u>9,064</u>	<u>1,000</u>	<u>12.40%</u>
Department Total	<u>543,712</u>	<u>553,563</u>	<u>594,815</u>	<u>636,746</u>	<u>432,327</u>	<u>646,010</u>	<u>9,264</u>	<u>1.45%</u>

Approved Capital: None

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	4,966	Misc Capital Outlay	<u>(5,500)</u>
FICA	413		
Medicare	97		
Retirement Plan 1	260		
ICMA Retirement City	500		
Health Insurance	7,261		
Workers Compensation	267		
Transfer to City Garage	<u>1,000</u>		
Total	14,764	Total	(5,500)
	Net Increase		<u>\$9,264</u>

Personnel Summary:

City Engineer	1	GIS Specialist	1
Assistant City Engineer	1	GIS/CAD Technician	1
Senior Engineering Technician	2	Administrative Secretary	1

Total Full Time Employees 7

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	8	8	8	8	8	7	7	7	7	7

Explanation: FY 11/12 the position of Engineering Technician 1 was eliminated.

Traffic Engineering

Department Mission: Traffic Engineering applies engineering principles to planning, design, and traffic operation on streets and abutting land uses to provide safe, efficient movement of today's traffic and to plan improvements designed to accommodate tomorrow's traffic.

Fiscal 2015 Accomplishments:

- Installed battery backup for traffic signals at 14th & Highland, 14th & South Avenue, and 5^h & Hartford.
- Completed second phase of three phase program to install new mast arm street name signs with hundred block addressing at traffic signals.
- Completed installation of 210 countdown pedestrian signals per requirements of the *Manual on Uniform Traffic Control Devices*.
- Continued fifth year of ten year program to replace non-compliant street name markers under routine maintenance schedule.
- Produced 737 traffic control signs and 4,160 special signs/decals for city departments and other governmental agencies.
- Replaced 461 traffic control signs and 261 street name markers under routine maintenance program.

Fiscal 2016 Objectives:

- Continue battery backup installation at traffic signals at high volume intersections.
- Complete the final phase of traffic signal mast arm street name sign installation that includes hundred block addressing.
- Complete median revisions at 14th & Prospect and determine effectiveness for reduction of left turn collisions.
- Contract for \$100,000 of pavement striping on major streets.
- Complete downtown traffic signal renovation/removal project.

General Fund - Traffic Engineering								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	332,380	340,765	348,839	377,365	274,424	386,270	8,905	2.36%
Material/Supplies	38,156	36,962	34,123	45,200	24,117	45,200	0	0.00%
Other Charges & Svcs	2,381	5,844	3,214	6,210	2,431	6,150	(60)	(0.97%)
Capital Outlay	0	0	13,495	0	0	12,500	12,500	0.00%
Transfers	<u>18,401</u>	<u>13,773</u>	<u>20,180</u>	<u>17,473</u>	<u>10,533</u>	<u>17,973</u>	<u>500</u>	<u>2.86%</u>
Department Total	391,318	397,344	419,850	446,248	311,505	468,093	21,845	4.90%

Approved Capital: Thermoplastic Hand Liner \$12,500

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	5,031	Office Supplies	(100)
FICA	322	Computer Supplies	(800)
Medicare	83	Safety Material & Supplies	(100)
Retirement Plan 1	1,011	Equipment & Tools Maint	(100)
Health Insurance	2,256	Gas Utilities	(550)
Workers Compensation	202	Telephone Local Service	<u>(10)</u>
Wearing Apparel	100		
Traffic Control Supplies	1,000		
Travel Expenses	300		
Education & Training	200		
Misc Capital Outlay	12,500		
Transfer to City Garage	<u>500</u>		
Total	23,505	Total	(1,660)
	Net Increase	<u>\$21,845</u>	

Personnel Summary:

Traffic Engineering Manager	1	Skilled Maintenance Technician	1
Traffic Signal Maint Tech	1	Signs & Markings Technician	2
Engineering Technician II	1		
		Total Full Time Employees	6

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	6	6	6	6	6	6	6	6	6	6

Park Maintenance

Department Mission:

Park Maintenance will administer and provide facilities maintenance support to City departments, program and support to the community, and provide clean, safe and aesthetically pleasing facilities to the Ponca City community in a cost effective manner.

Fiscal 2015 Accomplishments:

- Resealed trim on truck barn at Park Department.
- Edged approximately 45 miles of arterial roadway curbs three times per growing season (May, July, September) for a total of 135 miles of curb edging.
- Continued to maintain Tree City certification for the 10th year in a row.
- Held department wide monthly safety meetings and tailgate sessions in an effort to achieve an accident free workplace.
- Removed old restroom building at Dan Moran Park.
- Landscaped Marland Grand Home parking medians with boulders.
- Integration of perennial plant material in selected planting areas around town.
- Installed a Nature Themed Playground at McGraw Park.

Fiscal 2016 Objectives:

- Paint skate park ramps at Dan Moran Park by October 2015.
- Continue to edge approximately 45 miles of arterial roadway curbs three times per growing season (May, July, September) for a total of 135 miles of curb edging.
- Continue to maintain Tree City certification.
- Continue department wide monthly safety meetings and tailgate sessions in an effort to achieve an accident free workplace.
- Replace cooling cell system in east greenhouse and remodel east greenhouse.

Budget Highlights:

- Received a \$75,000 grant from Phillips 66 for the purchase and installation of a Nature Themed Playground at McGraw Park.

General Fund - Park Maintenance								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Personal Services	1,144,994	1,148,946	1,124,563	1,269,228	887,154	1,304,187	34,959	2.75%
Material/Supplies	64,294	73,216	70,061	85,800	54,075	85,800	0	0.00%
Other Charges & Svcs	18,628	21,066	21,961	30,975	17,870	33,975	3,000	9.69%
Capital Outlay	19,412	52,405	138,857	75,300	74,604	63,500	(11,800)	(15.67%)
Transfers	<u>103,787</u>	<u>122,432</u>	<u>115,413</u>	<u>124,870</u>	<u>83,014</u>	<u>124,870</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>1,351,114</u>	<u>1,418,064</u>	<u>1,470,855</u>	<u>1,586,173</u>	<u>1,116,717</u>	<u>1,612,332</u>	<u>26,159</u>	<u>1.65%</u>

Approved Capital:	Front Deck Mowers (2)	\$25,000
	Repair East Greenhouse	\$20,000
	Trees	\$15,000
	Conference Chairs (10)	\$3,500

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	4,981	Pickup Trucks	(27,000)
FICA	730	Special Purpose Vehicles	<u>(33,300)</u>
Medicare	170		
Retirement Plan 1	5,571		
Health Insurance	23,026		
Workers Compensation	481		
Misc Contractual Services	3,000		
C/O Land Improvements	15,000		
C/O Building Improvements	20,000		
Machinery & Equipment	10,000		
Misc Capital Outlay	<u>3,500</u>		
Total	86,459	Total	(60,300)
	Net Increase		<u>\$26,159</u>

Personnel Summary:

Director	1	Park Ranger	1
Park Superintendent	1	Senior Maintenance Worker	1
Part Maint Supervisor	1	Administrative Secretary	1
Skilled Maint Technician	2	Maintenance Worker II	6
Equipment Operator II	1	Maintenance Worker I	6
Equipment Operator I	1	Laborer – Part Time	1
Small Engine Mechanic	1	Seasonal Maint – Part Time	9

Total Full Time Employees 23
Total Part Time Employees 10

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	24	24	24	24	24	23	23	23	23	23

Explanation: FY 11/12 a position of Maintenance Worker I was eliminated.

AMBUC Pool

Department Mission:

The AMBUC Pool provides quality leisure opportunities for the Ponca City community with the goals of developing healthy minds, bodies, and enhancing the quality of life.

Fiscal 2015 Accomplishments:

- Held bi-weekly in-service training for seasonal pool staff.
- Began the 2015 swim season with new patron lounge chairs and deck shade.
- Scheduled the PC Sailfish Swim Club weekly swim practice.

Fiscal 2016 Objectives:

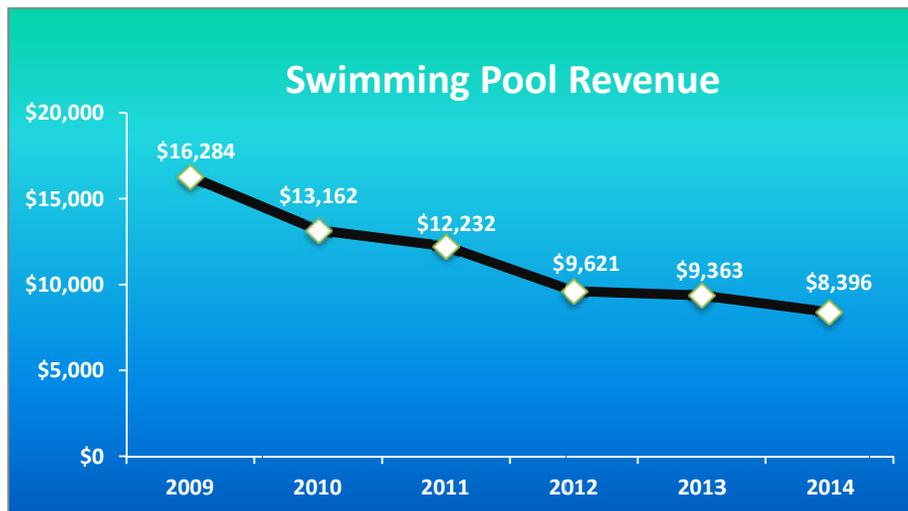
- Continue bi-weekly in-service training for season staff.
- Continue to schedule weekly practice time for the Ponca City Sailfish Club.
- Provide host site for the “Summer Sizzler” swim meet.

General Fund - AMBUC Pool								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	54,388	49,457	47,709	56,420	31,114	56,420	0	0.00%
Material/Supplies	13,840	12,850	13,665	14,450	3,049	14,600	150	1.04%
Other Charges & Svcs	504	246	245	850	166	700	(150)	(17.65%)
Capital Outlay	0	0	0	11,000	9,369	0	(11,000)	(100.00%)
Department Total	68,732	62,554	61,619	82,720	43,698	71,720	(11,000)	(13.30%)

Approved Capital:

Diving Stands & Boards (2)

(Hotel/Motel) \$12,000



Approved Budget Variances from Prior Year

	<u>Increases</u>			<u>Decreases</u>
Chemical Supplies	<u>150</u>		Advertising	(50)
			Printing	(50)
			Education & Training	(50)
			Special Purpose Equipment	<u>(11,000)</u>
Total	150		Total	(11,150)
	Net Decrease			<u>(\$11,000)</u>

Personnel Summary:

Manager – Part Time	1	Assistant Manager – Part Time	1
Cashier – Part Time	1	Life Guards – Part Time	8
WSI*/Lifeguards-Part Time	2		
<small>*Water Safety Instructor</small>			

Total Part Time Employees 13

Personnel History: No Full Time Employees



Summer swim at Ambuc Pool

Recreational Programs

Department Mission: The Recreational Program Department will provide quality recreational opportunities with goals of developing healthy minds, bodies, and enhancing the quality of life.

- Fiscal 2015 Accomplishments:**
- Continued Annual “Daddy Long Leg’s “5K Fun, Run/Walk held November Thanksgiving Day at Wentz Camp.
 - Continued recreation updates on all of the local radio stations.
 - Sponsored the first Annual Pickleball Tournament with two out of town players participating.
 - Organized the first Senior Center Leaders Conference for northern Oklahoma.
 - Sponsored two City Employee health and wellness activities: Employees 100 Mile Walk Club and “Personal Challenge” Blackout Bingo.

- Fiscal 2016 Objectives:**
- Continue to hold the “Daddy Long Leg” 5k Fun Run/Walk.
 - Continue working with local radio stations to provide recreation updates.
 - Sponsor a Northern Oklahoma & Southern Kansas Pickleball Tournament.
 - Continue to provide health and wellness activities for City employees.
 - Continue support and scheduling of Medicare Part D appointments for seniors.

- Budget Highlights:**
- Received \$6,000 in volunteer grants from Phillips 66 for Medicare Part D appointments.

General Fund - Recreational Programs								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	210,081	220,635	211,559	233,177	170,269	238,378	5,201	2.23%
Material/Supplies	15,077	18,467	17,397	24,785	13,355	24,385	(400)	(1.61%)
Other Charges & Svcs	32,378	19,947	36,558	48,100	18,419	51,500	3,400	7.07%
Capital Outlay	0	0	32,097	0	0	7,000	7,000	100.00%
Transfers	<u>6,779</u>	<u>6,953</u>	<u>7,307</u>	<u>8,499</u>	<u>4,921</u>	<u>8,499</u>	<u>0</u>	<u>0.00%</u>
Department Total	264,315	266,002	304,919	314,561	206,964	329,762	15,201	4.83%

Approved Capital: Lake Ponca Deep Water Ramp Grant Match (Hotel/Motel) \$50,000
 Mobile Stage Improvements (Hotel/Motel) \$10,000
 Unity Gym Concrete Floor Repairs \$7,000

Approved Budget Variances from Prior Year

	<u>Increases</u>			<u>Decreases</u>
Full Time Salaries	3,659	Grounds Maintenance		(400)
FICA	151	Travel Expenses		<u>(300)</u>
Medicare	43			
Retirement Plan 1	527			
Health Insurance	730			
Workers Compensation	91			
Advertising	700			
Miscellaneous	3,000			
Unity Gym Improvements	<u>7,000</u>			
Total	15,901	Total		(700)
	Net Increase			<u>\$15,201</u>

Personnel Summary:

Park Superintendent/Recreation	1	Recreation Supervisor	1
Sr Center Programming Specialist	1	Sr Center Assistant – Part Time	2
Bldg Attendant – Part Time	1	Tennis Pro – Part Time	1
Park Program Counselor – Part Time	1	Unity Gym Custodian– Part Time	1
Total Full Time Employees			3
Total Part Time Employees			6

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	2	3	3	3	3	3	3	3	3	3

Explanation: FY 2007-08 one full time position of Senior Center Programming Specialist was added along with two part time Senior Assistants.

Wentz Camp

Department Mission: Wentz Camp provides the Ponca City Community a variety of enjoyable, safe, and healthful leisure experiences for all age groups in the most cost-effective manner.

Fiscal 2015 Accomplishments:

- Served as host site for 2M2L Back to School Bash on September 5, 2014.
- Held two “Full Moon Over Wentz” Free Family Swims on June 16, 2014 and July 14, 2014 with 650 citizens attending.
- Provided bi-weekly in-service training for season pool employees.
- Increased camp rentals with 24 rentals in 2014 and 35 confirmed reservations in 2015.

Fiscal 2016 Objectives:

- Continue as host site for 2M2L Back to School Bash on August 29, 2015.
- Provide two “Full Moon Over Wentz” Free Family Swim on June 15, 2015 and July 13, 2015.
- Continue to provide in-service training for seasonal pool employees.

General Fund - Wentz Camp								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	55,557	62,384	57,620	69,305	34,187	69,305	0	0.00%
Material/Supplies	23,474	23,263	21,867	26,250	4,866	27,200	950	3.62%
Other Charges & Svcs	1,473	1,243	2,377	4,325	1,618	3,375	(950)	(21.97%)
Capital Outlay	0	0	0	40,500	32,522	0	(40,500)	(100.00%)
Transfers	<u>2,742</u>	<u>2,351</u>	<u>3,165</u>	<u>4,177</u>	<u>2,131</u>	<u>4,177</u>	<u>0</u>	<u>0.00%</u>
Department Total	83,247	89,242	85,030	144,557	75,325	104,057	(40,500)	(28.02%)

Approved Capital: Diving Stand & Diving Boards (2) (Hotel/Motel) \$9,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Food Supplies	150	Advertising	(300)
Janitor Supplies	450	Printing	(300)
Chemical Supplies	<u>350</u>	Education & Training	(350)
		Machinery & Equipment	(14,000)
		Special Purpose Equipment	(6,500)
		Pools Capital Improvement	<u>(20,000)</u>
Total	950	Total	(41,450)
	Net Decrease	<u>(\$40,500)</u>	

Personnel Summary:

Head Lifeguard – Part Time	1	Concession Cashier – Part Time	2
Camp Maintenance – Part Time	2	Lifeguard – Part Time	6

Total Part Time Employees 11

Personnel History: No full time employees

Marland's Grand Home

Department Mission:

Marland's Grand Home will preserve and maintain the 1916 historic mansion, first home of E.W. Marland, oil baron and tenth governor of Oklahoma. Interpretation for tourists includes restored 1920's era living areas, plus collections of 101 Ranch and Native American artifacts that pertain to the life of Marland.

Fiscal 2015 Accomplishments:

- Created a new tour guide booklet funded by Phillips 66.
- Promoted a new coordinated marketing package, which includes a new logo utilizing Marland Oil colors (red and white with black) , yard signage, business cards, note pads, note cards, letterhead, website and news advertisements.
- Developed three new exhibits: Marland Oil, Horses and Hounds, and Formal Dining Room.
- Relocated American Indian exhibits to better illustrate the stories of the Plains tribes.
- Hosted Ponca Tribal Reception as forerunner to better relationship with local representatives.
- Partner project with Ponca City Art Center, Pioneer Woman Museum and Marland Mansion on Holiday Happenings Weekend and Christmas Open Houses.
- Added heat strip to all blowers for heat source as the old boiler system was disconnected.
- Hosted ice cream social with Friends of Marland's Grand Home in conjunction with Ponca City Arts Center "Art Show".
- Waterproofed south entrance area to prevent water seepage, replaced hazardous back steps and added new period hand railing.
- Completed wood restoration, painting, and sealing of all exposed exterior wood areas of the Marland's Grand Home.
- Cleaned out and reorganized all closets, attic, basement maintenance, supply rooms in the home, as well as the Carriage House garage.
- Installed three vintage front porch lights and period light poles in parking area.
- Installed Automated External Defibrillators (AED) at the Marland's Grand Home and provided and Cardiopulmonary Resuscitation (CPR) training for staff.
- Hosted 10 group tours, greeted 3,317 visitors, hosted 75 special events and meetings.
- Provided 12 educational community programs to Head Start, Newcomer's Club, Mother's Club, Boy Scouts, St. Mary's School, Union School, Lion's Club, as well as two MKO Bus Line tours and tours to representatives from the Oklahoma History Center and Gilcrease Museum.
- Created and staffed displays for the annual Ponca City Day at the State Capitol and the Oklahoma Tourism Day at the Capitol.
- Attended the Oklahoma State Preservation Conference and Oklahoma Museum Association Conference. The Marland Estate Director serves on the Oklahoma Museum Association Board of Directors.

Fiscal 2016 Objectives:

- Increase ticket prices to industry standards as reasonable. Ponca City residents will maintain “no charge” status.
- Renew rental agreement documents with incentives for non-cancelation and better customer application, which includes rental agreement, appendix, fee sheet and damage assessment.
- Create a historic landscape plan for replacement of plantings. Work with Brian Dougherty, past OSU Horticulture professor.
- Complete special events dressing area with new flooring, paint and repair of walls in north end of old garage space.
- Complete Virtual Tour with assistance from Tony Vann and Associates.
- Continue research and creation of documentary film on the Marland story with Scott Swearingen Productions.
- Enhance arrangement and display of exhibits with new labels and story boards. Work with the Oklahoma Historical Society specialists to guide and instruct.
- Continue to work with Friends of Marland’s Grand Home (FMGH) on fundraising, restoration and exhibit projects.
- Continue to assess and find solutions for restoration needs.
- Expand and make more effective all marketing items to encourage better business and use of home.
- Add 101 Ranch educational video to 101 Ranch exhibit area.
- Develop more authentic and accurate museum spaces within the location.
- Create a desirable, user friendly, small special events and meeting space venue.

General Fund - Marland's Grand Home								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	36,121	24,451	30,894	108,764	50,222	90,148	(18,616)	(17.12%)
Material/Supplies	5,679	4,513	4,710	6,280	4,759	6,620	340	5.41%
Other Charges & Svcs	10,584	8,834	10,239	11,582	4,572	11,832	250	2.16%
Capital Outlay	1,680	0	7,606	4,132	3,260	10,000	5,868	142.01%
Transfers	<u>3,363</u>	<u>3,363</u>	<u>3,363</u>	<u>3,363</u>	<u>2,522</u>	<u>3,363</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>57,428</u>	<u>41,161</u>	<u>56,812</u>	<u>134,121</u>	<u>65,335</u>	<u>121,963</u>	<u>(12,158)</u>	<u>(9.06%)</u>

Approved Capital: Environmental Assessment of Grand Home \$10,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	5,772	Part Time Salaries	(3,770)
Retirement Plan 1	121	FICA	(14)
Building Maintenance	340	Medicare	(11)
Gas Utilities	168	Health Insurance	(19,512)
Printing	300	Workers Compensation	(2)
Education & Training	750	Vehicle Allowance	(1,200)
Pest Control Services	45	Advertising	(300)
C/O Building Addition & Impr	<u>5,868</u>	Misc Professional Services	<u>(713)</u>
Total		Total	
13,364		(25,522)	
Net Decrease		<u>(\$12,158)</u>	

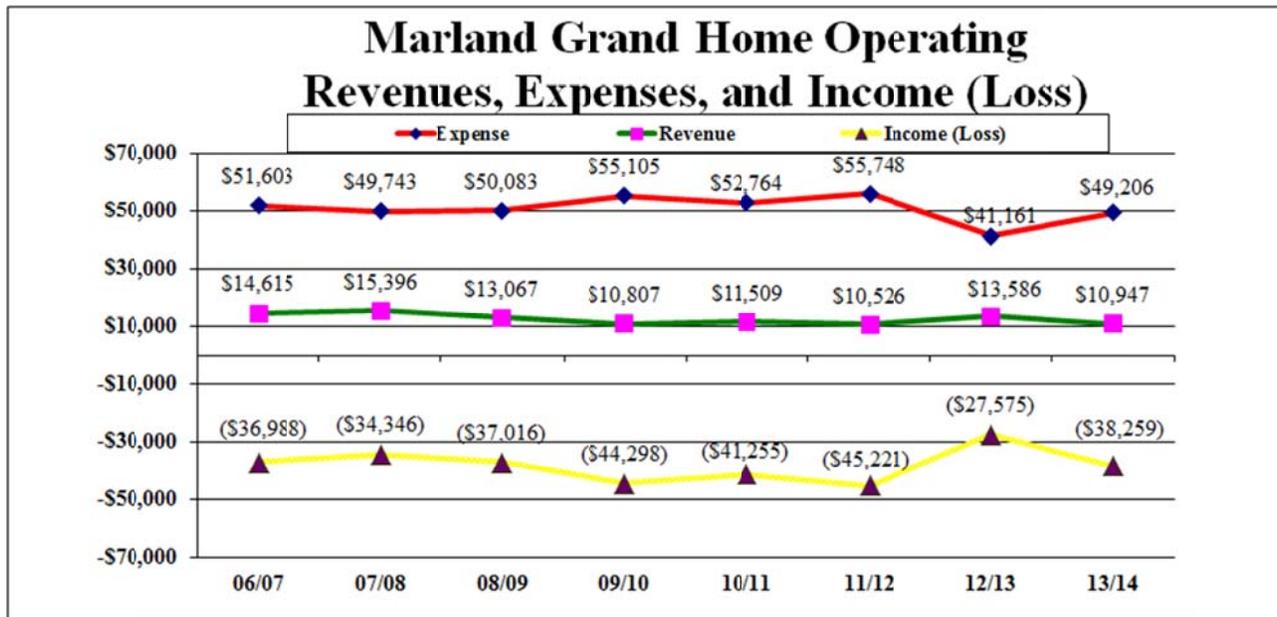
Personnel Summary:

Assistant Director	1	Operation Assistant	1
Total Full Time Employees		2	

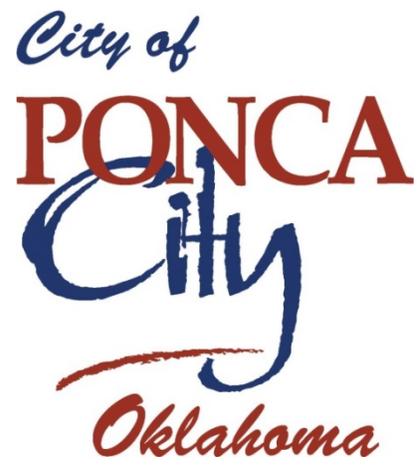
Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	1	1	1	1	1	1	1	1	2	2

Explanation: FY 14/15 a position of Assistant Director was created.



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Marlands Grand Home is not charged for City utility services and they are not reflected in the graph above. FY 2013/14 utility expense was approximately \$7,868.



Hutchins Memorial

Department Mission: The mission of the Hutchins Memorial Auditorium is to provide a large assembly hall for concerts, trade shows, banquets and for use by the general public and to provide attractive, functional, and affordable meeting rooms.

- Fiscal 2015 Accomplishments:**
- Installed Automated External Defibrillators (AED) at Hutchins Memorial Auditorium and provided AED and Cardiopulmonary Resuscitation (CPR) training for staff.
 - Upgraded outdoor lighting.
 - Hosted 67 special events:
 - 42 Church related Events
 - 5 City Events
 - 4 Concert Events
 - 3 Car Show/Outdoor Expo Events
 - 3 Consignment Sale/Craft Show Events
 - 3 Dance Events
 - 3 School Events
 - 2 Banquet Award Events
 - 2 Party Events

- Fiscal 2016 Objectives:**
- Continue marketing the Hutchins as a regional venue for large events.
 - Continue facility maintenance, including paint and repairs as budget allows.

General Fund - Hutchins Memorial								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Personal Services	45,383	47,148	48,006	50,514	38,331	52,835	2,321	4.59%
Material/Supplies	7,864	6,993	6,517	9,454	5,968	9,254	(200)	(2.12%)
Other Charges & Svcs	15,516	15,425	17,478	17,614	9,960	17,614	0	0.00%
Capital Outlay	0	0	14,049	0	0	0	0	100.00%
Transfers	<u>6,177</u>	<u>6,177</u>	<u>6,177</u>	<u>6,177</u>	<u>4,633</u>	<u>6,177</u>	<u>0</u>	<u>0.00%</u>
Department Total	74,939	75,743	92,227	83,759	58,892	85,880	2,121	2.53%

Approved Capital: None

Approved Budget Variances from Prior Year

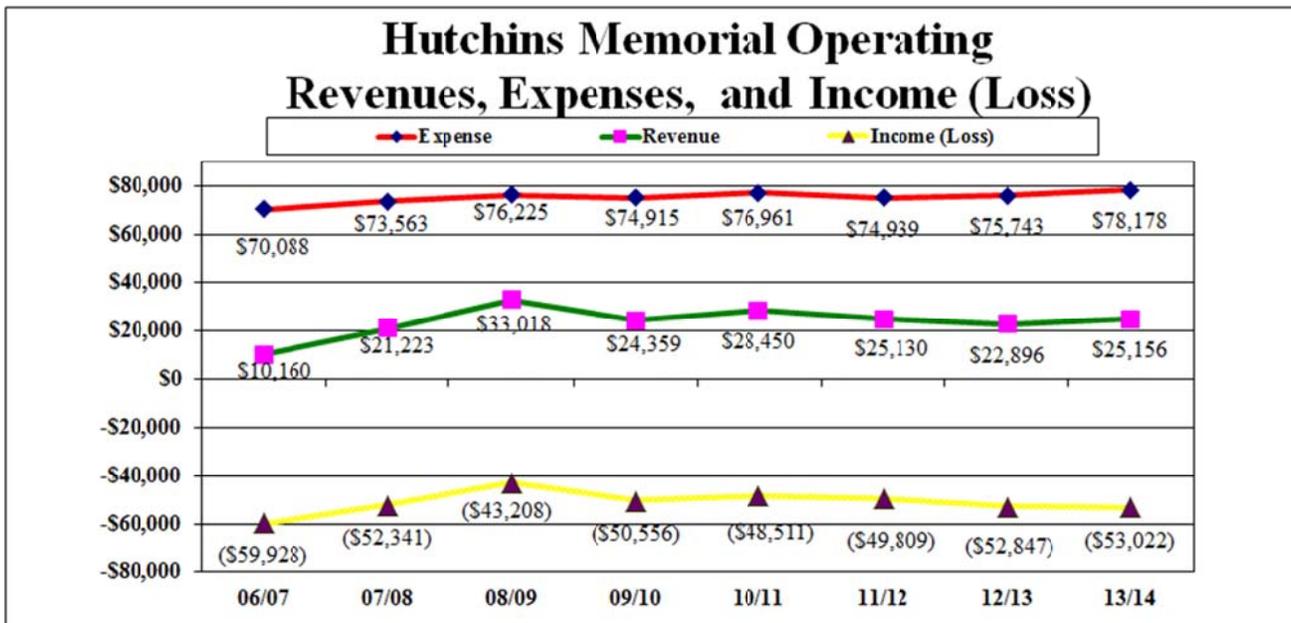
	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	1,782	Wearing Apparel	(200)
FICA	39	Advertising	(319)
Medicare	8	Misc Contractual Services	<u>(1,000)</u>
Retirement Plan 1	119		
Health Insurance	347		
Workers Compensation	26		
Gas Utilities	<u>1,319</u>		
Total	3,640	Total	(1,519)
Net Increase		<u>\$2,121</u>	

Personnel Summary:

Custodian	1
Total Full Time Employees	
	1

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	1	1	1	1	1	1	1	1	1	1



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Hutchins Memorial is not charged for City utility services and they are not reflected in the graph above. FY 2013/14 utility expense was approximately \$20,800.

