

General Fund - Fire Administration								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget	Actual		Amount	Percent
				07/01/2015	03/31/2016			
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	<u>86,710</u>	<u>97,151</u>	<u>82,597</u>	<u>97,005</u>	<u>69,797</u>	<u>95,005</u>	<u>(2,000)</u>	<u>(2.06%)</u>
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

	<u>Increases</u>		<u>Decreases</u>
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	<u>(2,000)</u>
Retirement Plan 4	21,777		
Health Insurance	47,218		
Education & Training Assist	1,000		
Special Purpose Vehicles	4,341		
Misc Capital Outlay	<u>10,000</u>		
Total	262,283	Total	(148,919)
	Net Increase		<u>\$113,364</u>

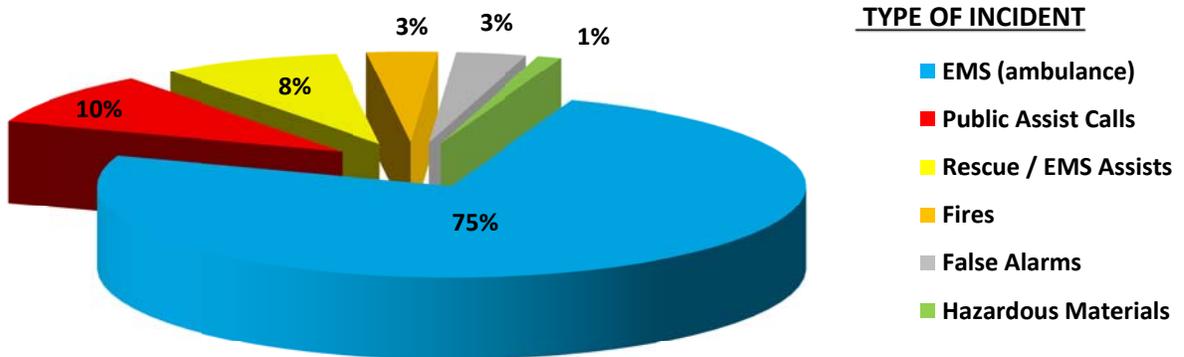
Personnel Summary:

Fire Chief	1	Assistant Chief - Operations	3
Deputy Fire Chief	1	Captain	15
Division Chiefs		Lieutenant	12
Fire Marshall	1	Senior Driver	6
Fire Training	1	Driver	15
Emrg Medical Service	1	Administrative Secretary	1
Total Full Time Employees		57	

Personnel History:

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

2015 ANNUAL EMERGENCY RESPONSE ANALYSIS



5,276 Total Fire and Ambulance Responses for Calendar Year 2015 Divided by Incident Type

Ambulance

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

Fiscal 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								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget	Actual		Amount	Percent
				07/01/2015	03/31/2016			
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	<u>75,245</u>	<u>91,886</u>	<u>127,717</u>	<u>94,000</u>	<u>31,727</u>	<u>90,000</u>	<u>(4,000)</u>	<u>(4.26%)</u>
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

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	3,722	Workers Compensation	(4,946)
Overtime	2,397	Special Purpose Equipment	(32,500)
Medicare	54	Transfer to City Garage	<u>(4,000)</u>
Retirement Plan 4	521		
Health Insurance	8,299		
Subsistence Expense	1,200		
Medical Supplies	3,500		
Maintenance & Contractual Svcs	1,500		
Misc Contractual Svcs	35,000		
Ambulances	<u>165,000</u>		
	Total	221,193	Total (41,446)
	Net Increase	<u>\$179,747</u>	

