City of Ponca City, Oklahoma

2016-17 Budget

Progress Through People

Prepared by:

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Controller

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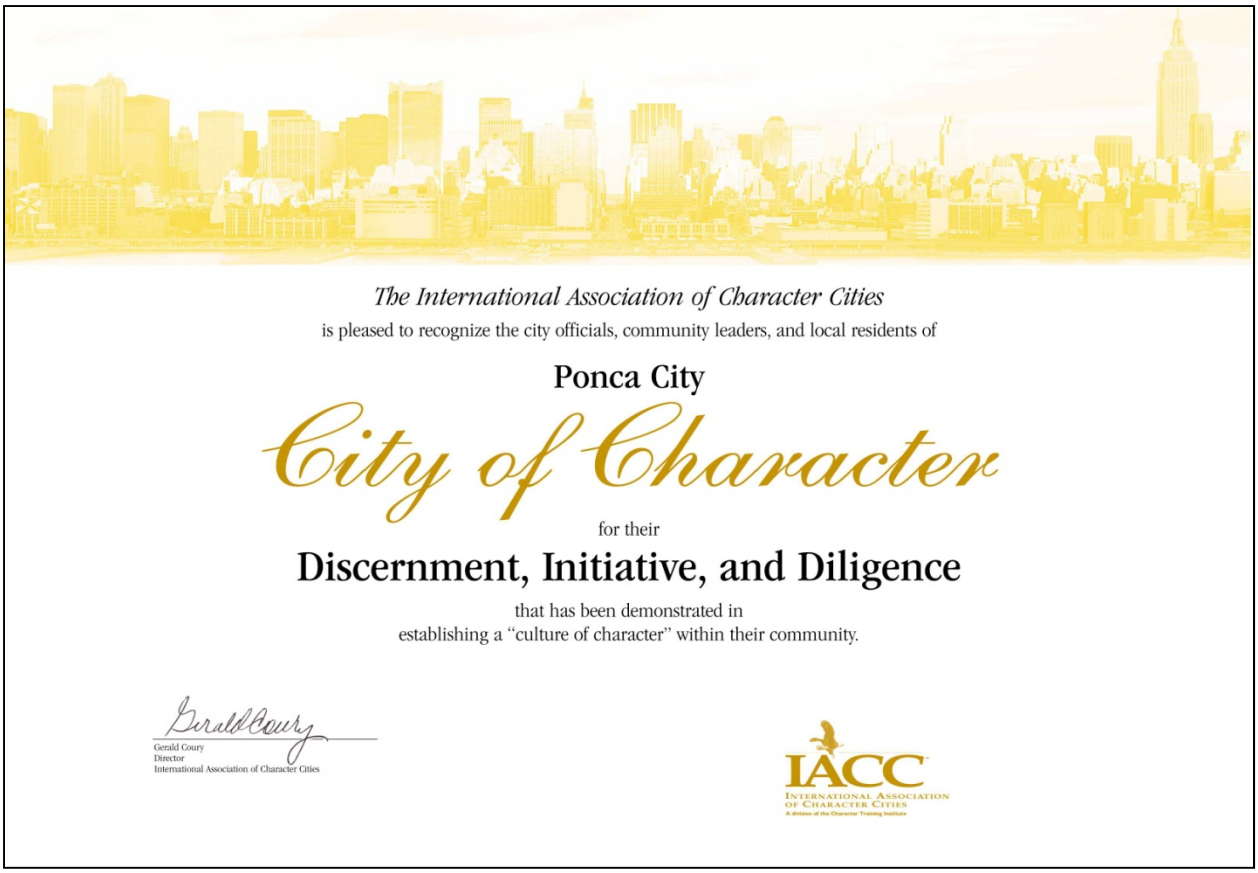
Accountant

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



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

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

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

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City Officials . . .
Mayor

Homer Nicholson

Mayor

Term Expires: March 2019

City Officials . . .

Commission

Lanita Chapman
Commissioner #1
Term Expires: March 2017

Nancy Rathbun
Commissioner #2
Term Expires: March 2018

Mary Beth Moore
Commissioner #3
Term Expires: March 2017

Ryan Austin
Commissioner #4
Term Expires: March 2018

City Advisory Boards...
Direct Input of the Community

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

Airport Advisory Board

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

Animal Control Commission

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

Board of Adjustment

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

Construction Appeals Board

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

Library Board

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

Park & Recreation Board

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

Personnel Board Commission

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

Planning Commission

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

Senior Advisory Board

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

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

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

Our Purpose... Mission Statement

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

Management Staff

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

CITY OF PONCA CITY - REPORTING CHART as of May 13, 2016

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

COMMISSION POLICY STATEMENTS

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

STANDARD OPERATION POLICY

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

FINANCIAL POLICIES

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

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

Craig Stephenson, City Manager

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

June 13, 2016

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 2016-2017 Annual Operating and Capital Improvement budget for the City of Ponca City (City) and Ponca City Utility Authority (PCUA), which begins July 1, 2016. The document outlines the City's administrative structure, departmental finances, and work plans for the coming fiscal year. This budget is in a balanced form, as required and defined by the Oklahoma Municipal Budget Act. Its focus is to create shareholder value by maintaining an aggressive capital improvement program as well as service delivery.

The contraction that began last year in the local economy due to the reduction in oil and gas exploration has continued. While we believe there has been a leveling off recently, the first few months of next fiscal year will tell us more. With that in mind, this year's budgeted sales tax collections are budgeted for next fiscal year on a conservative basis which is two percent (2%) less than the current fiscal year's actual sales tax collections. Staff continues to maintain a fiscally conservative outlook, and management continues to strategically evaluate operational efficiencies. This has proven to be a sustainable course of action allowing our residents to continue enjoying the same high standard of quality services and programs unique to our community.

The fiscal 2016-17 budget provides for City and PCUA expenditures totaling $101,002,804, which represents a 0.37% decrease from the prior year's budget. Included in this budget is $8,048,667 in capital improvements. The full time employee base across the City and PCUA is proposed to remain at 392 full time positions. The year's budget also includes a 27th pay period, which occurs approximately every thirteen years. Staff believes that the employees, in collaboration with the residents of the community, truly make Ponca City a great place to live, work and play.

Over the last several years, staff has put an emphasis on working safely. This message has been carried throughout the organization and is reflected in the amount of funding for the City's Workers Compensation program. This year we were able to reduce the funding by one percent (1%) across the board. This is a testament to the employees' commitment to safety.

Letter to Homer Nicholson, Members of the City Commission
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This past fiscal year saw several large projects funded, including projects and equipment such as:

- upgrade the City Commission Chamber's audio/video system
- four new police vehicles
- a fire brush truck
- a street asphalt patch truck
- electric system maintenance
- a large electric bucket truck
- three solid waste packers trucks
- reconstruction of a Stormwater channel
- waterproofing the north terrace at the Marland Mansion
- Phase One rehabilitation of the Industrial Park water tank
- Mill/Overlay:
  - Bradley Avenue (5th Street to 14th Street)
  - 3rd Street (Highland to Liberty)
- Reconstruction of Elm Street (Otoe to Ponca and Highland to Summit)
- reconstruction of 2nd Street (Broadway to Hazel)
- reconstruction of sidewalk on the west side of 4th Street (Grand Avenue north to alley)
- downtown traffic signal renovation and removal

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

- tuck pointing the wainscot of City Hall
- three new police vehicles
- police body armor
- new software for police record management
- an ambulance
- a street sweeper
- renovation of the one of the greenhouses
- water slide for Ambuc Pool
- resurfacing of tennis courts 1-5
- roof repairs at Marland's Grand Home
- two neighborhood splash pads
- Lake Ponca Trail Segment 4 grant match
- preliminary design and detail design of sludge drying beds
- Phase Two of the industrial park water storage tank rehabilitation
- Lake Ponca Trail lighting
- tractor with front end loader
- five landfill litter fence units
- sanitary sewer line replacement on Franklin Street
- Cisco call manager
- Cisco routers
- ultraviolet thermofilm window treatment for Marland Mansion
- Reconstruction of:
  - Redbud Trail
  - Elm Street (Ponca to Oklahoma)
  - Lincoln Street (Oklahoma to Central)
- Reconstruction and widening of:
  - Highland Avenue (Ash to Sunset)
  - Highland Avenue (Olympia to Waverly)
- Mill/Overlay:
  - Third Street (Oklahoma to Central)
  - South 4th Street (100 block)
  - South Avenue (12th to 14th Street)
  - 5th Street (Albany to Brookfield)
  - Pioneer Road (14th Street to Monument)
- engineering and design on a new public safety center
- roof replacement of airport building #15

Letter to Homer Nicholson, Members of the City Commission
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I believe that this organization has proven to be an innovator in the municipal government sector; and with the support of the City Commission, staff will strive to continue that trend as well as continue to maintain a fiscally sound government, invest in Ponca City, implement sustainable initiatives, serve and protect our community, offer unique resources, and look forward.

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

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

Respectfully submitted,

Craig Stephenson, ICMA-CM
City Manager

A HISTORY OF MAYORS & COMMISSIONERS

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

Mayors

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

Commissioners of Finance

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

Commissioners of Public Property

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

Commissioners

H. A. Mertz	1961-67
Gordon Holland	1967-70
Charles E. Hollar	1972-75
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	2005-14
Wayne Foxworthy	2006-09
Lanita Chapman	2008-Present
Bill Flegler	2009-12
Paul Krueger	2009-12
Steve Hermann	2012-15
R. Mark Macy	2012-15
Mary Beth Moore	2014-Present
Nancy Rathbun	2015-Present
Ryan Austin	2015-Present

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, 2016

Number of Full-Time Employees:	
Union	120
Non-union	272
Area in Square Miles	20
Government Facilities and Services:	
Lane miles of streets	407
Number of signalized locations	36
Culture and Recreation:	
Number of community centers	5
Number of parks	28
Number of golf courses	2
Number of swimming pools	4
Number of tennis courts	2*
Number of archery ranges	1
Number of baseball fields	5
Number of Frisbee golf courses	3*
Number of miniature airplane flying fields	1
Number of Moto-X Race Parks	1
Number of skate parks	1
Number of softball fields	7
Number of museums	6
Number of arboretums	1
Number of enclosed fishing docks	1
Number of splash pads	2
Fire/Ambulance Protection:	
Number of stations	4
Number of fire/ambulance personnel	69
Number of fire calls answered	1,329
Number of ambulance calls	3,948
Average emergency response time in minutes	EMS 5.36 / Fire 4.58
Police Protection:	
Number of stations	1
Number of police personnel	78
Number of marked patrol units	40
Number of unmarked patrol units	9
Number of motorcycles	2
Number of special vehicles	3
Number of physical arrests	2,347
Number of traffic violations	11,476
Calls for service	19,650
Median age of officer	40
Median years of service	16

*City has a complex with 9 tennis courts & Country Club has a complex with 6 tennis courts
* 9 hole Frisbee golf course at Warr Memorial Park and two 18 hole Frisbee golf courses at Ponca Lake.

Wastewater System:	
Miles of wastewater maintained by the City	177
Number of treatment plants	1
Daily average treatment in millions of gallons per day	3.75
Maximum daily capacity of treatment plant in millions of gallons per day	9.5
Water System:	
Miles of water mains maintained by City	223
Number of fire hydrants	1,017
Daily average consumption in millions of gallons per day	8.81
Maximum daily capacity of plant in millions of gallons per day	14
Number of water wells in service	20
Energy Department:	
Customer base	15,976
Square miles of service area	98
Substations – total 100 megawatts of load	9
Miles of 69,000 kV transmission line	22
Miles of total distribution line circuit	409
Airport:	
Concrete runway – 7,201 feet long and 150 feet wide	1
Average takeoffs and landings per year	39,300
Number of base aircraft	60
Number of 'T' hangers	44
Number of corporate hangers	13
Average high temperature degrees – (1980-present)	88.00
Average low temperature degrees – (1980-present)	30.47
Overall yearly degree temperature – (1980-present)	60.94
Average yearly rainfall in inches – (1980-present)	32
Education (Current) School Year:	
Total school enrollment – Ponca City Public Schools	5,217
Number of elementary schools	7
Number of mid-high schools	2
Number of high schools	1
Number of vo-technical schools	1
Number of Interactive Television Universities	1
Major Employers Listed by Total Employed**	
Ponca City Public Schools	924
Phillips 66 Refinery	700
Dorada	432
Alliance Health	415
City of Ponca City	392
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

Community Calendar

May/June

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

Pow Wow

July/August

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

101 Wild West Rodeo

September/October

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

Festival of Angels

Veteran's Day Parade

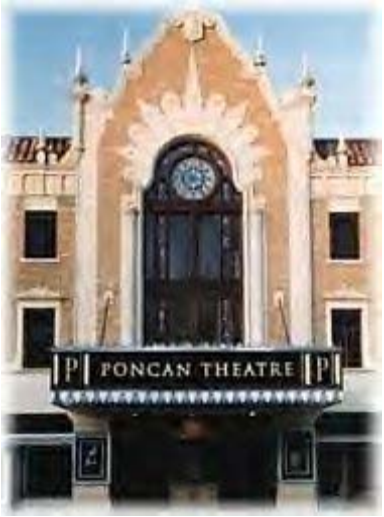
November/December

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

Ponca City Attractions

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

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



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

Standing Bear – A monumental tribute to all Native Americans, this 22-foot statue is of Ponca Chief Standing Bear, created by Cowboy Artist of America, 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 ISTEA 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 wroght iron bases, imported from Ireland. To replace the ceiling and chandeliers today would cost $2 million. Rich tapestries decorated the walls in Marland's time. Hanging on the north wall are the portraits of E.W. Marland, above the fire place, and Mrs. Lydie Marland, dressed in a Spanish dance costume purchased for her by E.W.

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

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

Pictured above, Phillips 66 employs an estimated 700 employees in Ponca City. The red brick building, southeast of the South Tower, is the original Marland Building, as it is still referred to today.

OVERVIEW

The Budget Process Many components of the budgeting process are dynamic and occur throughout the entire year. The City Commission is typically brought into the process at a regularly scheduled Board of Commissioner's Meeting (work session) in early January. At that time a presentation the City's budget philosophy and application of that philosophy are reviewed. General Fund revenue, expenditure, and budget issues are also discussed. Departmental expenditure histories are then reviewed and trends identified. Challenges recognized and discussed for Fiscal 2016-17 include contracting sales tax and franchise fee revenues, unpredictable fuel and commodity costs, increasing worker compensation and health care costs, and continuing capital infrastructure needs for the electric, water, wastewater, solid waste and stormwater utilities. Finally, early Commission input is solicited regarding new programs and capital improvements desired, questions or concerns on current rates and fees are discussed, as well as departmental operations to be considered in planning the budget for the coming fiscal year.

Finance ushered in 2016 by working with departments to derive initial revenue projections for the General Fund and utilities for Fiscal 2016-17. A budget kick-off session was held with all departments on January 25, 2016, 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 21, 2016. Each agency director presented an overview of current services for the community. All requested service agreements were flat from the prior year.

City management met with department representatives on capital requests and operating budget requests during the second week of March 2016. On April 14, 2016, an initial draft of the City Manager Proposed Budget for Fiscal 2016-17 was delivered to members of the City Commission. The City Commission then met for two, all day open meeting hearings with management and departments on the proposed budget on April 18 and 19, 2016. These two days were a critical time for the Commission to have an open discussion with each department on their respective services, operations, accomplishments, and objectives for the coming year. This was also a forum for discussion of benchmarks and performance measures.

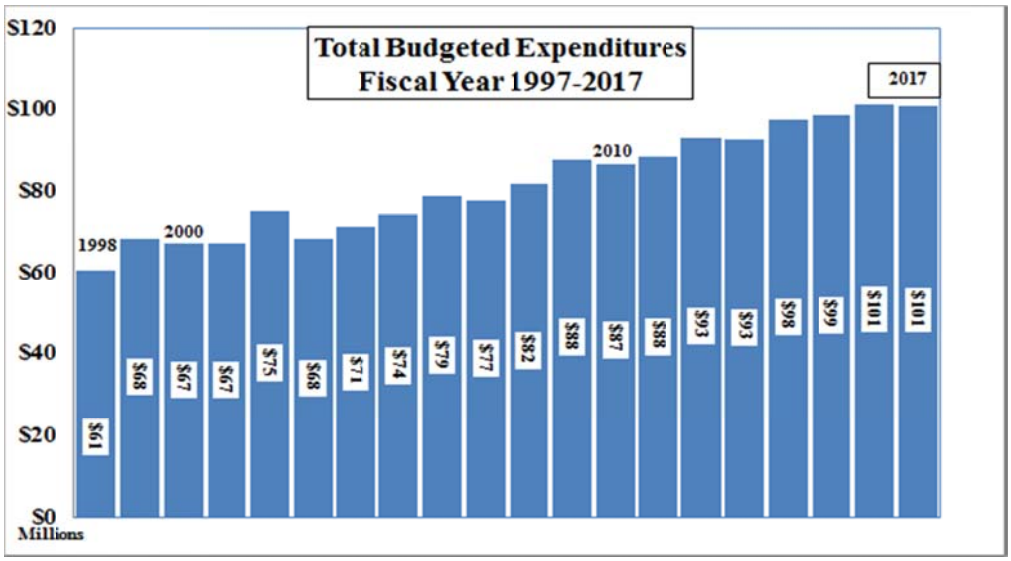
A revised draft of the proposed budget was published in summary form as outlined in the Oklahoma Municipal Budget Act, in the Ponca City News on Sunday, May 1, 2016. Also published at that time was notice of a public hearing on the Fiscal 2016-17 Budget, to be held at the regularly scheduled Board of Commissioner's Meeting of May 9, 2016. 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 2016-17 are thirty (30) funds, or self-balancing sets of accounts, each capturing activity from a type of operation. The funds budgeted include sources and uses for the General Fund, Special Revenue Funds, Capital Improvement Projects Fund, Debt Sinking Fund, Ponca City Utility Authority (PCUA) Funds, Other Enterprise Funds, Internal Service Funds and all Trust Funds of the City of Ponca City. Revenues for each fund are budgeted by source. In each fund and department, expenditures are budgeted by the aforementioned category types as set by State statute, including Personal Services, Materials & Supplies, Other Services & Charges, Capital, Debt Service and Transfers.

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

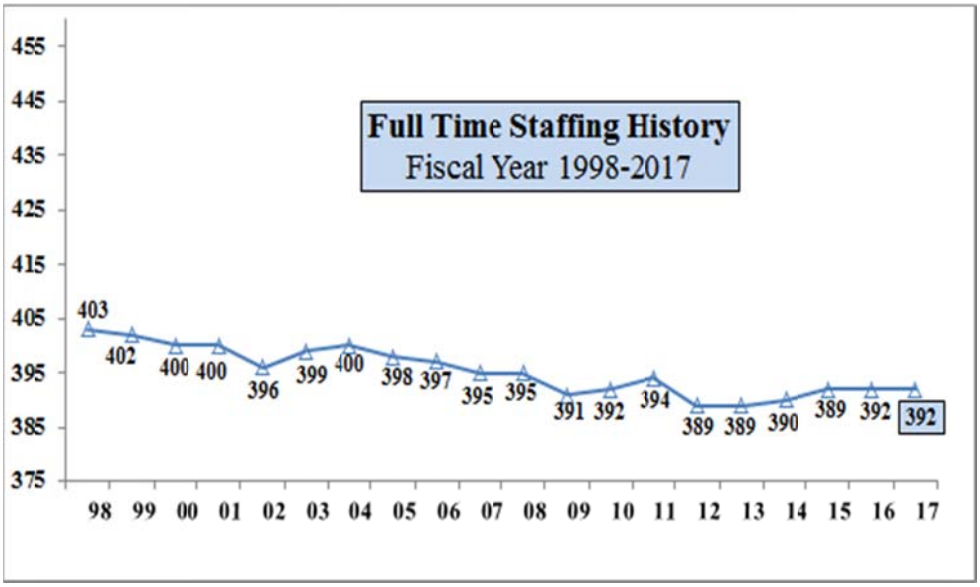
Included in the proposed budget for Fiscal 2016-17 is a five-year capital plan. A long-term plan for capital is one of the City Commission's strategic goals and attempts to identify major infrastructure, building and equipment needs for the coming five years. Although each department identified items 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 2016-17 Budget has been challenging in many ways. The total budget for all funds is proposed at $101,002,804, a decrease of $379,155, or .37% from the original budget of Fiscal 2015-16.

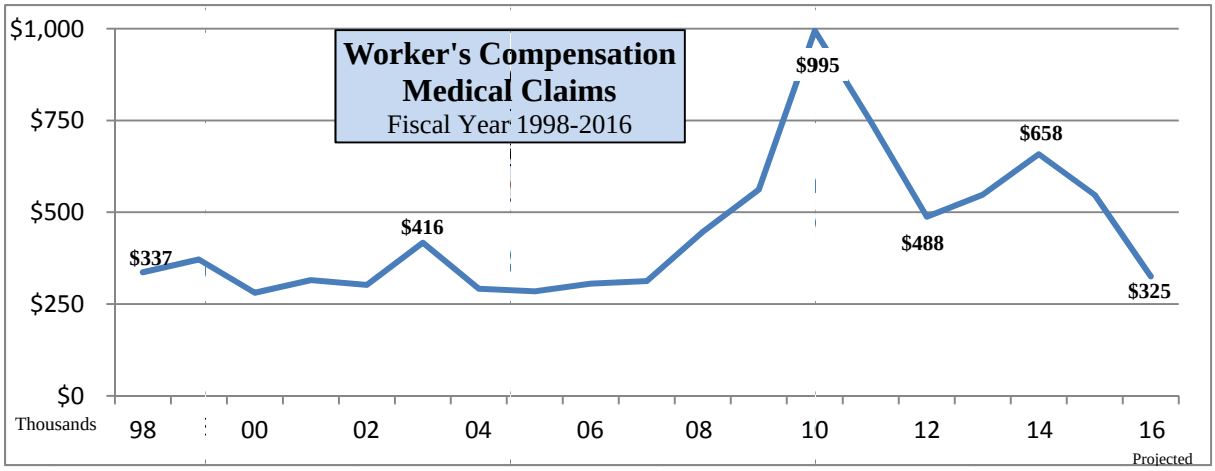
The decrease is due largely to decreased electric sale revenue and related purchase power expense. As illustrated above, the proposed aggregate budget for the coming year is approximately 66% higher than the original budget of Fiscal 1997-98, twenty years ago. This represents an average annual increase of less than 2.8%, illustrating staff commitment to cost containment.

The full time employee base across the City is proposed at 392. No layoffs occurred in the prior year, nor are any planned for the coming year. The proposed full-time staffing for Fiscal 2016-17 is approximately 3% less than that of twenty years ago, in Fiscal 1997-98 again illustrating commitment to continuous improvement in service efficiencies, productivity, and conservative fiscal policy.



The cost of providing health insurance benefits to City employees has escalated significantly over the past two decades. City staff worked extensively with consultants and other resources to help determine the best strategy, including bids for fully insured plans and high deductible plans. With positive trends recently, the approved budget includes a 5.0% increase for the City and employees for health coverage. City employees who choose single health insurance coverage pay a premium of $1,573 annually, with the City funding $6,292. Employee plus one coverage is $2,846 annually, with the City funding $11,382. Employees choosing family coverage pay $4,270 annually, with the City funding $17,079. The funding of health care benefits is a mounting concern for most employers, and cost-containment will continue to be a challenge for the City going forward with projected double-digit inflation in the industry.

Another area of volatile personnel related costs are from worker's compensation expense. Although these had decreased significantly in Fiscal 2004-05 to a near decade low level, this was followed by a period of rapid escalation, a peaking, and more recently a significant decrease. Projected expenses for W/C Medical expenses for Fiscal 2015-16 are $325,000, significantly lower than the peak of $995,000 seen in Fiscal 2009-10. The City is self-insured for worker's compensation medical claims, and maintains a department in the Internal Service Workers' Compensation Fund for this purpose. Premiums are paid based on a straight percentage (3.0%) of wages by all departments with personnel, without regard for risk/loss scales. Court ordered claims fluctuate from year-to-year, and are recovered through ad-valorem tax, as provided for in Oklahoma statutes. This method is a significant value for many departments, whose premiums would be up to eight times this amount for coverage purchased in the marketplace. Over the past fifteen years, increased training and attention to safety issues by City staff has had mixed results. Worker's compensation related costs will continue to be a challenge in the foreseeable future.

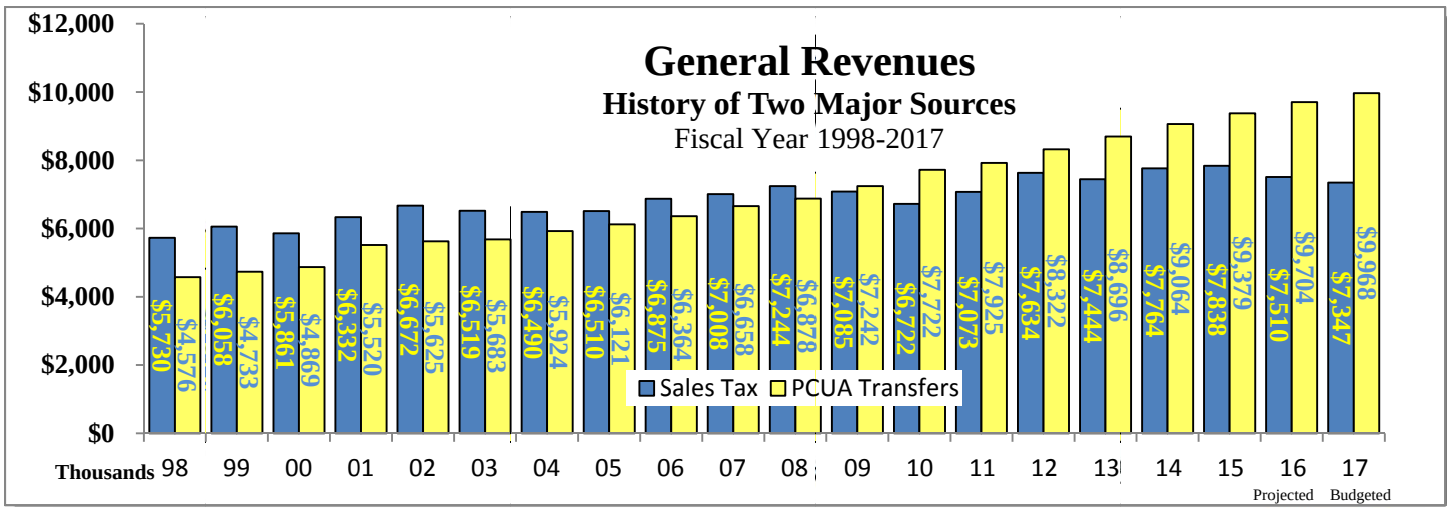


In keeping with the City Commission objectives, the Fiscal 2016-17 Budget does maintain a designated fund balance in the General Fund of $2,100,000, as defined by Resolution #6134, which was approved by the Board of Commissioners on October 13, 2014, when the previously approved amount was increased by $200,000. This designated fund balance is a reserve equal to approximately a 5-week operating budget in the General Fund, and provides a buffer against unforeseen natural, man-made or economic disasters.

Each of the four major PCUA utility operations also has designated fund balances, as established by Commission Policy Statement #20. This policy sets as a target fund balance for the Ponca City Energy Fund, an amount equal to the highest monthly purchased power bill over the past three years plus 10% of the system's fixed assets. The policy statement also provides that for the Water and Wastewater funds, a target fund balance equal to a 60-day operating balance plus 10% of the system's fixed assets be maintained. The policy also addresses the Solid Waste Fund, targeting a fund balance equal to a 60-day operating balance, as well as the maintenance of a Depreciation Reserve Fund. A fund balance for landfill closure funds as set out in Subtitle D of the Resource Conservation & Recovery Act is also targeted, and funded for Fiscal 2016-17.

GENERAL FUND

Sales Tax Revenue There is currently a 2.0% sales tax dedicated for General Fund operations, generating revenue equal to 34.1% of total budgeted revenues for Fiscal 2016-17. Over the past twenty years, year-over-year increases in this revenue source have fluctuated from -5.1% to +11.4%, with a long-term average increase at just under 2.0% annually. When adjusted for inflation, long term sales tax collections have experienced little real growth, and are nearly flat. There are three distinct threats to sales tax revenue that have

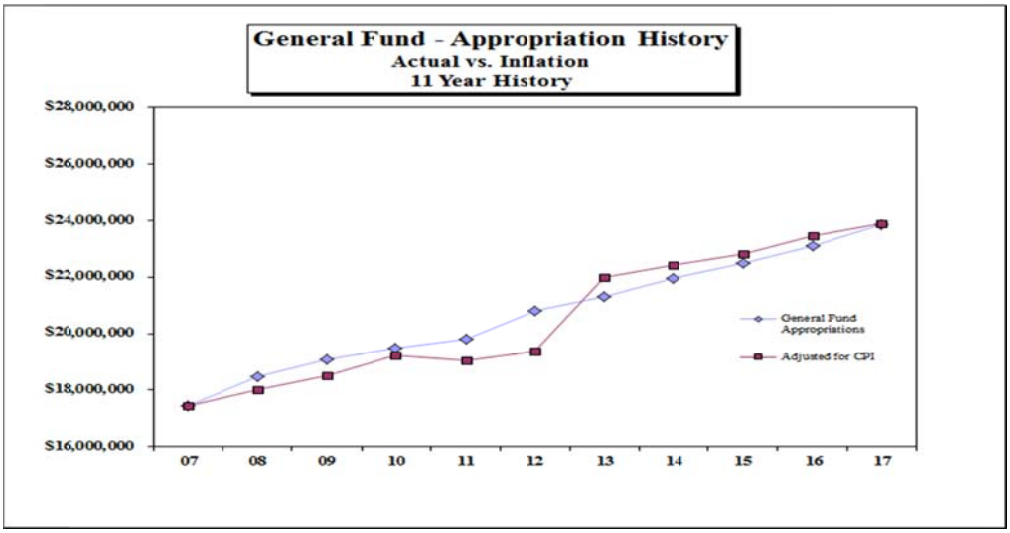


contributed to the lack of growth, more specifically, growth in internet sales, the effect of the State legislature annually exempting more special interest groups and sale types from sales tax, and competition for discretionary spending by legalization of the lottery and casino gaming. Fiscal 2002-03 sales tax collections decreased 2.29%, followed by another decrease in Fiscal 2003-04 of 0.44%. In Fiscal 2004-05, collections turned around with an increase of 0.30% at the close of the year, and Fiscal 2005-06 saw strong growth, up 5.60%, due to heavy construction projects during the fourth quarter, followed by an increase of 1.94% in Fiscal 2006-07. Fiscal 2007-08 year collections increased 3.37% from the prior year, with Fiscal 2008-09 collections down 2.19% from the prior year. Fiscal 2009-10 collections saw the brunt of the recession, with a decrease in collections of 5.12%. Collections for Fiscal 2010-11 rebounded with an increase of 5.22%, followed with even stronger returns in Fiscal 2011-12, with a year-over-year increase of 7.9%. Fiscal 2012-13 saw some softening with a decrease of 2.5%. Fiscal 2013-14 rebounded with an increase of 4.3%. Fiscal 2014-15 started strong, but ended the year up a meager 0.96% with a contraction in the oil related economy. With two months remaining in the fiscal year, collections are projected to be down 4% over the prior year. Budgeted sales tax revenue for Fiscal 2016-17 is $7,346,943, a 2.0% decrease from the projected collections of Fiscal 2015-16.

Transfer Revenue Under the Oklahoma Constitution, cities are prohibited from levying ad-valorem property taxes for operations. Therefore, critical to the funding of essential City services is the transfer of residual equity, or return on investment (ROI), from city utilities. As illustrated on previous page, through Fiscal 1997-98 transfers from the PCUA had been a decreasing revenue source as a direct result of preparing the electric utility for deregulation and Water and Wastewater plant reconstruction projects. Over the past fifteen years this revenue source has increased, however, and administration charges to the PCUA for General Fund services and residual equity transfers are proposed for Fiscal 2016-17 at $9,968,470, a 2.7% increase over the previous year, making it the largest source of revenue for the General Fund, with sales tax revenue in second place. The potential threat of electric deregulation that was very real ten years ago has diminished somewhat, in the wake of failed attempts in California and other states, but is nevertheless a continuing threat.

Other Revenues Other notable revenue changes in the General Fund include the third largest revenue source in ambulance revenues, which are budgeted at $1,300,000, a 4.0% increase. Municipal Court fines are the fourth largest revenue source for the General Fund and have rebounded from decade lows, projected to increase by 8.6% in the coming year. With interest rates at historic lows, interest income continues to languish, and is projected to stay at $40,000. Total General Fund revenues for Fiscal 2016-17 are budgeted at $21,572,913, a decrease of .63% 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 2016-17 is $23,861,654, an increase of $763,527, or 3.31% from the original Fiscal 2015-16 Budget. The increase is caused by two main factors, an extraordinary 27th pay period that will occur during the fiscal year and a 2% cost of living wage increase for employees. Other than personnel related costs, the General Fund expenditure budget is essentially flat. Above is an illustration of General Fund budget history in Ponca City versus the same baseline budget growth by the CPI rate of inflation.

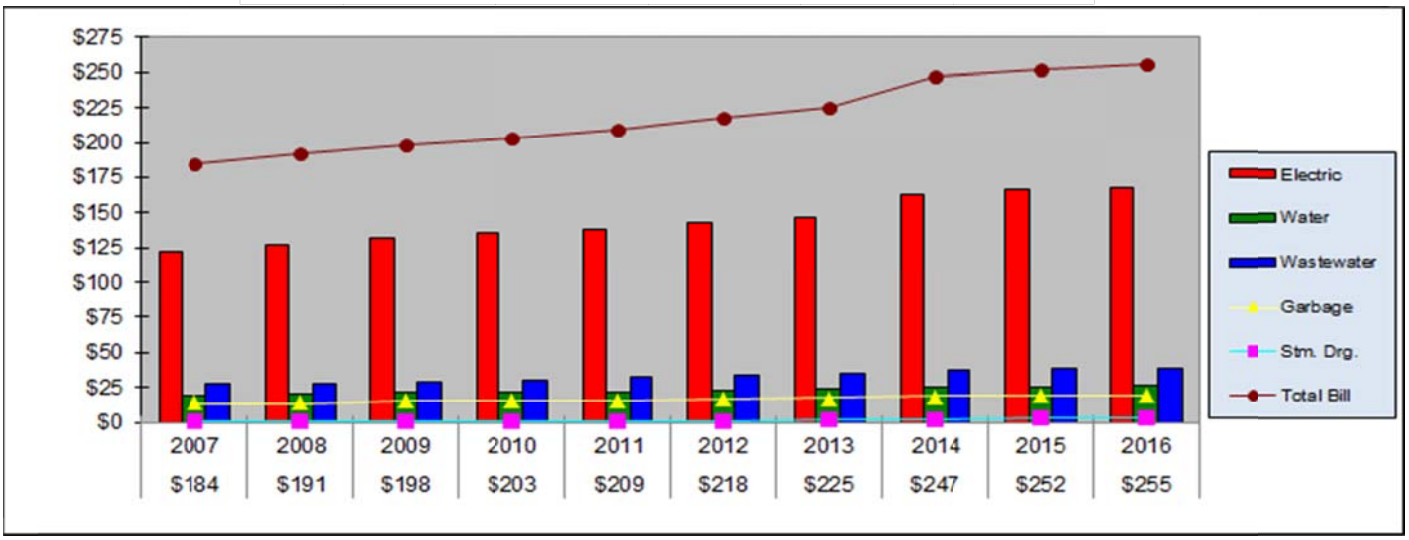
Spending on public safety continues to dominate funding of City operations, at 57.2%. This exemplifies a City commitment to make Ponca City a safe and healthy community. The Police Department continues to evolve with the changing needs of the community. Recent examples include Community Policing, Youth Police Academy, the placement of two officers in the Ponca City schools, and the addition of tasers, in car wi-fi and video as tools in the field, and digital ticketing. In recent years the department implemented the Extra Eyes Program, where citizen volunteers assist with fingerprint indexing and non-enforcement patrolling, and re-activated the Police Reserve Program, where sworn, trained, civilian officers serve the City without pay, to supplement current staff and resources.

Public safety related capital items in the coming year include three new marked Police vehicles and new software 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 2016-17. Major items to be funded include a new street sweeper for the Street Department, new splashpads for Attucks and Young parks, a new water slide for AMBUC Pool, and engineering and design work for a proposed new public safety center.

PONCA CITY UTILITY AUTHORITY

PCUA Revenues The PCUA offers electric, water, wastewater, solid waste, landfill, and stormwater services. The high cost of inputs, federal mandates, and inflation in general among the utilities has led to rate increase proposals for Fiscal 2016-17. This includes a 3.0% across the board increase in the water and solid waste utilities, a 1.0% across the board increase for electric utilities, and a 0% increase for wastewater. All stormwater rates will also increase by $0.25. Below is a chart showing a breakdown of the average utility bill for a household of four and the history for the same. As displayed, long term, bottom line costs to our residents have been very stable, with increases held to reasonable levels. Ponca City compares well with peer cities on utility rates. The long term average annual increase is just under 3%.

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



Staff is proud that overall, the average PCUA residential customer still enjoys quality utility services at a bottom line cost that has only risen in step with inflation. This is an exceptional feat when considering the fact that the same residents are also the beneficiaries of excellent services derived from new water and wastewater plants completed in the late 1990's, three new electrical substations, and two lateral expansions of the landfill. While the past ten years have seen major emphasis on infrastructure at the front end of each utility, the Fiscal 2016-17 Budget reflects an increased emphasis on the delivery systems.

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

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

Wastewater In spring of 2000, the Wastewater Plant substantially completed a multi-year project to meet EPA regulations, to renovate the plant, and to expand capacity. The renovated plant has increased capacity from 5.8 MGD to 9.0 MGD, with peak capacity at 15.0 MGD. The department has now shifted primary focus to the collection system. In recent years the department has completed a major renovation to the Bois D'arc Lift Station, as well as replacement of the 35-year old Lake Lift Station, the Blake Lift Station, and the Briar Ridge Lift Station. The PCUA entered into a loan agreement of $5,565,000 with the Oklahoma Water Resources Board (OWRB) during Fiscal 2007-08, utilizing low interest federal funds to complete several major collection system projects in subsequent years, the last of which was recently completed with replacement of a major interceptor line through the Phillips 66 refinery complex. Staff also recently completed three projects funded by 70% loan/30% stimulus grant funding from the OWRB, including an emergency generator at the main lift station, re-construction of the Brentwood Lift Station, and an emergency line project on Ash Street. Budgeted for Fiscal 2016-17 are some plant improvements such as valve replacements and variable frequency drive replacement, and collection line replacement project on South Franklin Street.

Ponca City Energy The Ponca City Energy Department has seen many changes in past decades. The position of General Manager of Electric Utilities was created and filled in the fall of 1997. A business plan was formulated and implemented, defining the three distinct businesses of the electric utility: generation, purchase & re-sale, and distribution. Electric generation facilities were leased to OMPA during 1997, with the contract amended in 2000 to shed all departmental responsibility for maintenance. As such, the proposed Fiscal 2016-17 Budget includes purchased power and distribution only.

The Series 1997C Utility System Revenue Bonds provided funding for the addition of the Northwest Substation which was constructed at Prospect and Ash Street, and put in service on June 1, 1999. The utility also completed an $1.5M capital relocation of its office, warehouse, and poleyard north of town at 6714 North Pleasantview Road during Fiscal 2006-07, utilizing accumulated funds and without any additional debt. In 2008 and automated meter reading project was completed for both water and electric meters, eliminating the need for manual meter readers and improving departmental efficiency. An additional substation was completed in June 2009 in the McCord service area, as well a full replacement of the Diesel Plant Substation completed in late 2014, both of which were funded internally from accumulated fund balances.

Budgeted for Fiscal 2016-17 in the Ponca City Energy Fund are many major capital items and infrastructure improvements, most notably $1.37M in distribution system improvements and $175,000 for one new single bucket service truck.

Solid Waste The Solid Waste Fund includes collection and landfill departments. Collection revenues cooled with the economic contraction of 2008 & 2009, but has rebounded in the last couple years. Included in the coming budget is a rate increase of 3.0% to help cover cost drivers including equipment and personnel related costs. The most recent cell expansion at the landfill was completed in the summer of 2008. This expansion was funded by accumulated fund balances and was completed without any new debt, relieving further rate increase pressures on our community. There are several capital purchases budgeted for Fiscal 2016-17, including a new tractor with front end loader for the landfill, and a variety of smaller containers and equipment, all funded through the Solid Waste Depreciation Reserve Fund.

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

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

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

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

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

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

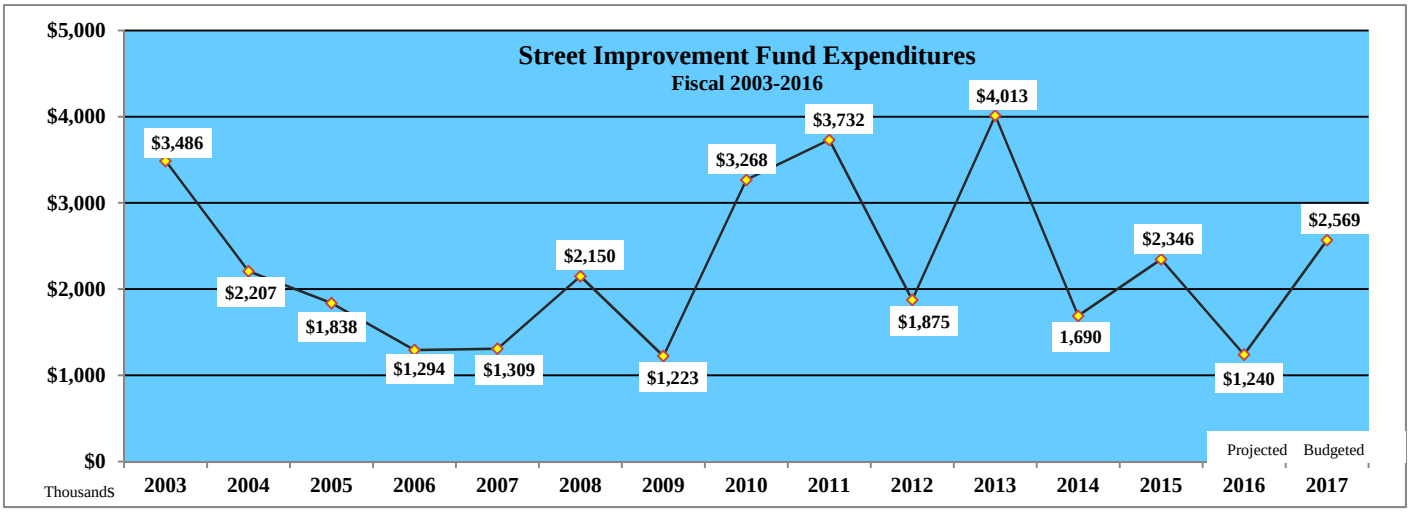
OTHER ENTERPRISE FUNDS

Airport The Ponca City Regional Airport is located in the northwest corner of Ponca City. The airport operates as an enterprise fund. The airport is no longer served by a commuter airline, as the federal government cut essential air service funding in Fiscal 2007, but continues to be the home of the famous Enrique's Mexican Restaurant. Exciting projects at the airport in recent years included instrument re-location, dirt work, and construction of a 1,000-foot concrete runway extension project and taxiway improvements, as well as construction of a new maintenance building and purchase of a large snowplow. The projects are typically 90% Federal grant funded, supplemented by 5% State grant funding. The remaining 5% match is funded by the City, typically through the Capital Improvement Projects (C.I.P.) Fund. Budgeted for Fiscal 2016-17 is a new roof for building #15 and painting building walls of Hangars #7 and #8.

TRUST FUNDS

Cann Estate Trust Fund Elsie V. Cann left in trust to the City of Ponca City a house and land upon which it was her desire to see a memorial garden created in the memory of her parents. Ms. Cann also left a trust fund to provide for the operation and improvements to the facility. The trust fund has at times distributed 6% of corpus value annually, but with market contractions of 2008, this has been discontinued. A subsidy from the General Fund replaced it beginning in Fiscal 2009-10, and carries on into Fiscal 2016-17.

Street Improvement Trust The City of Ponca City is fortunate to have a dedicated ½ cent sales and use tax for street improvements which was recently renewed by 82% voter approval making it a permanent tax without expiration. The source provides funding for continued upgrade of Ponca City's streets, roadways, curbs, sidewalks and trails. There are many major projects slated for Fiscal 2016-17 including a mill/overlay of Third Street from Highland to Waverly, asphalt reconstruction on Elm Street, from Ponca to Oklahoma, and reconstruction of Lincoln Street, from Oklahoma to Central Avenue.



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

Economic Development Citizens of Ponca City approved extending an existing dedicated ½ cent sales and use tax for economic development that was set to expire on January 31, 2014, for an additional five years. The tax is transferred to the Ponca City Development Authority (PCDA) to carry out the economic development function. The PCDA had previously been a public trust governed by the same board as the members of the City Commission, but was spun off, and is now governed by a separate board of trustees that are appointed by the City Commission. Between 2008 - 2014, the Ponca City Development Authority has directly impacted the attraction, expansion and retention of 2,007 full time jobs in Ponca City, and that progress continues today. Budgeted for Fiscal 2016-17 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

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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
What are the City's five types of expenditures ranked from largest? 1. Other Charges and Services 2. Personal Services 3. Capital Outlay 4. Materials and Supplies 5. Debt Service	Budgeted Expenditures by Type	Page 28
What is Ponca City Utility Authority's Debt Service?	Debt Service Summary	Page 29
What is the share of municipal debt for each person living in Ponca City?	Debt Service Summary	Page 30

Budget Calendar Fiscal 2016-17 (original rev.)

