

City of Ponca City, Oklahoma

2019-20 Budget

Progress Through People



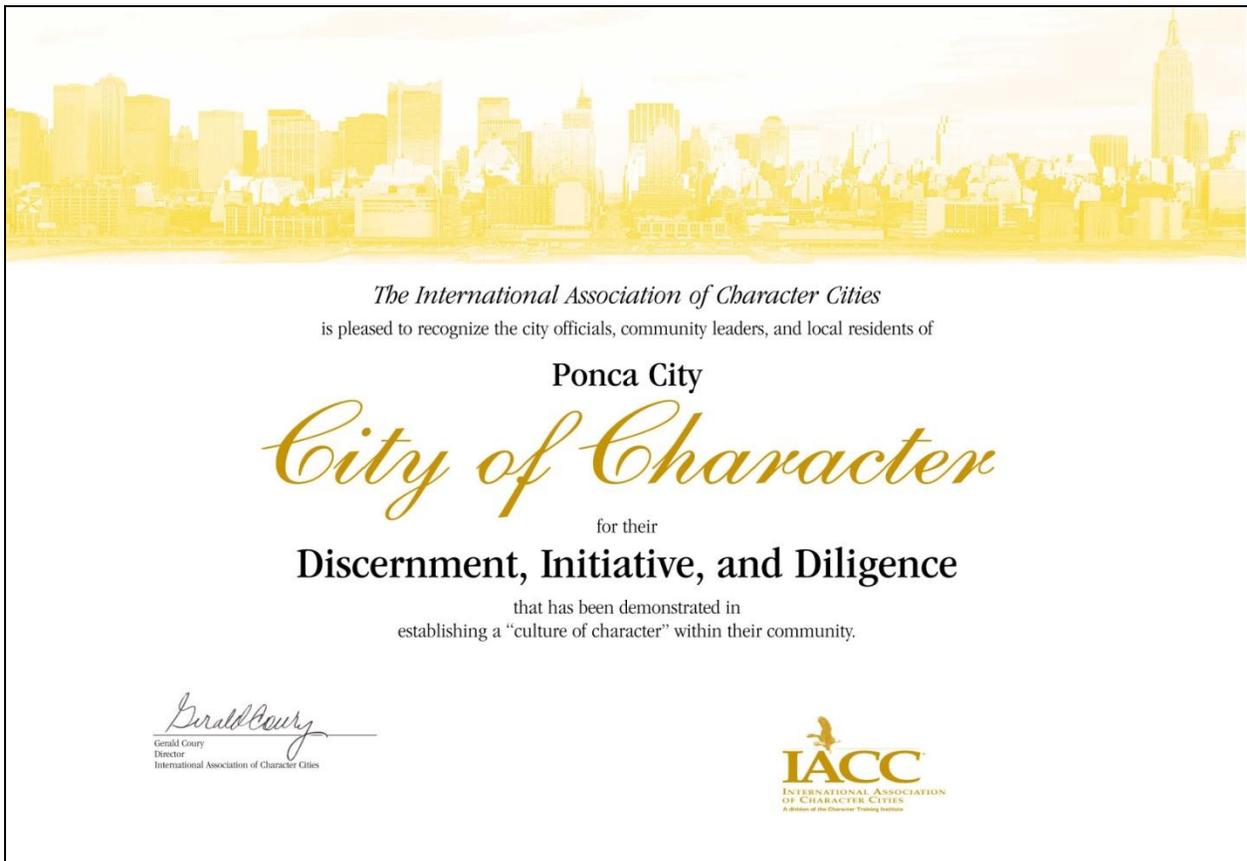
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Finance Director

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Controller

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Accountant

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



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

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

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

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City Officials...
Mayor

Homer Nicholson

Mayor

Term Expires: March 2022



City Officials...
Commission



Lanita Chapman

*Commissioner #1
Term Expires: March 2020*



Paul Taylor

*Commissioner #2
Term Expires: March 2021*



Shasta Scott

*Commissioner #3
Term Expires: March 2020*



Ryan Austin

*Commissioner #4
Term Expires: March 2021*

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	Eric Newell
Police Chief	Don Bohon
Public Works Director	Open
Technology Services Director	Dave Williams

CITY OF PONCA CITY - REPORTING CHART as of Mar 11, 2019

MAYOR		Homer Nicholson
COMMISSIONERS	Lanita Chapman	Paul Taylor
	Shasta Scott	Ryan Austin
CITY MANAGER		Craig Stephenson
Assistant City Manager		Tana McKinley
	Marland Estate Manager	David Keathly
	Human Resources Director	Terry Brown
Development Services Director		Chris Henderson
	City Engineer	Jim Fairbanks
	Assistant City Engineer	Jesse Beck
	Grant Administrator	Rhonda Skrapke
	Building Inspector	David Baur
	Plumbing Inspector	Jeff Pameticky
	Property Inspector	Korey Pruitt
	Property Inspector	Ryan Trant
	Traffic Engineering Manager	Mike Lane
Technology Services Director		Dave Williams
Library Director		Holly LaBossiere
Park and Recreation Director		Eric Newell
	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
	City Garage Superintendent	Brad Larue
	Street Superintendent	OPEN
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	Tim McNew
	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	Gary Wilson
Police Chief		Don Bohon
	Assistant Police Chief/Major	Richard Evans
	Animal Control Supervisor	Steve Miner

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	10/18/78	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	05/29/18
7. Preparation, Coordination, Review & Adoption of Ordinances	01/22/79	
8. Public Forum Policy And Use Of City Facilities	07/27/15	
9. Abandoned and Unclaimed Bicycles	07/23/18	
10. Number of Street Addresses	06/01/93	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	11/10/14
15. City Bus	01/08/90	03/13/06
16. Credit Card Use & Application	07/01/91	09/08/14
17. Petty Cash Expenditures – Cash Accounts	10/08/91	02/25/19
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	06/30/16
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	12/26/18
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	07/30/18
19. International City Management Association (ICMA) Retirement Plan	09/01/97	01/04/17
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	06/30/16
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	03/09/18
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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Ponca City, Oklahoma 74601
580-767-0339 Fax 580-767-0344

May 28, 2019

The Honorable Homer Nicholson, Mayor
Members of the City Commission
City of Ponca City, Oklahoma

Mayor and Commissioners of Ponca City:

I am pleased to present to you the proposed Fiscal-Year 2019-2020 Annual Operating and Capital Improvement budget for the City (City of Ponca City) and PCUA (Ponca City Utility Authority), which begins July 1, 2019. 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 City is seeing a return of sales tax collections more in-line with historical levels and the budget reflects that for next fiscal year. This budget also reflects no increases in utility rates for PCUA. With the current rate structure in the utilities, staff believes the utilities should be able to make a majority of infrastructure improvements to their respective systems using existing cash flow. 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-year 2019-20 budget provides for City and PCUA expenditures totaling \$108,490,537, which represent a 4.38% increase from the prior year's budget. The budget is always a dynamic process, and this year more than in recent with the addition of two new business units. The first, being the implementation of Phase I of the Ponca City Broadband project which will bring a fiber communication network to the resident's home. This service, once built out for the whole community, will provide the reliable path to the internet our residents' desire now. It will also meet the growing demand for information, communication, and entertainment well into the future. The second new business unit reflected in this year's budget is the RecPlex. The RecPlex business unit was created mid-year in the current budget. The City took over operations of the recreation center on January 1, 2019. This facility was built and fully equipped by the City and opened in December of 2010. The City has made significant repairs and completed numerous deferred maintenance items in this current year's budget.

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Included in this budget is \$11,451,261 in capital improvements. This is a 31% increase in capital expenditures over the prior year and is reflected in two significant projects: \$1,900,000 for Lake Ponca Dam Spillway repairs and \$1,700,000 for the Bois D'Arc Sanitary Sewer Interceptor Replacement Phase II. This is a robust capital improvement program for next year and reflects the Commission's desire to be prudent in managing the City's assets. Making consistent improvements and repairs to the infrastructure, insures residents that the City Commission is being fiducially responsible.

The full time employee base across the City and PCUA operations is proposed to increase by one (1) to 392 full time employees. This budget reflects the reduction of 5 full-time positions in the General Fund; Police administration-1, Engineering Division GIS Manager-1 (those duties have been absorbed by existing staff), Street Division Maintenance positions-2, and Marland's Grand Home operations-1 transfer to the Marland Mansion to reflect actual time. However, the budget also reflects an increase in 5 new positions in other funds plus the one transferred; 3- new full-time positions in the RecPlex, 2-new full-time employees in Ponca City Broadband, and then the 1-transferred to Marland Mansion. The positions reduced in the General Fund were vacant positions, resulting in no layoffs. 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. Once again this year we were able to reduce the funding for Workers Compensation. This is a testament to the employees' commitment to safety.

This past fiscal year saw several large projects funded, including projects and equipment such as:

- Three new police vehicles
- Body worn cameras/tasers
- Radio/phone/CAD logger
- Fire turnout gear washer/extractor and 4 drying racks
- Ambulance
- Ambulance software
- Street pneumatic rubber tire roller
- Lake Ponca Phase 1 trails
- New playground /swing set for Pioneer Park
- Cab Tractor
- Deep water launching ramp Phase 2
- 15' Batwing mower
- Skate Park renovation
- Resurface tennis courts 6-9
- Disc golf course for Willow Springs Park
- Replace Senior Center tile flooring
- Hillside sewer line replacement
- Marland's Grand Home east terrace stonework renovation project
- Library public computer lab upgrade
- Wentz Camp tower painting
- Waterline at Turner Street, Donner Avenue, and Lemon Street
- Backhoe for Water Distribution
- 6-yard dump truck for Water Distribution
- Distribution reinforcement program
- Digger derrick truck
- Single bucket service truck
- Substation bucket truck
- Dozer for Solid Waste
- Valve replacement for Wastewater Treatment Plant
- Variable frequency drive (VFD) replacement
- Paint clarifiers for Wastewater Treatment Plant

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- Flusher truck for Wastewater Collection Division
- Engineering for Bois D’Arc Interceptor Project Phase 2
- Wittmer Hills drainage improvement project
- Decorative concrete West End Clubhouse
- Waterproofing and drainage system- NW Marland Estate
- WiFi upgrade/security cameras for Marland Estate
- Lydie’s statue landscaping
- Plaster and paint various areas in Marland Mansion
- Airport utility tractor with bucket loader
- Airport terminal flooring
- Paint the walls of Airport Building 12
- Airport stainless steel vent hood additions
- Mill/Overlay:
 - Grand Avenue, (Flormable Avenue to Waverly Avenue)
 - El Camino Street, (Prospect Avenue to Chapel Hill Road)
- Reconstruction/Widen:
 - Turner Street (Donner Avenue to Prospect Avenue)
 - Highland Avenue (Ash Street to Sunset Street)
- Sidewalk Reconstruction:
 - 600 East Grand Avenue
 - Hartford Avenue, NW Woodlands Avenue
 - 100 North 3rd Street

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

- One Development Services Vehicle
- Three new police vehicles
- Body armor
- AXON/Taser
- One police administration vehicle
- A lined lagoon at Animal Control
- Replace one outdoor warning siren
- Replacement of Fire Department two-way communications equipment
- Lifepack 15 patient monitor device/defibrillator
- 13 yard dump truck
- Library video surveillance system
- Wentz Camp cabin renovations
- Lake Ponca Dam Spillway repairs
- Water Production pump replacement
- Water distribution engineering services
- New waterline on W. Broadway Street
- New backhoe broom attachment
- Electric distribution system improvements
- Distribution reinforcement program
- Sensus meter outage tie-in
- Two new pickup trucks for PC Energy
- SCADA spreadsheet module
- 3 miles of overhead primary electric lines east of town
- Hydro-vac machine
- Utility side-by-side vehicle
- Street lighting
- Load tap changer on RTE transformer
- Solid Waste Containers
- One Roll-Off Truck
- Fence for Landfill
- Trash cans for Grand Avenue (12)
- Two new mixers for wastewater treatment
- New loader for wastewater treatment
- Paint one clarifier
- Bois D’Arc Sewer Interceptor Replacement Phase II
- New Electronic Operating System for the Camera Van
- Security camera replacement
- Air wheel lift system

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- Autel Maxisys Elite auto/truck scan tools
- Waste oil-fired heater
- LED low clearance signs for South Avenue
- Mill and Overlay:
 - Hartford Avenue & Kygar Road
 - 5th Street (Prospect Avenue north 1,570 feet)
 - Crawford Avenue (14th Street to Meadow Lane)
- Reconstruction:
 - Knight Avenue (14th Street west 1,040 feet)
 - Turner Street (Donner Avenue to Hartford Avenue)
- Sidewalk Reconstruction
 - Hartford Avenue
 - 100 block of S. 3rd Street
- Sidewalk Maintenance Program
- Pumper apparatus
- Boating and fishing improvements
- Exterior handicap ramp for Marland's Grand Home
- Exterior renovations, Phase II for Marland's Grand Home
- New roof for Artist Studio
- RecPlex boiler re-route and fire suppression back flow replaced
- Wentz Golf renovations
- Cann Estate brick pathways repairs
- Airport terminal flooring
- Airport slide gate opener
- Airport fueling hose reel and piping
- Building #13 guttering/downspouts
- 72" zero turn diesel mower
- Buildings #9 and #10 coat/seal roofs

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 contributed to this budget, and each employee 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	2014-17
J. Robert Friday	1974-78	Nancy Rathbun	2015-18
Dr. John R. Robinson	1975-77	Ryan Austin	2015-Present
Bonnie Phillips	1976-79	Shasta Scott	2017-Present
Charles E. Hollar	1977-78	Paul Taylor	2018-Present
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		





The City of Ponca City, encompassing 20 square miles, is located in central/northern Oklahoma at an elevation of 1,007 feet. Ponca City sits in Kay County with a 2010 population census of 25,387.



City of Ponca City, Oklahoma
Miscellaneous Statistics

June 30, 2019

Number of Full-Time Employees:	
Union	120
Non-union	272
Area in Square Miles	20
Government Facilities and Services:	
Lane miles of streets	413.5
Number of signalized locations	36
Culture and Recreation:	
Number of community centers	5
Number of parks	28
Number of golf courses	2
Number of swimming pools	4
Number of tennis facilities	2
Number of archery ranges	1
Number of baseball fields	5
Number of Frisbee golf courses	4
Number of miniature airplane flying fields	1
Number of Moto-X Race Parks	1
Number of skate parks	1
Number of softball fields	7
Number of museums	6
Number of arboretums	1
Number of enclosed fishing docks	1
Number of splash pads	5
Fire/Ambulance Protection:	
Number of stations	4
Number of fire/ambulance personnel	69
Number of fire calls answered	1,064
Number of ambulance calls	4,475
Average emergency response time in minutes	EMS 4.27 / Fire 4.83
Police Protection:	
Number of stations	1
Number of police personnel	78
Number of marked patrol units	40
Number of unmarked patrol units	9
Number of motorcycles	2
Number of special vehicles	3
Number of physical arrests	1,666
Number of traffic violations	7,531
Calls for service	18,771
Median age of officer	38
Median years of service	8

Wastewater System:

Miles of wastewater maintained by the City	173
Number of treatment plants	1
Daily average treatment in millions of gallons per day	3.56
Maximum daily capacity of treatment plant in millions of gallons per day	9.5

Water System:

Miles of water mains maintained by City	212
Number of fire hydrants	1,045
Daily average consumption in millions of gallons per day	8.55
Maximum daily capacity of plant in millions of gallons per day	14
Number of water wells in service	20

Energy Department:

Customer base	15,867
Square miles of service area	98
Substations – total 100 megawatts of load	9
Miles of 69,000 kV transmission line	19.5
Miles of total distribution line circuit	447

Airport:

Concrete runway – 7,201 feet long and 150 feet wide	1
Average takeoffs and landings per year	39,900
Number of base aircraft	58
Number of ‘T’ hangers	44
Number of corporate hangers	13
Average high temperature degrees – (1980-present)	86.10
Average low temperature degrees – (1980-present)	30.70
Overall yearly degree temperature – (1980-present)	58.4
Average yearly rainfall in inches – (1980-present)	33.01

Education (Current) School Year:

Total school enrollment – Ponca City Public Schools	4,847
Number of pre-k schools	1
Number of elementary schools	7
Number of mid-high schools	2
Number of high schools	1
Number of vo-technical schools	1
Number of Interactive Television Universities	1

Major Employers Listed by Total Employed**

Ponca City Public Schools	740
Phillips 66 Refinery	650
Dorada	625
Alliance Health	415

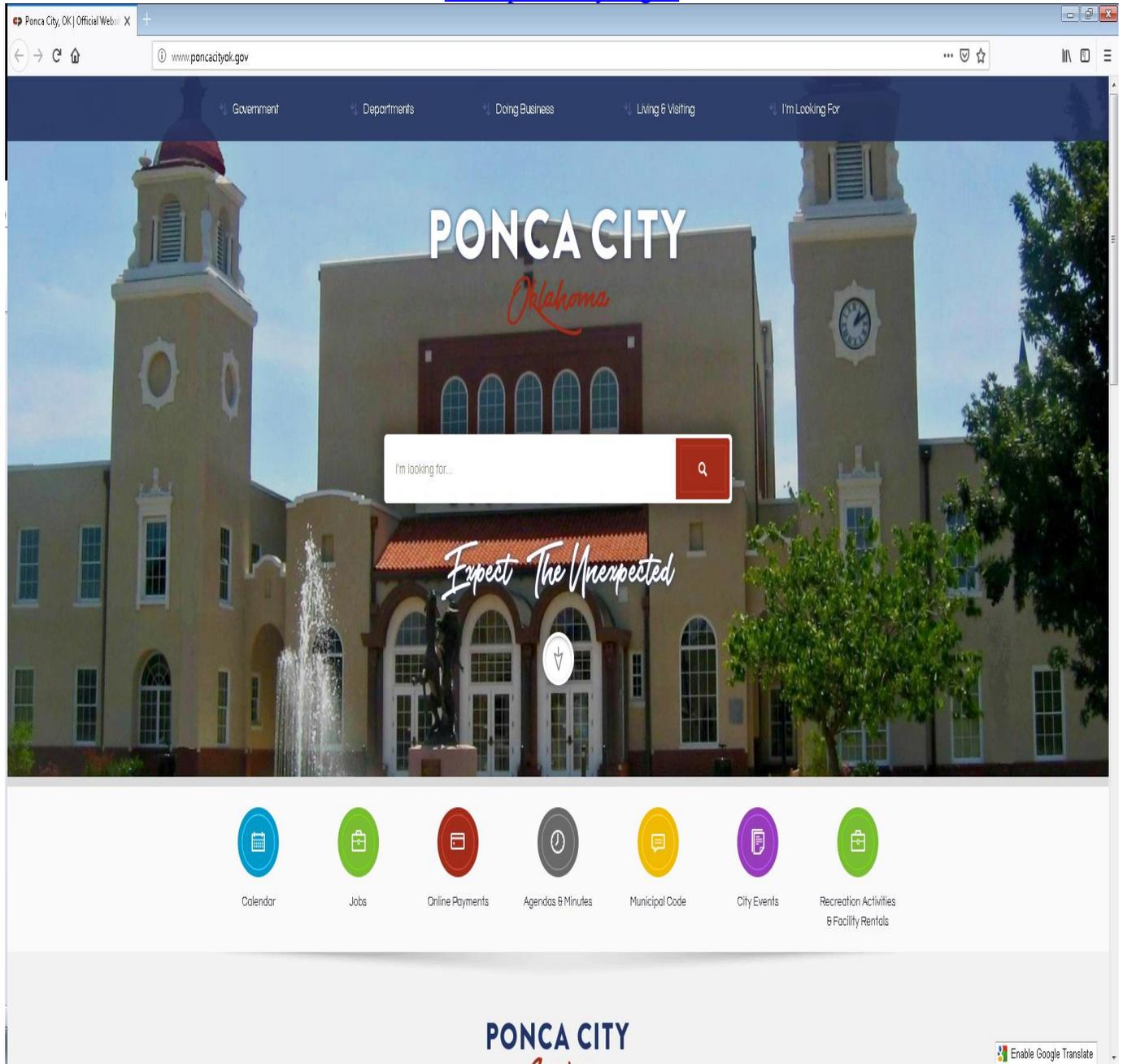
Hospitals:

Number of hospitals	1
Number of licensed patient beds	140

**Information includes contract laborers and was provided by Ponca City Development Authority.

City of Ponca City Website

www.ponacityok.gov



Community Calendar

May/June

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



101 Wild West Rodeo



Pow Wow

July/August

Lake Ponca Fireworks
Ponca Pow-Wow
Crazy Days

September/October

Standing Bear Pow Wow
Cherokee Strip Chili Cook-Off
Oktoberfest-Marland Mansion
Grand National Moto-Cross
Fine Arts Festival



Festival of Angels



Veteran's Day Parade

November/December

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

Ponca City Attractions

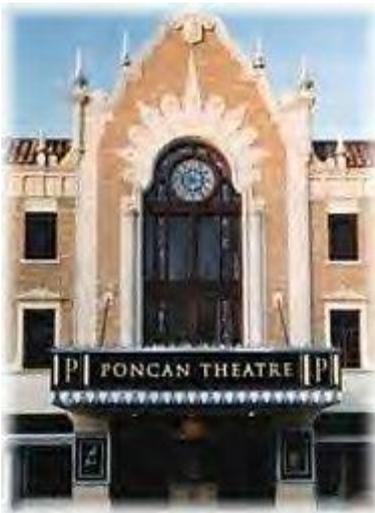


The Pioneer Woman Statue and Museum – The Pioneer Woman Statue was commissioned by E.W. Marland. This seventeen (17) foot bronze is on the National Register of Historic Places. The newly expanded museum features exhibits of women who have made outstanding “pioneering” contributions in space, photography,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

Cann Memorial Botanical Gardens – A pathway winds under wisteria arbor around a lily pond and through spectacular color – coordinated beds of perennials, herbs and annuals in this peaceful



botanical garden. Elsie Cann Brown, daughter of L.A. and Mary Cann, donated the gardens to the City of Ponca City in August 1975. The garden is a showcase of color, texture and fragrance providing Ponca City citizens and visitors with a sanctuary of plants, trees and flowers to absorb and enjoy.



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

Standing Bear – A monumental tribute to all Native Americans, this 22-foot statue is of Ponca Chief Standing Bear, created by Cowboy Artist of America, Orelan C. Joe. The surrounding Park features many symbols of Native American culture and specifically honors the six tribes around Ponca City. Two audio centers tell Standing Bear’s story and describe the highlights of the Park. Construction is complete on a City Trail around Standing Bear Park, which was funded by an ISTE A Grant, a donation from Conoco and City match funds.



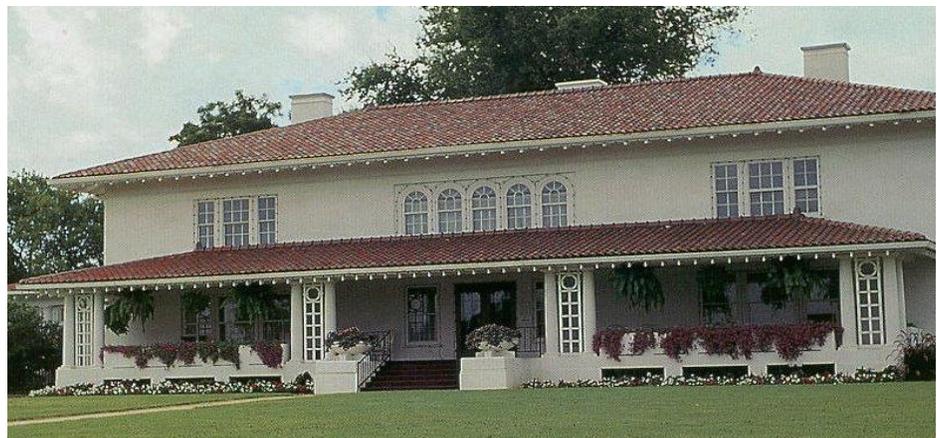
E.W. Marland was born May 8, 1874, in Pittsburgh, Pennsylvania. He studied to be an attorney, graduating from the University of Michigan Law School at the age of 19. Marland's years of practicing law led him to an interest in geology and a career in the oil industry. He prospered in the oil business, making his first fortune in the oil fields of West Virginia, only to lose it all in the panic of 1907. In 1908, Marland came to Oklahoma with not much more than belief in himself and a letter of credit. Mr. and Mrs. Marland made their home at the Arcade Hotel, and E.W. set out to explore for oil.

The first gusher of Oklahoma oil came in for Marland in 1911, on land he had leased from a Ponca Indian. Soon after, he discovered two more wells and then it seemed he found oil everywhere he looked. By 1922, E.W. Marland controlled one-tenth of the world's oil, and Marland Oil Company employed a third of the city's population.

E.W. and Virginia Marland built a lovely house at Tenth and Grand, near the downtown area. That house had 22 rooms, but what it became known for was the eight acres of formal, terraced gardens. It was acclaimed to be the most beautiful collection of shrubs, flowers, and foliage this side of the Mississippi.



Marland's first home, recently re-named Marland's Grand Home, is home to the Historic House Museum, Native American Museum, 101 Ranch Collection, and D.A.R. Museum.



Welcome to the
Marland Estate Mansion

The dream of oil baron E.W. Marland was to live in a palace. This magnificent mansion reflects the elegance of the affluent days of the oilman, who lived lavishly and entertained in the same style. Master architect John Duncan Forsyth, along with artists, decorators, and sculptors of international reputation combined their talents to create this “Palace on the Prairie.” This National Historic Landmark took three (3) years to construct, 1925 to 1928. Lake Whitemarsh, is named for E.W.’s yacht. At one time there were five lakes surrounding the mansion as Marland wanted his castle to have a moat. It has been a home, a showplace, campaign headquarters, a college, a monastery, a convent, and a historic house museum. The following pictures depict the estate as in its original character in the late 1920’s.



The Mansion is 78 feet wide and 184 feet long, and contains 43,561 square feet distributed over four levels. There are 55 rooms, including 10 bedrooms, 12 bathrooms, 7 fireplaces, and 3 kitchens. It takes 861 light bulbs to light the mansion. This is a south view of the Mansion.

Now a private residence, the stables accommodated Mr. and Mrs. Marland’s horses. Mr. Marland had a Tennessee Walker, Tom James. Mrs. Marland’s horse was an American Saddle Bred named Rosenbar. E.W. and Lydie enjoyed riding together around the estate. Their two horses are buried on the grounds near the original stables.



The boathouse was right on the edge of one of the lakes and was functional storage for boats. Built of limestone and containing a huge safe in its inner wall, it is connected to the Mansion by an underground tunnel.

Lydie's Cottage & Artist Studio Restored

The Marland Estate celebrated the restoration of Lydie's Cottage and the Artist Studio in 2000. Both of these original buildings have been completely renovated and are now open to the public for the first time.



This small house was originally the chauffeur's cottage and was remodeled in 1939 for E.W. and Lydie Marland's living quarters, following his term as governor of Oklahoma. Lydie stayed in the cottage after E.W.'s death in 1941, living a fairly reclusive life until she left Ponca City in 1953. Following her return in 1975, she moved back into her cottage and lived there until her death in 1987. Since then, it has become known as Lydie's Cottage.



The Artist Studio was originally built for sculptor Jo Davidson, who lived and worked in Ponca City while he created the three Marland family statues and one of the models for the Pioneer Woman Statue. The timbers from one of Marland's first oil well derricks were used for the interior vaulted ceiling in the two-story great room.

A unique aspect of the restoration project was the use of volunteer construction superintendents at each building. Professionals were hired where code requirements needed to be met, but dedicated volunteers contributed over 2,200 volunteer hours, performing much of the demolition, painting, and finishing touches. The original estimate for restoration was \$386,000. Grants were received from the Peel Foundation, Sarkey's Foundation and the Marland Estate Foundation. The total project cost for Lydie's Cottage and the Artist Studio was \$224,500 and all of the work was completed with private donations.

Marland Mansion. .Today

Leading away from the south terrace, towards the city, there was a grass pathway lined with trees and statues, hence the name, Monument Road. This distance was traveled on foot only and was opened at all times for public use.



Mr. and Mrs. Marland had to move from the Mansion in 1930 but retained ownership while he served in Congress and as governor of Oklahoma. They opened the Mansion for parties and special events and E.W. used it as his campaign headquarters whenever he ran for office. In 1941, six months before he died, Mr. Marland sold the complex to an order of monks, the Discalced Carmelite Fathers. He did not sell the chauffeur's cottage where he and Lydie were living. The Carmelite Fathers established a college of philosophy at the Mansion and were cloistered until 1948. The Monks sold the complex to the Sisters of St. Felix who built the chapel, Angela Hall and administration building. When the sisters announced that they were planning to sell the Mansion in 1975, Conoco and the City of Ponca City purchased the Mansion, all buildings and 30 acres for \$1.4 million.



From the hand set stone tile to the muraled walnut ceilings painted by Margliotti, the entrance sets the mood of elegance for the oil baron's mansion. The brass and iron wall sconces feature devil heads; not to be confused with the dog's heads in the wrought iron stair railings.



The formal dining room, which can seat 20 for dinner, has a certain royal ambiance. The hand-carved mantel and the wood walls in this room are a very rare type of oak, Pollard oak, which was cut by special permission from the royal forests of England. The wood was then shipped to Boston where all the decorative carving was completed. Once the carving was finished, the wood was packed in water for protection and shipped to Ponca City.





This room is referred to as the sunroom. The north wall is mostly windows offering a view of the estate that overlooks the lake and creates a beautiful garden setting.



The outer lounge provided a delightful area for swimmers to rest and relax or to amuse themselves at a variety of game tables. Occasionally, the lounge was used as an informal ballroom. Originally, Mr. Marland has no plans to decorate this ceiling. According to notes by Architect John Duncan Forsyth, the plan was for the ceiling to be left plain. Ceiling artist, Margliotti offered to paint the ceiling for free if he could design it himself.



In the 1920's, the inner lounge was the gathering point for anyone taking part in the Marland organized fox hunts. Breakfast was prepared for participants in the hunt kitchen located in the northeast corner of the lounge.

Of palatial size and style, the ballroom is crowned with a pattern featuring a gold leaf. Lighting for this magnificent room is through the sparkle of antique Waterford crystal chandeliers with wrought iron bases, imported from Ireland. To replace the ceiling and chandeliers today would cost \$2 million. Rich tapestries decorated the walls in Marland's time. Hanging on the north wall are the portraits of E.W. Marland, above the fire place, and Mrs. Lydie Marland, dressed in a Spanish dance costume purchased for her by E.W.





Ernest Whitworth Marland, President of the Marland Oil Company, had vast oil holdings that made him one of the dominant figures in the petroleum industry of America, and probably the largest independent producer and refiner in the world. In the early 1920's, the Marland Oil Company encompassed a vast area, including the Marland refinery and office building, the 5,000,000 barrel storage tank farm, fields that produced the crude oil supply, and Marland warehouses and loading racks capable of loading 100 rail cars of oil daily. All Marland filling stations were alike, in the shape of a triangle synonymous with the Marland Oil

logo. In 1928, E.W. resigned as president and chairman of the board of Marland Oil Company and began a career in politics. Marland Oil Co. merged with Continental Oil Company in 1929 and thus was born the Conoco logo.

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



Pictured above, Phillips 66 employs an estimated 650 employees in Ponca City. The red brick building, southeast of the South Tower, is the original Marland Building, as it is still referred to today.

OVERVIEW

The Budget Process Many components of the budgeting process are dynamic and occur throughout the entire year. The City Commission is typically brought into the process at a regularly scheduled Board of Commissioner's Meeting (work session) in early January. At that time a presentation the City's budget philosophy and application of that philosophy are reviewed. General Fund revenue, expenditure, and budget issues are also discussed. Departmental expenditure histories are then reviewed and trends identified. Challenges recognized and discussed for Fiscal 2019-20 include threats to the sales tax and franchise fee revenues, unpredictable fuel and commodity costs, decreasing municipal court fines, and continuing capital infrastructure needs for City departments and the electric, water, wastewater, solid waste and stormwater utilities. Finally, early Commission input is solicited regarding new programs and capital improvements desired, questions or concerns on current rates and fees are discussed, as well as departmental operations to be considered in planning the budget for the coming fiscal year.

Finance ushered in 2019 by working with departments to derive initial revenue projections for the General Fund, enterprise funds, and the utilities for Fiscal 2019-20. A budget kick-off session was held with all departments on January 28, 2019, where the budget process and objectives were outlined for department heads, supervisors, and support staff. At this time a packet of relevant preparation materials including expenditure histories and capital and travel request forms was available electronically to each department to facilitate budget preparation and requests. The meeting also provided a forum for a question and answer session to identify any areas of confusion.

The City Commission was scheduled to hear from outside agencies requesting contract for services funding at the regularly scheduled work session on March 18, 2019. As all requests were flat the prior year funding, the work session was cancelled and the services each provides for the community were probable to be funded at the same level as the prior year.

City management met with department representatives on capital requests and operating budget requests during the second week of March 2019. On April 11, 2019, an initial draft of the City Manager Proposed Budget for Fiscal 2019-20 was delivered to members of the City Commission and department heads. The City Commission then met for two, all day open meeting hearings with management and every department on the proposed budget on April 15 and 16, 2019. These two days were a critical time for the Commission to have an open discussion with each department on their respective services, operations, accomplishments, and objectives for the coming year. This was also a forum for discussion benchmarks and performance measures.

A revised draft of the proposed budget was published in summary form as outlined in the Oklahoma Municipal Budget Act, in the Ponca City News on Saturday, April 27, 2019. Also published at that time was notice of a public hearing on the Fiscal 2019-20 Budget, to be held at the regularly scheduled Board of Commissioner's Meeting of May 13, 2019. A public hearing was held on that date to solicit input on the budget from the community. In accordance with provisions of the City Code of Ordinances - Municipal Charter, Section 65 and the Oklahoma Municipal Budget Act, a final draft of the proposed budget is now being presented to the City Commission for consideration.

During the course of any year, unforeseen opportunities, emergencies and business conditions may necessitate amending the budget. The City follows guidelines in the Oklahoma Municipal Budget Act for all of its funds, and does not allow category expenditure budgets to exceed 100%. Budget amendment requests are evaluated by the City Manager, who has authority to approve line item and category transfers. All other budget amendment requests, if approved by the City Manager, go to the City Commission in resolution form, for consideration.

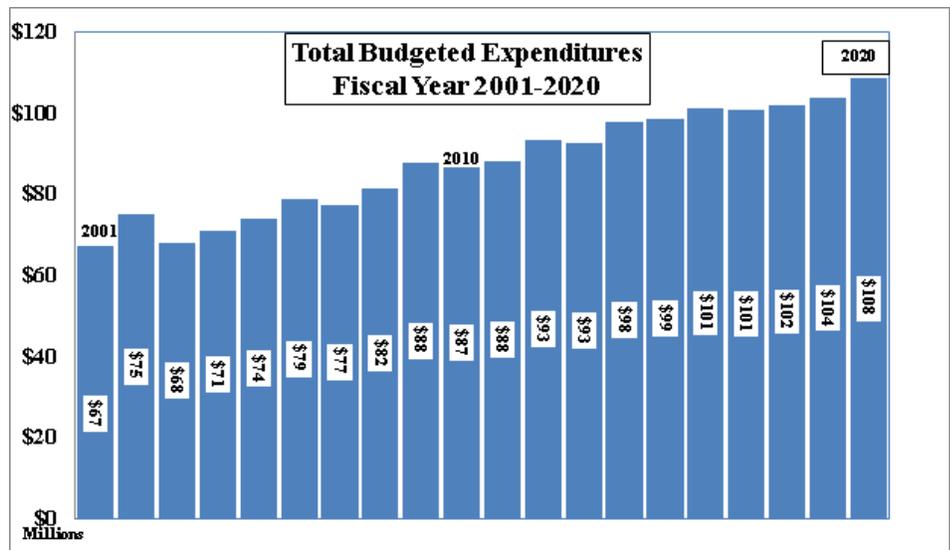
Background Budgeted for Fiscal 2019-20 are thirty-two (32) funds, or self-balancing sets of accounts, each capturing activity from a type of operation. The funds budgeted include sources and uses for the General Fund, Special Revenue Funds, Capital Improvement Projects Fund, Debt Sinking Fund, Ponca City Utility Authority (PCUA) Funds, Other Enterprise Funds, Internal Service Funds and all Trust Funds of the City of Ponca City. Revenues for each fund are budgeted by source. In each fund and department, expenditures are budgeted by the aforementioned category types as set by State statute, including Personal Services, Materials & Supplies, Other Services & Charges, Capital, Debt Service and Transfers.

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

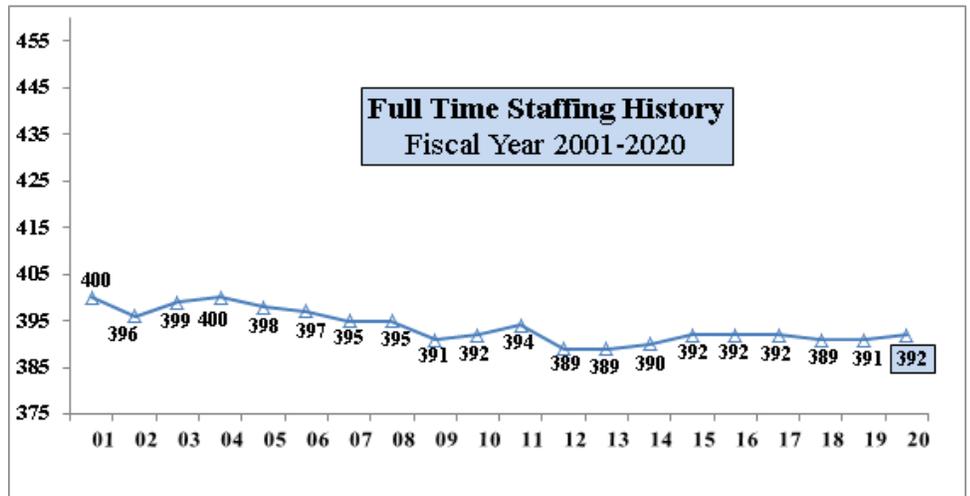
Included in the approved budget for Fiscal 2019-20 is a five-year capital plan. A long-term plan for capital is one of the City Commission’s strategic goals and attempts to identify major infrastructure, building and equipment needs for the coming five years. Although each department identified items listed in the plan, the plan does not represent a Commission approved budget for the next five years, but rather a planning tool of what each area of the City has identified as projected needs. Listed with each item in the section are possible funding sources, as it is important to note that current revenues are not sufficient to fund all needs identified. The plan is by nature a fluid document that may change significantly each year as mandates, opportunities, needs, programs and services change, and revenue projections are available.

The Fiscal 2019-20 Budget has been challenging in many ways. The total budget for all funds is approved at \$108,490,537, an increase of \$4,554,384, or 4.38% from the original budget of Fiscal 2018-19.

The increase is due largely to the addition of two new business units, in the RecPlex and Ponca City Broadband utility. As illustrated above, the proposed aggregate budget for the coming year is approximately 73% higher than the original budget of Fiscal 2000-01, twenty years ago. This represents an average annual increase of less than 2.6%, illustrating staff commitment to cost containment.

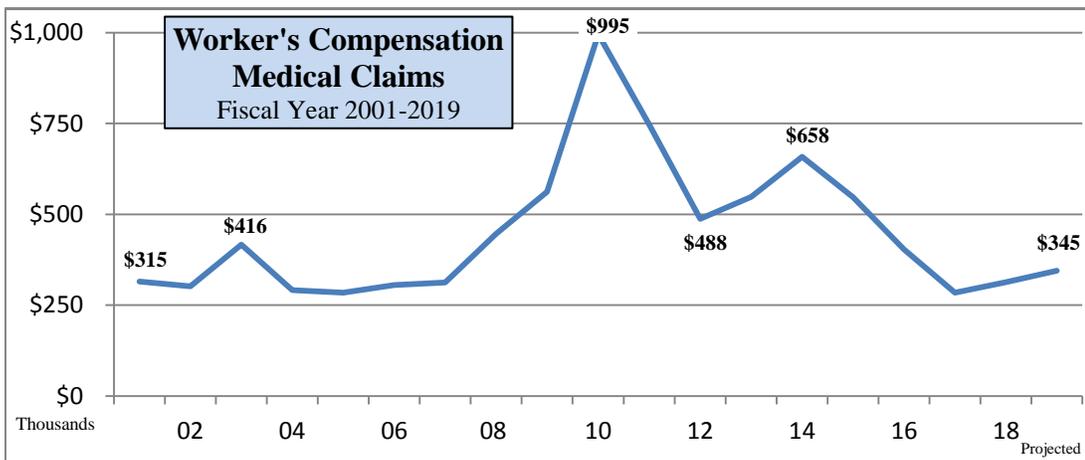


The full time employee base across the City is proposed at 392, an increase of one position from the prior fiscal year. The proposed full-time staffing for Fiscal 2019-20 is approximately 2.0% less than that of twenty years ago, in Fiscal 2000-2001 again illustrating commitment to continuous improvement in service efficiencies, productivity, and conservative fiscal policy.



The cost of providing health insurance benefits to City employees is always of concern, but recent year's activity has been relatively flat in the wake of staff working extensively with consultants and other resources to help determine the best strategies to contain costs without sacrificing quality. With positive trends recently, the approved budget includes a 1.0% increase for the City and employees for health coverage, this on the heels of a 0% increase last year. City employees who choose single health insurance coverage pay a premium of \$1,668 annually, with the City funding \$6,673. The premium for employee plus one coverage is \$3,018 annually, with the City funding \$12,071. Employees choosing family coverage pay a premium totaling \$4,528 annually, with the City funding \$18,112. The funding of health care benefits is a mounting concern for most employers, and cost-containment will continue to be a challenge for the City going forward with projected double-digit inflation in the industry.

Another area of volatile personnel related costs are from worker's compensation expense. Although these had decreased significantly since peaking in Fiscal 2009-10 and again in Fiscal 2013-14, they are currently trending higher from a decade low.



Although these had decreased significantly since peaking in Fiscal 2009-10 and again in Fiscal 2013-14, they are currently trending higher from a decade low. Projected expenses for W/C Medical expenses for Fiscal 2018-19 are \$345,000, significantly lower than the peak years. The City is self-insured for worker's compensation medical claims, and maintains a department in the Internal Service Workers' Compensation

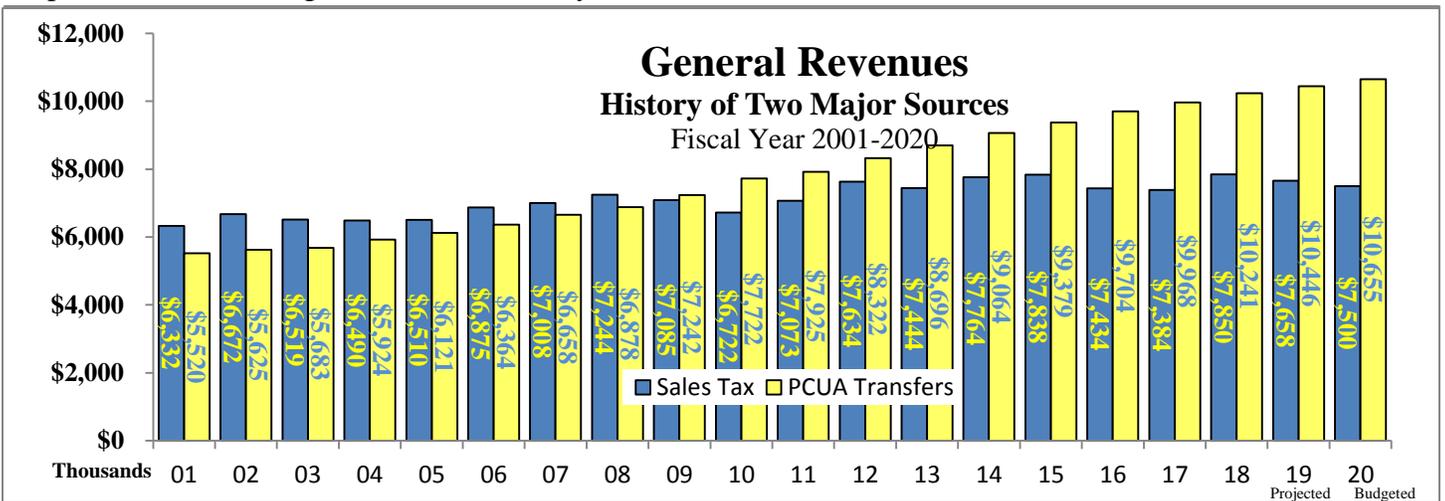
Fund for this purpose. Premiums are paid based on a 1.8% straight percentage of wages by all departments with personnel, without regard for risk/loss scales. Court ordered claims fluctuate from year-to-year, and are recovered through ad-valorem tax, as provided for in Oklahoma statutes. This method is a significant value for many departments, whose premiums would be up to eight times this amount for coverage purchased in the marketplace. Over the past fifteen years, increased training and attention to safety issues by City staff has had the desired effect.

In keeping with the City Commission objectives, the Fiscal 2019-20 Budget does maintain a designated fund balance in the General Fund of \$2,400,000, as defined by Resolution #6337, which was approved by the Board of Commissioners on December 11, 2017, when the previously approved amount was increased by \$200,000. This designated fund balance is a reserve equal to approximately a 5-week operating budget in the General Fund, and provides a buffer against unforeseen natural, man-made or economic disasters.

Each of the four major PCUA utility operations also has designated fund balances, as established by Commission Policy Statement #20. This policy sets as a target fund balance for the Ponca City Energy Fund, an amount equal to the highest monthly purchased power bill over the past three years plus 10% of the system’s fixed assets. The policy statement also provides that for the Water and Wastewater funds, a target fund balance equal to a 60-day operating balance plus 10% of the system’s fixed assets be maintained. The policy also addresses the Solid Waste Fund, targeting a fund balance equal to a 60-day operating balance, as well as the maintenance of a Depreciation Reserve Fund. A fund balance for landfill closure funds as set out in Subtitle D of the Resource Conservation & Recovery Act is also targeted, and funded for Fiscal 2019-20.

GENERAL FUND

Sales Tax Revenue There is currently a 2.0% sales tax dedicated for General Fund operations, generating revenue equal to 33.1% of total budgeted revenues for Fiscal 2019-20. Over the past twenty years, year-over-year increases in this revenue source have fluctuated from -5.1% to +11.4%, with a long-term average increase at just under 2.0% annually. When adjusted for inflation, long term sales tax collections have experienced little real growth, and are nearly flat. There are three distinct threats to sales tax revenue that have



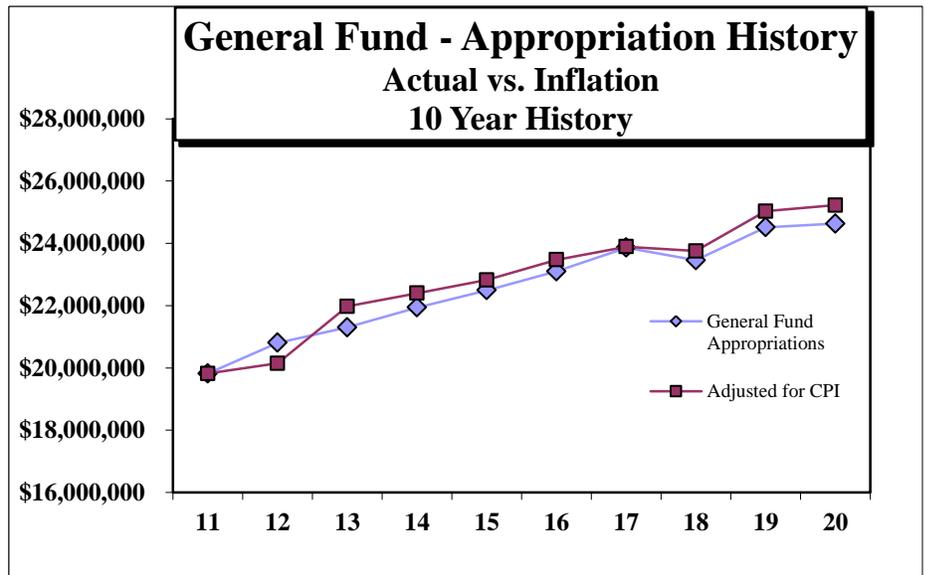
contributed to the lack of growth, more specifically, growth in internet sales, the effect of the State legislature annually exempting more special interest groups and sale types from sales tax, and competition for discretionary spending by legalization of the lottery and casino gaming. Fiscal 2007-08 year collections increased 3.37% from the prior year, with Fiscal 2008-09 collections down 2.19% from the prior year. Fiscal 2009-10 collections saw the brunt of the recession, with a decrease in collections of 5.12%. Collections for Fiscal 2010-11 rebounded with an increase of 5.22%, followed with even stronger returns in Fiscal 2011-12, with a year-over-year increase of 7.9%. Fiscal 2012-13 saw some softening with a decrease of 2.5%. Fiscal 2013-14 rebounded with an increase of 4.3%. Fiscal 2014-15 started strong, but ended the year up a meager 0.96% with a contraction in the oil related economy. Fiscal 2015-16 saw the contraction continue, with a decrease of 5.2%. Fiscal 2016-17 saw the end to the contraction in the third quarter, with annual collections off by just 0.7% from the prior year. Collections for Fiscal 2017-18 rebounded sharply, aided by a large turnaround at P66, with an increase of 6.3%. Projected collections for Fiscal 2018-19 show a contraction at \$7.568M, a decrease of 3.5%. Budgeted sales tax revenue for Fiscal 2019-20 is \$7,500,000.

Transfer Revenue Under the Oklahoma Constitution, cities are prohibited from levying ad-valorem property taxes for operations. Therefore, critical to the funding of essential City services is the transfer of residual equity, or return on investment (ROI), from City utilities. Through Fiscal 1998-99 transfers from the PCUA had been a decreasing revenue source as a direct result of preparing the electric utility for deregulation and Water and Wastewater plant reconstruction projects. Over the past twenty years this revenue source has increased, however, and administration charges to the PCUA for General Fund services and residual equity transfers are proposed for Fiscal 2019-20 at \$10,655,084, a 2.0% increase over the previous year. This is the largest source of revenue for the General Fund, with sales tax revenue in second place. The potential threat of electric deregulation that was very real twenty years ago has diminished somewhat in the wake of failed attempts in California and other states, but is nevertheless a continuing threat.

Other Revenues Other notable revenue changes in the General Fund include the third largest revenue source in ambulance revenues, which are budgeted at \$1,500,000, a 3.45% increase. Municipal Court fines are the fourth largest revenue source for the General Fund and have contracted in recent years. With interest rates coming off of historic lows, interest income is projected to grow by \$100,000. Total General Fund revenues for Fiscal 2019-20 are budgeted at \$22,630,102, an increase of 0.48 % from the prior year.

Expenditures The General Fund continues to provide the necessary funding to deliver quality essential and basic services to the community. These services do not mirror traditional for-profit businesses, and do not pay for themselves on a user-fee basis. Typical General Fund services include public safety, legislative, public works and streets, judicial, park and recreation, general government and cultural affairs.

The aggregate General Fund expenditure budget for Fiscal 2019-20 is \$24,632,059, an increase of \$115,857, or an increase of 0.47% from the original Fiscal 2018-19 Budget. The increase is the result of two main factors, a decrease in capital spending and increased subsidies to the RecPlex and Wentz Gold Course totaling \$500,000. Other than personnel related costs, the General Fund expenditure budget is essentially flat. Above is an illustration of General Fund budget history in Ponca City versus the same baseline budget growth by the CPI rate of inflation.



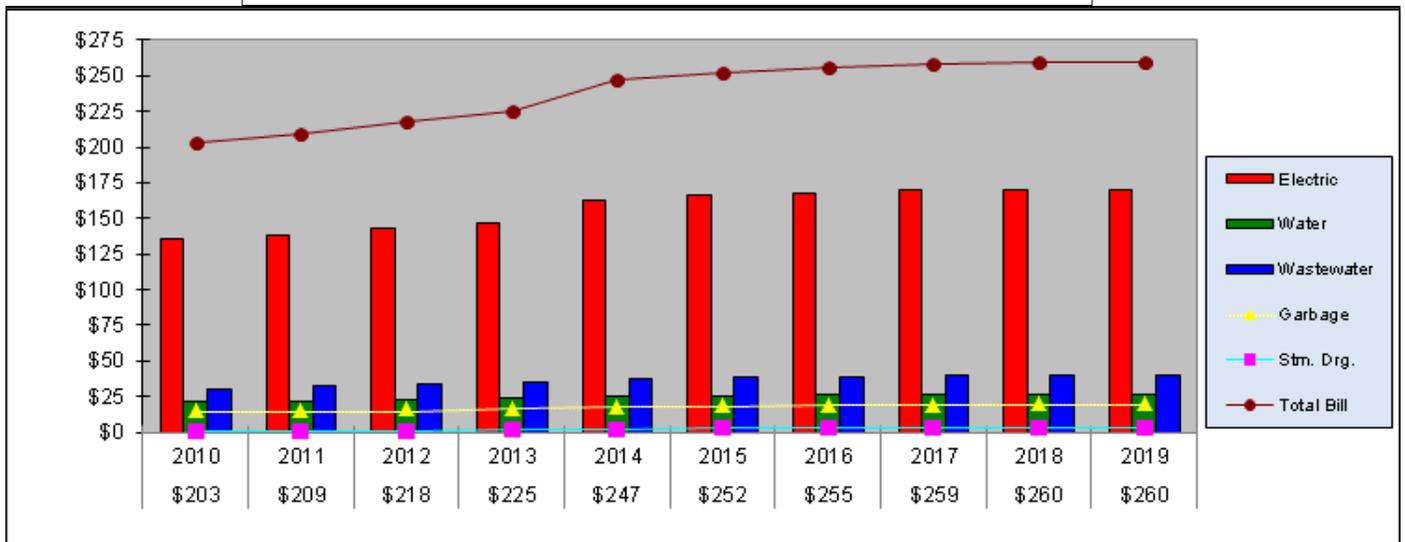
Spending on public safety continues to dominate funding of City operations, at 57%. This exemplifies a City commitment to make Ponca City a safe and healthy community. The Police Department has evolved, continuing its Citizen’s Police academy, Community Policing, the placement of two officers in the Ponca City schools, and the addition of tasers, and body worn cameras as tools in the field. The Extra Eyes Program, where citizen volunteers assist with fingerprint indexing and non-enforcement patrolling continues to add resources to the department.

Public safety related capital items in the coming year include three new marked Police vehicles, a new pumper truck for the Fire Department, and a new warning siren for Emergency Management. Replacement of aging capital equipment continues to be emphasized in the General Fund budget for Fiscal 2019-20. Major items to be funded include a 13-yard dump truck for the Street Department; Phase II stonework renovations at Marland’s Grand Home, and a new temperature controlled indoor fishing dock on Lake Ponca.

