



BNSF Union Underpass Murals

by Theresa Sackett

2023-24

ANNUAL BUDGET

CITY OF PONCA

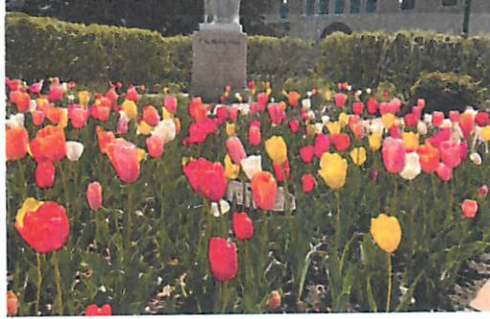
Public Safety Center. Cost of \$22Million.



ADA Compliant Bleachers were installed at the 101 Rodeo Grounds. Cost of \$822,145.



Ponca City was established as a Bee City USA and established pollinator plots.



The Senior Center reopens after 10 months of renovation. Cost \$389,905.



Ponca City Broadband provides the city with the leading and most respected internet service in town.



PROOF OF PUBLICATION

State of Oklahoma

“ See Attached”

County of Kay

Brandy Robbins, of lawful age, being duly sworn and authorized, says that she is the Classified / Legal Department Manager of THE PONCA CITY NEWS, a daily newspaper printed in the City of Ponca City, Kay County, Oklahoma, having paid a general subscription circulation in said County, with entrance into the United States mails as second class mail meter in Kay County, and published and printed in said County where delivered to the United States Mail, and said newspaper has been continuously and uninterruptedly published in said County during a period of one hundred four (104) consecutive weeks immediately prior to the first publication of the attached notice, advertisement or publication; and that said newspaper comes within the requirements of Chapter 4 of Title 25, Oklahoma Statutes 1951. as amended and complies with all other requirements of the laws of Oklahoma with reference to legal publications.

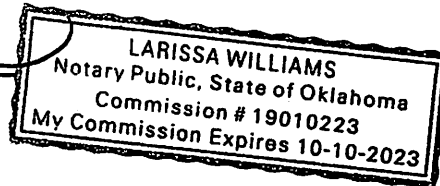
That said notice, a true copy of which is attached hereto, was published in the regular edition of said newspaper during the period and time of publication and not in a supplement, on the following dates:

May 6, 2023

Brandy Robbins  
Brandy Robbins

Subscribed and sworn to before me this 6<sup>th</sup> day of May 2023.

Larissa Williams  
Larissa Williams  
Notary Public My Commission Expires 10/10/2023



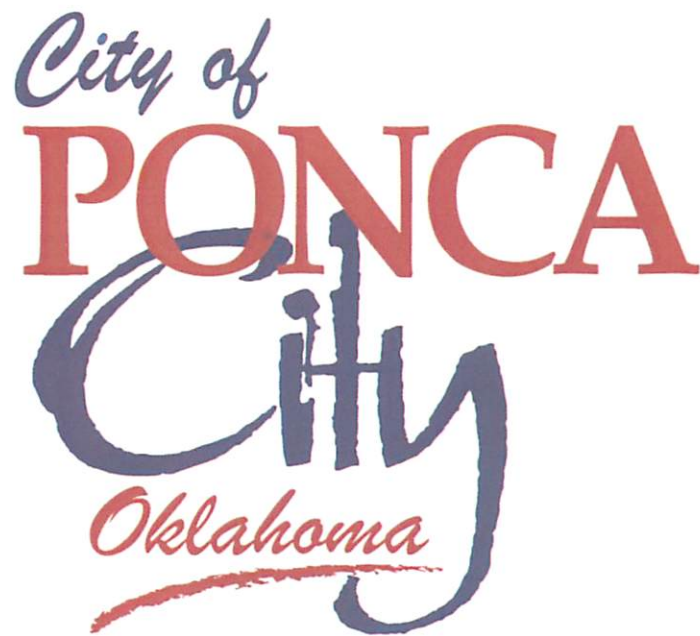
Printer's Fee..... \$ 308.00



City of Ponca City, Oklahoma

# 2023-24 Budget

*Progress Through People*



Prepared by:

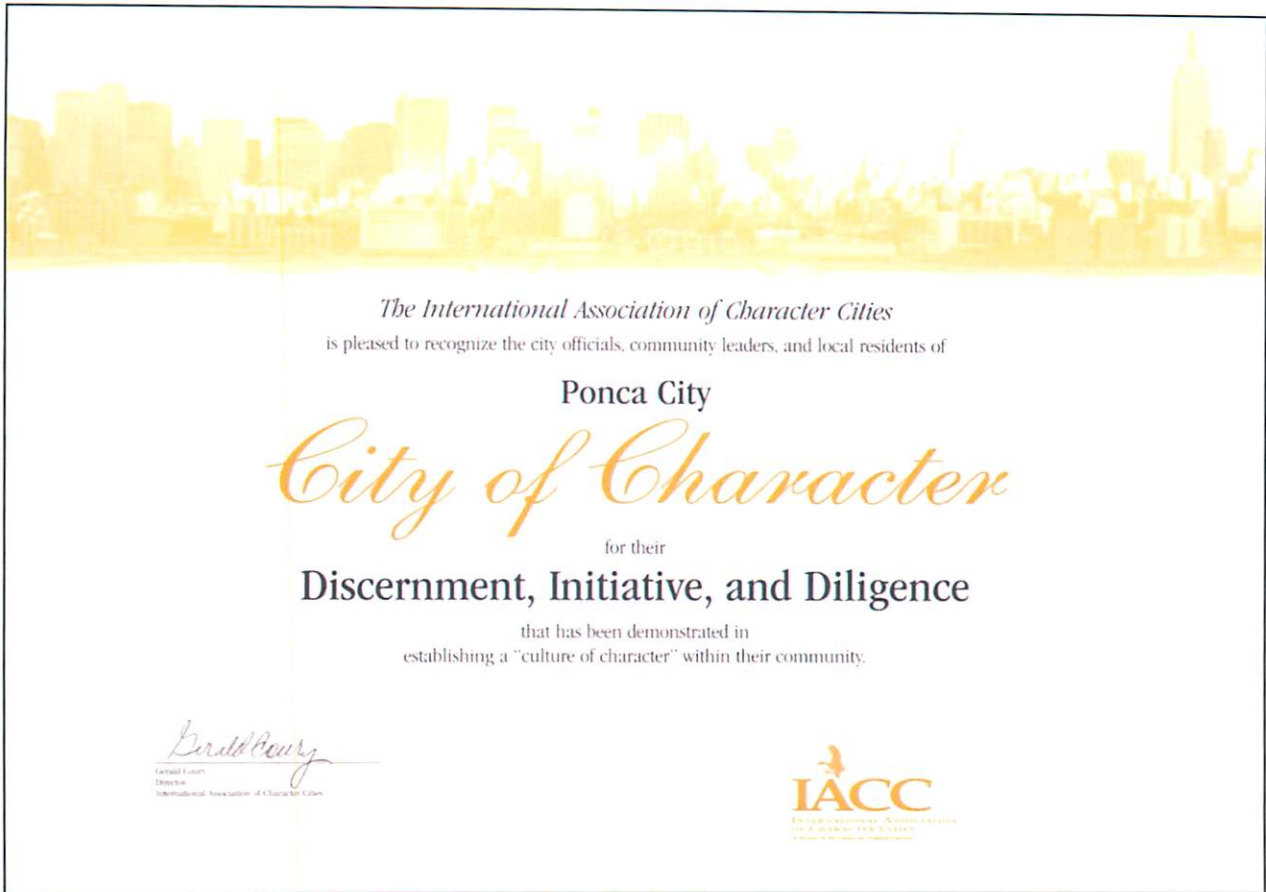
John Gonsalves  
Finance Director

Shane Becker  
Controller

Shelia Logan  
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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# Introduction

*City Officials...*  
*Mayor*



**Homer Nicholson**

*Mayor*

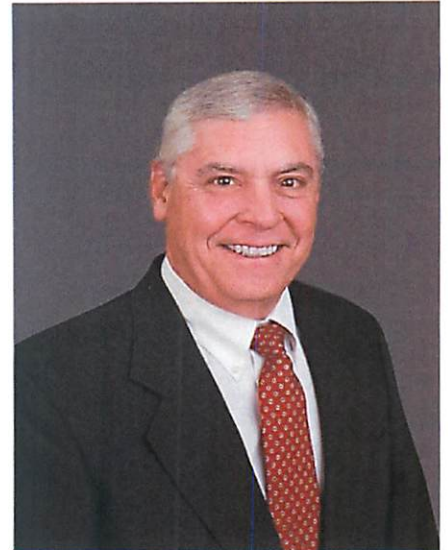
*Term Expires: March 2025*



City Officials...  
Commission



**Kelsey Wagner**  
*Commissioner #1*  
*Term Expires: March 2026*



**Paul Taylor**  
*Commissioner #2*  
*Term Expires: March 2024*



**Garrett Bowers**  
*Commissioner #3*  
*Term Expires: March 2026*



**Robert Bodick**  
*Commissioner #4*  
*Term Expires: March 2024*

## *City Advisory Boards . . .*

### *Direct Input of the Community*

**City of Ponca City's Advisory Boards provide an opportunity for all citizens to have an active role and voice in their municipal government through advisory boards, which initiate in-depth studies of specific areas of responsibility and make recommendations to the Mayors and Commissioners.**

#### **Airport Advisory Board**

This board advises and makes recommendations to the Board of Commissioners on the planning, development, maintenance, operations, and policing of the airport.

#### **Animal Control Commission**

This commission advises and makes recommendations to the Board of Commissioners on improvements and operations of the Animal Control Center; all ordinances for the control, regulation and licensing of animals in the City and any and all legislation concerning animals kept within the limits of the City.

#### **Board of Adjustment**

This board decides request for zoning variances and appeals from decisions made by administrative officials on the enforcement of zoning regulations.

#### **Construction Appeals Board**

This board hears all appeals regarding code enforcement officer decisions referencing electrical, mechanical, plumbing, building and/or fire codes.

#### **Library Board**

This board considers all phases of library operations and makes recommendations to the Board of Commissioners for improvements in any area of library operations.

#### **Park & Recreation Board**

This board sets policies for the operation of the park and recreation program, reviews and approves individual programs and capital improvement projects budget.

#### **Personnel Board Commission**

This board advises the City Manager and the Board of Commissioners on matters of personnel policy and problems of personnel administration, representing the interest in the improvement of personnel administration in the City's service.

#### **Planning Commission**

This commission considers and investigates subject matters tending to the development and betterment of the City and makes recommendations concerning the adoptions of surveys, maps and plans.

#### **Senior Advisory Board**

This board advises the Board of Commissioners and the City of Ponca City on any and all matters concerning, encouraging, fostering, and promoting senior development, in order to increase the well-being and quality of life of Ponca City's senior population.

#### **Cultural Affairs Commission, Historic Preservation Advisory Panel, and E.W. Marland Commission**

These boards advise the Board of Commissioners on operations of our city's resources, and are pro-active in creating and developing a community-wide vision for Ponca City.

## *Our* **Mission Statement**

### *Purpose...*

The purpose of the City of Ponca City is to provide all citizens quality public services in the most efficient and effective manner possible, utilizing qualified and dedicated employees, with accessible, well-maintained facilities and infrastructure.

### *Management Staff*

City Manager	Craig Stephenson
Assistant City Manager-Administration	Tana McKinley
City Attorney	John Andrew
City Engineer	Jim Fairbanks
Development Services Director	Chris Henderson
Environmental Services Director	Jesse Beck
Finance Director/City Clerk/Treasurer	John Gonsalves
Fire Chief	Butch Herring
General Manager of Ponca City Energy	Steve Sullivan
Human Resources Director	Frank Wilson
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 April 4, 2023**

<b>MAYOR</b>		<b>Homer Nicholson</b>
<b>COMMISSIONERS</b>	<b>Kelsey Wagner</b>	<b>Paul Taylor</b>
	<b>Garrett Bowers</b>	<b>Robert Bodick</b>
<b>CITY MANAGER</b>		<b>Craig Stephenson</b>
<b>Assistant City Manager</b>		<b>Tana McKinley</b>
<b>Technology Services/Broadband Director</b>		<b>Dave Williams</b>
	Computer Services Coordinator	William Tripp
	Assistant Broadband Director	Trent Kreger
<b>Human Resources Director</b>		<b>Frank Wilson</b>
<b>Development Services Director</b>		<b>Chris Henderson</b>
	City Engineer	Jim Fairbanks
	Assistant City Engineer	OPEN
	Grants Administrator	Rhonda Skrapke
	Building Inspector	Kenneth Bradley
	Building Inspector	Korey Pruitt
	Property Inspector	Bobby Miller
	Property Inspector	Ryan Trant
	Traffic Engineering Manager	Mike Lane
<b>Library Director</b>		<b>Holly LaBossiere</b>
<b>Parks and Recreation Director</b>		<b>Eric Newell</b>
	Assistant Parks and Recreation Director	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
	Motor Pool Superintendent	Brad LaRue
	Street Superintendent	Tracy Dunn
<b>City Attorney</b>		<b>John Andrew</b>
<b>Electric Utilities General Manager</b>		<b>Steve Sullivan</b>
	Assistant Director/Operations Engineer	OPEN
	Electrical Distribution Planner	Aaron Michaud
<b>Environmental Services Director</b>		<b>Jesse Beck</b>
	Solid Waste Superintendent	Tim McNew
	Water Distribution/Wastewater Collection	Darwin Haney
	Water Utilities Manager-Water/Wastewater	Todd Smith
<b>Finance Director - City Clerk/Treasurer</b>		<b>John Gonsalves</b>
	Controller	Shane Becker
	Senior Court Clerk	Denise Rexford
	Utility Billing Office Manager	Lisa Jones
<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	Jay Glowacki
	Emergency Management Director	Paula Cain
<b>Marland Estate Manager</b>		<b>David Keathly</b>



## 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	09/12/22
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	08/08/20
18. Pension Fund Investment Policy Statement	12/09/91	06/08/20
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	
30. Recplex Advertising Policy	07/13/20	
31. Recplex Youth Scholarship Program	07/13/20	
32. Commercial Broadband	06/15/21	

## 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	11/17/22
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	03/26/21
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	09/16/22
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*

516 E. Grand  
P.O. Box 1450  
Ponca City, Oklahoma 74601  
580-767-0339 Fax 580-767-0344

May 22, 2023

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 2023-2024 Annual Operating and Capital Improvement Budget for the City (City of Ponca City) and PCUA (Ponca City Utility Authority), which begins July 1, 2023. The document outlines the City's administrative structure, departmental finances, and work plans for the coming fiscal year. This budget is in a balanced form, as required and defined by the Oklahoma Municipal Budget Act. Its focus is to create shareholder value by maintaining an aggressive capital improvement program as well as service delivery.

The proposed Fiscal Year 2023-24 Budget has the total full-time employee count at 404 which is an increase of six full-time positions across the City and its related Authorities. This current mid-year, two FT Customer Service Representatives were added in Broadband, pursuant to the business plan. There is an addition of one FT employee in Court, converted a part-time to full-time status to help with coverage. At the Senior Center, converted a part time position to full time, having difficulty filling the position. Adds a FT Property Inspector in Code Enforcement, continue to see increase in property compliance issues throughout the community. As we transition to the new police station there will be a need for an additional FT Maintenance employee. Adds one FT in Broadband, a Central Office technician. This is a planned additional position in the Broadband business plan, timing of additional employees is based on demand and build out of the system. Adds a FT Lube Technician to the Garage for better efficiency of rolling stock routine maintenance.

This year's budget also calls for an increase in Health Insurance premiums of 5%. While the employees have been good stewards of the Health Insurance provided for them, we are starting to see increased claims and it is to be expected. Over the past five years the premium increases have been 0%, 1%, 0%, 2.5% and 5%. So, an average increase of 2.25% over six years is probably unheard of in today's health care world.

The sales tax revenues are budgeted with a 3% increase from FY 2022-23 budgeted numbers. Staff is still concerned going forward as to the impact to municipal operations as the federal government pulls some of the stimulus funding out of the economy. The General Fund Reserve amount is \$3,000,000. That represents 10% of the General Funds Proposed 2023-24 Operating Budget.

Letter to Homer Nicholson, Members of the City Commission  
Page 2  
May 22, 2023

This conservative budgeting philosophy has allowed the organization to weather the past financial storms with minimal impact to operations and personnel.

As part of the budgeting process each year, staff evaluates the rate structure for the utilities and considers whether rate increases for services in the PCUA operations are necessary. Fiscal Year 2021-22 there was a rate increase of 1% in all the utilities except for Broadband and Stormwater which was increased by \$0.25. Prior to that increase, there hadn't been an increase in the utilities for the prior three fiscal years. In essence, except for Solid Waste there hadn't been an increase since 2018-19 till 2021-22. Rates did increase this current Fiscal Year, 2022-23; Water 5%, Solid Waste 5%, and Stormwater \$0.25.

Cost of operations continue to increase and have really climbed in water; chemical costs are up over 50%. Electrical components are up across the board 70%; transformers are up over 100% double what we were paying if you can get them. The cost of equipment for these areas, as you are aware, continue to cause procurement issues not only with cost but also delivery. This Fiscal Year 2023-24 staff recommends increasing Water rates by 5%, Solid Waste Collection by 3%, Landfill fees 5%, Electric rates by 3%, Wastewater Rates 3%, and Stormwater by \$0.25. There is no increase proposed in Broadband. This represents the direction of the City Commission in evaluating each year whether or not to make gradual and incremental utility rate increases to maintain fiscal viability of the utilities as well as make necessary improvements to the infrastructure and efficiencies to insure compliance with new regulations that are passed down from the federal and state governments.

The total proposed budget for 2023-2024 is \$131,940,609 which represents a 5.4% increase from this current year's budget. The General Fund represents \$28,812,341 of the total expenditures and is budgeted at an increase of 0.9% from the current year budget. As mentioned earlier we authorized the departments to increase their maintenance, operations and contractual services budgets by 3%.

The proposed capital outlay for the upcoming budget year is \$14,820,058 which is 10% less than budgeted in this current year's budget for capital expenditures. 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. We were able to fund 90% of this year's capital request due to some one-time monies from the federal government in the various COVID 19 related grants. Also due to the long lead times we are seeing on equipment purchases we have increased capital expenditures as well. The cost for the construction of the Santa Fe Depot Multi-Modal renovation (Direct Federal Allocation of \$2 million) nor the proposed new Airport terminal construction (potential FAA grant of \$5.5 million) are not included in those capital numbers. 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 will continue to be many positive things occurring.

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.

Letter to Homer Nicholson, Members of the City Commission

Page 3

May 22, 2023

We will continue to work safely, provide great customer service, and maintain the public's trust. We will continue to work with businesses and industries 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 continue to 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 John Gonsalves, Shane Becker, and Shelia Logan led the charge coordinating the various components of this document.

Respectfully submitted,



Craig Stephenson, ICMA-CM, MS  
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	2015-21
Bonnie Phillips	1976-79	Shasta Scott	2017-23
Charles E. Hollar	1977-78	Paul Taylor	2018-Present
Bob L. Ferguson	1978-81	Robert Bodick	2021-Present
Jack Leighton	1979-82	Kelsey Wagner	2023-Present
Paul Washecheck	1978-83	Garrett Bowers	2023-Present
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	2008-23		
Bill Flegler	2009-12		

# Community Profile

• *The City of Ponca City has obtained permission to use the pictures in the following section from:  
The Ponca City Publishing Company, ConocoPhillips, and Richard Winterrowd*



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 2020 population census of 24,424.



City of Ponca City, Oklahoma  
**Miscellaneous Statistics**  
June 30, 2023

Number of Full-Time Employees:	
Union	110
Non-union	280
Area in Square Miles	20
Government Facilities and Services:	
Lane miles of streets	413.50
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	1113
Number of ambulance calls	4,881
Average emergency response time in minutes	EMS 5:25 / Fire 4:16
Police Protection:	
Number of stations	1
Number of police personnel	69
Number of marked patrol units	40
Number of unmarked patrol units	9
Number of motorcycles	2
Number of special vehicles	2
Number of physical arrests	1,039
Number of traffic violations	6,098
Calls for service	20,860
Median age of officer	31.5
Median years of service	5.5



**Wastewater System:**

Miles of wastewater maintained by the City	173
Number of treatment plants	1
Daily average treatment in millions of gallons per day	3.83
Maximum daily capacity of treatment plant in millions of gallons per day	9.5

**Water System:**

Miles of water mains maintained by City	213
Number of fire hydrants	1,049
Daily average consumption in millions of gallons per day	7.69
Maximum daily capacity of plant in millions of gallons per day	14
Number of water wells in service	21

**Energy Department:**

Customer base	15,901
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	456

**Airport:**

Concrete runway – 7,201 feet long and 100 feet wide	1
Average takeoffs and landings per year	49,500
Number of base aircraft	52
Number of ‘T’ hangers	44
Number of corporate hangers	13
Average high temperature degrees – (2022)	89.60
Average low temperature degrees – (2022)	29.90
Overall yearly degree temperature – (1980-present)	59.90
Average yearly rainfall in inches – (1980-present)	23.38

**Education (Current) School Year:**

Total school enrollment – Ponca City Public Schools	4,654
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\*\***

Dorada Foods	800
Ponca City Public Schools	725
Phillips 66	650
Alliance Health Ponca City	324

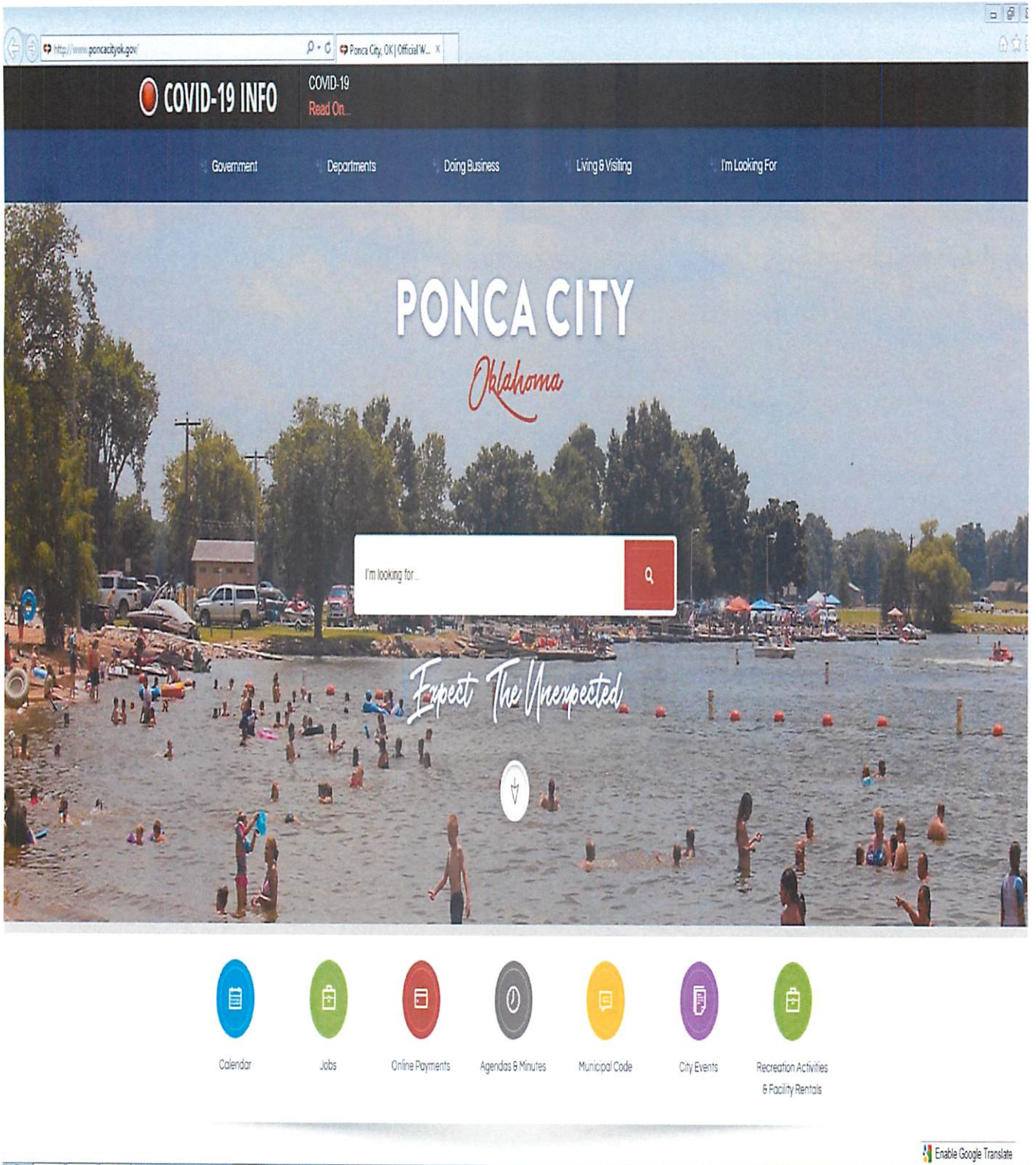
**Hospitals:**

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

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



*101 Wild West Rodeo*

## July/August

*Lake Ponca Fireworks*  
*Ponca Pow-Wow*  
*Crazy Days*



## September/October

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



*Veteran's Day Parade*

## November/December

*Veteran's Day Parade*  
*Festival of Angels*  
*Ice on the Plaza*  
*Christmas Parade*  
*Community Tree Lighting*  
*Christmas Gala*



*Festival of Angels*



## 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, Oreland C. Joe. The surrounding Park features many symbols of Native American culture and specifically



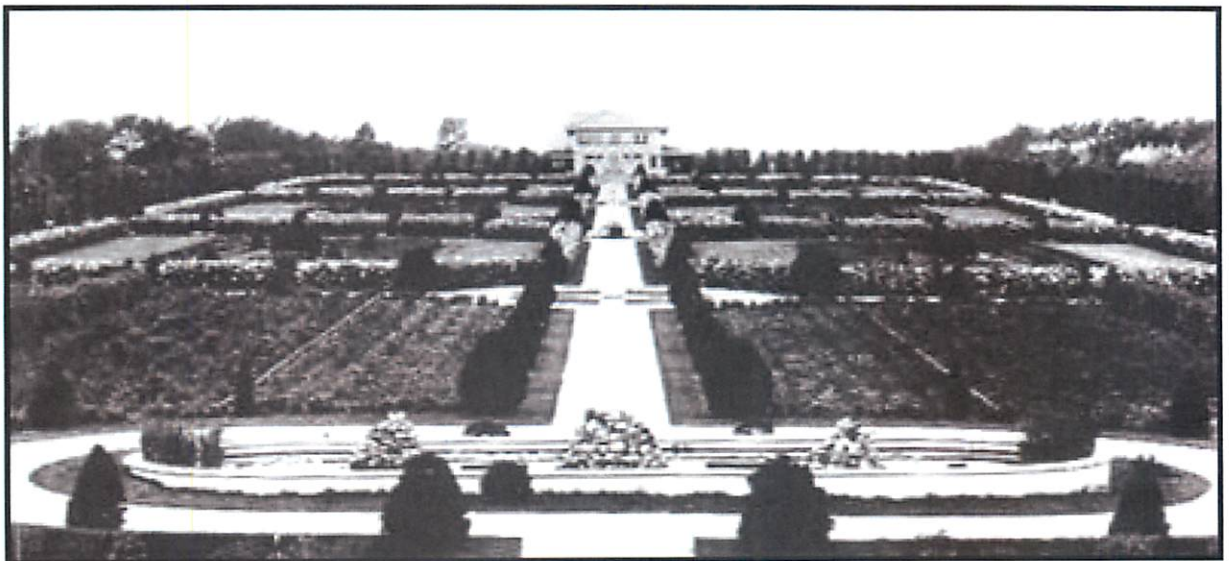
honors the six tribes around Ponca City. Two audio centers tell Standing Bear’s story and describe the highlights of the Park. Construction is complete on a City Trail around Standing Bear Park, which was funded by an ISTE A Grant, a donation from Conoco and City match funds.



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

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

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



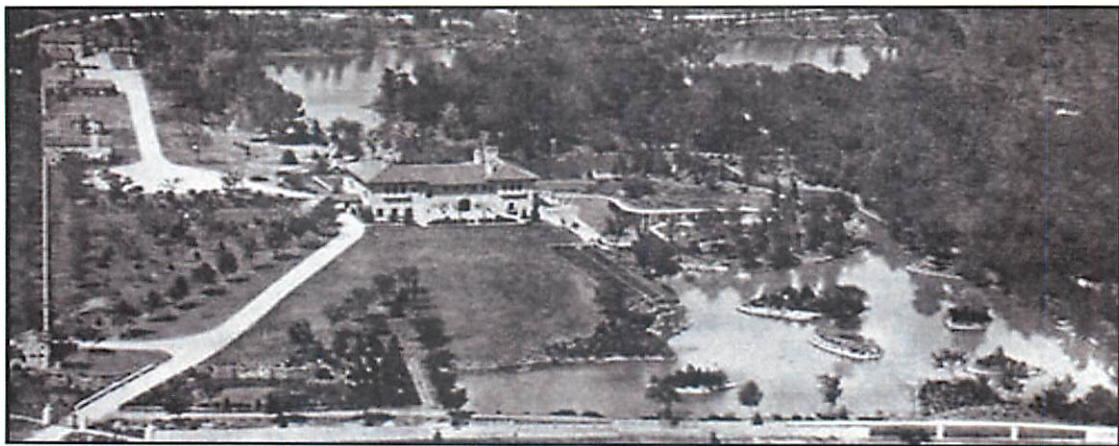
Marland's first home, recently re-named Marland's Grand Home, is home to the Historic House Museum, Native American Museum, 101 Ranch Collection, and D.A.R. Museum.





Welcome to the  
*Marland Estate Mansion*

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



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

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

buried on the grounds near the original stables.



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



## *Lydie's Cottage & Artist Studio Restored*

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



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



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

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

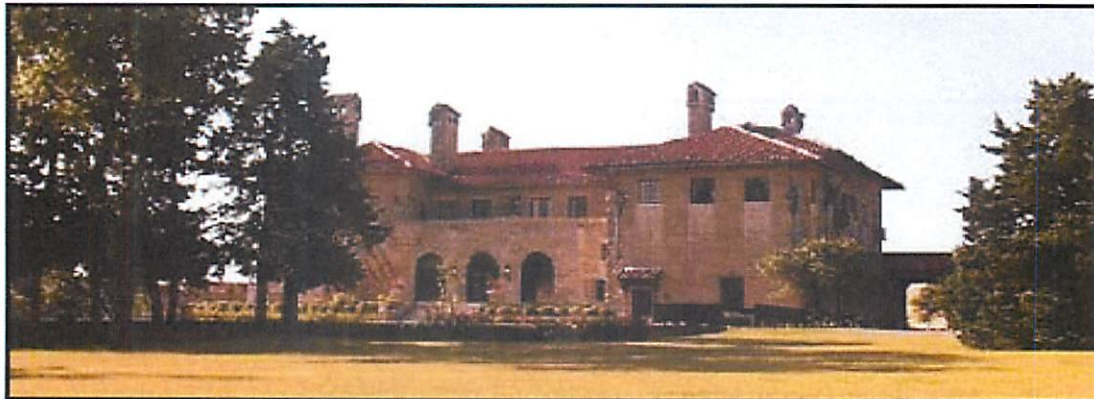


## Marland Mansion. .Today

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

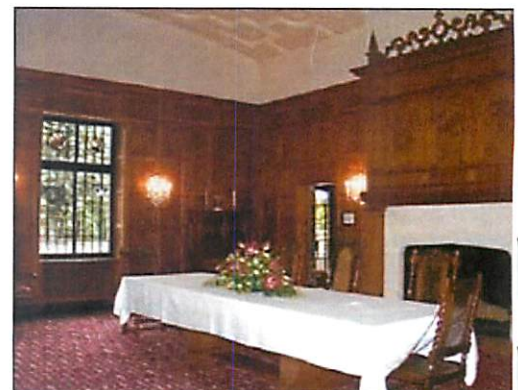


Mr. and Mrs. Marland had to move from the Mansion in 1930 but retained ownership while he served in Congress and as governor of Oklahoma. They opened the Mansion for parties and special events and E.W. used it as his campaign headquarters whenever he ran for office. In 1941, six months before he died,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



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

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







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



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

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



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







Ernest Whitworth Marland, President of the Marland Oil Company, had vast oil holdings that made him one of the dominant figures in the petroleum industry of America, and probably the largest independent producer and refiner in the world. In the early 1920's, the Marland Oil Company encompassed a vast area, including the Marland refinery and office building, the 5,000,000 barrel storage tank farm, fields that produced the crude oil supply, and Marland warehouses and loading racks capable of loading 100 rail cars of oil daily. All Marland filling stations were alike, in the shape of a triangle synonymous with the Marland Oil logo. In 1928, E.W. resigned as president and chairman of the board of Marland Oil Company and began a career in politics. Marland Oil Co. merged with Continental Oil Company in 1929 and thus was born the Conoco logo.

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



*Pictured above, Phillips 66 employs an estimated 662 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.*



# Budget Overview

## **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 of the City's budget philosophy and application of that philosophy are reviewed. General Fund revenue, expenditure, and budget issues are discussed along with various trend analysis and forecasting models. Departmental expenditure histories are then reviewed and trends are identified to simplify the process. The increase in prices and lead time to obtain products and services was discussed this year and the possibility of an economic recession played a major role in the decision making during the budget process. An increase in Sales and Use Tax is anticipated for the FY 2023-2024 which is consistent with previous years. Sales and Use Tax are significant funding sources so time was spent discussing different forecasting scenarios. 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 current and long-term goals and objectives. Input from the citizens of Ponca City is then solicited and considered during the planning and discussion phase of the budget, and changes are made if necessary. The proposed budget is brought before the commissioners for approved, and implemented on July 1, of each year.

Finance ushered in 2023 by working with departments to determine initial revenue projections for the General Fund, enterprise funds, and the utilities for Fiscal 2023-24. A budget kick-off session was held with all departments on January 23, 2023, 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 were 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 reviewed proposals from outside agencies requesting contract for services funding at the regularly scheduled work session on March 20, 2023. 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 2023. On April 13, 2023, an initial draft of the City Manager Proposed Budget for Fiscal 2023-24 was delivered to members of the City Commission and department heads. The City Commission then met for two all-day open meeting hearing with management and every department on the proposed budget on April 17-18, 2023. 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 discussing 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 6, 2023. Also published at that time was notice of a public hearing on the Fiscal 2023-24 Budget, to be held at the regularly scheduled Board of Commissioner's Meeting of May 22, 2023. 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.

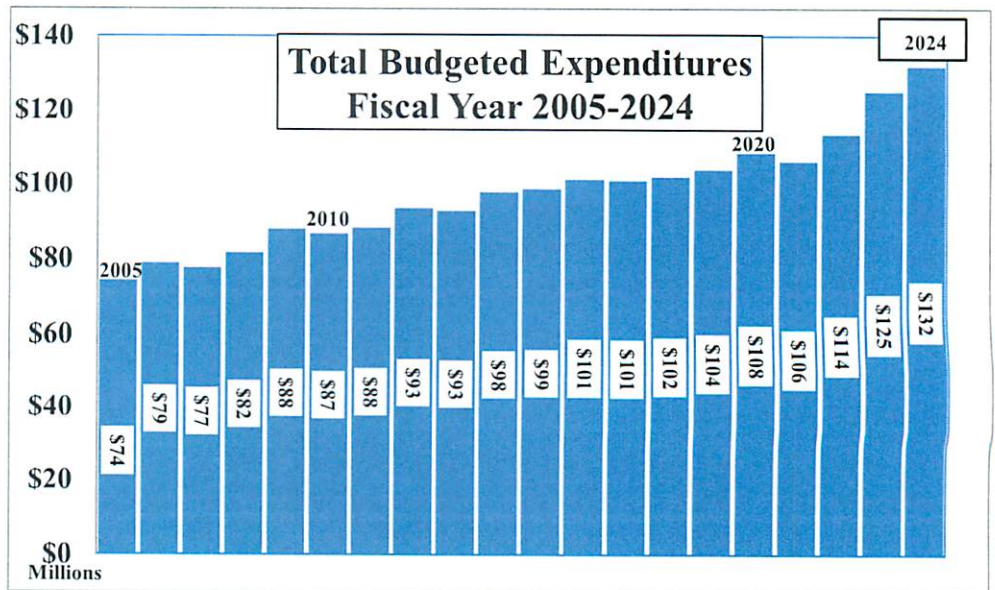
During the course of any year, unforeseen opportunities, emergencies and business conditions may necessitate amending the budget. Management staff informed the City Commission that active management of the budget would occur during the coming year as the economic uncertainty of a possible recession was

anticipated. 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 2023-24 are thirty-three (33) 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 2023-24 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.



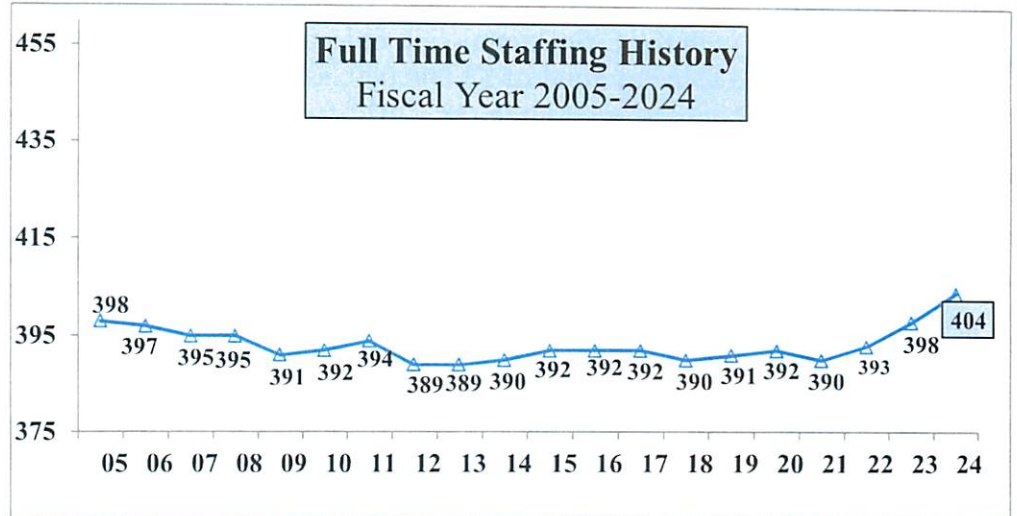
The Fiscal 2023-24 Budget has been challenging in many ways. The total budget for all funds is approved at \$131,940,609, an increase of \$6,786,656, or 5.42% from the original budget of Fiscal 2022-23.

The increase is due to projected Health Insurance, Capital Projects, Material Price and Personnel increases. As



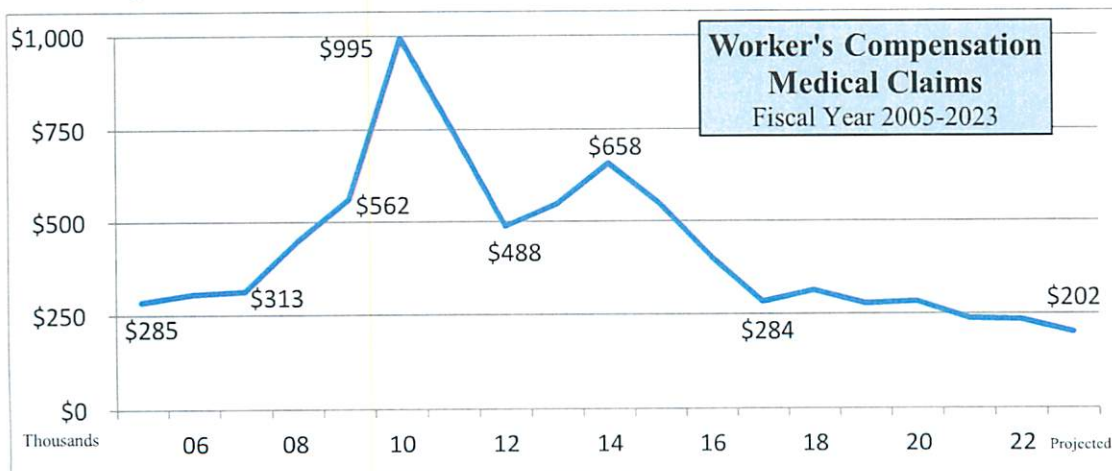
illustrated above, the proposed aggregate budget for the coming year is approximately 44% higher than the original budget of Fiscal 2004-05, twenty years ago. This represents an average annual increase of 2.2%, illustrating staff commitment to cost containment.

The full-time employee base across the City is at 404, which represents an increase of 6 employees compared to the



prior fiscal year. The approved full-time staffing for Fiscal 2023-24 is approximately 1% more than that of twenty years ago, in Fiscal 2004-05 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 5% increase for the City and employees for health coverage, this on the heels of an 2.5% increase last year. City employees who choose single health insurance coverage pay a premium of \$1,885 annually, with the City funding \$7,541. The premium for employee plus one coverage is \$3,410 annually, with the City funding \$13,641. Employees choosing family coverage pay a premium totaling \$5,116 annually, with the City funding \$20,468. 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 cost is 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 lower compared to a

decade ago. Projected expenses for W/C Medical expenses for Fiscal 2023-24 are \$225,000, 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% 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.

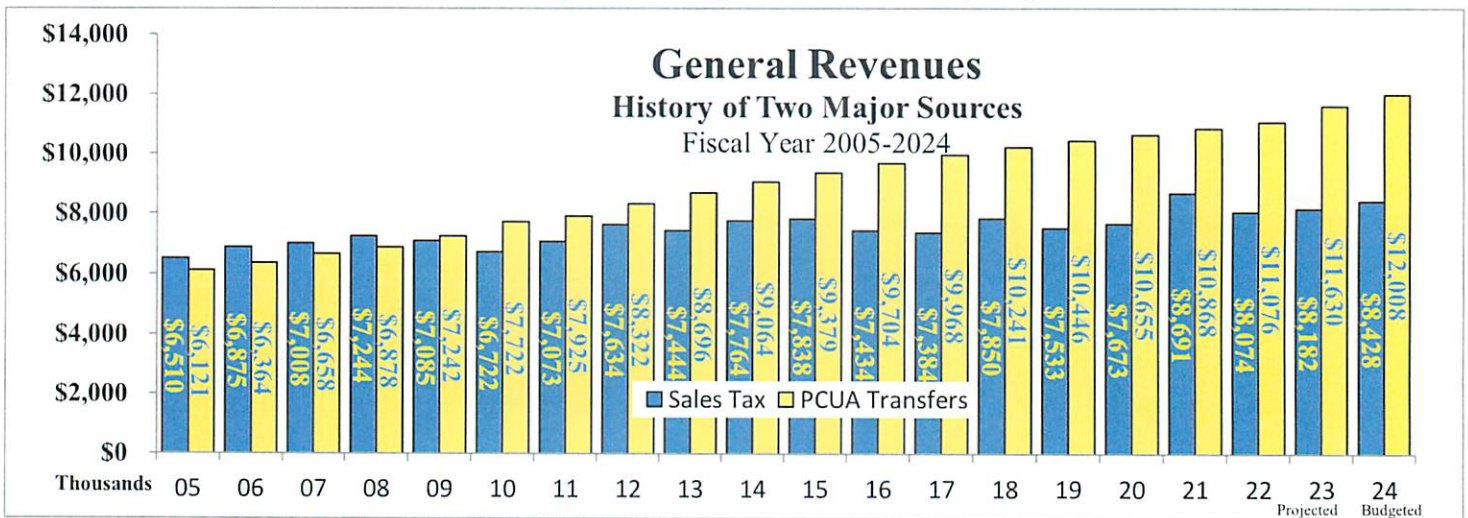


In keeping with the City Commission objectives, the Fiscal 2023-24 Budget does maintain a designated fund balance in the General Fund of \$3,000,000, as defined by Resolution #6650, which was approved by the Board of Commissioners on March 28, 2022, when the previously approved amount was increased by \$400,000. 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 2023-24.

**GENERAL FUND**

**Sales Tax Revenue:** There is currently a 2.0% sales tax dedicated for General Fund operations, generating revenue equal to 32% of total budgeted revenues for Fiscal 2023-24. Over the past twenty years, year-over-year increases in this revenue source have fluctuated from -5.2% to +13.3%, with a long-term average increase at just under 2% 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 an 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. Fiscal year 2019-20 collections were very surprising. Instead of the predicted loss of revenue, the fiscal year ended with a 1.8% increase over last fiscal year. Collections for Fiscal year 2020-21 was also surprising. Instead of



predicted loss due to the COVID-19 pandemic, the fiscal year ended with a 13% increase over last fiscal year. Collections for Fiscal year 2021-22 increase by 2% over the prior fiscal year and we anticipate a modest increase of about 2% for fiscal year 2022-23. Collections are expected to decrease in 2023-24 due to high interest rates, an anticipated recession, slow job growth and additional market correction.

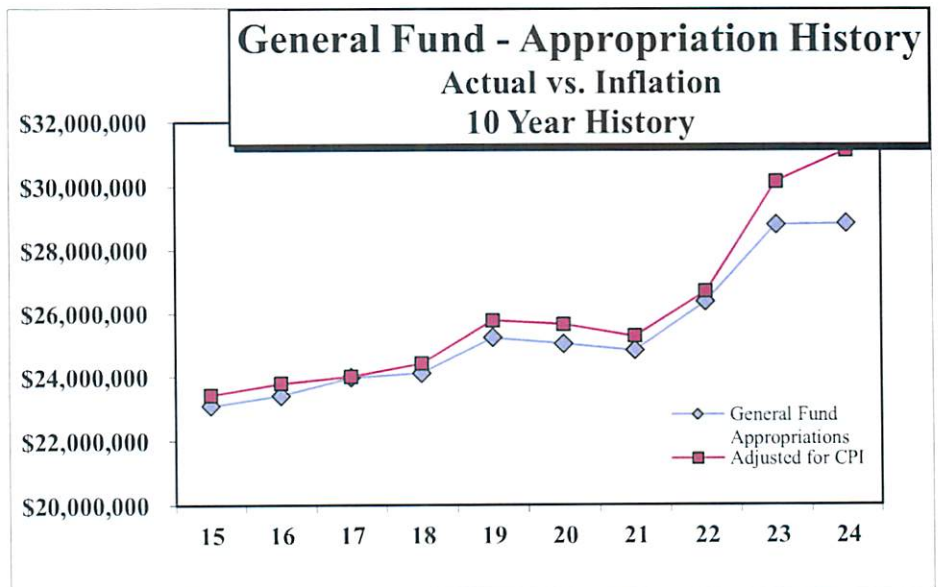
**Transfer Revenue** Under the Oklahoma Constitution, cities are prohibited from levying ad-valorem property taxes for operations. Therefore, critical to the funding of essential City services is the transfer of residual equity, or return on investment (ROI), from City utilities. Through Fiscal 1998-99 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 approved for Fiscal 2023-24 at \$12,008,321, a 3% 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 \$1,802,846, a 3% increase. Municipal Court fines are the fourth largest revenue source for the General Fund and have contracted in recent years and are projected to increase based on the relaxation of the pandemic quarantine guidelines. Interest rates are currently on the rise and we anticipate future adjustments to combat inflation and the effects of a recession. Total General Fund revenues for Fiscal 2023-24 are budgeted at \$26,272,467, an increase of 4% 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 2023-24 is \$28,812,341 an increase of \$25,503, or an increase of 0.1% from the original Fiscal 2022-23 Budget. 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 55% 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.



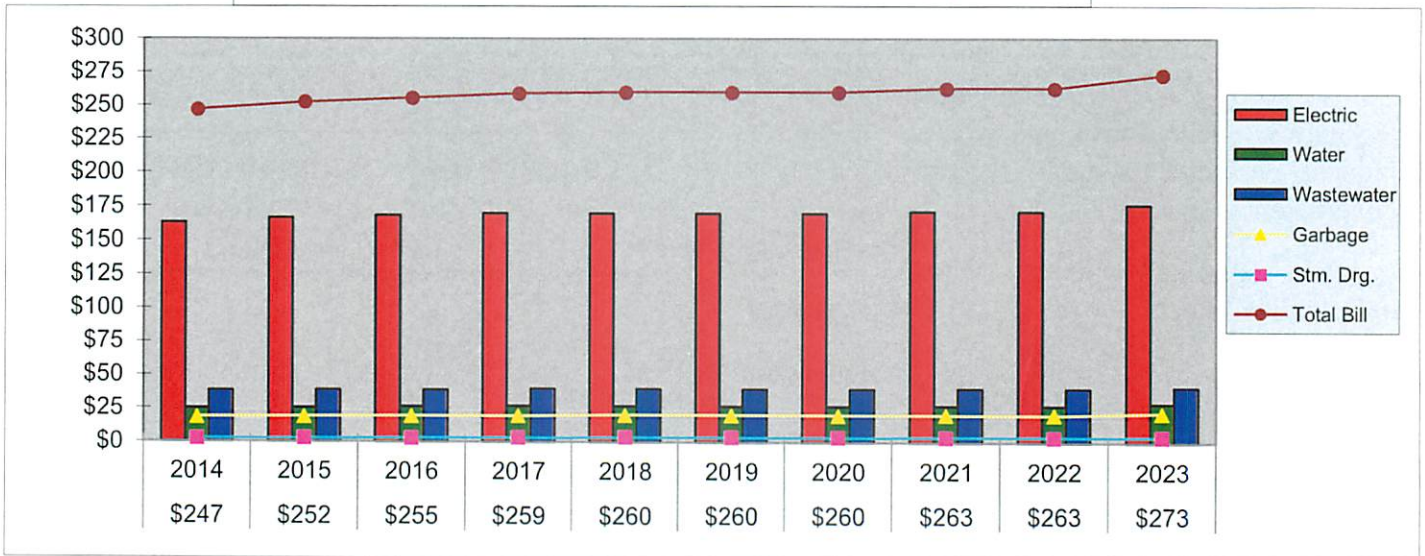


Public safety related capital items in the coming year include four new Police vehicles, tasers and body armor for Police. Firehose replacement, four Chainsaws, and a Pumper Apparatus for the fire department. A Stryker Power Cot, Stryker Power Load System and Life pack patient monitor device for the Ambulance department. Other large capital items funded for General Fund departments includes Dump Trucks for the Parks and Street department. 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 to all customers in the City limits. Strong revenues and debt payoffs have led to no rate increases in electric rates for several years in a row, however, due to increased cost and the difficulty to get materials and supplies, FY 2023-24 budget includes a 3% increase in electric rates. FY2023-24 budget also includes a rate increase of 5% for Water, a 3% increase in Sewer and Solid Waste Collection and a 5% increase in Landfill rates. Broadband will remain flat and Stormwater will increase by 0.25%. 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 which is currently well below inflationary rates. 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 2023-24 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 2023-24 water rates will increase by 5% over the previous fiscal year.

Critical to future water production is maintenance of the water rights from Kaw Lake as well as maximizing the traditional wellfield sources of water. In 2022-23 fiscal year the water rights from Kaw Lake was secured and talks are being held to plan for the next step. Infrastructure improvements funded in the coming year includes completing a lead service line inventory and conducting a Kaw Water alternative analysis. These projects are also in partnership with the federal government which will provide a 50% match to complete the projects if the grants are approved.

**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. Infrastructure improvements funded in the coming year includes a grant from the Federal Government to fund 50% of \$2,600,000 to replace the Bois D Ark Sewer Interceptor, and a 50% match to complete the West Grand Sewed replacement project costing about \$1,180,000.

**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 2022-23 Budget includes purchased power and distribution, a Tilt Equipment Trailer, a Foreman Truck, a Distribution Reinforcement Program, and an Electric Distribution System.

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 2023-24 in the Ponca City Energy Fund are many major capital items and infrastructure improvements, most notably \$1.6M 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 was phased in over several years, and the first residential customer billings started in July 2019. The project is experienced slower than anticipated growth due to the pandemic, contractor labor issues, increased material price and available material. A 10 year note for \$12M was secured through Truist Bank to fund phase 4 and 5 of the project. The Ponca City Broadband build-out was completed in FY2022-23, and the reviews and customer sign-up have been very positive.

**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 the budget for Fiscal 2023-24 is a 5% 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. A Landfill compactor was proposed for Fiscal 2023-24 at \$875,000, however, due to need to replace the old compactor that item was purchased in FY2022-23 out of 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.

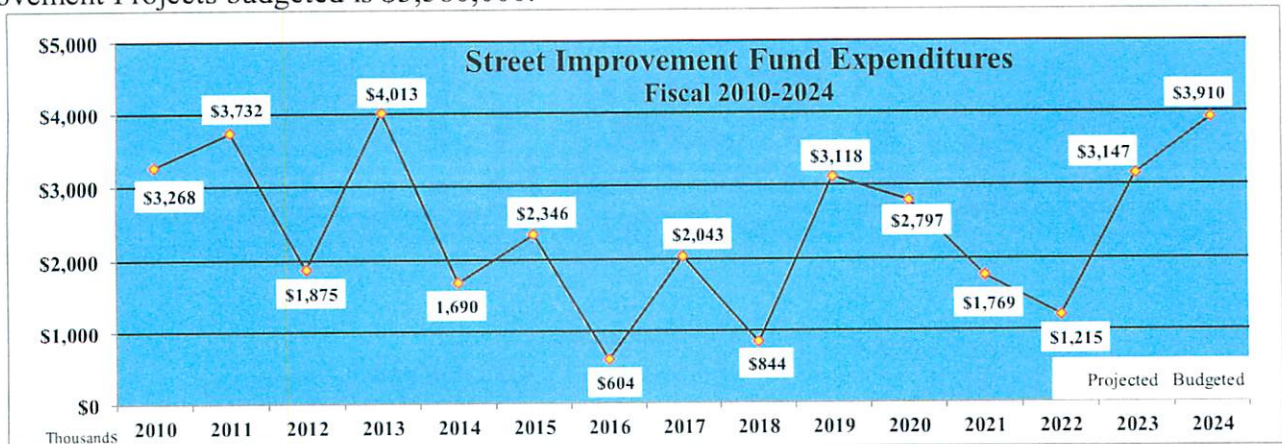
**OTHER ENTERPRISE FUNDS**

**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. Reconstruction of the runway is completion. The project was funded by a federal grant, which are usually 90% Federal grant, supplemented by 5% State grant funding. The remaining 5% match was funded by the City, through the Capital Improvement Projects (C.I.P.) Fund. The Budget for Fiscal 2023-24 includes a 1 ton 4x4 Diesel Service Truck.

**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 2023-24.

**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 2023-24 including \$850,000 for the Standing Bear, Circle Dr to US 60 improvement project. Total CIP Street Improvement Projects budgeted is \$3,580,000.





**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. Capital improvements projects slated for Fiscal 2023-24 includes, \$60,000 to upgrade the electric metering hardware and \$50,000 for a play structure.

**Wentz Golf Course** Lew Wentz Golf Course is a Four Star 18-hole municipal course that is nestled on the east side of Lake Ponca. Wentz Golf Course was opened in 1953 and designed by Floyd Farley. The golf course covers 125 acres of rolling terrain and offers a challenge to all golfers. From a beginner to a scratch golfer, Lew Wentz is an enjoyable golf course and has hosted numerous professional and amateur golf tournaments, including the Oklahoma Open. Capital improvements projects slated for Fiscal 2023-24 includes, \$35,000 for a Turbine Water Pump, \$85,000 for a Compact Utility Tractor, and \$7,500 for a Cart Barn overhead garage door.

