

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								
REVENUES	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
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	<u>0</u>	<u>2,030</u>	<u>1,345</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
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	<u>22,897</u>	<u>22,576</u>	<u>21,653</u>	<u>24,079</u>	<u>13,591</u>	<u>23,079</u>	<u>(1,000)</u>	<u>(4.15%)</u>
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

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

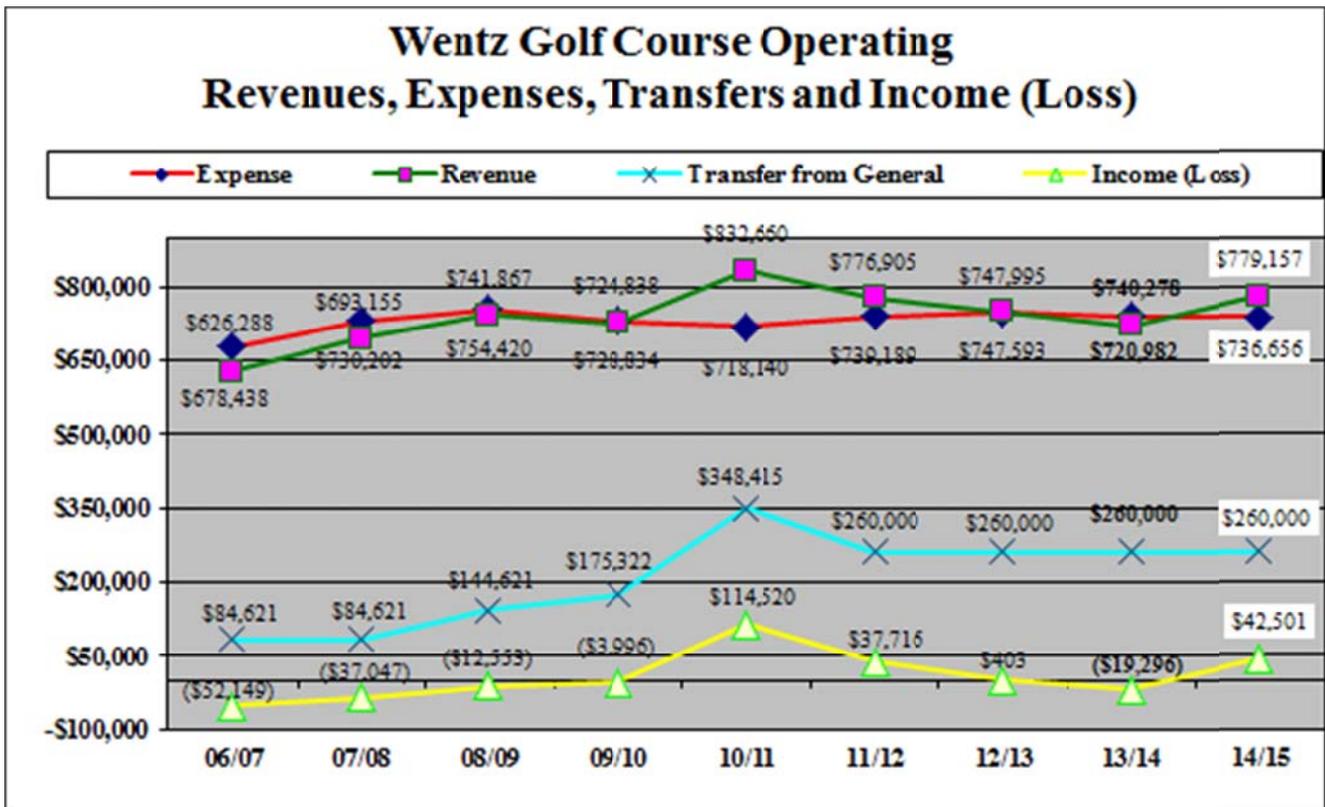
Net Increase 24,800

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:

	<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



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								
	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
REVENUES								
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	<u>846</u>	<u>917</u>	<u>1,604</u>	<u>1,000</u>	<u>758</u>	<u>1,000</u>	<u>0</u>	<u>0.00%</u>
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	<u>26,711</u>	<u>26,692</u>	<u>26,037</u>	<u>27,154</u>	<u>18,785</u>	<u>27,154</u>	<u>0</u>	<u>0.00%</u>
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

