



**CITY OF PONCA CITY**  
**City Administration**

**CENSUS 2020**

Less than one week ago, the 2020 Census fully kicked off, and invitations continue to arrive in mailboxes across the nation. As of March 18, 2020, more than eleven million households have responded. America is stepping up to shape our future and ensure families and communities are counted.

The public is strongly encouraged to respond to the 2020 Census online using a desktop computer, laptop, smartphone, or tablet, and can also respond by phone or mail. Everyone should respond to the 2020 Census as soon as they receive their invitation — and when they're finished, they can make sure their friends, families, and social networks know about the importance of responding.

It has never been easier to respond to the census, and the 2020 Census will count everyone accurately. We recognize that many people plan to access the 2020 Census through other response modes, such as phone or paper, which is why the 2020 Census has such a nimble design.

Once again, we encourage everyone to respond online today at [2020Census.gov](https://2020Census.gov). With the flexibility and support of the American people, we will achieve a complete and accurate count which helps guide funding decisions for things like hospitals, roads and emergency services. Respondents can also respond by calling the number provided in their invitation or by mail once they have received a paper form.

For more information, go online: [2020CENSUS.GOV](https://2020CENSUS.GOV)

## **ENVIRONMENTAL SERVICES NEWS**

### ***Solid Waste***

#### ANNUAL SPRING CLEAN UP, MARCH 28 THRU APRIL 4

Spring Cleanup will be held March 28 thru April 4 for Ponca City residents. Solid Waste crews will pick up most trash and haul it away, or residents can haul it to the landfill themselves and get rid of it for free.

#### ***City Collections***

Crews will pick up any extra items placed in your regular pickup area EXCEPT the following:

- Poisons, acids, and caustics
- Car batteries
- Explosives
- Body wastes
- Large bulky objects such as automobile frames
- Tires
- Items or materials containing Freon, PCB, etc.
- Items that could cause damage to collection equipment or personal injury to collectors
- Dirt, rocks, concrete and other debris resulting from construction or demolition
- Dead animals, animal excreta, etc. that has not been wrapped and tightly sealed in moisture proof wrapping
- Logs greater than 8 inches in diameter and longer than 4 feet or weighing more than 75 pounds
- Brush that is not bundled, longer than 4 feet in length and weighing more than 75 pounds
- Containers larger than 35 gallons

#### ***Landfill Dumping Guidelines***

Citizens must show a current PCUA Utility Bill WITH TRASH SERVICE. The address on the PCUA bill and their driver's license must match! In an effort to discourage unauthorized commercial dumping, vehicles larger than a pickup or trailer will be charged standard landfill fees.

There is a **limit of 6 loads per resident**.

Loads are defined as: Pickup bed = 1 load  
Pickup bed+ single axle trailer = 2 loads  
Pickup bed+ double axel trailer = 3 loads

#### ***Tires***

During the Annual Spring Clean-Up, the Landfill will accept tires that are 24 inches or smaller. Tires on rims, tractor tires, and heavy equipment tires will not be accepted! Tires must be placed in the designated area for tires at the Landfill.

### ***Recycling Center***

The Recycling Center is located at 1001 W. Prospect and it is open Wednesday through Sunday, from 9:00 a.m. to 5:00 p.m. The Recycling Center will accept the following items: car batteries, latex paint, clean glass, clean tin cans, newspapers, magazines, cardboard, aluminum cans, books, and mixed metals.

### ***Motor Oil***

For those wishing to dispose of motor oil, the following merchants will accept it within the limits specified:

- Auto Zone, 2104 N. 14th – Motor oil only. Up to 5 gallons per person, per day.
- O'Reilly Auto Parts, 3019 N. 14th & 104 W. Grand – Motor oil, transmission fluid, and differential grease only. Up to 5 gallons per person, per day.

**For anyone who has poisons, antifreeze, or chemicals for disposal, the best suggestion is to store them (following the manufacturer's directions) until the HOUSEHOLD HAZARDOUS WASTE DAY on Saturday, May 30.**

### ***Special Pick-ups***

Trees, brush, construction debris, etc. may be disposed of by calling 767-0411 for a special pickup. Special pickups carry a minimum charge of \$39.09 and could be more depending on quantity and items for disposal.

### ***High Grass & Weeds***

Grass and weeds that exceed 12 inches in height are defined by City codes as a public nuisance. Non-compliance by owners or residents can result in citations. The City also has the right to have the property cleaned; the expense is then billed to the owner.