December 2015	Finance and Departments begin rate review and revenue budgeting
Mon. Jan 25, 2016	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
Tues. Feb. 2	Mission / Accomplishments / Goals Forms for FY2016-17 due to Finance
Tues. Feb. 9	Capital Request Forms (cat. 4) for FY2016-17 due to Finance
Mon. Feb 15	Budget overview for City Commission held at the work session
Tues. Feb 16	Budget Request Forms (cat. 2 & 3) for FY2016-17 along with any personnel related change requests due to Finance
Tues. Feb. 23	Travel Request Forms for FY 2016-17 due to Finance
Tues. Mar 1	Long-Term Capital Plan sheets due to Finance
March 7 - 11	City Manager/Finance meet with Departments to review Budget requests
Mon. Mar. 21	New Program and “Outside Agency” Hearings along with a budget update presented to the City Commission at work session
March & April	Departments update various Advisory Boards on Budget progress
Wed. Apr. 13	City Manager/Finance meet with Department Heads to discuss proposed Budget
Thurs Apr. 14	Draft of Budget with Departmental Goals delivered to City Commission for review
April 18 & 19	City Commission Hearings with City Management and Departments, open to Public
Wed. April 27	Deliver Notice of Public Hearing and Budget Summary to the Ponca City News
Sun. May 1	Publish date the P. C. News of the Notice of Public Hearing & Budget Summary
Mon. May 9	Public Hearing on Proposed Budget and City Commission Review
Mon. June 13	FY2016-17 Budget in book format delivered to the City Commission for adoption
Mon. July 1, 2016	Implementation of the FY2016-17 Budget

CITY OF PONCA CITY

Full-Time Staff History

Fiscal Year 2016-17

Department	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
City Manager	9	9	9	9	9	9	9	10	10	10
Finance	7	6	6	6	6	6	6	6	6	6
City Attorney	2	2	2	2	2	2	2	2	2	2
Municipal Court	4	4	4	4	4	4	4	4	4	4
Development Services	6	7	7	7	7	7	7	7	7	7
Police	68	68	68	68	68	68	68	68	68	68
Animal Control	4	4	4	4	4	4	4	4	4	4
Emergency 911	11	11	11	11	11	11	11	11	11	11
Emergency Mgmt.	2	2	2	2	2	2	2	2	2	2
Fire	57	57	57	57	57	57	57	57	57	57
Ambulance	12	12	12	12	12	12	12	12	12	12
Engineering	8	8	8	8	7	7	7	7	7	7
Traffic Engineering	6	6	6	6	6	6	6	6	6	6
Streets	21	21	21	21	20	20	20	20	20	20
Park Maintenance	24	24	24	24	23	23	23	23	23	23
Rec Programs	3	3	3	3	3	3	3	3	3	3
Marland's Grand Home	1	1	1	1	1	1	1	2	2	3
Hutchins	1	1	1	1	1	1	1	1	1	0
Library	11	11	11	11	11	11	11	11	11	11
Total General Fund	**257.0**	**257.0**	**257.0**	**257.0**	**254.0**	**254.0**	**254.0**	**256.0**	**256.0**	**256.0**
Water Admin.	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Water Prod.	8.5	8.5	9.5	10	10	10	10	10	10	10
Water Dist.	10	10	10	10	10	10	10	10	10	10
Total Water Fund	**19.34**	**19.34**	**20.34**	**20.84**	**20.84**	**20.84**	**20.84**	**20.84**	**20.84**	**20.84**
Wastewater Admin.	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83
Wastewater Coll.	6	6	6	6	6	6	6	6	6	6
Wastewater Trtmnt.	11.5	11.5	11.5	11	11	11	11	11	11	11
Total W-Water Fund	**18.33**	**18.33**	**18.33**	**17.83**	**17.83**	**17.83**	**17.83**	**17.83**	**17.83**	**17.83**
Solid Waste	31.33	32.33	32.33	32.33	31.83	31.83	31.83	31.83	31.83	31.83
S.W/Landfill	7	7	7	7	7	7	7	7	7	7
Total Solid Waste	**38.33**	**39.33**	**39.33**	**39.33**	**38.83**	**38.83**	**38.83**	**38.83**	**38.83**	**38.83**
Utility Billing	10	10	9	9	9	9	9	9	8	8
Ponca City Energy	24	24	25	25	25	25	25	25	25	25
Meter Readers	6	0	0	0	0	0	0	0	0	0
Total Utility Billing	**40**	**34**	**34**	**34**	**34**	**34**	**34**	**34**	**33**	**33**
Stormwater	0	0	0	0	0.5	0.5	0.5	0.5	0.5	0.5
Total Stormwater	**0**	**0**	**0**	**0**	**0.5**	**0.5**	**0.5**	**0.5**	**0.5**	**0.5**
Technology Services	3	3	3	3	3	3	4	4	4	4
City Garage	5	5	5	5	4	4	4	4	4	4
Insurance	1	1	1	1	1	1	1	1	1	1
Marland Mansion	3	4	4	4	4	4	4	4	4	4
Golf Course	6	6	6	6	6	6	6	6	6	6
Cann Gardens	1	1	1	1	1	1	1	1	1	1
Airport	3	3	3	5	4	4	4	4	5	5
Hotel/Motel Tax	0	0	0	0	0	0	0	0	0	0
Total Other Funds	**22**	**23**	**23**	**25**	**23**	**23**	**24**	**24**	**25**	**25**
Grand Total	**395**	**391**	**392**	**394**	**389**	**389**	**390**	**392**	**392**	**392**

CITY OF PONCA CITY

BUDGET SUMMARY - by fund

FISCAL YEAR 2016-17

FUND #	FUND NAME	2016-17 BUDGETED REVENUES	2016-17 BUDGETED EXPENDITURES	BUDGETED REVENUES over EXPENDITURES
101	GENERAL	21,572,913	23,861,654	(2,288,741)
103	LIBRARY GRANTS	20,000	20,000	0
104	LIBRARY STATE AID	16,000	16,000	0
201	STREET & ALLEY	233,000	568,000	(335,000)
210	SPECIAL PROJECTS	21,700	21,700	0
240	TOURISM	560,000	631,667	(71,667)
260	GRANT FUND	5,250	8,750	(3,500)
301	WATER	7,929,000	8,111,581	(182,581)
340	PONCA CITY ENERGY	37,195,000	37,384,858	(189,858)
342	SOLID WASTE	4,989,531	5,076,267	(86,736)
343	LANDFILL CLOSING	50,000	26,000	24,000
344	SOLID WASTE DEPR. RES.	625,000	285,000	340,000
350	UTILITY BILLING	628,300	680,300	(52,000)
360	WASTEWATER	5,779,000	5,432,925	346,075
365	STORMWATER	495,500	237,911	257,589
380	TECHNOLOGY SERVICES	743,000	755,375	(12,375)
400	DEBT SINKING	700,000	700,000	0
501	CITY GARAGE	1,583,000	1,583,000	0
520	INSURANCE	5,043,370	5,013,333	30,037
521	WORKERS COMPENSATION	588,010	955,000	(366,990)
601	MARLAND ESTATE	326,385	336,385	(10,000)
644	GOLF COURSE	791,194	791,194	0
704	CANN ESTATE	66,500	59,951	6,549
722	MATZENE BOOK FUND	500	500	0
839	RECREATION CENTER TAX	1,997,736	1,997,736	0
840	STREET IMPR. TRUST	2,011,736	2,569,000	(557,264)
875	CAPITAL IMPR. PROJECTS	425,000	534,667	(109,667)
901	AIRPORT CAPITAL GRANTS	181,667	181,667	0
929	AIRPORT	1,090,646	1,170,646	(80,000)
930	ECONOMIC DEVELOPMENT	1,991,736	1,991,736	0
	TOTALS	$97,660,674	$101,002,804	($3,342,130)

CITY OF PONCA CITY

ALL FUNDS - HISTORY of BUDGETED EXPENDITURES
Fiscal Year 2016-17

FUND #	FUND NAME	ORIGINAL 2012/13 APPROVED	ORIGINAL 2013/14 APPROVED	ORIGINAL 2014/15 APPROVED	ORIGINAL 2015/16 APPROVED	ORIGINAL 2016/17 APPROVED
101	GENERAL	21,303,282	21,941,143	22,491,041	23,098,127	23,861,654
103	LIBRARY GRANT	10,000	10,000	10,000	10,000	20,000
104	LIBRARY STATE AID	19,000	19,000	18,000	17,000	16,000
201	STREET & ALLEY	305,000	303,000	303,000	508,000	568,000
210	SPECIAL PROJECTS	34,713	34,758	35,425	35,950	21,700
240	TOURISM	471,667	485,667	426,167	352,667	631,667
260	GRANT FUND	131,205	136,266	95,750	8,750	8,750
301	WATER	7,637,674	8,329,367	7,649,818	7,811,095	8,111,580
340	PONCA CITY ENERGY	33,210,949	35,942,700	36,050,000	38,359,000	37,384,858
342	SOLID WASTE	4,591,903	4,779,907	4,981,015	4,903,800	5,076,267
343	LANDFILL CLOSING	26,000	30,000	31,000	31,000	26,000
344	SOLID WASTE DEPR. RES.	780,000	1,250,700	1,051,000	862,000	285,000
350	UTILITY BILLING	652,369	641,149	685,370	657,717	680,300
360	WASTEWATER	5,369,046	6,006,206	5,447,745	5,500,298	5,432,925
365	STORMWATER	246,388	475,349	608,225	535,465	237,911
380	TECHNOLOGY SERVICES	612,845	730,000	745,000	749,319	755,375
400	DEBT SINKING	600,000	720,000	720,000	720,000	700,000
501	CITY GARAGE	1,691,000	1,758,000	1,751,000	1,680,000	1,583,000
520	INSURANCE	6,100,000	5,378,224	5,748,480	5,931,755	5,013,333
521	WORKERS COMPENSATION	0	0	0	0	955,000
601	MARLAND ESTATE	322,827	333,044	340,988	341,485	336,385
644	GOLF COURSE	768,027	776,100	771,383	766,394	791,194
704	CANN ESTATE	58,713	58,510	74,428	63,960	59,951
722	MATZENE BOOK FUND	500	1,500	150	150	500
839	RECREATION CENTER TAX	1,951,813	1,988,949	2,057,753	2,093,750	1,997,736
840	STREET IMPROV. TRUST	2,160,500	2,190,000	2,873,500	2,460,000	2,569,000
875	CAPITAL IMPR. PROJECTS	663,078	247,167	413,113	426,667	534,667
901	AIRPORT GRANTS	15,000	177,667	181,667	181,667	181,667
929	AIRPORT	1,241,967	1,169,246	1,060,695	1,183,196	1,170,646
930	ECONOMIC DEV.	1,951,813	1,983,949	2,052,753	2,088,750	1,991,736
	TOTAL	**92,927,279**	**97,897,568**	**98,674,466**	**101,377,962**	**101,002,803**
Incr./(Decr.) from Previous Year :		-473,901	4,970,289	776,898	2,703,496	-375,159
% Incr./(Decr.) from Previous Year :		**-0.51%**	**5.35%**	**0.79%**	**2.74%**	**-0.37%**

CITY OF PONCA CITY

ALL FUNDS - BUDGETED EXPENDITURES by type
FISCAL YEAR 2016-17

FUND #	FUND NAME	CATEGORY 1 PERSONAL SERVICES	CATEGORY 2 MATERIALS & SUPPLIES	CATEGORY 3 OTHER CHGS & SERVICES	CATEGORY 4 CAPITAL OUTLAY	CATEGORY 5 DEBT SERVICE	CATEGORY 6 TRANSFERS	APPROVED BUDGETED EXPENDITURES
101	GENERAL	19,311,731	855,835	1,315,950	589,500	0	1,788,638	23,861,654
103	LIBRARY GRANTS	0	5,000	15,000	0	0	0	20,000
104	LIBRARY STATE AID	0	6,000	10,000	0	0	0	16,000
201	STREET & ALLEY	0	288,000	15,000	265,000	0	0	568,000
210	SPECIAL PROJECTS	4,500	1,400	15,800	0	0	0	21,700
240	TOURISM	0	0	271,667	360,000	0	0	631,667
260	GRANT FUND	0	0	8,750	0	0	0	8,750
301	WATER	1,498,049	863,600	1,247,555	826,000	1,695,000	1,981,377	8,111,580
340	PONCA CITY ENERGY	2,473,356	327,800	25,479,330	2,424,000	661,000	6,019,372	37,384,858
342	SOLID WASTE	2,634,884	66,300	365,131	0	12,500	1,997,451	5,076,267
343	LANDFILL CLOSING	0	0	26,000	0	0	0	26,000
344	SOLID WASTE DEPR. RES.	0	0	0	285,000	0	0	285,000
350	UTILITY BILLING	453,350	71,900	142,550	0	0	12,500	680,300
360	WASTEWATER	1,187,082	379,230	867,511	700,000	1,413,200	885,902	5,432,925
365	STORMWATER	33,859	52,500	141,552	0	0	10,000	237,911
380	TECHNOLOGY SERVICES	389,049	136,500	226,600	0	0	3,226	755,375
400	DEBT SINKING	0	0	0	0	700,000	0	700,000
501	CITY GARAGE	233,320	1,283,750	30,850	17,500	0	17,580	1,583,000
520	INSURANCE	70,786	0	4,942,547	0	0	0	5,013,333
521	WORKERS COMPENSATION	0	0	955,000	0	0	0	955,000
601	MARLAND ESTATE	230,837	36,744	41,650	0	0	27,154	336,385
644	GOLF COURSE	494,565	97,500	176,050	0	0	23,079	791,194
704	CANN ESTATE	43,580	14,440	1,160	0	0	771	59,951
722	MATZENE BOOK FUND	0	500	0	0	0	0	500
839	RECREATION CENTER TAX	0	0	0	0	0	1,997,736	1,997,736
840	STREET IMPROV. TRUST	0	450,000	304,000	1,815,000	0	0	2,569,000
875	CAPITAL IMPR. PROJECTS	0	0	0	518,000	0	16,667	534,667
901	AIRPORT CAPITAL GRANTS	0	0	0	181,667	0	0	181,667
929	AIRPORT	370,664	606,600	48,700	67,000	0	77,682	1,170,646
930	ECONOMIC DEV.	0	0	0	0	0	1,991,736	1,991,736
	TOTAL	29,429,612	5,543,599	36,648,354	8,048,667	4,481,700	16,850,871	101,002,803

Ponca City Utility Authority

Debt Service Summary and Calculation

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

The firm of Stotts, Archambo, Mueggenborg, & Barclay PC, external auditors for the City reported on the financial performance of the Ponca City Utility Authority. The financial calculations in the following table illustrates the PCUA's audited 2014-15 net coverage is 6.77 times, which is greater than the minimum required 1.25 legal limit. The below chart can be found on page 41 in the Ponca City Utility Authority's Annual Financial Statements and Accompanying Independent Auditor's Report for the Fiscal Year Ended June 30, 2015. The PCUA debt repayment obligations are the first priority addressed each year in the budget process. No further utility debt-related projects are currently planned for the near term.

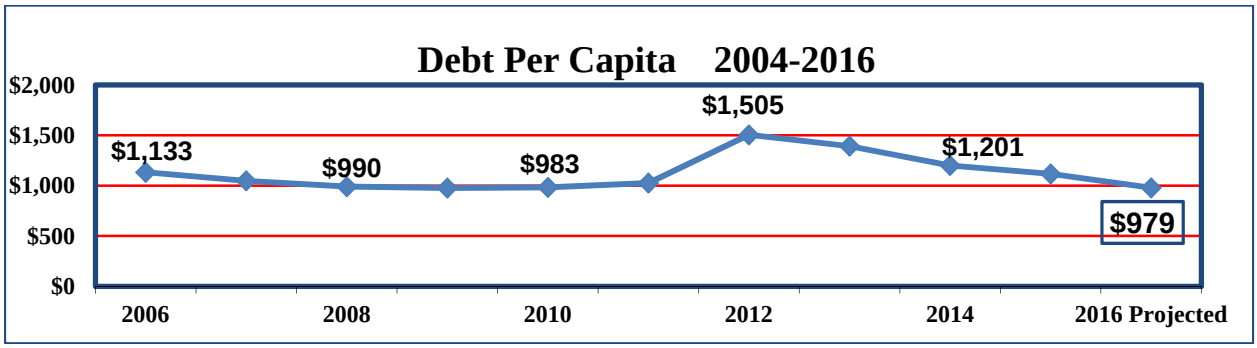
June 30, 2015 Audited Debt Service Calculation

Operating Revenues	$57,743,499
Operating Expenses	35,305,549
Net Revenues Available for Debt Service	22,437,950
Maximum Annual Debt Service	$3,314,169
Net Coverage	**6.77**

Ponca City Utility Authority

Debt Service Outstanding Debt Per Capita

Outstanding debt per capita is the remaining principal on PCUA's Debt Service Bonds on July 1st divided by the population of 25,387 (2010 census) and is another indicator of the burden on the community of the debt issued. As of June 30, 2016 PCUA had $25 million in bonds, notes, refundable grant obligations, and capital lease obligations. This revenue-backed debt structure funds capital improvement projects that cannot be financed from the current financial resources.



This graph does not include $7.4M 2013 Sales Tax note.
This note 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 2016-17 through FY 2020-21, 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	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
City Manager	100,000	174,000	412,600	174,000	174,000
Community Development		155,000	155,000	200,000	125,000
Police	340,500	30,234,000	135,000	140,000	145,000
Animal Control		1,000,000	25,000		
Emergency Management		25,000	70,000	70,000	
Communications 911		15,000			
Fire	110,000	547,000	40,000	250,000	2,325,000
Ambulance	165,000	92,000	170,000	44,000	175,000
Street	265,000	677,000	167,000	150,000	350,000
Engineering		190,000	50,000	40,000	
Traffic Engineering		130,000	25,000		
Park Maintenance	10,000	603,000	570,000	550,000	235,000
AMBUC Pool	30,000			100,000	
Recreational Programs	450,000	235,000	170,000	70,000	
Wentz Camp		180,000	240,000	140,000	
Marland's Grand Home	40,000	100,000	140,600	100,000	100,000
Library		111,000	85,000	140,000	75,000
General Fund Total	**1,510,500**	**34,468,000**	**2,455,200**	**2,168,000**	**3,704,000**
Water Production	440,000	110,000	80,000	180,000	3,800,000
Water Distribution	386,000	565,000	422,000	485,000	773,000
Ponca City Energy	2,424,000	2,825,000	2,205,000	2,260,000	2,315,000
Solid Waste	57,000	340,000	341,000	140,000	105,000
Landfill	225,000	1,133,000	390,000	15,000	35,000
Wastewater Treatment	130,000	210,000	185,000	65,000	45,000
Wastewater Collection	570,000	630,000	240,000	290,000	320,000
Stormwater		150,000	100,000	50,000	50,000
Technology Services	105,000	40,000	40,000	40,000	40,000
PCUA Total	**4,337,000**	**6,003,000**	**4,003,000**	**3,525,000**	**7,483,000**
City Garage	10,000	32,000	76,500	40,000	10,000
Marland Estate	34,000	70,000	36,000	75,200	60,000
Golf Course	66,000	100,000	96,000	35,000	25,000
Cann Estate			14,000	15,000	10,000
Street Improvement Sales Tax	1,815,000	1,675,000	3,500,000	1,500,000	1,500,000
Airport	248,667	1,091,667	501,667	288,667	181,667
Grand Total	**$8,021,167**	**$43,439,667**	**$10,682,367**	**$7,646,867**	**$12,973,667**

City Manager

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Contingency Capital	100,000	125,000	125,000	125,000	125,000
B. Interior Paint - City Hall		25,000	25,000	25,000	25,000
C. HVAC Replacement - City Hall (4 units)		24,000	24,000	24,000	24,000
D. Exterior Paint - City Hall/Fire Station #1			238,600		
TOTAL	**100,000**	**174,000**	**412,600**	**174,000**	**174,000**

A. Contingency capital for the City Manager to address unforeseen capital needs.
(Funding Source: CIP Fund)

B. Paint the interior of City Hall.
(Funding Source: Unknown)

C. Replace 4 of 32 five ton units at City Hall.
(Funding Source: CIP Fund)

D. Paint the exterior of City Hall and Fire Station #1.
(Funding Source: CIP Fund and Carbon Black Remediation Funds)

Community Development

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. CDBG Small Cities Set Aside		125,000	125,000	125,000	125,000
B. Replacement of Vehicles		25,000	25,000	25,000	
C. Building/Operations Software		5,000	5,000		
D. Comprehensive Plan Update				50,000	
TOTAL	**0**	**155,000**	**155,000**	**200,000**	**125,000**

A. The City of Ponca City is eligible to receive annual CDBG Small-Cities Set Aside (Entitlement) grants. The three-year program requires a match of 100% on the approximate grant of $88,500 annually. This match may be in the form of direct cash from the City or in the form of in-kind services to meet the match requirements.
(Funding Source: Grant/Match through Various Operating Budgets)

B. There are four vehicles within the department, one assigned to each inspector. Vehicles will need to be replaced in the future due to age, mileage, and maintenance problems (Ford Ranger). As this occurs, it will be important to replace them with mid-size pickups with four doors. The current Ford Rangers and Chevrolet Colorado are simply too small to accommodate the driver and his accessories. At the same time, a Ford F-150 is perhaps too large. A new generation of midsize pickups will be introduced in 2015 that will be the perfect size to meet the future needs of the inspectors.
(Funding Source: Operating Budget)

C. The department will continue to need software programs specifically tailored to the issuance and tracking of building permits and other development activities such as tracking the progress and completion of capital projects. An INCODE module was installed in the fourth quarter of FY 2007-08 and there are additional Mobile modules available that can enhance the department's permitting and tracking efficiency.
(Funding Source: Operating Budget)

D. Periodically, it is necessary to perform an interim update to the City's Master Plan in order to keep up with the latest forecasts and trends in land use planning, as well as to gauge the success or lack thereof in implementing the goals and action items contained in the 2009 version. This will require the use of a professional consultant, preferably the consulting firm that was hired to prepare the original Plan.
(Funding Source: Operating Budget)

Police

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Eng/Design Public Safety Center	200,000				
B. Fleet Replacement	85,500	130,000	135,000	140,000	145,000
C. RMS/JMS/CAD Software	55,000				
D. New Public Safety Center		30,000,000			
E. Unmarked Vehicles		54,000			
F. Replace Two Patrol Motorcyles		50,000			
TOTAL	**340,500**	**30,234,000**	**135,000**	**140,000**	**145,000**

A. Begin the evaluation process for the construction of a new Public Safety Facility/Police Station including courtroom facilities.
(Funding Source: CIP Fund)

B. Continue uniform vehicle fleet replacement to provide for orderly replacement of police vehicles. Replacements are based on factors such as age, mileage, and maintenance history. There are 40 marked police cars presently in the fleet. Projected expenditure is based on four vehicles replaced annually.
(Funding Source: Operating Budget)

C. Replace current Records Management / Jail Management software with entirely new system. Current software is outdated, and maintenance will end soon. Technical Services and Police Administration agree that an entirely new software package is needed. Will be coordinated with E-911 replacement of Computer Aided Dispatch software as an entire package.
(Funding Source: Operating Budget)

D. Complete replacement of 30-year-old public safety center. This will permit proper use of space, increased work flow, as well as address design flaws and maintenance issues of the existing facility. The new structure would be designed to embrace existing as well as future technology.
(Funding Source: Unknown)

E. Replace two unmarked vehicles in the vehicle fleet to provide for an orderly replacement of police vehicles. Replacements are based on several factors including age, mileage, and maintenance history. There are 9 unmarked police vehicles presently in the fleet.
(Funding Source: Operating Budget)

F. Replace two 1998 Harley Davidson Police Motorcycles with new motorcycles to maintain mechanically sound and safe “fleet”.
(Funding Source: Operating Budget)

Animal Control

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Animal Control Center		1,000,000			
B. Animal Control Center			25,000		
TOTAL	**0**	**1,000,000**	**25,000**	**0**	**0**

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

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

Emergency Management

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Replacement Vehicle		25,000			
B. Replace two outdoor warning signals			70,000	70,000	
TOTAL	**0**	**25,000**	**70,000**	**70,000**	**0**

A. Planned replacement of the Emergency Manager's response vehicle.
(Funding Source: Operating Budget)

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

E-911 Communications

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Upgrade CAD Software		15,000			
TOTAL	**0**	**15,000**	**0**	**0**	**0**

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

Fire

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Pumper Truck Replacement -16/17 Debt	100,000	475,000			475,000
B. Rope Rescue Equipment	10,000				
C. Staff Vehicle		32,000			
D. Thermal Imaging Cameras (2)		20,000			
E SCBA Refill Compressor		20,000			
F. Staff Vehicle - Shift Commander			40,000		
G. Training Facility / Burn Building				250,000	
H. Station Construction (Hartford at Ash)					1,850,000
TOTAL	**110,000**	**547,000**	**40,000**	**250,000**	**2,325,000**

A. The Pumper Trucks recommended for purchase in 2017-18 and 2020-21 are to replace (2) primary response pumper apparatus that were purchased in 1997 (Unit #102 and Unit #105) Both vehicles are at the end of their expected usable life as primary response vehicles.
(Funding Source: Operating Budget)

B. Rope rescue equipment is used for high angle and water rescue circumstances. New rope rescue equipment will replace existing equipment that has reached the end of usable service life.
Funding Source: Operating Budget)

C. The vehicle planned for replacement is a 1996 Ford Crown Victoria Sedan (current mileage 179,462) which is assigned for administrative staff use.
(Funding Source: CIP Fund)

D. Thermal imaging cameras are used for search and rescue operations upon initial entry into a building on fire. The requested thermal imaging cameras would be carried on Engine #2 stationed on North Ash Street and Engine #4 stationed on Donner Street.
(Funding Source: CIP Fund)

E. Replacement of the current SCBA breathing air compressor located at Station #1. It is anticipated that due to its age the system will need to be replaced because of its reduced reliability and increased maintenance costs.
(Funding Source: CIP Fund)

F. The shift command vehicle that is currently in service as a primary response vehicle will be at the end of its useful life as a primary response vehicle by year 2018-19.
(Funding Source: CIP fund)

G. A training facility and multi-story burn building would be used to provide actual fire and emergency scenarios in a controlled environment. Additionally, such facilities would help to maximize credit toward lowering the municipal fire protection classification issued by ISO (Insurance Service Office).
(Funding Source: CIP Fund)

H. The proposed station would be constructed in the area of Hartford and Ash and would serve areas that are currently served by Fire Station #2 and Fire Station #3. It is anticipated that reoccurring expenditures such as utilities and building maintenance would be minimized with construction of a new facility which is more energy efficient, and furthermore provide the benefit of being more strategically located.
(Funding Source: CIP Fund)

Ambulance

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Ambulance - Replacement	165,000		170,000		175,000
B. Lifepack Cardiac Units - Replacement		42,000		44,000	
C. Automatic CPR Units (2)		50,000			
TOTAL	**165,000**	**92,000**	**170,000**	**44,000**	**175,000**

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 12 Cardiac Units– These units are used in the course of delivering advanced life support (ALSv) medical services. This plan represents anticipated replacement for two (2) units which will be at the end of expected usable serice period.
(Funding Source: CIP Fund)

C. An automatic CPR unit is a mechanical device which provides effective cardio-pulmonary resuscitation for cardiac arrest patients. The project will entail the purchase of two (2) units which will be assigned to the Department's two (2) primary response ambulances.
(Funding Source: CIP Fund)

Street

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Street Sweeper	265,000				
B. Articulating Loader w/ Attachments		170,000			
C. Street Flusher Truck		144,000			
D. 13 Yard Dump Truck with Snow Plow		130,000			
E. 5 Yard Dump Truck		105,000	115,000	115,000	
F. Skid Steer w/Breaker		70,000			
G. Pickup		35,000	35,000	35,000	35,000
H. Air Compressor		23,000			
I. Concrete Saw			17,000		
TOTAL	**265,000**	**677,000**	**167,000**	**150,000**	**35,000**

A. Replace Unit #523 a mechanical street sweeper. This unit is used daily for overall city clean up.
(Funding Source: Street & Alley Fund)

B. Replace aged Unit #516, a 2003 Caterpillar loader. This unit is used for loading materials in trucks, stockpiling materials, grading, and digging. The unit can also be used as an attachment and a forklift.
(Funding Source: Operating Budget)

C. Replace the street flusher truck, Unit#513, a 1990 IHC truck. This unit is used for flushing storm drains and streets.
(Funding Source: Operating Budget)

D. Replace Unit#512, a 1995 IHC tandem axle dump truck.
(Funding Source: Operating Budget)

E. Replace Unit #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)

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

G. Upsize and replace pickup trucks for more hauling capacity, including Unit #502, a 1994 1/2-ton model.
(Funding Source: Operating Budget)

H. Replace aged Unit #519, a Le Roi air compressor purchased in 1985. These units are used for sand blasting and blowing cracks in crack seal operations, as well as other various operations that require large volumes of compressed air.
(Funding Source: Operating Budget)

I. Replaced aged Unit #521, 2006 Target Pro concrete saw. This unit is used for cutting bad spots out of asphalt and concrete, in order to remove and replace them.
(Funding Source: Operating Budget)

Engineering

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Pictometry Second Aerial Photo Flight		160,000			
B. Robotic Total Station		30,000			
C. City Engineer Vehicle (Un#407)			25,000		
D. Large Format Color Scanner			25,000		
E. ESRI ArcGis for Server Enterprise Adv.				40,000	
TOTAL	**0**	**190,000**	**50,000**	**40,000**	**0**

A. A new aerial photo flight to update the existing aerial photography including oblique imagery and orthophotos for the 212 square mile PCUA territory. This second flight was included as an option in the original flight agreement with Pictometry if the City decides to fund the second flight. The special discounted price was "locked in" at the time of the original flight. The existing aerial photography will be 5 years old in 2018.
(Funding Source: Operating Budget)

B. Purchase a total survey station with robotic capabilities to further allow for one person surveying capabilities. This will replace the existing total station purchased in 2006.
(Funding Source: Operating Budget)

C. Replace the City Engineer vehicle, Unit #407, a 2004 Chevrolet Extended Cab pickup truck. It will be 14 years old in the Fall of 2018.
(Funding Source: Operating Budget)

D. A large format color scanner for scanning and archiving existing old hard copy plans to digital format. This will replace existing color scanner purchased in 2008.
(Funding Source: Operating Budget)

E. An ESRI ArcGIS for Server Enterprise Advanced subscription which will dramatically expand the capabilities of the City's GIS. This allows concurrent editing of geodatabases, direct-from-the-field data contribution, web-based data access, and many other features that will take the City's GIS to the next level.
(Funding Source: Operating Budget)

Traffic Engineering

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. One Ton Truck Manlift		130,000			
B. 1/2 Ton Pick-Up Truck			25,000		
TOTAL	**0**	**130,000**	**25,000**	**0**	**0**

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

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

Park Maintenance

	Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A.	West Greenhouse Repairs	10,000				
B.	Replace Play Structures		85,000			90,000
C.	Uniform Park Signs		50,000			
D.	Rebuild Big Springs		35,000			
E.	Replace SUV Lake Patrol Vehicle (Un #217)		35,000			
F.	Replace 3/4 Ton Crew Cab Pickup (Un #276)		35,000			
G.	Replace 3/4 Ton Flat Bed (Un #210)		35,000			
H.	Replace Cab & Chasis (Un #272)		35,000			
I.	Replace 1/2 Ton Pickup Truck (Un #262)		35,000			
J.	Replace 1/2 Ton ExtCab Pickup (Un #202)		35,000			
K.	Rip Rap Lake Park Ponds		28,000			
L.	2 Trim Mowers		25,000	25,000		25,000
M.	Rip Rap Ski Dock Area		25,000			
N.	Replace Park Grills		25,000			
O.	15 Ft Bat Wing Mower		20,000	20,000		25,000
P.	Replace Mobile Picnic Tables		20,000			
Q.	Trailer Mounted Power Washer		20,000			
R.	Rental Ski Dock Repairs (3 Phases)		15,000	15,000	15,000	
S.	Rip Rap Jaycee Park Shoreline		15,000		15,000	
T.	Purchase Replacement Trees		15,000			
U.	Replace Playground Surface Materials/Borders		15,000	15,000	15,000	
V.	Replace Tandem Axle Dump Truck (Un #203)			155,000		
W.	Replace 2 1/2 Ton Truck (Unit #224)			140,000		
X.	30 X 40 Steel Building (Horticulture Stg/work)			90,000		
Y.	Replace Park & Recreation Office Roof			50,000		
Z.	Replace 89 Chevy 3/4 Ton Pickup (Un #275)			30,000		
a.	Picnic Pavilion Garfield Park			30,000		
b.	Replace Aerial Man-Lift (Un #230)				170,000	
c.	Replace Restroom Hartford Rmp Lk Ponca				160,000	
d.	Park & Recreation Master Plan				140,000	
e.	Replace Backhoe Long Reach Boom(Un #208)				35,000	
f.	Replace Pickup Truck (Un #241)					95,000
	TOTAL	**10,000**	**603,000**	**570,000**	**550,000**	**235,000**

A. Replace 6 mil, 2 layers of poly film sheets that make up the inflatable roof pillow. Repair/replace deteriorated metal pipe building braces. Replace polycarbonate twin end-walls on both end of greenhouse. Park maintenance will complete the repairs.
(Funding Source: Operating Budget)

B. Install play structure in Sunset Park. There is currently no play structure located in this park. The neighborhood is developing, and the park is being used more. Installation of a play structure in this park will improve Sunset Park and encourage more usage by families.
(Funding Source: Operating Budget)

Replace play structure in Garfield Park. This play structure was installed in 1992. The manufacturer of this structure is no longer in business. Some parts are unavailable.
(Funding source: CIP Fund)

C. Uniform Park Signs – design, purchase and install park signs for all 28 parks.
(Funding Source: Operating Budget)

D. Rebuild Big Springs – do an engineering study and make needed repairs to stop water penetration of the native stone walks and concrete walkways.
(Funding Source: Operating Budget)

E. Replace Unit #217 with a full size SUV with Police Package to include electronic lighting, siren and PA system. Full size unit is needed to pull patrol boat and lake pontoon work boat.
(Funding Source: Operating Budget)

F. Replace Unit #276 which has over 140,000 miles and is a 1987 model crew cab ¾ ton pickup. It is used by the tree trimming crew in the winter months, 15 ft. mowing crew in summer months, horticulture crew and as a trouble truck at other times.
(Funding Source: Operating Budget)

G. Replace Unit #210 a ¾ ton flatbed truck which is a 1989 model. This unit carries a 50 gallon diesel fuel tank. It is used for transportation, towing trailers, fueling equipment on job sites and is used on a daily basis.
(Funding Source: Operating Budget)

H. Replace Cab & Chassis only Unit # 272. Unit #272 is a 26 year old 2 ½ ton, brush truck which has outlived its estimated live of 20 years. The truck is used to haul brush and debris through the year.
(Funding Source: Operating Budget)

I. Replace Unit #262, a 1995 model ½ ton, standard cab pickup, with 96,000 miles. It is assigned to the horticulture crew and used to maintain the Marland Mansion, Grand Home, tennis courts, Pioneer Woman Museum, Academy Park and other areas. It transports workers, equipment and materials to various areas of the City. The short distances traveled and constant entering and exiting the vehicle have caused extreme wear.
(Funding Source: Operating Budget)

J. Replace Unit #202 a ½ Ton Extended Cab Pickup which has 130,000 miles. Park Maintenance Supervisor is assigned to this unit and it is used to check on maintenance crews working all over the City.
(Funding Source: Operating Budget)

K. Rip Rap Lake Ponca Park Ponds which have eroded over time. The shoreline will be re-established and will require rip rap placed to deter continued erosion. This would be done only after dredging of the ponds is accomplished.
(Funding Source: Operating Budget)

L. The trim mowers are used to mow City properties and parks in areas the 15 foot bat wing mower cannot reach. These units mow 500-700 hours per season on rough uneven terrain. The life of these units is 4-5 years.
(Funding Source: Operating Budget)

M. Rip Rap Public Ski Dock Area which has eroded over time. The shoreline will be re-established and will require rip rap placed to deter continued erosion.
(Funding Source: CIP Fund)

N. Replace park grills due to normal wear and usage. Most of the grills have rusted through or have the actual grates missing.
(Funding Source: CIP Fund)

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

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

P. Replace mobile loaner picnic tables; these tables are used for special events. The tables are deteriorating faster than is possible to fix them.
(Funding Source: Operating Budget)

Q. The trailer mounted power washer is to be used in parks and public facilities to remove graffiti, wash down shelters, and clean concrete and natural stone walls.
(Funding Source: Operating Budget)

R. Rental Ski Dock Repairs to be done in 3 phases. Materials to rebuild docks, dock mounting to shoreline, floatation, and deck. Project to be completed in three phases. Last three phase project repairs were completed in 2010.
(Funding Source: Operating Budget)

S. Jaycee Park shoreline is eroding due to constant wave action. The shoreline has been re-established and requires rip rap placed along the shore to deter erosion.
(Funding Source: Operating Budget)

T. Purchase replacement trees**.** Purchase approximately 100 trees to replace those lost due to mortality or other causes. Each year we remove from 50 to 150 trees due to disease, natural mortality, storm damage and other causes. These replacement trees will allow us to continue our annual replacement program and protect and maintain the City's urban forest.
(Funding Source: Operating Budget)

U. Replace playground surface materials and borders. The fall zones have become unsafe in most park play areas due to wearing away of surface materials.
(Funding Source: Operating Budget)

V. Replace Unit #203, a tandem axle dump truck used to haul rock, sand and soil. This unit is also used during Spring Cleanup, Lake Cleanup and hauls snow when needed.
(Funding Source: Operating Budget)

W. Replace Unit #224, which is an International 1992 model 1 ½ ton dump truck single axle. It is used to haul dirt, rock, sand, brush, and snow.
(Funding Source: Operating Budget)

X. Construct a 30 x 40 steel storage building to be used for horticulture crews and seedling planting area. This will provide storage of horticulture supplies and a work space for horticulture crew to do seed planting, transplanting and other greenhouse preparation work.
(Funding Source: Operating Budget)

Y. Replace roof on Park & Recreation building. The current roof has been patched but it has started leaking again and has rusted through in several areas.
(Funding Source: Operating Budget)

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

a. 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)

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

c. The Hartford Ramp restroom was built 50 years ago and the west side restroom is used continuously with the lake lot cabins and public fishing dock located on the west side. ADA updates are also needed.
(Funding Source: Grants/Hotel Motel)

d. The Master Plan would address present and future needs, location, and upgrading of Park and Recreation equipment, and provide input from the community on programs, recreation facilities and equipment and land usage.
(Funding Source: Operating Budget)

e. Unit #208, backhoe with cab and A/C, is a 1993 John Deere which was transferred from the Water Department to the Park Department. The pins, hydraulic cylinders and driveline will need replacement. The backhoe is used to do dirt work, loading of soil and mulch, debris removal after storms, and snow removal in the winter.
(Funding Source: Operating Budget)

f. Replace Unit 241 1 ½ ton Dump Truck. Unit 241 is a 1993 International 1 ½ ton dump truck, single axle. It is used to haul dirt, rock, sand, brush and snow.
(Funding source: Unknown)

AMBUC Pool

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Water Slide	30,000				
B. Bathhouse Building Repairs				100,000	
TOTAL	**30,000**	**0**	**0**	**100,000**	**0**

A. Purchase water slide replacing dilapidated water slide.
(Funding Source: Operating Budget)

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

Recreational Programs

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Lake Ponca Trail Segment 4	140,000				
B. Young Neighborhood Splash Pad	140,000				
C. Attucks Neighborhood Splash Pad	140,000				
D. Tennis Court Resurfacing 1-5	30,000				
E. Dan Moran Ballfield Lights (3)		70,000	70,000	70,000	
F. Solid Protective Ceiling Covering for Unity		65,000			
G. Dan Moran Trail		65,000			
H. Tennis Court Resurfacing 6-9		35,000			
I. Purchase Parking Lot next to Senior Center			100,000		
TOTAL	**450,000**	**235,000**	**170,000**	**70,000**	**0**

A. Construct phase I of a 5 part trail proposal that will link the Marland Trail to the Lake Ponca Recreational Area. This phase will be a trail loop around the event area at Lake Ponca that will connect to the existing bridge on L.A. Cann Road.
(Funding Source: Hotel/Motel Tax)

B. Construct a recreational non-circulating water splash pad. This system will be installed by vendor and will include benching, tables, shade covers, and signage. The proposed location will be Young Park.
(Funding Source: Hotel/Motel Tax)

C. Construct a recreational non-circulating water splash pad. This system will be installed by vendor and will include benching, tables, shade covers, and signage. The proposed location will be Attucks Park. This pad would be sized for the neighborhood.
(Funding Source: Hotel/Motel Tax and CDBG Grant)

D. Resurface tennis courts six through nine at the Wally Smith Tennis Center.
(Funding Source: Operating Budget)

E. Replace the ball field lights at the Dan Moran Ball Field, three fields located on South Avenue.
(Funding Source: Operating Budget)

F. Purchase and installation of a solid protective ceiling cover that will protect the insulation above the ceiling beams in Unity Gym.
(Funding Source: CIP Fund)

G. Construct a 10 ft wide concrete trail beginning on the north property line of Dan Moran Park continuing in a southerly direction making connections to the skate park. At this time a sidewalk does not exist on the east side of Dan Moran Park for park users to gain access to the park facilities. The proposed trail would also be used in the future when connection Dan Moran Park to the Ponca City Aquatic and Family Center Y.
(Funding Source: Hotel Motel/Street Improvement)

H. Resurface tennis courts six through nine at the Wally Smith Tennis Center.
(Funding Source: Hotel Motel/Street Improvement)

I. Purchase existing parking lot west of Senior Center for over flow parking.
(Funding Source: CIP Fund)

Wentz Camp

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Cabin Improvement Interior Repairs		90,000			
B. Repaint Water Tower		90,000			
C. Replace Water Lines			100,000		
D. Cabin 5-8 Improvements Interior/Exterior			90,000		
E. Camp Bathhouse Interior Renovations			50,000		
F. Cabins 9-12 Improvements Interior/Ext				90,000	
G. Bathhouse, Dining Hall, Concession				50,000	
TOTAL	**0**	**180,000**	**240,000**	**140,000**	**0**

A. Cabins 1-4 repairs at Wentz Camp.
(Funding Source: Operating Budget)

B. The paint on the water tower is fading, and in some areas, rust is starting to occur. The water tower was last painted in 1989.
(Funding Source: Water Fund)

C. Replace existing water lines which are rusted and are constantly leaking, requiring ongoing repairs.
(Funding Source: Water Fund)

D. Cabins 5-8 repairs at Wentz Camp.
(Funding Source: Operating Budget)

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. Cabins 9-12 repairss at Wentz Camp.
(Funding Source: Operating Budget)

G. Tuck point and seal exterior stone wall of camp bathhouses, dining hall, and concession stand.
(Funding Source: Operating Budget)

Marland's Grand Home

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. MGH: Roof Repairs - 2nd Floor, E & W Slopes	40,000				
B. MGH: East Terrace Renovation - Phase I		100,000			
C. MGH: Carriage House Renovation - Phase I			140,600		
D. MGH: Repair/Paint Stucco, Stone, Metal, Trim				100,000	
E. MGH: East Terrace Renovation - Phase II					100,000
TOTAL	**40,000**	**100,000**	**140,600**	**100,000**	**100,000**

A. Roof requires repair of several leaks in upper second floor east and west slopes close to and around chimney areas and restoration of rafter(s).
(Funding Source: Operating Budget)

B. Exterior renovation of the East Terrace – Phase I requires ground and wall work of and around existing basement area below terrace and other waterproofing and stabilization measures.
(Funding Source: CIP Fund)

C. Exterior renovation of Carriage House – Phase I includes repair and replacement of stucco, boarding up existing windows and painting of the window coverings, fascia, and trim as necessary.
(Funding Source: CIP Fund)

D. Exterior stucco on home requires removal of damaged areas, re-plastering and painting. Stone base and some trim (not included in 2015 exterior trim paint project) of home, and exterior metal work requiring painting. Historic windows need repair, reglaze, and paint.
(Funding Source: CIP Fund)

E. Exterior renovation of East Terrace – Phase II includes step and stone repair, addition of sidewalks and patio area and other related exterior repairs.
(Funding Source: CIP Fund)

Library

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Carpet Tile Replacement		80,000			
B. HVAC Replacement		20,000			
C. Microfilm Reader/Printer Replacement		11,000			
D. Window Replacement			50,000		
E. Exterior Lift			35,000		
F. Interior Paint				50,000	50,000
G. Remote Access Kiosk				35,000	
H. RFIS/Self Check Tools				30,000	
I. Terrazzo Entryway				25,000	25,000
TOTAL	**0**	**111,000**	**85,000**	**140,000**	**75,000**

A. Shaw Carpet will not provide another run of the Library's carpet tiles to replace those that have been damaged or can no longer be cleaned, theoretically because of technical limitations. Our current carpet was installed in 2003 and there are areas with wear and stains.
(Funding Source: Operating Budget)

B. HVAC lower level replacement.
(Funding Source: CIP Fund)

C. Replace existing reader/printer. This unit is accessible to the public in the genealogy and local history collection area. Copy revenues are deposited in the City General Fund.
(Funding Source: CIP Fund)

D. Replace 76 window units with tempered glass and ultraviolet protection.
(Funding Source: CIP Fund)

E. Install an exterior lift to provide improved access to the Library.
(Funding Source: CIP Fund)

F. Interior Building Painting.
(Funding Source: CIP Fund)

H. Install a remote access kiosk so customers will have improved access to Library materials.
(Funding Source: CIP Fund)

I. RFID/Self Check: Radio Frequency Identifiers and self-check technology can improve inventory control and allow patrons to check out their own materials.
(Funding Source: CIP Fund)

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

Water Production

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Sludge Drying Bed Improvements	185,000				
B. Industrial Water Storage Repairs	150,000				
C. Replace Service Truck (Un#629)	105,000				
D. Replace Tractor (Un #633)		60,000			
E. Equipment Storage Building		50,000			
F. Clearwell Rehabilitation			80,000		
G. Replace High Service Pump				180,000	
H. Clarifier and Three Drying Beds					3,800,000
TOTAL	**440,000**	**110,000**	**80,000**	**180,000**	**3,800,000**

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

B. Additional funding was needed for last year's capital request for maintenance and repairs of industrial park water storage tank. Maintenance would include installing screens, splash pads, safety climb devices, and cathodic protection system. Repairs would include seal foundation, seal seams, sandblast and recoat interior and exterior of tank.
(Funding Source: Operating Budget)

C. Replace Service Truck (Un#629).
(Funding Source: Operating Budget)

D. Replace Tractor (Un #633).
(Funding Source: Operating Budget)

E. Construct a 40 foot x 60 foot equipment storage building.
(Funding Source: Operating Budget)

F. Repair, seal, and paint the top of clearwell.
(Funding Source: Operating Budget)

G. Replace one high service pump at Ponca City Water Treatment Plant.
(Funding Source: Operating Budget)

H. Construct a third clarifier and three additional drying beds at Water Treatment Plant.
(Funding Source: Operating Budget)

Water Distribution

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Water Line & Valve Replacements	150,000	350,000	300,000	300,000	400,000
B. Contingency Water Line Projects	55,000	55,000	55,000	55,000	55,000
C. Replace Service Truck (Un #668)	45,000				
D. Replace Service Truck (Un #638)	45,000				
E. Fire Hydrants	36,000		37,000		38,000
F. Water Meters	30,000	30,000	30,000	30,000	30,000
G. Replace Pickup (Un #620)	25,000				
H. Replace Backhoe (Un #664)		100,000			
I. Chain Link Fence		30,000			
J. Replace Backhoe (Un #626)				100,000	
K. Replace Dump Truck (Un# 625)					125,000
L. Warehouse Building					125,000
TOTAL	**386,000**	**565,000**	**422,000**	**485,000**	**773,000**

A. **FY 2016-17 Water Line Replacement:** Replace 800 feet of 4” water line from Ponca to Oklahoma. Replace 400 feet of 6” water line from Central to Oklahoma.
(Funding Source: Operating Budget)

FY 2017-18 Water Line Replacement: Replace 2,000 feet of 8” water main from 5th Street & Albany going west to Union Street.
(Funding Source: Operating Budget)

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

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

FY 2020-21 Water Line Replacement: Replace 250 feet of 24” pipe at the Water Plant.
(Funding Source: Operating Budget)

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

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

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

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

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

G. Replace pickup (Unit#620).
(Funding Source: Operating Budget)

H. Replace backhoe (Unit #664).
(Funding Source: Operating Budget)

I. Chain link fence.
(**Funding Source: Operating Budget)**

J. Replace backhoe (Unit #626)
(Funding Source: Operating Budget)

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

L. Warehouse building.
(Funding Source: Operating Budget)

Ponca City Energy

	Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A.	Electric Distribution System Improvements	930,000	960,000	990,000	1,020,000	1,050,000
B.	Distribution Reinforcement	440,000	455,000	465,000	480,000	495,000
C.	Lake Ponca Trail Lighting	350,000				
D.	Fiber Optic Backbone	300,000	300,000	300,000	300,000	300,000
E.	Fleet Replacement	260,000	340,000	350,000	360,000	370,000
F.	Street Lighting	100,000	100,000	100,000	100,000	100,000
G.	Administrative Vehicle (Un#600)	32,000				
H.	Skidsteer Pole Setting Attachment	12,000				
I.	Substation Transformer		600,000			
J.	Equipment Shed		70,000			
	TOTAL	**2,424,000**	**2,825,000**	**2,205,000**	**2,260,000**	**2,315,000**

A. Purchase transformers, conductors, meters, and other line equipment for general repairs, additions and improvements to the electrical distribution system.
(Funding Source: Operating Budget)

B. Provide a program to identify, repair, rebuild, and interconnect express distribution feeders for increased service capacity and better outage response times. Also upgrade substation relays and electronics to improve reliability, increase network performance, and improve outage response.
(Funding Source: Operating Budget)

C. Install lighting along the new trail system at Lake Ponca Park.
(Funding Source: Operating Budget)

D. Continue and maintain the fiber optic backbone for Ponca City. In keeping up with the demands of Ponca City citizens and businesses, Ponca City should evaluate installing Fiber to the Premise. This will allow customers to pay for bandwidth at higher quantities than the wireless network can deliver.
(Funding Source: Operating Budget)

E. Continue vehicle fleet replacement of heavy and light department vehicles and rolling stock as necessary. Replacements are based on factors such as unit hours used, age, mileage, and maintenance history. There are 9 light-duty vehicles, 6 bucket trucks, 3 digger derrick trucks, 1 heavy-duty flat bed truck, 1 backyard mini-derrick machine on trailer, 1 track hoe, 1 skid-steer loader, 5 utility trailers, and 3 wire pulling trailers. Projected to replace approximately two vehicles annually. For 2015-2016, replace large bucket truck (#610) and ambulance (#618) with bucket/van.
(Funding Source: Operating Budget)

F. Upgrade and expand Street Lighting.
(Funding Source: Operating Budget)

G. Replace Unit #600 a 2007 full size SUV with 115,000 miles.
(Funding Source: Operating Budget)

H. Purchase a skidsteer pole setting and hauling attachment. Attachment allows crews to safely haul, set, and pull utility poles with skidsteer unit.
(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. Build a covered structure for equipment and materials that need protection from the weather. This structure will protect trailers, underground cable and conduit, and other materials that are susceptible to sun and weather damage.
(Funding Source: Operating Budget)

Solid Waste

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Rear Load Containers and Lids	30,000	30,000	30,000	30,000	30,000
B. 30 Yard Opentop Containers	14,000	25,000	25,000	25,000	25,000
C. 6-Yard Compactors	13,000		26,000		
D. Roll-Off Truck		200,000	200,000		
E. Pickup Truck (2)		55,000			
F. 30 Yard Compactors		30,000	60,000	30,000	30,000
G. 40-Yard Receiver Box				30,000	20,000
H. Forklift				25,000	
TOTAL	**57,000**	**340,000**	**341,000**	**140,000**	**105,000**

A. Replace rear load containers and lids every year on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

B. Replace open-top containers on a 20-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

C. Replace 6-yard compactors on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

D. Replace roll-off truck on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

E. Replace vehicles on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

F. Replace compactors on 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

G. Replace receiver box on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

H. Replace forklift on a 15-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

Landfill

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Tractor	195,000				
B. Litter Catchers	30,000				
C. Compactor (80,000 lb)		575,000			
D. Scraper		534,000			
E. Pickup Truck		24,000			
F. Dozer			375,000		
G. Power Washer			15,000		
H. Soil Compactor				15,000	
I. Landfill Scale					35,000
TOTAL	**225,000**	**1,133,000**	**390,000**	**15,000**	**35,000**

A. Replace tractor on a 15-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

B. Purchase five litter catchers to contain flying debris from exiting the landfill grounds.
(Funding Source: Solid Waste Depreciation Reserve Fund)

C. Replace compactor on a 5-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 pickup truck on a 10-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

F. Replace dozer on a 5-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

G. Replace power washer on a 10-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

H. Replace soil compactor on a 20-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

I. Replace scales on a 10-year rotational deprecation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

Wastewater Treatment

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Replace Valves	80,000	85,000	85,000		
B. Replace Variable Speed Drives	50,000	40,000	45,000	45,000	45,000
C. Rehabilitate Belt Press Substructure		65,000			
D. Paint Clarifiers		20,000	20,000	20,000	
E. Repair Concrete at Headworks			35,000		
TOTAL	**130,000**	**210,000**	**185,000**	**65,000**	**45,000**

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

B. Replace variable speed drives on aeration blowers and main liftstation pumps.
(Funding Source: Operating Budget)

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

D. Paint concrete surfaces on clarifier. One of the three that were constructed in the late 1990's.
(Funding Source: Operating Budget)

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

Wastewater Collection

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Wastewater Interceptor Replacement	500,000	210,000	100,000	220,000	250,000
B. Contingency Wastewater Line Projects	70,000	70,000	70,000	70,000	70,000
C. Camera Van Electronics		350,000			
D. Replace Flusher Truck (#640)			70,000		
TOTAL	**570,000**	**630,000**	**240,000**	**290,000**	**320,000**

A. Wastewater Interceptor Replacement Projects:

2016-17 Replace 12,250 feet of 8'' clay pipe with 8'' poly pipe from Central Avenue to Cherry Avenue on Franklin Street.
(Funding Source: Operating Budget)

2017-18 Replace 1,200 feet of 10" clay pipe with 10"poly pipe North of South Avenue from Ash Street to Osage Street.
(Funding Source: Operating Budget)

2018-19 Replace 500 feet of 4" private sewer with 8" public sewer main on Hillside.
(Funding Source: Operating Budget)

2019-20 Replace 570 feet of 8'' sewer main with PVC or poly pipe at 2100 Block of Willow Street.
2019-20 Replace 300 feet of 6'' sewer main with PVC or poly pipe at Highway 60 & 4th Street.
2019-20 Replace 330 feet of 8'' sewer main with PVC or poly pipe at 200 block of North Birch Street.
(Funding Source: Operating Budget)

2020-21 Replace 700 feet of 8" clay pipe with 8" poly pipe at 300 block of South Washington.
(Funding Source: Operating Budget)

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

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

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

Stormwater

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Hartford Avenue Detention Pond (Eng.)		150,000			
B. Selvey Addition Improvements			100,000	50,000	50,000
TOTAL	**0**	**150,000**	**100,000**	**50,000**	**50,000**

A. Engineering Design for the Hartford Avenue Regional Detention Pond located north of Hartford Avenue and east of Plaza 14.
(Funding Source: Operating Budget)

B. Selvey Addition Improvements which will consist of various projects dealing with replacing insufficient sized pipe and replacing them with large pipe.
(Funding Source: Operating Budget)

