

**City of Ponca City, Oklahoma**

# **2012-13 Budget**

*Progress Through People*



Prepared by:

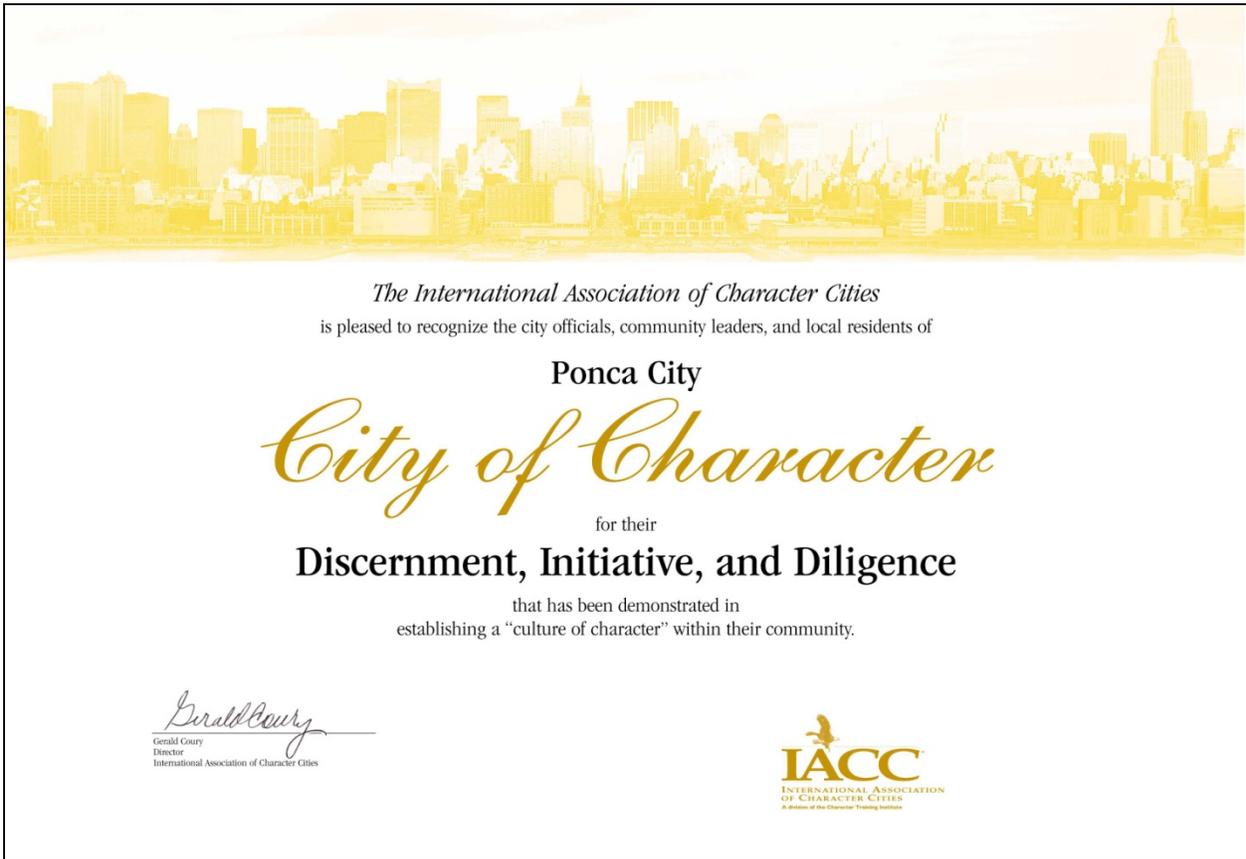
Marc L. LaBossiere  
Finance Director

Sandra Hover  
Controller

Pamela Salisbury  
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 2013*



City Officials...  
Commission



**Lanita Chapman**  
*Commissioner #1*  
*Term Expires: March 2014*



**Steve Hermann**  
*Commissioner #2*  
*Term Expires: March 2015*



**Diane Anderson**  
*Commissioner #3*  
*Term Expires: March 2014*



**R. Mark Macy**  
*Commissioner #4*  
*Term Expires: March 2015*

## *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.

#### **Energy Advisory Board**

This commission advises the Board of Commissioners in all phases of operation and long-range planning of our energy services.

#### **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.

#### **Traffic Commission**

This commission coordinates official traffic activities, supervises the preparation of traffic reports, receives complaints having to do with traffic matters, and recommends ways and means of improving traffic conditions.

#### **Cultural Affairs Commission, Historic Preservation Advisory Panel, E.W. Marland Commission and the Housing Authority**

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

**CITY OF PONCA CITY - REPORTING CHART 03-01-2012**

<b>MAYOR</b>		<b>Homer Nicholson</b>
<b>COMMISSIONERS</b>	<b>Diane Anderson    Lanita Chapman    Steve Hermann</b>	<b>R. Mark Macy</b>
<b>CITY MANAGER</b>		<b>Craig Stephenson</b>
<b>Assistant City Manager</b>		<b>Tana McKinley</b>
<b>Technology Services Director</b>		<b>Craige Baird</b>
Computer Services Coordinator		Walt Klinger
Marland Estate Manager		David Keathly
<b>Human Resources Director</b>		<b>Terry Brown</b>
<b>Development Services Director</b>		<b>Chris Henderson</b>
City Engineer		Jim Fairbanks
Assistant City Engineer		Mike Chapman
Building Inspector		Gary Cohenour
Plumbing Inspector		Jeff Pameticky
Property Inspector		Bill Bridges
Property Inspector		Bobby Miller
Traffic Engineering Manager		Mike Lane
<b>Library Director</b>		<b>Holly LaBossiere</b>
<b>Park and Recreation Director</b>		<b>Jim Sindelar</b>
Park Superintendent		OPEN
Recreation Superintendent		Terri Sherbon
<b>Public Works Director</b>		<b>OPEN</b>
Administrative Assistant		Rob Dick
Golf Professional		Rod Alexander
Golf Grounds Superintendent		Mike Self
Airport Manager		Don Nuzum
Motor Pool Superintendent		Ken Bryer
Street Superintendent		Sam Whitecotton
<b>City Attorney</b>		<b>Kevin Murphy</b>
<b>Electric Utilities General Manager</b>		<b>Phillip Johnston</b>
Assistant Director/Operations Engineer		Steve Sullivan
Electrical Distribution Planner		Aaron Michaud
<b>Environmental Services Director</b>		<b>Hong Fu</b>
Solid Waste Superintendent		David Horinek
Water Distribution/Wastewater Collection Superintendent		Darwin Haney
Water Utilities Manager-Water/Wastewater		Todd Smith
<b>Finance Director - City Clerk/Treasurer</b>		<b>Marc LaBossiere</b>
Controller		Sandra Hover
Senior Court Clerk		Denise Rexford
Utility Billing Office Manager		Sherri Tapp
<b>Fire Chief</b>		<b>Burl Herring</b>
Deputy Fire Chief		Skip Jump
<b>Police Chief</b>		<b>Don Bohon</b>
Assistant Police Chief/Major		Dwayne Vincent
Animal Control Supervisor		Steve Miner
Communication Supervisor		Beverly Frazier
Emergency Management Director		Paula Cain

# PONCA CITY COMMUNITY STRATEGIC PLAN

Adopted by Resolution No. 4990 on January 11, 1999

Vision Statement for the Year 2010:

***Ponca City is a progressive, inclusive, and family-oriented community, which enjoys prosperity in people, education, economy, and quality of life. This will be accomplished through:***  
***★ Our proud heritage ★ Our unified leadership***  
***★ Our effective communication ★ Our full, active, participation, as we implement our strategic goals and objectives.***

On October 19-20, 1998, the City Commission, Senior Management Team, and a number of community leaders conducted a Strategic Planning Workshop. The purpose of the workshop was to define a leadership vision for the future of Ponca City and the necessary goals and action plans for the attainment of that vision. Mr. Carl H. Neu, Jr. of Lakewood, Colorado, acted as facilitator/mediator for the retreat and compiled this report.

The purpose of the workshop was outlined by the facilitator, as well as key elements of strategic thinking and leadership. All present participated in a visioning exercise to identify common themes and a common vision which serves as a basis for goal setting and performance planning to be used by the City Commission, management team, and other key leadership groups in the community.

After the participants had a chance to discuss their visions and the various elements contained in them, they were asked to identify the absolutely critical issues and strategic performance factors, which will be the “destiny shapers” of Ponca City. These critical issues and strategic performance factors represent what absolutely must be addressed and managed by the governing body and community leaders if the future vision is to be attained.

After a review of the goal setting process, the participants were then asked to identify five-year goals for Ponca City. These five-year goals serve long-term “stepping stones” toward achievement of the desired vision. Each participant was given an opportunity to select up to eight priority goals.

The development of each of these strategic goals included identifying the objective of each goal, the key action steps to attain the goal, the responsible party to carry out the action steps, budgetary guidance available to achieve the goal, a timeline and other guidelines to attain each goal.

The process resulted in identification of thirteen (13) Strategic Goals, as follows:

- 1. Create a Long-term Plan for Capital Improvements.**  
*Objective: Deliver to the City Commission a five-year capital plan by January 1, 2000.*
- 2. Development Long-term Projections of City Revenue Needs and Sources with Defined Strategies for the Achievement of Funding of the City's Goals.**  
*Objective: Establish a year-by-year funding requirement by department developed by the City staff and City Commission.*
- 3. Complete Civic Center Complex (including fire station and City office complex.)**  
*Objective: Completion of Civic Center Complex*
- 4. Continue to Implement the Economic Development Advisory Board Program and Goals.**  
*Objective: Implement programs in the areas of: \*Service to existing businesses and industries  
\*Implement coordinated Marketing program \*Recruit new employment opportunities  
and investment which will add to the community's quality of life.*
- 5. Implement an Orderly Plan of Growth Management for Ponca City.**  
*Objective: Adopt revised Master Plan for Ponca City.*
- 6. Ensure the Public Safety Remains a Top Priority Item for the Ponca City Community.**  
*Objective: Provide a safe environment for all.*
- 7. Revitalize the Downtown Area.**  
*Objective: Support Main Street and revitalization of the downtown area.*
- 8. Provide a Service Delivery System Deemed to be Excellent by Our Customers.**  
*Objective: Develop measurable work performance standards for each City department. Design a mechanism for receiving feedback from our customers on the performance of each City department.*
- 9. Develop a Recreation Complex.**  
*Objective: Adopt project plan with identified funding sources.*
- 10. Establish and Maintain a City-wide Telecommunications System.**  
*Objective: Identify major players to be involved in the telecommunications system. \*Identify the respective roles of each player. \*Identify prospective uses of the system. \*Provide cost estimates to the involved major players.*
- 11. Develop and Communicate a Plan to Maximize a Competitive and Profitable Electric Utility or Develop an Electric Utility Exit Strategy.**  
*Objective: Develop short-term and long-term strategies for the electric utility, utilizing recommendations from the Energy Advisory Board.*
- 12. Participate in Partnership with Public and Private Groups to Foster Community Relations and Well-being. This includes: Intergovernmental relations, Volunteerism throughout the community, education, Health Care, Enhancing community confidence.**  
*Objective: \*Identify target groups to participate in the partnerships. \*Open lines of communication between the City and the targeted groups. \*Seek ways to enhance relationships between the City and these groups.*
- 13. Assure that Ponca City Becomes a Community of Inclusion for All People of Diverse Ethnic and Cultural Backgrounds.**  
*Objective: Set reasonable goals to attain and promote inclusion of peoples of diverse ethnic and cultural backgrounds within the community.*

## COMMISSION POLICY STATEMENTS

<u>General Subject</u>	<u>Effective Date</u>	<u>Revised Date</u>
1. Adoption of Commission Policy Statements	03/27/78	
2. Board Meetings/Rules and Procedures	05/08/78	
3. Appointment of Boards and Commissions	05/22/78	11/24/08
4. Ambulance Service and Operations	09/18/78	09/14/98
5. Fire Service and Operations	10/09/78	09/12/89
6. Use of City Park and Recreations Facilities	12/04/78	04/24/06
7. Preparation, Coordination, Review & Adoption of Ordinances	01/22/79	
8. Deleted	11/24/08	
9. 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	11/24/08	
13. Administrative Charge for Returned Checks	08/14/87	11/24/08
14. No Smoking Policy in Public Places	06/06/88	10/13/03
15. City Bus	01/08/90	
16. Credit Card Use & Application	07/01/91	03/22/04
17. Petty Cash Expenditures – Cash Accounts	10/08/91	09/14/09
18. Pension Fund Investment Policy Statement	12/09/91	
19. Construction Contract Change Order	10/05/92	11/24/08
20. Financial – Utility Authority Fund Balance Objectives	02/16/93	
21. City Commission/Authorities Agendas	10/24/94	
22. Deleted	11/24/08	
23. Ethics Policy	04/27/98	
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	07/01/02
6. Training & Travel	09/01/97	10/06/10
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	01/15/02
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	02/18/08
20. Stand-by Policy	09/01/97	
21. Lew 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	
28. City Hall Maintenance & Usage	04/01/04	06/03/10
29. Ponca City Medallions	01/01/05	
30. Use of Self Contained Showmaster Mobile Stage	03/13/06	09/17/09
31. Grant Applications	03/03/09	10/09/09

## 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

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

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May 29, 2012

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 2012-2013 Annual Operating and Capital Improvement Budget for the City of Ponca City (City) and Ponca City Utility Authority (PCUA), which begins July 1, 2012. 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.

The past year has seen a recovery of the city's sales tax to that of the 2008 level. While sales tax collections have been up for the current fiscal year, we have budgeted these particular revenues to continue to increase next fiscal year on a conservative basis of three percent (3%) above the current year's budget. We continue to maintain a fiscally conservative outlook, and management has continued to strategically hold open employee positions. This has proven to be a sustainable course of action allowing our citizens to continue enjoying the same high standard of quality services and programming unique to our community.

The changes that were made in the 2011-12 fiscal budget year to the City's health insurance program have had the desired effect as of today of making our employees better consumers of Health Care. We believe this to be a direct reflection of the City's concerted effort to educate our employees on better methods to utilize when accessing the health system. Employees also now pay a larger share of their premium cost which is more reflective of the national trend of twenty percent (20%). Next year management will continue to research methods and opportunities to reduce work place injuries and, therefore, reduce the City's workers compensation exposure through the education and training of safe operating practices.

This past year the City implemented its first Supervisors Academy in cooperation with the Pioneer Technology Center. The City's current superintendents went through this training to evaluate its relevance to our organizational needs. This fall the plan is to open the Supervisors Academy up to twenty current City employees desiring to move into a supervisory position within the organization. This will allow the management team the opportunity to develop a succession plan for the organization.

The fiscal 2012-13 budget provides for City and PCUA expenditures totaling \$92,927,279, which represents a 0.50% decrease from the prior year's budget. Included in this budget is \$5,565,728 in capital improvements within the City's General Fund and PCUA Funds. The full time employee base across the City and PCUA is proposed at 389 full time positions, which is the same as the prior year's budget. Staff believes that the employees, in collaboration with members of the community, truly make Ponca City a great place to live, work and play.

The budget was created with continued emphasis on performance measurement in all departments. This allows for staff and the Board of Commissioners to monitor the cost of a service versus the benefit derived by the residents of the community. Staff continues to look for better ways to operate by evaluating other communities' best management practices and being innovative on our own behalf. I believe that this organization has proven to be an innovator in the municipal government sector; and with the support of the Board of Commissioners, staff will strive to continue that trend and continue to maintain fiscally sound government, invest in Ponca City, implement green initiatives, serve and protect our community, offer unique resources and look forward. The Comprehensive Plan serves as a framework for guiding future development, redevelopment, community enhancement and planning.

I want to recognize and thank the Department Heads for maintaining expenses this past year while preserving service levels and for their requests for the next fiscal year. All employees have done a great job in sharing this burden and need to be commended for a job well done!

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

Respectfully submitted,

  
Craig Stephenson  
City Manager

## A HISTORY OF MAYORS & COMMISSIONERS

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

### Mayors

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

### Commissioners of Finance

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

### Commissioners of Public Property

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

**Commissioners**

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-Present
Charles E. Hollar	1972-75	R. Mark Macy	2012-Present
Joe Dempewolf	1974-79		
J. Robert Friday	1974-78		
Dr. John R. Robinson	1975-77		
Bonnie Phillips	1976-79		
Charles E. Hollar	1977-78		
Bob L. Ferguson	1978-81		
Jack Leighton	1979-82		
Paul Washecheck	1978-83		
George Schwartz	1978-82		
Bill Lacey	1981-85		
Charles Casey	1982-85		
Richard Welborn	1982-85		
Don E. Linder	1983-87		
Marilyn Andrews	1985-88		
Joe E. Burns	1985-88		
Gary Boyer	1987-90		
Patrick J. Mulligan	1988-91		
Hubert Watts	1990-96		
Gary Gibson	1990-93		
O. E. Gregson	1991-97		
Jerald Stone	1991-93		
Dick Bird	1993-97		
Bill McCann	1993-96		
Lyn Boyer	1996-02		
Dick Stone	1996-04		
Tom Leonard	1997-98		
Chris Hand	1997-03		
Keni Ray	1998-00		
Pam Johnson	2000-03		
Stan Kistler	2002-05		
David Cummings	2003-06		
Stan Paynter	2003-09		
Paul Krueger	2004-08		
Diane Anderson	2005-Present		
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, 2012

Number of Full-Time Employees:	
Union	104
Non-union	285
Area in Square Miles	20
Government Facilities and Services:	
Lane miles of streets	405.8
Number of signalized locations	42
Culture and Recreation:	
Number of community centers	5
Number of parks	28
Number of golf courses	2
Number of swimming pools	4
Number of tennis courts	2
Number of archery ranges	1
Number of baseball fields	7
Number of Frisbee golf courses	2
Number of miniature airplane flying fields	1
Number of BMX Race Track	1
Number of Moto-X Race Parks	1
Number of skate parks	1
Number of softball fields	4
Number of museums	6
Number of arboretums	1
Number of enclosed fishing docks	1
Fire/Ambulance Protection:	
Number of stations	4
Number of fire/ambulance personnel	69
Number of fire calls answered	1,136
Number of ambulance calls	3,730
Average response time in minutes	4.33
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	1,730
Number of traffic violations	14,269
Calls for service	23,631
Median age of officer	41
Median years of service	15

Wastewater System:

Miles of wastewater maintained by the City	180
Number of treatment plants	1
Daily average treatment in millions of gallons per day	3.37
Maximum daily capacity of treatment plant in millions of gallons per day	9.5

Water System:

Miles of water mains maintained by City	204
Number of fire hydrants	953
Daily average consumption in millions of gallons per day	9.14
Maximum daily capacity of plant in millions of gallons per day	16
Number of water wells in service	17

Energy Department:

Customer base	16,289
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	395

Airport:

Concrete runway – 7,201 feet long and 150 feet wide	1
Average takeoffs and landings per year	46,800
Number of base aircraft	60
Number of ‘T’ hangers	44
Number of corporate hangers	13
Average high temperature degrees – (1980-present)	88
Average low temperature degrees – (1980-present)	31
Overall yearly degree temperature – (1980-present)	60
Average yearly rainfall in inches – (1980-present)	23

Education (Current) School Year:

Total school enrollment – Ponca City Public Schools	5,220
Number of elementary schools	7
Number of mid-high schools	2
Number of high schools	1
Number of vo-technical schools	1

Major Employers Listed by Total Employed\*

Ponca City Public Schools	806
ConocoPhillips	850
Ponca City Medical Center	460
Wal-Mart	400
City of Ponca City	389

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](http://www.poncacityok.gov)

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

## CITY OF PONCA CITY OKLAHOMA

TODAY IS: Tuesday, February 15, 12:53 PM

### WHAT'S HAPPENING [VIEW ALL](#)

**CITY NEWS**  
 Read the latest issue of City News, employee newsletter for the City of Ponca City. [City News-February 2011](#)

**City of Ponca City Tip Sheet**  
 Read the City of Ponca City's tip sheet and see the latest city events in Ponca City. [Read current Tip Sheet](#)

### MAYOR'S WELCOME

- Meet Mayor Nicholson
- Mayor's Welcome Message

### QUICK LINKS [VIEW ALL](#)

- Ponca City Library
- Wentz Golf Course
- Jobs - Employment Opportunities
- Lookup Outstanding Warrants
- Crime Stoppers
- Weekly Tip Sheet
- Free Wireless Internet Information

### CALENDAR [VIEW ALL](#)

February 2011

S	M	T	W	T	F	S
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	1	2	3	4	5

**Thu, Feb. 17**  
 Afternoon Movie at the Library

**Sat, Feb. 19**  
 Storytime for 0 - 4 year olds

**Mon, Feb. 21**  
 Board of Commissioners Work Session

**Ponca City, OK**  
 57 °F  
 Overcast  
 at 12:41 PM

[Click for Forecast](#)

**PC GOV Channel 22**

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# Community Calendar

## May/June

*Draggin Grand Classic Car Show*  
*Library Summer Reading Program*  
*Herb Festival*  
*Water Garden Tour*



## July/August

*Freedom Festival*  
*101 Wild West Rodeo*  
*Ponca Pow-Wow*  
*Grand National Moto-Cross*



## September/October

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



## November/December

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

## Ponca City Attractions



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

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



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

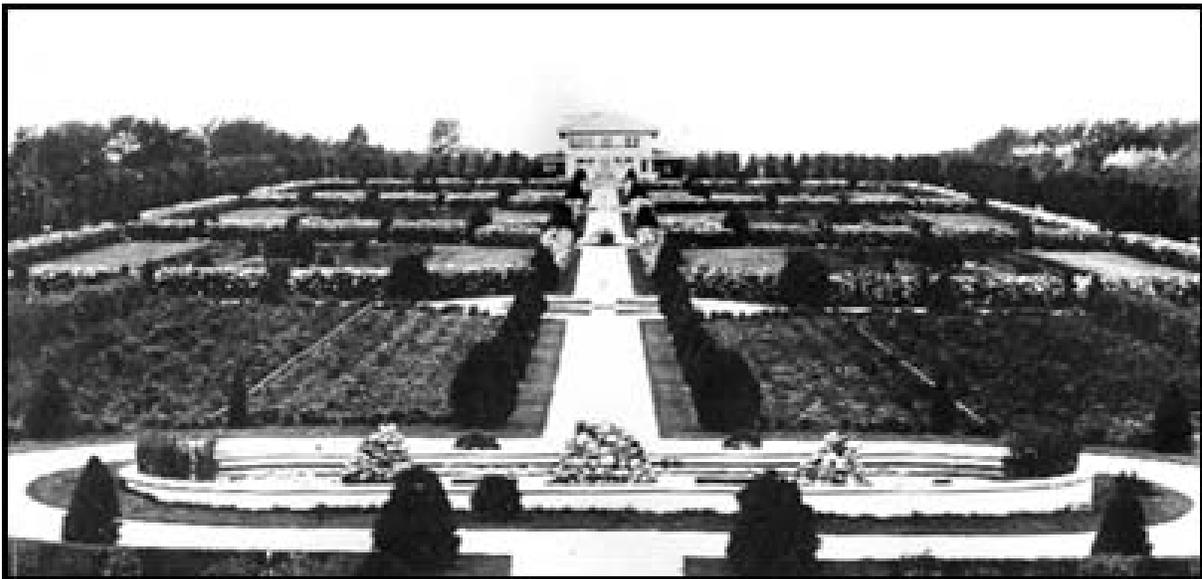
Standing Bear – A monumental tribute to all Native Americans, this 22-foot statue is of Ponca Chief Standing Bear, created by Cowboy Artist of America, Oreland C. Joe. The surrounding Park features many symbols of Native American culture and specifically honors the six tribes around Ponca City. Two audio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



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

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

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



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



Welcome to the  
*Marland Estate Mansion*

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



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

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



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

## *Lydie's Cottage & Artist Studio Restored*

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



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



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

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

## Marland Mansion. .Today

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



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



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

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



decorative carving was completed. Once the carving was finished, the wood was packed in water for protection and shipped to Ponca City.



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



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



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

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





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

In August 2002, Conoco Inc. and Phillips Petroleum Company merged to form ConocoPhillips. According to publicly available information, on May 1, 2012, ConocoPhillips will reposition the company's upstream and downstream businesses into two stand-alone, publicly traded corporations. The Ponca City refinery will be 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 750 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 through the entire year. The City Commission was first brought into the process at the regularly scheduled Board of Commissioner's Meeting (work session) on February 6, 2012. At that time a presentation the City's budget philosophy and application of that philosophy were reviewed. General Fund revenue, expenditure, and budget issues were also discussed. Departmental expenditure histories were also reviewed and trends identified. Challenges recognized and discussed for Fiscal 2012-13 included high fuel costs, rapidly increasing worker compensation and health care costs, and continuing capital infrastructure needs for the electric, water, wastewater, solid waste and stormwater utilities. Finally, early Commission input was solicited regarding new programs and capital improvements desired, any questions or concerns on current rates and fees, and departmental operations to be considered in planning the budget for the coming fiscal year.

Finance ushered in 2012 by working with departments to derive initial revenue projections for the General Fund and utilities for Fiscal 2012-13. A budget kick-off session was held with all departments on January 19, 2012, 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 19, 2012. All requests were flat with the exception of the Ponca City Chamber of Commerce agreement for Tourism services, which requested an additional \$40,000. This is funded through Hotel/Motel Tax and is included in the proposed budget.

City management met with department representatives on capital requests and operating budget requests during the first week of March 2012. On April 12, 2012, an initial draft of the City Manager Proposed Budget for Fiscal 2012-13 was delivered to the City Commission. The City Commission met for two, all day, open meeting hearings with management and departments on the proposed budget on April 16 and 17, 2012. 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 29, 2012. Also published at that time was notice of a public hearing on the Fiscal 2012-13 Budget, to be held at the regularly scheduled Board of Commissioner's Meeting of May 14, 2012. 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 2012-13 are twenty-nine (29) funds, or self-balancing sets of accounts, each capturing activity from a type of operation. The funds budgeted include sources and uses for the General Fund, Special Revenue Funds, Capital Improvement Projects Fund, Debt Sinking Fund, Ponca City Utility Authority (PCUA) Funds, Other Enterprise Funds, Internal Service Funds and all Trust Funds of the City of Ponca City. Revenues for each fund are budgeted by source. In each fund and department, expenditures are budgeted by the aforementioned category types as set by State statute, including Personal Services, Materials & Supplies, Other Services & Charges, Capital, Debt Service and Transfers.

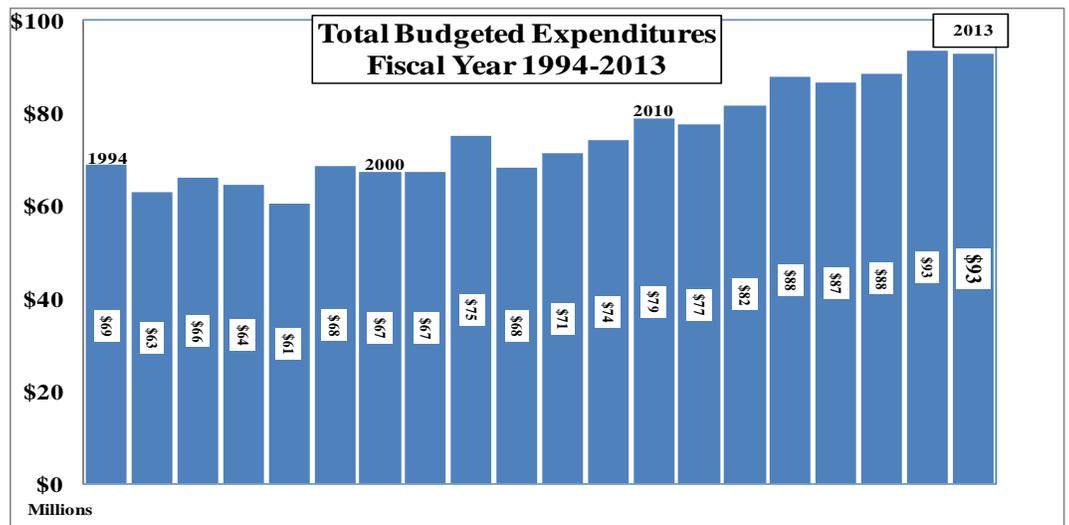
The City uses full accrual accounting with its proprietary fund types such as the utilities, which means both revenues and expenses are charged to the period earned or incurred. The City uses modified accrual basis of accounting with governmental fund types such as the General Fund, which means expenditures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

Included in the proposed budget for Fiscal 2012-13 is a five-year capital plan. A long-term plan for capital is one of the City Commission’s strategic goals and attempts to identify major infrastructure, building and equipment needs for the coming five years. Although each department identified items listed in the plan, the plan does not represent a Commission approved budget for the next five years, but rather a planning tool of what each area of the City has identified as projected needs. Listed with each item in the section are possible funding sources, as it is important to note that current revenues are not sufficient to fund all needs identified. Each department will present to the Commission long-term capital needs identified in their respective areas, over the coming year at work sessions. The plan is by nature a fluid document that may change significantly each year as mandates, opportunities, needs, programs and services change, and revenue projections are available.

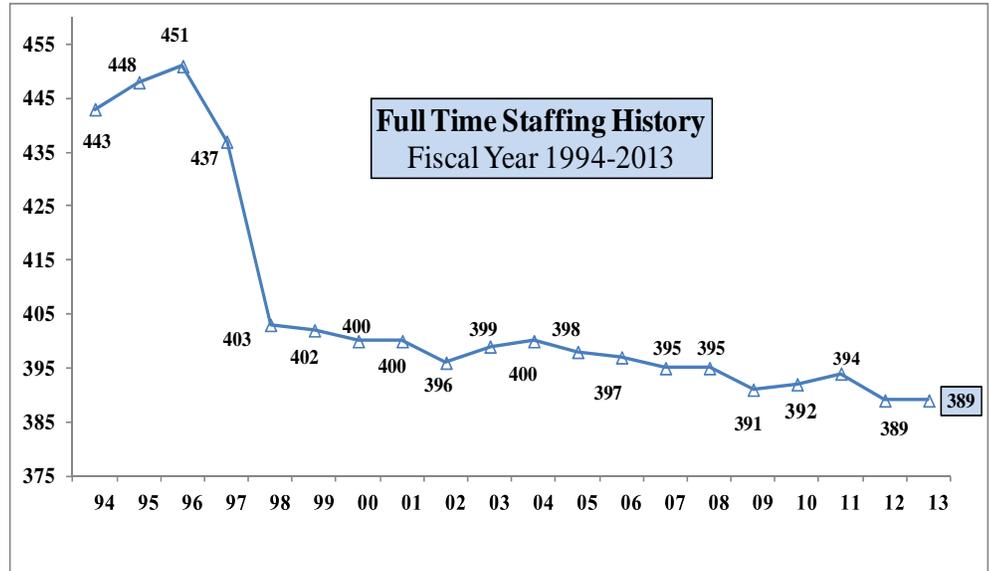
The Fiscal 2012-13 Budget has been challenging in many ways. The total budget for all funds is proposed at \$92,927,279, a decrease of \$466,901, or 0.50% from the original budget of Fiscal 2011-12.

The decrease is due largely to budgeting some accumulated fund balance in the Street Tax Fund for capital improvements in the prior year. As

illustrated above, the proposed aggregate budget for the coming year is approximately 34% higher than the original budget of Fiscal 1993-94, nineteen years ago. This represents an average annual increase of approximately 1.5%, illustrating staff commitment to cost containment.

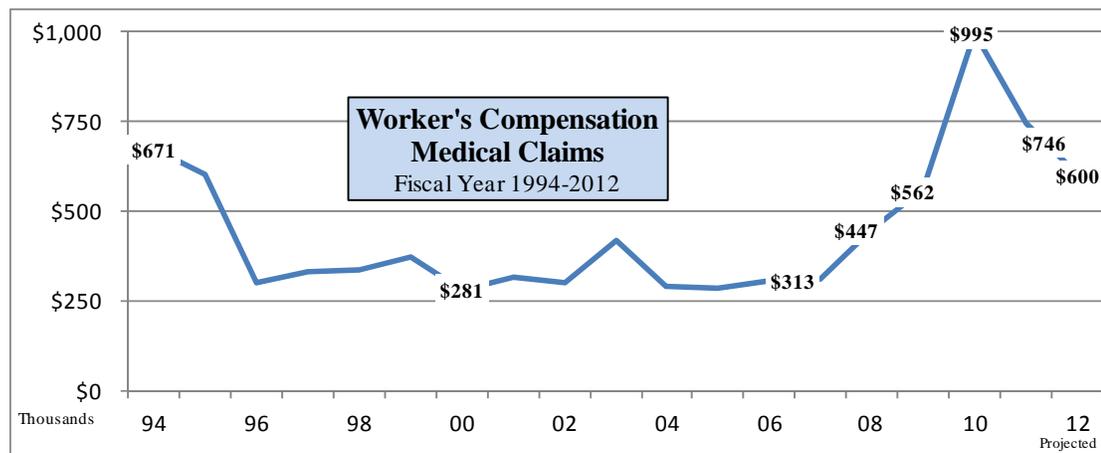


The full time employee base across the City is proposed at 389, a level that is flat from the prior year. No layoffs occurred in the prior year, nor are any planned for the coming year. The proposed full-time staffing for Fiscal 2012-13 is approximately 14% less than that of sixteen years ago, in Fiscal 1995-96, again illustrating City commitment to continuous improvement in service efficiencies, productivity, and conservative fiscal policy.



The cost of providing health insurance benefits to City employees has escalated significantly in recent years. City staff worked extensively last year with consultants and other resources for over six months to help determine the best strategy, including bids for fully insured plans and high deductible plans. As such, minor changes were made to the plan for Fiscal 2011-12, and the employee premium funding formula was increased to 20% of total, with the City funding the remaining 80%. For Fiscal 2012-13 a cost increase of 8% was budgeted. City employees who choose single health insurance coverage pay a premium of \$1,381 annually, with the City funding \$5,525. Employee plus one coverage is \$2,499 annually, with the City funding \$9,924. Employees choosing family coverage pay \$3,749 annually, with the City funding \$14,996. The funding of health care benefits is a mounting concern for most employers, and cost-containment will continue to be a challenge for the City going forward with projected double-digit inflation in the industry.

Another area of volatile personnel related costs are from worker's compensation expense. Although these had decreased significantly in Fiscal 2004-05 to a near decade low level, recent years have escalated rapidly. Projected expenses for W/C Medical expenses for Fiscal 2011-12 are \$600,000, representing a significant decrease from the recent peak.



The City is self-insured for worker's compensation medical claims, and maintains a department in the Internal Service Insurance Fund for this purpose. Premiums are paid based on a straight percentage (5.60%) of

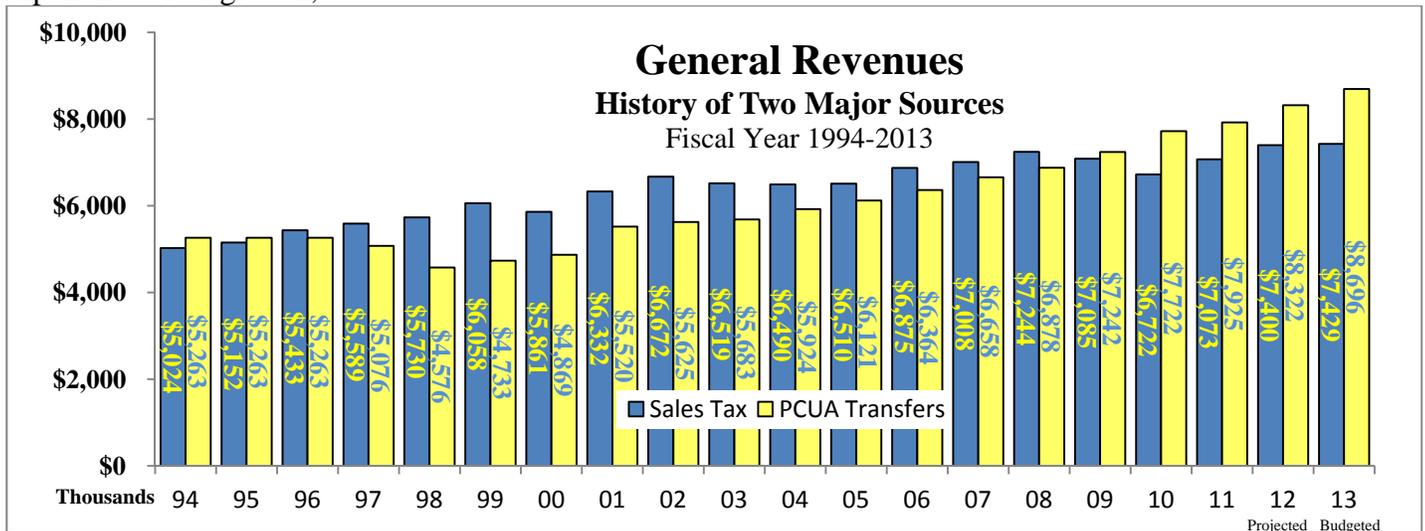
wages by all departments with personnel, without regard for risk/loss scales. Court ordered claims have increased in recent years, and are recovered through ad-valorem tax, as provided for in Oklahoma statutes. This method is a significant value for many departments, whose premiums would be up to eight times this amount for coverage purchased in the marketplace. Over the past fifteen years, increased training and attention to safety issues by City staff has had mixed results. Worker's compensation related costs will continue to be a challenge in the foreseeable future.

In keeping with the City Commission objectives, the Fiscal 2012-13 Budget does maintain a designated fund balance in the General Fund of \$1,900,000, as defined by Resolution #5932, which was approved by the Board of Commissioners on October 10, 2011, when the previously approved amount was increased by \$200,000. This designated fund balance is a reserve equal to approximately a 5-week operating budget in the General Fund, and provides a buffer against unforeseen natural, man-made or economic disasters.

Each of the four major PCUA utility operations also has designated fund balances, as established by Commission Policy Statement #20. This policy sets as a target fund balance for the Ponca City Energy Fund, an amount equal to the highest monthly purchased power bill over the past three years plus 10% of the system’s fixed assets. The policy statement also provides that for the Water and Wastewater funds, a target fund balance equal to a 60-day operating balance plus 10% of the systems’ 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 2012-13.

**GENERAL FUND**

**Sales Tax Revenue** There is currently a 2.0% sales tax dedicated for General Fund operations, generating revenue equal to 36.9% of total budgeted revenues for Fiscal 2012-13. Over the past nineteen years, year-over-year increases in this revenue source have fluctuated from -4.2% to +11.4%, with a long-term average increase at 3.0% annually. When adjusted for inflation, long term sales tax collections have not experienced real growth,



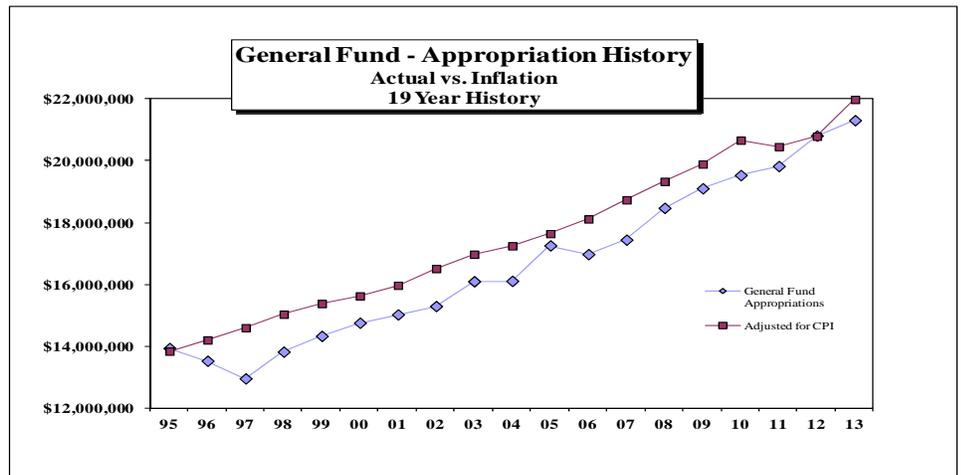
and are nearly flat. There are three distinct threats to sales tax revenue that have contributed to the lack of growth, more specifically growth in internet sales, the effect of the State legislature annually exempting more special interest groups and sale types from sales tax, and competition for discretionary spending by legalization of the lottery and casino gaming. Fiscal 2002-03 sales tax collections decreased 2.29%, followed by another decrease in Fiscal 2003-04 of 0.44%. In Fiscal 2004-05, collections turned around with an increase of 0.30% at the close of the year, and Fiscal 2005-06 saw strong growth, up 5.60%, due to heavy construction projects during the fourth quarter, followed by an increase of 1.94% in Fiscal 2006-07. Fiscal 2007-08 year collections increased 3.37% from the prior year, with Fiscal 2008-09 collections down 2.19% from the prior year. Fiscal 2009-10 collections saw the brunt of the recession, with a decrease in collections of 5.12%. Collections for Fiscal 2010-11 rebounded with an increase of 5.22%. With three months remaining in Fiscal 2011-12, collections continue to be strong and indicate an increase of over 6% from the prior year. Budgeted sales tax revenue for Fiscal 2012-13 is \$7,210,925, projecting a continued 3.03% increase from the budgeted collections for Fiscal 2011-12.

**Transfer Revenue** Under the Oklahoma Constitution, cities are prohibited from levying ad-valorem property taxes for operations. Therefore, critical to the funding of essential City services is the transfer of residual equity, or return on investment (ROI), from city utilities. As illustrated on previous page, through Fiscal 1997-98 transfers from the PCUA had been a decreasing revenue source as a direct result of preparing the electric utility for deregulation and Water and Wastewater plant reconstruction projects. Over the past ten 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 2012-13 at \$8,696,324, a 4.5% increase over the previous year, making it the largest source of revenue for the General Fund, with sales tax revenue in second place. The potential threat of electric deregulation that was very real ten years ago has diminished somewhat, in the wake of failed attempts in California and other states, but is nevertheless a continuing threat.

**Other Revenues** Other notable revenue changes in the General Fund include ambulance revenues, which continue to be strong due to increased rates, increased volume, and an increase in billable revenues from an investment made in the paramedic program and are projected to increase an additional 2.2% to \$1,175,000 in the coming year. With historic lows in interest rates yet again, interest income is projected to contract another 57.9% to \$40,000. Total General Fund revenues for Fiscal 2012-13 are budgeted at \$20,153,029, an increase of 2.54% 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 2012-13 is \$21,303,282, an increase of \$498,529, or 2.4% from the original Fiscal 2011-12 Budget. The increase is caused by three main factors, increased health insurance costs, a cost of living wage increase for employees, and increased capital spending. With recent market contractions, the Cann Estate Trust Fund has seen its corpus drop.



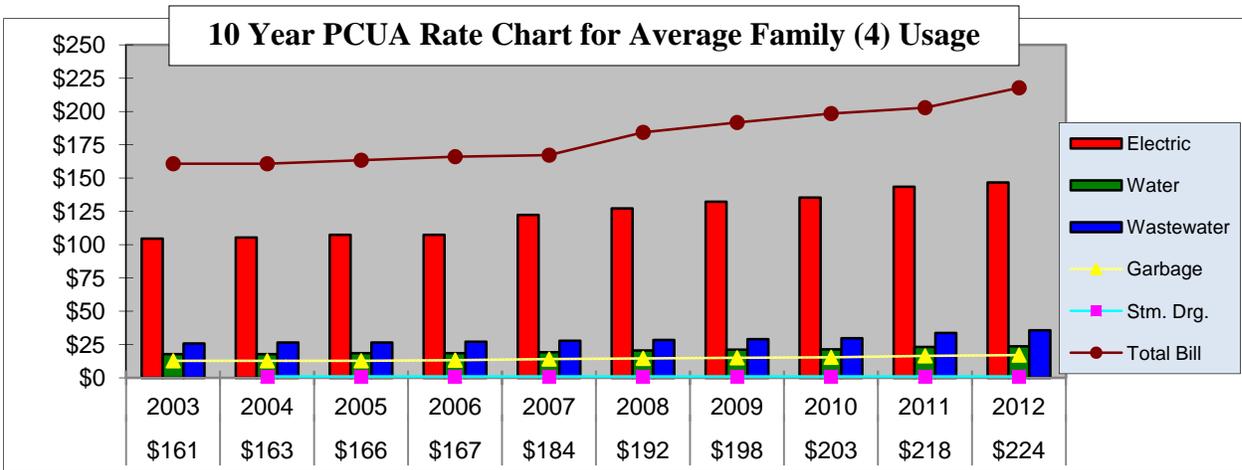
Management proposed continuing subsidy funding for operations at the \$30,000 level, same as the prior year, to avoid depleting the trust further. No trust account draws are planned for the year. The budgeted subsidy for the Marland Estate, the Airport, and Wentz Golf Course are all flat for the coming year. Otherwise, the General Fund expenditure budget is essentially flat. Above is an illustration of General Fund budget history in Ponca City versus the same baseline budget growth by the CPI rate of inflation.

Spending on public safety continues to dominate funding of City operations, at 56.0%. 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, 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 police cars for the Police Department and a new ambulance for the Fire Department. Replacement of aging capital equipment continues to be emphasized in the General Fund budget for Fiscal 2012-13. Major items to be funded include new radios city-wide to comply with new FCC regulations, a new backhoe for the Street Department, and pictometry aerial photography of the City and utility service areas. There are several large building maintenance projects also budgeted, including interior plaster and paint renovations at the Ponca City Library and new restroom facilities for Pioneer Park. Recreation is also funded for a new themed play structure for the park system.

**PONCA CITY UTILITY AUTHORITY**

**PCUA Revenues** The PCUA offers electric, water, wastewater, solid waste, landfill, and stormwater services. The high cost of inputs and federal mandates among utilities has led to rate increase proposals for Fiscal 2012-13. This includes a water utility rate increase for all customers of 2% for the coming year. Solid Waste rates will be increased for the coming year for all services, by 4%, as will Ponca City Energy rates by 2.5%. Wastewater rates will also be increased by 6%. 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. With the exception of wastewater, Ponca City compares well with peer cities on utility rates. The long term average annual increase is just under 3%.



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, two 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 2012-13 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 new plant has an expanded average daily capacity of 16 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 \$190,000 for a waterline replacement on Highway 60, \$190,000 for valve replacements at the Water Plant, and \$400,000 for the re-habilitation of the North Water Tower.

**Wastewater** In spring of 2000, the Wastewater Plant substantially completed a multi-year project to meet EPA regulations, to renovate the plant, and to expand capacity. The renovated plant has increased capacity from 5.8 MGD to 9.0 MGD, with peak capacity at 15.0 MGD. The department has now shifted primary focus to the collection system. Recently completed was a major renovation to the Bois D'arc Lift Station, as well as replacement of the 35-year old Lake Lift Station and replacement of the Blake 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. 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.

**Ponca City Energy** The Ponca City Energy Department has seen many changes in recent years. The position of General Manager of Electric Utilities was created and filled in the fall of 1997. A business plan was formulated and implemented, defining the three distinct businesses of the electric utility: generation, purchase & re-sale, and distribution. Electric generation facilities were leased to OMPA during 1997, with the contract amended in 2000 to shed all departmental responsibility for maintenance. As such, the proposed Fiscal 2012-13 Budget includes purchased power and distribution only. The Series 1997C Utility System Revenue Bonds provided funding for the addition of the Northwest Substation which was constructed at Prospect and Ash Street, and put in service on June 1, 1999. The utility also completed an \$1.5M capital relocation of its office, warehouse, and poleyard north of town at 6714 North Pleasantview Road during Fiscal 2006-07, utilizing accumulated funds and without any additional debt. An additional substation was completed in June 2009 in the McCord service area, and was also funded internally from accumulated fund balances.

Budgeted for Fiscal 2012-13 in the Ponca City Energy Fund are many major capital items and infrastructure improvements, most notably nearly \$1.4M in distribution system improvements. Also budgeted is \$100,000 for street lighting to continue an effort to improve poorly lit neighborhoods. Equipment budgeted for in the coming year includes \$100,000 for department trucks.

**Solid Waste** The Solid Waste Fund, which had seen such strong roll-off revenues, has cooled with the economic contraction. The most recent landfill cell expansion was completed in the summer of 2008. This expansion was funded by accumulated fund balances and will be completed without any new debt, relieving rate increase pressures on our community. Included in the coming budget is a rate increase of 4% to help cover increased fuel, equipment, and employee costs. A significant capital item in a new landfill compactor is budgeted at \$675,000 in the coming year 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. Included in the Fiscal 2012-13 Budget is \$10,000 for network conditioning GPS’s. Also budgeted for Fiscal 2012-13 is \$123,000 for virtual desktops to replace traditional tower computers. The change will enhance speed, storage, and other computing efficiencies. 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.”

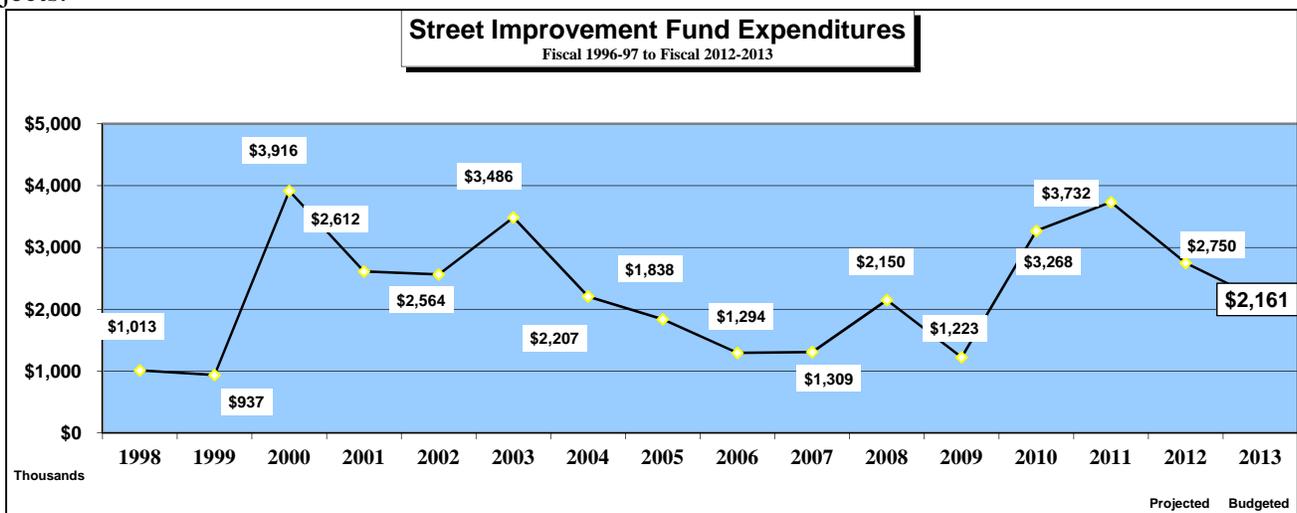
**OTHER ENTERPRISE FUNDS**

**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 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 2012-13 is the final lease/purchase payment on fuel sale equipment and a fuel farm upgrade.

**TRUST FUNDS**

**Cann Estate Trust Fund** Elsie V. Cann left in trust to the City of Ponca City a house and land upon which it was her desire to see a memorial garden created in the memory of her parents. Ms. Cann also left a trust fund to provide for the operation and improvements to the facility. The trust fund has distributed 6% of corpus value annually, but with market contractions, this has been discontinued for the near term. A subsidy from the General Fund replaced it beginning in Fiscal 2009-10 through Fiscal 2012-13.