PONCA CITY UTILITY AUTHORITY

PCUA Revenues The PCUA offers electric, water, wastewater, solid waste, landfill, and stormwater services. New in Fiscal 2019-20 is a fiber to home broadband utility that will begin service Phase I customers around the start of the year. Strong revenues, debt payoffs, and modest inflation in general among the utilities have led to no rate increases for any of the six utilities. Below is a chart showing a breakdown of the average utility bill for a household of four and the history for the same. As displayed, long term, bottom line costs to our residents have been very stable, with increases held to reasonable levels. Ponca City compares well with peer cities on utility rates. The long term average annual increase is just 2.5%.

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



Staff is proud that overall, the average PCUA residential customer still enjoys quality utility services at a bottom line cost that has only risen in step with inflation. This is an exceptional feat when considering the fact that the same residents are also the beneficiaries of excellent services derived from new water and wastewater plants completed in the late 1990’s, three new electrical substations, and two lateral expansions of the landfill. While the past ten years have seen major emphasis on infrastructure at the front end of each utility, the Fiscal 2019-20 Budget reflects an increased emphasis on the delivery systems.

Water Years of planning and construction resulted in the completion of the Water Plant, which was re-dedicated on September 5, 1997. The plant met all current and foreseeable EPA regulations. The plant has an expanded average daily capacity of 14 million gallons per day (MGD), with a peak capacity of 20 MGD. The added capacity represents an increase of 33% from the old plant. The plant had an expected life of 25 years, but after 22 years it is apparent it will have a much longer service life. The debt issue was re-financed, and is now paid off. This increase in cash flow has allowed the utility to make system improvements without further debt, as well as minimizing rate increases. The Fiscal 2019-20 water rates are the same as Fiscal 2017-18.

Critical to future water production is maintenance of the water rights from Kaw Lake as well as maximizing the traditional wellfield sources of water. Master planning for the utility is also underway, and needs to be completed before major decisions are made about future sources of raw water. Infrastructure improvements funded in the coming year include a \$1.9M improvement to the Lake Ponca Spillway.

Wastewater In Spring of 2000, the Wastewater Plant substantially completed a multi-year project to meet EPA regulations, to renovate the plant, and to expand capacity. The renovated plant has increased capacity from 5.8 MGD to 9.0 MGD, with peak capacity at 15.0 MGD. The department has now shifted primary focus to the collection system. In recent years the department has completed a major renovation to the Bois D 'arc Lift Station, as well as replacement of the 35-year old Lake Lift Station, the Blake Lift Station, and the Briar Ridge Lift Station. The PCUA entered into a loan agreement of \$5,565,000 with the Oklahoma Water Resources Board (OWRB) during Fiscal 2007-08, utilizing low interest federal funds to complete several major collection system projects in subsequent years, the last of which was recently completed with replacement of a major interceptor line through the Phillips 66 refinery complex. Staff also recently completed three projects funded by 70% loan/30% stimulus grant funding from the OWRB, including an emergency generator at the main lift station, re-construction of the Brentwood Lift Station, and an emergency line project on Ash Street. Budgeted for Fiscal 2019-20 is a \$1.7M replacement of the Bois D 'arc Sewer Interceptor Phase II.

Ponca City Energy The Ponca City Energy Department has seen many changes in recent decades. The position of General Manager of Electric Utilities was created and filled in the fall of 1997. A business plan was formulated and implemented, defining the three distinct businesses of the electric utility: generation, purchase & re-sale, and distribution. Electric generation facilities were leased to OMPA during 1997, with the contract amended in 2000 to shed all departmental responsibility for maintenance. As such, the approved Fiscal 2019-20 Budget includes purchased power and distribution only.

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

Budgeted for Fiscal 2019-20 in the Ponca City Energy Fund are many major capital items and infrastructure improvements, most notably \$1.37M in distribution system improvements.

Ponca City Broadband A build-out of the City limits began in Fiscal 2018-19 to run fiber optic cable to each residence. The project will be phased in over several years, but it is expected that the first customer billings will occur on or about July 1, 2019.

Solid Waste The Solid Waste Fund includes collection and landfill departments. Collection revenues cooled with the economic contraction of 2008 & 2009, but has rebounded in the last couple years. Included in budget for Fiscal 2019-20 is a zero percent rate increase. The most recent cell expansion at the landfill was completed in the summer of 2008. This expansion was funded by accumulated fund balances and was completed without any new debt, relieving further rate increase pressures on our community. There are several capital purchases budgeted for Fiscal 2019-20, including \$178,000 for a new roll-off truck, and a variety of smaller containers and equipment, all funded through the Solid Waste Depreciation Reserve Fund.

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

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

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

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

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

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

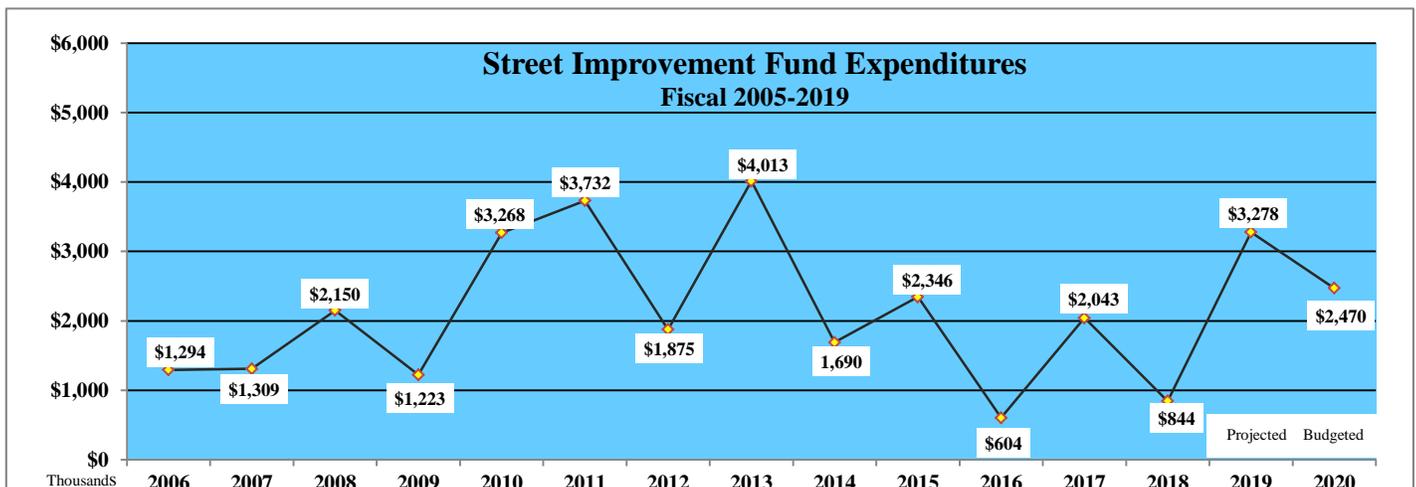
OTHER ENTERPRISE FUNDS

Airport The Ponca City Regional Airport is located in the northwest corner of Ponca City. The airport operates as an enterprise fund. The airport is no longer served by a commuter airline, as the federal government cut essential air service funding in Fiscal 2007, but continues to be the home of the famous Enrique’s Mexican Restaurant. Exciting projects at the airport in recent years included instrument relocation, dirt work, and construction of a 1,000-foot concrete runway extension project and taxiway improvements, as well as construction of a maintenance building and purchase of a large snowplow. The projects are typically 90% Federal grant funded, supplemented by 5% State grant funding. The remaining 5% match is funded by the City, typically through the Capital Improvement Projects (C.I.P.) Fund. Budgeted for Fiscal 2019-20 is new flooring for the terminal building and a zero turn mower.

TRUST FUNDS

Cann Estate Trust Fund Elsie V. Cann left in trust to the City of Ponca City a house and land upon which it was her desire to see a memorial garden created in the memory of her parents. Ms. Cann also left a trust fund to provide for the operation and improvements to the facility. The trust fund has at times distributed 6% of corpus value annually, but with market contractions of 2008, this has been reduced to \$25,000 annually. A subsidy from the General Fund replaced it beginning in Fiscal 2009-10, and carries on into Fiscal 2019-20.

Street Improvement Trust The City of Ponca City is fortunate to have a dedicated ½ cent sales and use tax for street improvements which was recently renewed by 82% voter approval making it a permanent tax without expiration. The source provides funding for continued upgrade of Ponca City’s streets, roadways, curbs, sidewalks and trails. There are many major projects slated for Fiscal 2019-20 including a mill/overlay of 5th Street, Hartford Avenue to Prospect, reconstruct Turner Street, Donner Avenue to Hartford Avenue, and construction of Lake Ponca Trail along Hartford Avenue, NE Woodland Road to Pecan Road.



RecPlex In December 2006, the residents of Ponca City approved an eight year, dedicated ½ cent sales and use tax for the construction of a new community recreation complex that was to be called the Ponca City Aquatic & Family Center – YMCA. When the project exceeded anticipated costs, residents approved a five year extension to the existing tax in 2007, which moved the expiration date to September 30, 2020. The complex is completed and has been open since December 2010. The site covers approximately 46 acres and includes four softball, four baseball, and two soccer/football fields. The fields opened in the Spring of 2012. The facility is approximately 76,000 square feet, and includes a gymnasium, two pools, fitness center, program studios, walking track, and much more. The City of Ponca City assumed management and operational responsibilities on January 1 2019 and the facility was re-branded the Ponca City RecPlex. Hours have been expanded, rates decreased, and programming increased, kicking off a new beginning in this partnership between the City and the community. All debt for the construction of the RecPlex has been retired.

Economic Development Citizens of Ponca City approved extending an existing dedicated ½ cent sales and use tax for economic development that was set to expire on December 31, 2018, for an additional five years. The tax is transferred to the Ponca City Development Authority (PCDA) to carry out the economic development function. The PCDA had previously been a public trust governed by the same board as the members of the City Commission, but was spun off, and is now governed by a separate board of trustees that are appointed by the City Commission. Between 2013-2017, the Ponca City Development Authority has directly impacted the attraction, expansion and retention of 1,016 full time jobs in Ponca City, and returned \$20.21 in community economic benefit for each sales tax dollar received. Budgeted for Fiscal 2019-20 is the exact amount of projected tax collections, which are then passed on entirely to the PCDA each month, immediately after receipt from the Oklahoma Tax Commission.



MUNICIPAL BUILDING
CITY OF PONCA CITY, OKLAHOMA
74601

Quick Reference Guide to Financial Summary-

This section helps you to locate commonly asked questions.

What is the City's budget process timeline?	Budget Calendar	Page 24
How many staff does the city employ?	Full-time Staff History	Page 25
How much is budgeted by fund?	Budget Summary	Page 26
How have budgeted expenditures changed over the last five years?	History of Budgeted Expenditures	Page 27
<p>What are the City's five types of expenditures ranked from largest?</p> <ol style="list-style-type: none"> 1. Other Charges and Services 2. Personal Services 3. Capital Outlay 4. Materials and Supplies 5. Debt Service 	Budgeted Expenditures by Type	Page 28
What is Ponca City Utility Authority's Debt Service?	Debt Service Summary	Page 29
What is the share of municipal debt for each person living in Ponca City?	Debt Service Summary	Page 30

Budget Calendar Fiscal 2019-20 (original rev.)

December 2018	Finance and Departments begin rate review and revenue budgeting
Mon. Jan. 28, 2019	Budget Kick-Off Meeting for Department Heads & Supervisors, 11am, Electronic Packet includes digital copies of Line-item Budgets, Capital Request Forms, Mission / Accomplishments / Goals Forms, and overview
Tues. Feb 5	Mission / Accomplishments / Goals Forms for FY2019-20 due
Tues. Feb. 12	Capital Request Forms (cat. 4) for FY2019-20 due to Finance
Mon. Feb. 18	Budget overview for City Commission held at the work session
Tues. Feb. 19	Budget Request Forms (cat. 2 & 3) for FY2019-20 along with any personnel related change requests due
Tues. Feb. 26	Out of State Travel Request Forms for FY 2019-20 due
Tues. Mar. 5	Long-Term Capital Plan sheets due
March 12 - 15	City Manager/Finance meet with Department Heads to review
Mon. Mar. 18	New Program and "Outside Agency" Hearings along with a budget update presented to the City Commission at work session
March & April	Departments update various Advisory Boards on Budget progress
Wed. Apr. 10	City Manager/Finance meet with Department Heads to discuss proposed Budget
Thurs Apr. 11	Draft of Budget with Departmental Goals delivered to City Commission for review
April 15 & 16	City Commission Hearings with City Management and Departments, open to Public
Tues. April 23	Deliver Notice of Public Hearing and Budget Summary to the Ponca City News
Sat. April 27	Publish date in the Ponca City News of the Notice of Public Hearing & Budget Summary
Mon. May 13	Public Hearing on Proposed Budget and City Commission Review
Tues. May 28	FY2019-20 Budget in book format delivered to the City Commission for adoption
Sun. July 1, 2019	Implementation of the FY2019-20 Budget

CITY OF PONCA CITY
Full-Time Staff History
Fiscal Year 2019-20

Department	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
City Manager	9	9	9	9	10	10	10	10	10	10
Finance	6	6	6	6	6	6	6	6	6	6
City Attorney	2	2	2	2	2	2	2	2	2	2
Municipal Court	4	4	4	4	4	4	4	4	4	4
Development Services	7	7	7	7	7	7	7	7	7	7
Police	68	68	68	68	68	68	68	68	68	67
Animal Control	4	4	4	4	4	4	4	4	4	4
Emergency 911	11	11	11	11	11	11	11	11	11	11
Emergency Mgmt.	2	2	2	2	2	2	2	2	2	2
Fire	57	57	57	57	57	57	57	57	57	57
Ambulance	12	12	12	12	12	12	12	12	12	12
Engineering	8	7	7	7	7	7	7	7	7	6
Traffic Engineering	6	6	6	6	6	6	6	6	6	6
Streets	21	20	20	20	20	20	20	20	20	18
Park Maintenance	24	23	23	23	23	23	23	23	23	23
Rec Programs	3	3	3	3	3	3	3	3	3	3
Marland's Grand Home	1	1	1	1	2	2	3	2	2	1
Hutchins	1	1	1	1	1	1	0	0	0	0
Library	11	11	11	11	11	11	11	11	11	11
Total General Fund	257.0	254.0	254.0	254.0	256.0	256.0	256.0	255.0	255.0	250.0
Water Admin.	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Water Prod.	10	10	10	10	10	10	10	10	10	10
Water Dist.	10	10	10	10	10	10	10	10	10	10
Total Water Fund	20.84									
Wastewater Admin.	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83
Wastewater Coll.	6	6	6	6	6	6	6	6	6	6
Wastewater Trtmnt.	11	11	11	11	11	11	11	11	11	11
Total W-Water Fund	17.83									
Solid Waste	32.33	31.83	31.83	31.83	31.83	31.83	31.83	30.83	30.83	30.83
S.W/Landfill	7	7	7	7	7	7	7	7	7	7
Total Solid Waste	39.33	38.83	38.83	38.83	38.83	38.83	38.83	37.83	37.83	37.83
Utility Billing	9	9	9	9	9	8	8	8	8	8
Ponca City Energy	25	25	25	25	25	25	25	25	25	25
Meter Readers	0	0	0	0	0	0	0	0	0	0
Total Utility Billing	34	34	34	34	34	33	33	33	33	33
Stormwater	0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Stormwater	0	0.5								
Technology Services	3	3	3	4	4	4	4	4	4	4
PC Broadband	0	0	0	0	0	0	0	0	0	2
City Garage	5	4	4	4	4	4	4	4	5	5
Insurance	1	1	1	1	1	1	1	1	1	1
Marland Mansion	4	4	4	4	4	4	4	4	4	5
RecPlex	0	0	0	0	0	0	0	0	0	3
Golf Course	6	6	6	6	6	6	6	6	6	6
Cann Gardens	1	1	1	1	1	1	1	1	1	1
Airport	5	4	4	4	4	5	5	5	5	5
Hotel/Motel Tax	0	0	0	0	0	0	0	0	0	0
Total Other Funds	25	23	23	24	24	25	25	25	26	32
Grand Total	394	389	389	390	392	392	392	390	391	392

**CITY OF PONCA CITY
BUDGET SUMMARY
FISCAL YEAR 2019-20**

FUND #	FUND NAME	APPROVED 2019-20 BUDGETED REVENUES	APPROVED 2019-20 BUDGETED EXPENDITURES	REVENUES over EXPENDITURES
101	GENERAL	22,630,102	24,632,059	(2,001,957)
103	LIBRARY GRANTS	10,200	10,200	0
104	LIBRARY STATE AID	12,700	12,700	0
201	STREET & ALLEY	215,000	305,000	(90,000)
210	SPECIAL PROJECTS	22,000	22,000	0
240	TOURISM	600,000	319,167	280,833
260	GRANT FUND	6,000	10,000	(4,000)
301	WATER	8,631,500	9,221,197	(589,697)
340	PONCA CITY ENERGY	38,893,000	39,286,055	(393,055)
341	P.C. BROADBAND	1,372,000	1,072,000	300,000
342	SOLID WASTE	5,265,950	5,265,950	0
343	LANDFILL CLOSING	50,000	18,000	32,000
344	SOLID WASTE DEPR. RES.	700,000	297,200	402,800
350	UTILITY BILLING	657,400	679,810	(22,410)
360	WASTEWATER	6,494,000	6,112,535	381,465
365	STORMWATER	574,500	331,167	243,333
380	TECHNOLOGY SERVICES	870,000	930,465	(60,465)
400	DEBT SINKING	700,000	700,000	0
501	CITY GARAGE	1,649,000	1,680,810	(31,810)
520	INSURANCE	4,899,761	5,299,028	(399,267)
521	WORKERS COMPENSATION	470,000	955,000	(485,000)
601	MARLAND ESTATE	382,600	433,860	(51,260)
620	RECPLEX	1,136,000	1,215,695	(79,695)
644	GOLF COURSE	832,500	832,500	0
704	CANN ESTATE	42,000	68,675	(26,675)
722	MATZENE BOOK FUND	500	0	500
839	RECREATION CENTER TAX	1,953,805	1,953,805	0
840	STREET IMPR. TRUST	2,053,805	2,470,000	(416,195)
875	CAPITAL IMPR. PROJECTS	995,000	1,062,167	(67,167)
901	AIRPORT CAPITAL GRANTS	181,667	181,667	0
929	AIRPORT	1,099,000	1,158,021	(59,021)
930	ECONOMIC DEVELOPMENT	1,953,805	1,953,805	0
	TOTALS	\$105,353,795	\$108,490,537	(\$3,136,742)

CITY OF PONCA CITY
ALL FUNDS - HISTORY of BUDGETED EXPENDITURES
Fiscal Year 2019-20

FUND #	FUND NAME	ORIGINAL 2015/16 APPROVED	ORIGINAL 2016/17 APPROVED	ORIGINAL 2017/18 APPROVED	ORIGINAL 2018/19 APPROVED	ORIGINAL 2019/20 APPROVED
101	GENERAL	23,098,127	23,861,654	23,456,239	24,516,202	24,632,059
103	LIBRARY GRANT	10,000	20,000	20,000	10,000	10,200
104	LIBRARY STATE AID	17,000	16,000	12,000	12,500	12,700
201	STREET & ALLEY	508,000	568,000	413,000	403,000	305,000
210	SPECIAL PROJECTS	35,950	21,700	20,000	20,000	22,000
240	TOURISM	352,667	631,667	339,167	580,167	319,167
260	GRANT FUND	8,750	8,750	14,800	10,000	10,000
301	WATER	7,811,095	8,111,580	8,735,430	8,194,230	9,221,197
340	PONCA CITY ENERGY	38,359,000	37,384,858	37,940,710	39,136,786	39,286,055
341	PC BROADBAND	0	0	0	0	1,072,000
342	SOLID WASTE	4,903,800	5,076,267	5,132,152	5,292,400	5,265,950
343	LANDFILL CLOSING	31,000	26,000	25,000	20,000	18,000
344	SOLID WASTE DEPR. RES.	862,000	285,000	681,500	464,850	297,200
350	UTILITY BILLING	657,717	680,300	676,860	668,696	679,810
360	WASTEWATER	5,500,298	5,432,925	4,971,177	4,997,886	6,112,535
365	STORMWATER	535,465	237,911	712,349	625,540	331,167
380	TECHNOLOGY SERVICES	749,319	755,375	788,557	917,286	930,465
400	DEBT SINKING	720,000	700,000	750,000	750,000	700,000
501	CITY GARAGE	1,680,000	1,583,000	1,584,000	1,620,000	1,680,810
520	INSURANCE	5,931,755	5,013,333	5,312,024	5,357,060	5,299,028
521	WORKERS COMPENSATION	0	955,000	955,000	955,000	955,000
601	MARLAND ESTATE	341,485	336,385	349,375	348,845	433,860
620	RECPLEX	0	0	0	0	1,215,695
644	GOLF COURSE	766,394	791,194	827,991	819,538	832,500
704	CANN ESTATE	63,960	59,951	63,991	78,986	68,675
722	MATZENE BOOK FUND	150	500	200	600	0
839	RECREATION CENTER TAX	2,093,750	1,997,736	1,967,117	2,032,000	1,953,805
840	STREET IMPROV. TRUST	2,460,000	2,569,000	2,597,000	2,010,000	2,470,000
875	CAPITAL IMPR. PROJECTS	426,667	534,667	527,167	664,827	1,062,167
901	AIRPORT GRANTS	181,667	181,667	181,667	181,667	181,667
929	AIRPORT	1,183,196	1,170,646	1,120,662	1,223,087	1,158,021
930	ECONOMIC DEV.	2,088,750	1,991,736	1,963,117	2,025,000	1,953,805
	TOTAL	101,377,962	101,002,802	102,138,252	103,936,153	108,490,537
Incr./((Decr.) from Previous Year :		2,703,496	(375,160)	1,135,450	1,797,901	4,554,384
% Incr./((Decr.) from Previous Year :		2.74%	-0.37%	1.12%	1.76%	4.38%

City of Ponca City
2019-20 Operating Budget

CITY OF PONCA CITY
ALL FUNDS - BUDGETED EXPENDITURES by type
FISCAL YEAR 2019-20

FUND #	FUND NAME	CATEGORY 1 PERSONAL SERVICES	CATEGORY 2 MATERIALS & SUPPLIES	CATEGORY 3 OTHER CHGS & SERVICES	CATEGORY 4 CAPITAL OUTLAY	CATEGORY 5 DEBT SERVICE	CATEGORY 6 TRANSFERS	APPROVED BUDGETED EXPENDITURES
101	GENERAL	19,608,600	903,819	1,287,078	580,924	0	2,251,638	24,632,059
103	LIBRARY GRANTS	0	2,200	8,000	0	0	0	10,200
104	LIBRARY STATE AID	0	4,200	8,500	0	0	0	12,700
201	STREET & ALLEY	0	290,000	15,000	0	0	0	305,000
210	SPECIAL PROJECTS	7,000	0	15,000	0	0	0	22,000
240	TOURISM	0	0	294,167	25,000	0	0	319,167
260	GRANT FUND	0	0	10,000	0	0	0	10,000
301	WATER	1,527,646	889,313	1,380,154	2,560,000	752,000	2,112,084	9,221,197
340	PONCA CITY ENERGY	2,755,424	341,800	26,857,034	1,954,500	732,000	6,645,297	39,286,055
341	PC BROADBAND	175,000	323,750	362,800	190,470	0	19,980	1,072,000
342	SOLID WASTE	2,657,661	68,302	415,819	0	0	2,124,168	5,265,950
343	LANDFILL CLOSING	0	0	18,000	0	0	0	18,000
344	SOLID WASTE DEPR. RES.	0	0	0	297,200	0	0	297,200
350	UTILITY BILLING	464,810	75,100	127,400	0	0	12,500	679,810
360	WASTEWATER	1,244,595	390,409	907,440	2,165,000	452,000	953,091	6,112,535
365	STORMWATER	34,383	50,000	126,784	100,000	0	20,000	331,167
380	TECHNOLOGY SERVICES	435,249	75,140	236,850	78,000	102,000	3,226	930,465
400	DEBT SINKING	0	0	0	0	700,000	0	700,000
501	CITY GARAGE	315,520	1,282,250	29,250	40,000	0	13,790	1,680,810
520	INSURANCE	81,528	0	5,217,500	0	0	0	5,299,028
521	WORKERS COMPENSATION	0	0	955,000	0	0	0	955,000
601	MARLAND ESTATE	321,969	40,300	44,940	0	0	26,651	433,860
620	RECPLEX	595,195	200,500	420,000	0	0	0	1,215,695
644	GOLF COURSE	527,046	96,125	180,250	0	0	29,079	832,500
704	CANN ESTATE	47,004	14,950	5,950	0	0	771	68,675
722	MATZENE BOOK FUND	0	0	0	0	0	0	0
839	RECREATION CENTER TAX	0	0	0	0	0	1,953,805	1,953,805
840	STREET IMPROV. TRUST	0	250,000	70,000	2,150,000	0	0	2,470,000
875	CAPITAL IMPR. PROJECTS	0	0	0	1,045,500	0	16,667	1,062,167
901	AIRPORT CAPITAL GRANTS	0	0	0	181,667	0	0	181,667
929	AIRPORT	377,539	562,500	51,300	83,000	0	83,682	1,158,021
930	ECONOMIC DEV.	0	0	0	0	0	1,953,805	1,953,805
	TOTAL	31,176,169	5,860,658	39,044,217	11,451,261	2,738,000	18,220,233	108,490,537

Ponca City Utility Authority

Debt Service Summary and Calculation

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

The firm of Arledge and Associates PC, external auditors for the City reported on the financial performance of the Ponca City Utility Authority. The financial calculations in the following table illustrates the PCUA's audited 2017-18 net coverage is 7.87 times, which is greater than the minimum required 1.25 legal limit. The below chart can be found on page 34 in the Ponca City Utility Authority's Annual Financial Statements and Accompanying Independent Auditor's Report for the Fiscal Year Ended June 30, 2018. The PCUA debt repayment obligations are the first priority addressed each year in the budget process. No further utility debt-related projects are currently planned for the near term.

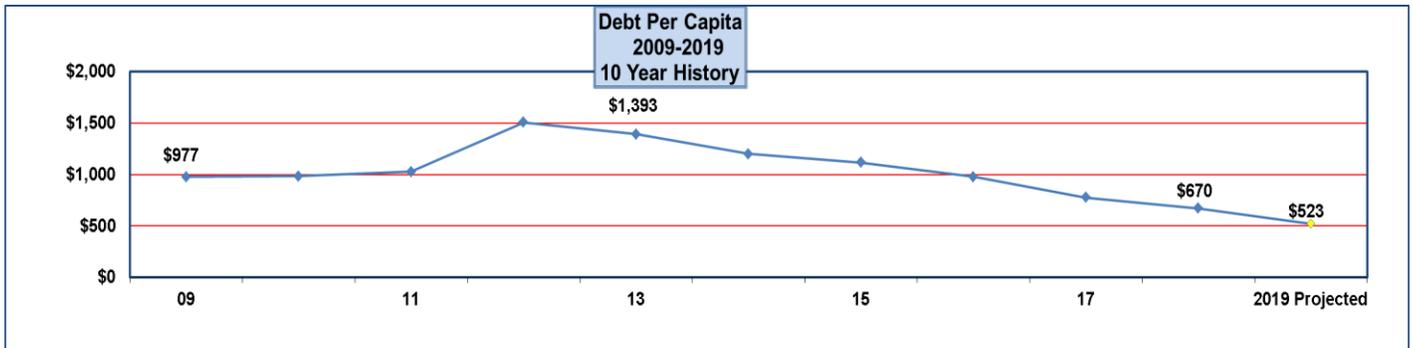
June 30, 2018 Audited Debt Service Calculation

Operating Revenues	\$60,602,545
Operating Expenses	<u>36,914,471</u>
Net Revenues Available for Debt Service	<u>23,688,074</u>
Maximum Annual Debt Service	\$3,011,000
Net Coverage	7.87

Ponca City Utility Authority

Debt Service Outstanding Debt Per Capita

Outstanding debt per capita is the remaining principal on PCUA’s Debt Service Bonds on July 1st divided by the population of 25,387 (2010 census) and is another indicator of the burden on the community of the debt issued. As of June 30, 2018, the PCUA has \$17.4 million in bonds, notes, refundable grant obligations, and capital lease obligations. This revenue-backed debt structure funds capital improvement projects that cannot be financed from the current financial resources.



This graph does not include \$7.4M 2013 Sales Tax note.
This note is being repaid from revenues generated by a .5% sales tax approved by the voters.

Five Year Capital Plan

Summary

The City Commission identified as a strategic goal the creation and maintenance of a long-term capital plan. The following section will serve as a capital plan for the time frame of the coming five years, Fiscal Year 2019-20 through FY 2023-24, for all departments. This document will not be static, as needs and opportunities are ever changing. Rather, City departments will analyze capital needs year-round, and the document will be updated annually to be included with the budget. This process will identify priority capital items and attempt to plan for them.

There are not sufficient revenues to undertake every item, so it is important to qualify that items in the plan are not necessarily funded. Staff has attempted to identify possible funding sources for each item, as detailed in each departmental section.

Process

All City department heads were instructed to meet with their areas of responsibility to derive capital needs for a Five-Year Capital Plan. Each area submitted requests. These were compiled and are summarized by department on the following pages.

Definition

Presented are projected capital needs for all City departments for the next five fiscal years. Capital included is year-to-year ongoing infrastructure improvements, one-time facilities projects, and equipment with a cost of \$10,000 or greater and a life expectancy of not less than five years.

Organization

Presented on the following page is a summary of all funds, and their respective projections for each of the next five years. Following that page, funds are presented individually, by department, itemizing each capital item.

The Future

This plan is a starting point. Simply put, this draft of the Five Year Capital Plan for the City of Ponca City will be revised, re-shaped and re-formatted over the next year as the City Commission and management work through the issues of capital needs and funding sources.

Summary of All Departments

Department	2019-2020	2020-2021	2021-22	2022-23	2023-24
City Manager	150,000	311,500	412,360	174,000	174,000
Community Development	24,000	115,000	200,000	75,000	75,000
Police	195,924	20,199,924	194,924	230,424	201,500
Animal Control	75,000	25,000			
Emergency Management	25,000	30,000			
Communications 911		50,000	275,000		
Fire	527,000	197,000	835,000	2,128,000	950,000
Ambulance	37,000	245,000	77,000	260,000	42,000
Street	130,000	745,000	282,000	30,000	35,000
Engineering		60,000	35,000	50,000	160,000
Traffic Engineering		25,000			
Park Maintenance	400,000	393,000	243,000	395,000	373,000
AMBUC Pool		10,000			100,000
Recreational Programs		175,000	65,000	80,000	80,000
Wentz Camp	25,000	780,000	30,000	130,000	30,000
Marland's Grand Home	72,000	60,000	40,000	60,000	100,000
Library	22,000	100,000	61,000	130,000	100,000
General Fund Total	1,682,924	23,521,424	2,750,284	3,742,424	2,420,500
Water Production	1,940,000	3,495,000	235,000	210,000	180,000
Water Distribution	620,000	658,000	482,000	543,000	543,000
Ponca City Energy	1,954,500	2,015,000	2,070,000	2,125,000	2,185,000
Ponca City Broadband	190,470				
Solid Waste	240,200	359,500	145,000	59,000	772,000
Landfill	57,000	890,000	72,000	200,000	790,000
Wastewater Treatment	265,000	325,000	185,000	30,000	210,000
Wastewater Collection	1,900,000	350,000	290,000	320,000	320,000
Stormwater	100,000	400,000	150,000	150,000	100,000
Technology Services	188,000	632,500	332,500	190,500	190,500
PCUA Total	7,455,170	9,125,000	3,961,500	3,827,500	5,290,500
City Garage	32,000	62,000	37,000	22,000	12,000
Marland Estate	100,000	40,000	46,000	65,000	75,000
Ponca City RecPlex	18,000	235,000	100,000	600,000	10,000
Golf Course	30,500	486,000	50,000	55,000	
Cann Estate	15,000	10,000	10,000	50,000	60,000
Street Improvement Sales Tax	2,150,000	1,500,000	1,675,000	1,500,000	1,500,000
Airport	248,667	685,667	703,667	181,667	181,667
Grand Total	\$11,732,261	\$35,665,091	\$9,333,451	\$10,043,591	\$9,549,667

City Manager

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Contingency Capital	150,000	125,000	125,000	125,000	125,000
B. Carpet Replacement - City Hall		100,000			
C. Interior Paint - City Hall		25,000	25,000	25,000	25,000
D. Video Surveillance System		25,000			
E. HVAC Replacement - City Hall		24,000	24,000	24,000	24,000
F. Commission Chamber Public Chairs		12,500			
G. Exterior Paint - City Hall/Fire Station#1			238,360		
TOTAL	<u>150,000</u>	<u>311,500</u>	<u>412,360</u>	<u>174,000</u>	<u>174,000</u>

- A. Contingency capital for the City Manager to address unforeseen capital needs.
(Funding Source: CIP Fund)
- B. Replace carpet in main areas of City Hall with carpet tiles.
(Funding Source: CIP Fund)
- C. Paint interior main areas of City Hall in sections: East Wing lower, East Wing upper, West Wing lower, West Wing upper, and Billing area. Continue to paint offices, meeting rooms and hallways as needed.
(Funding Source: CIP Fund)
- D. Video Surveillance System.
(Funding Source: CIP Fund)
- E. Replace 4 of 32 five ton units at City Hall.
(Funding Source: CIP Fund)
- F. Replace Commission Chamber Public Chairs.
(Funding Source: CIP Fund)
- G. Paint the stucco exterior of City Hall and Fire Station #1.
(Funding Source: CIP Fund and Carbon Black Remediation Funds)

Community Development

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Replacement of Vehicles	24,000	25,000	25,000		
B. CDBG Small Cities Set Aside		75,000	75,000	75,000	75,000
C. Building/Operations Software		15,000			
D. Comprehensive Plan Update			100,000		
TOTAL	<u>24,000</u>	<u>115,000</u>	<u>200,000</u>	<u>75,000</u>	<u>75,000</u>

A. Vehicles are a vital tool in carrying out the duties of the Neighborhood Services Division. Each unit is driven many miles each year and eventually needs to be replaced due to age, mileage, and maintenance problems. As this occurs, it is important to replace them with pickups with extended cabs. The older model Ford Rangers and Chevrolet Colorado regular cabs are simply too small to accommodate the driver and his accessories. The GM midsize pickups introduced in 2015 are the perfect size to meet staff needs. A new Ford Ranger model will also be available for sale in the fall of 2019.

(Funding Source: Operating Budget)

B. The City of Ponca City is eligible to receive annual CDBG Small-Cities Set Aside (Entitlement) grants. The three-year program requires a match of 100% on the approximate grant of \$75,000 annually. This match may be in the form of direct cash from the City or in the form of in-kind services to meet the match requirements.

(Funding Source: Grant/Match through Various Operating Budgets)

C. The department will continue to need software programs specifically tailored to the issuance and tracking of building permits and other development activities. The INCODE module that was installed in the fourth quarter of FY 2007-08 continues to perform adequately but upgrades in the software can enhance the department's permitting and tracking efficiency.

(Funding Source: Operating Budget)

D. Periodically, it is necessary to perform an update to the City's Master Plan in order to keep up with the latest forecasts and trends in land use planning, as well as to gauge the success or lack thereof in implementing the goals and action items contained in the 2009 version. This will require the use of a professional consultant, preferably the consulting firm that was hired to prepare the original Plan. The lack of significant growth in the past 10 years, however, means an update to the Master Plan is not a high priority.

(Funding Source: Operating Budget)

Police

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Patrol Fleet Replacement	105,000	140,000	140,000	140,000	140,000
B. Body Worn Cameras	44,424	44,424	44,424	44,424	50,000
C. Unmarked Police Vehicles	35,000			35,000	
D. Body Armor	11,500				
E. Public Safety Center		20,000,000			
F. Replace RMS / JMS software		15,500	10,500	11,000	11,500
TOTAL	195,924	20,199,924	194,924	230,424	201,500

- A. Continue uniform vehicle fleet replacement to provide for orderly replacement of police vehicles. Replacements are based on factors such as age, mileage, and maintenance history. There are 40 marked police cars presently in the fleet. Projected expenditure is based on three vehicles replaced annually.
(Funding Source: Operating Budget)
- B. Annual cost of Body Worn Video Cameras on a subscription service that covers software, storage, licensing, regular updates and replacement.
(Funding Source: Operating Budget)
- C. Replace one unmarked vehicles in the vehicle fleet to provide for an orderly replacement of police vehicles. Replacements are based on several factors including age, mileage, and maintenance history. There are 9 unmarked police vehicles presently in the fleet.
(Funding Source: Operating Budget)
- D. This program is annual replacement of a portion of the body armor needed for all officers. Replacing a portion each year allows us to maintain a 5 year rotation on all concealable body armor. A federal grant reimburses 50% of all expenditures for concealable body armor that officers wear each day on duty.
(Funding Source: Operating Budget)
- E. Complete replacement of 43-year-old public safety center. This will permit proper use of space, increased work flow, as well as address design flaws and maintenance issues of the existing facility. The new structure would be designed to embrace existing as well as future technology.
(Funding Source: Unknown)
- F. Replace current Records Management / Jail Management software with entirely new system. Current software is outdated, and maintenance will end soon. Technical Services and Police Administration agree that an entirely new software package is needed. Software will be coordinated with E-911 replacement of Computer Aided Dispatch software as an entire package.
(Funding Source: Operating Budget)

Animal Control

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Animal Control Sewage Lagoon	75,000				
B. Patrol Truck Replacement		25,000			
TOTAL	75,000	25,000	0	0	0

A. This is the replacement of the Animal Control septic system which is not functioning.
(Funding Source: Operating Budget)

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

Emergency Management

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Replace outdoor warning signals	25,000				
B. Replacement Vehicle		30,000			
TOTAL	25,000	30,000	0	0	0

A. Purchase one outdoor warning siren to maintain appropriately functioning sirens.
(Funding Source: Operating Budget)

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

E-911 Communications

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Replace CAD System		50,000			
B. Upgrade 911 System to NG-911			275,000		
TOTAL	0	50,000	275,000	0	0

A. Replace current Computer Aided Dispatch system. New CAD will be compatible with future 911/phone system upgrades.
(Funding Source: E-911 Tax)

B. Upgrade current 911 Phone System to a system that is compatible with Next Generation 911. This system will handle processes such as text to 911, and upgrade our ability to locate callers.
(Funding Source: E-911 Tax)



Fire

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Pumper Truck Replacement	455,000		485,000		
B. Two-way radio Replacement Project	72,000				
C. Future Apparatus Acquisition Fund		100,000	100,000	100,000	100,000
D. Staff Vehicle		38,000			
E. Shift Commander Response Vehicle		35,000			
F. Personal Protective Equipment - Turnout		24,000		28,000	
G. Rescue Truck			250,000		
H. Station Construction (Hartford at Ash)				2,000,000	
I. Ladder Truck Apparatus					850,000
TOTAL	527,000	197,000	835,000	2,128,000	950,000

- A. The pumper trucks recommended for purchase in 2019-20 and 2021-22 are to replace two (2) primary response pumper apparatus that were purchased in 1997 (Unit #102 and Unit#105). Both vehicles are at the end of their expected usable life as primary response vehicles. The \$100,000 in 2018-19 will be transferred to debt service fund to purchase the pumper trucks at a later date.
(Funding Source: CIP Fund)
- B. The two-way radio replacement project will provide for replacement of aging communications equipment used to dispatch emergency calls and coordinate fire department operations.
(Funding source: Operating Budget)
- C. The future apparatus acquisition fund project provides set-aside funds in the current fiscal year for ongoing fire apparatus fleet replacement.
(Funding Source: Operating Budget)
- D. The staff vehicle planned for replacement is 2001 Ford sedan which will reach the end of its serviceable life in the FY 2020-21.
(Funding source: Operating Budget)
- E. The purchase of a shift commander response vehicle will allow removal of a 2000 model Ford Crown Victoria sedan from the Fire Department administrative vehicle fleet.
Funding Source: Operating Budget)
- F. Personal protective equipment (PPE) turnout gear is worn by firefighters to protect against heat and other hazards during an emergency situation. This project will replace twelve (12) sets of PPE turnout gear during the FY 2020-21 and FY 2022-23.
(Funding Source: Operating Budget/Grant)
- G. The rescue truck scheduled for replacement is a 2005 model Ford chassis which will reach the end of its serviceable life during the FY 2020-21.
(Funding Source: CIP fund)
- H. The proposed station would be constructed at the intersection of Hartford and Ash which is a strategic location that will serve the areas currently served by current stations located at 2600 N. Ash (Station #2) and 627 E. Hartford (Station #3). It is anticipated that reoccurring expenditures such as utilities and building maintenance would be minimized with construction of a new.
(Funding Source: CIP Fund)

- I. This project will replace the Department's existing aerial platform apparatus which was acquired in 2005. It is expected that this vehicle will be nearing the end of its usable service life in 2024.
(Funding Source: Unknown)

Ambulance

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Lifepack Cardiac Monitors	37,000		40,000		42,000
B. Ambulance - Replacements		245,000		260,000	
C. Medic Quick-Response Vehicle			37,000		
TOTAL	<u>37,000</u>	<u>245,000</u>	<u>77,000</u>	<u>260,000</u>	<u>42,000</u>

- A. Lifepack Cardiac monitors – These units are used in the course of delivering advanced life support (ALS) medical services. This plan represents anticipated replacement for three (3) units which will be at the end of expected usable service period during the budget year indicated.
(Funding Source: Operating Budget)
- B. Ambulance replacement indicates an established ongoing program to remove aging ambulance units from the fleet on a regularly scheduled rotational basis during the budget years indicated.
(Funding Source: Operating Budget)
- C. The medic quick-response vehicle is used to provide supplementary staffing during emergency medical service calls whenever additional advanced life support personnel are needed. The current medic quick-response vehicle is a 2003 model Chevy Blazer SUV that will be at the end of its useable life as an emergency response unit in the FY 2021-22.
(Funding Source: Operating Budget)

Street

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. 13 Yard Dump Truck w Snow Plow	130,000				
B. Street Sweeper		280,000			
C. Articulating Loader with Attachments		175,000			
D. 5 Yard Dump Truck		110,000			
E. Asphalt Recycler		90,000			
F. Mini Excavator		55,000			
G. Pickup		35,000	35,000		35,000
H. Street Flusher Truck			150,000		
I. Skid Steer w/Breaker			80,000		
J. Concrete Saw			17,000		
K. Air Compressor				30,000	
TOTAL	130,000	745,000	282,000	30,000	35,000

- A. Replace dump trucks for greater hauling capacity and reliability. Replace Unit #512, a 1995 IHC tandem axle dump truck.
(Funding Source: Operating Budget)
- B. Replace Unit #522 a mechanical street sweeper used daily for overall city clean up.
(Funding Source: Operating Budget)
- C. Replace aged Unit #516, a 2003 Caterpillar loader. This unit is used for loading materials in trucks, stockpiling materials, grading, and digging. The unit can also be used as an attachment and a forklift.
(Funding Source: Operating Budget)
- D. Replace Unit #508, a 1992 IHC five yard dump truck. Three other trucks will need to be replaced as they sustain increasing maintenance and repair costs.
(Funding Source: Operating Budget)
- E. Purchase an asphalt recycler to use millings in asphalt patching operations.
(Funding Source: Operating Budget)
- F. Purchase a mini excavator to be used in daily operations.
(Funding Source: Operating Budget)
- G. Upsize and replace pickup trucks for more hauling capacity, including Unit #501, a 1994 1/2-ton model.
(Funding Source: Operating Budget)
- H. Replace the street flusher truck, Unit #513, a 1990 IHC truck. This unit is used for flushing storm drains and streets.
(Funding Source: Operating Budget)
- I. Replace Unit #560 a skid steer loader with concrete breaker. This unit is used daily in the concrete maintenance program.
(Funding Source: Operating Budget)
- J. Replace Unit #521, 2006 Target Pro concrete saw. This unit is used for cutting bad spots out of asphalt and concrete, in order to remove and replace them.
(Funding Source: Operating Budget)

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

(Funding Source: Operating Budget)

Engineering

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. City Engineer Vehicle (Un#407)		35,000			
B. Large Format Color Plotter		25,000			
C. City Survey Vehicle (Un#403)			35,000		
D. ESRI ArcGis for Server Enterprise Adv.				40,000	
E. Large Format Color Plotter				10,000	
F. Pictometry Third Aerial Photo Flight					160,000
TOTAL	0	60,000	35,000	50,000	160,000

- A. Replace the City Engineer vehicle, Unit #407, a 2004 Chevrolet Extended Cab pickup truck. It will be 16 years old in the fall of 2020.
(Funding Source: Operating Budget)
- B. A large format color scanner for scanning and archiving existing old hard copy plans to digital format. This will replace existing color scanner purchased in 2008.
(Funding Source: Operating Budget)
- C. Replace the City Survey vehicle, Unit #403, a 2008 Ford F-150 Extended Cab pickup truck. It will be 13 years old in the fall of 2021.
(Funding Source: Operating Budget)
- D. An ESRI ArcGIS for Server Enterprise Advanced subscription which will dramatically expand the capabilities of the City's GIS. This allows concurrent editing of geodatabases, direct-from-the-field data contribution, web-based data access, and many other features that will take the City's GIS to the next level.
(Funding Source: Operating Budget)
- E. A large format color plotter for plotting of all engineer plans, aerial photography, GIS exhibits and archived files. This will replace existing color scanner purchased in August 2013.
(Funding Source: Operating Budget)
- F. A new aerial photo flight to update the existing aerial photography including oblique imagery and orthophotos for the 212 square mile PCUA territory. This third flight was included as an option in the second flight agreement with Pictometry if the City decides to fund the third flight. The special discounted price was "locked in" at the time of the second flight. The existing aerial photography will be 5 years old in 2023.
(Funding Source: Stormwater Fund)

Traffic Engineering

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. 1/2 Ton Pick-Up Truck		25,000			
TOTAL	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

- A. Vehicle purchase to replace 1994 ½ ton pickup. Pick-up is used for various traffic control maintenance activities. Annual maintenance costs of current 1994 model are increasing and are currently second only to the signal maintenance truck.

(Funding Source: Operating Budget)

Park Maintenance

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Enclosed Fishing Dock/Lake Improvements	400,000				
B. Aerial Man Lift Unit#230		170,000			
C. Replace Un#203 Tandem Axle Dump		100,000			
D. Replace Cab Tractor		55,000			55,000
E. Replace Un#217 SUV, Lake Patrol Vehicle		35,000			
F. 15 Ft Bat Wing Mower		18,000			18,000
G. Rental Ski Dock Repairs (3 Phases)		15,000	15,000	15,000	
H. Park & Recreation Master Plan			85,000		
I. Install Playgrounds in Local Parks			80,000		80,000
J. Replace Un#210 3/4 Ton Flat Bed			35,000		
K. Trim Mowers			28,000		
L. Replace Un#224 2.5 Ton Truck				140,000	
M. Replace Un#241 8 CY Truck				95,000	
N. Replace Un#272 Cab & Chassis				95,000	
O. Replace Park & Rec Roof				50,000	
P. Replace Restroom Hartford Lk Ponca					160,000
Q. Picnic Pavilion Garfield Park					60,000
TOTAL	400,000	393,000	243,000	395,000	373,000

- A. Enclosed Fishing Dock next to the Deep Water Access Ramp and improvements to access around the Lake.
(Funding Source: CIP Fund/Oklahoma Department of Wildlife)
- B. Replace Unit #230 Aerial Man-lift Truck a 2000 model truck mounted articulating aerial device. This unit is used for tree maintenance, facility maintenance, tree removal and storm cleanup. The aerial device was installed on a used truck in 2000. Both the truck and lift need to be replaced.
(Funding Source: Operating Budget)
- C. Replace Unit #203, a tandem axle dump truck used to haul rock, sand and soil. This unit is also used during Spring Cleanup, Lake Cleanup and hauls snow when needed.
(Funding Source: Operating Budget)
- D. Replace Cab Tractor that mows parks, retention ponds, lake areas and roadsides.
(Funding Source: Operating Budget)
- E. Replace Unit #217 with a full size SUV with Police Package to include electronic lighting, siren and PA system. Full size unit is needed to pull patrol boat and lake pontoon work boat.
(Funding Source: CIP Fund)
- F. The 15 ft. bat wing mower is one of three front line mowers used for mowing the Lake Ponca area, right of ways, City parks and properties, detention pond and substations. Deck surfaces and hinge attachments are rusted out.
(Funding Source: Operating Budget)

- G. Rental Ski Dock Repairs to be done in 3 phases. Materials to rebuild docks, dock mounting to shoreline, floatation, and deck. Project to be completed in three phases. Last three phase project repairs were completed in 2010.
(Funding Source: CIP Fund)
- H. The Master Plan would address present and future needs, location, and upgrading of Park and Recreation equipment, and provide input from the community on programs, recreation facilities and equipment and land usage.
(Funding Source: Unknown)
- I. Install and replace playgrounds in local parks. Many parks do not have a playground and other would benefit from improved equipment.
(Funding Source: Operating Budget)
- J. Replace Unit #210 a ¾ ton flatbed truck which is a 1989 model. This unit carries a 50 gallon diesel fuel tank. It is used for transportation, towing trailers, fueling equipment on job sites and is used on a daily basis.
(Funding Source: CIP Fund)
- K. The trim mowers are used to mow City properties and parks in areas the 15 foot bat wing mower cannot reach. These units mow 500-700 hours per season on rough uneven terrain. The life of these units is 4-5 years.
(Funding Source: Operating Budget)
- L. Replace Unit #224, which is an International 1992 model 1 ½ ton dump truck single axle. It is used to haul dirt, rock, sand, brush, and snow.
(Funding Source: Operating Budget)
- M. Replace Unit #241 1 ½ ton Dump Truck. Unit 241 is a 1993 International 1 ½ ton dump truck, single axle. It is used to haul dirt, rock, sand, brush and snow.
(Funding Source: Operating Budget)
- N. Replace Unit #272 Cab & Chassis only. Unit 272 is a 26 year old 2 ½ ton, brush truck which has outlived its estimated live of 20 years. The truck is used to haul brush and debris through the year.
(Funding Source: CIP Fund)
- O. Replace roof on Park & Recreation building. The current roof has been patched but it has started leaking again and has rusted through in several areas.
(Funding Source: CIP Fund)
- P. The Hartford Ramp restroom was built 50 years ago and the west side restroom is used continuously with the lake lot cabins and public fishing dock located on the west side. ADA updates are also needed.
(Funding Source: Operating Budget)
- Q. Install a covered shelter for groups of at least 25 in Garfield Park. Garfield Park is a beautiful park that could be utilized more fully. It would relieve the high use of Pioneer Park and help maximize the use of the park. The park would also be used more by the school system.
(Funding Source: Operating Budget)

AMBUC Pool

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Picnic Tables, Trash Containers		10,000			
B. Bathhouse Building Repairs					100,000
TOTAL	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>100,000</u>

- A. Purchase picnic tables, trash containers, and benches replacing aging pool furniture.
(Funding Source: Operating Budget)
- B. Repair and replace portions of the floor and walls that are cracked or broken; caused by the building settling.
(Funding Source: Unknown)

Recreational Programs

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Outdoor Pickeball Courts		150,000			
B. Outdoor LED Marquee		25,000			
C. Solid Protective Ceiling Covering Unity			65,000		
D. Dan Moran Lights				80,000	80,000
TOTAL	0	175,000	65,000	80,000	80,000

- A. Install outdoor PickleBall Courts.
(Funding Source: Operating Budget)
- B. Install an outdoor LED marquee, location in front of the RecPlex office. This would be an additional marketing tool.
(Funding Source: Operating Budget)
- C. Purchase and installation of a solid protective ceiling cover that will protect the insulation above the ceiling beams in Unity Gym.
(Funding Source: CIP Fund)
- D. Replace the ball field lights at the Dan Moran Ball Field, three fields located on South Avenue.
(Funding Source: Operating Budget)

Wentz Camp

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Repair of Cabin	25,000	30,000	30,000	30,000	30,000
B. Pool Repairs		750,000			
C. Replace Water Lines				100,000	
TOTAL	25,000	780,000	30,000	130,000	30,000

- A. Fix ceiling, walls, windows, door, jams, and roofs.
(Funding Source: Hotel/Motel Tax)
- B. Contract with a tile company to retile the pool.
(Funding Source: Unknown)
- C. Replace existing water lines which are rusted and are constantly leaking, requiring ongoing repairs.
(Funding Source: Water Fund)

Marland's Grand Home

Project Description		2019-20	2020-21	2021-22	2022-23	2023-24
A.	Stonework Renovation Phase II (House)	60,000				
B.	Handicap Ramp	12,000				
C.	Exterior Stucco - Remove + Paint		60,000			
D.	Stonework Renovation Phase III (Pool)			40,000		
E.	Repair and Paint Original Wood Windows				45,000	
F.	Repair and Paint Exterior Storm Windows				15,000	
G.	Concrete North End Parking Lot					100,000
TOTAL		<u>72,000</u>	<u>60,000</u>	<u>40,000</u>	<u>60,000</u>	<u>100,000</u>

- A. Repair stone caps and blocks, front urns and blocks, seal fissures and fill spalled areas. Tuck all point joints. Coat with masonry coating to seal.
(Funding Source: CIP Fund)
- B. Addition of “Trek” simulated wood handicap ramp to front entrance of porch to replace existing deteriorating chair lift.
(Funding Source: CIP Fund)
- C. Repair and painting of exterior stucco requires removal of damaged areas, asbestos abatement, patching and replacing stucco and then painting.
(Funding Source: CIP Fund)
- D. Repair of interior plaster walls and tile work of swimming pool area. Repair window issues and surrounds. Clean all tile and re-grout as necessary.
(Funding Source: CIP Fund)
- E. Repair and painting of 1916 wood windows requires scraping and cleaning of the windows, caulking, and then painting.
(Funding Source: CIP Fund)
- F. Repair and painting of exterior storm windows requires removal of the storm windows, repairing, caulking, and then painting.
(Funding Source: CIP Fund)
- G. Replace asphalt with a concrete base on north side of the parking lot.
(Funding Source: CIP Fund)



Library

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Camera Surveillance System	22,000				
B. Carpet Tile Replacement		80,000			
C. HVAC Replacement		20,000			
D. Window Replacement			50,000		
E. Microfilm Reader/Printer			11,000		
F. Roof Replacement				60,000	
G. Exterior Lift				35,000	
H. Remote Access Kiosk				35,000	
I. Interior Paint					50,000
J. RFID/Self Check Tools					25,000
K. Terrazzo Entryway					25,000
TOTAL	22,000	100,000	61,000	130,000	100,000