**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 2023-24 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

# Financial Summary

## 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 2023-24 (1-04-23 Revised)**

December 2022	Finance and Departments begin rate review and revenue budgeting
Mon. Jan. 23, 2023	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. Jan 31	Mission / Accomplishments / Goals Forms for FY2023-24 due
Mon. Feb. 06	Budget overview for City Commission held at the work session
Tues. Feb. 07	Capital Request Forms (cat. 4) for FY2023-24 due to Finance
Tues. Feb. 14	Budget Request Forms (cat. 2 & 3) for FY2023-24 along with any personnel related change requests due
Tues. Feb. 21	Out of State Travel Request Forms for FY2023-24 due
Tues. Feb. 28	Long-Term Capital Plan sheets due
March 14- 17	City Manager/Finance meet with Department Heads to review requests
Mon. Mar. 20	New Program and "Outside Agency" Hearings along with a budget update presented to the City Commission at work session
March & April	Departments update various Advisory Boards on Budget progress
Tues. Apr. 11	City Manager/Finance meet with Department Heads to discuss the City Manager proposed Budget
Thurs Apr. 13	Draft of Proposed Budget with Departmental Goals delivered to City Commission for review
April 17 & 18	City Commission Hearings with City Management and Departments, open to Public
Tues. April 25	Deliver Notice of Public Hearing and Budget Summary to the Ponca City News
Sat. April 29	Publish the Notice of Public Hearing & Budget Summary in the Ponca City News
Mon. May 08	Public Hearing on Proposed Budget and City Commission Review
Mon. May 22	FY2023-24 Budget in book format delivered to the City Commission for adoption
Friday. July 1, 2023	Implementation of the FY2023-24 Budget

**CITY OF PONCA CITY**  
**Full-Time Staff History**  
**Fiscal Year 2023-24**

Department	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
City Manager	10	10	10	10	10	10	10	10	10	8
Human Resources	0	0	0	0	0	0	0	0	0	2
Finance	6	6	6	6	6	6	6	6	6	6
City Attorney	2	2	2	2	2	2	1	1	1	1
Municipal Court	4	4	4	4	4	4	4	4	4	5
Development Services	7	7	7	7	7	7	7	7	7	8
Police	68	68	68	68	68	67	67	67	67	68
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	6	6	6	6	6
Traffic Engineering	6	6	6	6	6	6	6	6	6	6
Streets	20	20	20	20	20	18	18	18	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	4
Marland's Grand Home	2	2	3	2	2	1	1	1.25	1.25	1.25
Hutchins	1	1	0	0	0	0	0	0	0	0
Library	11	11	11	11	11	11	11	11	11	11
<b>Total General Fund</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>	<b>249.25</b>	<b>249.25</b>	<b>253.25</b>
Water Admn.	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>	<b>20.84</b>	<b>20.84</b>	<b>20.84</b>	<b>20.84</b>	<b>20.84</b>	<b>20.84</b>	<b>20.84</b>	<b>20.84</b>	<b>20.84</b>
Wastewater Admn.	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>	<b>17.83</b>	<b>17.83</b>	<b>17.83</b>	<b>17.83</b>	<b>17.83</b>	<b>17.83</b>	<b>17.83</b>	<b>17.83</b>	<b>17.83</b>
Solid Waste	31.83	31.83	31.83	30.83	30.83	30.83	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>37.83</b>	<b>37.83</b>	<b>37.83</b>	<b>37.83</b>	<b>37.83</b>	<b>37.83</b>	<b>37.83</b>
Utility Billing	9	8	8	8	8	8	8	8	9	9
Ponca City Energy	25	25	25	25	25	25	25	25	25	25
<b>Total Utility Billing</b>	<b>34</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>34</b>	<b>34</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>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
Technology Services	4	4	4	4	4	4	4	4	4	4
PC Broadband	0	0	0	0	0	2	2	5	7	8
City Garage	4	4	4	4	5	5	5	5	5	6
Insurance	1	1	1	1	1	1	1	1	1	1
Marland Mansion	4	4	4	4	4	5	5	4.75	4.75	4.75
RecPlex	0	0	0	0	0	3	2	2	4	4
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	5	5	5	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>24</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>26</b>	<b>32</b>	<b>31</b>	<b>34</b>	<b>38</b>	<b>40</b>
<b>Grand Total</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>390</b>	<b>391</b>	<b>392</b>	<b>390</b>	<b>393</b>	<b>398</b>	<b>404</b>

**CITY OF PONCA CITY  
BUDGET SUMMARY  
FISCAL YEAR 2023-24**

FUND #	FUND NAME	APPROVED 2023-24 BUDGETED REVENUES	APPROVED 2023-24 BUDGETED EXPENDITURES	REVENUES over EXPENDITURES
101	GENERAL	26,272,467	28,812,341	(2,539,874)
103	LIBRARY GRANTS	30,000	30,000	0
104	LIBRARY STATE AID	10,500	10,500	0
201	STREET & ALLEY	210,000	313,000	(103,000)
210	SPECIAL PROJECTS	25,800	25,800	0
240	TOURISM	500,000	676,667	(176,667)
260	GRANT FUND	17,500	17,500	0
301	WATER	9,263,250	9,146,460	116,790
340	PONCA CITY ENERGY	47,613,770	47,319,883	293,887
341	P.C. BROADBAND	3,828,202	3,706,495	121,707
342	SOLID WASTE	6,251,147	6,350,776	(99,629)
343	LANDFILL CLOSING	50,000	18,000	32,000
344	SOLID WASTE DEPR. RES.	825,000	126,500	698,500
350	UTILITY BILLING	840,300	838,516	1,784
360	WASTEWATER	6,726,856	7,548,110	(821,254)
365	STORMWATER	667,375	1,100,493	(433,118)
380	TECHNOLOGY SERVICES	1,160,000	1,184,278	(24,278)
400	DEBT SINKING	701,026	701,026	0
501	CITY GARAGE	2,390,000	2,324,616	65,384
520	INSURANCE	6,588,752	5,703,878	884,874
521	WORKERS COMPENSATION	288,211	225,000	63,211
601	MARLAND ESTATE	518,000	566,842	(48,842)
620	RECPLEX	1,202,590	1,444,569	(241,979)
644	GOLF COURSE	943,000	1,036,308	(93,308)
704	CANN ESTATE	72,500	79,541	(7,041)
722	MATZENE BOOK FUND	300	0	300
837	PUBLIC SAFETY CENTER TAX	3,887,879	3,123,314	764,565
839	RECREATION CENTER TAX	0	0	0
840	STREET IMPR. TRUST	2,393,661	3,910,000	(1,516,339)
875	CAPITAL IMPR. PROJECTS	400,000	1,196,955	(796,955)
901	AIRPORT CAPITAL GRANTS	509,445	509,445	0
929	AIRPORT	1,424,325	1,560,134	(135,809)
930	ECONOMIC DEVELOPMENT	2,333,661	2,333,661	0
	<b>TOTALS</b>	<b>\$127,945,516</b>	<b>\$131,940,609</b>	<b>(\$3,995,093)</b>



**CITY OF PONCA CITY**  
ALL FUNDS - HISTORY of BUDGETED EXPENDITURES  
Fiscal Year 2023-24

FUND #	FUND NAME	ORIGINAL 2019-20 APPROVED	ORIGINAL 2020-21 APPROVED	ORIGINAL 2021-22 APPROVED	ORIGINAL 2022-23 APPROVED	ORIGINAL 2023-24 APPROVED
101	GENERAL	24,632,059	24,811,709	26,344,772	28,786,838	28,812,341
103	LIBRARY GRANT	10,200	11,000	11,000	20,000	30,000
104	LIBRARY STATE AID	12,700	13,000	13,000	11,500	10,500
201	STREET & ALLEY	305,000	350,000	260,000	265,000	313,000
210	SPECIAL PROJECTS	22,000	25,000	25,800	25,800	25,800
240	TOURISM	319,167	369,167	694,167	926,667	676,667
260	GRANT FUND	10,000	57,100	47,100	47,100	17,500
301	WATER	9,221,197	9,190,293	8,182,340	10,553,620	9,146,460
340	PONCA CITY ENERGY	39,286,055	39,301,300	39,688,210	41,282,624	47,319,883
341	PC BROADBAND	1,072,000	911,480	1,026,376	2,408,970	3,706,495
342	SOLID WASTE	5,265,950	5,275,589	5,328,631	5,951,019	6,350,776
343	LANDFILL CLOSING	18,000	18,000	18,000	18,000	18,000
344	SOLID WASTE DEPR. RES.	297,200	361,500	110,000	1,890,000	126,500
350	UTILITY BILLING	679,810	674,210	690,854	761,983	838,516
360	WASTEWATER	6,112,535	5,135,257	6,517,109	6,595,726	7,548,110
365	STORMWATER	331,167	788,813	1,106,794	490,523	1,100,493
380	TECHNOLOGY SERVICES	930,465	1,025,475	958,776	1,211,465	1,184,278
400	DEBT SINKING	700,000	700,000	700,000	700,000	701,026
501	CITY GARAGE	1,680,810	1,631,000	1,717,114	1,950,219	2,324,616
520	INSURANCE	5,299,028	5,619,028	5,628,535	5,665,479	5,703,878
521	WORKERS COMPENSATION	955,000	955,000	955,000	955,000	225,000
601	MARLAND ESTATE	433,860	476,291	476,678	505,505	566,842
620	RECPLEX	1,215,695	1,156,767	1,184,759	1,344,242	1,444,569
644	GOLF COURSE	832,500	809,500	849,281	893,522	1,036,308
704	CANN ESTATE	68,675	84,050	71,302	91,924	79,541
722	MATZENE BOOK FUND	0	500	0	0	0
837	PUBLIC SAFETY CENTER TAX	0	0	3,671,714	3,778,235	3,123,314
839	RECREATION CENTER TAX	1,953,805	550,000	328,000	0	0
840	STREET IMPROV. TRUST	2,470,000	2,615,000	2,550,000	2,767,000	3,910,000
875	CAPITAL IMPR. PROJECTS	1,062,167	424,917	793,867	954,255	1,196,955
901	AIRPORT GRANTS	181,667	181,667	181,667	676,112	509,445
929	AIRPORT	1,158,021	707,000	1,083,701	1,357,777	1,560,134
930	ECONOMIC DEV.	1,953,805	1,956,568	2,203,910	2,267,848	2,333,661
	<b>TOTAL</b>	<b>108,490,538</b>	<b>106,186,181</b>	<b>113,418,457</b>	<b>125,153,953</b>	<b>131,940,609</b>
	Incr./(Decr.) from Previous Year :	4,554,385	-2,304,357	7,232,276	11,735,496	6,786,656
	% Incr./(Decr.) from Previous Year :	4.38%	-2.12%	6.81%	10.35%	5.42%

City of Ponca City  
2023-24 Operating Budget

**CITY OF PONCA CITY**  
ALL FUNDS - BUDGETED EXPENDITURES by type  
FISCAL YEAR 2023-24

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	22,294,930	1,064,754	1,671,101	923,613	0	2,857,943	28,812,341
103	LIBRARY GRANTS	0	10,000	20,000	0	0	0	30,000
104	LIBRARY STATE AID	0	3,000	7,500	0	0	0	10,500
201	STREET & ALLEY	0	200,000	10,000	103,000	0	0	313,000
210	SPECIAL PROJECTS	10,800	0	15,000	0	0	0	25,800
240	TOURISM	0	0	361,667	315,000	0	0	676,667
260	GRANT FUND	0	0	17,500	0	0	0	17,500
301	WATER	1,807,056	1,000,108	1,667,400	1,494,000	761,083	2,416,813	9,146,460
340	PONCA CITY ENERGY	3,226,602	389,000	33,146,000	2,345,000	761,083	7,452,198	47,319,883
341	PC BROADBAND	669,961	362,000	599,100	720,000	0	1,355,434	3,706,495
342	SOLID WASTE	3,066,320	76,852	547,347	0	0	2,660,257	6,350,776
343	LANDFILL CLOSING	0	0	18,000	0	0	0	18,000
344	SOLID WASTE DEPR. RES.	0	0	0	126,500	0	0	126,500
350	UTILITY BILLING	556,075	83,343	133,865	50,000	0	15,233	838,516
360	WASTEWATER	1,464,319	439,565	1,042,893	2,220,000	375,996	2,005,337	7,548,110
365	STORMWATER	46,731	60,000	178,762	750,000	0	65,000	1,100,493
380	TECHNOLOGY SERVICES	512,878	62,830	344,250	260,500	0	3,820	1,184,278
400	DEBT SINKING	0	0	0	0	701,026	0	701,026
501	CITY GARAGE	347,336	1,833,000	36,500	89,500	0	18,280	2,324,616
520	INSURANCE	96,589	0	5,607,289	0	0	0	5,703,878
521	WORKERS COMPENSATION	0	0	225,000	0	0	0	225,000
601	MARLAND ESTATE	416,620	42,214	48,941	31,000	0	28,067	566,842
620	RECPLEX	610,111	246,100	487,150	60,000	0	41,209	1,444,569
644	GOLF COURSE	603,206	111,600	284,500	0	0	37,002	1,036,308
704	CANN ESTATE	54,816	16,785	6,770	0	0	1,170	79,541
722	MAITZENE BOOK FUND	0	0	0	0	0	0	0
837	PUBLIC SAFETY CENTER TAX	0	0	0	0	0	3,123,314	3,123,314
839	RECREATION CENTER TAX	0	0	0	0	0	0	0
840	STREET IMPROV. TRUST	0	300,000	30,000	3,580,000	0	0	3,910,000
875	CAPITAL IMPR. PROJECTS	0	0	0	1,147,500	0	49,455	1,196,955
901	AIRPORT CAPITAL GRANTS	0	0	0	509,445	0	0	509,445
929	AIRPORT	444,188	865,500	53,400	95,000	0	102,046	1,560,134
930	ECONOMIC DEV.	0	0	0	0	0	2,333,661	2,333,661
	<b>TOTAL</b>	<b>36,228,537</b>	<b>7,166,651</b>	<b>46,559,935</b>	<b>14,820,058</b>	<b>2,599,188</b>	<b>24,566,241</b>	<b>131,940,609</b>
	<b>% of Total Expenditures</b>	<b>27.46%</b>	<b>5.43%</b>	<b>35.29%</b>	<b>11.23%</b>	<b>1.97%</b>	<b>18.62%</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 2021-22 net coverage is 3.81 times, which is greater than the minimum required 1.25 legal limit. The below chart can be found on page 43 in the Ponca City Utility Authority's Annual Financial Statements and Accompanying Independent Auditor's Report for the Fiscal Year Ended June 30, 2022. 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, 2022 Audited Debt Service Calculation**

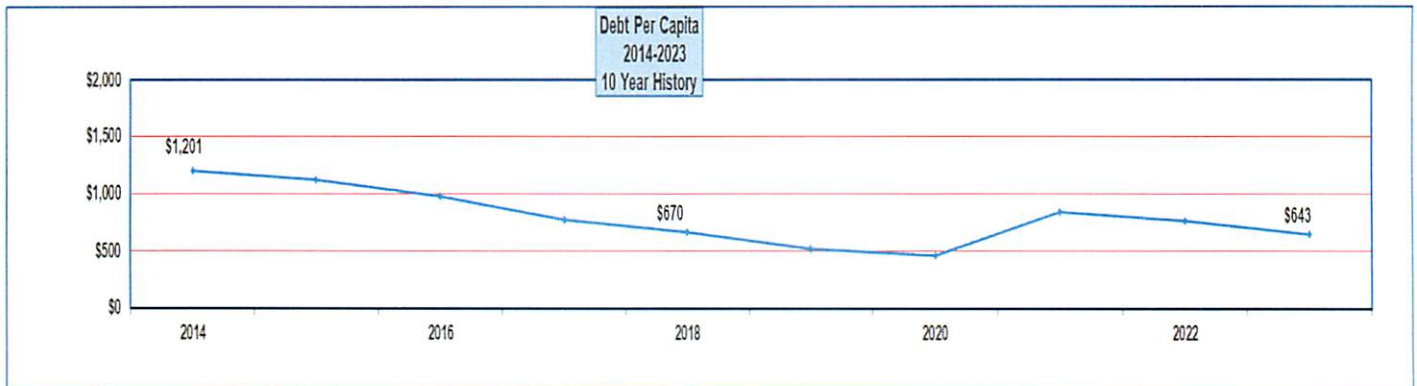
Operating Revenues	\$64,622,269
Operating Expenses	<u>40,543,121</u>
Net Revenues Available for Debt Service	<u>24,079,148</u>
Maximum Annual Debt Service	\$6,317,164
<b>Net Coverage</b>	<b>3.81</b>



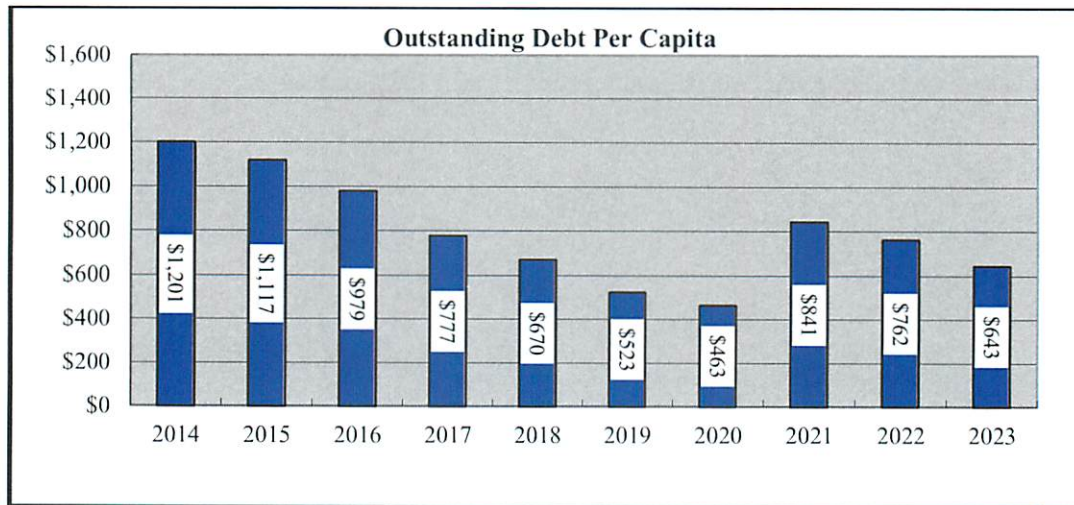
Ponca City Utility Authority

## 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 24,424 (2020 census) and is another indicator of the burden on the community of the debt issued. As of June 30, 2023, the PCUA has \$15.71 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

# 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 2023-24 through FY 2027-28, 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 \$5,000 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	2023-24	2024-25	2025-26	2026-27	2027-28
City Manager	57,850	470,000	210,000	210,000	210,000
Community Development	225,000	100,000	290,000	200,000	190,000
Police	323,763	341,200	352,200	353,700	364,700
Animal Control	13,000	42,500			40,000
Emergency Management	12,000	35,000			
Communications 911					150,000
Fire	680,000	281,000	1,150,000	5,265,000	900,000
Ambulance	105,000	300,000	111,000	310,000	117,000
Street	333,000	380,000	510,000	525,000	275,000
Engineering	150,000	35,000		118,000	43,000
Traffic Engineering	190,000	50,000			
Park Maintenance	348,000	815,000	308,000	125,000	200,000
AMBUC Pool	50,000	2,000,000	2,000,000		
Recreational Programs		200,000	150,000	80,000	80,000
Wentz Camp	50,000	310,000	80,000	60,000	60,000
Marland's Grand Home	25,000	65,000	200,000	50,000	300,000
Library	29,000	175,000	70,000	50,000	105,000
<b>General Fund Total</b>	<b>2,591,613</b>	<b>5,599,700</b>	<b>5,431,200</b>	<b>7,346,700</b>	<b>3,034,700</b>
Water Production	345,000	3,595,000	582,000	207,000	150,000
Water Distribution	605,000	486,000	192,000	553,000	553,000
Ponca City Energy	2,345,000	2,825,000	2,285,000	3,250,000	2,350,000
Ponca City Broadband	720,000	1,328,000	1,033,000	873,000	873,000
Solid Waste	100,000	400,000	140,000	60,000	180,000
Landfill	26,500	515,000	30,000	180,000	3,500,000
Wastewater Treatment	145,000	655,000	550,000	370,000	260,000
Wastewater Collection	2,075,000	1,070,000	1,270,000	1,870,000	1,370,000
Stormwater	750,000	200,000	1,100,000	150,000	150,000
Technology Services	260,500	270,500	230,500	160,500	118,000
<b>PCUA Total</b>	<b>7,372,000</b>	<b>11,344,500</b>	<b>7,412,500</b>	<b>7,673,500</b>	<b>9,504,000</b>
City Garage	89,500	18,000	70,000	10,000	25,000
Marland Estate	31,000	185,000	185,000	185,000	185,000
Ponca City RecPlex	60,000	95,000	65,000	50,000	45,000
Golf Course	92,500	15,000	220,000	52,000	230,000
Cann Estate	45,000	10,000	150,000		
Street Improvement Sales Tax	3,580,000	2,500,000	2,500,000	2,500,000	2,500,000
Airport	604,445	509,445	325,667	381,667	576,667
<b>Grand Total</b>	<b>\$14,466,058</b>	<b>\$20,276,645</b>	<b>\$16,359,367</b>	<b>\$18,198,867</b>	<b>\$16,100,367</b>

## City Manager

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Office Chair Replacement-City Hall	45,022	45,000			
B. Commission Chamber Tables-City Hall	12,828				
C. Exterior Paint-City Hall/Fire Station #1		300,000			
D. Contingency Capital		125,000	125,000	125,000	125,000
E. Carpet/Tile Replacement-City Hall			60,000	60,000	60,000
F. HVAC Replacement-City Hall			25,000	25,000	25,000
<b>TOTAL</b>	<b>57,850</b>	<b>470,000</b>	<b>210,000</b>	<b>210,000</b>	<b>210,000</b>

- A. Replace remaining office chairs in City Hall.  
(Funding Source: Operating Budget)
- B. Replace tables in Commission Chamber of City Hall.  
(Funding Source: Operating Budget)
- C. Paint the exterior of City Hall/Fire Station No. 1.  
(Funding Source: CIP Fund)
- D. Contingency capital for the City Manager to address unforeseen capital needs  
(Funding: CIP Fund)
- E. Replace carpet/tile in City Hall.  
(Funding Source: CIP Fund)
- F. Replace HVAC units at City Hall.  
(Funding Source: CIP Fund)

## Community Development

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. CDBG Small Cities Set Aside	190,000		190,000		190,000
B. Replacement of Vehicles	35,000				
C. Zoning and Subdivision Codes Update		100,000	100,000		
D. Comprehensive Plan Update				200,000	
<b>TOTAL</b>	<b>225,000</b>	<b>100,000</b>	<b>290,000</b>	<b>200,000</b>	<b>190,000</b>

- A. The City of Ponca City is currently eligible to receive semi-annual CDBG Small-Cities Set Aside (Entitlement) grants. The two-year program requires a match of 100% on the approximate grant amount of \$190,000. 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 from 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 or crew cabs. The older model Ford Rangers and Chevrolet Colorado regular cabs are simply too small to accommodate the driver and his accessories. The current GM midsize pickups are the perfect size to meet staff needs. A new Ford Ranger model is also available now.  
(Funding Source: Operating Budget)
- C. The City’s Zoning and Subdivision Codes are nearing the end of their useful life and should be updated to match the growth and development policies contained within the Master Plan. Staff is attempting to accomplish this in-house, without the need for a consultant. Depending upon workloads, it may be necessary to hire this task out to a planning consultant.  
(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 physical 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	2023-24	2024-25	2025-26	2026-27	2027-28
A. Marked Patrol Cars	200,000	200,000	210,000	210,000	220,000
B. AXON/Taser OSP	119,263	119,200	119,200	119,200	119,200
C. Body Armor	4,500	6,000	6,000	6,500	6,500
D. GEO Safe Tracking / Communication		16,000	17,000	18,000	19,000
<b>TOTAL</b>	<b>323,763</b>	<b>341,200</b>	<b>352,200</b>	<b>353,700</b>	<b>364,700</b>

- A. Replace marked patrol cars to maintain an efficient rotation on marked FLEET.  
(Funding Source: CIP Fund)
- B. Annual Cost of Tasers and Body Worn Video Cameras on the Officer Safety Program subscription service that covers software, storage, VR Units, licensing, regular updates and hardware replacement.  
(Funding Source: Operating Budget)
- C. Matching funds to utilize the 50/50 split of the Federal Bullet Proof Vest Grant program. Vests for new officers will be purchased and vests over the 5 year life span will be replaced.  
(Funding Source: Operating Budget)
- D. Purchase subscription to GeoSafe Mobile Tracking and Communication. Service provides GPS tracking for all officers, as well as computer aided dispatch integration, and the ability to run plates, licenses, warrant checks from the field, and communicate between units by message. Would replace currently licensing we pay for Mobile10 product that only allows us to run plates, licenses, warrant checks.  
(Funding Source: Operating Budget)

## Animal Control

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Northern Oklahoma Humane Society Partnership	13,000	7,500			
B. Patrol Truck Replacement		35,000			40,000
<b>TOTAL</b>	<b>13,000</b>	<b>42,500</b>	<b>0</b>	<b>0</b>	<b>40,000</b>

A. Partnership with Northern Oklahoma Humane Society on a spay/neuter program for cats, and microchipping plan for all animals. This is a three (3) year program with a diminishing amount funded each year from FY 2023 thru FY 2025.  
 (Funding Source: Operating Budget)

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

## Emergency Management

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Emergency Siren Batteries	12,000				
B. Emergency Siren		35,000			
<b>TOTAL</b>	<b>12,000</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

A. Replace 44 Emergency Siren Batteries in multiple sirens in town.  
 (Funding Source: Operating Budget)

B. Replace one Emergency Outdoor Warning Siren.  
 (Funding Source: Operating Budget)

## E-911 Communications

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Upgrade 911 Answering System					150,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>

A. Upgrade current ATT 911 Phone Systems.  
 (Funding Source: 911 Tariff Funds)





## Fire

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Pumper Truck Replacement	650,000				750,000
B. Fire Hose	20,000			25,000	
C. Chainsaws	10,000				
D. Future Apparatus Acquisition Fund		150,000	150,000	150,000	150,000
E. Staff Vehicle - Shift Command		50,000			
F. Staff Vehicle		45,000		50,000	
G. Personal Protective Equip - Turnouts		36,000		40,000	
H. Ladder Truck Replacement			1,000,000		
I. Station Construction (Hartford at Ash)				5,000,000	
<b>TOTAL</b>	<b>680,000</b>	<b>281,000</b>	<b>1,150,000</b>	<b>5,265,000</b>	<b>900,000</b>

- A. The pumper truck recommended for purchase during the 2023-24 fiscal year is to replace a primary response pumper apparatus purchased in 1997 (Unit #105). The apparatus recommended for purchase in the 2027-28 fiscal year will be to replace unit #108 purchased in 2012. The apparatus being replaced will be at the end of their expected usable life for primary response.  
(Funding Source: CIP fund)
- B. Fire hose is used to supply large volumes of water to hand line nozzles and provide water supply connections between a fire hydrant and the pumper apparatus during fire suppression activities. This project will replace fire hose removed from service as the result of normal wear and aging.  
(Funding Source: Operating Budget)
- C. This project will allow for the purchase of battery powered chain saws to be placed on fire response vehicles. Battery powered devices reduce the hazard of using internal combustion driven saws in hazardous environments.  
(Funding Source: Operating Budget)
- D. The future apparatus acquisition fund project provides set-aside funds in the current fiscal year for ongoing fire apparatus fleet replacement in future years.  
(Funding Source: CIP fund)
- E. The purchase of a shift command response vehicle will allow for replacement of a 2003 model Suburban that will have reached the end of its serviceable life.  
(Funding Source: CIP fund)
- F. The purchase of staff vehicles will allow for replacement of the department's administrative vehicle fleet on an ongoing basis.  
(Funding Source: CIP fund)
- G. Personal protective equipment (PPE) turnout gear are worn by firefighters to protect against heat and other hazards during an emergency situation. This project will replace ten (10) sets of PPE turnout gear during the 2022-23 and the 2024-25 fiscal years.  
(Funding Source: CIP fund)
- H. his 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 2025.  
(Funding Source: CIP fund)

- I. The proposed station would be constructed in the area of Hartford and Ash and would serve areas currently served by Fire Station #2 and Fire Station #3. Reoccurring expenditures such as utilities and building maintenance would be minimized with construction of a new facility which is more energy efficient, and provide the benefit of being more strategically located.  
(Funding Source: CIP fund)

## Ambulance

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Lifepak Cardiac Monitor	44,000		46,000		48,000
B. Power Cot	31,000		33,000		35,000
C. Power Load System	30,000		32,000		34,000
D. Ambulance - Replacement		300,000		310,000	
<b>TOTAL</b>	<b>105,000</b>	<b>300,000</b>	<b>111,000</b>	<b>310,000</b>	<b>117,000</b>

- A. Lifepak 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 their expected usable service period.  
(Funding Source: Operating Budget)
- B. This project provides for the purchase power cot units to replace existing cots on ongoing rotational basis as they reach the end of their usable service life.  
(Funding Source: Operating Budget)
- C. The Power-Load system is a device attached to the floor surface of an ambulance patient module which allows ambulance personnel to load a patient without lifting the cot to loading height. This project will provide for retrofitting all ambulances in the fleet with a Power-Load device.  
(Funding Source: Operating Budget)
- D. Ambulance purchases indicate an ongoing program to replace aging ambulance units on a regularly scheduled bi-annual basis.  
(Funding Source: CIP Fund)

# Street

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. 5-yd Dump Truck	160,000		160,000		
B. Skid Steer w/Breaker	75,000				
C. Pickup	70,000		50,000		50,000
D. Air Compressor	28,000				
E. Backhoe		220,000			
F. Street Flusher Truck		160,000			
G. Street Sweeper			280,000		
H. Concrete Saw			20,000		
I. 13 Yard Dump Truck w/Snow Plow				225,000	
J. 13 Yard Dump Truck				225,000	
K. Mini Excavator				75,000	
L. 3 Yard Rubber Tire Wheel Loader					225,000
<b>TOTAL</b>	<b>333,000</b>	<b>380,000</b>	<b>510,000</b>	<b>525,000</b>	<b>275,000</b>

- A. 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: CIP Fund)
- B. Replace Unit #560 a skid steer loader with concrete breaker. This unit is used daily in the concrete maintenance program.  
(Funding Source: Street & Alley Fund)
- C. Upsize and replace pickup trucks for more hauling capacity, including Unit #501, a 1994 1/2-ton model.  
(Funding Source: Operating Budget)
- D. 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: Street & Alley Fund)
- E. Replace a 2013 Backhoe.  
(Funding Source: Operating Budget)
- F. Replace the street flusher truck, Unit #513, a 1990 IHC truck. This unit is used for flushing storm drains and streets.  
(Funding Source: Unknown)
- G. Replace Unit #522 a mechanical street sweeper. This unit is used daily for overall city clean up.  
(Funding Source: Unknown)
- H. 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)
- I. Replace dump trucks for greater hauling capacity and reliability. Replace Unit #512, a 1995 IHC tandem axle dump truck.  
(Funding Source: Operating Budget)



- J. Replace dump trucks for greater hauling capacity and reliability.  
**(Funding Source: Operating Budget)**
  
- K. Purchase a mini excavator to be used in daily operations.  
**(Funding Source: Operating Budget)**
  
- L. 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)**

# Engineering

Project Description	2023-24	2024-25	2025-26	2026-27	2026-27
A. Pictometry Third Aerial Photo Flight	150,000				
B. City Survey Vehicle (Unit #403)		35,000			
C. Pictometry Aerial Photo Flight				110,000	
D. Two New Engineering Computers				8,000	
E. City Inspector Vehicle (Unit #408)					35,000
F. Two New Engineering Computers					8,000
<b>TOTAL</b>	<b>150,000</b>	<b>35,000</b>	<b>0</b>	<b>118,000</b>	<b>43,000</b>

- A. A new aerial photo flight to update the existing aerial photography including oblique imagery, orthophotos and Lidar data for the 212 square mile PCUA territory. The most recent aerial photography will be 6 years old in 2024.  
(Funding Source: Stormwater Operating Budget)
- B. Replace the City Survey vehicle, Unit #403, a 2008 Ford F-150 Extended Cab pickup truck. It will be 16 years old in the fall of 2024.  
(Funding Source: Operating Budget)
- C. A new aerial photo flight to update the existing aerial photography including oblique imagery and orthophotos for the 212 square mile PCUA territory. The most recent aerial photography will be 3 years old in 2026.  
(Funding Source: Stormwater Budget)
- D. New workstation computers with large monitors for the Assistant City Engineer and Senior Engineering Technician. Technology Services has recommended to replace the computers on a five year cycle. The current workstations were purchased in the fall of 2021.  
(Funding Source: Operating Budget)
- E. Replace the City Inspector vehicle, Unit #408, a 2014 Ford F-150 Extended Cab pickup truck. It will be 13 years old in the fall of 2027.  
(Funding Source: Operating Budget)
- F. New workstation computers with large monitors for the City Engineer and GIS Specialist. Technology Services has recommended to replace the computers on a five year cycle. The current workstations were purchased in the winter of 2023.  
(Funding Source: Operating Budget)

## Traffic Engineering

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. 1-Ton Truck With Manlift	190,000				
B. 1/2 Ton Pick-Up Truck		50,000			
<b>TOTAL</b>	<b><u>190,000</u></b>	<b><u>50,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

- A. 1-ton truck with utility bed and manlift for traffic signal maintenance.  
(funding Source: Operating Budget)
  
- B. Vehicle purchase to replace 1994 ½ ton pickup. Pick-up is used for various traffic control maintenance activities. The maintenance costs of the current 1994 model are increasing and are currently second only to the signal maintenance truck.  
(Funding Source: Operating Budget)



## Park Maintenance

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. New Playgrounds	150,000		150,000		150,000
B. Duck Pond Electrical Improvements	65,000				
C. Roof Repair at Park Shop	55,000				
D. Replace Ski Docks	50,000	100,000			
E. New Brush Hog Mower	28,000		28,000		
F. West Green House at Park Shop		420,000			
G. Equipment Shed at Park Shop		100,000			
H. Lake Ponca Dog Park Development		70,000			
I. Surveillance Security System		45,000			
J. Replace Fleet Trucks		45,000		45,000	
K. Replace Trim Mowers		35,000		35,000	
L. Replace Tractor			80,000		
M. Waterless Bathrooms around the Lake			50,000		50,000
N. Replace Edging and Shop Tractor				45,000	
<b>TOTAL</b>	<b>348,000</b>	<b>815,000</b>	<b>308,000</b>	<b>125,000</b>	<b>200,000</b>

- A. Replace a playground every other year to keep the playgrounds fresh and new for the community.  
(Funding Source: Hotel/Motel Tax Fund)
- B. Upgrade the existing electrical system for the Festival of Angels at the Duck Ponds.  
(Funding Source: Hotel/Motel Tax Fund)
- C. Repair the roof at the Park Shop that is leaking and beginning to damage equipment.  
(Funding Source: Operating Budget)
- D. Rental Ski Dock Repairs to be done in 4 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: Operating Budget)
- E. Purchas a new 15' brush hog mower used to mow around the town.  
(Funding Source: Operating Budget)
- F. Replace 40+ year old West Green House with a new tropical greenhouse with moveable tables for ease of use and safety.  
(Funding Source: Unknown)
- G. Install equipment shed at the Park Shop to keep valuable equipment out of the weather and protected.  
(Funding Source: Unknown)
- H. Develop a Dog Park on the north end of Lake Ponca.  
(Funding Source: Unknown)
- I. Surveillance Security System for City Properties to reduce the amount of vandalism.  
(Funding Source: Unknown)

- J. Replace fleet truck every other year. Staff uses the trucks heavily and the need replaced.  
(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: Unknown)
- L. Replace Tractor that is used to mow the parks.  
(Funding Source: Unknown)
- M. Install new bathrooms around Lake Ponca that require no plumbing.  
(Funding Source: Unknown)
- N. Replace old edging and shop tractor that is nearly 50 years old.  
(Funding Source: Unknown)

## AMBUC Pool

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Professional Services Redesign	50,000				
B. Bathhouse/Pool Renovation		2,000,000	2,000,000		
<b>TOTAL</b>	<b>50,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>

- A. Professional Services for the redesign and renovation of AMBUC Pool.  
(Funding Source: Operating Budget)
- B. Renovate Pool and Bathhouse.  
(Funding Source: Unknown)

## Recreational Programs

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Wood Flooring To Cover Unity		110,000			
B. Solid Protective Ceiling Covering		65,000			
C. Outdoor LED Marquee		25,000			
D. Outdoor Pickleball Courts			150,000		
E. Dan Moran Lights				80,000	80,000
<b>TOTAL</b>	<b>0</b>	<b>200,000</b>	<b>150,000</b>	<b>80,000</b>	<b>80,000</b>

- A. Extend wood flooring to the walls to have a solid wood floor from wall to wall.  
(Funding Source: CIP Fund)
- B. Purchase and installation of a solid protective ceiling cover will protect the insulation above the ceiling beams in Unity Gym.  
(Funding Source: CIP Fund)
- C. Install an outdoor LED marquee, location in front of the RecPlex office. This would be an additional marketing tool.  
(Funding Source: Operating Budget)
- D. Install Outdoor Pickle Ball Courts.  
(Funding Source: Operating Budget)
- E. Replace the ball field lights at the Dan Moran Ball Field in three phases.  
(Funding Source: Operating Budget)



## Wentz Camp

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Repair Front Gate and Pool Structures	50,000	50,000	50,000	50,000	50,000
B. Pool Rehabilitaion		250,000			
C. ADA Compliant Access Sidewalks		10,000	10,000	10,000	10,000
D. ADA Compliant Lift and Ramp for Pool			20,000		
<b>TOTAL</b>	<b>50,000</b>	<b>310,000</b>	<b>80,000</b>	<b>60,000</b>	<b>60,000</b>

- A. Repair Masonry at Wentz Camp on the gates and all pool structures.  
(Funding Source: Hotel/Motel Tax Fund)
- B. Rehabilitate the Physical Swimming Pool.  
(Funding Source: Unknown)
- C. Install ADA compliant ramps and sidewalks to all amenities in Wentz Camp.  
(Funding Source: Unknown)
- A. Install one (1) ADA compliant lift and Ramp at Wentz Pool.  
(Funding Source: Unknown)

## Marland's Grand Home

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Refinish the Hardwood Floors on the 2nd Floor	15,000				
B. Repair and Paint Basement Walls and Ceiling	10,000				
C. Assessment and Repairs of Tile Roof Portions		50,000			
D. Point of Sale Cash Register for Front Desk		15,000			
E. Curb Repairs and Resurfacing of Parking Lot			200,000		
F. Repair, Resurface, Paint Interior Pool Walls				50,000	
G. Renoation of Carriage House					200,000
H. Demolition of Carriage House					100,000
<b>TOTAL</b>	<b>25,000</b>	<b>65,000</b>	<b>200,000</b>	<b>50,000</b>	<b>300,000</b>

- A. The Hardwood floors on the second level need to be refinished. There are arrows etched into the floors.  
(Funding Source: Operating Budget)
- B. Repair and paint the basement walls and ceiling.  
(Funding Source: Operating Budget)
- C. Provide detailed roof inspection of home with lift. Provide spot repairs and roof tile replacement where needed.  
(Funding Source: CIP Fund)
- D. A point of sale cash register is needed for the front desk. This would make the Grand Home accountable for all monies taken in.  
(Funding Source: CIP Fund)
- E. Replace northwest asphalt parking with concrete surface. Repair/replace damaged curb portions.  
(Funding Source: CIP Fund)
- F. 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)
- G. Renovations 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)
- Or-
- H. Demolition of Carriage House.  
(Funding Source: CIP Fund)





# Library

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Infrastructure Maintenance	12,000				
B. Microfilm Reader/Printer Replacement	9,000				
C. HVAC Replacement	8,000				
D. Carpet Tile Replacement		120,000			
E. Window Replacement		50,000			
F. Art Collection Evaluation		5,000			
G. Upper Level Bathroom Remodel			30,000		
H. Exterior Lift			20,000		
I. Remote Access Kiosk			20,000		
J. RFID/Self Check Tools				25,000	
K. Terrazzo Entryway				25,000	
L. Exterior masonry-Clean, repair, and Seal					55,000
M. Interior Paint					50,000
<b>TOTAL</b>	<b>29,000</b>	<b>175,000</b>	<b>70,000</b>	<b>50,000</b>	<b>105,000</b>

- A. This project would repair damage caused by insects and weather.  
(Funding Source: Operating Budget)
- B. 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: Operating Budget)
- C. HVAC east lower level replacement of 12.5 ton unit and addition of new evaporation coil.  
(Funding Source: Operating Budget)
- D. 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: Unknown)
- E. Replace 76 window units with tempered glass and UV protection.  
(Funding Source: Unknown)
- F. Contract with a professional art conservator to evaluate the Matzene Art Collection, perform on-the -spot repairs, and identify issues requiring off-site treatment.  
(Funding Source: Unknown)
- G. Renovate the two upstairs public restrooms.  
(Funding Source: Unknown)
- H. Install an exterior lift to provide improved access to the Library.  
(Funding Source: Unknown)
- I. Install a remote access kiosk so customers will have improved access to Library materials.  
(Funding Source: Unknown)

- 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 Unknown)
- 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: Unknown)
- L. This project would clean the exterior façade, repair mortar or caulk and seal with water sealant.  
(Funding Source Unknown)
- M. This project would paint the interior walls of the building.  
(Funding Source: Unknown)

## Water Production

Project Description	2023-24	2024-25	2025-26	2026-27	2026-27
A. Replace Front End Loader	275,000				
B. Waterwell Rehabilitation	70,000	75,000	80,000	85,000	90,000
C. Spent Water Recycling Project		3,000,000			
D. Replace High Service Pump		190,000	190,000	190,000	
E. West Dam Toe Drain System Replacement		77,000			
F. Replace Chlorine Feed Equipment		75,000			
G. Repair Baffle Blocks and Spillway Slab		65,000			
H. Replace Chemical Feed Pumps		50,000	50,000		
I. Replace 1/2 Ton Pick-Up Truck		45,000	30,000		
J. HVAC Unit		18,000			
K. Basin Well Rehab			200,000		
L. Riprap at Lake Ponca			22,000	22,000	
M. Remove Trees Below East Dam			10,000	10,000	10,000
N. Filter Wall Rehab				150,000	
O. Erosion Control East Dam				50,000	50,000
<b>TOTAL</b>	<b>345,000</b>	<b>3,595,000</b>	<b>582,000</b>	<b>507,000</b>	<b>150,000</b>

- A. Replace front end loader unit #650.  
(Funding Source: Operating Budget)
- B. Rehabilitation of two (2) water wells.  
(Funding Source: Operating Budget)
- C. Construct Water Recovery Basin.  
(Funding Source: Operating Budget)
- D. Replace high service pump at water treatment plant.  
(Funding Source: Operating Budget)
- E. West Dam Toe Drain System Replacement. This is recommended in the Freese and Nichols report and will solve some real maintenance issues at the West Dam, as well as allow the City to properly monitor the quantity and clarity of water seepage through the dam.  
(Funding Source: Operating Budget)
- F. Replace chlorine feed equipment at treatment plant.  
(Funding Source: Operating Budget)
- G. Repair Baffle Blocks and Spillway Slab. This is recommended in the Freese and Nichols report, and was also identified in OWRB's letter as being a concern.  
(Funding Source: Operating Budget)
- H. Replace chemical feed pumps at treatment plant.  
(Funding Source: Operating Budget)



- I. Replace ½ ton pick-up trucks.  
(Funding Source: Operating Budget)
- J. Replace HVAC Operations Building.  
(Funding Source: Operating Budget)
- K. Basin Wall Rehab.  
(Funding Source: Operating Budget)
- L. Riprap at Lake Ponca: This is recommended in the Freese and Nichols report. Total of 550 CY of riprap to be placed by a contractor.  
(Funding Source: Operating Budget)
- M. Remove Trees Below East Dam. OWRB requires that all trees be removed to a distance of 30 feet beyond the toe of the dam.  
(Funding Source: Operating Budget)
- N. Filter Wall Rehab.  
(Funding Source: Operating Budget)
- O. Erosion Control East Dam. Options are still being explored to improve maintainability and prevent erosion of the dam.  
(Funding Source: Operating Budget)

# Water Distribution

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Water Line Replacement	200,000	250,000	340,000	400,000	400,000
B. Dump Truck #624	165,000				
C. Replace Skid Steer #641	125,000				
D. Contingency Water Line Projects	75,000	75,000	75,000	75,000	75,000
E. Water Meters/ Battery Upgrades	40,000	40,000	40,000	40,000	40,000
F. Trouble Truck #621		85,000			
G. Fire Hydrants		36,000	37,000	38,000	38,000
<b>TOTAL</b>	<b>605,000</b>	<b>486,000</b>	<b>492,000</b>	<b>553,000</b>	<b>553,000</b>

A. **FY 2023-24** Water Line Replacement: Elm, Grand to Broadway Replacing 1130ft of 6'' line.  
(Funding Source: Operating Budget)

**FY 2024-25** Water Line Replacement: Elm, Broadway to Highland 1,000 feet of 6'' line.  
(Funding Source: Operating Budget)

**FY 2025-26** Water Line Replacement: East Prospect 1500 to 1700 blocks.  
(Funding Source: Operating Budget)

**FY 2026-27** Water Line Replacement: Hartford, Union to Osage 1,200 feet of 6'' line.  
(Funding Source: Operating Budget)

**FY 2027-28** Water Line Replacement: Replace 250 feet of 24'' at the water plant.  
(Funding Source: Operating Budget)

B. Dump Truck Unit #624.  
(Funding Source: Operating Budget)

C. Replace Skid Steer Unit # 641.  
(Funding Source: Operating Budget)

D. Contingency funds used to address unforeseen water line replacement and repair needs.  
(Funding Source: Operating Budget)

E. Meters for new residential, commercial and industrial taps, and battery replacement.  
(Funding Source: Operating Budget)

F. Trouble Truck Unit #621.  
(Funding Source: Operating Budget)

G. Replenishment of stock used for new locations and replacement of old hydrants.  
(Funding source: Operating Budget)



## Ponca City Energy

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Electric Distribution System	930,000	990,000	1,020,000	1,050,000	1,050,000
B. Distribution Reinforcement	690,000	730,000	750,000	775,000	775,000
C. Fleet Replacement	438,000	405,000	415,000	425,000	425,000
D. Substation Transformer Voltage Control	130,000				
E. Street Lighting	100,000	100,000	100,000	100,000	100,000
F. Office Carpet	27,000				
G. Office Layout Remodel	15,000				
H. Warehouse Floor Repair	15,000				
I. East Circuit River Tie		600,000			
J. New Substation Transformer				900,000	
<b>TOTAL</b>	<b>2,345,000</b>	<b>2,825,000</b>	<b>2,285,000</b>	<b>3,250,000</b>	<b>2,350,000</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, 1 utility side-by-side vehicle, 1 forklift, 1 hydro-vac machine, 5 utility trailers, and 3 wire pulling trailers. Projected to replace approximately two vehicles annually. For 2023-2024: replace digger derrick and trackhoe.  
(Funding Source: Operating Budget)
- D. Replace the voltage control electronics in the Gonterman Substation transformer, replace the aged and defective gauges, replace gaskets, repack fittings, and paint the unit.  
(Funding Source: Operating Budget)
- E. Upgrade and expand street lighting.  
(Funding Source: Operating Budget)
- F. Replace all of the carpet in the Ponca City Energy office building. Also extend hallway tile to include kitchen and the hallway to the kitchen.  
(Funding Source: Operating Budget)
- G. Move wall structures: General Manager’s office, Administrative Assistant’s office, north hallway and the office supply room.  
(Funding Source: Operating Budget)
- H. Grind failed epoxy floor surface and place Polyaspartic floor coating. Repair office drywall and window that are water damaged. Replace 3 damaged doors.  
(Funding Source: Operating Budget)



- I. Build an electric line to cross the Arkansas River near Kaw Dam to tie the east-bound circuit on Lake Road to the east-bound circuit on Hwy 60. This will “harden” both lengthy circuits against outages and will help with future maintenance activities.  
**(Funding Source: Operating Budget)**
  
- J. Purchase of new 25MVA substation transformer as replacement for existing transformer. There are 8 substations with either a 20MVA or 25MVA transformer. It is anticipated that a transformer failure could happen within the next few years, requiring rebuild or replacement.  
**(Funding Source: Operating Budget)**

## Ponca City Broadband

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Customer Installations	350,000	750,000	750,000	750,000	750,000
B. Bucket Van/Truck	147,000	95,000			
C. Contingency Funds	100,000	300,000			
D. WiFi Radio Licensing/Support	98,000	98,000	98,000	98,000	98,000
E. WiFi Radio Replacements	25,000	25,000	25,000	25,000	25,000
F. In-home installation van/truck		60,000	60,000		
G. Router (and Hot Spare)			100,000		
<b>TOTAL</b>	<b>720,000</b>	<b>1,328,000</b>	<b>1,033,000</b>	<b>873,000</b>	<b>873,000</b>

- A. Now that construction is complete, there are no more capital funds identified for the purchase of additional installation materials for customers. This item represents the estimated annual costs of those materials and any contract labor needed to perform installations.  
(Funding Source: Operating Budget)
- B. The business plan projected hiring additional staff during each of the five project phases. The Fiber field technicians require vehicles with bucket lifts to do their daily work. As the utility continues to grow, additional staff – and vehicles for them to operate from will be needed.  
(Funding Source: Operating Budget)
- C. City of Ponca City has not spun up a Utility Service (from the ground up) in more than 50 years. We have carefully planned out the project, 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)
- D. Revenues from Business Broadband have historically been used to support the Ponca City Free WiFi. Annual licensing and support is required by the vendor in order to legally operate the radios, and provides a mechanism for Ponca City to purchase additional radios, as needed. This licensing is priced per radio in operation.  
(Funding Source: Operating Budget)
- E. The individual WiFi radios in the field are subject to 24x7 hazards: weather, sun, flying objects, etc. As with any other electronic equipment, failures happen. This line item provides contingency funds to purchase up to 10 new radios and power supplies each year. Ponca City Free WiFi consists of 85 gateway radios and 422 repeater nodes.  
Funding Source: Operating Budget)
- F. Customer Service Representatives/Installers require vehicles to work from. These positions do not require high-cost bucket vehicles. Rather, small vans that can carry the necessary tools and materials, equipped with roof-mounted ladder racks are better suited.  
(Funding Source: Operating Budget)
- G. The router has been declared end-of-life by the manufacturer during FY2526 and a replacement is needed to ensure ongoing operations. Broadband maintains a hot spare configuration for disaster recovery, so two routers are needed.  
(Funding Source: Operating Budget)

## Solid Waste

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. 34 Yard Compactors	40,000				
B. Rear load Containers and Lids	40,000	40,000	40,000	40,000	40,000
C. 30 Yard Open Top Containers	20,000	20,000	20,000	20,000	20,000
D. Roll-Off Truck		250,000			
E. Pickup Truck		50,000	60,000		
F. 40 Yard Receiver Box		40,000			
G. 6 Yard Compactors			20,000		
H. Leaf Loader					120,000
<b>TOTAL</b>	<b><u>100,000</u></b>	<b><u>400,000</u></b>	<b><u>140,000</u></b>	<b><u>60,000</u></b>	<b><u>180,000</u></b>

- A. Replace compactors on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Replace rear load containers and lids every year on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Replace open-top containers on a 20-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- D. Replace roll-off truck on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- E. Replace pickup truck on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- F. Replace receiver box on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- G. Replace compactors on a 10-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- H. Replace leaf loader on a 20-year depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)

# Landfill

Project Description	2023-24	2024-25	2025-26	2026-27	2026-27
A. Grader Speed Mover	26,500				
B. Dozer		500,000			
C. Power Washer		15,000			
D. Litter Cages			30,000		
E. Landfill Scale				110,000	
F. Pickup Truck				50,000	
G. 10f ft. Mower				20,000	
H. Landfill Cell					3,500,000
<b>TOTAL</b>	<b>26,500</b>	<b>515,000</b>	<b>30,000</b>	<b>180,000</b>	<b>3,500,000</b>

- A. Replace Grader Speed Mover on a 20-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Replace dozer on a 5-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Replace power washer on a 10-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- D. Replace Litter Cages on a 10-year rotational depreciation schedule.  
(funding source: Solid Waste Depreciation Reserve Fund)
- E. Replace scales on a 15-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- F. Replace pickup truck on a 7-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- G. Replace 10 ft mower on a 10-year rotational depreciation schedule.  
(Funding Source: Solid Waste Depreciation Reserve Fund)
- H. Initiate Landfill Cell #4 to maintain needed space to accommodate the City of Ponca City’s refuse.  
(Funding Source: Solid Waste Depreciation Reserve Fund)



## Wastewater Treatment

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Replace Chemical Feed Equipment	80,000				
B. SCADA Upgrade at Liftstations	65,000				
C. Replace Conveyor		300,000			
D. Replace Aeration Diffusers		175,000	180,000	190,000	200,000
E. SCADA Upgrade Treatment Plant		90,000			
F. Replace Return Pumps		50,000	60,000		
G. Repair Concrete at Headworks		40,000			
H. Replace Tractor			220,000		
I. Replace Dump Truck			90,000		
J. Replace Service Truck				120,000	
K. Paint Structures at Treatment Plant				60,000	60,000
<b>TOTAL</b>	<b>145,000</b>	<b>655,000</b>	<b>550,000</b>	<b>370,000</b>	<b>260,000</b>

- A. Replace chlorine and sulfur dioxide feed equipment.  
(Funding Source: Operating Budget)
- B. Upgrade SCADA at five (5) liftstations.  
(Funding Source: Operating Budget)
- C. Replace conveyor at sludge press building.  
(Funding Source: Operating Budget)
- D. Replace aeration diffusers and piping.  
(Funding Source: Operating Budget)
- E. Upgrade SCADA at Wastewater Treatment Plant.  
(Funding Source: Operating Budget)
- F. Replace Return Pumps.  
(Funding Source: Operating Budget)
- G. Sandblast, repair, and paint concrete at headworks.  
(Funding Source: Operating Budget)
- H. Replace tractor.  
(Funding Source: Operating Budget)
- I. Replace 8-yard dump truck.  
(Funding Source: Operating Budget)
- J. Replace service truck.  
(Funding Source: Operating Budget)
- K. Paint digesters, headworks, and clarifiers.  
(Funding Source: Operating Budget)

# Wastewater Collection

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Wasterwater Line Replacement	1,890,000	1,000,000	1,200,000	1,400,000	1,300,000
B. Easement Machine	115,000				
C. Contingency Wastewater Line	70,000	70,000	70,000	70,000	70,000
D. Replace Unit #635				400,000	
E. Inflow & Infiltration Studies					
F. Manhole Rehabilitation					
<b>TOTAL</b>	<b><u>2,075,000</u></b>	<b><u>1,070,000</u></b>	<b><u>1,270,000</u></b>	<b><u>1,870,000</u></b>	<b><u>1,370,000</u></b>

A. Wastewater Line Replacement Projects:

**2023-2024:** Replace 6,000 ft of clay in Dukes study phase 2(Grand Avenue).  
(Funding Source: Operating Budget)

**2024-25:** Replace 8,000 ft of clay pipe in Dukes study phase 3 (Osage Street).  
(Funding Source: Operating Budget)

**2025-26:** Replace 7,200 ft of 8” clay pipe in Dukes study phase 4(Osage Street).  
(Funding Source: Operating Budget)

**2026-27:** Replace 1,200 ft of 8” clay with poly pipe in the 1500& 1600 block of Riggs Drive.  
(Funding Source: Operating Budget)

**2027-28:** Replace 330 ft of 8” clay pipe with poly pipe in the 200 block of north Birch Street.  
(Funding Source: Operating Budget)

**2027-28:** Replace 570 ft of 8”clay pipe with poly pipe in the 2100 block of Willow Avenue.  
(Funding Source: Operating Budget)

B. Easement Machine.

(Funding Source: Operating Budget)

C. Contingency Wastewater Collection Line Project.

(Funding Source: Operating Budget)

D. Replace unit #635.

(Funding Source: Operating Budget)

E. Inflow & Infiltration Studies.

(Funding Source: Operating Budget)

F. Manhole Rehabilitation.

(Funding Source: Operating Budget)

## Stormwater

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Joe Street Drainage Improvements	500,000		1,000,000		
B. Stormwater TMDL Study	150,000	100,000			
C. Contingency Capital Improvement	100,000	100,000	100,000	100,000	100,000
D. Selvey Addition Improvements				50,000	50,000
<b>TOTAL</b>	<b>750,000</b>	<b>200,000</b>	<b>1,100,000</b>	<b>150,000</b>	<b>150,000</b>

- A. Construct a Detention Pond in the Joe Street area to improve flash flooding conditions. This item also includes drainage structures and catch basins associated with this project.  
(Funding Source: Operating Budget)
- B. ODEQ has finalized a TMDL for the Bois D' Arc creek. When the TMDL is implemented this will be a study to see what the cities involvement will be.  
(Funding Source: Operating Budget)
- C. Contingency Capital Improvements provides funding for unexpected repairs to the drainage system.  
(Funding Source: Operating Budget)
- D. Selvey Addition Improvements which will consist of various projects dealing with replacing insufficient sized pipe and replacing them with larger pipe.  
(Funding Source: Operating Budget)

