

City of Ponca City, Oklahoma

2024-25 Budget

Progress Through People



Prepared by:

John Gonsalves
Finance Director

Shane Becker
Controller

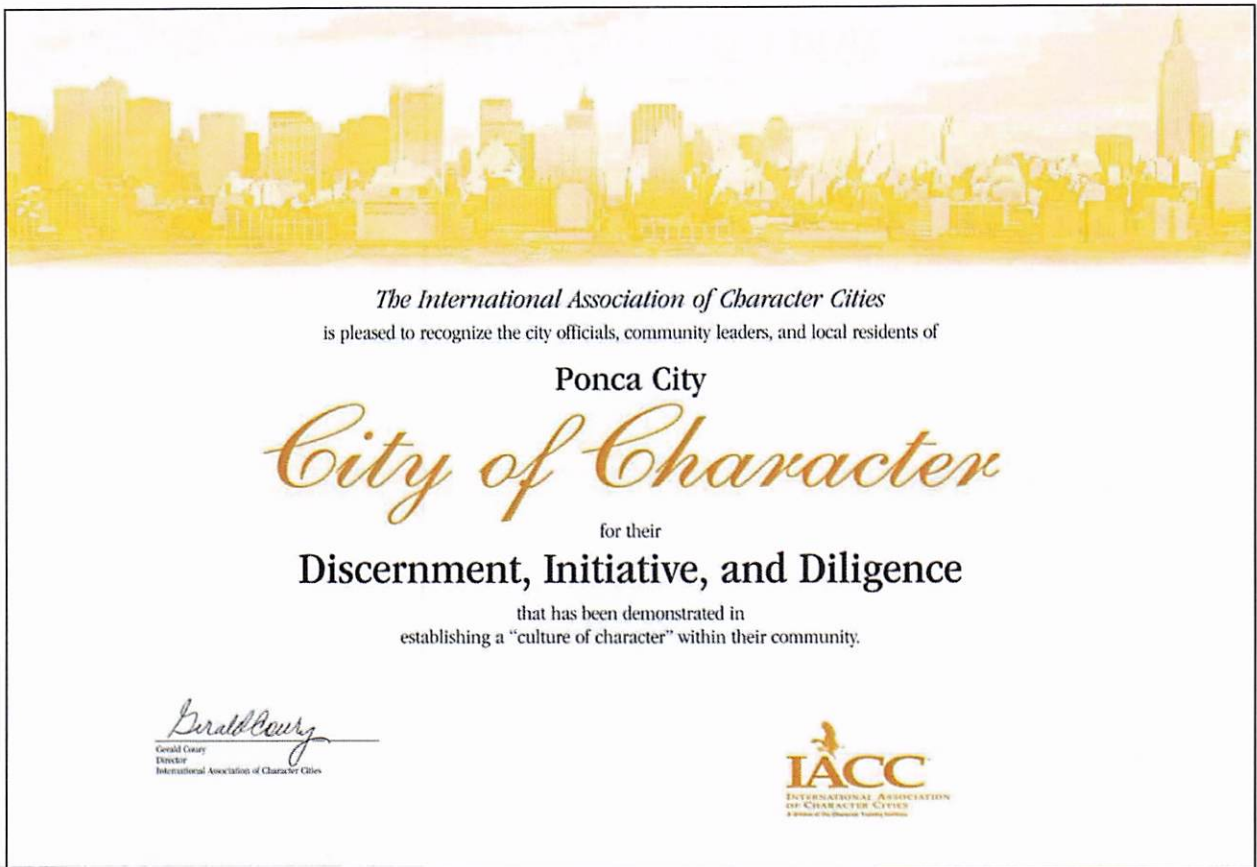
Shelia Logan
Accountant

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

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MAY 31 2024

State Auditor
and Inspector



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



Stephanie Austin

Commissioner #2
Term Expires: March 2027



Garrett Bowers

Commissioner #3
Term Expires: March 2026



Robert Bodick

Commissioner #4
Term Expires: March 2027

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
Deputy City Manager	Don Bohon
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	Open
Technology Services Director	Dave Williams

CITY OF PONCA CITY - REPORTING CHART February 14, 2024

MAYOR		Homer Nicholson
COMMISSIONERS	Kelsey Wagner Stephanie Austin Garrett Bowers	Robert Bodick
CITY MANAGER		Craig Stephenson
DEPUTY CITY MANAGER		Don Bohon
	Golf Professional	Rod Alexander
	Golf Grounds Superintendent	Todd Looper
	Airport Manager	Don Nuzum
	Motor Pool Superintendent	Brad LaRue
	Street Superintendent	Tracy Dunn
Fire Chief		Burl Herring
	Deputy Fire Chief	Gary Wilson
Police Chief		Open
	Deputy Police Chief/Major	Richard Evans
	Animal Control Supervisor	Jay Glowacki
	Emergency Management Director	Paula Cain
Assistant City Manager		Tana McKinley
Technology Services/Broadband Director		Dave Williams
	Computer Services Coordinator	William Tripp
	Assistant Broadband Director	Shawn Bush
Human Resources Director		Frank Wilson
Development Services Director		Chris Henderson
	City Engineer	Jim Fairbanks
	Assistant City Engineer	Mitchell Garvin
	Grants Administrator	Rhonda Skrapke
	Building Inspector	Kenneth Bradley
	Building Inspector	Korey Pruitt
	Property Inspector	Troy Sheets
	Property Inspector	Ryan Trant
	Traffic Engineering Manager	Mike Lane
Library Director		Holly LaBossiere
Parks and Recreation Director		Eric Newell
	Assistant Parks and Recreation Director	Ryan Hafen
City Attorney		John Andrew
Electric Utilities General Manager		Steve Sullivan
	Assistant Director/Operations Engineer	Open
	Electrical Distribution Planner	Aaron Michaud
Environmental Services Director		Jesse Beck
	Solid Waste Superintendent	Tim McNew
	Water Distribution/Wastewater Collection Superintendent	Darwin Haney
	Water Utilities Manager-Water/Wastewater	Todd Smith
Finance Director - City Clerk/Treasurer		John Gonsalves
	Controller	Shane Becker
	Senior Court Clerk	Denise Rexford
	Utility Billing Office Manager	Open
Marland Estate Manager		David Keathly

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	06/12/23
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

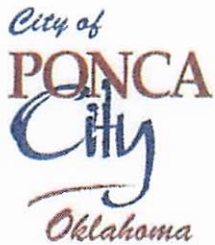
<u>General Subject</u>	<u>Effective Date</u>	<u>Revised Date</u>
1. Adoption of Standard Operation Policy	09/01/97	
2. Handling Citizen's Complaints	09/01/97	08/03/99
3. Media Relations Manual	09/01/97	04/01/98
4. Operation of City-Owned Vehicles and Equipment	09/01/97	05/01/02
5. Competitive Bids/Quotes Procedures	09/01/97	06/02/23
6. Training & Travel	09/01/97	08/03/22
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	01/31/24
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

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Ponca City, Oklahoma 74601
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May 27, 2024

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 2024-2025 Annual Operating and Capital Improvement Budget for the City (City of Ponca City) and PCUA (Ponca City Utility Authority), which begins July 1, 2024. 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 2024-25 Budget has the total full-time employee count at 410 which is an increase of six full-time positions across the City and its related Authorities. A Deputy City Manager position and Assistant Human Resources Director position were created for succession planning purposes. Communications/E911 added another Dispatcher position to provide the Supervisor of the operation the time needed to actually supervise and provide additional workload relief. Traffic Engineering's budget added a Traffic Signal Technician to be trained for several months with the current Signal Technician scheduled to retire in the Spring of 2025. In Ponca City Utility Authority there are four new positions; Ponca City Broadband added two Customer Service Representatives and one Fiber Field Technician, which were part of the original design. Utility Billing added a Utility Billing Clerk position due to the demand added with offering broadband services.

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 an average increase of 4.0% which is probably unheard of in today's health care world.

The sales tax revenues are budgeted with a 3% increase from FY 2023-24 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 which represents 10% of the General Funds Proposed 2024-25 Operating Budget.

Letter to Homer Nicholson, Members of the City Commission
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May 27, 2024

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 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 fiscal year 2018-19 through fiscal year 2021-22. Rates did increase in fiscal year 2022-23; Water 5%, Solid Waste 5%, and Stormwater \$0.25. Rates increased again in this current fiscal year 2023-24; Water 5%, Solid Waste Collection 3%, Landfill fees 5%, Electric rates 3%, Wastewater rates 3%, and Stormwater rates by \$0.25.

Cost of operations continue to increase and the cost of equipment, as you are aware, continue to cause procurement issues not only with cost but also delivery. This year, Staff recommends increasing Water rates by 5%, Solid Waste Collection by 3%, Landfill fees 5%, Wastewater rates 3% and Stormwater by \$0.25. There is no rate increase proposed for Electric rates or 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 2024-2025 is \$134,884,556 which represents a 2.23% increase from this current year's budget. The General Fund represents \$31,239,185 of the total expenditures and is budgeted at an increase of 8.42% from the current year budget. The departments were asked to keep their maintenance, operations and contractual services budgets flat.

The proposed capital outlay for the upcoming budget year is \$16,185,339 which is 9% more 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 98% of this year's capital request. That being said, we did ask the Department Heads to be conservative in their overall request for capital. They requested what they needed and nothing more. Not included in those capital numbers are the cost for the construction of the Santa Depot Multi-Modal Renovation (Direct Federal Allocation of \$2 million), the new Airport Terminal Construction (potential FAA grant of \$10 million), \$900,000 plus in ARPA funds for the Downtown Streetscape project under design, or \$1,000,000 in ARPA funds for the Santa Fe Depot and site improvements. When you step back and look at the total proposed capital projects the City is undertaking in the next 12-18 months, there continues to be many positive things occurring in the community.

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.

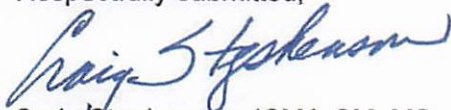
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We will continue to work safely, provide great customer service and maintain the public's trust. We will continue to work with businesses and industries to create a collaborative environment. This organization has proven to be an innovator in the municipal 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. Baughn	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	2018-24
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	Stephanie Austin	2024-Present
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, 2024

Number of Full-Time Employees:	
Union	110
Non-union	300
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	509
Number of ambulance calls	5,377
Average emergency response time in minutes	EMS 5:26 / Fire 4:28
Police Protection:	
Number of stations	1
Number of police personnel	70
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	1,151
Number of traffic violations	5,468
Calls for service	20,091
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	3.67
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	8.49
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	51,000
Number of base aircraft	53
Number of ‘T’ hangers	44
Number of corporate hangers	13
Average high temperature degrees – (2023)	88.30
Average low temperature degrees – (2023)	34.20
Overall yearly degree temperature – (1980-present)	60.24
Average yearly rainfall in inches – (1980-present)	23.92

Education (Current) School Year:

Total school enrollment – Ponca City Public Schools	4,581
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	727
Ponca City Public Schools	727
Phillips 66	625
Alliance Health Ponca City	320

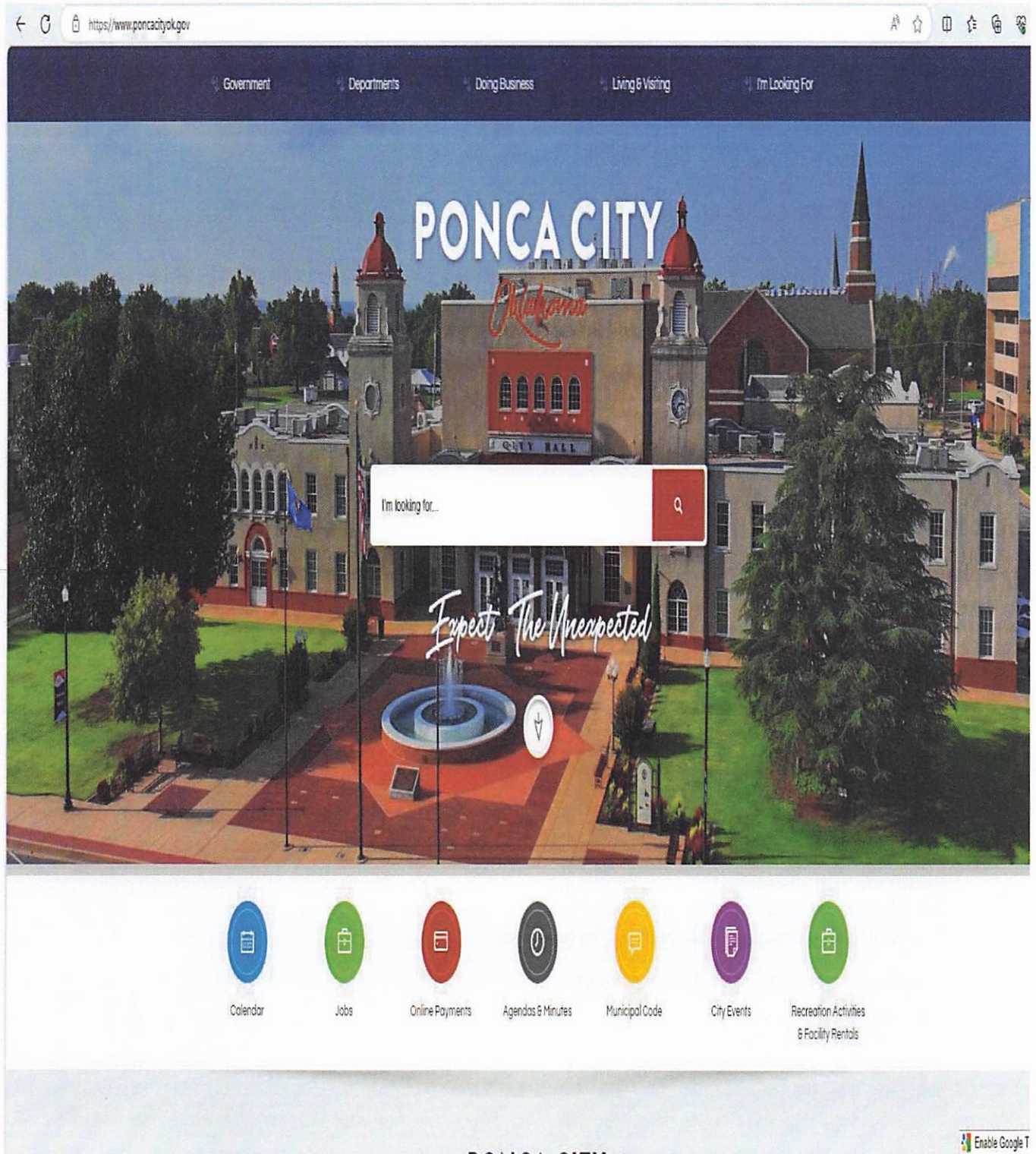
Hospitals:

Number of hospitals	1
Number of licensed patient beds	153

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

City of Ponca City Website

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



Pow Wow

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

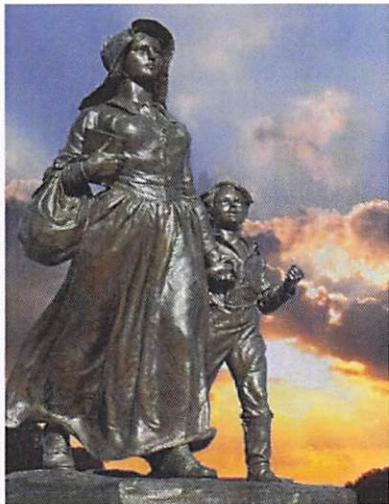
November/December

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.

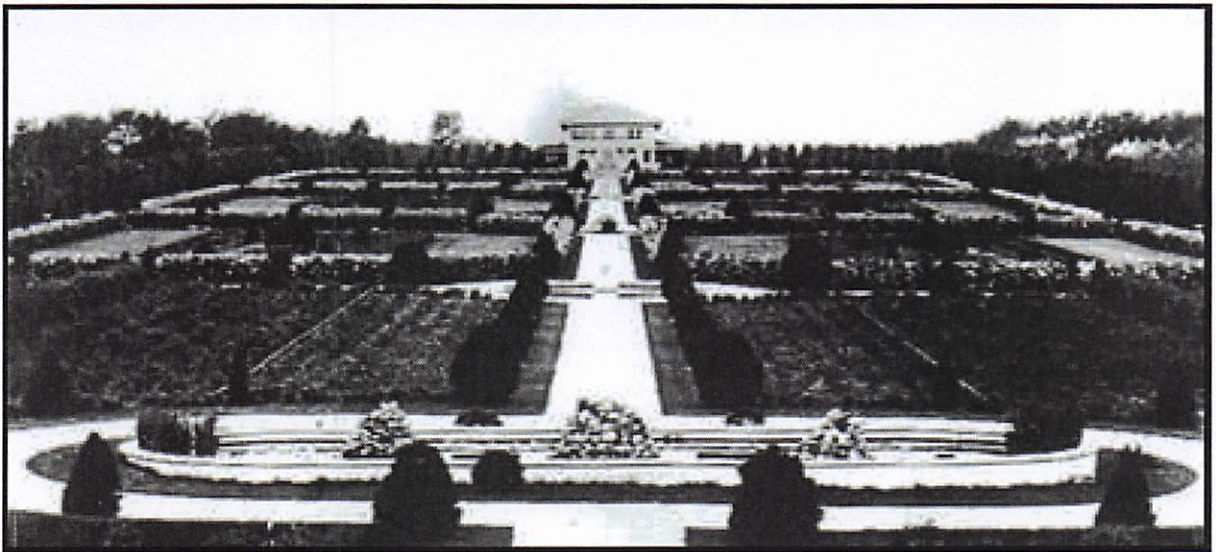
Standing Bear – A monumental tribute to all Native Americans, this 22-foot statue is of Ponca Chief Standing Bear, created by Cowboy Artist of America, Orelan C. Joe. The surrounding Park features many symbols of Native American culture and specifically honors the six tribes around Ponca City. Two audio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



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

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

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

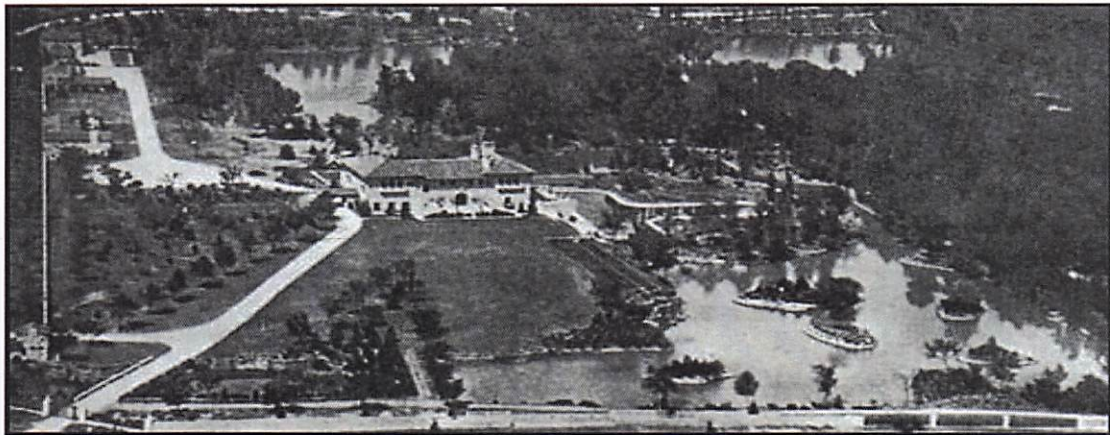


Marland's first home, recently re-named Marland's Grand Home, is home to the Historic House Museum, Native American Museum, 101 Ranch Collection, and D.A.R. Museum.



Welcome to the
Marland Estate Mansion

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



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

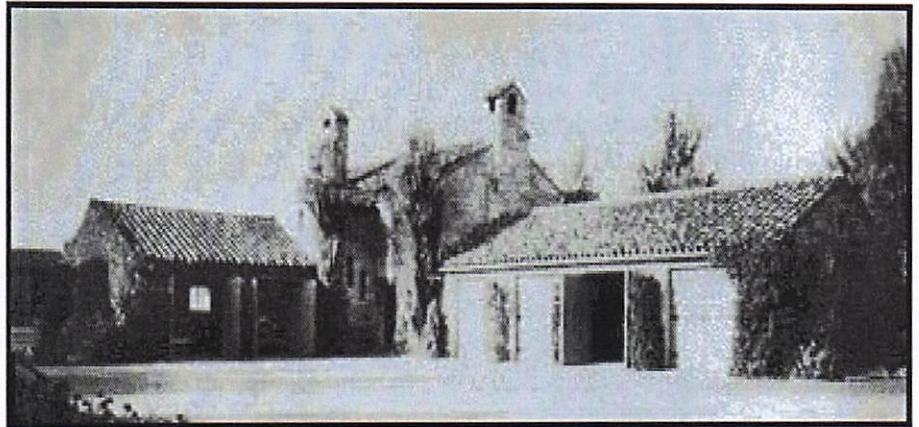
Now a private residence, the stables accommodated Mr. and Mrs. Marland's horses. Mr. Marland had a Tennessee Walker, Tom James. Mrs. Marland's horse was an American Saddle Bred named Rosenbar. E.W. and Lydie enjoyed riding together around the estate. Their two horses are buried on the grounds near the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



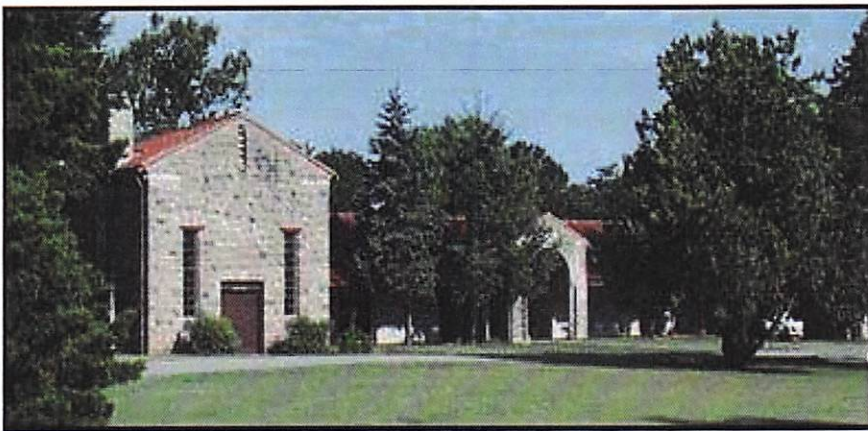
The boathouse was right on the edge of one of the lakes and was functional storage for boats. Built of limestone and containing a huge safe in its inner wall, it is connected to the Mansion by an underground tunnel.

Lydie's Cottage & Artist Studio Restored

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



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



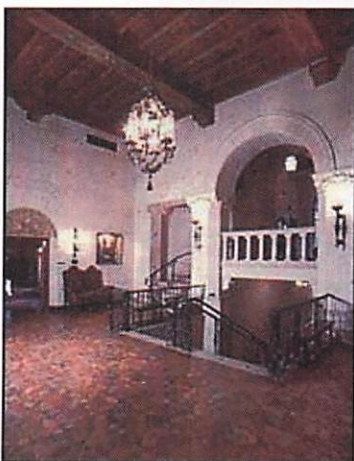
The Artist Studio was originally built for sculptor Jo Davidson, who lived and worked in Ponca City while he created the three Marland family statues and one of the models for the Pioneer Woman Statue. The timbers from one of Marland's first oil well derricks were used for the interior vaulted ceiling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

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

Marland Mansion. .Today

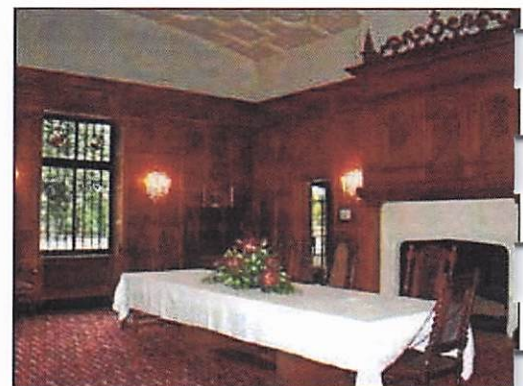
Leading away from the south terrace, towards the city, there was a grass pathway lined with trees and statues, hence the name, Monument Road. This distance was traveled on foot only and was opened at all times for public use.

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



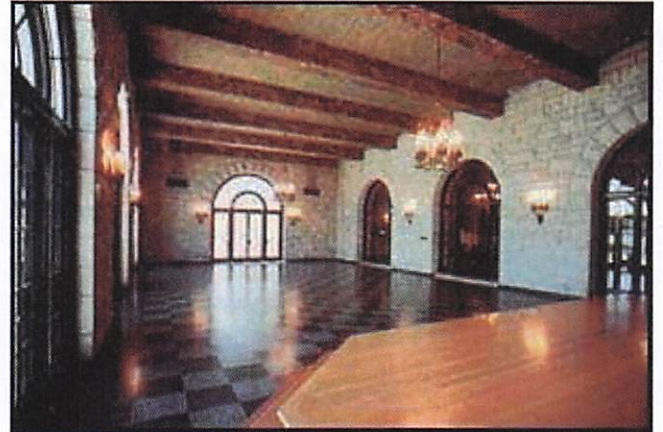
From the hand set stone tile to the muraled walnut ceilings painted by Margliotti, the entrance sets the mood of elegance for the oil baron's mansion. The brass and iron wall sconces feature devil heads; not to be confused with the dog's heads in the wrought iron stair railings.

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





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



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



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

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





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

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



Pictured above, Phillips 66 employs an estimated 625 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. Prices increase, inflation, and lead time to obtain products and services was a huge topic this year along with the possibility of an economic recession. An increase in Sales and Use Tax are anticipated for the FY 2024-2025 which is consistent with previous years. Sales and Use Tax are significant funding sources for the General Fund so a significant amount of time was spent discussing different forecasting scenarios. Commissioners input were solicited regarding new programs and funding for various capital improvements, and questions or concerns on current rates and fees were discussed, as well as departmental operations current and long-term goals and objectives. Input from the citizens of Ponca City was solicited and considered during the planning and discussion phase of the budget, and changes were made if necessary. At the end of the process the City Manager or the Director of Finance will present the proposed budget to the commissioners for consideration and approved, and then implemented on July 1, of each year.

Finance ushered in 2024 by working with departments to determine initial revenue projections for the General Fund, enterprise funds, and the utilities for Fiscal 2024-25. A budget kick-off session was held with all departments on January 22, 2024, 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 18, 2024. 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 2024. On April 11, 2024, an initial draft of the City Manager Proposed Budget for Fiscal 2024-25 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 15-16, 2024. 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 4, 2024. Also published at that time was notice of a public hearing on the Fiscal 2024-25 Budget, to be held at the regularly scheduled Board of Commissioner's Meeting on May 13, 2024. 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.

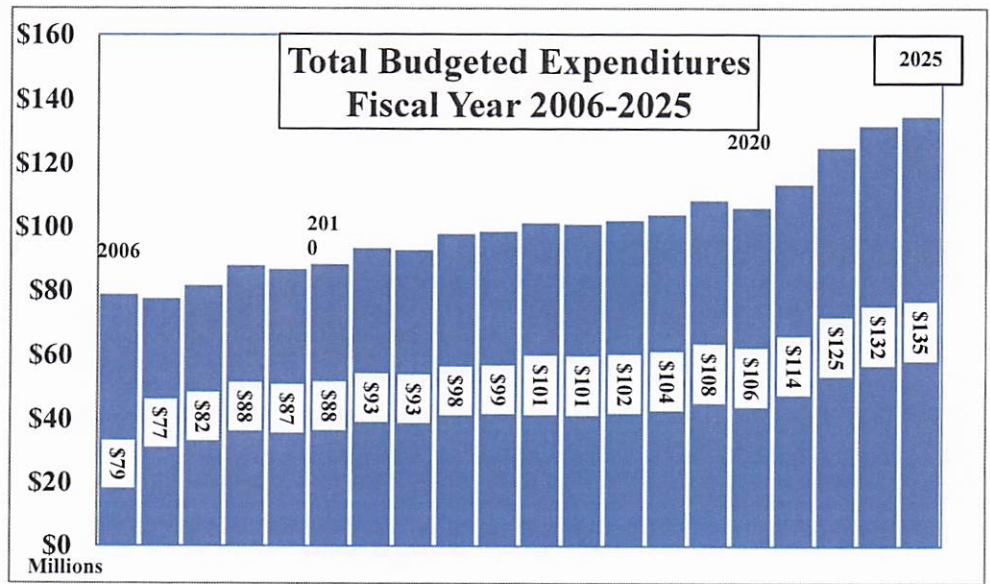
During the course of any year, unforeseen opportunities, emergencies and business conditions may necessitate amending the budget. Management staff informed the City Commission that active management of

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 2024-25 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.

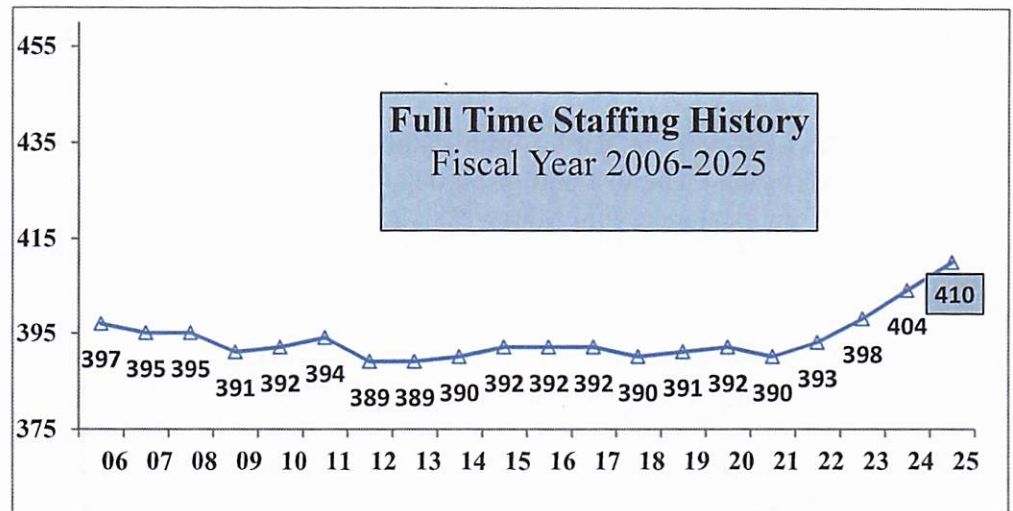
The City uses full accrual accounting with its proprietary fund types such as the utilities, which means both revenues and expenses are charged to the period earned or incurred. The City uses modified accrual basis of accounting with governmental fund types such as the General Fund, which means expenditures 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 2024-25 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.



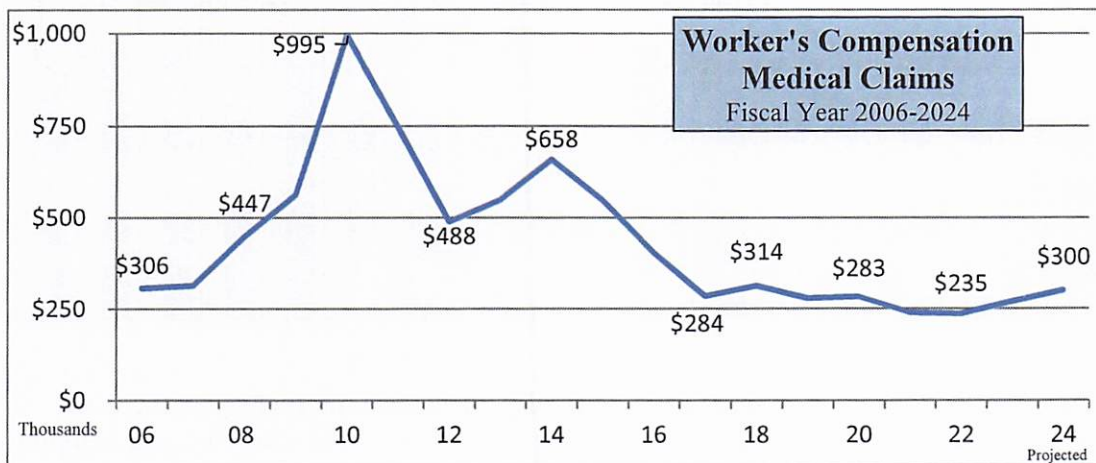
The Fiscal 2024-25 Budget has been challenging in many ways. The total budget for all funds is approved at \$134,884,556, an increase of \$2,943,948, or 2.23% from the original budget of Fiscal 2023-24.

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 42% higher than the original budget of Fiscal 2005-06, twenty years ago. This represents an average annual increase of 2.1%, illustrating staff commitment to cost containment.



The full-time employee base across the City is at 410, which represents an increase of 6 employees compared to the prior fiscal year. The approved full-time staffing for Fiscal 2024-25 is approximately 3% more than that of twenty years ago, in Fiscal 2005-06 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 5% increase last year. City employees who choose single health insurance coverage pay a premium of \$1,980. annually, with the City funding \$7,918. The premium for employee plus one coverage is \$3,581 annually, with the City funding \$14,323. Employees choosing family coverage pay a premium totaling \$5,373 annually, with the City funding \$21,491. 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 even though inflation is trending downwards.

