

City of Ponca City, Oklahoma

2017-18 Budget

Progress Through People



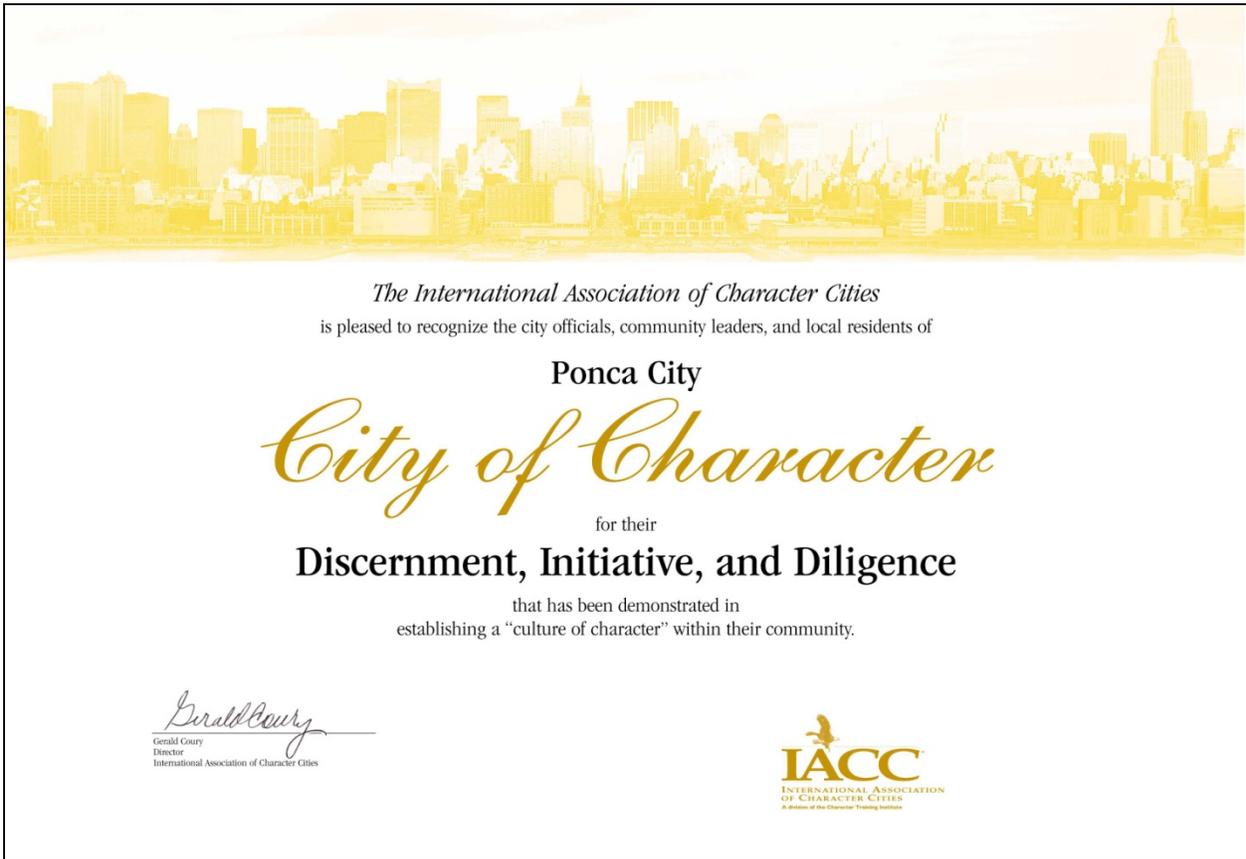
Prepared by:

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Finance Director

Pamela Jones
Controller

Shane Becker
Accountant

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



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 2019



City Officials . . .
Commission



Lanita Chapman

*Commissioner #1
Term Expires: March 2020*



Nancy Rathbun

*Commissioner #2
Term Expires: March 2018*



Shasta Scott

*Commissioner #3
Term Expires: March 2020*



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	Eric Newell
Police Chief	Don Bohon
Public Works Director	Open
Technology Services Director	Dave Williams

CITY OF PONCA CITY - REPORTING CHART as of May 19, 2017

MAYOR		Homer Nicholson
COMMISSIONERS		Ryan Austin
	Lanita Chapman	
	Nancy Rathbun	
	Shasta Scott	
CITY MANAGER		Craig Stephenson
Assistant City Manager		Tana McKinley
	Marland Estate Manager	David Keathly
	Human Resources Director	Terry Brown
Development Services Director		Chris Henderson
	City Engineer	Jim Fairbanks
	Assistant City Engineer	OPEN
	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
Technology Services Director		Dave Williams
Library Director		Holly LaBossiere
Park and Recreation Director		Eric Newell
	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
	City Garage 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	OPEN
	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	OPEN
Police Chief		Don Bohon
	Assistant Police Chief/Major	Anthony Rogers
	Animal Control Supervisor	Steve Miner

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	10/18/78	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	07/13/15
7. Preparation, Coordination, Review & Adoption of Ordinances	01/22/79	
8. Public Forum Policy And Use Of City Facilities	07/27/15	
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	11/10/14
15. City Bus	01/08/90	03/13/06
16. Credit Card Use & Application	07/01/91	09/08/14
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	06/30/16
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	01/04/17
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	06/30/16
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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Ponca City, Oklahoma 74602-1450
580-767-0339 Fax 580-767-0344

June 12, 2017

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 2017-2018 Annual Operating and Capital Improvement budget for the City of Ponca City (City) and Ponca City Utility Authority (PCUA), which begins July 1, 2017. 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. Its focus is to create shareholder value by maintaining an aggressive capital improvement program as well as service delivery.

The City is continuing to experience a contraction in tax revenue; this year the Budget Team is proposing a 1.8% decrease in tax revenue from the current fiscal year budget. While there has been some good news on the tax revenue front in that Amazon will begin to remit sales tax in the State of Oklahoma, there have been two national retailers announce that they are closing facilities in the community. 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 our residents to continue enjoying the same high standard of quality services and programs unique to our community.

The fiscal 2017-18 budget provides for City and PCUA expenditures totaling \$102,138,252, which represent a 1.12% increase from the prior year's budget. Included in this budget is \$8,862,567 in capital improvements. The full time employee base across the City and PCUA is proposed to be reduced by one full time position that is currently vacant in Solid Waste Collection due to contracting out the recycling center operation with Supported Community Lifestyles. The total full time positions budgeted this year are at 391. 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.

Over the last several years, staff has put an emphasis on working safely. This message has been carried throughout the organization and is reflected in the amount of funding for the City's Workers Compensation program. Once again this year we were able to reduce the funding for Workers Compensation. This is a testament to the employees' commitment to safety.

Letter to Homer Nicholson, Members of the City Commission

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June 12, 2017

This past fiscal year saw several large projects funded, including projects and equipment such as:

- Tuck pointing the wainscot of City Hall
- Three new police vehicles
- Police body armor
- An ambulance
- A street sweeper
- Renovation of the one of the greenhouses
- Water slide for Ambuc Pool
- Roof repairs at Marland's Grand Home
- Two neighborhood splash pads
- Lake Ponca Trail Segment 4 grant match
- Preliminary design and detail design of sludge drying beds
- Phase Two of the industrial park water storage tank rehabilitation
- Lake Ponca Trail lighting
- Tractor with front end loader
- Five landfill litter fence units
- Sanitary sewer line replacement on Franklin Street
- Cisco call manager
- Cisco routers
- Ultraviolet thermofilm window treatment for Marland Mansion
- Reconstruction of:
 - Redbud Trail
 - Elm Street (Ponca to Oklahoma)
 - Lincoln Street (Oklahoma to Central)
- Reconstruction and widening of:
 - Highland Avenue Design (Ash to Sunset)
 - Highland Avenue Design (Olympia to Waverly)
- Mill/Overlay:
 - Third Street (Oklahoma to Central)
 - South 4th Street (100 block)
 - South Avenue (12th to 14th Street)
 - 5th Street (Albany to Brookfield)
 - Pioneer Road (14th Street to Monument)
- Engineering and design on a new public safety center
- Roof replacement of airport building #15

This year's budget continues to include aggressive capital improvements, including:

- Three new police vehicles
- Police body armor
- 60 Glock pistols
- Floor covering fire stations #1, 2, and 4
- Lifepack patient monitor device/defibrillator
- Two engineering/GIS work stations
- Robotic total station
- 24 inch asphalt/concrete planer
- 5-7 cubic yard dump truck
- Renovation middle greenhouse
- Resurface Tennis Courts 1-5
- Marland's Grand Home East terrace sidewalk and drainage repairs
- Lake Ponca deep water ramp grant match
- Lake Ponca dam spillway repair
- Water well
- Highland waterline replacement (Sunset to Lake)
- Albany waterline replacement (Oklahoma to Grand)
- Single bucket service truck
- Bomag landfill compactor
- Variable frequency drive replacement
- Valve replacement
- Sanitary sewer line replacement Ash to Osage

Letter to Homer Nicholson, Members of the City Commission

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June 12, 2017

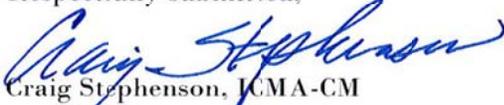
- Engineering for a 4" sanitary sewer main project on Hillside
- Manhole Rehabilitation Program
- Stormwater detention pond construction Young Park
- Pictometry aerial photography of City /PCUA service area
- Network firewall and intrusion detection system
- Virtual desktop (VDI) replacement
- Network switches
- Pro shop carpet replacement
- Paint walls of buildings # 9 and #10
- Paint walls of Darr building #3
- Self-service fueling terminal for AV gas customers
- Sidewalk Maintenance Program
- Reconstruction of:
 - Elm Street (Oklahoma to Grand)
 - Pecan Road (south of Lake Road)
 - War Memorial Trail Phase 4
 - Sidewalk, 100 North 3rd Street
- Reconstruction and widening of:
 - Highland Avenue (Ash to Sunset)
- Mill/Overlay:
 - Bradley, (5th to 14th)
 - South Avenue (1st to 12th Street)
 - Dalewood (Lake Road to north end)

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 as well as continue to maintain a fiscally sound government, invest in Ponca City, implement sustainable initiatives, serve and protect our community, offer unique resources, and look forward.

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 each employee 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, ICMA-CM
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	2014-17
J. Robert Friday	1974-78	Nancy Rathbun	2015-Present
Dr. John R. Robinson	1975-77	Ryan Austin	2015-Present
Bonnie Phillips	1976-79	Shasta Scott	2017-Present
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, 2017

Number of Full-Time Employees:	
Union	120
Non-union	271
Area in Square Miles	20
Government Facilities and Services:	
Lane miles of streets	407
Number of signalized locations	36
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	5
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	1,347
Number of ambulance calls	4,112
Average emergency response time in minutes	EMS 5.36 / Fire 4.58
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	2,234
Number of traffic violations	8,676
Calls for service	18,943
Median age of officer	39
Median years of service	9

Wastewater System:

Miles of wastewater maintained by the City	173
Number of treatment plants	1
Daily average treatment in millions of gallons per day	3.75
Maximum daily capacity of treatment plant in millions of gallons per day	9.5

Water System:

Miles of water mains maintained by City	212
Number of fire hydrants	1,042
Daily average consumption in millions of gallons per day	8.81
Maximum daily capacity of plant in millions of gallons per day	14
Number of water wells in service	20

Energy Department:

Customer base	15,900
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	39,400
Number of base aircraft	55
Number of ‘T’ hangers	44
Number of corporate hangers	13
Average high temperature degrees – (1980-present)	87.99
Average low temperature degrees – (1980-present)	31.35
Overall yearly degree temperature – (1980-present)	62.05
Average yearly rainfall in inches – (1980-present)	34.28

Education (Current) School Year:

Total school enrollment – Ponca City Public Schools	5,013
Number of pre-k schools	1
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**

Ponca City Public Schools	924
Phillips 66 Refinery	700
Dorada	432
Alliance Health	415

Hospitals:

Number of hospitals	1
Number of licensed patient beds	140

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

City of Ponca City Website

www.poncacityok.gov

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CITY OF PONCA CITY OKLAHOMA

CALENDAR [VIEW ALL](#)

April 2017

S	M	T	W	T	F	S
26	27	28	29	30	31	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	1	2	3	4	5	6

WHAT'S HAPPENING [VIEW ALL](#)

- Billiards Popular at Marland's Grand Home [Read on...](#)
- Library May Programs for Children & Adults [Read on...](#)
- Citizens Encouraged to Comply With Handicap Parking Law [Read on...](#)
- Media Tip Sheet 4/21/2017 [Read on](#)

MAYOR'S WELCOME [VIEW ALL](#)

- Mayor's Welcome Message

QUICK LINKS [VIEW ALL](#)

- Budget 2016-2017
- Jobs - Employment Opportunities
- 2016 City of Ponca City Audit
- 2016 PCUA Audit
- 2016 Audit Management Letter
- State of The City Report
- Crime Stoppers

SHARE

- ONLINE BILL PAY
- AGENDAS & MINUTES
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- NOTIFY ME
- FEEDBACK

Ponca City, OK
 68 °F
 Clear
 at 09:53 AM
[Click for Forecast](#)

City of PONCA City Oklahoma
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516 E. Grand, Ponca City, OK 74601 : P.O. 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



101 Wild West Rodeo



Pow Wow

July/August

Lake Ponca Fireworks
Ponca Pow-Wow
Crazy Days

September/October

Standing Bear Pow Wow
Cherokee Strip Chili Cook-Off
Oktoberfest-Marland Mansion
Grand National Moto-Cross
Fine Arts Festival



Festival of Angels



Veteran's Day Parade

November/December

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

Ponca City Attractions

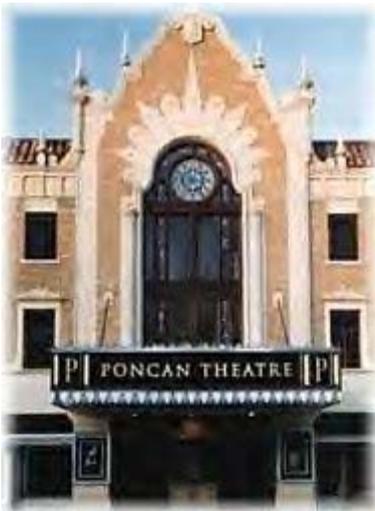


The Pioneer Woman Statue and Museum – The Pioneer Woman Statue was commissioned by E.W. Marland. This seventeen (17) foot bronze is on the National Register of Historic Places. The newly expanded museum features exhibits of women who have made outstanding “pioneering” contributions in space, photography,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



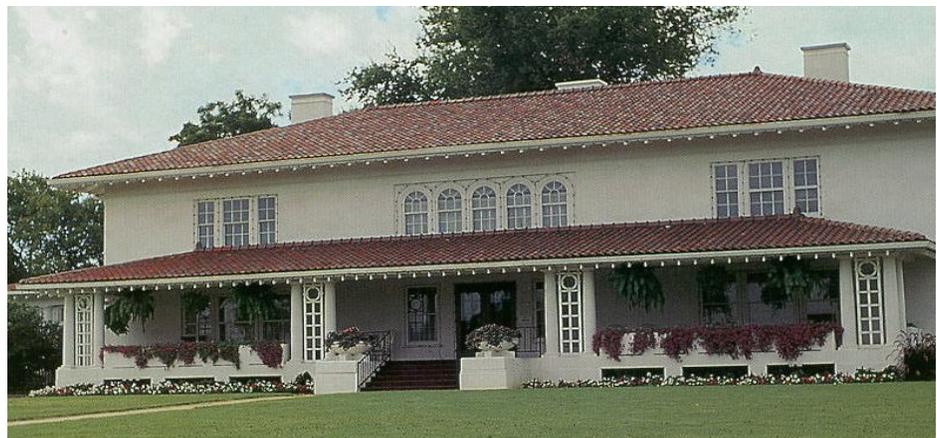
E.W. Marland was born May 8, 1874, in Pittsburgh, Pennsylvania. He studied to be an attorney, graduating from the University of Michigan Law School at the age of 19. Marland's years of practicing law led him to an interest in geology and a career in the oil industry. He prospered in the oil business, 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.

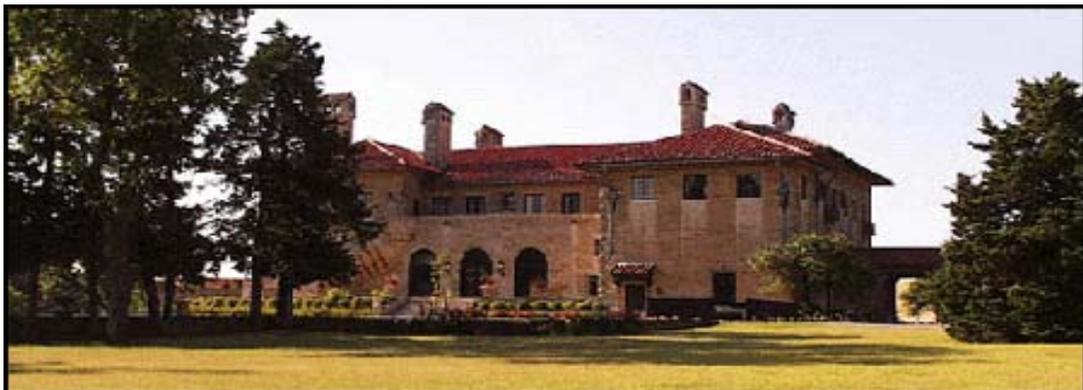
A unique aspect of the restoration project was the use of volunteer construction superintendents at each building. Professionals were hired where code requirements needed to be met, but dedicated volunteers contributed over 2200 volunteer hours, performing much of the demolition, painting, and finishing 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 700 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 2017-18 include contracting sales tax and franchise fee revenues, unpredictable fuel and commodity costs, increasing 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 2017 by working with departments to derive initial revenue projections for the General Fund and utilities for Fiscal 2017-18. A budget kick-off session was held with all departments on January 23, 2017, 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 20, 2017. Each agency director presented an overview of current services for the community. Outside agency service agreements are funded flat from the prior year.

City management met with department representatives on capital requests and operating budget requests during the second week of March 2017. On April 13, 2017, an initial draft of the City Manager Proposed Budget for Fiscal 2017-18 was delivered to members of the City Commission. The City Commission then met for two, all day open meeting hearings with management and every department on the proposed budget on April 17 and 18, 2017. 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, April 30, 2017. Also published at that time was notice of a public hearing on the Fiscal 2017-18 Budget, to be held at the regularly scheduled Board of Commissioner's Meeting of May 8, 2017. 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.

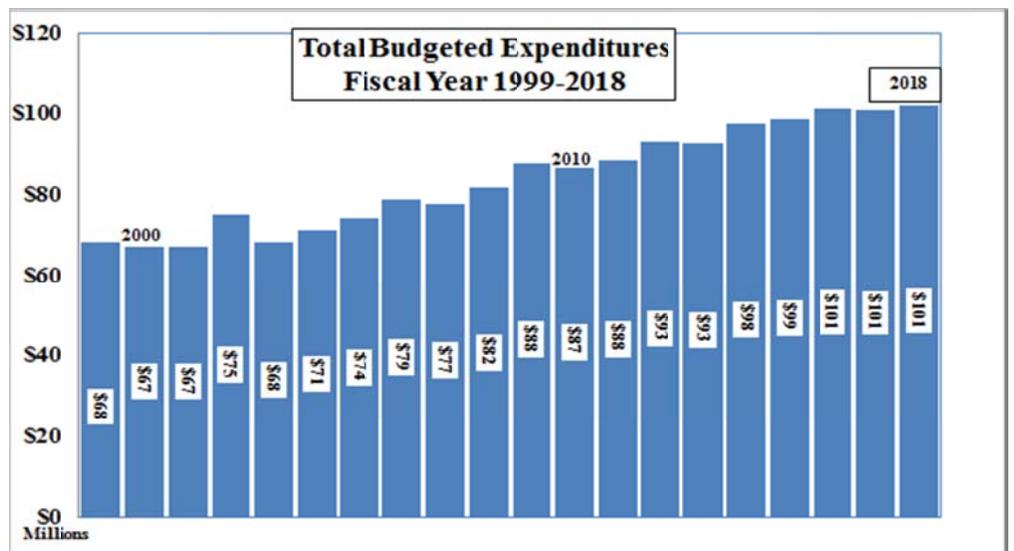
Background Budgeted for Fiscal 2017-18 are thirty (30) funds, or self-balancing sets of accounts, each capturing activity from a type of operation. The funds budgeted include sources and uses for the General Fund, Special Revenue Funds, Capital Improvement Projects Fund, Debt Sinking Fund, Ponca City 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 2017-18 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. 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.

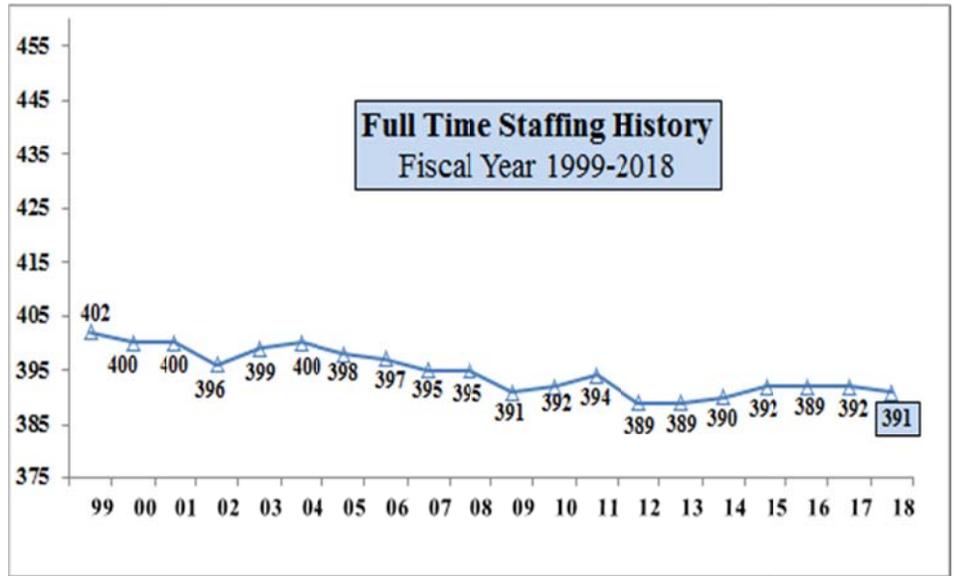
The Fiscal 2017-18 Budget has been challenging in many ways. The total budget for all funds is proposed at \$102,123,452, an increase of \$1,120,650, or 1.11% from the original budget of Fiscal 2016-17.

The increase is due largely to a projected increase in electric sale revenue and related purchase power expense. As illustrated above, the proposed aggregate budget for the coming year is approximately



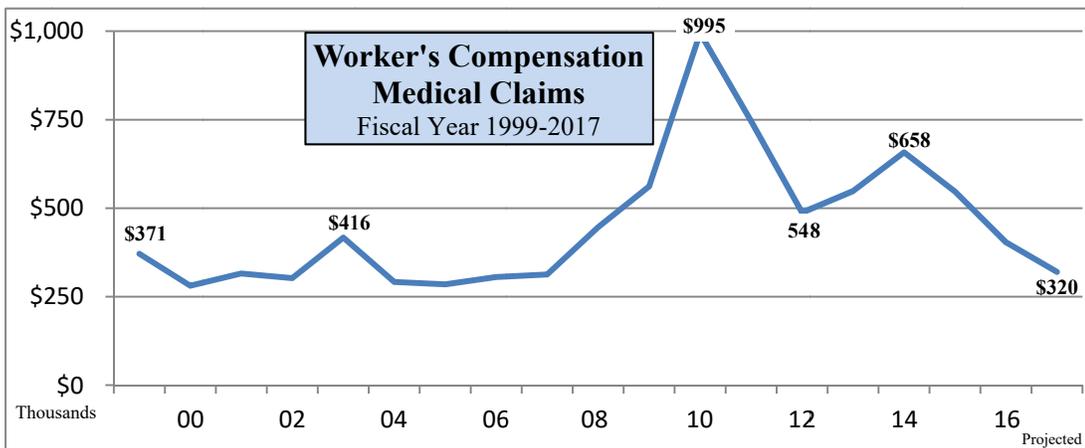
52% higher than the original budget of Fiscal 1998-99, twenty years ago. This represents an average annual increase of less than 2.5%, illustrating staff commitment to cost containment.

The full time employee base across the City is proposed at 391. This represents a decrease of one position and is tied to the outsourcing of operations at the City's Recycle Center. A vacant position was deleted, so no layoff occurred. The proposed full-time staffing for Fiscal 2017-18 is approximately 2.7% less than that of twenty years ago, in Fiscal 1998-99 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 over the past two decades. 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 approved 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 \$1,652 annually, with the City funding \$6,607. The premium for employee plus one coverage is \$2,988 annually, with the City funding \$11,951. Employees choosing family coverage pay a premium totaling \$4,483 annually, with the City funding \$17,933. 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 since peaking in Fiscal 2009-10 and again in Fiscal 2013-14, they are currently at a decade low. Projected expenses for W/C Medical expenses for Fiscal 2016-17 are \$320,000, significantly lower than the peak years. The City is self-insured for worker's compensation medical claims, and maintains a department in the Internal Service Workers' Compensation



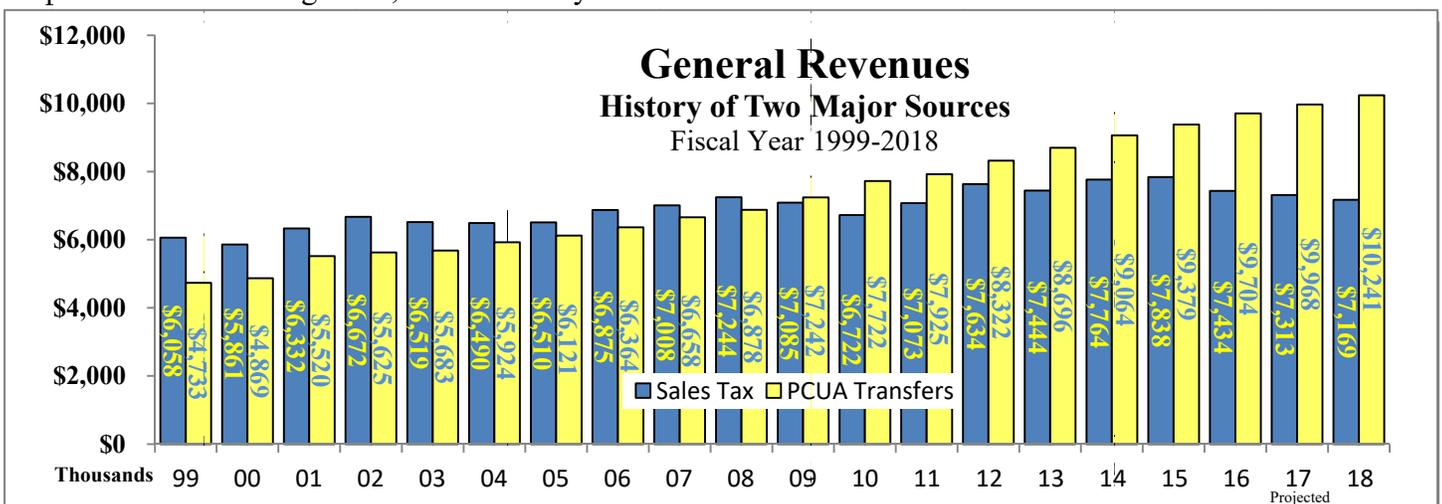
Fund for this purpose. Premiums are paid based on a 2% straight percentage of wages by all departments with personnel, without regard for risk/loss scales. Court ordered claims fluctuate from year-to-year, and are recovered through ad-valorem tax, as provided for in Oklahoma statutes. This method is 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 the desired effect.

In keeping with the City Commission objectives, the Fiscal 2017-18 Budget does maintain a designated fund balance in the General Fund of \$2,200,000, as defined by Resolution #6265, which was approved by the Board of Commissioners on November 14, 2016, when the previously approved amount was increased by \$100,000. 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 2017-18.

GENERAL FUND

Sales Tax Revenue There is currently a 2.0% sales tax dedicated for General Fund operations, generating revenue equal to 32.9% of total budgeted revenues for Fiscal 2017-18. 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



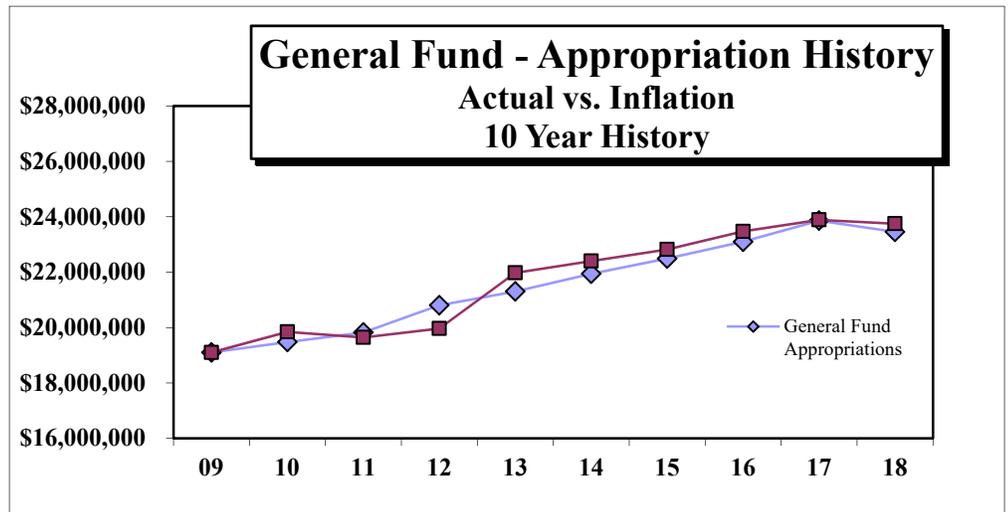
contributed to the lack of growth, more specifically, growth in internet sales, the effect of the State legislature annually exempting more special interest groups and sale types from sales tax, and competition for discretionary spending by legalization of the lottery and casino gaming. Fiscal 2007-08 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 ended the year up a meager 0.96% with a contraction in the oil related economy. Fiscal 2015-16 saw the contraction continue, with a decrease of 5.2%. With two months remaining in the 2016-17 fiscal year, collections are projected to be down 1.9% over the prior year. Budgeted sales tax revenue for Fiscal 2017-18 is \$7,169,331, projecting a continued 2.0% decrease from the projected collections of Fiscal 2016-17.

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 1998-99 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 2017-18 at \$10,241,334, a 2.7% 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 fifteen 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 \$1,400,000, a 7.6% increase. Municipal Court fines are the fourth largest revenue source for the General Fund and have rebounded from decade lows, projected to increase by 8.6% in the coming year. With interest rates coming off of historic lows, interest income is projected to grow by \$10,000. Total General Fund revenues for Fiscal 2017-18 are budgeted at \$21,813,265, an increase of 1.11 % 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 2017-18 is \$23,456,239, a decrease of \$405,415, or 1.7% from the original Fiscal 2016-17 Budget. The decrease is the result of two main factors, an extraordinary 27th pay period that occurred in Fiscal 2016-17 and the cost of a 2% cost of living wage increase for employees. 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.



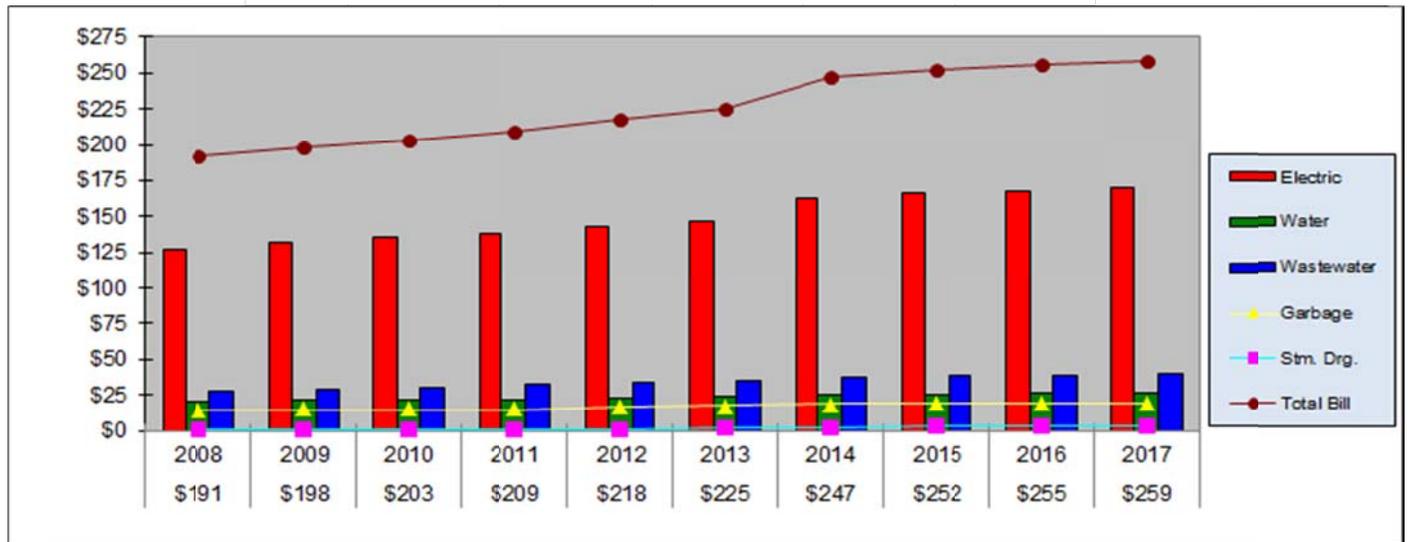
Spending on public safety continues to dominate funding of City operations, at 57.0%. This exemplifies a City commitment to make Ponca City a safe and healthy community. The Police Department continues to evolve with the changing needs of the community. Recent examples include Community Policing, Youth Police Academy, the placement of two officers in the Ponca City schools, and the addition of tasers, and in car wi-fi and video as tools in the field. 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 three new marked Police vehicles and new Lifepack Patient Monitor Devices for the Ambulance Department. Replacement of aging capital equipment continues to be emphasized in the General Fund budget for Fiscal 2017-18. Major items to be funded include a new dump truck for the Street Department, new aerial pictometry for Engineering/GIS, greenhouse renovations for the Park Department, and re-surfacing of tennis courts for the Recreation Department.

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 modest rate increase proposals for Fiscal 2017-18. This includes a 2.0% across the board increase in the water, wastewater, and solid waste utilities, a 1.0% across the board increase for electric utilities. All stormwater rates will also 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 2017-18 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 \$420,000 for a new water well.

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. In recent years the department has completed 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 recently 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 2017-18 are some plant improvements such as valve replacements and variable frequency drive replacement, and collection line replacement project from Ash to Osage streets, north of South Avenue.

Ponca City Energy The Ponca City Energy Department has seen many changes in past decades. 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 2017-18 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. In 2008 and automated meter reading project was completed for both water and electric meters, eliminating the need for manual meter readers and improving departmental efficiency. 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 2017-18 in the Ponca City Energy Fund are many major capital items and infrastructure improvements, most notably \$1.37M in distribution system improvements and \$185,000 for one new single bucket service truck.

Solid Waste The Solid Waste Fund includes collection and landfill departments. Collection revenues cooled with the economic contraction of 2008 & 2009, but has rebounded in the last couple years. Included in budget for Fiscal 2017-18 is a rate increase of 2.0% to help cover cost drivers including 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 several capital purchases budgeted for Fiscal 2017-18, including \$588,000 for a new Landfill compactor, 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 Home (FTTH) 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.”

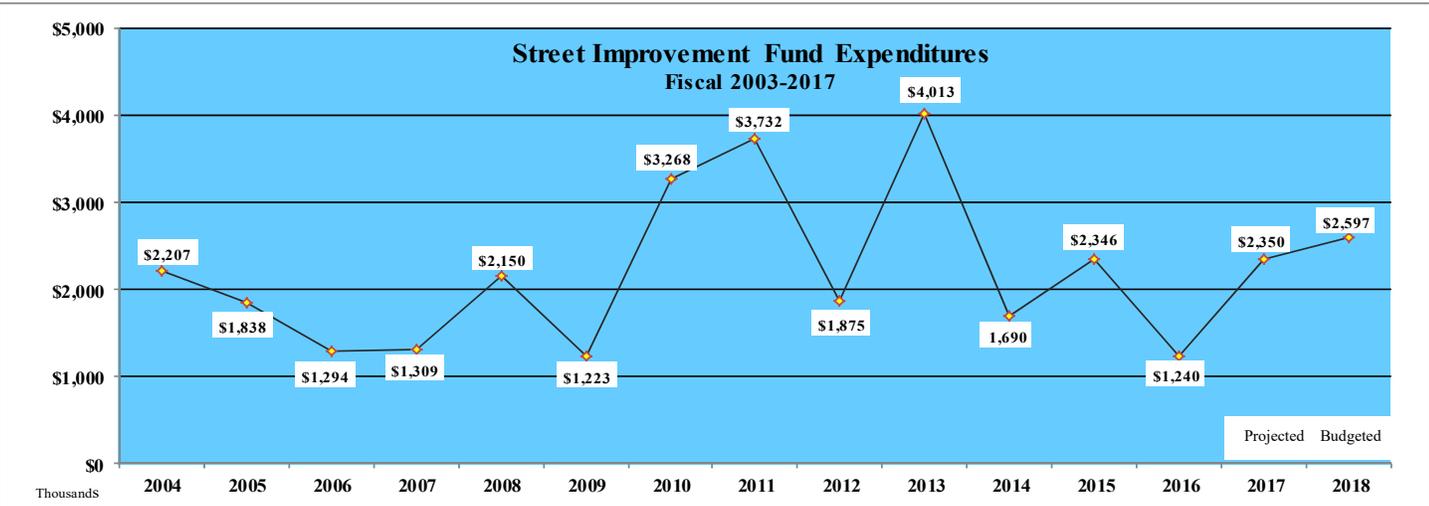
OTHER ENTERPRISE FUNDS

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 2017-18 is a new zero turn diesel mower and a self service fueling terminal for Av-gas customers.

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 at times 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 2017-18.

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 82% voter approval making it a permanent tax without expiration. The source provides funding for continued upgrade of Ponca City’s streets, roadways, curbs, sidewalks and trails. There are many major projects slated for Fiscal 2017-18 including a mill/overlay of Bradley, from 5th Street to 14th Street, asphalt reconstruction on Elm Street, from Grand to Oklahoma, and a mill/overlay of South Avenue from 1st Street to 12th Street.



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 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, for an additional five years. 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 - 2014, the Ponca City Development Authority has directly impacted the attraction, expansion and retention of 2,007 full time jobs in Ponca City, and that progress continues today. Budgeted for Fiscal 2017-18 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 2017-18 (original rev.)