Library

Department Mission: “Enriching Lives Through Knowledge”

The Ponca City Library is a unique community facility which exists to meet the informational needs of the Community. We will serve our community as a guide to the world of information and as a source of leisure materials. Residents will have the resources they need to make informed decisions, explore topics of interest and be able to successfully learn throughout their lives.

- Fiscal 2015 Accomplishments:**
- Completed a renovation of the lower level staff restroom the public accessible restroom.
 - Partnered with local VITA (Volunteer Income Tax Assistance) volunteers to provide free online tax for submissions to community residents for 40 hours per week from February 1 through April 2015.
 - Participated in community events such as Successful Aging Expo.
 - Completed a review of Library policies.
 - Received over \$300,000 in grants and donations.
 - Provided hardcover books as incentives to each child and teen that signed up for the annual Children’s Summer Reading Program.
 - Completed a review of the Library’s long range plan and completed new planning guidelines.
 - Established new ordering and processing procedures for incoming books, videos, and audio materials.
 - Eliminated processing backlog and established 7 day turnaround baseline.
 - Provided 354 programs for over 15,000 people during the year.
 - Provided over 20,000 digital (book) downloads throughout the year.
 - Created job descriptions for volunteer workers.
 - Created baseline skill sets for competency training of Library staff.
 - Added weekly bilingual story times for children.

- Fiscal 2016 Objectives:**
- Train staff in basic competency skills to provide improved public service experience.
 - Perform secret shopper assessment of facility and customer service by January 2016.
 - Assess lower level space for possible re-assignment of collections and service by July 2016.
 - Increase circulation 3% by July 2016.

General Fund - Library								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	584,840	613,752	624,675	657,433	460,825	693,530	36,097	5.49%
Material/Supplies	186,345	184,450	186,308	192,500	108,379	192,500	0	0.00%
Other Charges & Svcs	87,435	83,833	82,865	80,900	59,594	80,900	0	0.00%
Capital Outlay	0	0	0	29,000	1,625	0	(29,000)	(100.00%)
Transfers	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>13,975</u>	<u>18,633</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>877,253</u>	<u>900,669</u>	<u>912,481</u>	<u>978,466</u>	<u>644,397</u>	<u>985,563</u>	<u>7,097</u>	<u>0.73%</u>

Approved Capital: Exterior Building Cleaning & Repair (CIP Fund) \$65,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	7,468	Computer Supplies	(300)
Part Time Salaries	8,361	Office Furnishings	(200)
FICA	505	Food Supplies	(200)
Medicare	118	Landscape Supplies	(600)
Retirement Plan 1	1,100	Postage	(100)
ICMA Retirement City	124	Office Equipment Maint	(100)
Health Insurance	18,095	Office Equipment Rental	(100)
Workers Compensation	326	Travel Expenses	(200)
Office Supplies	500	Printing	(200)
Janitor Supplies	100	Dues & Subscriptions	(100)
Buildings Maintenance	900	Misc Capital Outlay	<u>(29,000)</u>
Gas Utilities	200		
Education & Training	100		
Miscellaneous	<u>300</u>		
Total	38,197	Total	(31,100)
	Net Increase		<u>\$7,097</u>

Personnel Summary:

Director	1	Administrative Secretary	1
Technical Services Supervisor	1	Senior Library Assistant	1
Youth Service Librarian	1	Adult Services Librarian	1
Library Assistant	4	Librarian on Call-Part Time	1
Senior Account Clerk	1	Library Clerk-Part Time	12

Total Full Time Employees 11
Total Part Time Employees 13

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	11	11	11	11	11	11	11	11	11	11

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2013	2014
Circulation per Capita	11.21	10.79	9.92	9.99	9.93	9.81	9.88	9.13	8.86	9.03	9.03	8.17
Program Attendance Per Capita	.43	.54	.35	.37	.29	.35	.28	.30	.68	.92	.92	.61
Reference Transactions	.98	.82	.87	.71	.67	.71	.75	.71	.70	.48	.48	.52
Collection Turnover Rate	3.48	3.3	2.91	2.88	2.62	2.54	2.55	2.73	2.44	2.55	2.55	2.51
Collection Size Per Capita	3.22	3.27	3.41	3.47	3.77	3.35	3.88	3.34	3.62	3.53	3.53	3.24
Library Cards % of Community	75%	76%	76%	75%	69%	73%	73%	72%	69%	67%	67%	68%

Library Performance Measures-Definitions

- ❖ **Circulation per Capita:** The average number of items circulated per person in the community in a year.
- ❖ **Program Attendance per Capita:** The average number of Library programs attended per person in the community in a year.
- ❖ **Reference Transactions per Capita:** The average number of questions asked per person in the community in a year.
- ❖ **Collection Turnover Rate:** The annual circulation rate divided by the Library's holdings.
- ❖ **Collection Size per Capita:** The Library's holdings per person in the community in a year.

Ponca City Library



Library Grant Fund

Department Mission: Library staff will pursue grant funding and community partners to enhance library materials and services.

Fiscal 2015 Accomplishments:

- Received a \$300,000 grant for children’s reading programs to be utilized from October 2014 through October 2017.
- Provided a traveling book collection to the Domestic Violence shelter for teens and children.
- Upgraded the Library’s computer Lab through the ConocoPhillips Volunteer Grant program.
- Applied for two continuing education grants for Library staff members to attend the Oklahoma Library Association annual conference.
- Added one additional day of children’s programming each week during the annual Summer Reading Program to provide additional weekend reading activities.
- Provided Wild West activities during the annual Children’s Rodeo.
- Provided incentives for the adult winter reading program through Friends of the Ponca City Library and the ConocoPhillips Volunteer grant sponsorship.
- Provided the annual Touch-A-Truck event utilizing local volunteers and vehicles from City of Ponca City Departments and private businesses.
- Utilized videoconferencing equipment received through OKConnect grant program to provide staff training as well as provide public programs such as *Eat Better, Move More*.
- Provided Books for Babies welcome packet at the Ponca Medical Center for over 500 families.

Fiscal 2016 Objectives:

- Augment category 2 & 3 budgets at least by an additional 10% through grants, gifts, and program sponsorships.
- Complete a planned giving brochure for distribution to local attorneys and financial advisors.
- Apply to at least 2 additional grant organizations during FY 15/16 for program and collection support.

Special Revenue - Library Grant Fund								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Grant Revenue	8,059	151,730	8,341	10,000	304,550	10,000	0	0.00%
Total Revenues:	8,059	151,730	8,341	10,000	304,550	10,000	0	0.00%
EXPENDITURES								
Material & Supplies	1,807	49,439	51,364	1,500	26,939	5,000	3,500	233.33%
Other Charges & Svcs	7,000	22,602	24,064	8,500	13,378	5,000	(3,500)	(41.18%)
Capital Outlay	0	0	0	0	0	0	0	0.00%
Total Expenditures:	8,807	72,042	75,428	10,000	40,317	10,000	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Books & Periodicals	3,500	Misc Other Charges	(3,500)	
Total	3,500	Total	(3,500)	
Net Increase		<u>\$0</u>		



Cover art for brochures for *Every Hero Has a Story*.
 The 2015 summer event is funded by the Library Services Technology Act

Library State Aid Fund

Department Mission: The Ponca City Library will pursue Library State Aid funds through the Oklahoma Department of Libraries to augment local budget appropriations in order to enhance library collections, staff training and programs for the public.

- Fiscal 2015 Accomplishments:**
- Provided staff training at the American Library Association annual conference, the Texas Library Association annual conference, and the Oklahoma Library Association (OLA) annual conference.
 - Provided staff training internally and with Library Board members on Library funding issues and processes.
 - Distributed informational flyers about Library services and programs to legislators.
 - Participated in the OLA Day at the Capitol.
 - Attended programs and meetings highlighting important legislative and funding issues.
 - Worked to maintain eligibility for state aid allotment, through annual reviews, statistics gathering and filing an annual report in a timely manner.
 - Provided craft materials for the Summer Reading Program.
 - Provided programming and processing support materials.

- Fiscal 2016 Objectives:**
- Provide regular updates to the Library Board on legislative issues and provide contact information for elected officials.
 - Maintain the Library's eligibility for State Aid allotment.
 - Provide annual training for staff members on legislative issues and filing procedures for state aid requirements.

Special Revenue - Library State Aid								
	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
REVENUES								
Trust Revenue	<u>13,577</u>	<u>16,333</u>	<u>14,879</u>	<u>18,000</u>	<u>12,482</u>	<u>17,000</u>	<u>(1,000)</u>	<u>(5.56%)</u>
Total Revenues:	<u>13,577</u>	<u>16,333</u>	<u>14,879</u>	<u>18,000</u>	<u>12,482</u>	<u>17,000</u>	<u>(1,000)</u>	<u>(5.56%)</u>
EXPENDITURES								
Material & Supplies	4,730	7,333	8,379	8,500	395	7,000	(1,500)	(17.65%)
Other Charges & Svcs	<u>8,847</u>	<u>9,000</u>	<u>6,500</u>	<u>9,500</u>	<u>1,061</u>	<u>10,000</u>	<u>500</u>	<u>5.26%</u>
Total Expenditures:	<u>13,577</u>	<u>16,333</u>	<u>14,879</u>	<u>18,000</u>	<u>1,456</u>	<u>17,000</u>	<u>(1,000)</u>	<u>(5.56%)</u>

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Misc Other Charges	<u>2,000</u>	Books & Periodicals	(1,500)
		Travel Expenses	(1,400)
		Education & Training	<u>(100)</u>
Total	2,000	Total	(3,000)
	Net Decrease		<u>(\$1,000)</u>

Street & Alley Fund

Department Mission: The Street & Alley Fund will utilize funds received from the State which are derived from County Motor Vehicle Tax and State Gasoline Tax to be used for the maintenance of streets, alleys, and street lighting.

- Fiscal 2015 Accomplishments:**
- Provided funding to make all necessary repairs to city streets using 354 yards of concrete and 369 tons of asphalt.
 - Provided funding for 815 feet of curb and gutter replacement throughout the city.
 - Provided funding for 4.5 lane miles of crack sealing on city streets.
 - Provided funding to repair 1,724 blocks of city maintained alleys, while using 1,980 tons of gravel and 230 yards of asphalt millings.
 - Provided funding of utility cuts using 180 yards of concrete and 92 tons of asphalt.

- Fiscal 2016 Objectives:**
- Continue to fund the crack seal program.
 - Continue to fund materials to repair alleys and roads.
 - Continue to fund materials to repair all utility cuts incurred during the year.
 - Continue to fund the curb replacement program.
 - Continue to provide funding for both the fog seal and chip and seal programs.

Special Revenue - Street & Alley Fund								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
County Mtr Veh Tax	173,682	177,998	191,775	184,000	127,683	188,000	4,000	2.17%
State Gasoline Tax	47,050	45,558	45,455	46,000	31,067	45,000	(1,000)	(2.17%)
Misc Receipts	<u>0</u>	<u>50,206</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	220,732	273,762	237,230	230,000	158,750	233,000	3,000	1.30%
EXPENDITURES								
Material & Supplies	161,746	175,725	138,411	288,000	99,855	288,000	0	0.00%
Other Charges & Svcs	477	700	243	15,000	2,040	15,000	0	0.00%
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>205,000</u>	<u>205,000</u>	<u>0.00%</u>
Total Expenditures:	162,223	176,425	138,654	303,000	101,895	508,000	205,000	67.66%

Approved Capital: Asphalt Patch Truck \$205,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Hand Tools	3,000	Curb & Gutter Maintenance	(3,000)
Special Purpose Vehicles	<u>205,000</u>		
Total	208,000	Total	(3,000)
Net Increase	<u>\$205,000</u>		



Special Projects – Juvenile Fines

Department Mission:

The Juvenile Fines Department will enable Municipal Court to establish, develop, and implement various prevention or intervention programs for juvenile misdemeanor offenses. This program also allows for designated juvenile misdemeanor offenses to be prosecuted through Municipal Court in a timelier manner than District Court.

Fiscal 2015 Accomplishments:

- Continued to require a court appearance on each case.
- Adjusted office procedures to adapt to electronic citation processing to prepare court dockets and case paperwork for court sessions.
- Continued to fund contract with Northern Oklahoma Youth Services on Youth Intervention programs.

Fiscal 2016 Objectives:

- Continue to evaluate/update office procedures relating to how using barcodes and Tyler Output Processor document codes can make inputting documentation into TCM easier without manual indexing of each individual document.
- As allowed by Oklahoma State Statute, continue to cancel/suspend drivers licenses for juveniles that fail to pay fines, fail to complete court ordered programs or for two conviction in a calendar year.

Special Revenue - Special Projects Fund - Juvenile Fines								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Juvenile Fines	37,607	35,414	24,181	28,000	15,664	23,000	(5,000)	(17.86%)
Misc Receipts	<u>73</u>	<u>130</u>	<u>81</u>	<u>0</u>	<u>78</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	37,680	35,544	24,262	28,000	15,741	23,000	(5,000)	(17.86%)
EXPENDITURES								
Personal Services	15,388	15,998	15,673	17,140	12,302	17,665	525	3.06%
Material & Supplies	990	1,187	1,162	2,060	675	2,060	0	0.00%
Other Charges & Svcs	<u>15,314</u>	<u>15,720</u>	<u>15,767</u>	<u>16,225</u>	<u>15,165</u>	<u>16,225</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	31,693	32,905	32,602	35,425	28,143	35,950	525	1.48%

Approved Capital:

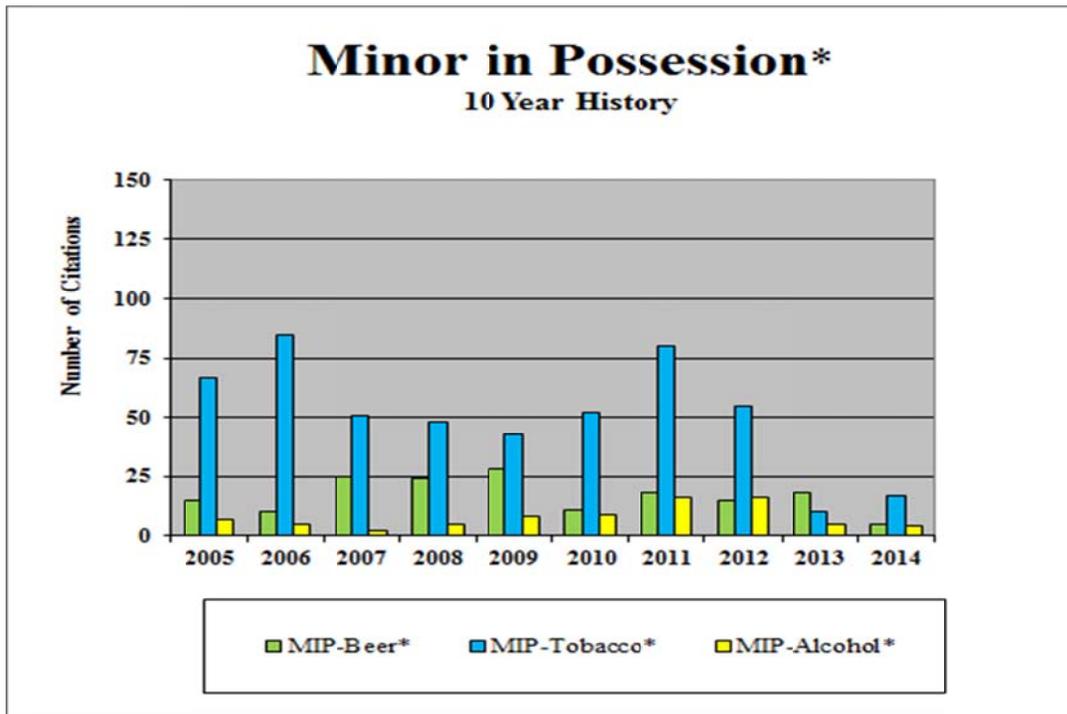
None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Part Time Salaries	500			
Retirement Plan 1	<u>25</u>			
Total	525		Total	0
Net Increase		<u>\$525</u>		

Personnel Summary:

Juvenile fines fund the alternate, part-time municipal judge



Juvenile Caseload Ten Calendar Year Comparison

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Assault and Battery	158	160	117	63	67	65	67	55	45	45
MIP-Beer*	15	10	25	24	28	11	18	15	18	5
MIP-Tobacco*	67	85	51	48	43	52	80	55	10	17
MIP-Alcohol*	7	5	2	5	8	9	16	16	5	4
Petit Larceny	89	47	38	40	54	53	48	49	46	32
Public Intoxication	48	27	32	30	28	46	53	35	14	8
Trespassing	7	18	14	6	9	3	3	4	14	6
Vandalism	28	43	26	19	29	19	24	8	96	19
Curfew	104	120	119	146	146	81	76	118	62	21
Poss of Paraphernalia	These charges were previously handled by the Office of Juvenile Affairs until the Juvenile Court Agreement was revised in 2012 which allows Juvenile Court to process any misdemeanor offense.							12	16	14
Poss of Marijuana								10	15	21
Obstructing								2	1	8
False Information								3	3	1
Sell or give beer under 21								1	0	0
Harrasment via Tele/Elec								0	0	1
Allow Animal Attack/Bite								0	0	1
Total	523	515	424	381	412	339	385	383	345	203

Hotel/Motel Guest Tax Fund

Department Mission: The Hotel/Motel Excise Tax set aside by a vote of the people will be used exclusively for promotion of tourism and capital improvements to recreation facilities on public property for the public at large within Ponca City and its environs.

Fiscal 2015 Accomplishments:

- Promoted the community through a wide network of marketing tools.
- Provided funding for the Chamber of Commerce to operate the Tourism Program for the community.

Fiscal 2016 Objectives:

- Fund various public recreation capital improvements as identified by staff and approved by the City Commission.
- Fund the Tourism Program operated by the Chamber of Commerce.

Special Revenue - Hotel/Motel Guest Tax								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Outside Revenue	664,709	786,682	854,775	750,000	482,687	600,000	(150,000)	(20.00%)
Other Revenue	<u>11,319</u>	<u>10,985</u>	<u>913</u>	<u>0</u>	<u>843</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	676,027	797,667	855,688	750,000	483,530	600,000	(150,000)	(20.00%)
EXPENDITURES								
Personal Services	0	0	0	0	0	0	0	0.00%
Material & Supplies	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	216,913	256,516	254,695	261,667	215,136	271,667	10,000	3.82%
Capital Outlay	108,478	138,502	324,981	164,500	123,519	81,000	(83,500)	(50.76%)
Transfers	<u>0</u>	<u>0</u>	<u>11,319</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	325,391	395,019	590,994	426,167	338,655	352,667	(73,500)	(17.25%)

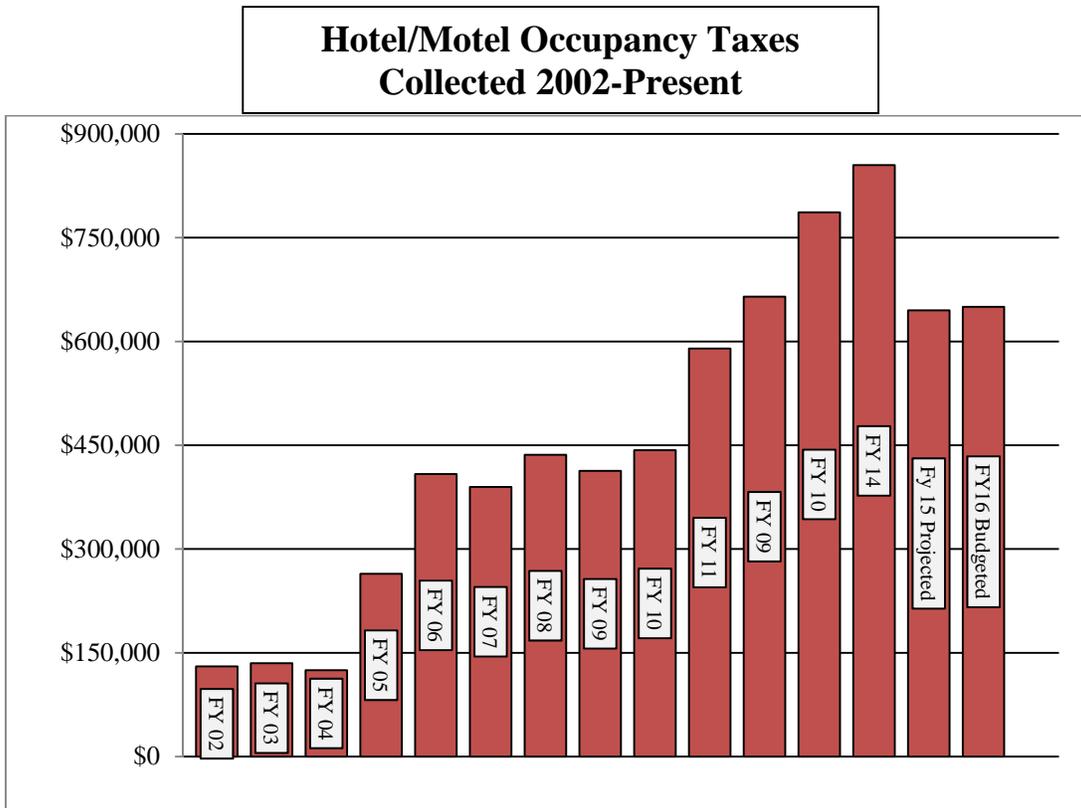
Hotel/Motel Tax Fund

Approved Funding - Fiscal 2015-16

Recreation	Lake Ponca Deep Water Launch Ramp (Grant Match)	\$50,000
Ambuc Pool	Diving Stands & Boards (2)	\$12,000
Recreation	Mobile Stage Improvements	\$10,000
Wentz Camp	Diving Stand (1) & Boards (2)	\$9,000
	Total Hotel/Motel Tax	\$81,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Advertising	10,000	Tourism Capital Outlay	<u>(150,000)</u>
Park & Recreation Equipment	21,000		
Public Recreation Impr.	<u>45,500</u>		
Total	76,500	Total	(150,000)
Net Decrease		<u>(\$73,500)</u>	



The Hotel/Motel Occupancy Taxes rate increased from 3% to 8% in July 2004 by a vote of the people.

Grant Fund Certified Local Government Grant

Department Mission: The Department will utilize Historical Preservation Grant funding from the State to assist the Preservation Panel’s efforts to preserve the remaining historically significant neighborhoods of Ponca City.

- Fiscal 2015 Accomplishments:**
- Completed a National Register Nomination for St John’s Baptist Church and Pioneer Bible Church.
 - Completed Design Guidelines for Residential Historic Districts in Ponca City.
 - Attended the National Trust Preservation Conference held in Savannah, Georgia.
 - HPAP Members completed training at the Oklahoma SHPO conference in Norman, Oklahoma.
 - HPAP reviewed Certificate of Appropriateness Applications as required.
 - HPAP in partnership with Ponca City Main Street hosted a local History Month presentation during September.
 - Met with City staff and consultants to analyze grant opportunities for Marland’s Grand Home projects.

- Fiscal 2016 Objectives:**
- Complete a National Register Nomination for Lake Ponca Duck Pond Recreation Area.
 - Work with residents of Hillcrest Additions to determine interest in creating a local historic district.
 - Review Certificate of Appropriateness Applications as necessary.
 - Work with Ponca City Main Street to present a Local History Month presentation in September.
 - Attend state and national preservation conferences for continuing education.
 - Assist City staff in the review of all historic preservation grant activities.

Special Revenue - Certified Local Government								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2015	03/31/2015			
Cert Local Gov Grant	<u>4,500</u>	<u>6,633</u>	<u>8,564</u>	<u>0</u>	<u>8,402</u>	<u>5,250</u>	<u>5,250</u>	<u>0.00%</u>
Total Revenues:	<u>4,500</u>	<u>6,633</u>	<u>8,564</u>	<u>0</u>	<u>8,402</u>	<u>5,250</u>	<u>5,250</u>	<u>0.00%</u>
EXPENDITURES								
Other Charges & Svcs	<u>8,769</u>	<u>2,883</u>	<u>10,114</u>	<u>0</u>	<u>19,975</u>	<u>8,750</u>	<u>8,750</u>	<u>0.00%</u>
Total Expenditures:	<u>8,769</u>	<u>2,883</u>	<u>10,114</u>	<u>0</u>	<u>19,975</u>	<u>8,750</u>	<u>8,750</u>	<u>0.00%</u>

Approved Capital: None

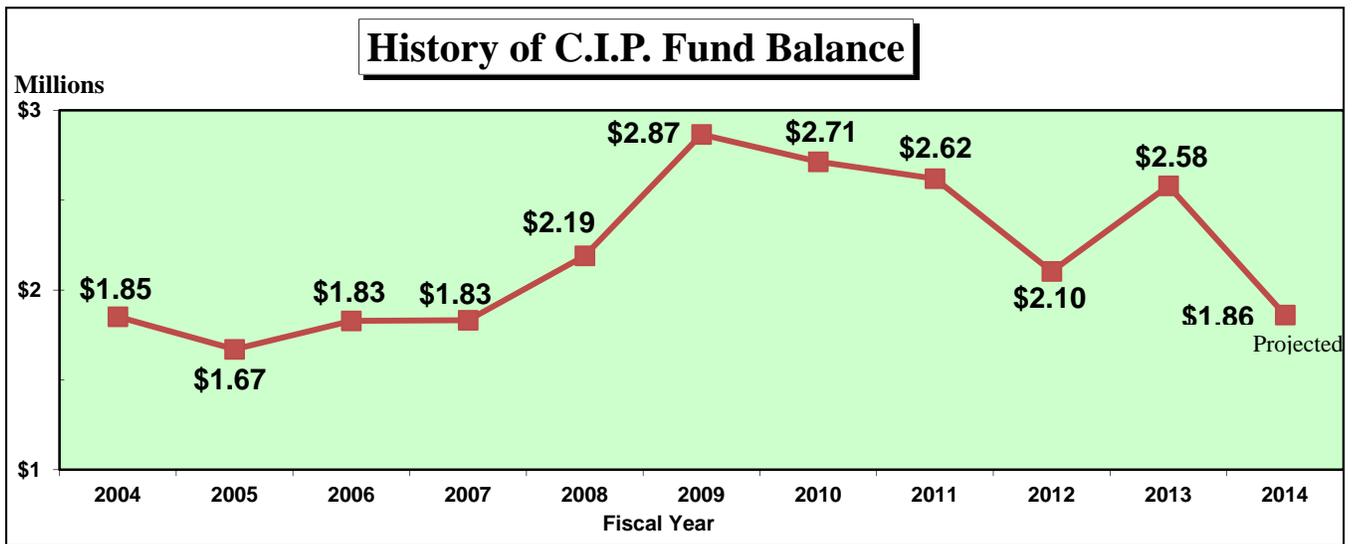
Approved Budget Variances from Prior Year: None

Capital Improvements Project

Department Mission: The Capital Improvements Fund will account for capital improvement projects budgeted for the City governmental fund types. Funding was originally derived from the refinancing of several PCUA revenue bond issues. To be selected for approval during the budget process, a Capital Improvement Project must serve as a major project of long standing benefit to the City.