Technology Services

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Cisco Call Manager	65,000				
B. Cisco Hardware Switches	40,000	40,000	40,000	40,000	40,000
TOTAL	**105,000**	**40,000**	**40,000**	**40,000**	**40,000**

A. Replace the software and hardware for City's Cisco phone system. Replace every deskphone and fax machine to newer versions.
(Funding Source: CIP Fund)

B. As network switches are used 24 hours a day in our network, they will need to be replaced to ensure their reliability on a 24 hour demand cycle. These switches ensure all communications between all network appliances including servers, desktop computers, GIS, Scada, phones, radios, etc. The speed has now needed to be increased as well so 1 GB or even 10 GB speed switches will be used from now on as the continual increase in number of users, server based applications, and demand for data in the field.
(Funding Source: CIP Fund)

City Garage

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Replace Shop Doors (2)	10,000		30,000	40,000	
B. Pickup Truck		32,000			
C. Automated Fuel Managmeent System			46,500		
D. Self Contained Air Compressor					10,000
TOTAL	**10,000**	**32,000**	**76,500**	**40,000**	**10,000**

A. Replace two overhead doors in the wash bay. These doors need replaced because of environmental conditions.
(Funding Source: Operating Budget)

B. Replace a 2002 GMC Pickup truck with 80,000 miles to a current year service truck.
(Funding Source: Unknown)

C. A new automated fuel management system to replace the current system that is beginning to have problems and replacement parts are no longer available. This is the primary fuel system for the city and is used for accountability of fuel and information.
(Funding Source: Unknown)

D. Need to upgrade air compressor to be used for service calls, to run air tools and other equipment on service truck.
(Funding Source: Unknown)

Marland Estate

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Replace UV Window Treatments	34,000				
B. Exterior Wrought Iron and Metal Restoration		70,000			
C. Additional Landscape and Hardscape			20,000		
D. Historic Landscape Survey			16,000		
E. Boat House & Tunnel Repair				75,200	
F. Redesign/Enlarge Parking Lot					60,000
TOTAL	**34,000**	**70,000**	**36,000**	**75,200**	**60,000**

A. Historic furnishings and artifacts are at risk of fading and even deterioration without ultraviolet window treatments. Modern UV treatments can also affect heat loss and gain, creating a more energy effective environment.
(Funding Source: CIP Fund)

B. The exterior wrought iron and decorative metals surrounding the Mansion are corroding and are in danger of serious deterioration. The metals, which are significant architectural features to the Mansion, need primer and paint.
(Funding Source: CIP Fund)

C. The recent enhancements & additions to the Mansion have been extensive. Continuous attention to the landscaping is needed to maintain the existing plantings, as well as planting new beds of annuals & perennials to highlight these improvements, such as the Walking Trail, Bryant Baker Gallery & Artist Studio, & the new water feature. The Marland Estate was nationally recognized for its beautiful & unique gardens & should strive to recapture that reputation with top-rate landscaping.
(Funding Source: CIP Fund)

D. Historic landscape survey by Essence Landscape, owned by Dr. Lou Anella of OSU, with recommendations for future historic replacement plantings.
(Funding Source: CIP Fund)

E. As the tunnel was featured on TV's "America's Castles", it is a requested tour addition for many guests. Waterproofing the tunnel leading to the Artist Studio and Boat House will enhance the overall tour experience for visitors & create a safe place during inclement weather. The leakage problem also extends to the Boat House causing accelerated damage to structural I beams.
(Funding Source: CIP Fund)

F. There are only sixty-two identified parking spaces and because of larger events held at the Mansion there is a need for additional spaces, plus parking for tour buses. As the popularity of the Marland Mansion grows; as a premier venue site, so does the need for additional accommodations for the guests.
(Funding Source: Unknown)

Golf Course

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Sprayer	44,000				
B. Upgrade NSN 8000 Irrigation System	12,000				
C. Driving Range Engineering Design Phase I	10,000				
D. Rebuild Green		45,000			
E. Groundmaster (3)		35,000			
F. Cart Trails		20,000			
G. Fairway Mowers (2)			52,000		
H. Pull Behind Ground Gang Mower			24,000		
I. Trucksters (2)			20,000	20,000	
J. Fence around Maintenance Shop				15,000	
K. Equipment Shed					25,000
TOTAL	**66,000**	**100,000**	**96,000**	**35,000**	**25,000**

A. Replace current 200 gallon sprayer. The current sprayer is showing extensive rust.
(Funding Source: CIP Fund

B. Upgrade the Network 8000 Irrigation System. This is a five year replacement program.
(Funding Source: CIP Fund)

C. Begin the Engineering design for the construction of a new driving range at Wentz Golf Course.
(Funding Source: CIP Fund)

D. Rebuild hole #7 green. This is one of the last clay type greens including upgraded drainage.
(Funding Source: CIP Fund)

E. The groundmasters are used primarily in mowing the rough and other heavy-duty jobs.
(Funding Source: CIP Fund)

F. Several cart trails need to be replaced. The list includes irrigation and trail to back tee box on hole #18, hole #6 tee box and hole #1.
(Funding Source: CIP Fund)

G. Replace current fairway mowers that are heavily used and whose maintenance costs are rising.
(Funding Source: CIP Fund)

H. Replace the current pull behind ground gang mower that is used to mow the rough.
(Funding Source: CIP Fund)

I. Replacement of heavy-duty trucksters that haul materials and other heavy payloads. The units will be from seven to eleven years old when replaced.
(**Funding Source: CIP Fund)**

J. Construct a new fence around the maintenance area to separate it from the golf course.
(Funding Source: CIP Fund)

K. Construction of a new metal equipment shed at the maintenance building areas. This would provide storage for the tractors and other materials.
(Funding Source: CIP Fund)

L.A. Cann Memorial Garden Trust

Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A. Replace House Roof			14,000		
B. Brick Walkway Repairs				15,000	
C. Repair & Refinish Gazebos					10,000
TOTAL	**0**	**0**	**14,000**	**15,000**	**10,000**

A. Replace roof on the Cann House. The roof is nearing the end of its useful life and will require replacement.
(Funding Source: Operating Budget)

B. Repair the brick forming the edge of the walking trail. When equipment crosses the walk it causes the brick edge to break off. Repair would involve removing the brick edge, pouring a narrow concrete strip for support and replacing the brick edge on the concrete strip.
(Funding Source: Operating Budget)

C. Repair and refinish gazebos by walking trails. The gazebos are in need of repairs and need to be re-sealed.
(Funding Source: Grants/Hotel Motel)

Street Improvement Sales Tax

	Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A.	Mill/Overlay - 3rd, Highland to Liberty	315,000				
B.	Asphalt reconstruction - Elm, Ponca to Okla.	255,000				
C.	Concrete reconstruction - Lincoln, Central to Okla.	243,000				
D.	Mill/overlay - Pioneer, 14th to Monument	227,000				
E.	Concrete reconstruction - Redbud Trail	170,000				
F.	Mill/overlay - South Av., 12th to 14th	150,000				
G.	Widen Highland - Ash to Sunset (eng. only)	134,000				
H.	Widen Highland - Waverly to Olympia (eng.)	130,000				
I.	Sidewalk reconstruction - 3rd, Grand to Cleveland	90,000				
J.	Mill/overlay - 4th, Central to Grand	68,000				
K.	Traffic signal renovation - Central & Cleveland	20,000				
L.	Mill/overlay - 5th, Albany to Brookfield	13,000				
M.	Annual capital improvement projects		1,500,000	1,500,000	1,500,000	1,500,000
N.	5th Street to Walmart Connection		175,000			
O.	Construct 5th St, Knight to Hubbard			2,000,000		
	TOTAL	**1,815,000**	**1,675,000**	**3,500,000**	**1,500,000**	**1,500,000**

A. Project to remove the brick, replace the curb & gutter, sidewalks, and drive approaches and overlay. Budget request includes construction for water line replacement.
(Funding Source: Street Improvement Sales Tax)

B. Project to mill & overlay 3.5” to 4” of existing asphalt surface on Third from Highland to Liberty.
(Funding Source: Street Improvement Sales Tax)

C. Project to reconstruct existing open section chip and seal street in concrete with curb and gutter and new sidewalks. Project will address poor drainage conditions, poor street surface conditions and add new sidewalks where none now exist.
(Funding Source: Street Improvement Sales Tax)

D. Pioneer was reconstructed in full depth asphalt in 1994. Existing surface is cracked and has been chip & sealed. A mill & overlay project now of moderate scale will delay higher cost reconstruction needs in the future.
(Funding Source: Street Improvement Sales Tax)

E. Project to reconstruct existing asphalt trail in Redbud Park behind Woodlands School as a concrete trail. Existing asphalt trail is cracked and showing signs of failure. Replacement of asphalt with concrete will provide longer trail life and reduce future long term maintenance costs.
(Funding Source: Street Improvement Sales Tax)

F. Project to mill & overlay 3” +/- of existing asphalt surface. Much of the surface deterioration is due to surface water from the spring at 13th & South Avenue. Mill & overly is needed to restore surface following a project to capture the spring water and direct it into existing storm sewers.
(Funding Source: Street Improvement Sales Tax)

G. Funding for engineering on a project to reconstruct and widen Highland to 48 feet from present width of 40 feet. Project will continue previous Highland widening from the west to Ash Street which is the next north/south collector street.
(Funding Source: Street Improvement Sales Tax)

H. Funding for engineering on a project to reconstruct and widen Highland between Olympia and Waverly. Current housing development and potential commercial development along this corridor will increase traffic volume. Widening Highland will provide higher level of service for that traffic.
(Funding Source: Street Improvement Sales Tax)

I. Project to reconstruct sidewalks on both sides of Third from Grand to Cleveland to repair cracks and eliminate tripping hazards.
(Funding Source: Street Improvement Sales Tax)

J. Project to mill and replace 3" +/- of asphalt pavement and perform spot base repairs as necessary.
(Funding Source: Street Improvement Sales Tax)

K. Extend downtown traffic signal renovation treatment recently completed on Grand Avenue to the remaining signals on Central and Cleveland. Budget request does not cover cost of new street light fixtures. Items under request include new signal heads, wiring, and related materials.
(Funding Source: Street Improvement Sales Tax)

L. Project to mill and replace 3" +/- of asphalt pavement. Existing surface is isolated area of raveled asphalt in an otherwise acceptable section of asphalt pavement.
(Funding Source: Street Improvement Sales Tax)

M. Future street improvement projects of a capital nature consisting of moderate to heavy treatments that add significant life to the roadway. Specific projects will be identified prior to beginning of applicable fiscal year.
(Funding Source: Street Improvement Sales Tax)

N. Project to construct a two lane roadway from the 5th Street to the Walmart parking lot. The road will be aligned along an east/west corridor to tie to the Walmart parking lot just south of the front of the building. Construction of this project will be contingent upon the participation of the owner of the land that lies between 5th Street and Walmart. The new roadway is being proposed to be a permanent city street with a minimum of 60' right-of way and controlled access to abutting property.
(Funding Source: Street Improvement Sales Tax)

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

Airport

	Project Description	2016-17	2017-18	2018-19	2019-20	2020-21
A.	Non Primary Airport Entitlement	166,667	166,667	166,667	166,667	166,667
B.	Replace the roof on Building #15	45,000				
C.	Flight Academy	15,000	15,000	15,000	15,000	15,000
D.	Paint the Walls of Buildings #7 & #8	12,000				
E.	Remove/Replace Skylights Bldg #12	10,000				
F.	Reconstruct Parking Lot/Access Ent		500,000			
G.	Replace Hanger Doors on #7 & #8		175,000			
H.	Land Acquistion		125,000			
I.	Utility Tractor		98,000			
J.	Utility Vehicle		12,000			
K.	Upgrade Airport Fire Station			175,000		
L.	Terminal Buidling Entrance Upgrade			80,000		
M.	1 Ton Bucket Truck			65,000		
N.	Concrete Runway Repairs				75,000	
O.	Storage Building				32,000	
	TOTAL	**248,667**	**1,091,667**	**501,667**	**288,667**	**181,667**

A. Airport Entitlement Grant.
(Funding Source: Airport Grants)

B. Replace the roof on building #15 Airport Booster Clubhouse.
(Funding Source: Operating Budget)

C. Funding for the annual Flight Academy.
(Funding Source: Grants)

D. Paint the exterior walls of buildings #7 & #8.
(Funding Source: Operating Budget)

E. Remove and replace the skylight on building #12. The original skylights are no longer available.
(**Funding Source: Operating Budget)**

F. 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: Unknown)

G. Replace the hanger doors on buildings #7 & #8.
(Funding Source: CIP Fund)

H. Land acquisition on the north and south ends of Runway 17/35 for runway protection zones and the GPS Malsr lighting system.
(Funding Source: Grants)

I. New tractor and bucket loader to replace the 1990 vehicle. This unit pulls the 20 foot bat wing mower.
(Funding Source: CIP Fund)

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

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

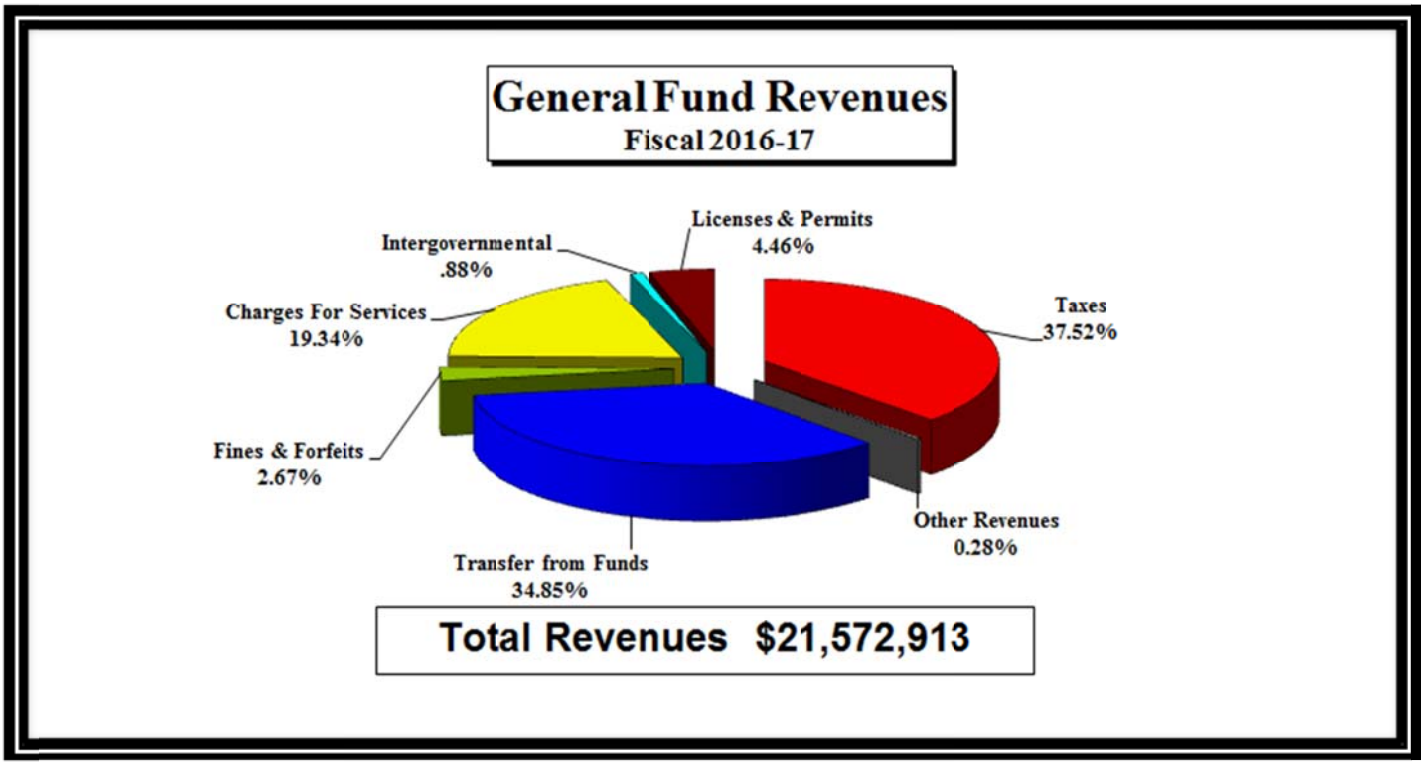
L. Remodel Ponca City Regional Airport terminal building, addressing exterior and interior areas.
(Funding Source: Unknown)

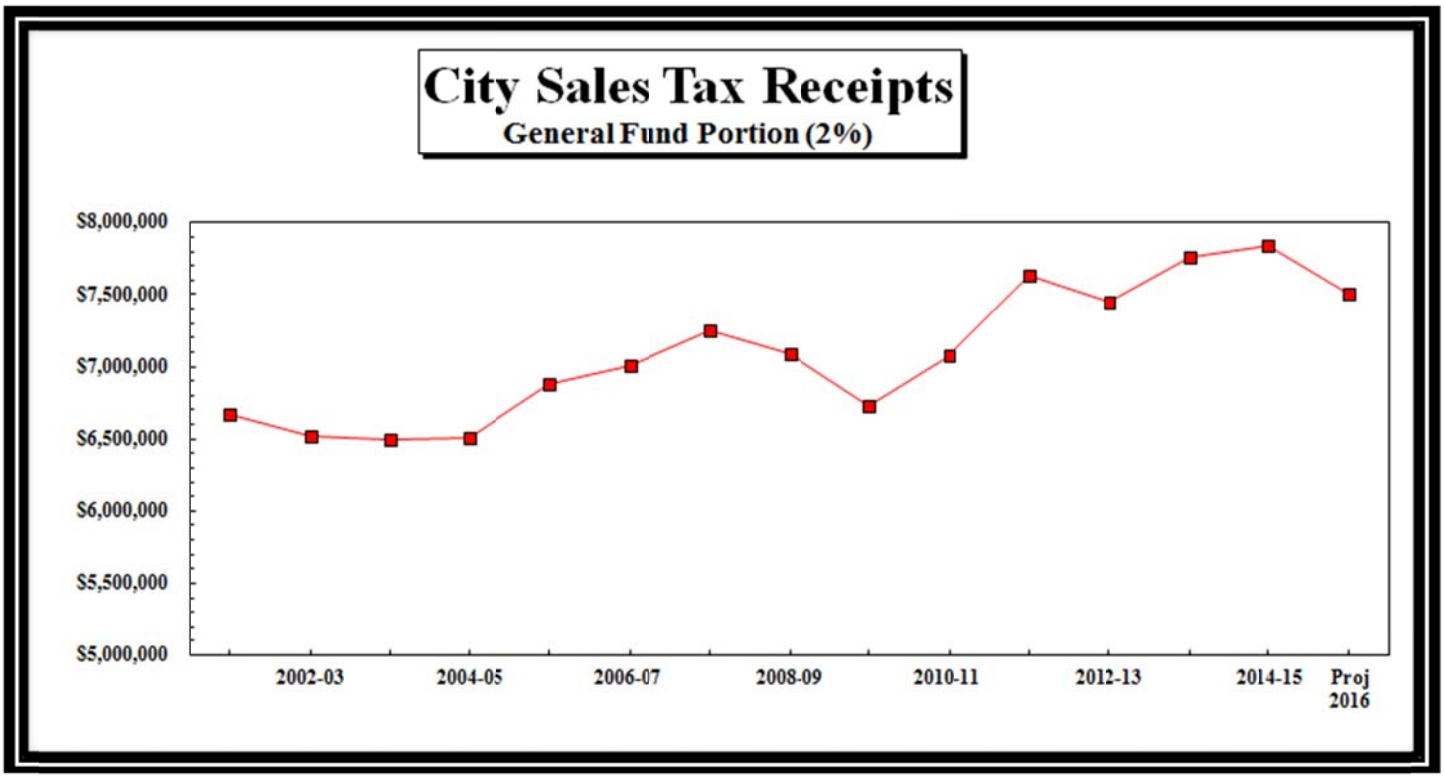
M. Replaces a 1994 Ford F350 4x4. The bed and hoist will be removed from the current vehicle and mounted on the new truck.
(Funding Source: Unknown)

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

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

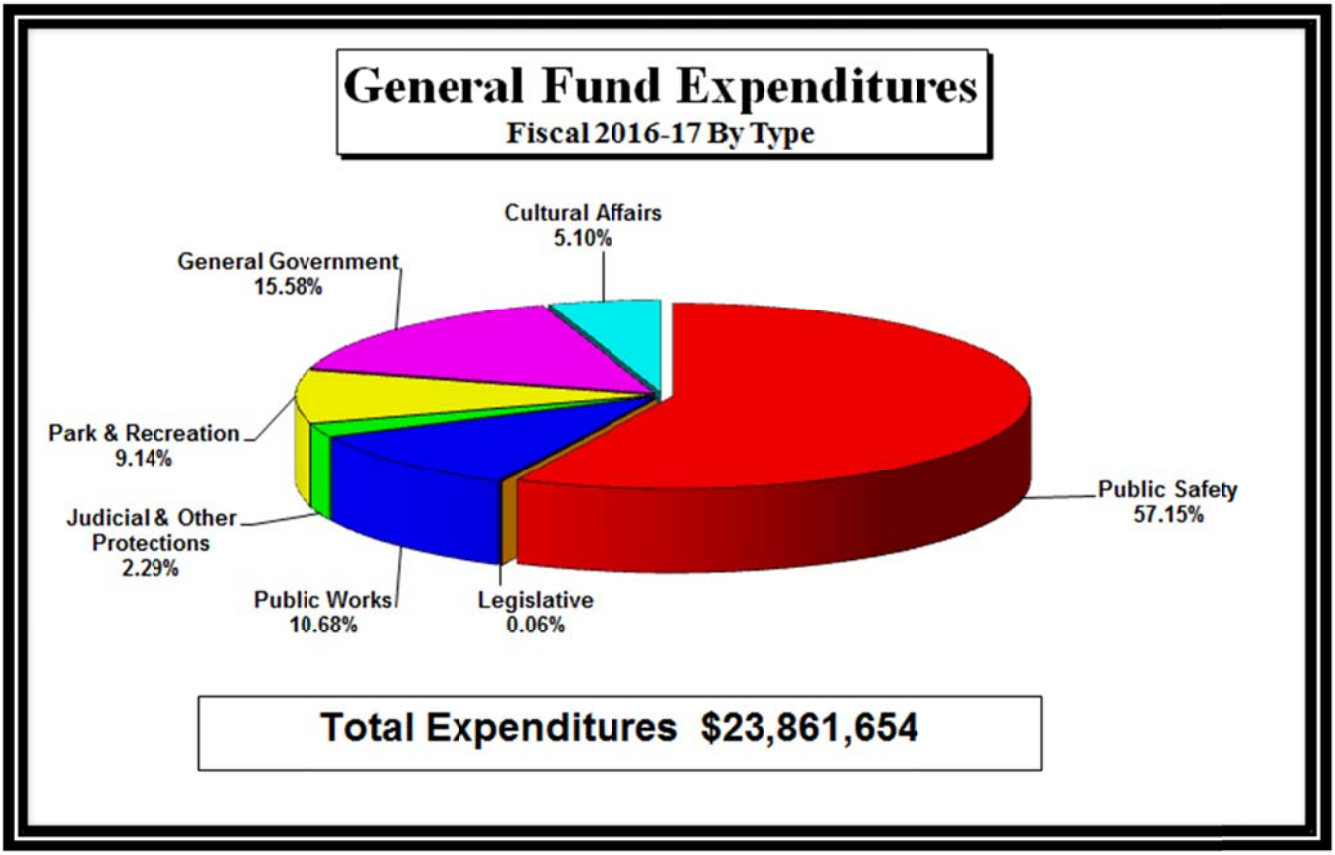
City of
PONCA
City
Oklahoma

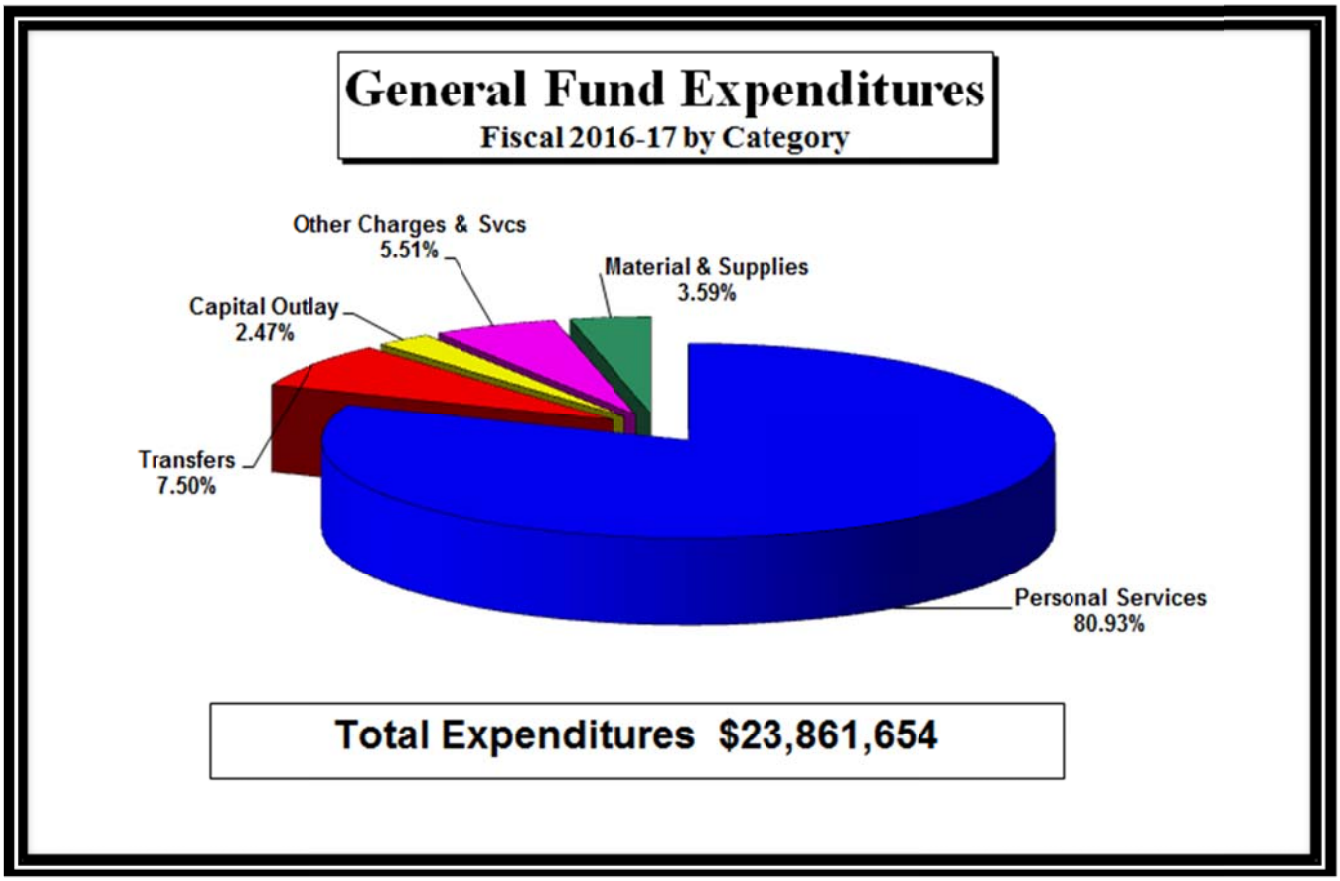

General Fund Revenues
Fiscal 2016-17
Licenses & Permits
4.46%
Intergovernmental
.88%
Charges For Services
19.34%
Taxes
37.52%
Fines & Forfeits
2.67%
Other Revenues
0.28%
Transfer from Funds
34.85%
Total Revenues $21,572,913


City Sales Tax Receipts
General Fund Portion (2%)
$8,000,000
$7,500,000
$7,000,000
$6,500,000
$6,000,000
$5,500,000
$5,000,000
2002-03
2004-05
2006-07
2008-09
2010-11
2012-13
2014-15
Proj 2016

CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF REVENUES BY SOURCE
Fiscal 2016-17

REVENUE SOURCE	Actual 2012/13	Actual 2013/14	Actual 2014/15	2015/16 BUDGET @ 7/01/15	2015/16 ACTUAL @3/31/16	% of BUDGET	APPROVED 2016/17 BUDGET	% CHANGE FROM 2015/16
TAXES								
1101.00 CITY SALES TAX	$7,444,295	$7,764,127	$7,838,422	$7,700,000	$5,609,672	72.85	$7,346,943	(4.59%)
1101.01 USE TAX	624,668	659,406	789,163	655,000	662,414	101.13	620,000	(5.34%)
1105.00 WEED TAX	36,899	34,144	22,626	25,000	9,275	37.10	20,000	(20.00%)
1110.00 ALCOHOLIC BEV. TAXES	97,526	107,166	109,946	105,445	75,544	71.64	107,000	1.47%
TOTAL TAXES	**8,203,388**	**8,564,843**	**8,760,158**	**8,485,445**	**6,356,905**	**74.92%**	**8,093,943**	**(4.61%)**
LICENSES & PERMITS								
2201.00 LICENSE FEES	25,263	21,994	25,485	25,000	19,515	78.06	25,000	0.00%
2201.01 LICENSE FEES - LAKE PONCA	19,057	15,647	24,635	16,000	12,462	77.89	20,000	25.00%
2202.00 DEV SRVS - LICENSE FEES	24,454	16,315	20,445	18,000	11,140	61.89	19,000	5.56%
2225.00 EMERGENCY 911 FEES	234,271	188,373	177,024	200,000	107,332	53.67	190,000	(5.00%)
2225.01 E-911 CELL FEES	150,008	150,018	152,901	150,000	80,790	53.86	150,000	0.00%
2240.00 DEV SVCS - PERMIT FEES	56,817	63,580	74,920	55,000	26,745	48.63	50,000	(9.09%)
2280.01 FRANCHISE FEE-TELEPHONE	30,415	29,473	32,555	30,000	13,515	45.05	30,000	0.00%
2280.02 FRANCHISE FEE-GAS	331,412	343,933	334,664	330,000	186,228	56.43	330,000	0.00%
2280.03 FRANCHISE FEE-CABLE TV	252,884	276,288	214,286	235,000	78,304	33.32	148,000	(37.02%)
TOTAL LICENSE & PERMITS	**1,124,581**	**1,105,622**	**1,056,916**	**1,059,000**	**536,032**	**50.62%**	**962,000**	**(9.16%)**
INTERGOVERNMENTAL								
3302.00 CIGARETTE ALLOCATION	168,304	158,754	163,726	158,000	103,856	65.73	159,000	0.63%
3305.00 EM. MGMT. GRANTS	44,562	29,708	29,708	29,700	0	0.00	29,700	0.00%
3327.00 GRANTS	12,858	6,996	9,452	0	4,000	0.00	0	0.00%
TOTAL INTERGOVERNMENTAL	**225,723**	**195,459**	**202,886**	**187,700**	**107,856**	**57.46%**	**188,700**	**0.53%**
OUTSIDE REVENUE								
4405.00 FIRE WORK DONATIONS	0	0	0	0	0	0.00	0	0.00%
4405.01 DONATIONS	6,500	0	150	0	75	0.00	0	0.00%
TOTAL OUTSIDE REVENUE	**6,500**	**0**	**150**	**0**	**75**	**0.00**	**0**	**0.00%**
CHARGES FOR SERVICES								
5501.00 AMBULANCE SERVICES	1,130,272	1,308,085	1,406,344	1,250,000	1,018,415	81.47	1,300,000	4.00%
5503.00 RURAL FIRE RUN RECEIPTS	0	0	3,100	0	0	0.00	0	100.00%
5504.00 POLICE SERVICES	60,515	68,797	66,442	128,000	96,795	75.62	120,000	(6.25%)
5505.00 ADMINISTRATIVE SERVICE	2,015,440	2,116,212	2,222,023	2,333,126	1,749,844	75.00	2,449,783	5.00%
5515.00 ANIMAL CONTROL RECEIPTS	12,268	17,180	20,683	17,500	11,759	67.19	18,500	5.71%
5530.00 LIBRARY RECEIPTS	14,287	12,358	13,742	13,000	10,411	80.08	14,200	9.23%
5553.00 LANDSCAPING SERVICES	12,100	13,200	13,200	13,200	9,900	75.00	13,200	0.00%
5554.00 WENTZ CAMP RECEIPTS	33,478	36,210	34,466	35,000	23,259	66.45	35,000	0.00%
5555.00 SWIMMING POOL RECEIPTS	9,363	8,396	13,026	9,000	3,532	39.24	12,000	33.33%
5555.10 SENIOR CENTER	560	935	870	1,000	200	20.00	1,000	0.00%
5556.00 TENNIS COURT RECEIPTS	1,141	1,388	1,563	1,000	40	4.00	1,000	0.00%
5556.01 RECREATION PROGRAMS	4,497	7,492	5,865	6,000	7,535	125.58	6,000	0.00%
5556.02 UNITY GYM	1,281	825	1,075	1,000	1,175	117.50	1,000	0.00%
5556.03 RENTAL/SHELTER HOUSES	9,400	11,200	10,400	10,000	6,855	68.55	10,500	5.00%
5556.04 RENTALS - LAKE PONCA	52,122	55,788	51,899	54,000	8,066	14.94	53,000	(1.85%)
5556.05 RENTALS - MARLAND'S GRD	13,586	10,947	11,198	12,000	7,710	64.25	11,500	(4.17%)
5557.00 RENTALS - HUTCHINS MEM	22,896	25,156	13,160	15,000	8,549	56.99	0	(100.00%)
5557.01 COMMUNICATIONS RENTAL	75,351	81,970	187,312	80,000	89,955	112.44	85,000	6.25%
5599.00 MISCELLANEOUS RECEIPTS	36,490	77,118	55,677	35,000	28,931	82.66	40,000	14.29%
5599.01 CASH-OVER / SHORT REV	(89)	0	0	0	0	0.00	0	0.00%
TOTAL CHARGES FOR SERVICES	**3,504,957**	**3,853,257**	**4,132,045**	**4,013,826**	**3,082,928**	**76.81%**	**4,171,683**	**3.93%**
FINES & FORFEITS								
6601.00 MUNICIPAL COURT FINES	527,847	603,665	572,849	525,000	499,150	95.08	570,000	8.57%
6601.03 BOND FORFEITURE	5,336	503	921	2,000	2,221	111.07	1,000	(50.00%)
6601.05 ADMINISTRATION FEES	5,142	5,867	6,101	5,500	3,644	66.25	6,000	9.09%
TOTAL FINES & FORFEITS	**538,325**	**610,036**	**579,871**	**532,500**	**505,015**	**94.84%**	**577,000**	**8.36%**
TRANSFER FROM FUNDS								
8875.75 TRANSFER FROM PCUA	6,680,884	6,948,120	7,156,564	7,371,262	5,528,446	75.00	7,518,687	2.00%
8899.00 TRANSFER IN	0	0	0	0	0	0.00	0	0.00%
TOTAL TRANSFER FROM FUNDS	**6,680,884**	**6,948,120**	**7,156,564**	**7,371,262**	**5,528,446**	**75.00%**	**7,518,687**	**2.00%**
OTHER REVENUES								
9901.00 INTEREST INCOME	32,932	39,573	87,808	40,000	35,704	89.26	40,000	0.00%
9938.00 SIGN MATERIAL REIMB	655	5,239	1,491	1,000	839	83.90	1,000	0.00%
9939.00 COPIER PAPER REIMBURSEMENT	4,606	4,876	4,774	4,500	3,479	77.31	4,500	0.00%
9940.00 INTERNET PROCESSING FEE	60	264	365	200	542	0.00	400	100.00%
9950.00 INC DISP. OF FIXED ASSETS	15,073	19,675	14,933	15,000	7,627	50.85	15,000	0.00%
9999.00 MISCELLANEOUS INCOME	0	0	0	0	0	0.00	0	0.00%
TOTAL OTHER REVENUES	**53,326**	**69,627**	**109,371**	**60,700**	**48,190**	**79.39%**	**60,900**	**0.33%**
TOTAL GENERAL FUND REVENUES	**20,337,685**	**21,346,962**	**21,997,961**	**21,710,433**	**16,165,448**	**74.46%**	**21,572,913**	**(0.63%)**


General Fund Expenditures
Fiscal 2016-17 By Type
Cultural Affairs
5.10%
General Government
15.58%
Park & Recreation
9.14%
Judicial & Other
Protections
2.29%
Public Works
10.68%
Legislative
0.06%
Public Safety
57.15%
Total Expenditures $23,861,654


General Fund Expenditures
Fiscal 2016-17 by Category
Other Charges & Svcs
5.51%
Material & Supplies
3.59%
Capital Outlay
2.47%
Transfers
7.50%
Personal Services
80.93%
Total Expenditures $23,861,654

CITY OF PONCA CITY

GENERAL FUND - APPROPRIATION HISTORY by dept.
Fiscal Year 2016-17

DEPT #	DEPARTMENT	2010/11 FINAL BUDGET	2011/12 FINAL BUDGET	2012/13 FINAL BUDGET	2013/14 FINAL BUDGET	2014/15 FINAL BUDGET	2015/16 ORIGINAL BUDGET	2016/17 APPROVED BUDGET
1010	CITY COMMISSION	13,300	13,300	13,300	14,300	14,300	14,300	14,300
1011	CITY MANAGER	818,478	864,506	900,313	914,805	932,183	984,447	1,030,635
1012	CENTRAL MUN. ACTIVITY	1,287,017	1,164,260	1,380,888	1,611,289	1,464,335	1,593,879	1,503,166
1110	FINANCE	427,624	529,416	544,362	517,457	530,353	485,935	528,021
1113	MUNICIPAL COURT	209,453	220,348	228,875	223,690	232,072	237,174	265,684
1210	CITY ATTORNEY	237,557	246,510	254,720	262,190	270,094	265,197	280,619
1310	DEVELOPMENT SERVICES	549,519	607,496	556,463	625,632	602,531	649,961	656,284
2010	POLICE	4,779,258	4,975,180	5,046,368	5,223,109	5,452,944	5,648,618	5,878,846
2020	ANIMAL CONTROL	218,546	237,474	232,150	218,296	265,284	251,579	252,694
2030	EMERGENCY MANAGEMENT	145,407	150,311	155,720	158,030	163,919	166,887	174,330
2040	COMMUNICATIONS / 911	725,107	804,563	591,919	610,123	631,875	656,865	653,803
2510	FIRE	4,388,138	4,621,904	4,902,057	5,042,274	5,387,990	5,254,484	5,367,848
2511	FIRE - AMBULANCE	898,553	1,045,655	1,065,032	1,127,172	1,101,799	1,129,794	1,309,541
3010	STREET	1,367,192	1,329,063	1,479,636	1,420,868	1,620,532	1,333,627	1,393,506
3510	ENGINEERING	610,649	598,479	642,181	680,760	636,746	646,010	686,507
3511	TRAFFIC ENGINEERING	507,220	430,748	436,703	448,897	446,248	468,093	467,367
4011	PARK MAINTENANCE	1,470,833	1,518,127	1,647,314	1,695,501	1,592,173	1,612,332	1,609,123
4012	AMBUC POOL	68,860	70,193	71,440	71,440	82,720	71,720	101,720
4013	RECREATIONAL PROGRAMS	304,889	308,963	322,011	379,403	320,711	329,762	360,899
4014	WENTZ CAMP	120,813	104,521	104,521	103,482	144,557	104,057	110,057
4110	MARLAND'S GRAND HOME	59,943	67,316	63,233	82,035	134,121	121,963	206,240
4111	HUTCHINS MEMORIAL	83,111	84,775	87,293	99,997	83,759	85,880	0
4510	LIBRARY	894,205	931,745	936,306	931,944	978,466	985,563	1,010,464
	TOTAL APPROPRIATIONS	20,185,672	20,924,853	21,662,805	22,462,694	23,089,712	23,098,127	23,861,654
	Incr./(Decr.) from Previous Year:	91,363	830,544	737,952	799,889	1,426,907	635,433	763,527
	% Incr./(Decr.) from Previous Year:	0.45%	3.66%	3.53%	3.69%	6.59%	2.83%	3.31%

CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF BUDGETED APPROPRIATIONS by type
Fiscal Year 2016-17

PUBLIC SAFETY:			
	POLICE	$5,878,846	
	ANIMAL CONTROL	252,694	
	FIRE	5,367,848	
	AMBULANCE	1,309,541	
	EMERGENCY MANAGEMENT	174,330	
	COMMUNICATIONS/ 911	653,803	
			13,637,062
LEGISLATIVE:			
	CITY COMMISSION	14,300	
			14,300
PUBLIC WORKS:			
	STREET	1,393,506	
	ENGINEERING	686,507	
	TRAFFIC ENGINEERING	467,367	
			2,547,380
JUDICIAL:			
	CITY ATTORNEY	280,619	
	MUNICIPAL COURT	265,684	
			546,303
PARK & RECREATION:			
	MAINTENANCE	1,609,123	
	AMBUC POOL	101,720	
	RECREATIONAL PROGRAMS	360,899	
	WENTZ CAMP	110,057	
			2,181,799
GENERAL GOVERNMENT:			
	CITY MANAGER	1,030,635	
	CENTRAL MUNICIPAL ACTIVITY	1,503,166	
	FINANCE	528,021	
	DEVELOPMENT SERVICES	656,284	
			3,718,106
CULTURAL AFFAIRS:			
	MARLAND'S GRAND HOME	206,240	
	HUTCHINS MEMORIAL	0	
	LIBRARY	1,010,464	
			1,216,704
		TOTAL	**$23,861,654**

CITY OF PONCA CITY

GENERAL FUND - SUMMARY OF APPROPRIATIONS

By Department & Category

Fiscal Year 2016-17

DEPT #	DEPARTMENT	PERSONAL SERVICES	MATERIALS & SUPPLIES	OTHER CHARGES & SERVICES	CAPITAL OUTLAY	TRANSFERS	TOTAL APPROVED BUDGET
1010	CITY COMMISSION	0	0	14,300	0	0	**14,300**
1011	CITY MANAGER	983,483	8,515	38,637	0	0	**1,030,635**
1012	CENTRAL MUN. ACTIVITY	10,000	77,600	412,066	5,000	998,500	**1,503,166**
1110	FINANCE	464,471	4,150	59,400	0	0	**528,021**
1113	MUNICIPAL COURT	251,614	3,545	10,525	0	0	**265,684**
1210	CITY ATTORNEY	247,119	0	33,500	0	0	**280,619**
1310	DEVELOPMENT SERVICES	556,988	4,300	83,600	0	11,396	**656,284**
2010	POLICE	5,290,744	105,600	122,000	155,500	205,002	**5,878,846**
2020	ANIMAL CONTROL	212,800	13,525	10,925	0	15,444	**252,694**
2030	EMERGENCY MGMT	135,735	5,900	28,200	0	4,495	**174,330**
2040	COMMUNICATIONS / 911	565,995	2,550	84,260	0	998	**653,803**
2510	FIRE	5,008,243	98,100	56,500	110,000	95,005	**5,367,848**
2511	FIRE / AMBULANCE	865,741	80,000	101,300	172,500	90,000	**1,309,541**
3010	STREET	1,137,187	46,400	17,700	0	192,219	**1,393,506**
3510	ENGINEERING	606,463	8,800	55,180	7,000	9,064	**686,507**
3511	TRAFFIC ENGINEERING	393,574	45,200	6,120	5,500	16,973	**467,367**
4011	PARK MAINTENANCE	1,354,478	85,800	33,975	20,000	114,870	**1,609,123**
4012	AMBUC POOL	56,420	15,000	300	30,000	0	**101,720**
4013	RECREATIONAL PROGRAMS	246,515	23,235	52,650	30,000	8,499	**360,899**
4014	WENTZ CAMP	69,305	27,495	3,080	6,000	4,177	**110,057**
4110	MARLAND'S GRAND HOME	144,425	6,620	11,832	40,000	3,363	**206,240**
4111	HUTCHINS MEMORIAL	0	0	0	0	0	**0**
4510	LIBRARY	710,431	193,500	79,900	8,000	18,633	**1,010,464**
	TOTAL APPROPRIATIONS	**19,311,731**	**855,835**	**1,315,950**	**589,500**	**1,788,638**	**23,861,654**
	PERCENT OF TOTAL	**80.93%**	**3.59%**	**5.51%**	**2.47%**	**7.50%**	**100.00%**

City Commission

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

Fiscal 2016 Accomplishments:

- Represented the City of Ponca City with Mayor Nicholson serving on numerous state boards and committees including: Mayor's Council of Oklahoma, Oklahoma Congress of Mayors, Oklahoma Municipal League's Executive Committee, Legislative Committee & Certified Mayor's Program, Oklahoma Municipal Power Authority's (OMPA) Board of Directors & Legislative Committee, Oklahoma Municipal Utility Providers Steering Committee, Water Quality Management Advisory Council, Governor's Council for Workforce & Economic Development, Oklahoma Academy Annual Town Hall, Oklahoma Department of Environmental Quality Board, Pipeline Safety Task Force, and United States Service Academy Selection Committee.
- Represented the City of Ponca City at the Oklahoma Conference of Mayors, with attendance by Mayor Nicholson and Vice-Mayor Moore.
- Participated in the Oklahoma Municipal League's annual conference and training sessions, with Mayor Nicholson, Vice-Mayor Moore, Commissioner Austin, Commissioner Chapman and Commissioner Rathbun in attendance.
- Attended the new elected official training provided by the Oklahoma Municipal League, with Commissioner Austin and Commissioner Rathbun in attendance.
- Coordinated the Kay County Mayor's Round Table, as Mayor Nicholson continues an on-going effort to increase dialogue regarding pertinent issues facing North Central Oklahoma communities, such as legislation, tourism, code enforcement, tax collections, environmental regulations, 911/Communications, seismic activity, etc.
- Supported efforts of the Mid-Size City Coalition regarding legislative funding issues, Oklahoma Municipal League's Legislative Committee regarding municipal issues and the Oklahoma Municipal Power Authority's Legislative Committee regarding public power issues.

Fiscal 2017 Objectives:

- Continue to create an environment for open dialogue with the City Commission regarding community capital improvement projects.
- Continue to work to ensure long-term water rights and water supply needs for Ponca City.
- Continue code enforcement and removal of dilapidated housing efforts to keep Ponca City beautiful and safe.
- Continue partnering with the Ponca City Development Authority's (PCDA) efforts to recruit new business, industry and residents, with Commissioner Rathbun ad a voting trustee on the PCDA board.
- Continue to work on favorable legislation to improve municipal revenues and limit sales tax exemptions through diversification of sources.

General Fund - City Commission								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Other Charges & Svcs	9,999	6,115	6,938	14,300	4,709	14,300	0	0.00%
Department Total	**9,999**	**6,115**	**6,938**	**14,300**	**4,709**	**14,300**	**0**	**0.00%**

Approved Budget Variances from Prior Year:

Increases		Decreases	
Total	0	Total	0

Net Increase **$0**

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 2016 Accomplishments:

- Provided organizational support for year one of a five-year Tobacco Settlement Endowment Trust "Healthy Living Program" Grant, which includes up to $350,000 per year and three full-time Oklahoma State University positions located at the United Way offices.
- Continued coordination efforts of the Ponca City Healthy Community Coalition, as well as redefined and expanded the coalition's effectiveness by transitioning it into the Kay County Healthy Living Coalition, whose mission is "Growing a culture of wellness through focused planning and sustainable actions".
- Provided organizational support for Ponca City's participation in the Arts & Economic Prosperity 5 national study on the economic impact of spending by nonprofit arts and culture organizations and their audiences.
- Represented the City of Ponca City at the national, state and local level through active leadership roles in various organizations, such as the International City/County Management Association, Oklahoma Municipal League, Oklahoma Academy Town Hall, Oklahoma Mid-Size City Coalition, Alliance for Innovation, Society of Human Resource Managers, Oklahoma Public Employers Labor Relations Association, Ponca City Chamber of Commerce, Ponca City Main Street, Kay County Healthy Living Coalition, Arts & Economic Prosperity 5 Committee and United Way of Ponca City.
- Represented the City of Ponca City with City Manager, Craig Stephenson, serving as Vice-Chair of the AMIGOS Library Services and President of the City Management Association of Oklahoma (CMAO), and Vice-Chair of Oklahoma Municipal Assurance Group (OMAG).

Fiscal 2017 Objectives:

- Continue to administer and provide support of the attainment of City Commission and Departmental goals through budget implementation.
- Continue to enhance employee education and development through continuation of the Fifth Session of the Supervisor Training Program and annually required safety training sessions outlined by the City's safety manual.
- Continued to improve health and wellness opportunities for City employees through the provision of free, voluntary, annual employee health assessments.
- Continued to promote Ponca City as a City of Character through monthly character video presentations at City Commission meetings, cable channel 22, character bulletins, employee newsletters, and Ponca City Utility Authority billing statements.
- Continue to work with governmental jurisdictions and corporate partners to ensure cooperative and collaborative relationships.
- Continue to actively engage in monitoring Approved legislation at the state and national level that has the potential of impacting municipal operations.

General Fund - City Manager								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	707,215	699,495	781,778	937,295	612,909	983,483	46,188	4.93%
Material/Supplies	8,925	7,008	8,624	8,515	4,798	8,515	0	0.00%
Other Charges & Svcs	23,595	24,698	27,728	38,637	24,011	38,637	0	0.00%
Department Total	**739,734**	**731,200**	**818,130**	**984,447**	**641,718**	**1,030,635**	**46,188**	**4.69%**

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

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	45,394	Workers Compensation	(5,553)
FICA	2,309	Misc Supplies	(5)
Medicare	532	Office Equipment Maint	(275)
Retirement Plan 1	574		
ICMA Retirement City	2,330		
Health Insurance	602		
Wearing Apparel	280		
Total	52,021	Total	(5,833)

Net Increase **$46,188**

Personnel Summary:

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

Total Full Time Employees **10**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	9	9	9	9	9	9	9	10	10	**10**

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

Central Municipal Activity

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

Fiscal 2016 Accomplishments:

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

Fiscal 2017 Objectives:

- Continue to fund services provided to multiple City departments and agencies that are not allocated to individual departments.