**Street Improvement Trust** The City of Ponca City is fortunate to have a dedicated ½ cent sales and use tax for street improvements which was recently renewed by 85% voter approval for an additional five years, beginning October 1, 2012. The source provides funding for continued upgrade of Ponca City’s streets and roadways. Major projects slated for Fiscal 2012-13 include funds for engineering a Bradley/Donner connection and a railroad quiet zone at the Prospect crossing, among other maintenance projects.



**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. The complex is completed and has been open since December 2010. The site covers approximately 46 acres and includes four softball, four baseball, and two soccer/football fields. The fields have opened in the spring of 2012. The facility is approximately 76,000 square feet, and includes a gymnasium, two pools, fitness center, program studios, walking track, and much more. The entire center is managed by the YMCA of Ponca City on a contractual basis.

**Economic Development** Citizens of Ponca City approved extending a dedicated ½ cent sales and use tax for economic development that was set to expire on January 31, 2009, but was also approved by residents for an additional five years. The tax is passed on 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. Since July of 2003, the Ponca City Development Authority has directly impacted the attraction, expansion and retention of 1,800 full time jobs in Ponca City. Budgeted for Fiscal 2012-13 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"> <li>1. Other Charges and Services</li> <li>2. Personal Services</li> <li>3. Materials and Supplies</li> <li>4. Capital Outlay</li> <li>5. Debt Service</li> </ol>	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 2012-13 (3-15-12)**

December 2011	Finance and Departments begin rate review and revenue budgeting
Thur. Jan. 19, 2012	11 a.m. - Budget Kick-Off Meeting for Department Heads & Supervisors Budget Packet includes hard copies of Line-item Budgets, Personnel Models, Capital Request Forms, Mission / Accomplishments / Goals Forms, and overview
Mon. Feb. 6	Budget overview for City Commission held at the work session
Tues. Feb. 7	Capital Request Forms (cat. 4) for FY2012-13 due to Finance
Tues. Feb. 14	Budget Request Forms (cat. 2 & 3) for FY2012-13 along with any personnel related change requests due to Finance
Tues. Feb. 21	Travel Request Forms for FY 2012-13 due to Finance
Tues. Feb. 28	Mission / Accomplishments / Goals Forms for FY2012-13 along with updated Long-Term Capital Plan sheets due to Finance
March 5 - 9	City Manager/Finance meet with Departments to review Budget requests
Mon. Mar. 19	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 & Commissions on Budget progress
Wed. Apr. 11	City Manager/Finance meet with Department Heads to discuss proposed Budget
Friday Apr. 13	Draft of Budget with Departmental Goals delivered to City Commission for review
April 16 & 17	City Commission Hearings with City Management and Departments, open to Public
Wed. Apr. 25	Deliver Notice of Public Hearing and Budget Summary to the Ponca City News
Sun. Apr. 29	Publish date the P. C. News of the Notice of Public Hearing & Budget Summary
Mon. May 14	Public Hearing on Proposed Budget and City Commission Review
Mon. May 28	FY2012-13 Budget in book format delivered to the City Commission for adoption
Friday, July 1, 2012	Implementation of the FY2012-13 Budget

**CITY OF PONCA CITY**  
**Full-Time Staff History**  
**Fiscal Year 2012-13**

Department	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
City Manager	7.5	7.5	7	9	9	9	9	9	9	9
Finance	7	7	7	7	7	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	5	6	6	6	6	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	10	10	10	8	8	8	8	8	7	7
Traffic Engineering	7	6	6	6	6	6	6	6	6	6
Streets	21.5	21.5	21.5	21	21	21	21	21	20	20
Park Maintenance	24	24	24	24	24	24	24	24	23	23
Rec Programs	2	2	2	2	3	3	3	3	3	3
Marland's Grand Home	1	1	1	1	1	1	1	1	1	1
Hutchins	1	1	1	1	1	1	1	1	1	1
Library	11	11	11	11	11	11	11	11	11	11
<b>Total General Fund</b>	<b>257.0</b>	<b>257.0</b>	<b>256.5</b>	<b>256.0</b>	<b>257.0</b>	<b>257.0</b>	<b>257.0</b>	<b>257.0</b>	<b>254.0</b>	<b>254.0</b>
Water Admin.	1.17	1.17	1.17	1.17	0.84	0.84	0.84	0.84	0.84	0.84
Water Prod.	8.5	8	8	8	8.5	8.5	9.5	10	10	10
Water Dist.	10	10	10	10	10	10	10	10	10	10
<b>Total Water Fund</b>	<b>19.67</b>	<b>19.17</b>	<b>19.17</b>	<b>19.17</b>	<b>19.34</b>	<b>19.34</b>	<b>20.34</b>	<b>20.84</b>	<b>20.84</b>	<b>20.84</b>
Wastewater Admin.	1.16	1.16	1.16	1.16	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.	12.5	12	12	12	11.5	11.5	11.5	11	11	11
<b>Total W-Water Fund</b>	<b>19.66</b>	<b>19.16</b>	<b>19.16</b>	<b>19.16</b>	<b>18.33</b>	<b>18.33</b>	<b>18.33</b>	<b>17.83</b>	<b>17.83</b>	<b>17.83</b>
Solid Waste	32.33	32.33	32.33	31.33	31.33	32.33	32.33	32.33	31.83	31.83
S.W/Landfill	7	7	7	7	7	7	7	7	7	7
<b>Total Solid Waste</b>	<b>39.33</b>	<b>39.33</b>	<b>39.33</b>	<b>38.33</b>	<b>38.33</b>	<b>39.33</b>	<b>39.33</b>	<b>39.33</b>	<b>38.83</b>	<b>38.83</b>
Utility Billing	7	7	7	7	10	10	9	9	9	9
Ponca City Energy	23.34	23.34	23.34	23.34	24	24	25	25	25	25
Meter Readers	10	10	10	10	6	0	0	0	0	0
<b>Total Utility Billing</b>	<b>40.34</b>	<b>40.34</b>	<b>40.34</b>	<b>40.34</b>	<b>40</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>
Stormwater	0	0	0	0	0	0	0	0	0.5	0.5
<b>Total Stormwater</b>	<b>0</b>	<b>0.5</b>	<b>0.5</b>							
Information Svcs.	3	3	3	3	3	3	3	3	3	3
City Garage	5.5	5.5	5.5	5	5	5	5	5	4	4
Insurance	1	1	1	1	1	1	1	1	1	1
Marland Mansion	3	3	3	3	3	4	4	4	4	4
Golf Course	6	6	6	6	6	6	6	6	6	6
Cann Gardens	1	1	1	1	1	1	1	1	1	1
Airport	3	3	3	3	3	3	3	5	4	4
Hotel/Motel Tax	0.5	0.5	0	0	0	0	0	0	0	0
<b>Total Other Funds</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>22</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>25</b>	<b>23</b>	<b>23</b>
<b>Grand Total</b>	<b>399</b>	<b>398</b>	<b>397</b>	<b>395</b>	<b>395</b>	<b>391</b>	<b>392</b>	<b>394</b>	<b>389</b>	<b>389</b>

**CITY OF PONCA CITY**  
**BUDGET SUMMARY - by fund**  
**FISCAL YEAR 2012-13**

<b>FUND #</b>	<b>FUND NAME</b>	<b>2012-13 BUDGETED REVENUES</b>	<b>2012-13 BUDGETED EXPENDITURES</b>	<b>BUDGETED REVENUES over EXPENDITURES</b>
101	GENERAL	20,153,029	21,303,282	(1,150,253)
103	LIBRARY GRANTS	10,000	10,000	0
104	LIBRARY STATE AID	19,000	19,000	0
201	STREET & ALLEY	231,000	305,000	(74,000)
210	SPECIAL PROJECTS	30,000	34,713	(4,713)
240	TOURISM	450,000	471,667	(21,667)
260	COM DEV GRANTS	131,205	131,205	0
301	WATER	7,099,000	7,637,674	(538,674)
340	PONCA CITY ENERGY	33,103,382	33,210,949	(107,567)
342	SOLID WASTE	4,456,100	4,591,903	(135,803)
343	LANDFILL CLOSING	80,000	26,000	54,000
344	SOLID WASTE DEPR. RES.	510,000	780,000	(270,000)
350	UTILITY BILLING	601,600	652,369	(50,769)
360	WASTEWATER	5,378,000	5,369,046	8,954
365	STORMWATER	199,900	246,388	(46,488)
380	TECHNOLOGY SERVICES	623,845	612,845	11,000
400	DEBT SINKING	600,000	600,000	0
501	CITY GARAGE	1,691,000	1,691,000	0
520	INSURANCE	6,000,000	6,100,000	(100,000)
601	MARLAND ESTATE	292,428	322,827	(30,399)
644	GOLF COURSE	763,600	768,027	(4,427)
704	CANN ESTATE	57,000	58,713	(1,713)
722	MATZENE BOOK FUND	500	500	0
839	RECREATION CENTER TAX	1,951,813	1,951,813	0
840	STREET IMPR. TRUST	2,001,813	2,160,500	(158,687)
875	CAPITAL IMPR. PROJECTS	420,000	663,078	(243,078)
901	AIRPORT CAPITAL GRANTS	15,000	15,000	0
929	AIRPORT	1,242,596	1,241,967	629
930	ECONOMIC DEVELOPMENT	1,951,813	1,951,813	0
	<b>TOTALS</b>	<b>\$90,063,624</b>	<b>\$92,927,279</b>	<b>(\$2,863,655)</b>

**CITY OF PONCA CITY**  
**ALL FUNDS - HISTORY of BUDGETED EXPENDITURES**  
Fiscal Year 2012-13

FUND #	FUND NAME	ORIGINAL 2008/09 APPROVED	ORIGINAL 2009/10 APPROVED	ORIGINAL 2010/11 APPROVED	ORIGINAL 2011/12 APPROVED	ORIGINAL 2012/13 APPROVED
101	GENERAL	19,099,541	19,476,887	19,819,740	20,804,753	21,303,282
103	LIBRARY GRANT	12,000	10,000	10,000	10,000	10,000
104	LIBRARY STATE AID	19,000	19,000	19,000	19,000	19,000
201	STREET & ALLEY	385,000	335,000	303,000	305,000	305,000
210	SPECIAL PROJECTS	36,234	36,254	34,440	34,988	34,713
240	TOURISM	372,967	221,667	386,667	464,267	471,667
260	COMM DEV GRANTS	141,436	68,511	65,813	131,205	131,205
301	WATER	6,993,898	7,059,227	7,015,730	7,190,482	7,637,674
340	PONCA CITY ENERGY	32,683,966	31,530,000	30,897,205	31,909,140	33,210,949
342	SOLID WASTE	4,182,698	4,296,306	4,420,588	4,677,602	4,591,903
343	LANDFILL CLOSING	22,500	22,500	22,500	22,500	26,000
344	SOLID WASTE DEPR. RES.	238,410	427,500	116,300	55,000	780,000
350	UTILITY BILLING	618,692	611,223	643,875	634,379	652,369
360	WASTEWATER	4,909,805	5,012,268	5,171,237	5,260,283	5,369,046
365	STORMWATER	230,000	206,000	213,050	204,000	246,388
380	TECHNOLOGY SERVICES	552,588	560,495	547,617	547,495	612,845
400	DEBT SINKING	1,543,780	1,609,469	1,753,304	1,858,320	600,000
501	CITY GARAGE	1,469,000	1,491,000	1,506,838	1,603,277	1,691,000
520	INSURANCE	5,677,033	5,466,830	5,992,694	6,294,430	6,100,000
601	MARLAND ESTATE	306,778	303,127	316,318	319,258	322,827
644	GOLF COURSE	819,822	789,415	758,915	757,600	768,027
704	CANN ESTATE	86,934	62,000	62,433	70,303	58,713
722	MATZENE BOOK FUND	1,200	1,000	1,000	500	500
837	PUBLIC FACILITIES TAX	108,000	0	0	0	0
839	RECREATION CENTER TAX	1,877,561	1,910,334	1,781,680	1,908,335	1,951,813
840	STREET IMPROV. TRUST	2,540,000	2,365,000	3,000,000	4,460,000	2,160,500
875	CAPITAL IMPR. PROJECTS	580,238	530,527	710,388	835,342	663,078
901	AIRPORT GRANTS	158,000	15,000	15,000	165,000	15,000
929	AIRPORT	314,065	304,955	915,673	943,386	1,241,967
930	ECONOMIC DEV.	1,847,561	1,870,334	1,781,680	1,908,335	1,951,813
<b>TOTAL</b>		<b>87,828,707</b>	<b>86,611,829</b>	<b>88,282,685</b>	<b>93,394,180</b>	<b>92,927,279</b>
Incr./(Decr.) from Previous Year :		6,311,554	-1,216,878	1,670,856	5,111,495	-466,901
% Incr./(Decr.) from Previous Year :		<b>7.74%</b>	<b>-1.39%</b>	<b>1.93%</b>	<b>5.79%</b>	<b>-0.50%</b>

City of Ponca City  
2012-13 Operating Budget

**CITY OF PONCA CITY**  
**ALL FUNDS - BUDGETED EXPENDITURES by type**  
**FISCAL YEAR 2012-13**

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	17,150,562	803,873	1,150,233	640,650	0	1,557,964	21,303,282
103	LIBRARY GRANTS	0	2,500	7,500	0	0	0	10,000
104	LIBRARY STATE AID	0	10,000	9,000	0	0	0	19,000
201	STREET & ALLEY	0	290,000	15,000	0	0	0	305,000
210	SPECIAL PROJECTS	16,513	2,000	16,200	0	0	0	34,713
240	TOURISM	0	0	261,667	210,000	0	0	471,667
260	COMM DEV GRANTS	131,205	0	0	0	0	0	131,205
301	WATER	1,348,891	842,550	1,090,483	887,000	1,690,000	1,778,750	7,637,674
340	PONCA CITY ENERGY	2,064,287	292,300	23,089,724	1,668,000	589,000	5,507,639	33,210,949
342	SOLID WASTE	2,272,611	62,750	333,871	0	12,500	1,910,171	4,591,903
343	LANDFILL CLOSING	0	0	26,000	0	0	0	26,000
344	SOLID WASTE DEPR. RES.	0	0	0	780,000	0	0	780,000
350	UTILITY BILLING	439,869	53,900	147,100	0	0	11,500	652,369
360	WASTEWATER	1,068,933	382,650	739,879	335,000	2,035,000	807,584	5,369,046
365	STORMWATER	28,077	47,500	120,811	50,000	0	0	246,388
380	TECHNOLOGY SERVICES	258,019	158,500	193,100	0	0	3,226	612,845
400	DEBT SINKING	0	0	0	0	600,000	0	600,000
501	CITY GARAGE	228,353	1,418,667	26,400	0	0	17,580	1,691,000
520	INSURANCE	63,000	0	6,037,000	0	0	0	6,100,000
601	MARLAND ESTATE	214,973	33,150	41,050	6,500	0	27,154	322,827
644	GOLF COURSE	472,648	96,350	175,950	0	0	23,079	768,027
704	CANN ESTATE	44,582	12,200	1,160	0	0	771	58,713
722	MATZENE BOOK FUND	0	500	0	0	0	0	500
839	RECREATION CENTER TAX	0	0	0	0	0	1,951,813	1,951,813
840	STREET IMPROV. TRUST	0	1,750,000	100,000	310,500	0	0	2,160,500
875	CAPITAL IMPR. PROJECTS	0	0	0	663,078	0	0	663,078
901	AIRPORT CAPITAL GRANTS	0	0	0	15,000	0	0	15,000
929	AIRPORT	277,995	836,150	46,140	0	0	81,682	1,241,967
930	ECONOMIC DEV.	0	0	0	0	0	1,951,813	1,951,813
	<b>TOTAL</b>	<b>26,080,518</b>	<b>7,095,540</b>	<b>33,628,267</b>	<b>5,565,728</b>	<b>4,926,500</b>	<b>15,630,726</b>	<b>92,927,279</b>

% of Total Expenditures

28.07%

7.64%

36.19%

5.99%

5.30%

16.82%

Ponca City Utility Authority

## Debt Service Summary and Calculation

According to the Ponca City Utility Authority (PCUA) 2005B Series Utility Revenue Bond Indenture, the legal debt limit the PCUA can incur must retain a net revenue level of 125% equal to the average annual aggregate bond service requirement. In this calculation, operating expenses equal the Fiscal 2012-13 budgeted expenses minus capital, debt service obligation, and depreciation expense. The net revenues available for debt service equals the Fiscal 2012-13 budgeted net revenues plus bond proceed interest. Utility rates are currently at a level that provides for the repayment of all existing utility bond debt plus all supplemental note payable debt. In the event of a negative impact from electrical deregulation, the Ponca City Energy Fund is 22.22% of the total PCUA debt.

The following table illustrates the PCUA's projected net coverage is 1.78 times, which is greater than the minimum required 1.25 legal limit. In a ten-year projection of the debt service amortization schedules, the annual aggregate debt service obligation remains consistent, fluctuating by a 14.15% margin between Fiscal 2012-13 to 2013-14. 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.

### 2012-2013 Debt Service Calculation & Projection

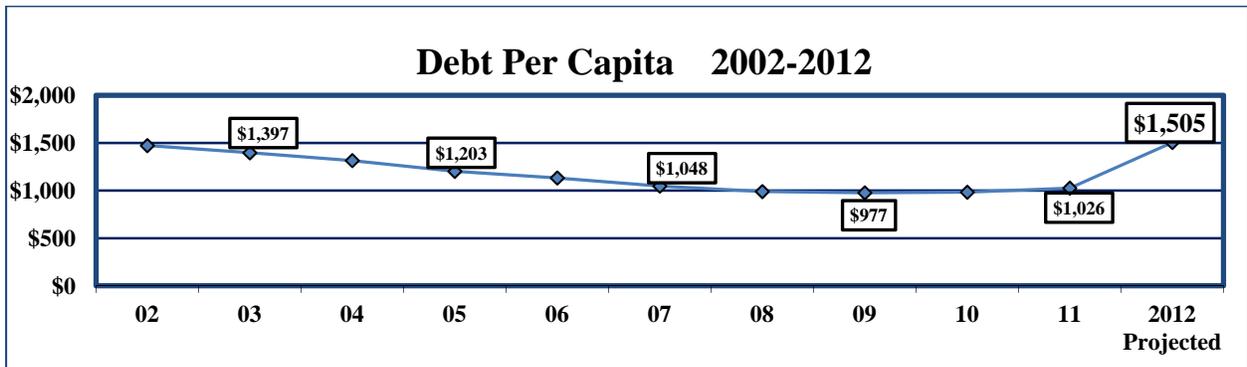
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2021-22</u>
Operating Revenues	50,501,900	51,511,938	52,542,177	53,593,020	54,664,881	60,354,446
Operating Expenses	<u>43,746,682</u>	<u>44,621,616</u>	<u>45,514,048</u>	<u>46,424,329</u>	<u>47,352,815</u>	<u>51,896,048</u>
Net Revenues	6,755,218	6,890,322	7,028,129	7,168,691	7,312,065	8,458,398
Other Revenues	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Net Revenues Available for Debt Service	<u>6,855,218</u>	<u>6,990,322</u>	<u>7,128,129</u>	<u>7,268,691</u>	<u>7,412,065</u>	<u>8,558,398</u>
Debt Service Requirement	3,849,547	4,394,566	4,412,143	4,386,454	4,575,250	2,105,746
<b>Net Coverage</b>	1.78	1.59	1.62	1.66	1.62	4.06

The 2009 Rec Center note is not included in the above projection, as it is sales tax based.

\*The revenue and expense projections are based on a 2% growth of 2012-13 budget. (Source: Ponca City Utility Authority)

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 1<sup>st</sup> 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, 2011 PCUA had \$38 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 \$16.7M 2009 Sales Tax note.  
This note will be repaid from revenues generated by a 13 yr .5% sales tax approved by the voters.

# Five Year Capital Plan

## Summary

The City Commission identified as a strategic goal the creation and maintenance of a long-term capital plan. The following section will serve as a capital plan for the time frame of the coming five years, Fiscal Year 2012-13 through FY 2016-17, 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	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
City Manager	165,000	341,000	100,000	100,000	100,000
Community Development		138,500	113,500	113,500	113,500
Police	78,000	540,000	357,000	195,000	30,182,000
Animal Control		50,000		29,000	5,000,000
Emergency Management		32,000		40,000	30,000
Communications 911		160,000	50,000	700,000	80,000
Fire	137,000	264,000	780,000	1,790,000	460,000
Ambulance	128,000	35,000	135,000	38,000	145,000
Street	143,000	358,000	651,000	387,000	170,000
Engineering	222,000	52,000	15,000	25,000	
Traffic Engineering		143,000	12,000		
Park Maintenance	296,050	2,114,740	608,600	157,600	350,600
AMBUC Pool		21,000	15,000	235,000	125,000
Recreational Programs		398,000	334,000	175,000	205,000
Wentz Camp		175,000	130,000	100,000	
Marland's Grand Home		154,000	20,000	50,000	
Hutchins Memorial		512,000	56,000	56,000	
Library	75,000	90,000	108,000	65,000	85,000
<b>General Fund Total</b>	<b>1,244,050</b>	<b>5,578,240</b>	<b>3,485,100</b>	<b>4,256,100</b>	<b>37,046,100</b>
Water Production	412,000	4,372,000	630,000	1,800,000	450,000
Water Distribution	475,000	595,000	495,000	410,000	370,000
Ponca City Energy	1,668,000	1,655,000	2,290,000	1,735,000	4,770,000
Solid Waste	105,000	1,130,000	1,346,000	1,615,500	290,000
Landfill	675,000	404,000	534,000	12,500	15,000
Wastewater Treatment	285,000	135,000	480,000	97,000	350,000
Wastewater Collection	1,050,000	875,000	535,000	685,000	535,000
Stormwater	50,000	100,000	100,000	100,000	100,000
Technology Services	144,000	512,000	312,000	272,000	212,000
<b>PCUA Total</b>	<b>4,864,000</b>	<b>9,778,000</b>	<b>6,722,000</b>	<b>6,727,000</b>	<b>7,092,000</b>
City Garage		434,000	75,000		
Marland Estate		184,722	72,500	40,000	35,000
Golf Course	30,000	459,500	60,000	57,500	20,000
Cann Estate		10,000			12,000
Street Improvement Sales Tax	310,500	1,846,500	110,500	2,000,000	2,000,000
Airport	74,078	1,518,417	331,667	431,667	181,667
<b>Grand Total</b>	<b>\$6,522,628</b>	<b>\$19,809,379</b>	<b>\$10,856,767</b>	<b>\$13,512,267</b>	<b>\$46,386,767</b>

## City Manager

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Contingency Capital	100,000	100,000	100,000	100,000	100,000
B. Radio Compliance	65,000				
C. Exterior Paint-City Hall/Fire Station #1		241,000			
<b>TOTAL</b>	<b><u>165,000</u></b>	<b><u>341,000</u></b>	<b><u>100,000</u></b>	<b><u>100,000</u></b>	<b><u>100,000</u></b>

- A. Contingency capital for the City Manager to address unforeseen capital needs.  
(funding source: CIP Fund)
- B. The FCC’s regulatory change known as “reframing” of existing radio frequency bands was done to allow for more radio channels within the limited amount of rf spectrum allocated for two-way radio communications. There are several of the City’s radios that do not meet this requirement, so this amount takes care of replacing those radios to meet the January 1, 2013 deadline.  
(funding source: CIP Fund)
- C. Paint the exterior of City Hall and Fire Station #1.  
(funding source: CIP Fund and Carbon Black Remediation Funds)

## Community Development

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. CDBG Small Cities Set Aside		88,500	88,500	88,500	88,500
B. Comprehensive Update of Dev Codes		25,000	25,000	25,000	25,000
C. Replacement of Code Inspection Vehicles		25,000			
<b>TOTAL</b>	<b><u>0</u></b>	<b><u>138,500</u></b>	<b><u>113,500</u></b>	<b><u>113,500</u></b>	<b><u>113,500</u></b>

- A. The City of Ponca City is eligible to receive annual CDBG Small-Cities Set Aside. 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. Periodically, it is necessary to perform a comprehensive update to the department’s development ordinances, including the zoning ordinance and subdivision regulations. This is necessary to keep up with the latest trends and laws relating to development. In order to get this task done in a timely manner, it is desirable to hire a professional consultant to draft an ordinance in lieu of staff. The City has completed a comprehensive update to the Master Plan that recommends many changes to the City’s development ordinances.  
(funding source: operating budget)
- C. There are four vehicles within the department, one assigned to each inspector. Currently, one vehicle will need to be replaced in the near future due to age, mileage, and maintenance problems. As this occurs, it will be important to replace it with another full size pickup truck, the vehicle of choice for code enforcement activities. Many inspections occur in rural areas outside the city limits, requiring high ground clearance. Secondly, the staff needs a vehicle that can accommodate signs utilized for notification purposes. There is also the need for additional and convenient storage space when it is necessary to pick up trash, debris and violation signs placed in the right-of-way. And last, the full size pickup is shared with the Fire Department when flushing fire hydrants. The full size pickup is used to carry hoses.  
(funding source: operating budget)

## Police

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Fleet Replacement	78,000	135,000	140,000	145,000	150,000
B. RMS/JMS/CAD Software		200,000			
C. Wi-fi and In-Car computing		116,000	116,000		
D. In-Car Video		50,000	50,000	50,000	
E. Unmarked Police Car		24,000	26,000		32,000
F. Canine Replacement		15,000			
G. Evidence/Property Storage Shed			25,000		
H. New Police Station					30,000,000
<b>TOTAL</b>	<b>78,000</b>	<b>540,000</b>	<b>357,000</b>	<b>195,000</b>	<b>30,182,000</b>

- 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 and 9 unmarked police cars presently in the fleet. Projected for five cars replaced annually from 2014-2017.  
(funding source: operating budget)
- B. Replace current records management, jail management, and CAD software with an updated system that interfaces with other city systems, and better serves department needs towards information retrieval and integration.  
(funding source: unknown)
- C. Outfit every car with wi-fi radios and computers/devices, which will give officers the ability to do a great deal of work in the car, in the field. Also will allow officers the ability to check warrants/wants, drivers license status, stolen property status, etc in the field.  
(funding source: operating budget)
- D. Purchase/install in-car video in every patrol car. In-car video protects the city from spurious complaints and law suits, and aids in prosecution of offenders. It aids the department in identifying and dealing with issues of misconduct.  
(funding source: operating budget, grants)
- E. Replace one unmarked vehicle 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 40 marked and 9 unmarked police cars presently in the fleet.  
(funding source: operating budget)
- F. The planned replacement of a certified police canine due to the retirement of an animal.  
(funding source: operating budget, grants)
- G. Purchase a steel shell building to secure and protect large pieces of evidence and recovered property such as bicycles and lawn mowers. At present such items are stored in a fenced-in area exposed to the weather.  
(funding source: unknown)
- H. Complete replacement of 30-year-old public safety center. This will permit proper use of space, increased work flow, as well as address design flaws and maintenance issues of the existing facility. The new structure would be designed to embrace existing as well as future technology.  
(funding source: General Obligation Bond Issue)

## Animal Control

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Patrol Truck Replacement		25,000		29,000	
B. Employee Accreditation		15,000			
C. Shelter Maintenance		10,000			
D. Animal Control Center					5,000,000
<b>TOTAL</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>29,000</b>	<b>5,000,000</b>

- A. This is a planned replacement of a truck used by officers to answer calls and to transport animals.  
(funding source: operating budget)
- B. Accreditation process would enhance the professionalism and quality of a complex and demanding service.  
(funding source: unknown)
- C. The item is in anticipation of various repairs and/or preventive maintenance for the aging building.  
(funding source: operating budget)
- D. This is the planned replacement of the dated Animal Control facility on East Central Avenue.  
(funding source: unknown)

## Emergency Management

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Radio Transmitter and Encoder		32,000			
B. Update Hazard Mitigation Plan				40,000	
C. Replacement Vehicle					30,000
<b>TOTAL</b>	<b>0</b>	<b>32,000</b>	<b>0</b>	<b>40,000</b>	<b>30,000</b>

- A. Purchase radio transmitter and encoder devices. This equipment will be used to transmit emergency information to predetermined sites such as government buildings, schools, hospitals, senior citizen centers, etc.  
(funding source: grants, unknown)
- B. Update current hazard mitigation plan. This will require hiring a consultant to review current plan and recommend proper updates and changes.  
(funding source: grant)
- C. Planned replacement of the Emergency Manager's response vehicle.  
(funding source: operating budget)

## E-911 Communications

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. CAD Software		100,000			
B. Recording Equipment		60,000			
C. Add Cellular 911 lines			50,000		
D. Evaluate/Design/Implement 800 MHz System				700,000	
E. Remodel Communication Center					80,000
<b>TOTAL</b>	<b>0</b>	<b>160,000</b>	<b>50,000</b>	<b>700,000</b>	<b>80,000</b>

- A. Purchase new CAD software. This software is integrated with records management and jail management software also, so this item also appears in the Police 5 year plan.  
(funding source: unknown)
- B. Replace logging equipment with a state of the art logger that will be compatible with all interfaces and interface upgrades as technology changes.  
(funding source: E-911 Equipment Tax)
- C. Add two cellular 911 trunk lines. This will keep us current with increased call load from cellular customers.  
(funding source: E-911 Equipment Tax)
- D. Evaluate, design, and implement a new 800 MHz radio/communication system to stay current with changing technology and standards. This will require professional evaluation of current systems in place, and design of a new system to fit needs and capabilities.  
(funding source: operating budget / E-911 Equipment Tax)
- E. Remodel Communication Center by replacing carpet, paint, console furniture, and reinforce ceiling to have mounted pull down maps installed.  
(funding source: unknown)



## Fire

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Pumper Truck Replacement	80,000		375,000		385,000
B. Staff Vehicle - Sedans	24,000		27,000		
C. Hose/Nozzles/Fire Tools	22,500				
D. Gas Monitor Detectors	10,500				
E. Mini-Pumper Replacement (Unit #1)		120,000			
F. Turnout Equipment		38,000		40,000	
G. Self Contained Breathing App (SCBA)		35,000			35,000
H. Staff Vehicle - Pickup Truck		28,000			
I. Floor covering - Facility Maintenance		24,500			
J. Thermal Imaging Cameras (quant. 2)		18,500			
K. Training Facility / Burn Building			350,000		
L. Staff Vehicle - Shift Commander			28,000		
M. Station Construction (Hartford at Ash)				1,750,000	
N. SCBA Refill Compressor					40,000
<b>TOTAL</b>	<b>137,000</b>	<b>264,000</b>	<b>780,000</b>	<b>1,790,000</b>	<b>460,000</b>

- A. Pumper truck recommended for purchase in 2012-13 is to replace the 1997 pumper (Unit #102) which is a primary response apparatus. Unit #102 will be nearing the end of its expected usable life as a primary response vehicle but should be maintained for fleet reserve status.  
(funding source: Debt Service)
- B. Sedans will be assigned to administrative staff (replacement).  
(funding source: operating budget)
- C. Fire hose/nozzles/fire tools will replace aged hose, nozzles, and equipment which are currently in service that need to be replaced as the result of normal use and wear.  
(funding source: operating budget)
- D. Gas monitor detectors will replace existing monitor detectors that have reached the end of their usable service life and are costly to maintain.  
(funding source: operating budget)
- E. Apparatus to be replaced is Unit #1 which is a 1995 Ford 1-ton chassis mini-pumper apparatus. The vehicle is primarily used for wild land (brush and vegetation) firefighting. Because of the nature of the terrain in which this vehicle operates, it receives extremely rigorous use.  
(funding source: operating budget)
- F. Turnout equipment will be needed to replace aging equipment that is currently in service. Reasonable life expectancy is approximately ten years. This equipment should be considered for replacement on a rotational basis.  
(funding source: operating budget)
- G. Self contained breathing apparatus equipment that is currently operated by the department will need to be supplemented with additional units in the near future due to normal use and wear. The equipment to be purchased would be moved to primary response use and older equipment would be removed from service and used for parts and/or reserve operations.  
(funding source: operating budget)

- H. Pickup truck will replace a 1996 ford sedan with high mileage. A pickup style vehicle will maximize usefulness and utility for departmental use.  
(funding source: operating budget)
- I. Floor covering in areas of the administration offices, Station #1, Station #2, and Station #4, is worn to the extent that it needs to be replaced in order to maintain facilities in a good state of repair.  
(funding source: operating budget)
- J. Thermal imaging cameras are used for search and rescue operations upon initial entry into a building on fire. Early deployment of a thermal imaging camera is of utmost importance. Currently the department's only thermal imaging camera is carried in the shift command vehicle which responds from Station #1; therefore prolonging its availability to first arriving engine companies in remote response areas. Requested thermal imaging cameras would be carried on Engine #2, which is stationed on North Ash Street, and Engine #4, which is stationed on Donner Street.  
(funding source: operating budget)
- K. 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: unknown)
- L. 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 2013-14.  
(funding source: operating budget)
- M. 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)
- N. This expenditure is expected for replacement of the current high capacity SCBA air refill system located at Station #1. It is anticipated that due to its age the system will need to be replaced because of reduced reliability and increased maintenance costs.  
(funding source: operating budget)

## Ambulance

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Ambulance - Replacement	128,000		135,000		145,000
B. Lifepack Cardiac Units - Replacements		35,000		38,000	
<b>TOTAL</b>	<b>128,000</b>	<b>35,000</b>	<b>135,000</b>	<b>38,000</b>	<b>145,000</b>

- A. Ambulance replacement indicates an ongoing need to remove aging ambulance units from the fleet on a regularly scheduled rotational basis.  
(funding source: operating budget)
- B. Lifepack Cardiac Units (replacement) – 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 (approximately ten (10) years old).  
(funding source: CIP fund)

## Street

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Backhoe w/ Attachment	105,000				
B. 1-Ton Diesel Pickup	38,000				
C. 5-yd Dump Truck		115,000	85,000	85,000	
D. 13 Yard Dump Truck w/ Snow Plow		110,000	140,000		
E. Steel Wheel Roller		80,000			
F. Pickup		35,000	35,000	35,000	
G. Air Compressor		18,000		20,000	
H. Street Sweeper			230,000		
I. Street Flusher Truck			144,000		
J. Concrete Saw			17,000		
K. Patch Truck				125,000	
L. Skid Steer w/Breaker				70,000	
M. Lay Down Machine				40,000	
N. Asphalt Vibratory Roller				12,000	
O. Articulating Loader w/ Attachments					170,000
<b>TOTAL</b>	<b><u>143,000</u></b>	<b><u>358,000</u></b>	<b><u>651,000</u></b>	<b><u>387,000</u></b>	<b><u>170,000</u></b>

- A. Replace Unit #534, 2002 John Deere extended hoe w/demo hammer.  
(funding source: operating budget)
- B. Replace 1 ton pickups for greater hauling capacity and versatility.  
(funding source: operating budget)
- C. Replace Unit #510, a 1989 IHC five yard dump truck. Three other trucks will need to be replaced as they sustain increasing maintenance and repair costs.  
(funding source: operating budget)
- D. Replace dump trucks for greater hauling capacity and reliability. FY 2014-2015 a sand spreader and snow plow will be purchased as attachments. Replace Unit #512, a 1995 IHC tandem axle dump truck.  
(funding source: operating budget)
- E. Replace current steel-wheeled roller used in the asphalt patching and chip and seal operations that was purchased used in 1990.  
(funding source: operating budget)
- F. Upsize and replace pickup trucks for more hauling capacity, including Unit #502, 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. Replace Unit #522 a mechanical street sweeper. This unit is used daily for overall city clean up.  
(funding source: unknown)

- I. Replace street flusher truck, Unit #513, a 1990 IHC single axle. This unit is used for flushing storm drains and streets.  
**(funding source: unknown)**
- J. 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)**
- K. Replace a 1995 patch truck that is used to make asphalt patches and fix potholes.  
**(funding source: unknown)**
- L. Replace Unit #560 a skid steer loader with concrete breaker. This unit is used daily in the concrete maintenance program.  
**(funding source: operating budget)**
- M. Purchase an asphalt lay-down machine that will allow the Street Division to do larger asphalt patches and increase the quality of the patch.  
**(funding source: operating budget)**
- N. This is replacement of the small portable walk behind asphalt roller that is used with the hot patch truck.  
**(funding source: operating budget)**
- O. 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: unknown)**

## Engineering

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. New Aerial Photography/Pictometry	190,000				
B. Real Time GPS Srvy Sys w/Data Collector	32,000				
C. Inspector Vehicle (Unit #408)		25,000			
D. Large Format Color Plotter		15,000			
E. PCINFO Server Replacement		12,000			
F. GIS Laptops			15,000		
G. Robotic Total Station				25,000	
<b>TOTAL</b>	<b>222,000</b>	<b>52,000</b>	<b>15,000</b>	<b>25,000</b>	<b>0</b>

- A. Update the 2004 aerial photographs and planimetric data with pictometry aerial photography of City/PCUA service territory. Updated ortho-photography imagery for a 220 square mile area at a map scale of 1" = 100'. To include digital terrain model, 2' contours, one large area wide hard copy mosaic, change detection of existing planimetric layers, oblique imagery and enterprise license of Electronic Field study software.  
(funding source: CIP Fund)
- B. Real Time GPS survey System with Data Collector. Topcon Hiper II Base RTK GPS unit plus rover kit and Topcon FC-2500 Data Collector (or equal equipment). This will provide the City surveyor with continuous data correction to allow for real time survey grade GPS survey capabilities. This will also provide for one man survey capabilities for 80 to 90% of the surveys performed.  
(funding source: operating budget)
- C. Replace the Construction Inspector vehicle, Unit #408, a 2001 Ford Super Cab pickup truck. It will be 12 years old in 2013.  
(funding source: operating budget)
- D. A new large media format color plotter to replace existing plotter. Existing plotter was purchased in August 2002. Need to replace on approximately a 10 year cycle.  
(funding source: operating budget)
- E. Replace current PCINFO GIS server hardware. The existing server was installed in September 2006 and upgraded to Server 2008 in April 2009.  
(funding source: operating budget)
- F. Additional interactive laptops for GIS to issue out to engineering staff for use in the access and quality control of GIS data in the field.  
(funding source: operating budget)
- G. Purchase a total survey station with robotic capabilities to further allow for one person surveying capabilities in some instances. This will replace the existing total station purchased in 2006.  
(funding source: operating budget)

## Traffic Engineering

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. One Ton Truck with Manlift		100,000			
B. 1/2 Ton Pick-up Truck		25,000			
C. Large Format Inkjet Plotter		18,000			
D. Self-Propelled Thermoplastic Handliner			12,000		
<b>TOTAL</b>	<b>0</b>	<b>143,000</b>	<b>12,000</b>	<b>0</b>	<b>0</b>

- 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 1/2 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 with manlift.  
**(funding source: operating budget)**
- C. Item to replace existing 36" wide printer in sign shop with larger capacity printer from 48" to 54" wide. Hundreds of signs and decals are produced on the printer each year for other city departments and outside governmental agencies. Many large scale banners and other signs are printed that require splicing, and a wider printer will reduce the time required to manufacture the large signs and produce a better end product.  
**(funding source: operating budget)**
- D. Self-propelled thermoplastic hand liner – This purchase would replace the existing handliner which was purchased in 1990. Traffic engineering crews use thermoplastic markings for crosswalks, stop bars, and long line applications. Currently, a pre-melter kettle is required to provide an adequate supply of material during a normal day's operation. This hand liner includes an on-board pre-melter apparatus which will increase daily output.  
**(funding source: operating budget)**

## Park Maintenance

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Replace Existing Restroom Pioneer Park	125,000				
B. Replace Play Structures	85,000		85,000		85,000
C. 30 X 40 Steel Building (hort. storage/work)	30,000				
D. Grapple Attachment	22,050				
E. Shielded Sprayer with transport unit	19,000				
F. Replacement Trees for City Property	15,000				
G. Trail - Lake Ponca Redbud across spillway		1,100,000			
H. Splash Pad		200,000			
I. Dredge Lake Ponca Park Ponds		150,000			
J. Park and Recreation Master Plan		135,000			
K. Ponca Campground Restrooms		75,000			
L. Dan Moran Trails		65,000			
M. Build Midsize Pavilion in Pioneer Park		50,000			
N. Current Year 2 Ton Crew Cab Truck (#260)		46,000			
O. Brush Chipper		39,140			
P. Replace # 276 3/4 Ton Crew Cab Pickup		31,000			
Q. Picnic Pavilion Garfield Park		30,000			
R. Replace Unit 200 2004 Blazer		30,000			
S. Replace #201 1/2 Ton Extended Cab PU		28,000			
T. Replace Unit 210 3/4 Ton Flat Bed		28,000			
U. Rip Rap Lake Park Ponds		25,000			
V. Rip Rap Ski Dock Area		25,000			
W. 2 Trim Mowers		22,600	22,600	22,600	22,600
X. 15 ft Bat Wing Mower		20,000		20,000	
Y. Recreation Area Jaycee Park		15,000			
Z. Aerial Man-Lift Unit 230			170,000		
AA. Replace Restrooms Checkstand Lk Ponca			160,000		
BB. Current Year 2½ Ton Truck (#224)			74,000		
CC. Replace #208 Backhoe, Long Reach Boom, Cab, A/C			52,000		
DD. Replace Unit #217 Lake Patrol Vehicle			30,000		
EE. Rental Ski Dock Repairs (3 Phases)			15,000	15,000	15,000
FF. Replace Restroom Hartford Rmp Lk Ponca				100,000	
GG. Purchase Additional Park Land					200,000
HH. Unit 275 89 Chevy 3/4 Ton Pickup					28,000
<b>TOTAL</b>	<b>296,050</b>	<b>2,114,740</b>	<b>608,600</b>	<b>157,600</b>	<b>350,600</b>

- A. Replace existing restroom at Pioneer Park. Project includes architectural fees, with two water closets and sink in women's restroom; water closet, sink and urinal in men's restroom. Building will be heated for year around operation, vandal proof as much as possible. Constructed with cement blocks and hip roof or a pre-constructed concrete structure delivered onsite.  
**(funding source: Hotel/Motel Tax)**
- B. Install themed play structure in Liberty Park FY 2012-2013. There is currently no play structure located in this park. Installation of a play structure will improve Liberty Park and encourage more usage by families.  
**(funding source: Hotel/Motel Tax)**
- Install play structure in Sunset Park FY 2014-2015. 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: CIP Fund)**
- Replace play structure in Garfield Park FY 2016-2017. This play structure was installed in 1992. The manufacturer of this structure is no longer in business. Some parts are unavailable.  
**(funding source: CIP Fund)**
- C. Replace 20 x 20 storage building destroyed last spring with 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: unknown)**
- D. The grapple attachment would be used to assist with Spring Cleanup, tree removal, storm debris removal and similar events. Currently brush and debris are loaded by hand either into loader or truck. The grapple attachment is also a time saver.  
**(funding source: unknown)**
- E. Shielded sprayer with transport unit would allow us to spray during windy conditions without the use of dye, with less chemical and without damage to landscape plantings.  
**(funding source: unknown)**
- F. Purchase approximately 100 trees to replace trees (removed due to natural mortality) in City-owned parks and properties. Two pine tree diseases have almost denuded the parks of evergreen type trees. Siberian elms planted in the 1940's are dying from Dutch Elm disease and storm damage. We remove approximately 50-150 dead trees per year. We need to initiate an annual tree replacement program to insure we maintain our urban forest.  
**(funding source: unknown)**
- G. Trail would continue from the Redbud Park Trail that ends on Hartford; continuing across to the north side of Hartford heading eastward across Pecan and continuing along the north Hartford easement. Connecting to the original Lake entrance on Kygar and Hartford continuing southeastward to the Lake Spillway crossing the spillway with a pedestrian bridge. Continuing easterly along the West Dam Road intersecting with the bridge crossing at Lake Ponca. The trail would cross Lake Ponca Bridge and connecting trail links to the event area, pageant area, golf course and Wentz Camp.  
**(funding source: unknown)**
- H. The splash pad is a wet version of a playground and would require minimal supervision. The system would be open on a seasonal basis with no charge to the public. This would provide a recreational water play alternative for the public.  
**(funding source: unknown)**

- I. Dredge ponds at Lake Ponca Park. The park contains three ponds in which the runoff has silted in the ponds until they are less than three feet in depth. The ponds overheat and become oxygen deficient during the summer months. Pond weeds and algae flourish and become uncontrollable. The ponds create a poor appearance and a maintenance problem.  
**(funding source: unknown)**
- J. 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, equipment, and land usage.  
**(funding source: unknown)**
- K. Remodel restrooms and replace roof of East Lake Ponca campground restrooms.  
**(funding source: unknown)**
- L. 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 connecting Dan Moran Park to the new Ponca City Aquatic and Family Center-YMCA.  
**(funding source: unknown)**
- M. Build a midsize pavilion in Pioneer Park.  
**(funding source: unknown)**
- N. Replace Unit #260 a two ton truck with current year 9,500 lbs. GVW(Gross Vehicle Weight) rated. We will actually be downsizing vehicle. This is a front line truck used daily to transport a six man crew and pull heavy implements and large trailers. This vehicle is used in weather emergencies and everyday park maintenance.  
**(funding source: unknown)**
- O. Replace existing brush chipper. Chipper parts are no longer available because the manufacturer has gone out of business. Blades and drive pumps need replacing continually. Machine shops have kept it going by fabricating various parts. The unit is used for chipping up brush from tree removal and pruning, clean up of storm damage debris and tree maintenance on City properties. The wood chips are recycled and used in the numerous City planting beds.  
**(funding source: unknown)**
- P. Replace Unit #276 which has over 140,000 miles and is a 1987 model crew cab ¾ ton pickup. It is used by the tree trimming crew in the winter months, 15 ft mowing crew in summer months, horticulture crew and as a trouble truck at other times.  
**(funding source: unknown)**
- Q. 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)**
- R. Replace Unit #200, a 2004 Blazer. Unit #200 is assigned to Park and Recreation Director. This vehicle will be 12 years old and has surpassed its useful life expectancy.  
**(funding source: unknown)**
- S. Replace Unit 201 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: unknown)**

- T. Replace Unit #210 a ¾ ton flat bed 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: unknown)**
- U. 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: unknown)**
- V. Rip rap Public Ski Dock Area which have eroded over time. The shoreline will be re-established and will require rip rap placed to deter continued erosion.  
**(funding source: unknown)**
- W. The trim mowers are used to mow City properties and parks in areas the 15 foot bat wing mower cannot reach. These units mow 500-700 hours per season on rough uneven terrain. The life of these units is four to five years.  
**(funding source: unknown)**
- X. 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)**
- Y. 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: unknown)**
- Z. 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: unknown)**
- AA.The existing restroom at Lake Ponca Checkstand area is 50 plus years old and is no longer sufficient for the lake activities. With more events and activities the restroom needs to be replaced and attached to pressure sewer line.  
**(funding source: unknown)**
- BB.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: unknown)**
- CC.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: unknown)**
- DD.Replace Unit #217 a 2002 4-wheel drive S10 Blazer assigned to Lake Patrol. Most of the miles driven are on roadways around Lake Ponca and in limited access areas around the lake. The Blazer is also used to tow patrol boat and deck boat to loading ramp and to repair shop. Harsh road conditions have caused the limited life of the vehicle.  
**(funding source: unknown)**
- EE.Rental Ski Dock repairs to be done in 3 phases. Materials to rebuild docks, dock mounting to shoreline, floatation, and deck. Project is to be completed in three phases. Last three phase project repairs were completed in 2010.  
**(funding source: unknown)**

FF.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: unknown)

GG.Purchase additional park land for future growth.

(funding source: unknown)

HH.Replace Unit #275 a 1989 Chevrolet ¾ ton pickup. The vehicle is used on a daily basis city wide to pull trailer hauling finish mowers and sprayer. During winter it is used for grounds maintenance, and pulls trailer for snow removal equipment.

(funding source: unknown)

## AMBUC Pool

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Permanent Pool Shade		21,000			
B. Picnic Tables and Deck Chairs			15,000		
C. Construct New Parking Lot				135,000	
D. Pool Cover				100,000	
E. Bathhouse Building Repairs					100,000
F. 2-Low Diving Boards and Stands					25,000
<b>TOTAL</b>	<b><u>0</u></b>	<b><u>21,000</u></b>	<b><u>15,000</u></b>	<b><u>235,000</u></b>	<b><u>125,000</u></b>

A. Install a second permanent shade system on the north side of the pool and deck. This will shade a portion of the pool and deck for patrons.

(funding source: operating budget)

B. Purchase picnic tables and deck chairs replacing aging pool furniture.

(funding source: operating budget)

C. Purchase land directly north of AMBUC Pool and construct a 30-space parking lot.

(funding source: unknown)

D. A pool cover will decrease the annual cost of man-hours and materials for pre-seasonal maintenance by eliminating buildup of debris in the bottom of the pool. Annually, 80 man and equipment hours are expended on the removal of debris. The debris stains the pool walls and floor, requiring the pool to be repainted annually instead of every two or three years.