## Technology Services

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Call Manager Upgrade	85,000				
B. VDI Annual Licesning Fee	50,000	50,000	50,000	50,000	50,000
C. VDI Replacement Server	30,000	30,000	30,000	30,000	30,000
D. Energy Backup Repository	30,000				
E. System Patch Management Annual Licensing Fee	22,500	22,500	22,500	22,500	22,500
F. Network Switch Room Hardware	20,000	20,000	15,000	10,000	7,500
G. Datacove Replacement Server	15,000				
H. Uninterruptable Power Supplies	8,000	8,000	8,000	8,000	8,000
I. Public Safety Center Switches		75,000			
J. City Hall, Core Switch Replacement		65,000			
K. CyberSecurity MTD/XTD			105,000		
L. Firewall Replacement				40,000	
<b>TOTAL</b>	<b>260,500</b>	<b>270,500</b>	<b>230,500</b>	<b>160,500</b>	<b>118,000</b>

- A. The City uses Cisco Call Manager software to support all internal phones in City buildings and call routing of City-owned phone numbers. This resides on two servers...one at City Hall that acts in a primary or “publisher” role and another at our disaster recovery site that acts in a secondary or “subscriber” role. The version of Call Manager software that we are using is 11.0.1.22900-14. The current version available from Cisco is 12.5. The hosts that host the virtual servers that run this software were purchased in budget year 16/17.  
 (Funding Source: Operating Budget)
- 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 licensing and support, once the lease has expired.  
 (Funding Source: Category 5 Debt Service)
- C. In FY22/23, Ponca City began a “rolling replacement” strategy for the servers that operate the Virtual Desktop Infrastructure (VDI). Rather than replacing the entire server array on a 5 to 6 year basis, 1 server will be replaced each year, on a rotating basis. This strategy doesn’t actually save any money in the long-run, but it removes the need to have a significant capital item every 5 to 6 years.  
 (Funding Source: Operating Budget)
- D. In FY21/22 City of Ponca City adopted an off-line data backup strategy to further protect data in the event of a ransomware attack. The primary tape backup unit was installed in the data center at City Hall. This budget items provides the same equipment at the disaster recovery site and will be used to complete the protection plan of City applications and data. If something were to happen at the Data Center, data must be restored using similar equipment at the disaster recovery site.  
 (Funding Source: Operating Budget)
- E. Patch Management tools were deployed in FY22/23. This is the annual, recurring licensing fee for operating that application, which performs updates, security patch management, and other best-practice standards for system security on all desktop computers and servers.  
 (Funding Source: Operating Budget)



- F. Network switches are used 24 hours a day in our network; and must be replaced periodically to ensure they are providing services in an efficient and reliable manner. These switches facilitate all communications between network devices which include servers, desktop computers, GIS, SCADA, phones, WiFi radios, etc. During these upgrades, speed/bandwidth capabilities will also be increased to 1 GB or 10 GB to ensure that we are able to support the continued increase in number of users, server-based applications, and demand for data across the City. Tech Services has successfully managed the capital funding in this area over the past 3 years so that beginning in FY20/21 and moving forward the request is for one-half the previous amounts.  
(Funding Source: Operating Budget)
- G. Datacove is the email archiving solution required by Cite of Ponca City's record retention policy. The existing server was purchased in FY13/14 and is showing signs of failure (in terms of both system event log entries, and storage capacity).  
(Funding Source: Operating Budget)
- H. Networked UPS units are required in our server rooms and at designated "critical" locations to ensure that our network devices such as routers, switches, and servers can stay operating during moderate power outages. The lifespan on these units are 3-5 years, so we are constantly swapping out old units for new. The following areas have been identified as "critical": Police and Fire Dispatch, and Utility Billing Cashiers.  
(Funding Source: Operating Budget)
- I. Budget constraints in FY22/23 required that network switch equipment installed into the Public Safety Center and Jail buildings were adequate for their purpose, but not the best long-term solution. This capital item replaces that equipment with upgrades to meet the need.  
(Funding Source: Operating Budget)
- J. 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 a 7- 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, applications, and VoIP phone calls) on the City's private network flows through this switch.  
(Funding Source: CIP Fund)
- K. In FY22/23, Ponca City deployed the next evolution of system security: active monitoring of all network systems, using machine-learning and AI (artificial intelligence) methodologies to spot suspicious network behaviors. Once spotted, additional investigative toolsets are used and, if the suspicious behavior is found to be bad, the processes are halted. Significant cost savings are achieved by looking at 3-year pricing. This will be an on-going budget item, on a 3-year cycle.  
(Funding Source: CIP Fund)
- L. The Firewall is the first piece of network equipment used to protect the City's private network. Originally installed in FY19/20, that device will be 8 years old, and at the point of end-of-life and end-of-support from the manufacturer. Even though the unit is functioning well, it is time to replace it with equipment that will still be supported by the manufacturer.  
(Funding Source: Operating Budget)

## City Garage

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. 12,000 Gallon Fuel Tank	50,000				
B. Mobile Work Station/Tool Box X3	35,000				
C. 2 Stage Automotive Transmission Jack	4,500				
D. R1234YF Refrigerant Reclaimer		10,000			
E. Shop Air Compressor		8,000			
F. Service Truck			60,000		
G. Replace Shop Doors			10,000	10,000	10,000
H. Electronic Security Gate					15,000
<b>TOTAL</b>	<b>89,500</b>	<b>18,000</b>	<b>70,000</b>	<b>10,000</b>	<b>25,000</b>

- A. Addition of a 12,000-gallon double wall horizontal fuel tank.  
(Funding Source: Operating Budget)
- B. Replacement of current pre-1978 stationary work bench's with mobile work top tool boxes for repairs on unit's w/ability to make repairs and have work station and special tools at the unit.  
(Funding Source: Operating Budget)
- C. 2 stage Automotive Transmission Jack for use in conjunction with garage post lifts to remove transmissions, transfer cases on automobiles up to F-550 bucket trucks.  
(Funding Source: Operating Budget)
- D. Addition of a R1234YF Refrigerant Reclaimer Recycler for new age refrigerant by mandates set forth for the environment in newer vehicles.
- E. (Funding Source: Unknown)
- F. Replace a 2002 GMC service truck with 117,000 miles with a current year service truck.  
(Funding Source: Unknown)
- G. Replace two overhead doors due to age and use.  
(Funding Source: Unknown)
- H. Upgrade the current electronic security gate.  
(Funding Source: Unknown)



## Marland Estate

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Estate Gate House Repair Floors/Plaster	20,000				
B. Estate Stanchion Poles and Rope	6,000				
C. Estate Pond Pumps	5,000				
D. Exterior Masonry Cleaning/Repellant		40,000	40,000	40,000	40,000
E. Boat House and Tunnel		25,000	25,000	25,000	25,000
F. Estate Exterior Wood		20,000	20,000	20,000	20,000
G. Estate Exterior Wrought Iron Metal		20,000	20,000	20,000	20,000
H. Estate Interior Plaster/Paint		20,000	20,000	20,000	20,000
I. Estate Metal Casement Window		20,000	20,000	20,000	20,000
J. Landscaping, Irrigate, Pond		20,000	20,000	20,000	20,000
K. Roof, Gutter and Downspout		20,000	20,000	20,000	20,000
<b>TOTAL</b>	<b>31,000</b>	<b>185,000</b>	<b>185,000</b>	<b>185,000</b>	<b>185,000</b>

- A. The Floor at the Gate House needs to be repaired, and the plaster on the ceiling and walls needs to be redone in order for this property to be rentable.  
(Funding Source: Operating Budget)
- B. The Current Stanchions and ropes are over 15 years old and need to be replaced.  
(Funding Source: Operating Budget)  
  
The Estate needs to purchase and replace two of the pond pumps that are currently being used in Lake Marsh lake in order to keep the algae and moss under control.  
(Funding Source: Operating Budget)
- C. The existing masonry surfaces, currently stained with biological growth such as mold, algae, mildew, and lichens, needs to be treated with a biological cleaner prior to any other cleaning processes. Although estimated life depends on weather and atmospheric conditions, the water-repellent treatment extends life substantially.  
(Funding Source: Operating Budget)
- D. The tunnel leading to the Artist’s Studio and Boat House needs waterproofing to stop the leakage problem at the Boat House, which is causing accelerated damage to the I-beams.  
(Funding Source: CIP Fund)
- E. The exterior wood on the estate is in danger of serious deterioration. The woods, which are significant architectural features, require on-going maintenance repairs, sanding, staining, and sealing.  
(Funding Source: CIP Fund)
- F. The exterior wrought iron and decorative metals on the estate are corroding and are in danger of serious deterioration. The metals require on-going clearing, rust-proofing and painting.  
(Funding Source: CIP Fund)
- G. The plaster work affected by age, condensation, and or poor circulation requires on-going plaster and painting repairs of the interior estate ceilings and walls.  
(Funding Source: CIP Fund)



- H. The metal casement windows on the estate require on-going repairs and re-glazing.  
**(Funding Source: CIP Fund)**
  
- I. The large estate requires on-going landscaping, tree replacement, pond fountains, and irrigation improvements.  
**(Funding Source: CIP Fund)**
  
- A. The estate roofs, gutters, and downspouts require on-going repairs as needed.  
**(Funding Source: CIP Fund)**

## Ponca City RecPlex

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Meter Upgrade	60,000				
B. Kidzone Play Structure		50,000			
C. Replace Weight Systems		25,000	25,000	25,000	25,000
D. E-gaming Room		20,000			
E. Studio B Wellness Studio Retrofit			40,000		
F. Replace Showers in Locker Rooms				25,000	
G. Inflatable for Pool					20,000
<b>TOTAL</b>	<b>60,000</b>	<b>95,000</b>	<b>65,000</b>	<b>50,000</b>	<b>45,000</b>

- A. Upgrade of electrical metering hardware.  
(Funding Source: Operating Budget)
- B. Replace play structure in Kidzone.  
(Funding Source: Operating Budget)
- C. Replace weight equipment with new equipment and add additional lifting areas.  
(Funding Source: Recreation Center Tax Fund)
- D. New E-Gaming Area to draw new clients in and to give youth more options while they are in the facility.  
(Funding Source: Recreation Center Tax Fund)
- E. Retrofit Studio B into a wellness studio that includes float pods, spray tanning, massage therapy.  
(Funding Source: Recreation Center Tax Fund)
- F. Replace Showers in the locker rooms with sensor showers to reduce leaking and extra water waste.  
(Funding Source: Recreation Center Tax Fund)
- G. Purchase an inflatable pool obstacle course to draw additional persons into the facility during the summer months and to drive revenue.  
(Funding Source: Recreation Center Tax Fund)

## Golf Course

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Compact Utility Tractor	85,000				
B. Cart Barn Overhead Garage Doors	7,500				
C. Cart Trails		15,000	15,000	12,000	
D. Fairway Mowing Unit			105,000		
E. Green Mower			60,000		
F. Workman Utility Cart			40,000	40,000	
G. Rebuild Green					200,000
H. Equipment Shed					30,000
<b>TOTAL</b>	<b>92,500</b>	<b>15,000</b>	<b>220,000</b>	<b>52,000</b>	<b>230,000</b>

- A. Replacement of a 1992 compact tractor.  
(Funding Source: CIP Fund)
- B. Repair and replacement of the overhead garage doors and the entry door of the cart barn.  
(Funding Source: CIP Fund)
- C. Several cart trails need to be replaced. The list includes irrigation and trail to back tee box on hole #18, hole #6 tee box and hole #1.  
(Funding Source: CIP Fund)
- D. Replace a current fairway mowing unit.  
(Funding Source: Unknown)
- E. Replace a current green mower.  
(Funding Source: Unknown)
- F. Replace current workman utility vehicle.  
(Funding Source: CIP Fund)
- G. Rebuild # 7 green. This is one of the last clay type greens including upgraded drainage.  
(Funding Source: Unknown)
- H. Construction of a new metal equipment shed at the maintenance building areas. This would provide storage for the tractors and other materials.  
(Funding Source: Unknown)

## L.A. Cann Memorial Garden Trust

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Repair Roofs on Estate	35,000				
B. Professional Services Play Design	10,000				
C. New Water Feature		10,000			
D. New Integrated Play Area			150,000		
<b>TOTAL</b>	<b><u>45,000</u></b>	<b><u>10,000</u></b>	<b><u>150,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

- A. Repair and replace roofing on all structures on estate.  
(Funding Source: CIP Fund)
- B. Professional Services to design a play area for kids.  
(Funding Source: CIP Fund)
- C. Install new water feature in gardens.  
(Funding Source: Unknown)
- D. Development of a new integrated play area at LA Cann Gardens.  
(Funding Source: Unknown)





## Street Improvement Sales Tax

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Stand Bear Parkway	850,000				
B. First, Grand to Highland	760,000				
C. Elm, Broadway to Grand	530,000				
D. Union, Highland to Liberty	490,000				
E. Mockingbird, Kyme to 1150' East	300,000				
F. Prospect Railroad Crossing	215,000				
G. Traffic Signal Infrastructure Upgrade	200,000				
H. Sidewalk Maintenance Program	150,000				
I. Alley, East of 100 N. 2nd	85,000				
J. Annual Capital Improvement Projects		2,500,000	2,500,000	2,500,000	2,500,000
<b>TOTAL</b>	<b>3,580,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>2,500,000</b>

- A. Project for the concrete reconstruction of the southbound lane and a mill and overlay of the northbound lane.  
(Funding Source: Street Improvement Sales Tax)
- B. Project to improve ride quality and defer costlier full depth reconstruction.  
(Funding Source: Street Improvement Sales Tax)
- C. Project to fund paving costs associated with a waterline replacement project on Elm. Project will remove brick, replace curb & gutter, drive approaches, sidewalk, and overlay.  
(Funding Source: Street Improvement Sales Tax)
- D. Project to improve ride quality and defer costlier full depth reconstruction. This is the second phase of a three-phase project to improve Union from Grand to Hartford.  
(Funding Source: Street Improvement Sales Tax)
- E. Project to improve ride quality and defer costlier full depth reconstruction. This is first phase of two-phase project.  
(Funding Source: Street Improvement Sales Tax)
- F. Project to replace spalled and broken concrete panels on the approaches to the railroad crossing on Prospect Avenue.  
(Funding Source: Street Improvement Sales Tax)
- G. Purchase of new cabinets, controllers, and conflict monitors at signalized intersections. Project will also include new underground wiring and/or pole wiring as necessary. This is the first phase of a multi-year project.  
(Funding Source: Street Improvement Sales Tax)
- H. Funding for sidewalk maintenance program using six-month unit price bids.  
(Funding Source: Street Improvement Sales Tax)
- I. Project to remove and replace dilapidated concrete alley paving.  
(Funding Source: Street Improvement Sales Tax)

- J. Future street improvement projects of a capital nature consisting of moderate to heavy treatments that add significant life to the roadway. Specific projects will be identified prior to beginning of applicable fiscal year.  
**(Funding Source: Street Improvement Sales Tax)**

# Airport

Project Description	2023-24	2024-25	2025-26	2026-27	2027-28
A. Non-Primary Airport Entitlement	494,445	494,445	166,667	166,667	166,667
B. 1 Ton 4x4 Service Truck	95,000				
C. Flight Academy	15,000	15,000	15,000	15,000	15,000
D. 1 Ton Bucket Truck			90,000		
E. 20-Foot Batwing Mower			40,000		
F. Utility Vehicle			14,000		
G. Upgrade Airport Fire Station				175,000	
H. 72" Zero Turn Diesel mower				25,000	
I. Reconst Parking Lot/Access Entrance					250,000
J. Terminal Building Entrance Upgrade					100,000
K. Terminal Flooring					30,000
L. 6 Seat Transportation Vehicle					15,000
<b>TOTAL</b>	<b><u>604,445</u></b>	<b><u>509,445</u></b>	<b><u>325,667</u></b>	<b><u>381,667</u></b>	<b><u>576,667</u></b>

- A. Airport Entitlement Grant.  
(Funding Source: Airport Grants)
- B. Replace the current 2007 service truck.  
(Funding Source: Operating Budget)
- C. Fund the Annual Flight Academy.  
(Funding Source: Grants)
- D. 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: Unknown)
- E. Replace a 20-foot flex wing rotary cutter (batwing) mower.  
(Funding Source: Unknown)
- F. Purchase utility vehicle for the airport. This vehicle is to be used in mowing and spraying along the perimeter fences.  
(Funding Source: Grants)
- G. Make needed repairs to the Airport Fire Station.  
(Funding Source: Unknown)
- H. Replace 72" Zero Turn Diesel Mower  
(Funding Source: Unknown)
- I. Reconstruction and expansion of existing terminal parking and access roads. The project will nearly 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 a 10% local match.  
(Funding Source: Grants)
- J. Remodel Ponca City Regional Airport terminal building, addressing exterior and interior areas.  
(Funding Source: Unknown)



K. Replace a portion of the terminal flooring.  
(Funding Source: Grants)

L. 6 Seat Transportation Vehicle for transporting passengers from the ramps to the terminal building.  
(Funding Source: Unknown)

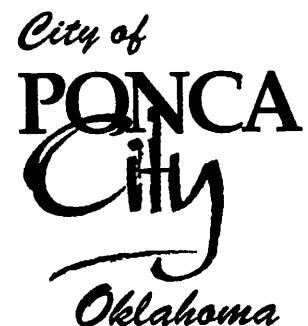


# General Fund

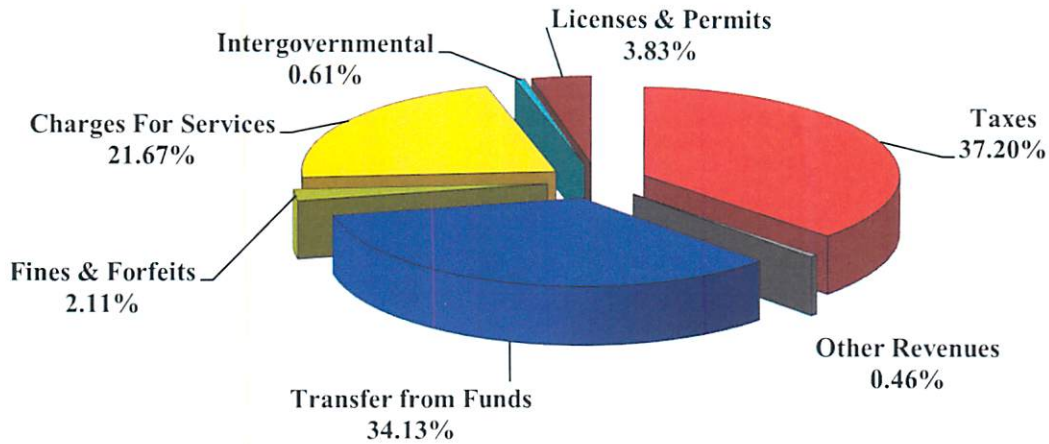
A General Fund is a governmental fund type which functions as the chief operating fund of a state or local government. Departments of the General Fund account for activity not provided for by any other designated funds, and typically include services deemed necessary to the community which cannot operate solely on revenue derived from user charges. Primary functions of the General Fund are General Government, Public Safety, Streets, and Culture and Recreation.

Budgeted departments of the General Fund for Fiscal 2023-24 are:

- City Commission**
- City Manager**
- Central Municipal Activity (CMA)**
- Human Resources**
- Finance**
- Municipal Court**
- City Attorney**
- Development Services**
- Police**
- Animal Control**
- Emergency Management/Safety**
- Communications - 911**
- Fire**
- Ambulance**
- Street**
- Engineering**
- Traffic Engineering**
- Park Maintenance**
- AMBUC Pool**
- Recreational Programs**
- Wentz Camp**
- Marland's Grand Home**
- Library**

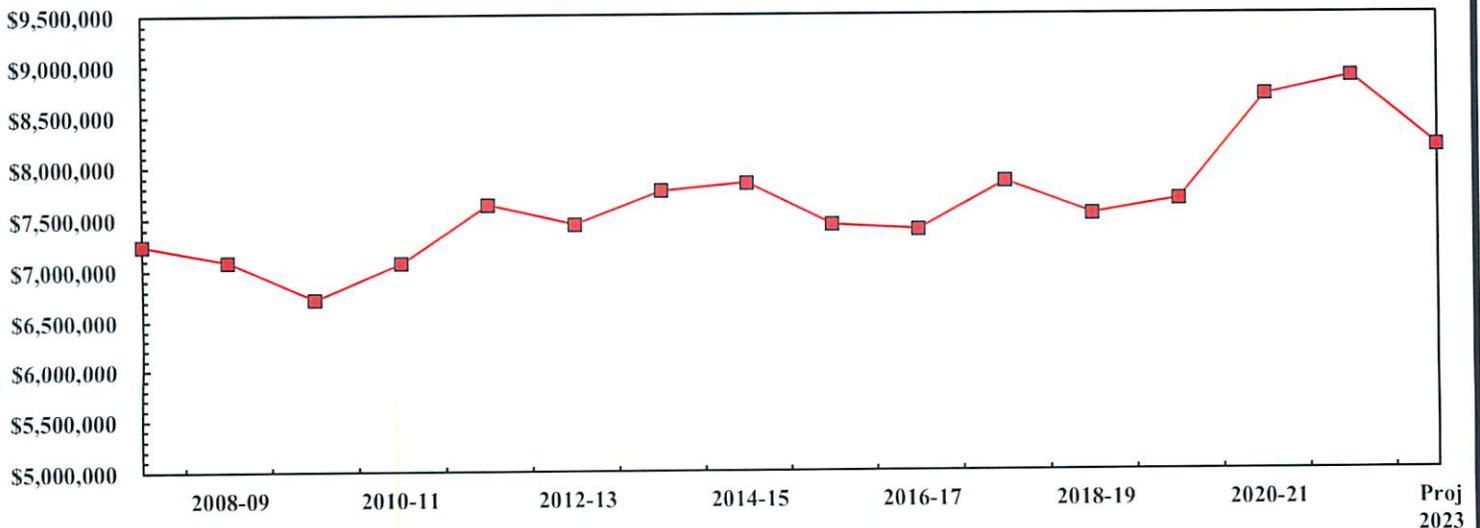


## General Fund Revenues Fiscal 2023-24



**Total Revenues \$26,272,467**

## City Sales Tax Receipts General Fund Portion (2%)





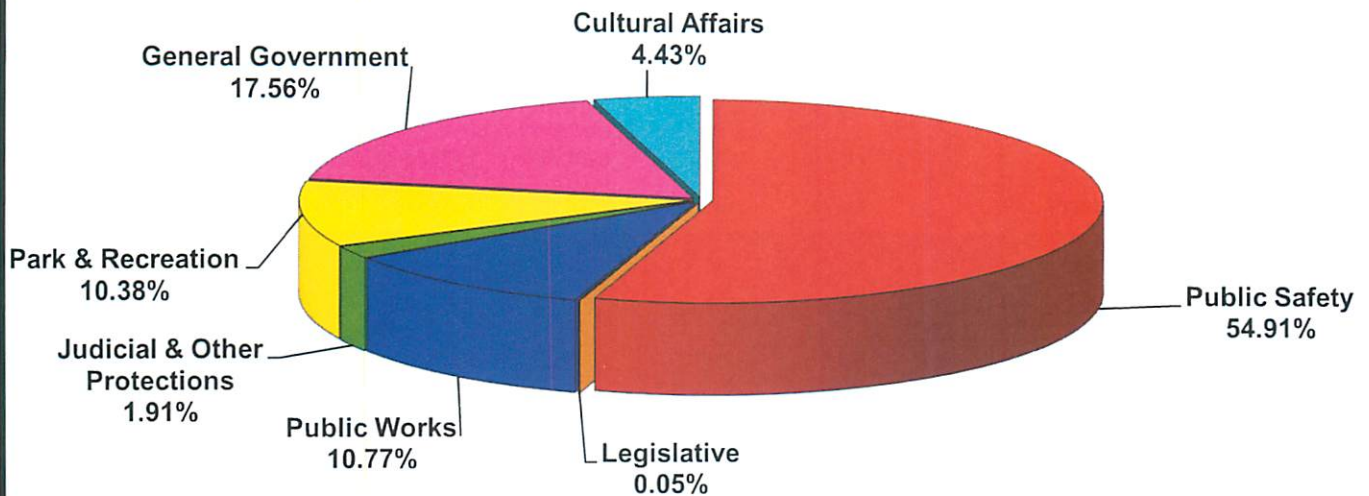
City of Ponca City

2023-24 Operating Budget

**CITY OF PONCA CITY**  
**GENERAL FUND - SUMMARY OF REVENUES BY SOURCE**  
 Fiscal 2023-24

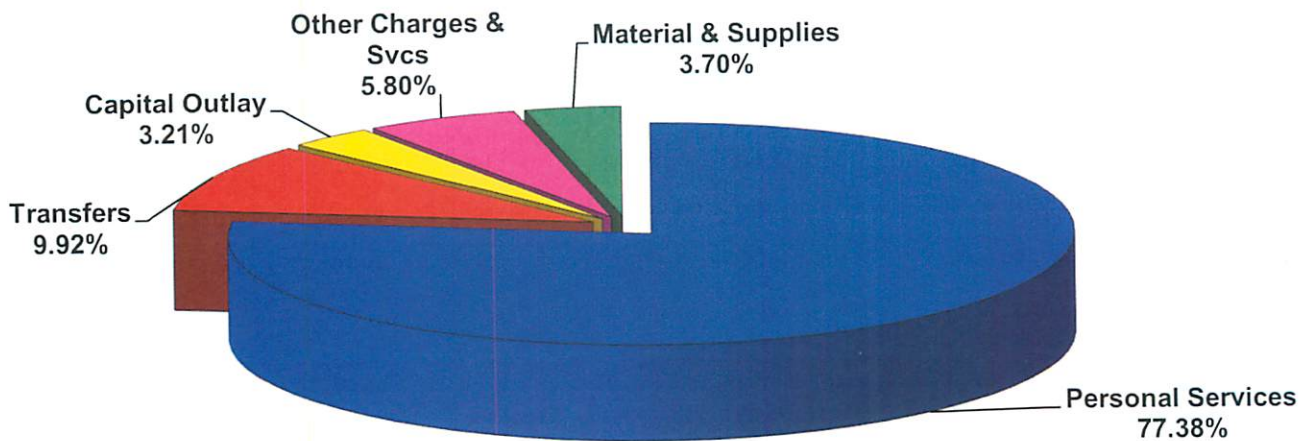
REVENUE SOURCE	Actual 2019-20	Actual 2020-21	Actual 2021-22	2022-23 BUDGET @ 7/01/22	2022-23 ACTUAL @3/31/23	% of BUDGET	PROPOSED 2023-24 BUDGET	% CHANGE FROM 2022-23
<b>TAXES</b>								
1101.00 CITY SALES TAX	\$7,672,784	\$8,691,013	\$8,868,087	\$8,182,492	\$6,885,531	84.15	\$8,427,967	3.00%
1101.01 USE TAX	836,380	1,019,428	1,005,041	888,900	751,655	84.56	906,678	2.00%
1105.00 WEED TAX	18,392	22,004	29,433	18,760	8,315	44.32	21,011	12.00%
1110.00 ALCOHOLIC BEV. TAXES	182,193	200,073	197,976	187,659	136,421	72.70	191,412	2.00%
1102.00 KAY COUNTY FIRE TAX	0	0	0	0	0	0.00	226,963	0.00%
<b>TOTAL TAXES</b>	<b>8,709,749</b>	<b>9,932,518</b>	<b>10,100,538</b>	<b>9,277,811</b>	<b>7,781,922</b>	<b>83.88%</b>	<b>9,774,031</b>	<b>5.35%</b>
<b>LICENSES &amp; PERMITS</b>								
2201.00 LICENSE FEES	58,387	52,190	54,585	59,555	43,585	73.18	60,746	2.00%
2201.01 LICENSE FEES - LAKE PONCA	30,727	26,506	29,591	32,000	13,537	42.30	32,640	2.00%
2202.00 DEV SRVS - LICENSE FEES	24,650	24,250	14,725	25,143	8,825	35.10	25,646	2.00%
2225.00 EMERGENCY 911 FEES	79,288	64,952	53,426	80,874	27,029	33.42	82,491	2.00%
2225.01 E-911 CELL FEES	299,267	309,038	312,415	314,230	222,756	70.89	320,515	2.00%
2240.00 DEV SVCS - PERMIT FEES	45,585	46,055	79,902	46,953	110,880	236.15	48,362	3.00%
2280.01 FRANCHISE FEE-TELEPHONE	22,740	19,536	10,198	23,195	1,159	4.99	23,659	2.00%
2280.02 FRANCHISE FEE-GAS	262,045	279,883	429,874	267,286	395,955	148.14	272,632	2.00%
2280.03 FRANCHISE FEE-CABLE TV	133,217	127,483	123,113	135,881	57,224	42.11	138,599	2.00%
<b>TOTAL LICENSE &amp; PERMITS</b>	<b>955,906</b>	<b>949,892</b>	<b>1,107,829</b>	<b>985,117</b>	<b>880,950</b>	<b>89.43%</b>	<b>1,005,289</b>	<b>2.05%</b>
<b>INTERGOVERNMENTAL</b>								
3302.00 CIGARETTE ALLOCATION	124,250	147,607	134,980	126,735	80,044	63.16	129,270	2.00%
3305.00 EM. MGMT. GRANTS	29,708	29,708	29,708	30,302	14,854	49.02	30,908	2.00%
3327.00 GRANTS	2,379,672	112,582	5,677	0	12,996	0.00	0	0.00%
<b>TOTAL INTERGOVERNMENTAL</b>	<b>2,533,630</b>	<b>289,897</b>	<b>170,365</b>	<b>157,037</b>	<b>107,894</b>	<b>68.71%</b>	<b>160,178</b>	<b>2.00%</b>
<b>OUTSIDE REVENUE</b>								
4405.00 FIRE WORK DONATIONS	0	0	0	0	0	0.00	0	0.00%
4405.01 DONATIONS	29,000	0	0	0	1,500	0.00	0	0.00%
<b>TOTAL OUTSIDE REVENUE</b>	<b>29,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>
<b>CHARGES FOR SERVICES</b>								
5501.00 AMBULANCE SERVICES	1,716,016	1,592,865	1,876,790	1,750,336	1,944,092	111.07	1,802,846	3.00%
5503.00 RURAL FIRE RUN RECEIPTS	0	0	0	2,040	0	0.00	2,101	3.00%
5504.00 POLICE SERVICES	120,100	125,384	113,815	144,840	136,255	94.07	149,185	3.00%
5505.00 ADMINISTRATIVE SERVICE	2,676,193	2,729,718	2,785,273	2,924,536	2,193,402	75.00	3,041,517	4.00%
5506.00 OPIOID SETTLEMENTS	0	0	0	0	98,161	0.00	0	0.00%
5515.00 ANIMAL CONTROL RECEIPTS	15,209	18,549	17,581	16,320	10,630	65.13	16,810	3.00%
5530.00 LIBRARY RECEIPTS	9,869	8,421	7,099	13,260	5,127	38.67	13,525	2.00%
5553.00 LANDSCAPING SERVICES	6,600	6,600	4,400	6,732	4,900	72.79	6,934	3.00%
5554.00 WENTZ CAMP RECEIPTS	19,313	16,722	26,240	30,600	23,147	75.64	31,212	2.00%
5555.00 SWIMMING POOL RECEIPTS	20,033	13,026	21,043	10,200	10,049	98.52	10,404	2.00%
5555.10 SENIOR CENTER	23,129	28,449	22,382	30,600	19,863	64.91	31,212	2.00%
5556.00 TENNIS COURT RECEIPTS	0	167	1,384	0	0	0.00	0	0.00%
5556.01 RECREATION PROGRAMS	2,488	450	1,330	0	180	0.00	0	0.00%
5556.02 UNITY GYM	2,405	13,705	11,882	1,530	9,301	607.89	9,486	520.00%
5556.03 RENTAL/SHELTER HOUSES	7,608	10,200	12,491	10,200	7,350	72.06	10,404	2.00%
5556.04 RENTALS - LAKE PONCA	74,873	77,253	72,107	65,000	15,104	23.24	65,000	0.00%
5556.05 RENTALS - MARLAND'S GRD	9,310	7,586	10,522	12,360	8,035	65.01	12,731	3.00%
5557.00 RENTALS - HUTCHINS MEM	0	0	0	0	0	0.00	0	0.00%
5557.01 COMMUNICATIONS RENTAL	122,904	87,191	160,026	126,591	149,912	118.42	132,921	5.00%
5599.00 MISCELLANEOUS RECEIPTS	120,524	72,902	308,776	348,761	86,028	24.67	355,736	2.00%
5599.01 CASH-OVER / SHORT REV	0	150	0	0	0	0.00	0	0.00%
<b>TOTAL CHARGES FOR SERVICES</b>	<b>4,946,575</b>	<b>4,809,337</b>	<b>5,453,140</b>	<b>5,493,906</b>	<b>4,721,536</b>	<b>85.94%</b>	<b>5,692,024</b>	<b>3.61%</b>
<b>FINES &amp; FORFEITS</b>								
6601.00 MUNICIPAL COURT FINES	524,461	412,850	468,546	534,950	294,205	55.00	545,649	2.00%
6601.03 BOND FORFEITURE	6,285	265	4,330	2,040	764	37.45	2,081	2.00%
6601.05 ADMINISTRATION FEES	6,121	6,784	6,199	5,916	3,663	61.92	6,034	2.00%
<b>TOTAL FINES &amp; FORFEITS</b>	<b>536,868</b>	<b>419,899</b>	<b>479,075</b>	<b>542,906</b>	<b>298,633</b>	<b>55.01%</b>	<b>553,764</b>	<b>2.00%</b>
<b>TRANSFER FROM FUNDS</b>								
8875.75 TRANSFER FROM PCUA	7,978,891	8,138,468	8,291,081	8,705,635	6,529,226	75.00	8,966,804	3.00%
8899.00 TRANSFER IN	0	0	0	0	0	0.00	0	0.00%
<b>TOTAL TRANSFER FROM FUNDS</b>	<b>7,978,891</b>	<b>8,138,468</b>	<b>8,291,081</b>	<b>8,705,635</b>	<b>6,529,226</b>	<b>75.00%</b>	<b>8,966,804</b>	<b>3.00%</b>
<b>OTHER REVENUES</b>								
9901.00 INTEREST INCOME	201,241	114,014	51,880	78,000	111,295	142.69	98,424	26.18%
9938.00 SIGN MATERIAL REIMB	2,802	1,452	899	1,530	636	41.57	1,561	2.00%
9939.00 COPIER PAPER REIMBURSEMENT	3,837	2,968	2,787	4,080	3,473	85.12	4,162	2.00%
9940.00 INTERNET PROCESSING FEE	1,183	1,011	1,244	612	745	0.00	624	2.00%
9950.00 INC DISP. OF FIXED ASSETS	37,860	9,550	15,176	15,300	22,001	143.80	15,606	2.00%
9999.00 MISCELLANEOUS INCOME	0	0	0	0	0	0.00	0	0.00%
<b>TOTAL OTHER REVENUES</b>	<b>246,923</b>	<b>128,995</b>	<b>71,986</b>	<b>99,522</b>	<b>138,150</b>	<b>138.81%</b>	<b>120,376</b>	<b>20.95%</b>
<b>TOTAL GENERAL FUND REVENUES</b>	<b>25,937,542</b>	<b>24,669,007</b>	<b>25,674,014</b>	<b>25,261,934</b>	<b>20,459,810</b>	<b>80.99%</b>	<b>26,272,467</b>	<b>4.00%</b>

## General Fund Expenditures Fiscal 2023-24 By Type



**Total Expenditures \$28,812,341**

## General Fund Expenditures Fiscal 2023-24 by Category



**Total Expenditures \$28,812,341**

**CITY OF PONCA CITY**  
**GENERAL FUND - APPROPRIATION HISTORY by dept.**  
 Fiscal Year 2022-23

DEPT #	DEPARTMENT	2017-18 FINAL BUDGET	2018-19 FINAL BUDGET	2019-20 FINAL BUDGET	2020-21 FINAL BUDGET	2021-22 FINAL BUDGET	2022-23 FINAL BUDGET	2023-24 APPROVED BUDGET
1010	CITY COMMISSION	14,300	14,300	14,300	14,300	14,300	14,300	14,300
1011	CITY MANAGER	996,436	1,017,209	1,038,656	1,038,656	1,082,881	1,142,995	958,152
1012	CENTRAL MUN. ACTIVITY	1,930,491	2,047,303	2,266,724	1,954,885	2,078,120	2,141,507	2,130,046
1013	HUMAN RESOURCES	0	0	0	0	0	0	302,330
1110	FINANCE	566,485	578,425	532,463	532,492	545,826	593,552	635,122
1113	MUNICIPAL COURT	255,809	262,652	265,188	265,368	277,576	296,471	378,342
1210	CITY ATTORNEY	287,865	283,428	288,576	159,850	164,108	165,119	170,537
1310	DEVELOPMENT SERVICES	644,099	683,029	709,350	741,859	823,054	1,040,291	1,034,987
2010	POLICE	5,841,041	6,001,521	6,048,551	6,047,600	6,327,748	6,638,906	6,861,463
2020	ANIMAL CONTROL	249,310	248,764	251,422	251,872	265,120	301,620	312,494
2030	EMERGENCY MANAGEMENT	171,464	175,469	203,174	182,274	187,335	198,562	218,770
2040	COMMUNICATIONS / 911	645,164	704,167	640,162	761,712	669,818	711,791	738,443
2510	FIRE	5,491,811	5,761,941	5,892,804	5,640,804	6,040,798	6,636,862	6,274,844
2511	FIRE - AMBULANCE	1,055,104	1,238,853	954,442	1,421,142	1,305,968	1,516,101	1,415,574
3010	STREET	1,410,169	1,469,239	1,452,077	1,321,877	1,587,599	2,083,060	1,667,716
3510	ENGINEERING	682,129	657,843	596,863	595,313	626,437	676,161	691,017
3511	TRAFFIC ENGINEERING	468,067	468,861	476,235	488,035	495,278	525,565	743,101
4011	PARK MAINTENANCE	1,644,698	1,807,133	1,684,461	1,689,106	2,056,189	2,139,212	2,202,804
4012	AMBUC POOL	72,882	76,956	76,956	77,250	77,046	86,111	196,304
4013	RECREATIONAL PROGRAMS	365,742	411,280	371,186	400,225	456,706	497,718	483,838
4014	WENTZ CAMP	111,172	95,083	95,083	95,583	93,156	111,476	106,757
4110	MARLAND'S GRAND HOME	194,842	151,695	91,334	79,413	99,080	125,225	128,829
4111	HUTCHINS MEMORIAL	0	0	0	0	0	0	0
4510	LIBRARY	1,008,459	1,064,812	1,076,593	1,052,093	1,070,629	1,144,233	1,146,572
<b>TOTAL APPROPRIATIONS</b>		<b>24,107,539</b>	<b>25,219,963</b>	<b>25,026,600</b>	<b>24,811,709</b>	<b>26,344,772</b>	<b>28,786,838</b>	<b>28,812,341</b>
Incr./(Decr.) from Previous Year:		131,002	1,112,424	(193,363)	(214,891)	1,533,063	2,442,066	25,503
% Incr./(Decr.) from Previous Year:		0.55%	4.61%	-0.77%	-0.86%	6.18%	9.27%	0.09%

**CITY OF PONCA CITY  
GENERAL FUND - SUMMARY OF APPROVED APPROPRIATIONS by type  
Fiscal Year 2023-24**

**PUBLIC SAFETY:**

POLICE	\$6,861,463	
ANIMAL CONTROL	312,494	
FIRE	6,274,844	
AMBULANCE	1,415,574	
EMERGENCY MANAGEMENT	218,770	
COMMUNICATIONS/ 911	<u>738,443</u>	
		<b>15,821,588</b>

**LEGISLATIVE:**

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

**PUBLIC WORKS:**

STREET	1,667,716	
ENGINEERING	691,017	
TRAFFIC ENGINEERING	<u>743,100</u>	
		<b>3,101,833</b>

**JUDICIAL:**

CITY ATTORNEY	170,537	
MUNICIPAL COURT	<u>378,342</u>	
		<b>548,879</b>

**PARK & RECREATION:**

MAINTENANCE	2,202,804	
AMBUC POOL	196,304	
RECREATIONAL PROGRAMS	483,838	
WENTZ CAMP	<u>106,758</u>	
		<b>2,989,704</b>

**GENERAL GOVERNMENT:**

CITY MANAGER	958,152	
CENTRAL MUNICIPAL ACTIVITY	2,130,046	
HUMAN RESOURCES	302,330	
FINANCE	635,122	
DEVELOPMENT SERVICES	<u>1,034,986</u>	
		<b>5,060,636</b>

**CULTURAL AFFAIRS:**

MARLAND'S GRAND HOME	128,829	
HUTCHINS MEMORIAL	0	
LIBRARY	<u>1,146,572</u>	
		<b>1,275,401</b>

	<b>TOTAL</b>	<b>\$28,812,341</b>
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**CITY OF PONCA CITY**  
**GENERAL FUND - SUMMARY OF APPROPRIATIONS**  
 By Department & Category  
 Fiscal Year 2023-24

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	914,118	4,515	39,519	0	0	958,152
1012	CENTRAL MUN. ACTIVITY	10,000	77,867	356,239	57,850	1,628,090	2,130,046
1013	HUMAN RESOURCES	217,829	9,300	75,201	0	0	302,330
1110	FINANCE	555,648	5,928	72,000	0	1,546	635,122
1113	MUNICIPAL COURT	302,232	4,404	13,459	50,000	8,248	378,342
1210	CITY ATTORNEY	121,664	0	48,873	0	0	170,537
1310	DEVELOPMENT SERVICES	746,351	4,650	235,500	35,000	13,485	1,034,987
2010	POLICE	6,213,930	125,950	136,600	123,763	261,221	6,861,463
2020	ANIMAL CONTROL	246,853	15,600	12,950	13,000	24,091	312,494
2030	EMERGENCY MGMT	161,049	6,400	36,200	12,000	3,121	218,770
2040	COMMUNICATIONS / 911	642,792	3,000	92,500	0	151	738,443
2510	FIRE	5,910,257	113,400	63,500	30,000	157,687	6,274,844
2511	FIRE / AMBULANCE	864,109	91,500	201,000	105,000	153,965	1,415,574
3010	STREET	1,230,742	51,300	24,000	70,000	291,674	1,667,716
3510	ENGINEERING	620,123	13,500	47,030	0	10,364	691,017
3511	TRAFFIC ENGINEERING	473,071	47,250	6,400	190,000	26,379	743,101
4011	PARK MAINTENANCE	1,663,786	120,895	38,250	133,000	246,874	2,202,804
4012	AMBUC POOL	127,772	17,195	665	50,000	671	196,304
4013	RECREATIONAL PROGRAMS	338,078	88,200	47,725	0	9,835	483,838
4014	WENTZ CAMP	64,501	32,175	5,845	0	4,237	106,757
4110	MARLAND'S GRAND HOME	79,256	9,725	10,345	25,000	4,504	128,829
4111	HUTCHINS MEMORIAL	0	0	0	0	0	0
4510	LIBRARY	790,771	222,000	93,000	29,000	11,800	1,146,572
<b>TOTAL APPROPRIATIONS</b>		<b>22,294,930</b>	<b>1,064,754</b>	<b>1,671,101</b>	<b>923,613</b>	<b>2,857,943</b>	<b>28,812,341</b>
<b>PERCENT OF TOTAL</b>		<b>77.38%</b>	<b>3.70%</b>	<b>5.80%</b>	<b>3.21%</b>	<b>9.92%</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 2023 Accomplishments:

- Represented the City of Ponca City with Mayor Nicholson serving on the American Public Power Policy Makers Council, Oklahoma Municipal Utility Providers Steering Committee, Oklahoma Municipal League Board of Directors, Oklahoma Pipeline Safety Task Force, as well as Chair of the Oklahoma Municipal Power Authority and Chair of the Ponca City Chamber of Commerce Retail Task Force.
- Coordinated meetings of the Kay County Mayor's Round Table, with Mayor Nicholson continuing an on-going effort to increase dialogue regarding pertinent issues facing North Central Oklahoma communities, such as legislation, code enforcement, sales tax, new construction and long-range planning.
- 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.
- Approved a resolution for legislative request to the Oklahoma Municipal League concerning the standardization of sex offender registration laws, regardless of conviction date.
- Approved a resolution on October 24, 2022 opposing the county sales tax of 1/3 of 1% upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma State Tax code to evenly fund Kay County fire departments (including volunteer departments) and EMS departments. On November 8, 2022 Kay County citizens voted in favor of the sales tax. On November 28, 2023, the City Commission approved a resolution authorizing application for the Kay County sales tax income. On January 3, 2023 the Board of County Commissioners of Kay County approved Ponca City's request for a portion of the rural fire/EMS sales tax. The sales tax will commence on April 1, 2023.
- Supported the successful passage of the municipal vote to extend the ½-cent sales tax for economic development, from December 31, 2023 to December 31, 2028.
- Participated in on-going meetings of the Federal Railroad Administration to support passenger rail efforts and worked with the Oklahoma Department of Transportation to rehabilitate and repurpose the Santa Fe Depot to serve both as a passenger rail depot and a hub for the local transit system.
- Renewed annual agreements between the City of Ponca City and Ponca City Tourism Bureau (\$236,667), Ponca City Main Street (\$35,000), UCAP/Cimarron Transit (\$25,000), Northern Oklahoma Youth Services Center & Shelter (\$15,000) and Santa Bucks Giveaway (\$5,000).

**Fiscal 2024 Objectives:**

- Continue to create an environment for open dialogue regarding community capital improvement projects.
- Continue to keep Ponca City beautiful and safe through code enforcement and the removal of dilapidated buildings.
- Continue partnering with PCDA (Ponca City Development Authority) to recruit new business, industry and residents, with Commissioner Bowers 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 extend Amtrak passenger rail service from Oklahoma City to the central Kansas community of Newton with the construction of railroad infrastructure capable of sustaining high-speed traffic.

**Budget Highlights:**

- Kelsey Wagner replaced outgoing City Commissioner No.1 Lanita Chapman, who had served since 2008 and Garrett Bowers replaced outgoing City Commissioner No. 3 Shasta Scott, who had served since 2017.

<b>General Fund - City Commission</b>								
<b>EXPENDITURES:</b>	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Other Charges & Svcs	<u>5,584</u>	<u>1,061</u>	<u>7,075</u>	<u>14,300</u>	<u>8,043</u>	<u>14,300</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>5,584</b>	<b>1,061</b>	<b>7,075</b>	<b>14,300</b>	<b>8,043</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 2023 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 Municipal League, City Management Association of Oklahoma, Oklahoma Mid-Size City Coalition, Ponca City Chamber of Commerce, Ponca City Main Street, Kay County Healthy Living Coalition and United Way of Ponca City.
- Represented the City of Ponca City with the City Manager serving as North Central Regional Chair of the Oklahoma Academy Town Hall Board; Oklahoma Municipal Assurance Group Board of Director, City Manager Association of Oklahoma Ethics Committee Member and Oklahoma Municipal Natural Gas Coalition Member, an organization established under an interlocal agreement to aid Oklahoma municipalities and public trusts that operate natural gas systems and/or purchase gas for municipal facilities.
- Secured all 14,031-acre feet of water appropriation from Oklahoma Water Resource Board for Kaw Lake. Providing water for the Ponca City community and surrounding area for the next 50 years.
- Secured a water storage agreement between the Ponca City Utility Authority and the United States Army Corps of Engineers for \$3,545,774 saving between 6-7 million dollars in back interest.
- Provided guidance as needed for the Public Safety Center Project, Broadband Phases 4 & 5 Project.
- Received certification as a Certified Healthy Business and Certified Healthy Community, and amended the "Youth Access to Tobacco" ordinance to adopt state law changing the age limit regarding youth access from 18 to 21.
- Revised Standard Operating Policy No. 5 "Competitive Bidding Act and Other Purchases" to comply with bid procedures for any public construction contract exceeding \$100,000, or a construction management trade contract or subcontract exceeding \$50,000, awarded by any public agency for the purpose of making any public construction contract for any public improvements to real estate.

### Fiscal 2024 Objectives:

- Continue to administer and provide support of the attainment of City Commission and Department goals through budget implementation.
- Continue to provide timely communications via press releases, media tip sheets, employee newsletters, State of the City Report, Ponca City Information Guide, cable television channel, social media, website, and advertisements.
- Continue to actively engage in monitoring legislation and guidance at the state and national level that has potential impact locally.
- Continue to review and revise Standard Operating Procedures and Commission Policy Statements as needed.
- Continue to maintain Continuity of Operation Plans for all City Departments.

- Continue to enhance employee education and development through annually required safety training as outlined by the City’s safety manual.
- Continue to be an advocate of the Kay County Healthy Living Coalition and support the development of programs and events that recognize the positive impact of health on employees and patrons.
- Continued to provide guidance for bringing back as much funding as possible to Ponca City taxpayers, while the federal government continues to release additional funds to communities via the state.

**Budget Highlights:**

<b>General Fund - City Manager</b>								
	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
<b>EXPENDITURES:</b>								
Personal Services	846,298	847,515	860,163	1,098,961	707,265	914,118	(184,843)	(16.82%)
Material/Supplies	2,335	2,183	3,517	4,515	1,871	4,515	0	0.00%
Other Charges & Svcs	<u>21,040</u>	<u>15,951</u>	<u>23,617</u>	<u>39,519</u>	<u>14,947</u>	<u>39,519</u>	<u>0</u>	<u>0.00%</u>
<b>Department Total</b>	<b>869,673</b>	<b>865,649</b>	<b>887,297</b>	<b>1,142,995</b>	<b>724,082</b>	<b>958,152</b>	<b>(184,843)</b>	<b>(16.17%)</b>

**Approved Capital:**       None

**Approved Budget Variances from Prior Year**

Increases

Decreases

Full Time Salaries	(133,277)
FICA	(8,610)
Mediacare	(2,013)
Retirement Plan 1	(9,278)
ICMA Retirement City	(9,122)
Health Insurance	(20,593)
Life Insurance	(561)
Workers Compensation	<u>(1,389)</u>

Total	0	Total	(184,843)
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**Net Decrease       (\$184,843)**







# Central Municipal Activity

**Department Mission:** CMA (Central Municipal Activity) serves as a general resource to fund services provided to multiple City departments and agencies that are not allocated to individual budgets.

- Fiscal 2023 Accomplishments:**
- Funded the Fourth of July fireworks celebration at Lake Ponca Park.
  - Supported the Mid-Size City coalition regarding Oklahoma Legislative issues.
  - Funded contractual service agreement with the Ponca City Main Street Authority.

- Fiscal 2024 Objectives:**
- Continue to fund services provided to multiple City departments and agencies that are not allocated to individual departments.

General Fund - Central Municipal Activity								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	300,577	1,003,640	7,548	10,000	1,869	10,000	0	0.00%
Material/Supplies	56,812	63,012	75,144	86,081	54,476	77,867	(8,214)	(9.54%)
Other Charges & Svcs	327,402	348,452	332,573	417,903	252,136	356,239	(61,664)	(14.76%)
Capital Outlay	20,654	261,344	32,616	26,000	0	57,850	31,850	122.50%
Transfers	<u>1,405,000</u>	<u>1,895,000</u>	<u>2,778,410</u>	<u>1,601,523</u>	<u>1,212,392</u>	<u>1,628,090</u>	<u>26,567</u>	<u>1.66%</u>
<b>Department Total</b>	<b>2,110,445</b>	<b>3,571,448</b>	<b>3,226,291</b>	<b>2,141,507</b>	<b>1,520,874</b>	<b>2,130,046</b>	<b>(11,461)</b>	<b>(0.54%)</b>

**Approved Capital:**

Office Chair Replacement for City Hall	\$45,022
Commission Chamber Table Replacement	\$12,828

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Building Maintenance	1,086	Office Supplies	(4,775)
Grounds Maintenance	550	Food Supplies	(4,000)
Gas Utilities	2,625	Postage	(575)
Telephone Svc Local	684	Misc Supplies	(500)
Telephone Svc Long Distance	763	Travel Expenses	(2,500)
Dues & Subscriptions	6,000	Advertising	(5,000)
Bank Service Fee	400	Printing	(1,000)
Credit Card Fees	3,839	HR Background & Med Svcs	(30,430)
Misc Contractual Svc	13,059	HR Banquet & Picnic	(18,000)
4th of July Celebration	3,250	Misc Professional Svc	(3,000)
Misc Capital Outlay	31,850	Educ & Trng Assistance	(5,500)
Transfer to City Garage	100,000	Contingencies	(26,854)
Transfer to Insurance	6,567	Transfer to PC RecPlex	<u>(100,000)</u>
Transfer Out	<u>20,000</u>		
Total	190,673	Total	(202,134)
	<b>Net Decrease</b>		<b><u>(\$11,461)</u></b>

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

## Human Resources

### Department Mission:

The Human Resources Department provides consulting assistance and support to the City Manager, City management and supervisory staff in the determination and interpretation of human resources policies, procedures and practices; provides counsel to employees with confidential matters requiring internal or external resources; and provides conflict resolution assistance in complex employee related issues. The work of Human Resources generally includes the provision of employee relations; labor negotiations; employee compensation; job analysis and classification; employee benefits; employee training, development and recognition programs; on-boarding and off-boarding processes; recruitment and selection; workplace safety; human resources policy development and compliance; and personnel records management.

### Fiscal 2023 Accomplishments:

- Represented the City of Ponca City in various organizations, such as the Oklahoma Chapter of the American Society for Public Administration, Society for Human Resource Managers, and American Payroll Association.
- Scheduled and completed the City employee's Wellness and Health Assessments in March.
- Began contract negotiations with the Fraternal Order of Police and International Association of Fire Fighters Unions for the City.
- Completed Benefit Open Enrollment which included adding All State Insurance as a provider.
- Revamped and updated the New Hire Orientation Program.
- Coordinated Safety Awards.
- Restructured the department to streamline job roles and responsibilities including cross training and resource information.

### Fiscal 2024 Objectives:

- Provide advice and assistance on employment issues and procedural options; assure the consistent interpretation and application of state and federal employment law; effectively disseminate policy information to employees; and conduct supervisor/management policy trainings.
- Represent the City as a key member of the City's labor negotiations team during meet-and-confer sessions; coordinate labor relations functions; assure effective communication of labor relations issues, interpret contracts for the City; ensure contract compliance in accordance with state and federal employment law; and research, analyze and prepare data, recommendations and presentations for labor negotiations.
- Act as liaison with employee benefit carriers to address claims or issues; review and evaluate the service delivery and cost effectiveness of benefits plans; and maintain knowledge of legislative/regulatory issues impacting benefits.
- Enhance organization-wide employee training, professional development, and recognition programs, as well as employee on-boarding and off-boarding processes to improve workforce performance.
- Plan, organize and coordinate the City's recruitment and selection processes to assure compliance with legal requirements; work with the department hiring authority to develop effective and targeted recruitment methods and

selection procedures that meet human resource needs and budgetary authority; and provide assistance and guidance to the department hiring authority in the selection of new employees and promotions

- Review and update the City of Ponca City Safety Manual as needed to comply with state and federal employment laws, and coordinate/assist with the planning, development, and execution of corresponding City health and safety programs that prevent workplace injuries.
- Comply with state and federal employment laws regarding personnel records management, retention and public records requests.

<b>General Fund - Human Resources</b>							
<b>EXPENDITURES:</b>	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
			Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	0	0	0	0	217,829	217,829	0.00%
Material/Supplies	0	0	0	0	9,300	9,300	0.00%
Other Charges & Svcs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	75,201	75,201	0.00%
<b>Department Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>302,330</b>	<b>302,330</b>	<b>0.00%</b>

**Approved Capital:**        None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	166,707		
FICA	10,336		
Medicare	2,417		
Retirement Plan 1	4,353		
ICMA Retirement	11,111		
Health Insurance	20,677		
Life Insurance	561		
Workers Compensation	1,667		
Office Supplies	4,775		
Food Supplies	4,000		
Postage	25		
Misc Supplies	500		
Travel Expenses	2,500		
Printing	1,000		
Background & Medical Services	35,201		
Banquet & Picnic	18,000		
Misc Professional Services	3,000		
Dues & Subscriptions	1,000		
Advertising	5,000		
Education & Training	6,500		
Misc Contractual Services	<u>3,000</u>		
<b>Total</b>	<b>302,330</b>		<b>0</b>
	<b>Net Increase</b>	<b><u>\$302,330</u></b>	

**Personnel Summary:**

Human Resources Director

1

Payroll Technician

1

**Total Full Time Employees**

**2**

**Personnel History:**

2023-24

Full Time

2





# 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 2023 Accomplishments:**
- Received an unqualified audit opinion for Fiscal Year 2021-22 with positive comments.
  - Prepared the City’s Fiscal Year 2023-24 annual budget.
  - Completed eight internal reviews.
  - Worked with the local banks to obtain higher rates on the City’s investments.
  - Worked with Technology Services on the Ponca City Broadband project.
  - 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 Board of Commission and Ponca City Utility Authority meetings.