December 2016	Finance and Departments begin rate review and revenue budgeting
Mon. Jan. 23, 2017	Budget Kick-Off Meeting for Department Heads & Supervisors, 11am, Budget Packet includes hard copies of Line-item Budgets, Personnel Models, Capital Request Forms, Mission / Accomplishments / Goals Forms, and overview
Tues. Feb 7	Mission / Accomplishments / Goals Forms for FY2017-18 due to Finance
Tues. Feb. 14	Capital Request Forms (cat. 4) for FY2017-18 due to Finance
Mon. Feb. 20	Budget overview for City Commission held at the work session
Tues. Feb. 21	Budget Request Forms (cat. 2 & 3) for FY2017-18 along with any personnel related change requests due to Finance
Tues. Feb. 28	Travel Request Forms for FY 2017-18 due to Finance
Tues. Mar. 7	Long-Term Capital Plan sheets due to Finance
March 16 - 23	City Manager/Finance meet with Department Heads to review
Mon. Mar. 20	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
Wed. Apr. 12	City Manager/Finance meet with Department Heads to discuss proposed Budget
Thurs Apr. 13	Draft of Budget with Departmental Goals delivered to City Commission for review
April 17 & 18	City Commission Hearings with City Management and Departments, open to Public
Wed. April 26	Deliver Notice of Public Hearing and Budget Summary to the Ponca City News
Sun. April 30	Publish date in the Ponca City News of the Notice of Public Hearing & Budget Summary
Mon. May 8	Public Hearing on Proposed Budget and City Commission Review
Mon. June 12	FY2017-18 Budget in book format delivered to the City Commission for adoption
Mon. July 1, 2017	Implementation of the FY2017-18 Budget

CITY OF PONCA CITY
Full-Time Staff History
Fiscal Year 2017-18

Department	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
City Manager	9	9	9	9	9	9	10	10	10	10
Finance	6	6	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	7	7	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	7	7	7	7	7	7	7
Traffic Engineering	6	6	6	6	6	6	6	6	6	6
Streets	21	21	21	20	20	20	20	20	20	20
Park Maintenance	24	24	24	23	23	23	23	23	23	23
Rec Programs	3	3	3	3	3	3	3	3	3	3
Marland's Grand Home	1	1	1	1	1	1	2	2	3	3
Hutchins	1	1	1	1	1	1	1	1	0	0
Library	11	11	11	11	11	11	11	11	11	11
Total General Fund	257.0	257.0	257.0	254.0	254.0	254.0	256.0	256.0	256.0	256.0
Water Admin.	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Water Prod.	8.5	9.5	10	10	10	10	10	10	10	10
Water Dist.	10	10	10	10	10	10	10	10	10	10
Total Water Fund	19.34	20.34	20.84							
Wastewater Admin.	0.83	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 Trtmnt.	11.5	11.5	11	11	11	11	11	11	11	11
Total W-Water Fund	18.33	18.33	17.83							
Solid Waste	32.33	32.33	32.33	31.83	31.83	31.83	31.83	31.83	31.83	30.83
S.W/Landfill	7	7	7	7	7	7	7	7	7	7
Total Solid Waste	39.33	39.33	39.33	38.83	38.83	38.83	38.83	38.83	38.83	37.83
Utility Billing	10	9	9	9	9	9	9	8	8	8
Ponca City Energy	24	25	25	25	25	25	25	25	25	25
Meter Readers	0	0	0	0	0	0	0	0	0	0
Total Utility Billing	34	33	33	33						
Stormwater	0	0	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Stormwater	0	0	0	0.5						
Technology Services	3	3	3	3	3	4	4	4	4	4
City Garage	5	5	5	4	4	4	4	4	4	4
Insurance	1	1	1	1	1	1	1	1	1	1
Marland Mansion	4	4	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	5	4	4	4	4	5	5	5
Hotel/Motel Tax	0	0	0	0	0	0	0	0	0	0
Total Other Funds	23	23	25	23	23	24	24	25	25	25
Grand Total	391	392	394	389	389	390	392	392	392	391

CITY OF PONCA CITY
BUDGET SUMMARY - by fund
FISCAL YEAR 2017-18

FUND #	FUND NAME	2017-18 BUDGETED REVENUES	2017-18 BUDGETED EXPENDITURES	BUDGETED REVENUES over EXPENDITURES
101	GENERAL	21,813,265	23,456,239	(1,642,974)
103	LIBRARY GRANTS	20,000	20,000	0
104	LIBRARY STATE AID	12,000	12,000	0
201	STREET & ALLEY	227,000	413,000	(186,000)
210	SPECIAL PROJECTS	20,000	20,000	0
240	TOURISM	515,000	339,167	175,833
260	GRANT FUND	10,000	14,800	(4,800)
301	WATER	8,155,000	8,735,430	(580,430)
340	PONCA CITY ENERGY	37,623,000	37,940,710	(317,710)
342	SOLID WASTE	5,149,000	5,132,152	16,848
343	LANDFILL CLOSING	50,000	25,000	25,000
344	SOLID WASTE DEPR. RES.	625,000	681,500	(56,500)
350	UTILITY BILLING	628,300	676,860	(48,560)
360	WASTEWATER	6,099,000	4,971,177	1,127,823
365	STORMWATER	526,200	712,349	(186,149)
380	TECHNOLOGY SERVICES	743,000	788,557	(45,557)
400	DEBT SINKING	750,000	750,000	0
501	CITY GARAGE	1,584,000	1,584,000	0
520	INSURANCE	5,087,703	5,312,024	(224,321)
521	WORKERS COMPENSATION	506,428	955,000	(448,572)
601	MARLAND ESTATE	331,400	349,375	(17,975)
644	GOLF COURSE	805,700	827,991	(22,291)
704	CANN ESTATE	46,500	63,991	(17,491)
722	MATZENE BOOK FUND	200	200	0
839	RECREATION CENTER TAX	1,967,117	1,967,117	0
840	STREET IMPR. TRUST	1,993,117	2,597,000	(603,883)
875	CAPITAL IMPR. PROJECTS	425,000	527,167	(102,167)
901	AIRPORT CAPITAL GRANTS	181,667	181,667	0
929	AIRPORT	1,058,700	1,120,662	(61,962)
930	ECONOMIC DEVELOPMENT	1,963,117	1,963,117	0
	TOTALS	\$98,916,414	\$102,138,252	(\$3,221,838)

CITY OF PONCA CITY
ALL FUNDS - HISTORY of BUDGETED EXPENDITURES
Fiscal Year 2017-18

FUND #	FUND NAME	ORIGINAL 2013/14 APPROVED	ORIGINAL 2014/15 APPROVED	ORIGINAL 2015/16 APPROVED	ORIGINAL 2016/17 APPROVED	ORIGINAL 2017/18 APPROVED
101	GENERAL	21,941,143	22,491,041	23,098,127	23,861,654	23,456,239
103	LIBRARY GRANT	10,000	10,000	10,000	20,000	20,000
104	LIBRARY STATE AID	19,000	18,000	17,000	16,000	12,000
201	STREET & ALLEY	303,000	303,000	508,000	568,000	413,000
210	SPECIAL PROJECTS	34,758	35,425	35,950	21,700	20,000
240	TOURISM	485,667	426,167	352,667	631,667	339,167
260	GRANT FUND	136,266	95,750	8,750	8,750	14,800
301	WATER	8,329,367	7,649,818	7,811,095	8,111,580	8,735,430
340	PONCA CITY ENERGY	35,942,700	36,050,000	38,359,000	37,384,858	37,940,710
342	SOLID WASTE	4,779,907	4,981,015	4,903,800	5,076,267	5,132,152
343	LANDFILL CLOSING	30,000	31,000	31,000	26,000	25,000
344	SOLID WASTE DEPR. RES.	1,250,700	1,051,000	862,000	285,000	681,500
350	UTILITY BILLING	641,149	685,370	657,717	680,300	676,860
360	WASTEWATER	6,006,206	5,447,745	5,500,298	5,432,925	4,971,177
365	STORMWATER	475,349	608,225	535,465	237,911	712,349
380	TECHNOLOGY SERVICES	730,000	745,000	749,319	755,375	788,557
400	DEBT SINKING	720,000	720,000	720,000	700,000	750,000
501	CITY GARAGE	1,758,000	1,751,000	1,680,000	1,583,000	1,584,000
520	INSURANCE	5,378,224	5,748,480	5,931,755	5,013,333	5,312,024
521	WORKERS COMPENSATION	0	0	0	955,000	955,000
601	MARLAND ESTATE	333,044	340,988	341,485	336,385	349,375
644	GOLF COURSE	776,100	771,383	766,394	791,194	827,991
704	CANN ESTATE	58,510	74,428	63,960	59,951	63,991
722	MATZENE BOOK FUND	1,500	150	150	500	200
839	RECREATION CENTER TAX	1,988,949	2,057,753	2,093,750	1,997,736	1,967,117
840	STREET IMPROV. TRUST	2,190,000	2,873,500	2,460,000	2,569,000	2,597,000
875	CAPITAL IMPR. PROJECTS	247,167	413,113	426,667	534,667	527,167
901	AIRPORT GRANTS	177,667	181,667	181,667	181,667	181,667
929	AIRPORT	1,169,246	1,060,695	1,183,196	1,170,646	1,120,662
930	ECONOMIC DEV.	1,983,949	2,052,753	2,088,750	1,991,736	1,963,117
	TOTAL	97,897,568	98,674,466	101,377,962	101,002,802	102,138,252
	Incr./(Decr.) from Previous Year :	4,970,289	776,898	2,703,496	(375,160)	1,135,450
	% Incr./(Decr.) from Previous Year :	5.35%	0.79%	2.74%	-0.38%	1.12%

CITY OF PONCA CITY
ALL FUNDS - BUDGETED EXPENDITURES by type
FISCAL YEAR 2017-18

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	19,184,624	860,810	1,267,642	432,700	0	1,710,463	23,456,239
103	LIBRARY GRANTS	0	5,000	15,000	0	0	0	20,000
104	LIBRARY STATE AID	0	4,000	8,000	0	0	0	12,000
201	STREET & ALLEY	0	288,000	15,000	110,000	0	0	413,000
210	SPECIAL PROJECTS	5,000	0	15,000	0	0	0	20,000
240	TOURISM	0	0	289,167	50,000	0	0	339,167
260	GRANT FUND	0	0	14,800	0	0	0	14,800
301	WATER	1,477,960	863,600	1,264,996	1,521,000	1,602,000	2,005,874	8,735,430
340	PONCA CITY ENERGY	2,530,141	327,800	26,244,782	2,046,000	687,000	6,104,988	37,940,710
342	SOLID WASTE	2,552,917	66,300	459,850	0	6,250	2,046,834	5,132,152
343	LANDFILL CLOSING	0	0	25,000	0	0	0	25,000
344	SOLID WASTE DEPR. RES.	0	0	0	681,500	0	0	681,500
350	UTILITY BILLING	449,910	71,900	142,550	0	0	12,500	676,860
360	WASTEWATER	1,207,623	378,880	878,562	585,000	1,025,000	896,113	4,971,177
365	STORMWATER	32,819	52,500	107,030	510,000	0	10,000	712,349
380	TECHNOLOGY SERVICES	377,631	58,500	261,500	87,700	0	3,226	788,557
400	DEBT SINKING	0	0	0	0	750,000	0	750,000
501	CITY GARAGE	227,614	1,309,756	29,050	0	0	17,580	1,584,000
510	INSURANCE	70,750	0	5,241,274	0	0	0	5,312,024
511	WORKERS COMPENSATION	0	0	955,000	0	0	0	955,000
601	MARLAND ESTATE	232,321	38,750	44,150	7,500	0	26,654	349,375
644	GOLF COURSE	507,862	92,500	176,050	23,500	0	28,079	827,991
704	CANN ESTATE	42,620	14,440	1,160	5,000	0	771	63,991
722	MATZENE BOOK FUND	0	200	0	0	0	0	200
839	RECREATION CENTER TAX	0	0	0	0	0	1,967,117	1,967,117
840	STREET IMPROV. TRUST	0	420,000	140,000	2,037,000	0	0	2,597,000
875	CAPITAL IMPR. PROJECTS	0	0	0	510,500	0	16,667	527,167
901	AIRPORT CAPITAL GRANTS	0	0	0	181,667	0	0	181,667
929	AIRPORT	366,080	550,700	48,700	73,500	0	81,682	1,120,662
930	ECONOMIC DEV.	0	0	0	0	0	1,963,117	1,963,117
TOTAL		29,265,872	5,403,636	37,644,262	8,862,567	4,070,250	16,891,665	102,138,252
% of Total Expenditures		28.65%	5.29%	36.86%	8.68%	3.99%	16.54%	

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.

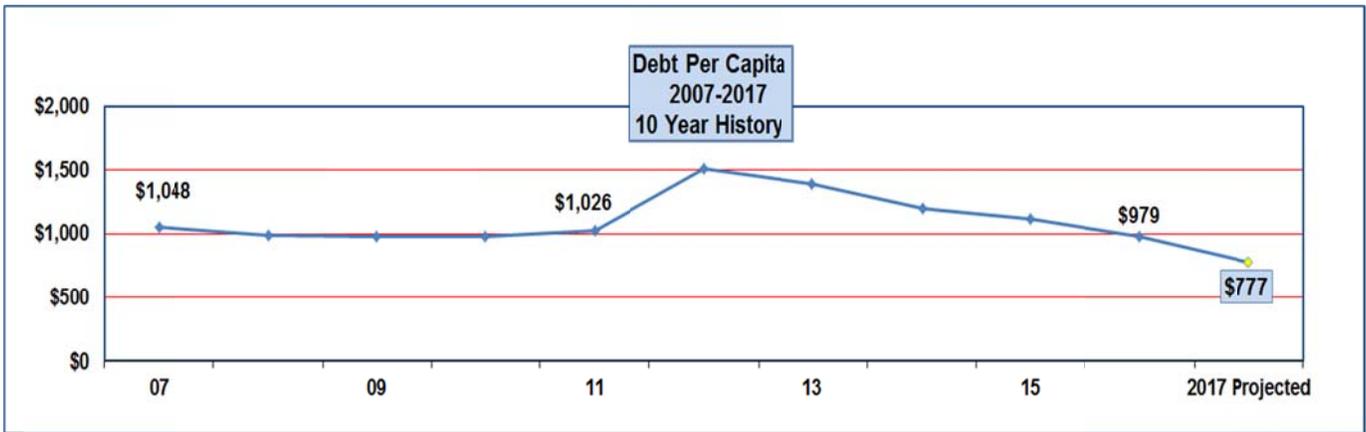
The firm of Arledge and Associates PC, external auditors for the City reported on the financial performance of the Ponca City Utility Authority. The financial calculations in the following table illustrates the PCUA's audited 2015-16 net coverage is 5.47 times, which is greater than the minimum required 1.25 legal limit. The below chart can be found on page 34 in the Ponca City Utility Authority's Annual Financial Statements and Accompanying Independent Auditor's Report for the Fiscal Year Ended June 30, 2016. 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, 2016 Audited Debt Service Calculation

Operating Revenues	\$55,823,219
Operating Expenses	<u>35,764,036</u>
Net Revenues Available for Debt Service	<u>20,059,183</u>
Maximum Annual Debt Service	\$3,666,294
Net Coverage	5.47

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, 2017, the PCUA has \$20 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 \$7.4M 2013 Sales Tax note.
This note is being repaid from revenues generated by a .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 2017-18 through FY 2021-22, 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	2017-2018	2018-2019	2019-2020	2020-2021	2021-22
City Manager	100,000	179,000	417,360	179,000	54,000
Community Development		145,000	195,000	145,000	120,000
Police	108,500	25,238,500	120,500	163,500	141,500
Animal Control		1,025,000			
Emergency Management		70,000	70,000		
Communications 911		15,000			
Fire	123,500	543,500	72,000	250,000	2,325,000
Ambulance	40,000	220,000	42,000	185,000	44,000
Street	131,000	427,000	605,000	180,000	
Engineering	192,000	30,000	25,000	40,000	30,000
Traffic Engineering		130,000	25,000		
Park Maintenance	35,000	488,500	565,000	535,000	355,000
AMBUC Pool			100,000		
Recreational Programs	35,000	235,000	170,000	70,000	
Wentz Camp		190,000	240,000	140,000	
Marland's Grand Home	20,000	50,000	20,000	25,000	45,000
Library		100,000	96,000	65,000	75,000
General Fund Total	785,000	29,086,500	2,762,860	1,977,500	3,189,500
Water Production	490,000	3,030,000	110,000	205,000	3,210,000
Water Distribution	741,000	600,000	557,000	520,000	658,000
Ponca City Energy	2,167,500	2,275,000	2,260,000	2,315,000	2,370,000
Solid Waste	57,500	398,500	340,000	105,000	135,000
Landfill	621,000	390,000	534,000	35,000	15,000
Wastewater Treatment	135,000	250,000	65,000	202,000	470,000
Wastewater Collection	450,000	470,000	360,000	320,000	320,000
Stormwater	350,000	300,000	50,000	50,000	
Technology Services	466,800	1,931,087	256,500	226,500	226,500
PCUA Total	5,478,800	9,644,587	4,532,500	3,978,500	7,404,500
City Garage		57,000	40,000	40,000	25,000
Marland Estate	42,000	126,000	36,000	75,200	
Golf Course	23,500	438,000	99,000	65,000	
Cann Estate		18,000	18,000	24,000	15,000
Street Improvement Sales Tax	1,986,000	1,675,000	3,500,000	1,500,000	1,500,000
Airport	248,167	819,667	528,667	388,667	181,667
Grand Total	\$8,563,467	\$41,864,754	\$11,517,027	\$8,048,867	\$12,315,667

City Manager

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Contingency Capital	100,000	125,000	125,000	125,000	
B. Interior Paint - City Hall		25,000	25,000	25,000	25,000
C. HVAC Replacement - City Hall (4 units)		24,000	24,000	24,000	24,000
D. Carpet Replacement - City Hall		5,000	5,000	5,000	5,000
E. Exterior Paint - City Hall/Fire Station#1			238,360		
TOTAL	<u>100,000</u>	<u>179,000</u>	<u>417,360</u>	<u>179,000</u>	<u>54,000</u>

- A. Contingency capital for the City Manager to address unforeseen capital needs.
(Funding Source: CIP Fund)
- B. Paint interior main areas of City Hall in sections: East Wing lower, East Wing upper, West Wing lower, West Wing upper, and Billing area. Continue to paint offices, meeting rooms and hallways as needed.
(Funding Source: CIP Fund)
- C. Replace 4 of 32 five ton units at City Hall.
(Funding Source: CIP Fund)
- D. Replace carpet in City Hall.
(Funding Source: CIP Fund)
- E. Paint the stucco exterior of City Hall and Fire Station #1.
(Funding Source: CIP Fund and Carbon Black Remediation Funds)

Community Development

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. CDBG Small Cities Set Aside		120,000	120,000	120,000	120,000
B. Replacement of Vehicles		25,000	25,000	25,000	
C. Comprehensive Plan Update			50,000		
TOTAL	0	<u>145,000</u>	<u>195,000</u>	<u>145,000</u>	<u>120,000</u>

- 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. 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)
- 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)

Police

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Patrol Fleet Replacement	84,000	92,000	102,000	112,000	123,000
B. Tasers	14,500	18,500	18,500	18,500	18,500
C. Glock Pistols (30)	10,000				
D. Public Safety Center		25,000,000			
E. Replace RMS/JMS Software		65,000			
F. Harley Davidson Police Motorcycles		35,000			
G. Unmarked Police Vehicles		28,000		33,000	
TOTAL	108,500	25,238,500	120,500	163,500	141,500

- 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 all existing tasers with newest version utilizing the Taser 60 program. Taser 60 program will be a five year commitment.
(Funding Source: Operating Budget)
- C. Purchase 30 new glock pistols in 9mm and 40 caliber to replace current gnus. Pistols are issued to every police officer on duty.
(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: Unknown)
- 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. Software 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	2017-18	2018-19	2019-20	2020-21	2021-22
A. Animal Control Center		1,000,000			
B. Patrol Truck Replacement		25,000			
TOTAL	0	1,025,000	0	0	0

A. This is the planned replacement of the dated Animal Control facility on East Central Avenue.
(Funding Source: Unknown)

B. This is a planned replacement of a truck used by officers to answer calls and to transport animals.
(Funding Source: Operating Budget)

Emergency Management

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Replace two outdoor warning signals		70,000	70,000		
TOTAL	0	70,000	70,000	0	0

A. Replace two outdoor warning sirens each year, to maintain appropriately functional sirens.
(Funding Source: Operating Budget)

E-911 Communications

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Upgrade CAD Software		15,000			
TOTAL	0	15,000	0	0	0

A. Upgrade Computer Aided Dispatch Software Package. Software will be coordinated with the upgrade of Records Management and Jail Management software as a complete package.
(Funding Source: E-911 Tax)

Fire

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Pumper Truck Replacement -Debt Svc	100,000	475,000			475,000
B. Fire Hose	13,000				
C. Floor Covering - Commercial Carpet	10,500				
D. Rapid Intervention Air Pack Systems		36,500			
E. Thermal Imaging Cameras (2)		20,000			
F. Driveway Concrete Replacement St#4		12,000			
G. Staff Vehicle - Shift Commander			40,000		
H. Staff Vehicle			32,000		
I. Training Facility / Burn Building				250,000	
J. Station Construction (Hartford at Ash)					1,850,000
TOTAL	123,500	543,500	72,000	250,000	2,325,000

- A. The pumper trucks recommended for purchase in 2018-19 and 2021-22 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. The \$100,000 in 2017-18 will be transferred to debt service fund to purchase the pumper trucks at a later date.
(Funding Source: Debt Service Fund)
- B. Fire hose replacement is necessary when hose can no longer pass an annual pressure test of 250 psi. This project will replace hose that is used for fire attack hand lines and for large diameter hose that is used to supply water to pumping apparatus.
(Funding Source: Operating Budget)
- C. This project will replace existing floor covering that is worn and needs to be replaced. The replacement carpet will be a commercial grade type that is capable of withstanding heavy foot traffic. The project will replace floor covering at station #1 (including administrative offices), station #2, and station #4.
(Funding Source: CIP fund)
- D. Rapid intervention air packs are used for quick deployment of an alternative supply of breathing air whenever a firefighter becomes trapped in the course of an interior fire attack. The system allows for “buddy breathing” from the rapid intervention air pack when the firefighter’s own supply of self-contained breathing apparatus air has been exhausted. This project will allow for a RIT pack to be carried on each fire apparatus in the department’s fleet.
(Funding Source: Operating Budget)
- E. 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)
- F. This project will make necessary repairs to the emergency vehicle driveway entrance/exit in front of fire station #4. Several sections of the existing driveway are cracked and un-level as the result of several decades of use by heavily loaded fire apparatus.
(Funding Source: CIP fund)

- G. 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)
- H. The vehicle planned for replacement is a 2000 model Ford Crown Victoria Sedan which will have reached the end of useable service life.
(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 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: Unknown)

Ambulance

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Lifepack Cardiac Units - Replacement	40,000				
B. Ambulance - Replacement		180,000		185,000	
C. Stryker Power-Load and Cot System		40,000	42,000		44,000
TOTAL	40,000	220,000	42,000	185,000	44,000

- A. Lifepack Cardiac monitors – These units are used in the course of delivering advanced life support (ALS) medical services. This plan represents anticipated replacement for two (2) units which will be at the end of expected usable service period.
(Funding Source: Operating Budget)
- B. Ambulance replacement indicates an ongoing program to remove aging ambulance units from the fleet on a regularly scheduled rotational basis.
(Funding Source: Operating Budget)
- C. A patient loading system is a mechanical device that allows for patient loading without manual lifting by ambulance personnel. The device is mounted on the floor of the patient module of the ambulance. The project includes a cot designed to interface with the loading mount. This project will retrofit one ambulance each year in 2018-19, 2019-20 and 2021-22.
(Funding Source: Operating Budget)

Street

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. 5 Yard Dump Truck	110,000		115,000		
B. 24 Inch Asphalt/Concrete Planer	21,000				
C. Street Flusher Truck		150,000			
D. 13 Yard Dump Truck with Snow Plow		120,000		145,000	
E. Skid Steer w/Breaker		80,000			
F. Pickup		35,000	35,000	35,000	
G. Air Compressor		25,000			
H. Concrete Saw		17,000			
I. Street Sweeper			280,000		
J. Articulating Loader w/Attachement			175,000		
TOTAL	131,000	427,000	605,000	180,000	0

- A. Replace Unit #508 a 1992 IHC five yard dump truck. Three other trucks will need to be replaced as they sustain increasing maintenance and repair costs.
(Funding Source: Street & Alley Fund)
- B. New item that will be used to grind off the humps in the roadway typically where asphalt and concrete pavement types met.
(Funding Source: Operating Budget)
- C. 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)
- D. Replace Unit #512, a 1995 IHC tandem axle dump truck.
(Funding Source: Operating Budget)
- E. Replace Unit #560 a skid steer loader with concrete breaker. This unit is used daily in the concrete maintenance program.
(Funding Source: Operating Budget)
- F. Upsize and replace pickup trucks for more hauling capacity, including Unit #501, a 1994 1/2-ton model.
(Funding Source: Operating Budget)
- G. 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)
- H. 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)
- I. Replace Unit #522 a mechanical Street Sweeper. This unit is used daily for overall city clean up.
(Funding Source: Operating Budget)
- J. 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)

Engineering

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Pictometry Second Aerial Photo Flight	160,000				
B. Robotic Total Station	32,000				
C. City Engineer Vehicle (Un#407)		30,000			
D. Large Format Color Scanner			25,000		
E. ESRI ArcGis for Server Enterprise Adv.				40,000	
F. City Survey Vehicle (Un#403)					30,000
TOTAL	<u>192,000</u>	<u>30,000</u>	<u>25,000</u>	<u>40,000</u>	<u>30,000</u>

- A. A new aerial photo flight to update the existing aerial photography including oblique imagery and orthophotos 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 special discounted price was “locked in” at the time of the original flight. The existing aerial photography will be 5 years old in 2018.
(Funding Source: Stormwater Fund)
- 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. 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)
- D. A large format color scanner for scanning and archiving existing old hard copy plans to digital format. This will replace existing color scanner purchased in 2008.
(Funding Source: Operating Budget)
- E. An ESRI ArcGIS for Server Enterprise Advanced subscription which will dramatically expand the capabilities of the City’s GIS. This allows concurrent editing of geodatabases, direct-from-the-field data contribution, web-based data access, and many other features that will take the City’s GIS to the next level.
(Funding Source: Operating Budget)
- F. Replace the City Survey vehicle, Unit #403, a 2008 Ford F-150 Extended Cab pickup truck. It will be 13 years old in the Fall of 2021. (Funding Source: Operating Budget)

Traffic Engineering

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. One Ton Truck Manlift		130,000			
B. 1/2 Ton Pick-Up Truck			25,000		
TOTAL	<u>0</u>	<u>130,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>

- A. 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)
- B. 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	2017-18	2018-19	2019-20	2020-21	2021-22
A. Middle Greenhouse Renovation	20,000				
B. Replacement Trees	15,000		15,000		15,000
C. Replace Play Structures		85,000			90,000
D. Uniform Park Signs		50,000			
E. 2 Trim Mowers		35,000	35,000		35,000
F. Rebuild Big Springs		35,000			
G. Replace #217 SUV, Lake Patrol Vehicle		35,000			
H. Replace Unit#210 3/4 Ton Flat Bed		35,000			
I. Replace #202 1/2 Ton Extended Cab Truck		29,000			
J. Rip Rap Lake Park Ponds		28,000			
K. Rip Rap Ski Dock Area		25,000			
L. Replace Park Grills		25,000			
M. Trailer Mounted Power Washer		21,500			
N. 15 Ft Bat Wing Mower		20,000	20,000		25,000
O. Replace Mobile Picnic Tables		20,000			
P. Replace Playground Surface Materials/Borders		15,000	15,000	15,000	
Q. Rental Ski Dock Repairs (3 Phases)		15,000	15,000	15,000	
R. Rip Rap Jaycee Park Shoreline		15,000			
S. Replace Unit#203 Tandem Axle Dump Trk			155,000		
T. Replace Unit#224 2.5 Ton Truck			140,000		
U. 30 X 40 Steel Building (Horticulture Stg/work)			90,000		
V. Replace Park & Recreation Office Roof			50,000		
W. Picnic Pavilion Garfield Park			30,000		
X. Aerial Man Lift Unit#230				170,000	
Y. Replace Restroom Hartford Lk Ponca				160,000	
Z. Park & Recreation Master Plan				140,000	
a. Unit#208 Backhoe, Long Reach Boom				35,000	
b. Replace Unit#241 Truck					95,000
c. Replace Unit#272 Cab & Chassis					95,000
TOTAL	35,000	488,500	565,000	535,000	355,000

A. Renovate middle greenhouse. The greenhouse holds perennial plants that can survive the Oklahoma winter. With the addition of a new plaza that must be planted and the Ponca City Aquatics & Family Center flower beds, more storage is needed for annual plants that are grown in our greenhouses.
(Funding Source: Operating Budget)

B. 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)

- C. Install play structure in Sunset Park. 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: Operating Budget)
- Replace play structure in Garfield Park. This play structure was installed in 1992. The manufacturer of this structure is no longer in business. Some parts are unavailable.
(Funding source: Operating Budget)
- D. Uniform Park Signs – design, purchase and install park signs for all 28 parks.
(Funding Source: Operating Budget)
- E. 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 4-5 years.
(Funding Source: Operating Budget)
- F. 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)
- G. 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)
- H. 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)
- 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. 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)
- K. 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: CIP Fund)
- L. Replace park grills due to normal wear and usage. Most of the grills have rusted through or have the actual grates missing.
(Funding Source: CIP Fund)
- M. The trailer mounted power washer is 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)
- 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)

2017-18 Operating Budget

- O. Replace mobile loaner picnic tables; these tables are used for special events. The tables are deteriorating faster than is possible to fix them.
(Funding Source: Operating Budget)
- P. Replace playground surface materials and borders.
(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. 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)
- 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. 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)
- U. 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)
- V. Replace roof on Park & Recreation building. The current roof has been patched but it has started leaking again and has rusted through in several areas.
(Funding Source: Operating Budget)
- W. 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)
- X. 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: CIP Fund)
- Y. 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)
- Z. 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)

- a. 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)

- b. 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)

- c. 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: Unknown)

AMBUC Pool

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Bathhouse Building Repairs			100,000		
TOTAL	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>0</u>

- A. Repair and replace portions of the floor and walls that are cracked or broken; caused by the building settling.
 (Funding Source: Unknown)

Recreational Programs

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Tennis Court Resurfacing 1-5	35,000				
B. Dan Moran Ballfield Lights (3)		70,000	70,000	70,000	
C. Solid Protective Ceiling Covering for Unity		65,000			
D. Dan Moran Trail		65,000			
E. Tennis Court Resurfacing 6-9		35,000			
F. Parking Lot Senior Center			100,000		
TOTAL	35,000	235,000	170,000	70,000	0

- A. Resurface tennis courts one through five at the Wally Smith Tennis Center.
(Funding Source: Operating Budget)
- B. Replace the ball field lights at the Dan Moran Ball Field, three fields located on South Avenue.
(Funding Source: Operating Budget)
- C. 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)
- D. Construct a 10 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)
- E. Resurface tennis courts six through nine at the Wally Smith Tennis Center.
(Funding Source: Operating Budget)
- F. Purchase existing parking lot west of Senior Center for over flow parking.
(Funding Source: Unknown)

Wentz Camp

Project Description	2017-18	2018-19	2019-20	2020-21	2020-21
A. Cabin Improvement Interior Repairs		90,000			
B. Repaint Water Tower		90,000			
C. Cabin Door Replacemnet		10,000			
D. Replace Water Lines			100,000		
E. Cabin 5-8 Improvements Interior/Exterior			90,000		
F. Camp Bathhouse Interior Renovations			50,000		
G. Cabins 9-12 Improvements Interior/Ext				90,000	
H. Bathhouse, Dining Hall, Concession				50,000	
TOTAL	<u>0</u>	<u>190,000</u>	<u>240,000</u>	<u>140,000</u>	<u>0</u>

- A. Cabins 1-4 repairs at Wentz Camp.
(Funding Source: Operating Budget)
- B. 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)
- C. Replace cabin doors that have become rusted and unsightly.
(Funding Source: Operating Budget)
- D. Replace existing water lines which are rusted and are constantly leaking, requiring ongoing repairs.
(Funding Source: Water Fund)
- E. Cabins 5-8 repairs at Wentz Camp.
(Funding Source: Operating Budget)
- F. Replace restroom stalls and doors that are rusting. Replace the round hand basin which is not functional.
(Funding Source: Operating Budget)
- G. Cabins 9-12 repairs at Wentz Camp.
(Funding Source: Operating Budget)
- H. 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	2017-18	2018-19	2019-20	2020-21	2021-22
A. Rework East Terrace Ground Drainage	20,000				
B. Repair and Paint Exterior Stucco		50,000			
C. Repair and Paint Exterior Stonework			20,000		
D. Repair and Paint Exterior Storm Windows				25,000	
E. Repair and Paint Original Wood Windows					45,000
TOTAL	<u>20,000</u>	<u>50,000</u>	<u>20,000</u>	<u>25,000</u>	<u>45,000</u>

- A. Ground elevation grading and cement work of and around existing basement area below terrace floor and other waterproofing and stabilization measures.
(Funding Source: Operating Budget)
- B. Removal of damaged areas, re-stuccoing and painting.
(Funding Source: CIP Fund)
- C. Cleaning and tuck-pointing of existing stone and painting.
(Funding Source: CIP Fund)
- D. Removal, caulking of the windows and painting.
(Funding Source: CIP Fund)
- E. Exterior renovation of East Terrace – Phase II includes step and stone repair, addition of sidewalks and patio area and other related exterior repairs.
(Funding Source: CIP Fund)

Library

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Carpet Tile Replacement		80,000			
B. HVAC Replacement		20,000			
C. Window Replacement			50,000		
D. Exterior Lift			35,000		
E. Microfilm Reader/Printer Replacement			11,000		
F. Remote Access Kiosk				35,000	
G. RFIS/Self Check Tools				30,000	
H. Interior Paint					50,000
I. Terrazzo Entryway					25,000
TOTAL	0	100,000	96,000	65,000	75,000

- A. 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)
- B. HVAC lower level replacement.
(Funding Source: CIP Fund)
- C. Replace 76 window units with tempered glass and ultraviolet protection.
(Funding Source: CIP Fund)
- D. Install an exterior lift to provide improved access to the Library.
(Funding Source: CIP Fund)
- E. 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)
- F. Install a remote access kiosk so customers will have improved access to Library materials.
(Funding Source: CIP Fund)
- G. 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)
- H. Paint the interior walls of the building.
(Funding Source: CIP Fund)
- I. 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)

Water Production

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Well Replacement	420,000				
B. Replace Tractor (Un #633)	70,000				
C. Sludge Drying Beds		2,950,000			
D. Replace Pump at Redbud Pumpstation		40,000			
E. Replace Pump at Kygar Pump Station		40,000			
F. Clearwell Rehabilitation			80,000		
G. Replace 1/2 ton pick-up truck			30,000		
H. Replace high Service Pump				180,000	
I. Replace 1/2 ton pick-up truck				25,000	
J. Construct Third Clarifier					3,000,000
K. Replace Frontend Loader					210,000
TOTAL	<u>490,000</u>	<u>3,030,000</u>	<u>110,000</u>	<u>205,000</u>	<u>3,210,000</u>

- A. Replace one abandoned well in east water well field.
(Funding Source: Operating Budget)

- B. Replace tractor (Un #633).
(Funding Source: Operating Budget)

- C. Design and construct three additional drying beds at the Water Treatment Plant.
(Funding Source: Operating Budget)

- D. Replace 20 horsepower pump and motor at Redbud Pump Station.
(Funding Source: Operating Budget)

- E. Replace 20 horsepower pump and motor at Kygar Pump Station.
(Funding Source: Operating Budget)

- F. Repair, seal, and paint top of clearwell at water treatment plant.
(Funding Source: Operating Budget)

- G. Replace ½ ton pick-up truck (Un#699).
(Funding Source: Operating Budget)

- H. Replace high service pump.
(Funding Source: Operating Budget)

- I. Replace ½ ton pick-up truck (Un#651).
(Funding Source: Operating Budget)

- J. Construct third clarifier at Water Treatment Plant.
(Funding Source: Operating Budget)

- K. Replace frontend loader (Un#650)
(Funding Source: Operating Budget)

Water Distribution

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Water Line & Valve Replacements	610,000	350,000	300,000	300,000	400,000
B. Contingency Water Line Projects	65,000	65,000	65,000	65,000	65,000
C. Fire Hydrants	36,000		37,000		38,000
D. Water Meters	30,000	30,000	30,000	30,000	30,000
E. Replace Dump Truck (Un# 625)		125,000			
F. Chain Link Fence		30,000			
G. Replace Backhoe (Un#664)			125,000		
H. Replace Backhoe (Un #626)				125,000	
I. Warehouse Building					125,000
TOTAL	<u>741,000</u>	<u>600,000</u>	<u>557,000</u>	<u>520,000</u>	<u>658,000</u>

A. **FY 2017-18** Water Line Replacement: Highland - Sunset to Lake 2,300 feet of 10'' & 4'' line
(Funding Source: Operating Budget)

FY 2017-18 Water Line Replacement: Albany 5th to 3rd 800 feet of 8'' line
(Funding Source: Operating Budget)

FY 2017-18 Water Line Replacement: Elm from Oklahoma to Grand 800 feet of 4'' line
(Funding Source: Operating Budget)

FY 2018-19 Water Line Replacement : 3RD from Albany to Overbrook 1,650 feet of 4'' line
(Funding Source: Operating Budget)

FY 2019-20 Water Line Install : Donner from Turner to Pecan 12'' line install
(Funding Source: Operating Budget)

FY 2020-21 Water Line Replacement: Replace 250 feet of 24'' at the water plant
(Funding Source: Operating Budget)

FY 2021-22 Water Line Replacement: Albany from Union to 3rd 8'' line
(Funding Source: Operating Budget)

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

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

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

E. Replace dump truck (Unit#625).
(Funding Source: Operating Budget)

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

- G. Replace backhoe (Unit #664).
(Funding Source: Operating Budget)
- H. Replace backhoe (Unit #626)
(Funding Source: Operating Budget)
- I. Warehouse building.
(Funding Source: Operating Budget)

Ponca City Energy

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Electric Distribution System Improvements	960,000	990,000	1,020,000	1,050,000	1,080,000
B. Distribution Reinforcement	455,000	465,000	480,000	495,000	510,000
C. Fleet Replacement	340,000	350,000	360,000	370,000	380,000
D. Fiber Optic Backbone	300,000	300,000	300,000	300,000	300,000
E. Street Lighting	100,000	100,000	100,000	100,000	100,000
F. Engineering Scanner/Copier	12,500				
G. Equipment Shed		70,000			
TOTAL	<u>2,167,500</u>	<u>2,275,000</u>	<u>2,260,000</u>	<u>2,315,000</u>	<u>2,370,000</u>

- 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. 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)
- C. 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 2017-2018, replace engineer vehicle (Un#601), replace truck (Unit#602), and replace trouble truck (Unit#611).
(Funding Source: Operating Budget)
- D. Continue and maintain the fiber optic backbone for Ponca City. In keeping up with the demands of Ponca City citizens and businesses, Ponca City should evaluate installing Fiber to the Premise. This will allow customers to pay for bandwidth at higher quantities than the wireless network can deliver.
(Funding Source: Operating Budget)
- E. Upgrade and expand Street Lighting.
(Funding Source: Operating Budget)
- F. Purchase scanner/copier for engineering-sized prints. This will help the department to manipulate prints received electronically, to convert paper drawings to electronic, and to attach drawings to electronic work orders.
(Funding Source: Operating Budget)
- G. 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	2017-18	2018-19	2019-20	2020-21	2021-22
A. Rear Load Containers and Lids	30,000	30,000	30,000	30,000	30,000
B. Pickup Truck (2)	27,500	27,500			
C. Roll off Truck		200,000	200,000		
D. 30 Yard Compactors		60,000	30,000	30,000	60,000
E. Storm Shelter		30,000			
F. 6 Yard Compactors		26,000			
G. 30 Yard Opentop Containers		25,000	25,000	25,000	25,000
H. 40-Yard Receiver Box			30,000	20,000	20,000
I. Forklift			25,000		
TOTAL	<u>57,500</u>	<u>398,500</u>	<u>340,000</u>	<u>105,000</u>	<u>135,000</u>

- A. Replace rear load containers and lids every year on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Replace vehicles on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Replace roll-off truck on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- D. Replace compactors on 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- E. Build storm shelter for Solid Waste/Motor Pool complex.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- F. Replace 6-yard compactors on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- G. Replace open-top containers on a 20-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- H. Replace receiver box on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- I. Replace forklift on a 15-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

Landfill

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Compactor (80,000 lb)	588,000				
B. Pickup Truck	33,000				
C. Dozer		375,000			
D. Power Washer		15,000			
E. Scraper			534,000		
F. Landfill Scale				35,000	
G. Soil Compactor					15,000
TOTAL	<u>621,000</u>	<u>390,000</u>	<u>534,000</u>	<u>35,000</u>	<u>15,000</u>

- A. Replace compactor on a 5-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Replace pickup truck on a 10-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Replace dozer on a 5-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- D. Replace power washer on a 10-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- E. Replace scraper on an 8-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- F. Replace scales 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	2017-18	2018-19	2019-20	2020-21	2020-21
A. Replace Valves	80,000	85,000			
B. Replace Variable Speed Drives	55,000	45,000	45,000	45,000	45,000
C. Rehabilitate Belt Press Substructure		65,000			
D. Paint Clarifiers		20,000	20,000	20,000	
E. Repair Concrete at Headworks		35,000			
F. Replace Frontend Loader				125,000	
G. Replace Heat Pump at Headworks				12,000	
H. Replace Smith Liftstation					425,000
TOTAL	135,000	250,000	65,000	202,000	470,000

- A. Replace the slide gate valves in aeration basin and splitter structure.
(Funding Source: Operating Budget)
- B. Replace variable speed drives on aeration blowers and main liftstation pumps.
(Funding Source: Operating Budget)
- C. Sandblast and paint substructure of sludge dewatering press.
(Funding Source: Operating Budget)
- D. Paint concrete surfaces on clarifier. One of the three that were constructed in the late 1990's.
(Funding Source: Operating Budget)
- E. Sandblast, repair and paint concrete at WWTP headworks.
(Funding Source: Operating Budget)
- F. Replace frontend load (Unit#655).
(Funding Source: Operating Budget)
- G. Replace heat pump at headworks.
(Funding Source: Operating Budget)
- H. Replace Smith liftstation.
(Funding Source: Operating Budget)

Wastewater Collection

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Wastewater Interceptor Replacement	300,000	100,000	220,000	250,000	250,000
B. Contingency Wastewater Line Projects	70,000	70,000	70,000	70,000	70,000
C. Engineering Hill Side Wastewater	40,000				
D. Manhole Rehabilitation	40,000				
E. Replace Flusher Truck (#640)		300,000			
F. Camera Van Electronics			70,000		
TOTAL	450,000	470,000	360,000	320,000	320,000

A. Wastewater Interceptor Replacement Projects:

2017-18 Replace 1,200 feet of 10" clay pipe with 10" poly pipe North of South Avenue from Ash Street to Osage Street.

(Funding Source: Operating Budget)

2018-19 Replace 500 feet of 4" private sewer with 8" public wastewater main on Hillside.

(Funding Source: Operating Budget)

2019-20 Replace 1,200 feet of 10" clay with 10" Poly on the 900 & 1000 blocks of North 2nd.

(Funding Source: Operating Budget)

2020-21 Replace 570 feet of 8" wastewater main with PVC or poly pipe at 2100 Block of Willow Street.

2020-21 Replace 300 feet of 6" wastewater main with PVC or poly pipe at Highway 60 & 4th Street.

2020-21 Replace 330 feet of 8" wastewater main with PVC or poly pipe at 200 block of North Birch Street.

(Funding Source: Operating Budget)

2021-22 Replace 700 feet of 8" clay pipe with 8" poly pipe at 300 block of South Washington.

(Funding Source: Operating Budget)

B. Contingency Wastewater Collection Line Project.

(Funding Source: Operating Budget)

C. Engineering Hillside Wastewater.

(Funding Source: Operating Budget)

D. Repair motor joints and recoat the manhole with a hydraulic cement type material to stop infiltrating water and ad strength to the structure.

(Funding Source: Operating Budget)

E. Replace Unit #640 Flusher Truck.

(Funding Source: Operating Budget)

F. Camera Van Electronics.

(Funding Source: Operating Budget)

Stormwater

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Young Park Detention Pond	350,000				
B. Hartford Avenue Detention Pond (Eng.)		200,000			
C. Selvey Addition Improvements		100,000	50,000	50,000	
TOTAL	<u>350,000</u>	<u>300,000</u>	<u>50,000</u>	<u>50,000</u>	<u>0</u>

- A. Engineering, design, and construction for the Young Park Detention Pond located north of Hartford Avenue.
(Funding Source: Operating Budget)

- B. Engineering and 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	2017-18	2018-19	2019-20	2020-21	2021-22
A. VDI Replacement	400,000				
B. Network Firewall and Intrusion System	41,800				
C. Layer 2 Network Access Switches	25,000	65,000	40,000	40,000	40,000
D. Ponca Free Wifi Rebuild/Replace		1,500,000	150,000	150,000	150,000
E. Company Office Building		240,000			
F. Service Van		59,587			
G. Cisco Telephone Handsets		35,000	35,000	5,000	5,000
H. Security Camera Upgrades		10,000	10,000	10,000	10,000
I. Server/DataComm Infrastructure Eqp		10,000	10,000	10,000	10,000
J. LTE for Police/Fire/Select City Vehicle		6,500	6,500	6,500	6,500
K. Uninterruptable Power Supplies		5,000	5,000	5,000	5,000
TOTAL	466,800	1,931,087	256,500	226,500	226,500

- A. Replacement of current VDI System which has reached end of maintenance status and manufacturer support in October 2017. New system will allow Technology Services staff to deploy current operating systems, office suite software, upgraded hardware, and the most current security technologies.
(Funding Source: CIP Fund)
- B. Hardware and software to inspect network traffic entering and leaving the City network. Intrusion detection and malware identification to better protect City equipment from outside attacks.
(Funding Source: Operating Budget)
- C. 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)
- D. The overall age and condition of the Ponca City Free WiFi service has rendered it all but useless. The specific Tropos radios in use are no longer manufactured; the controlling software is no longer supported by the manufacturer; it is not possible to continue operations without significant upgrades and hardware/software replacements. Technology Services budgeted for a system replacement in FY1718; if that request is approved, an on-going annual capital budget will need to be established to account for radio replacements due to normal wear and tear, weather related wear and tear and/or any other incident which will lead to failure. As with ANY technology solution, annual maintenance activities will have costs associated with them (e.g. server upgrades/expansions, component part replacements, minor system expansions, etc.).
(Funding Source: TBD)
- E. Standalone building designed to house all technology equipment and infrastructure that can be located in a central location. Building will allow for safe and secure storage and access of this equipment.
(Funding Source: CIP Fund)
- F. ETI-Sprinter 3500 Van with high load capacity and cargo space build out. Vehicle will be used for network infrastructure maintenance and fiber optic repair/installation.
(Funding Source: Operating Budget)

G. The Cisco Call Manager and Telephone System were replaced in FY16-17. The existing handsets were left in place during this upgrade, but due to overall age and condition they need to be replaced. The particular model of phone in use is no longer manufactured; spare parts are not available. It would be best to do this all at one time, but a two-year replacement strategy would help spread the costs out. The recurring annual costs of \$5,000 are to provide replacement/expansion phones (replace broken units, provide on-hand units for expansion and/or special needs).

(Funding Source: Operating Budget)

H. A vast majority of the security cameras in use throughout the City are quite aged, not very sophisticated (pan/tilt/zoom/night vision) and do not provide good resolution. These cameras are typically retail products (purchased at Lowes or Best Buy); they work, but not very effectively. With recent upgrades to the camera management software and servers, the existing cameras do not always register with the software and, even when they DO register, they do not stay attached to the server with any measurable regularity. The best course of action is to replace the existing cameras (which might have been adequate for small, home security systems) with more adequate technology to meet our business needs. We would leverage the new camera purchases to work with the system installed by WiFi Systems at the Landfill – and continue to grow that operation.

(Funding Source: CIP Fund)

I. Appropriate and adequate rack space, storage cabinets, and other infrastructure equipment is needed in all server rooms, communication closets and NOCs to ensure equipment safety. Different rack styles are needed between Datacomm and Telecomm equipment; it is not advisable to force fit Datacomm equipment into Telecomm storage racks. All Datacomm equipment (servers, UPS units, switches, patch panels and media converters should be installed into proper rack space to ensure equipment safety and sustainability. Cabling in these spaces needs to be routed properly and safely; using a variety of techniques that require specialized hardware (overhead ladder racks, raised floor chases, etc.).

(Funding Source: CIP Fund)

J. Our move in FY1718 to AT&T AVPN circuitry allows us to use the private side of the AT&T cellular network to authentic devices (e.g. mobile LTE signals) directly into the City network. This provides seamless access from City vehicles to the applications running on our network. LTE devices will need to be added to each vehicle requiring this type of connection. Police and Fire have been asking for such connectivity ever since it became apparent that the City-wide private WiFi was not going to meet their needs.

(Funding Source: CIP Fund)

K. Networked UPS units are required in our server rooms to ensure that our network devices such as routers, switches, and servers can stay operating during moderate power outages. The lifespan on these units are 3-5 years, so we are constantly swapping out old units for new.