<u>Increases</u>		<u>Decreases</u>	
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	<u>2,000</u>	Office Equipment Maint Svc	(200)
		Maintenance & Svc Contract	(1,700)
		Pest Control	<u>(500)</u>
Total	15,144	Total	(20,244)

Net Decrease (\$5,100)

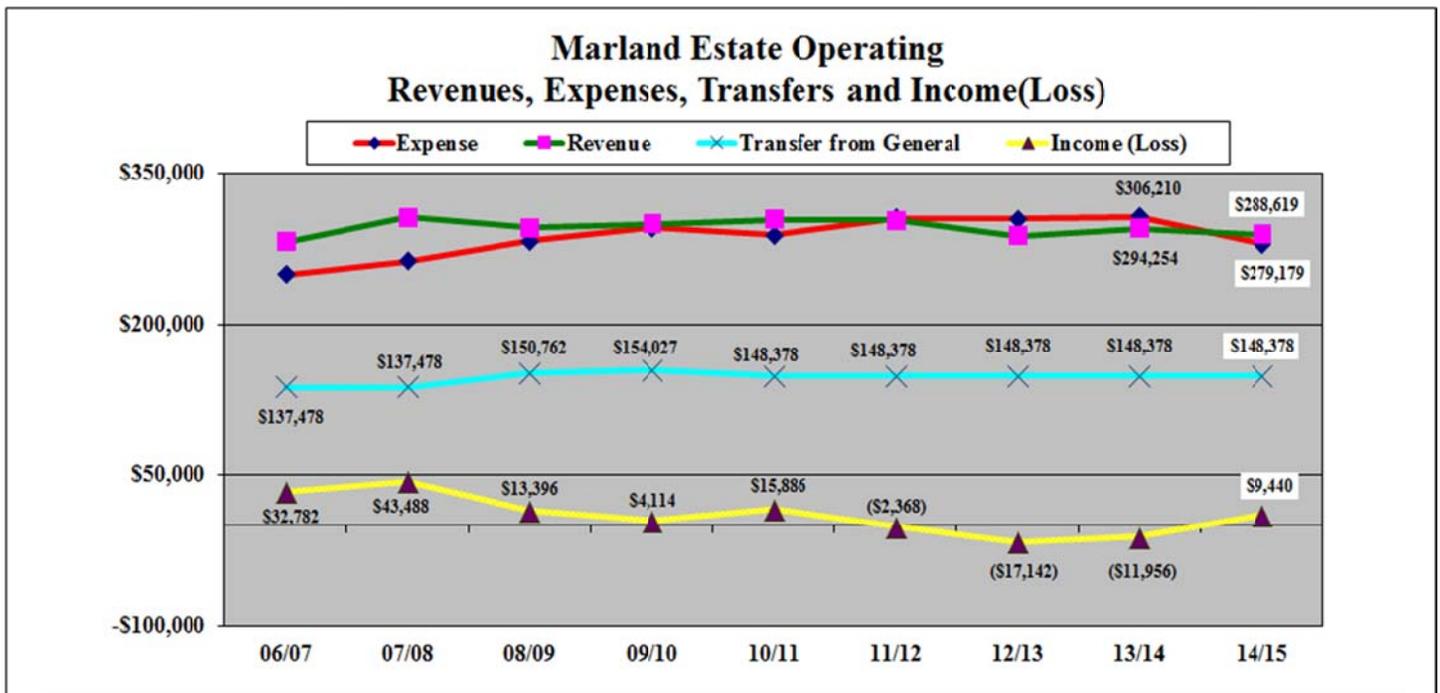
Personnel Summary:

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:

	<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	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								
REVENUES	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
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	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	<u>0.00%</u>
Capital Outlay	<u>80,666</u>	<u>139,351</u>	<u>490,647</u>	<u>181,667</u>	<u>210,892</u>	<u>181,667</u>	<u>0</u>	<u>0.00%</u>
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								
REVENUES	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
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	<u>329</u>	<u>(1,002)</u>	<u>348</u>	<u>400</u>	<u>271</u>	<u>400</u>	<u>0</u>	<u>0.00%</u>
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	<u>77,991</u>	<u>78,148</u>	<u>70,071</u>	<u>77,682</u>	<u>63,965</u>	<u>77,682</u>	<u>0</u>	<u>0.00%</u>
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