(funding source: unknown)

E. Repair and replace portions of the floor and walls caused by the building settling.

(funding source: unknown)

F. Replace the diving boards and structures that were purchased in fiscal year 2004-2005.

(funding source: operating budget)

## Recreational Programs

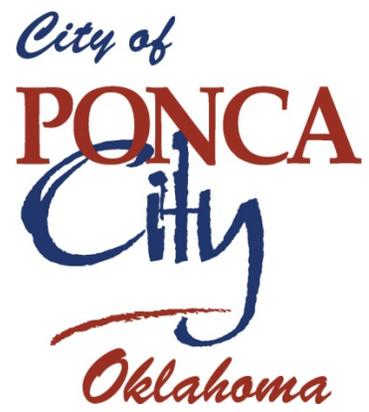
Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Dog Park		150,000			
B. Unallocated Park and Rec Improvement		105,000	105,000	105,000	105,000
C. Dan Moran Ballfield Lights (3)		70,000	70,000	70,000	
D. Replace Unit #274 11 Passenger Van		28,000			
E. Room Divider - Senior Center		25,000			
F. 5 Station Outdoor Adult Fitness Equipment		20,000			
G. Purchase Parking Lot next to Senior Center			99,000		
H. Solid Protective Ceiling Covering for Unity			60,000		
I. Unity Gym Air Conditioning					100,000
<b>TOTAL</b>	<b><u>0</u></b>	<b><u>398,000</u></b>	<b><u>334,000</u></b>	<b><u>175,000</u></b>	<b><u>205,000</u></b>

- A. A dog park is a place set aside, typically a fenced-in area on city land, where canines and their owners can safely play and socialize with each other without infringing on the rights of other users.  
(funding source: unknown)
- B. Unallocated park and recreation capital improvements.  
(funding source: Hotel/Motel Guest Tax)
- C. Replace the ball field lights at the Dan Moran Ball Field, three fields located on South Avenue.  
(funding source: unknown)
- D. Replace Unit #274, 11-passenger van. This vehicle is shared City wide to transport personnel to state conferences, used by Police Department for drug busts, and Senior Center transports seniors to Stillwater Senior Center. The van is also used for local transportation of small groups.  
(funding source: unknown)
- E. Install a soundproof divider at Senior Center which would provide the ability to have two programs at the same time.  
(funding source: unknown)
- F. 5 Station Adult Outdoor Fitness Equipment – Phase II for completion. The adult fitness course is located in Redbud Park along the fitness trail. Phase II will be located with the Hutchins Trail in War Memorial Park. This will provide another resource for health and fitness.  
(funding source: unknown)
- G. Purchase existing parking lot west of Senior Center for overflow parking.  
(funding source: unknown)
- H. Purchase and installation of a solid protective ceiling cover will protect the insulation above the ceiling beams in Unity Gym.  
(funding source: unknown)
- I. Purchase and install air conditioning in the gymnasium which would include new insulation in the gymnasium.  
(funding source: CIP Fund)

## Wentz Camp

	2011-12	2012-13	2013-14	2014-15	2015-16
A. Bathhouses		65,000			
B. Cabin Improvement Interior Repairs		60,000			
C. Swimming Pool Repairs		50,000			
D. Repaint Water Tower			90,000		
E. Camp Bathhouse Interior Renovations			40,000		
F. Replace Water Lines				100,000	
<b>TOTAL</b>	<b><u>0</u></b>	<b><u>175,000</u></b>	<b><u>130,000</u></b>	<b><u>100,000</u></b>	<b><u>0</u></b>

- A. Tuck point and seal exterior stone wall of camp bathhouses, dining hall and concession stand.  
(funding source: operating budget)
- B. Interior Cabin Improvements – sanitize, patch and paint ceiling and walls of cabins. Seal cracks in the floors.  
(Phased project for 12 cabins)  
(funding source: operating budget)
- C. Swimming pool repairs include repair leaks after receiving results from the pool leak diagnosis.  
(funding source: operating budget)
- D. 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)
- E. Replace restroom stalls and doors that are rusting. Replace the round hand basin, which is not functional and does not meet health codes.  
(funding source: operating budget)
- F. Replace existing water lines which are rusted and are constantly leaking, requiring ongoing repairs.  
(funding source: operating budget)



## Marland's Grand Home

<b>Project Description</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
A. Carriage House Exterior/ Foundation		109,000			
B. Stabilize Carriage House Stucco		25,000			
C. Upgrade and Replace Landscaping		20,000			
D. Replace North Section of Parking Lot			20,000		
E. Carriage House Interior renovation				50,000	
<b>TOTAL</b>	<b><u>0</u></b>	<b><u>154,000</u></b>	<b><u>20,000</u></b>	<b><u>50,000</u></b>	<b><u>0</u></b>

- A. Phase 1 of a 2 part restoration of the Carriage House. Phase 1 would include exterior restoration to stabilize the building foundation.  
(funding source: CIP Fund)
- B. Stabilize and repair Carriage House stucco.  
(funding source: unknown)
- C. The landscaping that existed for many years has been damaged or removed due to oil wells, renovation projects and Mother Nature. Replacing lost landscaping will provide the home with its historic curb appeal.  
(funding Source: operating budget)
- D. Replace the north section of the parking lot to match the south section.  
(funding source: CIP Fund)
- E. Renovation of the interior of the Carriage House (phase 2) as future use is determined.  
(funding source: CIP Fund)

## Hutchins Memorial

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Replace Roof		206,000			
B. Replace Exterior Walls		198,000			
C. Replace Stage Curtains and Rigging		25,000			
D. Lobby HVAC		20,000			
E. Replace Upper Level Windows		20,000			
F. Upgrade of Audio Equipment		20,000			
G. Building Insulation		23,000			
H. Parking Lot/Sidewalk (Two Phases)			56,000	56,000	
<b>TOTAL</b>	<b>0</b>	<b>512,000</b>	<b>56,000</b>	<b>56,000</b>	<b>0</b>

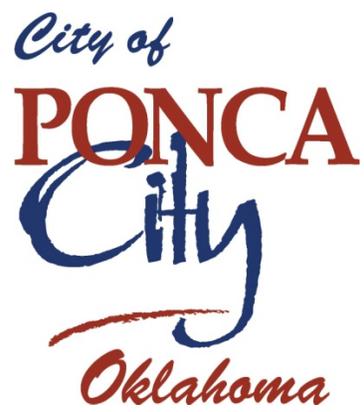
- A. The roof on the Hutchins Memorial Auditorium has damage caused by severe storms over the last few years. The damage in return damages the ceiling tiles in the auditorium and rooms.  
(funding source: CIP Fund)
- B. The exterior walls at the Hutchins Memorial are metal panels and are starting to rust away due to the quality of materials and age. Further research into the type of replacement panels is needed.  
(funding source: unknown)
- C. The stage curtains (over 25 years old) are worn due to age and tearing at the main stress points. The rigging is safe, but the ropes need to be replaced or re-stretched.  
(funding source: CIP Fund)
- D. Replace HVAC unit over the lobby area.  
(funding source: CIP Fund)
- E. Replace the upper level windows and framing. The current ones are broken, not energy efficient and leak both drafts and water. There is no weather stripping.  
(funding source: CIP Fund)
- F. Upgrade the current audio equipment as recommended by previous sound test.  
(funding source: unknown)
- G. The large size of the facility makes it difficult to heat and cool. The lack of insulation in the facility has caused heating and cooling costs to be higher. Insulation of the facility would help reduce these costs dramatically.  
(funding source: unknown)
- H. The sidewalks and parking area are deteriorating due to age. A new plan for the parking area needs to be formulated. Sidewalks are in need of replacement due to cracks.  
(funding source unknown)

## Library

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Interior Painting	75,000				
B. Exterior Lift		35,000			
C. Server Replacement		40,000			
D. HVAC Lower Level Replacement		15,000			
E. Window Replacement			50,000		
F. Lower Level Public Restroom Renovation			20,000		
G. Carpet Tile Replacement			15,000		
H. Ceiling Tile Replacement			12,000		
I. Microfilm Reader/Printer Replacement			11,000		
J. Building Mortar Clean and Seal				40,000	
K. Terrazzo Entryway				25,000	
L. Remote Access Kiosk					55,000
M. RFID/Self Check Tools					30,000
<b>TOTAL</b>	<b>75,000</b>	<b>90,000</b>	<b>108,000</b>	<b>65,000</b>	<b>85,000</b>

- A. The building interior was last painted in entirety in FY 98. Wear and damage necessitate this maintenance project.  
(funding source: operating budget)
- B. Install an exterior lift to provide improved access to the Library.  
(funding source: unknown)
- C. Migrate from the Library automation server and associated operating software to an offsite storage and maintenance product.  
(funding source: grants)
- D. HVAC lower level replacement.  
(funding source: CIP Fund)
- E. Replace 76 window units with tempered glass and 60% ultraviolet protection.  
(funding source: unknown)
- F. Renovation of the lower level public accessible restroom.  
(funding source: CIP Fund)
- G. 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. Replacement of existing tile with complementary products within strategic areas may be more economical and more convenient than re-carpeting the building in its entirety and extend the life of existing carpet within some areas.  
(funding source: operating budget)

- H. The style of ceiling tiles we have used since the 1980's is no longer available. Our stockpile of tiles is gone. We need to begin replacing large sections at a time to maintain an attractive and uniform appearance.  
**(funding source: operating budget)**
  
- I. Replace existing reader/printer. This unit is accessible to the public in the genealogy and local history collection area.  
**(funding source: unknown)**
  
- J. Routine maintenance of the façade of the building requires inspection and cleaning of the brickwork and mortar, replacement of damaged bricks, repair of grout, and removal of graffiti and other foreign materials.  
**(funding source: CIP Fund)**
  
- K. 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: unknown)**
  
- L. Install a remote access kiosk so customers will have improved access to Library materials.  
**(funding source: unknown)**
  
- M. 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 unknown)**



## Water Production

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Rehab North Water Tower	400,000				
B. Fuel Station	12,000				
C. Clarifier and Three Drying Beds		3,500,000			
D. Replace Filter Backwash Tower		850,000			
E. Paint Operations Building		22,000			
F. Generator at Industrial Park Pump Station			475,000		
G. Rehab 1.5 MG Water Storage Tank			125,000		
H. Concrete Paving			30,000		
I. Generator at Water Treatment Plant				1,800,000	
J. Rehabilitation of Clearwell					350,000
K. Rehabilitation of #1 Filter					100,000
<b>TOTAL</b>	<b><u>412,000</u></b>	<b><u>4,372,000</u></b>	<b><u>630,000</u></b>	<b><u>1,800,000</u></b>	<b><u>450,000</u></b>

- A. Rehabilitation of North Water Tower.  
(funding source: operating budget)
- B. Install fuel station at Water Treatment Plant.  
(funding source: operating budget)
- C. Construct a third clarifier and three additional drying beds.  
(funding source: DWSRF Green Project Reserve)
- D. Replace existing filter backwash tower and upgrade capacity to 200,000 gallons.  
(funding source: operating budget)
- E. Paint plant operations building.  
(funding source: operating budget)
- F. Install generator at Industrial Park Pump Station.  
(funding source: operating budget)
- G. Rehabilitation of water storage tank at Industrial Park Pump Station.  
(funding source: operating budget)
- H. Install concrete paving at plant drying bed entrance.  
(funding source: operating budget)
- I. Install generator at Water Treatment Plant.  
(funding source: operating budget)
- J. Rehabilitation of old 2,000,000 gallon clearwell.  
(funding source: operating budget)
- K. Rehabilitation of #1 filter.  
(funding source: operating budget)

## Water Distribution

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Water Line and Valve Replacement	380,000	400,000	350,000	260,000	150,000
B. Contingency Water Line Projects	55,000	55,000	55,000	60,000	60,000
C. Fire Hydrants	30,000	30,000	30,000	30,000	30,000
D. Water Meters	10,000	10,000	10,000	10,000	10,000
E. Trac Excavator		100,000			
F. Replace Service Truck (Unit #638)			50,000		
G. Replace Service Truck (Unit #668)				50,000	
H. Warehouse Building					85,000
I. Replace Service Truck (Unit #621)					35,000
<b>TOTAL</b>	<b><u>475,000</u></b>	<b><u>595,000</u></b>	<b><u>495,000</u></b>	<b><u>410,000</u></b>	<b><u>370,000</u></b>

A. **FY 2012-13** Water line replacement: Replace 2,300 feet of 6" water main at Hwy 60 & Bois D'Arc Creek to accommodate the upcoming ODOT project.  
(funding source: operating budget)

**FY2012-13** Water valve replacement: Replace two 24" and one 20" valves and install one more 24" valve at the water plant location.  
(funding source: operating budget)

**FY 2013-14** Water line replacement: Replace 200 feet of 24" steel line immediately west of the water treatment plant.  
(funding source; operating budget)

**FY 2013-14** Water line replacement: Replace 2,300 feet of 8" water main on Union Street from Liberty South to the Highland overpass.  
(funding source: operating budget)

**FY 2014-15** Water line replacement: Replace 2,800 feet of 4" water main with 6" PVC on 1<sup>ST</sup> Street from Highland North to Albany.  
(funding source: operating budget)

**FY 2015-16** Water line replacement: Replace 2,600 feet of 4" water main with 6" PVC on Mary St from Hartford to Bradley.  
(funding source: operating budget)

**FY 2016-17** Water line replacement: Replace 950 ft of 8" water main with 12" PVC along 14<sup>th</sup> Street from Hartford to Patton.  
(funding source: operating budget)

B. Contingency funds used to address unforeseen water line replacement and repair needs.  
(funding source: operating budget)

C. Replenish inventory used for new locations and replacement of old hydrants.  
(funding source: operating budget)

- D. Meters for new residential, commercial and industrial taps.  
(funding source: operating budget)
- E. Purchase a Trac Excavator.  
(funding source: operating budget)
- F. Replace service truck (Unit #638).  
(funding source: operating budget)
- G. Replace service truck (Unit #668).  
(funding source: operating budget)
- H. Warehouse building.  
(funding source: operating budget)
- I. Replace service truck (Unit #621).  
(funding source: operating budget)

## Ponca City Energy

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Electric Distribution System Improvements	830,000	855,000	880,000	910,000	930,000
B. Distribution Reinforcement	390,000	400,000	410,000	425,000	440,000
C. Electronic Relays for Riggs Switch Yard	125,000				
D. Fleet Replacement	100,000	250,000	250,000	250,000	250,000
E. Street Lighting	100,000	100,000	100,000	100,000	100,000
F. Fiber Optic Backbone	50,000	50,000	50,000	50,000	50,000
G. Hosted OSI SCADA Master Upgrade	43,000				
H. WindMilMap Electrical Mapping Software	30,000				
I. Substation Transformer			600,000		
J. New Substation on Union					3,000,000
<b>TOTAL</b>	<b>1,668,000</b>	<b>1,655,000</b>	<b>2,290,000</b>	<b>1,735,000</b>	<b>4,770,000</b>

- 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.  
(funding source: operating budget)
- C. Purchase an electronic relay panel for Riggs Switch Yard from SEL. Replaces exiting relays installed in the Steam Plant. These relays control circuit breakers RS-1 and RS-6 that protect the transmission loop. The existing electro-mechanical relays are over 50 years old and are becoming obsolete. The new relays will allow SCADA status and control.  
(funding source: operating budget)
- D. 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, 5 bucket trucks, 4 digger derrick trucks, 1 heavy-duty flat bed truck, 1 backyard mini-derrick machine on trailer, 4 utility trailers, and 2 wire pulling trailers. Projected to replace approximately two vehicles annually. For 2012-2013, replace supervisor's truck (602), foreman's truck (617), and double bucket truck (605).  
(funding source: operating budget)
- E. Upgrade and expand street lighting.  
(funding source: operating budget)
- F. Continue and maintain the fiber optic backbone for Ponca City.  
(funding source: operating budget)
- G. Purchase hosted SCADA master system from Open Systems International (OSI). This upgrade will replace 10-year-old server equipment and software. It will provide a more flexible user interface with better data access and will allow for less expensive machine interconnections and future modifications.  
(funding source: operating budget)

- H. Purchase WindMilMap electrical mapping software from Milsoft. This software is for maintenance of electrical mapping and modeling data used in construction planning, system repairs, system analysis, and outage management (power restoration).  
**(funding source: operating budget)**
- I. Purchase of replacement 25MVA substation transformer. There are 9 substations with 10 transformers. It is anticipated that a transformer failure could happen within the next few years, requiring rebuild or replacement.  
**(funding source: operating budget)**
- J. Purchase new substation. The Diesel Plant Substation was initially built in the 1920's and has been added to over the years. Some of the equipment is no longer used, especially with the removal of the diesel engines. Some of the in-use equipment was installed in the 1960's. The busworks is overly complicated and will become more-and-more difficult to maintain as it continues to age. It is nearing the time to replace the substation on a new (nearby) site.  
\* One funding method would be to set aside \$750, 000 per year for four years out of the operating budget.  
**(funding source: General Obligation Bond Issue or reserve funds over 4-year period)**

## Solid Waste

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. 33/34-Yard Compactor	70,000	30,000	90,000	30,000	30,000
B. Rear Load Containers and Lids	35,000	35,000	35,000	35,000	35,000
C. Residential Packers		800,000	900,000	900,000	
D. 95-Gallon Trash Carts		130,000	260,000	292,500	
E. Pickup Truck		50,000	25,000	28,000	
F. Chipper		40,000			
G. 20/30 Yard Opentop Containers		25,000	25,000	25,000	25,000
H. 6-Yard Compactors		20,000			
I. Roll-Off Flat Bed			11,000		
J. Street Sweeper (1/2 contribution)				280,000	
K. Forklift				25,000	
L. Roll-Off Truck					200,000
<b>TOTAL</b>	<b>105,000</b>	<b>1,130,000</b>	<b>1,346,000</b>	<b>1,615,500</b>	<b>290,000</b>

- A. Replace two compactors on 7-year depreciation schedule FY 2012-13  
 Replace one compactor on 7-year depreciation schedule FY 2013-14.  
 Replace three compactors on 7-year depreciation schedule FY 2014-15.  
 Replace one compactor on 7-year depreciation schedule FY 2015-16 and FY 2016-17.  
**(funding source: Solid Waste Depreciation Reserve Fund)**
- B. Replace rear load containers and lids every year on a 10-year depreciation schedule.  
**(funding source: Solid Waste Depreciation Reserve Fund)**
- C. Replace packers on a 7-year depreciation schedule with semi-automated and automated packers.  
**(funding source: Solid Waste Depreciation Reserve Fund)**
- D. Purchase 95-gallon trash carts to accommodate automated and semi-automated trash pickup.  
**(funding source: Solid Waste Depreciation Reserve Fund)**
- E. Replace vehicles on a 7-year depreciation schedule.  
**(funding source: Solid Waste Depreciation Reserve Fund)**
- F. Replace brush chipper on a 12-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 compactors on a 10-year depreciation schedule.  
**(funding source: Solid Waste Depreciation Reserve Fund)**
- I. Replace roll-off flat bed on a 15-year depreciation schedule.  
**(funding source: Solid Waste Depreciation Reserve Fund)**

- J. Fund ½ the cost of a street sweeper on 5 year schedule.  
(funding source: Solid Waste Depreciation Reserve Fund)
- K. Replace forklift on a 15-year depreciation schedule.  
(funding source: Solid Waste Depreciation Reserve Fund)
- L. Replace vehicles on a 10-year depreciation schedule.  
(funding source: Solid Waste Depreciation Reserve Fund)

## Landfill

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Trash Compactor	675,000				
B. Dozer		380,000			
C. Pickup Truck		24,000			
D. Scraper			534,000		
E. Power Washer				12,500	
F. Soil Compactor					15,000
<b>TOTAL</b>	<b>675,000</b>	<b>404,000</b>	<b>534,000</b>	<b>12,500</b>	<b>15,000</b>

- A. Replace compactor on a 7-year rotational depreciation schedule.  
(funding source: Solid Waste Depreciation Reserve Fund)
- B. Replace dozer on a 7-year rotational depreciation schedule.  
(funding source: Solid Waste Depreciation Reserve Fund)
- C. Replace pickup truck on a 7-year rotational depreciation schedule.  
(funding source: Solid Waste Depreciation Reserve Fund)
- D. Replace scraper on an 8-year rotational depreciation schedule.  
(funding source: Solid Waste Depreciation Reserve Fund)
- E. Replace Power Washer on a 10-year rotational depreciation schedule.  
(funding source: Solid Waste Depreciation Reserve Fund)
- F. Replace soil compactor on a 20-year rotational depreciation schedule.  
(funding source: Solid Waste Depreciation Reserve Fund)

## Wastewater Treatment

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Briar Ridge Liftstation Upgrades	240,000				
B. Replace Accumulator Tank	25,000				
C. Replace Valves	20,000	20,000	20,000	20,000	20,000
D. Rehab Disinfection Basin		50,000			
E. Rehab Grit Removal System		40,000			
F. Pickup Replacement		25,000			
G. Generator for WWTP Headworks			275,000		
H. Generator for WWTP Disinfection			185,000		
I. Rehab Belt Press Substructure				62,000	
J. Repair Concrete at Headworks				15,000	
K. Smith Liftstation Upgrades					330,000
<b>TOTAL</b>	<b><u>285,000</u></b>	<b><u>135,000</u></b>	<b><u>480,000</u></b>	<b><u>97,000</u></b>	<b><u>350,000</u></b>

- A. Upgrade the 1976 liftstation to meet current ODEQ standards.  
(funding source: operating budget)
- B. Replace reuse water accumulator tank.  
(funding source: operating budget)
- C. Replace slide gate valves in aeration basin.  
(funding source: operating budget)
- D. Repair cracks and paint concrete disinfection basin.  
(funding source: operating budget)
- E. Sandblast and paint grit classifier and grit storage hopper.  
(funding source: operating budget)
- F. Replace Unit #639, a ½ ton pickup truck used by Wastewater Treatment Plant operations staff.  
(funding source: operating budget)
- G. Install generator at Wastewater Treatment Plant headworks.  
(funding source: operating budget)
- H. Install generator at Wastewater Treatment Plant disinfection basin.  
(funding source: operating budget)
- I. Sandblast and paint substructure of sludge dewatering press.  
(funding source: operating budget)
- J. Sandblast repair and paint concrete at WWTP headworks.  
(funding source: operating budget)
- K. Upgrade the 1973 liftstation to meet current ODEQ standards.  
(funding source: operating budget)

## Wastewater Collection

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Wastewater Interceptor Replacement	1,000,000	500,000	480,000	280,000	480,000
B. Contingency Wastewater Line Projects	50,000	55,000	55,000	55,000	55,000
C. Replace Flusher Truck (Unit #635)		320,000			
D. Replace Flusher Truck (Unit #640)				350,000	
<b>TOTAL</b>	<b>1,050,000</b>	<b>875,000</b>	<b>535,000</b>	<b>685,000</b>	<b>535,000</b>

A. Wastewater Interceptor Replacement Projects.

**2012-13** Replace 6,230 feet of sewer interceptor going through the refinery complex.  
(funding source: 2007 CWSRF Loan)

**2013-14** Replace 1,260 feet of 10'' clay at 900 & 1,000 block of North 2<sup>nd</sup> Street.  
(funding source: operating budget)

**2014-15** Replace 2,100 feet of 12'' sewer main with 15'' PVC from Meadow Lane, going south, to Willow Street and then turning west to an existing manhole.  
(funding source: operating budget)

**2015-16** Replace 570 ft of 8'' sewer main at 2100 block of Willow.

**2015-16** Replace 300 ft of 6'' sewer main at Highway 60 & Fourth St.

**2015-16** Replace 330 ft of 8'' sewer main at 200 block of North Birch.  
(funding source: operating budget)

**2016-17** Replace 2,100 ft of 18'' clay with 20'' PVC on Cedar St going south to Hartford.  
(funding source: operating budget)

B. Contingency Wastewater Collection Line Project.  
(funding source: operating budget)

C. Replace Unit #635 Flusher Truck.  
(funding source: operating budget)

D. Replace Unit #640 Flusher Truck.  
(funding source: operating budget)

## Stormwater

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Stormwater Project	50,000	100,000	100,000	100,000	100,000
<b>TOTAL</b>	<b>50,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

A. This is the project that will be identified by the Stormwater Master Plan.  
(funding source: operating budget)

## Technology Services

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Virtual Desktops	134,000				
B. Network Level Conditioning UPSes	10,000			10,000	
C. Fiber to Premises		250,000	250,000	250,000	100,000
D. Wirelesss System Upgrades		200,000			100,000
E. Virtual Servers		50,000	50,000		
F. Network Hardware (Switches)		12,000	12,000	12,000	12,000
<b>TOTAL</b>	<b>144,000</b>	<b>512,000</b>	<b>312,000</b>	<b>272,000</b>	<b>212,000</b>

- A. New desktop replacements are typically every four years. With the Virtual Desktop we can upgrade all desktops at almost fifty percent of normal cost while increasing desktop performance. This also allows people in the field to use iPads to hit their virtual desktop and work mobile. Again saving cost over traditional laptops.  
(funding source: CIP Fund)
- B. Networkable Conditioning UPSes are a requirement now in our network to ensure that the electricity that goes to our network devices such as Routers, Switches, Servers, etc is always kept clean of static and stays a constant 120 volts.  
(funding source: CIP Fund)
- C. In keeping up with the demands of Ponca City citizens and businesses, Ponca City should install Fiber to the Premise. This will allow customers to pay for bandwidth at higher quantities than the wireless network can deliver. Many customers want to take advantage of networks that can be offered at the large metropolitans. Without a high speed network, eventually we will lose the new and upcoming work forces.  
(funding source: PC Energy Fund)
- D. Upgrade hardware to keep the City's wireless readiness fully functional and operational. Wireless hardware is exposed to all elements of outside weather and in turn gets treated roughly. Any weak link could stop providing service to citizens in that area. Currently we have over a hundred 5210s that should be upgraded to meet the demand of the use by the public.  
(funding source: PC Energy Fund)
- E. Servers on the City's network should be changed out every three to five years. Currently eighty percent of our servers are over five years old. By installing a virtual server farm it will be more efficient to add or upgrade servers and maintaining them will be much faster. Servers can be built to be redundant so that there is minimal downtime to bring a new server online and be used. Network servers need to be upgraded at a minimum of every three years to continue to keep the City in a state of preparedness and ensure the integrity of the data that supports the City's financial state. This upgrade could be sooner depending on data requirements and growth of city. The number of servers the City utilizes is growing, and the upgrade process will need to be staggered to spread costs out over a longer time period to prevent being behind on several upgrades due to manpower.  
(funding source: CIP Fund)
- F. 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.  
(funding source: CIP Fund)

## City Garage

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Shop Crane & Runway		155,000			
B. City Bus		150,000			
C. Automated Fuel Management System		46,500			
D. Pickup Truck		32,000			
E. Emergency Generator		20,000			
F. Replace 8' Pickup Utility Bed		18,500			
G. Used Aerial Platform Lift		12,000			
H. Fuel Site Awning			75,000		
<b>TOTAL</b>	<b><u>0</u></b>	<b><u>434,000</u></b>	<b><u>75,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

- A. Installation of new cranes and runway system in the front shop to allow the mechanics to lift larger equipment in an unconfined space.  
(funding source: unknown)
- B. Replace the city bus, which is a 1992 model.  
(funding source: unknown)
- C. Update of the fuel management system. The system tracks all of the fuel transactions and usage.  
(funding source: unknown)
- D. Replace 2002 service truck.  
(funding source: operating budget)
- E. Addition of an emergency generator to power the City Garage and the fuel site during storm events.  
(funding source: unknown)
- F. Replace the current utility bed on the garage pickup.  
(funding source: operating budget)
- G. Purchase a used aerial platform lift to replace the current one.  
(funding source: operating budget)
- H. Addition of an awning to cover the fuel site for inclement weather situations.  
(funding source: unknown)

## Marland Estate

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Prime/Paint Wrought Iron		89,000			
B. Heat Sensor Alarm System		43,222			
C. HVAC Replacement		40,000			
D. Upgrade Pickup Truck		12,500			
E. Redesign/Enlarge Parking Lot			72,500		
F. Additional Landscaping				40,000	
G. Boat House & Tunnel Repair					35,000
<b>TOTAL</b>	<b>0</b>	<b>184,722</b>	<b>72,500</b>	<b>40,000</b>	<b>35,000</b>

- A. All exterior metal and wrought iron is beginning to show rust and corrosion. All of it has faded. The metal/wrought iron is irreplaceable and is integral to this National Historic Landmark. Periodic maintenance is necessary for all areas of the estate in order to protect and preserve.  
(funding source: unknown)
- B. A Risk Control Specialist from Can Risk Control has recommended that we have a monitored heat sensor installed.  
(funding source: unknown)
- C. Ongoing maintenance and expense to the current HVAC system is increasing yearly.  
(funding source: unknown)
- D. Mansion pickup truck is in need of extensive repair and is becoming unreliable. It has had a sizeable repair bill several months running. The vehicle is used daily for operations at the Mansion, Hutchins and Marland's Grand Home.  
(funding source: unknown)
- E. There are only 62 identified parking spaces, and because of larger events held at the mansion there is a need for additional spaces plus parking for four buses. As the popularity of the Marland Mansion grows as a premier venue site, so does the need for more accommodations for the guests.  
(funding source: unknown)
- F. The recent enhancements and 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 and perennials to highlight these improvements, such as the Walking Trail, Bryant Baker Gallery and Artist Studio, and the new water feature. The Marland Estate was nationally recognized for its beautiful and unique gardens and should strive to recapture that reputation with top-rate landscaping.  
(funding source: unknown)
- G. As the tunnel was featured on TV's "America's Castles", it is a requested tour addition for many guests. Water-proofing the tunnel leading to the Artist Studio and Boat House will enhance the overall tour experience for visitors and 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: unknown)

## Golf Course

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Greens Mowers (2)	30,000			25,000	
B. Driving Range		250,000			
C. Bridge on Hole #6		65,000			
D. Rebuild Green		45,000			
E. Fairway Mowers (2)		20,000	20,000		
F. Pull Behind Ground Gang Mower		20,000			
G. Trucksters (2)		20,000		20,000	
H. Cart Trails		20,000			
I. Groundmaster (3)		19,500			20,000
J. Equipment Shed			25,000		
K. Renovate Sand Bunkers			15,000		
L. Fence Around Maintenance Shop				12,500	
<b>TOTAL</b>	<b><u>30,000</u></b>	<b><u>459,500</u></b>	<b><u>60,000</u></b>	<b><u>57,500</u></b>	<b><u>20,000</u></b>

- A. Replacement of the current greens mower units that are heavily used and where maintenance costs are rising.  
(funding source: CIP Fund)
- B. Construction of a driving range on the existing golf course.  
(funding source: unknown)
- C. The bridge that crosses Lake Ponca on hole # 6 needs to be replaced. The current bridge is showing extensive rusting and was not designed to have irrigation pumps mounted on it.  
(funding source: unknown)
- D. Rebuild # 7 green. This is one of the last clay type greens.  
(funding source: unknown)
- E. This is replacement of current fairway units. These mowers are heavily used, and the maintenance costs are rising.  
(funding source: unknown)
- F. Replace the current pull behind ground gang mower that is used to mow the rough.  
(funding source: unknown)
- G. Replacement of heavy-duty trucksters that haul materials and other heavy payloads. The units will be from seven to eleven years old when replaced.  
(funding source: unknown)
- H. 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: unknown)
- I. The groundmasters are used primarily in mowing the rough and other heavy-duty jobs.  
(funding source: unknown)

- 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: unknown)**
  
- K. Renovate the sand bunkers by removing existing sand, cleaning and adding proper drainage to the bunkers.  
**(funding source: unknown)**
  
- L. Construct a new fence around the maintenance area to separate it from the golf course.  
**(funding source: unknown)**

## L.A. Cann Memorial Garden Trust

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Current Year Truckster		10,000			
B. Replace House Roof					12,000
<b>TOTAL</b>	<b><u>0</u></b>	<b><u>10,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>12,000</u></b>

- A. Replace 1998 4-Wheel Carry All Cart Turf II XRT Truckster. The truckster is used daily to haul tools, plants, mulch, debris from planting beds and personnel. This unit has outlived its useful life expectancy.  
(funding source unknown)
- B. Replace roof on the Cann House. The roof is nearing the end of its useful life and will require replacement.  
(funding source: unknown)

## Street Improvement Sales Tax

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Establish Railroad Quiet Zone	125,000				
B. Plans for Bradley/Donner Construction	100,000				
C. Add New Protect/Permit Left Turn Signals	65,000				
D. Battery Backup at Critical Traffic Signals	10,500	10,500	10,500		
E. Upgrade Protect/Permit Left Turn Operations	10,000				
F. Construct Bradley/Donner Connection		1,000,000			
G. Replace Bridge on LA Cann-Turkey Creek		750,000			
H. Pedestrian Countdown Signals		86,000			
I. Reconstruct/Widen Lake Road			100,000	2,000,000	
J. Construct 5th St, Knight to Hubbard					2,000,000
<b>TOTAL</b>	<b>310,500</b>	<b>1,846,500</b>	<b>110,500</b>	<b>2,000,000</b>	<b>2,000,000</b>

- A. Project to construct supplemental safety measures (e.g. medians, quad gate arms, etc.) and install upgraded signal system at railroad crossing on Prospect to meet requirements of the Federal Railroad Administration for the establishment of a quiet zone through Ponca City.  
(funding source: Street Improvement Sales Tax)
- B. Plan preparation for a project to construct Bradley/Donner Street connection to provide an east/west connection from 5<sup>th</sup> to Pecan, improving mobility and relieving congestion from 14<sup>th</sup> Street. This project has been on Ponca City's long range transportation plan since 1972 and is a recommended short-term project on the 2009 Comprehensive Plan Update.  
(funding source: Street Improvement Sales Tax)
- C. Signal controllers, conflict monitors, brackets, arrow lenses, etc. to install protected/permitted left turn signals at intersections that currently operate under protected-only left turn heads. This revised operation will improve the capacity at intersections with heavy left turn movements.  
(funding source: Street Improvement Sales Tax)
- D. Loss of electrical power at intersections can create serious traffic congestion and hazardous conditions. Traffic engineering crews currently respond by placing 4-way stop signs at the intersection. No response to the location would be necessary if it were equipped with a power backup system. The system would also eliminate the danger to police officers and traffic engineering personnel when power is disrupted, and would also increase safety for the motoring public and reduce liability. This request would install battery backup at the intersections of 14<sup>th</sup> & Hubbard, 14<sup>th</sup> & Harding, and Lucas & Harding. Future locations will be installed according to traffic volume rank.  
(funding source: Street Improvement Sales Tax)
- E. Signal controllers, conflict monitors, brackets, arrow lenses, etc. necessary to comply with new standards that require protected/permitted left turns to operate with a flashing yellow arrow instead of a green ball. All protected-only left turns must now have a red arrow lens instead of a red ball lens.  
(funding source: Street Improvement Sales Tax)
- F. Construction of Bradley/Donner Street connection to provide east/west connection from 5<sup>th</sup> to Pecan, improving mobility and relieving congestion from 14<sup>th</sup> Street. This project has been on Ponca City's long range transportation plan since 1972 and is a recommended short-term project on the 2009 Comprehensive Plan Update.  
(funding source: Street Improvement Sales Tax)

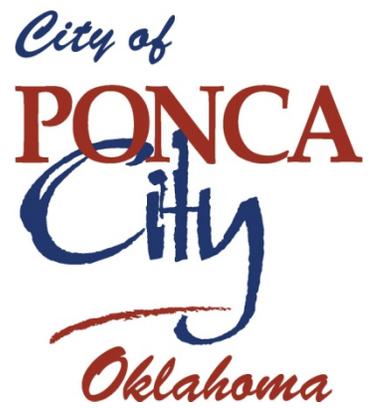
- G. Project to replace the bridge on L.A. Cann over Turkey Creek. Aesthetics will be a major design consideration in the design of the bridge. The completed bridge will blend into the environment and contribute to the scenic beauty of the Lake Ponca area. Matching federal funds will be sought for construction.  
**(funding source: Street Improvement Sales Tax)**
- H. New pedestrian signals that include a countdown timer to indicate how much time remains before the opposing vehicular phase is released. The 2009 release of the Manual on Uniform Traffic Control devices mandates that any pedestrian clearance intervals greater than or equal to seven seconds shall be communicated to the pedestrian via a countdown pedestrian signal. This new mandate will be applicable to all pedestrian crossings within the city.  
**(funding source: Street Improvement Sales Tax)**
- I. Project to widen Lake Road to four lanes from Pecan Street to Kygar Street, including construction of a four-lane bridge east of Kygar. This project would require annexation. Federal funding will be sought and the construction schedule will be contingent upon receipt of said funding. The \$100,000 amount in FY 2014/15 is for right-of-way acquisition in advance of construction.  
**(funding source: Street Improvement Sales Tax)**
- J. 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 14<sup>th</sup> to Union will be completed by FY 2015/16 and the extension of 5th Street will provide another effective link in the City's roadway network and alleviate traffic congestion on north 14<sup>th</sup> Street.  
**(funding source: Street Improvement Sales Tax)**

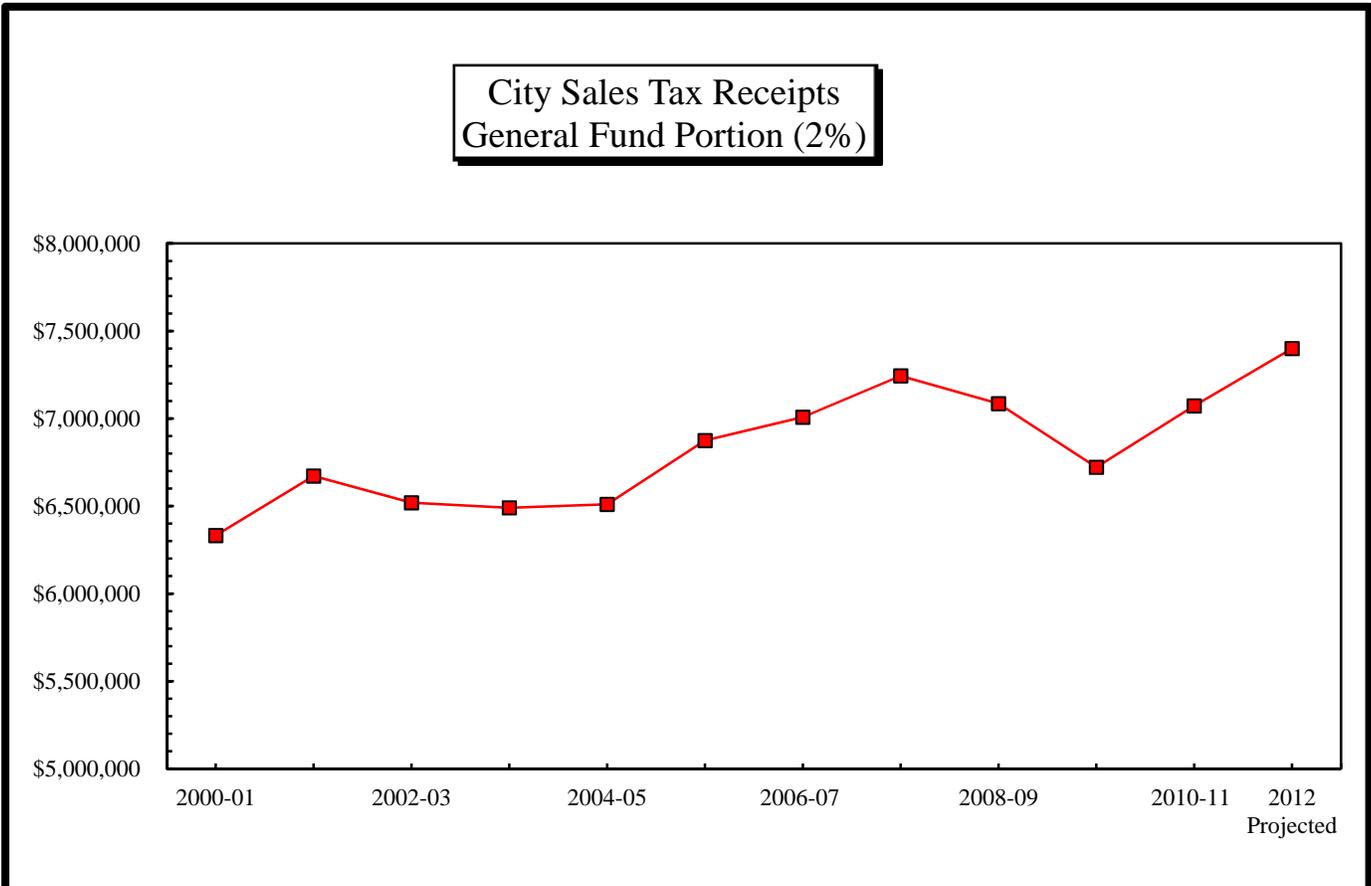
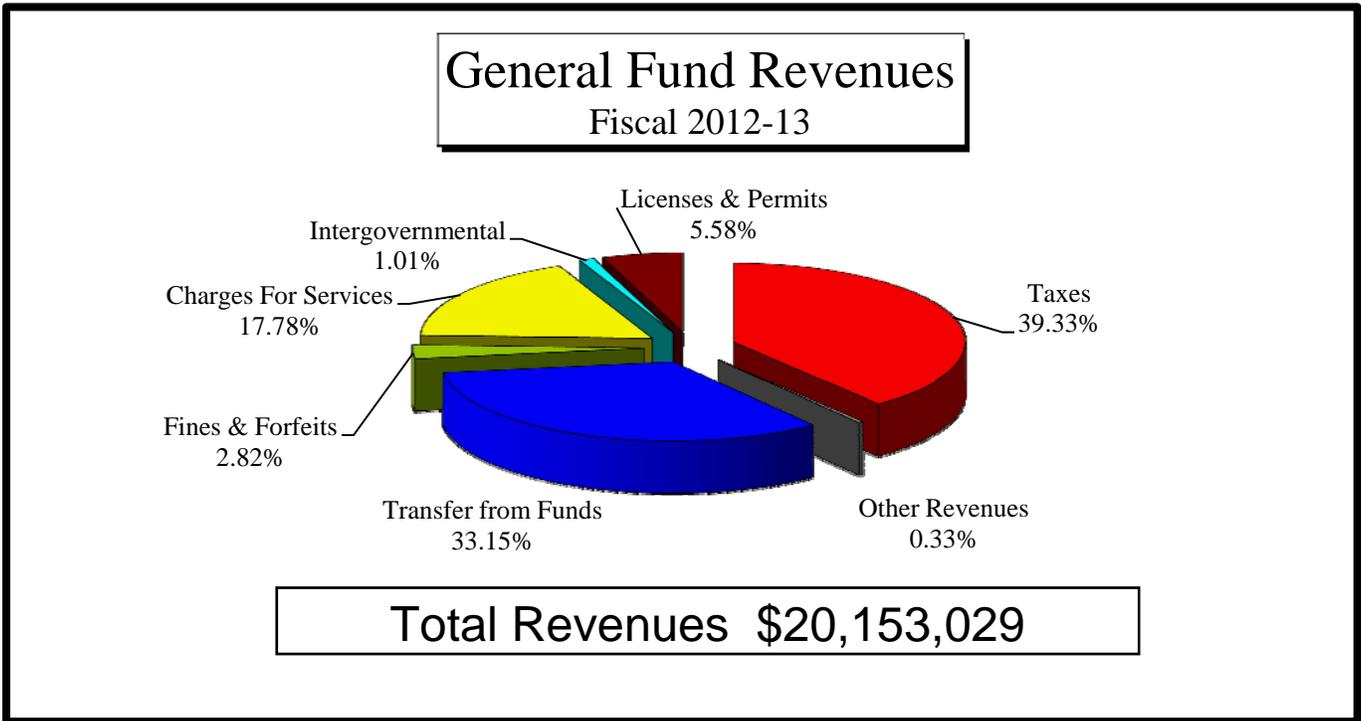
## Airport

Project Description	2012-13	2013-14	2014-15	2015-16	2016-17
A. Lease Payment to Greenwood Corp	59,078				
B. Flight Academy	15,000	15,000	15,000	15,000	15,000
C. Reconst Park/Access Entrance		500,000			
D. Replace Hangar Doors on Bldg 7&8		175,000			
E. Upgrade Airport Fire Station		175,000			
F. Non-Primary Airport Entitlement		166,667	166,667	166,667	166,667
G Land Acquisition		125,000			
H. Terminal Building Remodel		75,000	150,000	250,000	
I. Concrete Runway & Hangar Repairs		75,000			
J. 1 Ton 4x4 Diesel Cab & Chassis		55,000			
K. Hybrid Administration Vehicle		33,000			
L. Storage Building		32,000			
M. Paint Buildings 2, 3 & 4		25,000			
N. Hustler Mower		23,000			
O. HVAC Replacement		18,750			
P. Repair Terminal Perimeter Fence		15,000			
Q. Utility Vehicle		10,000			
<b>TOTAL</b>	<b>74,078</b>	<b>1,518,417</b>	<b>331,667</b>	<b>431,667</b>	<b>181,667</b>

- A. Four year lease purchase agreement with Greenwood Group for the purchase of fuel equipment.  
(funding source: CIP Fund)
- B. Funding for the annual Flight Academy.  
(funding source: FAA Grant)
- C. 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)
- D. This will be a four year project to replace sixteen hangar doors on Buildings #7 and #8. Four doors will be replaced each year.  
(funding source: unknown)
- E. Make needed repairs to the Airport Fire Station.  
(funding source: unknown)
- F. FAA Non-Primary Airport Entitlement project grant for taxiway and ramp improvements.  
(funding source: grants)
- G. Land acquisition on the north and south ends of Runway 17/35 for runway protection zones and the GPS Marls lighting system.  
(funding source: unknown)
- H. Remodel Ponca City Regional Airport terminal building, addressing exterior and interior areas.  
(funding source: unknown)

- I. Repair small concrete areas on the runway and taxiways.  
(funding source: unknown)
- J. Replaces a 1994 Ford 350 4x4. The bed and hoist will be removed from the current vehicle and mounted on the new truck.  
(funding source: unknown)
- K. Replace current administration vehicle with a new hybrid vehicle.  
(funding source: unknown)
- L. Storage building for vehicles including Airport mowing equipment.  
(funding source: unknown)
- M. Paint the outside shins of Buildings #2 and #3.  
(funding source: unknown)
- N. Replace current 1986 model mower with a new unit.  
(funding source: unknown)
- O. HVAC unit replacement. Three units need to be replaced, two on the terminal building and one at the airport manager's house.  
(funding source: unknown)
- P. Repair the perimeter fencing that was damaged by the April 8<sup>th</sup> microburst.  
(funding source: unknown)
- Q. Purchase utility vehicle for the airport. This vehicle is to be used in mowing and spraying along the perimeter fences.  
(funding source: unknown)

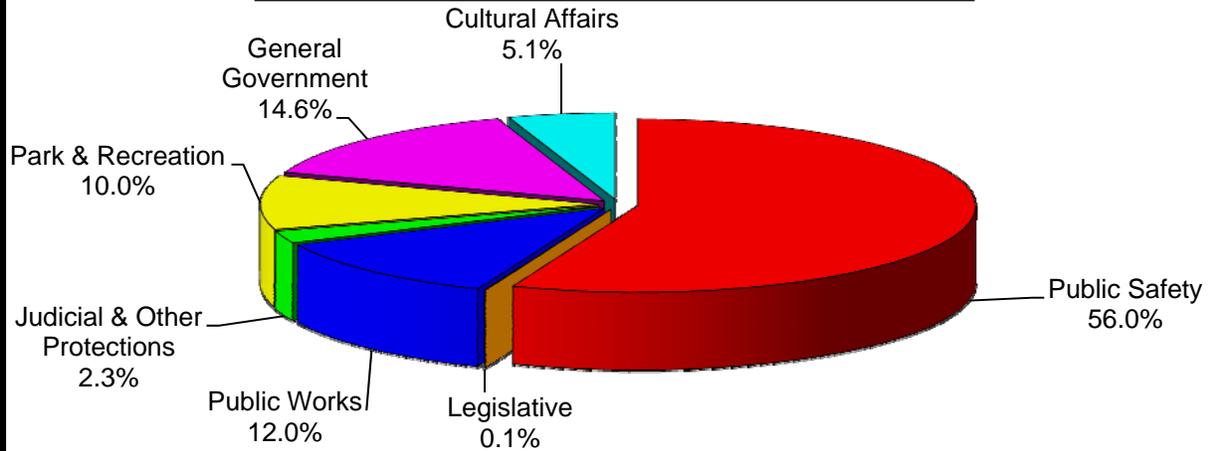




**CITY OF PONCA CITY**  
**GENERAL FUND - SUMMARY OF REVENUES BY SOURCE**  
**Fiscal 2012-13**

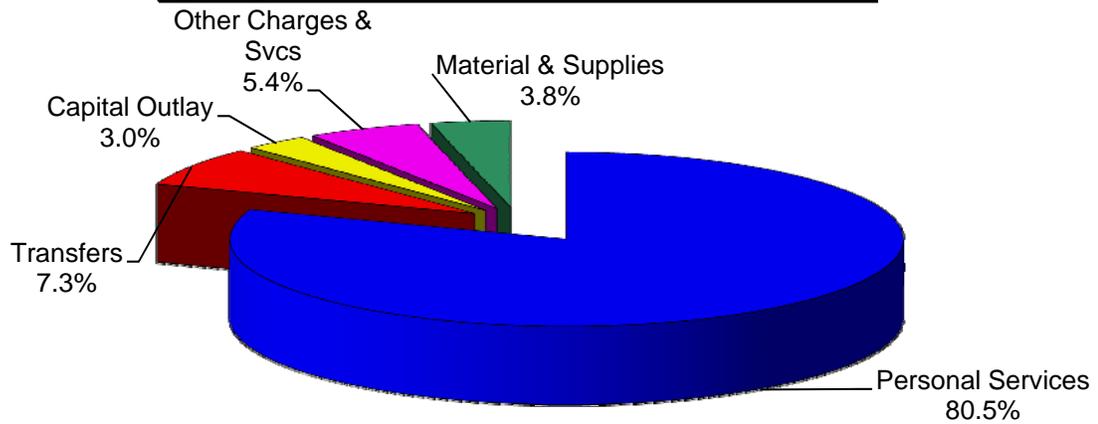
REVENUE SOURCE	Actual 2008/09	Actual 2009/10	Actual 2010/11	2011/12 BUDGET @ 7/01/11	2011/12 ACTUAL @ 03/31/12	% of BUDGET	APPROVED 2012/13 BUDGET	CHANGE FROM 2011/12
<b>TAXES</b>								
1101.00 CITY SALES TAX	\$7,085,015	\$6,722,127	\$7,072,710	\$7,210,925	\$5,580,540	77.39	\$7,429,105	3.03
1101.01 USE TAX	422,407	421,558	469,418	420,000	294,047	70.01	391,000	(6.90)
1105.00 WEED TAX	13,433	10,147	15,411	11,000	8,255	75.05	12,000	9.09
1110.00 ALCOHOLIC BEV. TAXES	95,060	94,021	97,542	93,000	65,682	70.63	95,000	2.15
<b>TOTAL TAXES</b>	<b>7,615,915</b>	<b>7,247,853</b>	<b>7,655,082</b>	<b>7,734,925</b>	<b>5,948,524</b>	<b>76.90%</b>	<b>7,927,105</b>	<b>2.48%</b>
<b>LICENSES &amp; PERMITS</b>								
2201.00 LICENSE FEES	20,590	24,863	21,017	25,000	16,475	65.90	25,000	0.00
2201.01 LICENSE FEES - LAKE PONCA	28,533	25,529	24,500	25,000	12,222	48.89	25,000	0.00
2202.00 DEV SRV LICENSE FEES	9,015	12,913	20,320	11,000	11,400	103.64	20,000	81.82
2225.00 EMERGENCY 911 FEES	281,932	247,880	226,067	240,000	144,790	60.33	200,000	(16.67)
2225.01 E-911 CELL FEES	102,781	164,457	135,570	135,000	73,254	54.26	140,000	3.70
2240.00 PERMIT FEES	34,464	33,910	35,324	35,000	81,240	232.11	35,000	0.00
2280.01 FRANCHISE FEE-TELEPHONE	74,398	69,588	62,500	68,000	0	0.00	60,000	(11.76)
2280.02 FRANCHISE FEE-GAS	496,667	363,957	343,909	350,000	250,408	71.55	340,000	(2.86)
2280.03 FRANCHISE FEE-CABLE TV	367,251	317,447	285,674	320,000	147,623	46.13	280,000	(12.50)
<b>TOTAL LICENSE &amp; PERMITS</b>	<b>1,415,631</b>	<b>1,260,544</b>	<b>1,154,880</b>	<b>1,209,000</b>	<b>737,413</b>	<b>60.99%</b>	<b>1,125,000</b>	<b>(6.95%)</b>
<b>INTERGOVERNMENTAL</b>								
3302.00 CIGARETTE ALLOCATION	169,106	167,113	177,673	168,000	125,889	74.93	175,000	4.17
3302.01 INTERGOVERNMENTAL	0	0	0	0	0	0.00	0	0.00
3305.00 CIVIL DEFENSE	34,708	37,135	14,854	28,000	0	0.00	28,000	0.00
3327.00 GRANTS	35,108	4,858	11,553	0	7,058	0.00	0	0.00
<b>TOTAL INTERGOVERNMENTAL</b>	<b>238,922</b>	<b>209,106</b>	<b>204,080</b>	<b>196,000</b>	<b>132,947</b>	<b>67.83%</b>	<b>203,000</b>	<b>3.57%</b>
<b>OUTSIDE REVENUE</b>								
4405.00 DONATIONS	2,500	0	5	0	0	0.00	0	0.00
4405.01 FIRE DEPT DONATIONS	500	1,304	0	0	488	0.00	0	0.00
<b>TOTAL OUTSIDE REVENUE</b>	<b>3,000</b>	<b>1,304</b>	<b>5</b>	<b>0</b>	<b>488</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>
<b>CHARGES FOR SERVICES</b>								
5501.00 AMBULANCE SERVICES	1,076,217	1,182,437	1,177,449	1,150,000	885,133	76.97	1,175,000	2.17
5502.00 CPR REVENUE	0	0	0	0	0	0.00	0	0.00
5503.00 RURAL FIRE RUN RECEIPTS	2,200	600	0	1,000	500	50.00	1,000	0.00
5504.00 POLICE SERVICES	64,277	64,369	76,384	71,224	66,149	92.87	76,000	6.71
5505.00 ADMINISTRATIVE SERVICE	1,658,108	1,741,014	1,828,064	1,919,467	1,439,599	75.00	2,015,440	5.00
5515.00 ANIMAL CONTROL RECEIPTS	16,061	11,440	13,612	14,000	11,439	81.71	14,000	0.00
5530.00 LIBRARY RECEIPTS	15,882	14,668	16,066	16,000	11,094	69.34	16,000	0.00
5553.00 LANDSCAPING SERVICES	13,200	12,100	13,200	13,200	8,800	66.67	13,200	0.00
5554.00 WENTZ CAMP RECEIPTS	25,776	37,076	34,487	38,000	16,138	42.47	35,000	(7.89)
5555.00 SWIMMING POOL RECEIPTS	16,284	13,162	12,232	13,000	5,834	44.88	13,000	0.00
5555.10 SENIOR CENTER	400	300	1,355	500	4,550	910.00	1,000	100.00
5556.00 TENNIS COURT RECEIPTS	989	697	918	700	0	0.00	1,000	42.86
5556.01 RECREATION PROGRAMS	7,608	6,428	5,180	10,000	5,615	56.15	6,000	(40.00)
5556.02 UNITY GYM	1,275	1,750	975	1,500	975	65.00	1,500	0.00
5556.03 RENTAL/SHELTER HOUSES	9,360	10,120	10,800	9,500	5,840	61.47	10,500	10.53
5556.04 RENTALS - LAKE PONCA	54,086	52,641	57,592	52,500	6,954	13.25	57,500	9.52
5556.05 RENTALS - MARLAND'S GRD	13,067	10,807	11,509	12,000	7,336	61.13	11,500	(4.17)
5557.00 RENTALS - HUTCHINS MEM	33,018	24,359	28,450	25,000	20,310	81.24	28,000	12.00
5557.01 COMMUNICATIONS RENTAL	63,392	66,093	67,548	66,000	70,425	106.70	67,500	2.27
5599.00 MISCELLANEOUS RECEIPTS	41,277	64,925	40,155	50,000	35,207	70.41	40,000	(20.00)
5599.01 CASH-OVER / SHORT REV	0	0	0	0	0	0.00	0	0.00
<b>TOTAL CHARGES FOR SERVICES</b>	<b>3,112,475</b>	<b>3,314,986</b>	<b>3,395,975</b>	<b>3,463,591</b>	<b>2,601,897</b>	<b>75.12%</b>	<b>3,583,140</b>	<b>3.45%</b>
<b>FINES &amp; FORFEITS</b>								
6601.00 MUNICIPAL COURT FINES	587,015	607,808	561,643	525,000	359,298	68.44	560,000	6.67
6601.03 BOND FORFEITURE	2,136	8,781	1,664	2,500	3,986	159.44	2,500	0.00
6601.05 ADMINISTRATION FEES	4,753	5,021	4,812	4,800	2,547	53.06	4,800	0.00
<b>TOTAL FINES &amp; FORFEITS</b>	<b>593,904</b>	<b>621,610</b>	<b>568,120</b>	<b>532,300</b>	<b>365,831</b>	<b>68.73%</b>	<b>567,300</b>	<b>6.58%</b>
<b>TRANSFER FROM FUNDS</b>								
8875.75 TRANSFER FROM PCUA	5,583,536	5,981,428	6,097,223	6,402,084	4,801,563	75.00	6,680,884	4.35
8899.00 TRANSFER IN	0	0	0	0	0	0.00	0	0.00
<b>TOTAL TRANSFER FROM FUNDS</b>	<b>5,583,536</b>	<b>5,981,428</b>	<b>6,097,223</b>	<b>6,402,084</b>	<b>4,801,563</b>	<b>75.00%</b>	<b>6,680,884</b>	<b>4.35%</b>
<b>OTHER REVENUES</b>								
9901.00 INTEREST INCOME	155,086	97,455	50,129	95,000	26,619	28.02	40,000	(57.89)
9938.00 SIGN MATERIAL REIMB	2,397	3,100	920	2,000	389	19.45	2,000	0.00
9939.00 COPIER PAPER REIMBURSEMENT	4,825	4,613	4,424	4,500	3,184	70.76	4,500	0.00
9940.00 INTERNET PROCESSING FEE	0	0	166	100	41	0.00	100	0.00
9950.00 INC DISP. OF FIXED ASSETS	14,435	12	42,514	15,000	6,525	43.50	20,000	33.33
9999.00 MISCELLANEOUS INCOME	11,908	25,689	0	0	0	0.00	0	0.00
<b>TOTAL OTHER REVENUES</b>	<b>188,651</b>	<b>130,869</b>	<b>98,153</b>	<b>116,600</b>	<b>36,758</b>	<b>31.52%</b>	<b>66,600</b>	<b>(42.88%)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>18,752,034</b>	<b>18,767,700</b>	<b>19,173,517</b>	<b>19,654,500</b>	<b>14,625,421</b>	<b>74.41%</b>	<b>20,153,029</b>	<b>2.54%</b>