### ***Overhanging Limbs and Brush***

All vegetation must be trimmed back to the right-of-way lines, such that free and convenient travel over and along the sidewalk and street or alley is possible. Vegetation shall be trimmed to provide vertical clearance of at least 14 feet above streets and alleys and to at least 8 feet above sidewalks. The City also has the right to have the right-of-way cleared and the expenses billed to the owner. Also, remember to follow rules regarding tree planting under power lines.

### ***Nuisance Vehicles***

Abandoned, junked, inoperable, or untagged vehicles are not allowed on private property unless they are enclosed in a building. Vehicles that violate these standards are public nuisances, and can be towed from the property by contractors at the request of Code Enforcement.

Contact: Tim McNew, Solid Waste Superintendent, 767-0411



## **LIBRARY NEWS**

### ***Ponca City Library***

#### PONCA CITY LIBRARY'S ONLINE RESOURCES

Many residents don't realize how much of their library's resources and collections are available in downloadable digital and audio format that can be accessed from the comfort of their home or work.

The library is a member of the Oklahoma Virtual Library Consortium that offers over 50 thousand titles in both readable and audio formats. Bestsellers, old favorites, and emerging authors are available in both fiction and non-fiction for all ages of readers. You can have up to 6 titles at any time, and place holds on titles that are checked out but look interesting. This service is provided at no charge, and accessing the collections is pretty easy to learn.

Of course, the library has other great online content, including RBDigital, auto repair manuals, homework resources, Rosetta Stone, and much more. All of this can be found by visiting the City of Ponca City's webpage at [www.poncacityok.gov](http://www.poncacityok.gov) and going to the Library Department's information and links page.

Want to get started today? If you already have a card, the library barcode is the card number and the PIN is the last 4 digits of the card number. For an e-card, the easiest way is to email: [library@poncacityok.gov](mailto:library@poncacityok.gov) or [vancudt@poncacityok.gov](mailto:vancudt@poncacityok.gov) and then the library will set you up with an e-card that allows you to have access to online selections. The library will call or email these requests by their preference. We will mail these cards to you or keep on file.

New to the Library? We have two kinds of cards: an all access card that allows you to check out everything, including print materials, and an e-card that gets you access to all our electronic resources. Not sure if you've ever had a card? The library can work through that too! Need more information? Don't hesitate to call, the Library staff is happy to help.

Contact: Holly LaBossiere, Library Director, 580-767-0345



**PARKS AND RECREATION**

**RecPlex**

LIFEGUARD CERTIFICATIONS

What: American Red Cross Lifeguard Certification for participants ages 15 and older.  
When: 8:00 a.m. to 8:00 p.m., on Saturday AND Sunday, May 2 - 3  
Who: Ages 15 and up, \$135.00 per participant  
How: Register online: [www.poncacityok.gov/parksandrec-registration](http://www.poncacityok.gov/parksandrec-registration).

WIFFLEBALL TOURNAMENT 2020

What: Ponca City Recreation is hosting an Adult Wiffleball Tournament at the RecPlex!  
When: Saturday, May 9, 10:00 a.m. to 12:00 a.m.  
Who: Ages 15 and up, \$20.00  
How: Register online thru April 17: [www.poncacityok.gov/parksandrec-registration](http://www.poncacityok.gov/parksandrec-registration).

Contact: Eric Newell, Parks and Recreation Director, 580-767-0430

**HEALTHY RESOURCES**

*As an advocate of Certified Healthy Oklahoma,  
the City of Ponca City participates in the Kay County Healthy Living Coalition.*

Cimarron Transit .....	718-0444
Kay County Healthy Living Coalition .....	765-2476
National Highway Traffic Safety Administration Child Car Seat Inspections (Appointment Only)	
Kay County Health Department .....	433 Fairview..... 762-1641
Ponca City Fire Department .....	500 E. Grand..... 767-0368
Oklahoma Domestic Abuse & Sexual Assault Safeline.....	800-522-SAFE (800-522-7233)
Oklahoma Tobacco Hotline.....	800-QUIT-NOW (800-784-8669)
Pharmaceutical Take-Back Location-Oklahoma Bureau of Narcotics	
Ponca City Police Department .....	200 E. Oklahoma ..... 767-0370
Problem Gambling Hotline.....	800-522-4700
Recreation	
Lew Wentz Golf Course .....	2928 LA Cann Drive..... 767-0433
Ponca City RecPlex .....	1604 W. Grand..... 767-0430
Ponca City Senior Center.....	319 W. Grand..... 763-8051
Suicide Prevention .....	800-SUICIDE and 800-273-TALK

## **SENIOR NEWS**

### ***Parks and Recreation Department***

#### SENIOR CENTER HOME ACTIVITIES

The Ponca City Senior Center has come up with some programming ideas that might help keep area senior's minds occupied during their home stay! The center has designed a "Mental Stimulus Packet." Marie Trenary will be sharing these ideas on Facebook, group emails, radio, and letters. These programs are for **all seniors** in Ponca City. We hope you will enjoy these activities, and if you have a neighbor, family member, or a friend you think might enjoy participating, have them call the Center and an activity packet will be mailed to them.

