

**City of Ponca City, Oklahoma**

# **2020-21 Budget**

*Progress Through People*



Prepared by:

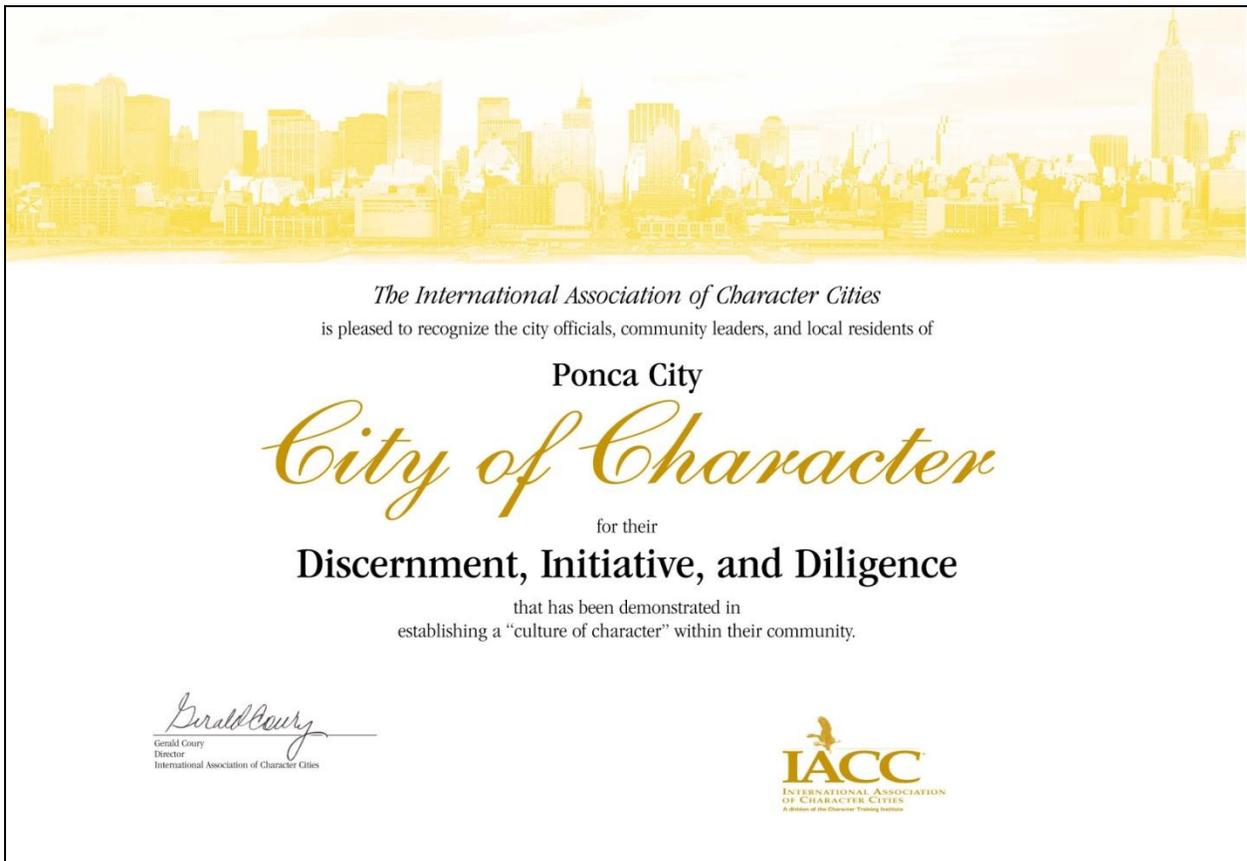
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Finance Director

Shane Becker  
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 2023*



**Paul Taylor**

*Commissioner #2  
Term Expires: March 2021*



**Shasta Scott**

*Commissioner #3  
Term Expires: March 2023*



**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
Interim City Attorney	John Andrews
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 March 1, 2020**

<b>MAYOR</b>		<b>Homer Nicholson</b>
<b>COMMISSIONERS</b>		<b>Ryan Austin</b>
Lanita Chapman	Paul Taylor	Shasta Scott
<b>CITY MANAGER</b>		<b>Craig Stephenson</b>
<b>Assistant City Manager</b>		<b>Tana McKinley</b>
Marland Estate Manager		David Keathly
Human Resources Director		Terry Brown
<b>Development Services Director</b>		<b>Chris Henderson</b>
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
<b>Technology Services Director</b>		<b>Dave Williams</b>
<b>Library Director</b>		<b>Holly LaBossiere</b>
<b>Park and Recreation Director</b>		<b>Eric Newell</b>
Recreation Superintendent		Ryan Hafen
<b>Public Works Director</b>		<b>OPEN</b>
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
<b>Interim City Attorney</b>		<b>John Andrews</b>
<b>Electric Utilities General Manager</b>		<b>Philip Johnston</b>
Assistant Director/Operations Engineer		Steve Sullivan
Electrical Distribution Planner		Aaron Michaud
<b>Environmental Services Director</b>		<b>Hong Fu</b>
Solid Waste Superintendent		Tim McNew
Water Distribution/Wastewater Collection Superintendent		Darwin Haney
Water Utilities Manager-Water/Wastewater		Todd Smith
<b>Finance Director - City Clerk/Treasurer</b>		<b>Marc LaBossiere</b>
Controller		Shane Becker
Senior Court Clerk		Denise Rexford
Utility Billing Office Manager		Sherri Tapp
<b>Fire Chief</b>		<b>Burl Herring</b>
Deputy Fire Chief		Gary Wilson
<b>Police Chief</b>		<b>Don Bohon</b>
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	08/05/19
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. Lew 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  
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May 11, 2020

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 2020-2021 Annual Operating and Capital Improvement budget for the City (City of Ponca City) and PCUA (Ponca City Utility Authority), which begins July 1, 2020. 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.

During the 2009-10 budget meetings I mentioned we were in unprecedented waters with the Great Recession having begun a few months earlier. Well, this year, I don't know if we can emphasize enough that we are in unprecedented economic waters due to COVID-19. Businesses throughout the community were closed for several weeks and are just starting to re-open; employees have been laid off or furloughed, some are being called back as businesses open; projects stopped, and for a snap shot in time, a very bleak picture for the future. I will tell you that with the hard work and commitment of city employees, we will get through what could be very challenging times for our community. As a community and organization, we have been extremely resilient over Ponca City's history, weathered many of these economic storms, and have become **Stronger** during the recovery and subsequent future.

Sales tax revenues are budgeted at a 5% decrease and NO increase in utility rates for any City utilities. This budget represents a best foot-forward on presenting a realistic budget for the community in light of the concerns with COVID-19 in the economies of the world. It doesn't represent any drastic changes to operations, as over the years, the City Commission has placed funds in a "rainy day" account, known as Reserves. These funds will allow the City to sustain a down turn in revenues for a period of time and allow for a managed reduction in operations if necessary. This insures the community and staff that there will be a well thought plan to continue to meet the needs of the community. There is in place a hiring freeze for all positions but Police and Fire; they are currently down 6 and 5 officers respectfully. All capital expenditures for the rest of this fiscal year are being evaluated for possible suspension. All capital expenditures for next fiscal year will be scheduled to better manage cash flow and possible suspension of capital expenditures.

Letter to Homer Nicholson, Members of the City Commission

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This year's Budget Work Session was different than in the past due to the concerns with COVID-19 and completed in one long day instead of the normal two days. Two Commissioners attended via teleconference as well. The Departments made briefer presentations than in past years and did not present with their management teams to minimize the number of individuals in attendance. Each Department Head, as well as myself, are supported by hard working dedicated to the public good; employees. These employees are highly valued by the management team and provide much of the essential services to the community to insure access to high quality municipal services. Without these employees the management team could not do what they do for the community. We want to protect as much of the valuable resource of the workforce as possible. There is not a wage increase proposed this year, it just isn't possible with the high uncertainty of the revenues. However, due to the employees being better educated about access to health care and their health insurance; there is no premium increase in their health insurance cost this fiscal year. I will also mention here that, with the employees' continued commitment to work safety, we were able to reduce the allocated workers compensation costs again this year.

**EXPENDITURES:** The total proposed budget for 2020-2021 is \$106,186,181 which represents a 2.12% decrease from this current year's budget. The General Fund represents \$24,811,709 of the total expenditures and is budgeted at an increase of 0.73% from the current year budget. Departments were authorized to increase their maintenance, operations, and contractual services budgets by 2%.

This budget reflects the reduction of one full-time position in the General Fund. In the City Attorney's Office, one attorney position was reduced to reflect the retirement of the City Attorney in February, 2020.

The proposed capital outlay for the upcoming budget year is \$10,530,591, which is 10% less than budgeted in this current year's budget for capital expenditures. Of this total capital budget proposed, approximately \$8.9 million is budgeted in the utility funds and Street Sales Tax fund. This capital program reflects the Commission's desire to be prudent in managing the City's Assets. By making consistent improvements and repairs to the infrastructure, it insures residents that the Commission is being fiduciary responsible. I would note that the proposed budget will fund approximately 51% of this year's capital request of the departments. This fiscal year budget does not include the estimated \$20 million for the design and construction of the new Police Station, estimated \$8.2 million for the construction of Phases II and III of Ponca City Broadband, nor estimated \$8 million for the reconstruction of Runway 17-35 at the Ponca City Regional Airport. When you step back and look at the total proposed capital projects the City is undertaking in the next 12-18 months in the community there is some positive in the local economy.

There will be federal funding come down from the CARES Act and, at this time, we do not have a clear picture on how it will impact municipal operations. These funds will be funneled through the state for communities less than 500,000 in population. At this time, the understanding is that there is \$1.5 billion coming to the State. Currently, staff is tracking all expenses related to the COVID-19 issue in hopes that those will be reimbursed dollar for dollar including payroll

Letter to Homer Nicholson, Members of the City Commission

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expenses. We have received \$69,000 for ambulance services based on allowable billing from Medicare. There is a verbal understanding that for municipal airport services we will also have \$69,000 accessible to use. The City has recently received \$15,000 from the H.O.P.E. (Oklahoma Humanities Organizations Pandemic Emergency) grant. As well as \$48,751 for Coronavirus Emergency Supplemental Funding through the U.S. Department of Justice, Office of Justice Programs and Bureau of Justice Assistance. Staff will remain diligent and watchful for other grant opportunities to benefit the organization and community.

Staff is aware that the State of Oklahoma will be receiving \$8 million in CDBG funding for the non-entitlement communities and Council of Governments, also referred to as the CoGs. Usually, there are about 18 or so communities that typically participate in that arena. At this time, staff is not aware of others that would participate or be allowed to participate in these funds. The funds will go to the ODOC (Oklahoma Department of Commerce) to be administered. Staff has not received any information on ODOC's possible guidance. Typically these funds are limited to 15% for public service programs. Staff believes this threshold will be lifted and will be able to spend a much larger percentage on public services. Staff believes there will not be the required 1:1 match of funds. Currently, staff is gathering information on potential plans on the possibility that there will be more flexibility in this special allocation.

There has been a meeting of the Coronavirus Task Force of approximately 14 internal staff members to discuss what some of the issues they are seeing and what possible programs we might want to tackle when funding becomes available and we know the guidance from the ODOC. Staff identified several areas where funding might be available to help our local impacted populations.

- Homeless Population -- more indications of increase in the homeless population in the community via squatters and individual(s) living in structures that do not have utilities.
- Non-Utility Payments -- increases in customers struggling to make their utility payments to PCUA and therefore they are struggling to pay others as well.
- Rental Assistance -- this goes with increase in the homeless population, individuals struggling to make rent payments. This is not mortgage payments.
- Small Business -- small business are struggling to stay open with the social distancing requirements and non-essential concerns.
- Infrastructure Projects -- these would be infrastructure projects for the municipal operations, an example might be some funding for "green projects" one that comes to mind is the backwash water recycling project at the water plant.
- Internal Operations -- projects that might fit within the guidelines from ODOC.

Staff is determined to work on developing potential programs in the areas mentioned above, internally and with some community partners, to develop a plan for these areas. At this time, we do not know what will be allowed, but are making a best guess estimate on the typical use of the funds, impact low/mod income populations, and intent of the CARES Act. These groups are being kept small to begin with; they may expand depending on their direction and then guidance from ODOC.

Letter to Homer Nicholson, Members of the City Commission

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May 11, 2020

The Budget Team believes that the proposed budget is fiscally sound and will allow the City to continue to provide quality services to the public and maintain a solid fiscal foundation for the following year's budget.

We will continue to work safely, provide great customer service, and maintain the Public's Trust. We will continue to work with business and industry to create a collaborative environment. 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 of Ponca 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, Shane Becker, and Courtney Altman 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, 2020

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	7
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	4
Number of museums	6
Number of arboretums	1
Number of enclosed fishing docks	2
Number of splash pads	5
Fire/Ambulance Protection:	
Number of stations	4
Number of fire/ambulance personnel	69
Number of fire calls answered	915
Number of ambulance calls	4,829
Average emergency response time in minutes	EMS 5.14 / Fire 4.29
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	4.99
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	8.30
Maximum daily capacity of plant in millions of gallons per day	14
Number of water wells in service	21

Energy Department:

Customer base	15,893
Square miles of service area	98
Substations – total 93 megawatts of load	9
Miles of 69,000 kV transmission line	20.25
Miles of total distribution line circuit	453

Airport:

Concrete runway – 7,201 feet long and 150 feet wide	1
Average takeoffs and landings per year	41,000
Number of base aircraft	56
Number of ‘T’ hangers	44
Number of corporate hangers	13
Average high temperature degrees – (1980-present)	87.56
Average low temperature degrees – (1980-present)	31.43
Overall yearly degree temperature – (1980-present)	58.8
Average yearly rainfall in inches – (1980-present)	36.31

Education (Current) School Year:

Total school enrollment – Ponca City Public Schools	4,741
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	924
Phillips 66 Refinery	650
Dorada	640
Alliance Health	415

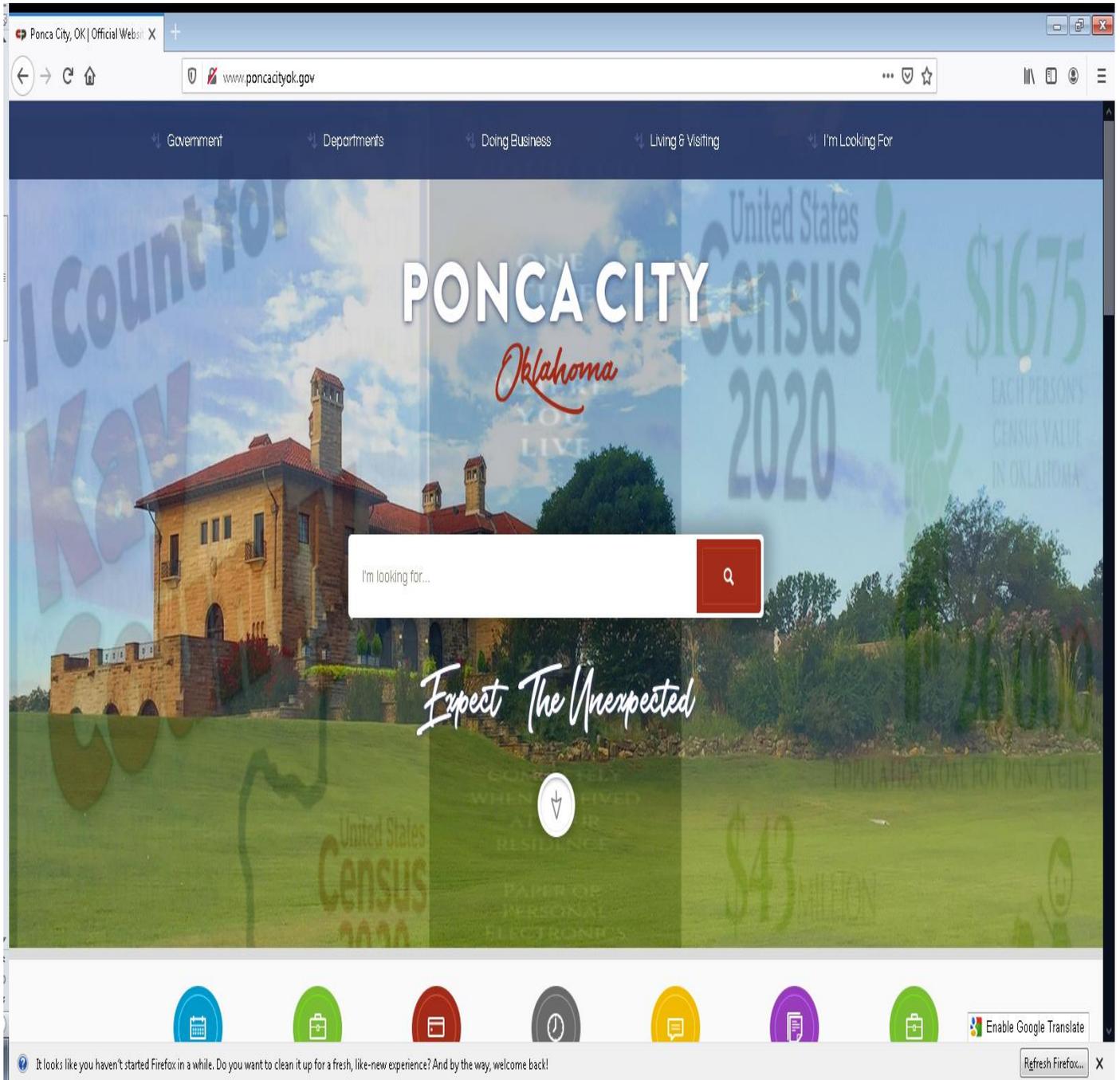
Hospitals:

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.poncacityok.gov](http://www.poncacityok.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

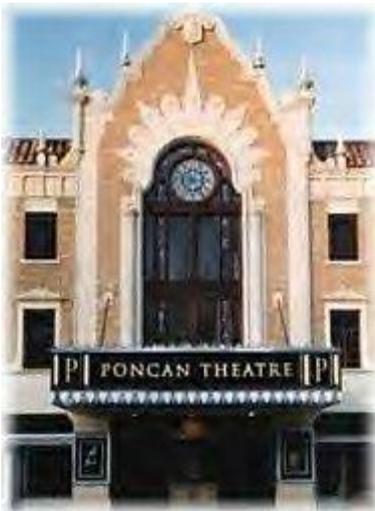


The Pioneer Woman Statue and Museum – The Pioneer Woman Statue was commissioned by E.W. Marland. This seventeen (17) foot bronze is on the National Register of Historic Places. The newly expanded museum features exhibits of women who have made outstanding “pioneering” contributions in space, photography,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



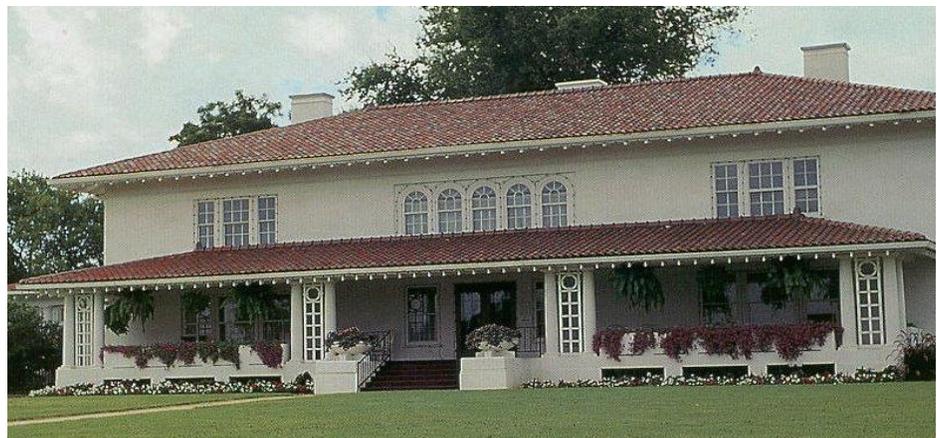
E.W. Marland was born May 8, 1874, in Pittsburgh, Pennsylvania. He studied to be an attorney, graduating from the University of Michigan Law School at the age of 19. Marland's years of practicing law led him to an interest in geology and a career in the oil industry. He prospered in the oil business, 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.



decorative carving was completed. Once the carving was finished, the wood was packed in water for protection and shipped to Ponca City.

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





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. The COVID-19 pandemic poses a challenge the City has never faced. Facility closings and threats to revenue are very extreme, including sales tax, facility rentals, franchise fee revenues, decreased municipal court fines, and increased bad debt expense in the 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 2020 by working with departments to derive initial revenue projections for the General Fund, enterprise funds, and the utilities for Fiscal 2020-21. A budget kick-off session was held with all departments on January 27, 2020, 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 16, 2020. Each agency presented their services to the City, discussed operations, and answered questions.

City management met with department representatives on capital requests and operating budget requests during the first week of April 2020. On April 16, 2020, an initial draft of the City Manager Proposed Budget for Fiscal 2020-21 was delivered to members of the City Commission and department heads. The City Commission then met for an all-day open meeting hearing with management and every department on the proposed budget on April 20 2020. This day was 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, May 2, 2020. Also published at that time was notice of a public hearing on the Fiscal 2020-21 Budget, to be held at the regularly scheduled Board of Commissioner's Meeting of May 11, 2020. 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. Management staff informed the City Commission that active management of the budget would occur during the coming year as the economic toll of the pandemic was high and unknown to what extent. 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 2020-21 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.

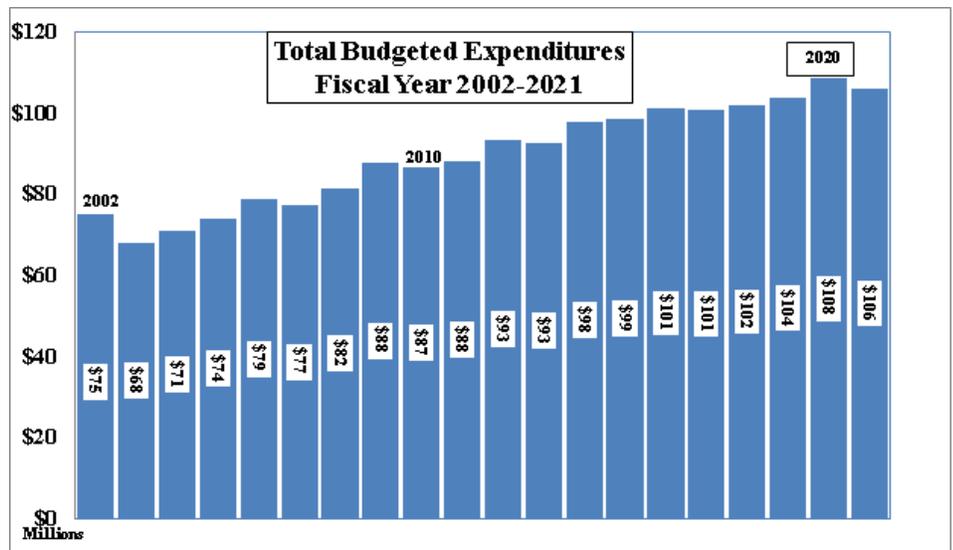
The City uses full accrual accounting with its proprietary fund types such as the utilities, which means both revenues and expenses are charged to the period earned or incurred. The City uses modified accrual basis of accounting with governmental fund types such as the General Fund, which means expenditures 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 2020-21 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.

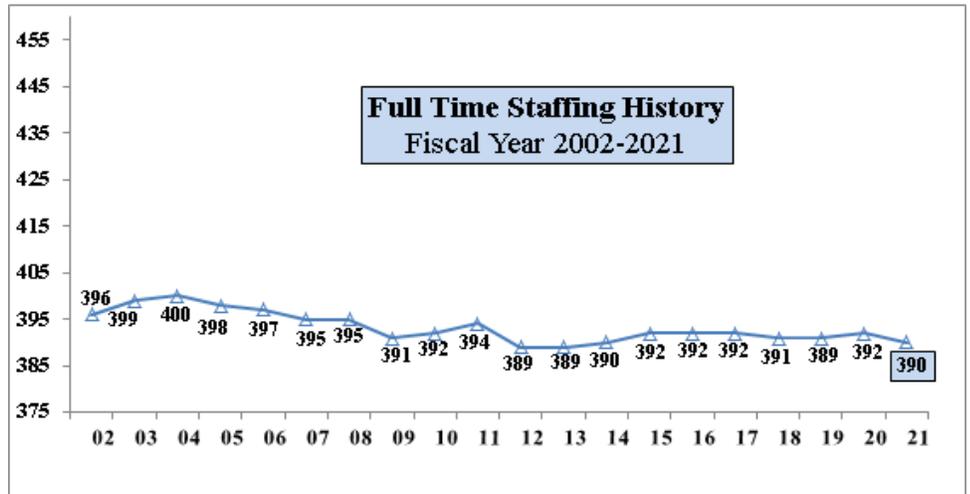
The Fiscal 2020-21 Budget has been challenging in many ways. The total budget for all funds is approved at \$106,221,152, a decrease of \$2,269,386, or 2.09% from the original budget of Fiscal 2019-20.

The decrease is due to projected revenue contractions due to the pandemic. As illustrated above, the proposed aggregate budget for the coming year is approximately 41% higher than the original budget of Fiscal 2001-02, twenty years ago.

This represents an average annual increase of less than 2%, illustrating staff commitment to cost containment.

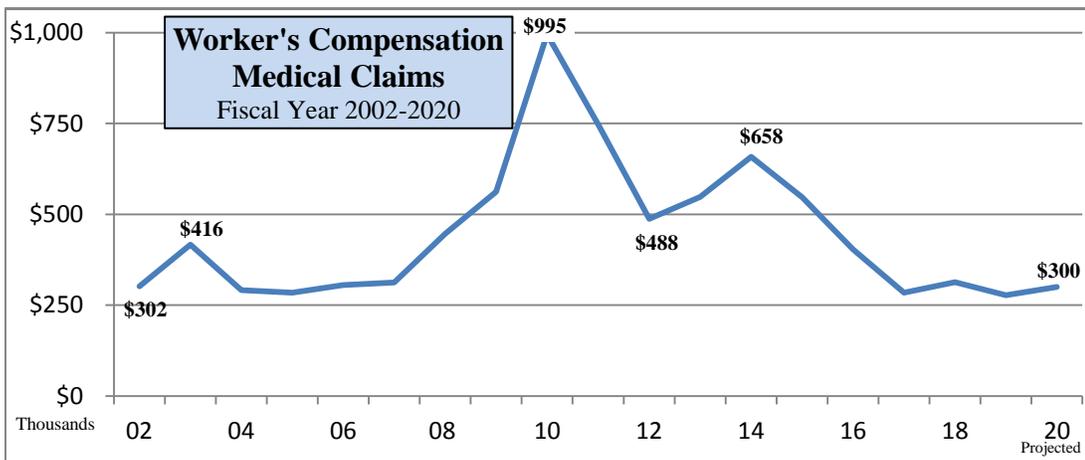


The full time employee base across the City is proposed at 390, a decrease of two positions from the prior fiscal year. The proposed full-time staffing for Fiscal 2020-21 is approximately 1.5% less than that of twenty years ago, in Fiscal 2001-02 again illustrating commitment to continuous improvement 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 0% increase for the City and employees for health coverage, this on the heels of a 1% 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. Projected expenses for W/C Medical expenses for Fiscal 2019-20 are \$300,000, 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

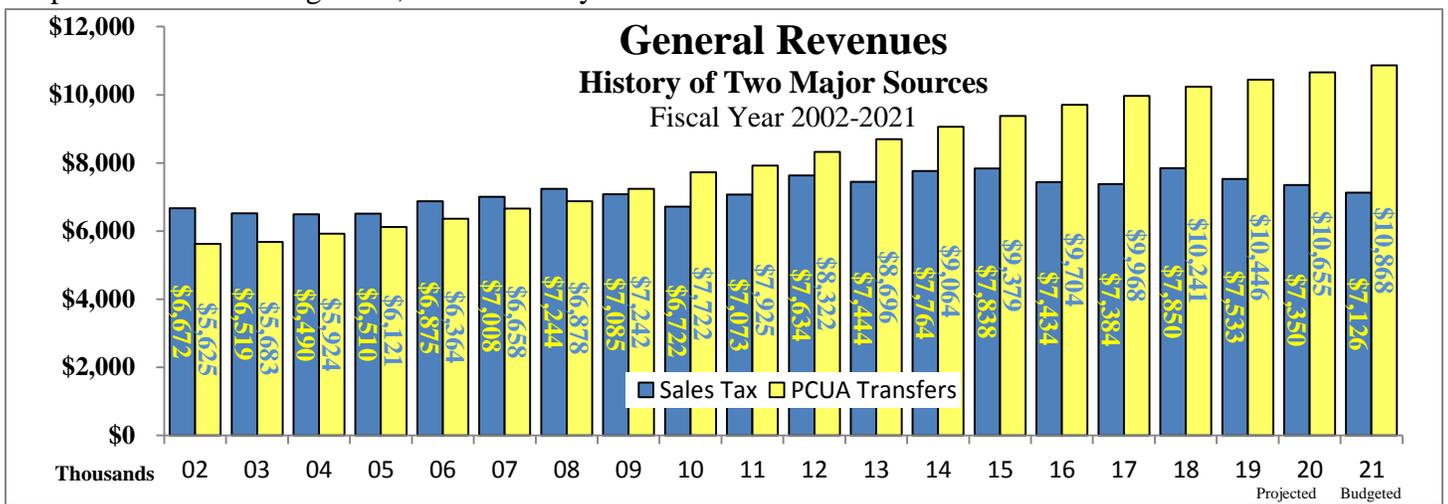
Fund for this purpose. Premiums are paid based on a 1.8% straight percentage of wages by all departments with personnel, without regard for risk/loss scales. Court ordered claims fluctuate from year-to-year, and are recovered through ad-valorem tax, as provided for in Oklahoma statutes. This method is 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 2020-21 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 2020-21.

**GENERAL FUND**

**Sales Tax Revenue** There is currently a 2.0% sales tax dedicated for General Fund operations, generating revenue equal to 31.5% of total budgeted revenues for Fiscal 2020-21. 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



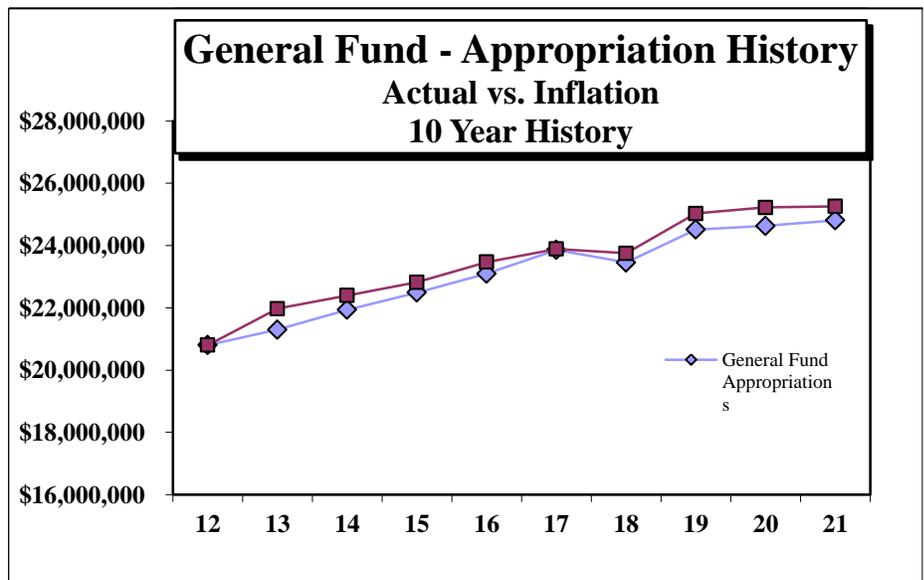
contributed to the lack of growth, more specifically, growth in internet sales, the effect of the State legislature annually exempting more special interest groups and sale types from sales tax, and competition for discretionary spending by legalization of the lottery and casino gaming. Fiscal 2009-10 realized the brunt of the recession, where sales tax collections decreased by 5.1%. Collections for Fiscal 2010-11 rebounded with an increase of 5.2%, 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 and 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%. Collections for Fiscal 2018-19 saw a correction, with a decrease of 4.0% for the fiscal year. Projections are bleak for Fiscal 2019-20 with a fourth quarter that will be dramatically impacted by the pandemic. This impact continues in Fiscal 2020-21, where staff is projecting a 5% decrease from the prior year.

**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 \$10,868,185, 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 \$1,600,000, a 6.67% increase. Municipal Court fines are the fourth largest revenue source for the General Fund and have contracted in recent years and are projected to decrease substantially with the pandemic. With interest rates back down to historic lows, interest income is projected to decrease by \$50,000. Total General Fund revenues for Fiscal 2020-21 are budgeted at \$22,599,157, a decrease of 0.14 % 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 2020-21 is \$24,811,709 an increase of \$179,650, or an increase of 0.73% from the original Fiscal 2019-20 Budget. The increase is the result of two main factors, an increase in capital spending and increased demolition budget for dilapidated properties. Other than those, 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.



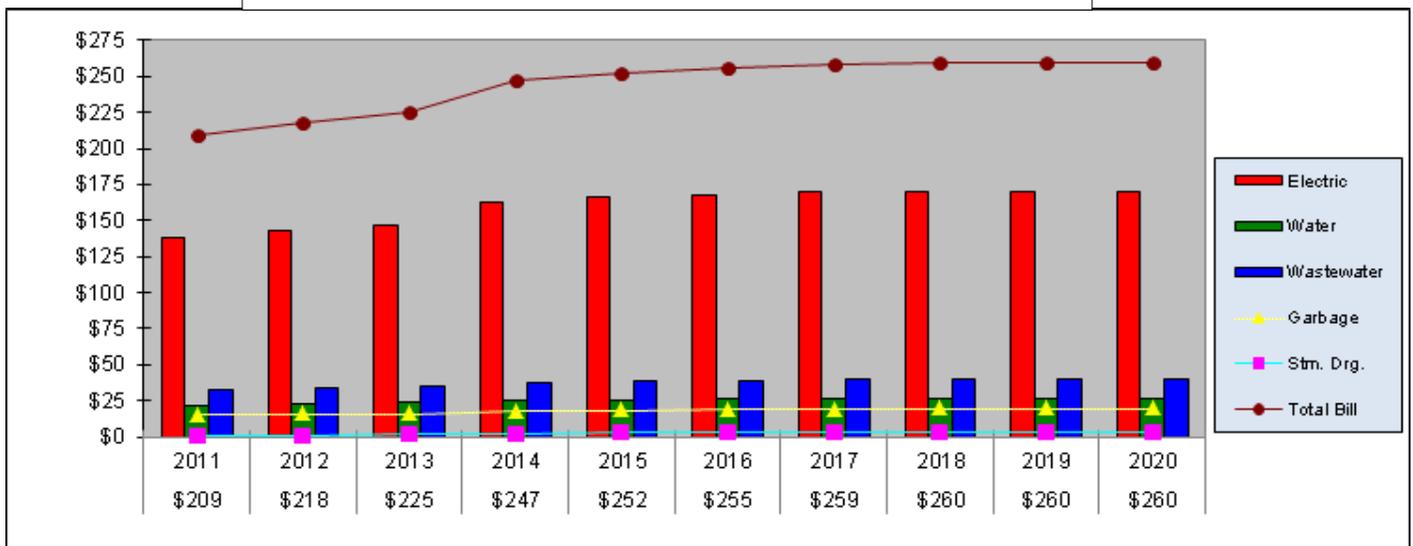
Spending on public safety continues to dominate funding of City operations, at 58% of the total General Fund budget. This exemplifies a City commitment to make Ponca City a safe and healthy community. The Police Department has evolved, continuing its Citizen’s Police Academy, Community Policing, the 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 volunteer resources to the department.

Public safety related capital items in the coming year include four new marked Police vehicles, a new ambulance, and a new software/hardware update for the E-911 call taking system. Other large capital items funded for General Fund departments include an asphalt recycler and a street sweeper for the Street Department. Due to caution over the economic effects of the pandemic, all capital will be scheduled by quarter for the coming year.

**PONCA CITY UTILITY AUTHORITY**

**PCUA Revenues** The PCUA offers electric, water, wastewater, solid waste, landfill, and stormwater services. It also offers broadband services to businesses and fiber to home broadband service that is delivering to Phase I area customers. Strong revenues, debt payoffs, and modest inflation in general among the utilities have led to no rate increases for any of the six utilities, several years in a row. 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 2020-21 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 2020-21 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 \$1.62M sludge handling improvements at the water plant.

**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 2020-21 is a \$500,000 improvement project on the Bois D'arc lift station.

### **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 2020-21 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 2020-21 in the Ponca City Energy Fund are many major capital items and infrastructure improvements, most notably \$1.62M 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, and the first residential customer billings started in July 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 2020-21 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 2020-21, including \$180,000 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 and utility service areas. 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 utility service. The department is also assisting many departments in upgrading their security camera systems and continues with work to serve broadband to all business customers in Ponca City.

**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. An exciting project to re-construct the runway will occur in Fiscal 2020-21, which will cause its’ closure for approximately nine months. The project is funded by a federal grant, which are usually 90% Federal grant, 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. Also budgeted for Fiscal 2020-21 is a new aircraft tug and several hangar improvements.

**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 2020-21.

**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 2020-21 including \$835,000 to re-construct Broadway Avenue from Lake to Pine streets. Also included is \$475,000 to re-construct Prospect Avenue for 350 feet west of 14<sup>th</sup> Street.



**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 full 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 2020-21 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"> <li>1. Other Charges and Services</li> <li>2. Personal Services</li> <li>3. Capital Outlay</li> <li>4. Materials and Supplies</li> <li>5. Debt Service</li> </ol>	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 2020-21 (2-18-20 Revised)**

December 2019	Finance and Departments begin rate review and revenue budgeting
Mon. Jan. 27, 2020	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 4	Mission / Accomplishments / Goals Forms for FY2020-21 due
Tues. Feb. 11	Capital Request Forms (cat. 4) for FY2020-21 due to Finance
Mon. Feb. 17	Budget overview for City Commission held at the work session
Tues. Feb. 18	Budget Request Forms (cat. 2 & 3) for FY2020-21 along with any personnel related change requests due
Tues. Feb. 25	Out of State Travel Request Forms for FY 2020-21 due
Tues. Mar. 3	Long-Term Capital Plan sheets due
Mon. Mar. 16	New Program and "Outside Agency" Hearings along with a budget update presented to the City Commission at work session
March 17- 20 March & April	City Manager/Finance meet with Department Heads to review requests Departments update various Advisory Boards on Budget progress
Wed. Apr. 15	City Manager/Finance meet with Department Heads to discuss the City Manager proposed Budget
Thurs Apr. 16	Draft of Proposed Budget with Departmental Goals delivered to City Commission for review
Mon. April 20	City Commission Hearings with City Management and Departments, open to Public
Tues. April 28	Deliver Notice of Public Hearing and Budget Summary to the Ponca City News
Sat. May 2	Publish the Notice of Public Hearing & Budget Summary in the Ponca City News
Mon. May 11	Public Hearing on Proposed Budget and City Commission Review
Tues. May 26	FY2020-21 Budget in book format delivered to the City Commission for adoption
Wed. July 1, 2020	Implementation of the FY2020-21 Budget

**CITY OF PONCA CITY**  
**Full-Time Staff History**  
**Fiscal Year 2020-21**

Department	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
City Manager	9	9	9	10	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	1
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	67	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	7	7	7	7	7	7	7	7	6	6
Traffic Engineering	6	6	6	6	6	6	6	6	6	6
Streets	20	20	20	20	20	20	20	20	18	18
Park Maintenance	23	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	2	2	3	2	2	1	1
Hutchins	1	1	1	1	1	0	0	0	0	0
Library	11	11	11	11	11	11	11	11	11	11
<b>Total General Fund</b>	<b>254.0</b>	<b>254.0</b>	<b>254.0</b>	<b>256.0</b>	<b>256.0</b>	<b>256.0</b>	<b>255.0</b>	<b>255.0</b>	<b>250.0</b>	<b>249.0</b>
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
<b>Total Water Fund</b>	<b>20.84</b>									
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
<b>Total W-Water Fund</b>	<b>17.83</b>									
Solid Waste	31.83	31.83	31.83	31.83	31.83	31.83	30.83	30.83	30.83	30.83
S.W/Landfill	7	7	7	7	7	7	7	7	7	7
<b>Total Solid Waste</b>	<b>38.83</b>	<b>38.83</b>	<b>38.83</b>	<b>38.83</b>	<b>38.83</b>	<b>38.83</b>	<b>37.83</b>	<b>37.83</b>	<b>37.83</b>	<b>37.83</b>
Utility Billing	9	9	9	9	8	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
<b>Total Utility Billing</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>
Stormwater	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
<b>Total Stormwater</b>	<b>0.5</b>									
Technology Services	3	3	4	4	4	4	4	4	4	4
PC Broadband	0	0	0	0	0	0	0	0	2	2
City Garage	4	4	4	4	4	4	4	5	5	5
Insurance	1	1	1	1	1	1	1	1	1	1
Marland Mansion	4	4	4	4	4	4	4	4	5	5
RecPlex	0	0	0	0	0	0	0	0	3	2
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	4	4	4	4	5	5	5	5	5	5
Hotel/Motel Tax	0	0	0	0	0	0	0	0	0	0
<b>Total Other Funds</b>	<b>23</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>26</b>	<b>32</b>	<b>31</b>
<b>Grand Total</b>	<b>389</b>	<b>389</b>	<b>390</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>390</b>	<b>391</b>	<b>392</b>	<b>390</b>

**CITY OF PONCA CITY  
BUDGET SUMMARY  
FISCAL YEAR 2020-21**

<b>FUND #</b>	<b>FUND NAME</b>	<b>APPROVED 2020-21 BUDGETED REVENUES</b>	<b>APPROVED 2020-21 BUDGETED EXPENDITURES</b>	<b>REVENUES over EXPENDITURES</b>
101	GENERAL	22,599,157	24,811,709	(2,212,552)
103	LIBRARY GRANTS	11,000	11,000	0
104	LIBRARY STATE AID	13,000	13,000	0
201	STREET & ALLEY	205,000	350,000	(145,000)
210	SPECIAL PROJECTS	25,000	25,000	0
240	TOURISM	400,000	369,167	30,833
260	GRANT FUND	34,250	57,100	(22,850)
301	WATER	8,218,500	9,190,293	(971,793)
340	PONCA CITY ENERGY	36,428,000	39,301,300	(2,873,300)
341	P.C. BROADBAND	738,000	911,480	(173,480)
342	SOLID WASTE	5,229,000	5,275,589	(46,589)
343	LANDFILL CLOSING	50,000	18,000	32,000
344	SOLID WASTE DEPR. RES.	710,000	361,500	348,500
350	UTILITY BILLING	657,400	674,210	(16,810)
360	WASTEWATER	6,327,000	5,135,257	1,191,743
365	STORMWATER	584,500	788,813	(204,313)
380	TECHNOLOGY SERVICES	870,000	1,025,475	(155,475)
400	DEBT SINKING	700,000	700,000	0
501	CITY GARAGE	1,631,000	1,631,000	0
520	INSURANCE	5,302,000	5,619,028	(317,028)
521	WORKERS COMPENSATION	256,500	955,000	(698,500)
601	MARLAND ESTATE	378,600	476,291	(97,691)
620	RECPLEX	1,223,418	1,156,767	66,651
644	GOLF COURSE	809,500	809,500	0
704	CANN ESTATE	42,500	84,050	(41,550)
722	MATZENE BOOK FUND	500	500	0
839	RECREATION CENTER TAX	550,000	550,000	0
840	STREET IMPR. TRUST	2,076,568	2,615,000	(538,432)
875	CAPITAL IMPR. PROJECTS	450,000	424,917	25,083
901	AIRPORT CAPITAL GRANTS	181,667	181,667	0
929	AIRPORT	707,000	707,000	0
930	ECONOMIC DEVELOPMENT	1,956,568	1,956,568	0
	<b>TOTALS</b>	<b>\$99,365,628</b>	<b>\$106,186,181</b>	<b>(\$6,820,553)</b>

**CITY OF PONCA CITY**  
**ALL FUNDS - HISTORY of BUDGETED EXPENDITURES**  
**Fiscal Year 2020-21**

<b>FUND #</b>	<b>FUND NAME</b>	<b>ORIGINAL 2016-17 APPROVED</b>	<b>ORIGINAL 2017-18 APPROVED</b>	<b>ORIGINAL 2018-19 APPROVED</b>	<b>ORIGINAL 2019-20 APPROVED</b>	<b>ORIGINAL 2020-21 APPROVED</b>
101	GENERAL	23,861,654	23,456,239	24,516,202	24,632,059	24,811,709
103	LIBRARY GRANT	20,000	20,000	10,000	10,200	11,000
104	LIBRARY STATE AID	16,000	12,000	12,500	12,700	13,000
201	STREET & ALLEY	568,000	413,000	403,000	305,000	350,000
210	SPECIAL PROJECTS	21,700	20,000	20,000	22,000	25,000
240	TOURISM	631,667	339,167	580,167	319,167	369,167
260	GRANT FUND	8,750	14,800	10,000	10,000	57,100
301	WATER	8,111,580	8,735,430	8,194,230	9,221,197	9,190,293
340	PONCA CITY ENERGY	37,384,858	37,940,710	39,136,786	39,286,055	39,301,300
341	PC BROADBAND	0	0	0	1,072,000	911,480
342	SOLID WASTE	5,076,267	5,132,152	5,292,400	5,265,950	5,275,589
343	LANDFILL CLOSING	26,000	25,000	20,000	18,000	18,000
344	SOLID WASTE DEPR. RES.	285,000	681,500	464,850	297,200	361,500
350	UTILITY BILLING	680,300	676,860	668,696	679,810	674,210
360	WASTEWATER	5,432,925	4,971,177	4,997,886	6,112,535	5,135,257
365	STORMWATER	237,911	712,349	625,540	331,167	788,813
380	TECHNOLOGY SERVICES	755,375	788,557	917,286	930,465	1,025,475
400	DEBT SINKING	700,000	750,000	750,000	700,000	700,000
501	CITY GARAGE	1,583,000	1,584,000	1,620,000	1,680,810	1,631,000
520	INSURANCE	5,013,333	5,312,024	5,357,060	5,299,028	5,619,028
521	WORKERS COMPENSATION	955,000	955,000	955,000	955,000	955,000
601	MARLAND ESTATE	336,385	349,375	348,845	433,860	476,291
620	RECPLEX	0	0	0	1,215,695	1,156,767
644	GOLF COURSE	791,194	827,991	819,538	832,500	809,500
704	CANN ESTATE	59,951	63,991	78,986	68,675	84,050
722	MATZENE BOOK FUND	500	200	600	0	500
839	RECREATION CENTER TAX	1,997,736	1,967,117	2,032,000	1,953,805	550,000
840	STREET IMPROV. TRUST	2,569,000	2,597,000	2,010,000	2,470,000	2,615,000
875	CAPITAL IMPR. PROJECTS	534,667	527,167	664,827	1,062,167	424,917
901	AIRPORT GRANTS	181,667	181,667	181,667	181,667	181,667
929	AIRPORT	1,170,646	1,120,662	1,223,087	1,158,021	707,000
930	ECONOMIC DEV.	1,991,736	1,963,117	2,025,000	1,953,805	1,956,568
	<b>TOTAL</b>	<b>101,002,802</b>	<b>102,138,252</b>	<b>103,936,153</b>	<b>108,490,538</b>	<b>106,186,181</b>
	Incr./(Decr.) from Previous Year :	(375,160)	1,135,450	1,797,901	4,554,385	-2,304,357
	% Incr./(Decr.) from Previous Year :	-0.37%	1.12%	1.76%	4.38%	-2.12%

City of Ponca City  
2020-21 Operating Budget

**CITY OF PONCA CITY**  
**ALL FUNDS - BUDGETED EXPENDITURES by type**  
**FISCAL YEAR 2020-21**

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	19,514,529	970,037	1,375,781	659,724	0	2,291,638	24,811,709
103	LIBRARY GRANTS	0	3,000	8,000	0	0	0	11,000
104	LIBRARY STATE AID	0	4,000	9,000	0	0	0	13,000
201	STREET & ALLEY	0	245,000	15,000	90,000	0	0	350,000
210	SPECIAL PROJECTS	10,000	0	15,000	0	0	0	25,000
240	TOURISM	0	0	314,167	55,000	0	0	369,167
260	GRANT FUND	0	0	57,100	0	0	0	57,100
301	WATER	1,527,646	906,627	1,416,365	2,417,000	777,500	2,145,155	9,190,293
340	PONCA CITY ENERGY	2,755,424	360,800	26,572,005	2,105,000	761,000	6,747,071	39,301,300
341	PC BROADBAND	175,000	339,500	377,000	0	0	19,980	911,480
342	SOLID WASTE	2,657,661	69,669	424,134	0	0	2,124,125	5,275,589
343	LANDFILL CLOSING	0	0	18,000	0	0	0	18,000
344	SOLID WASTE DEPR. RES.	0	0	0	361,500	0	0	361,500
350	UTILITY BILLING	464,810	75,550	121,350	0	0	12,500	674,210
360	WASTEWATER	1,244,595	398,213	925,584	1,204,000	400,000	962,865	5,135,257
365	STORMWATER	34,383	50,000	123,930	550,500	0	30,000	788,813
380	TECHNOLOGY SERVICES	435,249	59,000	288,000	138,000	102,000	3,226	1,025,475
400	DEBT SINKING	0	0	0	0	700,000	0	700,000
501	CITY GARAGE	315,520	1,238,440	29,250	34,000	0	13,790	1,631,000
520	INSURANCE	81,528	0	5,537,500	0	0	0	5,619,028
521	WORKERS COMPENSATION	0	0	955,000	0	0	0	955,000
601	MARLAND ESTATE	321,969	40,781	45,940	40,950	0	26,651	476,291
620	RECPLEX	524,017	204,500	428,250	0	0	0	1,156,767
644	GOLF COURSE	521,121	98,000	161,300	0	0	29,079	809,500
704	CANN ESTATE	47,004	15,225	6,050	15,000	0	771	84,050
722	MATZENE BOOK FUND	0	500	0	0	0	0	500
839	RECREATION CENTER TAX	0	0	0	0	0	550,000	550,000
840	STREET IMPROV. TRUST	0	275,000	70,000	2,270,000	0	0	2,615,000
875	CAPITAL IMPR. PROJECTS	0	0	0	408,250	0	16,667	424,917
901	AIRPORT CAPITAL GRANTS	0	0	0	181,667	0	0	181,667
929	AIRPORT	319,348	267,570	38,400	0	0	81,682	707,000
930	ECONOMIC DEV.	0	0	0	0	0	1,956,568	1,956,568
	<b>TOTAL</b>	<b>30,949,804</b>	<b>5,621,413</b>	<b>39,332,105</b>	<b>10,530,591</b>	<b>2,740,500</b>	<b>17,011,769</b>	<b>106,186,181</b>
	<b>% of Total Expenditures</b>	<b>29.15%</b>	<b>5.29%</b>	<b>37.04%</b>	<b>9.92%</b>	<b>2.58%</b>	<b>16.02%</b>	

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.