## General Fund Expenditures Fiscal 2012-13 By Type



Total Expenditures \$21,303,282

## General Fund Expenditures Fiscal 2012-13 by Category



Total Expenditures \$21,303,282

**CITY OF PONCA CITY**  
**GENERAL FUND - APPROPRIATION HISTORY by dept.**  
**Fiscal Year 2012-13**

DEPT #	DEPARTMENT	2008/09 FINAL BUDGET	2009/10 FINAL BUDGET	2010/11 FINAL BUDGET	2011/12 ORIGINAL BUDGET	2012/13 APPROVED BUDGET
1010	CITY COMMISSION	13,300	13,300	13,300	13,300	13,300
1011	CITY MANAGER	808,276	809,728	818,478	864,506	900,313
1012	CENTRAL MUN. ACTIVITY	1,271,162	1,690,713	1,287,017	1,164,260	1,180,888
1110	FINANCE	425,414	414,431	427,624	529,416	464,362
1113	MUNICIPAL COURT	195,212	205,678	209,453	220,348	228,875
1210	CITY ATTORNEY	227,243	232,488	237,557	246,510	254,720
1310	DEVELOPMENT SERVICES	489,466	505,761	549,519	567,496	555,485
2010	POLICE	4,613,626	4,690,681	4,779,258	4,975,180	5,046,368
2020	ANIMAL CONTROL	206,932	207,398	218,546	234,474	229,150
2030	EMERGENCY MANAGEMENT	138,886	149,508	145,407	150,311	155,720
2040	COMMUNICATIONS / 911	534,952	548,324	725,107	804,563	586,319
2510	FIRE	4,338,670	4,295,815	4,388,138	4,599,904	4,809,732
2511	FIRE - AMBULANCE	863,442	837,786	898,553	992,655	1,107,907
3010	STREET	1,331,111	1,473,096	1,367,192	1,329,063	1,473,636
3510	ENGINEERING	612,720	608,125	610,649	598,479	642,181
3511	TRAFFIC ENGINEERING	442,762	421,083	507,220	430,748	436,703
4011	PARK MAINTENANCE	1,455,712	1,481,374	1,470,833	1,518,127	1,640,524
4012	AMBUC POOL	73,865	76,567	68,860	70,193	71,440
4013	RECREATIONAL PROGRAMS	284,685	292,794	304,889	306,863	314,306
4014	WENTZ CAMP	112,191	115,313	120,813	104,521	104,521
4110	MARLAND'S GRAND HOME	55,939	57,024	59,943	67,316	63,233
4111	HUTCHINS MEMORIAL	78,224	86,320	83,111	84,775	87,293
4510	LIBRARY	872,397	880,002	894,205	931,745	936,306
<b>TOTAL APPROPRIATIONS</b>		<b>19,446,187</b>	<b>20,093,309</b>	<b>20,185,672</b>	<b>20,804,753</b>	<b>21,303,282</b>
<b>Incr./(Decr.) from Previous Year:</b>		<b>223,049</b>	<b>647,122</b>	<b>92,363</b>	<b>619,081</b>	<b>498,529</b>
<b>% Incr./(Decr.) from Previous Year:</b>		<b>1.16%</b>	<b>3.33%</b>	<b>0.46%</b>	<b>3.07%</b>	<b>2.40%</b>

**CITY OF PONCA CITY  
GENERAL FUND - SUMMARY OF BUDGETED APPROPRIATIONS by type  
Fiscal Year 2012-13**

**PUBLIC SAFETY:**

POLICE	\$5,046,368	
ANIMAL CONTROL	229,150	
FIRE	4,809,732	
AMBULANCE	1,107,907	
EMERGENCY MANAGEMENT	155,720	
COMMUNICATIONS/ 911	586,319	
		<b>11,935,196</b>

**LEGISLATIVE:**

CITY COMMISSION	13,300	
		<b>13,300</b>

**PUBLIC WORKS:**

STREET	1,473,636	
ENGINEERING	642,181	
TRAFFIC ENGINEERING	436,703	
		<b>2,552,520</b>

**JUDICIAL:**

CITY ATTORNEY	254,720	
MUNICIPAL COURT	228,875	
		<b>483,595</b>

**PARK & RECREATION:**

MAINTENANCE	1,640,524	
AMBUC POOL	71,440	
RECREATIONAL PROGRAMS	314,306	
WENTZ CAMP	104,521	
		<b>2,130,791</b>

**GENERAL GOVERNMENT:**

CITY MANAGER	900,313	
CENTRAL MUNICIPAL ACTIVITY	1,180,888	
FINANCE	464,362	
DEVELOPMENT SERVICES	555,485	
		<b>3,101,048</b>

**CULTURAL AFFAIRS:**

MARLAND'S GRAND HOME	63,233	
HUTCHINS MEMORIAL	87,293	
LIBRARY	936,306	
		<b>1,086,832</b>

		<b>TOTAL</b>
		<b>\$21,303,282</b>

**CITY OF PONCA CITY**  
**GENERAL FUND - SUMMARY OF APPROPRIATIONS**  
**By Department & Category**  
**Fiscal Year 2012-13**

DEPT #	DEPARTMENT	PERSONAL SERVICES	MATERIALS & SUPPLIES	OTHER CHARGES & SERVICES	CAPITAL OUTLAY	TRANSFERS	TOTAL APPROVED BUDGET
1010	CITY COMMISSION	0	0	13,300	0	0	13,300
1011	CITY MANAGER	853,730	11,378	35,205	0	0	900,313
1012	CENTRAL MUN. ACTIVITY	12,000	58,700	373,539	0	736,649	1,180,888
1110	FINANCE	413,812	4,650	45,900	0	0	464,362
1113	MUNICIPAL COURT	217,765	3,475	7,635	0	0	228,875
1210	CITY ATTORNEY	226,651	500	27,569	0	0	254,720
1310	DEVELOPMENT SERVICES	488,689	4,300	51,100	0	11,396	555,485
2010	POLICE	4,538,491	99,000	87,275	96,600	225,002	5,046,368
2020	ANIMAL CONTROL	192,456	13,000	6,250	0	17,444	229,150
2030	EMERGENCY MGMT	118,125	5,900	27,700	0	3,995	155,720
2040	COMMUNICATIONS / 911	512,401	2,500	70,420	0	998	586,319
2510	FIRE	4,420,377	98,050	56,300	142,000	93,005	4,809,732
2511	FIRE / AMBULANCE	773,387	61,500	62,020	141,000	70,000	1,107,907
3010	STREET	1,055,567	43,100	19,750	143,000	212,219	1,473,636
3510	ENGINEERING	538,337	8,100	54,680	32,000	9,064	642,181
3511	TRAFFIC ENGINEERING	367,980	44,850	6,400	0	17,473	436,703
4011	PARK MAINTENANCE	1,325,779	76,650	32,175	86,050	119,870	1,640,524
4012	AMBUC POOL	56,420	14,170	850	0	0	71,440
4013	RECREATIONAL PROGRAMS	234,657	24,000	47,150	0	8,499	314,306
4014	WENTZ CAMP	68,894	25,750	5,700	0	4,177	104,521
4110	MARLAND'S GRAND HOME	40,230	6,200	13,440	0	3,363	63,233
4111	HUTCHINS MEMORIAL	51,341	9,000	20,775	0	6,177	87,293
4510	LIBRARY	643,473	189,100	85,100	0	18,633	936,306
<b>TOTAL APPROPRIATIONS</b>		<b>17,150,562</b>	<b>803,873</b>	<b>1,150,233</b>	<b>640,650</b>	<b>1,557,964</b>	<b>21,303,282</b>
<b>PERCENT OF TOTAL</b>		<b>80.51%</b>	<b>3.77%</b>	<b>5.40%</b>	<b>3.01%</b>	<b>7.31%</b>	<b>100.00%</b>

# 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 2012 Accomplishments:**
- Represented the City of Ponca City with Mayor Nicholson serving as President of the Oklahoma Municipal League’s Board of Directors.
  - Represented the City of Ponca City with Mayor Nicholson serving on the Mayors Council of Oklahoma, Oklahoma Congress of Mayors, Legislative Committee & Certified Mayors Program, Oklahoma Municipal Power Authority Board of Directors, Oklahoma Municipal Utility Providers Steering Committee, Oklahoma Homeland Defense Board, and Governor’s Council on Workforce Economic Development.
  - Continued to coordinate monthly meetings of the Kay County Mayors Round Table in an on-going effort to increase dialogue regarding pertinent issues facing North Central Oklahoma communities.
  - Presented State of the City Report, from the Mayor and City Manager to the community, at Ponca Politics forum hosted at City Hall.
  - Supported the successful continuation of ½-cent street sales tax dedicated solely to street improvements, which enables Ponca City to have one of the best street systems in the state of Oklahoma.

- Fiscal 2013 Objectives:**
- Continue to create an environment for open dialogue with the City Commission regarding community capital improvement projects.
  - Continue to work to ensure long-term water rights and water supply needs for Ponca City.
  - Continue code enforcement and removal of dilapidated housing efforts to keep Ponca City beautiful and safe.
  - Continue to support Heartland Flyer efforts for creating stop in Ponca City between Kansas City and Dallas.
  - Continue partnering with the Ponca City Development Authority’s (PCDA) efforts to recruit new business, industry and residents, as well as receiving regular City Commission meeting updates from PCDA Executive Director and appointed City Commission representative as voting trustee on PCDA board.
  - Continue to work on favorable legislation to improve municipal revenues and limit sales tax exemptions.
  - Continue to be proactive in recognition of employee performance.

General Fund - City Commission								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Other Charges & Svcs	8,586	5,658	6,069	13,300	6,818	13,300	0	0.00%
<b>Department Total</b>	<b>8,586</b>	<b>5,658</b>	<b>6,069</b>	<b>13,300</b>	<b>6,818</b>	<b>13,300</b>	<b>0</b>	<b>0.00%</b>

**Approved Budget Variances from Prior Year**    None

## 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 2012 Accomplishments:

- Continued cost-effective government operations with a budget of approximately \$93 million, a 5.79% increase over the previous year's budget.
- Selected as a 2011 Oklahoma Certified Healthy Community, a program of the Shape Our Future Campaign, recognizing communities that make a positive impact on the health of its citizens.
- Implemented path forward to use only the "Ponca City" logo, in order to consistently identify the City of Ponca City through its use on employee uniforms, vehicles, equipment, business cards and forms as well as on the City's cable channel and website.
- Utilized United Safety advisor to conduct a quarterly safety inspection of selected city departments, by going out with a work group and observing their work practices.
- Encouraged the improvement of management skills for supervisors through a seven month supervisory training program at the Pioneer Technology Center.
- Represented the City of Ponca City at the national, state, county and local level through active leadership roles in various organizations, such as the International City/County Management Association, Alliance for Innovation, AMIGOS Bibliographic Resource Board, Oklahoma Municipal League, Oklahoma Municipal Assurance Group, City Manager's Association of Oklahoma, Ponca City Chamber of Commerce, Main Street, Ponca City Schools Ready by 21, United Way and Smart Start Kay County.
- Celebrated 100 Years of Ponca City Energy Lighting the Way through educational projects and events such as key account customer meetings, Flag Day radio contests, Public Power week activities, Library displays, and various marketing tools.
- Hosted several public meetings and events at City Hall and on Centennial Plaza such as Ponca Politics, Halloween Carnival, Christmas Tree Lighting, Ponca City Energy's Customer Appreciation Day, National Day of Prayer, Oklahoma Municipal Power Authority's Regional Meeting, Chamber of Commerce Local Government Leadership Day, Enviroman Art Contest, Earth Day 5K Run, National Prescription Drug Take Back Program, Ponca City Ministerial Alliance, Ponca City Development Authority, Main Street, Kay County Fire Chiefs Association, Oklahoma Department of Transportation, and the Oklahoma Municipal League Clerk's and Treasurers' Regional Training.

**Fiscal 2013 Objectives:**

- Continue to administer and provide support of the attainment of City Commission goals.
- Continue to enhance employee education and development through continuation of the supervisor training program, required monthly department/division tailgate safety meetings, as well as annually required safety training sessions outlined in the safety manual.
- Grow and promote green initiative programs, such as evaluating semi-automated residential trash pickup implementation study; enhancing recycling and stormwater education via school and civic group presentations as well as media releases, website, cable channel and printed materials; increasing recycling center usage by five percent; and purchasing another hybrid vehicle to replace vehicle used by Fire Chief.
- Continue to promote Ponca City as a City of Character through monthly character video presentations at City Commission meetings and on cable channel, character bulletins to departments, and character trainings for employees.
- Actively participate in the development of a Statewide Water Plan by tracking plans formation and providing input via the Oklahoma Municipal League and Oklahoma Municipal Utility Providers.
- Continue to use the Comprehensive Plan as a framework for guiding future development, redevelopment and community enhancement and planning over the next 20 years and beyond. The purpose of the Comprehensive Plan is to establish a vision with realistic goals and achievable strategies, which residents, business/land owners, institutions/civic groups, advisory committees and public officials will support with action in the future.
- Stay abreast of legislation and act as needed.
- Continue to work with governmental jurisdictions to ensure cooperative and collaborative relationships.

<b>General Fund - City Manager</b>								
<b>EXPENDITURES:</b>	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	723,550	631,740	655,373	817,923	525,047	853,730	35,807	4.38%
Material/Supplies	15,701	11,811	10,812	11,378	6,810	11,378	0	0.00%
Other Charges & Svcs	<u>24,274</u>	<u>19,399</u>	<u>18,423</u>	<u>35,205</u>	<u>19,901</u>	<u>35,205</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>763,525</u></b>	<b><u>662,950</u></b>	<b><u>684,608</u></b>	<b><u>864,506</u></b>	<b><u>551,758</u></b>	<b><u>900,313</u></b>	<b><u>35,807</u></b>	<b><u>4.14%</u></b>

**Approved Capital:** Contingency for Capital Repairs & Projects (CIP Fund) \$100,000  
 Radio Compliance (CIP Fund) \$65,000

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	17,754	Life Insurance	<u>(306)</u>
FICA	1,088		
Medicare	254		
Retirement Plan 1	100		
ICMA Retirement City	1,921		
Health Insurance	14,033		
Workers Compensation	<u>963</u>		
Total	36,113	Total	(306)
<b>Net Increase</b>		<b><u>\$35,807</u></b>	

**Personnel Summary:**

City Manager	1	Administrative Assistant-Public Works	1
Secretary to the City Manager	1	Personnel Director	1
Assistant City Manager-Administration	1	Payroll Technician	1
Director of Public Works	1	Maintenance Worker	1
Administrative Secretary	1		
<b>Total Full Time Employees</b>		<b>9</b>	

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	8	7	7	9	9	9	9	9	9	<b>9</b>

**Explanation:** FY 04/05 the Ponca City Tomorrow Manager's position was eliminated.  
 FY 06/07 the positions of Public Works Director and Administrative Assistant were restructured into Administration.

## 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 2012 Accomplishments:**

- Funded the Fourth of July fireworks celebration at Lake Ponca Park.
- Supported outside agency funding for programs such as the Main Street Authority, Cimarron Transit, Northern Oklahoma Youth Services, Give Ponca the Business and the Ponca City Tourism Bureau.
- Supported the Mid-Size City coalition regarding Oklahoma Legislative funding issues.

**Fiscal 2013 Objectives:**

- Continue to identify the goals identified by the City Commission.

General Fund - Central Municipal Activity								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	9,634	11,302	20,906	12,000	4,085	12,000	0	0.00%
Material/Supplies	32,918	46,947	42,113	52,072	34,209	58,700	6,628	12.73%
Other Charges & Svcs	329,905	278,742	288,408	373,539	226,602	373,539	0	0.00%
Capital Outlay	27,895	0	0	0	0	0	0	0.00%
Transfers	<u>769,525</u>	<u>1,236,694</u>	<u>851,045</u>	<u>726,649</u>	<u>643,348</u>	<u>736,649</u>	<u>10,000</u>	<u>1.38%</u>
<b>Department Total</b>	<b><u>1,169,876</u></b>	<b><u>1,573,684</u></b>	<b><u>1,202,472</u></b>	<b><u>1,164,260</u></b>	<b><u>908,245</u></b>	<b><u>1,180,888</u></b>	<b><u>16,628</u></b>	<b><u>1.43%</u></b>

**Approved Capital:** None

### Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Food Supplies	6,900	Building Maintenance	(272)
HR Background & Med Srv	60	Gas Utilities	(2,647)
HR Banquet & Picnic	3,000	Telephone Svc Local	(3)
Educ & Trng Assistance	4,000	Telephone Svc Long Dist	(850)
Credit Card Fees	1,000	Printing	(6,000)
Misc Contractual Svc	3,440	Election Services	<u>(2,000)</u>
Transfer to Tech Svc	<u>10,000</u>		
<b>Total</b>	<b>28,400</b>	<b>Total</b>	<b>(11,772)</b>
<b>Net Increase</b>		<b><u>\$16,628</u></b>	

**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 2012 Accomplishments:

- Received an unqualified audit opinion for Fiscal 2011 with positive comments.
- Completed six internal review projects.
- Completed a records management update and purge.
- Complied with government regulations regarding financial reporting and accounting for grant activity.
- Reduced paper consumption by utilizing electronic resources to transfer audit information and store financial information.
- Worked with bond counsel to refinance two PCUA debt issues, resulting in a present value savings of over \$1.5 million dollars.
- Successfully worked with the Association for Landfill Financial Assurance (ALFA) and ODEQ to allow closure costs being funded over the life of the landfill rather than a fixed 30 years, achieving a cash flow savings of \$2,100,000 over the next decade.
- Hosted Oklahoma Municipal League Municipal Clerk's and Treasurers' Certification Program and presented an education session.
- Attained an accident free workplace.

### Fiscal 2013 Objectives:

- Continue improving the budget document with additional performance and workload measures.
- Assist the City Commission and management with funding solutions for long-term public capital improvement projects.
- Continue to work with an external auditor to enhance controls and reporting of the City businesses.
- Complete a minimum of six internal review projects on controls, and efficiencies, and processes during Fiscal 2013.
- Complete a records destruction resolution for Commission consideration and follow-up project to keep record inventory current with retention schedules.
- Reduce paper consumption by continuing to explore ways of making financial information available through electronic resources.
- Complete a needs assessment for a City-wide document management system, and implement.
- Attend a minimum of four safety training sessions and achieve an accident free workplace.

General Fund - Finance								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	350,415	354,383	368,530	391,266	286,295	413,812	22,546	5.76%
Material/Supplies	3,336	2,681	3,091	4,650	2,069	4,650	0	0.00%
Other Charges & Srvs	30,590	22,053	38,135	44,900	27,065	45,900	1,000	2.23%
Capital Outlay	0	0	0	88,600	7,801	0	(88,600)	(100.00%)
<b>Department Total</b>	<b>384,341</b>	<b>379,117</b>	<b>409,756</b>	<b>529,416</b>	<b>323,230</b>	<b>464,362</b>	<b>(65,054)</b>	<b>(12.29%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year**

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	9,799	Travel Expenses	(1,100)	
FICA	380	Legal Notices	(1,000)	
Medicare	143	Printing	(300)	
Retirement Plan 1	119	Educ & Trng Assistance	(1,200)	
ICMA Retirement City	1,201	Computer Capital Expense	(80,000)	
Health Insurance	10,389	Misc Capital Outlay	<u>(8,600)</u>	
Workers Compensation	515			
Dues and Subscriptions	600			
Audit Services	1,000			
Maint & Svc Contract	500			
Misc Contractual Svc	<u>2,500</u>			
Total	27,146	Total	(92,200)	
		<b>Net Decrease</b>	<b><u>(\$65,054)</u></b>	

**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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	7	7	7	7	7	6	6	6	6	<b>6</b>

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

## Municipal Court

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

**Fiscal 2012 Accomplishments:**

- Implemented the Alive at 25 program, in cooperation with the Ponca City Police Department, to emphasize safe driving among the youth.
- Trained a new full time employee.
- Provided accurate and up to date information to the public by posting the warrant listing daily on the City webpage.
- Began using the Oklahoma Compulsory Insurance Verification website to authenticate each insurance verification presented by defendants on citations for Failure to Comply with compulsory insurance law.
- Maintained an accident free workplace.

**Fiscal 2013 Objectives:**

- Update the agreement with American Municipal Services to begin passing the collection fee onto the defendants who fail to pay in a timely matter.
- Research the Warrant Intercept Program, a tool which could allow the City to collect certain fines through State Income Tax Returns.
- Continue staff development through Oklahoma Municipal Court Clerks Association and the Spears School of Business at Oklahoma State University.
- Attend a minimum of four safety training sessions and achieve an accident free workplace.
- Implement processes and procedures for records management as the new Tyler Content System software is implemented citywide, to maximize efficiency and effectiveness.

General Fund - Municipal Court								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	176,678	180,662	183,279	209,238	136,017	217,765	8,527	4.08%
Material/Supplies	2,366	1,678	2,208	3,300	1,267	3,475	175	5.30%
Other Charges & Svcs	3,417	4,505	5,819	7,810	2,182	7,635	(175)	(2.24%)
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>
<b>Department Total</b>	<b><u>182,461</u></b>	<b><u>186,845</u></b>	<b><u>191,306</u></b>	<b><u>220,348</u></b>	<b><u>139,465</u></b>	<b><u>228,875</u></b>	<b><u>8,527</u></b>	<b><u>3.87%</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	4,149	Collection of Bad Debt Exp	<u>(175)</u>
Part Time Salaries	799		
FICA	286		
Medicare	75		
Retirement Plan 1	520		
Health Insurance	2,449		
Workers Compensation	249		
Books & Periodicals	150		
Postage	<u>25</u>		
Total	8,702	Total	(175)
	<b>Net Increase</b>		<b><u>\$8,527</u></b>

**Personnel Summary:**

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

**Total Full Time Employees            4**

**Total Part Time Employees            2**

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

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<b><u>2012-13</u></b>
Full Time	4	4	4	4	4	4	4	4	4	<b>4</b>

## 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 Commissioners, 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 2012 Accomplishments:**

- Provide legal counsel and advice to the Mayor, City Commissioners and City officers.

### Fiscal 2013 Objectives:

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

General Fund - City Attorney								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	196,086	197,940	204,171	218,941	161,489	226,651	7,710	3.52%
Material/Supplies	159	0	0	500	16	500	0	0.00%
Other Charges & Svcs	<u>15,341</u>	<u>8,904</u>	<u>16,990</u>	<u>27,069</u>	<u>22,488</u>	<u>27,569</u>	<u>500</u>	<u>1.85%</u>
<b>Department Total</b>	<b><u>211,586</u></b>	<b><u>206,844</u></b>	<b><u>221,161</u></b>	<b><u>246,510</u></b>	<b><u>183,993</u></b>	<b><u>254,720</u></b>	<b><u>8,210</u></b>	<b><u>3.33%</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	4,657		
FICA	288		
Medicare	67		
Retirement Plan 1	209		
ICMA Retirement City	297		
Health Insurance	1,933		
Workers Compensation	259		
Misc Other Charges	<u>500</u>		
Total	8,210	Total	0
<b>Net Increase</b>		<b><u>\$8,210</u></b>	

**Personnel Summary:**

City Attorney	1	Assistant City Attorney	1
<b>Total Full Time Employees</b>		<b>2</b>	

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
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 2012 Accomplishments:

- Reviewed plans and specifications, issued permits, and inspected new residential and commercial construction projects with a total value of \$20,943,000.
- Adopted an ordinance aimed at reducing and/or eliminating the construction of unsightly accessory buildings in residential neighborhoods
- Adopted an ordinance that implemented enhanced stormwater pollution prevention standards to satisfy state and federal mandates.
- Adopted an ordinance that eliminated the unregulated parking of motor vehicles in the City's two Historic Districts.
- Prepared for and completed an ISO audit of the Building Code Effectiveness Grading System (BCEGS) that resulted in an improved score to 4/residential and 4/commercial.
- Completed a FEMA Hazard Mitigation project in the amount of \$270,000 that resulted in the purchase and permanent removal of three residential structures subject to repetitive flooding.
- Reviewed and adopted the 2011 National Electric Code (NEC).
- Removed 30 dilapidated structures from the City's housing stock.
- Removed or prompted the removal of 244 junk vehicles from Ponca City neighborhoods.
- Eliminated 1,342 high grass and weed nuisance properties from Ponca City neighborhoods.
- Completed the comprehensive remodel of the City's Emergency Operations Center (EOC) using funds received from a Federal Grant in the amount of \$235,000.
- Utilized Community Development Block Grant (CDBG) funds to provide down payment assistance for 5 income qualified families; assisted 40 income qualified families with special services funding; and completed the removal of 9 dilapidated properties.
- Prepared and submitted a Wildlife Conservation Grant application in the amount of \$389,500.
- Completed the construction of 37 residential safe rooms using FEMA mitigation funds.
- Prepared and submitted an Arts Council grant for the Poncan Theatre.
- Completed a comprehensive survey of Ponca City's historic churches.

**Fiscal 2013 Objectives:**

- Review and adopt the 2012 Editions of the International Building Code (ICC).
- Establish a Federal Railroad Quiet Zone at Prospect Avenue.
- Prepare and adopt a revised signage ordinance.
- Administer the FEMA Hazard Mitigation grant to reconstruct the bridge culvert on Lansbrook to remove nine residential structures from the floodplain.
- Collaborate with other public and private entities within the City to develop a program designed to stimulate the construction of new housing.
- Update and enhance the department's presence on the City's website.
- Prepare, submit and administer state and federal grant applications, including FEMA grants that may be awarded during the next fiscal year.

<b>General Fund -Development Services</b>								
<b>EXPENDITURES:</b>	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	408,601	390,387	406,674	492,700	349,348	488,689	(4,011)	(0.81%)
Material/Supplies	4,526	3,154	3,546	4,300	2,061	4,300	0	0.00%
Other Charges & Svcs	35,902	24,473	33,783	61,100	59,716	51,100	(10,000)	(16.37%)
Capital Outlay	0	6,625	0	0	0	0	0	0.00%
Transfers	<u>8,048</u>	<u>8,123</u>	<u>9,946</u>	<u>9,396</u>	<u>9,047</u>	<u>11,396</u>	<u>2,000</u>	<u>21.29%</u>
<b>Department Total</b>	<b><u>457,076</u></b>	<b><u>432,763</u></b>	<b><u>453,949</u></b>	<b><u>567,496</u></b>	<b><u>420,172</u></b>	<b><u>555,485</u></b>	<b><u>(12,011)</u></b>	<b><u>(2.12%)</u></b>

**Approved Capital**            None

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	9,100	Health Insurance	(14,344)
FICA	512	Misc Other Charges	(100)
Medicare	127	Books & Periodicals	(100)
ICMA Retirement	141	Misc Other Charges	<u>(20,000)</u>
Workers Compensation	453		
Wearing Apparel	200		
Misc Contractual Svc	10,000		
Transfer to City Garage	<u>2,000</u>		
<b>Total</b>	<b>22,533</b>	<b>Total</b>	<b>(34,544)</b>
	<b>Net Decrease</b>		<b><u>(\$12,011)</u></b>

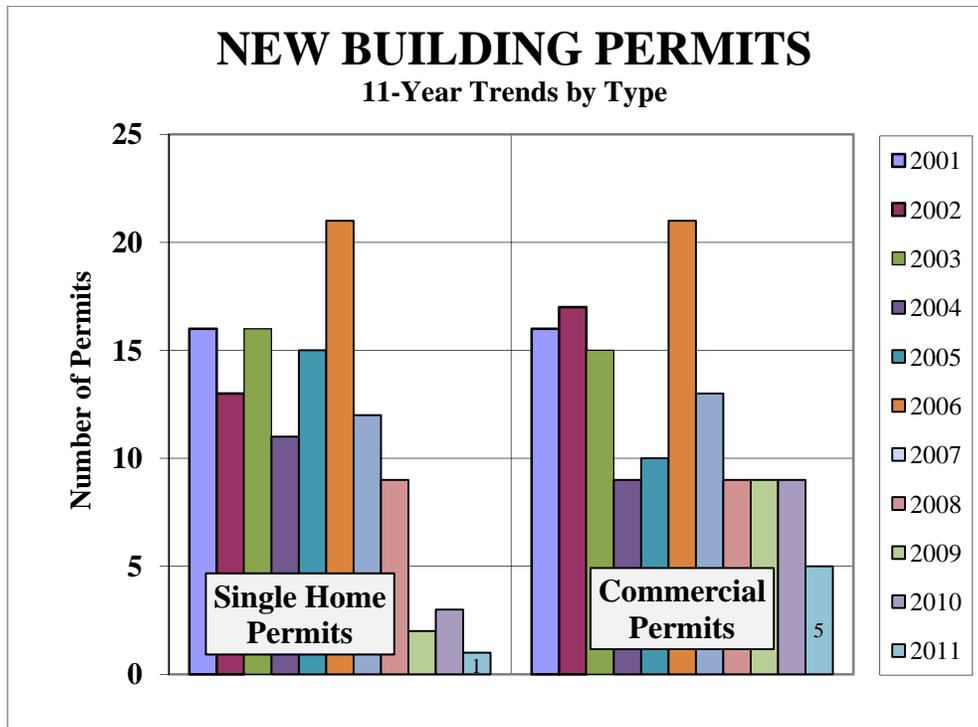
**Personnel Summary:**

Development Director	1	Administrative Assistant	1
Inspectors	4	Grant Administrator	1
<b>Total Full Time Employees 7</b>			

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<b><u>2012-13</u></b>
Full Time	5	6	6	6	6	7	7	7	7	7

**Explanation:** FY 04/05 a full time Property Inspector position was added.  
 FY 08/09 a full time position of Grant Administrator was added and replaced contracted grant writing services.



# Police

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

- Fiscal 2012 Accomplishments:**
- Obtained approximately \$170,000 in grant funding.
  - Logged 3,540 hours of volunteer service.
  - Conducted Citizen Police Academy XVI.
  - Maintained a School Resource Officer at the Ponca City High School with existing manpower while bringing in \$52,310 in revenue.
  - Maintained a School Resource Officer at the two Ponca City Middle Schools with existing manpower while bringing in \$52,310 in revenue.
  - Received \$14,371 in reimbursement from the State of Oklahoma for transportation of emergency mental health patients.
  - Lieutenant Jason Filtz graduated from 247<sup>th</sup> Session of the FBI National Academy.

- Fiscal 2013 Objectives:**
- Hire and train six Police Officers.
  - Hire and train one Jailer.
  - Actively seek and obtain grants and outside funding for technology and equipment needs.
  - Actively seek and obtain grants and outside funding for traffic enforcement projects.
  - Reach a benchmark of 4,500 hours of volunteer service.
  - Conduct Citizen Police Academy XVII.
  - Achieve and maintain an accident free work environment.

General Fund - Police Department								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	4,036,280	4,100,842	4,156,144	4,463,436	3,249,838	4,538,491	75,055	1.68%
Material/Supplies	99,040	104,693	96,251	111,800	75,840	99,000	(12,800)	(11.45%)
Other Charges & Svcs	97,426	72,998	71,018	87,275	52,648	87,275	0	0.00%
Capital Outlay	90,685	129,473	86,396	95,667	86,400	96,600	933	0.98%
Transfers	<u>190,525</u>	<u>199,067</u>	<u>202,019</u>	<u>217,002</u>	<u>162,579</u>	<u>225,002</u>	8,000	<u>3.69%</u>
<b>Department Total</b>	<b><u>4,513,956</u></b>	<b><u>4,607,072</u></b>	<b><u>4,611,828</u></b>	<b><u>4,975,180</u></b>	<b><u>3,627,304</u></b>	<b><u>5,046,368</u></b>	<b><u>71,188</u></b>	<b><u>1.43%</u></b>

<b>Approved Capital:</b>	Police Cars (3)	\$78,000
	Maintenance of Jail Doors	\$8,600
	Roof Maintenance for Public Safety Center	\$5,000
	Matching Funds for Ballistic Vests	\$5,000

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	42,093	Sick Leave Incentive	(4,500)
Medicare	599	FICA	(7,613)
Retirement Plan 3	27,354	ICMA Retirement City	(11,779)
Health Insurance	25,741	Vehicle Accessories	(15,600)
Workers Compensation	3,160	Laundry and Cleaning Svc	(2,000)
Wearing Apparel	1,000	Patrol Vehicles	<u>(12,667)</u>
Janitor Supplies	1,000		
Misc Supplies	800		
Medical Consulting Srv	1,000		
Physical Examinations	1,000		
C/O Machinery & Tools	5,000		
Misc Capital Outlay	8,600		
Transfer to City Garage	<u>8,000</u>		
<b>Total</b>	<b>125,347</b>	<b>Total</b>	<b>(54,159)</b>
	<b>Net Increase</b>		<b><u>\$71,188</u></b>

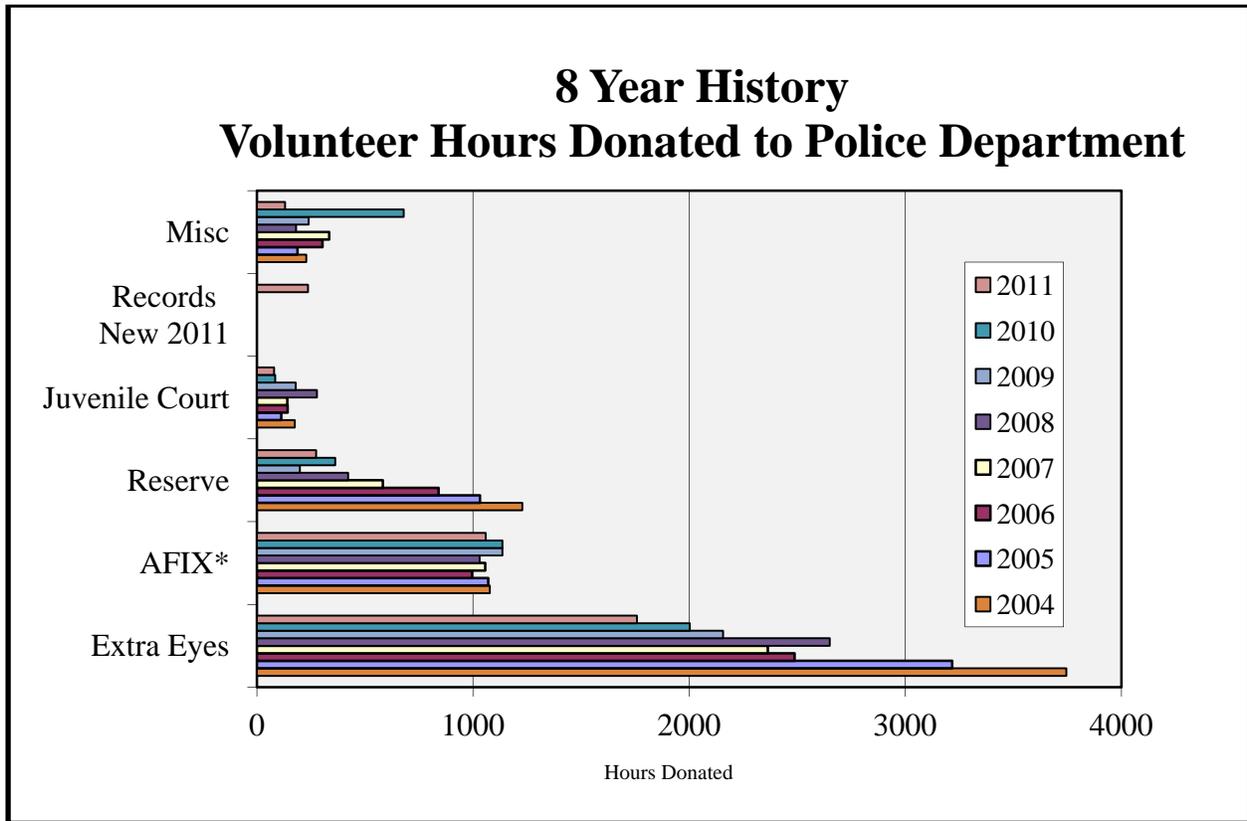
**Personnel Summary:**

Police Chief	1	Booking Officers	5
Deputy Police Chief	1	Executive Secretary	1
Captain	2	Public Information Officer	1
Lieutenant	6	Office Specialists	5
Sergeant	16	Officers	30
	<b>Total Full Time Employees</b>		<b>68</b>

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	68	68	68	68	68	68	68	68	68	68

**Explanation:** A full time Officer has been funded for by a school contract every year through FY 2011, and in addition one frozen position became funded by the COPS Grant in FY 2012.



\*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
2011	31	3,540
2010	37	4,266
2009	41	3,912
2008	39	4,563
2007	39	4,479
2006	36	4,770
2005	33	5,630
2004	36	6,455

# 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 2012 Accomplishments:**

- Sold 1,072 city animal tags (all points of sale).
- Served 14 vicious dog papers.
- Released 811 animals to homes.
- Removed 691 dead animals from the community.
- Issued 662 animal ordinance citations (increase of 65).

**Fiscal 2013 Objectives:**

- Continue to remove vicious animals from the City limits.
- Increase the number of animals released to homes.
- Obtain basic certification for two junior animal control officers.
- Achieve and maintain an accident/injury free workplace.

General Fund - Animal Control								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	161,392	165,890	184,322	197,780	130,031	192,456	(5,324)	(2.69%)
Material/Supplies	10,711	7,244	7,379	13,000	4,175	13,000	0	0.00%
Other Charges & Svcs	4,787	4,871	3,686	6,250	3,433	6,250	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>14,096</u>	<u>13,835</u>	<u>17,940</u>	<u>17,444</u>	<u>13,397</u>	<u>17,444</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>190,986</u></b>	<b><u>191,840</u></b>	<b><u>213,327</u></b>	<b><u>234,474</u></b>	<b><u>151,036</u></b>	<b><u>229,150</u></b>	<b><u>(5,324)</u></b>	<b><u>(2.27%)</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	3,578	Health Insurance	(9,930)
FICA	232	Medical Supplies	<u>(500)</u>
Medicare	62		
Retirement Plan 1	533		
Workers Compensation	201		
Wearing Apparel	<u>500</u>		
<b>Total</b>	<b>5,106</b>	<b>Total</b>	<b>(10,430)</b>
<b>Net Decrease</b>		<b><u>(\$5,324)</u></b>	

**Personnel Summary:**

Animal Control Supervisor	1	Office Specialist	1
Animal Control Officer	2		
<b>Total Full Time Employees</b>		<b>4</b>	

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	4	4	4	4	4	4	4	4	4	4

<u>Animal Control Activity</u>										
<b>10 Year History</b>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Animals Picked Up	2,172	2,074	2,085	2,358	2,366	2,308	2,278	2,021	2,091	1,936
Animals Destroyed	1,443	1,311	1,250	1,518	1,305	1,362	1,445	1,101	1,149	1,202
Destroyed/Picked Up	66%	63%	60%	64%	55%	59%	63%	54%	55%	62%
Animals Released to Homes	716	763	805	839	1,051	941	833	942	925	728
Vicious Dogs Papers Served	21	18	24	34	14	18	21	19	57	14
Citations Issued	588	521	521	589	533	387	412	494	597	662
Impound Fees Collected	\$10,359	\$9,595	\$10,395	\$9,741	\$10,191	\$8,373	\$10,025	\$6,578	\$7,512	\$7,252
License Fees Collected	<u>\$11,696</u>	<u>\$10,864</u>	<u>\$10,548</u>	<u>\$9,812</u>	<u>\$10,138</u>	<u>\$9,764</u>	<u>\$9,073</u>	<u>\$5,724</u>	<u>\$5,567</u>	<u>\$5,475</u>
Total Funds Collected	\$22,055	\$20,459	\$20,943	\$19,553	\$20,329	\$18,137	\$19,098	\$12,302	\$13,079	\$12,727

# 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 2012 Accomplishments:**

- Conducted five public education events.
- Participated in McReady severe weather preparedness campaign.
- Conducted five safety classes for City employees.
- Signed up three new storm spotter volunteers.
- Replaced two siren controllers and activation has improved.
- Completed the renovation of the Emergency Operations Center using grant funds.

**Fiscal 2013 Objectives:**

- Use public events to provide personal preparedness education.
- Schedule at least five safety classes for City employees.
- Obtain additional hours of documented volunteer service.
- Continue to seek grants and outside funding.
- Monitor outdoor warning system and evaluate additional options for local warning.
- Build a more comprehensive training/exercise program.

General Fund - Emergency Management								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	101,350	103,093	106,759	113,216	86,022	118,125	4,909	4.34%
Material/Supplies	5,497	3,782	6,002	5,900	3,982	5,900	0	0.00%
Other Charges & Svcs	21,424	22,458	23,231	27,700	12,441	27,700	0	0.00%
Capital Outlay	0	6,662	0	0	0	0	0	0.00%
Transfers	<u>2,890</u>	<u>3,094</u>	<u>3,836</u>	<u>3,495</u>	<u>2,964</u>	<u>3,995</u>	<u>500</u>	<u>14.31%</u>
<b>Department Total</b>	<b><u>131,161</u></b>	<b><u>139,089</u></b>	<b><u>139,828</u></b>	<b><u>150,311</u></b>	<b><u>105,410</u></b>	<b><u>155,720</u></b>	<b><u>5,409</u></b>	<b><u>3.60%</u></b>

**Approved Capital**      None

**Approved Budget Variances from Prior Year**

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	2,727			
FICA	150			
Medicare	35			
Retirement Plan 1	341			
Health Insurance	1,527			
Workers Compensation	129			
Transfer to City Garage	<u>500</u>			
Total	5,409		Total	0
	<b>Net Increase</b>		<b><u>\$5,409</u></b>	

**Personnel Summary:**

Emergency Mgmt Supervisor	1	Custodian	1
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**Total Full Time Employees      2**

**Personnel History:**

	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2012-13</u>
Full Time	2	2	2	2	2	2	2	2	2	<b>2</b>

# 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 2012 Accomplishments:**
- Obtained teletype certification/recertification for six communications officers.
  - Received and dispatched 31,833 calls to emergency responders.
  - Received and dispatched 3,021 calls to afterhour’s utilities.
  - Completed telephone system upgrade for communications center.
  - Attended State APCO training for communications officers.
  - Continued cross training with the Fire Department.
  - Maintained accident/injury free work environment.

- Fiscal 2013 Objectives:**
- Hire and train one communications officer.
  - Obtain teletype recertification for five communications officers and certify one new officer.
  - Continue cross training with the Fire Department.
  - Sponsor regional training opportunities for communications officers at the Ponca City Police Department training center.
  - Provide public education on 911 and communications center operations.
  - Maintain accident/injury free work environment.

General Fund - Communications/911								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	438,990	453,389	467,621	492,945	377,600	512,401	19,456	3.95%
Material/Supplies	2,070	2,151	2,290	2,500	1,502	2,500	0	0.00%
Other Charges & Svcs	56,562	59,047	41,080	99,120	31,180	70,420	(28,700)	(28.95%)
Capital Outlay	2,660	14,810	171,452	209,000	3,218	0	(209,000)	(100.00%)
Transfers	998	998	998	998	748	998	0	0.00%
<b>Department Total</b>	<b>501,281</b>	<b>530,396</b>	<b>683,441</b>	<b>804,563</b>	<b>414,249</b>	<b>586,319</b>	<b>(218,244)</b>	<b>(27.13%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year**

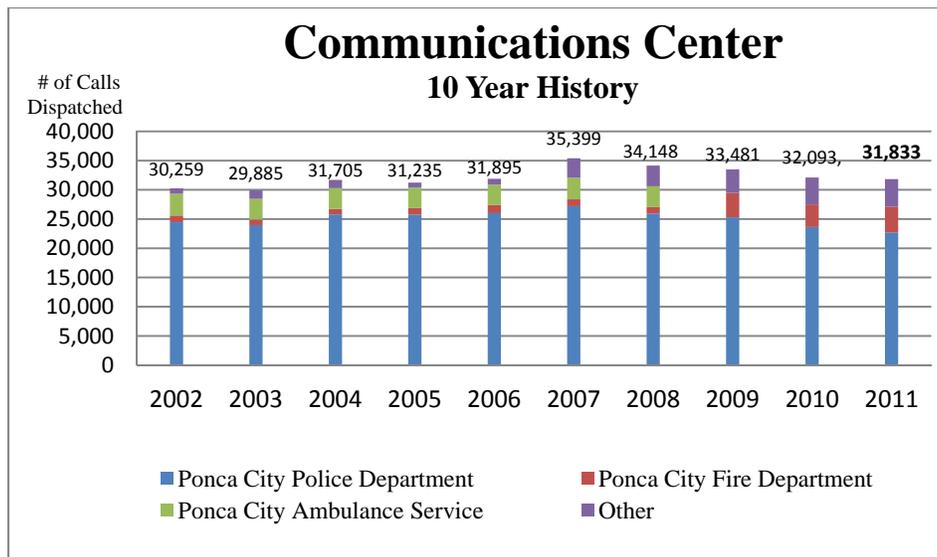
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	8,733	Misc Repair & Maint	(500)
FICA	593	Telephone Svc Local	(28,700)
Medicare	132	E-911 Ancillary Equipment	<u>(209,000)</u>
Retirement Plan 1	1,419		
Health Insurance	7,995		
Life insurance	53		
Workers Compensation	531		
Computer Supplies	<u>500</u>		
<b>Total</b>	<b>19,956</b>	<b>Total</b>	<b>(238,200)</b>
<b>Net Decrease</b>		<b><u>(\$218,244)</u></b>	

**Personnel Summary:**

Senior Communications Officer	1	Communications Officer	10
<b>Total Full Time Employees</b>		<b>11</b>	

**Personnel History:**

	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2012-13</u>
Full Time	11	11	11	11	11	11	11	11	11	<b>11</b>



Beginning in 2007 phone calls received by Ponca City Energy, Water and Wastewater after normal business hours were routed to the Communications Center. This was the source of the significant increase in dispatched calls to "Other".  
2009 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 2012 Accomplishments:**

- Responded to 1,139 fire calls and other types of emergent situations.
- Conducted 714 business and pre-fire plan reviews.
- Verified proper installation of forty-three child safety seats.
- Participated in seven department wide business / industrial complex tours.
- Provided Advanced Fire Officer coursework for 10 personnel who hold the current rank of Driver or Firefighter.
- Recertified 56 personnel in Hazardous Materials & Emergency Response through the Oklahoma Department of Homeland Security.
- Installed seventy-seven smoke alarms in Ponca City Residences.
- Fire Education and Prevention program presented to 2,855 students K-5<sup>th</sup> grade in the public and private school systems within the City.
- Inspected, tested and performed routine maintenance to 900 fire hydrants; additionally, 160 hydrants were repainted for better identification.