General Fund - Central Municipal Activity								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	830	13,819	6,515	10,000	1,774	10,000	0	0.00%
Material/Supplies	48,997	59,004	60,367	77,600	41,488	77,600	0	0.00%
Other Charges & Svcs	305,925	295,439	301,810	410,208	211,329	412,066	1,858	0.45%
Capital Outlay	0	41,273	0	97,571	97,000	5,000	(92,571)	(94.88%)
Transfers	936,649	1,096,159	987,077	998,500	758,875	998,500	0	0.00%
Department Total	**1,292,402**	**1,505,694**	**1,355,769**	**1,593,879**	**1,110,467**	**1,503,166**	**(90,713)**	**(5.69%)**

Approved Capital: City Hall Exterior Brick Mortar Repair $5,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Telephone Service Local	853	Gas Utilities	(1,219)
Credit Card Fees	3,000	Telephone Service Long	(776)
		Misc Capital Outlay	(92,571)
Total	3,853	Total	(94,566)
	Net Decrease	**($90,713)**	

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 2016 Accomplishments:

- Received an unqualified audit opinion for Fiscal 2014-15 with positive comments.
- Completed a quantitative analysis of Landfill revenues.
- Reconciled the Solid Waste Depreciation Reserve asset replacement funding schedules.
- Provided City management with financial input on the Fiber to the Premises (FTTP) project.
- Completed eight internal review projects to document processes, internal controls and compliance with laws and policies.
- Initiated formation of a Defined Benefit Retirement Plan Committee to enhance oversight and due diligence.
- Presented a training program for City staff on the accounts payable process.
- Completed an internal review of financial aspects of the Ponca City Aquatics & Family Center, with recommendations.
- In following best practices, completed a Request For Proposal (RFP) for audit services and transitioned to a new firm after several years working with the incumbent firm.
- Worked with the City Manager and Commission to identify funding solutions for major initiatives.
- Attained an accident free workplace.
- Realized a total $39,750 cash “gain” when five U.S. agency bonds were called in full after approximately one year old.

Fiscal 2017 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.
- Work with new external auditor to enhance internal controls and financial reporting of the City’s businesses.
- Continue to provide financial analysis on Fiber to the Premises (FTTP) project.
- Complete a minimum of six internal review projects.
- Complete a records destruction resolution for Commission consideration and follow-up project to keep record inventory current with retention schedules.
- Attend a minimum of four safety training sessions and achieve an accident free workplace.

General Fund - Finance								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	389,464	407,915	421,663	432,385	334,526	464,471	32,086	7.42%
Material/Supplies	3,780	3,371	2,407	4,650	1,250	4,150	(500)	(10.75%)
Other Charges & Srvs	32,551	29,693	34,424	48,900	23,438	59,400	10,500	21.47%
Capital Outlay	31,580	1,063	0	0	250	0	0	0.00%
Department Total	**457,375**	**442,041**	**458,494**	**485,935**	**359,464**	**528,021**	**42,086**	**8.66%**

Approved Capital: None

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	22,554	Workers Compensation	(2,509)
FICA	1,266	Office Supplies	(500)
Medicare	306	Legal Notices	(1,000)
Retirement Plan 1	1,461		
ICMA Retirement	739		
Health Insurance	8,269		
Audit Services	10,000		
Maint & Svc Contract	600		
Misc Contractual Service	900		
Total	46,095	Total	(4,009)

Net Increase **$42,086**

Personnel Summary:

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

Total Full Time Employees **6**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	7	6	6	6	6	6	6	6	6	**6**

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

Municipal Court

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

Fiscal 2016 Accomplishments:

- Continued to utilize the Oklahoma Compulsory Insurance Verification system to verify insurance verification presented by individuals on citations for Failure to Comply with compulsory insurance law.
- Updated/modified the template forms to comply with the Department of Public Safety form changes on suspensions and cancellations.

Fiscal 2017 Objectives:

- Cross train a clerk to be able to encumber purchase orders and also continue training full-time position during probationary period.
- Continue to keep an updated version of the warrant listing available to Police Department with identifying information and a name only listing available on the City webpage.

General Fund - Municipal Court								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	196,502	199,291	208,455	223,104	157,698	251,614	28,510	12.78%
Material/Supplies	1,328	2,594	2,795	3,545	1,448	3,545	0	0.00%
Other Charges & Svcs	5,040	8,969	6,336	10,525	3,903	10,525	0	0.00%
Transfers	0	0	0	0	0	0	0	0.00%
Department Total	**202,871**	**210,855**	**217,587**	**237,174**	**163,049**	**265,684**	**28,510**	**12.02%**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	19,242	Workers Compensation	(973)
Contract Labor	7,200		
FICA	932		
Medicare	218		
Retirement Plan 1	1,433		
Health Insurance	458		
Total	29,483	Total	(973)

Net Increase **$28,510**

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:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	4	4	4	4	4	4	4	4	4	**4**

City Attorney

Department Mission:

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

Fiscal 2016 Accomplishments:

- Provided legal counsel and advice to the Mayor, City Commissioners and City officers.
- Worked with outside organizations including: Oklahoma Municipal League, Oklahoma Association of Municipal Attorneys, Oklahoma Municipal Utility Providers Steering Committee, Kaw Reservoir Authority, Ponca City Development Authority, and Ponca City Chamber of Commerce.
- Reached the 20th anniversary milestone of the City Attorney being rated “AV” which is the highest rating in legal competency and ethical conduct available to the members of the Bar.

Fiscal 2017 Objectives:

- Continue and expand support for the Mayor and City Commission in the accomplishment of their goals and objectives, with particular reference to policies and programs.
- Provide objective, accurate, concise and timely legal advice that facilitates informed decision making and effective policy development by the City Commission and implementation by the City Manager and staff.
- Provide City officials and departments with high quality, efficient, and effective legal services, advice, and opinions; and represent the City’s interests in litigation, contractual agreements, negotiations, and land use and building issues.
- Work closely with the City’s elected and appointed officials, participate in programs and services, which focus on making the community safe and attractive, and assist in implementing creative planning to stimulate economic development and other City Commission goals.
- Serve the community and interest of justice with effective prosecution, ordinance preparation, and enforcement; and to proactively engage in problem solving to resolve neighborhood issues and disputes.
- Continue to expand the knowledge of local conditions and facilities, including the historic contexts of existing programs and operations.

General Fund - City Attorney								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	217,515	221,965	234,194	231,697	172,935	247,119	15,422	6.66%
Material/Supplies	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	25,717	25,571	30,752	33,500	10,954	33,500	0	0.00%
Department Total	**243,232**	**247,537**	**264,946**	**265,197**	**183,889**	**280,619**	**15,422**	**5.82%**

Approved Capital: None

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	14,747	Workers Compensation	(1,410)
FICA	594	Vehicle Allowance	(1,050)
Medicare	146		
Retirement Plan I	380		
ICMA Retirement City	609		
Health Insurance	1,084		
Life Insurance	322		
Total	17,882	Total	(2,460)

Net Increase **$15,422**

Personnel Summary:

City Attorney	1	Assistant City Attorney	1

Total Full Time Employees **2**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
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 2016 Accomplishments:

- Reviewed building plans, issued permits, and provided inspection oversight for residential and commercial construction projects with a total value of $19,828,720.
- Abated 2,612 individual properties for violations associated with: care of premises, high grass and weeds, dilapidated structures, non-compliant signage, and the illegal parking of vehicles.
- Completed a FEMA acquisition grant that resulted in the removal of three (3) flood prone structures.
- Partnered with Main Street to oversee the construction of the Veterans Plaza project at 4th and Grand.
- Administered and completed the AFG grant from FEMA for acquisition of Fire Department SCBA equipment.
- Completed National Register Nominations for St. Johns Baptist Church and Pioneer Bible Church.
- Completed the 4th and South Avenue Traffic Signal Replacement Project utilizing CDBG funding.
- Provided closing costs and down payment assistance for 13 income eligible applicants under the CDBG Home Buyers Assistance Program.
- Provided emergency repairs to 12 income eligible households under the CDBG Special Services/Interim Assistance Program.
- The Grant Administrative Assistant achieved certification as a CDBG Grant Administrator.

Fiscal 2017 Objectives:

- Draft and adopt a sign ordinance exclusive to the Central Business District (CBD).
- Review and adopt the remaining components of the 2015 International Code Council (ICC) building Codes.
- Provide inspection oversight for forty (40) new single family homes in the Highland Park residential subdivision.
- Partner with other City departments to continue infrastructure improvements in the CBD to enhance its historic character.
- Complete the South Avenue sidewalk and ADA improvement project utilizing CDBG funds.
- Prepare and submit an AFG grant on the behalf of the Fire Department for extraction tools, helmets, and other equipment.

- Prepare and submit a Trails Grant to ODOT in the amount of $1,200,000.
- Complete an intensive level architectural survey of the Overbrook historic neighborhood.
- Complete one (1) National Register nomination.

General Fund -Development Services								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	475,193	496,592	511,714	530,665	395,109	556,988	26,323	4.96%
Material/Supplies	3,740	4,163	4,110	4,300	1,808	4,300	0	0.00%
Other Charges & Svcs	50,602	59,718	54,417	103,600	52,633	83,600	(20,000)	(19.31%)
Capital Outlay	0	18,587	0	0	0	0	0	100.00%
Transfers	9,242	9,694	7,742	11,396	5,830	11,396	0	0.00%
Department Total	**538,776**	**588,753**	**577,983**	**649,961**	**455,380**	**656,284**	**6,323**	**0.97%**

Approved Capital

None

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	26,733	Health Insurance	(1,743)
FICA	1,421	Workers Compensation	(3,110)
Medicare	332	CDBG Match	(20,000)
Retirement Plan 1	1,361		
ICMA Retirement City	1,129		
Vehicle Allowance	200		
Total	31,176	Total	(24,853)

Net Increase **$6,323**

Personnel Summary:

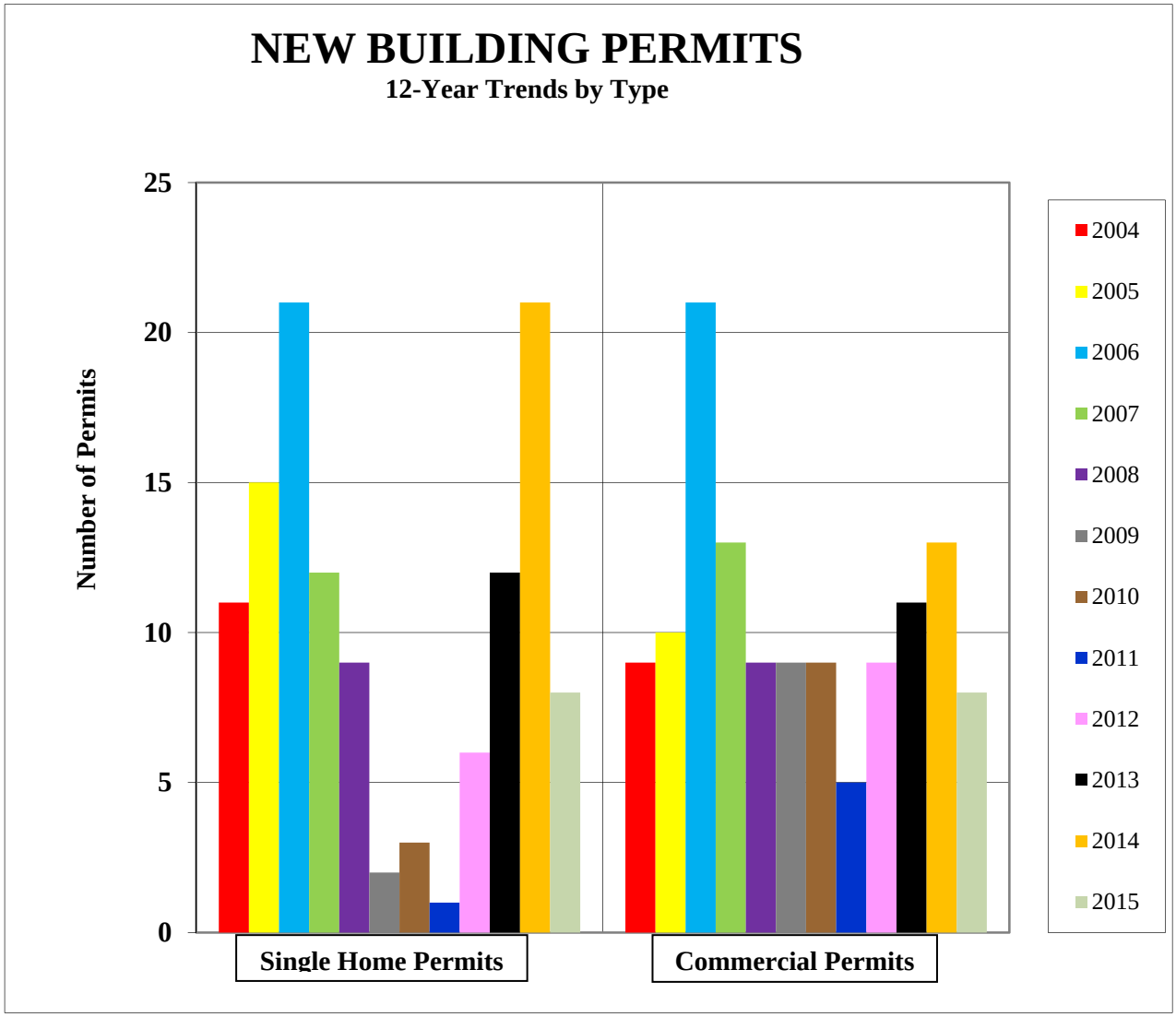
Development Services Director	1	Administrative Assistant	1
Inspectors	4	Grant Administrator	1

Total Full Time Employees **7**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	6	7	7	7	7	7	7	7	7	**7**

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


NEW BUILDING PERMITS
12-Year Trends by Type
Number of Permits
25
20
15
10
5
0
Single Home Permits
Commercial Permits
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015

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 2016 Accomplishments:

- Sent Deputy Chief to the FBI National Academy in Quantico, Virginia.
- Hired and began training a Police Analyst to develop ways to better utilize our resources to deliver Police services to the community.
- Logged 2,963.5 hours of volunteer service.
- Maintained two school resource officers. One at the Ponca City High School and one serving both Ponca City Middle Schools with existing manpower, while bringing in $117,158 in contract reimbursement.
- Received $17,828 in reimbursement from the State of Oklahoma for transportation of emergency mental health patients.
- Conducted Citizens Police Academy #20.
- Obtained and utilized $51,046 in grant funding, which was used for body armor, portable radios, traffic emphasis, DUI enforcement, and crime analysis programs.
- Conducted Alive at 25 driver safety training for 61 young people in this community.
- Participated in the Oklahoma Chiefs Challenge Traffic Safety Initiative.
- Averaged over 100 hours of training per officer during calendar year 2015.

Fiscal 2017 Objectives:

- Obtain Oklahoma Highway Safety Office funding to continue traffic safety emphasis.
- Obtain Justice Assistance Grant to continue upgrading equipment and technology.
- Obtain Office of Justice Programs, Body Armor Partnership funding and maintain a five year rotation on primary body armor for officers.
- Continue to seek grants and outside funding to maximize our efforts with current funding, while being fiscally responsible.
- Continue to build on Crime Analysis as a tool to more efficiently deliver Police service to the community.

General Fund - Police Department								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	4,429,742	4,565,885	4,800,368	5,043,566	3,874,260	5,290,744	247,178	4.90%
Material/Supplies	98,704	108,476	114,094	108,600	94,871	105,600	(3,000)	(2.76%)
Other Charges & Svcs	79,319	65,228	99,185	121,950	89,458	122,000	50	0.04%
Capital Outlay	77,282	169,146	146,817	151,500	128,384	155,500	4,000	2.64%
Transfers	216,682	221,766	203,332	223,002	120,178	205,002	(18,000)	(8.07%)
Department Total	**4,901,729**	**5,130,500**	**5,363,797**	**5,648,618**	**4,307,151**	**5,878,846**	**230,228**	**4.08%**

Approved Capital:

Engineering/Design –Public Safety Center	(CIP Fund) $200,000
Marked Police Sedans (3)	$85,500
RMS/JMS/CAD Software	$55,000
Body Armor	$8,500
Copier	$6,500

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	202,492	Workers Compensation	(25,772)
Overtime	10,000	Subsistence Expense	(300)
Sick Leave Incentive	500	Computer Supplies	(1,000)
FICA	155	Vehicle Accessories	(6,300)
Medicare	3,000	Postage	(300)
Retirement Plan 1	4,400	Alive @ 25	(2,000)
Retirement Plan 3	22,372	Office Machiens	(17,500)
ICMA Retirement City	514	Patrol Vehicles	(22,500)
Health Insurance	29,817	Transfer to City Garage	(18,000)
Office Supplies	1,000		
Food Supplies	3,000		
Building Maintenance	600		
Telephone Service Local	50		
Maintenance & Service Contract	2,000		
Computer Capital Exp	44,000		
Total	323,900	Total	(93,672)

Net Increase **$230,228**

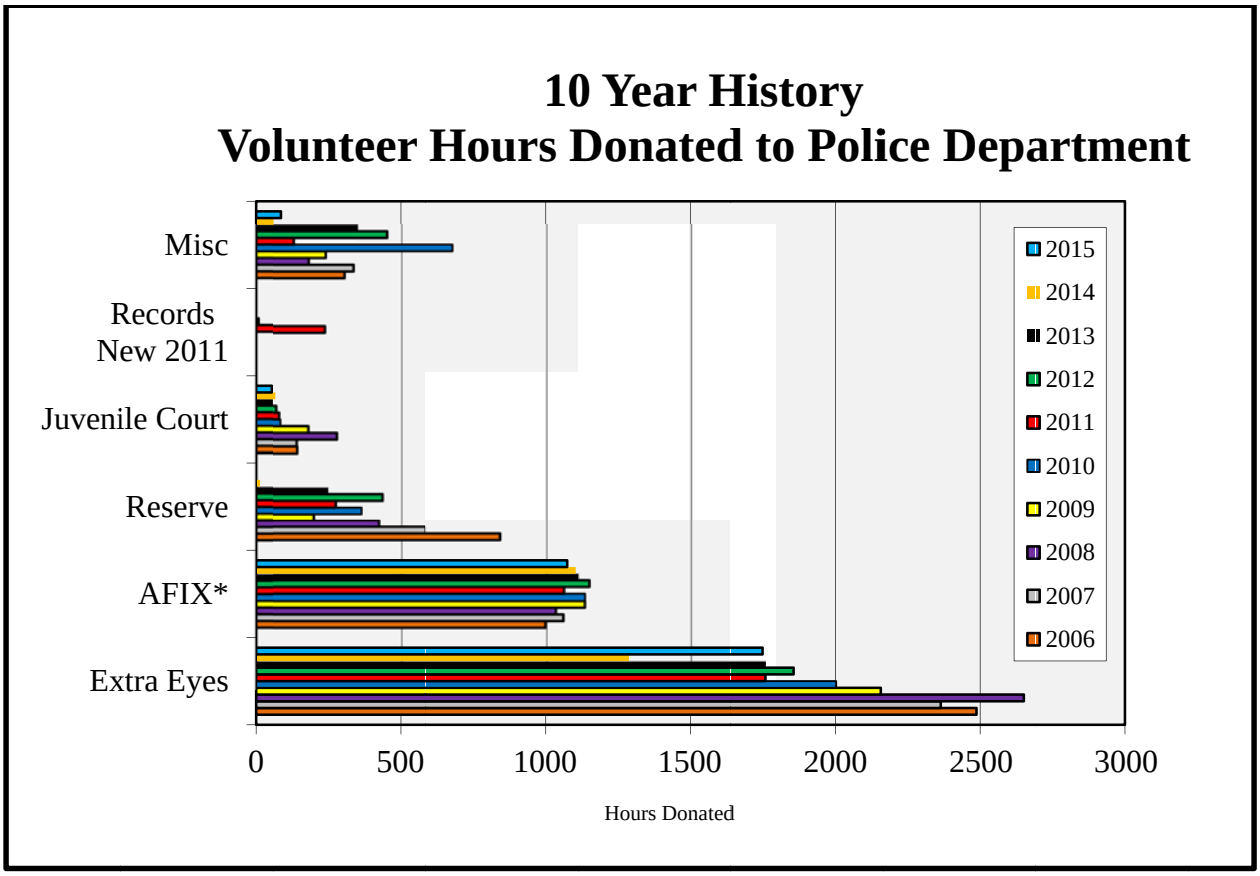
Personnel Summary:

Police Chief	1	Booking Officers	5
Deputy Police Chief	1	Executive Secretary	1
Captain	2	Public Information Officer	1
Lieutenant	6	Office Specialists	4
Sergeant	16	Crime Analyst	1
Corporal	4	Officers	26

Total Full Time Employees **68**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	68	68	68	68	68	68	68	68	68	**68**



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

Year	Total Number of Citizen Volunteers all Categories	Total Number of Hours of Service Donated All Categories
2015	32	2,964
2014	28	2,531
2013	32	3,525
2012	30	3,971
2011	31	3,540
2010	37	4,266
2009	41	3,912
2008	39	4,563
2007	39	4,479
2006	36	4,770

Animal Control

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

Fiscal 2016 Accomplishments:

- Sold 1,007 City animal tags (all points of sale).
- Removed 741 dead animals from the community.
- Released 690 animals to homes, an increase of 83 animals from prior year.
- Handled 1,294 animals, a decrease of 45 animals from prior year.
- Euthanized 604 animals, a decrease of 128 animals from prior year.

Fiscal 2017 Objectives:

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

General Fund - Animal Control								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	169,166	173,018	181,423	188,685	124,804	212,800	24,115	12.78%
Material/Supplies	9,714	8,925	11,254	13,525	4,130	13,525	0	0.00%
Other Charges & Svcs	6,107	10,169	8,902	10,925	3,981	10,925	0	0.00%
Capital Outlay	0	0	19,586	21,000	19,798	0	(21,000)	(100.00%)
Transfers	15,303	12,554	15,544	17,444	7,167	15,444	(2,000)	(11.47%)
Department Total	**200,290**	**204,666**	**236,709**	**251,579**	**159,881**	**252,694**	**1,115**	**0.44%**

Approved Capital: None

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	11,685	Workers Compensation	(1,091)
FICA	488	Pickup Trucks	(21,000)
Medicare	113	Transfer to City Garage	(2,000)
Retirement Plan I	925		
Health Insurance	11,995		
Total	25,206	Total	(24,091)

Net Increase **$1,115**

Personnel Summary:

Animal Control Supervisor	1	Office Specialist	1
Animal Control Officer	2		

Total Full Time Employees **4**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	4	4	4	4	4	4	4	4	4	**4**

Animal Control Activity										
10 Year History	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Animals Picked Up	2,366	2,308	2,278	2,021	2,091	1,936	1,725	1,489	1,339	1,294
Animals Destroyed	1,305	1,362	1,445	1,101	1,149	1,202	923	916	732	604
Destroyed/Picked Up	55%	59%	63%	54%	55%	62%	54%	62%	55%	47%
Animals Released to Homes	1,051	941	833	942	925	728	783	624	607	690
Vicious Dogs Papers Served	14	18	21	19	57	14	18	27	7	12
Citations Issued	533	387	412	494	597	662	655	498	313	377
Impound Fees Collected	$10,191	$8,373	$10,025	$6,578	$7,512	$7,702	$9,285	$7.785	$14,545	$14,565
License Fees Collected	$10,138	$9,764	$9,073	$5,724	$5,568	$5,475	$4,512	$4,308	$4,269	$4,364
Total Funds Collected	$20,329	$18,137	$19,098	$12,302	$13,080	$13,177	$13,797	$12,093	$18,814	$18,929

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 2016 Accomplishments:

- Organized six safety classes covering seventeen topics for City employees.
- Utilized social media to provide public information and education.
- Maintained shelter registration program with over 800 shelters registered.
- Coordinated storm spotter program, providing training and support.
- Completed update of Hazard Mitigation Plan.
- Developed Debris Removal Plan for Ponca City.
- Served as Secretary for Oklahoma Emergency Management Association, Salvation Army Advisory Board and Kay County Local Emergency Planning Committee.

Fiscal 2017 Objectives:

- Schedule at least five safety classes for City employees.
- Increase use of social media for public education and information.
- Renew Storm Ready status for severe weather preparedness.
- Assist with planning and execution of Household Hazardous Waste event.
- Continue to research innovations in warning and public information systems.
- Provide public education and awareness in a variety of venues.
- Develop two projects for hazard mitigation funding.

General Fund - Emergency Management								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	114,209	118,713	123,553	128,292	97,073	135,735	7,443	5.80%
Material/Supplies	5,559	3,529	3,928	5,900	3,126	5,900	0	0.00%
Other Charges & Svcs	22,455	22,072	22,144	28,200	17,270	28,200	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	2,620	4,309	2,225	4,495	3,034	4,495	0	0.00%
Department Total	**144,842**	**148,622**	**151,850**	**166,887**	**120,502**	**174,330**	**7,443**	**4.46%**

Approved Capital None

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	6,032	Workers Compensation	(708)
FICA	307		
Medicare	72		
Retirement Plan I	608		
Health Insurance	1,132		
Total	8,151	Total	(708)

Net Increase **$7,443**

Personnel Summary:

Emergency Mgmt Supervisor	1	Custodian	1

Total Full Time Employees **2**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	2	2	2	2	2	2	2	2	2	**2**

Communications/911

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

Fiscal 2016 Accomplishments:

- Hired and trained two new Communications Officers.
- Handled 19,650 Police calls for service.
- Handled 4,165 Fire/EMS calls for service.
- Handled 2,148 calls for other city services, rural fire departments, outside agencies, etc.
- Developed and implemented a standardized training manual for Communications Officers.
- Sent two Communications Officers to "Emergency Dispatch" training.
- Sent two Communications Officers through the "Communications Officer Program" with Public Safety Group.
- Sent two Communications Officers through the "Crimes in Progress" training with the Public Safety Group.
- Sent two Communications Officers through Pride Training at the Chamber of Commerce.

Fiscal 2017 Objectives:

- Obtain APCO (Association of Public Safety Communications Officials) training and certification for all Communication Officers.
- Maintain teletype certification for all Communications Officers.
- Continue to send all Communications Officers through Pride Training at the Chamber of Commerce.
- Implement Quality Assurance Program to ensure that we are providing the best service possible to the community.

General Fund- Communications/911								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	484,855	472,082	477,766	534,057	366,553	565,995	31,938	5.98%
Material/Supplies	771	937	1,536	2,550	1,172	2,550	0	0.00%
Other Charges & Svcs	69,344	63,590	74,623	84,260	61,417	84,260	0	0.00%
Capital Outlay	0	0	0	35,000	27,105	0	(35,000)	(100.00%)
Transfers	998	998	998	998	748	998	0	0.00%
Department Total	**555,968**	**537,607**	**554,923**	**656,865**	**456,996**	**653,803**	**(3,062)**	**(0.47%)**

Approved Capital: None

Approved Budget Variances from Prior Year

Full Time Salaries	20,433	Workers Compensation	(2,845)
FICA	1,246	E-911 Ancillary Equipment	(35,000)
Medicare	298		
Retirement Plan 1	2,367		
Health Insurance	10,439		
Total	34,783	Total	(37,845)

Net Decrease **($3,062)**

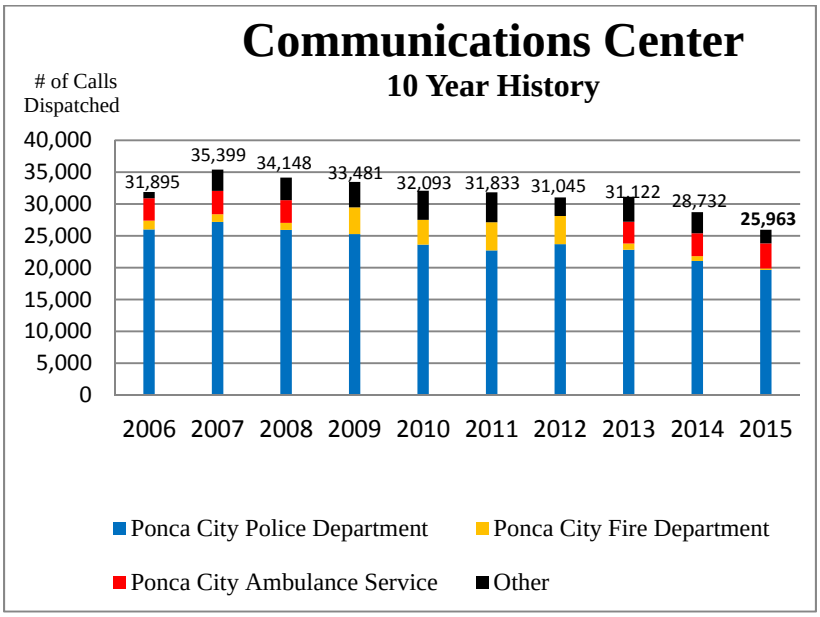
Personnel Summary:

Senior Communications Officer	1	Communications Officer	10

Total Full Time Employees **11**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	11	11	11	11	11	11	11	11	11	**11**



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

Fire

Department Mission:

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

Fiscal 2016 Accomplishments:

- Responded to 1,329 calls related to fire, rescue, or other citizen requests for assistance.
- Provided proper installation of 39 child safety seats in vehicles.
- Performed a total of 81 in-home smoke alarm checks; 58 new smoke alarms installed and 23 batteries replaced.
- Provided fire safety education to more than 3,000 elementary students in all public and private schools within the City of Ponca City.
- Provided 19 fire safety awareness speaking engagements for various groups and civic organizations.
- Provided in-class recruitment speeches at five (5) educational institutions throughout the regions of Oklahoma and Kansas that offer firefighter technical programs and advanced levels of EMS training.
- Offered two (2) candidate examination opportunities on location at Eastern Oklahoma County Technology Center's fire training facility yielding eleven (11) candidates of which three (3) were hired.
- Engaged in seven (7) collaborative training opportunities with other Kay County fire departments and Phillips 66 which resulted in higher levels of training in the areas of; vehicle extrication; post-traumatic stress disorder awareness; advanced rope rescue; advanced fire behavior; and fire instruction techniques.
- Provided recruit training for eleven (11) personnel hired in fiscal 2015 to replace departmental retirees.

Fiscal 2017 Objectives:

- Continue to refine the use of iPad devices and data collection software to streamline business and fire hydrant inspections in the field.
- Implement a bi-annual business inspection program to perform at least 1,500 fire safety inspections in order to maximize fire prevention credit for the City's fire insurance classification rating.
- Provide officer and incident command training to twenty-one (21) personnel to prepare them for future officer roles.
- Take delivery, and place into service, a new brush truck apparatus which is scheduled for delivery in fiscal 2016-17.

General Fund - Fire Administration								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	4,478,409	4,668,599	5,016,632	4,787,220	4,015,794	5,008,243	221,023	4.62%
Material/Supplies	84,902	76,208	92,745	98,100	53,453	98,100	0	0.00%
Other Charges & Svcs	42,809	42,469	49,139	56,500	35,359	56,500	0	0.00%
Capital Outlay	141,456	102,968	108,289	215,659	176,279	110,000	(105,659)	(48.99%)
Transfers	86,710	97,151	82,597	97,005	69,797	95,005	(2,000)	(2.06%)
Department Total	**4,834,285**	**4,987,396**	**5,349,403**	**5,254,484**	**4,350,682**	**5,367,848**	**113,364**	**2.16%**

Approved Capital:

Pumper Truck – Debt Service	$100,000
Rope Rescue Equipment	$10,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	160,615	Workers Compensation	(25,919)
Overtime	14,756	Gas Utilities	(1,000)
Medicare	2,188	Special Purpose Equipment	(120,000)
Retirement Plan 1	388	Transfer to City Garage	(2,000)
Retirement Plan 4	21,777		
Health Insurance	47,218		
Education & Training Assist	1,000		
Special Purpose Vehicles	4,341		
Misc Capital Outlay	10,000		
Total	262,283	Total	(148,919)

Net Increase **$113,364**

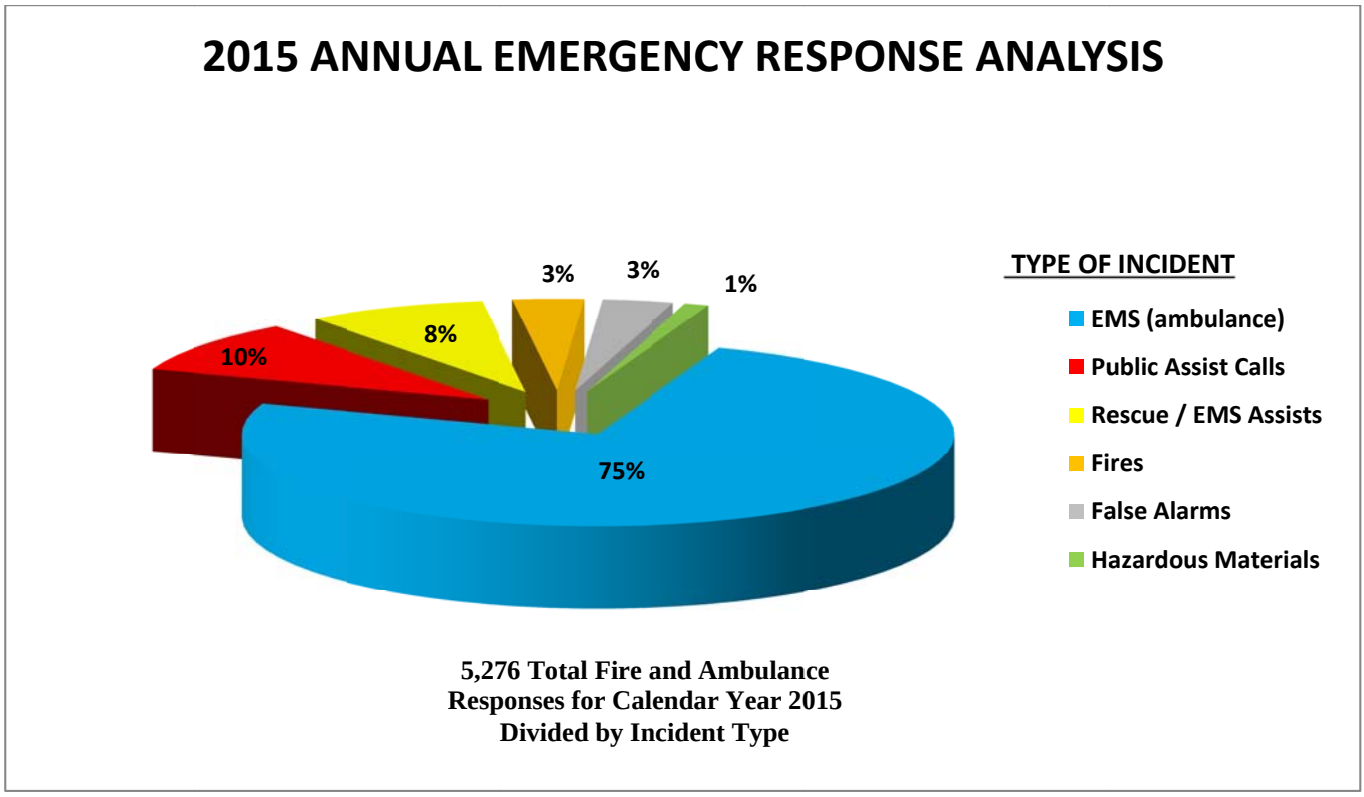
Personnel Summary:

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

Total Full Time Employees 57

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	57	57	57	57	57	57	57	57	57	**57**



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 2016 Accomplishments:

- Responded to 3,948 emergency medical related calls.
- Provided CPR Training, automatic electronic defibrillator training, and first aid classes to 92 personnel employed by six (6) other City of Ponca City departments.
- Provided five (5) EMS awareness speaking engagements for various groups and civic organizations.
- Participated in three (3) health fair events sponsored by area health care organizations and businesses.
- Participated in collaborative efforts between AllianceHealth Hospital and the PCFD emergency medical division, participated in quarterly quality assurance meetings in order to reduce pre-treatment time for patients seeking cardiac care.
- Established a medical protocol review process which is specific to the level of EMS certification held by each firefighter-medic.
- Transitioned to direct entry of patient care reports into the Oklahoma Department of Health's information systems database.
- Engaged in dialog with administrative personnel of five (5) skilled nursing and assisted living facilities to improve efficiency of the City's EMS system and medical care for their residences.
- Placed into service a new heart monitor.

Fiscal 2017 Objectives:

- Review the third-party billing process and endeavor to identify possible efficiency improvements and costs associated with billing.
- Cooperate with AllianceHealth Hospital's chest pain treatment reaccreditation.
- Train PCFD personnel regarding the most recent American Heart Association CPR guidelines and implement those procedures accordingly.
- Place into service a new ambulance unit.

General Fund - Fire/Ambulance								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	649,318	737,855	687,818	854,494	369,032	865,741	11,247	1.32%
Material/Supplies	61,084	71,143	65,827	76,500	58,260	80,000	3,500	4.58%
Other Charges & Svcs	63,401	61,236	62,832	64,800	39,543	101,300	36,500	56.33%
Capital Outlay	11,242	144,309	115,088	40,000	0	172,500	132,500	331.25%
Transfers	75,245	91,886	127,717	94,000	31,727	90,000	(4,000)	(4.26%)
Department Total	**860,291**	**1,106,428**	**1,059,282**	**1,129,794**	**498,561**	**1,309,541**	**179,747**	**15.91%**

Approved Capital:

Ambulance	$165,000
Cellular Modems for Lifepack Heart Monitors (5)	$7,500

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	3,722	Workers Compensation	(4,946)
Overtime	2,397	Special Purpose Equipment	(32,500)
Medicare	54	Transfer to City Garage	(4,000)
Retirement Plan 4	521		
Health Insurance	8,299		
Subsistence Expense	1,200		
Medical Supplies	3,500		
Maintenance & Contractual Svcs	1,500		
Misc Contracual Svcs	35,000		
Ambulances	165,000		
Total	221,193	Total	(41,446)

Net Increase **$179,747**

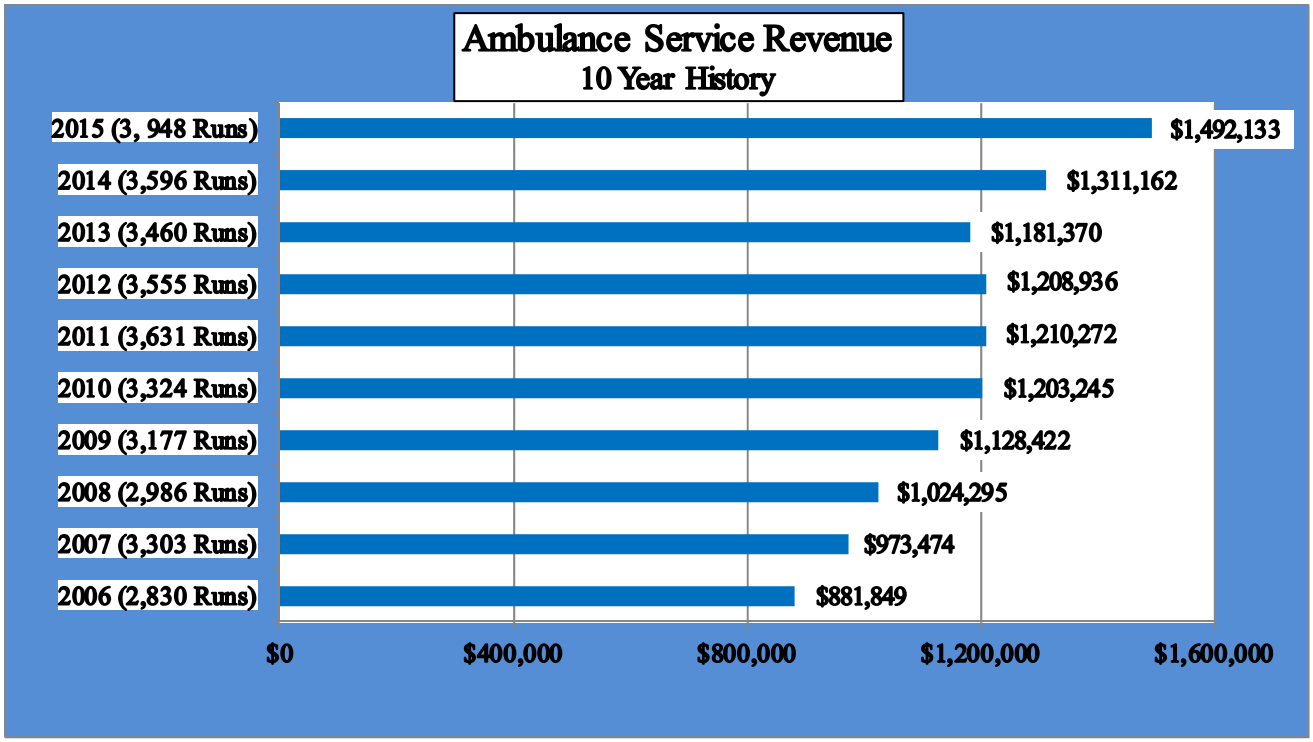
Personnel Summary:

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

Total Full Time Employees 12

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	12	12	12	12	12	12	12	12	12	**12**



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

Street

Department Mission:

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

Fiscal 2016 Accomplishments:

- Reconstructed 2,400 feet of Airport drainage channel by reshaping the channel and removing all the trees, vegetation, and 660 yards of debris. Repaired the channel with 75 tons of rip rap and 1,080 cubic yards of soil.
- Redesigned and replaced the sidewalk at the corner of the Veterans' Plaza at 4th Street & Grand Avenue.
- Reshaped the corner at 4th Street & South Avenue using 34 yards of concrete.
- Treated 19 miles of streets with the chip and seal process.
- Utilized 622 tons of asphalt and 151 yards of concrete to make needed repairs to City streets.
- Repaired 489 blocks of alleys, using 632 tons of TBSC oil and 70 cubic yards of asphalt millings.
- Removed 883 cubic yards of bricks on south Oak for the street reconstruction.
- Swept 21,854 city blocks, removed 4,677 cubic yards of debris, replaced 967 feet of curb and gutter, and crack sealed 5 lane miles during the current year.
- Repaired utility cuts using 330 tons of asphalt and 191 yards of concrete, all completed within 30 days of the utility cut.
- Assisted in repairs to the Lake Ponca shelter houses.

Fiscal 2017 Objectives:

- Continue crack seal program with a projection of completing 8 lane miles.
- Complete the repair of all utility cuts within 30 days with an emphasis on the cuts that occur in the roadways being addressed first.
- Continue curb and gutter replacement program at a goal of 1,000 feet per year.
- Chip and seal approximately 8 lane miles including some city owned parking lots.
- Continue to prioritize those projects and requests that enhance street maintenance (pavement/curbing/sidewalk/ADA accessibility) projects.
- Continue to partner with the Stormwater Department to stay in compliance with the Clean Water Act of 1978.
- Repair the Albany Avenue & Union Street intersection. Current drainage pipe is plugged with debris which results in flooded areas west of Union Street during heavy rains.

General Fund - Street Administration								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	815,711	786,995	841,648	1,067,308	685,877	1,137,187	69,879	6.55%
Material/Supplies	23,059	20,264	28,324	46,400	17,347	46,400	0	0.00%
Other Charges & Svcs	7,511	8,153	7,794	17,700	4,523	17,700	0	0.00%
Capital Outlay	118,783	0	111,956	0	152,858	0	0	0.00%
Transfers	182,161	182,097	182,297	202,219	130,188	192,219	(10,000)	(4.95%)
Department Total	**1,147,225**	**997,509**	**1,172,019**	**1,333,627**	**990,793**	**1,393,506**	**59,879**	**4.49%**

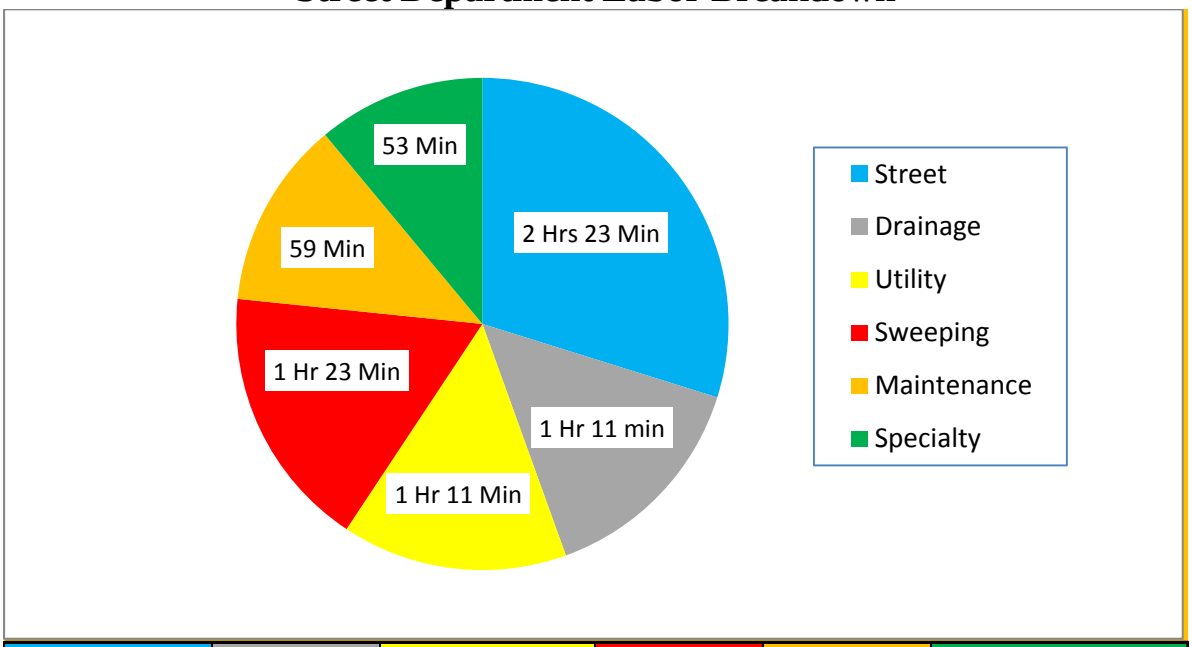
Approved Capital: Street Sweeper $265,000 (Street & Alley Fund)

Approved Budget Variances from Prior Year

Full Time Salaries	52,918	Workers Compensation	(5,675)
FICA	2,847	Books & Periodicals	(200)
Medicare	667	Food Supplies	(200)
Retirement Plan 1	5,194	Medical Supplies	(100)
Health Insurance	13,928	Misc Supplies	(500)
Wearing Apparel	500	Misc Lease & Rentals	(100)
Equipment & Tools Maint	500	Transfer to City Garage	(10,000)
Dues & Subscriptions	100		
Total	76,654	Total	(16,775)

Net Increase **$59,879**

2015 Average Daily
Street Department Labor Breakdown



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

Personnel Summary:

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

Total Full Time Employees 20
Total Part Time Employees 3

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	21	21	21	21	20	20	20	20	20	**20**

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

Engineering

Department Mission:

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

Fiscal 2016 Accomplishments:

- Completed the plan review, bidding and construction oversight for;
  - Reconstruction of Elm Street from Otoe Avenue to Ponca Avenue and from Highland Avenue to Summit Avenue.
  - Reconstruction of Second Street from Broadway Avenue to Hazel Avenue.
  - Reconstruction of Tributary E concrete channel from 14th Street to Elmwood Street, RCB Bank channel.
- Prepared the design and provided construction oversight for the construction of a new concrete pipe bridge over the City's raw water lines within Sober Brothers sand pit southeast of town, to protect the water lines from damage by heavy equipment crossing the water lines for sand mining purposes.
- Assisted the Emergency Management Director with the completion of the Hazard Mitigation Plan Update by facilitating committee meetings, interaction with the consultant and providing supporting data.
- Implemented a new detention pond inventory and inspection process to be maintained on the City's GIS system.
- Continued the maintenance of the necessary activities of the Community Rating System (CRS) in the effort to maintain the CRS rating of 5 for the City of Ponca City, including the completion of the re-validation process with ISO-CRS representatives.
- Provided plan review, City regulation guidance and GIS data assistance for various economic development projects in Ponca City including the Golden Chick restaurant, La Quinta Inn Hotel, Waverly RV Park and other private developments throughout town.

Fiscal 2017 Objectives:

- Complete the engineering, design, plans and construction for the maintenance and improvement of various local streets, walkways and bridges throughout Ponca City as outlined in the Street Improvement Project Trust Fund.
- Complete the bidding, inspection, and construction for the project to reconstruct Elm Street from Otoe Avenue to Ponca Avenue and from Highland Avenue to Summit Avenue including the relocation and upsizing of the existing water lines along these sections of street.
- Assist the Grants Coordinator and Emergency Management Director with grants submittals and the completion of Hazard Mitigation projects as needed.
- Continue maintenance of the necessary activities of the Community Rating System (CRS) in the effort to maintain the CRS rating for Ponca City, in order to continue the reduced flood insurance premium costs for flood insurance policy holders in Ponca City.
- Provide engineering and GIS technical assistance for City departments as well as for economic development projects in Ponca City.

General Fund - Engineering Administration								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	482,987	502,824	526,024	572,966	370,016	606,463	33,497	5.85%
Material/Supplies	5,860	6,167	6,064	8,800	3,037	8,800	0	0.00%
Other Charges & Svcs	26,979	29,984	34,311	55,180	14,270	55,180	0	0.00%
Capital Outlay	29,535	50,065	0	0	0	7,000	7,000	0.00%
Transfers	8,202	5,776	5,177	9,064	3,321	9,064	0	0.00%
Department Total	**553,563**	**594,815**	**571,576**	**646,010**	**390,644**	**686,507**	**40,497**	**6.27%**

Approved Capital: Engineering/GIS Work Computers (2) $7,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	17,794	Workers Compensation	(3,503)
FICA	1,082		
Medicare	261		
Retirement Plan 1	1,150		
ICMA Retirement City	1,200		
Health Insurance	15,513		
Misc Capital Outlay	7,000		
Total	44,000	Total	(3,503)

Net Increase **$40,497**

Personnel Summary:

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

Total Full Time Employees **7**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	8	8	8	8	7	7	7	7	7	**7**

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

Traffic Engineering

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

Fiscal 2016 Accomplishments:

- Installed battery backup for traffic signals at 5th & Prospect, Hartford & Union, and 5th & Highland.
- Completed final phase of three phase program to install new mast arm street name signs with hundred block addressing at traffic signals.
- Continued sixth year of ten year program to replace non-compliant street name markers under routine maintenance schedule.
- Completed traffic signal renovation project at eight intersections in the central business district.
- Replaced damaged signal pole at southwest corner of Standing Bear & Harding.
- Contracted 80,100 linear feet of pavement markings on major street system.
- Produced 773 traffic control signs and 2,611 special signs/decals for city departments and other governmental agencies.
- Replaced 504 traffic control signs and 244 street name markers under routine maintenance program.

Fiscal 2017 Objectives:

- Install battery backups for traffic signals at intersections, 14th & Knight, Highland and Waverly, and South Avenue & Waverly.
- Complete median revisions at 14th & Prospect and determine effectiveness for reduction of left turn collisions.
- Contract for $100,000 of pavement striping on major streets.
- Extend traffic signal renovation project to four remaining downtown traffic signals on Central & Cleveland.