- A. This project would replace existing surveillance camera systems to provide improved security.
(Funding Source: Operating Budget)
- B. Shaw Carpet will not provide another run of the Library's carpet tiles to replace those that have been damaged or can no longer be cleaned, theoretically because of technical limitations. Our current carpet was installed in 2003 and there are areas with wear and stains.
(Funding Source: CIP Fund)
- C. HVAC lower level replacement.
(Funding Source: CIP Fund)
- D. Replace 76 window units with tempered glass and UV protection. Install an exterior lift to provide improved access to the Library.
(Funding Source: CIP Fund)
- E. Replace existing reader/printer. This unit is accessible to the public in the genealogy and local history collection area. Copy revenues are deposited in the City General Fund.
(Funding Source: CIP Fund)
- F. Replacement of flat roof.
(Funding Source: CIP Fund)
- G. Install an exterior lift to provide improved access to the Library.
(Funding Source: CIP Fund)
- H. Install a remote access kiosk so customers will have improved access to Library materials.
(Funding Source: CIP Fund)
- I. This project would paint the interior walls of the building.
(Funding Source: CIP Fund)

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

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

Water Production

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Construct New Reinforced Spillway	1,900,000				
B. Replace pump at Cookson Pumpstation	40,000				
C. Construct Water Recovery Basin		3,220,000			
D. Clearwell Rehabilitation		210,000			
E. Replace pump at Kygar Pumpstation		40,000			
F. Replace Chemical Feed Pumps		25,000			
G. Replace Front End Loader			235,000		
H. Replace High Service Pump				180,000	180,000
I. Replace 1/2 Ton Pickup Truck				30,000	
TOTAL	<u>1,940,000</u>	<u>3,495,000</u>	<u>235,000</u>	<u>210,000</u>	<u>180,000</u>

- A. Construct new reinforced concrete Spillway Crest Weir.
(Funding Source: Operating Budget)
- B. Replace pump at Cookson Pump Station.
(Funding Source: Operating Budget)
- C. Construct Water Recovery Basin and Improve Solids Handling Area.
(Funding Source: Operating Budget)
- D. Repair, seal, and paint top of 2.1 MG Clearwell.
(Funding Source: Operating Budget)
- E. Replace pump and motor at Kygar Pump Station.
(Funding Source: Operating Budget)
- F. Replace chemical feed pumps.
(Funding Source: Operating Budget)
- G. Replace front end loader Unit#650.
(Funding Source: Operating Budget)
- H. Replace high service pump.
(Funding Source: Operating Budget)
- I. Replace ½ ton pick-up truck Un#699.
(Funding Source: Operating Budget)

Water Distribution

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Water Line & Valve Replacements	420,000	400,000	340,000	400,000	400,000
B. Contingency Water Line Projects	65,000	65,000	65,000	65,000	65,000
C. Engineering Services	42,000				
D. Water Meters	40,000	40,000	40,000	40,000	40,000
E. Fire Hydrants	36,000	36,000	37,000	38,000	38,000
F. Backhoe Broom	17,000				
G. Replace Backhoe (Un#626)		117,000			
TOTAL	<u>620,000</u>	<u>658,000</u>	<u>482,000</u>	<u>543,000</u>	<u>543,000</u>

- A. **FY 2019-20** Water Line Replacement: Install 2,000 Ft of 6” water line on Broadway Lake to Pine
(Funding Source: Operating Budget)
- FY 2020-21** Water Line Replacement: Install 2,000 Ft of 12” water line on Donner Turner to Pecan.
(Funding Source: Operating Budget)
- FY 2021-22** Water Line Replacement: 1500 & 1700 block Prospect 12” water line.
(Funding Source: Operating Budget)
- FY 2022-23** Water Line Replacement: Install 1,200 Ft of 10” water line on Hartford, Union to Osage
(Funding Source: Operating Budget)
- FY 2023-24** Water Line Replacement: Install 2,100 Ft of 6” water line on Elm, Grand to Highland.
(Funding Source: Operating Budget)
- B. Contingency funds used to address unforeseen water line replacement and repair needs.
(Funding Source: Operating Budget)
- C. Engineering services.
(Funding Source: Operating Budget)
- D. Meters for new taps. This includes residential, commercial, and industrial meters.
(Funding Source: Operating Budget)
- E. Replenishment of stock used for new locations as well as replacement of old hydrants.
(Funding Source: Operating Budget)
- F. Backhoe Broom.
(Funding Source: Operating Budget)
- G. Replace Backhoe (Un#626).
(Funding Source: Operating Budget)

Ponca City Energy

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Electric Distribution System Improvements	930,000	1,050,000	1,080,000	1,110,000	1,145,000
B. Distribution Reinforcement	540,000	495,000	510,000	525,000	540,000
C. Fleet Replacement	154,500	370,000	380,000	390,000	400,000
D. Fiber Optic Backbone	100,000	100,000	100,000	100,000	100,000
E. Street Lighting	150,000				
F. Equipment/Material Shed	60,000				
G. Sensus Meter Outage Tie, SCADA Data	20,000				
TOTAL	1,954,500	2,015,000	2,070,000	2,125,000	2,185,000

- A. Purchase transformers, conductors, meters, and other line equipment for general repairs, additions and improvements to the electrical distribution system.
(Funding Source: Operating Budget)
- B. Provide a program to identify, repair, rebuild, and interconnect express distribution feeders for increased service capacity and better outage response times. Also upgrade substation relays and electronics to improve reliability, increase network performance, and improve outage response.
(Funding Source: Operating Budget)
- C. Continue vehicle fleet replacement of heavy and light department vehicles and rolling stock as necessary. Replacements are based on factors such as unit hours used, age, mileage, and maintenance history. There are 9 light-duty vehicles, 6 bucket trucks, 3 digger derrick trucks, 1 heavy-duty flat bed truck, 1 backyard mini-derrick machine on trailer, 1 track hoe, 1 skidsteer loader, 5 utility trailers, and 3 wire pulling trailers. Projected to replace approximately two vehicles annually. For 2019 - 2020: replace utility right-of-way pickup (Unit#604), replace utility locator pickup (Unit#661), purchase utility side-by-side vehicle, and purchase hydro-vac machine.
(Funding Source: Operating Budget)
- D. Upgrade and expand Street Lighting.
(Funding Source: Operating Budget)
- E. The RTE Transformer is a spare unit left from the decommissioning of the Diesel Plant Substation. It is a good transformer that is valued at more than \$600,000 and is one of the larger substation transformers. However, it has an older-styled and aging voltage regulation system (tap changer) that is becoming unmaintainable, as well as a poor control cabinet. Replace the tap changer and controls so that the transformer will be suitable to use in another substation as a spare or permanent replacement as necessary.
(Funding Source: Operating Budget)
- F. Build a shed on the west end of the truck barn. This shed will be used for storing equipment and supplies that need to be out of the weather.
(Funding Source: Operating Budget)
- G. Create a tie between the new electric meters and the outage management system so that meters can report outages. Get SCADA data spreadsheet interface for better use of historical data.
(Funding Source: Operating Budget)

Ponca City Broadband

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Contingency Funds	190,470				
TOTAL	<u>190,470</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

- A. City of Ponca City has not spun up a Utility Service in more than 80 years. We have carefully planned the Phase 1 area of town, but want to have adequate contingency funds in place for any unanticipated needs as we roll out this new service to residents.
(Funding Source: Operating Budget)

Solid Waste

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Roll off Truck	178,000	180,000			
B. Rear Load Containers and Lids	34,000	34,000	34,000	34,000	34,000
C. 30 Yard Open Top Containers	18,200	25,000	25,000	25,000	25,000
D. Trash Cans for Grand Avenue (12)	10,000				
E. 40 Yard Receiver box		40,000	30,000		
F. 30 Yard Compactors		30,000	30,000		
G. Pickup Truck		25,500			
H. Forklift		25,000			
I. 6 Yard Compactors			26,000		13,000
J. Residential Packer Trucks (3)					700,000
TOTAL	<u>240,200</u>	<u>359,500</u>	<u>145,000</u>	<u>59,000</u>	<u>772,000</u>

- A. Replace roll-off truck on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Replace rear load containers and lids every year on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Replace open-top containers on a 20-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- D. Replacement of twelve metal trash cans on Grand avenue that is not on the depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- E. Replace receiver box on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- F. Replace compactors on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- G. Replace pickup truck on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- H. Replace forklift on a 15-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- I. Replace 6-yard compactor on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- J. Replace packer trucks on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

Landfill

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Perimeter Fence	57,000	40,000	57,000		
B. Scraper		800,000			
C. Landfill Scale		35,000			
D. Power Washer		15,000			
E. Soil Compactor			15,000		
F. Landfill Scale House				200,000	
G. Compactor (80,000 lb)					790,000
TOTAL	<u>57,000</u>	<u>890,000</u>	<u>72,000</u>	<u>200,000</u>	<u>790,000</u>

- A. Complete perimeter fence surrounding Landfill that is not on the depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

- B. Replace scraper on an 8-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

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

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

- E. Replace soil compactor on a 25-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

- F. Replace the 30+ year scale house that is not on depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

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

Wastewater Treatment

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Replace Frontend Loader	145,000	145,000			
B. Replace Aeration Basin Mixer	90,000				
C. Paint Clarifiers	30,000				
D. Rehab Bois D' Arc Wetwell		180,000			
E. Replace Belt Press Substructure			150,000		
F. Repair Concrete at Headworks			35,000		
G. Replace Pick-up Truck				30,000	
H. Replace Tractor					210,000
TOTAL	<u>265,000</u>	<u>325,000</u>	<u>185,000</u>	<u>30,000</u>	<u>210,000</u>

- A. Replace Frontend Loader Unit#655 and #656.
(Funding Source: Operating Budget)
- B. Replace two aeration basin mixers.
(Funding Source: Operating Budget)
- C. Sandblast, repair, and paint concrete on clarifiers.
(Funding Source: Operating Budget)
- D. Rehab Bois D' Arc liftstation wetwell.
(Funding Source: Operating Budget)
- E. Replace substructure of sludge dewatering presses.
(Funding Source: Operating Budget)
- F. Sandblast, repair, and paint concrete at headworks.
(Funding Source: Operating Budget)
- G. Replace pick-up truck.
(Funding Source: Operating Budget)
- H. Replace tractor.
(Funding Source: Operating Budget)

Wastewater Collection

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Wastewater Interceptor Replacement	1,700,000	240,000	220,000	250,000	250,000
B. Camera Van Electronics	130,000				
C. Contingency Wastewater Line Projects	70,000	70,000	70,000	70,000	70,000
D. Manhole Rehab		40,000			
TOTAL	<u>1,900,000</u>	<u>350,000</u>	<u>290,000</u>	<u>320,000</u>	<u>320,000</u>

A. Wastewater Interceptor Replacement Projects:

2019-20 Replace 8,325 feet of 30" pipe with 27" pipe from South Ave to Bois D'Arc Liftstation.
(Funding Source: Operating Budget)

2021-22 Replace 1,200 feet of 10' pipe with 10" PVC or poly pipe in the 900 and 1000 block north 2nd.
(Funding Source: Operating Budget)

2021-22 Replace 570 feet of 8" sewer main with PVC or poly pipe at 2100 Block of Willow
2021-22 Replace 300 feet of 6" sewer main with PVC or poly pipe at Highway 60 & 4th Street
2021-22 Replace 330 feet of 8" sewer main with PVC or poly pipe at 200 block of North Birch
(Funding Source: Operating Budget)

2022-23 Replace 700' feet of 8" clay pipe with 8" poly pipe at 300 block of South Washington
(Funding Source: Operating Budget)

2023-24 Bois D Ark sewer line replacement from South Ave North
(Funding Source: Operating Budget)

2024-25 Replace 1,200Ft of 8" clay with 8" poly pipe in the 1500 & 1600 Block of Riggs
(Funding Source: Operating Budget)

B. Camera Van Electronics.

(Funding Source: Operating Budget)

C. Contingency Wastewater Collection Line Project.

(Funding Source: Operating Budget)

D. Repair motor joints and recoat the manhole with a hydraulic cement type material to stop infiltrating water and ad strength to the structure.

(Funding Source: Operating Budget)

Stormwater

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Contingency Capital Improvements	100,000	100,000	100,000	100,000	100,000
B. Hartford Ave Detention Pond Eng		200,000			
C. Selvey Addition Improvements		100,000	50,000	50,000	
TOTAL	<u>100,000</u>	<u>400,000</u>	<u>150,000</u>	<u>150,000</u>	<u>100,000</u>

- A. Contingency capital improvements provide funding for unexpected repairs to the drainage system.
(Funding Source: Operating Budget)
- B. Engineering and design for the Hartford Avenue Regional Detention Pond located north of Hartford Avenue and east of Plaza 14.
(Funding Source: Operating Budget)
- C. Selvey Addition improvements consist of various projects dealing with replacing insufficient sized pipe and replacing them with larger pipe.
(Funding Source: Operating Budget)

Technology Services

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Ponca City Free Wifi	110,000	110,000	110,000	110,000	110,000
B. Network Switch Room Hardware	40,000	40,000	40,000	40,000	40,000
C. Data Server Operating Upgrade	30,000				
D. Uninterruptable Power Supplies	8,000	8,000	8,000	8,000	8,000
E. Virtual Server Data Center		300,000			
F. Security Camera Upgrades		50,000	25,000	5,000	5,000
G. System Patch Management		22,500	22,500	22,500	22,500
H. Cisco Telephone Handsets			25,000	5,000	5,000
TOTAL	<u>188,000</u>	<u>530,500</u>	<u>230,500</u>	<u>190,500</u>	<u>190,500</u>

- A. This is the on-going annual licensing and support for the entire Ponca City Free Wifi system. To qualify for purchases in the future the City must maintain annual licensing support contracts with the vendor for the 85 gateway radios and 415 repeater nodes. The cost of licenses is set by the vendor.
(Funding Source: CIP Fund)
- B. Network switches are used 24 hours a day in our network, they will need to be replaced to ensure their reliability on a 24 hour demand cycle. These switches ensure all communications between all network appliances including servers, desktop computers, GIS, Scada, phones, radios, etc. The speed has now needed to be increased as well so 1 GB or even 10 GB speed switches will be used from now on as the continual increase in number of users, server based applications, and demand for data in the field.
(Funding Source: CIP Fund)
- C. Several of the City's Virtual Data Center uses server operating systems that have reached end of life from the vendor. Many others are approaching that date. These aged licenses may have initially been deployed to minimize the cost of the data center itself. The licenses need to be updated to ensure continuous vendor support and maintenance of a critical piece of the City's technology infrastructure. These licenses can be purchased and applied to the existing Virtual Data Center, then later re-installed on any potential replacement of the Virtual Data Center hardware.
(Funding Source: CIP Fund)
- D. Networked UPS units are required in our server rooms and at designated "critical" locations to ensure that our network devices such as routers, switches, and servers can stay operating during moderate power outages. The lifespan on these units are 3-5 years, so we are constantly swapping out old units for new. The following areas have been identified as "critical": Police and Fire Dispatch, and Utility Billing Cashiers.
(Funding Source: CIP Fund)
- E. The City's Virtual Data Center was installed in FY1314. The equipment has served a useful life, but has reached the end of its warranty and is becoming obsolete. While not required to be replaced in FY1920 and possibly even FY2021, this is a large Capital cost – therefore it's being placed on the radar. The City relies on this equipment to an extraordinary extent: all the on-site business systems run from virtual servers within this data center. An additional component of this project involves the large data storage arrays attached to the data center. As staff save more and more data files, moving toward the "paperless office" concept, network storage needs to expand.
(Funding Source: CIP Fund)

- F. A vast majority of the security cameras in use throughout the City are quite aged, not very sophisticated (pan/tilt/zoom/night vision) and do not provide good resolution. These cameras are typically retail products (purchased at Lowes or Best Buy); they work, but not very effectively. With recent upgrades to the camera management software and servers, the existing cameras do not always register with the software and, even when they DO register, they do not stay attached to the server with any measurable regularity.
(Funding Source: CIP Fund)
- G. The number of servers and desktop computers (whether “real” or VDI) deployed throughout Ponca City have significantly grown in number over the past several years. Staffing resources are not adequate to perform updates, security patch management, and other best-practice standards. Patch Management tools allow for the automation and reporting of those tasks. The funds requested are for annual licensing on all workstations and servers.
(Funding Source: CIP Fund)
- H. The Cisco Call Manager and Telephone System were replaced in FY1617. The existing handsets were left in place during this upgrade, but due to overall age and condition they need to be replaced. The particular model of phone in use is no longer manufactured; spare parts are not available. It would be best to do this all at one time, but a two-year replacement strategy would help spread the costs out. The recurring annual costs of \$5,000 are to provide replacement/expansion phones (replace broken units, provide on-hand units for expansion and/or special needs).
(Funding Source: CIP Fund)

City Garage

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Mobile 15 Ton Lift (2)	20,000				
B. Automative Light-Heavy Duty Scan Tool	12,000				
C. Pickup Truck		35,000			
D. Electronic Safety Gate		15,000			
E. Fuel Island Dispensers		12,000	12,000	12,000	12,000
F. Self Contained Air Compressor			15,000		
G. Replace Shop Doors (2)			10,000	10,000	
TOTAL	<u>32,000</u>	<u>62,000</u>	<u>37,000</u>	<u>22,000</u>	<u>12,000</u>

- A. Replacement of one current 9,000 lb. vehicle for 2 15 ton mobile car and heavy truck lifts.
(Funding Source: Operating Budget)
- B. Replace current lap top and older scan tools with new updated scan tools for automotive and heavy truck equipment eliminating need to purchase yearly time dated updates.
(Funding Source: Operating Budget)
- C. Replace a 2002 GMC pickup truck with 105,000 miles with a current year service truck.
(Funding Source: Operating Budget)
- D. Replacement of the current electronic security gate.
(Funding Source: Operating Budget)
- E. 2 new fuel dispensers for the city garage fuel station. This is the first year of a proposed 4 year program that would replace all of the eight dispensers.
(Funding Source: Operating Budget)
- F. Need to upgrade air compressor to be used for service calls, to run air tools and other equipment on service truck.
(Funding Source: Operating Budget)
- G. Replace two overhead doors due to age and use.
(Funding Source: Operating Budget)

Marland Estate

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Artist Studio and Oil Museum Roof Repair	90,000				
B. Irrigation & Landscaping - North Lawn	10,000				
C. Exterior Wrought Iron & Metal Restoration		40,000	30,000	30,000	
D. Historic Landscape & Hardscape Survey			16,000		
E. Main Entrance Gate				35,000	
F. Boathouse & Tunnels Repairs					75,000
TOTAL	100,000	40,000	46,000	65,000	75,000

- A. The original clay tiles on the Artist Studio and the Oil Museum are cracked causing the 90 year old membrane and under lying wood structure to deteriorate. Replace deteriorating roof with new clay tile, heavy duty membrane and copper guttering.
(Funding Source: CIP Fund)
- B. The North Lawn is the site of many weddings. Lack of proper sprinklers & irrigation plus construction of the north Terrace have caused a substandard lawn and landscape area.
(Funding Source: MEF)
- C. The exterior wrought iron and decorative metals surrounding the Mansion are corroding and are in danger of serious deterioration. The metals, which are significant architectural features to the Mansion, need cleaning, rust-proofing and paint. Total bid \$130,000.
(Funding Source: CIP Fund)
- D. Historic Landscape survey by Essence Landscape, owned by Dr. Lou Anella of Oklahoma State University, with recommendations for future replacement plantings.
(Funding Source: CIP Fund)
- E. In 2012, the main entrance gate, an integral design feature of the Estate, was destroyed in a windstorm. Pieces of the broken gate are being stored for a pattern and the original hardware it carries.
(Funding Source: CIP Fund)
- F. As the tunnel was featured on TV's "America's Castles", it is a requested tour addition for many tour guests. Waterproofing the tunnel leading to the Artist's Studio and Boat House will enhance the overall tour experience and provide a safe place during inclement weather.
(Funding Source: CIP Fund)

Ponca City RecPlex

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Domestic Water and Back Flow	18,000				
B. Flooring Replacement		120,000			
C. LED Conversion		50,000			
D. Curtains in South Gym		25,000			
E. Inflatable Pool Entertainment		15,000			
F. New Gaming Area in Lobby			75,000		
G. Replace Showers in Locker Rooms				75,000	
H. Replace AutoScrubber					10,000
I. New Parking Lot				500,000	
J. Replace Weight Systems		25,000	25,000	25,000	
TOTAL	18,000	235,000	100,000	600,000	10,000

- A. Repair domestic water heater by re-plumbing the water source so the heaters are not hit with cold water. Repair leaking fire sprinkler back flow preventer that has corroded and is very hard to open or close.
(Funding Source: CIP Fund)
- B. Replace Carpet in the entire facility. Carpet has major soil marks and is in disrepair and needs replaced.
(Funding Source: Unknown)
- C. Convert the entire RecPlex over to LED lighting for energy conservation.
(Funding Source: Unknown)
- D. Purchase an inflatable pool obstacle course to draw additional persons into the facility during the summer months and to drive revenue.
(Funding Source: Unknown)
- E. Install Curtains on the south walls of the RecPlex gym to reduce glare during fall and spring sports.
(Funding Source: Unknown)
- F. New Gaming Area in lobby of the RecPlex to draw new clients in and to give youth more options while they are in the facility.
(Funding Source: Unknown)
- G. Replace Showers in the locker rooms with sensor showers to reduce leaking and extra water waste.
(Funding Source: Unknown)
- H. Replace auto scrubber that cleans the floors on the gym, running track, loft and studios.
(Funding Source: Unknown)
- I. New Parking Lot for the facility since the joints have expanded so major repairs are need to the facility parking lot.
(Funding Source: Unknown)
- J. Replace free weight and Cybex systems that are outdated and need replaced.
(Funding Source: Unknown)

Golf Course

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Replace Support Beams	18,000				
B. Club Car Carry all Cart	12,500		20,000		
C. Driving Range		375,000			
D. Fairway Mowers (2)		52,000			
E. Equipment Shed		25,000			
F. Pull Behind Gang Mower		24,000			
G. Cart Trails		10,000	10,000	10,000	
H. Cyclone KB4 Turbine Blower			20,000		
I. Rebuild Green				45,000	
TOTAL	<u>30,500</u>	<u>486,000</u>	<u>50,000</u>	<u>55,000</u>	<u>0</u>

- A. Replacement of 2 of the support beams on the exterior of the clubhouse.
(Funding Source: CIP Fund)
- B. Replace current golf cart.
(Funding Source: CIP Fund)
- C. Construction of a driving range on the existing golf course.
(Funding Source: Unknown)
- D. Replace current fairway mowers that are heavily used and whose maintenance costs are rising.
(Funding Source: CIP Fund)
- E. Construction of a new metal equipment shed at the maintenance building areas. It would provide storage for the tractors and other materials.
(Funding Source: CIP Fund)
- F. Replace the current pull behind ground gang mower that is used to mow the rough.
(Funding Source: CIP Fund)
- G. Several cart trails need to be replaced which includes irrigation and trail to back tee box on hole #18, tee box #6, and hole #1.
(Funding Source: CIP Fund)
- H. Heavy duty turbine blower used to blow off sand during top dressing operations and leaf control during the fall season.
(Funding Source: CIP Fund)
- I. Rebuild #7 green upgrading drainage to replace clay type greens,
(Funding Source: CIP Fund)

L.A. Cann Memorial Garden Trust

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Brickwalkway Repairs (3 Phases)	15,000	10,000	10,000		
B. New Greenhouse				50,000	
C. Natural Play Area					60,000
TOTAL	<u>15,000</u>	<u>10,000</u>	<u>10,000</u>	<u>50,000</u>	<u>60,000</u>

- A. Repair and replace brick walkway (3 Phases).
(Funding Source: CIP Fund)
- B. New Greenhouse.
(Funding Source: Grants/Hotel Motel)
- C. Natural Play Area
(Funding Source: Operating Budget)

Street Improvement Sales Tax

Project Description		2019-20	2020-21	2021-22	2022-23	2023-24
A.	Turner, Donner to Hartford - Conc Reconstruct	650,000				
B.	Hart./Kygar, Acad. To 635' S. of Lake Road	400,000				
C.	Knight, 14th to 1,040' West - Concrete Reconst	370,000				
D.	Fifth, Prospect to 1570' north - Mill/Overlay	300,000				
E.	Sidewalk Maintenance Program - Various	150,000				
F.	Crawford, 14th to Meadow - Mill/Overlay	130,000				
G.	Lake Ponca Trail, NE Wdln to Pecan -New Trail	50,000				
H.	South Ave Underpass - LED Low Clearance Sign	50,000				
I.	Third, 100 S. - Sidewalk Reconstruction	50,000				
J.	Annual capital improvement projects		1,500,000	1,500,000	1,500,000	1,500,000
K.	5th Street to Walmart Connection			175,000		
TOTAL		2,150,000	1,500,000	1,675,000	1,500,000	1,500,000

- A. Project to remove existing asphalt and replace with full depth concrete. Existing curb and gutter will remain in place.
(Funding Source: Street Improvement Sales Tax)
- B. Project to mill & overlay 3” +/- of existing asphalt surface.
(Funding Source: Street Improvement Sales Tax)
- C. Project to reconstruct intersection approach on Knight at 14th in concrete.
(Funding Source: Street Improvement Sales Tax)
- D. Project to mill & overlay 3” +/- of existing asphalt surface w/crack patching.
(Funding Source: Street Improvement Sales Tax)
- E. Funding for sidewalk maintenance program complete using six month unit price bids.
(Funding Source: Street Improvement Sales Tax)
- F. Project to mill & overlay 3” +/- of existing asphalt surface w/crack patching.
(Funding Source: Street Improvement Sales Tax)
- G. Portion of Lake Ponca Trail project from the Marland Mansion to Lake Ponca. Project will widen existing sidewalk to ten feet and is mostly funded with federal grant money.
(Funding Source: Street Improvement Sales Tax)
- H. Replace existing low clearance fluorescent bulb signs with LED signs.
(Funding Source: Street Improvement Sales Tax)
- I. Project to reconstruct sidewalk on the east side of Third from Grand south to alley.
(Funding Source: Street Improvement Sales Tax)

J. Future street improvement projects of a capital nature consisting of moderate to heavy treatments that add significant life to the roadway. Specific projects will be identified prior to beginning of applicable fiscal year.

(Funding Source: Street Improvement Sales Tax)

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

(Funding Source: Street Improvement Sales Tax)

Airport

Project Description	2019-20	2020-21	2021-22	2022-23	2023-24
A. Non Primary Airport Entitlement	166,667	166,667	166,667	166,667	166,667
B. Terminal Flooring	29,000				
C. 72" Zero Turn Diesel Mower	22,000				
D. Reseal Roofs of Buildings #9 and #10	16,000				
E. Flight Academy	15,000	15,000	15,000	15,000	15,000
F. Reconst Parking Lot/Access Entrance		250,000	250,000		
G. Land Acquisition		125,000			
H. 1 Ton Bucket Truck		65,000			
I. Storage Building		32,000			
J. 20 Foot Batwing Mower		32,000			
K. Upgrade Airport Fire Station			175,000		
L. Terminal Building Entrance Upgrade			85,000		
M. Utility Vehicle			12,000		
TOTAL	<u>248,667</u>	<u>685,667</u>	<u>703,667</u>	<u>181,667</u>	<u>181,667</u>

- A. Airport Entitlement Grant.
(Funding Source: Airport Grants)
- B. Replace a portion of the terminal flooring.
(Funding Source: Operating Budget)
- C. Replace 72" Zero Turn Diesel Mower.
(Funding Source: Operating Budget)
- D. Coat & seal the roofs on buildings #9 & #10.
(Funding Source: Operating Budget)
- E. Fund the Annual Flight Academy.
(Funding Source: Grants)
- F. Reconstruction and expansion of existing terminal parking and access roads. The project will triple parking for commuter service and restaurant patrons. The existing surface is original to the 1950's building. The project will be funded by a 90% federal grant with 10% local match.
(Funding Source: Operating Budget)
- G. Land acquisition on the north and south ends of Runway 17/35 for runway protection zones and the GPS Malsr lighting system.
(Funding Source: Operating Budget)
- H. Replaces a 1994 Ford 350 4x4. The bed and hoist will be removed from the current vehicle and mounted on the new truck.
(Funding Source: Operating Budget)
- I. Storage building for vehicles including Airport mowing equipment.
(Funding Source: Operating Budget)

- J. Replace a 20 foot flex wing rotary cutter (batwing) mower.
(Funding Source: Operating Budget)

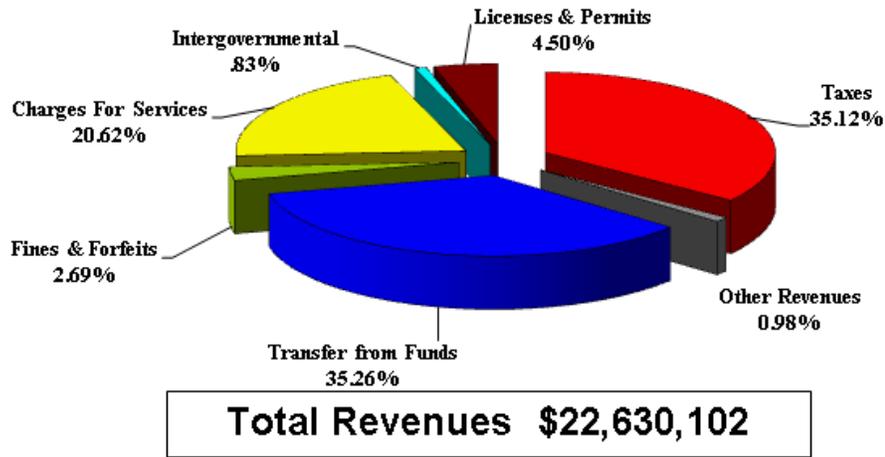
- K. Make needed repairs to the Airport Fire Station.
(Funding Source: Unknown)

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

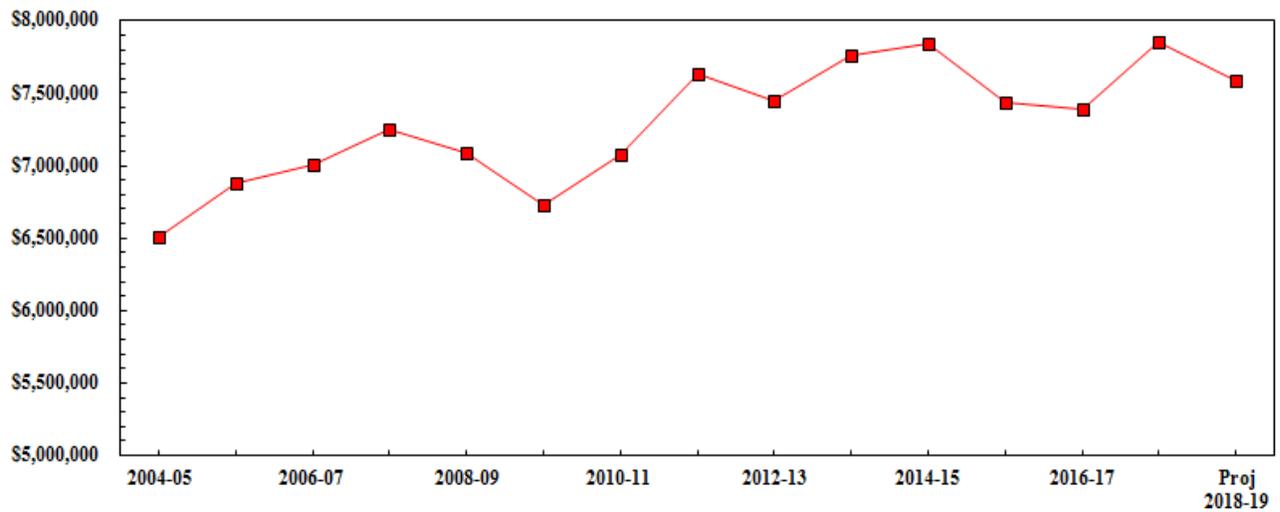
- M. Purchase utility vehicle for the airport. This vehicle is to be used in mowing and spraying along the perimeter fences.
(Funding Source: Operating Budget)



General Fund Revenues Fiscal 2019-20



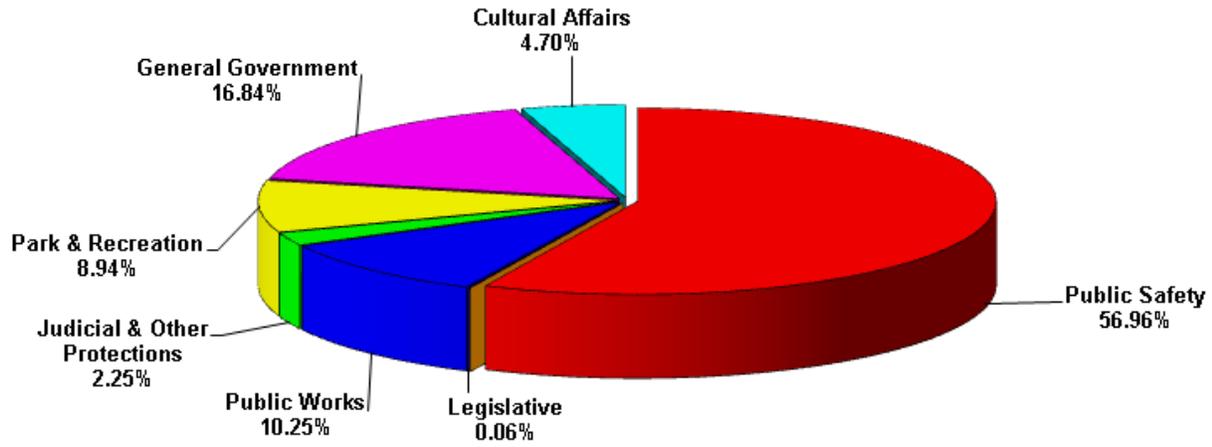
City Sales Tax Receipts General Fund Portion (2%)



**CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF REVENUES BY SOURCE
Fiscal 2019-20**

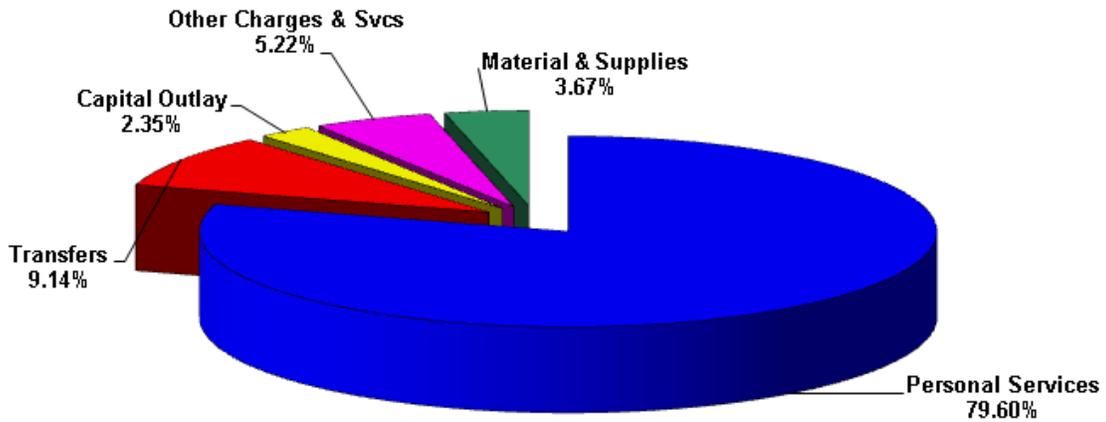
<u>REVENUE SOURCE</u>	<u>Actual 2015/16</u>	<u>Actual 2016/17</u>	<u>Actual 2017/18</u>	<u>2018/19 BUDGET @ 7/01/18</u>	<u>2018/19 ACTUAL @12/31/18</u>	<u>% of BUDGET</u>	<u>APPROVED 2019/20 BUDGET</u>	<u>% CHANGE FROM 2018/19</u>
TAXES								
1101.00 CITY SALES TAX	\$7,434,055	\$7,384,071	\$7,849,620	\$7,500,000	\$3,843,197	51.24	\$7,500,000	0.00%
1101.01 USE TAX	839,042	718,689	680,972	600,000	340,497	56.75	315,218	(47.46%)
1105.00 WEED TAX	34,172	15,668	12,453	15,000	2,395	15.97	13,000	(13.33%)
1110.00 ALCOHOLIC BEV. TAXES	108,280	114,213	116,043	115,000	65,543	56.99	120,000	4.35%
TOTAL TAXES	8,415,550	8,232,641	8,659,088	8,230,000	4,251,632	51.66%	7,948,218	(3.42%)
LICENSES & PERMITS								
2201.00 LICENSE FEES	26,835	27,880	24,200	27,000	34,940	129.41	30,000	11.11%
2201.01 LICENSE FEES - LAKE PONCA	25,527	26,787	23,771	26,000	5,146	19.79	24,000	(7.69%)
2202.00 DEV SRVS - LICENSE FEES	19,805	20,931	18,625	20,000	6,000	30.00	18,500	(7.50%)
2225.00 EMERGENCY 911 FEES	158,065	135,181	109,424	112,000	42,124	37.61	110,000	(1.79%)
2225.01 E-911 CELL FEES	151,565	212,951	285,373	285,000	118,715	41.65	285,000	0.00%
2240.00 DEV SVCS - PERMIT FEES	34,451	41,578	52,215	42,000	13,919	33.14	42,000	0.00%
2280.01 FRANCHISE FEE-TELEPHONE	40,234	35,907	29,111	30,000	3,760	12.53	29,000	(3.33%)
2280.02 FRANCHISE FEE-GAS	259,153	323,540	337,007	320,000	88,764	27.74	340,000	6.25%
2280.03 FRANCHISE FEE-CABLE TV	155,551	150,169	141,961	140,000	34,221	24.44	140,000	0.00%
TOTAL LICENSE & PERMITS	871,186	974,924	1,021,687	1,002,000	347,589	34.69%	1,018,500	1.65%
INTERGOVERNMENTAL								
3302.00 CIGARETTE ALLOCATION	155,238	156,922	162,655	156,000	44,036	28.23	160,000	2.56%
3305.00 EM. MGMT. GRANTS	29,708	29,708	29,708	29,700	7,427	25.01	29,700	0.00%
3327.00 GRANTS	4,000	7,764	11,175	0	0	0.00	0	0.00%
TOTAL INTERGOVERNMENTAL	188,946	194,394	203,539	185,700	51,463	27.71%	189,700	2.15%
OUTSIDE REVENUE								
4405.00 FIRE WORK DONATIONS	0	0	0	0	0	0.00	0	0.00%
4405.01 DONATIONS	75	0	0	0	0	0.00	0	0.00%
TOTAL OUTSIDE REVENUE	75	0	0	0	0	0.00	0	0.00%
CHARGES FOR SERVICES								
5501.00 AMBULANCE SERVICES	1,636,235	1,546,001	1,621,742	1,450,000	729,743	50.33	1,500,000	3.45%
5503.00 RURAL FIRE RUN RECEIPTS	6,500	6,350	5,000	3,000	200	6.67	3,000	0.00%
5504.00 POLICE SERVICES	145,802	149,011	153,505	130,000	48,246	37.11	150,000	15.38%
5505.00 ADMINISTRATIVE SERVICE	2,333,126	2,449,783	2,572,273	2,623,719	1,311,860	50.00	2,676,193	2.00%
5515.00 ANIMAL CONTROL RECEIPTS	15,370	15,174	18,743	15,000	10,160	67.73	16,000	6.67%
5530.00 LIBRARY RECEIPTS	14,220	15,880	16,556	15,500	6,733	43.44	15,500	0.00%
5553.00 LANDSCAPING SERVICES	13,200	13,200	13,200	13,200	4,400	33.33	8,000	(39.39%)
5554.00 WENTZ CAMP RECEIPTS	38,457	40,478	36,372	38,000	15,069	39.66	36,000	(5.26%)
5555.00 SWIMMING POOL RECEIPTS	8,846	11,202	12,932	10,000	11,625	116.25	13,000	30.00%
5555.10 SENIOR CENTER	200	0	9,742	18,000	7,354	40.86	15,000	(16.67%)
5556.00 TENNIS COURT RECEIPTS	858	0	0	500	0	0.00	0	(100.00%)
5556.01 RECREATION PROGRAMS	9,170	4,588	7,046	7,000	18,225	260.36	7,000	0.00%
5556.02 UNITY GYM	1,275	1,325	1,615	1,200	625	52.08	1,200	0.00%
5556.03 RENTAL/SHELTER HOUSES	11,455	11,560	8,167	11,000	3,125	28.41	9,000	(18.18%)
5556.04 RENTALS - LAKE PONCA	49,388	49,921	55,437	50,000	6,086	12.17	55,000	10.00%
5556.05 RENTALS - MARLAND'S GRD	13,454	15,564	12,869	14,000	6,985	49.89	14,000	0.00%
5557.00 RENTALS - HUTCHINS MEM	8,000	0	0	0	0	0.00	0	0.00%
5557.01 COMMUNICATIONS RENTAL	97,626	94,854	97,403	95,000	96,425	101.50	97,000	2.11%
5599.00 MISCELLANEOUS RECEIPTS	59,106	89,780	58,761	58,546	8,680	14.83	50,000	(14.60%)
5599.01 CASH-OVER / SHORT REV	0	0	1	0	0	0.00	0	0.00%
TOTAL CHARGES FOR SERVICES	4,462,287	4,514,672	4,701,364	4,553,665	2,285,541	50.19%	4,665,893	2.46%
FINES & FORFEITS								
6601.00 MUNICIPAL COURT FINES	700,929	689,273	661,992	600,000	231,068	38.51	600,000	0.00%
6601.03 BOND FORFEITURE	2,221	4,162	3,308	2,000	1,402	70.10	2,000	0.00%
6601.05 ADMINISTRATION FEES	5,946	5,909	5,855	5,800	3,097	53.40	5,800	0.00%
TOTAL FINES & FORFEITS	709,096	699,343	671,155	607,800	235,567	38.76%	607,800	0.00%
TRANSFER FROM FUNDS								
8875.75 TRANSFER FROM PCUA	7,371,262	7,518,687	7,669,061	7,822,442	3,911,221	50.00	7,978,891	2.00%
8899.00 TRANSFER IN	0	0	0	0	0	0.00	0	0.00%
TOTAL TRANSFER FROM FUNDS	7,371,262	7,518,687	7,669,061	7,822,442	3,911,221	50.00%	7,978,891	2.00%
OTHER REVENUES								
9901.00 INTEREST INCOME	54,145	56,092	109,718	100,000	102,074	102.07	200,000	100.00%
9938.00 SIGN MATERIAL REIMB	2,503	1,912	4,822	1,500	674	44.93	1,500	0.00%
9939.00 COPIER PAPER REIMBURSEMENT	4,232	4,162	2,810	4,000	2,008	50.20	4,000	0.00%
9940.00 INTERNET PROCESSING FEE	701	581	687	500	346	0.00	600	20.00%
9950.00 INC DISP. OF FIXED ASSETS	7,627	28,207	16,121	15,000	163	1.09	15,000	0.00%
9999.00 MISCELLANEOUS INCOME	0	0	0	0	0	0.00	0	0.00%
TOTAL OTHER REVENUES	69,208	90,954	134,158	121,000	105,265	87.00%	221,100	82.73%
TOTAL GENERAL FUND REVENUES	22,087,611	22,225,615	23,060,051	22,522,607	11,188,278	49.68%	22,630,102	0.48%

General Fund Expenditures Fiscal 2019-20 By Type



Total Expenditures \$24,632,059

General Fund Expenditures Fiscal 2019-20 by Category



Total Expenditures \$24,632,059

CITY OF PONCA CITY
GENERAL FUND - APPROPRIATION HISTORY by dept.
Fiscal Year 2019-20

DEPT #	DEPARTMENT	2014/15 FINAL BUDGET	2015/16 FINAL BUDGET	2016/17 FINAL BUDGET	2017/18 FINAL BUDGET	2018/19 ORIGINAL BUDGET	2019/20 APPROVED BUDGET
1010	CITY COMMISSION	14,300	14,300	14,300	14,300	14,300	14,300
1011	CITY MANAGER	932,183	984,447	1,030,635	996,436	1,017,209	1,038,656
1012	CENTRAL MUN. ACTIVITY	1,464,335	1,593,879	1,503,166	1,430,491	1,447,303	1,891,724
1110	FINANCE	530,353	547,485	528,021	508,185	518,825	522,463
1113	MUNICIPAL COURT	232,072	237,174	265,684	255,809	262,652	265,188
1210	CITY ATTORNEY	270,094	265,197	280,619	287,865	283,428	288,576
1310	DEVELOPMENT SERVICES	602,531	649,961	656,284	644,099	657,393	695,809
2010	POLICE	5,452,944	5,713,618	5,878,846	5,786,041	5,999,521	6,048,551
2020	ANIMAL CONTROL	265,284	251,579	252,694	249,310	248,764	326,422
2030	EMERGENCY MANAGEMENT	163,919	166,887	174,330	171,464	175,469	203,174
2040	COMMUNICATIONS / 911	631,875	656,865	653,803	645,164	704,167	640,162
2510	FIRE	5,387,990	5,609,484	5,367,848	5,386,811	5,592,441	5,627,804
2511	FIRE - AMBULANCE	1,101,799	774,794	1,309,541	1,130,104	1,408,353	1,184,442
3010	STREET	1,620,532	1,486,485	1,393,506	1,410,169	1,469,239	1,452,077
3510	ENGINEERING	636,746	646,010	686,507	682,129	657,843	596,863
3511	TRAFFIC ENGINEERING	446,248	468,093	467,367	468,067	468,861	476,235
4011	PARK MAINTENANCE	1,592,173	1,612,332	1,609,123	1,644,698	1,806,133	1,684,461
4012	AMBUC POOL	82,720	71,720	101,720	72,882	76,956	76,956
4013	RECREATIONAL PROGRAMS	320,711	333,762	360,899	358,242	395,755	345,186
4014	WENTZ CAMP	144,557	104,057	110,057	111,172	95,083	95,083
4110	MARLAND'S GRAND HOME	134,121	121,963	206,240	194,342	151,695	89,334
4111	HUTCHINS MEMORIAL	83,759	85,880	0	0	0	0
4510	LIBRARY	978,466	1,011,963	1,010,464	1,008,459	1,064,812	1,068,593
TOTAL APPROPRIATIONS		23,089,712	23,407,935	23,861,654	23,456,239	24,516,202	24,632,059
Incr./(Decr.) from Previous Year:		627,018	318,223	453,719	(405,415)	1,059,963	115,857
% Incr./(Decr.) from Previous Year:		2.79%	1.38%	1.94%	-1.70%	4.52%	0.47%

**CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF APPROVED APPROPRIATIONS by type
Fiscal Year 2019-20**

PUBLIC SAFETY:

POLICE	\$6,048,551	
ANIMAL CONTROL	326,422	
FIRE	5,627,804	
AMBULANCE	1,184,442	
EMERGENCY MANAGEMENT	203,174	
COMMUNICATIONS/911	640,162	
		14,030,555

LEGISLATIVE:

CITY COMMISSION	14,300	
		14,300

PUBLIC WORKS:

STREET	1,452,077	
ENGINEERING	596,863	
TRAFFIC ENGINEERING	476,235	
		2,525,175

JUDICIAL:

CITY ATTORNEY	288,576	
MUNICIPAL COURT	265,188	
		553,764

PARK & RECREATION:

MAINTENANCE	1,684,461	
AMBUC POOL	76,956	
RECREATIONAL PROGRAMS	345,186	
WENTZ CAMP	95,083	
		2,201,686

GENERAL GOVERNMENT:

CITY MANAGER	1,038,656	
CENTRAL MUNICIPAL ACTIVITY	1,891,724	
FINANCE	522,463	
DEVELOPMENT SERVICES	695,809	
		4,148,652

CULTURAL AFFAIRS:

MARLAND'S GRAND HOME	89,334	
HUTCHINS MEMORIAL	0	
LIBRARY	1,068,593	
		1,157,927

		TOTAL	\$24,632,059
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CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF APPROPRIATIONS
By Department & Category
Fiscal Year 2019-20

DEPT #	DEPARTMENT	PERSONAL SERVICES	MATERIALS & SUPPLIES	OTHER CHARGES & SERVICES	CAPITAL OUTLAY	TRANSFERS	TOTAL APPROVED BUDGET
1010	CITY COMMISSION	0	0	14,300	0	0	14,300
1011	CITY MANAGER	995,916	4,103	38,637	0	0	1,038,656
1012	CENTRAL MUN. ACTIVITY	10,000	78,780	397,944	0	1,405,000	1,891,724
1110	FINANCE	465,576	5,565	51,322	0	0	522,463
1113	MUNICIPAL COURT	250,698	3,990	10,500	0	0	265,188
1210	CITY ATTORNEY	241,276	0	47,300	0	0	288,576
1310	DEVELOPMENT SERVICES	572,513	4,300	83,600	24,000	11,396	695,809
2010	POLICE	5,439,525	111,700	101,400	195,924	200,002	6,048,551
2020	ANIMAL CONTROL	213,078	13,975	10,925	75,000	13,444	326,422
2030	EMERGENCY MGMT	138,779	5,700	29,200	25,000	4,495	203,174
2040	COMMUNICATIONS / 911	552,914	2,550	83,700	0	998	640,162
2510	FIRE	5,276,199	101,100	57,500	72,000	121,005	5,627,804
2511	FIRE / AMBULANCE	840,642	83,000	118,800	37,000	105,000	1,184,442
3010	STREET	1,064,608	47,900	17,350	130,000	192,219	1,452,077
3510	ENGINEERING	526,569	11,550	51,680	0	7,064	596,863
3511	TRAFFIC ENGINEERING	407,012	45,950	5,300	0	17,973	476,235
4011	PARK MAINTENANCE	1,421,191	93,950	29,450	0	139,870	1,684,461
4012	AMBUC POOL	61,350	15,306	300	0	0	76,956
4013	RECREATIONAL PROGRAMS	254,887	33,200	49,600	0	7,499	345,186
4014	WENTZ CAMP	60,106	28,800	2,500	0	3,677	95,083
4110	MARLAND'S GRAND HOME	68,851	7,800	9,320	0	3,363	89,334
4111	HUTCHINS MEMORIAL	0	0	0	0	0	0
4510	LIBRARY	746,910	204,600	76,450	22,000	18,633	1,068,593
TOTAL APPROPRIATIONS		19,608,600	903,819	1,287,078	580,924	2,251,638	24,632,059
PERCENT OF TOTAL		79.61%	3.67%	5.23%	2.36%	9.14%	100.00%



City Commission

Department Mission:

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

Fiscal 2019 Accomplishments:

- Represented the City of Ponca City with Mayor Nicholson serving on the Department of Environmental Quality Board, Governor's Water Conference, Mayor's Council of Oklahoma, Oklahoma Academy, Oklahoma Environmental Quality Board, Oklahoma Mid-Size City Coalition Chair, Oklahoma Municipal Utility Providers Board, Oklahoma Municipal Power Authority Board, Oklahoma Municipal League Board of Directors, and Oklahoma Pipeline Safety Task Force.
- Participated in the Oklahoma Municipal League's annual conference and training sessions.
- Represented the City of Ponca City at the 9th Annual Congress of Mayors held at the State Capitol, in order to debate issues facing municipalities, such as economic development, infrastructure needs, and revenue diversification, as well as craft an agenda and resolutions for the 2019 legislative session.
- Coordinated monthly meetings of the Kay County Mayor's Round Table, as Mayor Nicholson continues an on-going effort to increase dialogue regarding pertinent issues facing North Central Oklahoma communities, such as water, passenger rail service, alcohol, medical marijuana, code enforcement, small cell networks/5G, economic development, and safety.
- Supported efforts of the Mid-Size City Coalition regarding legislative funding issues, with Nicholson serving as Chair; the Oklahoma Municipal League's Legislative Committee regarding municipal issues; and the Oklahoma Municipal Power Authority regarding public power issues.
- Nicholson was re-elected for a 5th consecutive 3-year term as the Mayor of Ponca City.
- Submitted to the public a plan to pay for the construction of the Public Safety Center.

Fiscal 2020 Objectives:

- Continue to create an environment for open dialogue with the City Commission regarding community capital improvement projects.
- Continue code enforcement and removal of dilapidated housing efforts to keep Ponca City beautiful and safe.
- Continue partnering with the Ponca City Development Authority's (PCDA) efforts to recruit new business, industry and residents, with Commissioner Chapman as a voting trustee on the PCDA board.
- Continue to work on favorable legislation to improve municipal revenues and limit sales tax exemptions through diversification of sources.
- Arrange for debt service to construct the Public Safety Center.

General Fund - City Commission								
	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
EXPENDITURES:								
Other Charges & Svcs	<u>5,621</u>	<u>5,626</u>	<u>7,928</u>	<u>14,300</u>	<u>5,782</u>	<u>14,300</u>	<u>0</u>	<u>0.00%</u>
Department Total	5,621	5,626	7,928	14,300	5,782	14,300	0	0.00%

Approved Budget Variances from Prior Year: None

City Manager

Department Mission:

The City Manager's Department will be responsible for all administrative and operational functions of the municipal government in accordance with the City Charter, Section 62 and Municipal Code of Ordinances, Chapter 2, Article IV, Division 2.

Fiscal 2019 Accomplishments:

- Continued cost-effective government operations with a budget of \$103,936,153.
- Represented the City of Ponca City at the national, state and local level through active leadership roles in various organizations, such as the International City/County Management Association, Oklahoma Chapter of the American Society for Public Administration, Oklahoma Municipal League, City Management Association of Oklahoma, Oklahoma Mid-Size City Coalition, Society for Human Resource Managers, Oklahoma Public Employers Labor Relations Association, Ponca City Chamber of Commerce, Ponca City Main Street, Oklahoma Our Driving Concern Advisory Group, Kay County Healthy Living Coalition, and United Way of Ponca City.
- Represented the City of Ponca City with the City Manager serving as Oklahoma Academy Town Hall Board, Northeast Regional Chair and Oklahoma Municipal Assurance Group Board, Chair.
- Stephenson was inducted into the 2018 Oklahoma Hall of Fame for City and Town Officials.
- Worked with City Attorney, Police, Park and Recreation, and Friendship Bikes to create Standard Operating Policy No. 9 "Abandoned and Unclaimed Bicycles".
- Created and funded the establishment of two new departments, Ponca City RecPlex and Ponca City Broadband.
- Prepared land and reviewed site plans in preparation of proposed Public Safety Center between 4th Street & 5th Street and Central Avenue & Oklahoma Avenue.
- Hosted the Oklahoma Leadership Class on December 1, 2018 and the Oklahoma Community Leadership Development Class on February 22, 2019 at City Hall.
- Received merit certification as a "Certified Healthy Business" and a "Certified Healthy Community," recognizing the positive impact on the health of employees and patrons.
- Increased the creation and use of videos on the City's website and social media sites to enhance public communications.