(Funding Source: CIP Fund)

City Garage

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Pickup Truck		32,000			
B. Fuel Island Dispensers		15,000	15,000	15,000	15,000
C. Replace Shop Doors (2)		10,000	10,000	10,000	10,000
D. Electronic Security Gate			15,000		
E. Self Contained Air Compressor				15,000	
TOTAL	0	57,000	40,000	40,000	25,000

- A. Replace a 2002 GMC pickup truck with 98,000 miles with a current year service truck.
(Funding Source: Operating Budget)
- B. Two new fuel dispensers for the city garage fuel station. All eight dispensers would be replaced after four years.
(Funding Source: Operating Budget)
- C. Replace two overhead doors in the wash bay. These doors need replaced because of environmental conditions.
(Funding Source: Operating Budget)
- D. Replacement of the current electronic security gate.
(Funding Source: Operating Budget)
- E. Need to upgrade air compressor to be used for service calls, to run air tools and other equipment on service truck.
(Funding Source: Operating Budget)

Marland Estate

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Main Entrance Gate & Lydies Gate	42,000				
B. Exterior Wrought Iron and Metal Restoration		126,000			
C. Additional Landscape and Hardscape			20,000		
D. Historic Landscape Survey			16,000		
E. Boat House & Tunnel Repair				75,200	
TOTAL	<u>42,000</u>	<u>126,000</u>	<u>36,000</u>	<u>75,200</u>	<u>0</u>

- A. The main Entrance Gate and the Gate at Lydie’s Cottage are in need of rebuilding. The main Entrance Gate was hit by a care and Lydie’s Gate rotted. Both gates have been stored for the original hardware and for patterns to rebuild.
(Funding Source: MEF Fund)
- B. 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)
- C. 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)
- D. Historic landscape survey by Essence Landscape, owned by Dr. Lou Anella of OSU, with recommendations for future historic replacement plantings.
(Funding Source: CIP Fund)
- E. 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)

Golf Course

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Club Car Carryall Cart	12,500		20,000	20,000	
B. Pro Shop Carpet	11,000				
C. Driving Range		310,000			
D. Fairway Mowers (2)		52,000			
E. Rebuild Green		45,000			
F. Cart Trails		20,000			
G. Cyclone KB4 Turbine Blower		11,000	20,000	20,000	
H. Groundmaster (3)			35,000		
I. Pull Behind Ground Gang Mower			24,000		
J. Equipment Shed				25,000	
TOTAL	23,500	438,000	99,000	65,000	0

- A. Replace current golf cart.
(Funding Source: Operating Budget)
- B. Replacement of the carpet in the pro shop area.
(Funding Source: CIP Fund)
- C. Construction of a driving range on the existing golf course.
(Funding Source: Unknown)
- D. Replace current fairway mowers that are heavily used and whose maintenance costs are rising.
(Funding Source: CIP Fund)
- E. Rebuild hole #7 green. This is one of the last clay type greens including upgraded drainage.
(Funding Source: CIP Fund)
- F. 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)
- G. Heavy duty turbine blower that will be used to blow off sand during top dressing operations and leaf control during the fall season.
(Funding Source: CIP Fund)
- H. The groundmasters are used primarily in mowing the rough and other heavy-duty jobs.
(Funding Source: CIP Fund)
- I. Replace the current pull behind ground gang mower that is used to mow the rough.
(Funding Source: CIP Fund)
- J. 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)

L.A. Cann Memorial Garden Trust

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Brick Walkway Repairs (3 Phases)		9,000	9,000	9,000	
B. Repair & Refinish Gazebos (2 Phases)		9,000	9,000		
C. Replace House Roof				15,000	
D. Erosion Control					15,000
TOTAL	<u>0</u>	<u>18,000</u>	<u>18,000</u>	<u>24,000</u>	<u>15,000</u>

- A. 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)
- B. Repair and refinish gazebos by walking trails. The gazebos are in need of repairs and need to be re-sealed.
(Funding Source: Grants/Hotel Motel)
- C. Replace roof on the Cann House. The roof is nearing the end of its useful life and will require replacement.
(Funding Source: Operating Budget)
- D. Erosion control would involve terracing 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. Considering creation of a berm with a rock garden.
(Funding Source: Operating Budget)

Street Improvement Sales Tax

Project Description		2017-18	2018-19	2019-20	2020-21	2021-22
A.	South Av., First to Twelfth - Mill/Overlay	710,000				
B.	Bradley, Fifth to Fourteenth - Mill/Overlay	360,000				
C.	Elm, Oklahoma to Grand - Asphalt Reconstruct	255,000				
D.	Highland, Ash to Sunset,- Reconstruct/Widen	189,000				
E.	War Memorial Trail, Phase 3 - Concrete Reconst	132,000				
F.	Dalewood, Lake Road to N. End - Mill/Overlay	105,000				
G.	Sidewalk Maintenance Program - Various	100,000				
H.	Pecan, S. of Lake Road - Concrete Reconstruct	92,000				
I.	Third, Grand to Cleveland (W. Side) - SW Recon	43,000				
J.	Annual capital improvement projects		1,500,000	1,500,000	1,500,000	1,500,000
K.	5th Street to Walmart Connection		175,000			
L.	Construct 5th St, Knight to Hubbard			2,000,000		
TOTAL		1,986,000	1,675,000	3,500,000	1,500,000	1,500,000

- A. Project to mill & overlay 3" +/- of asphalt surface. South Av. was last resurfaced in 1994. Surface cracking and minor rutting will be corrected with this treatment.
(Funding Source: Street Improvement Sales Tax)
- B. Project to mill & overlay 3" to 4" of existing asphalt surface on Bradley from Fifth to Fourteenth. Existing surface is cracked and moderate repairs will defer costlier reconstruction.
(Funding Source: Street Improvement Sales Tax)
- C. Project to remove the brick, replace the curb & gutter, sidewalks, and drive approaches and overlay. Budget request does not include cost for water line replacement.
(Funding Source: Street Improvement Sales Tax)
- D. Project to reconstruct & widen Highland Av. to 48 feet wide from Sunset to Ash. Budget request is for estimated city share of 80/20 Oklahoma Department of Transportation grant.
(Funding Source: Street Improvement Sales Tax)
- E. Project to reconstruct existing asphalt trail in War Memorial Park as a concrete trail. This is third and final phase to reconstruct the trail in concrete. Replacement of asphalt with concrete will provide longer trail life and reduce future long term maintenance costs.
(Funding Source: Street Improvement Sales Tax)
- F. Project to correct excessive crown caused by buildup of chip & seal surfacing.
(Funding Source: Street Improvement Sales Tax)
- G. Funding for sidewalk maintenance program complete using six month unit price bids.
(Funding Source: Street Improvement Sales Tax)
- H. Project to reconstruct the south leg of Lake Rd. & Pecan. Existing asphalt approach is rutted and shoving due to high volume of loaded trucks stopping at intersection.
(Funding Source: Street Improvement Sales Tax)

- I. Project to reconstruct sidewalk on the west side of Third from Grand to Cleveland to repair cracks. Work will follow the renovation of the Community Building as a residential apartment facility.
(Funding Source: Street Improvement Sales Tax)

- J. 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)

- K. Project to construct a two lane roadway from the 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)

- L. 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 in FY 2015/16 and the extension of 5th Street will provide another effective link in the City's roadway network and alleviate the traffic congestion on North 14th Street.
(Funding Source: Street Improvement Sales Tax)

Airport

Project Description	2017-18	2018-19	2019-20	2020-21	2021-22
A. Non Primary Airport Entitlement	166,667	166,667	166,667	166,667	166,667
B. 72" Zero Turn Diesel Mower	20,000				
C. Paint Walls Building #9 and #10	16,500				
D. Flight Academy	15,000	15,000	15,000	15,000	15,000
E. Paint Walls Darr Building #3	15,000				
F. Self Service Fueling Terminal AVGas	15,000				
G. Reconstruct Parking Lot/Access Ent		250,000	250,000		
H. Land Acquisitions		125,000			
I. Utility Tractor		100,000			
J. Concrete Runway Repairs		75,000			
K. 1 Ton Bucket Truck		65,000			
L. Upgraded LED Light Sign Kit		23,000			
M. Terminal Building Entrance Upgrade			85,000		
N. Utility Vehicle			12,000		
O. Upgrade Fire Station				175,000	
P. Storage Building				32,000	
TOTAL	248,167	819,667	528,667	388,667	181,667

- A. Airport Entitlement Grant.
(Funding Source: Airport Grants)
- B. 72” zero turn diesel mower.
(Funding Source: Operating Budget)
- C. Paint the exterior walls of buildings #9 & #10.
(Funding Source: Operating Budget)
- D. Fund the Annual Flight Academy.
(Funding Source: Grants)
- E. Paint the exterior walls of Darr Building #3.
(Funding Source: Operating Budget)
- F. Self-serve fueling terminal for av-gas customers.
(Funding Source: Operating Budget)
- G. Reconstruction and expansion of existing terminal parking and access roads. The 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)
- H. Land acquisition on the north and south ends of Runway 17/35 for runway protection zones and the GPS Malsr lighting system.
(Funding Source: Grants)
- I. New tractor and bucket loader to replace the 1990 vehicle. This unit pulls the 20 foot bat wing mower.
(Funding Source: CIP Fund)

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

- K. Replace a 1994 Ford 350 4x4. The bed and hoist will be removed from the current vehicle and mounted on the new truck.
(Funding Source: Unknown)

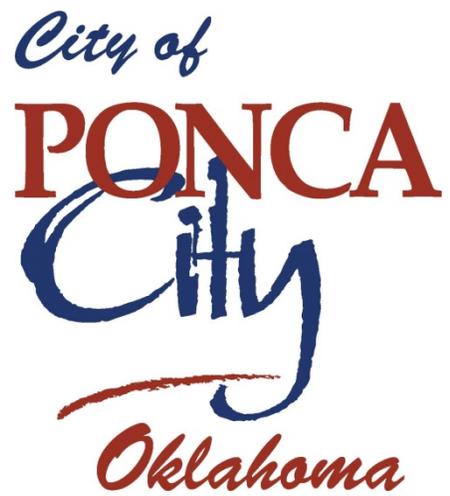
- L. LED light upgraded sign kit.
(Funding Source: Unknown)

- M. Remodel Ponca City Regional Airport terminal building, addressing exterior and interior areas.
(Funding Source: Unknown)

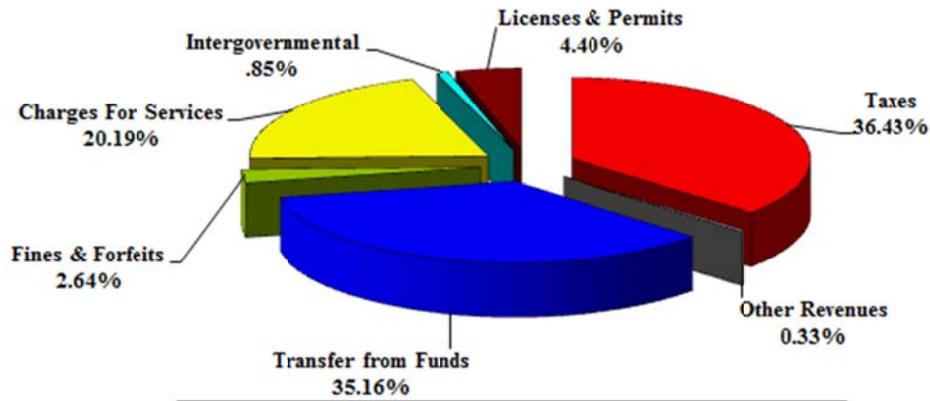
- N. Purchase utility vehicle for the airport. This vehicle is to be used in mowing and spraying along the perimeter fences.
(Funding Source: Unknown)

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

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

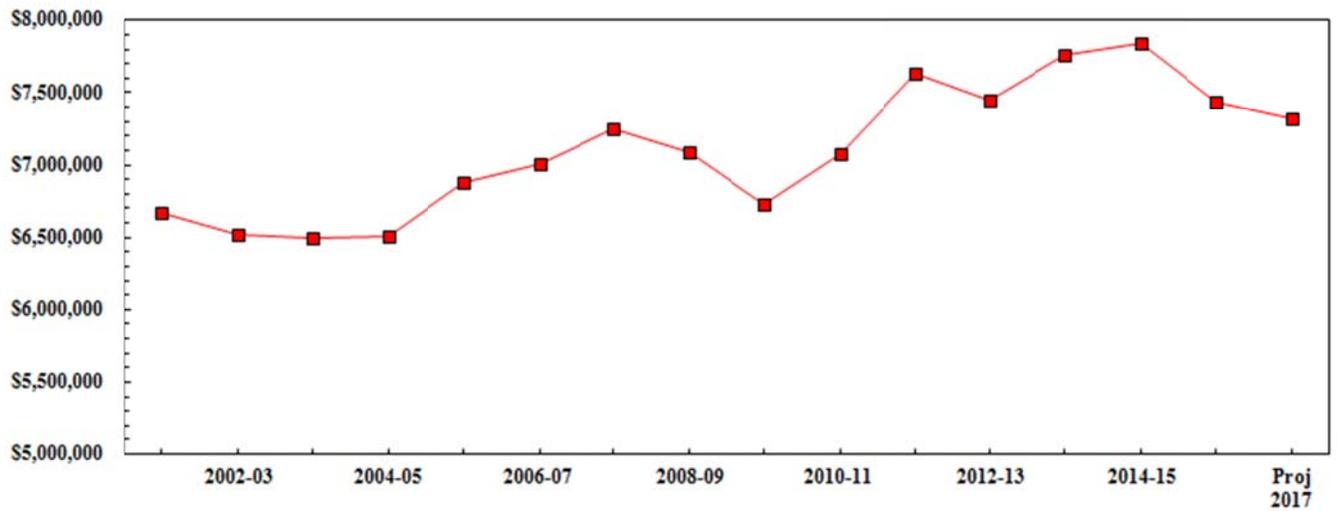


General Fund Revenues Fiscal 2017-18



Total Revenues \$21,813,265

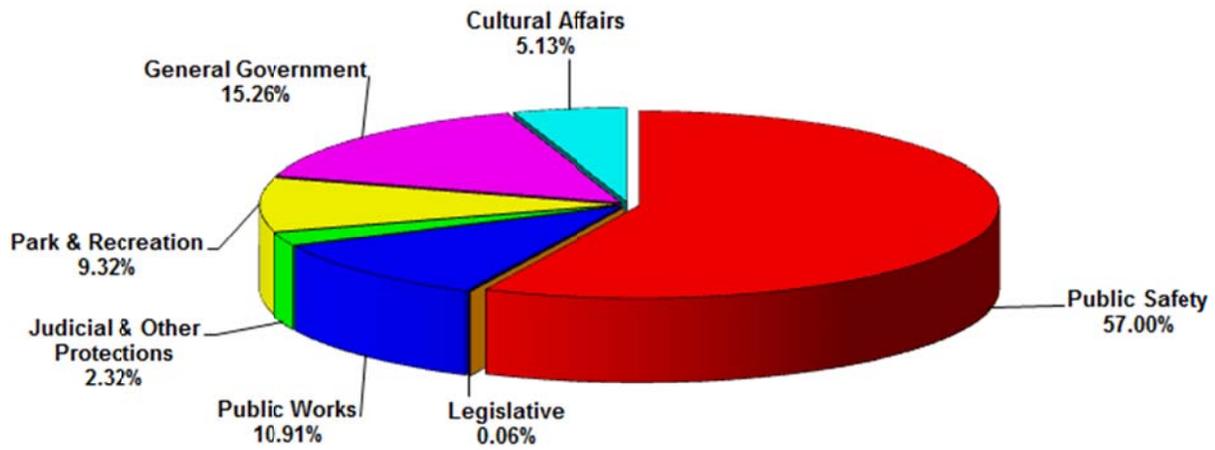
City Sales Tax Receipts General Fund Portion (2%)



CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF REVENUES BY SOURCE
Fiscal 2017-18

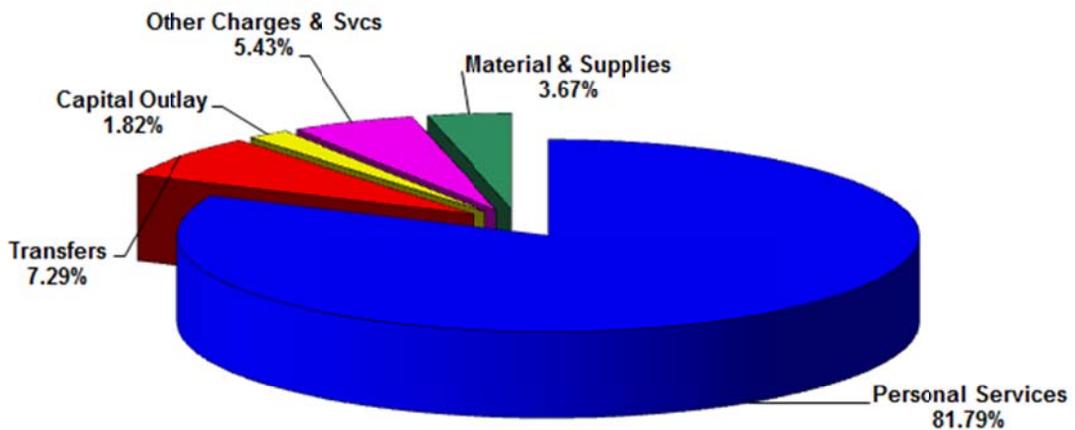
REVENUE SOURCE	Actual 2013/14	Actual 2014/15	Actual 2015/16	2016/17 BUDGET @ 7/01/16	2016/17 ACTUAL @03/31/17	% of BUDGET	APPROVED 2017/18 BUDGET	% CHANGE FROM 2016/17
TAXES								
1101.00 CITY SALES TAX	\$7,764,127	\$7,838,422	\$7,434,055	\$7,346,943	\$4,862,185	66.18	\$7,169,331	(2.42%)
1101.01 USE TAX	659,406	789,163	839,042	620,000	486,053	78.40	650,000	4.84%
1105.00 WEED TAX	34,144	22,626	34,172	20,000	9,025	45.12	20,000	0.00%
1110.00 ALCOHOLIC BEV. TAXES	107,166	109,946	108,280	107,000	79,446	74.25	108,000	0.93%
TOTAL TAXES	8,564,843	8,760,158	8,415,550	8,093,943	5,436,709	67.17%	7,947,331	(1.81%)
LICENSES & PERMITS								
2201.00 LICENSE FEES	21,994	25,485	26,835	25,000	19,555	78.22	26,000	4.00%
2201.01 LICENSE FEES - LAKE PONCA	15,647	24,635	25,527	20,000	10,515	52.58	24,000	20.00%
2202.00 DEV SRVS - LICENSE FEES	16,315	20,445	19,805	19,000	11,156	58.72	18,000	(5.26%)
2225.00 EMERGENCY 911 FEES	188,373	177,024	158,065	190,000	116,023	61.06	360,000	89.47%
2225.01 E-911 CELL FEES	150,018	152,901	151,565	150,000	99,174	66.12	0	(100.00%)
2240.00 DEV SVCS - PERMIT FEES	63,580	74,920	34,451	50,000	22,552	45.10	40,000	(20.00%)
2280.01 FRANCHISE FEE-TELEPHONE	29,473	32,555	40,234	30,000	11,128	37.09	40,000	33.33%
2280.02 FRANCHISE FEE-GAS	343,933	334,664	259,153	330,000	234,264	70.99	300,000	(9.09%)
2280.03 FRANCHISE FEE-CABLE TV	276,288	214,286	155,551	148,000	75,963	51.33	152,000	2.70%
TOTAL LICENSE & PERMITS	1,105,622	1,056,916	871,186	962,000	600,329	62.40%	960,000	(0.21%)
INTERGOVERNMENTAL								
3302.00 CIGARETTE ALLOCATION	158,754	163,726	155,238	159,000	100,693	63.33	155,000	(2.52%)
3305.00 EM. MGMT. GRANTS	29,708	29,708	29,708	29,700	14,854	50.01	29,700	0.00%
3327.00 GRANTS	6,996	9,452	4,000	0	764	0.00	0	0.00%
TOTAL INTERGOVERNMENTAL	195,459	202,886	188,946	188,700	116,311	61.64%	184,700	(2.12%)
OUTSIDE REVENUE								
4405.00 FIRE WORK DONATIONS	0	0	0	0	0	0.00	0	0.00%
4405.01 DONATIONS	0	150	75	0	0	0.00	0	0.00%
TOTAL OUTSIDE REVENUE	0	150	75	0	0	0.00	0	0.00%
CHARGES FOR SERVICES								
5501.00 AMBULANCE SERVICES	1,308,085	1,406,344	1,636,235	1,300,000	943,342	72.56	1,400,000	7.69%
5503.00 RURAL FIRE RUN RECEIPTS	0	3,100	6,500	0	4,500	0.00	2,000	100.00%
5504.00 POLICE SERVICES	68,797	66,442	145,802	120,000	95,719	79.77	120,000	0.00%
5505.00 ADMINISTRATIVE SERVICE	2,116,212	2,222,023	2,333,126	2,449,783	1,837,337	75.00	2,572,273	5.00%
5510.00 ANIMAL CONTROL RECEIPTS	17,180	20,683	15,370	18,500	10,669	57.67	16,000	(13.51%)
5530.00 LIBRARY RECEIPTS	12,358	13,742	14,220	14,200	11,588	81.61	15,000	5.63%
5553.00 LANDSCAPING SERVICES	13,200	13,200	13,200	13,200	9,900	75.00	13,200	0.00%
5554.00 WENTZ CAMP RECEIPTS	36,210	34,466	38,457	35,000	20,331	58.09	36,000	2.86%
5555.00 SWIMMING POOL RECEIPTS	8,396	13,026	8,846	12,000	4,577	38.14	10,000	(16.67%)
5555.10 SENIOR CENTER	935	870	200	1,000	0	0.00	1,000	0.00%
5556.00 TENNIS COURT RECEIPTS	1,388	1,563	858	1,000	0	0.00	1,000	0.00%
5556.01 RECREATION PROGRAMS	7,492	5,865	9,170	6,000	3,982	66.36	7,000	16.67%
5556.02 UNITY GYM	825	1,075	1,275	1,000	975	97.50	1,000	0.00%
5556.03 RENTAL/SHELTER HOUSES	11,200	10,400	11,455	10,500	6,120	58.29	11,000	4.76%
5556.04 RENTALS - LAKE PONCA	55,788	51,899	49,388	53,000	8,133	15.35	52,000	(1.89%)
5556.05 RENTALS - MARLAND'S GRD	10,947	11,198	13,454	11,500	10,183	88.55	12,000	4.35%
5557.00 RENTALS - HUTCHINS MEM	25,156	13,160	8,000	0	0	0.00	0	0.00%
5557.01 COMMUNICATIONS RENTAL	81,970	187,312	97,626	85,000	88,989	104.69	95,000	11.76%
5599.00 MISCELLANEOUS RECEIPTS	77,118	55,677	59,106	40,000	57,275	143.19	40,000	0.00%
5599.01 CASH-OVER / SHORT REV	0	0	0	0	0	0.00	0	0.00%
TOTAL CHARGES FOR SERVICES	3,853,257	4,132,045	4,462,287	4,171,683	3,113,621	74.64%	4,404,473	5.58%
FINES & FORFEITS								
6601.00 MUNICIPAL COURT FINES	603,665	572,849	700,929	570,000	452,850	79.45	570,000	0.00%
6601.03 BOND FORFEITURE	503	921	2,221	1,000	2,688	268.80	1,000	0.00%
6601.05 ADMINISTRATION FEES	5,867	6,101	5,946	6,000	3,449	57.49	5,000	-16.67%
TOTAL FINES & FORFEITS	610,036	579,871	709,096	577,000	458,987	79.55%	576,000	(0.17%)
TRANSFER FROM FUNDS								
8875.75 TRANSFER FROM PCUA	6,948,120	7,156,564	7,371,262	7,518,687	5,639,015	75.00	7,669,061	2.00%
8899.00 TRANSFER IN	0	0	0	0	0	0.00	0	0.00%
TOTAL TRANSFER FROM FUNDS	6,948,120	7,156,564	7,371,262	7,518,687	5,639,015	75.00%	7,669,061	2.00%
OTHER REVENUES								
9901.00 INTEREST INCOME	39,573	87,808	54,145	40,000	30,474	76.18	50,000	25.00%
9938.00 SIGN MATERIAL REIMB	5,239	1,491	2,503	1,000	1,374	137.41	1,500	50.00%
9939.00 COPIER PAPER REIMBURSEMENT	4,876	4,774	4,232	4,500	3,432	76.26	4,500	0.00%
9940.00 INTERNET PROCESSING FEE	264	365	701	400	430	0.00	700	75.00%
9950.00 INC DISP. OF FIXED ASSETS	19,675	14,933	7,627	15,000	10,800	72.00	15,000	0.00%
9999.00 MISCELLANEOUS INCOME	0	0	0	0	0	0.00	0	0.00%
TOTAL OTHER REVENUES	69,627	109,371	69,208	60,900	46,509	76.37%	71,700	17.73%
TOTAL GENERAL FUND REVENUES	21,346,962	21,997,961	22,087,611	21,572,913	15,411,483	71.44%	21,813,265	1.11%

General Fund Expenditures Fiscal 2017-18 By Type



Total Expenditures \$23,456,239

General Fund Expenditures Fiscal 2017-18 by Category



Total Expenditures \$23,456,239

CITY OF PONCA CITY**GENERAL FUND - APPROPRIATION HISTORY by dept.**

Fiscal Year 2017-18

DEPT #	DEPARTMENT	2011/12 FINAL BUDGET	2012/13 FINAL BUDGET	2013/14 FINAL BUDGET	2014/15 FINAL BUDGET	2015/16 FINAL BUDGET	2016/17 ORIGINAL BUDGET	2017/18 APPROVED BUDGET
1010	CITY COMMISSION	13,300	13,300	14,300	14,300	14,300	14,300	14,300
1011	CITY MANAGER	864,506	900,313	914,805	932,183	984,447	1,030,635	996,436
1012	CENTRAL MUN. ACTIVITY	1,164,260	1,380,888	1,611,289	1,464,335	1,593,879	1,503,166	1,430,491
1110	FINANCE	529,416	544,362	517,457	530,353	547,485	528,021	508,185
1113	MUNICIPAL COURT	220,348	228,875	223,690	232,072	237,174	265,684	255,809
1210	CITY ATTORNEY	246,510	254,720	262,190	270,094	265,197	280,619	287,865
1310	DEVELOPMENT SERVICES	607,496	556,463	625,632	602,531	649,961	656,284	644,099
2010	POLICE	4,975,180	5,046,368	5,223,109	5,452,944	5,713,618	5,878,846	5,786,041
2020	ANIMAL CONTROL	237,474	232,150	218,296	265,284	251,579	252,694	249,310
2030	EMERGENCY MANAGEMENT	150,311	155,720	158,030	163,919	166,887	174,330	171,464
2040	COMMUNICATIONS / 911	804,563	591,919	610,123	631,875	656,865	653,803	645,164
2510	FIRE	4,621,904	4,902,057	5,042,274	5,387,990	5,609,484	5,367,848	5,386,811
2511	FIRE - AMBULANCE	1,045,655	1,065,032	1,127,172	1,101,799	774,794	1,309,541	1,130,104
3010	STREET	1,329,063	1,479,636	1,420,868	1,620,532	1,486,485	1,393,506	1,410,169
3510	ENGINEERING	598,479	642,181	680,760	636,746	646,010	686,507	682,129
3511	TRAFFIC ENGINEERING	430,748	436,703	448,897	446,248	468,093	467,367	468,067
4011	PARK MAINTENANCE	1,518,127	1,647,314	1,695,501	1,592,173	1,612,332	1,609,123	1,644,698
4012	AMBUC POOL	70,193	71,440	71,440	82,720	71,720	101,720	72,882
4013	RECREATIONAL PROGRAMS	308,963	322,011	379,403	320,711	333,762	360,899	358,242
4014	WENTZ CAMP	104,521	104,521	103,482	144,557	104,057	110,057	111,172
4110	MARLAND'S GRAND HOME	67,316	63,233	82,035	134,121	121,963	206,240	194,342
4111	HUTCHINS MEMORIAL	84,775	87,293	99,997	83,759	85,880	0	0
4510	LIBRARY	931,745	936,306	931,944	978,466	1,011,963	1,010,464	1,008,459
TOTAL APPROPRIATIONS		20,924,853	21,662,805	22,462,694	23,089,712	23,407,935	23,861,654	23,456,239
Incr./(Decr.) from Previous Year:		830,544	737,952	799,889	1,426,907	945,241	771,942	(405,415)
% Incr./(Decr.) from Previous Year:		3.66%	3.53%	3.69%	6.59%	4.21%	3.34%	-1.70%

**CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF BUDGETED APPROPRIATIONS by type
Fiscal Year 2017-18**

PUBLIC SAFETY:		
POLICE	\$5,786,041	
ANIMAL CONTROL	249,310	
FIRE	5,386,811	
AMBULANCE	1,130,104	
EMERGENCY MANAGEMENT	171,464	
COMMUNICATIONS/ 911	645,164	
		13,368,894
LEGISLATIVE:		
CITY COMMISSION	14,300	
		14,300
PUBLIC WORKS:		
STREET	1,410,169	
ENGINEERING	682,129	
TRAFFIC ENGINEERING	468,067	
		2,560,365
JUDICIAL:		
CITY ATTORNEY	287,865	
MUNICIPAL COURT	255,809	
		543,674
PARK & RECREATION:		
MAINTENANCE	1,644,698	
AMBUC POOL	72,882	
RECREATIONAL PROGRAMS	358,242	
WENTZ CAMP	111,172	
		2,186,994
GENERAL GOVERNMENT:		
CITY MANAGER	996,436	
CENTRAL MUNICIPAL ACTIVITY	1,430,491	
FINANCE	508,185	
DEVELOPMENT SERVICES	644,099	
		3,579,211
CULTURAL AFFAIRS:		
MARLAND'S GRAND HOME	194,342	
HUTCHINS MEMORIAL	0	
LIBRARY	1,008,459	
		1,202,801
		1,202,801
TOTAL		\$23,456,239

CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF APPROPRIATIONS
By Department & Category
Fiscal Year 2017-18

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	949,284	8,515	38,637	0	0	996,436
1012	CENTRAL MUN. ACTIVITY	10,000	77,600	395,066	0	947,825	1,430,491
1110	FINANCE	456,635	4,150	47,400	0	0	508,185
1113	MUNICIPAL COURT	241,739	3,545	10,525	0	0	255,809
1210	CITY ATTORNEY	248,340	0	39,525	0	0	287,865
1310	DEVELOPMENT SERVICES	544,803	4,300	83,600	0	11,396	644,099
2010	POLICE	5,282,529	107,100	100,410	101,000	195,002	5,786,041
2020	ANIMAL CONTROL	209,416	13,525	10,925	0	15,444	249,310
2030	EMERGENCY MGMT	132,869	5,900	28,200	0	4,495	171,464
2040	COMMUNICATIONS / 911	555,556	2,550	86,060	0	998	645,164
2510	FIRE	5,018,206	98,100	56,500	113,000	101,005	5,386,811
2511	FIRE / AMBULANCE	813,804	81,500	104,800	40,000	90,000	1,130,104
3010	STREET	1,142,850	46,400	17,700	21,000	182,219	1,410,169
3510	ENGINEERING	570,585	8,800	55,180	39,500	8,064	682,129
3511	TRAFFIC ENGINEERING	401,174	45,200	5,720	0	15,973	468,067
4011	PARK MAINTENANCE	1,385,053	87,775	32,000	35,000	104,870	1,644,698
4012	AMBUC POOL	57,582	15,000	300	0	0	72,882
4013	RECREATIONAL PROGRAMS	244,858	23,235	47,650	35,000	7,499	358,242
4014	WENTZ CAMP	70,920	27,495	3,080	6,000	3,677	111,172
4110	MARLAND'S GRAND HOME	154,195	6,620	10,164	20,000	3,363	194,342
4111	HUTCHINS MEMORIAL	0	0	0	0	0	0
4510	LIBRARY	694,226	193,500	79,900	22,200	18,633	1,008,459
TOTAL APPROPRIATIONS		19,184,624	860,810	1,267,642	432,700	1,710,463	23,456,239
PERCENT OF TOTAL		81.79%	3.67%	5.40%	1.84%	7.29%	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 2017 Accomplishments:

- Mayor Homer Nicholson was inducted into the Oklahoma Hall of Fame for City and Town Officials on September 15, 2016.
- Represented the City of Ponca City with Mayor Nicholson serving on numerous state boards and committees including the Water Quality Management Advisory Council, Governor's Task Force on Collection, Distribution & Enforcement of Municipal Sales Tax, Oklahoma Academy Town Hall, Oklahoma Department of Environmental Quality Board, Oklahoma Homeland Security Advisory Council, Oklahoma Municipal Utility Providers Board, Oklahoma Pipeline Safety Task Force, Northwestern Oklahoma Workforce Investment Board, Mayors Council of Oklahoma, Oklahoma Municipal League Executive Board and Legislative Committee, Oklahoma Municipal Power Authority's Board of Directors and Legislative Committee, American Public Policy Makers Council, and the United States Service Academy Selection Committee.
- Represented the City of Ponca City at the Oklahoma Conference of Mayors, Participated in the Oklahoma Municipal League's annual conference and training sessions.
- Passed a City of Ponca City resolution opposing State Question 779, as SQ 799 would have jeopardized the City of Ponca City's ability to continue to fund its operations to the detriment of all of its citizens. Oklahoma towns, cities, and municipalities have no alternative source of funding for critical functions.
- Coordinated the Kay County Mayor's Round Table, as Mayor Nicholson continues an on-going 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 legislative funding issues, Oklahoma Municipal League's Legislative Committee regarding municipal issues, and the Oklahoma Municipal Power Authority's Legislative Committee regarding public power issues.

Fiscal 2018 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 partnering with the Ponca City Development Authority's (PCDA) efforts to recruit new business, industry and residents, with Commissioner Rathbun as a voting trustee on the PCDA board.
- Continue to work on favorable legislation to improve municipal revenues and limit sales tax exemptions through diversification of sources.

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 2017 Accomplishments:

- Continued cost-effective government operations with a budget of \$101,002,803.
- Presented the State of the City Report during the September 23 Ponca Politics at City Hall, and distributed a 24-page State of the City Report in the Ponca City News and at City facilities.
- Received merit certification as a "Certified Healthy Business" recognizing businesses that make a positive impact on the health of employees and patrons and received merit certification as a "Certified Healthy Community" recognizing communities that make a positive impact on the health of employees and patrons.
- Represented the City of Ponca City at the national, 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, Society for Human Resource Managers, Oklahoma Public Employers Labor Relations Association, Ponca City Chamber of Commerce, Ponca City Main Street, Kay County Healthy Living Coalition, Arts & Economic Prosperity 5, and United Way of Ponca City.
- Represented the City of Ponca City with City Manager, Craig Stephenson, serving as Chair of the AMIGOS Library Services, Past President of the City Management Association of Oklahoma, Vice-Chair of the Oklahoma Municipal Assurance Group, President of the Oklahoma Chapter of the American Society of Public Administrators and Board Member of The Oklahoma Academy, North East Region, Chair.
- Supported City Management Association of Oklahoma efforts to develop alternative sources of revenue for Oklahoma Cities.
- Hired several key staff positions, including Assistant City Attorney, Technology Services Director, and Parks and Recreation Director.

Fiscal 2018 Objectives:

- Continue to administer and provide support of the attainment of City Commission and Departmental goals through budget implementation.
- Continue to enhance employee education and development through annually required safety training sessions outlined by the City's safety manual.
- Continue to improve health and wellness opportunities for City employees through the provision of free, voluntary, annual employee health assessments.
- Continue to promote Ponca City as a City of Character through monthly video presentations at City Commission meetings, character bulletins, etc.
- Continue to work with governmental jurisdictions and corporate partners to ensure cooperative and collaborative relationships.
- Continue to actively engage in monitoring legislation at the state and national level that has the potential of impacting municipal operations.

- Continue to enhance communications via press releases, weekly media tip sheets, monthly employee newsletters, comment cards, city information guide etc.
- Continue to host numerous meetings and events at City Hall/Centennial Plaza.
- Continue organizational support for the Kay County Healthy Living Coalition and year three of a five-year Tobacco Settlement Endowment Trust “Healthy Living Program” Grant, which includes up to \$350,000 per year and three full-time Oklahoma State University positions located at the United Way offices.

General Fund - City Manager								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	699,495	781,778	794,767	983,483	601,243	949,284	(34,199)	(3.48%)
Material/Supplies	7,008	8,624	5,488	8,515	4,295	8,515	0	0.00%
Other Charges & Svcs	<u>24,698</u>	<u>27,728</u>	<u>25,805</u>	<u>38,637</u>	<u>19,421</u>	<u>38,637</u>	<u>0</u>	<u>0.00%</u>
Department Total	731,200	818,130	826,060	1,030,635	624,959	996,436	(34,199)	(3.32%)

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

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1		<u>327</u>	Full Time Salaries	(15,229)
			FICA	(507)
			Medicare	(119)
			ICMA Retirement City	(416)
			Health Insurance	(11,018)
			Workers Compensation	<u>(7,237)</u>
			Total	(34,526)
		327		
		Net Decrease	(\$34,199)	

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>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	9	9	9	9	9	9	10	10	10	10

Explanation: FY 14/15 the position of Assistant to the City Manager was added.

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 2017 Accomplishments:**
- Funded the Fourth of July fireworks celebration at Lake Ponca Park.
 - Supported the Mid-Size City coalition regarding Oklahoma Legislative issues.
 - Hosted numerous meetings and events to encourage and promote civic engagement, safety, health and wellness.
 - Funded Ponca City’s participation in the Arts & Economic Prosperity 5 national study on the economic impact of spending by nonprofit art and culture organizations and their audiences.
 - Funded contractual service agreements with Main Street, Ponca City Chamber of Commerce, Cimarron Transit, Northern Oklahoma Youth Services and Ponca City Tourism Bureau.

- Fiscal 2018 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:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Personal Services	13,819	6,515	2,948	10,000	9,200	10,000	0	0.00%
Material/Supplies	59,004	60,367	59,068	77,600	34,463	77,600	0	0.00%
Other Charges & Svcs	295,439	301,810	287,315	412,066	225,619	395,066	(17,000)	(4.13%)
Capital Outlay	41,273	0	97,000	5,000	5,000	0	(5,000)	(100.00%)
Transfers	<u>1,096,159</u>	<u>987,077</u>	<u>998,500</u>	<u>998,500</u>	<u>758,875</u>	<u>947,825</u>	<u>(50,675)</u>	<u>(5.08%)</u>
Department Total	1,505,694	1,355,769	1,444,831	1,503,166	1,033,157	1,430,491	(72,675)	(4.83%)

Approved Capital: None

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Gas Utilities	505	Telephone Service Local	(99)
Telephone Service Long Distance	644	Misc Professional Service	(16,500)
Printing	4,000	Dues & Subscriptions	(2,900)
Election Services	11,000	Misc Contractual Services	(5,000)
HR Background & Med Svcs	2,350	Contingencies	(12,000)
Custodial Services	<u>1,000</u>	Misc Capital Outlay	(5,000)
		Transfer to Marland Estate	(19,185)
		Transfer to Cann Estate	(20,000)
		Transfer to Golf	(5,694)
		Transfer to Airport	<u>(5,796)</u>
Total	19,499	Total	(92,174)
	Net Decrease		<u>(\$72,675)</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 2017 Accomplishments:

- Transitioned to a new Audit firm and received an unqualified audit opinion for Fiscal 2015-16 with positive comments.
- Completed 20 internal reviews, extensively focusing on areas with decreasing revenues.
- Provided City management with financial input on the Fiber to the Home (FTTH) project.
- Completed an extensive review on the Landfill processes with recommended changes.
- Realized a total \$27,000 cash “gain” where a U.S. Agency investment bond was called in full after held for just one year.
- Reviewed inventory and procedures for multiple City departments.
- Increased over-site of financial aspects of the Ponca City Aquatics & Family Center-YMCA.
- Prepared final payment and journalization of paying off the 2008 PCUA Utility system Revenue Note.
- Continued to enhance archiving procedures of City documents in an effort to transition the Finance Department to less paper operations.
- Continued to improve online banking procedures to better ensure the safety of City assets.
- Worked with the City Manager and Commission to identify funding solutions for major initiatives.
- Attained an accident free workplace.

Fiscal 2018 Objectives:

- Continue improving the budget document with additional performance and workload measures.
- Assist the City Commission and management with budget and funding solutions for long-term public capital improvement projects.
- Work with new external auditor to enhance internal controls and financial reporting of the City’s businesses.
- Continue to work with City staff on a business plan for the Fiber to the Home (FTTH) project.
- Complete a minimum of ten internal review projects.
- 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.
- Work with other departments in implementing electronic storage of documents.

General Fund - Finance								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	407,915	421,663	436,334	464,471	338,992	456,635	(7,836)	(1.69%)
Material/Supplies	3,371	2,407	2,150	4,150	1,939	4,150	0	0.00%
Other Charges & Srvs	29,693	34,424	29,922	59,400	17,916	47,400	(12,000)	(20.20%)
Capital Outlay	<u>1,063</u>	<u>0</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Department Total	442,041	458,494	468,656	528,021	358,847	508,185	(19,836)	(3.76%)

Approved Capital: None

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	278	Full Time Salaries	(7,133)
Health Insurance	2,957	FICA	(332)
Life Insurance	<u>40</u>	Medicare	(80)
		ICMA Retirement City	(135)
		Workers Compensation	(3,431)
		Audit Services	<u>(12,000)</u>
	Total	Total	(23,111)
	3,275		
	Net Decrease	(\$19,836)	

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>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	6	6	6	6	6	6	6	6	6	6

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 2017 Accomplishments:**
- Cross train a clerk to be able to encumber purchase orders and also continue training full time position during their probationary period.
 - Kept an updated version of the warrant listing available to the Police Department with identifying information and a name only listing available on the City webpage.
 - Maintained monthly reporting of collection updates to American Municipal Services.
 - Updated procedure due to Oklahoma Compulsory Insurance Verification System being changed to only allow verification of current date insurance policy, it no longer allows for policies to be verified up to 90 days prior, procedure now is for clerks to contact insurance agent to verify coverage on each verification produced to the court clerks office.

- Fiscal 2018 Objectives:**
- Work in cooperation with new City Prosecuting Attorney in court related procedure changes or updates.
 - Explore alternative location for Outstanding Warrant Link on City Website.
 - Assist in implementation of new directives from City Management concerning additional fees and procedure changes affecting Municipal Court.
 - Investigate options for Amnesty Program.
 - Continue to report convictions to Oklahoma Department of Public Safety according to the Motor Vehicle Violation Codes, which enables OKDPS to keep drivers license records current.
 - Keep apprised of changes to Incode Court when Live Updates are done to enable clerks to continue utilizing document templates to create documents quicker for defendants and case processing.
 - Generate reports for caseload stat requests from Police Department for their various reporting needs.

General Fund - Municipal Court								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	199,291	208,455	207,016	251,614	174,027	241,739	(9,875)	(3.92%)
Material/Supplies	2,594	2,795	2,997	3,545	1,473	3,545	0	0.00%
Other Charges & Svcs	8,969	6,336	7,669	10,525	2,461	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	210,855	217,587	217,682	265,684	177,961	255,809	(9,875)	(3.72%)

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	<u>147</u>		Full Time Salaries	(7,414)
			FICA	(152)
			Medicare	(28)
			Health Insurance	(783)
			Workers Compensation	<u>(1,645)</u>
Total	147		Total	(10,022)
		Net Decrease		<u>(\$9,875)</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 – Contract	1
Total Full Time Employees			4
Total Part Time Employees			1
Total Contractual Employees			1

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

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</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 2017 Accomplishments:

- Provided legal counsel and advice to the Mayor, City Commissioners and City officers.
- Worked with outside organizations including: Oklahoma Municipal League, Oklahoma Association of Municipal Attorneys, Oklahoma Municipal Utility Providers Steering Committee, Kaw Reservoir Authority, Ponca City Development Authority, and Ponca City Chamber of Commerce.
- Hired a new Assistant City Attorney.

Fiscal 2018 Objectives:

- Continue and expand support for the Mayor and City Commission in the accomplishment of their goals and objectives, with particular reference to policies and programs.
- 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.
- 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; and to proactively engage in problem solving to resolve neighborhood issues and disputes.
- Continue to expand the knowledge of local conditions and facilities, including the historic contexts of existing programs and operations.