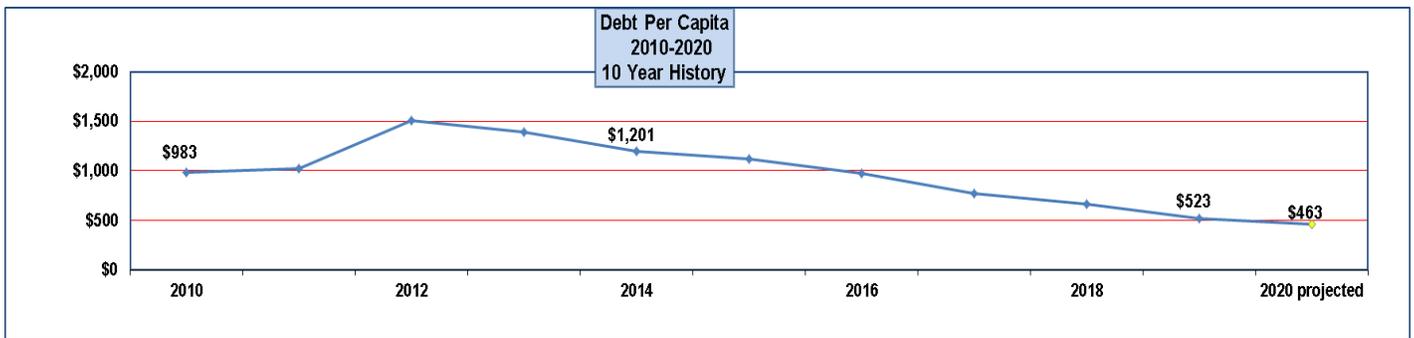
The firm of Berberich Trahan & Co., P.A., external auditors for the City reported on the financial performance of the Ponca City Utility Authority. The financial calculations in the following table illustrates the PCUA's audited 2018-19 net coverage is 12.60 times, which is greater than the minimum required 1.25 legal limit. The below chart can be found on page 48 in the Ponca City Utility Authority's Annual Financial Statements and Accompanying Independent Auditor's Report for the Fiscal Year Ended June 30, 2019. 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, 2019 Audited Debt Service Calculation

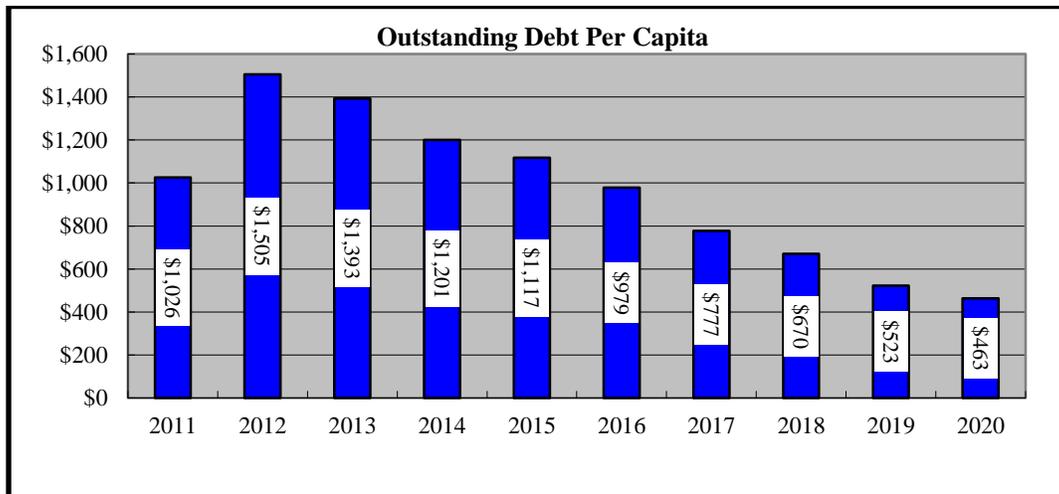
Operating Revenues	\$58,265,671
Operating Expenses	<u>35,889,238</u>
Net Revenues Available for Debt Service	<u>22,376,433</u>
Maximum Annual Debt Service	\$1,776,011
<b>Net Coverage</b>	<b>12.60</b>

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 1<sup>st</sup> 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, 2019, the PCUA has \$13.6 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 \$21.98M 2019 Sales Tax note.  
 This note is being repaid from revenues generated by a .833% 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 2020-21 through FY 2024-25, 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	2020-2021	2021-22	2022-23	2023-24	2024-25
City Manager	169,750	549,860	174,000	174,000	174,000
Community Development		200,000	152,000	180,000	152,000
Police	20,176,724	199,424	169,424	215,000	185,000
Animal Control	750,000	30,000			
Emergency Management		30,000			
Communications 911	120,000		250,000		
Fire	82,000	285,500	425,000	703,000	4,442,000
Ambulance	270,000	58,000	275,000	62,000	280,000
Street	400,000	622,000	30,000	35,000	
Engineering		35,000	70,000	170,000	60,000
Traffic Engineering	11,000	25,000			
Park Maintenance	40,000	627,000	746,000	409,000	319,000
AMBUC Pool		60,000	50,000		
Recreational Programs		90,000	150,000	80,000	80,000
Wentz Camp	55,000	130,000	130,000	50,000	
Marland's Grand Home		397,853	40,000	150,892	25,000
Library	15,000	111,000	61,000	130,000	100,000
<b>General Fund Total</b>	<b>22,089,474</b>	<b>3,450,637</b>	<b>2,722,424</b>	<b>2,358,892</b>	<b>5,817,000</b>
Water Production	1,875,000	510,000	210,000	180,000	180,000
Water Distribution	542,000	972,000	913,000	753,000	753,000
Ponca City Energy	2,105,000	2,320,000	2,125,000	2,185,000	2,245,000
Ponca City Broadband	8,200,000	11,890,000	500,000	500,000	500,000
Solid Waste	272,000	171,500	120,000	763,000	
Landfill	89,500	922,000	200,000	790,000	330,000
Wastewater Treatment	684,000	380,000	195,000	110,000	210,000
Wastewater Collection	520,000	340,000	295,000	325,000	325,000
Stormwater	230,000	400,000	150,000	100,000	100,000
Technology Services	232,000	619,500	294,500	319,500	247,500
<b>PCUA Total</b>	<b>14,749,500</b>	<b>18,525,000</b>	<b>5,002,500</b>	<b>6,025,500</b>	<b>4,890,500</b>
City Garage	25,000	79,000	22,000	12,000	12,000
Marland Estate	33,750	66,000	95,000	35,000	50,000
Ponca City RecPlex	72,000	630,000	95,000	75,000	50,000
Golf Course	26,500	526,000	55,000		
Cann Estate	15,000	15,000	20,000	75,000	50,000
Street Improvement Sales Tax	2,270,000	1,675,000	1,500,000	1,500,000	1,500,000
Airport	266,667	1,032,667	181,667	181,667	181,667
<b>Grand Total</b>	<b>\$39,547,891</b>	<b>\$25,999,304</b>	<b>\$9,693,591</b>	<b>\$10,263,059</b>	<b>\$12,551,167</b>

## City Manager

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Contingency Capital	100,000	125,000	125,000	125,000	125,000
B. Honeywell - City Hall Temp Control Upg	46,050				
C. Honeywell - Fire Station #1 Temp Control	23,700				
D. Exterior Paint - City Hall/Fire Station#1		238,360			
E. Carpet Replacement - City Hall		100,000			
F. Interior Paint - City Hall		25,000	25,000	25,000	25,000
G. Video Surveillance System		25,000			
H. HVAC Replacement - City Hall		24,000	24,000	24,000	24,000
I. Commission Chambers Public Chairs		12,500			
<b>TOTAL</b>	<b>169,750</b>	<b>549,860</b>	<b>174,000</b>	<b>174,000</b>	<b>174,000</b>

- A. Contingency capital for the City Manager to address unforeseen capital needs.  
(Funding Source: CIP Fund)
- B. Upgrade Honeywell-City Hall Temperature Control.  
(Funding Source: CIP Fund)
- C. Upgrade Honeywell- Fire Station #1 Temperature Control.  
(Funding Source: CIP Fund)
- D. Paint the stucco exterior of City Hall and Fire Station #1.  
(Funding Source: CIP Fund and Carbon Black Remediation Funds)
- E. Replace carpet in main areas of City Hall with carpet tiles.  
(Funding Source: CIP Fund)
- F. 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)
- G. Video Surveillance System.  
(Funding Source: CIP Fund)
- H. Replace 4 of 32 five ton units at City Hall.  
(Funding Source: CIP Fund)
- I. Replace Commission Chamber Public Chairs.  
(Funding Source: CIP Fund)

## Community Development

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. CDBG Small Cities Set Aside		152,000	152,000		152,000
B. Replacement of Vehicles		28,000		30,000	
C. Building/Operations Software		20,000			
D. Comprehensive Plan Update				150,000	
<b>TOTAL</b>	<b>0</b>	<b>200,000</b>	<b>152,000</b>	<b>180,000</b>	<b>152,000</b>

- A. 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 \$150,000 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)**
- B. 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 is also available now.  
**(Funding Source: Operating Budget)**
- 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	2020-21	2021-22	2022-23	2023-24	2024-25
A. Public Safety Center	20,000,000				
B. Patrol Fleet Replacement	120,000	125,000	125,000	130,000	135,000
C. Body Worn Cameras	44,424	44,424	44,424	50,000	50,000
D. Body Armor	12,300				
E. Unmarked Fleet Replacement		30,000		35,000	
<b>TOTAL</b>	<b>20,176,724</b>	<b>199,424</b>	<b>169,424</b>	<b>215,000</b>	<b>185,000</b>

- A. 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: Public Safety Capital Sales Tax Bond)
- B. 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)
- C. Annual cost of Body Worn Video Cameras on a subscription service that covers software, storage, licensing, regular updates and replacement.  
(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. 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)

## Animal Control

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. New Animal Control Facility	750,000				
B. Patrol Truck Replacement		30,000			
<b>TOTAL</b>	<b><u>750,000</u></b>	<b><u>30,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

A. This is the replacement of the current facility.  
(Funding Source: CIP Fund)

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	2020-21	2021-22	2022-23	2023-24	2024-25
A. Replacement Vehicle		30,000			
<b>TOTAL</b>	<b><u>0</u></b>	<b><u>30,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

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

## E-911 Communications

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Upgrade 911 Phone Software	120,000				
B. Upgrade Radio System to Digital			250,000		
<b>TOTAL</b>	<b><u>120,000</u></b>	<b><u>0</u></b>	<b><u>250,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

A. 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)

B. Upgrade current radio systems to digital radio systems.  
(Funding Source: E-911 Tax)



## Fire

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Plymovement Exhaust Removal System	48,000				
B. PPE - Firefighting Boots / Hoods	34,000				
C. Future Apparatus Acquisition Fund		150,000	150,000	150,000	150,000
D. Staff Vehicle - Shift Commander		40,500			
E. Staff Vehicle		38,000			42,000
F. Pumper Apparatus Equipment		33,000			
G. Personal Protective Equipment - Turnout		24,000		28,000	
H. Rescue Truck			275,000		
I. Pumper Truck Replacement				525,000	
J. Station Construction (Hartford and Ash)					3,000,000
K. Ladder Truck Replacement					1,250,000
<b>TOTAL</b>	<b>82,000</b>	<b>285,500</b>	<b>425,000</b>	<b>703,000</b>	<b>4,442,000</b>

- A. The exhaust removal system is used to route exhaust from apparatus to the exterior of the station when the apparatus is running. This project will allow for updating, modification and repair of the existing system which was installed 20 years ago.  
(Funding Source: CIP Fund)
- B. This purchase will allow for replacement of firefighting boots which were purchased during the 2008-09 fiscal year, and fire retardant hoods. These components of the personnel protective equipment ensemble are utilized by firefighters during fire suppression and rescue operations.  
(Funding Source: CIP Fund)
- 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 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)
- E. 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)
- F. This equipment acquisition project will provide for the purchase of fire hose, nozzles, hose adapters, and various other firefighting tools and equipment needed to place a new pumper apparatus into service which will be delivered during the 2020-21 fiscal year.  
(Funding Source: CIP Fund)
- G. 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)

- H. The rescue truck scheduled for replacement is a 2005 model Ford chassis which will reach the end of its serviceable life during the 2022-23 fiscal year.  
(Funding Source: CIP fund)
- I. 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)
- J. 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)
- K. 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	2020-21	2021-22	2022-23	2023-24	2024-25
A. Ambulance - Replacement	270,000		275,000		280,000
B. Lifepack Cardiac Monitors		40,000		42,000	
C. Cot		18,000		20,000	
<b>TOTAL</b>	<b>270,000</b>	<b>58,000</b>	<b>275,000</b>	<b>62,000</b>	<b>280,000</b>

- A. 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)
- B. 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)
- C. Cot purchases in the 2021-22 and 2023-24 fiscal years represent a plan to replace cots on an ongoing rotational basis as they reach the end of their usable service life.  
(Funding Source: CIP Fund)

# Street

<b>Project Description</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
A. Street Sweeper	310,000				
B. Asphalt Recycler	90,000				
C. Articulating Loader with Attachments		175,000			
D. Street Flusher Truck		150,000			
E. 5 Yard Dump Truck		110,000			
F. Skid Steer w/Breaker		80,000			
G. Mini Excavator		55,000			
H. 1/2 Ton Pickup Truck 4x4 Regular Cab		35,000		35,000	
I. Concrete Saw		17,000			
J. Air Compressor			30,000		
<b>TOTAL</b>	<b><u>400,000</u></b>	<b><u>622,000</u></b>	<b><u>30,000</u></b>	<b><u>35,000</u></b>	<b><u>0</u></b>

- A. Replace Unit #522 a mechanical street sweeper used daily for overall city clean up.  
(Funding Source: Stormwater Fund)
- B. Purchase an asphalt recycler to use millings in asphalt patching operations.  
(Funding Source: Street & Alley Fund)
- 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 the street flusher truck, Unit #513, a 1990 IHC truck. This unit is used for flushing storm drains and streets.  
(Funding Source: Operating Budget)
- E. 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)
- F. Replace Unit #560 a skid steer loader with concrete breaker. This unit is used daily in the concrete maintenance program.  
(Funding Source: Operating Budget)
- G. Purchase a mini excavator to be used in daily operations.  
(Funding Source: Operating Budget)
- H. Upsize and replace pickup trucks for more hauling capacity, including Unit #501, a 1994 1/2-ton model.  
(Funding Source: Operating Budget)
- I. 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)
- J. 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	2020-21	2021-22	2022-23	2023-24	2024-25
A. City Engineer Vehicle (Un#407)		35,000			
B. City Survey Vehicle (Un#403)			35,000		
C. Real Time GPS Survey System			35,000		
D. Pictometry Third Aerial Photo Flight				160,000	
E. Large Format Color Plotter				10,000	
F. City Inspector Vehicle (Unit #408)					35,000
G. Large Format Color Scanner					25,000
<b>TOTAL</b>	<b><u>0</u></b>	<b><u>35,000</u></b>	<b><u>70,000</u></b>	<b><u>170,000</u></b>	<b><u>60,000</u></b>

- 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. 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)**
- C. A real time kinematic (RTK) GPS survey system with data collector. To include base unit with rover kit. This is a replacement for the existing RTK unit purchased in September 2012.  
**(Funding Source: Operating Budget)**
- D. 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)**
- E. A large format color plotter for plotting of all engineer plans, aerial photography, GIS exhibits and archived files. This will replace existing color plotter purchased in August 2013.  
**(Funding Source: Operating Budget)**
- F. Replace the City Inspector vehicle, Unit #408, a 2014 Ford F-150 Extended Cab pickup truck. It will be 10 years old in the fall of 2024.  
**(Funding Source: Operating Budget)**
- G. A large format color scanner for scanning and archiving existing old hard copy documents to digital format. This will replace existing color scanner purchased in 2008.  
**(Funding Source: Operating Budget)**

## Traffic Engineering

<b>Project Description</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
A. Wide Format Outdoor Color Printer	11,000				
B. 1/2 Ton Pick-Up Truck		25,000			
<b>TOTAL</b>	<b><u>11,000</u></b>	<b><u>25,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

- A. Eco-solvent printer for producing various signs & decals in the Traffic Engineering sign shop. Current plotter is seven years old and needs a head replacement costing \$6,400. This plotter is used to produce an average of 3,100 signs & decals per year.  
**(Funding Source: Operating Budget)**
- B. Vehicle purchase to replace 1994 1/2 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	2020-21	2021-22	2022-23	2023-24	2024-25
A. Playground Relocation and Installation	25,000				
B. Replacement Trees for Park System	15,000	15,000	15,000	15,000	15,000
C. Lake Ponca Campground Bathroom Rplcmnt		200,000			
D. Install Playgrounds in Local Parks		90,000		90,000	
E. Replace Cab Tractor		57,000	57,000		55,000
F. Replace Fleet Trucks		42,000	42,000	42,000	42,000
G. Replace Un#217 SUV, Lake Patrol Vehicle		41,000			
H. Replace Edging and Shop Tractor		41,000			
I. Surveillance Security System		37,000			
J. Waterless Bathrooms around the Lake		29,000	29,000		29,000
K. Replace Finish Mowers		27,000		27,000	
L. 15 Ft Bat Wing Mower		18,000	18,000		18,000
M. Rental Ski Dock Repairs (3 Phases)		15,000	15,000	15,000	
N. New Disc Golf Course		15,000			
O. Lake Ponca Parking Lot for Trail and Beach			425,000		
P. Replace Un#272 Cab & Chassis			145,000		
Q. Lake Ponca Park Bathroom Replacement				120,000	
R. Replace Un#241 8 CY Truck				100,000	
S. Hartford Boat Ramp Bathroom Replacement					160,000
<b>TOTAL</b>	<b>40,000</b>	<b>627,000</b>	<b>746,000</b>	<b>409,000</b>	<b>319,000</b>

- A. Move the old playground from Pioneer Park to Frasier Park after it has been repainted.  
(Funding Source: CIP Fund)
- B. Purchase and install young trees in parks to replace the ones removed on an annual basis.  
(Funding Source: CIP Fund)
- C. Replace aging bathroom at Lake Ponca Campground with a new CXT bathroom similar to the other units around the lake with showers.  
(Funding Source: Unknown)
- D. 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)
- E. Replace Cab Tractor that mows parks, retention ponds, lake areas and roadsides.  
(Funding Source: Unknown)
- F. Replace fleet trucks annually. Staff uses the trucks heavily and they need replaced.  
(Funding Source: Unknown)
- G. 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)

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- H. Replace old edging and shop tractor that is nearly 50 years old.  
(Funding Source: Unknown)
- I. Surveillance Security System for the Parks to reduce the amount of vandalism  
(Funding Source: Unknown)
- J. Install new bathrooms around Lake Ponca that require no plumbing.  
(Funding Source: Unknown)
- 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. 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)
- M. 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)
- N. Install new disc golf course at Lake Ponca Park designed by the Disc Golf Club.  
(Funding Source: Unknown)
- O. Install new parking lot at Lake Ponca to accommodate all the improvements that have been added to the lake.  
(Funding Source: Unknown)
- P. 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)
- Q. Replace aging bathroom at Lake Ponca Park with a new CXT bathroom similar to the other units that have been installed.  
(Funding Source: Unknown)
- R. 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)
- S. 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.  
(Funding Source: Operating Budget)

## AMBUC Pool

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Bathhouse/Pool Repairs		50,000	50,000		
B. Picnic Tables, Trash Containers		10,000			
<b>TOTAL</b>	<b>0</b>	<b>60,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>

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

## Recreational Programs

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Solid Protective Ceiling Covering Unity		65,000			
B. Outdoor LED Marquee		25,000			
C. Outdoor Pickleball Courts			150,000		
D. Dan Moran Lights				80,000	80,000
<b>TOTAL</b>	<b>0</b>	<b>90,000</b>	<b>150,000</b>	<b>80,000</b>	<b>80,000</b>

- A. 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)
- 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. Install outdoor Pickleball Courts.  
(Funding Source: Operating Budget)
- 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	2020-21	2021-22	2022-23	2023-24	2024-25
A. Repair of Cabins	55,000	55,000	55,000		
B. Pool Repairs		75,000	75,000		
C. Replace Water Lines				50,000	
<b>TOTAL</b>	<b><u>55,000</u></b>	<b><u>130,000</u></b>	<b><u>130,000</u></b>	<b><u>50,000</u></b>	<b><u>0</u></b>

- 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		2020-21	2021-22	2022-23	2023-24	2024-25
A.	Repair/Paint Exterior Stucco/Wood/Metal & New Storm Windows		203,712			
B.	Repair, Prime & Paint Windows		194,141			
C.	Repair & Resurface Interior Pool Walls			40,000		
D.	Repair/Painting Exterior Carriage House Stucco/Windows/Doors				150,892	
E.	Roof Repairs					25,000
<b>TOTAL</b>		<b>0</b>	<b><u>397,853</u></b>	<b><u>40,000</u></b>	<b><u>150,892</u></b>	<b><u>25,000</u></b>

A. Repairs to the exterior of the Marland's Grand Home include:

- Abatement: Patch, repair and encapsulate damaged, cracked, delaminating stucco.
- Post abatement stucco repair.
- Replace all soffit vents.
- Repair, prime, and paint all exterior wood soffits, pilasters, and trim.
- Remove, repair, pant and reinstall wood planter boxes.
- Remove all existing storm windows and replace with new wood storm windows of matching profile.
- Remove existing wood door and frames, and repair or replace rotting components, prime, paint and reinstall.
- Remove paint from all clay roof tiles.
- To accommodate repairs on the stucco and wood trim, temporarily remove the gutters and downspouts. Replace damaged components and reinstall after repairs are completed.
- To accommodate repairs on the stucco and wood trim, temporarily remove the mechanical and electrical components such as light fixtures, wall caps and conduit. Reinstall with new fasteners after repairs are completed.
- Remove existing caulk and reseal all joints between stucco and wood components.
- Paint decorative metal porch vent grates.
- Paint metal guard railings.
- Add new guard railing section at northwest stairwell entrance.

(Funding Source: CIP Fund)

B. Remove existing wood sashes & repair, prime, and paint all wood frames. Repair sashes as required with new components, putty, prime & paint. Reinstall sashes into repaired frames.

(Funding Source: CIP Fund)

C. Repair and resurface interior pool walls. Paint with historic color. Restore original subway tiles and bullnose. Repair floor tiles and clean.

(Funding Source: CIP Fund)

D. Repairs to the exterior of the Carriage House:

- Abatement: Patch, repair, and encapsulate damaged, cracked, delaminating stucco.
- Post abatement stucco installation/repair.
- Prime and paint all stucco.
- Repair, prime, and paint all exterior wood trim.
- Remove existing wood sashes and repair. Prime and paint all wood frames. Repair sashes as required with new components, putting, prime and paint. Reinstall sashes into repaired frames.
- Repair/replace all damaged wood door frames and door components, prime and paint.
- Remove existing caulk and reseal all joints between stucco and wood components.

**(Funding Source: CIP Fund)**

E. Provide detailed roof inspection of Marland's Grand Home and Carriage House with lift and provide spot repairs and roof tile replacement where needed.

**(Funding Source: CIP Fund)**

# Library

<b>Project Description</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
A. Building Water Repair Project	15,000				
B. Carpet Tile Replacement		80,000			
C. HVAC Replacement		20,000			
D. Microfilm Reader/Printer		11,000	11,000		
E. Window Replacement			50,000		
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
<b>TOTAL</b>	<b><u>15,000</u></b>	<b><u>111,000</u></b>	<b><u>61,000</u></b>	<b><u>130,000</u></b>	<b><u>100,000</u></b>

- A. This project would correct roof, parapet, window and stair sealant issues to prevent water from entering the Library.  
(Funding Source: CIP Fund)
- 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 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)
- E. 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)
- 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	2020-21	2021-22	2022-23	2023-24	2024-25
A. Sludge Handling Improve and New Berm	1,620,000				
B. Rehab of Water Well Electrical System	200,000				
C. Water System Risk and Resiliency Assmnt	55,000				
D. Replace Front End Loader		235,000			
E. Clearwell Rehabilitation		210,000			
F. Replace pump at Kygar Pumpstation		40,000			
G. Replace Chemical Feed Pumps		25,000			
H. Replace High Service Pump			180,000	180,000	180,000
I. Replace 1/2 Ton Pickup Truck			30,000		
<b>TOTAL</b>	<b><u>1,875,000</u></b>	<b><u>510,000</u></b>	<b><u>210,000</u></b>	<b><u>180,000</u></b>	<b><u>180,000</u></b>

- A. Construct Water Recovery Basin and Improve Solids Handling Area.  
(Funding Source: Operating Budget)
- B. Rehabilitation of Water Well Electrical System.  
(Funding Source: Operating Budget)
- C. Water System Risk and Resiliency Assessment.  
(Funding Source: Operating Budget)
- D. Replace front end loader Unit#650.  
(Funding Source: Operating Budget)
- E. Repair, seal, and paint top of 2.1 MG Clearwell.  
(Funding Source: Operating Budget)
- F. Replace pump and motor at Kygar Pump Station.  
(Funding Source: Operating Budget)
- G. Replace chemical feed pumps at treatment plant.  
(Funding Source: Operating Budget)
- H. Replace high service pump.  
(Funding Source: Operating Budget)
- I. Replace ½ ton pick-up truck Unit#699.  
(Funding Source: Operating Budget)



## Water Distribution

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Water Line & Valve Replacements	350,000	400,000	400,000	300,000	300,000
B. Contingency Water Line Projects	75,000	75,000	75,000	75,000	75,000
C. Water Meters	40,000	40,000	40,000	40,000	40,000
D. Fire Hydrants	36,000	37,000	38,000	38,000	38,000
E. New Hydraulic Breaker for Excavator	20,000				
F. New Guillotine Pipe Saw	11,000				
G. 6" Hydraulic Dishcharge Pump	10,000				
H. Water MXU's & Registers		300,000	300,000	300,000	300,000
I. Replace Backhoe (Un#626)		120,000			
J. Repleace Unit # 621			60,000		
<b>TOTAL</b>	<b><u>542,000</u></b>	<b><u>972,000</u></b>	<b><u>913,000</u></b>	<b><u>753,000</u></b>	<b><u>753,000</u></b>

- A. **FY 2020-21 Water Line Replacement:** Install 2,000 Ft of 12" water line on Donner Avenue from Turner to Pecan.  
(Funding Source: Operating Budget)
- FY 2021-22 Water Line Replacement:** Replace 1800 Ft of 12" water main at 1500 to 1700 blocks of Prospect Avenue  
(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)
- FY 2024-25 Water line Replacement:** replace 1,300 ft of 4" water main on 3<sup>rd</sup> Street from Liberty to Overbrook  
(Funding Source: Operating Budget)
- B. Contingency funds used to address unforeseen water line replacement and repair needs.  
(Funding Source: Operating Budget)
- C. Meters for new taps. This includes residential, commercial, and industrial meters.  
(Funding Source: Operating Budget)
- D. Replenishment of stock used for new locations as well as replacement of old hydrants.  
(Funding Source: Operating Budget)
- E. Jack Hammer for Track-hoe.  
(Funding Source: Operating Budget)
- F. Guillotine Saw.  
(Funding Source: Operating Budget)

- G. 6" Hyd. Discharge pump.  
(Funding Source: Operating Budget)
- H. Replacement of Water MXU's and Registers.  
(Funding Source: Operating Budget)
- I. Replace Backhoe (Un#626).  
(Funding Source: Operating Budget)
- J. Replace # Unit 621.  
(Funding Source: Operating Budget)

## Ponca City Energy

<b>Project Description</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
A. Electric Distribution System Improvements	930,000	1,080,000	1,110,000	1,145,000	1,180,000
B. Distribution Reinforcement	690,000	510,000	525,000	540,000	555,000
C. Fleet Replacement	355,000	380,000	390,000	400,000	410,000
D. Street Lighting	100,000	100,000	100,000	100,000	100,000
E. Electrical Rate Study/Cost of Service Study	30,000				
F. RTE Transformer Upgrade		250,000			
<b>TOTAL</b>	<b><u>2,105,000</u></b>	<b><u>2,320,000</u></b>	<b><u>2,125,000</u></b>	<b><u>2,185,000</u></b>	<b><u>2,245,000</u></b>

- 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. Perform a rate study to determine proper alignment of revenue sources from commercial, and high capacity/low load factor loads such as charging stations.  
(Funding Source: Operating Budget)
- F. 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)



## Ponca City Broadband

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. FTTH - Phase 2	3,800,000				
B. FTTH - Phase 3	4,400,000				
C. FTTH - Phase 4		6,250,000			
D. FTTH - Phase 5		5,200,000			
E. Contingency Funds		250,000	500,000	500,000	500,000
F. Additional Bucket Van		95,000			
G. Additional Bucket Van		95,000			
<b>TOTAL</b>	<b><u>8,200,000</u></b>	<b><u>11,890,000</u></b>	<b><u>500,000</u></b>	<b><u>500,000</u></b>	<b><u>500,000</u></b>

- A. Final engineering is in process for Phase 2 and 3 of the project, with construction in those areas estimated to begin in June, 2020. Rising costs of supplies and equipment, combined with increased rates charged by the outside plant contractor have combined to result in a potential for higher overall project costs than originally anticipated. While Phase 1 of the project actually completed slightly under budget, that was only accomplished by removing the Acre Home Subdivision and delaying that construction until a subsequent project phase. Phase 2 and 3 of the project are likely to be \$1M higher, and Phase 4 and 5 of the project are likely to be \$1.5M higher than originally expected.  
(Funding Source: PCUA Interfund Loan)
- B. Final engineering is in process for Phase 2 and 3 of the project, with construction in those areas estimated to begin in June, 2020. Rising costs of supplies and equipment, combined with increased rates charged by the outside plant contractor have combined to result in a potential for higher overall project costs than originally anticipated. While Phase 1 of the project actually completed slightly under budget, that was only accomplished by removing the Acre Home Subdivision and delaying that construction until a subsequent project phase. Phase 2 and 3 of the project are likely to be \$1M higher, and Phase 4 and 5 of the project are likely to be \$1.5M higher than originally expected  
(Funding Source: PCUA Interfund Loan)
- C. Due to the Revenue Bond funding mechanism for Phases 4 and 5, it is anticipated that 5 will be constructed at the same time. Similar to Phases 2 and 3, rising costs of supplies and equipment, combined with increased rates charged by the outside plant contractor have combined to result in a potential for higher overall project costs than originally anticipated. It is anticipated that Phase 4 and 5 of the project are likely to be \$1.5M higher than originally expected.  
(Funding Source: Revenue Bonds)
- D. Due to the Revenue Bond funding mechanism for Phases 4 and 5, it is anticipated that 5 will be constructed at the same time. Similar to Phases 2 and 3, rising costs of supplies and equipment, combined with increased rates charged by the outside plant contractor have combined to result in a potential for higher overall project costs than originally anticipated. It is anticipated that Phase 4 and 5 of the project are likely to be \$1.5M higher than originally expected.  
(Funding Source: Revenue Bonds)
- E. 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)

- F. The business plan projected hiring additional staff during each of the five project phases. The Fiber field technicians will require vehicles with bucket lifts to do their daily work. Van bodies have proven to be better for the field technicians; they can perform fusion splicing from the van, rather than having to pull a cargo trailer behind a truck. Since Phases 2 and 3 of the project is anticipated to occur in FY2020-21, and two additional fiber field technicians are anticipated during the course of those phases, two additional bucket vans will be needed. Actual specification for the vehicles will be determined at a later date, but these vans are not expected to be different from the current unit: a Mercedes Sprinter van, outfitted with a bucket lift and interior shelves/work surfaces.  
**(Funding Source: Unknown)**
- G. The business plan projected hiring additional staff during each of the five project phases. The Fiber field technicians will require vehicles with bucket lifts to do their daily work. Van bodies have proven to be better for the field technicians; they can perform fusion splicing from the van, rather than having to pull a cargo trailer behind a truck. Since Phases 2 and 3 of the project is anticipated to occur in FY2020-21, and two additional fiber field technicians are anticipated during the course of those phases, two additional bucket vans will be needed. Actual specification for the vehicles will be determined at a later date, but these vans are not expected to be different from the current unit: a Mercedes Sprinter van, outfitted with a bucket lift and interior shelves/work surfaces.  
**(Funding Source: Unknown)**

## Solid Waste

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Roll off Truck	182,000				
B. Forklift	40,000				
C. Rear Load Containers and Lids	34,000	34,000	34,000	34,000	
D. 30 Yard Open Top Containers	16,000	16,000	16,000	16,000	
E. 40 Yard Receiver box		40,000	40,000		
F. 30 Yard Compactors		30,000	30,000		
G. 6 Yard Compactors		26,000		13,000	
H. Pickup Truck		25,500			
I. Residential Packer Trucks (3)				700,000	
<b>TOTAL</b>	<b><u>272,000</u></b>	<b><u>171,500</u></b>	<b><u>120,000</u></b>	<b><u>763,000</u></b>	<b><u>0</u></b>

- A. Replace roll-off truck on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Replace forklift on a 15-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Replace rear load containers and lids every year on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- D. Replace open-top containers on a 20-year 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 6-yard compactor on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- H. Replace pickup truck on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- I. Replace packer trucks on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)

## Landfill

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Perimeter Fence	40,000	57,000			
B. Five Mobile Litter Fence with Canopy	27,000				
C. Topographical Survey	22,500				
D. Scraper		800,000			
E. Landfill Scale		35,000			
F. Power Washer		15,000			
G. Soil Compactor		15,000			
H. Landfill Scale House			200,000		
I. Compactor (80,000 lb)				790,000	
J. Dozer					330,000
<b>TOTAL</b>	<b><u>89,500</u></b>	<b><u>922,000</u></b>	<b><u>200,000</u></b>	<b><u>790,000</u></b>	<b><u>330,000</u></b>

- A. Complete perimeter fence surrounding Landfill that is not on the depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Litter catchers: steel framed units covered with netting to catch flying trash  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Site survey of entire Landfill and Borrow area that is not on the depreciation schedule  
(Funding source: Solid Waste Depreciation Reserve Fund)
- D. Replace scraper on an 8-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- E. Replace scales on a 10-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- F. Replace power washer on a 10-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- G. Replace soil compactor on a 25-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- H. Replace the 30+ year scale house that is not on depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- I. Replace compactor on a 5-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- J. Replace dozer on a 5-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)

# Wastewater Treatment

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Rehab Bois D' Arc Wetwell	500,000				
B. Replace Front-end Loader	184,000				
C. Replace Belt Press Substructure		300,000			
D. SCADA Upgrade at Liftstations		45,000	45,000		
E. Repair Concrete at Headworks		35,000			
F. Replace Dump Truck			150,000		
G. Replace Dump Truck				80,000	
H. Replace Pick-up Truck				30,000	
I. Replace Tractor					210,000
<b>TOTAL</b>	<b><u>684,000</u></b>	<b><u>380,000</u></b>	<b><u>195,000</u></b>	<b><u>110,000</u></b>	<b><u>210,000</u></b>

- A. Rehab Bois D' Arc Liftstation Wetwell.  
(Funding Source: Operating Budget)
- B. Replace Front-end Loader Unit#655 and #656.  
(Funding Source: Operating Budget)
- C. Replace substructure of sludge dewatering presses.  
(Funding Source: Operating Budget)
- D. Upgrade SCADA at 9 Liftstations.  
(Funding Source: Operating Budget)
- E. Sandblast, repair, and paint concrete at Headworks.  
(Funding Source: Operating Budget)
- F. Replace 19 yrd dump truck.  
(Funding Source: Operating Budget)
- G. Replace 8 yrd dump truck.  
(Funding Source: Operating Budget)
- H. Replace pick-up truck.  
(Funding Source: Operating Budget)
- I. Replace tractor.  
(Funding Source: Operating Budget)

## Wastewater Collection

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Wastewater Interceptor Replacement	320,000	220,000	220,000	250,000	250,000
B. Camera Van Electronics	130,000				
C. Contingency Wastewater Line Projects	70,000	70,000	75,000	75,000	75,000
D. Inflow & Infiltration Studies		50,000			
<b>TOTAL</b>	<b><u>520,000</u></b>	<b><u>340,000</u></b>	<b><u>295,000</u></b>	<b><u>325,000</u></b>	<b><u>325,000</u></b>

### A. Wastewater Interceptor Replacement Projects:

**2020-21** Replace 1,300 feet of 10' pipe with 10" PVC or poly pipe in the 900 and 1000 block north 2<sup>nd</sup>.  
(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. Inflow & Infiltration Study

(Funding Source: Operating Budget)

# Stormwater

<b>Project Description</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
A. Contingency Capital Improvements	100,000	100,000	100,000	100,000	100,000
B. Joe Street Drainage Improvements	100,000				
C. Joe St. Drainage Improvements-Eng	30,000				
D. Selvey Addition Improvements		100,000	50,000		
E. Hartford Ave Detention Pond Eng		200,000			
<b>TOTAL</b>	<b><u>230,000</u></b>	<b><u>400,000</u></b>	<b><u>150,000</u></b>	<b><u>100,000</u></b>	<b><u>100,000</u></b>

- A. Contingency capital improvements provide funding for unexpected repairs to the drainage system.  
(Funding Source: Operating Budget)
- B. Joe Street Drainage Improvements Engineering Phase. This phase is the engineering conceptual design phase for a detention pond and storm sewer improvements for the Joe, Garden and Hartford area.  
(Funding Source: Operating Budget)
- C. Joe Street Drainage Improvements.  
(Funding Source: Operating Budget)
- D. Selvey Addition improvements consist of various projects dealing with replacing insufficient sized pipe and replacing them with larger pipe.  
(Funding Source: Operating Budget)
- E. Engineering and design for the Hartford Avenue Regional Detention Pond located north of Hartford Avenue and east of Plaza 14.  
(Funding Source: Operating Budget)



## Technology Services

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Ponca City Free Wifi	110,000	110,000	110,000	110,000	110,000
B. VDI Annual Lease	102,000	102,000	102,000	102,000	
C. Network Switch Room Hardware	20,000	20,000	20,000	20,000	20,000
D. Virtual Server Data Center		300,000			
E. Tape Library for Data Backup Storage		35,000			
F. System Patch Management		22,500	22,500	22,500	22,500
G. Data Server Operating Upgrade		20,000			
H. Cisco Telephone Handsets		10,000	10,000		
I. Wi-Fi Radio Replacements			30,000	30,000	30,000
J. Exchange Server Upgrade				35,000	
K. City Hall, Core Switch Replacement					65,000
<b>TOTAL</b>	<b>232,000</b>	<b>619,500</b>	<b>294,500</b>	<b>319,500</b>	<b>247,500</b>

- A. This is the on-going annual licensing and support for the entire Ponca City Free Wi-Fi 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. In FY18/19 Ponca City deployed new Virtual Desktop Infrastructure (VDI). This is the technology that provides desktop computers to a majority of the City staff. To take advantage of multi-year pricing discounts, coupled with a zero-cost lease option from Dell Computers, this system was leased over a 5-year period, with a \$1.00 buyout option. This capital item covers the annual costs of that on-going, 5-year lease agreement.  
(Funding Source: CIP Fund)
- C. 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)
- D. The City's Virtual Data Center was installed in FY13/14. 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 FY19/20 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)

- E. Cybersecurity trends, specifically relating to ransomware attacks, have forced technology departments to look at a step backwards in time when it comes to data backups. Several years ago the trend was to provide redundant data within a data center, replicating that to a disaster recovery site. This model worked well because it provided fairly rapid recovery time in the event of a disaster. The long-term drawback to this model is that, to make it work, all the data essentially resides on the same network. Any specific ransomware attack across the network can effectively compromise the production data and the disaster recovery copy of that data as well. The step backwards in time involves saving cyclical data to a non-network based solution. This budget item provides for the purchase of an external tape library system and adequate storage media for the necessary backups.  
**(Funding Source: Unknown)**
- F. 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)**
- G. Several of the City’s Virtual Data Center use 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)**
- H. The Cisco Call Manager and Telephone System were replaced in FY16/17. 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)**
- I. 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)**
- J. The email server for Ponca City is no longer under warranty and, even though it is not experiencing problems at the present time, it is being placed on the 5-year plan as the need to replace it is likely to become critical over the next 2 to 3 years.  
**(Funding Source: Unknown)**
- K. The core networking switch at the City Hall data center is the single most important network component. All network traffic is passed through this switch, 24x7x365. The switch was replaced in 2015 with an 8- to 10-year life expectancy. This type of equipment is not stocked locally, usually requires 2- to 3- weeks lead time for delivery. Waiting until the switch fails is not a good business practice as every electronic communication (email, saved files, printed jobs, and applications) on the City’s private network flows through this switch.  
**(Funding Source: Unknown)**

## City Garage

<b>Project Description</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
A. Fuel Island Dispensers	15,000	12,000	12,000	12,000	12,000
B. Replacement Service Bed for Current Svc Trk	10,000				
C. Pickup Truck		42,000			
D. Self Contained Air Compressor		15,000			
E. Replace Shop Doors (2)		10,000	10,000		
<b>TOTAL</b>	<b><u>25,000</u></b>	<b><u>79,000</u></b>	<b><u>22,000</u></b>	<b><u>12,000</u></b>	<b><u>12,000</u></b>

- A. Two 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)
- B. A steel flatbed with front and rear toolboxes and a goose neck trough. The flatbed will replace the current utility bed on the service truck which is 18 years old.  
(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. 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)
- E. Replace two overhead doors due to age and use.  
(Funding Source: Operating Budget)

## Marland Estate

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Gate House Renovations	20,000	10,000			
B. Terrace Caulk and Seal Restoration	13,750				
C. Exterior Wrought Iron & Metal Restoration		40,000	20,000		
D. Historic Landscape & Hardscape Survey		16,000			
E. Boathouse & Tunnels Repairs			75,000		
F. Main Entrance Wooden Gate				35,000	
G. Irrigation & Landscaping - North Lawn					50,000
<b>TOTAL</b>	<b>33,750</b>	<b>66,000</b>	<b>95,000</b>	<b>35,000</b>	<b>50,000</b>

- A. The Gate House renovations are needed to bring this property back to rental potential. This would include plaster, paint, and replacing bathroom tile and fixtures, new flooring and kitchen countertops.  
(Funding Source: CIP Fund)
- B. The expansion joints on three outdoor terraces of the Marland Mansion need to be caulked and sealed due to natural aging and deteriorating. This is a very important project to prevent water damage to ceilings inside the Mansion. This would be an ongoing project with specialized preservation contractors.  
(Funding Source: CIP Fund)
- 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. 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)
- F. 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)
- G. 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)

# Ponca City RecPlex

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Domestic Boiler Replacement	72,000				
B. Renovate Ball Fields for Playability		200,000			
C. Pool Boiler Replacement		200,000			
D. Lap Pool Roof Repair		110,000			
E. Trampoline Area		40,000			
F. Curtains in South Gym		25,000			
G. HVAC Control Upgrade		22,000			
H. Replace Steam Room Generators		20,000			
I. Field Rake for Ball Fields		13,000			
J. Replace Weight Systems			50,000	50,000	50,000
K. New Gaming Area in Lobby			25,000		
L. Inflatable Pool Entertainment			20,000		
M. Replace Showers in Locker Rooms				25,000	
<b>TOTAL</b>	<b><u>72,000</u></b>	<b><u>630,000</u></b>	<b><u>95,000</u></b>	<b><u>75,000</u></b>	<b><u>50,000</u></b>

- A. Replace Domestic Hot Water Boilers for the Facility.  
(Funding Source: CIP Fund)
- B. Renovate the eight ball fields to increase playability and maximize use.  
(Funding Source: Unknown)
- C. Replace Pool Boilers for the Facility.  
(Funding Source: Unknown)
- D. Repair Lap Pool Roof.  
(Funding Source: Unknown)
- E. Convert one Racquet Ball Court to a Trampoline Area.  
(Funding Source: Unknown)
- F. Install Curtains on the south walls of the RecPlex gym to reduce glare during fall and spring sports.  
(Funding Source: Unknown)
- G. HVAC Control Update.  
(Funding Source: Unknown)
- H. Replace Steam Room Generators that are aged and needing replaced.  
(Funding Source: Unknown)
- I. Replace Field Rake for the Ball Fields.  
(Funding Source: Unknown)
- J. Replace free weight and Cybex systems that are outdated and need replaced.  
(Funding Source: Unknown)
- K. 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)

- L. Purchase an inflatable pool obstacle course to draw additional persons into the facility during the summer months and to drive revenue.  
**(Funding Source: Unknown)**
  
- M. Replace Showers in the locker rooms with sensor showers to reduce leaking and extra water waste.  
**(Funding Source: Unknown)**

# Golf Course

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Dakota Turf Tender Top-Dresser Model 410	13,500				
B. Beverage Cart	13,000				
C. Driving Range		375,000			
D. Fairway Mowers (2)		52,000			
E. Equipment Shed		25,000			
F. Pull Behind Gang Mower		24,000			
G. Club Car Carry all Cart		20,000			
H. Cyclone KB4 Turbine Blower		20,000			
I. Cart Trails		10,000	10,000		
J. Rebuild Green			45,000		
<b>TOTAL</b>	<b>26,500</b>	<b>526,000</b>	<b>55,000</b>	<b>0</b>	<b>0</b>

- A. A pull behind style top dresser that will be attached to the Toro Workman. The top dresser has a 27 cubic yard capacity.  
(Funding Source: CIP Fund)
- B. A carryall service vehicle dedicated to the food and beverage operation.  
(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. Replace current golf cart.  
(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. 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)
- J. Rebuild # 7 green. This is one of the last clay type greens including upgraded drainage.  
(Funding Source: Unknown)

## L.A. Cann Memorial Garden Trust

Project Description		2020-21	2021-22	2022-23	2023-24	2024-25
A.	LA Cann Fixtures	15,000	15,000			
B.	Replace Roofs on Buildings			20,000		
C.	Natural Play Area				75,000	
D.	New Greenhouse					50,000
	<b>TOTAL</b>	<b><u>15,000</u></b>	<b><u>15,000</u></b>	<b><u>20,000</u></b>	<b><u>75,000</u></b>	<b><u>50,000</u></b>

- A. Repair and Replace LA Cann Fixtures.  
(Funding Source: Cann Estate)
- B. Replace Roofs on Buildings.  
(Funding Source: Unknown)
- C. Natural Play Area.  
(Funding Source: Operating Budget)
- D. New Greenhouse.  
(Funding Source: Grants/Hotel Motel)

## Street Improvement Sales Tax

Project Description	2020-21	2021-22	2022-23	2023-24	2024-25
A. Broadway, Lake to Pine-AC overlay C&G	835,000				
B. Prospect, 14th to 350' west- Concrete Recon	475,000				
C. Oklahoma, Lincoln to Waverly-Concrete	280,000				
D. Mockingbird, Pecan to 425' east - Conc	160,000				
E. Sidewalk Maintenance Program Annual	150,000				
F. Princeton, 14th to 660' west - Mill/overlay	90,000				
G. Union Overpass @ Highland-Eng for deck	90,000				
H. Second, Cleveland/Chestnut-Sidewalk Recon	70,000				
I. Highland, Airline to Waverly, New Sidewalk	50,000				
J. Third, Central to Grand-Sidewalk Recon	50,000				
K. Traffice Signal Central Software Upgrade	20,000				
L. Annual capital improvement projects		1,500,000	1,500,000	1,500,000	1,500,000
M. 5th Street to Walmart Connection		175,000			
<b>TOTAL</b>	<b>2,270,000</b>	<b>1,675,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>

- A. Project to remove brick, place new asphalt, and construct new curb and gutter, sidewalks, and drive approaches.  
(Funding Source: Street Improvement Sales Tax)
- B. Project for concrete reconstruction of west leg of 14<sup>th</sup> and Prospect.  
(Funding Source: Street Improvement Sales Tax)
- C. Project to reconstruct existing chip and seal open section as a concrete street with curb and gutter.  
(Funding Source: Street Improvement Sales Tax)
- D. Project to reconstruct Mockingbird intersection approach in concrete and mill/overlay Mockingbird from east end of new concrete to 400' east.  
(Funding Source: Street Improvement Sales Tax)
- E. Funding for sidewalk maintenance program using six month unit price bids.  
(Funding Source: Street Improvement Sales Tax)
- F. Project to mill & overlay existing asphalt surface.  
(Funding Source: Street Improvement Sales Tax)
- G. Funding to provide plans and specifications for a project to replace the concrete deck of the Union overpass. Deck replacement within the next several years was recommended by the city's bridge inspection consultant last year.  
(Funding Source: Street Improvement Sales Tax)
- H. Project to reconstruct sidewalks on east side of Second from Cleveland to Chestnut.  
(Funding Source: Street Improvement Sales Tax)
- I. Project to construct new sidewalk on the south side of Highland from Airline Dr. to Waverly.  
(Funding Source: Street Improvement Sales Tax)