- Fiscal 2024 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.
  - Monitor all financial transactions and compare budget.
  - Upgrade the current financial software program.
  - Utilize Debtbooks to maintain compliancy with GASB 87 Leases and GASB 96 Subscription-Based Information Technology Arrangements.

General Fund - Finance								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Personal Services	464,642	464,586	458,702	527,209	382,432	555,648	28,439	5.39%
Material/Supplies	4,292	5,029	2,710	5,843	4,055	5,928	85	1.45%
Other Charges & Srvs	25,796	27,159	37,962	59,500	61,485	72,000	12,500	21.01%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	0	0	0	1,000	750	1,546	546	54.60%
<b>Department Total</b>	<b>494,731</b>	<b>496,773</b>	<b>499,374</b>	<b>593,552</b>	<b>448,722</b>	<b>635,122</b>	<b>41,570</b>	<b>7.00%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>			<u>Decreases</u>
Full Time Salaries	24,446	Misc Contractual Svc		<u>(1,000)</u>
FICA	1,394			
Medicare	327			
Retirement Plan 1	1,543			
ICMA Retirement City	462			
Health Insurance	42			
Workers Compensation	225			
Office Supplies	85			
Printing	2,000			
Audit Services	2,000			
Educ & Trng Assistance	1,000			
Maint & Svc Contract	7,500			
Contingencies	1,000			
Transfer to Insurance	<u>546</u>			
<b>Total</b>	<b>42,570</b>	<b>Total</b>		<b>(1,000)</b>
	<b>Net Increase</b>			<b><u>\$41,570</u></b>

**Personnel Summary:**

Finance Director	1	Senior Accounting Clerk	2
Controller	1	Deputy City Clerk	1
Accountant	1		
<b>Total Full Time Employees</b>			<b>6</b>

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	6	6	6	6	6	6	6	6	6	6

# Municipal Court

**Department Mission:**

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

**Fiscal 2023 Accomplishments:**

- Adjusted office procedures for staff to be able to assist the public with their outstanding cases then once the office reopened to the public prepared two weekly dockets with limited caseload due to covid-19 guidelines for reduced courtroom capacity and maintained regular communication with presiding judge and prosecutor’s office regarding ongoing cases and also collaborated 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 to related parties).
- Kay County Specialty Court uses the municipal courtroom for various specialty courts and Victim’s Impact Panel utilizes the courtroom once a month for their program.
- Submitted required reportable convictions through a .csv file via Ok.gov third party reporting website to Oklahoma Department of Public Safety as required and also amended abstracts on CDL license holders to ensure the final dispositions were reported according to the Motor Vehicle Violation Codes, which enables OKDPS to keep drivers license records current and comply with federal grant mandates.

	Number of convictions submitted to DPS
2021	690
2022	769

**Fiscal 2024 Objectives:**

- Do periodic cross training of different job responsibilities between clerks.
- Develop a continuity of service plan.
- Adjust delivery procedures for higher security of daily deposits between the Court and Finance Department at City Hall.
- Work in conjunction with the Police Department to adjust procedures on citation drop off/pick up, bond pickup and exchange of paperwork to insure a smooth transition at the opening of the new Public Safety Center.

<b>General Fund - Municipal Court</b>								
<b>EXPENDITURES:</b>	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	241,561	242,446	254,161	273,171	196,150	302,232	29,061	10.64%
Material/Supplies	2,263	3,782	1,766	4,275	1,971	4,404	129	3.02%
Other Charges & Svcs	2,534	1,308	1,278	11,125	4,787	13,459	2,334	20.98%
Capital Outlay	0	0	0	0	0	50,000	50,000	0.00%
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,900</u>	<u>5,925</u>	<u>8,248</u>	<u>348</u>	<u>4.41%</u>
<b>Department Total</b>	<b><u>246,357</u></b>	<b><u>247,537</u></b>	<b><u>257,206</u></b>	<b><u>296,471</u></b>	<b><u>208,833</u></b>	<b><u>378,343</u></b>	<b><u>81,872</u></b>	<b><u>27.62%</u></b>

**Approved Capital:** Professional Services to Design Court Area \$50,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	31,246	Part Time Salaries	(19,793)
FICA	710		
Medicare	166		
Retirement Plan 1	2,734		
Health Insurance	13,344		
Life Insurance	273		
Workers Compensation	381		
Office Supplies	68		
Computer Supplies	3		
Office Furnishings	9		
Books & Periodicals	12		
Postage	22		
Misc Repair & Maint	15		
Telephone Svc Local	26		
Legal Services	9		
Dues & Subscriptions	30		
Education & Training Assist	75		
Office Equip Maint Svc	15		
Collection of Bad Debt Exp	171		
Laundry & Cleaning Svc	5		
Miscellaneous	2,003		
Misc Capital Outlay	50,000		
Transfer to Insurance	<u>348</u>		
<b>Total</b>	<b>101,665</b>	<b>Total</b>	<b>(19,793)</b>
	<b>Net Increase</b>		<b><u>\$81,872</u></b>



**Personnel Summary:**

Municipal Judge	1	Deputy Court Clerk	1
Senior Court Clerk	1	Alt. Muni Judge – Contract	1
Court Clerk	2		

**Total Full Time Employees                    5**  
**Total Contractual Employees                1**

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

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	4	4	4	4	4	4	4	4	4	5
<b>Explanation:</b>	FY 23/24 Part Time Court Clerk was changed to Full Time position.									



## City Attorney

### Department Mission:

The Department of Law provides legal counsel, advice and advocacy on behalf of the Mayor, City Commission and various City officers. This is done to support municipal operations, programs and community policies of the City of Ponca City and the Ponca City Utility Authority. The work generally includes a number of statewide organizations which are themselves dedicated to municipal issues, with occasional work for national and international organizations. Some cases (employment law and tort claims) are handled by outside counsel with departmental oversight.

### Fiscal 2023 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 International Municipal Lawyers Association on issues such as the Open Meetings Act, pandemic adjustments, water rights, marijuana, zoning, tort claim limits, sex offender registration, unfunded mandates and personnel issues.
- Continued leadership in the Kay County Bar Association.
- Made 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 and worked with staff on labor related issues.

### Fiscal 2024 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 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.

<b>General Fund - City Attorney</b>								
<b>EXPENDITURES:</b>	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	208,877	94,128	112,150	116,873	90,444	121,664	4,791	4.10%
Material/Supplies	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>26,828</u>	<u>60,177</u>	<u>74,640</u>	<u>48,246</u>	<u>36,890</u>	<u>48,873</u>	<u>627</u>	<u>1.30%</u>
<b>Department Total</b>	<b><u>235,705</u></b>	<b><u>154,306</u></b>	<b><u>186,790</u></b>	<b><u>165,119</u></b>	<b><u>127,334</u></b>	<b><u>170,537</u></b>	<b><u>5,418</u></b>	<b><u>3.28%</u></b>

**Approved Capital:**           None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	4,098			
FICA	236			
Medicare	55			
ICMA Retirement City	363			
Workers Compensation	39			
Dues & Subscriptions	<u>627</u>			
<b>Total</b>	<b>5,418</b>		<b>Total</b>	<b>0</b>
	<b>Net Increase</b>			<b><u>\$5,418</u></b>

**Personnel Summary:**

City Attorney	1	
<b>Total Full Time Employees</b>		<b>1</b>

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	2	2	2	2	2	2	1	1	1	1
<b>Explanation:</b>	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, sustainability, and quality of life enjoyed by Ponca City residents and as such, will partner with individual citizens in achieving their goals and objectives while at the same time implementing established community-wide goals and action plans adopted and contained within the Ponca City Master Plan.

### Fiscal 2023 Accomplishments:

- Reviewed plans and specifications, issued permits, and inspected new residential and commercial construction projects with a total value of \$30,627,6147.
- Investigated and abated 3,759 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.
- Code Inspection staff caused the removal of 35 dilapidated structures from residential neighborhoods.
- Reviewed and adopted the 2018 Edition of the ICC (International Code Council) International Residential Code and the 2020 National Electric Code.
- Initiated a comprehensive revision of the City's Subdivision Development Code for adoption.
- Secured grant funding and provided design, construction and financial oversight for the renovation of the Senior Center using CDBG (Community Development Block Grant Community) CR (Community Revitalization) 20 funds.
- Secured grant funding and provided construction and financial oversight for the HVAC upgrade at the City Central building using CDBG CR 20 funds.
- Implemented a new software program to modernize the permitting and code enforcement process for staff and customers.
- Secured grant funding and collaborated with other key departments within the City and Ponca City School District to prepare the FEMA Hazard Mitigation Plan update.
- Implemented and completed ARPA (American Rescue Plan Act) Year-1 projects to include Small Business Assistance, Non-profit Assistance, Special Services assistance, 101 Rodeo bleacher project and University Center server upgrade project.
- Implemented a CDBG CV (Coronavirus) CARES (Coronavirus Aid, Relief and Economic Security) Act grant for food bank assistance, rent/mortgage assistance and utility assistance programs in partnership with New Emergency Resource Agency.
- Completed the FY 20 CDBG grant program that provided homebuyer assistance to 15 families, special services to 10 homeowners and Marland Grand Home renovations.
- Administered the Standing Bear Trails Phase VI grant project for trail and pond restoration.
- Applied for and received FY 22 CDBG funds for renovations at Attucks Park and funding for homebuyer assistance.



- Applied for and received Justice Assistance Grant funding for the purchase of equipment for the Ponca City Police Department.
- Applied for and received grant funding from Phillips 66 for equipment for the Fire Department and funding for the Parks and Recreation Department for two pollinator plots and a community garden/orchard.

**Fiscal 2024 Objectives:**

- Initiate a comprehensive revision of the City’s Zoning Code and present for adoption by late 2024.
- Complete the design phase of the former Santa Fe Depot rehabilitation project.
- Continue to collaborate with BNSF and the Federal Railroad Administration for the establishment of additional Quiet Zone locations in Ponca City.
- Adopt the ICC Energy Code that has not been updated by the State since 2009
- Complete CDBG FY 22 project list.
- Implement construction of Year-2 scope of projects utilizing the City’s ARPA funds.
- Prepare, submit and administer other state and federal grant applications as they become available.

**Budget Highlights**

- Added another Property Inspector for a total of three.

General Fund -Development Services								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Personal Services	549,179	568,389	596,429	664,076	499,626	746,351	82,275	12.39%
Material/Supplies	3,257	3,096	4,500	4,550	2,791	4,650	100	2.20%
Other Charges & Svcs	77,232	132,728	159,074	204,200	93,285	235,500	31,300	15.33%
Capital Outlay	24,003	0	0	157,000	77,902	35,000	(122,000)	(77.71%)
Transfers	9,869	6,944	8,108	10,465	6,755	13,485	3,020	28.86%
<b>Department Total</b>	<b>663,540</b>	<b>711,157</b>	<b>768,111</b>	<b>1,040,291</b>	<b>680,359</b>	<b>1,034,986</b>	<b>(5,305)</b>	<b>(0.51%)</b>

**Approved Capital**

Code Enforcement Vehicle

\$35,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	89,527	Health Insurance	(12,750)
FICA	1,640	Office Furn/Software	<u>(127,000)</u>
Medicare	383		
Retirement Plan 1	1,563		
ICMA Retirement City	814		
Life Insurance	834		
Workers Compensation	264		
Office Supplies	100		
Maint & Service Contracts	31,300		
Pickup Trucks	5,000		
Transfer to City Garage	3,000		
Transfer to Insurance	<u>20</u>		
Total	134,445	Total	(139,750)
	<b>Net Decrease</b>		<b><u>(\$5,305)</u></b>

**Personnel Summary:**

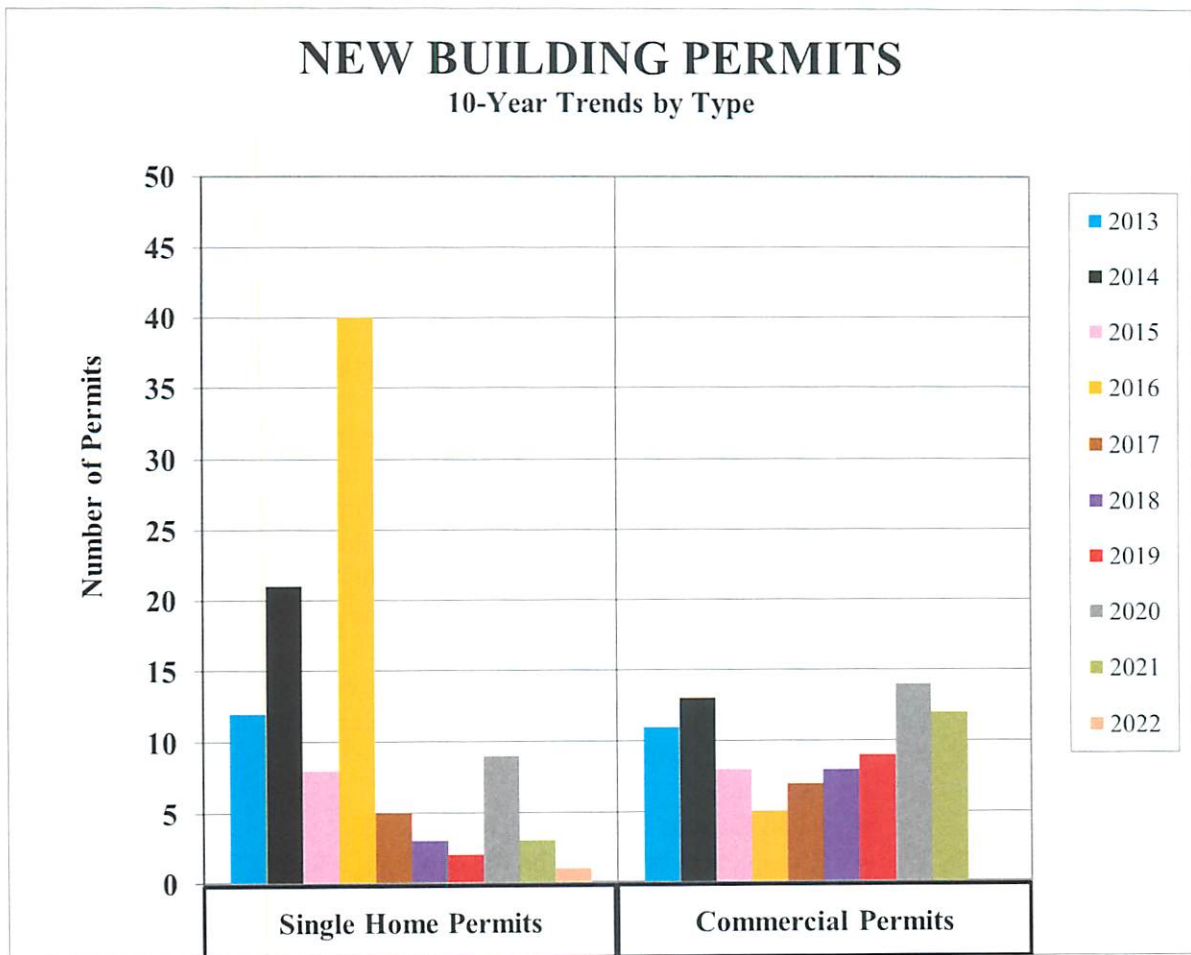
Development Services Director	1	Administrative Assistant	1
Inspectors	5	Grant Administrator	1

**Total Full Time Employees                    8**

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	7	7	7	7	7	7	7	7	7	<b>8</b>

**Explanation:**    FY 23/24 one Inspector position was added.



## 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 2023 Accomplishments:

- Continued to monitor construction of the new Public Safety Center.
- Upgraded to a 10-year AXON Officer Safety Plan that includes 45 AXON TASER 7 Units and Body Worn Video Cameras along with video management software. Also included in the plan are VR (Virtual Reality) headsets and training.
- Maintained two school resource officers, with one at the Ponca City Senior High School and one serving both Middle Schools with existing manpower, while bringing in approximately \$135,599 in reimbursement from Ponca City Public Schools.
- Received approximately \$15,650 in grant funding which was used for body armor and photography equipment.
- Logged 756 hours of volunteer service from 27 volunteers.
- Drove zero miles on mental health transports due to legislative changes. Reducing mileage on our fleet and strains on day to day manpower.
- Planned and completed the annual Shop with a Cop Christmas Program to help over 100 children in the community during the pandemic.
- Continued Cultural Competence/Implicit Bias training for all Police employees.
- Partnered with Pioneer Technology Center to start the Basic Police Officer Certification Program (CLEET) here in Ponca City.
- Partnered with Pioneer Technology Center to hold the Youth Police Academy.
- Held Citizens Police Academy Class 26.
- Complete construction on the new Public Safety Center.

### Fiscal 2024 Objectives:

- Transition operations to the new Public Safety Center.
- Constantly 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 Program Body Armor Partnership funding and maintain regular replacement of all body armor.
- Continue to seek grants and outside funding to maximize our efforts with current funding, while being fiscally responsible.
- Hold Citizens Police Academy Class 27.
- Partner with Pioneer Technology to conduct the Youth Police Academy during the summer of 2023.





**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
Maintenance/Custodian	1		

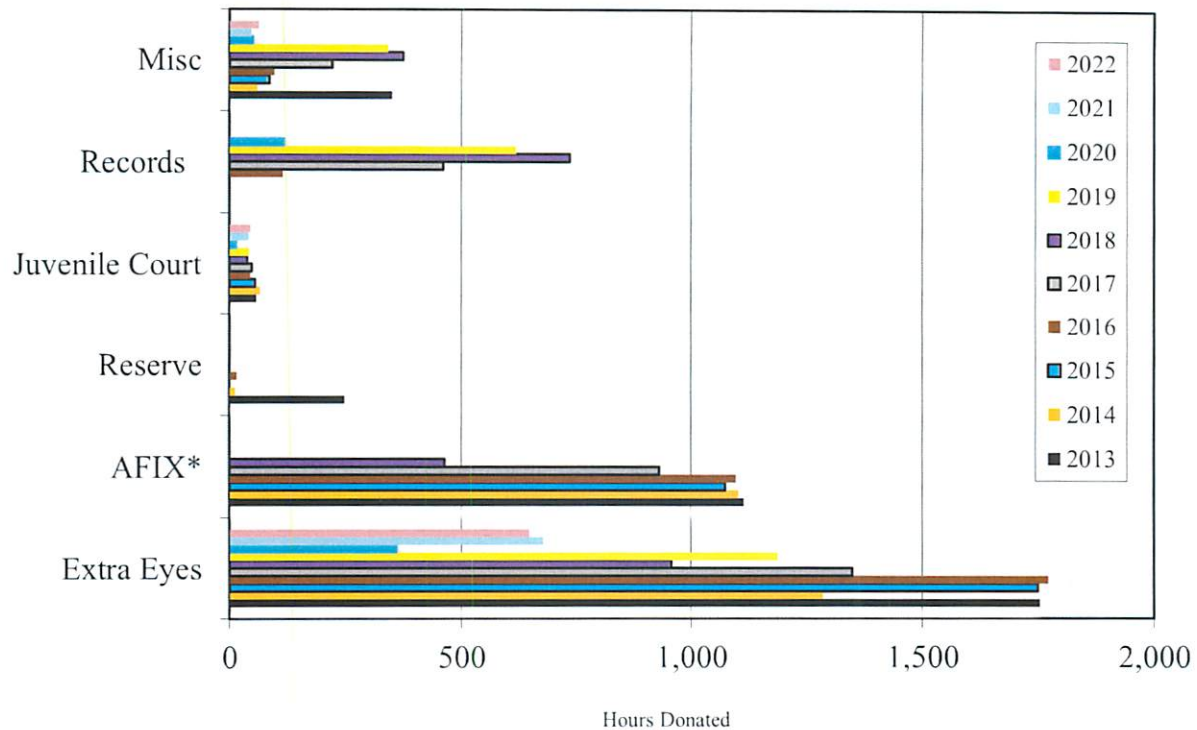
**Total Full Time Employees                    68**

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	68	68	68	68	68	67	67	67	67	68

**Explanation:**    FY 19-20 one Office Specialist position was eliminated.  
                           FY 23-24 Maintenance position was added.

## 10 Year History Volunteer Hours Donated to Police Department



\*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
2022	27	756
2021	24	767
2020	26	550
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

# 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, enforcing rabies vaccination laws, and City ordinances pertaining to animals, the Animal Control Center will be able to manage the City’s animal population.

**Fiscal 2023 Accomplishments:**

- Achieved goal of being a “No Kill” community by releasing 91.7% of all animals handled.
- Sold 328 City animal tags (all points of sale).
- Removed 1,173 dead animals from the community.
- Reported all stats to shelteranimalscount.org.
- Handled 899 animals, a decrease of 18% from previous year.
  - Released 824 animals to homes/rescues (91.7%).
  - Euthanized 75 animals (8.3%).
- Increased enforcement on intact animal violations.
- Started free micro-chipping clinics on a weekly basis.
- Improved ventilation in dog kennel area.

**Fiscal 2024 Objectives:**

- Continue to work on parvovirus vaccinations on intake of all dogs to help prevent outbreaks of parvovirus in the community and kennel.
- Continue partnership with Northern Oklahoma Humane Society on the spaying/neutering of cats.
- Continue partnership with Northern Oklahoma Humane Society on the barn cat program.
- Continue free micro-chipping on a weekly basis.
- Work to decrease response time on all daily calls.
- Continue to increase enforcement on intact animals.
- Maintain goal of “No Kill” by releasing 90% of adoptable animals.

General Fund - Animal Control								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	203,709	217,838	215,664	239,217	182,166	246,853	7,636	3.19%
Material/Supplies	6,947	8,430	6,783	15,200	5,651	15,600	400	2.63%
Other Charges & Svcs	7,256	6,955	8,970	12,700	4,529	12,950	250	1.97%
Capital Outlay	0	0	0	19,500	13,157	13,000	(6,500)	(33.33%)
Transfers	<u>8,587</u>	<u>9,751</u>	<u>16,444</u>	<u>15,003</u>	<u>14,502</u>	<u>24,091</u>	<u>9,088</u>	<u>60.57%</u>
<b>Department Total</b>	<b>226,498</b>	<b>242,974</b>	<b>247,861</b>	<b>301,620</b>	<b>220,006</b>	<b>312,494</b>	<b>10,874</b>	<b>3.61%</b>

**Approved Capital:** Partnership with Northern Oklahoma Humane Society \$13,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	6,563		Misc Capital Outlay	(6,500)
FICA	372			
Medicare	87			
Retirement Plan 1	525			
Health Insurance	25			
Workers Compensation	64			
Food Supplies	400			
Dues & Subscriptions	100			
Miscellaneous	150			
Transfer to City Garage	9,000			
Transfer to Insurance	<u>88</u>			
Total	17,374		Total	(6,500)
	<b>Net Increase</b>			<b><u>\$10,874</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>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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	4	4	4	4	4	4	4	4	4	4

Animal Control Activity

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<b>10 Year History</b>										
Animals Picked Up	1,489	1,339	1,294	1,320	1,322	1,250	1,270	1,180	1,102	899
Animals Destroyed	916	732	604	566	493	555	626	405	141	75
Destroyed Picked Up	62%	55%	47%	43%	37%	44%	49%	34%	13%	8%
Animals Released to Homes	624	607	690	754	829	695	644	775	961	824
Vicious Dogs Papers Served	27	7	12	5	10	5	6	12	9	12
Citations Issued	498	313	377	222	278	330	183	176	312	238
Impound Fees Collected	\$ 7,785*	\$ 14,545*	\$ 14,565	\$ 11,015	\$ 13,315	\$ 16,705	\$ 12,540	\$ 10,080	\$ 15,145	\$ 14,165
License Fees Collected	\$ 4,308	\$ 4,269	\$ 4,364	\$ 3,781	\$ 3,402	\$ 2,833	\$ 2,198	\$ 4,424	\$ 3,901	\$ 3,120
<b>Total Funds Collected</b>	\$ 12,093	\$ 18,814	\$ 18,814	\$ 14,796	\$ 16,717	\$ 19,538	\$ 14,738	\$ 14,504	\$ 19,046	\$ 17,285

\* Adoption fees were added to Impound Fees

# 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, lifesaving information and educational resources in regards to all dangerous situations that may occur in or around Ponca City.

- Fiscal 2023 Accomplishments:**
- Developed instructional brochure for public notification system.
  - Completed closeouts for weather radio grant, providing residents with 1,000 additional weather radios.
  - Completed closeouts on FEMA DR-4438 (2019 Flooding) and DR-4575 (2020 Ice Storm), recovering disaster expense funds totaling \$1,680,630.92.
  - Served as Oklahoma Emergency Management Association’s Legislative Committee Chair.
  - Served as Kay County Local Emergency Planning Committee Secretary.
  - Updated Kay County Local Emergency Planning Committee Hazardous Waste Materials Response Plan.
  - Prepared for future operations in the new Public Safety Center.

- Fiscal 2024 Objectives:**
- Complete implementation of Wireless Emergency Notification System as a public warning method.
  - Develop internal Standard Operation Procedure for the use of the notification system.
  - Provide public information and education using a variety of methods including social media, email and public presentations.

General Fund - Emergency Management								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	137,504	138,473	147,278	153,846	118,685	161,049	7,203	4.68%
Material/Supplies	507	1,296	490	6,200	795	6,400	200	3.23%
Other Charges & Svcs	24,022	19,725	17,276	35,400	13,403	36,200	800	2.26%
Capital Outlay	14,428	6,355	3,885	0	0	12,000	12,000	0.00%
Transfers	<u>1,628</u>	<u>2,805</u>	<u>1,325</u>	<u>3,116</u>	<u>980</u>	<u>3,121</u>	<u>5</u>	<u>0.16%</u>
<b>Department Total</b>	<b>178,088</b>	<b>168,654</b>	<b>170,254</b>	<b>198,562</b>	<b>133,863</b>	<b>218,770</b>	<b>20,208</b>	<b>10.18%</b>

**Approved Capital:** Replace Batteries in All Outdoor Warning Sirens \$12,000



**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	6,452			
FICA	262			
Medicare	61			
Retirement Plan 1	369			
Health Insurance	17			
Workers Compensation	42			
Building Maintenance	200			
Contract Labor	800			
Misc Capital Outlay	12,000			
Transfer to Insurance	<u>5</u>			
Total	20,208		Total	0
	<b>Net Increase</b>			<b><u>\$20,208</u></b>

**Personnel Summary:**

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

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2022-24</u>
Full Time	2	2	2	2	2	2	2	2	2	2

# Communications/911

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

- Fiscal 2023 Accomplishments:**
- Handled 20,860 Police calls for service.
  - Handled 5,994 Fire/EMS calls for service.
  - Handled 944 calls for other City services, rural fire departments, outside agencies, etc.
  - Completed Emergency Medical Dispatch Certification for two communications officers.
  - Worked with GIS to update all mapping for VESTA software implementation.
  - Two communications officers completed Chamber of Commerce PRIDE training for customer service.
  - Secured state 911 Grant to finalize updating GIS for Next Gen 911 compliance.
  - Completed all mandatory reporting for the State of Oklahoma 911 Management Authority.
  - Three communications officers attended ALERRT (Advanced Law Enforcement Rapid Response Training) Active Shooter training to better prepare for a response to active shooter situations.

- Fiscal 2024 Objectives**
- Transition operations to the new Public Safety Center.
  - Obtain Emergency Medical Dispatcher Certification for two communications officers.
  - Send all communications officers through PRIDE customer service training at the Chamber of Commerce.
  - Send communications officers through ALERRT (Advanced Law Enforcement Rapid Response Training) Active Shooter training to better prepare for a response to active shooter situations.
  - Update all communication officers on CPR/AED Training.

General Fund- Communications/911								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	546,068	525,358	596,927	617,896	471,577	642,792	24,896	4.03%
Material/Supplies	67	1,608	440	2,750	0	3,000	250	9.09%
Other Charges & Svcs	74,427	74,623	67,174	91,000	56,335	92,500	1,500	1.65%
Capital Outlay	0	0	112,100	0	0	0	0	0.00%
Transfers	998	998	998	145	109	151	6	4.14%
<b>Department Total</b>	<b>621,560</b>	<b>602,587</b>	<b>777,638</b>	<b>711,791</b>	<b>528,021</b>	<b>738,443</b>	<b>26,652</b>	<b>3.74%</b>

**Approved Capital:**        None

**Approved Budget Variances from Prior Year:**

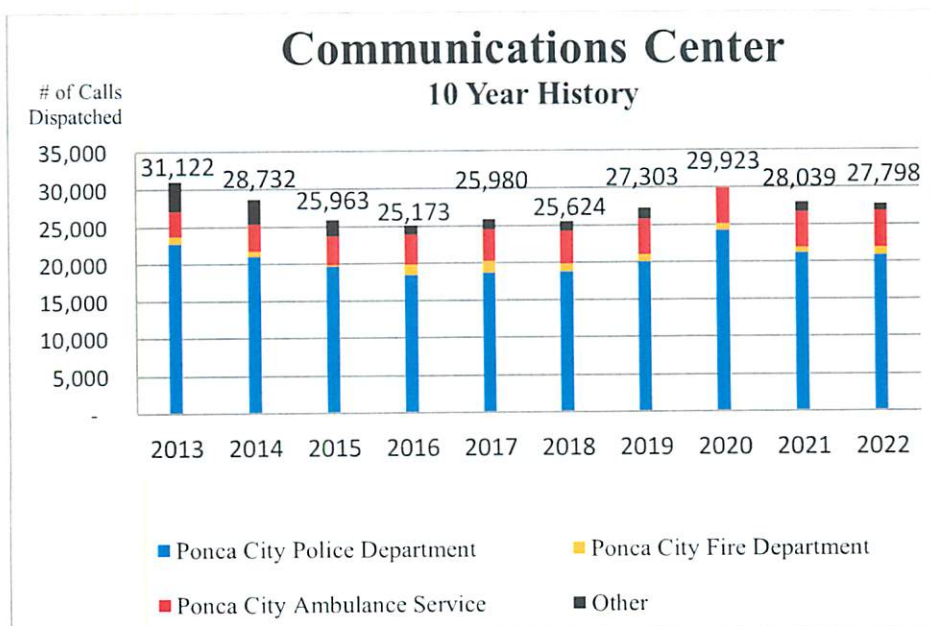
	<u>Increases</u>	<u>Decreases</u>
Full Time Salaries	21,442	
FICA	1,209	
Medicare	283	
Retirement Plan I	1,705	
Health Insurance	65	
Workers Compensation	192	
Misc Repair & Maintenance	250	
Gas Utilities	1,500	
Transfer to Insurance	<u>6</u>	
Total	26,652	Total                    0
	<b>Net Increase</b>	<b><u>\$26,652</u></b>

**Personnel Summary:**

Assistant Supervisor	1	Communications Officer	9
Senior Communications Officer	1		
<b>Total Full Time Employees</b>		<b>11</b>	

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2022-24</u>
Full Time	11	11	11	11	11	11	11	11	11	11



# 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 residents of Ponca City.

## Fiscal 2023 Accomplishments:

- Responded to 1,113 fire service related calls.
- Performed 50 in-home smoke alarm installations and provided 48 smoke alarms to walk-in recipients for a total of 98 units being distributed.
- Completed 937 fire safety inspections for Ponca City businesses and industries.
- Issued 40 burn permits to citizens and various organizations to allow for removal of on-site over-growth vegetation and limb debris.
- Provided five speaking engagements on the topic of fire safety for various civic organizations in the community.
- Promoted fire safety to approximately 3,000 children in area elementary schools during fire prevention month.
- Achieved a 2/2X ISO insurance classification rating, and reviewed its associated summary report to determine where future improvements can be made in preparation for the next re-rate cycle expected to occur in 2028.
- Implemented an apparatus deployment model that will standardize responses by initial type, location and scale of the incident.
- Placed into service twelve sets of firefighting personal protective equipment to replace existing gear that had reached the end of serviceable life.
- Placed into service five battery operated smoke extraction fans which are utilized to remove smoke and toxic fumes after performing structure fire suppression operations.
- Placed into service an administrative staff vehicle which replaced a staff vehicle that was no longer serviceable.

## Fiscal 2024 Objectives:

- Initiate use of the Department's software suite to maintain pre-fire planning information and building inspection data for the benefit of the City of Ponca City's insurance classification rating.
- Reorganize and update the Department's standard operating guidelines that relate to certain aspects of fireground operations and various administrative policies.
- Collaborate with neighboring volunteer fire service agencies to enhance the coordination of equipment and personnel resources during instances of mutual aid response.

- Perform an evaluation of the department's inventory of in-service and reserve firefighting turn-out personal protective gear and replace the PPE components that are at the end of serviceable life.

General Fund - Fire Administration								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	5,487,654	5,301,064	5,539,979	6,032,399	4,437,960	5,910,257	(122,142)	(2.02%)
Material/Supplies	76,768	88,309	71,449	110,100	62,668	113,400	3,300	3.00%
Other Charges & Svcs	47,815	55,750	51,039	62,000	51,144	63,500	1,500	2.42%
Capital Outlay	30,905	88,810	179,898	300,000	242,767	30,000	(270,000)	(90.00%)
Transfers	<u>175,631</u>	<u>137,185</u>	<u>136,321</u>	<u>132,363</u>	<u>152,399</u>	<u>157,687</u>	<u>25,324</u>	<u>19.13%</u>
<b>Department Total</b>	<b>5,818,773</b>	<b>5,671,118</b>	<b>5,978,687</b>	<b>6,636,862</b>	<b>4,946,938</b>	<b>6,274,844</b>	<b>(362,018)</b>	<b>(5.45%)</b>

**Approved Capital:** Pumper Apparatus (CIP) \$650,000  
 Fire Hose Replacement \$20,000  
 Chainsaws (4) \$10,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
FICA	113	Full Time Salaries	(45,635)
Retirement Plan 1	350	Medicare	(1,159)
Building Maintenance	3,300	Retirement Plan 4	(15,134)
Dues & Subscriptions	500	Health Insurance	(59,312)
Maint & Svc Contract	1,000	Life Insurance	(778)
Misc Capital Outlay	30,000	Workers Compensation	(587)
Transfer to City Garage	25,000	Sp Purp Vehicles & Trucks	(90,000)
Transfer to Insurance	<u>324</u>	Special Purp Equipment	<u>(210,000)</u>
<b>Total</b>	<b>60,587</b>	<b>Total</b>	<b>(422,605)</b>
<b>Net Decrease</b>		<b><u>(\$362,018)</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

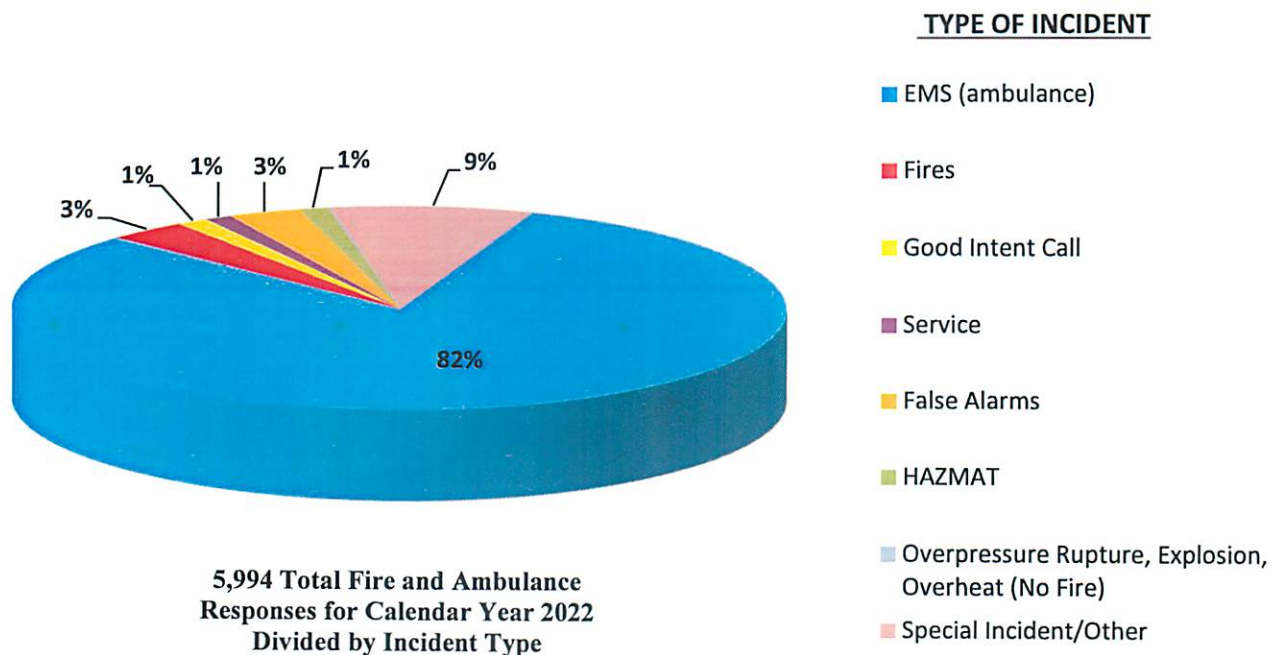
**Total Full Time Employees 57**

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	57	57	57	57	57	57	57	57	57	57



## 2022 Annual Emergency Response Analysis





## 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 2023 Accomplishments:

- Responded to 4,881 ambulance service calls.
- Provided 462 out of town patient transfers from Ponca City to distal receiving facilities.
- Established a clinical agreement with the Phillips 66 Safety Group to provide for students of refinery sponsored EMT (Emergency Medical Technician) coursework to perform clinical experiences with PCFD. The resulting collaboration enhances interagency response to medical emergencies within the refinery as well as to the community in the event of a catastrophic occurrence.
- Provided for five PCFD personnel to participate in paramedic coursework at Pioneer Technology Center.
- Participated in the Oklahoma Health Care Authority's Ground Emergency Medical Transport program which yielded a net return of approximately \$600,000.00 to the City of Ponca City for operational shortfalls associated with the transport of Medicaid qualified patients.
- Engaged in the process of reporting agency specific details and operational data to the Medicare Ground Ambulance Data Collection System for calendar year 2022 as required by the Center for Medicare and Medicaid Services.
- Placed an order for a new ambulance vehicle in keeping with the City's ongoing fleet replacement program.

### Fiscal 2024 Objectives:

- Review the ambulance service's current medical direction oversight mechanism and seek to identify ways to improve the methods by which quality assurance and medical protocol assessments are performed.
- Collaborate with Air-Evac Helicopter Service in order to establish pre-determined landing zone locations within the geographical response area covered by PCFD ambulance services.
- Re-evaluate and modify current departmental treatment guidelines in an effort to improve the EMS continuum of care for the patients served by PCFD.

<b>General Fund - Fire/Ambulance</b>								
<b>EXPENDITURES:</b>	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	586,690	700,975	684,794	872,303	560,935	864,109	(8,194)	(0.94%)
Material/Supplies	77,957	82,756	89,648	89,000	65,286	91,500	2,500	2.81%
Other Charges & Svcs	95,616	115,742	115,005	161,000	143,542	201,000	40,000	24.84%
Capital Outlay	268,249	0	46,028	275,000	43,711	105,000	(170,000)	(61.82%)
Transfers	<u>105,811</u>	<u>129,178</u>	<u>115,825</u>	<u>118,798</u>	<u>100,197</u>	<u>153,965</u>	<u>35,167</u>	<u>29.60%</u>
<b>Department Total</b>	<b>1,134,324</b>	<b>1,028,651</b>	<b>1,051,300</b>	<b>1,516,101</b>	<b>913,671</b>	<b>1,415,574</b>	<b>(100,527)</b>	<b>(6.63%)</b>

<b>Approved Capital:</b>	Life Pack 15 Patient Monitor Device	\$44,000
	Striker Power Cot	\$31,000
	Stryker Power Load System	\$30,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Health Insurance	81	Full Time Salaries	(18,706)
Subsistence Expense	11,600	Medicare	(103)
Medical Supplies	2,500	Retirement Plan 4	(995)
Medical Consulting Svcs	4,000	Workers Compensation	(71)
Misc Contractual Svcs	36,000	Ambulances	<u>(275,000)</u>
Special Purpose Equipment	105,000		
Transfer to Insurance	167		
Transfer to City Garage	<u>35,000</u>		
<b>Total</b>	<b>194,348</b>	<b>Total</b>	<b>(294,875)</b>
	<b>Net Decrease</b>		<b><u>(\$100,527)</u></b>

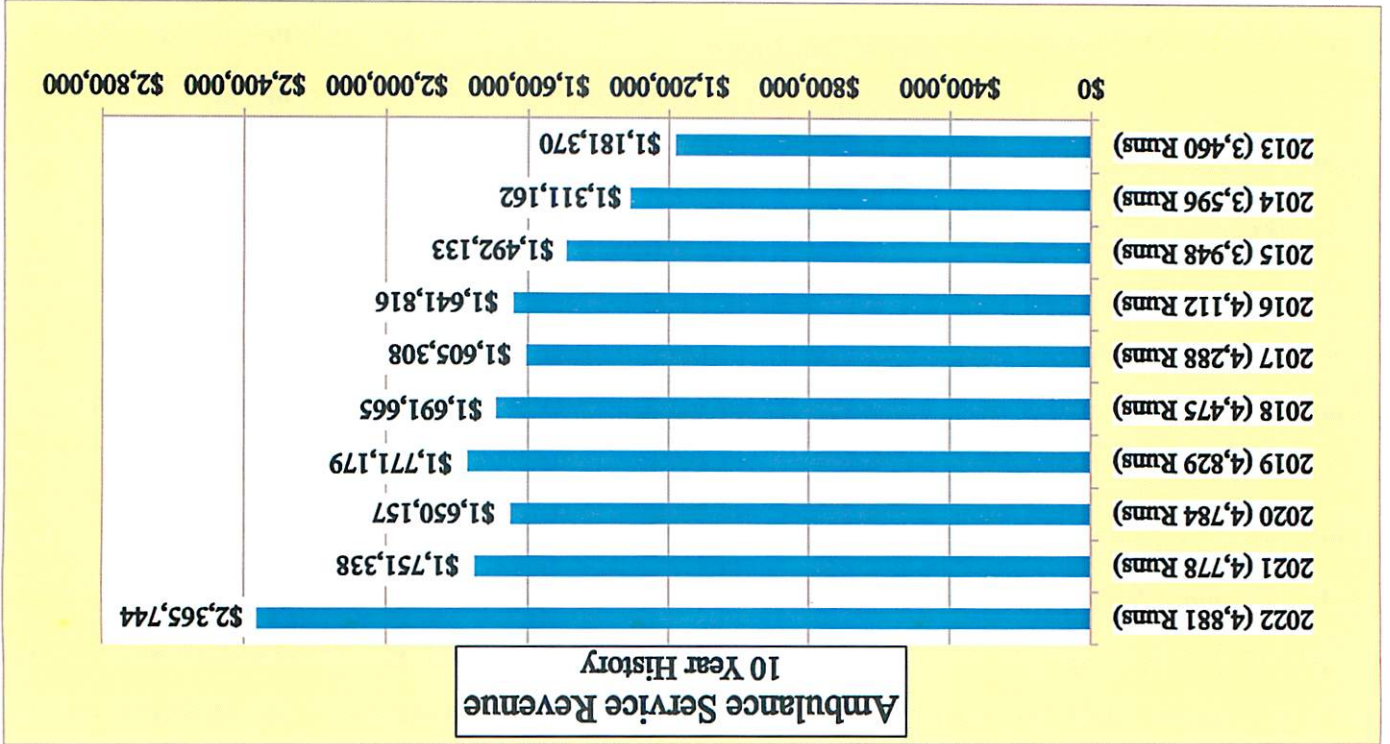
**Personnel Summary:**

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

**Total Full Time Employees                      12**

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	12	12	12	12	12	12	12	12	12	12



Ambulance revenue is recognized and recorded when paid.





## Street

### **Department Mission:**

The Street Department will provide proper maintenance of streets, alleys, drainage systems, parking lots, snow and ice removal and assist other departments that request support. The department is responsible for the maintenance of 173 miles of streets, 71 miles of alleys, 25 miles of stormwater drainage systems and 22 City drives and parking lots.

### **Fiscal 2023 Accomplishments:**

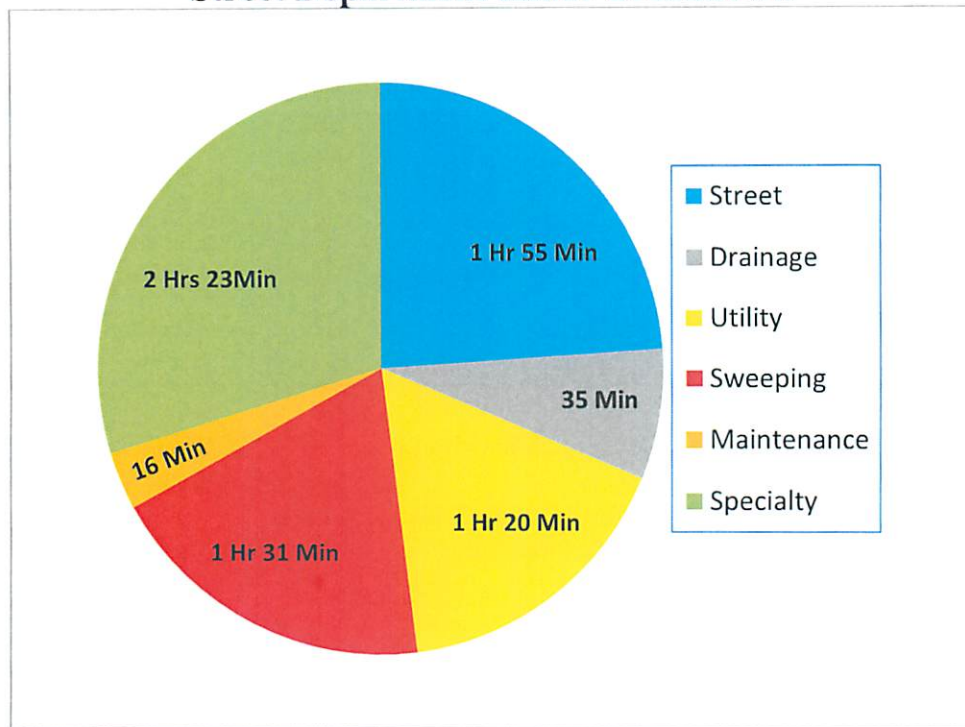
- Completed a 1,200-foot cart trail from the golf course to the driving range utilizing 70 cubic yards of concrete.
- Completed the demolition of the 4 houses at the airport. This included removing houses, extra driveways and replacing the curb in those areas, as well as re-grading the area and hauling off 2,190 cubic yards of debris.
- Removed and disposed of 535 cubic yards of brick paving in conjunction with the Street and Water Line Improvement Project, Third Street – Walnut Avenue to Oklahoma Avenue.
- Continued grinding down bumps and humps at several intersections and pavement changes throughout the city.
- Completed the concrete sidewalks and parking lot for the new bathrooms at the Lake Ponca Campgrounds using 61 cubic yards of concrete. Completed the concrete sidewalks and parking area for the new bathrooms at the Lake Ponca Park area using 35 cubic yards of concrete.
- Continued the construction of the driving range at the Lew Wentz Golf Course. To date the street department has hauled 70,000 cubic yards of dirt and materials and are on the final lift.

### **Fiscal 2024 Objectives:**

- Complete a tee area, cart parking area and fencing at the driving range.
- Repair an existing drainage channel near the Washington PreK Center building.
- Partner with the Stormwater Division to stay in compliance with the Oklahoma Department of Environmental Quality requirements for stormwater runoff within the City.
- Continue to expand the asphalt recycling program utilizing street millings from previous overlay projects. There are several alleys and drainage areas where this program could be successful.
- Chip and seal approximately ten lane miles.
- Crack seal approximately five miles.
- Replace 700 feet of curb and gutter.



### 2022 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 Maintenance Superintendent	1	Maintenance Worker II	4
Maintenance Supervisor	2	Maintenance 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>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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	20	20	20	20	20	18	18	18	18	<b>18</b>

**Explanation:** 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, GIS (Geographic Information Services) and public resource information.

**Fiscal 2023 Accomplishments:**

- Completed the survey, design, plan preparation, bidding, construction oversight and inspection for the following Street Sales Tax funded projects:
  - Street and Water Line Improvements – Concrete Reconstruction, Hartford Avenue from NE Woodland Road to El Camino Street.
  - Street Improvement Project – Concrete Reconstruction, Walnut Avenue from Third Street to Fourth Street.
  - Street Improvement Project – Concrete Reconstruction, Prospect Avenue from Union Street to Broughton Road.
  - Sidewalk Improvements, Third Street – West Side, Grand Avenue to 100 feet south.
  - Alley Improvement Project – Concrete Reconstruction, Between Grand Avenue and Central Avenue from Third Street to Fourth Street.
- Completed project administration and construction oversight for the Street, Water Line and Storm Sewer Improvement project on Third Street from Walnut Avenue to Oklahoma Avenue.
- Provided engineering and survey support services and prepared the plans for the following projects:
  - Construction of a new bathroom facility at the Lake Ponca Park.
  - Construction of a new bathroom facility and basketball court at Attucks Park.
  - Construction of a new security fence at the Ponca City Landfill.

**Fiscal 2024 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.
- Complete Phase One of the Joe Street Drainage Improvements project for construction of a detention pond and drainage improvements in the Joe Street and Young Avenue flood problem area.
- Complete new aerial photography including oblique imagery for flight number three with Pictometry International Corp.
- Provide engineering, design, plans, and bidding services as well as consultant and construction oversight in the support of other City department's projects and programs including Parks and Recreation Department, Environmental Service Water Department and Stormwater program.
- 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>								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	517,588	530,935	552,003	592,132	373,449	620,123	27,991	4.73%
Material/Supplies	7,716	6,726	2,571	13,500	7,066	13,500	0	0.00%
Other Charges & Svcs	16,279	19,855	18,545	46,180	18,386	47,030	850	1.84%
Capital Outlay	0	0	7,415	18,000	17,379	0	(18,000)	(100.00%)
Transfers	<u>3,787</u>	<u>4,998</u>	<u>4,715</u>	<u>6,349</u>	<u>4,760</u>	<u>10,364</u>	<u>4,015</u>	<u>63.24%</u>
<b>Department Total</b>	<b><u>545,370</u></b>	<b><u>562,513</u></b>	<b><u>585,249</u></b>	<b><u>676,161</u></b>	<b><u>421,040</u></b>	<b><u>691,017</u></b>	<b><u>14,856</u></b>	<b><u>2.20%</u></b>

**Approved Capital:**        None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salares	24,135	Misc Capital Outlay	<u>(18,000)</u>
FICA	1,340		
Medicare	313		
Retirement Plan 1	1,926		
Health Insurance	60		
Workers Compensation	217		
Dues & Subscriptions	250		
Education & Training	500		
Miscellaneous	100		
Transfer to City Garage	4,000		
Transfer to Insurance	<u>15</u>		
<b>Total</b>	<b>32,856</b>	<b>Total</b>	<b>(18,000)</b>

**Net Increase            \$14,856**

**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>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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	7	7	7	7	7	6	6	6	6	6

**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 and efficient movement of today’s traffic, and to plan improvements designed to accommodate tomorrow’s traffic.

- Fiscal 2023 Accomplishments:**
- Replaced batteries at four signalized intersections equipped with battery back-up systems under routine replacement program.
  - Contracted 71,280 linear feet of pavement marking replacement on major street system.
  - Produced 835 traffic control signs and 3,958 special signs/decals for City departments and other governmental agencies.
  - Replaced 486 traffic control signs and 270 street name markers under routine maintenance program.
  - Conducted 24-hour traffic volume counts at 81 locations on through street system.
  - Conducted 23 battery backup tests, 36 conflict monitor tests, 53 emergency vehicle preemption tests and replaced 172 LED signal lamps under routine traffic signal maintenance program.

- Fiscal 2024 Objectives:**
- Commence multi-year program to replace traffic signal infrastructure at all signalized intersections.
  - Contract for \$100,000.00 of pavement striping on major streets.
  - Prepare plans and specifications and manage construction of approved Street Sales Tax projects.
  - Replace the oldest 10% +/- of traffic control signs throughout 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.

General Fund - Traffic Engineering								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Personal Services	404,237	399,966	432,645	452,744	346,942	473,071	20,327	4.49%
Material/Supplies	43,325	25,898	37,949	47,100	27,760	47,250	150	0.32%
Other Charges & Svcs	2,853	2,194	3,308	5,400	4,013	6,400	1,000	18.52%
Capital Outlay	0	10,935	0	0	0	190,000	190,000	0.00%
Transfers	<u>17,721</u>	<u>16,341</u>	<u>31,663</u>	<u>20,321</u>	<u>19,035</u>	<u>26,379</u>	<u>6,058</u>	<u>29.81%</u>
<b>Department Total</b>	<b>468,137</b>	<b>455,334</b>	<b>505,565</b>	<b>525,565</b>	<b>397,750</b>	<b>743,100</b>	<b>217,535</b>	<b>41.39%</b>

**Approved Capital:** 1 Ton Truck w/Manlift \$190,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	18,069			
FICA	790			
Medicare	184			
Retirement Plan 1	1,115			
Health Insurance	44			
Workers Compensation	125			
Computer Supplies	100			
Janitor Supplies	50			
Gas Utilities	1,000			
Special Purpose Vehicles	190,000			
Transfer to City Garage	6,000			
Transfer to Insurance	<u>58</u>			
<b>Total</b>	<b>217,535</b>		<b>Total</b>	<b>0</b>
	<b>Net Increase</b>			<b><u>\$217,535</u></b>

**Personnel Summary:**

Traffic Engineering Manager	1	Skilled Maintenance Technician	1
Traffic Signal Maintenance Technician	1	Signs & Markings Technician	2
Engineering Technician II	1		

**Total Full Time Employees                    6**

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	6	6	6	6	6	6	6	6	6	6

## Park Maintenance

### Department Mission:

Park Maintenance division 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 2023 Accomplishments:

- Facility Rentals for 2022:
  - 882 Campground nights.
  - 23 Stage rentals.
  - 324 Shelter House rentals.
  - 18 Daily Ski Dock rentals.
  - Campground rentals decreased from 2021 by 39% due to the facility being closed for renovations. All other rentals had an overall increase of 22%.
- Lake Ponca Permits for 2022:
  - 574 Annual Fishing Permits.
  - 460 Annual Boating Permits.
  - 133 Annual Paddleboard, Canoe or Kayak Permits.
  - 722 Daily Fishing Permits.
  - 506 Daily Boating Permits.
  - 66 Senior Lifetime Fishing Permits.
  - 5 Disability Fishing Permits.
- Maintained Tree City USA certification for the past 17 years.
- Edged numerous miles of arterial roadways.
- Maintained and mowed 715 acres of grass area with areas mowed every week and every two weeks.
- 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 Ponca docks, two covered fishing docks, three mooring docks and the lake patrol's dock.
- Sprayed over 70 acres for weed control.
- Planted over 10,000 bulbs across the City.
- Maintained both AMBUC and Wentz Pools.
- Maintained all five splash pads.
- Completed 160 work orders for the year.
- Enhanced the urban forest by planting over 115 trees.
- Continued to add playground structures.
- Removed dead trees from City parks.
- Installed new bathroom facility at Lake Ponca Park.
- Became a Bee City USA and established pollinator plots throughout the City.

### Fiscal 2024 Objectives:

- Maintain a high standard of landscape by planting more perennials and shrubs.
- Maintain Tree City USA Certification.
- Maintain Bee City USA Certification.
- Maintain Park system and Lake with the highest quality standards.
- Continue Arbor Day Celebration with local schools and citizens.
- Increase rentals of campgrounds and shelters by 5 percent.



- Trim and prune all trees in parks and lake areas.
- Create more lake accessible areas along shoreline.

**Budget Highlights:**

- Annually grow plant material for the City with a value of \$175,000.