Fiscal 2020 Objectives:

- Continue to administer and provide support of the attainment of City Commission and Departmental goals through budget implementation.
- Continue to enhance employee education and development through annually required safety training sessions outlined by the City's safety manual.
- Continue to improve health and wellness opportunities for City employees through the provision of free, voluntary, annual employee health assessments.
- Continue to promote Ponca City as a City of Character through monthly video presentations at City Commission meetings, character bulletins, etc.

- Continue to provide timely communications to the public via press releases, media tip sheet, cable television channel, social media, and updated website.
- Continue to actively engage in monitoring legislation at the state and national level that has potential impact, as well as host Ponca Politics events at City Hall.

General Fund - City Manager								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	794,767	809,945	826,592	974,138	605,962	995,916	21,778	2.24%
Material/Supplies	5,488	4,854	1,755	4,434	3,798	4,103	(331)	(7.47%)
Other Charges & Svcs	<u>25,805</u>	<u>20,718</u>	<u>20,389</u>	<u>38,637</u>	<u>23,072</u>	<u>38,637</u>	<u>0</u>	<u>0.00%</u>
Department Total	826,060	835,517	848,736	1,017,209	632,833	1,038,656	21,447	2.11%

Approved Capital: Contingency for Capital Repairs & Projects (CIP Fund) \$150,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	6,667	Workers Compensation	(531)	
FICA	631	Misc Supplies	<u>(331)</u>	
Medicare	148			
Retirement Plan 1	1,248			
ICMA Retirement City	1,020			
Health Insurance	<u>12,595</u>			
	Total	22,309	Total	(862)
	Net Increase		<u>\$21,447</u>	

Personnel Summary:

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

Total Full Time Employees 10

Personnel History:

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Full Time	9	9	9	9	10	10	10	10	10	10

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

Central Municipal Activity

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

- Fiscal 2019 Accomplishments:**
- Funded the Fourth of July fireworks celebration at Lake Ponca Park.
 - Supported the Mid-Size City coalition regarding Oklahoma Legislative issues.
 - Hosted numerous meetings and events to encourage and promote civic engagement, safety, health and wellness.
 - Funded contractual service agreements with Main Street, Ponca City Chamber of Commerce, Cimarron Transit, Northern Oklahoma Youth Services and Ponca City Tourism Bureau.
 - Completed Honeywell EPI R500 Upgrade and Interworks Upgrade to the existing Honeywell EBI Automaton System, which is used for various City facilities: City Hall, Marland Mansion, Angela Hall, Unity Gym, Water Treatment Plant, Senior Center, Public Safety Center, Park Maintenance, Library, Street, Airport Terminal, Ponca City Energy Administration & Truck Barn, Solid Waste/Traffic Engineering, City Garage, Wentz Golf Club House, and soon to be added RecPlex.

- Fiscal 2020 Objectives:**
- Continue to fund services provided to multiple City departments and agencies that are not allocated to individual departments.
 - Increase Fourth of July celebration by \$5,000.

General Fund - Central Municipal Activity								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	2,948	11,452	312,497	10,000	300,070	10,000	0	0.00%
Material/Supplies	59,068	53,411	72,396	78,780	50,996	78,780	0	0.00%
Other Charges & Svcs	287,315	294,980	297,920	394,368	240,435	397,944	3,576	0.91%
Capital Outlay	97,000	5,000	0	21,330	0	0	(21,330)	(100.00%)
Transfers	<u>998,500</u>	<u>949,551</u>	<u>1,147,825</u>	<u>942,825</u>	<u>1,012,119</u>	<u>1,405,000</u>	<u>462,175</u>	<u>49.02%</u>
Department Total	<u>1,444,831</u>	<u>1,314,394</u>	<u>1,830,638</u>	<u>1,447,303</u>	<u>1,603,619</u>	<u>1,891,724</u>	<u>444,421</u>	<u>30.71%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Gas Utilities	86	Telephone Service Local	(3,045)
Election Services	2,000	Telephone Long Distance	(1,465)
Dues & Subscriptions	4,000	Advertising	(2,000)
4th of July Celebration	4,000	Misc Capital Outlay	(21,330)
Transfer to Marland Estate	50,000	Transfer to Insurance	(82,825)
Transfer to Golf	50,000	Transfer to Cann Estate	<u>(5,000)</u>
Transfer to PC Recplex RecPlex	<u>450,000</u>		
Total	560,086	Total	(115,665)
	Net Increase		<u>\$444,421</u>

Personnel Summary: None, CMA funds unemployment expense incurred by any governmental fund type employee

Finance

Department Mission:

The Finance Department will provide timely and accurate financial information to the citizens of Ponca City, the Board of Commissioners, and City departments, as well as providing records management, budget monitoring, accounting, investment, and accounts payable services for the City.

Fiscal 2019 Accomplishments:

- Received an unqualified audit opinion for Fiscal 2017-18 with positive comments.
- Prepared the City's annual budget.
- Completed 13 internal reviews.
- Enhanced the City's investments to maximize yields.
- Created two new reporting funds.
- Continued working with Technology Services on the Fiber to the Home (FTTH) project.
- Provided financial analysis during the transition to the new Ponca City RecPlex.
- Worked with City Management on plans to develop a new Public Safety Center.
- Facilitated the final payments to Oklahoma Water Resources Board Loan 2012B and the 2013 Revenue Note for the Recreation Center.
- Presented financial training to seven outside departments, educating them on budgets and the AP processing.
- Completed a records destruction resolution.
- Transitioned to a new Deputy City Clerk.
- Completed a review of staff's workload, identified critical task and established a department-wide calendar and training to insure no disruption of service.
- Participated in inventory count by multiple City departments to help insure an accurate count of the City's assets.
- Met all deadlines for disbursement of City funds, captured and recorded all financial transactions, and produced 1099's with high accuracy.
- Processed all resolutions, ordinances and minutes from Commission meetings.
- Worked with the City Manager and Commission to identify funding solutions for major initiatives.
- Attended all required safety trainings and attained an accident free workplace.

Fiscal 2020 Objectives:

- Continue improving the budget document with additional performance and workload measures.
- Assist the City Manager and Commission with budget and funding solutions for long-term public capital improvement projects.
- Work with external auditor to enhance internal controls and financial reporting of the City's businesses.
- Continue to work with City staff to implement a new Fiber to the Home (FTTH) utility.
- Complete a minimum of ten internal review projects.
- Monitor all financial transactions and compare to budget.

General Fund - Finance								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	436,334	457,847	453,307	467,275	327,474	465,576	(1,699)	(0.36%)
Material/Supplies	2,150	2,551	4,468	4,800	3,781	5,565	765	15.94%
Other Charges & Srvs	29,922	45,304	36,684	46,750	25,053	51,322	4,572	9.78%
Capital Outlay	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>37,675</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>468,656</u>	<u>505,702</u>	<u>494,460</u>	<u>518,825</u>	<u>393,983</u>	<u>522,463</u>	<u>3,638</u>	<u>0.70%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	7,701	Health Insurance	(10,822)
FICA	405	Workers Compensation	(216)
Medicare	87	Food Supplies	(100)
Retirement Plan 1	918	Dues & Subscriptions	(500)
ICMA Retirement City	228	Contingencies	<u>(250)</u>
Office Supplies	615		
Office Furnishings	50		
Misc Supplies	100		
Office Equipment Maintenance	100		
Audit Service	4,822		
Education & Training	<u>500</u>		
Total	15,526	Total	(11,888)
	Net Increase	<u>\$3,638</u>	

Personnel Summary:

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

Total Full Time Employees 6

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	6	6	6	6	6	6	6	6	6	6

Municipal Court

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

Fiscal 2019 Accomplishments:

- Worked in cooperation with Police Department Evidence Officer to verify case dispositions on cases with evidence that have reached final disposition and the evidence could be disposed of in vault.
- Completed an audit of warrant files between court files and Police Department Booking desk files to ensure accuracy and preservation of court records so that a valid copy of warrants are available when requested.
- Worked with City Prosecuting Attorney in court related cases, statutes and procedures.
- Updated speeding 1-10 over offense code to reflect excessive speed wording, processed public intoxication charges according to statute changes and also, changes to marijuana statute.

Fiscal 2020 Objectives:

- Promote the growth, development, and knowledge of court operations through continued education by the Oklahoma Municipal Court Clerks Association, Oklahoma Municipal Judges Association and internal training opportunities provided by the City.
- Continue to report convictions to Oklahoma Department of Public Safety according to the Motor Vehicle Violation Codes, which enables Oklahoma Department of Public Safety (OKDPS) to keep driver's license records current.
- Keep apprised of changes to InCode Court when Live Updates are done to enable clerks to continue utilizing document templates to create documents quicker for defendants and case processing.
- Ongoing submission of Oklahoma State Bureau of Investigations (OSBI) Disposition reports on arrests that are processed through Municipal Court.
- Proceed with sending the weekly cleared warrant listing to booking desk to keep their warrant files updated.
- Generate reports for caseload static requests from Police Department for their various reporting needs.

General Fund - Municipal Court								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	207,016	234,700	231,365	248,302	172,070	250,698	2,396	0.96%
Material/Supplies	2,997	2,556	2,267	4,050	1,629	3,990	(60)	(1.48%)
Other Charges & Svcs	7,669	4,066	3,819	10,300	1,668	10,500	200	1.94%
Transfers	<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>
Department Total	<u>217,682</u>	<u>241,322</u>	<u>237,452</u>	<u>262,652</u>	<u>175,367</u>	<u>265,188</u>	<u>2,536</u>	<u>0.97%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	6,941	Health Insurance	(6,199)
FICA	566	Office Furnishings	(50)
Medicare	125	Books & Periodicals	(100)
Retirement Plan 1	962	Education & Training	(1,200)
Workers Compensation	1	Collection of Bad Debt Exp	<u>(300)</u>
Computer Supplies	90		
Telephone Service Local	300		
Legal Services	300		
Dues & Subscriptions	500		
Office Equipment Maintenance	500		
Miscellaneous	<u>100</u>		
Total	10,385	Total	(7,849)
	Net Increase		<u>\$2,536</u>

Personnel Summary:

Municipal Judge	1	Deputy Court Clerk	1
Senior Court Clerk	1	Court Clerk – Part time	1
Court Clerk	1	Alt. Muni Judge – Contract	1

Total Full Time Employees 4
Total Part Time Employees 1
Total Contractual Employees 1

Note: Alternate Municipal Judge is budgeted for in Special Projects Fund – Juvenile Fines.

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	4	4	4	4	4	4	4	4	4	4

City Attorney

Department Mission:

The City Attorney will provide legal counsel advising and advocating on behalf of the City Commission, City Manager, and City staff in order to support municipal operations, programs and policies of the City of Ponca City, Ponca City Municipal Authority, Ponca City Utility Authority, and similar public trusts existing now or created in the future. The work is primarily done by the staff of the Department, although cases involving worker's compensation and various insurance claims will frequently be handled by outside attorneys, with a review by the Department.

Fiscal 2019 Accomplishments:

- Provided legal counsel to the City Commissioners, City Manager, and staff.
- Worked with the Oklahoma Municipal League, Oklahoma Association of Municipal Attorneys, Oklahoma Municipal Utilities Providers, Kaw Reservoir Authority, Ponca City Development Authority, Ponca City Chamber of Commerce, City Managers Association of Oklahoma, Oklahoma City Clerks and Treasurers Association, and various other state and municipal organizations.
- Represented the City of Ponca City on the Kay County Bar Association, with Assistant City Attorney serving as the President and City Attorney serving as the immediate Past-President.
- Recognized City Attorney Mike Vanderburg as a Local Government Fellow by the International Municipal Lawyers Association.
- Worked extensively with the Oklahoma Municipal Power Authority and various public power cities converting the "Small Cell Phone" industry bill into palatable legislation for municipalities that was adopted by the state Legislature in 2018.
- Worked on legislative amendments involving the marijuana business proposed to the state Legislature.
- Filed litigation against a number of pharmaceutical manufacturers and pharmaceutical distributors, in federal court, as a part of an effort to recover significant governmental expenditures, which were generated because of opioid abuse and addiction.
- Worked with local groups on a proposed Business Improvement District.
- Successfully navigated the Ponca City RecPlex in its ownership transition from the YMCA to the City of Ponca City.
- Successfully defended the Housing Incentive Program, protecting a denial of \$30,000 in public funds for building incentive work that did not follow Ponca City Utility Authority published standards.

Fiscal 2020 Objectives:

- Continue and expand support for the City Commission in the accomplishment of their goals and objectives, with particular reference to policies and programs.
- Continue to provide objective, accurate, concise and timely legal advice to the City Commission, City Manager, and staff, with particular effort preventing and/or anticipating problem areas, as well as corrective efforts after the fact.
- Continue to work closely with the City Commission, City Manager, staff, and officials of other agencies, regarding programs and services focusing on making the community safe and attractive, while finding ways to stimulate economic development and advance City Commission goals.

- Continue various special projects in support of the RecPlex and Ponca City Broadband operations, as well as the proposed Public Safety Center.
- Prepare successful transition for the City Attorney’s retirement, tentatively projected for February 1, 2020.

General Fund - City Attorney								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	225,489	210,252	228,962	236,128	172,558	241,276	5,148	2.18%
Material/Supplies	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>17,464</u>	<u>16,904</u>	<u>34,763</u>	<u>47,300</u>	<u>37,568</u>	<u>47,300</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>242,953</u>	<u>227,156</u>	<u>263,725</u>	<u>283,428</u>	<u>210,125</u>	<u>288,576</u>	<u>5,148</u>	<u>1.82%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	4,470	Workers Compensation	(122)
FICA	229		
Medicare	67		
ICMA Retirement City	374		
Health Insurance	<u>130</u>		
Total	5,270	Total	(122)
	Net Increase		<u>\$5,148</u>

Personnel Summary:

City Attorney	1	Assistant City Attorney	1
Total Full Time Employees		2	

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	2	2	2	2	2	2	2	2	2	2

Development Services

Department Mission: The Development Services Department will promote and facilitate land use planning as a positive tool for the physical growth and enhancement of the quality of life enjoyed by Ponca City residents and as such, will partner with individuals in achieving their goals and objectives while at the same time implementing established community-wide standards adopted and contained within the Ponca City Master Plan.

Fiscal 2019 Accomplishments:

- Reviewed building plans, issued permits, and provided inspection oversight for residential and commercial construction projects with a total value of \$18,953,863.00 and including the construction of 7 new single family homes.
- Investigated and abated 4,971 individual incidents of assorted nuisance violations to include care of premises, high grass and weeds, dilapidated structures, non-compliant signage, and the illegal parking of motor vehicles.
- Served as the primary staff liaison between the City and the Medical Marijuana industry prior to and since the passage of State Question 788.
- Completed and received Wildlife Conservation Grant for Phase I Lake Ponca Restroom, North Parking Lot and Sewer Line Extension in the amount of \$527,114.08.
- Completed and received Wildlife Conservation Grant for Phase II Lake Ponca Deep Water Boat Ramp and South Parking Area in the amount of \$452,150.69.
- Completed 8 National Register Nominations on the Van Cleave & Associates Building, Temple Emanuel Synagogue, First Presbyterian Church, Ponca City Milling Company Elevator, Ponca Power Plant, The Cleary House, The Charlotte Marland House, and the Ponca City Airport
- Completed and received the FY-18 CDBG grant in the amount of \$261,960.00 for 18 Home-Buyers Assistance projects, 15 Special Services projects, 8 residential demolition projects and Renovation/Restoration for Phase I Marland's Grand Home project.

Fiscal 2020 Objectives:

- Review and adopt the 2018 Editions of the ICC Building Code.
- Provide staff support to Main Street and the Historic Preservation Advisory Panel in the development of historic design guidelines and zoning code amendments for the Central Business District to facilitate its subsequent designation as a Historic District.
- Serve as the primary staff liaison between the City and the Census Bureau in the formation and oversight of a Complete Count Committee to insure an accurate population count in conjunction with the 2020 Census.
- Complete and submit the FY-19 Certified Local Governments (CLG) Grant.
- Prepare, submit and administer all other State and Federal grant applications as they become available.

General Fund -Development Services								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	516,863	549,443	540,793	558,097	412,614	572,513	14,416	2.58%
Material/Supplies	2,649	2,871	2,043	4,300	2,304	4,300	0	0.00%
Other Charges & Svcs	67,086	102,446	73,455	83,600	50,555	83,600	0	0.00%
Capital Outlay	0	0	0	0	0	24,000	24,000	100.00%
Transfers	<u>7,982</u>	<u>7,082</u>	<u>11,058</u>	<u>11,396</u>	<u>7,552</u>	<u>11,396</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>594,580</u>	<u>661,842</u>	<u>627,348</u>	<u>657,393</u>	<u>473,025</u>	<u>695,809</u>	<u>38,416</u>	<u>5.84%</u>

Approved Capital Pickup Truck \$24,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	7,407	Workers Compensation	(265)
FICA	459		
Medicare	98		
Retirement Plan 1	690		
ICMA Retirement City	538		
Health Insurance	5,449		
Life Insurance	40		
Pickup Trucks	<u>24,000</u>		
Total	38,681	Total	(265)
	Net Increase		<u>\$38,416</u>

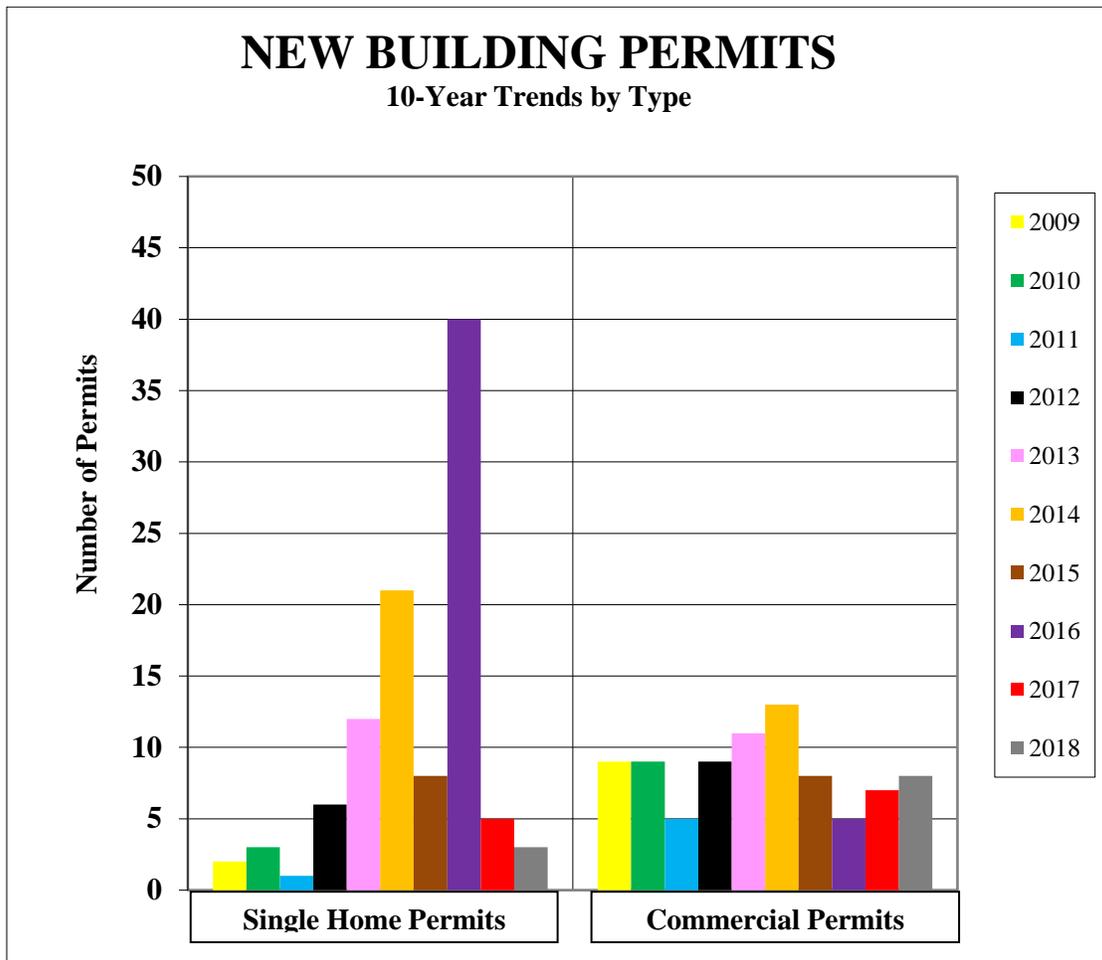
Personnel Summary:

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

Total Full Time Employees 7

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	7	7	7	7	7	7	7	7	7	7





Police

Department Mission:

The mission of the Ponca City Police Department is to work with all citizens to promote safety, preserve life, maintain human rights, protect property, and encourage individual responsibility and community commitment.

Fiscal 2019 Accomplishments:

- Logged 2,367 hours of volunteer service from 42 volunteers.
- Maintained two school resource officers, with one at the Ponca City High School and one serving both Ponca City Middle Schools with existing manpower, while bringing in \$120,072 in reimbursement from Ponca City Public Schools.
- Received \$16,197 in reimbursement from the State of Oklahoma for transportation of emergency mental health patients, totaling 30,275 miles driven.
- Conducted Citizens Police Academy #23.
- Obtained and utilized \$67,020 in grant funding, which was used for body armor, traffic emphasis, DUI enforcement, tactical equipment, new Child ID System, and new Police bicycles.
- Conducted Alive at 25 driver safety training for 25 young people in this community.
- Completed the planning phase, and received a cost estimate for a new Public Safety Center.
- Purchased and deployed 36 Body Worn Video Cameras.
- Received re-accreditation from the Oklahoma Law Enforcement Accreditation Commission.
- Completed certification as a GI Bill on the job training cite, allowing new officers who are veterans to access GI Bill benefits during CLEET Academy and Field Training Program.

Fiscal 2020 Objectives:

- Complete final plans, bid and award project on a new Public Safety Center.
- Obtain Justice Assistance Grant to continue upgrading equipment and technology.
- Obtain Office of Justice Programs, Body Armor Partnership funding and maintain a regular rotation on primary body armor for officers.
- Continue to seek grants and outside funding to maximize our efforts with current funding, while being fiscally responsible.
- Partner with Pioneer Technology Center Criminal Justice Program to put on the Youth Citizen Police Academy in summer of 2019.

General Fund - Police Department								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	5,017,884	5,199,328	5,059,864	5,412,716	3,637,095	5,439,525	26,809	0.50%
Material/Supplies	115,249	100,737	100,821	110,693	83,639	111,700	1,007	0.91%
Other Charges & Svcs	101,176	107,328	76,596	100,410	57,083	101,400	990	0.99%
Capital Outlay	152,007	93,560	80,448	175,700	140,433	195,924	20,224	11.51%
Transfers	<u>171,593</u>	<u>187,621</u>	<u>190,905</u>	<u>200,002</u>	<u>133,588</u>	<u>200,002</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>5,557,909</u>	<u>5,688,574</u>	<u>5,508,633</u>	<u>5,999,521</u>	<u>4,051,838</u>	<u>6,048,551</u>	<u>49,030</u>	<u>0.82%</u>

Approved Capital:	Marked Police Vehicles (3)	\$105,000
	Axon/Taser	\$44,424
	Administrative Vehicle	\$35,000
	Body Armor	\$11,500

Approved Budget Variances from Prior Year:

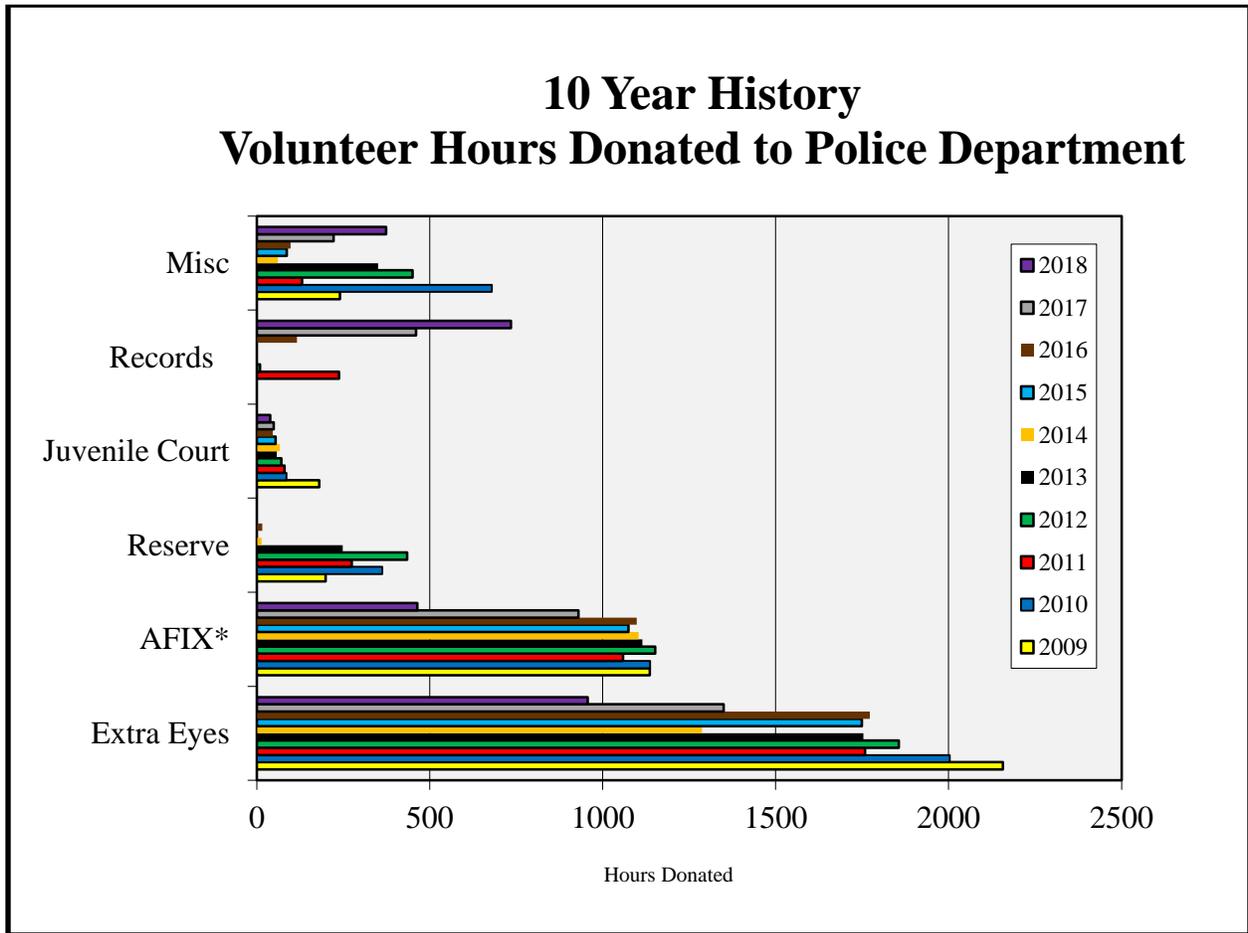
	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	13,029	FICA	(1,821)
Medicare	159	Retirement Plan 3	(7,500)
ICMA Retirement City	10,533	Workers Compensation	(3,269)
Health Insurance	15,678	Ammunition Supplies	(2,000)
Office Supplies	2,000	Misc Supplies	(1,000)
Vehicle Accessories	2,007	Telephone Service Local	(100)
Maintenance & Service Contract	90	Education & Training	(200)
Misc Other Charges	4,200	Laundry & Cleaning Services	(3,000)
Administrative Vehicles	35,000	C/O Machines & Tools	<u>(38,776)</u>
Patrol Vehicles	15,000		
Misc Capital Outlay	<u>9,000</u>		
	Total	Total	(57,666)
	Net Increase	<u>\$49,030</u>	

Personnel Summary:

Police Chief	1	Booking Officers	5
Deputy Police Chief	1	Executive Secretary	1
Captain	2	Public Information Officer	1
Lieutenant	6	Office Specialists	3
Sergeant	16	Crime Analyst	1
Corporal	4	Officers	26
Total Full Time Employees		67	

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	68	68	68	68	68	68	68	68	68	67



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

Year	Total Number of Citizen Volunteers all Categories	Total Number of Hours of Service Donated All Categories
2018	43	2,567
2017	51	3,010
2016	36	3,144
2015	32	2,964
2014	28	2,531
2013	32	3,525
2012	30	3,971
2011	31	3,540
2010	37	4,266
2009	41	3,912

Animal Control

Department Mission:

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

Fiscal 2019 Accomplishments:

- Sold 676 City animal tags (all points of sale).
- Removed 613 dead animals from the community.
- Released 695 animals to homes/rescues, a 1 percent increase over the previous five year average.
- Handled 1,250 animals, a decrease of 72 animals from prior year.
- Euthanized 555 animals, a 16 percent decrease from the previous five year average.

Fiscal 2020 Objectives:

- Begin parvovirus vaccinations on intake of all dogs to help prevent outbreaks of parvo in the community.
- Focus more attention on spay/neuter enforcement to drive down the number of animals handled.
- Continue to work toward lower euthanization rate.

General Fund - Animal Control								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	167,994	202,092	201,418	208,620	151,748	213,078	4,458	2.14%
Material/Supplies	8,982	8,695	7,690	13,775	5,038	13,975	200	1.45%
Other Charges & Svcs	6,693	6,236	8,726	10,925	5,603	10,925	0	0.00%
Capital Outlay	19,798	0	0	0	0	75,000	75,000	0.00%
Transfers	9,904	11,099	11,331	15,444	8,689	13,444	(2,000)	(12.95%)
Department Total	213,371	228,121	229,165	248,764	171,079	326,422	77,658	31.22%

Approved Capital:

Lined Lagoon

\$75,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>			<u>Decreases</u>
Full Time Salaries	3,363	Workers Compensation		(93)
FICA	199	Transfer to City Garage		<u>(2,000)</u>
Medicare	38			
Retirement Plan 1	642			
Health Insurance	309			
Food Supplies	200			
C/O Building Addition & Impr.	<u>75,000</u>			
Total	79,751	Total		(2,093)
	Net Increase			<u>\$77,658</u>

Personnel Summary:

Animal Control Supervisor	1	Office Specialist	1
Animal Control Officer	2		
Total Full Time Employees		4	

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	4	4	4	4	4	4	4	4	4	4

<u>Animal Control Activity</u>										
10 Year History	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Animals Picked Up	2,021	2,091	1,936	1,725	1,489	1,339	1,294	1,320	1,322	1,250
Animals Destroyed	1,101	1,149	1,202	923	916	732	604	566	493	555
Destroyed/Picked Up Animals Released to Homes	54%	55%	62%	54%	62%	55%	47%	43%	37%	44%
Vicious Dogs Papers Served	942	925	728	783	624	607	690	754	829	695
Citations Issued	19	57	14	18	27	7	12	5	10	5
	494	597	662	655	498	313	377	222	278	330
Impound Fees Collected	\$6,578	\$7,512	\$7,702	\$9,285	\$7,785	\$14,545	\$14,565	\$11,015	\$13,315	\$16,705
License Fees Collected	<u>\$5,724</u>	<u>\$5,568</u>	<u>\$5,475</u>	<u>\$4,512</u>	<u>\$4,308</u>	<u>\$4,269</u>	<u>\$4,364</u>	<u>\$3,781</u>	<u>\$3,402</u>	<u>\$2,833</u>
Total Funds Collected	\$12,302	\$13,080	\$13,177	\$13,797	\$12,093	\$18,814	\$18,929	\$14,796	\$16,717	\$20,307

Emergency Management

Department Mission:

The purpose of Emergency Management/Safety is to ensure the safety of the citizens of Ponca City by providing timely warnings, life saving information and educational resources in regards to all dangerous situations that may occur in or around Ponca City.

Fiscal 2019 Accomplishments:

- Scheduled six safety classes covering 12 topics.
- Participated in Household Hazardous Waste collection event, assisting with planning and execution.
- Served as Secretary of the Kay County Local Emergency Planning Committee and Chair of Oklahoma Emergency Management Association’s Legislative Committee.
- Developed 2018 Earth, Wind & Fire exercise for Ponca City Emergency Operations Center, with focus on a pipeline emergency.
- Processed 77 reimbursement requests for the installation of individual safe rooms through the Hazard Mitigation Grant Program.
- Provided public information & education using a variety of venues including social media, email and public presentations.

Fiscal 2020 Objectives:

- Research and identify an effective and affordable public notification system.
- Schedule at least six safety classes for City employees.
- Continue to participate in disaster/emergency preparedness exercises with state, county, and local partners.

General Fund - Emergency Management								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	126,724	133,360	132,453	136,274	99,443	138,779	2,505	1.84%
Material/Supplies	3,805	4,583	3,848	5,900	4,367	5,700	(200)	(3.39%)
Other Charges & Svcs	24,237	23,577	26,368	28,800	17,587	29,200	400	1.39%
Capital Outlay	0	0	0	0	0	25,000	25,000	0.00%
Transfers	<u>4,023</u>	<u>1,869</u>	<u>4,621</u>	<u>4,495</u>	<u>1,166</u>	<u>4,495</u>	<u>0</u>	<u>0.00%</u>
Department Total	158,789	163,388	167,290	175,469	122,563	203,174	27,705	15.79%

Approved Capital

Outdoor Warning Siren at 12th & Oklahoma

\$25,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	1,892	Workers Compensation	(59)
FICA	104	Building Maintenance	<u>(200)</u>
Medicare	18		
Retirement Plan 1	295		
Health Insurance	255		
Telephone Service Local	400		
Special Purpose Equipment	<u>25,000</u>		
Total	27,964	Total	(259)
	Net Increase		<u>\$27,705</u>

Personnel Summary:

Emergency Mgmt Supervisor	1	Custodian	1
Total Full Time Employees		2	

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	2	2	2	2	2	2	2	2	2	2

Communications/911

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

Fiscal 2019 Accomplishments:

- Handled 18,771 Police calls for service.
- Handled 5,539 Fire/EMS calls for service.
- Handled 1,314 calls for other city services, rural fire departments, outside agencies, etc.
- Hired and trained four new Communications Officers.

Fiscal 2019 Objectives:

- Maintain teletype certification for all Communications Officers.
- Send all Communications Officers through Pride Training at the Chamber of Commerce.
- Hire and train two new Communications Officers.
- Obtain Association of Public-Safety Communications Officials (APCO) Basic Tele-communicator training for all Communications Officers.

General Fund- Communications/911								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	477,343	520,115	502,852	567,739	391,617	552,914	(14,825)	(2.61%)
Material/Supplies	1,172	518	2,264	2,550	1,587	2,550	0	0.00%
Other Charges & Svcs	77,199	76,582	75,592	82,880	58,939	83,700	820	0.99%
Capital Outlay	27,105	0	0	50,000	44,152	0	(50,000)	(100.00%)
Transfers	<u>998</u>	<u>998</u>	<u>998</u>	<u>998</u>	<u>748</u>	<u>998</u>	<u>0</u>	<u>0.00%</u>
Department Total	583,817	598,212	581,706	704,167	497,045	640,162	(64,005)	(9.09%)

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	6,125		Health Insurance	(22,408)
FICA	308		Workers Compensation	(275)
Medicare	65		Office Equipment Maint	(860)
Retirement Plan 1	1,360		E-911 Ancillary Equipment	<u>(50,000)</u>
Telephone Service Local	<u>1,680</u>			
	Total	9,538	Total	(73,543)
		Net Decrease		<u>(\$64,005)</u>

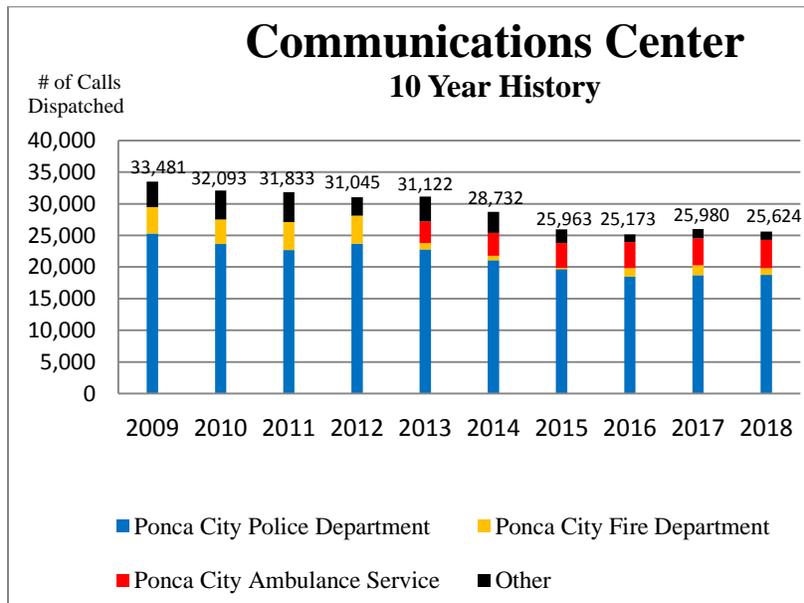
Personnel Summary:

Assistant Supervisor	1	Communications Officer	9
Senior Communications Officer	1		

Total Full Time Employees 11

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	11	11	11	11	11	11	11	11	11	11



2009-12 Ponca City Fire Department and Ambulance Services calls were combined due to system changes.

Fire

Department Mission:

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

Fiscal 2019 Accomplishments:

- Responded to 1,064 calls related to fire, rescue, or other citizen requests for assistance of which 33 were working structure fires which represent a 26 percent decrease from previous reporting year.
- Recordable injuries sustained by Ponca City Fire Department (PCFD) were reduced by 50 percent in 2018 as compared to the previous year.
- Placed into service new reporting software, which eliminates the necessity of completing redundant documentation when reporting rescue and Emergency Medical Services (EMS) related data to the National Fire Incident Reporting System.
- Installed a new washer-extractor and drying rack equipment that is used after all structure fires, to clean contaminants from personnel protective equipment worn by firefighting personnel.
- Performed 44 in-home installations of department-provided smoke alarms, carbon monoxide detectors, and replacement batteries.
- Performed 1,102 fire safety inspections for Ponca City businesses and merchants in an effort to promote hazard awareness.
- Issued 37 burn permits to citizens and various organizations to allow for on-premises vegetation and over-growth removal.
- Administrative staff participated in 6 Kay County Fire Chief Association meetings whereby collaborative discussions other area fire department representatives yielded positive input for the pre-construction phase of a new fire service training facility being constructed on the campus of Pioneer Technology Center.
- Provided fire suppression and decontamination stand-by support for the bi-annual Household Hazardous Waste day event held on October 13, 2018, which is a collaborative effort between the City of Ponca City and Phillips66.

Fiscal 2020 Objectives:

- Review and modify departmental standard guidelines in an effort to align and support current fire service operational best practices.
- Replace aged two-way radio equipment which is used to communicate and coordinate emergency call information during the response and on-scene phases of the fire department operations.
- Evaluate the Department's current ISO class 3 rating score in order to determine possible strategies for future improvement to the assigned classification rating.

General Fund - Fire Administration								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	5,135,283	5,140,080	5,045,840	5,198,936	3,794,108	5,276,199	77,263	1.49%
Material/Supplies	84,467	93,170	67,695	100,000	76,172	101,100	1,100	1.10%
Other Charges & Svcs	51,589	36,215	47,168	57,500	27,588	57,500	0	0.00%
Capital Outlay	176,279	144,630	109,180	135,000	117,387	72,000	(63,000)	(46.67%)
Transfers	<u>94,528</u>	<u>111,404</u>	<u>106,659</u>	<u>101,005</u>	<u>93,254</u>	<u>121,005</u>	<u>20,000</u>	<u>19.80%</u>
Department Total	<u>5,542,146</u>	<u>5,525,500</u>	<u>5,376,542</u>	<u>5,592,441</u>	<u>4,108,509</u>	<u>5,627,804</u>	<u>35,363</u>	<u>0.63%</u>

Approved Capital: Pumper Truck – Station #4 (CIP Fund) \$455,000
Two-way Communications Equipment \$72,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	76,694	Health Insurance	(3,434)
FICA	64	Workers Compensation	(2,423)
Medicare	661	C/O Building Addition	(19,000)
Retirement Plan 1	200	Special Purpose Vehicles	(100,000)
Retirement Plan 4	5,501	Special Purpose Equipment	<u>(16,000)</u>
Building Maintenance	1,100		
C/O Radio Equipment	72,000		
Transfer to City Garage	<u>20,000</u>		
Total	176,220	Total	(140,857)
	Net Increase		<u>\$35,363</u>

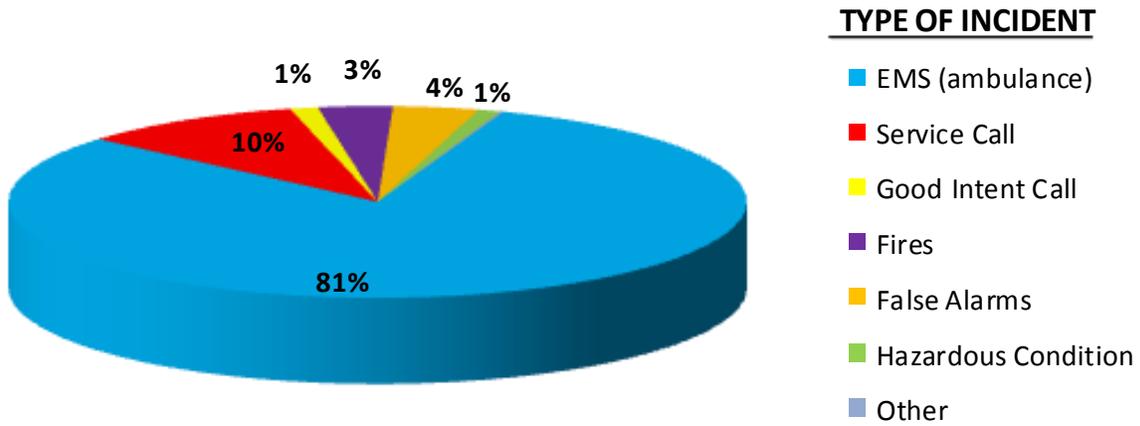
Personnel Summary:

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>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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	57	57	57	57	57	57	57	57	57	57

2018 Annual Emergency Response Analysis



**5,539 Total Fire and Ambulance Responses for Calendar Year 2018
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 2019 Accomplishments:

- Responded to 4,475 emergency medical related calls, which represents a 4.5 percent increase from the previous year.
- Provided recertification training to 31 Ponca City Fire Department PCFD personnel in order to renew Emergency Medical Technician (EMT) licensure issued by the Oklahoma Department of Health – Emergency Medical Services (EMS) Division.
- Received department-wide specialized EMS training from 5 external partner resources in the areas of blood loss control (St Francis Hospital Systems), advanced cardiac life support (AirEvac), emergent toxicology (Oklahoma Poison Control Center), para-medicine cardiology (AllianceHealth Systems), and opioid related over-dose emergencies (Rightway Medical of Ponca City).
- Purchased a new ambulance vehicle in an effort to continue the ongoing process of maintaining the departmental fleet to provide an excellent quality of care to the citizens of Ponca City and the public served within the department's designated rural response area.
- Implemented a new patient care reporting software that enables the department to provide accurate and complete documentation to the Oklahoma Emergency Medical Service Information system and streamlined the submission of electronic health records to the Department's third-party billing services provider.
- Collaborated with AllianceHealth Medical Center to support their pursuit of stroke accreditation from the Joint Commission for hospital standards and the Oklahoma Department of Health.
- Engaged 2 administrative staff personnel in train-the-trainer coursework, which will allow the department to train additional personnel and partnering agencies in the area of tactical emergency medical services during adversarial conditions.

Fiscal 2020 Objectives:

- Leverage the Department's new electronic health record reporting software to develop a training program that incorporates the software's quality management review process and the treatment-metrics feedback feature it provides.
- Develop specifications and purchase a new cardiac heart monitor in accordance with the ongoing equipment replacement plan implemented by the City of Ponca City.
- Assist AllianceHealth Medical center in their endeavor to seek re-accreditation as a Certified Chest Pain Treatment Facility from the Society of Cardiovascular Patient Care Affiliated Facilities.

General Fund - Fire/Ambulance								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	506,434	685,776	677,025	853,553	510,583	840,642	(12,911)	(1.51%)
Material/Supplies	74,683	78,677	76,536	83,000	44,682	83,000	0	0.00%
Other Charges & Svcs	64,070	92,479	83,478	106,800	66,863	118,800	12,000	11.24%
Capital Outlay	39,362	171,937	38,069	255,000	20,000	37,000	(218,000)	(85.49%)
Transfers	<u>49,229</u>	<u>75,000</u>	<u>111,436</u>	<u>110,000</u>	<u>72,015</u>	<u>105,000</u>	<u>(5,000)</u>	<u>(4.55%)</u>
Department Total	733,778	1,103,868	986,544	1,408,353	714,142	1,184,442	(223,911)	(15.90%)

Approved Capital: Lifepack 15 Patient Monitor Devices \$37,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	9,467	Health Insurance	(22,694)
Medicare	71	Workers Compensation	(436)
Retirement Plan 4	681	Ambulances	(235,000)
Misc Contractual Service	12,000	Transfer to City Garage	<u>(5,000)</u>
Special Purpose Equipment	<u>17,000</u>		
Total	39,219	Total	(263,130)
Net Decrease		<u>(\$223,911)</u>	

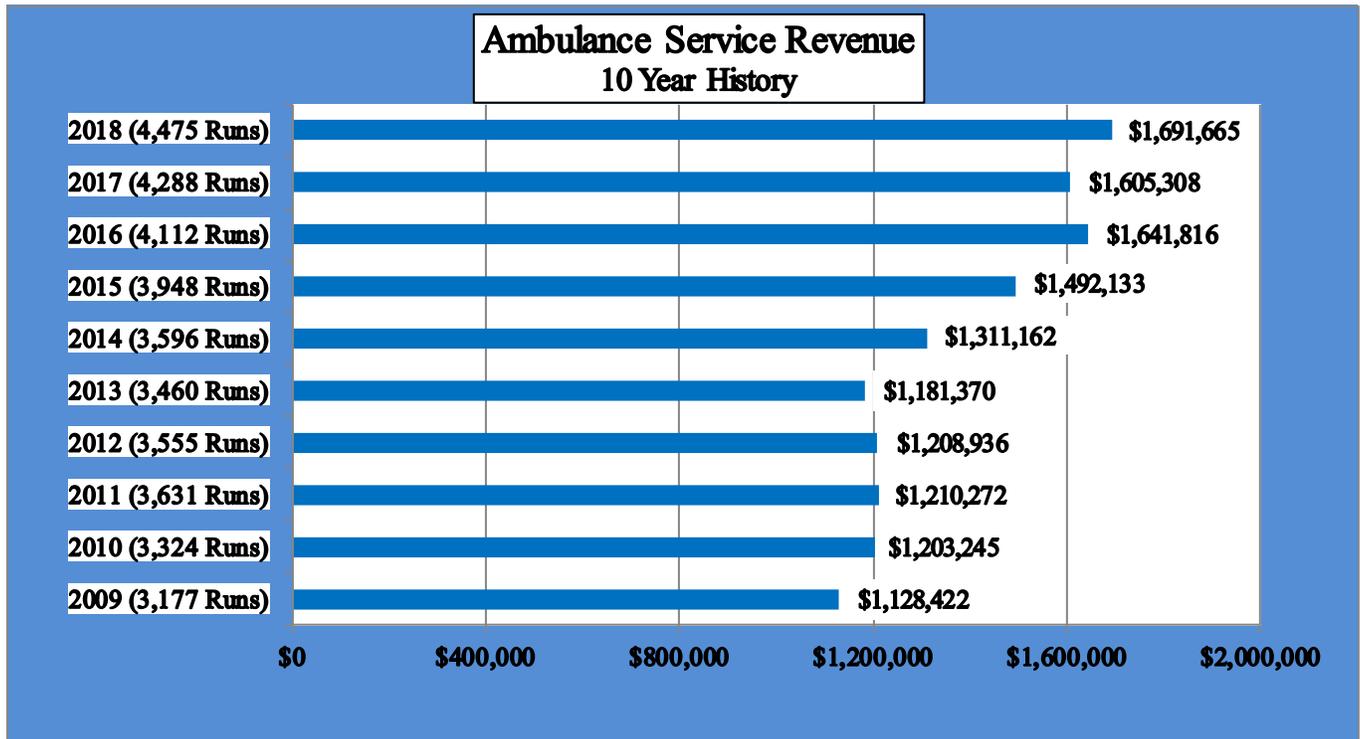
Personnel Summary:

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

Total Full Time Employees 12

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	12	12	12	12	12	12	12	12	12	12



Ambulance revenue is recognized and recorded when paid.

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.

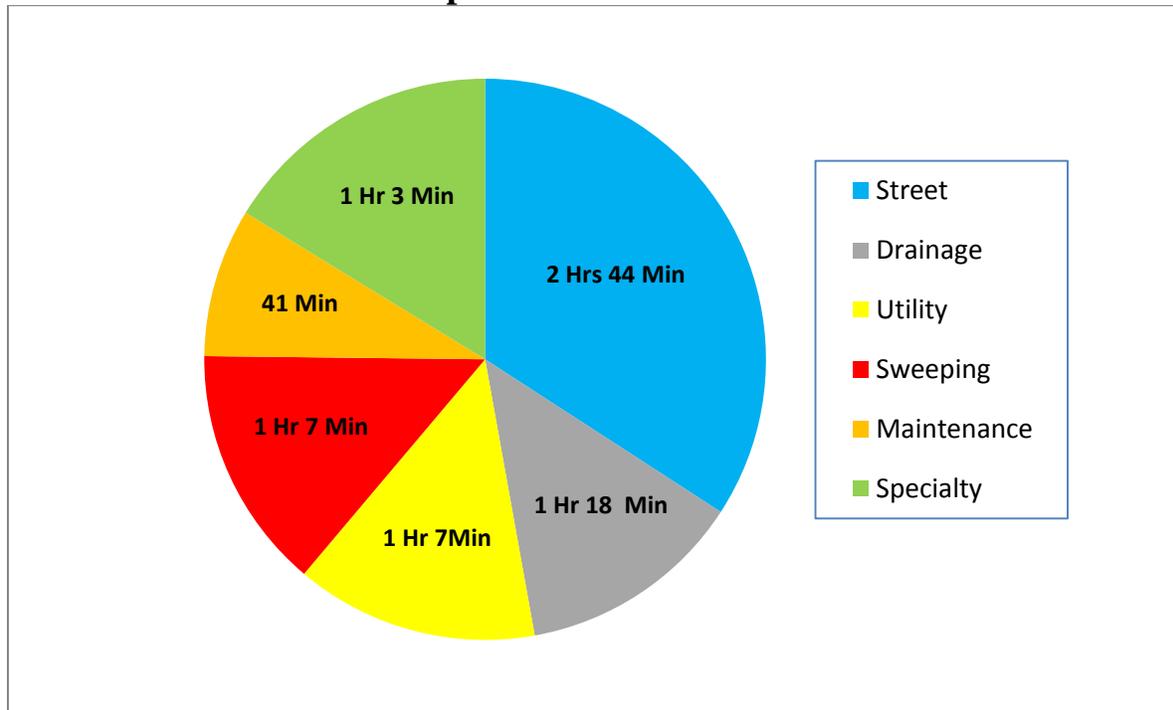
Fiscal 2019 Accomplishments:

- Demolished four houses, two apartment houses and a shop building for the proposed new Public Safety Center location. 4,784 yards of debris were removed and 1,345 yards of dirt were used in the process of grading the site.
- Completed 300 linear feet of 8 foot wide sidewalk on Grand Avenue including the 3 foot stamped colored portion. Also included in this project were 4 light pole bases, 2 handicap ramps and removal of a concrete walkway.
- Realigned and reconstructed the drainage channels along Kingston Avenue north of Prospect.
- Reshaped and reconstructed the drainage channels along 14th Street from South Avenue to Edwards Street.
- Completed various special concrete projects included pouring 2 pads for Fiber to the Home buildings, the Library Bike pad, Marland's Grand Home and a drainage control structure at Fire Station #3.
- Completed 8 miles of chip and seal which included all roads, parking lots and campgrounds around Lake Ponca.
- Performed necessary improvements at Cremers Park Detention pond, including repairing drainage channels, replacing concrete and placing rip-rap in habitual erosion prone areas.
- Removed 340 cubic yards of bricks on Elm Street and 318 cubic yards of brick on Cleveland in conjunction with new paving projects.

Fiscal 2020 Objectives:

- Continue the new grinding program which removes humps in the roadway.
- Validate all catch basins and storm drain underground lines for accuracy and completeness from the street division and Pictometry records.
- Partner with the Stormwater Division to stay in Oklahoma Department of Quality compliance as well as continue to maintain all stormwater runoff within the City.
- Chip and seal approximately 8 lane miles.
- Crack seal approximately 8 miles.
- Replace 1,000 feet of curb and gutter.

2018 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	4
Maintenance Supervisor	2	Maint Worker I	5
Equipment Operator II	3	Part-Time Employees	3
Equipment Operator I	3		

Total Full Time Employees 18
Total Part Time Employees 3

Personnel History:

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Full Time	21	20	20	20	20	20	20	20	20	18

Explanation: FY 11/12 Maintenance Worker I position was eliminated.
FY 19-20 (2) Maintenance Worker I positions were 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 2019 Accomplishments:

- Completed the survey, design, plan preparation, bidding, construction oversight and inspection of the following projects:
 - Cleveland Avenue Reconstruction from Pine Street to Oak Street.
 - Turner Street Reconstruction from Donner Avenue to Prospect Avenue.
 - Shirlee Street Reconstruction from 600 feet West of Meadow Lane to Meadow Lane.
 - Phase 1 Deep Water Boating Access Project at Lake Ponca:
 - 1,700 linear feet of new 10-inch sanitary sewer main.
 - 10 stall boat trailer parking lot.
 - Public restroom facility with parking lot.
 - Phase 2 Deep Water Boating Access Project at Lake Ponca:
 - Deep Water Boat Ramp.
 - American Disability Act (ADA) accessible courtesy dock.
 - Paved traffic loop and parking for boat ramp access.
 - Wittmer Hills ground water seepage repair.
- Provided plan review and construction oversight assistance to Oklahoma Department of Transportation (ODOT) for the design and construction of the new concrete trail loop at Lake Ponca, designated as Lake Ponca Trail – Phase 1.
- Provided general and technical review for the completion of the design and plans for a new trail segment, pedestrian bridge and trailhead parking for Lake Ponca Trail – Phase 2.
- Continued the maintenance of the necessary activities of the Community Rating System (CRS) in the effort to maintain the CRS rating of five for the City of Ponca City. This included the completion of the re-validation process with International Organization for Standardization (ISO)-CRS representatives who visited Ponca City to audit our activities.
- Provided plan review, City regulation guidance and GIS data assistance for various economic development projects in Ponca City, including Jiffy Trip Convenience Store, Ponca City Schools Concert Hall and Community Bank.