- J. Project to reconstruct sidewalks on east side of Third from Grand south to alley.  
**(Funding Source: Street Improvement Sales Tax)**
  
- K. Update of central computer software for traffic signal communication and control. Current software will not communicate with newer generation of signal controllers in the field.  
**(Funding Source: Street Improvement Sales Tax)**
  
- L. 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)**
  
- M. Project to construct a two lane roadway from 5<sup>th</sup> Street to the Walmart parking lot. The road will be aligned along an east/west corridor to tie to the Walmart 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 5<sup>th</sup> Street and Walmart. 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)**

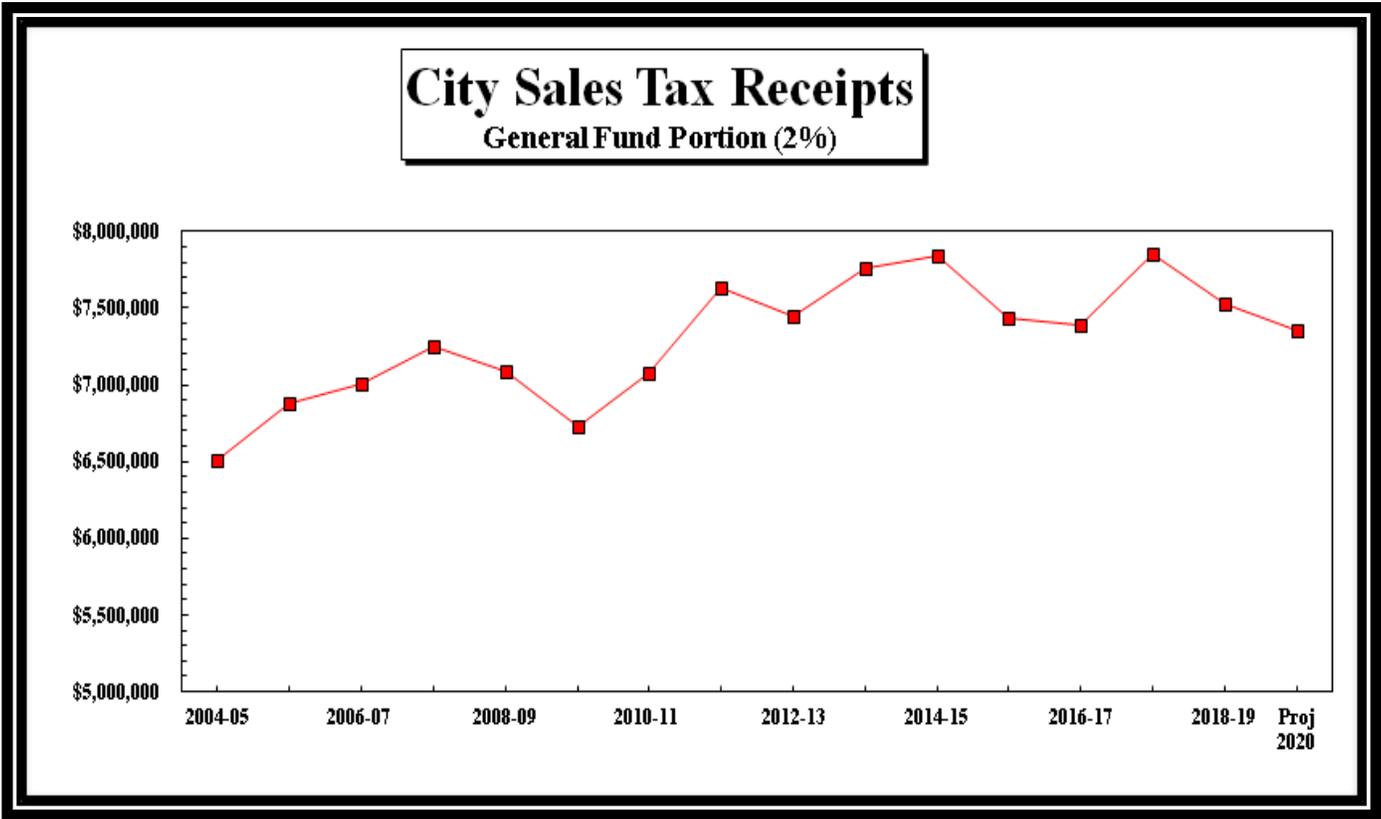
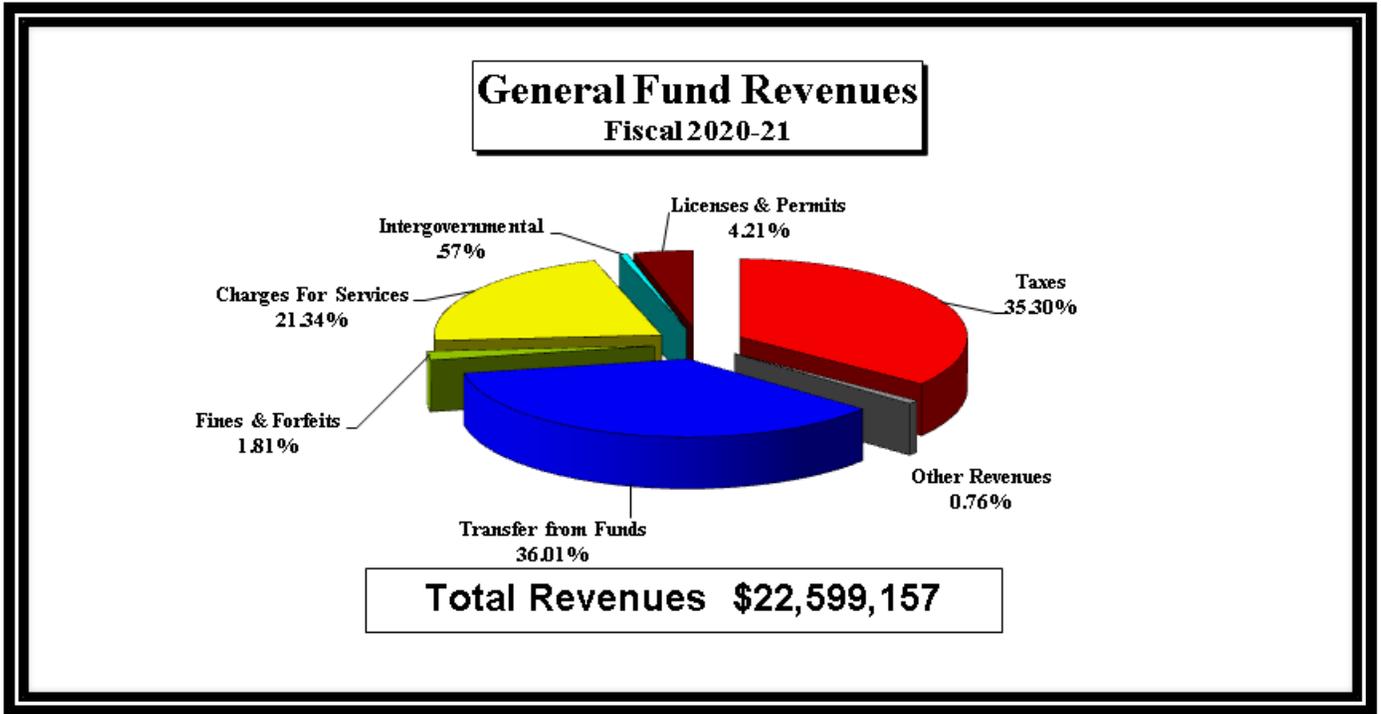
# Airport

<b>Project Description</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
A. Non Primary Airport Entitlement	166,667	166,667	166,667	166,667	166,667
B. Repair Roof on Building #4	75,000				
C. Northern Oklahoma Flight Academy	15,000	15,000	15,000	15,000	15,000
D. Aircraft TUG	10,000				
E. Reconst Parking Lot/Access Entrance		250,000			
F. Land Acquisition		200,000			
G. Upgrade Airport Fire Station		175,000			
H. Terminal Building Entrance Upgrade		85,000			
I. 1 Ton Bucket Truck		65,000			
J. Storage Building		32,000			
K. 20 Foot Batwing Mower		32,000			
L. Utility Vehicle		12,000			
<b>TOTAL</b>	<b><u>266,667</u></b>	<b><u>1,032,667</u></b>	<b><u>181,667</u></b>	<b><u>181,667</u></b>	<b><u>181,667</u></b>

- A. Airport Entitlement Grant.  
(Funding Source: Airport Grants)
- B. Remove old roof and replace with a new membrane roof.  
(Funding Source: CIP Fund)
- C. Fund the Annual Flight Academy.  
(Funding Source: Grants)
- D. Replace the current tug which is used to move aircraft from one location to another.  
(Funding Source: CIP Fund)
- E. 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)
- F. 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)
- G. Make needed repairs to the Airport Fire Station.  
(Funding Source: Unknown)
- H. Remodel Ponca City Regional Airport terminal building, addressing exterior and interior areas.  
(Funding Source: Unknown)
- I. 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)

- J. Storage building for vehicles including Airport mowing equipment.  
(Funding Source: Operating Budget)
- K. Replace a 20 foot flex wing rotary cutter (batwing) mower.  
(Funding Source: Operating Budget)
- L. Purchase utility vehicle for the airport. This vehicle is to be used in mowing and spraying along the perimeter fences.  
(Funding Source: Operating Budget)

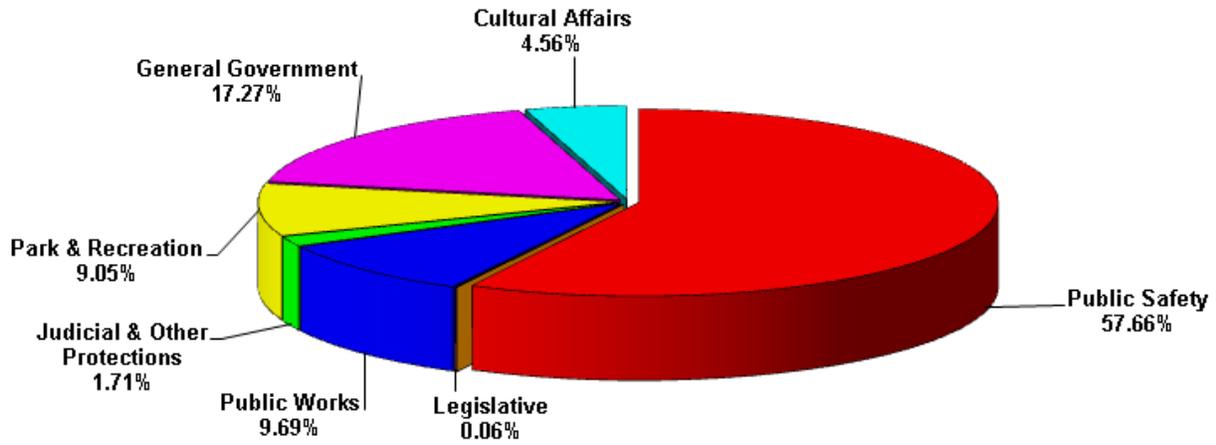




**CITY OF PONCA CITY**  
**GENERAL FUND - SUMMARY OF REVENUES BY SOURCE**  
**Fiscal 2020-21**

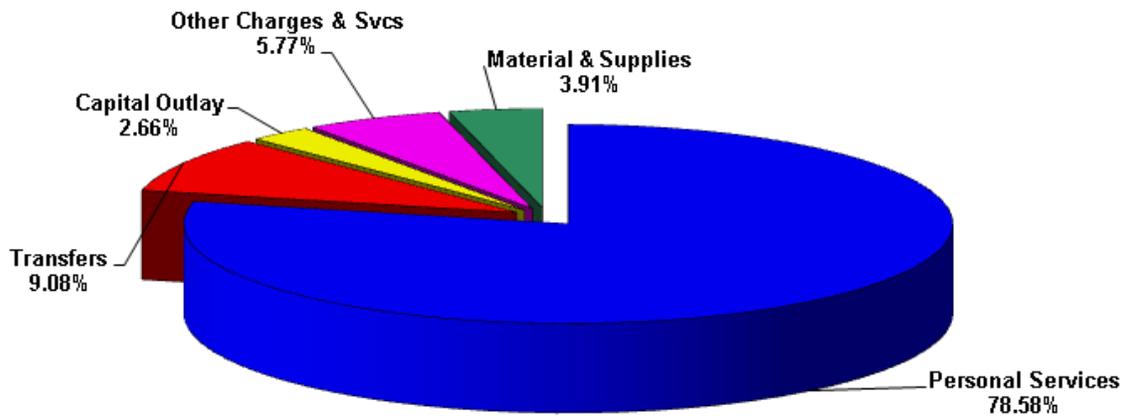
<u>REVENUE SOURCE</u>	<u>Actual 2016-17</u>	<u>Actual 2017-18</u>	<u>Actual 2018-19</u>	<u>2019-20 BUDGET @ 7/01/19</u>	<u>2019-20 ACTUAL @3/31/20</u>	<u>% of BUDGET</u>	<u>APPROVED 2020-21 BUDGET</u>	<u>% CHANGE FROM 2019-20</u>
<b>TAXES</b>								
1101.00 CITY SALES TAX	\$7,384,071	\$7,849,620	\$7,532,731	\$7,500,000	\$5,641,548	75.22	\$7,126,272	(4.98%)
1101.01 USE TAX	718,689	680,972	710,873	315,218	591,349	187.60	700,000	122.07%
1105.00 WEED TAX	15,668	12,453	10,521	13,000	11,232	86.40	12,000	(7.69%)
1110.00 ALCOHOLIC BEV TAXES	114,213	116,043	150,694	120,000	120,959	100.80	140,000	16.67%
<b>TOTAL TAXES</b>	<b>8,232,641</b>	<b>8,659,088</b>	<b>8,404,818</b>	<b>7,948,218</b>	<b>6,365,088</b>	<b>80.08%</b>	<b>7,978,272</b>	<b>0.38%</b>
<b>LICENSES &amp; PERMITS</b>								
2201.00 LICENSE FEES	27,880	24,200	49,470	30,000	47,300	157.67	40,000	33.33%
2201.01 LICENSE FEES - LAKE PONCA	26,787	23,771	23,831	24,000	13,599	56.66	23,000	(4.17%)
2202.00 DEV SRVS - LICENSE FEES	20,931	18,625	16,375	18,500	16,150	87.30	18,000	(2.70%)
2225.00 EMERGENCY 911 FEES	135,181	109,424	96,509	110,000	54,672	49.70	95,000	(13.64%)
2225.01 E-911 CELL FEES	212,951	285,373	287,093	285,000	196,197	68.84	280,000	(1.73%)
2240.00 DEV SVCS - PERMIT FEES	41,578	52,215	36,544	42,000	28,920	68.86	36,000	(14.29%)
2280.01 FRANCHISE FEE-TELEPHONE	35,907	29,111	25,317	29,000	6,662	22.97	22,000	(24.14%)
2280.02 FRANCHISE FEE-GAS	323,540	337,007	299,088	340,000	186,329	54.80	305,000	(10.29%)
2280.03 FRANCHISE FEE-CABLE TV	150,169	141,961	133,965	140,000	66,087	47.20	132,000	(5.71%)
<b>TOTAL LICENSE &amp; PERMITS</b>	<b>974,924</b>	<b>1,021,687</b>	<b>968,191</b>	<b>1,018,500</b>	<b>615,914</b>	<b>60.47%</b>	<b>951,000</b>	<b>(6.63%)</b>
<b>INTERGOVERNMENTAL</b>								
3302.00 CIGARETTE ALLOCATION	156,922	162,655	112,634	160,000	77,587	48.49	100,000	(37.50%)
3305.00 EM. MGMT. GRANTS	29,708	29,708	29,708	29,700	14,854	50.01	29,700	0.00%
3327.00 GRANTS	7,764	11,175	12,400	0	4,228	0.00	0	0.00%
<b>TOTAL INTERGOVERNMENTAL</b>	<b>194,394</b>	<b>203,539</b>	<b>154,742</b>	<b>189,700</b>	<b>96,669</b>	<b>50.96%</b>	<b>129,700</b>	<b>(31.63%)</b>
<b>OUTSIDE REVENUE</b>								
4405.00 FIRE WORK DONATIONS	0	0	0	0	0	0.00	0	0.00%
4405.01 DONATIONS	0	0	2,125	0	29,000	0.00	0	0.00%
<b>TOTAL OUTSIDE REVENUE</b>	<b>0</b>	<b>0</b>	<b>2,125</b>	<b>0</b>	<b>29,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>
<b>CHARGES FOR SERVICES</b>								
5501.00 AMBULANCE SERVICES	1,546,001	1,621,742	1,779,767	1,500,000	1,168,355	77.89	1,600,000	6.67%
5503.00 RURAL FIRE RUN RECEIPTS	6,350	5,000	2,400	3,000	0	0.00	2,000	(33.33%)
5504.00 POLICE SERVICES	149,011	153,505	141,129	150,000	61,147	40.76	142,000	(5.33%)
5505.00 ADMINISTRATIVE SERVICE	2,449,783	2,572,273	2,623,719	2,676,193	2,007,145	75.00	2,729,717	2.00%
5515.00 ANIMAL CONTROL RECEIPTS	15,174	18,743	17,371	16,000	11,945	74.66	16,000	0.00%
5530.00 LIBRARY RECEIPTS	15,880	16,556	13,599	15,500	8,793	56.73	13,000	(16.13%)
5553.00 LANDSCAPING SERVICES	13,200	13,200	5,500	8,000	4,400	55.00	6,600	(17.50%)
5554.00 WENTZ CAMP RECEIPTS	40,478	36,372	30,072	36,000	15,537	43.16	30,000	(16.67%)
5555.00 SWIMMING POOL RECEIPTS	11,202	12,932	20,839	13,000	11,442	88.02	10,000	(23.08%)
5555.10 SENIOR CENTER	0	9,742	9,949	15,000	18,581	123.87	30,000	100.00%
5556.00 TENNIS COURT RECEIPTS	0	0	174	0	0	0.00	0	0.00%
5556.01 RECREATION PROGRAMS	4,588	7,046	18,484	7,000	0	0.00	0	(100.00%)
5556.02 UNITY GYM	1,325	1,615	1,885	1,200	2,910	242.50	1,500	25.00%
5556.03 RENTAL/SHELTER HOUSES	11,560	8,167	11,923	9,000	4,661	51.79	10,000	11.11%
5556.04 RENTALS - LAKE PONCA	49,921	55,437	58,092	55,000	15,924	28.95	55,000	0.00%
5556.05 RENTALS - MARLAND'S GRD	15,564	12,869	11,359	14,000	9,246	66.04	12,000	(14.29%)
5557.00 RENTALS - HUTCHINS MEM	0	0	0	0	0	0.00	0	0.00%
5557.01 COMMUNICATIONS RENTAL	94,854	97,403	108,868	97,000	116,457	120.06	115,000	18.56%
5599.00 MISCELLANEOUS RECEIPTS	89,780	58,761	60,888	50,000	30,107	60.21	50,000	0.00%
5599.01 CASH-OVER / SHORT REV	0	1	68	0	0	0.00	0	0.00%
<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,514,672</b>	<b>4,701,364</b>	<b>4,916,086</b>	<b>4,665,893</b>	<b>3,486,650</b>	<b>74.73%</b>	<b>4,822,817</b>	<b>3.36%</b>
<b>FINES &amp; FORFEITS</b>								
6601.00 MUNICIPAL COURT FINES	689,273	661,992	570,526	600,000	379,866	63.31	400,000	(33.33%)
6601.03 BOND FORFEITURE	4,162	3,308	2,597	2,000	4,465	223.25	2,000	0.00%
6601.05 ADMINISTRATION FEES	5,909	5,855	6,946	5,800	3,594	61.97	5,800	0.00%
<b>TOTAL FINES &amp; FORFEITS</b>	<b>699,343</b>	<b>671,155</b>	<b>580,069</b>	<b>607,800</b>	<b>387,925</b>	<b>63.82%</b>	<b>407,800</b>	<b>(32.91%)</b>
<b>TRANSFER FROM FUNDS</b>								
8875.75 TRANSFER FROM PCUA	7,518,687	7,669,061	7,822,442	7,978,891	5,984,168	75.00	8,138,468	2.00%
8899.00 TRANSFER IN	0	0	0	0	0	0.00	0	0.00%
<b>TOTAL TRANSFER FROM FUNDS</b>	<b>7,518,687</b>	<b>7,669,061</b>	<b>7,822,442</b>	<b>7,978,891</b>	<b>5,984,168</b>	<b>75.00%</b>	<b>8,138,468</b>	<b>2.00%</b>
<b>OTHER REVENUES</b>								
9901.00 INTEREST INCOME	56,092	109,718	223,637	200,000	154,897	77.45	150,000	(25.00%)
9938.00 SIGN MATERIAL REIMB	1,912	4,822	6,912	1,500	2,001	133.43	1,500	0.00%
9939.00 COPIER PAPER REIMBURSEMENT	4,162	2,810	4,131	4,000	2,883	72.09	4,000	0.00%
9940.00 INTERNET PROCESSING FEE	581	687	626	600	774	0.00	600	0.00%
9950.00 INC DISP. OF FIXED ASSETS	28,207	16,121	44,499	15,000	8,496	56.64	15,000	0.00%
9999.00 MISCELLANEOUS INCOME	0	0	0	0	0	0.00	0	0.00%
<b>TOTAL OTHER REVENUES</b>	<b>90,954</b>	<b>134,158</b>	<b>279,805</b>	<b>221,100</b>	<b>169,052</b>	<b>76.46%</b>	<b>171,100</b>	<b>(22.61%)</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>22,225,615</b>	<b>23,060,051</b>	<b>23,128,278</b>	<b>22,630,102</b>	<b>17,134,467</b>	<b>75.72%</b>	<b>22,599,157</b>	<b>(0.14%)</b>

### General Fund Expenditures Fiscal 2020-21 By Type



**Total Expenditures \$24,811,709**

### General Fund Expenditures Fiscal 2020-21 by Category



**Total Expenditures \$24,811,709**

**CITY OF PONCA CITY**  
**GENERAL FUND - APPROPRIATION HISTORY by dept.**  
**Fiscal Year 2020-21**

DEPT #	DEPARTMENT	2014-15 FINAL BUDGET	2015-16 FINAL BUDGET	2016-17 FINAL BUDGET	2017-18 FINAL BUDGET	2018-19 ORIGINAL BUDGET	2019-20 ORIGINAL BUDGET	2020-21 APPROVED BUDGET
1010	CITY COMMISSION	14,300	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	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	1,954,885
1110	FINANCE	530,353	547,485	528,021	508,185	518,825	522,463	532,492
1113	MUNICIPAL COURT	232,072	237,174	265,684	255,809	262,652	265,188	265,368
1210	CITY ATTORNEY	270,094	265,197	280,619	287,865	283,428	288,576	159,850
1310	DEVELOPMENT SERVICES	602,531	649,961	656,284	644,099	657,393	695,809	741,859
2010	POLICE	5,452,944	5,713,618	5,878,846	5,786,041	5,999,521	6,048,551	6,047,600
2020	ANIMAL CONTROL	265,284	251,579	252,694	249,310	248,764	326,422	251,872
2030	EMERGENCY MANAGEMENT	163,919	166,887	174,330	171,464	175,469	203,174	182,274
2040	COMMUNICATIONS / 911	631,875	656,865	653,803	645,164	704,167	640,162	761,712
2510	FIRE	5,387,990	5,609,484	5,367,848	5,386,811	5,592,441	5,627,804	5,640,804
2511	FIRE - AMBULANCE	1,101,799	774,794	1,309,541	1,130,104	1,408,353	1,184,442	1,421,142
3010	STREET	1,620,532	1,486,485	1,393,506	1,410,169	1,469,239	1,452,077	1,321,877
3510	ENGINEERING	636,746	646,010	686,507	682,129	657,843	596,863	595,313
3511	TRAFFIC ENGINEERING	446,248	468,093	467,367	468,067	468,861	476,235	488,035
4011	PARK MAINTENANCE	1,592,173	1,612,332	1,609,123	1,644,698	1,806,133	1,684,461	1,689,106
4012	AMBUC POOL	82,720	71,720	101,720	72,882	76,956	76,956	77,250
4013	RECREATIONAL PROGRAMS	320,711	333,762	360,899	358,242	395,755	345,186	400,225
4014	WENTZ CAMP	144,557	104,057	110,057	111,172	95,083	95,083	95,583
4110	MARLAND'S GRAND HOME	134,121	121,963	206,240	194,342	151,695	89,334	79,413
4111	HUTCHINS MEMORIAL	83,759	85,880	0	0	0	0	0
4510	LIBRARY	978,466	1,011,963	1,010,464	1,008,459	1,064,812	1,068,593	1,052,093
<b>TOTAL APPROPRIATIONS</b>		<b>23,089,712</b>	<b>23,407,935</b>	<b>23,861,654</b>	<b>23,456,239</b>	<b>24,516,202</b>	<b>24,632,059</b>	<b>24,811,709</b>
<b>Incr./(Decr.) from Previous Year:</b>		<b>627,018</b>	<b>318,223</b>	<b>453,719</b>	<b>(405,415)</b>	<b>1,059,963</b>	<b>115,857</b>	<b>179,650</b>
<b>% Incr./(Decr.) from Previous Year:</b>		<b>2.79%</b>	<b>1.38%</b>	<b>1.94%</b>	<b>-1.70%</b>	<b>4.52%</b>	<b>0.47%</b>	<b>0.73%</b>

**CITY OF PONCA CITY  
GENERAL FUND - SUMMARY OF REQUESTED APPROPRIATIONS by type  
Fiscal Year 2020-21**

**PUBLIC SAFETY:**

POLICE	\$6,047,600	
ANIMAL CONTROL	251,872	
FIRE	5,640,804	
AMBULANCE	1,421,142	
EMERGENCY MANAGEMENT	182,274	
COMMUNICATIONS/911	761,712	
		<b>14,305,404</b>

**LEGISLATIVE:**

CITY COMMISSION	14,300	
		<b>14,300</b>

**PUBLIC WORKS:**

STREET	1,321,877	
ENGINEERING	595,313	
TRAFFIC ENGINEERING	488,035	
		<b>2,405,225</b>

**JUDICIAL:**

CITY ATTORNEY	159,850	
MUNICIPAL COURT	265,368	
		<b>425,218</b>

**PARK & RECREATION:**

MAINTENANCE	1,689,106	
AMBUC POOL	77,250	
RECREATIONAL PROGRAMS	400,225	
WENTZ CAMP	95,583	
		<b>2,262,164</b>

**GENERAL GOVERNMENT:**

CITY MANAGER	1,038,656	
CENTRAL MUNICIPAL ACTIVITY	1,954,885	
FINANCE	532,492	
DEVELOPMENT SERVICES	741,859	
		<b>4,267,892</b>

**CULTURAL AFFAIRS:**

MARLAND'S GRAND HOME	79,413	
HUTCHINS MEMORIAL	0	
LIBRARY	1,052,093	
		<b>1,131,506</b>

		<b>TOTAL</b>
		<b>\$24,811,709</b>

**CITY OF PONCA CITY**  
**GENERAL FUND - SUMMARY OF APPROPRIATIONS**  
**By Department & Category**  
**Fiscal Year 2020-21**

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	81,982	417,903	0	1,445,000	1,954,885
1110	FINANCE	478,427	5,565	48,500	0	0	532,492
1113	MUNICIPAL COURT	250,698	4,075	10,595	0	0	265,368
1210	CITY ATTORNEY	111,604	0	48,246	0	0	159,850
1310	DEVELOPMENT SERVICES	572,513	4,350	153,600	0	11,396	741,859
2010	POLICE	5,453,774	113,700	103,400	176,724	200,002	6,047,600
2020	ANIMAL CONTROL	213,078	14,225	11,125	0	13,444	251,872
2030	EMERGENCY MGMT	138,779	5,800	33,200	0	4,495	182,274
2040	COMMUNICATIONS / 911	552,914	2,600	85,200	120,000	998	761,712
2510	FIRE	5,276,199	103,100	58,500	82,000	121,005	5,640,804
2511	FIRE / AMBULANCE	840,642	85,000	120,500	270,000	105,000	1,421,142
3010	STREET	1,064,608	47,900	17,150	0	192,219	1,321,877
3510	ENGINEERING	526,569	13,500	48,180	0	7,064	595,313
3511	TRAFFIC ENGINEERING	407,012	46,850	5,200	11,000	17,973	488,035
4011	PARK MAINTENANCE	1,423,461	95,750	30,025	0	139,870	1,689,106
4012	AMBUC POOL	61,350	15,600	300	0	0	77,250
4013	RECREATIONAL PROGRAMS	271,726	80,000	41,000	0	7,499	400,225
4014	WENTZ CAMP	60,106	29,250	2,550	0	3,677	95,583
4110	MARLAND'S GRAND HOME	58,243	8,487	9,320	0	3,363	79,413
4111	HUTCHINS MEMORIAL	0	0	0	0	0	0
4510	LIBRARY	746,910	208,200	78,350	0	18,633	1,052,093
<b>TOTAL APPROPRIATIONS</b>		<b>19,514,529</b>	<b>970,037</b>	<b>1,375,781</b>	<b>659,724</b>	<b>2,291,638</b>	<b>24,811,709</b>
<b>PERCENT OF TOTAL</b>		<b>78.65%</b>	<b>3.91%</b>	<b>5.54%</b>	<b>2.66%</b>	<b>9.24%</b>	<b>100.00%</b>



## 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 2020 Accomplishments:

- Represented the City of Ponca City with Mayor Nicholson serving on the Oklahoma Department of Environmental Quality Board, Governor's Water Conference, Mayor's Council of Oklahoma, Oklahoma Academy, Chair of Oklahoma Mid-Size City Coalition, Oklahoma Municipal Utility Providers Board, Oklahoma Municipal Power Authority Board, Oklahoma Municipal League Board of Directors, Oklahoma Pipeline Safety Task Force, and serves on the American Public Power Association's Policy Making Committee in Washington D.C.
- Represented the City of Ponca City at the 10<sup>th</sup> Annual Congress of Mayors held at the State Capitol, in order to gain better understanding of the legislative process, draft legislation regarding critical issues facing cities and towns, and learn to develop solutions to important issues.
- 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 municipal elections, snow removal, recreational marijuana, effective commission meetings, and commission member recruitment.
- 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.
- Participated in the Oklahoma Municipal League's annual conference and training sessions.
- Commissioner Lanita Chapman was re-elected for a 5<sup>th</sup> consecutive 3-year term City Commissioner Shasta Scott was re-elected for a 2<sup>nd</sup> consecutive 3-year term.

### Fiscal 2021 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 PCDA (Ponca City Development Authority) 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.
- Continue to support efforts to stretch Amtrak passenger service from Oklahoma City to the central Kansas community of Newton, with the construction of railroad infrastructure capable of sustaining high-speed traffic.

<b>General Fund - City Commission</b>								
	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
<b>EXPENDITURES:</b>								
Other Charges & Svcs	<u>5,626</u>	<u>7,928</u>	<u>6,263</u>	<u>14,300</u>	<u>5,599</u>	<u>14,300</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>5,626</b>	<b>7,928</b>	<b>6,263</b>	<b>14,300</b>	<b>5,599</b>	<b>14,300</b>	<b>0</b>	<b>0.00%</b>

**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 2020 Accomplishments:

- 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, National 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.
- Continued to prepare land and review site plans for construction of the Public Safety Center between 3<sup>rd</sup> Street and 4<sup>th</sup> Street and Central Avenue and Oklahoma Avenue.
- Negotiated a two-year agreement with the International Association of Fire Fighters Local 2479 and a one-year agreement with the Fraternal Order of Police Lodge #103.
- Received merit certification as a *Certified Healthy Business* and a *Certified Healthy Community*, recognizing the positive impact on the health of employees and patrons.
- Continued to increase the creation and use of videos on the City's website and social media sites, as well as using KFOR-TV and KAUT-TV media, to enhance public communications and to advertise City of Ponca City amenities.

### Fiscal 2021 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.

<b>General Fund - City Manager</b>								
<b>EXPENDITURES:</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	809,945	826,592	828,294	995,916	621,391	995,916	0	0.00%
Material/Supplies	4,854	1,755	4,124	4,103	2,025	4,103	0	0.00%
Other Charges & Svcs	<u>20,718</u>	<u>20,389</u>	<u>24,464</u>	<u>38,637</u>	<u>20,890</u>	<u>38,637</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>835,517</b>	<b>848,736</b>	<b>856,883</b>	<b>1,038,656</b>	<b>644,306</b>	<b>1,038,656</b>	<b>0</b>	<b>0.00%</b>

**Approved Capital:** Contingency for Capital Repairs & Projects (CIP Fund) \$100,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>		
Retirement Plan 1	<u>5,794</u>	Workers Compensation	<u>(5,794)</u>		
Total	5,794	Total	(5,794)		
<b>Net Increase</b>	<b><u>\$0</u></b>				

**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:**

	<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>	<b><u>2020-21</u></b>
Full Time	9	9	9	10	10	10	10	10	10	<b>10</b>

**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 2020 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.
  - Funded purchase of web domain names and new web design for the Marland Estate (marlandmansion.com) and Marland’s Grand Home (marlandgrandhome.com).

- Fiscal 2021 Objectives:**
- Continue to fund services provided to multiple City departments and agencies that are not allocated to individual departments.
  - Funded repairs to a retired towed artillery piece, specifically a *Type 41, Japanese Mountain Gun*, moved from the American Legion to War Memorial Park for display.

General Fund - Central Municipal Activity								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	11,452	312,497	303,742	10,000	300,560	10,000	0	0.00%
Material/Supplies	53,411	72,396	66,499	78,780	47,890	81,982	3,202	4.06%
Other Charges & Svcs	294,980	297,920	319,322	397,944	221,619	417,903	19,959	5.02%
Capital Outlay	5,000	0	0	0	20,654	0	0	0.00%
Transfers	<u>949,551</u>	<u>1,147,825</u>	<u>1,242,825</u>	<u>1,405,000</u>	<u>1,105,000</u>	<u>1,445,000</u>	<u>40,000</u>	<u>2.85%</u>
<b>Department Total</b>	<b><u>1,314,394</u></b>	<b><u>1,830,638</u></b>	<b><u>1,932,388</u></b>	<b><u>1,891,724</u></b>	<b><u>1,695,722</u></b>	<b><u>1,954,885</u></b>	<b><u>63,161</u></b>	<b><u>3.34%</u></b>

**Approved Capital:** Honeywell- City Hall Temp Control Upgrade (CIP Fund) \$46,050  
 Honeywell- Fire Station#1 Temp Control (CIP Fund) \$23,700

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Building Maintenance	3,202	Telephone Long Distance	(176)
Gas Utilities	358	Election Services	<u>(12,000)</u>
Telephone Service Local	2,036		
HR Background & Medical Service	6,580		
Contingencies	23,161		
Transfer to Airport	<u>40,000</u>		
Total	75,337	Total	(12,176)
	<b>Net Increase</b>		<b><u>\$63,161</u></b>

**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 2020 Accomplishments:

- Received an unqualified audit opinion for Fiscal 2018-19 with positive comments.
- Prepared the City's annual budget.
- Completed 15 internal reviews.
- Monitored the City's investments.
- Continued working with Technology Services on the Ponca City Broadband project.
- Worked with City Management on plans to develop a new Ponca City Police Station.
- Completed a records destruction resolution.
- Transitioned to a new Controller and General Ledger Accountant.
- 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 2021 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 the Ponca City Broadband utility, should commissioners affirm that direction.
- Complete a minimum of 10 internal review projects.
- Monitor all financial transactions and compare budget.

<b>General Fund - Finance</b>								
<b>EXPENDITURES:</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	457,847	453,307	447,952	465,576	346,617	478,427	12,851	2.76%
Material/Supplies	2,551	4,468	4,533	5,565	3,067	5,565	0	0.00%
Other Charges & Srvs	45,304	36,684	31,094	51,322	22,760	48,500	(2,822)	(5.50%)
Capital Outlay	<u>0</u>	<u>0</u>	<u>37,675</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>505,702</u></b>	<b><u>494,460</u></b>	<b><u>521,254</u></b>	<b><u>522,463</u></b>	<b><u>372,444</u></b>	<b><u>532,492</u></b>	<b><u>10,029</u></b>	<b><u>1.92%</u></b>

**Approved Capital:**       None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	769	Workers Compensation	(2,732)	
ICMA Retirement City	2,732	Audit Services	<u>(2,822)</u>	
Health Insurance	<u>12,082</u>			
Total	15,583	Total	(5,554)	
	<b>Net Increase</b>		<b><u>\$10,029</u></b>	

**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>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>	<u>2020-21</u>
Full Time	6	6	6	6	6	6	6	6	6	<b>6</b>

# 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 2020 Accomplishments:**
- Worked in cooperation with City Attorney office to dispose of all outstanding warrant prior to January 1, 2010, which has reduced the amount of outstanding active warrants.
  - Scanned all case files from the completed warrant cleanup cases along with continuing to keep up with the newly filed cases.
  - Sent invoices to companies for payment of False Alarm citations.
  - Court staff maintains regular communication with presiding judge and prosecutors office regarding ongoing cases and also collaborates with police department, attorneys and other court related agencies and courts (i.e. posting of officers needed list, emailing dockets with highlights of the next dockets).
  - Submitted reportable convictions to OKDPS as required and also amended abstracts on CDL license holders to ensure the final disposition is reported to OKDPS correctly.

	Number of convictions submitted to DPS
2018	1095
2019	1211

- Fiscal 2021 Objectives:**
- Continue to report convictions electronically in a timely manner to Oklahoma Department of Public Safety according to the Motor Vehicle Violation Codes, which enables Oklahoma Department of Public Safety (OKDPS) to keep drivers license records current and comply with federal grant mandates.
  - Ongoing submission of Oklahoma State Bureau of Investigations (OSBI) Disposition reports on arrests that are processed through Municipal Court.
  - Utilize the extra eyes volunteer to collect defendant information inside the courtroom which reduces the time spent at the court window during court sessions, which allows more efficient case management in a limited space facility.
  - Respond to record check requests in a timely manner and within guidelines of what can be released.
  - Coordinate the Youth Traffic Court Program with the new school resource officer; which allow drivers who qualify the option to complete an educational program in lieu of a conviction on their driver's license or payment of a fine.
  - Generate reports as requested from the Police Department for statistics.
  - Inform defendants that OKDPS is now offering a new program to allow payment plans on reinstatement fees and giving them the contact information.

<b>General Fund - Municipal Court</b>								
<b>EXPENDITURES:</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	234,700	231,365	234,096	250,698	177,066	250,698	0	0.00%
Material/Supplies	2,556	2,267	3,338	3,990	1,657	4,075	85	2.13%
Other Charges & Svcs	4,066	3,819	2,555	10,500	1,759	10,595	95	0.90%
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>
<b>Department Total</b>	<b><u>241,322</u></b>	<b><u>237,452</u></b>	<b><u>239,989</u></b>	<b><u>265,188</u></b>	<b><u>180,481</u></b>	<b><u>265,368</u></b>	<b><u>180</u></b>	<b><u>0.07%</u></b>

**Approved Capital:**           None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 1	1,363	Workers Compensation	<u>(1,363)</u>
Office Supplies	50		
Postage	35		
Telephone Service Local	20		
Education & Training Assistance	50		
Laundry & Cleaning Service	<u>25</u>		
Total	1,543	Total	(1,363)
	<b>Net Increase</b>		<b><u>\$180</u></b>

**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>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>	<u>2020-21</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 2020 Accomplishments:**

- Provided legal counsel to the City Commissioners, City Manager, and various senior City officers.
- Worked with partners such as the Oklahoma Municipal League, Oklahoma Association of Municipal Attorneys, and the International Municipal Lawyers Association on issues such as small cell rollout, sales tax collections and a variety of employment issues including misconduct and medical marijuana.
- Completed negotiating a complete mutual release of claims with the YMCA.
- Worked on negotiations with several water districts and the Ponca Nation over water sales contracts.
- Celebrated City Attorney, Mike Vanderburg, being inducted into the Oklahoma Hall of Fame for City and Town Officials.
- Continued leadership in the Kay County Bar Association, which was awarded the Outstanding County Bar Association in 2019. City Attorney, Mike Vanderburg, served as Immediate Past President and Scholarship Chair, and Assistant City Attorney, John Andrew, served as President.
- Made various educational presentations at various state wide conventions dealing with municipal government issues.
- Provided oversight of opioid legislation being handled by outside legal counsel.
- Prepared for labor arbitration, which was settled immediately prior to the scheduled arbitration hearing.

**Fiscal 2021 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 prosecution of municipal offenses.
- Continue work in support of various projects such as Ponca City Broadband development and Public Safety Center construction.

General Fund - City Attorney								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	210,252	228,962	235,679	241,276	183,470	111,604	(129,672)	(53.74%)
Material/Supplies	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>16,904</u>	<u>34,763</u>	<u>40,925</u>	<u>47,300</u>	<u>24,137</u>	<u>48,246</u>	<u>946</u>	<u>2.00%</u>
<b>Department Total</b>	<b>227,156</b>	<b>263,725</b>	<b>276,604</b>	<b>288,576</b>	<b>207,608</b>	<b>159,850</b>	<b>(128,726)</b>	<b>(44.61%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Dues & Subscriptions	<u>3,172</u>	Full Time Salaries	(95,275)
		FICA	(6,016)
		Medicare	(1,382)
		ICMA Retirement City	(9,199)
		Health Insurance	(12,081)
		Life Insurance	(400)
		Workers Compensation	(1,719)
		Vehicle Allowance	(3,600)
		Misc Contractual Service	<u>(2,226)</u>
Total	3,172	Total	(131,898)
	<b>Net Decrease</b>		<b><u>(\$128,726)</u></b>

**Personnel Summary:**

City Attorney 1

**Total Full Time Employees 1**

**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>	<u>2020-21</u>
Full Time	2	2	2	2	2	2	2	2	2	<b>1</b>

**Explanation:** FY 20/21 the position of Assistant City Attorney was eliminated.

## 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 2020 Accomplishments:

- Reviewed plans and specifications, issued permits, and inspected new residential and commercial construction projects with a total value of \$20,585,838.23.
- Investigated and abated 4,165 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.
- Reviewed and adopted the 2018 Edition of the ICC Building Codes and the 2017 National Electric Code.
- Served as the primary staff liaison between the City and US Census Bureau leading up to and during the Census 2020 campaign.
- Department head and building inspectors collectively provided design and construction oversight of the City's new Northern Oklahoma Animal Care Facility-Ponca City.
- Created a historic design standards document for the Central Business District.
- Property inspector obtained National Certification by the ICC.
- Completed the FY-19 CDBG grant in the amount of \$112,787 for 18 Home-Buyers Assistance projects, 20 Special Services projects, and Phase II Restoration of Marland's Grand Home project.
- Completed 6 National Register Nominations utilizing grant funding from the Certified Local Governments program.
- Completed a National Register of Historic Places driving tour brochure for National Register properties located in Ponca City.
- Received and completed Phillips 66 grants for playground equipment at Attucks Park and for the acquisition of materials for safety events for children by the Fire Department.
- Submitted a grant application to "Thunder Cares" for the installation of a new basketball court at Attucks Park.
- Submitted an application for the HGTV Hometown Makeover Project.

### Fiscal 2021 Objectives:

- Collaborate with other key departments within the City in preparation of a Hazard Mitigation Plan update.
- Coordinate with the City Attorney's office and Municipal Court to streamline the nuisance citation process by permitting a Certificate of Mailing to serve in lieu of face to face issuance.
- Analyze and develop potential grant opportunities for the renovation of the Santa Fe depot.
- Complete and submit the FY-20 Community Development Block Grant application.

- Complete and submit the FY-20 Certified Local government Grant application.
- Prepare, submit and administer other State and Federal grant applications as they become available.

General Fund -Development Services								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	549,443	540,793	551,089	572,513	401,120	572,513	0	0.00%
Material/Supplies	2,871	2,043	3,689	4,300	2,275	4,350	50	1.16%
Other Charges & Svcs	102,446	73,455	88,622	83,600	49,375	153,600	70,000	83.73%
Capital Outlay	0	0	0	24,000	24,003	0	(24,000)	(100.00%)
Transfers	<u>7,082</u>	<u>11,058</u>	<u>9,694</u>	<u>11,396</u>	<u>7,276</u>	<u>11,396</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>661,842</u></b>	<b><u>627,348</u></b>	<b><u>653,093</u></b>	<b><u>695,809</u></b>	<b><u>484,050</u></b>	<b><u>741,859</u></b>	<b><u>46,050</u></b>	<b><u>6.62%</u></b>

**Approved Capital**            None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 1	3,315	Workers Compensation	(3,315)
Office Supplies	50	Pickup Trucks	<u>(24,000)</u>
Misc Contractual Services	<u>70,000</u>		
	Total	Total	(27,315)
	<b>Net Increase</b>	<b><u>\$46,050</u></b>	

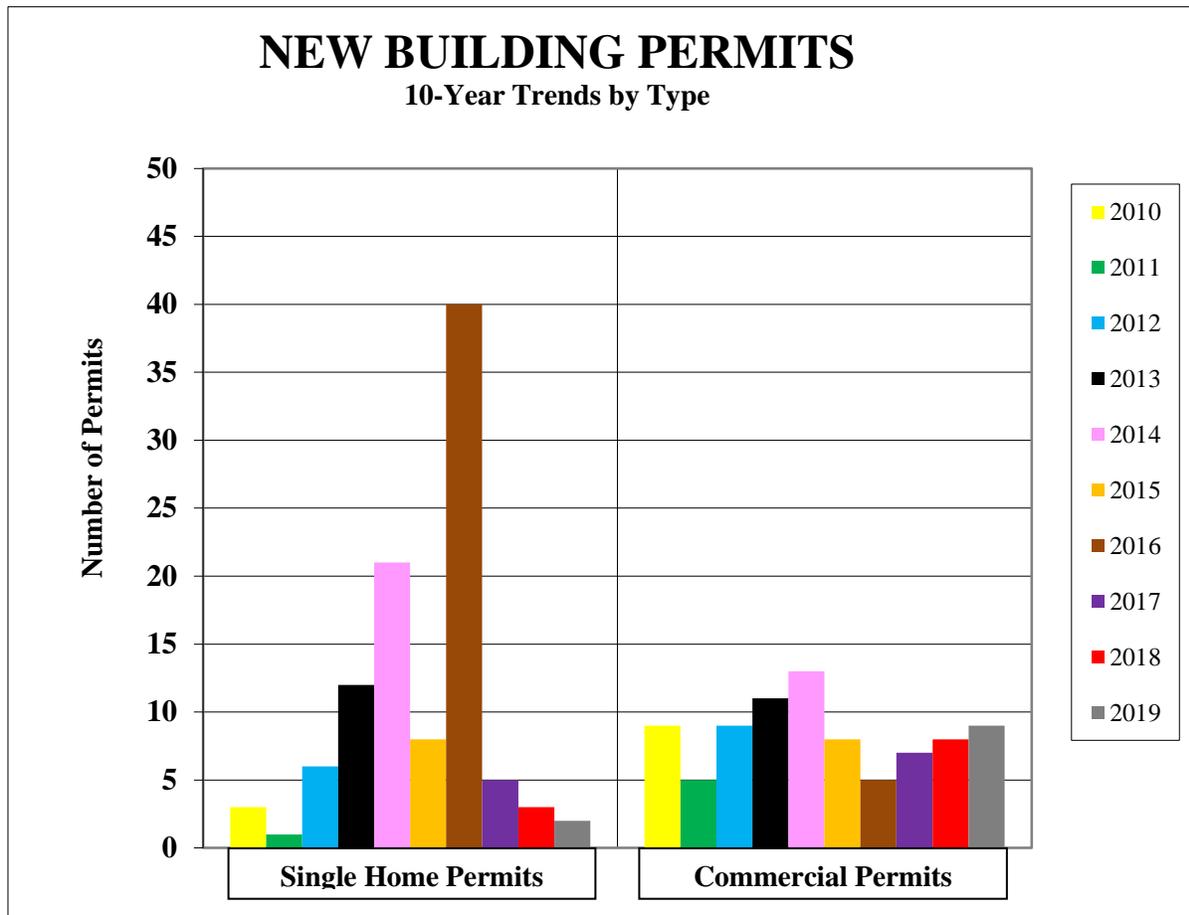
**Personnel Summary:**

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

**Total Full Time Employees            7**

**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>	<b><u>2020-21</u></b>
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 2020 Accomplishments:

- Broke ground on construction of the new Ponca City Police Station.
- 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 \$96,771.82 in reimbursement from Ponca City Public Schools.
- Received \$14,295 in grant funding which was used for body armor, and communications equipment.
- Logged 2,190 hours of volunteer service from 37 volunteers.
- Received \$23,684 in reimbursement from the State of Oklahoma for transportation of emergency mental health patients, totaling 42,725 miles driven.
- Conducted Citizens Police Academy Session 24.
- Partnered with Pioneer Tech Criminal Justice Program to put on Youth Police Academy 2019.
- Implemented a new Records Management/Jail Management/Call Taking software system.

### Fiscal 2021 Objectives:

- Maintain timeline for completion of construction on the new Ponca City Police Station.
- Review, update, and increase Police recruiting efforts to help fill vacant officer positions.
- Obtain Justice Assistance Grant to continue upgrading equipment and technology.
- Obtain Office of Justice Programs, Body Armor Partnership funding and maintain regular replacement of all body armor.
- Partner with Pioneer Tech Criminal Justice Programs to put on Youth Police Academy 2020.
- Continue to seek grants and outside funding to maximize our efforts with current funding, while being fiscally responsible.