General Fund - City Attorney								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	221,965	234,194	225,489	247,119	150,830	248,340	1,221	0.49%
Material/Supplies	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>25,571</u>	<u>30,752</u>	<u>17,464</u>	<u>33,500</u>	<u>12,100</u>	<u>39,525</u>	<u>6,025</u>	<u>17.99%</u>
Department Total	<u>247,537</u>	<u>264,946</u>	<u>242,953</u>	<u>280,619</u>	<u>162,930</u>	<u>287,865</u>	<u>7,246</u>	<u>2.58%</u>

Approved Capital: None

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
FICA	101	Full Time Salaries	(7,842)
Medicare	24	Retirement Plan 1	(4,357)
ICMA Retirement City	5,661	Workers Compensation	(1,735)
Health Insurance	7,119	Misc Contractual Services	<u>(5,000)</u>
Vehicle Allowance	2,250		
Travel Expenses	5,500		
Dues & Subscriptions	3,525		
Education & Training	<u>2,000</u>		
Total	26,180	Total	(18,934)
	Net Increase		<u>\$7,246</u>

Personnel Summary:

City Attorney	1	Assistant City Attorney	1
Total Full Time Employees		2	

Personnel History:

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
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 2017 Accomplishments:

- Reviewed building plans, issued permits, and provided inspection oversight for residential and commercial construction projects with a total value of \$17,105,928.
- Abated 2,343 individual properties for violations associated with: care of premises, high grass and weeds, dilapidated structures, non-compliant signage, and the illegal parking of vehicles.
- Removed 18 dilapidated structures from the local housing stock.
- Completed a FEMA acquisition grant that resulted in the removal of two (2) flood prone properties.
- Represented the City in the partnership with Main Street to oversee the construction of the Veteran's Plaza project.
- Drafted and adopted a sign ordinance specific to the Central Business District.
- Reviewed and adopted the 2015 Edition of the ICC building codes to bring the City into compliance with the State Uniform Building Code Commission.
- Conducted a comprehensive survey of commercial properties within the City for compliance with ADA federal law as it pertains to required handicapped parking and subsequently notified violators and suggested corrective actions.
- Provided bid specifications and oversight for the construction of the City's third splash pad at Young Park.
- Prepared and submitted an Economic Development Assistance Grant on the behalf of PCDA in the amount of \$1,500,000 for the remodel of the City Center building.
- Provided emergency repairs to 24 income eligible households under the CDBG Special Services/Interim Assistance program.
- Provided closing costs and down payment assistance for 12 income eligible applicants under the CDBG Home Buyers Assistance Program.
- Administered the AFG grant from FEMA for acquisition of Fire Department helmets, a compressor, thermal imaging cameras and extraction equipment.
- Awarded a Transportation Alternative Program grant through ODOT in the amount of \$700,000 for the Lake Ponca Trails project.
- Completed the South Avenue sidewalk and ADA improvement project utilizing CDBG funding.
- Completed an intensive level survey of the Overbrook Historic District.
- Completed a National Register Nomination of the historic Henry C. Hatashita home located at 1408 Pioneer Road.
- Awarded grants from Phillips 66 for Lake Ponca trails, PCPD, PCFD and Parks and Rec. departments.

Fiscal 2018 Objectives:

- Review and adopt the 2017 Edition of the National Electric Code.
- Continue the collaboration with other City departments to construct infrastructure improvements within the Central Business District to enhance its historic character.
- Oversee the remodel of, and administer the EDA grant for the City Center building.
- Complete four (4) National Register Nominations for the McGraw House, Attucks Community Center, Roosevelt Elementary, and the 101 Rodeo grounds.
- Collaborate with ODOT in the design, construction and administration of the Lake Ponca Trails project.
- Complete the Attucks splash pad project utilizing CDBG funds.
- Complete an Intensive Level Survey of the South 7th Street Historic District.
- Prepare, submit, and administer all state and federal grant opportunities as they become available.

General Fund -Development Services								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	496,592	511,714	516,863	556,988	408,165	544,803	(12,185)	(2.19%)
Material/Supplies	4,163	4,110	2,649	4,300	1,901	4,300	0	0.00%
Other Charges & Svcs	59,718	54,417	67,086	83,600	77,385	83,600	0	0.00%
Capital Outlay	18,587	0	0	0	0	0	0	100.00%
Transfers	<u>9,694</u>	<u>7,742</u>	<u>7,982</u>	<u>11,396</u>	<u>5,262</u>	<u>11,396</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>588,753</u>	<u>577,983</u>	<u>594,580</u>	<u>656,284</u>	<u>492,712</u>	<u>644,099</u>	<u>(12,185)</u>	<u>(1.86%)</u>

Approved Capital None

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 1	716	Full Time Salaries	(10,772)
Health Insurance	3,250	FICA	(401)
Grant Writing Services	<u>1,100</u>	Medicare	(93)
		ICMA Retirement City	(734)
		Workers Compensation	(4,151)
		Legal Notices	<u>(1,100)</u>
	Total	Total	(17,251)
		Net Decrease	<u>(\$12,185)</u>

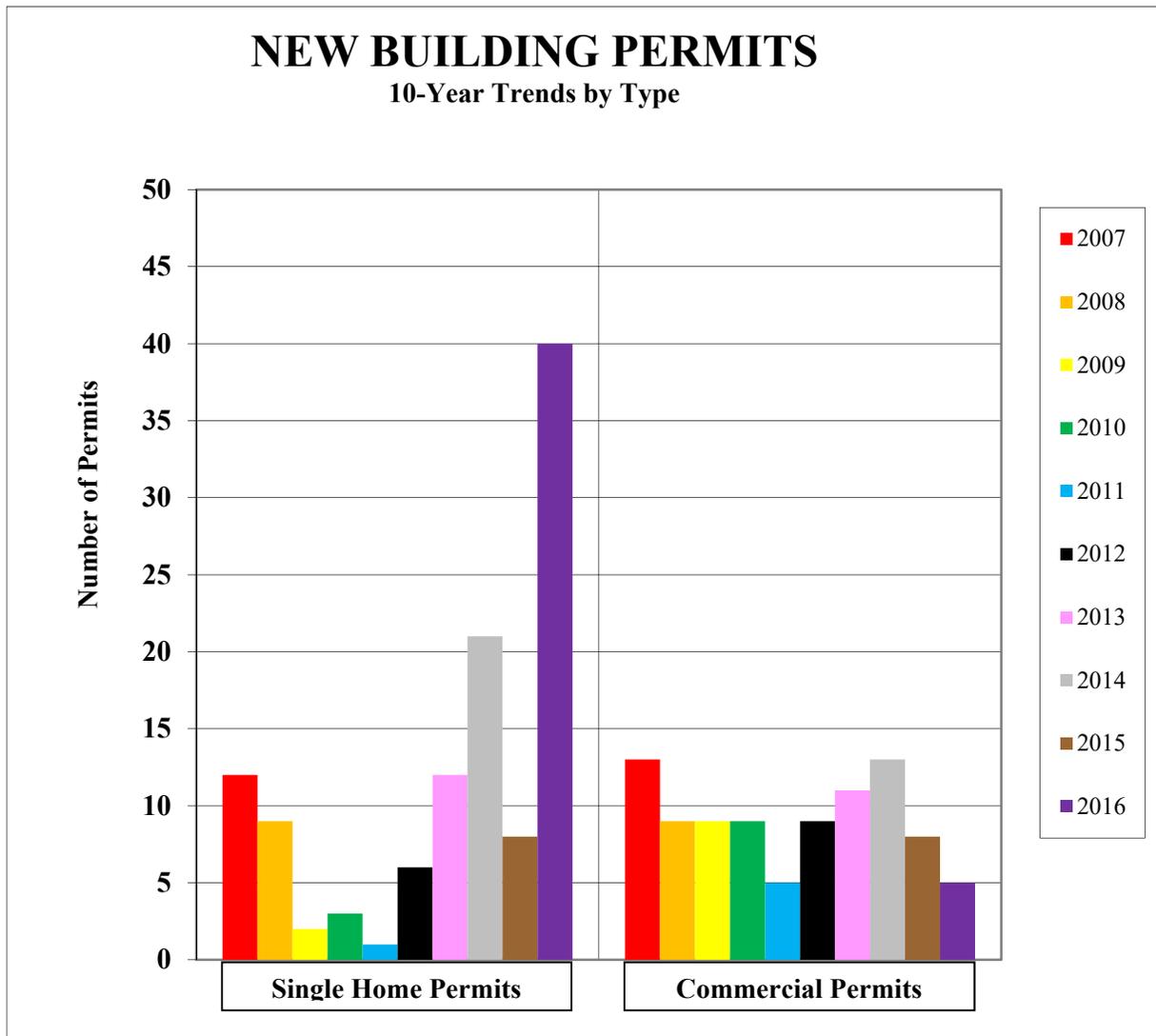
Personnel Summary:

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

Total Full Time Employees 7

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	7	7	7	7	7	7	7	7	7	7



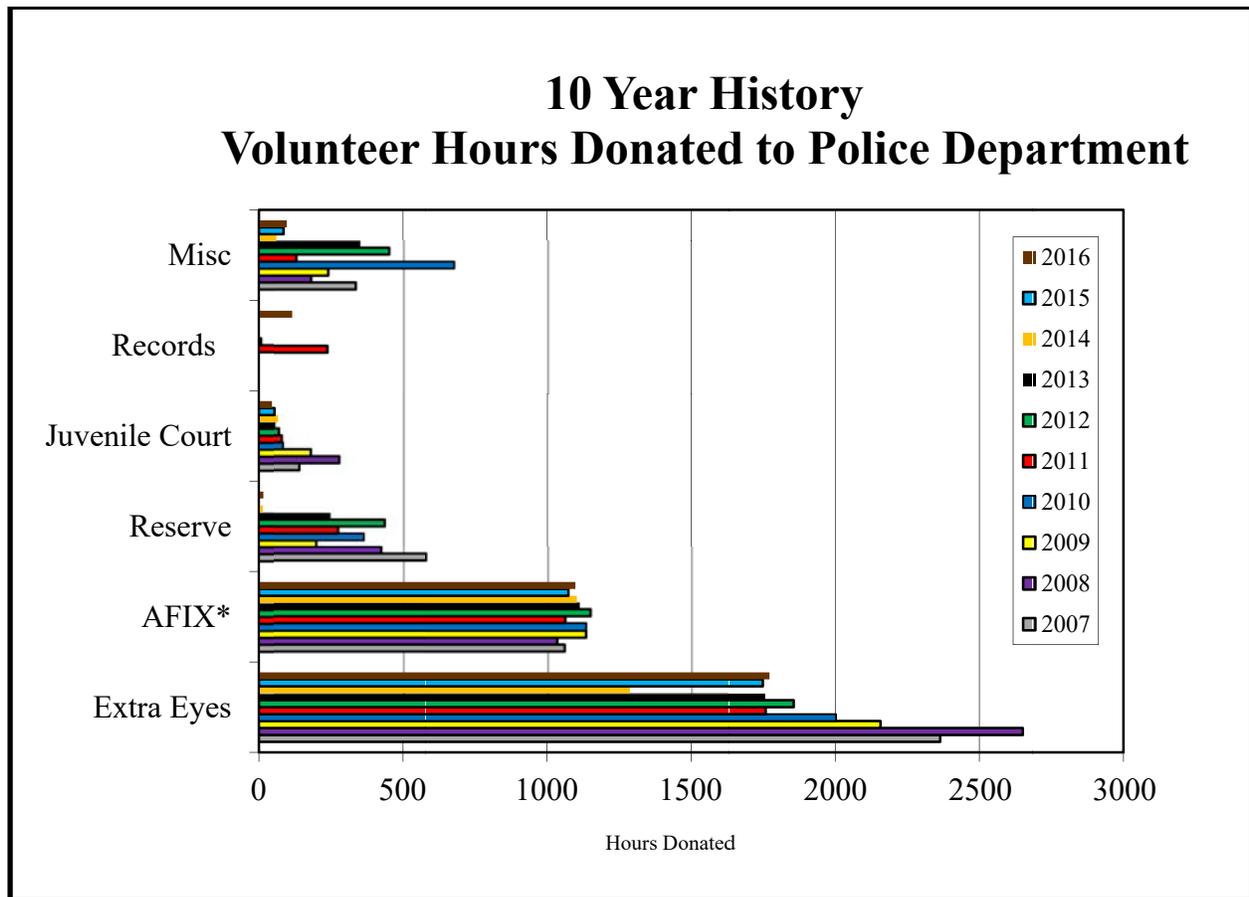
Police

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 2017 Accomplishments:**
- Continued training a Police Analyst and researched more ways to utilize data driven policing.
 - Logged 3,143.75 hours of volunteer service.
 - Maintained two school resource officers. One at the Ponca City High School and one serving both Ponca City Middle Schools with existing manpower, while bringing in \$121,899 in contract reimbursement.
 - Received \$16,828 in reimbursement from the State of Oklahoma for transportation of emergency mental health patients totaling 31,163 miles driven.
 - Conducted Citizens Police Academy #21.
 - Obtained and utilized \$41,701 in grant funding, which was used for body armor, traffic emphasis, DUI enforcement, and Tactical Equipment.
 - Conducted Alive at 25 driver safety training for 69 young people in this community.

- Fiscal 2018 Objectives:**
- Obtain Oklahoma Highway Safety Office funding to continue traffic safety emphasis.
 - 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.
 - Complete a needs and space assessment for a new proposed Public Safety Center.

General Fund - Police Department								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	4,565,885	4,800,368	5,017,884	5,290,744	3,945,534	5,282,529	(8,215)	(0.16%)
Material/Supplies	108,476	114,094	115,249	105,600	74,724	107,100	1,500	1.42%
Other Charges & Svcs	65,228	99,185	101,176	122,000	90,758	100,410	(21,590)	(17.70%)
Capital Outlay	169,146	146,817	152,007	155,500	89,902	101,000	(54,500)	(35.05%)
Transfers	<u>221,766</u>	<u>203,332</u>	<u>171,593</u>	<u>205,002</u>	<u>131,546</u>	<u>195,002</u>	<u>(10,000)</u>	<u>(4.88%)</u>
Department Total	5,130,500	5,363,797	5,557,909	5,878,846	4,332,464	5,786,041	(92,805)	(1.58%)



*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
2016	36	3,144
2015	32	2,964
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

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 2017 Accomplishments:

- Sold 824 City animal tags (all points of sale).
- Removed 790 dead animals from the community.
- Released 754 animals to homes, an increase of 64 animals from prior year.
- Handled 1,320 animals, an increase of 26 animals from prior year.
- Euthanized 566 animals, a decrease of 38 animals from prior year.

Fiscal 2018 Objectives:

- Continue to add resources for networking to get unclaimed animals rescued from the Animal Control Center.
- Continue to work toward lower euthanization rates.

General Fund - Animal Control								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Personal Services	173,018	181,423	167,994	212,800	150,351	209,416	(3,384)	(1.59%)
Material/Supplies	8,925	11,254	8,982	13,525	5,387	13,525	0	0.00%
Other Charges & Svcs	10,169	8,902	6,693	10,925	3,674	10,925	0	0.00%
Capital Outlay	0	19,586	19,798	0	0	0	0	0.00%
Transfers	<u>12,554</u>	<u>15,544</u>	<u>9,904</u>	<u>15,444</u>	<u>8,467</u>	<u>15,444</u>	<u>0</u>	<u>0.00%</u>
Department Total	204,666	236,709	213,371	252,694	167,879	249,310	(3,384)	(1.34%)

Approved Capital: None

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	336		Full Time Salaries	(4,078)
Health Insurance	<u>1,788</u>		FICA	(16)
			Medicare	(3)
			Workers Compensation	<u>(1,411)</u>
Total	2,124		Total	(5,508)
		Net Decrease		<u>(\$3,384)</u>

Personnel Summary:

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

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	4	4	4	4	4	4	4	4	4	4

<u>Animal Control Activity</u>										
10 Year History	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Animals Picked Up	2,308	2,278	2,021	2,091	1,936	1,725	1,489	1,339	1,294	1,320
Animals Destroyed	1,362	1,445	1,101	1,149	1,202	923	916	732	604	566
Destroyed/Picked Up Animals Released to Homes	59%	63%	54%	55%	62%	54%	62%	55%	47%	43%
Vicious Dogs Papers Served	941	833	942	925	728	783	624	607	690	754
Citations Issued	18	21	19	57	14	18	27	7	12	5
Total Funds Collected	387	412	494	597	662	655	498	313	377	222
Impound Fees Collected	\$8,373	\$10,025	\$6,578	\$7,512	\$7,702	\$9,285	\$7,785	\$14,545	\$14,565	\$11,015
License Fees Collected	<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>	<u>\$4,364</u>	<u>\$3,781</u>
Total Funds Collected	\$18,137	\$19,098	\$12,302	\$13,080	\$13,177	\$13,797	\$12,093	\$18,814	\$18,929	\$14,796

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 2017 Accomplishments:**
- Organized seven safety classes covering fourteen topics for City employees.
 - Assisted in the management & planning of successful Household Hazardous Waste event removing hazardous waste from over 500 homes.
 - Completed resolution process for adoption of FEMA approved Hazard Mitigation Plan.
 - Served as secretary for Salvation Army Advisory Board and Kay County Local Emergency Planning Committee, and Chair of Legislative Committee for Oklahoma Emergency Management Association.
 - Completed process for renewal of StormReady status in Ponca City, while serving on StormReady Advisory Board for the State of Oklahoma.
 - Successfully identified a funding source for a 911 repeater system to improve efficiency of volunteer fire departments.
 - Provided public information & education through a variety of venues including social media, email, local media outlets and appearances.

- Fiscal 2018 Objectives:**
- Schedule at least six safety classes for City employees.
 - Identify three public warning & information systems that provide cost-effective emergency notifications to residents.
 - Increase Twitter following by twenty percent.
 - Continue to participate in state-wide Earth, Wind & Fire exercises with Oklahoma Emergency Management.

General Fund - Emergency Management								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	118,713	123,553	126,724	135,735	99,161	132,869	(2,866)	(2.11%)
Material/Supplies	3,529	3,928	3,805	5,900	2,379	5,900	0	0.00%
Other Charges & Svcs	22,072	22,144	24,237	28,200	15,126	28,200	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>4,309</u>	<u>2,225</u>	<u>4,023</u>	<u>4,495</u>	<u>1,270</u>	<u>4,495</u>	<u>0</u>	<u>0.00%</u>
Department Total	148,622	151,850	158,789	174,330	117,936	171,464	(2,866)	(1.64%)

Approved Capital None

Approved Budget Variances from Prior Year

	<u>Increases</u>			<u>Decreases</u>
Retirement Plan 1		98		(3,071)
Health Insurance		<u>1,158</u>		(93)
				(22)
				<u>(936)</u>
				(4,122)
Total		1,256	Total	(4,122)
			Net Decrease	<u>(\$2,866)</u>

Personnel Summary:

Emergency Mgmt Supervisor	1	Custodian	1
Total Full Time Employees			2

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</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 2017 Accomplishments:**
- Hired and trained one new Communications Officers.
 - Handled 18,943 Police calls for service.
 - Handled 4,950 Fire/EMS calls for service.
 - Handled 1,221 calls for other city services, rural fire departments, outside agencies, etc.
 - Six Communications Officers were certified APCO Basic Telecommunicator 1 (2 year certification).
 - Two Communications Officers re-certified on International Association of Emergency Dispatch - 3 protocols.
 - Communications Center Manager attended training conference.
 - Two Communications Officers attended ASIST (Applied Suicide Intervention Skills Training).
 - Initiated first stages of internal Quality Assurance Program.

- Fiscal 2018 Objectives:**
- Maintain teletype certification for all Communications Officers.
 - Continue to send all Communications Officers through Pride Training at the Chamber of Commerce.
 - Continue to implement and improve Quality Assurance Program to ensure that we are providing the best service possible to the community.
 - Communications Center Manager will remain involved with New OK 911 Management Authority Board.
 - All Communication Officers will obtain and Maintain APCO (Association of Public Safety Communications Officials) Basic Telecommunicator certification.
 - Communications Officer will complete a minimum of 24 hours continuing education.

General Fund- Communications/911								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	472,082	477,766	477,343	565,995	392,718	555,556	(10,439)	(1.84%)
Material/Supplies	937	1,536	1,172	2,550	68	2,550	0	0.00%
Other Charges & Svcs	63,590	74,623	77,199	84,260	62,497	86,060	1,800	2.14%
Capital Outlay	0	0	27,105	0	0	0	0	0.00%
Transfers	998	998	998	998	748	998	0	0.00%
Department Total	537,607	554,923	583,817	653,803	456,031	645,164	(8,639)	(1.32%)

Approved Capital: None

Approved Budget Variances from Prior Year

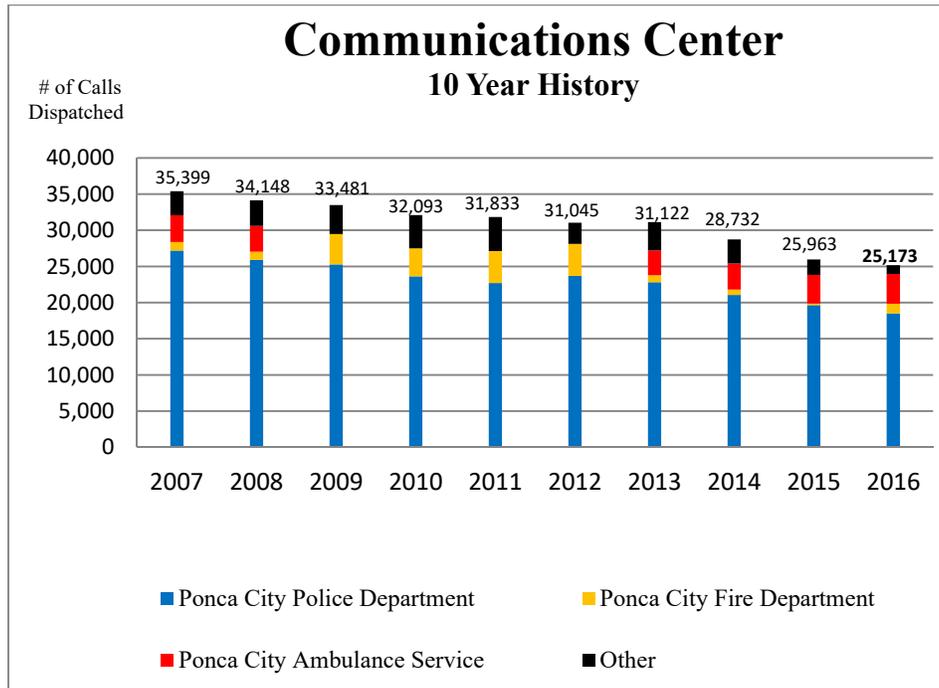
<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	466	Full Time Salaries	(6,014)
Life Insurance	125	FICA	(373)
OLETS Communications Maint	<u>1,800</u>	Medicare	(87)
		Health Insurance	(765)
		Workers Compensation	<u>(3,791)</u>
Total	2,391	Total	(11,030)
Net Decrease		<u>(\$8,639)</u>	

Personnel Summary:

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

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	11	11	11	11	11	11	11	11	11	11



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 2017 Accomplishments:

- Responded to 1,347 calls related to fire, rescue, or other citizen requests for assistance.
- Provided proper installation of 46 child safety seats in vehicles.
- Implemented a hydrant mapping application on all iPad devices used on apparatus whereby hydrants can be tracked for maintenance purpose and also be quickly located during a fire response.
- Completed 1,382 business inspections as the result of a bi-annual business inspection program.
- Engaged in a fire insurance classification re-rating process which resulted in the City of Ponca City retaining a Class 3 rating issued by the Insurance Services Office, Inc.
- Conducted officer training for thirty-three (33) personnel in preparation for future company officer roles.
- Placed into service a new brush truck apparatus which replaced the Departments existing 1995 model brush unit.
- Purchased 68 helmets, three thermal imaging cameras, a breathing air compressor, and two sets of E-draulic “Jaws of Life” extrication tools through grant funding obtained from the Federal Emergency Management Agency; total project cost was \$121,524.85.

Fiscal 2018 Objectives:

- Redevelop and implement a departmental policy that will evaluate all workplace injuries in an effort to identify underlying hazards and further advance emergent, as well as non-emergent, safety practices.
- Engage in collaborative training opportunities with neighboring volunteer fire service agencies with regard to interagency communications, water shuttle operations, and pre-emergency planning for industrial hazards in their respective areas.
- Implement a community-wide “Safety in the Home” program utilizing a Phillips 66 corporate donation to purchase and distribute smoke alarms, carbon monoxide detectors, and purchase fire prevention instructional aids for the Department’s public education activities.

General Fund - Fire Administration								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	4,668,599	5,016,632	5,135,283	5,008,243	3,930,040	5,018,206	9,963	0.20%
Material/Supplies	76,208	92,745	84,467	98,100	59,391	98,100	0	0.00%
Other Charges & Svcs	42,469	49,139	51,589	56,500	25,712	56,500	0	0.00%
Capital Outlay	102,968	108,289	176,279	110,000	144,630	113,000	3,000	2.73%
Transfers	<u>97,151</u>	<u>82,597</u>	<u>94,528</u>	<u>95,005</u>	<u>96,917</u>	<u>101,005</u>	<u>6,000</u>	<u>6.32%</u>
Department Total	4,987,396	5,349,403	5,542,146	5,367,848	4,256,690	5,386,811	18,963	0.35%

Approved Capital: Pumper Truck – Debt Service \$100,000
 Fire Hose \$13,000
 Floor Covering (Carpet) Stations #1, 2, 4 (CIP Fund) \$10,500

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>	
FICA	108	Full Time Salaries	(10,309)	
Medicare	6,365	Retirement Plan 4	(3,379)	
Retirement Plan 1	200	Workers Compensation	(33,066)	
Health Insurance	50,044	Gas Utilities	<u>(500)</u>	
Maintenance & Service Contract	500			
Misc Capital Outlay	3,000			
Transfer to City Garage	6,000			
Total	66,217	Total	(47,254)	
	Net Increase		<u>\$18,963</u>	

Personnel Summary:

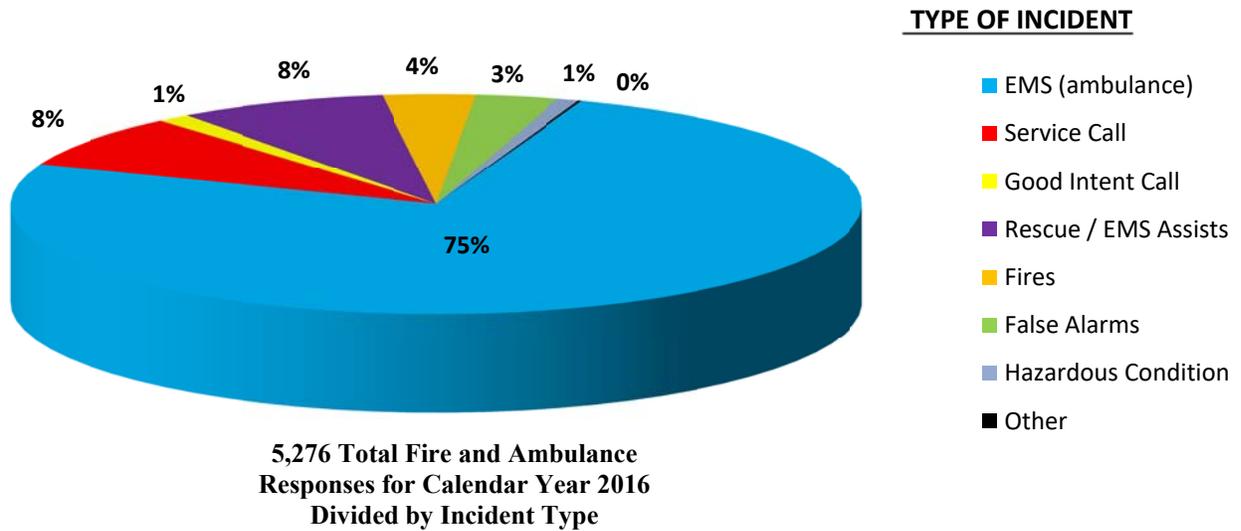
Fire Chief	1	Assistant Chief - Operations	3
Deputy Fire Chief	1	Captain	15
Division Chiefs		Lieutenant	12
Fire Marshall	1	Senior Driver	6
Fire Training	1	Driver	15
Emrg Medical Service	1	Administrative Secretary	1

Total Full Time Employees 57

Personnel History:

	<u>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	57	57	57	57	57	57	57	57	57	57

2016 Annual Emergency Response Analysis



Fire Department placed Brush Fire Truck in service on Sept 2016.

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 2017 Accomplishments:

- Responded to 4,112 emergency medical related calls.
- Provided recertification training to thirty (30) PCFD personnel in order to renew Emergency Medical Technician licensure issued by the Oklahoma Department of Health – EMS Division.
- Provided heart-saver level CPR training to sixteen (16) citizens of Ponca City and surrounding areas.
- Engaged in training activities that provided all personnel with current CPR guidelines in accordance with recommended practices established by the American Heart Association.
- Participated in four (4) quality assurance meetings with AllianceHealth Hospital in an effort to more quickly identify patients in need of acute cardiac care prior to arrival at the hospital.
- Assisted AllianceHealth through interagency collaboration as they endeavor to maintain chest pain accreditation status.
- Implemented utilization of a new on-line version of the Oklahoma Department of Health’s electronic patient care reporting software.
- Renegotiated for continuance of outsourced medical billing services which now incorporates refined billing technologies and provides a more user-friendly printed statement format.
- Refined fleet operational practices to maximize the utility of newer units for critical care transports to distant facilities.
- Placed a new ambulance into service which is equipped with a specialized patient loading system that will afford additional safety measures for personnel, as well as the patient, as the patient is loaded into the ambulance prior to transport.

Fiscal 2018 Objectives:

- Implement a departmental policy that involves review and post incident follow-up for instances of exposure, or possible exposure, from patients with a known or prospective communicable disease.
- Evaluate the placement of medical supplies and equipment on all ambulances and standardize the location of those supplies to insure fleet uniformity.
- Place into service a LifePac 15 heart monitor.

General Fund - Fire/Ambulance								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	737,855	687,818	506,434	865,741	501,303	813,804	(51,937)	(6.00%)
Material/Supplies	71,143	65,827	74,683	80,000	56,221	81,500	1,500	1.88%
Other Charges & Svcs	61,236	62,832	64,070	101,300	59,473	104,800	3,500	3.46%
Capital Outlay	144,309	115,088	39,362	172,500	171,937	40,000	(132,500)	(76.81%)
Transfers	<u>91,886</u>	<u>127,717</u>	<u>49,229</u>	<u>90,000</u>	<u>64,499</u>	<u>90,000</u>	<u>0</u>	<u>0.00%</u>
Department Total	1,106,428	1,059,282	733,778	1,309,541	853,433	1,130,104	(179,437)	(13.70%)

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

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Medical Supplies	1,500	Retirement Plan 3	(17,827)
Maintenance & Service Contract	3,500	Retirement Plan 4	(2,496)
Special Purpose Equipment	<u>32,500</u>	Health Insurance	(25,345)
		Life Insurance	(993)
		Workers Compensation	(5,276)
		Ambulances	<u>(165,000)</u>
Total	37,500	Total	(216,937)

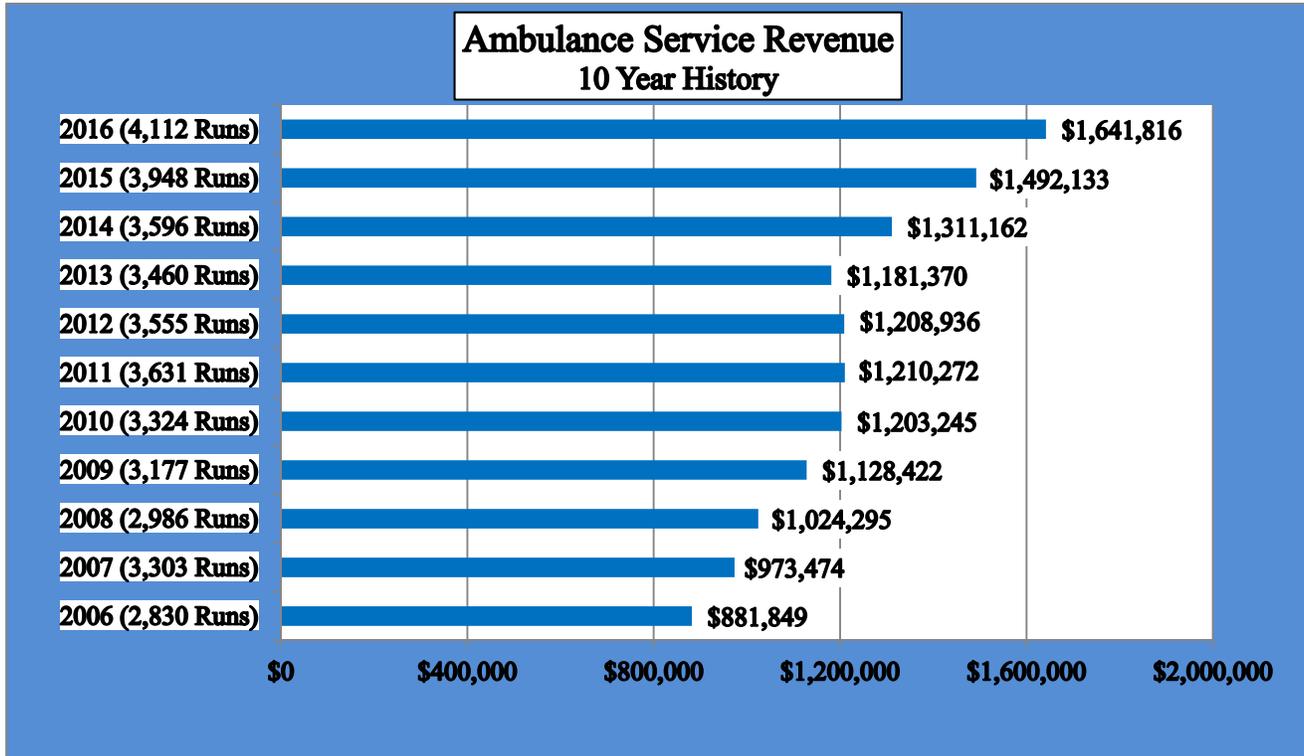
Personnel Summary:

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

Total Full Time Employees 12

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	12	12	12	12	12	12	12	12	12	12



Rates increase occurred in 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.

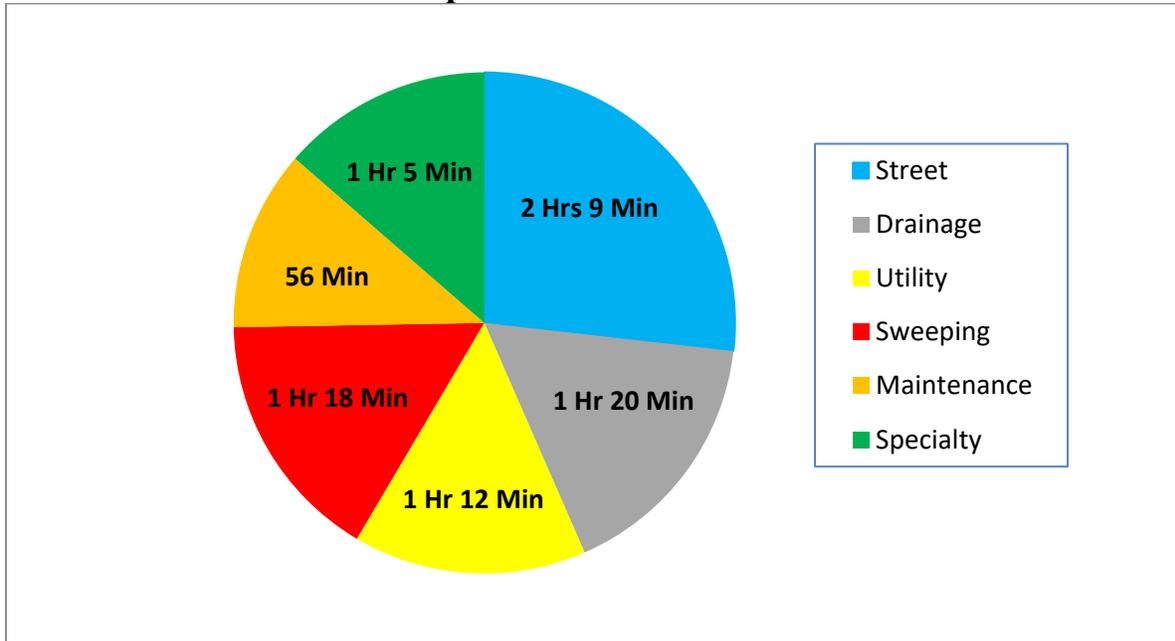
Fiscal 2017 Accomplishments:

- Demolished four houses under the Federal Emergency Management Agency program that eliminates flooding at repetitive loss properties.
- Reshaped and cleaned out the channels in the Cremer's detention pond located on Union Street. Replaced broked concrete areas in the drainage channel in accordance with the stormwater dam inspection.
- Cleaned out a section of drainage ditch along with installing additional drainage pipe located at Albany and Union intersection to eliminate localized flooding problems.
- Installed new French drains and a slotted surface drain to eliminate runoff from the Big Spring area to reach the roadway of South Avenue.
- Completed a chip and seal project at Lake Ponca from Windmill Cove to the VFW.
- Completed 9 lane miles of streets with the chip and seal process.
- Removed 973 yards of brick paving on Elm Street from Otoa to Ponca for the street reconstruction.
- Realigned a drainage channel from just south of the Airport to Liberty Street to alleviate stormwater flows in that area.
- Swept 23,782 city blocks and removed 4,677 cubic yards of debris.
- Repaired utility cuts using 268 tons of asphalt and 206 yards of concrete.

Fiscal 2018 Objectives:

- Remove the brick paving on Elm Street from Ponca to Oklahoma in conjunction with a Street Improvement project.
- Continue to partner with the Stormwater Division to stay in Oklahoma Department of Environmental Quality compliance as well as continue to maintain all stormwater runoff within the City.
- Crack and seal eight lane miles of streets.
- Chip and seal approximately ten lane miles.
- Repair all utility cuts within 30 days.
- Replace 1,000 feet of curb in the curb and gutter replacement program.

2016 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>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	21	21	21	20	20	20	20	20	20	20
Explanation:	FY 11/12 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 2017 Accomplishments:

- Completed the survey, engineering, design, plan preparation, bidding, construction oversight and inspection of Redbud Park Walking Trails reconstruction project.
- Provided construction oversight and inspection for the construction of the Sykes Boulevard Extension project, Roadway and Drainage Improvements in the Airport Industrial Park.
- Completed the survey, engineering, design, plan preparation, bidding, construction oversight and inspection of the water line and street reconstruction project on Lincoln Street from Central Avenue to Oklahoma Avenue.
- Completed the survey, engineering, design, plan preparation, bidding, construction oversight and inspection of the water line and street reconstruction project on Elm Street from Ponca Avenue to Oklahoma Avenue.
- Provided final documentation for the necessary activities of the Community Rating System (CRS), as part of the National Flood Insurance Program, to maintain the City's current status as a Class 5 CRS Community. The confirmation for continuance as a Class 5 was received in 2017.
- Completed the survey, design, and plan preparation and construction oversight for the construction of a new groundwater drainage system along South Avenue from 12th Street to 14th Street.
- Prepared specifications and bidding documents and completed the construction oversight for the demolition of the Hutchins Memorial Auditorium that was located at 5th Street and Overbrook Avenue.
- Provided technical assistance to the Grants Coordinator for various grant projects including a hazard mitigation grant project to acquire and demolish two repetitive flood loss residential properties and the Attucks Community splash pad park.
- Provided plan review, City regulation guidance and GIS data assistance for various economic development project in Ponca City including Highland Estates Subdivision, Ponca City Schools Concert Hall, La Quinta Hotel and Hampton Inn Hotel.

Fiscal 2018 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 Sales tax budget.
- Assist the Grants Coordinator and Emergency Management Director with grants submittals and the completion of Hazard Mitigation projects as needed.
- Continue maintenance of the necessary activities of the Community Rating System (CRS) in the effort to maintain the CRS rating for Ponca City, in order

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 2017 Accomplishments:

- Installed battery backup for traffic signals at 14th & Knight, South Av. & Waverly, and Highland & Waverly.
- Continued seventh year of ten year program to replace non-compliant street name markers under routine maintenance schedule.
- Completed traffic signal renovation project at four intersections in the central business district.
- Contracted 199,030 linear feet of pavement markings on major street system.
- Produced 904 traffic control signs and 2,969 special signs/decals for city departments and other governmental agencies.
- Replaced 504 traffic control signs and 337 street name markers under routine maintenance program.
- Conducted 14 battery backup tests, 36 conflict monitor tests, and 53 emergency vehicle preemption tests under routine traffic signal maintenance program.

Fiscal 2018 Objectives:

- Continue battery backup installation at traffic signals at high volume intersections.
- Contract for \$100,000 of pavement striping on major streets.
- Complete median revisions at 14th & Hartford to increase sight distance for left turning devices.

General Fund - Traffic Engineering								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Personal Services	348,839	360,047	361,962	393,574	282,602	401,174	7,600	1.93%
Material/Supplies	34,123	41,428	42,524	45,200	24,416	45,200	0	0.00%
Other Charges & Svcs	3,214	3,001	2,105	6,120	2,588	5,720	(400)	(6.54%)
Capital Outlay	13,495	0	10,094	5,500	4,571	0	(5,500)	(100.00%)
Transfers	<u>20,190</u>	<u>15,461</u>	<u>15,963</u>	<u>16,973</u>	<u>7,539</u>	<u>15,973</u>	<u>(1,000)</u>	<u>(5.89%)</u>
Department Total	<u>419,860</u>	<u>419,938</u>	<u>432,648</u>	<u>467,367</u>	<u>321,715</u>	<u>468,067</u>	<u>700</u>	<u>0.15%</u>

Approved Capital: None

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 1	534	Full Time Salaries	(4,148)
Health Insurance	14,515	FICA	(519)
Telephone Service Local	<u>30</u>	Medicare	(20)
		Workers Compensation	(2,762)
		Gas Utilities	(430)
		Misc Capital Outlay	(5,500)
		Transfer to City Garage	<u>(1,000)</u>
Total	15,079	Total	(14,379)
	Net Increase	<u>\$700</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>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>	<u>2016-17</u>	<u>2017-18</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 2017 Accomplishments:**
- Edged approximately 45 miles of arterial roadway curbs three times per growing season (May, July, September).
 - Rebuilt gate on North side of Lake Ponca.
 - Replenished and leveled sand on Lake Ponca swim beach.
 - Began maintaining new Veteran’s Plaza located downtown.
 - Qualified for Tree City USA 11 year status.
 - Remodeled west greenhouse.
 - Held Arbor Day celebration at War Memorial Park with Roosevelt School.
 - Added more perennials and shrubs throughout city to reduce annual plantings to save on labor and cost for the future.
 - Attended plant conferences at OSU.

- Fiscal 2018 Objectives:**
- Continue to maintain Tree City USA certification.
 - Continue to plant shrubs and perennials to reduce annual plantings to save on labor and cost for the future.
 - Continue to attend educational seminars for horticulture to learn up to date procedures to save money on plant replacement.
 - Repaint interior Lake Ponca Park restrooms by May 2017.
 - Repaint interior West Side Lake Ponca restrooms by November 2017.

- Budget Highlights:**
- Received a \$60,000 grant from Phillips 66 for the design, purchase, and installation of a musical themed playground at Garfield Park.