Another area of volatile is personnel related cost 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 2024-25 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

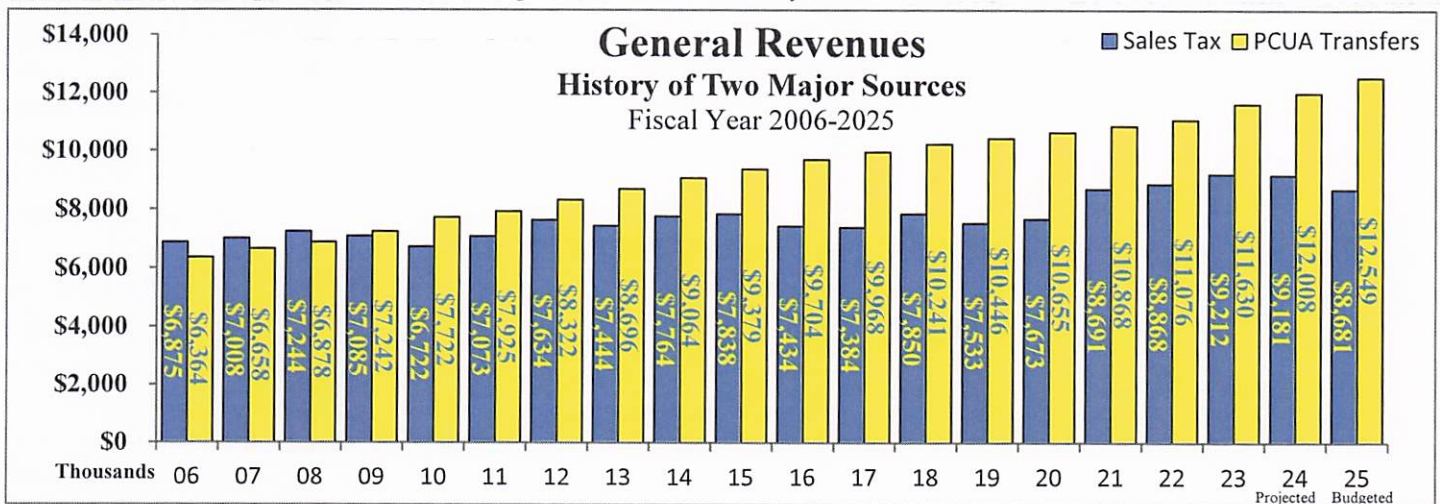
marketplace. Over the past fifteen years, increased training and attention to safety issues by City staff has had the desired effect.

In keeping with the City Commission objectives, the Fiscal 2024-25 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 2024-25.

GENERAL FUND

Sales Tax Revenue: There is currently a 2.0% sales tax dedicated for General Fund operations, generating revenue equal to 31% of total budgeted General Fund revenues for Fiscal 2024-25. 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 stay flat in 2023-24 and 2024-25 due to high interest rates, an anticipated recession, slow job growth and additional market correction.

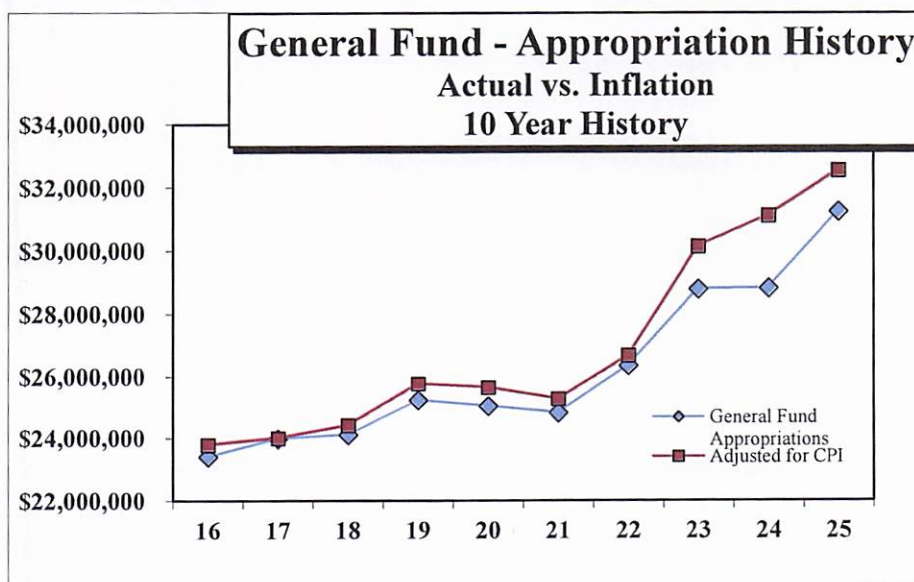
Transfer Revenue Under the Oklahoma Constitution, cities are prohibited from levying ad-valorem property taxes for operations. Therefore, critical to the funding of essential City services is the transfer of residual equity, or return on investment (ROI), from City utilities. Through Fiscal 1998-99 transfers 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 2024-25 at \$12,548,986, a 4% 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 \$1,856,931, 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 2024-25 are budgeted at \$2,852,627, an increase of 6% 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 2024-25 is \$31,239,185 an increase of \$2,423,844, or an increase of 8% from the original Fiscal 2023-24 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.



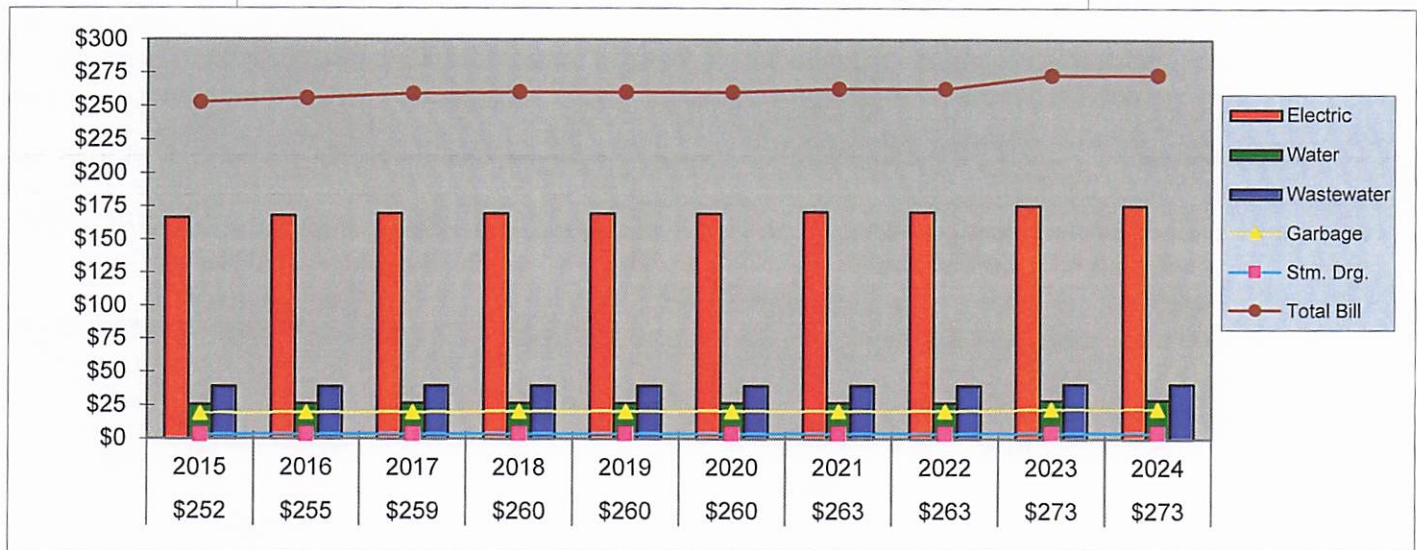
Spending on public safety continues to dominate funding of City operations, at 54% of the total General Fund budget. This exemplifies a City commitment to make Ponca City a safe and healthy community. The Police Department has evolved, continuing its Citizen's Police Academy, Community Policing, the 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 five new Police vehicles, tasers, ballistic armored shields and body armor for Police. Firefighter protective equipment gear, Repairs to Station #1, Pickup Truck and a pressure washer for station #1. A Stryker Power Cot, Stryker Power Load System, Ambulance Vehicle, Therapy Infusion Pump Kits, Ventilator, and Medication Cooling Units for the Ambulance 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 and will offer services outside the City limits if and when the infrastructure is built out. FY 2024-25 budget will not include an increase in electric rates. However, included in the budget is 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 1%.

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 2024-25 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 2024-25 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 were 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. Capital improvements earmarked for FY 2024-25 are upgrade wastewater treatment plant SCADA, Osage sewer line replacement, replace aeration basin diffuser equipment, and replace the combination sewer cleaning truck.

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 2024-25 Budget includes purchased power and distribution, a trouble crew bucket truck, a line crew bucket truck, street lighting, a capacitor control program, 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.

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 Trust 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 2024-25 is a 3% 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. However, rates will increase this year by 5% to start saving for a new cell. Proposed capital for Fiscal 2024-25 are a Landfill Dozer, a Roll Off Truck, and a Half Ton Pickup Truck, funded 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 heavily involved in the migration from INCODE 9 to ERP Pro 10. The upgrade provides City staff with more flexibility than offered by INCODE 9. Additional modules will also be implemented such as Time Entry, HR model and various ad hoc reporting templates. 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.

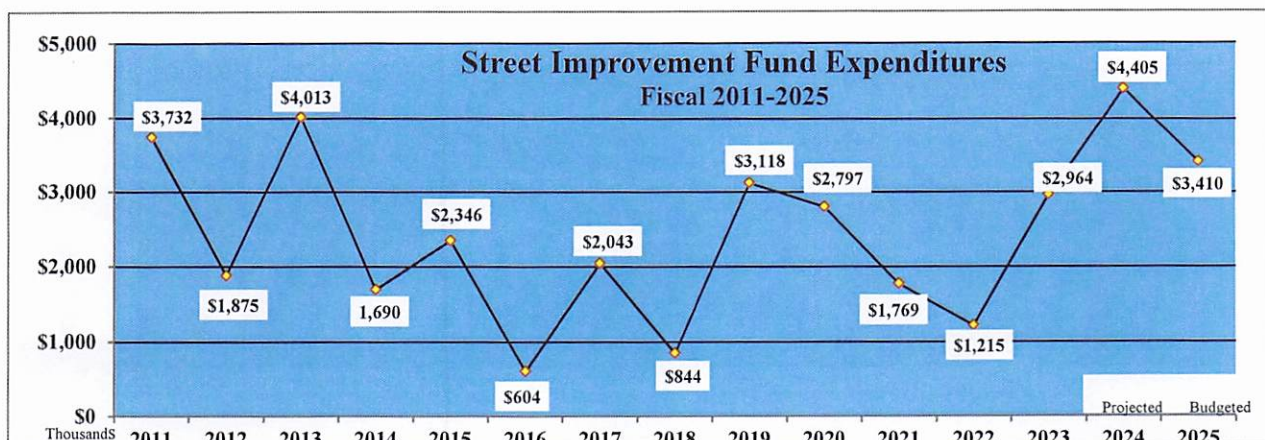
OTHER ENTERPRISE FUNDS

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 2024-25 includes a 1.4m FAA-Non-Airport Entitlement Program, a zero-turn diesel mower and an SUV vehicle.

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 2024-25.

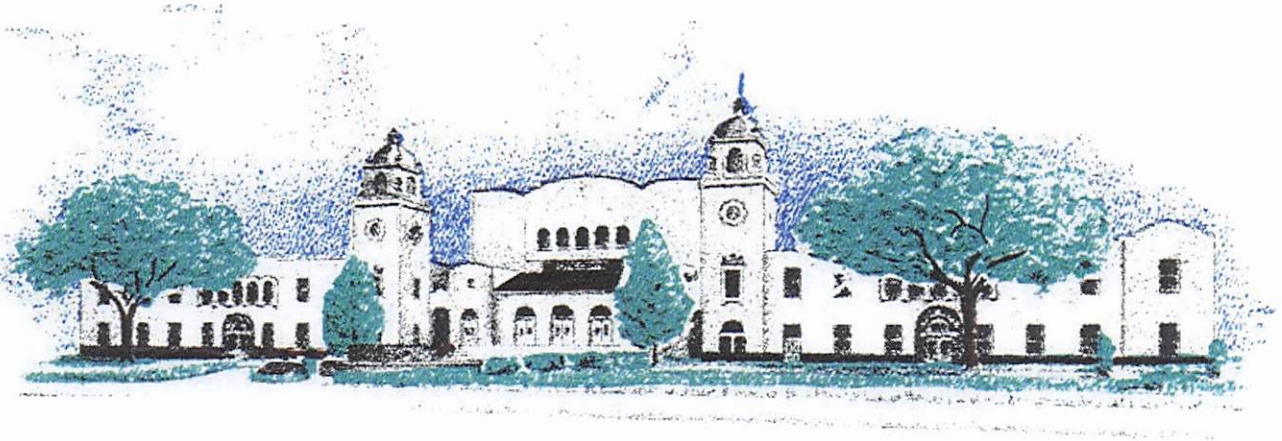
Street Improvement Trust The City of Ponca City is fortunate to have a dedicated ½ cent sales and use tax for street improvements which was recently renewed by 82% voter approval making it a permanent tax without expiration. The source provides funding for continued upgrade of Ponca City's streets, roadways, curbs, sidewalks and trails. There are many major projects slated for Fiscal 2024-25. Total CIP Street Improvement Projects budgeted is \$3,090,000.



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 2024-25 includes, \$65,000 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 2024-25 includes, \$155,000 for a Wide Rotary Rough Mower, \$45,000 for an Equipment Storage Building, and \$17,500 for computer upgrade.

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 2024-25 is the exact amount of projected tax collections, which are then passed on entirely to the PCDA each month, immediately after receipt from the Oklahoma Tax Commission.



MUNICIPAL BUILDING
CITY OF PONCA CITY, OKLAHOMA
74601

Financial Summary

Ambulance

Project Description	2024-25	2025-26	2026-27	2027-28	2028-29
A. Ambulance - Replacement	340,000		360,000		380,000
B. Power Cot	31,000		33,000		35,000
C. Power-Load System	30,000		32,000		34,000
D. AED Units	20,000				
E. Ventilators	20,000			20,000	
F. IV Pumps	13,000				
G. Medication Cooler Units	5,000				
H. Lifepak Cardiac Monitor		44,000		46,000	
TOTAL	459,000	44,000	425,000	66,000	449,000

- A. Ambulance purchases indicate an ongoing program to replace aging ambulance units on a regularly scheduled bi-annual basis.
(Funding Source: Operating Budget)
- B. This project provides for the purchase of power cot units to replace existing cots on an 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. This project will replace automated external defibrillators carried on fire apparatus with AED units using peripherals that are compatible with existing cardiac monitors carried on ambulance units.
(Funding Source: Operating Budget)
- E. Ventilators are used to provide ALS respiratory care during the transport of critical care patients. This project will allow for the purchase of ventilators for ambulances in the Department's fleet that currently do not have a ventilator unit.
(Funding Source: Operating Budget)
- F. This project will provide funding for IV pumps which afford precisely metered administration and control of intravenous fluids and medications during advanced life support (ALS) transports.
(Funding Source: Operating Budget)
- G. Medication cooler units are used to store and maintain medications kept on ambulance units in a refrigerated environmental state in order to retain effectiveness and shelf life.
(Funding Source: Operating Budget)
- H. Lifepak cardiac monitors 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: CIP Fund)

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
What are the City's five types of expenditures ranked from largest? <ol style="list-style-type: none"> 1. Other Charges and Services 2. Personal Services 3. Capital Outlay 4. Materials and Supplies 5. Debt Service 	Budgeted Expenditures by Type	Page 28
What is Ponca City Utility Authority's Debt Service?	Debt Service Summary	Page 29
What is the share of municipal debt for each person living in Ponca City?	Debt Service Summary	Page 30

Budget Calendar Fiscal 2024-25 (1-04-24 Revised)

December 2023	Finance and Departments begin rate review and revenue budgeting
Mon. Jan. 22, 2024	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 30	Mission / Accomplishments / Goals Forms for FY2024-25 due
Mon. Feb. 05	Budget overview for City Commission held at the work session
Tues. Feb. 06	Capital Request Forms (cat. 4) for FY2024-25 due to Finance
Tues. Feb. 13	Budget Request Forms (cat. 2 & 3) for FY2024-25 along with any personnel related change requests due
Tues. Feb. 20	Out of State Travel Request Forms for FY2024-25 due
Tues. Feb. 27	Long-Term Capital Plan sheets due
Mon. Mar. 18	New Program and “Outside Agency” Hearings along with a budget update presented to the City Commission at work session
March 20-22	City Manager/Finance meet with Department Heads to review requests
March & April	Departments update various Advisory Boards on Budget progress
Tues. Apr. 09	City Manager/Finance meet with Department Heads to discuss the City Manager proposed Budget
Thurs Apr. 11	Draft of Proposed Budget with Departmental Goals delivered to City Commission for review
April 15 & 16	City Commission Hearings with City Management and Departments, open to Public
Tues. April 30	Deliver Notice of Public Hearing and Budget Summary to the Ponca City News
Sat. May 04	Publish the Notice of Public Hearing & Budget Summary in the Ponca City News
Mon. May 13	Public Hearing on Proposed Budget and City Commission Review
Mon. May 27	FY2024-25 Budget in book format delivered to the City Commission for adoption
Friday. July 1, 2024	Implementation of the FY2024-25 Budget

CITY OF PONCA CITY
Full-Time Staff History
Fiscal Year 2024-25

Department	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
City Manager	10	10	10	10	10	10	10	10	8	7
Human Resources	0	0	0	0	0	0	0	0	2	3
Finance	6	6	6	6	6	6	6	6	6	6
City Attorney	2	2	2	2	2	1	1	1	1	1
Municipal Court	4	4	4	4	4	4	4	4	5	5
Development Services	7	7	7	7	7	7	7	7	8	8
Police	68	68	68	68	67	67	67	67	68	68
Animal Control	4	4	4	4	4	4	4	4	4	4
Emergency 911	11	11	11	11	11	11	11	11	11	12
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	6	6	6	6	6	6
Traffic Engineering	6	6	6	6	6	6	6	6	6	7
Streets	20	20	20	20	18	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	4	4
Marland's Grand Home	2	3	2	2	1	1	1.25	1.25	1.25	1.25
Library	11	11	11	11	11	11	11	11	11	11
Total General Fund	255.0	256.0	255.0	255.0	250.0	249.0	249.25	249.25	253.25	255.25
Water Admin.	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Water Prod.	10	10	10	10	10	10	10	10	10	10
Water Dist.	10	10	10	10	10	10	10	10	10	10
Total Water Fund	20.84	20.84	20.84	20.84	20.84	20.84	20.84	20.84	20.84	20.84
Wastewater Admin.	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83
Wastewater Coll.	6	6	6	6	6	6	6	6	6	6
Wastewater Trtmt.	11	11	11	11	11	11	11	11	11	11
Total W-Water Fund	17.83	17.83	17.83	17.83	17.83	17.83	17.83	17.83	17.83	17.83
Solid Waste	31.83	31.83	30.83	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
Total Solid Waste	38.83	38.83	37.83	37.83	37.83	37.83	37.83	37.83	37.83	37.83
Utility Billing	8	8	8	8	8	8	8	9	9	10
Ponca City Energy	25	25	25	25	25	25	25	25	25	25
Total Utility Billing	33	33	33	33	33	33	33	34	34	35
Stormwater	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Stormwater	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Technology Services	4	4	4	4	4	4	4	4	4	4
PC Broadband	0	0	0	0	2	2	5	7	8	11
City Garage	4	4	4	5	5	5	5	5	6	6
Insurance	1	1	1	1	1	1	1	1	1	1
Marland Mansion	4	4	4	4	5	5	4.75	4.75	4.75	4.75
RecPlex	0	0	0	0	3	2	2	4	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	5	5	5	5	5	5	5	5	5	5
Hotel/Motel Tax	0	0	0	0	0	0	0	0	0	0
Total Other Funds	25	25	25	26	32	31	34	38	40	43
Grand Total	391	392	390	391	392	390	393	398	404	410

**CITY OF PONCA CITY
BUDGET SUMMARY
FISCAL YEAR 2024-25**

FUND #	FUND NAME	APPROVED 2024-25 BUDGETED REVENUES	APPROVED 2024-25 BUDGETED EXPENDITURES	REVENUES over EXPENDITURES
101	GENERAL	27,852,627	31,239,185	(3,386,558)
103	LIBRARY GRANTS	15,000	15,000	0
104	LIBRARY STATE AID	12,000	12,000	0
201	STREET & ALLEY	210,000	210,000	0
210	SPECIAL PROJECTS	30,000	25,800	4,200
240	TOURISM	702,000	1,376,667	(674,667)
260	GRANT FUND	17,500	17,500	0
301	WATER	9,310,481	9,302,898	7,583
340	PONCA CITY ENERGY	47,617,073	45,419,281	2,197,792
341	P.C. BROADBAND	4,418,985	4,226,567	192,418
342	SOLID WASTE	6,266,147	6,589,673	(323,526)
343	LANDFILL CLOSING	50,000	18,000	32,000
344	SOLID WASTE DEPR. RES.	850,000	1,008,000	(158,000)
350	UTILITY BILLING	890,300	884,384	5,916
360	WASTEWATER	6,936,852	7,400,861	(464,009)
365	STORMWATER	703,647	497,992	205,655
380	TECHNOLOGY SERVICES	1,490,000	1,405,684	84,316
400	DEBT SINKING	702,000	702,000	0
501	CITY GARAGE	2,382,000	2,328,446	53,554
520	INSURANCE	8,473,512	5,843,386	2,630,126
521	WORKERS COMPENSATION	288,211	225,000	63,211
601	MARLAND ESTATE	571,000	549,714	21,286
620	RECPLEX	1,405,645	1,424,714	(19,069)
644	GOLF COURSE	1,243,000	1,237,843	5,157
704	CANN ESTATE	82,500	82,294	206
722	MATZENE BOOK FUND	1,000	0	1,000
837	PUBLIC SAFETY CENTER TAX	4,155,680	3,123,314	1,032,366
840	STREET IMPR. TRUST	2,568,120	3,410,000	(841,880)
875	CAPITAL IMPR. PROJECTS	1,032,328	954,472	77,856
901	AIRPORT CAPITAL GRANTS	1,492,778	1,492,778	0
929	AIRPORT	1,448,465	1,442,982	5,483
930	ECONOMIC DEVELOPMENT	2,418,120	2,418,120	0
TOTALS		\$135,636,971	\$134,884,556	\$752,415

CITY OF PONCA CITY
ALL FUNDS - HISTORY of BUDGETED EXPENDITURES
Fiscal Year 2024-25

FUND #	FUND NAME	ORIGINAL 2020-21 APPROVED	ORIGINAL 2021-22 APPROVED	ORIGINAL 2022-23 APPROVED	ORIGINAL 2023-24 APPROVED	ORIGINAL 2024-25 APPROVED
101	GENERAL	24,811,709	26,344,772	28,786,838	28,812,341	31,239,185
103	LIBRARY GRANT	11,000	11,000	20,000	30,000	15,000
104	LIBRARY STATE AID	13,000	13,000	11,500	10,500	12,000
201	STREET & ALLEY	350,000	260,000	265,000	313,000	210,000
210	SPECIAL PROJECTS	25,000	25,800	25,800	25,800	25,800
240	TOURISM	369,167	694,167	926,667	676,667	1,376,667
260	GRANT FUND	57,100	47,100	47,100	17,500	17,500
301	WATER	9,190,293	8,182,340	10,553,620	9,146,460	9,302,898
340	PONCA CITY ENERGY	39,301,300	39,688,210	41,282,624	47,319,883	45,419,281
341	PC BROADBAND	911,480	1,026,376	2,408,970	3,706,495	4,226,567
342	SOLID WASTE	5,275,589	5,328,631	5,951,019	6,350,776	6,589,673
343	LANDFILL CLOSING	18,000	18,000	18,000	18,000	18,000
344	SOLID WASTE DEPR. RES.	361,500	110,000	1,890,000	126,500	1,008,000
350	UTILITY BILLING	674,210	690,854	761,983	838,516	884,384
360	WASTEWATER	5,135,257	6,517,109	6,595,726	7,548,110	7,400,861
365	STORMWATER	788,813	1,106,794	490,523	1,100,493	497,992
380	TECHNOLOGY SERVICES	1,025,475	958,776	1,211,465	1,184,278	1,405,684
400	DEBT SINKING	700,000	700,000	700,000	701,026	702,000
501	CITY GARAGE	1,631,000	1,717,114	1,950,219	2,324,616	2,328,446
520	INSURANCE	5,619,028	5,628,535	5,665,479	5,703,878	5,843,386
521	WORKERS COMPENSATION	955,000	955,000	955,000	225,000	225,000
601	MARLAND ESTATE	476,291	476,678	505,505	566,842	549,714
620	RECPLEX	1,156,767	1,184,759	1,344,242	1,444,569	1,424,714
644	GOLF COURSE	809,500	849,281	893,522	1,036,308	1,237,843
704	CANN ESTATE	84,050	71,302	91,924	79,541	82,294
722	MATZENE BOOK FUND	500	0	0	0	0
837	PUBLIC SAFETY CENTER TAX	0	3,671,714	3,778,235	3,123,314	3,123,314
840	STREET IMPROV. TRUST	2,615,000	2,550,000	2,767,000	3,910,000	3,410,000
875	CAPITAL IMPR. PROJECTS	424,917	793,867	954,255	1,196,955	954,472
901	AIRPORT GRANTS	181,667	181,667	676,112	509,445	1,492,778
929	AIRPORT	707,000	1,083,701	1,357,777	1,560,134	1,442,982
930	ECONOMIC DEV.	1,956,568	2,203,910	2,267,848	2,333,661	2,418,120
TOTAL		105,636,181	113,090,457	125,153,953	131,940,608	134,884,556
Incr./(Decr.) from Previous Year :		-900,552	7,454,276	12,063,496	6,786,655	2,943,948
% Incr./(Decr.) from Previous Year :		-0.85%	7.06%	10.67%	5.42%	2.23%

City of Ponca City
2024-25 Operating Budget

CITY OF PONCA CITY
ALL FUNDS - BUDGETED EXPENDITURES by type
FISCAL YEAR 2024-25

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	23,722,787	1,067,376	1,730,955	1,251,089	0	3,466,979	31,239,185
103	LIBRARY GRANTS	0	5,000	10,000	0	0	0	15,000
104	LIBRARY STATE AID	0	3,000	9,000	0	0	0	12,000
201	STREET & ALLEY	0	200,000	10,000	0	0	0	210,000
210	SPECIAL PROJECTS	10,800	0	15,000	0	0	0	25,800
240	TOURISM	0	0	426,667	950,000	0	0	1,376,667
260	GRANT FUND	0	0	17,500	0	0	0	17,500
301	WATER	1,885,406	1,205,108	1,559,900	1,405,000	761,102	2,486,382	9,302,898
340	PONCA CITY ENERGY	3,387,995	389,000	30,292,661	2,960,000	761,102	7,628,523	45,419,281
341	PC BROADBAND	985,785	378,750	621,900	776,000	0	1,464,132	4,226,567
342	SOLID WASTE	3,212,745	76,152	547,346	0	0	2,753,431	6,589,673
343	LANDFILL CLOSING	0	0	18,000	0	0	0	18,000
344	SOLID WASTE DEPR. RES.	0	0	0	1,008,000	0	0	1,008,000
350	UTILITY BILLING	651,883	83,343	133,865	0	0	15,293	884,384
360	WASTEWATER	1,545,143	419,230	1,071,493	1,585,000	375,496	2,404,499	7,400,861
365	STORMWATER	49,230	60,000	178,762	100,000	0	110,000	497,992
380	TECHNOLOGY SERVICES	551,975	62,830	359,070	428,000	0	3,809	1,405,684
400	DEBT SINKING	0	0	0	0	702,000	0	702,000
501	CITY GARAGE	408,869	1,833,000	36,500	7,500	0	42,577	2,328,446
520	INSURANCE	101,154	0	5,742,232	0	0	0	5,843,386
521	WORKERS COMPENSATION	0	0	225,000	0	0	0	225,000
601	MARLAND ESTATE	431,654	38,154	45,941	0	0	33,965	549,714
620	RECPLEX	640,750	246,100	487,150	0	0	50,714	1,424,714
644	GOLF COURSE	626,559	111,600	284,500	177,500	0	37,684	1,237,843
704	CANN ESTATE	57,378	16,785	6,770	0	0	1,361	82,294
722	MATZENE 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
840	STREET IMPROV. TRUST	0	300,000	20,000	3,090,000	0	0	3,410,000
875	CAPITAL IMPR. PROJECTS	0	0	0	954,472	0	0	954,472
901	AIRPORT CAPITAL GRANTS	0	0	0	1,492,778	0	0	1,492,778
929	AIRPORT	464,357	815,500	53,400	0	0	109,725	1,442,982
930	ECONOMIC DEV.	0	0	0	0	0	2,418,120	2,418,120
TOTAL		38,734,471	7,310,928	43,903,612	16,185,339	2,599,700	26,150,506	134,884,556
% of Total Expenditures		28.72%	5.42%	32.55%	12.00%	1.93%	19.39%	130.14%

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 2022-23 net coverage is 3.67 times, which is greater than the minimum required 1.25 legal limit. The below chart can be found on page 44 in the Ponca City Utility Authority's Annual Financial Statements and Accompanying Independent Auditor's Report for the Fiscal Year Ended June 30, 2023. 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.