- Fiscal 2015 Accomplishments:**
- Funded exterior and electrical repairs at Marland’s Grand Home.
 - Funded a greens mower for Lew Wentz Golf Course.
 - Funded a Groundsmaster mower for Lew Wentz Golf Course.
 - Funded HVAC repairs for City Hall and Fire Station#1.
 - Funded fence repairs at Ponca City Airport.
 - Funded a new sport utility vehicle at Ponca City Airport.
 - Funded Microsoft Exchange 2013 software upgrade.

- Fiscal 2016 Objectives:**
- Fund various critical capital improvements as identified by management and approved by the City Commission.



Funding for the Capital Improvements Project fund was originally derived from the refinancing of several PCUA revenue bond reissues. More recently, the City has approved annual supplemental transfers. Critical to the future will be continued regular funding of the C.I.P. Fund to assure that an asset base is in place, not only for maintenance of treasured City properties, but for new projects as well.

Capital Improvements Project								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Intergov Grants	0	0	0	0	75,000	0	0	0.00%
Donations	108,786	992,150	2,568,159	0	333,962	0	0	0.00%
Miscellaneous Receipts	0	0	0	0	0	0	0	0.00%
Trfr from General	0	200,000	250,000	0	150,000	0	0	0.00%
Trfr from Publ Fac Tx	146,213	0	0	0	0	0	0	0.00%
Trfr from Water	0	0	0	0	0	0	0	0.00%
Trfr from PC Energy	400,000	400,000	400,000	400,000	400,000	400,000	0	100.00%
Trfr from Solid Waste	0	0	0	0	0	0	0	0.00%
Trfr from PCUA Bond	0	0	0	0	0	0	0	0.00%
Trfr from Fire Station#1	0	0	0	0	0	0	0	0.00%
Transfer In	86,537	0	0	0	0	0	0	0.00%
Interest Income	18,667	18,151	20,925	13,113	23,617	26,667	13,554	103.36%
Honeywell Interest	0	0	0	0	0	0	0	0.00%
Total Revenues:	760,203	1,610,301	3,239,084	413,113	982,578	426,667	13,554	3.28%
EXPENDITURES								
Other Charges and Svcs	0	0	0	0	0	0	0	0.00%
Capital Outlay	978,323	1,615,055	3,496,645	396,446	497,267	410,000	13,554	3.42%
Debt Service	0	0	0	0	0	0	0	0.00%
Transfers	0	0	16,667	16,667	16,667	16,667	0	0.00%
Total Expenditures:	978,323	1,615,055	3,513,312	413,113	513,934	426,667	13,554	3.28%

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Fire Station #1 Tax	34,000	Airport Capital Improvement	(60,000)
Technology Services Capital	14,000	Marland's Grand Home	(40,000)
Marland Mansion Capital	85,554	Golf Capital Improvement	(89,000)
Library Capital Improvement	65,000	Misc Capital Outlay	<u>(25,000)</u>
Airport Capital Improvement	<u>29,000</u>		
Total	227,554	Total	(214,000)
	Net Increase		<u>\$13,554</u>

**Capital Improvement Projects (CIP) Fund
Approved Funding - Fiscal 2015-16**

Marland Estate	Waterproof & Replace North Stone Terrace	\$110,000
City Manager	Capital Contingency	\$100,000
Library	Exterior Building Clean & Repair	\$65,000
Tech Services	Cisco Switch	\$35,000
Airport	Paint Walls of Building 2, 3, 4	\$29,000
Tech Services	Storage and Server for Avigilon Camera System	\$20,000
Wentz Golf	5 Stage Vertical Turbine Pump	\$17,000
Airport Grants	Non Entitlement Grant	\$16,667
Fire	Magnetic Exhaust System Connections	\$12,000
Fire	Overhead Door Operator (8)	\$12,000
Fire	Breathing Air Fill Station	\$10,000
Total CIP Capital Improvements		<u>\$426,667</u>

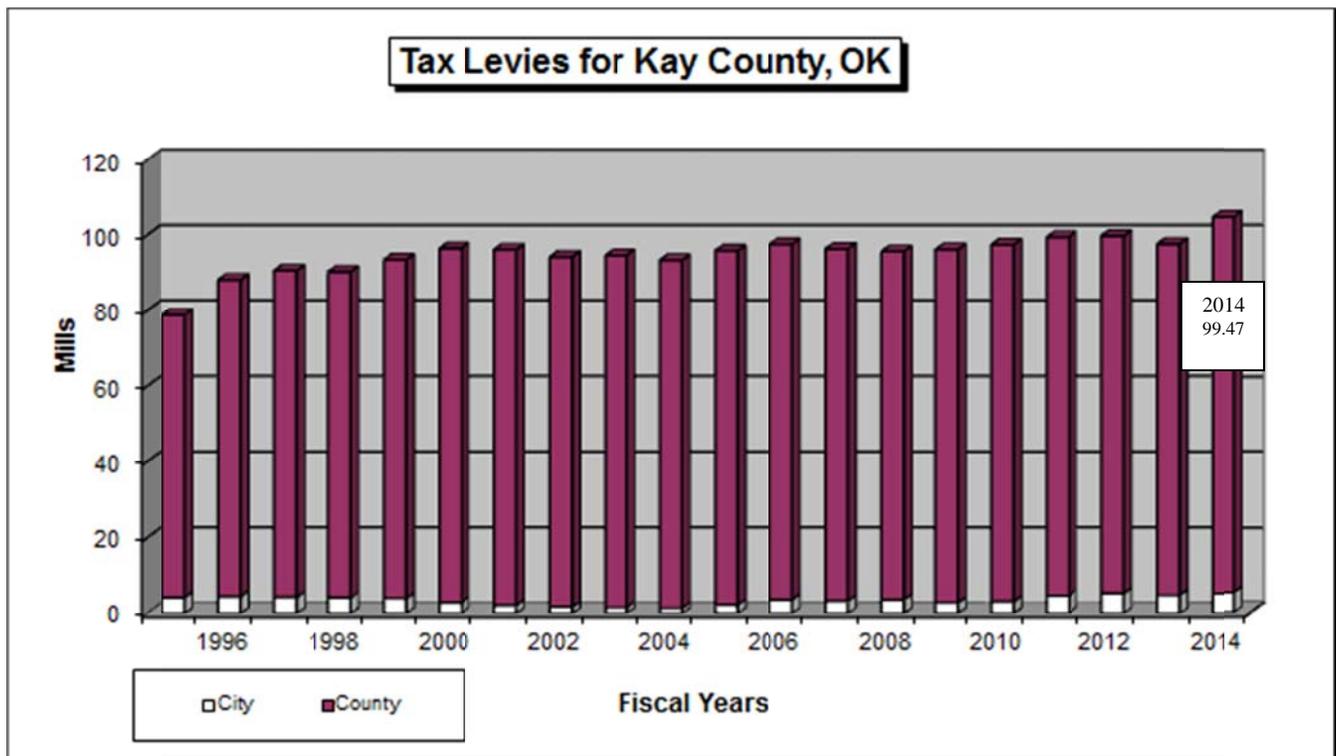
**Capital Improvement Projects (C.I.P.) Fund
 - Expenditure History**

	Actual 2010/11	Actual 2011/12	Actual 2012/13	Actual 2013/14	Projected 2014/15	Approved 2015/16
Capital Outlay						
Misc. Capital Outlay	50,000	80,000	17,309	29,286	125,000	100,000
C/O Buildings		8,000	35,352			
Radio Compliance			55,669			
Black Dust Remediation				23,965		
Honeywell Project						
Public Facilities Tax		85,000	27,246			
Fire Station #1 Tax		12,300		7,755		34,000
Building Roof Projects						
Police Capital	16,000	10,000	4,228			
Emergency Management - Siren						
Animal Control - Building Improvement	5,500	15,000				
Communications 911						
Fire Capital	12,000	28,000	1,785			
Fire Department Trucks		311,000				
City Hall		40,000				
Lake Ponca Capital				10,000		
Street Department Equipment						
Engineering Capital						
Park/Recreation Capital	19,000	16,000				
Senior Center						
AMBUC Pool	61,000	5,500				
Wentz Camp Improvements						
Lake Ponca Structures	14,000					
Wally Smith Tennis Center Impr.	25,000					
Unity Gym Improvements		80,000	11,659			
Marland's Grand Home Capital	16,000	8,200		4,750	48,325	
Louise Fluke Flag Plaza						
Library Capital Improvement	44,000	138,000	67,773	58,386		65,000
Marland Mansion Capital	50,000	165,000	24,408	15,120	24,446	110,000
Wentz Golf Capital	18,000	33,000	29,870	250,686	77,659	17,000
Water/Wastewater Improvements						
Electric Substation						
Technology Services Communication System		12,000	276,491	296,095	39,754	55,000
City Garage Building Improvements				9,371		
Water Wells - P66			873,150	1,221,066	1,966	
Water Wells/Line OMPA			71,750	1,381,734	332,438	
Aerial Phjotography			45,718	137,153		
Airport Capital	22,000		62,578	51,278	76,667	
Fuel System Improvement		64,000	10,070			
C/O Airport Building Improvements	75,000					29,000
sub total	427,500	1,111,000	1,615,055	3,496,645	726,255	410,000
Transfer to Funds						
Transfer to Civic Center Trust						
Transfer to Wentz Golf						
Transfer to Airport						
Trfr to Airport Capital Grants				16,667		16,667
- Match	8,000					
sub total	8,000	0	0	16,667	0	16,667
TOTAL EXPENDITURES	\$435,500	\$1,111,000	\$1,615,055	\$3,513,312	\$726,255	\$426,667

Debt Sinking Fund

Department Mission:

The Debt Sinking Fund is a debt service fund for the City of Ponca City to record all ad valorem property tax revenues received to fund for General Obligation (G.O.) Bond Debt and Court Ordered Judgments against the City. Court ordered judgments are the only city related item on the tax rolls.



For Calendar Year 2014, the total tax rate was 99.47 mills, comprised of P.C, Schools (66.90), Kay County (12.04), Pioneer Vo-tech (15.23), and City judgments (5.30).

Fiscal 2015 Accomplishments:

- Continued to achieve full benefit from the State Statutes providing for recovery of court ordered judgments.

Fiscal 2016 Objectives:

- Expand safety training in an effort to minimize workplace accidents.

Budget Highlights: The City of Ponca City currently has no outstanding General Obligation Bond Debt.

Debt Sinking Fund								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Ad Valorem Taxes	510,768	591,827	552,440	720,000	483,335	720,000	0	0.00%
Trnsf in from Other Funds	1,258,320	0	0	0	0	0	0	0.00%
Interest Income	<u>727</u>	<u>880</u>	<u>803</u>	<u>0</u>	<u>2,728</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	1,769,815	592,707	553,243	720,000	486,063	720,000	0	0.00%
EXPENDITURES								
Debt Principal	497,863	0	0	0	0	0	0	0.00%
Debt Interest	675,793	0	0	0	0	0	0	0.00%
Agent Fee	84,664	0	0	0	0	0	0	0.00%
Sinking Judgement	399,139	505,183	466,287	600,000	252,963	600,000	0	0.00%
Sinking Judge Interest	<u>91,406</u>	<u>111,641</u>	<u>80,780</u>	<u>120,000</u>	<u>51,566</u>	<u>120,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	1,748,865	616,824	547,067	720,000	304,529	720,000	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Years:

Increases

Decreases

Total

0

Total

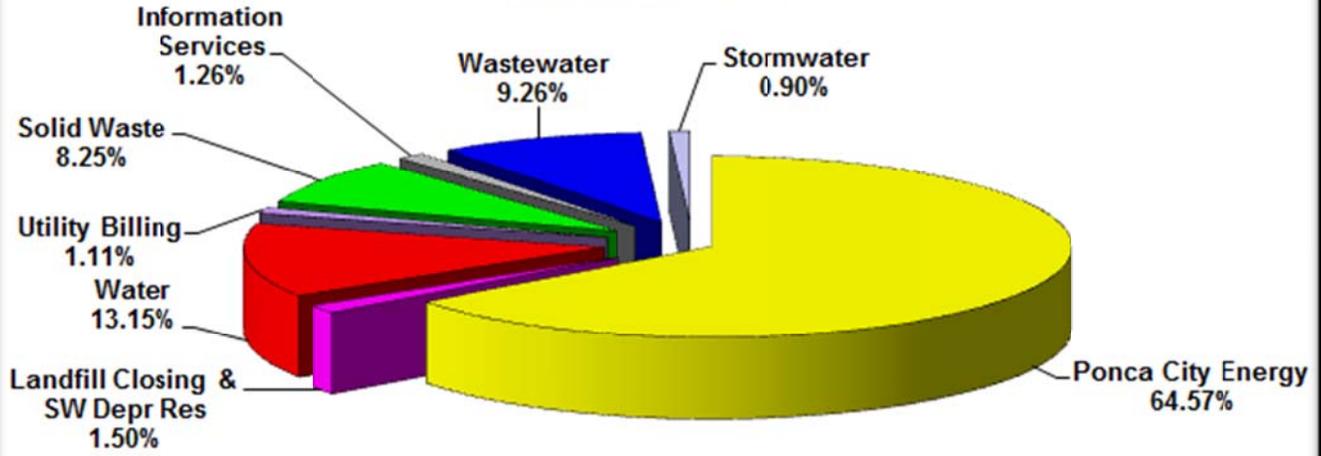
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Net Increase

0

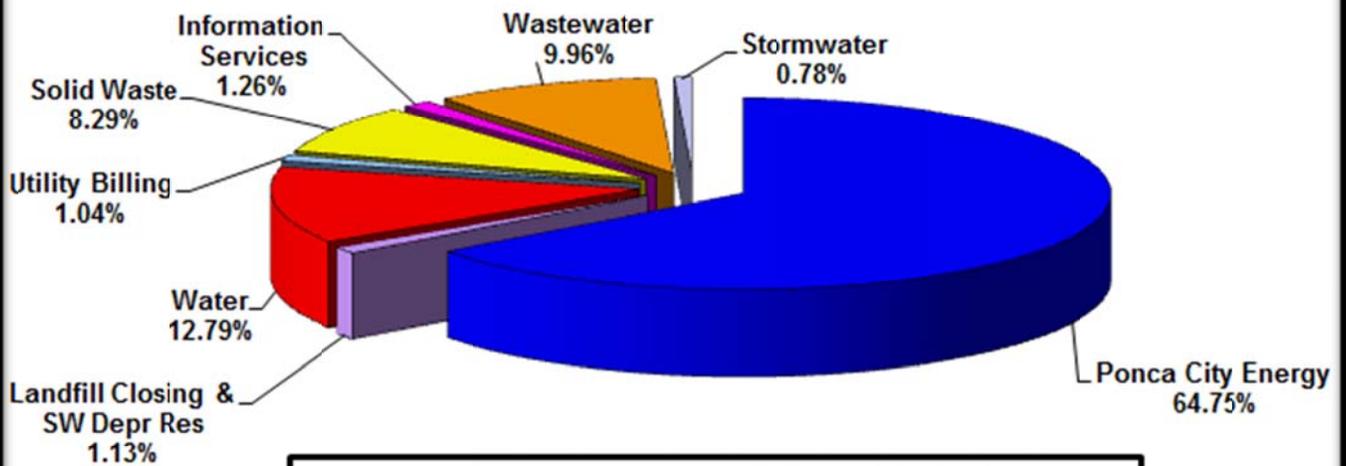
Personnel Summary: None

Ponca City Utility Authority - Expenditures Fiscal 2015-16



Total Expenditures \$59,409,694

Ponca City Utility Authority - Revenues Fiscal 2015-16



Total Revenues \$59,162,000

Ponca City Utility Authority

Summary of Revenues

Fiscal 2015-16

Description	2011/12 Actual Rev	2012/13 Actual Rev	2013/14 Actual Rev	2014/15 Budget @07/01/14	(75%)	% of Budget	Approved Budget 2015/16	% Change From 2014/15
					2014/15 Actual @ 3/31/15			
Water Fund (301)								
Charges for Services								
Water Sales	7,138,746	7,135,552	7,087,783	7,150,000	5,593,768	0.78	7,445,000	4.13
Bulk Water Sales	0	256,966	89,310	40,000	9,654	0.24	20,000	0.00
Misc. Water	49,100	20,121	17,692	20,000	4,783	0.24	20,000	0.00
Water Tap Fees	13,127	19,400	41,330	15,000	34,100	2.27	15,000	0.00
Category Total	7,200,973	7,432,038	7,236,115	7,225,000	5,642,305	78.09%	7,500,000	3.81%
Other Income								
Interest Income	18,804	16,233	17,426	20,000	23,758	1.19	20,000	0.00
Proceed Earnings	109	10,572	6,847	0	39	0.00	0	0.00
Bond Trust Earnings	0	0	0	0	0	0.00	0	0.00
Penalties	37,582	37,824	35,710	37,000	27,588	0.75	37,000	0.00
Collection of Bad Debt	8,662	9,855	7,875	9,000	7,223	0.80	8,000	(11.11)
Gain/Loss Disposal Fixed Asset	4,408	0	(1,073)	0	0	0.00	0	0.00
Other Income	0	0	0	0	0	0.00	0	0.00
Category Total	69,566	74,483	66,784	66,000	58,608	88.80%	65,000	(1.52%)
Total Revenues	7,270,538	7,506,521	7,302,899	7,291,000	5,700,913	78.19%	7,565,000	3.76%
Ponca City Energy Fund (340)								
Outside Revenue								
Fiber Partnerships	0.00	0.00	0.00	0	0	0.00	0	0.00
Category total	0.00	0.00	0.00	0	0	0.00	0	0.00%
Charges for Services								
Electric Sales	34,141,629	35,167,714	35,983,565	34,382,000	27,698,412	0.81	36,576,000	6.38
MV Lights	174,609	179,668	179,181	180,000	135,739	0.75	180,000	0.00
Misc Electric	196,691	281,116	145,411	100,000	143,225	1.43	120,000	20.00
Surge Protection	2,835	2,833	126	0	0	0.00	0	0.00
Broadband Revenue	196,420	237,226	294,029	240,000	162,866	0.68	230,000	(4.17)
Transmission Revenue	99,655	100,558	99,655	100,000	74,741	0.75	100,000	0.00
Sales Tax Revenue	10,713	(1,104)	5,840	10,000	51,114	5.11	5,000	(50.00)
Cash - Over/Short	(364)	(313)	(214)	0	(93)	0.00	0	(100.00)
Category Total	34,822,189	35,967,699	36,707,594	35,012,000	28,266,005	80.73%	37,211,000	6.28%
Other Income								
Interest Income	41,255	47,926	62,733	50,000	88,872	1.78	60,000	20.00
1997C Bond Interest	24	84	84	0	12	0.00	0	(100.00)
Penalties	268,286	274,128	284,511	275,000	223,135	0.81	280,000	1.82
Collection of Bad Debt	58,068	66,005	58,857	60,000	53,742	0.90	60,000	0.00
Capacity Payment	622,958	622,958	622,958	623,000	467,219	0.75	623,000	0.00
Internet Processing Fee	10,203	14,775	22,492	0	68,521	0.00	35,000	0.00
Income-Disposed Assets	166,580	10,679	15,935	10,000	0	0.00	20,000	100.00
Other Income	78,735	339,423	158,328	20,000	20,000	1.00	20,000	0.00
Category Total	1,246,110	1,375,979	1,225,899	1,038,000	921,499	88.78%	1,098,000	5.78%
Total Revenues	36,068,299	37,343,678	37,933,493	36,050,000	29,187,505	80.96%	38,309,000	6.27%
Solid Waste Fund (342)								
Charges for Services								
Residential Garbage	2,041,877	2,126,768	2,217,185	2,306,125	1,725,948	0.75	2,346,000	1.73
Commercial Garbage	1,185,060	1,281,777	1,306,208	1,341,725	997,896	0.74	1,356,000	1.06
Recycling Containers	10,479	9,931	9,728	9,665	7,296	0.75	9,800	1.40
Recycling Revenues	12,724	15,838	10,888	15,000	16,623	1.11	15,000	0.00
Landfill	365,111	465,935	374,465	415,000	232,453	0.56	383,000	(7.71)
Special Pick Up	32,061	14,966	22,772	30,000	12,217	0.41	20,000	(33.33)
State Landfill Fee	0	0	0	0	(11,844)	0.00	0	(100.00)
Roll Off	728,679	844,910	788,014	820,000	501,840	0.61	734,000	(10.49)
Misc Receipts	9,447	32,354	26,107	30,000	19,129	0.64	30,000	0.00
Category Total	4,385,439	4,792,478	4,755,367	4,967,515	3,501,559	70.49%	4,893,800	(1.48%)
Other Income								
Interest Income	60	18	759	0	1,901	0.00	1,000	(100.00)
Collection of Bad Debt	8,339	8,869	8,612	8,500	8,213	0.97	9,000	5.88
Income-Disp. Assets	(461)	31,500	29,775	5,000	0	0.00	0	(100.00)
Category Total	7,938	40,386	39,145	13,500	10,115	74.92%	10,000	(25.93%)
Total Revenues	4,393,377	4,832,865	4,794,512	4,981,015	3,511,673	70.50%	4,903,800	(1.55%)

Ponca City Utility Authority

Summary of Revenues

Fiscal 2015-16

Description	2011/12 Actual Rev	2012/13 Actual Rev	2013/14 Actual Rev	2014/15 Budget @ 07/01/14	(75%)	% of Budget	Approved Budget 2015/16	% Change From 2014/15
					2014/15 Actual @ 3/31/15			
Utility Billing Fund (350)								
Charges for Services								
Utility Initiation Fee	81,916	83,084	82,921	83,000	61,306	0.74	84,000	1.20
Misc. Receipts	1,923	3,977	2,526	4,000	0	0.00	3,000	(25.00)
category total	83,839	87,061	85,448	87,000	61,306	70.47%	87,000	0.00%
Contributions from Funds								
Transfer from Water	115,000	115,000	115,000	115,000	86,250	0.75	118,000	2.61
Transfer from Light	130,485	150,000	150,000	150,000	112,500	0.75	153,000	2.00
Transfer from Landfill	15,000	15,000	15,000	15,000	11,250	0.75	18,000	20.00
Transfer from S. Waste	100,000	100,000	100,000	100,000	75,000	0.75	100,000	0.00
Transfer from W-Water	115,000	115,000	115,000	115,000	86,250	0.75	118,000	2.61
category total	475,485	495,000	495,000	495,000	371,250	75.00%	507,000	2.42%
Other Revenues								
Penalties	21,248	24,692	21,402	23,000	21,088	0.92	23,000	0.00
Collection of Bad Debt	433	402	452	450	286	0.63	400	(11.11)
Income-Disposed Assets	0	(4,179)	0	0	1,835	0.00	0	0.00
category total	21,682	20,915	21,854	23,450	23,209	98.97%	23,400	(0.21%)
Total Revenues	581,006	602,975	602,302	605,450	455,765	75.28%	617,400	1.97%
Wastewater Fund (360)								
Charges for Services								
Wastewater Charges	5,016,385	5,340,640	5,501,325	5,656,000	4,365,723	0.77	5,820,000	2.90
Pretreatment Program	61,225	56,006	53,203	60,000	40,094	0.67	53,000	(11.67)
category total	5,077,610	5,396,646	5,554,527	5,716,000	4,405,817	77.08%	5,873,000	2.75%
Contributions From Funds								
Transfer From Water				0	0	0.00	0	(100.00)
category total	0	0	0	0	0	0.00	0	0.00%
Other Income								
Interest Income	4,483	6,481	10,554	8,000	13,531	1.69	8,500	6.25
Bond Interest	114	873	154	0	22	0.00	0	0.00
Collection of Bad Debt	11,770	13,848	12,502	13,000	12,306	0.95	13,500	3.85
Income-Disposed Assets	0	0	0	0	14,306	0.00	0	0.00
Other Income	0	0	0	0	0	0.00	0	0.00
category total	16,367	21,202	23,210	21,000	40,165	191.26%	22,000	4.76%
Total Revenues	5,093,977	5,417,849	5,577,737	5,737,000	4,445,982	77.50%	5,895,000	2.75%
Stormwater Fund (365)								
Charges for Services								
Stormwater Fee	198,773	339,568	379,672	401,000	307,516	0.77	448,000	11.72
category total	198,773	339,568	379,672	401,000	307,516	76.69%	448,000	11.72%
Other Income								
Interest Income	4,558	4,668	5,901	4,700	8,883	1.89	6,000	27.66
Penalties	1,931	3,443	3,835	3,500	3,339	0.95	4,000	14.29
Collection of Bad Debt	495	683	804	700	856	1.22	800	14.29
Other Income	20,000	92,603	14,521	0	17,500	0.00	0	0.00
Category total	26,984	101,396	25,061	8,900	30,577	343.56%	10,800	21.35%
Total Revenues	225,757	440,964	404,733	409,900	338,094	82.48%	458,800	11.93%

Ponca City Utility Authority

Summary of Debt

Fiscal 2015-16

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
PCUA 1995 CD-EDIF	\$500,000	12,500	0	12,500	\$0

The 1995 CDBG-EDIF Promissory Note between PCUA and PCDA is a fixed rate twenty (20) year note. The note was closed on 7-1-95 and will mature on 7-1-2015. Proceeds of the note aided in constructing Water, Wastewater and Electric Utility System infrastructure improvements in the Industrial Park.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
PCUA 1997 CDBG-ED	\$250,000	31,250	0	12,500	\$18,750

The 1997 CDBG-ED Promissory Note between PCUA and PCDA is a twenty (20) year interest free note. It closed 4-29-97 and will mature on 7-1-2017. Proceeds of the note were used on a 12 acre Landfill Expansion project, with debt being 100% Solid Waste.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
PCUA 1997 A	\$1,784,449	93,918	0	46,959	\$0

The 97A is a twenty (20) year SRF Promissory Note with OWRB. The note will mature 2-15-2016. The note is at zero percent interest and requires principal and administrative fees be paid semiannually. This note is part of a blended SRF refinancing of Interim Construction financing for Phase I of the Wastewater Treatment Plant. Debt distribution is 100% Wastewater.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
PCUA 1998 A	\$4,400,000	671,274	0	223,761	\$447,513

The 98A is a twenty (20) year SRF Promissory Note to OWRB. The note was closed 6-26-98 and is for principal and administrative fees only. The Note is the zero percent interest portion of a blended rate refinancing of Interim SRF debt for Phase II of the Wastewater Treatment Plant. The note matures on 2-15-2018, and debt distribution is 100% Wastewater.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
PCUA 1999 A	\$2,370,907	533,454	0	118,545	\$414,909

The 99A is a twenty (20) year Promissory Note to OWRB and was closed 12-23-99. The Note is part of the blended rate refinancing of Interim SRF debt for Phase II of the Wastewater Treatment Plant construction. The Note matures on 8-15-2019 and debt distribution is 100% Wastewater.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
PCUA 2000 CDBG-ED	\$380,000	114,000	0	19,000	\$95,000

The 2000 CDBG-EDIF Promissory Note between PCUA and PCDA is a twenty (20) year interest free note. It closed 11-30-00 and will mature on 1-1-2021. Proceeds of the note were used for water line improvements to serve the Conoco Carbon Fibers Plant.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
PCUA 2007	\$5,565,000	4,063,310	106,354	224,678	\$3,838,632

The 2007 is a twenty (20) year Note with OWRB. It was closed on 10-9-07 and will mature 9-15-29. The proceeds will fund wastewater collection system improvements across Ponca City. Proceeds will be drawn as projects are completed. The debt distribution is 100% Wastewater.