General Fund - Park Maintenance								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	1,124,563	1,171,510	1,226,731	1,354,478	944,081	1,385,053	30,575	2.26%
Material/Supplies	70,061	77,084	80,758	85,800	57,596	87,775	1,975	2.30%
Other Charges & Svcs	21,961	24,535	21,781	33,975	15,683	32,000	(1,975)	(5.81%)
Capital Outlay	138,857	74,604	53,036	20,000	16,693	35,000	15,000	75.00%
Transfers	<u>115,413</u>	<u>109,437</u>	<u>94,489</u>	<u>114,870</u>	<u>76,525</u>	<u>104,870</u>	<u>(10,000)</u>	<u>(8.71%)</u>
Department Total	1,470,855	1,457,171	1,476,795	1,609,123	1,110,579	1,644,698	35,575	2.21%

Approved Capital: Lake Ponca Deep Water Launch Ramp (Hotel/Motel Tax) \$50,000
 Middle Greenhouse Renovation \$20,000
 Trees (100) \$15,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Part Time Salaries	18,000	Full Time Insurance	(13,719)
Overtime	2,000	ICMA Retirement City	(263)
FICA	356	Workers Compensation	(9,386)
Medicare	91	Office Supplies	(800)
Retirement Plan 1	1,311	Computer Supplies	(200)
Health Insurance	32,185	Medical Supplies	(225)
Food Supplies	125	Hand Tools	(500)
Landscape Supplies	800	Grounds Maintenance	(1,000)
Equipment & Tools Maint	4,025	Misc Repair & Maint	(250)
Misc Utilities	200	Travel Expenses	(2,275)
Telephone Service Local	100	Pickup Trucks	(5,000)
C/O Land Improvements	15,000	Misc Capital Outlay	(5,000)
C/O Bldg & Impr	<u>10,000</u>	Transfer to City Garage	<u>(10,000)</u>
Total	84,193	Total	(48,618)
Net Increase		<u>\$35,575</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>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	24	24	24	23	23	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 2017 Accomplishments:

- Held bi-weekly in-service training for seasonal pool staff.
- Hosted “Summer Sizzler” swim meet on July 10-12, 2016 with approximately 300 swimmers representing 10 cities.
- Implemented use of swim passes for the 2016 swim season.

Fiscal 2018 Objectives:

- Continue bi-weekly in-service training for season staff.
- Provide host site for the “Summer Sizzler” swim meet.
- Continue selling pool passes.

General Fund - AMBUC Pool								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Personal Services	47,709	43,545	50,263	56,420	31,333	57,582	1,162	2.06%
Material/Supplies	13,665	12,247	10,783	15,000	5,144	15,000	0	0.00%
Other Charges & Svcs	245	249	232	300	211	300	0	0.00%
Capital Outlay	0	9,369	0	30,000	31,313	0	(30,000)	(100.00%)
Department Total	61,619	65,410	61,278	101,720	68,001	72,882	(28,838)	(28.35%)

Approved Capital: None



Approved Budget Variances from Prior Year

	<u>Increases</u>			<u>Decreases</u>
Part Time Salaries	2,500	Workers Compensation		(1,664)
FICA	258	Special Purpose Equipment		<u>(30,000)</u>
Medicare	<u>68</u>			
Total	2,826	Total		(31,664)

Net Decrease (\$28,838)

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		

*Water Safety Instructor

Total Part Time Employees 13

Personnel History: No Full Time Employees

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 2017 Accomplishments:**
- Held Annual “Daddy Long Leg’s “5K Fun, Run/Walk held on Thanksgiving Day at Wentz Camp with 105 participants.
 - Sponsored the First Annual Kaleidoscope 5k Kolor Run/Walk on April 9, 2016 with 450 participants.
 - Held the 11th Annual Veteran’s Day luncheon on Nov 11, 2016 at the Senior Center with 105 attendees.
 - Coordinated the 8th Annual Older American month activities in May with 73 participants.
 - Scheduled 350 Medicare Part D appointments.
 - Sponsored three City Employee health and wellness activities: “Personal Challenge” blackout bingo, Employee Oklahoma Route 66 Walk, and All Employees Day on January 7, 2017 at the Ponca City Aquatics & Family Center.

- Fiscal 2018 Objectives:**
- Hold the Seventh Annual “Daddy Long Legs” 5K Fun Run/Walk on Thanksgiving Day at Wentz Camp.
 - Sponsor the 2nd Annual Kaleidoscope 5k Run/Walk on May 6, 2017.
 - Continue to provide health and wellness activities for city employees.
 - Expand the Medicare Part D assistance program through increased public awareness beginning September 2017.
 - Sponsor Seniors Giving Bank to the Community project.

General Fund - Recreational Programs								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Personal Services	211,559	222,814	228,105	246,515	180,193	244,858	(1,657)	(0.67%)
Material/Supplies	17,397	18,353	26,000	23,235	15,432	23,235	0	0.00%
Other Charges & Svcs	36,558	30,784	28,535	52,650	18,752	47,650	(5,000)	(9.50%)
Capital Outlay	32,097	0	6,500	30,000	0	35,000	5,000	16.67%
Transfers	<u>7,307</u>	<u>6,604</u>	<u>6,587</u>	<u>8,499</u>	<u>4,874</u>	<u>7,499</u>	<u>(1,000)</u>	<u>(11.77%)</u>
Department Total	304,919	278,555	295,727	360,899	219,252	358,242	(2,657)	(0.74%)

Approved Capital: Resurface Tennis Courts 1-5 \$35,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	203	Full Time Salaries	(1,164)
Health Insurance	1,208	FICA	(110)
C/O Building Addition & Impr	<u>5,000</u>	Medicare	(18)
		Workers Compensation	(1,776)
		Recreation Officials	(5,000)
		Transfer to City Garage	<u>(1,000)</u>
Total	6,411	Total	(9,068)
Net Decrease		<u>(\$2,657)</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>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	3	3	3	3	3	3	3	3	3	3

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 2017 Accomplishments:**
- Served as host site for 2M2L Back to School Bash on August 27, 2016 with 400 student participants.
 - Implemented use of swim passes for 2016 swim season.
 - Held two “Full Moon Over Wentz” Free Family Swims on June 26, 2016 and July 25, 2016 with over 500 citizens attending each event.
 - Provided bi-weekly in-service training for seasonal employees.

- Fiscal 2018 Objectives:**
- Continue host site for 2M2L Back to School Bash on August 26, 2017.
 - Provide two “Full Moon Over Wentz” free family swims.
 - Continue in-service training for seasonal pool employees.
 - Continue selling pool passes.

General Fund - Wentz Camp								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	57,620	45,786	39,876	69,305	36,583	70,920	1,615	2.33%
Material/Supplies	21,867	18,142	24,923	27,495	7,128	27,495	0	0.00%
Other Charges & Svcs	2,377	1,970	2,133	3,080	1,380	3,080	0	0.00%
Capital Outlay	0	45,461	0	6,000	4,625	6,000	0	0.00%
Transfers	<u>3,165</u>	<u>2,782</u>	<u>2,148</u>	<u>4,177</u>	<u>1,550</u>	<u>3,677</u>	<u>(500)</u>	<u>(11.97%)</u>
Department Total	85,030	114,141	69,080	110,057	51,266	111,172	1,115	1.01%

Approved Capital: ADA Pool Ladder \$6,000

Approved Budget Variances from Prior Year

	<u>Increases</u>			<u>Decreases</u>
Full Time Salaries	2,552	Workers Compensation		(1,152)
FICA	168	Machinery & Equipment		(6,000)
Medicare	47	Transfer to City Garage		<u>(500)</u>
Special Purpose Equipment	<u>6,000</u>			
Total	8,767	Total		(7,652)
	Net Increase			<u>\$1,115</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 2017 Accomplishments:

- Improved storage and display of American Indian artifacts with lower light levels, support for delicate items, and better identification.
- Created six new museum displays: Louise Fluke and the Oklahoma Flag; 1930s Aerial Map of Ponca City; and American Indian displays of Princess Atalie, Ponca Dance, Children's Items, and Northeast Tribes.
- Hosted two Oklahoma State University interns to research and document archeological artifacts in keeping with their field of study requirements.
- Mailed and emailed flyers to public schools, private schools, and homeschool organizations regarding Marland's Grand Home museums, tours, Look and Learn scavenger hunts, and Listen and Learn lecture programs.
- Presented 26 Listen and Learn power point lecture programs representing the topics of Henry Hatashita and the Marland Gardens, 100 Year History of the Marland's Grand Home, the History of the Ponca Tribe, and the Creation of the Oklahoma Flag.
- Presented a program at the Mountain Plains Museum Conference in Oklahoma City.
- Repaired and replaced east and west slopes of upper second story tile roof, added exterior awning for sun protection on east terrace, and caulked all exposed cracks in exterior stucco.

Fiscal 2018 Objectives:

- Redesign drainage on the east terrace ground level through removal of existing 1916 channel guttering and replacement with a more efficient concrete system.
- Develop Mystery at the Museum photo pieces in the Ponca City News to encourage awareness and increase curiosity in museum exhibits.
- Implement two new Touch and Feel hands-on displays: Deer Hides/Parts and Beadwork/Fabrics used by the American Indians.
- Continue to build a better appreciation for the home and its architecture as a historic house/museum, develop more authentic and accurate museum space, and create a more desirable special events and meeting space venue.
- Continue to identify and restore structural issues, as well as provide preventative maintenance.
- Continue to inventory all artifacts/items with more accurate descriptions and labels.

- Continue to seek museum expertise/training for staff from other like-minded Oklahoma institutions, such as the Gilcrease Museum, the Oklahoma Western Heritage Center, the Chickasaw Culture Center, the Oklahoma Historical Society and the Oklahoma Museums Association.

General Fund - Marland's Grand Home								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	30,894	69,104	81,736	144,425	95,917	154,195	9,770	6.76%
Material/Supplies	4,710	5,785	6,550	6,620	4,000	6,620	0	0.00%
Other Charges & Svcs	10,239	8,036	8,140	11,832	6,658	10,164	(1,668)	(14.10%)
Capital Outlay	7,606	4,050	0	40,000	36,595	20,000	(20,000)	(50.00%)
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	56,812	90,338	99,789	206,240	145,692	194,342	(11,898)	(5.77%)

Approved Capital: East Terrace Sidewalk and Drainage Repairs \$20,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1		136	Full Time Salaries	(1,910)
Health Insurance		12,524	FICA	(88)
Life Insurance		<u>144</u>	Medicare	(30)
			Workers Compensation	(1,006)
			Gas Utilities	(1,668)
			C/O Building Addition & Impr	<u>(20,000)</u>
		Total	Total	(24,702)
		12,804		
			Net Decrease	<u>(\$11,898)</u>

Personnel Summary:

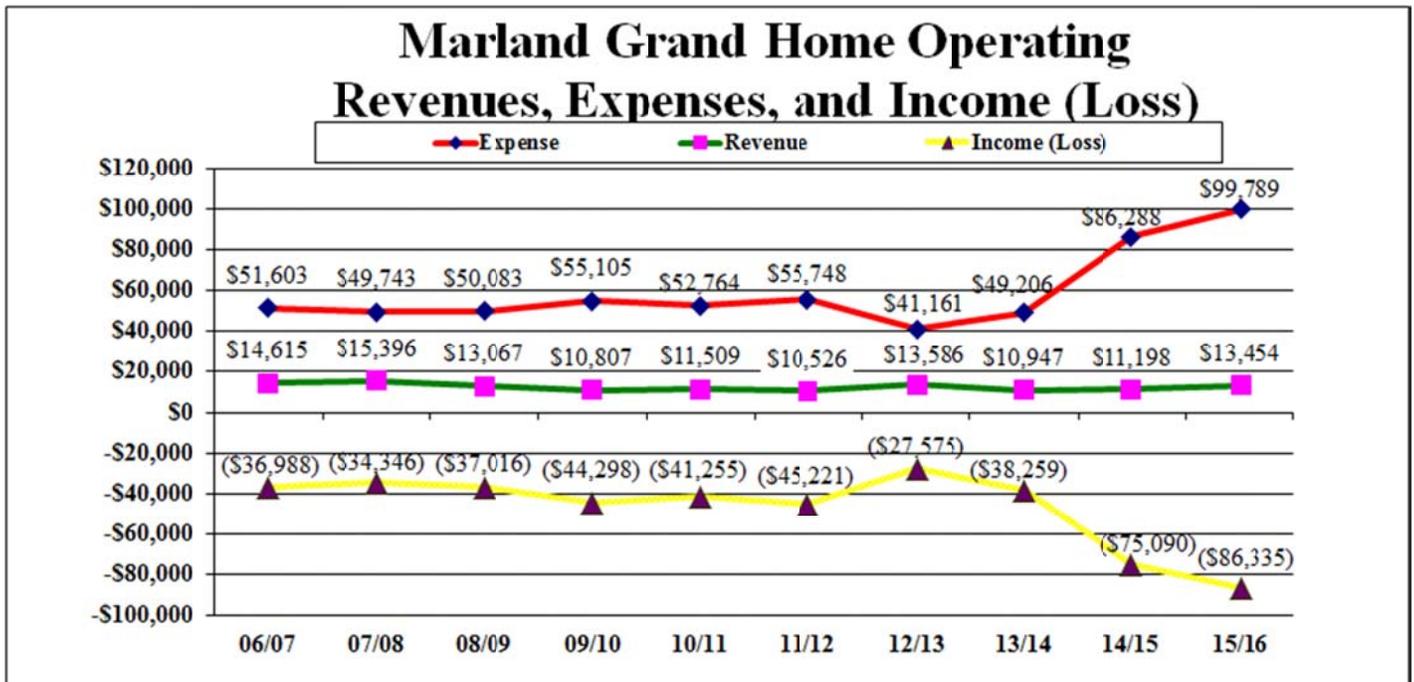
Assistant Director	1	Operation Assistant	1
Maintenance Technician	1		

Total Full Time Employees 3

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	1	1	1	1	1	1	2	2	3	3

Explanation: FY 14/15 a position of Assistant Director was created.
FY 16/17 Hutchins Memorial Maintenance Technician moved to Marland Grand Home



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 2015/16 utility expense was approximately \$7,278.



Marland's Grand Home is located at 1000 East Grand Avenue.

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 2017 Accomplishments:**
- Provided more than 10 programs to community groups such as Leadership Ponca City, Rotary, Wall Street Ladies, and the Kiwanis.
 - Replaced approximately 4,500 square feet of ceiling tiles in the upper level.
 - Provided over 25,000 checkouts of downloadable materials through the Oklahoma Virtual Consortium to Ponca City residents.
 - Provided over 20,000 downloaded magazines through Zinnio to library card holders.
 - Logged over 400 hours with more than 180 registered seats on the Rosetta Stone interactive language learning database, since initial subscription.
 - Reviewed and updated the Library’s electronic database collection, adding Learning Express and Valueline, both of which are accessible from home.
 - Initiated a series labeling project to improve access to print collections.
 - Provided income tax preparation services to approximately 1,000 people in partnership with VITA (Volunteer Income Tax Assistance.)
 - Completed a condition assessment of the Matzene Art Collection.
 - Completed an age and condition survey of the print collections.
 - Hosted 2 traveling exhibitions.
 - Added electronic access cards and library fax services.
 - Created Quiet Zones, in a process identifying appropriate noise and activity levels throughout the facility.
 - Achieved a two day turnaround for processing materials from postal delivery to the new book shelves.
 - Created more than 120 displays and had over 14,000 responses in passive programming materials.
 - Increased collection turnover rate from 2.4 to 2.8 by January 2017.
 - Provided a wide variety of activities and programs, such as Book Club, Murder Mysteries, Sewing Circle, Computer lab training sessions, Gingerbread workshops, and Outreach to adults in assisted living facilities.

- Fiscal 2018 Objectives:**
- Create a new three year Library planning document by July 2018.
 - Increase the circulation per capita from 7.9 to 9.00 by January 2018.
 - Assess ways to increase accessibility of services and collections by evaluating current Spanish language materials, forms and signage by July 2018.

General Fund - Library								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	624,675	598,401	641,096	710,431	514,218	694,226	(16,205)	(2.28%)
Material/Supplies	186,308	179,487	191,829	193,500	102,669	193,500	0	0.00%
Other Charges & Svcs	82,865	78,977	73,992	79,900	56,497	79,900	0	0.00%
Capital Outlay	0	2,600	18,087	8,000	5,455	22,200	14,200	177.50%
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	912,481	878,098	943,637	1,010,464	692,814	1,008,459	(2,005)	(0.20%)

Approved Capital:	Library VOIP Handsets	\$7,000
	Wireless Access Points	\$6,000
	Handrail Improvements	\$5,500
	Fence Replacement	\$3,700

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Part Time Salaries	724	Full Time Salaries	(9,538)
Retirement Plan 1	322	FICA	(443)
Office Furnishings	200	Medicare	(96)
Travel Expenses	200	ICMA Retirement City	(109)
Computer Services	1,000	Health Insurance	(1,728)
Computer Capital Expense	13,000	Workers Compensation	(5,337)
Special Purpose Equipment	5,500	Computer Supplies	(200)
Misc Capital Outlay	<u>3,700</u>	Gas Utilities	(200)
		Office Equip & Maint Service	(1,000)
		Copiers	<u>(8,000)</u>
Total	24,646	Total	(26,651)
	Net Decrease		<u>(\$2,005)</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>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	11	11	11	11	11	11	11	11	11	11

	2006	2007	2008	2009	2010	2011	2012	2013	2013	2014	2015	2016
Circulation per Capita	9.92	9.99	9.93	9.81	9.88	9.13	8.86	9.03	9.03	8.17	7.95	8.46
Program Attendance Per Capita	.35	.37	.29	.35	.28	.30	.68	.92	.92	.61	.38	.79
Reference Transactions	.87	.71	.67	.71	.75	.71	.70	.48	.48	.52	.56	.32
Collection Turnover Rate	2.91	2.88	2.62	2.54	2.55	2.73	2.44	2.55	2.55	2.51	2.45	2.6
Collection Size Per Capita	3.41	3.47	3.77	3.35	3.88	3.34	3.62	3.53	3.53	3.24	3.24	3.26
Library Cards % of Community	76%	75%	69%	73%	73%	72%	69%	67%	67%	68%	53%	59%

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 2017 Accomplishments:

- Provided 100 lifejackets to children by partnering with United Way during the state grant funded Health Literacy program.
- Applied for two continuing education grants from the Oklahoma Department of Libraries.
- Worked with VITA volunteers to bring funding for the Library and the Friends of the Library through Phillips66 and ConocoPhillips volunteer grant programs.
- Applied for financial support from two new funding sources.
- Completed a ceiling tile replacement project with donor funding.
- Provided family science and nature programming through grants from the Oklahoma City zoo.
- Provided over 85 programs to 4,550 children with support from the Children's Reading Trust, the IMLS/Oklahoma Department of Libraries, and the Friends of the Ponca City Library.
- Provided new theme kits and book club kits for extended checkouts.
- Provided reading incentives and adult programs with support from the Friends of the Ponca City Library.
- Library Director attended a grant training workshop at the Oklahoma Department of Libraries.
- Provided the annual Children's Rodeo and Touch- A- Truck event to over 800 participants with community participation from departments of the City of Ponca City, the Rodeo Foundation, community business partners and the Friends of the Ponca City Library.

Fiscal 2018 Objectives:

- Augment category 2 & 3 budgets at least by an additional 10% through grants, gifts, and program sponsorships.
- Provide a community resource fair in summer 2017 utilizing community partners and local businesses.
- Apply for at least one additional grant organizations during FY 2018.

Special Revenue - Library Grant Fund								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Grant Revenue	8,341	305,080	104,987	20,000	5,926	20,000	0	0.00%
Total Revenues:	8,341	305,080	104,987	20,000	5,926	20,000	0	0.00%
EXPENDITURES								
Material & Supplies	51,364	41,557	34,685	5,000	15,599	5,000	0	0.00%
Other Charges & Svcs	24,064	23,922	34,602	15,000	12,937	15,000	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Total Expenditures:	75,428	65,479	69,288	20,000	28,535	20,000	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases

Decreases

Total

0

Total

0

Net Increase

\$0



Cover art for brochures for *On Your Build a Better World*.
 The 2017 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 2017 Accomplishments:**
- Provided professional staff training at the Public Library Association and at the Polaris User Group conference.
 - Provided staff memberships in the Oklahoma Library Association.
 - Provided new downloadable materials through the Oklahoma Virtual Library Consortium.
 - Library staff participated in the Oklahoma Library Association Legislative Committee.
 - Library staff worked to comply with eligibility requirements to receive state Aid funding.
 - Provided materials for programs and displays.
 - Library staff provided regular updates to staff and board members relating to potential issues relating to Library funding.

- Fiscal 2018 Objectives:**
- Contact state legislators on library issues at least twice a year.
 - Maintain the Library’s eligibility for state appropriated grants and aid.
 - Develop alternate revenue source to offset any anticipated decline in state aid funding.

Special Revenue - Library State Aid								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Trust Revenue	<u>14,879</u>	<u>13,947</u>	<u>12,963</u>	<u>16,000</u>	<u>10,929</u>	<u>12,000</u>	<u>(4,000)</u>	<u>(25.00%)</u>
Total Revenues:	<u>14,879</u>	<u>13,947</u>	<u>12,963</u>	<u>16,000</u>	<u>10,929</u>	<u>12,000</u>	<u>(4,000)</u>	<u>(25.00%)</u>
EXPENDITURES								
Material & Supplies	8,379	7,966	4,652	6,000	1,239	4,000	(2,000)	(33.33%)
Other Charges & Svcs	<u>6,500</u>	<u>5,981</u>	<u>7,000</u>	<u>10,000</u>	<u>2,107</u>	<u>8,000</u>	<u>(2,000)</u>	<u>(20.00%)</u>
Total Expenditures:	<u>14,879</u>	<u>13,947</u>	<u>11,651</u>	<u>16,000</u>	<u>3,347</u>	<u>12,000</u>	<u>(4,000)</u>	<u>(25.00%)</u>

Approved Budget Variances from Prior Year:

Increases

Decreases

Office Supplies	(500)
Books & Periodicals	(1,500)
Misc Other Charges	<u>(2,000)</u>

Total	0	Total	(4,000)
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Net Decrease (\$4,000)

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 2017 Accomplishments:**
- Funded all necessary repairs to city streets using 113 yards of concrete and 637 tons of asphalt.
 - Funded 830 feet of curb and gutter replacement throughout the city.
 - Funded 9 lane miles of crack sealing on city streets.
 - Funded repairs to 855 blocks of city maintained alleys, while using 220 tons of TBSC oil and 1,108 cubic yards of asphalt millings.
 - Funded repairs to utility cuts using 206 yards of concrete and 268 tons of asphalt.
 - Funded 11 miles of chip and seal repair on City streets.

- Fiscal 2018 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	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
County Mtr Veh Tax	191,775	188,697	179,549	188,000	113,523	180,000	(8,000)	(4.26%)
State Gasoline Tax	45,455	46,279	48,449	45,000	28,711	47,000	2,000	4.44%
Misc Receipts	<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:	237,230	234,975	227,997	233,000	142,234	227,000	(6,000)	(2.58%)
EXPENDITURES								
Material & Supplies	138,411	158,191	230,457	288,000	112,254	288,000	0	0.00%
Other Charges & Svcs	243	2,222	0	15,000	0	15,000	0	0.00%
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>265,000</u>	<u>178,974</u>	<u>110,000</u>	<u>(155,000)</u>	<u>(58.49%)</u>
Total Expenditures:	138,654	160,414	230,457	568,000	291,228	413,000	(155,000)	(27.29%)

Approved Capital: Single Axle 5-7 Yard Dump Truck \$110,000

Approved Budget Variances from Prior Year:

Increases

Decreases

Special Purpose Vehicles (155,000)

Total 0

Total (155,000)

Net Decrease (\$155,000)

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 2017 Accomplishments:

- Continued to review required court dates to insure that defendants were complying with court-ordered requirements/programs as ordered by the judge.
- Utilized local drug testing facilities for court ordered drug testing at designated intervals.
- Continue to fund contract with Northern Oklahoma Youth Services on Youth Intervention programs.
- Utilized private counselors via Sooner Care to address necessary issues in behavior of defendants.

Fiscal 2018 Objectives:

- Maintain filing notifications to the Office of the Juvenile Affairs to keep their office informed of case being processed through our court as per the signed agreement between OJA/District Court and the City of Ponca City.
- Work in conjunction with new City Prosecutor for developing procedures and guidelines on case filings, amendments and trial procedure.
- Continue to process cancellations for failure to follow a court order such as, failure to pay fines, complete counseling sessions, anger management issues, etc.

Special Revenue - Special Projects Fund - Juvenile Fines								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Juvenile Fines	24,181	22,821	21,970	21,700	18,087	20,000	(1,700)	(7.83%)
Misc Receipts	<u>81</u>	<u>421</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	24,262	23,241	21,970	21,700	18,087	20,000	(1,700)	(7.83%)
EXPENDITURES								
Personal Services	15,673	16,610	17,898	4,500	0	5,000	500	11.11%
Material & Supplies	1,162	1,664	688	1,400	324	0	(1,400)	(100.00%)
Other Charges & Svcs	<u>15,767</u>	<u>15,740</u>	<u>15,125</u>	<u>15,800</u>	<u>11,250</u>	<u>15,000</u>	<u>(800)</u>	<u>(5.06%)</u>
Total Expenditures:	32,602	34,014	33,710	21,700	11,574	20,000	(1,700)	(7.83%)

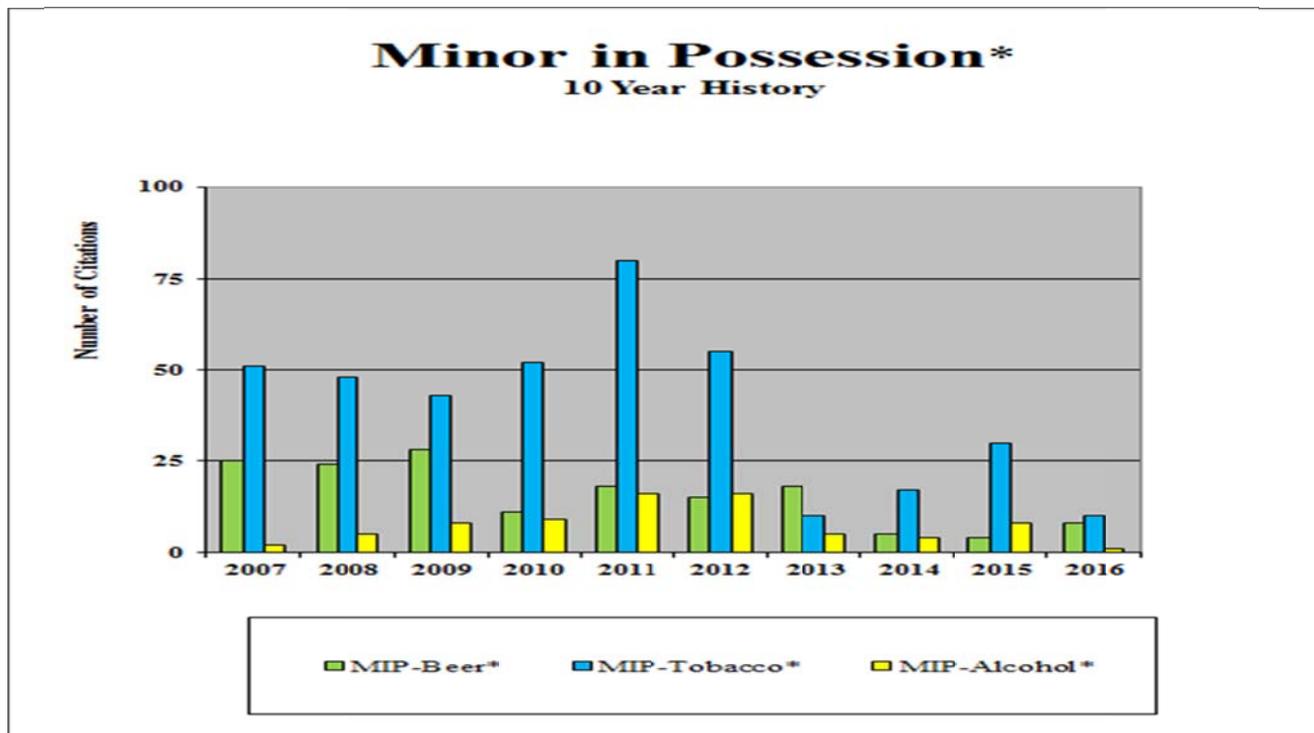
Approved Capital:

None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Contract Labor	<u>500</u>		Office Supplies (1,000)
			Postage (400)
			Education & Training <u>(800)</u>
Total	500		Total (2,200)
Net Decrease		<u>(\$1,700)</u>	

Personnel Summary: Juvenile fines fund the alternate, part-time municipal judge



Juvenile Caseload Ten Calendar Year Comparison

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Assault and Battery	117	63	67	65	67	55	45	45	41	46
MIP-Beer*	25	24	28	11	18	15	18	5	4	8
MIP-Tobacco*	51	48	43	52	80	55	10	17	30	10
MIP-Alcohol*	2	5	8	9	16	16	5	4	8	1
Petit Larceny	38	40	54	53	48	49	46	32	38	25
Public Intoxication	32	30	28	46	53	35	14	8	21	15
Trespassing	14	6	9	3	3	4	14	6	6	6
Vandalism	26	19	29	19	24	8	96	19	20	19
Curfew	119	146	146	81	76	118	62	21	44	23
Poss of Paraphernalia						12	16	14	10	7
Poss of Marijuana						10	15	21	11	13
Obstructing						2	1	8	4	5
False Information						3	3	1	2	3
Sell or give beer under 21						1	0	0	0	0
Harrassment via Tele/Elec						0	0	1	9	6
Allow Animal Attack/Bite						0	0	1	0	0
Resisting Arrest									1	<u>1</u>
Disturb Peace (Fighting/Language)									28	<u>58</u>
Conduct Near School									9	<u>8</u>
Intereferre with Police Officer									1	<u>0</u>
Smoking Prohibited Area										<u>1</u>
Conspiracy to Commit Misdemeanor										<u>1</u>
Contribute to Delq of Minor										<u>1</u>
Possession of False ID										<u>1</u>
False Alarm Activiation										<u>1</u>
Total	424	381	412	339	385	383	345	203	287	254



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 2017 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.
- Completed several recreation capital improvement upgrades.

Fiscal 2018 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.
- Promote Ponca City as a destination to be seen and experienced.

Special Revenue - Hotel/Motel Guest Tax								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Outside Revenue	854,775	701,928	579,519	560,000	330,007	515,000	(45,000)	(8.04%)
Other Revenue	<u>913</u>	<u>866</u>	<u>980</u>	<u>0</u>	<u>14</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	855,688	702,794	580,499	560,000	330,021	515,000	(45,000)	(8.04%)
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	254,695	254,695	260,183	271,667	202,342	289,167	17,500	6.44%
Capital Outlay	324,981	324,981	192,887	360,000	3,966	50,000	(310,000)	(86.11%)
Transfers	<u>11,319</u>	<u>11,319</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	590,994	590,994	453,070	631,667	206,308	339,167	(292,500)	(46.31%)

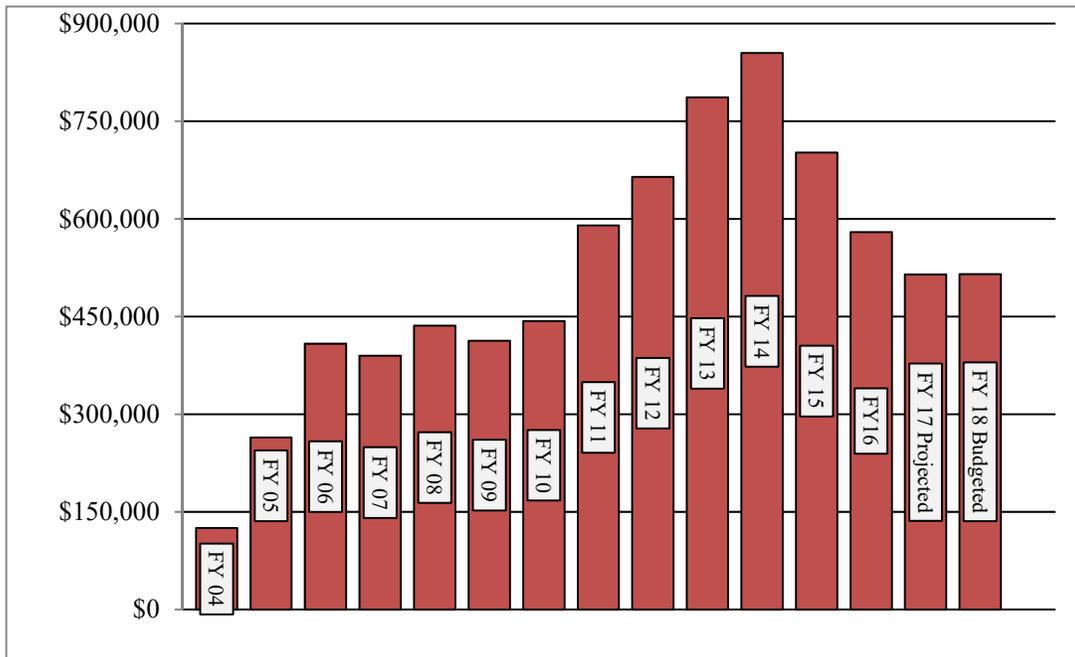
Hotel/Motel Tax Fund Approved Funding - Fiscal 2017-18

Recreation	Lake Ponca Deep Water Launch Ramp	\$50,000
Total Hotel/Motel Tax		\$50,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>	
Miscellaneous	<u>17,500</u>		Public Rec Improvement	<u>(310,000)</u>
	Total	17,500		Total
				(310,000)
		Net Decrease		<u>(\$292,500)</u>

**Hotel/Motel Occupancy Taxes
Collected 2004-Present**



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 2017 Accomplishments:**
- Completed 4 National Register Nominations: McGraw House, Attucks Community Center, Roosevelt Elementary and 101 Rodeo Grounds.
 - Completed Intensive Level Survey for the South 7th Street Historic District.
 - Attended National Preservation Conferences in Mobile, AL and Houston, TX.
 - Attended State Historic Preservation Conference in Enid, OK.
 - Reviewed Certificate of Appropriateness Applications as required.
 - Hosted a Local History Month presentation.

- Fiscal 2018 Objectives:**
- Complete at National Register Nomination for the Van Cleave & Associates building on 14th Street.
 - Complete a National Register Nomination for the Grand Avenue Apartments.
 - Complete a National Register Nomination for the Brookfield Avenue Wesleyan Church.
 - Review Certificate of Appropriateness as required.
 - Attend State and National Preservation Conference for continuing education.
 - Assist City staff in the review of all historic preservation grant activities.

Special Revenue - Certified Local Government								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2017	Actual 03/31/2017		Amount	Percent
Cert Local Gov Grant	8,564	12,902	8,424	5,250	576	10,000	4,750	90.48%
Total Revenues:	8,564	12,902	8,424	5,250	576	10,000	4,750	90.48%
EXPENDITURES								
Other Charges & Svcs	10,114	24,898	11,721	8,750	7,939	14,800	6,050	69.14%
Total Expenditures:	10,114	24,898	11,721	8,750	7,939	14,800	6,050	69.14%

Approved Capital: None

Approved Budget Variances from Prior Year: None

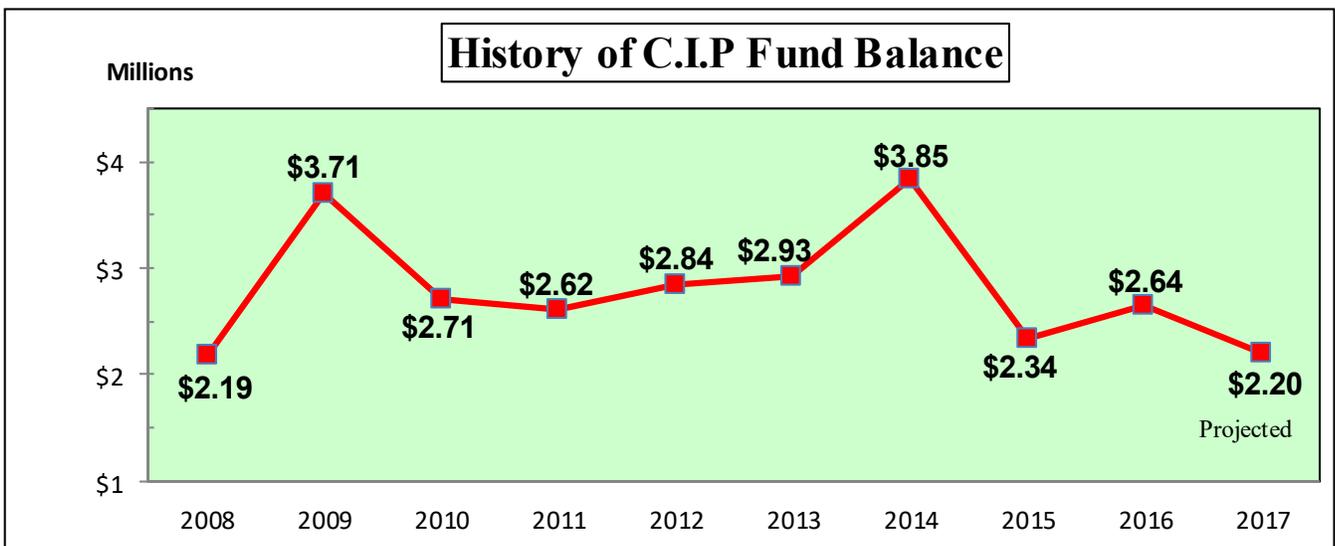
	<u>Increases</u>	<u>Decreases</u>	
Travel Expenses	2,000		
Printing	2,800		
Misc Consulting Service	<u>1,250</u>		
Total	6,050	Total	0
Net Increase	<u>\$6,050</u>		

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 2017 Accomplishments:**
- Funded engineering and design of a new proposed Public Safety Center.
 - Funded ultraviolet Thermofilm window tint at Marland Mansion.
 - Funded technology upgrades for the City TS Department.
 - Funded thermal imaging cameras for the Fire Department.
 - Funded a beacon light replacement at Ponca City Regional Airport.
 - Funded new golf software for Wentz Golf.
 - Funded engineer and design of a driving range at Wentz Golf.

- Fiscal 2018 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	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Intergov Grants	0	75,000	3,500	0	0	0	0	0.00%
Donations	2,568,159	333,962	1,199	0	47,500	0	0	0.00%
Miscellaneous Receipts	0	0	0	0	0	0	0	0.00%
Trfr from General	250,000	150,000	0	0	0	0	0	0.00%
Trfr from Publ Fac Tx	0	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	0	0	0	0	0	0	0	0.00%
Interest Income	20,925	36,908	22,586	25,000	14,601	25,000	0	0.00%
Honeywell Interest	0	0	0	0	0	0	0	0.00%
Total Revenues:	3,239,084	995,870	427,285	425,000	462,101	425,000	0	0.00%
EXPENDITURES								
Other Charges and Svcs	0	0	33,481	0	83,415	0	0	0.00%
Capital Outlay	3,496,645	3,496,645	299,599	518,000	226,758	510,500	(7,500)	(1.45%)
Debt Service	0	0	0	0	0	0	0	0.00%
Transfers	16,667	16,667	16,667	16,667	16,667	16,667	0	0.00%
Total Expenditures:	3,513,312	3,513,312	349,747	534,667	326,840	527,167	(7,500)	(1.40%)

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Fire Station#1 Tax	10,500	Public Safety Center	(200,000)
Technology Services Capital	<u>282,000</u>	Marland Mansion Capital	(34,000)
		Golf Capital Improvements	<u>(66,000)</u>
Total	292,500	Total	(300,000)
Net Decrease		<u>(\$7,500)</u>	

**Capital Improvement Projects (CIP) Fund
Approved Funding - Fiscal 2017-18**

Tech Services	Virtual Desktop (VDI) Replacement	\$400,000
City Manager	Capital Contingency	\$100,000
Airport Grants	Non Entitlement Grant	\$16,667
Fire Department	Floor Covering (Carpet) Stations #1, 2, 4	\$10,500

Total CIP Capital Improvements **\$527,167**

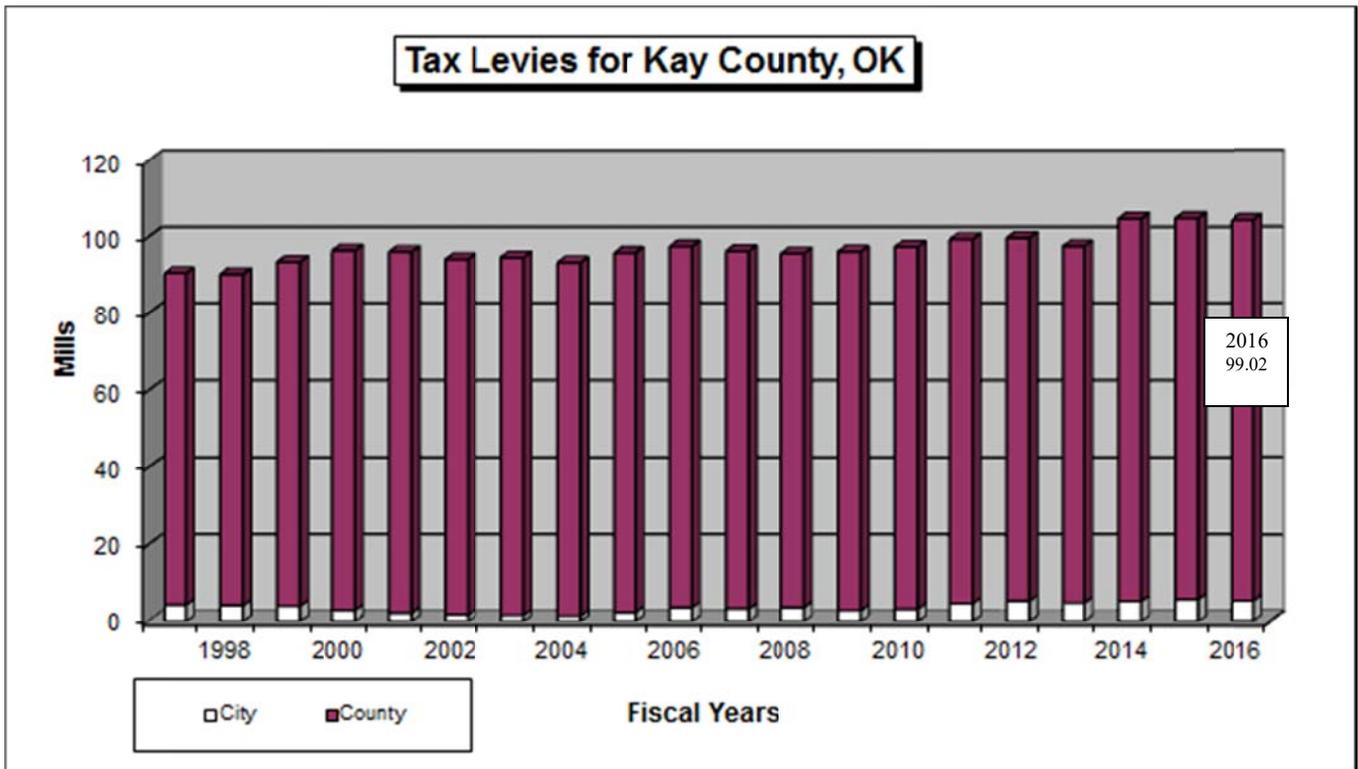
**Capital Improvement Projects (C.I.P.) Fund
 - Expenditure History**

	Actual 2012/13	Actual 2013/14	Actual 2014/15	Actual 2015/16	Projected 2016/17	Approved 2017/18
Other Services & Charges						
Misc Contractual Services				33,481	83,415	
sub total	0	0	0	33,481	83,415	0
Capital Outlay						
Misc. Capital Outlay	17,309	29,286	46,464	6,857	53,800	100,000
C/O Land Improvement				3,210	3,569	
C/O Buildings	35,352					
Radio Compliance	55,669					
Black Dust Remediation		23,965			62,800	
Honeywell Project						
Public Facilities Tax	27,246					
Fire Station #1 Tax		7,755		41,259	31,000	
Building Roof Projects						
Police Capital	4,228			1,199		
Emergency Management -Siren						
Animal Control - Building Improvement						
Communications 911						
Fire Capital	1,785					10,500
Fire Department Trucks						
City Hall						
Lake Ponca Capital		10,000				
Street Department Equipment						
Engineering Capital						
Park/Recreation Capital			72,796	2,204	2,204	
Senior Center						
AMBUC Pool						
Wentz Camp Improvements						
Lake Ponca Structures						
Wally Smith Tennis Center Impr.						
Unity Gym Improvements	11,659				9,193	
Marland's Grand Home Capital		4,750	21,075	33,250		
Louise Fluke Flag Plaza						
Library Capital Improvement	67,773	58,386		61,580		
Marland Mansion Capital	24,408	15,120		16,512	191,500	
Wentz Golf Capital	29,870	250,686	77,659	13,947	60,000	
Public Safety Center					200,000	
Electric Substation						
Technology Services Communication System	276,491	296,095	50,753	54,800	105,000	400,000
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	332,144			
Aerial Photography	45,718	137,153				
Airport Capital	62,578	51,278	73,770	43,465	12,336	
Fuel System Improvement	10,070					
C/O Airport Building Improvements				21,315	14,115	
sub total	1,615,055	3,496,645	676,627	299,599	828,779	510,500
Transfer to Funds						
Transfer to Civic Center Trust						
Transfer to Wentz Golf						
Transfer to Airport						
Trfr to Airport Capital Grants		16,667	16,667	16,667	16,667	16,667
- Match						
sub total	0	16,667	16,667	16,667	16,667	16,667
TOTAL EXPENDITURES	\$1,615,055	\$3,513,312	\$693,294	\$349,747	\$928,861	\$527,167

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 2016, the total tax rate was 99.02 mills, comprised of P.C. Schools (62.37), Kay County (16.14), Pioneer Vo-tech (15.23), and City judgments (5.28).