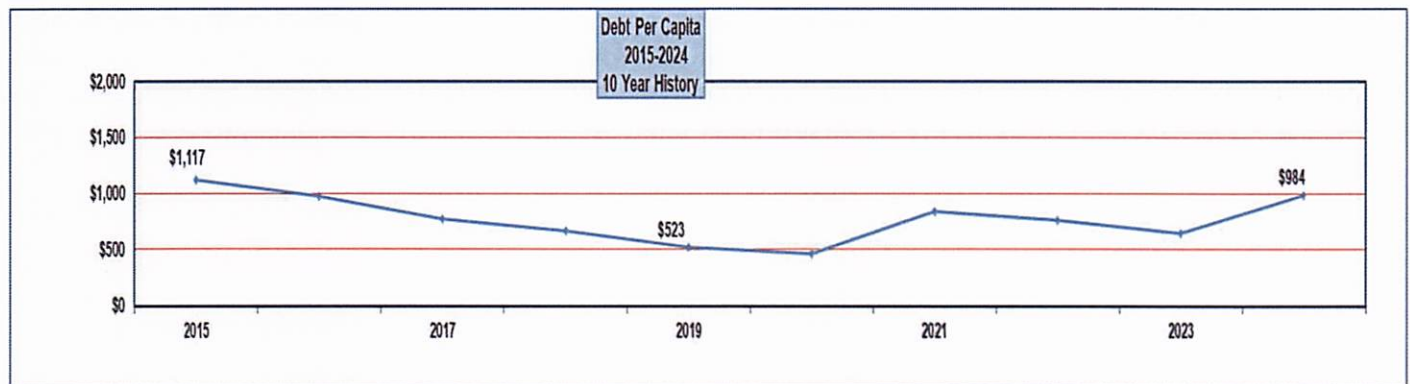
June 30, 2023 Audited Debt Service Calculation

Operating Revenues	\$66,696,596
Operating Expenses	<u>43,493,389</u>
Net Revenues Available for Debt Service	<u>23,203,207</u>
Maximum Annual Debt Service	\$6,317,164
Net Coverage	3.67

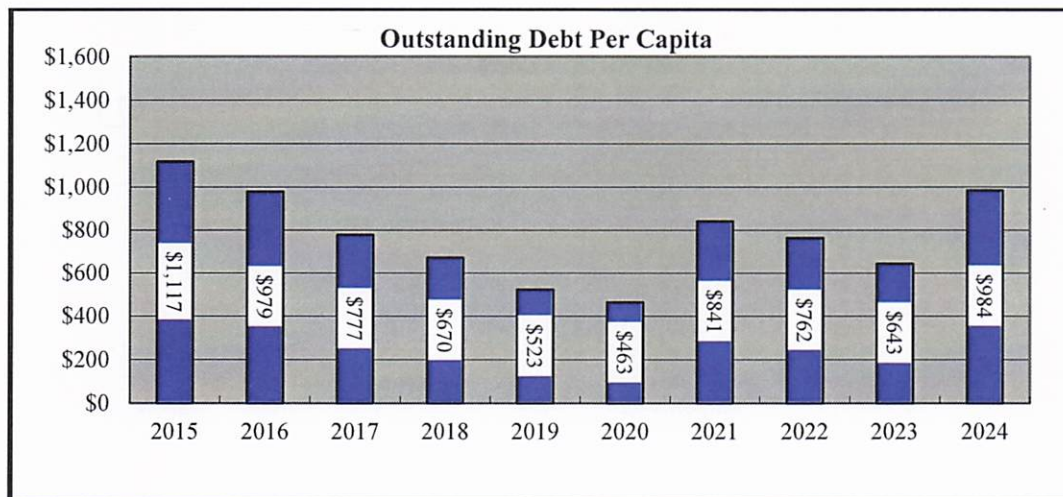
Ponca City Utility Authority

Debt Service Outstanding Debt Per Capita

Outstanding debt per capita is the remaining principal on PCUA's Debt Service Bonds on July 1st divided by the population of 24,424 (2020 census) and is another indicator of the burden on the community of the debt issued. As of June 30, 2024, the PCUA has \$24.97 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 2024-25 through FY 2028-29, 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	2024-25	2025-26	2026-27	2027-28	2028-29
City Manager	388,748	390,000	390,000	390,000	390,000
Community Development		330,000	190,000	200,000	190,000
Police	344,250	725,700	341,200	351,200	351,200
Animal Control	7,500	38,000		45,000	
Emergency Management	37,000				
Communications 911				150,000	
Fire	168,500	170,000	1,640,000	5,175,000	597,000
Ambulance	459,000	44,000	425,000	66,000	449,000
Street	190,000	565,000	235,000	370,000	450,000
Engineering	36,000	40,000	8,000	48,000	150,000
Traffic Engineering		65,000			
Park Maintenance	95,000	368,000	250,000	135,000	258,000
AMBUC Pool		3,000,000			
Recreational Programs		125,000	110,000	150,000	110,000
Wentz Camp	630,000	60,000	60,000	60,000	60,000
Marland's Grand Home	30,000	50,000	50,000	200,000	120,000
Library	90,000	55,000	210,000	110,000	105,000
General Fund Total	2,475,998	6,025,700	3,909,200	7,450,200	3,230,200
Water Administration	125,000	160,000	82,000	82,000	10,000
Water Production	640,000	3,388,000	620,000	100,000	100,000
Water Distribution	640,000	551,000	642,000	553,000	553,000
Ponca City Energy	2,960,000	3,390,000	2,250,000	2,315,000	2,385,000
Ponca City Broadband	776,000	610,000	810,000	535,000	535,000
Solid Waste	345,000	180,000	100,000	180,000	60,000
Landfill	663,000	50,000	210,000		4,325,000
Wastewater Treatment	440,000	735,000	650,000	280,000	115,000
Wastewater Collection	1,095,000	1,070,000	1,270,000	1,470,000	1,670,000
Stormwater	100,000	1,550,000	150,000	150,000	100,000
Technology Services	428,000	230,500	160,500	110,500	215,500
PCUA Total	8,212,000	11,914,500	6,944,500	5,775,500	10,068,500
City Garage	7,500	51,500	87,000	30,500	12,000
Marland Estate	45,000	150,000	150,000	150,000	150,000
Ponca City RecPlex	65,000	234,500	110,000	65,000	70,000
Golf Course	177,500	55,000	75,000	215,000	120,000
Cann Estate		150,000	30,000	30,000	20,000
Street Improvement Sales Tax	3,090,000	2,500,000	2,500,000	2,500,000	2,500,000
Airport	1,572,278	738,778	181,667	356,667	236,667
Grand Total	\$15,645,276	\$21,819,978	\$13,987,367	\$16,572,867	\$16,407,367

City Manager

Project Description	2024-25	2025-26	2026-27	2027-28	2028-29
A. Roof Replacement-City Hall/FS#1	134,405	100,000	100,000	100,000	100,000
B. Window Replacement-City Hall	106,972	50,000	50,000	50,000	50,000
C. Contingency Capital	100,000	125,000	125,000	125,000	125,000
D. Exterior Paint-City Hall/FS#1	26,460				
E. Exterior Soft Washing-City Hall	20,911				
F. Carpet/Tile Replacement-City Hall		60,000	60,000	60,000	60,000
G. Chairs-City Hall Conference Room		30,000	30,000	30,000	30,000
H. HVAC Replacement-City Hall/FS#1		25,000	25,000	25,000	25,000
TOTAL	388,748	390,000	390,000	390,000	390,000

- A. Replace roof areas-City Hall/Fire Station #1.
(Funding Source: Operating Budget)
- B. Replace windows in City Hall/Fire Station #1.
(Funding Source: CIP Fund)
- C. Contingency capital for the City Manager to address unforeseen capital needs.
(Funding Source: CIP Fund)
- D. Paint exterior of City Hall/Fire Station #1.
(Funding Source: Operating Budget)
- E. Soft wash exterior of City Hall.
(Funding: Operating Budget)
- F. Replace carpet/tiles areas in City Hall.
(Funding Source: Operating Budget)
- G. Replace conference/meeting room chairs in City Hall.
(Funding Source: Operating Budget)
- H. Replace HVAC units at City Hall/Fire Station #1.
(Funding Source: Operating Budget)

Community Development

Project Description	2024-25	2025-26	2026-27	2027-28	2028-29
A. CDBG Small Cities Set Aside		190,000	190,000		190,000
B. Zoning and Subdivision Codes Update		100,000			
C. Replacement of Vehicles		40,000			
D. Comprehensive Plan Update				200,000	
TOTAL	0	330,000	190,000	200,000	190,000

- 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. 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)
- C. 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)
- 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	2024-25	2025-26	2026-27	2027-28	2028-29
A. Marked Patrol Cars	150,000	200,000	215,000	225,000	225,000
B. AXON/Taser OSP	119,200	119,200	119,200	119,200	119,200
C. Unmarked Police Vehicles	60,000				
D. Ballistic/Armored Shield	8,800				
E. Body Armor	6,250	6,500	7,000	7,000	7,000
F. BearCat Tactical Rescue Vehicle		400,000			
TOTAL	344,250	725,700	341,200	351,200	351,200

- A. Replace marked patrol cars to maintain an efficient rotation on marked FLEET.
(Funding Source: Operating Budget)
- 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. Replace unmarked patrol cars to maintain an efficient rotation on unmarked FLEET.
(Funding Source: Operating Budget)
- D. Carriable ballistic shield capable of stopping pistol, and most rifle rounds. Will be used by tactical team, to protect entry team members as they approach dangerous situations.
(Funding Source: Operating Budget)
- E. 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)
- F. BearCat Tactical Rescue Vehicle (Armored) utilized in high risk situations for increased safety; and ability to rescue and render aid in high risk situations.
(Funding Source: Operating Budget)

Animal Control

Project Description	2024-25	2025-26	2026-27	2027-28	2028-29
A. Northern Oklahoma Humane Society Partnership	7,500				
B. Patrol Truck Replacement		38,000		45,000	
TOTAL	7,500	38,000	0	45,000	0

- 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	2024-25	2025-26	2026-27	2027-28	2028-29
A. Emergency Siren	37,000				
TOTAL	37,000	0	0	0	0

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

E-911 Communications

Project Description	2024-25	2025-26	2026-27	2027-28	2028-29
A. Upgrade 911 Answering System				150,000	
TOTAL	0	0	0	150,000	0

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

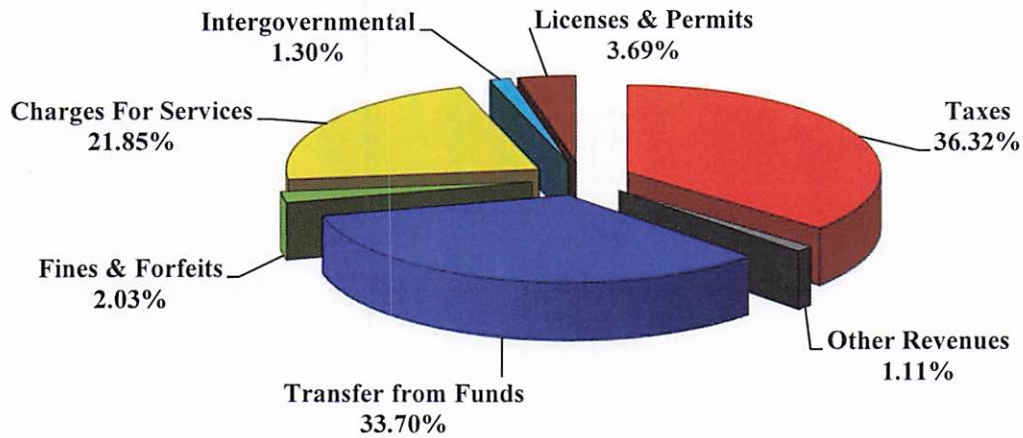


Airport

Project Description	2024-25	2025-26	2026-27	2027-28	2028-29
A. FFA-Non Airport Entitlement Grant	1,477,778	323,778	166,667	166,667	166,667
B. SUV Vehicle	50,000				
C. 72" Zero Turn Diesel Mower	29,500				
D. Flight Academy	15,000	15,000	15,000	15,000	15,000
E. Design New Terminal and Parking Lot		400,000			
F. Upgrade Airport Fire Station				175,000	
G. 20-Foot Bat Wing Mower					40,000
H. 6 Seat Transporation Vehicle					15,000
TOTAL	1,572,278	738,778	181,667	356,667	236,667

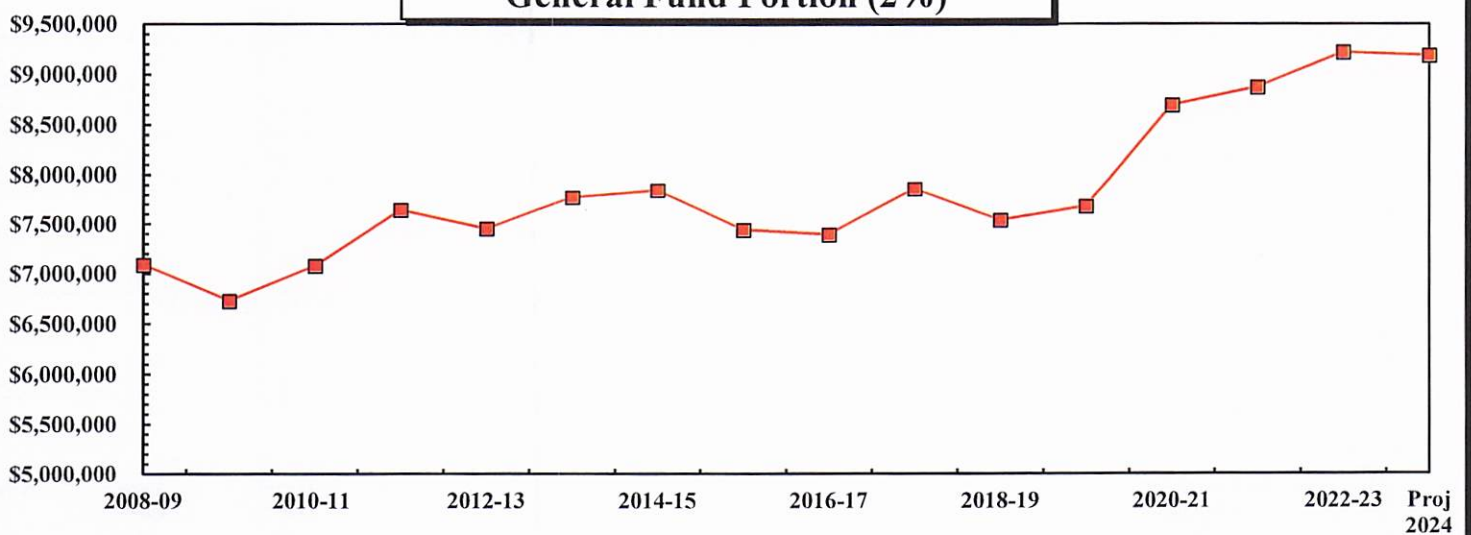
- A. Airport Entitlement Grant.
(Funding Source: Airport Grants)
- B. Replace SUV Vehicle.
(Funding Source: Operating Budget)
- C. Replace 72" Zero Turn Diesel Mower.
(Funding Source: Operating Budget)
- D. Funding for the annual Flight Academy.
(Funding Source: Airport Grants)
- E. Reconstruction and 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)
- F. Make needed repairs to the Airport Fire Station.
(Funding Source: Grants)
- G. Replace a 20-foot flex wing rotary cutter (batwing) mower.
(Funding Source: Unknown)
- H. 6 Seat Transportation Vehicle for transporting passengers from the ramps to the terminal building.
(Funding Source: Unknown)

General Fund Revenues Fiscal 2024-25



Total Revenues \$27,852,627

City Sales Tax Receipts General Fund Portion (2%)

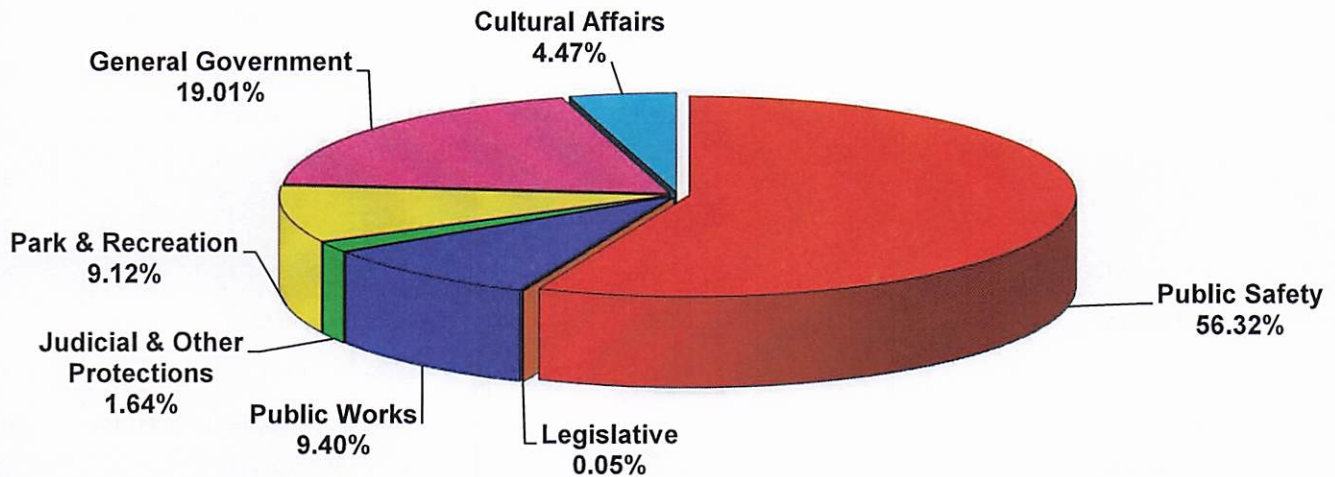


City of Ponca City
2024-25 Operating Budget

CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF REVENUES BY SOURCE
Fiscal 2024-25

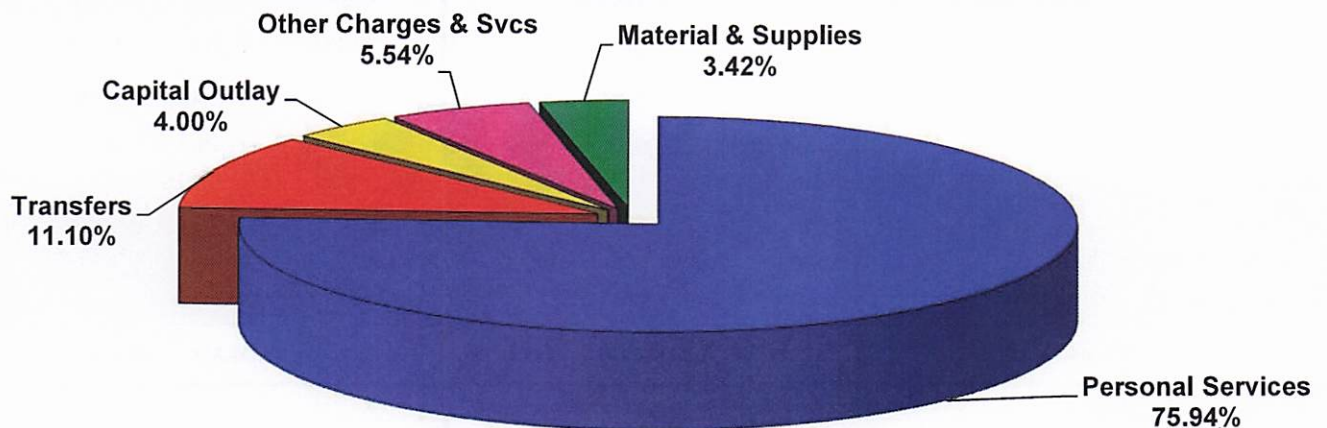
REVENUE SOURCE	Actual 2020-21	Actual 2021-22	Actual 2022-23	2023-24 BUDGET @ 7/01/23	2023-24 ACTUAL @ 3/31/24	% of BUDGET	APPROVED 2024-25 BUDGET	% CHANGE FROM 2023-24
TAXES								
1101.00 CITY SALES TAX	\$8,691,013	\$8,868,087	\$9,212,138	\$8,427,967	\$7,083,400	84.05	8,680,806	3.00%
1101.01 USE TAX	1,019,428	1,005,041	994,983	906,678	886,011	97.72	988,279	9.00%
1105.00 WEED TAX	22,004	29,433	34,351	21,011	21,869	104.08	25,003	19.00%
1110.00 ALCOHOLIC BEV. TAXES	200,073	197,976	197,384	191,412	127,394	66.55	195,240	2.00%
1102.00 KAY COUNTY FIRE TAX	0	0	13,667	226,963	101,581	44.76	226,963	0.00%
TOTAL TAXES	9,932,518	10,100,538	10,452,524	9,774,031	8,220,254	84.10%	10,116,291	3.50%
LICENSES & PERMITS								
2201.00 LICENSE FEES	52,190	54,585	63,500	60,746	49,210	81.01	65,606	8.00%
2201.01 LICENSE FEES - LAKE PONCA	26,506	29,591	29,160	32,640	11,973	36.68	32,640	0.00%
2202.00 DEV SRVS - LICENSE FEES	24,250	14,725	8,825	25,646	0	0.00	26,159	2.00%
2225.00 EMERGENCY 911 FEES	64,952	53,426	49,171	82,491	14,015	16.99	84,141	2.00%
2225.01 E-911 CELL FEES	309,038	312,415	323,617	320,515	265,527	82.84	326,925	2.00%
2240.00 DEV SVCS - PERMIT FEES	46,055	79,902	151,501	48,362	75,477	156.07	49,813	3.00%
2280.01 FRANCHISE FEE-TELEPHONE	19,536	10,198	8,544	23,659	800	3.38	24,132	2.00%
2280.02 FRANCHISE FEE-GAS	279,883	429,874	525,270	272,632	242,269	88.86	278,085	2.00%
2280.03 FRANCHISE FEE-CABLE TV	127,483	123,113	111,441	138,599	49,254	35.54	141,371	2.00%
TOTAL LICENSE & PERMITS	949,892	1,107,829	1,271,028	1,005,290	708,524	70.48%	1,028,871	2.35%
INTERGOVERNMENTAL								
3302.00 CIGARETTE ALLOCATION	147,607	134,980	119,526	129,270	75,089	58.09	131,855	2.00%
3305.00 EM. MGMT. GRANTS	29,708	29,708	29,708	30,908	14,854	48.06	30,908	0.00%
3327.00 GRANTS	112,582	5,677	158,546	0	283,221	0.00	200,000	0.00%
TOTAL INTERGOVERNMENTAL	289,897	170,365	307,780	160,178	373,164	232.97%	362,763	126.48%
OUTSIDE REVENUE								
4405.00 FIRE WORK DONATIONS	0	0	0	0	0	0.00	0	0.00%
4405.01 DONATIONS	0	0	29,900	0	0	0.00	0	0.00%
TOTAL OUTSIDE REVENUE	0	0	29,900	0	0	0.00	0	0.00%
CHARGES FOR SERVICES								
5501.00 AMBULANCE SERVICES	1,592,865	1,876,790	2,393,185	1,802,846	2,050,306	113.73	1,856,931	3.00%
5503.00 RURAL FIRE RUN RECEIPTS	0	0	0	2,100	0	0.00	2,163	3.00%
5504.00 POLICE SERVICES	125,384	113,815	136,267	149,185	110,584	74.13	153,661	3.00%
5505.00 ADMINISTRATIVE SERVICE	2,729,718	2,785,273	2,924,536	3,041,517	2,281,138	75.00	3,163,178	4.00%
5506.00 OPIOID SETTLEMENTS	0	0	98,161	0	17,534	0.00	20,000	0.00%
5515.00 ANIMAL CONTROL RECEIPTS	18,549	17,581	14,354	16,810	8,808	52.40	17,314	3.00%
5530.00 LIBRARY RECEIPTS	8,421	7,099	6,820	13,525	3,585	26.50	13,796	2.00%
5553.00 LANDSCAPING SERVICES	6,600	4,400	7,100	6,934	4,550	65.62	7,142	3.00%
5554.00 WENTZ CAMP RECEIPTS	16,722	26,240	36,166	31,212	21,630	69.30	31,836	2.00%
5555.00 SWIMMING POOL RECEIPTS	13,026	21,043	19,107	10,404	9,140	87.85	10,612	2.00%
5555.10 SENIOR CENTER	28,449	22,382	35,393	31,212	22,752	72.90	32,460	4.00%
5556.00 TENNIS COURT RECEIPTS	167	1,384	261	0	204	0.00	200	0.00%
5556.01 RECREATION PROGRAMS	450	1,330	210	0	404	0.00	300	0.00%
5556.02 UNITY GYM	13,705	11,882	12,241	9,486	8,500	89.61	58,813	520.00%
5556.03 RENTAL/SHELTER HOUSES	10,200	12,491	14,430	10,404	9,140	87.85	10,612	2.00%
5556.04 RENTALS - LAKE PONCA	77,253	72,107	78,914	65,000	19,112	29.40	65,000	0.00%
5556.05 RENTALS - MARLAND'S GRD	7,586	10,522	11,080	12,731	14,850	116.64	13,113	3.00%
5557.00 RENTALS - HUTCHINS MEM	0	0	0	0	0	0.00	0	0.00%
5557.01 COMMUNICATIONS RENTAL	87,191	160,026	153,918	132,921	210,626	158.46	265,842	100.00%
5599.00 MISCELLANEOUS RECEIPTS	72,902	308,776	95,272	355,736	109,412	30.76	362,851	2.00%
5599.01 CASH-OVER / SHORT REV	150	0	0	0	0	0.00	0	0.00%
TOTAL CHARGES FOR SERVICES	4,809,337	5,453,140	6,037,416	5,692,023	4,902,275	86.13%	6,085,824	6.92%
FINES & FORFEITS								
6601.00 MUNICIPAL COURT FINES	412,850	468,546	429,154	545,649	267,468	49.02	556,562	2.00%
6601.03 BOND FORFEITURE	265	4,330	764	2,081	560	26.91	2,123	2.00%
6601.05 ADMINISTRATION FEES	6,784	6,199	6,105	6,034	3,524	58.41	6,155	2.00%
TOTAL FINES & FORFEITS	419,899	479,075	436,023	553,764	271,552	49.04%	564,839	2.00%
TRANSFER FROM FUNDS								
8875.75 TRANSFER FROM PCUA	8,138,468	8,291,081	8,705,635	8,966,804	6,725,105	75.00	9,385,808	4.67%
8899.00 TRANSFER IN	0	0	0	0	0	0.00	0	0.00%
TOTAL TRANSFER FROM FUNDS	8,138,468	8,291,081	8,705,635	8,966,804	6,725,105	75.00%	9,385,808	4.67%
OTHER REVENUES								
9901.00 INTEREST INCOME	114,014	51,880	186,122	98,424	257,717	261.84	285,430	190.00%
9938.00 SIGN MATERIAL REIMB	1,452	899	1,245	1,561	1,771	113.43	2,000	28.12%
9939.00 COPIER PAPER REIMBURSEMENT	2,968	2,787	5,168	4,162	3,249	78.05	4,245	2.00%
9940.00 INTERNET PROCESSING FEE	1,011	1,244	1,099	624	1,192	0.00	636	2.00%
9950.00 INC DISP. OF FIXED ASSETS	9,550	15,176	70,179	15,606	2,412	15.46	15,918	2.00%
9999.00 MISCELLANEOUS INCOME	0	0	0	0	0	0.00	0	0.00%
TOTAL OTHER REVENUES	128,995	71,986	263,812	120,377	266,341	221.26%	308,229	156.05%
TOTAL GENERAL FUND REVENUES	24,669,007	25,674,014	27,504,117	26,272,467	21,467,216	81.71%	27,852,627	6.01%

General Fund Expenditures Fiscal 2024-25 By Type



Total Expenditures \$31,239,185

General Fund Expenditures Fiscal 2024-25 by Category



Total Expenditures \$31,239,185

CITY OF PONCA CITY
GENERAL FUND - APPROPRIATION HISTORY by dept.
Fiscal Year 2024-25

DEPT #	DEPARTMENT	2018-19 FINAL BUDGET	2019-20 FINAL BUDGET	2020-21 FINAL BUDGET	2021-22 FINAL BUDGET	2022-23 FINAL BUDGET	2023-24 FINAL BUDGET	2024-25 APPROVED BUDGET
1010	CITY COMMISSION	14,300	14,300	14,300	14,300	14,300	14,300	14,300
1011	CITY MANAGER	1,017,209	1,038,656	1,038,656	1,082,881	1,142,995	958,152	923,237
1012	CENTRAL MUN. ACTIVITY	2,047,303	2,266,724	1,954,885	2,078,120	2,141,507	2,130,046	2,856,065
1013	HUMAN RESOURCES	0	0	0	0	0	302,330	439,603
1110	FINANCE	578,425	532,463	532,492	545,826	593,552	635,122	688,336
1113	MUNICIPAL COURT	262,652	265,188	265,368	277,576	296,471	378,342	337,910
1210	CITY ATTORNEY	283,428	288,576	159,850	164,108	165,119	170,537	175,548
1310	DEVELOPMENT SERVICES	683,029	709,350	741,859	823,054	1,040,291	1,034,987	1,030,034
2010	POLICE	6,001,521	6,048,551	6,047,600	6,327,748	6,638,906	6,861,463	7,409,751
2020	ANIMAL CONTROL	248,764	251,422	251,872	265,120	301,620	312,494	317,132
2030	EMERGENCY MANAGEMENT	175,469	203,174	182,274	187,335	198,562	218,770	144,346
2040	COMMUNICATIONS / 911	704,167	640,162	761,712	669,818	711,791	738,443	805,428
2510	FIRE	5,761,941	5,892,804	5,640,804	6,040,798	6,636,862	6,274,844	7,090,858
2511	FIRE - AMBULANCE	1,238,853	954,442	1,421,142	1,305,968	1,516,101	1,415,574	1,826,579
3010	STREET	1,469,239	1,452,077	1,321,877	1,587,599	2,083,060	1,667,716	1,547,794
3510	ENGINEERING	657,843	596,863	595,313	626,437	676,161	691,017	718,956
3511	TRAFFIC ENGINEERING	468,861	476,235	488,035	495,278	525,565	743,101	668,360
4011	PARK MAINTENANCE	1,807,133	1,684,461	1,689,106	2,056,189	2,139,212	2,202,804	2,133,147
4012	AMBUC POOL	76,956	76,956	77,250	77,046	86,111	196,304	89,905
4013	RECREATIONAL PROGRAMS	411,280	371,186	400,225	456,706	497,718	483,838	530,188
4014	WENTZ CAMP	95,083	95,083	95,583	93,156	111,476	106,757	95,402
4110	MARLAND'S GRAND HOME	151,695	91,334	79,413	99,080	125,225	128,829	119,431
4111	HUTCHINS MEMORIAL	0	0	0	0	0	0	0
4510	LIBRARY	1,064,812	1,076,593	1,052,093	1,070,629	1,144,233	1,146,571	1,276,877
TOTAL APPROPRIATIONS		25,219,963	25,026,600	24,811,709	26,344,772	28,786,838	28,812,341	31,239,185
Incr./(Decr.) from Previous Year:		1,112,424	(193,363)	(214,891)	1,533,063	2,442,066	25,503	2,426,844
% Incr./(Decr.) from Previous Year:		4.61%	-0.77%	-0.86%	6.18%	9.27%	0.09%	8.42%

CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF APPROVED APPROPRIATIONS by type
Fiscal Year 2024-25

PUBLIC SAFETY:

POLICE	\$7,409,750	
ANIMAL CONTROL	317,132	
FIRE	7,090,858	
AMBULANCE	1,826,579	
EMERGENCY MANAGEMENT	144,346	
COMMUNICATIONS/ 911	805,428	
		17,594,093

LEGISLATIVE:

CITY COMMISSION	14,300	
		14,300

PUBLIC WORKS:

STREET	1,547,794	
ENGINEERING	718,956	
TRAFFIC ENGINEERING	668,360	
		2,935,110

JUDICIAL:

CITY ATTORNEY	175,548	
MUNICIPAL COURT	337,910	
		513,458

PARK & RECREATION:

MAINTENANCE	2,133,146	
AMBUC POOL	89,905	
RECREATIONAL PROGRAMS	530,188	
WENTZ CAMP	95,402	
		2,848,641

GENERAL GOVERNMENT:

CITY MANAGER	923,237	
CENTRAL MUNICIPAL ACTIVITY	2,856,065	
HUMAN RESOURCES	439,603	
FINANCE	688,336	
DEVELOPMENT SERVICES	1,030,034	
		5,937,275

CULTURAL AFFAIRS:

MARLAND'S GRAND HOME	119,431	
HUTCHINS MEMORIAL	0	
LIBRARY	1,276,877	
		1,396,308

TOTAL **\$31,239,185**

CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF APPROPRIATIONS
By Department & Category
Fiscal Year 2024-25

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	879,203	4,515	39,519	0	0	923,237
1012	CENTRAL MUN. ACTIVITY	10,000	77,867	388,093	181,776	2,198,329	2,856,065
1013	HUMAN RESOURCES	354,102	10,300	75,201	0	0	439,603
1110	FINANCE	581,405	5,928	100,000	0	1,003	688,336
1113	MUNICIPAL COURT	309,659	4,404	13,459	0	10,388	337,910
1210	CITY ATTORNEY	126,675	0	48,873	0	0	175,548
1310	DEVELOPMENT SERVICES	784,152	4,650	235,500	0	5,732	1,030,034
2010	POLICE	6,530,389	125,950	136,600	344,313	272,500	7,409,751
2020	ANIMAL CONTROL	256,462	15,600	12,950	7,500	24,620	317,132
2030	EMERGENCY MGMT	98,575	6,400	36,200	0	3,171	144,346
2040	COMMUNICATIONS / 911	709,824	3,000	92,500	0	105	805,428
2510	FIRE	6,585,304	113,400	63,500	168,500	160,154	7,090,858
2511	FIRE / AMBULANCE	919,548	91,500	201,000	459,000	155,531	1,826,579
3010	STREET	1,175,353	51,300	24,000	0	297,141	1,547,794
3510	ENGINEERING	646,787	13,500	47,030	0	11,639	718,956
3511	TRAFFIC ENGINEERING	582,435	47,250	6,400	0	32,274	668,360
4011	PARK MAINTENANCE	1,716,401	120,895	38,250	0	257,601	2,133,147
4012	AMBUC POOL	70,395	17,995	665	0	850	89,905
4013	RECREATIONAL PROGRAMS	384,073	88,200	47,725	0	10,190	530,188
4014	WENTZ CAMP	51,207	32,997	5,845	0	5,353	95,402
4110	MARLAND'S GRAND HOME	93,719	9,725	10,345	0	5,642	119,431
4111	HUTCHINS MEMORIAL	0	0	0	0	0	0
4510	LIBRARY	857,119	222,000	93,000	90,000	14,758	1,276,877
TOTAL APPROPRIATIONS		23,722,787	1,067,376	1,730,955	1,251,089	3,466,979	31,239,185
PERCENT OF TOTAL		75.94%	3.42%	5.54%	4.00%	11.10%	100.00%



City Commission

Department Mission:

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

- Fiscal 2024 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.
 - 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 on July 24, 2023 requesting the Oklahoma Municipal League to support 2024 Oklahoma legislation for Code Enforcement Officials to regulate mere vacant buildings as they constitute and lead up to the dilapidation of property and the cause of community health, safety and welfare issues.
 - Approved a resolution on January 22, 2024 in support of proposed legislation contained in S.B. 1301 and S.B. 1322 making certain acts against municipal, county and state officials unlawful, including assault, battery, or assault and battery.
 - 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 (\$236,667.00), Ponca City Main Street (\$35,000.00), United Community Action Program/Cimarron Transit (\$25,000.00), Northern Oklahoma Youth Services Center and Shelter (\$15,000.00) and Santa Bucks Giveaway (\$5,000.00).
 - Amended the PCDA (Ponca City Development Authority) trust indenture to allow for public resources, under PCDA management, to be used for housing and retail.

Fiscal 2025 Objectives:

- Continue partnering with PCDA to attract and recruit new business, industry and residents, and to support workforce development initiatives that provide access to affordable housing. Commissioner Bowers serves as a voting trustee on the PCDA board.
- 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 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.
- Continue to support efforts to create and implement a Ponca City Strategic Opioid Response Plan using opioid abatement grant funds and lawsuit settlement funds.

Budget Highlights:

- Paul Taylor, who had served as City Commissioner No. 2 since 2018, did not seek re-election; Robert Bodick, who has served as City Commissioner No. 4 since 2021, ran unopposed; and Stephanie Austin was elected as City Commissioner No. 2 on February 13, 2024.

General Fund - City Commission								
EXPENDITURES:	2021	2022	2023	2024 (75.00%)		2025 Approved	Variance 2025 vs 2024 Budget	
				Budget	Actual		Amount	Percent
	Actual	Actual	Actual	7/1/2023	3/31/2024	Budget		
Other Charges & Svcs	<u>1,061</u>	<u>7,075</u>	<u>9,711</u>	<u>14,300</u>	<u>7,482</u>	<u>14,300</u>	<u>0</u>	<u>0.00%</u>
Department Total	1,061	7,075	9,711	14,300	7,482	14,300	0	0.00%

Approved Budget Variances from Prior Year: None

City Manager

Department Mission:

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

Fiscal 2024 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, Alliance for Innovation, Oklahoma Municipal League, City Management Association of Oklahoma, Oklahoma Mid-Size City Coalition, Oklahoma Hall of Fame for City and Town Officials, Ponca City Chamber of Commerce, Kay County Healthy Living Coalition and United Way of North Central Oklahoma.
- Represented the City of Ponca City with the City Manager serving as Oklahoma Academy Town Hall North Central Regional Chair; Oklahoma Municipal Assurance Group Board Director, City Manager Association of Oklahoma Ethics Committee Member and Oklahoma Municipal Natural Gas Coalition Member.
- Replaced Public Works Director and Assistant Public Works Director positions with Deputy City Manager position.
- Provided guidance as needed for the completion of the Public Safety Center Project, the development of Ponca City Broadband and eventual use of Kaw Lake as a raw water source.
- Received certification as a *Certified Healthy Business* and *Certified Healthy Community*, and amended Ponca City Code Section 7-2B-6 regarding the penalty for possession of a tobacco product by a person under the age of 21.
- Revised Standard Operating Policy No. 15 *City Uniforms* increasing safety standards for high-visibility vests, safety boots and safety glasses, as well as providing for a high-visibility uniform option and safety boot truck option.
- Upgraded the City Hall door access/control system with a system that is compatible with the new Public Safety Center and an affordable option for other city facilities.