General Fund - Traffic Engineering								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	340,765	348,839	360,047	386,270	275,797	393,574	7,304	1.89%
Material/Supplies	36,962	34,123	41,428	45,200	25,289	45,200	0	0.00%
Other Charges & Svcs	5,844	3,214	3,001	6,150	1,681	6,120	(30)	(0.49%)
Capital Outlay	0	13,495	0	12,500	10,094	5,500	(7,000)	(56.00%)
Transfers	13,773	20,180	15,461	17,973	9,000	16,973	(1,000)	(5.56%)
Department Total	**397,344**	**419,850**	**419,938**	**468,093**	**321,861**	**467,367**	**(726)**	**(0.16%)**

Approved Capital: Wide Format Printer $5,500

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	13,935	Health Insurance	(7,226)
FICA	854	Workers Compensation	(2,135)
Medicare	192	Travel Expenses	(100)
Retirement Plan 1	1,684	Misc Capital Outlay	(7,000)
Telephone Service Local	70	Transfer to City Garage	(1,000)
Total	16,735	Total	(17,461)

Net Decrease **($726)**

Personnel Summary:

Traffic Engineering Manager	1	Skilled Maintenance Technician	1
Traffic Signal Maint Tech	1	Signs & Markings Technician	2
Engineering Technician II	1		

Total Full Time Employees **6**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	6	6	6	6	6	6	6	6	6	**6**

Park Maintenance

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

Fiscal 2016 Accomplishments:

- Converted to power hand tools to reduce repetitive motion injuries to workers.
- Edged approximately 45 miles of arterial roadway curbs three times per growing season (May, July, September) for a total of 135 miles of curb edging.
- Planted three large trees at Senior Center for Arbor Day.
- Remodeled East Greenhouse for interior utilization of plants.
- Horticulture staff attended Rose Rosette Workshop at OSU-OKC.
- Qualified for Tree City USA. 10 year status.
- Built parking lot for McGraw Park's new play structure.
- Installed approximately 100 trees city wide.

Fiscal 2017 Objectives:

- Continue to maintain Tree City USA certification.
- Continue to edge approximately 45 miles of arterial roadway curbs three times per growing season (May, July, September) for a total of 135 miles of curb edging.
- Increase shrub and perennial plantings to reduce annual plantings to save on labor and cost for the future.
- Strive for 100% survival on new trees planted.
- Replenish and level sand on the Lake Ponca Swim beach by May 2017.
- Rebuild gate on north end of Lake Ponca by November 2017.

Budget Highlights:

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

General Fund - Park Maintenance								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	1,148,946	1,124,563	1,171,510	1,304,187	931,757	1,354,478	50,291	3.86%
Material/Supplies	73,216	70,061	77,084	85,800	52,656	85,800	0	0.00%
Other Charges & Svcs	21,066	21,961	24,535	33,975	15,646	33,975	0	0.00%
Capital Outlay	52,405	138,857	74,604	63,500	53,036	20,000	(43,500)	(68.50%)
Transfers	122,432	115,413	109,437	124,870	73,142	114,870	(10,000)	(8.01%)
Department Total	**1,418,064**	**1,470,855**	**1,457,171**	**1,612,332**	**1,126,238**	**1,609,123**	**(3,209)**	**(0.20%)**

Approved Capital:

West Greenhouse Renovation	$10,000
½ Ton Pickup Truck (trf. Water Distr. Truck)	$5,000
Roto Rooter	$5,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	56,330	Health Insurance	(8,255)
FICA	3,009	Workers Compensation	(7,566)
Medicare	704	Computer Supplies	(100)
Retirement Plan 1	5,489	Medical Supplies	(75)
ICMA Retirement City	580	Gas Utilities	(1,500)
Food Supplies	175	C/O Land Improvements	(15,000)
Travel Expenses	1,500	C/O Building & Improvements	(10,000)
Pickup Trucks	5,000	Machinery & Equipment	(25,000)
Misc Capital Outlay	1,500	Transfer to City Garage	(10,000)
Total	74,287	Total	(77,496)

Net Decrease **($3,209)**

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:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	24	24	24	24	23	23	23	23	23	**23**

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

AMBUC Pool

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

Fiscal 2016 Accomplishments:

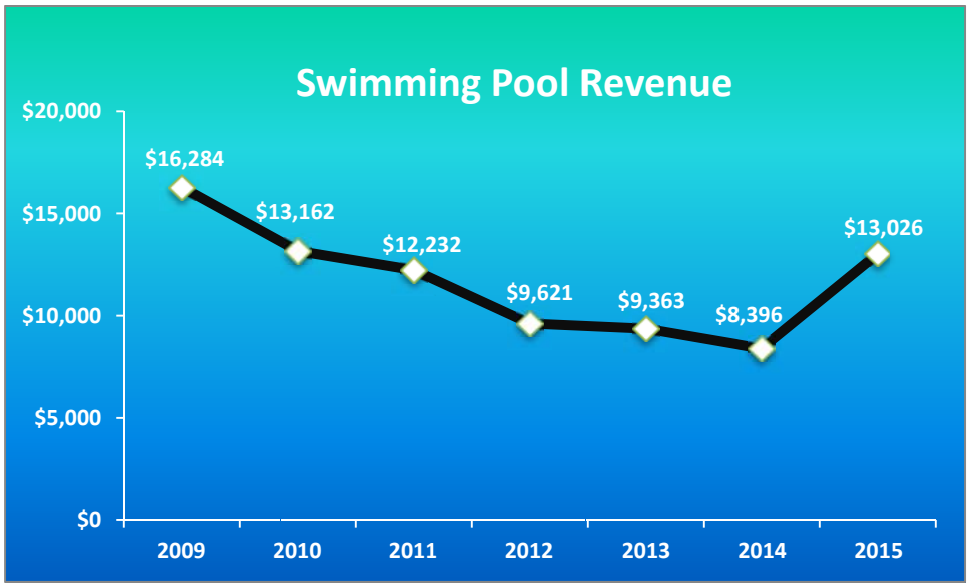
- Held bi-weekly in-service training for seasonal pool staff.
- Hosted "Summer Sizzler" swim meet on July 10-12, 2015 with approximately 250 swimmers representing 8 cities.
- Scheduled the PC Sailfish Swim Club weekly swim practice.

Fiscal 2017 Objectives:

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

General Fund - AMBUC Pool								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	49,457	47,709	43,545	56,420	40,610	56,420	0	0.00%
Material/Supplies	12,850	13,665	12,247	14,600	1,502	15,000	400	2.74%
Other Charges & Svcs	246	245	249	700	168	300	(400)	(57.14%)
Capital Outlay	0	0	9,369	0	0	30,000	30,000	0.00%
Department Total	**62,554**	**61,619**	**65,410**	**71,720**	**42,281**	**101,720**	**30,000**	**41.83%**

Approved Capital: Water Slide $30,000



Approved Budget Variances from Prior Year

Increases		Decreases	
Chemical Supplies	50	Gas Utilities	(250)
Medical Supplies	50	Advertising	(50)
Misc Supplies	150	Education & Training	(50)
Safety Material & Supplies	150	Contingencies	(100)
Printing	50		
Special Purpose Equipment	30,000		
Total	30,450	Total	(450)

Net Increase **$30,000**

Personnel Summary:

Manager – Part Time	1	Assistant Manager – Part Time	1
Cashier – Part Time	1	Life Guards – Part Time	8
WSI*/Lifeguards-Part Time	2		

*Water Safety Instructor

Total Part Time Employees **13**

Personnel History: No Full Time Employees

Recreational Programs

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

Fiscal 2016 Accomplishments:

- Held Annual "Daddy Long Leg's "5K Fun, Run/Walk held on Thanksgiving Day at Wentz Camp with 93 participants.
- Held the Second Annual Pickleball Tournament on September 21, 2015 at Unity Gym with 15 teams representing four cities.
- Held the 10th Annual Veteran's Day luncheon on Nov 11, 2015 at the Senior Center with 140 attendees.
- Coordinated the 7th Annual Older American month activities in May with 160 participants.
- Scheduled 312 Medicare Part D appointments with average annual savings of $600 per client.
- Sponsored two City Employee health and wellness activities: Employee/Family member 100 Mile Walk with 88 participants and "Personal Challenge" blackout bingo with 72 participants.
- Provided a monthly health letter to employees.
- Attended a State conference on aging in Norman. The Senior Center Choir "Forever Young", which has sixty members, was invited to perform at the conference.

Fiscal 2017 Objectives:

- Hold the Sixth Annual "Daddy Long Legs" 5K Fun Run/Walk on Thanksgiving Day at Wentz Camp.
- Sponsor the 3rd Annual Pickleball tournament on September 20, 2016 at Unity Gym.
- Continue to provide health and wellness activities for city employees and increase participation by 5%.
- Expand the Medicare Part D assistance program through increased public awareness beginning September 2016.
- Partner with Hospice of North Central Oklahoma in developing a support group for seniors who have lost children.
- Sponsor a 2nd Annual 5K color run/walk in April 2017 at Wentz Camp.

General Fund - Recreational Programs								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	220,635	211,559	222,814	238,378	172,826	246,515	8,137	3.41%
Material/Supplies	18,467	17,397	18,353	24,385	13,556	23,235	(1,150)	(4.72%)
Other Charges & Svcs	19,947	36,558	30,784	51,500	23,599	52,650	1,150	2.23%
Capital Outlay	0	32,097	0	7,000	6,500	30,000	23,000	328.57%
Transfers	6,953	7,307	6,604	8,499	4,929	8,499	0	0.00%
Department Total	**266,002**	**304,919**	**278,555**	**329,762**	**221,411**	**360,899**	**31,137**	**9.44%**

Approved Capital:

Lake Ponca Trail - Segment 4	(Hotel/Motel Tax) $140,000
Young Park Neighborhood Splash Pad	(Hotel/Motel Tax) $140,000
Attucks Park Neighborhood Splash Pad	(Hotel/Motel Tax) $80,000
	(CDBG Grant) $60,000
Resurface Tennis Courts 1-5	$30,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	6,875	Workers Compensation	(1,409)
FICA	492	Athletic Supplies	(200)
Medicare	107	Senior Center Materials	(1,000)
Retirement Plan 1	931	Misc Supplies	(100)
Health Insurance	1,141	Education & Training	(50)
Medical Supplies	25	Senior Center Other Charges	(295)
Building Maintenance	125	Unity Gym Improvements	(7,000)
Gas Utilities	295		
Advertising	200		
Printing	200		
Misc Contractual Services	50		
Misc Other Charges	450		
Miscellaneous	300		
C/O Building Addition & Impr	30,000		
Total	41,191	Total	(10,054)

Net Increase **$31,137**

Personnel Summary:

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

Total Full Time Employees **3**
Total Part Time Employees **6**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	3	3	3	3	3	3	3	3	3	**3**

Wentz Camp

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

Fiscal 2016 Accomplishments:

- Served as host site for 2M2L Back to School Bash on August 29, 2015 with 400 student participants.
- Held two "Full Moon Over Wentz" Free Family Swims on June 15, 2015 and July 13, 2015 with over 600 citizens attending each event.
- Provided bi-weekly in-service training for seasonal employees.

Fiscal 2017 Objectives:

- Continue as host site for 2M2L Back to School Bash on August 27, 2016.
- Provide two "Full Moon Over Wentz" free family swims.
- Continue to provide in-service training for seasonal pool employees.

General Fund - Wentz Camp								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	62,384	57,620	45,786	69,305	36,427	69,305	0	0.00%
Material/Supplies	23,263	21,867	18,142	27,200	3,412	27,495	295	1.08%
Other Charges & Svcs	1,243	2,377	1,970	3,375	1,471	3,080	(295)	(8.74%)
Capital Outlay	0	0	45,461	0	0	6,000	6,000	0.00%
Transfers	2,351	3,165	2,782	4,177	1,479	4,177	0	0.00%
Department Total	**89,242**	**85,030**	**114,141**	**104,057**	**42,789**	**110,057**	**6,000**	**5.77%**

Approved Capital: Ice Machine $6,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Janitor Supplies	295	Gas Utilities	(370)
Printing	100	Education & Training	(50)
Misc Other Charges	25		
Machinery & Equipment	6,000		
Total	6,420	Total	(420)

Net Increase **$6,000**

Personnel Summary:

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

Total Part Time Employees **11**

Personnel History: No full time employees

Marland's Grand Home

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

Fiscal 2016 Accomplishments:

- Greeted 3,322 visitors from 42 states and 14 countries, hosted 16 group tours, 21 special events, and 40 club meetings during calendar year 2015.
- Created Special Events Dressing/Staging Area for brides and guests.
- Created a Historic Landscape Plan with Brian Dougherty, Oklahoma State University Horticulture professor and outreach specialist, and purchased and completed plantings thanks to the Parks and Recreation Department and a ConocoPhillips grant.
- Provided 3 safety familiarization tours of home to Ponca City Fire Department.
- Installed front and back porch metal railings to match existing metal work on exterior of the home.
- Presented "Henry Hatashita, Marland's Japanese Gardener" and "A Pathway through Time, the 100 Year History of the Marland's Grand Home".
- Completed, with Scott Swearingen Productions, a one hour Marland documentary titled "High Stakes: The Life & Times of E.W. Marland; taped Marland's Grand Home segment on "Discover Oklahoma" hosted by Dino Lalli; and added two new on-site continuous loop videos, the "101 Ranch" and "Marland History".
- Developed seven new displays/exhibits: "Bartram Indian Collection", "Vintage Medical", "Vintage Bridal Portraits", "Marland Collages", "Marland Transportation", "Hatashita Japanese Gardener" and "Solomon A. Layton Architect", as well as reworked the "Archaeological Exhibit" with help of Dr. Richard Drass, Oklahoma Archaeological Survey, Oklahoma University.
- Hired Matt Reed, Oklahoma Historical Society Indian exhibit specialist, to rework all Indian Exhibits to better illustrate the stories of the Plains tribes.
- Completed inventory of all artifacts, Indian, 101 Ranch and Marland Family and Oil items, as well as tagged Marland and Paris Furniture originals with ribbons.
- Created "American Indian History", "Cowboy History" and "Oil History" scavenger hunt brochures for adults and students, and wrote "100 Years of the Marland's Grand Home" a monthly article series for the Ponca City News.
- Revised Marland's Grand Home Facility Rental Contract and Policies, which include non-refundable fees for event cancelations.
- Co-hosted "Holiday Happenings & Christmas Open Houses" and organized "Centennial Celebration" activities to be carried out throughout 2016.

Fiscal 2017 Objectives:

- Complete, with Tony Vann & Associates, an interactive tour program for electronic devices to better communicate the Marland story.
- Continue to identify and provide preventative maintenance and repairs.
- Continue to improve the storage and display of artifacts.

- Continue to expand advertising opportunities through cooperative local tourism efforts, utilizing the Oklahoma Tourism's Fulfillment Program, updating all print ads and brochures, and capitalizing on free advertising through City employee newsletters, Media Tip Sheets, Cable Channel 22, Facebook, Twitter and website.

General Fund - Marland's Grand Home								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	24,451	30,894	69,104	90,148	62,385	144,425	54,277	60.21%
Material/Supplies	4,513	4,710	5,785	6,620	3,571	6,620	0	0.00%
Other Charges & Svcs	8,834	10,239	8,036	11,832	2,844	11,832	0	0.00%
Capital Outlay	0	7,606	4,050	10,000	0	40,000	30,000	300.00%
Transfers	3,363	3,363	3,363	3,363	2,522	3,363	0	0.00%
Department Total	**41,161**	**56,812**	**90,338**	**121,963**	**71,322**	**206,240**	**84,277**	**69.10%**

Approved Capital: Repair Roof & Chimney Leaks $40,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	35,296		
FICA	2,255		
Medicare	537		
Retirement Plan 1	3,165		
Health Insurance	11,981		
Workers Compensation	443		
Vehicle Allowance	600		
C/O Building Addtion & Impr	30,000		
Total	84,277	Total	0

Net Increase **$84,277**

Personnel Summary:

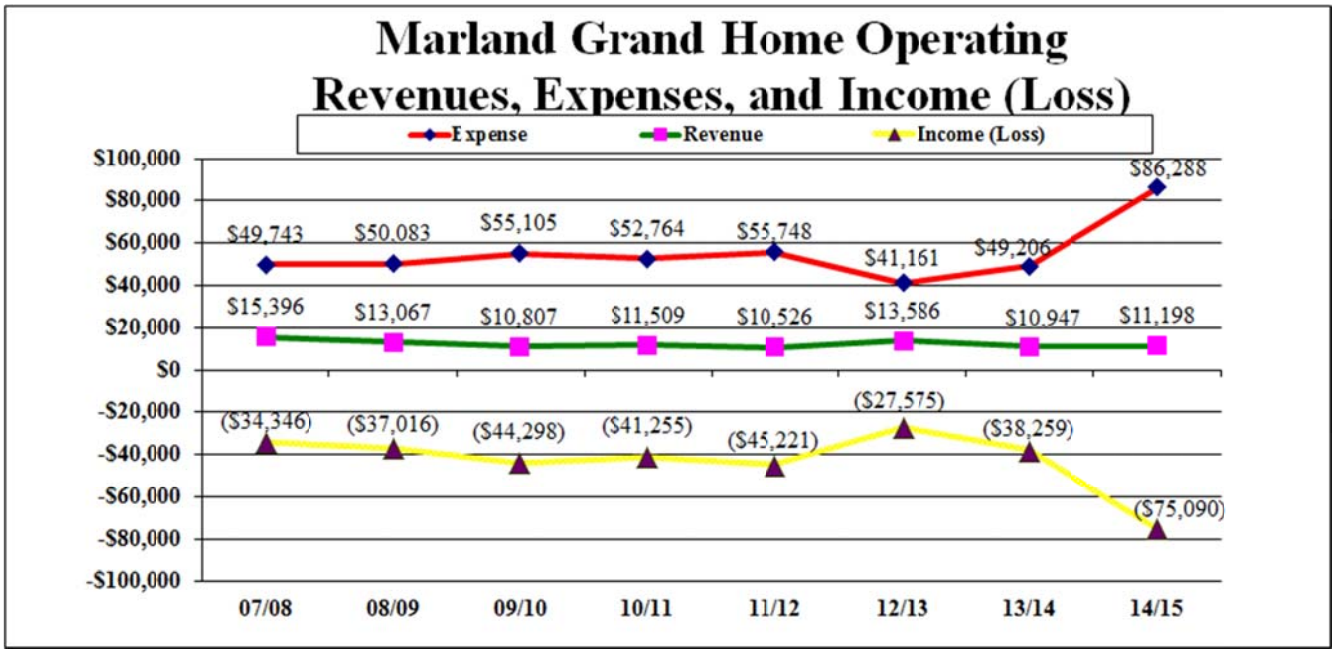
Assistant Director	1	Operation Assistant	1
Maintenance Technician	1		

Total Full Time Employees **3**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	1	1	1	1	1	1	1	2	2	**3**

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



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Marlands Grand Home is not charged for City utility services and they are not reflected in the graph above. FY 2014/15 utility expense was approximately $7,890.

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 2016 Accomplishments:

- Completed secret shopper assessment of library services by April 2016.
- Achieved a 5 day turnaround for processing materials from postal delivery to the new book shelves.
- Received over $100,000 in grants, donations and in-kind services.
- Implemented a new 3 year long range plan.
- Completed an exterior cleaning and waterproofing project in Spring 2016.
- Provided over 23,000 checkouts of downloadable materials through participation in the Oklahoma Virtual Consortium to Ponca City residents.
- Developed new signage, displays and passive programs throughout the building on a regular and frequent basis, utilizing staff members from every department throughout the year.
- Partnered with VITA (Volunteer Income Tax Assistance) to prepare income tax forms for approximately 1,000 people.
- Provided over 14,000 downloaded magazines through Zinnio to library card holders.
- Completed a re-labeling project, in which over 34,000 items were re-labeled to improve appearance and accessibility.
- Provided new programs, such as Brick Builders, Murder Mystery Night, Santa storytime, Origami extravaganza, and Book Club Monday.
- Completed volunteer job descriptions and pamphlets for potential volunteers.
- Library staff completed initial assessment of space to establish recommendations for improved use of facility, collections and services.
- Provided two months of adult heath literacy programs through grants from ODL/IMLS to over 100 adults.

Fiscal 2017 Objectives:

- Complete a condition assessment of the Matzene Art Collection by December 2016.
- Make recommendations for online educational testing resources, such as Brainfuse, by January 2017.
- Achieve a collection turnover rate of 2.4 to 3.0 by January 2017.
- Assess Early Literacy Stations for consideration in the Children's collections by January 2017.

General Fund - Library								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	613,752	624,675	598,401	693,530	489,578	710,431	16,901	2.44%
Material/Supplies	184,450	186,308	179,487	192,500	117,980	193,500	1,000	0.52%
Other Charges & Svcs	83,833	82,865	78,977	80,900	52,414	79,900	(1,000)	(1.24%)
Capital Outlay	0	0	2,600	0	0	8,000	8,000	100.00%
Transfers	18,633	18,633	18,633	18,633	13,975	18,633	0	0.00%
Department Total	**900,669**	**912,481**	**878,098**	**985,563**	**673,947**	**1,010,464**	**24,901**	**2.53%**

Approved Capital: Photocopier $8,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	21,750	Health Insurance	(6,202)
Part Time Salaries	1,128	Workers Compensation	(4,280)
FICA	1,449	Office Supplies	(1,000)
Medicare	339	Janitor Supplies	(500)
Retirement Plan 1	2,296	Printing	(100)
ICMA Retirement City	371	Office Equipment Maint	(1,000)
Vehicle Allowance	50		
Books & Periodicals	2,000		
Buildings Maintenance	500		
Gas Utilites	100		
Copiers	8,000		
Total	37,983	Total	(13,082)

Net Increase **$24,901**

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:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	11	11	11	11	11	11	11	11	11	**11**

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2013	2014	2015
Circulation per Capita	**10.79**	**9.92**	**9.99**	**9.93**	**9.81**	**9.88**	**9.13**	**8.86**	**9.03**	**9.03**	**8.17**	**7.95**
Program Attendance Per Capita	**.54**	**.35**	**.37**	**.29**	**.35**	**.28**	**.30**	**.68**	**.92**	**.92**	**.61**	**.38**
Reference Transactions	**.82**	**.87**	**.71**	**.67**	**.71**	**.75**	**.71**	**.70**	**.48**	**.48**	**.52**	**.56**
Collection Turnover Rate	**3.3**	**2.91**	**2.88**	**2.62**	**2.54**	**2.55**	**2.73**	**2.44**	**2.55**	**2.55**	**2.51**	**2.45**
Collection Size Per Capita	**3.27**	**3.41**	**3.47**	**3.77**	**3.35**	**3.88**	**3.34**	**3.62**	**3.53**	**3.53**	**3.24**	**3.24**
Library Cards % of Community	**76%**	**76%**	**75%**	**69%**	**73%**	**73%**	**72%**	**69%**	**67%**	**67%**	**68%**	**53%**

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 and community partners to enhance library materials and services.

Fiscal 2016 Accomplishments:

- Partnered with the Ponca City Area Literacy Council to receive a $4,000 Health Literacy Grant from the Oklahoma Department of Libraries/Institute of Museum of Library Services to provide weekly programs and workshops during June and July 2016.
- Worked with Phillips66 employees to develop volunteer grant income to support library programs such as Maker projects.
- Applied for 3 continuing education grants from the Oklahoma Department of Libraries.
- Provided family programming featuring nature and science themes through grants from the Oklahoma City Zoo.
- Created a donor information pamphlet outlining opportunities to make gifts to the Library.
- Provided the Books for Babies welcome packet to over 300 families at the Ponca City Medical Center.
- Updated the traveling children's book cart collections at offsite locations, including the Domestic Violence Center.
- Replaced and upgraded the children's circulating collection through donations from The Children's Reading Trust.
- Provided over 80 programs during the Children's Summer Reading Program, *Every Hero Has a Story* to over 3,000 with support from the Children's Reading Trust.
- Provided reading incentives and adult programs with support from the Friends of the Ponca City Library and ConocoPhillips volunteer grants.
- Provided the annual Touch-A-Truck to approximately 300 people utilizing local volunteers and vehicles from City of Ponca City Departments and local businesses, such as Hiland Dairy.

Fiscal 2017 Objectives:

- Augment category 2 & 3 budgets at least by an additional 10% through grants, gifts, and program sponsorships.
- Apply to at least 2 additional grant organizations during FY 15/16 for program and collection support.
- Send library staff to training on grant writing skills by July 2017.

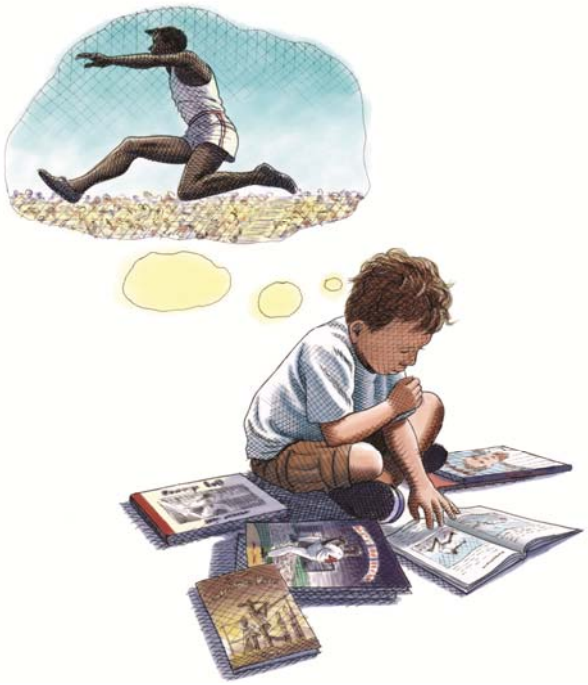
Special Revenue - Library Grant Fund									
					2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Grant Revenue	8,059	151,730	8,341	305,080	10,000	102,974	20,000	10,000	100.00%
Total Revenues:	**8,059**	**151,730**	**8,341**	**305,080**	**10,000**	**102,974**	**20,000**	**10,000**	**100.00%**
EXPENDITURES									
Material & Supplies	1,807	49,439	51,364	41,557	5,000	21,788	5,000	0	0.00%
Other Charges & Svcs	7,000	22,602	24,064	23,922	5,000	19,088	15,000	10,000	200.00%
Capital Outlay	0	0	0	0	0	0	0	0	0.00%
Total Expenditures:	**8,807**	**72,042**	**75,428**	**65,479**	**10,000**	**40,876**	**20,000**	**10,000**	**100.00%**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Misc Other Charges	10,000		
Total	10,000	Total	0

Net Increase **$10,000**



Cover art for brochures for *On Your Mark, Get Set… Read!*
The 2016 summer event is funded by the Library Services Technology Act

Library State Aid Fund

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

Fiscal 2016 Accomplishments:

- Provided new downloadable materials through the Oklahoma Virtual Library Consortium.
- Library staff participated on the Legislative Committee of the Oklahoma Library Association.
- Worked to maintain eligibility for state aid allotment through annual reviews, statistics gathering and filing the annual report in a timely manner.
- Provided materials for programs, such as craft supplies, decoration or books.
- Participated in Legislative Day at the Capital and distributed informational flyers about library programs and services.
- Provided staff training at the Oklahoma Library Association annual conference and at the American Library Association annual conference.
- Provided annual updates to Library staff and Board members on legislative issues and funding for libraries.

Fiscal 2017 Objectives:

- Seek to offset changes in state aid funding through other sources.
- Contact legislators on library issues at least 2 times per year.
- Act to maintain the Library's eligibility for state aid and grants from the Oklahoma Department of Libraries and IMLS.

Special Revenue - Library State Aid									
					2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Trust Revenue	13,577	16,333	14,879	13,947	17,000	11,651	16,000	(1,000)	(5.88%)
Total Revenues:	**13,577**	**16,333**	**14,879**	**13,947**	**17,000**	**11,651**	**16,000**	**(1,000)**	**(5.88%)**
EXPENDITURES									
Material & Supplies	4,730	7,333	8,379	7,966	7,000	667	6,000	(1,000)	(14.29%)
Other Charges & Svcs	8,847	9,000	6,500	5,981	10,000	868	10,000	0	0.00%
Total Expenditures:	**13,577**	**16,333**	**14,879**	**13,947**	**17,000**	**1,536**	**16,000**	**(1,000)**	**(5.88%)**

Approved Budget Variances from Prior Year:

Increases		Decreases	
Office Supplies	1,000	Books & Periodicals	(2,000)
Total	1,000	Total	(2,000)

Net Decrease **($1,000)**

Street & Alley Fund

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

Fiscal 2016 Accomplishments:

- Provided funding to make all necessary repairs to city streets using 151 yards of concrete and 622 tons of asphalt.
- Provided funding for 967 feet of curb and gutter replacement throughout the city.
- Provided funding for 5 lane miles of crack sealing on city streets.
- Provided funding to repair 489 blocks of city maintained alleys, while using 632 tons of TBSC oil and 70 cubic yards of asphalt millings.
- Provided funding of utility cuts using 191 yards of concrete and 330 tons of asphalt.
- Provided funding for the materials used in the reconstruction of the Airport drainage channel.
- Provided funding for 19 miles of chip and seal repair on City streets.

Fiscal 2017 Objectives:

- Continue to fund the crack seal program.
- Continue to fund materials to repair alleys and roads.
- Continue to fund materials to repair all utility cuts incurred during the year.
- Continue to fund the curb replacement program.
- Continue to provide funding for both the fog seal and chip and seal programs.
- Fund capital for the purchase of a new street sweeper.

Special Revenue - Street & Alley Fund									
					2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
County Mtr Veh Tax	173,682	177,998	191,775	188,697	188,000	121,983	188,000	0	0.00%
State Gasoline Tax	47,050	45,558	45,455	46,279	45,000	30,890	45,000	0	0.00%
Misc Receipts	0	50,206	0	0	0	0	0	0	0.00%
Total Revenues:	**220,732**	**273,762**	**237,230**	**234,975**	**233,000**	**152,873**	**233,000**	**0**	**0.00%**
EXPENDITURES									
Material & Supplies	161,746	175,725	138,411	158,191	288,000	138,554	288,000	0	0.00%
Other Charges & Svcs	477	700	243	2,222	15,000	0	15,000	0	0.00%
Capital	0	0	0	0	205,000	0	265,000	60,000	29.27%
Total Expenditures:	**162,223**	**176,425**	**138,654**	**160,414**	**508,000**	**138,554**	**568,000**	**60,000**	**11.81%**

Approved Capital: Street Sweeper $265,000

Approved Budget Variances from Prior Year:

Increases		Decreases	
Chemical Supplies	2,000	Curb & Gutter Maintenance	(2,000)
Special Purpose Vehicles	60,000		
Total	62,000	Total	(2,000)
	Net Increase	**$60,000**	

Special Projects – Juvenile Fines

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

Fiscal 2016 Accomplishments:

- Continued to require review court dates to insure that defendants were complying with court-ordered requirements/programs as ordered by the judge.
- Updated procedure for submitting cancellation/subpoena form to Department of Public Safety due to their changes in submittal guidelines.

Fiscal 2017 Objectives:

- Continue to fund contract with Northern Oklahoma Youth Services on Youth Intervention programs.
- Send Juvenile Judge and Court Clerks to training to obtain further certification hours.
- Utilize local drug testing facilities for court-ordered drug testing at designated intervals.
- Maintain filing notifications to the Office of Juvenile Affairs to keep their office informed of cases being processed through our court as per the signed agreement between OJA/District Court and the City of Ponca City.

Special Revenue - Special Projects Fund - Juvenile Fines									
					2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Juvenile Fines	37,607	35,414	24,181	22,821	23,000	16,480	21,700	(1,300)	(5.65%)
Misc Receipts	73	130	81	421	0	2,311	0	0	0.00%
Total Revenues:	**37,680**	**35,544**	**24,262**	**23,241**	**23,000**	**18,791**	**21,700**	**(1,300)**	**(5.65%)**
EXPENDITURES									
Personal Services	15,388	15,998	15,673	16,610	17,665	12,932	4,500	(13,165)	(74.53%)
Material & Supplies	990	1,187	1,162	1,664	2,060	688	1,400	(660)	(32.04%)
Other Charges & Svcs	15,314	15,720	15,767	15,740	16,225	11,375	15,800	(425)	(2.62%)
Total Expenditures:	**31,693**	**32,905**	**32,602**	**34,014**	**35,950**	**24,995**	**21,700**	**(14,250)**	**(39.64%)**

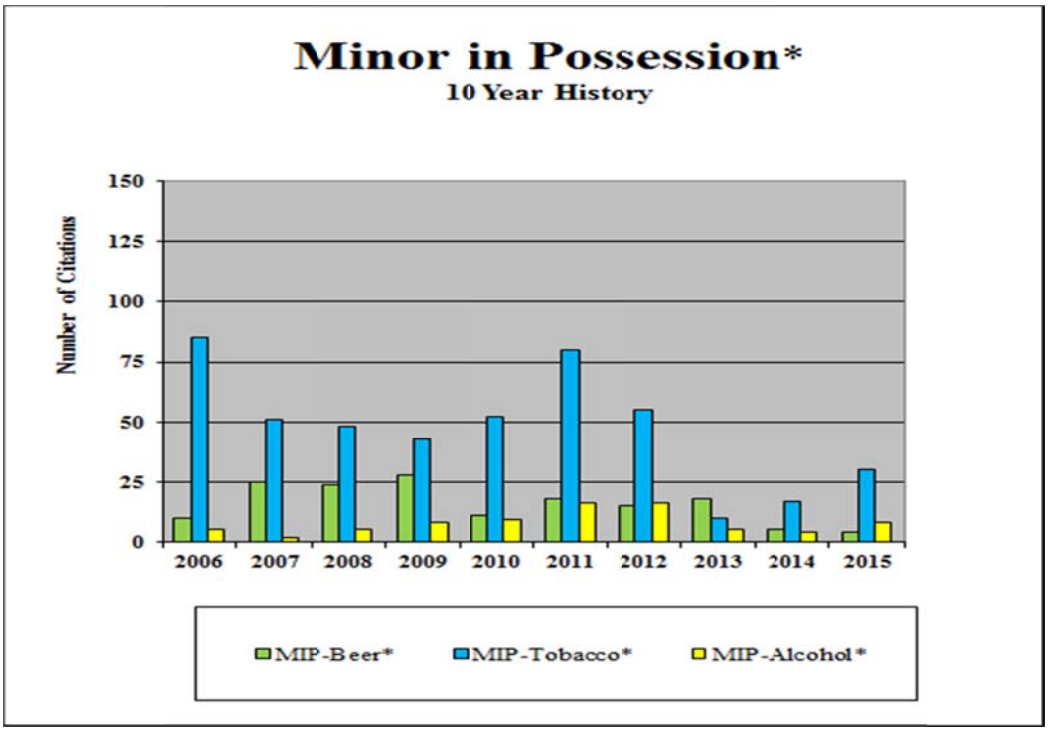
Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
		Part Time Salaries	(7,000)
		Contract Labor	(3,300)
		FICA	(390)
		Medicare	(110)
		Retirement Plan 1	(475)
		Health Insurance	(1,600)
		Life Insurance	(50)
		Workers Compensation	(240)
		Office Supplies	(525)
		Postage	(135)
		Misc Professional Services	(100)
		Education & Training	(325)
Total	0	Total	(14,250)

Net Decrease **($14,250)**

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



Juvenile Caseload Ten Calendar Year Comparison

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Assault and Battery	160	117	63	67	65	67	55	45	45	41
MIP-Beer*	10	25	24	28	11	18	15	18	5	4
MIP-Tobacco*	85	51	48	43	52	80	55	10	17	30
MIP-Alcohol*	5	2	5	8	9	16	16	5	4	8
Petit Larceny	47	38	40	54	53	48	49	46	32	38
Public Intoxication	27	32	30	28	46	53	35	14	8	21
Trespassing	18	14	6	9	3	3	4	14	6	6
Vandalism	43	26	19	29	19	24	8	96	19	20
Curfew	120	119	146	146	81	76	118	62	21	44
Poss of Paraphernalia	These charges were previously handled by the Office of Juvenile Affairs until the Juvenile Court Agreement was revised in 2012 which allows Juvenile Court to process any misdemeanor offense.						12	16	14	10
Poss of Marijuana							10	15	21	11
Obstructing							2	1	8	4
False Information							3	3	1	2
Sell or give beer under 21							1	0	0	0
Harrassment via Tele/Elec							0	0	1	9
Allow Animal Attack/Bite							0	0	1	0
Resisting Arrest										1
Disturb Peace (Fighting\Lauguage)										28
Conduct near school										9
Interefere with duties of PO										1
Total	**515**	**424**	**381**	**412**	**339**	**385**	**383**	**345**	**203**	**287**

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 2016 Accomplishments:

- Promoted the community through a wide network of marketing tools.
- Provided funding for the Chamber of Commerce to operate the Tourism Program for the community.
- Completed several recreation capital improvement upgrades.

Fiscal 2017 Objectives:

- Fund various public recreation capital improvements as identified by staff and Approved by the City Commission.
- Fund the Tourism Program operated by the Chamber of Commerce.
- Promote Ponca City as a destination to be seen and experienced.

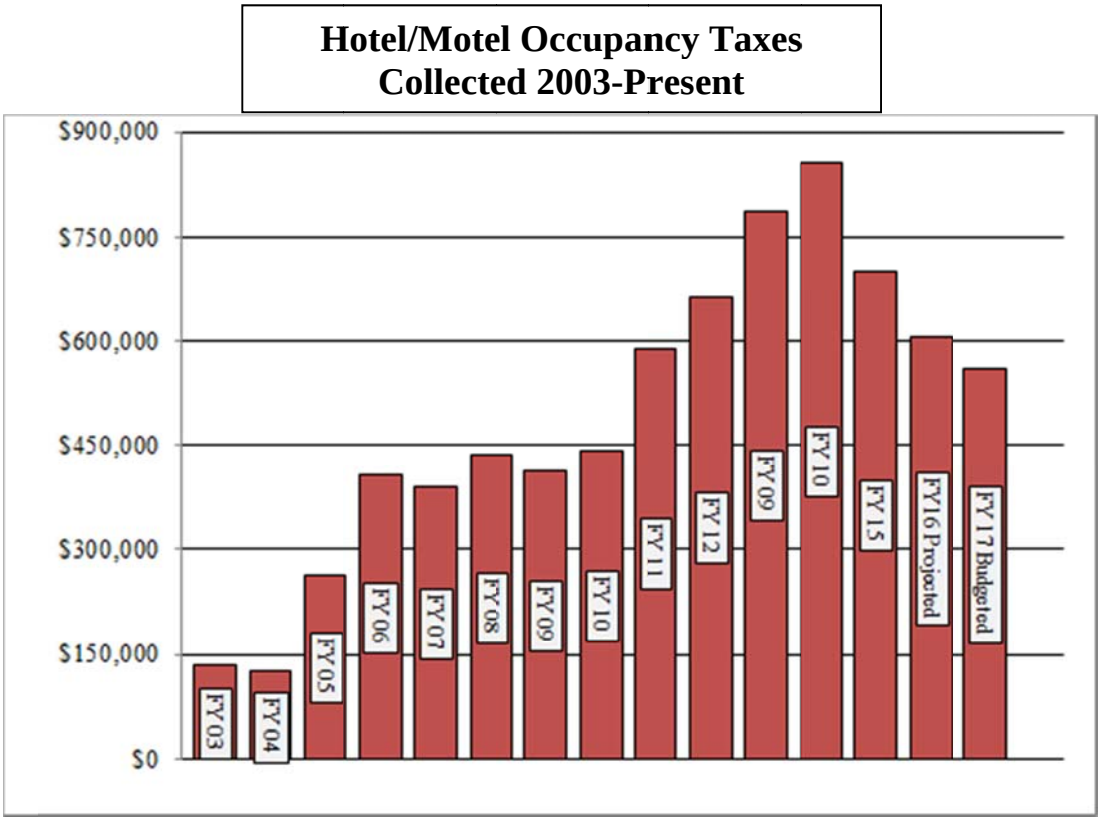
Special Revenue - Hotel/Motel Guest Tax									
					2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Outside Revenue	664,709	786,682	854,775	701,928	600,000	395,458	560,000	(40,000)	(6.67%)
Other Revenue	11,319	10,985	913	866	0	78	0	0	0.00%
Total Revenues:	**676,027**	**797,667**	**855,688**	**702,794**	**600,000**	**395,536**	**560,000**	**(40,000)**	**(6.67%)**
EXPENDITURES									
Personal Services	0	0	0	0	0	0	0	0	0.00%
Material & Supplies	0	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	216,913	256,516	254,695	254,695	271,667	199,572	271,667	0	0.00%
Capital Outlay	108,478	138,502	324,981	324,981	81,000	191,281	360,000	279,000	344.44%
Transfers	0	0	11,319	11,319	0	0	0	0	0.00%
Total Expenditures:	**325,391**	**395,019**	**590,994**	**590,994**	**352,667**	**390,852**	**631,667**	**279,000**	**79.11%**

Hotel/Motel Tax Fund
Approved Funding - Fiscal 2016-17

Recreation	Lake Ponca Trail – Segment 4	$140,000
Recreation	Young Park Neighborhood Splash Pad	$140,000
Recreation	Attucks Park Neighborhood Splash Pad CDBG Match	$80,000
Total Hotel/Motel Tax		**$360,000**

Approved Budget Variances from Prior Year

Increases		Decreases	
Public Recreation Impr.	300,000	Park & Recreation Equipment	(21,000)
Total	300,000	Total	(21,000)
	Net Increase	**$279,000**	



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

Grant Fund
Certified Local Government Grant

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

Fiscal 2016 Accomplishments:

- Completed a National Register Nomination for Henry Hatashita House located at 1408 Pioneer Road in Ponca City.
- Completed Intensive Level Survey for Overbrook Historic District.
- Attended the National Preservation Conference in Washington, DC.
- Attended State Historic Preservation Conference in Bartlesville, OK.
- Reviewed a Certificate of Appropriateness Applications as required.
- Hosted a Local History Month presentation.

Fiscal 2017 Objectives:

- Complete a National Register Nomination for the McGraw House.
- Complete a National Register Nomination for the Old Stone Barn.
- Complete a National Register Nomination for Attucks Community Center.
- Review Certificate of Appropriateness as required.
- Attend State and National Preservation Conference for continuing education.
- Assist City staff in the review of all historic preservation grant activities.

Special Revenue - Certified Local Government									
					2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2012 Actual	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2016	Actual 03/31/2016	Approved Budget	Amount	Percent
Cert Local Gov Grant	4,500	6,633	8,564	12,902	5,250	0	5,250	0	0.00%
Total Revenues:	**4,500**	**6,633**	**8,564**	**12,902**	**5,250**	**0**	**5,250**	**0**	**0.00%**
EXPENDITURES									
Other Charges & Svcs	8,769	2,883	10,114	24,898	8,750	2,724	8,750	0	0.00%
Total Expenditures:	**8,769**	**2,883**	**10,114**	**24,898**	**8,750**	**2,724**	**8,750**	**0**	**0.00%**

Approved Capital: None

Approved Budget Variances from Prior Year: None

Capital Improvements Project

Department Mission:

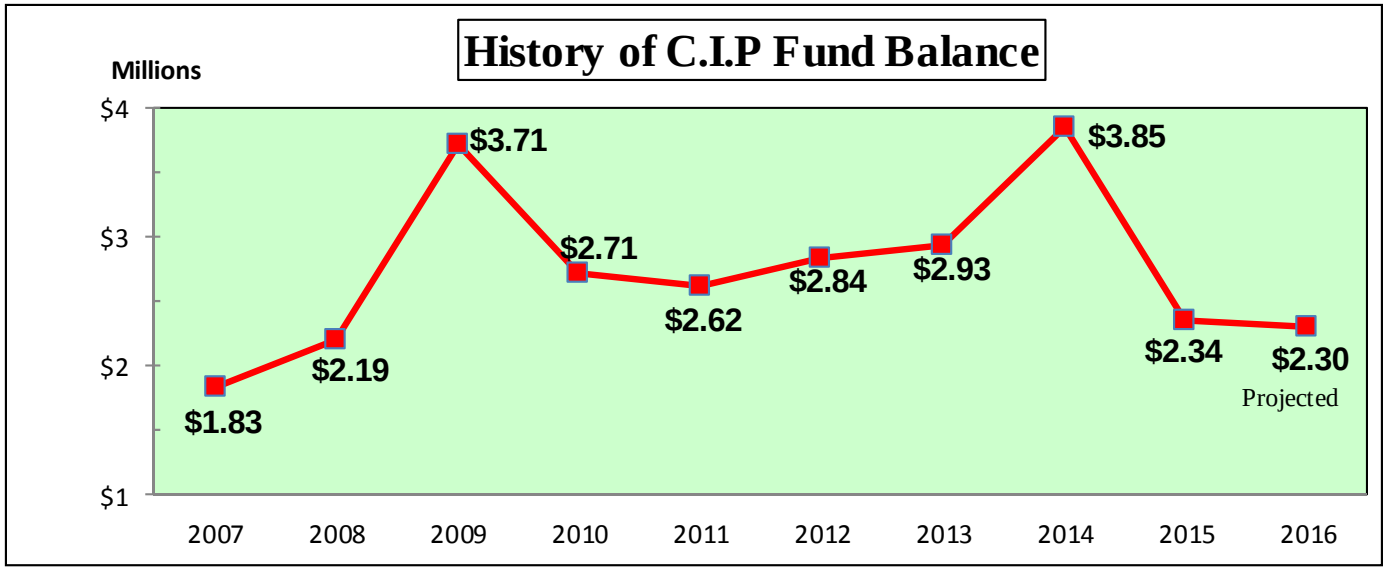
The Capital Improvements Fund will account for capital improvement projects budgeted for the City governmental fund types. Funding was originally derived from the refinancing of several PCUA revenue bond issues. To be selected for approval during the budget process, a Capital Improvement Project must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

Fiscal 2016 Accomplishments:

- Funded exterior building cleaning, repairs, and sealing at the Ponca City Library.
- Funded waterproofing and replacement of the north stone terrace at the Marland Estate.
- Funded technology upgrades for the City TS Department.
- Funded painting walls of buildings 2, 3, 4 at the Ponca City Regional Airport.
- Funded a five stage vertical turbine pump for Lew Wentz Golf.
- Funded grant matching funds for the Ponca City Regional Airport.
- Funded an exhaust system, overhead door operators, and a breathing fill station for the Ponca City Fire Department.

Fiscal 2017 Objectives:

- Fund various critical capital improvements as identified by management and approved by the City Commission.



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

Capital Improvements Project								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Intergov Grants	0	0	75,000	0	3,500	0	0	0.00%
Donations	992,150	2,568,159	333,962	0	1,199	0	0	0.00%
Miscellaneous Receipts	0	0	0	0	0	0	0	0.00%
Trfr from General	200,000	250,000	150,000	0	0	0	0	0.00%
Trfr from Publ Fac Tx	0	0	0	0	0	0	0	0.00%
Trfr from Water	0	0	0	0	0	0	0	0.00%
Trfr from PC Energy	400,000	400,000	400,000	400,000	400,000	400,000	0	100.00%
Trfr from Solid Waste	0	0	0	0	0	0	0	0.00%
Trfr from PCUA Bond	0	0	0	0	0	0	0	0.00%
Trfr from Fire Station#1	0	0	0	0	0	0	0	0.00%
Transfer In	0	0	0	0	0	0	0	0.00%
Interest Income	18,151	20,925	36,908	26,667	15,013	25,000	(1,667)	(6.25%)
Honeywell Interest	0	0	0	0	0	0	0	0.00%
Total Revenues:	**1,610,301**	**3,239,084**	**995,870**	**426,667**	**419,712**	**425,000**	**(1,667)**	**(0.39%)**
EXPENDITURES								
Other Charges and Svcs	0	0	0	0	13,181	0	0	0.00%
Capital Outlay	1,615,055	3,496,645	3,496,645	410,000	129,813	518,000	108,000	26.34%
Debt Service	0	0	0	0	0	0	0	0.00%
Transfers	0	16,667	16,667	16,667	16,667	16,667	0	0.00%
Total Expenditures:	**1,615,055**	**3,513,312**	**3,513,312**	**426,667**	**159,661**	**534,667**	**108,000**	**25.31%**

Approved Budget Variances from Prior Year

Increases		Decreases	
Technology Services Capital	63,000	Fire Station #1 Tax	(34,000)
Public Safety Center	200,000	Marland Mansion Capital	(76,000)
Golf Capital Improvement	49,000	Library Capital Improvement	(65,000)
		Airport Building Improvement	(29,000)
Total	312,000	Total	(204,000)

Net Increase **$108,000**

Capital Improvement Projects (CIP) Fund
Approved Funding - Fiscal 2016-17

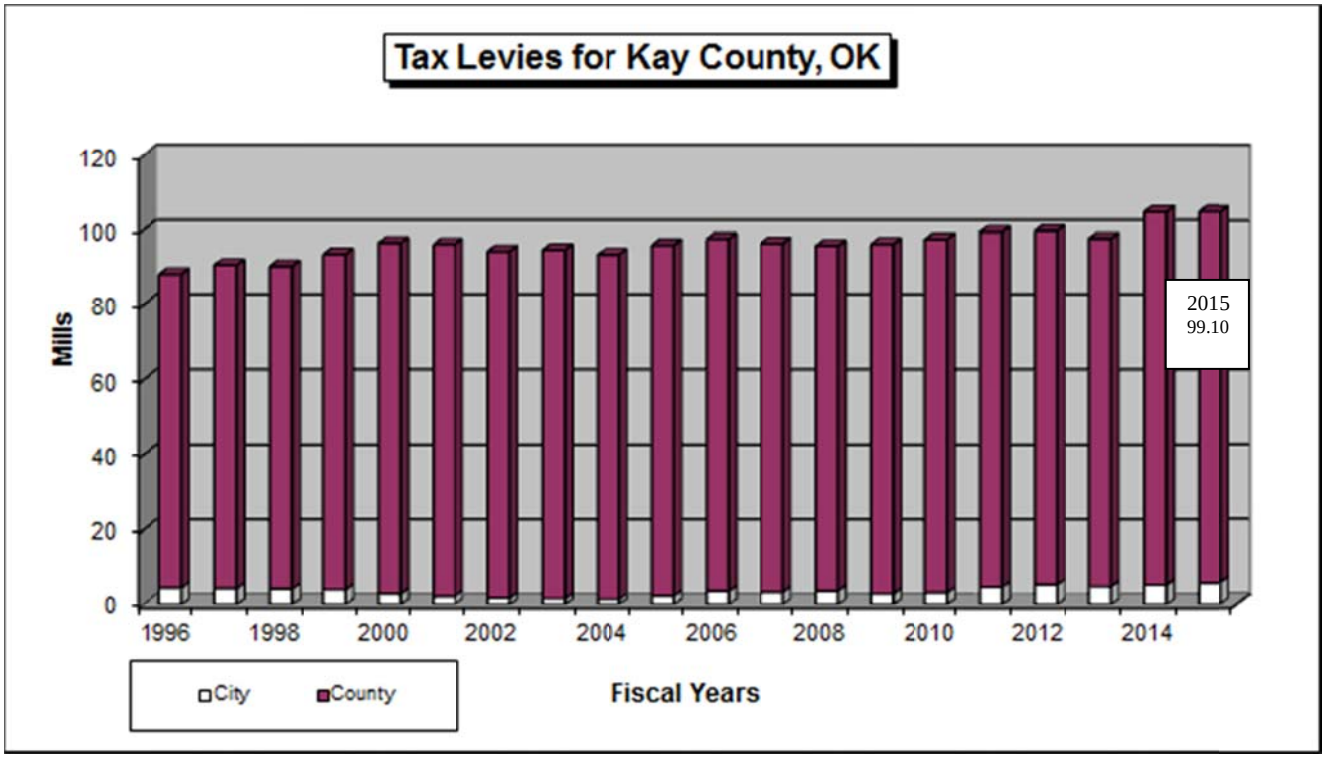
Police	Engineering & Design – New Public Safety Center	$200,000
City Manager	Capital Contingency	$100,000
Tech Services	Cisco Call Manager/Utility System	$65,000
Wentz Golf	200 Gallon Gas Powered Sprayer	$44,000
Tech Services	Cisco Switches	$40,000
Marland Estate	Ultraviolet Thermofilm Window Treatment	$34,000
Airport Grants	Non Entitlement Grant	$16,667
Wentz Golf	Upgrade Network 8000 Irrigation Software	$12,000
Wentz Golf	Driving Range / Practice Area (Phase I Land Prep)	$10,000
Tech Services	Uninterruptable Power Supplies	$8,000
Tech Services	Network/Server Racks for City Hall & PD	$5,000
Total CIP Capital Improvements		**$534,667**

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

	Actual 2011/12	Actual 2012/13	Actual 2013/14	Actual 2014/15	Projected 2015/16	Proposed 2016/17
Capital Outlay						
Misc. Capital Outlay	80,000	17,309	29,286	46,464	62,000	**100,000**
C/O Buildings	8,000	35,352				
Radio Compliance		55,669				
Black Dust Remediation			23,965			
Honeywell Project						
Public Facilities Tax	85,000	27,246				
Fire Station #1 Tax	12,300		7,755		30,801	
Building Roof Projects						
Police Capital	10,000	4,228			1,199	
Emergency Management -Siren						
Animal Control - Building Improvement	15,000					
Communications 911						
Fire Capital	28,000	1,785				
Fire Department Trucks	311,000					
City Hall	40,000					
Lake Ponca Capital			10,000			
Street Department Equipment						
Engineering Capital						
Park/Recreation Capital	16,000			72,796	2,204	
Senior Center						
AMBUC Pool	5,500					
Wentz Camp Improvements						
Lake Ponca Structures						
Wally Smith Tennis Center Impr.						
Unity Gym Improvements	80,000	11,659				
Marland's Grand Home Capital	8,200		4,750	21,075	33,250	
Louise Fluke Flag Plaza						
Library Capital Improvement	138,000	67,773	58,386		65,000	
Marland Mansion Capital	165,000	24,408	15,120		126,512	**34,000**
Wentz Golf Capital	33,000	29,870	250,686	77,659	16,671	**66,000**
Public Safety Center						**200,000**
Electric Substation						
Technology Services Communication System	12,000	276,491	296,095	50,753	67,238	**118,000**
City Garage Building Improvements			9,371			
Water Wells - P66		873,150	1,221,066	1,966		
Water Wells/Line OMPA		71,750	1,381,734	332,144		
Aerial Photography		45,718	137,153			
Airport Capital		62,578	51,278	73,770	78,197	
Fuel System Improvement	64,000	10,070				
C/O Airport Building Improvements					29,000	
sub total	**1,111,000**	**1,615,055**	**3,496,645**	**676,627**	**512,072**	**518,000**
Transfer to Funds						
Transfer to Civic Center Trust						
Transfer to Wentz Golf						
Transfer to Airport						
Trfr to Airport Capital Grants			16,667	16,667	16,667	**16,667**
- Match						
sub total	**0**	**0**	**16,667**	**16,667**	**16,667**	**16,667**
TOTAL EXPENDITURES	**$1,111,000**	**$1,615,055**	**$3,513,312**	**$693,294**	**$528,739**	**$534,667**

Debt Sinking Fund

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



For Calendar Year 2015, the total tax rate was 99.10 mills, comprised of P.C, Schools (61.96), Kay County (16.14), Pioneer Vo-tech (15.23), and City judgments (5.77).