Fiscal 2017 Accomplishments:

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

Fiscal 2018 Objectives:

- Expand safety training through training workplace environment assessment 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	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Ad Valorem Taxes	552,440	617,931	678,517	700,000	523,004	750,000	50,000	7.14%
Trnsf in from Other Funds	0	0	0	0	0	0	0	0.00%
Interest Income	803	3,298	900	0	0	0	0	0.00%
Total Revenues:	553,243	621,229	679,416	700,000	523,004	750,000	50,000	7.14%
EXPENDITURES								
Debt Principal	0	0	0	0	0	0	0	0.00%
Debt Interest	0	0	0	0	0	0	0	0.00%
Agent Fee	0	0	0	0	0	0	0	0.00%
Sinking Judgement	466,287	505,925	551,796	590,000	283,202	610,000	20,000	3.39%
Sinking Judge Interest	80,780	103,133	129,440	110,000	49,150	140,000	30,000	27.27%
Total Expenditures:	547,067	609,058	681,236	700,000	332,352	750,000	50,000	7.14%

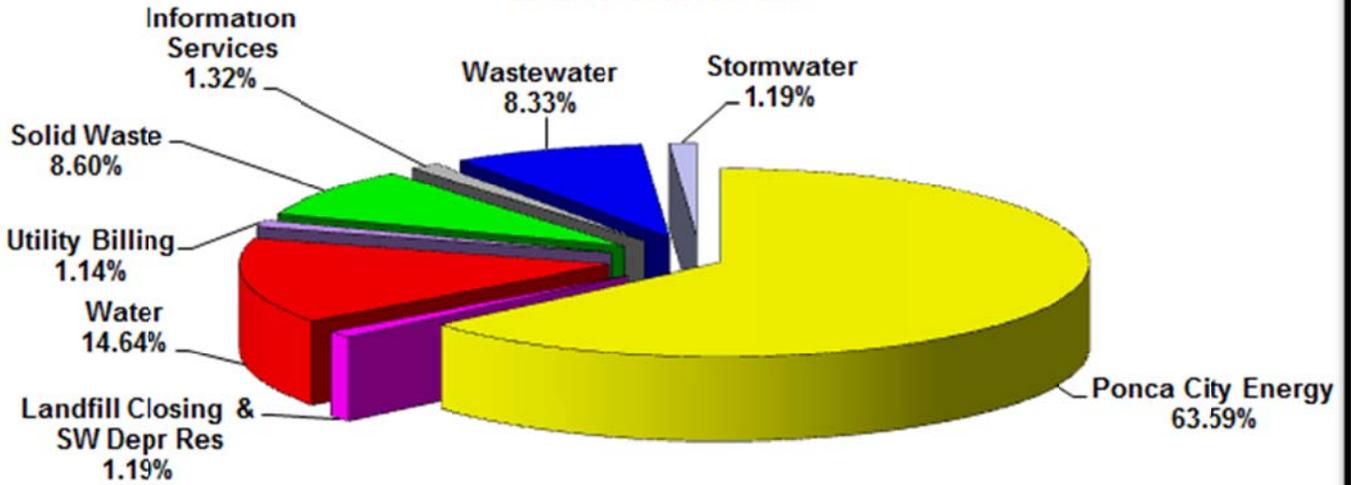
Approved Capital: None

Approved Budget Variances from Prior Years:

	<u>Increases</u>		<u>Decreases</u>	
Sinking Judgement	20,000			
Sinking Judgement Interest	<u>30,000</u>			
Total	50,000		Total	0
	Net Increase			<u>50,000</u>

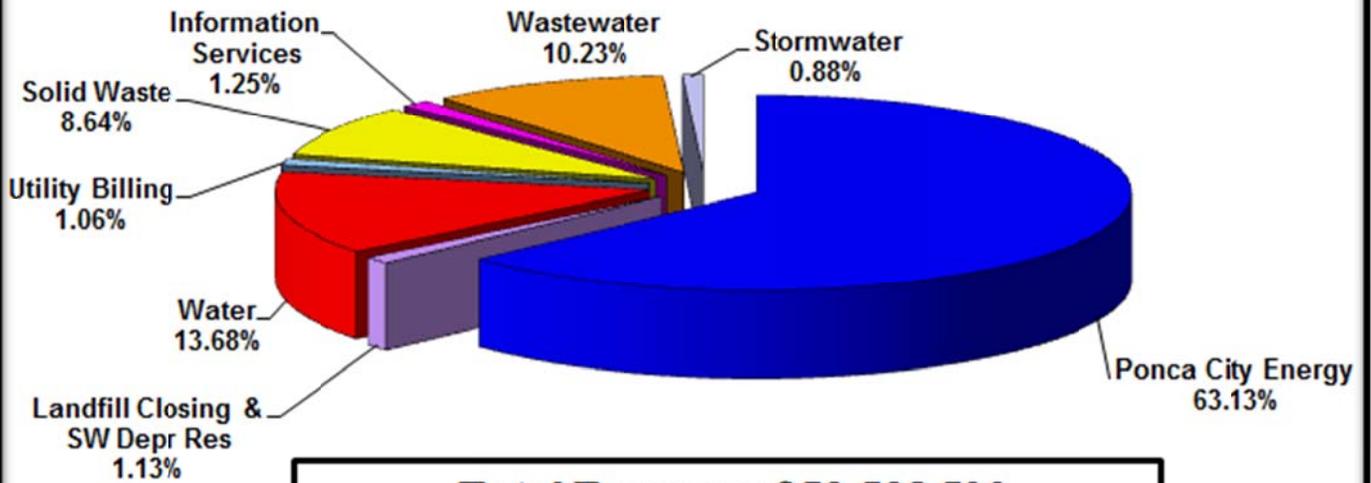
Personnel Summary: None

Ponca City Utility Authority - Expenditures Fiscal 2017-18



Total Expenditures \$59,663,735

Ponca City Utility Authority - Revenues Fiscal 2017-18



Total Revenues \$59,598,500

Ponca City Utility Authority

Summary of Revenues

Fiscal 2017-18

Description	2013/14 Actual Rev	2014/15 Actual Rev	2015/16 Actual Rev	2016/17 Budget @07/01/16	(75%)	% of Budget	Approved Budget 2017/18	% Change From 2016/17
					2016/17 Actual @ 3/31/17			
Water Fund (301)								
Charges for Services								
Water Sales	7,087,783	7,536,964	7,721,854	7,828,000	5,864,277	0.75	8,058,000	2.94
Bulk Water Sales	89,310	18,238	8,958	8,000	3,187	0.40	5,000	0.00
Misc. Water	17,692	5,436	6,711	6,000	4,306	0.72	6,000	0.00
Water Tap Fees	41,330	46,100	21,285	15,000	44,000	2.93	20,000	33.33
Category Total	7,236,115	7,606,738	7,758,808	7,857,000	5,915,769	75.29%	8,089,000	2.95%
Contributions from Funds								
Transfer from Water	0	0	1,000,000	0	0	0.00%	0	0.00%
Category Total	0	0	1,000,000	0	0	0%	0	0.00%
Other Income								
Interest Income	17,426	33,839	33,771	25,000	14,609	0.58	20,000	(20.00)
Proceed Earnings	6,847	62	668	0	3,644	0.00	0	0.00
Bond Trust Earnings	0	0	0	0	0	0.00	0	0.00
Penalties	35,710	36,016	36,966	38,000	29,201	0.77	37,000	(2.63)
Collection of Bad Debt	7,875	9,767	11,526	9,000	8,214	0.91	9,000	0.00
Gain/Loss Disposal Fixed Asset	(1,073)	0	(13,143)	0	13,888	0.00	0	0.00
Other Income	0	0	0	0	0	0.00	0	0.00
Category Total	66,784	79,685	69,788	72,000	69,556	96.61%	66,000	(8.33%)
Total Revenues	7,302,899	7,686,423	7,828,596	7,929,000	5,985,326	75.49%	8,155,000	2.85%
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	35,983,565	36,012,393	34,993,996	35,300,000	27,501,892	0.78	35,750,000	1.27
MV Lights	179,181	181,120	183,147	180,000	118,848	0.77	180,000	0.00
Misc Electric	145,411	190,745	204,528	120,000	144,429	1.20	120,000	0.00
Surge Protection	126	0	0	0	0	0.00	0	0.00
Broadband Revenue	294,029	224,996	261,634	250,000	214,249	0.86	220,000	(12.00)
Transmission Revenue	99,655	99,655	99,655	100,000	83,046	0.83	100,000	0.00
Sales Tax Revenue	5,840	14,178	11,666	5,000	50,272	10.05	5,000	0.00
Cash - Over/Short	(214)	(86)	(42)	0	(44)	0.00	0	(100.00)
Category Total	36,707,594	36,723,002	35,754,584	35,955,000	28,132,692	78.24%	36,375,000	1.17%
Other Income								
Interest Income	62,733	132,183	140,244	90,000	68,293	0.76	90,000	0.00
1997C Bond Interest	84	17	159	0	1,392	0.00	0	0.00
Penalties	284,511	270,615	259,645	285,000	230,130	0.81	285,000	0.00
Collection of Bad Debt	58,857	71,884	77,310	62,000	55,797	0.90	65,000	4.84
Capacity Payment	622,958	622,958	622,958	623,000	519,132	0.83	623,000	0.00
Internet Processing Fee	22,492	102,261	143,609	150,000	112,281	0.75	155,000	3.33
Income-Disposed Assets	15,935	45,250	26,000	10,000	0	0.00	10,000	0.00
Other Income	158,328	20,000	20,000	20,000	135,537	6.78	20,000	0.00
Category Total	1,225,899	1,265,168	1,289,925	1,240,000	1,122,562	90.53%	1,248,000	0.65%
Total Revenues	37,933,493	37,988,171	37,044,509	37,195,000	29,255,254	78.65%	37,623,000	1.15%
Solid Waste Fund (342)								
Charges for Services								
Residential Garbage	2,217,185	2,280,442	2,277,748	2,412,000	1,791,430	0.74	2,435,000	0.95
Commercial Garbage	1,306,208	1,335,268	1,420,158	1,416,250	1,067,603	0.75	1,456,000	2.81
Recycling Containers	9,728	10,119	9,731	9,991	6,310	0.63	8,000	(19.93)
Recycling Revenues	10,888	17,431	7,701	10,300	5,634	0.55	5,000	(51.46)
Landfill	374,465	341,172	348,875	319,300	270,118	0.85	400,000	25.27
Special Pick Up	22,772	18,295	14,206	20,600	17,615	0.86	20,000	(2.91)
State Landfill Fee	0	0	0	0	(7,403)	0.00	0	0.00
Roll Off	788,014	678,691	748,480	757,050	596,355	0.79	780,000	3.03
Misc Receipts	26,107	28,058	9,376	28,840	18,603	0.65	25,000	(13.31)
Category Total	4,755,367	4,709,478	4,836,275	4,974,331	3,766,266	75.71%	5,129,000	3.11%
Other Income								
Interest Income	759	3,198	6,000	2,000	3,568	1.78	5,000	150.00
Collection of Bad Debt	8,612	10,621	11,733	9,000	4,989	0.55	10,000	11.11
Income-Disp. Assets	29,775	0	(112,396)	0	21,500	0.00	5,000	0.00
Category Total	39,145	13,819	(94,662)	11,000	30,056	173.24%	20,000	81.82%
Total Revenues	4,794,512	4,723,296	4,741,613	4,985,331	3,796,322	76.15%	5,149,000	3.28%

Ponca City Utility Authority

Summary of Revenues

Fiscal 2017-18

Description	2013/14 Actual Rev	2014/15 Actual Rev	2015/16 Actual Rev	2016/17 Budget @07/01/16	(75%)	% of Budget	Approved Budget 2017/18	% Change From 2016/17
					2016/17 Actual @ 3/31/17			
Utility Billing Fund (350)								
Charges for Services								
Utility Initiation Fee	82,921	82,008	76,971	82,000	59,166	0.72	82,000	0.00
Misc. Receipts	2,526	957	1,962	1,000	0	0.00	1,000	0.00
category total	85,448	82,965	78,933	83,000	59,166	71.28%	83,000	0.00%
Contributions from Funds								
Transfer from Water	115,000	115,000	118,000	120,000	90,000	0.75	120,000	0.00
Transfer from Light	150,000	150,000	153,000	160,000	120,000	0.75	160,000	0.00
Transfer from Landfill	15,000	15,000	18,000	20,000	15,000	0.75	20,000	0.00
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	118,000	120,000	90,000	0.75	120,000	0.00
category total	495,000	495,000	507,000	520,000	390,000	75.00%	520,000	0.00%
Other Revenues								
Penalties	21,402	27,345	30,149	25,000	20,167	0.81	25,000	0.00
Collection of Bad Debt	452	367	331	300	320	1.07	300	0.00
Income-Disposed Assets	0	1,835	0	0	0	0.00	0	0.00
category total	21,854	29,547	30,480	25,300	20,488	80.98%	25,300	0.00%
Total Revenues	602,302	607,512	616,412	628,300	469,654	74.75%	628,300	0.00%
Wastewater Fund (360)								
Charges for Services								
Wastewater Charges	5,501,325	5,820,926	5,865,977	5,700,000	4,663,297	0.82	6,018,000	5.58
Pretreatment Program	53,203	42,451	146,390	50,000	62,465	1.25	50,000	0.00
category total	5,554,527	5,863,377	6,012,367	5,750,000	4,725,762	82.19%	6,068,000	5.53%
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	10,554	20,720	24,816	15,000	11,685	0.78	15,000	0.00
Bond Interest	154	97	232	0	1,206	0.00	0	0.00
Collection of Bad Debt	12,502	16,212	16,896	14,000	12,927	0.92	16,000	14.29
Income-Disposed Assets	0	14,306	0	0	0	0.00	0	0.00
Other Income	0	536	28,486	0	0	0.00	0	0.00
category total	23,210	51,872	70,430	19,000	25,818	89.03%	31,000	6.90%
Total Revenues	5,577,737	5,915,249	6,082,797	5,779,000	4,751,580	82.22%	6,099,000	5.54%
Stormwater Fund (365)								
Charges for Services								
Stormwater Fee	379,672	412,760	446,131	480,000	358,966	0.75	512,000	6.67
category total	379,672	412,760	446,131	480,000	358,966	74.78%	512,000	6.67%
Other Income								
Interest Income	5,901	13,418	12,780	10,000	5,102	0.51	8,000	(20.00)
Penalties	3,835	4,453	4,802	4,500	3,871	0.86	5,000	11.11
Collection of Bad Debt	804	1,124	1,349	1,000	1,074	1.07	1,200	20.00
Other Income	14,521	17,500	0	0	17,500	0.00	0	0.00
Category total	25,061	36,494	18,930	15,500	27,547	177.72%	14,200	(8.39%)
Total Revenues	404,733	449,254	465,061	495,500	386,513	78.00%	526,200	6.20%

Ponca City Utility Authority

Summary of Debt

Fiscal 2017/18

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2017</u>	<u>FY 2018 Interest</u>	<u>FY 2018 Principal</u>	<u>Outstanding Principal June 30, 2018</u>
PCUA 1997 CDBG-ED	\$250,000	\$6,250	0	6,250	\$0

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 and is being repaid out of operating revenues.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2017</u>	<u>FY 2018 Interest</u>	<u>FY 2018 Principal</u>	<u>Outstanding Principal June 30, 2018</u>
PCUA 1998 A	\$4,400,000	223,758	0	223,758	\$0

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. The debt distribution is 100% Wastewater and is being paid out of operating revenues.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2017</u>	<u>FY 2018 Interest</u>	<u>FY 2018 Principal</u>	<u>Outstanding Principal June 30, 2018</u>
PCUA 1999 A	\$2,370,907	296,364	0	118,545	\$177,819

The 99A is a twenty (20) year Promissory Note to OWRB and was closed 12-23-99. The Note is the zero percent interest portion 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. The debt distribution is 100% Wastewater and is being repaid out of operating revenues.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2017</u>	<u>FY 2018 Interest</u>	<u>FY 2018 Principal</u>	<u>Outstanding Principal June 30, 2018</u>
PCUA 2000 CDBG-ED	\$380,000	76,000	0	19,000	\$57,000

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, and is being repaid out of operating revenues.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2017</u>	<u>FY 2018 Interest</u>	<u>FY 2018 Principal</u>	<u>Outstanding Principal June 30, 2018</u>
PCUA 2007	\$5,565,000	3,606,473	93,883	239,537	\$3,366,935

The 2007 is a twenty (20) year Note with OWRB with an annual interest rate of 3.11%. It was closed on 10-9-07 and will mature 9-15-29. The proceeds were used for wastewater collection system improvements across Ponca City. The debt distribution is 100% Wastewater and is being repaid out of operating revenues.

Ponca City Utility Authority
Summary of Debt
Fiscal 2017/18

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2017</u>	<u>FY 2018 Interest</u>	<u>FY 2018 Principal</u>	<u>Outstanding Principal June 30, 2018</u>
2009A Clean Water	\$567,296	263,832	5,501	17,274	\$246,557
The 2009A is a twenty (20) year Note with OWRB with an interest rate of 2.59%. 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, and is being repaid out of operating revenues.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2017</u>	<u>FY 2018 Interest</u>	<u>FY 2018 Principal</u>	<u>Outstanding Principal June 30, 2018</u>
PCUA 2012A	\$16,090,000	11,945,000	315,630	1,025,000	\$10,920,000
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 with an interest rate of 2.7% that closed on 3-1-12 and will mature 8-1-25. The debt distribution is 50% Water and 50% Electric, and is being repaid out of operating revenues.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2017</u>	<u>FY 2018 Interest</u>	<u>FY 2018 Principal</u>	<u>Outstanding Principal June 30, 2018</u>
PCUA 2012B	\$7,825,000	3,305,000	112,370	1,065,000	\$2,240,000
The 2012B is the refunded 1999B and 2005B notes. It is a seven and a half year (7.5) year Note with OWRB, with a current annual interest rate of 2.4%. The interest rate will step up to 3.4% in 2017. 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, and is being repaid with operating revenues.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2017</u>	<u>FY 2018 Interest</u>	<u>FY 2018 Principal</u>	<u>Outstanding Principal June 30, 2018</u>
2013 Sales Tax	\$12,510,000	4,990,000	81,375	2,470,000	\$2,520,000
The 2013 Sales Tax Note is a six (6) year note with Banc of America with an annual interest rate of 1.86%. 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 is being repaid out of revenues generated by a thirteen (13) year .5% sales tax approved by the voters.					
Total	\$49,958,203	\$24,712,676.27	\$608,759	\$5,178,115	\$19,528,312



UTILITY RATE SHEET FISCAL YEAR 2017-2018
PONCA CITY UTILITY AUTHORITY
516 E. GRAND/P.O. BOX 1450
PONCA CITY, OKLAHOMA 74602
(580) 767-0311
EFFECTIVE 07/01/2017

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	\$10.73
Summer Season (May thru Sept)	
KWh	\$1.06
Winter Season (Oct thru April)	
First 600 KWh	\$1.06
Over 600 KWh	\$.075

Rural Residential:

User Fee	\$16.06
Summer Season (May thru Sept)	
KWh	\$1.10
Winter Season (Oct thru April)	
First 600 KWh	\$1.10
Over 600 KWh	\$.077

Residential with approved 40 gallon electric water heater:

User Fee	\$10.73
Summer Season (May thru Sept)	
First 400 KWh	\$.075
Over 400 KWh	\$1.06
Winter Season (Oct thru April)	
First 400 KWh	\$.075
Next 600 KWh	\$1.06
Over 1000 KWh	\$.075

Rural Residential with approved 40 gallon electric water heater:

User Fee	\$16.06
Summer Season (May thru Sept)	
First 400 KWh	\$.077
Over 400 KWh	\$1.10
Winter Season (Oct thru April)	
First 400 KWh	\$.077
Next 600 KWh	\$1.10
Over 1000 KWh	\$.077

Commercial:

City User Fee	\$15.12
City kWh	\$.105
Rural User Fee	\$22.68
Rural kWh	\$.108

Industrial:

Medium

User Fee	\$25.21
KWh	\$.063
Summer User Fee	\$15.12
Winter User Fee	\$8.91

Large

User Fee	\$252.16
KWh	\$.063
Summer User Fee	\$11.98
Winter User Fee	\$3.77

WATER RATES

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

OCTOBER - APRIL

Type of Service	City	Rural
Residential	\$1.74	\$1.83
Commercial	\$1.74	\$1.83

MAY - SEPTEMBER

Type of Service	City	Rural
Residential		
0 - 10 Units	\$1.83	\$1.91
11 - 20 Units	\$1.91	\$2.00
21 - 50 Units	\$2.00	\$2.13
51 - 100 Units	\$2.13	\$2.21
> 100 Units	\$2.21	\$2.39
Commercial	\$1.74	\$1.83

Customer Base User Fee

City Residential Customer	\$10.23 per month
Rural Residential Customer	\$15.39 per month
City Commercial Customer	\$30.32 per month
Rural Commercial Customer	\$45.49 per month

SEWER/WASTE WATER RATES

Residential:
 User Fee \$15.29 Unit Fee \$2.70

Senior Citizens:
 User Fee \$15.29 Unit Fee \$2.70

Nonresidential (Rural):
 User Fee 1 1/2 time scheduled rate
 User Fee \$22.93 Unit Fee \$4.05

Commercial:
 User Fee \$22.93 Unit Fee \$4.05

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 @ \$2.70	\$27.00
User Fee	\$15.29
Sewer Rate-----	\$42.29

GARBAGE/REFUSE

Standard Garbage/Refuse Charges:

Residential \$19.74
Senior Citizen \$18.95

Commercial:
Standard \$33.37

Grass Clippings: Call for Pick-up
\$0.75 per bag
\$7.59 Minimum

STORM WATER FEE

Each Individually Billed
Single Family Resident
\$3.25 per month

All Other Developed Real Estate Tracts
Not Covered By Above
\$6.25 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
\$10.99 per 1000 gallons of water
\$10.00 minimum charge per use

LANDFILL USE

All Vehicles: \$16.69 minimum
\$43.26 per ton for compacted/
uncompacted refuse
\$1.25 per ton state landfill fee
\$7.59 per tire disposed of at
the landfill

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**

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.

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 \$7.60 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 \$8.79 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 \$10.00 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 \$11.22 per month rental fee.
- E. A fee of \$20.81 will be charge for the installation, connection, reinstallation, reconnection, or moving of each light.

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 2017 Accomplishments:**
- Managed personnel 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 sustainability.
 - • Provided project management services and worked with consultants on
 - Engineering study on Water Treatment Plant Residuals Handling Improvements
 - Identifying new site for a replacement water well that must be relocated due the high iron content in groundwater at City's Mid Wellfield
 - Completing the construction phase of the half million gallon storage tank rehabilitation project in the Industrial Park
 - Coordinated with PCUA and Ponca City High School to provide a tour of the water treatment plant and a water well for the Earth Science Class to promote awareness of this key city operation.
 - Analyzed four possible scenarios for Ponca City to draw, transport and treat Kaw Lake water. Provided information on partnership, major infrastructure needs, total order-of-magnitude cost estimate, and benefits & disadvantages to provide basis for discussions of the City's long-term raw water supply.
 - Provided environmental review data and narrative to assist in community's grand application.
 - Worked closely with consulting engineer on Lake Ponca Dam Annual Inspection to identify significant changes on dam structure if any and to recognize repair/rehabilitation needs before the minor deficiencies deteriorate into major problems.

- Fiscal 2018 Objectives:**
- Promote higher standards and more efficient operation throughout the department.
 - Continue department's commitment to provide quality drinking water to all residential, commercial and industrial customers.
 - Work with City Management in developing a long-term water supply plan for the community.
 - Provide project management services through detailed design, bidding, and construction phases to major capital projects such as residuals handling improvements at water treatment plant.
 - Continue to monitor, analyze, and improve the wellfield in order to increase the reliability of the City's raw groundwater supply system.

PCUA - Water Administration								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Personal Services	68,412	70,466	71,468	77,535	55,804	75,323	(2,212)	(2.85%)
Material/Supplies	1,458	1,099	1,119	1,900	1,031	1,900	0	0.00%
Other Charges & Svcs	315,655	324,556	338,164	369,155	276,204	383,596	14,441	3.91%
Capital Outlay	0	0	0	0	0	290,000	290,000	0.00%
Debt Service	1,647,663	1,666,904	3,076,887	1,695,000	1,174,601	1,602,000	(93,000)	(5.49%)
Transfers	<u>1,680,605</u>	<u>1,733,803</u>	<u>1,778,297</u>	<u>1,810,850</u>	<u>1,358,138</u>	<u>1,841,347</u>	<u>30,497</u>	<u>1.68%</u>
Department Total	<u>3,713,793</u>	<u>3,796,829</u>	<u>5,265,935</u>	<u>3,954,440</u>	<u>2,865,777</u>	<u>4,194,166</u>	<u>239,726</u>	<u>6.06%</u>

Approved Capital: Lake Ponca Dam Spillway Repair \$290,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	25	Full Time Salaries	(1,891)
Health Insurance	350	FICA	(56)
Charges for General Services	14,441	Medicare	(13)
Misc Capital	290,000	ICMA Retirement PCUA	(52)
Transfer to General	<u>31,164</u>	Workers Compensation	(575)
		Debt Principal	(18,000)
		Debt Interest	(75,000)
		Transfer to Insurance	<u>(667)</u>
	Total	Total	(96,254)
	335,980		
	Net Increase	<u>\$239,726</u>	

Personnel Summary:

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

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	0.84	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

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 2017 Accomplishments:

- Successfully treated over 3 billion gallons of drinking water that met or exceeded the State and Federal Standards.
- Completed 2,540 work orders to maintain the water production units, water wells, booster pump stations, and storage facilities.
- Worked with engineers through the construction phase of the Industrial Park Water Storage Tank Rehabilitation Project. Chief Operator provided daily onsite inspection services in addition to his regular duties at the plant.
- Worked on and provided input to the design of the approved capital projects:
 - One new water well.
 - Engineering report for the improvements of the Sludge Dewatering System.

Fiscal 2018 Objectives:

- Finish all approved capital projects on time and within budget.
- Continue division's commitment to employee training by holding weekly safety meetings on site and attending city-wide training sessions.
- Work with Cowan Group Engineers to complete the Replacement Water Well Project.
- Work with Garver engineers to complete the Sludge Dewatering System Improvements Project at the water treatment plant.

PCUA - Water Production								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	672,946	700,000	723,877	776,733	565,999	786,092	9,359	1.20%
Material/Supplies	629,990	578,392	634,720	741,500	431,220	741,500	0	0.00%
Other Charges & Svcs	590,690	607,664	615,353	643,900	460,235	643,900	0	0.00%
Capital Outlay	335,185	607,857	387,794	440,000	206,474	490,000	50,000	11.36%
Transfers	60,676	57,407	58,629	66,779	40,359	64,779	(2,000)	(2.99%)
Department Total	2,289,487	2,551,320	2,420,374	2,668,912	1,704,286	2,726,271	57,359	2.15%

Approved Capital:	Water Well	\$420,000
	Tractor	\$70,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	10,170	Workers Compensation	(5,101)
FICA	622	Land Improvements	(185,000)
Medicare	145	C/O Water Systems	(150,000)
Retirement Plan 2	2,006	Machinery & Equipment	(35,000)
Health Insurance	1,517	Transfer to City Garage	<u>(2,000)</u>
Water Wells	<u>420,000</u>		
Total	434,460	Total	(377,101)
	Net Increase		<u>\$57,359</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

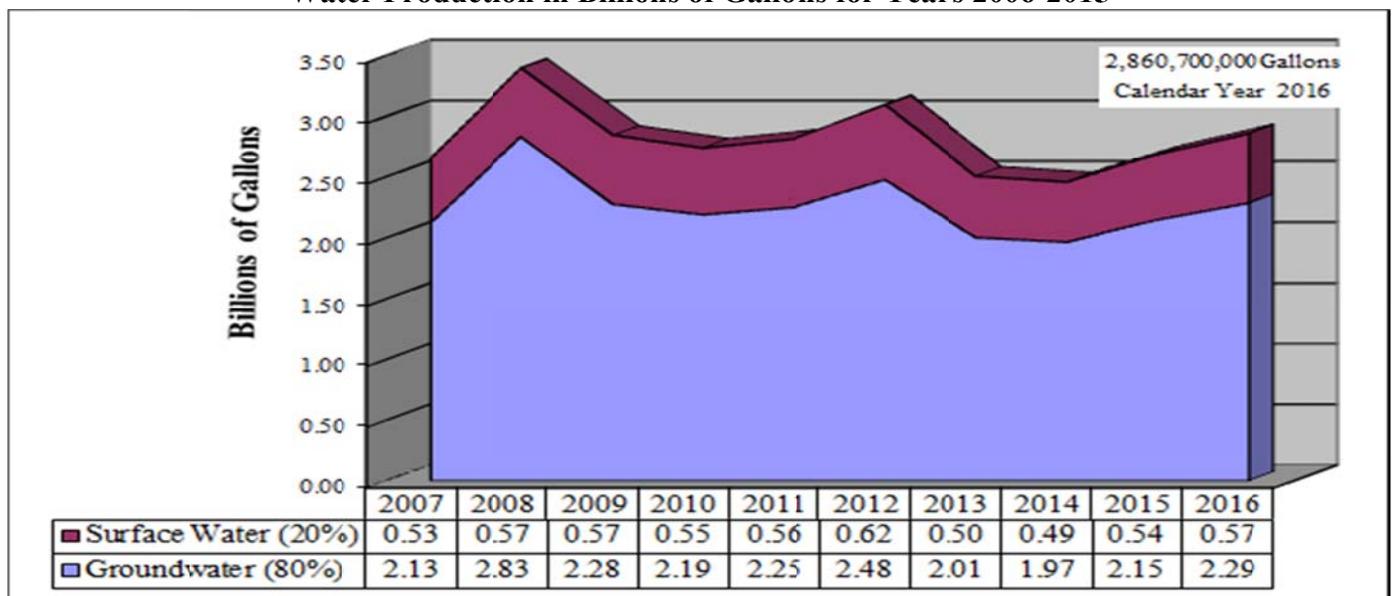
Total Part Time Employees 3

Personnel History:

	<u>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	8.5	9.5	9.5	10	10	10	10	10	10	10

Explanation: 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 2006-2015



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 2017 Accomplishments:**
- Located over 100 buried valves in the water distribution system. Raised the buried valves to grade and installed size stickers on them to facilitate future work.
 - Installed 26 new fire hydrants to improve system’s fire-fighting capacity.
 - Responded to and repaired 164 water leaks.
 - Installed 22 various-sized water valves.
 - Replaced 425 feet of water main on Lincoln Street.
 - Worked with City Engineering to complete the Elm Street water and street project.
 - Worked on the design of the Highpoint/Kyme water line loop projects.

- Fiscal 2018 Objectives:**
- Continue to improve the City’s water distribution system by locating more buried valves and raising them to grade, and installing more new valves where needed.
 - Continue to introduce new methods to improve safety and efficiency of operation.

PCUA - Water Distribution								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Personal Services	541,779	557,540	572,210	643,781	442,101	616,545	(27,236)	(4.23%)
Material/Supplies	96,401	103,897	101,679	120,200	58,844	120,200	0	0.00%
Other Charges & Svcs	208,443	215,061	215,710	234,500	161,873	237,500	3,000	1.28%
Capital Outlay	545,104	396,283	117,632	386,000	258,310	741,000	355,000	91.97%
Transfers	<u>82,850</u>	<u>95,686</u>	<u>88,878</u>	<u>103,748</u>	<u>58,812</u>	<u>99,748</u>	<u>(4,000)</u>	<u>(3.86%)</u>
Department Total	1,474,577	1,368,468	1,096,109	1,488,229	979,939	1,814,993	326,764	21.96%

Approved Capital:

Highland Water Line Replacement – Sunset to Lake	\$350,000
Albany Water Line Replacement – 5 th Street to 3 rd	\$150,000
Elm Street Waterline Replacement – Oklahoma to Grand	\$110,000
Contingency Water Main Projects	\$65,000
Fire Hydrants	\$36,000
Water Meters	\$30,000

Approved Budget Variances from Prior Year:

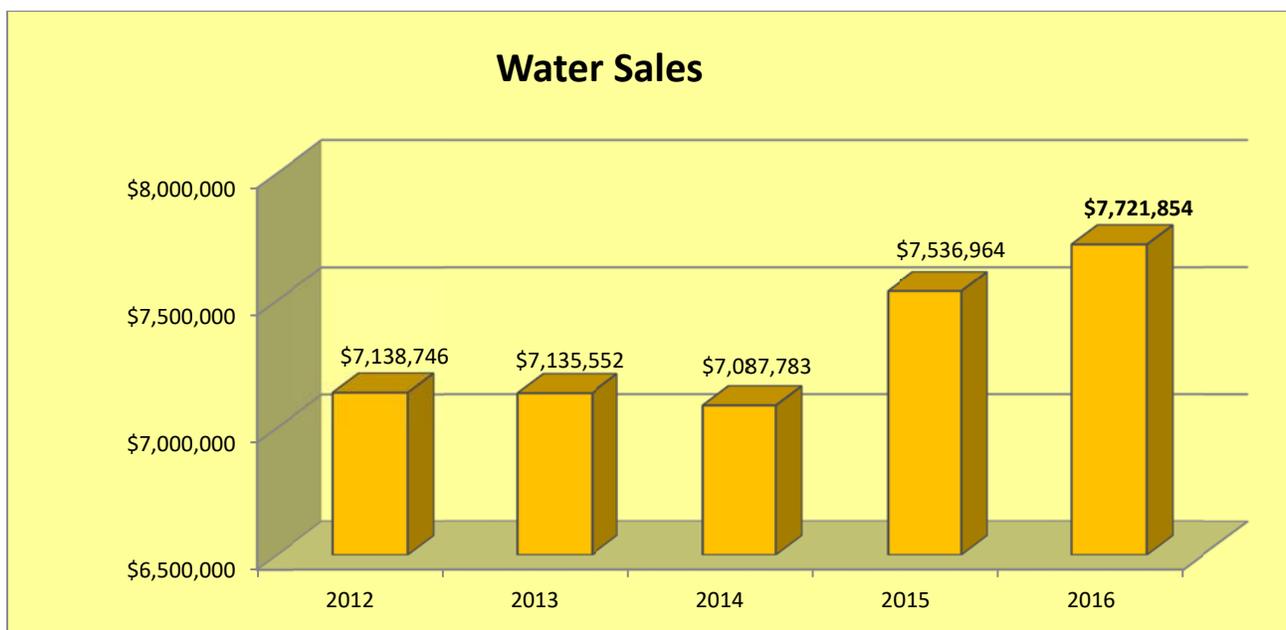
<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	1,539	Full Time Salaries	(6,073)
Electric Utilities	3,000	FICA	(867)
C/O Water System	<u>470,000</u>	Medicare	(195)
		Health Insurance	(16,868)
		Workers Compensation	(4,772)
		Special Purpose Vehicles	(115,000)
		Transfer to City Garage	<u>(4,000)</u>
Total	474,539	Total	(147,775)
	Net Increase		<u>\$326,764</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>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>	<u>2016-17</u>	<u>2017-18</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 2017 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.
- A committee was formed to study and make recommendations regarding OMPA’s rate structure.

Fiscal 2018 Objectives:

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

PCUA - Purchased Power								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Other Charges & Svcs	<u>23,053,305</u>	<u>22,896,802</u>	<u>21,996,574</u>	<u>22,300,000</u>	<u>16,568,214</u>	<u>22,800,000</u>	<u>500,000</u>	<u>2.24%</u>
Department Total	<u>23,053,305</u>	<u>22,896,802</u>	<u>21,996,574</u>	<u>22,300,000</u>	<u>16,568,214</u>	<u>22,800,000</u>	<u>500,000</u>	<u>2.24%</u>

Approved Budget Variances from Prior Year:

	<u>Increases</u>	<u>Decreases</u>
Purchased Power	<u>500,000</u>	
Total	500,000	Total 0
Net Increase		<u>\$500,000</u>

MESO WINTER RATE SURVEY - 2017				
Utility	500 kWh	2000 kWh	1,000 kWh	10,000 kWh
	Residential	Residential	Commercial	Commercial
Claremore	\$ 69.05	\$ 237.18	\$ 135.09	\$ 1,143.90
Cushing	\$ 48.46	\$ 172.84	\$ 105.02	\$ 266.32
Edmond	\$ 67.55	\$ 176.96	\$ 142.80	\$ 795.30
Fairview	\$ 48.72	\$ 181.68	\$ 106.74	\$ 1,003.50
Frederick	\$ 68.13	\$ 114.06	\$ 149.22	\$ 1,264.08
Geary	\$ 66.25	\$ 253.75	\$ 148.68	\$ 1,363.65
Hominy	\$ 51.37	\$ 178.87	\$ 107.24	\$ 944.24
Laverne	\$ 66.92	\$ 151.13	\$ 139.69	\$ 842.53
Lexington	\$ 73.27	\$ 264.82	\$ 151.13	\$ 1,351.83
Mangum	\$ 68.15	\$ 241.12	\$ 130.03	\$ 1,173.10
Miami	\$ 55.48	\$ 197.25	\$ 77.25	\$ 624.21
Newkirk	\$ 71.53	\$ 238.01	\$ 127.62	\$ 1,017.90
Pawhuska	\$ 49.55	\$ 162.57	\$ 88.01	\$ 980.09
Pawnee	\$ 79.78	\$ 269.38	\$ 134.84	\$ 1,101.84
Perry	\$ 73.91	\$ 253.41	\$ 155.19	\$ 1,163.19
Ponca City	\$ 63.12	\$ 177.22	\$ 118.97	\$ 1,054.97
Prague	\$ 58.31	\$ 179.17	\$ 117.33	\$ 934.86
Sallisaw	\$ 57.97	\$ 192.82	\$ 102.92	\$ 912.02
Skiatook	\$ 54.19	\$ 199.77	\$ 112.05	\$ 976.20
Stillwater	\$ 61.82	\$ 157.93	\$ 142.53	\$ 928.45
Tahlequah	\$ 38.65	\$ 121.65	\$ 117.97	\$ 696.40
Tecumseh	\$ 68.88	\$ 223.36	\$ 131.22	\$ 971.90
Tonkawa	\$ 67.83	\$ 223.83	\$ 120.53	\$ 1,039.23
Walters	\$ 62.50	\$ 194.60	\$ 138.00	\$ 939.20

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 2017 Accomplishments:

- Tested 2,000 poles and replaced 160 inferior poles.
- Converted one mile of non-accessible primary overhead to underground.
- Tested approximately 1,000 transformers and removed and replaced 11 PCB transformers. The electrical system is now PCB Free.
- Installed "period" street lights between 6th and 7th on Grand Ave.
- Aided Traffic Engineering in updating traffic signal poles on Grand Ave.
- Installed more than 13 miles of fiber optic cable in 15 runs.
- Replaced all of the HPS lighting on the highway south of South Ave. to U.S. 60 with LED lighting.
- Constructed fiber-optic extensions for new customers as required.
- Performed feeder modifications to improve reliability and flexibility during adverse weather.
- Rebuilt feeder on Waverly using PCD Contribution to eliminate road crossings for MJ&H Fabrication vessel moves.
- Upgraded 5 underground housing additions, replacing direct bury cable with cable in pipe to improve reliability.
- Installed new underground system at Airline housing addition.
- Reconductored 8 miles of overhead electric line from "copper-weld" to aluminum conductor to improve reliability.
- Mapped, labeled and installed fault locators on transformers in 12 underground additions.
- Performed system upgrades at Dorada Foods to improve reliability and improve the protection of the City's transformers and Dorada's equipment.
- Performed tree trimming, tree removals and right-of-way clearing in the 22 trimming areas equating to 20% of the system.
- Performed a relay upgrade at Huffy Substation to improve reliability, increase network performance, and improve outage response.
- Installed oil containment around transformer at Gonterman Substation to comply with EPA directive.
- Replaced 150 pole grounds and performed maintenance on wood transmission poles.

Fiscal 2018 Objectives:

- Test 2,000 poles and replace inferior poles.
- Convert 3 miles of non-accessible primary overhead to underground.
- Install Hendrix spacer cable and new poles in alley on north side of Grand, from Union to 5th Street.

- Perform feeder modifications to improve reliability and flexibility during adverse weather.
- Relocate ½ mile of 477 feeder for Osage Casino.
- Perform tree trimming, tree removals and right-of-way clearing in the 22 trimming areas equating to 25% to 30% of the system.
- Perform a relay upgrade at Gonterman Substation to improve reliability, increase network performance, and improve outage response.
- Perform feeder modifications to improve reliability and flexibility during adverse weather.
- Replace static wire on a portion of the transmission system and replace pole grounds on wood transmission poles.
- Replace street light poles on 14th Street from Grand Ave. to Highland Ave.

PCUA - Electric Distribution								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	2,066,156	2,194,476	2,358,667	2,473,356	1,966,151	2,530,141	56,785	2.30%
Material/Supplies	197,739	222,613	248,342	327,800	185,627	327,800	0	0.00%
Other Charges & Svcs	2,761,437	2,864,421	3,049,506	3,179,330	2,040,885	3,444,782	265,452	8.35%
Capital Outlay	3,181,737	1,657,846	1,928,212	2,424,000	1,126,359	2,046,000	(378,000)	(15.59%)
Debt Service	596,694	615,827	636,232	661,000	490,841	687,000	26,000	3.93%
Transfers	<u>5,612,996</u>	<u>5,742,433</u>	<u>5,885,969</u>	<u>6,019,372</u>	<u>4,618,424</u>	<u>6,104,988</u>	<u>85,616</u>	<u>1.42%</u>
Department Total	14,416,759	13,297,615	14,106,929	15,084,858	10,428,286	15,140,711	55,853	0.37%

Approved Capital:	Electric Distribution System Improvements	\$930,000
	Distribution Reinforcement Program	\$440,000
	Fiber Optic Network	\$300,000
	Single Bucket Service Truck	\$185,000
	Street Lighting	\$100,000
	½ Ton 4x4 Pickup Truck	\$35,000
	Administrative Vehicle	\$35,000
	Engineering Scanner/Copier	\$12,500
	Office Copier	\$8,500

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	39,832	ICMA Retirement	(859)
Part Time Salaries	775	Workers Compensation	(15,656)
FICA	2,865	Wearing Apparel	(10,000)
Medicare	670	Motor Vehicle Maintenance	(10,000)
Retirement Plan 2	6,833	C/O Misc Other Capital	(350,000)
Health Insurance	22,325	Pickup Trucks	(50,000)
Safety Materials & Supplies	5,000	Debt Interest	(11,000)
Radio Equipment	5,000	Transfer to City Garage	<u>(15,000)</u>
Building Maintenance	10,000		
Gas Utilities	500		
Telephone Service Local	200		
Audit Services	4,000		
Charges for General Service	85,752		
Dues & Subscriptions	10,000		
Education & Training	5,000		
Tree Trimming Services	100,000		
Credit Card Fees	50,000		
Community Promotions	10,000		
Administrative Vehicle	3,000		
Special Purpose Vehicles	10,000		
C/O Machines & Tools	9,000		
Debt Principal	37,000		
Transfer to General	<u>100,616</u>		

Personnel Summary:

General Manager	1	Line Worker I	5
Assistant Manager/Engineer	1	Equipment Operator II	1
Electric Dist Supervisor	1	Utility Technician	1
Electric Dist Superintendent	1	Warehouse Storekeeper	1
Engineering Technician	1	Administrative Secretary	1
Senior Line Worker	5	Office Specialist	1
Line Worker II	5		

Total Full Time Employees 25

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	24	25	25	25	25	25	25	25	25	25

Explanation: FY 09/10 the position of Utility Technician was added.