Fiscal 2025 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.

Budget Highlights:

- Continue 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.

General Fund - City Manager								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	847,515	860,163	919,724	914,118	597,227	879,203	(34,915)	(3.82%)
Material/Supplies	2,183	3,517	2,462	4,515	2,363	4,515	0	0.00%
Other Charges & Svcs	<u>15,951</u>	<u>23,617</u>	<u>24,496</u>	<u>39,519</u>	<u>15,606</u>	<u>39,519</u>	<u>0</u>	<u>0.00%</u>
Department Total	865,649	887,297	946,682	958,152	615,196	923,237	(34,915)	(3.64%)

Approved Capital: None

Approved Budget Variances from Prior Year

<u>Increases</u>			<u>Decreases</u>		
ICMA Retirement City	7,598		Full Time Salaries	(25,100)	
Life Insurance	<u>572</u>		FICA	(1,283)	
			Mediacare	(300)	
			Retirement Plan 1	(8,983)	
			Health Insurance	(5,959)	
			Workers Compensation	(260)	
			Vehicle Allowance	<u>(1,200)</u>	
Total		8,170	Total		(43,085)
Net Decrease			<u>(\$34,915)</u>		

Personnel Summary:

City Manager	1	Administrative Assistant-Public Works	1
Secretary to the City Manager	1	Assistant City Manager-Administration	1
Assistant to the City Manager	1	Maintenance Worker	1
Administrative Secretary	1		

Total Full Time Employees 7

Personnel History:

	<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>	<u>2024-25</u>
Full Time	10	10	10	10	10	10	10	10	8	7
Explanation:	FY 23/24 the position of Human Resource Director was moved to Human Resources. FY 23/24 the position of Payroll Technician was moved to Human Resources. FY 24/25 the position of Director of Public Works was eliminated.									

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 2024 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.
- Funded additional attorney miscellaneous contractual services.

Fiscal 2025 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:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	1,003,640	7,548	2,485	10,000	307	10,000	0	0.00%
Material/Supplies	63,012	75,144	76,612	77,867	49,814	77,867	0	0.00%
Other Charges & Svcs	348,452	332,570	355,948	356,239	294,826	388,093	31,854	8.94%
Capital Outlay	261,344	32,616	26,000	57,850	57,508	181,776	123,926	214.22%
Transfers	<u>1,895,000</u>	<u>2,778,410</u>	<u>1,771,523</u>	<u>1,628,090</u>	<u>1,271,030</u>	<u>2,198,329</u>	<u>570,239</u>	<u>35.03%</u>
Department Total	3,571,448	3,226,288	2,232,568	2,130,046	1,673,485	2,856,065	726,019	34.08%

Approved Capital:

Roof Repair at City Hall and No. 1 Fire Station	\$134,405
Replace Windows at City Hall and No. 1 Fire Station (CIP Fund)	\$106,972
Paint Fire Station No. 1/City Hall	\$26,460
City Hall Soft Washing	\$20,911

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Legal Services	10,000	Printing	(1,500)
Custodial Services	12,000	Misc Professional Svc	(1,000)
Misc Other Charges	5,000	Maint & Svc Contract	(2,250)
Contingencies	6,854	Credit Card Fees	(8,000)
Community Promotion	20,000	4th of July Celebration	(9,250)
Misc Capital Outlay	123,926	Transfer to Insurance	<u>(7,089)</u>
Transfer to Tech Svcs	50,000		
Transfer to Marland Estate	180,000		
Transfer to Cann Estate	10,000		
Transfer to Golf	200,000		
Transfer to PC RecPlex	105,000		
Transfer to Cap. Impr. Proj.	<u>32,328</u>		
Total	755,108	Total	(29,089)
Net Increase		<u>\$726,019</u>	

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. In addition, ensuring payroll records and processes are in compliance per IRS regulations.

Fiscal 2024 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.
- Completed contract negotiations with the Fraternal Order of Police and International Association of Fire Fighters Unions with the City, on 3-year agreements.
- Completed Benefit Open Enrollment which included adding All State Insurance as a provider.
- Revamped and updated the New Hire Orientation Program.
- Restructured the department to streamline job roles and responsibilities including cross training and resource information.
- Provided advice and assistance on employment issues and procedural options; assured the consistent interpretation and application of state and federal employment law; effectively disseminated policy information to employees; and conducted supervisor/management policy trainings.
- Represented the City as a key member of the City's labor negotiations team during meet-and-confer sessions; coordinated labor relations functions; assured effective communication of labor relations issues, interpreted contracts for the City; ensured contract compliance in accordance with state and federal employment law; and researched, analyzed and prepared data, recommendations and presentations for labor negotiations.
- Acted as liaison with employee benefit carriers to address claims or issues; reviewed and evaluated the service delivery and cost effectiveness of benefits plans; and maintained knowledge of legislative/regulatory issues impacting benefits.
- 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.

Fiscal 2025 Objectives:

- Comply with state and federal employment laws regarding personnel records management, retention and public records requests.
- Update the City's Personnel Guidelines Manual.
- Develop and implement the City's Succession Plan.
- Coordinate supervisory training.
- Update job descriptions for all Departments.
- Provide Lunch and Learn training, promote knowledge on benefits, policies and procedures to all employees.

General Fund - Human Resources								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	0	0	0	217,829	166,034	354,102	136,273	62.56%
Material/Supplies	0	0	0	9,300	3,667	10,300	1,000	10.75%
Other Charges & Svcs	0	0	0	75,201	28,552	75,201	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	0	0	0	0	0	0	0	0.00%
Department Total	0	0	0	302,330	198,253	439,603	137,273	45.41%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>	<u>Decreases</u>
Full Time Salaries	100,267	
FICA	6,291	
Medicare	1,472	
Retirement Plan 1	175	
ICMA Retirement	9,450	
Health Insurance	15,887	
Life Insurance	516	
Workers Compensation	1,015	
Vehicle Allowance	1,200	
Office Supplies	1,000	
Total	137,273	0
Net Increase	<u>\$137,273</u>	

Personnel Summary:

Human Resources Director	1	Payroll Technician	1
Assistant Human Resources Director	1		

Total Full Time Employees 3

Personnel History:

	<u>2023-24</u>	<u>2024-25</u>
Full Time	2	3

Explanation: FY 24/25 the position of Assistant Human Resources Director was added.

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 2024 Accomplishments:

- Received an unqualified audit opinion for Fiscal Year 2022-23 with positive comments.
- Prepared the City's Fiscal Year 2024-25 annual budget.
- 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.
- Utilized Debtbooks to maintain compliancy with GASB 87 Leases and GASB 96 Subscription-Based Information Technology Arrangements.

Fiscal 2025 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.

General Fund - Finance								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	464,586	458,702	503,657	555,648	419,344	581,405	25,757	4.64%
Material/Supplies	5,029	2,710	5,156	5,928	3,932	5,928	0	0.00%
Other Charges & Srvs	27,159	37,962	67,845	72,000	49,414	100,000	28,000	38.89%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	0	0	1,000	1,546	1,160	1,003	(543)	(35.12%)
Department Total	496,773	499,374	577,658	635,122	473,850	688,336	53,214	8.38%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	16,447	Transfer to Insurance	(543)
FICA	1,141		
Medicare	266		
Retirement Plan 1	1,125		
ICMA Retirement City	526		
Health Insurance	5,248		
Life Insurance	841		
Workers Compensation	163		
Mis Contractual Svc	<u>28,000</u>		
	Total	Total	(543)
	53,757		
	Net Increase	<u>\$53,214</u>	

Personnel Summary:

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

Total Full Time Employees 6

Personnel History:

	<u>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>	<u>2024-25</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 2024 Accomplishments:

- Worked in conjunction with the Police Department to adjust procedures on citation drop off/pickup, bond pickup and exchange of paperwork to insure a smooth transition at the opening of the new Public Safety Center.
- Utilized the courtroom for Kay County Specialty Court and other Kay County various specialty courts.
- Relocated Clerk's and Judge's office to a larger office space that had been vacated by the Police Department; repainted the office space prior to relocating.
- Updated the lighting in the Municipal Courtroom to LED lights.
- Utilized furniture after the Police Department move to create a conference room behind the Municipal Courtroom to allow a place for meetings outside the courtroom; this space is also used by the Kay County Specialty Courts at various times.
- Hired an architect to work on a renovation plan for the existing building to convert to a Judicial Center that will house Municipal Court as well as District Court.
- 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
2022	769
2023	473

Fiscal 2025 Objectives:

- Do periodic cross training of different job responsibilities between clerks.
- Develop a continuity of service plan.
- Continue to develop and update procedures to comply with new Rule 8 statute changes including Cost and Willfulness hearing requirements, creating new forms to allow easier creation of Cost Arrest and Cite and Release warrants.
- Convert from Incode 9 to Incode 10 for our records management system.
- Continue and maintain files in Tyler Content Management for easy retrieval of files.
- Work on a plan for renovation of Municipal Courtroom and clerk offices and updating furniture.

General Fund - Municipal Court								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	242,446	254,161	267,949	302,231	228,433	309,659	7,428	2.46%
Material/Supplies	3,782	1,766	2,959	4,404	2,360	4,404	0	0.00%
Other Charges & Svcs	1,308	1,278	982	13,459	1,236	13,459	0	0.00%
Capital Outlay	0	0	0	50,000	5,371	0	(50,000)	(100.00%)
Transfers	0	0	7,900	8,248	6,186	10,388	2,140	25.95%
Department Total	247,537	257,206	279,790	378,342	243,586	337,910	(40,432)	(10.69%)

Approved Capital: Building Renovation Design (CIP Fund) \$120,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	2,252	Misc Capital Outlay	(50,000)
FICA	139		
Medicare	32		
Retirement Plan 1	197		
Health Insurance	4,531		
Life Insurance	252		
Workers Compensation	25		
Transfer to Insurance	2,140		
Total	9,568	Total	(50,000)
Net Decrease		(40,432)	

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>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>	<u>2024-25</u>
Full Time	4	4	4	4	4	4	4	4	5	5

Explanation: 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 2024 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 2025 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.

General Fund - City Attorney								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	94,128	112,150	117,602	121,664	94,279	126,675	5,011	4.12%
Material/Supplies	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>60,177</u>	<u>74,640</u>	<u>46,028</u>	<u>48,873</u>	<u>40,670</u>	<u>48,873</u>	<u>0</u>	<u>0.00%</u>
Department Total	154,306	186,790	163,630	170,537	134,949	175,548	5,011	2.94%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>	<u>Decreases</u>
Full Time Salaries	3,929	
FICA	261	
Medicare	61	
ICMA Retirement City	400	
Life Insurance	321	
Workers Compensation	<u>39</u>	
Total	5,011	0
Net Increase	<u>\$5,011</u>	

Personnel Summary:

City Attorney	1
Total Full Time Employees	1

Personnel History:

	<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>	<u>2024-25</u>
Full Time	2	2	2	2	2	1	1	1	1	1
Explanation:	FY 20/21 the position of Assistant City Attorney was eliminated.									

Development Services

Department Mission:

The Development Services Department will promote and facilitate land use planning as a positive tool for the physical growth, 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 2024 Accomplishments:

- Reviewed building plans, issued permits, and inspected new residential and commercial construction projects with a total value of \$57,019,952.00 (and \$142,252.00 in revenue), the highest single year in the City's history.
- Investigated and abated 5,704 individual nuisance violations that resulted in the issuance of 728 citations using the City's new fast track citation system and the collection of \$66,141.00 in fines, up from only \$5,400.00 the previous year.
- Property Inspection staff caused the removal of 37 dilapidated structures from residential neighborhoods.
- Assembled a comprehensive revision of the City's Subdivision Code for adoption later in 2024.
- Implemented a new state of the art Building Permit software program intended to modernize the permitting and code enforcement process for staff and customers.
- Completed the design phase and initiated construction of the former Santa Fe Depot rehabilitation project and the Downtown Streetscape project.
- Created three individual Ordinances and a Resolution intended to benefit the Central Business District, including the permitting of "Parklets" and "Sidewalk Cafes", an ordinance addressing the long-term abandonment of buildings, and a code compliance program intended to remove one of the barriers to the redevelopment of downtown buildings.
- Created a comprehensive noise abatement ordinance to assist Enforcement Officers in addressing objective and subjective noise complaints.
- Applied for and received a Safe Routes to School Trails Project Redbud Park to Mockingbird Lane, P66 Grant Funding for the Santa Fe Depot and Police Department Armored Vehicle Projects, and a Justice Assistance Grant Funding for the purchase of equipment for the Ponca City Police Department.
- Completed the CDBG-22 (Community Development Block Grant) Attucks Park Renovations and Home Buyers Assistance Projects.
- Completed the CDBG-CR (Community Revitalization) projects for the HVAC upgrade at City Central and renovations at the Ponca City Senior Center, Food Bank Assistance, Rent/Mortgage Assistance and Utility Assistance.
- Implemented the ARPA (American Rescue Plan Act) Year 2 projects including the Ponca City Motocross Fencing Project and Public Art Project.
- Completed and submitted the FY-24 CDBG grant application, TAP (Transportation Alternative Program) project grant application and the JAG (Justice Assistance Grant) grant application.
- Completed the Opioid Grant Application and submitted.

Fiscal 2025 Objectives:

- Initiate a comprehensive revision of the City's Zoning Code and present for adoption by Spring of 2025.
- Complete Phase 2 of a Railroad Quiet Zone through Ponca City.
- Complete the rehabilitation of the former Santa Fe Depot and execute a lease agreement with a prospective tenant.
- Complete construction of the Downtown Streetscape Plan and implement a Road Diet of Grand Avenue from 14th Street to ¼ mile west of Wavery Street.
- Adopt the 2021 Edition of the International Code Council Building Codes.
- Implement the FY-24 CDBG project list.

General Fund -Development Services								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	568,389	596,429	650,299	746,352	566,972	784,152	37,800	5.06%
Material/Supplies	3,096	4,500	3,833	4,650	3,938	4,650	0	0.00%
Other Charges & Svcs	132,728	159,074	191,287	235,500	181,404	235,500	0	0.00%
Capital Outlay	0	0	110,554	35,000	66,356	0	(35,000)	(100.00%)
Transfers	<u>6,944</u>	<u>8,108</u>	<u>10,465</u>	<u>13,485</u>	<u>11,201</u>	<u>5,732</u>	<u>(7,753)</u>	<u>(57.49%)</u>
Department Total	711,157	768,111	966,438	1,034,987	829,871	1,030,034	(4,953)	(0.48%)

Approved Capital None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	17,524	Pickup Trucks	(35,000)
FICA	4,998	Transfer to City Garage	<u>(8,000)</u>
Medicare	1,169		
Retirement Plan 1	6,561		
ICMA Retirement City	574		
Health Insurance	4,638		
Life Insurance	1,670		
Workers Compensation	666		
Transfer to Insurance	<u>247</u>		
Total	38,047	Total	(43,000)
Net Decrease		<u>(\$4,953)</u>	

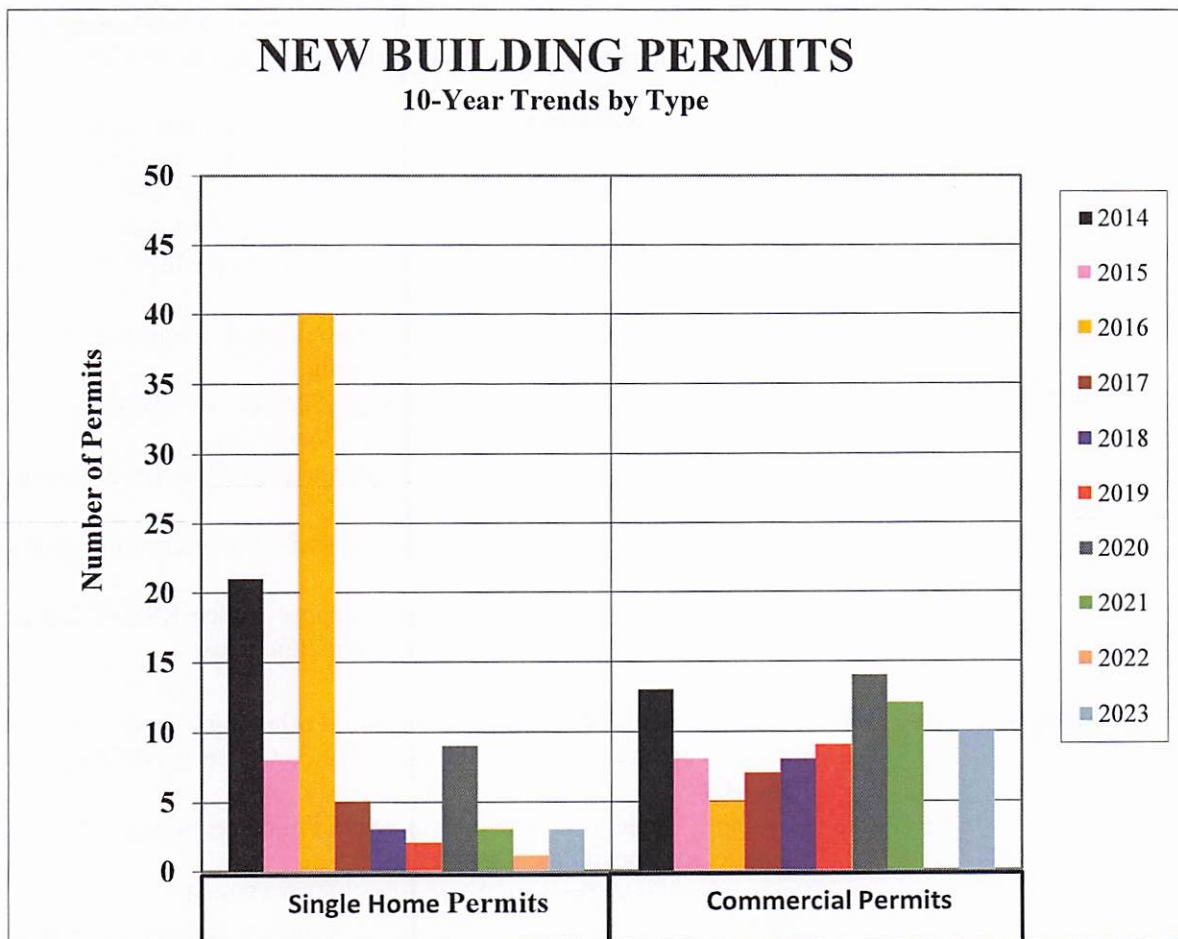
Personnel Summary:

Development Services Director	1	Administrative Assistant	1
Inspectors	5	Grant Administrator	1
Total Full Time Employees		8	

Personnel History:

	<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>	<u>2024-25</u>
Full Time	7	7	7	7	7	7	7	7	8	8

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 2024 Accomplishments:

- Completed and transitioned operations into new Public Safety Center
- Implemented AXON VR (Virtual Reality) training, and AXON Standards reporting or use of force and other critical record keeping.
- 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 \$110,536.99 in reimbursement from Ponca City Public Schools.
- Received approximately \$13,700.25 in grant funding which was used for communications equipment, as well as handheld entry tools and seat belt cutters.
- Logged 667.25 hours of volunteer service from 27 volunteers.
- Planned and completed the annual Shop with a Cop Christmas Program to help over 100 children in the community.
- Completed Cultural Competence/Implicit Bias training for all Police employees, and held a community meeting.
- Partnered with Pioneer Technology Center on 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 27.
- Implemented Interview Now program to assist with recruiting, applications and testing notifications.
- Purchased and trained a new single purpose Police K9 and handler through partnership with Ponca City Police Foundation Trust.

Fiscal 2025 Objectives:

- Continue partnership with Pioneer Technology and other area Law Enforcement Agencies to hold Basic Police Officer Certification Program in Ponca City.
- Constantly review, update and increase Police recruiting efforts to help fill vacant officer positions.
- Restructure Field Training Program and FTO Manual.
- 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 28.
- Partner with Pioneer Technology to conduct the Youth Police Academy during the summer of 2023.
- Complete Extra Eyes Academy, adding 5-10 new Extra Eyes Volunteers.

EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	5,042,251	5,172,940	5,336,136	6,213,929	4,501,090	6,530,388	316,459	5.09%
Material/Supplies	98,980	112,451	101,055	125,950	128,805	125,950	0	0.00%
Other Charges & Svcs	79,928	78,733	89,550	136,600	86,343	136,600	0	0.00%
Capital Outlay	129,091	290,283	417,681	123,763	119,263	344,313	220,550	178.20%
Transfers	<u>189,837</u>	<u>205,002</u>	<u>209,694</u>	<u>261,221</u>	<u>159,716</u>	<u>272,500</u>	<u>11,279</u>	<u>4.32%</u>
Department Total	5,540,087	5,859,409	6,154,116	6,861,463	4,995,217	7,409,751	548,288	7.99%

Approved Capital:	Police Vehicles (3)	\$150,000
	Annual Cost of AXON/TASER Officer Safety Program	\$119,263
	Unmarked Police Vehicles (2)	\$60,000
	Ballistic/Armored Shield	\$8,800
	Body Armor	\$6,250

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	185,415	Retirement Plan 1	(182)
FICA	7,760	Computer Supplies	(500)
Medicare	3,950	Food Supplies	(5,000)
Retirement Plan 3	16,652	Laboratory Supplies	(500)
ICMA Retirement City	578	Postage	(200)
Health Insurance	97,819	Safety Material & Supplies	(50)
Life Insurance	1,015		
Workers Compensation	2,452		
Clothing Allowance	1,000		
Office Supplies	500		
Wearing Apparel	1,000		
Janitor Supplies	1,000		
Ammunition Supplies	3,750		
Patrol Vehicles	210,000		
Misc Capital Outlay	10,550		
Transfer to Insurance	<u>11,279</u>		
Total	554,720	Total	(6,432)
Net Increase		<u>\$548,288</u>	

Personnel Summary:

Police Chief	1	Booking Officers	5
Deputy Police Chief	1	Executive Secretary	1
Captain	2	Public Information Officer	1
Lieutenant	6	Office Specialists	3
Sergeant	16	Crime Analyst	1
Corporal	4	Officers	26
Maintenance/Custodian	1		

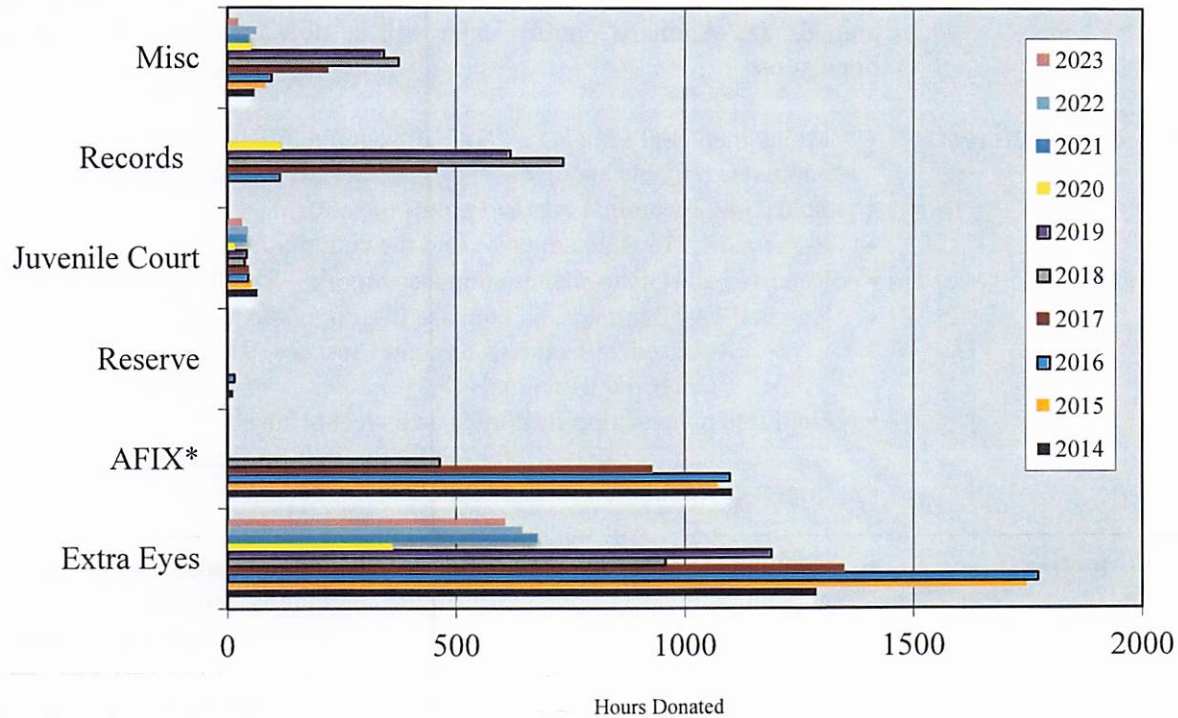
Total Full Time Employees 68

Personnel History:

	<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>	<u>2024-25</u>
Full Time	68	68	68	68	67	67	67	67	68	68

Explanation: FY 19-20 one Office Specialist position was eliminated.
FY 23-24 Maintenance/Custodian 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
2023	24	667
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

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 2024 Accomplishments:

- Maintained goal of being a "No Kill" community by releasing 91.5% of all adoptable animals handled.
- Sold 274 City animal tags (all points of sale).
- Removed 1,216 dead animals from the community.
- Reported all stats to shelteranimalscount.org.
- Handled 1,071 animals, an increase from previous year.
 - Released 980 animals to homes/rescues (91.5%).
 - Euthanized 91 animals (8.5%).
- Held free micro-chipping clinics on a weekly basis.
- Assisted with free spay/neuter clinics through finances and manpower.
- Improved ventilation in dog kennel area.

Fiscal 2025 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 program.
- Continue to increase enforcement on intact animals.
- Maintain goal of "No Kill" by releasing 90% of adoptable animals.
- Build and put into use two outside kennels.

General Fund - Animal Control								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	217,838	215,664	237,500	246,853	187,546	256,462	9,609	3.89%
Material/Supplies	8,430	6,783	8,199	15,600	3,630	15,600	0	0.00%
Other Charges & Svcs	6,955	8,970	7,975	12,950	4,638	12,950	0	0.00%
Capital Outlay	0	0	16,412	13,000	12,869	7,500	(5,500)	(42.31%)
Transfers	<u>9,751</u>	<u>16,444</u>	<u>15,003</u>	<u>24,091</u>	<u>14,711</u>	<u>24,620</u>	<u>529</u>	<u>2.20%</u>
Department Total	242,974	247,861	285,089	312,494	223,394	317,132	4,638	1.48%

Approved Capital:

Partnership with NOHC

\$7,500

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	5,377	Misc Capital Outlay	(5,500)
FICA	368		
Medicare	86		
Retirement Plan 1	519		
Health Insurance	3,180		
Life Insurance	29		
Workers Compensation	50		
Transfer to Insurance	<u>529</u>		
Total	10,138	Total	(5,500)
Net Increase		<u>\$4,638</u>	

Personnel Summary:

Animal Control Supervisor	1	Office Specialist	1
Animal Control Officer	2		

Total Full Time Employees 4

Personnel History:

	<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>	<u>2024-25</u>
Full Time	4	4	4	4	4	4	4	4	4	4

Animal Control Activity										
10 Year History	<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>	<u>2023</u>
Animals Picked Up	1,339	1,294	1320	1322	1,250	1270	1180	1102	899	1071
Animals Destroyed	732	604	566	493	555	626	405	141	75	92
Destroyed/Picked Up	55%	47%	43%	37%	44%	49%	34%	13%	8%	9%
Animals Released to Homes	607	690	754	829	695	644	775	961	824	979
Vicious Dogs Papers Served	7	12	5	10	5	6	12	9	12	11
Citations Issued	313	377	222	278	330	183	176	312	238	275
Impound Fees Collected	\$ 14,545*	\$ 14,565	\$ 11,015	\$ 13,315	\$ 16,705	\$ 12,540	\$ 10,080	\$ 15,145	\$ 14,165	\$ 10,236
License Fees Collected	\$ 4,269	\$ 4,364	\$ 3,781	\$ 3,402	\$ 2,833	\$ 2,198	\$ 4,424	\$ 3,901	\$ 3,120	\$ 2,396
Total Funds Collected	\$ 18,814	\$ 18,814	\$ 14,796	\$ 16,717	\$ 19,538	\$ 14,738	\$ 14,504	\$ 19,046	\$ 17,285	\$ 12,632
* 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 and employees 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 2024 Accomplishments:

- Transitioned operations to the new Police Station.
- Developed instruction brochure for public registration in WENS (Wireless Emergency Notification System) telephone notification system.
- Served as Secretary of Kay County LEPC (Local Emergency Planning Committee) and Chair of Oklahoma Emergency Management Association's Legislative Committee.
- Completed update of Kay County LEPC's Hazardous Materials Response Plan.
- Provided public information and education using a variety of media including social media, email and public presentations.
- Recovered \$624,286.81 in funds expended by the City of Ponca City on Federal Disaster Declaration DR-4438 (2019 Flooding) while continuing to work with Oklahoma Emergency Management on funding recovery for DR-4575 (2020 Ice Storm).
- Managed National Incident Management System compliance and submitted annual report to ensure grant funding eligibility.
- Assisted in the planning and coordination of the residential Household Hazardous Waste event for Ponca City.

Fiscal 2025 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:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	138,473	147,278	154,711	161,049	73,949	98,575	(62,474)	(38.79%)
Material/Supplies	1,296	490	2,352	6,400	1,783	6,400	0	0.00%
Other Charges & Svcs	19,725	17,276	18,164	36,200	14,852	36,200	0	0.00%
Capital Outlay	6,355	3,885	0	12,000	0	0	(12,000)	(100.00%)
Transfers	<u>2,805</u>	<u>1,325</u>	<u>3,116</u>	<u>3,121</u>	<u>1,213</u>	<u>3,171</u>	<u>50</u>	<u>1.60%</u>
Department Total	168,654	170,254	178,343	218,770	91,797	144,346	(74,424)	(34.02%)

Approved Capital: Replace Outdoor Warning Siren (CIP Fund) \$37,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Transfer to Insurance	<u>50</u>	Full Time Salaries	(36,952)
		FICA	(2,153)
		Medicare	(503)
		Retirement Plan 1	(3,038)
		Health Insurance	(19,424)
		Life Insurance	(57)
		Workers Compensation	(347)
		Misc Capital Outlay	<u>(12,000)</u>
Total	50	Total	(74,474)
Net Decrease		<u>(\$74,424)</u>	

Personnel Summary:

Emergency Mgmt Supervisor	1	Custodian	1
Total Full Time Employees		2	

Personnel History:

	<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>	<u>2024-25</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 2024 Accomplishments:

- Handled 20,091 Police calls for service.
- Handled 7,050 Fire/EMS calls for service.
- Handled 1,101 calls for other City services, rural fire departments, outside agencies, etc.
- Finalized updating GIS for Next Gen 911 compliance through a State Grant.
- Completed all mandatory reporting for the State of Oklahoma 911 Management Authority.
- Transitioned all operations to new Police Station, training all dispatchers on new radio, security and camera systems.
- Hired and trained three new Dispatchers.
- Updated CPR/AED training for all Dispatchers.

Fiscal 2025 Objectives

- Implement online continuing education training through the Association of Public Safety Communications.
- Obtain Emergency Medical Dispatcher Certification for the Assistant Supervisor of Communications.
- Send Communications Officers through PRIDE customer service training at the Chamber of Commerce.
- Attend Oklahoma Public Safety Conference.
- Implement ZELLOW cellular communications program to increase cross communications with various agencies working in the area.

General Fund- Communications/911								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	525,358	596,927	607,573	642,792	468,807	709,823	67,031	10.43%
Material/Supplies	1,608	440	2,515	3,000	1,396	3,000	0	0.00%
Other Charges & Svcs	74,623	67,174	70,817	92,500	35,915	92,500	0	0.00%
Capital Outlay	0	112,100	153,376	0	0	0	0	0.00%
Transfers	998	998	145	151	113	105	(46)	(30.46%)
Department Total	602,587	777,638	834,426	738,443	506,231	805,428	66,985	9.07%

Approved Capital: Audio Logger for Dispatch (FY24) \$52,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	49,386	Misc Repair & Maint	(50)	
FICA	3,183	Transfer to Insurance	(46)	
Medicare	744			
Retirement Plan 1	4,493			
Health Insurance	8,269			
Life Insurance	454			
Workers Compensation	502			
Office Supplies	<u>50</u>			
	Total	67,081	Total	(96)
	Net Increase	<u>\$66,985</u>		

Personnel Summary:

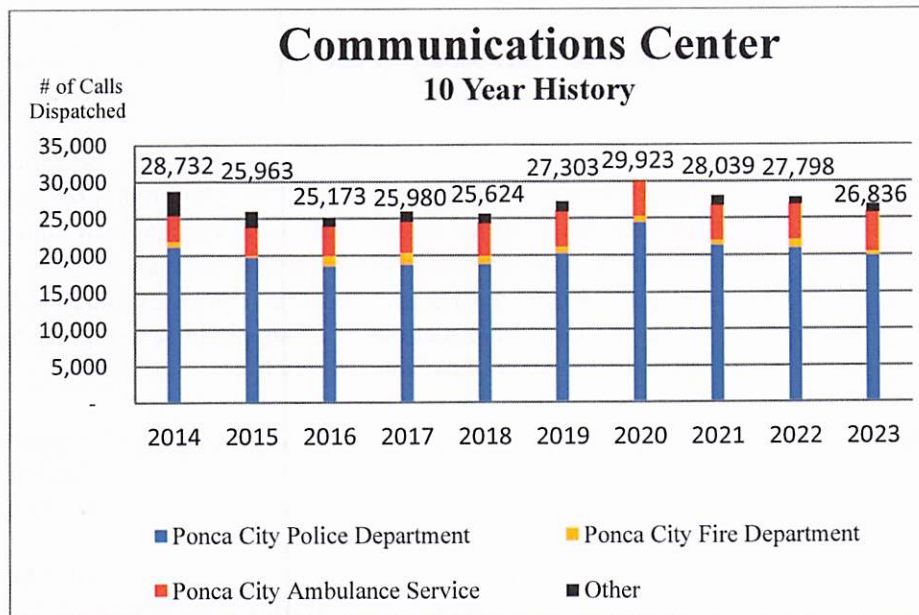
Assistant Supervisor	1	Communications Officer	10
Senior Communications Officer	1		

Total Full Time Employees 12

Explanation: FY 24-25 Communications Officer position was added.