Ponca City Utility Authority

Summary of Debt

Fiscal 2015-16

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
PCUA 2008	\$6,750,000	1,895,000	66,008	815,000	\$1,080,000

The 2008 is an eight (8) year Utility System Revenue Note with Bank of America. The note was closed 6-30-08 and will mature 12-1-16. The proceeds contributed to the funding of the City Wide Wireless Mesh Network and refunded the 1997B and 1998B Promissory Notes to OWRB. The debt distribution is 100% Wastewater.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
2013 Sales Tax	\$12,510,000	9,795,000	171,167	2,380,000	\$7,415,000

The 2013 Sales Tax Note is a six (6) year note with Banc of America. The note was closed 11-1-2013 and will mature 2/1/2019. The proceeds were used for advanced refunding of the outstanding principal of the Sales Tax Revenue Note, Series 2009. The original note was for the construction and development of a Recreation Center serving the citizens of Ponca City, and will be repaid from revenues generated by a thirteen (13) year .5% sales tax approved by the voters.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
2009A Clean Water	\$567,296	297,037	6,226	16,376	\$280,661

The 2009A is a twenty (20) year Note with OWRB. This is an ARRA funded stimulus loan, eligible for up to 30% reduction in debt. It was closed on 10-6-09 and will mature 3-15-30. The proceeds were used for an emergency generator at the main lift station and improvements to the Brentwood lift station. The debt distribution is 100% Wastewater.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
2009B Drinking Water	\$2,801,057	1,497,732	38,492	76,471	\$1,421,261

The 2009B is a twenty (20) year Note with OWRB. This is an ARRA funded stimulus loan, eligible for up to 30% reduction in debt. It was closed on 12-15-09 and will mature 9-15-30. The proceeds were used for improvements to the water system. The debt distribution is 100% Water.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
PCUA 2012A	\$16,090,000	13,785,000	366,255	885,000	\$12,900,000

The 2012A is a refunded performance contracting project that installed automated meter reading for the electric and water utilities. It is a thirteen (13) year loan with JP Morgan that closed on 3-1-12 and will mature 8-1-25. The debt distribution is 50% Water and 50% Electric.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2015</u>	<u>FY 2016 Interest</u>	<u>FY 2016 Principal</u>	<u>Outstanding Principal June 30, 2016</u>
PCUA 2012B	\$7,825,000	5,360,000	149,510	1,015,000	\$4,345,000

The 2012B is the refunded 1999B and 2005B notes. It is a seven and a half year (7.5) year Note with OWRB. It was closed on 3-28-12 and will mature on 10-1-19. Proceeds of the note have financed Phase II of the Wastewater Treatment Plant construction and three water projects. The debt distribution is 75% water and 25% Wastewater.

Total	\$61,793,709	\$38,149,474	\$904,010	\$5,845,789	\$32,256,726
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UTILITY RATE SHEET FISCAL YEAR 2015-2016
PONCA CITY UTILITY AUTHORITY
516 E. GRAND/P.O. BOX 1450
PONCA CITY, OKLAHOMA 74602
(580) 767-0311

EFFECTIVE 07/01/2015

OFFICE HOURS
MONDAY-FRIDAY 8:00 A.M. TO 5:00 P.M.
 For questions about your account or services you may call (580)767-0311.
 After hours you may call (580)767-0405.
 Payments may be dropped off at the 100 block of South Sixth Payment Drop Box, by mail, or at the office.
 Also payments can be made online at: www.poncacityok.gov

Ponca City Utility Authority offers the following for your convenience:

<p>Automatic Bank Drafts No Checks No Penalty Saves you time and money Form must be completed to initiate draft. Payment will draft on due date.</p>	<p>Average Monthly Payments You must live in your residence for at least one year. Must be current and have good payment history on your account. A form will be sent to you stating your new average monthly payment. Sign and return to our office. Your next bill should reflect your new rate. Each year in January, our office will recalculate your new rate and send you a letter of the new rate to be paid for the upcoming year.</p>
<p>Online Bill Pay and Viewing Pay and view bills online at www.poncacityok.gov There is a 2.5% convenience fee when paying your bill online.</p>	

ELECTRIC RATES

Residential:

User Fee	\$10.51
Summer Season (May thru Sept)	
KWh	\$.104
Winter Season (Oct thru April)	
First 600 KWh	\$.104
Over 600 KWh	\$.073

Rural Residential:

User Fee	\$15.74
Summer Season (May thru Sept)	
KWh	\$.108
Winter Season (Oct thru April)	
First 600 KWh	\$.108
Over 600 KWh	\$.075

Residential with approved 40 gallon electric water heater:

User Fee	\$10.51
Summer Season (May thru Sept)	
First 400 KWh	\$.073
Over 400 KWh	\$.104
Winter Season (Oct thru April)	
First 400 KWh	\$.073
Next 600 KWh	\$.104
Over 1000 KWh	\$.073

Rural Residential with approved 40 gallon electric water heater:

User Fee	\$15.74
Summer Season (May thru Sept)	
First 400 KWh	\$.075
Over 400 KWh	\$.108
Winter Season (Oct thru April)	
First 400 KWh	\$.075
Next 600 KWh	\$.108
Over 1000 KWh	\$.075

Commercial:

City User Fee	\$14.82
City kWh	\$.103
Rural User Fee	\$22.24
Rural kWh	\$.106

Industrial:

Medium

User Fee	\$24.71
KWh	\$.061
Summer User Fee	\$14.82
Winter User Fee	\$8.65

Large

User Fee	\$247.19
KWh	\$.061
Summer User Fee	\$11.74
Winter User Fee	\$3.70

WATER RATES

Volumetric Charge (100 cubic feet or 748 gallons = 1 unit)

OCTOBER - APRIL

Type of Service	City	Rural
Residential	\$1.66	\$1.74
Commercial	\$1.66	\$1.74

MAY - SEPTEMBER

Type of Service	City	Rural
Residential		
0 - 10 Units	\$1.74	\$1.82
11 - 20 Units	\$1.82	\$1.90
21 - 50 Units	\$1.90	\$2.03
51 - 100 Units	\$2.03	\$2.11
> 100 Units	\$2.11	\$2.27
Commercial	\$1.66	\$1.74

Customer Base User Fee

City Residential Customer	\$9.74 per month
Rural Residential Customer	\$14.65 per month
City Commercial Customer	\$28.86 per month
Rural Commercial Customer	\$43.30 per month

SEWER/WASTE WATER RATES

Residential:
 User Fee \$14.99 Unit Fee \$2.65

Senior Citizens:
 User Fee \$14.24 Unit Fee \$2.65

Nonresidential (Rural):
 User Fee 1 1/2 time scheduled rate
 User Fee \$22.49 Unit Fee \$3.98

Commercial:
 User Fee \$22.49 Unit Fee \$3.98

Industrial Rates:
 Available Upon Request

Sewer Rates are calculated on the average water usage during the months of Dec., Jan., and Feb. This average is set in July and will stay this rate until the following July.

Example:

Dec. Usage	10 units
Jan. Usage	11 units
Feb. Usage	9 units
Average=10 units. Your rate would be:	
10 units @ \$2.55	\$26.50
User Fee	\$14.99
Sewer Rate-----	\$41.49

GARBAGE/REFUSE

Standard Garbage/Refuse Charges:

Residential \$18.79
Senior Citizen \$18.04

Commercial:
Standard \$31.77

Grass Clippings: Call for Pick-up
\$0.72 per bag
\$7.22 Minimum

STORM WATER FEE

Each Individually Billed
Single Family Resident
\$2.75 per month

All Other Developed Real Estate Tracts
Not Covered By Above
\$5.75 per month

TREE LINE TRIMMING

For branches that have fallen on electric lines or need to be cleared away from electric lines call 767-0405 to schedule an appointment.

RECYCLING CENTER

The City of Ponca City Solid Waste Division also provides a self service recycling facility located at:
1001 West Prospect
Tuesday thru Saturday
9:00 a.m. to 5:00 p.m.
For more information call 767-0458.

TAPPING MAIN WATER LINES

Charges for Various Sized Meters (\$)

3/4" & 1"	1 1/2" & 2"	2" Compound	Over 2"
\$1100	\$2100	\$2500	At Estimated Cost

The charges for 3/4" and 1" meters will include up to 50 feet of service line only. A \$15.00 per foot additional charge will apply in case more than 50 feet of service line needs to be installed. Similarly, for 2" meters, a \$20.00 per foot additional charge will apply if more than 50 feet of service line needs to be installed. Installation fee for a meter in excess of 2" will be determined by the Water Distribution Division based on field conditions and provided in written quotation to the customer.

**AUTOMATIC WATER FILL STATION
2307 S. 4TH**

\$18.00 for blank prepaid card
\$100.00 minimum deposit on card
\$10.45 per 1000 gallons of water
\$10.00 minimum charge per use

ELECTRIC LINE EXTENSION

**\$262.00 Fee for Setting
New Utility Pole**

NEW LINE EXTENSION
Will be quoted by electrical department.

AFTER HOUR CALL OUT FEES

**WATER DEPT.
\$30.00 Each trip**

**ELECTRIC DEPT.
\$150.00 Each trip**

LANDFILL USE

All Vehicles: \$15.88 minimum
\$41.16 per ton for compacted/
uncompacted refuse
\$1.25 per ton state landfill fee
\$7.22 per tire disposed of at
the landfill

SECURITY LIGHTS

The City of Ponca City has security lights available upon request.

- A. For a security light installed on an existing city-owned service pole and connected to an existing city-owned line, the charge will be \$7.44 per month rental fee.
- B. For a security light which is installed on a city-owned pole set specifically for that light and served from an underground city electric service, the charge will be \$8.60 per month rental fee.
- C. For a security light installed on a city-owned pole set specifically for that light requiring a transformer to be installed to serve that light from an overhead service, the charge will be \$9.80 per month rental fee.
- D. For a security light installed on a city-owned pole set specifically for that light and fed from a transformer set to serve that light from an underground service, the charge will be \$10.99 per month rental fee.
- E. A fee of \$20.00 will be charge for the installation, connection, reinstallation, reconnection, or moving of each light.

ENERGY AUDITS

The Ponca City Energy Department and OMPA are available to do an energy audit on your home or business. Just call (580)767-0405 and someone will make an appointment to come and visit with you.

Water Fund - Administration

Department Mission: The Water Administration Department directs personnel who operate and maintain the water production and distribution systems. The division also maintains records, develops and administers budgets, and manages major infrastructure projects for the water production and distribution divisions. The department is also responsible for ensuring that all water production and distribution operations comply with federal and state environmental regulations.

- Fiscal 2015 Accomplishments:**
- Provided management to personnel and facilities to promote service provision and revenue generation.
 - Coordinated capital improvement needs for both water distribution and treatment segments to ensure financial feasibility and sustainability.
 - Supervised the completion of water system capital improvement projects and provided project management services.
 - Completion of the 200,000 gallon Backwash Tower Replacement Project at the Ponca City Water Treatment Plant. The purpose of this project is to ensure adequate filter backwash and improve operation efficiency.
 - Construction of one new replacement water well in the City's Mid Wellfield to increase capacity in raw groundwater supply.
 - Collected and analyzed important aquifer productivity as well as consumption numbers to provide data basis for a future study on Ponca City's raw water supply.

- Fiscal 2016 Objectives:**
- Promote higher standards and more efficient operation throughout the department.
 - Continue the commitment to provide quality drinking water and satisfying services to all residential, commercial, and industrial customers.
 - Work with the Engineering Department on infrastructure issues concerning the Lake Ponca Dam.
 - Work with City Management in developing a long-term water supply plan for the community.
 - Continue to develop the City's Mid Wellfield in order to improve the reliability of the community's raw groundwater supply system.

PCUA - Water Administration								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Personal Services	63,209	66,408	68,412	71,972	54,054	73,100	1,128	1.57%
Material/Supplies	1,342	1,199	1,458	1,800	752	1,900	100	5.56%
Other Charges & Svcs	269,886	304,206	315,655	337,572	257,592	353,901	16,329	4.84%
Capital Outlay	6,500	0	0	0	0	0	0	0.00%
Debt Service	1,268,809	1,669,425	1,647,663	1,681,000	1,256,318	1,694,000	13,000	0.77%
Transfers	<u>3,096,952</u>	<u>1,612,223</u>	<u>1,680,605</u>	<u>1,733,803</u>	<u>1,300,352</u>	<u>1,778,297</u>	<u>44,494</u>	<u>2.57%</u>
Department Total	<u>4,706,698</u>	<u>3,653,461</u>	<u>3,713,793</u>	<u>3,826,147</u>	<u>2,869,068</u>	<u>3,901,198</u>	<u>75,051</u>	<u>1.96%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	1,279	Workers Compensation	(618)
FICA	64	Debt Interest	(40,000)
Medicare	26	Transfer to Tech Services	<u>(3,000)</u>
Retirement Plan 2	153		
ICMA Retirement PCUA	224		
Food Supplies	100		
Meter Support Services	3,230		
Charges for General Services	13,099		
Debt Principal	53,000		
Transfer to General	44,494		
Transfer to Utility Billing	<u>3,000</u>		
	Total	Total	(43,618)
		Net Increase	<u>\$75,051</u>

Personnel Summary:

Environmental Services Director	.34	Administrative Secretary	.5
Total Full Time Employees		.84	

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	1.17	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84

Explanation: (Employees Shared between Funds) Environmental Services Director: **34% Water Admin;** 33% Wastewater Admin; 33% Solid Waste
 Administrative Secretary: **50% Water Admin;** 50% Wastewater Admin
 FY 07/08 the position of Office Specialist is no longer shared between funds and is assigned full time to Ponca City Energy.

Water Fund – Production

Department Mission:

The Water Production Division operates and maintains a 16 MGD water treatment plant, seventeen water wells, six distribution booster pumping facilities, two elevated water storage towers, and four ground storage reservoirs. The most essential component, the water treatment plant, was originally built in 1925 and underwent a series of rehabilitation and upgrades in the 1950's, the mid 1980's and 1996-97. The objective of this division is to produce and deliver to the water distribution system a high quality potable water supply and to comply with all State and Federal environmental regulations.

Fiscal 2015 Accomplishments:

- Successfully treated over 3.04 billion gallons of drinking water that met or exceeded the State and Federal Standards.
- Completed 4,290 maintenance and repair work orders at the water plant, wellfield, and booster pump stations.
- Worked with PEC engineers in design phase and oversaw the construction of one replacement water well in the City's Mid Wellfield.
- Working with Cowan Group engineers for the design of second replacement water well in the Mid Wellfield.
- Worked with MKEC engineers and the general contractor for the installation of the new backwash tower at the water plant.
- Completed two filter rehabilitation to improve plant operation efficiency
- Monitored aquifer level and Lake Ponca level monthly

Fiscal 2016 Objectives:

- Work with engineers, contractors, and vendors to complete all infrastructure projects on time and within budget.
- Continue division's commitment to employee training and education to enhance job knowledge and safety awareness.
- Continue to monitor the City's aquifer and Lake Ponca through all seasons.

PCUA - Water Production								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	623,028	683,194	672,946	724,400	535,271	737,348	12,948	1.79%
Material/Supplies	667,441	706,231	629,990	741,500	386,580	741,500	0	0.00%
Other Charges & Svcs	578,778	632,540	590,690	617,900	404,604	643,900	26,000	4.21%
Capital Outlay	214,014	43,508	335,185	435,000	61,932	530,000	95,000	21.84%
Transfers	61,541	65,193	60,676	66,779	41,868	68,779	2,000	2.99%
Department Total	2,144,802	2,130,666	2,289,487	2,585,579	1,430,255	2,721,527	135,948	5.26%

Approved Capital:

Industrial Park Water Storage Tank Repairs	\$370,000
Dam Assessment & Ten Year Rehabilitation Plan	\$100,000
Rehabilitation of Two Filters	\$60,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	10,802	Health Insurance	(732)
FICA	569	Water Wells	<u>(375,000)</u>
Medicare	133		
Retirement Plan 2	1,808		
Workers Compensation	368		
Electric Utilities	26,000		
Land Improvements	100,000		
C/O Water System	370,000		
Transfer to City Garage	<u>2,000</u>		
Total	511,680	Total	(375,732)
	Net Increase		<u>\$135,948</u>

Personnel Summary:

Treatment Plant Superintendent	1	Treatment Plant Mechanic	3
Treatment Plant Chief Operator	1	Laborer – Part Time	2
Treatment Plant Operator	4	Laborer – Seasonal	1
Maintenance Foreman	1		

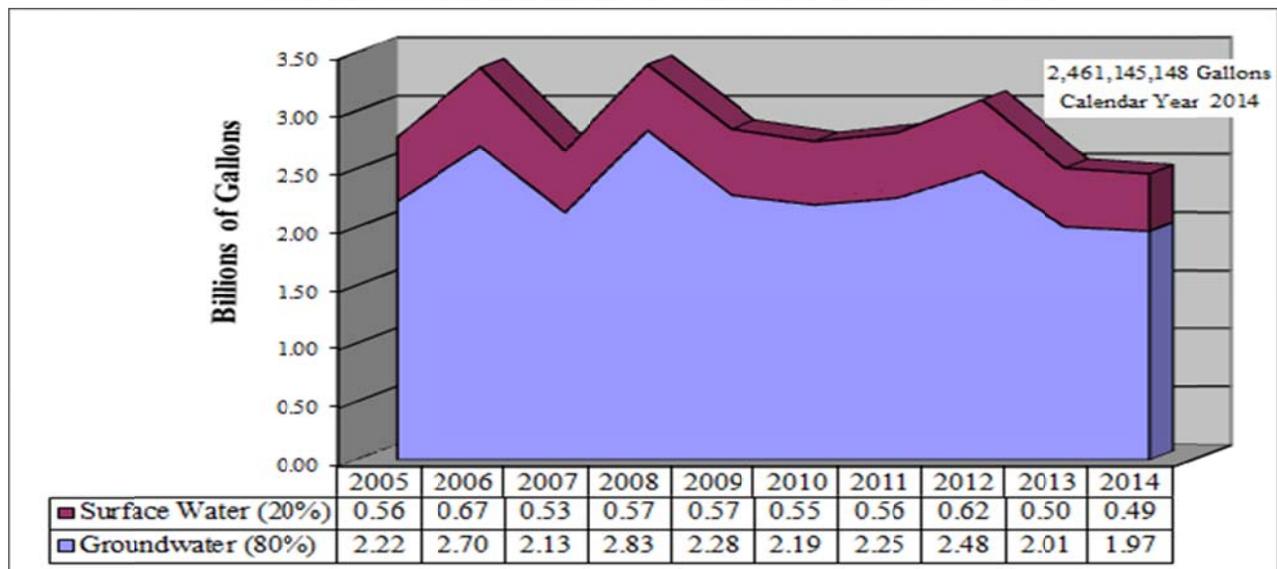
Total Full Time Employees 10
Total Part Time Employees 3

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	8	8	8.5	9.5	9.5	10	10	10	10	10

Explanation: FY 07/08, Superintendent is shared equally between funds of Water Production and Wastewater Treatment. An additional plant mechanic position was added.
 FY 10/11 the position of Superintendent is no longer shared between Water Production and Wastewater Treatment but is allocated 100% to Water Production

Water Production in Billions of Gallons for Years 2005-2014



Water Fund – Distribution

Department Mission: The Water Distribution Division is responsible for distributing an abundant and high-quality supply of potable water to City’s residential, commercial, industrial, and whole-sale customers. The division achieves its goals by maintaining 180 miles of water mains, over 11,400 water meters, various-sized valves, and approximately 900 fire hydrants located within City’s water distribution system.

- Fiscal 2015 Accomplishments:**
- Completed all capital projects on time and within budget.
 - Tested 300 large valves in the water distribution system.
 - Repaired four 4” water valves on Highland Avenue between Birch and Hampton Street. Planning and pre-excavation preparation was done so that repair work was completed in less than two days to minimize service interruption.
 - Improved the division’s mapping system by adding data on valves, newly-constructed water mains, and old mains that are not recorded in the system.

- Fiscal 2016 Objectives:**
- Start a process to locate buried valves and raise these valves to grade in order to improve access in emergency situations.
 - Continue to improve the division’s mapping system.
 - Continue to introduce new methods of operation to improve safety and efficiency.

PCUA - Water Distribution								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
				Personal Services	509,992	562,693		
Material/Supplies	94,525	101,797	96,401	120,200	68,799	120,200	0	0.00%
Other Charges & Svcs	209,874	196,233	208,443	224,800	136,580	231,500	6,700	2.98%
Capital Outlay	444,828	407,234	545,104	189,000	330,301	121,000	(68,000)	(35.98%)
Transfers	93,131	107,276	82,850	97,748	66,373	107,748	10,000	10.23%
Department Total	1,352,350	1,375,234	1,474,577	1,238,092	1,032,536	1,188,370	(49,722)	(4.02%)

Approved Capital:

Contingency of Water Main Projects	\$55,000
Fire Hydrants	\$36,000
Water Meters	\$30,000

Approved Budget Variances from Prior Year:

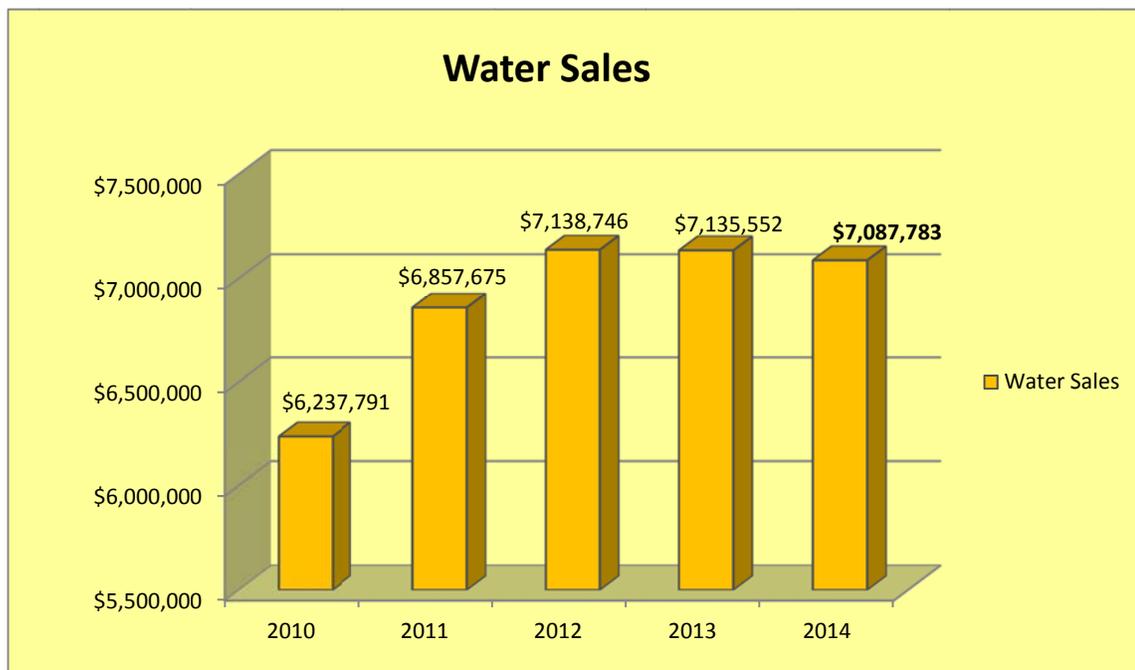
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	9,294	Part Time Salaries	(7,880)
FICA	385	Health Insurance	(2,097)
Medicare	90	C/O Water System	(4,000)
Retirement Plan 2	1,537	Machinery & Equipment	(50,000)
Workers Compensation	249	Misc Capital Outlay	<u>(14,000)</u>
Electric Utilities	5,000		
Solid Waste Services	200	q	
Misc Contractual Services	1,500		
Transfer to City Garage	<u>10,000</u>		
Total	28,255	Total	(77,977)
Net Decrease		<u>(\$49,722)</u>	

Personnel Summary:

Supervisor	1	Maintenance Worker I	5
Senior Maintenance Worker	1	Laborer – Part Time	2
Maintenance Worker II	3		
Total Full Time Employees		10	
Total Part Time Employees		2	

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	10	10	10	10	10	10	10	10	10	10



Ponca City Energy Fund – Purchased Power

Department Mission: The Purchased Power Department will work in partnership with Oklahoma Municipal Power Authority (OMPA) to acquire the lowest possible wholesale power costs.

Fiscal 2015 Accomplishments:

- The price of fuel has remained fairly stable for the year; however, OMPA has worked diligently with other entities to limit the effects of increasing transmission and gas delivery costs. In addition, the new Charles D. Lamb Energy Center (CDLEC), northwest of Ponca City, was substantially completed and made ready for service.

Fiscal 2016 Objectives:

- Completing construction of the CDLEC and increasing the amount of natural gas under contract will be the major focus of OMPA for the upcoming year.

PCUA - Purchased Power								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Other Charges & Svcs	<u>21,805,777</u>	<u>22,386,435</u>	<u>23,053,305</u>	<u>22,177,866</u>	<u>17,297,793</u>	<u>24,150,000</u>	<u>1,972,134</u>	<u>8.89%</u>
Department Total	<u>21,805,777</u>	<u>22,386,435</u>	<u>23,053,305</u>	<u>22,177,866</u>	<u>17,297,793</u>	<u>24,150,000</u>	<u>1,972,134</u>	<u>8.89%</u>

Approved Budget Variances from Prior Year:

	<u>Increases</u>	<u>Decreases</u>
Purchased Power	<u>1,972,134</u>	
Total	1,972,134	Total 0
Net Increase		<u>\$1,972,134</u>

MESO WINTER RATE SURVEY - 2015				
Utility	500 kWh	2000 kWh	1,000 kWh	10,000 kWh
	Residential	Residential	Commercial	Commercial
Altus	\$ 83.01	\$ 220.62	\$ 127.76	\$ 917.14
Blackwell	\$ 71.36	\$ 235.85	\$ 146.73	\$ 1,305.27
Claremore	\$ 67.08	\$ 242.80	\$ 132.15	\$ 1,186.50
Collinsville	\$ 55.88	\$ 195.75	\$ 110.50	\$ 949.75
Comanche	\$ 95.22	\$ 290.27	\$ 179.71	\$ 1,336.94
Cushing	\$ 55.11	\$ 199.45	\$ 118.32	\$ 1,029.35
Duncan	\$ 54.27	\$ 128.67	\$ 140.30	\$ 512.00
Edmond	\$ 64.08	\$ 163.48	\$ 134.45	\$ 720.80
Frederick	\$ 69.48	\$ 208.11	\$ 151.74	\$ 1,299.12
Hominy	\$ 51.37	\$ 178.87	\$ 107.24	\$ 944.24
Kingfisher	\$ 58.15	\$ 196.29	\$ 129.00	\$ 1,002.15
Laverne	\$ 65.64	\$ 146.04	\$ 98.04	\$ 530.04
Lexington	\$ 85.22	\$ 312.63	\$ 175.03	\$ 1,580.53
Mangum	\$ 63.75	\$ 223.50	\$ 121.50	\$ 1,101.00
Newkirk	\$ 77.17	\$ 260.62	\$ 138.92	\$ 1,042.99
Pawhuska	\$ 55.00	\$ 220.00	\$ 91.21	\$ 902.10
Pawnee	\$ 78.88	\$ 268.58	\$ 134.43	\$ 1,111.56
Perry	\$ 72.46	\$ 244.06	\$ 152.12	\$ 1,118.21
Ponca City	\$ 63.63	\$ 181.61	\$ 120.19	\$ 1,071.10
Purcell	\$ 62.78	\$ 240.68	\$ 122.12	\$ 1,193.66
Sallisaw	\$ 58.68	\$ 196.23	\$ 104.53	\$ 929.83
Skiatook	\$ 56.32	\$ 209.98	\$ 116.76	\$ 1,029.68
Stillwater	\$ 65.34	\$ 173.51	\$ 104.54	\$ 1,003.97
Stroud	\$ 60.71	\$ 178.33	\$ 139.29	\$ 1,020.52
Tecumseh	\$ 72.93	\$ 239.60	\$ 139.34	\$ 1,120.43
Tonkawa	\$ 52.50	\$ 203.85	\$ 103.65	\$ 1,120.43
Walters	\$ 75.69	\$ 240.86	\$ 164.38	\$ 1,203.00
Watonga	\$ 65.44	\$ 229.97	\$ 146.42	\$ 1,143.92
Wetumka	\$ 88.92	\$ 321.50	\$ 160.55	\$ 1,260.98
Wynnewood	\$ 62.50	\$ 172.60	\$ 122.60	\$ 981.00
Yale	\$ 84.81	\$ 292.96	\$ 154.19	\$ 1,403.12

Rate Survey furnished by Municipal Electric Systems of Oklahoma (MESO),
which is the statewide trade association of Oklahoma's 63 municipally owned electric distribution utilities.