General Fund - Park Maintenance								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	1,339,917	1,331,806	1,456,537	1,684,736	1,175,787	1,663,786	(20,950)	(1.24%)
Material/Supplies	91,821	94,249	94,186	117,375	98,881	120,895	3,520	3.00%
Other Charges & Svcs	26,132	27,873	26,237	37,150	28,030	38,250	1,100	2.96%
Capital Outlay	0	0	281,942	109,000	100,790	133,000	24,000	22.02%
Transfers	<u>131,628</u>	<u>154,870</u>	<u>210,644</u>	<u>190,952</u>	<u>151,820</u>	<u>246,874</u>	<u>55,922</u>	<u>29.29%</u>
<b>Department Total</b>	<b>1,589,497</b>	<b>1,608,798</b>	<b>2,069,545</b>	<b>2,139,213</b>	<b>1,555,309</b>	<b>2,202,805</b>	<b>63,592</b>	<b>2.97%</b>

<b>Approved Capital:</b>	New Playground Equipment for Dan Moran Park (Hotel/Motel) \$150,000 Upgrade Electrical Services at Duck Pond (Hotel/Motel) \$65,000 Roof Repair Parks Department Shop \$55,000 City Owned Ski Docks \$50,000 Woods 15" Batwing Rotary Cutter \$28,000
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**Approved Budget Variances from Prior Year:**

	Increases		Decreases
Full Time Salaries	1,076	FICA	(986)
Part Time Salaries	8,444	Medicare	(231)
Overtime	15,000	Retirement Plan 1	(3,825)
ICMA Retirement City	413	Health Insurance	(39,760)
Food Supplies	695	Life Insurance	(933)
Wearing Apparel	1,000	Workers Compensation	(148)
Misc Supplies	500	Office Supplies	(300)
Equipment & Tools Maint	5,000	Chemical Supplies	(2,000)
Lake Ponca Maint	2,000	Hand Tools	(3,000)
Miscellaneous Utilities	500	Building Maintenance	(375)
Travel Expenses	500	Natural Gas Utilities	(2,000)
Educ & Trng Assistance	1,500	Parks & Rec Equipment	<u>(109,000)</u>
Contingencies	600		
Misc Capital Outlay	133,000		
Transfer to City Garage	55,000		
Transfer to Insurance	<u>922</u>		
<b>Total</b>	<b>226,150</b>	<b>Total</b>	<b>(162,558)</b>
	<b>Net Increase</b>	<b>\$63,592</b>	

**Personnel Summary:**

Director	1	Park Ranger	1
Horticulture Supervisor	1	Administrative Secretary	1
Part Maintenance Supervisor	1	Maintenance Worker II	6
Skilled Maintenance Technician	2	Maintenance Worker I	6
Equipment Operator I	1	Laborer – Part Time	1
Small Engine Mechanic	1	Seasonal Maintenance – Part Time	9
Senior Maintenance Worker	2		

**Total Full Time Employees 23**

**Total Part Time Employees 10**

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	23	23	23	23	23	23	23	23	23	23



# AMBUC Pool

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

- Fiscal 2023 Accomplishments:**
- Summer 2022 attendance:
    - 2,444 – Adult Swimmers.
    - 4,187 – Child Swimmers.
    - 176 – Lap Swimmers.
    - 376 – RecPlex Member Swimmers.
  - Conducted swim lessons for 122 children.
  - Operated concessions at AMBUCS.
  - Operated registration software to process all attendees’ transactions.
  - Conducted bi-weekly in-service training for lifeguard staff.

- Fiscal 2024 Objectives:**
- Continue in-service training for seasonal staff.
  - Continue selling swimming pool passes.
  - Expand Concessions offerings.
  - Continue American Red Cross lifeguard certifications.
  - Continue operating registration software.

General Fund - AMBUC Pool								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	48,730	45,132	53,485	68,123	44,462	127,772	59,649	87.56%
Material/Supplies	14,320	15,040	15,017	16,695	6,012	17,195	500	2.99%
Other Charges & Svcs	261	321	257	650	280	665	15	2.31%
Capital Outlay	0	0	0	0	0	50,000	50,000	0.00%
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>643</u>	<u>482</u>	<u>671</u>	<u>28</u>	4.35%
<b>Department Total</b>	<b>63,311</b>	<b>60,493</b>	<b>68,760</b>	<b>86,111</b>	<b>51,236</b>	<b>196,303</b>	<b>110,192</b>	<b>127.97%</b>

**Approved Capital:** AMBUC Pool Professional Services \$50,000



**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Part Time Salaries	54,900	Gas Utilities	(200)
FICA	3,404		
Medicare	796		
Workers Compensation	549		
Chemical Supplies	500		
Contingencies	215		
Pools Capital Improvement	50,000		
Transfer to Insurance	<u>28</u>		
	Total	Total	(200)
	110,392		
	<b>Net Increase</b>	<b><u>\$110,192</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			
<b>Total Part Time Employees</b>		<b>13</b>	

**Personnel History:** No Full Time Employees



## Recreation Programs

**Department Mission:** The Recreation Programs Department will provide quality recreation opportunities with goals of developing healthy minds, bodies and enhancing the quality of life.

- Fiscal 2023 Accomplishments:**
- Senior Center Statistics:
    - 8,416 Senior meals served Monday-Friday, averaging 32 meals a day.
    - 1 Seasons of Aging Programs (average attendance of 35).
    - 65+ Scheduled Medicare Part D prescriptions appointments.
    - 1700+ Activities over the year, averaging 6.5 activities a day.
    - 40 Facilitated flu and Covid shots for seniors.
    - 3 Bus trips (25 average attendees)
  - Organized and administered Veterans Day Program – 60 people in attendance.
  - Coordinated Senior Sock Hop – 60+ attendees.
  - Hosted the Caregivers Support Group.
  - Collaborated with Cimarron Transit, RSVP, PCPS, Doodle Academy, Family Discount Pharmacy, Senior Resource Network of Northern Oklahoma, and Conoco Retirees to improve services and provide programs for community seniors.
  - Engaged with the Noon Lions and On Goers Club and participated in the Community Assistance Fair at the Ponca City Library and Health Fair at Hospice of North Central Oklahoma to promote the Senior Center.
  - Completed total renovation of the Senior Center facility – roof, HVAC, electric panel, flooring, lighting, ADA compliant restrooms, etc.
  - Refinished Unity Gym basketball floor and reset basketball goal height.
  - Unity Gym rentals included 51 baseball, 47 softball, 41 futsal, 20 basketball, 13 volleyball, 19 other sports rentals and 12 private event rentals.
  - Unity Gym served as a hosting site in partnership with several City departments for City Employee Health Fair, Youth Aviation Camp, PD Cadet Physical Training & Road Show, Public Works' Earth Day, and Marland Mansion's Octoberfest.
  - Unity Gym served as a hosting site for community group events including Quarterback Club Sport Physical Event, Master Gardeners Plants for Pleasure, and K9 Dog Training of Ponca City Spring Dog Show.
  - Continued Kayak Rental program at Lake Ponca. Kayak Rental Statistics:
    - 180 kayak rentals.
    - 5 special group rentals.
    - 8 kayak tours with 117 participants.
    - 7 kayak lessons.
  - Coordinated the annual Moon Light Turkey Trot (Glow Run) – 82 participants.
  - Hosted one Dog Obedience Class – 13 participants.
  - Replied to over 100 Letters to Santa.
  - Coordinated First Annual Cluck, Oink, Moo 5K – 32 participants.
  - Hosted Third Annual Color Blast Fun Run – 110 participants.
  - Hosted First Annual Shamrock 5K, 10K Run.
  - Organized the Lighted Christmas Parade – 80 registered entries.

- Coordinated the following Youth Activities:
  - Youth Fishing Clinic – 48 participants.
  - Youth Tennis Camp – 50 participants.
  - Youth Scooter and Skate Camp – 22 participants.

**Fiscal 2024 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>	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	201,061	258,758	279,244	356,650	227,027	338,078	(18,572)	(5.21%)
Material/Supplies	54,874	66,218	90,662	85,650	53,684	88,200	2,550	2.98%
Other Charges & Svcs	37,946	34,892	37,290	46,350	36,006	47,725	1,375	2.97%
Capital Outlay	0	0	0	0	0	0	0	100.00%
Transfers	<u>7,499</u>	<u>6,996</u>	<u>7,230</u>	<u>9,068</u>	<u>5,410</u>	<u>9,835</u>	<u>767</u>	<u>8.46%</u>
<b>Department Total</b>	<b>301,379</b>	<b>366,863</b>	<b>414,426</b>	<b>497,718</b>	<b>322,128</b>	<b>483,838</b>	<b>(13,880)</b>	<b>(2.79%)</b>

**Approved Capital:**      Self Service Kayak Rental Kiosk      (Donated FY23) \$15,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	8,482	Part Time Salares	(26,186)
Retirement Plan 1	693	FICA	(1,132)
Health Insurance	21	Medicare	(265)
Misc Supplies	1,000	Workers Compensation	(185)
Buildings Maintenance	2,550	Misc Repair & Maintenance	(1,000)
Travel Expenses	1,000	Gas Utilities	(3,000)
Advertising	500	Printing	(500)
Dues & Subscriptions	225	Recreation Officials	<u>(3,500)</u>
Education & Training	1,000		
Senior Center Other Charges	5,000		
Miscellaneous	650		
Transfer to City Garage	500		
Transfer to Insurance	<u>267</u>		
Total	21,888	Total	(35,768)
	<b>Net Decrease</b>		<b><u>(\$13,880)</u></b>

**Personnel Summary:**

Assistant Parks & Recreation Director	1	Recreation Coordinator	1
Senior Center Programming Specialist	1	Senior Center Assistant – Part Time	2
Senior Center Operations Specialist	1	Building Attendant – Part Time	1
Park Program Counselor – Part Time	1	Sports Assistant – Part Time	1
<b>Total Full Time Employees</b>		<b>4</b>	
<b>Total Part Time Employees</b>		<b>5</b>	

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	3	3	3	3	3	3	3	3	3	4

**Explanation:** FY 23/24 Senior Center Operations Specialist position was added.



# Wentz Camp

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

- Fiscal 2023 Accomplishments:**
- Summer 2022 attendance:
    - 2,299 Adult Swimmers.
    - 2,043 Child Swimmers.
    - 100 RecPlex Membership Swimmers.
    - 46 Swim Passes.
  - Rented Wentz Camp and dining hall for 51 private events.
  - Hosted second annual Independence Day Celebration at Wentz Pool with over 150 attendees.
  - Conducted bi-weekly in-service training for seasonal staff.
  - Replaced doors and repaired and resealed masonry on cabin #12 and the concession stand.
  - Operated registration software to process all attendee’s transactions.

- Fiscal 2024 Objectives:**
- Continue in-service training for seasonal staff.
  - Continue process of cleaning and sealing buildings.
  - Continue to expand rental availability of cabins.
  - Continue work on broken and missing tile on pool deck and stairs.

General Fund - Wentz Camp								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Personal Services	37,197	29,713	32,824	70,493	30,376	64,501	(5,992)	(8.50%)
Material/Supplies	23,706	28,211	27,153	31,250	10,160	32,175	925	2.96%
Other Charges & Svcs	1,608	2,116	3,545	5,675	3,513	5,845	170	3.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>3,677</u>	<u>1,177</u>	<u>1,177</u>	<u>4,058</u>	<u>3,043</u>	<u>4,237</u>	<u>179</u>	<u>4.41%</u>
<b>Department Total</b>	<b>66,187</b>	<b>61,218</b>	<b>64,699</b>	<b>111,476</b>	<b>47,093</b>	<b>106,758</b>	<b>(4,718)</b>	<b>(4.23%)</b>

**Approved Capital:** Exterior Repair of Wentz Entry Wall Hotel/Motel \$50,000



**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Workers Compensation	511	Part Time Salaries	(5,899)
Chemical Supplies	500	FICA	(490)
Medical Supplies	250	Medicare	(114)
Grounds Maintenance	250	Hand Tools	(250)
Equipment & Tools Maintenance	175	Gas Utilities	<u>(1,000)</u>
Misc Other Charges	1,170		
Transfer to Insurance	<u>179</u>		
Total		Total	
	3,035		(7,753)
Net Decrease		<u>(\$4,718)</u>	

**Personnel Summary:**

Head Lifeguard – Part Time	1	Concession Cashier – Part Time	2
Camp Maintenance – Part Time	2	Lifeguard – Part Time	6
<b>Total Part Time Employees</b>		<b>11</b>	

**Personnel History:** No full time employees

# Marland’s Grand Home

**Department Mission:**

Marland’s Grand Home will preserve and maintain the 1916 historic first mansion of E.W. Marland, oil baron and tenth governor of Oklahoma. Interpretation for tourists includes renovated 1920’s era living areas, plus collections of 101 Ranch and American Indian artifacts that pertain to the life of Marland and his family.

**Fiscal 2023 Accomplishments:**

- Waterproofed below grade walls of northwest front façade to prevent basement moisture leaks.
- Hosted a new “Listen and Learn” educational series presentation on the “History of Marland’s Stone Barn.”
- Advertised in Guide to Green Country, Oklahoma Today, and American Road magazines.
- Received a \$10,000 grant to assist with historic renovations of the site.
- Held Christmas Open House event with the FMGH (Friends of the Marland Grand Home).

**Fiscal 2024 Objectives:**

- Repair and plaster damaged west basement walls and ceiling. Restore and rehang original Marland Estate bar cabinet.
- Repair the stenciling in the library as close to original as possible.
- Restore the original hardwood floors on the second level of the site.
- Add protective metal mesh over glass on basement exterior doors and windows.
- Create a better appreciation for the home and architecture as a historic house museum, develop more authentic/accurate museum space and create a more desirable special events/meeting venue.
- Continue to work in partnership with the Cultural Affairs Commission, Ponca City Tourism, FMGH and the 101 Ranch Collectors/Old Timers.
- Support and partner with FMGH to accomplish a fundraiser for the site.
- Apply for grants to assist with further historic renovations of the site.

**Budget Highlights:**

- Waterproofed below grade walls of the northwest front façade.

General Fund - Marland's Grand Home								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	60,355	60,019	63,915	81,111	31,478	79,256	(1,855)	(2.29%)
Material/Supplies	6,507	5,917	8,468	9,500	3,947	9,725	225	2.37%
Other Charges & Svcs	6,822	10,460	6,006	10,300	6,120	10,345	45	0.44%
Capital Outlay	0	11,000	0	20,000	18,120	25,000	5,000	25.00%
Transfers	<u>3,363</u>	<u>3,363</u>	<u>3,363</u>	<u>4,314</u>	<u>3,236</u>	<u>4,504</u>	<u>190</u>	<u>4.40%</u>
<b>Department Total</b>	<b>77,047</b>	<b>90,759</b>	<b>81,752</b>	<b>125,225</b>	<b>62,899</b>	<b>128,830</b>	<b>3,605</b>	<b>2.88%</b>

**Approved Capital:** Refurnish Hardwood Floors on 2<sup>nd</sup> Floor \$15,000  
 Repair and Paint Basement West Walls and Ceiling (Donation/Grant 20K) \$10,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Health Insurance	10	Full Time Salaries	(1)
Life Insurance	8	FICA	(633)
Buildings Maintenance	225	Medicare	(148)
Gas Utilities	45	Retirement Plan 1	(991)
C/O Bldg Addition & Improve	25,000	Workers Compensation	(100)
Transfer To Insurance	<u>190</u>	Misc Capital Outlay	<u>(20,000)</u>
<b>Total</b>	<b>25,478</b>	<b>Total</b>	<b>(21,873)</b>
<b>Net Increase</b>		<b><u>\$3,605</u></b>	

**Personnel Summary:**

Assistant Director 1.25

**Total Full Time Employees 1.25**

**Personnel History:**

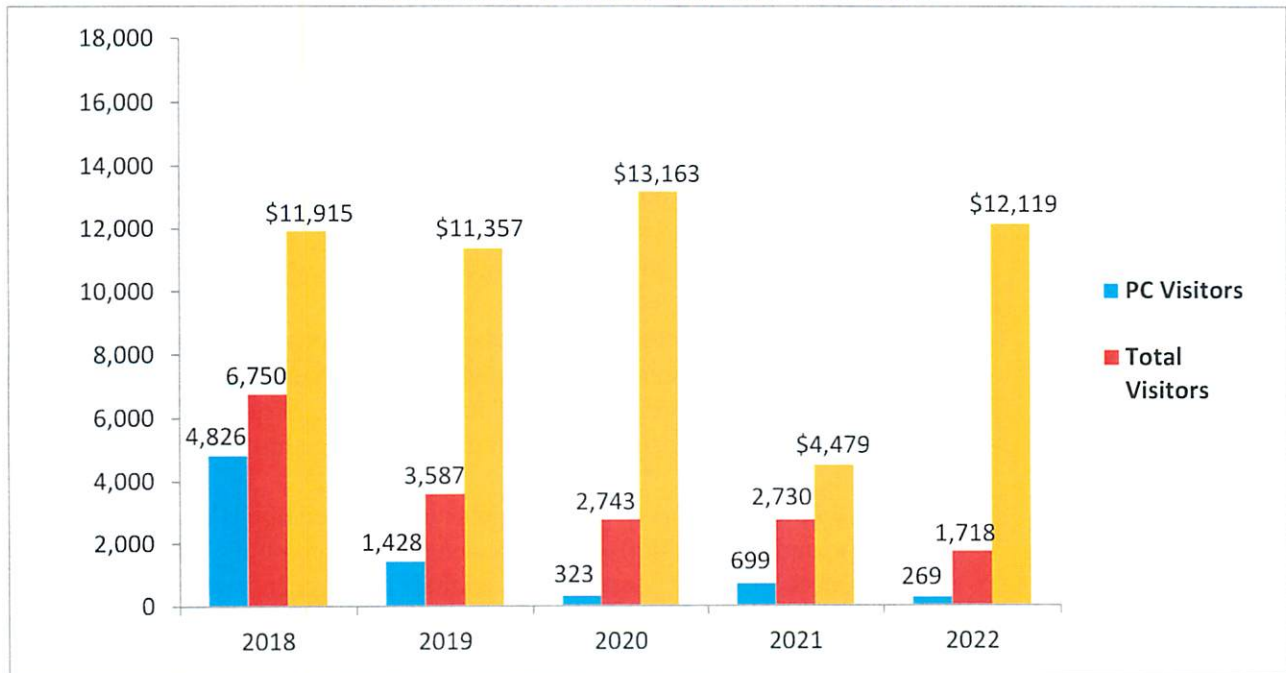
	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	2	2	3	3	2	1	1	1.25	1.25	<b>1.25</b>

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



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

### Marland Grand Home Visitors



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 2023 Accomplishments:**
- Provided over 40,000 checkouts of downloadable materials through the Oklahoma Virtual Library Consortium.
  - Developed passive programming for over 7,500 participants in events such as *Brown Bag Challenges*, make and take crafts and scavenger hunts.
  - Provided VITA (Volunteer Income Tax Assistance) to approximately 700 customers and added helpful links for free online tax filing to the Library’s tax splash page.
  - Facilitated over 45,000 searches from online databases such as Rosetta Stone, Ancestry, Reference USA and Valueline.
  - Provided over 2,600 computer sessions in the Library.
  - Offered daily curbside pickup service.
  - Created over 120 displays throughout the year to highlight collections, formats and new materials.
  - Provided Welcome Baby Packets to local hospitals and other agencies.
  - Provided in person programs, such as Adult Winter Read, *Let’s Talk About It*, Harry Potter Escape Room, Touch-A-Truck, Writers’ Circle, Anime Club, *Schedule a Librarian*, True Crime Club, Budgeting, 3D Pens and Matzene art tours.
  - Completed repairs to roof parapets and replaced one HVAC unit.
  - Expanded staff skills and knowledge via continuing education such as the Kansas Library Association annual conference, webinars sponsored by Booklist and the American Library Association and in-person at the Oklahoma Library Association annual conference.
  - Provided clean, closely monitored socially distanced in-person service for up to 5,000 visitors a month.
  - Provided weekly programs in the MakerSpace.
  - Provided the first Ponca City PonCon event for over 700 attendees.
  - Increased circulation by over 10%.
  - Increased programs by over 10%.
  - Completed a new donation and memorial booklet.
  - Provided outreach to assisted living facilities.

- Fiscal 2024 Objectives:**
- Achieve a collection turnover rate of 2.5 by July 2024.
  - Increase door counts by 10% by July 2024
  - Increase circulation by 5% by July 2024.
  - Complete a space and collection use survey by July 2024.

**Budget Highlights:**

- Continued to provide library programs along a continuum from absolute no-touch online services to in-person programming in the library facility or through outreach to external facilities.

General Fund - Library								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	654,878	646,443	709,125	814,155	557,114	790,771	(23,384)	(2.87%)
Material/Supplies	158,811	200,997	190,169	215,700	146,299	222,000	6,300	2.92%
Other Charges & Svcs	62,714	77,276	77,331	90,175	64,108	93,000	2,825	3.13%
Capital Outlay	15,260	0	11,815	12,900	1,632	29,000	16,100	124.81%
Transfers	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>11,303</u>	<u>8,477</u>	<u>11,800</u>	<u>497</u>	<u>4.40%</u>
<b>Department Total</b>	<b>910,296</b>	<b>943,349</b>	<b>1,007,073</b>	<b>1,144,233</b>	<b>777,630</b>	<b>1,146,571</b>	<b>2,338</b>	<b>0.20%</b>

<b>Approved Capital:</b>	Water and Insect Damage Repair	\$12,000
	Microfilm Reader/Printer	\$9,000
	HVAC Replacement	\$8,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	8,737	FICA	(217)
Part Time Salaries	948	Medicare	(50)
ICMA Retirement City	319	Retirement Plan 1	(3,644)
Office Supplies	2,000	Health Insurance	(27,275)
Books & Periodicals	1,000	Life Insurance	(960)
Food Supplies	300	Workers Compensation	(36)
Janitor Supplies	200	Vehicle Allowance	(1,206)
Buildings Maintenance	3,000	Postage	(200)
Gas Utilities	700	Office Equipment Rentals	(100)
Travel Expenses	1,000	Office Equip & Maint Svc	(3,000)
Dues & Subscriptions	25	Misc Contractual Svc	(500)
Education & Training	500	Office Furnishings	<u>(5,000)</u>
Computer Services	1,000		
Maint & Service Contracts	200		
Miscellaneous	3,000		
Special Purpose Equip	9,000		
Misc Capital Outlay	12,100		
Transfer to Insurance	<u>497</u>		
Total	44,526	Total	(42,188)
	<b>Net Increase</b>	<b><u>\$2,338</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
<b>Total Full Time Employees</b>		<b>11</b>	
<b>Total Part Time Employees</b>		<b>13</b>	

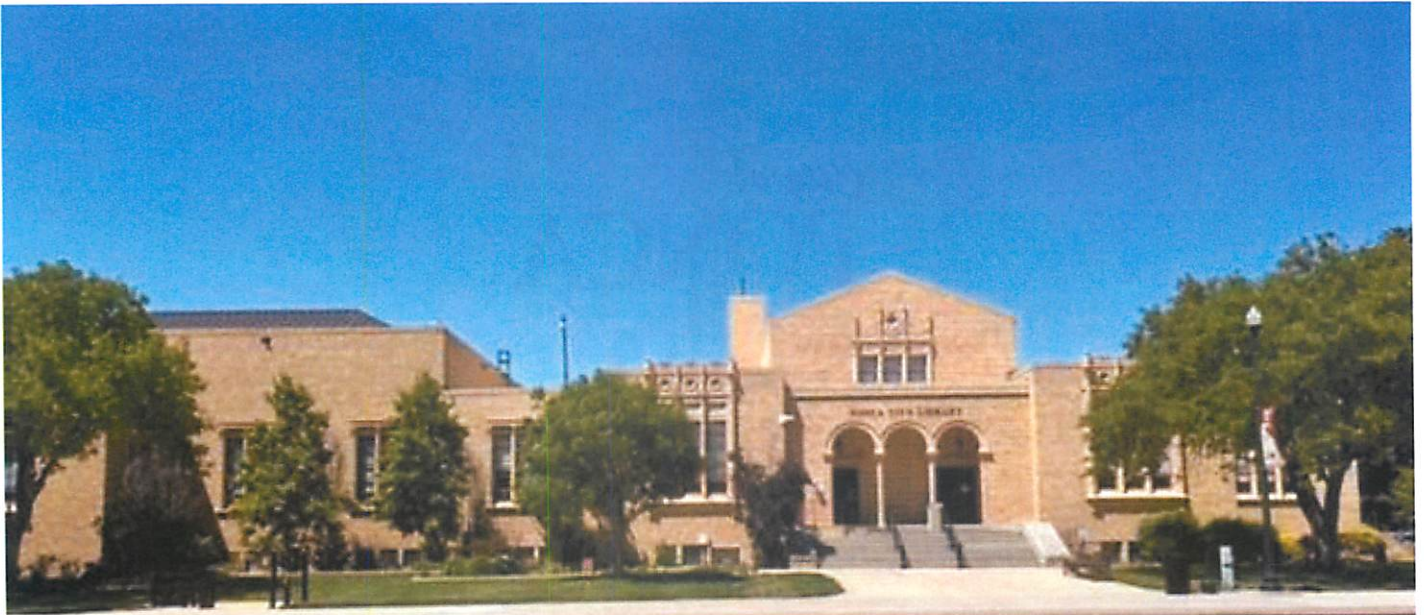
**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	11	11	11	11	11	11	11	11	11	11

	2013	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
<b>Circulation per Capita</b>	9.03	9.03	8.17	7.95	8.46	8.90	9.85	9.86	6.03	1.83	4.48
<b>Program Attendance Per Capita</b>	.92	.92	.61	.38	.79	1.09	1.38	1.02	.2	.21	1.97
<b>Reference Transactions</b>	.48	.48	.52	.56	.32	.53	.46	.47	.49	.29	.32
<b>Physical Collection Turnover Rate</b>	2.55	2.55	2.51	2.45	2.6	2.57	2.85	3.35	1.58	1.07	1.03
<b>Physical Collection Size Per Capita</b>	3.53	3.53	3.24	3.24	3.26	2.80	2.31	2.60	2.64	2.74	3.09
<b>Library Cards % of Community</b>	67%	67%	68%	53%	59%	59%	64%	59%	58%	57%	46%

**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 Public Library is located at 515 East Grand Avenue.**



# Special Revenue Funds

A Special Revenue Fund is a governmental fund type used to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) that are restricted to expenditures for specific purposes:

Budgeted Special Revenue Funds for Fiscal 2023-24 are:

- Library Grant Fund**
- Library State Aid Fund**
- Street & Alley Fund**
- Special Projects Fund**
- Hotel/Motel Guest Tax Fund**
- Grant Fund Certified Local Government Grant**





## Library Grant Fund

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

**Fiscal 2023 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.
- Received a continuing education grant from the Oklahoma Department of Libraries for Library staff to attend the Oklahoma Library Association annual conference.
- Provided in person tax assistance through VITA from mid-February through April 15 to approximately 700 customers.
- Provided on online *Spark Joy* program for remote users.
- Scheduled programming series on Alzheimer's and dementia.
- Invested \$12,000 in updating children's and teen print material collections, programs and supplies.
- Scheduled programming events through the OSU Extension office.
- Provided the Sixth Annual Community Resource Fair to about 100 participants.
- Provided 14 circulating hot spots through assistance from Tech Soup.
- Provided Summer Reading decorations and incentives.
- Presented 2 scholar led discussion series, *Much Depends on Dinner* and *The Worst Hard Time*, with funding from the *Let's Talk About It* program.
- Received \$7,870 in grant funding from the Oklahoma Department of Libraries to provide an online accredited high school diploma program for adults.
- Started the Ponca City Library PonCon microfiction and graphic novel writing contests with funding from the Friends of the Ponca City Library.
- Added a large Makerbot 3D printer to the MakerSpace.
- Provided event passes to Ponca City Library's customers in partnership with the Oklahoma City Zoo.

**Fiscal 2024 Objectives:**

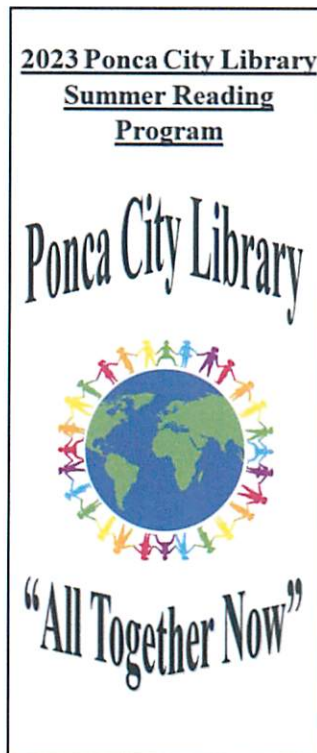
- Augment category 2 and 3 budgets by an additional 10% through grants, gifts, and program sponsorships.
- Apply for two continuing education grants from the Oklahoma Department of Libraries.
- Complete library certification classes through the Oklahoma Department of Libraries for two employees by July 2024.
- Provide additional STEM and Makerspace programs through volunteers and donor sponsorship.

Special Revenue - Library Grant Fund								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Grant Revenue	<u>12,675</u>	<u>6,525</u>	<u>22,310</u>	<u>20,000</u>	<u>28,178</u>	<u>30,000</u>	<u>10,000</u>	<u>50.00%</u>
<b>Total Revenues:</b>	<b><u>12,675</u></b>	<b><u>6,525</u></b>	<b><u>22,310</u></b>	<b><u>20,000</u></b>	<b><u>28,178</u></b>	<b><u>30,000</u></b>	<b><u>10,000</u></b>	<b><u>50.00%</u></b>
EXPENDITURES								
Material & Supplies	7,445	11,672	10,939	9,000	5,677	10,000	1,000	11.11%
Other Charges & Svcs	11,100	10,787	27,856	11,000	25,933	20,000	9,000	81.82%
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>18,546</u></b>	<b><u>22,458</u></b>	<b><u>38,796</u></b>	<b><u>20,000</u></b>	<b><u>31,610</u></b>	<b><u>30,000</u></b>	<b><u>10,000</u></b>	<b><u>50.00%</u></b>

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Books & Periodicals	5,500	Computers/Supplies	<u>(4,500)</u>
Misc Other Charges	<u>9,000</u>		
Total	14,500	Total	(4,500)
<b>Net Increase</b>		<b><u>\$10,000</u></b>	



Cover art for brochures for *All Together Now*.

Sponsors of the 2023 summer event include: Friends of the Ponca City Library, IMLS, Rodeo Foundation.

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Sp Purp Vehicles & Trucks	103,000	Chemical Supplies	(5,000)
		Street Maintenance	(30,000)
		Alley Maintenance	(5,000)
		Miscellaneous	(10,000)
		Light & Heavy Equip Rental	(5,000)
Total	103,000	Total	(55,000)
	<b>Net Increase</b>		<b><u>\$48,000</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. The program also allows for designated juvenile misdemeanor offenses to be prosecuted through Municipal Court in a timelier manner than District Court.

**Fiscal 2023 Accomplishments:**

- Transferred to a new Juvenile Court Judge, Michael Vanderburg.
- Continued to require status review dates to ensure compliance of court sentences.
- Compiled notifications to OJA (Office of Juvenile affairs) to keep them informed of cases being processed through Juvenile Court and submitted case files as needed per their request on cases that will process through the OJA office.

**Fiscal 2024 Objectives:**

- Work with Northern Oklahoma Youth Services and Grand Lake Mental Health to advise them of various factors in a juvenile defendant’s life that may be relevant and useful to the juvenile’s counseling program. This helps juvenile patients make better decisions, even though some factors are not relevant to the actual charge but are relevant to the problematic decisions being made by the youth and their parents\guardians.

Special Revenue - Special Projects Fund - Juvenile Fines								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Juvenile Fines	27,698	18,867	17,045	25,800	5,880	5,800	(20,000)	(77.52%)
Transfer from Gen Fund	0	0	0	0	0	20,000	20,000	0.00%
Misc Receipts	0	0	0	0	0	0	0	0.00%
<b>Total Revenues:</b>	<b>27,698</b>	<b>18,867</b>	<b>17,045</b>	<b>25,800</b>	<b>5,880</b>	<b>25,800</b>	<b>0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>								
Personal Services	7,000	6,050	10,250	10,800	7,700	10,800	0	0.00%
Material & Supplies	0	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>22,000</b>	<b>21,050</b>	<b>25,250</b>	<b>25,800</b>	<b>18,950</b>	<b>25,800</b>	<b>0</b>	<b>0.00%</b>

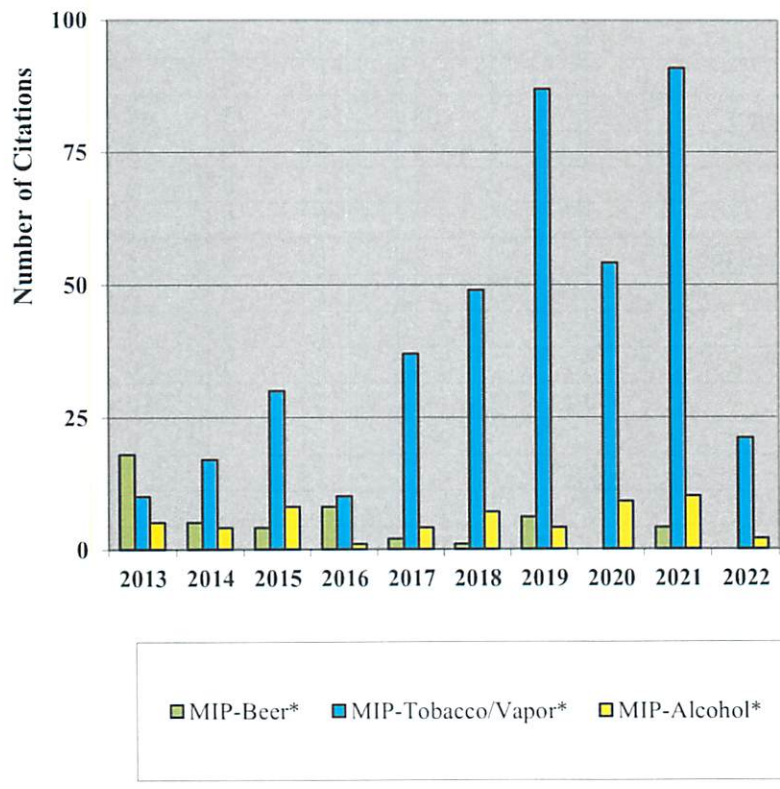
**Approved Capital:** None

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

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

## Minor in Possession\*

10 Year History



**Juvenile Caseload Ten Calendar Year Comparison**

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Assault and Battery	45	45	41	46	46	35	40	8	22	22
MIP-Beer*	18	5	4	8	2	1	6	0	4	0
MIP-Tobacco/Vapor*	10	17	30	10	37	49	87	54	91	21
MIP-Alcohol*	5	4	8	1	4	7	4	9	10	2
Petit Larceny	46	32	38	25	36	13	22	9	4	7
Public Intoxication	14	8	21	15	11	11	4	8	16	3
Trespassing	14	6	6	6	8	12	8	4	0	0
Vandalism	96	19	20	19	26	10	11	8	2	4
Curfew	62	21	44	23	61	57	87	46	97	49
Poss of Paraphernalia	16	14	10	7	23	29	26	20	18	12
Poss of Marijuana	15	21	11	13	17	22	22	21	35	29
Obstructing	1	8	4	5	0	1	0	2	0	0
False Information	3	1	2	3	2	0	0	0	1	1
Sell or give beer under 21	0	0	0	0	4	0	1	0	0	0
Harassment via Tele/Elec	0	1	9	6	13	3	1	3	0	0
Allow Animal Attack/Bite	0	1	0	0	0	0	0	0	0	0
Resisting Arrest			1	1	0	0	1	3	1	0
Disturb Peace (Fighting/Language)			28	58	33	47	12	0	4	0
Conduct Near School			9	8	9	5	6	0	0	8
Interfere with Police Officer			1	0	0	0	0	0	0	0
Smoking Prohibited Area				1	0	0	0	0	0	0
Conspiracy to Commit Misdemeanor				1	0	1	3	0	0	0
Contribute to Delq of Minor				1	0	0	0	0	1	0
Possession of False ID				1	0	0	0	0	0	0
False Alarm Activation				1	0	0	0	2	0	1
Juv Littering					4	0	0	0	0	0
Juv Discharge					1	0	0	0	0	1
Truancy							6	8	8	3
Others							5	0	4	1
<b>Total</b>	<b>345</b>	<b>203</b>	<b>287</b>	<b>259</b>	<b>337</b>	<b>303</b>	<b>352</b>	<b>205</b>	<b>318</b>	<b>164</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 2023 Accomplishments:**
- Provided funding for a contract with the Chamber of Commerce to operate the Tourism Program for the community.
  - Promote Ponca City through a wide network of marketing tools.
  - Completed several Wentz Camp facilities upgrades.
  - Created multiple 30 second quality commercials, for deployment on television and over the top marketing.
  - Installed new Lake Ponca Campground bathroom/shower facility.

- Fiscal 2024 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	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Outside Revenue	486,992	628,181	604,159	500,000	421,498	500,000	0	0.00%
Other Revenue	<u>724</u>	<u>49,085</u>	<u>4,948</u>	<u>0</u>	<u>6,664</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>487,716</b>	<b>677,266</b>	<b>609,106</b>	<b>500,000</b>	<b>428,163</b>	<b>500,000</b>	<b>0</b>	<b>0.00%</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	376,850	359,274	347,078	361,667	256,511	361,667	0	0.00%
Capital Outlay	25,169	45,217	555,016	565,000	326,931	315,000	(250,000)	(44.25%)
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>402,020</b>	<b>404,491</b>	<b>902,094</b>	<b>926,667</b>	<b>583,442</b>	<b>676,667</b>	<b>(250,000)</b>	<b>(26.98%)</b>

**Approved Capital:**

New Playground Equipment for Dan Moran Park	(Park and Rec) \$150,000
Upgrade Electrical Services at Duck Pond	(Park and Rec) \$65,000
Exterior Repair of Wentz Entry Wall	(Wentz Camp) \$50,000
City Owned Ski Docks	(Park and Rec) \$50,000

**Approved Budget Variances from Prior Year**

Increases

Decreases

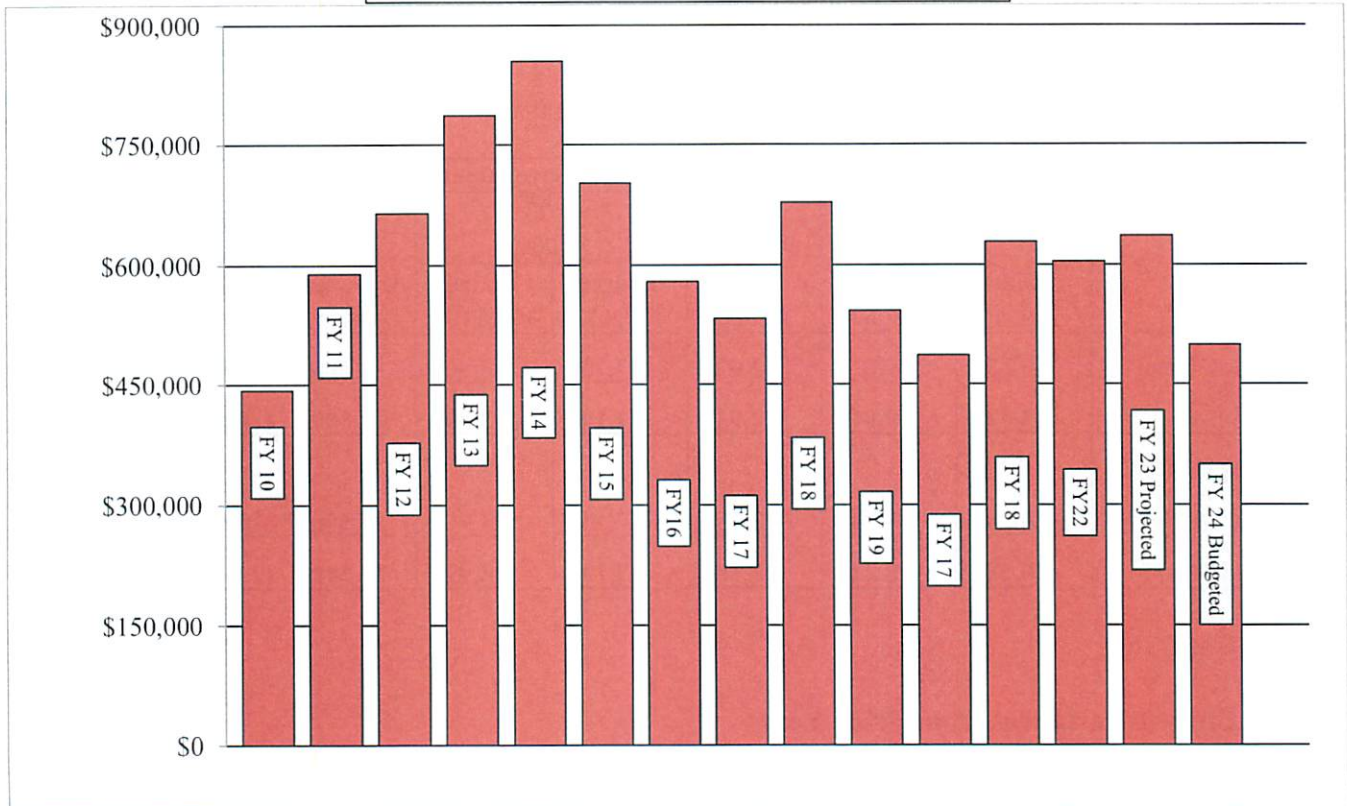
Public Rec Improvement (215,000)

Total 0

Total (215,000)

**Net Decrease (\$215,000)**

**Hotel/Motel Occupancy Taxes  
Collected 2010-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 2023 Accomplishments:**
- Completed the Dar Williams Historic Preservation Education Program.
  - Completed two National Register Nominations for the Gill House and the John Cleary House.
  - Completed the Youth Activity Book highlighting historic sites in Ponca City and distributed 4,000 copies to schools and other area agencies.
  - Received CLG grant funds to complete the National Register Nomination for the Dr. W.A.T. Robertson House.
  - Completed the negative digitization of 660 photos and postcards of historic properties and archive converted negatives to the City's website.
  - Attended historic preservation conferences to continue education.

- Fiscal 2024 Objectives:**
- Complete and submit the FY-23 Certified Local Governments Grant.
  - Implement all projects as approved.

Special Revenue - Certified Local Government								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Cert Local Gov Grant	<u>13,128</u>	<u>9,016</u>	<u>22,927</u>	<u>47,100</u>	<u>3,809</u>	<u>17,500</u>	<u>(29,600)</u>	<u>(62.85%)</u>
<b>Total Revenues:</b>	<b>13,128</b>	<b>9,016</b>	<b>22,927</b>	<b>47,100</b>	<b>3,809</b>	<b>17,500</b>	<b>(29,600)</b>	<b>(62.85%)</b>
EXPENDITURES								
Other Charges & Svcs	<u>20,285</u>	<u>18,248</u>	<u>22,186</u>	<u>47,100</u>	<u>23,971</u>	<u>17,500</u>	<u>(29,600)</u>	<u>(62.85%)</u>
<b>Total Expenditures:</b>	<b>20,285</b>	<b>18,248</b>	<b>22,186</b>	<b>47,100</b>	<b>23,971</b>	<b>17,500</b>	<b>(29,600)</b>	<b>(62.85%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	Increases		Decreases	
Travel Expenses	<u>5,000</u>	Printing		<u>(500)</u>
		Misc Consulting Service		<u>(34,100)</u>
	Total		Total	<u>(34,600)</u>
	5,000			
	<b>Net Decrease</b>			<b><u>(\$29,600)</u></b>

# Capital Improvements Project (C.I.P) Fund

A Capital Improvement Projects Fund is a governmental fund type used to account for financial resources to be used for the acquisition, construction, or improvement of capital facilities (other than those financed by proprietary funds and trust funds).



# Capital Improvements Project

## Department Mission:

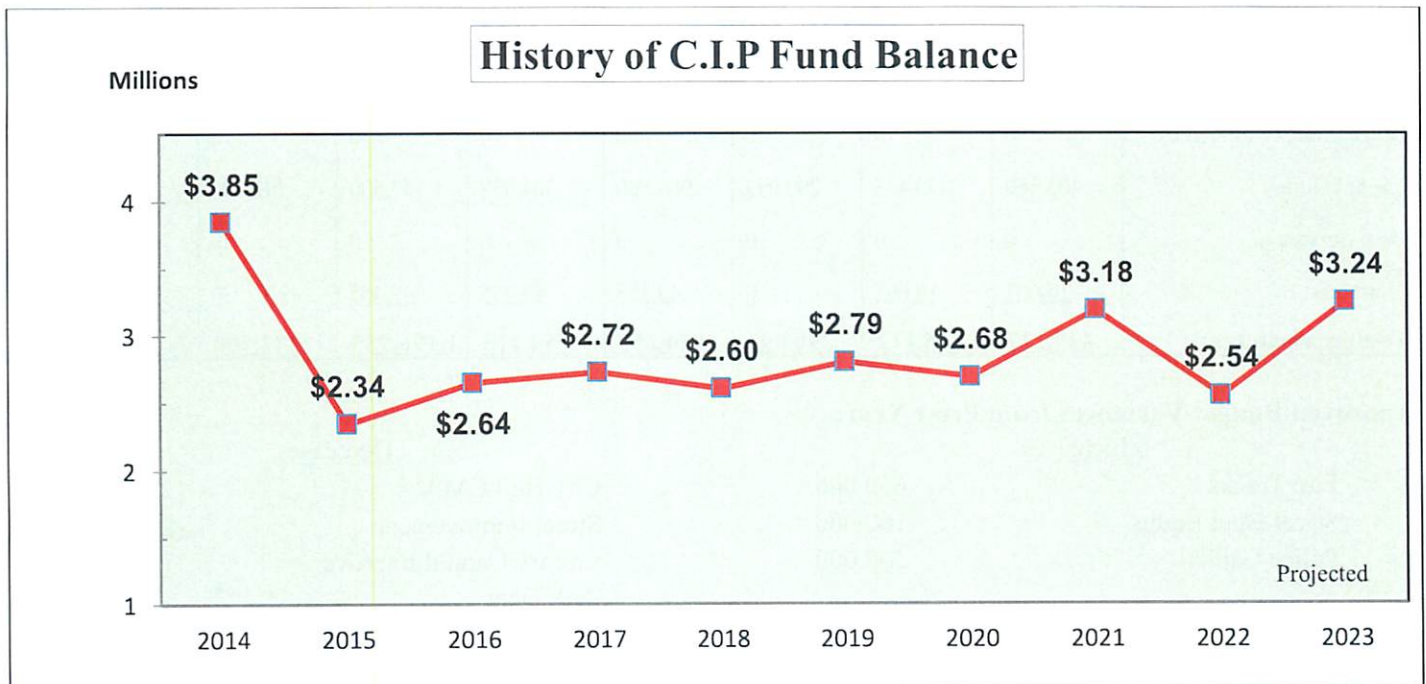
The Capital Improvements Fund will account for capital improvement projects budgeted for the City governmental fund types. Funding was originally derived from the refinancing of several PCUA (Ponca City Utility Authority) revenue bond issues. To be selected for approval during the budget process, a Capital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

## Fiscal 2022 Accomplishments:

- Funded John Deere Tractor for Parks and Recreation.
- Funded Dump Truck for the Streets Department.
- Funded Clubhouse bathroom remodel for the Golf Course.
- Funded fairway mowing unit for the Golf Course.
- Funded a City Manager contingency budget to address unanticipated capital needs that arise during the fiscal year.

## Fiscal 2023 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.



City of Ponca City  
2023-24 Operating Budget

Capital Improvements Project								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Intergov Grants	0	0	25,000	0	0	0	0	0.00%
Donations	357,174	51,200	20,000	0	0	0	0	0.00%
Misc Receipts	0	193,337	0	0	15,937	0	0	0.00%
Trfr from Water	100,000	0	110,000	0	0	0	0	0.00%
Trfr from PC Energy	500,000	400,000	400,000	400,000	400,000	400,000	0	100.00%
Trfr from Solid Waste	100,000	0	0	0	0	0	0	100.00%
Trfr from Wastewater	100,000	0	0	0	0	0	0	100.00%
Trfr from PCUA Bond	300,000	0	0	0	0	0	0	0.00%
Trfr from General	0	0	841,475	0	0	0	0	0.00%
Interest Income	90,577	33,009	14,061	0	31,840	0	0	0.00%
<b>Total Revenues:</b>	<b>1,547,751</b>	<b>677,546</b>	<b>1,410,536</b>	<b>400,000</b>	<b>447,777</b>	<b>400,000</b>	<b>0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>								
Other Charges and Svcs	0	0	0	0	0	0	0	0.00%
Capital Outlay	403,560	1,298,445	290,093	904,800	504,958	1,147,500	242,700	26.82%
Debt Service	0	0	0	0	0	0	0	0.00%
Transfers	<u>16,667</u>	<u>16,667</u>	<u>0</u>	<u>49,455</u>	<u>49,455</u>	<u>49,455</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>420,227</b>	<b>1,315,112</b>	<b>290,093</b>	<b>954,255</b>	<b>554,413</b>	<b>1,196,955</b>	<b>242,700</b>	<b>25.43%</b>

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Fire Trucks	650,000	City Hall CMA	(236,300)
Street Dept Equip	160,000	Street Improvement	(200,000)
Police Capital	<u>200,000</u>	Library Capital Improve	(70,000)
		Park Dept	(70,000)
		Golf Capital Improvement	(127,500)
		Misc Capital Outlay	<u>(63,500)</u>
<b>Total</b>	<b>1,010,000</b>	<b>Total</b>	<b>(767,300)</b>

**Net Increase                      \$242,700**

**Capital Improvement Projects (CIP) Fund  
Approved Funding - Fiscal 2023-24**

<b>Fire</b>	Pumper Apparatus	\$650,000
<b>Police</b>	Police Vehicles (4)	\$200,000
<b>Streets</b>	5 Yard Dump Truck with 2-Way Radio	\$160,000
<b>Wentz Golf</b>	Compact Utility Tractor	\$85,000
<b>Cann</b>	Roof Replacement on All Buildings	\$35,000
<b>Cann</b>	Professional Services to Design Interactive Play Area	\$10,000
<b>Wentz Golf</b>	Cart Barn Overhead Garage Doors and Entry Door	\$7,500
<b>Total CIP Capital Improvements</b>		<b><u>\$1,147,500</u></b>

City of Ponca City  
2023-24 Operating Budget

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

	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	Projected 2022/23	Proposed 2023/24
<b>Other Services &amp; Charges</b>							
Misc Contractual Services							
sub total	0	0	0	0	0	0	0
<b>Capital Outlay</b>							
Misc. Capital Outlay	13,115				50,860	108,500	45,000
C/O Land Improvement			39,794	13,077			
C/O Water System					109,980		
Black Dust Remediation	15,286	131,327	26,788				
PC Aquatic/Family Center							
Public Facilities Tax							
Fire Station #1 Tax	27,789						
Airport Building Improvement			21,492				
Community Development Capital							
<b>Police Capital</b>							200,000
Animal Control - Building Improvement			470,044	244,016			
Ponca City RecPlex		24,600	74,214	68,922			
War Memorial Park Improvments		33,170					
Fire Capital			15,000		24,038		
Ambulance				192,252			
<b>Fire Department Trucks</b>				452,118			650,000
City Hall	15,464			93,736	37,380	236,300	
Lake Ponca Capital			132,832	1,062			
Park/Recreation Capital		184,642	26,133	20,152	17,720	70,000	
Senior Center	23,784	21,216	22,890	18,704	4,515		
Pools Capital	5,000				64,794		
AMBUC Pool Parking Lot Grant Match							
Wentz Pool Improvements		23,849					
Street Improvement						200,000	
<b>Street Dept Equipment</b>							160,000
Unity Gym Improvements							
Marland's Grand Home Capital		107,092	50,440	92,978	94,722		
Library Capital Improvement		25,889	2,023	21,562	7,410	70,000	
Marland Mansion Capital	28,789	6,198	34,105	18,555	43,791		
Emergency Management Sirens							
<b>Wentz Golf Capital</b>		61,749	20,537	25,771		220,000	92,500
Public Safety Center	337,023	275,668					
Electric Substation							
Technology Services	14,452	155,657	97,815	25,539	104,795		
City Garage Fuel Site							
City Garage Building Improvements							
Airport Capital		6,000		10,000	150,380		
Fiber Optic Network		1,218,337					
sub total	480,702	2,275,393	934,106	1,298,445	710,385	904,800	1,147,500
Transfer to Funds							
Transfer to Civic Center Trust							
Transfer to Wentz Golf							
Transfer to Airport							
Trfr to Airport Capital Grants	16,667	16,667	16,667	16,667	0	49,455	
- Match							
sub total	16,667	16,667	16,667	16,667	0	49,455	0
<b>TOTAL EXPENDITURES</b>	<b>\$497,369</b>	<b>\$2,292,060</b>	<b>\$950,773</b>	<b>\$1,315,112</b>	<b>\$710,385</b>	<b>\$954,255</b>	<b>\$1,147,500</b>

# Debt Sinking Fund

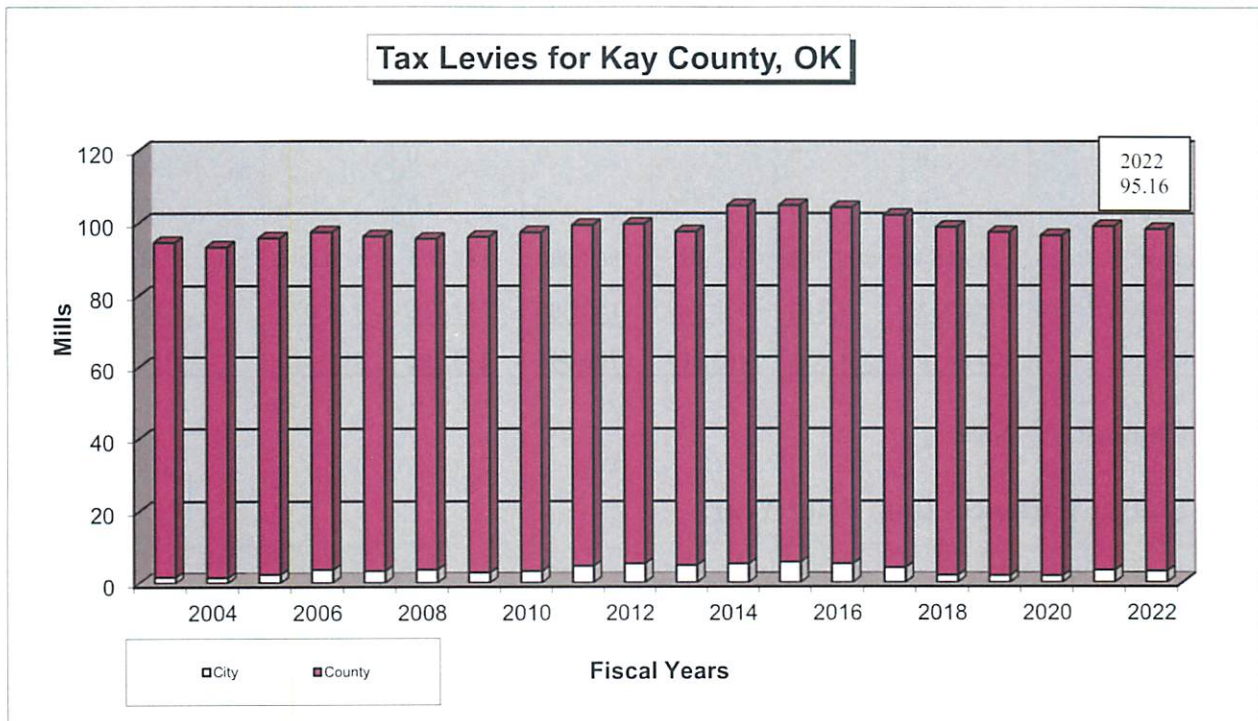
A Debt Sinking Fund is a governmental fund type used to account for accumulation of resources for payment of debt service on General Obligation Bond debt and judgements against the City.



# 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 2022, the total tax rate was 95.16 mills; comprised of P.C, Schools (60.62), Kay County (16.14), Pioneer Vo-tech (15.23), and City judgments (3.17).

- Fiscal 2023 Accomplishments:**
- Continued to achieve full benefit from the State Statute providing for recovery of court ordered judgments.
- Fiscal 2024 Objectives:**
- Emphasize safety 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.

