

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

Planning Commission

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

Senior Advisory Board

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

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

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

Our **Mission Statement**

Purpose...

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

Management

Staff

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

<u>General Subject</u>	<u>Effective Date</u>	<u>Revised Date</u>
1. Adoption of Commission Policy Statements	03/27/78	
2. Board Meetings/Rules and Procedures	05/08/78	
3. Appointment of Boards and Commissions	05/22/78	11/24/08
4. Ambulance Service and Operations	09/18/78	09/14/98
5. Fire Service and Operations	10/09/78	09/12/89
6. Use of City Park and Recreations Facilities	12/04/78	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

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

FINANCIAL POLICIES

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

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



Craig Stephenson, City Manager

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

June 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

Page 2

June 13, 2016

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

Page 3

June 13, 2016

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