Ponca City Energy Fund – Distribution

Department Mission:

Principles of Operation: To use wisdom and knowledge to maintain and improve the City's electrical system. To do these things with the goal to serve, the goal to satisfy, and the goal to get results, striving to have the best electrical system and street lighting system possible. In addition, to guard our trusted resources in order to annually provide a reasonable transfer to the City treasury for the public good while maintaining comparably low rates.

Fiscal 2015 Accomplishments:

- Tested 2,000 poles and replaced 178 bad ones.
- Converted and replaced over 2 miles of non-accessible primary overhead to underground.
- Removed and replaced 12 PCB transformers.
- Reconductored 3 miles of Copperweld wire to #2 ACSR and changed open wire to triplex.
- Constructed fiber-optic extensions for new customers as required.
- Converted the Diesel Plant Substation to a generation step-up facility for Steam Unit #1.
- Finished new large conductor feeder for Lake Ponca.
- Shipped damaged transformer from McCord Substation to Howard Industries for repair and installed it at Northeast Substation on return. This increased Northeast Substation capacity by 60% to allow for greater system flexibility.
- Moved smaller substation transformer from Northeast Substation to McCord Substation.
- Performed relay upgrade at McCord Substation to improve reliability, increase network performance, and improve outage response.
- Replace damaged transmission switch at 14th St. and South Avenue.
- Completed building and verification of electrical model for Outage Management.
- Completed installation and testing of Milsoft Outage Management and Interactive Voice Response (IVR).

Fiscal 2016 Objectives:

- Test 2,000 poles and replace bad ones.
- Convert 3 miles of non-accessible primary overhead to underground.
- Perform feeder modifications to improve reliability and flexibility during adverse weather.
- Replace SCADA Master with Virtual Server Master.
- Replace circuit breakers and perform a relay upgrade at Dan Moran Substation to improve reliability, increase network performance, and improve outage response.
- Relocate ½ mile of 477 feeder for Osage Casino.
- Construct fiber-optic extensions for new customers as required.

PCUA - Electric Distribution								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Personal Services	1,930,394	2,022,177	2,066,156	2,207,027	1,678,410	2,266,532	59,505	2.70%
Material/Supplies	203,362	261,019	197,739	317,700	138,537	312,500	(5,200)	(1.64%)
Other Charges & Svcs	2,480,753	2,587,994	2,761,437	2,838,333	1,909,807	3,023,239	184,906	6.51%
Capital Outlay	1,421,293	1,724,543	3,181,737	2,105,000	1,051,373	2,037,000	(68,000)	(3.23%)
Debt Service	214,405	585,630	596,694	619,000	458,303	641,000	22,000	3.55%
Transfers	<u>5,809,369</u>	<u>5,507,639</u>	<u>5,612,996</u>	<u>5,785,074</u>	<u>4,445,774</u>	<u>5,928,729</u>	<u>143,655</u>	<u>2.48%</u>
Department Total	12,059,576	12,689,003	14,416,759	13,872,134	9,682,202	14,209,000	336,866	2.43%

Approved Capital:	Electric Distribution System Improvements	\$900,000
	Distribution Reinforcement Program	\$400,000
	Large Bucket Truck	\$350,000
	Street Lights	\$100,000
	Fiber Optic	\$100,000
	SCADA Master Server Software	\$95,000
	Dielectric Bucket Van	\$92,000



On January 15, 2015, PCE crews worked to install a new switch pole near Atwoods on Prospect Avenue.



PCE Crews are always there for you even in snow, rain, or shine.

Solid Waste Collection

Department Mission:

The Solid Waste Collection Department is a full service department providing residential collection, commercial collection, and roll-off services. This department provides a City Charter mandate of protecting public health, safety, and welfare. Established under the Ponca City Utility Authority the department operates as an enterprise fund and is funded completely by user fees.

Fiscal 2015 Accomplishments:

- Co-hosted the Biannual Household Hazardous Waste and Electronics Collection Day with Phillips 66 Ponca City Refinery.
- Completed installation of Paradigm Routing and Billing Software.
- Held safety and informational meetings to enhance employees' safety awareness and job knowledge.
- Maintained certification of supervisory staff in the Management of Municipal Solid Waste Systems.
- Advertised in the local yellow pages and area maps to educate the public about the services offered by the Solid Waste Division.
- Assisted Development Services in the removal and disposal of debris from code enforcement activities.

Fiscal 2016 Objectives:

- Continue the Division's commitment to employee education and training.
- Work with Development Services in the removal and disposal of debris from code enforcement activities.
- Research possible ways to expand recycling opportunities for residents, businesses, and industrial customers in the area.

PCUA - Solid Waste Collection								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	1,742,433	1,806,646	1,804,286	1,984,667	1,358,019	2,058,930	74,263	3.74%
Material/Supplies	37,618	47,127	36,960	51,700	38,141	50,500	(1,200)	(2.32%)
Other Charges & Svcs	164,782	186,657	168,862	225,864	151,983	196,264	(29,600)	(13.11%)
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>1,338,082</u>	<u>1,268,301</u>	<u>1,352,023</u>	<u>1,390,763</u>	<u>934,192</u>	<u>1,351,903</u>	<u>(38,860)</u>	<u>(2.79%)</u>
Department Total	3,282,915	3,308,732	3,362,131	3,652,994	2,482,335	3,657,597	4,603	0.13%

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	24,690	Misc Supplies	(3,000)
Overtime	6,773	Household Hazardous Waste	(35,000)
FICA	1,614	Travel Expenses	(2,000)
Medicare	387	Transfer to City Garage	<u>(50,000)</u>
Retirement Plan 2	746		
ICMA Retirement PCUA	190		
Health Insurance	38,837		
Workers Compensation	1,026		
Computer Supplies	100		
Janitor Supplies	200		
Safety Material & Supplies	1,500		
Electric Utilities	500		
Charges for General	6,900		
Transfer to General	<u>11,140</u>		
Total	94,603	Total	(90,000)
Net Increase		<u>\$4,603</u>	

Personnel Summary:

Environmental Svcs Director	.33	Solid Waste Collector	15
Solid Waste Superintendent	1	Office Specialist	1
Supervisor-Solid Waste	2	Loaders-Part Time	9
Senior Solid Waste Collector	12	Recycling Advocate	.5
Total Full Time Employees		31.83	
Total Part Time Employees		9	

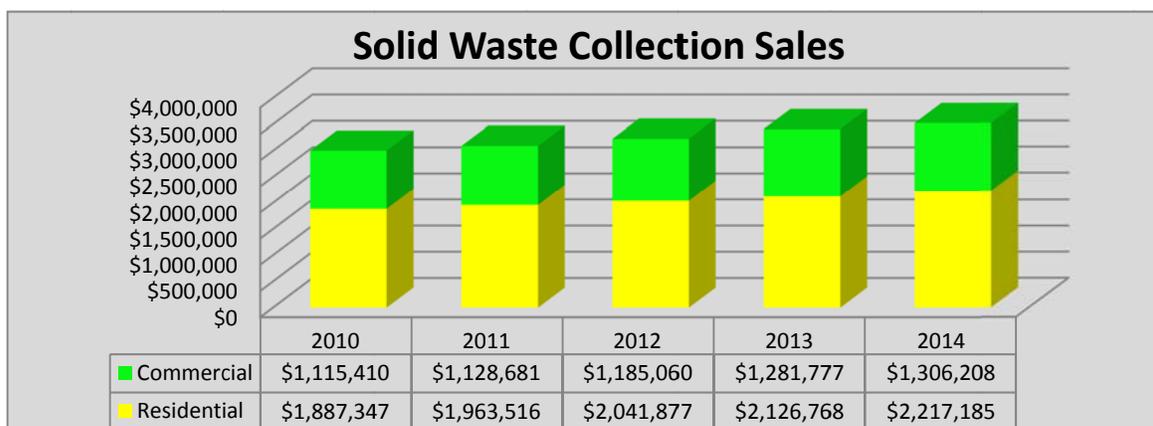
Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	31.33	31.33	32.33	32.33	32.33	31.83	31.83	31.83	31.83	31.83

Explanation:

FY 08/09 a new position of Recycling Coordinator was created.
 FY 11/12 the position of Recycling Coordinator was changed to Advocate and shared equally with Stormwater.
 (Employees shared between Funds) Environmental Services Director: **33% Solid Waste**; 34% Water Admin; 33% Wastewater Admin.

Residential & Commercial Collection Sales 2010-2014



Solid Waste - Landfill

Department Mission: The Ponca City Landfill is a State-authorized and licensed refuse disposal site governed by State and Federal regulations as to the handling of refuse disposed at this facility.

Fiscal 2015 Accomplishments:

- Fulfilled all reporting requirements for air quality monitoring, greenhouse gas emissions, and groundwater monitoring at the landfill site.
- Maintained certification of supervisory staff in the Management of Landfill Operations.
- Held regular safety meetings and group discussions to enhance employees' safety awareness and job knowledge.

Fiscal 2016 Objectives:

- Fulfill all monitoring and reporting requirements mandated by ODEQ and EPA.
- Minimize slope erosion by planting and maintaining vegetation on exposed intermediate covered areas.
- Continue Division's commitment to safety by holding safety meetings, group discussions, and attending city wide training sessions.
- Continue to assist City Departments in the disposal of refuse from various projects and code enforcement activities.

PCUA - Landfill								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	388,644	413,710	416,510	429,033	321,657	441,443	12,410	2.89%
Material/Supplies	10,411	9,639	9,473	16,600	11,624	15,800	(800)	(4.82%)
Other Charges & Svcs	98,706	119,727	91,955	137,797	63,690	122,112	(15,685)	(11.38%)
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	12,500	12,500	12,500	12,500	12,500	12,500	0	0.00%
Transfers	<u>845,689</u>	<u>636,183</u>	<u>742,877</u>	<u>732,091</u>	<u>481,024</u>	<u>654,349</u>	<u>(77,742)</u>	<u>(10.62%)</u>
Department Total	1,355,951	1,191,759	1,273,316	1,328,021	890,496	1,246,204	(81,817)	(6.16%)

Approved Capital: All capital for Solid Waste is purchased from the Solid Waste Depreciation Reserve Fund.

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	6,422	Wearing Apparel	(500)
Overtime	2,000	Water System Maintenance	(500)
FICA	346	Heavy Equipment Maintenance	(1,500)
Medicare	89	Engineering Services	(18,000)
Retirement Plan 2	1,090	Transfer to Tech Services	(3,000)
Health Insurance	2,246	Transfer to Landfill Closure	(30,000)
Workers Compensation	217	Transfer to City Garage	<u>(50,000)</u>
Janitor Supplies	200		
Misc Supplies	200		
Buildings Maintenance	1,300		
Electric Utilities	400		
Charges for General Services	1,915		
Transfer to General	2,258		
Transfer to Utility Billing	<u>3,000</u>		
Total	21,683	Total	(103,500)
Net Decrease		<u>(\$81,817)</u>	

Personnel Summary:

Landfill Supervisor	1	Office Specialist	2
Equipment Operator II	2	Loader – Part Time	3
Heavy Equipment Operator	2		
Total Full Time Employees		7	
Total Part Time Employees		3	

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	7	7	7	7	7	7	7	7	7	7

Landfill – Closure

Department Mission: The Landfill Closure Fund provides funds to meet financial assurance required by EPA/ODEQ (Environmental Protection Agency/Oklahoma Department of Environmental Quality) for closure/post-closure cost of the Ponca City Landfill.

Fiscal 2015 Accomplishments:

- Funded landfill closure account by required amount.
- Met all EPA/ODEQ subtitle D requirements for financial assurance of closure/post closure costs.

Fiscal 2016 Objectives:

- Continue funding for future closure/post closure costs.
- Continue to comply with EPA/ODEQ subtitle D requirements for financial assurance of closure/post closure costs.

PCUA - Landfill Closure								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2016 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2016			
Transfer from Sld Wst	60,000	20,000	20,000	20,000	15,000	20,000	0	0.00%
Transfer from Landfill	180,000	60,000	60,000	60,000	45,000	30,000	(30,000)	(50.00%)
Interest Income	(95,829)	0	0	0	0	0	0	0.00%
Gain on Investment	<u>223,320</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	<u>367,491</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>	<u>60,000</u>	<u>50,000</u>	<u>(30,000)</u>	<u>(37.50%)</u>
EXPENDITURES								
Dues & Subscriptions	20,828	21,800	28,260	30,000	16,746	30,000	0	0.00%
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	<u>20,828</u>	<u>21,800</u>	<u>28,260</u>	<u>31,000</u>	<u>16,746</u>	<u>31,000</u>	<u>0</u>	<u>0.00%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases

Decreases

Total

0

Total

0

Net Increase

\$0

Personnel Summary: None

RECYCLING CENTER STATISTICS

<u>Type of Recyclable</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Cardboard	110.28	89.06	4.86*	78.50	79.26	89.30	101.59
Newspapers	211.56	130.94	169.18	166.18	149.72	154.01	160.92
White Goods	123.66	111.47	45.38	23.04	25.38	22.04	25.76
Magazines	54.06	52.15	57.58	51.39	56.49	54.40	52.31
Office Paper	26.25	20.16	23.12	25.58	23.25	23.03	25.76
Glass	25.59	30.28	29.95	31.47	37.63	38.98	41.38
Books	7.31	8.07	12.67	10.20	8.49	9.35	8.10
Tin	3.37	12.68	13.5	6.25	6.54	8.47	7.11
Iron	16.15	10.79	*	*	*	*	*
Car Batteries	.38	5.88	4.66	.81	2.67	2.88	4.01
Aluminum Cans	2.39	2.26	2.24	2.41	2.36	2.33	2.65
Misc Paper	8.44	10.77	9.25	6.80	8.58	8.77	7.82
Mixed Metal	.19	.57	17.70*	16.56*	14.49*	16.20*	8.22*
Total*	589.63	485.08	390.09	419.19	412.70	429.76	445.63

*All amounts in tons. FY 2010 Iron was added to Mixed Metal. Cardboard decreased due to remodeling the recycling center.

RECYCLING SAVINGS

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Trees	8,485	7,315	6,276	6,626	5,939	5,761	6,061
kWh of Energy	2,046,559	1,752,192	1,513,731	1,598,168	1,437,066	1,389,326	1,461,650
Gallons of Water	3,494,193	2,961,548	2,584,421	2,718,579	2,453,528	2,372,020	2,495,500
Cubic Yard of Landfill	1,998	1,194	949	1,039	1,106	779	820
Pounds of Air Pollution	29,950	25,641	21,500	23,388	21,030	25,786	26,395

Solid Waste Equipment Reserve

Department Mission: The Solid Waste Equipment Reserve provides for the replacement of equipment in the Solid Waste Fund pursuant to a set replacement schedule.

Fiscal 2015 Accomplishments:

- Funded the Depreciation Reserve by the required amounts.
- Maintained the equipment replacement schedule.

Fiscal 2016 Objectives:

- Maintain a balanced depreciation schedule.
- Fund upgrades and expansions associated with the operational demands of the Solid Waste Division.

PCUA - Solid Waste Equipment Reserve								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Transfer from Sld Wste	245,000	250,000	300,000	300,000	225,000	300,000	0	0.00%
Transfer from Landfill	245,000	250,000	300,000	300,000	225,000	300,000	0	0.00%
Interest Income	<u>18,570</u>	<u>17,312</u>	<u>18,451</u>	<u>20,000</u>	<u>24,562</u>	<u>20,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	<u>508,570</u>	<u>517,312</u>	<u>618,451</u>	<u>620,000</u>	<u>474,562</u>	<u>620,000</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES								
Capital Outlay	<u>13,122</u>	<u>535,169</u>	<u>970,800</u>	<u>1,051,000</u>	<u>28,703</u>	<u>862,000</u>	<u>(189,000)</u>	<u>(17.98%)</u>
Total Expenditures:	<u>13,122</u>	<u>535,169</u>	<u>970,800</u>	<u>1,051,000</u>	<u>28,703</u>	<u>862,000</u>	<u>(189,000)</u>	<u>(17.98%)</u>

Approved Capital:

Rear Load Packer Trucks (3)	\$650,000
30 Yard Compactors (2)	\$70,000
Litter Fence Units (5)	\$30,000
2-6 Yard Rear Load Containers	\$30,000
30 Yard Open Top Containers (4)	\$25,000
6 Yard Compactors (2)	\$24,000
Ten Foot Rotary Mower	\$20,000
40 Yard Receiver Box	\$10,000
Replacement Lids for Rear Load Containers	\$3,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
C/O Land Improvements	30,000	Computer Capital Expense	(33,000)
Special Purpose Vehicles	23,000	C/O Buildings	(12,000)
Landfill Equipment	20,000	Pickup Trucks	(30,000)
Misc Capital Outlay	<u>162,000</u>	Other Trucks	(175,000)
		Machinery & Equipment	<u>(174,000)</u>
Total	235,000	Total	(424,000)
	Net Decrease		<u>(\$189,000)</u>

Personnel Summary: None

Utility Billing – Administration

Department Mission: Utility Billing strives to provide accurate billing service and records to all PCUA (Ponca City Utility Authority) customers with prompt, professional, and courteous service.

- Fiscal 2015 Accomplishments:**
- Assisted Finance in establishing new billing procedures for broadband accounts.
 - Trained a new Service Technician.
 - Created a new process where Service Techs will verify vacancies and pull electric meters when necessary.
 - Updated CUPS Manual and PCUA guidelines with Ponca City Energy's input.
 - Updated procedure manuals for each billing clerk with Supervisor having comprehensive manual of all procedures.
 - Payment information compared to prior year:

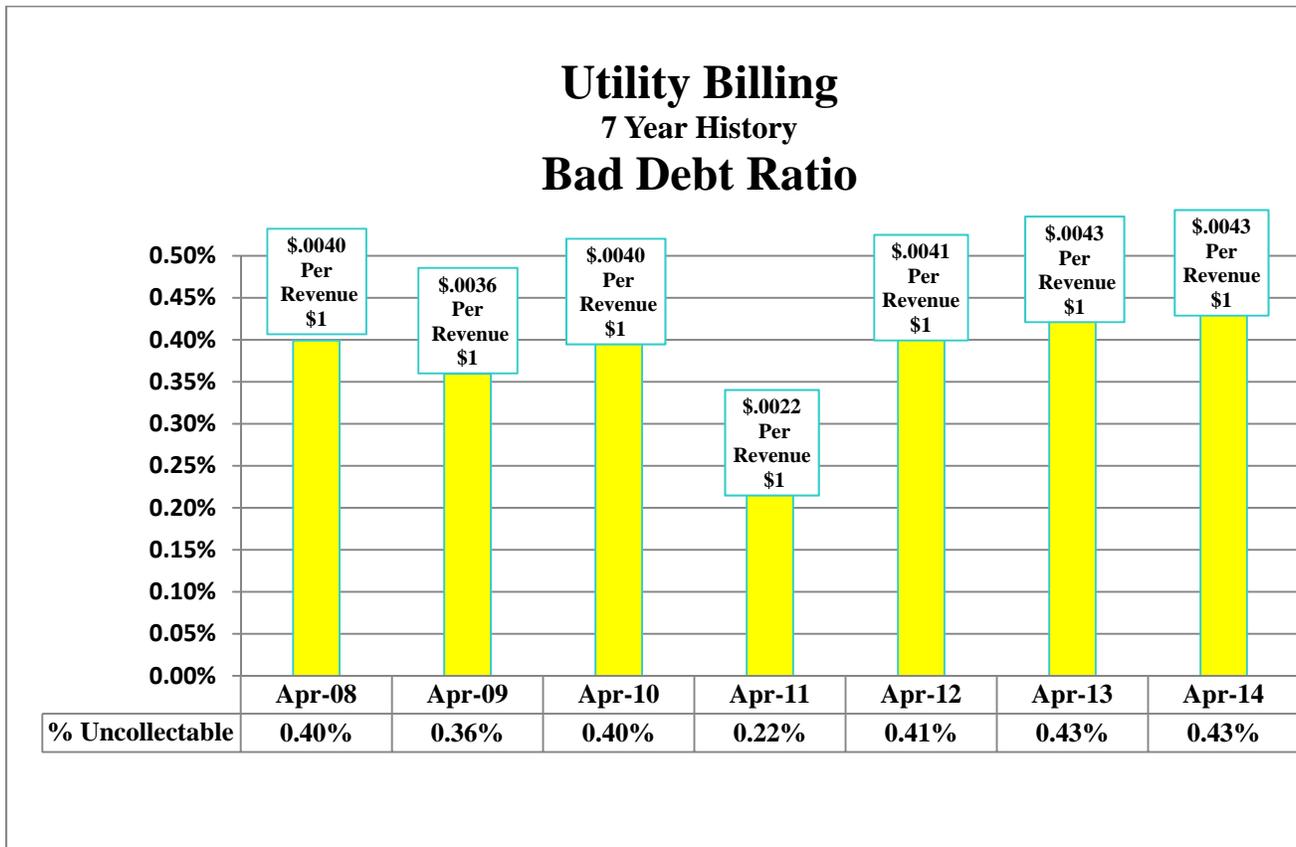
Utility Payment Received (Checks, Cash, and Credit Cards)			
YEAR	2013	2014	% DIFFERENCE
Window	89,504	92,423	3.20%
Box	37,253	38,095	2.24%
Mail	26,494	27,267	2.88%
Internet	4,186	6,617	45.01%

Window Payments for PCUA & General Funds			
YEAR	2013	2014	% DIFFERENCE
Cash	34,287	33,938	1.02%
Checks	31,439	30,820	1.99%
Credit Cds	26,468	30,859	15.32%

Automatic Drafts for PCUA Accounts			
YEAR	2013	2014	% DIFFERENCE
Bank Draft	24,614	25,291	2.71%
CC Draft	5,733	6,435	11.54%

- Fiscal 2016 Objectives:**
- Begin a verification process for each commercial address, meter, and service.
 - Compare credit card rates with new Merchant System now available with Incode.
 - Perform a cost/benefit analysis of using Incode's Utility Notification (Phone call to customers with late accounts) versus mailing Red Reminder Notices to each customer with late accounts.
 - Continue to keep bad debts at less than 1% of revenue.

- Budget Highlights:**
- Community agencies, churches and tribal agencies contributed \$349,367 on customers' accounts in 2014.



PCUA - Utility Billing Administration								
	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
EXPENDITURES:								
Personal Services	402,166	404,045	384,863	449,480	305,156	430,767	(18,713)	(4.16%)
Material/Supplies	43,930	53,374	52,883	57,860	30,075	71,900	14,040	24.27%
Other Charges & Svcs	124,545	130,222	129,718	148,530	94,068	142,550	(5,980)	(4.03%)
Capital Outlay	0	0	0	17,000	19,700	0	(17,000)	(100.00%)
Transfers	<u>10,516</u>	<u>11,791</u>	<u>11,725</u>	<u>12,500</u>	<u>8,350</u>	<u>12,500</u>	<u>0</u>	<u>0.00%</u>
Department Total	581,157	599,433	579,189	685,370	457,349	657,717	(27,653)	(4.03%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Part Time Salaries	500	Full Time Salaries	(22,705)
ICMA Retirement PCUA	1,911	FICA	(1,959)
Health Insurance	5,715	Medicare	(310)
Office Supplies	13,700	Retirement Plan 2	(992)
Food Supplies	100	Workers Compensation	(873)
Postage	1,000	Wearing Apparel	(750)
Legal Notices	50	Safety Material & Supplies	(10)
Printing	100	Travel Expenses	(30)
Education & Training	250	Outsource Bill Print & Mail	(9,500)
Office Equipment Maint Svc	1,150	Special Purpose Equipment	<u>(17,000)</u>
Collection of Bad Debt	1,000		
Misc Contractual Service	<u>1,000</u>		
	Total	Total	(54,129)
	26,476		
	Net Decrease	<u>(\$27,653)</u>	

Personnel Summary:

Office Manager	1	Billing Clerk II	3
Field Service Representative	2	Billing Clerk I	2
		Billing Clerk I – Part Time	1
		Total Full Time Employees	8
		Total Part Time Employees	1

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	7	10	10	9	9	9	9	9	9	8

Explanation: FY 07/08 three Field Service Representatives were transferred from Meter Reader to Utility Billing.
 FY 09/10 one of the Field Service Representatives positions was eliminated as a result of the use of AMR (Automatic Meter Readers).
 FY 15/16 Office Specialist position was eliminated.

Wastewater Fund - Administration

Department Mission:

The Wastewater Administration Division directs the personnel who operate and maintain the wastewater collection system and the treatment plant. This division also maintains records, develops and administers budgets and projects for the wastewater collection and treatment areas. The objective of this division is to eliminate wastewater system overflows and plant permit violations and to comply with all State and Federal environmental regulations.

Fiscal 2015 Accomplishments:

- Managed personnel files and facilities adequately to promote service provision and revenue generation.
- Coordinated capital improvement needs for both the wastewater collection and treatment segments to ensure long-term financial feasibility and sustainability.
- Worked diligently with Oklahoma Department of Environmental Quality (ODEQ), City Management, and engineering consultants to carry out a sewer interceptor replacement project inside P66 Ponca City Refinery. Challenges associated with working inside a refinery complex were overcome with all parties' efforts and the construction of the 6,680 feet interceptor was completed on-time and free of safety incidents.
- Worked with the Industrial Pretreatment Coordinator to revise the City Code Title 9, Chapter 8, Article B (Sanitary Sewer System) to incorporate new terminology and definitions adopted by EPA and to implement new local limits for Industrial Discharge that have been approved by ODEQ.

Fiscal 2016 Objectives:

- Continue to promote higher standards and higher efficiency throughout the department.
- Enhance preventive maintenance programs to further reduce sewer overflows in the wastewater collection system.
- Work with the Industrial Pretreatment Coordinator on City's pretreatment program to improve customer satisfaction.

PCUA - Wastewater Administration								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	62,104	65,223	67,193	71,972	53,092	73,100	1,128	1.57%
Material/Supplies	1,014	837	627	1,530	527	1,530	0	0.00%
Other Charges & Svcs	188,415	200,103	210,010	229,770	163,532	239,839	10,069	4.38%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	2,059,692	2,032,869	2,030,086	2,050,000	1,701,220	2,015,000	(35,000)	(1.71%)
Transfers	<u>694,217</u>	<u>636,217</u>	<u>665,586</u>	<u>688,354</u>	<u>516,266</u>	<u>701,505</u>	<u>13,151</u>	<u>1.91%</u>
Department Total	3,005,442	2,935,248	2,973,502	3,041,626	2,434,637	3,030,974	(10,652)	(0.35%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,279	Workers Compensation	(618)
FICA	64	Debt Principal	(15,000)
Medicare	26	Debt Interest	(20,000)
Retirement Plan 2	153	Transfer to Tech Services	<u>(3,000)</u>
Health Insurance	224		
Charges for General	10,069		
Transfer to General	13,151		
Transfer to Utility Billing	<u>3,000</u>		
Total	27,966	Total	(38,618)
Net Decrease		<u>(\$10,652)</u>	

Personnel Summary:

Environmental Services Director .33 Administrative Secretary .5

Total Full Time Employees .83

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	1.16	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83

Explanation: FY 07/08 the position of Office Specialist was assigned to Ponca City Energy (PCE) and is no longer shared between funds Water, Wastewater and PCE.
(Employees shared between Funds) Environmental Services Director **33% Wastewater Admin;** 33% Solid Waste;
34% Water Admin. Administrative Secretary **50% Wastewater Admin;** 50% Water Admin

Wastewater Fund – Treatment

Department Mission:

The Wastewater Treatment Plant treats wastewater generated by residential, commercial and industrial customers. The plant’s operation goals are to eliminate wastewater overflows at the treatment plant and liftstations and to only discharge treated wastewater to the Arkansas River that meets or exceeds minimum standards established by State and Federal regulations. The staff is committed to safeguard the environment by maintaining the highest level of treatment at the lowest attainable cost to the community.

Fiscal 2015 Accomplishments:

- Successfully treated over 1.24 billion gallons of wastewater, including high-strength sewage generated by industrial users.
- Successfully operated over 20 key process units with the lowest attainable capital costs for the treatment plant.
- Worked with Tetra Tech engineers during design phase and oversaw the construction of the Briar Ridge Liftstation.
- Helped administer the City’s Industrial Pretreat Program through monitoring and site inspections of the Seven Significant Industrial Users and Five Non-categorical Users.
- Completed capital projects at Wastewater Treatment Plant: valve replacement, grit hopper rehabilitation, and grit classifier replacement.
- Completed 3,196 maintenance work orders at the plant and liftstations.