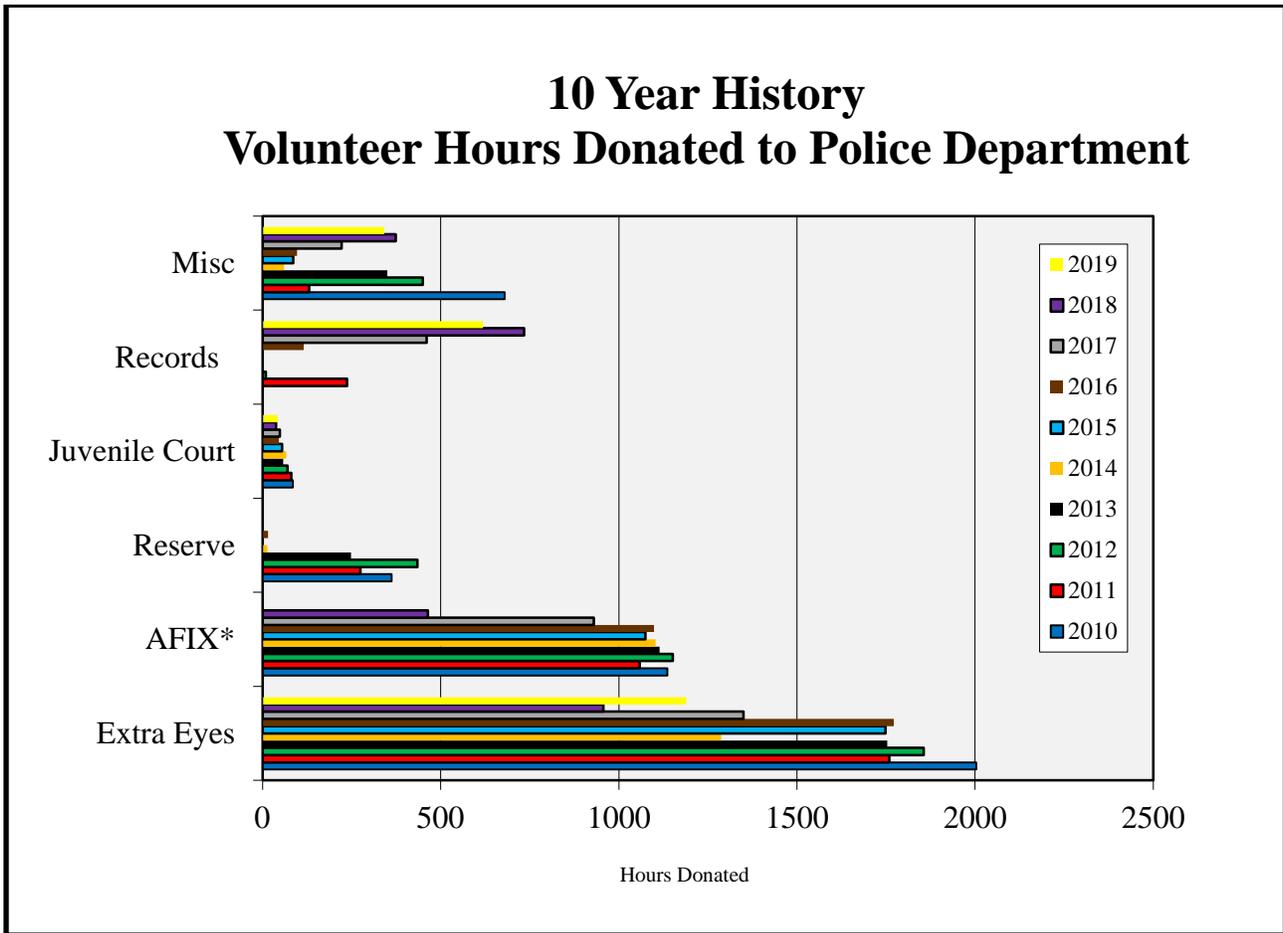
**Personnel Summary:**

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
<b>Total Full Time Employees</b>		<b>67</b>	

**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>	<u><b>2020-21</b></u>
Full Time	68	68	68	68	68	68	68	68	67	<b>67</b>

**Explanation:** FY 19-20 one Office Specialist was position was eliminated.



\*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
2019	37	2,191
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

# 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 2020 Accomplishments:**
- Sold 550 City animal tags (all points of sale).
  - Removed 635 dead animals from the community.
  - Released 644 animals to homes/rescues, a 9 percent decrease over the previous five year average.
  - Handled 1,240 animals, a decrease of 10 animals from prior year.
  - Euthanized 590 animals, equal to the last five year average.

- Fiscal 2021 Objectives:**
- Continue to work on parvovirus vaccinations on intake of all dogs to help prevent outbreaks of parvovirus 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.
  - Complete construction on the new Northern Oklahoma Animal Care Facility-Ponca City.

General Fund - Animal Control								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	202,192	201,418	200,438	213,078	151,558	213,078	0	0.00%
Material/Supplies	8,695	7,690	8,177	13,975	4,903	14,225	250	1.79%
Other Charges & Svcs	6,236	8,726	9,280	10,925	5,071	11,125	200	1.83%
Capital Outlay	0	0	0	75,000	0	0	(75,000)	(100.00%)
Transfers	<u>11,099</u>	<u>11,331</u>	<u>11,879</u>	<u>13,444</u>	<u>7,198</u>	<u>13,444</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>228,221</b>	<b>229,165</b>	<b>229,774</b>	<b>326,422</b>	<b>168,730</b>	<b>251,872</b>	<b>(74,550)</b>	<b>(22.84%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 1	1,179	Workers Compensation	(1,179)
Misc Supplies	250	C/O Building Addition & Impr	<u>(75,000)</u>
Gas Utilities	<u>200</u>		
Total	1,629	Total	(76,179)
<b>Net Decrease</b>		<b><u>(\$74,550)</u></b>	

**Personnel Summary:**

Animal Control Supervisor	1	Office Specialist	1
Animal Control Officer	2		
<b>Total Full Time Employees</b>		<b>4</b>	

**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>	<u>2020-21</u>
Full Time	4	4	4	4	4	4	4	4	4	4

<u>Animal Control Activity</u>										
<b>10 Year History</b>	<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>	<u>2019</u>
Animals Picked Up	2,091	1,936	1,725	1,489	1,339	1,294	1,320	1,322	1,250	1,270
Animals Destroyed	1,149	1,202	923	916	732	604	566	493	555	626
Destroyed/Picked Up Animals Released to Homes	55%	62%	54%	62%	55%	47%	43%	37%	44%	49%
Vicious Dogs Papers Served	925	728	783	624	607	690	754	829	695	644
Citations Issued	57	14	18	27	7	12	5	10	5	6
	597	662	655	498	313	377	222	278	330	183
Impound Fees Collected	\$7,512	\$7,702	\$9,285	\$7,785	\$14,545	\$14,565	\$11,015	\$13,315	\$16,705	\$12,540
License Fees Collected	<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>	<u>\$2,198</u>
Total Funds Collected	\$13,080	\$13,177	\$13,797	\$12,093	\$18,814	\$18,929	\$14,796	\$16,717	\$19,538	\$14,738

# 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 2020 Accomplishments:**
- Scheduled six safety classes covering 11 topics.
  - Received grant funding to purchase and distribute 1,000 NOAA Weather Radios to Ponca City residents.
  - Processed FEMA documentation for flooding disaster declaration FEMA-DR-4388-OK.
  - Served as Secretary of the Kay County Local Emergency Planning Committee and Chair of Oklahoma Emergency Management Association’s Legislative Committee.
  - Provided public information and education using a variety of venues including social media, email, weekly tip sheet and public presentations.

- Fiscal 2021 Objectives:**
- Secure support and funding for effective public notification system.
  - Update city vehicle list to include FEMA Cost Codes.
  - Participate in update of Ponca City Hazard Mitigation Plan.
  - Schedule and promote at least six safety training classes for City employees.
  - Continue to seek grants and outside funding.

General Fund - Emergency Management								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	133,360	132,453	135,178	138,779	101,146	138,779	0	0.00%
Material/Supplies	4,583	3,848	4,686	5,700	219	5,800	100	1.75%
Other Charges & Svcs	23,577	26,368	22,706	29,200	13,522	33,200	4,000	13.70%
Capital Outlay	0	0	0	25,000	0	0	(25,000)	(100.00%)
Transfers	<u>1,869</u>	<u>4,621</u>	<u>1,351</u>	<u>4,495</u>	<u>1,045</u>	<u>4,495</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>163,388</b>	<b>167,290</b>	<b>163,922</b>	<b>203,174</b>	<b>115,932</b>	<b>182,274</b>	<b>(20,900)</b>	<b>(10.29%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>			<u>Decreases</u>
Retirement Plan 1	749	Workers Compensation		(749)
Misc Supplies	100	Special Purpose Equipment		<u>(25,000)</u>
Travel Expenses	500			
Dues & Subscriptions	<u>3,500</u>			
Total	4,849	Total		(25,749)
		<b>Net Decrease</b>		<b><u>(\$20,900)</u></b>

**Personnel Summary:**

Emergency Mgmt Supervisor	1	Custodian		1
<b>Total Full Time Employees</b>				<b>2</b>

**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>	<u>2020-21</u>
Full Time	2	2	2	2	2	2	2	2	2	<b>2</b>

# 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 2020 Accomplishments:**
- Handled 20,127 Police calls for service.
  - Handled 5,744 Fire/EMS calls for service.
  - Handled 1,432 calls for other city services, rural fire departments, outside agencies, etc.
  - Completed all mandatory reporting for the State of Oklahoma 911 Management Authority.
  - Trained three Communications Officers as Communications Training Officers.

- Fiscal 2021 Objectives:**
- Obtain Association of Public Safety Communications Officials (APCO) Basic Tele-communicator training for all Communications Officers.
  - Send all Communications Officers through Pride Training at the Chamber of Commerce.
  - Obtain Emergency Medical Dispatcher certification for three communications officers.
  - Send Communications Officers through Advanced Law Enforcement Rapid Response Training (ALERRT) Active Shooter training to better prepare for response to active shooter situations.

General Fund- Communications/911								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	520,115	502,852	518,831	552,914	407,432	552,914	0	0.00%
Material/Supplies	518	2,264	1,668	2,550	7	2,600	50	1.96%
Other Charges & Svcs	76,582	75,592	72,308	83,700	60,848	85,200	1,500	1.79%
Capital Outlay	0	0	44,152	0	0	120,000	120,000	0.00%
Transfers	998	998	998	998	748	998	0	0.00%
<b>Department Total</b>	<b>598,212</b>	<b>581,706</b>	<b>637,958</b>	<b>640,162</b>	<b>469,035</b>	<b>761,712</b>	<b>121,550</b>	<b>18.99%</b>

**Approved Capital:** Software/Hardware Update to AT&T Call System \$120,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	3,048		Workers Compensation	<u>(3,048)</u>
Office Supplies	50			
Travel Expenses	500			
Education & Training Assistance	1,000			
E-911 Ancillary Equipment	<u>120,000</u>			
Total	124,598		Total	(3,048)
	<b>Net Increase</b>			<b><u>\$121,550</u></b>

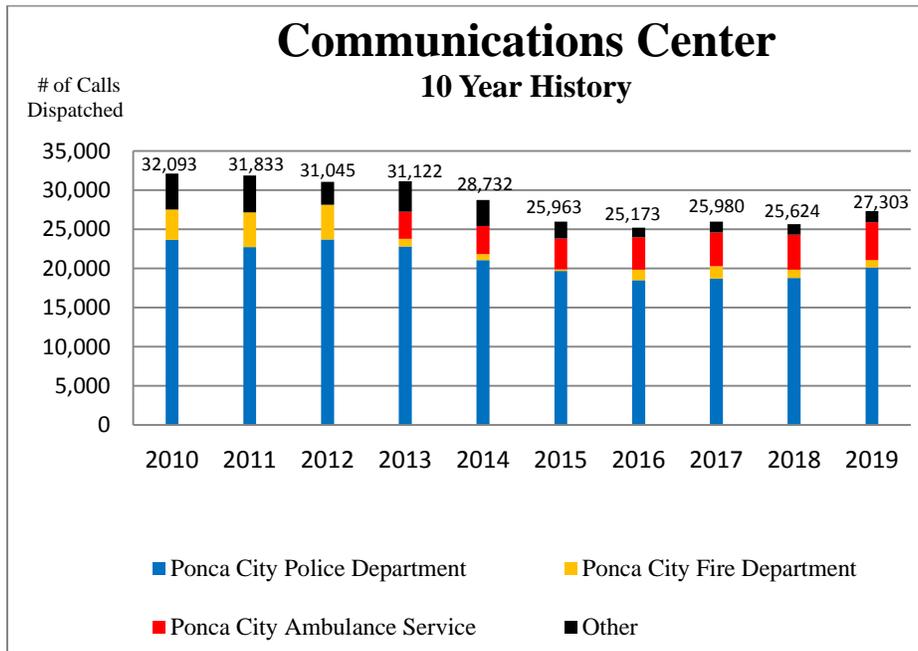
**Personnel Summary:**

Assistant Supervisor	1	Communications Officer	9
Senior Communications Officer	1		

**Total Full Time Employees                      11**

**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>	<u>2020-21</u>
Full Time	11	11	11	11	11	11	11	11	11	<b>11</b>



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 2020 Accomplishments:**

- Responded to 915 calls related to fire, rescue, or other citizen requests for assistance of which 48 were working structure fires which represent a 15 percent decrease from previous reporting year.
- Replaced 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.
- Reviewed the Department's current Insurance Service Office (ISO) classification rating scores to identify where enhancements can be made to improve the City of Ponca City's future rating.
- Performed 72 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 42 burn permits to citizens and various organizations to allow for on-premises vegetation and over-growth removal.
- Participated in Advanced Law Enforcement Rapid Response Training (ALERT) sponsored by the Kay County Sheriff's office, a multi-county multi-agency active shooter training event held at the Phillips66 towers.
- Developed a calendar-year 2020 training schedule which is aligned to satisfy educational requirements set forth by ISO.
- Utilized the new training tower facility at Pioneer Technology Center to provide all PCFD personnel with training in the areas of fire attack and suppression techniques, victim search and rescue, and pumper apparatus operations.
- Developed an entry level firefighter "workbook" that is used to identify benchmark learning objectives for all entry level firefighters during their probationary period of employment.
- Provided intra-agency stand-by support for the bi-annual Household Hazardous Waste Day event which is a collaborative effort between the City of Ponca City and Phillips66.

**Fiscal 2021 Objectives:**

- Review and modify departmental standard guidelines in an effort to align and support current fire service operational best practices.
- Review and revise the Department's current street location knowledge exam which tests the requisite geographical awareness of all new personnel employed by PCFD.
- Implement the use of the Department's incident reporting software to more effectively manage and track personnel training records.

<b>General Fund - Fire Administration</b>								
<b>EXPENDITURES:</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	5,140,080	5,045,840	5,315,093	5,276,199	4,144,327	5,276,199	0	0.00%
Material/Supplies	93,170	67,695	101,585	101,100	63,573	103,100	2,000	1.98%
Other Charges & Svcs	36,215	47,168	43,453	57,500	32,856	58,500	1,000	1.74%
Capital Outlay	144,630	109,180	124,387	72,000	10,890	82,000	10,000	13.89%
Transfers	<u>111,404</u>	<u>106,659</u>	<u>112,735</u>	<u>121,005</u>	<u>133,254</u>	<u>121,005</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>5,525,500</u></b>	<b><u>5,376,542</u></b>	<b><u>5,697,254</u></b>	<b><u>5,627,804</u></b>	<b><u>4,384,900</u></b>	<b><u>5,640,804</u></b>	<b><u>13,000</u></b>	<b><u>0.23%</u></b>

**Approved Capital:**           Plymovement Exhaust Removal System                                 \$48,000  
   PPE-Bunker Boots & Firefighting Protection Hoods                             \$34,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	26,752	Workers Compensation	(26,752)	
Wearing Apparel	500	C/O Radio Equipment	<u>(72,000)</u>	
Building Maintenance	500			
Station Furnishings	500			
Equipment & Tools Maintenance	500			
Equipment Maintenance (Cat 3)	1,000			
C/O Building Addition & Impr	48,000			
Misc Capital Outlay	<u>34,000</u>			
Total	111,752	Total	(98,752)	
	<b>Net Increase</b>	<b><u>\$13,000</u></b>		

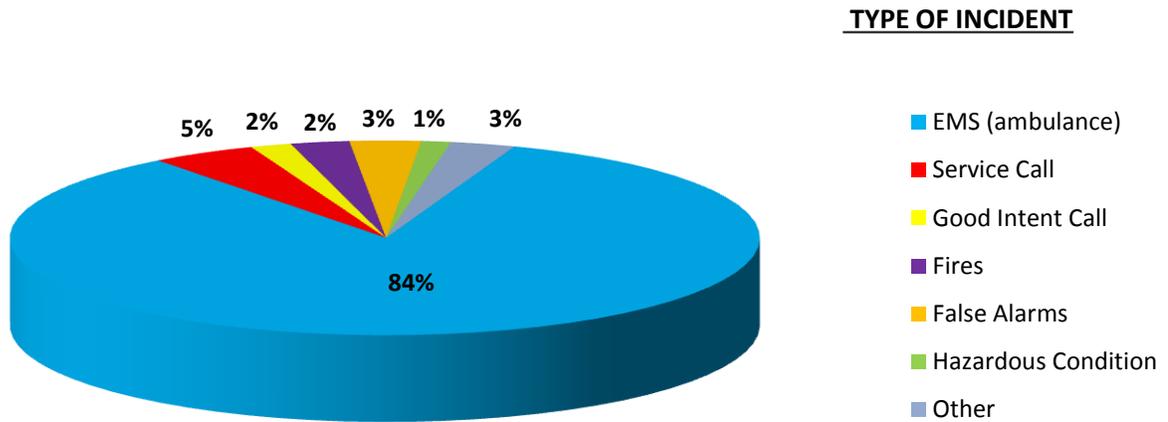
**Personnel Summary:**

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
<b>Total Full Time Employees</b>		<b>57</b>	

**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>	<u>2020-21</u>
Full Time	57	57	57	57	57	57	57	57	57	57

**2019 Annual Emergency Response Analysis**



**5,744 Total Fire and Ambulance Responses for Calendar Year 2019 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.

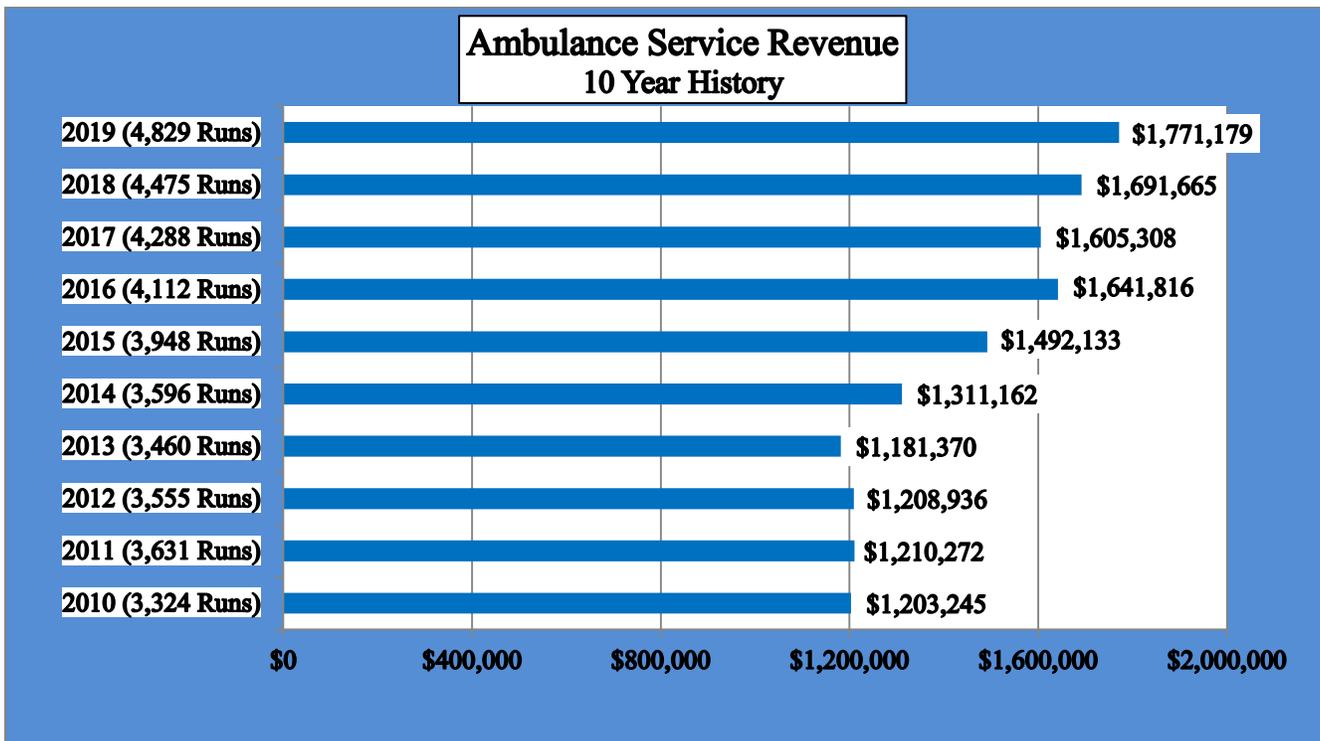
### Fiscal 2020 Accomplishments:

- Responded to 4,829 emergency medical related calls, which represents a 7.91 percent increase from the previous year.
- Refined patient care documenting procedures which enhanced throughput of electronic health records from the point of service in the field to the Department's third-party billing service.
- Took delivery of a new type I Freightliner ambulance vehicle which will more efficiently accommodate the Department's increasing volume of out of town transfers.
- Purchased and placed into service a new LifePack 15 heart monitor which replaced one of the departments's obsoleted Life Pack 12 heart monitor units.
- Participated in four (4) quality assurance meetings with AllianceHealth Hospital in an effort to enhance pre-hospital identification and recognition of patients in need of acute cardiac care.
- 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.
- 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.

### Fiscal 2021 Objectives:

- Collaborate with Air-Evac Lifeteam helicopter service in an effort to create a framework for providing region-wide training opportunities in the area of advanced pre-hospital care.
- Implement a program to review the Oklahoma Department of Health – EMS Division's medical protocols with all personnel in the classroom setting in an effort to insure that personnel maintain the requisite knowledge, skills, and abilities of those procedures.
- Refine the training curriculum used to deliver annual CPR and AED training provided to all employees of the City of Ponca City.
- Purchase 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.





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 2020 Accomplishments:

- Completed repairs to the city streets and alleys that were damaged by the May floods. The department used twice the amount of materials as normal to make those repairs.
- Removed and replaced a drainage pipe, completed 117 feet of concrete channel improvements and widen the bridge at the Motocross track.
- Completed the demo of a localized flood problem at 527 Virginia removing 540 cubic yards of debris and hauling in 270 cubic yards of dirt to finish dressing up the property.
- Started a new project of grinding down bumps and humps at several intersections and pavement changes all around the city.
- Completed various special concrete projects included pouring a two ramps to the building, lowering the sidewalk to street level to meet ADA requirements at the Concert Hall, a new driveway at Fire Station #4, parking and sidewalk at three playground structures and expanding a drive entrance to accommodate buses at the Grand Home.
- Completed 12.25 miles of chip and seal roads.
- Completed phase one of a drainage project at Cleary and Drake. This included removing 42 Concrete blocks (2'x2'x6') and pouring 43 cubic yards of concrete to form a three foot wide by two foot deep foundation. After the foundation was completed the 42 blocks were reset in place.

## Fiscal 2021 Objectives:

- Continue the phase two of the drainage project at Cleary and Drake. This phase includes a concrete floor and possibly more concrete blocks along the west wall of the channel.
- Continue working with Engineering to correctly map all the catch basins and underground storm drain lines.
- Partner with the Stormwater Division to stay in compliance with the Oklahoma Department of Environmental Quality requirements and maintain all stormwater runoff within the City.
- Demolish an abandoned structure and clean up the property at 1215 West Liberty.
- Chip and seal approximately 8 lane miles.
- Crack Seal approximately 5 miles.
- Replace 750 feet of curb and gutter.

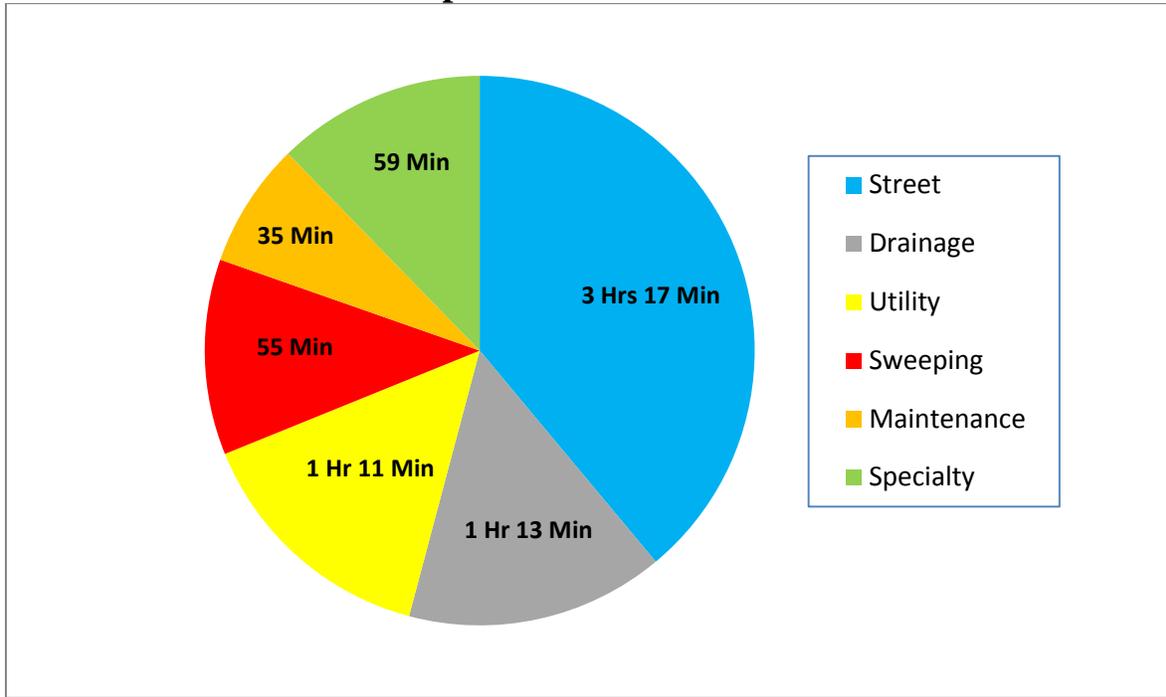
General Fund - Street Administration								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	1,004,284	882,937	860,247	1,064,608	648,582	1,064,608	0	0.00%
Material/Supplies	30,847	26,321	16,718	47,900	16,982	47,900	0	0.00%
Other Charges & Svcs	7,462	6,999	8,344	17,350	7,163	17,150	(200)	(1.15%)
Capital Outlay	0	14,927	30,787	130,000	117,394	0	(130,000)	(100.00%)
Transfers	<u>171,640</u>	<u>187,271</u>	<u>202,449</u>	<u>192,219</u>	<u>191,327</u>	<u>192,219</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>1,214,233</u></b>	<b><u>1,118,454</u></b>	<b><u>1,118,545</u></b>	<b><u>1,452,077</u></b>	<b><u>981,449</u></b>	<b><u>1,321,877</u></b>	<b><u>(130,200)</u></b>	<b><u>(8.97%)</u></b>

**Approved Capital:** Street Sweeper (Stormwater Fund) \$310,000  
 Asphalt Recycler (Street & Alley Fund) \$90,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	<u>5,812</u>	Workers Compensation	(5,812)
		Telephone Service Local	(100)
		Misc Lease & Rentals	(100)
		Other Trucks	<u>(130,000)</u>
Total	5,812	Total	(136,012)
	<b>Net Decrease</b>		<b><u>(\$130,200)</u></b>

### 2019 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:

	<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>	<u>2020-21</u>
Full Time	20	20	20	20	20	20	20	20	18	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 2020 Accomplishments:**

- Completed the survey, design, plan preparation, bidding, construction oversight and inspection of the following projects:
  - Turner Street Asphalt Mill and Overlay from Hartford Avenue to Donner Avenue.
  - Third Street Sidewalk Reconstruction, East Side from Grand Avenue to Cleveland Avenue.
  - Knight Avenue Reconstruction, 14<sup>th</sup> Street to the West 1,040 feet.
  - Fifth Street Asphalt Mill and Overlay from Prospect Avenue to the North 1,570 feet.
  - 1500 Block of McGraw Drive – Drainage Repairs and Improvements.
  - Checkstand Road – New Heated Fishing Dock.
  - Sanitary Sewer and Water Line Relocations for new Public Safety Center (bounded by Walnut Avenue, Oklahoma Avenue, Third Street and Fourth Street).
- Continued provision of construction oversight assistance to ODOT for the construction of the new concrete trail loop at Lake Ponca, designated as Lake Ponca Trail – Phase 1.
- 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 includes the re-validation process with ISO-CRS representatives who postponed their visit to Ponca City until 2020 to audit the activities.
- Provided plan review, City regulation guidance and GIS data assistance for various economic development projects in Ponca City including Dollar General, Community Bank, Xpress Wellness and Kingdom Hall Church.
- Completed the scanning/digitizing of all engineering hard copy archives and set up a digital archive database accessible via the GIS system.

**Fiscal 2021 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 engineering, design, plans, bidding services and consultant and construction oversight in the support of other City department's projects and programs including Park and Recreation Department and Stormwater program.
- 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.

<b>General Fund - Engineering Administration</b>								
<b>EXPENDITURES:</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	511,834	514,058	505,591	526,569	380,647	526,569	0	0.00%
Material/Supplies	5,517	5,973	8,637	11,550	4,409	13,500	1,950	16.88%
Other Charges & Svcs	24,444	19,858	16,204	51,680	15,890	48,180	(3,500)	(6.77%)
Capital Outlay	6,838	32,476	0	0	0	0	0	0.00%
Transfers	<u>6,069</u>	<u>5,940</u>	<u>4,784</u>	<u>7,064</u>	<u>3,115</u>	<u>7,064</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>554,702</b>	<b>578,305</b>	<b>535,216</b>	<b>596,863</b>	<b>404,061</b>	<b>595,313</b>	<b>(1,550)</b>	<b>(0.26%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 1	2,982	Workers Compensation	(2,982)
Computer Supplies	250	GIS Services	(3,000)
Hand Tools	500	Education & Training	<u>(1,500)</u>
Misc Supplies	500		
Safety Material & Supplies	200		
Equipment & Tools Maint	500		
Travel Expenses	<u>1,000</u>		
<b>Total</b>	<b>5,932</b>	<b>Total</b>	<b>(7,482)</b>
	<b>Net Decrease</b>		<b><u>(\$1,550)</u></b>

**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>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>	<u>2020-21</u>
Full Time	7	7	7	7	7	7	7	7	6	<b>6</b>

**Explanation:** 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 2020 Accomplishments:**

- Installed battery backup for traffic signals at 14<sup>th</sup> & Grand, Hartford & Waverly, and 1<sup>st</sup> & Highland.
- Continued ten year program to replace non-compliant street name markers under routine maintenance schedule.
- Completed median revisions at 14<sup>th</sup> & Highland to increase sight distance for left turning drivers.
- Installed new LED low clearance warning signs at the South Avenue underpass.
- Contracted 72,000 linear feet of pavement marking replacement on major street system.
- Installed video detection for eastbound traffic at 14<sup>th</sup> & Knight in advance of mill/overlay project on Knight.
- Produced 789 traffic control signs and 4127 special signs/decals for city departments and other governmental agencies.
- Replaced 485 traffic control signs and 218 street name markers under routine maintenance program.
- Conducted 24 hour traffic volume counts at 80 locations on through street system.
- Conducted 17 battery backup tests, 36 conflict monitor tests, 53 emergency vehicle preemption tests under routine traffic signal maintenance program.

**Fiscal 2021 Objectives:**

- Contract for \$100,000 of pavement striping on major streets.
- Prepare plans & specifications and manage construction of approved street sales tax projects.
- Replace the oldest 10 percent +/- of traffic control signs across the city.
- Re-lamp at least five 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.

<b>General Fund - Traffic Engineering</b>								
<b>EXPENDITURES:</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	382,599	386,827	397,470	407,012	297,859	407,012	0	0.00%
Material/Supplies	37,755	33,977	43,064	45,950	34,796	46,850	900	1.96%
Other Charges & Svcs	3,052	2,963	2,546	5,300	2,454	5,200	(100)	(1.89%)
Capital Outlay	4,571	0	0	0	0	11,000	11,000	0.00%
Transfers	<u>11,249</u>	<u>21,422</u>	<u>15,857</u>	<u>17,973</u>	<u>15,691</u>	<u>17,973</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>439,226</b>	<b>445,189</b>	<b>458,937</b>	<b>476,235</b>	<b>350,800</b>	<b>488,035</b>	<b>11,800</b>	<b>2.48%</b>

**Approved Capital:**      Wide Format Outdoor Color Printer      \$11,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	2,222	Workers Compensation	(2,222)
Traffic Control Supplies	1,000	Wearing Apparel	(100)
Dues & Subscriptions	100	Gas Utilities	<u>(200)</u>
Misc Capital Outlay	<u>11,000</u>		
Total	14,322	Total	(2,522)

**Net Increase      \$11,800**

**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>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>	<b><u>2020-21</u></b>
Full Time	6	6	6	6	6	6	6	6	6	<b>6</b>

## 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 2020 Accomplishments:**
- Facility Rentals for 2019:
    - 1,307 Campground nights
    - 8 Stage rentals
    - 222 Lake Ponca Park Shelter Rentals
    - 13 Daily Ski Dock Rentals
  - Lake Ponca Permits for 2019:
    - 642 Annual Fishing Permits
    - 647 Annual Boating Permits
    - 197 Annual Paddleboard, Canoe, or Kayak
    - 771 Daily Fishing Permits
    - 689 Daily Boating Permits
    - 59 Senior Lifetime Fishing Permits
    - 6 Daily Ski Permits
  - Maintained Tree City USA certification.
  - Collaborated with Ponca Military Academy Alumni to install historical signage.
  - Edged numerous miles of arterial roadways.
  - Maintained and mowed 715 acres of grass area and 200 planted areas.
  - Assisted in the installation and teardown of the Festival of Angels.
  - Installed holiday displays in the Main Street Corridor and installed banners.
  - Maintained 29 public lake docks.
  - Removed old concession stand from Lake Ponca event area.
  - Collaborated with American Legion to install War Monuments and Japanese Mountain Gun at War Memorial Park.
  - Collaborated with American Legion to install retired flag box at the Park Shop.
  - Completed Phase 1 of Lake Ponca Walking Trail.
  - Sprayed over 70 acres for weed control.
  - Planted over 10,000 bulbs across the City.
  - Maintained both AMBUC and Wentz Pools.
  - Relocated Lake Patrol dock for installation of new enclosed fishing dock.
  - Maintained all five splash pads.
  - Converted Fire Stations 1, 2, 3, 4, Wentz Golf Course Club House, City Garage and Senior Center to LED lights.
  - Certified all park staff as pesticide applicators.
  - Three staff members became Certified Pool Operators.
  - Completed over 200 work orders for the year.
- Fiscal 2021 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.

<b>General Fund - Park Maintenance</b>								
	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
<b>EXPENDITURES:</b>								
Personal Services	1,277,593	1,290,013	1,284,253	1,421,191	991,088	1,423,461	2,270	0.16%
Material/Supplies	80,966	85,236	99,980	93,950	66,815	95,750	1,800	1.92%
Other Charges & Svcs	26,385	25,339	25,055	29,450	19,203	30,025	575	1.95%
Capital Outlay	18,893	33,016	123,220	0	0	0	0	0.00%
Transfers	<u>109,864</u>	<u>138,277</u>	<u>103,092</u>	<u>139,870</u>	<u>98,335</u>	<u>139,870</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>1,513,702</u></b>	<b><u>1,571,880</u></b>	<b><u>1,635,601</u></b>	<b><u>1,684,461</u></b>	<b><u>1,175,442</u></b>	<b><u>1,689,106</u></b>	<b><u>4,645</u></b>	<b><u>0.28%</u></b>

**Approved Capital:**      Playground Relocation and Installation      (CIP Fund) \$25,000  
                                  Replacement Trees for Park System      (CIP Fund) \$15,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	9,869	Workers Compensation	(7,599)
Wearing Apparel	300	Office Supplies	(500)
Landscape Supplies	500	Lake Ponca Maintenance	(500)
Equipment & Tools Maint	2,000	Gas Utilities	(1,000)
Light & Heavy Equip Rental	1,000	Miscellaneous Utilities	(700)
Misc Contractual Service	1,000	Maint & Service Contracts	<u>(2,000)</u>
Contingencies	<u>2,275</u>		
Total	16,944	Total	(12,299)
	<b>Net Increase</b>	<b><u>\$4,645</u></b>	

**Personnel Summary:**

Director	1	Park Ranger	1
Horticulture Supervisor	1	Administrative Secretary	1
Part Maint Supervisor	1	Maintenance Worker II	6
Skilled Maint Technician	2	Maintenance Worker I	6
Equipment Operator I	1	Laborer – Part Time	1
Small Engine Mechanic	1	Seasonal Maint – Part Time	9
Senior Maintenance Worker	2		
		<b>Total Full Time Employees</b>	<b>23</b>
		<b>Total Part Time Employees</b>	<b>10</b>

**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>	<u><b>2020-21</b></u>
Full Time	23	23	23	23	23	23	23	23	23	<b>23</b>



# AMBUC Pool

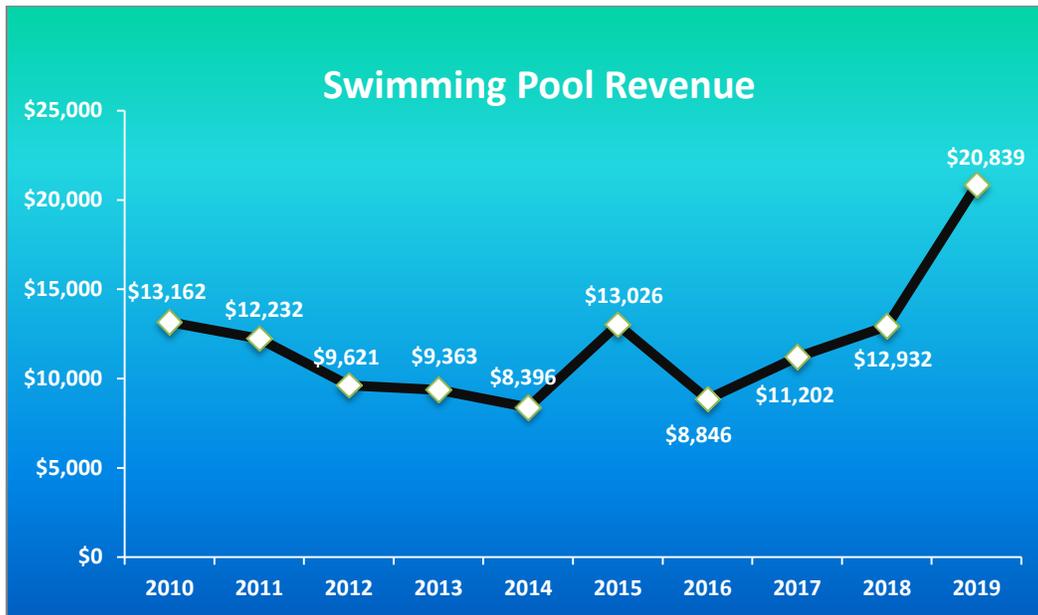
**Department Mission:** The AMBUC Pool provides quality leisure opportunities with the goals of developing healthy minds, bodies, and enhancing the quality of life.

- Fiscal 2020 Accomplishments:**
- Summer 2019 attendance:
    - 3,046 – Adult Swimmers
    - 4,771 – Child Swimmers
    - 149 – Lap Swimmers
    - 376 – RecPlex Membership Swimmers
    - 64 – Swim Passes
  - Provided swim passes for the 2019 - \$20 for 25 vouchers
    - Sold 9 books in 2019.
  - Continued to program inflatable water structure.
  - Hosted four sessions of Everyone In the Pool Free Swim Lessons for 300 youth.
  - Operated concessions at AMBUCS.
  - Replaced hot water heater.
  - Upgraded electrical service box.
  - 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.

- Fiscal 2021 Objectives:**
- Continue in-service training for season staff.
  - Continue selling swimming pool passes.
  - Expand concessions offerings.
  - Continue American Red Cross lifeguard certifications.
  - Continue operating registration software.

General Fund - AMBUC Pool								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	50,111	38,644	53,311	61,350	31,207	61,350	0	0.00%
Material/Supplies	9,850	18,507	14,489	15,306	8,262	15,600	294	1.92%
Other Charges & Svcs	277	297	262	300	197	300	0	0.00%
Capital Outlay	<u>31,313</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>91,551</b>	<b>57,449</b>	<b>68,061</b>	<b>76,956</b>	<b>39,666</b>	<b>77,250</b>	<b>294</b>	<b>0.38%</b>

**Approved Capital:** None



**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Part Time Salaries	504	Workers Compensation	(504)
Wearing Apparel	400	Janitor Supplies	(250)
Medical Supplies	350	Chemical Supplies	(1,120)
Building Maintenance	350	Misc Supplies	(150)
Equipment & Tools Maint	450	Safety Material & Supplies	(50)
Swimming Pool Maintenance	700	Misc Repair & Maintenance	(386)
Contingencies	<u>50</u>	Education & Training	<u>(50)</u>
Total	2,804	Total	(2,510)
<b>Net Increase</b>		<b><u>\$294</u></b>	

**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 2020 Accomplishments:**
- Senior Center Stats:
    - 186 – Participants in sponsored trips
    - 10,000+ – Senior meals served on Fridays
    - 4 – Seasons of Aging events hosted
    - 6 – Vendors at Crafts & Treasures Fair
    - 356 – Medicare Part D prescription appointments
    - 7 – Day trips
    - 500+ – Weekly programs over the year
  - Coordinated “Generations United”, an inter-generational program blending youth and seniors in programs and activities.
  - Partnered with the Senior Resource Network and served as host site for quarterly meetings.
  - Initiated and administered a five-day weekly lunch program for seniors.
  - Renovated the west entry at Senior Center.
  - Relit Senior Center sign and lights under awning on Grand Ave.
  - Hosted five community senior dances for 75 to 100 seniors.
  - Coordinated the 2020 Mother-Son Dance at the Marland Mansion.
  - Organized the Lighted Christmas Parade with 62 registered entries.
  - Coordinated the annual Moon Light Turkey Trot with 101 participants.
  - Replied to numerous Letters to Santa.
  - Coordinated movies for Movies in the Park.
  - Coordinated the following Adult Sports:
    - Adult Basketball – 8 teams.
    - Adult Sand Volleyball – 5 teams.
    - Co-Ed Fall Cornhole League – 14 teams.
    - Spring Cornhole Tournament – 10 teams.
  - Coordinated the following Youth Sports:
    - Youth Fishing League – 12 participants.
    - Youth Fishing Clinic – 19 participants.
  - Hosted Adult Futsal at Unity Gym.
  - Hosted inaugural Series at the Lake.
  - Expanded Community Classes.
  - Repainted and cleaned Wally Smith Tennis Center.

- Fiscal 2021 Objectives:**
- Continue expanding program offerings for all ages.
  - Continue City employee health and wellness programs.
  - 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.

<b>General Fund - Recreational Programs</b>								
<b>EXPENDITURES:</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	242,930	234,193	233,512	254,887	151,089	271,726	16,839	6.61%
Material/Supplies	22,675	28,867	42,124	33,200	41,896	80,000	46,800	140.96%
Other Charges & Svcs	32,553	38,731	54,930	49,600	30,750	41,000	(8,600)	(17.34%)
Capital Outlay	7,000	25,000	42,488	0	0	0	0	100.00%
Transfers	<u>6,562</u>	<u>7,247</u>	<u>6,873</u>	<u>7,499</u>	<u>5,839</u>	<u>7,499</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>311,719</u></b>	<b><u>334,038</u></b>	<b><u>379,926</u></b>	<b><u>345,186</u></b>	<b><u>229,574</u></b>	<b><u>400,225</u></b>	<b><u>55,039</u></b>	<b><u>15.94%</u></b>

**Approved Capital:**       None

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	13,650	Workers Compensation	(1,367)
Part Time Salaries	1,332	Wearing Apparel	(300)
FICA	1,146	Janitor Supplies	(800)
Medicare	248	Safety Material & Supplies	(300)
Retirement Plan 1	1,521	Grounds Maintenance	(100)
Life Insurance	309	Dues & Subscriptions	(200)
Athletic Supplies	3,400	Senior Center Other Charges	(14,000)
Senior Center Materials	36,000	Contingencies	(200)
Misc Supplies	5,700	Refunds	(300)
Buildings Maintenance	3,200	Miscellaneous	<u>(9,000)</u>
Gas Utilities	4,000		
Travel Expenses	200		
Printing	2,000		
Maint & Service Contracts	8,000		
Misc Contractual Services	500		
Misc Other Charges	<u>400</u>		
<b>Total</b>	<b>81,606</b>	<b>Total</b>	<b>(26,567)</b>
	<b>Net Increase</b>		<b><u>\$55,039</u></b>

**Personnel Summary:**

Recreation Superintendent	1	Recreation Coordinator	1
Sr Center Programming Specialist	1	Sr Center Assistant – Part Time	2
Bldg Attendant – Part Time	1	Sports Assistant – Part Time	1
Park Program Counselor – Part Time	1		

**Total Full Time Employees       3**  
**Total Part 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>	<u>2020-21</u>
Full Time	3	3	3	3	3	3	3	3	3	<b>3</b>

## Wentz Camp

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

- Fiscal 2020 Accomplishments:**
- Summer 2019 attendance:
    - 2,932 – Adult Swimmers
    - 2,945 – Child Swimmers
    - 100 – RecPlex Membership Swimmers
    - 75 – Swim Passes
  - Provided swim passes for 2019 – \$20.00 for 25 vouchers:
    - Sold 9 books in 2019.
  - 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 32 private events.
  - Conducted bi-weekly in-service training for seasonal staff.
  - Certified 1 staff member as an Aquatic Facility Operator.
  - Hosted first annual Luau at Wentz Pool with over 300 attendees.
  - Repaired and Resealed Masonry, refinished interior walls and replaced entry doors on Cabins #1, #3, #4, and #5.
  - Refinished and converted lamp posts to LED and refinished lifeguard stands.
  - Converted water tower to LED.
  - Replaced pool pump motor.
  - Repaired air conditioner compressor on Dining Hall.
  - Removed overgrown vegetation from land below Dining Hall.
  - Repaired Flag Pole.
  - Repaired numerous water leaks in the underground plumbing.
  - Collaborated with Environmental Services to repaint the water tower.
  - Certified 1 staff member as a Lifeguard Instructor.
  - Operated registration software to process all attendee’s transactions.
  - Hosted Boulder Bash Bike Race and Tall Grass Tour.

- Fiscal 2021 Objectives:**
- Continue host site for 2M2L Back to School Bash.
  - Continue in-service training for seasonal staff.
  - Continue process of cleaning and sealing buildings.
  - Install picnic tables and fire rings near cabins.
  - Continue to expand rental availability of cabins.

<b>General Fund - Wentz Camp</b>								
<b>EXPENDITURES:</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	54,315	49,527	37,057	60,106	24,692	60,106	0	0.00%
Material/Supplies	16,726	33,052	27,675	28,800	8,771	29,250	450	1.56%
Other Charges & Svcs	1,777	2,505	2,064	2,500	1,432	2,550	50	2.00%
Capital Outlay	4,625	5,131	0	0	0	0	0	0.00%
Transfers	<u>2,394</u>	<u>2,320</u>	<u>2,589</u>	<u>3,677</u>	<u>3,383</u>	<u>3,677</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>79,837</b>	<b>92,535</b>	<b>69,385</b>	<b>95,083</b>	<b>38,277</b>	<b>95,583</b>	<b>500</b>	<b>0.53%</b>

**Approved Capital:** Exterior Repair of Dining Hall/Boys Bathroom (Hotel/Mot) \$55,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Part Time Salaries	476	Workers Compensation	(476)
Wearing Apparel	400	Food Supplies	(150)
Medical Supplies	300	Janitor Supplies	(2,000)
Hand Tools	350	Chemical Supplies	(400)
Misc Supplies	600	Equipment & Tools Maint	(300)
Safety Material & Supplies	100	Motor Vehicle Maintenance	(600)
Grounds Maintenance	400	Printing	(200)
Swimming Pool Maintenance	1,750	Education & Training	<u>(200)</u>
Gas Utilities	300		
Misc Other Charges	<u>150</u>		
<b>Total</b>	<b>4,826</b>	<b>Total</b>	<b>(4,326)</b>
	<b>Net Increase</b>		<b><u>\$500</u></b>

**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 2020 Accomplishments:

- Completed Phase I Renovations which was limited to the exterior perimeter of the east terrace structure and sunroom beyond the east face of the home, including all below grade portions of the walls up to the top of the balustrade at the terrace and to the top of the stone water table at the sunroom. Funding sources included City, Friends of the Marland's Grand Home, and CDBG.
- Completed Phase II Renovations which included improvements to the perimeter stone water table on all four sides of home not including the sunroom portion, as well as the north and south stone porch bases and long stone planters that reside on the porches between each post. Funding sources included City, Friends of the Marland's Grand Home, and CDBG.
- Completed handicap ramp project on the south side of home.
- Created a more accessible west entrance driveway for larger vehicles and buses using the services of the Street Division.
- Renovated historic swimming pool dressing area creating an extra bathroom.
- Added heritage plantings and stone walkway to east flower bed.
- Showcased the site as an educational/historic resource with Listen and Learn Presentations: *Marland Hunting Camps-Part I and Part II*, *Fred Bartram and the Northwest Tribal Collection*, and *Archeology of the American Indians*.
- Partnered with the Friends of the Marland's Grand Home to host a *Mystery at the Grand Mansion* fundraiser.
- Completed the organization, cleaning, and labeling of all 101 Ranch artifacts.
- Celebrated the Indian Museum's 80 year location at Marland's Grand Home and featured the museum's collections on *Discover Oklahoma*.