Fiscal 2019 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 Sales tax budget.
- Provide construction oversight assistance to ODOT for the construction of Lake Ponca Trail – Phase 1.
- 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. This is necessary in order to continue the reduced flood insurance premium costs for flood insurance policy holders in Ponca City.
- Provide engineering and GIS technical assistance for City departments as well as for economic development projects in Ponca City.

General Fund - Engineering Administration								
	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
EXPENDITURES:								
Personal Services	493,453	511,834	514,058	582,549	370,778	526,569	(55,980)	(9.61%)
Material/Supplies	5,838	5,517	5,973	11,550	4,889	11,550	0	0.00%
Other Charges & Svcs	22,976	24,444	19,858	51,680	14,950	51,680	0	0.00%
Capital Outlay	0	6,838	32,476	4,000	0	0	(4,000)	(100.00%)
Transfers	<u>4,491</u>	<u>6,069</u>	<u>5,940</u>	<u>8,064</u>	<u>3,254</u>	<u>7,064</u>	<u>(1,000)</u>	<u>(12.40%)</u>
Department Total	<u>526,758</u>	<u>554,702</u>	<u>578,305</u>	<u>657,843</u>	<u>393,870</u>	<u>596,863</u>	<u>(60,980)</u>	<u>(9.27%)</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	<u>4,402</u>	Full Time Salaries	(42,382)
		FICA	(2,731)
		Medicare	(647)
		ICMA Retirement City	(7,600)
		Health Insurance	(5,818)
		Workers Compensation	(1,204)
		Misc Capital Outlay	(4,000)
		Transfer to City Garage	<u>(1,000)</u>
Total	4,402	Total	(65,382)
Net Decrease		<u>(\$60,980)</u>	

Personnel Summary:

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

Total Full Time Employees 6

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	8	7	7	7	7	7	7	7	7	6

Explanation: FY 11/12 the position of Engineering Technician 1 was eliminated.
 FY 19/20 the position of GIS Specialist 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 2019 Accomplishments:

- Installed battery backup for traffic signals at Ash Street and Hartford Avenue, Prospect Avenue and Union Street, and Grand Avenue and Waverly Street.
- Continued ninth year of ten year program to replace non-compliant street name markers under routine maintenance schedule.
- Completed median revisions at 14th Street and Highland Avenue to increase sight distance for left turning drivers.
- Contracted 121,000 linear feet of pavement marking replacement on major street system.
- Produced 725 traffic control signs and 3,256 special signs/decals for city departments and other governmental agencies.
- Replaced 488 traffic control signs and 169 street name markers under routine maintenance program.
- Conducted 24 hour traffic volume counts at 81 locations on through street system & produced biannual traffic volume map.
- Conducted 17 battery backup tests, 36 conflict monitor tests, 53 emergency vehicle preemption tests and replaced 178 LED lamps under routine traffic signal maintenance program.
- Installed audible pedestrian buttons at 14th Street and Knight Boulevard.
- Implemented road diet on South Avenue from 1st Street to 14th Street by re-striping as three-lane roadway following mill and overlay project.

Fiscal 2020 Objectives:

- Complete battery backup installation at traffic signals at high volume intersections.
- Contract for \$100,000 of pavement striping on major streets.
- Replace the oldest 10 percent +/- of traffic control signs across the city.
- Re-lamp at least 5 signalized intersections under routine maintenance.
- Provide support to other departments through sign manufacture/installation, traffic striping, plan reviews, and mapping.
- Evaluate police-investigated traffic collisions and develop recommendations for remedial measures to reduce collisions where possible.

General Fund - Traffic Engineering								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	361,962	382,599	386,827	400,038	291,967	407,012	6,974	1.74%
Material/Supplies	42,524	37,755	33,977	45,550	30,761	45,950	400	0.88%
Other Charges & Svcs	2,105	3,052	2,963	5,300	2,028	5,300	0	0.00%
Capital Outlay	10,094	4,571	0	0	0	0	0	0.00%
Transfers	<u>15,963</u>	<u>11,249</u>	<u>21,422</u>	<u>17,973</u>	<u>11,889</u>	<u>17,973</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>432,648</u>	<u>439,226</u>	<u>445,189</u>	<u>468,861</u>	<u>336,646</u>	<u>476,235</u>	<u>7,374</u>	<u>1.57%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	5,149	Workers Compensation	(204)
FICA	257	Computer Supplies	<u>(700)</u>
Medicare	60		
Retirement Plan 1	1,041		
Health Insurance	671		
Office Supplies	600		
Building Maintenance	<u>500</u>		
Total	8,278	Total	(904)

Net Increase \$7,374

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>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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	6	6	6	6	6	6	6	6	6	6

Park Maintenance

Department Mission: Park Maintenance will provide clean, safe, and aesthetically pleasing parks, pools and facilities to the Ponca City community in a cost effective manner and provide facility maintenance and support to other City Departments

- Fiscal 2019 Accomplishments:**
- Facility Rentals for 2018:
 - 1,107 Campground nights
 - 7 Stage rentals
 - 189 Lake Ponca Park Shelter Rentals
 - 9 Daily Ski Dock Rentals
 - Lake Ponca Permits for 2018:
 - 306 Annual Fishing Permits
 - 314 Annual Boating Permits
 - 45 Annual Ski Permits
 - 164 Combo Permits
 - 853 Daily Fishing Permits
 - 646 Daily Boating Permits
 - 42 Daily Ski Permits
 - Celebrated Arbor Day with Lincoln School at the RecPlex.
 - Maintained Tree City USA certification.
 - Collaborated with Ponca City Military Academy Alumni to install irrigation at Memorial.
 - Edged approximately 45 miles of arterial roadways.
 - Collaborated with Traffic Engineering to paint camping spots at Lake Ponca.
 - Maintained and mowed 715 acres of grass area and 200 planted areas.
 - Completed playground accessibility projects at Attucks, Dan Moran, Young, and Lake Ponca Park.
 - Assisted installation and teardown of the Festival of Angels.
 - Installed holiday displays in the Main Street Corridor and installed new banners.
 - Repaired public lake docks.
 - Renovated skate park located at Dan Moran Park.
 - Collaborated with Ponca City Disc Golf to install new Willow Springs Disc Golf Course and to replace old baskets at Lake Ponca and War Memorial course.
 - Completed Deep Water Access Ramp.
 - Completed Phase 1 of Lake Ponca walking trail.
 - Completed hardscape of Marland Mansion north rock hill.
 - Sprayed over 70 acres for weed control.
 - Installed new playgrounds at Attucks Park and Pioneer Park.
 - Installed numerous swing sets around Ponca City.
 - Maintained both AMBUC and Wentz Pools.
 - Three staff members became Certified Pool Operators.
 - Completed over 200 work orders for the year.

Fiscal 2020 Objectives:

- Maintain a high standard of landscape by planting more perennials and shrubs.
- Maintain Tree City USA Certification.
- Maintain park system and lake with the highest quality standards.
- Continue Arbor Day Celebration with local schools and citizens.
- Continue to renovate playground surfacing with ADA compliant surfacing throughout the park system.
- Increase rentals of campgrounds and shelters by 5 percent.

Budget Highlights:

- Received over \$200,000 in donations for numerous projects around Ponca City.

General Fund - Park Maintenance								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	1,226,731	1,277,593	1,290,013	1,430,413	941,412	1,421,191	(9,222)	(0.64%)
Material/Supplies	80,758	80,966	85,236	100,950	62,157	93,950	(7,000)	(6.93%)
Other Charges & Svcs	21,781	26,385	25,339	30,900	19,479	29,450	(1,450)	(4.69%)
Capital Outlay	53,036	18,893	33,016	129,000	123,220	0	(129,000)	(100.00%)
Transfers	<u>94,489</u>	<u>109,864</u>	<u>138,277</u>	<u>114,870</u>	<u>108,190</u>	<u>139,870</u>	<u>25,000</u>	<u>21.76%</u>
Department Total	<u>1,476,795</u>	<u>1,513,702</u>	<u>1,571,880</u>	<u>1,806,133</u>	<u>1,254,458</u>	<u>1,684,461</u>	<u>(121,672)</u>	<u>(6.74%)</u>

Approved Capital:

Lake Ponca Boating/Fishing Access Dock (CIP Fund) \$100,000
(OK Dept. Wildlife) \$300,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	10,014	FICA	(362)
Retirement Plan 1	2,069	Medicare	(86)
ICMA Retirement City	1,130	Health Insurance	(20,919)
Wearing Apparel	200	Workers Compensation	(1,068)
Medical Supplies	800	PCAFC Fields - Materials	(10,000)
Hand Tools	1,500	Telephone Service Local	(1,550)
Misc Supplies	500	Custodial Services	(3,600)
Travel Expenses	1,000	Special Purpose Vehicles	(55,000)
Dues & Subscriptions	500	Machinery & Equipment	(56,000)
Education & Training	200	Park & Rec Equipment	<u>(18,000)</u>
Maintenance & Service Contact	1,000		
Misc Contractual Service	1,000		
Transfer to City Garage	<u>25,000</u>		
Total	44,913	Total	(166,585)
		Net Decrease	<u>(\$121,672)</u>

Personnel Summary:

Director	1	Park Ranger	1
Horticulture Supervisor	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>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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	24	23	23	23	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 with the goals of developing healthy minds, bodies, and enhancing the quality of life.

- Fiscal 2019 Accomplishments:**
- Summer 2018 attendance:
 - 2,136 – Adult Swimmers
 - 3,002 – Child Swimmers
 - 404 – Lap Swimmers
 - 119 – Swim Passes
 - Provided swim passes for the 2018 - \$20 for 25 vouchers
 - Sold 26 books in 2018.
 - Purchased and programmed inflatable water structure.
 - Operated registration software to process all attendees’ transactions
 - Conducted bi-weekly in-service training for lifeguard staff
 - Certified one staff member as an Aquatic Facility Operator
 - Certified one staff member as a Lifeguard Instructor
 - Installed an ADA access ramp

- Fiscal 2020 Objectives:**
- Continue in-service training for season staff.
 - Continue selling swimming pool passes.
 - Continue American Red Cross lifeguard certifications.
 - Continue operating registration software.

General Fund - AMBUC Pool								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	50,263	50,111	38,644	61,350	36,761	61,350	0	0.00%
Material/Supplies	10,783	9,850	18,507	15,306	1,439	15,306	0	0.00%
Other Charges & Svcs	232	277	297	300	195	300	0	0.00%
Capital Outlay	<u>0</u>	<u>31,313</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Department Total	61,278	91,551	57,449	76,956	38,395	76,956	0	0.00%

Approved Capital: None



Approved Budget Variances from Prior Year: None

Personnel Summary:

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

Total Part Time Employees 13

Personnel History: No Full Time Employees

Recreational Programs

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

- Fiscal 2019 Accomplishments:**
- Replaced flooring at the Senior Center.
 - Purchased new kitchen equipment for the Senior Center.
 - Senior Center Stats:
 - 186 – Participants in sponsored trips
 - 2,007 – Senior meals served on Fridays
 - 4 – Seasons of Aging events hosted
 - 20 – Vendors at Crafts & Treasures Fair
 - 300+ – Medicare Part D prescription appointments
 - 14 – Day trips
 - 500 – Weekly programs over the year
 - Developed and supervised – Generations United - an inter-generational program blending youth and seniors in programs and activities.
 - Received the 2018 Facility of Excellence Award through Oklahoma Recreation and Park Society at the Ponca City Senior Center.
 - Organized the Lighted Christmas Parade and Veterans Day Parade.
 - Coordinated the first annual Moon Light Turkey Trot with 59 participants.
 - Replied to over 200 Letters to Santa.
 - Coordinated 6 movies for Movies in the Park.
 - Sponsored the 2019 Arbor Day Coloring Contest for pre-k thru 5th grade with 150 students participating.
 - Provide City employees information on health and wellness issues.
 - Coordinated the following Adult Sports:
 - Adult Volleyball – 7 teams
 - Adult Basketball – 8 teams
 - Adult Sand Volleyball – 5 teams
 - Coordinated the following Youth Sports:
 - Youth Girls Volleyball – 73 participants
 - Pre-K – 3rd grade Boys and Girls Basketball – 178 participants
 - 4th – 8th Grade Boys and Girls Basketball – 205 participants
 - Hosted Adult and Youth Futsal at the RecPlex and Unity Gym.
 - Expanded Community Classes.
 - Resurfaced four tennis courts at the Wally Smith Tennis Center.

- Fiscal 2020 Objectives:**
- Continue expanding program offerings for all ages.
 - Continue City employee health and wellness programs.
 - Expand nutritional classes with food prep.
 - Utilizing the new kitchen at the Senior Center in more programs.
 - Continue to expand and promote Medicare Part D awareness for senior assistance.
 - Continue day trips for the senior populations.
 - Continue partnership educational events with community organizations.

Budget Highlight:

- Received over \$62,000 from community/philanthropic organizations for improvements and expanded services at the Senior Center.

General Fund - Recreational Programs								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	228,105	242,930	234,193	250,956	171,837	254,887	3,931	1.57%
Material/Supplies	26,000	22,675	28,867	37,200	21,465	33,200	(4,000)	(10.75%)
Other Charges & Svcs	28,535	32,553	38,731	47,100	46,020	49,600	2,500	5.31%
Capital Outlay	6,500	7,000	25,000	53,000	40,731	0	(53,000)	(100.00%)
Transfers	<u>6,587</u>	<u>6,562</u>	<u>7,247</u>	<u>7,499</u>	<u>5,217</u>	<u>7,499</u>	<u>0</u>	<u>0.00%</u>
Department Total	295,727	311,719	334,038	395,755	285,270	345,186	(50,569)	(12.78%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	3,140	Workers Compensation	(179)
FICA	71	Senior Center Materials	(4,000)
Medicare	24	Advertising	(1,500)
Retirement Plan 1	633	Miscellaneous	(1,000)
Health Insurance	242	Senior Center	(10,000)
Recreation Officials	<u>5,000</u>	Special Purpose Equipment	(15,000)
		Misc Capital Outlay	<u>(28,000)</u>
Total	9,110	Total	(59,679)
Net Decrease		<u>(\$50,569)</u>	

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>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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	3	3	3	3	3	3	3	3	3	3

Wentz Camp

Department Mission: Wentz Camp provides quality recreational opportunities with goals of developing healthy minds, bodies, and enhancing the quality of life.

- Fiscal 2019 Accomplishments:**
- Summer 2018 attendance:
 - 3,586 – Adult Swimmers
 - 3,393 – Child Swimmers
 - 253 – Swim Passes
 - Provided swim passes for 2018 – \$20.00 for 25 vouchers:
 - Sold 26 books in 2018
 - Hosted 2M2L Back to School Bash with over 350 students participating in group games, volleyball tournament and swimming.
 - Rented Wentz Camp and dining hall for 67 private events.
 - Conducted bi-weekly in-service training for seasonal staff.
 - Sponsored two “Full Moon Over Wentz” free family swims.
 - Certified 1 staff member as an Aquatic Facility Operator.
 - Repaired Cabin #5 roof leak and repaired 6 other roofs.
 - Replaced entry doors to all cabins and bathrooms.
 - Refinished lamp posts and lifeguard stands.
 - Certified 1 staff member as a Lifeguard Instructor.
 - Opened the dining hall for year round reservations.
 - Operated registration software to process all attendee’s transactions.
 - Sponsored Boulder Bash bike race and Tall Grass Tour.

- Fiscal 2020 Objectives:**
- Continue host site for 2M2L Back to School Bash.
 - Continue in-service training for seasonal staff.
 - Install picnic tables and fire rings near cabins.
 - Continue to expand rental availability of cabins.

General Fund - Wentz Camp								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
				Personal Services	39,876	54,315		
Material/Supplies	24,923	16,726	33,052	28,800	5,728	28,800	0	0.00%
Other Charges & Svcs	2,133	1,777	2,505	2,500	1,680	2,500	0	0.00%
Capital Outlay	0	4,625	5,131	0	0	0	0	0.00%
Transfers	<u>2,148</u>	<u>2,394</u>	<u>2,320</u>	<u>3,677</u>	<u>1,848</u>	<u>3,677</u>	<u>0</u>	<u>0.00%</u>
Department Total	69,080	79,837	92,535	95,083	34,997	95,083	0	0.00%

Approved Capital: Wentz Camp Cabin Renovations (Hotel/Motel Tax) \$25,000

Approved Budget Variances from Prior Year: None

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 American Indian artifacts that pertain to the life of Marland.

Fiscal 2019 Accomplishments:

- Prepared new display of 101 Ranch family, furnishings, performers, and store.
- Hosted *Outdoor Oklahoma* magazine professionals, assisted in news article for magazine covering the new Deer Hides/Bones/Tool exhibit.
- Showcased the site as an educational/historic resource, presenting "Listen and Learn" programs on "Fox Hunting in the 1920s", "1700s Fur Trading Along the Arkansas River", "Marland Hunting Camps – Part I and Part II", and "Fred Bartram and the Northwest Tribal Collection".
- Created a "Look and Learn" indoor fox hunt photo activity for visitors.
- Added vintage landscaping with heritage plantings, stone walkways, table and chairs.
- Created working grounds map, including placement of landscape/trees, decorative elements, cistern, sprinkler system, electric, fiber, natural gas, and time capsule.
- Prepared new exhibit on Lille M. Burkhart and her Osage artifacts.
- Prepared "Mystery at the Museum" interactive collage activity for visitors.
- Hosted "Behind the Scenes" mystery room tour, partnering with the Friends of the Marland's Grand Home.
- Added "Whit the Fox" life-size costumed character as a mascot for special events.
- Continued to steadily increase visitors, doubling numbers over the last five years from 3,200 to 6,700.

Fiscal 2020 Objectives:

- Create a better appreciation for the home/architecture as a historic museum, develop more authentic and accurate museum spaces, and create a more desirable special events/meeting room space.
- Continue to identify and restore structural issues and physical needs of the building.
- Continue to work in partnership with the Cultural Affairs Commission, Ponca City Tourism Bureau, the Friends of Marland's Grand Home, and other community organizations.
- Continue to work with 101 Ranch groups to organize and label all remaining 101 Ranch artifacts.
- Continue exterior stonework repairs for Phase II and Phase III.
- Add protective mesh over glass to basement exterior doors and windows.
- Continue monthly newspaper articles, Mystery at the Museum photos, website updates, and social media posts.
- Continue to seek museum expertise, training, and partnerships with similar sites.
- Partner with other Ponca City culture sites for Holiday Happening Weekend events.

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Janitor Supplies	200	Full Time Salaries	(31,634)
Misc Repair & Maint	300	Part Time Salaries	(5,857)
Travel Expenses	300	FICA	(2,504)
Misc Professional Services	<u>1,320</u>	Medicare	(592)
		Retirement Plan 1	(2,658)
		Health Insurance	(17,866)
		Workers Compensation	(815)
		Vehicle Allowance	(600)
		Office Supplies	(100)
		Building Maintenance	(1,000)
		Cultural Center/Building	(500)
		Gas Utilities	(50)
		Telephone Service Local	(75)
		Printing	(100)
		Office Equipment Maint	(100)
		Pest Control Service	<u>(30)</u>
Total	2,120	Total	(64,481)
Net Decrease		<u>(\$62,361)</u>	

Personnel Summary:

Assistant Director	1	Operation Assistant – Part Time	1
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Total Full Time Employees 1
Total Part Time Employees 1

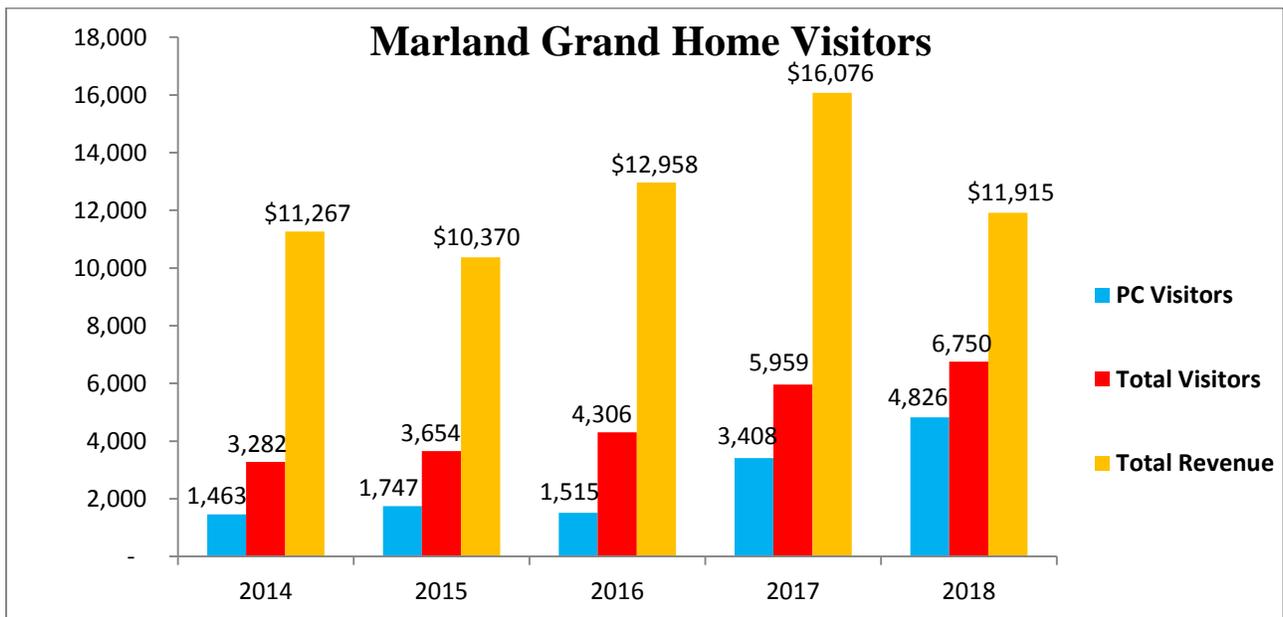
Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	1	1	1	1	2	2	3	3	2	1

Explanation: FY 14/15 a position of Assistant Director was created.
FY 16/17 Hutchins Memorial Maintenance Technician moved to Marland Grand Home
FY 18/19 Operation Assistant was switched to Part Time.
FY 19/20 Maintenance Technician was moved to Marland Estate.



Marland's Grand Home is located at 1000 East Grand Avenue.



Visitors/Revenue tracked on a calendar year from January – December.

Library

Department Mission: “Enriching lives, building community and fostering success by bringing people, information and ideas together”

The Ponca City Library is a core community service providing equal access to the best sources of information, current technology, quality collections, outstanding programs, and exceptional service. 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 2019 Accomplishments:**
- Completed over 28,000 checkouts of downloadable materials through the Oklahoma Virtual Library Consortium to Ponca City residents.
 - Provided over 18,000 checkouts of downloaded magazines through RB Digital to library card holders.
 - Provided free income tax preparation services to over 1,000 people in partnership with Volunteer Income Tax Assistance program (VITA) volunteers.
 - Upgraded the library computer lab’s Virtual Desktop Infrastructure (VDI) connectivity for public computer access.
 - Completed phase 2 of upgrading all library computers.
 - Prepared a new 3 year planning document for the provision of library services in Ponca City.
 - Assessed signage throughout the library.
 - Created more than 150 displays throughout the year to highlight collections, formats and new materials.
 - Delivered passive programming to over 20,000 participants in events, such as Book Club Pick up, Inspirational Journals, Chalkboard Poetry, Write a Novel, Back to School, and Heart of Oklahoma.
 - Presented children’s outreach services to the Otoe Missouri Head Start and the Ponca Head Start.
 - Presented a 5 week Let’s Talk About It Oklahoma program featuring book club discussions led by Oklahoma scholars on books such as The Glass Castle.
 - Facilitated 55,000 successful searches from online databases such as Rosetta Stone, Learning Express, reference USA, and Valueline.
 - Provided over 200 creative and diverse adult programs, such as Slime Factory, Book Club, Adulting 101, Back to the Decades proms, Financial Fitness- Debt Drills, and First Freaky Friday Film Festival.
 - Provided over 250 programs to over 10,000 children and teens.
 - Provided over 7,000 computer sessions in the library lab.

- Fiscal 2020 Objectives:**
- Implement new goals and service objectives based on new 3 year planning document.
 - Identify at least 2 new community partners for service or program sponsorships.
 - Prepare new print and electronic access points for donations, memorials and estate designations.

- Provide at least 10 Science, Technology, Engineering and Mathematics (STEM) or Science, Technology Engineering, Arts and Mathematics (STEAM) events for all ages in FY19/20.

General Fund - Library								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	641,096	691,532	684,794	718,879	516,883	746,910	28,031	3.90%
Material/Supplies	191,829	188,791	184,429	203,300	103,122	204,600	1,300	0.64%
Other Charges & Svcs	73,992	77,069	74,753	75,000	60,300	76,450	1,450	1.93%
Capital Outlay	18,087	5,455	17,294	49,000	32,373	22,000	(27,000)	(55.10%)
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>943,637</u>	<u>981,479</u>	<u>979,903</u>	<u>1,064,812</u>	<u>726,653</u>	<u>1,068,593</u>	<u>3,781</u>	<u>0.36%</u>

Approved Capital: Video Surveillance System \$22,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	9,918	ICMA Retirement City	(175)
Part Time Salaries	2,848	Workers Compensation	(183)
FICA	1,213	Gas Utilities	(200)
Medicare	284	Maintenance & Service	(200)
Retirement Plan 1	1,793	Computer Capital Expense	(41,000)
Health Insurance	12,333	Misc Capital Outlay	<u>(8,000)</u>
Books & Periodicals	1,000		
Building Maintenance	300		
Travel Expenses	200		
Printing	100		
Dues & Subscriptions	150		
Education & Training	200		
Computer Services	1,000		
Misc Contactual Service	200		
Special Purpose Equipment	<u>22,000</u>		
Total	53,539	Total	(49,758)
	Net Increase		<u>\$3,781</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>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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	11	11	11	11	11	11	11	11	11	11

	2009	2010	2011	2012	2013	2013	2014	2015	2016	2017	2018
Circulation per Capita	9.81	9.88	9.13	8.86	9.03	9.03	8.17	7.95	8.46	8.90	9.85
Program Attendance Per Capita	.35	.28	.30	.68	.92	.92	.61	.38	.79	1.09	1.38
Reference Transactions	.71	.75	.71	.70	.48	.48	.52	.56	.32	.53	.46
Collection Turnover Rate	2.54	2.55	2.73	2.44	2.55	2.55	2.51	2.45	2.6	2.57	2.85
Collection Size Per Capita	3.35	3.88	3.34	3.62	3.53	3.53	3.24	3.24	3.26	2.80	2.31
Library Cards % of Community	73%	73%	72%	69%	67%	67%	68%	53%	59%	59%	64%

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



Library Grant Fund

Department Mission: Library staff will pursue grant funding and community partners to enhance library materials and services.

- Fiscal 2019 Accomplishments:**
- Worked with Volunteer Income Tax Assistance (VITA) volunteers and other donors to bring funding for the Library and Friends of the Library through Phillips 66 and ConocoPhillips volunteer grant programs.
 - Provided more than 10 programs for children and young adults, as well as the tween Halloween Spooktacular, Back to School Ice Cream Social, Turkey Bingo, and gingerbread house making..
 - Organized the annual Children’s Rodeo and Touch-A-Truck event for over 700 participants utilizing community participation from departments of the City of Ponca City, the Rodeo Foundation, community business partners and the Friends of the Ponca City Library.
 - Spent approximately \$20,000 to update the children’s and teen print material collection.
 - Provided family science and nature programming, such as RoarOrchestra, through grants from the Oklahoma City Zoo.
 - Provided over 60 programs to over 5,000 children and teens with support from the Oklahoma Department of Libraries, Institute of Museum and Library Services and the Friends of the Ponca City Library during the annual Summer Reading Program.
 - Provided a community Story Walk through a Health Literacy grant.
 - Provided the second annual Community Resource Fair to over 280 participants.
 - Provided a circulating family museum pass for the Exploration Destination.
 - Provided children’s reading tiger cub book bags to help young readers celebrate receiving their first library card.
 - Provided acid free storage materials for the library archives.
 - Added electronic and audio books for the Oklahoma Virtual Library Consortium.
 - Provided a Night at the Library for children who met their summer reading program goals.
 - Provided a six week series on Financial Fitness through funding from the Friends of Libraries in Oklahoma.
 - Provided a 5 part Let’s Talk About It series featuring Oklahoma scholars discussing authors and books, such as The Glass Castle, with audience participants.

- Fiscal 2020 Objectives:**
- Augment category 2 & 3 budgets at least by an additional 10 percent through grants, gifts, and program sponsorships.
 - Provide a community resource fair in summer 2019 utilizing community partners and local businesses, with two new community partners.
 - Identify two new funding sources for augmenting the Library’s collections and services.

Special Revenue - Library Grant Fund								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Grant Revenue	<u>104,987</u>	<u>7,033</u>	<u>4,792</u>	<u>10,000</u>	<u>7,220</u>	<u>10,200</u>	<u>200</u>	<u>2.00%</u>
Total Revenues:	<u>104,987</u>	<u>7,033</u>	<u>4,792</u>	<u>10,000</u>	<u>7,220</u>	<u>10,200</u>	<u>200</u>	<u>2.00%</u>
EXPENDITURES								
Material & Supplies	34,685	20,162	16,353	2,000	11,527	2,200	200	10.00%
Other Charges & Svcs	34,602	20,260	16,175	8,000	11,575	8,000	0	0.00%
Capital Outlay	<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 Expenditures:	<u>69,288</u>	<u>40,422</u>	<u>32,527</u>	<u>10,000</u>	<u>23,102</u>	<u>10,200</u>	<u>200</u>	<u>2.00%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>	<u>Decreases</u>
Books & Periodicals	<u>200</u>	
Total	200	Total 0
Net Increase	<u>\$200</u>	



Cover art for brochures for *A Universe of Stories*.
The 2019 summer event is funded by the Library Services Technology Act

Library State Aid Fund

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

- Fiscal 2019 Accomplishments:**
- Contacted state legislators at least three times during FY 18/19 to engage support for community library services in Ponca City.
 - Library staff participated in the Oklahoma Library Association Legislative committee and training events in library advocacy.
 - Library staff assumed leadership position in the Public Library Director’s Council and acted to improve communication of public libraries’ community values to elected officials.
 - Provided regular updates to library staff and Board members about funding issues and legislative issues affecting state appropriations to libraries’ funding and legal oversight of public libraries.
 - Provided materials for programs and displays throughout the year.
 - Provided funds for a pilot project providing 11 mobile hot spots to Ponca City Library card holders.
 - Worked to comply with eligibility requirements to receive state aid funding.
 - Provided professional staff development at the annual Polaris User Group conference, where library staff served as presenters.

- Fiscal 2019 Objectives:**
- Contact state legislators on library issues at least three times a year.
 - Maintain the Library’s eligibility for state appropriated grants and aid.
 - Provide board and staff updates on state funding issues at least twice annually.
 - Attend at least one training session on fund raising to become more competitive in obtaining alternative funding sources for library services and programs annually.
 - Monitor legislative bills and trends that may impact library services, policies and trends routinely.

Special Revenue - Library State Aid								
	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
REVENUES								
Trust Revenue	<u>12,963</u>	<u>12,241</u>	<u>12,690</u>	<u>12,500</u>	<u>10,931</u>	<u>12,700</u>	<u>200</u>	<u>1.60%</u>
Total Revenues:	<u>12,963</u>	<u>12,241</u>	<u>12,690</u>	<u>12,500</u>	<u>10,931</u>	<u>12,700</u>	<u>200</u>	<u>1.60%</u>
EXPENDITURES								
Material & Supplies	4,652	4,723	4,690	4,000	0	4,200	200	5.00%
Other Charges & Svcs	<u>7,000</u>	<u>7,518</u>	<u>8,000</u>	<u>8,500</u>	<u>2,636</u>	<u>8,500</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	<u>11,651</u>	<u>12,241</u>	<u>12,690</u>	<u>12,500</u>	<u>2,636</u>	<u>12,700</u>	<u>200</u>	<u>1.60%</u>

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Office Supplies		<u>200</u>		
	Total	200	Total	0
		Net Increase		<u>\$200</u>

Street & Alley Fund

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

- Fiscal 2019 Accomplishments:**
- Provided funding for the repair of utility cuts using 104 tons of asphalt and 249 yards of concrete.
 - Provided funding to make all necessary repairs to City streets using 310 tons of asphalt and 168 yards of concrete.
 - Provided funding for 900 feet of curb and gutter replacement throughout the City.
 - Provided funding for 3 lane miles of crack sealing on City streets.
 - Provided funding to repair 265 blocks of City maintained alleys, while using 449 tons of Traffic Bound Surface Course (TBSC) rock.

- Fiscal 2020 Objectives:**
- Fund the crack seal program.
 - Fund materials to repair alleys and roads.
 - Fund materials to repair all utility cuts incurred during the year.
 - Fund the curb replacement program.
 - Provide funding for both the fog seal and chip and seal programs.

Special Revenue - Street & Alley Fund								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
County Mtr Veh Tax	179,549	169,371	170,500	175,000	115,110	170,000	(5,000)	(2.86%)
State Gasoline Tax	48,449	44,457	45,500	46,000	29,278	45,000	(1,000)	(2.17%)
Misc Receipts	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.00%
Total Revenues:	227,997	213,828	216,000	221,000	144,388	215,000	(6,000)	(2.71%)
EXPENDITURES								
Material & Supplies	230,457	160,149	192,201	293,000	85,808	290,000	(3,000)	(1.02%)
Other Charges & Svcs	0	0	0	15,000	2,619	15,000	0	0.00%
Capital	<u>0</u>	<u>443,854</u>	<u>125,617</u>	<u>95,000</u>	<u>0</u>	<u>0</u>	<u>(95,000)</u>	<u>(100.00%)</u>
Total Expenditures:	230,457	604,003	317,819	403,000	88,427	305,000	(98,000)	(24.32%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>	<u>Decreases</u>
Snow Removal Supplies	Street Maintenance
2,000	(5,000)
	Special Purpose Vehicles
	(95,000)
Total	Total
2,000	(100,000)
Net Decrease	<u>(\$98,000)</u>

Special Projects – Juvenile Fines

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

Fiscal 2019 Accomplishments:

- Updated web page information for Juvenile Court.
- Truancy ordinance created and approved.
- Continued to stagger court appearance times to not have so many defendants present in court lobby all at one time.

Fiscal 2020 Objectives:

- Maintain filing notifications to the Office of the Juvenile Affairs (OJA) to keep their office informed of case being processed through our court as per the signed agreement between OJA, District Court, and the City of Ponca City.
- Continue to fund contract with Northern Oklahoma Youth Services on Youth Intervention programs.
- Continue to require status review dates to ensure compliance and/or process cancellations for failure to follow a court order such as, failure to pay fines, complete counseling sessions, and anger management sessions.
- Develop procedure on new Truancy section of City Ordinance.

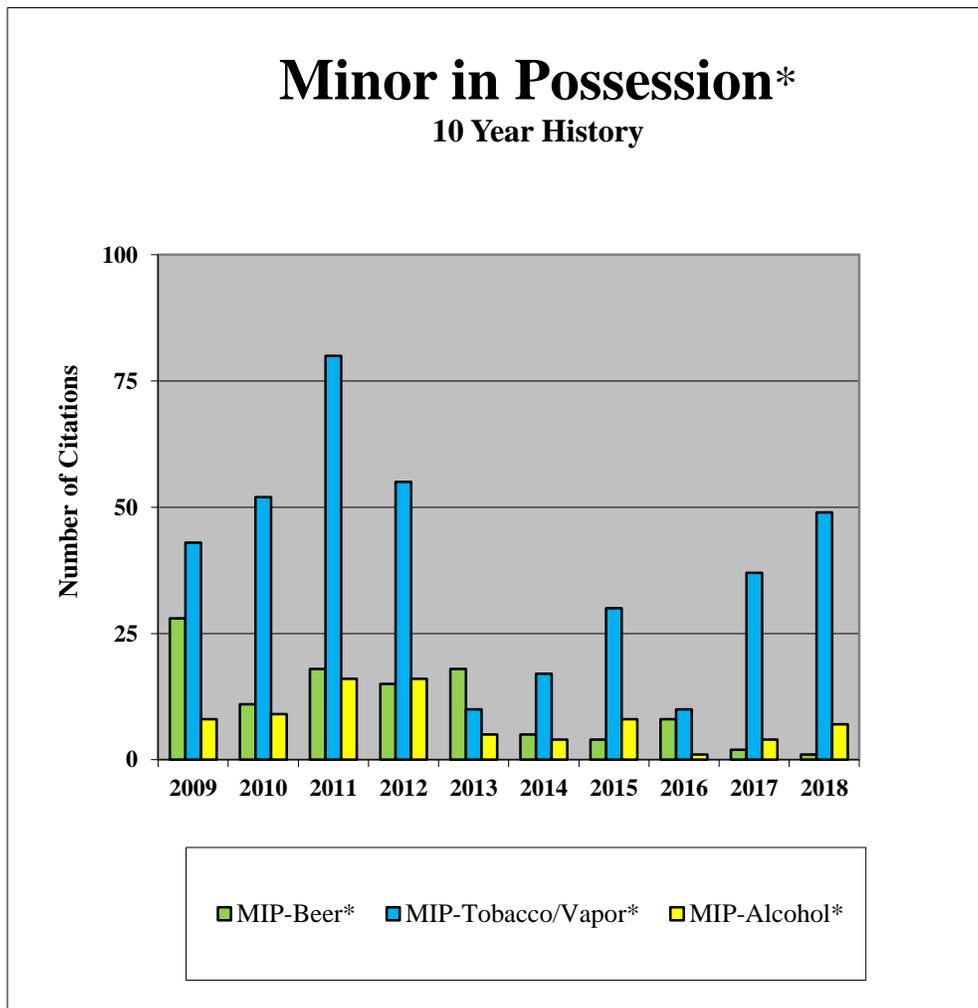
Special Revenue - Special Projects Fund - Juvenile Fines								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Juvenile Fines	21,970	25,443	23,519	20,000	22,343	22,000	2,000	10.00%
Misc Receipts	0	0	0	0	0	0	0	0.00%
Total Revenues:	21,970	25,443	23,519	20,000	22,343	22,000	2,000	10.00%
EXPENDITURES								
Personal Services	17,898	0	0	5,000	900	7,000	2,000	40.00%
Material & Supplies	688	723	0	0	0	0	0	0.00%
Other Charges & Svcs	15,125	15,000	15,000	15,000	11,250	15,000	0	0.00%
Total Expenditures:	33,710	15,723	15,000	20,000	12,150	22,000	2,000	10.00%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Contract Labor		<u>2,000</u>		
	Total	2,000	Total	0
		Net Increase		<u>\$2,000</u>

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



Juvenile Caseload Ten Calendar Year Comparison

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Assault and Battery	67	65	67	55	45	45	41	46	46	35
MIP-Beer*	28	11	18	15	18	5	4	8	2	1
MIP-Tobacco/Vapor*	43	52	80	55	10	17	30	10	37	49
MIP-Alcohol*	8	9	16	16	5	4	8	1	4	7
Petit Larceny	54	53	48	49	46	32	38	25	36	13
Public Intoxication	28	46	53	35	14	8	21	15	11	11
Trespassing	9	3	3	4	14	6	6	6	8	12
Vandalism	29	19	24	8	96	19	20	19	26	10
Curfew	146	81	76	118	62	21	44	23	61	57
Poss of Paraphernalia				12	16	14	10	7	23	29
Poss of Marijuana				10	15	21	11	13	17	22
Obstructing				2	1	8	4	5	0	1
False Information				3	3	1	2	3	2	0
Sell or give beer under 21				1	0	0	0	0	4	0
Harrasment via Tele/Elec				0	0	1	9	6	13	3
Allow Animal Attack/Bite				0	0	1	0	0	0	0
Resisting Arrest							1	1	0	0
Disturb Peace (Fighting/Language)							28	58	33	47
Conduct Near School							9	8	9	5
Interefer with Police Officer							1	0	0	0
Smoking Prohibited Area								1	0	0
Conspiracy to Commit Misdemeanor								1	0	1
Contribute to Delq of Minor								1	0	0
Possession of False ID								1	0	0
False Alarm Activiation								1	0	0
Juv Littering									4	0
Juv Discharge									1	0
Total	412	339	385	383	345	203	287	259	337	303



Hotel/Motel Guest Tax Fund

Department Mission: The Hotel/Motel Excise Tax set aside by a vote of the people will be used exclusively for promotion of tourism and capital improvements to recreation facilities on public property for the public at large within Ponca City and its environs.

Fiscal 2019 Accomplishments:

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

Fiscal 2020 Objectives:

- Fund public recreation capital improvements as identified by staff and approved by the City Commission.
- Fund the Tourism Program operated by the Chamber of Commerce.
- Enhance promotion of Ponca City as a destination to be seen and experienced, through new and expanded medium.

Special Revenue - Hotel/Motel Guest Tax								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Outside Revenue	579,519	533,487	677,437	540,000	367,943	600,000	60,000	11.11%
Other Revenue	980	14	1,438	0	1,141	0	0	0.00%
Total Revenues:	580,499	533,500	678,874	540,000	369,084	600,000	60,000	11.11%
EXPENDITURES								
Personal Services	0	0	0	0	0	0	0	0.00%
Material & Supplies	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	260,183	263,827	264,527	289,167	212,793	294,167	5,000	1.73%
Capital Outlay	192,887	174,756	174,346	291,000	540,055	25,000	(266,000)	(91.41%)
Transfers	0	0	0	0	0	0	0	0.00%
Total Expenditures:	453,070	438,584	438,873	580,167	752,848	319,167	(261,000)	(44.99%)

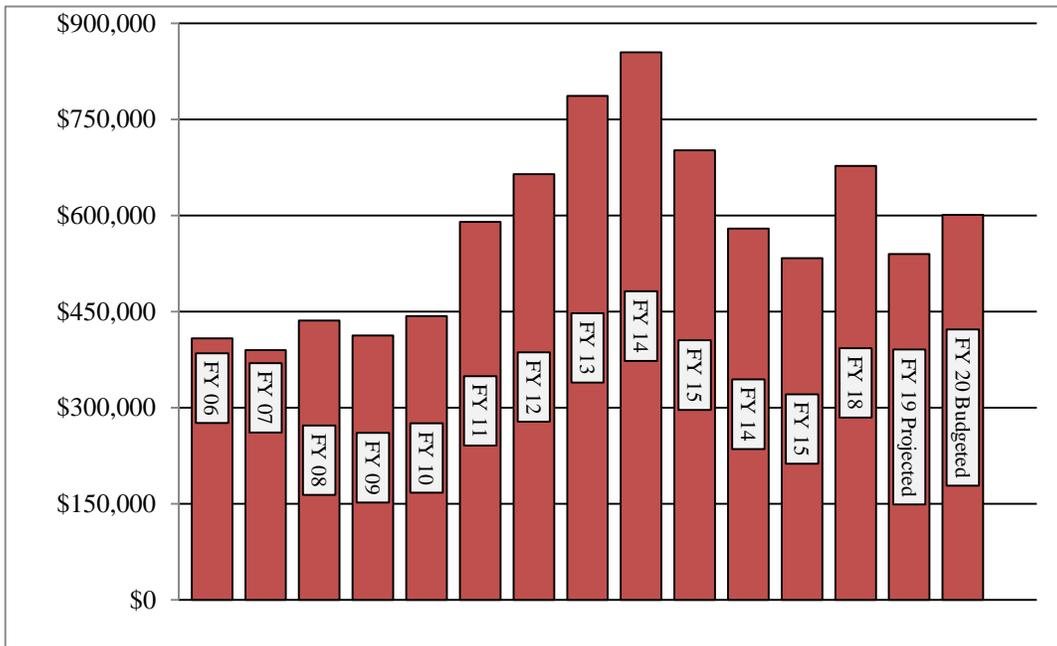
Hotel/Motel Tax Fund Approved Funding - Fiscal 2019-20

Wentz	Wentz Camp Cabin Renovations	\$25,000
	Total Hotel/Motel Tax	\$25,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Advertising	5,000		Public Recreation Impr	<u>(266,000)</u>
	Total	5,000		Total
				(266,000)
		Net Decrease		<u>(\$261,000)</u>

**Hotel/Motel Occupancy Taxes
Collected 2006-Present**



Grant Fund Certified Local Government Grant

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

- Fiscal 2019 Accomplishments:**
- Completed 8 National Register Nominations: Van Cleave & Associates Building, Temple Emanuel Synagogue, First Presbyterian Church, Ponca City Milling Company Elevator, Ponca Power Plant, The Cleary House, The Charlotte Marland House, and the Ponca City Airport - Original Hangar.
 - Completed the update of the Downtown Ponca City Historic Survey.

- Fiscal 2020 Objectives:**
- Complete and submit annual Certified Local Governments (CLG) Grant Application.
 - Review Certificate of Appropriateness as required.
 - Attend State and National Preservation Conference for continuing education.
 - Assist City staff in the review of all historic preservation grants activities.
 - Complete Design Guidelines for the Downtown Ponca City Historic District utilizing grant funding from the Certified Local Governments program.
 - Complete 4 National Register Nominations for the First Christian Church, Alcorn/Pickeral House, Nickles Machine Shop, and CME Chapel/Kimbrough Temple utilizing grant funding from the Certified Local Government program.

Special Revenue - Certified Local Government								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2019	Actual 3/31/2019		Amount	Percent
Cert Local Gov Grant	<u>8,424</u>	<u>18,579</u>	<u>16,085</u>	<u>6,000</u>	<u>7,415</u>	<u>6,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	<u>8,424</u>	<u>18,579</u>	<u>16,085</u>	<u>6,000</u>	<u>7,415</u>	<u>6,000</u>	<u>0</u>	<u>0.00%</u>
EXPENDITURES								
Other Charges & Svcs	<u>11,721</u>	<u>25,628</u>	<u>18,503</u>	<u>10,000</u>	<u>15,715</u>	<u>10,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	<u>11,721</u>	<u>25,628</u>	<u>18,503</u>	<u>10,000</u>	<u>15,715</u>	<u>10,000</u>	<u>0</u>	<u>0.00%</u>

Approved Capital: None

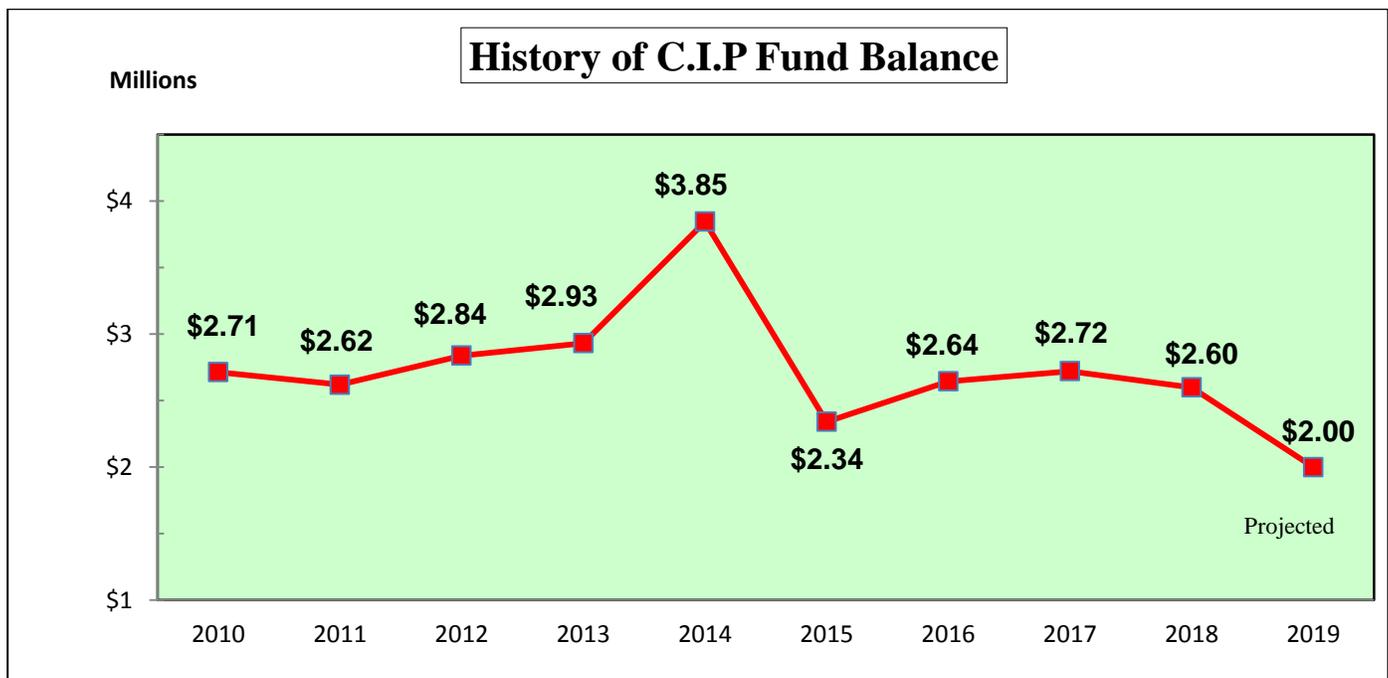
Approved Budget Variances from Prior Year: None

Capital Improvements Project

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

- Fiscal 2019 Accomplishments:**
- Funded preliminary engineering and design of a new Public Safety Center.
 - Funded new playground and swing sets at Pioneer Park.
 - Funded new swing sets at other local parks.
 - Funded East Terrace Stonework Renovation Project at Marland’s Grand Home.
 - Funded computer lab upgrades at Library.
 - Funded a City Manager contingency budget to address unanticipated capital needs that arise during the fiscal year.

- Fiscal 2020 Objectives:**
- Fund various critical capital improvements as identified by management and Approved by the City Commission.



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

Capital Improvements Project								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Intergov Grants	3,500	0	0	0	0	0	0	0.00%
Donations	1,199	50,725	49,989	0	405,000	70,000	70,000	0.00%
Trfr from PC Energy	400,000	400,000	600,000	400,000	1,635,000	400,000	0	100.00%
Trfr from PCUA Bond	0	0	0	0	0	455,000	455,000	0.00%
Interest Income	22,586	23,445	42,799	35,000	62,612	70,000	35,000	100.00%
Total Revenues:	427,285	474,170	692,788	435,000	2,102,612	995,000	560,000	128.74%
EXPENDITURES								
Other Charges and Svcs	33,481	83,415	0	0	0	0	0	0.00%
Capital Outlay	299,599	496,633	480,701	648,160	1,095,198	1,045,500	397,340	61.30%
Debt Service	0	0	0	0	0	0	0	0.00%
Transfers	<u>16,667</u>	<u>16,667</u>	<u>16,667</u>	<u>16,667</u>	<u>16,667</u>	<u>16,667</u>	0	0.00%
Total Expenditures:	349,747	596,715	497,368	664,827	1,111,865	1,062,167	397,340	59.77%

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
C/O Land Improvement	15,000	Technology Services Capital	(45,500)
Ponca City RecPlex	18,000	Wentz Pool Capital	(25,000)
Fire Trucks	455,000	Library Capital Improvement	(30,000)
Lake Ponca Capital	100,000	Park Dept	(157,000)
Marland Mansion Capital	33,300	Golf Capital	<u>(26,500)</u>
Marland's Grand Home	10,040		
Misc Capital Outlay	<u>50,000</u>		
Total	681,340	Total	(284,000)
Net Increase		<u>\$397,340</u>	

**Capital Improvement Projects (CIP) Fund
Approved Funding - Fiscal 2019-20**

Fire Department	Pumper Apparatus – Station #4	(\$300k trf from 370 Fund)	\$455,000
City Manager	Capital Contingency		\$150,000
Tech Services	Ponca City Free Wifi Annual Licensing & Support		\$110,000
Park Department	Lake Ponca Boating/Fishing Imp.	(\$100k FY 19 Donation)	\$100,000
Marland Mansion	New Roof System for Artist Studio	(\$45k Donations)	\$90,000
Marland’s Grand Home	Phase II Ext. Renovations	(\$25k Donations FOMGH)	\$60,000
RecPlex	Boiler Re-route and Fire Suppression Back Flow Replaced		\$18,000
Wentz Golf	Replace Support Beams		\$18,000
Airport	FAA – Non Airport Entitlement Program (match)		\$16,667
Cann Estate	Repair of Brick Pathways		\$15,000
Wentz Golf	Club Car Carryall 500		\$12,500
Marland’s Grand Home	Ext. Handicap Ramp	(\$12k FY19 Donation)	\$12,000
Wentz Golf	Painting Outside of the Clubhouse		\$5,000
Total CIP Capital Improvements			<u>\$1,062,167</u>

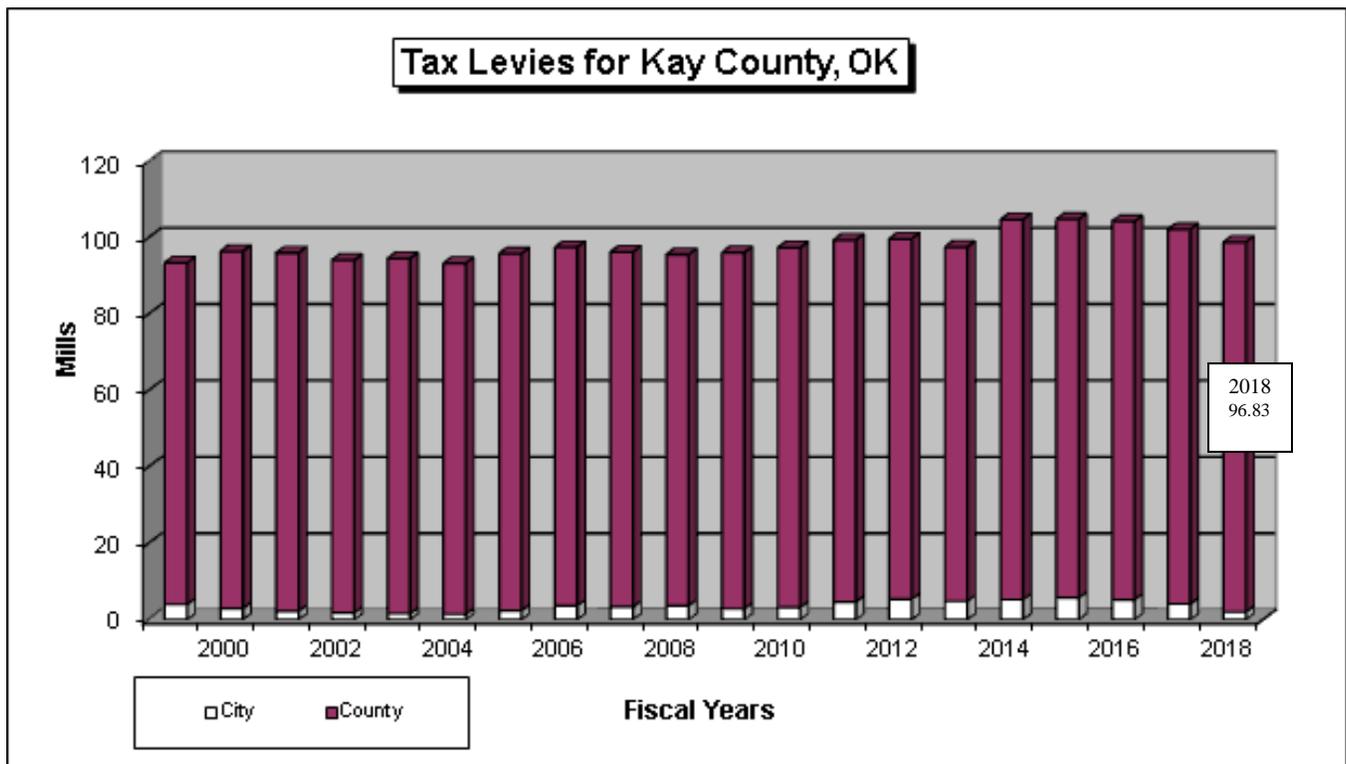
**Capital Improvement Projects (C.I.P.) Fund
 - Expenditure History**

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Projected 2018/19	Approved 2019/20
Other Services & Charges						
Misc Contractual Services		33,481	83,415			
sub total	0	33,481	83,415	0	0	0
Capital Outlay						
Misc. Capital Outlay	46,464	6,857		13,115	75,400	150,000
C/O Land Improvement		3,210	3,569			15,000
C/O Buildings						
Radio Compliance						
Black Dust Remediation			41,125	15,286	155,735	
PC Aquatic/Family Center			6,836			
Public Facilities Tax						
Fire Station #1 Tax		41,259	18,112	27,789		
Airport Building Improvement		21,315	14,115			
Police Capital		1,199				
Emergency Management -Siren						
Animal Control - Building Improvement						
Ponca City RecPlex					24,600	18,000
Fire Capital					40,000	
Fire Department Trucks						455,000
City Hall				15,464		
Lake Ponca Capital						100,000
Street Department Equipment						
Engineering Capital						
Park/Recreation Capital	72,796	2,204			197,000	
Senior Center				23,784	21,216	
Pools Capital				5,000		
Wentz Camp Improvements					25,000	
Lake Ponca Structures						
Wally Smith Tennis Center Impr.						
Unity Gym Improvements			10,192			
Marland's Grand Home Capital	21,075	33,250	3,225		106,960	72,000
Louise Fluke Flag Plaza						
Library Capital Improvement		61,580			30,000	
Marland Mansion Capital		16,512	169,077	28,789	108,200	90,000
Emergency Management Sirens						
Wentz Golf Capital	77,659	13,947	58,521		62,000	35,500
Public Safety Center			29,290	337,023	275,500	
Electric Substation						
Technology Services Communication System	50,753	54,800	130,233	14,452	155,500	110,000
City Garage Building Improvements						
Water Wells - P66	1,966					
Water Wells/Line OMPA	332,144					
Aerial Photography						
Airport Capital	73,770	43,465	12,336		6,000	
Fiber Optic Network					1,234,130	
Fuel System Improvement						
sub total	676,627	299,599	496,633	480,702	2,517,241	1,045,500
Transfer to Funds						
Transfer to Civic Center Trust						
Transfer to Wentz Golf						
Transfer to Airport						
Trfr to Airport Capital Grants	16,667	16,667	16,667	16,667	16,667	16,667
- Match						
sub total	16,667	16,667	16,667	16,667	16,667	16,667
TOTAL EXPENDITURES	\$693,294	\$349,747	\$596,715	\$497,369	\$2,533,908	\$1,062,167

Debt Sinking Fund

Department Mission:

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



For Calendar Year 2018, the total tax rate was 96.83 mills, comprised of P.C, Schools (63.41), Kay County (16.14), Pioneer Vo-tech (15.23), and City judgments (2.05).