Fiscal 2016 Accomplishments:

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

Fiscal 2017 Objectives:

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

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

Debt Sinking Fund								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Ad Valorem Taxes	591,827	552,440	617,931	720,000	547,884	700,000	(20,000)	(2.78%)
Trnsf in from Other Funds	0	0	0	0	0	0	0	0.00%
Interest Income	880	803	3,298	0	766	0	0	0.00%
Total Revenues:	**592,707**	**553,243**	**621,229**	**720,000**	**548,650**	**700,000**	**(20,000)**	**(2.78%)**
EXPENDITURES								
Debt Principal	0	0	0	0	0	0	0	0.00%
Debt Interest	0	0	0	0	0	0	0	0.00%
Agent Fee	0	0	0	0	0	0	0	0.00%
Sinking Judgement	505,183	466,287	505,925	600,000	275,898	590,000	(10,000)	(1.67%)
Sinking Judge Interest	111,641	80,780	103,133	120,000	64,720	110,000	(10,000)	(8.33%)
Total Expenditures:	**616,824**	**547,067**	**609,058**	**720,000**	**340,618**	**700,000**	**(20,000)**	**(2.78%)**

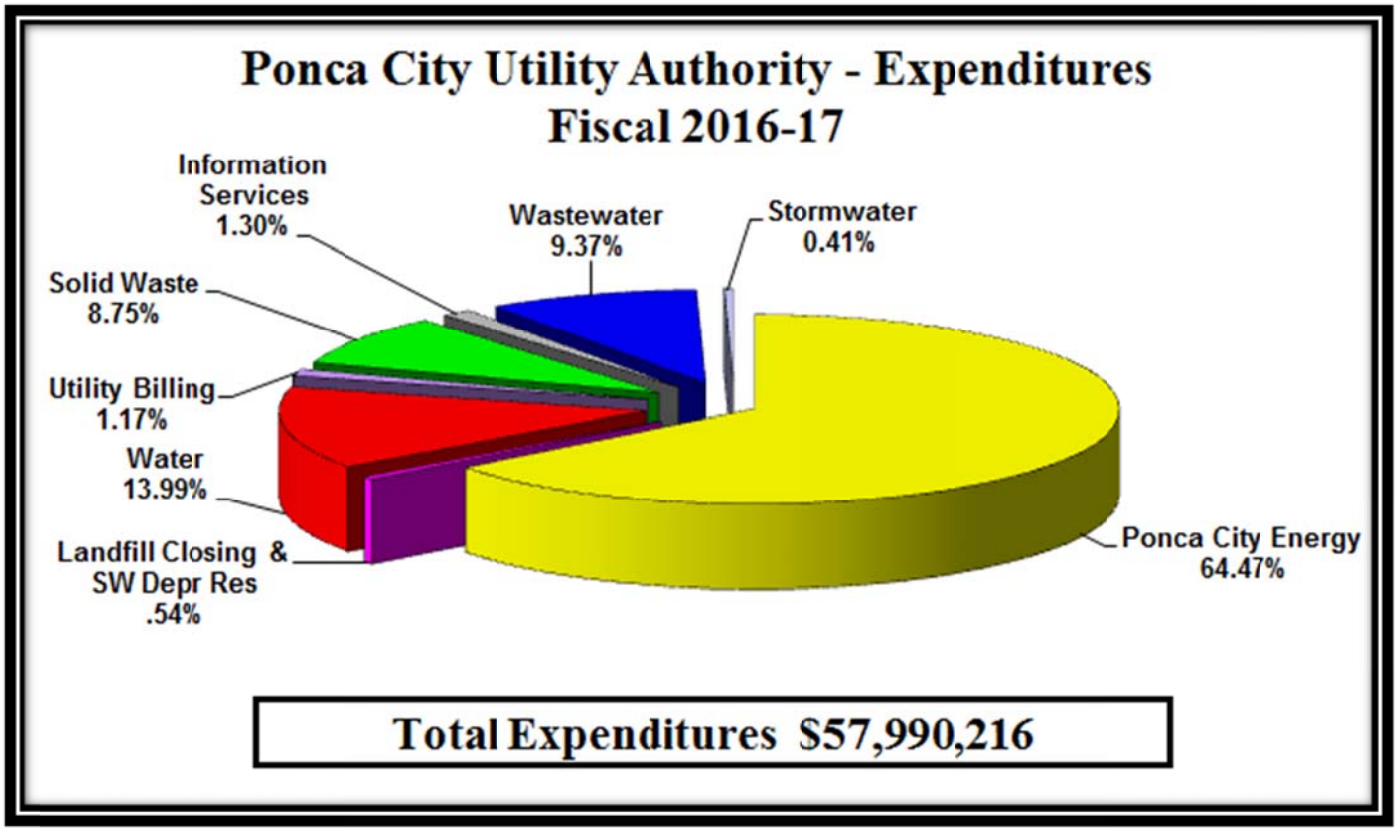
Approved Capital: None

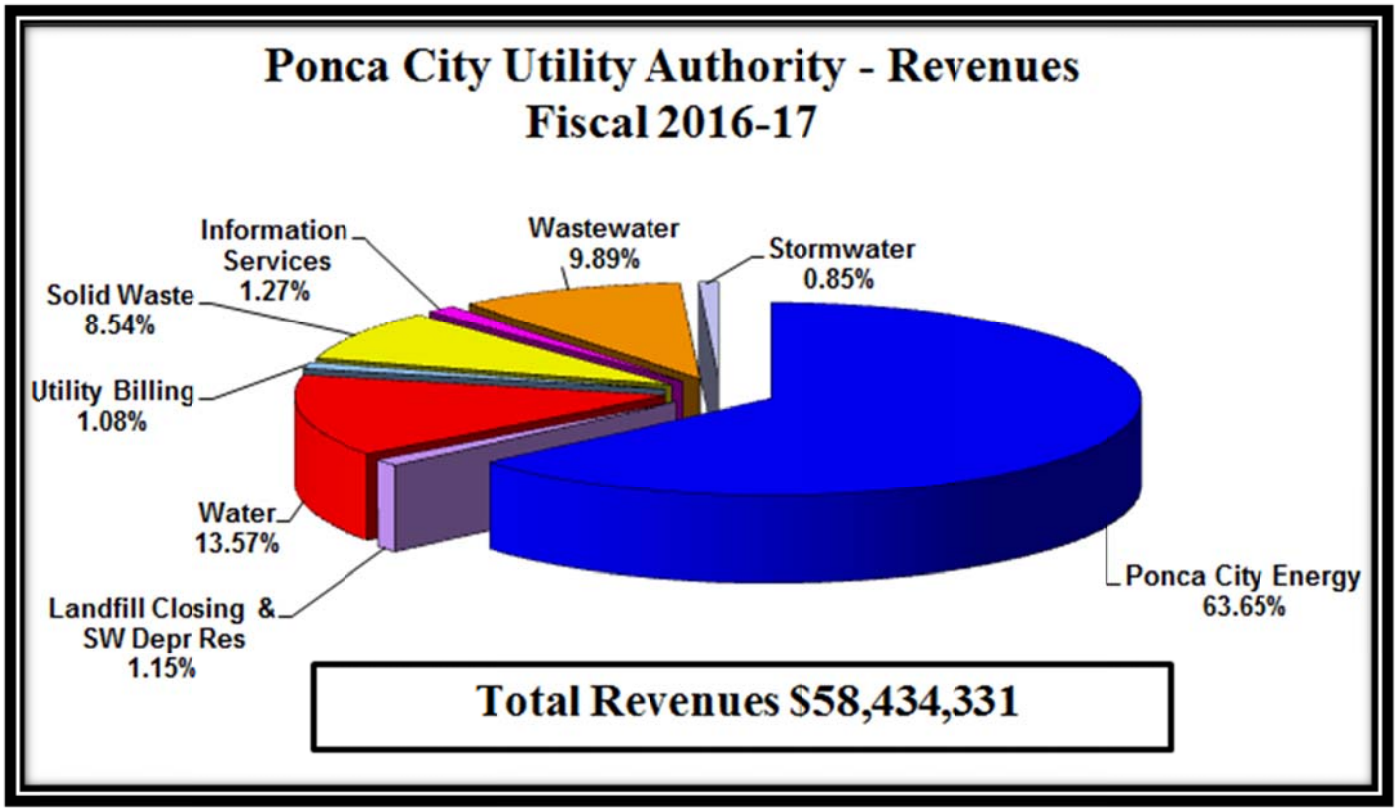
Approved Budget Variances from Prior Years:

Increases		Decreases	
		Sinking Judgement	(10,000)
		Sinking Judgement Interest	(10,000)
Total	0	Total	(20,000)

Net Decrease **(20,000)**

Personnel Summary: None


Ponca City Utility Authority - Expenditures
Fiscal 2016-17
Information Services 1.30%
Wastewater 9.37%
Stormwater 0.41%
Solid Waste 8.75%
Utility Billing 1.17%
Water 13.99%
Landfill Closing & SW Depr Res .54%
Ponca City Energy 64.47%
Total Expenditures $57,990,216


Ponca City Utility Authority - Revenues
Fiscal 2016-17
Information Services 1.27%
Wastewater 9.89%
Stormwater 0.85%
Solid Waste 8.54%
Utility Billing 1.08%
Water 13.57%
Landfill Closing & SW Depr Res 1.15%
Ponca City Energy 63.65%
Total Revenues $58,434,331

Ponca City Utility Authority
Summary of Revenues
Fiscal 2016-17

Description	2012/13 Actual Rev	2013/14 Actual Rev	2014/15 Actual Rev	2015/16 Budget @07/01/15	(75%) 2015/16 Actual @ 3/31/16	% of Budget	Approved Budget 2016/17	% Change From 2015/16
Water Fund (301)								
Charges for Services								
Water Sales	7,135,552	7,087,783	7,536,964	7,445,000	5,735,514	0.77	7,828,000	5.14
Bulk Water Sales	256,966	89,310	18,238	20,000	5,097	0.25	8,000	0.00
Misc. Water	20,121	17,692	5,436	20,000	2,963	0.15	6,000	(70.00)
Water Tap Fees	19,400	41,330	46,100	15,000	19,085	1.27	15,000	0.00
Category Total	**7,432,038**	**7,236,115**	**7,606,738**	**7,500,000**	**5,762,659**	**76.84%**	**7,857,000**	**4.76%**
Other Income								
Interest Income	16,233	17,426	33,839	20,000	16,429	0.82	25,000	25.00
Proceed Earnings	10,572	6,847	62	0	342	0.00	0	0.00
Bond Trust Earnings	0	0	0	0	0	0.00	0	0.00
Penalties	37,824	35,710	36,016	37,000	28,584	0.77	38,000	2.70
Collection of Bad Debt	9,855	7,875	9,767	8,000	8,256	1.03	9,000	12.50
Gain/Loss Disposal Fixed Asset	0	(1,073)	0	0	(3,321)	0.00	0	0.00
Other Income	0	0	0	0	0	0.00	0	0.00
Category Total	**74,483**	**66,784**	**79,685**	**65,000**	**50,289**	**77.37%**	**72,000**	**10.77%**
Total Revenues	**7,506,521**	**7,302,899**	**7,686,423**	**7,565,000**	**5,812,948**	**76.84%**	**7,929,000**	**4.81%**
Ponca City Energy Fund (340)								
Outside Revenue								
Fiber Partnerships	0.00	0.00	0.00	0	0	0.00	0	0.00
Category total	**0.00**	**0.00**	**0.00**	**0**	**0**	**0.00**	**0**	**0.00%**
Charges for Services								
Electric Sales	35,167,714	35,983,565	36,012,393	36,576,000	26,824,042	0.73	35,300,000	(3.49)
MV Lights	179,668	179,181	181,120	180,000	137,423	0.76	180,000	0.00
Misc Electric	281,116	145,411	190,745	120,000	160,327	1.34	120,000	0.00
Surge Protection	2,833	126	0	0	0	0.00	0	0.00
Broadband Revenue	237,226	294,029	224,996	230,000	192,141	0.84	250,000	8.70
Transmission Revenue	100,558	99,655	99,655	100,000	74,741	0.75	100,000	0.00
Sales Tax Revenue	(1,104)	5,840	14,178	5,000	50,595	10.12	5,000	0.00
Cash - Over/Short	(313)	(214)	(86)	0	(21)	0.00	0	(100.00)
Category Total	**35,967,699**	**36,707,594**	**36,723,002**	**37,211,000**	**27,439,250**	**73.74%**	**35,955,000**	**(3.38%)**
Other Income								
Interest Income	47,926	62,733	132,183	60,000	71,423	1.19	90,000	50.00
1997C Bond Interest	84	84	17	0	84	0.00	0	0.00
Penalties	274,128	284,511	270,615	280,000	214,450	0.77	285,000	1.79
Collection of Bad Debt	66,005	58,857	71,884	60,000	54,617	0.91	62,000	3.33
Capacity Payment	622,958	622,958	622,958	623,000	467,219	0.75	623,000	0.00
Internet Processing Fee	14,775	22,492	102,261	35,000	108,464	3.10	150,000	428.57
Income-Disposed Assets	10,679	15,935	45,250	20,000	26,000	1.30	10,000	(50.00)
Other Income	339,423	158,328	20,000	20,000	20,000	1.00	20,000	0.00
Category Total	**1,375,979**	**1,225,899**	**1,265,168**	**1,098,000**	**962,258**	**87.64%**	**1,240,000**	**12.93%**
Total Revenues	**37,343,678**	**37,933,493**	**37,988,171**	**38,309,000**	**28,401,508**	**74.14%**	**37,195,000**	**(2.91%)**
Solid Waste Fund (342)								
Charges for Services								
Residential Garbage	2,126,768	2,217,185	2,280,442	2,346,000	1,754,498	0.75	2,412,000	2.81
Commercial Garbage	1,281,777	1,306,208	1,335,268	1,356,000	1,030,998	0.76	1,416,250	4.44
Recycling Containers	9,931	9,728	10,119	9,800	7,296	0.74	9,991	1.95
Recycling Revenues	15,838	10,888	17,431	15,000	7,125	0.47	10,300	(31.33)
Landfill	465,935	374,465	341,172	383,000	233,524	0.61	319,300	(16.63)
Special Pick Up	14,966	22,772	18,295	20,000	14,798	0.74	20,600	3.00
State Landfill Fee	0	0	0	0	(10,020)	0.00	0	0.00
Roll Off	844,910	788,014	678,691	734,000	558,163	0.76	757,050	3.14
Misc Receipts	32,354	26,107	28,058	30,000	6,855	0.23	28,840	(3.87)
Category Total	**4,792,478**	**4,755,367**	**4,709,478**	**4,893,800**	**3,603,238**	**73.63%**	**4,974,331**	**1.65%**
Other Income								
Interest Income	18	759	3,198	1,000	2,511	2.51	2,000	100.00
Collection of Bad Debt	8,869	8,612	10,621	9,000	8,363	0.93	9,000	0.00
Income-Disp. Assets	31,500	29,775	0	0	(112,396)	0.00	6,000	0.00
Category Total	**40,386**	**39,145**	**13,819**	**10,000**	**(101,522)**	**(1115.22%)**	**17,000**	**70.00%**
Total Revenues	**4,832,865**	**4,794,512**	**4,723,296**	**4,903,800**	**3,501,716**	**71.41%**	**4,991,331**	**1.78%**

Ponca City Utility Authority

Summary of Revenues

Fiscal 2016-17

Description	2012/13 Actual Rev	2013/14 Actual Rev	2014/15 Actual Rev	2015/16 Budget @07/01/15	(75%) 2015/16 Actual @ 3/31/16	% of Budget	Approved Budget 2016/17	% Change From 2015/16
Utility Billing Fund (350)								
Charges for Services								
Utility Initiation Fee	83,084	82,921	82,008	84,000	58,394	0.70	82,000	(2.38)
Misc. Receipts	3,977	2,526	957	3,000	0	0.00	1,000	(66.67)
category total	**87,061**	**85,448**	**82,965**	**87,000**	**58,394**	**67.12%**	**83,000**	**(4.60%)**
Contributions from Funds								
Transfer from Water	115,000	115,000	115,000	118,000	88,500	0.75	120,000	1.69
Transfer from Light	150,000	150,000	150,000	153,000	114,750	0.75	160,000	4.58
Transfer from Landfill	15,000	15,000	15,000	18,000	13,500	0.75	20,000	11.11
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	118,000	88,500	0.75	120,000	1.69
category total	**495,000**	**495,000**	**495,000**	**507,000**	**380,250**	**75.00%**	**520,000**	**2.56%**
Other Revenues								
Penalties	24,692	21,402	27,345	23,000	21,493	0.93	25,000	8.70
Collection of Bad Debt	402	452	367	400	245	0.61	300	(25.00)
Income-Disposed Assets	(4,179)	0	1,835	0	0	0.00	0	0.00
category total	**20,915**	**21,854**	**29,547**	**23,400**	**21,738**	**92.90%**	**25,300**	**8.12%**
Total Revenues	**602,975**	**602,302**	**607,512**	**617,400**	**460,382**	**74.57%**	**628,300**	**1.77%**
Wastewater Fund (360)								
Charges for Services								
Wastewater Charges	5,340,640	5,501,325	5,820,926	5,820,000	4,393,369	0.75	5,700,000	(2.06)
Pretreatment Program	56,006	53,203	42,451	53,000	135,862	2.58	50,000	(5.66)
category total	**5,396,646**	**5,554,527**	**5,863,377**	**5,873,000**	**4,530,231**	**77.14%**	**5,750,000**	**(2.09%)**
Contributions From Funds								
Transfer From Water				0	0	0.00	0	(100.00)
category total	**0**	**0**	**0**	**0**	**0**	**0.00**	**0**	**0.00%**
Other Income								
Interest Income	6,481	10,554	20,720	8,500	13,253	1.56	15,000	76.47
Bond Interest	873	154	97	0	111	0.00	0	0.00
Collection of Bad Debt	13,848	12,502	16,212	13,500	11,989	0.89	14,000	3.70
Income-Disposed Assets	0	0	14,306	0	0	0.00	0	0.00
Other Income	0	0	536	0	3,600	0.00	0	0.00
category total	**21,202**	**23,210**	**51,872**	**22,000**	**28,952**	**131.60%**	**29,000**	**31.82%**
Total Revenues	**5,417,849**	**5,577,737**	**5,915,249**	**5,895,000**	**4,559,183**	**77.34%**	**5,779,000**	**(1.97%)**
Stormwater Fund (365)								
Charges for Services								
Stormwater Fee	339,568	379,672	412,760	448,000	333,161	0.74	480,000	7.14
category total	**339,568**	**379,672**	**412,760**	**448,000**	**333,161**	**74.37%**	**480,000**	**7.14%**
Other Income								
Interest Income	4,668	5,901	13,418	6,000	7,378	1.23	10,000	66.67
Penalties	3,443	3,835	4,453	4,000	3,616	0.90	4,500	12.50
Collection of Bad Debt	683	804	1,124	800	926	1.16	1,000	25.00
Other Income	92,603	14,521	17,500	0	0	0.00	0	0.00
Category total	**101,396**	**25,061**	**36,494**	**10,800**	**11,920**	**110.37%**	**15,500**	**43.52%**
Total Revenues	**440,964**	**404,733**	**449,254**	**458,800**	**345,082**	**75.21%**	**495,500**	**8.00%**

Ponca City Utility Authority

Summary of Debt
Fiscal 2016-17

Issue	Original Amount	Outstanding Principal July 1, 2016	FY 2017 Interest	FY 2017 Principal	Outstanding Principal June 30, 2017
PCUA 1997 CDBG-ED	**$250,000**	**18,750**	**0**	**12,500**	**$6,250**

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

Issue	Original Amount	Outstanding Principal July 1, 2016	FY 2017 Interest	FY 2017 Principal	Outstanding Principal June 30, 2017
PCUA 1998 A	**$4,400,000**	**447,519**	**0**	**223,761**	**$223,758**

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

Issue	Original Amount	Outstanding Principal July 1, 2016	FY 2017 Interest	FY 2017 Principal	Outstanding Principal June 30, 2017
PCUA 1999 A	**$2,370,907**	**414,909**	**0**	**118,545**	**$296,364**

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

Issue	Original Amount	Outstanding Principal July 1, 2016	FY 2017 Interest	FY 2017 Principal	Outstanding Principal June 30, 2017
PCUA 2000 CDBG-ED	**$380,000**	**95,000**	**0**	**19,000**	**$76,000**

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

Issue	Original Amount	Outstanding Principal July 1, 2016	FY 2017 Interest	FY 2017 Principal	Outstanding Principal June 30, 2017
PCUA 2007	**$5,565,000**	**3,838,632**	**100,075**	**232,159**	**$3,606,473**

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

Issue	Original Amount	Outstanding Principal June 30, 2016	FY 2017 Interest	FY 2017 Principal	Outstanding Principal June 30, 2017
PCUA 2008	**$6,750,000**	**1,080,000**	**21,060**	**1,080,000**	**$0**

The 2008 is an eight (8) year Utility System Revenue Note with Bank of America with an annual interest rate of 3.9%. 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, and is being repaid out of operating revenues.

Ponca City Utility Authority

Summary of Debt

Fiscal 2016-17

Issue	Original Amount	Outstanding Principal June 30, 2016	FY 2017 Interest	FY 2017 Principal	Outstanding Principal June 30, 2017
2009A Clean Water	$575,000	280,661	5,860	16,829	$263,832

The 2009A is a twenty (20) year Note with OWRB with an interest rate of 2.59%. This is an ARRA funded stimulus loan, eligible for up to 30% reduction in debt. It was closed on 10-6-09 and will mature 3-15-30. The proceeds were used for an emergency generator at the main lift station and improvements to the Brentwood lift station. The debt distribution is 100% Wastewater, and is being repaid out of operating revenues, and is being repaid out of operating revenues.

Issue	Original Amount	Outstanding Principal June 30, 2016	FY 2017 Interest	FY 2017 Principal	Outstanding Principal June 30, 2017
PCUA 2012A	$16,090,000	12,900,000	341,888	955,000	$11,945,000

The 2012A is a refunded performance contracting project that installed automated meter reading for the electric and water utilities. It is a thirteen (13) year loan with JP Morgan with an interest rate of 2.7% that closed on 3-1-12 and will mature 8-1-25. The debt distribution is 50% Water and 50% Electric, and is being repaid out of operating revenues.

Issue	Original Amount	Outstanding Principal June 30, 2016	FY 2017 Interest	FY 2017 Principal	Outstanding Principal June 30, 2017
PCUA 2012B	$7,825,000	4,345,000	124,850	1,040,000	$3,305,000

The 2012B is the refunded 1999B and 2005B notes. It is a seven and a half year (7.5) year Note with OWRB, with a current annual interest rate of 2.4%. The interest rate will step up to 3.4% in 2017. It was closed on 3-28-12 and will mature on 10-1-19. Proceeds of the note have financed Phase II of the Wastewater Treatment Plant construction and three water projects. The debt distribution is 75% Water and 25% Wastewater, and is being repaid with operating revenues.

Issue	Original Amount	Outstanding Principal June 30, 2016	FY 2017 Interest	FY 2017 Principal	Outstanding Principal June 30, 2017
2013 Sales Tax	$12,510,000	7,415,000	126,713	2,425,000	$4,990,000

The 2013 Sales Tax Note is a six (6) year note with Banc of America with an annual interest rate of 1.86%. The note was closed 11-1-2013 and will mature 2/1/2019. The proceeds were used for advanced refunding of the outstanding principal of the Sales Tax Revenue Note, Series 2009. The original note was for the construction and development of a Recreation Center serving the citizens of Ponca City, and is being repaid out of revenues generated by a thirteen (13) year .5% sales tax approved by the voters.

Total	$56,715,907	$30,835,470.92	$720,444.34	$6,122,794.65	$24,712,676

UTILITY RATE SHEET FISCAL YEAR 2016-2017
PONCA CITY UTILITY AUTHORITY
516 E. GRAND/P.O. BOX 1450
PONCA CITY, OKLAHOMA 74602
(580) 767-0311

EFFECTIVE 07/01/2016

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

Ponca City Utility Authority offers the following for your convenience:

Automatic Bank Drafts
No Checks No Penalty
Saves you time and money
Form must be completed to initiate draft.
Payment will draft on due date.

Online Bill Pay and Viewing
Pay and view bills online at www.poncacityok.gov
There is a 2.5% convenience fee when paying your bill online.

Average Monthly Payments
You must live in your residence for at least one year. Must be current and have good payment history on your account. A form will be sent to you stating your new average monthly payment. Sign and return to our office. Your next bill should reflect your new rate. Each year in January, our office will recalculate your new rate and send you a letter of the new rate to be paid for the upcoming year.

ELECTRIC RATES

Residential:
- User Fee $10.62
- Summer Season (May thru Sept)
- KWh $.105
- Winter Season (Oct thru April)
- First 600 KWh $.105
- Over 600 KWh $.0737

Rural Residential:
- User Fee $15.90
- Summer Season (May thru Sept)
- KWh $.109
- Winter Season (Oct thru April)
- First 600 KWh $.109
- Over 600 KWh $.0757

Residential with approved 40 gallon electric water heater:
- User Fee $10.62
- Summer Season (May thru Sept)
- First 400 KWh $.0737
- Over 400 KWh $.105
- Winter Season (Oct thru April)
- First 400 KWh $.0737
- Next 600 KWh $.105
- Over 1000 KWh $.0737

Rural Residential with approved 40 gallon electric water heater:
- User Fee $15.90
- Summer Season (May thru Sept)
- First 400 KWh $.0757
- Over 400 KWh $.109
- Winter Season (Oct thru April)
- First 400 KWh $.0757
- Next 600 KWh $.109
- Over 1000 KWh $.0757

Commercial:
- City User Fee $14.97
- City kWh $.104
- Rural User Fee $22.46
- Rural kWh $.107

Industrial:
- Medium
  - User Fee $24.96
  - KWh $.0616
  - Summer User Fee $14.97
  - Winter User Fee $8.74
- Large
  - User Fee $249.66
  - KWh $.0616
  - Summer User Fee $11.86
  - Winter User Fee $3.74

WATER RATES

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

OCTOBER - APRIL

Type of Service	City	Rural
Residential	$1.71	$1.79
Commercial	$1.71	$1.79

MAY - SEPTEMBER

Type of Service	City	Rural
Residential		
0 - 10 Units	$1.79	$1.87
11 - 20 Units	$1.87	$1.96
21 - 50 Units	$1.96	$2.09
51 - 100 Units	$2.09	$2.17
> 100 Units	$2.17	$2.33
Commercial	$1.71	$1.79

Customer Base User Fee

City Residential Customer	$10.03 per month
Rural Residential Customer	$15.09 per month
City Commercial Customer	$29.73 per month
Rural Commercial Customer	$44.60 per month

SEWER/WASTE WATER RATES

Residential:
User Fee $14.99 Unit Fee $2.65

Senior Citizens:
User Fee $14.24 Unit Fee $2.65

Nonresidential (Rural):
User Fee 1 ½ time scheduled rate
User Fee $22.48 Unit Fee $3.97

Commercial:
User Fee $22.48 Unit Fee $3.97

Industrial Rates:
Available Upon Request

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

Example:

Dec. Usage	10 units
Jan. Usage	11 units
Feb. Usage	9 units

Average=10 units. Your rate would be:

10 units @ $2.65	$26.50
User Fee	$14.99
Sewer Rate----------	$41.49

GARBAGE/REFUSE

Standard Garbage/Refuse Charges:

Residential	$19.35
Senior Citizen	$18.58
Commercial:	
Standard	$32.72

Grass Clippings: Call for Pick-up
$0.74 per bag
$7.43 Minimum

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.

AUTOMATIC WATER FILL STATION
2307 S. 4TH

$18.00 for blank prepaid card
$100.00 minimum deposit on card
$10.77 per 1000 gallons of water
$10.00 minimum charge per use

LANDFILL USE

All Vehicles: $16.35 minimum

$42.39 per ton for compacted/ uncompacted refuse
$1.25 per ton state landfill fee

$7.43 per tire disposed of at the landfill

ENERGY AUDITS

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

STORM WATER FEE

Each Individually Billed
Single Family Resident
$3.00 per month

All Other Developed Real Estate Tracts
Not Covered By Above
$6.00 per month

TREE LINE TRIMMING

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

TAPPING MAIN WATER LINES

Charges for Various Sized Meters ($)			
3/4" & 1"	**1½" & 2"**	**2" Compound**	**Over 2"**
$1100	**$2100**	**$2500**	**At Estimated Cost**

The charges for ¾" 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.

ELECTRIC LINE EXTENSION

$262.00 Fee for Setting New Utility Pole

NEW LINE EXTENSION
Will be quoted by electrical department.

AFTER HOUR CALL OUT FEES

WATER DEPT.
$30.00 Each trip

ELECTRIC DEPT.
$150.00 Each trip

SECURITY LIGHTS

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

A. For a security light installed on an existing city-owned service pole and connected to an existing city-owned line, the charge will be $7.52 per month rental fee.
B. For a security light which is installed on a city-owned pole set specifically for that light and served from an underground city electric service, the charge will be $8.69 per month rental fee.
C. For a security light installed on a city-owned pole set specifically for that light requiring a transformer to be installed to serve that light from an overhead service, the charge will be $9.89 per month rental fee.
D. For a security light installed on a city-owned pole set specifically for that light and fed from a transformer set to serve that light from an underground service, the charge will be $11.11 per month rental fee.
E. A fee of $20.60 will be charge for the installation, connection, reinstallation, reconnection, or moving of each light.

Water Fund - Administration

Department Mission:

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

Fiscal 2016 Accomplishments:

- Provided management to personnel and facilities to promote service provision and revenue generation.
- Coordinated capital improvement needs for both water distribution and treatment segments to ensure financial feasibility and sustainability.
- Supervised the completion of water system capital improvement projects and provided project management services
    - Completion of the .5 million gallon storage tank rehabilitation project in the Industrial Park.
    - Construction of one new replacement water well in the City's Mid Wellfield to increase capacity in raw groundwater supply.
- Coordinated with PCUA and PC High School to provide a tour of the water treatment plant and a water well for the Earth Science Class to promote awareness of this key city operation.
- Analyzed Ponca City aquifer productivity information as well as Kaw Reservoir storage and release data to provide basis for discussions of and planning for Ponca City's raw water supply.
- Worked closely with consulting engineers on topics relating to possible exercising of Ponca City's Water Rights to Kaw
    - Hydraulic capacity analysis of the Kaw Reservoir Intake Structure.
    - Kaw Reservoir Infrastructure Cost Estimate.

Fiscal 2017 Objectives:

- Promote higher standards and more efficient operation throughout the department.
- Continue the commitment to provide quality drinking water to all residential, commercial, and industrial customers.
- Work with City Management in developing a long-term water supply plan for the community.
- Continue to develop the City's Mid Wellfield in order to improve the reliability of the community's raw groundwater supply system.

PCUA - Water Administration								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	66,408	68,412	70,466	73,100	54,831	77,535	4,435	6.07%
Material/Supplies	1,199	1,458	1,099	1,900	674	1,900	0	0.00%
Other Charges & Svcs	304,206	315,655	324,556	353,901	267,115	369,155	15,254	4.31%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	1,669,425	1,647,663	1,666,904	1,694,000	1,258,870	1,695,000	1,000	0.06%
Transfers	1,612,223	1,680,605	1,733,803	1,778,297	1,333,723	1,810,850	32,553	1.83%
Department Total	**3,653,461**	**3,713,793**	**3,796,829**	**3,901,198**	**2,915,212**	**3,954,440**	**53,242**	**1.36%**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	4,059	Workers Compensation	(435)
FICA	189	Debt Interest	(30,000)
Medicare	44	Agent Fee	(2,000)
Retirement Plan 2	137		
ICMA Retirement PCUA	107		
Health Insurance	334		
Audit Services	1,500		
Charges for General Services	13,754		
Debt Principal	33,000		
Transfer to General	30,553		
Transfer to Utility Billing	2,000		
Total	85,677	Total	(32,435)

Net Increase **$53,242**

Personnel Summary:

Environmental Services Director .34 Administrative Secretary .5

Total Full Time Employees **.84**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	**0.84**

Explanation: (Employees Shared between Funds) Environmental Services Director: **34% Water Admin;** 33% Wastewater Admin; 33% Solid Waste
Administrative Secretary: **50% Water Admin; 50%** Wastewater Admin

Water Fund – Production

Department Mission:

The Water Production Division operates and maintains a 16 MGD water treatment plant, seventeen water wells, six distribution booster pumping facilities, two elevated water storage towers, and four ground storage reservoirs. The most essential component, the water treatment plant, was originally built in 1925 and underwent a serious 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 2016 Accomplishments:

- Successfully treated over 2.98 billion gallons of drinking water that met or exceeded the State and Federal Standards.
- Completed 3,243 work orders to maintain the water production units, water wells, booster pump stations, and storage facilities.
- Completed rehabilitation of two filters to improve filtration efficiency.
- Worked on and provided input to the design of the approved capital projects
  - One new water well in City's Mid Wellfield.
  - Rehabilitation of the 1.5 MG water storage tank located in the Industrial Park.

Fiscal 2017 Objectives:

- Finish all approved capital projects on time and within budget.
- Continue division's commitment to employee training and education to enhance job knowledge, through annual ODEQ training and recertification.
- Enhance safety awareness by holding weekly safety meetings on site and attending city-wide training sessions.
- Continue to work with Cowan Group engineers to complete the new water well project.
- Provide input to engineers for the engineering report and design of the sludge dewatering system improvements at the water treatment plant.

PCUA - Water Production								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	683,194	672,946	700,000	737,348	551,755	776,733	39,385	5.34%
Material/Supplies	706,231	629,990	578,392	741,500	428,917	741,500	0	0.00%
Other Charges & Svcs	632,540	590,690	607,664	643,900	449,857	643,900	0	0.00%
Capital Outlay	43,508	335,185	607,857	530,000	339,404	440,000	(90,000)	(16.98%)
Transfers	65,193	60,676	57,407	68,779	44,720	66,779	(2,000)	(2.91%)
Department Total	**2,130,666**	**2,289,487**	**2,551,320**	**2,721,527**	**1,814,651**	**2,668,912**	**(52,615)**	**(1.93%)**

Approved Capital:

Preliminary & Detailed Design for Sludge Drying Beds	$185,000
Industrial Park Water Storage Tank Rehab – Phase II	$150,000
Service Truck	$105,000

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	26,368	Workers Compensation	(3,812)
FICA	1,737	C/O Water Systems	(280,000)
Medicare	407	Transfer to City Garage	(2,000)
Retirement Plan 2	3,259		
Health Insurance	11,426		
Land Improvements	85,000		
Machinery & Equipment	105,000		
Total	233,197	Total	(285,812)

Net Decrease **($52,615)**

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		

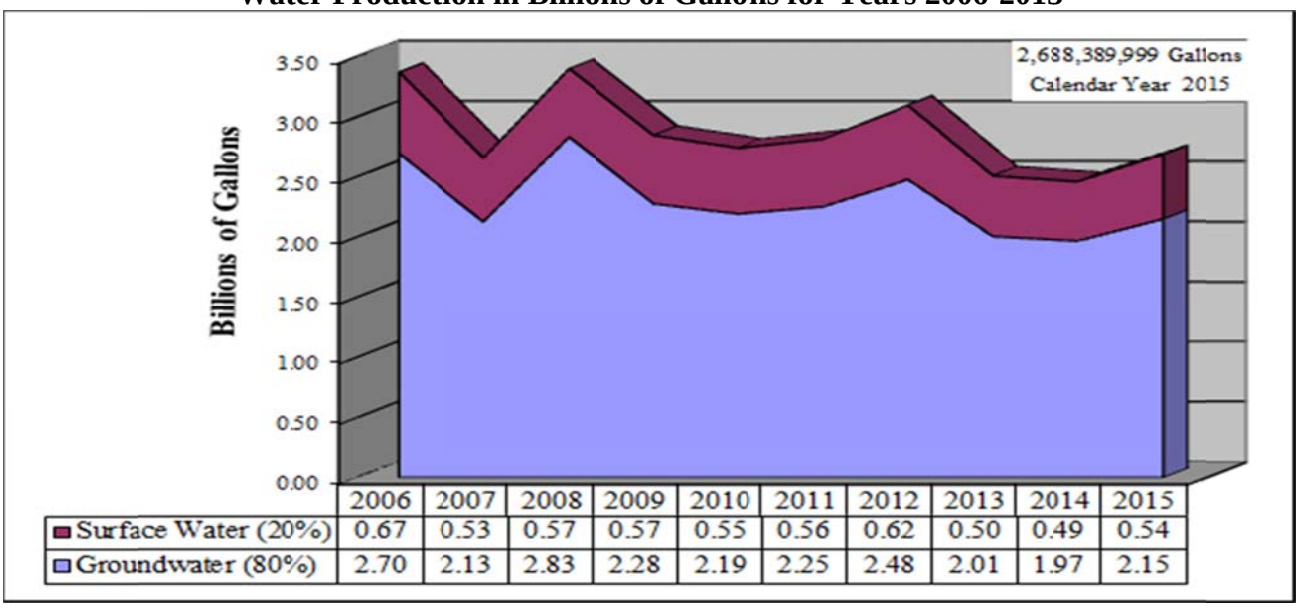
Total Full Time Employees **10**
Total Part Time Employees **3**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	8	8.5	9.5	9.5	10	10	10	10	10	**10**

Explanation: FY 10/11 the position of Superintendent is no longer shared between Water Production and Wastewater Treatment but is allocated 100% to Water Production

Water Production in Billions of Gallons for Years 2006-2015



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Surface Water (20%)	0.67	0.53	0.57	0.57	0.55	0.56	0.62	0.50	0.49	0.54
Groundwater (80%)	2.70	2.13	2.83	2.28	2.19	2.25	2.48	2.01	1.97	2.15

Water Fund – Distribution

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

Fiscal 2016 Accomplishments:

- Located over 200 buried valves in the water distribution system. Raised the buried valves to grade and installed size stickers on them to facilitate future work.
- Installed 26 new fire hydrants to improve system's fire-fighting capacity.
- Responded to and repaired 176 emergency water main breaks.
- Installed 32 various-sized water valves.
- Replaced 500 feet of problematic water main sections.

Fiscal 2017 Objectives:

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

PCUA - Water Distribution								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	562,693	541,779	557,540	607,922	439,757	643,781	35,859	5.90%
Material/Supplies	101,797	96,401	103,897	120,200	75,352	120,200	0	0.00%
Other Charges & Svcs	196,233	208,443	215,061	231,500	145,455	234,500	3,000	1.30%
Capital Outlay	407,234	545,104	396,283	121,000	85,617	386,000	265,000	219.01%
Transfers	107,276	82,850	95,686	107,748	64,831	103,748	(4,000)	(3.71%)
Department Total	**1,375,234**	**1,474,577**	**1,368,468**	**1,188,370**	**811,012**	**1,488,229**	**299,859**	**25.23%**

Approved Capital:

Water Line Replacement – Elm Street	$100,000
Contingency Water Main Projects	$55,000
Water Line Replacement – Lincoln Street	$50,000
¾ Ton Truck	$45,000
¾ Ton Truck	$45,000
Fire Hydrants	$36,000
Water Meters	$30,000
½ Ton Truck	$25,000

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	34,033	Part Time Salaries	(15,000)
FICA	1,383	Workers Compensation	(3,325)
Medicare	323	Transfer to City Garage	(4,000)
Retirement Plan 2	2,629		
Health Insurance	15,816		
Electric Utilities	3,000		
Fire Hydrant	36,000		
C/O Water System	114,000		
Special Purpose Vehicles	115,000		
Total	322,184	Total	(22,325)

Net Increase **$299,859**

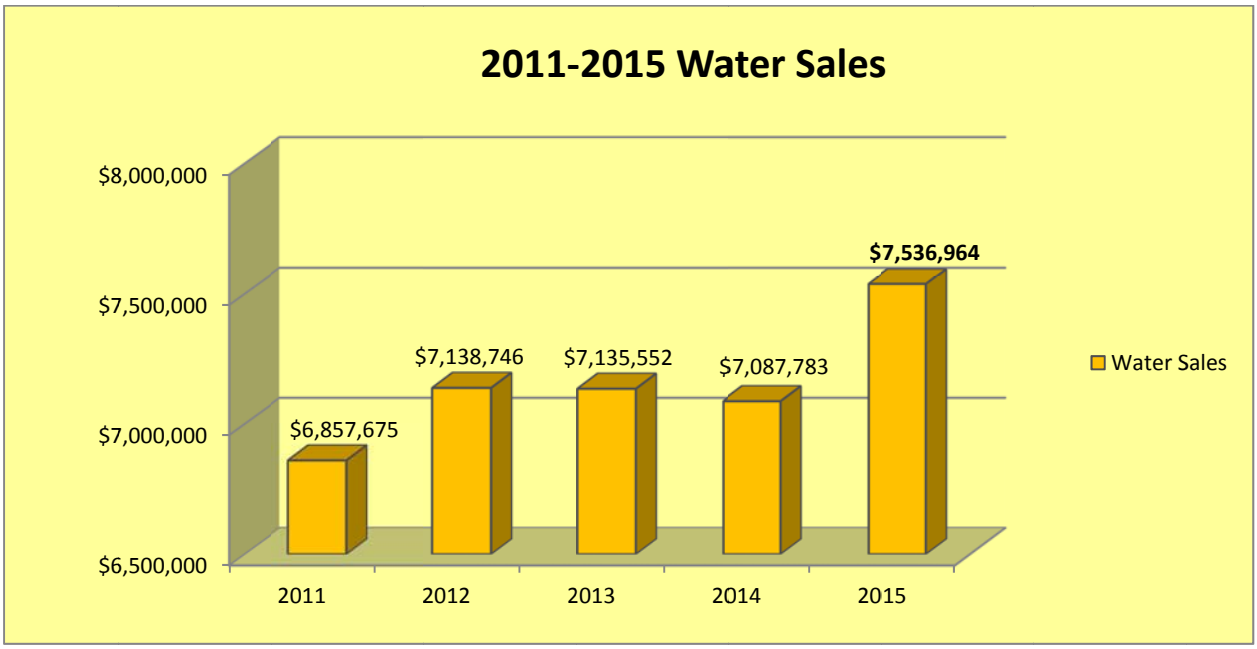
Personnel Summary:

Supervisor	1	Maintenance Worker I	5
Senior Maintenance Worker	1	Laborer – Part Time	2
Maintenance Worker II	3		

Total Full Time Employees **10**
Total Part Time Employees **2**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	10	10	10	10	10	10	10	10	10	**10**



Ponca City Energy Fund – Purchased Power

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

Fiscal 2016 Accomplishments:

- The price of fuel has remained fairly stable for the year; however, OMPA has worked diligently with other entities to limit the effects of increasing transmission and gas delivery costs.
- A committee was formed to study and make recommendations regarding OMPA's rate structure.

Fiscal 2017 Objectives:

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

PCUA - Purchased Power								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Other Charges & Svcs	22,386,435	23,053,305	22,896,802	24,150,000	16,617,645	22,300,000	(1,850,000)	(7.66%)
Department Total	**22,386,435**	**23,053,305**	**22,896,802**	**24,150,000**	**16,617,645**	**22,300,000**	**(1,850,000)**	**(7.66%)**

Approved Budget Variances from Prior Year:

Increases		Decreases	
		Purchased Power	(1,850,000)
Total	0	Total	(1,850,000)
	Net Decrease	($1,850,000)	

MESO WINTER RATE SURVEY - 2015				
Utility	**500 kWh**	**2000 kWh**	**1,000 kWh**	**10,000 kWh**
	Residential	**Residential**	**Commercial**	**Commercial**
Altus	$ 78.12	$ 218.17	$ 128.87	$ 627.43
Claremore	$ 61.76	$ 221.54	$ 121.52	$ 1,080.22
Comanche	$ 68.48	$ 203.73	$ 131.04	$ 929.17
Cushing	$ 55.05	$ 199.20	$ 118.20	$ 1,028.11
Edmond	$ 67.05	$ 174.96	$ 141.80	$ 1,028.11
Frederick	$ 68.93	$ 205.30	$ 150.73	$ 1,284.55
Kingfisher	$ 62.43	$ 183.70	$ 133.85	$ 981.52
Laverne	$ 65.50	$ 145.90	$ 137.00	$ 817.00
Lexington	$ 74.02	$ 267.82	$ 152.63	$ 1,356.83
Mangum	$ 66.20	$ 233.30	$ 126.40	$ 1,109.99
Mami	$ 55.23	$ 196.26	$ 76.94	$ 683.78
Newkirk	$ 71.28	$ 146.03	$ 127.13	$ 925.00
Pawhuska	$ 49.55	$ 172.47	$ 96.93	$ 877.78
Pawnee	$ 78.98	$ 266.18	$ 133.24	$ 1,085.84
Perry	$ 69.76	$ 236.81	$ 146.89	$ 1,080.19
Ponca City	$ 62.49	$ 175.02	$ 117.77	$ 1,044.35
Pond Creek	$ 67.08	$ 222.28	NA	NA
Pryor	$ 40.76	$ 163.04	$ 78.98	$ 789.71
Sallisaw	$ 54.77	$ 180.02	$ 96.52	$ 848.02
Skiatook	$ 52.60	$ 193.92	$ 108.77	$ 915.76
Stillwater	$ 61.82	$ 157.93	$ 142.53	$ 928.45
Stroud	$ 51.97	$ 134.11	$ 120.78	$ 949.48
Tahlequah	$ 38.65	$ 121.65	$ 117.97	$ 696.40
Tecumseh	$ 61.27	$ 210.90	$ 116.74	$ 1,000.59
Walters	$ 62.06	$ 192.84	$ 137.12	$ 888.91
Watonga	$ 66.00	$ 231.60	$ 147.85	$ 1,162.25
Wetumka	$ 87.14	$ 314.34	$ 156.94	$ 1,225.21
Yale	$ 72.54	$ 243.40	$ 29.49	$ 1,154.68

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 2016 Accomplishments:

- Tested 2,000 poles and replaced 108 inferior poles.
- Converted and replaced over 1 mile of non-accessible primary overhead to underground.
- Tested approximately 1,000 transformers and removed and replaced 12 PCB transformers.
- Aided Traffic Engineering in changing out signal poles on Grand from Pine to 7th Street. Also removed all signal poles on Central and Cleveland from 2nd Street to 4th Street.
- Installed approximately 20 miles of fiber-optic cable in 22 runs.
- Constructed fiber-optic extensions for new customers as required.
- Replaced over 10 miles of brittle primary overhead wire, and changed poles as needed in these areas.
- Extended feeder from Dan Moran Sub to the Wastewater Treatment Plant and installed a padmounted automatic source selection switch. Performed relay upgrade at the Wastewater Sub to improve reliability, give network capability, and improve outage response.
- Installed new underground system to Highland Park (Highland & Waverly).
- Performed tree trimming, tree removals and right-of-way clearing in 5 of the 22 trimming areas equating to 30% of the system.
- Mapped, labeled and installed fault locators on transformers in 23 underground additions.
- Built the rodeo grounds and hosted the MESO Lineman's Rodeo.
- Worked on electrical model extensively for Outage Management by connecting all consumers, corrected all phasing, and inserted missing fuses.
- Revised script for IVR Phone Answering System to provide a better customer experience and better data to linemen.
- Replaced circuit breakers and performed a relay upgrade at Dan Moran Substation to improve reliability, increase network performance, and improve outage response.
- Performed feeder modifications to improve reliability and flexibility during adverse weather.