### **Fiscal 2013 Objectives:**

- Update the Department's existing base map with current information from the City's GIS specialist files and replace all existing apparatus maps.
- Review past workplace injury records and identify training and safety measures that will allow for a fifty percent reduction in on-the-job injury occurrences.
- Increase the utilization of electronic documentation and retention of all inspection and pre-fire plan records in an effort to reduce operational cost and improve sustainability.

<b>General Fund - Fire Administration</b>								
<b>EXPENDITURES:</b>	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	3,941,880	3,871,160	4,093,688	4,270,049	3,258,302	4,420,377	150,328	3.52%
Material/Supplies	71,956	75,011	76,870	98,050	53,020	98,050	0	0.00%
Other Charges & Svcs	35,902	43,045	38,824	55,800	27,973	56,300	500	0.90%
Capital Outlay	100,988	105,132	80,588	80,000	80,000	142,000	62,000	77.50%
Transfers	<u>97,223</u>	<u>89,352</u>	<u>91,642</u>	<u>96,005</u>	<u>63,452</u>	<u>93,005</u>	<u>(3,000)</u>	<u>(3.12%)</u>
<b>Department Total</b>	<b><u>4,247,949</u></b>	<b><u>4,183,700</u></b>	<b><u>4,381,612</u></b>	<b><u>4,599,904</u></b>	<b><u>3,482,746</u></b>	<b><u>4,809,732</u></b>	<b><u>209,828</u></b>	<b><u>4.56%</u></b>

<b>Approved Capital:</b>	Debt Service Pumper	\$80,000
	Staff Vehicle 4 Door Sedan	\$24,000
	Fire Hoses/Nozzles/Suppression Equipment	\$22,500
	Gas Monitors/Detectors (3)	\$10,500
	Portable Forcible Entry Saws (2)	\$5,000

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	72,183	Transfer to City Garage	<u>(3,000)</u>
FICA	56		
Medicare	807		
Retirement Plan 1	76		
Retirement Plan 4	8,560		
Health Insurance	63,725		
Workers Compensation	4,921		
Gas Utilities	300		
Printing	200		
Administrative Vehicle	24,000		
Special Purp Equip	15,500		
Misc Capital Outlay	<u>22,500</u>		
Total	212,828	Total	(3,000)
	<b>Net Increase</b>		<b><u>\$209,828</u></b>

**Personnel Summary:**

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

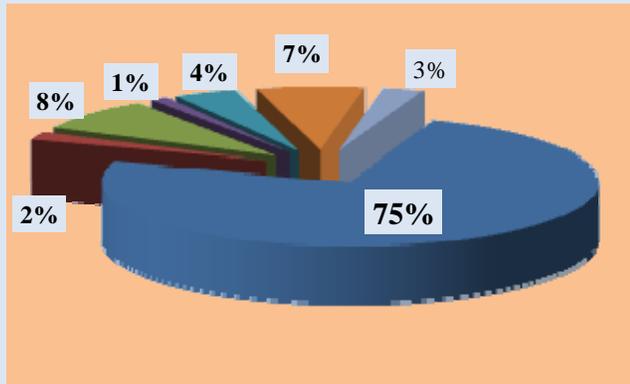
**Total Full Time Employees                    57**

**Total Part Time Employees                    1**

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u><b>2012-13</b></u>
Full Time	57	57	57	57	57	57	57	57	57	<b>57</b>

## 2011 ANNUAL EMERGENCY RESPONSE ANALYSIS



### TYPE OF INCIDENT

- EMS (ambulance)
- EMS False Calls
- Rescue / EMS Assists
- Hazardous Materials
- Fires
- Public Assist Calls
- False Alarms

# 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 2012 Accomplishments:**

- Responded to 3,631 requests for ambulance service.
- Recertified 18 department personnel at EMT Basic, Intermediate, and Paramedic levels of licensure.
- Made improvements to the quality assurance process which requires all patient care reports to be reviewed for completeness and appropriateness of care.
- Partnered with Ponca City Medical Center whereby all patient care reports entered into the Fire Department’s data system may be hard-copied to the emergency room’s workstation. This allows for immediate transfer of patient data to ER staff so that patient care may be seamlessly transferred.

**Fiscal 2013 Objectives:**

- Complete and implement a current revision of the Department’s medical protocols which will provide for all EMT certified personnel to utilize standard, as well as higher level procedures, as authorized by the Oklahoma Department of Health – EMS Division.
- Implement a review of rural EMS responses made by PCFD and endeavor to establish an alliance with neighboring volunteer fire service agencies to provide first responder service to all critical care emergency calls within their respective coverage areas.
- Improve statistical tracking by initializing the use of the medical device inventory module contained within the Firehouse software suite which is currently utilized by the Department.

General Fund - Fire/Ambulance								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	565,617	663,815	713,767	771,635	634,580	773,387	1,752	0.23%
Material/Supplies	39,807	42,069	54,923	57,000	47,530	61,500	4,500	7.89%
Other Charges & Svcs	58,214	53,194	55,194	62,020	33,486	62,020	0	0.00%
Capital Outlay	15,124	106,347	0	35,000	34,876	141,000	106,000	302.86%
Transfers	<u>53,629</u>	<u>45,970</u>	<u>59,973</u>	<u>67,000</u>	<u>51,930</u>	<u>70,000</u>	<u>3,000</u>	<u>4.48%</u>
<b>Department Total</b>	<b>732,392</b>	<b>911,395</b>	<b>883,857</b>	<b>992,655</b>	<b>802,403</b>	<b>1,107,907</b>	<b>115,252</b>	<b>11.61%</b>

<b>Approved Capital:</b>	Ambulance	\$128,000
	Software Interface (Sleuth to Firehouse)	\$8,000
	CPR Training Manikin	\$5,000

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	12,080	Health Insurance	(12,825)
Medicare	174	Special Purp Equipment	<u>(22,000)</u>
Retirement Plan 4	1,557		
Workers Compensation	766		
Medical Supplies	4,500		
Ambulances	128,000		
Transfer to City Garage	<u>3,000</u>		
<b>Total</b>	<b>150,077</b>	<b>Total</b>	<b>(34,825)</b>
<b>Net Increase</b>		<b><u>\$115,252</u></b>	

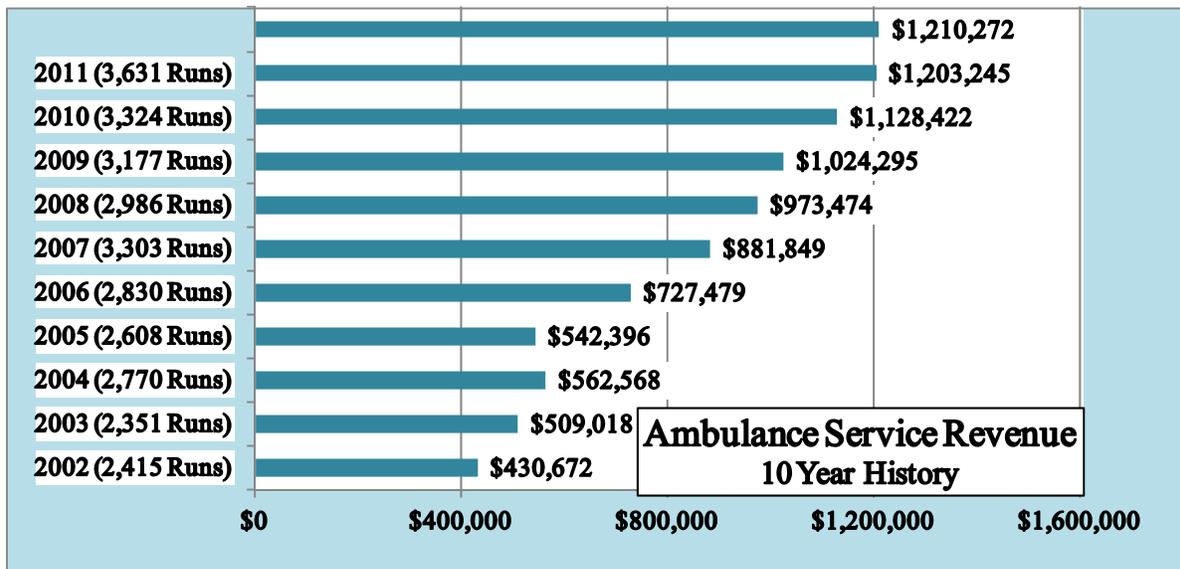
**Personnel Summary:**

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

**Total Full Time Employees 12**

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	12	12	12	12	12	12	12	12	12	<b>12</b>



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

# Street

**Department Mission:**

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

**Fiscal 2012 Accomplishments:**

- Coordinated and completed the site preparation for the new handicapped loading dock. Poured approximately 76 yards of concrete for the new dock.
- Placed 12 yards of concrete for the drying pits at the water treatment plant, 37 yards of concrete around the terminal building at the airport, poured a new driveway at the police department.
- Repaired utility cuts using 242 yards of concrete and 192 tons of asphalt.
- Swept 36,380 city blocks, completed 16 lane miles of chip and seal, placed 902 feet of curb and gutter and crack sealed 8 miles of crack sealing during the current year.

**Fiscal 2013 Objectives:**

- Continue crack seal program with a projection of 9 lane miles.
- Maintain all utility cuts within 30 days.
- Continue curb and gutter replacement program at a goal of 1,000 feet per year.
- Chip and seal approximately 8 lane miles including some city owned parking lots.
- Participate in Storm water Phase II NPDES permit requirements.
- Fog seal 9 lane miles of city streets.

General Fund - Street Administration								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	875,321	890,027	843,928	1,048,994	660,543	1,055,567	6,573	0.63%
Material/Supplies	25,487	25,603	14,375	43,100	10,083	43,100	0	0.00%
Other Charges & Svcs	14,557	9,673	7,207	19,750	5,687	19,750	0	0.00%
Capital Outlay	39,608	131,214	20,520	0	0	143,000	143,000	0.00%
Transfers	<u>216,753</u>	<u>195,028</u>	<u>202,445</u>	<u>217,219</u>	<u>148,734</u>	<u>212,219</u>	<u>(5,000)</u>	<u>(2.30%)</u>
<b>Department Total</b>	<b><u>1,171,726</u></b>	<b><u>1,251,546</u></b>	<b><u>1,088,475</u></b>	<b><u>1,329,063</u></b>	<b><u>825,046</u></b>	<b><u>1,473,636</u></b>	<b><u>144,573</u></b>	<b><u>10.88%</u></b>

**Approved Capital:**

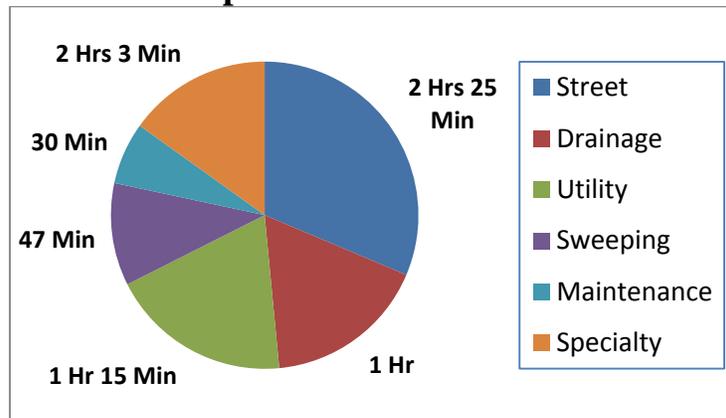
Four Wheel Drive Backhoe w/Extended Boom \$105,000  
 1 Ton Diesel Truck w/Heavy Duty Flat Bed \$38,000

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	1,030	Full Time Salaries	(8,030)
Health Insurance	15,055	FICA	(622)
Misc Lease and Rentals	200	Medicare	(145)
Travel Expenses	100	Life Insurance	(180)
Dues & Subscriptions	100	Workers Comp	(535)
Education & Training	100	Misc Utilities	(500)
Pickup Trucks	38,000	Transfer to City Garage	<u>(5,000)</u>
Machinery & Equipment	<u>105,000</u>		
Total	159,585	Total	(15,012)

**Net Increase                    \$144,573**

**2011 Average Daily  
Street Department Labor Breakdown**



Street	Drainage	Utility	Sweeping	Maint	Specialty
Alleys/Curbs/Sidwalks	Catch Basin	Asphalt for Water Dept.	Hauling	Equipment	Asphalt/Concrete-Other Dept.
Asphalt 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		
<b>Total Full Time Employees</b>		<b>20</b>	
<b>Total Part Time Employees</b>		<b>3</b>	

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<b><u>2012-13</u></b>
Full Time	21.5	21.5	21.5	21	21	21	21	21	20	<b>20</b>

**Explanation:** FY 06/07 the Administrative Secretary position shared between Street Department and City Garage has been absorbed by the City Manager's Administrative Secretary.  
FY 11/12 a Maintenance Worker I position was eliminated.

# Engineering

**Department Mission:**

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

**Fiscal 2012 Accomplishments:**

- Completed the engineering, design and plans for the reconstruction of Ash Street from Overbrook Avenue to Emporia Avenue.
- Completed the bidding and construction for the widening of Prospect Avenue from Union Street to Ash Street.
- Completed the engineering, design, plans, bidding, construction and project administration for the Marland Estate Walking Trail – Phase III.
- Completed the engineering, design, plans, bidding, construction and project administration for the Circle Drive Pavement Repairs – Intersection of 4<sup>th</sup> Street and Standing Bear Parkway.
- Provided inspection and engineering assistance for the completion of the relocation of the water line and sewer line at the Lake Ponca Bridge in advance of the reconstruction of the bridge.
- Completed the bidding and construction of the Splash Pad project in the War Memorial Park on 7<sup>th</sup> Street. This included the establishment of a design build method of project implementation for the City of Ponca City.
- Assisted with hazard mitigation projects including the provision of technical assistance for the acquisition and demolition of three residences in the floodplain and the completion of the project application to construct culvert improvements under Lansbrook Road.
- Completed the oversight obligations for the final completion of the Ponca City Aquatic and Family Center – YMCA which primarily involved the completion of the grading, sodding and irrigation of the ball fields and site work.
- As part of the continued efforts to improve the City's Community Rating System (CRS) score, technical assistance and information was provided to achieve an improved score in the Building Code Effectiveness Grading System (BCEGS) for the City. This provides for lower insurance premium rates for residential and commercial policy holders in Ponca City. It also provides for continued lower premium rates for flood insurance policy holders in Ponca City.
- The GIS Specialist completed the water and sewer geo-database construction in coordination with the integration of the new computerized maintenance management system that was purchased by the Environmental Services Department.
- Provided GIS technical assistance to City departments, including further research and recommendations regarding a web based map viewer for PC's and mobile software.







## 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 2012 Accomplishments:**

- Established coordinates for 100% of signs in the sign inventory and commenced pilot project for adding sign inventory layer to GIS system.
- Implemented program to systematically replace traffic control devices that are not in compliance with the 2009 MUTCD.
- Commenced installation of flashing yellow arrows for protected/permissive left turn control at traffic signals.
- Produced 845 traffic control signs and 2,557 special signs/decals for city departments and other governmental agencies.
- Replaced 675 traffic control signs and 196 street name markers under routine maintenance program.
- Replaced 55,600 square feet of pavement markings under routine maintenance program.

**Fiscal 2013 Objectives:**

- Complete installation of flashing yellow arrows for protected/permissive left turn control at traffic signals.
- Review and revise as necessary the schedule for routine pavement marking replacement.
- Complete feasibility study of wi-fi communication to traffic signals and school zone flashers.

General Fund - Traffic Engineering								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	314,194	302,940	434,432	363,525	252,840	367,980	4,455	1.23%
Material/Supplies	58,260	40,554	38,998	44,850	31,067	44,850	0	0.00%
Other Charges & Svcs	5,292	5,353	3,535	6,400	2,115	6,400	0	0.00%
Capital Outlay	21,380	14,485	0	0	0	0	0	0.00%
Transfers	<u>15,640</u>	<u>9,866</u>	<u>15,429</u>	<u>15,973</u>	<u>13,977</u>	<u>17,473</u>	<u>1,500</u>	<u>9.39%</u>
<b>Department Total</b>	<b>414,766</b>	<b>373,197</b>	<b>492,394</b>	<b>430,748</b>	<b>299,999</b>	<b>436,703</b>	<b>5,955</b>	<b>1.38%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year**

	<u>Increases</u>			<u>Decreases</u>
FICA	244	Full Time Salaries		(174)
Medicare	57	Gas Utilities		(450)
Retirement Plan 1	846	Telephone Svc Long Dist		<u>(150)</u>
Health Insurance	3,235			
Life Insurance	27			
Workers Compensation	220			
Education & Training	300			
Travel Expenses	300			
Transfer to City Garage	<u>1,500</u>			
Total	6,729	Total		(774)
	<b>Net Increase</b>			<b><u>\$5,955</u></b>

**Personnel Summary:**

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

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<b><u>2012-13</u></b>
Full Time	7	6	6	6	6	6	6	6	6	<b>6</b>

**Explanation:** FY 04-05 one full time position of Street & Marking Technician was eliminated.

# 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 2012 Accomplishments:**

- Achieved Recertification for Tree City USA.
- Pruned storm damaged trees and low hanging limbs in Park System.
- Completed playground inventory assessment by Park Board for future improvements.
- Repaired Ruby Gate entry lights at Pioneer Park.
- Enlarged the flower bed around Lydie's Statue at the Marland Mansion and installed a concrete border.
- Installed new greenhouse at Park Warehouse.

**Fiscal 2013 Objectives:**

- Paint backstop at Attucks Park.
- Paint and repair backstop at Johnson Park.
- Level and replenish sand in safety zone around play structure in Young Park, Garfield, and Lake Ponca Park.
- Sand and repaint picnic tables in Pioneer Park Picnic Pavilion.
- Replace a portion of the trees removed from City parks due to disease and storm damage.
- Collaborate with interested organizations to develop a public dog park.
- Re-evaluate existing playground inspection program and develop a replacement schedule.
- Hold department wide documented monthly safety meetings.
- Hold employee led weekly documented safety tail gate sessions.
- Track employee time, equipment and material for event set up to include stage usage.
- Edging of arterial roadways three times per growing season (May, July and September).

General Fund - Park Maintenance								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	1,144,662	1,136,906	1,125,377	1,267,207	875,427	1,325,779	58,572	4.62%
Material/Supplies	58,332	63,253	64,884	76,650	51,369	76,650	0	0.00%
Other Charges & Svcs	22,978	20,815	19,119	29,400	13,878	32,175	2,775	9.44%
Capital Outlay	77,089	35,689	0	20,000	19,412	86,050	66,050	330.25%
Transfers	109,759	104,640	130,843	124,870	73,251	119,870	(5,000)	(4.00%)
<b>Department Total</b>	<b>1,412,820</b>	<b>1,361,303</b>	<b>1,340,223</b>	<b>1,518,127</b>	<b>1,033,336</b>	<b>1,640,524</b>	<b>122,397</b>	<b>8.06%</b>

<b>Approved Capital:</b>	Replace Restrooms at Pioneer Park	(Hotel/Motel Tax) \$125,000
	Themed Play Structure	(Hotel/Motel Tax) \$85,000
	30 x 40 Steel Building	\$30,000
	Grapple Attachment for Caterpillar Loader	\$22,050
	Shielded Sprayer with Transport Unit	\$19,000
	100 Replacement Trees for Park System	\$15,000

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	18,677	Pickup Trucks	(10,000)
FICA	1,972	Transfers to City Garage	<u>(5,000)</u>
Medicare	461		
Retirement Plan 1	2,970		
ICMA Retirement City	157		
Health Insurance	32,555		
Workers Compensation	1,780		
Travel Expenses	2,175		
Educ & Trng Assistance	600		
C/O Bldg & Imp	30,000		
Sp Purpose Vehicles	19,000		
Mach & Equip Gen Purp	22,050		
Misc Capital Outlay	<u>5,000</u>		
<b>Total</b>	<b>137,397</b>	<b>Total</b>	<b>(15,000)</b>
<b>Net Increase</b>		<b><u>\$122,397</u></b>	

**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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	24	24	24	24	24	24	24	24	23	<b>23</b>

**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 2012 Accomplishments:**

- Established morning water fitness programming.
- Continued to work with PC Sailfish Swim Club to serve as host facility for annual summer swim meet.
- Continued safety reviews with pool employees.
- Worked with the Public School to schedule swimming opportunities for the Public School Summer Program.
- Completed pool renovation project.

**Fiscal 2013 Objectives:**

- Establish evening water fitness program on Tuesday and Thursday, 7:15 pm to 8:00 pm.
- Continue working with Ponca City Sailfish Swim Club to host annual summer swim meet.
- Continue monthly safety reviews with pool employees.

General Fund - AMBUC Pool								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	50,345	47,973	48,387	55,173	39,987	56,420	1,247	2.26%
Material/Supplies	12,816	10,485	13,090	14,170	8,985	14,170	0	0.00%
Other Charges & Svcs	692	336	591	850	343	850	0	0.00%
Capital Outlay	<u>2,656</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>66,509</u></b>	<b><u>58,795</u></b>	<b><u>62,068</u></b>	<b><u>70,193</u></b>	<b><u>49,316</u></b>	<b><u>71,440</u></b>	<b><u>1,247</u></b>	<b><u>1.78%</u></b>

**Approved Capital:**

None

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Part Time Salaries	1,562	Workers Compensation	(315)
Chemical Supplies	200	Medical Supplies	(100)
Gas Utilities	<u>50</u>	Misc Supplies	(100)
		Education and Training	<u>(50)</u>
Total	1,812	Total	(565)
	<b>Net Increase</b>		<b><u>\$1,247</u></b>

**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			
<b>Total Part Time Employees</b>			<b>13</b>

**Personnel History:** No Full Time Employees



**Summer swim at Ambuc Pool**

# Recreational Programs

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

- Fiscal 2012 Accomplishments:**
- Provided City employees & their families with activities.
  - Partnered with numerous organizations, civic groups, and City departments to provide programs and activities for the community.
  - Continued WBBZ radio show.
  - Continued providing “Music in the Park” the first Thursday of the month June through September.
  - Continued providing “The Successful Aging Expo”.
  - Continued the Friday and Special Day Senior Meal Program.
  - Implemented a community Health & Wellness Fair.
  - Implemented the “Walk-n-Wag” dog walk at Lake Ponca.
  - Installed the “Born Learning Trail” in Pioneer Park.

- Fiscal 2013 Objectives:**
- Implement the “Daddy Long Leg’s “5K Fun, Run/Walk to be held in November celebrating the birthday of Lew Wentz.
  - Continue to hold a city wide Health and Wellness Fair on the last Thursday of March.
  - Continue WBBZ radio spot on third Tuesday of month; Music in the Park the first Thursday of month June thru September, Successful Aging Expo on the third Saturday of August and Friday and Special Day Senior Meal Program.
  - Develop partnership with high school girls’ basketball coach to provide coaching tips and possible Recreation Department Girls Basketball Night during the high school basketball season.
  - Participate in Department wide monthly safety meetings.
  - Hold on site monthly documented safety meeting for staff.

General Fund - Recreational Programs								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	189,274	196,350	202,660	227,214	161,690	234,657	7,443	3.28%
Material/Supplies	16,927	14,123	21,256	24,000	9,906	24,000	0	0.00%
Other Charges & Svcs	29,489	27,402	19,045	47,150	26,328	47,150	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	8,244	6,880	6,956	8,499	5,058	8,499	0	0.00%
<b>Department Total</b>	<b>243,934</b>	<b>244,756</b>	<b>249,917</b>	<b>306,863</b>	<b>202,983</b>	<b>314,306</b>	<b>7,443</b>	<b>2.43%</b>

**Approved Capital:**       None

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	3,689	Travel Expenses	(100)
FICA	332	Dues & Subscriptions	<u>(100)</u>
Medicare	78		
Retirement Plan 1	540		
Health Insurance	2,504		
Workers Compensation	300		
Advertising	<u>200</u>		
Total	7,643	Total	(200)
<b>Net Increase</b>		<b><u>\$7,443</u></b>	

**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
<b>Total Full Time Employees</b>		<b>3</b>	
<b>Total Part Time Employees</b>		<b>6</b>	

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	2	2	2	2	3	3	3	3	3	<b>3</b>

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

# Wentz Camp

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

- Fiscal 2012 Accomplishments:**
- Served as host facility for 2M2L (Too Much to Lose) youth back to school swim and dance.
  - Staff met monthly after pool hours to review safety issues.
  - Sponsored “Full Moon Over Wentz” free family swim two times.
  - Completed cleaning; tuck point and seal of the camp cabin exteriors.
  - Extended evening swim hours one night a week.

- Fiscal 2013 Objectives:**
- Continue as host facility for 2M2L Back to School party.
  - Continue “Full Moon Over Wentz” free family swim.
  - Continue monthly safety reviews with pool employees.
  - Participate in monthly Department safety meeting.

General Fund - Wentz Camp								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	23,427	40,421	45,587	68,894	40,793	68,894	0	0.00%
Material/Supplies	23,170	25,011	24,874	25,750	12,067	25,750	0	0.00%
Other Charges & Svcs	1,656	2,486	2,199	5,700	834	5,700	0	0.00%
Capital Outlay	16,500	10,220	12,908	0	0	0	0	0.00%
Transfers	<u>4,264</u>	<u>4,377</u>	<u>2,642</u>	<u>4,177</u>	<u>2,092</u>	<u>4,177</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>69,017</u></b>	<b><u>82,514</u></b>	<b><u>88,210</u></b>	<b><u>104,521</u></b>	<b><u>55,785</u></b>	<b><u>104,521</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>

**Approved Capital:** None



## 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 2012 Accomplishments:

- Repaired large planters in front of the Marland's Grand Home.
- Upgraded the lighting in main floor hallway.
- Placed ads in Nationwide Hotel Guides, Oklahoma Today and Wentz Golf Course Guide.
- Repaired boiler.
- Replaced kitchen floor.
- Expanded archives.
- Repaired and replaced window panes.
- Updated security camera system.

### Fiscal 2013 Objectives:

- Search out needed funds for Carriage House stabilization.
- Continue to work with the Friends of Marland's Grand Home to help develop plans for Carriage House stabilization.
- Continue to work with 101 Ranch Old Timers, 101 Ranch Collectors and DAR in upgrading museum areas and expanding collections.
- Continue minor restoration projects as needed.
- Expand marketing the Marland's Grand Home to a broader base.
- Refinish main level wood floors.

General Fund - Marland's Grand Home								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	35,163	35,356	36,038	38,938	27,790	40,230	1,292	3.32%
Material/Supplies	3,840	5,085	4,372	6,200	2,398	6,200	0	0.00%
Other Charges & Svcs	7,717	11,301	8,991	12,815	9,303	13,440	625	4.88%
Capital Outlay	0	0	0	6,000	0	0	(6,000)	(100.00%)
Transfers	3,363	3,363	3,363	3,363	2,522	3,363	0	0.00%
<b>Department Total</b>	<b>50,083</b>	<b>55,105</b>	<b>52,764</b>	<b>67,316</b>	<b>42,013</b>	<b>63,233</b>	<b>(4,083)</b>	<b>(6.07%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year**

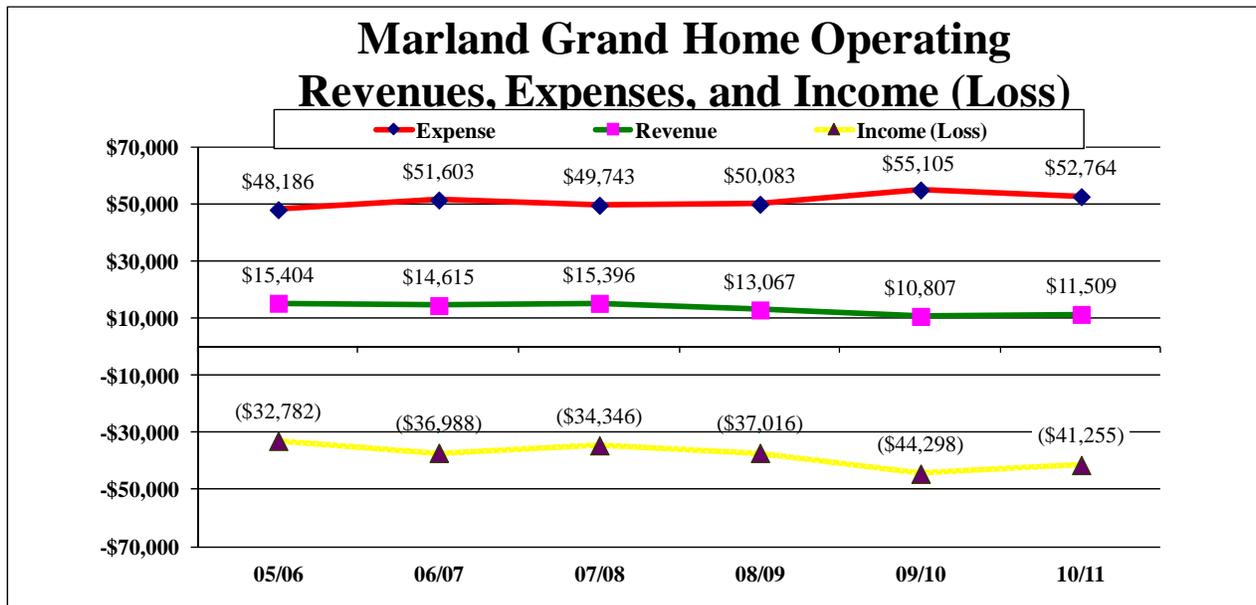
	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	685	Gas Utilities	(375)
FICA	42	Misc Capital Outlay	<u>(6,000)</u>
Medicare	10		
Retirement Plan 1	43		
Health Insurance	474		
Workers Compensation	38		
Telephone Srv Local	650		
Misc Professional Svc	<u>350</u>		
<b>Total</b>	<b>2,292</b>	<b>Total</b>	<b>(6,375)</b>
<b>Net Decrease</b>		<b><u>(\$4,083)</u></b>	

**Personnel Summary:**

Operations Assistant	1	Attendant – Part Time	1
<b>Total Full Time Employees</b>			<b>1</b>
<b>Total Part Time Employees</b>			<b>1</b>

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	1	1	1	1	1	1	1	1	1	1



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Marlands Grand Home is not charged for City utility services and they are not reflected in the graph above. FY 2010/11 utility expense was approximately \$7,896.

# Hutchins Memorial

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

- Fiscal 2012 Accomplishments:**
- The roof was repaired and is no longer leaking at this time.
  - Repaired flashing that was damaged during a microburst.
  - Added a new monitor and cameras to the building security system.
  - Repaired auditorium door that was split and was not able to be held in place.
  - Purchased 3 new air conditioners for east side rooms.
  - Painted back hallway.
  - Replaced hot water tank circulating pump.

- Fiscal 2013 Objectives:**
- Replace lobby heat and air.
  - Replace stage curtains and needed rigging.
  - Increase advertising and marketing.
  - Continue to make upgrades to facility to make it look more pleasing and user friendly.
  - Upgrade sound equipment as budget allows.

General Fund - Hutchins Memorial								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	43,477	44,074	45,772	48,843	34,813	51,341	2,498	5.11%
Material/Supplies	8,401	6,017	8,540	9,000	6,647	9,000	0	0.00%
Other Charges & Svcs	18,170	18,647	16,472	20,755	11,571	20,775	20	0.10%
Capital Outlay	0	4,100	0	0	0	0	0	0.00%
Transfers	<u>6,177</u>	<u>6,177</u>	<u>6,177</u>	<u>6,177</u>	<u>4,633</u>	<u>6,177</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>76,225</u></b>	<b><u>79,015</u></b>	<b><u>76,961</u></b>	<b><u>84,775</u></b>	<b><u>57,664</u></b>	<b><u>87,293</u></b>	<b><u>2,518</u></b>	<b><u>2.97%</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year**

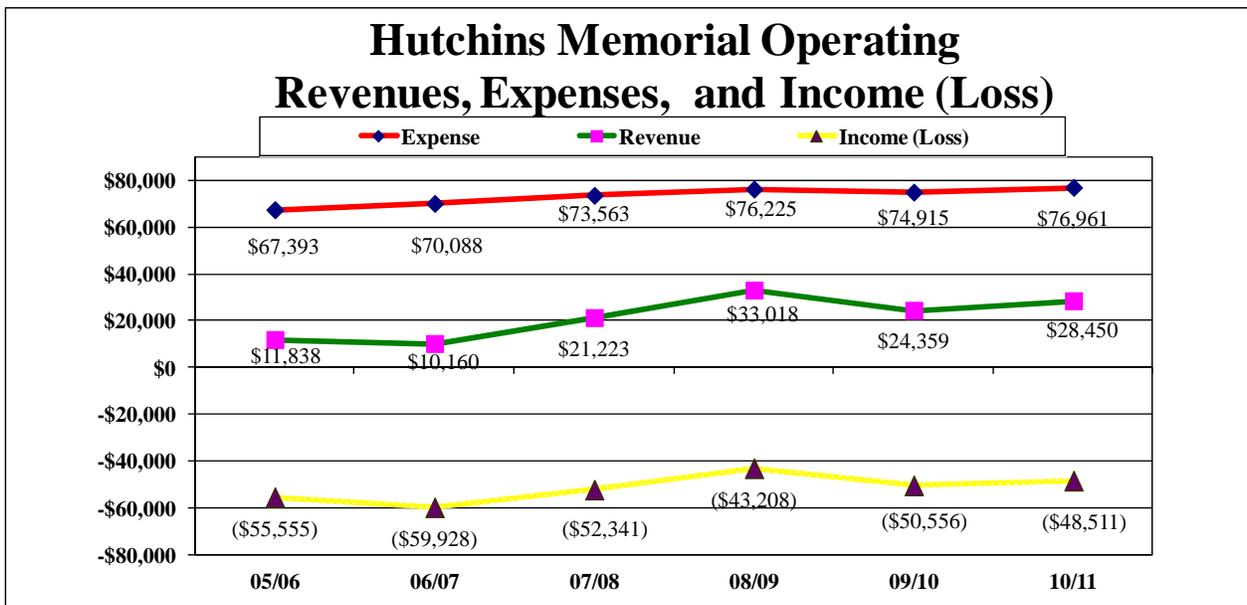
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,358	Gas Utilities	(300)
FICA	55	Advertising -Hutchins	<u>(180)</u>
Medicare	13		
Retirement Plan 1	57		
Health Insurance	956		
Life Insurance	10		
Workers Compensation	49		
Misc Contractual Svc	<u>500</u>		
<b>Total</b>	<b>2,998</b>	<b>Total</b>	<b>(480)</b>
<b>Net Increase</b>		<b><u>\$2,518</u></b>	

**Personnel Summary:**

Custodian	1
<b>Total Full Time Employees</b>	<b>1</b>

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	1	1	1	1	1	1	1	1	1	1



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Hutchins Memorial is not charged for City utility services and they are not reflected in the graph above. FY 2010/11 utility expense was approximately \$17,551

# 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 2012 Accomplishments:**
- Partnered with local VITA (Volunteer Income Tax Assistance) volunteers to provide free tax help to community residents for 40 hours per week from February through April 2012.
  - Provided monthly outreach visits to senior centers/ assisted living facilities for book check outs and monthly programs.
  - Served over 3,000 children and 320 teens during the annual Summer Reading Program activities.
  - Established a teen advisory group to serve as an ongoing focus group to identify programming needs.
  - Completed Phase Two of the Library Roof project, replacing the copper sections.
  - Reviewed and updated the Library building manual by July 2012.
  - Created a new Hot Topics browsing section.
  - Provided regular book reviews for the City of Ponca City television Channel.
  - Participated in community events, such as volunteer fairs, health fairs, and the Successful Aging Expo.
  - Presented new programs such as *1-2-3, Read to Me!, Family Movie Night, The Story Behind the Music, and Open Device Night.*
  - Provided digital downloads through the Oklahoma Virtual Library Consortium.
  - Identified library quiet zones for improved use of the facility and collections by July 2012.

- Fiscal 2013 Objectives:**
- Review Library staff certifications levels and develop tracking system for completion and renewal of training levels.
  - Improve service to the community by developing a focus group to identify programming and collections needs of seniors.
  - Identify products for Library software and catalog services by January 2013.
  - Establish schedule for Library staff succession planning project by July 2013.
  - Train all library staff members and provide at least five public programs on downloading electronic resources utilizing the Library Technology Petting Zoo by January 2013.

## Ponca City Library



<b>General Fund - Library</b>								
<b>EXPENDITURES:</b>	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Proposed Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	556,715	572,843	562,475	638,864	448,723	643,473	4,609	0.72%
Material/Supplies	179,342	184,456	177,310	186,550	104,647	189,100	2,550	1.37%
Other Charges & Svcs	78,434	83,796	80,532	87,698	50,352	85,100	(2,598)	(2.96%)
Capital Outlay	14,356	0	0	0	0	0	0	0.00%
Transfers	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>13,975</u>	<u>18,633</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>847,479</u></b>	<b><u>859,728</u></b>	<b><u>838,950</u></b>	<b><u>931,745</u></b>	<b><u>617,697</u></b>	<b><u>936,306</u></b>	<b><u>4,561</u></b>	<b><u>0.49%</u></b>

**Approved Capital:** Interior Paint (CIP Fund) \$75,000

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	10,639	FICA	(209)
Retirement Plan 1	1,354	Medicare	(42)
ICMA Retirement City	164	Health Insurance	(7,297)
Office Supplies	500	Office Furnishings	(300)
Computer Supplies	100	Gas Utilities	(4,198)
Books & Periodicals	500	Computer Services	(1,000)
Food Supplies	200	Misc Contractual Svc	<u>(300)</u>
Janitor Supplies	50		
Postage	500		
Building Maint	1,000		
Office Equipment Maint	100		
Travel Expenses	500		
Printing	300		
Education & Training	500		
Maint & Svvc Contracts	200		
Miscellaneous	<u>1,300</u>		
Total	17,907	Total	(13,346)
	<b>Net Increase</b>		<b><u>\$4,561</u></b>

**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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	11	11	11	11	11	11	11	11	11	<b>11</b>

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
<b>Circulation per Capita</b>	10.2	9.73	10.63	11.21	10.79	9.92	9.99	9.93	9.81	9.88	9.13
<b>Program Attendance Per Capita</b>	.31	.28	.26	.43	.54	.35	.37	.29	.35	.28	.30
<b>Reference Transactions</b>	.74	.82	.61	.98	.82	.87	.71	.67	.71	.75	.71
<b>Collection Turnover Rate</b>	3.35	3.06	3.23	3.48	3.3	2.91	2.88	2.62	2.54	2.55	2.73
<b>Collection Size Per Capita</b>	3.03	3.18	3.29	3.22	3.27	3.41	3.47	3.77	3.35	3.88	3.34
<b>Library Cards % of Community</b>	71%	73%	74%	75%	76%	76%	75%	69%	73%	73%	72%

**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.

## Library Grant Fund

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

**Fiscal 2012 Accomplishments:**

- Applied for an 80% telecommunications grant from the School and Library division for monthly telephone services.
- Installed a teleconferencing system as part of membership in the OK Connect statewide grant project coordinated by the Oklahoma Department of Libraries.
- Received funding from the Peel Foundation for \$4,000 to provide materials and performers for children during the annual Summer Reading Program.
- Provided Wild West events at the annual children's Rodeo through corporate and community sponsorships.
- Applied for Oklahoma Arts Council funding to provide programs and brochures for the *Dream Big, Read!* summer events.
- Received two continuing education grants for Library staff members to attend the annual Oklahoma Library Association conference.
- Worked with the Friends of the Ponca City Library, VITA and other volunteers to develop volunteer grant awards from ConocoPhillips for Library programming.
- Organized the second Touch-A-Truck program, utilizing community business sponsorships and volunteers.
- Received an Early Literacy grant from the Oklahoma Department of Libraries.
- Began to circulate netbooks as part of a pilot project organized by the Department of Libraries.

**Fiscal 2013 Objectives:**

- Augment category 2 & 3 budgets 10% through grants, discounts and/or sponsorship of events and programs.
- Continue to seek community partnerships for grant opportunities and cost sharing.
- Apply to two new grant sponsors/sources in the coming year.
- Apply for funding or sponsorship for at least 11 programs or projects.
- The Library Director will complete the Public Library Association's fundraising and grant writing course by July 2013.

Special Revenue - Library Grant Fund								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Grant Revenue	<u>6,311</u>	<u>10,346</u>	<u>9,685</u>	<u>10,000</u>	<u>7,859</u>	<u>10,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b><u>6,311</u></b>	<b><u>10,346</u></b>	<b><u>9,685</u></b>	<b><u>10,000</u></b>	<b><u>7,859</u></b>	<b><u>10,000</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
<b>EXPENDITURES</b>								
Material & Supplies	0	3,060	275	5,000	0	2,500	(2,500)	(50.00%)
Other Charges & Svcs	4,949	12,540	8,560	5,000	3,870	7,500	2,500	50.00%
Capital Outlay	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b><u>4,949</u></b>	<b><u>18,600</u></b>	<b><u>8,835</u></b>	<b><u>10,000</u></b>	<b><u>3,870</u></b>	<b><u>10,000</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:** None



Cover art for brochures for the *Dream Big, Read!*  
The 2011 summer event was funded by the Oklahoma Arts Council.

## 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 to enhance library collections, staff training and programs.

- Fiscal 2012 Accomplishments:**
- Provided adult best sellers for the circulating collection.
  - Library staff members contacted elected Oklahoma legislators at least three times by June 2012 to encourage support for library funding issues and raise awareness of community library services.
  - Library staff members attended informational programs on legislation affecting library legislation in Oklahoma.
  - Supplied craft materials and performers for the annual Children’s Summer Reading Program.
  - Provided staff training at the American Library Association annual conference.
  - Provided staff training at the Oklahoma Library Association annual conference.
  - Provided supplies for processing new materials.

- Fiscal 2013 Objectives:**
- Act to maintain the Library’s eligibility requirements for allotment of state aid monies.
  - Provide regular updates to the Library Board on legislative issues and contact information.
  - Provide annual training for staff members to enhance understanding of legislative issues relating to Library funding.

Special Revenue - Library State Aid								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Trust Revenue	<u>18,498</u>	<u>16,496</u>	<u>18,324</u>	<u>19,000</u>	<u>13,577</u>	<u>19,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b><u>18,498</u></b>	<b><u>16,496</u></b>	<b><u>18,324</u></b>	<b><u>19,000</u></b>	<b><u>13,577</u></b>	<b><u>19,000</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
<b>EXPENDITURES</b>								
Material & Supplies	9,849	0	9,860	10,100	0	10,000	(100)	(0.99%)
Other Charges & Svcs	<u>8,649</u>	<u>1,995</u>	<u>8,464</u>	<u>8,900</u>	<u>466</u>	<u>9,000</u>	<u>100</u>	<u>1.12%</u>
<b>Total Expenditures:</b>	<b><u>18,498</u></b>	<b><u>1,995</u></b>	<b><u>18,324</u></b>	<b><u>19,000</u></b>	<b><u>466</u></b>	<b><u>19,000</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>

**Approved Budget Variances from Prior Year:** None

## 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 2012 Accomplishments:**
- Provided funding for the chip and seal program.
  - Provided funding to make all necessary repairs to city streets using 108 yards of concrete and 192 tons of asphalt.
  - Provided funding for 1,250 feet of curb and gutter replacement throughout the city.
  - Provided funding for 8 lane miles of crack sealing on city streets with a total of 11 to be completed this fiscal year.
  - Provided funding to repair 1,180 blocks of city maintained alleys, while using 1,215 tons of gravel.

- Fiscal 2013 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 of at least 1,000 feet.
  - Continue to provide funding for both the fog seal and chip and seal programs.

Special Revenue - Street & Alley Fund								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
County Mtr Veh Tax	184,959	184,959	185,423	184,000	113,561	184,000	0	0.00%
State Gasoline Tax	46,422	46,648	46,408	47,000	23,572	47,000	0	0.00%
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>
<b>Total Revenues:</b>	<b>231,380</b>	<b>231,606</b>	<b>231,831</b>	<b>231,000</b>	<b>137,133</b>	<b>231,000</b>	<b>0</b>	<b>0.00%</b>
EXPENDITURES								
Material & Supplies	198,026	157,552	171,986	290,000	102,162	290,000	0	0.00%
Other Charges & Svcs	0	0	1,357	15,000	94	15,000	0	0.00%
Capital	<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>
<b>Total Expenditures:</b>	<b>198,026</b>	<b>157,552</b>	<b>173,343</b>	<b>305,000</b>	<b>102,256</b>	<b>305,000</b>	<b>0</b>	<b>0.00%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:** None

## 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 2012 Accomplishments:**
- Continued to fund contract with Northern Oklahoma Youth Services on Youth Intervention programs such as substance abuse courses, assessment, anger management counseling and the First Time Offender Program for juvenile offenders.
  - Implemented the Alive at 25 program, in cooperation with the Ponca City Police Department, to emphasize safe driving among the youth.
  - Require more accountability for completion of court orders by requiring juveniles to come in for review hearings.

- Fiscal 2013 Objectives:**
- Revise the agreement with District Court and the Office of Juvenile Affairs.
  - Maintain the timely, positive and practical resolution of juvenile misdemeanor offenses with two court sessions a month.
  - Continue to utilize local drug testing facilities for court ordered drug testing at designated intervals.
  - Implement processes and procedures for records management as the new Tyler Content System software is implemented citywide, to maximize efficiency and effectiveness.

<b>Special Revenue - Special Projects Fund - Juvenile Fines</b>								
	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
<b>REVENUES</b>								
Juvenile Fines	26,993	39,163	28,183	25,000	29,995	30,000	5,000	20.00%
Misc Receipts	<u>409</u>	<u>0</u>	<u>1,550</u>	<u>0</u>	<u>73</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b><u>27,401</u></b>	<b><u>39,163</u></b>	<b><u>29,733</u></b>	<b><u>25,000</u></b>	<b><u>30,068</u></b>	<b><u>30,000</u></b>	<b><u>5,000</u></b>	<b><u>20.00%</u></b>
<b>EXPENDITURES</b>								
Personal Services	12,445	15,181	15,188	16,513	10,997	16,513	0	0.00%
Material & Supplies	1,641	1,182	1,548	2,385	567	2,000	(385)	(16.14%)
Other Charges & Svcs	<u>16,232</u>	<u>16,023</u>	<u>16,089</u>	<u>16,090</u>	<u>11,340</u>	<u>16,200</u>	<u>110</u>	<u>0.68%</u>
<b>Total Expenditures:</b>	<b><u>30,317</u></b>	<b><u>32,385</u></b>	<b><u>32,825</u></b>	<b><u>34,988</u></b>	<b><u>22,904</u></b>	<b><u>34,713</u></b>	<b><u>(275)</u></b>	<b><u>(0.79%)</u></b>

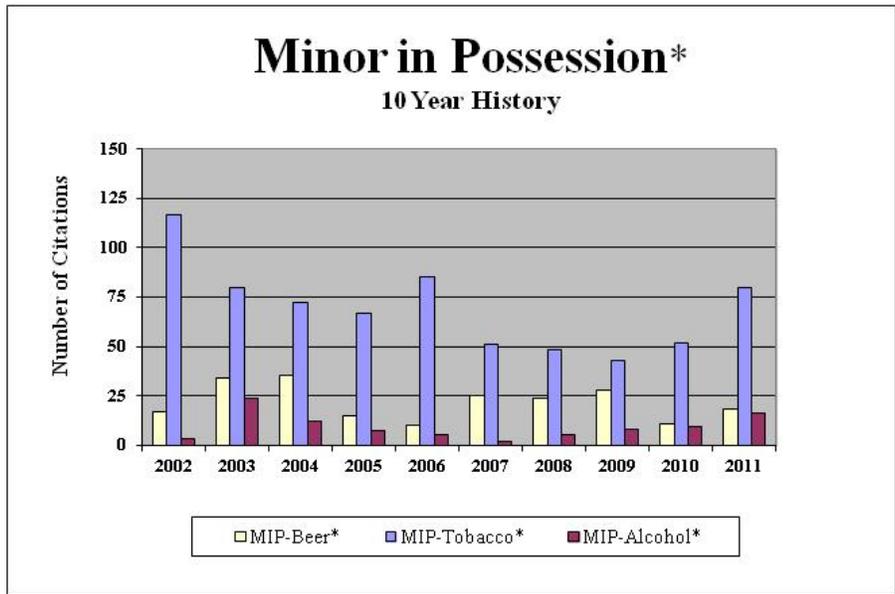
**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Postage	50	Office Supplies	(435)	
Misc Professional Svc	100			
Education & Training	<u>10</u>			
<b>Total</b>	<b>160</b>	<b>Total</b>	<b>(435)</b>	
		<b>Net Decrease</b>	<b><u>(\$275)</u></b>	

**Personnel Summary:**

Juvenile fines fund the alternate, part-time municipal judge.