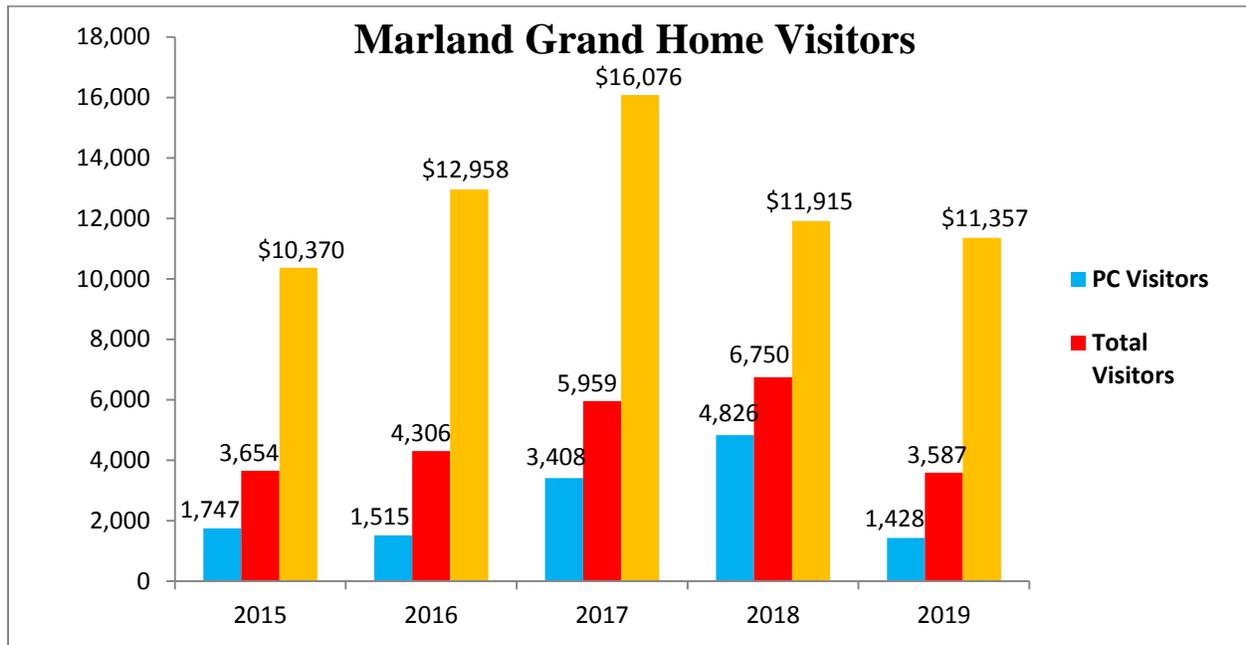
### Fiscal 2021 Objectives:

- Plan for Phase III Renovations to include exterior stucco and paint repairs.
- Continue to encourage 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/restore structural issues and physical needs of home.
- Continue to work in partnership with the Cultural Affairs Commission, Ponca City Tourism Bureau, and Friends of Marland's Grand Home.
- Continue joint advertising efforts with the Marland Estate and Ponca City Tourism via magazine and newspaper advertisements, as well as distributing information via the media, social media and website.
- Continue to seek museum expertise, training, and partnerships with similar sites.
- Continue to partner with other Ponca City culture sites hosting special events, such as the *Holiday Happening Weekend* in December.





**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 2020 Accomplishments:**
- Provided over 30,000 checkouts of downloadable materials through the Oklahoma Virtual Library Consortium for community residents.
  - Delivered passive programming to over 4,000 residents in events such as Thaumatrope make-and- take, Brown Bag Challenges, and scavenger hunts.
  - Provided a 4 month *Staying Healthy Over the Holidays* health literacy initiative.
  - Facilitated over 20,000 searches from online databases such as Rosetta Stone, Ancestry, Legal Forms online, Reference USA and Valueline.
  - Provided over 4,000 computer sessions in the library lab.
  - Moved the library lab to the multimedia area, and started work on the Library Maker Space.
  - Introduced new programming activities in the Library Maker Space, such as 3-D pens, printers and routers.
  - Provided monthly outreach to the Otoe Missouriia Head Start and the Ponca Head Start.
  - Provided over 300 Welcome Baby packets to local hospitals and Pregnancy Hope Center.
  - Provided over 300 creative and diverse adult programs such as *There’s an APP for that*, *Yoga@the Link*, *First Freaky Film Festival*, *Learn Cursive*, and *Murder at the Manor*.
  - Initiated a state wide book club kit sharing service to identify opportunities for resource sharing.
  - Created more than 225 displays throughout the year to highlight collections, formats and new materials.
  - Developed online carousels to highlight new collections and spotlight themes in the online catalog.
  - Provided over 200 programs to children and teens on topics such as, *Astronaut Training in the Park*, *Wigglebot maker play*, *Starry Slime* and fan parties.
  - Developed a Library of Things, featuring international games, adult theme kits and book club kits for community residents.
  - Completed a video surveillance network within the library to provide improved safety for library staff and customers.
  - Completed an inventory of all library materials.

- Fiscal 2021 Objectives:**
- Attain a circulation per capita of 10 (of all material types) by July 2021.
  - Provide presentations to at least 5 community groups by July 2021.

- Use social media outlets at least 10 times monthly to generate interest in services and collections.

<b>General Fund - Library</b>								
<b>EXPENDITURES:</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	691,532	684,794	698,192	746,910	483,113	746,910	0	0.00%
Material/Supplies	188,791	184,429	192,898	204,600	106,356	208,200	3,600	1.76%
Other Charges & Svcs	77,069	74,753	73,012	76,450	53,718	78,350	1,900	2.49%
Capital Outlay	5,455	17,294	35,485	22,000	0	0	(22,000)	(100.00%)
Transfers	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>13,975</u>	<u>18,633</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b><u>981,479</u></b>	<b><u>979,903</u></b>	<b><u>1,018,220</u></b>	<b><u>1,068,593</u></b>	<b><u>657,162</u></b>	<b><u>1,052,093</u></b>	<b><u>(16,500)</u></b>	<b><u>(1.54%)</u></b>

**Approved Capital:** Infrastructure Maintenance: Water Damage (CIP Fund) \$15,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 1	4,340	Workers Compensation	(4,340)
Office Furnishings	200	Special Purpose Equipment	<u>(22,000)</u>
Books & Periodicals	1,500		
Janitor Supplies	100		
Landscape Supplies	100		
Building Maintenance	1,700		
Gas Utilities	700		
Travel Expenses	800		
Computer Services	<u>400</u>		
Total	9,840	Total	(26,340)
	<b>Net Decrease</b>		<b><u>(\$16,500)</u></b>

**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>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>	<u>2020-21</u>
Full Time	11	11	11	11	11	11	11	11	11	11

	2010	2011	2012	2013	2013	2014	2015	2016	2017	2018	2019
<b>Circulation per Capita</b>	9.88	9.13	8.86	9.03	9.03	8.17	7.95	8.46	8.90	9.85	9.86
<b>Program Attendance Per Capita</b>	.28	.30	.68	.92	.92	.61	.38	.79	1.09	1.38	1.02
<b>Reference Transactions</b>	.75	.71	.70	.48	.48	.52	.56	.32	.53	.46	.47
<b>Physical Collection Turnover Rate</b>	2.55	2.73	2.44	2.55	2.55	2.51	2.45	2.6	2.57	2.85	3.35
<b>Physical Collection Size Per Capita</b>	3.88	3.34	3.62	3.53	3.53	3.24	3.24	3.26	2.80	2.31	2.60
<b>Library Cards % of Community</b>	73%	72%	69%	67%	67%	68%	53%	59%	59%	64%	59%

**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 2020 Accomplishments:**
- Worked with Volunteer Income Tax Assistance (VITA) volunteers and other donors to bring funding for the Library and the Friends of the Ponca City Library through matching corporate grant programs.
  - Applied for two continuing education grants from the Oklahoma Department of Libraries.
  - Provided a *Night at the Library* for children who completed their annual summer reading goals.
  - Provided more than 90 programs for children and young adults, including the tween *Halloween Spooktacular*, pumpkin decorating, Turkey Bingo, *A Visit With Santa*, and gingerbread house activities.
  - Organized a Summer Reading Kick off on the lawn featuring Edgar Cruz partially sponsored by OAC.
  - Spent approximately \$17,000 updating children's and teen print material collections.
  - Provided the 3<sup>rd</sup> annual Community Resource fair to over 85 participants.
  - Provided a 4 month health literacy program *Staying Healthy Over the Holidays* for over 200 participants through IMLS and ODL.
  - Initiated the *1000 Books by Kindergarten* program through the Oklahoma Partnership for School Readiness organization funding.
  - Partnered with local community groups such as RSVP and the Alzheimer's Association to provide a 6 part series on Alzheimer's information for patients and caregivers.
  - Provided circulating hot spots.
  - Provided over 50 programs to over 4,000 children and teens utilizing IMLS, ODL, and Friends of the Ponca City Library during summer reading events.
  - Provided Summer Reading decorations and incentives.
  - Provided two traveling pop up exhibits on water conversation and women's voting rights through grant sponsorship.
  - Provided quarterly programming brochures.
  - Provided adult and family programs such as *Brown Bag Mystery*, Escape Room events, Murder Mystery events and *Adult Book Club*.

- Fiscal 2021 Objectives:**
- Augment category 2 & 3 budgets at least by an additional 10 percent through grants, gifts, and program sponsorships.
  - Develop two new funding sources this fiscal year.

Special Revenue - Library Grant Fund								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Grant Revenue	<u>7,033</u>	<u>4,792</u>	<u>9,361</u>	<u>10,200</u>	<u>11,125</u>	<u>11,000</u>	<u>800</u>	<u>7.84%</u>
<b>Total Revenues:</b>	<b><u>7,033</u></b>	<b><u>4,792</u></b>	<b><u>9,361</u></b>	<b><u>10,200</u></b>	<b><u>11,125</u></b>	<b><u>11,000</u></b>	<b><u>800</u></b>	<b><u>7.84%</u></b>
EXPENDITURES								
Material & Supplies	20,162	16,353	14,440	2,200	6,403	3,000	800	36.36%
Other Charges & Svcs	20,260	16,175	19,606	8,000	8,381	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>
<b>Total Expenditures:</b>	<b><u>40,422</u></b>	<b><u>32,527</u></b>	<b><u>34,046</u></b>	<b><u>10,200</u></b>	<b><u>14,784</u></b>	<b><u>11,000</u></b>	<b><u>800</u></b>	<b><u>7.84%</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>	<u>Decreases</u>
Books & Periodicals	<u>800</u>	
<b>Total</b>	<b>800</b>	<b>Total 0</b>
	<b>Net Increase</b>	<b><u>\$800</u></b>



Cover art for brochures for *Imagine Your Story*.  
 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 2020 Accomplishments:**

- Participated in the Oklahoma Library Association Legislative Committee and training events in the library advocacy.
- Participated in advocacy training at the American Library Association's Public Library Division training.
- Library staff maintained leadership position in the Oklahoma Public Library Directors' Council and acted to improve communication of library issues to elected officials.
- Provided regular updates to library staff and the Library Board about funding issues and legislative issues affecting state appropriations to libraries and legal oversight issues in public libraries.
- Provided professional staff development at workshops.
- Worked to comply with eligibility requirements to receive state aid funding.
- Contacted elected officials at least five times this year to engage support for community library services in Ponca City.
- Provided information and computer workstation access to improve Census data gathering.
- Provided supplies for adult, family and children's programming activities, such as the *Night at the Library*.
- Provided downloadable materials for the Oklahoma Virtual Library Consortium.
- Provided popular books for the Library's circulating collections.

**Fiscal 2021 Objectives:**

- Monitor legislative bills and trends that may impact library services, trends, and funding.
- Contact elected officials on library related issues and funding concerns at least quarterly.
- Provide staff and Library Board members on funding issues at least twice annually.
- Attend at least two training sessions on fund raising practices to become more competitive in obtaining supplementary funding sources for library services and programs.
- Maintain eligibility for state aid allocations.

Special Revenue - Library State Aid								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Trust Revenue	<u>12,241</u>	<u>12,690</u>	<u>10,931</u>	<u>12,700</u>	<u>10,865</u>	<u>13,000</u>	<u>300</u>	<u>2.36%</u>
<b>Total Revenues:</b>	<b><u>12,241</u></b>	<b><u>12,690</u></b>	<b><u>10,931</u></b>	<b><u>12,700</u></b>	<b><u>10,865</u></b>	<b><u>13,000</u></b>	<b><u>300</u></b>	<b><u>2.36%</u></b>
<b>EXPENDITURES</b>								
Material & Supplies	4,723	4,690	3,498	4,200	0	4,000	(200)	(4.76%)
Other Charges & Svcs	<u>7,518</u>	<u>8,000</u>	<u>7,433</u>	<u>8,500</u>	<u>1,922</u>	<u>9,000</u>	<u>500</u>	<u>5.88%</u>
<b>Total Expenditures:</b>	<b><u>12,241</u></b>	<b><u>12,690</u></b>	<b><u>10,931</u></b>	<b><u>12,700</u></b>	<b><u>1,922</u></b>	<b><u>13,000</u></b>	<b><u>300</u></b>	<b><u>2.36%</u></b>

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Books & Periodicals	500	Office Supplies	(700)
Travel Expenses	<u>500</u>		
Total	1,000	Total	(700)
<b>Net Increase</b>		<b><u>\$300</u></b>	

## 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 2020 Accomplishments:**
- Provided funding for the repair of utility cuts using 139 tons of asphalt and 187 yards of concrete.
  - Provided funding to make all necessary repairs to City streets using 264 tons of asphalt and 239 yards of concrete.
  - Provided funding for 450 feet of curb and gutter replacement throughout the City.
  - Provided funding for 4 lane miles of crack sealing on City streets.
  - Provided funding to repair 757 blocks of City maintained alleys, while using 992 tons of Traffic Bound Surface Course (TBSC) rock and 487 cubic yards of asphalt millings.

- Fiscal 2021 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	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
County Mtr Veh Tax	169,371	170,500	171,821	170,000	114,877	170,000	0	0.00%
State Gasoline Tax	44,457	45,500	43,498	45,000	30,233	35,000	(10,000)	(22.22%)
Misc Receipts	<u>0</u>	<u>0</u>	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>213,828</b>	<b>216,000</b>	<b>217,320</b>	<b>215,000</b>	<b>145,109</b>	<b>205,000</b>	<b>(10,000)</b>	<b>(4.65%)</b>
<b>EXPENDITURES</b>								
Material & Supplies	160,149	192,201	156,304	290,000	65,298	245,000	(45,000)	(15.52%)
Other Charges & Svcs	0	0	2,619	15,000	2,242	15,000	0	0.00%
Capital	<u>443,854</u>	<u>125,617</u>	<u>92,512</u>	<u>0</u>	<u>0</u>	<u>90,000</u>	<u>90,000</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>604,003</b>	<b>317,819</b>	<b>251,435</b>	<b>305,000</b>	<b>67,539</b>	<b>350,000</b>	<b>45,000</b>	<b>14.75%</b>

**Approved Capital:** Asphalt Recycler \$90,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Special Purpose Vehicles	<u>90,000</u>	Street Maintenance	<u>(45,000)</u>
Total	90,000	Total	(45,000)
	<b>Net Increase</b>		<b><u>\$45,000</u></b>

## 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 2020 Accomplishments:

- Staggered court appearance times in order to not have so many defendants present in court lobby all at one time.
- Court staff maintains regular communication with presiding judge and prosecutors office regarding ongoing cases and also collaborates with police department, attorneys, extra eyes volunteer, counseling representatives and other court related agencies and courts (i.e. posting of officers needed list, emailing dockets with highlights of the next docket).

### Fiscal 2021 Objectives:

- Maintain filing notifications to the Office of the Juvenile Affairs (OJA) to keep their office informed of case being processed through Juvenile Court pursuant to an interlocal agreement with Kay County District Court, OJA and City of Ponca City.
- 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.
- Submit original case file paperwork on an as needed basis to meet state requirements for any appeal(s) to be processed through District Court.
- Utilize the extra eyes volunteer to call defendants into closed court and complete paperwork inside the courtroom which reduces the time spent at the court window during court sessions, which allows more efficient case management in a limited space facility.

Special Revenue - Special Projects Fund - Juvenile Fines								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Juvenile Fines	25,443	23,519	28,106	22,000	21,990	25,000	3,000	13.64%
Misc Receipts	<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>
<b>Total Revenues:</b>	<b><u>25,443</u></b>	<b><u>23,519</u></b>	<b><u>28,106</u></b>	<b><u>22,000</u></b>	<b><u>21,990</u></b>	<b><u>25,000</u></b>	<b><u>3,000</u></b>	<b><u>13.64%</u></b>
EXPENDITURES								
Personal Services	0	0	2,700	7,000	7,000	10,000	3,000	42.86%
Material & Supplies	723	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>11,250</u>	<u>15,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b><u>15,723</u></b>	<b><u>15,000</u></b>	<b><u>17,700</u></b>	<b><u>22,000</u></b>	<b><u>18,250</u></b>	<b><u>25,000</u></b>	<b><u>3,000</u></b>	<b><u>13.64%</u></b>

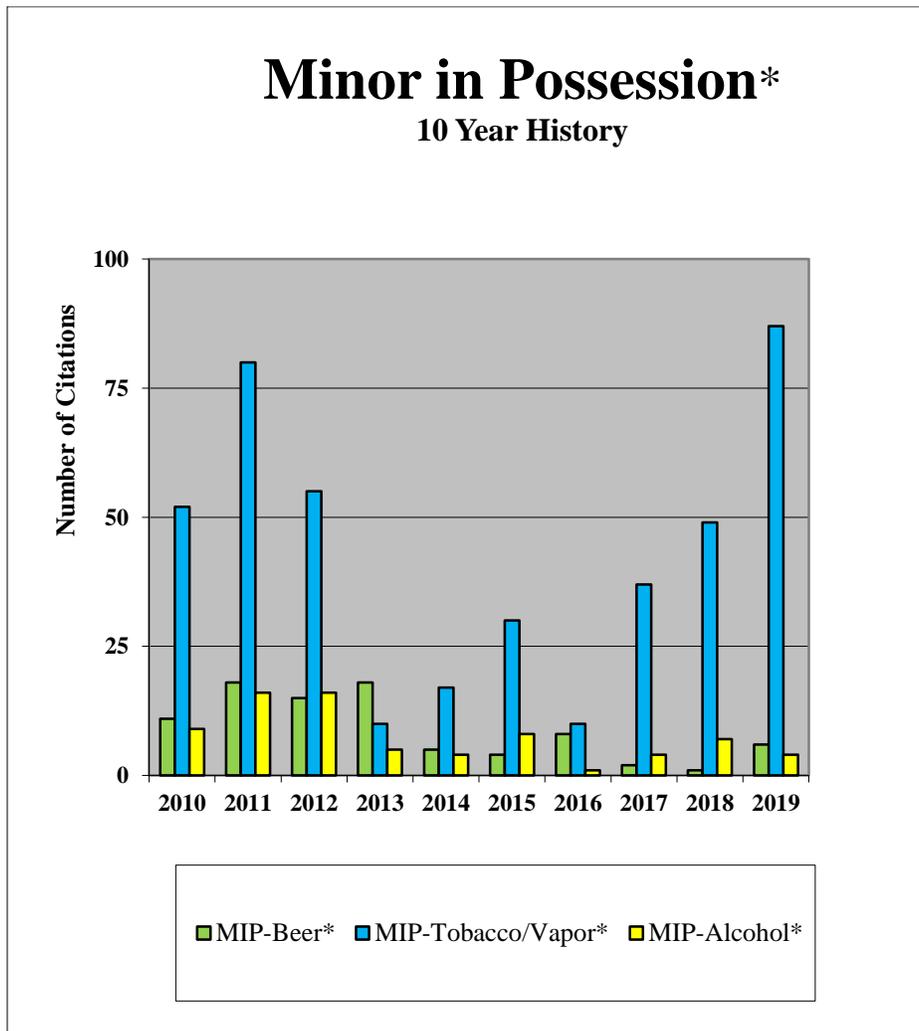
### Approved Capital:

None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Contract Labor		<u>3,000</u>		
	Total	3,000	Total	0
		<b>Net Increase</b>		<b><u>\$3,000</u></b>

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



### Juvenile Caseload Ten Calendar Year Comparison

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Assault and Battery	65	67	55	45	45	41	46	46	35	40
MIP-Beer*	11	18	15	18	5	4	8	2	1	6
MIP-Tobacco/Vapor*	52	80	55	10	17	30	10	37	49	87
MIP-Alcohol*	9	16	16	5	4	8	1	4	7	4
Petit Larceny	53	48	49	46	32	38	25	36	13	22
Public Intoxication	46	53	35	14	8	21	15	11	11	4
Trespassing	3	3	4	14	6	6	6	8	12	8
Vandalism	19	24	8	96	19	20	19	26	10	11
Curfew	81	76	118	62	21	44	23	61	57	87
Poss of Paraphernalia			12	16	14	10	7	23	29	26
Poss of Marijuana			10	15	21	11	13	17	22	22
Obstructing			2	1	8	4	5	0	1	0
False Information			3	3	1	2	3	2	0	0
Sell or give beer under 21			1	0	0	0	0	4	0	1
Harrassment via Tele/Elec			0	0	1	9	6	13	3	1
Allow Animal Attack/Bite			0	0	1	0	0	0	0	0
Resisting Arrest						1	1	0	0	1
Disturb Peace (Fighting/Language)						28	58	33	47	12
Conduct Near School						9	8	9	5	6
Interefere with Police Officer						1	0	0	0	0
Smoking Prohibited Area							1	0	0	0
Conspiracy to Commit Misdemeanor							1	0	1	3
Contribute to Delq of Minor							1	0	0	0
Possession of False ID							1	0	0	0
False Alarm Activation							1	0	0	0
Juv Littering								4	0	0
Juv Discharge								1	0	0
Truancy										6
Others										5
<b>Total</b>	<b>339</b>	<b>385</b>	<b>383</b>	<b>345</b>	<b>203</b>	<b>287</b>	<b>259</b>	<b>337</b>	<b>303</b>	<b>352</b>



## 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 2020 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.
- Created multiple 30 second quality commercials, for deployment on television and over the top marketing.

**Fiscal 2021 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.

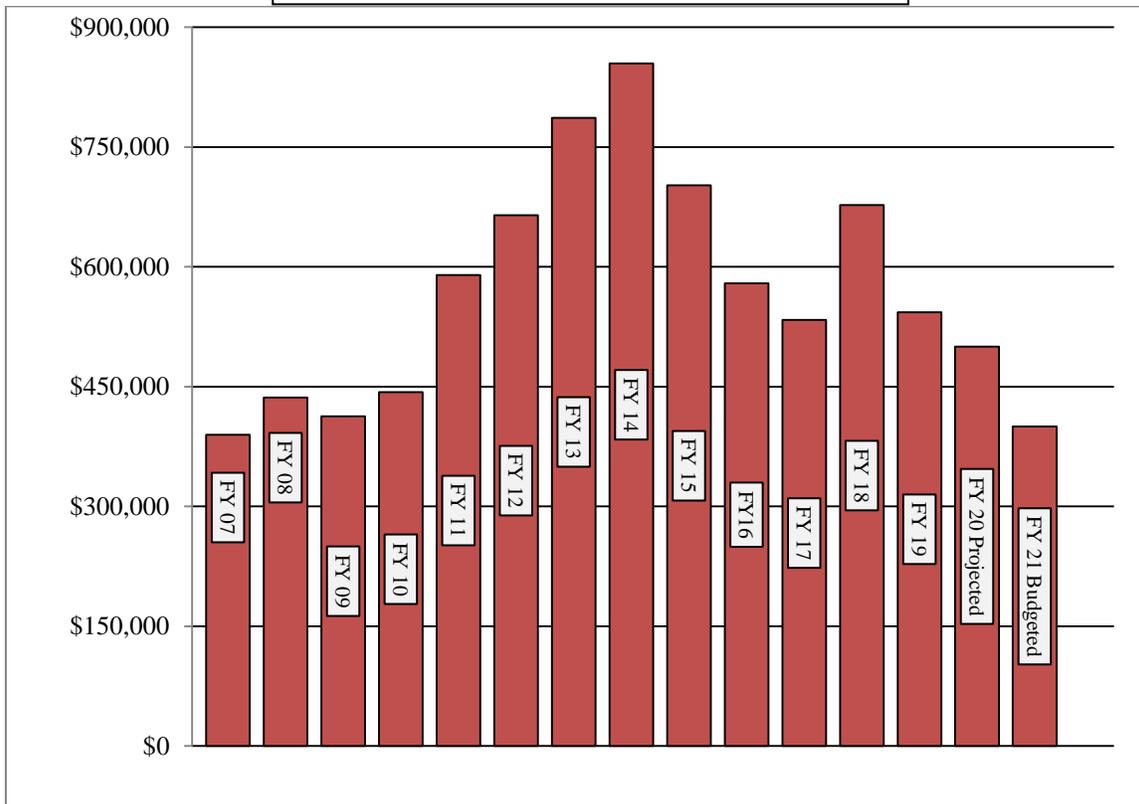
Special Revenue - Hotel/Motel Guest Tax								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Outside Revenue	533,487	677,437	542,945	600,000	346,279	400,000	(200,000)	(33.33%)
Other Revenue	<u>14</u>	<u>1,438</u>	<u>1,766</u>	<u>0</u>	<u>550</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>533,500</b>	<b>678,874</b>	<b>544,711</b>	<b>600,000</b>	<b>346,829</b>	<b>400,000</b>	<b>(200,000)</b>	<b>(33.33%)</b>
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	263,827	264,527	293,336	294,167	243,944	314,167	20,000	6.80%
Capital Outlay	174,756	174,346	870,403	25,000	23,968	55,000	30,000	120.00%
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>
<b>Total Expenditures:</b>	<b>438,584</b>	<b>438,873</b>	<b>1,163,740</b>	<b>319,167</b>	<b>267,912</b>	<b>369,167</b>	<b>50,000</b>	<b>15.67%</b>

**Approved Capital:** Exterior Repair of Dining Hall/Boys Bathroom \$55,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Advertising		20,000		
Public Recreation Impr		<u>30,000</u>		
Total		50,000	Total	0
		<b>Net Increase</b>		<b><u>\$50,000</u></b>

**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 2020 Accomplishments:**
- Completed National Register of Historic Places driving tour brochure for National Register properties located in Ponca City.
  - Completed a mobile app for Apple/iOS for NRHP driving tour brochure.
  - Completed Final Design Guidelines for Downtown Historic District.
  - Completed six National Register Nominations for the Brookfield Avenue Wesleyan Church, Sam Collins, Sr. Home, Sam Collins, Jr. Home, Marland Station, Gammie House & Garage, and the Miller-Gingerich House, Ponca City, Oklahoma.
  - Reviewed and approved three Certificate of Appropriateness applications for properties located in Residential Historic Districts.

- Fiscal 2021 Objectives:**
- Complete and submit Fy-20 Certified Local Governments (CLG) Grant Application.
  - Implement all projects as approved.

Special Revenue - Certified Local Government								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2020	Actual 3/31/2020		Amount	Percent
Cert Local Gov Grant	<u>18,579</u>	<u>16,085</u>	<u>22,787</u>	<u>6,000</u>	<u>2,230</u>	<u>34,250</u>	<u>28,250</u>	<u>470.83%</u>
<b>Total Revenues:</b>	<b><u>18,579</u></b>	<b><u>16,085</u></b>	<b><u>22,787</u></b>	<b><u>6,000</u></b>	<b><u>2,230</u></b>	<b><u>34,250</u></b>	<b><u>28,250</u></b>	<b><u>470.83%</u></b>
EXPENDITURES								
Other Charges & Svcs	<u>25,628</u>	<u>18,503</u>	<u>38,450</u>	<u>10,000</u>	<u>14,652</u>	<u>57,100</u>	<u>47,100</u>	<u>471.00%</u>
<b>Total Expenditures:</b>	<b><u>25,628</u></b>	<b><u>18,503</u></b>	<b><u>38,450</u></b>	<b><u>10,000</u></b>	<b><u>14,652</u></b>	<b><u>57,100</u></b>	<b><u>47,100</u></b>	<b><u>471.00%</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

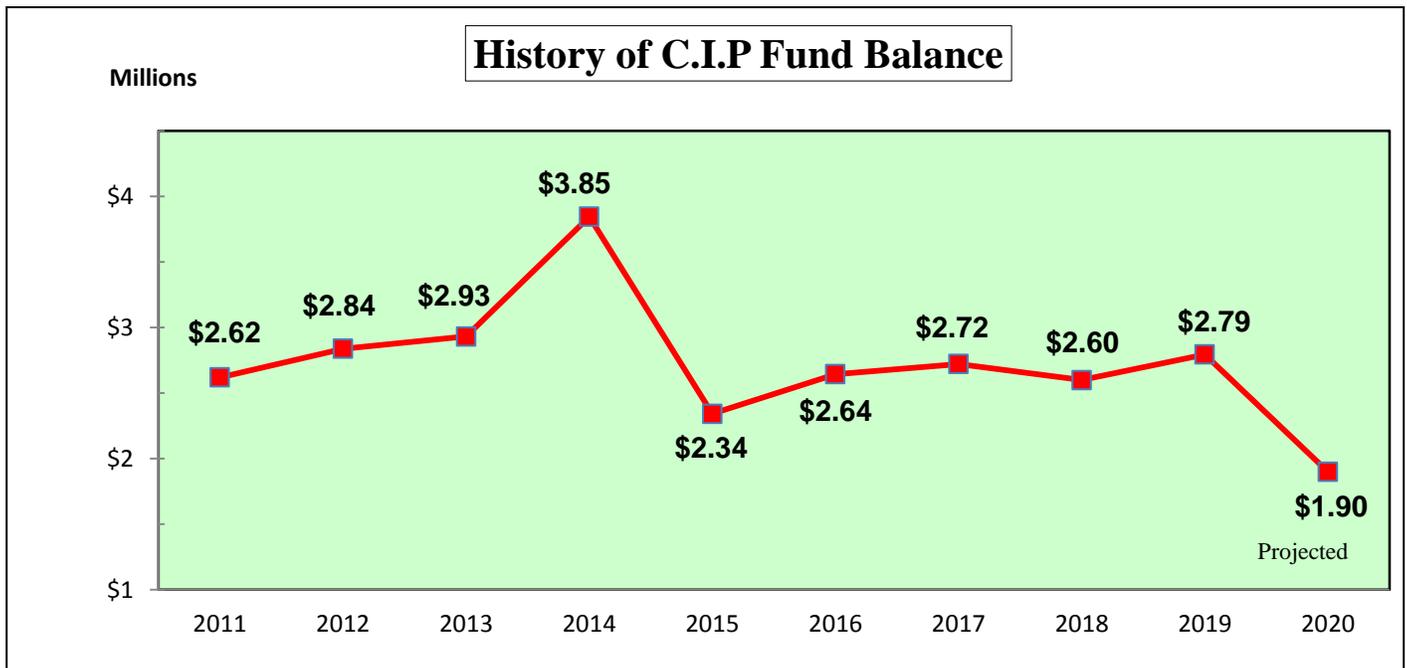
	<u>Increases</u>	<u>Decreases</u>
Travel Expenses	8,000	
Printing	3,000	
Misc Consulting Service	<u>36,100</u>	
<b>Total</b>	<b>47,100</b>	<b>Total 0</b>
<b>Net Increase</b>	<b><u>\$47,100</u></b>	

# 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 2020 Accomplishments:**
- Funded Pumper Fire Truck for Station #4.
  - Funded new enclosed heated dock at Lake Ponca.
  - Funded new roof system for Artist Studio at Marland Mansion.
  - Funded Phase II Exterior Renovations at Marland’s Grand Home.
  - Funded a City Manager contingency budget to address unanticipated capital needs that arise during the fiscal year.

- Fiscal 2021 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	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Intergov Grants	0	0	0	0	0	0	0	0.00%
Donations	50,725	49,989	445,400	70,000	319,000	0	(70,000)	-100.00%
Trfr from Water	0	0	0	0	100,000	0	0	0.00%
Trfr from PC Energy	400,000	600,000	1,635,000	400,000	500,000	400,000	0	100.00%
Trfr from Solid Waste	0	0	0	0	100,000	0	0	100.00%
Trfr from Wastewater	0	0	0	0	100,000	0	0	100.00%
Trfr from PCUA Bond	0	0	0	455,000	0	0	(455,000)	-100.00%
Interest Income	23,445	42,799	100,454	70,000	69,542	50,000	(20,000)	(28.57%)
<b>Total Revenues:</b>	<b>474,170</b>	<b>692,788</b>	<b>2,180,854</b>	<b>995,000</b>	<b>1,188,542</b>	<b>450,000</b>	<b>(545,000)</b>	<b>(54.77%)</b>
<b>EXPENDITURES</b>								
Other Charges and Svcs	83,415	0	0	0	0	0	0	0.00%
Capital Outlay	496,633	480,701	2,275,393	1,045,500	462,500	408,250	(637,250)	(60.95%)
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>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>596,715</b>	<b>497,368</b>	<b>2,292,060</b>	<b>1,062,167</b>	<b>479,167</b>	<b>424,917</b>	<b>(637,250)</b>	<b>(60.00%)</b>

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Airport Building Improvement	75,000	C/O Land Improvement	(15,000)
Ponca City RecPlex	54,000	Fire Trucks	(455,000)
City Hall	69,750	Lake Ponca Capital	(100,000)
Library Capital Improvement	15,000	Technology Services Capital	(110,000)
Park Department	40,000	Marland Mansion Capital	(90,000)
Airport Capital Improvement	<u>10,000</u>	Marlands Grand Home	(72,000)
		Golf Capital Improvements	(9,000)
		Misc Capital Outlay	<u>(50,000)</u>
<b>Total</b>	<b>263,750</b>	<b>Total</b>	<b>(901,000)</b>

**Net Decrease                      (\$637,250)**

**Capital Improvement Projects (CIP) Fund  
Approved Funding - Fiscal 2020-21**

<b>City Manager</b>	Capital Contingency	\$100,000
<b>Airport</b>	Repair Roof on Building #4	\$75,000
<b>RecPlex</b>	Domestic Boilers	\$72,000
<b>CMA</b>	Honeywell – City Hall Temperature Control Upgrade	\$46,050
<b>Park Maintenance</b>	Playground Relocation and Installation	\$25,000
<b>CMA</b>	Honeywell – Fire Station#1 Temperature Control Upgrade	\$23,700
<b>Airport</b>	FAA – Non Airport Entitlement Program (match)	\$16,667
<b>Library</b>	Infrastructure Maintenance: Water Damage	\$15,000
<b>Park Maintenance</b>	Replacement Trees for Park System	\$15,000
<b>Wentz Golf</b>	Dakota Turf Tender Top-Dresser Model 410	\$13,500
<b>Wentz Golf</b>	Beverage Cart	\$13,000
<b>Airport</b>	Aircraft TUG	\$10,000

**Total CIP Capital Improvements** **\$424,917**

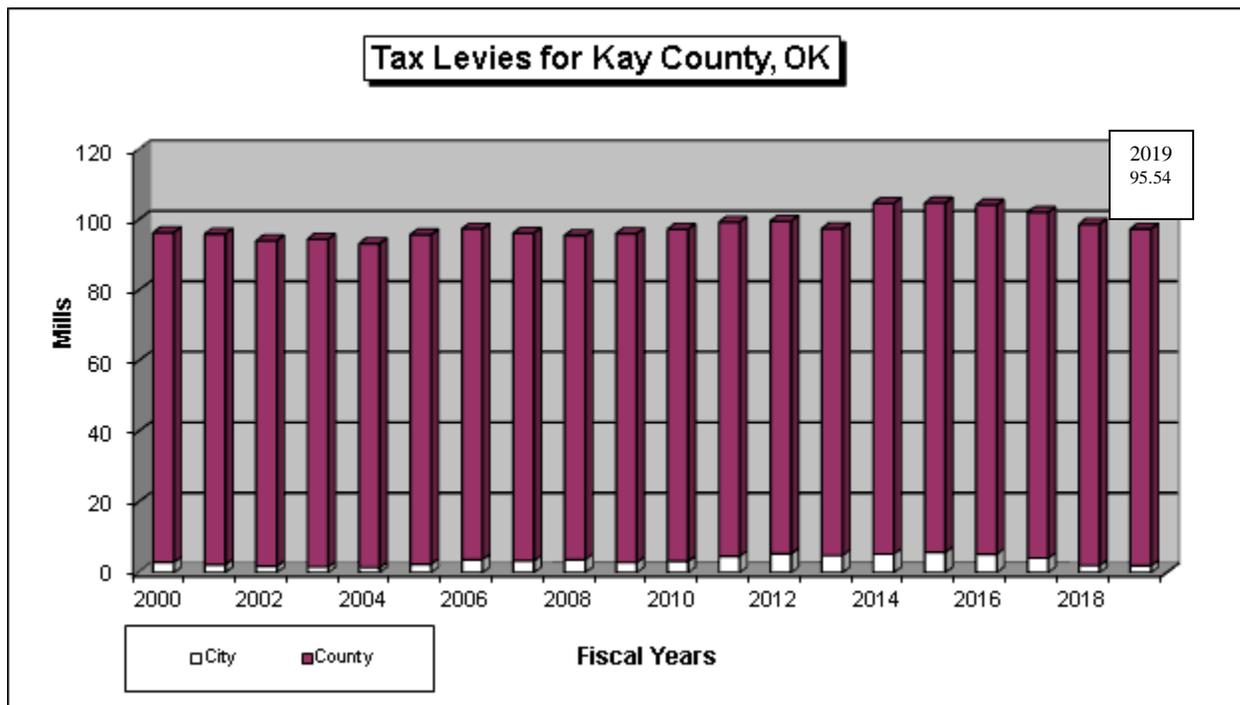
**Capital Improvement Projects (C.I.P.) Fund  
 - Expenditure History**

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Projected 2019/20	Approved 2020/21
<b>Other Services &amp; Charges</b>						
Misc Contractual Services	33,481	83,415				
<b>sub total</b>	<b>33,481</b>	<b>83,415</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>						
<b>Misc. Capital Outlay</b>	6,857		13,115		150,000	<b>100,000</b>
C/O Land Improvement	3,210	3,569			77,000	
Black Dust Remediation		41,125	15,286	131,327	26,788	
PC Aquatic/Family Center		6,836				
Public Facilities Tax						
Fire Station #1 Tax	41,259	18,112	27,789			
<b>Airport Building Improvement</b>	21,315	14,115				<b>75,000</b>
Police Capital	1,199					
Emergency Management -Siren						
Animal Control - Building Improvement					750,000	
<b>Ponca City RecPlex</b>				24,600	5,462	<b>72,000</b>
War Memorial Park Improvments				33,170		
Fire Capital					15,000	
Fire Department Trucks					455,000	
<b>City Hall</b>			15,464			<b>69,750</b>
Lake Ponca Capital					200,000	
<b>Park/Recreation Capital</b>	2,204			184,642	18,000	<b>40,000</b>
Senior Center			23,784	21,216	30,000	
Pools Capital			5,000			
Wentz Pool Improvements				23,849		
Unity Gym Improvements		10,192				
Marland's Grand Home Capital	33,250	3,225		107,092	100,000	
<b>Library Capital Improvement</b>	61,580			25,889	30,000	<b>15,000</b>
Marland Mansion Capital	16,512	169,077	28,789	6,198	179,503	
Emergency Management Sirens						
<b>Wentz Golf Capital</b>	13,947	58,521		61,749	12,037	<b>26,500</b>
Public Safety Center		29,290	337,023	275,668		
Electric Substation						
Technology Services Communication System	54,800	130,233	14,452	155,657	97,815	
City Garage Building Improvements						
<b>Airport Capital</b>	43,465	12,336		6,000	6,000	<b>10,000</b>
Fiber Optic Network				1,218,337		
<b>sub total</b>	<b>299,599</b>	<b>496,633</b>	<b>480,702</b>	<b>2,275,393</b>	<b>2,352,605</b>	<b>408,250</b>
Transfer to Funds						
Transfer to Civic Center Trust						
Transfer to Wentz Golf						
Transfer to Airport						
<b>Trfr to Airport Capital Grants</b>	16,667	16,667	16,667	16,667	16,667	<b>16,667</b>
- Match						
<b>sub total</b>	<b>16,667</b>	<b>16,667</b>	<b>16,667</b>	<b>16,667</b>	<b>16,667</b>	<b>16,667</b>
<b>TOTAL EXPENDITURES</b>	<b>\$349,747</b>	<b>\$596,715</b>	<b>\$497,369</b>	<b>\$2,292,060</b>	<b>\$2,369,272</b>	<b>\$424,917</b>

## 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 2019, the total tax rate was 95.54 mills, comprised of P.C, Schools (62.23), Kay County (16.14), Pioneer Vo-tech (15.23), and City judgments (1.94).

**Fiscal 2020 Accomplishments:**

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

**Fiscal 2021 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.

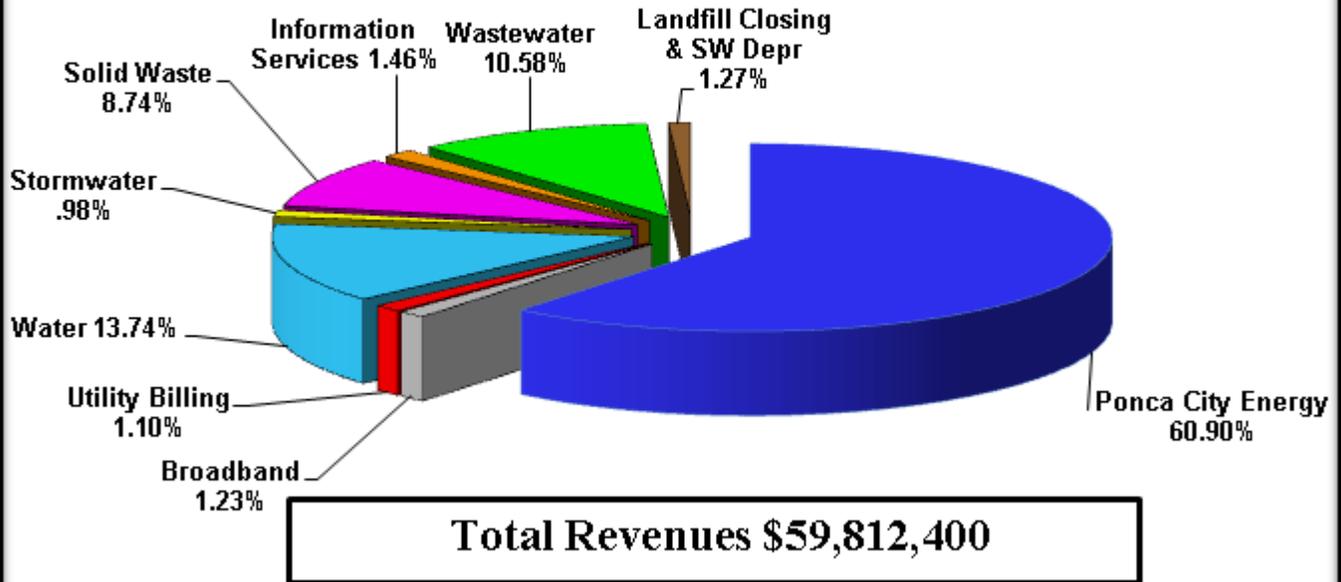
<b>Debt Sinking Fund</b>								
<b>REVENUES</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Ad Valorem Taxes	636,832	552,956	285,264	700,000	199,874	700,000	0	0.00%
Trnsf in from Other Funds	0	0	0	0	0	0	0	0.00%
Interest Income	<u>1,666</u>	<u>2,278</u>	<u>3,732</u>	<u>0</u>	<u>1,841</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b><u>638,498</u></b>	<b><u>555,234</u></b>	<b><u>288,996</u></b>	<b><u>700,000</u></b>	<b><u>201,715</u></b>	<b><u>700,000</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
<b>EXPENDITURES</b>								
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	566,404	436,559	251,763	560,000	119,842	560,000	0	0.00%
Sinking Judge Interest	<u>98,300</u>	<u>71,688</u>	<u>49,493</u>	<u>140,000</u>	<u>22,366</u>	<u>140,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b><u>664,704</u></b>	<b><u>508,247</u></b>	<b><u>301,257</u></b>	<b><u>700,000</u></b>	<b><u>142,208</u></b>	<b><u>700,000</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>

**Approved Capital:** None

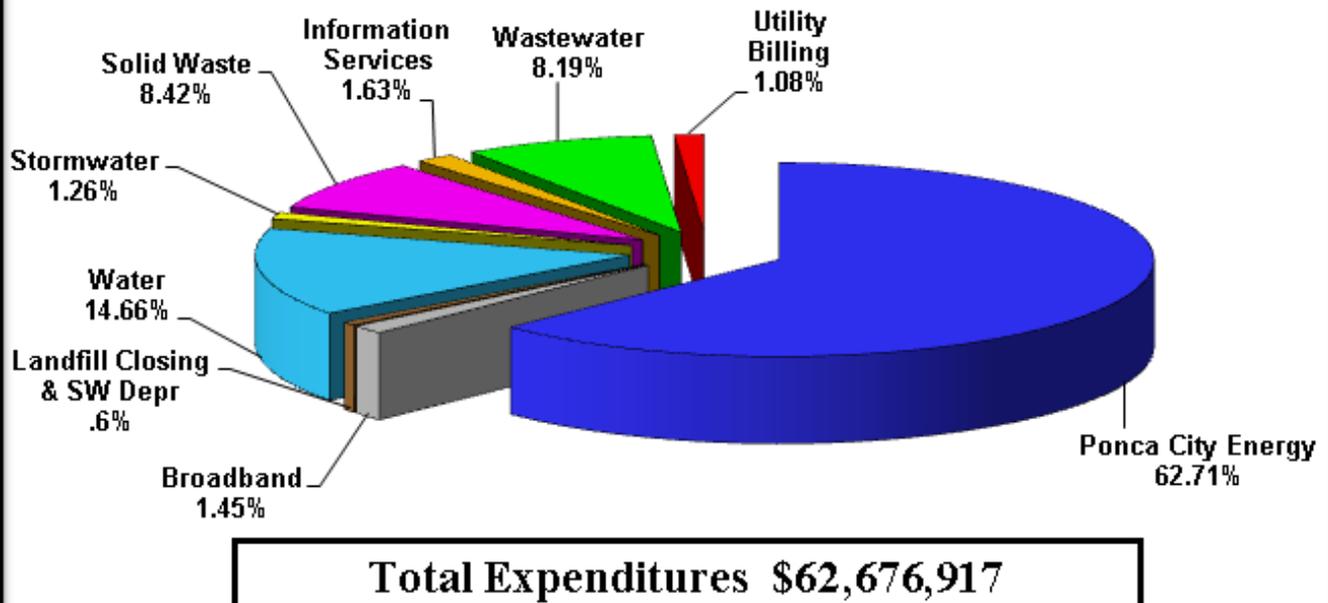
**Approved Budget Variances from Prior Year:** None