Fiscal 2017 Objectives:

- Test 2,000 poles and replace inferior poles.
- Convert 3 miles of non-accessible primary overhead to underground.
- Perform feeder modifications to improve reliability and flexibility during adverse weather.
- Relocate ½ mile of 477 feeder for Osage Casino.

- Perform tree trimming, tree removals and right-of-way clearing in 6 of the 22 trimming areas equating to 25% to 30% of the system.
- Perform a relay upgrade at Huffy Substation to improve reliability, increase network performance, and improve outage response.
- Install Hendrix spacer cable and new poles in alley on north side of Grand, from Union to 5th Street.
- Replace static wire on entire transmission system and replace pole grounds on each wood transmission pole.

PCUA - Electric Distribution								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	2,022,177	2,066,156	2,194,476	2,266,532	1,807,658	2,473,356	206,824	9.13%
Material/Supplies	261,019	197,739	222,613	312,500	167,544	327,800	15,300	4.90%
Other Charges & Svcs	2,587,994	2,761,437	2,864,421	3,023,239	2,057,572	3,179,330	156,091	5.16%
Capital Outlay	1,724,543	3,181,737	1,657,846	2,037,000	1,321,319	2,424,000	387,000	19.00%
Debt Service	585,630	596,694	615,827	641,000	472,945	661,000	20,000	3.12%
Transfers	5,507,639	5,612,996	5,742,433	5,928,729	4,536,252	6,019,372	90,643	1.53%
Department Total	**12,689,003**	**14,416,759**	**13,297,615**	**14,209,000**	**10,363,289**	**15,084,858**	**875,858**	**6.16%**

Approved Capital:

Electric Distribution System Improvements	$930,000
Distribution Reinforcement Program	$440,000
Lake Ponca Trail Lighting	$350,000
Fiber Optic Network	$300,000
Single Bucket Service Truck	$175,000
Street Lighting	$100,000
F450 Foreman's Truck	$85,000
Administrative Vehicle	$32,000
Skidsteer Pole Setting and Hauling Attachment	$12,000

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	160,023	Workers Compensation	(9,034)
Part Time Salaries	400	Office Equipment Maint	(700)
FICA	11,147	Gas Utilities	(1,000)
Medicare	2,607	Bank Service Fees	(2,000)
Retirement Plan 2	14,522	Pickup Trucks	(7,000)
ICMA Retirement	1,800	Special Purpose Vehicles	(175,000)
Health Insurance	25,359	C/O Machines & Tools	(83,000)
Computer Supplies	1,000	Debt Interest	(14,000)
Wearing Apparel	10,000	Transfer to City Garage	(15,000)
Hand Tools	5,000		
Meter Support Services	1,423		
Light & Heavy Equip Rental	1,000		
Charges for General Services	81,668		
Education & Training	5,000		
Credit Card Fees	70,000		
Fiber Optic Network	200,000		
C/O Electrical System	30,000		
Electric Distribution System	40,000		
C/O Misc Other Capital	350,000		
Administrative Vehicle	32,000		
Debt Principal	33,000		
Agent Fee	1,000		
Transfer to General	98,643		
Transfer to Utility Billing	7,000		
Total	1,182,592	Total	(306,734)

Net Increase **$875,858**

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:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	24	24	25	25	25	25	25	25	25	**25**

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

Ponca City Energy team competed in MESO 2015 Line Workers Rodeo and Safety Training.
This event was hosted by Ponca City on October 14-15, 2015 at Dan Moran Park.

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 2016 Accomplishments:

- Conducted division safety and informational meetings to enhance employees' safety awareness and job knowledge.
- Maintained certification of supervisory staff in the Management of Municipal Solid Waste Systems.
- Advertised in the local yellow pages and area maps to educate the public about the services offered by the Solid Waste Division.
- Collaborated with City's Marketing Specialist to raise community awareness of recycling, complimentary fall leaf pickup, and annual Spring Clean-up.
- Assisted Development Services Department in the removal and disposal of debris from code enforcement activities.

Fiscal 2017 Objectives:

- Continue the division's commitment to quality services.
- Co-host the Bi-annual Household Hazardous Waste and Electronics Collection Day with Phillips66 Ponca City Refinery and Stormwater.
- Continue the division's commitment to employee education and training by conducting safety and informational meetings in addition to attending city-wide training sessions.
- Work with other city departments in the removal and disposal of debris from construction, storm damage and code enforcement activities.

PCUA - Solid Waste Collection								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	1,806,646	1,804,286	1,792,288	2,058,930	1,425,962	2,181,556	122,626	5.96%
Material/Supplies	47,127	36,960	44,016	50,500	25,157	50,500	0	0.00%
Other Charges & Svcs	186,657	168,862	195,807	196,264	145,218	239,759	43,495	22.16%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	1,268,301	1,352,023	1,269,113	1,351,903	893,247	1,299,552	(52,351)	(3.87%)
Department Total	**3,308,732**	**3,362,131**	**3,301,224**	**3,657,597**	**2,489,583**	**3,771,367**	**113,770**	**3.11%**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	59,356	Workers Compensation	(10,201)
FICA	4,137	Tramsfer to City Garage	(60,000)
Medicare	958		
Retirement Plan 2	14,956		
ICMA Retirement PCUA	50		
Health Insurance	53,370		
Household Hazardous Waste	35,000		
Audit Services	1,250		
Charges for General	7,245		
Transfer to General	7,649		
Total	183,971	Total	(70,201)

Net Increase **$113,770**

Personnel Summary:

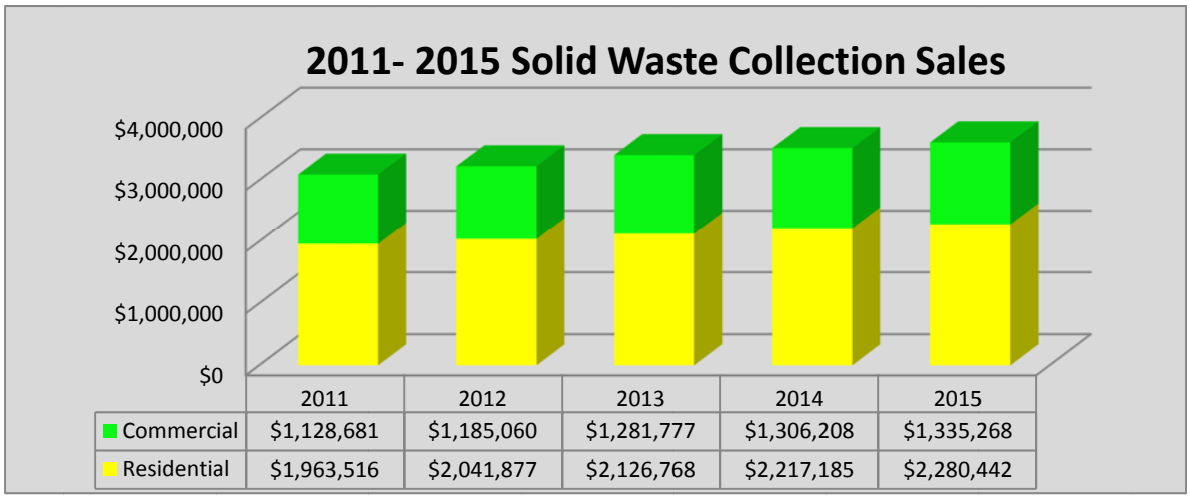
Environmental Svcs Director	.33	Solid Waste Collector	15
Solid Waste Superintendent	1	Office Specialist	1
Supervisor-Solid Waste	2	Loaders-Part Time	9
Senior Solid Waste Collector	12	Recycling Advocate	.5

Total Full Time Employees **31.83**
Total Part Time Employees **9**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	31.33	32.33	32.33	32.33	31.83	31.83	31.83	31.83	31.83	**31.83**

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



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 2016 Accomplishments:

- Successfully fulfilled all reporting requirements for Air Quality, Greenhouse Gas, and Leachate and Groundwater Monitoring required by EPA's Source Performance Standards (NSPS) and Emission Guidelines (EG) for municipal solid waste landfills.
- Maintained certification of supervisory staff in the Management of Landfill Operations.
- Held onsite safety meetings and group discussions in addition to attending city-wide trainings to enhance employees' safety awareness and job knowledge.

Fiscal 2017 Objectives:

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

PCUA - Landfill								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	413,710	416,510	424,751	441,443	322,938	453,328	11,885	2.69%
Material/Supplies	9,639	9,473	13,416	15,800	6,065	15,800	0	0.00%
Other Charges & Svcs	119,727	91,955	115,641	122,112	81,047	125,373	3,261	2.67%
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	636,183	742,877	659,360	654,349	528,585	697,899	43,550	6.66%
Department Total	**1,191,759**	**1,273,316**	**1,225,669**	**1,246,204**	**951,135**	**1,304,900**	**58,696**	**4.71%**

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

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	15,412	Health Insurance	(2,722)
FICA	260	Workers Compensation	(3,040)
Medicare	53		
Retirement Plan 2	1,922		
Audit Services	1,250		
Charges for General Services	2,011		
Transfer to General	1,550		
Transfer to Utility Billing	2,000		
Transfer to City Garage	40,000		
Total	64,458	Total	(5,762)

Net Increase **$58,696**

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:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	7	7	7	7	7	7	7	7	7	**7**

Landfill – Closure

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

Fiscal 2016 Accomplishments:

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

Fiscal 2017 Objectives:

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

PCUA - Landfill Closure								
				2017 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2017	Approved Budget	Amount	Percent
Transfer from Sld Wst	20,000	20,000	20,000	20,000	15,000	20,000	0	0.00%
Transfer from Landfill	60,000	60,000	60,000	30,000	22,500	30,000	0	0.00%
Interest Income	0	0	0	0	0	0	0	0.00%
Gain on Investment	0	0	0	0	0	0	0	0.00%
Total Revenues:	**80,000**	**80,000**	**80,000**	**50,000**	**37,500**	**50,000**	**0**	**0.00%**
EXPENDITURES								
Dues & Subscriptions	21,800	28,260	22,328	30,000	15,015	25,000	(5,000)	(16.67%)
Miscellaneous	0	0	0	1,000	0	1,000	0	0.00%
Total Expenditures:	**21,800**	**28,260**	**22,328**	**31,000**	**15,015**	**26,000**	**(5,000)**	**(16.13%)**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
		Dues & Subscriptions	(5,000)
Total	0	Total	(5,000)
	Net Decrease	**($5,000)**	

Personnel Summary: None

RECYCLING CENTER STATISTICS

Type of Recyclable	2009	2010	2011	2012	2013	2014	2015
Cardboard	89.06	4.86*	78.50	79.26	89.30	101.59	54.00
Newspapers	130.94	169.18	166.18	149.72	154.01	160.92	60.50
White Goods	111.47	45.38	23.04	25.38	22.04	25.76	19.82
Magazines	52.15	57.58	51.39	56.49	54.40	52.31	**
Office Paper	20.16	23.12	25.58	23.25	23.03	25.76	9.00
Glass	30.28	29.95	31.47	37.63	38.98	41.38	28.54
Books	8.07	12.67	10.20	8.49	9.35	8.10	**
Tin	12.68	13.5	6.25	6.54	8.47	7.11	7.49
Iron	10.79	*	*	*	*	*	*
Car Batteries	5.88	4.66	.81	2.67	2.88	4.01	3.00
Aluminum Cans	2.26	2.24	2.41	2.36	2.33	2.65	2.25
Misc Paper	10.77	9.25	6.80	8.58	8.77	7.82	**
Mixed Metal	.57	17.70*	16.56*	14.49*	16.20*	8.22*	6.17*
Total*	**485.08**	**390.09**	**419.19**	**412.70**	**429.76**	**445.63**	**190.90**

*All amounts in tons. FY 2010 Iron was added to Mixed Metal. Cardboard decreased due to remodeling the recycling center.
** Magazines, Books, and Misc Paper are no longer categorized since recycling processor does not track these categories.

RECYCLING SAVINGS

	2009	2010	2011	2012	2013	2014	2015
Trees	7,315	6,276	6,626	5,939	5,761	6,061	3,245
kWh of Energy	1,752,192	1,513,731	1,598,168	1,437,066	1,389,326	1,461,650	782,690
Gallons of Water	2,961,548	2,584,421	2,718,579	2,453,528	2,372,020	2,495,500	1,336,300
Cubic Yard of Landfill	1,194	949	1,039	1,106	779	820	325
Pounds of Air Pollution	25,641	21,500	23,388	21,030	25,786	26,395	11,454

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 2016 Accomplishments:
- Funded the Depreciation Reserve by the required amount.
- Maintained the equipment replacement schedule.

Fiscal 2017 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								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Transfer from Sld Wste	250,000	300,000	300,000	300,000	225,000	300,000	0	0.00%
Transfer from Landfill	250,000	300,000	300,000	300,000	225,000	300,000	0	0.00%
Interest Income	17,312	18,451	36,735	20,000	15,824	25,000	5,000	25.00%
Total Revenues:	**517,312**	**618,451**	**636,735**	**620,000**	**465,824**	**625,000**	**5,000**	**0.81%**
EXPENDITURES								
Capital Outlay	535,169	970,800	991,382	862,000	177,669	285,000	(577,000)	(66.94%)
Total Expenditures:	**535,169**	**970,800**	**991,382**	**862,000**	**177,669**	**285,000**	**(577,000)**	**(66.94%)**

Approved Capital:

Tractor with Front Loader	$195,000
Rear Load Containers and Lids	$30,000
Litter Fence Units (5)	$30,000
30 Yard Open Top Containers (2)	$14,000
6 Yard Compactor	$13,000
Replacement Lids for Rear Load Containers	$3,000

Approved Budget Variances from Prior Year:

Increases		Decreases	
Machinery & Equipment	30,000	C/O Land Improvements	(30,000)
		Special Purpose Vehicles	(455,000)
		Landfill Equipment	(20,000)
		Misc Capital Outlay	(102,000)
Total	30,000	Total	(607,000)
	Net Decrease	**($577,000)**	

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 2016 Accomplishments:

- Evaluated credit card providers through a comparison process and determined to stay with our current provider.
- Evaluated Incode's Utility Notification system compared to the mailing of reminder notices but at this time it is not efficient to change.
- Continue to verify 10-50 commercial accounts/meters/services while down time and office personnel are updating their reports.
- Initiated emailing daily cash reports for both Ambulance and Landfill daily to inform departments of cash collected.
- Billing Department information for following years below:

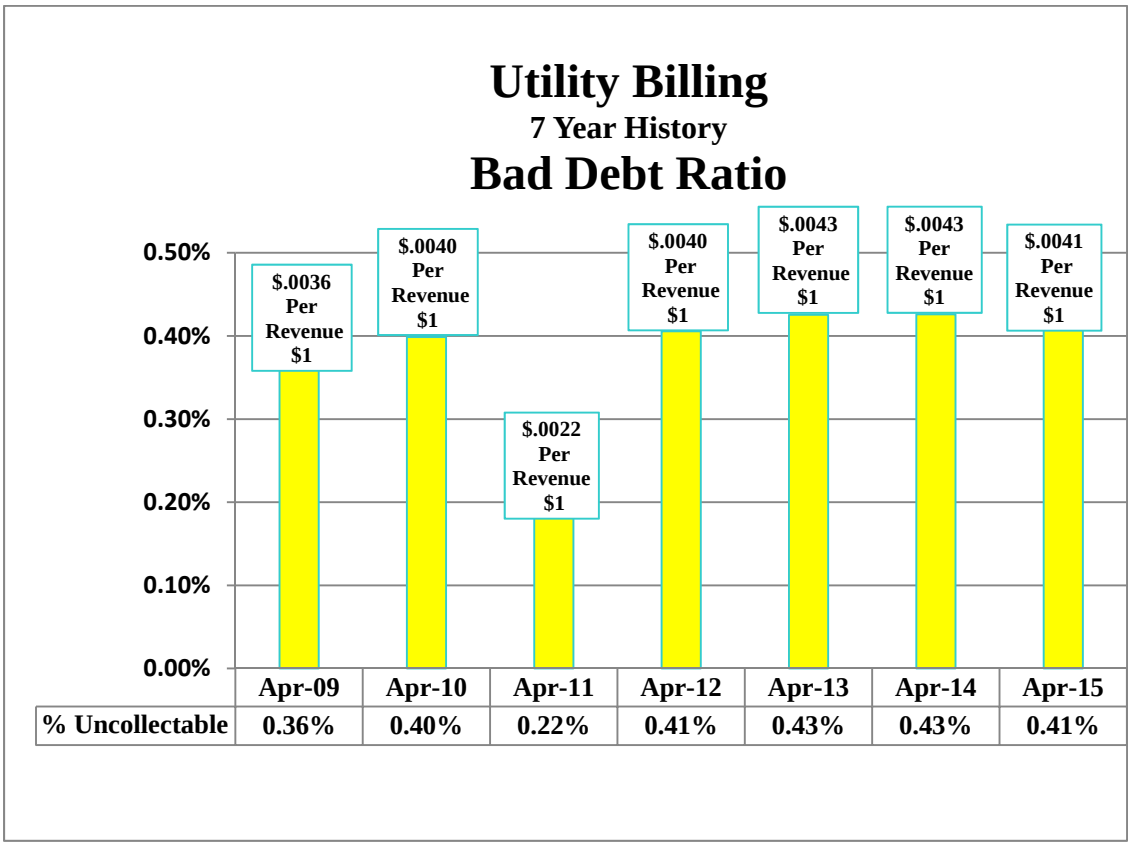
YEARLY/MON. TOTALS													TOTALS
ARRANGEMENTS MADE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
2013	532	331	337	416	496	420	620	699	661	725	538	493	**6268**
2014	614	333	336	404	432	430	603	687	648	715	511	380	**6093**
2015	652	201	315	342	370	369	581	629	684	678	438	347	**5606**
OFF DELINQUENTS													
2013	123	84	162	180	167	152	170	191	203	274	140	97	**1943**
2014	74	76	149	181	157	179	203	150	225	263	104	177	**1938**
2015	138	61	224	184	172	187	175	161	257	274	169	146	**2148**
OFF DELQ/ BACK ON													
2013	86	56	85	81	89	75	51	119	92	119	69	37	**959**
2014	27	22	58	99	95	86	105	98	141	283	69	142	**1225**
2015	77	48	129	118	109	125	139	93	178	189	122	96	**1423**

Fiscal 2017 Objectives:

- Begin a pilot program for E Billing.
- Provide electric and water handheld devices for each tech/truck and begin reprogramming 3 phase meters as needed to avoid sending trouble trucks.
- Create a spreadsheet for all key accounts, three phase metering, and larger water meters to run semi-monthly audits to help better track accuracy of meters.
- Continue to keep bad debt expense at less than 1% of billable revenue.

Budget Highlights:

- Community agencies, churches and tribal agencies contributed $169,121 on customers' accounts in 2015. DHS paid $194,878.



PCUA - Utility Billing Administration								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	404,045	384,863	398,679	430,767	332,217	453,350	22,583	5.24%
Material/Supplies	53,374	52,883	62,073	71,900	45,435	71,900	0	0.00%
Other Charges & Svcs	130,222	129,718	137,646	142,550	92,860	142,550	0	0.00%
Capital Outlay	0	0	19,700	0	0	0	0	0.00%
Transfers	11,791	11,725	10,199	12,500	7,648	12,500	0	0.00%
Department Total	**599,433**	**579,189**	**628,297**	**657,717**	**478,159**	**680,300**	**22,583**	**3.43%**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	16,784	Life Insurance	(345)
Part Time Salaries	1,500	Workers Compensation	(2,486)
FICA	1,655		
Medicare	247		
Retirement Plan 2	1,563		
ICMA Retirement PCUA	327		
Health Insurance	3,338		
Total	25,414	Total	(2,831)

Net Increase **$22,583**

Personnel Summary:

Office Manager	1	Billing Clerk II	3
Field Service Representative	2	Billing Clerk I	2
		Billing Clerk I – Part Time	1

Total Full Time Employees **8**
Total Part Time Employees **1**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	10	10	9	9	9	9	9	9	8	**8**

Explanation: FY 09/10 one of the Field Service Representatives positions was eliminated as a result of the use of AMR (Automatic Meter Readers).
FY 15/16 Office Specialist position was eliminated.

Wastewater Fund - Administration

Department Mission:

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

Fiscal 2016 Accomplishments:

- Managed personnel and facilities adequately to promote service provision and revenue generation.
- Coordinated capital improvement needs for both the wastewater collection and treatment segments to ensure long-term financial feasibility and sustainability.
- Worked with the Industrial Pretreatment Coordinator to add Custom Mechanical Equipment located in the Industrial Park as a Significant Industrial User. The Pretreatment Compliance Inspection by ODEQ revealed no findings of violations and required no action of improvements.
- Encouraged more aggressive preventive maintenance measure on the wastewater collection system, which drastically reduced the system's Unpermitted Discharges to 2 discharges per calendar year.
- Coordinated with PCUA and PC High School to provide a tour of the wastewater treatment plant for the Earth Science Class to promote awareness of this key city operation.

Fiscal 2017 Objectives:

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

Budget Highlights:

- Paid off the $6,750,000 PCUA 2008 Note in December 2016. PCUA 2008 Note refinanced debt from the construction of Wastewater Treatment Plant.

PCUA - Wastewater Administration								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	65,223	67,193	69,214	73,100	53,848	76,607	3,507	4.80%
Material/Supplies	837	627	956	1,530	432	1,530	0	0.00%
Other Charges & Svcs	200,103	210,010	215,678	239,839	172,953	252,911	13,072	5.45%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	2,032,869	2,030,086	2,002,601	2,015,000	1,695,908	1,413,200	(601,800)	(29.87%)
Transfers	636,217	665,586	688,354	701,505	526,129	712,535	11,030	1.57%
Department Total	**2,935,248**	**2,973,502**	**2,976,803**	**3,030,974**	**2,449,269**	**2,456,783**	**(574,191)**	**(18.94%)**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	3,135	Workers Compensation	(432)
FICA	184	Debt Principal	(535,000)
Medicare	45	Debt Interest	(60,000)
Retirement Plan 2	128	Transfer to Tech Services	(6,800)
ICMA Retirement PCUA	113		
Health Insurance	334		
Audit Services	2,500		
Charges for General Services	10,572		
Transfer to General	9,030		
Transfer to Utility Billing	2,000		
Total	28,041	Total	(602,232)

Net Decrease **($574,191)**

Personnel Summary:

Environmental Services Director	.33	Administrative Secretary	.5

Total Full Time Employees **.83**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	**0.83**

Explanation: (Employees shared between Funds) Environmental Services Director **33% Wastewater Admin;** 33% Solid Waste; 34%Water Admin. Administrative Secretary **50% Wastewater Admin;** 50% Water Admin

Wastewater Fund – Treatment

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

Fiscal 2016 Accomplishments:

- Successfully treated over 1.37 billion gallons of wastewater, including high-strength sewage generated by industrial users.
- Replaced two 72-inch gate valves to facilitate different operation modes of the aeration basins.
- Worked with Ponca City Energy in installation of a dual feed electrical system for emergency power purpose.
- Completed 3,359 work orders to maintain the treatment units and liftstations.

Fiscal 2017 Objectives:

- Continue division's commitment to employee training and education in order to enhance job knowledge and safety awareness.
- Continue replacing major valves to ensure plant's smooth operation.
- Complete the variable speed drive replacement project at the Wastewater Treatment Plant.

PCUA - Wastewater Treatment								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	536,704	579,995	572,175	673,214	459,021	715,725	42,511	6.31%
Material/Supplies	278,472	253,121	243,622	282,700	161,721	282,700	0	0.00%
Other Charges & Svcs	463,922	489,452	504,895	558,400	287,780	558,400	0	0.00%
Capital Outlay	21,400	86,918	570,514	80,000	20,076	130,000	50,000	62.50%
Transfers	108,242	94,493	94,172	114,945	68,620	110,945	(4,000)	(3.48%)
Department Total	**1,408,740**	**1,503,980**	**1,985,379**	**1,709,259**	**997,219**	**1,797,770**	**88,511**	**5.18%**

Approved Capital:

Valve Replacement	$80,000
Variable Frequency Drive (VFD) Replacement	$50,000

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	31,162	Workers Compensation	(3,776)
FICA	1,777	Transfer to City Garage	(4,000)
Medicare	416		
Retirement Plan 2	3,297		
Health Insurance	9,635		
C/O Sewer System	50,000		
Total	96,287	Total	(7,776)

Net Increase **$88,511**

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:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	11.5	11.5	11.5	11	11	11	11	11	11	**11**

Explanation: FY 10/11 the position of Superintendent shared between funds is now allocated to Water Production only.

Wastewater Fund – Collection

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

Fiscal 2016 Accomplishments:

- Reduced Unpermitted Discharges to two sewer overflows in calendar year 2015.
- Completed the project to replace 100 feet of 8" sewer pipe crossing Turkey Creek at Lake Ponca.
- Preformed preventive maintenance tasks to maintain and improve conditions of City's Wastewater Collection System:
  - Flushed over 500,000 feet of sewer mains.
  - Filmed over 10,000 feet of sewer mains to evaluate pipe conditions.
  - Treated over 51,000 feet of pipes with proprietary root control chemicals.

Fiscal 2017 Objectives:

- Continue with the preventative maintenance program to minimize the Unpermitted Discharges.
- Improve the City's Wastewater Collection System with capital project(s) and point-to-point repairs.
- Continue the division's commitment to safety through monthly safety meetings presented by MESO.

PCUA - Wastewater Collection								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Personal Services	325,811	331,334	355,553	367,443	274,122	394,750	27,307	7.43%
Material/Supplies	96,044	80,175	81,869	102,000	53,157	95,000	(7,000)	(6.86%)
Other Charges & Svcs	22,906	23,369	41,836	56,200	46,245	56,200	0	0.00%
Capital Outlay	90,316	402,832	300,463	170,000	36,012	570,000	400,000	235.29%
Transfers	44,601	46,340	58,676	64,422	20,085	62,422	(2,000)	(3.10%)
Department Total	**579,678**	**884,050**	**838,397**	**760,065**	**429,622**	**1,178,372**	**418,307**	**55.04%**

Approved Capital:

Sewer Line Replacement – Franklin Street	$500,000
Contingency Wastewater Collection Projects	$70,000

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	17,569	Workers Compensation	(1,950)
FICA	636	Chemical Supplies	(7,000)
Medicare	146	Transfer to City Garage	(2,000)
Retirement Plan 2	1,349		
Health Insurance	9,557		
C/O Sewer System	400,000		
Total	429,257	Total	(10,950)

Net Increase **418,307**

Personnel Summary:

Supervisor	1	Maintenance Worker I	2
Maintenance Worker II	3		

Total Full Time Employees **6**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	6	6	6	6	6	6	6	6	6	**6**

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 2016 Accomplishments:

- Completed the Notice of Intent and the new stormwater management plan for the recently released EPA and ODEQ Phase II stormwater permit outlining the progress of the City's program in meeting the requirements of the stormwater program.
- Completed the construction of the Tributary E channel repairs by replacing linear feet & channel.
- Reconstructed the Airport drainage channel by removing the over-growth and reshaping the existing channel.

Fiscal 2017 Objectives:

- Review the current stormwater ordinance to meet the new general permit OKR04 which was released in November 2015.
- Continue implementing the requirements for the City's Stormwater Phase II NPDES permit.
- Co-host the bi-annual Household Hazardous Waste Collection day with Phillips66 and Solid Waste Collection.

PCUA - Stormwater								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Stormwater Fee	339,568	379,672	412,760	448,000	331,161	480,000	32,000	7.14%
Other Revenues	101,396	25,061	36,494	10,800	11,920	15,500	4,700	43.52%
Total Revenues:	**440,964**	**404,733**	**449,254**	**458,800**	**343,081**	**495,500**	**36,700**	**8.00%**
EXPENDITURES:								
Personal Services	27,510	28,979	29,977	32,820	23,754	33,859	1,039	3.17%
Materials & Supplies	20,213	37,801	19,167	37,500	0	52,500	15,000	40.00%
Other Charges & Svcs	63,665	59,385	98,004	105,145	49,349	141,552	36,407	34.63%
Capital Outlay	150,180	253,458	19,900	350,000	417,060	0	(350,000)	(100.00%)
Transfers	0	0	10,000	10,000	7,500	10,000	0	0.00%
Total Expenditures	**261,567**	**379,623**	**177,048**	**535,465**	**497,664**	**237,911**	**(297,554)**	**(55.57%)**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	1,596	Health Insurance	(1)
FICA	79	Life Insurance	(25)
Medicare	18	Workers Compensation	(178)
Retirement Plan 2	150	Car Allowance	(600)
Drainage Maintenance	15,000	Printing	(500)
Househould Hazardous Waste	35,000	C/O Stormwater System	(350,000)
Charges for General Services	1,407		
Contingencies	500		
Total	53,750	Total	(351,304)

Net Decrease **(297,554)**

Personnel Summary:

Stormwater Advocate .5

Total Full Time Employees **.5**

Personnel History:

	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	.5	.5	.5	.5	.5	**.5**

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

Technology Services

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

Fiscal 2016 Accomplishments:

- Completed Pilot installation and evaluation for Fiber to the Premise project.
- Upgraded main City Hall switch with redundant hardware for fault tolerance and stability.
- Switched providers and performed upgrades for departmental mobile phones.
- Installed additional SAN storage for city-wide network.
- Converted Police SLEUTH server to virtual server.
- Converted Tyler Content Management server to virtual server.
- Built new backup servers and installed Veeam Backup & Replication to enhance backup and disaster recovery capabilities.
- Built new storage server to increase space for departmental file storage.
- Upgraded audio/video equipment in Commission Chamber.
- Completed city-wide fiber audit and data compilation.
- Evaluated and installed fiber management software solution.
- Telecommunications Technician and Assistant Director attended off-site Cisco switching and routing training.
- Assistant Director attended off site VMware training.
- Upgraded Firehouse software to latest version.
- Installed new server to increase resources available to virtual desktops.
- Rolled out new anti-virus software package for City desktops and servers.
- Upgraded AFIX fingerprint database workstation to new hardware in Police Department.
- Assisted with installation and configuration of new iTouch fingerprint scanner in Police Department.
- Upgraded Audio log archive repository to new hardware.
- Worked with FTTP committee to develop business plan, survey, rollout procedures, and other needed areas for project planning completion.
- Provided day-to-day user support on over 85 city applications and 300 users.
- Managed wireless network with over 17,500 daily users.

Fiscal 2017 Objectives:

- Evaluate replacements or improvements for existing virtual desktop system.
- Install new uninterruptable power supplies and racks in server rooms and Network Operations Centers city-wide to improve efficiency, reliability.
- Implement city-wide technology inventory system.
- Implement infrastructure monitoring solution to provide visibility into server and network performance.
- Convert camera servers to new software (Avigilon) and increase server storage.

PCUA - Technology Services								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Transfers	623,845	705,000	755,000	743,000	559,750	743,000	0	0.00%
Misc. Receipts	0	120	1,006	0	589	0	0	0.00%
Total Revenues:	**623,845**	**705,120**	**756,006**	**743,000**	**560,339**	**743,000**	**0**	**0.00%**
EXPENDITURES								
Personal Services	256,075	334,822	363,649	382,993	275,898	389,049	6,056	1.58%
Material & Supplies	100,029	129,575	85,430	146,500	65,182	136,500	(10,000)	(6.83%)
Other Charges & Svcs	160,406	195,903	199,088	216,600	168,490	226,600	10,000	4.62%
Capital Outlay	89,458	11,500	0	0	0	0	0	0.00%
Transfers	3,226	3,226	3,226	3,226	3,226	3,226	0	0.00%
Total Expenditures:	**609,194**	**675,027**	**651,393**	**749,319**	**512,796**	**755,375**	**6,056**	**0.81%**

Approved Capital

Cisco Call Manager/Unity Telephone System	(CIP Fund) $65,000
Cisco Switches	(CIP Fund) $40,000
Uninterruptable Power Supplies for Network	(CIP Fund) $8,000
Network/Server racks for City Hall & PD	(CIP Fund) $5,000

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	4,424	Workers Compensation	(2,362)
FICA	742	Office Supplies	(5,500)
Medicare	166	Computer Supplies	(3,500)
ICMA Retirement PCUA	1,152	Computers	(1,000)
Health Insurance	1,934	Cell Phone Service	(1,000)
Telephone Service Local	100	Dues & Subscriptions	(450)
Misc Professional Services	3,000	Education & Training	(2,000)
Maint & Service Contracts	10,700	Pager Services	(350)
Total	22,218	Total	(16,162)

Net Increase **6,056**

Personnel Summary:

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

Total Full Time Employees **4**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	3	3	3	3	3	3	4	4	4	**4**

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

Golf Course

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

Fiscal 2016 Accomplishments:

- Increased Pro Shop Sales by 31% because of hosting more outside events.
- Received a course rating by the USGA for the new set of silver tees and the red tees that were relocated.
- Finished building a new forward tee on Hole #5.
- Increased Junior Golf visibility by participating in PGA Junior League.
- Adopted a new grass fertilization program which improved the health and speed of the greens.
- Continued to participate in the PGA Growth of the Game initiatives to attract new golfers to Lew Wentz.
- Worked with different Not for Profit agencies to host new tournaments.
- Continued to transform areas back to native grass to save cost on fuel, chemicals, and labor.
- Continued the over seeding program to improve turf throughout golf course.

Fiscal 2017 Objectives:

- Increase rounds by 10% through new tournaments for both members and non-members.
- Build forward tees on Holes #2 and #12.
- Establish a tree nursery behind Hole #10 green.
- Focus advertising on areas outside a 50 mile radius to increase play and help increase tax dollars to Ponca City.
- Increase league play during the week by having Senior and Ladies Leagues.
- Redesign and rework the area in front and left of Holes #4 green and #9 green for better drainage and to match the bunker on Hole #18.
- Continue to improve club fitting through the use of the Flightscope technology.

Enterprise Funds - Golf Course								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Annual Green Fees	57,479	53,346	52,047	58,000	18,439	52,000	(6,000)	(10.34%)
Daily Green Fees	139,480	130,782	146,803	132,000	102,437	145,000	13,000	9.85%
Tournament Fees	0	1,000	0	0	0	0	0	0.00%
Pro Shop Sales	98,196	87,967	117,032	94,000	56,813	110,000	16,000	17.02%
Golf Cart Rentals	121,303	115,959	123,445	120,000	70,817	120,000	0	0.00%
Private Cart Fees	9,893	6,540	5,471	6,500	1,293	6,000	(500)	(7.69%)
Daily Cart Rentals	600	0	0	0	0	0	0	0.00%
Cart Trail Fees	143	202	377	200	640	500	300	150.00%
Sales Tax Paid	574	49	1,122	0	0	0	0	0.00%
Concession	60,327	65,139	72,561	70,000	45,210	72,000	2,000	2.86%
Contrib from Funds	260,000	260,000	260,000	285,694	214,270	285,694	0	0.00%
Cash Over/Short Rev	(1)	0	300	0	522	0	0	0.00%
Other Revenues	0	2,030	1,345	0	0	0	0	0.00%
Total Revenues:	**747,995**	**723,012**	**780,502**	**766,394**	**510,442**	**791,194**	**24,800**	**3.24%**
EXPENDITURES								
Personal Services	463,590	463,353	452,505	468,765	340,852	494,565	25,800	5.50%
Material & Supplies	89,161	95,140	89,159	97,500	69,172	97,500	0	0.00%
Other Charges & Svcs	171,944	159,209	173,340	176,050	134,839	176,050	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	22,897	22,576	21,653	24,079	13,591	23,079	(1,000)	(4.15%)
Total Expenditures:	**747,593**	**740,278**	**736,656**	**766,394**	**558,454**	**791,194**	**24,800**	**3.24%**

Approved Capital:

200 Gallon Gas Powered Sprayer	(CIP Fund) $44,000
Upgrade Network 8000 Irrigation Software	(CIP Fund) $12,000
Driving Range / Practice Area Phase I	(CIP Fund) $10,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	16,177	Workers Compensation	(2,497)
Part Time Salaries	5,000	Motor Fuel	(200)
FICA	1,641	Transfer to City Garage	(1,000)
Medicare	367		
Retirement Plan 1	1,756		
Health Insurance	3,356		
Medical Supplies	200		
Total	28,497	Total	(3,697)

Net Increase **24,800**

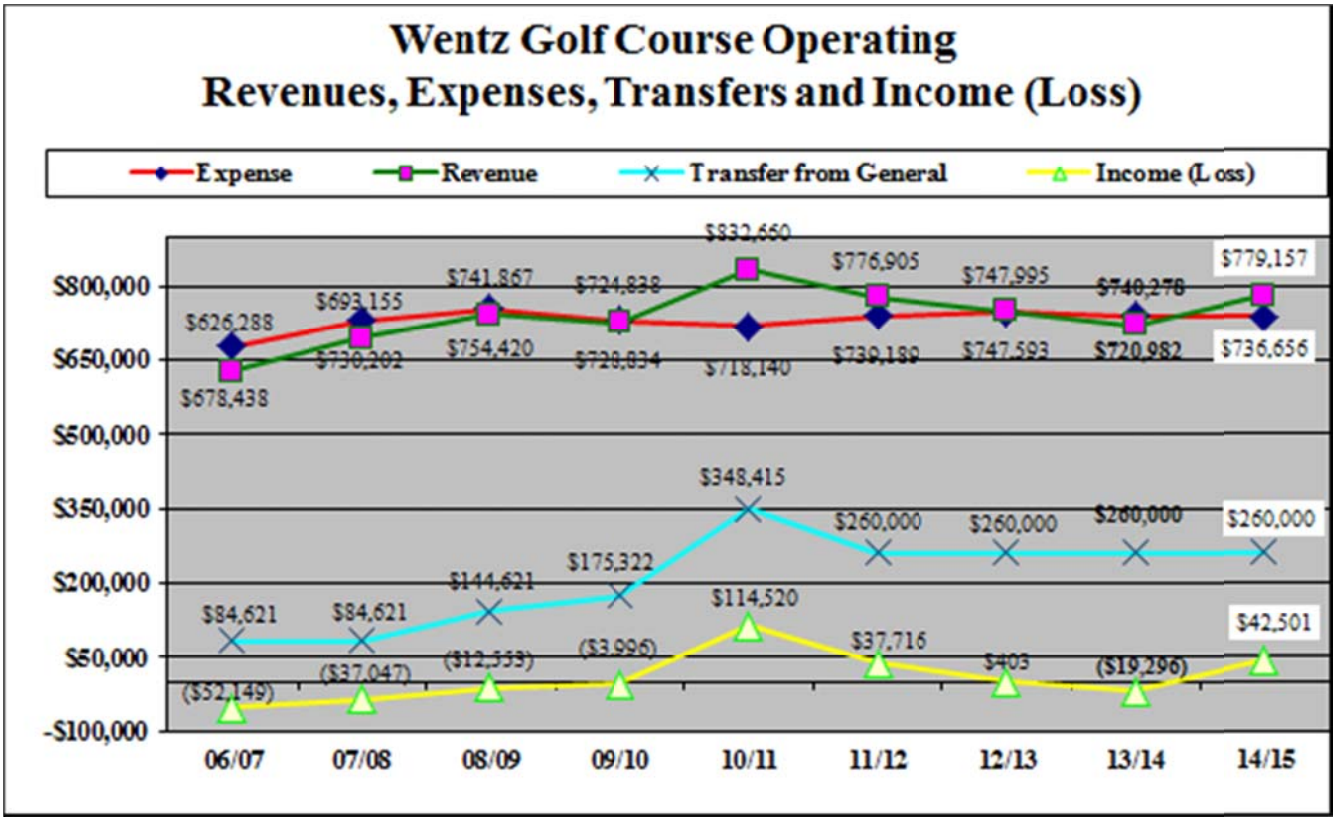
Personnel Summary:

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

Total Full Time Employees 6
Total Part Time Employees 11

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	6	6	6	6	6	6	6	6	6	**6**



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Operating transfers from the General Fund are included in the revenue total and also illustrated as an individual line. Beginning in FY 2006/07 Wentz Golf was not charged for City utility services and they are not reflected in the graph above as of that date. FY 2014/15 utility expense was approximately $22,085.

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 2016 Accomplishments:

- Completed, with Scott Swearingen Productions, a one hour Marland documentary titles "High Stakes: The Life & Times of E. W. Marland", which will be formatted for public television.
- Attracted over 10,300 guests during the 2015 calendar year, including citizens and visitors from 48 states and 31 countries, as far away as Australia, Fiji, Korea, and South Africa.
- Raised monies for the Marland Estate, through the Marland Estate Foundation, bringing in over $42,000 at Oktoberfest, $31,000 at the Marland Holiday Gala, over $32,500 from donation drive letters, as well as over $2,000 in matching grants and volunteer grants from ConocoPhillips/Phillips66.
- Created a "Leaving a Lasting Legacy" giving brochure, to explain the different ways one may leave the Marland Estate with endowments, charitable trusts, and annuities as directed in one's will.
- Provided safety tour of the Marland Estate for the Ponca City Fire Department, in order to familiarize firemen with Mansion and related facilities located on the estate.
- Continued to utilize the Oklahoma Tourism's Fulfillment Program, a contracted benefit of the Oklahoma Tourism and Recreation Department (OTRD), in which historic and tourism sites are featured on the state's tourism website, travelok.com. OTRD mailed over 4,000 Marland Mansion brochures that were requested through their website, by travelers, in 2015.
- Revised rental agreement documents consistent with the Marland Mansion, Marland's Grand Home, and the Hutchins Memorial including incentives for non-cancelation.

Fiscal 2017 Objectives:

- Complete with Tony Vann & Associates, an interactive tour program for electronic devices to better communicate the Marland story.
- Replace cash register in Gift Shop with newer model to improve reporting, inventory control, and cash handling processes.
- Continue to identify maintenance needs and provide preventive maintenance and repairs, in order to preserve the Marland Mansion Estate.

- Continue to expand advertising opportunities through high quality magazine feature stories and cooperative local tourism efforts, to update all print ads, brochures, and I-35 billboard with new Marland era theme, and to capitalize further on free advertising provided through City employee newsletters, Media Tip Sheets, Cable Channel 22, Facebook, Twitter, and newly designed website.
- Continue to seek and acquire original Marland items for the Mansion.

Enterprise Funds - Marland Estate								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Outside Revenue	0	3,896	0	0	0	0	0	0.00%
Charges for Services	138,714	141,980	140,241	141,300	97,607	126,200	(15,100)	(10.69%)
Contribution from Funds	148,378	148,378	148,378	199,185	149,389	199,185	0	0.00%
Other Revenues	846	917	1,604	1,000	758	1,000	0	0.00%
Total Revenues:	**287,938**	**295,171**	**290,223**	**341,485**	**247,754**	**326,385**	**(15,100)**	**(4.42%)**
EXPENDITURES								
Personal Services	214,440	215,205	194,817	235,937	166,250	230,837	(5,100)	(2.16%)
Material & Supplies	31,941	33,764	28,694	36,744	27,034	36,744	0	0.00%
Other Charges & Svcs	31,142	30,548	29,630	41,650	24,408	41,650	0	0.00%
Capital Outlay	2,827	3,896	0	0	0	0	0	0.00%
Transfers	26,711	26,692	26,037	27,154	18,785	27,154	0	0.00%
Total Expenditures:	**307,062**	**310,106**	**279,179**	**341,485**	**236,478**	**336,385**	**(5,100)**	**(1.49%)**

Approved Capital: Ultraviolet Thermofilm Window Treatment (CIP Fund) $34,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	10,707	Health Insurance	(15,957)
FICA	525	Workers Compensation	(1,487)
Medicare	126	Wearing Apparel	(100)
Retirement Plan 1	986	Archival Supplies	(100)
Buildings Maintenance	300	Postage	(100)
Advertising	500	Dues & Subscriptions	(100)
Misc Professional Service	2,000	Office Equipment Maint Svc	(200)
		Maintenance & Svc Contract	(1,700)
		Pest Control	(500)
Total	15,144	Total	(20,244)

Net Decrease ($5,100)

Personnel Summary:

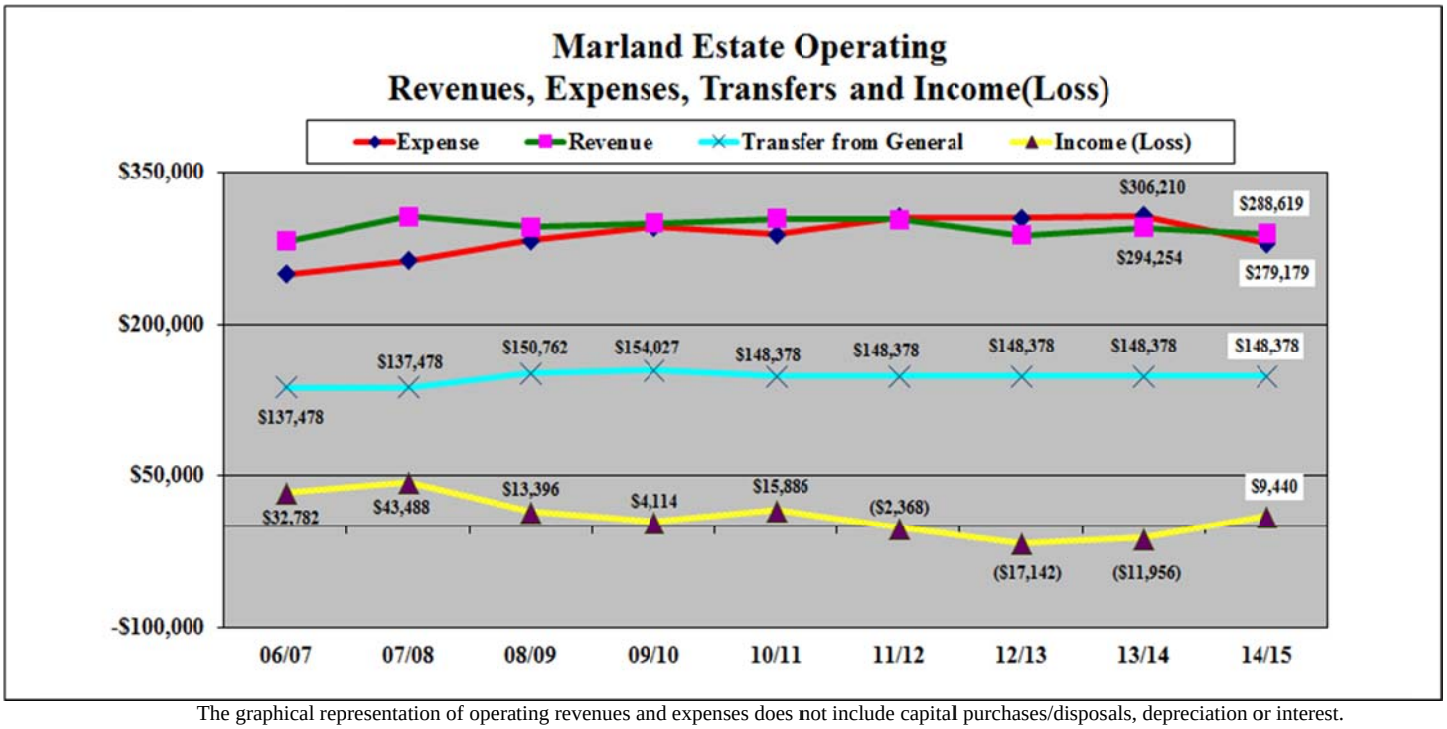
Estate Director	1	Gift Shop Attendant/Events Coordinator	1
Operations Assistant	1	Gift Shop Attendant – Part Time	2
Maintenance Worker II	1	Custodian – Part Time	1

Total Full Time Employees 4
Total Part Time Employees 3

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	3	4	4	4	4	4	4	4	4	**4**

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



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest.
Operating transfers from the General Fund are included in the revenue total and also illustrated as an individual line.
Beginning in FY 2006/07 the Estate was not charged for City utility services and they are not reflected in the graph above as of that date.
FY 2014/15 utility expense was approximately $47,091.

Airport Grants

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

Fiscal 2016 Accomplishments:

- Rehabilitate existing Hangar Access and Parking Aprons.
- Widen and extend an existing Taxilane serving T-Hangars.
- Reconstruct and widen a portion of the Main Parking Apron.
- Install LED conversion kits for existing Windcone.
- Installed new LED REILS.

Fiscal 2017 Objectives:

- Receive non-primary entitlement funds for improvements.

Enterprise Funds - FAA Grant								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Intergovernmental	186,333	125,456	480,200	166,667	176,680	165,000	(1,667)	-1.00%
Contributions from Funds	0	16,667	16,667	15,000	31,364	16,667	1,667	11.11%
Other Revenues	0	0	0	0	0	0	0	0.00%
Total Revenues:	**186,333**	**142,123**	**496,867**	**181,667**	**208,044**	**181,667**	0	**0.00%**
EXPENDITURES								
Other Charges & Services	0	0	0	0	0	0	0	0.00%
Capital Outlay	80,666	139,351	490,647	181,667	210,892	181,667	0	0.00%
Total Expenditures:	**80,666**	**139,351**	**490,647**	**181,667**	**210,892**	**181,667**	**0**	**0.00%**

Approved Capital:

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

Approved Budget Variances from Prior Year:

Increases		Decreases	
Total	0	Total	0
Net Increase	**0**		

Personnel Summary: None

Ponca City Regional Airport

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

Fiscal 2016 Accomplishments:

- Hosted over 5,400 people attending the monthly fly-in breakfast meetings in 2015.
- Hosted the Northern Oklahoma Flight Academy with the maximum number of 35 participants for the twelfth consecutive year.
- Replaced the existing siding on the Airport Terminal building along with some new siding underneath the overhangs.
- Increased restaurant seating capacity by the addition of a new glass wall.
- Upgraded the lighting in Building #4 due to the failure of the existing lighting system.
- Reconstructed the Airport drainage channel on the northeast side of the runway by removing the trees and overgrowth.

Fiscal 2017 Objectives:

- Maintain the current fuel sales at the Ponca City Regional Airport. Fuel sales are comparable to last year's rate.
- Replace the roof on the clubhouse.
- Repair the exterior walls by power washing and painting the exterior walls of Buildings #7 and #8.