Fiscal 2019 Accomplishments:

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

Fiscal 2020 Objectives:

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

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

Debt Sinking Fund								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Ad Valorem Taxes	678,517	636,832	552,956	750,000	221,930	700,000	(50,000)	(6.67%)
Trnsf in from Other Funds	0	0	0	0	0	0	0	0.00%
Interest Income	900	1,666	2,278	0	2,324	0	0	0.00%
Total Revenues:	679,416	638,498	555,234	750,000	224,253	700,000	(50,000)	(6.67%)
EXPENDITURES								
Debt Principal	0	0	0	0	0	0	0	0.00%
Debt Interest	0	0	0	0	0	0	0	0.00%
Agent Fee	0	0	0	0	0	0	0	0.00%
Sinking Judgement	551,796	566,404	436,559	610,000	125,882	560,000	(50,000)	(8.20%)
Sinking Judge Interest	129,440	98,300	71,688	140,000	24,747	140,000	0	0.00%
Total Expenditures:	681,236	664,704	508,247	750,000	150,629	700,000	(50,000)	(6.67%)

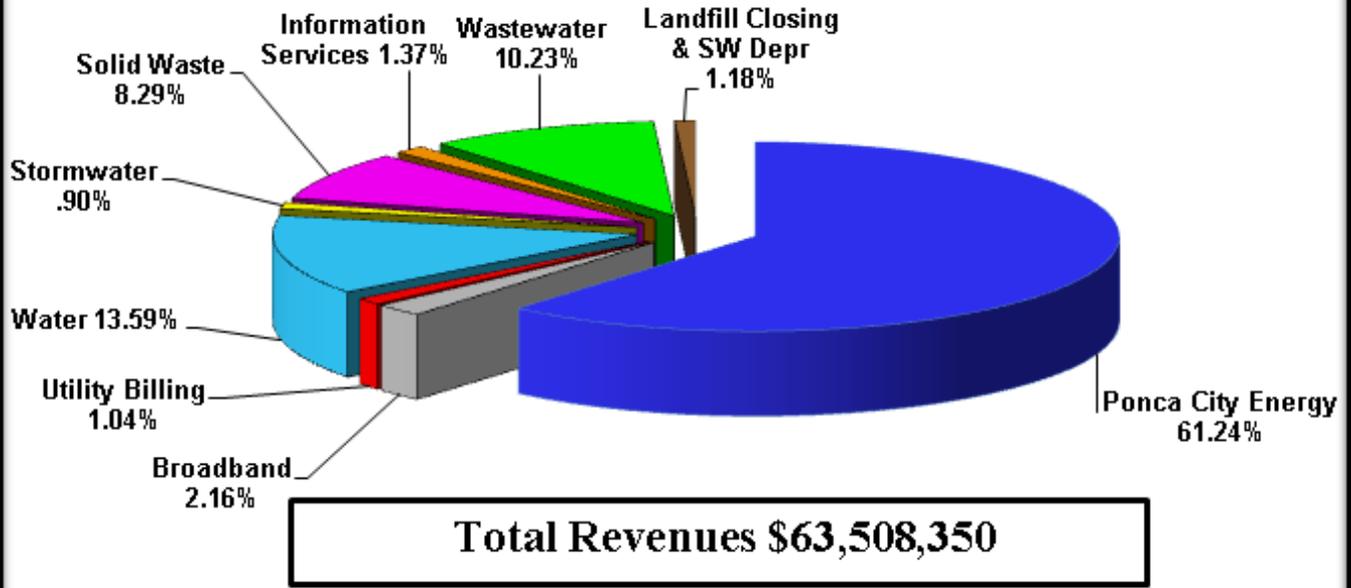
Approved Capital: None

Approved Budget Variances from Prior Year:

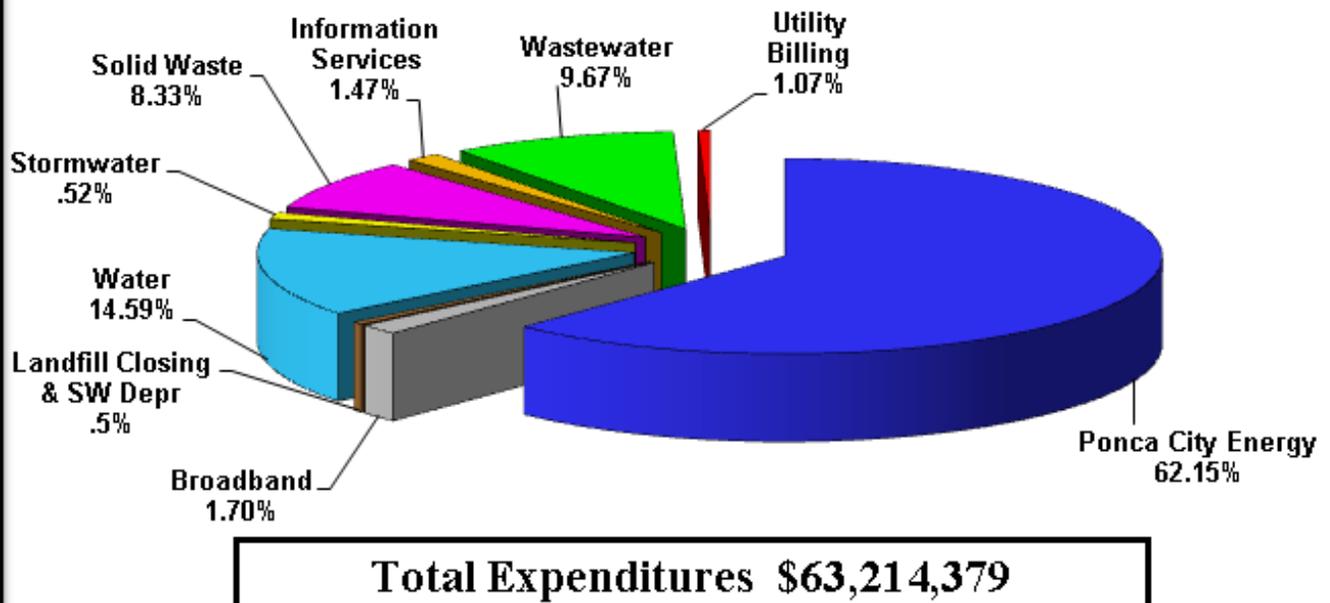
<u>Increases</u>	<u>Decreases</u>
	Sinking Judgement (50,000)
Total 0	Total (50,000)
Net Decrease	(50,000)

Personnel Summary: None

Ponca City Utility Authority - Revenues Fiscal 2019-20



Ponca City Utility Authority - Expenditures Fiscal 2019-20



Ponca City Utility Authority
Summary of Revenues
Fiscal 2019-20

Description	2015/16 Actual Rev	2016/17 Actual Rev	2017/18 Actual Rev	2018/19 Budget @07/01/18	(75%)	% of Budget	Approved Budget 2019/20	% Change From 2018/19
					2018/19 Actual @ 3/31/19			
Water Fund (301)								
Charges for Services								
Water Sales	7,721,854	7,830,565	8,458,398	8,070,000	6,064,067	0.75	8,500,000	5.33
Bulk Water Sales	8,958	6,802	49,204	6,000	3,206	0.53	5,000	(16.67)
Misc. Water	6,711	5,271	14,810	5,000	8,625	1.73	4,000	(20.00)
Water Tap Fees	21,285	45,100	13,237	20,000	4,300	0.22	15,000	(25.00)
Category Total	7,758,808	7,887,738	8,535,649	8,101,000	6,080,198	75.05%	8,524,000	5.22%
Contributions from Funds								
Transfer from Water	1,000,000	1,000,000	0	0	0	0.00%	0	0.00%
Category Total	1,000,000	1,000,000	0	0	0	0%	0	0.00%
Other Income								
Interest Income	33,771	20,001	47,751	40,000	69,590	1.74	60,000	50.00
Proceed Earnings	668	6,155	18,075	0	22,337	0.00	0	0.00
Bond Trust Earnings	0	0	0	0	0	0.00	0	0.00
Penalties	36,966	37,514	38,025	37,000	29,840	0.81	39,000	5.41
Collection of Bad Debt	11,526	9,860	8,813	9,000	6,745	0.75	8,500	(5.56)
Gain/Loss Disposal Fixed Asset	(13,143)	9,585	0	0	0	0.00	0	0.00
Other Income	0	0	0	0	0	0.00	0	0.00
Category Total	69,788	83,117	112,664	86,000	128,513	149.43%	107,500	25.00%
Total Revenues	7,828,596	7,970,855	8,648,313	8,187,000	6,208,711	75.84%	8,631,500	5.43%
Ponca City Energy Fund (340)								
Outside Revenue								
Fiber Partnerships	0.00	0.00	0.00	0	0	0.00	0	0.00
Category total	0.00	0.00	0.00	0	0	0.00	0	0.00%
Charges for Services								
Electric Sales	34,993,996	35,850,646	38,118,941	36,800,000	27,914,123	0.76	37,200,000	1.09
MV Lights	183,147	185,137	187,647	182,000	142,493	0.78	185,000	1.65
Misc Electric	204,528	299,260	137,139	120,000	128,821	1.07	120,000	0.00
Surge Protection	0	0	0	0	0	0.00	0	0.00
Broadband Revenue	261,634	277,097	264,418	265,000	193,214	0.73	0	(100.00)
Transmission Revenue	99,655	99,655	107,960	100,000	66,437	0.66	100,000	0.00
Sales Tax Revenue	11,666	5,505	(3,808)	5,000	40,484	8.10	5,000	0.00
Cash - Over/Short	(42)	(45)	(81)	0	(156)	0.00	0	(100.00)
Category Total	35,754,584	36,717,255	38,812,217	37,472,000	28,485,417	76.02%	37,610,000	0.37%
Other Income								
Interest Income	140,244	94,457	217,282	150,000	270,316	1.80	200,000	33.33
1997C Bond Interest	159	2,257	6,681	2,000	8,579	4.29	5,000	150.00
Penalties	259,645	279,334	286,642	280,000	241,077	0.86	300,000	7.14
Collection of Bad Debt	77,310	67,709	56,570	65,000	46,875	0.72	60,000	(7.69)
Capacity Payment	622,958	622,958	674,872	623,000	415,306	0.67	623,000	0.00
Internet Processing Fee	143,609	148,528	100,313	150,000	46,916	0.31	65,000	(56.67)
Income-Disposed Assets	26,000	9,600	18,000	10,000	27,149	2.71	10,000	0.00
Other Income	20,000	135,537	0	20,000	20,000	1.00	20,000	0.00
Category Total	1,289,925	1,360,381	1,360,359	1,300,000	1,076,217	82.79%	1,283,000	(1.31%)
Total Revenues	37,044,509	38,077,636	40,172,576	38,772,000	29,561,634	76.24%	38,893,000	0.31%
Broadband (341)								
Charges for Services								
Commercial Broadband	0	0	0	0	0	0.00	270,000	0.00
Residential Broadband	0	0	0	0	0	0.00	800,000	0.00
Broadband Activation	0	0	0	0	0	0.00	0	0.00
Category Total	0	0	0	0	0	0.00	1,070,000	0.00%
Contributions from Funds								
Transfer from PC Energy	0	0	0	0	1,800,000	0.00	300,000	0.00
Category Total	0	0	0	0	1,800,000	0.00	300,000	0.00%
Other Income								
Interest Income	0	0	0	0	6,662	0.00	2,000	0.00
Collection of Bad Debt	0	0	0	0	0	0.00	0	0.00
Internet Processing Fee	0	0	0	0	0	0.00	0	0.00
Income-Disp. Assets	0	0	0	0	0	0.00	0	0.00
Other Income	0	0	0	0	0	0.00	0	0.00
Category Total	0	0	0	0	6,662	0.00	2,000	0.00
Total Revenues	0	0	0	0	1,806,662	0.00	1,372,000	0.00

Ponca City Utility Authority
Summary of Revenues
Fiscal 2019-20

Description	2015/16 Actual Rev	2016/17 Actual Rev	2017/18 Actual Rev	2018/19 Budget @07/01/18	(75%) 2018/19 Actual @ 3/31/19	% of Budget	Approved Budget 2019/20	% Change From 2018/19
Solid Waste Fund (342)								
Charges for Services								
Residential Garbage	2,277,748	2,398,903	2,442,524	2,513,200	1,895,186	0.75	2,516,950	0.15
Commercial Garbage	1,420,158	1,381,474	1,446,091	1,493,500	1,129,783	0.76	1,506,000	0.84
Recycling Containers	9,731	8,229	8,045	8,000	6,029	0.75	8,000	0.00
Recycling Revenues	7,701	6,433	2,886	0	493	0.00	500	0.00
Landfill	348,875	390,670	364,581	401,700	271,136	0.67	370,000	(7.89)
Special Pick Up	14,206	20,697	23,181	24,000	26,740	1.11	35,000	45.83
State Landfill Fee	0	0	0	0	(9,753)	0.00	0	0.00
Roll Off	748,480	780,831	777,436	772,500	576,089	0.75	780,000	0.97
Misc Receipts	9,376	27,003	17,076	27,000	21,996	0.81	10,000	(62.96)
Cash - Long/Short Rev	0	1	41	0	(25)	0.00	0	0.00
Category Total	4,836,275	5,014,241	5,081,860	5,239,900	3,917,672	74.77%	5,226,450	(0.26%)
Other Income								
Interest Income	6,000	5,115	14,578	10,000	21,799	2.18	25,000	150.00
Collection of Bad Debt	11,733	9,790	8,534	9,500	7,209	0.76	9,500	0.00
Income-Disp. Assets	(112,396)	25,717	(222,736)	5,000	(95,936)	(19.19)	5,000	0.00
Category Total	(94,662)	40,623	(199,624)	24,500	(66,928)	(373.17%)	39,500	61.22%
Total Revenues	4,741,613	5,054,864	4,882,236	5,264,400	3,850,744	73.15%	5,265,950	0.03%
Utility Billing Fund (350)								
Charges for Services								
Utility Initiation Fee	76,971	77,496	75,006	82,000	54,321	0.66	76,000	(7.32)
Misc. Receipts	1,962	0	2,414	1,000	0	0.00	1,000	0.00
category total	78,933	77,496	77,420	83,000	54,321	65.45%	77,000	(7.23%)
Contributions from Funds								
Transfer from Water	118,000	120,000	120,000	120,000	90,000	0.75	130,000	8.33
Transfer from Light	153,000	160,000	160,000	160,000	120,000	0.75	170,000	6.25
Transfer from Landfill	18,000	20,000	20,000	20,000	15,000	0.75	25,000	25.00
Transfer from S. Waste	100,000	100,000	100,000	100,000	75,000	0.75	105,000	5.00
Transfer from Stormwater	0	0	0	0	0	0.00	10,000	0.00
Transfer from Broadband	0	0	0	0	0	0.00	10,000	0.00
Transfer from W-Water	118,000	120,000	120,000	120,000	90,000	0.75	130,000	8.33
category total	507,000	520,000	520,000	520,000	390,000	75.00%	580,000	11.54%
Other Revenues								
Penalties	30,149	24,536	10,009	25,000	19	0.00	0	(100.00)
Collection of Bad Debt	331	349	331	300	338	1.13	400	33.33
Income-Disposed Assets	0	0	0	0	0	0.00	0	0.00
category total	30,480	24,885	10,340	25,300	357	1.41%	400	(98.42%)
Total Revenues	616,412	622,381	607,760	628,300	444,678	70.77%	657,400	4.63%
Wastewater Fund (360)								
Charges for Services								
Wastewater Charges	5,865,977	6,166,089	6,353,928	6,250,000	4,801,842	0.77	6,350,000	1.60
Pretreatment Program	146,390	117,912	138,706	70,000	48,802	0.70	70,000	0.00
category total	6,012,367	6,284,000	6,492,634	6,320,000	4,850,644	76.75%	6,420,000	1.58%
Contributions From Funds								
Transfer From Water	0	0	0	0	0	0.00	0	(100.00)
category total	0	0	0	0	0	0.00	0	0.00%
Other Income								
Interest Income	24,816	17,942	60,962	30,000	85,101	2.84	60,000	100.00
Bond Interest	232	1,759	3,853	0	4,675	0.00	0	0.00
Collection of Bad Debt	16,896	15,241	12,421	15,000	10,306	0.69	14,000	(6.67)
Income-Disposed Assets	0	0	0	0	0	0.00	0	0.00
Other Income	28,486	62	6,990	0	0	0.00	0	0.00
category total	70,430	35,004	84,227	45,000	100,082	222.40%	74,000	64.44%
Total Revenues	6,082,797	6,319,004	6,576,861	6,365,000	4,950,726	77.78%	6,494,000	2.03%
Stormwater Fund (365)								
Charges for Services								
Stormwater Fee	446,131	479,520	514,346	545,000	412,137	0.76	548,000	0.55
category total	446,131	479,520	514,346	545,000	412,137	75.62%	548,000	0.55%
Other Income								
Interest Income	12,780	7,307	18,456	12,000	22,221	1.85	20,000	66.67
Penalties	4,802	5,106	5,415	5,000	4,551	0.91	5,500	10.00
Collection of Bad Debt	1,349	1,282	1,096	1,200	1,025	0.85	1,000	(16.67)
Other Income	0	17,500	0	17,500	17,500	1.00	0	(100.00)
Category total	18,930	31,196	24,967	35,700	45,297	126.88%	26,500	(25.77%)
Total Revenues	465,061	510,716	539,313	580,700	457,433	78.77%	574,500	(1.07%)

Ponca City Utility Authority

Summary of Debt

Fiscal 2019/20

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2019</u>	<u>FY 2019 Interest</u>	<u>FY 2020 Principal</u>	<u>Outstanding Principal June 30, 2020</u>
PCUA 1999 A	\$2,370,907	59,273	0	59,273	\$0

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2019</u>	<u>FY 2019 Interest</u>	<u>FY 2020 Principal</u>	<u>Outstanding Principal June 30, 2020</u>
PCUA 2000 CDBG-ED	\$380,000	38,000	0	19,000	\$19,000

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2019</u>	<u>FY 2019 Interest</u>	<u>FY 2020 Principal</u>	<u>Outstanding Principal June 30, 2020</u>
PCUA 2007	\$5,565,000	3,119,785	81,119	254,746	\$2,865,039

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2019</u>	<u>FY 2019 Interest</u>	<u>FY 2020 Principal</u>	<u>Outstanding Principal June 30, 2020</u>
2009A Clean Water	\$567,296	228,827	4,767	18,184	\$210,643

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2019</u>	<u>FY 2019 Interest</u>	<u>FY 2020 Principal</u>	<u>Outstanding Principal June 30, 2020</u>
PCUA 2012A	\$16,090,000	9,830,000	257,648	1,160,000	\$8,670,000

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

Total	\$24,973,203	\$13,275,885	\$343,534	\$1,511,202	\$11,764,682
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UTILITY RATE SHEET FISCAL YEAR 2019-2020
PONCA CITY UTILITY AUTHORITY
516 E. GRAND/P.O. BOX 1450
PONCA CITY, OKLAHOMA 74602
(580) 767-0311
EFFECTIVE 05/01/2019



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

Ponca City Utility Authority offers the following for your convenience:

<p align="center">Automatic Bank Drafts No Checks No Penalty Saves you time and money Form must be completed to initiate draft. Payment will draft on due date.</p>	<p align="center">Average Monthly Payments You must live in your residence for at least one year. Must be current and have good payment history on your account. A form will be sent to you stating your new average monthly payment. Sign and return to our office. Your next bill should reflect your new rate. Each year in January, our office will recalculate your new rate and send you a letter of the new rate to be paid for the upcoming year.</p>
<p align="center">Online Bill Pay and Viewing Pay and view bills online at www.poncacityok.gov There is a 2.5% convenience fee when paying your bill online.</p>	

ELECTRIC RATES

Residential:

User Fee	\$10.73
Summer Season (May thru Sept)	
KWh	\$.106
Winter Season (Oct thru April)	
First 600 KWh	\$.106
Over 600 KWh	\$.075

Rural Residential:

User Fee	\$16.06
Summer Season (May thru Sept)	
KWh	\$.110
Winter Season (Oct thru April)	
First 600 KWh	\$.110
Over 600 KWh	\$.077

Residential with approved 40 gallon electric water heater:

User Fee	\$10.73
Summer Season (May thru Sept)	
First 400 KWh	\$.075
Over 400 KWh	\$.106
Winter Season (Oct thru April)	
First 400 KWh	\$.075
Next 600 KWh	\$.106
Over 1000 KWh	\$.075

Rural Residential with approved 40 gallon electric water heater:

User Fee	\$16.06
Summer Season (May thru Sept)	
First 400 KWh	\$.077
Over 400 KWh	\$.110
Winter Season (Oct thru April)	
First 400 KWh	\$.077
Next 600 KWh	\$.110
Over 1000 KWh	\$.077

Commercial:

City User Fee	\$15.12
City kWh	\$.105
Rural User Fee	\$22.68
Rural kWh	\$.108

Industrial:

Medium

User Fee	\$25.21
KWh	\$.063
Summer User Fee	\$15.12
Winter User Fee	\$8.83

Large

User Fee	\$252.16
KWh	\$.063
Summer User Fee	\$11.98
Winter User Fee	\$3.78

WATER RATES

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

OCTOBER - APRIL

Type of Service	City	Rural
Residential	\$1.74	\$1.83
Commercial	\$1.74	\$1.83

MAY - SEPTEMBER

Type of Service	City	Rural
Residential		
0 - 10 Units	\$1.83	\$1.91
11 - 20 Units	\$1.91	\$2.00
21 - 50 Units	\$2.00	\$2.13
51 - 100 Units	\$2.13	\$2.21
> 100 Units	\$2.21	\$2.39
Commercial	\$1.74	\$1.83

Customer Base User Fee

City Residential Customer	\$10.23 per month
Rural Residential Customer	\$15.39 per month
City Commercial Customer	\$30.32 per month
Rural Commercial Customer	\$45.49 per month

SEWER/WASTE WATER RATES

Residential:
 User Fee \$15.29 Unit Fee \$2.70

Senior Citizens:
 User Fee \$14.52 Unit Fee \$2.70

Nonresidential (Rural):
 User Fee 1 1/2 time scheduled rate
 User Fee \$22.93 Unit Fee \$4.05

Commercial:
 User Fee \$22.93 Unit Fee \$4.05

Industrial Rates:
 Available Upon Request

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

Example:

Dec. Usage	10 units
Jan. Usage	11 units
Feb. Usage	9 units
Average=10 units. Your rate would be:	
10 units @ \$2.70	\$27.00
User Fee	\$15.29
Sewer Rate-----	\$42.29

GARBAGE/REFUSE

Standard Garbage/Refuse Charges:

Residential \$20.33
Senior Citizen \$19.52

Commercial:
Standard \$34.37

Grass Clippings: Call for Pick-up
\$0.77 per bag
\$7.82 Minimum

STORM WATER FEE

Each Individually Billed
Single Family Resident
\$3.50 per month

All Other Developed Real Estate Tracts
Not Covered By Above
\$6.50 per month

TREE LINE TRIMMING

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

RECYCLING CENTER

The City of Ponca City Solid Waste Division also provides a self service recycling facility located at:
1001 West Prospect
Tuesday thru Saturday
9:00 a.m. to 5:00 p.m.
For more information call 767-0458.

**AUTOMATIC WATER FILL STATION
2307 S. 4TH**

\$18.00 for blank prepaid card
\$100.00 minimum deposit on card
\$10.99 per 1000 gallons of water
\$10.00 minimum charge per use

LANDFILL USE

All Vehicles: \$17.19 minimum
\$44.56 per ton for compacted/uncompacted refuse
\$1.25 per ton state landfill fee
\$7.82 per tire disposed of at the landfill

ENERGY AUDITS

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

TAPPING MAIN WATER LINES

Charges for Various Sized Meters (\$)

3/4" & 1"	1 1/2" & 2"	2" Compound	Over 2"
\$1100	\$2100	\$2500	At Estimated Cost

The charges for 3/4" and 1" meters will include up to 50 feet of service line only. A \$15.00 per foot additional charge will apply in case more than 50 feet of service line needs to be installed. Similarly, for 2" meters, a \$20.00 per foot additional charge will apply if more than 50 feet of service line needs to be installed.

Installation fee for a meter in excess of 2" will be determined by the Water Distribution Division based on field conditions and provided in written quotation to the customer.

ELECTRIC LINE EXTENSION

\$262.00 Fee for Setting New Utility Pole

NEW LINE EXTENSION
Will be quoted by electrical department.

AFTER HOUR CALL OUT FEES

WATER DEPT.
\$30.00 Each trip

ELECTRIC DEPT.
\$150.00 Each trip

SECURITY LIGHTS

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

- A. For a security light installed on an existing city-owned service pole and connected to an existing city-owned line, the charge will be \$7.60 per month rental fee.
- B. For a security light which is installed on a city-owned pole set specifically for that light and served from an underground city electric service, the charge will be \$8.79 per month rental fee.
- C. For a security light installed on a city-owned pole set specifically for that light requiring a transformer to be installed to serve that light from an overhead service, the charge will be \$10.00 per month rental fee.
- D. For a security light installed on a city-owned pole set specifically for that light and fed from a transformer set to serve that light from an underground service, the charge will be \$11.22 per month rental fee.
- E. A fee of \$20.81 will be charge for the installation, connection, reinstallation, reconnection, or moving of each light.

Water Fund - Administration

Department Mission:

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

- Fiscal 2019 Accomplishments:**
- Provided management to personnel and facilities to promote service provision and revenue generation.
 - Coordinated capital improvement needs for both water distribution and treatment segments to ensure long-term financial sustainability.
 - Provided project management services and worked with engineering consultants for:
 - Water Treatment Plant Spent Water Recycle and Residuals Handling Improvement Project – Detailed Design.
 - One replacement water well in East Wellfield – Construction.
 - Wentz Water Tank Exterior Over-Coating Improvements – Engineering and Bidding Phases.
 - Lake Ponca Dam Spillway Repair and Crest Weir Replacement – Preliminary Engineering and 90 percent Design.
 - Lake Ponca Dam Annual Inspection to identify repair and maintenance needs so that minor deficiencies would not develop into major problems.
 - Worked with Parks and Recreation Department to remove vegetation and to complete minor maintenance tasks to clean up the slopes of both the East and West Dams.
 - Provided environmental review to assist in community's grant applications.
 - Participated in civic groups' activities to advertise services provided by City's Environmental Services Department.
 - Worked to modernize State's Operator Certification Program in terms of training requirement, contents, and format as a member of Oklahoma Department of Environmental Quality's ODEQ's Operator Certification Shareholders Group.

Fiscal 2020 Objectives:

- Promote higher standards throughout the department.
- Continue department's commitment to provide quality drinking water to all residential, commercial and industrial customers.
- Provide project management services through detailed design, bidding, and construction phases for all water production and water distribution capital improvement projects.
- Continue to monitor and analyze the City's wellfield in order to increase the reliability of the raw water supply system.

PCUA - Water Administration								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	71,468	75,176	74,865	77,331	55,647	78,657	1,326	1.71%
Material/Supplies	1,119	1,279	2,314	2,000	2,220	2,020	20	1.00%
Other Charges & Svcs	338,164	351,315	377,539	390,161	300,501	402,093	11,932	3.06%
Capital Outlay	0	0	53,955	0	73,940	1,900,000	1,900,000	0.00%
Debt Service	3,076,887	1,564,788	1,576,713	1,393,000	1,009,441	752,000	(641,000)	(46.02%)
Transfers	<u>1,778,297</u>	<u>1,810,850</u>	<u>1,841,347</u>	<u>1,901,134</u>	<u>1,425,851</u>	<u>1,943,557</u>	<u>42,423</u>	<u>2.23%</u>
Department Total	<u>5,265,935</u>	<u>3,803,408</u>	<u>3,926,734</u>	<u>3,763,626</u>	<u>2,867,600</u>	<u>5,078,327</u>	<u>1,314,701</u>	<u>34.93%</u>

Approved Capital:

Lake Ponca Dam Spillway Repairs

\$1,900,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,031	Workers Compensation	(37)
FICA	110	Debt Principal	(595,000)
Medicare	8	Debt Interest	(45,000)
Retirement Plan 2	77	Agent Fee	<u>(1,000)</u>
ICMA Retirement PCUA	73		
Health Insurance	64		
Office Supplies	10		
Office Furnishings	2		
Books & Periodicals	2		
Food Supplies	5		
Telephone Service Local	40		
Meter Support Services	5,423		
Travel Expenses	40		
Legal Notices	5		
Audit Services	80		
Misc Professional Service	60		
Charges for General	6,187		
Dues & Subscriptions	20		
Education & Training	20		
Office Equipment Maint	8		
Bank Service Fees	30		
Miscellaneous	20		
Misc Capital	1,900,000		
Transfer to General	32,423		
Transfer to Utility Billing	<u>10,000</u>		
Total	1,955,738	Total	(641,037)
	Net Increase		<u>\$1,314,701</u>

Personnel Summary:

Environmental Services Director	.34	Administrative Secretary	.5
Total Full Time Employees		.84	

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84

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

Water Fund – Production

Department Mission:

The Water Production Division operates and maintains a 16 MGD (millions of gallons per day) water treatment plant, 20 water wells, 6 distribution booster pumping facilities, 2 elevated water storage towers, 1 raw water booster pump station, and 4 ground storage reservoirs. The most essential component, the water treatment plant, was originally built in 1925 and underwent a serious of rehabilitation and upgrades in the 1950’s, the mid 1980’s and 1996-97. The objective of this division is to produce and deliver to the water distribution system a high quality potable water supply and to comply with all State and Federal environmental regulations.

Fiscal 2019 Accomplishments:

- Successfully treated over 3.12 billion gallons of drinking water that met or exceeded the State and Federal Standards.
- Completed 1,447 work orders to maintain the water production units, water wells, and booster pump stations.
- Worked with engineer and contractor to complete the Replacement Water Well Project. Plant staff also performed daily onsite inspections to save service charges and ensure construction quality.
- Worked with Garver Engineers and provided operation data and input to the Water Recycling and Solids Handling Improvement Project.

Fiscal 2020 Objectives:

- Complete all approved capital improvement projects on time and within budget.
- Continue division’s commitment to employee education and certification training.
- Promote safety and awareness by holding weekly safety meetings on site and attending city-wide training sessions.
- Perform preventive maintenance tasks to ensure plant’s smooth operation.

PCUA - Water Production								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	723,877	761,991	732,562	809,898	523,305	824,166	14,268	1.76%
Material/Supplies	634,720	600,828	607,631	756,330	469,488	763,893	7,563	1.00%
Other Charges & Svcs	615,353	619,314	641,584	656,778	481,036	663,345	6,567	1.00%
Capital Outlay	387,794	380,735	514,629	432,000	296,480	40,000	(392,000)	(90.74%)
Transfers	58,629	55,627	63,400	68,779	40,441	68,779	0	0.00%
Department Total	2,420,374	2,418,495	2,559,806	2,723,785	1,810,749	2,360,183	(363,602)	(13.35%)

Approved Capital:

Pump Replacement

\$40,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	5,361	Workers Compensation	(400)
FICA	209	Land Improvements	(260,000)
Medicare	48	C/O Water System	(100,000)
Retirement Plan 2	1,568	Pickup Trucks	<u>(32,000)</u>
Health Insurance	7,482		
Pump Maintenance	7,563		
Electric Utilities	<u>6,567</u>		
Total	28,798	Total	(392,400)
	Net Decrease		<u>(\$363,602)</u>

Personnel Summary:

Treatment Plant Superintendent	1	Treatment Plant Mechanic	3
Treatment Plant Chief Operator	1	Laborer – Part Time	2
Treatment Plant Operator	4	Laborer – Seasonal	1
Maintenance Foreman	1		

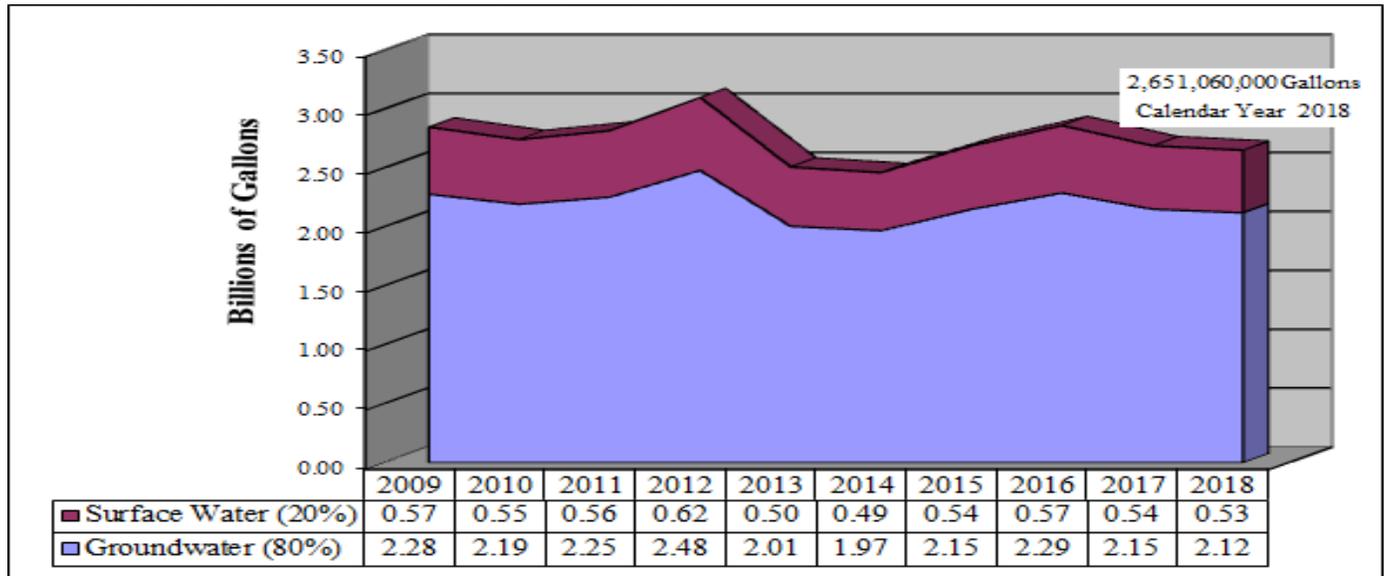
Total Full Time Employees 10
Total Part Time Employees 3

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	9.5	10	10	10	10	10	10	10	10	10

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

Water Production in Billions of Gallons for Years 2009 - 2018



Water Fund – Distribution

Department Mission: The Water Distribution Division is responsible for distributing an abundant and high-quality supply of potable water to City’s residential, commercial, industrial, and whole-sale customers. The division achieves its goals by maintaining 213 miles of water mains, over 11,400 water meters, various-sized valves, and approximately 900 fire hydrants located within City’s water distribution system.

- Fiscal 2019 Accomplishments:**
- Completed 230 work orders to improve the structural integrity of the water distribution system.
 - Installed 10 new fire hydrants to improve City’s fire-fighting capability.
 - Repaired 167 water leaks.
 - Installed 20 various-sized water valves to minimize service interruption during emergency situations.
 - Completed the Santa Fe Creek Water Main Relocation Project to accommodate an Oklahoma Department of Transportation (ODOT) road project.
 - Installed a bypass to two major water mains at the corner of Donner Avenue and Turner Street with three 12 inch valves and one 18” inch valve to improve isolation and minimize service interruption during major water main breaks.

- Fiscal 2020 Objectives:**
- Continue to improve the City’s water distribution system by installing new valves and fire hydrants where needed.
 - Continue to improve safety, efficiency, and customer service.

PCUA - Water Distribution								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
				Personal Services	572,210	596,442		
Material/Supplies	101,679	86,254	105,183	122,200	49,221	123,400	1,200	0.98%
Other Charges & Svcs	215,710	241,001	252,194	311,600	192,704	314,716	3,116	1.00%
Capital Outlay	117,632	387,975	296,614	485,000	241,643	620,000	135,000	27.84%
Transfers	<u>88,878</u>	<u>80,815</u>	<u>99,599</u>	<u>97,748</u>	<u>65,635</u>	<u>99,748</u>	<u>2,000</u>	<u>2.05%</u>
Department Total	<u>1,096,109</u>	<u>1,392,488</u>	<u>1,335,905</u>	<u>1,706,819</u>	<u>990,340</u>	<u>1,782,687</u>	<u>75,868</u>	<u>4.44%</u>

Approved Capital:	Waterline West Broadway Street	\$420,000
	Contingency Water Main Projects	\$65,000
	Engineering Services East Pecan/North Donner	\$42,000
	Water Meters	\$40,000
	Fire Hydrants	\$36,000
	Broom Attachment for Backhoe	\$17,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Food Supplies	400	Full Time Salaries	(21,678)
Equipment & Tool Maint	800	FICA	(1,655)
Electric Utilities	2,650	Medicare	(387)
Gas Utilities	30	Retirement Plan 2	(1,055)
Solid Waste Services	13	Health Insurance	(39,777)
Travel Expenses	30	Workers Compensation	(896)
Engineering Services	100	Special Purpose Vehicles	(125,000)
Misc Professional Service	47	Machinery & Equipment	<u>(98,000)</u>
Dues & Subscriptions	5		
Education & Training	40		
Pest Control	6		
Misc Contractual Service	185		
Contingencies	10		
C/O Water System	358,000		
Transfer to City Garage	<u>2,000</u>		
Total	364,316	Total	(288,448)
	Net Increase	<u>\$75,868</u>	

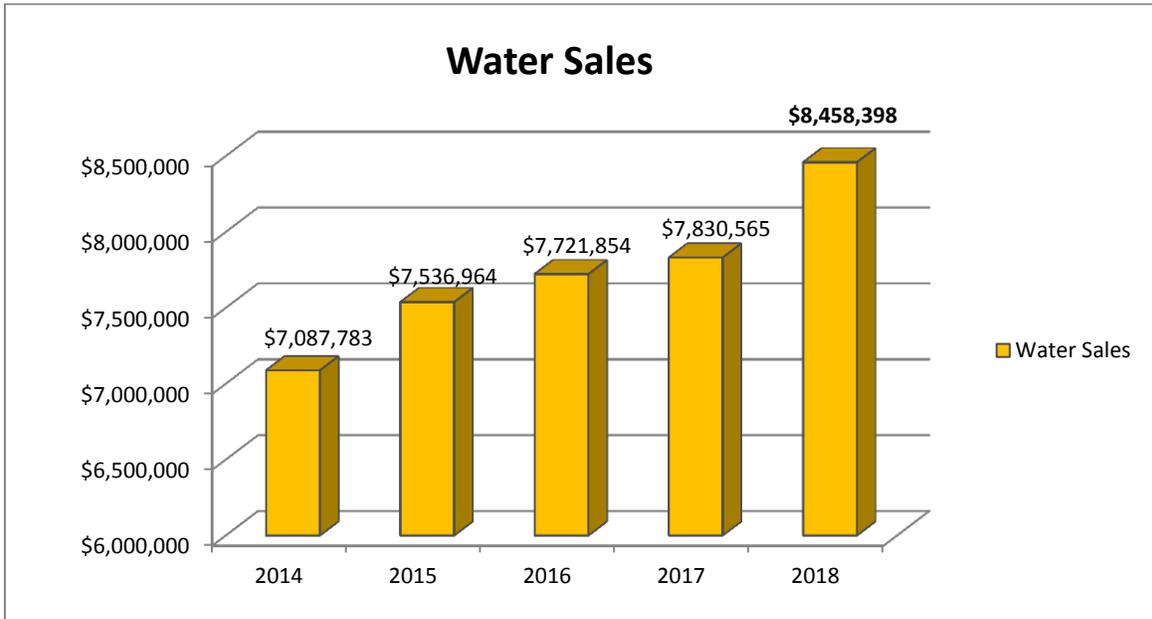
Personnel Summary:

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

Total Full Time Employees 10
Total Part Time Employees 2

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	10.0	10	10	10	10	10	10	10	10	10



Ponca City Energy Fund – Purchased Power

Department Mission: The Purchased Power Department will work in partnership with Oklahoma Municipal Power Authority (OMPA) to acquire and deliver wholesale power at the lowest possible cost while maintaining the highest possible level of reliability.

Fiscal 2019 Accomplishments:

- Experienced fairly stable fuel prices for the year, OMPA has worked diligently with other entities to limit the effects of increasing transmission and gas delivery costs.
- Participated on an OMPA committee to study and make recommendations regarding OMPA’s rate structure.

Fiscal 2020 Objectives:

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

PCUA - Purchased Power								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Other Charges & Svcs	<u>21,996,574</u>	<u>21,870,511</u>	<u>23,952,278</u>	<u>23,200,000</u>	<u>17,062,094</u>	<u>23,200,000</u>	<u>0</u>	<u>0.00%</u>
Department Total	<u>21,996,574</u>	<u>21,870,511</u>	<u>23,952,278</u>	<u>23,200,000</u>	<u>17,062,094</u>	<u>23,200,000</u>	<u>0</u>	<u>0.00%</u>

Approved Budget Variances from Prior Year: None

MESO WINTER RATE SURVEY - 2018			
Utility	500 kWh	1,000 kWh	2,000 kWh
	Residential	Commercial	Commercial
Collinsville	\$ 62.13	\$ 124.25	\$ 218.50
Comanche	\$ 73.11	\$ 137.88	\$ 232.97
Cordell	\$ 56.38	\$ 123.51	\$ 224.87
Edmond	\$ 56.55	\$ 135.50	\$ 241.00
Geary	\$ 66.25	\$ 148.68	\$ 283.65
Granite	\$ 65.00	\$ 130.00	\$ 260.00
Lindsay	\$ 34.50	\$ 69.00	\$ 138.00
Mangum	\$ 67.00	\$ 146.00	\$ 256.00
Marlow	\$ 53.20	\$ 106.40	\$ 215.80
Newkirk	\$ 77.45	\$ 143.75	\$ 217.74
Ohustee	\$ 63.15	\$ 132.90	\$ 265.80
Pawhuska	\$ 49.54	\$ 96.94	\$ 193.85
Perry	\$ 69.41	\$ 146.19	\$ 273.19
Ponca City	\$ 52.00	\$ 103.00	\$ 206.00
Prague	\$ 59.00	\$ 125.00	\$ 225.00
Pyror Creek	\$ 45.15	\$ 87.60	\$ 175.20
Purcell	\$ 66.28	\$ 129.12	\$ 255.18
Spiro	\$ 59.44	\$ 139.00	\$ 240.50
Stillwater	\$ 62.50	\$ 144.11	\$ 270.53
Stillwell	\$ 49.84	\$ 112.91	\$ 201.21
Wagoner	\$ 56.35	\$ 120.50	\$ 216.00
Walters	\$ 62.50	\$ 138.00	\$ 243.20
Waynoka	\$ 55.57	\$ 104.07	\$ 187.87
Yale	\$ 81.35	\$ 146.72	\$ 277.47

Rate Survey furnished by Municipal Electric Systems of Oklahoma (MESO), which is the statewide trade association of Oklahoma's 63 municipally owned electric distribution utilities.

Ponca City Energy Fund – Distribution

Department Mission:

Principles of Operation: To use wisdom and knowledge to maintain and improve the City's electrical system. To do these things with the goal to serve, the goal to satisfy, and the goal to get results, striving to have the best electrical system and street lighting system possible. In addition, to guard our trusted resources in order to annually provide a reasonable transfer to the City treasury for the public good while maintaining comparably low rates.

Fiscal 2019 Accomplishments:

- Tested 362 meter locations for correct instrument metering and repaired over 8, increasing City revenue.
- Tested 2,000 poles and replaced over 180 inferior poles.
- Converted 1 mile of non-accessible primary overhead to underground.
- Assisted Technology Services by installing fiber, installing Wi-Fi radios, and making customer fiber connections as required.
- Upgraded 3 underground housing additions, replacing direct bury cable with cable in pipe to improve reliability.
- Provided primary construction for several new 3-phase services including Head Country, Casey's General Store, and Jiffy Trip.
- Performed make-ready work at 167 poles for the Fiber-to-the-Premise project, and replaced 9 poles.
- Performed tree trimming, tree removals and right-of-way clearing in the 22 trimming areas equating to 20 percent of the system.
- Upgraded one of the transformers at Dorada Foods.
- Replaced 2,400 residential electric meters with new Gen 4 meters.
- Performed a relay upgrade at Northeast Substation to improve reliability, increase network performance, and improve outage response.
- Replaced old 69kV breaker (RS-2) at Riggs Switch Yard with vacuum breaker.
- Replaced street light poles on 14th Street from Grand Ave to South Ave – replaced overhead wire with underground.
- Upgraded overhead primary conductor in 7 locations for reliability.

Fiscal 2020 Objectives:

- Test 2,000 poles and replace inferior poles.
- Convert 3 miles of non-accessible primary overhead to underground.
- Perform tree trimming, tree removals and right-of-way clearing in the 22 trimming areas equating to 25 percent to 30 percent of the system.
- Perform a relay upgrade at Pecan Park Substation to improve reliability, increase network performance, and improve outage response.
- Test 205 meter locations for correct instrument metering.
- Continue to assist Technology Services by installing fiber, installing Wi-Fi radios, and making customer fiber connections as required.
- Upgrade underground housing additions, replacing direct bury cable with cable in pipe to improve reliability.
- Continue upgrading overhead primary conductor for reliability.
- Continue with make-ready work for the Fiber-to-the-Premise project.

- Replace remaining residential electric meters with new Gen 4 meters.

PCUA - Electric Distribution								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	2,358,667	2,650,317	2,588,373	2,671,072	1,909,282	2,755,424	84,352	3.16%
Material/Supplies	248,342	284,251	187,805	337,800	159,126	341,800	4,000	1.18%
Other Charges & Svcs	3,049,506	3,051,556	3,107,635	3,613,298	2,168,148	3,657,034	43,736	1.21%
Capital Outlay	1,928,212	1,681,160	1,244,234	2,367,000	1,485,277	1,954,500	(412,500)	(17.43%)
Debt Service	636,232	658,655	678,049	712,000	521,301	732,000	20,000	2.81%
Transfers	<u>5,885,969</u>	<u>5,985,215</u>	<u>6,089,373</u>	<u>6,235,616</u>	<u>7,831,321</u>	<u>6,645,297</u>	<u>409,681</u>	<u>6.57%</u>
Department Total	14,106,929	14,311,155	13,895,469	15,936,786	14,074,455	16,086,055	149,269	0.94%

Approved Capital:	Electric Distribution System Improvements	\$930,000
	Distribution Reinforcement Program	\$440,000
	Load Tap Changer on RTE Transformer	\$150,000
	Street Lighting	\$100,000
	3 Miles of Overhead Primary East of Town	\$100,000
	Hydro-vac Machine	\$75,000
	Material Shed	\$60,000
	½ Ton Pickup 4x4	\$37,500
	Small Pickup Truck	\$30,000
	Utility Side by Side Vehicle	\$12,000
	Sensus Meter Outage Tie	\$10,000
	Spreadsheet Module for SCADA	\$10,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	82,463	Health Insurance	(17,536)
Overtime Earnings	10,000	Workers Compensation	(1,048)
FICA	2,618	Wearing Apparel	(12,000)
Medicare	611	Gas Utilities	(3,000)
Retirement Plan 2	5,645	Telephone Service Local	(1,000)
ICMA Retirement PCUA	1,599	Broadband Expenses	(130,000)
Computer Supplies	1,000	Fiber Optic Network	(300,000)
Electrical System Maint	15,000	Special Purpose Vehicles	(578,000)
Meter Support Services	4,000	Debt Interest	(20,000)
Travel Expenses	2,000	Trasfer to City Garage	<u>(5,000)</u>
Charges for General	36,736		
Dues & Subscriptions	75,000		
Education & Training	5,000		
Tree Trimming Services	50,000		
Community Promotions	5,000		
Electrical Distribution Sys	250,000		
C/O Buildings	60,000		
C/O Misc Other Capital	20,000		
Pickup Trucks	67,500		
C/O Machine & Tools	68,000		
Debt Principal	40,000		
Transfer to General	104,681		
Transfer to Utility Billing	10,000		
Transfer to PC Broadband	<u>300,000</u>		
Total	1,216,853	Total	(1,067,584)
	Net Increase		<u>\$149,269</u>

Personnel Summary:

General Manager	1	Line Worker I	5
Assistant Manager/Engineer	1	Equipment Operator II	1
Electric Dist Supervisor	1	Utility Technician	1
Electric Dist Superintendent	1	Warehouse Storekeeper	1
Engineering Technician	1	Administrative Secretary	1
Senior Line Worker	5	Office Specialist	1
Line Worker II	5		

Total Full Time Employees 25

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	25	25	25	25	25	25	25	25	25	25



MESO Lineworker's Rodeo was held at Boomer Park in Stillwater, OK on October 20, 2018. Pictured above is Tomas Alvarez who finished first on the Hurtman Rescue.

Ponca City Broadband

Department Mission:

Ponca City Broadband provides reliable access to the Internet utilizing high speed 100 percent fiber optic cable to the home at a reasonable price, allowing residents to take advantage of new opportunities for work and commerce, entertainment, enhanced quality of life, and other innovations the Internet future will bring.

As an internet service provider to subscribers, Ponca City Broadband will make every effort to ensure extremely high levels of customer satisfaction and will continuously strive to provide customers the level of service they subscribe to: every time, and all the time.

Fiscal 2019 Accomplishments:

- Finalized the business plan and obtained Commission approval to begin Phase 1 of the project.
- Worked with Monte R. Lee and Company to develop the final plans and specifications for Phase 1.
- Submitted the construction bid, selected a contractor, and began construction of Phase 1.
- Conducted an RFI process, selected the electronic products and vendor for the project, and ordered those component pieces.
- Arranged for the construction of the Central Office and NOC #2 for the project.
- Made arrangements to provide redundant backhaul paths to the internet, assuring customers of the absolute minimum downtime possibility.
- Worked with Utility Billing to create Customer Guidelines for the new Utility.

Fiscal 2020 Objectives:

- Complete the Phase 1 area of town and connect every customer there desiring service.
- Begin working on subsequent project Phases and areas.
- Monitor customer satisfaction to make sure it remains very high.
- Foster and maintain a solid reputation for the Utility service in the community.
- Provide sustained, high quality, and reliable Internet connectivity for customers.
- Offer reasonable pricing for high quality service delivered on fiber optic cable directly to the home.
- Maintain a service that exceeds the Internet and broadband needs of Ponca City residents.