City of Ponca City  
 2023-24 Operating Budget

Debt Sinking Fund								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Ad Valorem Taxes	251,806	259,561	466,218	700,000	360,629	700,000	0	0.00%
Trnsf in from Other Funds	0	0	0	0	0	0	0	0.00%
Interest Income	<u>2,931</u>	<u>2,931</u>	<u>620</u>	<u>0</u>	<u>1,647</u>	<u>1,026</u>	<u>1,026</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>254,737</b>	<b>262,492</b>	<b>466,839</b>	<b>700,000</b>	<b>362,276</b>	<b>701,026</b>	<b>1,026</b>	<b>0.15%</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	239,684	209,741	372,025	560,000	188,075	560,000	0	0.00%
Sinking Judge Interest	<u>44,732</u>	<u>41,810</u>	<u>90,982</u>	<u>140,000</u>	<u>37,716</u>	<u>141,026</u>	<u>1,026</u>	<u>0.73%</u>
<b>Total Expenditures:</b>	<b>284,416</b>	<b>251,551</b>	<b>463,007</b>	<b>700,000</b>	<b>225,792</b>	<b>701,026</b>	<b>1,026</b>	<b>0.15%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>	<u>Decreases</u>
Sinking Judgement Interest	<u>1,026</u>	
Total	1,026	Total 0
<b>Net Increase</b>	<b><u>\$1,026</u></b>	

**Personnel Summary:** None

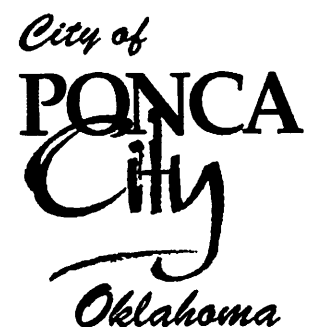


# Ponca City Utility Authority (PCUA)

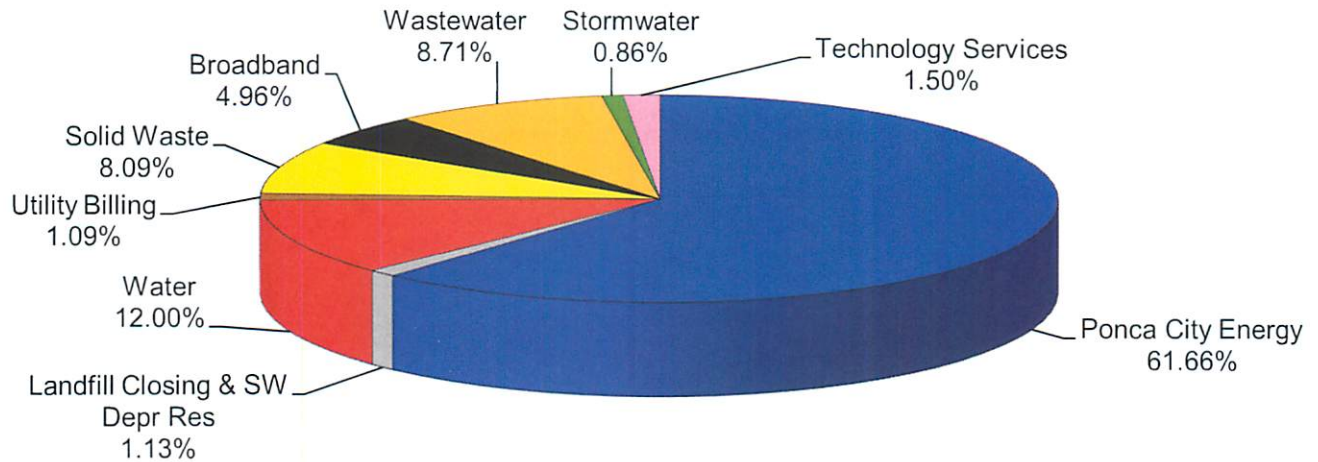
The PCUA is a Public Trust of the City of Ponca City. PCUA Funds are proprietary fund types used to account for operations of enterprise funds, which are financed and operated in a manner similar to private sector business. Costs of providing these services are paid for on a user-charge basis. With enterprise funds, the governing body may periodically budget for revenues earned and expenses incurred, as well as whether or not to use net income for capital maintenance, public policy or for other purposes to benefit the citizenry.

Budgeted PCUA Funds for Fiscal 2023-24 are:

- Water Fund**
- Ponca City Energy Fund**
- Ponca City Broadband**
- Solid Waste Fund**
- Landfill Closure Fund**
- Solid Waste Equipment Reserve Fund**
- Utility Billing Fund**
- Wastewater Fund**
- Stormwater Fund**
- Technology Services Fund**

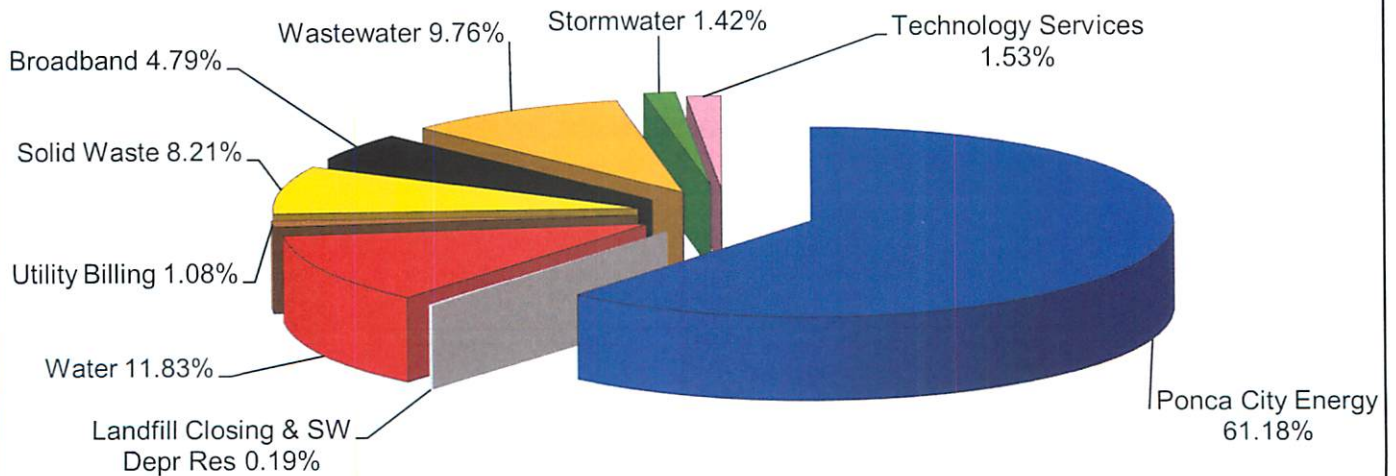


### Ponca City Utility Authority - Revenues Fiscal 2023-24



**Total Revenues \$77,225,900**

### Ponca City Utility Authority - Expenditures Fiscal 2023-24



**Total Expenditures \$77,339,511**

City of Ponca City

2023-24 Operating Budget

**Ponca City Utility Authority**  
**Summary of Revenues**  
**Fiscal 2023/24**

Description	2019/20 Actual Rev	2020/21 Actual Rev	2021/22 Actual Rev	2022/23 Budget @ 07/01/22	(75.00%)	% of Budget	Approved Budget 2023/24	% Change From 2023/24
					2022/23 Actual @ 3/31/23			
<b>Water Fund (301)</b>								
<b>Charges for Services</b>								
Water Sales	8,281,968	7,937,663	8,070,508	8,444,993	4,546,583	0.54	9,167,000	8.55
Bulk Water Sales	169,180	27,255	28,019	8,080	18,559	2.30	9,090	12.50
Misc. Water	11,367	55,768	7,722	6,060	2,926	0.48	6,060	0.00
Water Tap Fees	7,375	13,100	10,900	10,000	5,662	0.57	10,000	0.00
<b>Category Total</b>	<b>8,469,890</b>	<b>8,033,785</b>	<b>8,117,149</b>	<b>8,469,133</b>	<b>4,573,730</b>	<b>54.00%</b>	<b>9,192,150</b>	<b>8.54%</b>
<b>Contributions from Funds</b>								
Transfer from Water	0	0	0	0	0	0.00%	0	0.00%
<b>Category Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0.00%</b>
<b>Other Income</b>								
Interest Income	93,382	23,141	16,094	20,000	17,474	0.87	25,000	25.00
Proceed Earnings	9,446	133	88	0	1,501	0.00	0	0.00
Bond Trust Earnings	0	0	0	0	0	0.00	0	0.00
Penalties	26,333	0	41,486	40,000	19,968	0.50	42,000	5.00
Collection of Bad Debt	11,150	9,161	3,935	4,000	2,177	0.54	4,100	2.50
Gain/Loss Disposal Fixed Asset	0	0	0	0	0	0.00	0	0.00
Other Income	52,305	79,126	17,978	0	0	0.00	0	0.00
<b>Category Total</b>	<b>192,616</b>	<b>111,562</b>	<b>79,580</b>	<b>64,000</b>	<b>41,121</b>	<b>64.25%</b>	<b>71,100</b>	<b>11.09%</b>
<b>Total Revenues</b>	<b>8,662,505</b>	<b>8,145,346</b>	<b>8,196,730</b>	<b>8,533,133</b>	<b>4,614,851</b>	<b>54.08%</b>	<b>9,263,250</b>	<b>8.56%</b>
<b>Ponca City Energy Fund (340)</b>								
<b>Outside Revenue</b>								
Fiber Partnerships	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</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00%</b>
<b>Charges for Services</b>								
Electric Sales	33,610,566	34,395,622	40,815,910	36,410,500	33,472,607	0.92	46,100,500	26.61
MV Lights	195,565	197,871	202,805	197,696	152,794	0.77	204,020	3.20
Misc Electric	334,257	343,150	366,037	124,860	385,237	3.09	126,250	1.11
Surge Protection	0	0	0	0	0	0.00	0	0.00
Broadband Revenue	0	0	0	0	0	0.00	0	(100.00)
Transmission Revenue	99,655	99,655	99,655	100,000	74,741	0.75	100,000	0.00
Sales Tax Revenue	256	(2,136)	18,635	5,000	51,429	10.29	25,000	400.00
Cash - Over/Short	(172)	(192)	126	0	(105)	0.00	0	(100.00)
<b>Category Total</b>	<b>34,240,126</b>	<b>35,033,971</b>	<b>41,503,168</b>	<b>36,838,056</b>	<b>34,136,703</b>	<b>92.67%</b>	<b>46,555,770</b>	<b>26.38%</b>
<b>Other Income</b>								
Interest Income	287,466	65,916	39,407	72,000	114,804	1.59	90,000	25.00
1997C Bond Interest	9,446	133	88	3,000	3,439	1.15	3,000	0.00
Penalties	195,440	0	283,652	290,000	268,930	0.93	300,000	3.45
Collection of Bad Debt	78,784	58,959	30,251	40,000	27,745	0.69	40,000	0.00
Capacity Payment	622,958	571,727	500,004	500,000	380,868	0.76	500,000	0.00
Internet Processing Fee	67,378	148,628	113,849	100,000	99,449	0.99	100,000	0.00
Income-Disposed Assets	0	0	0	10,000	0	0.00	10,000	0.00
Other Income	20,000	26,603	46,374	15,000	0	0.00	15,000	0.00
<b>Category Total</b>	<b>1,281,472</b>	<b>871,966</b>	<b>1,013,625</b>	<b>1,030,000</b>	<b>895,235</b>	<b>86.92%</b>	<b>1,058,000</b>	<b>2.72%</b>
<b>Total Revenues</b>	<b>35,521,598</b>	<b>35,905,937</b>	<b>42,516,793</b>	<b>37,868,056</b>	<b>35,031,938</b>	<b>92.51%</b>	<b>47,613,770</b>	<b>25.74%</b>
<b>Broadband (341)</b>								
<b>Charges for Services</b>								
Misc Broadband	0	30,118	0	0	0	0.00	0	0.00
Commercial Broadband	277,867	282,957	303,807	400,000	233,045	0.58	315,000	(21.25)
Residential Broadband	114,146	194,276	555,448	698,920	759,637	1.09	1,988,702	184.54
Broadband Activation	24,507	32,280	97,806	60,000	115,700	1.93	310,000	516.67
Extender Lease	425	991	2,156	500	2,420	4.84	6,500	1,300.00
Sales Tax Revenue	36	88	167	0	222	0.00	0	0.00
<b>Category Total</b>	<b>416,982</b>	<b>540,710</b>	<b>959,384</b>	<b>1,159,420</b>	<b>1,111,022</b>	<b>95.83%</b>	<b>2,620,202</b>	<b>125.99%</b>
<b>Contributions from Funds</b>								
Transfer from PC Energy	675,054	300,000	480,000	600,000	600,000	1.00	600,000	100.00
Transfer from WW	0	0	180,000	600,000	600,000	1.00	600,000	100.00
<b>Category Total</b>	<b>675,054</b>	<b>300,000</b>	<b>660,000</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>100.00%</b>	<b>1,200,000</b>	<b>0.00%</b>
<b>Other Income</b>								
Interest Income	10,854	1,977	1,232	900	5,631	6.26	3,000	333.33
Penalties	0	0	0	0	1,339	0.00	3,000	0.00
Collection of Bad Debt	0	0	169	0	0	0.00	0	0.00
Internet Processing Fee	0	0	0	0	0	0.00	0	0.00
Income-Disp. Assets	2,301	0	0	0	0	0.00	0	0.00
Other Income	0	0	26,599	2,000	3,253	1.63	2,000	100.00
<b>Category Total</b>	<b>13,155</b>	<b>1,977</b>	<b>28,000</b>	<b>2,900</b>	<b>10,223</b>	<b>352.52%</b>	<b>8,000</b>	<b>175.86%</b>
<b>Total Revenues</b>	<b>1,105,190</b>	<b>842,687</b>	<b>1,647,384</b>	<b>2,362,320</b>	<b>2,321,246</b>	<b>98.26%</b>	<b>3,828,202</b>	<b>62.05%</b>

**Ponca City Utility Authority**  
**Summary of Revenues**  
**Fiscal 2023-24**

Description	2019/20 Actual Rev	2020/21 Actual Rev	2021/22 Actual Rev	2022/23 Budget @ 07/01/22	(75.00%)	% of Budget	Approved Budget 2023/24	% Change From 2023/24
					2022/23 Actual @ 3/31/23			
<b>Solid Waste Fund (342)</b>								
<b>Charges for Services</b>								
Residential Garbage	2,488,160	2,517,995	2,549,355	2,661,695	2,015,695	0.76	2,794,780	5.00
Commercial Garbage	1,467,254	1,504,208	1,530,909	1,601,302	1,184,402	0.74	1,681,367	5.00
Recycling Containers	8,033	8,628	9,743	8,569	7,215	0.84	8,500	(0.81)
Recycling Revenues	4,116	6,669	39,955	1,050	6,295	6.00	1,500	0.00
Landfill	466,419	494,161	552,146	420,000	0	0.00	0	(100.00)
Special Pick Up	33,922	36,083	37,472	37,489	420,653	11.22	570,000	1,420.45
State Landfill Fee	0	0	0	0	28,714	0.00	50,000	0.00
Roll Off	926,815	980,925	1,082,388	787,500	(4,787)	(0.01)	0	(100.00)
Misc Receipts	47,096	13,693	62,105	10,300	806,734	78.32	1,100,000	10,579.61
Cash - Long Short Rev	(7)	(49)	(14)	0	75	0.00	15,000	0.00
<b>Category Total</b>	<b>5,441,807</b>	<b>5,562,313</b>	<b>5,864,059</b>	<b>5,527,905</b>	<b>4,464,995</b>	<b>80.77%</b>	<b>6,221,147</b>	<b>12.54%</b>
<b>Other Income</b>								
Interest Income	35,425	10,869	8,532	9,000	315	0.04	15,000	66.67
Collection of Bad Debt	12,445	9,718	4,594	5,000	82	0.02	5,000	0.00
Income-Disp. Assets	12,700	0	19,000	10,000	576	0.06	10,000	0.00
<b>Category Total</b>	<b>60,570</b>	<b>20,587</b>	<b>32,126</b>	<b>24,000</b>	<b>973</b>	<b>4.06%</b>	<b>30,000</b>	<b>25.00%</b>
<b>Total Revenues</b>	<b>5,502,377</b>	<b>5,582,900</b>	<b>5,896,185</b>	<b>5,551,905</b>	<b>4,465,969</b>	<b>80.44%</b>	<b>6,251,147</b>	<b>12.59%</b>
<b>Landfill Closing (343)</b>								
<b>Contributions From Funds</b>								
Transfer from Solid Waste	20,000	20,000	20,000	20,000	15,000	0.75	20,000	0.00
Transfer from Landfill	30,000	30,000	30,000	30,000	22,500	0.75	30,000	0.00
<b>Category Total</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>37,500</b>	<b>75.00%</b>	<b>50,000</b>	<b>0.00%</b>
<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>75.00%</b>	<b>50,000</b>	<b>0.00%</b>
<b>Solid Waste Equipment Reserve (344)</b>								
<b>Charges For Services</b>								
Misc Receipts	25,189	0	0	0	0	0.00	0	(100.00)
<b>Category Total</b>	<b>25,189</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>Contributions From Funds</b>								
Transfer From Solid Waste	325,000	325,000	325,000	400,000	300,000	0.75	400,000	0.00
Transfer From Landfill	325,000	325,000	325,000	400,000	300,000	0.75	400,000	0.00
<b>Category Total</b>	<b>650,000</b>	<b>650,000</b>	<b>650,000</b>	<b>800,000</b>	<b>600,000</b>	<b>75.00%</b>	<b>800,000</b>	<b>0.00%</b>
<b>Other Revenues</b>								
Interest Income	73,706	19,597	12,516	25,000	32,459	1.30	25,000	0.00
<b>Category Total</b>	<b>73,706</b>	<b>19,597</b>	<b>12,516</b>	<b>25,000</b>	<b>32,459</b>	<b>129.84%</b>	<b>25,000</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>748,895</b>	<b>669,597</b>	<b>662,516</b>	<b>825,000</b>	<b>632,459</b>	<b>76.66%</b>	<b>825,000</b>	<b>0.00%</b>
<b>Utility Billing Fund (350)</b>								
<b>Charges for Services</b>								
Utility Initiation Fee	72,562	63,705	60,246	80,000	46,492	0.58	80,000	0.00
Misc. Receipts	0	0	6,459	10,000	0	0.00	10,000	0.00
<b>Category Total</b>	<b>72,562</b>	<b>63,705</b>	<b>66,705</b>	<b>90,000</b>	<b>46,492</b>	<b>51.66%</b>	<b>90,000</b>	<b>0.00%</b>
<b>Contributions from Funds</b>								
Transfer from Water	130,000	130,000	150,000	160,000	120,000	0.75	180,000	12.50
Transfer from Light	170,000	170,000	170,000	185,000	138,750	0.75	195,000	5.41
Transfer from Landfill	25,000	25,000	25,000	30,000	22,500	0.75	35,000	16.67
Transfer from S. Waste	105,000	105,000	110,000	125,000	93,750	0.75	135,000	8.00
Transfer from Stormwater	10,000	10,000	10,000	15,000	11,250	0.75	25,000	0.00
Transfer from Broadband	10,000	10,000	10,000	10,000	7,500	0.75	20,000	0.00
Transfer from W-Water	130,000	130,000	132,600	150,000	112,500	0.75	160,000	6.67
<b>Category Total</b>	<b>580,000</b>	<b>580,000</b>	<b>607,600</b>	<b>675,000</b>	<b>506,250</b>	<b>75.00%</b>	<b>750,000</b>	<b>11.11%</b>
<b>Other Revenues</b>								
Penalties	0	0	0	0	0	0.00	0	(100.00)
Collection of Bad Debt	263	246	176	300	107	0.36	300	0.00
Income-Disposed Assets	0	0	0	0	0	0.00	0	0.00
<b>Category Total</b>	<b>263</b>	<b>246</b>	<b>176</b>	<b>300</b>	<b>107</b>	<b>35.61%</b>	<b>300</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>652,825</b>	<b>643,951</b>	<b>674,481</b>	<b>765,300</b>	<b>552,849</b>	<b>72.24%</b>	<b>840,300</b>	<b>9.80%</b>

### Ponca City Utility Authority

#### Summary of Revenues

Fiscal 2023-24

Description	2019/20 Actual Rev	2020/21 Actual Rev	2021/22 Actual Rev	(75.00%)		% of Budget	Approved Budget 2023/24	% Change From 2023/24
				2022/23 Budget @07/01/22	2022/23 Actual @ 3/31/23			
<b>Wastewater Fund (360)</b>								
<b>Charges for Services</b>								
Wastewater Charges	6,098,028	6,327,598	6,429,642	6,458,682	4,815,655	0.75	6,587,856	2.00
Pretreatment Program	111,006	177,250	188,762	105,000	113,345	1.08	105,000	0.00
<b>Category Total</b>	<b>6,209,033</b>	<b>6,504,847</b>	<b>6,618,404</b>	<b>6,563,682</b>	<b>4,929,000</b>	<b>75.10%</b>	<b>6,692,856</b>	<b>1.97%</b>
<b>Contributions From Funds</b>								
Transfer From Water	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>0.00</b>	<b>0</b>	<b>0.00%</b>
<b>Other Income</b>								
Interest Income	132,435	41,771	30,571	24,000	75,085	3.13	24,000	0.00
Bond Interest	83	1	2	0	160	0.00	0	0.00
Collection of Bad Debt	17,814	12,777	7,034	10,000	0	0.00	10,000	0.00
Income-Disposed Assets	13,900	0	11,700	0	5,850	0.00	0	0.00
Other Income	76,921	(126)	129,221	0	0	0.00	0	0.00
<b>Category Total</b>	<b>241,153</b>	<b>54,423</b>	<b>178,528</b>	<b>34,000</b>	<b>81,095</b>	<b>238.51%</b>	<b>34,000</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>6,450,186</b>	<b>6,559,270</b>	<b>6,796,933</b>	<b>6,597,682</b>	<b>5,010,095</b>	<b>75.94%</b>	<b>6,726,856</b>	<b>1.96%</b>
<b>Stormwater Fund (365)</b>								
<b>Charges for Services</b>								
Stormwater Fee	549,535	562,247	589,729	599,625	467,768	0.78	650,875	8.55
<b>Category Total</b>	<b>549,535</b>	<b>562,247</b>	<b>589,729</b>	<b>599,625</b>	<b>467,768</b>	<b>78.01%</b>	<b>650,875</b>	<b>8.55%</b>
<b>Other Income</b>								
Interest Income	35,480	10,094	6,754	10,000	20,744	2.07	10,000	0.00
Penalties	4,066	0	5,807	5,500	4,619	0.84	6,000	9.09
Collection of Bad Debt	1,877	1,385	702	500	648	1.30	500	0.00
Other Income	17,500	0	18,577	0	0	0.00	0	(100.00)
<b>Category Total</b>	<b>58,923</b>	<b>11,479</b>	<b>31,840</b>	<b>16,000</b>	<b>26,012</b>	<b>162.57%</b>	<b>16,500</b>	<b>3.13%</b>
<b>Total Revenues</b>	<b>608,458</b>	<b>573,726</b>	<b>621,569</b>	<b>615,625</b>	<b>493,780</b>	<b>80.21%</b>	<b>667,375</b>	<b>8.41%</b>
<b>Technology Services Fund (380)</b>								
<b>Charges For Services</b>								
Misc. Receipts	6,397	0	4,306	0	307	0.00	0	(100.00)
<b>Category Total</b>	<b>6,397</b>	<b>0</b>	<b>4,306</b>	<b>0</b>	<b>307</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>
<b>Contributions From Funds</b>								
Transfer From General	200,000	200,000	230,000	250,000	245,000	0.98	250,000	0.00
Transfer From Water	160,000	160,000	160,000	200,000	150,000	0.75	200,000	0.00
Transfer From PC Energy	160,000	160,000	190,000	230,000	172,500	0.75	230,000	0.00
Transfer From Landfill	40,000	40,000	40,000	60,000	45,000	0.75	60,000	0.00
Transfer From Solid Waste	120,000	120,000	120,000	140,000	105,000	0.75	140,000	0.00
Transfer From Wastewater	160,000	160,000	190,000	230,000	172,500	0.75	230,000	0.00
Transfer From Stormwater	20,000	20,000	20,000	40,000	30,000	0.75	40,000	0.00
Transfer From City Garage	10,000	10,000	10,000	10,000	10,000	1.00	10,000	0.00
<b>Category Total</b>	<b>870,000</b>	<b>870,000</b>	<b>960,000</b>	<b>1,160,000</b>	<b>930,000</b>	<b>80.17%</b>	<b>1,160,000</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>876,397</b>	<b>870,000</b>	<b>964,306</b>	<b>1,160,000</b>	<b>930,307</b>	<b>80.20%</b>	<b>1,160,000</b>	<b>0.00%</b>

# Ponca City Utility Authority

## Summary of Debt

Fiscal 2023/24

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2023</u>	<u>FY 2024 Interest</u>	<u>FY 2023 Principal</u>	<u>Outstanding Principal June 30, 2024</u>
<b>PCUA 2007</b>	<b>\$5,565,000</b>	<b>2,050,387</b>	<b>48,666</b>	<b>288,826</b>	<b>\$1,761,561</b>
<p>The 2007 is a twenty 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.</p>					
<b>2009A Clean Water</b>	<b>\$567,296</b>	<b>153,108</b>	<b>3,147</b>	<b>20,190</b>	<b>\$132,918</b>
<p>The 2009A is a twenty 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.</p>					
<b>2019 Sales Tax</b>	<b>\$22,000,000</b>	<b>16,935,000</b>	<b>350,784</b>	<b>2,775,000</b>	<b>\$14,160,000</b>
<p>The 2019 Sales Tax Note is a nine year note with Bank of Oklahoma with an annual interest rate of 2.16%. The note was closed 7/25/19 and will mature 2/1/2029. 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 year .833% sales tax approved by the voters.</p>					
<b>PCUA 2021A</b>	<b>\$12,000,000</b>	<b>9,763,000</b>	<b>158,258</b>	<b>1,151,000</b>	<b>\$8,612,000</b>
<p>The 2021A is a ten year note with Truist Bank with an annual interest rate of 1.67%. The note was closed on 2/17/21 and will mature on 3/1/2031. The note was for the construction and development of Fiber to Home Phases 4 &amp; 5. The Debt Distribution is 100% PC Broadband, and is being repaid out of operating revenues.</p>					
<b>PCUA 2021B</b>	<b>\$6,550,000</b>	<b>3,743,000</b>	<b>33,388</b>	<b>1,486,000</b>	<b>\$2,257,000</b>
<p>The 2021B is a refunded performance contracting project that installed automated meter reading for the electric and water utilities. It is a four and half year loan with Truist Bank with an interest rate of .99% that closed on 2/17/21 and will mature 8/1/25. The debt distribution is 50% Water and 50% Electric, and is being repaid out of operating revenues.</p>					
<b>Total</b>	<b>\$46,682,296</b>	<b>32,644,495</b>	<b>594,242</b>	<b>5,721,016</b>	<b>26,923,479</b>





**UTILITY RATE SHEET FISCAL YEAR 2023-2024**  
**PONCA CITY UTILITY AUTHORITY**  
**516 E. GRAND/P.O. BOX 1450**  
**PONCA CITY, OKLAHOMA 74602**  
**(580) 767-0311**  
 EFFECTIVE 07/01/2023



**OFFICE HOURS**  
**MONDAY-THURSDAY 7:30 A.M. TO 5:30 P.M.**  
**FRIDAY 7:30 A.M. TO 11:30 A.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><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><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><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	\$11.17
Summer Season (May thru Sept)	
KWh	\$.110
Winter Season (Oct thru April)	
First 600 KWh	\$.110
Over 600 KWh	\$.078

**Rural Residential:**

User Fee	\$16.71
Summer Season (May thru Sept)	
KWh	\$.114
Winter Season (Oct thru April)	
First 600 KWh	\$.114
Over 600 KWh	\$.080

**Residential with approved 40 gallon electric water heater:**

User Fee	\$11.17
Summer Season (May thru Sept)	
First 400 KWh	\$.078
Over 400 KWh	\$.110
Winter Season (Oct thru April)	
First 400 KWh	\$.078
Next 600 KWh	\$.110
Over 1000 KWh	\$.078

**Rural Residential with approved 40 gallon electric water heater:**

User Fee	\$16.71
Summer Season (May thru Sept)	
First 400 KWh	\$.080
Over 400 KWh	\$.114
Winter Season (Oct thru April)	
First 400 KWh	\$.080
Next 600 KWh	\$.114
Over 1000 KWh	\$.080

**Commercial:**

City User Fee	\$15.73
City kWh	\$.109
Rural User Fee	\$23.60
Rural kWh	\$.112

**Industrial:**

**Medium**

User Fee	\$26.22
KWh	\$.066
Summer User Fee	\$15.73
Winter User Fee	\$9.19

**Large**

User Fee	\$262.32
KWh	\$.066
Summer User Fee	\$12.46
Winter User Fee	\$3.93

**WATER RATES**

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

**OCTOBER - APRIL**

Type of Service	City	Rural
Residential	\$1.94	\$2.04
Commercial	\$1.94	\$2.04

**MAY - SEPTEMBER**

Type of Service	City	Rural
Residential		
0 - 10 Units	\$2.04	\$2.13
11 - 20 Units	\$2.13	\$2.23
21 - 50 Units	\$2.23	\$2.37
51 - 100 Units	\$2.37	\$2.46
> 100 Units	\$2.46	\$2.66
Commercial	\$1.94	\$2.04

**Customer Base User Fee**

City Residential Customer	\$11.39 per month
Rural Residential Customer	\$17.14 per month
City Commercial Customer	\$33.76 per month
Rural Commercial Customer	\$50.65 per month

**SEWER/WASTE WATER RATES**

**Residential:**  
 User Fee \$15.90 Unit Fee \$2.81

**Senior Citizens:**  
 User Fee \$15.11 Unit Fee \$2.81

**Nonresidential (Rural):**  
 User Fee 1 ½ time scheduled rate  
 User Fee \$23.85 Unit Fee \$4.21

**Commercial:**  
 User Fee \$23.85 Unit Fee \$4.21

**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 @ \$2.81	\$28.10
User Fee	\$15.90
Sewer Rate-----	\$44.00



**GARBAGE/REFUSE**

Standard Garbage/Refuse Charges:

Residential \$22.21  
Senior Citizen \$21.33

Commercial:  
Standard \$37.54

Grass Clippings: Call for Pick-up  
\$0.84 per bag  
\$8.55 Minimum

**STORM WATER FEE**

Each Individually Billed  
Single Family Resident \$4.25 per month

All Other Developed Real Estate Tracts  
Not Covered By Above \$7.25 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**

\$12.23 per 1000 gallons of water  
\$12.23 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.  
\$40.00 Each trip  
ELECTRIC DEPT.  
\$150.00 Each trip**

**LANDFILL USE**

All Vehicles: \$19.14 minimum  
\$49.62 per ton for compacted/uncompacted refuse  
\$1.25 per ton state landfill fee  
\$8.72 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 Division 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 division is also responsible for ensuring that all water production and distribution operations comply with federal and state environmental regulations.

**Fiscal 2023 Accomplishments:**

- Managed personnel and facilities to promote service provision and revenue generation.
- Coordinated capital improvement needs for both Water Distribution and Water Treatment Division's to ensure long-term financial sustainability.
- Contracted Freese & Nichols dam safety engineers to study and compile projects and timelines to ensure the long-term viability of Lake Ponca Dam.
- Coordinated with Parks and Recreation staff to begin clearing trees from dam embankments as per Oklahoma Water Resources Board requirements.
- Sought and successfully received \$1,000,000 in competitive ARPA (American Rescue Plan Act) funds for three FY24 projects.
- Worked with City management to secure Ponca City's Stream Water Right 1993-34, and enter a storage and maintenance agreement with the United States Army Corps of Engineers for the eventual use of Kaw Lake as a raw water source.

**Fiscal 2024 Objectives:**

- Promote higher standards throughout the division.
- Continue division's commitment to provide quality drinking water to all residential, commercial and industrial customers.
- Provide project management services throughout design, bidding and construction phases.
- Purchase specialized mowing equipment to safely maintain Lake Ponca Dam in-house.
- Fulfill state and federal procurement and reporting requirements for three ARPA funded projects.
- Select contractor and begin work to complete a water service line inventory to stay in compliance with new Environmental Protection Agency regulations regarding lead service lines.
- Select and work with a contractor to assess alternatives to make best use of Kaw Lake as a raw water source.

<b>PCUA - Water Administration</b>								
<b>EXPENDITURES:</b>	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Personal Services	77,024	79,164	85,247	85,102	54,782	80,398	(4,704)	(5.53%)
Material/Supplies	2,016	2,131	297	2,206	1,871	2,360	154	6.98%
Other Charges & Svcs	397,530	404,215	403,686	448,484	279,244	567,471	118,987	26.53%
Capital Outlay	1,756,986	50,000	46,000	57,000	45,196	544,000	487,000	854.39%
Debt Service	714,647	762,241	761,410	761,129	571,246	761,083	(46)	(0.01%)
Transfers	<u>2,043,557</u>	<u>1,976,628</u>	<u>2,140,361</u>	<u>2,093,128</u>	<u>1,560,271</u>	<u>2,214,690</u>	<u>121,562</u>	<u>5.81%</u>
<b>Department Total</b>	<b><u>4,991,761</u></b>	<b><u>3,274,380</u></b>	<b><u>3,437,002</u></b>	<b><u>3,447,049</u></b>	<b><u>2,512,610</u></b>	<b><u>4,170,002</u></b>	<b><u>722,953</u></b>	<b><u>20.97%</u></b>

<b>Approved Capital:</b>	Complete a Lead Service Line Inventory (Add'l 50% Grant)	\$250,000
	Kaw Water Alternatives Analysis (Add'l 50% Grant)	\$250,000
	Two (2) High-Angle Mowers	\$24,000
	Geophysical Survey of Lake Ponca Spillway	\$20,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 2	79	Full Time Salaries	(3,765)
Health Insurance	5	FICA	(320)
Office Furnishings	79	Medicare	(75)
Books & Periodicals	34	ICMA Retirement PCUA	(576)
Janitor Supplies	5	Workers Compensation	(52)
Postage	41	Office Supplies	(4)
Meter Support Svcs	1,759	Food Supplies	(1)
Audit Services	173	Telephone Svc Local	(13)
Misc Professional Svc	86,149	Travel Expenses	(13)
Charges for General	30,340	Legal Notices	(51)
Education & Training	94	Dues & Subscriptions	(6)
Bank Service Fees	88	Office Equip Maint Sv	(27)
Miscellaneous	494	Debt Interest	<u>(5,796)</u>
Misc Capital	487,000		
Debt Principal	5,750		
Transfer to General	100,000		
Transfer to Utility Billing	20,000		
Transfer to Insurance	<u>1,562</u>		
<b>Total</b>	<b>733,652</b>	<b>Total</b>	<b>(10,699)</b>
	<b>Net Increase</b>	<b><u>\$722,953</u></b>	

**Personnel Summary:**

Environmental Services Director .34                      Administrative Secretary .5

**Total Full Time Employees .84**

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</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 water treatment plant, twenty water wells, six distribution booster pumping facilities, two elevated water storage towers, one raw water booster pump station, and four 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 2023 Accomplishments:**

- Treated over 2.8 billion gallons of drinking water that met or exceeded state and federal standards.
- Completed rehabilitation of two water wells.
- Continued to cross-train treatment plant operator.
- Completed Clearwell Rehabilitation Project.

**Fiscal 2024 Objectives:**

- Finish all approved infrastructure projects on time and within budget.
- Continue division's commitment to employee training and education.
- Continue the replacement and repair of major treatment components to ensure the plant's smooth operation.
- Rehabilitate two water wells.

PCUA - Water Production								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	779,558	755,031	777,333	841,422	645,117	906,693	65,271	7.76%
Material/Supplies	657,607	600,580	804,727	833,900	665,041	858,900	25,000	3.00%
Other Charges & Svcs	652,139	614,006	587,520	724,600	581,242	746,300	21,700	2.99%
Capital Outlay	81,090	48,421	1,380,492	60,000	3,898,773	345,000	285,000	475.00%
Transfers	<u>76,676</u>	<u>56,113</u>	<u>71,490</u>	<u>84,475</u>	<u>60,623</u>	<u>90,224</u>	<u>5,749</u>	<u>6.81%</u>
<b>Department Total</b>	<b>2,247,070</b>	<b>2,074,152</b>	<b>3,621,562</b>	<b>2,544,397</b>	<b>5,850,796</b>	<b>2,947,117</b>	<b>402,720</b>	<b>15.83%</b>

**Approved Capital:**

Replace Unit #650	\$275,000
Water Well Rehab Project (2)	\$70,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	32,455	Travel Expenses	(100)
Overtime	25,925	Misc Contractual Services	<u>(1,000)</u>
FICA	3,325		
Medicare	778		
Retirement Plan 2	2,424		
Health Insurance	89		
Workers Compensation	275		
Chemical Supplies	15,000		
Building Maintenance	2,000		
Pump Maintenance	8,000		
Electric Utilities	22,000		
Gas Utilities	300		
Engineering Services	500		
C/O Water System	285,000		
Transfer to City Garage	3,000		
Transfer to Insurance	<u>2,749</u>		
Total	403,820	Total	(1,100)
	<b>Net Increase</b>	<b><u>\$402,720</u></b>	

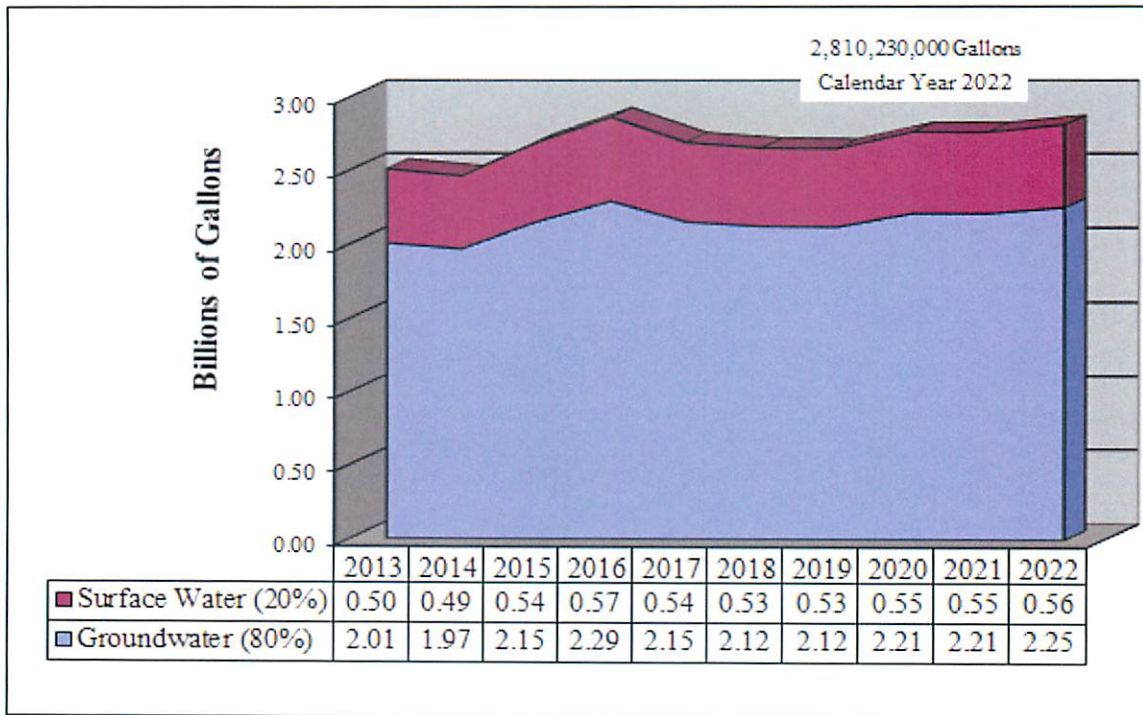
**Personnel Summary:**

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		
<b>Total Full Time Employees</b>			<b>10</b>
<b>Total Part Time Employees</b>			<b>3</b>

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	10	10	10	10	10	10	10	10	10	10

### Water Production in Billions of Gallons for Years 2013-2022





## 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 214 miles of water mains, over 11,400 water meters, 3,000 valves and 1,049 fire hydrants located within City’s water distribution system.

- Fiscal 2023 Accomplishments:**
- Repaired more than 135 (a record number) main breaks.
  - Started the system-wide Water Meter Change Out Project.
  - Completed the North Fourteenth Street Water Line Extension.
  - Completed the Hartford Avenue 8” Waterline Replacement Project from NE Woodlands Road to El Camino Street.
  - Completed the Donner Street Waterline Project, increasing the water pressure to the east side of Pecan Road and Hartford Avenue areas.
  - Changed the water fill station to a credit card system for easier processing.

- Fiscal 2024 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.
  - Continue the Water Meter Change Out Project.
  - Provide data on known, existing or removed, lead service lines for compliance with Environmental Protection Agency’s revised Lead and Copper Rule.

PCUA - Water Distribution								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	598,590	618,761	631,899	682,632	541,586	819,964	137,332	20.12%
Material/Supplies	101,976	94,053	107,325	134,804	112,492	138,848	4,044	3.00%
Other Charges & Svcs	205,425	232,760	238,428	343,330	245,208	353,629	10,299	3.00%
Capital Outlay	758,455	567,377	565,933	3,325,000	635,305	605,000	(2,720,000)	(81.80%)
Transfers	<u>84,555</u>	<u>84,931</u>	<u>97,717</u>	<u>76,398</u>	<u>80,670</u>	<u>111,900</u>	<u>35,502</u>	<u>46.47%</u>
<b>Department Total</b>	<b>1,749,000</b>	<b>1,597,882</b>	<b>1,641,303</b>	<b>4,562,164</b>	<b>1,615,261</b>	<b>2,029,341</b>	<b>(2,532,823)</b>	<b>(55.52%)</b>

**Approved Capital:**

Elm Street Waterline, Grand to Broadway	\$200,000
New 2024 6 Yard Dump Truck	\$165,000
New 2023 Skid Steer Loader with Jackhammer/Trailer	\$125,000
Contingency Water Line Projects	\$75,000
Water Meter Replacement	\$40,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	71,801	Contingencies	(60)
Overtime	25,000	C/O Water System	<u>(2,720,000)</u>
FICA	5,706		
Medicare	1,344		
Retirement Plan 2	5,866		
Health Insurance	26,686		
Life Insurance	274		
Workers Compensation	655		
Water System Maintenance	4,044		
Electric Utilities	2,350		
Gas Utilities	2,000		
Dues & Subscriptions	100		
Education & Training	3,000		
Misc Contractual Services	2,909		
Transfer to City Garage	35,000		
Transfer to Insurance	<u>502</u>		
Total	187,237	Total	(2,720,060)
	<b>Net Decrease</b>		<b><u>(\$2,532,823)</u></b>

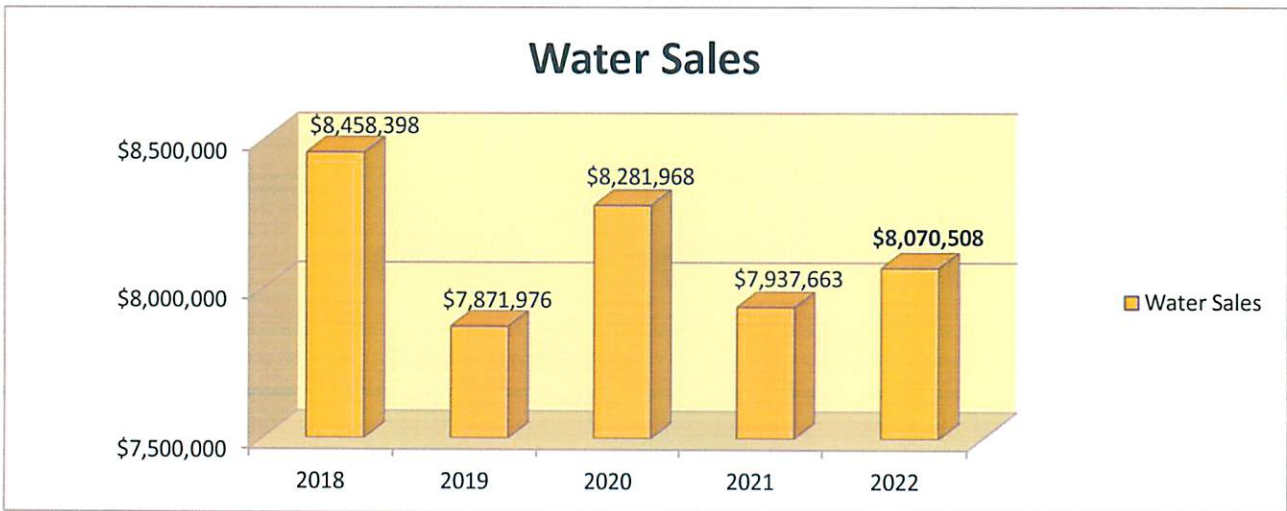
**Personnel Summary:**

Supervisor	1	Maintenance Worker I	5
Senior Maintenance Worker	1	Laborer – Part Time	2
Maintenance Worker II	3		
<b>Total Full Time Employees</b>			<b>10</b>
<b>Total Part Time Employees</b>			<b>2</b>

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	10	10	10	10	10	10	10	10	10	10





## Ponca City Energy Fund – Purchased Power

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

**Fiscal 2023 Accomplishments:**

- Natural gas prices have increased and are expected to continue to increase, resulting in higher kWh charges. Transmission costs have stabilized.
- Participated on an OMPA committee to study and make recommendations regarding OMPA’s rate structure.

**Fiscal 2024 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:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Other Charges & Svcs	<u>19,927,440</u>	<u>21,401,340</u>	<u>26,651,743</u>	<u>23,900,000</u>	<u>21,231,673</u>	<u>29,000,000</u>	<u>5,100,000</u>	<u>21.34%</u>
<b>Department Total</b>	<b><u>19,927,440</u></b>	<b><u>21,401,340</u></b>	<b><u>26,651,743</u></b>	<b><u>23,900,000</u></b>	<b><u>21,231,673</u></b>	<b><u>29,000,000</u></b>	<b><u>5,100,000</u></b>	<b><u>21.34%</u></b>

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Purchased Power	<u>5,100,000</u>			
Total	5,100,000		Total	0
	<b>Net Increase</b>		<b><u>\$5,100,000</u></b>	

## 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 2023 Accomplishments:

- Tested approximately 2,000 wood poles and replaced 190 inferior poles.
- Constructed a second electrical feed over US Highway 177 to the Ranch Drive area.
- Constructed a new feed from the west to Walmart and other businesses.
- Completed the conversion of three subdivisions from non-accessible primary overhead to underground.
- Reconducted and reconstructed four sections of primary conductor from brittle aged conductor to #2 ACSR (Aluminum Conductor Steel Reinforced).
- Repaired over 800 security and street lights.
- Converted the electric on the Marland Mansion grounds from overhead to underground to beautify the grounds, provide better lighting and upgrade the vendor electrical connections. Installed new ground-mounted electrical pedestals for events like Oktoberfest.
- Provided primary construction for multiple new 3-phase services.
- Performed make-ready work for Phases 4 and 5 of the Ponca City Broadband project.
- Converted overhead feeders to underground at three intersections crossing Waverly Avenue.
- Completed construction for a 72-unit housing addition.
- Added 5,000 KVA of grow houses load at numerous locations.
- Performed tree trimming, tree removals and right-of-way clearing in the 22 trimming areas equating to 25 percent of the system.

### Fiscal 2024 Objectives:

- Test over 2,000 poles and replace inferior poles.
- Convert 2 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 Ponca City Broadband by installing fiber, Wi-Fi radios and making business customer fiber connections as needed.
- Upgrade underground housing additions by replacing direct bury cable with cable in pipe to improve reliability.
- Test 250 meter locations for correct instrument metering and billing.
- Continue with make-ready work for the Ponca City Broadband project.

PCUA - Electric Distribution								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	2,655,033	2,751,336	2,925,942	3,002,796	2,411,418	3,226,602	223,806	7.45%
Material/Supplies	312,526	394,955	223,491	378,000	270,824	389,000	11,000	2.91%
Other Charges & Svcs	3,253,014	3,440,428	3,043,718	3,996,700	2,891,025	4,146,000	149,300	3.74%
Capital Outlay	2,072,437	830,788	1,425,343	1,925,500	1,079,220	2,345,000	419,500	21.79%
Debt Service	695,647	743,241	761,410	761,129	571,246	761,083	(46)	(0.01%)
Transfers	<u>7,089,188</u>	<u>6,731,855</u>	<u>7,110,882</u>	<u>7,318,499</u>	<u>5,761,296</u>	<u>7,452,198</u>	<u>133,699</u>	<u>1.83%</u>
<b>Department Total</b>	<b>16,077,845</b>	<b>14,892,603</b>	<b>15,490,784</b>	<b>17,382,624</b>	<b>12,985,030</b>	<b>18,319,883</b>	<b>937,259</b>	<b>5.39%</b>

<b>Approved Capital:</b>	Electric Distribution System	\$930,000
	Distribution Reinforcement Program	\$690,000
	Digger Derrick Truck	\$345,000
	Gonterman Substation Transformer Repair	\$130,000
	Street Lighting	\$100,000
	Mini Excavator	\$93,000
	Replace Carpet in PCE Office	\$27,000
	Rearrange Office Layout	\$15,000
	Repair & Recover Warehouse Office Floor	\$15,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	142,511	ICMA Retirement	(11,134)
Overtime Earnings	60,000	Health Insurance	(7,148)
FICA	11,607	Life Insurance	(578)
Medicare	2,714	Debt Interest	<u>(5,796)</u>
Retirement Plan 2	24,219		
Workers Compensation	1,615		
Building Maintenance	11,000		
Electric Utilities	2,000		
Gas Utilities	4,500		
Charges for General Services	46,300		
Tree Trimming Services	25,000		
Bank Service Fees	1,500		
Credit Card Fees	20,000		
Misc Contractual Services	50,000		
C/O Buildings	57,000		
Sp Purp Vehicles & Trucks	232,500		
Electrical Sub Station	130,000		
Debt Principal	5,750		
Transfer to General	100,000		
Transfer to Utility Billing	10,000		
Transfer to City Garage	15,000		
Transfer to Insurance	<u>8,699</u>		
Total	961,915	Total	(24,656)
	<b>Net Increase</b>		<b><u>\$937,259</u></b>

**Personnel Summary:**

General Manager	1	Line Worker I	5
Assistant Manager/Engineer	1	Equipment Operator II	1
Electric District Supervisor	1	Utility Technician	1
Electric District 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>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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	25	25	25	25	25	25	25	25	25	25



Linemen participating in the 2022 MESO Lineman Rodeo held September 22 at Lake Arcadia. PC linemen placed in several events, including 1<sup>st</sup> and 3<sup>rd</sup> in the speed climb, 1<sup>st</sup> and 2<sup>nd</sup> in hurtman rescue, and 1<sup>st</sup> in mutual aid.





## Ponca City Broadband

### Department Mission:

Ponca City Broadband provides reliable access to the Internet utilizing ultra-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 2023 Accomplishments:

- Completed construction in all areas inside the City limits.
- Engineered and tested a seamless cutover procedure to move customers from one network operations center to another, which saved significant downtime in operationalizing Phases 4 and 5 of the project.
- Continued to add residential and commercial customers.
- Pre-installed fiber to every unit at Pioneer Apartments. Will do the same for the new development being built along North Fifth Street between Bradley Avenue and Young Avenue.
- Hired two additional Customer Service Representatives/Installers.
- Installed network capability at the new Public Safety Center and Jail, providing access to the City's private network, as well as public network access for outside agencies and special internet access needs.
- Met with several municipalities and organizations considering similar programs, and began meeting with State Broadband Office staff to explore funding opportunities for potential future expansion projects.
- Continued building the brand name recognition of Ponca City Broadband: the leading and most respected internet service provider in town.

### Fiscal 2024 Objectives:

- Continue to grow the customer base in both residential and commercial lines of business.
- Become completely self-supporting; paying all operating costs and making all debt reduction payments.
- Continue working at the local and national level to identify potential funding sources for expansion into underserved rural areas surrounding Ponca City.

PCUA - Broadband								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Personal Services	156,676	152,666	270,508	394,170	345,352	669,961	275,791	69.97%
Material/Supplies	53,250	90,606	219,936	352,000	234,408	362,000	10,000	2.84%
Other Charges & Svcs	187,939	270,879	311,609	581,800	297,124	599,100	17,300	2.97%
Capital Outlay	562,969	7,577	133,867	155,000	155,385	720,000	565,000	364.52%
Transfers	17,791	15,308	378,980	926,000	922,396	1,355,434	429,434	46.38%
<b>Department Total</b>	<b>978,626</b>	<b>537,036</b>	<b>1,314,899</b>	<b>2,408,970</b>	<b>1,954,665</b>	<b>3,706,495</b>	<b>1,297,525</b>	<b>53.86%</b>

<b>Approved Capital:</b>	Customer Installations	\$350,000
	Bucket Truck	\$147,000
	Contingency Funds	\$100,000
	Free WiFi Licensing and Support	\$98,000
	WiFi Radio Replacement	\$25,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	183,194	Building Maintenance	(2,750)	
FICA	11,358			
Medicare	2,656			
Retirement Plan 2	16,029			
Health Insurance	59,992			
Life Insurance	468			
Workers Compensation	2,094			
Wearing Apparel	500			
Motor Vehicle Maint	2,250			
Broadband System Maint	10,000			
Electric Utilities	2,000			
Printing	1,000			
Misc Professional Services	400			
Dues & Subscriptions	400			
Misc Other Charges	6,000			
Community Promotion	7,500			
Misc Capital Outlay	565,000			
Transfer to Utility Billing	10,000			
Transfer to PCUA Bond	412,082			
Transfer to City Garage	7,000			
Transfer to Insurance	352			
	<b>Total</b>	<b>1,300,275</b>	<b>Total</b>	<b>(2,750)</b>
	<b>Net Increase</b>	<b>\$1,297,525</b>		

**Personnel Summary:**

Assistant Director	1	Customer Service Rep/Installer	4
Central Office Technician	2	Fiber Field Technician	1

**Total Full Time Employees 8**

**Personnel History:**

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	2	2	5	7	8

**Explanation:** FY 22/23 Assistant Director position was added.  
FY 22/23 (2) Customer Service Rep/Installer positions were added.  
FY 23/24 Central Office Technician position was added.



## Solid Waste Collection

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

- Fiscal 2023 Accomplishments:**
- Supported several City departments in the removal and disposal of debris generated from facility cleanup and code enforcement activities.
  - Placed six new Freightliner packer trucks into service for improved trash pickup service throughout the community.
  - Provided no-charge services to community events such as the annual Spring Cleanup, Veterans Day Parade, Goblins on Grand and the Fourth of July fireworks display at Ponca Lake.
  - Hosted and attended safety and educational meetings to enhance employees' safety awareness and job knowledge.
  - Provided City-wide leaf collection service.
  - Rebuilt and repainted over 100 dumpsters to help improve the appearance, functionality and extend the life expectancy of the containers.

- Fiscal 2024 Objectives:**
- Provide quality services to all commercial, industrial, and residential customers.
  - Collaborate with civic groups to clean up alleys and neighborhoods.
  - Continue division's commitment to employee training by attending and hosting safety and educational meetings.
  - Work with other City departments in the removal and disposal of debris generated from construction, storm damage and code enforcement activities.