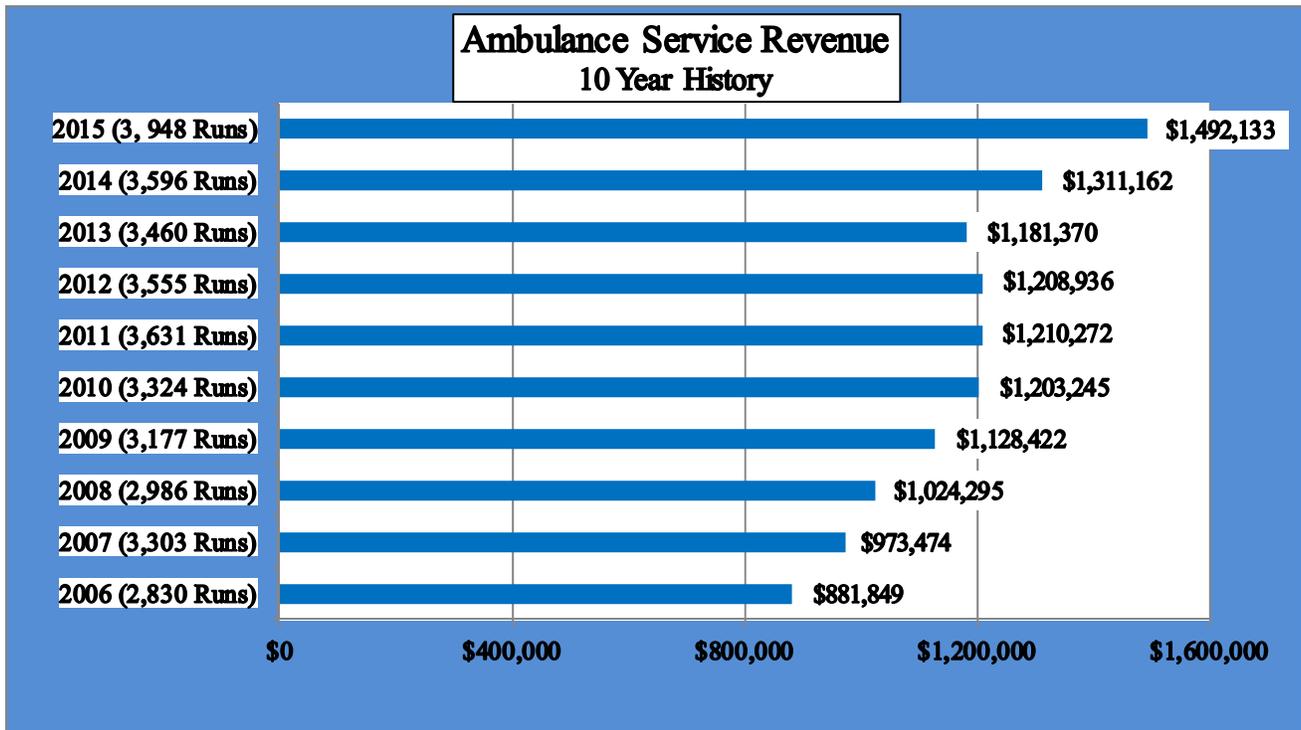
Personnel Summary:

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

Total Full Time Employees 12

Personnel History:

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



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

Street

Department Mission:

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

Fiscal 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.