	<u>Increases</u>		<u>Decreases</u>
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	<u>(500)</u>
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	<u>67,000</u>		
Total	92,300	Total	(104,850)
	Net Decrease		<u>(12,550)</u>

Personnel Summary:

Airport Manager	1	Maintenance Worker II	2
Skilled Maintenance Tech.	2	Maintenance Worker II-Part time	3
Total Full Time Employees			5
Total Part Time Employees			3

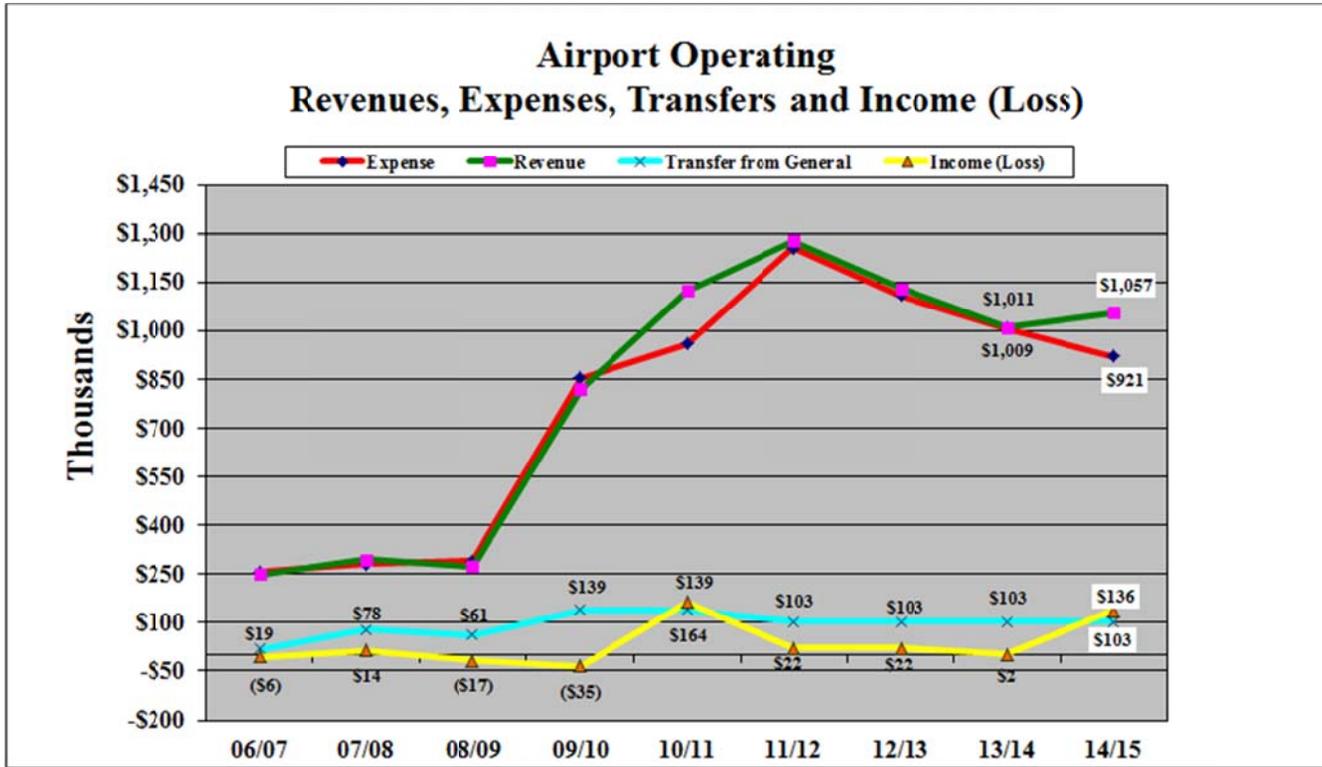
Personnel History:

	<u>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	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.



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