**Juvenile Caseload Ten Calendar Year Comparison**

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Assault and Battery	122	168	132	158	160	117	63	67	65	67
MIP-Beverage*	17	34	35	15	10	25	24	28	11	18
MIP-Tobacco*	117	80	72	67	85	51	48	43	52	80
MIP-Alcohol*	3	24	12	7	5	2	5	8	9	16
Petit Larceny	119	94	84	89	47	38	40	54	53	48
Public Intoxication	25	39	37	48	27	32	30	28	46	53
Trespassing	21	14	9	7	18	14	6	9	3	3
Vandalism	54	25	47	28	43	26	19	29	19	24
Male Curfew	107	91	99	66	80	76	105	102	56	41
Female Curfew	<u>54</u>	<u>63</u>	<u>47</u>	<u>38</u>	<u>40</u>	<u>43</u>	<u>41</u>	<u>44</u>	<u>25</u>	<u>35</u>
<b>Total</b>	<b>639</b>	<b>632</b>	<b>574</b>	<b>523</b>	<b>515</b>	<b>424</b>	<b>381</b>	<b>412</b>	<b>339</b>	<b>385</b>

## 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 2012 Accomplishments:**

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

**Fiscal 2013 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.

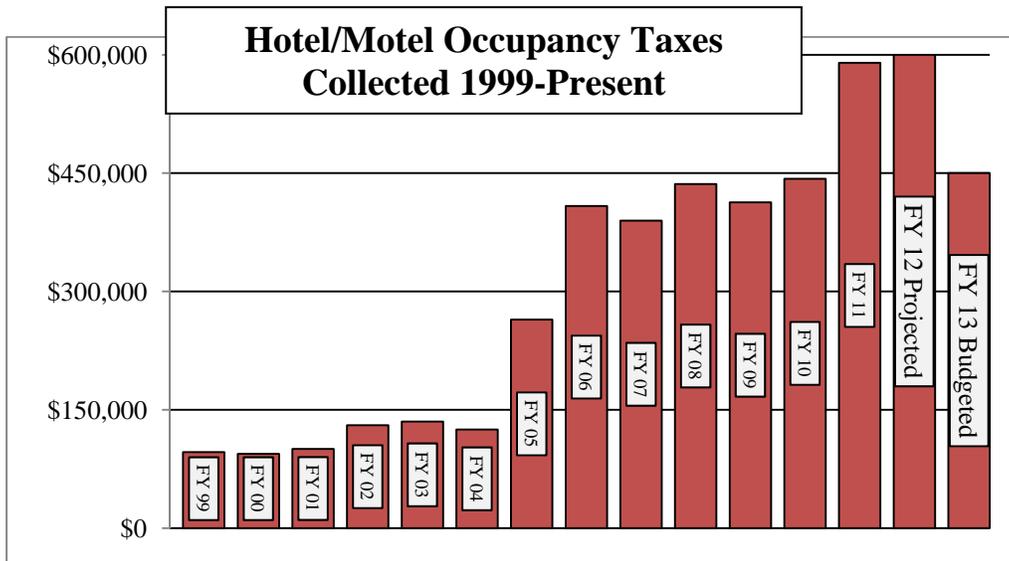
<b>Special Revenue - Hotel/Motel Guest Tax</b>								
<b>REVENUES</b>	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Outside Revenue	412,860	442,871	591,519	440,000	444,326	450,000	10,000	2.27%
Other Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
<b>Total Revenues:</b>	<b><u>412,860</u></b>	<b><u>442,871</u></b>	<b><u>591,519</u></b>	<b><u>440,000</u></b>	<b><u>444,326</u></b>	<b><u>450,000</u></b>	<b><u>10,000</u></b>	<b><u>2.27%</u></b>
<b>EXPENDITURES</b>								
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	204,616	208,675	212,114	221,667	178,020	261,667	40,000	18.05%
Capital Outlay	<u>19,286</u>	<u>95,138</u>	<u>230,301</u>	<u>242,600</u>	<u>97,206</u>	<u>210,000</u>	<u>(32,600)</u>	<u>(13.44%)</u>
<b>Total Expenditures:</b>	<b><u>223,902</u></b>	<b><u>303,813</u></b>	<b><u>442,415</u></b>	<b><u>464,267</u></b>	<b><u>275,226</u></b>	<b><u>471,667</u></b>	<b><u>7,400</u></b>	<b><u>1.59%</u></b>

<b>Approved Capital:</b>	Themed Play Structure	\$85,000
	Replace Restrooms at Pioneer Park	\$125,000

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Community Promotion	40,000	Public Rec Equipment	(42,600)
Public Rec Improvements	<u>10,000</u>		
<b>Total</b>	<b>50,000</b>	<b>Total</b>	<b>(42,600)</b>
<b>Net Increase</b>		<b><u>\$7,400</u></b>	

**Personnel Summary:** None



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

## Community Development Fund C.O.P.S. Grant

**Department Mission:** The C.O.P.S. Grant provides federal funding for the School Resource Officer Program. The mission of the School Resource Officer Program is to establish a partnership between Law Enforcement and the School System that fosters a rapport between police and youth in our community, promotes an atmosphere where students and teachers feel safe to conduct the business of education, and provide a venue for the education of the public regarding law enforcement, by the assignment of one or more police officers to school facilities during the school day.

**Fiscal 2012 Accomplishments:** • Funded School Resource Officers through a contract with the Public School System.

**Fiscal 2013 Objectives:** • Continue to fund School Resource Officers through a contract with the Public School System.

Special Revenue - C.O.P.S. Grant								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Donation - Match	<u>44,748</u>	<u>44,748</u>	<u>51,998</u>	<u>131,205</u>	<u>24,132</u>	<u>131,205</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b><u>44,748</u></b>	<b><u>44,748</u></b>	<b><u>51,998</u></b>	<b><u>131,205</u></b>	<b><u>24,132</u></b>	<b><u>131,205</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
EXPENDITURES								
Personal Services	<u>44,748</u>	<u>62,338</u>	<u>80,959</u>	<u>131,205</u>	<u>92,042</u>	<u>131,205</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b><u>44,748</u></b>	<b><u>62,338</u></b>	<b><u>80,959</u></b>	<b><u>131,205</u></b>	<b><u>92,042</u></b>	<b><u>131,205</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:** None

**Personnel Summary:** Personnel funded by the COPS Grant are listed under Police Department.



**School Resource Officer Bob Pruett talks with Mharquie Williams and Abigail Thompson during a lunch break at West Jr High.**

# Capital Improvements Project

**Department Mission:**

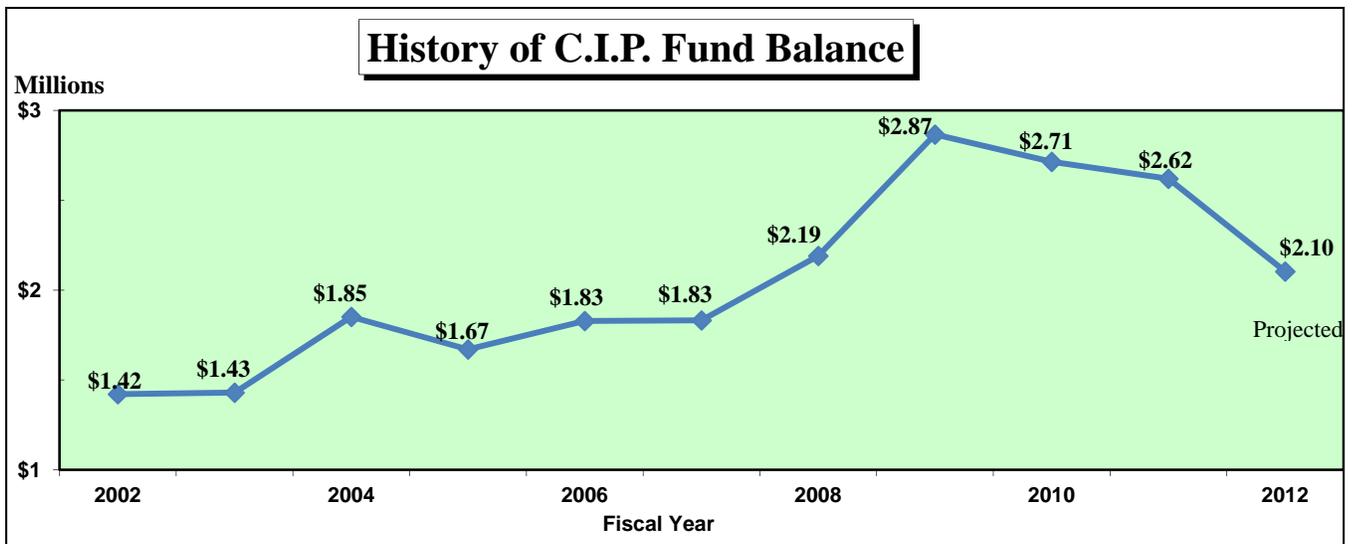
The Capital Improvements Fund will account for capital improvement projects budgeted for the City governmental fund types. Funding was originally derived from the refinancing of several PCUA revenue bond issues. To be selected for approval during the budget process, a Capital Improvement Project must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

**Fiscal 2012 Accomplishments:**

- Funded fire engine-pumper for Fire Department.
- Funded foundation repair at Fire Station #4.
- Funded new kennel roof for Animal Control.
- Funded multipurpose gym floor at Unity Gym for Park Department.
- Funded new playground equipment for Redbud Park for Park Department.
- Funded Phase 2 of roof replacement for the Library.
- Funded network switches and routers for Technology Services.
- Funded heavy duty utility vehicle for Wentz Golf Course
- Funded the fuel equipment payment and gas fuel upgrade for Airport.

**Fiscal 2013 Objectives:**

- Fund various capital improvements as identified by staff 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	2009 Actual	2011 Actual	2012 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Intergov Grants	1,337	3,000	0	0	0	0	0	0.00%
Donations	2,200	10,103	73,641	0	94,834	0	0	0.00%
Miscellaneous Receipts	0	0	4,250	0	0	0	0	0.00%
Trfr from General	200,000	150,000	0	0	0	0	0	0.00%
Trfr from Publ Fac Tx	0	0	0	0	146,213	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	0.00%
Trfr from Solid Waste	0	0	50,000	0	0	0	0	0.00%
Trfr from PCUA Bond	0	0	330,000	0	0	0	0	0.00%
Trfr from Fire Station#1	0	0	0	0	86,537	0	0	0.00%
Interest Income	93,018	52,806	28,149	50,000	14,552	20,000	(30,000)	(60.00%)
Honeywell Interest	<u>6,359</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b><u>702,914</u></b>	<b><u>615,909</u></b>	<b><u>886,040</u></b>	<b><u>450,000</u></b>	<b><u>742,135</u></b>	<b><u>420,000</u></b>	<b><u>(30,000)</u></b>	<b><u>(6.67%)</u></b>
<b>EXPENDITURES</b>								
Other Charges and Svcs	137	0	50,000	0	0	0	0	0.00%
Capital Outlay	904,136	702,300	659,265	835,342	740,871	663,078	(172,264)	(20.62%)
Debt Service	0	0	0	0	<u>0</u>	0	0	0.00%
Transfers	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b><u>912,273</u></b>	<b><u>710,300</u></b>	<b><u>717,265</u></b>	<b><u>835,342</u></b>	<b><u>740,871</u></b>	<b><u>663,078</u></b>	<b><u>(172,264)</u></b>	<b><u>(20.62%)</u></b>

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Wireless Network	132,000	C/O Buildings	(15,000)
Airport Capital Improvement	59,078	Unity Gym Improvement	(80,000)
Radio Compliance	65,000	Fire Trucks	(330,000)
Golf Capital Impr	1,000	Library Capital Impr	(74,264)
Utility System Meter Reading	<u>190,000</u>	Park Department	(18,000)
		Fire Capital Impr	(28,000)
		Airport Building Impr	<u>(74,078)</u>
Total	447,078	Total	(619,342)
	<b>Net Decrease</b>		<b><u>(\$172,264)</u></b>

**Capital Improvement Projects (CIP) Fund  
Approved Funding - Fiscal 2012-13**

<b>City Manager</b>	Capital Contingency	\$100,000
<b>City Manager</b>	Radio Compliance	\$65,000
<b>Engineering</b>	Pictometry Aerial Photography	\$190,000
<b>Technical Services</b>	Virtual Desktops	\$134,000
<b>Technical Services</b>	Network Conditioning UPSes	\$10,000
<b>Wentz Golf</b>	Triplex Green Mowers	\$30,000
<b>Library</b>	Interior Paint Project	\$75,000
<b>Airport</b>	Debt Svc – Fuel Sale Equipment	\$59,078
	<b>Total CIP Capital Improvements</b>	<b><u>\$663,078</u></b>

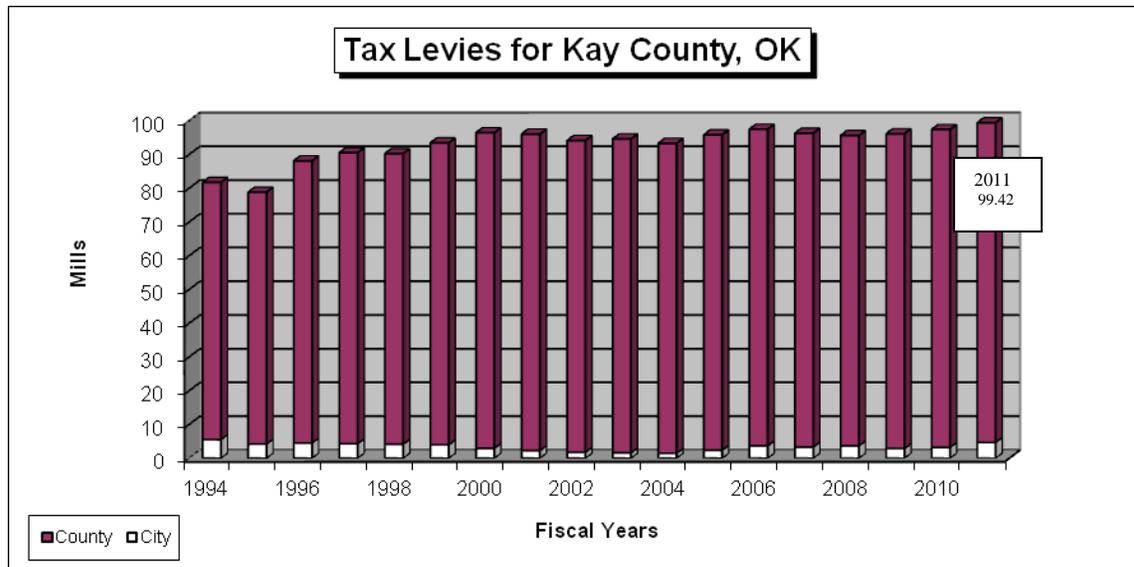
**Capital Improvement Projects (C.I.P.) Fund**  
**- Expenditure History**

	Actual 2007-08	Actual 2008/09	Actual 2009/10	Actual 2010/11	Projected 2011/12	Approved 2012/13
<b>Capital Outlay</b>						
<b>Misc. Capital Outlay</b>	22,514	5,847	28,946	50,000	80,000	<b>100,000</b>
C/O Buildings			32,516		8,000	
Radio Compliance						<b>65,000</b>
Black Dust Remediation	24,475					
Honeywell Project	10,237,500					
Public Facilities Tax					85,000	
Fire Station Tax					12,300	
Building Roof Projects		15,883	94,117			
<b>Police Capital</b>	51,776	49,999	15,208	16,000	10,000	
Emergency Management -Siren	22,307	11,020				
Animal Control - Building Improvement				5,500	15,000	
Communications 911		1,876				
<b>Fire Capital</b>			5,365	12,000	28,000	
Fire Department Trucks					311,000	
City Hall					40,000	
Street Department Equipment			189,906			
<b>Engineering Capital</b>						<b>190,000</b>
<b>Park/Recreation Capital</b>	2,450	63,380	48,887	19,000	16,000	
Senior Center	12,465	2,478				
AMBUC Pool	6,523	6,500	2,662	61,000	5,500	
Wentz Camp Improvements	3,498					
Lake Ponca Structures	19,589		13,064	14,000		
Wally Smith Tennis Center Impr.				25,000		
Unity Gym Improvements			27,492		80,000	
<b>Marland's Grand Home Capital</b>		2,850	16,082	16,000	8,200	
Louise Fluke Flag Plaza	65,408	33,212				
<b>Library Capital Improvement</b>	976		43,894	44,000	138,000	<b>75,000</b>
<b>Marland Mansion Capital</b>	30,604	20,526	38,618	50,000	165,000	
<b>Wentz Golf Capital</b>	1,400		18,031	18,000	33,000	<b>30,000</b>
<b>Water/Wastewater Improvements</b>	5,000	32,300	5,700			
<b>Electric Substation</b>	31,764					
<b>Technology Services Communication System</b>	1,710,420	615,043			12,000	<b>144,000</b>
City Garage Building Improvements	16,079	14,586				
<b>Airport Capital</b>			121,812	22,000		
Fuel System Improvement					64,000	<b>59,078</b>
C/O Airport Building Improvements	34,800	28,774		75,000		
<b>sub total</b>	<b>12,299,547</b>	<b>904,273</b>	<b>702,301</b>	<b>427,500</b>	1,111,000	<b>663,078</b>
Transfer to Funds	216,973					
Transfer to Civic Center Trust						
Transfer to Wentz Golf						
Transfer to Airport						
<b>Trfr to Airport Capital Grants</b>	68,000					
- Match		8,000	8,000	8,000		
<b>sub total</b>	<b>284,973</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	0	<b>0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$12,584,520</b>	<b>\$912,273</b>	<b>\$710,301</b>	<b>\$435,500</b>	\$1,111,000	<b>\$663,078</b>

## 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 2011, the total tax rate was 99.42 mills, comprised of P.C, Schools (67.44), Kay County (12.04), Pioneer Vo-tech (15.23) and City judgments (4.71).

**Fiscal 2012 Accomplishments:**

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

**Fiscal 2013 Objectives:**

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

**Budget Highlights:**

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

Debt Sinking Fund								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Ad Valorem Taxes	408,985	325,575	363,119	600,000	412,119	600,000	0	0.00%
Trnsf in from Other Funds	951,807	1,189,470	1,223,304	1,258,320	1,258,320	0	(1,258,320)	(100.00%)
Interest Income	<u>3,431</u>	<u>2,508</u>	<u>860</u>	<u>0</u>	<u>509</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>1,364,223</b>	<b>1,517,554</b>	<b>1,587,283</b>	<b>1,858,320</b>	<b>1,670,948</b>	<b>600,000</b>	<b>(1,258,320)</b>	<b>(67.71%)</b>
<b>EXPENDITURES</b>								
Debt Principal	665,969	397,484	444,871	497,863	497,863	0	(497,863)	(100.00%)
Debt Interest	426,449	712,951	696,631	675,793	675,793	0	(675,793)	(100.00%)
Agent Fee	76,362	79,035	81,801	84,644	84,664		(84,644)	(100.00%)
Sinking Judgement	326,641	276,849	303,623	520,000	199,570	505,000	(15,000)	(2.88%)
Sinking Judge Interest	<u>63,871</u>	<u>58,047</u>	<u>57,202</u>	<u>80,000</u>	<u>45,703</u>	<u>95,000</u>	<u>15,000</u>	<u>18.75%</u>
<b>Total Expenditures:</b>	<b>1,559,292</b>	<b>1,524,366</b>	<b>1,584,128</b>	<b>1,858,300</b>	<b>1,503,593</b>	<b>600,000</b>	<b>(1,258,300)</b>	<b>(67.71%)</b>

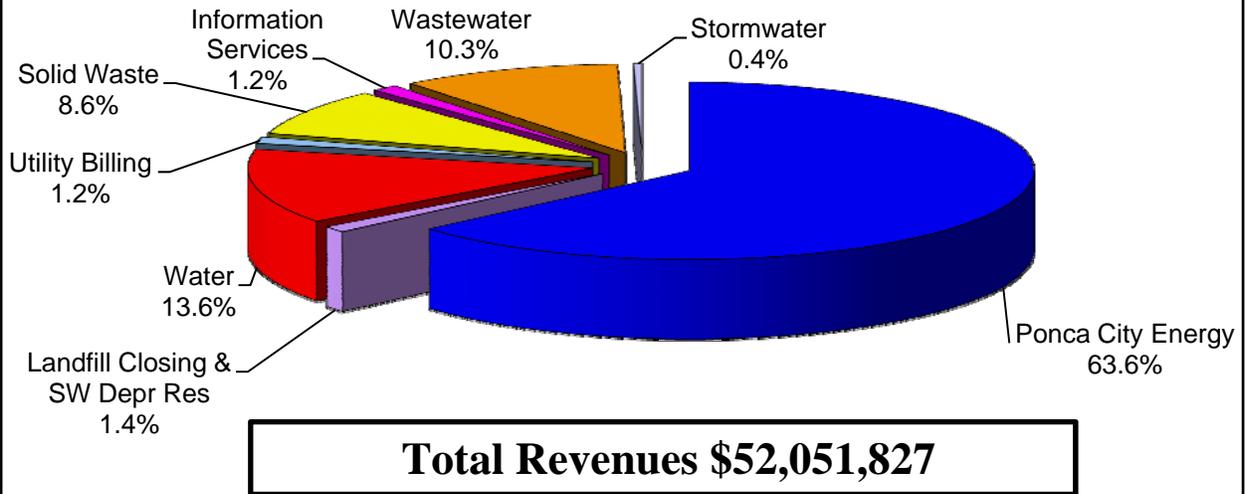
**Approved Capital:** None

**Approved Budget Variances from Prior Years:**

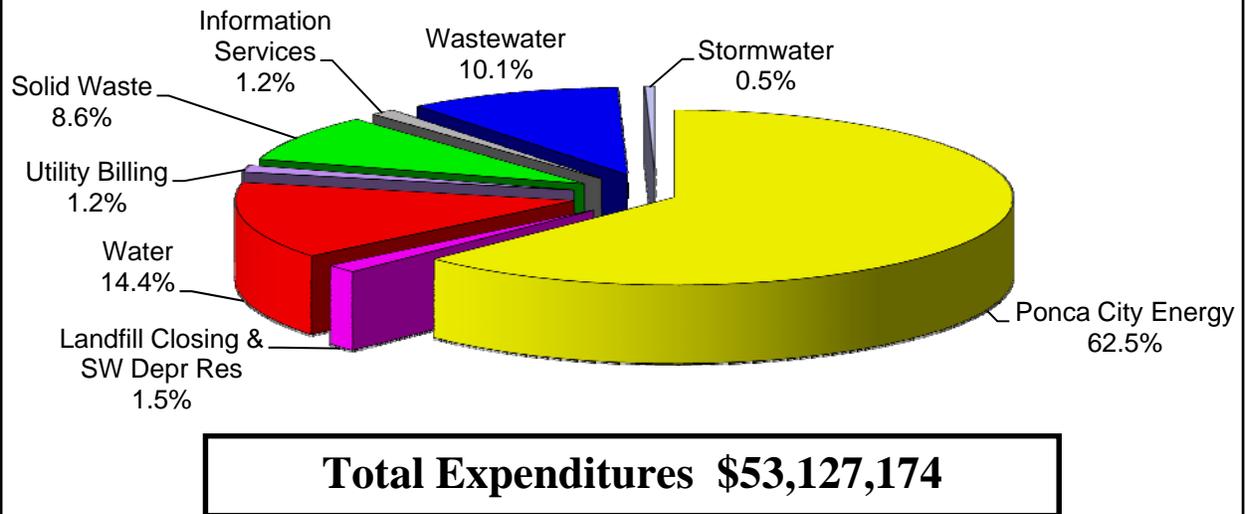
<u>Increases</u>		<u>Decreases</u>	
Sinking Judgement Interest	<u>15,000</u>	Debt Principal	(497,863)
		Debt Interest	(675,793)
		Agent Fee	(84,644)
		Sinking Judgement	<u>(15,000)</u>
Total	15,000	Total	(1,273,300)
<b>Net Decrease</b>		<b><u>(\$1,258,300)</u></b>	

**Personnel Summary:** None

### Ponca City Utility Authority - Revenues Fiscal 2012-13



### Ponca City Utility Authority - Expenditures Fiscal 2012-13



## Ponca City Utility Authority

### Summary of Revenues

#### Fiscal 2012-13

Description	2008/09 Actual Rev	2009/10 Actual Rev	2010/11 Actual Rev	(75%)			Approved Budget 2012/13	% Change From 2011/12
				2011/12 Budget @ 07/01/11	2011/12 Actual @ 3/31/12	% of Budget		
<b>Water Fund (301)</b>								
<b>Charges for Services</b>								
Water Sales	6,567,750	6,237,791	6,857,675	6,630,000	5,341,540	0.81	7,000,000	5.58
Misc. Water	84,630	15,641	27,848	14,000	22,525	1.61	20,000	42.86
Water Tap Fees	31,860	1,100	5,300	8,000	6,300	0.79	5,000	(37.50)
<b>Category Total</b>	<b>6,684,239</b>	<b>6,254,532</b>	<b>6,890,823</b>	<b>6,652,000</b>	<b>5,370,365</b>	<b>80.73%</b>	<b>7,025,000</b>	<b>5.61%</b>
<b>Other Income</b>								
Interest Income	118,185	74,929	43,651	65,000	15,104	0.23	30,000	(53.85)
Proceed Earnings	3,389	1,774	836	0	45	0.00	0	0.00
Bond Trust Earnings	834	389	283	0	0	0.00	0	0.00
Penalties	32,800	35,436	33,581	36,000	29,261	0.81	34,000	(5.56)
Collection of Bad Debt	9,142	9,810	10,399	9,500	6,152	0.65	10,000	5.26
Gain/Loss Disposal Fixed Asset	(10,789)	0	(6,611)	0	4,408	0.00	0	0.00
Other Income	52,314	0	316	0	0	0.00	0	0.00
<b>Category Total</b>	<b>205,875</b>	<b>122,337</b>	<b>82,455</b>	<b>110,500</b>	<b>54,970</b>	<b>49.75%</b>	<b>74,000</b>	<b>(33.03%)</b>
<b>Total Revenues</b>	<b>6,890,115</b>	<b>6,376,870</b>	<b>6,973,278</b>	<b>6,762,500</b>	<b>5,425,335</b>	<b>80.23%</b>	<b>7,099,000</b>	<b>4.98%</b>
<b>Ponca City Energy Fund (340)</b>								
<b>Outside Revenue</b>								
Fiber Partnerships	0.00	10,000.00	0.00	0	0	0.00	0	0.00
<b>Category total</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>
<b>Charges for Services</b>								
Electric Sales	28,949,494	28,535,009	31,367,412	30,085,000	26,263,367	0.87	31,900,000	6.03
MV Lights	162,772	166,846	171,077	170,000	131,236	0.77	170,000	(100.00)
Misc Electric	132,874	185,897	219,937	120,000	165,878	1.38	120,000	41.67
Surge Protection	2,164	2,576	2,300	2,500	2,160	0.86	2,500	4,700.00
Broadband Revenue	106,237	119,138	118,726	117,000	133,450	1.14	125,000	(97.86)
Transmission Revenue		24,548	80,513	73,600	41,523	0.56	80,500	69.84
Sales Tax Revenue	12,172	30,877	21,779	12,000	50,846	4.24	20,000	66.67
Cash - Over/Short	100	(210)	(300)	0	(209)	0.00	0	0.00
<b>Category Total</b>	<b>29,365,812</b>	<b>29,064,682</b>	<b>31,981,444</b>	<b>30,580,100</b>	<b>26,788,252</b>	<b>87.60%</b>	<b>32,418,000</b>	<b>6.01%</b>
<b>Other Income</b>								
Interest Income	120,331	73,302	57,191	70,000	31,209	0.45	40,000	(42.86)
1997C Bond Interest	858	299	0	0	0	0.00	0	0.00
Penalties	210,094	224,740	234,483	230,000	220,853	0.96	230,000	0.00
Collection of Bad Debt	56,637	63,678	58,100	59,000	43,324	0.73	58,000	(1.69)
Capacity Payment	746,165	695,004	622,958	622,900	500,437	0.80	622,900	0.00
Internet Processing Fee		361	5,513	0	7,626	0.00	0	0.00
Income-Disposed Assets	19,258	(4,094)	2,714	0	98,397	0.00	0	0.00
Other Income	25,548	293,430	322	0	78,735	0.00	0	0.00
<b>Category Total</b>	<b>1,178,893</b>	<b>1,346,720</b>	<b>981,281</b>	<b>981,900</b>	<b>980,582</b>	<b>99.87%</b>	<b>950,900</b>	<b>(3.16%)</b>
<b>Total Revenues</b>	<b>30,544,704</b>	<b>30,421,402</b>	<b>32,962,725</b>	<b>31,562,000</b>	<b>27,768,834</b>	<b>87.98%</b>	<b>33,368,900</b>	<b>5.72%</b>
<b>Solid Waste Fund (342)</b>								
<b>Charges for Services</b>								
Residential Garbage	1,879,661	1,887,347	1,963,516	2,066,400	1,544,900	0.75	2,148,000	3.95
Commercial Garbage	1,090,311	1,115,410	1,128,681	1,250,000	890,490	0.71	1,236,000	(1.12)
Recycling Containers	11,917	8,890	9,782	10,500	7,925	0.75	10,000	(4.76)
Recycling Revenues	19,403	9,172	15,624	12,000	10,817	0.90	15,000	25.00
Landfill	481,711	316,406	400,307	380,000	255,198	0.67	395,000	3.95
Special Pick Up	29,328	31,266	33,132	30,000	25,440	0.85	33,000	10.00
State Landfill Fee	339	454	(2,462)	2,000	(7,597)	(3.80)	1,000	(50.00)
Roll Off	741,911	596,635	548,885	561,750	492,754	0.88	603,000	7.34
Misc Receipts	30,868	9,435	34,690	5,000	822	0.16	5,000	0.00
<b>Category Total</b>	<b>4,285,449</b>	<b>3,975,014</b>	<b>4,132,155</b>	<b>4,317,650</b>	<b>3,220,749</b>	<b>74.59%</b>	<b>4,446,000</b>	<b>2.97%</b>
<b>Other Income</b>								
Interest Income	23,709	14,100	2,661	2,000	60	0.03	100	(95.00)
Collection of Bad Debt	8,117	10,479	10,429	10,000	6,165	0.62	10,000	0.00
Income-Disp. Assets	0	0	8,624	0	0	0.00	0	0.00
<b>Category Total</b>	<b>31,826</b>	<b>24,579</b>	<b>21,714</b>	<b>12,000</b>	<b>6,225</b>	<b>51.88%</b>	<b>10,100</b>	<b>(15.83%)</b>
<b>Total Revenues</b>	<b>4,317,275</b>	<b>3,999,593</b>	<b>4,153,869</b>	<b>4,329,650</b>	<b>3,226,974</b>	<b>74.53%</b>	<b>4,456,100</b>	<b>2.92%</b>

**Summary of Revenues  
Fiscal 2012-13**

Description	2008/09 Actual Rev	2009/10 Actual Rev	2010/11 Actual Rev	2011/12 Budget @07/01/11	(75%)		Approved Budget 2012/13	% Change From 2011/12
					2011/12 Actual @ 3/31/12	% of Budget		
<b>Utility Billing Fund (350)</b>								
<b>Charges for Services</b>								
Utility Initiation Fee	75,123	80,605	82,438	81,000	61,918	0.76	82,000	1.23
Misc. Receipts	1,999	1,059	0	1,000	1,923	1.92	1,000	0.00
<b>category total</b>	<b>77,121</b>	<b>81,663</b>	<b>82,438</b>	<b>82,000</b>	<b>63,841</b>	<b>77.85%</b>	<b>83,000</b>	<b>1.22%</b>
<b>Contributions from Funds</b>								
Transfer from Water	115,000	115,000	115,000	115,000	86,250	0.75	115,000	0.00
Transfer from Light	115,000	130,485	130,485	130,485	97,864	0.75	150,000	14.96
Transfer from Landfill	15,000	15,000	15,000	15,000	11,250	0.75	15,000	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	115,000	115,000	86,250	0.75	115,000	0.00
<b>category total</b>	<b>460,000</b>	<b>475,485</b>	<b>475,485</b>	<b>475,485</b>	<b>356,614</b>	<b>75.00%</b>	<b>495,000</b>	<b>4.10%</b>
<b>Other Revenues</b>								
Penalties	20,719	25,444	22,887	24,000	16,829	0.70	23,000	(4.17)
Collection of Bad Debt	571	645	602	600	348	0.58	600	0.00
Income-Disposed Assets	4,135	(4,247)	0	0	0	0.00	0	0.00
<b>category total</b>	<b>25,426</b>	<b>21,842</b>	<b>23,489</b>	<b>24,600</b>	<b>17,177</b>	<b>69.83%</b>	<b>23,600</b>	<b>(4.07%)</b>
<b>Total Revenues</b>	<b>562,547</b>	<b>578,990</b>	<b>581,412</b>	<b>582,085</b>	<b>437,632</b>	<b>75.18%</b>	<b>601,600</b>	<b>3.35%</b>
<b>Wastewater Fund (360)</b>								
<b>Charges for Services</b>								
Wastewater Charges	4,858,076	4,278,701	4,522,116	5,168,000	3,738,045	0.72	5,300,000	2.55
Pretreatment Program	165,340	69,926	63,011	70,000	44,233	0.63	65,000	(7.14)
<b>category total</b>	<b>5,023,416</b>	<b>4,348,627</b>	<b>4,585,127</b>	<b>5,238,000</b>	<b>3,782,278</b>	<b>72.21%</b>	<b>5,365,000</b>	<b>2.42%</b>
<b>Contributions From Funds</b>								
Transfer From Water				0	1,000,000	0.00	0	(100.00)
<b>category total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>
<b>Other Income</b>								
Interest Income	15,275	10,019	724	1,000	3,062	3.06	1,000	0.00
Bond Interest	7,119	2,965	1,853	0	69	0.00	0	0.00
Collection of Bad Debt	12,032	13,651	12,530	13,000	8,906	0.69	12,000	(7.69)
Income-Disposed Assets	0	0	0	0	0	0.00	0	0.00
Other Income	12,119	2,476	2,652	0	0	0.00	0	0.00
<b>category total</b>	<b>46,546</b>	<b>29,111</b>	<b>17,759</b>	<b>14,000</b>	<b>12,037</b>	<b>85.98%</b>	<b>13,000</b>	<b>(7.14%)</b>
<b>Total Revenues</b>	<b>5,069,961</b>	<b>4,377,738</b>	<b>4,602,886</b>	<b>5,252,000</b>	<b>4,794,315</b>	<b>91.29%</b>	<b>5,378,000</b>	<b>2.40%</b>
<b>Stormwater Fund (365)</b>								
<b>Charges for Services</b>								
Stormwater Fee	192,469	191,048	192,952	193,000	144,931	0.75	192,500	(0.26)
<b>category total</b>	<b>192,469</b>	<b>191,048</b>	<b>192,952</b>	<b>193,000</b>	<b>144,931</b>	<b>75.09%</b>	<b>192,500</b>	<b>(0.26%)</b>
<b>Other Income</b>								
Interest Income	12,390	9,078	6,498	9,000	3,489	0.39	5,000	(44.44)
Penalties	1,863	1,892	1,816	1,500	1,448	0.97	1,850	23.33
Collection of Bad Debt	480	596	564	500	386	0.77	550	10.00
Other Income	0	0	177	0	20,000	0.00	0	0.00
<b>category total</b>	<b>14,733</b>	<b>11,565</b>	<b>9,055</b>	<b>11,000</b>	<b>25,323</b>	<b>230.21%</b>	<b>7,400</b>	<b>(32.73%)</b>
<b>Total Revenues</b>	<b>207,202</b>	<b>202,614</b>	<b>202,007</b>	<b>204,000</b>	<b>170,254</b>	<b>83.46%</b>	<b>199,900</b>	<b>(2.01%)</b>

## Ponca City Utility Authority

### Summary of Debt

#### Fiscal 2012-13

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>PCUA 1995 CD-EDIF</b>	<b>\$500,000</b>	<b>87,500</b>	<b>0</b>	<b>25,000</b>	<b>\$62,500</b>

The 1995 CDBG-EDIF Promissory Note between PCUA and PCDA is a fixed rate twenty (20) year note. The note was closed on 7-1-95 and will mature on 7-1-2016. Proceeds of the note aided in constructing Water, Wastewater and Electric Utility System infrastructure improvements in the Industrial Park.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>PCUA 1997 CDBG-ED</b>	<b>\$250,000</b>	<b>68,750</b>	<b>0</b>	<b>12,500</b>	<b>\$56,250</b>

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>PCUA 1997 A</b>	<b>\$1,784,449</b>	<b>375,673</b>	<b>0</b>	<b>93,918</b>	<b>\$281,755</b>

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>PCUA 1998 A</b>	<b>\$4,400,000</b>	<b>1,342,557</b>	<b>0</b>	<b>223,761</b>	<b>\$1,118,796</b>

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>PCUA 1999 A</b>	<b>\$2,370,907</b>	<b>889,090</b>	<b>0</b>	<b>118,545</b>	<b>\$770,545</b>

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>PCUA 2000 CDBG-ED</b>	<b>\$380,000</b>	<b>171,000</b>	<b>0</b>	<b>19,000</b>	<b>\$152,000</b>

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>PCUA 2007</b>	<b>\$5,565,000</b>	<b>5,147,625</b>	<b>125,000</b>	<b>278,250</b>	<b>\$4,869,375</b>

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

## Ponca City Utility Authority

### Summary of Debt

Fiscal 2012-13

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>PCUA 2008</b>	<b>\$6,750,000</b>	<b>4,160,000</b>	<b>155,200</b>	<b>725,000</b>	<b>\$3,435,000</b>

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>2009 Sales Tax</b>	<b>\$18,000,000</b>	<b>14,050,000</b>	<b>578,246</b>	<b>1,405,000</b>	<b>\$12,645,000</b>

The 2009 Sales Tax note is a twelve (12) year Note with Banc of America Public Capital Corp. The note was closed 4-22-09 and will mature 12-1-20. The proceeds will be used for the development and construction of a Recreation Center serving the citizens of Ponca City, and will be repaid from revenues generated by a thirteen (13) year .5% sales tax approved by the voters.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>2009A Clean Water</b>	<b>\$567,296</b>	<b>343,736</b>	<b>7,185</b>	<b>28,750</b>	<b>\$314,986</b>

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>2009B Drinking Water</b>	<b>\$2,801,057</b>	<b>1,713,862</b>	<b>43,875</b>	<b>119,600</b>	<b>\$1,594,262</b>

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>PCUA 2012A</b>	<b>\$16,090,000</b>	<b>16,090,000</b>	<b>393,435</b>	<b>715,000</b>	<b>\$15,375,000</b>

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2012</u>	<u>FY 2013 Interest</u>	<u>FY 2013 Principal</u>	<u>Outstanding Principal June 30, 2013</u>
<b>PCUA 2012B</b>	<b>\$7,825,000</b>	<b>7,825,000</b>	<b>196,560</b>	<b>490,000</b>	<b>\$7,335,000</b>

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

<b>Total</b>	<b>\$67,283,709</b>	<b>\$52,264,793</b>	<b>\$1,499,501</b>	<b>\$4,254,324</b>	<b>\$48,010,469</b>
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**PONCA CITY UTILITY AUTHORITY**

**516 E. GRAND/P.O. BOX 1450**

**PONCA CITY, OKLAHOMA 74602**

**(580) 767-0311**

REVISED 07/01/11



**ELECTRIC RATES**

Residential:

- User Fee \$9.95
- Summer Season (May thru Sept) KWh \$0.890
- Winter Season (Oct thru April) First 600 KWh \$0.890
- Over 600 KWh \$0.580

Rural Residential:

- User Fee \$14.91
- Summer Season (May thru Sept) KWh \$0.930
- Winter Season (Oct thru April) First 600 KWh \$0.930
- Over 600 KWh \$0.610

Residential with approved 40 gallon electric water heater:

- User Fee \$9.95
- Summer Season (May thru Sept) First 400 KWh \$0.560
- Over 400 KWh \$0.890
- Winter Season (Oct thru April) First 400 KWh \$0.590
- Next 600 KWh \$0.890
- Over 1000 KWh \$0.590

Rural Residential with approved 40 gallon electric water heater:

- User Fee \$14.91
- Summer Season (May thru Sept) First 400 KWh \$0.610
- Over 400 KWh \$0.930
- Winter Season (Oct thru April) First 400 KWh \$0.610
- Next 600 KWh \$0.930
- Over 1000 KWh \$0.610

Commercial:

- City User Fee \$14.04
- City kWh \$0.8880
- Rural User Fee \$21.06
- Rural kWh \$0.910

Industrial:

- Medium User Fee \$23.40
- KWh \$0.4880
- Summer User Fee \$14.04
- Winter User Fee \$8.19
- Large User Fee \$234.09
- KWh \$0.4880
- Summer User Fee \$11.12
- Winter User Fee \$3.50

**WATER RATES**

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

**OCTOBER - APRIL**

Type of Service	City	Rural
Residential	\$1.51	\$1.59
Commercial	\$1.51	\$1.59

**MAY - SEPTEMBER**

Type of Service	City	Rural
Residential		
0 - 10 Units	\$1.59	\$1.66
11 - 20 Units	\$1.66	\$1.73
21 - 50 Units	\$1.73	\$1.84
51 - 100 Units	\$1.84	\$1.92
> 100 Units	\$1.92	\$2.08
Commercial	\$1.51	\$1.59

**Customer Base User Fee**

City Residential Customer	\$8.87 per month
Rural Residential Customer	\$13.33 per month
City Commercial Customer	\$26.27 per month
Rural Commercial Customer	\$39.41 per month

**WASTE WATER**

- Residential: User Fee \$13.01 Unit Fee \$2.30
- Senior Citizens: User Fee \$12.36 Unit Fee \$2.30
- Rural: 1 ½ time scheduled rate
- : User Fee \$19.52 Unit Fee \$3.45
- Commercial: User Fee \$19.52 Unit Fee \$3.45

**STORMWATER**

- Each Individually Billed
- Single Family Residence \$1.00
- All Other Developed Real Estate Not Covered by Above \$4.00

**GARBAGE/REFUSE**

- Residential \$16.45
- Senior Citizen \$15.81
- Commercial: \$27.83
- Grass Clippings: Call for Pick-Up \$0.60 per bag \$6.03Min

### **SURGE PROTECTION**

The City Of Ponca City offers a surge protection program to our customers. They may lease surge protection devices from the City upon execution of a two year contract.

Home Guard Defender System Package \$5.95 month

**Individual Items:**

- Service Entrance-Meter Base \$4.95 per month
- Eight-Outlet Plug Strip \$0.95 per month
- Three-Outlet Plug Strip \$0.45 per month
- Single-Outlet Wall Mount \$0.25 per month
- Cable TV Module \$0.45 per month
- Telephone Line Module \$0.45 per month
- Portable GFCI Adapter \$0.95 per month

For more information or to lease any of the surge protection devices, call 767-0405.

### **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 (\$)**

<b>3/4" &amp; 1"</b>	<b>1 1/2" &amp; 2"</b>	<b>2" Compound</b>	<b>Over 2"</b>
<b>\$1,100</b>	<b>\$2,100</b>	<b>\$2,500</b>	<b>At Estimated Cost</b>

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.

### **Energy Audits**

The utility department is available to do an energy audit on your home or business. Just call 767-0405 and someone will make an appointment to come and visit with you.

### **TREE LINE TRIMMING**

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

#### **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, at the office, or online.

## Water Fund - Administration

### Department Mission:

The Water Administration Department directs personnel who operate and maintain the water production and distribution systems. The department maintains operation 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 2012 Accomplishments:

- Successfully coordinated a pilot testing project in collaboration with Honeywell Building Solutions and Capstone Metering Company. Twenty pioneer water meters were deployed to test advanced technologies such as two-way communication, remote on/off valve, pressure reading features, etc. Valuable information on water distribution system was obtained and will be used in future planning.
- Collaborated with a major industrial user to develop long-term raw water supply plans that are sustainable and beneficial to both parties.
- Managed personnel, operation and budget adequately at the department level. Assisted superintendents to achieve the business goals of each division.
- Coordinated capital improvement needs for both water distribution and treatment segments to ensure financial feasibility.
- Supervised the completion of infrastructure improvement projects and provided project management services.
- Supported computerization of work orders and preventive maintenance activities to improve operation efficiency.

### Fiscal 2013 Objectives:

- Continue department's commitment to provide quality drinking water and satisfying services to all residential, commercial and industrial customers.
- Improve the reliability and redundancy of City's raw groundwater supply system.
- Compile information available in the Raw Water Master Plan and Water Distribution Master Plan to develop a comprehensive capital improvement schedule to assist City Management in long-term planning.
- Work closely with the refinery to carry out the planning, design, bidding, permitting, and construction phases of a comprehensive raw water supply project.

<b>PCUA - Water Administration</b>								
<b>EXPENDITURES:</b>	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	60,123	60,860	62,942	70,418	48,574	70,906	488	0.69%
Material/Supplies	1,340	1,293	1,295	1,750	945	1,750	0	0.00%
Other Charges & Svcs	212,532	230,450	233,406	255,054	230,412	311,183	56,129	22.01%
Capital Outlay	5,220	12,320	145,203	0	6,500	0	0	0.00%
Debt Service	1,018,213	1,035,027	1,059,581	1,125,000	996,076	1,690,000	565,000	50.22%
Transfers	<u>1,810,797</u>	<u>1,943,433</u>	<u>2,016,652</u>	<u>2,096,952</u>	<u>2,822,764</u>	<u>1,612,223</u>	<u>(484,729)</u>	<u>(23.12%)</u>
<b>Department Total</b>	<b>3,108,225</b>	<b>3,283,382</b>	<b>3,519,079</b>	<b>3,549,174</b>	<b>4,105,272</b>	<b>3,686,062</b>	<b>136,888</b>	<b>3.86%</b>

**Approved Capital:**           None

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Health Insurance	600	Workers Compensation	(112)
Meter Support Svcs	43,814	Transfer to Debt Svc	<u>(560,660)</u>
Audit Services	1,000		
Charges for General Srv	11,315		
Debt Principal	476,000		
Debt Interest	77,000		
Agent Fee	12,000		
Transfer to General	65,931		
Transfer to Tech Svc	<u>10,000</u>		
<b>Total</b>	<b>697,660</b>	<b>Total</b>	<b>(560,772)</b>
	<b>Net Increase</b>		<b><u>\$136,888</u></b>

**Personnel Summary:**

Environmental Services Director	.34	Administrative Secretary	.5
<b>Total Full Time Employees</b>		<b>.84</b>	

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	1.17	1.17	1.17	1.17	0.84	0.84	0.84	0.84	0.84	<b>0.84</b>

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

## Water Fund – Production

### Department Mission:

The Water Production Division operates and maintains the 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 2012 Accomplishments:

- Successfully treated over two billion gallons of drinking water that met or exceeded the State and Federal Standards.
- Completed 3,086 maintenance and repair work orders.
- Contributed to the design and construction of the Meadows Pump Station Emergency Generator Project, which will allow the 2 million gallon storage reservoir on site to be utilized during power outages.
- Conducted construction inspection services in-house for the Meadows Pump Station project to attain substantial cost savings.
- Handled emergency situations (power outages, major transmission main break) with high efficiency.
- Maintained compliance with Stage 2 Disinfection Byproducts Rule. This rule is EPA's solution to control health risks from microbials, disinfectants, and disinfection byproducts. To achieve compliance we completed the following:
  - a. Completed the Initial Distribution System Evaluation.
  - b. Selected eight new monitoring sites based on the water ages in the City's distribution system.
  - c. Completed and submitted monitoring plan to EPA for approval.
  - d. Completed standard monitoring of the new sites for 18 months.
  - e. Evaluated test results and selected permanent monitoring sites.
  - f. Submitted report to EPA and received EPA's approval of the new monitoring sites.
- Maintained compliance with Enhanced Surface Water Rule, established to strengthen microbial protection, and achieved the following operation improvements:
  - a. Set the goal for Cryptosporidium to zero.
  - b. Reduced turbidity limits from 0.5 to 0.3 ppm.
  - c. Continuously monitored turbidity on each filter.
  - d. Developed daily disinfection profiles.
  - e. Compiled two years of sampling for Giardia, Cryptosporidium, and E-coli to demonstrate compliance.

### Fiscal 2013 Objectives:

- Complete capital projects on time and within budget constraints.
- Continue to prioritize work orders to improve operation efficiency.
- Enhance safety awareness by holding weekly safety meetings on site and attending city-wide training sessions.
- Comply with EPA's new Stage 2 Schedule 3 Disinfection Byproducts Rule.

PCUA - Water Production								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	513,806	548,103	612,280	666,536	482,326	689,043	22,507	3.38%
Material/Supplies	653,667	677,413	673,921	725,300	498,872	725,300	0	0.00%
Other Charges & Svcs	541,332	499,387	501,732	554,000	432,942	560,000	6,000	1.08%
Capital Outlay	114,796	228,214	154,319	94,000	127,304	412,000	318,000	338.30%
Transfers	61,390	65,918	67,355	70,779	46,781	68,779	(2,000)	(2.83%)
<b>Department Total</b>	<b>1,884,991</b>	<b>2,019,035</b>	<b>2,009,607</b>	<b>2,110,615</b>	<b>1,588,226</b>	<b>2,455,122</b>	<b>344,507</b>	<b>16.32%</b>

**Approved Capital:** North Water Tower Repairs \$400,000  
 1,000 Gallon Self Contained Fuel Station \$12,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	10,836	Land Improvements	(59,000)
FICA	672	Transfer to City Garage	(2,000)
Medicare	157		
Retirement Plan 2	705		
Health Insurance	9,530		
Workers Compensation	607		
Laboratory Services	6,000		
C/O Building Add and Impr	365,000		
Machinery & Equipment	12,000		
<b>Total</b>	<b>405,507</b>	<b>Total</b>	<b>(61,000)</b>
	<b>Net Increase</b>		<b><u>\$344,507</u></b>

**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**

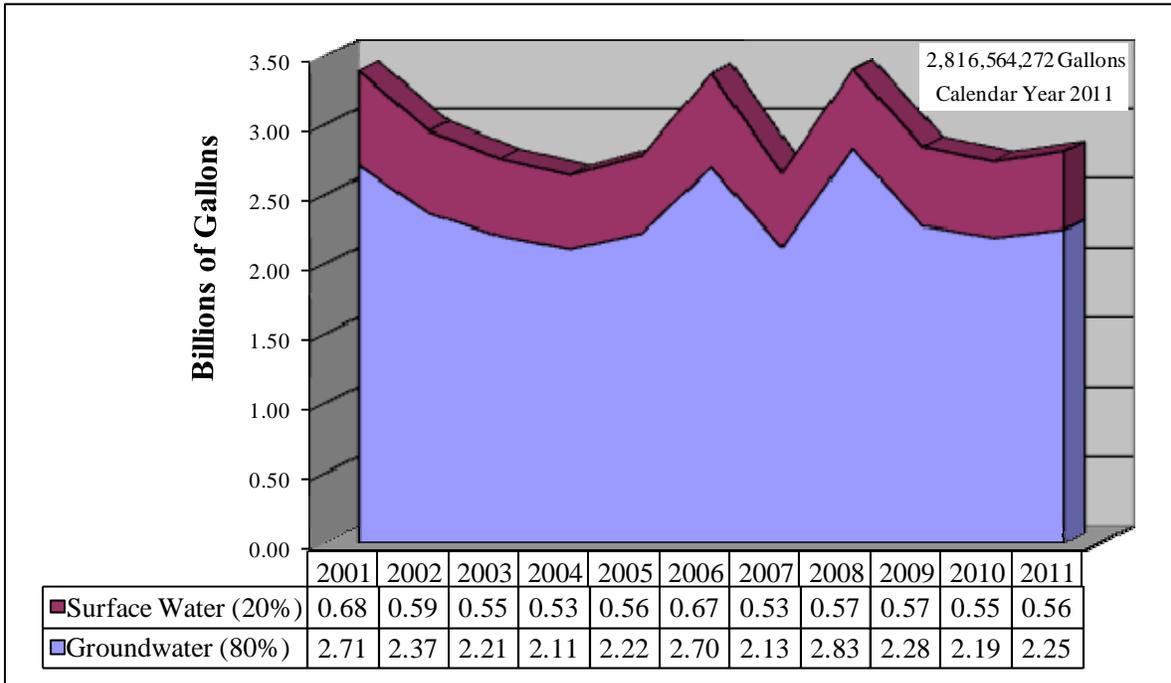
**Total Part Time Employees 3**

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	8.5	8.5	8	8	8	8.5	9.5	9.5	10	10

**Explanation:** FY 04/05 the position of Utility Technician that was shared with Wastewater was eliminated.  
 FY 07/08, Superintendent is shared equally between funds of Water Production and Wastewater Treatment. An additional plant mechanic position was added.  
 FY 10/11 the position of Superintendent is no longer shared between Water Production and Wastewater Treatment but is allocated 100% to Water Production.

**Water Production in Billions of Gallons for Years 2000-2010**



## 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 wholesale 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 2012 Accomplishments:**

- Handled an emergency main break at the water plant site with accuracy and efficiency so that water service was resumed for the community within hours despite the severity of the situation. In addition, in order to minimize the reoccurrence of city-wide service disruption, 500 feet of the deteriorated pipe was replaced and two new 18 inch valves were installed on this major transmission main located in the wooded area immediately west of the water treatment plant.
- Effectively maintained the water distribution system through a summer marked by extreme heat and persistent severe drought.
- Worked with Honeywell & Capstone Metering Company on a water meter pilot program.
- Replaced outdated documents with new maps so that employees have easy access to accurate information on valve locations, updated pipe sizes and locations.
- Completed installation and implementation of new software to improve division’s record keeping on inventory, work orders, water main break locations, and repair costs.