Personnel History:

	<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>	<u>2024-25</u>
Full Time	11	11	11	11	11	11	11	11	11	12



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 2024 Accomplishments:

- Responded to 509 fire service related calls.
- Performed 54 in-home smoke alarm/carbon monoxide installations and provided 54 devices to walk-in recipients for a total of 108 units being distributed.
- Completed 843 fire safety inspections for commercial properties and businesses.
- Implemented a software module contained within the Department's data management system which provides for electronic recordkeeping of pre-fire planning and building inspection information relevant to maintaining the City's 2/2X Public Protection Classification rating.
- Provided in-service first responder training to neighboring volunteer fire service agencies which will enhance interagency interaction during instances of mutual aid response.
- Engaged in the process of updating the Department's standard operating guidelines that relate to aspects of fireground operations and various administrative policies.
- Provided for extensive plumbing system renovations and facility revitalization at fire station #4 located at 2510 Donner Avenue.
- Placed an order for a new fire pumper truck to be located at fire station #1 to replace an existing pumper purchased in 1997 that has reached the endpoint for front-line service.
- Took delivery of a heavy-duty truck chassis to be utilized in a brush/rescue truck remount project planned for completion in 2024.
- Placed into service five battery operated chain saw units which provides for safer operations in combustible environments.
- Updated the Department's hose inventory by purchasing twenty sections of 2.5" hose and five sections of 5" supply hose to replace aged fire hose that has reached the end of useable service life.

Fiscal 2025 Objectives:

- Standardize the compliment of EMS supplies and equipment carried on all fire response apparatus in order to seamlessly interface with ambulance equipment whenever a fire apparatus is the first unit to arrive on the scene of an emergency medical call.
- Provide specialized training associated with aircraft related rescue operations and firefighting techniques to all PCFD personnel.
- Place into service a new fire pumper at fire station #1 subsequent to its delivery which is anticipated during the first quarter of fiscal year 2024-25

General Fund - Fire Administration								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	5,301,064	5,539,979	2,899,842	5,910,257	4,689,683	6,585,304	675,047	11.42%
Material/Supplies	88,309	71,449	99,925	113,400	87,057	113,400	0	0.00%
Other Charges & Svcs	55,750	51,039	65,231	63,500	39,081	63,500	0	0.00%
Capital Outlay	88,810	179,898	242,767	30,000	89,707	168,500	138,500	461.67%
Transfers	<u>137,185</u>	<u>136,321</u>	<u>192,363</u>	<u>157,687</u>	<u>89,537</u>	<u>160,154</u>	<u>2,467</u>	<u>1.56%</u>
Department Total	5,671,118	5,978,687	3,500,128	6,274,844	4,995,065	7,090,858	816,014	13.00%

Approved Capital:	Administrative Vehicle – Pickup Truck	\$48,000
	Firefighting Personal Protective Equipment Gear	\$35,000
	Lexipol Consulting – SOP/SOG Services	\$33,000
	Facility Repairs – Station #4 and #1	\$25,000
	Loose Equipment Purchase	\$15,000
	Alkota Brand Pressure Washer Unit for Station 1	\$12,500

Approved Budget Variances from Prior Year:

	<u>Increases</u>	<u>Decreases</u>
Full Time Salaries	477,628	
FICA	178	
Medicare	7,323	
Retirement Plan 1	250	
Reitirement Plan 4	70,860	
Health Insurance	112,018	
Life Insurance	2,035	
Workers Compensation	4,755	
Misc Capital Outlay	138,500	
Transfer to Insurance	2,467	
Total	816,014	0

Net Increase \$816,014

Personnel Summary:

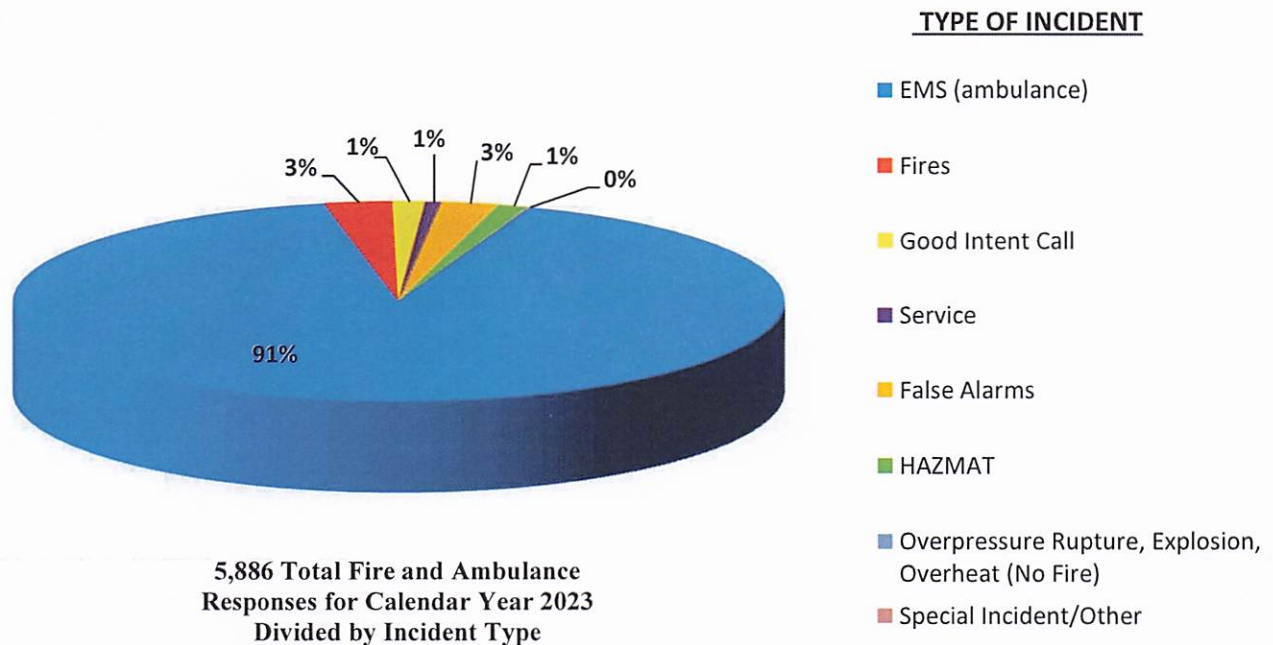
Fire Chief	1	Assistant Chief - Operations	3
Deputy Fire Chief	1	Captain	15
Division Chiefs		Lieutenant	12
Fire Marshall	1	Senior Driver	6
Fire Training	1	Driver	15
Emrg Medical Service	1	Administrative Secretary	1

Total Full Time Employees 57

Personnel History:

	<u>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>	<u>2024-25</u>
Full Time	57	57	57	57	57	57	57	57	57	57

2023 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 2024 Accomplishments:

- Responded to 5,377 ambulance service calls.
- Provided 493 interfacility transfers from Ponca City to distal facilities whereby patients received elevated levels of medical care.
- Provided for three PCFD personnel to enroll in paramedic coursework at Pioneer Technology Center in an effort to increase the number of medics available to deliver Advanced Life Support care.
- Achieved accreditation status from the American College of Cardiology's Partner in Care Program as the result of the Department's collaborative interaction with Integris Hospital – Ponca City as that agency maintains their chest-pain accreditation standing.
- Transitioned to utilizing the services of Heartland Medical Direction Service which provides oversight and guidance for best practices in pre-hospital care through quality assurance reviews and the provision of a structured continuing education curriculum to PCFD personnel.
- Collaborated with the new Medical Director service to implement progressive-level procedures which will improve patient outcomes and the continuum of care afforded to patients subsequent to their EMS transport.
- Continued participation in the Oklahoma Health Care Authority's Ground Emergency Medical Transport program which yielded a net return of approximately \$735,000 for fiscal year 2023.
- Compiled and completed the reporting of agency information to the Medicare Ground Ambulance Data Collection System for calendar year 2022 as required by the Center for Medicare and Medicaid Services.
- Established pre-defined landing zone locations which are used for helicopter intercepts when patient conditions warrant expedited transport to a distal facility for high-level trauma care.
- Placed into service specialized video tools that can be used during the performance of intubation procedures thus providing for more efficient placement of a patient's breathing tube.
- Placed into service a new battery powered cot and power load system which allows for patients to be lifted and loaded into an ambulance with reduced risk of a lifting injury to medical personnel.

Fiscal 2025 Objectives:

- Seek and evaluate possible coursework opportunities whereby firefighters currently certified at the EMT-Basic level can achieve a higher level of certification which will improve PCFD's ability to provide Advanced Life Support care to citizens.
- Acquire IV pumps for ambulances which will improve patient outcomes.
- Provide support to neighboring fire service agencies serving rural areas who seek to obtain Emergency Responder Agency status from the Oklahoma Department of Health.

City of Ponca City
2024-25 Operating Budget

General Fund - Fire/Ambulance								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	700,975	684,794	737,603	864,109	548,696	919,548	55,439	6.42%
Material/Supplies	82,756	89,648	89,299	91,500	60,465	91,500	0	0.00%
Other Charges & Svcs	115,742	115,005	284,594	201,000	105,300	201,000	0	0.00%
Capital Outlay	0	46,028	514,115	105,000	62,332	459,000	354,000	337.14%
Transfers	<u>129,178</u>	<u>115,825</u>	<u>115,000</u>	<u>153,965</u>	<u>89,750</u>	<u>155,531</u>	<u>1,566</u>	<u>1.02%</u>
Department Total	1,028,651	1,051,300	1,740,611	1,415,574	866,543	1,826,579	411,005	29.03%

Approved Capital:	Ambulance Vehicle	\$340,000
	Stryker Power Cot	\$31,000
	Stryker Power-Load Unit	\$30,000
	Stryker Brand-Lifepak 10000 AED Unit (5)	\$20,000
	Ventilator Unit (2)	\$20,000
	Sapphire Brand Multi Therapy Infusion Pump Kits	\$13,000
	Engle Brand Medication Cooler Units	\$5,000

Approved Budget Variances from Prior Year

<u>Increases</u>			<u>Decreases</u>		
Full Time Salaries	50,220		Subsistence Expense	(11,600)	
Medicare	560		Special Purpose Equip	<u>(105,000)</u>	
Retirement Plan 4	5,407				
Health Insurance	10,389				
Life Insurance	86				
Workers Compensation	377				
Ambulances	459,000				
Transfer to Insurance	<u>1,566</u>				
Total	527,605		Total	(116,600)	
Net Increase			<u>\$411,005</u>		

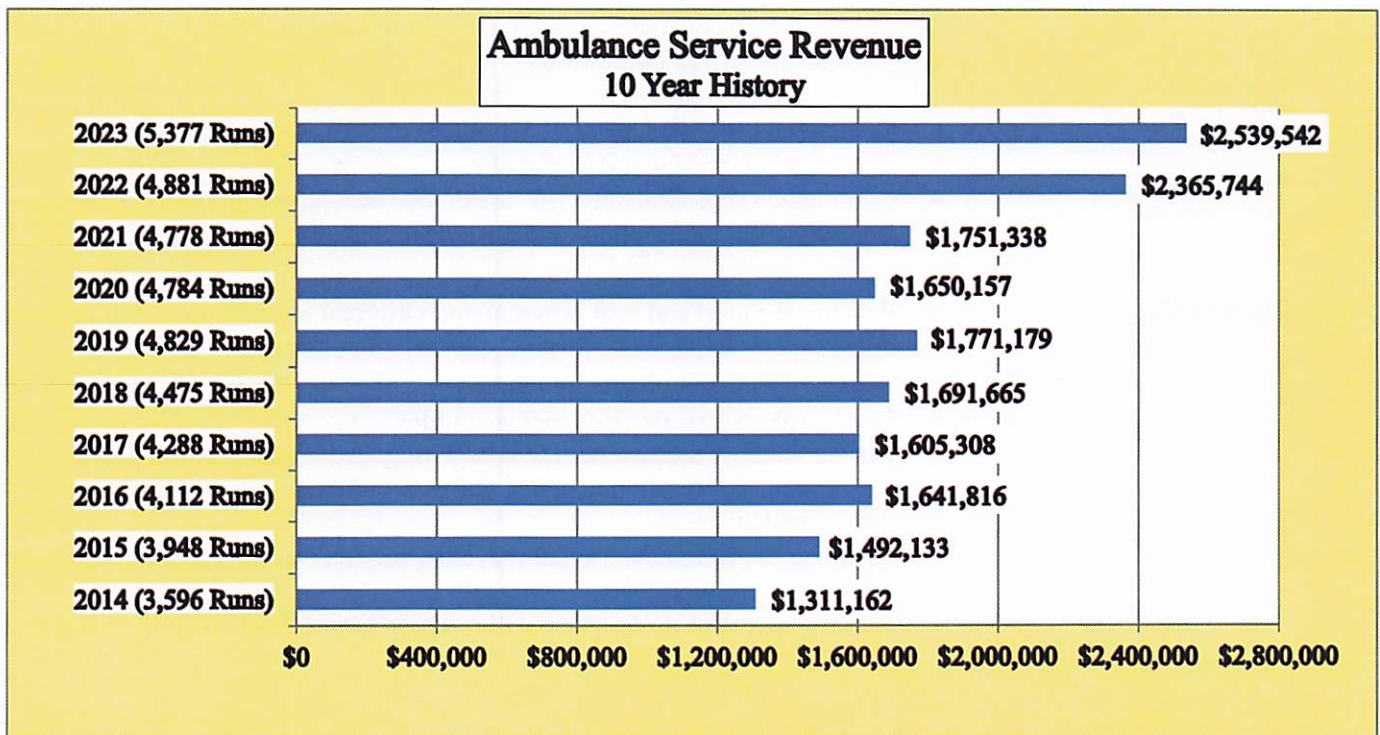
Personnel Summary:

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

Total Full Time Employees 12

Personnel History:

	<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>	<u>2024-25</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 2024 Accomplishments:

- Completed the construction of the Lew Wentz Golf Course driving range using 10,000 cubic yards of dirt and other materials.
- Completed 125 feet of cart trail and 2 concrete tee boxes using 37.5 cubic yards of concrete and used 30 cubic yards of aggregate base rock for the cart parking area at the driving range.
- Completed 2 handicap accessible parking lots and sidewalks at the 101 Rodeo Grounds using 303 cubic yards of concrete, 175 cubic yards of aggregate base rock and 1,095 cubic yards of asphalt millings.
- Completed the replacement of 1,100 feet of curb and gutter.
- Crack sealed 7.5 lane miles of roads.
- Completed approximately 16 areas on the hump grinding program by smoothing out intersections and pavement changes.

Fiscal 2025 Objectives:

- Resume the chip and seal program and chip seal approximately 10 to 12 lane miles.
- Replace 1,000 feet of curb and gutter.
- Crack seal approximately 8 to 9 lane miles.
- 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 using asphalt millings from previous overlay projects.
- Remove and haul the bricks on Elm Street from Grand Avenue to Broadway Avenue.

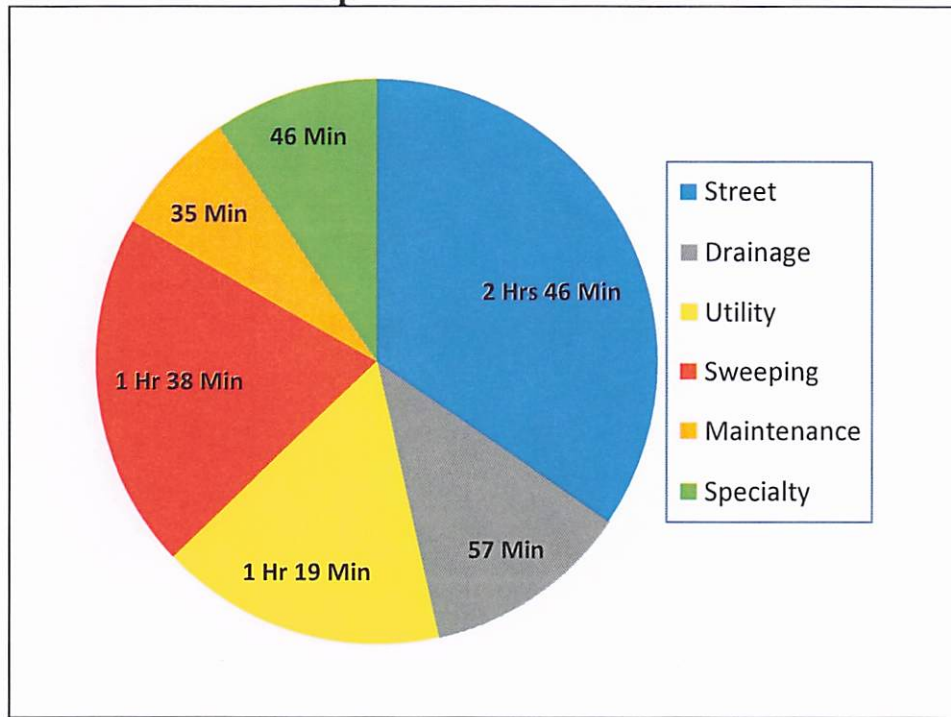
General Fund - Street Administration								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	865,320	907,502	849,523	1,230,742	762,293	1,175,353	(55,389)	(4.50%)
Material/Supplies	29,935	23,432	26,736	51,300	23,384	51,300	0	0.00%
Other Charges & Svcs	10,576	9,401	13,638	24,000	8,143	24,000	0	0.00%
Capital Outlay	0	0	251,000	70,000	278,340	0	(70,000)	(100.00%)
Transfers	<u>192,980</u>	<u>252,219</u>	<u>290,971</u>	<u>291,674</u>	<u>170,995</u>	<u>297,141</u>	<u>5,467</u>	<u>1.87%</u>
Department Total	<u>1,098,812</u>	<u>1,192,553</u>	<u>1,431,868</u>	<u>1,667,716</u>	<u>1,243,155</u>	<u>1,547,794</u>	<u>(119,922)</u>	<u>(7.19%)</u>

Approved Capital: Rubber Tire Backhoe with Hydraulic Thumb 2 Way Radio (CIP Fund) \$190,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Part Time Salaries	65,616	Full Time Salaries	(79,085)
Transfer to Insurance	<u>5,467</u>	FICA	(349)
		Medicare	(81)
		Retirement Plan 1	(6,233)
		Health Insurance	(34,820)
		Life Insurance	(304)
		Workers Compensation	(133)
		Pickup Trucks	<u>(70,000)</u>
Total	71,083	Total	(191,005)
	Net Decrease		<u>(\$119,922)</u>

2023 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:

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Full Time	20	20	20	20	18	18	18	18	18	18
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 2024 Accomplishments:**
- Completed the survey, design, plan preparation, bidding, construction oversight and inspection for the following Street Sales Tax funded projects:
 - Street and Water Line Improvement Project – Pavement Reconstruction, Elm Street from Grand Avenue to Broadway Avenue.
 - Street Improvement Project – Pavement Reconstruction, Standing Bear Parkway from U.S. Highway 60 to Circle Drive.
 - Street Improvement Project – Concrete Pavement Reconstruction, Prospect Avenue at the Railroad Tracks.
 - Provided project administration and construction oversight for the following projects:
 - Construction of a new 2.7 acre-feet detention facility southeast of the intersection of Young Avenue and Joe Street.
 - Construction of a new bathroom facility and basketball court at Attucks Park.
 - Construction of a new fence at the Ponca City Motocross facility.
 - Construction of a new bathroom facility and Splash Pad at War Memorial Park.
 - GIS staff continued the maintenance and growth of the GIS system including the completion of the following projects:
 - Established the database interface for the new automated permitting platform provided by Tyler Technologies for building permits.
 - Completed oversight of new aerial photography project with Pictometry International, Corp. to update the aerial photography database in the City's GIS.

Fiscal 2025 Objectives:

- Complete the engineering, design, plans and construction for the maintenance and improvement of various local streets, walkways and bridges throughout Ponca City as outlined in the Street Sales Tax budget.
- Provide engineering, design, plans, 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.
- Re-assume the responsibility of managing the activities of the CRS (Community Rating System) as part of the City's participation in the National Flood Insurance Program. Maintain or improve the City's classification in the CRS.

General Fund - Engineering Administration								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	530,935	552,003	483,638	620,123	396,307	646,787	26,664	4.30%
Material/Supplies	6,726	2,571	9,865	13,500	6,961	13,500	0	0.00%
Other Charges & Svcs	19,855	18,545	24,149	47,030	26,480	47,030	0	0.00%
Capital Outlay	0	7,415	17,379	0	0	0	0	0.00%
Transfers	<u>4,998</u>	<u>4,715</u>	<u>6,349</u>	<u>10,364</u>	<u>3,565</u>	<u>11,639</u>	<u>1,275</u>	<u>12.30%</u>
Department Total	562,513	585,249	541,380	691,017	433,313	718,956	27,939	4.04%

Approved Capital: New Mid-Size Pickup Truck (CIP Fund) \$36,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salares	15,204	Retirement Plan 1	(10,399)
FICA	1,099		
Medicare	257		
ICMA Retirement Plan	11,993		
Health Insurance	7,606		
Life Insurance	744		
Workers Compensation	160		
Transfer to City Garage	1,200		
Transfer to Insurance	<u>75</u>		
Total	38,338	Total	(10,399)
Net Increase		<u>\$27,939</u>	

Personnel Summary:

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

Total Full Time Employees 6

Personnel History:

	<u>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>	<u>2024-25</u>
Full Time	7	7	7	7	6	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 2024 Accomplishments:**
- Replaced batteries at three signalized intersections equipped with battery back-up systems under routine replacement program.
 - Contracted 93,400 linear feet of pavement marking replacement on major street system.
 - Produced 686 traffic control signs and 4,261 special signs/decals for City departments and other governmental agencies.
 - Replaced 362 traffic control signs and 146 street name markers under routine maintenance program.
 - Conducted 24-hour traffic volume counts at 80 locations on through street system.
 - Conducted 23 battery backup tests, 36 conflict monitor tests, 53 emergency vehicle preemption tests and replaced 174 LED signal lamps under routine traffic signal maintenance program.
 - Installed new cabinets, controllers and signal wiring at six intersections under multi-year program to replace traffic signal infrastructure at all signalized intersections.
- Fiscal 2025 Objectives:**
- Continue 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, 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.
- Budget Highlights:**
- Hire a new Traffic Signal Technician prior to retirement of current technician in April.

General Fund - Traffic Engineering								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	399,966	432,645	454,302	473,072	367,591	582,436	109,364	23.12%
Material/Supplies	25,898	37,949	36,092	47,250	35,185	47,250	0	0.00%
Other Charges & Svcs	2,194	3,308	4,835	6,400	2,371	6,400	0	0.00%
Capital Outlay	10,935	0	0	190,000	158,459	0	(190,000)	(100.00%)
Transfers	<u>16,341</u>	<u>31,663</u>	<u>20,321</u>	<u>26,379</u>	<u>11,177</u>	<u>32,274</u>	<u>5,895</u>	<u>22.35%</u>
Department Total	455,334	505,565	515,550	743,101	574,783	668,360	(74,741)	(10.06%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	80,321	Special Purpose Vehicles	<u>(190,000)</u>
FICA	5,310		
Medicare	1,242		
Retirement Plan 1	7,494		
Health Insurance	13,563		
Life Insurance	643		
Workers Compensation	791		
Transfer to City Garage	5,000		
Transfer to Insurance	<u>895</u>		
Total	115,259	Total	(190,000)
Net Decrease		<u>(\$74,741)</u>	

Personnel Summary:

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

Total Full Time Employees 7

Personnel History:

	<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>	<u>2024-25</u>
Full Time	6	6	6	6	6	6	6	6	6	7

Explanation: FY 24/25 Traffic Signal Maintenance Technician was added.

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 2024 Accomplishments:

- Facility Rentals for 2023:
 - 374 Campground nights.
 - 17 Stage rentals.
 - 358 Shelter House rentals.
 - 20 Daily Ski Dock rentals.
 - Campground rentals decreased from 2022 by 42% due to the facility being redrawn going from 36 sites to 24 sites to give campers more space.
- Lake Ponca Permits for 2023:
 - 579 Annual Fishing Permits.
 - 508 Annual Boating Permits.
 - 302 Annual Paddleboard, Canoe or Kayak Permits.
 - 599 Daily Fishing Permits.
 - 418 Daily Boating Permits.
 - 78 Senior Lifetime Fishing Permits.
 - 5 Disability Fishing Permits.
- Maintained Tree City USA certification for the past 18 years.
- Edged numerous miles of arterial roadways.
- Maintained and mowed 715 acres of grass area with areas mowed every week or two weeks depending on the cycle.
- 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 five splash pads.
- Completed 160 work orders for the year.
- Removed dead trees from City parks.
- Completed Attucks Park renovation with a new bathroom, new basketball court and new surfacing for the playground.
- Continued as Bee City USA and established pollinator plots throughout the City.

Fiscal 2025 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.
- 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:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	1,331,806	1,456,537	1,530,028	1,663,785	1,209,539	1,716,401	52,616	3.16%
Material/Supplies	94,249	94,186	124,876	120,895	82,224	120,895	0	0.00%
Other Charges & Svcs	27,873	26,237	36,175	38,250	27,643	38,250	0	0.00%
Capital Outlay	0	281,942	100,790	133,000	72,380	0	(133,000)	(100.00%)
Transfers	<u>154,870</u>	<u>210,644</u>	<u>190,952</u>	<u>246,874</u>	<u>166,522</u>	<u>257,601</u>	<u>10,727</u>	<u>4.35%</u>
Department Total	1,608,798	2,069,545	1,982,821	2,202,804	1,558,308	2,133,147	(69,657)	(3.16%)

Approved Capital: Grasshopper Mower (4) \$75,000
Backup Generator for Greenhouses \$20,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	16,234	Part Time Salaries	(8,776)
FICA	2,969	Misc Capital Outlay	<u>(133,000)</u>
Medicare	694		
Retirement Plan 1	4,540		
ICMA Retirement Plan	454		
Health Insurance	35,178		
Life Insurance	471		
Workers Compensation	852		
Transfer to City Garage	5,000		
Transfer to Insurance	<u>5,727</u>		
Total	72,119	Total	(141,776)

Net Decrease **(\$69,657)**

Personnel Summary:

Director	1	Park Ranger	1
Horticulture Supervisor	1	Administrative Secretary	1
Part Superintendent	1	Maintenance Worker II	8
Skilled Maintenance Technician	2	Maintenance Worker I	4
Equipment Operator I	1	Assistant Lake Patrol – Part Time	2
Small Engine Mechanic	1	Maintenance – Seasonal	5
Senior Maintenance Worker	2		

Total Full Time Employees **23**

Total Part Time Employees **7**

Personnel History:

	<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>	<u>2024-25</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 2024 Accomplishments:

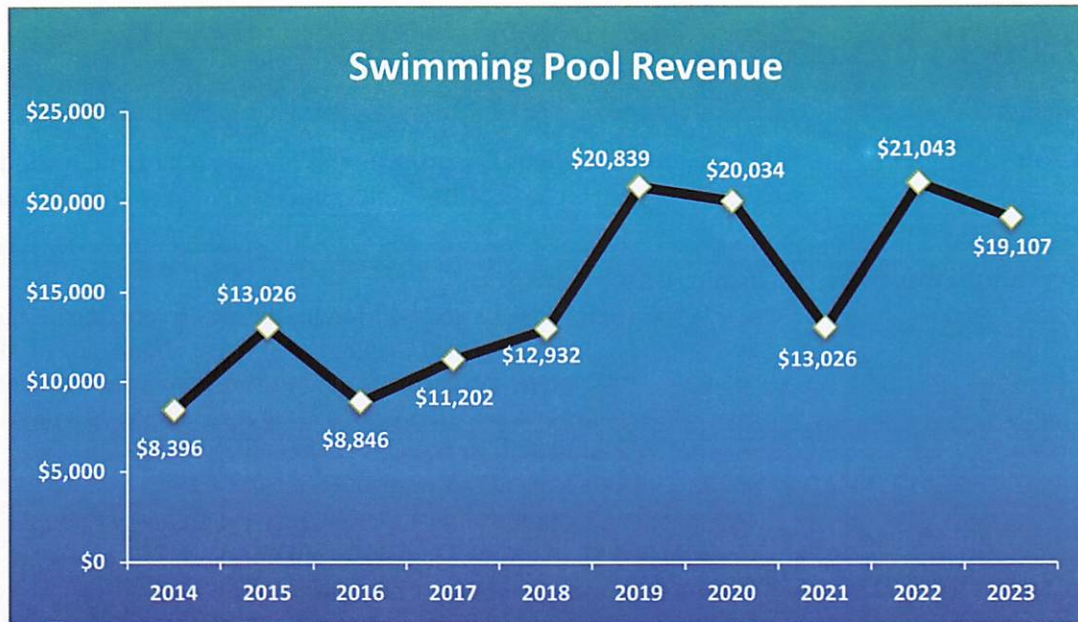
- Summer 2023 attendance:
 - 2,140 – Adult Swimmers.
 - 3,236 – Child Swimmers.
 - 159 – Lap Swimmers.
 - 523 – RecPlex Member Swimmers.
- Conducted swim lessons for 143 children.
- Operated concessions at AMBUC.
- Operated registration software to process all attendees' transactions.
- Conducted bi-weekly in-service training for lifeguard staff.

Fiscal 2025 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:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	45,132	53,485	55,995	127,773	41,879	70,395	(57,378)	(44.91%)
Material/Supplies	15,040	15,017	13,972	17,195	11,687	17,995	800	4.65%
Other Charges & Svcs	321	257	377	665	285	665	0	0.00%
Capital Outlay	0	0	0	50,000	15,925	0	(50,000)	(100.00%)
Transfers	0	0	643	671	503	850	179	26.68%
Department Total	60,493	68,760	70,987	196,304	70,279	89,905	(106,399)	(54.20%)

Approved Capital: None



Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Workers Compensation	108	Part Time Salaries	(53,401)
Medical Supplies	800	FICA	(3,311)
Equipment & Tools Maint	4,195	Medicare	(774)
Transfer to Insurance	<u>179</u>	Swimming Pool Maint	(3,695)
		Misc Repair & Maint	(500)
		Pools Capital Improv	<u>(50,000)</u>
Total	5,282	Total	(111,681)
Net Decrease		<u>(\$106,399)</u>	

Personnel Summary:

Pool Manager – Seasonal	1	Life Guards – Part Time	8
Cashier – Seasonal	1		
Total Part Time Employees		10	

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 2024 Accomplishments:

- Senior Center Statistics:
 - 9,606 Senior meals served Monday-Friday, averaging 40 meals a day.
 - 3 Seasons of Aging Programs (average attendance of 50).
 - 85+ Scheduled Medicare Part D prescriptions appointments.
 - 1700+ Activities over the year, averaging 7 activities a day.
 - 20 Facilitated flu and Covid shots for seniors.
 - 6 Bus trips (25 average attendees)
- Organized and administered Veterans Day Program – 71 people in attendance.
- Coordinated Senior Sock Hop – 50+ attendees.
- Hosted the Caregivers Support Group.
- Collaborated with Cimarron Transit, RSVP (Retired Senior Volunteer Program), Ponca City Public Schools, Family Discount Pharmacy, Senior Resource Network Committee of Northern Oklahoma, Conoco Retirees Association and Senior Advisory Council to improve services and provide programs for community seniors.
- Engaged with 20th Century Club and speaker at the RSVP Caregivers Conference.
- Participated in the Community Assistance Fair at the Ponca City Library and Senior Resource Network Committee Resource Fair to promote the Senior Center.
- Hosted Oklahoma Legal Aid to provide will documents.
- Collaborated with Oklahoma Healthy Aging Initiative to provide programs to improve Seniors' mental and physical health.
- Refinished Unity Gym basketball floor and added two pickleball courts.
- Unity Gym rentals included 16 baseball, 35 softball, 38 futsal, 66 basketball, 36 "other" sports rentals and 9 private event rentals.
- Unity Gym served as a hosting site in partnership with several City departments for Youth Aviation Camp, PD Cadet Physical Training, 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, Central Fantail Club Show, Ponca City Disc Golf Putting League, K9 Dog Training Obedience Classes Spring & Fall sessions and K9 Dog Training Spring Dog Show.
- Partnered with Rent.Fun for installation of self-serve kayak rental kiosk – 280 rentals for the season.
- Coordinated 9 guided kayak tours – 83 participants.
- Coordinated the annual Moon Light Turkey Trot (Glow Run) – 75 participants.
- Replied to over 100 letters to Santa.
- Coordinated Annual Cluck, Oink, Moo 5K – 32 participants.
- Hosted Third Annual Color Blast Fun Run – 110 participants.
- Organized the Lighted Christmas Parade – 95 registered entries.