PCUA - Solid Waste Collection								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	1,950,343	1,952,374	2,149,554	2,333,803	1,662,412	2,516,880	183,077	7.84%
Material/Supplies	31,472	40,597	38,384	56,831	33,193	58,536	1,705	3.00%
Other Charges & Svcs	251,568	228,330	262,428	303,289	220,015	361,208	57,919	19.10%
Capital Outlay	0	6,979	0	0	0	0	0	0.00%
Transfers	<u>1,565,183</u>	<u>1,484,666</u>	<u>1,482,401</u>	<u>1,712,985</u>	<u>1,187,322</u>	<u>1,755,796</u>	<u>42,811</u>	<u>2.50%</u>
<b>Department Total</b>	<b>3,798,567</b>	<b>3,712,947</b>	<b>3,932,767</b>	<b>4,406,908</b>	<b>3,102,942</b>	<b>4,692,420</b>	<b>285,512</b>	<b>6.48%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	142,255			
FICA	7,919			
Medicare	1,852			
Retirement Plan 2	7,993			
ICMA Retirement PCUA	3,360			
Health Insurance	18,073			
Life Insurance	369			
Workers Compensation	1,257			
Buildings Maint	147			
Container Maint	1,558			
Electric Utilities	363			
Household Harzardous Waste	45,000			
Travel Expenses	20			
Charges for General Svcs	16,364			
Education & Training	132			
Bank Service Fee	132			
Misc Contractual Svcs	1,907			
Transfer to General	30,000			
Transfer to Utility Billing	10,000			
Transfer to Insurance	<u>2,811</u>			
<b>Total</b>	<b>291,512</b>		<b>Total</b>	<b>0</b>
	<b>Net Increase</b>	<b><u>\$291,512</u></b>		

**Personnel Summary:**

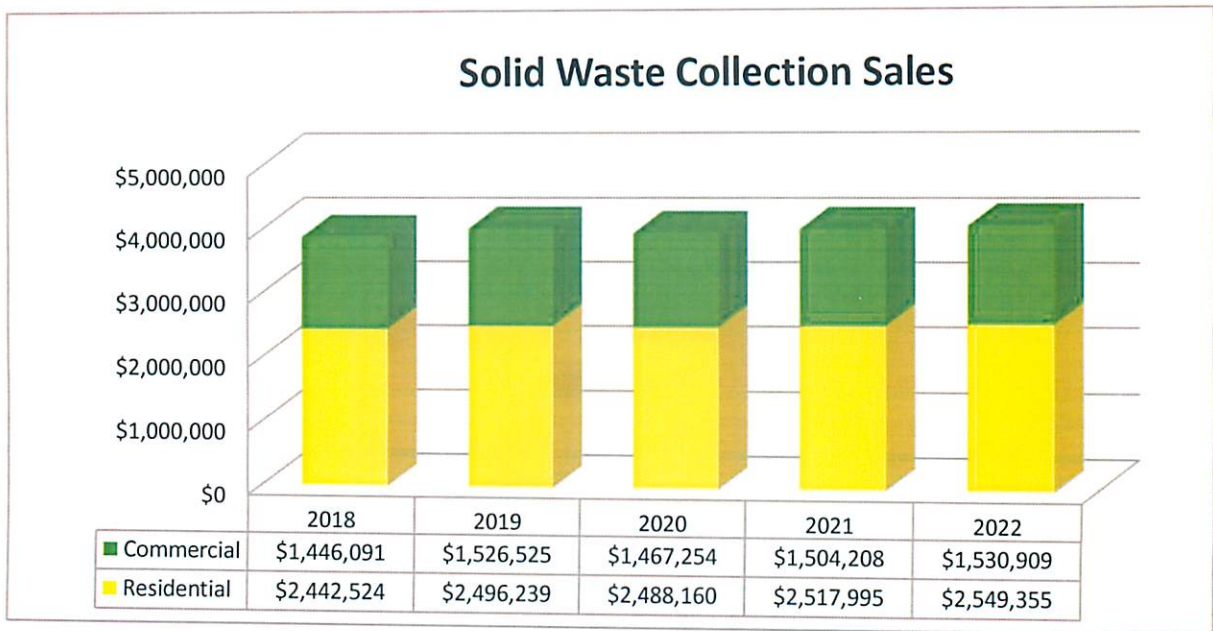
Environmental Services Director	.33	Solid Waste Collector	14
Solid Waste Superintendent	1	Office Specialist	1
Supervisor-Solid Waste	2	Loaders-Part Time	9
Senior Solid Waste Collector	12	Recycling Advocate	.5

**Total Full Time Employees      30.83**  
**Total Part Time Employees      9**

**Personnel History:**

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	<u>2023-24</u>
Full Time	31.83	31.83	31.83	30.83	30.83	30.83	30.83	30.83	30.83	<u>30.83</u>
<b>Explanation:</b>	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 applicable state and federal regulatory requirements while providing safe and convenient trash disposal to Ponca City and the surrounding communities.

**Fiscal 2023 Accomplishments:**

- Fulfilled annual monitoring and reporting requirements for Methane Gas, Green House Gas and Groundwater Quality. Passed multiple DEQ (Department of Environmental Quality) inspections without any problems.
- Completed Annual Compliance Certification and Semi-annual monitoring report for Title V Operating Permit.
- 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.
- Completed final phase of a 6-foot perimeter security fence for the Landfill, protecting the facility and the public.
- Organized and completed the Landfill's Tier 2 project which is a 5-year requirement for DEQ air emissions.

**Fiscal 2024 Objectives:**

- Fulfill all monitoring and reporting required by the Oklahoma DEQ and Environmental Protection Agency.
- Work with other City departments in the disposal of debris generated from construction, storm damage and code enforcement activities.
- Continue division's commitment to employee training by attending and hosting safety and educational meetings.

PCUA - Landfill								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
				Personal Services	449,101	476,827		
Material/Supplies	6,800	8,394	7,068	17,783	9,606	18,316	533	3.00%
Other Charges & Svcs	133,512	133,333	131,339	180,717	103,865	186,139	5,422	3.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	0	0	0	0	0	0	0	0.00%
Transfers	<u>662,459</u>	<u>749,360</u>	<u>758,720</u>	<u>814,087</u>	<u>684,312</u>	<u>904,461</u>	<u>90,374</u>	<u>11.10%</u>
<b>Department Total</b>	<b>1,251,871</b>	<b>1,367,914</b>	<b>1,400,275</b>	<b>1,544,111</b>	<b>1,191,330</b>	<b>1,658,356</b>	<b>114,245</b>	<b>7.40%</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>
Full Time Salaries	15,737		
FICA	753		
Medicare	175		
Retirement Plan 2	1,059		
Health Insurance	55		
Workers Compensation	137		
Heavy Equipment Maint	533		
Travel Expenses	85		
Charges for General Svcs	1,542		
Misc Contractual Svcs	3,795		
Transfer to General	10,000		
Transfer to Utility Billing	5,000		
Transfer to City Garage	75,000		
Transfer to Insurance	<u>374</u>		
<b>Total</b>	<b>114,245</b>		<b>Total</b> 0
	<b>Net Increase</b>	<b><u>\$114,245</u></b>	

**Personnel Summary:**

Landfill Supervisor	1	Office Specialist	2
Equipment Operator II	2	Loader – Part Time	3
Heavy Equipment Operator	2		
<b>Total Full Time Employees</b>			<b>7</b>
<b>Total Part Time Employees</b>			<b>3</b>

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	7	7	7	7	7	7	7	7	7	7

# Landfill – Closure

**Department Mission:**

The Landfill Closure Fund provides funds to meet financial assurance required by EPA/ODEQ (Environmental Protection Agency/Oklahoma Department of Environmental Quality) for closure/post-closure cost of the landfill.

**Fiscal 2023 Accomplishments:**

- Funded restricted landfill closure account by required amount.
- Met all EPA/ODEQ Subtitle D requirements for financial assurance of closure/post closure costs.

**Fiscal 2024 Objectives:**

- Continue funding for future closure/post closure of current revenues.
- Continue to comply with EPA/ODEQ Subtitle D requirements for financial assurance of closure/post closure costs.

PCUA - Landfill Closure								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		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	14,444	12,940	12,684	18,000	9,696	18,000	0	0.00%
Miscellaneous	0	0	0	0	0	0	0	0.00%
<b>Total Expenditures:</b>	<b>14,444</b>	<b>12,940</b>	<b>12,684</b>	<b>18,000</b>	<b>9,696</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>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Cardboard	24.72	79.5	138.38	122.88	133.76	166.15	174.25
Newspapers	121.8	190.3	88.57	264.16	191.54	35.56	60.7
White Goods	38.72	8.47	0	0	0	0	0
Magazines	**	**	**	**	**	1.35	7.5
Office Paper	20	25.25	26.97	**	**	14.34	14.75
Glass	29.07	24.55	19.94	24.7	24.31	23.02	34.56
Books	**	**	**	**	**	3.38	5.24
Tin	6.1	2.62	7.32	13.09	4.91	4.38	4.97
Car Batteries	2.5	0.8	0	0	0	0	0
Aluminum Cans	2.31	2.1	2.74	0.5	2.34	1.65	2.9
Misc Paper	**	**	**	**	**	7.51	**
Mixed Metal	23.7	37.45	9.06	8.21	12.10	12.06	8.207
<b>Total*</b>	<b>190.9</b>	<b>268.92</b>	<b>292.98</b>	<b>433.54</b>	<b>368.955</b>	<b>269.40</b>	<b>313.08</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>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Trees	4,571	5,016	4,317	6,580	5,530	3,429	3,994
kWh of Energy	1,102,572	1,209,705	1,041,072	1,586,864	1,333,710	827,011	963,295
Gallons of Water	1,882,440	2,065,350	1,777,440	2,709,280	2,277,065	1,411,970	1,644,650
Cubic Yard of Landfill	672	974	838	1,277	1,073	645	752
Pounds of Air Pollution	16,135	17,703	15,235	23,222	19,518	12,103	14,097



## 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 2023 Accomplishments:**
- Funded the Depreciation Reserve with the required amounts.
  - Maintained the equipment replacement schedule.
  - Purchased six new rear load packer trucks to increase efficiency of service delivered to the residents.

- Fiscal 2023 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	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Misc Receipts	25,189	0	0	0	0	0	0	0.00%
Transfer from Sld Wste	325,000	325,000	325,000	400,000	300,000	400,000	0	0.00%
Transfer from Landfill	325,000	325,000	325,000	400,000	300,000	400,000	0	0.00%
Interest Income	73,706	19,597	12,516	25,000	32,459	25,000	0	0.00%
Income Disp Fixed Asset	0	0	0	0	0	0	0	0.00%
<b>Total Revenues:</b>	<b>748,895</b>	<b>669,597</b>	<b>662,516</b>	<b>825,000</b>	<b>632,459</b>	<b>825,000</b>	<b>0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>								
Capital Outlay	282,429	476,493	1,036,386	1,890,000	1,057,190	126,500	(1,763,500)	(93.31%)
<b>Total Expenditures:</b>	<b>282,429</b>	<b>476,493</b>	<b>1,036,386</b>	<b>1,890,000</b>	<b>1,057,190</b>	<b>126,500</b>	<b>(1,763,500)</b>	<b>(93.31%)</b>

**Approved Capital:**

Landfill Compactor	(FY23) \$875,000
(1) 34-Yard Refuse Compactor	\$40,000
2, 3, 4, and 6Yard Load Containers and Lids	\$40,000
Grader Speed Mover	\$26,500
Two (2) 30 Yard Open Top Containers	\$20,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Misc Capital Outlays	<u>10,000</u>	C/O Buildings	(220,000)
		Sp Purp Vehcles & Trucks	<u>(1,553,500)</u>
Total	10,000	Total	(1,773,500)
	<b>Net Decrease</b>		<b><u>(\$1,763,500)</u></b>

**Personnel Summary:** None

## Utility Billing – Administration

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

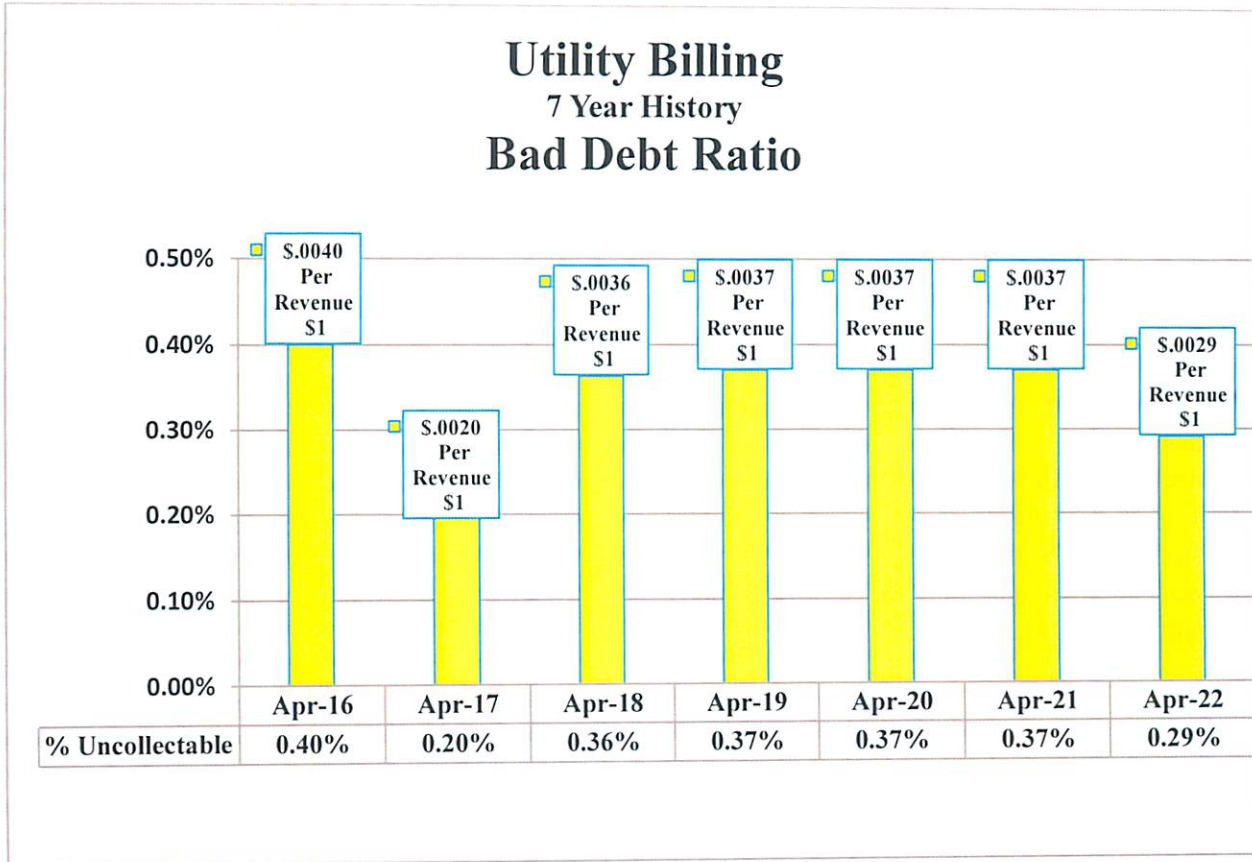
- Fiscal 2023 Accomplishments:**
- Mailed a letter to average monthly payment customers with a deficit balance over \$350.00. This letter made customers aware of the exact deficit caused by the fuel cost adjustment. The vast majority of customers were happy to receive the letter and have the opportunity to plan for the increase.
  - Greeted and assisted all new Broadband customers remains a priority. Assisting customers with transfer of service request resulted in very few service terminations.
  - Began emailing unpaid final bills to customers who may not have received the final bill in the mail due to an address change. This was the result of updating and obtaining emails when assisting customers.
  - Successfully changed several customers from regular power to solar power using the forward and reverse meters.
  - Actively pursuing Legal Notices for estate notifications for collections.

<i>Payment Types</i>	<i>2019</i>	<i>2020</i>	<i>2019-2020 % Difference</i>	<i>2021</i>	<i>2020-2021 % Difference</i>	<i>2022</i>	<i>2021-2022 % Difference</i>
Window	87,584	74,744	-17.18%	72,075	-3.64%	79,885	10.84%
Box	29,389	27,404	-7.24%	19,114	-35.64%	12,592	51.79%
Mail	19,688	23,263	18.16%	11,768	-65.63%	7,367	-59.74%
Online/Internet	13,901	16,1605	19.78%	19,297	14.99%	20,706	7.30%
Bank Draft	28,267	27,943	-1.16%	33,653	-18.54%	38,840	15.48%
Credit Card Draft	8,740	9,325	3.69%	1,248	-152.79%	N/A	N/A
Customer Serv Reps		11,909	100%	16,502	32.33%	20,189	22.34%

- Fiscal 2024 Objectives:**
- Explore the possibility and availability of a payment app for customer convenience.
  - Investigate new programs offered by collection agencies to see if it would be of benefit.
  - Continue to work with NERA (New Emergency Resource Agency) and several other agencies applying assistance to accounts as needed with the Covid-19 grant funding.
  - Transfer online payments from Elavon to a payment company that will be compatible with Incode.
  - Begin the upgrade of water meters over the next year and transfer all data for billing.

**Budget Highlights:**

- Community agencies, churches and tribal agencies contributed \$452,974.46 to customer accounts in 2022. When coupled with Department of Human Services payments of \$771,801.28, a total of \$1,224,775.74 in outside assistance was received. This is up about 101.57% from the previous year. Included in this total, we received \$149,043.36 from NERA and that included \$136,505.07 CDBG-CV Grant and \$12,538.29 match.



PCUA - Utility Billing Administration								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Personal Services	461,074	455,895	485,219	538,869	401,073	556,075	17,206	3.19%
Material/Supplies	60,069	64,455	62,119	80,915	32,351	83,343	2,428	3.00%
Other Charges & Svcs	109,559	108,168	112,643	129,966	85,285	133,865	3,899	3.00%
Capital Outlay	0	0	0	0	0	50,000	50,000	0.00%
Transfers	8,637	8,102	12,500	12,233	7,538	15,233	3,000	24.52%
<b>Department Total</b>	<b>639,339</b>	<b>636,620</b>	<b>672,480</b>	<b>761,983</b>	<b>526,248</b>	<b>838,516</b>	<b>76,533</b>	<b>10.04%</b>

**Approved Capital:**

2023 Colorado Extended Cab Pickup

\$50,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	14,996			
FICA	755			
Medicare	177			
Retirement Plan 2	675			
ICMA Retirement PCUA	421			
Health Insurance	58			
Workers Compensation	124			
Office Supplies	675			
Food Supplies	37			
Wearing Apparel	48			
Postage	1,661			
Misc Supplies	3			
Safety Material & Supplies	2			
Equipment & Tools Maint	2			
Telephone Svc Local	29			
Travel Expenses	45			
Printing	36			
Outsource Bill Print & Mail	3,624			
Education & Training	90			
Office Equip Maint Svc	75			
Special Purpose Equip	50,000			
Transfer to City Garage	<u>3,000</u>			
		Total	Total	0
		76,533		
		<b>Net Increase</b>	<b><u>\$76,533</u></b>	

**Personnel Summary:**

Office Manager	1	Billing Clerk II	3
Field Service Representative	2	Billing Clerk I	3
<b>Total Full Time Employees</b>			<b>9</b>

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	9	8	8	8	8	8	8	8	9	9

**Explanation:** FY 15/16 Office Specialist position was eliminated.  
FY 22/23 Billing Clerk I was added.





## Wastewater Fund – Administration

**Department Mission:** The Wastewater Administration Division directs the personnel who operate and maintain the wastewater collection system and the treatment plant. This division also maintains records, develops and administers budgets and projects for the wastewater collection and treatment areas. The objective of this division is to eliminate sewer system overflows and plant permit violations and to comply with all state and federal environmental regulations.

- Fiscal 2023 Accomplishments:**
- Promoted service provision and revenue generation.
  - Managed the Industrial Pretreatment Program with four Significant Industrial Users and five Nonsignificant Industrial Users; worked with plant staff and engineer to resolve monitoring and discharge issues arising throughout the year.
  - Continued the cross-training program between Wastewater Treatment and Water Production to prepare for labor shortage due to various emergency situations.
  - Sought and successfully received \$1.5MM in ARPA Congressionally Directed Spending funds for phase III of the Bois D’Arc sewer interceptor reconstruction project.

- Fiscal 2024 Objectives:**
- Continue to promote higher standards, higher efficiency and safety awareness throughout the department.
  - Manage approved capital improvement projects through design, bidding and construction phases.
  - Fulfill State and Federal procurement and reporting requirements for ARPA funded portions of the interceptor reconstruction project.
  - Work with industrial pretreatment customers to maximize service provision and ensure customer satisfaction.

PCUA - Wastewater Administration								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Personal Services	75,625	80,607	83,658	85,654	53,787	94,350	8,696	10.15%
Material/Supplies	1,396	1,203	67	1,611	1,196	1,980	369	22.91%
Other Charges & Svcs	261,738	263,205	266,379	309,883	218,520	330,850	20,967	6.77%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	374,532	375,997	375,997	377,493	371,981	375,996	(1,497)	(0.40%)
Transfers	<u>878,724</u>	<u>788,498</u>	<u>1,011,068</u>	<u>1,794,472</u>	<u>5,037,125</u>	<u>1,826,083</u>	<u>31,611</u>	<u>1.76%</u>
<b>Department Total</b>	<b>1,592,015</b>	<b>1,509,510</b>	<b>1,737,168</b>	<b>2,569,113</b>	<b>5,682,609</b>	<b>2,629,259</b>	<b>60,146</b>	<b>2.34%</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Retirement Plan 2	38	Full Time Salaries	(5,801)
Health Insurance	15,458	FICA	(395)
Life Insurance	451	Medicare	(92)
Office Supplies	143	ICMA Retirement PCUA	(907)
Food Supplies	300	Workers Compensation	(56)
Postage	36	Books & Periodicals	(110)
Travel Expenses	28	Telephone Svc Local	(23)
Legal Notices	219	Audit Services	(4)
Charges for General Svcs	20,262	Misc Professional Svc	(31)
Dues & Subscriptions	69	Education & Training	(26)
Bank Service Fees	23	Debt Interest	(7,804)
Contingencies	450	Agent Fee	<u>(3,012)</u>
Debt Principal	9,319		
Transfer to General	21,166		
Transfer to Utility Billing	10,000		
Transfer to Insurance	<u>445</u>		
Total	78,407	Total	(18,261)
	<b>Net Increase</b>	<b><u>\$60,146</u></b>	

**Personnel Summary:**

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

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</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 Division operates and maintains a 9.5 MGD wastewater treatment plant, 2.1 MGD groundwater treatment plant, and fourteen 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 established by state and federal regulations. The staff is committed to safeguarding the environment by maintaining the highest level of treatment at the lowest attainable cost to the community.

**Fiscal 2023 Accomplishments:**

- Successfully treated over 1.4 billion gallons of wastewater that includes high-strength streams generated by the industrial users.
- Successfully operated over 20 key process units with the lowest attainable capital costs for the treatment plant.
- Carried out 2,730 work orders to maintain the treatment plant and fourteen liftstations.
- Continued cross-training of treatment plant operators.
- Started the construction phase of the Sludge Dewatering System Rehabilitation Project.
- Completed phase one Liftstation SCADA (Supervisory Control and Data Acquisition) Upgrade Project.

**Fiscal 2024 Objectives:**

- Finish all approved infrastructure 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 or repair of major treatment components to ensure plant’s smooth operation.
- Complete phase two Liftstation SCADA Upgrade Project.

PCUA - Wastewater Treatment								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Personal Services	672,849	698,627	743,988	860,561	590,912	913,019	52,458	6.10%
Material/Supplies	283,203	270,795	266,671	318,100	229,165	327,600	9,500	2.99%
Other Charges & Svcs	460,366	495,011	576,244	628,300	380,590	647,000	18,700	2.98%
Capital Outlay	362,145	200,621	852,934	285,000	174,824	145,000	(140,000)	(49.12%)
Transfers	<u>98,366</u>	<u>98,095</u>	<u>116,945</u>	<u>93,609</u>	<u>58,633</u>	<u>100,088</u>	<u>6,479</u>	<u>6.92%</u>
<b>Department Total</b>	<b>1,876,928</b>	<b>1,763,149</b>	<b>2,556,782</b>	<b>2,185,570</b>	<b>1,434,123</b>	<b>2,132,707</b>	<b>(52,863)</b>	<b>(2.42%)</b>

<b>Approved Capital:</b>	Replace Disinfection Feed Equipment	\$80,000
	Upgrade SCADA System at Five (5) Liftstations	\$65,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	47,321	Building Maint	(200)
FICA	2,553	Equipment & Tools Maint	(1,000)
Medicare	597	Controls & Instr Svcs	(3,000)
Retirement Plan 2	1,699	Pickup Trucks	(45,000)
Health Insurance	93	Sp Purp Vehicles & Trucks	<u>(190,000)</u>
Workers Compensation	194		
Wearing Apparel	100		
Chemical Supplies	5,000		
Laboratory Supplies	300		
Hand Tools	200		
Grounds Maint	100		
Wastewater	5,000		
Electric Utilities	15,000		
Gas Utilities	6,000		
Solid Waste Services	100		
Lt & Hvy Equip Rental	500		
Dues & Subscriptions	100		
Wasterwater Lift Station Imp	95,000		
Transfer to City Garage	5,000		
Transfer to Insurance	<u>1,479</u>		
Total	186,336	Total	(239,200)
	<b>Net Decrease</b>		<b><u>(\$52,864)</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		

**Total Full Time Employees      11**  
**Total Part Time Employees      2**

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	11	11	11	11	11	11	11	11	11	11

## Wastewater Fund – Collection

**Department Mission:**

The Wastewater Collection Division maintains approximately 178 miles of gravity sewer mains and all interconnecting 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 2023 Accomplishments:**

- Completed construction of the West Grand Phase I Sewer Project.
- Applied and approved for a grant in the amount of \$500,000.00 to help improve the wastewater system.
- Performed preventive maintenance tasks to maintain and improve conditions of City’s wastewater collection system.
  - Flushed over 600,000 feet of sewer mains.
  - Filmed over 4,000 feet of sewer mains to evaluate pipe conditions.
  - Treated over 35,000 feet of pipes with proprietary root control chemicals.

**Fiscal 2024 Objectives:**

- Continue with the preventative maintenance program to minimize unpermitted discharges.
- Improve the City’s wastewater collection system with capital project(s) and point-to-point repairs.
- Use City and federal funds to replace 7,100 feet of 27” sanitary sewer line, Bois D’Arc Interceptor, servicing the entire west half of the City.
- Continue the division’s commitment to safety.
- Augment current budget with Federal American Rescue Plan Act via Oklahoma Water Resource Board funds to improve the wastewater system.

PCUA - Wastewater Collection								
EXPENDITURES:	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Personal Services	385,033	378,056	403,954	437,643	345,760	456,950	19,307	4.41%
Material/Supplies	66,446	46,171	60,016	106,782	31,437	109,985	3,203	3.00%
Other Charges & Svcs	47,850	94,920	50,160	63,149	52,220	65,043	1,894	3.00%
Capital Outlay	1,840,338	507,739	1,320,237	1,170,000	108,943	2,075,000	905,000	77.35%
Transfers	<u>46,396</u>	<u>42,374</u>	<u>52,110</u>	<u>63,569</u>	<u>42,811</u>	<u>79,166</u>	<u>15,597</u>	<u>24.54%</u>
<b>Department Total</b>	<b>2,386,062</b>	<b>1,069,260</b>	<b>1,886,477</b>	<b>1,841,143</b>	<b>581,172</b>	<b>2,786,144</b>	<b>945,001</b>	<b>51.33%</b>

**Approved Capital:**

Bois D Arc Sewer Interceptor Replacement Phase III (Add'l 50% Grant)	\$1,300,000
West Grand Sewer Replacement Phase II (Add'l 50% Grant)	\$590,000
New 2024 Easement Machine	\$115,000
Contingency Wastewater Collection Line Projects	\$70,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	12,599	Subsistence Expense	<u>(500)</u>
Overtime	5,000		
FICA	939		
Medicare	219		
Retirement Plan 2	888		
Health Insurance	49		
Workers Compensation	113		
Wastewater Sys Maint	3,203		
Misc Contractual Svcs	1,894		
C/O Sewer System	905,000		
Transfer to City Garage	15,000		
Transfer to Insurance	<u>597</u>		
Total	945,501	Total	(500)
	<b>Net Increase</b>		<b><u>945,001</u></b>

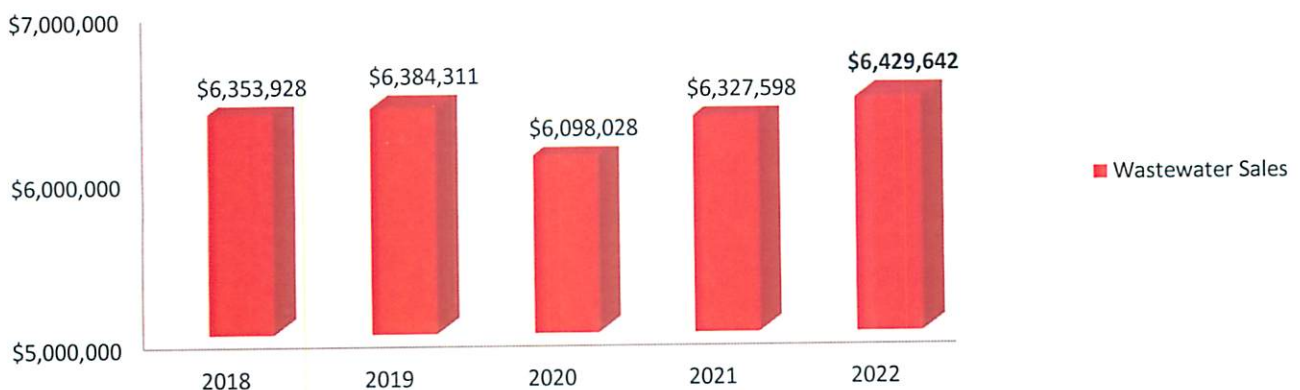
**Personnel Summary:**

Supervisor	1	Maintenance Worker I	2
Maintenance Worker II	3		
<b>Total Full Time Employees</b>		<b>6</b>	

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	6	6	6	6	6	6	6	6	6	6

**Wastewater Sales**





## Stormwater Fund

**Department Mission:** The Stormwater fund will utilize revenues derived from the Stormwater fee to provide for management of rainfall runoff. The fund will also be responsible for maintaining compliance with Federal and State regulators as they pertain to Stormwater.

**Fiscal 2023 Accomplishments:**

- Divided the Joe Street Drainage Improvement Project into two sections and developed plans for each, one for detention basin and the other for street and sewer line improvements.
- Completed the first year of the new DEQ (Department of Environmental Quality) permit and filed the 2022 Ponca City Municipal Separate Storm Sewer System (MS4) Annual Report.
- Filed Notice of Intent for all of the OKR05 Multi-Sector General Permits for Stormwater Discharges from Industrial Activity and are awaiting permits from Oklahoma DEQ. This involves the Airport, City Garage, Ponca City Energy, Landfill and Wastewater Treatment Plant.
- Began working with Freese and Nichols to update the Stormwater Pollution Prevention Plan.
- Held the Fifteenth Annual Earth Day Celebration along with Solid Waste, Parks and Recreation and Ponca City Energy.
- Continued planning for the bi-annual Household Hazardous Waste Collection Day tentatively scheduled for the spring of 2024 and co-hosted with Phillips 66.

**Fiscal 2024 Objectives:**

- Proceed with construction of the Joe Street Drainage Improvement Project.
- Continue work with Freese and Nichols in the process of writing an updated Stormwater Pollution Prevention Plan and address the City's involvement in any TMDL (total mass daily loads) if necessary.
- Co-Host the Household Hazardous Waste Collection Day with Phillips 66.
- Continue funding for any unanticipated drainage issues that arise.

PCUA - Stormwater								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Stormwater Fee	549,535	562,247	589,729	599,625	467,768	650,875	51,250	8.55%
Other Revenues	<u>58,923</u>	<u>11,479</u>	<u>31,840</u>	<u>16,000</u>	<u>26,012</u>	<u>16,500</u>	<u>500</u>	<u>3.13%</u>
<b>Total Revenues:</b>	<b>608,458</b>	<b>573,726</b>	<b>621,569</b>	<b>615,625</b>	<b>493,780</b>	<b>667,375</b>	<b>51,750</b>	<b>8.41%</b>
<b>EXPENDITURES:</b>								
Personal Services	33,663	33,917	36,207	44,934	28,823	46,731	1,797	4.00%
Materials & Supplies	11,178	13,715	5,585	60,000	1,980	60,000	0	0.00%
Other Charges & Svcs	107,916	53,966	146,718	130,589	74,130	178,762	48,173	36.89%
Capital Outlay	130,033	276,506	153,485	200,000	308,551	750,000	550,000	275.00%
Transfers	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>55,000</u>	<u>41,250</u>	<u>65,000</u>	<u>10,000</u>	<u>18.18%</u>
<b>Total Expenditures</b>	<b>312,789</b>	<b>408,104</b>	<b>371,995</b>	<b>490,523</b>	<b>454,734</b>	<b>1,100,493</b>	<b>609,970</b>	<b>124.35%</b>

**Approved Capital:**

Joe Street Drainage Improvements	\$500,000
Pictometry Aerial Photography	\$150,000
Contingency Stormwater Capital Improvement Projects	\$100,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	1,606	Misc Capital Outlay	<u>(200,000)</u>
FICA	65		
Medicare	15		
Retirement Plan 2	92		
Health Insurance	8		
Workers Compensation	11		
Household Hazardous Waste	45,000		
Charges for General Fund	2,173		
Permit Fees	1,000		
C/O Stormwater System	750,000		
Transfer to Utility Billing	<u>10,000</u>		
<b>Total</b>	<b>809,970</b>	<b>Total</b>	<b>(200,000)</b>
	<b>Net Increase</b>		<b><u>609,970</u></b>

**Personnel Summary:**

Stormwater Advocate .5

**Total Full Time Employees .5**

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5

## 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 partners 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 2023 Accomplishments:

- Expanded network capability at the RecPlex and Dan Moran baseball fields to provide live-streaming of events.
- Upgraded and replaced the City's email server.
- Assisted Finance Department in the implementation of cash-management video surveillance at cash collection locations.
- Deployed a proof-of-concept for enhanced login capability to VDI (Virtual Desktop Infrastructure) and then rolled the finished project out to all users.
- Implemented another security layer to monitor and protect the City's private, business network and data assets using machine learning and artificial intelligence tools and techniques that are monitored 24/7.
- Set up the data switching rooms at the new Public Safety Center and Jail.
- Began the on-going, rolling upgrades/replacement of the virtual servers operating VDI.
- Added firewall protection to the City-wide Free Wi-Fi System to prohibit bit-torrent downloads, due to ongoing and escalating claims of copyright infringement.
- Installed a City-wide business telephone intercom notification system that provides the ability to quickly make emergency announcements to City staff.

### Fiscal 2024 Objectives:

- Continue to increase Cybersecurity awareness and safety to end users.
- Research and recommend a replacement solution for Board of Commission documents in Dropbox.
- Work with Broadband staff to begin formulating a plan to move the City's private network over to the new fiber infrastructure.
- Perform upgrade work to the Email archiving software and the VoIP (Voice over Internet Protocol) telephone system.
- Begin planning on the replacement of the City's core network switch.

<b>PCUA - Technology Services</b>								
<b>REVENUES</b>	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Transfers	870,000	870,000	964,306	1,160,000	930,000	1,160,000	0	0.00%
Misc. Receipts	<u>6,397</u>	<u>0</u>	<u>4,306</u>	<u>0</u>	<u>307</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>876,397</b>	<b>870,000</b>	<b>968,612</b>	<b>1,160,000</b>	<b>930,307</b>	<b>1,160,000</b>	<b>0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>								
Personal Services	436,149	433,359	467,966	487,528	370,623	512,878	25,350	5.20%
Material & Supplies	70,379	47,120	29,620	61,000	21,786	62,830	1,830	3.00%
Other Charges & Svcs	245,050	271,051	285,909	334,300	272,994	344,250	9,950	2.98%
Capital Outlay	52,846	121,637	18,508	222,996	100,870	260,500	37,504	16.82%
Debt Service	101,983	101,974	101,983	101,982	16,997	0	(101,982)	(100.00%)
Transfers	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,659</u>	<u>0</u>	<u>3,820</u>	<u>161</u>	<u>4.40%</u>
<b>Total Expenditures:</b>	<b>909,633</b>	<b>978,366</b>	<b>907,212</b>	<b>1,211,465</b>	<b>783,271</b>	<b>1,184,278</b>	<b>(27,187)</b>	<b>(2.24%)</b>

<b>Approved Capital:</b>	Call Manager Upgrade	\$85,000
	VDI Annual Licensing	\$50,000
	VDI Replacement Server	\$30,000
	Disaster Recovery Site Backup Repository	\$30,000
	Patch Management Annual Licensing	\$22,500
	Network Switch Room Hardware	\$20,000
	Datacover Server Replacement	\$15,000
	Uninterruptible Power Supplies	\$8,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	19,264	Office Supplies	(170)
FICA	1041	Dues & Subscriptions	(50)
Medicare	243	Debt Principal	(98,797)
ICMA Retirement PCUA	1,594	Debt Interest	<u>(3,185)</u>
Health Insurance	40		
Workers Compensation	168		
Vehicle Allowance	3,000		
Computer Supplies	1,000		
Computers	1,000		
Cell Phone Service	3,000		
Maint & Service Contracts	7,000		
Misc Capital Outlay	37,504		
Transfer to Insurance	<u>161</u>		
Total	75,015	Total	(102,202)
<b>Net Increase</b>		<b><u>(27,187)</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>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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	4	4	4	4	4	4	4	4	4	4

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

# Other Enterprise Funds

Other Enterprise Funds of the City of Ponca City are proprietary fund types used to account for operations of enterprise funds, which are financed and operated in a manner similar to private sector business. Costs of providing these services are paid for on a user-charge basis. With enterprise funds, the governing body may periodically budget for revenues earned and expenses incurred, as well as whether or not to use net income for capital maintenance, public policy or for other purposes to benefit the citizenry.

Budgeted Other Enterprise Funds for Fiscal 2023-24 are:

- Wentz Golf Course Fund**
- Marland Estate Fund**
- Ponca City RecPlex**
- Airport Capital Grant Fund**
- Ponca City Regional Airport**





## 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 2023 Accomplishments:

- Began construction of a driving range.
- Constructed a new senior/ladies tee box on #17.
- Held a full field of 72 players for Wednesday Night League for the third year in a row.
- Continued Oklahoma Native Wildflower campaign to attract pollinators and enhance visual appearance of the course.
- Continued communication with local businesses and non-profits for more tournament play.
- Co-hosted Cherokee Strip Classic Tournament with the Ponca City Country Club and increased the tournaments Wentz held by five.
- Created new lake views on #17 by removing trees and shrubs along the lake shore. This was completed with the help from the Parks and Recreation Department.
- Refurbished the irrigation filter and control system to prevent an infestation of zebra mussels.
- Began developing plans and construction of a short game area to add a new revenue stream for the course.
- Completed the renovation of the restrooms at the Pro Shop and at the public restrooms at the maintenance barn.

### Fiscal 2024 Objectives:

- Create Home & Home competitions with other golf courses.
- Clean out the hazard area near #2 green.
- Create more events with local businesses and clubs.
- Reconstruct and re-sod the grass bunker on #4.
- Dredge out the debris from ponds on #2, #3 and #16 and refill the ponds.
- Repair and reshape the sand bunker on #16.
- Maintain 4 Star ranking by Golf Digest.
- Co-Host Cherokee Strip Golf Tournament.
- Increase Pro Shop revenue by 10% to 15% through increased corporate business and outings.

Enterprise Funds - Golf Course								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Annual Green Fees	44,928	48,758	50,793	52,000	31,119	52,000	0	0.00%
Daily Green Fees	129,292	160,308	152,706	160,000	126,498	202,000	42,000	26.25%
Tournament Fees	0	0	2,132	0	0	0	0	0.00%
Pro Shop Sales	151,816	170,914	79,788	136,500	82,363	136,500	0	0.00%
Golf Cart Rentals	119,143	138,319	145,642	130,000	108,612	160,000	30,000	23.08%
Private Cart Fees	2,456	2,572	3,079	0	154	0	0	0.00%
Daily Cart Rentals	0	0	0	0	6,394	0	0	0.00%
Cart Trail Fees	1,128	322	639	700	3,102	2,500	1,800	257.14%
Sales Tax Paid	2,833	187	(1,428)	0	0	0	0	0.00%
Concession	61,488	78,199	72,219	60,000	42,863	60,000	0	0.00%
Contrib from Funds	330,000	430,000	430,000	330,000	247,500	330,000	0	0.00%
Cash Over/Short Rev	(287)	340	53	0	3	0	0	0.00%
Other Revenues	0	67	13,349	0	0	0	0	0.00%
<b>Total Revenues:</b>	<b>842,796</b>	<b>1,029,984</b>	<b>948,972</b>	<b>869,200</b>	<b>648,608</b>	<b>943,000</b>	<b>73,800</b>	<b>8.49%</b>
<b>EXPENDITURES</b>								
Personal Services	474,900	455,244	508,551	551,465	422,852	603,206	51,741	9.38%
Material & Supplies	94,252	85,582	102,803	108,350	110,243	111,600	3,250	3.00%
Other Charges & Svcs	194,508	231,130	278,103	202,000	149,149	284,500	82,500	40.84%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	26,579	29,079	31,079	31,707	27,123	37,002	5,295	16.70%
<b>Total Expenditures:</b>	<b>790,240</b>	<b>801,035</b>	<b>920,537</b>	<b>893,522</b>	<b>709,367</b>	<b>1,036,308</b>	<b>142,786</b>	<b>15.98%</b>

**Approved Capital:**

Compact Utility Tractor (CIP Fund) \$85,000  
 Turbine Water Pump (FY23) \$35,000  
 Cart Barn Overhead Garage Doors and Entry Door (CIP Fund) \$7,500

**Approved Budget Variances from Prior Year:**

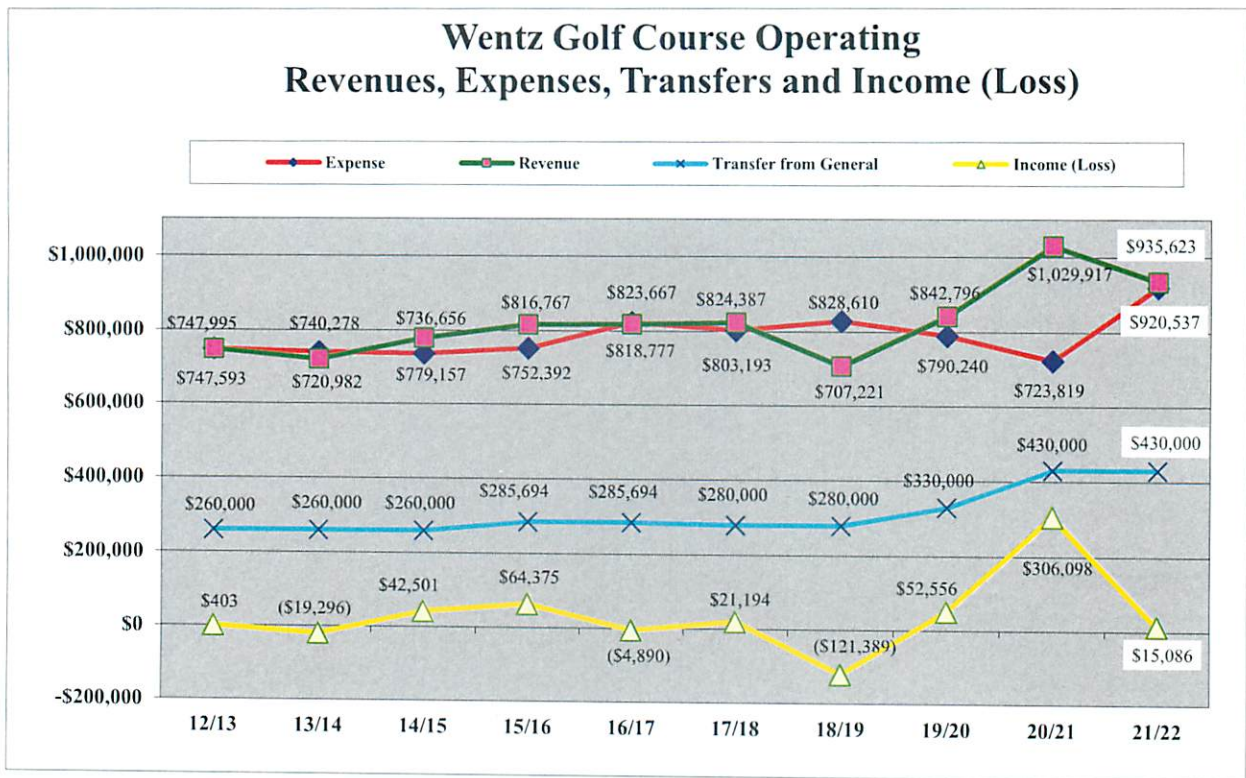
	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	46,000	Part Time Salaries	(8,631)
FICA	2,089	Equipment & Tools Maint	(5,000)
Medicare	489	Telephone Svc Local	(100)
Retirement Plan 1	3,789	Advertising	(250)
Health Insurance	7,406	Engineering Services	(50)
Life Insurance	273	Laundry & Cleaning Svc	(100)
Workers Compensation	326	Contingencies	<u>(100)</u>
Office Supplies	500		
Janitor Supplies	500		
Landscape Supplies	1,000		
Postage	250		
Grounds Maintenance	2,000		
Water System Maintenance	3,500		
Trees & Shrubbery Maint	500		
Misc Professional Svc	500		
Education & Training	100		
Golf Cart Contract Fee	12,500		
Pro Shop Merchandise	60,000		
Concession	6,000		
Credit Card Fees	2,000		
Misc Contractual Svc	2,000		
Transfer to City Garage	5,000		
Transfer to Insurance	<u>295</u>		
Total	157,017	Total	(14,231)
	<b>Net Increase</b>	<b><u>142,786</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>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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</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 2021/22 utility expense was approximately \$22,864.



## 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 life style during the 1920s and 1930s. Additional museums on the estate grounds relate to the historic interpretation of the Estate: The Marland Oil Museum, The Bryant Baker Gallery and Artist Studio, and Lydie's Cottage, which contains the Marland Family History.

### Fiscal 2023 Accomplishments:

- Completed Stage I of the Capital Improvement Project for exterior masonry repair and replacement.
- Hosted the Annual Oktoberfest. In spite of excessive dry conditions was attended by over 10,000 people and turned a profit of \$40,000.
- Hosted Marland Estate Foundation Holiday Gala selling out tickets in 12 hours.
- Marland Estate Foundation funded the acquisition of over 50 original Marland furniture pieces including a 24-foot table with 12 chairs ordered by John D. Forsythe, the architect for the Marland Estate.
- Marland Estate Foundation funded Metropolitan Antique Restoration to restore multiple pieces of Marland Original furniture already located at the Marland Estate.
- Worked with the City Parks and Recreation Department to return three original Marland planters currently located on the east side of the Marland Estate.
- Reroofed the Artist Studio using historic clay tiles and copper guttering.
- Enhanced the Marland Family exhibit upstairs at Lydie's Cottage.
- Professionally cleaned the exterior and interior windows in the Marland Estate.
- Continued ongoing renovations at the historic Gate House located at the entrance to the Marland Estate.

### Fiscal 2024 Objectives:

- Phase II of the northwest planter boxes.
- Work with Green Country Marketing Association, Red Carpet Country and Oklahoma Tourism & Recreation Department to expand and enhance all areas of advertising.
- Evaluate the potential of renovating the Gate House to be featured as a VRBO (Vacation Rental by Owner) and Airbnb among other internet marketing venues.
- Continue detailing plaster/paint, rust proofing/painting of wrought iron doors and windows as well as sanding, repainting, re-staining and varnishing exterior wood doors and windows located throughout the estate.
- Continue to safely preserve and inventory Marland Estate artifacts that are on display and in storage.
- Continue to recruit and train volunteer docents to lead the guided tours and various specialty tours.

### Budget Highlights:

- Restoration of over 50 original E.W. Marland furniture pieces with Metropolitan Antique Restoration.



<b>Enterprise Funds - Marland Estate</b>								
<b>REVENUES</b>	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Outside Revenue	0	0	61,000	0	0	0	0	0.00%
Charges for Services	105,171	115,132	138,335	142,000	103,579	142,000	0	0.00%
Contribution from Funds	220,000	320,000	320,000	220,000	165,000	370,000	150,000	68.18%
Other Revenues	<u>11,915</u>	<u>2,120</u>	<u>23,183</u>	<u>6,000</u>	<u>1,696</u>	<u>6,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b><u>337,086</u></b>	<b><u>437,252</u></b>	<b><u>542,518</u></b>	<b><u>368,000</u></b>	<b><u>270,275</u></b>	<b><u>518,000</u></b>	<b><u>150,000</u></b>	<b><u>40.76%</u></b>
<b>EXPENDITURES</b>								
Personal Services	320,401	305,380	329,400	345,314	282,393	416,620	71,306	20.65%
Material & Supplies	31,762	26,842	39,247	40,118	25,592	42,214	2,096	5.22%
Other Charges & Svcs	35,046	39,884	54,811	48,541	55,216	48,941	400	0.82%
Capital Outlay	0	17,010	67,971	45,000	29,620	31,000	(14,000)	(31.11%)
Transfers	<u>25,453</u>	<u>25,824</u>	<u>25,642</u>	<u>26,532</u>	<u>18,931</u>	<u>28,067</u>	<u>1,535</u>	<u>5.79%</u>
<b>Total Expenditures:</b>	<b><u>412,662</u></b>	<b><u>414,939</u></b>	<b><u>517,070</u></b>	<b><u>505,505</u></b>	<b><u>411,752</u></b>	<b><u>566,842</u></b>	<b><u>61,337</u></b>	<b><u>12.13%</u></b>

<b>Approved Capital:</b>	Gate House Renovations	\$20,000
	Stanchion Poles and Ropes	\$6,000
	2 Pond Pumps	\$5,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	72,855	Part Time Salaries	(8,797)
FICA	3,851	Exterior & Grounds Improve	<u>(25,000)</u>
Medicare	515		
Retirement Plan 1	2,234		
Health Insurance	29		
Workers Compensation	619		
Office Supplies	1,686		
Buildings Maint	410		
Gas Utilities	400		
C/O Bldg Addition & Improve	11,000		
Transfer to City Garage	500		
Transfer to Insurance	<u>1,035</u>		
<b>Total</b>	<b>95,134</b>	<b>Total</b>	<b>(33,797)</b>
	<b>Net Increase</b>		<b><u>\$61,337</u></b>

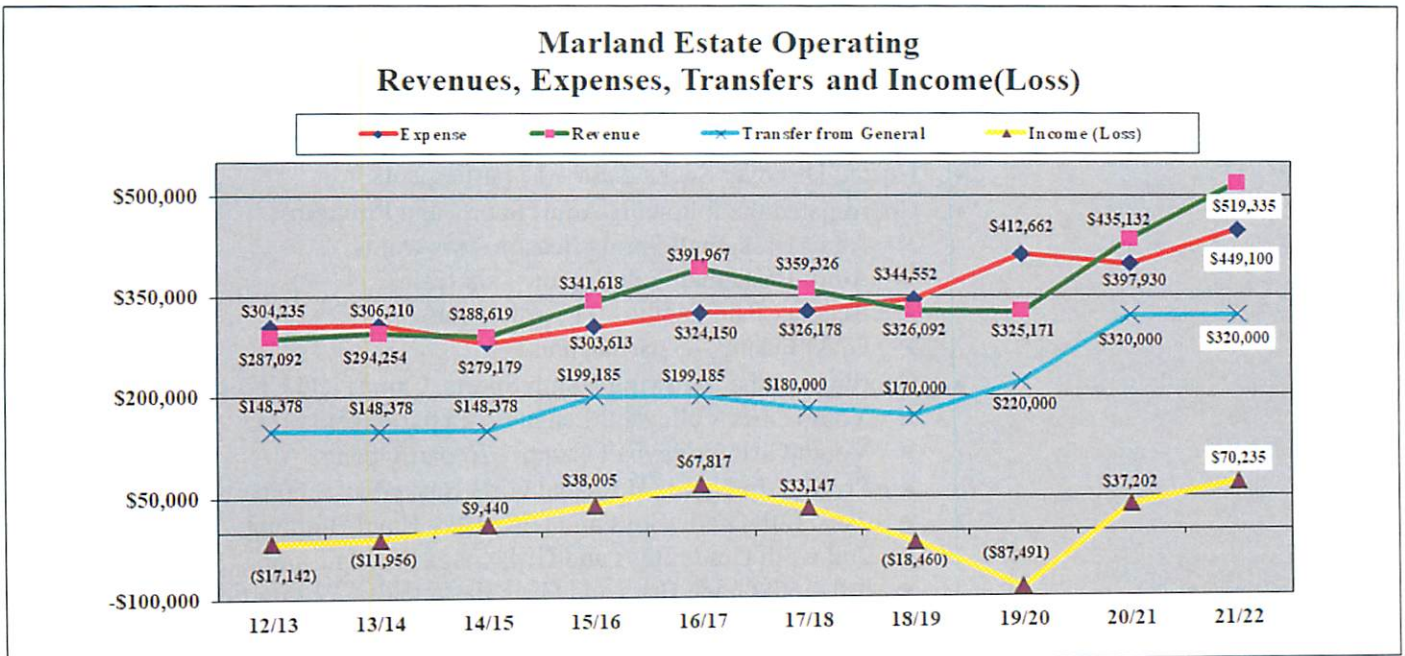
**Personnel Summary:**

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>4.75</b>	
<b>Total Part Time Employees</b>		<b>3</b>	

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	4	4	4	4	4	5	5	4.75	4.75	4.75

**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 2021/22 utility expense was approximately \$49,867.

## 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 2023 Accomplishments:**
- Completed fourth full calendar year of operations.
  - Reset climbing wall handhold routes.
  - Re-grouted steam showers in men's and women's locker rooms.
  - Replaced the hot tub water heater.
  - Installed south gym roll-down shades.
  - Replaced roof over lap pool.
  - Renovated all 8 ball fields.
  - Continued agreement with Splash Co. Survival Swim
  - Continued Ruby Nutrition PC lease with the facility.
  - Hosted third Annual Holiday Craft Fair – 30 vendors.
  - Hosted eight American Red Cross lifeguard trainings – 74 participants.
  - Hosted five Oklahoma Blood Institute blood drives.
  - Hosted Silver Sneakers with an average attendance of 75 patrons.
  - Hosted Discover Scuba class – 17 participants.
  - Coordinated the following Adult Sports and Programs:
    - Adult Basketball Spring Season – six teams.
    - Adult Basketball Fall Season – six teams.
    - RecPlex Paint Night – 31 participants.
    - Glass Fusing – 5 participants.
  - Coordinated the following Youth Sports, Camps and Classes:
    - Youth Girls Volleyball League – 25 participants.
    - Youth Girls Volleyball Camp – 26 participants.
    - Pre-K – 2nd grade Boys and Girls Basketball – 60 participants.
    - 1st – 12th Grade Boys and Girls Clay Hand Building – 10 participants.
    - 2nd – 5th Grade Boys and Girls Stage Acting Camp – 5 participants.
    - 3rd – 6th Grade Boys and Girls Basketball – 212 participants.
    - 3rd – 6th Grade Boys and Girls Basketball Camp – 37 participants.
    - 3rd – 6th Grade Homeschool PE – 24 participants.
    - 6th – 8th Grade Girls Safe Sitter Babysitting Essentials Class - 11 participants.
  - Collaborated with TSET (Tobacco Settlement Endowment Trust) Healthy Living of Kay County to host the annual Walktober Event - 155 participants.
  - Collaborated with PC Kids Inc. and PC Junior Baseball for use of the ball fields.
  - Collaborated with Ponca City Public Schools and Ponca City Sailfish for use of the lap pool.
  - Collaborated with Po-Hi Swim team to host eight home swim meets.
  - Continued partnership with Studio Sweat to offer video streaming fitness classes.
  - Continued partnership with LiveBarn to provide video streaming for all sporting competitions.
  - Expanded community and youth programs.

**Fiscal 2024 Objectives:**

- Continue expanding program offerings for all ages.
- Continue City employee health and wellness 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.

Enterprise Funds - RecPlex								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Memberships	525,257	657,170	696,597	571,336	550,791	691,090	119,754	20.96%
Daily Fees	38,435	54,657	66,639	41,000	56,213	60,000	19,000	46.34%
Locker Rental	8,412	11,492	11,449	11,000	8,850	8,000	(3,000)	(27.27%)
Laundry	690	855	650	1,000	604	500	(500)	(50.00%)
Kidzone	382	1,716	392	500	386	500	0	0.00%
Rental Facility	30,369	37,323	51,059	40,000	38,744	45,000	5,000	12.50%
Concession	3,829	5,051	8,855	10,000	12,166	14,000	4,000	40.00%
Aquatic Programs	19,435	14,828	18,919	24,000	11,023	12,000	(12,000)	(50.00%)
Sports Programs	32,168	29,581	23,453	25,000	19,244	30,000	5,000	20.00%
Personal Training	4,680	4,930	6,304	4,000	4,215	6,000	2,000	50.00%
Health and Fitness	5,740	1,942	411	10,000	0	10,000	0	0.00%
Summer Camp	(140)	157	2,455	7,500	460	7,500	0	0.00%
Special Events	4,421	24,110	22,965	5,000	8,286	14,000	9,000	180.00%
Transfer from General	450,000	450,000	400,000	400,000	300,000	300,000	(100,000)	(25.00%)
Cash Long/Short	(36)	4	117	0	258	0	0	0.00%
Interest Income	6,468	3,185	2,303	2,000	6,229	4,000	2,000	100.00%
Other Income	<u>9,062</u>	<u>7,545</u>	<u>2,153</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	0.00%
<b>Total Revenues:</b>	<b>1,139,173</b>	<b>1,304,545</b>	<b>1,314,721</b>	<b>1,152,336</b>	<b>1,017,470</b>	<b>1,202,590</b>	<b>50,254</b>	<b>4.36%</b>
<b>EXPENDITURES</b>								
Personal Services	553,081	529,448	478,498	610,270	410,389	610,111	(159)	(0.03%)
Material & Supplies	173,358	198,747	179,987	239,000	146,749	246,100	7,100	2.97%
Other Charges & Svcs	384,484	419,878	447,980	473,000	355,336	487,150	14,150	2.99%
Capital Outlay	0	0	0	23,000	0	60,000	37,000	160.87%
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>39,472</u>	<u>29,604</u>	<u>41,209</u>	<u>1,737</u>	<u>4.40%</u>
<b>Total Expenditures:</b>	<b>1,110,923</b>	<b>1,148,073</b>	<b>1,106,465</b>	<b>1,384,742</b>	<b>942,077</b>	<b>1,444,570</b>	<b>59,828</b>	<b>4.32%</b>

**Approved Capital:**

Electric Metering Hardware and Upgrade

\$60,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	5,324	Health Insurance	(12,595)
Part Time Salaries	5,000	Electric Utilities	(5,000)
FICA	750	Gas Utilities	(10,000)
Medicare	175	Pest Control	(1,000)
Retirement Plan 1	1,058	Machinery & Tools	<u>(23,000)</u>
Life Insurance	9		
Workers Compensation	120		
Office Supplies	2,000		
Food Supplies	500		
Janitor Supplies	500		
Landscape Supplies	500		
Merchandise for Resale	2,600		
Safety Materials & Supplies	1,000		
Telephone Svc Local	150		
Advertising	1,500		
Dues & Subscriptions	2,000		
Education & Training	500		
Maint & Service Contracts	3,000		
Credit Card Fees	8,000		
Misc Contractual Svc	10,000		
Contingencies	5,000		
C/O Bldg Addition & Improve	60,000		
Transfer to Insurance	<u>1,737</u>		
Total	111,423	Total	(51,595)
	<b>Net Increase</b>		<b><u>\$59,828</u></b>

**Personnel Summary:**

Senior Maintenance Worker	1	Membership Assistant	3
<b>Total Full Time Employees</b>		<b>4</b>	
<b>Total Part Time Employees</b>		<b>52</b>	

**Personnel History:**

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	3	2	2	4	4

**Explanation:** FY 20/21 Recreation Coordinator was moved to Recreation Programs.  
 FY 22/23 (2) Membership Assistant positions were added.