Fiscal 2016 Objectives:

- Work with engineers, contractors, and vendors to complete approved infrastructure projects on time and within budget.
- Continue division’s commitment to employee training and education to enhance job knowledge and safety awareness.
- Administer the City’s Industrial Pretreat Program through monitoring and site inspections.

PCUA - Wastewater Treatment								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Personal Services	559,690	536,704	579,995	666,392	437,695	673,214	6,822	1.02%
Material/Supplies	242,957	278,472	253,121	282,700	136,360	282,700	0	0.00%
Other Charges & Svcs	479,489	463,922	489,452	540,000	293,230	558,400	18,400	3.41%
Capital Outlay	84,621	21,400	86,918	149,000	479,077	80,000	(69,000)	(46.31%)
Transfers	<u>102,552</u>	<u>108,242</u>	<u>94,493</u>	<u>114,945</u>	<u>69,733</u>	<u>114,945</u>	<u>0</u>	<u>0.00%</u>
Department Total	1,469,309	1,408,740	1,503,980	1,753,037	1,416,096	1,709,259	(43,778)	(2.50%)

Approved Capital:

Valve Replacement

\$80,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	10,101	Health Insurance	(6,498)
FICA	689	Wastewater Lift Station Imp	(80,000)
Medicare	161	Machinery & Equipment	(60,000)
Retirement Plan 2	1,925	Misc Capital Outlay	<u>(9,000)</u>
Workers Compensation	444		
Electric Utilities	18,400		
C/O Sewer System	<u>80,000</u>		
Total	111,720	Total	(155,498)
	Net Decrease		<u>(\$43,778)</u>

Personnel Summary:

Chief Plant Operator	1	Maintenance Worker	2
Treatment Plant Operator	4	Lab Technician	1
Senior Mechanic	1	Laborer – Part Time	2
Mechanic	2		
	Total Full Time Employees		11
	Total Part Time Employees		2

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	12	11.5	11.5	11.5	11	11	11	11	11	11

Explanation: FY 07/08 Superintendent is shared equally between funds of Water Production and Wastewater Treatment.
 FY 10/11 the position of Superintendent shared between funds is now allocated to Water Production only.

Wastewater Fund – Collection

Department Mission: The Wastewater Collection Division maintains approximately 177 miles of gravity sewer mains and all manholes within the system. The division routinely inspects and evaluates City’s sewer system to identify repair and replacement needs, and it implements aggressive preventive maintenance programs to reduce sewer overflows. The division’s goal is to provide high quality and cost effective services that satisfy public needs and meet Federal and State regulations.

Fiscal 2015 Accomplishments:

- Completed the award winning Phillips 66 Ponca City Refinery Inceptor Replacement project on-time, within budget, and without safety incidents.
- Treated approximately 35,000 feet of sewer mains with proprietary root control chemicals in order to maintain the integrity and capacity of the pipes.
- Kept the number of unpermitted discharges (sewer overflow) to a minimum.

Fiscal 2016 Objectives:

- Continue the division’s preventative maintenance program to minimize the unpermitted discharges.
- Continue the division’s commitment to employee training.

PCUA - Wastewater Collection								
EXPENDITURES:	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Personal Services	310,661	325,811	331,334	363,460	273,442	367,443	3,983	1.10%
Material/Supplies	56,401	96,044	80,175	107,000	32,831	102,000	(5,000)	(4.67%)
Other Charges & Svcs	23,162	22,906	23,369	51,200	41,644	56,200	5,000	9.77%
Capital Outlay	23,980	90,316	402,832	70,000	293,093	170,000	100,000	142.86%
Transfers	<u>51,501</u>	<u>44,601</u>	<u>46,340</u>	<u>61,422</u>	<u>28,351</u>	<u>64,422</u>	<u>3,000</u>	<u>4.88%</u>
Department Total	465,705	579,678	884,050	653,082	669,360	760,065	106,983	16.38%

Approved Capital:

Turkey Creek Sewer Crossing Replacement	\$100,000
Contingency Wastewater Collection Projects	\$70,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	5,779	Health Insurance	(2,848)
FICA	174	Subsistence Expense	(100)
Medicare	50	Chemical Supplies	<u>(5,000)</u>
Retirement Plan 2	776		
Life Insurance	40		
Workers Compensation	112		
Misc Contractual Services	5,000		
C/O Sewer System	100,000		
Transfer to City Garage	<u>3,000</u>		
Total	114,931	Total	(7,948)
Net Increase		<u>106,983</u>	

Personnel Summary:

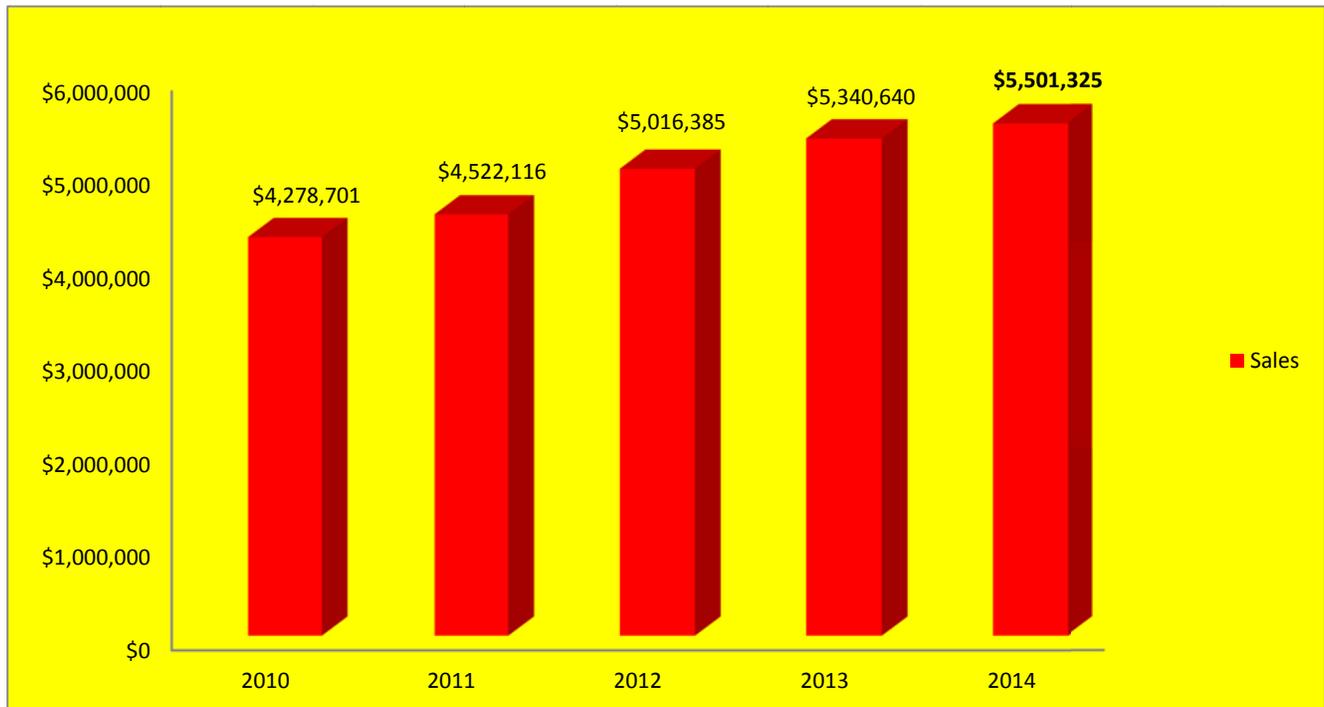
Supervisor	1	Maintenance Worker I	2
Maintenance Worker II	3		

Total Full Time Employees 6

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	6	6	6	6	6	6	6	6	6	6

Wastewater Sales 2010-2014



Stormwater Fund

Department Mission:

The Stormwater Fund will utilize revenues derived from the Stormwater fee to provide for management of rainfall runoff. This fund will also be responsible for maintaining compliance with Federal and State regulations as they pertain to Stormwater.

Fiscal 2015 Accomplishments:

- Completed revising the current stormwater ordinance to address the requirements set forth by EPA and ODEQ.
- Increased the rate for the stormwater utility fee.
- Completed the ninth annual report outlining the progress of the city's program in meeting the requirements of the stormwater program.
- Funded an engineering study on the feasibility of a westside regional detention pond in the Selvey Addition.
- Completed engineering and preparation plans on the RCB Bank Channel Repair. Bids will occur in June 2015 with construction starting in August 2015.

Fiscal 2016 Objectives:

- Review the current stormwater ordinance to meet the new general permit OKR04 which is scheduled to be released in the later part of 2014 but has not been finalized by ODEQ yet. This permit will require the City to apply and get a new permit from DEQ to maintain compliance with the Clean Water Act.
- Reconstruct the RCB Bank channel from 14th Street to Elmwood Avenue, this existing channel was severely damaged by the April 8th, 2012 storm.
- Continue implementing the requirements for the City's Stormwater Phase II NPDES permit, which will include submitting the City's annual report to ODEQ. The DEQ is finalizing the new requirements for the new Phase II NPDES permit which should be finalized sometime later this year.

PCUA - Stormwater								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Stormwater Fee	198,773	339,568	379,672	401,000	307,516	408,000	7,000	1.75%
Other Revenues	<u>26,984</u>	<u>101,396</u>	<u>25,061</u>	<u>8,900</u>	<u>30,577</u>	<u>10,800</u>	<u>1,900</u>	<u>21.35%</u>
Total Revenues:	<u>225,757</u>	<u>440,964</u>	<u>404,733</u>	<u>409,900</u>	<u>338,094</u>	<u>418,800</u>	<u>8,900</u>	<u>2.17%</u>
EXPENDITURES:								
Personal Services	23,038	27,510	28,979	31,921	23,149	32,820	899	2.82%
Materials & Supplies	25,935	20,213	37,801	37,500	1,392	37,500	0	0.00%
Other Charges & Svcs	48,160	63,665	59,385	128,804	77,277	105,145	(23,659)	(18.37%)
Capital Outlay	24,224	150,180	253,458	400,000	11,400	350,000	(50,000)	(12.50%)
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>7,500</u>	<u>10,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures	<u>121,357</u>	<u>261,567</u>	<u>379,623</u>	<u>608,225</u>	<u>120,718</u>	<u>535,465</u>	<u>(72,760)</u>	<u>(11.96%)</u>

Approved Capital: Re-Construction of Stormwater Channel, 14th-Elm \$350,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	726	Printing	(500)
FICA	39	Household Hazardous Waste	(30,000)
Medicare	9	C/O Stormwater System	<u>(50,000)</u>
Retirement Plan 2	99		
Health Insurance	11		
Workers Compensation	15		
Charges for General	1,341		
Education & Training	5,000		
Permit Fees	<u>500</u>		
Total	7,740	Total	(80,500)
		Net Decrease	<u>(72,760)</u>

Personnel Summary:

Stormwater Advocate .5

Total Full Time Employees .5

Personnel History:

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	.5	.5	.5	.5	.5

Explanation: FY 11/12 Advocate position was added and is shared equally between funds of Stormwater and Solid Waste.

Technology Services

Department Mission: Technology Services will be responsible for identifying, acquisition of, implementation, development, and providing organizational support for technology-based communication and information systems to deliver efficient and effective services to citizens.

- Fiscal 2015 Accomplishments:**
- Managed wireless network with over 17,500 daily users.
 - Installed new main Switch with Routing in City Hall.
 - Rolled out Surface Pads as mobile access device.
 - Worked with FTTP (Fiber to the Premise) committee to develop business plan, survey, rollout procedures, and other needed areas for project planning completion.
 - Upgraded Exchange Email server to Exchange 2013.
 - Upgraded all ram on all VDI Servers to enhance performance.
 - Installed environmental monitoring devices in three main server rooms.
 - Installed new racks and rewired Safety Center Server room.
 - Partnered with school to expand school's fiber foot print.
 - Expanded our fiber foot print to encompass 18 new business customers and over 375 miles of fiber.
 - Worked with schools to obtain 10Gig network connectivity between schools.
 - Added one more Doctor to Hospital fiber Wan for medical communications.
 - Expanded Tyler Content Management usage and correct various department issues with Tyler support.
 - Provided day-to-day user support on over 85 city applications and 296 users.
 - Upgraded camera security for Safety Center to HD Cameras and new server.
 - Continued working with Energy on installing Milsoft Outage Management and Interactive Voice Response System.
 - Presented at
 - United Telecom Conference in Phoenix, AZ
 - Public Technology Institute Conference in Miami, FL
 - Installed HyperV Desktops to Library Lab and Senior Community Center.
 - Spoke at the Tulsa Tech Junction Security Symposium.
 - Worked with KOSU to establish broadcasting from Blue Water Tower.
 - Served on Interface Oklahoma Technology Board.
 - Upgraded Paradigm, Landfill routing and scales software.
 - Director served as President for OGITA.
 - Assistant Director attended Ponca City Leadership.
 - Reclassified Computer Services Coordinator position, which became unfilled due to a retirement, to Telecommunication Technician position.
 - Won Public Technology Institute's Solution Award for the Server and Desktop Disaster Recovery implantation.

Fiscal 2016 Objectives:

- Work towards moving Safety Center Server room to standalone entity to better serve fiber community and FTTP project.
- Connect 15 new businesses to fiber optic backbone.
- Continue to enhance Virtual Desktops.
- Continue Tyler Content Management implementation in other departments.
- Continue to work on FTTP project.
- Continue to support internal departments and solutions.
- Continue to support Cable channel.
- Continue to keep new web site evergreen.
- Continue working with Energy on the completion of Milsoft Outage Management and Interactive Voice Response System.
- Explore and implement green solutions where possible.
- Upgrade City software as needed and required.
- Convert camera servers to new software, Avigilon, and enhance server storage.
- Update technology in Commission Chambers.

Technology Services								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Transfers	547,495	623,845	705,000	755,000	568,750	743,000	(12,000)	(1.59%)
Misc. Receipts	<u>39</u>	<u>0</u>	<u>120</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	547,534	623,845	705,120	755,000	568,750	743,000	(12,000)	(1.59%)
EXPENDITURES								
Personal Services	248,390	256,075	334,822	369,174	282,948	382,993	13,819	3.74%
Material & Supplies	89,698	100,029	129,575	159,000	52,755	146,500	(12,500)	(7.86%)
Other Charges & Svcs	183,034	160,406	195,903	213,600	157,436	216,600	3,000	1.40%
Capital Outlay	0	89,458	11,500	0	0	0	0	0.00%
Transfers	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	524,348	609,194	675,027	745,000	496,365	749,319	4,319	0.58%

Approved Capital

SAN Storage for Audiolog (E-911 Fund) \$35,000
Cisco Switch (CIP Fund) \$35,000
Storage & Server for Avigilon Camera System (CIP Fund) \$20,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	13,153	Health Insurance	(4,585)
FICA	251	Office Supplies	<u>(12,500)</u>
Medicare	58		
ICMA Retirement PCUA	4,642		
Life Insurance	128		
Workers Compensation	172		
Maintenance & Service	<u>3,000</u>		
Total	21,404	Total	(17,085)
Net Increase		<u>4,319</u>	

Personnel Summary:

Technology Services Director	1	Telecommunication Technician	1
Assistant T/S Director	1	Computer Technician	1

Total Full Time Employees 4

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	3	3	3	3	3	3	3	4	4	4

Explanation: FY 13/14 Assistant T/S Director was added.

Golf Course

Department Mission:

Lew Wentz Golf Course provides a pleasurable golfing experience at the lowest possible cost, while providing excellent customer service. Lew Wentz Golf Course aims to be financially responsible and benefit the City of Ponca City and its patrons.

Fiscal 2015 Accomplishments:

- Hosted the Inaugural Oklahoma Tribal Challenge with Notah Begay and Scott Verplank.
- Re-decked #3 bridge and constructed new bridge on #6.
- Lowered manual labor hours spent on irrigation dues to new filtration system.
- Built Red Tees on hole #5.
- Repositioned multiple irrigation heads for better distribution of water.
- Created new avenues for public play by starting league nights, family nights, and executive women's league.
- Continued the Grow the Game initiatives by the PGA to help grow the game.
- Continued improving flower beds at clubhouse surroundings.
- Continued fall fescue overseeding.
- Constructed purple martin houses to help control insect population.
- Increased concessions sales by 5% by marketing at Lake Ponca.
- Worked with local tribes to grow the game.

Fiscal 2016 Objectives:

- Increase rounds by 10% with addition of new leagues, new tournaments, and a better junior golf program.
- Build new tees on holes #2 and #12.
- Increase concession sales by 10% by having daily sales, beverage cart availability, and increased marketing.
- Plant trees behind nursery green to replant on #8 and #11 when trees mature.
- Advertise with Tourism to promote Lew Wentz Golf Course in surrounding towns.
- Increase sales by 10% in shop with promotions and members only specials.
- Get the golf course rated by the USGA to include the new tees to USGA standards. Last time the golf course was rated was in the mid 1990's.
- Work with local groups to host more benefit outings.



Enterprise Funds - Golf Course								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Annual Green Fees	57,878	57,479	53,346	57,383	19,457	58,000	617	1.08%
Daily Green Fees	152,512	139,480	130,782	100,000	97,345	132,000	32,000	32.00%
Tournament Fees	0	0	1,000	45,000	0	0	(45,000)	(100.00%)
Pro Shop Sales	95,916	98,196	87,967	99,000	59,430	94,000	(5,000)	(5.05%)
Golf Cart Rentals	135,443	121,303	115,959	130,000	75,664	120,000	(10,000)	(7.69%)
Private Cart Fees	10,040	9,893	6,540	9,600	2,160	6,500	(3,100)	(32.29%)
Daily Cart Rentals	0	600	0	0	0	0	0	0.00%
Cart Trail Fees	401	143	202	400	182	200	(200)	(50.00%)
Sales Tax Paid	1,717	574	49	0	0	0	0	0.00%
Concession	61,828	60,327	65,139	70,000	46,006	70,000	0	0.00%
Contrib from Funds	260,000	260,000	260,000	260,000	195,000	285,694	25,694	9.88%
Cash Over/Short Rev	1,170	(1)	0	0	300	0	0	0.00%
Other Revenues	<u>0</u>	<u>0</u>	<u>2,030</u>	<u>0</u>	<u>690</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	776,905	747,995	723,012	771,383	496,235	766,394	(4,989)	(0.65%)
EXPENDITURES								
Personal Services	449,113	463,590	463,353	468,754	349,021	468,765	11	0.00%
Material & Supplies	91,565	89,161	95,140	96,800	56,026	97,500	700	0.72%
Other Charges & Svcs	175,155	171,944	159,209	182,750	105,133	176,050	(6,700)	(3.67%)
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>23,356</u>	<u>22,897</u>	<u>22,576</u>	<u>23,079</u>	<u>16,219</u>	<u>24,079</u>	<u>1,000</u>	<u>4.33%</u>
Total Expenditures:	739,189	747,593	740,278	771,383	526,399	766,394	(4,989)	(0.65%)

Approved Capital: 5 Stage Vertical Turbine Pump (CIP Fund) \$17,000

Approved Budget Variances from Prior Year

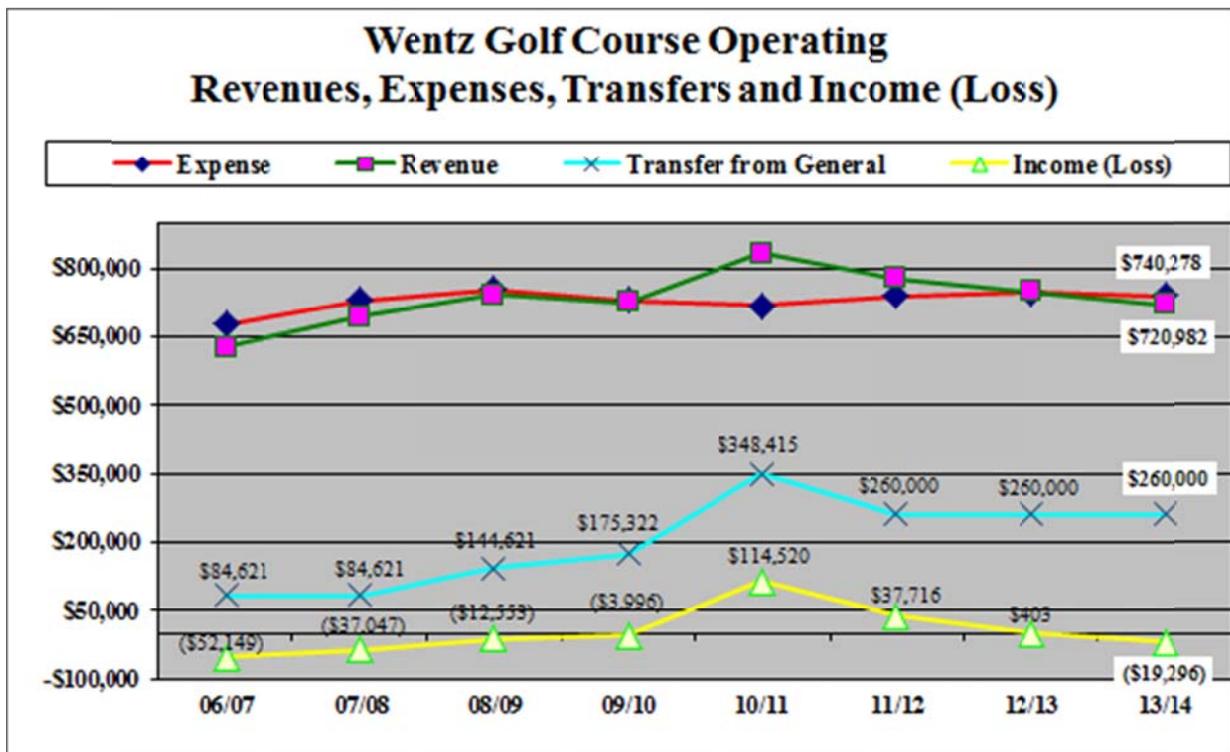
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	2,213	FICA	(375)
Retirement Plan 1	688	Medicare	(71)
Workers Compensation	141	Health Insurance	(2,585)
Landscape Supplies	300	Food Supplies	(100)
Safety Material	100	Misc Supplies	(100)
Buildings Maintenance	500	Telephone Service Local	(200)
Maintenance & Svc Contract	50	Printing	(50)
Credit Card Fees	200	Misc Professional Services	(500)
Transfer to City Garage	<u>1,000</u>	Pro Shop Merchandise	(6,000)
		Pest Control	(100)
		Laundry & Cleaning Service	<u>(100)</u>
Total	5,192	Total	(10,181)
	Net Decrease	(4,989)	

Personnel Summary:

Golf Professional/Manager	1	Small Engine Mechanic	1
Assistant Golf Professional	1	Laborer – Part Time	9
Grounds Superintendent	1	Concession Manager – Part Time	1
Maintenance Worker II	2	Concession Attendant – Part Time	1
Total Full Time Employees		6	
Total Part Time Employees		11	

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	6	6	6	6	6	6	6	6	6	6



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Operating transfers from the General Fund are included in the revenue total and also illustrated as an individual line. Beginning in FY 2006/07 Wentz Golf was not charged for City utility services and they are not reflected in the graph above as of that date. FY 2013/14 utility expense was approximately \$20,471.

Marland Estate Fund

Department Mission:

The mission of the Marland Estate is to preserve this historic landmark, to educate the public about E.W. Marland, founder of the Marland Oil Company, and his family, and to create an authentic atmosphere which portrays the Marland lifestyle during the 1920's and 1930's. Additional museums on the estate grounds relate to the historic interpretation of the Estate: The Marland Oil Museum, The Bryant Baker Gallery and Artist Studio, and Lydie's Cottage, which contains the Marland Family History.

Fiscal 2015 Accomplishments:

- Continued Mansion restoration by completed matching stamped concrete on the east pool deck.
- Continued Mansion restoration by waterproofing the upper east terrace to prevent water infiltration into original painted areas in the Museum.
- Completed Poker Room refurbishment including matching the original knotty pine paneling and wrought iron sconces. Funding was provided by the Marland Estate Foundation.
- Replaced air conditioner for 3rd floor encompassing Lydie's Bedroom in the Mansion.
- Upgraded Ponca Military Academy Museum by rearranging display space, adding previously stored original PMA architecture, and updating data display.
- Partnered with PC News to create new Mansion website with updated information and photos.
- Continue to work with Tony Vann & Associates on interactive tours and displays utilizing smart phones and other interactive technology devices to better communicate the Marland story. Part one of the story features Marland's Grand Home, while part two will focus on the E. W. Marland Estate.
- With OETA's letter of support, began working with Scott Swearingen Productions on a one hour Marland documentary, which will be formatted for public television.
- Worked with media outlets that prominently featured the Marland Estate in "Brides of Oklahoma," "Oklahoma Today," and "Slice" magazines.
- Hosted 10,600 guests at the Marland Estate, resulting in over \$45,000 in revenue.
- Through efforts of the Marland Estate Foundation and the Oktoberfest Committee, raised a record \$43,000 in Oktoberfest sales. This figure represents nearly \$10,000 over the previous amount set in 2013.
- Received over \$26,000 in donations, due to the efforts of the Marland Estate Foundation and over \$2,100 in matching grants from ConocoPhillips/Phillips66.

- Continued OK Tourism’s Fulfillment Program, a contracted benefit of the Oklahoma State Tourism Department, in which historic and tourism sites are featured on the state tourism website, travelok.com. Over 4,500 brochures were requested by travelers in 2014. The top five states requesting Mansion brochures often include: Oklahoma, Texas, New York, California, and Florida.
- Installed Automated External Defibrillators (AED) at the Marland Mansion and provided AED and Cardiopulmonary Resuscitation (CPR) training for staff.

Fiscal 2016 Objectives:

- Continue restoration on Mansion north terrace, waterproofing the structure and replacing cracked and missing stone surfaces of terrace and adjoining stairs.
- Continue seeking funds for further production of the Scott Swearingen Productions’, OETA-quality 1 hour documentary about the Marland family.
- Replace the Mansion’s 12 foot by 36 foot vinyl panel with new design and graphics on the leased I-35 billboard.
- Promote the Bryant Baker Gallery and Artist Studio by creating website featuring Baker sculptures, its link being found on Mansion website, www.marlandmansion.com.
- Continue to capitalize further by marketing and advertising through free social media including using Facebook and Twitter.
- Continue to seek and acquire original Marland items for the Marland Estate.
- Continue to partner with Marland Estate Foundation and the Friends of the Marland’s Grand Home in joint marketing efforts that will benefit both sites.