PCUA - Broadband								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	0	0	0	0	4,677	175,000	175,000	0.00%
Material/Supplies	0	0	0	0	1,924	323,750	323,750	0.00%
Other Charges & Svcs	0	0	0	0	3,209	362,800	362,800	0.00%
Capital Outlay	0	0	0	0	0	190,470	190,470	0.00%
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>19,980</u>	<u>19,980</u>	<u>0.00%</u>
Department Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,810</u>	<u>1,072,000</u>	<u>1,072,000</u>	<u>0.00%</u>

Approved Capital: Fiber Network Contingencies \$190,470

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	113,645		
Overtime Earnings	5,000		
FICA	6,975		
Medicare	1,639		
Retirement Plan 2	9,277		
Health Insurance	35,866		
Life Insurance	500		
Workers Compensation	2,098		
Office Supplies	250		
Computer Supplies	2,000		
Wearing Apparel	2,500		
Postage	250		
Hand Tools	5,000		
Safety Material & Supplies	2,500		
Motor Vehicle Maint	1,250		
Building Maintenance	10,000		
Broadband System Maint	300,000		
Electric Utilities	3,600		
Gas Utilities	1,200		
Broadband Support Svc	78,000		
Broadband Expenses	251,000		
Printing	1,500		
Dues & Subscriptions	2,500		
Education & Training	10,000		
Misc Other Charges	15,000		
Fiber Optic Network	190,470		
Transfer to Utility Billing	10,000		
Transfer to City Garage	9,000		
Transfer to Insurance	<u>980</u>		
	Total	1,072,000	Total
		Net Increase	<u>\$1,072,000</u>
			0

Personnel Summary:

Central Office Technician	1	Fiber Field Technician	1
Total Full Time Employees		2	

Personnel History:

2019-20

Full Time 2



Solid Waste Collection

Department Mission:

The Solid Waste Collection Department provides residential and commercial collection services including roll-off service. The Division provides a City Charter mandate of providing for the protection of public health, safety, and welfare. The Division was established under the Ponca City Utility Authority (PCUA) where it operates as an Enterprise Fund and is funded completely by user fees.

Fiscal 2019 Accomplishments:

- Co-hosted the Biannual Household Hazardous Waste Collection Day with Phillips66 Ponca City Refinery.
- Provided no-charge services to community events such as the Annual Great Day of Service, Octoberfest, Standing Bear Powwow, and Main Street Battle of the Burger.
- Supported several City departments in the removal and disposal of debris generated from facility cleanup and code enforcement activities.
- Hosted and attended safety and educational meetings to enhance employees' safety awareness and job knowledge.
- Reorganized the shop area and revised staffing method to increase productivity on container repair and rehabilitation.
- Started a weekly tree /bush trimming program to improve alley accessibility for loaders and packer trucks.
- Upgraded the roll-off truck scheduling system to improve route and labor efficiency.

Fiscal 2020 Objectives:

- Provide quality services to all commercial, industry, and residential customers.
- Collaborate with civic groups to clean up alleys and neighborhoods.
- Continue division's commitment to employee training by attending and hosting safety and educational meetings.
- Work with other City departments in the removal and disposal of debris generated from construction, storm damage, and code enforcement activities.

PCUA - Solid Waste Collection								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	1,871,341	1,955,111	1,908,246	2,142,051	1,465,278	2,174,855	32,804	1.53%
Material/Supplies	31,339	33,116	38,512	51,510	31,201	52,025	515	1.00%
Other Charges & Svcs	188,597	204,048	214,232	282,213	198,584	251,315	(30,898)	(10.95%)
Capital Outlay	0	0	16,039	0	0	0	0	0.00%
Transfers	<u>1,230,139</u>	<u>1,302,789</u>	<u>1,342,081</u>	<u>1,400,312</u>	<u>1,008,150</u>	<u>1,408,429</u>	<u>8,117</u>	<u>0.58%</u>
Department Total	3,321,417	3,495,064	3,519,110	3,876,086	2,703,212	3,886,624	10,538	0.27%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	39,734	Health Insurance		(14,144)
FICA	1,897	Workers Compensation		(710)
Medicare	444	Building Rental		(1,764)
Retirement Plan 2	5,583	Household Hazard Waste		(35,000)
Office Supplies	515	Transfer to City Garage		<u>(5,000)</u>
Electric Utilities	112			
Gas Utilities	38			
Telephone Service Local	12			
Telephone Repair	3			
Travel Expenses	61			
Legal Notices	3			
Advertising	36			
Printing	20			
Audit Services	41			
Engineering Services	5			
Charges for General	3,259			
Dues & Subscriptions	15			
Education & Training	41			
Maintenance & Service	10			
Pest Control Service	7			
Bank Service Fee	41			
Misc Contractual Service	2,162			
Transfer to General	8,117			
Transfer to Utility Billing	<u>5,000</u>			
Total	67,156	Total		(56,618)
	Net Increase		<u>\$10,538</u>	

Personnel Summary:

Environmental Svcs Director	.33	Solid Waste Collector	14
Solid Waste Superintendent	1	Office Specialist	1
Supervisor-Solid Waste	2	Loaders-Part Time	9
Senior Solid Waste Collector	12	Recycling Advocate	.5

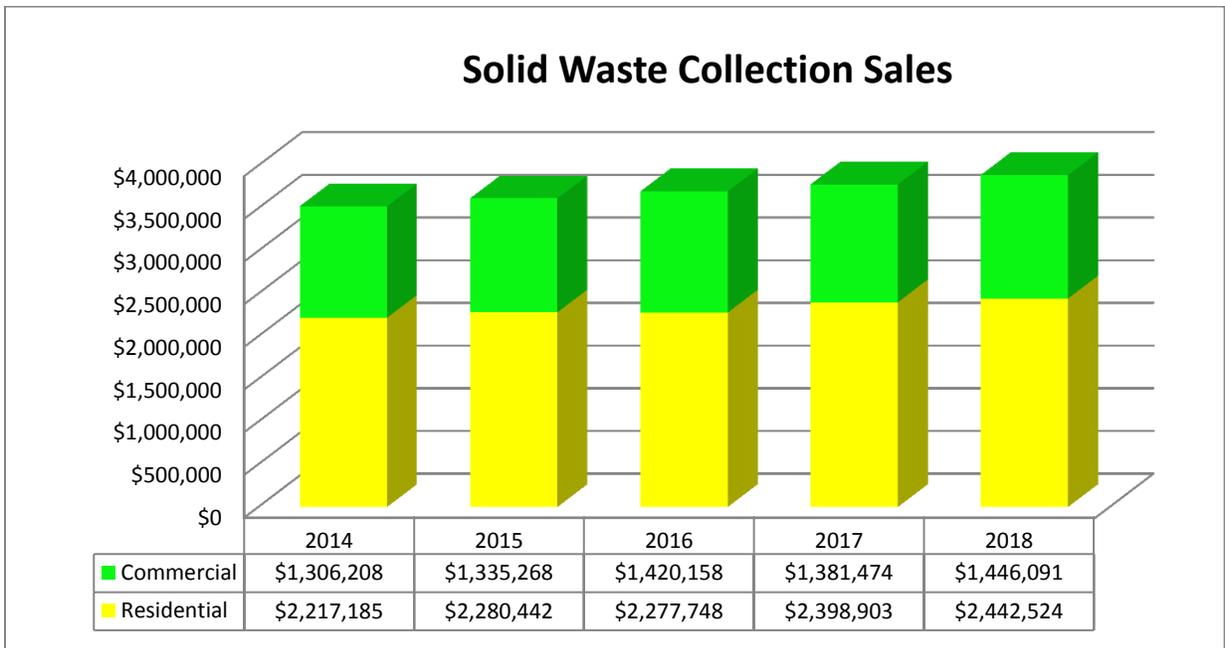
Total Full Time Employees 30.83

Total Part Time Employees 9

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	32.33	31.83	31.83	31.83	31.83	31.83	31.83	30.83	30.83	30.83

Explanation: FY 11/12 the position of Recycling Coordinator was changed to Advocate and shared equally with Stormwater. (Employees shared between Funds) Environmental Services Director: **33% Solid Waste**; 34% Water Admin; 33% Wastewater Admin.
 FY 17/18 Solid Waste Collector was eliminated because Recycling Center was outsourced to SCL.



Solid Waste - Landfill

Department Mission: The Ponca City Landfill is a Municipal Solid Waste Disposal Facility that meets all State and Federal regulatory requirements while providing safe and convenient trash disposal to Ponca City and surrounding communities.

Fiscal 2019 Accomplishments:

- Fulfilled annual reporting requirements for Methane Gas Monitoring and Reporting, Green House Gas Reporting, Groundwater Monitoring and Reporting, and Annual Compliance Certification and Semi-Annual Monitoring Report for Title V Operating Permit.
- Passed multiple Oklahoma Department of Environmental Quality (ODEQ) inspections.
- Held onsite safety meetings and group discussions, in addition to attending city-wide training to enhance employees' safety awareness and job knowledge.
- Completed the drilling and installation of two new gas monitoring wells to improve gas migration on the permitted site.
- Renewed Title V Operating Permit required by Environmental Protection Agency's (EPA) Clean Air Act.
- Renewed Industrial Pretreatment Discharge Permit so that excess leachate could be transported to and disposed at the City's Wastewater Treatment Plant.

Fiscal 2020 Objectives:

- Fulfill all monitoring and reporting required by the ODEQ and EPA.
- Work with other City Departments in the disposal of debris generated from construction, storm damage, and code enforcement activities.
- Continue division's commitment to safety by conducting safety meetings and attending city wide training sessions.

PCUA - Landfill								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	428,011	444,374	420,993	454,271	322,510	482,806	28,535	6.28%
Material/Supplies	10,047	10,251	11,730	16,116	6,675	16,277	161	1.00%
Other Charges & Svcs	117,779	125,307	169,043	221,834	97,563	164,505	(57,329)	(25.84%)
Capital Outlay	0	0	7,000	0	0	0	0	0.00%
Debt Service	12,500	12,500	5,732	0	0	0	0	0.00%
Transfers	714,349	672,453	649,420	724,093	897,214	715,738	(8,355)	(1.15%)
Department Total	1,282,686	1,264,886	1,263,918	1,416,314	1,323,962	1,379,326	(36,988)	(2.61%)

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

Personnel Summary:

Landfill Supervisor	1	Office Specialist	2
Equipment Operator II	2	Loader – Part Time	3
Heavy Equipment Operator	2		

Total Full Time Employees 7
Total Part Time Employees 3

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	7	7	7	7	7	7	7	7	7	7

Landfill – Closure

- Fiscal 2019 Accomplishments:**
- Funded restricted Landfill Closure account by required amount.
 - Met all EPA and ODEQ subtitle D requirements for financial assurance of landfill closure/post closure costs.

- Fiscal 2020 Objectives:**
- Continue funding for future closure/post closure costs of current revenues.
 - Continue to comply with EPA and ODEQ subtitle D requirements for financial assurance of closure/post closure costs.

PCUA - Landfill Closure								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2020 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2020		Amount	Percent
Transfer from Sld Wst	20,000	20,000	20,000	20,000	15,000	20,000	0	0.00%
Transfer from Landfill	30,000	30,000	30,000	30,000	22,500	30,000	0	0.00%
Interest Income	0	0	0	0	0	0	0	0.00%
Gain on Investment	0	0	0	0	0	0	0	0.00%
Total Revenues:	50,000	50,000	50,000	50,000	37,500	50,000	0	0.00%
EXPENDITURES								
Dues & Subscriptions	20,020	13,904	9,913	20,000	11,322	18,000	(2,000)	(10.00%)
Miscellaneous	0	0	0	0	0	0	0	0.00%
Total Expenditures:	20,020	13,904	9,913	20,000	11,322	18,000	(2,000)	(10.00%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>	<u>Decreases</u>
Dues & Subscriptions	(2,000)
Total	Total
0	(2,000)
Net Decrease	<u>(\$2,000)</u>

Personnel Summary: None

RECYCLING CENTER STATISTICS

<u>Type of Recyclable</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Cardboard	79.26	89.30	101.59	54.00	24.72	79.5	138.38
Newspapers	149.72	154.01	160.92	60.50	121.8	190.3	88.57
White Goods	25.38	22.04	25.76	19.82	38.72	8.47	0
Magazines	56.49	54.40	52.31	**	**	**	**
Office Paper	23.25	23.03	25.76	9.00	20	25.25	26.97
Glass	37.63	38.98	41.38	28.54	29.07	24.55	19.94
Books	8.49	9.35	8.10	**	**	**	**
Tin	6.54	8.47	7.11	7.49	6.1	2.62	7.32
Car Batteries	2.67	2.88	4.01	3.00	2.5	.8	0
Aluminum Cans	2.36	2.33	2.65	2.25	2.31	2.1	2.74
Misc Paper	8.58	8.77	7.82	**	**	**	**
Mixed Metal	14.49*	16.20*	8.22*	6.17*	23.7*	37.45	9.06
Total*	412.70	429.76	445.63	190.90	268.92	371.04	292.98

*All amounts in tons. FY 2010 Iron was added to Mixed Metal. Cardboard decreased due to remodeling the recycling center.

** Magazines, Books, and Misc Paper are no longer categorized since recycling processor does not track these categories.

RECYCLING SAVINGS

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Trees	5,939	5,761	6,061	3,245	4,571	5,016	4,317
kWh of Energy	1,437,066	1,389,326	1,461,650	782,690	1,102,572	1,209,705	1,041,047
Gallons of Water	2,453,528	2,372,020	2,495,500	1,336,300	1,882,440	2,065,350	1,777,397
Cubic Yard of Landfill	1,106	779	820	325	672	974	838
Pounds of Air Pollution	21,030	25,786	26,395	11,454	16,135	17,703	15,235

Solid Waste Equipment Reserve

Department Mission: The Solid Waste Equipment Reserve provides for the replacement of equipment in the Solid Waste Fund pursuant to a set replacement schedule.

Fiscal 2019 Accomplishments:

- Funded the Depreciation Reserve with the required amounts.
- Maintained the Equipment Replacement Schedule.

Fiscal 2020 Objectives:

- Maintain a balanced Depreciation Schedule.
- Fund upgrades and expansions associated with the operational needs of the Solid Waste Division.

PCUA - Solid Waste Equipment Reserve								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Transfer from Sld Wste	300,000	300,000	300,000	325,000	243,750	325,000	0	0.00%
Transfer from Landfill	300,000	300,000	300,000	325,000	243,750	325,000	0	0.00%
Interest Income	<u>28,652</u>	<u>17,245</u>	40,304	35,000	<u>50,114</u>	<u>50,000</u>	15,000	42.86%
Income Disp Fixed Asset	<u>0</u>	<u>0</u>	<u>87,134</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	<u>628,652</u>	<u>617,245</u>	<u>727,438</u>	<u>685,000</u>	<u>537,614</u>	<u>700,000</u>	<u>15,000</u>	<u>2.19%</u>
EXPENDITURES								
Capital Outlay	<u>840,762</u>	<u>245,138</u>	<u>616,271</u>	<u>464,850</u>	<u>398,369</u>	<u>297,200</u>	<u>(167,650)</u>	<u>(36.07%)</u>
Total Expenditures:	<u>840,762</u>	<u>245,138</u>	<u>616,271</u>	<u>464,850</u>	<u>398,369</u>	<u>297,200</u>	<u>(167,650)</u>	<u>(36.07%)</u>

Approved Capital:

Roll-Off Truck	\$178,000
Fence for the East Side of City Landfill	\$57,000
2-6 Rear Load Containers & Lids	\$34,000
30 Yard Open Top Containers (3)	\$18,200
Trash Cans for Grand Avenue (12)	\$10,000

Approved Budget Variances from Prior Year:

Increases		Decreases	
C/O Land Improvement	57,000	Special Purpose Vehicles	(412,700)
Other Trucks	178,000	Landfill Equipment	(48,150)
Machinery & Equipment	<u>62,200</u>	Misc Capital Outlay	<u>(4,000)</u>
Total	297,200	Total	(464,850)

Net Decrease **(\$167,650)**

Personnel Summary: None

Utility Billing – Administration

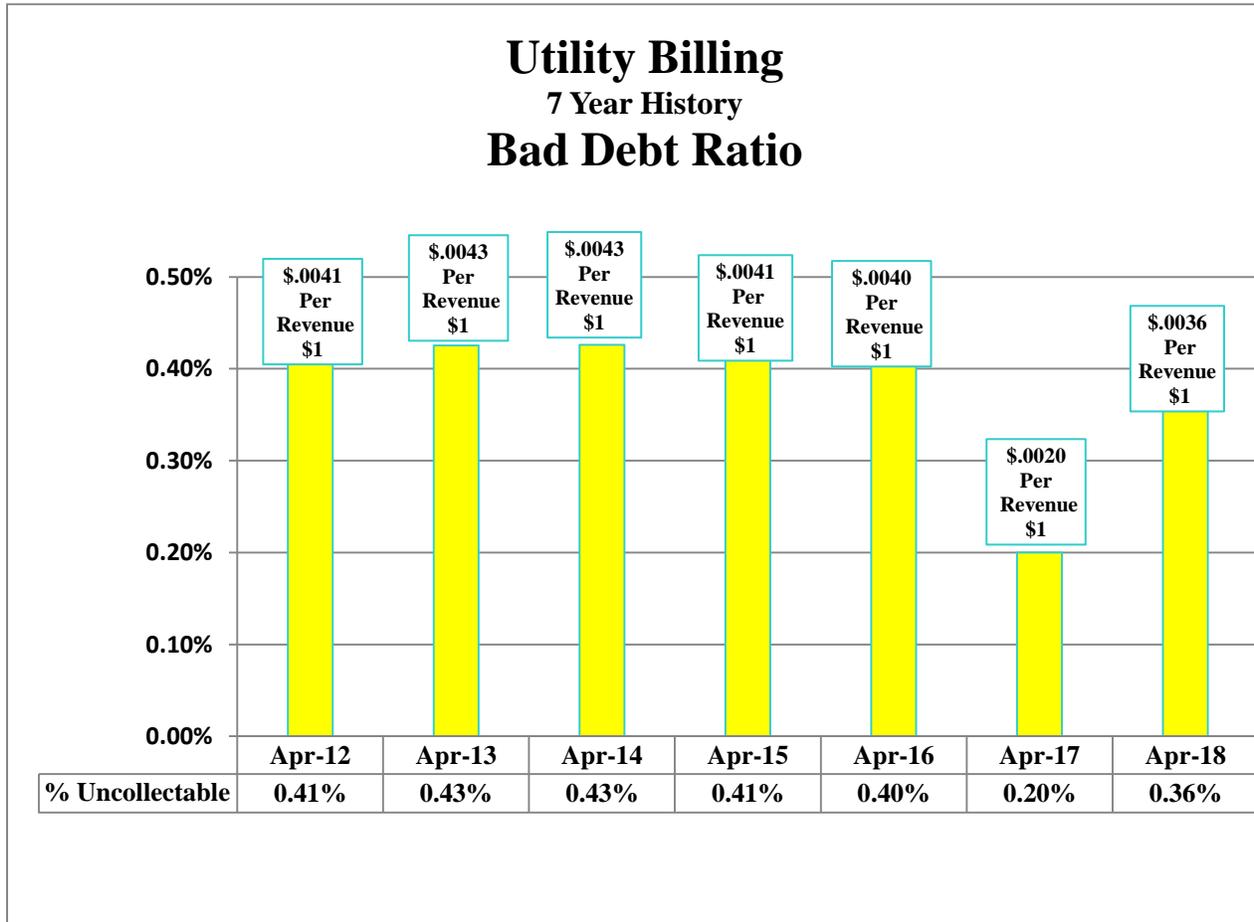
Department Mission: Utility Billing strives to provide accurate billing service and records to all Ponca City Utility Authority (PCUA) customers with prompt, professional, and courteous service.

- Fiscal 2019 Accomplishments:**
- Opened E-Billing as an option to all customers and currently have approximately 400 on ebills.
 - Trained technicians with new computers to complete electric meter swaps electronically in the field, replacing the traditional paper work order process.
 - Swapped approximately 2,000 electric residential meters in 6 months.
 - Completed conversion from the old Sensus Flexnet to new Sensus Analytics (Saas).
 - Retained all bad debts in house thus saving customers 23 percent on an old account when collected to start new service.
 - Approximately 1 percent difference in collections from the previous years.

Utility Payments Received (Checks, Cash, Credit Cards, Auto Drafts)					
<i>Year</i>	<i>2016</i>	<i>2017</i>	<i>2016-2017 % Difference</i>	<i>2018</i>	<i>2017-2018 % Difference</i>
Window	88,040	89,392	1.51%	89,125	-.99%
Box	31,917	31,330	-1.87%	30,453	-.97%
Mail	24,661	22,477	-9.72%	20,370	-.90%
Online/Internet	10,710	11,833	9.49%	12,484	1.05%
Bank Draft	26,502	26,790	1.08%	27,643	1.03%
Credit Card Draft	6,947	7,731	10.14%	7,532	-.974%

- Fiscal 2020 Objectives:**
- Implement a new procedure for reviewing Legal sections of newspaper for estate notifications for collections.
 - Initiate billing for Ponca City Broadband on utility bills.
 - Continue to swap residential meters beginning with the areas designated for initial build of Ponca City Broadband Service.
 - Complete Broadband Customer Guidelines Manual.

- Budget Highlights:**
- Community agencies, churches and tribal agencies contributed \$187,590 on customers' accounts in 2018. When these contributions are coupled with DHS payments of \$296,140, a total of \$483,730 in outside assistance was received. This is down by almost 10 percent from previous year.



PCUA - Utility Billing Administration								
	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
EXPENDITURES:								
Personal Services	430,790	443,593	434,902	454,946	334,730	464,810	9,864	2.17%
Material/Supplies	64,821	69,755	68,252	73,200	42,162	75,100	1,900	2.60%
Other Charges & Svcs	140,304	136,852	121,441	128,050	81,903	127,400	(650)	(0.51%)
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>9,346</u>	<u>9,421</u>	<u>9,941</u>	<u>12,500</u>	<u>7,106</u>	<u>12,500</u>	<u>0</u>	<u>0.00%</u>
Department Total	645,261	659,620	634,536	668,696	465,901	679,810	11,114	1.66%

Approved Capital: None

Wastewater Fund - Administration

Department Mission:

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

Fiscal 2019 Accomplishments:

- Managed personnel adequately to promote service provision and revenue generation.
- Coordinated capital improvement needs for both the wastewater collection and treatment segments to ensure long-term financial sustainability.
- Managed the Industrial Pretreatment Program that has 4 Significant Industrial Users (SIU) and 6 Nonsignificant Industrial Users.
- Worked with Oklahoma Department of Environmental Quality (ODEQ) and renewed the industrial-activity-associated Stormwater Discharge Permit for Ponca City Landfill.
- Encouraged preventive maintenance measures on the wastewater collection system to prevent unpermitted discharges.
- Worked with Municipal Electric Systems of Oklahoma (MESO) in its effort to launch training programs for municipal wastewater and water personnel.
- Successfully executed an emergency repair on the 30 inch interceptor going into Bois D'Arc Liftstation: 340 ft of PVC was installed within 48 hours to replace the failed section connecting the first upstream manhole and the manhole at the liftstation.
- Started Phase II of Bois D'Arc Sewer Interceptor Project to replace approximately 7,500 feet of 30" interceptor from West South Avenue going south to Bois D'Arc Liftstation.

Fiscal 2020 Objectives:

- Continue to promote higher standards and higher efficiency throughout the department.
- Work with MESO to develop training programs easily accessible to municipal utilities and provide training topics pertinent to operations.
- Manage approved capital improvement projects through design, bidding and construction phases.
- Work with the City's pretreatment program customers to maximize service provision and ensure customer satisfaction.
- Communicate with local dental offices and incorporate the mandatory Federal Effluent Limitations Guidelines for Dental Offices into City's Industrial Pretreatment Program.

PCUA - Wastewater Administration								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	70,188	73,826	72,756	77,306	54,636	79,035	1,729	2.24%
Material/Supplies	987	925	1,009	1,460	950	1,475	15	1.03%
Other Charges & Svcs	227,531	237,536	245,268	269,354	192,067	274,425	5,071	1.88%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	1,999,258	1,405,979	1,013,722	725,000	645,650	452,000	(273,000)	(37.66%)
Transfers	<u>701,505</u>	<u>712,535</u>	<u>721,746</u>	<u>759,141</u>	<u>569,356</u>	<u>778,724</u>	<u>19,583</u>	<u>2.58%</u>
Department Total	<u>2,999,468</u>	<u>2,430,801</u>	<u>2,054,502</u>	<u>1,832,261</u>	<u>1,462,658</u>	<u>1,585,659</u>	<u>(246,602)</u>	<u>(13.46%)</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,126	Workers Compensation	(37)
FICA	80	Debt Principal	(250,000)
Medicare	26	Debt Interest	(20,000)
Retirement Plan 2	92	Agent Fee	<u>(3,000)</u>
ICMA Retirement PCUA	68		
Health Insurance	374		
Office Supplies	12		
Books & Periodicals	1		
Postage	2		
Telephone Service Local	70		
Travel Expenses	36		
Legal Notices	3		
Audit Services	82		
Misc Professional Service	61		
Charges for General Fund	4,755		
Dues & Subscriptions	3		
Education & Training	10		
Bank Service Fees	31		
Contingencies	20		
Transfer to General	9,583		
Transfer to Utility Billing	<u>10,000</u>		
Total	26,435	Total	(273,037)
	Net Decrease		<u>(\$246,602)</u>

Personnel Summary:

Environmental Services Director	.33	Administrative Secretary	.5
Total Full Time Employees		.83	

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83



Wastewater Fund – Treatment

Department Mission:

The Wastewater Treatment Plant treats operates and maintains a 9.5 MGD (millions of gallons per day) wastewater treatment plant, 2.1 MGD groundwater treatment plant, and 14 liftstations. The wastewater treatment plant treats wastewater generated by residential, commercial, and industrial customers. The plant’s operation goals are to eliminate wastewater overflows at the treatment plant and liftstations and to only discharge treated wastewater to the Arkansas River that meets or exceeds minimum standards as established by State and Federal regulations. The staff is committed to safeguard the environment by maintaining the highest level of treatment at the lowest attainable cost to the community.

Fiscal 2019 Accomplishments:

- Successfully treated over 1.3 billion gallons of wastewater, including high-strength wastewater streams generated by industrial users.
- Successfully operated over 20 key process units with the lowest attainable capital costs for the treatment plant.
- Replaced various-sized valves at liftstations to accommodate different operation mode.
- Replace obsolete variable speed drives to better control the speed of blower motors and pumps.
- Completed painting of clarifiers to protect its concrete walls.
- Completed 3,347 routine maintenance work orders to maintain the treatment plant and 14 liftstations.

Fiscal 2020 Objectives:

- Finish all capital improvement projects on time and within budget.
- Continue division’s commitment to employee training and education in order to enhance job knowledge and safety awareness.
- Continue replacing aging treatment plant components to ensure plant’s smooth operation.

PCUA - Wastewater Treatment								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Personal Services	600,577	607,551	613,407	742,742	466,453	754,498	11,756	1.58%
Material/Supplies	244,139	231,021	270,422	288,400	143,684	291,284	2,884	1.00%
Other Charges & Svcs	459,542	361,500	341,508	569,500	266,571	575,195	5,695	1.00%
Capital Outlay	49,466	83,660	82,588	181,000	126,908	265,000	84,000	46.41%
Transfers	<u>100,644</u>	<u>96,013</u>	<u>104,945</u>	<u>106,945</u>	<u>68,825</u>	<u>106,945</u>	<u>0</u>	<u>0.00%</u>
Department Total	1,454,368	1,379,746	1,412,870	1,888,587	1,072,442	1,992,922	104,335	5.52%

Approved Capital:	Loader	\$145,000
	Mixers (2)	\$90,000
	Paint Clarifier	\$30,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
FICA	180	Full Time Salaries		(96)
Medicare	42	Retirement Plan 2		(563)
Health Insurance	12,612	Workers Compensation		(419)
Building Maintenance	2,884	C/O Sewer System		(45,000)
Controls & Instruments	4,695	C/O Machines & Tools		<u>(16,000)</u>
Permit Fees	1,000			
Special Purpose Vehicles	<u>145,000</u>			
	Total	166,413	Total	(62,078)
		Net Increase		<u>\$104,335</u>

Personnel Summary:

Chief Plant Operator	1	Maintenance Worker	2
Treatment Plant Operator	4	Lab Technician	1
Senior Mechanic	1	Laborer – Part Time	2
Mechanic	2		
		Total Full Time Employees	11
		Total Part Time Employees	2

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	11	11	11	11	11	11	11	11	11	11

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

Wastewater Fund – Collection

Department Mission:

The Wastewater Collection Division maintains approximately 178 miles of gravity sewer mains and all manholes within the system. The division routinely inspects and evaluates City’s sewer system to identify repair and replacement needs, and it implements aggressive preventive maintenance programs to reduce sewer overflows. The division’s goal is to provide high quality and cost effective services that satisfy public needs and meet Federal and State regulations.

Fiscal 2019 Accomplishments:

- Completed the design phase for Bois D’ Arc Interceptor Replacement Project Phase II.
- Installed sewer collector lines for public bathrooms at Lake Ponca Park.
- Completed a sewer improvement project for the Hillside Subdivision.
- Performed preventive maintenance tasks to maintain and improve conditions of City’s Wastewater Collection System:
 - Flushed over 500,000 feet of wastewater mains.
 - Filmed over 10,000 feet of wastewater mains to evaluate pipe conditions.
 - Treated over 54,000 feet of pipes with proprietary root control chemicals.

Fiscal 2020 Objectives:

- Continue with the preventative maintenance program to minimize Unpermitted Wastewater Discharges.
- Improve the City’s Wastewater Collection System with capital improvement projects as well as in-house point-to-point repairs.
- Continue the division’s commitment to safety and customer service.

PCUA - Wastewater Collection								
EXPENDITURES:	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Personal Services	351,656	394,659	367,775	413,646	283,250	411,062	(2,584)	(0.62%)
Material/Supplies	86,149	64,542	88,136	96,700	23,726	97,650	950	0.98%
Other Charges & Svcs	46,702	46,156	48,788	57,270	46,749	57,820	550	0.96%
Capital Outlay	1,151,300	120,930	1,957,747	642,000	269,016	1,900,000	1,258,000	195.95%
Transfers	<u>29,281</u>	<u>66,141</u>	<u>40,322</u>	<u>67,422</u>	<u>29,882</u>	<u>67,422</u>	<u>0</u>	<u>0.00%</u>
Department Total	1,665,088	692,429	2,502,769	1,277,038	652,623	2,533,954	1,256,916	98.42%

Approved Capital:

Bois D’ Arc Sewer Interceptor Phase II	\$1,700,000
Electronic Operating System for Camera Van	\$130,000
Contingency Wastewater Collection Projects	\$70,000

Stormwater Fund

Department Mission:

The Stormwater Fund will utilize revenues derived from the Stormwater fee to provide for management of rainfall runoff. This fund will also be responsible for maintaining compliance with Federal and State regulations as they pertain to Stormwater.

Fiscal 2019 Accomplishments:

- Completion of the new detention pond at Young Park.
- Co-hosted the Biannual Household Hazardous Waste Collection Day including electronics and medication.
- Completed a drainage improvement project in the Wittmer Hills addition.
- Completed the engineering study for culvert capacity increases below the Young Park Detention pond.

Fiscal 2020 Objectives:

- Review the current stormwater ordinance to meet the general permit OKR04 which was received on January 6, 2017.
- Implement the requirements for the City's new stormwater Phase II NPDES permit. The new requirements and reports required by Oklahoma Department of Environmental Quality (ODEQ) will require several new updates which will have to be addressed by the Municipal Separate Storm Sewer System (MS4).

PCUA - Stormwater								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Stormwater Fee	445,131	479,520	514,346	545,000	412,137	548,000	3,000	0.55%
Other Revenues	<u>18,930</u>	<u>31,196</u>	<u>24,967</u>	<u>35,700</u>	<u>45,297</u>	<u>26,500</u>	<u>(9,200)</u>	<u>(25.77%)</u>
Total Revenues:	<u>464,061</u>	<u>510,716</u>	<u>539,313</u>	<u>580,700</u>	<u>457,433</u>	<u>574,500</u>	<u>(6,200)</u>	<u>(1.07%)</u>
EXPENDITURES:								
Personal Services	30,767	31,959	32,281	34,389	24,481	34,383	(6)	(0.02%)
Materials & Supplies	0	23,625	19,283	60,000	1,980	50,000	(10,000)	(16.67%)
Other Charges & Svcs	66,170	103,435	79,806	161,151	70,182	126,784	(34,367)	(21.33%)
Capital Outlay	694,140	21,559	407,787	350,000	113,043	100,000	(250,000)	(71.43%)
Transfers	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>20,000</u>	<u>15,000</u>	<u>20,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures	<u>801,078</u>	<u>190,579</u>	<u>549,157</u>	<u>625,540</u>	<u>224,686</u>	<u>331,167</u>	<u>(294,373)</u>	<u>(47.06%)</u>

Approved Capital:

Contingency Stormwater Capital Improvements

\$100,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	600	Medicare	(3)
FICA	38	Health Insurance	(733)
Retirement Plan 2	106	Workers Compensation	(14)
Charges for General Fund	<u>633</u>	Drainage Repair Materials	(10,000)
		Household Hazardous Wst	(35,000)
		C/O Stormwater System	<u>(250,000)</u>
Total	1,377	Total	(295,750)
Net Decrease		<u>(294,373)</u>	

Personnel Summary:

Stormwater Advocate .5

Total Full Time Employees .5

Personnel History:

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	.5	.5	.5	.5	.5	.5	.5	.5	.5

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

Technology Services

Department Mission:

Technology Services provides secure, reliable, and integrated technology solutions for all City Departments, employees, and the citizens of Ponca City, while delivering excellence in customer service. In support of this mission, Technology Services will partner with other City Departments to understand specific technology needs, recommend and/or assist with implementing chosen technologies, provide leadership and planning for the effective and strategic use of technologies, and demonstrate technical and operational excellence.

Fiscal 2019 Accomplishments:

- Replaced the Library and Senior Center’s Virtual Desktop Infrastructure (VDI) computer system with a state of the art solution.
- Worked with the Police Department and their vendors on three high-profile projects:
 - Replaced the aging telephone recording system with a multi-line, digital solution.
 - Implemented a MobileCop (in vehicle computer) trial to analyze effective use of technology in the police vehicle using portable MiFi (4G LTE) for network connectivity.
 - Provided network connectivity to Edwin Fair to be used for on-site EOD evaluations.
- Continued working on Network Switch room upgrades, re-organization and documentation.
- Provided Cyber Security training to all City employees with access to City systems and implemented an email “phishing” test to actually test user’s ability to spot and block phishing attacks.
- Worked with a third party security company who performed penetration testing of the City’s network. This test showed the various security measures implemented over the past several years effectively block attacks from the outside world.
- Implemented a new WiFi system and video surveillance system at the Marland Mansion.
- Worked with an outside vendor to audit and ensure all software licensing was adequate for the number of systems actually in use throughout City of Ponca City.
- Ensured adequate technology was in place when City of Ponca City assumed daily operations of the RecPlex facility.

Fiscal 2020 Objectives:

- Continuous improvement in evaluating network switch and server security protocols to ensure the highest levels of physical and data integrity are achieved. System and data security threats are ever evolving issues; the City maintains a constant vigil against unauthorized access and/or data disclosure.
- Continue regular maintenance activities on the Ponca City Free Wi-Fi system.
- Complete the City-wide implementation of WiFi networking capability at all City-owned facilities.
- Plan for the upgrade/replacement of the aging data center for City systems, as well as the Disaster Recovery fail-over site.

- Assist the Police Department as they plan for the new Public Safety Center, making sure technology needs and requirements are factored into the building plans.

PCUA - Technology Services								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Transfers	743,000	743,000	743,000	870,000	645,000	870,000	0	0.00%
Misc. Receipts	589	0	0	0	0	0	0	0.00%
Total Revenues:	743,589	743,000	743,000	870,000	645,000	870,000	0	0.00%
EXPENDITURES								
Personal Services	324,013	313,282	363,001	391,713	293,633	435,249	43,536	11.11%
Material & Supplies	119,871	111,827	45,004	61,100	26,828	75,140	14,040	22.98%
Other Charges & Svcs	208,349	202,810	224,402	267,150	211,578	236,850	(30,300)	(11.34%)
Capital Outlay	0	0	73,016	92,100	99,690	78,000	(14,100)	(15.31%)
Debt Service	0	0	76,487	101,997	84,986	102,000	3	0.00%
Transfers	3,226	3,226	3,226	3,226	3,226	3,226	0	0.00%
Total Expenditures:	655,459	631,145	785,135	917,286	719,941	930,465	13,179	1.44%

Approved Capital

Ponca City free WIFI Licensing & Support	(CIP Fund) \$110,000
Network Switch Room Hardware	\$40,000
Security Camera Replacement	\$30,000
Uninterruptable Power Supplies	\$8,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	28,139	Vehicle Allowance	(1,200)
FICA	1,619	Cell Phone Service	(29,470)
Medicare	385	Misc Professional Svc	(2,680)
ICMA Retirement PCUA	2,474	Computer System Software	<u>(92,100)</u>
Health Insurance	11,924		
Workers Compensation	195		
Office Supplies	40		
Computers	14,000		
Dues & Subscriptions	50		
Maintenance & Service	1,800		
Computer Capital Exp	48,000		
Office Machines	30,000		
Debt Principal	<u>3</u>		
Total	138,629	Total	(125,450)
Net Increase		<u>13,179</u>	

Personnel Summary:

Technology Services Director	1	Telecommunication Technician	1
Assistant T/S Director	1	System Administrator	1

Total Full Time Employees 4

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	3	3	3	4	4	4	4	4	4	4

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

Golf Course

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

Fiscal 2019 Accomplishments:

- Increased Wednesday Night League from 24 to 32 teams.
- Continued relationships with area businesses and not-for-profit agencies to increase tournament play and pro shop sales.
- Cleanup of wooded areas along holes #6, #14, and #17 for more scenic views of Lake Ponca.
- Created new Interclub competitions with regional courses providing fun getaways for members.
- Created new package deals with Osage Casino for more revenue.
- Solidified new relationships with Booster Clubs to increase tournament play.
- Built new Red Tee Box on #10.
- Groomed trees by removing dead limbs and raising the ceiling of the branches.

Fiscal 2020 Objectives:

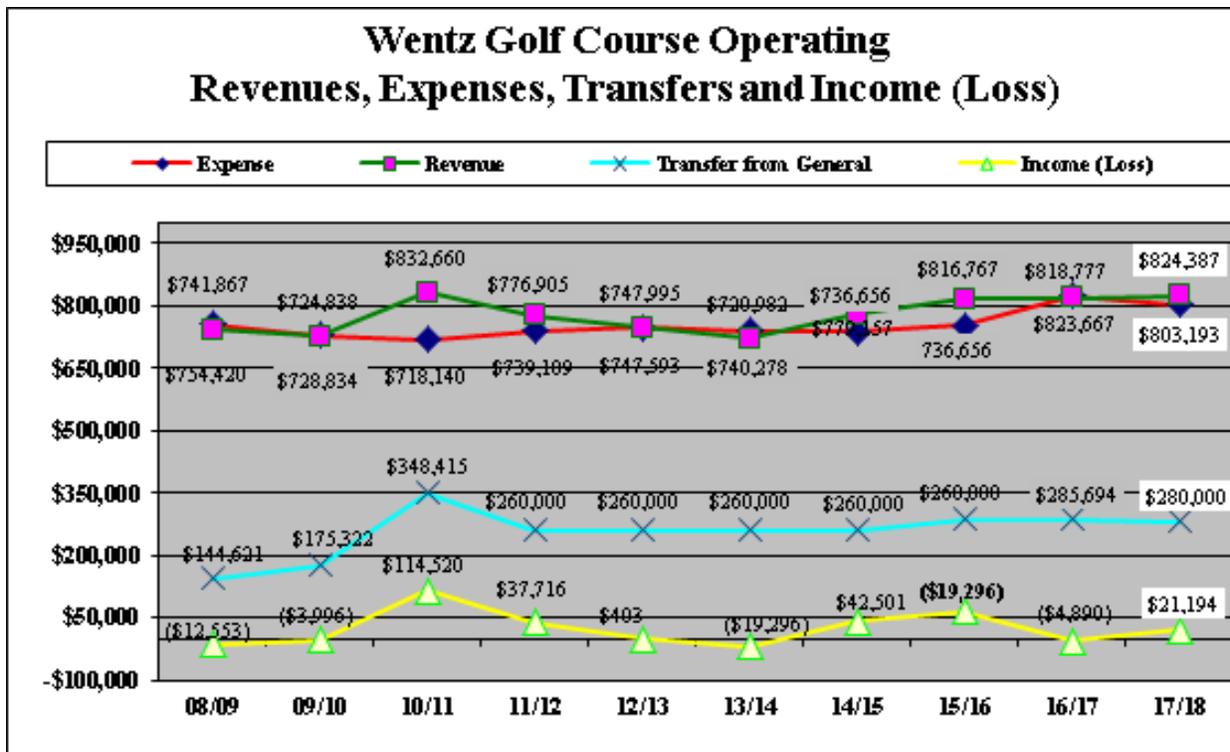
- Plant Crape Myrtles behind #10 Green for backdrop effect and create a natural barrier from nursery green.
- Continue to create weeknight activities for golfers of all skill levels.
- Continue to create more lake views throughout the course
- Grow Wednesday Night League to 36 teams using both 9's at course.
- Build a rock walkway from sidewalk to putting green to enhance look for patrons.
- Continue to develop relationships with local businesses for corporate outings and events.
- Reconstruct front right grass bunker by #9 green.
- Plant fescue seed under trees.
- Build multiple red tee boxes throughout the course.

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>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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</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 2017/18 utility expense was approximately \$27,647.

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 Exhibit.

Fiscal 2019 Accomplishments:

- Hosted the annual Octoberfest selling over 3,100 tickets, and hosted the biennial Holiday Gala selling 380 tickets and 8 major sponsor tables.
- Expanded international accessibility to the Emmy nominated documentary, "High Stakes, the Life and Times of E.W. Marland" by using VIMEO streaming capabilities with Marland Estate Foundation funding.
- Received \$117,240 in monetary donations via the Marland Estate Foundation, which included \$41,590 from individuals, \$4,250 from ConocoPhillips/Phillips 66 in Matching Grant and Volunteer Grant payments, \$1,400 from a local family bequest, \$27,000 from Oktoberfest, \$43,000 from Holiday Gala.
- Worked with Technology Services to enhance WiFi and upgrade security camera system with \$32,000 in funding from the Marland Estate Foundation.
- Installed a 4-ton heat pump for the public restrooms and administrative offices of the Marland Mansion.
- Coordinated landscaping improvements around Lydie's Statue after repairs to northwest planters were completed, using Marland Estate Funding.
- Purchased and installed replacement pumps for Whitmarsh Lake and entrance gate.
- Plastered and painted various areas in the Mansion with Marland Estate Funding.
- Acquired 156 pieces of the original Limoge porcelain dishes and Rose Bouquet crystal, which is currently displayed in the formal dining room.

Fiscal 2020 Objectives:

- Reroof the historic artist studio complex using clay tile and copper guttering.
- Work with Green Country Marketing Association, Red Carpet Country, Oklahoma Tourism and Recreation Department's Fulfillment Program, and the Kaw Lake Association to expand and enhance all areas of advertising, including billboards.
- Continue to recruit, train, and maintain over thirty volunteer docents to lead 9 guided tours and various specialty tours each week.
- Rent the renovated Gate House through internet marketing venues such as Vacation Rental by Owner and Air B & B.

Enterprise Funds - Marland Estate								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Outside Revenue	0	0	0	0	0	0	0	0.00%
Charges for Services	142,433	192,782	179,326	175,200	114,973	156,600	(18,600)	(10.62%)
Contribution from Funds	199,185	199,185	180,000	170,000	127,500	220,000	50,000	29.41%
Other Revenues	<u>1,209</u>	<u>2,905</u>	<u>4,831</u>	<u>3,645</u>	<u>5,833</u>	<u>6,000</u>	<u>2,355</u>	<u>64.61%</u>
Total Revenues:	342,827	394,873	364,157	348,845	248,306	382,600	33,755	9.68%
EXPENDITURES								
Personal Services	216,066	224,026	230,873	237,794	170,548	321,969	84,175	35.40%
Material & Supplies	31,981	32,956	33,012	40,550	30,340	40,300	(250)	(0.62%)
Other Charges & Svcs	30,339	41,667	35,750	43,850	26,191	44,940	1,090	2.49%
Capital Outlay	0	0	5,980	0	0	0	0	0.00%
Transfers	<u>25,167</u>	<u>25,501</u>	<u>26,543</u>	<u>26,651</u>	<u>18,799</u>	<u>26,651</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	303,553	324,150	332,158	348,845	245,878	433,860	85,015	24.37%

Approved Capital: New Roof System for Artist Studio and Oil Museum(CIP Fund) \$90,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	39,207	Chemical Supplies	(800)
Part Time Salaries	1,369	Archival Supplies	(150)
FICA	2,456	Hand Tools	(100)
Medicare	560	Gas Utilities	(400)
Retirement Plan 1	3,706	Telephone Service Local	(480)
Health Insurance	36,344	Misc Professional Service	(280)
Workers Compensation	533	Education & Training	(50)
Equipment Tools Maint	800	Pest Control	<u>(500)</u>
Advertising	300		
Dues & Subscriptions	100		
Misc Contractual Service	<u>2,400</u>		
Total	87,775	Total	(2,760)
	Net Increase	\$85,015	

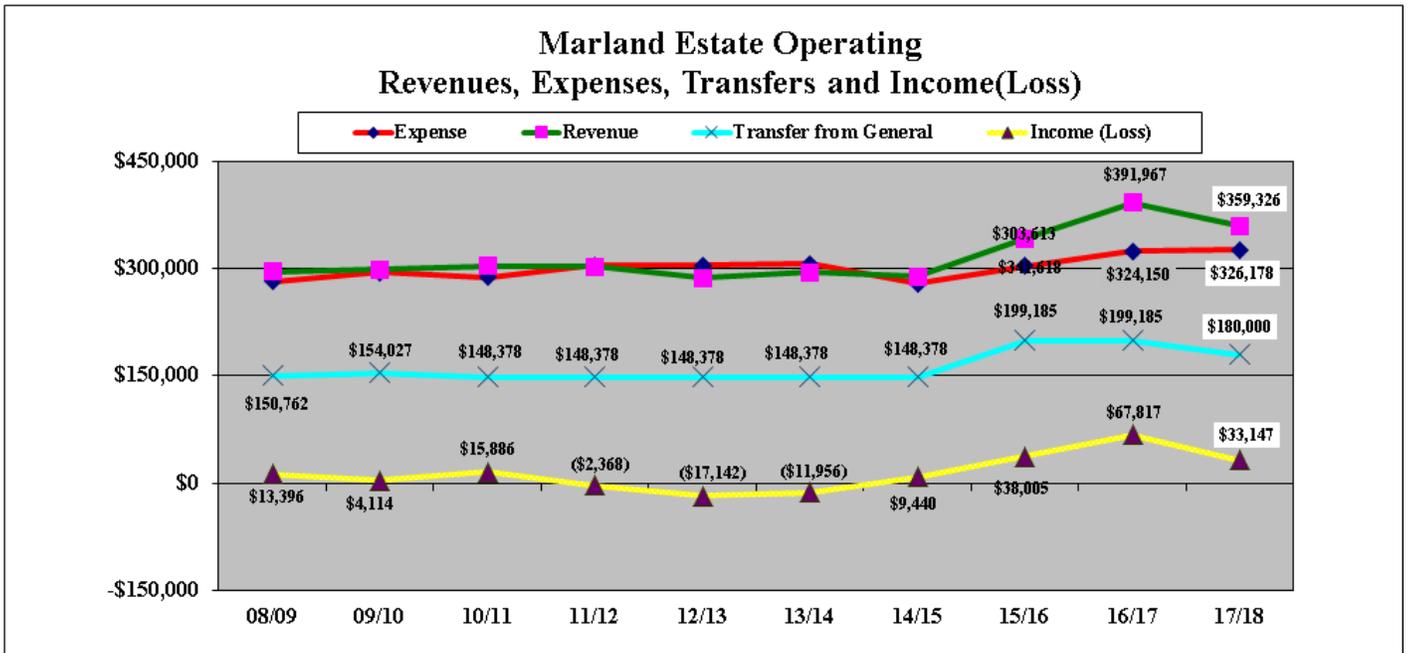
Personnel Summary:

Estate Director	1	Gift Shop Attendant/Events Coordinator	1
Operations Assistant	1	Gift Shop Attendant – Part Time	2
Maintenance Worker II	2	Custodian – Part Time	1
Total Full Time Employees		5	
Total Part Time Employees		3	

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	4	4	4	4	4	4	4	4	4	5

FY 19/20 Maintenance Worker II was moved from Marland Grand Home into Marland Estate.



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 2017/18 utility expense was approximately \$54,649.

Ponca City RecPlex

Department Mission: The Ponca City RecPlex will provide quality recreation and leisure opportunities with the goal of developing healthy minds, bodies, and enhancing the quality of life.

Fiscal 2019 Accomplishments:

- Opened for business January 2, 2019.
- Successfully integrated CivicRec with memberships.
- Replaced hand holds on rock wall and installed new climbs.
- Repainted a majority of the facility.
- Installed new televisions and gaming consoles.
- Upgraded sound system in studios and installed new lighting in spin studio.
- Repaired and replaced sanitation system on the pools and spa.
- Repaired scoreboards in gym.
- Repaired all four boilers.
- Expanded fitness class offerings.
- Repaired basketball safety mats and divider curtain in gym.
- Repaired failing tile in the lap pool.
- Coordinated the following Adult Sports.
 - Adult Volleyball – 7 teams
 - Adult Basketball – 8 teams
 - Adult Sand Volleyball – 5 teams
- Coordinated the following Youth Sports
 - Youth Girls Volleyball – 73 participants
 - Pre-K – 3rd grade Boys and Girls Basketball – 178 participants
 - 4th – 8th Grade Boys and Girls Basketball – 205 participants
- Hosted winter Futsal League with PC Soccer.
- Collaborated with Ponca City Kids Inc. and Ponca City Junior Baseball for use of the ball fields.
- Replaced cardio exercise equipment.

Fiscal 2020 Objectives:

- Continue expanding program offerings for all ages.
- Continue City Employee health and wellness programs.
- Expand community programs.
- Expand league activities for youth and adults.
- Continue partnership educational events with community organizations.
- Begin converting facility to LED Lighting.
- Continue to improve facility cleanliness.
- Work towards a 60/40 mixture – 60 percent membership and 40 percent programs.

Enterprise Funds - RecPlex								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Memberships	0	0	0	0	127,882	523,500	523,500	0.00%
Daily Fees	0	0	0	0	10,930	41,000	41,000	0.00%
Locker Rental	0	0	0	0	2,659	11,000	11,000	0.00%
Laundry	0	0	0	0	180	1,000	1,000	0.00%
Kidzone	0	0	0	0	64	500	500	0.00%
Rental Facility	0	0	0	0	6,240	10,000	10,000	0.00%
Concession	0	0	0	0	300	10,000	10,000	0.00%
Aquatic Programs	0	0	0	0	1,100	24,000	24,000	0.00%
Sports Programs	0	0	0	0	5,185	25,000	25,000	0.00%
Karate	0	0	0	0	1,018	10,000	10,000	0.00%
Health and Fitness	0	0	0	0	37	0	0	0.00%
Summer Camp	0	0	0	0	35	15,000	15,000	0.00%
Special Events	0	0	0	0	1,784	15,000	15,000	0.00%
Transfer from General	0	0	0	0	300,000	450,000	450,000	0.00%
Cash Long/Short	0	0	0	0	372	0	0	0.00%
Other Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>57,057</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	0	0	0	0	514,842	1,136,000	1,136,000	0.00%
EXPENDITURES								
Personal Services	0	0	0	0	99,523	595,195	595,195	0.00%
Material & Supplies	0	0	0	0	46,620	200,500	200,500	0.00%
Other Charges & Svcs	0	0	0	0	73,317	420,000	420,000	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<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 Expenditures:	0	0	0	0	219,460	1,215,695	1,215,695	0.00%

Approved Capital: Boiler Re-route and Fire Suppression Back Flow (CIP Fund) \$18,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	127,698		
Part Time Salaries	376,916		
Overtime	5,000		
FICA	31,148		
Medicare	7,285		
Retirement Plan 1	10,351		
Health Insurance	25,417		
Life Insurance	2,337		
Workers Compensation	9,043		
Office Supplies	10,000		
Food Supplies	5,000		
Wearing Apparel	3,000		
Janitor Supplies	10,000		
Chemical Supplies	2,000		
Landscape Supplies	1,000		
Misc Supplies	25,000		
Merchandise for Resale	8,000		
Safety Materials & Supplies	3,000		
Building Maintenance	70,000		
Pool Maintenance	30,000		
Equipment Maintenance	13,000		
Grounds Maintenance	15,000		
Misc Repair & Maintenance	5,500		
Electric Utilities	240,000		
Gas Utilities	36,000		
Telephone Service Local	1,500		
Misc Lease & Rentals	10,000		
Travel Expenses	2,000		
Advertising	10,000		
Dues & Subscriptions	2,000		
Education & Training	1,500		
Maint & Service Contracts	25,000		
Pest Control	2,000		
Credit Card Fees	20,000		
Misc Contractual Services	45,000		
Contingencies	<u>25,000</u>		
	Total	1,215,695	Total
			0
		Net Increase	<u>\$1,215,695</u>

Personnel Summary:

Recreation Supervisor	1	Membership Assistant	1
Senior Maintenance Worker	1		

Total Full Time Employees	3
Total Part Time Employees	52

Personnel History:

2019-20

Full Time	3
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Airport Grants

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

Fiscal 2019 Accomplishments: • Installation of the Omni-Directional Approach Lights (ODALS) lighting system that provides seven strobe lights that provide lead in lighting to Runway 35.

Fiscal 2020 Objectives: • The Aeronautical Information Publication (AIP) non-primary entitlement funds for improvements will be used to provide the design of rehabilitating Runway 17/35.