**Personnel Summary:** None

### Ponca City Utility Authority - Revenues Fiscal 2020-21



### Ponca City Utility Authority - Expenditures Fiscal 2020-21



**Ponca City Utility Authority**  
**Summary of Revenues**  
**Fiscal 2020/21**

Description	2015/16 Actual Rev	2016/17 Actual Rev	2017/18 Actual Rev	2018/19 Actual Rev	2019/20 Budget @07/01/19	(75%)	% of Budget	Approved Budget 2020/21	% Change From 2019/20
						2019/20 Actual @ 3/31/20			
<b>Water Fund (301)</b>									
<b>Charges for Services</b>									
Water Sales	7,721,854	7,830,565	8,458,398	7,871,976	8,500,000	6,274,123	0.74	8,082,000	(4.92)
Bulk Water Sales	8,958	6,802	49,204	50,108	5,000	5,847	1.17	6,000	20.00
Misc. Water	6,711	5,271	14,810	9,251	4,000	9,702	2.43	5,000	25.00
Water Tap Fees	21,285	45,100	13,237	12,000	15,000	5,975	0.40	10,000	(33.33)
<b>Category Total</b>	<b>7,758,808</b>	<b>7,887,738</b>	<b>8,535,649</b>	<b>7,943,336</b>	<b>8,524,000</b>	<b>6,295,647</b>	<b>73.86%</b>	<b>8,103,000</b>	<b>(4.94%)</b>
<b>Contributions from Funds</b>									
Transfer from Water	1,000,000	1,000,000	0	0	0	0	0.00%	0	0.00%
<b>Category Total</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0.00%</b>
<b>Other Income</b>									
Interest Income	33,771	20,001	47,751	99,953	60,000	84,052	1.40	70,000	16.67
Proceed Earnings	668	6,155	18,075	25,803	0	8,801	0.00	0	0.00
Bond Trust Earnings	0	0	0	0	0	0	0.00	0	0.00
Penalties	36,966	37,514	38,025	38,536	39,000	26,337	0.68	37,000	(5.13)
Collection of Bad Debt	11,526	9,860	8,813	8,370	8,500	7,928	0.93	8,500	0.00
Gain/Loss Disposal Fixed Asset	(13,143)	9,585	0	0	0	0	0.00	0	0.00
Other Income	0	0	0	0	0	0	0.00	0	0.00
<b>Category Total</b>	<b>69,788</b>	<b>83,117</b>	<b>112,664</b>	<b>172,663</b>	<b>107,500</b>	<b>127,118</b>	<b>118.25%</b>	<b>115,500</b>	<b>7.44%</b>
<b>Total Revenues</b>	<b>7,828,596</b>	<b>7,970,855</b>	<b>8,648,313</b>	<b>8,115,999</b>	<b>8,631,500</b>	<b>6,422,765</b>	<b>74.41%</b>	<b>8,218,500</b>	<b>(4.78%)</b>
<b>Ponca City Energy Fund (340)</b>									
<b>Outside Revenue</b>									
Fiber Partnerships	0.00	0.00	0.00	0.00	0	0	0.00	0	0.00
<b>Category total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>
<b>Charges for Services</b>									
Electric Sales	34,993,996	35,850,646	38,118,941	35,888,129	37,200,000	25,789,871	0.69	35,000,000	(5.91)
MV Lights	183,147	185,137	187,647	190,774	185,000	146,761	0.79	190,000	2.70
Misc Electric	204,528	299,260	137,139	169,586	120,000	298,797	2.49	120,000	0.00
Surge Protection	0	0	0	0	0	0	0.00	0	0.00
Broadband Revenue	261,634	277,097	264,418	262,810	0	0	0.00	0	(100.00)
Transmission Revenue	99,655	99,655	107,960	99,655	100,000	66,437	0.66	100,000	0.00
Sales Tax Revenue	11,666	5,505	(3,808)	(15,253)	5,000	41,498	8.30	2,000	(60.00)
Cash - Over/Short	(42)	(45)	(81)	(146)	0	(152)	0.00	0	(100.00)
<b>Category Total</b>	<b>35,754,584</b>	<b>36,717,255</b>	<b>38,812,217</b>	<b>36,595,555</b>	<b>37,610,000</b>	<b>26,343,211</b>	<b>70.04%</b>	<b>35,412,000</b>	<b>(5.84%)</b>
<b>Other Income</b>									
Interest Income	140,244	94,457	217,282	379,252	200,000	255,533	1.28	240,000	20.00
1997C Bond Interest	159	2,257	6,681	12,045	5,000	8,801	1.76	6,000	20.00
Penalties	259,645	279,334	286,642	291,588	300,000	195,452	0.65	290,000	(3.33)
Collection of Bad Debt	77,310	67,709	56,570	59,398	60,000	57,019	0.95	60,000	0.00
Capacity Payment	622,958	622,958	674,872	622,958	623,000	415,306	0.67	325,000	(47.83)
Internet Processing Fee	143,609	148,528	100,313	61,155	65,000	48,795	0.75	65,000	0.00
Income-Disposed Assets	26,000	9,600	18,000	27,149	10,000	0	0.00	10,000	0.00
Other Income	20,000	135,537	0	20,000	20,000	20,000	1.00	20,000	0.00
<b>Category Total</b>	<b>1,289,925</b>	<b>1,360,381</b>	<b>1,360,359</b>	<b>1,473,545</b>	<b>1,283,000</b>	<b>1,000,905</b>	<b>78.01%</b>	<b>1,016,000</b>	<b>(20.81%)</b>
<b>Total Revenues</b>	<b>37,044,509</b>	<b>38,077,636</b>	<b>40,172,576</b>	<b>38,069,100</b>	<b>38,893,000</b>	<b>27,344,116</b>	<b>70.31%</b>	<b>36,428,000</b>	<b>(6.34%)</b>
<b>Broadband (341)</b>									
<b>Charges for Services</b>									
Commercial Broadband	0	0	0	0	270,000	209,199	0.77	280,000	103.70
Residential Broadband	0	0	0	147	800,000	71,805	0.09	150,000	18.75
Broadband Activation	0	0	0	1,474	0	18,310	0.00	0	0.00
Extender Lease	0	0	0	0	0	252	0.00	0	0.00
Sales Tax Revenue	0	0	0	0	0	22	0.00	0	0.00
<b>Category Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,621</b>	<b>1,070,000</b>	<b>299,588</b>	<b>28.00%</b>	<b>430,000</b>	<b>0.00%</b>
<b>Contributions from Funds</b>									
Transfer from PC Energy	0	0	0	1,800,000	0	675,054	0.00	300,000	0.00
<b>Category Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,800,000</b>	<b>0</b>	<b>675,054</b>	<b>0.00</b>	<b>300,000</b>	<b>0.00%</b>
<b>Other Income</b>									
Interest Income	0	0	0	14,896	2,000	9,719	4.86	8,000	400.00
Collection of Bad Debt	0	0	0	0	0	0	0.00	0	0.00
Internet Processing Fee	0	0	0	0	0	0	0.00	0	0.00
Income-Disp. Assets	0	0	0	0	0	0	0.00	0	0.00
Other Income	0	0	0	0	0	0	0.00	0	0.00
<b>Category Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,896</b>	<b>2,000</b>	<b>9,719</b>	<b>485.97%</b>	<b>8,000</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,816,517</b>	<b>1,072,000</b>	<b>984,361</b>	<b>91.82%</b>	<b>738,000</b>	<b>0.00</b>

**Ponca City Utility Authority**  
**Summary of Revenues**  
**Fiscal 2020-21**

<u>Description</u>	<u>2015/16</u> <u>Actual Rev</u>	<u>2016/17</u> <u>Actual Rev</u>	<u>2017/18</u> <u>Actual Rev</u>	<u>2018/19</u> <u>Actual Rev</u>	<u>2019/20</u> <u>Budget</u> <u>@07/01/19</u>	<u>(75%)</u> <u>2019/20</u> <u>Actual</u> <u>@ 3/31/20</u>	<u>% of</u> <u>Budget</u>	<u>Approved</u> <u>Budget</u> <u>2020/21</u>	<u>% Change</u> <u>From</u> <u>2019/20</u>
<b>Solid Waste Fund (342)</b>									
<b>Charges for Services</b>									
Residential Garbage	2,277,748	2,398,903	2,442,524	2,496,239	2,516,950	1,884,235	0.75	2,485,000	(1.27)
Commercial Garbage	1,420,158	1,381,474	1,446,091	1,526,525	1,506,000	1,110,839	0.74	1,495,000	(0.73)
Recycling Containers	9,731	8,229	8,045	8,052	8,000	6,029	0.75	8,000	0.00
Recycling Revenues	7,701	6,433	2,886	493	500	2,109	4.22	1,000	0.00
Landfill	348,875	390,670	364,581	394,491	370,000	321,112	0.87	400,000	8.11
Special Pick Up	14,206	20,697	23,181	29,093	35,000	27,108	0.77	35,000	0.00
State Landfill Fee	0	0	0	0	0	(11,831)	0.00	0	0.00
Roll Off	748,480	780,831	777,436	785,085	780,000	712,831	0.91	750,000	(3.85)
Misc Receipts	9,376	27,003	17,076	29,991	10,000	5,619	0.56	10,000	0.00
Cash - Long/Short Rev	0	1	41	(40)	0	(4)	0.00	0	0.00
<b>Category Total</b>	<b>4,836,275</b>	<b>5,014,241</b>	<b>5,081,860</b>	<b>5,269,930</b>	<b>5,226,450</b>	<b>4,058,047</b>	<b>77.64%</b>	<b>5,184,000</b>	<b>(0.81%)</b>
<b>Other Income</b>									
Interest Income	6,000	5,115	14,578	33,464	25,000	30,818	1.23	30,000	20.00
Collection of Bad Debt	11,733	9,790	8,534	10,213	9,500	9,148	0.96	10,000	5.26
Income-Disp. Assets	(112,396)	25,717	(222,736)	(95,936)	5,000	0	0.00	5,000	0.00
<b>Category Total</b>	<b>(94,662)</b>	<b>40,623</b>	<b>(199,624)</b>	<b>(52,259)</b>	<b>39,500</b>	<b>39,966</b>	<b>101.18%</b>	<b>45,000</b>	<b>13.92%</b>
<b>Total Revenues</b>	<b>4,741,613</b>	<b>5,054,864</b>	<b>4,882,236</b>	<b>5,217,671</b>	<b>5,265,950</b>	<b>4,098,013</b>	<b>77.82%</b>	<b>5,229,000</b>	<b>(0.70%)</b>
<b>Utility Billing Fund (350)</b>									
<b>Charges for Services</b>									
Utility Initiation Fee	76,971	77,496	75,006	72,777	76,000	55,560	0.73	76,000	0.00
Misc. Receipts	1,962	0	2,414	0	1,000	0	0.00	1,000	0.00
<b>category total</b>	<b>78,933</b>	<b>77,496</b>	<b>77,420</b>	<b>72,777</b>	<b>77,000</b>	<b>55,560</b>	<b>72.16%</b>	<b>77,000</b>	<b>0.00%</b>
<b>Contributions from Funds</b>									
Transfer from Water	118,000	120,000	120,000	120,000	130,000	97,500	0.75	130,000	0.00
Transfer from Light	153,000	160,000	160,000	160,000	170,000	127,500	0.75	170,000	0.00
Transfer from Landfill	18,000	20,000	20,000	20,000	25,000	18,750	0.75	25,000	0.00
Transfer from S. Waste	100,000	100,000	100,000	100,000	105,000	78,750	0.75	105,000	0.00
Transfer from Stormwater	0	0	0	0	10,000	7,500	0.75	10,000	0.00
Transfer from Broadband	0	0	0	0	10,000	7,500	0.75	10,000	0.00
Transfer from W-Water	118,000	120,000	120,000	120,000	130,000	97,500	0.75	130,000	0.00
<b>category total</b>	<b>507,000</b>	<b>520,000</b>	<b>520,000</b>	<b>520,000</b>	<b>580,000</b>	<b>435,000</b>	<b>75.00%</b>	<b>580,000</b>	<b>0.00%</b>
<b>Other Revenues</b>									
Penalties	30,149	24,536	10,009	19	0	0	0.00	0	(100.00)
Collection of Bad Debt	331	349	331	410	400	195	0.49	400	0.00
Income-Disposed Assets	0	0	0	0	0	0	0.00	0	0.00
<b>category total</b>	<b>30,480</b>	<b>24,885</b>	<b>10,340</b>	<b>429</b>	<b>400</b>	<b>195</b>	<b>48.85%</b>	<b>400</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>616,412</b>	<b>622,381</b>	<b>607,760</b>	<b>593,206</b>	<b>657,400</b>	<b>490,755</b>	<b>74.65%</b>	<b>657,400</b>	<b>0.00%</b>
<b>Wastewater Fund (360)</b>									
<b>Charges for Services</b>									
Wastewater Charges	5,865,977	6,166,089	6,353,928	6,384,311	6,350,000	4,566,203	0.72	6,148,000	(3.18)
Pretreatment Program	146,390	117,912	138,706	88,865	70,000	53,398	0.76	85,000	21.43
<b>category total</b>	<b>6,012,367</b>	<b>6,284,000</b>	<b>6,492,634</b>	<b>6,473,176</b>	<b>6,420,000</b>	<b>4,619,601</b>	<b>71.96%</b>	<b>6,233,000</b>	<b>(2.91%)</b>
<b>Contributions From Funds</b>									
Transfer From Water	0	0	0	0	0	0	0.00	0	(100.00)
<b>category total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>
<b>Other Income</b>									
Interest Income	24,816	17,942	60,962	132,790	60,000	116,541	1.94	80,000	33.33
Bond Interest	232	1,759	3,853	4,695	0	79	0.00	0	0.00
Collection of Bad Debt	16,896	15,241	12,421	13,249	14,000	12,851	0.92	14,000	0.00
Income-Disposed Assets	0	0	0	7,887	0	0	0.00	0	0.00
Other Income	28,486	62	6,990	18	0	76,880	0.00	0	0.00
<b>category total</b>	<b>70,430</b>	<b>35,004</b>	<b>84,227</b>	<b>158,639</b>	<b>74,000</b>	<b>206,351</b>	<b>278.85%</b>	<b>94,000</b>	<b>27.03%</b>
<b>Total Revenues</b>	<b>6,082,797</b>	<b>6,319,004</b>	<b>6,576,861</b>	<b>6,631,814</b>	<b>6,494,000</b>	<b>4,825,952</b>	<b>74.31%</b>	<b>6,327,000</b>	<b>(2.57%)</b>
<b>Stormwater Fund (365)</b>									
<b>Charges for Services</b>									
Stormwater Fee	446,131	479,520	514,346	550,205	548,000	411,421	0.75	548,000	0.00
<b>category total</b>	<b>446,131</b>	<b>479,520</b>	<b>514,346</b>	<b>550,205</b>	<b>548,000</b>	<b>411,421</b>	<b>75.08%</b>	<b>548,000</b>	<b>0.00%</b>
<b>Other Income</b>									
Interest Income	12,780	7,307	18,456	34,209	20,000	31,050	1.55	30,000	50.00
Penalties	4,802	5,106	5,415	6,028	5,500	4,066	0.74	5,500	0.00
Collection of Bad Debt	1,349	1,282	1,096	1,325	1,000	1,350	1.35	1,000	0.00
Other Income	0	17,500	0	17,500	0	0	0.00	0	(100.00)
<b>Category total</b>	<b>18,930</b>	<b>31,196</b>	<b>24,967</b>	<b>59,063</b>	<b>26,500</b>	<b>36,466</b>	<b>137.61%</b>	<b>36,500</b>	<b>37.74%</b>
<b>Total Revenues</b>	<b>465,061</b>	<b>510,716</b>	<b>539,313</b>	<b>609,268</b>	<b>574,500</b>	<b>447,887</b>	<b>77.96%</b>	<b>584,500</b>	<b>1.74%</b>

## Ponca City Utility Authority

### Summary of Debt

#### Fiscal 2020/21

<u>Issue</u>	<u>Original Amount</u>	Outstanding	FY 2019	FY 2020	Outstanding
		Principal	Interest	Principal	Principal
		<u>June 30, 2020</u>			<u>June 30, 2021</u>
<b>PCUA 2000 CDBG-ED</b>	<b>\$380,000</b>	<b>19,000</b>	<b>0</b>	<b>19,000</b>	<b>\$0</b>

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>	Outstanding	FY 2021	FY 2021	Outstanding
		Principal	Interest	Principal	Principal
		<u>June 30, 2020</u>			<u>June 30, 2021</u>
<b>PCUA 2007</b>	<b>\$5,565,000</b>	<b>2,865,039</b>	<b>72,353</b>	<b>265,192</b>	<b>\$2,599,847</b>

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>	Outstanding	FY 2021	FY 2021	Outstanding
		Principal	Interest	Principal	Principal
		<u>June 30, 2020</u>			<u>June 30, 2021</u>
<b>2009A Clean Water</b>	<b>\$567,296</b>	<b>210,643</b>	<b>4,267</b>	<b>18,804</b>	<b>\$191,839</b>

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>	Outstanding	FY 2021	FY 2021	Outstanding
		Principal	Interest	Principal	Principal
		<u>June 30, 2020</u>			<u>June 30, 2021</u>
<b>PCUA 2012A</b>	<b>\$16,090,000</b>	<b>8,670,000</b>	<b>105,829</b>	<b>641,667</b>	<b>\$8,028,333</b>

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.

<u>Issue</u>	<u>Original Amount</u>	Outstanding	FY 2021	FY 2021	Outstanding
		Principal	Interest	Principal	Principal
		<u>June 30, 2020</u>			<u>June 30, 2021</u>
<b>2019 Sales Tax</b>	<b>\$22,000,000</b>	<b>21,980,000</b>	<b>81,375</b>	<b>2,470,000</b>	<b>\$19,510,000</b>

The 2019 Sales Tax Note is a nine (9) year note with Bank of Oklahoma with an annual interest rate of 2.16%. The note was closed 7-25-19 and will mature 2/1/20. The note was for the construction and development of a Public Safety Center serving the citizens of Ponca City, sales tax approved by the voters. This note is being repaid out of revenues generated by a nine (9) year .833% sales tax approved by the voters.

<b>Total</b>	<b>\$44,602,296</b>	<b>\$33,744,682</b>	<b>\$263,823</b>	<b>\$3,414,662</b>	<b>\$30,330,020</b>
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**UTILITY RATE SHEET FISCAL YEAR 2020-2021**  
**PONCA CITY UTILITY AUTHORITY**  
**516 E. GRAND/P.O. BOX 1450**  
**PONCA CITY, OKLAHOMA 74602**  
**(580) 767-0311**  
EFFECTIVE 07/01/2020



**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](http://www.poncacityok.gov)

**Ponca City Utility Authority offers the following for your convenience:**

<p align="center"><b>Automatic Bank Drafts</b>                  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"><b>Average Monthly Payments</b>                  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"><b>Online Bill Pay and Viewing</b>                  Pay and view bills online at <a href="http://www.poncacityok.gov">www.poncacityok.gov</a>                  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 ½ 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.

**SECURITY LIGHTS**

The City of Ponca City has security lights available upon request. For information and pricing please call 767-0405. Monday thru Friday 8:00 a.m. to 5:00 p.m.

**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.

**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

**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**

**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

**BROADBAND INTERNET SERVICES**

The City of Ponca City has broadband internet services available upon request.

Residential Base User Fee	
50 Mb/second download (2-5 Mb upload)	\$60.00 per month
100 Mb/second download (4-10 Mb upload)	\$100.00 per month
1 Gb/second download (60-70 Mb upload)	\$250.00 per month

**Activation Fees for Residential Customers**

All residential customers shall pay an initial \$200.00 activation fee to set up service at their location. This may either be paid in full or over a period of 24 months for an additional \$40.00 service fee. These periodic payments will be added to the residential customer's billing statement for a period of 24 months at \$10.00 per month. Activation fees must be paid in full before an additional subsequent account can be activated by that individual.

**Commercial Broadband Internet Services Are Available. Call 580-718-5074 for info.**

**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.

## 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 2020 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 – Responses to Notice of Deficiencies, Requests for Variances, and ODEQ Permit Application.
    - One replacement water well in East Wellfield – Final Stage of Construction.
    - Lake Ponca Dam Spillway Crest Replacement Project – Bidding, General Contractor Selection, and two phases of Construction. In addition to new concrete overlay, the spillway crest now has rock anchors and steel reinforcement.
    - Lake Ponca Dam Annual Inspection to identify repair and maintenance needs.
  - Successfully executed emergency repair projects to restore water services in a timely manner following the significant flood events of May 2019.
  - Participated in civic groups' activities to advertise services provided by the Environmental Services Department.
  - Communicated with Phillips 66 Ponca refinery staff to follow refinery's modification to its RO system so as to estimate the project's effect on water revenue.

### Fiscal 2021 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 design, bidding, and construction phases for all water production and water distribution capital improvement projects.
- Complete water plant's Residuals Handling and Flood Mitigation Project. Submit the project to the state's Hazard Mitigation Grant Program.
- Work with engineer and staff to complete the Risk Assessments and Emergency Response Plan mandated by America's Water Infrastructure Act of 2018.

PCUA - Water Administration								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	75,176	74,865	75,859	78,657	56,450	78,657	0	0.00%
Material/Supplies	1,279	2,314	2,722	2,019	1,500	2,059	40	1.98%
Other Charges & Svcs	351,315	377,539	383,423	402,094	317,580	418,755	16,661	4.14%
Capital Outlay	0	53,955	144,525	1,900,000	839,419	55,000	(1,845,000)	(97.11%)
Debt Service	1,564,788	1,576,713	1,186,367	752,000	546,227	777,500	25,500	3.39%
Transfers	<u>1,810,850</u>	<u>1,841,347</u>	<u>1,901,134</u>	<u>1,943,557</u>	<u>1,557,668</u>	<u>1,976,628</u>	<u>33,071</u>	<u>1.70%</u>
<b>Department Total</b>	<b><u>3,803,408</u></b>	<b><u>3,926,734</u></b>	<b><u>3,694,031</u></b>	<b><u>5,078,327</u></b>	<b><u>3,318,844</u></b>	<b><u>3,308,599</u></b>	<b><u>(1,769,728)</u></b>	<b><u>(34.85%)</u></b>

**Approved Capital:**

Water System Risk and Resiliency Assessment

\$55,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	461	Workers Compensation	(461)
Office Supplies	20	Misc Capital	(1,845,000)
Office Furnishings	4	Debt Interest	<u>(15,000)</u>
Books & Periodicals	3		
Food Supplies	10		
Janitor Supplies	1		
Postage	2		
Telephone Service Local	81		
Meter Support Services	1,080		
Travel Expenses	81		
Legal Notices	10		
Audit Services	162		
Misc Professional Service	8,740		
Charges for General	6,310		
Dues & Subscriptions	40		
Education & Training	40		
Office Equipment Maint	15		
Bank Service Fees	62		
Miscellaneous	40		
Debt Principal	40,000		
Agent Fee	500		
Transfer to General	<u>33,071</u>		
	Total	Total	(1,860,461)
	90,733		
	<b>Net Decrease</b>	<b><u>(\$1,769,728)</u></b>	

**Personnel Summary:**

Environmental Services Director	.34	Administrative Secretary	.5
<b>Total Full Time Employees</b>		<b>.84</b>	

**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>	<u>2020-21</u>
Full Time	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	<b>0.84</b>

**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 2020 Accomplishments:

- Successfully treated over 3 billion gallons of drinking water that met or exceeded the State and Federal Standards.
- Completed 1,596 work orders to maintain the water production units, water wells, and booster pump stations.
- Worked with engineers and contractors to construct new replacement water well #65 with the chief operator providing onsite inspection services.
- Completed temporary and permanent repairs to the wellfield to address damages caused by floodwater.
- Completed pump replacement at Cookson Pump Station.

### Fiscal 2021 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.
- Work with engineers to complete Solids Handling Project.
- Complete flood mitigation improvements at four (4) well sites.
- Replace chemical feed pumps at Water Treatment Plant.
- Continue to replace major operation components to ensure the plant's smooth operation.

PCUA - Water Production								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	761,991	732,562	732,346	824,166	572,500	824,166	0	0.00%
Material/Supplies	600,828	607,631	674,264	763,893	416,836	778,700	14,807	1.94%
Other Charges & Svcs	619,314	641,584	630,072	663,345	461,634	676,600	13,255	2.00%
Capital Outlay	380,735	514,629	487,538	40,000	69,730	1,820,000	1,780,000	4450.00%
Transfers	55,627	63,400	63,049	68,779	63,002	68,779	0	0.00%
<b>Department Total</b>	<b>2,418,495</b>	<b>2,559,806</b>	<b>2,587,269</b>	<b>2,360,183</b>	<b>1,583,703</b>	<b>4,168,245</b>	<b>1,808,062</b>	<b>76.61%</b>

**Approved Capital:** Sludge Handling Improvements and Flood Mitigation \$1,620,000  
 Rehabilitation of Water Well Electrical Systems \$200,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	4,166	Workers Compensation	(4,166)
Water System Maintenance	7,370		
Pump Maintenance	7,437		
Electric Utilities	6,433		
Printing	300		
Misc Contractual Services	6,500		
Permit Fees	22		
Water Wells	200,000		
C/O Water System	<u>1,580,000</u>		
<b>Total</b>	<b>1,812,228</b>	<b>Total</b>	<b>(4,166)</b>
<b>Net Increase</b>		<b><u>\$1,808,062</u></b>	

**Personnel Summary:**

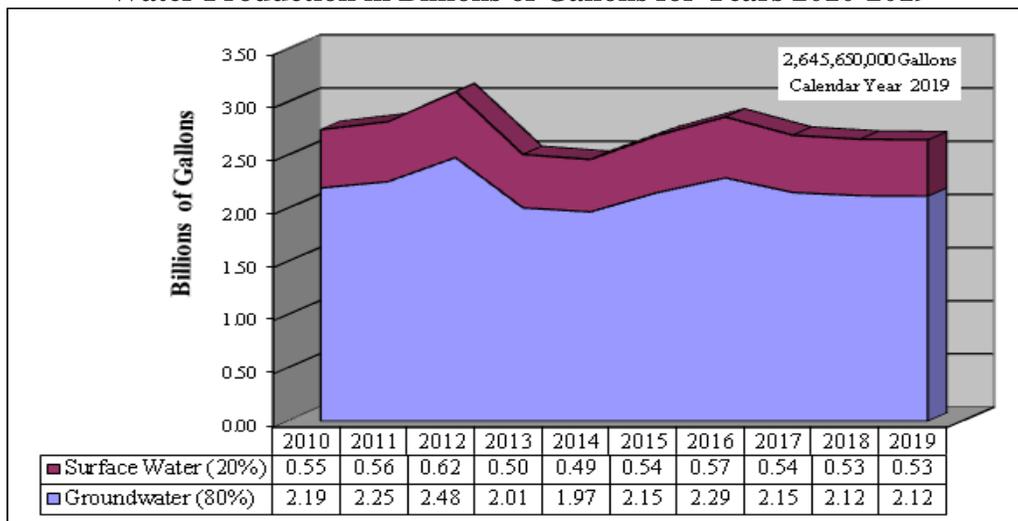
Treatment Plant Superintendent	1	Treatment Plant Mechanic	3
Treatment Plant Chief Operator	1	Laborer – Part Time	2
Treatment Plant Operator	4	Laborer – Seasonal	1
Maintenance Foreman	1		

**Total Full Time Employees            10**  
**Total Part Time Employees            3**

**Personnel History:**

	<u>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>	<u>2020-21</u>
Full Time	10	10	10	10	10	10	10	10	10	<b>10</b>

**Water Production in Billions of Gallons for Years 2010-2019**



## 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 2020 Accomplishments:**

- Completed 316 work orders to improve the structural integrity of the water distribution system.
- Installed 10 new fire hydrants to improve City’s fire-fighting capability.
- Responded to and repaired 183 water leaks.
- Installed 13 various-sized valves to minimize service interruption during emergency situations.
- Completed the Highland water project to accommodate an ODOT road project.
- Replaced the section of water main on Broadway Avenue from Pine Street to Lake Road to facilitate an upcoming street project.
- Completed all emergency water main repairs resulting from flood damages.

**Fiscal 2021 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:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
				Personal Services	596,442	582,316		
Material/Supplies	86,254	105,183	88,544	123,400	73,534	125,868	2,468	2.00%
Other Charges & Svcs	241,001	252,194	257,213	314,716	157,803	321,010	6,294	2.00%
Capital Outlay	387,975	296,614	540,746	620,000	559,990	542,000	(78,000)	(12.58%)
Transfers	<u>80,815</u>	<u>99,599</u>	<u>87,235</u>	<u>99,748</u>	<u>51,723</u>	<u>99,748</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>1,392,488</b>	<b>1,335,905</b>	<b>1,575,986</b>	<b>1,782,687</b>	<b>1,281,264</b>	<b>1,713,449</b>	<b>(69,238)</b>	<b>(3.88%)</b>

**Approved Capital:**

Installation of New Meter Main and Valves	\$350,000
Contingency Water Main Projects	\$75,000
Water Meters	\$40,000
Fire Hydrants	\$36,000
New Hydraulic Breaker for Excavator	\$20,000
New Guillotine Pipe Saw	\$11,000
New 6” Hydraulic Discharge Pump	\$10,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	3,309	Workers Compensation	(3,309)
Water System Maintenance	2,468	Gas Utilities	(30)
Travel Expenses	1,970	Solid Waste Services	(13)
Misc Professional Service	253	C/O Water System	(138,000)
Dues & Subscriptions	495	Machinery & Equipment	<u>(7,000)</u>
Education & Training	960		
Pest Control	394		
Misc Contractual Service	1,315		
Contingencies	950		
Fire Hydrant	36,000		
Special Purpose Vehicles	20,000		
Misc Capital Outlay	<u>11,000</u>		
Total	79,114	Total	(148,352)
	<b>Net Decrease</b>		<b><u>(\$69,238)</u></b>

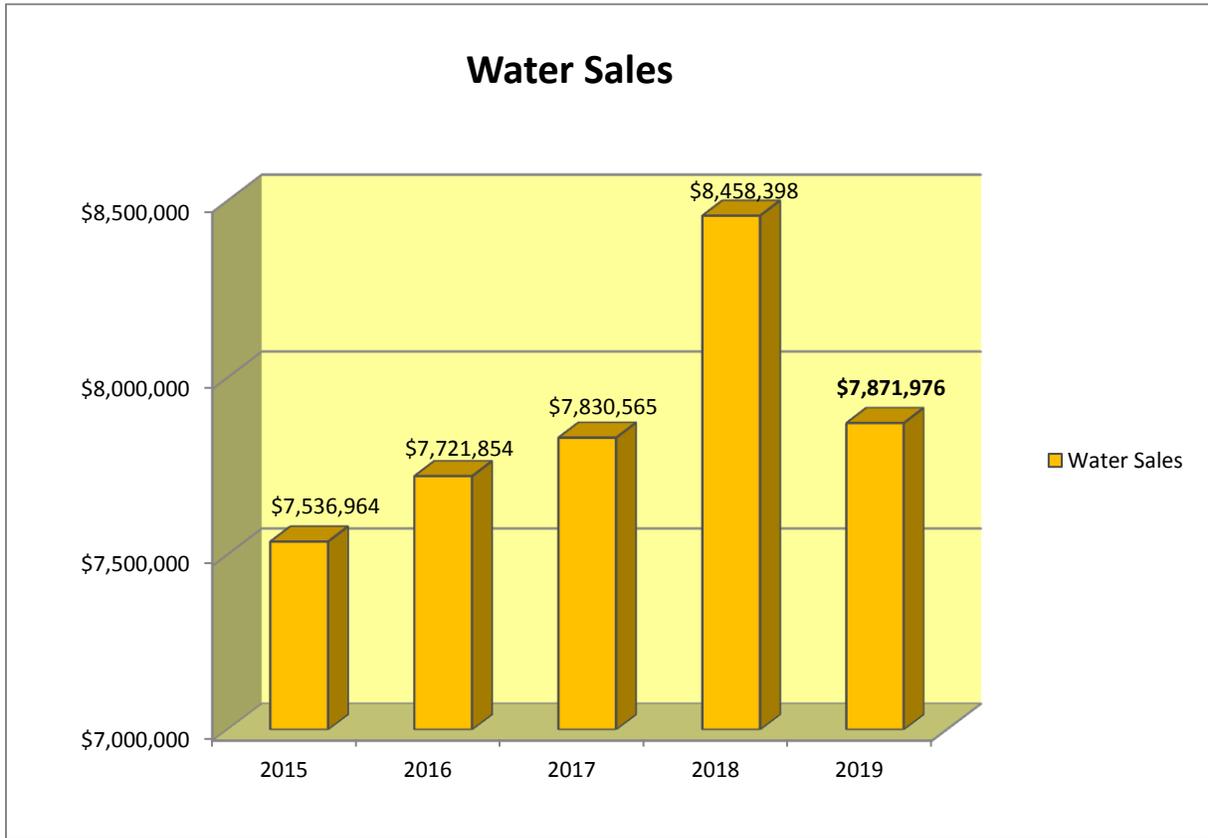
**Personnel Summary:**

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>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>	<u>2020-21</u>
Full Time	10	10	10	10	10	10	10	10	10	<b>10</b>





## 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 2020 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 2021 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:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Other Charges & Svcs	<u>21,870,511</u>	<u>23,952,278</u>	<u>22,432,518</u>	<u>23,200,000</u>	<u>14,781,630</u>	<u>22,900,000</u>	<u>(300,000)</u>	<u>(1.29%)</u>
<b>Department Total</b>	<b><u>21,870,511</u></b>	<b><u>23,952,278</u></b>	<b><u>22,432,518</u></b>	<b><u>23,200,000</u></b>	<b><u>14,781,630</u></b>	<b><u>22,900,000</u></b>	<b><u>(300,000)</u></b>	<b><u>(1.29%)</u></b>

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
	Purchased Power		<u>(300,000)</u>
Total	0	Total	(300,000)
	<b>Net Decrease</b>		<b><u>(\$300,000)</u></b>

<b>MESO WINTER RATE SURVEY - 2019</b>			
<b>Utility</b>	<b>500 kWh</b>	<b>1,000 kWh</b>	<b>10,000 kWh</b>
	<b>Residential</b>	<b>Commercial</b>	<b>Commercial</b>
Claremore	\$ 55.50	\$ 111.00	\$ 1,110.00
Cushing	\$ 51.36	\$ 110.75	\$ 953.64
Edmond	\$ 101.46	\$ 137.80	\$ 745.30
Fairview	\$ 55.80	\$ 114.43	\$ 910.08
Frederick	\$ 72.27	\$ 158.09	\$ 1,338.96
Laverne	\$ 78.25	\$ 165.00	\$ 895.00
Mangum	\$ 65.50	\$ 130.00	\$ 1,094.00
Marlow	\$ 60.04	\$ 129.07	\$ 1,110.70
Newkirk	\$ 69.60	\$ 124.20	\$ 1,107.80
Pawhuska	\$ 49.55	\$ 88.01	\$ 877.78
Pawnee	\$ 94.60	\$ 156.16	\$ 1,240.34
Perry	\$ 71.09	\$ 149.09	\$ 1,095.59
<b>Ponca City</b>	<b>\$ 63.73</b>	<b>\$ 120.12</b>	<b>\$ 1,065.12</b>
Prague	\$ 59.00	\$ 120.00	\$ 930.00
Purcell	\$ 62.08	\$ 121.05	\$ 894.99
Sallisaw	\$ 55.09	\$ 114.00	\$ 996.24
Skiatook	\$ 55.09	\$ 114.00	\$ 996.24
Stillwater	\$ 63.75	\$ 146.98	\$ 957.36
Stroud	\$ 66.67	\$ 153.44	\$ 1,115.32
Tonkawa	\$ 55.20	\$ 108.95	\$ 1,048.05
Waynoka	\$ 54.10	\$ 116.00	\$ 825.25

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 2020 Accomplishments:

- Tested 2,000 poles and replaced over 180 inferior poles.
- Performed system maintenance on primary circuits on 8 of 9 substations, checking every primary pole in circuit and making repairs where needed.
- Replaced 8 wooden transmission poles on Country Club Hill with steel poles.
- Tested 150 meter locations for correct instrument metering.
- Converted the Acre Homes subdivision from non-accessible primary overhead to underground and installed conduit for the Ponca City Broadband system.
- Replaced one of the transformers at Dorada Foods with a new 3750 kVA unit.
- Converted 6 miles of brittle copper conductor to #2 ACSR (aluminum/steel).
- Assisted Technology Services with fiber installation and maintenance, and making business customer fiber connections as required.
- Upgraded 5 underground housing additions, replacing direct bury cable with cable in pipe to improve reliability.
- Provided primary construction for several new 3-phase services including Dollar General, 2 EV stations, McCord school addition, Humane society, and the new Northern Oklahoma Animal Care Facility-Ponca City building.
- Performed make-ready work for phase 2 of the Ponca City Broadband project.
- Performed tree trimming, tree removals, and right-of-way clearing in the 22 trimming areas equating to 27 percent of the system.
- Replaced 1,400 residential electric meters with new Gen 4 meters.
- Performed a relay upgrade at Pecan Park Substation to improve reliability, increase network performance, and improve outage response.
- Worked over 650 street and security light tickets.

### Fiscal 2021 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.
- Continue to assist Technology Services by installing fiber, installing Wi-Fi radios, and making business customer fiber connections as required.
- Upgrade underground housing additions by replacing direct bury cable with cable in pipe to improve reliability.
- Continue with make-ready work for the Ponca City Broadband project.
- Continue replacing residential electric meters with new Gen 4 meters.
- Install new light poles and underground wire on 5<sup>th</sup> Street from the high school to Grand Ave.

- Finish system maintenance on remaining primary circuits, checking every primary pole in circuit and making repairs where needed.
- Create a pilot project to install automated control and monitoring equipment on selected remote electrical system sites, including circuit reclosers, capacitor banks, and distribution switches.

PCUA - Electric Distribution								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	2,650,317	2,588,373	2,617,887	2,755,424	1,969,624	2,755,424	0	0.00%
Material/Supplies	284,251	187,805	313,558	341,800	250,498	360,800	19,000	5.56%
Other Charges & Svcs	3,051,556	3,107,635	3,252,448	3,657,034	2,095,677	3,672,005	14,971	0.41%
Capital Outlay	1,681,160	1,244,234	2,185,499	1,954,500	1,300,063	2,105,000	150,500	7.70%
Debt Service	658,655	678,049	698,227	732,000	527,227	761,000	29,000	3.96%
Transfers	5,985,215	6,089,373	9,243,911	6,645,297	5,643,353	6,747,071	101,774	1.53%
<b>Department Total</b>	<b>14,311,155</b>	<b>13,895,469</b>	<b>18,311,530</b>	<b>16,086,055</b>	<b>11,786,441</b>	<b>16,401,300</b>	<b>315,245</b>	<b>1.96%</b>

<b>Approved Capital:</b>	Electric Distribution System Improvements	\$930,000
	Distribution Reinforcement Program	\$690,000
	Digger Derrick Truck	\$355,000
	Street Lighting	\$100,000
	Electric Rate Study / Cost of Service Study	\$30,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	14,159	Workers Compensation	(14,159)
Computer Supplies	3,000	Chemical Supplies	(500)
Wearing Apparel	10,000	Radio Equipment	(8,000)
Safety Material & Supplies	5,000	Office Equipment Maintenance	(500)
Electrical System Maintenance	10,000	Broadband Expenses	(70,000)
Solid Waste Services	3,000	Light & Heavy Equip Rental	(6,000)
Legal Notices	2,000	Travel Expenses	(3,000)
Charges for General	37,471	Printing	(500)
Tree Trimming Services	50,000	Audit Services	(10,000)
Misc Contractual Services	30,000	Bank Service Fees	(1,000)
Community Promotions	5,000	Credit Card Fees	(20,000)
C/O Misc Other Capital	10,000	Misc Other Charges	(2,000)
Special Purpose Vehicles	343,000	C/O Buildings	(60,000)
Debt Principal	45,000	Pickup Trucks	(67,500)
Transfer to General	<u>106,774</u>	C/O Machine & Tools	(75,000)
		Debt Interest	(15,000)
		Agent Fee	(1,000)
		Transfer to City Garage	<u>(5,000)</u>
Total	674,404	Total	(359,159)
	<b>Net Increase</b>		<b><u>\$315,245</u></b>

**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>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>	<u>2020-21</u>
Full Time	25	25	25	25	25	25	25	25	25	<b>25</b>



**MESO Lineworker's Rodeo was held at Dan Moran Park in Ponca City, OK on September 25-26, 2019. Pictured above is Tanner Lee 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 2020 Accomplishments:

- Completed construction in the Phase 1 area of Ponca City, moved all pilots to the new system and began accepting residential customers on July 8, 2019.
- Worked with Monte R. Lee and Company to develop the final plans and specifications for Phase 2 and 3 of the Ponca City Broadband project.
- Submitted the construction bid, selected a contractor, and began construction of Phase 2 and 3 of the Ponca City Broadband project.
- Completed the programming of the operations database used by Ponca City Broadband for customer, inventory, and work order tracking. This system also provides necessary information for the customer provisioning process, as well as semi-automated reconciliation processes between Utility Billing, the contracted helpdesk, and the disparate hardware equipment system used to configure and provision equipment placed into customer homes.
- Firmly established Ponca City Broadband in the Phase 1 area as a high-quality utility service. Customer feedback has been solicited at multiple stages throughout the on-boarding process: the vast majority of the customers indicate Ponca City Broadband provides phenomenal service.

### Fiscal 2021 Objectives:

- Complete the construction of Phases 2 and 3 of Ponca City Broadband and begin connecting customers desiring service.
- Monitor customer satisfaction to make sure it remains very high.
- Foster and maintain a solid reputation for the Utility service throughout 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:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	0	0	39,691	175,000	115,997	175,000	0	0.00%
Material/Supplies	0	0	42,184	323,750	21,337	339,500	15,750	4.86%
Other Charges & Svcs	0	0	20,140	362,800	142,045	377,000	14,200	3.91%
Capital Outlay	0	0	880,047	190,470	320,636	0	(190,470)	(100.00%)
Transfers	<u>0</u>	<u>0</u>	<u>706</u>	<u>19,980</u>	<u>11,379</u>	<u>19,980</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>0</b>	<b>0</b>	<b>982,767</b>	<b>1,072,000</b>	<b>611,394</b>	<b>911,480</b>	<b>(160,520)</b>	<b>(14.97%)</b>

**Approved Capital:** None.

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 2	972	Workers Compensation	(972)
Office Supplies	2,250	Safety Material & Supplies	(1,000)
Computer Supplies	3,000	Fiber Optic Network	<u>(190,470)</u>
Wearing Apparel	1,000		
Postage	1,750		
Hand Tools	2,500		
Motor Vehicle Maint	6,250		
Electric Utilities	1,400		
Gas Utilities	800		
Travel Expenses	10,000		
Printing	1,000		
Dues & Subscriptions	<u>1,000</u>		
Total	31,922	Total	(192,442)
	<b>Net Decrease</b>		<b><u>(\$160,520)</u></b>

**Personnel Summary:**

Central Office Technician 1 Fiber Field Technician 1

**Total Full Time Employees 2**

**Personnel History:**

	<u>2019-20</u>	<u>2020-21</u>
Full Time	2	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 2020 Accomplishments:**
- Co-hosted the Biannual Household Hazardous Waste Collection Day with Phillips66 Ponca City Refinery.
  - Provided no-charge services to various community events such as the Great Day of Service, October-fest, Standing Bear Powwow and Main Street Brew Fest.
  - Supported several city departments in the removal and disposal of debris generated from facility cleanup and code enforcement activities.
  - Implemented an improved program for the senior collectors to perform a more thorough daily inspection of the packer trucks.
  - Hosted and attended safety and educational meeting to enhance employees' safety awareness and job knowledge.
  - Provided Spring Cleanup and Fall Leaf Collection to residential customers without additional fees.

- Fiscal 2021 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 damages, and code enforcement activities.

PCUA - Solid Waste Collection								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	1,955,111	1,908,246	1,982,843	2,174,855	1,444,318	2,174,855	0	0.00%
Material/Supplies	33,116	38,512	42,338	52,025	27,483	53,065	1,040	2.00%
Other Charges & Svcs	204,048	214,232	270,439	251,314	170,784	256,340	5,026	2.00%
Capital Outlay	0	16,039	0	0	0	0	0	0.00%
Transfers	<u>1,302,789</u>	<u>1,342,081</u>	<u>1,382,312</u>	<u>1,408,429</u>	<u>1,178,868</u>	<u>1,416,709</u>	<u>8,280</u>	<u>0.59%</u>
<b>Department Total</b>	<b><u>3,495,064</u></b>	<b><u>3,519,110</u></b>	<b><u>3,677,933</u></b>	<b><u>3,886,623</u></b>	<b><u>2,821,453</u></b>	<b><u>3,900,969</u></b>	<b><u>14,346</u></b>	<b><u>0.37%</u></b>

**Approved Capital:** None



**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

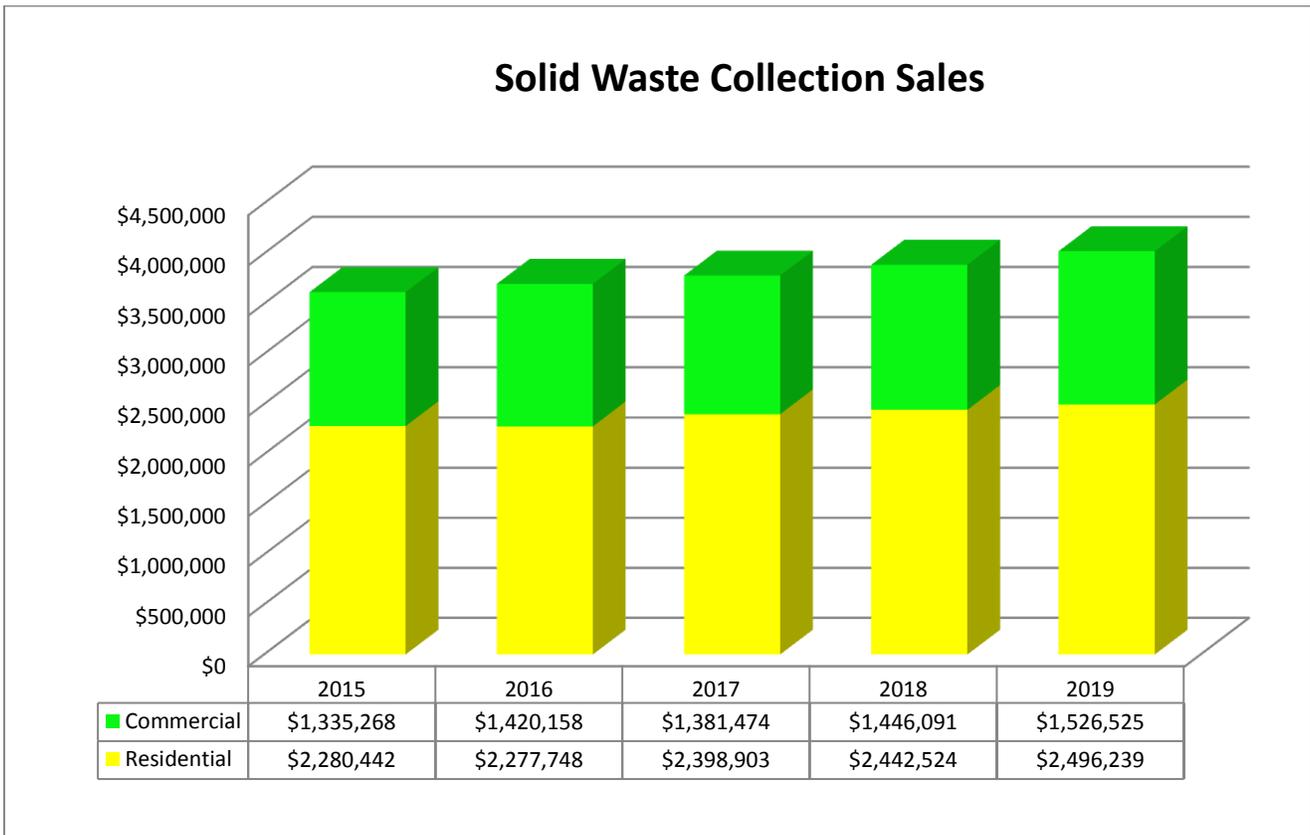
**Total Full Time Employees                    30.83**

**Total Part Time Employees                    9**

**Personnel History:**

	<u>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>	<b><u>2020-21</u></b>
Full Time	31.83	31.83	31.83	31.83	31.83	31.83	30.83	30.83	30.83	<b>30.83</b>

**Explanation:**    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 2020 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 (O DEQ) inspections.
- Held onsite safety meetings and group discussions in addition to attending City-wide training to enhance employees' safety awareness and job knowledge.
- Renewed Industrial Pretreatment Discharge Permit so that excess leachate could be transported to and disposed at the City's Wastewater Treatment Plant.
- Installed a 6ft tall chain-link fence with 3-strand barbwire top on the east side of the landfill to help with litter containment.

**Fiscal 2021 Objectives:**

- Comply with all state and federal regulations concerning municipal landfill operations.
- Work with other City Departments in the disposal of debris generated from construction activities, storm damages, and code enforcement activities.
- Continue division's commitment to employee training by attending and hosting safety and educational meetings.