# Airport Grants

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

**Fiscal 2023 Accomplishments:**

- Worked with a consultant on the design of a new terminal building and parking aprons.

**Fiscal 2024 Objectives:**

- Rehabilitate the fire station taxiway and portions of the parallel taxiway.
- Acquire and finalize funding to complete the Terminal Project.

<b>Enterprise Funds - FAA Grant</b>								
	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
<b>REVENUES</b>								
Intergovernmental	403,984	7,969,254	378,159	460,000	29,194	460,000	0	0.00%
Contributions from Funds	116,667	16,667	0	216,112	49,455	49,445	(166,667)	(77.12%)
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>520,651</b>	<b>7,985,921</b>	<b>378,159</b>	<b>676,112</b>	<b>78,649</b>	<b>509,445</b>	<b>(166,667)</b>	<b>-24.65%</b>
<b>EXPENDITURES</b>								
Other Charges & Services	0	0	0	0	0	0	0	0.00%
Capital Outlay	882,141	7,982,425	427,340	<u>676,112</u>	<u>37,053</u>	<u>509,445</u>	<u>(166,667)</u>	<u>-24.65%</u>
<b>Total Expenditures:</b>	<b>882,141</b>	<b>7,982,425</b>	<b>427,340</b>	<b>676,112</b>	<b>37,053</b>	<b>509,445</b>	<b>(166,667)</b>	<b>-24.65%</b>

**Approved Capital:** Non-Entitlement Grant \$494,445  
Northern Okla Flight Academy (OK Aeronautics Comm Grant) \$15,000

**Approved Budget Variances from Prior Year:**

<u>Increases</u>	<u>Decreases</u>
Total	Air Capital Improvement (166,667)
0	Total (166,667)
<b>Net Decrease</b>	<b><u>(\$166,667)</u></b>

**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 Federal Aviation Administration and Oklahoma Aeronautics Commission, while promoting the Ponca City Regional Airport as the best in Oklahoma.

**Fiscal 2023 Accomplishments:**

- Held the Northern Oklahoma Flight Academy with twelve participants.
- Returned fuel sales to approximately the same level as the pre-runway project levels of 2020-21.
- Completed the roof repairs to Building #4.
- Removed buildings and returned the properties on North Hubbard Road to a usable condition. Excess drive approaches were removed and fencing was completed.
- Cleared buildings and debris, with the help of Street and Parks departments, from the property located in the flight height restricted zone on South Liberty Avenue.
- Removed all surplus materials from the new Runway Project located inside the perimeter fencing and returned area to normal airport operations.

**Fiscal 2024 Objectives:**

- Hold the Northern Oklahoma Flight Academy for Ponca City area youth.
- Work with design consultants on a new Airport Terminal Project to include restaurant space and new parking area to be funded by a Federal Aviation Administration grant.

Enterprise Funds - Airport								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Licenses & Permits	0	0	0	0	0	0	0	0.00%
Charges for Services	885,359	423,572	1,149,473	1,057,000	874,997	1,194,325	137,325	12.99%
Contrib from Funds	190,000	480,000	330,000	230,000	115,000	230,000	0	0.00%
Other Revenues	<u>2,307</u>	<u>0</u>	<u>14</u>	<u>0</u>	<u>552</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>1,077,666</b>	<b>903,572</b>	<b>1,479,487</b>	<b>1,287,000</b>	<b>990,548</b>	<b>1,424,325</b>	<b>137,325</b>	<b>10.67%</b>
EXPENDITURES								
Personal Services	381,209	350,859	404,642	427,803	323,499	444,188	16,385	3.83%
Material & Supplies	519,122	171,844	772,905	743,600	600,045	865,500	121,900	16.39%
Other Charges & Svcs	36,407	27,671	43,816	44,100	35,422	53,400	9,300	21.09%
Capital Outlay	55,729	100,000	92,250	54,000	30,396	95,000	41,000	0.00%
Transfers	<u>183,682</u>	<u>33,275</u>	<u>86,468</u>	<u>88,274</u>	<u>34,286</u>	<u>102,046</u>	<u>13,772</u>	<u>15.60%</u>
<b>Total Expenditures:</b>	<b>1,176,149</b>	<b>683,648</b>	<b>1,400,082</b>	<b>1,357,777</b>	<b>1,023,648</b>	<b>1,560,134</b>	<b>202,357</b>	<b>14.90%</b>

**Approved Capital:**

1 Ton 4 x 4 Diesel Service Truck

\$95,000

**Approved Budget Variances from Prior Year:**

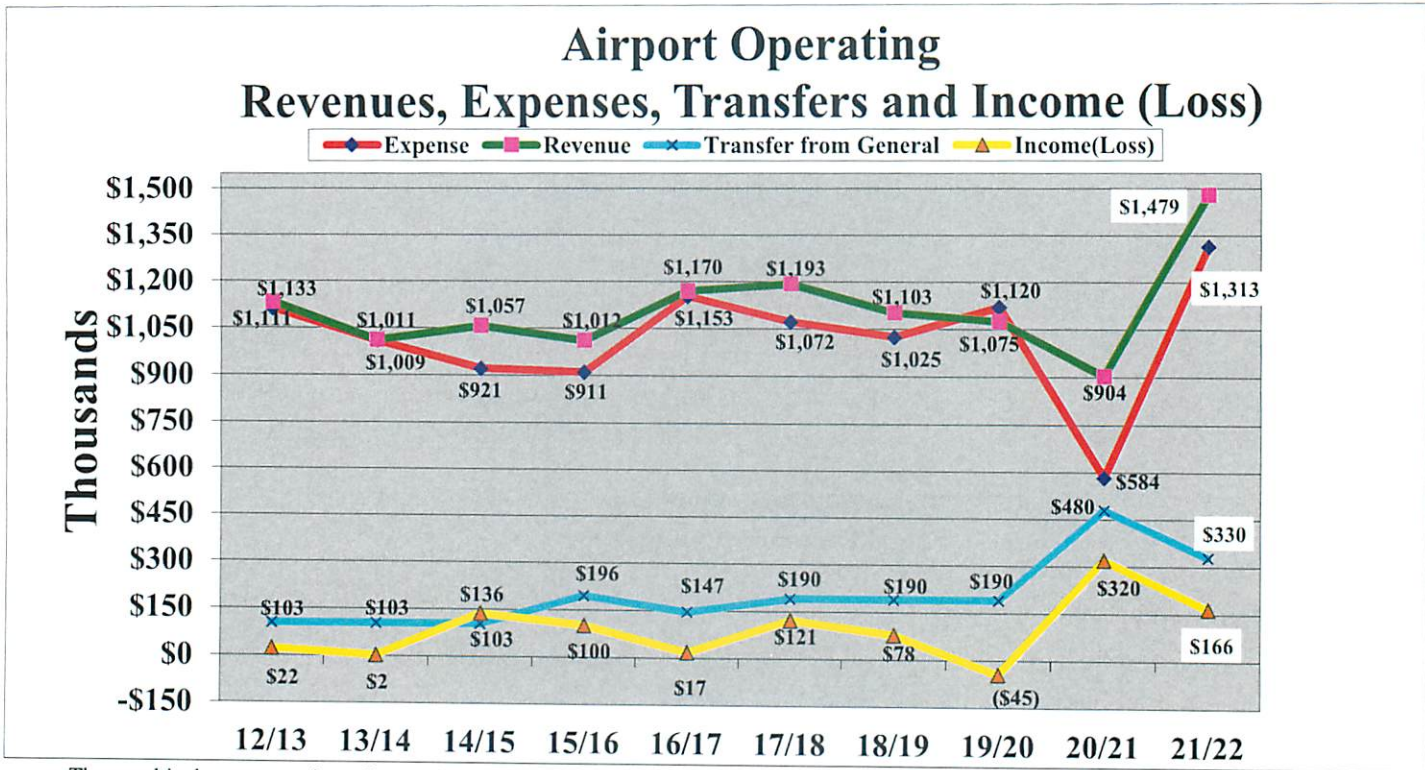
	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	14,622	Part Time Salaries	(199)
FICA	668	Telephone Svc Local	(200)
Medicare	157	Engineering Services	(500)
Retirement Plan 1	657	C/O Machines & Tools	<u>(36,000)</u>
ICMA Retirement City	328		
Health Insurance	44		
Workers Compensation	108		
Motor Vehicle Stock	900		
Fuel	120,000		
Fuel Farm Materials	1,000		
Advertising	1,000		
Credit Card Fees	8,000		
Misc Contractual Svc	1,000		
Sp Purp Vehicles & Trucks	77,000		
Transfer to City Garage	12,000		
Transfer to Insurance	<u>1,772</u>		
Total	239,256	Total	(36,899)
	<b>Net Increase</b>		<b><u>202,357</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>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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	4	5	5	5	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.									



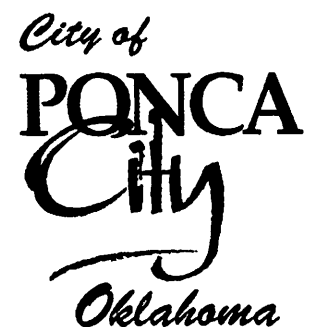
The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Operating transfers from the General Fund are included in the revenue total and also illustrated as an individual line. Beginning in FY 06/07 the Airport was not charged for City utility services and they are not reflected in the graph above as of that date. FY 2021/22 utility expense was approximately \$30,244. In September 2009 the Airport acquired fueling operations from Greenwood Aviation.

# Internal Service Funds

Internal Service Funds of the City of Ponca City are proprietary fund types used to account for operations where goods or services are provided by one department of the City, solely to other departments of the City on a cost-reimbursement basis.

Budgeted Internal Service Funds for Fiscal 2023-24 are:

- Insurance Fund**
- Workers Compensation Fund**
- City Garage Fund**



## 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 2023 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 several lunch-and-learn sessions, providing important health information to the employees.
- Complied with the requirements of the Patient Protection and Affordable Care Act.

**Fiscal 2024 Objectives:**

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

Internal Service - Health & Life								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget	Actual		Amount	Percent
				7/1/2022	3/31/2023			
Health Ins - City Funded	3,377,650	3,278,369	345,439	4,351,012	2,719,496	4,568,563	217,551	5.00%
Health Ins - Retirees	247,568	17,197	15,651	45,000	13,730	47,250	2,250	5.00%
Health Ins - Employee	839,458	818,849	861,834	892,500	656,368	937,125	44,625	5.00%
Life Ins - City Funded	89,922	87,849	87,527	113,847	88,328	119,539	5,692	5.00%
Life Ins - Employee	7,791	9,286	9,889	8,000	14,970	8,400	400	5.00%
Vision Ins Recd - Emp	43,054	43,640	42,420	39,000	30,575	40,950	1,950	5.00%
Transfer from General	0	0	0	0	0	0	0	0.00%
Interest Income	180,280	88,541	35,349	30,000	95,997	30,000	0	0.00%
Other Misc Income	<u>20,980</u>	<u>0</u>	<u>1,077</u>	<u>30,000</u>	<u>15</u>	<u>30,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>4,806,703</b>	<b>4,343,732</b>	<b>1,399,185</b>	<b>5,509,359</b>	<b>3,619,479</b>	<b>5,781,827</b>	<b>272,468</b>	<b>4.95%</b>
<b>EXPENDITURES</b>								
Personal Services	81,622	83,708	89,006	93,979	69,528	96,589	2,610	2.78%
Health - Claims	2,919,391	3,689,393	3,539,502	4,140,000	2,485,070	4,140,000	0	0.00%
Life - Premiums	152,881	151,446	152,516	140,000	139,581	140,000	0	0.00%
Health - Admin & Premium	287,014	276,414	289,851	300,000	261,837	300,000	0	0.00%
Reinsurance Premiums	170,543	221,840	228,073	170,000	192,100	170,000	0	0.00%
Wellness Programs	22,561	24,131	35,079	25,000	19,765	25,000	0	0.00%
Printing	0	0	0	0	0	0	0	0.00%
Bank Svc Fee	0	87	117	0	0	0	0	0.00%
Misc. Contractual Svcs.	<u>54,078</u>	<u>41,906</u>	<u>33,030</u>	<u>50,000</u>	<u>27,512</u>	<u>50,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Expenditures:</b>	<b>3,688,088</b>	<b>4,488,925</b>	<b>4,367,173</b>	<b>4,918,979</b>	<b>3,195,392</b>	<b>4,921,589</b>	<b>2,610</b>	<b>0.05%</b>

Approved Capital: None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	2,210		
FICA	138		
Medicare	32		
Retirement Plan 1	193		
Health Insurance	12		
Workers Compensation	<u>25</u>		
Total	2,610		Total            0
	<b>Net Increase</b>		<b><u>2,610</u></b>

**Personnel Summary:**

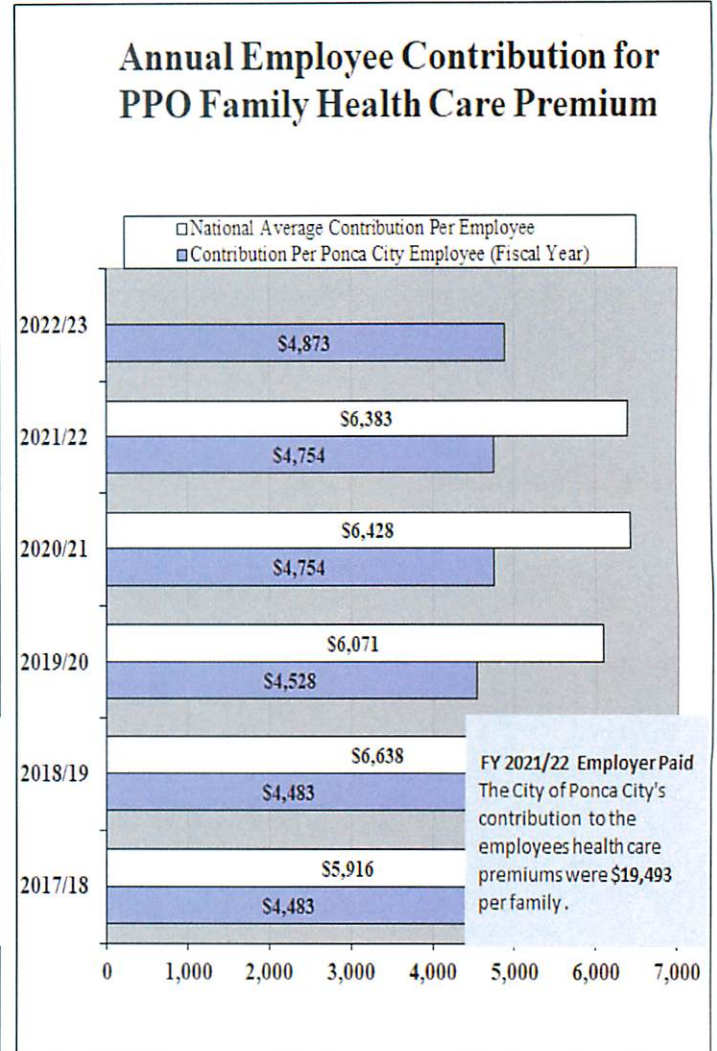
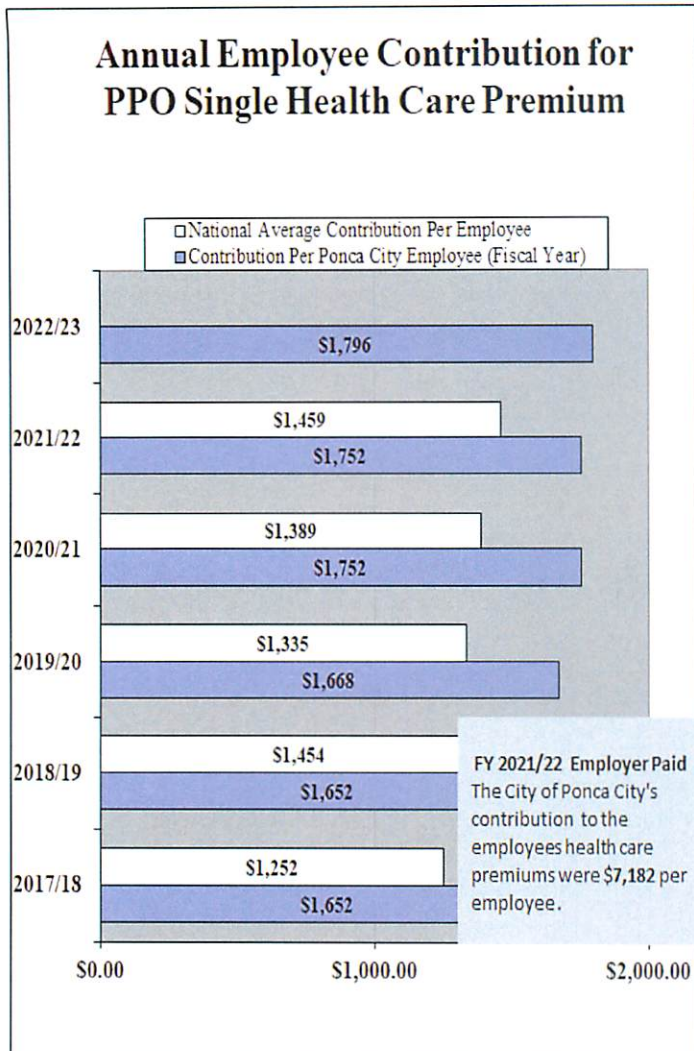
Benefits Representative	1		
<b>Total Full Time Employees</b>			<b>1</b>

**Personnel History:**

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	1	1	1	1	1	1	1	1

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





National Average Annual Cost Per Employee is a calendar year annual premium estimate from the Kaiser/HRET Survey of Employer Sponsored Health Benefits for PPO Plans-Family Coverage 2017-2022. The Kaiser Family Foundation and the Health Research and Education Trust conduct an annual national survey of employers of all sizes. For 2022/23 the National Average Annual Cost Per Employee is TBD because the 2023 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 2023 Accomplishments:

- Provided safety training information, via the monthly employee newsletter, over the following topics: CPR, AED, & Fire Extinguishers; Heat Illness; Commercial Driver Licensing; Cybersecurity; Lockout/Tagout; Electricity; Road Rage; Cold Weather; De-escalation; Active Shooter; Bloodborne Pathogens, First Aid; Work Zone Traffic; Confined Spaces; Good Housekeeping Practices; Chainsaws; Spring Weather; Slips, Trips, and Falls; Ladders, and Right to Know.
- Created *Guidelines for Commercial Driver's License* for Appendix D of the Personnel Guidelines Manual, in order to comply with the Federal Motor Carrier Safety Administration standards for testing and licensing.
- Coordinated an Annual Health and Safety Training Schedule to better plan and distribute health, safety and customer service information and trainings throughout the year, as well as meet City of Ponca City Safety Manual requirements.
- Continued to expand the safety training program to include Oklahoma Municipal Assurance Group's on-line training and provide access for those employees without a City computer.
- Worked with Department Heads to provide effective risk management assessments that encourage and promote a safe working environment.

### Fiscal 2024 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) – John Gonsalves.
  - 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; 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, fire/burglar alarms, fire suppression systems, fire extinguishers, hot water tanks and backup generators.
- Continue to administer vehicle and equipment accident report tracking to improve City department's accountability toward the reduction of accidents.
- Continue to annually issue all employees 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 automobiles and equipment regarding tornado, chemical release and earthquake.

<b>Internal Service - Property &amp; Liability</b>								
<b>REVENUES</b>	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Misc for Damaged Prop	75,830	47,762	5,028	20,000	5,313	21,000	1,000	5.00%
Prop/Liab Ins - Recvd City	<u>623,065</u>	<u>577,903</u>	<u>704,946</u>	<u>748,500</u>	<u>539,528</u>	<u>785,925</u>	<u>37,425</u>	<u>5.00%</u>
<b>Total Revenues:</b>	<b>698,895</b>	<b>625,665</b>	<b>709,974</b>	<b>768,500</b>	<b>544,841</b>	<b>806,925</b>	<b>38,425</b>	<b>5.00%</b>
<b>EXPENDITURES</b>								
Other Charges & Svcs	<u>556,444</u>	<u>611,675</u>	<u>576,830</u>	<u>746,500</u>	<u>574,610</u>	<u>782,289</u>	<u>35,789</u>	<u>4.79%</u>
<b>Total Expenditures:</b>	<b>556,444</b>	<b>611,675</b>	<b>576,830</b>	<b>746,500</b>	<b>574,610</b>	<b>782,289</b>	<b>35,789</b>	<b>4.79%</b>

**Approved Capital:**       None

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Property/Boiler/EDP	21,418		
Airport General Liability	371		
Auto Liability & Phys Dmg	<u>14,000</u>		
<b>Total</b>	<b>35,789</b>	<b>Total</b>	<b>0</b>
	<b>Net Increase</b>		<b><u>35,789</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 2023 Accomplishments:** • Presented nine employee safety training sessions covering multiple topics.

**Fiscal 2024 Objectives:** • Continue to promote safety in the workplace.

Internal Service - Worker's Compensation								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
W/C - Transfer In	373,721	203,503	220,653	238,211	180,858	238,211	0	0.00%
W/C - Interest	45,313	41,810	91,008	50,000	38,299	50,000	0	0.00%
W/C - Other Income	<u>1,587</u>	<u>2,225</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>420,621</b>	<b>247,537</b>	<b>311,661</b>	<b>288,211</b>	<b>219,157</b>	<b>288,211</b>	<b>0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>								
Personal Services	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>277,805</u>	<u>238,060</u>	<u>234,754</u>	<u>955,000</u>	<u>0</u>	<u>225,000</u>	<u>(730,000)</u>	<u>(76.44%)</u>
<b>Total Expenditures:</b>	<b>277,805</b>	<b>238,060</b>	<b>234,754</b>	<b>955,000</b>	<b>0</b>	<b>225,000</b>	<b>(730,000)</b>	<b>(76.44%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

Increases

Decreases

Workers Comp Med Claim (730,000)

Total 0

Total (730,000)

**Net Decrease (730,000)**

**Personnel History:**

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Full Time	1	1	0	0	0	0	0	0	0	0

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

**City of Ponca City OSHA Recordable Injuries  
Comparison of Years 2020 – 2022**

DEPARTMENT	INJURIES WITH LOST OR RESTRICTED WORKDAYS			# OF DAYS LOST			# OF RESTRICTED DAYS			RECORDABLE INJURIES WITHOUT LOST TIME			TOTAL RECORDABLE INJURIES		
	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022	2020	2021	2022
Admin	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Tech Svcs	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Finance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Courts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Airport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Library	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mansion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Comm Ctr / Emr Mgmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire	2	5	6	49	261	132	243	528	206	4	4	3	6	9	9
Police	0	6	1	0	37	0	0	87	7	0	4	1	1	6	2
Animal Control	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Code Enforce.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park & Rec	0	3	0	0	0	0	78	28	0	4	3	9	4	3	9
Electric	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Engineering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utility Billing	0	1	0	0	0	0	0	7	0	0	0	0	0	1	0
Golf Course	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street	0	2	0	0	0	0	0	17	0	0	2	0	0	2	0
Motor Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Eng.	1	0	0	42	0	0	101	0	0	1	0	0	2	0	0
Solid Waste	0	3	1	0	0	4	134	28	0	5	0	7	5	3	8
Landfill	0	0	0	0	0	0	68	0	0	1	0	0	1	0	0
Water Prod	0	0	1	0	0	7	0	0	0	0	0	1	0	0	2
WW Coll / Water Distr	0	2	0	0	0	0	0	43	0	0	0	0	0	2	0
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>3</b>	<b>22</b>	<b>9</b>	<b>91</b>	<b>298</b>	<b>143</b>	<b>624</b>	<b>738</b>	<b>213</b>	<b>15</b>	<b>13</b>	<b>23</b>	<b>19</b>	<b>26</b>	<b>32</b>
2020 % improved / -impaired	<b>86%</b>			<b>56%</b>			<b>-74%</b>			<b>-275</b>			<b>27%</b>		
2021 % improved / -impaired		<b>-633%</b>			<b>-227%</b>			<b>-18%</b>			<b>13%</b>			<b>-37%</b>	
2022 % improved / -impaired	<b>59%</b>			<b>52%</b>			<b>71%</b>			<b>-77%</b>			<b>-23%</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 2023 Accomplishments:

- Assisted various departments in the purchase of new vehicles such as patrol units, pickups, a loader, a scraper, trash trucks and dump trucks.
- Technicians attended training on new diesel engines, exhaust gas recirculation, and exhaust regeneration and electronic diagnostics for automotive and diesel engines.
- Acquired four new fuel dispensers for the garage fuel site. This completes the replacement program as all eight fuel dispensers have been upgraded.
- Purchased two 15-ton grey mobile lift units to complete a set of four lifts. This allows a technician to completely lift units that are low to the ground or units that exceed the weight limits of the lifts.

### Fiscal 2024 Objectives:

- Convert to a single type of hydraulic fluid that is compatible and blends with all existing types of hydraulic fluids. Reducing inventory by eliminating the need to stock several different grades of hydraulic fluids.
- Convert stationary work stations to mobile work stations with special tool storage compartments allowing technicians to have both specialized tools and a work table at the unit repair location.
- Evaluate the need to upgrade the A/C refrigerant reclaimer/recycling machine. As current vehicles in the fleet reach the end of the manufacturer's warranty, vehicles will be upgraded to the new refrigerant. An upgrade will depend on how many units are coming to the end of warranty coverage.
- Continue to attend 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 beneficial.



<b>Internal Service - City Garage</b>								
	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Approved Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
<b>REVENUES</b>								
Charges for Services	2,610	0	4,414	0	0	0	0	0.00%
Contribution from Funds	1,644,983	1,681,580	2,056,126	1,957,000	1,647,456	2,390,000	433,000	22.13%
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>1,647,592</b>	<b>1,681,580</b>	<b>2,060,540</b>	<b>1,957,000</b>	<b>1,647,456</b>	<b>2,390,000</b>	<b>433,000</b>	<b>22.13%</b>
<b>EXPENDITURES</b>								
Personal Services	302,087	305,292	291,685	329,588	243,310	347,336	17,748	5.38%
Material & Supplies	1,293,841	1,263,214	1,715,855	1,502,000	1,413,299	1,833,000	331,000	22.04%
Other Charges & Svcs	19,271	16,381	20,784	30,700	17,875	36,500	5,800	18.89%
Capital Outlay	32,766	29,336	21,507	70,000	46,605	89,500	19,500	27.86%
Transfers	<u>13,790</u>	<u>13,790</u>	<u>13,790</u>	<u>17,931</u>	<u>15,948</u>	<u>18,280</u>	<u>349</u>	<u>1.95%</u>
<b>Total Expenditures:</b>	<b>1,661,756</b>	<b>1,628,013</b>	<b>2,063,621</b>	<b>1,950,219</b>	<b>1,737,038</b>	<b>2,324,616</b>	<b>374,397</b>	<b>19.20%</b>

<b>Approved Capital:</b>	12,000 Gallon Double Wall Horizontal Fuel Tank	\$50,000
	3 Roll Type Tool Boxes w/ Work Top	\$35,000
	High Rise Transmission Jack	\$4,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	15,472	Food Supplies	(100)
FICA	802	Hand Tools	(2,000)
Medicare	188	Equip & Tools Maint	(2,000)
Retirement Plan 1	1,124	City Garage Equipment	<u>(70,000)</u>
Health Insurance	36		
Workers Compensation	126		
Motor Fuel	235,000		
Janitor Supplies	100		
Motor Vehicle Parts	100,000		
Gas Utilities	500		
Telephone Svc Local	5,300		
C/O Bld Addition & Improve	89,500		
Transfer to Insurance	<u>349</u>		
<b>Total</b>	<b>448,497</b>	<b>Total</b>	<b>(74,100)</b>
	<b>Net Increase</b>	<b><u>374,397</u></b>	

**Personnel Summary:**

Superintendent of City Garage	1	Warehouse Storekeeper	1
Mechanic	3	Bus Driver – Part Time	1
Lube Specialist	1		
<b>Total Full Time Employees</b>		<b>5</b>	
<b>Total Part Time Employees</b>		<b>1</b>	

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	4	4	4	4	5	5	5	5	5	6
Explanation:	FY18/19 one mechanic position was added. FY23/24 Lube Specialist position was added.									

**Average Fuel Price Per Gallon Paid by Departments**

July 2020 through January 2023



# Trust Funds

Trust Funds of the City of Ponca City are fiduciary and proprietary fund types used to account for assets held by the City, who acts as an agent in fulfilling the purpose of the trust.

Budgeted Trust Funds for Fiscal 2023-24 are:

- Cann Estate Fund**
- Matzene Book Fund**
- Public Safety Center Fund**
- Recreation Center Fund**
- Street Improvement Project Trust Fund**
- Economic Development Trust Fund**



## 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 2023 Accomplishments:**

- Hosted 2022 Herb Festival.
- Hosted Festival of Angels.
- Planted over 1,800 spring bulbs.
- Hosted OSU education Walk & Talk in the Garden.
- Attended Tree Conference.
- Hosted 2022 Ponca City Arts Festival.
- Relocated old greenhouse from the RecPlex to Cann Gardens.
- Installed Wi-Fi temperature alarm system in greenhouse.
- Celebrated Arbor Day and Earth Day.
- Planted new perennials and shrubs.
- Continued seeing increased attendance.
- Removed damaged and diseased plant material.
- Hosted 39 events including weddings.
- Installed a drinking fountain in shop.
- Planted 10 new trees.
- Hosted the Ponca City Senior Center for a few weeks.
- Installed Ponca City Arts Association fox.
- Installed new water line to greenhouse and shop.

**Fiscal 2024 Objectives:**

- Continue working with Survivor Resource Network on the Herb Festival.
- Continue working with the Festival of Angels.
- Continue working with the Art Association on Arts Festival.
- Participate and sponsor educational horticultural events.
- Continue researching unique plant and hardscape materials.
- Continue preserving botanical garden characteristics.
- Continue to maintain a welcoming environment.
- Rejuvenate areas with hardscape and plant materials.

Trust Funds - Cann Estate								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Actual Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Outside Revenue	25,000	25,000	25,000	25,000	0	25,000	0	0.00%
Charges for Services	1,580	2,055	5,303	2,500	1,400	2,500	0	0.00%
Transfers	<u>15,000</u>	<u>15,000</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>41,580</b>	<b>42,055</b>	<b>75,303</b>	<b>72,500</b>	<b>46,400</b>	<b>72,500</b>	<b>0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>								
Personal Services	46,481	45,171	46,978	52,053	39,499	54,816	2,763	5.31%
Materials & Supplies	9,653	13,170	16,850	16,300	12,995	16,785	485	2.98%
Other Charges & Svc	4,237	4,665	6,911	6,450	5,343	6,770	320	4.96%
Capital Outlay	0	13,335	1,424	16,000	14,379	0	(16,000)	(100.00%)
Transfers	<u>771</u>	<u>771</u>	<u>771</u>	<u>1,121</u>	<u>841</u>	<u>1,170</u>	<u>49</u>	<u>4.37%</u>
<b>Total Expenditures:</b>	<b>61,142</b>	<b>77,112</b>	<b>72,934</b>	<b>91,924</b>	<b>73,057</b>	<b>79,541</b>	<b>(12,383)</b>	<b>(13.47%)</b>

**Approved Capital:** Roof Replacement on All Buildings (CIP) \$35,000  
 Professional Services to Design Interactive Play Area (CIP) \$10,000

**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	2,486	Sidewalks & Curbs	(150)
FICA	101	Machinery & Equipment	<u>(16,000)</u>
Medicare	23		
Retirement Plan 1	138		
Workers Compensation	15		
Chemical Supplies	300		
Hand Tools	100		
Misc Repair & Maint	235		
Misc Professional Svc	50		
Misc Contractual Svc	270		
Transfer to Insurance	<u>49</u>		
	<b>Total</b>	<b>3,767</b>	<b>Total</b>
			<b>(16,150)</b>
	<b>Net Decrease</b>	<b>(12,383)</b>	

**Personnel Summary:**

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

**Total Part Time Employees**                    1

**Personnel History:**

	<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>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Full Time	1	1	1	1	1	1	1	1	1	1

# Matzene Book Fund

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

**Fiscal 2023 Accomplishments:** • Accumulated interest income for the purchase of new reference materials in FY 2023-2024.

**Fiscal 2024 Objectives:** • Monitor favorable interest rates for CD renewal.  
• Purchase non-circulating reference materials during fiscal year 2023-24.

Trust Funds - Matzene Book Trust								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Actual Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
Trust Revenue	420	107	25	300	178	300	0	0.00%
Interest Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>160</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>420</b>	<b>107</b>	<b>25</b>	<b>300</b>	<b>338</b>	<b>300</b>	<b>0</b>	<b>0.00%</b>
EXPENDITURES								
Materials & Supplies	<u>600</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>600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

**Approved Capital:** None

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

**Personnel Summary:** None



## Public Safety Center Tax Fund

**Department Mission:** The Public Safety Center will be a reasonable, functional and efficient building that is designed to meet current and future law enforcement challenges and the increasing global changes. The 46,000 square foot facility will house the Police Department and Jail along with Communications and Emergency Management.

**Fiscal 2023 Accomplishments:**

- Continued to make required debt service payments on the original debt of \$22,000,000. Debt payoff is scheduled for 2029.
- Continued to fund payments for the construction contract and architectural firm for construction of the new Police Station.

**Fiscal 2024 Objectives:**

- Continue to work with KSB and ADG on the completed construction of the new Police Station that will meet the needs of Ponca City law enforcement and anticipate being in the facility in 2023.

Trust Funds - Public Safety Center								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Actual Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
City Sales Tax - Public Safety	0	2,435,316	3,693,558	3,408,008	2,867,824	3,510,248	102,240	3.00%
City Use Tax - Public Safety	0	287,735	418,600	370,227	313,064	377,631	7,404	2.00%
Interest Income	0	86,652	7,314	0	23,498	0	0	0.00%
<b>Total Revenues:</b>	<b>0</b>	<b>2,809,704</b>	<b>4,119,472</b>	<b>3,778,235</b>	<b>3,204,387</b>	<b>3,887,879</b>	<b>109,644</b>	<b>2.90%</b>
<b>EXPENDITURES</b>								
Transfers Out	0	1,136,500	3,671,714	3,778,235	3,778,235	3,123,314	(654,921)	(17.33%)
<b>Total Expenditures:</b>	<b>0</b>	<b>1,136,500</b>	<b>3,671,714</b>	<b>3,778,235</b>	<b>3,778,235</b>	<b>3,123,314</b>	<b>(654,921)</b>	<b>(17.33%)</b>

**Approved Capital:** None

**Approved Budget Variances from Prior Year:**

Increases

Decreases

Transfer to PCUA Bond

Total 0

Total (654,921)

**Net Decrease (654,921)**

**Personnel Summary:** None

# Recreation Center Tax Trust Fund

**Department Mission:**

The Ponca City RecPlex is an outstanding family and fitness center serving the Ponca City community, providing 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 and 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 2023 Accomplishments:**

- Replaced the roof over the RecPlex lap pool.
- Replaced the hot tub heater.
- Began concession stand at the RecPlex to better serve the patrons.
- Replaced blower motor on roof top unit #2.
- Purchased air hockey and foosball tables.
- Top dressed and leveled the eight ballfields at the RecPlex.
- Purchased ADA compliant pool lifts for the RecPlex pools.

**Fiscal 2024 Objectives:**

- Utilize interest funds earned in the last months of FY2023. This will be the last year for this budget.

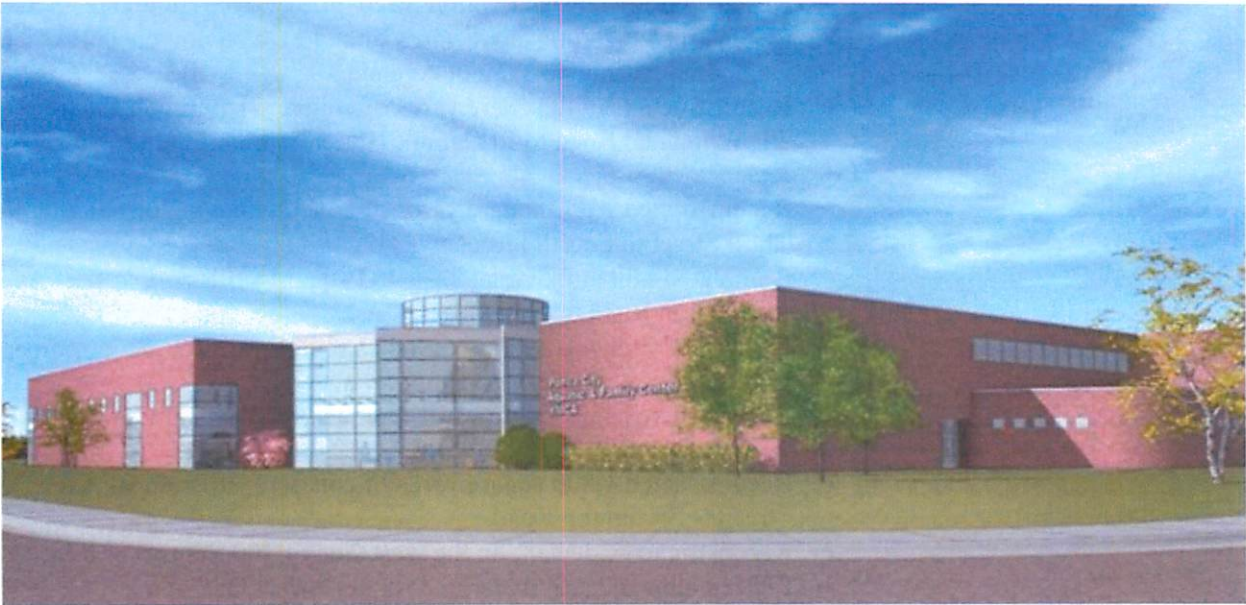
Trust Funds - Recreation Center								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Actual Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
City Sales Tax - Recreation	1,918,196	710,979	0	0	0	0	0	0.00%
City Use Tax - Recreation	209,095	82,147	0	0	0	0	0	0.00%
Interest Income	<u>20,267</u>	<u>7,803</u>	<u>1,675</u>	<u>0</u>	<u>603</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
<b>Total Revenues:</b>	<b>2,147,558</b>	<b>800,928</b>	<b>1,675</b>	<b>0</b>	<b>603</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
EXPENDITURES								
Capital Outlay	0	94,583	258,143	0	161,552	0	0	0.00%
Transfers Out	<u>1,953,805</u>	<u>1,316,223</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>1,953,805</b>	<b>1,410,806</b>	<b>258,143</b>	<b>0</b>	<b>161,552</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

**Approved Capital:** None

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

**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 and sidewalks. The department will leverage the cost of improvements with grant funds whenever possible.

- Fiscal 2023 Accomplishments:**
- Completed \$3,268,600.00 of maintenance projects on various City streets including the following projects:
    - Replaced bridge deck at Union Street bridge over Highland Avenue.
    - Reconstructed 2,700 square yards of concrete paving on Third Street, Oklahoma Avenue to Walnut Avenue.
    - Reconstructed 3,740 square yards of concrete paving on Hartford Avenue, NE Woodland Road to El Camino Street, in coordination with a waterline replacement project.
    - Reconstructed 1,053 square yards of concrete paving on Walnut Avenue, Third Street to Fourth Street.
    - Completed mill and overlay of 4,403 square yards on Prospect Avenue from Pecan Road to 1,450' east.
    - Completed mill and overlay of 8,427 square yards on Union Street, Liberty Avenue to Gary Avenue.
    - Reconstructed 430 square yards of concrete alley south of 300 East Grand Avenue.
    - Reconstructed 1,800 square yards of concrete on Prospect Avenue, Union Street to Broughton Road.
    - Reconstructed sidewalk on the west side of 100 South Third Street.
    - Funded chip and seal material costs for Street Division.

- Fiscal 2024 Objectives:**
- Reconstruct the north/south alley between 100 N. Second Street and Third Street.
  - Remove brick and overlay Elm Street, Grand Avenue to Broadway Avenue.
  - Mill and overlay First Street, Grand Avenue to Highland Avenue.
  - Mill and overlay half of the Mockingbird/Kyme subdivision, east of Pecan Road.
  - Reconstruct the concrete approaches to the railroad tracks on Prospect Avenue.
  - Reconstruct the southbound lane as well as mill and overlay the northbound lane of Standing Bear Parkway from Circle Drive to U.S. Highway 60.
  - Commence multi-year program to replace traffic signal infrastructure at all signalized intersections.
  - Mill and overlay Union Street from Highland Avenue to Liberty Avenue.
  - 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>								
REVENUES	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Actual Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
City Sales Tax - Street	1,918,196	2,172,753	2,217,022	2,045,623	1,721,383	2,106,992	61,369	3.00%
City Use Tax - Street	209,095	254,857	251,260	222,225	187,914	226,669	4,444	2.00%
Intergovernmental	0	0	0	0	0	0	0	0.00%
Outside Revenue	0	0	0	0	0	0	0	0.00%
Misc Receipts	0	0	0	0	0	0	0	0.00%
Interest Income	<u>135,334</u>	<u>61,146</u>	<u>29,176</u>	<u>36,000</u>	<u>68,350</u>	<u>60,000</u>	<u>24,000</u>	<u>66.67%</u>
<b>Total Revenues:</b>	<b><u>2,262,625</u></b>	<b><u>2,488,756</u></b>	<b><u>2,497,458</u></b>	<b><u>2,303,848</u></b>	<b><u>1,977,646</u></b>	<b><u>2,393,661</u></b>	<b><u>89,813</u></b>	<b><u>3.90%</u></b>
<b>EXPENDITURES</b>								
Materials & Supplies	377,966	89,170	145,561	300,000	106,581	300,000	0	0.00%
Other Charges & Svcs	9,000	0	0	30,000	15,885	30,000	0	0.00%
Capital Outlay	<u>2,409,829</u>	<u>1,679,564</u>	<u>1,069,397</u>	<u>2,437,000</u>	<u>1,827,594</u>	<u>3,580,000</u>	<u>1,143,000</u>	<u>46.90%</u>
<b>Total Expenditures:</b>	<b><u>2,796,795</u></b>	<b><u>1,768,734</u></b>	<b><u>1,214,958</u></b>	<b><u>2,767,000</u></b>	<b><u>1,950,060</u></b>	<b><u>3,910,000</u></b>	<b><u>1,143,000</u></b>	<b><u>41.31%</u></b>

<b>Approved Capital:</b>	Standing Bear, Circle Dr to US 60 First Street, Grand to Highland Elm, Broadway to Grand Union, Highland to Liberty Mockingbird, Kyme to 1150' E Prospect at BNSF RR Xing Traffic Signal Infrastructure Upgrade Sidewalk Maintenance Program Funding Alley E of 100 N Second	\$850,000 \$760,000 \$530,000 \$490,000 \$300,000 \$215,000 \$200,000 \$150,000 \$85,000
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**Approved Budget Variances from Prior Year:**

	<u>Increases</u>		<u>Decreases</u>	
Street Construction	<u>1,178,000</u>	Sidewalks	<u>(35,000)</u>	
Total	1,178,000	Total	(35,000)	
	<b>Net Increase</b>		<b><u>1,143,000</u></b>	

**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 2022 Accomplishments:**
- Made contact with new companies 410 times.
  - Contacted/ met existing companies 1,150 times.
  - Contacted site consultants 140 times about Ponca City.
  - Developed 35 new significant project leads.
  - Worked on 18 job and wage producing projects.
  - Submitted economic development proposals to 12 companies.
  - Completed an independent audit of 2021-2022 finances.
  - Completed and adopted a budget for fiscal 2022-2023.
  - Leased space to seven new office tenants in the City Central building.
  - Conducted four quarterly cost of living surveys.
  - Distributed PCDA weekly e-newsletter 50 times
  - Sponsored three booths for Ponca City companies at the Design-2-Part trade show in Nashville, TN in September, 2022.
  - Sponsored four booths for Ponca City companies at the Design-2-Part trade show in Arlington, Texas in March, 2023.
  - Facilitated mission to Pittsburg State to launch plastic industries outreach.
  - Placed 70 people into jobs through PoncaWorks.
  - Completed the annual “Girl Power!” workforce development camp.
  - Completed a fall and spring small business pitch-off competitions.
  - Sponsored subscriptions for the Plan Room at Pioneer Tech.
  - Expanded the “Shared Equipment Program” with Pioneer Tech.
  - Received five major international awards from the IEDC.
  - Completed second phase of electrical wiring rerouting in the AIP.
  - Created and launch the WASP safety plan with industries and the hospital.
  - Staff participation in the Ponca City Chamber, Mainstreet, Select OK, Pioneer Tech Board, Marland Estate Foundation, Leadership Oklahoma, Alliance Health Care, Phillips CAC, and others.
  - Reached job creation agreements with four companies.
  - Completed three lease agreements on PCDA industrial buildings.
  - Completed construction of the 4th industrial spec building, “Duke.”
  - In collaborated with the city, completed the small business and non-profit grant program.
  - Completed the Cookshack expansion project adding 10,000 square feet to the existing PCDA-owned structure and implementing a new lease.
  - In collaboration with the city, substantially completed a project to replace the HVAC system controls at City Central.
  - Repaired, restriped and exchanged City Central and Church parking lots with First Baptist Church to align uses for both facilities.
  - Continued to monitor existing PCDA agreements to verify compliance with job creation and wage requirements.
  - Held 315 events and meetings in the City Central building.

- Completed the Garaga/Mid America Door expansion project.
- Completed a “Report Card” for fiscal year 2017-2022.
- Completed a report on PCDA activities and impact for the five year period of 2017 to 2022.

## Fiscal 2024 Objectives

- Contact a minimum of 100 new companies during the year to discuss relocation opportunities to Ponca City and pursue identified needs.
- Meet with every existing industrial company in Ponca City that has five or more employees at least once for a total of 250 meetings.
- Contact site consultants a minimum of 40 times throughout the year
- Lease the new spec building to an industrial company that creates 15-20 new jobs at wages above the county median.
- Lease the PCDA-owned hangar to an aviation tenant that will create 10-15 new aviation jobs.
- Co-sponsor call trips and conferences in the business services, aviation and manufacturing industries with the Oklahoma Department of Commerce and Select Oklahoma.
- Continue industry outreach through participation in industrial trade shows.
- Host at least one trade show mission to facilitate the further diversification of the Ponca City industrial base.
- Continue Ponca Works placement to help industry meet workforce needs.
- Hold two small business pitch-off competitions.
- Complete the water detention project on the east side of the Ponca City Airport Industrial Park.
- Fund a \$30,000 CDBG match for a first-time homebuyer grant through the City of Ponca City to support new workforce housing.
- Construct a regional detention basin to serve industry east of the airport.
- Host at least one community job fair featuring Ponca City businesses.
- Complete an audit of PCDA finances for fiscal year 2022-2023.
- Develop and adopt a budget for fiscal 2023-2024.
- In collaboration with Pioneer Tech, financially support “The Plan Room.”
- Develop needs and opportunities and launch the “Robotics, Automation, Artificial Intelligence or “RAAIN” initiative to facilitate the integration of new technologies into existing Ponca City industries.
- Create more exposure of workforce training programs to local industry.
- Continue to expand the Shared Work program through “flex” equipment.
- Expand the WASP workplace safety program with Alliance Health.
- Complete and update the “BluDot” Ponca City business database.
- Grow local industry certification through the ICAP program.
- Host “Girl Power” camp to promote Ponca City careers.
- Add at least 20 acres of industrial land to the available land inventory.
- Identify available parcels of land suitable for housing developments.
- Identify housing developers in the regional market.
- Identify potential federal programs to support housing development.
- Replace the elevators at City Central.
- Renovate the west 3rd floor at City Central.
- Install lighting in the south parking lot at City Central.
- Reconfigure the Link at City Central to maximize economic vitality.
- Continue to update the PCDA website and PCDA social media posts.



- Develop an enhanced economic resiliency (disaster) plan.
- In partnership with Ponca City Public Schools, continue the Wildcat Internship Program.

PCDA - Economic Development								
	2020 Actual	2021 Actual	2022 Actual	2023 (75.00%)		2024 Actual Budget	Variance 2024 vs 2023 Budget	
				Budget 7/1/2022	Actual 3/31/2023		Amount	Percent
<b>REVENUES</b>								
City Sales Tax - Ec Dev	1,918,196	2,172,753	2,217,022	2,045,623	1,721,383	2,106,992	61,369	3.00%
City Use Tax - Ec Dev	<u>209,095</u>	<u>254,857</u>	<u>251,260</u>	<u>222,225</u>	<u>187,914</u>	<u>266,669</u>	<u>44,444</u>	<u>20.00%</u>
<b>Total Revenues:</b>	<b>2,127,291</b>	<b>2,427,610</b>	<b>2,468,282</b>	<b>2,267,848</b>	<b>1,909,297</b>	<b>2,373,661</b>	<b>105,813</b>	<b>4.67%</b>
<b>EXPENDITURES</b>								
Transfers Out	<u>2,127,291</u>	<u>2,427,610</u>	<u>2,468,282</u>	<u>2,267,848</u>	<u>1,700,171</u>	<u>2,333,661</u>	<u>65,813</u>	<u>2.90%</u>
<b>Total Expenditures:</b>	<b>2,127,291</b>	<b>2,427,610</b>	<b>2,468,282</b>	<b>2,267,848</b>	<b>1,700,171</b>	<b>2,333,661</b>	<b>65,813</b>	<b>2.90%</b>

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Transfer Out - ED Tax PCDA	<u>65,813</u>		
Total	65,813	Total	0
<b>Net Increase</b>	<b><u>65,813</u></b>		

Personnel Summary: None

# Glossary

## 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>Deed 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.

<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 24 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.

**Personal Services**

Category of expense which includes expenses for salaries, wages, per diem or other compensation, fees, allowances or reimbursement for travel expenses, and related employee benefits, paid to any officer or employee for services rendered or for employment. Employee benefits may include employer contributions to a retirement system, insurance, sick leave, terminal pay or similar benefits.

**Ponca City Development Authority (PCDA)**

A public trust of the City of Ponca City which accounts for activities of the Economic Development Funds.

**Ponca City Utility Authority (PCUA)**

A public trust of the City of Ponca City which accounts for activities of Water, Light, Solid Waste, Landfill Closing, Solid Waste Depreciation Reserve, Utility Billing, Wastewater, Stormwater and Information Services.

**Proprietary Funds**

Funds that account for government operations that are financed and operated in a manner similar to a private business.

**Sage**

Acronym for Sustainable Alternative Green Energy which is a PCDA initiative to grow a renewable energy economy in Ponca City.

**Special Assessment**

Receipts from assessments places on a property, within the City, for public improvements which have benefited that property.

**Special Revenue Fund**

A fund used to account for the proceeds of specific revenue sources (other than special assessment, expendable trusts, or for major capital projects) that are legally restricted to expenditures for specific purposes.

**StormReady**

A program by the National Weather Service designed to recognize entities that have reached a high level of severe weather preparedness.

**Transfers**

Category of expense which includes outlays to other funds in the form of operating transfers and residual equity transfers.

**Unencumbered Balance**

The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

**User Fee**

The payment for the direct receipt of a public service by the user of the service.



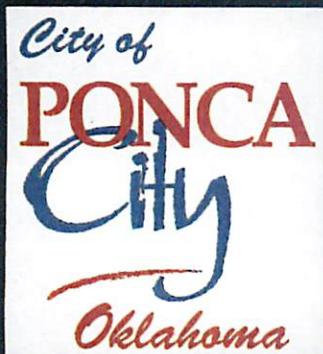
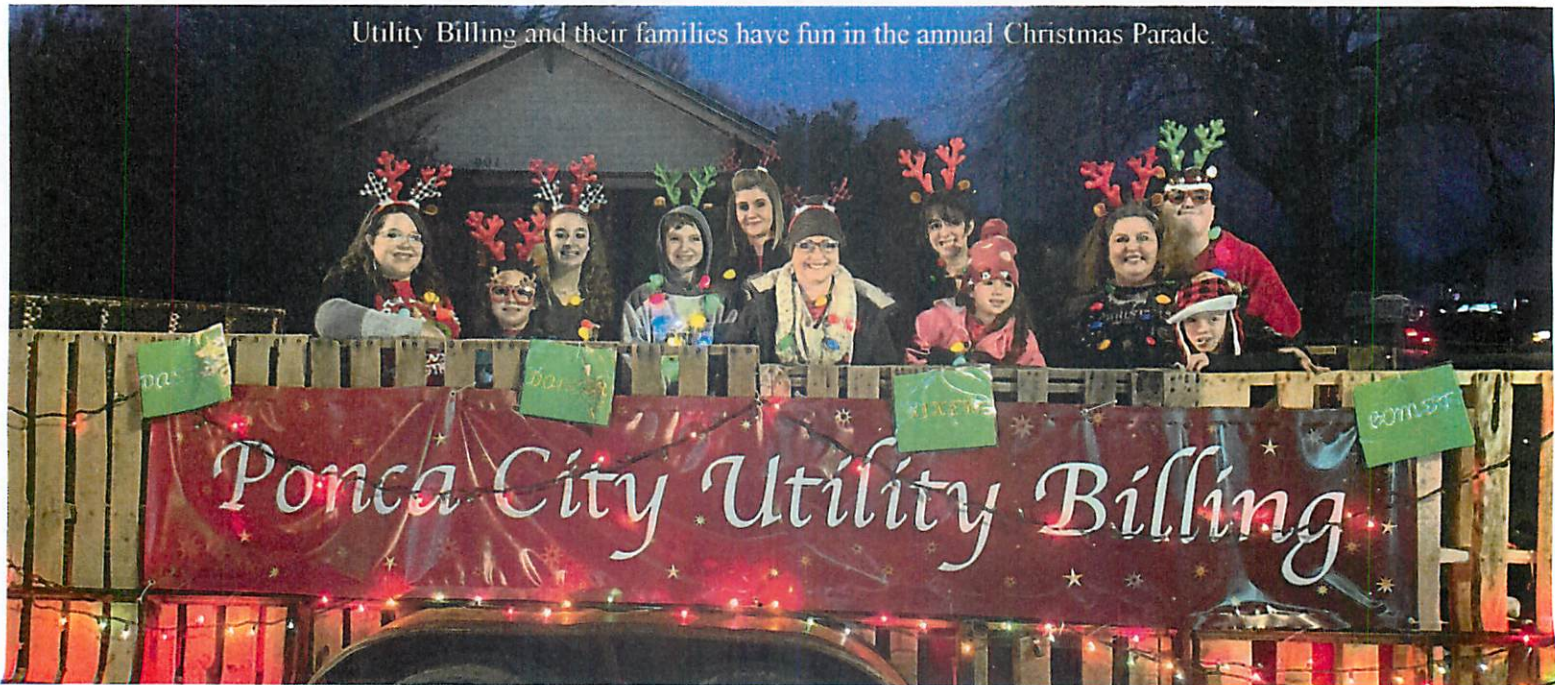


Sunrise Kayak Tours at Lake Ponca provide a different perspective.



PC Electric Linemen become Hartman Rescue National Champions at the American Public Power Association (APPA) National Lineworker's Rodeo in Kansas City, KS.

Utility Billing and their families have fun in the annual Christmas Parade.



New restroom installed at Lake Ponca Duck Pond. Cost \$130,154.