Enterprise Funds - FAA Grant								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Intergovernmental	187,180	272,014	28,063	165,000	0	165,000	0	0.00%
Contributions from Funds	31,364	45,789	16,667	16,667	16,667	16,667	0	0.00%
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:	218,544	317,803	44,730	181,667	16,667	181,667	0	0.00%
EXPENDITURES								
Other Charges & Services	0	0	7,400	0	15,000	0	0	0.00%
Capital Outlay	<u>221,392</u>	<u>301,072</u>	<u>29,776</u>	<u>181,667</u>	<u>0</u>	<u>181,667</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	221,392	301,072	37,176	181,667	15,000	181,667	0	0.00%

Approved Capital: Non-Entitlement Grant (FAA Grant) \$166,667
Northern Okla Flight Academy (OK Aeronautics Comm Grant) \$15,000

Approved Budget Variances from Prior Year: None

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 2019 Accomplishments:

- Over 4,334 people and 441 aircraft attended the monthly fly-in breakfast meetings in 2018. The breakfast is attended by both local residents and aircraft that fly-in.
- The Northern Oklahoma Flight Academy had the maximum number of 40 participants for the 15 consecutive year.
- Replaced the roof on Building #12.
- Installed stainless steel hood vent panels in the airport restaurant.
- Power washed and painted Building #12.
- Replaced restaurant tile flooring and electrical service.
- Changed hanger lights from incandescent lighting to LCD lighting.
- Repair or replace guttering on Buildings #2, #3, #11 and #12.

Fiscal 2020 Objectives:

- Maintain the current fuel sales at the Ponca City Regional Airport.
- Power wash and install roof sealer on Buildings #9 and #10.
- Upgrade and replace self-service fuel hose reel and piping.
- Replace tile flooring in several terminal areas.

Enterprise Funds - Airport								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Licenses & Permits	0	0	0	0	0	0	0	0.00%
Charges for Services	815,718	1,023,308	1,003,281	923,000	641,011	905,000	(18,000)	(1.95%)
Contrib from Funds	195,796	146,847	190,000	190,000	142,500	190,000	0	0.00%
Other Revenues	<u>396</u>	<u>1,638</u>	<u>5,063</u>	<u>1,500</u>	<u>107,732</u>	<u>4,000</u>	<u>2,500</u>	<u>166.67%</u>
Total Revenues:	1,011,910	1,171,793	1,198,344	1,114,500	891,242	1,099,000	(15,500)	(1.39%)
EXPENDITURES								
Personal Services	341,253	364,681	356,405	369,055	270,299	377,539	8,484	2.30%
Material & Supplies	453,075	639,479	600,334	560,350	383,658	562,500	2,150	0.38%
Other Charges & Svcs	39,636	37,745	36,394	51,000	30,097	51,300	300	0.59%
Capital Outlay	0	12,000	108,193	159,000	171,788	83,000	(76,000)	0.00%
Transfers	<u>77,362</u>	<u>110,948</u>	<u>79,155</u>	<u>83,682</u>	<u>68,499</u>	<u>83,682</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	911,326	1,164,854	1,180,480	1,223,087	924,342	1,158,021	(65,066)	(5.32%)

Approved Capital:	Terminal Flooring	\$29,000
	72" Zero Turn Diesel Mower	\$22,000
	Coat & Seal Roofs of Buildings #9 and #10	\$16,000
	Building #13 Guttering and Downspouts	\$6,000
	Fueling Hose Reel & Piping	\$6,000
	Slide Gate Opener	\$4,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	6,687	Workers Compensation	(130)
FICA	413	Fuel	(1,350)
Medicare	88	Telephone Service Local	(500)
Retirement Plan 1	644	C/O Building Addition	(3,000)
ICMA Retirement City	162	C/O Machines & Tools	<u>(105,000)</u>
Health Insurance	610		
Life Insurance	10		
Fuel Farm Materials	2,500		
Buildings Maintenance	1,000		
Dues & Subscriptions	400		
Education & Training	400		
C/O Land Improvements	4,000		
Fuel Systems	6,000		
Special Purpose Vehicles	<u>22,000</u>		
Total	44,914	Total	(109,980)
	Net Decrease		<u>(65,066)</u>

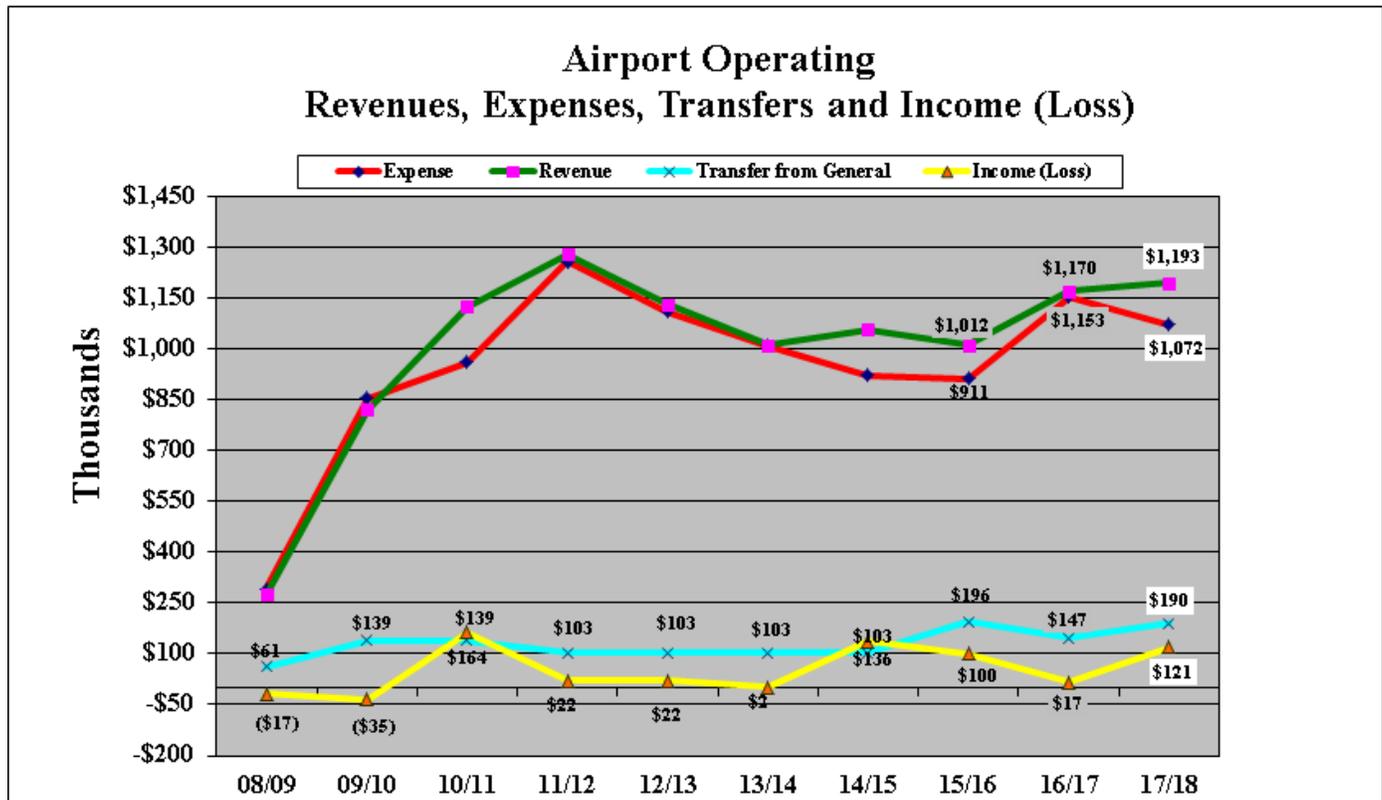
Personnel Summary:

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>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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	5	4	4	4	4	5	5	5	5	5

Explanation: FY 11/12 one position of Maintenance Worker II was changed to a part time position.
FY 15/16 one Maintenance Worker II – Part Time was changed to a full time position.



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest.
 Operating transfers from the General Fund are included in the revenue total and also illustrated as an individual line.
 Beginning in FY 06/07 the Airport was not charged for City utility services and they are not reflected in the graph above as of that date.
 FY 17/18 utility expense was approximately \$25,672.
 In September 2009 the Airport acquired fueling operations from Greenwood Aviation.

Insurance Imprest Fund – Health & Life

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

Fiscal 2019 Accomplishments:

- Continued full health insurance coverage for City employees at a competitive cost and affordable co-payment to the employee.
- Maintained a good health care plan for employee and family health coverage.
- Implemented wellness initiatives tied to fitness center memberships.
- Completed an Employee Health Fair, providing important health measures to 170 employees.
- Complied with the requirements of the Patient Protection and Affordable Care Act.

Fiscal 2020 Objectives:

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

Internal Service - Health & Life								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Health Ins - City Funded	3,113,557	3,274,078	3,376,872	3,400,000	2,492,760	3,091,886	(308,114)	(9.06%)
Health Ins - Retirees	25,027	10,049	46,807	40,000	36,525	50,000	10,000	25.00%
Health Ins - Employee	769,864	831,794	809,567	840,000	627,004	875,000	35,000	4.17%
Life Ins - City Funded	84,059	85,945	84,897	80,000	62,422	85,000	5,000	6.25%
Life Ins - Employee	11,543	15,880	11,992	23,000	4,610	12,000	(11,000)	(47.83%)
Vision Ins Recd - Emp	33,265	36,309	32,275	34,000	30,274	35,000	1,000	2.94%
Transfer from General	0	0	0	0	0	0	0	0.00%
Interest Income	150,885	22,127	47,426	40,000	85,712	75,000	35,000	87.50%
Other Misc Income	<u>41,325</u>	<u>42,251</u>	<u>29,135</u>	<u>30,000</u>	<u>29,256</u>	<u>30,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	4,229,524	4,318,432	4,438,970	4,487,000	3,368,564	4,253,886	(233,114)	(5.20%)
EXPENDITURES								
Personal Services	0	69,532	68,269	115,786	80,212	81,528	(34,258)	(29.59%)
Health - Claims	3,409,203	3,412,004	3,183,979	3,983,774	2,201,229	3,983,000	(774)	(0.02%)
Life - Premiums	135,521	140,579	140,344	142,000	110,742	140,000	(2,000)	(1.41%)
Health - Admin & Premium	103,535	102,708	95,332	110,000	48,460	95,000	(15,000)	(13.64%)
Reinsurance Premiums	230,664	204,721	211,366	226,000	137,167	220,000	(6,000)	(2.65%)
Wellness Programs	0	12,144	22,328	30,000	16,284	30,000	0	0.00%
Printing	0	0	0	0	0	0	0	0.00%
Bank Svc Fee	0	57	28	0	0	0	0	0.00%
Misc. Contractual Svcs.	<u>45,485</u>	<u>48,519</u>	<u>46,511</u>	<u>37,000</u>	<u>31,370</u>	<u>37,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	3,924,407	3,990,265	3,768,155	4,644,560	2,625,464	4,586,528	(58,032)	(1.25%)

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Health Insurance	<u>2,504</u>	Full Time Salaries	(31,534)
		FICA	(2,261)
		Medicare	(467)
		Retirement Plan 1	(2,394)
		Worker Compensation	(106)
		Health Ins Claims	(774)
		Life Insurance Premiums	(2,000)
		Health Ins Admin & Premium	(15,000)
		Reinsurance Premiums	<u>(6,000)</u>
Total	2,504	Total	(60,536)

Net Decrease (58,032)

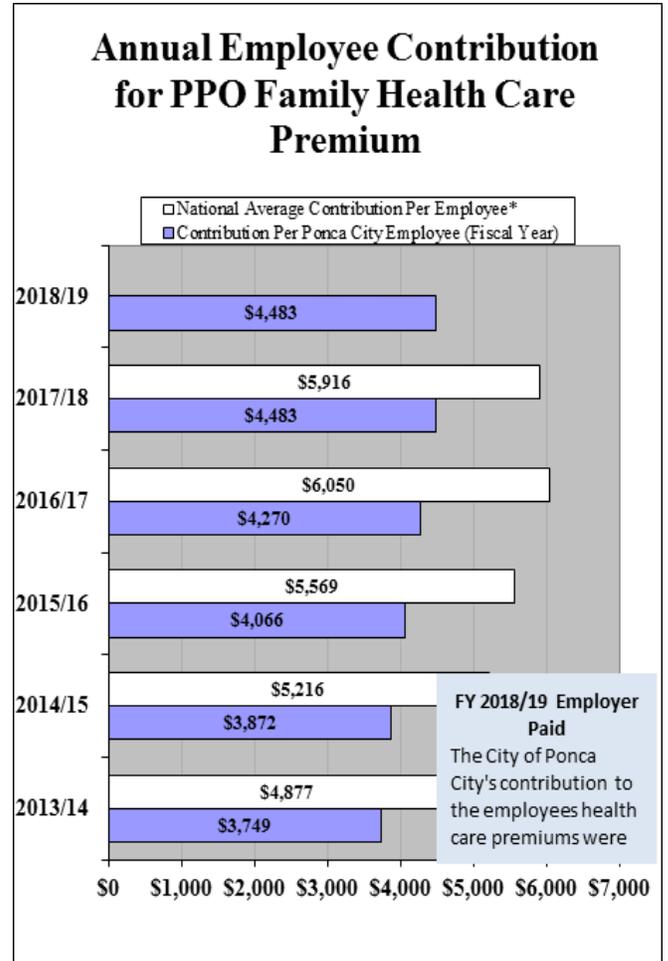
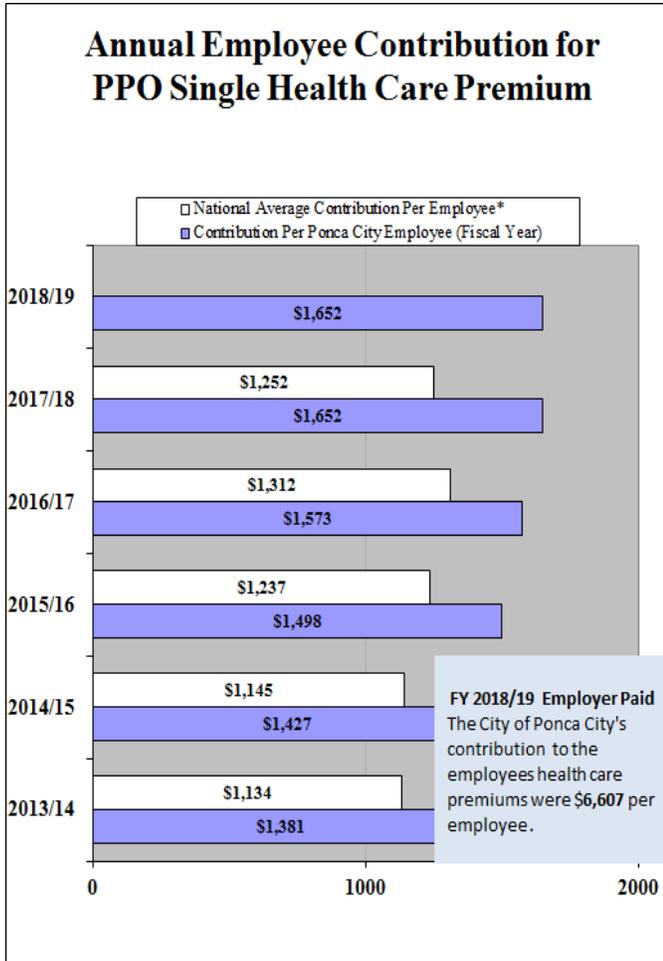
Personnel Summary:

Benefits Representative	1		
Total Full Time Employees	1		

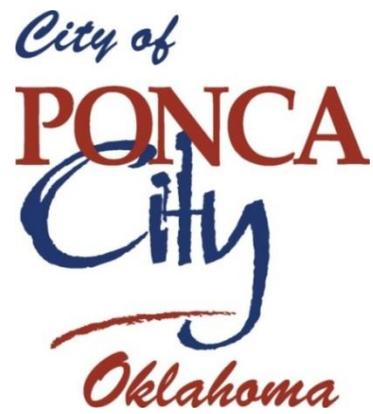
Personnel History:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	1	1	1	1

Explanation: FY 16/17 Benefits Representative was transferred to Health and Accident.



*National Average Annual Cost Per Employee is a calendar year annual premium estimate from the Kaiser/HRET Survey of Employer Sponsored Health Benefits for PPO Plans-Family Coverage 2013-2018. The Kaiser Family Foundation and the Health Research and Education Trust conduct an annual national survey of employers of all sizes. For 2018/19 the National Average Annual Cost Per Employee is TBD because the 2019 Employer Sponsored Health Benefits has not been released yet.



Insurance Imprest Fund – Property & Liability

Department Mission:

The Property and Liability Insurance Imprest Fund will account for activity relative to city-wide property and liability insurance policies, including Municipal Liability Protection Plan, Municipal Property Protection Plan, Airport Public Entity Liability, Airport Owners and Operators Liability, City Treasurer/City Clerk Surety Bond, Fidelity Bond, and National Flood Insurance Program.

Fiscal 2019 Accomplishments:

- Utilized the Oklahoma Municipal Assurance Group’s (OMAG) free training programs that correspond with the City of Ponca City’s Safety Manual requirements, including: Cyber security; Slips, Trips & Falls; Professional Conduct, Bullying, and Active Shooter; Blood Borne Pathogens and First Aid; Lockout/Tagout 101 and Safe Equipment Operations; Weather and Chainsaw Safety; CPR, AED, and Fire Extinguishers; and General Safety and Personal Protective Equipment..
- Assisted with appraisals of City properties selected by Oklahoma Municipal Assurance Group (OMAG).
- Created an annual Health and Safety Training Schedule to better plan and distribute health, safety, and customer service trainings throughout the year.
- Added Fire and Ambulance employees to LocalGov.com online training.

Fiscal 2020 Objectives:

- Continue to thoroughly review and update property and liability policy schedules and evaluate insurance provider options for the following:
 - City Treasurer/City Clerk Surety Bond (2/18-2/18) – Marc LaBossiere.
 - Fidelity Bond (5/1-5/1) – Employee Dishonesty, Computer Fraud, and Funds Transfer Fraud.
 - Municipal Property Protection Plan (7/1-7/1) – Commercial Property Coverage, Business Income, and Earth Movement.
 - Airport Public Entity Liability Policy (7/1-7/1) – Public Officials’ Liability, Public Entity Reimbursement, Public Entity Liability, Employment Practices Liability, and Public Entity Crisis Management Coverage.
 - Airport Owners and Operators Liability (7/1-7/1) – Products-Completed Operations, Personal Injury and Advertising Injury; Malpractice; and Extended Coverage for War, Hi-jacking, and Other Perils; Fire Damage, Medical Expense; and Hangarkeepers “Not In Flight”.
 - Municipal Liability Protection Plan (11/1-11/1) – General Liability; Auto Liability; and Auto, Auto Equipment, Miscellaneous Equipment and Mobile Equipment Physical Damage Coverage.
 - National Flood Insurance Program (11/17-11/17) – 905 W. Hartford Avenue.
- Continue to promote a safe working environment through the continuation of operation risk safety inspections/assessments, such as boilers, elevators, chair lifts, fire and burglar alarms, fire extinguishers, hot water tanks, backup generators, and facility inspections.
- Continue to increase safety awareness and training through OMAG free employee training programs.

- Continue to work with Emergency Management/Safety Director and Human Resources Director to enhance risk management assessments that encourage and promote a safe working environment.
- Continue to administer vehicle and equipment accident report tracking to improve City department's accountability toward the reduction of accidents.
- Continue to annually issue updated laminated emergency procedures specific to each facility regarding active shooter, bomb threat, bodily fluids, building evacuation, building security, earthquake, elevator service, fire, hazardous chemical release, power loss, and tornado warning; as well as issue laminated emergency procedures for autos/equipment regarding tornado chemical release and earthquake.

Internal Service - Property & Liability								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Misc for Damaged Prop	16,617	43,086	4,542	20,000	27,311	20,000	0	0.00%
Prop/Liab Ins - Recvd City	<u>715,547</u>	<u>709,370</u>	<u>708,703</u>	<u>708,703</u>	<u>582,009</u>	<u>625,875</u>	<u>(82,828)</u>	<u>(11.69%)</u>
Total Revenues:	<u>732,164</u>	<u>752,456</u>	<u>713,245</u>	<u>728,703</u>	<u>609,320</u>	<u>645,875</u>	<u>(82,828)</u>	<u>(11.37%)</u>
EXPENDITURES								
Other Charges & Svcs	<u>562,286</u>	<u>561,765</u>	<u>492,171</u>	<u>712,500</u>	<u>509,856</u>	<u>712,500</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	<u>562,286</u>	<u>561,765</u>	<u>492,171</u>	<u>712,500</u>	<u>509,856</u>	<u>712,500</u>	<u>0</u>	<u>0.00%</u>

Approved Capital: None

Approved Budget Variances from Prior Year: None

Personnel Summary: None

Workers Compensation Fund

Department Mission: The Worker’s Compensation department accounts for the activity of the City’s Self-insured Worker’s Compensation program. The City pays for administration of the program by a third-party administrator, claims and benefits (exclusive of judgments) are paid through this department.

Fiscal 2019 Accomplishments: • Presented seven employee safety training sessions covering multiple topics.

Fiscal 2020 Objectives: • Continue to promote safety in the workplace.

Internal Service - Worker's Compensation								
	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
REVENUES								
W/C - Transfer In	737,517	587,322	384,277	350,000	292,604	350,000	0	0.00%
W/C - Interest	0	98,785	72,561	120,000	25,583	120,000	0	0.00%
W/C - Other Income	<u>0</u>	<u>0</u>	<u>127,634</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	737,517	686,107	584,472	470,000	318,187	470,000	0	0.00%
EXPENDITURES								
Personal Services	66,162	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>403,444</u>	<u>284,278</u>	<u>313,526</u>	<u>955,000</u>	<u>257,381</u>	<u>955,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	469,605	284,278	313,526	955,000	257,381	955,000	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year: None

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	1	1	1	1	1	1	0	0	0	0

Explanation: FY 16/17 Benefits Representative was transferred to Health and Accident.

**City of Ponca City OSHA Recordable Injuries
Comparison of Years 2016 – 2018**

DEPARTMENT	INJURIES WITH LOST OR RESTRICTED WORKDAYS			# OF DAYS LOST			# OF RESTRICTED DAYS			RECORDABLE INJURIES WITHOUT LOST TIME			TOTAL RECORDABLE INJURIES		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Courts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Airport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Library	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mansion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Comm Ctr / Emr Mgmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire	6	2	1	270	0	0	143	58	4	0	2	1	6	4	2
Police	3	2	3	3	3	1	89	104	141	4	0	0	7	2	3
Animal Control	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Code Enforce.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park & Rec	1	3	0	1	100	0	0	150	0	0	1	0	1	4	0
Electric	1	2	0	0	0	0	7	44	0	0	1	0	1	3	0
Engineering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utility Billing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Golf Course	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Street	2	0	0	1	0	0	14	0	0	0	0	0	2	0	0
Motor Pool	0	0	4	0	0	99	0	0	6	0	0	2	0	0	0
Traffic Eng.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
Solid Waste	1	3	0	56	82	0	86	280	0	2	3	0	3	6	0
Landfill	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2
Water Prod	1	0	0	0	0	0	6	0	0	0	0	0	1	0	0
WW Coll / Water Distr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WW Treat	1	10	0	0	0	0	4	0	0	0	0	0	1	0	0
WW Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	16	12	8	333	185	100	349	636	151	6	7	6	22	19	12
2016 % improved / - impaired	-100%			-100%			-58%			0%			-36%		
2017 % improved / - impaired		25%			80%			-45%			-14.29%			16%	
2018 % improved / - impaired	33%			85%			321%			-16.67%			58%		

*Information recorded and provided by City of Ponca City Human Resources Department.

City Garage

Department Mission:

The City Garage will maintain and repair all City vehicles and equipment in an efficient and effective manner, by improving working skills and knowledge, which will minimize interruption time to City Departments. The Garage services 319 rolling vehicles, including 97 pieces of heavy equipment.

Fiscal 2019 Accomplishments:

- Added a third mechanic position to help eliminate workload.
- Technicians attended training on new age diesel engines, exhaust gas recirculation (EGR), and exhaust regeneration.
- Superintendent and technicians acquired updated air-conditioning licenses for new refrigerants mandated by automotive and heavy equipment industry.
- Replaced stationary car wash/steam cleaner with a new more efficient model.
- Expanded use of Liquitube tire sealer to other departments that utilize large off-road vehicles.
- To eliminate the need to tow units to out of town heavy equipment repair vendors, an agreement was made with a manufacture to supply repair technicians to perform onsite updates and restart of engine, transmission and brake Engine Control Module (ECM), and electronic control modules.
- The garage, in cooperation with several departments, developed specifications for 13 new vehicles, including an ambulance, police cars, a rubber tire roller, broom attachments, pickups, trouble truck, backhoe and a dozer.

Fiscal 2020 Objectives:

- Upgrade current scan tools with time dated repair data.
- Convert to a global synthetic transmission fluid that is compatible with all existing types of transmission fluids. This will reduce inventory by eliminating the need to stock several different types of transmission fluids.
- Attend additional training on the tier 4 new age diesel equipment as well as repair automotive equipment.
- Continue to utilize State and Federal Bid Options to purchase City equipment when acceptable.
- Utilize parts purchases through local heavy equipment and truck parts vendor to receive an additional discount on parts purchased.

Internal Service - City Garage								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
Charges for Services	240	239	1,355	0	469	0	0	0.00%
Contribution from Funds	1,304,776	1,418,540	1,536,069	1,620,000	1,083,633	1,649,000	29,000	1.79%
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:	1,305,016	1,418,779	1,537,424	1,620,000	1,084,102	1,649,000	29,000	1.79%
EXPENDITURES								
Personal Services	196,707	224,169	220,113	296,272	185,857	315,520	19,248	6.50%
Material & Supplies	1,092,817	1,116,862	1,201,757	1,270,688	810,023	1,282,250	11,562	0.91%
Other Charges & Svcs	13,465	17,716	19,577	29,250	14,274	29,250	0	0.00%
Capital Outlay	3,920	13,927	0	10,000	9,429	40,000	30,000	300.00%
Transfers	<u>17,580</u>	<u>17,580</u>	<u>17,580</u>	<u>13,790</u>	<u>12,843</u>	<u>13,790</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	1,324,489	1,390,255	1,459,026	1,620,000	1,032,426	1,680,810	60,810	3.75%

Approved Capital:	Air Wheel Lift System	\$20,000
	Autel Maxisys Elite Auto/Truck Scan Tools	\$12,000
	Waste Oil-Fired Heater	\$8,000

Approved Budget Variances from Prior Year:

	Increases		Decreases	
Full Time Salaries	5,009	Workers Compensation	(128)	
FICA	241	Office Supplies	(500)	
Medicare	49	Safety Materials & Supplies	(1,000)	
Retirement Plan 1	824	Office Equipment Maint	(1,500)	
Health Insurance	13,253	Misc Contractual Service	<u>(1,000)</u>	
Motor Fuel	9,312			
Janitor Supplies	250			
Motor Vehicle Parts	5,000			
Education & Training	1,000			
C/O Building Addition & Impr	8,000			
C/O Machines & Tools	2,000			
City Garage Equipment	<u>20,000</u>			
Total	64,938	Total	(4,128)	
	Net Increase	<u>60,810</u>		

Personnel Summary:

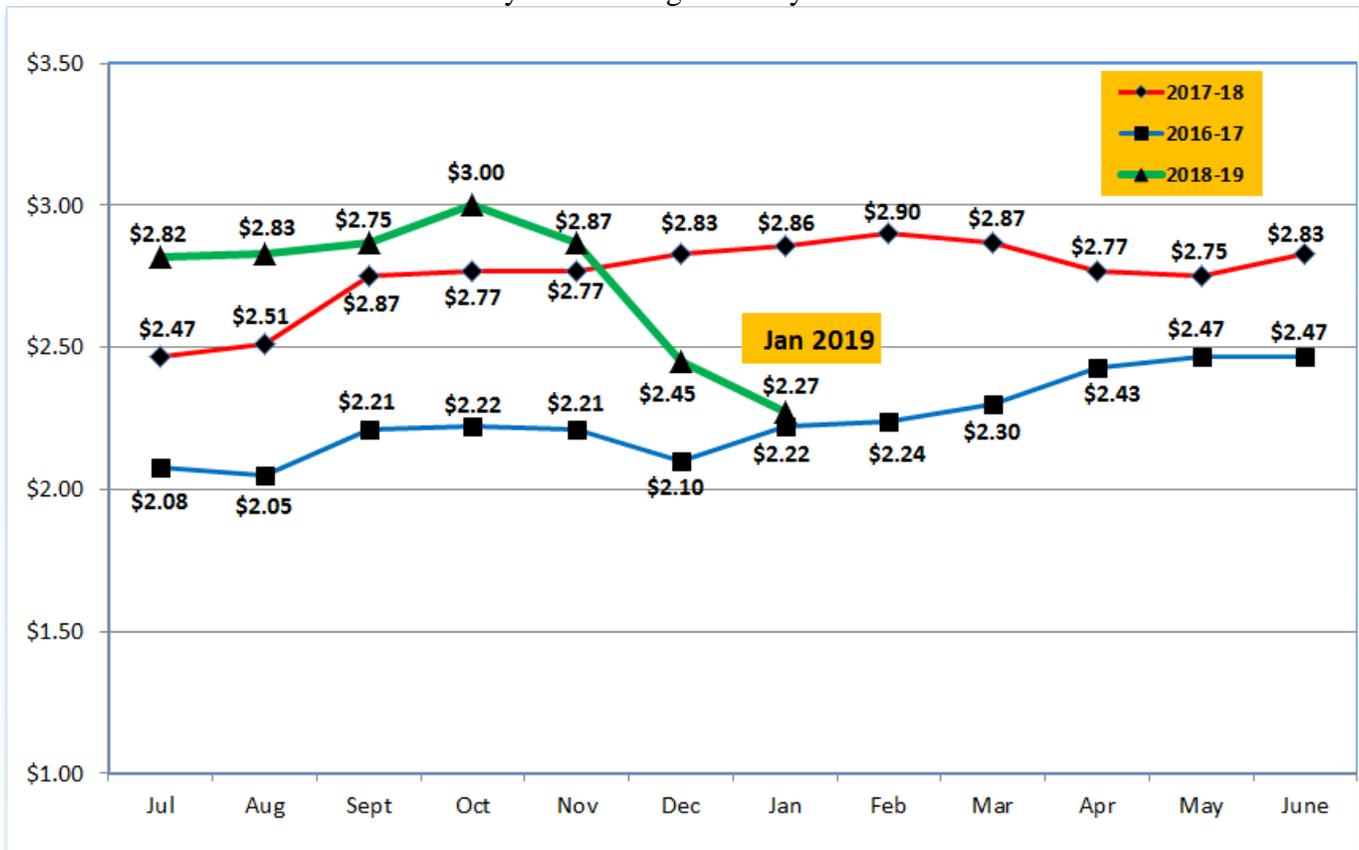
Superintendent of City Garage	1	Warehouse Storekeeper	1
Mechanic	3	Bus Driver – Part Time	1

Total Full Time Employees 5
Total Part Time Employees 1

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Full Time	5	4	4	4	4	4	4	4	5	5
Explanation:	FY 10/11 one mechanic position was eliminated. FY18/19 one mechanic position was added.									

Average Fuel Price Per Gallon Paid by Departments
 July 2016 through January 2019



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 2019 Accomplishments:

- Hosted Music in the Garden with Arts Council.
- Rented the garden for eight events.
- Repaired and sealed all gazebos.
- Installed seven new benches.
- Installed bubble rock project.
- Installed wind art feature.
- Created two new flower beds around gazebos.
- Collaborated with the Library to install Healthy Reading Trail.
- Installed of new perennials, grasses, shrubs and trees.
- Hosted the 2019 Herb Festival.
- Maintained Tree City USA designation.
- Installed sign wrap on the corner of Grand and 14th.
- Collaborated with Water Department to replace main valve for irrigation.
- Maintained a safe and natural educational area for all.
- Collaborated with Ponca City Energy to install new electrical service and electric panels.
- Repaired, painted and powder coated all iron works.

Fiscal 2020 Objectives:

- Continue to maintain Tree City USA by planting more trees.
- Work with Herbfest committee to provide a successful 2020 Herb Festival.
- Work with garden clubs to expand plant materials.
- Maintain a safe and clean facility.
- Continue to enhance gardens with new plant materials.
- Expand tree mapping.
- Provide more perennial and shrub plantings to cut cost.
- Remove any diseased plants and trees.
- Attend horticulture conferences for continuing education.
- Keep plant materials diverse to gain more attention to gardens.
- Always maintain a welcoming atmosphere for all visitors.

Budget Highlights:

- Local organizations/clubs donated \$12,300 of added amenities to further enhance Cann Gardens.

Personnel Summary:

Maintenance Worker II	1	Seasonal Laborer – Part Time	1
Total Full Time Employees			1
Total Part Time Employees			1

Personnel History:

	<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>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</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 2019 Accomplishments: • Updated the children’s reference collection with new materials.

Fiscal 2020 Objectives:

- Accumulate interest income for expenditures in FY 2020/21.
- Seek improved interest rate for Certificate of Deposit (CD) renewal.

Trust Funds - Matzene Book Trust								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
Trust Revenue	148	156	243	250	335	500	250	100.00%
Interest Income	<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:	148	156	243	250	335	500	250	100.00%
EXPENDITURES								
Materials & Supplies	<u>0</u>	<u>0</u>	<u>200</u>	<u>600</u>	<u>600</u>	<u>0</u>	<u>(600)</u>	<u>(100.00%)</u>
Total Expenditures:	0	0	200	600	0	0	(600)	(100.00%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
		Books & Periodicals	<u>(600)</u>
Total	0	Total	(600)
Net Decrease		<u>(600)</u>	

Personnel Summary: None



Recreation Center Tax Trust Fund

Department Mission:

The Ponca City RecPlex shall be an outstanding family and fitness center serving the Ponca City community. This is 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 KidsZone, 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 2019 Accomplishments:

- Took over operation of the facility on January 2, 2019 from the Recreation Center of Ponca City and rebranded it Ponca City RecPlex.
- Expanded operating hours for the community.
- Decreased membership pricing for users of the facility.
- Increased variety and frequency of the programming.
- Paid off the bank debt in February 2019 that was issued to construct the facility.

Fiscal 2020 Objectives:

- Continue to maximize the benefit of this wonderful facility for our residents.

Trust Funds - Recreation Center								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
City Sales Tax - Street	1,858,514	1,846,018	1,962,405	1,875,000	1,260,123	1,875,000	0	0.00%
City Use Tax - Street	209,758	179,672	170,243	150,000	122,084	78,805	(71,195)	(47.46%)
Partner Donation	0	0	0	0	0	0	0	0.00%
Misc Revenue	0	0	0	0	0	0	0	0.00%
Interest Income	4,605	3,848	7,398	7,000	10,134	0	(7,000)	(100.00%)
Total Revenues:	2,072,877	2,029,538	2,140,046	2,032,000	1,392,340	1,953,805	(78,195)	(3.85%)
EXPENDITURES								
Other Charges & Svcs	0	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers Out	2,093,750	1,997,736	1,967,117	2,032,000	1,932,000	1,953,805	(78,195)	(3.85%)
Total Expenditures:	2,093,750	1,997,736	1,967,117	2,032,000	1,932,000	1,953,805	(78,195)	(3.85%)

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases

Decreases

Transfer to PCUA Bond (78,195)

Total 0

Total (78,195)

Net Decrease (78,195)

Personnel Summary: None

Ponca City RecPlex



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 2019 Accomplishments:**
- Completed \$2,011,000 of maintenance projects on various city streets including the following projects:
 - Asphalt reconstruction of Cleveland Avenue, Pine Street to Oak Street.
 - Mill & overlay of Cleveland Avenue & 1st Street intersection.
 - Mill & overlay El Camino Street, Chapel Hill Drive to Prospect Avenue.
 - Median modifications at 14th Street & Highland Avenue for Flashing Yellow Arrow sight distance.
 - Mill & overlay Grand Avenue, Flormable Avenue to Waverly Street.
 - Concrete reconstruction of Highland Avenue, Ash Street to Sunset Street (20 percent local match).
 - Concrete reconstruction of Shirlee Avenue, Meadow Lane to 500' west.
 - Reconstruction of various sidewalks under routine maintenance program.
 - Sidewalk reconstruction on west side of 3rd Street, Grand Avenue to Cleveland Avenue.
 - Replacement of 100,000 4 inch linear feet of pavement markings.
 - Concrete reconstruction of Turner Street, Donner Street to Prospect Avenue.

- Fiscal 2020 Objectives:**
- Construction of Lake Ponca Trail along Hartford Avenue, NE Woodland Road to Pecan Road.
 - Mill & overlay of 5th Street, Hartford Avenue to Prospect Avenue.
 - Reconstruct sidewalk on south side of 600 E. Grand Avenue including brick accent.
 - Reconstruct Hartford Avenue/Kygar Road from Academy Road to ¼ mile south of curve.
 - Mill & overlay Knight Boulevard, 14th Street to 1040 feet west including spot base repairs & concrete intersection approach at 14th Street.
 - Reconstruct Turner Street, Donner Avenue to Hartford Avenue.
 - Continue sidewalk maintenance program (\$150,000 budgeted).
 - Contract for \$100,000 of pavement marking on major street system.
 - Fund material costs for Street Division chip & seal program.

Trust Funds - Street Improvements								
REVENUES	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget	Actual		Amount	Percent
				7/1/2018	3/31/2019			
City Sales Tax - Street	1,858,514	1,846,018	1,962,405	1,875,000	1,260,123	1,875,000	0	0.00%
City Use Tax - Street	209,758	179,672	170,243	150,000	122,084	78,805	(71,195)	(47.46%)
Intergovernmental	0	0	0	0	0	0	0	0.00%
Outside Revenue	159,407	1,000	39,230	0	0	0	0	0.00%
Misc Receipts	0	0	7,658	0	0	0	0	0.00%
Interest Income	<u>30,205</u>	<u>39,578</u>	<u>80,349</u>	<u>55,000</u>	<u>111,585</u>	<u>100,000</u>	<u>45,000</u>	<u>81.82%</u>
Total Revenues:	<u>2,257,884</u>	<u>2,066,268</u>	<u>2,259,884</u>	<u>2,080,000</u>	<u>1,493,791</u>	<u>2,053,805</u>	<u>(26,195)</u>	<u>(1.26%)</u>
EXPENDITURES								
Materials & Supplies	378,501	223,595	109,600	500,000	352,531	250,000	(250,000)	(50.00%)
Other Charges & Svcs	46,546	96,859	57,873	70,000	26,067	70,000	0	0.00%
Capital Outlay	<u>179,122</u>	<u>1,722,193</u>	<u>676,304</u>	<u>1,440,000</u>	<u>1,083,228</u>	<u>2,150,000</u>	<u>710,000</u>	<u>49.31%</u>
Total Expenditures:	<u>604,168</u>	<u>2,042,647</u>	<u>843,777</u>	<u>2,010,000</u>	<u>1,461,826</u>	<u>2,470,000</u>	<u>460,000</u>	<u>22.89%</u>

Approved Capital:	Reconstruction on Turner, Donner to Hartford	\$650,000
	Mill/Overlay Hartford & Kygar	\$400,000
	Reconstruction Knight, 14 th West 1,040 ft.	\$370,000
	Mill/Overlay 5 th Street, Prospect North 1,570 ft.	\$300,000
	Sidewalk Maintenance Program	\$150,000
	Mill/Overlay Crawford, 14 th to Meadow	\$130,000
	LED Low Clearance Signs for South Ave. Underpass	\$50,000
	Sidewalk Reconstruction on Hartford	\$50,000
	Sidewalk Reconstruction 100 S. 3 rd Street	\$50,000

Approved Budget Variances from Prior Year:

	Increases		Decreases	
Sidewalks	50,000	Street Maintenance	(250,000)	
Traffic Signals	50,000			
Street Construction	<u>610,000</u>			
Total	710,000	Total	(250,000)	
	Net Increase		<u>460,000</u>	

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 2019 Accomplishments:

- Contacted 288 new companies about coming to Ponca City.
- Contacted/met existing companies 1,044 times.
- Contacted site consultants 204 times about Ponca City.
- Worked 14 new significant project leads.
- Worked 20 job and wage producing projects.
- Reached an agreement with Mid America/Garaga to expand, raise wages and employ an estimated 120 people.
- Reached an agreement with Centerline to expand their workforce.
- Working with PCUA, funded the replacement of a large electrical generator at Dorada Foods.
- Began development of another industrial spec building in the Ponca City Airport Industrial Park.
- Directly influenced the addition of 228 new jobs in Ponca City.
- Continued to monitor compliance with economic development agreements between PCDA and companies.
- Completed an independent audit of 2017-2018 finances with a clean opinion.
- Completed and adopted a budget for fiscal 2019-2020.
- Adopted an amended organizational mission statement to include wage growth in addition to job growth as a key metric.
- Adopted "Gravity," a new strategic plan for economic development.
- Completed the City Central Renovation project utilizing a \$1.275 million grant from the Economic Development Administration, \$200,000 in donated funds and PCDA funds.
- Hosted a grand opening for the City Central Project honoring federal and local officials instrumental in the project's success.
- Leased space to four new tenants to the City Central building.
- Held first events in the City Central "Summit" Conference Center.
- Opened "The Link," a shared work center at City Central.
- Conducted four quarterly cost of living surveys.
- Completed phase two of an aggressive marketing program to position Ponca City as a community of choice for business and families.
- Distributed PCDA e-newsletter weekly (48 weeks).
- Began marketing the new Ponca City (federal) Opportunity Zone.
- Funded a match of \$20,000 for the CDBG first time homebuyers program.
- Completed call trips to Dallas, and two to Chicago.
- Attended the following trade shows: ICSC (Las Vegas), the Farm Machinery Show (Louisville, KY), the IMTS (Chicago) and the Automate (Chicago) trade shows.
- Sponsored four booths for Ponca City companies at the Design-2-Part trade show in Grapevine, Texas.
- Sponsored third annual Manufacturing Day at Pioneer Tech.

- Placed 28 people into jobs through PoncaWorks.
- Completed the 4th annual “Girl Power!” workforce development camp.
- Completed the Annual Small Business Pitch-off.
- Sponsored subscriptions for the Plan Room at Pioneer Tech.
- Attended five out of town job fairs for Ponca City employers.
- Coordinated and led various high school career path initiatives including Wildcat Academy, Cookies and Careers and ambassador programs.
- Began development of an apprenticeship program.
- Participated in the Oklahoma Renewable Energy Council, OEDC, GEDMT, Northern Oklahoma Alliance and the Northern Oklahoma Workforce Investment Board and the Career Pathways Council.
- Participation in the Phillips Citizen’s Advisory Committee, SHRM, Mainstreet, the Ponca City Arts Center and boards.
- Maintained participation on Chamber committees and boards.
- Continued Ponca City Inventors Network to encourage and promote entrepreneurship.
- Working with the city, launched the 2020 Census campaign.
- Moved PCDA offices to the City Central building
- The PCDA ICAP program was awarded a silver award by the International Economic Development Council.

Fiscal 2020 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.
- Construct a new spec building on Hall Boulevard in the Airport Industrial Park.
- Develop, if feasible, a regional water detention facility in the vicinity of Waverly and Industrial boulevard to maximize the potential for industrial parcels in the area.
- Support and implement aggressive Census 2020 campaign.
- Co-sponsor call trips and conferences in the business services, aviation and manufacturing industries with the Oklahoma Department of Commerce.
- Launch a targeted marketing campaign external to Ponca City for City Central to fill office spaces and make the building financially sustainable.
- Market the Summit Conference Center at City Central to outside industry associations for conferences and an introduction to both Ponca City and to the City Central building.
- Begin accepting members for “The Link” shared work center and maintain a regular schedule of promotions to attract and keep members to maintain profitability in this area.
- Develop an Accelerator in the City Central building for next stage small business development.
- Market the PCDA-owned hangar on North Waverly to anchor an aviation use at the airport and create high paying jobs.
- Continue regular outreach to Ponca City industries to identify issues and opportunities.
- Sponsor and host “business to business” tours between Ponca City industrial companies to build an internal supply and customer chain.

- Develop a program for companies to share workforce in down cycles to ensure Ponca City companies continue to have a high quality workforce.
- Work with Ponca City companies to develop strong apprenticeship programs to enhance a strong pipeline of current and future workforce for local industries.

PCDA - Economic Development								
	2016 Actual	2017 Actual	2018 Actual	2019 (75.00%)		2020 Approved Budget	Variance 2020 vs 2019 Budget	
				Budget 7/1/2018	Actual 3/31/2019		Amount	Percent
REVENUES								
City Sales Tax - Ec Dev	1,858,514	1,846,018	1,962,405	1,875,000	1,260,123	1,875,000	0	0.00%
City Use Tax - Ec Dev	<u>209,758</u>	<u>179,672</u>	<u>170,243</u>	<u>150,000</u>	<u>122,084</u>	<u>78,805</u>	<u>(71,195)</u>	<u>(47.46%)</u>
Total Revenues:	2,068,272	2,025,690	2,132,648	2,025,000	1,382,206	1,953,805	(71,195)	(3.52%)
EXPENDITURES								
Transfers Out	<u>2,068,272</u>	<u>2,025,690</u>	<u>2,132,648</u>	<u>2,025,000</u>	<u>1,382,206</u>	<u>1,953,805</u>	<u>(71,195)</u>	<u>(3.52%)</u>
Total Expenditures:	2,068,272	2,025,690	2,132,648	2,025,000	1,382,206	1,953,805	(71,195)	(3.52%)

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases

Decreases

Transfer Out - ED Tax PCDA (71,195)

Total 0 Total (71,195)

Net Decrease (71,195)

Personnel Summary: None

Glossary of Budget Terms

Accounting System	The total structure of records and procedures which identify, record, classify, summarize, and report information on the financial position and results of operations of a government.
Accrual Basis	The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.
Accrued Expenses	Expenses incurred but not due until a later date.
Ad Valorem Tax	A tax collected from all the real property within the City based upon the value of the property.
ALFA	Association Landfill Assurance – An organization of publicly owned Oklahoma landfills.
Annual Budget	The budget authorized by resolution of the City Commission for the fiscal year.
Appropriation	An authorization of the City Commission to incur obligations and spend City funds. Appropriations are usually made for fixed amounts and typically granted for one year.
Appropriation of Fund Balance	Using the existing fund balance for current obligations.
Assets	Resources owned or held by the City which has monetary value.
Assessed Valuation	The value of all real personal property in the City which is used as a basis for <i>ad valorem</i> taxes.
Audit	An examination of an organizations' financial statements and the utilization of resources.
Balance Sheet	A basic financial statement that discloses the assets, liabilities, reserves and equity of specific governmental funds as of a specific date.
Balanced Budget	A budget in which revenues plus appropriated fund balances equal expenditures.
Beginning/Ending Fund Balance	Unencumbered resources available in a fund from the prior/current year after payment of the prior/current year's expenses. This is not necessarily cash on hand.
Bond Proceeds	Funds received from the sale of any bond issue.

Bond Rating	A rating that is received from Standard & Poor's Corporation and Moody's Investors service, Inc. that shows the financial and economic strengths of the City.
Budget	The financial plan for a specific period of time that identifies proposed expenditures and the sources of revenue to pay for them.
Budget Amendment	A legal procedure utilized by the City staff and City Commission to revise a budget appropriation.
Budget Message	The opening section of the budget which provides the City Commission and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, as well as the views and recommendations of the City Manager.
Capital Improvement Project CIP	A "Capital Improvement Project" fund accounts for financial resources segregated for acquisition, construction or other improvement related to capital facilities other than those accounted for in enterprise funds and non-expendable trust funds.
Capital Outlay	Category of expense which include outlays which result in acquisition of or additions to fixed assets which are purchased by the municipality, including machinery and equipment, furniture, land, buildings, improvements other than buildings, and all construction, reconstruction, appurtenances or improvements to real property accomplished according to the conditions of a contract.
Cash Basis	The method of accounting under which transactions are recorded when cash is either received or expended for goods or services.
City Charter	The document of a home rule City similar to a constitution, which establishes the City's government structure and provides for the distribution of powers and duties among the various branches of government.
City Code	A book that contains City Commission approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, business licensing, etc.
Category	A group of object codes that have the same functional characteristics. The City, required by the State of Oklahoma in the Municipal Budget Act, uses the six categories of expenditures: Personal Services, Material & Supplies, Other Charges & Services, Capital Outlay, Debt Services, and Transfers.

CodeRed	A computer based telephone notification system that is used to notify the public and City staff of emergencies.
Contingency	A budgetary reserve set aside for emergencies or unforeseen expenditures.
Court Fines and Forfeits	Fines imposed on individuals by the courts for various illegal acts performed within the City.
CDBG	Community Development Block Grant - A general purpose, federal grant primarily used to facilitate the production and preservation of low and moderate income housing.
Debt Limit	The maximum amount of general obligated debt which is legally permitted.
Debt Ratio	Total debt divided by total assets. Used by Finance to assess fiscal health, internal of bonds, notes or loans.
Debt Service	Category of expense which includes outlays in the form of debt principal payments, periodic interest payments, or related service charges for benefits received in part in prior fiscal period as well as in current and future fiscal periods.
Debt Service Funds	These funds account for the payment of principal and interest on outstanding debt for the City.
Department	An organization unit of the City for the purposes of administration and accounting.
Depreciation	That portion of the cost of a capital asset that is charged as an expense during a particular period. This is a process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the loss of usefulness of a fixed asset is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.
Division	An organizational unit within a department. Divisions are responsible for carrying out the specific functions of the department.
Enterprise Fund	A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing the good and services to the general public be financed or recovered primarily through user charges.

EPA	Environmental Protection Agency - An agency of the federal governmental which addresses environmental regulations.
Expenditure	This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds.
Expenses	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
Fiscal Year	For budgeting purposes the City's fiscal year operates from July 1 to June 30.
Fixed Asset	Purchases of a long-term nature, which are to be held and used. Examples are: land, buildings, machinery, vehicles and equipment.
Franchise Fee	A fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include telephone, natural gas and cable TV.
Fund	A separate accounting entity, with a set of self-balancing accounts for recording the collection of revenues and the payment of expenditures to carry out a specific function.
Fund Accounting	A governmental accounting system that is organized and operating on a fund basis.
Fund Balance	The excess of a fund's assets over its liabilities. The term fund balance is used for governmental fund types. The term retained earnings is used in enterprise funds.
General Fund	The largest fund in the City, the General Fund accounts for most of the City's financial resources. General Fund revenues include: Sales & Use Taxes, Licenses & Permits, Intergovernmental, Outside Revenue, Charges for Services, Fines & Forfeits, Transfer from Funds, and other types of Revenues. This is the fund that accounts for the revenues and expenditures necessary to deliver basic operating services: police, fire, finance, parks, planning, library, etc.
GIS	Geographic Information System – A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e. data identified according to their locations. City personnel can obtain detailed infrastructure information through a single digital map.

GPS	Global Positioning System – A method of navigation that uses 25 satellites in low-earth orbit to provide precise, extremely accurate, worldwide, all-weather navigation information 24 hours a day.
Goals	Specific items to be accomplished during the year. A statement of broad direction, purpose or intent.
Green Fees	Fees charged for playing a round of golf at the Lew Wentz Golf Course.
INCODE	Municipal software used by the city.
Interest Earnings	Interest received from the investment of cash in a fund.
Intergovernmental Revenue	Money received from the state or federal government in the form of grants or shared revenues for various activities.
Internal Service Fund	Fund used to account for services provided by one department to another department on a cost reimbursement basis.
LAN	Local Area Network – Two or more computers connected to a localized central server in order to share server resources.
Liabilities	Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.
Licenses	Revenues received by the issuance of various licenses that are granted to various business in the City.
Line Item Budget	A budget format that summarizes the object codes of expenditures for goods and services that the City intends to purchase during the fiscal year.
Material & Supplies	Category of expense which includes articles and commodities which are consumed or materially altered when used, such as office supplies, operating supplies and repair and maintenance supplies, and all items of expense to any person, firm or corporation rendering a service in connection with repair, sale or trade of such articles or commodities.
McReady Campaign	A partnership between Oklahoma Emergency Management and McDonalds Restaurants to provide severe weather information to the public through their restaurants.
MESO	Municipal Electric Systems of Oklahoma

Miscellaneous Revenue	Money taken in from various sources generally on a non-recurring or immaterial basis.
Modified Accrual Accounting	An accounting technique that is a combination of cash and accrual accounting. Expenditures are immediately incurred as a liability and revenues are not recorded until they are received or are "measurable" and available for "expenditure." Since this type of account basis is conservative, it is recommended as the standard for most government funds.
NPDES	National Permit Discharge Elimination System
Object Code of Expenditures	The specific type of expenditure used to account for the purchase of goods and services.
Objectives	A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.
ODEQ	Oklahoma Department of Environment Quality
OMPA	Oklahoma Municipal Power Authority
Ordinance	A formal legislative enactment by the governing body of a municipality. It is not in conflict with any higher form of law, such as a state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.
Other Charges & Services	Category of expense which includes all current expenses other than Personal Services, Materials & Supplies, Capital Outlays, Debt Service, and Transfers, such as services or charges for communications, transportation, advertising, printing or binding, insurance, public utility services, repairs and maintenance, rentals, miscellaneous items and all items of expenses to any person, firm, or corporation rendering such services.
Pandemic	A disease or illness prevalent throughout an entire country.
Penalties	Charges to utility customers for late payment of their water, electric, sewer, and solid waste charges.
Performance Measures	Quantitative and/or qualitative objective measurement of results by a unit of program which helps to determine effectiveness in meeting goals and objectives.
Permits	Revenue derived from various permits, as defined by the City Code, for the performance of a specific action. For example, building a house.

Personal Services	Category of expense which includes expenses for salaries, wages, per diem or other compensation, fees, allowances or reimbursement for travel expenses, and related employee benefits, paid to any officer or employee for services rendered or for employment. Employee benefits may include employer contributions to a retirement system, insurance, sick leave, terminal pay or similar benefits.
Ponca City Development Authority (PCDA)	A public trust of the City of Ponca City which accounts for activities of the Economic Development Funds.
Ponca City Utility Authority (PCUA)	A public trust of the City of Ponca City which accounts for activities of Water, Light, Solid Waste, Landfill Closing, Solid Waste Depreciation Reserve, Utility Billing, Wastewater, Stormwater and Information Services.
Proprietary Funds	Funds that account for government operations that are financed and operated in a manner similar to a private business.
Sage	Acronym for Sustainable Alternative Green Energy which is a PCDA initiative to grow a renewable energy economy in Ponca City.
Special Assessment	Receipts from assessments places on a property, within the City, for public improvements which have benefited that property.
Special Revenue Fund	A fund used to account for the proceeds of specific revenue sources (other than special assessment, expendable trusts, or for major capital projects) that are legally restricted to expenditures for specific purposes.
StormReady	A program by the National Weather Service designed to recognize entities that have reached a high level of severe weather preparedness.
Transfers	Category of expense which includes outlays to other funds in the form of operating transfers and residual equity transfers.
Unencumbered Balance	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.
User Fee	The payment for the direct receipt of a public service by the user of the service.

