

## 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.

<b>Trust Funds - Cann Estate</b>								
<b>REVENUES</b>	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			
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	<u>30,000</u>	<u>56,510</u>	<u>47,428</u>	<u>47,428</u>	<u>40,000</u>	<u>40,000</u>	<u>(7,428)</u>	<u>(15.66%)</u>
<b>Total Revenues:</b>	<b><u>32,120</u></b>	<b><u>108,660</u></b>	<b><u>48,953</u></b>	<b><u>74,428</u></b>	<b><u>65,950</u></b>	<b><u>66,500</u></b>	<b><u>(7,928)</u></b>	<b><u>(10.65%)</u></b>
<b>EXPENDITURES</b>								
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	<u>771</u>	<u>771</u>	<u>771</u>	<u>771</u>	<u>578</u>	<u>771</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b><u>58,283</u></b>	<b><u>51,934</u></b>	<b><u>65,380</u></b>	<b><u>63,960</u></b>	<b><u>38,437</u></b>	<b><u>59,951</u></b>	<b><u>(4,009)</u></b>	<b><u>(6.27%)</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year**

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,889	Health Insurance		(5,993)
FICA	118	Workers Compensation		(273)
Medicare	27			
Retirement Plan 1	<u>223</u>			
Total	2,257	Total		(6,266)
		<b>Net Decrease</b>		<b><u>(4,009)</u></b>

**Personnel Summary:**

Maintenance Worker II	1	Seasonal Laborer – Part Time	1
<b>Total Full Time Employees</b>	<b>1</b>		
<b>Total Part Time Employees</b>		<b>1</b>	

**Personnel History:**

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
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								
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
Trust Revenue	164	122	224	150	136	500	350	233.33%
Interest Income	0	0	0	0	0	0	0	0.00%
<b>Total Revenues:</b>	<b>164</b>	<b>122</b>	<b>224</b>	<b>150</b>	<b>136</b>	<b>500</b>	<b>350</b>	<b>233.33%</b>
EXPENDITURES								
Materials & Supplies	0	1,500	0	150	0	500	350	233.33%
<b>Total Expenditures:</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>500</b>	<b>350</b>	<b>233.33%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Books & Periodicals	350			
Total	350		Total	0
	<b>Net Increase</b>			<b><u>350</u></b>

**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								
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
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	<u>4,816</u>	<u>4,981</u>	<u>12,611</u>	<u>5,000</u>	<u>3,682</u>	<u>6,000</u>	<u>1,000</u>	<u>20.00%</u>
<b>Total Revenues:</b>	<b>2,022,056</b>	<b>2,110,864</b>	<b>2,169,510</b>	<b>2,093,750</b>	<b>1,571,701</b>	<b>1,997,736</b>	<b>(96,014)</b>	<b>(4.59%)</b>
<b>EXPENDITURES</b>								
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	<u>2,187,813</u>	<u>1,981,449</u>	<u>2,057,753</u>	<u>2,093,750</u>	<u>1,900,000</u>	<u>1,997,736</u>	<u>(96,014)</u>	<u>(4.59%)</u>
<b>Total Expenditures:</b>	<b>2,190,628</b>	<b>1,988,949</b>	<b>2,057,753</b>	<b>2,093,750</b>	<b>1,900,000</b>	<b>1,997,736</b>	<b>(96,014)</b>	<b>(4.59%)</b>

**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 4<sup>th</sup> & 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 6<sup>th</sup> to 12<sup>th</sup>.
- 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.

<b>Trust Funds - Street Improvements</b>								
<b>REVENUES</b>	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
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%)
Intergovernmental	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	<u>23,116</u>	<u>19,279</u>	<u>44,370</u>	<u>20,000</u>	<u>18,630</u>	<u>20,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>2,060,821</b>	<b>2,125,162</b>	<b>2,216,230</b>	<b>2,108,750</b>	<b>1,586,649</b>	<b>2,011,736</b>	<b>(97,014)</b>	<b>(4.60%)</b>
<b>EXPENDITURES</b>								
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	<u>3,010,210</u>	<u>270,300</u>	<u>1,159,008</u>	<u>1,750,000</u>	<u>159,564</u>	<u>1,815,000</u>	<u>65,000</u>	<u>3.71%</u>
<b>Total Expenditures:</b>	<b>4,012,658</b>	<b>1,690,170</b>	<b>2,346,177</b>	<b>2,460,000</b>	<b>542,337</b>	<b>2,569,000</b>	<b>109,000</b>	<b>4.43%</b>

<b>Approved Capital:</b>	Mill/Overlay – Third Street, Highland to Liberty	\$315,000
	Asphalt Reconstruction of Elm Street, Ponca to Okla.	\$255,000
	Reconstruct Lincoln Street, Oklahoma to Central	\$243,000
	Mill/Overlay Pioneer Road, 14 <sup>th</sup> to Monument	\$227,000
	Trail Reconstruction – Redbud Trail	\$170,000
	Mill/Overlay South Avenue, 12 <sup>th</sup> to 14 <sup>th</sup> Street	\$150,000
	Reconstruct/Widen Highland Ave., Ash to Sunset	\$134,000
	Reconstruct/Widen Highland Ave., Olympia-Waverly	\$130,000
	Sidewalk Reconstruction 100 N. 3 <sup>rd</sup> Street	\$90,000
	Mill/Overlay 100 South 4 <sup>th</sup> Street	\$68,000
	Powder Coat Downtown Traffic Signal Poles	\$20,000
	Mill/Overlay 5 <sup>th</sup> Street, Albany to Brookfield	\$13,000

**Approved Budget Variances from Prior Year**

<u>Increases</u>		<u>Decreases</u>	
Misc Contractual Services	114,000	Street Maintenance	(75,000)
Contingencies	5,000	Sidewalks	(110,000)
Traffic Signals	20,000	Misc Capital Outlay	<u>(100,000)</u>
Misc Capital Outlay	<u>255,000</u>		
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 8<sup>th</sup> 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.

<b>PCDA - Economic Development</b>								
<b>REVENUES</b>	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			
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	<u>156,167</u>	<u>164,851</u>	<u>197,293</u>	<u>163,750</u>	<u>165,601</u>	<u>155,000</u>	<u>(8,750)</u>	<u>(5.34%)</u>
<b>Total Revenues:</b>	<b>2,017,241</b>	<b>2,105,883</b>	<b>2,156,899</b>	<b>2,088,750</b>	<b>1,568,019</b>	<b>1,991,736</b>	<b>(97,014)</b>	<b>(4.64%)</b>
<b>EXPENDITURES</b>								
Transfers Out	<u>2,023,296</u>	<u>2,105,883</u>	<u>2,156,899</u>	<u>2,088,750</u>	<u>1,376,587</u>	<u>1,991,736</u>	<u>(97,014)</u>	<u>(4.64%)</u>
<b>Total Expenditures:</b>	<b>2,023,296</b>	<b>2,105,883</b>	<b>2,156,899</b>	<b>2,088,750</b>	<b>1,376,587</b>	<b>1,991,736</b>	<b>(97,014)</b>	<b>(4.64%)</b>

**Approved Capital:**       None

**Approved Budget Variances from Prior Year**

<u>Increases</u>	<u>Decreases</u>
Total	Transfer Out-EDF Tax
0	(97,014)
<b>Net Decrease</b>	<b>(97,014)</b>

**Personnel Summary:**   None