- Coordinated the following Youth Activities:
 - Youth Fishing Clinic – 53 participants.
 - Youth Tennis Camp – 30 participants.
 - Youth Skate Camp – 7 participants.

Fiscal 2025 Objectives:

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

General Fund - Recreational Programs								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	258,758	279,244	297,637	338,078	255,466	384,073	45,995	13.60%
Material/Supplies	66,218	90,662	97,956	88,200	51,116	88,200	0	0.00%
Other Charges & Svcs	34,892	37,290	44,336	47,725	38,095	47,725	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	100.00%
Transfers	<u>6,996</u>	<u>7,230</u>	<u>9,068</u>	<u>9,835</u>	<u>5,438</u>	<u>10,190</u>	<u>355</u>	<u>3.61%</u>
Department Total	366,863	414,426	448,997	483,838	350,115	530,188	46,350	9.58%

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	43,571	Part Time Salares	(15,303)
FICA	1,787	Transfer to Insurance	<u>(145)</u>
Medicare	418		
Retirement Plan 1	3,861		
Health Insurance	10,542		
Life Insurance	845		
Workers Compensation	274		
Transfer to City Garage	<u>500</u>		
Total	61,798	Total	(15,448)
Net Increase		<u>\$46,350</u>	

Personnel Summary:

Assistant Parks & Recreation Director	1	Aquatic & Fitness Coordinator	1
Senior Center Programming Specialist	1	Senior Center Cook – Part Time	1
Senior Center Operations Specialist	1	Sports Assistant – Part Time	1
Park Program Counselor – Part Time	1		

Total Full Time Employees 4
Total Part Time Employees 5

Personnel History:

	<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>	<u>2024-25</u>
Full Time	3	3	3	3	3	3	3	3	4	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 2024 Accomplishments:

- Summer 2023 attendance:
 - 1,855 Adult Swimmers.
 - 1,299 Child Swimmers.
 - 660 RecPlex Membership Swimmers.
 - 98 Swim Passes.
- Rented Wentz Camp and dining hall for 69 private events.
- Hosted second annual Independence Day Celebration at Wentz Pool with over 120 attendees.
- Conducted bi-weekly in-service training for seasonal staff.
- Clean, tuck point and sealed the north entry wall.
- Replaced missing and broken tile, repaired all nine expansion joints, and grouted and sealed the Wentz Pool deck.
- Operated registration software to process all attendee's transactions.

Fiscal 2025 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:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	29,713	32,824	35,228	64,500	30,280	51,207	(13,293)	(20.61%)
Material/Supplies	28,211	27,153	30,152	32,175	14,802	32,997	822	2.55%
Other Charges & Svcs	2,116	3,545	6,099	5,845	2,455	5,845	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>1,177</u>	<u>1,177</u>	<u>4,058</u>	<u>4,237</u>	<u>3,178</u>	<u>5,353</u>	<u>1,116</u>	<u>26.34%</u>
Department Total	61,218	64,699	75,537	106,757	50,715	95,402	(11,355)	(10.64%)

Approved Capital: Repair Pool and Cabins (CIP Fund) \$50,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Medical Supplies	822	Part Time Salaries	(10,298)
Transfer to Insurance	<u>1,116</u>	Overtime	(2,000)
		FICA	(639)
		Medicare	(150)
		Workers Compensation	<u>(206)</u>
Total	1,938	Total	(13,293)
Net Decrease		<u>(\$11,355)</u>	

Personnel Summary:

Pool Manager – Seasonal	1	Concession Cashier – Seasonal	2
Lifeguard – Seasonal	5		
Total Part Time Employees		8	

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 1920s era living areas, collections of 101 Ranch, The Daughters of the American Revolution and Native American artifacts. All of these pertain to the life of Marland and his family.

Fiscal 2024 Accomplishments:

- Completed Phase II of the Capital Improvement Project repairing the interior northwest wall in the basement. Friends of Marland's Grand Home contributed an additional \$1,485 to the project.
- Restored the west wall of basement and a portion of the south-central wall.
- Completed the Library wallpaper restoration project. Funds provided by Friends of Marland's Grand Home.
- Added heat and air conditioning to the sunroom.
- Replaced a 23-year-old air conditioning unit.
- Added lighting to showcase a vintage one-room air conditioner that was installed in a closet in Marland's Grand Home to aid in Mary Virginia Marland's comfort during her illness.
- Repaired damage to ceilings and walls on all four levels.
- Introduced a new city-wide annual event celebrating E.W. Marland's birthday on the first Saturday in May.
- Hosted tours for 320 Ponca City third graders. Lunch buckets were provided by Ponca City Public Schools and crafted by volunteers.
- Held a new Listen and Learn series with Billie Ponca, (a relative of Lilly Burkhart, from the Killers of the Flower Moon story) attended by 500.
- Organized a second city-wide, annual event, the 101 Ranch Days held in October.
- Established the 101 Ranch Roundup in a cooperative effort with the Rodeo Foundation and the 101 Oldtimers This event follows the 101 Wild West Rodeo Parade.
- Supported the Friends of Marland's Grand Home's annual Christmas open house.
- Held an afternoon tea in February to raise the visibility of the house and increase revenue.
- Held an Academy Awards watch party to celebrate the Killers of the Flower Moon movie.
- Increased the number of volunteers at Marland's Grand Home from 0 volunteers to over 30 active volunteers and growing.
- Increased visitors in 2023 by 2,146.

Fiscal 2025 Objectives:

- Continue to expand the Listen and Learn series.
- Introduce new exhibits in the 101 Ranch Museum.
- Increase revenue through rentals and events.
- Increase visibility through means of advertising, events and programs.

Budget Highlights:

- Developed the Listen and Learn series with Billie Ponca which tied into the Killers of the Flower Moon movie and the American Indian Museum.

General Fund - Marland's Grand Home								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	60,019	63,915	41,187	79,255	39,969	93,719	14,464	18.25%
Material/Supplies	5,917	8,468	8,168	9,725	5,631	9,725	0	0.00%
Other Charges & Svcs	10,460	6,006	10,164	10,345	7,308	10,345	0	0.00%
Capital Outlay	11,000	0	23,420	25,000	49,585	0	(25,000)	(100.00%)
Transfers	<u>3,363</u>	<u>3,363</u>	<u>4,314</u>	<u>4,504</u>	<u>3,236</u>	<u>5,642</u>	<u>1,138</u>	<u>25.27%</u>
Department Total	90,759	81,752	87,253	128,829	105,729	119,431	(9,398)	(7.29%)

Approved Capital: Refinish Hardwood Floors on 2nd Floor (CIP Fund) \$15,000
 Upgrade Original Basement Lighting (CIP Fund) \$10,000
 Tables and Chairs (CIP Fund) \$5,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	11,241	C/O Bldg Addition & Imp	<u>(25,000)</u>
FICA	713		
Medicare	167		
Retirement Plan 1	962		
Health Insurance	1,259		
Life Insurance	9		
Workers Compensation	113		
Transfer to Insurance	<u>1,138</u>		
Total	15,602	Total	(25,000)

Net Decrease (\$9,398)

Personnel Summary:

Operations Assistant 1.25

Total Full Time Employees 1.25

Personnel History:

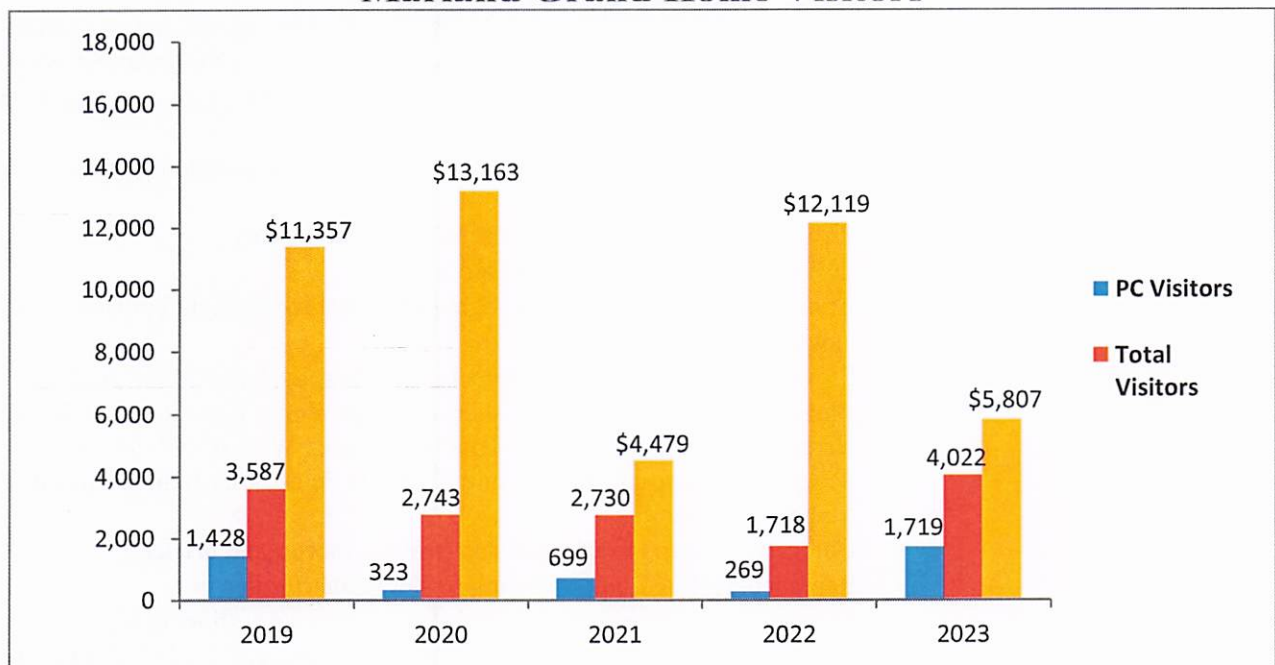
	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Full Time	2	3	3	2	1	1	1.25	1.25	1.25	1.25

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 2024 Accomplishments:

- Provided over 36,000 checkouts of downloadable materials through the Oklahoma Virtual Library Consortium.
- Developed passive programming for over 7,000 participants in events such as Brown Bag Challenges, make and take crafts and scavenger hunts.
- Provided VITA (Volunteer Income Tax Assistance) to 564 households and added helpful links for free online tax filing to the Library’s tax splash page.
- Facilitated over 40,000 searches from online databases such as Rosetta Stone, Ancestry and Valueline.
- Provided over 1,000 meeting room bookings for programming and public group use.
- Provided over 2,700 computer sessions in the Library.
- Offered daily curbside pickup service.
- Created over 100 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, 3D Pens, Solar Eclipse education, and Matzene art tours.
- Completed repairs to exterior stair sealant, mortar and bricks.
- Replaced a HVAC unit and a microfilm reader/printer.
- Expanded staff expertise through continuing education events such as the American Library Association annual conference, the Public Library Association biannual conference and the Oklahoma Library Association annual conference.
- Provided customer service for up to 6,400 visitors a month.
- Provided weekly programs in the MakerSpace.
- Increased program attendance by 5%.
- Provided youth services outreach to tribal facilities and to others such as the Child Development Center.
- Developed a teen volunteer program and weekly teen events.
- Provided outreach to assisted living facilities.

Fiscal 2025 Objectives:

- Increase online video programs to 10 times annually.
- Increase door counts by 5% by July 2025.
- Increase circulation by 5% by July 2025.
- Complete a Library use survey by September 2024.

General Fund - Library								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	646,443	709,125	734,115	790,771	599,023	857,119	66,348	8.39%
Material/Supplies	200,997	190,169	225,006	222,000	118,095	222,000	0	0.00%
Other Charges & Svcs	77,276	77,331	96,204	93,000	71,722	93,000	0	0.00%
Capital Outlay	0	11,815	1,632	29,000	15,810	90,000	61,000	210.34%
Transfers	<u>18,633</u>	<u>18,633</u>	<u>11,303</u>	<u>11,800</u>	<u>8,850</u>	<u>14,758</u>	<u>2,958</u>	<u>25.07%</u>
Department Total	943,349	1,007,073	1,068,260	1,146,571	813,500	1,276,877	130,306	11.36%

Approved Capital: Elevator Modernization \$80,000
Chairs (28) \$10,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	96,091	Part Time Salaries	(47,240)
FICA	3,850	Computer Supplies	(300)
Medicare	900	Food Supplies	(200)
Retirement Plan 1	3,028	Postage	(1,100)
ICMA Retirement Plan	422	Gas Utilities	(500)
Health Insurance	6,467	Office Equipment Rental	(200)
Life Insurance	1,060	Office Equipment & Maint Svc	(1,500)
Workers Compensation	515	Maint & Service Contracts	(1,500)
Vehicle Allowance	1,255	Misc Contractual Svc	(500)
Books & Periodicals	1,300	Special Purpose Equipment	<u>(9,000)</u>
Janitor Supplies	300		
Travel Expenses	500		
Printing	200		
Computer Services	3,000		
Miscellaneous	500		
Misc Capital Outlay	70,000		
Transfer to Insurance	<u>2,958</u>		
Total	192,346	Total	(62,040)

Net Increase \$130,306

Personnel Summary:

Director	1	Administrative Secretary	1
Technical Services Supervisor	1	Senior Library Assistant	1
Youth Service Librarian	1	Adult Services Librarian	1
Library Assistant	4	Librarian on Call-Part Time	1
Senior Account Clerk	1	Library Clerk-Part Time	12
Total Full Time Employees		11	
Total Part Time Employees		13	

Personnel History:

	<u>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>	<u>2024-25</u>
Full Time	11	11	11	11	11	11	11	11	11	11

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Circulation per Capita	8.17	7.95	8.46	8.90	9.85	9.86	6.03	1.83	4.48	4.72
Program Attendance Per Capita	.61	.38	.79	1.09	1.38	1.02	.20	.21	1.97	.60
Reference Transactions	.52	.56	.32	.53	.46	.47	.49	.29	.32	.45
Physical Collection Turnover Rate	2.51	2.45	2.6	2.57	2.85	3.35	1.58	1.07	1.03	.99
Physical Collection Size Per Capita	3.24	3.24	3.26	2.80	2.31	2.60	2.64	2.74	3.09	3.16
Library Cards % of Community	68%	53%	59%	59%	64%	59%	58%	57%	46%	41%

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.



Library Grant Fund

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

Fiscal 2024 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, culminating 564 tax form submissions for local households.
- Library staff attended training for programming support opportunities provided by the Smithsonian and the Oklahoma Foundation for the Humanities.
- Invested \$20,000.00 in updating children and teen printed material collections, programs and supplies.
- Partnered with the 101 Rodeo Foundation to provide the Children's Rodeo.
- Scheduled programming events through the OSU Extension office.
- Provided the seventh annual Community Resource Fair to about 100 participants.
- Provided 14 circulating hot spots through assistance from Tech Soup.
- Provided Summer Reading decorations, incentives and performers.
- Presented scholar led discussion series, such as Crime and Comedy: The Lighter Side of Murder with funding from the Let's Talk About It program.
- Graduated one student from the grant funded online accredited high school diploma program for adults.
- Continued the Ponca City Library PonCon micro-fiction and graphic novel writing contests with funding from the Friends of the Ponca City Library.
- Added robotic supplies for teen programming.
- Completed basic library certification for two library staff members through the Oklahoma Department of Libraries.
- Received private donor funds for building maintenance projects.
- Provided event passes to Ponca City Library's customers in partnership with the Oklahoma City Zoo.

Fiscal 2025 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 one new employee by July 2026.

Special Revenue - Library Grant Fund								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Grant Revenue	6,525	22,310	40,050	30,000	11,596	15,000	(15,000)	(50.00%)
Total Revenues:	6,525	22,310	40,050	30,000	11,596	15,000	(15,000)	(50.00%)
EXPENDITURES								
Material & Supplies	11,672	10,939	7,914	10,000	0	5,000	(5,000)	(50.00%)
Other Charges & Svcs	10,787	27,856	30,810	20,000	21,920	10,000	(10,000)	(50.00%)
Capital Outlay	0	0	0	0	0	0	0	0.00%
Total Expenditures:	22,458	38,796	38,724	30,000	21,920	15,000	(15,000)	(50.00%)

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases

Decreases

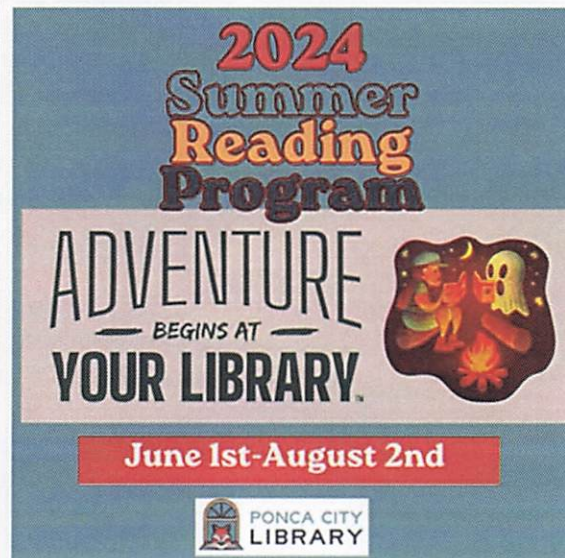
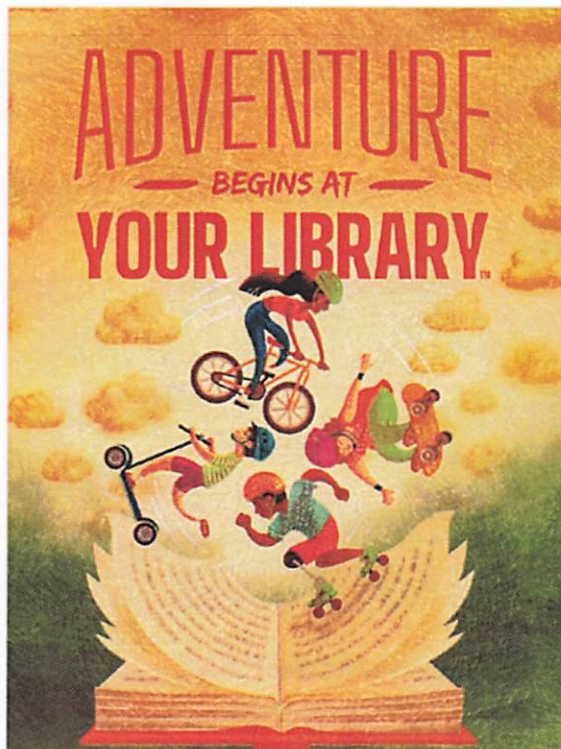
Books & Periodicals (5,000)

Misc Other Charges (10,000)

Total 0

Total (15,000)

Net Decrease (\$15,000)



Artwork for *Adventure Begins at Your Library*.

Sponsors of the 2024 summer event include: Ponca City Parks and Recreation, Marco's Pizza, Chili's, Turtle's Donut Shoppe, and The Hub.

Library State Aid Fund

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

Fiscal 2024 Accomplishments:

- Provided staff members with professional development and training at state and national conferences.
- Monitored changes in State Aid eligibility requirements to ensure future compliance for fund allocation.
- Provided programming supplies for the annual children's summer reading program.
- Provided printed material for the children and Spanish language collections.
- Contacted State Legislators at least three times to engage support for community library services in Ponca City.
- Updated staff and Library Board members on the budget and the budgeting process on an ongoing basis.

Fiscal 2025 Objectives:

- Monitor legislative bills and trends that may impact library services, trends and funding.
- Contact Elected Officials on Library and funding related issues quarterly.
- Provide staff and Library Board members updates on funding and budget processes at least twice annually.
- Maintain eligibility for state aid allocations.

Special Revenue - Library State Aid								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Trust Revenue	<u>11,092</u>	<u>10,728</u>	<u>10,707</u>	<u>10,500</u>	<u>11,155</u>	<u>12,000</u>	<u>1,500</u>	<u>14.29%</u>
Total Revenues:	11,092	10,728	10,707	10,500	11,155	12,000	1,500	14.29%
EXPENDITURES								
Material & Supplies	3,526	0	3,983	3,000	2,810	3,000	0	0.00%
Other Charges & Svcs	<u>7,566</u>	<u>10,728</u>	<u>6,724</u>	<u>7,500</u>	<u>0</u>	<u>9,000</u>	<u>1,500</u>	<u>20.00%</u>
Total Expenditures:	11,092	10,728	10,707	10,500	2,810	12,000	1,500	14.29%

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Travel Expenses	1,000		
Misc Other Charges	<u>500</u>		
Total	1,500	Total	0
Net Increase		<u>\$1,500</u>	

Street & Alley

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

Fiscal 2024 Accomplishments:

- Provided funding for the repairs of utility cuts using 84 tons of asphalt, 13 tons of recycled asphalt and 204 cubic yards of concrete.
- Provided funding to make all necessary repairs to City streets using 29 tons of asphalt, 42 tons of UPM (cold asphalt patch), 54 tons of recycled asphalt and 211 cubic yards of concrete.
- Provided funding for 1,100 feet of curb and gutter replacement throughout the City.
- Provided funding to repair 558 blocks of City maintained alleys, while using 953 tons of aggregate base rock and 10 cubic yards of asphalt millings.

Fiscal 2025 Objectives:

- Fund the crack seal program.
- Fund materials to repair alleys and roads.
- Fund materials to repair all utility cuts incurred during the year.
- Fund the curb and gutter replacement program.
- Provide funding for the chip and seal program.

Special Revenue - Street & Alley Fund								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
County Mtr Veh Tax	173,151	191,677	178,685	170,000	108,357	170,000	0	0.00%
State Gasoline Tax	40,856	43,540	43,165	40,000	28,612	40,000	0	0.00%
Misc Receipts	0	0	0	0	0	0	0	0.00%
Total Revenues:	214,006	235,218	221,850	210,000	136,969	210,000	0	0.00%
EXPENDITURES								
Material & Supplies	208,354	98,726	156,577	200,000	115,192	200,000	0	0.00%
Other Charges & Svcs	291	0	4,905	10,000	0	10,000	0	0.00%
Capital	82,685	0	0	103,000	90,637	0	(103,000)	(100.00%)
Total Expenditures:	291,330	98,726	161,482	313,000	205,829	210,000	(103,000)	(32.91%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Chemical Supplies	3,000	Hand Tools	(3,000)
		Sp Purp Vehicles & Trucks	(103,000)
Total	3,000	Total	(106,000)
Net Decrease		<u>(\$103,000)</u>	

Special Projects – Juvenile Fines

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

Fiscal 2024 Accomplishments:

- 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 2025 Objectives:

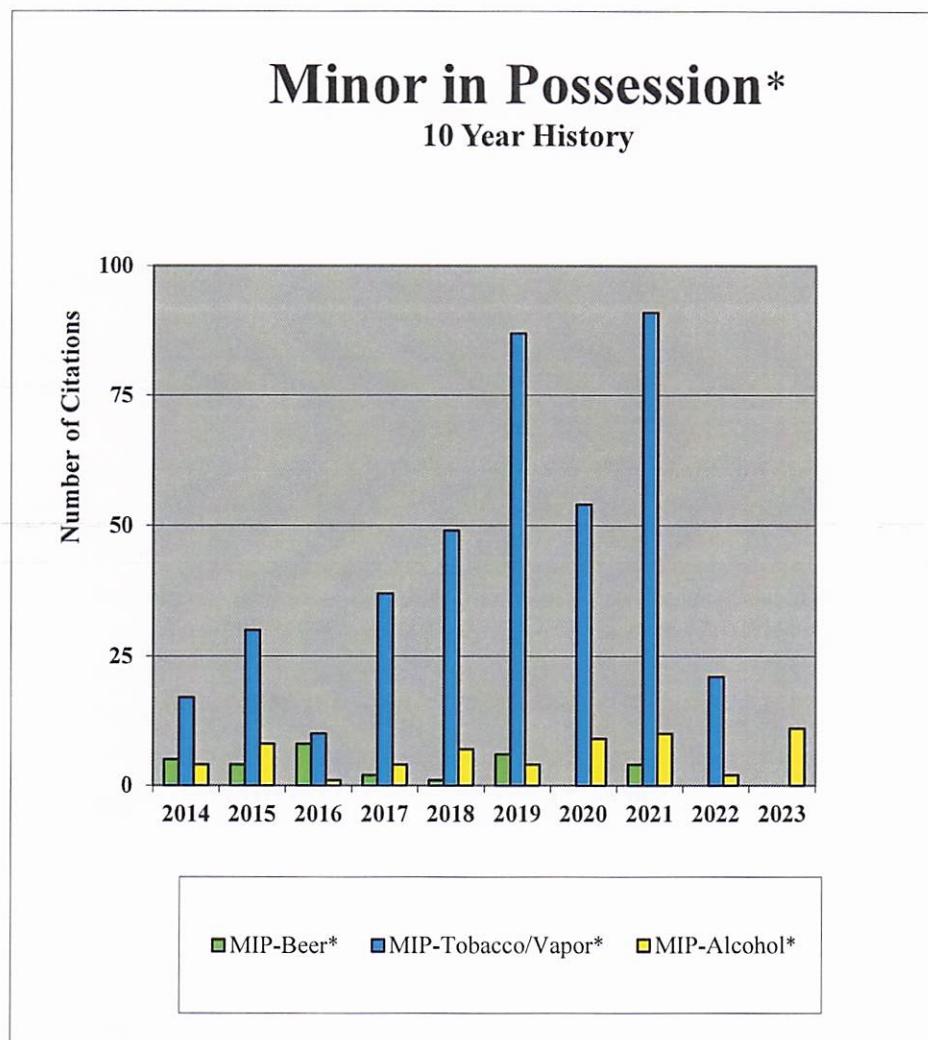
- Work with Northern Oklahoma Youth Services and Grand Mental Health to advise them of various factors in a juvenile defendant's life that may be relevant and useful to the juvenile's counseling program. This helps juvenile patients make better decisions, even though some factors are not relevant to 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	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Juvenile Fines	18,867	17,045	8,354	5,800	7,207	10,000	4,200	72.41%
Transfer from Gen Fund	0	0	0	20,000	16,212	20,000	0	0.00%
Misc Receipts	0	0	0	0	0	0	0	0.00%
Total Revenues:	18,867	17,045	8,354	25,800	23,419	30,000	4,200	16.28%
EXPENDITURES								
Personal Services	6,050	10,250	9,150	10,800	8,250	10,800	0	0.00%
Material & Supplies	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	15,000	15,000	15,000	15,000	11,250	15,000	0	0.00%
Total Expenditures:	21,050	25,250	24,150	25,800	19,500	25,800	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year: None

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



Juvenile Caseload Ten Calendar Year Comparison

	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Assault and Battery	45	41	46	46	35	40	8	22	22	47
MIP-Beer*	5	4	8	2	1	6	0	4	0	0
MIP-Tobacco/Vapor*	17	30	10	37	49	87	54	91	21	0
MIP-Alcohol*	4	8	1	4	7	4	9	10	2	11
Petit Larceny	32	38	25	36	13	22	9	4	7	13
Public Intoxication	8	21	15	11	11	4	8	16	3	5
Trespassing	6	6	6	8	12	8	4	0	0	4
Vandalism	19	20	19	26	10	11	8	2	4	9
Curfew	21	44	23	61	57	87	46	97	49	44
Poss of Paraphernalia	14	10	7	23	29	26	20	18	12	11
Poss of Marijuana	21	11	13	17	22	22	21	35	29	33
Obstructing	8	4	5	0	1	0	2	0	0	0
False Information	1	2	3	2	0	0	0	1	1	0
Sell or give beer under 21	0	0	0	4	0	1	0	0	0	0
Harassment via Tele/Elec	1	9	6	13	3	1	3	0	0	0
Allow Animal Attack/Bite	1	0	0	0	0	0	0	0	0	0
Resisting Arrest		1	1	0	0	1	3	1	0	0
Disturb Peace (Fighting/Language)		28	58	33	47	12	0	4	0	0
Conduct Near School		9	8	9	5	6	0	0	8	8
Interfere with Police Officer		1	0	0	0	0	0	0	0	0
Smoking Prohibited Area			1	0	0	0	0	0	0	0
Conspiracy to Commit Misdemeanor			1	0	1	3	0	0	0	1
Contribute to Delq of Minor			1	0	0	0	0	1	0	0
Possession of False ID			1	0	0	0	0	0	0	0
False Alarm Activation			1	0	0	0	2	0	1	0
Juv Littering				4	0	0	0	0	0	0
Juv Discharge				1	0	0	0	0	1	1
Truancy						6	8	8	3	1
Others						5	0	4	1	7
Total	203	287	259	337	303	352	205	318	164	195

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 2024 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 commercials to showcase the value of visiting Ponca City by connecting with audiences across multiple platforms.
- Entered into an agreement with a local production company to develop 'reels' for social media and streaming platforms, averaging 8 a month covering Ponca City area attractions and community image.
- Installed new Lake Ponca Campground bathroom/shower facility.

Fiscal 2025 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.

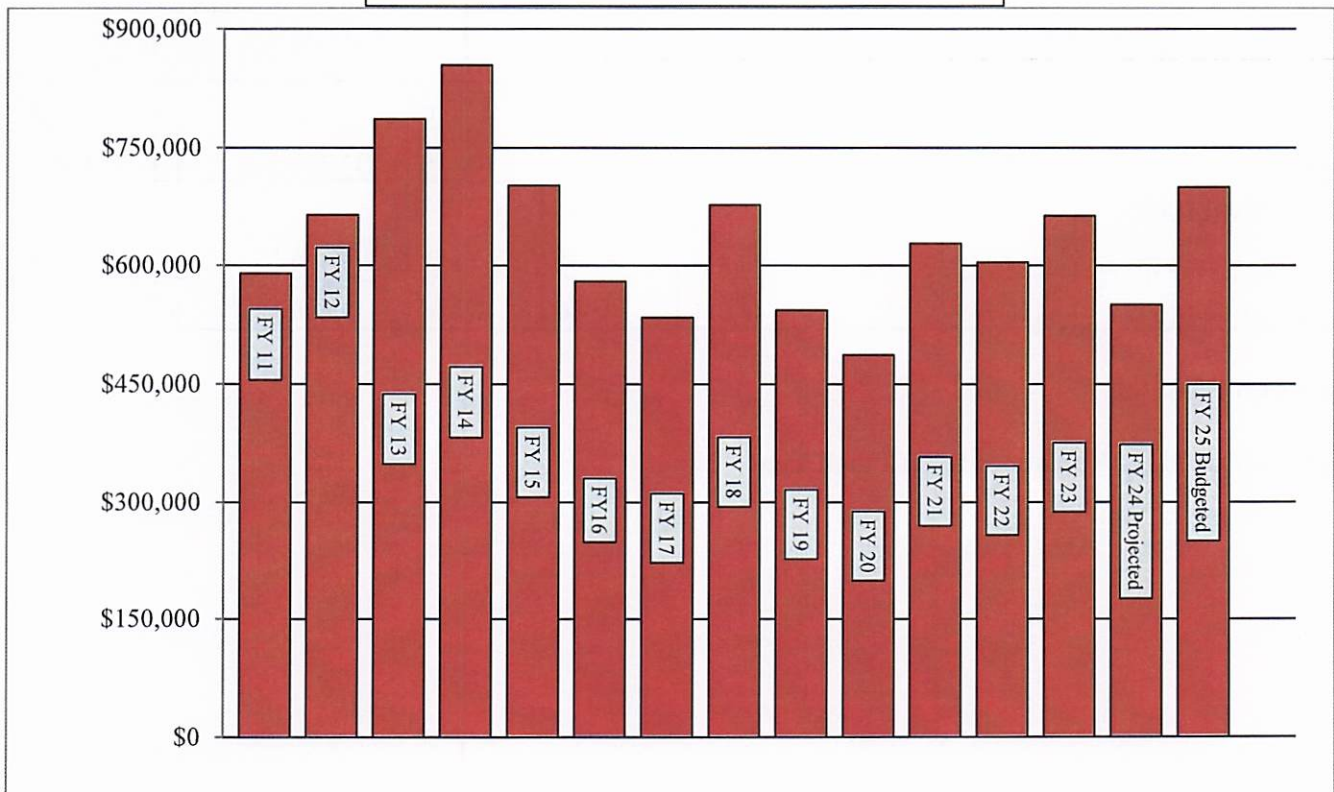
Special Revenue - Hotel/Motel Guest Tax								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Grants	0	0	73,643	0	92,072	0	0	0.00%
Outside Revenue	628,181	604,159	663,616	500,000	450,949	700,000	200,000	40.00%
Other Revenue	49,085	4,948	6,664	0	4,532	2,000	2,000	0.00%
Total Revenues:	677,266	609,106	743,923	500,000	547,553	702,000	202,000	40.40%
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	359,274	347,078	358,461	361,667	312,752	426,667	65,000	17.97%
Capital Outlay	45,217	555,016	406,632	315,000	441,795	950,000	635,000	201.59%
Transfers	0	0	0	0	0	0	0	0.00%
Total Expenditures:	404,491	902,094	765,093	676,667	754,547	1,376,667	700,000	103.45%

Approved Capital:	Wentz Pool Renovation	\$580,000
	Rodeo Lighting	\$235,000
	Resurface Courts 1-9 at Wally Smith Tennis Center	\$135,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Community Promotion	40,000		
Miscellaneous	25,000		
Public Rec Improvement	55,000		
Wentz Pool Renovation	<u>580,000</u>		
Total	700,000	Total	0
Net Increase		<u>\$700,000</u>	

**Hotel/Motel Occupancy Taxes
Collected 2011-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 2024 Accomplishments:

- Applied for and received a Certified Local Government Grant to complete a Public Art Survey.
- Completed one National Register Nomination for the Dr. W.A.T. & Lillian Robertson House.
- Re-printed Youth Activity Book highlighting historic sites in Ponca City and distributed over 1,000 copies to all fifth-grade classes in Kay County, and other area agencies.
- Attended historic preservation conferences to continue education.