MESO Lineworker's Rodeo was held at Arcadia Lake in Edmond on September 22, 2016. PCE Team pictured above were Thomas Alvarez, Jared Evans, and Chris Crain. They finished 2nd place!

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 2017 Accomplishments:

- Co-hosted the Biannual Household Hazardous Waste and Electronics Collection Day with Phillips66 Ponca City Refinery.
- Supported the Annual Great Day of Service Cleanup sponsored by local churches.
- Supported a variety of community events including October Fest and Standing Bear Pow Wow.
- Advertised in local media to inform the public about the services offered by the Solid Waste Division.
- Held/attended safety and educational meetings to enhance employees' safety awareness and job knowledge.
- Assisted various city departments in the removal and disposal of debris generated from facility cleanups and code enforcement activities.

Fiscal 2018 Objectives:

- Continue the commitment to provide quality services to all customers.
- Collaborate with various community service groups to clean up alleys and neighborhoods. The Great Day of Service is the largest event and coordinated with the City's Annual Spring Cleanup.
- Continue the Division's commitment to employee training by attending/holding safety and educational meetings.
- Work with other city departments in the removal and disposal of debris generated from constructions, storm damages, and code enforcement activities.

PCUA - Solid Waste Collection								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	1,804,286	1,792,288	1,871,341	2,181,556	1,464,458	2,104,131	(77,425)	(3.55%)
Material/Supplies	36,960	44,016	31,339	50,500	23,946	50,500	0	0.00%
Other Charges & Svcs	168,862	195,807	188,597	239,759	158,292	242,366	2,607	1.09%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>1,352,023</u>	<u>1,269,113</u>	<u>1,230,139</u>	<u>1,299,552</u>	<u>962,471</u>	<u>1,337,354</u>	<u>37,802</u>	<u>2.91%</u>
Department Total	3,362,131	3,301,224	3,321,417	3,771,367	2,609,166	3,734,351	(37,016)	(0.98%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Charges for General Service	7,607	Full Time Salaries	(50,716)
Misc Contractual Services	30,000	FICA	(2,918)
Transfer to General	7,802	Medicare	(675)
Transfer to City Garage	<u>30,000</u>	Retirement Plan 2	(831)
		ICMA Retirement PCUA	(50)
		Health Insurance	(8,297)
		Workers Compensation	(13,938)
		Household Hazardous Waste	<u>(35,000)</u>
Total	75,409	Total	(112,425)
	Net Decrease		<u>(\$37,016)</u>

Personnel Summary:

Environmental Svcs Director	.33	Solid Waste Collector	14
Solid Waste Superintendent	1	Office Specialist	1
Supervisor-Solid Waste	2	Loaders-Part Time	9
Senior Solid Waste Collector	12	Recycling Advocate	.5

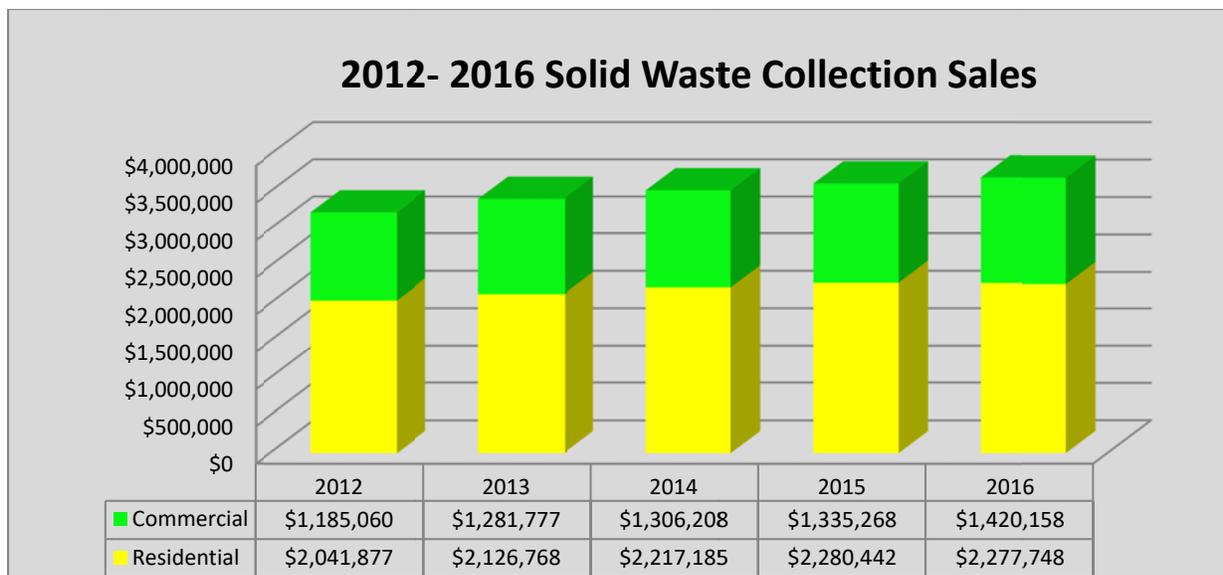
Total Full Time Employees 30.83
Total Part Time Employees 9

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	32.33	32.33	32.33	31.83	31.83	31.83	31.83	31.83	31.83	30.83

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.
 FY 17/18 Solid Waste Collector was eliminated because Recycling Center was outsourced to SCL.



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 2017 Accomplishments:

- Fulfilled all reporting requirements for Air Quality, Greenhouse Gas, and Leachate and Groundwater Monitoring at the landfill site.
- Installed cameras at landfill to monitor traffic and improve site security.
- Held onsite safety meetings and group discussions in addition to attending city-wide trainings to enhance employees' safety awareness and job knowledge.

Fiscal 2018 Objectives:

- Fulfill all monitoring and reporting requirements mandated by ODEQ and EPA.
- Continue to assist City Departments in the disposal of refuse from various projects and code enforcement activities.
- Continue to establish, maintain, and enhance vegetation covers grown on exposed intermediate slopes and flats.
- Continue division's commitment to safety by conducting safety meetings and attending city wide training sessions.

PCUA - Landfill								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	416,510	424,751	428,011	453,328	332,997	448,786	(4,542)	(1.00%)
Material/Supplies	9,473	13,416	10,047	15,800	10,103	15,800	0	0.00%
Other Charges & Svcs	91,955	115,641	117,779	125,373	88,125	217,484	92,111	73.47%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	12,500	12,500	12,500	12,500	12,500	6,250	(6,250)	(50.00%)
Transfers	<u>742,877</u>	<u>659,360</u>	<u>714,349</u>	<u>697,899</u>	<u>506,882</u>	<u>709,480</u>	<u>11,581</u>	<u>1.66%</u>
Department Total	<u>1,273,316</u>	<u>1,225,669</u>	<u>1,282,686</u>	<u>1,304,900</u>	<u>950,607</u>	<u>1,397,800</u>	<u>92,900</u>	<u>7.12%</u>

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>	
Retirement Plan 2	384	Full Time Salaries	(4,751)
Health Insurance	3,424	FICA	(284)
Misc Contractual Service	90,000	Medicare	(59)
Charges for General Services	2,111	Workers Compensation	(3,256)
Transfer to General	1,581	Debt Principal	<u>(6,250)</u>
Transfer to City Garage	<u>10,000</u>		
	Total	Total	(14,600)
	107,500		
	Net Increase	<u>\$92,900</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>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>	<u>2016-17</u>	<u>2017-18</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 2017 Accomplishments:

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

Fiscal 2018 Objectives:

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

PCUA - Landfill Closure								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2018 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2018		Amount	Percent
Transfer from Sld Wst	20,000	20,000	20,000	20,000	15,000	20,000	0	0.00%
Transfer from Landfill	60,000	60,000	30,000	30,000	22,500	30,000	0	0.00%
Interest Income	0	0	0	0	0	0	0	0.00%
Gain on Investment	0	0	0	0	0	0	0	0.00%
Total Revenues:	80,000	80,000	50,000	50,000	37,500	50,000	0	0.00%
EXPENDITURES								
Dues & Subscriptions	28,260	22,328	20,020	25,000	10,428	25,000	0	0.00%
Miscellaneous	0	0	0	1,000	0	0	(1,000)	(100.00%)
Total Expenditures:	28,260	22,328	20,020	26,000	10,428	25,000	(1,000)	(3.85%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
	Miscellaneous		(1,000)
Total	0	Total	(1,000)
Net Decrease		(1,000)	

Personnel Summary: None

RECYCLING CENTER STATISTICS

<u>Type of Recyclable</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Cardboard	4.86*	78.50	79.26	89.30	101.59	54.00	24.72
Newspapers	169.18	166.18	149.72	154.01	160.92	60.50	121.8
White Goods	45.38	23.04	25.38	22.04	25.76	19.82	38.72
Magazines	57.58	51.39	56.49	54.40	52.31	**	**
Office Paper	23.12	25.58	23.25	23.03	25.76	9.00	20
Glass	29.95	31.47	37.63	38.98	41.38	28.54	29.07
Books	12.67	10.20	8.49	9.35	8.10	**	**
Tin	13.5	6.25	6.54	8.47	7.11	7.49	6.1
Iron	*	*	*	*	*	*	*
Car Batteries	4.66	.81	2.67	2.88	4.01	3.00	2.5
Aluminum Cans	2.24	2.41	2.36	2.33	2.65	2.25	2.31
Misc Paper	9.25	6.80	8.58	8.77	7.82	**	**
Mixed Metal	17.70*	16.56*	14.49*	16.20*	8.22*	6.17*	23.7*
Total*	390.09	419.19	412.70	429.76	445.63	190.90	268.92

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

** Magazines, Books, and Misc Paper are no longer categorized since recycling processor does not track these categories.

RECYCLING SAVINGS

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Trees	6,276	6,626	5,939	5,761	6,061	3,245	4,571
kWh of Energy	1,513,731	1,598,168	1,437,066	1,389,326	1,461,650	782,690	1,102,572
Gallons of Water	2,584,421	2,718,579	2,453,528	2,372,020	2,495,500	1,336,300	1,882,440
Cubic Yard of Landfill	949	1,039	1,106	779	820	325	672
Pounds of Air Pollution	21,500	23,388	21,030	25,786	26,395	11,454	16,135

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 2017 Accomplishments:

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

Fiscal 2018 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	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Transfer from Sld Wste	300,000	300,000	300,000	300,000	225,000	300,000	0	0.00%
Transfer from Landfill	300,000	300,000	300,000	300,000	225,000	300,000	0	0.00%
Interest Income	<u>18,451</u>	<u>36,735</u>	<u>28,652</u>	<u>25,000</u>	<u>12,242</u>	<u>25,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	<u>618,451</u>	<u>636,735</u>	<u>628,652</u>	<u>625,000</u>	<u>462,242</u>	<u>625,000</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES								
Capital Outlay	<u>970,800</u>	<u>991,382</u>	<u>840,762</u>	<u>285,000</u>	<u>235,138</u>	<u>681,500</u>	<u>396,500</u>	<u>139.12%</u>
Total Expenditures:	<u>970,800</u>	<u>991,382</u>	<u>840,762</u>	<u>285,000</u>	<u>235,138</u>	<u>681,500</u>	<u>396,500</u>	<u>139.12%</u>

Approved Capital:

Bomag 772RB-4 Landfill Compactor	\$588,000
4 x 4 Pickup Truck	\$33,000
2-6 Yard Rear Load Containers	\$30,000
4 x 4 Pickup Truck	\$27,500
Replacement Lids for Rear Load Containers	\$3,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Pickup Trucks	60,500	Misc Capital Outlay	<u>(60,000)</u>
Special Purpose Vehicles	393,000		
Machinery & Equipment	<u>3,000</u>		
Total	456,500	Total	(60,000)
Net Increase	<u>\$396,500</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 2017 Accomplishments:**
- Began a pilot program for Electronic Billing with in-house bills only at this time.
 - Provided handheld meter programming devices for both technicians to improve efficiency in the field.
 - Created spreadsheet for all key accounts, three phase metering, and larger water meters to run semi-monthly audits to better track accuracy of meters and to detect any possible issues earlier.
 - Continued to verify commercial accounts/meters/services weekly with office personnel continually updating reports.
 - Worked with Park and Recreation and Technology Services to get portable credit card acceptance available.

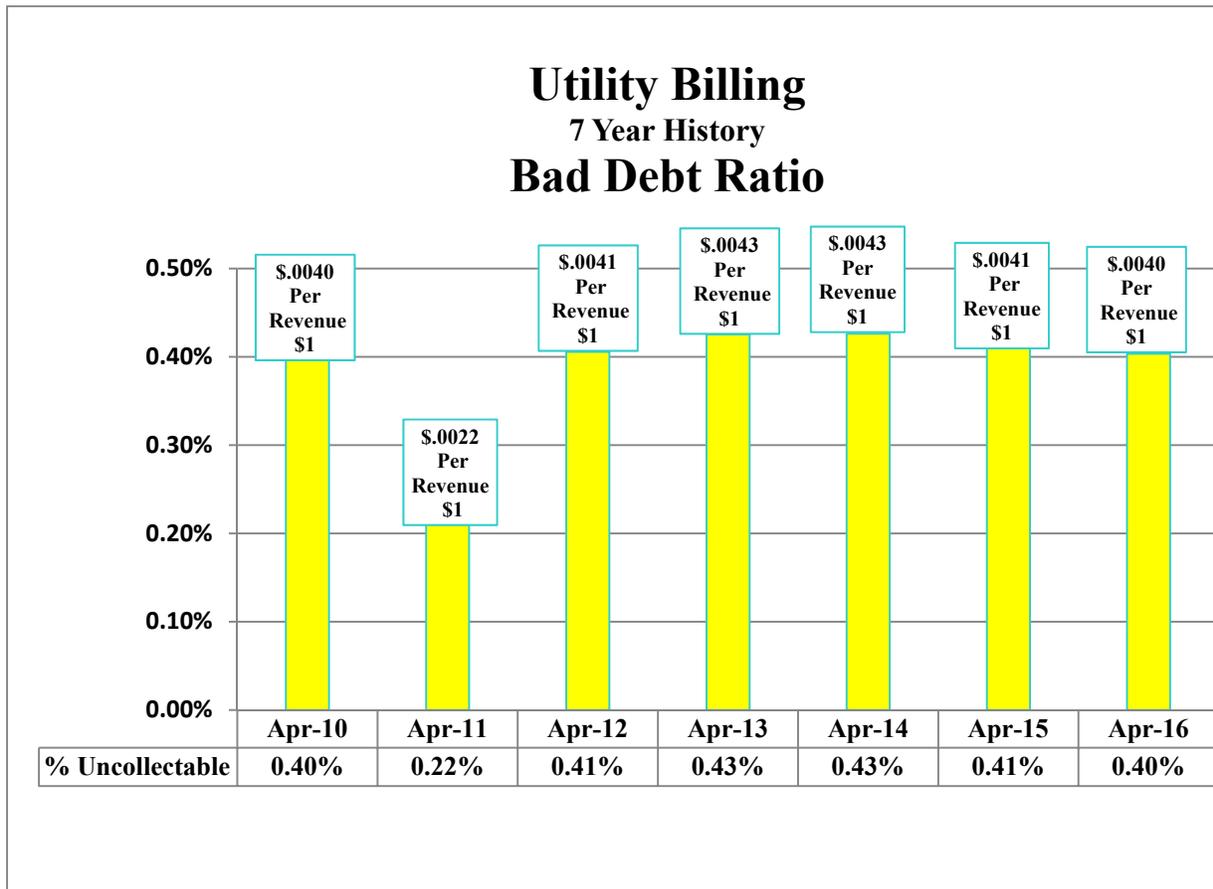
UTILITY ARRANGEMENT COMPARISON

	Ponca City	Blackwell	Newkirk	Tonkawa	Kay Electric	Indian Electric
Execute Payment Arrangements	Yes	Yes	Yes	Yes	Yes	Yes
Agencies limit Arrangements per year?	6	3	3	1	2	4
How many days to pay on an arrangement?	30	15	10	14	20	20
Allowed to make arrangements on old debt before they start service?	Yes	No	No	No	No	Possibly

Although, Ponca City Utility Authority is by far the most lenient in making customer payment arrangements, compared to the surrounding areas, we are still able to keep our bad debt less than 1%.

- Fiscal 2018 Objectives:**
- Begin offering Electronic Billing to all customers.
 - Review and update Red Flag Rules/Policies to mitigate and identify theft.
 - Work jointly with PC Energy to verify all Current Transformer metering in the system.

- Budget Highlights:**
- Community agencies, churches and tribal agencies contributed \$174,473 on customers' accounts in 2016. DHS paid \$230,522.



PCUA - Utility Billing Administration								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	384,863	398,679	430,790	453,350	329,787	449,910	(3,440)	(0.76%)
Material/Supplies	52,883	62,073	64,821	71,900	44,196	71,900	0	0.00%
Other Charges & Svcs	129,718	137,646	140,304	142,550	95,091	142,550	0	0.00%
Capital Outlay	0	19,700	0	0	0	0	0	0.00%
Transfers	11,725	10,199	9,346	12,500	5,903	12,500	0	0.00%
Department Total	579,189	628,297	645,261	680,300	474,977	676,860	(3,440)	(0.51%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Part Time Salaries	1,797	Full Time Salaries	(5,284)
Retirement Plan 2	238	FICA	(300)
Health Insurance	<u>3,504</u>	Medicare	(70)
		ICMA Retirement PCUA	(62)
		Workers Compensation	<u>(3,263)</u>
Total	5,539	Total	(8,979)
Net Decrease		<u>(\$3,440)</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>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	10	9	9	9	9	9	9	8	8	8

Explanation: 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 2017 Accomplishments:

- Managed personnel 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 sustainability.
- Managed the community's Industrial Pretreatment Program that has six Significant Industrial Users (SIU) as well as six Nonsignificant Industrial Users; the Annual Pretreatment Compliance Inspection conducted by Oklahoma Department of Environmental Quality (ODEQ) in January 2017 revealed no findings of violations and required no action of improvements.
- Worked with ODEQ on the NPDES Compliance Evaluation Inspection; provided adequate responses to ODEQ's inquiries on wastewater treatment plant's reporting and recordkeeping as well as wastewater collection system's operations and maintenance.
- Encouraged aggressive preventive maintenance measures on the wastewater collection system, which has drastically reduced the system's unpermitted discharges and maintained its occurrences at 2~3 times per calendar year.
- Coordinated with PCUA and Ponca City High School to provide a tour of the wastewater treatment plant for the Earth Science Class to promote awareness of this key city operation.
- Worked with ODEQ staff to convert the wastewater treatment plant's monthly Discharge Monitoring Reports to the newly-implemented electronic reporting system (ERS-E2).

Fiscal 2018 Objectives:

- Continue to promote higher standards and higher efficiency throughout the department.
- Provide general management to approved capital projects in the areas of communication, team work, etc.
- Enhance preventive maintenance programs to improve infrastructure integrity and minimize sewer overflows in the wastewater collection system.
- Work with the City's pretreatment program customers to ensure customer satisfaction.

PCUA - Wastewater Administration								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	67,193	69,214	70,188	76,607	54,803	75,295	(1,312)	(1.71%)
Material/Supplies	627	956	987	1,530	463	1,430	(100)	(6.54%)
Other Charges & Svcs	210,010	215,678	227,531	252,911	180,746	264,012	11,101	4.39%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	2,030,086	2,002,601	1,999,258	1,413,200	1,324,832	1,025,000	(388,200)	(27.47%)
Transfers	<u>665,586</u>	<u>688,354</u>	<u>701,505</u>	<u>712,535</u>	<u>534,401</u>	<u>721,746</u>	<u>9,211</u>	<u>1.29%</u>
Department Total	<u>2,973,502</u>	<u>2,976,803</u>	<u>2,999,468</u>	<u>2,456,783</u>	<u>2,095,244</u>	<u>2,087,483</u>	<u>(369,300)</u>	<u>(15.03%)</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	35	Full Time Salaries	(987)
Health Insurance	350	FICA	(61)
Charges for General Services	11,101	Medicare	(14)
Transfer to General	<u>9,211</u>	ICMA Retirement PCUA	(57)
		Workers Compensation	(578)
		Office Furnishings	(100)
		Debt Principal	(355,000)
		Debt Interest	(30,000)
		Agent Fee	<u>(3,200)</u>
Total	20,697	Total	(389,997)
	Net Decrease		<u>(\$369,300)</u>

Personnel Summary:

Environmental Services Director	.33	Administrative Secretary	.5
Total Full Time Employees		.83	

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83
Explanation:	(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 2017 Accomplishments:

- Successfully treated over 1.38 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.
- Supervised the completion of the valve replacement project.
- Supervised the completion of the variable speed drives replacement project.
- Completed 3,120 work orders to maintain the Wastewater Treatment Plant and the liftstations located throughout the community.

Fiscal 2018 Objectives:

- Finish approved infrastructure projects on time and within budget.
- Continue division’s commitment to employee training in order to enhance job knowledge and safety awareness.
- Continue replacing major valves to ensure plant’s smooth operation.

PCUA - Wastewater Treatment								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Personal Services	579,995	572,175	600,577	715,725	446,362	729,252	13,527	1.89%
Material/Supplies	253,121	243,622	244,139	282,700	151,450	282,700	0	0.00%
Other Charges & Svcs	489,452	504,895	459,542	558,400	233,215	558,400	0	0.00%
Capital Outlay	86,918	570,514	49,466	130,000	68,540	135,000	5,000	3.85%
Transfers	94,493	94,172	100,644	110,945	64,023	104,945	(6,000)	(5.41%)
Department Total	1,503,980	1,985,379	1,454,368	1,797,770	963,590	1,810,297	12,527	0.70%

Approved Capital:

Valve Replacement	\$80,000
Variable Frequency Drive (VFD) Replacement	\$55,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	12,521	Workers Compensation		(5,128)
FICA	528	Transfer to City Garage		<u>(6,000)</u>
Medicare	123			
Retirement Plan 2	466			
Health Insurance	5,017			
C/O Sewer System	<u>5,000</u>			
	Total		Total	(11,128)
		Net Increase		<u>\$12,527</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>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	11.5	11.5	11	11	11	11	11	11	11	11

Explanation: 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 2017 Accomplishments:**
- Only allowed 3 Unpermitted Wastewater Discharges in year 2016.
 - Completed a capital project to replace 2,300 feet of 8” wastewater main on Franklin Street.
 - Performed preventive maintenance tasks to maintain and improve conditions of City’s Wastewater Collection System:
 - Flushed over 600,000 feet of wastewater mains.
 - Filmed over 15,000 feet of sewer mains to evaluate pipe conditions.
 - Treated over 50,000 feet of pipes with proprietary root control chemicals.

- Fiscal 2018 Objectives:**
- Continue with the preventative maintenance program to minimize Unpermitted Wastewater Discharges.
 - Improve the City’s Wastewater Collection System with capital project(s) and point-to-point repairs.
 - Continue the division’s commitment to safety.

PCUA - Wastewater Collection								
EXPENDITURES:	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Personal Services	331,334	355,553	351,656	394,750	293,353	403,076	8,326	2.11%
Material/Supplies	80,175	81,869	86,149	95,000	24,584	94,750	(250)	(0.26%)
Other Charges & Svcs	23,369	41,836	46,702	56,200	45,945	56,150	(50)	(0.09%)
Capital Outlay	402,832	300,463	1,151,300	570,000	64,836	450,000	(120,000)	(21.05%)
Transfers	<u>46,340</u>	<u>58,676</u>	<u>29,281</u>	<u>62,422</u>	<u>51,964</u>	<u>69,422</u>	<u>7,000</u>	<u>11.21%</u>
Department Total	884,050	838,397	1,665,088	1,178,372	480,681	1,073,398	(104,974)	(8.91%)

Approved Capital:	Sewer Line Replacement – Ash to Osage, N of South Ave	\$300,000
	Contingency Wastewater Collection Projects	\$70,000
	Engineering for 4” Sewer Main Project on Hillside	\$40,000
	Manhole Rehabilitation	\$40,000

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 2017 Accomplishments:

- Received the authorization to discharge stormwater from the Oklahoma Department of Environmental Quality.
- Completed the demolition of two residences that were prone to flooding in cooperation with the street division.
- Increased the rate for the stormwater utility fee.

Fiscal 2018 Objectives:

- Review the current stormwater ordinance to meet the new general permit OKR04 which was received on January 6, 2017.
- Continue implementing the requirements for the City's Stormwater Phase II NPDES permit.
- Fund a new detention pond in Young's Park to include engineering, design, and construction.

PCUA - Stormwater								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Stormwater Fee	379,672	412,760	445,131	480,000	358,889	512,000	32,000	6.67%
Other Revenues	<u>25,061</u>	<u>36,494</u>	<u>18,930</u>	<u>15,500</u>	<u>27,547</u>	<u>14,200</u>	<u>(1,300)</u>	<u>(8.39%)</u>
Total Revenues:	404,733	449,254	464,061	495,500	386,436	526,200	30,700	6.20%
EXPENDITURES:								
Personal Services	28,979	29,977	30,767	33,859	23,792	32,819	(1,040)	(3.07%)
Materials & Supplies	37,801	19,167	0	52,500	19,427	52,500	0	0.00%
Other Charges & Svcs	59,385	98,004	66,170	141,552	72,051	107,030	(34,522)	(24.39%)
Capital Outlay	253,458	19,900	694,140	0	0	510,000	510,000	0.00%
Transfers	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>7,500</u>	<u>10,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures	379,623	177,048	801,078	237,911	122,769	712,349	474,438	199.42%

Approved Capital: Construct Young Park Detention Pond \$350,000
Pictometry Aerial Photography of City/PCUA \$160,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	2	Full Time Salaries	(743)
Charges for General Services	1,478	FICA	(45)
Aerial Maps	160,000	Medicare	(10)
C/O Stormwater System	<u>350,000</u>	Workers Compensation	(244)
		Printing	(1,000)
		Household Hazardous Waste	<u>(35,000)</u>
Total	511,480	Total	(37,042)
	Net Increase		<u>474,438</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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	.5	.5	.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 2017 Accomplishments:**
- Reorganized network/internet communication locations, including the consistent routing and proper labeling of all circuits.
 - Upgraded several City business systems to ensure continued, safe operations for the departments and end-users, including:
 - Improved network connectivity at Water Distribution.
 - Water Distribution application software now provides access to work orders and service management information to users in the field.
 - Partnered with Utility Billing to provide email capability of utility statements.
 - Implemented WiFi at the Marland Grand Home for public access of a self-guided, on-line video tour application, and partnered with the Marland Mansion to identify an App-based self-guided video.
 - Installed new servers to support the application and data storage of video security/surveillance systems deployed throughout the City.
 - Upgraded file servers supporting the business operations of Ponca City Energy.
 - Upgraded the Motor Pool application software.
 - Improved Technology Services internal processes to ensure overall security, accountability, and sustainability of all City systems and applications.
 - Continued to expand the City's business broadband customer base by adding five new users.

- Fiscal 2018 Objectives:**
- Finalize the feasibility study / business plan for Fiber to the Home, and prepare for presentation to the Commissioners and Mayor.
 - Continue to enhance security at all Network Operation Centers, communication closets and network switch locations to ensure best practice standards are applied throughout the City.
 - Ensure City application systems are secure, operated with best practice standards, and provide increased monitoring to ensure continuity of operations.
 - Actively promote VPN (virtual private network) technology to provide safe and secure remote access to authorized City employees and vendors.
 - Complete a full internal audit of technology assets in the City to validate the inventory system to ensure that it is accurate and complete.
 - Actively investigate and promote consolidated printing models to reduce annual costs.

PCUA - Technology Services								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Transfers	705,000	755,000	743,000	743,000	559,750	743,000	0	0.00%
Misc. Receipts	<u>120</u>	<u>1,006</u>	<u>589</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	705,120	756,006	743,589	743,000	559,750	743,000	0	0.00%
EXPENDITURES								
Personal Services	334,822	363,649	324,013	389,049	216,894	377,631	(11,418)	(2.93%)
Material & Supplies	129,575	85,430	119,871	136,500	65,853	58,500	(78,000)	(57.14%)
Other Charges & Svcs	195,903	199,088	208,349	226,600	159,789	261,500	34,900	15.40%
Capital Outlay	11,500	0	0	0	0	87,700	87,700	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:	675,027	651,393	655,459	755,375	445,762	788,557	33,182	4.39%

Approved Capital

Virtual Desktop (VDI) Replacement	(CIP Fund) \$400,000
Network Firewall and Intrusion Detection	\$41,800
Layer 2 Network Access Switch	\$25,000
12 Port 10Gbps Fiber Switch	\$9,900
48 Port Expansion Module Cisco Core Switch	\$6,000
UPS For Network and Computer Services	\$5,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Health Insurance	2,023	Full Time Salaries	(9,661)
Life Insurance	12	FICA	(509)
Vehicle Allowance	600	Medicare	(111)
Telephone Service Local	50	ICMA Retirement PCUA	(796)
Education & Training	10,000	Workers Compensation	(2,976)
Communications Maint	5,000	Computers	(78,000)
Maintenance & Service	33,500	Cell Phone Service	(5,500)
Computer Capital Expense	<u>87,700</u>	Misc Professional Service	(5,000)
		Pager Services	<u>(3,150)</u>
Total	138,885	Total	(105,703)
	Net Increase		<u>33,182</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>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	3	3	3	3	3	4	4	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 2017 Accomplishments:

- Increased Pro Shop sales by double digits in 2016 for the third consecutive year.
- Sodded #5 and #15 Red Tees with Zoysia.
- Increased week day league play from 12 teams to 18 teams.
- Removed brush and trees from overgrown wooded areas to increase airflow and accentuate the scenery around holes #6 and #14.
- Increased play with PGA Grow the Game and PGA Junior League initiatives.
- Added 3 new tournaments with Not for Profit agencies and local businesses.
- Planted Crape Myrtles behind #11 green to have a backdrop setting for approach shots and to separate from #1 green.
- Back filled and over seeded bare rough areas to promote grass growth and keep flow of grass throughout the course.
- Constructed Red Tee Box on #12 for a new forward teeing area.

Fiscal 2018 Objectives:

- Plant trees behind #8 green for backdrop effect and create a natural barrier from #6 green and #14 tee.
- Bring back our monthly Friday Night Fun Nights to create a fun, relaxing atmosphere and get more patrons to come to the course.
- Construct new Red Tee box on #10 for a new teeing area.
- Continue to grow our Wednesday Night League with ultimate goal to have both 9's filled each Wednesday.
- Build rock walkway from sidewalk to putting green to enhance look for patrons.
- Continue relationships with area businesses and Not for Profit agencies to increase tournament play and pro shop sales.
- Continue cleanup of wooded areas along lake to offer more scenic views.
- Install tree nursery behind #10 green so we can reforest trees that might be taken down.

Enterprise Funds - Golf Course								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Annual Green Fees	53,346	52,047	55,822	52,000	14,361	52,000	0	0.00%
Daily Green Fees	130,782	146,803	152,297	145,000	94,830	147,000	2,000	1.38%
Tournament Fees	1,000	0	0	0	0	0	0	0.00%
Pro Shop Sales	87,967	117,032	124,135	110,000	51,496	130,000	20,000	18.18%
Golf Cart Rentals	115,959	123,445	123,410	120,000	67,665	122,000	2,000	1.67%
Private Cart Fees	6,540	5,471	3,918	6,000	553	4,000	(2,000)	(33.33%)
Daily Cart Rentals	0	0	0	0	0	0	0	0.00%
Cart Trail Fees	202	377	848	500	439	700	200	40.00%
Sales Tax Paid	49	1,122	743	0	0	0	0	0.00%
Concession	65,139	72,561	68,883	72,000	44,107	70,000	(2,000)	(2.78%)
Contrib from Funds	260,000	260,000	285,694	285,694	214,271	280,000	(5,694)	(1.99%)
Cash Over/Short Rev	0	300	1,016	0	10	0	0	0.00%
Other Revenues	<u>2,030</u>	<u>1,345</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	723,012	780,502	817,017	791,194	487,731	805,700	14,506	1.83%
EXPENDITURES								
Personal Services	463,353	452,505	449,901	494,565	370,835	507,862	13,297	2.69%
Material & Supplies	95,140	89,159	84,735	97,500	63,386	92,500	(5,000)	(5.13%)
Other Charges & Svcs	159,209	173,340	197,677	176,050	150,502	176,050	0	0.00%
Capital Outlay	0	0	0	0	0	23,500	23,500	0.00%
Transfers	<u>22,576</u>	<u>21,653</u>	<u>20,079</u>	<u>23,079</u>	<u>20,610</u>	<u>28,079</u>	<u>5,000</u>	<u>21.66%</u>
Total Expenditures:	740,278	736,656	752,392	791,194	605,333	827,991	36,797	4.65%

Approved Capital: Club Car Carryall 500 \$12,500
 Pro Shop Carpet \$11,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Part Time Salaries	9,232	Full Time Salaries	(7,570)
FICA	58	Workers Compensation	(3,557)
Medicare	21	Office Supplies	(500)
Retirement Plan 1	271	Motor Fuel	(7,800)
Health Insurance	14,842		
Wearing Apparel	500		
Janitor Supplies	500		
Water System Maintenance	2,000		
Trees & Shubbery	250		
Misc Repairs & Maint	50		
C/O Building Addition	11,000		
Special Purpose Vehicles	12,500		
Transfer to City Garage	<u>5,000</u>		
Total	56,224	Total	(19,427)

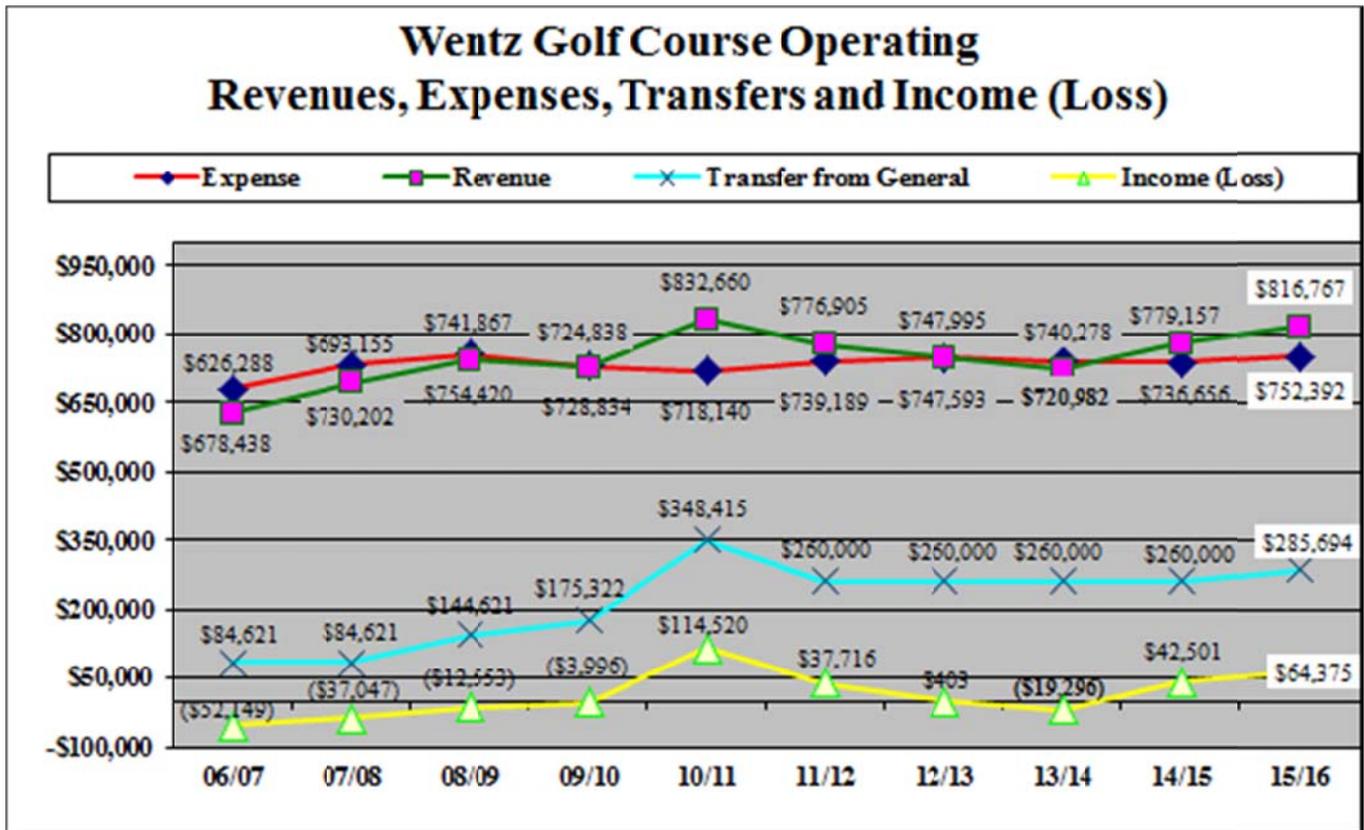
Net Increase 36,797

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>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>	<u>2016-17</u>	<u>2017-18</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 2015/16 utility expense was approximately \$27,068.

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 2017 Accomplishments:

- “High Stakes: The Life & Times of E. W. Marland” premiered at the Ponca Theatre, Circle Cinema and the Oklahoma History Center. Film also aired by Oklahoma Educational Television Authority (OETA) on PBS.
- Chosen as one of several Oklahoma sites for the filming of movie “Starbright”. Many different interior scenes were shot in the Mansion over a four day period and the Mansion received \$11,000 in rental revenue.
- Evaluated gift shop inventory sales and realigned focus on regionally-made or Oklahoma-made stock items, including new books and items directly related to the E. W. Marland Estate, as well as upgraded fixtures to better reflect the elegance seen throughout the Mansion.
- Improved response time of rental payment balances by developing a friendly payment “Reminder” to be mailed or emailed prior to payment due date.
- Partnered with Green Country to update and redesign all print ads for cross-promotion of the Mansion, Marland's Grand Home, and Ponca City Tourism, and to create new advertising brochures and an I-35 billboard sign.
- Increased tour revenue by 32%, gift shop sales by 49%, and rental revenues by 9%.
- Received, via the Marland Estate Foundation, over \$30,000 in donations, \$40,000 in proceeds from Oktoberfest, and over \$10,000 in proceeds from the 2016 Gala. The Mansion also received \$4,050 in Matching Grants and Volunteer Grants from ConocoPhillips/Phillips 66.

Fiscal 2018 Objectives:

- Continue to streamline the rental contract process using available technology, such as Outlook and Incode.
- Purchase additional tables and cart equipment to decrease table set-up and knock-down time and effort.
- Continue to schedule Director's informational Mansion tours for emergency responders as needed.
- Complete repairs to the Gate House in anticipation of long term tenant rental, such as external guttering, interior wall plaster and paint, and professional carpet cleaning.

- Continue to promote the Mansion through magazine and newspaper advertising, Oklahoma Travel and Recreation Departments “Fulfillment Program,” City website, and social media.
- Continue to identify maintenance needs and provide preventative maintenance, in order to preserve the Marland Mansion and Estate.

Enterprise Funds - Marland Estate								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Outside Revenue	3,896	0	0	0	0	0	0	0.00%
Charges for Services	141,980	140,241	142,433	126,200	144,121	150,200	24,000	19.02%
Contribution from Funds	148,378	148,378	199,185	199,185	149,389	180,000	(19,185)	(9.63%)
Other Revenues	<u>917</u>	<u>1,604</u>	<u>1,209</u>	<u>1,000</u>	<u>1,928</u>	<u>1,200</u>	<u>200</u>	<u>20.00%</u>
Total Revenues:	295,171	290,223	342,827	326,385	295,438	331,400	5,015	1.54%
EXPENDITURES								
Personal Services	215,205	194,817	216,066	230,837	164,338	232,321	1,484	0.64%
Material & Supplies	33,764	28,694	31,981	36,744	25,675	38,750	2,006	5.46%
Other Charges & Svcs	30,548	29,630	30,339	41,650	33,275	44,150	2,500	6.00%
Capital Outlay	3,896	0	0	0	0	7,500	7,500	0.00%
Transfers	<u>26,692</u>	<u>26,037</u>	<u>25,167</u>	<u>27,154</u>	<u>19,278</u>	<u>26,654</u>	<u>(500)</u>	<u>(1.84%)</u>
Total Expenditures:	310,106	279,179	303,553	336,385	242,566	349,375	12,990	3.86%

Approved Capital:	Computerized Gift Shop Cash Register	\$4,000
	Additional Event Equipment	\$3,500

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	281	Full Time Salaries	(2,483)
Health Insurance	5,658	FICA	(70)
Office Supplies	100	Medicare	(22)
Janitor Supplies	1,200	Workers Compensation	(1,880)
Chemical Supplies	500	Wearing Apparel	(100)
Postage	100	Transfer to City Garage	<u>(500)</u>
Buildings Maintenance	206		
Printing	2,500		
Office Furnishings	4,000		
Misc Capital Outlay	<u>3,500</u>		
Total	18,045	Total	(5,055)

Net Increase \$12,990

Personnel Summary:

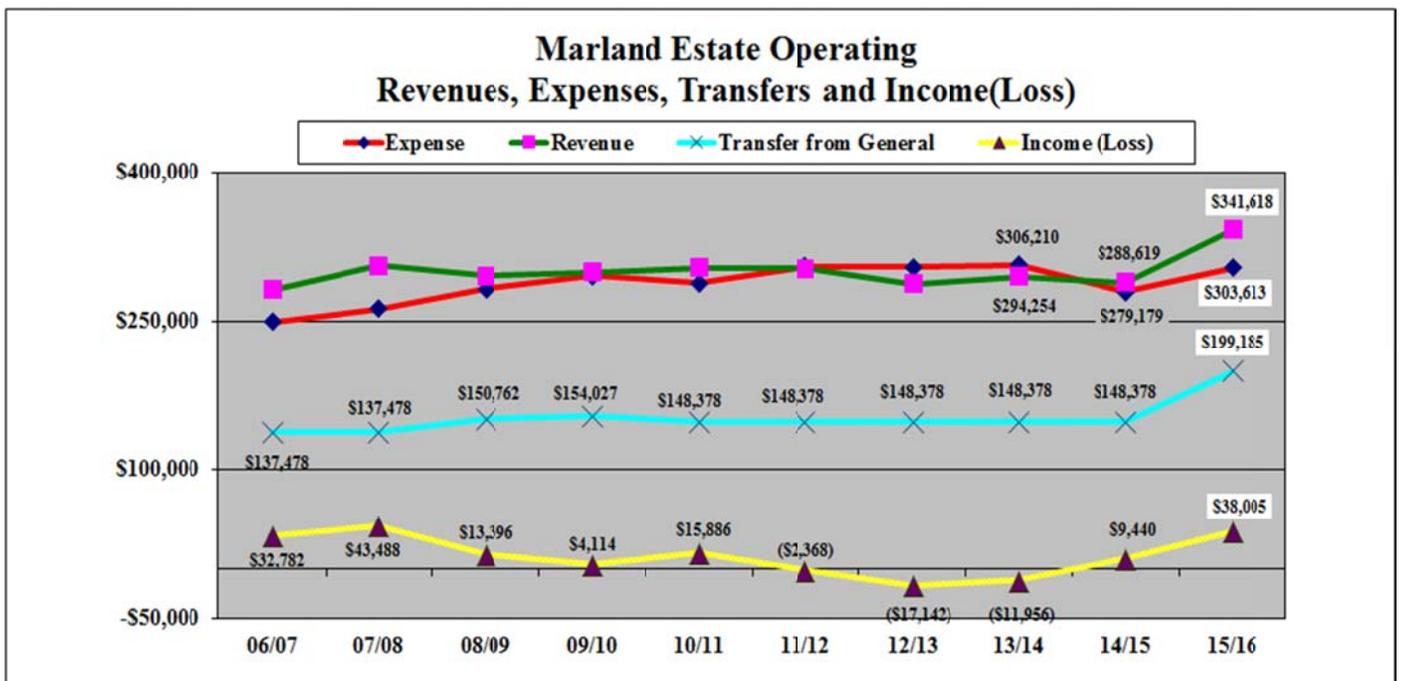
Estate Director	1	Gift Shop Attendant/Events Coordinator	1
Operations Assistant	1	Gift Shop Attendant – Part Time	2
Maintenance Worker II	1	Custodian – Part Time	1

Total Full Time Employees 4

Total Part Time Employees 3

Personnel History:

	<u>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	4	4	4	4	4	4	4	4	4	4



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 2015/16 utility expense was approximately \$48,956.