Enterprise Funds - Airport								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Licenses & Permits	430	130	0	0	125	0	0	0.00%
Charges for Services	1,028,963	907,361	953,548	987,000	602,357	894,450	(92,550)	(9.38%)
Contrib from Funds	103,446	103,446	103,446	195,796	146,847	195,796	0	0.00%
Other Revenues	329	(1,002)	348	400	271	400	0	0.00%
Total Revenues:	**1,133,168**	**1,009,935**	**1,057,342**	**1,183,196**	**749,599**	**1,090,646**	**(92,550)**	**(7.82%)**
EXPENDITURES								
Personal Services	256,576	279,989	295,319	354,014	262,550	370,664	16,650	4.70%
Material & Supplies	733,008	604,628	513,500	702,800	355,670	606,600	(96,200)	(13.69%)
Other Charges & Svcs	43,475	46,243	42,301	48,700	32,479	48,700	0	0.00%
Capital Outlay	0	0	0	0	0	67,000	67,000	0.00%
Transfers	77,991	78,148	70,071	77,682	63,965	77,682	0	0.00%
Total Expenditures:	**1,111,051**	**1,009,007**	**921,190**	**1,183,196**	**714,664**	**1,170,646**	**(12,550)**	**(1.06%)**

Approved Capital:

Roof Replacement – Building #15	$45,000
Paint the Walls of Building #7 &8	$12,000
Remove & Replace Skylights in Building #12	$10,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	15,611	Health Insurance	(2,388)
Part Time Salaries	507	Workers Compensation	(1,962)
FICA	819	Fuel	(100,000)
Medicare	184	Credit Card Fees	(500)
Retirement Plan 1	3,499		
ICMA Retirement City	380		
Office Supplies	200		
Wearing Apparel	300		
Traffic Control Supplies	500		
Hand Tools	300		
Buildings Maintenance	1,000		
Grounds Maintenance	1,000		
Misc Repairs & Maintenance	500		
Gas Utilities	300		
Misc Lease & Rentals	100		
Dues & Subscriptions	100		
C/O Building Addition & Impr	67,000		
Total	92,300	Total	(104,850)

Net Decrease **(12,550)**

Personnel Summary:

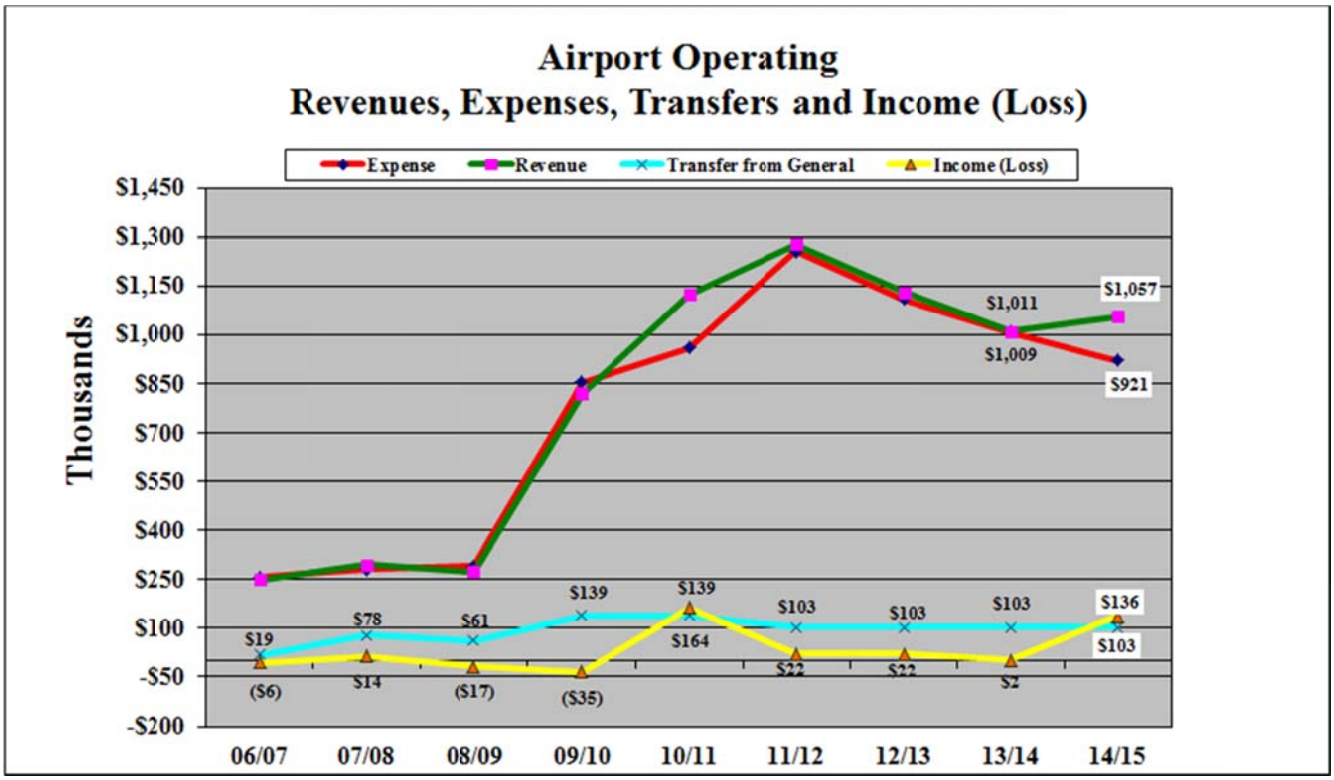
Airport Manager	1	Maintenance Worker II	2
Skilled Maintenance Tech.	2	Maintenance Worker II-Part time	3

Total Full Time Employees **5**
Total Part Time Employees **3**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	3	3	5	5	4	4	4	4	5	**5**

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



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest.
Operating transfers from the General Fund are included in the revenue total and also illustrated as an individual line.
Beginning in FY 06/07 the Airport was not charged for City utility services and they are not reflected in the graph above as of that date.
FY 14/15 utility expense was approximately $29,287.
In September 2009 the Airport acquired fueling operations from Greenwood Aviation.

Insurance Imprest Fund – Health & Life

Department Mission:

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

Fiscal 2016 Accomplishments:

- Continued full health insurance coverage for City employees at a competitive cost to the employee.
- Maintained a good health care plan for employee and family health coverage.
- Realized cost containment in the wake of rate restricting at the beginning of Fiscal 2014-15.
- Completed and Employee Health Fair, providing important health measures to 158 employees.
- Complied with the requirements of the Patient Protection and Affordable Care Act.

Fiscal 2017 Objectives:

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

Internal Service - Health & Life								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Health Ins - City Funded	2,864,928	2,871,916	2,979,836	3,150,000	2,326,775	3,200,000	50,000	1.59%
Health Ins - Retirees	47,193	52,879	35,099	35,000	19,510	28,000	(7,000)	(20.00%)
Health Ins - Employee	709,435	715,367	739,053	777,000	590,553	800,000	23,000	2.96%
Life Ins - City Funded	83,560	82,445	82,047	83,000	62,635	75,000	(8,000)	(9.64%)
Life Ins - Employee	13,096	13,203	11,024	12,000	8,648	24,000	12,000	100.00%
Vision Ins Recd - Emp	23,405	23,509	29,778	29,000	24,794	30,000	1,000	3.45%
Transfer from General	0	0	0	0	0	0	0	0.00%
Interest Income	120,650	89,956	116,428	100,000	73,206	120,000	20,000	20.00%
Other Misc Income	115,445	41,242	39,760	39,000	27,430	37,000	(2,000)	(5.13%)
Total Revenues:	**3,977,712**	**3,890,516**	**4,033,025**	**4,225,000**	**3,133,550**	**4,314,000**	**89,000**	**2.11%**
EXPENDITURES								
Personal Services	0	0	0	0	0	70,786	70,786	100.00%
Health - Claims	2,862,576	2,835,586	3,052,792	3,675,000	2,261,704	3,675,000	0	0.00%
Life - Premiums	126,525	126,210	129,582	140,000	104,323	140,000	0	0.00%
Health - Admin & Premium	98,076	92,024	102,540	95,000	77,343	105,000	10,000	10.53%
Reinsurance Premiums	138,219	249,580	234,966	250,000	178,533	250,000	0	0.00%
Printing	0	0	0	0	0	0	0	0.00%
Bank Svc Fee	0	49	0	0	0	0	0	0.00%
Misc. Contractual Svcs.	42,835	35,470	36,631	37,000	25,310	37,000	0	0.00%
Total Expenditures:	**3,268,232**	**3,338,920**	**3,556,511**	**4,197,000**	**2,647,213**	**4,277,786**	**80,786**	**1.92%**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Services	54,483		
FICA	3,326		
Medicare	786		
Retirement Plan I	4,022		
Health Insurance	6,293		
Life Insurance	300		
Worker Compensation	1,576		
Health Ins Admin & Premiums	10,000		
Total	80,786	Total	0
	Net Increase	**80,786**	

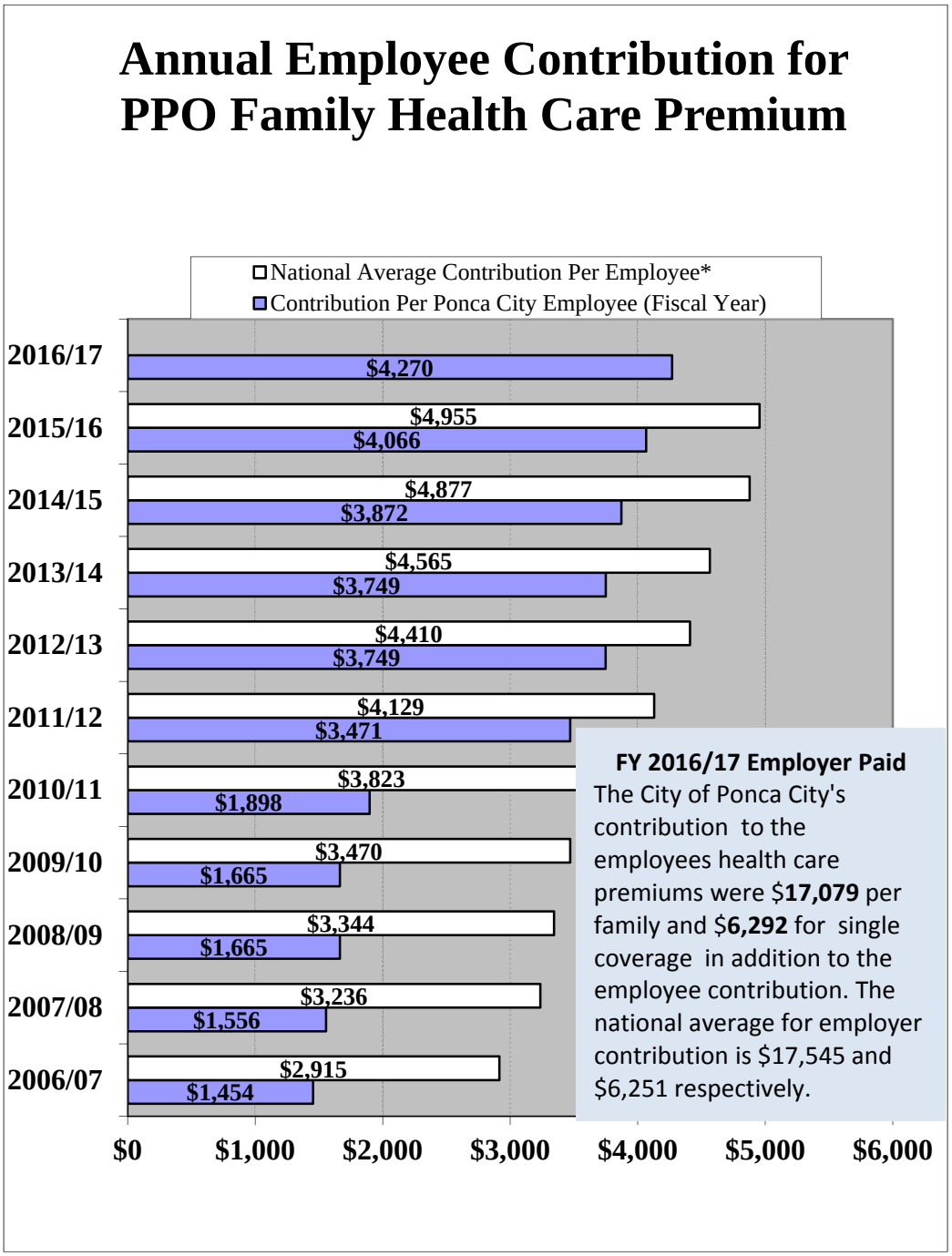
Personnel Summary:

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

Personnel History:

	2016-17
Full Time	**1**

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



*National Average Annual Cost Per Employee is a calendar year annual premium estimate from the Kaiser/HRET Survey of Employer Sponsored Health Benefits for PPO Plans-Family Coverage 2006-2015. The Kaiser Family Foundation and the Health Research and Education Trust conduct an annual national survey of employers of all sizes.

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 2016 Accomplishments:

- Utilized the Oklahoma Municipal Assurance Group's free training programs that correspond with the City of Ponca City's Safety Manual requirements, including: Active Shooter, Fire Safety, Infection Control/Blood Bourne Pathogens, First Aid & CPR, Good Housekeeping to Protect Stormwater, Hazardous Communications, Back Safety, Slips, Trips & Falls, Defensive Driving, Hearing Conservation PPE, and Lock-Out/Tag-Out Ladder Safety.
- Evaluated OMAG on-line training options as a method of aiding monthly department/division safety meeting presentation and encouraging dialog between supervisors and employees to promote and improve work place safety.
- Promoted a safe working environment through the continuation of operation risk safety assessments, such as boiler, elevator, chair lifts, fire and burglar alarms, hot water tank and facility inspections.
- Administered vehicle and equipment accident report tracking to continue to improve City departments' accountability toward the reduction of accidents.
- Created a "City Facility Maintenance" Standard Operating Procedure to establish standard procedures for performing preventative maintenance, identifying and addressing repair needs, and overseeing contractor services.
- Worked Park Maintenance, Code Enforcement, Human Resources and the Pioneer Technology Center to develop "lunch and learn" training sessions for department heads, superintendents, supervisors and building maintenance personnel, with opportunities for hands on training and maintenance identification training tours at various City facilities.

Fiscal 2017 Objectives:

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

Internal Service - Property & Liability								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Misc for Damaged Prop	137,656	33,430	19,939	20,000	3,812	20,000	0	0.00%
Prop/Liab Ins - Recvd City	715,547	715,547	715,547	715,547	588,906	709,370	(6,177)	(0.86%)
Total Revenues:	**853,203**	**748,977**	**735,486**	**735,547**	**592,718**	**729,370**	**(6,177)**	**(0.84%)**
EXPENDITURES								
Other Charges & Svcs	644,466	651,321	525,268	715,500	588,544	735,547	20,047	2.80%
Total Expenditures:	**644,466**	**651,321**	**525,268**	**715,500**	**588,544**	**735,547**	**20,047**	**2.80%**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Property/Boiler/EDP	50,000	Crime Coverage	(1,000)
General Liability	20,000	Airport General Liability	(800)
		Electric Data Process Equip	(6,500)
		Equipment Physical Damage	(21,000)
		Fidelity Treaurer Bond	(653)
		Claims	(20,000)
Total	70,000	Total	(49,953)
	Net Increase	**20,047**	

Personnel Summary: None

Workers Compensation Fund

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

Fiscal 2016 Accomplishments:

- Presented seven employee safety training sessions covering multiple topics.

Fiscal 2017 Objectives:

- Continue to promote safety in the workplace.

Internal Service - Worker's Compensation								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
W/C - Property Tax	962,061	706,652	718,834	737,517	575,961	588,010	(149,507)	(20.27%)
Total Revenues:	**962,061**	**706,652**	**718,834**	**737,517**	**575,961**	**588,010**	**(149,507)**	**(20.27%)**
EXPENDITURES								
Personal Services	60,526	62,749	64,450	67,455	50,726	0	(67,455)	(100.00%)
Other Charges & Svcs	548,021	658,090	546,820	951,800	184,733	955,000	3,200	0.34%
Total Expenditures:	**608,547**	**720,839**	**611,271**	**1,019,255**	**235,460**	**955,000**	**(64,255)**	**(6.30%)**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Misc Other Charges	3,200	Full Time Salaries	(51,650)
		FICA	(3,151)
		Medicare	(745)
		Retirement Plan I	(3,683)
		Health Insurance	(5,993)
		Life Insurance	(245)
		Worker Compensation	(1,988)
Total	3,200	Total	(67,455)
	Net Decrease		**(64,255)**

Personnel History:

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	**2016-17**
Full Time	1	1	1	1	1	1	1	1	1	**0**

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

City of Ponca City OSHA Recordable Injuries
Comparison of Years 2013 – 2015

DEPARTMENT	INJURIES WITH LOST OR RESTRICTED WORKDAYS			# OF DAYS LOST			# OF RESTRICTED DAYS			RECORDABLE INJURIES WITHOUT LOST TIME			TOTAL RECORDABLE INJURIES		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Courts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Airport	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
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	3	2	1	75	29	0	58	65	2	3	3	2	6	5	3
Police	4	3	4	12	23	0	246	205	84	0	0	1	4	3	5
Animal Control	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Code Enforce.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park & Rec	0	1	0	0	0	0	0	120	0	1	1	2	1	2	2
Electric	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0
Engineering	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
Utility Billing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Golf Course	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street	0	0	0	0	0	0	0	0	0	1	0	0	1	0	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	2	3	91	0	0	646	210	61	4	2	0	13	4	3
Landfill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Prod	2	0	0	12	0	0	187	0	0	0	0	0	2	0	0
WW Coll / Water Distr	1	0	0	0	0	0	37	0	0	0	0	0	1	0	0
WW Treat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WW Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	**19**	**8**	**8**	**190**	**52**	**0**	**1174**	**600**	**147**	**10**	**8**	**6**	**29**	**16**	**14**
2013 % improved / - impaired	**17%**			**324%**			**-24%**			**0%**			**14%**		
2014 % improved / - impaired		**58%**			**265%**			**96%**			**25%**			**81%**	
2015 % improved / - impaired	**0%**			**52,000%**			**308%**			**33.33%**			**14%**		

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

City Garage

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

Fiscal 2016 Accomplishments:

- Purchased and acquired a new 2016 Passenger Bus for city use.
- Utilized the State bid process and acquired a new Roll-Off Truck for Solid Waste Department.
- Reduced the parts inventory by trading out of date parts for useable stock to fit the current vehicles owned by City Departments at a total reduction of $2,762. The inventory reduction is still on going.
- Worked with several local vendors to buy more aftermarket parts with lifetime warranties due to frequent failures of certain parts.
- Attended advanced training for repairs on new age automotive and heavy equipment.
- Placed the Oklahoma Corporation Commission monthly in tank and line leak test reports in a binder to organize test results for easier accessibility for the OCC Inspector.
- Attended a RTA (garage maintenance computer program) training seminar in Denver, Colorado, the RTA system is used to track vehicle repairs and fuel usage.

Fiscal 2017 Objectives:

- Expand internal service to include minor transmission repairs and overhauls.
- Pursue a new used oil buyback program, due to the falling oil prices currently have to pay the vendor to remove used oil.

Internal Service - City Garage

REVENUES	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%) Budget 07/01/2015	2016 (75.00%) Actual 03/31/2016	2017 Approved Budget	Variance 2017 vs 2016 Budget Amount	Variance 2017 vs 2016 Budget Percent
Charges for Services	2,069	2,137	4,892	2,000	240	0	(2,000)	(100.00%)
Contribution from Funds	1,617,551	1,633,791	1,424,344	1,678,000	936,409	1,583,000	(95,000)	(5.66%)
Other Revenues	0	0	0	0	0	0	0	0.00%
Total Revenues:	**1,619,620**	**1,635,928**	**1,429,236**	**1,680,000**	**936,649**	**1,583,000**	**(97,000)**	**(5.77%)**
EXPENDITURES								
Personal Services	216,034	222,648	194,611	224,550	151,390	233,320	8,770	3.91%
Material & Supplies	1,355,375	1,435,224	1,159,011	1,402,270	790,252	1,283,750	(118,520)	(8.45%)
Other Charges & Svcs	22,277	17,465	16,206	30,600	10,313	30,850	250	0.82%
Capital Outlay	0	0	0	5,000	3,920	17,500	12,500	250.00%
Transfers	17,580	17,580	17,580	17,580	15,685	17,580	0	0.00%
Total Expenditures:	**1,611,265**	**1,692,917**	**1,387,408**	**1,680,000**	**971,561**	**1,583,000**	**(97,000)**	**(5.77%)**

Approved Capital:

Garage Bay Doors for Wash Bay (2)	$10,000
10,000 lb. Asymmetric Twin Post Floor Lift	$7,500

Approved Budget Variances from Prior Year:

Increases		Decreases	
Full Time Salaries	4,186	Medicare	(179)
FICA	484	Workers Compensation	(1,330)
Retirement Plan I	961	Office Supplies	(100)
Health Insurance	4,648	Motor Fuel	(153,000)
Wearing Apparel	200	Misc Supplies	(200)
Hand Tools	2,000	Solid Waste Services	(1,000)
Motor Vehicle Parts	32,580	C/O Machines & Tools	(5,000)
Electric Utilities	1,000		
Telephone Service Local	50		
Dues & Subscriptions	200		
C/O Building & Improvements	10,000		
City Garage Equipment	7,500		
Total	63,809	Total	(160,809)

Net Decrease (97,000)

Personnel Summary:

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

Total Full Time Employees 4
Total Part Time Employees 1

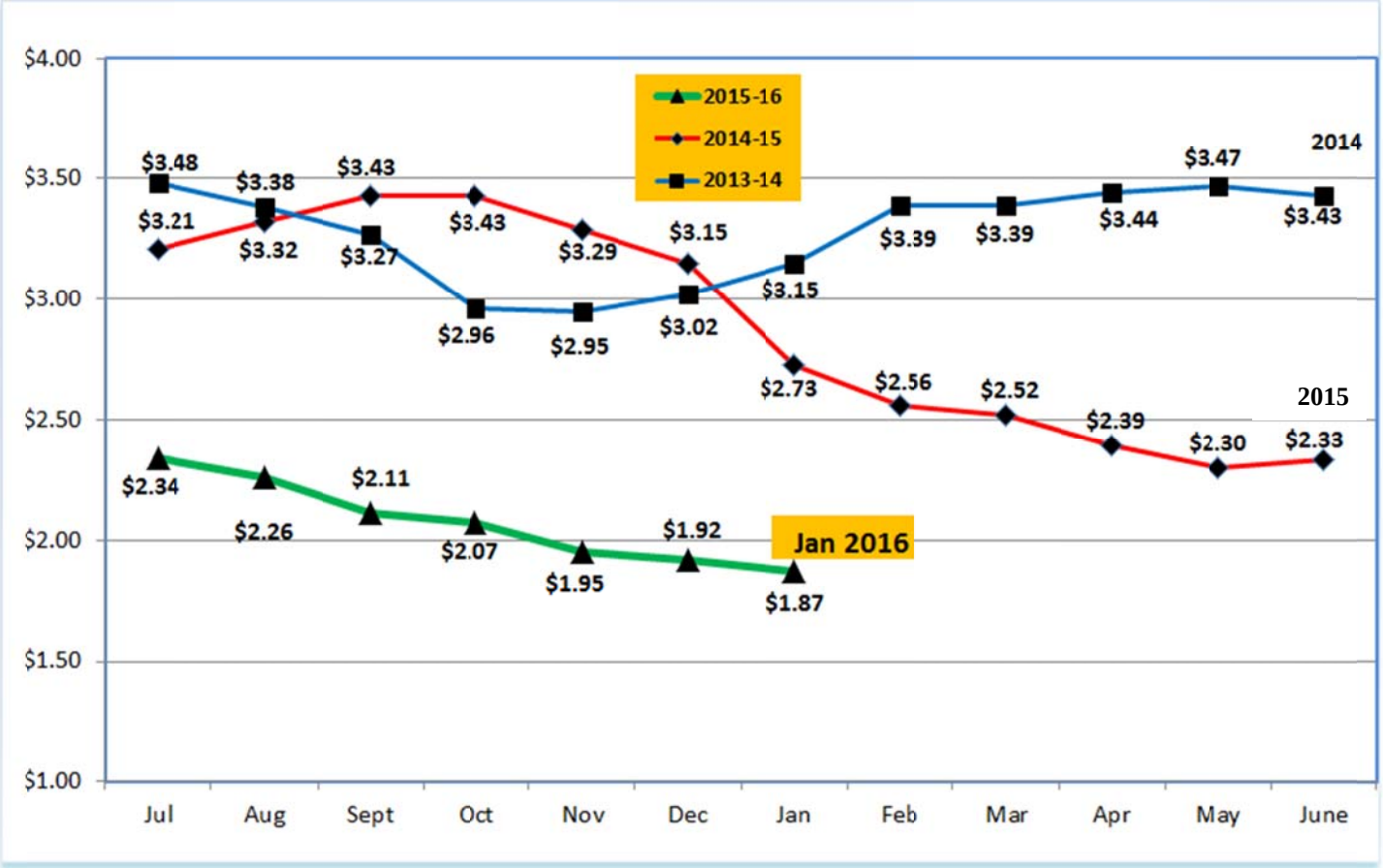
Personnel History:

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

Explanation: FY 10/11 one mechanic position was eliminated.

Average Fuel Price Per Gallon Paid by Departments

July 2014 through January 2016



Cann Estate

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

Fiscal 2016 Accomplishments:

- Held the 2015 Herb Festival.
- Attended educational horticulture workshops.
- Installed new filtration system for the water garden in collaboration with Garden Clubs.
- Reconfigured flower beds in water garden area.
- Partnered with garden clubs for new mapping of Cann Garden.

Fiscal 2017 Objectives:

- Install tree identification tags by June 2017.
- Maintain a safe and educational area for garden patrons.
- Continue partnering with garden clubs for future projects.

Budget Highlights:

- Partnered with garden clubs to purchase and install 4 large trees and a new filtration system for the water garden saving $5,000.

Trust Funds - Cann Estate								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Outside Revenue	170	50,050	0	25,000	25,000	25,000	0	0.00%
Charges for Services	1,950	2,100	1,525	2,000	950	1,500	(500)	(25.00%)
Transfers	30,000	56,510	47,428	47,428	40,000	40,000	(7,428)	(15.66%)
Total Revenues:	**32,120**	**108,660**	**48,953**	**74,428**	**65,950**	**66,500**	**(7,928)**	**(10.65%)**
EXPENDITURES								
Personal Services	41,664	42,684	44,563	47,589	31,213	43,580	(4,009)	(8.42%)
Materials & Supplies	15,355	8,006	6,212	14,440	5,623	14,440	0	0.00%
Other Charges & Svc	494	473	312	1,160	1,022	1,160	0	0.00%
Capital Outlay	0	0	13,521	0	0	0	0	0.00%
Transfers	771	771	771	771	578	771	0	0.00%
Total Expenditures:	**58,283**	**51,934**	**65,380**	**63,960**	**38,437**	**59,951**	**(4,009)**	**(6.27%)**

Approved Capital: None

Approved Budget Variances from Prior Year

Increases		Decreases	
Full Time Salaries	1,889	Health Insurance	(5,993)
FICA	118	Workers Compensation	(273)
Medicare	27		
Retirement Plan 1	223		
Total	2,257	Total	(6,266)

Net Decrease (4,009)

Personnel Summary:

Maintenance Worker II	1	Seasonal Laborer – Part Time	1

Total Full Time Employees 1
Total Part Time Employees 1

Personnel History:

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

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

Matzene Book Fund

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

Fiscal 2016 Accomplishments:

- Accumulate interest income for expenditures on reference materials in FY 16/17.

Fiscal 2017 Objectives:

- Seek improved interest rate for CD renewal.
- Encourage the fund's principal growth by distributing brochures about opportunities to donate to Library collections and operations.

Trust Funds - Matzene Book Trust								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
Trust Revenue	164	122	224	150	136	500	350	233.33%
Interest Income	0	0	0	0	0	0	0	0.00%
Total Revenues:	**164**	**122**	**224**	**150**	**136**	**500**	**350**	**233.33%**
EXPENDITURES								
Materials & Supplies	0	1,500	0	150	0	500	350	233.33%
Total Expenditures:	**0**	**1,500**	**0**	**150**	**0**	**500**	**350**	**233.33%**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
Books & Periodicals	350		
Total	350	Total	0
Net Increase	**350**		

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 2016 Accomplishments:

- The YMCA operated the facility providing a wide variety of services to the community.
- Continued to service the debt on the facility, which will be completed December 2020.
- YMCA has a membership total of 8,046 as of March 04, 2015.

Fiscal 2017 Objectives:

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

Trust Funds - Recreation Center								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
City Sales Tax - Street	1,861,074	1,941,032	1,959,606	1,925,000	1,402,418	1,836,736	(88,264)	(4.59%)
City Use Tax - Street	156,167	164,851	197,293	163,750	165,601	155,000	(8,750)	(5.34%)
Partner Donation	0	0	0	0	0	0	0	0.00%
Misc Revenue	0	0	0	0	0	0	0	0.00%
Interest Income	4,816	4,981	12,611	5,000	3,682	6,000	1,000	20.00%
Total Revenues:	**2,022,056**	**2,110,864**	**2,169,510**	**2,093,750**	**1,571,701**	**1,997,736**	**(96,014)**	**(4.59%)**
EXPENDITURES								
Other Charges & Svcs	0	7,500	0	0	0	0	0	0.00%
Capital Outlay	2,815	0	0	0	0	0	0	0.00%
Transfers Out	2,187,813	1,981,449	2,057,753	2,093,750	1,900,000	1,997,736	(96,014)	(4.59%)
Total Expenditures:	**2,190,628**	**1,988,949**	**2,057,753**	**2,093,750**	**1,900,000**	**1,997,736**	**(96,014)**	**(4.59%)**

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases		Decreases	
		Transfer to PCUA Bond	(96,014)
Total	0	Total	(96,014)
	Net Decrease	**(96,014)**	

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 2016 Accomplishments:

- Completed reconstruction of Elm from Otoe to Ponca and from Highland to Summit.
- Completed project to replace signal poles at 4th & South Avenue.
- Completed sidewalk reconstruction on the west side of Fourth from Grand north to the alley.
- Completed reconstruction of Second from Broadway to Hazel.
- Completed CDBG sidewalk improvement project on South Av. from 6th to 12th.
- Completed downtown traffic signal renovation/removal project.
- Replaced damaged signal pole at Standing Bear & Harding.
- Funded material costs for 107,200 square yards of chip and seal treatment on local streets.

Fiscal 2017 Objectives:

- Complete approximately $2,000,000 of maintenance projects on various City Streets.
- Complete a minimum of $100,000 in sidewalk construction/maintenance projects.
- Extend traffic signal renovation project to four remaining downtown traffic signals on Central and Cleveland.

Trust Funds - Street Improvements								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
City Sales Tax - Street	1,861,074	1,941,032	1,959,606	1,925,000	1,402,418	1,836,736	(88,264)	(4.59%)
City Use Tax - Street	156,167	164,851	197,293	163,750	165,601	155,000	(8,750)	(5.34%)
Intergovermental	0	0	0	0	0	0	0	0.00%
Outside Revenue	0	0	14,961	0	0	0	0	0.00%
Misc Receipts	20,465	0	0	0	0	0	0	0.00%
Interest Income	23,116	19,279	44,370	20,000	18,630	20,000	0	0.00%
Total Revenues:	**2,060,821**	**2,125,162**	**2,216,230**	**2,108,750**	**1,586,649**	**2,011,736**	**(97,014)**	**(4.60%)**
EXPENDITURES								
Materials & Supplies	937,217	1,378,833	1,125,273	525,000	343,727	450,000	(75,000)	(14.29%)
Other Charges & Svcs	65,231	41,037	61,896	185,000	39,046	304,000	119,000	64.32%
Capital Outlay	3,010,210	270,300	1,159,008	1,750,000	159,564	1,815,000	65,000	3.71%
Total Expenditures:	**4,012,658**	**1,690,170**	**2,346,177**	**2,460,000**	**542,337**	**2,569,000**	**109,000**	**4.43%**

Approved Capital:

Mill/Overlay – Third Street, Highland to Liberty	$315,000
Asphalt Reconstruction of Elm Street, Ponca to Okla.	$255,000
Reconstuct Lincoln Street, Oklahoma to Central	$243,000
Mill/Overlay Pioneer Road, 14th to Monument	$227,000
Trail Reconstruction – Redbud Trail	$170,000
Mill/Overlay South Avenue, 12th to 14th Street	$150,000
Reconstruct/Widen Highland Ave., Ash to Sunset	$134,000
Reconstruct/Widen Highland Ave., Olympia-Waverly	$130,000
Sidewalk Reconstruction 100 N. 3rd Street	$90,000
Mill/Overlay 100 South 4th Street	$68,000
Powder Coat Downtown Traffic Signal Poles	$20,000
Mill/Overlay 5th Street, Albany to Brookfield	$13,000

Approved Budget Variances from Prior Year

Increases		Decreases	
Misc Contractual Services	114,000	Street Maintenance	(75,000)
Contingencies	5,000	Sidewalks	(110,000)
Traffic Signals	20,000	Misc Capital Outlay	(100,000)
Misc Capital Outlay	255,000		
Total	394,000	Total	(285,000)
	Net Increase	**109,000**	

Personnel Summary: None

Economic Development Trust Fund

Department Mission: To transfer voter Approved Dedicated Sales Tax Funds to the Ponca City Development Authority (PCDA), who will utilize them to facilitate the creation/retention of quality job opportunities for the citizens of the Ponca City Area.

Fiscal 2016 Accomplishments:

- Contacted 325 new companies.
- Contacted/met existing companies 1,300 times.
- Contacted site consultants 119 times.
- Worked 15 new significant project leads.
- Closed six job creation projects as wins.
- Total number of jobs from wins: 168.
- Contacted 58 companies and 16 site consultants regarding the Sykes building.
- Close project 15-05.
- Solicited one new ICAP project application for an existing Ponca City company.
- Conducted five hiring events for local companies.
- Placed 15 key employees through PoncaWorks.
- Completed a new analysis of the Ponca City area workforce.
- Conducted a second survey of Ponca City employers of expected future workforce needs.
- Coordinated and/or supported five different “Healthy Communities” events.
- Coordinated 15 job fairs and career events at area high schools.
- Produced an Annual Report for fiscal 2014-2015 to the community on PCDA results, finances and accomplishments.
- Began planning for the extension of Sykes Boulevard, west of Hall Boulevard.
- Completed AEDO reaccreditation process.
- Co-sponsored veterans event at Pioneer Technology Center.
- Completed the annual independent audit with a clean opinion.
- Completed call trips to Dallas and Houston.
- Co-sponsored and attended the ICSC, Bio, UAV-WBT and MRO trade shows and attended the Solar Power International trade show.
- Sponsored three booths for Ponca City companies at the AmCon trade show in Kansas City.
- Completed the first “Girl Power!” workforce development camp and had follow-up sessions with participants.
- Submitted 305 resumes to employers for potential employees through the PoncaWorks program.
- PoncaWorks! made presentations to NOC, Wildcat Academy, Cookies and Careers, Newkirk High School and others regarding employment opportunities in Ponca City.
- Conducted two business mentoring luncheons at Ponca City High School.
- Participation in the Oklahoma STEM Summit, “Dream it, Do It,” Oklahoma Renewables Council, OEDC, GEDMT, OCAST and Science and Technology Council.

- Participation in the PYE program, Hospital Advisory Board, NOWIB, SHRM and Chamber Committees and boards.
- Partnered with Pioneer Tech and the school district for student and teacher tours of local industries.
- Re-Launched METS II to define the opportunities of the METS Mobile Lab.
- Presentations to IEDC, Heartland Economic Development, State Chamber, Oklahoma Colleges and Leadership Oklahoma.
- Coordinated Industry Day for Leadership Ponca City.
- Participated in Career Tribal Day.
- Completed the CME, MJ&H, Lindsay expansion projects.
- Acquired the former KCI Hanger at the Ponca City Airport.
- Held a board retreat in October to update the economic development plan.
- Completed the manufacturers resource guide.
- Provided marketing assistance to small businesses.
- Produced weekly e-newsletters to stakeholders regarding PCDA projects, activities and economic information.
- Conducted extensive public outreach through radio, digital, print and in person for internal and external audiences regarding Ponca City economic information and opportunities.
- Funded a CDBG first time homebuyer program through the city to support workforce recruitment.
- Awarded two awards from the IEDC for the Lighten the Load program.
- Assisted Pioneer Tech with Small Business Month programs.
- Conducted four costs of living surveys.
- Adopted a new budget for fiscal 2016-2017.
- Completed a renovation of the PCDA offices.
- Began planning process for the movement of large loads and vessels from Ponca City and facilitated a large vessel move for MJ&H.
- Complete first Ponca City Business Plan “Pitch Off” competition.
- Led effort to get Certified Healthy Business designation.
- Facilitated discussions between PCUA and Dorada on power needs.
- Hosted economic development visits from Hobbs, NM and Claremore, OK.
- Completed the transition to Dropbox for all PCDA board meetings.

Fiscal 2017 Objectives

- Contact a minimum of 100 new companies during the fiscal year to discuss relocation opportunities to Ponca City and pursue identified needs as appropriate.
- Contact site consultants a minimum of 36 times throughout the year.
- Launch an aggressive recruitment campaign aimed at business services companies.
- Open a shared work center in Ponca City to enhance job creation through the growth of entrepreneurs.
- Complete the Sykes Boulevard extension west of Hall Blvd.
- Complete a plan to underground utilities in the West Airport Industrial Park.
- Identify a renewable energy generation facility for the Airport Industrial Park.
- Enhance business to business purchasing within Ponca City and Kay County.
- Complete project (Log10).
- Working with Pioneer Tech, develop a utilization plan for the METS Truck.

- Consider plan to staff the METS Mobile Lab with a part time, shared staff person.
- Launch first annual UAV rodeo.
- Continue the Lighten the Load program to area employers.
- Create regional wind farm map.
- Conduct a second annual “GirlPower!” session and continue follow-up for all sessions.
- Find a new tenant for spec building Bob to generate 20 or more new wealth producing jobs.
- Identify and purchase land for a fourth spec building.
- Continue PoncaWorks headhunting program for area employers.
- Facilitate a robust Manufacturing Week activity in Ponca City.
- Launch new digital and point of sale marketing activities for recruitment purposes including the production of support materials utilizing new marketing campaign.
- Continue to support and facilitate “Cookies and careers.”
- Support and participate in the 8th grade career fair.
- Support the Senior Career Luncheon and the Soroptomists Career Lunch programs.
- Launch a new internship program to support local industry workforce needs.
- Expand teacher and student local industry tours.
- Conduct at least three external career fairs.
- Launch and coordinate school break programming to introduce students to local career opportunities.
- Conduct two peer review programs in other communities.
- Consider a new workforce program aimed at 18-25 years olds to take advantage of new WIOA targets.
- Complete the manufacturing resource guide.
- Conduct quarterly cost of living surveys.
- Maintain participation on Chamber committees and boards.
- Maintain participation on identified (those which benefit Ponca City) statewide committees and boards.
- Continue internal marketing campaign to provide information on the Ponca City economy.
- Update PCDA digital addresses to stay current and fresh.
- Host/Cosponsor four marketing programs for small business.
- Install at least one new company in the Business Accelerator at Pioneer Technology Center.
- Sponsor second annual “Pitch-Off” for small businesses.
- Bid for two trade/industry shows to be held in Ponca City.
- Contract for and complete an independent audit for fiscal 2016.
- Contact all companies with whom PCDA has an active agreement to obtain appropriate monitoring reports for calendar 2015.
- Host a County wide Economic Development Conference in the Fall of 2016.
- Conduct meetings in Washington DC between elected officials and PCDA staff and board.
- Fund and participate in a booth at the ICSC trade show.
- Participate and/or co-sponsor booths at the Solar, Bio, AWEA, MRO and ICSC trade shows.
- Participate in a minimum of three call trips.

- Produce a weekly e-newsletter to inform stakeholders about PCDA activities.
- Continue to utilize digital (social) media and explore new methods for workforce recruitment.
- Produce an annual report on PCDA activities.
- Hold a board retreat in the Fall of 2016 evaluate programs and any potential changes needed to the PCDA strategic plan.
- Adopt a new budget for fiscal 2017-2018.

PCDA - Economic Development								
				2016 (75.00%)		2017	Variance 2017 vs 2016 Budget	
REVENUES	2013 Actual	2014 Actual	2015 Actual	Budget 07/01/2015	Actual 03/31/2016	Approved Budget	Amount	Percent
City Sales Tax - Ec Dev	1,861,074	1,941,032	1,959,606	1,925,000	1,402,418	1,836,736	(88,264)	(4.59%)
City Use Tax - Ec Dev	156,167	164,851	197,293	163,750	165,601	155,000	(8,750)	(5.34%)
Total Revenues:	**2,017,241**	**2,105,883**	**2,156,899**	**2,088,750**	**1,568,019**	**1,991,736**	**(97,014)**	**(4.64%)**
EXPENDITURES								
Transfers Out	2,023,296	2,105,883	2,156,899	2,088,750	1,376,587	1,991,736	(97,014)	(4.64%)
Total Expenditures:	**2,023,296**	**2,105,883**	**2,156,899**	**2,088,750**	**1,376,587**	**1,991,736**	**(97,014)**	**(4.64%)**

Approved Capital: None

Approved Budget Variances from Prior Year

Increases		Decreases	
		Transfer Out-EDF Tax	(97,014)
Total	0	Total	(97,014)
	Net Decrease	**($97,014)**	

Personnel Summary: None

City of
PONCA
City
Oklahoma

Glossary of Budget Terms

Accounting System	The total structure of records and procedures which identify, record, classify, summarize, and report information on the financial position and results of operations of a government.
Accrual Basis	The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.
Accrued Expenses	Expenses incurred but not due until a later date.
***Ad Valorem* Tax**	A tax collected from all the real property within the City based upon the value of the property.
ALFA	Association Landfill Assurance – An organization of publicly owned Oklahoma landfills.
Annual Budget	The budget authorized by resolution of the City Commission for the fiscal year.
Appropriation	An authorization of the City Commission to incur obligations and spend City funds. Appropriations are usually made for fixed amounts and typically granted for one year.
Appropriation of Fund Balance	Using the existing fund balance for current obligations.
Assets	Resources owned or held by the City which has monetary value.
Assessed Valuation	The value of all real personal property in the City which is used as a basis for *ad valorem* taxes.
Audit	An examination of an organizations' financial statements and the utilization of resources.
Balance Sheet	A basic financial statement that discloses the assets, liabilities, reserves and equity of specific governmental funds as of a specific date.
Balanced Budget	A budget in which revenues plus appropriated fund balances equal expenditures.
Beginning/Ending Fund Balance	Unencumbered resources available in a fund from the prior/current year after payment of the prior/current year's expenses. This is not necessarily cash on hand.
Bond Proceeds	Funds received from the sale of any bond issue.

Bond Rating A rating that is received from Standard & Poor's Corporation and Moody's Investors service, Inc. that shows the financial and economic strengths of the City.

Budget The financial plan for a specific period of time that identifies proposed expenditures and the sources of revenue to pay for them.

Budget Amendment A legal procedure utilized by the City staff and City Commission to revise a budget appropriation.

Budget Message The opening section of the budget which provides the City Commission and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, as well as the views and recommendations of the City Manager.

Capital Improvement Project CIP A "Capital Improvement Project" fund accounts for financial resources segregated for acquisition, construction or other improvement related to capital facilities other than those accounted for in enterprise funds and non-expendable trust funds.

Capital Outlay Category of expense which include outlays which result in acquisition of or additions to fixed assets which are purchased by the municipality, including machinery and equipment, furniture, land, buildings, improvements other than buildings, and all construction, reconstruction, appurtenances or improvements to real property accomplished according to the conditions of a contract.

Cash Basis The method of accounting under which transactions are recorded when cash is either received or expended for goods or services.

City Charter The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of government.

City Code A book that contains City Commission approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, business licensing, etc.

Category A group of object codes that have the same functional characteristics. The City, required by the State of Oklahoma in the Municipal Budget Act, uses the six categories of expenditures: Personal Services, Material & Supplies, Other Charges & Services, Capital Outlay, Debt Services, and Transfers.

CodeRed A computer based telephone notification system that is used to notify the public and City staff of emergencies.

Contingency A budgetary reserve set aside for emergencies or unforeseen expenditures.

Court Fines and Forfeits Fines imposed on individuals by the courts for various illegal acts performed within the City.

CDBG Community Development Block Grant - A general purpose, federal grant primarily used to facilitate the production and preservation of low and moderate income housing.

Debt Limit The maximum amount of general obligated debt which is legally permitted.

Debt Ratio Total debt divided by total assets. Used by Finance to assess fiscal health, internal of bonds, notes or loans.

Debt Service Category of expense which includes outlays in the form of debt principal payments, periodic interest payments, or related service charges for benefits received in part in prior fiscal period as well as in current and future fiscal periods.

Debt Service Funds These funds account for the payment of principal and interest on outstanding debt for the City.

Department An organization unit of the City for the purposes of administration and accounting.

Depreciation That portion of the cost of a capital asset that is charged as an expense during a particular period. This is a process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the loss of usefulness of a fixed asset is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

Division An organizational unit within a department. Divisions are responsible for carrying out the specific functions of the department.

Enterprise Fund A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing the good and services to the general public be financed or recovered primarily through user charges.

EPA Environmental Protection Agency - An agency of the federal governmental which addresses environmental regulations.

Expenditure This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds.

Expenses A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

Fiscal Year For budgeting purposes the City's fiscal year operates from July 1 to June 30.

Fixed Asset Purchases of a long-term nature, which are to be held and used. Examples are: land, buildings, machinery, vehicles and equipment.

Franchise Fee A fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include telephone, natural gas and cable TV.

Fund A separate accounting entity, with a set of self-balancing accounts for recording the collection of revenues and the payment of expenditures to carry out a specific function.

Fund Accounting A governmental accounting system that is organized and operating on a fund basis.

Fund Balance The excess of a fund's assets over its liabilities. The term fund balance is used for governmental fund types. The term retained earnings is used in enterprise funds.

General Fund The largest fund in the City, the General Fund accounts for most of the City's financial resources. General Fund revenues include: Sales & Use Taxes, Licenses & Permits, Intergovernmental, Outside Revenue, Charges for Services, Fines & Forfeits, Transfer from Funds, and other types of Revenues. This is the fund that accounts for the revenues and expenditures necessary to deliver basic operating services: police, fire, finance, parks, planning, library, etc.

GIS Geographic Information System – A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e. data identified according to their locations. City personnel can obtain detailed infrastructure information through a single digital map.

GPS	Global Positioning System – A method of navigation that uses 25 satellites in low-earth orbit to provide precise, extremely accurate, worldwide, all-weather navigation information 24 hours a day.
Goals	Specific items to be accomplished during the year. A statement of broad direction, purpose or intent.
Green Fees	Fees charged for playing a round of golf at the Lew Wentz Golf Course.
INCODE	Municipal software used by the city.
Interest Earnings	Interest received from the investment of cash in a fund.
Intergovernmental Revenue	Money received from the state or federal government in the form of grants or shared revenues for various activities.
Internal Service Fund	Fund used to account for services provided by one department to another department on a cost reimbursement basis.
LAN	Local Area Network – Two or more computers connected to a localized central server in order to share server resources.
Liabilities	Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.
Licenses	Revenues received by the issuance of various licenses that are granted to various business in the City.
Line Item Budget	A budget format that summarizes the object codes of expenditures for goods and services that the City intends to purchase during the fiscal year.
Material & Supplies	Category of expense which includes articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies and repair and maintenance supplies, and all items of expense to any person, firm or corporation rendering a service in connection with repair, sale or trade of such articles or commodities.
McReady Campaign	A partnership between Oklahoma Emergency Management and McDonalds Restaurants to provide severe weather information to the public through their restaurants.
MESO	Municipal Electric Systems of Oklahoma

Miscellaneous Revenue Money taken in from various sources generally on a non-recurring or immaterial basis.

Modified Accrual Accounting An accounting technique that is a combination of cash and accrual accounting. Expenditures are immediately incurred as a liability and revenues are not recorded until they are received or are "measurable" and available for "expenditure." Since this type of account basis is conservative, it is recommended as the standard for most government funds.

NPDES National Permit Discharge Elimination System

Object Code of Expenditures The specific type of expenditure used to account for the purchase of goods and services.

Objectives A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.

ODEQ Oklahoma Department of Environment Quality

OMPA Oklahoma Municipal Power Authority

Ordinance A formal legislative enactment by the governing body of a municipality. It is not in conflict with any higher form of law, such as a state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.

Other Charges & Services Category of expense which includes all current expenses other than Personal Services, Materials & Supplies, Capital Outlays, Debt Service, and Transfers, such as services or charges for communications, transportation, advertising, printing or binding, insurance, public utility services, repairs and maintenance, rentals, miscellaneous items and all items of expenses to any person, firm, or corporation rendering such services.

Pandemic A disease or illness prevalent throughout an entire country.

Penalties Charges to utility customers for late payment of their water, electric, sewer, and solid waste charges.

Performance Measures Quantitative and/or qualitative objective measurement of results by a unit of program which helps to determine effectiveness in meeting goals and objectives.

Permits Revenue derived from various permits, as defined by the City Code, for the performance of a specific action. For example, building a house.

Personal Services Category of expense which includes expenses for salaries, wages, per diem or other compensation, fees, allowances or reimbursement for travel expenses, and related employee benefits, paid to any officer or employee for services rendered or for employment. Employee benefits may include employer contributions to a retirement system, insurance, sick leave, terminal pay or similar benefits.

Ponca City Development Authority (PCDA) A public trust of the City of Ponca City which accounts for activities of the Economic Development Funds.

Ponca City Utility Authority (PCUA) A public trust of the City of Ponca City which accounts for activities of Water, Light, Solid Waste, Landfill Closing, Solid Waste Depreciation Reserve, Utility Billing, Wastewater, Stormwater and Information Services.

Proprietary Funds Funds that account for government operations that are financed and operated in a manner similar to a private business.

Sage Acronym for Sustainable Alternative Green Energy which is a PCDA initiative to grow a renewable energy economy in Ponca City.

Special Assessment Receipts from assessments places on a property, within the City, for public improvements which have benefited that property.

Special Revenue Fund A fund used to account for the proceeds of specific revenue sources (other than special assessment, expendable trusts, or for major capital projects) that are legally restricted to expenditures for specific purposes.

StormReady A program by the National Weather Service designed to recognize entities that have reached a high level of severe weather preparedness.

Transfers Category of expense which includes outlays to other funds in the form of operating transfers and residual equity transfers.

Unencumbered Balance The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

User Fee The payment for the direct receipt of a public service by the user of the service.