The Mental Stimulus Packet includes:

1. **Word Search:** Three weeks of word search challenges. These can be completed and brought to the Center when we reopen. Remember to sign your name on your word search to qualify for the drawing.
2. **Coloring pages:** Again. bring your completed page when we reopen. We will display them and have a contest.
3. **"Senior Bingo":** There are two bingo sheets. One for March 30th – April 3rd and the other for April 6-10. Listen to KPNC 100.7 FM, shortly after 8:00 a.m. Three numbers will be called each morning. If and when you get a bingo, call the Center at 763-8051. Sean Anderson will announce there is a winner, concluding that week's bingo game. Winners will receive a FREE Friday lunch at the Senior Diner.
4. **"At Home Scavenger Hunt":** Rules are simple: The packet has an "AT HOME SCAVENGER LIST". On this list are items you may have in your house or garage. In order to check one of the items off you **MUST** be able to place your hands on it. Not just think, "I know I have one of those in the back bedroom dresser drawer". After completion of the scavenger list you can mail it back to the Center at 319 W. Grand or bring it with you the first day the Center reopens. Prizes: all completed and submitted entries will be placed in a drawing, four names will be drawn, and those four winners will receive one week complimentary meals at the Senior Diner.

Contact: Marie Trenary, Senior Specialist, 763-8051



**HUMAN RESOURCES NEWS**

**Human Resources**

**OPEN POSITIONS**

**EMT/FIREFIGHTER**

Salary: \$38,780.56 Annually plus EMT educational pay Open until filled 2016-001

**GENERAL JOB DESCRIPTION:**

Will perform individually and/or as a member of a firefighting or ambulance team and will participate in fire suppression and EMS activities including firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, inspection practices, auto extraction, patient care, and triage. The position of firefighter has a starting annual base wage of \$38,780.56 plus EMT educational pay with certification incentives depending on licensure levels. Must possess current EMT certification.

**Contact Fire Administration at 580-767-0368 for information on how to become a part of our candidate pool.**

**PATROL OFFICER**

Salary: \$21.04 non CLEET certified (\$43,771.96 annually)  
\$21.89 CLEET certified (\$45,522.84 annually) Open until filled 2016-051

**GENERAL JOB DESCRIPTION:**

The City of Ponca City offers a financial bonus program for newly hired Police Officers who are certified in Oklahoma or a state with reciprocity and who are exempt from attending the full CLEET Academy. The bonus has two levels (\$3,000 and \$5,000), based on years of experience in a full time, certified, law enforcement position prior to employment with the City of Ponca City, and is paid in three parts. Please call Chief Don Bohon at 580-767-0375 for details.

1. Operate a motor vehicle for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
2. Patrol assigned area of City and enforces state and federal laws and City ordinances.
3. Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
4. Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations to violators of traffic laws.
5. Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims; witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court.
6. Speak before citizen's groups and participate in various training sessions.
7. In addition to the starting wage, the officer may receive additional educational incentive pay per pay period:

Associate's Degree or 1000 hours of training	\$35.00 (\$910.00 annually)
Bachelor's Degree or 1500 hours of training	\$60.00 (\$1,560.00 annually)
Master's Degree or 2000 hours of training	\$75.00 (\$1,950.00 annually)

**CITY ATTORNEY**

Salary:                      Depending on Qualifications                      Open until filled                      2020-2

**GENERAL JOB DESCRIPTION:**

This is a highly responsible administrative position that is to provide legal advice and support to the City Commission, City Manager, City Departments, and various municipal boards and commissions. Responsibilities include drafting, recommending, and reviewing ordinances, contracts and instruments of conveyances; advising appropriate city officials of legal jurisdiction, alternatives, and repercussions of proposed actions; representing the City in court for any variety of legal matters and litigation; and performing a variety of related duties. While this position is appointed by the Mayor and confirmed by the City Commission, this person reports directly to the City Manager for day to day purposes. The Position Profile is available online.