PCUA - Landfill								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	444,374	420,993	447,386	482,806	324,496	482,806	0	0.00%
Material/Supplies	10,251	11,730	8,735	16,279	5,757	16,604	325	2.00%
Other Charges & Svcs	125,307	169,043	174,165	164,504	86,031	167,794	3,290	2.00%
Capital Outlay	0	7,000	0	0	0	0	0	0.00%
Debt Service	12,500	5,732	0	0	0	0	0	0.00%
Transfers	672,453	649,420	667,905	715,738	481,117	707,416	(8,322)	(1.16%)
<b>Department Total</b>	<b>1,264,886</b>	<b>1,263,918</b>	<b>1,298,191</b>	<b>1,379,327</b>	<b>897,401</b>	<b>1,374,620</b>	<b>(4,707)</b>	<b>(0.34%)</b>

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

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	2,605	Workers Compensation	(2,605)
Safety Material & Supplies	325	Transfer to City Garage	<u>(10,000)</u>
Electric Utilities	142		
Water Utilities	54		
Telephone Service Local	20		
Telephone Repair	2		
Travel Expenses	52		
Legal Notices	6		
Advertising	4		
Printing	4		
Audit Services	82		
Engineering Services	41		
Charges for General	923		
Dues & Subscriptions	10		
Education & Training	56		
Misc Contractual Services	1,788		
Contingencies	66		
Miscellaneous	40		
Transfer to General	<u>1,678</u>		
Total	7,898	Total	(12,605)
	<b>Net Decrease</b>		<b><u>(\$4,707)</u></b>

**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>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>	<b><u>2020-21</u></b>
Full Time	7	7	7	7	7	7	7	7	7	7

## Landfill – Closure

- Fiscal 2020 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 2021 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	2017 Actual	2018 Actual	2019 Actual	2021 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2021		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%
<b>Total Revenues:</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>37,500</b>	<b>50,000</b>	<b>0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>								
Dues & Subscriptions	13,904	9,913	15,096	18,000	10,833	18,000	0	0.00%
Miscellaneous	0	0	0	0	0	0	0	0.00%
<b>Total Expenditures:</b>	<b>13,904</b>	<b>9,913</b>	<b>15,096</b>	<b>18,000</b>	<b>10,833</b>	<b>18,000</b>	<b>0</b>	<b>0.00%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:** None

**Personnel Summary:** None

### RECYCLING CENTER STATISTICS

<u>Type of Recyclable</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Cardboard	89.30	101.59	54.00	24.72	79.5	138.38	122.88
Newspapers	154.01	160.92	60.50	121.8	190.3	88.57	264.16
White Goods	22.04	25.76	19.82	38.72	8.47	0	0
Magazines	54.40	52.31	**	**	**	**	**
Office Paper	23.03	25.76	9.00	20	25.25	26.97	24.4
Glass	38.98	41.38	28.54	29.07	24.55	19.94	24.7
Books	9.35	8.10	**	**	**	**	**
Tin	8.47	7.11	7.49	6.1	2.62	7.32	13.09
Car Batteries	2.88	4.01	3.00	2.5	.8	0	0
Aluminum Cans	2.33	2.65	2.25	2.31	2.1	2.74	.5
Misc Paper	8.77	7.82	**	**	**	**	**
Mixed Metal	16.20*	8.22*	6.17*	23.7*	37.45	9.06	8.21
<b>Total*</b>	<b>429.76</b>	<b>445.63</b>	<b>190.90</b>	<b>268.92</b>	<b>371.04</b>	<b>429.76</b>	<b>457.94</b>

\*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>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Trees	5,761	6,061	3,245	4,571	5,016	4,317	6,994
kWh of Energy	1,389,326	1,461,650	782,690	1,102,572	1,209,705	1,041,047	1,686,904
Gallons of Water	2,372,020	2,495,500	1,336,300	1,882,440	2,065,350	1,777,397	2,880,080
Cubic Yard of Landfill	779	820	325	672	974	838	1,358
Pounds of Air Pollution	25,786	26,395	11,454	16,135	17,703	15,235	24,686

## 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 2020 Accomplishments:**

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

**Fiscal 2021 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	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Transfer from Sld Wste	300,000	300,000	325,000	325,000	243,750	325,000	0	0.00%
Transfer from Landfill	300,000	300,000	325,000	325,000	243,750	325,000	0	0.00%
Interest Income	17,245	40,304	75,092	50,000	64,894	60,000	10,000	20.00%
Income Disp Fixed Asset	0	87,134	0	0	0	0	0	0.00%
<b>Total Revenues:</b>	<b>617,245</b>	<b>727,438</b>	<b>725,092</b>	<b>700,000</b>	<b>552,394</b>	<b>710,000</b>	<b>10,000</b>	<b>1.43%</b>
EXPENDITURES								
Capital Outlay	245,138	616,271	398,369	297,200	56,143	361,500	64,300	21.64%
<b>Total Expenditures:</b>	<b>245,138</b>	<b>616,271</b>	<b>398,369</b>	<b>297,200</b>	<b>56,143</b>	<b>361,500</b>	<b>64,300</b>	<b>21.64%</b>

**Approved Capital:**

Roll-Off Truck	\$182,000
Forklift	\$40,000
North Boundary Fence for Ponca City Landfill	\$40,000
2, 3, 4 and 6 Yard Rear Load Containers & Lids	\$34,000
Five Mobile Litter Fence with Canopy	\$27,000
Topographic Site Survey	\$22,500
Three (3) Thirty Yard Open Top Containers	\$16,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Other Trucks	4,000	C/O Land Improvement	(17,000)
Special Purpose Vehicles	40,000	Machinery & Equipment	(12,200)
Landfill Equipment	27,000		
Misc Capital Outlay	22,500		
<b>Total</b>	<b>93,500</b>	<b>Total</b>	<b>(29,200)</b>

**Net Increase                    \$64,300**

**Personnel Summary:** None

# Utility Billing – Administration

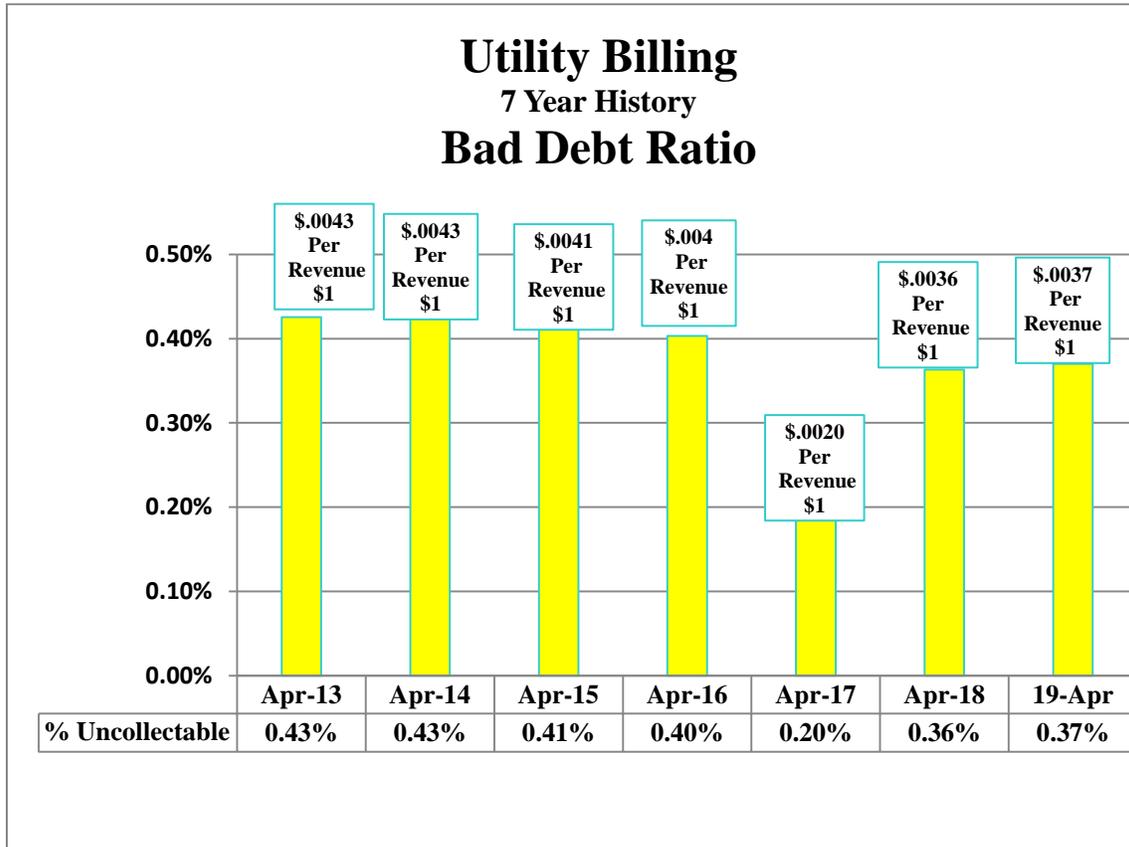
**Department Mission:** Utility Billing strives to provide accurate billing service and records to all Ponca City Utility Authority (PCUA) customers with prompt, professional, and courteous service.

- Fiscal 2020 Accomplishments:**
- Completed Broadband Customer Service Guidelines Manual.
  - Created forms to set up broadband for new customers.
  - Initiated billing for Broadband, Activation Fees, and Miscellaneous Equipment on utility bills.
  - Utility Billing Technicians have completed all new Sensus electric meters within Phase I and have activated over 4,000 new meters.
  - Actively pursuing Legal Notices for estate notifications for collections.

UTILITY PAYMENTS RECEIVED (CHECKS, CASH, AUTO DRAFTS)							
YEAR	2016	2017	2016-2017 % DIFF.	2018	2017-2018 % DIFF.	2019	2018-2019 % DIFF.
WINDOW	88,404	89,392	1.51%	89,125	-.99%	87,584	-1.75%
BOX	31,917	31,330	-1.87%	30,453	-.97%	29,389	-3.5%
MAIL	24,661	22,477	-9.72%	20,370	-.90%	19,688	-3.45%
ONLINE/ INTERNET	10,710	11,833	9.49%	12,484	1.05%	13,901	11.25%
BANK DRAFT	26,502	26,790	1.08%	27,643	1.03%	28,267	2.25%
CREDIT CARD DRAFT	6,947	7,731	10.14%	8,740	-.974%	8,740	16%

- Fiscal 2021 Objectives:**
- Continue to keep collections/bad debt accounts in house thus saving our customers 23%.
  - Cross train other clerks in the Billing Functions and Monthly Reporting.
  - Review procedures for past due accounts and examine if office should continue with delivery of both past due reminder notices and 24hr notices.
  - Track number of phone payments to determine if the office needs to open a clerk’s desk to take phone payments in addition to the two cashiers for credit card payments.

- Budget Highlights:**
- Community agencies, churches and tribal agencies contributed \$178,863 on customers’ accounts in 2019. When these contributions are coupled with DHS payments of \$205,302, a total of \$384,165 in outside assistance was received. This is down by almost 20 percent from previous year.



PCUA - Utility Billing Administration								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	443,593	434,902	444,011	464,810	340,557	464,810	0	0.00%
Material/Supplies	69,755	68,252	67,630	75,100	40,892	75,550	450	0.60%
Other Charges & Svcs	136,852	121,441	113,014	127,400	79,015	121,350	(6,050)	(4.75%)
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	9,421	9,941	9,707	12,500	7,344	12,500	0	0.00%
<b>Department Total</b>	<b>659,620</b>	<b>634,536</b>	<b>634,361</b>	<b>679,810</b>	<b>467,807</b>	<b>674,210</b>	<b>(5,600)</b>	<b>(0.82%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	2,620	Workers Compensation	(2,620)
Office Supplies	500	Misc Supplies	(50)
Food Supplies	50	Equipment & Tools Maintenance	(50)
Telephone Service Local	<u>50</u>	Legal Notices	(100)
		Collection of Bad Debt	(5,000)
		Misc Contractual Services	<u>(1,000)</u>
Total	3,220	Total	(8,820)
<b>Net Decrease</b>		<b><u>(\$5,600)</u></b>	

**Personnel Summary:**

Office Manager	1	Billing Clerk II	3
Field Service Representative	2	Billing Clerk I	2
		Billing Clerk I – Part Time	1
<b>Total Full Time Employees</b>		<b>8</b>	
<b>Total Part Time Employees</b>		<b>1</b>	

**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>	<u>2020-21</u>
Full Time	9	9	9	9	8	8	8	8	8	8

**Explanation:** FY 15/16 Office Specialist position was eliminated.

## 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 2020 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 with four Significant Industrial Users (SIU) and five Nonsignificant Industrial Users.
- Worked with ODEQ, Rural Water Association, and other mid-sized municipalities to propose significant rule changes to Chapter 710 Operator Certification.
- Worked with FEMA and OMAG following the significant flood events of May 2019.
- Successfully executed emergency projects to repair flood damages and restore sewer service in a timely manner:
  - Repaired collapsed 24” sewer interceptor serving northeast Ponca City
  - Repaired 500 feet of breached 18” sewer interceptor serving southeast Ponca City.
  - Replaced severely damaged bar screens and broken grit pump at Wastewater Treatment Plant
- Finished Phase II Bois D’Arc Sewer Interceptor Project where 7,500 feet of 30” interceptor was replaced with PVC pipe from West South Avenue going south to Bois D’Arc Liftstation.

### Fiscal 2021 Objectives:

- Continue to promote higher standards and higher efficiency throughout the department.
- Manage approved capital improvement projects through design, bidding, and construction phases.
- Work with industrial pretreatment customers to maximize service provision and ensure customer satisfaction.
- Communicate with local dental offices to slowly incorporate the mandatory Federal Effluent Limitations Guidelines for Dental Offices into City’s Industrial Pretreatment Program.

PCUA - Wastewater Administration								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Personal Services	73,826	72,756	74,480	79,035	55,426	79,035	0	0.00%
Material/Supplies	925	1,009	1,297	1,474	1,109	1,503	29	1.97%
Other Charges & Svcs	237,536	245,268	252,291	274,425	199,727	279,914	5,489	2.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	1,405,979	1,013,722	651,672	452,000	368,744	400,000	(52,000)	(11.50%)
Transfers	<u>712,535</u>	<u>721,746</u>	<u>759,141</u>	<u>778,724</u>	<u>684,043</u>	<u>788,498</u>	<u>9,774</u>	<u>1.26%</u>
<b>Department Total</b>	<b><u>2,430,801</u></b>	<b><u>2,054,502</u></b>	<b><u>1,738,881</u></b>	<b><u>1,585,658</u></b>	<b><u>1,309,049</u></b>	<b><u>1,548,950</u></b>	<b><u>(36,708)</u></b>	<b><u>(2.32%)</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 2	461	Workers Compensation	(461)
Office Supplies	25	Debt Principal	(50,000)
Books & Periodicals	2	Debt Interest	<u>(5,000)</u>
Postage	2		
Telephone Service Local	141		
Travel Expenses	73		
Legal Notices	6		
Audit Services	165		
Misc Professional Service	123		
Charges for General Fund	4,851		
Dues & Subscriptions	6		
Education & Training	21		
Bank Service Fees	62		
Contingencies	41		
Agent Fee	3,000		
Transfer to General	<u>9,774</u>		
Total	18,753	Total	(55,461)
	<b>Net Decrease</b>		<b><u>(\$36,708)</u></b>

**Personnel Summary:**

Environmental Services Director	.33	Administrative Secretary	.5
<b>Total Full Time Employees</b>		<b>.83</b>	

**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>	<u>2020-21</u>
Full Time	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	<b>0.83</b>



## 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 2020 Accomplishments:

- Successfully treated over 1.8 billion gallons of wastewater, including high-strength wastewater streams generated by industrial users. This quantity increased from last year's 1.3 billion gallons.
- Successfully operated over 20 key process units with the lowest attainable capital costs for the treatment plant.
- Completed mixer replacement project and painting of clarifiers.
- Carried out 2,903 work orders to maintain the treatment plant and fourteen (14) liftstations.
- Completed the emergency repair of bar screens that were damaged by flood water debris.

### Fiscal 2021 Objectives:

- Finish all scheduled infrastructure improvement projects on time and within budget.
- Continue division's commitment to employee training in order to enhance job knowledge and safety awareness.
- Continue the replacement of major treatment components to ensure plant's smooth operation.
- Work with engineer and contractor to facilitate the Bois D'Arc Liftstation Rehabilitation Project.

PCUA - Wastewater Treatment								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	607,551	613,407	653,520	754,498	495,472	754,498	0	0.00%
Material/Supplies	231,021	270,422	275,123	291,284	189,076	297,100	5,816	2.00%
Other Charges & Svcs	361,500	341,508	436,748	575,195	278,276	586,700	11,505	2.00%
Capital Outlay	83,660	82,588	126,908	265,000	218,336	684,000	419,000	158.11%
Transfers	96,013	104,945	92,148	106,945	70,604	106,945	0	0.00%
<b>Department Total</b>	<b>1,379,746</b>	<b>1,412,870</b>	<b>1,584,447</b>	<b>1,992,922</b>	<b>1,251,764</b>	<b>2,429,243</b>	<b>436,321</b>	<b>21.89%</b>

<b>Approved Capital:</b>	Bois D'arc Liftstation Wet Well Rehabilitation	\$500,000
	Loader	\$184,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Building Maintenance	16	Misc Capital Outlay	<u>(30,000)</u>
Wastewater System Maint	5,800		
Laboratory Fees	5,700		
Controls & Instruments	5,805		
C/O Sewer System	410,000		
Special Purpose Vehicles	<u>39,000</u>		
	<b>Total</b>	<b>Total</b>	<b>(30,000)</b>
	<b>466,321</b>		
	<b>Net Increase</b>	<b><u>\$436,321</u></b>	

**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		
	<b>Total Full Time Employees</b>	<b>11</b>	
	<b>Total Part Time Employees</b>	<b>2</b>	

**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>	<u>2020-21</u>
Full Time	11	11	11	11	11	11	11	11	11	<b>11</b>

## 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 2020 Accomplishments:**

- Completed Phase II Bois D’Arc Interceptor Replacement Project.
- Continue division’s commitment to employee training in order to enhance job knowledge and safety awareness.
- Continue the replacement of major treatment components to ensure plant’s smooth operation.
- Work with engineer and contractor to facilitate the Bois D’Arc Liftstation Rehabilitation Project.

**Fiscal 2021 Objectives:**

- Perform preventative maintenance task to minimize Unpermitted Discharges.
- Improve the City’s Wastewater Collection System with capital. project(s) and point-to-point repairs.
- Continue the division’s commitment to safety.

PCUA - Wastewater Collection								
EXPENDITURES:	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Personal Services	394,659	367,775	386,707	411,062	288,279	411,062	0	0.00%
Material/Supplies	64,542	88,136	43,064	97,650	30,093	99,610	1,960	2.01%
Other Charges & Svcs	46,156	48,788	47,509	57,820	46,813	58,970	1,150	1.99%
Capital Outlay	120,930	1,957,747	889,665	1,900,000	1,609,498	520,000	(1,380,000)	(72.63%)
Transfers	<u>66,141</u>	<u>40,322</u>	<u>45,476</u>	<u>67,422</u>	<u>29,932</u>	<u>67,422</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>692,429</b>	<b>2,502,769</b>	<b>1,412,421</b>	<b>2,533,954</b>	<b>2,004,615</b>	<b>1,157,064</b>	<b>(1,376,890)</b>	<b>(54.34%)</b>

**Approved Capital:**

Wastewater Collection Main Replacement	\$320,000
New Electronic Operating System for Camera Van	\$130,000
Contingency Wastewater Collection Projects	\$70,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 2	1,999	Workers Compensation	(1,999)
Wastewater System Maint	1,960	C/O Sewer System	<u>(1,380,000)</u>
Misc Contractual Services	<u>1,150</u>		
Total	5,109	Total	(1,381,999)
	<b>Net Decrease</b>		<b><u>(1,376,890)</u></b>

**Personnel Summary:**

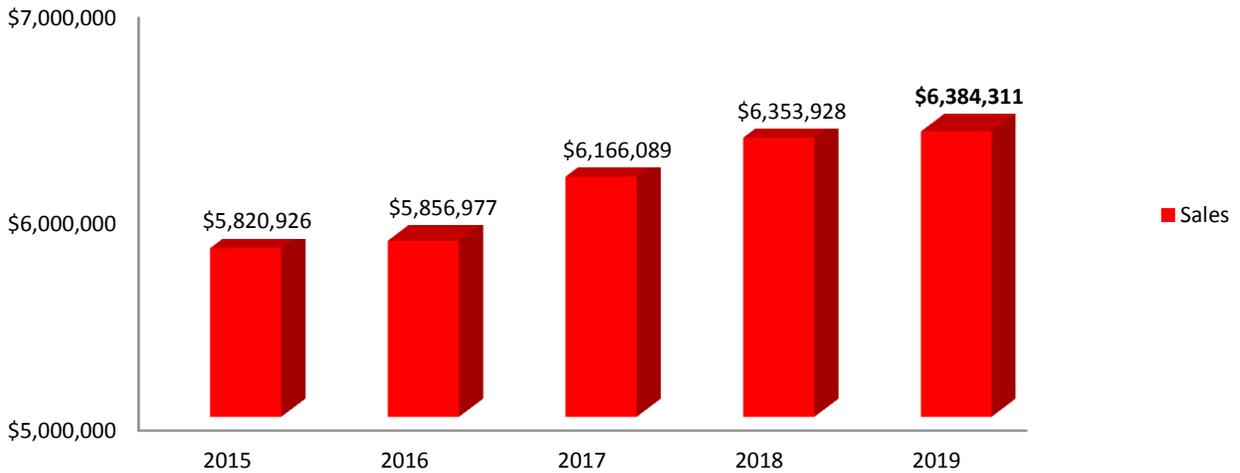
Supervisor	1	Maintenance Worker I	2
Maintenance Worker II	3		

**Total Full Time Employees                    6**

**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>	<b><u>2020-21</u></b>
Full Time	6	6	6	6	6	6	6	6	6	<b>6</b>

**Wastewater Sales**



## 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 2020 Accomplishments:**

- Demolition of a structure that was in a localized flood area at 527 Virginia.
- Completed a drainage improvement project in the McGraw Drive area.
- Reviewed the current Ponca City stormwater ordinance and attended training sessions on the new proposed Department of Environmental Quality Municipal Separate Storm Sewer System (MS4) OKR04 permit.
- Co-hosted the bi-annual Household Hazardous Waste Collection Day with Phillips 66 and which included electronics and medication collections.

**Fiscal 2021 Objectives:**

- Implement the requirements for the City's new stormwater Phase II National Pollutant Discharge Elimination Systems (NPDES) permit. The new requirements and reports required by Oklahoma Department of Environmental Quality (ODEQ) are tentatively set to be re-issued this year and will require several new updates which will have to be addressed by the Municipal Separate Storm Sewer System (MS4).
- Continue funding for unanticipated drainage problems that arise.

PCUA - Stormwater								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Stormwater Fee	479,520	514,346	550,205	548,000	411,421	548,000	0	0.00%
Other Revenues	<u>31,196</u>	<u>24,967</u>	<u>59,063</u>	<u>26,500</u>	<u>36,466</u>	<u>36,500</u>	<u>10,000</u>	<u>37.74%</u>
<b>Total Revenues:</b>	<b>510,716</b>	<b>539,313</b>	<b>609,268</b>	<b>574,500</b>	<b>447,887</b>	<b>584,500</b>	<b>10,000</b>	<b>1.74%</b>
<b>EXPENDITURES:</b>								
Personal Services	31,959	32,281	33,081	34,383	24,900	34,383	0	0.00%
Materials & Supplies	23,625	19,283	3,465	50,000	2,475	50,000	0	0.00%
Other Charges & Svcs	103,435	79,806	95,427	126,784	59,840	123,930	(2,854)	(2.25%)
Capital Outlay	21,559	407,787	113,043	100,000	130,033	550,500	450,500	450.50%
Transfers	<u>10,000</u>	<u>10,000</u>	<u>20,000</u>	<u>30,000</u>	<u>22,500</u>	<u>30,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures</b>	<b>190,579</b>	<b>549,157</b>	<b>265,016</b>	<b>341,167</b>	<b>239,748</b>	<b>788,813</b>	<b>447,646</b>	<b>131.21%</b>

**Approved Capital:**

Street Sweeper	\$310,000
Contingency Stormwater Capital Improvement Projects	\$100,000
Joe Street Drainage Improvements	\$100,000
Joe Street Drainage Improvements – Engineering	\$30,000
Unmanned Aerial Vehicle	\$7,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>			<u>Decreases</u>
Retirement Plan 2	187	Workers Compensation		(187)
Charges for General Fund	646	Contingencies		<u>(5,000)</u>
Education Training	1,500			
C/O Stormwater System	130,000			
Misc Capital Outlay	<u>320,500</u>			
Total	452,833	Total		(5,187)
	<b>Net Increase</b>			<b><u>447,646</u></b>

**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>	<u>2020-21</u>
Full Time	.5	.5	.5	.5	.5	.5	.5	.5	.5	<b>.5</b>

**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 2020 Accomplishments:**

- Improved City private network performance by replacing aging network switches, implementing new VLANs, and monitoring overall network performance for other areas of improvement opportunities.
- Moved the City's cellular service from T-Mobile to AT&T, providing more reliable signal strength. This move also allowed all City-owned cell phones to operate under the FirstNet Cellular channel. The private cellular band that FirstNet uses is separate from regular, consumer cellular bands. Heavy use of cellular networks (especially in the event of an emergency) will not impact City cellular devices (phones or portable data devices).
- Worked with staff from the Marland Mansion to identify and select a vendor for security surveillance. Worked with the vendor to install and operationalize a multi-camera solution with recording and storage capability to ensure all floors of the Mansion were adequately protected.
- Began a computer process involving all desktop-based technology in the City, upgrading the operating system to Windows 10, and the back office applications suite to Office 2019.
- Worked with a business partner to plan and design the upgrade/replacement of the aging data center for City system, as well as the Disaster Recover fail-over site.
- Installed two new voice routers for the City's Voice-over-IP (VoIP) phones. The primary router is in the network closet at the Police Department, and the backup/fail-over router is in the network closet at the disaster recovery center. This ensures the operations of the VoIP telephone network itself for the next 5 to 10 years.
- Began migrating existing server operating systems from versions that are nearing end-of-support. This work will continue into FY20-21, immediately followed by the final upgrade to the newest operating system version. This intermediate step was needed for cyber security reasons, as well to place Ponca City in a position to make the next migration step in FY20-21 to the newest operating system version.

**Fiscal 2021 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.
- Provide continued Cyber Security training to all City employees with access to City systems and continue testing the ability of end users to spot and block phishing attacks.

- Complete the conversion and upgrade process on all City file servers to Windows Server 2019.
- Continue assisting 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	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Transfers	743,000	743,000	870,000	870,000	655,000	870,000	0	0.00%
Misc. Receipts	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,397</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>743,000</b>	<b>743,000</b>	<b>870,000</b>	<b>870,000</b>	<b>661,397</b>	<b>870,000</b>	<b>0</b>	<b>0.00%</b>
EXPENDITURES								
Personal Services	313,282	363,001	402,184	435,249	322,582	435,249	0	0.00%
Material & Supplies	111,827	45,004	67,529	75,140	25,271	59,000	(16,140)	(21.48%)
Other Charges & Svcs	202,810	224,402	233,781	236,850	224,743	288,000	51,150	21.60%
Capital Outlay	0	73,016	99,690	78,000	16,029	138,000	60,000	76.92%
Debt Service	0	76,487	101,983	102,000	84,986	102,000	0	0.00%
Transfers	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>631,145</b>	<b>785,135</b>	<b>908,393</b>	<b>930,465</b>	<b>676,837</b>	<b>1,025,475</b>	<b>95,010</b>	<b>10.21%</b>

**Approved Capital**

WiFi Annual Licensing & Support	\$110,000
VDI Annual Lease Payment	\$102,000
Network Switch Room Hardware	\$20,000
Uninterruptable Power Supplies	\$8,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
ICMA Retirement PCUA	2,492	Workers Compensation	(2,492)
Cell Phone Service	51,000	Office Supplies	(100)
Dues & Subscriptions	150	Computer Supplies	(10,000)
Maintenance & Service Contract	19,000	Computers	(5,000)
Misc Capital Outlay	<u>110,000</u>	Computer Maintenance	(1,040)
		Misc Professional Service	(9,000)
		Education & Training	(5,000)
		Communications Maintenance	(5,000)
		Computer Capital Exp	(20,000)
		Office Machines	<u>(30,000)</u>
Total	182,642	Total	(87,632)
	<b>Net Increase</b>		<b><u>95,010</u></b>

**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>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>	<u>2020-21</u>
Full Time	3	3	4	4	4	4	4	4	4	<b>4</b>

**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 2020 Accomplishments:**

- Added three new tournaments for Not-for-Profit organizations.
- Had another successful Wednesday Night League with 28 teams this year.
- Continued working relationships with area business and booster clubs to increase tournament play and pro shop sales.
- Extended Ponca Lake views on #6 and #17. Added new Ponca Lake view on #18 tee box.
- Overseeded the bare areas throughout the course with fescue.
- Planted wildflowers in native area between #17 and #18.
- Co-Hosted the Cherokee Strip Golf Classic.
- Won the battle against Mother Nature regarding the greens and the roller coaster weather patterns that were endured.

**Fiscal 2021 Objectives:**

- Continue efforts to work with local businesses to create more events.
- Plant Crape Myrtles behind #10 green.
- Reconstruct #4 and #9 grass bunkers to fescue bunkers.
- Continue wildflower campaign to attract pollinators and enhance the aesthetics of the course.
- Grow Wednesday Night League to 36 teams.
- Continue to receive 4 Star ranking Golf Course by Golf Digest.
- Construct multiple red tee boxes.
- Establish home and home series with surrounding public golf courses.
- Use the Kids Play Free initiative to grow golf in Ponca City.

Enterprise Funds - Golf Course								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
Annual Green Fees	50,967	56,288	49,630	53,000	7,558	49,000	(4,000)	(7.55%)
Daily Green Fees	139,009	142,050	100,990	140,000	83,263	125,000	(15,000)	(10.71%)
Tournament Fees	0	8,507	0	0	0	0	0	0.00%
Pro Shop Sales	154,395	145,475	123,313	120,000	61,275	130,000	10,000	8.33%
Golf Cart Rentals	117,457	121,702	103,262	115,000	65,534	120,000	5,000	4.35%
Private Cart Fees	4,406	3,910	0	4,000	270	0	(4,000)	(100.00%)
Daily Cart Rentals	0	0	0	0	0	0	0	0.00%
Cart Trail Fees	491	1,071	158	500	0	500	0	0.00%
Sales Tax Paid	0	681	115	0	0	0	0	0.00%
Concession	66,323	64,719	49,485	70,000	36,994	55,000	(15,000)	(21.43%)
Contrib from Funds	285,694	280,000	280,000	330,000	247,500	330,000	0	0.00%
Cash Over/Short Rev	33	(17)	268	0	84	0	0	0.00%
Other Revenues	<u>355</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>819,132</b>	<b>824,387</b>	<b>707,221</b>	<b>832,500</b>	<b>502,479</b>	<b>809,500</b>	<b>(23,000)</b>	<b>(2.76%)</b>
<b>EXPENDITURES</b>								
Personal Services	501,812	488,755	496,021	527,046	353,307	521,121	(5,925)	(1.12%)
Material & Supplies	84,808	89,389	83,418	96,125	79,863	98,000	1,875	1.95%
Other Charges & Svcs	210,888	196,970	218,591	180,250	106,519	161,300	(18,950)	(10.51%)
Capital Outlay	0	22,834	0	0	0	0	0	0.00%
Transfers	<u>26,159</u>	<u>28,079</u>	<u>30,579</u>	<u>29,079</u>	<u>19,976</u>	<u>29,079</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>823,667</b>	<b>826,027</b>	<b>828,610</b>	<b>832,500</b>	<b>559,665</b>	<b>809,500</b>	<b>(23,000)</b>	<b>(2.76%)</b>

**Approved Capital:** Dakota Turf Tender Top-Dresser Model 410 (CIP Fund) \$13,500  
 Beverage cart (CIP Fund) \$13,000

**Approved Budget Variances from Prior Year:**

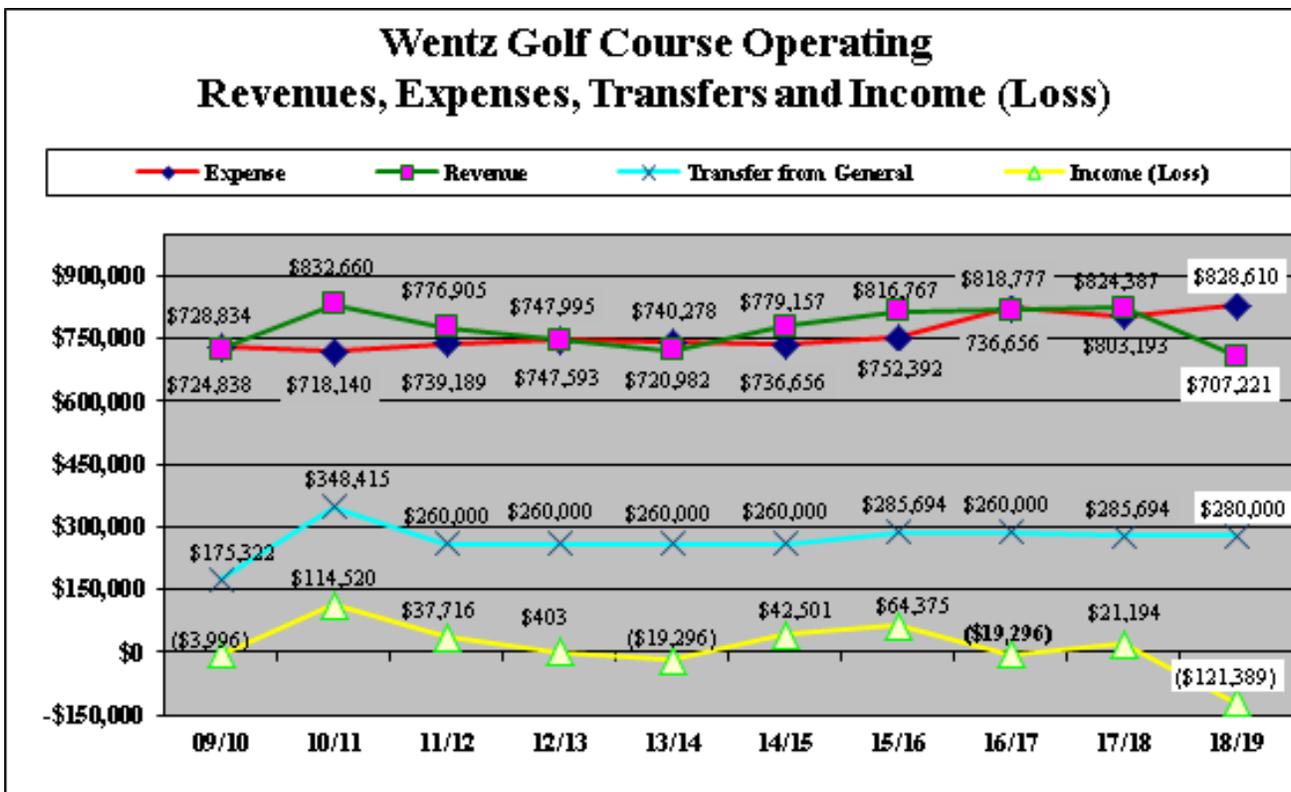
<u>Increases</u>	<u>Decreases</u>
Medical Supplies 150	Part Time Salaries (3,010)
Landscape Supplies 2,000	Workers Compensation (2,915)
Grounds Maintenance 450	Office Supplies (325)
Golf Cart Contract Fee <u>1,150</u>	Safety Material & Supplies (400)
	Telephone Service Local (100)
	Travel Expenses (7,500)
	Advertising (7,000)
	Pro Shop Merchandise (500)
	Concession <u>(5,000)</u>
Total 3,750	Total (26,750)
<b>Net Decrease</b>	<b><u>(23,000)</u></b>

**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
<b>Total Full Time Employees</b>		<b>6</b>	
<b>Total Part Time Employees</b>		<b>11</b>	

**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>	<u>2020-21</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 2018/19 utility expense was approximately \$24,362.

## 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 2020 Accomplishments:

- Hosted the annual *Oktoberfest*, a two day event, selling over 4,000 tickets, and hosted the biennial *Holiday Candlelight Tour*, receiving over 300 guests.
- Continued accessibility to the Emmy nominated documentary *High Stakes, the Life and Times of E.W. Marland* with VIMEO streaming funded by the Marland Estate Foundation.
- Received \$72,875 in monetary donations via the Marland Estate Foundation, which included \$39,225 from individuals, \$3,550 from ConocoPhillips/Phillips66 Matching Grant and Volunteer Grants, \$100 from memorial donations, \$30,000 from Oktoberfest. Received a \$250,000 anonymous gift to the Marland Estate Foundation.
- Installed a new liner/pump at entrance pond and a new pump at Whitemarsh pond with funding from the Marland Estate Foundation.
- Installed commercial steel door/frame with emergency push bar in Mansion northwest basement/stairwell.
- Installed new landscaping around Lydie's Statue on the north lawn.
- Installed WiFi and security camera system upgrades with Technology Services expertise with funding from the Marland Estate Foundation.
- Completed detailed plaster/paint in the breakfast room, George Marland's room, and E.W. Marland's Suite Vestibule with funding from the Marland Estate Foundation.
- Acquired nine wood furnishings thought to be original to the Mansion, with funding from the Marland Estate Foundation.
- Replaced the roof system of the Artist Studio and Oil Museum with clay tile and copper guttering, with funding from the Marland Estate Foundation.

### Fiscal 2021 Objectives:

- Continue to 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 advertising, including billboards.
- Continue to recruit, train, and maintain over 30 volunteer docents to lead guided tours and various specialty tours each week.
- Continue detailed plaster/painting throughout the estate.
- Continue rust proofing/painting of wrought iron doors and windows.

- Continue interior renovations to the Gate House.
- Caulk and seal second and third floor terrace surfaces of Mansion.
- Upgrade Marland Family Exhibit currently located upstairs in Lydie’s Cottage.

<b>Enterprise Funds - Marland Estate</b>								
<b>REVENUES</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Outside Revenue	0	0	0	0	0	0	0	0.00%
Charges for Services	192,782	179,326	156,092	156,600	99,326	152,600	(4,000)	(2.55%)
Contribution from Funds	199,185	180,000	170,000	220,000	165,000	220,000	0	0.00%
Other Revenues	<u>2,905</u>	<u>4,831</u>	<u>8,895</u>	<u>6,000</u>	<u>5,579</u>	<u>6,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>394,873</b>	<b>364,157</b>	<b>334,987</b>	<b>382,600</b>	<b>269,905</b>	<b>378,600</b>	<b>(4,000)</b>	<b>(1.05%)</b>
<b>EXPENDITURES</b>								
Personal Services	224,026	230,873	240,585	321,969	236,373	321,969	0	0.00%
Material & Supplies	32,956	33,012	40,868	40,300	26,933	40,781	481	1.19%
Other Charges & Svcs	41,667	35,750	38,022	44,940	27,512	45,940	1,000	2.23%
Capital Outlay	0	5,980	0	0	0	40,950	40,950	0.00%
Transfers	<u>25,501</u>	<u>26,543</u>	<u>25,077</u>	<u>26,651</u>	<u>19,098</u>	<u>26,651</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>324,150</b>	<b>332,158</b>	<b>344,552</b>	<b>433,860</b>	<b>309,916</b>	<b>476,291</b>	<b>42,431</b>	<b>9.78%</b>

<b>Approved Capital:</b>	Gate House Renovations	\$20,000
	Caulk and Seal Expansion Joints – Outdoor Terraces (3)	\$13,750
	Replace Event Chairs (150)	\$7,200

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	1,846	Workers Compensation	<u>(1,846)</u>
Wearing Apparel	281		
Postage	200		
Misc Contractual Service	1,000		
C/O Building Addition & Impr	20,000		
C/O Machines & Tools	7,200		
Misc Capital Outlay	<u>13,750</u>		
Total	44,277	Total	(1,846)
<b>Net Increase</b>		<b><u>\$42,431</u></b>	

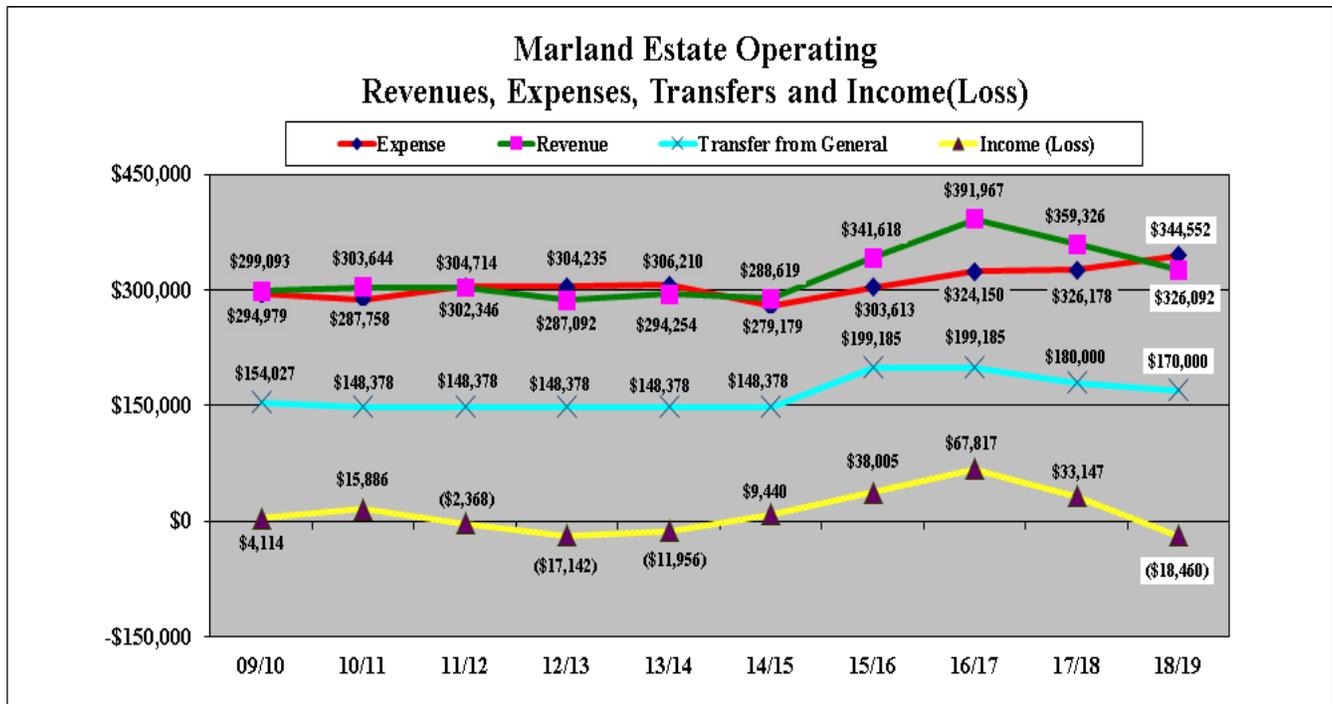
**Personnel Summary:**

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
<b>Total Full Time Employees</b>		<b>5</b>	
<b>Total Part Time Employees</b>		<b>3</b>	

**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>	<u>2020-21</u>
Full Time	4	4	4	4	4	4	4	4	5	5

**Explanation:** 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 2018/19 utility expense was approximately \$52,101.

## 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 2020 Accomplishments:**

- Completed full calendar year of operations.
- Reset rock wall twice over the year.
- Converted Studio B to a boxing gym offering classes.
- Converted multiple areas to LED lights with OMPA DEEP Program.
- Repaired top tile of Lap Pool that had failed.
- Replaced fire suppression back flow.
- Refinished all flooring surfaces.
- Reupholstered Cybex equipment and lobby chairs.
- Repaired numerous HVAC units that were broken.
- Expanded fitness class offerings – over 2,500 annually.
- Hosted Everyone In the Pool school swim lessons.
- Repaired broken shade blind in Lobby and Aquatics.
- Rented office spaces for a concession stand and massage therapist.
- Installed two water bottle fill stations.
- Added a T-Row machine and Glutes machine.
- Hosted Inaugural Holiday Craft Fair with 56 vendors.
- Hosted Annual Easter Egg Hunt.
- Hosted multiple Kids Night Out events.
- Hosted monthly American Red Cross swim lessons and lifeguard trainings.
- Hosted Oklahoma Blood Institute blood drives.
- Coordinated city wide Walktober event with 290 participants.
- Hosted Silver Sneakers with an average attendance of 75 patrons.
- Coordinated the following Adult Sports:
  - Adult Volleyball – 17 teams over two seasons.
  - Adult Flag Football – 4 teams.
- Coordinated the following Youth Sports:
  - Youth Girls Volleyball – 40 participants.
  - Pre-K – 3<sup>rd</sup> grade Boys and Girls Basketball – 178 participants.
  - 4<sup>th</sup> – 8<sup>th</sup> Grade Boys and Girls Basketball – 205 participants.
- Hosted winter Youth Futsal League with Ponca City Soccer.
- Collaborated with Ponca City Kids Inc. and Ponca City Junior Baseball for use of the ball fields.

**Fiscal 2021 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.
- Continue converting facility to LED lighting.
- Continue to improve facility cleanliness.
- Work towards a 60/40 mixture – 60 percent membership and 40 percent programs.

<b>Enterprise Funds - RecPlex</b>								
<b>REVENUES</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Memberships	0	0	275,919	523,500	463,481	590,418	66,918	12.78%
Daily Fees	0	0	21,441	41,000	32,901	41,000	0	0.00%
Locker Rental	0	0	4,502	11,000	7,357	11,000	0	0.00%
Laundry	0	0	550	1,000	640	1,000	0	0.00%
Kidzone	0	0	158	500	356	500	0	0.00%
Rental Facility	0	0	15,259	10,000	26,211	40,000	30,000	300.00%
Concession	0	0	654	10,000	2,786	10,000	0	0.00%
Aquatic Programs	0	0	5,600	24,000	17,425	24,000	0	0.00%
Sports Programs	0	0	7,008	25,000	28,738	25,000	0	0.00%
Personal Training	0	0	2,498	10,000	4,180	4,000	(6,000)	(60.00%)
Health and Fitness	0	0	37	0	4,550	10,000	10,000	0.00%
Summer Camp	0	0	350	15,000	(140)	7,500	(7,500)	(50.00%)
Special Events	0	0	2,924	15,000	4,057	5,000	(10,000)	(66.67%)
Transfer from General	0	0	300,000	450,000	337,500	450,000	0	0.00%
Cash Long/Short	0	0	635	0	13	0	0	0.00%
Other Income	<u>0</u>	<u>0</u>	<u>29,583</u>	<u>0</u>	<u>7,533</u>	<u>4,000</u>	<u>4,000</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>0</b>	<b>0</b>	<b>667,118</b>	<b>1,136,000</b>	<b>937,588</b>	<b>1,223,418</b>	<b>87,418</b>	<b>7.70%</b>
<b>EXPENDITURES</b>								
Personal Services	0	0	238,359	595,195	429,243	524,017	(71,178)	(11.96%)
Material & Supplies	0	0	91,767	200,500	122,177	204,500	4,000	2.00%
Other Charges & Svcs	0	0	197,602	420,000	299,559	428,250	8,250	1.96%
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>
<b>Total Expenditures:</b>	<b>0</b>	<b>0</b>	<b>527,729</b>	<b>1,215,695</b>	<b>850,979</b>	<b>1,156,767</b>	<b>(58,928)</b>	<b>(4.85%)</b>

**Approved Capital:** Domestic Boilers (CIP Fund) \$72,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Wearing Apparel	2,500	Full Time Salaries	(44,498)
Janitor Supplies	8,500	Part Time Salaries	(7,391)
Chemical Supplies	1,000	FICA	(3,146)
Landscape Supplies	500	Medicare	(736)
Grounds Maintenance	5,000	Retirement Plan 1	(3,370)
Electric Utilities	30,000	Health Insurance	(6,673)
Printing	<u>5,000</u>	Life Insurance	(837)
		Workers Compensation	(4,527)
		Office Supplies	(4,000)
		Merchandise for Resale	(3,000)
		Safety Materials & Supplies	(1,000)
		Equipment Maintenance	(5,000)
		Misc Repair & Maintenance	(500)
		Gas Utilities	(6,000)
		Misc Lease & Rentals	(8,000)
		Travel Expenses	(1,000)
		Advertising	(2,500)
		Dues & Subscriptions	(1,000)
		Misc Contractual Services	(5,000)
		Contingencies	<u>(3,250)</u>
	Total	Total	(111,428)
	52,500		
		<b>Net Decrease</b>	<b><u>(\$58,928)</u></b>

**Personnel Summary:**

Senior Maintenance Worker	1	Membership Assistant	1
		<b>Total Full Time Employees</b>	<b>2</b>
		<b>Total Part Time Employees</b>	<b>52</b>

**Personnel History:**

	<u>2019-20</u>	<u>2020-21</u>
Full Time	3	2

**Explanation:** FY 20/21 Recreation Coordinator was moved to Recreation Programs.

## Airport Grants

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

**Fiscal 2020 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 2021 Objectives:**

- The Aeronautical Information Publication (AIP) non-primary entitlement funds for improvements will be used to provide the design of rehabilitating Runway 17/35. This is estimated to be a seven month construction project which reconstructs approximately 5,000 feet of the existing runway and improves the drainage.

Enterprise Funds - FAA Grant								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Intergovernmental	272,014	28,063	28,063	165,000	228,811	165,000	0	0.00%
Contributions from Funds	45,789	16,667	16,667	16,667	116,667	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>
<b>Total Revenues:</b>	<b>317,803</b>	<b>44,730</b>	<b>44,730</b>	<b>181,667</b>	<b>345,478</b>	<b>181,667</b>	<b>0</b>	<b>0.00%</b>
EXPENDITURES								
Other Charges & Services	0	7,400	15,000	0	0	0	0	0.00%
Capital Outlay	<u>301,072</u>	<u>29,776</u>	<u>0</u>	<u>181,667</u>	<u>861,621</u>	<u>181,667</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>301,072</b>	<b>37,176</b>	<b>15,000</b>	<b>181,667</b>	<b>861,621</b>	<b>181,667</b>	<b>0</b>	<b>0.00%</b>

**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 2020 Accomplishments:**

- Hosted over 3,774 people and 264 aircraft attended the monthly fly-in breakfast meetings in 2019. The breakfast is attended by both local residents and aircraft that fly-in.
- Held the Northern Oklahoma Flight Academy with the maximum number of 40 participants for 16 consecutive year.
- Replaced and upgraded the self-service fuel hose reel and associated piping.
- Replaced the tile flooring in several areas in the Airport terminal building.
- Installed a new gate opener on the west drive to the Airport Manager’s hosue.

**Fiscal 2021 Objectives:**

- Maintain the current fuel sales at the Ponca City Regional Airport.
- Power wash and install roof sealer on Buildings #9 and #10.
- The rehabilitation of Runway 17/35. This project is estimated to be a seven month construction project which reconstructs approximately 5,000 feet of the existing runway along with drainage improvements.