**Fiscal 2013 Objectives:**

- Complete approved capital projects on time and within budget constraints.
- Exercise two hundred 8” - 24” valves located throughout the distribution system.
- Continue division’s commitment to employee training by having monthly safety meetings in addition to attending city-wide training sessions.

PCUA - Water Distribution								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	484,764	503,199	549,171	591,845	392,488	588,942	(2,903)	(0.49%)
Material/Supplies	111,962	99,791	88,150	110,500	78,423	115,500	5,000	4.52%
Other Charges & Svcs	191,077	174,202	169,973	213,600	142,643	219,300	5,700	2.67%
Capital Outlay	309,440	233,816	165,369	527,000	252,110	475,000	(52,000)	(9.87%)
Transfers	<u>95,489</u>	<u>74,683</u>	<u>90,166</u>	<u>87,748</u>	<u>67,807</u>	<u>97,748</u>	<u>10,000</u>	<u>11.40%</u>
<b>Department Total</b>	<b>1,192,732</b>	<b>1,085,691</b>	<b>1,062,829</b>	<b>1,530,693</b>	<b>933,472</b>	<b>1,496,490</b>	<b>(34,203)</b>	<b>(2.23%)</b>

**Approved Capital:**

Water Line Replacements on Highway 60	\$190,000
Water Valve Replacement at Water Treatment Plant	\$190,000
Contingency Water Line Projects	\$55,000
Fire Hydrants	\$30,000
Water Meters	\$10,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,431	Health Insurance	(5,017)
FICA	212	Pickup Trucks	(25,000)
Medicare	50	Sp Purp Vehicles & Trucks	<u>(35,000)</u>
Retirement Plan 2	223		
Workers Compensation	198		
Water System Maint	5,000		
Misc Professional Svc	5,700		
Fire Hydrant	3,000		
C/O Water System	5,000		
Transfer to City Garage	<u>10,000</u>		
<b>Total</b>	<b>30,814</b>	<b>Total</b>	<b>(65,017)</b>
<b>Net Decrease</b>		<b><u>(\$34,203)</u></b>	

**Personnel Summary:**

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

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	10	10	10	10	10	10	10	10	10	<b>10</b>

## 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 2012 Accomplishments:** • With the price of natural gas having stabilized, OMPA has been able to hold the increase on power costs to a very low level.

**Fiscal 2013 Objectives:** • OMPA has projected a 2.02% increase in the cost of power for the year. There is a forecast for ample supplies of natural gas at reasonable prices, so this seems to be a reasonable objective.

PCUA - Purchased Power								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Other Charges & Svcs	<u>19,295,131</u>	<u>18,263,670</u>	<u>20,002,738</u>	<u>19,570,000</u>	<u>14,879,160</u>	<u>20,450,000</u>	<u>880,000</u>	<u>4.50%</u>
<b>Department Total</b>	<b><u>19,295,131</u></b>	<b><u>18,263,670</u></b>	<b><u>20,002,738</u></b>	<b><u>19,570,000</u></b>	<b><u>14,879,160</u></b>	<b><u>20,450,000</u></b>	<b><u>880,000</u></b>	<b><u>4.50%</u></b>

### Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Purchased Power		<u>880,000</u>		
Total		<u>880,000</u>	Total	<u>0</u>
		<b>Net Increase</b>		<b><u>\$880,000</u></b>

Ponca City Energy Financial Ratios								
	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	
Current Ratio	9.40	9.58	4.61	4.49	3.56	16.52	10.81	
Net Worth to Debt	38.12	41.97	43.12	3.31	3.37	4.05	4.10	
Electric Sales to Purchased Power	1.44	1.36	1.38	1.49	1.52	1.59	1.60	
Bad Debt Expense to Electric Sales	0.41%	0.45%	0.41%	0.39%	0.39%	0.32%	0.36%	
Net Income to Ponca City Energy	<u>(\$195,147)</u>	<u>\$384,689</u>	<u>\$135,244</u>	<u>\$1,403,557</u>	<u>\$785,091</u>	<u>\$149,247</u>	<u>\$433,787</u>	

<b>MESO WINTER RATE SURVEY — 2012</b>				
<b>UTILITY</b>	<b>500 kWh</b>	<b>1,000 kWh</b>	<b>1,000 kWh</b>	<b>10,000 kWh</b>
	<b>Residential</b>	<b>Residential</b>	<b>Commercial</b>	<b>Commercial</b>
Altus	\$72.07	\$123.14	\$115.04	\$880.40
Braman	\$55.00	\$100.00	\$100.00	n/a
Claremore	\$63.62	\$118.74	\$125.24	\$1,117.40
Comanche	\$66.35	\$113.10	\$127.76	\$958.07
Cushing	\$52.70	\$98.40	\$113.50	\$981.14
Duncan	\$36.01	\$65.48	\$68.10	\$455.03
Edmond Electric	\$56.65	\$86.66	\$117.18	\$618.83
Granite	\$41.50	\$79.00	\$86.00	\$761.00
Hominy	\$51.37	\$93.87	\$107.24	\$944.24
Lexington	\$57.20	\$105.60	\$118.70	\$1,187.00
Lindsay	\$44.50	\$79.00	\$90.00	\$720.00
Mangum	\$43.25	\$86.50	\$86.50	\$865.00
Manitou	\$63.53	\$118.03	\$118.03	\$1,099.03
Miami	\$40.85	\$81.70	\$48.91	\$789.07
Newkirk	\$69.59	\$123.15	\$123.74	\$891.29
Pawhuska	\$50.34	\$82.03	\$98.51	\$818.58
Pawnee	\$74.41	\$133.18	\$125.49	\$1,022.25
Perry	\$47.01	\$94.01	\$98.71	\$784.62
<b>Ponca City</b>	<b>\$59.90</b>	<b>\$97.26</b>	<b>\$112.53</b>	<b>\$997.09</b>
Pond Creek	\$65.80	\$122.09	\$122.09	\$1,081.40
Pryor	\$42.15	\$84.24	\$80.29	\$802.90
Purcell	\$45.46	\$87.31	\$88.22	\$845.66
Sallisaw	\$50.18	\$90.08	\$110.08	\$1,008.28
Skiatook	\$49.64	\$96.29	\$102.78	\$901.48
Spiro	\$47.59	\$80.69	\$97.16	\$724.10
Stillwater	\$58.52	\$92.29	\$134.42	\$886.86
Stilwell	\$48.60	\$97.40	\$120.20	\$792.30
Stroud	\$57.36	\$101.60	\$131.10	\$970.05
Tahlequah	\$38.65	\$68.50	\$74.24	\$696.40
Tecumseh	\$60.94	\$113.99	\$121.34	\$981.30
Tonkawa	\$62.33	\$112.03	\$112.03	\$977.73
Walters	\$61.30	\$109.10	\$136.60	\$996.48
Watonga	\$49.38	\$89.38	\$106.50	\$831.50
Wynnewood	\$46.50	\$82.30	\$110.60	\$969.00
Yale	\$53.93	\$94.58	\$94.58	\$826.28

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 2012 Accomplishments:**

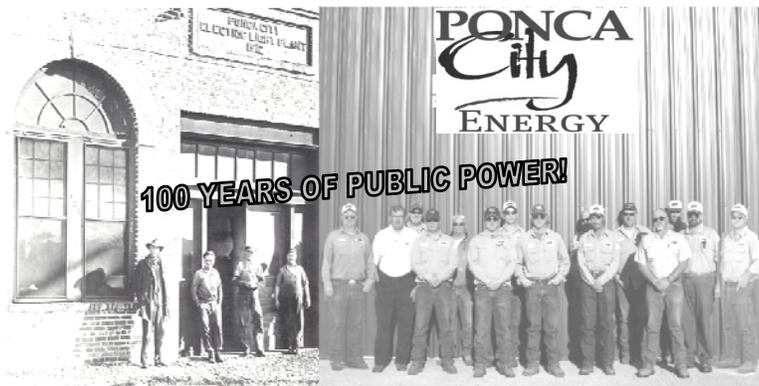
- Pole testing program; tested over 3,100 poles and replaced over 120 (\$200,000).
- Overhead to underground distribution conversion projects (\$250,000).
- Designed and built new H-Structure transmission line with underbuild (\$220,000).
- Contracted replacement of ½ mile of transmission structures destroyed by storm (\$225,000).
- Replaced Waverly Line Circuit Breaker and Firestation Line Circuit Breakers (oldest breakers in system) (\$50,000).
- Reworked Broadway Line feeder exit at Diesel Plant Sub (\$5,000).
- Performed tree trimming on one-fourth of system (\$400,000).
- Installed five miles of fiber optic cable (\$150,000).
- Purchased new backyard digger-derrick machine (\$155,000).
- Purchased polypipe trailer (\$12,000).
- Built new feeder to Dorada Foods (\$25,000).
- Installed phone answering and outage management systems to answer after-hours calls and map outage information (\$135,000).
- Rebuilt distribution circuit in alley on north side of Grand (\$200,000).

**Fiscal 2013 Objectives:**

- Purchase WindMilMap software for Electrical GIS and Outage Model maintenance (\$30,000).
- Pole testing program; test at least 2,000 poles and replace at least 100 (\$150,000).
- Convert all neighborhoods bounded between 14<sup>th</sup> St., Overbrook, 7<sup>th</sup> St., and Gary from overhead to underground distribution (\$200,000).
- Rebuild distribution circuit in alley on south side of Grand (\$50,000).
- Install all new streetlights provided by Honeywell.
- Replace SCADA master station with upgraded up-to-date system (\$43,000).
- Replace antiquated relay system for Riggs Switch Yard (\$125,000).

PCUA - Electric Distribution								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	1,717,378	1,819,494	2,249,082	1,961,753	1,493,643	2,064,287	102,534	5.23%
Material/Supplies	198,135	240,599	255,007	292,300	167,336	292,300	0	0.00%
Other Charges & Svcs	1,780,363	2,382,481	2,220,994	2,490,521	1,880,729	2,639,724	149,203	5.99%
Capital Outlay	1,302,429	2,191,535	1,086,406	1,825,000	977,146	1,668,000	(157,000)	(8.60%)
Debt Service	105,399	289,861	0	0	89,101	589,000	589,000	0.00%
Transfers	<u>5,044,449</u>	<u>5,440,996</u>	<u>5,567,495</u>	<u>5,769,566</u>	<u>4,980,891</u>	<u>5,507,639</u>	<u>(261,927)</u>	<u>(4.54%)</u>
<b>Department Total</b>	<b>10,148,153</b>	<b>12,364,968</b>	<b>11,378,984</b>	<b>12,339,140</b>	<b>9,588,847</b>	<b>12,760,950</b>	<b>421,810</b>	<b>3.42%</b>

<b>Approved Capital:</b>	Electric Dist. System Improvements	\$830,000
	Distribution Reinforcement Program	\$390,000
	Relays and Panel for Riggs Circuit Breakers	\$125,000
	Street Lights	\$100,000
	1 ½ Ton Diesel 4x4 Pickup Truck	\$65,000
	Fiber Optic Network	\$50,000
	Host OSI SCADA Master	\$43,000
	½ Ton Pickup Truck	\$35,000
	WindMilMap (2 seats), ArcView (1seat),ArcPad (1)	\$30,000



**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	74,999	C/O Radio Equipment	(125,000)
FICA	4,881	Sp Purp Vehicles & Tr	(310,000)
Medicare	1,141	Transfer to Debt Service Fund	<u>(560,660)</u>
Retirement Plan 2	1,011		
ICMA Retirement	422		
Health Insurance	15,875		
Life Insurance	34		
Workers Compensation	4,171		
Meter Support Svc	43,814		
Audit Services	1,000		
Chgs for General Svc	67,189		
Dues & Scripts	18,000		
Misc Contractual Svc	19,200		
Pickup Trucks	100,000		
C/O Machines & Tools	53,000		
Electric Sub Station	125,000		
Debt Principal	374,000		
Debt Interest	210,000		
Agent Fee	5,000		
Transfer to General	212,868		
Transfer to Tech Srvs	36,350		
Transfer to Utility Billing	19,515		
Transfer to City Garage	<u>30,000</u>		
Total	1,417,470	Total	(995,660)
	<b>Net Increase</b>		<b><u>\$421,810</u></b>

**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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	23.84	23.34	23.34	23.34	24	24	25	25	25	<b>25</b>

**Explanation:**

FY 04/05 a 50% position of Marketing Coordinator was eliminated.  
FY 07/08 the position of Office Specialist was no longer shared between funds but allocated to PCE at 100%.  
FY 09/10 the position of Utility Technician was added.

## 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 2012 Accomplishments:

- Assisted Development Services Department in the disposal of one hundred fifty two (152) tons of debris from blighted properties and code enforcement activities.
- Held weekly safety and informational meetings to enhance employees' safety awareness and job knowledge.
- Maintained certifications of supervisory staff in the Management of Municipal Solid Waste Systems.
- Advertised in the local yellow pages and area maps to educate the public about services offered by the Solid Waste Division.

### Fiscal 2013 Objectives:

- Co-host the Household Hazardous Waste and Electronics Collection Event.
- Continue Division's commitment to employee education by holding weekly safety and informational meetings in addition to attending city wide training sessions.
- Review and update customer listings quarterly to develop more accurate routing maps for commercial routes using the new Paradym Software.
- Evaluate Recycling Center's operation hours so that adjustments can be made to better serve the public and promote recycling in the community.
- Advertise services offered by the Solid Waste Division using various medias.
- Work with City Manager and Finance Director to develop a Pilot Program for Semi-Automated Collection in Ponca City.

PCUA - Solid Waste Collection								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	1,606,650	1,651,424	1,682,110	1,795,761	1,331,758	1,845,482	49,721	2.77%
Material/Supplies	41,557	32,892	34,834	46,600	30,512	46,600	0	0.00%
Other Charges & Svcs	194,685	169,485	202,038	200,975	136,705	206,935	5,960	2.97%
Capital Outlay	0	63,003	45,303	0	0	0	0	0.00%
Transfers	<u>1,127,068</u>	<u>1,214,803</u>	<u>1,272,723</u>	<u>1,247,082</u>	<u>996,222</u>	<u>1,221,082</u>	<u>(26,000)</u>	<u>(2.08%)</u>
<b>Department Total</b>	<b>2,969,960</b>	<b>3,131,608</b>	<b>3,237,008</b>	<b>3,290,418</b>	<b>2,495,198</b>	<b>3,320,099</b>	<b>29,681</b>	<b>0.90%</b>

Approved Capital: None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	27,958	Transfer to Debt Svc Fund	(48,000)
Part Time Salaries	2,013	Transfer to Landfill Closing	<u>(40,000)</u>
FICA	469		
Medicare	4,788		
Health Insurance	12,703		
Workers Compensation	1,790		
Transfer to General	5,960		
Transfer to Tech Svc	7,000		
Transfer to SW Depr Reserve	5,000		
Transfer to City Garage	<u>50,000</u>		
<b>Total</b>	<b>117,681</b>	<b>Total</b>	<b>(88,000)</b>
	<b>Net Increase</b>		<b><u>\$29,681</u></b>

**Personnel Summary:**

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

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	32.33	32.33	32.33	31.33	31.33	32.33	32.33	32.33	31.83	<b>31.83</b>

**Explanation:**

FY 06/07 the open position of Assistant Director of Environment Svcs was eliminated.  
 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.

## 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 2012 Accomplishments:**

- Implemented a Greenhouse Gas reporting plan mandated by EPA.
- Held weekly safety meeting and group discussions to maintain and enhance employees' safety awareness and job knowledge.
- Maintained certification of supervisory staff in Management of Landfill Operations.
- Fulfilled all reporting requirements on air quality and groundwater monitoring at the landfill site.
- Successfully worked with the Association for Landfill Financial Assurance (ALFA) and ODEQ to allow closure costs being funded over the life of the landfill rather than a fixed 30 years, achieving a cash flow savings of \$2,100,000 over the next decade.

**Fiscal 2013 Objectives:**

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

PCUA - Landfill								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	317,082	335,945	516,910	406,163	296,748	427,129	20,966	5.16%
Material/Supplies	9,544	8,136	8,759	16,150	9,005	16,150	0	0.00%
Other Charges & Svcs	102,778	120,397	95,780	125,282	70,130	126,936	1,654	1.32%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	12,500	12,500	12,500	12,500	12,500	12,500	0	0.00%
Transfers	<u>670,529</u>	<u>745,548</u>	<u>709,838</u>	<u>827,089</u>	<u>613,743</u>	<u>689,089</u>	<u>(138,000)</u>	<u>(16.69%)</u>
<b>Department Total</b>	<b>1,112,433</b>	<b>1,222,526</b>	<b>1,343,787</b>	<b>1,387,184</b>	<b>1,002,125</b>	<b>1,271,804</b>	<b>(115,380)</b>	<b>(8.32%)</b>

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

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>			<u>Decreases</u>
Full Time Salaries	5,434	Transfer to Debt Svc Fund		(21,000)
FICA	474	Transfer to Landfill Clos		(120,000)
Medicare	111	Transfer to City Garage		<u>(5,000)</u>
Retirement Plan 2	1,097			
Health Insurance	13,421			
Workers Compensation	429			
Charges for General Svc	1,654			
Transfer to Tech Svc	3,000			
Transfer to SW Depr Reserv	<u>5,000</u>			
Total	30,620	Total		(146,000)
	<b>Net Decrease</b>			<b><u>(\$115,380)</u></b>

**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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<b><u>2012-13</u></b>
Full Time	7	7	7	7	7	7	7	7	7	<b>7</b>

## 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 landfill.

**Fiscal 2012 Accomplishments:**

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

**Fiscal 2013 Objectives:**

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

PCUA - Landfill Closure								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Transfer from Sld Wst	10,000	30,000	30,000	60,000	45,000	20,000	(40,000)	(66.67%)
Transfer from Landfill	68,000	90,000	90,000	180,000	135,000	60,000	(120,000)	(66.67%)
Interest Income	<u>0</u>	<u>121,932</u>	<u>27,334</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>78,000</b>	<b>241,932</b>	<b>147,334</b>	<b>240,000</b>	<b>180,000</b>	<b>80,000</b>	<b>(160,000)</b>	<b>(66.67%)</b>
EXPENDITURES								
Dues & Subscriptions	20,556	21,508	21,224	21,500	15,621	25,000	3,500	16.28%
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>20,556</b>	<b>21,508</b>	<b>21,224</b>	<b>22,500</b>	<b>15,621</b>	<b>26,000</b>	<b>3,500</b>	<b>15.56%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Dues & Subscriptions	<u>3,500</u>			
Total	3,500		Total	0
	<b>Net Increase</b>			<b><u>\$3,500</u></b>

**Personnel Summary:** None

## RECYCLING CENTER STATISTICS

<u>Type of Recyclable</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Cardboard	226.71	236.58	196.82	110.28	89.06	4.86*	78.50
Newspapers	216.19	218.26	210.33	211.56	130.94	169.18	166.18
White Goods	137.26	133.68	185.87	123.66	111.47	45.38	23.04
Magazines	45.42	42.28	40.98	54.06	52.15	57.58	51.39
Office Paper	27.03	26.69	26.63	26.25	20.16	23.12	25.58
Glass	23.78	29.59	26.95	25.59	30.28	29.95	31.47
Books	3.35	6.08	7.13	7.31	8.07	12.67	10.20
Tin	4.24	9.43	9.65	3.37	12.68	13.5	6.25
Iron	24.78	21.68	15.6	16.15	10.79	*	*
Car Batteries	2.64	6.03	.5	.38	5.88	4.66	.81
Aluminum Cans	4.76	1.77	2.62	2.39	2.26	2.24	2.41
Misc Paper	3.19	3.25	4.22	8.44	10.77	9.25	6.80
Mixed Metal	1.75	1.73	2.47	.19	.57	17.70*	16.56*
<b>Total*</b>	<b>721.10</b>	<b>737.05</b>	<b>729.77</b>	<b>589.63</b>	<b>485.08</b>	<b>390.09</b>	<b>419.19</b>

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

## RECYCLING SAVINGS

	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Trees	14,196	13,474	12,000	8,485	7,315	6,276	6,626
kWh of Energy	3,423,852	3,247,729	2,894,186	2,046,559	1,752,192	1,513,731	1,598,168
Gallons of Water	5,845,602	5,548,319	4,874,128	3,494,193	2,961,548	2,584,421	2,718,579
Cubic Yard of Landfill	4,513	4,448	3,788	1,998	1,194	949	1,039
Pounds of Air Pollution	51,100	47,557	42,353	29,950	25,641	21,500	23,388

# 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 2012 Accomplishments:**

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

**Fiscal 2013 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	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Transfer from Sld Wste	245,000	245,000	245,000	250,000	183,750	250,000	0	0.00%
Transfer from Landfill	245,000	245,000	245,000	245,000	183,750	250,000	5,000	2.04%
Interest Income	57,552	39,280	25,861	30,000	14,167	10,000	(20,000)	(66.67%)
Inc Disp Fixed Asset	<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>
<b>Total Revenues:</b>	<b>547,552</b>	<b>529,280</b>	<b>515,861</b>	<b>525,000</b>	<b>381,667</b>	<b>510,000</b>	<b>(15,000)</b>	<b>(2.86%)</b>
<b>EXPENDITURES</b>								
Capital Outlay	<u>189,120</u>	<u>313,388</u>	<u>100,118</u>	<u>55,000</u>	<u>13,122</u>	<u>780,000</u>	<u>725,000</u>	<u>1318.18%</u>
<b>Total Expenditures:</b>	<b>189,120</b>	<b>313,388</b>	<b>100,118</b>	<b>55,000</b>	<b>13,122</b>	<b>780,000</b>	<b>725,000</b>	<b>1318.18%</b>

**Approved Capital:**

Compactor -Landfill	\$675,000
Two (2) 33/34-Yard Containers	\$70,000
Two, Three, Four, and Six Yard Containers	\$35,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Machinery & Equip	70,000	Computer Capital Exp	(33,000)
Landfill Equipment	675,000	Office Machines	<u>(10,000)</u>
Misc Capital Outlay	<u>23,000</u>		
Total	768,000	Total	(43,000)
<b>Net Increase</b>		<b><u>\$725,000</u></b>	

**Personnel Summary:** None

## Utility Billing – Administration

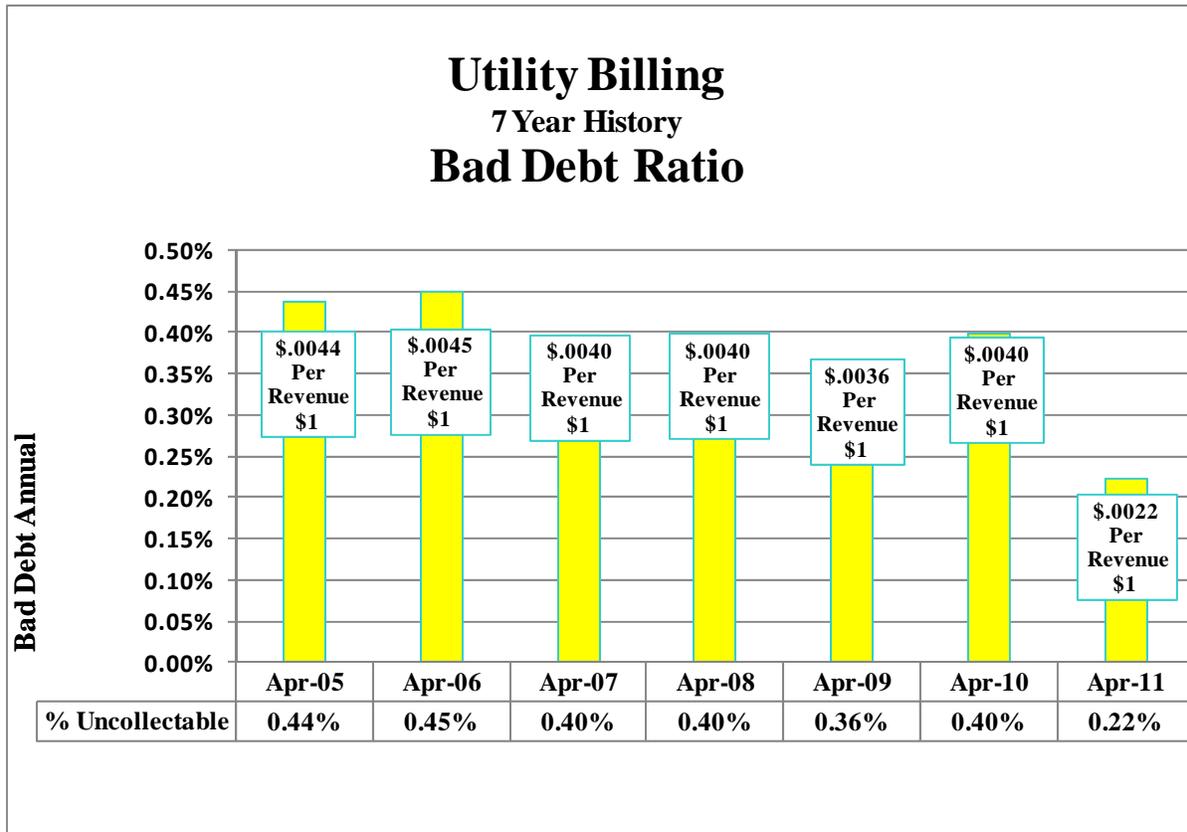
**Department Mission:** Utility Billing strives to provide accurate billing service and records to all PCUA (Ponca City Utility Authority) customers with prompt, professional, and courteous service.

**Fiscal 2012 Accomplishments:**

- All billing clerks now have access to Flexnet on their computers to assist individual customers with their usage concerns.
- Created new licenses for Beer/Liquor and Garage Sale Permits to decrease the costs of books and also makes available their licensing history on their accounts.
- Sent out letters to customers using AMP (Average Monthly Payable) accounts in July to bring their attention to the higher deficit due to the extreme heat this year to give them another opportunity to pay additional on their deficit.
- Handled a record numbers of payment arrangements with customers due to record temperatures in the past year with courtesy and professionalism.
- Sent both service technicians to an all day Motor Vehicle Accident Prevention Course to help assure safety in the field.

**Fiscal 2013 Objectives:**

- Create separate cycle book for Ponca City Public School system to permit them to have all their billing and due dates the same.
- Develop process to begin supplemental billing for closed accounts so customers receive their final deposit/bill sooner.
- Research and work with Technical Services on the possibilities of paperless billing as a customer option.
- Attend a minimum of four safety training sessions and achieve an accident free workplace.
- Implement processes and procedures for records management as the new Tyler Content System software is implemented city-wide, to maximize efficiency and effectiveness.



PCUA - Utility Billing Administration								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	392,297	384,301	393,566	421,190	295,910	439,869	18,679	4.43%
Material/Supplies	38,316	39,537	43,652	44,326	30,445	53,900	9,574	21.60%
Other Charges & Svcs	125,416	130,073	130,068	157,363	85,611	147,100	(10,263)	(6.52%)
Capital Outlay	0	0	12,908	0	0	0	0	0.00%
Transfers	10,500	10,333	9,731	11,500	4,983	11,500	0	0.00%
<b>Department Total</b>	<b>566,529</b>	<b>564,244</b>	<b>589,925</b>	<b>634,379</b>	<b>416,950</b>	<b>652,369</b>	<b>17,990</b>	<b>2.84%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	10,274	Food Supplies	(50)
FICA	817	Printing	(100)
Medicare	191	Misc Contractual Svc	(13,500)
Retirement Plan 2	1,092		
ICMA Retirement PCUA	252		
Health Insurance	5,317		
Workers Compensation	736		
Office Supplies	24		
Wearing Apparel	100		
Postage	9,500		
Legal Notices	25		
Outsource Bill Print & Mail	<u>3,312</u>		
Total	31,640	Total	(13,650)
<b>Net Increase</b>		<b><u>\$17,990</u></b>	

**Personnel Summary:**

Office Manager	1	Billing Clerk II	2
Field Service Representative	2	Billing Clerk I	3
Office Specialist	1	Billing Clerk I – Part Time	1
<b>Total Full Time Employees</b>		<b>9</b>	
<b>Total Part Time Employees</b>		<b>1</b>	

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<b><u>2012-13</u></b>
Full Time	7	7	7	7	10	10	9	9	9	<b>9</b>

**Explanation:** FY 06/07 three Field Service Representatives were transferred from Meter Reader to Utility Billing.  
FY 09/10 one of the Field Service Representatives positions was eliminated as a result of the use of AMR (Automatic Meter Readers).

## 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 2012 Accomplishments:

- Successfully completed nine wastewater collection system infrastructure improvement projects mandated by the 2005 Consent Order, a voluntary agreement between the City and the Oklahoma Department of Environmental Quality aimed at minimizing unpermitted sewer discharges in the community.
- Managed spending on capital projects adequately.
- Coordinated capital improvement needs for both the wastewater collection and treatment segments to ensure long-term financial feasibility and sustainability.
- Continued to promote computerization of work orders, inventories, and preventive maintenance activities to improve operation efficiency and increase compliance level.
- Worked diligently with City Management, Ponca City Development Authority, and engineering consultants to meet the special demands raised by major industrial users in the community.

### Fiscal 2013 Objectives:

- Work closely with staff and engineers to maximize improvements on the collection system infrastructure while honoring budget constraints. Provide management services to all capital projects.
- Explore alternative funding opportunity to seek funds for improvement projects that cannot be supported by operating budget.
- Carry out the rehabilitation of a major sewer interceptor that goes through the refinery complex and ensure the success of this project by working in close collaboration with the refinery staff.

PCUA - Wastewater Administration								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	58,943	59,762	61,693	70,419	47,724	68,907	(1,512)	(2.15%)
Material/Supplies	985	880	1,010	1,500	689	1,500	0	0.00%
Other Charges & Svcs	165,336	176,373	184,439	199,731	157,783	208,429	8,698	4.35%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	1,814,684	2,009,871	2,146,908	2,100,418	1,862,128	2,035,000	(65,418)	(3.11%)
Transfers	<u>638,895</u>	<u>653,171</u>	<u>574,730</u>	<u>694,217</u>	<u>571,764</u>	<u>636,217</u>	<u>(58,000)</u>	<u>(8.35%)</u>
<b>Department Total</b>	<b>2,678,844</b>	<b>2,900,057</b>	<b>2,968,780</b>	<b>3,066,285</b>	<b>2,640,089</b>	<b>2,950,053</b>	<b>(116,232)</b>	<b>(3.79%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Health Insurance	600		Full Time Salaries (2,000)
Charges for General Svc	8,698		Workers Compensation (112)
Debt Principal	28,000		Debt Interest (86,000)
Transfer to Tech Svc	<u>10,000</u>		Agent Fee (7,418)
			Debt Svc Fund <u>(68,000)</u>
Total	47,298		Total (163,530)
		<b>Net Decrease</b>	<b><u>(\$116,232)</u></b>

**Personnel Summary:**

Environmental Services Director	.33	Administrative Secretary	.5
<b>Total Full Time Employees</b>			<b>.83</b>

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<b><u>2012-13</u></b>
Full Time	1.16	1.16	1.16	1.16	0.83	0.83	0.83	0.83	0.83	0.83
<b>Explanation:</b>	FY 07/08 the position of Office Specialist was assigned to Ponca City Energy (PCE) and is no longer shared between funds Water, Wastewater and PCE. (Employees shared between Funds) Environmental Services Director <b>33% Wastewater Admin;</b> 33% Solid Waste; 34% Water Admin. Administrative Secretary <b>50% Wastewater Admin;</b> 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 2012 Accomplishments:

- Successfully treated over 1.3 billion gallons of wastewater, including high-strength sewage generated by categorical industrial users.
- Successfully operated over 20 key process units with the lowest attainable capital costs for the treatment plant.
- Completed 4,682 work orders for the plant, liftstations, and the groundwater liftstation.
- Increased oil and grease testing to accommodate the additional loading from a new major industrial customer.
- Handled two city-wide power outages with high efficiency and successfully prevented sewage overflows at all liftstations.

### Fiscal 2013 Objectives:

- Finish capital projects on time and within budget constraints.
- Continue plant's computerized preventive maintenance program to minimize equipment breakdown.
- Continue division's commitment to employee training and education by having weekly safety meetings.
- Work with engineers and provide partial construction inspection services for three non-PCUA liftstation projects: PCDA's West Ranch Liftstation, a new liftstation in Osage County, and a new liftstation at Lake Ponca Playground.

PCUA - Wastewater Treatment								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Personal Services	632,949	612,933	553,415	647,791	430,657	662,581	14,790	2.28%
Material/Supplies	256,780	230,665	250,158	276,200	138,211	276,200	0	0.00%
Other Charges & Svcs	466,140	455,231	439,247	500,900	307,471	500,900	0	0.00%
Capital Outlay	111,508	24,189	29,418	85,000	0	285,000	200,000	235.29%
Transfers	<u>104,945</u>	<u>98,968</u>	<u>93,499</u>	<u>118,945</u>	<u>77,218</u>	<u>114,945</u>	<u>(4,000)</u>	<u>(3.36%)</u>
<b>Department Total</b>	<b>1,572,323</b>	<b>1,421,986</b>	<b>1,365,737</b>	<b>1,628,836</b>	<b>953,558</b>	<b>1,839,626</b>	<b>210,790</b>	<b>12.94%</b>

<b>Approved Capital:</b>	Briar Ridge Lift Station Replacement	\$240,000
	Accumulator Tank	\$25,000
	Valve Replacements	\$20,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	6,079	FICA	(228)
Retirement Plan 2	1,743	Medicare	(54)
Health Insurance	7,457	Workers Comp	(207)
Wastewater Lift Station Imp	240,000	C/O Machines & Tools	(65,000)
Pickup Trucks	<u>25,000</u>	Transfer to City Garage	<u>(4,000)</u>
<b>Total</b>	<b>280,279</b>	<b>Total</b>	<b>(69,489)</b>
<b>Net Increase</b>		<b><u>\$210,790</u></b>	

**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>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	12.5	12.5	12	12	11.5	11.5	11.5	11	11	11

**Explanation:** FY 04/05 the position of Utility Technician that was shared with Water Production was eliminated.  
 FY 07/08 Superintendent is shared equally between funds of Water Production and Wastewater Treatment.  
 FY 10/11 the position of Superintendent shared between funds is now allocated to Water Production only.

## Wastewater Fund – Collection

### Department Mission:

The Wastewater Collection Division maintains approximately 177 miles of gravity wastewater mains and all manholes within the system. The division routinely inspects and evaluates City's wastewater system to identify repair and replacement needs, and it implements aggressive preventive maintenance programs to reduce wastewater 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 2012 Accomplishments:

- Completed all sewer system improvement projects mandated by the Consent Order, with these most recent accomplishments.
  - Replacement of 1,200 ft of 10" sewer interceptor in the alley between First and Second Street.
  - Replacement of 200 ft of 8" between Birch and Ash Street.
  - Replacement of 600 ft of 10" west of Fourteenth Street along Prospect Avenue.

### Fiscal 2013 Objectives:

- Work closely with engineers/contractors to complete approved capital improvement projects on time and within budget constraints.
- Further reduce unpermitted sewer discharges with preventive maintenance programs.
- Evaluate the current mapping system and continue to edit it with new data on manholes, service taps and sewer main sections.

PCUA - Wastewater Collection								
EXPENDITURES:	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Personal Services	284,423	290,246	280,188	325,240	236,405	337,445	12,205	3.75%
Material/Supplies	105,231	76,647	63,537	104,950	42,195	104,950	0	0.00%
Other Charges & Svcs	7,778	25,697	23,195	30,550	22,336	30,550	0	0.00%
Capital Outlay	106,184	85,300	2,700	50,000	15,180	50,000	0	0.00%
Transfers	<u>41,068</u>	<u>52,107</u>	<u>61,048</u>	<u>54,422</u>	<u>35,705</u>	<u>56,422</u>	<u>2,000</u>	<u>3.67%</u>
<b>Department Total</b>	<b>544,685</b>	<b>529,997</b>	<b>430,668</b>	<b>565,162</b>	<b>351,821</b>	<b>579,367</b>	<b>14,205</b>	<b>2.51%</b>



## 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 2012 Accomplishments:

- The City completed its first audit of the Cities Stormwater Program. This screening evaluation was conducted by three members of the state DEQ office on September 20th and 21st. From this initial evaluation certain deficiencies were noted. On February 14, 2012 a second visit from DEQ was held to verify that the corrective actions were completed. On February 21, 2012 the City received a letter from DEQ that all findings have been corrected. The City was commended for their response.
- Submitted floodplain mapping information from the Stormwater Master Plan to FEMA.
- Completed the sixth annual report outlining the progress of the City's program in meeting the requirements of the Stormwater Program.
- Completed the Prospect / Turner Stormwater Capital Project.

### Fiscal 2013 Objectives:

- Revise the current stormwater ordinance to add new requirements from the ODEQ.
- Monitor state and federal regulations to maintain compliance with the Clean Water Act Stormwater provisions. The second 5year permit is scheduled to be released by the EPA and adopted by ODEQ this year.
- Continue implementing the requirements for the City's stormwater Phase II NPDES permit, which will include submitting the City's annual report to ODEQ.

PCUA - Stormwater								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Stormwater Fee	192,469	191,048	192,952	193,000	144,931	192,500	(500)	(0.26%)
Other Revenues	<u>14,733</u>	<u>11,565</u>	<u>9,055</u>	<u>11,000</u>	<u>25,327</u>	<u>7,400</u>	<u>(3,600)</u>	<u>(32.73%)</u>
<b>Total Revenues:</b>	<b>207,202</b>	<b>202,613</b>	<b>202,007</b>	<b>204,000</b>	<b>170,258</b>	<b>199,900</b>	<b>(4,100)</b>	<b>(2.01%)</b>
<b>EXPENDITURES:</b>								
Personal Services	0	0	0	31,050	16,504	28,077	(2,973)	(9.57%)
Materials & Supplies	15,678	10,804	3,478	50,000	3,091	47,500	(2,500)	(5.00%)
Other Charges & Svcs	60,333	46,115	61,782	102,153	37,334	120,811	18,658	18.26%
Capital Outlay	<u>15,000</u>	<u>33,750</u>	<u>57,629</u>	<u>20,797</u>	<u>0</u>	<u>50,000</u>	<u>29,203</u>	<u>140.42%</u>
<b>Total Expenditures</b>	<b>91,011</b>	<b>90,669</b>	<b>122,889</b>	<b>204,000</b>	<b>56,928</b>	<b>246,388</b>	<b>42,388</b>	<b>20.78%</b>



## Technology Services

**Department Mission:** Technology Services will be responsible for identifying, acquiring, implementing, developing, and providing organizational support for technology-based communication and information systems to deliver efficient and effective services to citizens.

**Fiscal 2012 Accomplishments:**

- Managed wireless network with over 12,000 daily users.
- Expanded our fiber foot print to encompass 10 new business customers.
- Partnered with City Departments to install Content Management System.
- Upgraded City Hall backbone to improve desktop network capacity.
- Provided day-to-day user support on over 75 city applications and 284 users.
- Installed Virtual Desktop Server for 50 users.
- Installed new interview camera security system for Police.
- Evaluated desktop configurations with Windows 7 and Office 2010.
- Installed new Work Order systems for Water Distribution.
- Expanded six City Buildings to have internal Office Point wireless APs.
- Upgraded Wireless Mesh to version 7.5.
- Partnered with Police on new camera systems for Police cars.
- Worked with Honeywell and Water Distribution on Wi-Fi Meter Beta.
- Connected fiber optics from OneNet to Ponca City Schools.
- Connected fiber optics from OneNet to University Learning Center.
- Partnered with ConocoPhillips, AT&T, and Indian Nations Telecom to move fiber optic cable to OSU University Multispectral Laboratories.
- Partnered with Energy on installing Milsoft Outage Management and Interactive Voice Response System.
- Attended Distributech 2012 Conference.
- Created a hospital and doctor fiber optic LAN to help data sharing.

**Fiscal 2013 Objectives:**

- Convert all or majority of desktops to Virtual Desktops.
- Connect 10 new businesses to fiber optic backbone.
- Roll out Symantec version 12.
- Finish Content Management implementation.
- Continue to enhance wireless network by adding gateways and ASR router.
- Continue to support internal departments and solutions.
- Continue to support Cable channel.
- Continue to keep new web site evergreen.
- Explore and implement green solutions where possible.
- Upgrade city software as needed and required.
- Evaluate and upgrade camera servers as needed.

**Budget Highlights:**

- Partnering with departments to go paperless using Content Management.
- Wireless system now has over 12,000 users daily including City employees and citizens. Over 950 GB of data daily is being used on the system. Continues to lead USA in usage and number of users.

<b>Technology Services</b>								
<b>REVENUES</b>	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Transfers	540,000	547,495	547,495	547,495	413,121	623,845	76,350	13.95%
Misc. Receipts	<u>2,500</u>	<u>13,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>542,500</b>	<b>560,495</b>	<b>547,495</b>	<b>547,495</b>	<b>413,121</b>	<b>623,845</b>	<b>76,350</b>	<b>13.95%</b>
<b>EXPENDITURES</b>								
Personal Services	247,750	248,895	259,930	252,491	183,206	258,019	5,528	2.19%
Material & Supplies	152,486	147,208	145,636	105,025	59,903	158,500	53,475	50.92%
Other Charges & Svcs	115,810	127,650	127,412	186,753	159,657	193,100	6,347	3.40%
Capital Outlay	16,574	13,727	0	0	0	0	0	0.00%
Transfers	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>0</u>	<u>3,226</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>535,846</b>	<b>540,706</b>	<b>536,204</b>	<b>547,495</b>	<b>402,765</b>	<b>612,845</b>	<b>65,350</b>	<b>11.94%</b>

**Approved Capital**      Virtual Desktops      (CIP Fund) \$134,000  
                                  Network Conditioning UPSes      (CIP Fund) \$10,000

**Approved Budget Variances from Prior Year:**

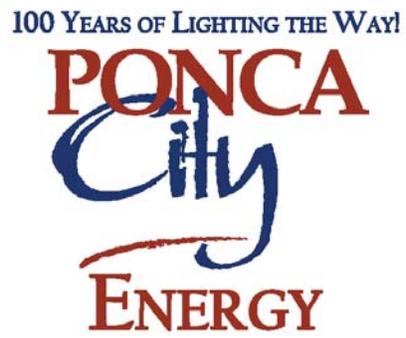
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	2,402	Maint & Service Contracts	(653)
FICA	326		
Medicare	76		
ICMA Retirement PCUA	409		
Health Insurance	2,021		
Workers Compensation	294		
Office Supplies	1,475		
Computers	51,000		
Computer Maintenance	1,000		
Cell Phone Service	6,000		
Education & Training	<u>1,000</u>		
Total	66,003	Total	(653)
	<b>Net Increase</b>		<b><u>\$65,350</u></b>

**Personnel Summary:**

Technology Services Director	1	Computer Technician	1
Computer Services	1		
<b>Total Full Time Employees</b>		<b>3</b>	

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<b><u>2012-13</u></b>
Full Time	3	3	3	3	3	3	3	3	3	3



## 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 2012 Accomplishments:

- Increased rounds by 14% and cart rentals by 11% through Growth of the Game clinics, fun nights, and better marketing of the course.
- Increased Pro Shop sales by 7% by realigning apparel and golf products to better suit the client's needs.
- Increased concession sales by 2% by offering better service to tournaments and regular golfers.
- Completed new ladies tee box on #18.
- Completed new ladies tee box on #15.
- Reshape #2 tee box.
- Introduced a Winter Lesson Series for the public to attend.
- Managed zebra mussels infestation with minimal effect to budget to date.
- Leveled #18 fairway from trench line that had settled over time.
- Continued the growth of the Friday Night Fun Nights and Ladies Night.

### Fiscal 2013 Objectives:

- Increase rounds with different tournament formats, Growth of the Game initiatives, and new marketing concepts by 10%.
- Replace bridges on #3 and #6.
- Remove front bunker on #18 and fill in with grass.
- Increase Junior Golf and Beginner Golf participants by 15% by coordinating efforts with YMCA and SNAG golf program.
- Fill and sprig area between #7 and #13.
- Increase golf tournaments at Lew Wentz GC from surrounding area by 10% through better marketing and public awareness.





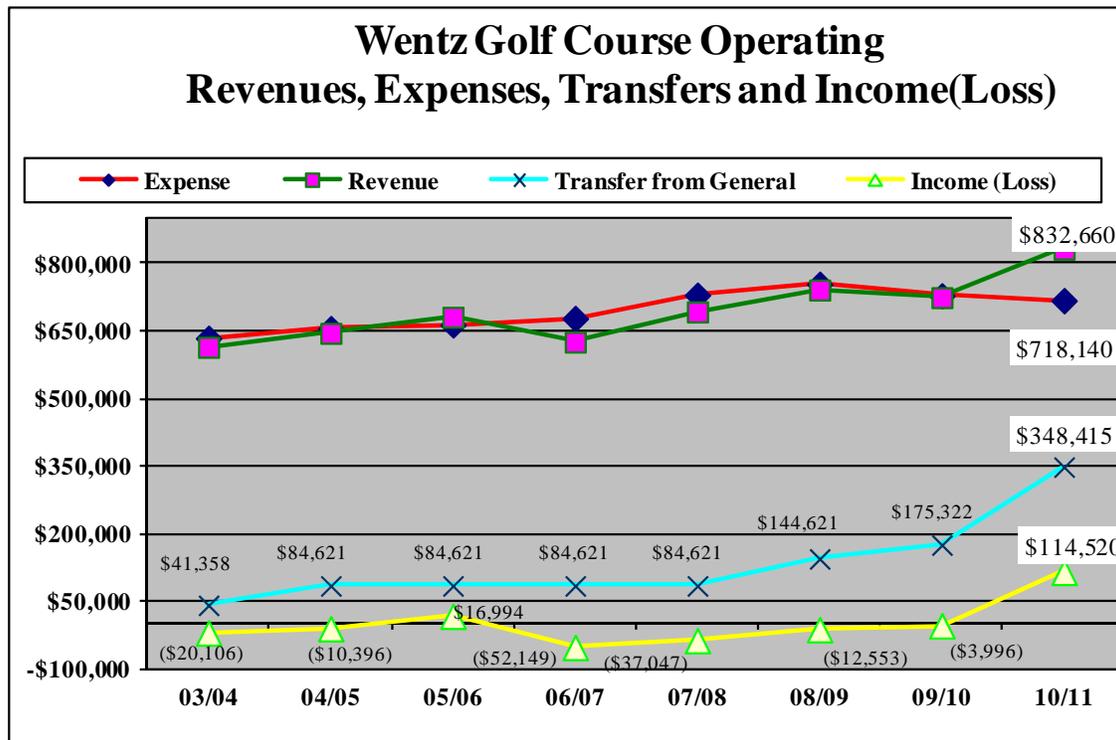
**Personnel Summary:**

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
<b>Total Full Time Employees 6</b>			
<b>Total Part Time Employees 11</b>			

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Full Time	6	6	6	6	6	6	6	6	6	6

**Explanation:** FY 03/04 reorganization of Wentz Golf Shop led to taking over a previously outsourced function by adding the Assistant Professional to City Staff.



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 2010/11 utility expense was approximately \$23,751.

## 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.

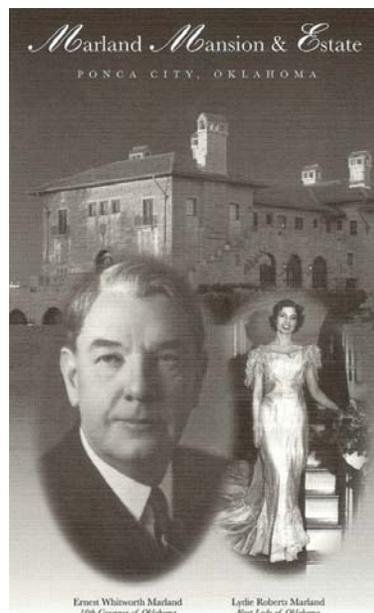
**Fiscal 2012 Accomplishments:**

- Phase III of the Marland Estate Walking Trail has been completed. The Trail is 3320' long & highlighted with street lamps, picnic tables, benches, trash receptacles, & ash cans. The Trail & its attractive amenities are 100% ADA accessible offering increased utilization of the Estate grounds thus bringing more visitors to the Mansion.
- Creation and publication of new Self-Guided Tour books with new corresponding station number signage was accomplished in the 2011-2012 fiscal year. This comprehensive tour book invites visitors to explore at their own pace at any time during business hours making access to the Mansion more leisurely and not held to the time constraints of a Guided Tour.
- An increase in visitor numbers should follow the completion of the Bryant Baker Gallery & Artist Studio. In 2011, new HVAC (with climate control), security, flooring, & museum-quality lighting were installed. Custom display units hold Bryant Baker's collection of 47 sculptures & tools. Existing display cabinets, paint, & window coverings were made new with minor expense. A newly acquired 3'x4' bas relief wall panel picturing the Pioneer Woman in front of a wagon train is the centerpiece of the studio, flanked by numerous large graphic panels which explain the E. W. Marland-Bryant Baker connection & construction of the Pioneer Woman statue. Browse books hold Baker's personal (& historical) correspondence & related educational information.
- Restoration of the Chippendale ceiling in the Mansion loggia was completed in September 2011. The removal of harmful substances has brightened the priceless painting which is a highlight of Mansion tours.
- Landscaping enhancements were completed around Lydie's statue on the Estate grounds. In 2012, the continuation of these enhancements will revolve around George's statue, the Walking Trail, & new water feature.
- Sponsored by the Marland Estate Foundation, Oktoberfest 2011 brought approximately 17,500 visitors & 110 vendors to the Estate, with proceeds totaling \$24,379 to be used for continued maintenance & restoration projects.

- The Marland Mansion welcomed 10,017 Visitors in 2011, including 74 pre-registered tour groups. Also included in that total were 347 seventh-graders who participated in the 7<sup>th</sup> Graders for a Day Program, which educates & familiarizes them with the history of the Mansion & Ponca City.
- The Marland Mansion had 187 reserved events in 2011, which was 10% greater than projections, and already has 176 events reserved for the 2012 calendar year.
- Due to an increased supply of merchandise by local authors, jewelry makers, & Native American crafters, Gift Shop sales are 16% ahead of projected totals for the fiscal year.
- The Mansion hosted numerous events last year including Renaissance Ball, Father-Daughter Dance, Ladies' Night Out, A Bridal Affair, and many other civic & City functions.

**Fiscal 2013 Objectives:**

- To develop a master plan for the layout and replacement of original estate elements such as trees and landscaping, art and sculpture pieces, and other such items deemed to be original or now necessary, to the restoration or modern function of the estate.
- Strive to introduce new Visitors to Ponca City & the Mansion through targeted advertising of the Bryant Baker Gallery & Artist Studio.
- Continue to partner with Oklahoma Department of Tourism to educate & emphasize the historical significance of E. W. Marland in the growth & development of Oklahoma.