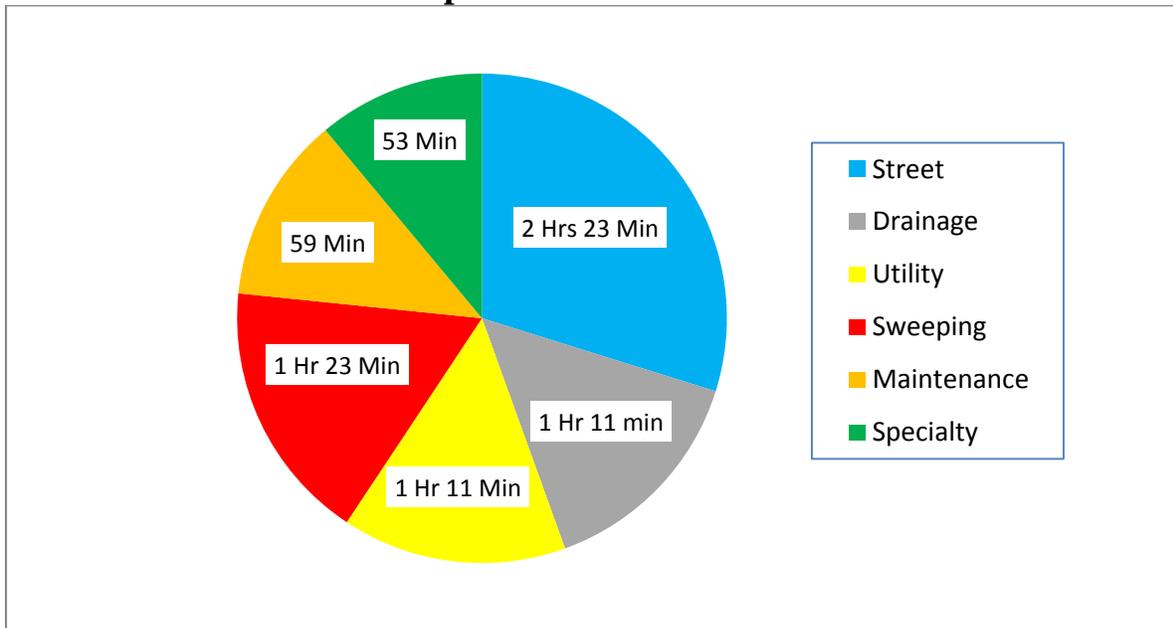
General Fund - Street Administration								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget 07/01/2015	Actual 03/31/2016		Amount	Percent
Personal Services	815,711	786,995	841,648	1,067,308	685,877	1,137,187	69,879	6.55%
Material/Supplies	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	<u>182,161</u>	<u>182,097</u>	<u>182,297</u>	<u>202,219</u>	<u>130,188</u>	<u>192,219</u>	<u>(10,000)</u>	<u>(4.95%)</u>
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	<u>(10,000)</u>
Dues & Subscriptions	<u>100</u>		
Total	76,654	Total	(16,775)
	Net Increase		<u>\$59,879</u>

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:

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
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								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget	Actual		Amount	Percent
				07/01/2015	03/31/2016			
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	<u>8,202</u>	<u>5,776</u>	<u>5,177</u>	<u>9,064</u>	<u>3,321</u>	<u>9,064</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>553,563</u>	<u>594,815</u>	<u>571,576</u>	<u>646,010</u>	<u>390,644</u>	<u>686,507</u>	<u>40,497</u>	<u>6.27%</u>

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

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	17,794	Workers Compensation	<u>(3,503)</u>
FICA	1,082		
Medicare	261		
Retirement Plan 1	1,150		
ICMA Retirement City	1,200		
Health Insurance	15,513		
Misc Capital Outlay	<u>7,000</u>		
Total	44,000	Total	(3,503)
	Net Increase		<u>\$40,497</u>

Personnel Summary:

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

Total Full Time Employees 7

Personnel History:

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
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								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget 07/01/2015	Actual 03/31/2016		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	<u>13,773</u>	<u>20,180</u>	<u>15,461</u>	<u>17,973</u>	<u>9,000</u>	<u>16,973</u>	<u>(1,000)</u>	<u>(5.56%)</u>
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

	<u>Increases</u>		<u>Decreases</u>	
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	<u>70</u>		Transfer to City Garage	<u>(1,000)</u>
Total	16,735		Total	(17,461)
		Net Decrease		<u>(\$726)</u>

Personnel Summary:

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

Personnel History:

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

Park Maintenance

Department Mission:

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

Fiscal 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								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget 07/01/2015	Actual 03/31/2016		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	<u>122,432</u>	<u>115,413</u>	<u>109,437</u>	<u>124,870</u>	<u>73,142</u>	<u>114,870</u>	<u>(10,000)</u>	<u>(8.01%)</u>
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

<u>Increases</u>		<u>Decreases</u>	
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	<u>1,500</u>	Transfer to City Garage	<u>(10,000)</u>
Total	74,287	Total	(77,496)
Net Decrease		<u>(\$3,209)</u>	

Personnel Summary:

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

Total Full Time Employees 23
Total Part Time Employees 10

Personnel History:

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
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:

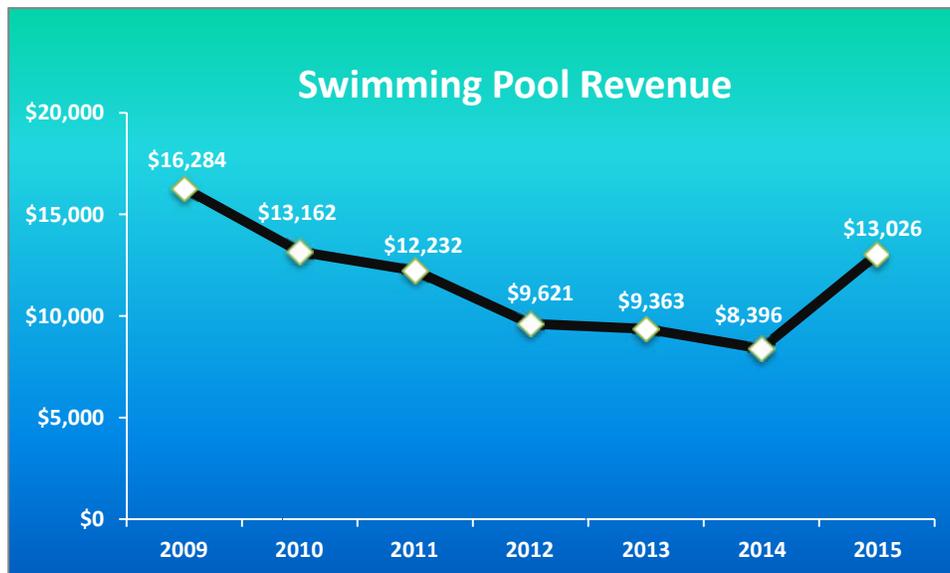
- Continue bi-weekly in-service training for season staff.
- Continue to schedule weekly practice time for the Ponca City Sailfish Club.
- Provide host site for the “Summer Sizzler” swim meet.

General Fund - AMBUC Pool								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget	Actual		Amount	Percent
				07/01/2015	03/31/2016			
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

	<u>Increases</u>		<u>Decreases</u>
Chemical Supplies	50	Gas Utilities	(250)
Medical Supplies	50	Advertising	(50)
Misc Supplies	150	Education & Training	(50)
Safety Material & Supplies	150	Contingencies	<u>(100)</u>
Printing	50		
Special Purpose Equipment	<u>30,000</u>		
Total	30,450	Total	(450)
	Net Increase		<u>\$30,000</u>

Personnel Summary:

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

Total Part Time Employees 13

Personnel History: No Full Time Employees

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								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget	Actual		Amount	Percent
				07/01/2015	03/31/2016			
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	<u>6,953</u>	<u>7,307</u>	<u>6,604</u>	<u>8,499</u>	<u>4,929</u>	<u>8,499</u>	<u>0</u>	<u>0.00%</u>
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

<u>Increases</u>		<u>Decreases</u>	
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	<u>(7,000)</u>
Gas Utilities	295		
Advertising	200		
Printing	200		
Misc Contractual Services	50		
Misc Other Charges	450		
Miscellaneous	300		
C/O Building Addition & Impr	<u>30,000</u>		
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:

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

Wentz Camp

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

- Fiscal 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								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget	Actual		Amount	Percent
				07/01/2015	03/31/2016			
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	<u>2,351</u>	<u>3,165</u>	<u>2,782</u>	<u>4,177</u>	<u>1,479</u>	<u>4,177</u>	<u>0</u>	<u>0.00%</u>
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

	<u>Increases</u>			<u>Decreases</u>
Janitor Supplies	295	Gas Utilities		(370)
Printing	100	Education & Training		<u>(50)</u>
Misc Other Charges	25			
Machinery & Equipment	<u>6,000</u>			
Total	6,420	Total		(420)
		Net Increase		<u>\$6,000</u>

Personnel Summary:

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

Total Part Time Employees 11

Personnel History: No full time employees

Marland's Grand Home

Department Mission:

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

Fiscal 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								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget 07/01/2015	Actual 03/31/2016		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	<u>3,363</u>	<u>3,363</u>	<u>3,363</u>	<u>3,363</u>	<u>2,522</u>	<u>3,363</u>	<u>0</u>	<u>0.00%</u>
Department Total	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

	<u>Increases</u>		<u>Decreases</u>
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	<u>30,000</u>		
Total	84,277	Total	0
	Net Increase		<u>\$84,277</u>