Enterprise Funds - Airport								
	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
<b>REVENUES</b>								
Licenses & Permits	0	0	0	0	0	0	0	0.00%
Charges for Services	1,023,308	1,003,281	1,003,281	912,609	740,923	473,000	(439,609)	(48.17%)
Contrib from Funds	146,847	190,000	190,000	190,000	190,000	190,000	0	0.00%
Other Revenues	<u>1,638</u>	<u>5,063</u>	<u>5,063</u>	<u>129,082</u>	<u>2,307</u>	<u>4,000</u>	<u>(125,082)</u>	<u>(96.90%)</u>
<b>Total Revenues:</b>	<b>1,171,793</b>	<b>1,198,344</b>	<b>1,198,344</b>	<b>1,231,691</b>	<b>933,230</b>	<b>667,000</b>	<b>(564,691)</b>	<b>(45.85%)</b>
<b>EXPENDITURES</b>								
Personal Services	364,681	356,405	366,087	377,539	283,048	319,348	(58,191)	(15.41%)
Material & Supplies	639,479	600,334	543,861	562,500	462,200	267,570	(294,930)	(52.43%)
Other Charges & Svcs	37,745	36,394	38,651	51,300	30,723	38,400	(12,900)	(25.15%)
Capital Outlay	12,000	108,193	178,830	83,000	34,084	0	(83,000)	0.00%
Transfers	<u>110,948</u>	<u>79,155</u>	<u>76,469</u>	<u>83,682</u>	<u>168,762</u>	<u>81,682</u>	<u>(2,000)</u>	<u>(2.39%)</u>
<b>Total Expenditures:</b>	<b>1,164,854</b>	<b>1,180,480</b>	<b>1,203,897</b>	<b>1,158,021</b>	<b>978,818</b>	<b>707,000</b>	<b>(451,021)</b>	<b>(38.95%)</b>

**Approved Capital:**

Repair Roof on Building #4  
Aircraft TUG

(CIP Fund) \$75,000  
(CIP Fund) \$10,000

**Approved Budget Variances from Prior Year:**

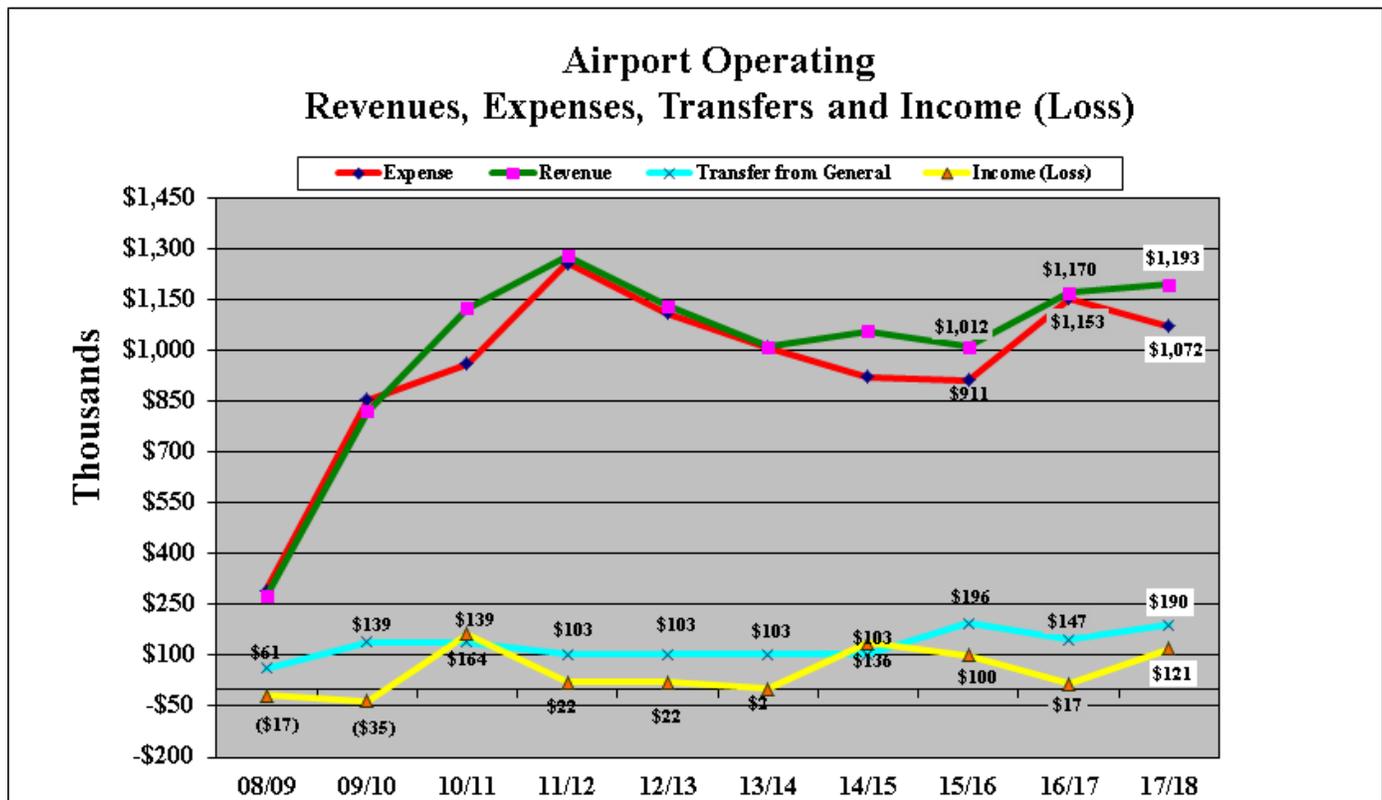
	<u>Increases</u>		<u>Decreases</u>
Janitor Supplies	200	Full Time Salaries	(30,770)
Medical Supplies	200	Health Insurance	(25,340)
Misc Lease & Rentals	<u>100</u>	Workers Compensation	(2,081)
		Fuel	(279,200)
		Fuel Farm Materials	(5,000)
		Traffic Control Supplies	(2,000)
		Building Maintenance	(5,000)
		Ground Maintenance	(4,000)
		Misc Repair Maintenance	(130)
		Travel Expenses	(1,500)
		Advertising	(3,000)
		Credit Card Fees	(8,500)
		C/O Land Improvement	(4,000)
		C/O Buidling Addition & Impr	(51,000)
		Fuel Systems	(6,000)
		Special Purpose Vehicles	(22,000)
		Transfer to City Garage	<u>(2,000)</u>
Total	500	Total	(451,521)
	<b>Net Decrease</b>		<b><u>(451,021)</u></b>

**Personnel Summary:**

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

**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>	<u>2020-21</u>
Full Time	4	4	4	4	5	5	5	5	5	5
<b>Explanation:</b>	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 18/19 utility expense was approximately \$25,634.  
 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 2020 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 172 employees.
- Complied with the requirements of the Patient Protection and Affordable Care Act.

**Fiscal 2021 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.

<b>Internal Service - Health &amp; Life</b>								
<b>REVENUES</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Health Ins - City Funded	3,274,078	3,376,872	3,278,812	3,091,886	2,555,967	3,420,000	328,114	10.61%
Health Ins - Retirees	10,049	46,807	47,731	50,000	20,664	45,000	(5,000)	(10.00%)
Health Ins - Employee	831,794	809,567	848,373	875,000	617,535	850,000	(25,000)	(2.86%)
Life Ins - City Funded	85,945	84,897	83,389	85,000	62,158	85,000	0	0.00%
Life Ins - Employee	15,880	11,992	8,221	12,000	5,571	8,000	(4,000)	(33.33%)
Vision Ins Recd - Emp	36,309	32,275	38,746	35,000	32,466	39,000	4,000	11.43%
Transfer from General	0	0	0	0	0	0	0	0.00%
Interest Income	22,127	47,426	128,422	75,000	131,675	100,000	25,000	33.33%
Other Misc Income	<u>42,251</u>	<u>29,135</u>	<u>198,502</u>	<u>30,000</u>	<u>138</u>	<u>30,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>4,318,432</b>	<b>4,438,970</b>	<b>4,632,195</b>	<b>4,253,886</b>	<b>3,426,173</b>	<b>4,577,000</b>	<b>323,114</b>	<b>7.60%</b>
<b>EXPENDITURES</b>								
Personal Services	69,532	68,269	100,273	81,528	59,626	81,528	0	0.00%
Health - Claims	3,412,004	3,183,979	3,578,197	3,983,000	2,060,758	4,140,000	157,000	3.94%
Life - Premiums	140,579	140,344	139,609	140,000	118,867	140,000	0	0.00%
Health - Admin & Premium	102,708	95,332	59,074	95,000	239,839	300,000	205,000	215.79%
Reinsurance Premiums	204,721	211,366	168,042	220,000	142,648	170,000	(50,000)	(22.73%)
Wellness Programs	12,144	22,328	21,719	30,000	20,450	25,000	(5,000)	(16.67%)
Printing	0	0	0	0	0	0	0	0.00%
Bank Svc Fee	57	28	0	0	0	0	0	0.00%
Misc. Contractual Svcs.	<u>48,519</u>	<u>46,511</u>	<u>49,226</u>	<u>37,000</u>	<u>29,300</u>	<u>50,000</u>	<u>13,000</u>	<u>35.14%</u>
<b>Total Expenditures:</b>	<b>3,990,265</b>	<b>3,768,155</b>	<b>4,116,140</b>	<b>4,586,528</b>	<b>2,671,489</b>	<b>4,906,528</b>	<b>320,000</b>	<b>6.98%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 1	377	Worker Compensation	(377)
Health Insurance Claims	157,000	Reinsurance Premiums	(50,000)
Health Insurance Admin	205,000	Wellness Programs	<u>(5,000)</u>
Misc Contractual Services	<u>13,000</u>		
Total	375,377	Total	(55,377)

**Net Increase                    320,000**

**Personnel Summary:**

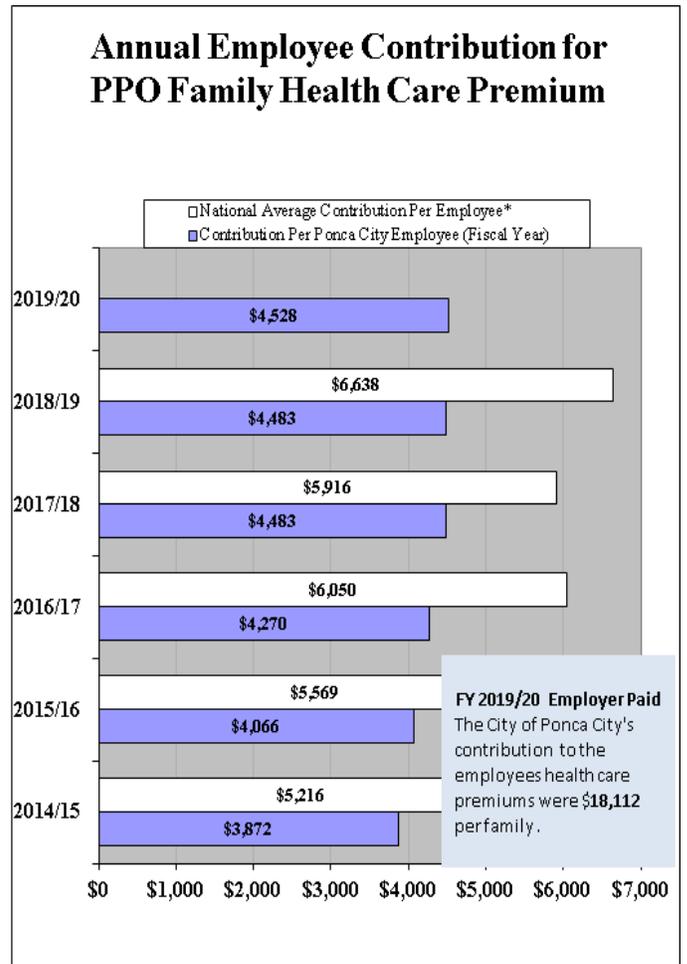
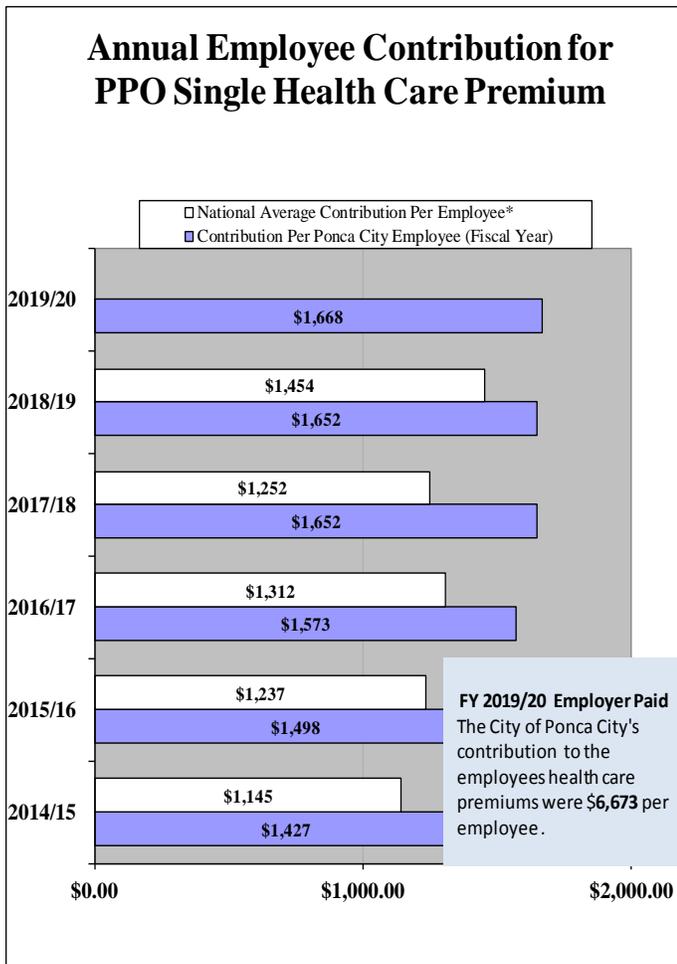
Benefits Representative	1		
<b>Total Full Time Employees</b>			<b>1</b>

**Personnel History:**

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Full Time	1	1	1	1	<b>1</b>

**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 2014-2019.  
 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 2020 Accomplishments:

- Coordinated Annual Health and Safety Training Schedule to better plan and distribute health, safety, and customer service trainings throughout the year.
- Utilized the Oklahoma Municipal Assurance Group's free training programs and staff to meet City of Ponca City Safety Manual requirements, including: Cyber security; Slips, Trips & Falls; De-Escalation & Active Shooter; Blood Borne Pathogens & First Aid; Lockout/Tagout 101 & Safe Equipment Operations; Hazards Identification & Chainsaw Safety; CPR, AED, & Fire Extinguishers; and General Safety, Personal Protective Equipment, & Right to Know.
- Coordinated annual hot water supply heater inspections for all City facilities, as the State of Oklahoma began charging \$75.00 per hot water heater inspection, in addition to a \$25.00 certificate fee for each hot water heater regardless of who inspects the heater. The City of Ponca City's Plumbing Inspector inspected 91 hot water heaters, with assistance from Administration staff.

### Fiscal 2021 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 operation risk safety inspections/assessments, such as boilers, elevators, chair lifts, fire/burglar alarms, fire extinguishers, hot water tanks, backup generators, and facility inspections.

- 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 emergency procedures with insurance verifications for autos/equipment regarding tornado chemical release and earthquake.
- Continue to review Standard Operation Policy No. 15 – City Uniforms as needed.

Internal Service - Property & Liability								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Misc for Damaged Prop	43,086	4,542	41,081	20,000	32,232	20,000	0	0.00%
Prop/Liab Ins - Recvd City	<u>709,370</u>	<u>708,703</u>	<u>705,988</u>	<u>625,875</u>	<u>519,793</u>	<u>705,000</u>	<u>79,125</u>	<u>12.64%</u>
<b>Total Revenues:</b>	<b>752,456</b>	<b>713,245</b>	<b>747,069</b>	<b>645,875</b>	<b>552,024</b>	<b>725,000</b>	<b>79,125</b>	<b>12.25%</b>
EXPENDITURES								
Other Charges & Svcs	<u>561,765</u>	<u>492,171</u>	<u>568,300</u>	<u>712,500</u>	<u>506,513</u>	<u>712,500</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>561,765</b>	<b>492,171</b>	<b>568,300</b>	<b>712,500</b>	<b>506,513</b>	<b>712,500</b>	<b>0</b>	<b>0.00%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Airport General Liability	500	Airport Public Entity	(500)
Auto Liability & Physical Dmg	<u>40,000</u>	Equipment Physical Damage	<u>(40,000)</u>
Total	40,500	Total	(40,500)
<b>Net Increase</b>		<b><u>0</u></b>	

**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 2020 Accomplishments:** • Presented seven employee safety training sessions covering multiple topics.

**Fiscal 2021 Objectives:** • Continue to promote safety in the workplace.

Internal Service - Worker's Compensation								
	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
<b>REVENUES</b>								
W/C - Transfer In	587,322	384,277	376,827	350,000	292,956	206,500	(143,500)	(41.00%)
W/C - Interest	98,785	72,561	50,785	120,000	22,923	50,000	(70,000)	(58.33%)
W/C - Other Income	<u>0</u>	<u>127,634</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>686,107</b>	<b>584,472</b>	<b>427,612</b>	<b>470,000</b>	<b>315,879</b>	<b>256,500</b>	<b>(213,500)</b>	<b>(45.43%)</b>
<b>EXPENDITURES</b>								
Personal Services	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>284,278</u>	<u>313,526</u>	<u>277,805</u>	<u>955,000</u>	<u>208,409</u>	<u>955,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>284,278</b>	<b>313,526</b>	<b>277,805</b>	<b>955,000</b>	<b>208,409</b>	<b>955,000</b>	<b>0</b>	<b>0.00%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:** None

**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>	<u>2020-21</u>
Full Time	1	1	1	1	1	0	0	0	0	<b>0</b>
<b>Explanation:</b>	FY 16/17 Benefits Representative was transferred to Health and Accident.									

### City of Ponca City OSHA Recordable Injuries Comparison of Years 2017 – 2019

DEPARTMENT	INJURIES WITH LOST OR RESTRICTED WORKDAYS			# OF DAYS LOST			# OF RESTRICTED DAYS			RECORDABLE INJURIES WITHOUT LOST TIME			TOTAL RECORDABLE INJURIES		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
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	1	0	0	1	0	0	3	0	0	0	0	0	1
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	2	1	6	0	0	51	58	4	12	2	1	0	4	2	6
Police	2	3	4	3	1	5	104	141	42	0	0	1	2	3	5
Animal Control	0	0	1	0	0	2	0	0	2	0	0	0	0	0	1
Code Enforce.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park & Rec	3	0	3	100	0	21	150	0	81	1	0	1	4	0	4
Electric	2	0	0	0	0	0	44	0	0	1	0	0	3	0	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	1	0	0	1	2
Street	0	0	2	0	0	58	0	0	16	0	0	0	0	0	0
Motor Pool	0	4	0	0	99	0	0	6	6	0	2	0	0	0	0
Traffic Eng.	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
Solid Waste	3	0	2	82	0	69	280	0	174	3	0	0	6	0	3
Landfill	0	0	1	0	0	0	0	0	15	0	2	1	0	2	1
Water Prod	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WW Coll / Water Distr	0	0	2	0	0	1	0	0	14	0	0	1	0	0	3
WW Treat	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WW Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>12</b>	<b>8</b>	<b>22</b>	<b>185</b>	<b>100</b>	<b>208</b>	<b>636</b>	<b>151</b>	<b>359</b>	<b>7</b>	<b>6</b>	<b>4</b>	<b>19</b>	<b>12</b>	<b>26</b>
2017 % improved / - impaired	<b>25%</b>			<b>80%</b>			<b>-45%</b>			<b>-14.29%</b>			<b>-16%</b>		
2018 % improved / - impaired		<b>33%</b>			<b>85%</b>			<b>321%</b>			<b>-16.67%</b>			<b>58%</b>	
2019 % improved / - impaired	<b>-175%</b>			<b>-52%</b>			<b>-58%</b>			<b>20%</b>			<b>-54%</b>		

\*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 2020 Accomplishments:**

- Provided assistance to various departments in purchasing new vehicles, ranging from administrative cars and pickups, police cruisers, tractors, dump trucks to fire pumper trucks.
- Technicians attended training on new age diesel engines, EGR, and exhaust regeneration and electronic diagnostics for automotive and diesel engines.
- Acquired updated scan tools that do not use time dated software.
- Attended A/C training for the new refrigerants mandated by the automotive industry, including the parts personal as they acquired license and certification for A/C repairs as well.
- Installed a waste oil fired heater to heat the shop by utilizing waste oil rather than having to have the waste oil disposed of at a charge to the city.

**Fiscal 2021 Objectives:**

- Intend to pursue buying factory OEM parts with a warranty to decrease downtime and cost to the departments, due to increasing aftermarket part failures.
- Attend more training on electronically controlled new age diesel equipment as well as automotive equipment.
- Continue to utilize State and Federal Bid Options to purchase City Equipment when acceptable.
- Intend to upgrade current A/C refrigerant reclaimer/recycling machine to comply with new R1234YF refrigerant

Internal Service - City Garage								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Charges for Services	239	1,355	469	0	247	0	0	0.00%
Contribution from Funds	1,418,540	1,536,069	1,431,217	1,649,000	1,262,944	1,631,000	(18,000)	(1.09%)
Other Revenues	0	0	4,253	0	0	0	0	0.00%
<b>Total Revenues:</b>	<b>1,418,779</b>	<b>1,537,424</b>	<b>1,435,939</b>	<b>1,649,000</b>	<b>1,263,192</b>	<b>1,631,000</b>	<b>(18,000)</b>	<b>(1.09%)</b>
EXPENDITURES								
Personal Services	224,169	220,113	263,533	315,520	223,164	315,520	0	0.00%
Material & Supplies	1,116,862	1,201,757	1,191,886	1,282,250	1,005,745	1,238,440	(43,810)	(3.42%)
Other Charges & Svcs	17,716	19,577	20,842	29,250	15,803	29,250	0	0.00%
Capital Outlay	13,927	0	9,429	40,000	32,766	34,000	(6,000)	(15.00%)
Transfers	17,580	17,580	13,790	13,790	12,843	13,790	0	0.00%
<b>Total Expenditures:</b>	<b>1,390,255</b>	<b>1,459,026</b>	<b>1,499,480</b>	<b>1,680,810</b>	<b>1,290,319</b>	<b>1,631,000</b>	<b>(49,810)</b>	<b>(2.96%)</b>

<b>Approved Capital:</b>	Fuel Pumps and Dispensers (2)	\$15,000
	Replacement Service Bed for current Service Truck	\$10,000
	30 Ton Two Station Hydraulic Press	\$9,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Retirement Plan 1	1,641	Workers Compensation	(1,641)
Wearing Apparel	1,000	Motor Fuel	(71,310)
Hand Tools	2,000	Office Equipment Maint	(500)
Motor Vehicle Parts	25,000	C/O Building Addition & Imp	(8,000)
Fuel Systems	15,000	C/O Machines & Tools	(3,000)
Misc Capital Outlay	<u>10,000</u>	City Garage Equipment	<u>(20,000)</u>
Total	54,641	Total	(104,451)
<b>Net Decrease</b>		<b><u>(49,810)</u></b>	

**Personnel Summary:**

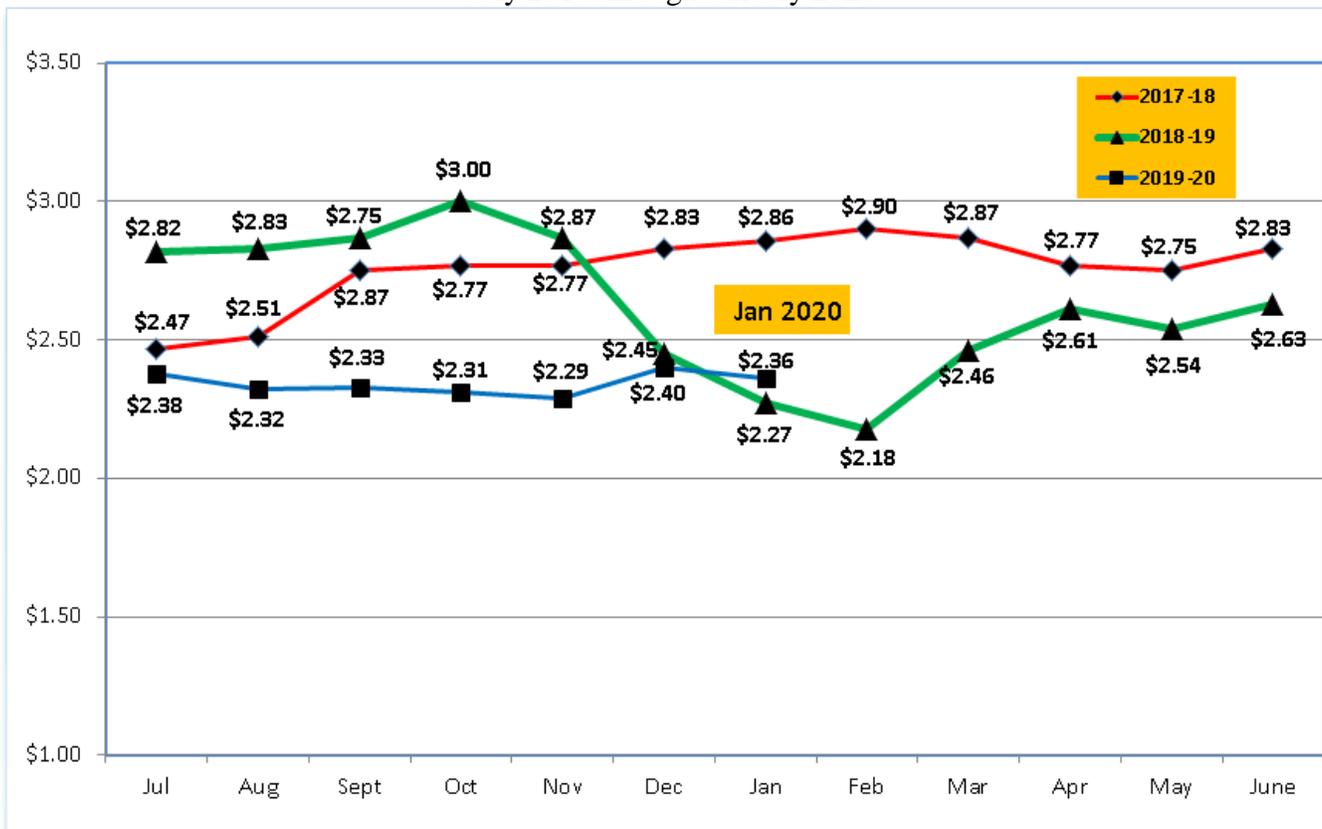
Superintendent of City Garage	1	Warehouse Storekeeper	1
Mechanic	3	Bus Driver – Part Time	1

**Total Full Time Employees    5**  
**Total Part Time Employees    1**

**Personnel History:**

	<u>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>	<u><b>2020-21</b></u>
Full Time	4	4	4	4	4	4	4	5	5	<b>5</b>
<b>Explanation:</b>	FY 10/11 one mechanic position was eliminated. FY18/19 one mechanic position was added.									

### Average Fuel Price Per Gallon Paid by Departments July 2017 through January 2020



# 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 2020 Accomplishments:**
- Co-Hosted “Music in the Garden” with Ponca City Arts Council.
  - Hosted 2020 Herb Festival.
  - Celebrated Arbor Day at LA Cann Gardens with local homeschoolers.
  - Hosted 2019 Festival of Angels.
  - Planted twelve new trees.
  - Attended State Horticulture Conferences.
  - Developed new perennial and shrub installations.
  - Installed new pump for water garden.
  - Maintained a safe and natural education area for the community.
  - Added Library Story Book Walk.
  - Maintained Tree City USA for the 14<sup>th</sup> year.
  - Repaired brick walkways.
  - Hosted Library Story Book walk grand opening.

- Fiscal 2021 Objectives:**
- Maintain Tree City USA.
  - Continue to provide unique plant materials.
  - Maintain a safe and clean educational environment.
  - Continue to partner with Survivors Resource Group for Herb Festival.
  - Continue to attend horticulture education conferences.
  - Always maintain a welcoming environment.

Trust Funds - Cann Estate								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Outside Revenue	25,000	25,000	25,000	25,000	0	25,000	0	0.00%
Charges for Services	3,734	2,963	2,736	2,000	750	2,500	500	25.00%
Transfers	<u>40,000</u>	<u>20,000</u>	<u>20,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>68,734</b>	<b>47,963</b>	<b>47,736</b>	<b>42,000</b>	<b>15,750</b>	<b>42,500</b>	<b>500</b>	<b>1.19%</b>
<b>EXPENDITURES</b>								
Personal Services	41,337	41,199	45,125	47,004	34,056	47,004	0	0.00%
Materials & Supplies	8,804	13,520	14,275	14,950	6,580	15,225	275	1.84%
Other Charges & Svc	926	586	10,636	5,950	1,103	6,050	100	1.68%
Capital Outlay	0	4,829	6,000	0	0	15,000	15,000	0.00%
Transfers	<u>771</u>	<u>771</u>	<u>771</u>	<u>771</u>	<u>578</u>	<u>771</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>51,837</b>	<b>60,904</b>	<b>76,807</b>	<b>68,675</b>	<b>42,318</b>	<b>84,050</b>	<b>15,375</b>	<b>22.39%</b>



## Matzene Book Fund

**Department Mission:** The Matzene Book fund will augment the Library's collection of high interest and high need materials.

**Fiscal 2020 Accomplishments:**

- Accumulated interest income for expenditures on reference materials in FY 20/21.

**Fiscal 2021 Objectives:**

- Update the adult reference collection in FY 20/21
- Seek improved interest rate for Certificate of Deposit (CD) renewal.

Trust Funds - Matzene Book Trust								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
Trust Revenue	156	243	448	500	336	500	0	0.00%
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>
<b>Total Revenues:</b>	<b><u>156</u></b>	<b><u>243</u></b>	<b><u>448</u></b>	<b><u>500</u></b>	<b><u>336</u></b>	<b><u>500</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>
EXPENDITURES								
Materials & Supplies	<u>0</u>	<u>200</u>	<u>600</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b><u>0</u></b>	<b><u>200</u></b>	<b><u>600</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>500</u></b>	<b><u>500</u></b>	<b><u>0.00%</u></b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Books & Periodicals		<u>500</u>		
	Total	500	Total	0
		<b>Net Increase</b>		<b><u>500</u></b>

**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 2020 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 2021 Objectives:

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

Trust Funds - Recreation Center								
REVENUES	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
City Sales Tax - Street	1,846,018	1,962,405	1,863,183	1,875,000	1,410,387	510,000	(1,365,000)	(72.80%)
City Use Tax - Street	179,672	170,243	177,718	78,805	147,837	40,000	(38,805)	(49.24%)
Partner Donation	0	0	0	0	0	0	0	0.00%
Misc Revenue	0	0	0	0	0	0	0	0.00%
Interest Income	3,848	7,398	17,364	0	14,935	0	0	0.00%
<b>Total Revenues:</b>	<b>2,029,538</b>	<b>2,140,046</b>	<b>2,058,265</b>	<b>1,953,805</b>	<b>1,573,159</b>	<b>550,000</b>	<b>(1,403,805)</b>	<b>(71.85%)</b>
<b>EXPENDITURES</b>								
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	1,997,736	1,967,117	1,932,000	1,953,805	1,700,000	550,000	(1,403,805)	(71.85%)
<b>Total Expenditures:</b>	<b>1,997,736</b>	<b>1,967,117</b>	<b>1,932,000</b>	<b>1,953,805</b>	<b>1,700,000</b>	<b>550,000</b>	<b>(1,403,805)</b>	<b>(71.85%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

Increases

Decreases

Transfer to PCUA Bond (1,403,805)

Total 0

Total (1,403,805)

**Net Decrease (1,403,805)**

**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 2020 Accomplishments:

- Completed \$2,389,400 of maintenance projects on various city streets including the following projects:
  - Sidewalk reconstruction on west side of 4<sup>th</sup> Street, Central to Grand.
  - Installation of video detection for eastbound traffic at 14<sup>th</sup> & Knight.
  - Sidewalk reconstruction with brick accent strip on south side of Grand, 6<sup>th</sup> to 7<sup>th</sup>.
  - Concrete reconstruction of Shirlee Avenue, Meadow to 540' west.
  - Waterline relocation on Highland, Hampton to Ash in advance of street reconstruction project.
  - Sidewalk reconstruction on west side of 3<sup>rd</sup>, Grand to Cleveland.
  - Median reconstruction/removal at 14<sup>th</sup> & Highland to improve sight distance for permissive left turns.
  - Installation of LED low clearance warning signs at the South Avenue underpass.
  - Mill & overlay on Turner, Donner to Hartford.
  - Mill & overlay/reconstruction of Hartford/Kygar from Academy to 725' south of Lake Ponca access road.
  - Mill & overlay on 5<sup>th</sup> Street, Prospect to 1576' north.
  - Mill & overlay/concrete reconstruction on Knight, 14<sup>th</sup> to 1200' west.
  - Funded material costs for Street Division chip & seal of 12.3 lane miles of local streets.
  - Replacement of 72,000 4-inch linear feet of pavement markings on arterial streets.

### Fiscal 2020 Objectives:

- Remove brick, overlay, & construct new curb & gutter on Broadway Avenue, Lake to Pine.
- Construct new sidewalk on south side of Highland, Airline to Waverly.
- Reconstruct/mill & overlay Mockingbird, Pecan to 400' east.
- Reconstruct Oklahoma Avenue, Lincoln to Waverly.
- Mill & overlay Princeton Avenue, 14<sup>th</sup> to 660' west.
- Reconstruct eastbound approach of 14<sup>th</sup> & Prospect.
- Reconstruct sidewalk on east side of 2<sup>nd</sup> Street, Cleveland to Chestnut.
- Purchase new central software for traffic signal communication & monitoring.
- Reconstruct sidewalk on east side of 3<sup>rd</sup> Street, Central to Grand.
- Complete engineering plans for deck replacement of Union Street overpass at Highland.
- Continue sidewalk maintenance program.
- Contract for \$100,000.00 of pavement marking on major street system.
- Fund material costs for Street Division chip and seal program.

<b>Trust Funds - Street Improvements</b>								
<b>REVENUES</b>	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget	Actual		Amount	Percent
				7/1/2019	3/31/2020			
City Sales Tax - Street	1,846,018	1,962,405	1,883,183	1,875,000	1,410,387	1,781,568	(93,432)	(4.98%)
City Use Tax - Street	179,672	170,243	177,718	78,805	147,837	175,000	96,195	122.07%
Intergovernmental	0	0	0	0	0	0	0	0.00%
Outside Revenue	1,000	39,230	0	0	0	0	0	0.00%
Misc Receipts	0	7,658	0	0	0	0	0	0.00%
Interest Income	<u>39,578</u>	<u>80,349</u>	<u>174,450</u>	<u>55,000</u>	<u>107,878</u>	<u>120,000</u>	<u>65,000</u>	<u>118.18%</u>
<b>Total Revenues:</b>	<b><u>2,066,268</u></b>	<b><u>2,259,884</u></b>	<b><u>2,235,351</u></b>	<b><u>2,008,805</u></b>	<b><u>1,666,102</u></b>	<b><u>2,076,568</u></b>	<b><u>67,763</u></b>	<b><u>3.37%</u></b>
<b>EXPENDITURES</b>								
Materials & Supplies	223,595	109,600	360,477	250,000	351,574	275,000	25,000	10.00%
Other Charges & Svcs	96,859	57,873	26,942	70,000	7,010	70,000	0	0.00%
Capital Outlay	<u>1,722,193</u>	<u>676,304</u>	<u>2,730,803</u>	<u>2,150,000</u>	<u>1,308,061</u>	<u>2,270,000</u>	<u>120,000</u>	<u>5.58%</u>
<b>Total Expenditures:</b>	<b><u>2,042,647</u></b>	<b><u>843,777</u></b>	<b><u>3,118,222</u></b>	<b><u>2,470,000</u></b>	<b><u>1,666,646</u></b>	<b><u>2,615,000</u></b>	<b><u>145,000</u></b>	<b><u>5.87%</u></b>

<b>Approved Capital:</b>	Reconstruct Broadway, Lake to Pine \$835,000 Reconstruct Prospect, 14 <sup>th</sup> Street to 350' west \$475,000 Reconstruct Oklahoma, Lincoln to Waverly \$280,000 Rebuild Intersection Mockingbird, Pecan, 425' east \$160,000 Sidewalk Maintenance Program \$150,000 Mill/Overlay Princeton, 14 <sup>th</sup> Street to 660' West \$90,000 Union Overpass at Highland - Engineering \$90,000 Sidewalk Construction – Second, Cleveland to Chestnut \$70,000 Sidewalk Construction – Highland, Airline to Waverly \$50,000 Sidewalk Construction on Third, Central to Grand \$50,000 Traffic Signal Central Software Update \$20,000
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**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Street Maintenance	25,000	Traffic Signals	(50,000)
Computer System Software	20,000	Street Construction	<u>(10,000)</u>
Sidewalks	70,000		
Misc Capital Outlay	<u>90,000</u>		
Total	205,000	Total	(60,000)

**Net Increase                    145,000**

**Personnel Summary:** None

## Economic Development Trust Fund

**Department Mission:** To transfer voter Approved Dedicated Sales Tax Funds to the Ponca City Development Authority (PCDA), who will utilize them to facilitate the creation/retention of quality job opportunities for the citizens of the Ponca City Area.

**Fiscal 2020 Accomplishments:**

- Contacted 263 new companies about coming to Ponca City.
- Contacted/met existing companies 1,258 times.
- Contacted site consultants 107 times about Ponca City.
- Worked 15 new significant project leads.
- Worked 12 job and wage producing projects.
- Directly influenced the addition of 180 new jobs in Ponca City.
- Reached an agreement with Archein Aerospace to relocate to Ponca City and create 50 jobs in the community.
- Began construction of an industrial spec building north of Cookshack in the Ponca City Airport Industrial Park.
- Continued to monitor compliance with economic development agreements between PCDA and companies.
- Completed an independent audit of 2018-2019 finances.
- Completed and adopted a budget for fiscal 2020-2021.
- Began full year operation of the newly renovated City Central Building and increase office occupancy from 20% at the beginning of the project to 55% at the end of fiscal 2020.
- Leased space to seven new tenants to the City Central building.
- Held 33 events in the City Central “Summit” Conference Center.
- Operated “The Link,” a shared work center at City Central and increased membership by 25%.
- Conducted four quarterly cost of living surveys.
- Distributed PCDA e-newsletter weekly (48 weeks).
- Funded a match of \$30,000 for the CDBG first time homebuyers program.
- Completed a call trip to Dallas in January and attended the MRO show in Dallas in April to recruit new business to Ponca City.
- Partnered with the city on the ICSC trade show in Las Vegas to market Ponca City to retailers.
- Sponsored five booths for Ponca City companies at the Design-2-Part trade show in Grapevine, Texas.
- Held a symposium for manufacturing companies to promote technology including robotics and artificial intelligence as potential methods to mitigate workforce shortage.
- Placed 51 people into jobs through the PoncaWorks employment recruitment program.
- Completed the 5th annual “Girl Power!” workforce development camp adding a second one week sessions.
- Completed the Annual Small Business Pitch-off.
- Sponsored subscriptions for the Plan Room at Pioneer Tech.
- Worked with Ponca City High School on several workforce preparation initiatives including Cookies and Careers, the development of an internship

program and the production of either “Ambassador” videos to educate students on potential Ponca City career paths.

- Removed the former drive through bank property at City Central.
- Began development of an augmented reality virtual tour to be used with students to introduce them to potential Ponca City careers.
- Worked with Ponca City employers on a job fair in El Reno in response to a plant closure in that community.
- Began the third phase of a marketing campaign designed to promote digital marketing efforts developed by the earlier marketing phases.
- Developed two videos of Ponca City industries to be used in promoting Ponca City as an industrial location.
- Participated in the Oklahoma Renewable Energy Council, OEDC, GEDMT and IEDC committees.
- Participation in the Phillips Citizen’s Advisory Committee, Mainstreet, Rotary, the Ponca City Arts Center and Kaw Lake boards as well as the NOC Process Technology program to advance the economic development goals promoted by these organizations.
- Maintained participation on Chamber committees and boards.
- Continued Ponca City Inventors Network.
- Working with the city, completed the 2020 Census marketing and outreach campaign to maximize Ponca City participation for the purpose of attracting businesses to the community.
- Earned organizational re-accreditation through the International Economic Development Council.

## **Fiscal 2021 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.
- Continue to work with existing Ponca City industries and make a minimum of 500 contacts with local companies during the year.
- Complete the construction of the new spec building located north of Cookshack in the Airport Industrial Park.
- Market the availability of the federal opportunity zone, the new spec building and other available Ponca City industrial facilities by identifying appropriate targets and develop outreach programs to them.
- Co-sponsor call trips and conferences, as appropriate, in the business services, aviation and manufacturing industries with the Oklahoma Department of Commerce to promote available Ponca City facilities.
- Host a Manufacturing Day event during national Manufacturing Week to provide local companies with useful resources and to make connections between local businesses.
- Work with the city and the Federal aviation Administration on the development of a potential detention basin on airport property.
- Sponsor a delegation of Ponca City industries at the Desugn-2-Part show in Dallas to promote greater industry diversification.
- Enhance the existing data base of Ponca City industries to ensure higher levels of service and continuity.
- Contract for an independent audit of PCDA finances.
- Develop a board directed and board approved budget for fiscal 2021-2022.

- Update the existing Ponca City industry disaster preparedness plan.
- Sponsor and operate a sixth year of GirlPower to introduce students to potential non-traditional careers in Ponca City.
- Organize business to business tours to promote local supply chain utilization.
- Continue ongoing internal marketing programs including a weekly e-newsletter, local radio and social media outreach to keep Ponca City residents informed about the local economy.
- Continue to do quarterly cost of living studies.
- Hold the annual Small Business Pitch-off to encourage entrepreneurs to develop new businesses in Ponca City.
- Launch Phase Two of the Business Pitch-off for second stage companies.
- Match a federal grant for workforce housing (CDBG first time homebuyer program).
- Incorporate population attraction messages and information into PCDA marketing programs to attract the interest of families and individuals who may consider moving to the community for available jobs.
- Identify potential tenants for the City central building that are external to Ponca City and Kay County and develop outreach methods to contact them.
- Develop a “finder’s fee” program among local businesses to encourage the development of new leads that are appropriate to Ponca City.
- 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.
- Partner with other Ponca City organizations to develop a “FabLab” that provides both resources for use by Ponca City entrepreneurs as well as shared equipment that can be used by Ponca City industries.
- Develop a regular schedule of business support and promotion programs in “The Link” to attract and keep members to maintain profitability in the shared work center.
- Continue memberships with partner organizations that assist PCDA with economic development programs.

PCDA - Economic Development								
	2017 Actual	2018 Actual	2019 Actual	2020 (75.00%)		2021 Approved Budget	Variance 2021 vs 2020 Budget	
				Budget 7/1/2019	Actual 3/31/2020		Amount	Percent
<b>REVENUES</b>								
City Sales Tax - Ec Dev	1,846,018	1,962,405	1,883,183	1,875,000	1,410,387	1,781,568	(93,432)	(4.98%)
City Use Tax - Ec Dev	179,672	170,243	177,718	78,805	147,837	175,000	96,195	122.07%
<b>Total Revenues:</b>	<b>2,025,690</b>	<b>2,132,648</b>	<b>2,060,901</b>	<b>1,953,805</b>	<b>1,558,224</b>	<b>1,956,568</b>	<b>2,763</b>	<b>0.14%</b>
<b>EXPENDITURES</b>								
Transfers Out	2,025,690	2,132,648	2,060,901	1,953,805	1,379,744	1,956,568	2,763	0.14%
<b>Total Expenditures:</b>	<b>2,025,690</b>	<b>2,132,648</b>	<b>2,060,901</b>	<b>1,953,805</b>	<b>1,379,744</b>	<b>1,956,568</b>	<b>2,763</b>	<b>0.14%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Transfer Out - ED Tax PCDA	<u>2,763</u>		
Total	2,763	Total	0
	<b>Net Increase</b>		<b><u>2,763</u></b>

**Personnel Summary:** None



## Glossary of Budget Terms

<b>Accounting System</b>	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.
<b>Accrual Basis</b>	The basis of accounting under which transactions are recognized when they occur, regardless of the timing of estimated cash flows.
<b>Accrued Expenses</b>	Expenses incurred but not due until a later date.
<b>Ad Valorem Tax</b>	A tax collected from all the real property within the City based upon the value of the property.
<b>ALFA</b>	Association Landfill Assurance – An organization of publicly owned Oklahoma landfills.
<b>Annual Budget</b>	The budget authorized by resolution of the City Commission for the fiscal year.
<b>Appropriation</b>	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.
<b>Appropriation of Fund Balance</b>	Using the existing fund balance for current obligations.
<b>Assets</b>	Resources owned or held by the City which has monetary value.
<b>Assessed Valuation</b>	The value of all real personal property in the City which is used as a basis for <i>ad valorem</i> taxes.
<b>Audit</b>	An examination of an organizations' financial statements and the utilization of resources.
<b>Balance Sheet</b>	A basic financial statement that discloses the assets, liabilities, reserves and equity of specific governmental funds as of a specific date.
<b>Balanced Budget</b>	A budget in which revenues plus appropriated fund balances equal expenditures.
<b>Beginning/Ending Fund Balance</b>	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.
<b>Bond Proceeds</b>	Funds received from the sale of any bond issue.

<b>Bond Rating</b>	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.
<b>Budget</b>	The financial plan for a specific period of time that identifies proposed expenditures and the sources of revenue to pay for them.
<b>Budget Amendment</b>	A legal procedure utilized by the City staff and City Commission to revise a budget appropriation.
<b>Budget Message</b>	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.
<b>Capital Improvement Project CIP</b>	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.
<b>Capital Outlay</b>	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.
<b>Cash Basis</b>	The method of accounting under which transactions are recorded when cash is either received or expended for goods or services.
<b>City Charter</b>	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.
<b>City Code</b>	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.
<b>Category</b>	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.

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<b>CodeRed</b>	A computer based telephone notification system that is used to notify the public and City staff of emergencies.
<b>Contingency</b>	A budgetary reserve set aside for emergencies or unforeseen expenditures.
<b>Court Fines and Forfeits</b>	Fines imposed on individuals by the courts for various illegal acts performed within the City.
<b>CDBG</b>	Community Development Block Grant - A general purpose, federal grant primarily used to facilitate the production and preservation of low and moderate income housing.
<b>Debt Limit</b>	The maximum amount of general obligated debt which is legally permitted.
<b>Debt Ratio</b>	Total debt divided by total assets. Used by Finance to assess fiscal health, internal of bonds, notes or loans.
<b>Debt Service</b>	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.
<b>Debt Service Funds</b>	These funds account for the payment of principal and interest on outstanding debt for the City.
<b>Department</b>	An organization unit of the City for the purposes of administration and accounting.
<b>Depreciation</b>	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.
<b>Division</b>	An organizational unit within a department. Divisions are responsible for carrying out the specific functions of the department.
<b>Enterprise Fund</b>	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.

<b>EPA</b>	Environmental Protection Agency - An agency of the federal governmental which addresses environmental regulations.
<b>Expenditure</b>	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.
<b>Expenses</b>	A decrease in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.
<b>Fiscal Year</b>	For budgeting purposes the City's fiscal year operates from July 1 to June 30.
<b>Fixed Asset</b>	Purchases of a long-term nature, which are to be held and used. Examples are: land, buildings, machinery, vehicles and equipment.
<b>Franchise Fee</b>	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.
<b>Fund</b>	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.
<b>Fund Accounting</b>	A governmental accounting system that is organized and operating on a fund basis.
<b>Fund Balance</b>	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.
<b>General Fund</b>	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.
<b>GIS</b>	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.

<b>GPS</b>	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.
<b>Goals</b>	Specific items to be accomplished during the year. A statement of broad direction, purpose or intent.
<b>Green Fees</b>	Fees charged for playing a round of golf at the Lew Wentz Golf Course.
<b>INCODE</b>	Municipal software used by the city.
<b>Interest Earnings</b>	Interest received from the investment of cash in a fund.
<b>Intergovernmental Revenue</b>	Money received from the state or federal government in the form of grants or shared revenues for various activities.
<b>Internal Service Fund</b>	Fund used to account for services provided by one department to another department on a cost reimbursement basis.
<b>LAN</b>	Local Area Network – Two or more computers connected to a localized central server in order to share server resources.
<b>Liabilities</b>	Debts or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.
<b>Licenses</b>	Revenues received by the issuance of various licenses that are granted to various business in the City.
<b>Line Item Budget</b>	A budget format that summarizes the object codes of expenditures for goods and services that the City intends to purchase during the fiscal year.
<b>Material &amp; Supplies</b>	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.
<b>McReady Campaign</b>	A partnership between Oklahoma Emergency Management and McDonalds Restaurants to provide severe weather information to the public through their restaurants.
<b>MESO</b>	Municipal Electric Systems of Oklahoma

<b>Miscellaneous Revenue</b>	Money taken in from various sources generally on a non-recurring or immaterial basis.
<b>Modified Accrual Accounting</b>	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.
<b>NPDES</b>	National Permit Discharge Elimination System
<b>Object Code of Expenditures</b>	The specific type of expenditure used to account for the purchase of goods and services.
<b>Objectives</b>	A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a specific program.
<b>ODEQ</b>	Oklahoma Department of Environment Quality
<b>OMPA</b>	Oklahoma Municipal Power Authority
<b>Ordinance</b>	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.
<b>Other Charges &amp; Services</b>	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.
<b>Pandemic</b>	A disease or illness prevalent throughout an entire country.
<b>Penalties</b>	Charges to utility customers for late payment of their water, electric, sewer, and solid waste charges.
<b>Performance Measures</b>	Quantitative and/or qualitative objective measurement of results by a unit of program which helps to determine effectiveness in meeting goals and objectives.
<b>Permits</b>	Revenue derived from various permits, as defined by the City Code, for the performance of a specific action. For example, building a house.

<b>Personal Services</b>	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.
<b>Ponca City Development Authority (PCDA)</b>	A public trust of the City of Ponca City which accounts for activities of the Economic Development Funds.
<b>Ponca City Utility Authority (PCUA)</b>	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.
<b>Proprietary Funds</b>	Funds that account for government operations that are financed and operated in a manner similar to a private business.
<b>Sage</b>	Acronym for Sustainable Alternative Green Energy which is a PCDA initiative to grow a renewable energy economy in Ponca City.
<b>Special Assessment</b>	Receipts from assessments places on a property, within the City, for public improvements which have benefited that property.
<b>Special Revenue Fund</b>	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.
<b>StormReady</b>	A program by the National Weather Service designed to recognize entities that have reached a high level of severe weather preparedness.
<b>Transfers</b>	Category of expense which includes outlays to other funds in the form of operating transfers and residual equity transfers.
<b>Unencumbered Balance</b>	The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.
<b>User Fee</b>	The payment for the direct receipt of a public service by the user of the service.