Fiscal 2025 Objectives:

- Complete and submit the FY-24 Certified Local Governments Grant.
- Implement all projects as approved.

Special Revenue - Certified Local Government								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Cert Local Gov Grant	<u>9,016</u>	<u>22,927</u>	<u>32,142</u>	<u>17,500</u>	<u>0</u>	<u>17,500</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	9,016	22,927	32,142	17,500	0	17,500	0	0.00%
EXPENDITURES								
Other Charges & Svcs	<u>18,248</u>	<u>22,186</u>	<u>40,811</u>	<u>17,500</u>	<u>3,888</u>	<u>17,500</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	18,248	22,186	40,811	17,500	3,888	17,500	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year: None

Capital Improvements Project

Department Mission:

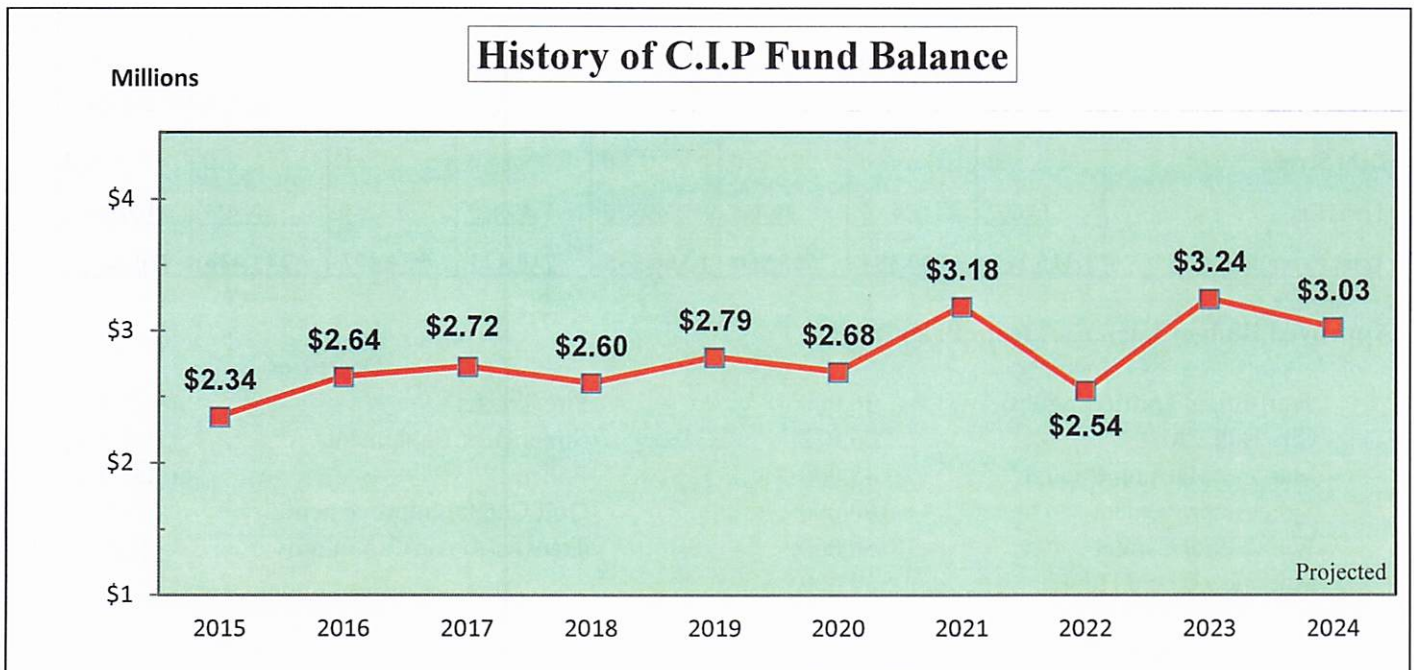
The Capital Improvements Fund will account for capital improvement projects budgeted for the City governmental fund types. Funding was originally derived from the refinancing of several PCUA (Ponca City Utility Authority) revenue bond issues. To be selected for approval during the budget process, a Capital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

Fiscal 2024 Accomplishments:

- Funded a Fire Pumper Apparatus.
- Funded a Dump Truck for the Street Department.
- Funded Roof Replacement at the Cann Estate.
- Funded Professional Services to design an interactive play area at the Cann Estate.
- Funded a Compact Utility Tractor for Wentz Golf Course.
- Funded a City Manager contingency budget to address unanticipated capital needs that arise during the fiscal year.

Fiscal 2025 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
2024-25 Operating Budget

Capital Improvements Project								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Intergov Grants	0	25,000	0	0	0	0	0	0.00%
Donations	51,200	20,000	0	0	0	0	0	0.00%
Misc Receipts	193,337	0	15,937	0	0	0	0	0.00%
Trfr from Water	0	110,000	0	0	0	0	0	0.00%
Trfr from PC Energy	400,000	400,000	400,000	400,000	400,000	700,000	300,000	100.00%
Trfr from Solid Waste	0	0	0	0	0	300,000	300,000	100.00%
Trfr from Wastewater	0	0	0	0	0	0	0	100.00%
Trfr from PCUA Bond	0	0	0	0	0	0	0	0.00%
Trfr from General	0	841,475	0	0	0	32,328	32,328	0.00%
Interest Income	33,009	14,061	53,109	0	69,895	0	0	0.00%
Total Revenues:	677,546	1,410,536	469,046	400,000	469,895	1,032,328	632,328	158.08%
EXPENDITURES								
Other Charges and Svcs	0	0	0	0	0	0	0	0.00%
Capital Outlay	1,298,445	710,384	636,405	1,147,500	660,968	954,472	(193,028)	(16.82%)
Debt Service	0	0	0	0	0	0	0	0.00%
Transfers	<u>16,667</u>	<u>0</u>	<u>49,455</u>	<u>49,455</u>	<u>49,455</u>	<u>0</u>	<u>(49,455)</u>	<u>(100.00%)</u>
Total Expenditures:	1,315,112	710,384	685,860	1,196,955	710,423	954,472	(242,483)	(20.26%)

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Traff Engin Traffic Eng Proj	36,000	Fire Trucks	(650,000)
City Hall CMA	206,972	Street Dept Equipment	(160,000)
Marland Mansion Capital	45,000	Police	(200,000)
Street Improvement	190,000	Golf Capital Improvement	(92,500)
Wentz Pool Capital	50,000	Transfer to Air/Cap Improv	<u>(49,455)</u>
Marland's Grand Home	30,000		
Park Dept	95,000		
Emergency Mgmt Sirens	37,000		
Airport Capital Improvement	79,500		
Misc Capital Outlay	75,000		
RecPlex	<u>65,000</u>		
Total	909,472	Total	(1,151,955)

Net Decrease **(\$242,483)**

Capital Improvement Projects (CIP) Fund Approved Funding - Fiscal 2024-25

Streets	Rubber Tire Backhoe with Hydraulic Thumb 2 Way Radio	\$190,000
Central Municipal Activity	Replace Windows at City Hall and No. 1 Fire Station	\$106,972
Municipal Court	Building Renovation Design	\$120,000
Central Municipal Activity	Miscellaneous Capital	\$100,000
Park Maintenance	Grasshopper Mowers (4)	\$75,000
Ponca City RecPlex	Play Structure	\$65,000
Airport	AWD SUV Style Vehicle	\$50,000
Wentz Camp	Repair Pool and Cabins	\$50,000
Emergency Management	Replace Outdoor Warning Siren	\$37,000
Engineering	New Mid-Sized Pickup Truck	\$36,000
Airport	72" Zero Turn Diesel Mower	\$29,500
Marland Mansion	Exterior Masonry Stone Repair and Replacement	\$25,000
Park Maintenance	Backup Generator for Greenhouses	\$20,000
Marland Mansion	Interior and Exterior Wood Door Repair	\$20,000
Marland Grand Home	Refinish Hardwood Floors on 2nd Floor	\$15,000
Marland Grand Home	Upgrade Original Basement Lighting	\$10,000
Marland Grand Home	Tables and Chairs	\$5,000
Total CIP Capital Improvements		<u>\$954,472</u>

City of Ponca City
2024-25 Operating Budget

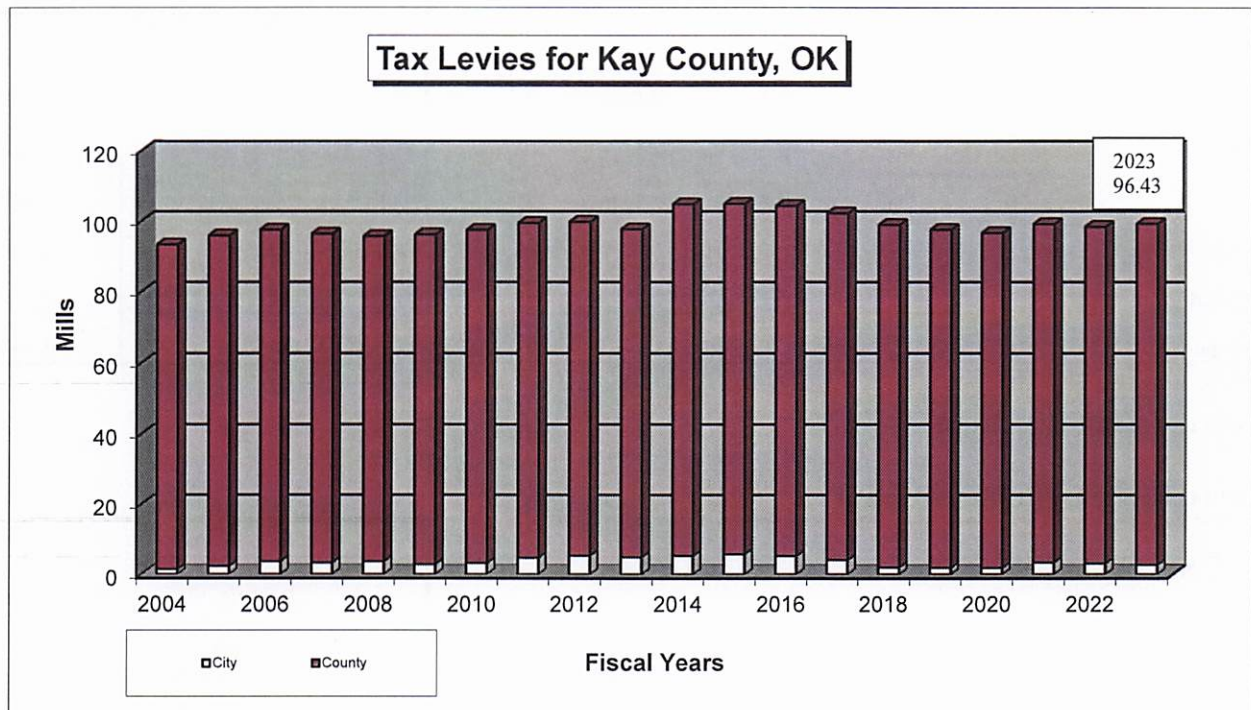
Capital Improvement Projects (C.I.P.) Fund
- Expenditure History

	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	Actual 2022/23	Projected 2023/24	Proposed 2024/25
Other Services & Charges							
Misc Contractual Services							
sub total	0	0	0	0	0	0	0
Capital Outlay							
Misc. Capital Outlay				50,860	77,048	211,080	120,000
C/O Land Improvement		39,794	13,077				
C/O Water System				109,980			
Black Dust Remediation	131,327	26,788					
PC Aquatic/Family Center							
Public Facilities Tax							
Fire Station #1 Tax							
Airport Building Improvement		21,492					
Community Development Capital							
Police Capital						12,202	
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				
Fire Department Trucks			452,118				
Traffic Engineering Projects							36,000
City Hall			93,736	37,380	115,416		206,972
Lake Ponca Capital		132,832	1,062				
Park/Recreation Capital	184,642	26,133	20,152	17,720	67,109		95,000
Senior Center	21,216	22,890	18,704	4,515			
Pools Capital				64,794	115,000		
AMBUC Pool Parking Lot Grant Match							
Wentz Pool Improvements	23,849						50,000
Street Improvement						179,458	190,000
Street Dept Equipment							
Unity Gym Improvements							
Marland's Grand Home Capital	107,092	50,440	92,978	94,722			30,000
Library Capital Improvement	25,889	2,023	21,562	7,410	112	58,545	
Marland Mansion Capital	6,198	34,105	18,555	43,791	181,477		45,000
Emergency Management Sirens							37,000
Wentz Golf Capital	61,749	20,537	25,771		20,756	151,655	
Public Safety Center	275,668						
Electric Substation							
Technology Services	155,657	97,815	25,539	104,795			
City Garage Fuel Site							
City Garage Building Improvements							
Airport Capital	6,000		10,000	150,380	59,487		79,500
Fiber Optic Network	1,218,337						
Recplex							65,000
Tennis Courts						48,028	
sub total	2,275,393	934,106	1,298,445	710,385	636,405	660,968	954,472
Transfer to Funds							
Transfer to Civic Center Trust							
Transfer to Wentz Golf							
Transfer to Airport							
Trft to Airport Capital Grants	16,667	16,667	16,667	0	49,455	49,455	0
- Match							
sub total	16,667	16,667	16,667	0	49,455	49,455	0
TOTAL EXPENDITURES	\$2,292,060	\$950,773	\$1,315,112	\$710,385	\$685,860	\$710,423	\$954,472

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 2023, the total tax rate was 96.43 mills; comprised of P.C, Schools (62.31), Kay County (28.14), Pioneer Vo-tech (15.23), and City judgments (2.75).

- Fiscal 2024 Accomplishments:**
- Continued to achieve full benefit from the State Statute providing for recovery of court ordered judgments.
- Fiscal 2025 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.

Debt Sinking Fund								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Ad Valorem Taxes	259,561	466,218	446,679	700,000	328,119	702,000	2,000	0.29%
Trnsf in from Other Funds	0	0	0	0	0	0	0	0.00%
Interest Income	<u>2,931</u>	<u>620</u>	<u>2,794</u>	<u>1,026</u>	<u>2,852</u>	<u>0</u>	<u>(1,026)</u>	<u>(100.00%)</u>
Total Revenues:	262,492	466,839	449,473	701,026	330,971	702,000	974	0.14%
EXPENDITURES								
Debt Principal	0	0	0	0	0	0	0	0.00%
Debt Interest	0	0	0	0	0	0	0	0.00%
Agent Fee	0	0	0	0	0	0	0	0.00%
Sinking Judgement	209,741	372,025	376,151	560,000	179,269	560,000	0	0.00%
Sinking Judge Interest	<u>41,810</u>	<u>90,982</u>	<u>75,433</u>	<u>141,026</u>	<u>26,790</u>	<u>142,000</u>	<u>974</u>	<u>0.69%</u>
Total Expenditures:	251,551	463,007	451,584	701,026	206,059	702,000	974	0.14%

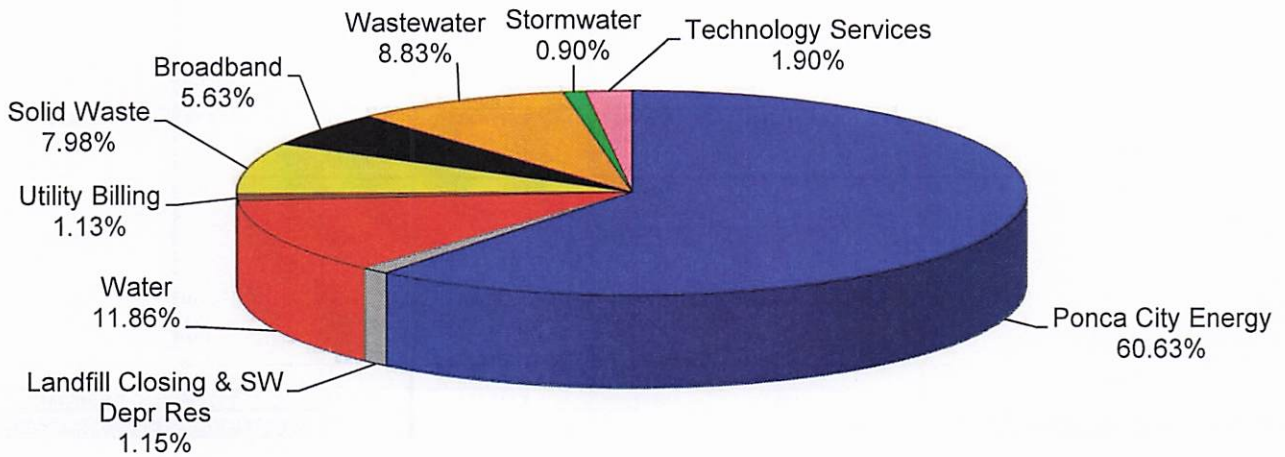
Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Sinking Judgement Interest	<u>974</u>		
Total	974	Total	0
Net Increase		<u>\$974</u>	

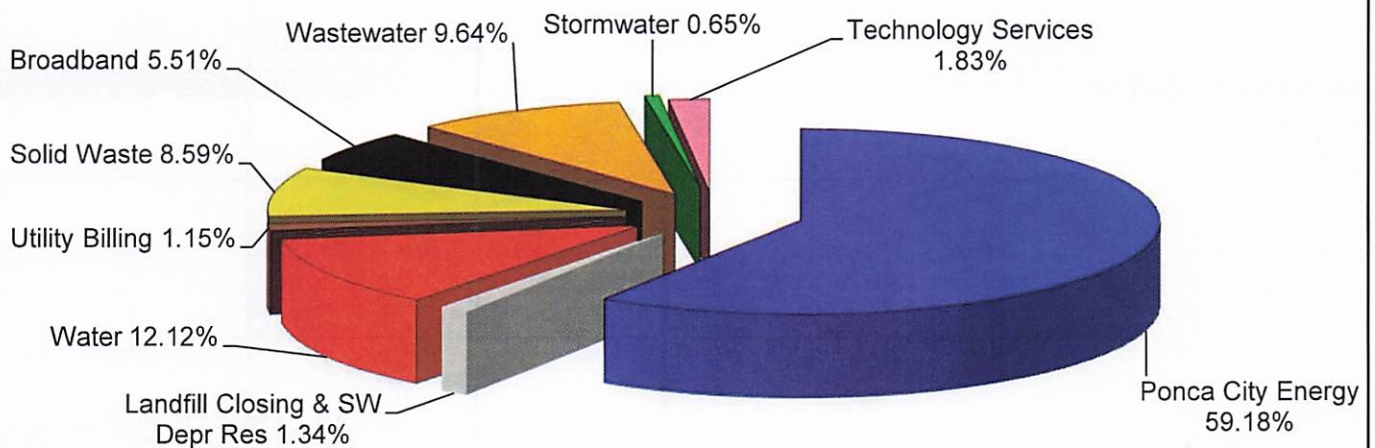
Personnel Summary: None

Ponca City Utility Authority - Revenues Fiscal 2024-25



Total Revenues \$78,533,485

Ponca City Utility Authority - Expenditures Fiscal 2024-25



Total Expenditures \$76,753,340

City of Ponca City
2024-25 Operating Budget

Ponca City Utility Authority
Summary of Revenues
Fiscal 2024/25

	2020/21	2021/22	2022/23	2023/24	(75.00%) 2023/24	% of	Approved	% Change
Description	Actual Rev	Actual Rev	Actual Rev	Budget @07/01/23	Actual @ 3/31/24	Budget	Budget 2024/25	From 2024/25
Water Fund (301)								
Charges for Services								
Water Sales	7,937,663	8,070,508	8,419,565	8,444,993	6,314,643	0.75	9,167,000	8.55
Bulk Water Sales	27,255	28,019	27,030	8,080	4,379	0.54	9,181	13.63
Misc. Water	55,768	7,722	5,862	6,060	32,601	5.38	20,200	233.33
Water Tap Fees	13,100	10,900	11,962	10,000	31,900	3.19	10,000	0.00
Category Total	8,033,785	8,117,149	8,464,420	8,469,133	6,383,522	75.37%	9,206,381	8.71%
Contributions from Funds								
Transfer from Water	0	0	3,545,774	0	0	0.00%	0	0.00%
Category Total	0	0	3,545,774	0	0	0%	0	0.00%
Other Income								
Interest Income	23,141	16,094	73,148	20,000	68,658	3.43	50,000	150.00
Proceed Earnings	133	88	5,242	0	7,377	0.00	0	0.00
Bond Trust Earnings	0	0	0	0	0	0.00	0	0.00
Penalties	0	41,486	40,349	40,000	41,554	1.04	50,000	25.00
Collection of Bad Debt	9,161	3,935	4,821	4,000	0	0.00	4,100	2.50
Gain/Loss Disposal Fixed Asset	0	0	0	0	2,448	0.00	0	0.00
Other Income	79,126	17,978	0	0	0	0.00	0	0.00
Category Total	111,562	79,580	123,560	64,000	120,036	187.56%	104,100	62.66%
Total Revenues	8,145,346	8,196,730	8,587,980	8,533,133	6,503,559	76.22%	9,310,481	9.11%
Ponca City Energy Fund (340)								
Outside Revenue								
Fiber Partnerships	0.00	0.00	0.00	0	0	0.00	0	0.00
Category total	0.00	0.00	0.00	0	0	0.00	0	0.00%
Charges for Services								
Electric Sales	34,395,622	40,815,910	41,306,886	36,410,500	28,191,249	0.77	46,100,500	26.61
MV Lights	197,871	202,805	204,736	197,696	158,245	0.80	206,060	4.23
Misc Electric	343,150	366,037	524,295	124,860	276,639	2.22	127,513	2.12
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	107,960	100,000	66,437	0.66	100,000	0.00
Sales Tax Revenue	(2,136)	18,635	(858)	5,000	37,450	7.49	25,000	400.00
Cash - Over/Short	(192)	126	(385)	0	(356)	0.00	0	(100.00)
Category Total	35,033,971	41,503,168	42,142,634	36,838,056	28,729,663	77.99%	46,559,073	26.39%
Other Income								
Interest Income	65,916	39,407	190,827	72,000	212,638	2.95	90,000	25.00
1997C Bond Interest	133	88	5,242	3,000	7,377	2.46	3,000	0.00
Penalties	0	283,652	326,066	290,000	234,609	0.81	300,000	3.45
Collection of Bad Debt	58,959	30,251	34,285	40,000	15,909	0.40	40,000	0.00
Capacity Payment	571,727	500,004	554,085	500,000	348,534	0.70	500,000	0.00
Internet Processing Fee	148,628	113,849	127,793	100,000	105,584	1.06	100,000	0.00
Income-Disposed Assets	0	0	20,300	10,000	0	0.00	10,000	0.00
Other Income	26,603	46,374	0	15,000	20,000	1.33	15,000	0.00
Category Total	871,966	1,013,625	1,258,597	1,030,000	944,650	91.71%	1,058,000	2.72%
Total Revenues	35,905,937	42,516,793	43,401,231	37,868,056	29,674,313	78.36%	47,617,073	25.74%
Broadband (341)								
Outside Revenue								
Misc Reimb-Damaged Property	0	0	16,853	0	22,010	0.00	0	0.00
Category Total	0	0	16,853	0	22,010	0.00	0	0.00%
Charges for Services								
Misc Broadband	30,118	0	5,166	0	32,150	0.00	0	0.00
Commercial Broadband	282,957	303,807	309,301	400,000	235,433	0.59	315,480	(21.13)
Residential Broadband	194,276	555,448	1,165,603	698,920	1,480,849	2.12	3,155,490	351.48
Broadband Activation	32,280	97,806	188,325	60,000	175,582	2.93	329,363	548.94
Extender Lease	991	2,156	4,456	500	4,645	9.29	6,810	1,362.00
Sales Tax Revenue	88	167	336	0	446	0.00	610	0.00
Category Total	540,710	959,384	1,673,187	1,159,420	1,929,105	166.39%	3,807,753	228.42%
Contributions from Funds								
Transfer from PC Energy	300,000	480,000	600,000	600,000	600,000	1.00	300,000	50.00
Transfer from WW	0	180,000	600,000	600,000	600,000	1.00	300,000	50.00
Category Total	300,000	660,000	1,200,000	1,200,000	1,200,000	100.00%	600,000	(50.00%)
Other Income								
Interest Income	1,977	1,232	11,767	900	21,278	23.64	11,232	1,248.00
Penalties	0	0	0	0	0	0.00	0	0.00
Collection of Bad Debt	0	169	1,339	0	225	0.00	0	0.00
Internet Processing Fee	0	0	0	0	0	0.00	0	0.00
Income-Disp Assets	0	0	0	0	3,600	0.00	0	0.00
Other Income	0	26,599	3,253	2,000	2,175	1.09	0	0.00
Category Total	1,977	28,000	16,359	2,900	27,278	940.63%	11,232	287.31%
Total Revenues	842,687	1,647,384	2,906,398	2,362,320	3,178,393	134.55%	4,418,985	87.06%

Ponca City Utility Authority
Summary of Revenues
Fiscal 2024-25

Description	2020/21 Actual Rev	2021/22 Actual Rev	2022/23 Actual Rev	2023/24 Budget @ 07/01/23	(75.00%) 2023/24 Actual @ 3/31/24	% of Budget	Approved Budget 2024/25	% Change From 2024/25
Solid Waste Fund (342)								
Charges for Services								
Residential Garbage	2,517,995	2,549,355	2,673,268	2,661,695	2,078,673	0.78	2,794,780	5.00
Commercial Garbage	1,504,208	1,530,909	1,583,846	1,601,302	1,243,573	0.78	1,681,367	5.00
Recycling Containers	8,628	9,743	9,368	8,569	6,570	0.77	8,500	(0.81)
Recycling Revenues	6,669	39,955	8,068	1,050	10,144	9.66	1,500	0.00
Landfill	494,161	552,146	579,440	420,000	0	0.00	0	(100.00)
Special Pick Up	36,083	37,472	35,332	37,489	664,469	17.72	570,000	1,420.45
State Landfill Fee	0	0	0	0	42,245	0.00	50,000	0.00
Roll Off	980,925	1,082,388	1,081,017	787,500	(3,906)	(0.00)	0	(100.00)
Misc Receipts	13,693	62,105	9,153	10,300	837,839	81.34	1,100,000	10,579.61
Cash - Long/Short Rev	(49)	(14)	77	0	927	0.00	15,000	0.00
Category Total	5,562,313	5,864,059	5,979,566	5,527,905	4,880,534	88.29%	6,221,147	12.54%
Other Income								
Interest Income	10,869	8,532	49,373	9,000	417	0.05	40,000	344.44
Collection of Bad Debt	9,718	4,594	5,307	5,000	49	0.01	5,000	0.00
Income-Disp. Assets	0	19,000	57,600	10,000	0	0.00	0	0.00
Category Total	20,587	32,126	112,280	24,000	466	1.94%	45,000	87.50%
Total Revenues	5,582,900	5,896,185	6,091,846	5,551,905	4,881,000	87.92%	6,266,147	12.86%
Landfill Closing (343)								
Contributions From Funds								
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
Category Total	50,000	50,000	50,000	50,000	37,500	75.00%	50,000	0.00%
Total Revenues	50,000	50,000	50,000	50,000	37,500	75.00%	50,000	0.00%
Solid Waste Equipment Reserve (344)								
Charges For Services								
Misc Receipts	0	0	0	0	0	0.00	0	(100.00)
Category Total	0	0	0	0	0	0.00	0	0.00%
Contributions From Funds								
Transfer From Solid Waste	325,000	325,000	400,000	400,000	300,000	0.75	400,000	0.00
Transfer From Landfill	325,000	325,000	400,000	400,000	300,000	0.75	400,000	0.00
Category Total	650,000	650,000	800,000	800,000	600,000	75.00%	800,000	0.00%
Other Revenues								
Interest Income	19,597	12,516	52,585	25,000	43,259	1.73	50,000	100.00
Category Total	19,597	12,516	52,585	25,000	43,259	173.04%	50,000	100.00%
Total Revenues	669,597	662,516	852,585	825,000	643,259	77.97%	850,000	3.03%
Utility Billing Fund (350)								
Charges for Services								
Utility Initiation Fee	63,705	60,246	63,130	80,000	45,826	0.57	80,000	0.00
Misc. Receipts	0	6,459	0	10,000	0	0.00	10,000	0.00
Category Total	63,705	66,705	63,130	90,000	45,826	50.92%	90,000	0.00%
Contributions from Funds								
Transfer from Water	130,000	150,000	160,000	160,000	135,000	0.84	190,000	18.75
Transfer from Light	170,000	170,000	185,000	185,000	146,250	0.79	200,000	8.11
Transfer from Landfill	25,000	25,000	30,000	30,000	26,250	0.87	40,000	33.33
Transfer from S. Waste	105,000	110,000	125,000	125,000	101,250	0.81	140,000	12.00
Transfer from Stormwater	10,000	10,000	15,000	15,000	18,750	1.25	30,000	0.00
Transfer from Broadband	10,000	10,000	10,000	10,000	15,000	1.50	30,000	0.00
Transfer from W-Water	130,000	132,600	150,000	150,000	120,000	0.80	170,000	13.33
Category Total	580,000	607,600	675,000	675,000	562,500	83.33%	800,000	18.52%
Other Revenues								
Penalties	0	0	0	0	0	0.00	0	(100.00)
Collection of Bad Debt	246	176	135	300	133	0.44	300	0.00
Income-Disposed Assets	0	0	0	0	0	0.00	0	0.00
Category Total	246	176	135	300	133	44.21%	300	0.00%
Total Revenues	643,951	674,481	738,264	765,300	608,458	79.51%	890,300	16.33%

City of Ponca City
2024-25 Operating Budget

Ponca City Utility Authority
Summary of Revenues
Fiscal 2024-25

				(75.00%)				
	2020/21	2021/22	2022-23	2023/24	2023/24	% of	Approved	% Change
Description	Actual Rev	Actual Rev	Actual Rev	Budget	Actual	Budget	Budget	From
				@ 07/01/23	@ 3/31/24		2024/25	2024/25
Wastewater Fund (360)								
Charges for Services								
Wastewater Charges	6,327,598	6,429,642	6,462,619	6,458,682	4,981,040	0.77	6,751,852	4.54
Pretreatment Program	177,250	188,762	128,987	105,000	31,608	0.30	105,000	0.00
Category Total	6,504,847	6,618,404	6,591,605	6,563,682	5,012,647	76.37%	6,856,852	4.47%
Contributions From Funds								
Transfer From Water	0	0	0	0	0	0.00	0	(100.00)
Category Total	0	0	0	0	0	0.00	0	0.00%
Other Income								
Interest Income	41,771	30,571	121,116	24,000	110,841	4.62	70,000	191.67
Bond Interest	1	2	228	0	324	0.00	0	0.00
Collection of Bad Debt	12,777	7,034	6,934	10,000	0	0.00	10,000	0.00
Income-Disposed Assets	0	11,700	0	0	3,495	0.00	0	0.00
Other Income	(126)	129,221	75	0	0	0.00	0	0.00
Category Total	54,423	178,528	128,354	34,000	114,660	337.24%	80,000	135.29%
Total Revenues	6,559,270	6,796,933	6,719,959	6,597,682	5,127,307	77.71%	6,936,852	5.14%
Stormwater Fund (365)								
Charges for Services								
Stormwater Fee	562,247	589,729	625,422	599,625	496,945	0.83	667,147	11.26
Category Total	562,247	589,729	625,422	599,625	496,945	82.88%	667,147	11.26%
Other Income								
Interest Income	10,094	6,754	37,010	10,000	42,033	4.20	30,000	200.00
Penalties	0	5,807	6,117	5,500	4,695	0.85	6,000	9.09
Collection of Bad Debt	1,385	702	799	500	386	0.77	500	0.00
Other Income	0	18,577	0	0	0	0.00	0	(100.00)
Category Total	11,479	31,840	43,926	16,000	47,114	294.46%	36,500	128.13%
Total Revenues	573,726	621,569	669,348	615,625	544,059	88.38%	703,647	14.30%
Technology Services Fund (380)								
Charges For Services								
Misc. Receipts	0	4,306	307	0	0	0.00	0	(100.00)
Category Total	0	4,306	307	0	0	0.00%	0	0.00%
Contributions From Funds								
Transfer From General	200,000	230,000	250,000	250,000	187,500	0.75	300,000	20.00
Transfer From Water	160,000	160,000	200,000	200,000	150,000	0.75	250,000	25.00
Transfer From PC Energy	160,000	190,000	230,000	230,000	172,500	0.75	290,000	26.09
Transfer From Landfill	40,000	40,000	60,000	60,000	45,000	0.75	80,000	33.33
Transfer From Solid Waste	120,000	120,000	140,000	140,000	105,000	0.75	190,000	35.71
Transfer From Wastewater	160,000	190,000	230,000	230,000	172,500	0.75	285,000	23.91
Transfer From Stormwater	20,000	20,000	40,000	40,000	30,000	0.75	80,000	100.00
Transfer From City Garage	10,000	10,000	10,000	10,000	10,000	1.00	15,000	50.00
Category Total	870,000	960,000	1,160,000	1,160,000	872,500	75.22%	1,490,000	28.45%
Total Revenues	870,000	964,306	1,160,307	1,160,000	872,500	75.22%	1,490,000	28.45%

Ponca City Utility Authority

Summary of Debt

Fiscal 2024/25

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2024</u>	<u>FY 2025 Interest</u>	<u>FY 2025 Principal</u>	<u>Outstanding Principal June 30, 2025</u>
PCUA 2007	\$5,565,000	1,761,561	44,677	298,170	\$1,463,391
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.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2024</u>	<u>FY 2025 Interest</u>	<u>FY 2025 Principal</u>	<u>Outstanding Principal June 30, 2025</u>
2009A Clean Water	\$567,296	132,918	648	20,734	\$112,184
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.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2024</u>	<u>FY 2025 Interest</u>	<u>FY 2025 Principal</u>	<u>Outstanding Principal June 30, 2025</u>
2019 Sales Tax	\$22,000,000	14,160,000	290,574	2,835,000	\$11,325,000
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.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2024</u>	<u>FY 2025 Interest</u>	<u>FY 2025 Principal</u>	<u>Outstanding Principal June 30, 2025</u>
PCUA 2021A	\$12,000,000	8,612,000	138,952	1,170,000	\$7,442,000
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 & 5. The Debt Distribution is 100% PC Broadband, and is being repaid out of operating revenues.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal June 30, 2024</u>	<u>FY 2025 Interest</u>	<u>FY 2025 Principal</u>	<u>Outstanding Principal June 30, 2025</u>
PCUA 2021B	\$6,550,000	2,257,000	18,637	1,501,000	\$756,000
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.					
Total	\$46,682,296	26,923,479	493,488	5,824,904	21,098,575



UTILITY RATE SHEET FISCAL YEAR 2024-2025
PONCA CITY UTILITY AUTHORITY
516 E. GRAND/P.O. BOX 1450
PONCA CITY, OKLAHOMA 74602
(580) 767-0311
EFFECTIVE 07/01/2024



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

Ponca City Utility Authority offers the following for your convenience:

Automatic Bank Drafts

No Checks No Penalty
Saves you time and money
Form must be completed to initiate draft.
Payment will draft on due date.