Personnel Summary:

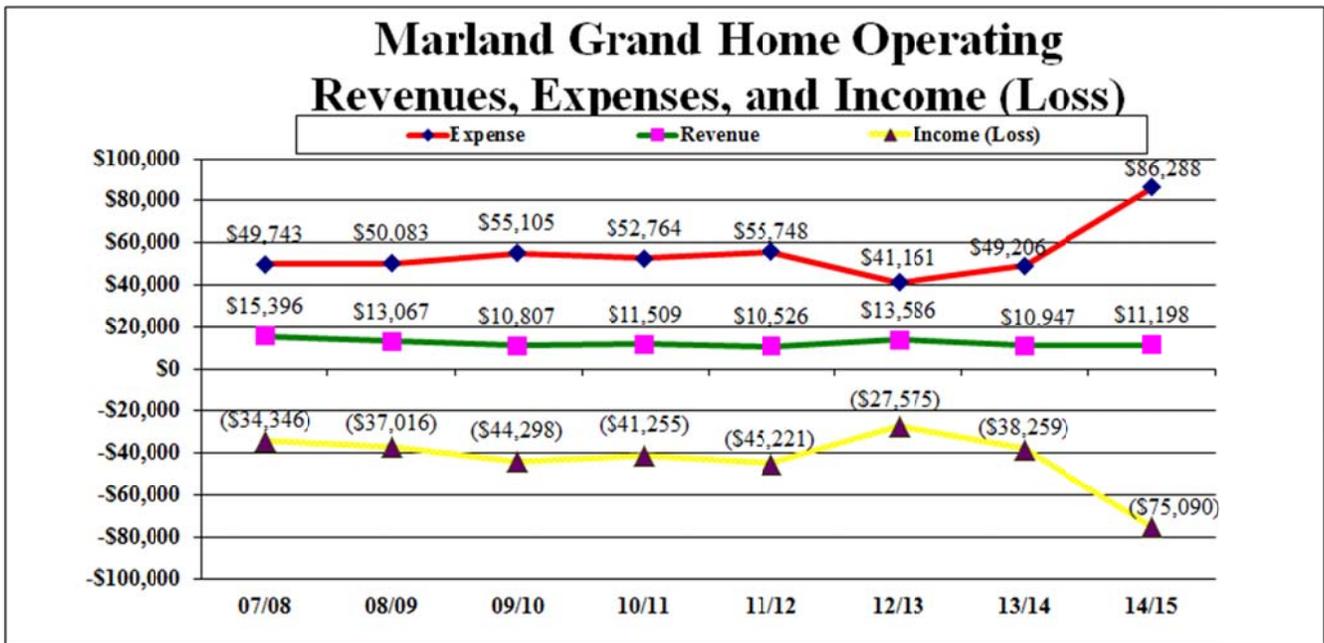
Assistant Director	1	Operation Assistant	1
Maintenance Technician	1		

Total Full Time Employees 3

Personnel History:

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
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 Maintenance Technician moved to Marland Grand Home



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Marlands Grand Home is not charged for City utility services and they are not reflected in the graph above. FY 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 health 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								
EXPENDITURES:	2013 Actual	2014 Actual	2015 Actual	2016 (75.00%)		2017 Approved Budget	Variance 2017 vs 2016 Budget	
				Budget	Actual		Amount	Percent
				07/01/2015	03/31/2016			
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	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>13,975</u>	<u>18,633</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>900,669</u>	<u>912,481</u>	<u>878,098</u>	<u>985,563</u>	<u>673,947</u>	<u>1,010,464</u>	<u>24,901</u>	<u>2.53%</u>

Approved Capital: Photocopier \$8,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
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	<u>(1,000)</u>
Vehicle Allowance	50		
Books & Periodicals	2,000		
Buildings Maintenance	500		
Gas Utilites	100		
Copiers	<u>8,000</u>		
Total	37,983	Total	(13,082)
	Net Increase	<u>\$24,901</u>	

Personnel Summary:

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

Total Full Time Employees 11
Total Part Time Employees 13

Personnel History:

	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
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.

Ponca City Library