Airport Grants

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

- Fiscal 2017 Accomplishments:**
- Rehabilitated existing Hangar Access and Parking Aprons.
 - Widen and extended an existing Taxilane serving T-Hangars.
 - Reconstructed and widen a portion of the Main Parking Apron.
 - Installed LED conversion kits for existing Windcone.
 - Installed new LED REILS.

- Fiscal 2018 Objectives:**
- Receive non-primary entitlement funds for improvements.

Enterprise Funds - FAA Grant								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Intergovernmental	125,456	480,200	187,180	165,000	87,477	165,000	0	0.00%
Contributions from Funds	16,667	16,667	31,364	16,667	16,667	16,667	0	0.00%
Other Revenues	<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:	142,123	496,867	218,544	181,667	104,144	181,667	0	0.00%
EXPENDITURES								
Other Charges & Services	0	0	0	0	0	0	0	0.00%
Capital Outlay	<u>139,351</u>	<u>490,647</u>	<u>221,392</u>	<u>181,667</u>	<u>97,198</u>	<u>181,667</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	139,351	490,647	221,392	181,667	97,198	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:

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

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 2017 Accomplishments:

- Hosted over 5,100 people attending the monthly fly-in breakfast meetings in 2016.
- Hosted the Northern Oklahoma Flight Academy with the maximum number of 35 participants for the thirteenth consecutive year.
- Installed new siding and windows at airport's manager house.
- Reshaped and cleaned out the Airport drainage channel south of Hartford.
- Replaced the Airport lighting beacon.
- Replaced the roof on the Airport clubhouse.
- Modified the sky-lights on Building #12.
- Rehabilitate the north jet fuel farm to bring the pumps and tanks to meet current state standards.

Fiscal 2018 Objectives:

- Maintain the current fuel sales at the Ponca City Regional Airport.
- Power wash and chemically treat the exterior roofs on Buildings #7 and #8.
- Repair the exterior walls by power washing and painting the exterior walls of Buildings #9 and #10.
- Darr Building #3 (Lindsay Manufacturing) will have the exterior walls power washed and new paint.

Enterprise Funds - Airport								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Licenses & Permits	130	0	0	0	0	0	0	0.00%
Charges for Services	907,361	953,548	815,718	894,450	736,763	868,000	(26,450)	(2.96%)
Contrib from Funds	103,446	103,446	195,796	195,796	146,847	190,000	(5,796)	(2.96%)
Other Revenues	<u>(1,002)</u>	<u>348</u>	<u>396</u>	<u>400</u>	<u>703</u>	<u>700</u>	<u>300</u>	<u>75.00%</u>
Total Revenues:	1,009,935	1,057,342	1,011,910	1,090,646	884,313	1,058,700	(31,946)	(2.93%)
EXPENDITURES								
Personal Services	279,989	295,319	341,253	370,664	272,495	366,080	(4,584)	(1.24%)
Material & Supplies	604,628	513,500	453,075	606,600	401,358	550,700	(55,900)	(9.22%)
Other Charges & Svcs	46,243	42,301	39,636	48,700	28,355	48,700	0	0.00%
Capital Outlay	0	0	0	67,000	12,000	73,500	6,500	0.00%
Transfers	<u>78,148</u>	<u>70,071</u>	<u>77,362</u>	<u>77,682</u>	<u>69,020</u>	<u>81,682</u>	<u>4,000</u>	<u>5.15%</u>
Total Expenditures:	1,009,007	921,190	911,326	1,170,646	783,228	1,120,662	(49,984)	(4.27%)

Approved Capital:	72" Zero Turn Diesel Mower	\$20,000
	Paint Building Walls #9 & #10	\$16,500
	Paint Darr Building #3 Walls	\$15,000
	Self Service Fueling Terminal Avgas	\$15,000
	Paint Roofs of Building #7 & #8	\$7,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	228	Full Time Salaries	(5,222)
Health Insurance	3,160	FICA	(179)
Life Insurance	132	Medicare	(34)
Medical Supplies	100	ICMA Retirement City	(101)
Fuel Farm Materials	5,000	Workers Compensation	(2,568)
Fuel Systems	15,000	Food Supplies	(100)
C/O Machines & Tools	20,000	Wearing Apparel	(300)
Transfer to City Garage	<u>4,000</u>	Fuel	(60,000)
		Janitor Supplies	(600)
		C/O Building Addition	<u>(28,500)</u>
Total	47,620	Total	(97,604)
	Net Decrease		<u>(49,984)</u>

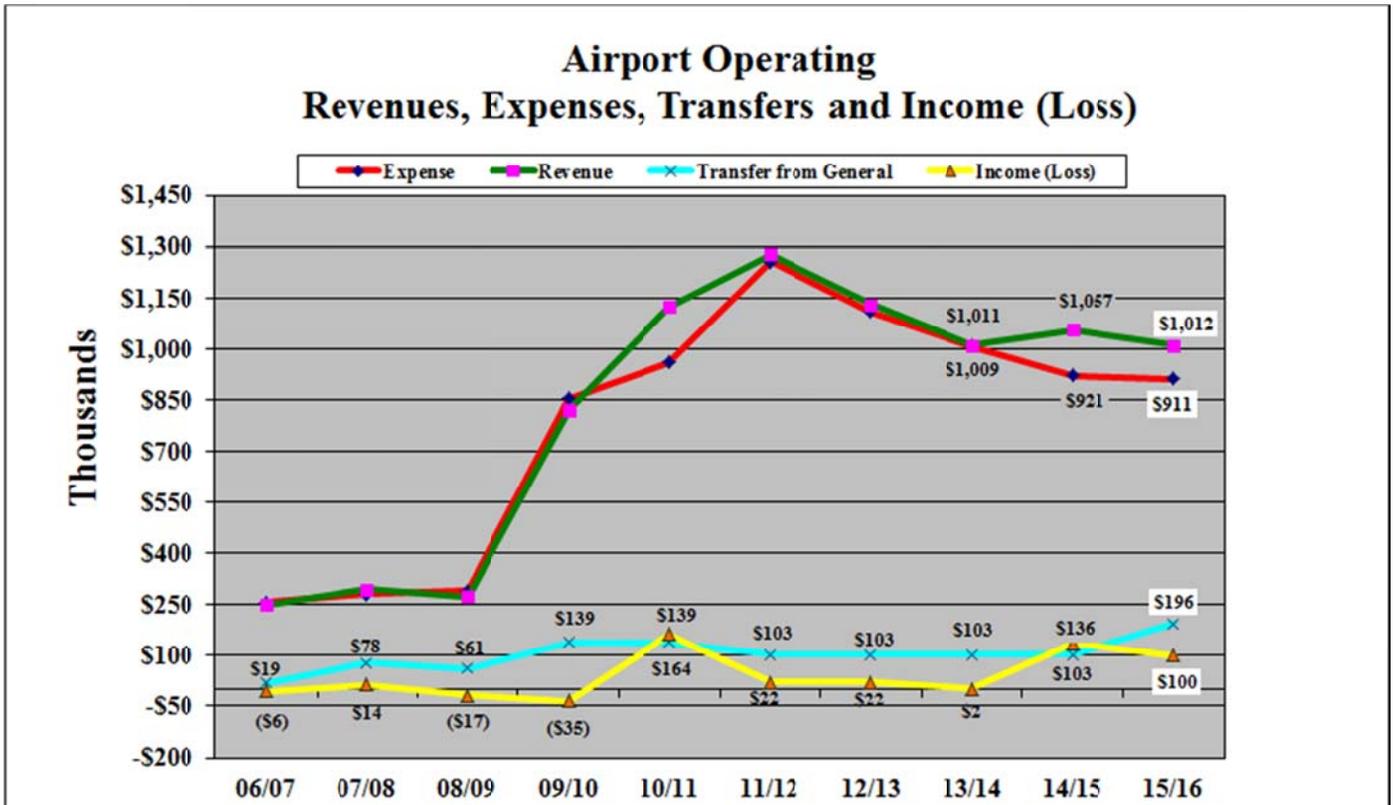
Personnel Summary:

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>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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	3	5	5	4	4	4	4	5	5	5

Explanation: FY 09/10 two Skilled Maintenance Technicians positions 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 15/16 utility expense was approximately \$25,158. 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 2017 Accomplishments:

- Continued full health insurance coverage for City employees at a competitive 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 2014-15.
- Completed an Employee Health Fair, providing important health measures to 171 employees.
- Complied with the requirements of the Patient Protection and Affordable Care Act.

Fiscal 2018 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.
- Enhance the Employee Health Fair to increase participation.
- 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	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Health Ins - City Funded	2,871,916	2,979,836	3,113,557	3,200,000	2,471,825	3,360,000	160,000	5.00%
Health Ins - Retirees	52,879	35,099	25,027	28,000	8,794	15,200	(12,800)	(45.71%)
Health Ins - Employee	715,367	739,053	769,864	800,000	615,949	793,800	(6,200)	(0.78%)
Life Ins - City Funded	82,445	82,047	84,059	75,000	64,546	86,000	11,000	14.67%
Life Ins - Employee	13,203	11,024	11,543	24,000	13,395	22,000	(2,000)	(8.33%)
Vision Ins Recd - Emp	23,509	29,778	33,265	30,000	27,345	37,000	7,000	23.33%
Transfer from General	0	0	0	0	0	0	0	0.00%
Interest Income	89,956	116,428	150,885	120,000	10,808	20,000	(100,000)	(83.33%)
Other Misc Income	<u>41,242</u>	<u>39,760</u>	<u>41,325</u>	<u>37,000</u>	<u>38,789</u>	<u>25,000</u>	<u>(12,000)</u>	<u>(32.43%)</u>
Total Revenues:	3,890,516	4,033,025	4,229,524	4,314,000	3,251,451	4,359,000	45,000	1.04%
EXPENDITURES								
Personal Services	0	0	0	70,786	51,575	70,750	(36)	(0.05%)
Health - Claims	2,835,586	3,052,792	3,409,203	3,675,000	2,555,607	3,983,774	308,774	8.40%
Life - Premiums	126,210	129,582	135,521	140,000	109,284	142,000	2,000	1.43%
Health - Admin & Premium	92,024	102,540	103,535	105,000	84,252	110,000	5,000	4.76%
Reinsurance Premiums	249,580	234,966	230,664	250,000	170,877	226,000	(24,000)	(9.60%)
Wellness Programs	0	0	0	0	6,137	30,000	30,000	0.00%
Printing	0	0	0	0	0	0	0	0.00%
Bank Svc Fee	49	0	0	0	0	0	0	0.00%
Misc. Contractual Svcs.	<u>35,470</u>	<u>36,631</u>	<u>45,485</u>	<u>37,000</u>	<u>26,966</u>	<u>37,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	3,338,920	3,556,511	3,924,407	4,277,786	3,004,697	4,599,524	321,738	7.52%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	174	FICA	(50)
Retirement Plan 1	70	Medicare	(12)
Health Insurance	324	Workers Compensation	(542)
Health Ins Claims	308,774	Reinsurance Premiums	<u>(24,000)</u>
Life Insurance Premiums	2,000		
Health Ins Admin & Premium	5,000		
Wellness Programs	<u>30,000</u>		
Total	346,342	Total	(24,604)

Net Increase 321,738

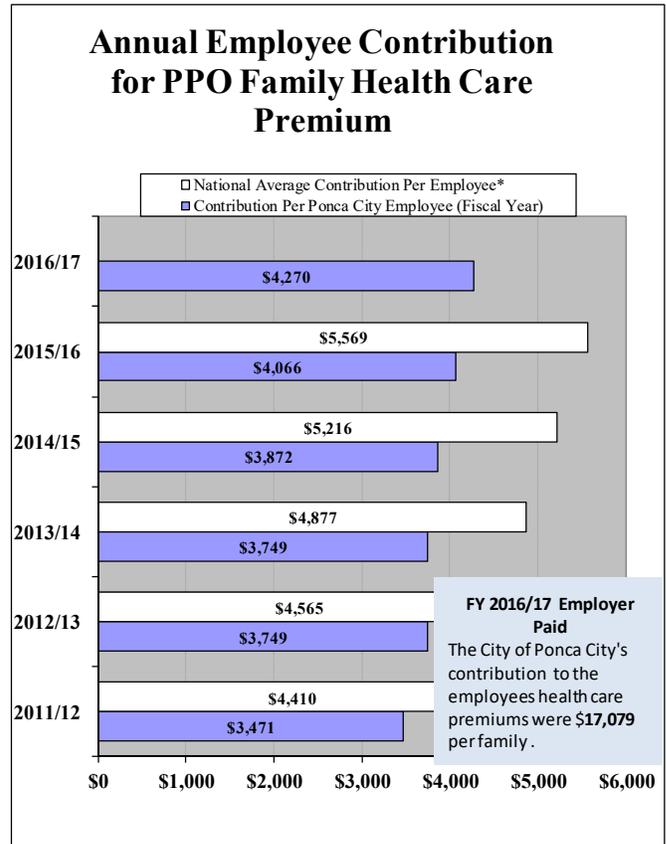
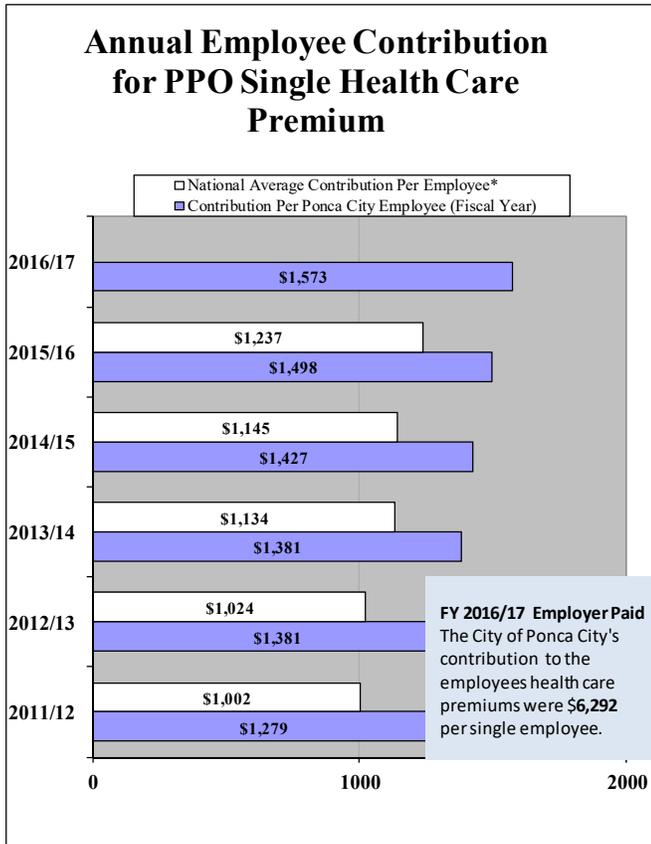
Personnel Summary:

Benefits Representative	1		
Total Full Time Employees	1		

Personnel History:

	<u>2016-17</u>	<u>2017-18</u>
Full Time	1	1

Explanation: FY 16/17 Benefits Representative was transferred to Health and Accident.



*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 2011-2016. The Kaiser Family Foundation and the Health Research and Education Trust conduct an annual national survey of employers of all sizes. For 2016/17 the National Average Annual Cost Per Employee is TBD because the 2017 Employer Sponsored Health Benefits has not been released yet.



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 2017 Accomplishments:

- Utilized the Oklahoma Municipal Assurance Group’s free training programs that correspond with the City of Ponca City’s Safety Manual requirements, including: Infection Control/Blood Borne Pathogens, First Aid and CPR; Active Shooter, Earthquake Response; Hand and Power Tools, Safe Equipment Operation, and Overhead Hoisting; Back Safety, Slips, Trips and Falls; Professional Conduct; Defensive Driving; and Ergonomics and Personal Protective Equipment.

Fiscal 2018 Objectives:

- Review and update property and liability policy schedules and evaluate insurance provider options for the following:
 - City Treasurer/City Clerk Surety Bond (2/18-2/18) – Marc LaBossiere
 - Fidelity Bond (5/1-5/1) – Employee Dishonesty, Computer Fraud, and Funds Transfer Fraud.
 - Municipal Property Protection Plan (7/1-7/1) – Commercial Property Coverage, Business Income, and Earth Movement.
 - Airport Public Entity Liability Policy (7/1-7/1) – Public Officials’ Liability, Public Entity Reimbursement, Public Entity Liability, Employment Practices Liability, and Public Entity Crisis Management Coverage.
 - Airport Owners and Operators Liability (7/1-7/1) – Products-Completed Operations, Personal Injury and Advertising Injury; Malpractice; and Extended Coverage for War, Hi-jacking, and Other Perils; Fire Damage, Medical Expense; and Hangarkeepers “Not In Flight”.
 - Municipal Liability Protection Plan (11/1-11/1) – General Liability; Auto Liability; and Auto, Auto Equipment, Miscellaneous Equipment and Mobile Equipment Physical Damage Coverage.
 - National Flood Insurance Program (11/17-11/17) – 905 W. Hartford Avenue
- Promote a safe working environment through the continuation of operation risk safety inspections/assessments, such as boiler, elevator, chair lifts, fire and burglar alarms, fire extinguisher, hot water tank, backup generator, and facility inspections.
- Increase safety awareness and training through the utilization of the Oklahoma Municipal Assurance Group’s free employee training programs.
- Work with Emergency Management/Safety Director and Human Resources Director to enhance risk management assessments that encourage and promote a safe working environment.
- Encourage and utilize facility maintenance training opportunities.
- Administer vehicle and equipment accident report tracking to improve City department’s accountability toward the reduction of accidents.

- Issue on an annual basis laminated emergency procedures specific to each facility regarding active shooter, bomb threat, bodily fluids, building evacuation, building security, earthquake, elevator service, fire, hazardous chemicals release, power loss, and tornado warning; as well as issue laminated emergency procedures for autos/equipment regarding tornado, chemical release and earthquake with insurance verifications.
- Hold Uniform Committee meetings annually to review S.O.P. No. 15 and update non-union City uniform items as needed and to meet safety standards.

Internal Service - Property & Liability								
	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
REVENUES								
Misc for Damaged Prop	33,430	19,939	16,617	20,000	39,528	20,000	0	0.00%
Prop/Liab Ins - Recvd City	<u>715,547</u>	<u>715,547</u>	<u>715,547</u>	<u>709,370</u>	<u>583,023</u>	<u>708,703</u>	<u>(667)</u>	<u>(0.09%)</u>
Total Revenues:	<u>748,977</u>	<u>735,486</u>	<u>732,164</u>	<u>729,370</u>	<u>622,552</u>	<u>728,703</u>	<u>(667)</u>	<u>(0.09%)</u>
EXPENDITURES								
Other Charges & Svcs	<u>651,321</u>	<u>525,268</u>	<u>562,286</u>	<u>735,547</u>	<u>581,804</u>	<u>712,500</u>	<u>(23,047)</u>	<u>(3.13%)</u>
Total Expenditures:	<u>651,321</u>	<u>525,268</u>	<u>562,286</u>	<u>735,547</u>	<u>581,804</u>	<u>712,500</u>	<u>(23,047)</u>	<u>(3.13%)</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Crime Coverage	500	General Liability	(10,000)
Airport General Liability	2,800	Auto Liab & Physical Eqpmt	(60,000)
Equipment Physical Damage	41,000	Fidelity Treasurer Bond	<u>(1,347)</u>
Construction Equipment	<u>4,000</u>		
Total	48,300	Total	(71,347)
	Net Decrease		<u>(23,047)</u>

Personnel Summary: None

Workers Compensation Fund

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 2017 Accomplishments: • Presented seven employee safety training sessions covering multiple topics.

Fiscal 2018 Objectives: • Continue to promote safety in the workplace.

Internal Service - Worker's Compensation								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
W/C - Property Tax	706,652	718,834	737,517	588,010	458,599	386,428	(201,582)	(34.28%)
W/C - Interest	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>49,344</u>	<u>120,000</u>	<u>120,000</u>	<u>0.00%</u>
Total Revenues:	706,652	718,834	737,517	588,010	507,942	506,428	(81,582)	(13.87%)
EXPENDITURES								
Personal Services	62,749	64,450	66,162	0	0	0	0	0.00%
Other Charges & Svcs	<u>658,090</u>	<u>546,820</u>	<u>403,444</u>	<u>955,000</u>	<u>192,138</u>	<u>955,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	720,839	611,271	469,605	955,000	192,138	955,000	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases

Decreases

Total

0

Total

0

Net Increase

0

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	1	1	1	1	1	1	1	1	0	0

Explanation: FY 16/17 Benefits Representative was transferred to Health and Accident.

City of Ponca City OSHA Recordable Injuries Comparison of Years 2014 – 2016

DEPARTMENT	INJURIES WITH LOST OR RESTRICTED WORKDAYS			# OF DAYS LOST			# OF RESTRICTED DAYS			RECORDABLE INJURIES WITHOUT LOST TIME			TOTAL RECORDABLE INJURIES		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
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	1	0	0	1	0
Library	0	0	0	0	0	0	0	0	0	0	0	0	0	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	2	1	6	29	0	270	65	2	143	3	2	0	5	3	6
Police	3	4	3	23	0	3	205	84	89	0	1	4	3	5	7
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	1	0	1	0	0	1	120	0	0	1	2	0	2	2	1
Electric	0	0	1	0	0	0	0	0	7	1	0	0	1	0	1
Engineering	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
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	0	0	2	0	0	1	0	0	14	0	0	0	0	0	2
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	2	3	1	0	0	56	210	61	86	2	0	2	4	3	3
Landfill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Prod	0	0	1	0	0	0	0	0	6	0	0	0	0	0	1
WW Coll / Water Distr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WW Treat	0	0	1	0	0	2	0	0	4	0	0	0	0	0	1
WW Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	8	8	16	52	0	333	600	147	349	8	6	6	16	14	22
2014 % improved / - impaired	58%			265%			96%			25%			81%		
2015 % improved / - impaired		0%			0%			308%			33%			14%	
2016 % improved / - impaired	-100%			-100%			-58%			0%			-36%		

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

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 2017 Accomplishments:

- Utilized the state bid process for various departments to purchase a new street sweeper, new tractor, and a 100 foot bucket truck.
- Worked with several local vendors to buy factory parts at reduced pricing to match aftermarket part prices.
- Attended advanced computer training for the computer maintenance program.
- Added a twin post lift to provide more flexibility for the mechanics while repairing vehicles that require down time for parts that are on order.
- Helped Water Distribution Division select a gasoline engine instead of a diesel engine because new diesel engines cannot idle for long periods due to new emission standards.

Fiscal 2018 Objectives:

- Reduce flat tire repairs on city off-road vehicles by utilizing Liquitube tire sealer.
- Better utilize online purchasing at local automotive parts vendors who offer an additional 1% off purchase price.
- Reduce antifreeze inventory stock by converting to global extended life antifreeze that can blend with all existing antifreeze types.

Internal Service - City Garage								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget	Actual		Amount	Percent
				07/01/2016	03/31/2017			
Charges for Services	2,137	4,892	240	0	239	0	0	0.00%
Contribution from Funds	1,633,791	1,424,344	1,304,776	1,583,000	1,073,364	1,584,000	1,000	0.06%
Other Revenues	<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:	1,635,928	1,429,236	1,305,016	1,583,000	1,073,603	1,584,000	1,000	0.06%
EXPENDITURES								
Personal Services	222,648	194,611	196,707	233,320	166,894	227,614	(5,706)	(2.45%)
Material & Supplies	1,435,224	1,159,011	1,092,817	1,283,750	855,125	1,309,756	26,006	2.03%
Other Charges & Svcs	17,465	16,206	13,465	30,850	13,385	29,050	(1,800)	(5.83%)
Capital Outlay	0	0	3,920	17,500	4,911	0	(17,500)	(100.00%)
Transfers	<u>17,580</u>	<u>17,580</u>	<u>17,580</u>	<u>17,580</u>	<u>15,685</u>	<u>17,580</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	1,692,917	1,387,408	1,324,489	1,583,000	1,056,000	1,584,000	1,000	0.06%

Approved Capital:

None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Medicare	245	Full Time Salaries	(6,521)
Retirement Plan 1	120	FICA	(234)
Health Insurance	2,376	Workers Compensation	(1,692)
Motor Fuel	10,756	Office Supplies	(250)
Hand Tools	3,000	Wearing Apparel	(200)
Motor Vehicle Parts	15,000	Janitor Supplies	(300)
Education & Training	<u>500</u>	Office Equipment Maint	(2,000)
		Gas Utilities	(100)
		Dues & Subscriptions	(200)
		Misc Contractual Service	(2,000)
		C/O Building Addition	(10,000)
		City Garage Equipment	<u>(7,500)</u>
Total	31,997	Total	(30,997)
	Net Increase		<u>1,000</u>

Personnel Summary:

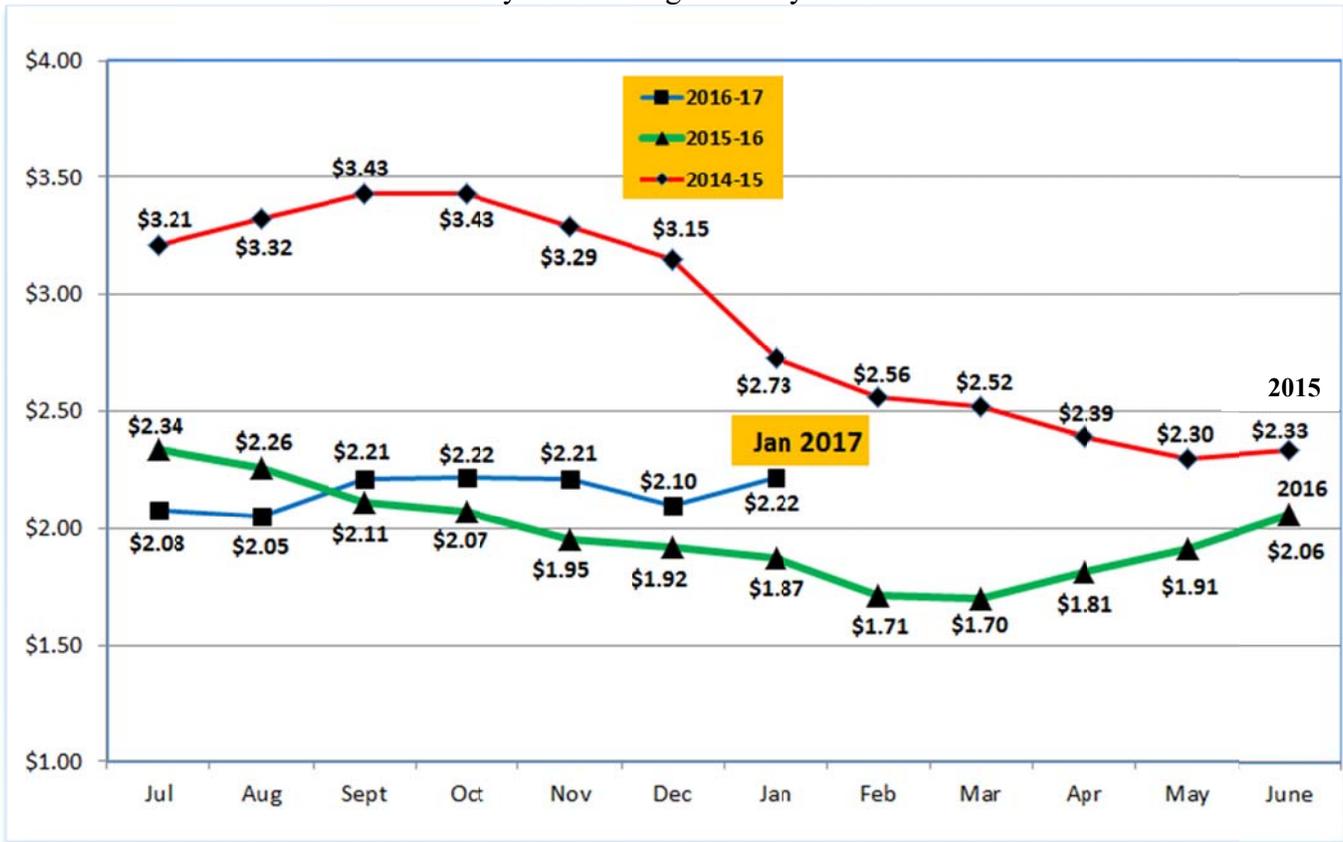
Superintendent of City Garage	1	Warehouse Storekeeper	1
Mechanic	2	Bus Driver – Part Time	1

Total Full Time Employees 4
Total Part Time Employees 1

Personnel History:

	<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>	<u>2016-17</u>	<u>2017-18</u>
Full Time	5	5	5	4	4	4	4	4	4	4
Explanation:	FY 10/11 one mechanic position was eliminated.									

Average Fuel Price Per Gallon Paid by Departments July 2015 through January 2017



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 2017 Accomplishments:

- Held the 2016 Herb Festival.
- Attended educational horticulture workshops.
- Partnered with Oklahoma Arts Council for 2nd Annual Music in the Gardens.
- Planted 10 new trees.
- Updated fencing and arbors.
- Partnered with Garden Council to update and improve the Cann house.
- Installed tree identification tags on trees.
- Maintained a safe and educational area for garden patrons.

Fiscal 2018 Objectives:

- Plant more varieties of trees, perennials, and shrubs.
- Maintain a safe and educational area for garden patrons.
- Continue partnering with garden clubs for future projects.

Budget Highlights:

- Partnered with garden clubs to purchase and install a kitchen and bathroom upgrade along with repainting interior of house and new furniture. This saved the budget approximately \$14,000.

Trust Funds - Cann Estate								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Outside Revenue	50,050	0	50,000	25,000	0	25,000	0	0.00%
Charges for Services	2,100	1,525	1,850	1,500	1,525	1,500	0	0.00%
Transfers	56,510	47,428	40,000	40,000	40,000	20,000	(20,000)	(50.00%)
Total Revenues:	108,660	48,953	91,850	66,500	41,525	46,500	(20,000)	(30.08%)
EXPENDITURES								
Personal Services	42,684	44,563	40,197	43,580	30,766	42,620	(960)	(2.20%)
Materials & Supplies	8,006	6,212	7,542	14,440	5,242	14,440	0	0.00%
Other Charges & Svc	473	312	1,098	1,160	903	1,160	0	0.00%
Capital Outlay	0	13,521	0	0	0	5,000	5,000	0.00%
Transfers	771	771	771	771	578	771	0	0.00%
Total Expenditures:	51,934	65,380	49,608	59,951	37,489	63,991	4,040	6.74%

Approved Capital: Grasshopper Turbine Blower \$5,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	40	Full Time Salaries	(595)
Wearing Apparel	50	FICA	(36)
Misc Repairs & Maint	350	Medicare	(8)
Misc Contractual Service	310	Workers Compensation	(361)
Machinery & Equipment	<u>5,000</u>	Motor Fuel	(100)
		Janitor Supplies	(300)
		Telephone Service Local	(10)
		Dues & Subscriptions	(150)
		Education & Training	<u>(150)</u>
Total	5,750	Total	(1,710)
Net Increase		<u>4,040</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>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>	<u>2016-17</u>	<u>2017-18</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 2017 Accomplishments:

- Accumulated interest income for expenditures on reference materials in FY 17/18.
- Encouraged the fund's principal growth by developing brochures about opportunities to donate to the Library's collections and operations.

Fiscal 2018 Objectives:

- Seek improved interest rate for CD renewal.

Trust Funds - Matzene Book Trust								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
Trust Revenue	122	224	148	500	110	200	(300)	(60.00%)
Interest Income	0	0	0	0	0	0	0	0.00%
Total Revenues:	122	224	148	500	110	200	(300)	(60.00%)
EXPENDITURES								
Materials & Supplies	1,500	0	0	500	0	200	(300)	(60.00%)
Total Expenditures:	1,500	0	0	500	0	200	(300)	(60.00%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>	<u>Decreases</u>
Total	Books & Periodicals
0	(300)
Total	Total
0	(300)
Net Decrease	(300)

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 2017 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 7,122 as of March 02, 2017.

- Fiscal 2018 Objectives:**
- Continue to maximize the benefit of this wonderful facility for our residents.

Trust Funds - Recreation Center								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
City Sales Tax - Street	1,941,032	1,959,606	1,858,514	1,836,736	1,375,744	1,800,617	(36,119)	(1.97%)
City Use Tax - Street	164,851	197,293	209,758	155,000	152,748	162,500	7,500	4.84%
Partner Donation	0	0	0	0	0	0	0	0.00%
Misc Revenue	0	0	0	0	0	0	0	0.00%
Interest Income	<u>4,981</u>	<u>12,611</u>	<u>4,605</u>	<u>6,000</u>	<u>2,463</u>	<u>4,000</u>	<u>(2,000)</u>	<u>(33.33%)</u>
Total Revenues:	2,110,864	2,169,510	2,072,877	1,997,736	1,530,955	1,967,117	(30,619)	(1.53%)
EXPENDITURES								
Other Charges & Svcs	7,500	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers Out	<u>1,981,449</u>	<u>2,057,753</u>	<u>2,093,750</u>	<u>1,997,736</u>	<u>1,300,000</u>	<u>1,967,117</u>	<u>(30,619)</u>	<u>(1.53%)</u>
Total Expenditures:	1,988,949	2,057,753	2,093,750	1,997,736	1,300,000	1,967,117	(30,619)	(1.53%)

Approved Capital: None

Approved Budget Variances from Prior Year

Increases

Decreases

Transfer to PCUA Bond

(30,619)

Total

0

Total

(30,619)

Net Decrease

(30,619)

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 2017 Accomplishments:

- Completed \$2,355,900 for maintenance projects on various city streets including the following projects:
 - Mill/overlay of 5th, Albany to Brookfield; 4th, Central to Grand; Pioneer, 14th to Monument; South Av., 12th to 14th; 3rd, Highland to Liberty
 - Concrete reconstruction of Red Bud Walking Trail
 - Asphalt reconstruction of Elm, Highland to Summit; Elm, Otoe to Oklahoma
 - Concrete reconstruction of Lincoln, Central to Oklahoma
 - Sidewalk reconstruction on east side of 3rd Street, Grand to Cleveland
 - Traffic signal renovations on Cleveland and Central at 1st and 5th
 - Engineering services for concrete reconstruction of Highland, Ash to Sunset
 - Median modifications at 14th and Prospect for left turn sight distance
 - 934 square yards of sidewalk reconstruction under new sidewalk maintenance program
 - Replacement of 199,030 4” linear feet of pavement markings

Fiscal 2018 Objectives:

- Fund mill/overlay on Bradley, 5th to 14th.
- Fund mill/overlay on Dalewood, Lake Road to north end.
- Fund asphalt reconstruction on Elm, Oklahoma to Grand.
- Fund concrete reconstruction of Highland, Ash to Sunset.
- Fund mill/overlay on South Av., 1st to 12th.
- Fund concrete reconstruction on phase 3 of War Memorial Trail.
- Fund sidewalk reconstruction on west side of 3rd Street, Grand to Cleveland.
- Fund full depth crack repairs on Knight, 5th to 14th.
- Fund asphalt reconstruction on Pecan, south of Lake Rd.
- Fund median modifications at 14th and Hartford for left turn sight distance.
- Fund reconstruction of various sidewalks under routine maintenance program.
- Fund replacement of 100,000 4” linear feet of pavement markings.

Budget Highlights: FY 17/18 budget includes \$1,000,000 grant from the Oklahoma Department of Transportation for the concrete reconstruction of Highland, Ash to Sunset.

Trust Funds - Street Improvements								
REVENUES	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
City Sales Tax - Street	1,941,032	1,959,606	1,858,514	1,836,736	1,375,744	1,800,617	(36,119)	(1.97%)
City Use Tax - Street	164,851	197,293	209,758	155,000	152,748	162,500	7,500	4.84%
Intergovernmental	0	0	0	0	0	0	0	0.00%
Outside Revenue	0	14,961	159,407	0	1,000	0	0	0.00%
Misc Receipts	0	0	0	0	0	0	0	0.00%
Interest Income	<u>19,279</u>	<u>44,370</u>	<u>30,205</u>	<u>20,000</u>	<u>24,739</u>	<u>30,000</u>	<u>10,000</u>	<u>50.00%</u>
Total Revenues:	2,125,162	2,216,230	2,257,884	2,011,736	1,554,230	1,993,117	(18,619)	(0.93%)
EXPENDITURES								
Materials & Supplies	1,378,833	1,125,273	378,501	450,000	135,000	420,000	(30,000)	(6.67%)
Other Charges & Svcs	41,037	61,896	46,546	304,000	38,609	140,000	(164,000)	(53.95%)
Capital Outlay	<u>270,300</u>	<u>1,159,008</u>	<u>179,122</u>	<u>1,815,000</u>	<u>850,537</u>	<u>2,037,000</u>	<u>222,000</u>	<u>12.23%</u>
Total Expenditures:	1,690,170	2,346,177	604,168	2,569,000	1,024,146	2,597,000	28,000	1.09%

Approved Capital:	Mill/Overlay South Avenue, 1 st to 12 th Street Mill/Overlay Bradley, 5 th to 14 th Asphalt Reconstruction – Elm, Oklahoma to Grand Reconstruct/Widen Highland Ave., Ash to Sunset Trail Reconstruction – War Memorial Trail, Phase 4 Mill/Overlay – Dalewood, Lake Road to North End Sidewalk Maintenance Program Reconstruction of Pecan, South of Lake Road Sidewalk Reconstruction 100 N 3 rd Street	\$710,000 \$360,000 \$255,000 \$240,000 \$132,000 \$105,000 \$100,000 \$92,000 \$43,000
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Approved Budget Variances from Prior Year

	Increases		Decreases	
Contingencies	5,000	Street Maintenance	(30,000)	
Sidewalks	143,000	Misc Contractual Services	(169,000)	
Street Construction	<u>137,000</u>	Trail Construction	(38,000)	
		Traffic Signals	<u>(20,000)</u>	
Total	285,000	Total	(257,000)	
	Net Increase		<u>28,000</u>	

Personnel Summary: None

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 2017 Accomplishments:

- Contacted 261 new companies.
- Contacted/met existing companies 1,296 times.
- Contacted site consultants 123 times.
- Worked 15 new significant project leads.
- Total number of jobs worked: 227.
- Approved three ICAP project applications for existing Ponca City companies.
- Surveyed Ponca City employers on their three largest workforce issues as well as expected future workforce needs.
- Reached an agreement with Cookshack to lease PCDA's spec building.
- Reached an agreement with Bliss to assist the company in expanding to new facilities.
- Conducted two hiring events for local companies.
- Coordinated and/or supported five different "Healthy Communities" events.
- Coordinated 10 job fairs and career events at area high schools.
- Produced an Annual Report for fiscal 2015-2016 to the community on PCDA results, finances and accomplishments.
- Completed AEDO reaccreditation process.
- Completed the annual independent audit with a clean opinion.
- Completed call trips to Houston, Seattle and San Francisco.
- Co-sponsored and attended the ICSC, NBAA and Bio trade shows and attended the IFT and Solar Power trade shows.
- Sponsored three booths for Ponca City companies at the Design-2-Part trade show in Dallas.
- Hosted four Dream It, Do It career lunches for 8th grade girls.
- Completed the second annual "Girl Power!" workforce development camp, adding a second session.
- Submitted 4,500 resumes to employers for potential employees through the PoncaWorks program.
- PoncaWorks made presentations to NOC, Wildcat Academy, Cookies and Careers, Newkirk High School and others regarding employment opportunities in Ponca City.
- Coordinated and led various high school career path initiatives including Cookies and Careers, business mentoring programs, job shadowing, eight grade Dream It, Do It luncheons and participation in Wildcat Academy.
- Participation in the Oklahoma STEM Summit, "Dream it, Do It," Oklahoma Renewables Council, OEDC, GEDMT, OCAST, Science and Technology Council and the Career Pathways Council.
- Participation in the PYE program, NOWIB, Phillips Citizen's Advisory Committee, SHRM, Ponca City Tourism Board and Chamber Committees, Mainstreet, Marland Estate and the Ponca City arts Center and boards.
- Partnered with Pioneer Tech and the school district for student and teacher tours of local industries.

Fiscal 2018 Objectives

- Contact a minimum of 100 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.
- Launch an aggressive recruitment campaign aimed at business services companies for the City Center building to further diversify the Ponca City economy.
- Implement renovations to the City Center building and begin recruiting tenants from outside of Ponca City.
- Open a shared work center in Ponca City to enhance job creation through the growth of entrepreneurs.
- Complete renovations to the METS Truck.
- Utilize the METS lab in both stationary and mobile environments for area school industry training.
- Continue the Lighten the Load program to area employers.
- Identify and purchase land for a fourth spec building.
- Continue PoncaWorks headhunting program for area employers.
- Sponsor the second annual Manufacturing Week activity in Ponca City.
- Continue marketing campaign to produce greater visibility for Ponca City to potential new businesses and workforce.
- Refresh and redo the web site to reflect based upon the direction and recommendations developed through the marketing campaign.
- Build awareness of Ponca City to site consultants through initiatives such as IEDC award nominations.
- Launch new digital and point of sale marketing activities for recruitment purposes including the production of support materials utilizing new marketing campaign.
- Create a Ponca City jobs marketing campaign to use in schools and at local career fairs.
- Continue to support and facilitate “Cookies and Careers” and expand into regional schools to build the future Ponca City workforce.
- Host third annual “Girl Power!” workforce preparation camp.
- Launch a new internship program to support local industry workforce needs.
- Expand teacher and student local industry tours.
- Launch and coordinate school break programming to introduce students to local career opportunities.
- Conduct two peer review programs in other communities.
- Conduct quarterly cost of living surveys.
- Maintain participation on Chamber committees and boards.
- Maintain participation on identified (those which benefit Ponca City) statewide committees and boards.
- Continue internal marketing campaign to provide information on the Ponca City economy.
- Host/Cosponsor four marketing programs for small business.
- Install at least one new company in the Business Accelerator at Pioneer Technology Center.
- Sponsor third annual “Pitch-Off” for small businesses.
- Complete an independent audit for fiscal 2017.
- Install and begin using a new industry database.

- Contact all companies with whom PCDA has an active agreement to obtain appropriate monitoring reports for calendar 2017.
- Coordinate and conduct meetings in Washington DC between elected officials and PCDA board and staff.
- Fund and participate in a booth at the ICSC trade show.
- Sponsor and coordinate industry trade shows for Ponca City companies including Design-2-Part, Wichita Trade Show and AmCon.
- Enhance business recruitment efforts through participation and/or co-sponsoring of booths at identified industry trade shows such as the Solar, Bio, Fab Tech or MRO shows, as well as a business services trade show to be identified.
- Participate in a minimum of two call trips during the year to identified markets with target industries or companies.
- Produce a weekly e-newsletter to inform stakeholders about PCDA activities.
- Produce an annual report on PCDA activities.
- Hold a board retreat in the Fall of 2017 evaluate programs and any potential changes needed to the PCDA strategic plan.
- Adopt a new budget for fiscal 2018-2019.

PCDA - Economic Development								
	2014 Actual	2015 Actual	2016 Actual	2017 (75.00%)		2018 Approved Budget	Variance 2018 vs 2017 Budget	
				Budget 07/01/2016	Actual 03/31/2017		Amount	Percent
REVENUES								
City Sales Tax - Ec Dev	1,941,032	1,959,606	1,858,514	1,836,736	1,375,744	1,800,617	(36,119)	(1.97%)
City Use Tax - Ec Dev	164,851	197,293	209,758	155,000	152,748	162,500	7,500	4.84%
Total Revenues:	2,105,883	2,156,899	2,068,272	1,991,736	1,528,491	1,963,117	(28,619)	(1.44%)
EXPENDITURES								
Transfers Out	2,105,883	2,156,899	2,068,272	1,991,736	1,337,060	1,963,117	(28,619)	(1.44%)
Total Expenditures:	2,105,883	2,156,899	2,068,272	1,991,736	1,337,060	1,963,117	(28,619)	(1.44%)

Approved Capital: None

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
		Transfer Out-EDF Tax	<u>(28,619)</u>
Total	0	Total	(28,619)
	Net Decrease		<u>(\$28,619)</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.
Ad Valorem 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.