Enterprise Funds - Marland Estate								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Outside Revenue	0	0	3,896	13,800	0	0	(13,800)	(100.00%)
Charges for Services	153,968	138,714	141,980	138,500	101,224	141,300	2,800	2.02%
Contribution from Funds	148,378	148,378	148,378	148,378	111,284	199,185	50,807	34.24%
Other Revenues	<u>1,146</u>	<u>846</u>	<u>917</u>	<u>1,000</u>	<u>958</u>	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	303,492	287,938	295,171	301,678	213,465	341,485	39,807	13.20%
EXPENDITURES								
Personal Services	217,728	214,440	215,205	221,461	153,498	235,937	14,476	6.54%
Material & Supplies	31,355	31,941	33,764	36,714	24,957	36,744	30	0.08%
Other Charges & Svcs	29,342	31,142	30,548	41,359	24,525	41,650	291	0.70%
Capital Outlay	0	2,827	3,896	13,800	0	0	(13,800)	(100.00%)
Transfers	<u>26,289</u>	<u>26,711</u>	<u>26,692</u>	<u>27,654</u>	<u>18,884</u>	<u>27,154</u>	<u>(500)</u>	<u>(1.81%)</u>
Total Expenditures:	304,714	307,062	310,106	340,988	221,863	341,485	497	0.15%

Approved Capital: Waterproof & Replace North Stone Terrace (CIP Fund) \$110,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	3,220	Life Insurance	(60)
Part Time Salaries	4,017	Office Supplies	(200)
FICA	401	Wearing Apparel	(448)
Medicare	47	Hand Tools	(100)
Retirement Plan 1	631	Grounds Maint	(16)
Health Insurance	5,954	Gas Utilities	(300)
Workers Compensation	266	Dues & Subscriptions	(150)
Janitor Supplies	600	Office Equipment Maint Svc	(300)
Buildings Maintenance	194	Maintenance & Svc Contract	(347)
Telephone Service Local	38	Exterior & Grounds Impr.	(13,800)
Advertising	200	Transfer to City Garage	<u>(500)</u>
Misc Professional Service	200		
Education & Training	350		
Pest Control	500		
Credit Card Fees	<u>100</u>		
	Total	Total	(16,221)
	16,718		
	Net Increase	<u>\$497</u>	

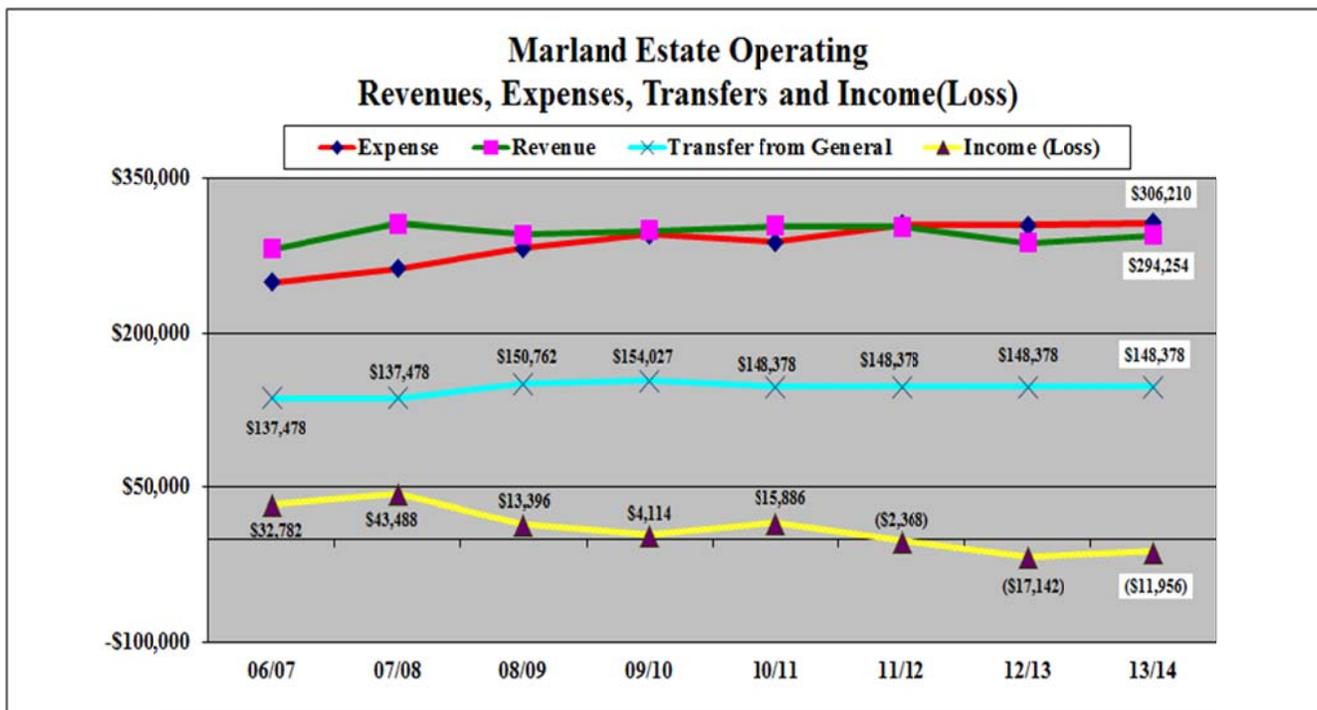
Personnel Summary:

Estate Director	1	Gift Shop Attendant/Events Coordinator	1
Operations Assistant	1	Gift Shop Attendant – Part Time	2
Maintenance Worker II	1	Custodian – Part Time	1
Total Full Time Employees		4	
Total Part Time Employees		3	

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	3	3	4	4	4	4	4	4	4	4

Explanation: FY 08/09 the Operations Assistant position was changed from part time to full time.



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Operating transfers from the General Fund are included in the revenue total and also illustrated as an individual line. Beginning in FY 2006/07 the Estate was not charged for City utility services and they are not reflected in the graph above as of that date. FY 2013/14 utility expense was approximately \$52,414.

Airport Grants

Department Mission: The Airport Grant Fund will utilize State and Federal grants for the purpose of Airport Capital Improvements.

Fiscal 2015 Accomplishments:

- Received a grant for the Rehabilitate Existing Hangar Access and Parking Aprons; Widen and Extend an Existing Taxilane Serving T-Hangars; Reconstruct and Widen a Portion of the Main Parking Apron; Install LED Conversion Kits for Existing Windcone; and Install New LED REILS.

Fiscal 2016 Objectives:

- Receive non-primary entitlement funds for improvements.

Enterprise Funds - FAA Grant								
	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
REVENUES								
Intergovernmental	158,230	186,333	125,456	165,000	441,134	166,667	1,667	1.01%
Contributions from Funds	0	0	16,667	16,667	16,667	15,000	(1,667)	(10.00%)
Other Revenues	4,500	0	0	0	0	0	0	0.00%
Total Revenues:	162,730	186,333	142,123	181,667	457,801	181,667	0	0.00%
EXPENDITURES								
Other Charges & Services	0	0	0	0	0	0	0	0.00%
Capital Outlay	140,051	80,666	139,351	181,667	490,647	181,667	0	0.00%
Total Expenditures:	140,051	80,666	139,351	181,667	490,647	181,667	0	0.00%

Approved Capital: Non-Entitlement Grant 166,667
 Northern Okla Flight Academy (OK Aeronautics Comm Grant) \$15,000

Approved Budget Variances from Prior Year:

Increases

Decreases

Total

0

Total

0

Net Increase

0

Personnel Summary: None



Ponca City Regional Airport

Department Mission:

The Airport Fund will continue an aggressive pursuit to maintain the highest quality of safety standards set forth by the FAA and OAC while promoting the Ponca City Regional Airport as the best in Oklahoma.

Fiscal 2015 Accomplishments:

- Hosted over 4,400 people attending the monthly fly-in breakfast meetings in 2014.
- Hosted the Northern Oklahoma Flight Academy with the maximum number of 35 participants for the eleventh consecutive year.
- Replaced and repaired walls on the north end of the terminal building.
- Repaired the gates and fencing around the terminal building.
- Repaired the fire sprinkler system in building #14.
- Increased airport fuel sales significantly from the previous year's sales.

Fiscal 2016 Objectives:

- Maintain the current fuel sales at the Ponca City Regional Airport.
- Repair the exterior walls by power washing and painting the exterior walls of Buildings #2 and #3.

Enterprise Funds - Airport								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Licenses & Permits	0	430	130	0	0	0	0	0.00%
Charges for Services	1,176,670	1,028,963	907,361	932,500	707,961	987,000	54,500	5.84%
Contrib from Funds	103,446	103,446	103,446	103,446	77,585	195,796	92,350	89.27%
Other Revenues	<u>330</u>	<u>329</u>	<u>(1,002)</u>	<u>500</u>	<u>274</u>	<u>400</u>	<u>(100)</u>	<u>(20.00%)</u>
Total Revenues:	1,280,446	1,133,168	1,009,935	1,036,446	785,819	1,183,196	146,750	14.16%
EXPENDITURES								
Personal Services	263,129	256,576	279,989	290,513	228,853	354,014	63,501	21.86%
Material & Supplies	878,644	733,008	604,628	642,800	411,697	702,800	60,000	9.33%
Other Charges & Svcs	41,648	43,475	46,243	47,700	33,432	48,700	1,000	2.10%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>74,802</u>	<u>77,991</u>	<u>78,148</u>	<u>79,682</u>	<u>58,533</u>	<u>77,682</u>	<u>(2,000)</u>	<u>(2.51%)</u>
Total Expenditures:	1,258,223	1,111,051	1,009,007	1,060,695	732,515	1,183,196	122,501	11.55%

Approved Capital: Paint the Walls of Buildings 2, 3, & 4

(CIP Fund) \$29,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	33,342	Gas Utilities	(300)
FICA	2,812	Transfer to City Garage	<u>(2,000)</u>
Medicare	665		
Retirement Plan 1	123		
ICMA Retirement City	2,221		
Health Insurance	22,503		
Life Insurance	26		
Workers Compensation	1,809		
Fuel	60,000		
Telephone Service Local	100		
Advertising	200		
Credit Card Fees	500		
Misc Contractual Services	<u>500</u>		
Total	124,801	Total	(2,300)
	Net Increase		<u>122,501</u>

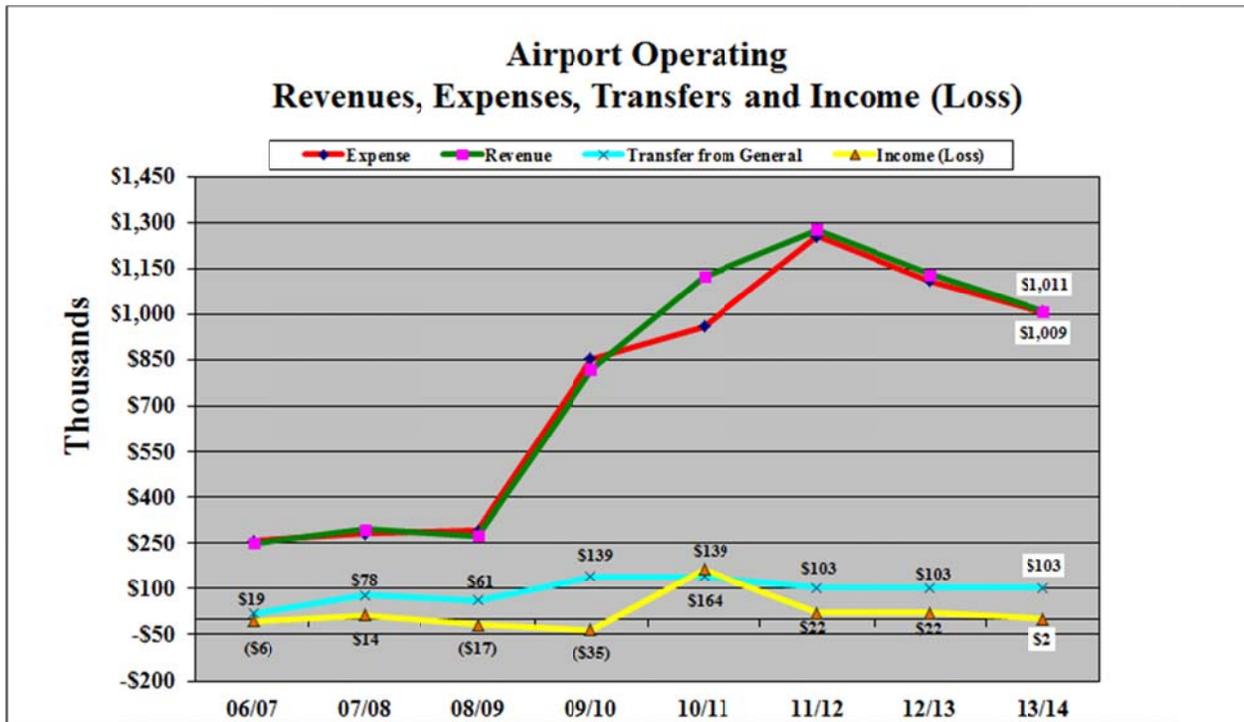
Personnel Summary:

Airport Manager	1	Maintenance Worker II	2
Skilled Maintenance Tech.	2	Maintenance Worker II-Part time	3
		Total Full Time Employees	5
		Total Part Time Employees	3

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	3	3	3	5	5	4	4	4	4	5

Explanation: FY 09/10 two Skilled Maintenance Technicians position were added to facilitate fuel sales and one part time position was eliminated.
 FY 11/12 one position of Maintenance Worker II was changed to a part time position.
 FY 15/16 one Maintenance Worker II – Part Time was changed to a full time position.



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Operating transfers from the General Fund are included in the revenue total and also illustrated as an individual line. Beginning in FY 06/07 the Airport was not charged for City utility services and they are not reflected in the graph above as of that date. FY 13/14 utility expense was approximately \$31,725. In September 2009 the Airport acquired fueling operations from Greenwood Aviation.

Insurance Imprest Fund – Health & Life

Department Mission: The Health & Life Department will provide the vehicle for the financing of the City's Group Health & Life Insurance Plan. The plan for City employees consists of major medical coverage, dental, a partial wellness program, prescription card, term and guaranteed issue life insurance.

Fiscal 2015 Accomplishments:

- Continued full health insurance coverage for City employees at a low cost to the employee.
- Maintained a good health care plan for employee and family health coverage.
- Realized cost containment in the wake of rate restricting at the beginning of Fiscal 2013-14.
- Complied with the requirements of the Patient Protection and Affordable Care Act.

Fiscal 2016 Objectives:

- Continue to offer health insurance benefits to employees and their families.
- Keep employee cost share for single, employee plus one, and family coverage below the national average.
- Continue to understand and comply with requirements of the Patient Protections and Affordable Care Act.
- Study industry methods for cost containment, benefit enhancement, and employee wellness.

Internal Service - Health & Life								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2015			
Health Ins - City Funded	2,754,939	2,864,928	2,871,916	3,013,500	2,234,799	3,150,000	136,500	4.53%
Health Ins - Retirees	51,855	47,193	52,879	60,000	26,287	35,000	(25,000)	(41.67%)
Health Ins - Employee	682,324	709,435	715,367	752,800	567,908	777,000	24,200	3.21%
Life Ins - City Funded	84,556	83,560	82,445	85,000	61,490	83,000	(2,000)	(2.35%)
Life Ins - Employee	13,212	13,096	13,203	12,000	8,274	12,000	0	0.00%
Vision Ins Recd - Emp	21,270	23,405	23,509	25,000	22,226	29,000	4,000	16.00%
Transfer from General	0	0	0	0	0	0	0	0.00%
Interest Income	99,287	120,650	89,956	130,000	57,977	100,000	(30,000)	(23.08%)
Other Misc Income	54,842	115,445	41,242	40,000	26,623	39,000	(1,000)	(2.50%)
Total Revenues:	3,762,285	3,977,712	3,890,516	4,118,300	3,005,585	4,225,000	106,700	2.59%
EXPENDITURES								
Health - Claims	2,812,368	2,862,576	2,835,586	3,500,000	2,170,027	3,675,000	175,000	5.00%
Life - Premiums	122,753	126,525	126,210	140,000	102,907	140,000	0	0.00%
Health - Admin & Premium	88,221	98,076	92,024	105,000	68,198	95,000	(10,000)	(9.52%)
Reinsurance Premiums	155,894	138,219	249,580	230,000	169,158	250,000	20,000	8.70%
Printing	682	0	0	0	0	0	0	0.00%
Bank Svc Fee	0	0	49	0	0	0	0	0.00%
Misc. Contractual Svcs.	35,875	42,835	35,470	42,000	29,540	37,000	(5,000)	(11.90%)
Total Expenditures:	3,215,793	3,268,232	3,338,920	4,017,000	2,539,830	4,197,000	180,000	4.48%

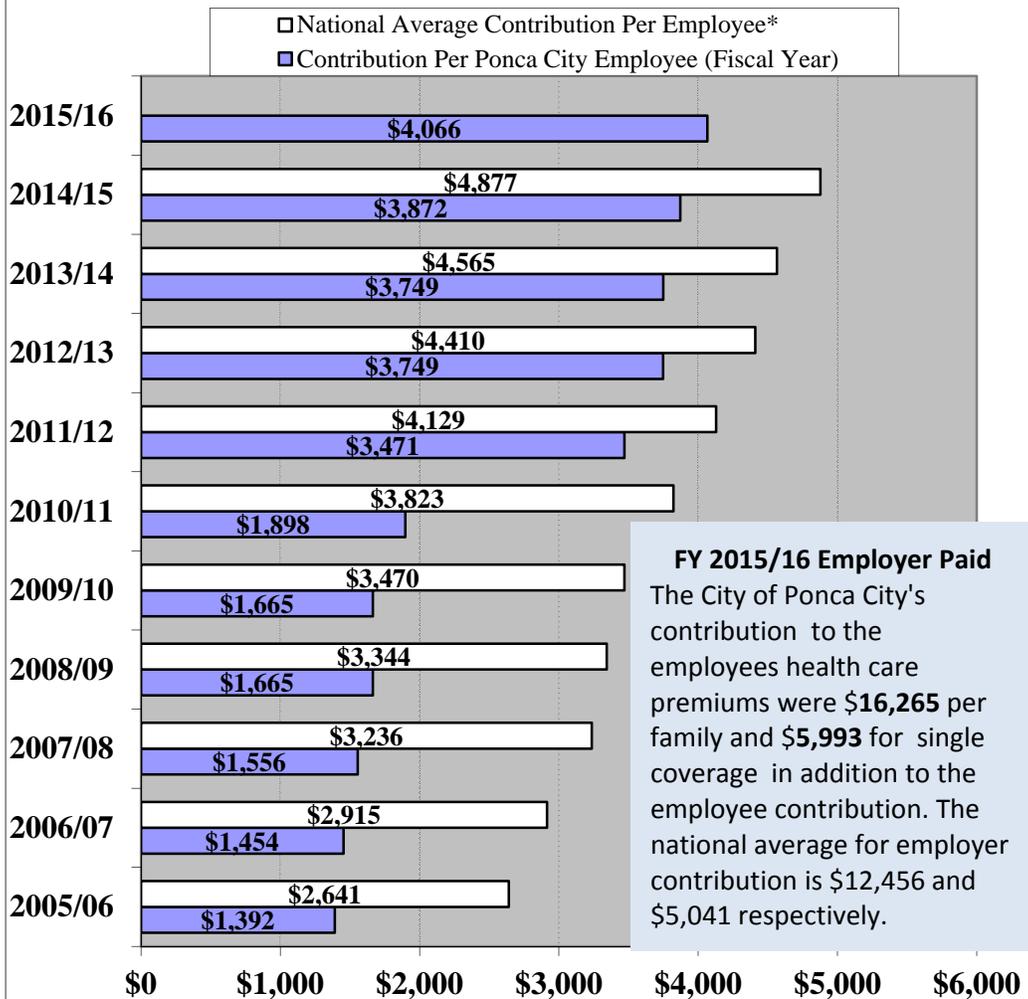
Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Health Insurance Claims	175,000	Health Ins Admin & Premium	(10,000)
Reinsurance Premiums	<u>20,000</u>	Misc Contractual Services	<u>(5,000)</u>
Total	195,000	Total	(15,000)
Net Increase		<u>180,000</u>	

Personnel Summary: None

Annual Employee Contribution for PPO Family Health Care Premium



FY 2015/16 Employer Paid
The City of Ponca City's contribution to the employees health care premiums were \$16,265 per family and \$5,993 for single coverage in addition to the employee contribution. The national average for employer contribution is \$12,456 and \$5,041 respectively.

*National Average Annual Cost Per Employee is a calendar year annual premium estimate from the Kaiser/HRET Survey of Employer Sponsored Health Benefits for PPO Plans-Family Coverage 2005-2014. The Kaiser Family Foundation and the Health Research and Education Trust conduct an annual national survey of employers of all sizes.

Insurance Imprest Fund – Worker’s Compensation

Department Mission: The Worker’s Compensation department accounts for the activity of the City’s Self-insured Worker’s Compensation program. The City pays for administration of the program by a third-party administrator, claims and benefits (exclusive of judgments) are paid through this department.

Fiscal 2015 Accomplishments: • Presented seven employee safety training sessions covering seventeen topics.

Fiscal 2016 Objectives: • Continue to promote safety in the workplace.

Internal Service - Worker's Compensation								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
W/C - City Funded	<u>939,526</u>	<u>962,061</u>	<u>706,652</u>	<u>725,000</u>	<u>572,246</u>	<u>737,517</u>	<u>12,517</u>	<u>1.73%</u>
Total Revenues:	939,526	962,061	706,652	725,000	572,246	737,517	12,517	1.73%
EXPENDITURES								
Personal Services	58,679	60,526	62,749	65,480	49,427	67,455	1,975	3.02%
Other Charges & Svcs	<u>487,552</u>	<u>548,021</u>	<u>658,090</u>	<u>952,000</u>	<u>408,884</u>	<u>951,800</u>	<u>(200)</u>	<u>(0.02%)</u>
Total Expenditures:	546,231	608,547	720,839	1,017,480	458,311	1,019,255	1,775	0.17%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	1,475	Bank Service Fee	<u>(200)</u>
FICA	61		
Medicare	14		
Retirement Plan 1	195		
Health Insurance	191		
Worker Compensation	<u>39</u>		
	Total	1,975	Total (200)
	Net Increase	<u>1,775</u>	

Personnel Summary:

Benefits Representative	1
Total Full Time Employees	1

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	1	1	1	1	1	1	1	1	1	1

City of Ponca City OSHA Recordable Injuries Comparison of Years 2012 – 2014

DEPARTMENT	INJURIES WITH LOST OR RESTRICTED WORKDAYS			# OF DAYS LOST			# OF RESTRICTED DAYS			RECORDABLE INJURIES WITHOUT LOST TIME			TOTAL RECORDABLE INJURIES		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Courts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Airport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Library	1	0	0	0	0	0	14	0	0	0	0	0	1	0	0
Mansion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Comm Ctr / Emr Mgmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire	8	3	2	309	75	29	184	58	65	2	3	3	10	6	5
Police	2	4	3	64	12	23	131	246	205	1	0	0	3	4	3
Animal Control	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Code Enforce.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park & Rec	2	0	1	25	0	0	170	0	120	2	1	1	4	1	2
Electric	2	0	0	47	0	0	19	0	0	2	1	1	4	1	1
Engineering	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Utility Billing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Golf Course	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street	1	0	0	103	0	0	77	0	0	1	1	0	2	1	0
Motor Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Eng.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Solid Waste	4	9	2	222	91	0	127	646	210	1	4	2	5	13	4
Landfill	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
Water Prod	0	2	0	0	12	0	0	187	0	0	0	0	0	2	0
WW Coll / Water Distr	2	1	0	0	0	0	20	37	0	0	0	0	2	1	0
WW Treat	1	0	0	36	0	0	144	0	0	0	0	0	1	0	0
WW Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	23	19	8	806	190	52	894	1174	600	10	10	8	33	29	16
2012 % improved / - impaired	-64%			-113%			-610%			-0%			-43%		
2013 % improved / - impaired		17%			324%			-24%			0%			14%	
2014 % improved / - impaired	58%			265%			96%			25%			81%		

*Information recorded and provided by City of Ponca City Human Resources Department.

Insurance Imprest Fund – Property & Liability

Department Mission:

The Property and Liability Insurance Imprest Fund will account for activity relative to city-wide property and liability insurance policies, including Commercial General Liability, Business Auto; Public Officials Errors and Omissions; Law Enforcement Professionals; Bond & Crime; Fidelity (Treasurer's) Bond; Buildings and Contents; Inland Marine; Electronic Data Processing Systems; Boiler & Machinery; and Municipal Airport General Liability, Errors & Omissions and Employment Practices Liability.

Fiscal 2015 Accomplishments:

- Utilized the Oklahoma Municipal Assurance Group's free training programs that correspond with the City of Ponca City's Safety Manual requirements, including: Substance Abuse/Active Shooter Refresher, Infection Control/Blood Borne Pathogens/Cold Stress, Earthquake Preparedness/Work Zone Safety/Confined Space, Back Safety, Slips, Trips & Falls/Hearing Conservation, Defensive Driving/Hazardous Communication, Fire Safety/Heat Stress/Lock Out/Tag Out.
- Promoted a safe working environment through the continuation of operation risk safety assessments, such as boiler, elevator, and hot water tank and facility inspections.
- Administered vehicle and equipment accident report tracking to continue to improve city departments' accountability toward the reduction of accidents.

Fiscal 2016 Objectives:

- Continue to thoroughly review and update property and liability policy schedules and evaluate insurance provider options.
- Continue to work with Emergency Management/Safety Director to enhance risk management assessments that encourage and promote a safe working environment.
- Continue to increase safety awareness and training through the utilization of the Oklahoma Municipal Assurance Group's free employee training programs.

Internal Service - Property & Liability								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Misc for Damaged Prop	1,220,613	137,656	33,430	20,000	5,414	20,000	0	0.00%
Prop/Liab Ins - Recvd City	715,547	715,547	715,547	715,500	588,906	715,547	47	0.01%
Total Revenues:	1,936,160	853,203	748,977	735,500	594,320	735,547	47	0.01%
EXPENDITURES								
Other Charges & Svcs	1,358,238	644,466	651,321	714,000	534,857	715,500	1,500	0.21%
Total Expenditures:	1,358,238	644,466	651,321	714,000	534,857	715,500	1,500	0.21%

Approved Capital:

None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Electric Data Process Equip	6,500	Property Liability	(16,000)
Claims	<u>40,000</u>	General Liability	(20,000)
		Auto Liability & Physical Dam	(5,000)
		Equipment Physical Damage	<u>(4,000)</u>
Total	46,500	Total	(45,000)
	Net Increase		<u>1,500</u>

Personnel Summary: None

City Garage

Department Mission:

The City Garage will maintain and repair all City vehicles and equipment in an efficient and effective manner, by improving working skills and knowledge, which will minimize interruption time to City Departments. The Garage services 319 rolling vehicles, including 97 pieces of heavy equipment.

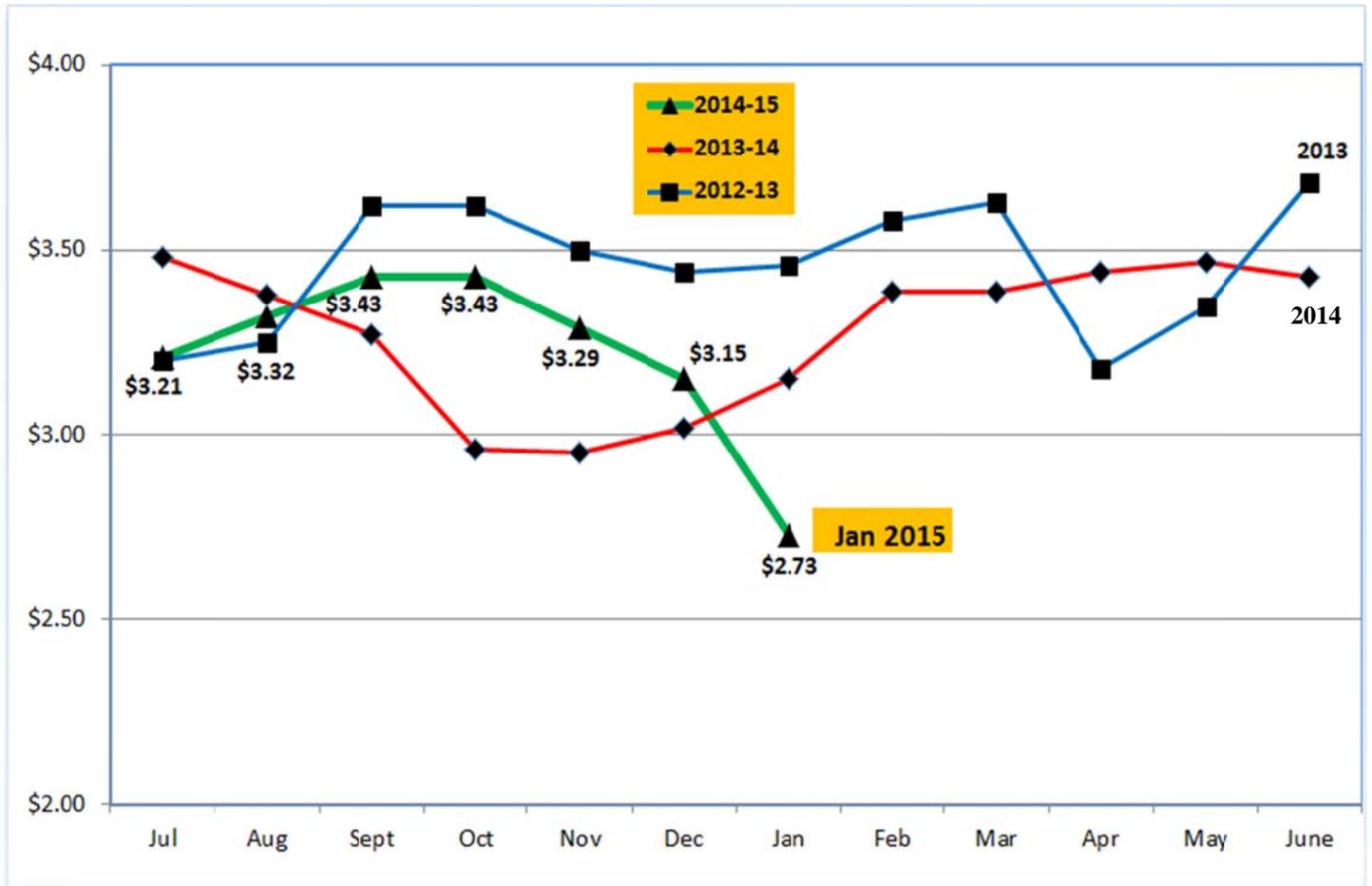
Fiscal 2015 Accomplishments:

- Work with all City Departments to obtain equipment and vehicles that will be utilized to their maximum potential and remove obsolete and under-utilized equipment and vehicles from inventory.
- Started a scenario and process to utilize the state bid for purchase of specialty equipment.
- Worked with City Departments on specifications and upgrades for commission approval and then ordered new City Passenger Bus.
- Started a process to reduce parts stock with trade out of obsolete parts for credit or for parts we currently use.
- Increase the awareness of City Personnel to actively support the City Garage Preventative Maintenance Program for safe operation of City vehicles and equipment.