New Self-Guided Tour books

Enterprise Funds - Marland Estate								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget	Actual		Amount	Percent
				7/1/2011	3/31/2012			
Outside Revenue	0	0	0	0	0	0	0	0.00%
Charges for Services	147,162	145,066	155,266	143,800	114,220	142,450	(1,350)	(0.94%)
Contribution from Funds	148,378	154,027	148,378	148,378	111,284	148,378	0	0.00%
Other Revenues	<u>5,140</u>	<u>3,423</u>	<u>2,006</u>	<u>3,000</u>	<u>885</u>	<u>1,600</u>	<u>(1,400)</u>	<u>(46.67%)</u>
<b>Total Revenues:</b>	<b>300,681</b>	<b>302,517</b>	<b>305,650</b>	<b>295,178</b>	<b>226,389</b>	<b>292,428</b>	<b>(2,750)</b>	<b>(0.93%)</b>
<b>EXPENDITURES</b>								
Personal Services	181,109	205,200	204,460	213,704	167,328	214,973	1,269	0.59%
Material & Supplies	31,641	29,838	28,363	33,150	24,778	33,150	0	0.00%
Other Charges & Svcs	43,548	32,857	27,891	41,050	17,584	41,050	0	0.00%
Capital Outlay	0	0	0	4,200	0	6,500	2,300	54.76%
Transfers	<u>25,847</u>	<u>27,083</u>	<u>27,045</u>	<u>27,154</u>	<u>19,958</u>	<u>27,154</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>282,145</b>	<b>294,979</b>	<b>287,759</b>	<b>319,258</b>	<b>229,648</b>	<b>322,827</b>	<b>3,569</b>	<b>1.12%</b>

**Approved Capital:** Fountain for Whitemarsh Lake \$3,500  
Ice Machine \$3,000

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	4,618	Health Insurance	(4,589)
FICA	292	Office Supplies	(100)
Medicare	72	Grounds Maint	(200)
Retirement Plan 1	612	Misc Professional Svc	(200)
Workers Compensation	264	C/O Bldg Addition & Imp	<u>(4,200)</u>
Janitor Supplies	100		
Postage	200		
Advertising	200		
C/O Machines & Tools	3,000		
Exterior & Grounds Impr	<u>3,500</u>		
<b>Total</b>	<b>12,858</b>	<b>Total</b>	<b>(9,289)</b>
	<b>Net Increase</b>		<b><u>\$3,569</u></b>

**Personnel Summary:**

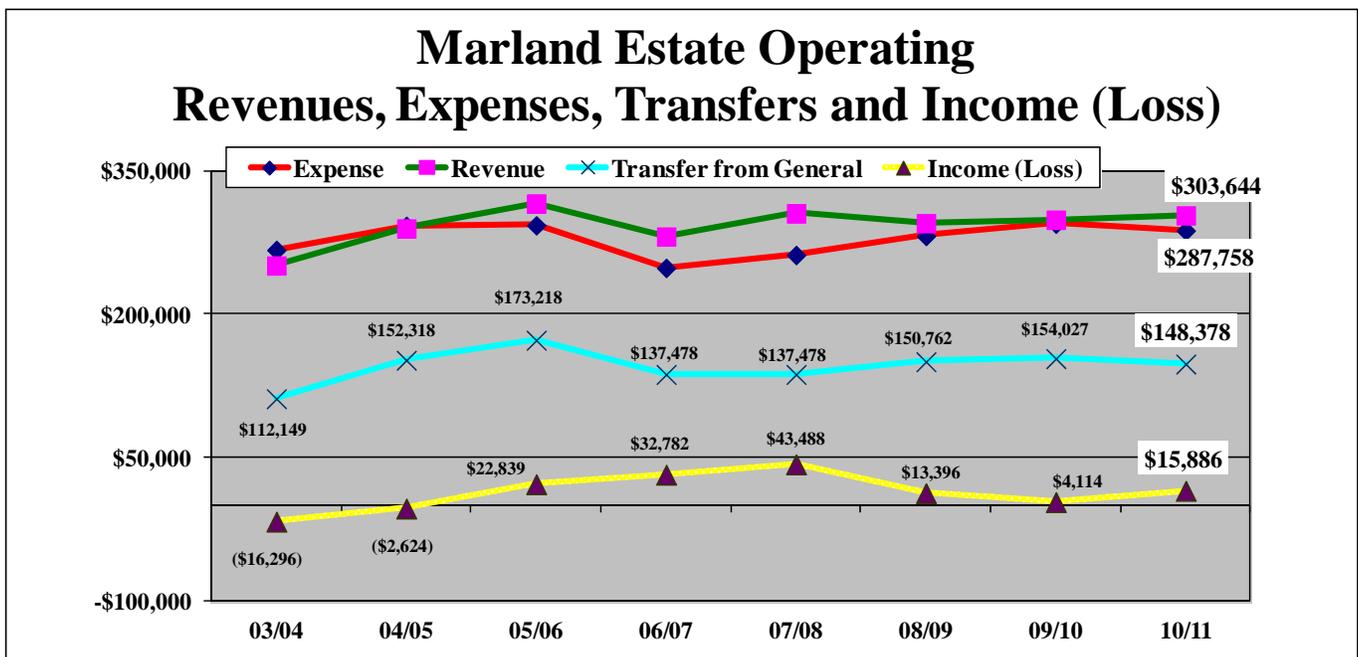
Estate Director	1	Gift Shop Attendant/Events Coordinator	1
Operations Assistant	1	Gift Shop Attendant – Part Time	2
Maintenance Worker II	1	Custodian – Part Time	1

**Total Full Time Employees            4**  
**Total Part Time Employees            3**

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<b><u>2012-13</u></b>
Full Time	3	3	3	3	3	4	4	4	4	4

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



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest.  
 Operating transfers from the General Fund are included in the revenue total and also illustrated as an individual line.  
 Beginning in FY 2006/07 the Estate was not charged for City utility services and they are not reflected in the graph above as of that date.  
 FY 2010/11 utility expense was approximately \$53,749.

# Airport Grants

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

**Fiscal 2012 Accomplishments:** • Finished final phase of construction on the Taxiway & Ramp rehabilitation improvements.

**Fiscal 2013 Objectives:** • Receive non-primary entitlement funds for improvements.

Enterprise Funds - FAA Grant								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Intergovernmental	1,489,372	4,796,003	610,664	165,000	142,730	15,000	(150,000)	-90.91%
Contributions from Funds	8,000	8,000	8,000	0	0	0	0	0.00%
Other Revenues	0	0	0	0	4,500	0	0	0.00%
<b>Total Revenues:</b>	<b>1,497,372</b>	<b>4,804,003</b>	<b>618,664</b>	<b>165,000</b>	<b>147,230</b>	<b>15,000</b>	<b>(150,000)</b>	<b>-90.91%</b>
EXPENDITURES								
Other Charges & Services	0	0	0	0	0	0	0	0.00
Capital Outlay	1,565,742	5,033,814	642,793	165,000	124,551	15,000	(150,000)	-90.91%
<b>Total Expenditures:</b>	<b>1,565,742</b>	<b>5,033,814</b>	<b>642,793</b>	<b>165,000</b>	<b>124,551</b>	<b>15,000</b>	<b>(150,000)</b>	<b>-90.91%</b>

**Approved Capital:** Northern Okla Flight Academy (OK Aeronautics Comm Grant) \$15,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
		Non-Entitlement Project	<u>(150,000)</u>
Total	0	Total	(150,000)
	<b>Net Decrease</b>		<u><b>(\$150,000)</b></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 2012 Accomplishments:**
- Over 4,800 people attended the monthly fly-in breakfast meetings in 2011.
  - The Northern Oklahoma Flight Academy had the maximum number of 60 participants for the eighth consecutive year.
  - Upgrade the Jet "A" and Avgas fuel farm to meet the EPA fuel regulations.
  - All of the airport hangers and buildings that were damaged from the April 8th microburst have been completed. The only item that requires additional attention is the perimeter fencing around the terminal building.

- Fiscal 2013 Objectives:**
- Increase fuel sales at the Ponca City Regional Airport by 3%.

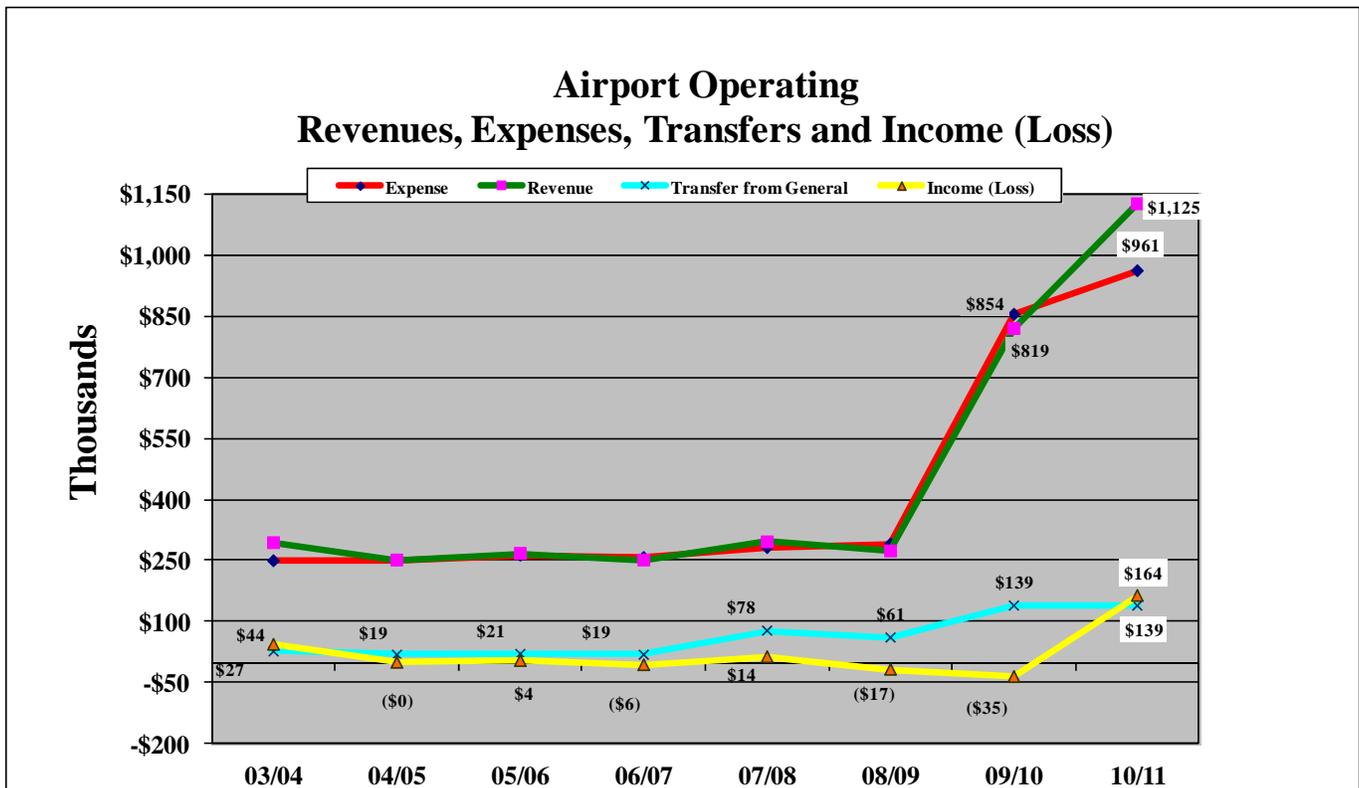
<b>Enterprise Funds - Airport</b>								
	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
<b>REVENUES</b>								
Licenses & Permits	64,840	9,719	0	0	0	0	0	0.00%
Charges for Services	147,582	720,121	985,900	839,840	900,045	1,139,000	299,160	35.62%
Contrib from Funds	61,000	89,427	139,427	103,446	103,446	103,446	0	0.00%
Other Revenues	418	222	846	100	230	150	50	50.00%
<b>Total Revenues:</b>	<b>273,840</b>	<b>819,488</b>	<b>1,126,173</b>	<b>943,386</b>	<b>1,003,721</b>	<b>1,242,596</b>	<b>299,210</b>	<b>31.72%</b>
<b>EXPENDITURES</b>								
Personal Services	168,857	251,854	303,320	285,314	201,800	277,995	(7,319)	(2.57%)
Material & Supplies	31,774	486,070	537,226	536,150	689,870	836,150	300,000	55.95%
Other Charges & Svcs	24,635	40,794	45,233	44,240	31,104	46,140	1,900	4.29%
Capital Outlay	16,972	0	0	0	0	0	0	0.00%
Transfers	65,315	75,372	75,367	77,682	46,647	81,682	4,000	5.15%
<b>Total Expenditures:</b>	<b>307,552</b>	<b>854,090</b>	<b>961,146</b>	<b>943,386</b>	<b>969,422</b>	<b>1,241,967</b>	<b>298,581</b>	<b>31.65%</b>

**Approved Capital:** Debt Svc-Fuel Sale Equipment

(CIP Fund) \$59,078

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	7,544	Part Time Salaries	(12,287)
Retirement Plan 1	570	FICA	(248)
ICMA Retirement	180	Medicare	(59)
Life Insurance	178	Health Insurance	(2,965)
Fuel	300,000	Workers Compensation	(232)
Advertising	1,000	Gas Utilities	<u>(100)</u>
Misc Contractual Svc	1,000		
Transfer to City Garage	<u>4,000</u>		
<b>Total</b>	<b>314,472</b>	<b>Total</b>	<b>(15,891)</b>
<b>Net Increase</b>		<b><u>\$298,581</u></b>	



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 10/11 utility expense was approximately \$22,052. In September 2009 the Airport acquired fueling operations from Greenwood Aviation.

**Personnel Summary:**

Airport Manager	1	Maintenance Worker II	1
Skilled Maintenance Tech.	2	Maintenance Worker II-Part time	4

**Total Full Time Employees    4**

**Total Part Time Employees    4**

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u><b>2012-13</b></u>
Full Time	3	3	3	3	3	3	5	5	4	<b>4</b>

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



## 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 2012 Accomplishments:**
- Continued full health insurance coverage for City employees at a low cost to the employee.
  - Maintained a good health care plan for employee and family health coverage.
  - Realized cost containment in the wake of rate restricting at the beginning of Fiscal 2011-12.
  - Held Employee Health Fair in the spring of 2012.

- Fiscal 2013 Objectives:**
- Keep employee cost share for single and family health coverage below the national average.
  - Strive to increase dedicated fund balance for an operating reserve to the interim goal level of \$1,000,000.
  - Study industry methods for cost containment, benefit enhancement and employee wellness.

Internal Service - Health & Life								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Health Ins - City Funded	2,665,379	2,892,015	2,948,327	4,037,358	2,070,537	3,470,610	(566,748)	(14.04%)
Health Ins - Retirees	97,769	102,143	92,320	100,000	44,169	70,000	(30,000)	(30.00%)
Health Ins - Employee	315,591	334,893	395,296	359,100	525,461	624,000	264,900	73.77%
Life Ins - City Funded	93,255	95,977	97,453	94,000	62,168	95,000	1,000	1.06%
Life Ins - Employee	14,605	11,026	11,104	9,000	10,416	15,000	6,000	66.67%
Vision Ins Recd - Emp	0	15,153	21,564	17,000	15,473	19,000	2,000	11.76%
Transfer from General	0	400,000	0	0	0	0	0	0.00%
Interest Income	129,709	74,990	66,207	40,000	51,608	10,000	(30,000)	(75.00%)
Other Misc Income	0		39,589	0	45,774	0	0	0.00%
<b>Total Revenues:</b>	<b>3,316,308</b>	<b>3,926,198</b>	<b>3,671,860</b>	<b>4,656,458</b>	<b>2,825,605</b>	<b>4,303,610</b>	<b>(352,848)</b>	<b>(7.58%)</b>
<b>EXPENDITURES</b>								
Health - Claims	3,485,312	3,545,871	3,631,567	4,300,000	1,846,399	3,993,000	(307,000)	(7.14%)
Life - Premiums	118,598	132,879	144,482	120,000	101,658	140,000	20,000	16.67%
Health - Admin & Premium	91,199	90,346	94,243	92,000	73,670	105,000	13,000	14.13%
Reinsurance Premiums	127,885	137,506	116,563	140,000	120,899	140,000	0	0.00%
Printing	0	1,939	0	0	682	0	0	0.00%
Bank Svc Fee	0	0	113	0	0	0	0	0.00%
Misc. Contractual Svcs.	0	70	6,210	1,000	29,270	42,000	41,000	4100.00%
<b>Total Expenditures:</b>	<b>3,822,993</b>	<b>3,908,611</b>	<b>3,993,178</b>	<b>4,653,000</b>	<b>2,172,577</b>	<b>4,420,000</b>	<b>(233,000)</b>	<b>(5.01%)</b>

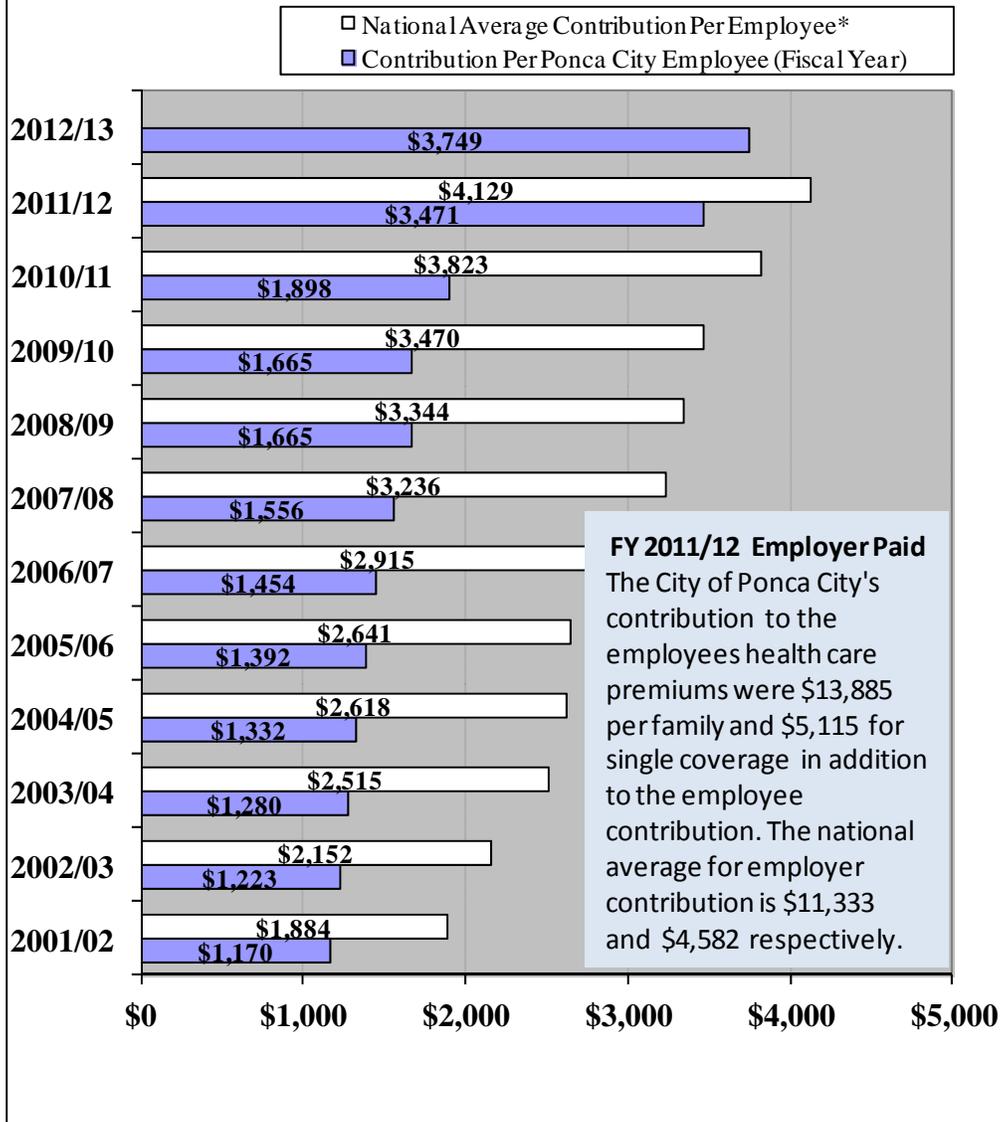
**Approved Capital:** None

**Approved Budget Variances from Prior Year** None

	<u>Increases</u>		<u>Decreases</u>
Life Ins. Premiums	20,000	Health Ins. Claims	<u>(307,000)</u>
Health Ins. Admin & Premium	13,000		
Misc. Contractual Svcs	<u>41,000</u>		
Total	74,000	Total	(307,000)
	<b>Net Decrease</b>		<b><u>(\$233,000)</u></b>

**Personnel Summary:** None

## Annual Employee Contribution for PPO Family Health Care Premium



\*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 2001-2011. The Kaiser Family Foundation and the Health Research and Education Trust conduct an annual national survey of employers of all sizes.

# Insurance Imprest Fund – Worker’s Compensation

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

**Fiscal 2012 Accomplishments:** • Presented ten employee safety training sessions.

**Fiscal 2013 Objectives:** • Continue to promote safety in the workplace.

Internal Service - Worker's Compensation								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
W/C - City Funded	<u>414,526</u>	<u>423,175</u>	<u>1,222,183</u>	<u>934,000</u>	<u>697,039</u>	<u>961,390</u>	<u>27,390</u>	<u>2.93%</u>
<b>Total Revenues:</b>	<b><u>414,526</u></b>	<b><u>423,175</u></b>	<b><u>1,222,183</u></b>	<b><u>934,000</u></b>	<b><u>697,039</u></b>	<b><u>961,390</u></b>	<b><u>27,390</u></b>	<b><u>2.93%</u></b>
EXPENDITURES								
Personal Services	54,460	55,098	56,580	59,830	44,975	63,000	3,170	5.30%
Other Charges & Svcs	<u>561,889</u>	<u>995,114</u>	<u>746,562</u>	<u>900,600</u>	<u>325,471</u>	<u>902,000</u>	<u>1,400</u>	<u>0.16%</u>
<b>Total Expenditures:</b>	<b><u>616,349</u></b>	<b><u>1,050,212</u></b>	<b><u>803,142</u></b>	<b><u>960,430</u></b>	<b><u>370,446</u></b>	<b><u>965,000</u></b>	<b><u>4,570</u></b>	<b><u>0.48%</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>	<u>Decreases</u>
Full Time Salaries	2,384	
FICA	93	
Medicare	29	
Retirement Plan 1	96	
Health Insurance	494	
Worker Compensation	74	
Educ & Trng Assistance	400	
Misc Other Charges	<u>1,000</u>	
Total	4,570	Total 0
<b>Net Increase</b>	<b><u>\$4,570</u></b>	

**Personnel Summary:**

Benefits Representative 1  
**Total Full Time Employees 1**

**Personnel History:**

	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<b><u>2012-13</u></b>
Full Time	1	1	1	1	1	1	1	1	1	<b>1</b>

**City of Ponca City  
OSHA Recordable Injuries  
Comparison of Years 2009 – 2011**

DEPARTMENT	INJURIES WITH LOST OR RESTRICTED WORKDAYS			# OF DAYS LOST			# OF RESTRICTED DAYS			RECORDABLE INJURIES WITHOUT LOST TIME			TOTAL RECORDABLE INJURIES		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
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	1	1	0	30	0	0	24	14	0	0	0	0	1	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	7	8	2	314	58	37	106	388	5	2	0	4	9	8	6
Police	6	1	2	52	0	0	111	10	21	3	4	0	9	5	2
Animal Control	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Code Enforce.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park & Rec	3	2	2	50	0	16	173	13	31	0	2	1	3	4	3
Electric	1	1	0	0	0	0	3	6	0	0	0	0	1	1	0
Engineering	0	1	0	0	0	0	0	44	0	0	0	0	0	1	0
Utility Billing	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
Golf Course	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
Street	1	1	0	0	0	0	27	14	0	2	0	0	3	1	0
Motor Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Eng.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Solid Waste	9	7	6	117	108	199	316	453	51	1	2	3	10	9	9
Landfill	2	0	0	0	0	0	2	0	0	1	0	0	3	0	0
Water Prod	2	0	0	7	0	0	176	0	0	0	0	0	2	0	0
WW Coll / Water Distr	3	1	2	8	31	126	110	149	18	0	0	0	3	0	2
WW Treat	0	1	0	0	0	0	0	9	0	0	0	0	0	0	0
WW Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>35</b>	<b>24</b>	<b>14</b>	<b>578</b>	<b>197</b>	<b>378</b>	<b>1048</b>	<b>1100</b>	<b>126</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>45</b>	<b>33</b>	<b>23</b>
2009 % improved / - impaired	<b>-0%</b>			<b>-16%</b>			<b>19%</b>			<b>41%</b>			<b>13%</b>		
2010 % improved / - impaired		<b>31%</b>			<b>66%</b>			<b>-5%</b>			<b>10%</b>			<b>27%</b>	
2011 % improved / - impaired	<b>42%</b>			<b>-92%</b>			<b>89%</b>			<b>0%</b>			<b>30%</b>		

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

## Insurance Imprest Fund – Property & Liability

**Department Mission:**

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

**Fiscal 2012 Accomplishments:**

- Utilized the Oklahoma Municipal Assurance Group’s free employee training programs, including Slips, Trips and Falls, Fall Protection, Hazardous Communication, Lock Out/Tag Out, Confined Space Entry, Blood Borne Pathogens, Defensive Driving, Hearing Conservation, Respiratory Protection, Ladders and Elevated Surfaces, and Safe Lifting.
- Promoted a safe working environment through the continuation of operation risk safety assessments, such as boiler, elevator, and hot water tank and facility inspections.
- Streamlined Personnel Guidelines for handling vehicle and equipment accidents to improve city department’s accountability towards the reduction of accidents.
- Completed Oklahoma Municipal Assurance Group survey assessing back up electric generation needs for city facilities.
- Continued administration of property insurance claim that exceeded well over one million dollars, from April 8, 2011 “Very Significant Storm” damaging the Airport, Environmental Services and other City facilities.

**Fiscal 2013 Objectives:**

- Continue to thoroughly review and update property and liability policy schedules and evaluate insurance provider options.
- Continue to work with Emergency Management/Safety Director to enhance risk management assessments that encourage and promote a safe working environment.

Internal Service - Property & Liability								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Misc for Damaged Prop	227,056	40,167	3,643	20,000	1,217,885	20,000	0	0.00%
Prop/Liab Ins - Recvd City	<u>715,497</u>	<u>722,747</u>	<u>715,537</u>	<u>683,972</u>	<u>562,339</u>	<u>715,000</u>	<u>31,028</u>	<u>4.54%</u>
<b>Total Revenues:</b>	<b>942,553</b>	<b>762,914</b>	<b>719,180</b>	<b>703,972</b>	<b>1,780,224</b>	<b>735,000</b>	<b>31,028</b>	<b>4.41%</b>
EXPENDITURES								
Other Charges & Svcs	<u>598,467</u>	<u>1,065,763</u>	<u>653,092</u>	<u>681,000</u>	<u>882,430</u>	<u>715,000</u>	<u>34,000</u>	<u>4.99%</u>
<b>Total Expenditures:</b>	<b>598,467</b>	<b>1,065,763</b>	<b>653,092</b>	<b>681,000</b>	<b>882,430</b>	<b>715,000</b>	<b>34,000</b>	<b>4.99%</b>

**Approved Capital:**                      None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Commercial General Liability	105,000		Bldgs Fire Property	(40,000)
Airport Liability	4,000		Error/Omission	(50,000)
Claims	<u>120,000</u>		Crime COV	(50,000)
			Auto Liability	(50,000)
			Inland Marine	<u>(5,000)</u>
Total	229,000		Total	(195,000)
	<b>Net Increase</b>			<b><u>\$34,000</u></b>

**Personnel Summary:**                      None

## City Garage

### Department Mission:

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

### Fiscal 2012 Accomplishments:

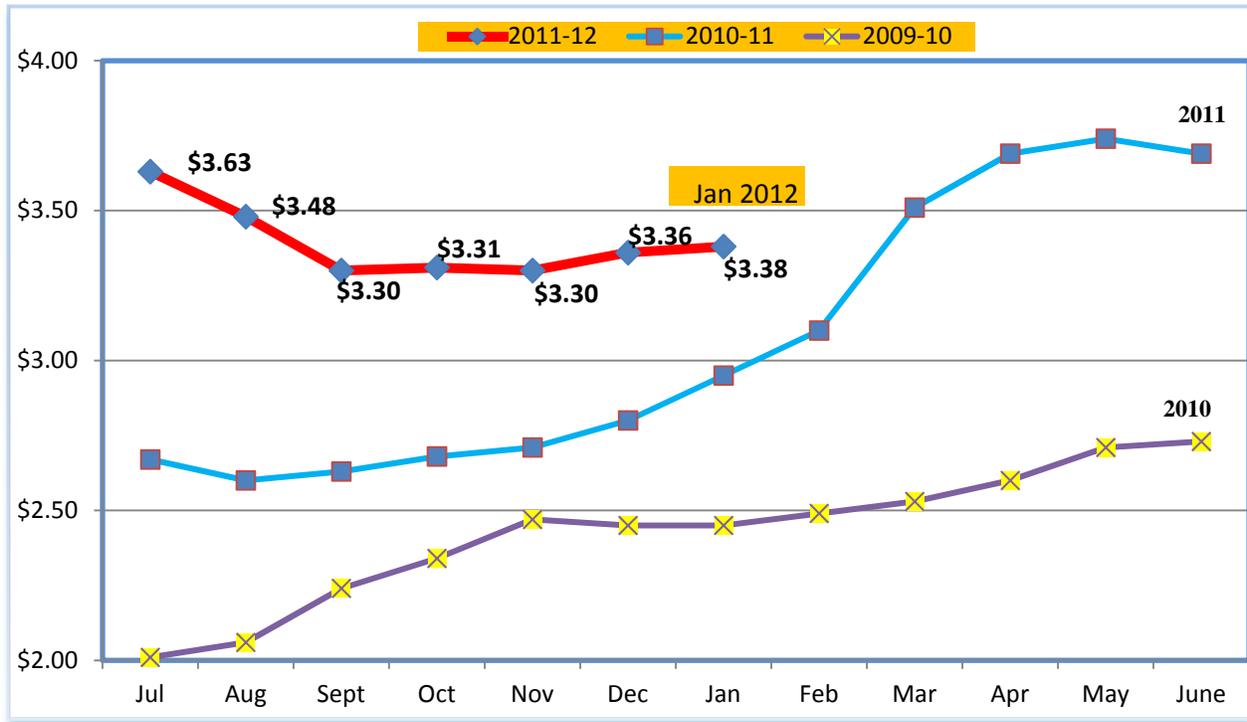
- Two City Garage employees are now certified fuel site operators. This keeps the city garage in compliance with federally mandated rules.
- The garage has been doing a feasibility study of our alternate fueled vehicle that was purchased in the 2011 budget year. The pilot vehicle showed a savings of 410 gallons of fuel for a projected fuel savings of \$1,353 and an increase in miles per gallon by 17 mph.
- The City Garage has recycled approximately 1,500 gallons of used motor oil and has received \$735 for the oil.
- The City Garage continues to visit with departments about equipment that has very low usage rates.
- The City Garage has converted one of its three underground fuel tanks from unleaded to diesel fuel. The garage now has two diesel tanks and one unleaded tank. This change was necessary to more accurately match the fuel usage by the city vehicles.

### Fiscal 2013 Objectives:

- Ensure employees are properly trained by having each mechanic attend training at least twice per year.
- Research the possibility of recycling the fleets used antifreeze in the same manner as we are doing with the used oil and investigate the possibility of receiving financial compensation.
- City Garage will continue to work with city division heads to obtain equipment and vehicles vital to their operation needs.
- The garage personnel will use an inventory management program to reduce the garage inventory. This is done to insure that the parts stored are used to their maximum effectiveness and dispose of under-utilized or seldom used parts.



### Average Fuel Price Per Gallon Paid by Departments July 2010 through January 2012



## Cann Estate

**Department Mission:** The Cann Estate will be 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 2012 Accomplishments:**
- Replaced mower.
  - Installed another gazebo with handicap ramp access.
  - Added handicap access from the parking lot to the sidewalk leading to the gazebo.
  - Installed a large rock and a Jo Saylor bronze sculpture to the front lawn of the house.
  - Sage, Rosemary and Thyme donated a second gazebo with seating to the Cann Garden saving the City \$9,000.
  - Ponca City Garden Council donated a bronze sculpture of a little girl with butterflies called "Mistaken Identity" for a cost of \$9,000.

- Fiscal 2013 Objectives:**
- Install concrete slab for picnic table and benches.
  - Install concrete slabs under benches on walking trail.
  - Replace trees that have been removed due to disease or damage with funding provided by the Master Gardeners.

Trust Funds - Cann Estate								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Outside Revenue	32,528	35,024	25,000	25,000	25,000	25,000	0	0.00%
Charges for Services	2,125	2,395	1,175	2,000	1,775	2,000	0	0.00%
Transfers	<u>0</u>	<u>60,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>34,653</b>	<b>97,419</b>	<b>56,175</b>	<b>57,000</b>	<b>56,775</b>	<b>57,000</b>	<b>0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>								
Personal Services	35,015	32,477	39,536	44,172	31,313	44,582	410	0.93%
Materials & Supplies	11,099	5,223	6,304	12,200	7,163	12,200	0	0.00%
Other Charges & Svc	7,433	252	529	1,160	323	1,160	0	0.00%
Capital Outlay	0	0	0	12,000	12,000	0	(12,000)	(100.00%)
Transfers	<u>771</u>	<u>771</u>	<u>771</u>	<u>771</u>	<u>578</u>	<u>771</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>54,318</b>	<b>38,723</b>	<b>47,140</b>	<b>70,303</b>	<b>51,377</b>	<b>58,713</b>	<b>(11,590)</b>	<b>(16.49%)</b>

**Approved Capital:** None



## Matzene Book Fund

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

**Fiscal 2012 Accomplishments:** • Purchased automotive reference materials for the non-circulating collection.

**Fiscal 2013 Objectives:**

- Seek the highest competitive interest rates for CD renewal to maximize earnings.
- Augment the children's reference collection through the acquisition of specialty resources for public use.

Trust Funds - Matzene Book Trust								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
Trust Revenue	956	458	368	500	220	500	0	0.00%
Interest Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b><u>956</u></b>	<b><u>458</u></b>	<b><u>368</u></b>	<b><u>500</u></b>	<b><u>220</u></b>	<b><u>500</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
EXPENDITURES								
Materials & Supplies	<u>280</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b><u>280</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>500</u></b>	<b><u>0</u></b>	<b><u>500</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:** None

**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 2012 Accomplishments:**
- The YMCA operated the facility the entire year, providing a wide variety of services to the community.
  - Continued to service the debt on the facility, which will be completed December 2020.
  - Worked with YMCA staff to complete outstanding construction items, including the ball fields which opened in the spring of 2012.
  - Exceeded original YMCA membership goal from 3,900 pre-opening, to 10,959 individuals today.

- Fiscal 2013 Objectives:**
- Continue to maximize the benefit of this wonderful facility for our residents.

Trust Funds - Recreation Center								
REVENUES	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
City Sales Tax - Street	1,771,254	1,680,532	1,768,178	1,803,335	1,395,135	1,856,813	53,478	2.97%
City Use Tax - Street	105,602	105,389	117,355	105,000	73,512	95,000	(10,000)	(9.52%)
Partner Donation	141,184	990,486	1,347,689	0	0	0	0	0.00%
Misc Revenue		21,724	7,943	0	2,137	0	0	0.00%
Interest Income	<u>81,442</u>	<u>67,433</u>	<u>29,445</u>	<u>0</u>	<u>12,197</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>2,099,481</b>	<b>2,865,564</b>	<b>3,270,610</b>	<b>1,908,335</b>	<b>1,482,981</b>	<b>1,951,813</b>	<b>43,478</b>	<b>2.28%</b>
<b>EXPENDITURES</b>								
Capital Outlay	78,904	290,649	1,058,635	0	155,624	0	0	0.00%
Transfers Out	<u>820,560</u>	<u>2,137,437</u>	<u>4,000,000</u>	<u>1,908,335</u>	<u>0</u>	<u>1,951,813</u>	<u>43,478</u>	<u>2.28%</u>
<b>Total Expenditures:</b>	<b>899,464</b>	<b>2,428,086</b>	<b>5,058,635</b>	<b>1,908,335</b>	<b>155,624</b>	<b>1,951,813</b>	<b>43,478</b>	<b>2.28%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:** None

<u>Increases</u>		<u>Decreases</u>	
Trnsfr to PCUA Bond Fund	<u>43,478</u>		
Total	43,478	Total	0
	<b>Net Increase</b>		<b><u>\$43,478</u></b>

**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 2012 Accomplishments:

- Completed geometric revisions at 7<sup>th</sup>, Highland, and Virginia to add left turn bays on Highland east and west of 7<sup>th</sup> Street and on 7<sup>th</sup> north of Highland.
- Commenced reconstruction and widening of Waverly Street from Sykes to Prospect.
- Completed utility relocations at Lake Ponca Bridge on L.A. Cann.
- Completed \$1,500,000 of maintenance improvements on Ponca City streets.
- Commenced reconstruction/widening of Prospect Avenue from Ash to Union.

### Fiscal 2013 Objectives:

- Complete reconstruction of Lake Ponca Bridge on L.A. Cann.
- Complete plan preparation for project from comprehensive plan to construction Bradley/Donner connection.
- Complete reconstruction and widening of Waverly Street from Sykes to Prospect.
- Complete reconstruction/widening of Prospect Avenue from Ash to Union.
- Complete \$1,750,000 of maintenance improvements on city streets.
- Complete pilot installation of railroad quiet zone improvements at the Prospect Avenue railroad crossing.

Trust Funds - Street Improvements								
	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
<b>REVENUES</b>								
City Sales Tax - Street	1,771,254	1,680,532	1,768,178	1,803,335	1,395,135	1,856,813	53,478	2.97%
City Use Tax - Street	105,602	105,389	117,355	105,000	73,512	95,000	(10,000)	(9.52%)
Intergovernmental	0	500,000	0	0	0	0	0	0.00%
Misc Receipts	0	0	12,955	0	58,828	0	0	
Interest Income	<u>236,857</u>	<u>131,955</u>	<u>69,669</u>	<u>120,000</u>	<u>24,276</u>	<u>50,000</u>	<u>(70,000)</u>	<u>(58.33%)</u>
<b>Total Revenues:</b>	<b>2,113,712</b>	<b>2,417,876</b>	<b>1,968,157</b>	<b>2,028,335</b>	<b>1,551,751</b>	<b>2,001,813</b>	<b>(26,522)</b>	<b>(1.31%)</b>
<b>EXPENDITURES</b>								
Materials & Supplies	1,102,429	1,844,558	1,307,285	1,750,000	822,303	1,750,000	0	0.00%
Other Charges & Svcs	65,260	77,582	50,345	100,000	9,160	100,000	0	0.00%
Capital Outlay	<u>55,492</u>	<u>1,345,853</u>	<u>2,374,387</u>	<u>2,610,000</u>	<u>542,754</u>	<u>310,500</u>	<u>(2,299,500)</u>	<u>(88.10%)</u>
<b>Total Expenditures:</b>	<b>1,223,181</b>	<b>3,267,993</b>	<b>3,732,017</b>	<b>4,460,000</b>	<b>1,374,218</b>	<b>2,160,500</b>	<b>(2,299,500)</b>	<b>(51.56%)</b>

<b>Approved Capital:</b>	Railroad Quiet Zone at Prospect Crossing	\$125,000
	Engineering Bradley/Donner	\$100,000
	Retrofit Protected/Permitted Left Turn	\$75,000
	Battery Backup for Traffic Signals (3)	\$10,500

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
		<u>Street Construction</u>	<u>(2,299,500)</u>
Total	0	Total	(2,299,500)
	<b>Net Decrease</b>		<u><b>(\$2,299,500)</b></u>

**Personnel Summary:** None



Utility relocation work begins at Lake Ponca Bridge in preparation for reconstruction of bridge.

## 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 2012 Accomplishments:**
- Contacted 225 new companies.
  - Contacted existing companies 330 times.
  - Held 108 meetings with consultants.
  - Opened five new recruitment projects.
  - Closed three recruitment projects as wins.
  - Closed two new recruitment projects with no action.
  - Opened six new expansion projects.
  - Closed two expansion projects as wins.
  - Closed three new expansion projects with no action.
  - Closed one recruitment process as a win.
  - Total Number of Jobs from wins: 575.

Programs started/continued:

- SAGE-Launched the Lighten the Load program to make Ponca City industrial facilities more competitive on utility costs.
- SAGE-Joined the Oklahoma Renewable Energy Council.
- ICAP: Launched program to assist Ponca City industry in obtaining industry certifications.
- Blue Wave: Launched program to attract key management positions to Ponca City companies. Also includes a component to assist OESC in attracting workers for mass hires.
- Worked with the Oklahoma Center for the Advancement of Science and Technology to develop a regional innovation group in North Central Oklahoma.
- Helped to launch the Oklahoma Sensor Alliance.
- Provided leadership to the development of the strategic plan for the Governor's Council on Science and Technology.
- Completed an update to the Ponca City area workforce study.
- Launched new website.
- Launched new property listing section of the web site.
- Assisted the UML in securing a grant from the Economic Development Administration.
- Hired new Financial Administrator.
- Completed the annual audit with a clean opinion.
- Completed the plans and specifications for the West Ranch Industrial Park water and sewer project.
- Assisted the City in developing a dual feed electrical system for Dorada Foods.
- Demolished PCDA owned building at Sykes and Hall Blvd. damaged by the April, 2011 storm.
- Continued structural repairs to fix a leak at the PCDA-owned CME building.

- Developed construction plans for spec building number three (Connie Lou).
- Continued to approve funding for the CDBG housing match.
- Continued to fund sponsorship of the Department of Commerce's Foreign Direct Investment initiative.
- Participated in PCDA's first international call trip.
- Investigated options for the Airport Industrial Park sign.
- Continued membership on the North Central Workforce Investment Board, The Governor's Economic Development Marketing Team, the Oklahoma Economic Development Council, Cowboy Technologies (OSU), the Center for Innovation and Economic Development (OSU); The University Multispectral Laboratories Board, and joined the board of i2E.

**Fiscal 2013 Objectives:**

- Complete West Ranch Water and Sewer Project Construction.
- Complete Spec Building #3 (Connie Lou).
- Complete CME roof leak project.
- Certify the West Ranch Industrial Park as shovel ready.
- Remove the Airport Industrial Park sign.
- Project five year workforce availability.
- Update regional educational achievement data.
- Develop economic base job needs over the next five years.
- Develop and execute a marketing plan for Connie Lou, when completed.
- Investigate the potential for the development of a second Angel investment group.
- Expand the ICAP by adding two new companies.
- Complete three expansion projects.
- Complete E-Pulse surveys of existing companies with <20 employee.
- Distribute forecasts to partners, develop strategic collaboration plan (Q3).
- Reauthorize the Blue Wave program with specific, measureable goals.
- Proactively pursue new leads that conform with industry targets through ongoing outreach to a minimum of five companies per month.
- Cosponsor six call trips/conferences.
- Initiate and complete and independent audit for fiscal 2011-2012.
- Complete 2011-2012 Audit; (Q3).
- Evaluate insurance coverage upon the completion of spec building number three.
- Insurance Review upon completion of Connie Lou; (Q4).
- Maintain membership in the GEDMT, OREC, WIB, I2E, S&T Council, UML Board and Cowboy Technologies.

PCDA - Economic Development								
	2009 Actual	2010 Actual	2011 Actual	2012 (75.00%)		2013 Approved Budget	Variance 2013 vs 2012 Budget	
				Budget 7/1/2011	Actual 3/31/2012		Amount	Percent
<b>REVENUES</b>								
City Sales Tax - Ec Dev	1,771,254	1,680,532	1,768,178	1,803,335	1,395,135	1,856,813	53,478	2.97%
City Use Tax - Ec Dev	<u>105,602</u>	<u>105,389</u>	<u>117,355</u>	<u>105,000</u>	73,512	<u>95,000</u>	<u>(10,000)</u>	<u>(9.52%)</u>
<b>Total Revenues:</b>	<b>1,876,855</b>	<b>1,785,921</b>	<b>1,885,533</b>	<b>1,908,335</b>	<b>1,468,647</b>	<b>1,951,813</b>	<b>43,478</b>	<b>2.28%</b>
<b>EXPENDITURES</b>								
Transfers Out	<u>1,876,855</u>	<u>1,785,921</u>	<u>1,885,532</u>	<u>1,908,335</u>	<u>1,316,110</u>	<u>1,951,813</u>	<u>43,478</u>	<u>2.28%</u>
<b>Total Expenditures:</b>	<b>1,876,855</b>	<b>1,785,921</b>	<b>1,885,532</b>	<b>1,908,335</b>	<b>1,316,110</b>	<b>1,951,813</b>	<b>43,478</b>	<b>2.28%</b>

Approved Capital: None

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Transfers Out-EDF Tax	<u>43,478</u>		
Total	43,478	Total	0
<b>Net Increase</b>		<b><u>\$43,478</u></b>	



## Glossary of Budget Terms

<b>Accounting System</b>	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.
<b>Accrual Basis</b>	The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.
<b>Accrued Expenses</b>	Expenses incurred but not due until a later date.
<b><i>Ad Valorem</i> Tax</b>	A tax collected from all the real property within the City based upon the value of the property.
<b>ALFA</b>	Association Landfill Assurance – An organization of publicly owned Oklahoma landfills.
<b>Annual Budget</b>	The budget authorized by resolution of the City Commission for the fiscal year.
<b>Appropriation</b>	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.
<b>Appropriation of Fund Balance</b>	Using the existing fund balance for current obligations.
<b>Assets</b>	Resources owned or held by the City which has monetary value.
<b>Assessed Valuation</b>	The value of all real personal property in the City which is used as a basis for <i>ad valorem</i> taxes.
<b>Audit</b>	An examination of an organizations' financial statements and the utilization of resources.
<b>Balance Sheet</b>	A basic financial statement that discloses the assets, liabilities, reserves and equity of specific governmental funds as of a specific date.
<b>Balanced Budget</b>	A budget in which revenues plus appropriated fund balances equal expenditures.
<b>Beginning/Ending Fund Balance</b>	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.
<b>Bond Proceeds</b>	Funds received from the sale of any bond issue.

<b>Bond Rating</b>	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.
<b>Budget</b>	The financial plan for a specific period of time that identifies proposed expenditures and the sources of revenue to pay for them.
<b>Budget Amendment</b>	A legal procedure utilized by the City staff and City Commission to revise a budget appropriation.
<b>Budget Message</b>	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.
<b>Capital Improvement Project CIP</b>	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.
<b>Capital Outlay</b>	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.
<b>Cash Basis</b>	The method of accounting under which transactions are recorded when cash is either received or expended for goods or services.
<b>City Charter</b>	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.
<b>City Code</b>	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.
<b>Category</b>	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.

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<b>CodeRed</b>	A computer based telephone notification system that is used to notify the public and City staff of emergencies.
<b>Contingency</b>	A budgetary reserve set aside for emergencies or unforeseen expenditures.
<b>Court Fines and Forfeits</b>	Fines imposed on individuals by the courts for various illegal acts performed within the City.
<b>CDBG</b>	Community Development Block Grant - A general purpose, federal grant primarily used to facilitate the production and preservation of low and moderate income housing.
<b>Debt Limit</b>	The maximum amount of general obligated debt which is legally permitted.
<b>Debt Ratio</b>	Total debt divided by total assets. Used by Finance to assess fiscal health, internal of bonds, notes or loans.
<b>Debt Service</b>	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.
<b>Debt Service Funds</b>	These funds account for the payment of principal and interest on outstanding debt for the City.
<b>Department</b>	An organization unit of the City for the purposes of administration and accounting.
<b>Depreciation</b>	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.
<b>Division</b>	An organizational unit within a department. Divisions are responsible for carrying out the specific functions of the department.
<b>Enterprise Fund</b>	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.

<b>EPA</b>	Environmental Protection Agency - An agency of the federal governmental which addresses environmental regulations.
<b>Expenditure</b>	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.
<b>Expenses</b>	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
<b>Fiscal Year</b>	For budgeting purposes the City's fiscal year operates from July 1 to June 30.
<b>Fixed Asset</b>	Purchases of a long-term nature, which are to be held and used. Examples are: land, buildings, machinery, vehicles and equipment.
<b>Franchise Fee</b>	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.
<b>Fund</b>	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.
<b>Fund Accounting</b>	A governmental accounting system that is organized and operating on a fund basis.
<b>Fund Balance</b>	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.
<b>General Fund</b>	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.
<b>GIS</b>	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.

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<b>GPS</b>	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.
<b>Goals</b>	Specific items to be accomplished during the year. A statement of broad direction, purpose or intent.
<b>Green Fees</b>	Fees charged for playing a round of golf at the Lew Wentz Golf Course.
<b>INCODE</b>	Municipal software used by the city.
<b>Interest Earnings</b>	Interest received from the investment of cash in a fund.
<b>Intergovernmental Revenue</b>	Money received from the state or federal government in the form of grants or shared revenues for various activities.
<b>Internal Service Fund</b>	Fund used to account for services provided by one department to another department on a cost reimbursement basis.
<b>LAN</b>	Local Area Network – Two or more computers connected to a localized central server in order to share server resources.
<b>Liabilities</b>	Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.
<b>Licenses</b>	Revenues received by the issuance of various licenses that are granted to various business in the City.
<b>Line Item Budget</b>	A budget format that summarizes the object codes of expenditures for goods and services that the City intends to purchase during the fiscal year.
<b>Material &amp; Supplies</b>	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.
<b>McReady Campaign</b>	A partnership between Oklahoma Emergency Management and McDonalds Restaurants to provide severe weather information to the public through their restaurants.
<b>MESO</b>	Municipal Electric Systems of Oklahoma

<b>Miscellaneous Revenue</b>	Money taken in from various sources generally on a non-recurring or immaterial basis.
<b>Modified Accrual Accounting</b>	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.
<b>NPDES</b>	National Permit Discharge Elimination System
<b>Object Code of Expenditures</b>	The specific type of expenditure used to account for the purchase of goods and services.
<b>Objectives</b>	A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.
<b>ODEQ</b>	Oklahoma Department of Environment Quality
<b>OMPA</b>	Oklahoma Municipal Power Authority
<b>Ordinance</b>	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.
<b>Other Charges &amp; Services</b>	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.
<b>Pandemic</b>	A disease or illness prevalent throughout an entire country.
<b>Penalties</b>	Charges to utility customers for late payment of their water, electric, sewer, and solid waste charges.
<b>Performance Measures</b>	Quantitative and/or qualitative objective measurement of results by a unit of program which helps to determine effectiveness in meeting goals and objectives.
<b>Permits</b>	Revenue derived from various permits, as defined by the City Code, for the performance of a specific action. For example, building a house.

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<b>Personal Services</b>	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.
<b>Ponca City Development Authority (PCDA)</b>	A public trust of the City of Ponca City which accounts for activities of the Economic Development Funds.
<b>Ponca City Utility Authority (PCUA)</b>	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.
<b>Proprietary Funds</b>	Funds that account for government operations that are financed and operated in a manner similar to a private business.
<b>Sage</b>	Acronym for Sustainable Alternative Green Energy which is a PCDA initiative to grow a renewable energy economy in Ponca City.
<b>Special Assessment</b>	Receipts from assessments places on a property, within the City, for public improvements which have benefited that property.
<b>Special Revenue Fund</b>	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.
<b>StormReady</b>	A program by the National Weather Service designed to recognize entities that have reached a high level of severe weather preparedness.
<b>Transfers</b>	Category of expense which includes outlays to other funds in the form of operating transfers and residual equity transfers.
<b>Unencumbered Balance</b>	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.
<b>User Fee</b>	The payment for the direct receipt of a public service by the user of the service.