**COMMUNICATION OFFICER – 911**

Salary:                      \$15.58 HR                      Open until filled                      2019-43

**GENERAL JOB DESCRIPTION:**

To perform emergency dispatch for fire, police and ambulance personnel; to operate the communications center which serves the Ponca City and surrounding areas; and to gather, receive, record and disseminate information.

**CONCESSION-CASHIER PERSONNEL AT WENTZ GOLF COURSE – PART-TIME**

Salary:                      \$7.25 HR                      Open until filled                      2018-31

**GENERAL JOB DESCRIPTION:**

To wait on the public for food and drink and maintain the concession area in the Pro Shop at Wentz Golf Course. The Food and Beverage employee will help in all aspects of the Food and Beverage facility.

**FITNESS ASSISTANT – RECPLEX – PART-TIME**

Salary:                      \$8.00 HR                      Open until filled                      2020-5

**GENERAL JOB DESCRIPTION:**

This individual will be responsible for performing manual and recreational supervisory work involving rock wall assistance, fitness orientations and maintain fitness areas including janitorial and maintenance duties at the Rec Plex.

**FITNESS INSTRUCTOR – RECPLEX – PART-TIME**

Salary:                      \$8.00-\$15.00 HR                      Open until filled                      2019-31

**GENERAL JOB DESCRIPTION:**

This person will plan, execute, and instruct fitness programs.

**FRONT DESK ATTENDANT/OPENER – RECPLEX – PART-TIME**

Salary:                      \$8.00-\$10.00 HR                      Open until filled                      2019-51

**GENERAL JOB DESCRIPTION:**

This individual will be responsible for performing manual and recreational supervisory work involving building operation, janitorial, and maintenance duties.



**KIDZONE CHILDCARE WORKER – RECPLEX – PART-TIME**

Salary: \$8.00 HR Open until filled 2019-38

**GENERAL JOB DESCRIPTION:**

To insure excellent care and service to the children in the nursery-KIDZONE by providing a safe and fun filled experience.

**LABORER – GOLF COURSE – PART-TIME/SEASONAL**

Salary: \$7.25 HR Open until filled 2018-11

**GENERAL JOB DESCRIPTION:**

Learn and implement quality maintenance techniques to ensure fine turf; includes mowing, trimming, digging, landscaping, and other related duties. A driver’s license may be required.

**LIFEGUARD – WENTZ, AMBUC, AND RECPLEX POOLS**

Salary: \$9.00 HR Open until filled 2020-8

**GENERAL JOB DESCRIPTION:**

The duties of a lifeguard: help prevent accidents and enforce all pool rules and regulations, in and out of the water. Must have a current (A) Lifeguard Training Certificate, (B) First Aid and (C) Adult/Infant CPR.

**LINeworker I / II – PONCA CITY ENERGY**

Salary: \$ 19.33-\$34.05 HR DOQ Open until filled 2020-7

**GENERAL JOB DESCRIPTION:**

Performs a variety of tasks involved in maintaining and repairing electrical power lines, installing and replacing transformers; and to perform a variety of technical tasks relative to assigned areas of responsibility.

**PARK MAINTENANCE WORKER – PARKS AND RECREATION – PART-TIME/SEASONAL**

Salary: \$8.00 HR Open until filled 2020-6

**GENERAL JOB DESCRIPTION:**

To assist in the maintenance of parks, grounds, planting beds, and gardens and maintenance of the grounds at the RecPlex.

**SOLID WASTE COLLECTOR**

Salary: \$17.15 HR Open until filled 2020-13

**GENERAL JOB DESCRIPTION:**

Will manually load refuse on solid waste trucks; will ensure refuse is properly picked up on the assigned commercial or residential routes; and will perform minor maintenance and cleaning activities on solid waste heavy equipment. Will perform building and custodial maintenance as required.

**SWIMMING POOL CONCESSION/CASHIER AND GATE ATTENDANT – PART-TIME/SEASONAL AT WENTZ AND AMBUC POOLS**

Salary: \$8.00 HR Open until filled 2020-10

**GENERAL JOB DESCRIPTION:**

The duties of concessions and cashier are waiting on the public for food, drinks and swimming tickets.

Contact: Terry Brown, Human Resources Director, 580-767-0323

For more information on the City of Ponca City go to [www.poncacityok.gov](http://www.poncacityok.gov) or Cable One Channel 56