Fiscal 2016 Objectives:

- Work with local vendors to acquire lifetime warranties on aftermarket repair parts for City Vehicles to save on repair costs to Departments.
- Pursue a Used Antifreeze Buyback Program with Safety Kleen who currently purchases our used motor oil.
- Reduce parts inventory of items that can be acquired within a matter of 1 to 2 hours. Stock items will include items needed for service, preventative maintenance, emergency equipment, and items that require more than one day delivery time.
- Due to the rising cost of repairs on new age diesel engines that have to meet stricter EPA regulations, look into purchasing more gas engines over diesel engines on vehicles that are 1 ton and under.
- Attend more training on new age automotive and heavy equipment to stay up with or ahead of the ever changing world of technology in field of repairs.

Average Fuel Price Per Gallon Paid by Departments July 2013 through January 2015



Cann Estate

Department Mission: The Cann Estate is a destination point for visitors to Ponca City providing a safe, clean facility with an aesthetically pleasing and educational outdoor environment for citizens, local garden clubs, and visitors to spend leisure time.

Fiscal 2015 Accomplishments:

- Partnered with garden clubs to enhance Cann Garden.
- Added new tree, shrub, and perennial plantings.
- Hosted the 2015 Herb Festival.
- Attended educational venues for horticulture team.
- Started remapping of Cann Arboretum.

Fiscal 2016 Objectives:

- Implement new signage of Arboretum by October.
- Partner with garden clubs to repair and upgrade patio area.
- Install new signage for tree identification beginning in August.
- Maintain a safe and educational area for garden patrons.
- Continue to plan and design future projects.

Budget Highlights:

- Partnered with garden clubs to purchase and install trees saving \$2,600.

Trust Funds - Cann Estate								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
Outside Revenue	25,000	170	50,050	25,000	0	0	(25,000)	(100.00%)
Charges for Services	2,100	1,950	2,100	2,000	775	2,000	0	0.00%
Transfers	30,000	30,000	56,510	47,428	47,428	40,000	(7,428)	(15.66%)
Total Revenues:	57,100	32,120	108,660	74,428	48,203	42,000	(32,428)	(43.57%)
EXPENDITURES								
Personal Services	40,767	41,664	42,684	46,057	34,183	47,589	1,532	3.33%
Materials & Supplies	9,401	15,355	8,006	12,440	3,201	14,440	2,000	16.08%
Other Charges & Svc	380	494	473	1,160	256	1,160	0	0.00%
Capital Outlay	12,000	0	0	14,000	13,521	0	(14,000)	(100.00%)
Transfers	771	771	771	771	578	771	0	0.00%
Total Expenditures:	63,319	58,283	51,934	74,428	51,740	63,960	(10,468)	(14.06%)

Approved Capital: None

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,114	Machinery & Equipment	<u>(14,000)</u>
FICA	53		
Medicare	11		
Retirement Plan 1	135		
Health Insurance	192		
Workers Compensation	27		
Misc Supplies	<u>2,000</u>		
Total	3,532	Total	(14,000)
Net Decrease		<u>(10,468)</u>	

Personnel Summary:

Maintenance Worker II	1	Seasonal Laborer – Part Time	1
Total Full Time Employees		1	
Total Part Time Employees		1	

Personnel History:

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Full Time	1	1	1	1	1	1	1	1	1	1



Ponca City Garden Council donated a bronze sculpture of a little girl with butterflies called "Mistaken Identity" to the Cann Estate in FY 2012.

Matzene Book Fund

Department Mission: The Matzene Book fund will augment the Library's collection of high interest and high need materials.

Fiscal 2015 Accomplishments:

- Purchased materials for the adult nonfiction collection.
- Purchased materials for the Library's reference collections.

Fiscal 2016 Objectives:

- Accumulate interest for updating materials in the adult reference collection.
- Seek the highest competitive interest rates for CD renewal.

Trust Funds - Matzene Book Trust								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget	Actual		Amount	Percent
				07/01/2014	03/31/2015			
Trust Revenue	276	164	122	150	91	150	0	0.00%
Interest Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	276	164	122	150	91	150	0	0.00%
EXPENDITURES								
Materials & Supplies	<u>290</u>	<u>0</u>	<u>1,500</u>	<u>150</u>	<u>0</u>	<u>150</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	290	0	1,500	150	0	150	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>	<u>Decreases</u>
Total 0	Total 0
Net Increase <u>0</u>	

Personnel Summary: None

Recreation Center Tax Trust Fund

Department Mission:

The Ponca City Aquatic and Family Center – YMCA shall be an outstanding family and fitness center serving the Ponca City community. This is a cooperative effort that provides: a competitive 6-lane lap swim pool, a family swim pool, a hydrotherapy whirlpool, a steam and sauna room, a rock climbing wall, 2 ½ indoor basketball courts, cardio workout rooms & equipment, strength training areas and equipment, studio areas for specialized training and activities, an 1/8 mile elevated indoor walking track, a kids-zone, 4 tournament quality softball fields, 4 youth baseball fields, 4 tee-ball fields that can be used for soccer and youth football and a 0.9 miles outdoor walking trail.

Fiscal 2015 Accomplishments:

- The YMCA operated the facility providing a wide variety of services to the community.
- Continued to service the debt on the facility, which will be completed December 2020.
- YMCA has a membership total of 8,714 as of March 04, 2015.

Fiscal 2016 Objectives:

- Continue to maximize the benefit of this wonderful facility for our residents.

Trust Funds - Recreation Center								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
City Sales Tax - Street	1,908,586	1,861,074	1,941,032	1,915,253	1,491,130	1,925,000	9,747	0.51%
City Use Tax - Street	105,803	156,167	164,851	137,500	139,021	163,750	26,250	19.09%
Partner Donation	0	0	0	0	0	0	0	0.00%
Misc Revenue	2,137	0	0	0	0	0	0	0.00%
Interest Income	<u>15,467</u>	<u>4,816</u>	<u>4,981</u>	<u>5,000</u>	<u>6,174</u>	<u>5,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	<u>2,031,993</u>	<u>2,022,056</u>	<u>2,110,864</u>	<u>2,057,753</u>	<u>1,636,324</u>	<u>2,093,750</u>	<u>35,997</u>	<u>1.75%</u>
EXPENDITURES								
Other Charges & Svcs	0	0	7,500	0	0	0	0	0.00%
Capital Outlay	184,243	2,815	0	0	0	0	0	0.00%
Transfers Out	<u>3,000,000</u>	<u>2,187,813</u>	<u>1,981,449</u>	<u>2,057,753</u>	<u>1,100,000</u>	<u>2,093,750</u>	<u>35,997</u>	<u>1.75%</u>
Total Expenditures:	<u>3,184,243</u>	<u>2,190,628</u>	<u>1,988,949</u>	<u>2,057,753</u>	<u>1,100,000</u>	<u>2,093,750</u>	<u>35,997</u>	<u>1.75%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Transfer to PCUA Bond	<u>35,997</u>		
Total	35,997	Total	0
	Net Increase		<u>35,997</u>

Personnel Summary: None

Ponca City Aquatic and Family Center - YMCA



Street Improvement Project Trust Fund

Department Mission:

The Street Improvement Project Trust Fund will prudently expend Street Improvement sales and use tax revenues derived from a ½ cent dedicated tax, approved by the voters to maintain and improve City streets. The department will construct improvements and leverage grant funds whenever possible.

Fiscal 2015 Accomplishments:

- Completed reconstruction of Turkey Creek bridge on L.A. Cann.
- Completed reconstruction of Ash Street from Liberty to Emporia.
- Completed reconstruction of northern segment of walking trail and War Memorial Park.
- Commenced project to replace signal poles at 4th & South Avenue.
- Completed installation of 210 countdown pedestrian signals per requirements of the *Manual on Uniform Traffic Control Devices*.
- Completed reconstruction of Meadow Lane from Fairway to Queens.
- Completed reconstruction of Oak Street from Otoe to Grand.

Fiscal 2016 Objectives:

- Complete mill/overlay on Bradley from 5th to 14th.
- Complete reconstruction of Elm from Otoe to Ponca and from Highland to Summit.
- Complete sidewalk reconstruction on the west side of Fourth from Grand north to the alley.
- Complete sidewalk reconstruction on both sides of Third from Grand to Cleveland (pending the funding of an OHFA housing project).
- Complete reconstruction of Red Bud walking trail from E Woodland to Hartford.
- Complete reconstruction of Second from Broadway to Hazel.
- Complete mill/overlay on Third from Highland to Liberty.
- Complete \$50,000 of ADA ramp installations along various major street corridors.
- Complete downtown traffic signal renovation/removal project.

Trust Funds - Street Improvements								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
City Sales Tax - Street	1,908,586	1,861,074	1,941,032	1,915,253	1,491,130	1,925,000	9,747	0.51%
City Use Tax - Street	105,803	156,167	164,851	137,500	139,021	163,750	26,250	19.09%
Intergovernmental	0	0	0	0	0	0	0	0.00%
Outside Revenue	58,828	0	0	0	14,961	0	0	
Misc Receipts	0	20,465	0	0	0	0	0	
Interest Income	31,692	23,116	19,279	25,000	29,066	20,000	(5,000)	(20.00%)
Total Revenues:	2,104,909	2,060,821	2,125,162	2,077,753	1,674,177	2,108,750	30,997	1.49%
EXPENDITURES								
Materials & Supplies	849,621	937,217	1,378,833	1,550,000	580,583	525,000	(1,025,000)	(66.13%)
Other Charges & Svcs	14,948	65,231	41,037	100,000	18,092	185,000	85,000	85.00%
Capital Outlay	1,010,663	3,010,210	270,300	1,223,500	516,233	1,750,000	526,500	43.03%
Total Expenditures:	1,875,232	4,012,658	1,690,170	2,873,500	1,114,908	2,460,000	(413,500)	(14.39%)

Approved Capital:	Asphalt Reconstruction – Elm,Otoe to Ponca \$502,000 Mill/Overlay – Bradley from 5 th to 14 th Street \$410,000 Mill/ Overlay – 3 rd Street, Highland to Liberty \$310,000 Trail Reconstruction – Redbud Trail, Hartford - Wood \$170,000 Concrete Reconstruction – 2 nd Street, Hazel - Broadway \$148,000 Sidewalk Reconstruction – North 3rd & North 4 th \$110,000 Contingency Street Improvement \$100,000
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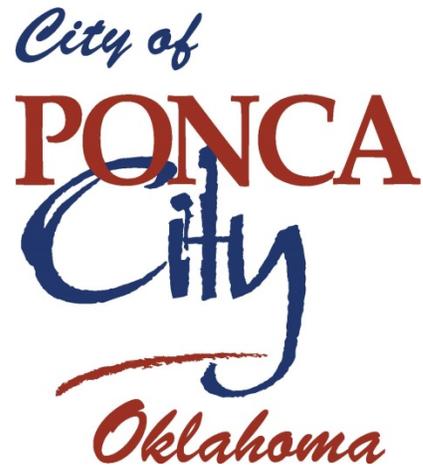
Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Misc Contractual Services	75,000	Street Maintenance	(1,025,000)
Contingencies	10,000	Traffic Signals	(12,500)
Trail Construction	45,000		
Sidewalks	110,000		
Misc Capital Outlay	100,000		
Street Construction	284,000		
Total	624,000	Total	(1,037,500)
Net Decrease		(413,500)	

Personnel Summary: None



Beginning on January 5, 2015, the Turkey Creek Bridge on LA Cann is projected to be finished on May 1st, 2015. This project was funded by the City's Street Improvement Tax.



Economic Development Trust Fund

Department Mission: To transfer voter approved Dedicated Sales Tax Funds to the Ponca City Development Authority (PCDA), who will utilize them to facilitate the creation/retention of quality job opportunities for the citizens of the Ponca City Area.

- Fiscal 2015 Accomplishments:**
- Contacted 233 new companies.
 - Contacted/met existing companies 1,162 times.
 - Contacted site consultants 119 times.
 - Worked twenty new significant project leads.
 - Opened twelve new job creation projects from leads.
 - Closed four recruitment projects as wins.
 - Closed two expansion projects as wins.
 - Closed twelve projects as no action.
 - Total number of jobs from wins: 252.
 - Solicited one new ICAP project application for an existing Ponca City company.
 - Conducted two hiring events for local companies.
 - Held an Alternative Employee Seminar for area employers on February 23, 2014.
 - Attended four military fairs to recruit potential employees for Ponca City companies.
 - Attended two college job fairs to recruit potential employees for Ponca City companies.
 - Attended four plant closing events in communities outside Ponca City to recruit potential employees for Ponca City companies.
 - Conducted three additional PoncaWorks visits to other communities for job recruitment purposes.
 - Placed 26 key employees through PoncaWorks.
 - Launched a new analysis of the Ponca City area workforce.
 - Conducted a survey of Ponca City employers of expected future workforce needs.
 - Completed the Log10 lease and property improvements.
 - Coordinated and/or supported five different “Healthy Communities” events.
 - Coordinated job fairs and career events at area high schools.
 - Coordinated a child care study to identify employer and potential employee needs.
 - Coordinated a seminar on November 13, 2014 for employers on the Sooner Care program.
 - Completed the transition to a new in-house data base to track projects and company issues.
 - Conducted and completed an overhaul of the PCDA Personnel Policies.
 - Produced an Annual Report to the community on PCDA results, finances and accomplishments.
 - Began planning for the extension of Sykes Boulevard, west of Hall Boulevard.
 - Completed the annual independent audit with a clean opinion.

- Completed call trips to Chicago, North Dakota, Dallas, Seattle and Houston.
- Co-sponsored and attended the ICSC, Bio, AUSVI and MRO trade shows.
- Held a board retreat in December to update the economic development plan.
- Funded a CDBG first time homebuyer program through the city to support workforce recruitment.
- Awarded the Henry Bellmon Sustainability Award for the Lighten the Load program.
- Graduated the first company out of the PCDA/Pioneer Tech Accelerator.
- Adopted a new budget for fiscal 2015-2016.

PCDA Fiscal 2016 Objectives

- Contact a minimum of 120 new companies during the fiscal year to discuss relocation opportunities to Ponca City and pursue identified needs as appropriate.
- Contact site consultants a minimum of 36 times throughout the year.
- Complete recruitment project 15-3.
- Complete expansion projects 14-04, 15-04 and 15-5.
- Aggressively recruit companies to the Sykes building as well as facilities at parcel 15-100, 10-11 and Project Eureka.
- Complete a minimum of one ICAP project.
- Continue to solicit to find an operator for a Shared Work center.
- Launch phase two of the Lighten the Load program.
- Develop and launch a strategy to recruit business services companies to Ponca City.
- Recruit a wind service component company to support local wind farms and produce jobs.
- Identify and coordinate a minimum of two internship programs at area companies.
- Identify and launch a minimum of one collaborative job creation project with an area tribe.
- Build connectivity between local companies and 12E and OCAST.
- Assist an identified existing company to launch a lean initiative.
- Working with Pioneer Tech, develop a utilization plan for the METS Truck.
- Implement marketing plans and initiatives identified in the approved 2015-2016 budget.
- Contract for and complete an independent audit for fiscal 2015.
- Contact all companies with whom PCDA has an active agreement to obtain appropriate monitoring reports for calendar 2015.
- Host the Bi-Annual Kay County Economic Development Conference in the spring of 2016.
- Fund and participate a booth at the ICSC trade show.
- Participate and co-sponsor booths at the Solar, AUVSI, Bio, ICSC trade shows.
- Participate in a minimum of three call trips.
- Participate in the Chamber of Commerce Retail Task Force.
- Produce a weekly e-newsletter to inform stakeholders about PCDA activities.
- Maintain an active presence on social media to inform stakeholder about PCDA activities.
- Utilize social media for workforce recruitment and company recruitment, as appropriate.
- Produce an annual report on PCDA activities.

- Hold a board retreat on October 2nd to evaluate programs and any potential changes needed to the PCDA strategic plan.
- Conduct an orientation session for three new board members.
- Adopt a new budget for fiscal 2016-2017.

PCDA - Economic Development								
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 (75.00%)		2016 Approved Budget	Variance 2016 vs 2015 Budget	
				Budget 07/01/2014	Actual 03/31/2015		Amount	Percent
City Sales Tax - Ec Dev	1,908,586	1,861,074	1,941,032	1,915,253	1,491,130	1,925,000	9,747	0.51%
City Use Tax - Ec Dev	<u>105,803</u>	<u>156,167</u>	<u>164,851</u>	<u>137,500</u>	<u>139,021</u>	<u>163,750</u>	<u>26,250</u>	<u>19.09%</u>
Total Revenues:	2,014,389	2,017,241	2,105,883	2,052,753	1,630,150	2,088,750	35,997	1.75%
EXPENDITURES								
Transfers Out	<u>2,008,334</u>	<u>2,023,296</u>	<u>2,105,883</u>	<u>2,052,753</u>	<u>1,630,150</u>	<u>2,088,750</u>	<u>35,997</u>	<u>1.75%</u>
Total Expenditures:	2,008,334	2,023,296	2,105,883	2,052,753	1,630,150	2,088,750	35,997	1.75%

Approved Capital: None

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Transfers Out-EDF Tax	<u>35,997</u>		
Total	35,997	Total	0
Net Increase		<u>\$35,997</u>	

Personnel Summary: None

Glossary of Budget Terms

Accounting System	The total structure of records and procedures which identify, record, classify, summarize, and report information on the financial position and results of operations of a government.
Accrual Basis	The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.
Accrued Expenses	Expenses incurred but not due until a later date.
<i>Ad Valorem</i> Tax	A tax collected from all the real property within the City based upon the value of the property.
ALFA	Association Landfill Assurance – An organization of publicly owned Oklahoma landfills.
Annual Budget	The budget authorized by resolution of the City Commission for the fiscal year.
Appropriation	An authorization of the City Commission to incur obligations and spend City funds. Appropriations are usually made for fixed amounts and typically granted for one year.
Appropriation of Fund Balance	Using the existing fund balance for current obligations.
Assets	Resources owned or held by the City which has monetary value.
Assessed Valuation	The value of all real personal property in the City which is used as a basis for <i>ad valorem</i> taxes.
Audit	An examination of an organizations' financial statements and the utilization of resources.
Balance Sheet	A basic financial statement that discloses the assets, liabilities, reserves and equity of specific governmental funds as of a specific date.
Balanced Budget	A budget in which revenues plus appropriated fund balances equal expenditures.
Beginning/Ending Fund Balance	Unencumbered resources available in a fund from the prior/current year after payment of the prior/current year's expenses. This is not necessarily cash on hand.
Bond Proceeds	Funds received from the sale of any bond issue.

Bond Rating	A rating that is received from Standard & Poor's Corporation and Moody's Investors service, Inc. that shows the financial and economic strengths of the City.
Budget	The financial plan for a specific period of time that identifies proposed expenditures and the sources of revenue to pay for them.
Budget Amendment	A legal procedure utilized by the City staff and City Commission to revise a budget appropriation.
Budget Message	The opening section of the budget which provides the City Commission and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, as well as the views and recommendations of the City Manager.
Capital Improvement Project CIP	A "Capital Improvement Project" fund accounts for financial resources segregated for acquisition, construction or other improvement related to capital facilities other than those accounted for in enterprise funds and non-expendable trust funds.
Capital Outlay	Category of expense which include outlays which result in acquisition of or additions to fixed assets which are purchased by the municipality, including machinery and equipment, furniture, land, buildings, improvements other than buildings, and all construction, reconstruction, appurtenances or improvements to real property accomplished according to the conditions of a contract.
Cash Basis	The method of accounting under which transactions are recorded when cash is either received or expended for goods or services.
City Charter	The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of government.
City Code	A book that contains City Commission approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, business licensing, etc.
Category	A group of object codes that have the same functional characteristics. The City, required by the State of Oklahoma in the Municipal Budget Act, uses the six categories of expenditures: Personal Services, Material & Supplies, Other Charges & Services, Capital Outlay, Debt Services, and Transfers.

CodeRed	A computer based telephone notification system that is used to notify the public and City staff of emergencies.
Contingency	A budgetary reserve set aside for emergencies or unforeseen expenditures.
Court Fines and Forfeits	Fines imposed on individuals by the courts for various illegal acts performed within the City.
CDBG	Community Development Block Grant - A general purpose, federal grant primarily used to facilitate the production and preservation of low and moderate income housing.
Debt Limit	The maximum amount of general obligated debt which is legally permitted.
Debt Ratio	Total debt divided by total assets. Used by Finance to assess fiscal health, internal of bonds, notes or loans.
Debt Service	Category of expense which includes outlays in the form of debt principal payments, periodic interest payments, or related service charges for benefits received in part in prior fiscal period as well as in current and future fiscal periods.
Debt Service Funds	These funds account for the payment of principal and interest on outstanding debt for the City.
Department	An organization unit of the City for the purposes of administration and accounting.
Depreciation	That portion of the cost of a capital asset that is charged as an expense during a particular period. This is a process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the loss of usefulness of a fixed asset is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.
Division	An organizational unit within a department. Divisions are responsible for carrying out the specific functions of the department.
Enterprise Fund	A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing the good and services to the general public be financed or recovered primarily through user charges.

EPA	Environmental Protection Agency - An agency of the federal governmental which addresses environmental regulations.
Expenditure	This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds.
Expenses	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
Fiscal Year	For budgeting purposes the City's fiscal year operates from July 1 to June 30.
Fixed Asset	Purchases of a long-term nature, which are to be held and used. Examples are: land, buildings, machinery, vehicles and equipment.
Franchise Fee	A fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include telephone, natural gas and cable TV.
Fund	A separate accounting entity, with a set of self-balancing accounts for recording the collection of revenues and the payment of expenditures to carry out a specific function.
Fund Accounting	A governmental accounting system that is organized and operating on a fund basis.
Fund Balance	The excess of a fund's assets over its liabilities. The term fund balance is used for governmental fund types. The term retained earnings is used in enterprise funds.
General Fund	The largest fund in the City, the General Fund accounts for most of the City's financial resources. General Fund revenues include: Sales & Use Taxes, Licenses & Permits, Intergovernmental, Outside Revenue, Charges for Services, Fines & Forfeits, Transfer from Funds, and other types of Revenues. This is the fund that accounts for the revenues and expenditures necessary to deliver basic operating services: police, fire, finance, parks, planning, library, etc.
GIS	Geographic Information System – A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e. data identified according to their locations. City personnel can obtain detailed infrastructure information through a single digital map.

GPS	Global Positioning System – A method of navigation that uses 25 satellites in low-earth orbit to provide precise, extremely accurate, worldwide, all-weather navigation information 24 hours a day.
Goals	Specific items to be accomplished during the year. A statement of broad direction, purpose or intent.
Green Fees	Fees charged for playing a round of golf at the Lew Wentz Golf Course.
INCODE	Municipal software used by the city.
Interest Earnings	Interest received from the investment of cash in a fund.
Intergovernmental Revenue	Money received from the state or federal government in the form of grants or shared revenues for various activities.
Internal Service Fund	Fund used to account for services provided by one department to another department on a cost reimbursement basis.
LAN	Local Area Network – Two or more computers connected to a localized central server in order to share server resources.
Liabilities	Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.
Licenses	Revenues received by the issuance of various licenses that are granted to various business in the City.
Line Item Budget	A budget format that summarizes the object codes of expenditures for goods and services that the City intends to purchase during the fiscal year.
Material & Supplies	Category of expense which includes articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies and repair and maintenance supplies, and all items of expense to any person, firm or corporation rendering a service in connection with repair, sale or trade of such articles or commodities.
McReady Campaign	A partnership between Oklahoma Emergency Management and McDonalds Restaurants to provide severe weather information to the public through their restaurants.
MESO	Municipal Electric Systems of Oklahoma

Miscellaneous Revenue	Money taken in from various sources generally on a non-recurring or immaterial basis.
Modified Accrual Accounting	An accounting technique that is a combination of cash and accrual accounting. Expenditures are immediately incurred as a liability and revenues are not recorded until they are received or are "measurable" and available for "expenditure." Since this type of account basis is conservative, it is recommended as the standard for most government funds.
NPDES	National Permit Discharge Elimination System
Object Code of Expenditures	The specific type of expenditure used to account for the purchase of goods and services.
Objectives	A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.
ODEQ	Oklahoma Department of Environment Quality
OMPA	Oklahoma Municipal Power Authority
Ordinance	A formal legislative enactment by the governing body of a municipality. It is not in conflict with any higher form of law, such as a state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.
Other Charges & Services	Category of expense which includes all current expenses other than Personal Services, Materials & Supplies, Capital Outlays, Debt Service, and Transfers, such as services or charges for communications, transportation, advertising, printing or binding, insurance, public utility services, repairs and maintenance, rentals, miscellaneous items and all items of expenses to any person, firm, or corporation rendering such services.
Pandemic	A disease or illness prevalent throughout an entire country.
Penalties	Charges to utility customers for late payment of their water, electric, sewer, and solid waste charges.
Performance Measures	Quantitative and/or qualitative objective measurement of results by a unit of program which helps to determine effectiveness in meeting goals and objectives.
Permits	Revenue derived from various permits, as defined by the City Code, for the performance of a specific action. For example, building a house.

Personal Services	Category of expense which includes expenses for salaries, wages, per diem or other compensation, fees, allowances or reimbursement for travel expenses, and related employee benefits, paid to any officer or employee for services rendered or for employment. Employee benefits may include employer contributions to a retirement system, insurance, sick leave, terminal pay or similar benefits.
Ponca City Development Authority (PCDA)	A public trust of the City of Ponca City which accounts for activities of the Economic Development Funds.
Ponca City Utility Authority (PCUA)	A public trust of the City of Ponca City which accounts for activities of Water, Light, Solid Waste, Landfill Closing, Solid Waste Depreciation Reserve, Utility Billing, Wastewater, Stormwater and Information Services.
Proprietary Funds	Funds that account for government operations that are financed and operated in a manner similar to a private business.
Sage	Acronym for Sustainable Alternative Green Energy which is a PCDA initiative to grow a renewable energy economy in Ponca City.
Special Assessment	Receipts from assessments places on a property, within the City, for public improvements which have benefited that property.
Special Revenue Fund	A fund used to account for the proceeds of specific revenue sources (other than special assessment, expendable trusts, or for major capital projects) that are legally restricted to expenditures for specific purposes.
StormReady	A program by the National Weather Service designed to recognize entities that have reached a high level of severe weather preparedness.
Transfers	Category of expense which includes outlays to other funds in the form of operating transfers and residual equity transfers.
Unencumbered Balance	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.
User Fee	The payment for the direct receipt of a public service by the user of the service.