Online Bill Pay and Viewing

Pay and view bills online at www.poncacityok.gov
There is a 2.5% convenience fee when paying your bill online.

Average Monthly Payments

You must live in your residence for at least one year. Must be current and have good payment history on your account. A form will be sent to you stating your new average monthly payment. Sign and return to our office. Your next bill should reflect your new rate. Each year in January, our office will recalculate your new rate and send you a letter of the new rate to be paid for the upcoming year.

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	\$2.04	\$2.14
Commercial	\$2.04	\$2.14

MAY - SEPTEMBER

Type of Service	City	Rural
Residential		
0 - 10 Units	\$2.14	\$2.24
11 - 20 Units	\$2.24	\$2.34
21 - 50 Units	\$2.34	\$2.49
51 - 100 Units	\$2.49	\$2.58
> 100 Units	\$2.58	\$2.79
Commercial	\$2.04	\$2.14

Customer Base User Fee

City Residential Customer	\$11.96 per month
Rural Residential Customer	\$18.00 per month
City Commercial Customer	\$35.45 per month
Rural Commercial Customer	\$53.18 per month

SEWER/WASTE WATER RATES

Residential:

User Fee \$16.38 Unit Fee \$2.89

Senior Citizens:

User Fee \$15.56 Unit Fee \$2.89

Nonresidential (Rural):

User Fee 1 ½ time scheduled rate
User Fee \$24.57 Unit Fee \$4.34

Commercial:

User Fee \$24.57 Unit Fee \$4.34

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 @ \$2.90 \$28.90
User Fee \$16.38
Sewer Rate----- \$45.28

GARBAGE/REFUSE

Standard Garbage/Refuse Charges:

Residential \$22.88
Senior Citizen \$21.97

Commercial:
Standard \$38.67

Grass Clippings: Call for Pick-up
\$0.87 per bag
\$8.81 Minimum

STORM WATER FEE

Each Individually Billed
Single Family Resident
\$4.50 per month

All Other Developed Real Estate Tracts
Not Covered By Above
\$7.50 per month

TREE LINE TRIMMING

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

SECURITY LIGHTS

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

BULK WATER & AUTOMATIC WATER FILL STATION 2307 S. 4TH

\$12.83 per 1000 gallons of water

\$12.83 minimum charge per use

LANDFILL USE

All Vehicles: \$20.10 minimum
\$52.10 per ton for compacted/
uncompacted refuse
\$1.25 per ton state landfill fee
\$9.16 per tire disposed of at
the landfill

ENERGY AUDITS

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

TAPPING MAIN WATER LINES

Charges for Various Sized Meters (\$)

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

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

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

ELECTRIC LINE EXTENSION

**\$400.00 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**

BROADBAND INTERNET SERVICES

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

Base User Fee

	Residential	Rural
100 Mb/second download (2-5 Mb upload)	\$60.00 per month	\$63.00 per month
300 Mb/second download (4-10 Mb upload)	\$100.00 per month	\$105.00 per month
1 Gb/second download (60-70 Mb upload)	\$250.00 per month	\$262.50 per month

Activation Fees for Residential and Rural Customers

All residential and rural 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 580-718-0431 for info.

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 2024 Accomplishments:

- Coordinated capital improvement needs for both Water Distribution and Water Treatment Divisions to ensure long-term financial sustainability.
- Contracted dam safety engineers to perform a geophysical survey (Ground Penetrating Radar) of the spillway at Lake Ponca Dam to determine subsurface conditions of the spillway.
- Continued to coordinate with Parks and Recreation staff to perform in-house maintenance and repairs to various parts of Lake Ponca Dam as per OWRB (Oklahoma Water Resources Board) requirements, including the purchase of two specialized mowers for maintaining the extremely steep dam slopes.
- Selected and worked with Freese and Nichols for two of the ARPA (American Rescue Plan Act) competitively-funded projects: Kaw Reservoir Alternatives Analysis and Lead and Copper Rule Planning.
- Worked with City management, water rights attorney and OWRB to secure a Schedule of Use agreement for use of Kaw Lake water as a raw water source.

Fiscal 2025 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 for all water production and distribution projects throughout design, bidding and construction phases.
- Continue to monitor Environmental Protection Agency regulations on emerging contaminants to ensure adequate and timely compliance with future regulations.
- Fulfill state and federal procurement and reporting requirements for three ARPA funded projects.
- Complete Kaw Reservoir Alternatives Analysis.
- Complete lead service line inventory and work on other project deliverables as EPA and Department of Environmental Quality rules become finalized.
- Seek State Revolving Fund funding for upcoming projects.

PCUA - Water Administration								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	79,164	85,247	73,219	80,399	63,930	84,808	4,409	5.48%
Material/Supplies	2,131	297	2,282	2,360	2,335	2,360	0	0.00%
Other Charges & Svcs	404,215	403,686	382,687	567,471	380,517	504,971	(62,500)	(11.01%)
Capital Outlay	50,000	46,000	45,196	544,000	200,026	125,000	(419,000)	(77.02%)
Debt Service	762,241	761,410	761,128	761,083	571,169	761,102	19	0.00%
Transfers	<u>1,976,628</u>	<u>2,140,361</u>	<u>2,093,128</u>	<u>2,214,690</u>	<u>1,650,271</u>	<u>2,273,773</u>	<u>59,083</u>	<u>2.67%</u>
Department Total	3,274,380	3,437,002	3,357,640	4,170,003	2,868,248	3,752,014	(417,989)	(10.02%)

Approved Capital: Lake Ponca Dam Embankment Underdrain \$100,000
Repair Baffle Blocks at Lake Ponca Spillway \$25,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full time Salaries	2,998	ICMA Retirement PCUA	(3,397)
FICA	273	Misc Professional Svc	(62,500)
Medicare	63	Misc Capital	(419,000)
Retirement Plan 2	3,813	Debt Interest	(5,231)
Health Insurance	621	Transfer to Insurance	(917)
Life Insurance	6		
Workers Compensation	32		
Debt Principal	5,250		
Transfer to Tech Services	50,000		
Transfer to Utility Billing	<u>10,000</u>		
Total	73,056	Total	(491,045)
Net Decrease		<u>(\$417,989)</u>	

Personnel Summary:

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

Personnel History:

	<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>	<u>2024-25</u>
Full Time	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84

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

Water Fund – Production

Department Mission:

The Water Production Division operates and maintains a 16 MGD 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 series 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 2024 Accomplishments:

- Treated over 3.1 billion gallons of drinking water that met or exceeded state and federal standards.
- Completed rehabilitation of two water wells.

Fiscal 2025 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.
- Replace high service pump.
- Replace chlorine feed equipment.
- Rehab concrete walls on sedimentation basins.
- Rehab concrete walls on water treatment filters.

PCUA - Water Production								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	755,031	777,333	844,326	906,693	667,353	953,010	46,317	5.11%
Material/Supplies	600,580	804,727	915,467	858,900	827,962	1,063,900	205,000	23.87%
Other Charges & Svcs	614,006	587,520	737,692	746,300	473,771	721,300	(25,000)	(3.35%)
Capital Outlay	48,421	1,380,492	3,931,266	345,000	299,229	640,000	295,000	85.51%
Transfers	56,113	71,490	84,475	0	25,663	97,432	97,432	0.00%
Department Total	2,074,152	3,621,562	6,513,226	2,856,893	2,293,978	3,475,642	618,749	21.66%

Approved Capital:

Replace High Service Pump	\$210,000
Filter Wall Rehab	\$200,000
Water Well Rehab Project	\$95,000
Replace Chlorine Feed Equipment	\$50,000
Replace Unit #699	\$50,000
Install Security Fence at Industrial Park Pumpstation	\$35,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	28,865	Electric Utilities	(25,000)
FICA	2,085	C/O Water System	<u>(85,000)</u>
Medicare	487		
Retirement Plan 2	2,942		
Health Insurance	11,237		
Life Insurance	411		
Workers Compensation	290		
Chemical Supplies	150,000		
Water System Maint	55,000		
Land Improvements	35,000		
Water Wells	295,000		
Pickup Trucks	50,000		
Transfer to City Garage	22,000		
Transfer to Insurance	<u>75,432</u>		
Total	728,749	Total	(110,000)
Net Increase		<u>\$618,749</u>	

Personnel Summary:

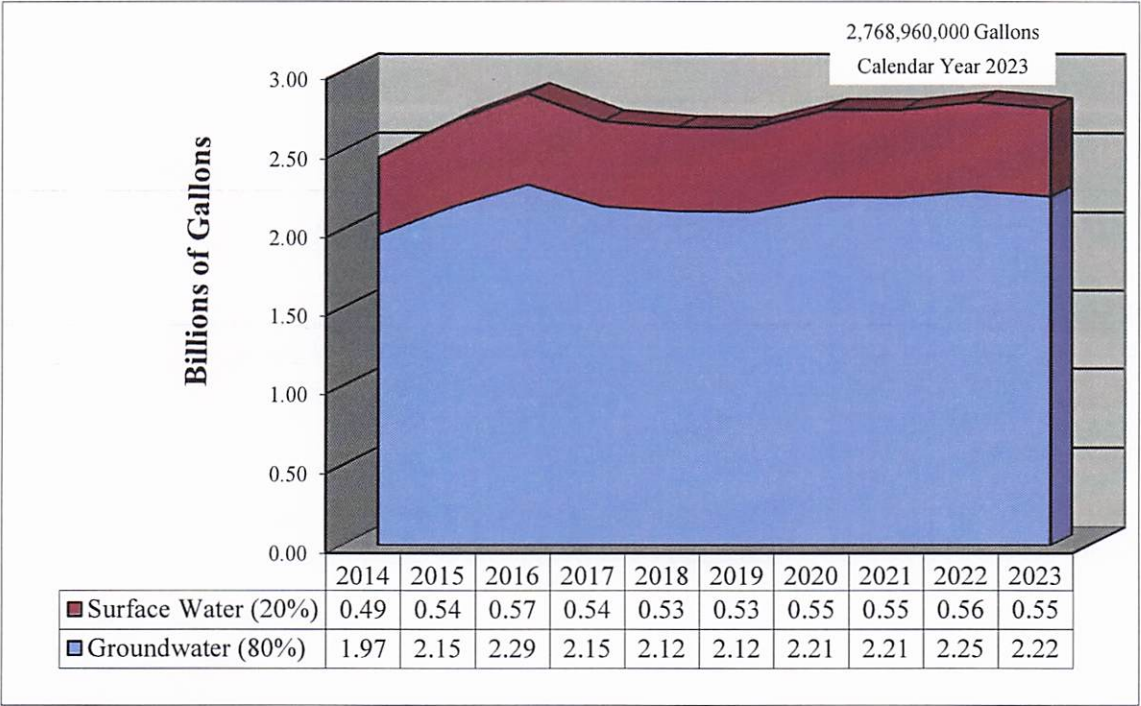
Treatment Plant Superintendent	1	Treatment Plant Mechanic	3
Treatment Plant Chief Operator	1	Laborer – Part Time	2
Treatment Plant Operator	4	Laborer – Seasonal	1
Maintenance Foreman	1		

Total Full Time Employees 10
Total Part Time Employees 3

Personnel History:

	<u>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>	<u>2024-25</u>
Full Time	10	10	10	10	10	10	10	10	10	10

Water Production in Billions of Gallons for Years 2014-2023





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, various sized valves, and approximately over 1050 fire hydrants located within the City's water distribution system.

Fiscal 2024 Accomplishments:

- Completed 320 work orders.
- Completed the Elm Street Water Line Replacement project.
- Begin the Water Meter Changeout project.
- Replaced a total of 20 Fire Hydrants.
- Started inventory on the Lead Inventory project.
- Installed 12 various sized valves to minimize service interruption during emergency situations.

Fiscal 2025 Objectives:

- Continue to improve the City's water distribution system by installing new valves and fire hydrants where needed.
- Continue to practice safety, work efficiently and improve customer service in daily operations.
- Complete the Water Meter changeout project.
- Complete capital projects on time.
- Complete Lead Inventory project.

PCUA - Water Distribution								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	618,761	631,899	704,590	819,963	609,067	847,588	27,625	3.37%
Material/Supplies	94,053	107,325	185,378	138,848	78,839	138,848	0	0.00%
Other Charges & Svcs	232,760	238,428	261,187	353,629	186,786	333,629	(20,000)	(5.66%)
Capital Outlay	567,377	565,933	893,130	605,000	2,284,555	640,000	35,000	5.79%
Transfers	84,931	97,717	126,398	111,900	52,585	115,177	3,277	2.93%
Department Total	1,597,882	1,641,303	2,170,683	2,029,340	3,211,832	2,075,242	45,902	2.26%

Approved Capital:

Elm Street Project – Broadway to Highland	\$210,000
Hydro-Vac Trailer	\$100,000
Trouble Truck Replacement Unit #621	\$90,000
Contingency Water Line Projects	\$75,000
24" EZ Installation – Grand & Central	\$65,000
Fire Hydrants	\$60,000
Water Meters/Battery Upgrades	\$40,000

Approved Budget Variances from Prior Year:

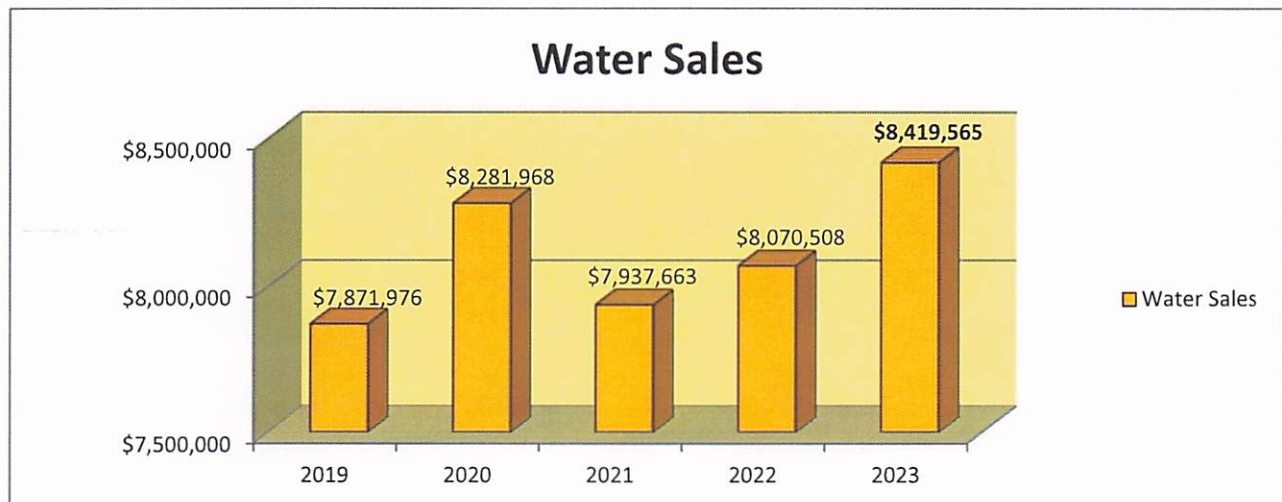
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	14,947	Electric Utilities	(20,000)
FICA	1,222	C/O Water System	<u>(605,000)</u>
Medicare	286		
Retirement Plan 2	1,725		
Health Insurance	8,878		
Life Insurance	402		
Workers Compensation	165		
Misc Capital Outlay	640,000		
Transfer to City Garage	3,000		
Transfer to Insurance	<u>277</u>		
Total	670,902	Total	(625,000)
Net Increase		<u>\$45,902</u>	

Personnel Summary:

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

Personnel History:

	<u>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>	<u>2024-25</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 2024 Accomplishments:

- With exceedingly high natural gas prices during and after the Winter Storm Uri (February 2021), OMPA billing from July of 2021 until September of 2022 was up about 42% from previous years. OMPA saw significant saving in the natural gas market in the spring of 2023 and determined to pass that savings on to member cities in the following months. As a result, power costs for the first six months in Fiscal Year 2023-2024 was \$11.6M compared to a cost of \$16.1M for the same period in Fiscal Year 2022-2023 (down 39%). The remainder for Fiscal Year 2023-2024 should see fairly normal power bills.

Fiscal 2025 Objectives:

- Despite the weather-induced spike in natural gas price in January 2024 (up to \$80.00 per MBTU for three days) gas prices are low and expected to remain fairly low during much of the year. OMPA is currently paying under \$2.00 per MBTU. As a result, OMPA has determined not to pass the high January prices to member cities in the form of increased energy charges. OMPA predicts that Ponca City's calendar year 2024 energy usage will increase 4% over 2023 usage. They report that transmission costs should remain stable so capacity (kW) charges should be within the normal range throughout calendar year 2024. Even with that, the total annual power bill OMPA predicts for Ponca City in 2024 is \$24.5M which is 10% higher than the average annual power bill in the 5 years before 2022.

PCUA - Purchased Power								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Other Charges & Svcs	21,401,340	26,651,743	26,046,212	29,000,000	16,480,831	26,000,000	(3,000,000)	(10.34%)
Department Total	21,401,340	26,651,743	26,046,212	29,000,000	16,480,831	26,000,000	(3,000,000)	(10.34%)

Approved Budget Variances from Prior Year:

Increases

Decreases

Purchased Power (3,000,000)

Total

0

Total

(3,000,000)

Net Decrease

(\$3,000,000)

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 2024 Accomplishments:

- Tested approximately 2,600 wood poles and replaced 200 inferior poles.
- Completed the conversion of three subdivisions from non-accessible primary overhead to underground.
- Reconducted and reconstructed six sections of primary conductor from brittle aged conductor to #2 ACSR (Aluminum Conductor Steel Reinforced).
- Repaired over 650 security and street lights.
- Converted the double circuit north of the Ponca City High School football stadium from overhead to underground to accommodate the High School's new multi-purpose facility and soccer field.
- Provided primary construction for several new 3-phase services.
- Completed construction for a 72-unit housing addition.
- Maintenance tested all system reclosers and capacitor banks for reliability.
- Upgraded the electric meter communication system so that meters report their own outages on the Department's Outage Management System.
- Achieved Gold status with Oklahoma Municipal Power Authority's Competitive Utility Program and received a \$20,000 check for the general fund and \$4,500.00 to be used towards matched advertising.
- Performed audit of all joint poles with AT&T and updated joint pole agreement.
- Replaced old overhead line on one block of Grand Avenue, between 4th Street and 5th Street with underground primary cable to increase the safety of workers in the alley, to beautify the alley and provide better lighting.
- Performed a feasibility study for a new transmission line and substation on the west side of Ponca City.
- Tested 250 meter locations for correct instrument metering and billing.
- Performed tree trimming, tree removals and right-of-way clearing in the 22 trimming areas equating to 25 percent of the system.

Fiscal 2025 Objectives:

- Test over 2,000 poles and replace inferior poles.
- Receive Platinum rating with American Public Power Association, Reliable Public Power Provider.
- 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.
- Complete construction on multiple housing revitalization projects.
- Continue to assist Ponca City Broadband by installing fiber, Wi-Fi radios and making business customer fiber connections as needed.
- Test all system reclosers and capacitor banks for reliability.
- Continue to update brittle overhead primarily lines to #2 ACSR.

- Continue to upgrade underground housing additions by replacing direct bury cable with cable in pipe to improve reliability.
- Replace and upgrade street light poles north and south of Highland Avenue on 5th Street.
- Install additional street lighting on Prospect west of 14th Street.
- Test 250 meter locations for correct instrument metering and billing.
- Continue with make-ready work for the Ponca City Broadband project as needed.

PCUA - Electric Distribution								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	2,751,336	2,925,942	3,148,516	3,226,602	2,396,001	3,387,995	161,393	5.00%
Material/Supplies	394,955	223,491	381,116	389,000	135,846	389,000	0	0.00%
Other Charges & Svcs	3,440,428	3,043,718	3,917,072	4,146,000	2,658,644	4,292,661	146,661	3.54%
Capital Outlay	830,788	1,425,343	1,087,857	2,215,000	1,397,491	2,960,000	745,000	33.63%
Debt Service	743,241	761,410	761,128	761,083	571,169	761,102	19	0.00%
Transfers	<u>6,731,855</u>	<u>7,110,882</u>	<u>7,318,499</u>	<u>7,452,198</u>	<u>5,674,362</u>	<u>7,628,523</u>	<u>176,325</u>	<u>2.37%</u>
Department Total	14,892,603	15,490,784	16,614,188	18,189,883	12,833,513	19,419,281	1,229,398	6.76%

Approved Capital:	Electric Distribution System	\$930,000
	Distribution Reinforcement Program	\$690,000
	Line Crew Bucket Truck	\$350,000
	East Circuit River Tie	\$300,000
	Trouble Crew Bucket Truck	\$285,000
	Capacitor Control Program	\$250,000
	Street Lighting	\$100,000
	Replace Roof on PCE Office	\$55,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	112,452	C/O Buildings	(2,000)
FICA	7,921	Debt Interest	(5,231)
Medicare	1,853	Transfer to PC Broadband	<u>(300,000)</u>
Retirement Plan 2	9,781		
ICMA Retirement	583		
Health Insurance	26,554		
Life Insurance	1,217		
Workers Compensation	1,032		
Chgs for General Svcs	121,661		
Tree Trimming Svcs	25,000		
C/O Misc Other Capital	650,000		
Sp Purp Vehicles & Trucks	97,000		
Debt Principal	5,250		
Transfer to General	89,668		
Transfer to Tech Services	60,000		
Transfer to Utility Billing	5,000		
Transfer to Insurance	21,657		
Transfer to Cap Impr Proj	<u>300,000</u>		
Total	1,536,629	Total	(307,231)
Net Increase		<u>\$1,229,398</u>	

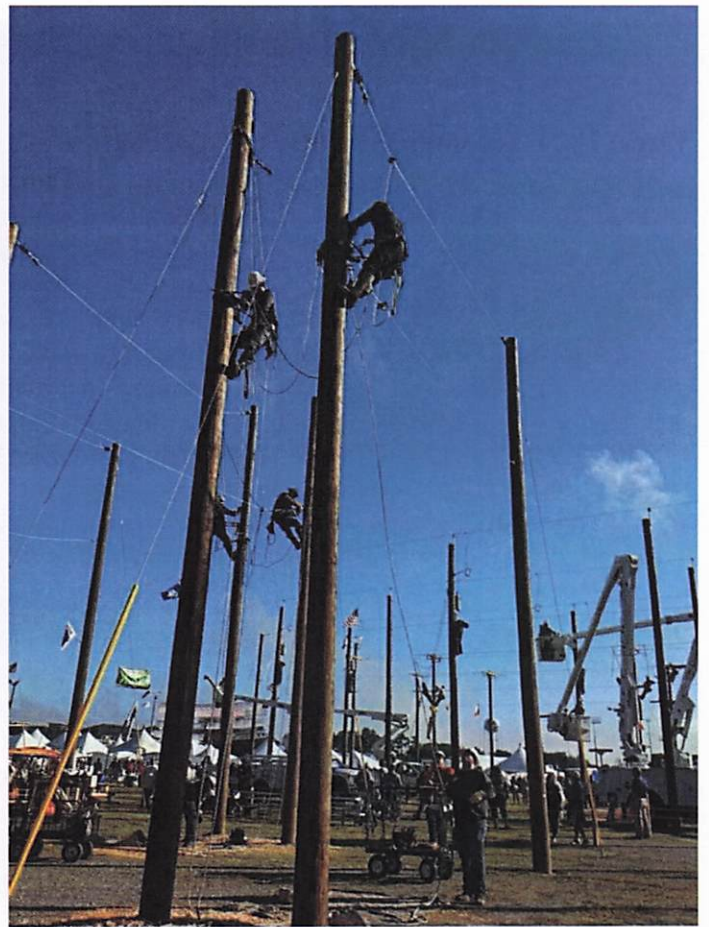
Personnel Summary:

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>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>	<u>2024-25</u>
Full Time	25	25	25	25	25	25	25	25	25	25



Ponca City Linemen placed 2nd in the Journeyman Hurtman Rescue at the 2024 American Public Power Association's Public Power Lineworkers Rodeo, held April 4-6, in Lafayette, Louisiana.

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 2024 Accomplishments:

- Continued to add residential and commercial customers.
- Pre-installed fiber to every unit at the existing Executive Inn complex.
- Completed the final cutover for fiber optic network access 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 continued 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 2025 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.
- Final engineering and construction of fiber to the home in the new housing development being constructed at North Fifth Street and Bradley Avenue.
- Final engineering and construction of the fiber route to Ponca City Energy.

Budget Highlights

- No capital projects went over budget.

PCUA - Broadband								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Outside Revenue	0	0	16,853	0	22,010	0	0	0.00%
Charges for Services	540,710	959,424	1,673,187	2,620,202	1,929,105	3,807,753	1,187,551	45.32%
Transfers In	300,000	660,000	1,200,000	1,200,000	1,200,000	600,000	(600,000)	(50.00%)
Other Income	<u>1,977</u>	<u>28,000</u>	<u>16,359</u>	<u>8,000</u>	<u>27,278</u>	<u>11,232</u>	<u>3,232</u>	<u>40.40%</u>
Total Revenues:	842,687	1,647,424	2,906,399	3,828,202	3,178,393	4,418,985	590,783	15.43%
EXPENDITURES:								
Personal Services	152,666	270,508	467,581	669,961	438,347	985,785	315,824	47.14%
Material/Supplies	90,606	219,936	332,961	362,000	278,125	378,750	16,750	4.63%
Other Charges & Svcs	270,879	311,609	438,580	599,100	389,202	621,900	22,800	3.81%
Capital Outlay	7,577	133,867	155,385	720,000	465,127	776,000	56,000	7.78%
Transfers	<u>15,308</u>	<u>378,980</u>	<u>936,000</u>	<u>1,355,434</u>	<u>942,661</u>	<u>1,464,132</u>	<u>108,698</u>	<u>8.02%</u>
Department Total	537,036	1,314,899	2,330,507	3,706,495	2,513,462	4,226,567	520,072	14.03%

Approved Capital:	Customer Installations	\$500,000
	Bucket Truck	\$165,000
	Installation Van/Truck (2)	\$75,000
	WiFi Radio Replacement	\$25,000
	Free WiFi Licensing and Support	\$11,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	203,864	Gas Utilities	(4,000)
FICA	12,640	Misc Other Charges	<u>(2,500)</u>
Medicare	2,956		
Retirement Plan 2	18,276		
Health Insurance	75,605		
Life Insurance	724		
Workers Compensation	1,759		
Wearing Apparel	2,000		
Motor Vehicle Maint	14,750		
Electric Utilities	2,800		
Broadband Support Svcs	20,000		
Misc Professional Svcs	4,000		
Community Promotion	2,500		
Misc Capital Outlay	56,000		
Transfer to Utility Billing	10,000		
Transfer to PCUA Bond	87,918		
Transfer to Insurance	<u>10,780</u>		
Total	526,572	Total	(6,500)
Net Increase		<u>\$520,072</u>	

Personnel Summary:

Assistant Director	1	Customer Service Rep/Installer	6
Central Office Technician	2	Fiber Field Technician	2

Total Full Time Employees 11

Personnel History:

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Full Time	2	2	5	7	8	11

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.
FY 24/25 (2) Customer Service Rep/Installer positions were added.
FY 24/25 Fiber Field 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 PCUA (Ponca City Utility Authority) where it operates as an Enterprise Fund and is completely funded by user fees.

Fiscal 2024 Accomplishments:

- Supported several City departments in the removal and disposal of debris generated from facility cleanup and code enforcement activities.
- Provided no-charge services to the community events such as the annual Spring Cleanup, Veterans Day Parade and the 4th of July fireworks display at Ponca Lake.
- Hosted and attended safety and educational meeting to enhance employees' safety awareness and job knowledge.
- Provided City wide leaf collection service.
- Replaced three Freightliner Packer trucks to complete the replacement project of all older packer trucks in the fleet.

Fiscal 2025 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:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	1,952,374	2,149,554	2,193,536	2,516,880	1,738,704	2,639,014	122,134	4.85%
Material/Supplies	40,597	38,384	44,278	58,536	30,855	58,536	0	0.00%
Other Charges & Svcs	228,330	262,428	271,705	361,207	227,553	361,207	0	0.00%
Capital Outlay	6,979	0	0	0	0	0	0	0.00%
Transfers	<u>1,484,666</u>	<u>1,482,401</u>	<u>1,712,982</u>	<u>1,755,796</u>	<u>1,167,306</u>	<u>1,823,519</u>	<u>67,723</u>	<u>3.86%</u>
Department Total	3,712,947	3,932,767	4,222,501	4,692,419	3,164,418	4,882,276	189,857	4.05%

Approved Capital:

None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	61,543	Car Allowance	(4,819)
Part Time Salaries	2,879		
Overtime	23,000		
FICA	5,877		
Medicare	1,375		
Retirement Plan 2	6,061		
ICMA Retirement PCUA	510		
Health Insurance	24,120		
Life Insurance	796		
Workers Compensation	792		
Transfer to Tech Services	50,000		
Transfer to Utility Billing	5,000		
Transfer to Insurance	<u>12,723</u>		
Total	194,676	Total	(4,819)
Net Increase		<u>\$189,857</u>	

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:

	<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>	<u>2024-25</u>
Full Time	31.83	31.83	30.83	30.83	30.83	30.83	30.83	30.83	30.83	30.83

Explanation: FY 17/18 Solid Waste Collector was eliminated because Recycling Center was outsourced to SCL.





Solid Waste - Landfill

Department Mission:

The Ponca City Landfill is a Municipal Solid Waste Disposal Facility that meets all applicable state and federal regulatory requirements while providing safe and convenient trash disposal to Ponca City and the surrounding communities.

Fiscal 2024 Accomplishments:

- Fulfilled annual requirements such as Methane Gas monitoring and reporting, Green House Gas reporting, Groundwater monitoring and reporting, Annual Compliance Certification and Semi-annual monitoring report for Title V Operating Permit.
- Passed multiple DEQ (Department of Environmental Quality) inspections without any problems.
- 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.
- Purchased a new Aljon Compactor to aid in compaction improvement for the Landfill.
- Completed venting project for Gas wells #7 and #8 in order to maintain the required DEQ emission standards.

Fiscal 2025 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.
- Complete construction of new scale house.
- Continue division's commitment to employee training by attending and hosting safety and educational meetings.

PCUA - Landfill								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	476,827	503,148	515,805	549,441	386,607	573,731	24,290	4.42%
Material/Supplies	8,394	7,068	12,624	17,616	7,111	17,616	0	0.00%
Other Charges & Svcs	133,333	131,339	148,656	186,139	124,231	186,139	0	0.00%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	0	0	0	0	0	0	0	0.00%
Transfers	<u>749,360</u>	<u>758,720</u>	<u>914,087</u>	<u>904,461</u>	<u>641,712</u>	<u>929,911</u>	<u>25,450</u>	<u>2.81%</u>
Department Total	1,367,914	1,400,275	1,591,172	1,657,657	1,159,661	1,707,397	49,740	3.00%

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	11,730		
Part Time Salaries	2,544		
FICA	1,110		
Medicare	260		
Retirement Plan 2	1,345		
Health Insurance	7,103		
Life Insurance	50		
Workers Compensation	148		
Transfer to Tech Services	20,000		
Transfer to Utility Billing	5,000		
transfer to Insurance	<u>450</u>		
	Total	49,740	Total 0
	Net Increase	<u>\$49,740</u>	

Personnel Summary:

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

Personnel History:

	<u>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>	<u>2024-25</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 2024 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 2025 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	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Transfer from Sld Wst	20,000	20,000	20,000	20,000	15,000	20,000	0	0.00%
Transfer from Landfill	30,000	30,000	30,000	30,000	22,500	30,000	0	0.00%
Interest Income	0	0	0	0	0	0	0	0.00%
Gain on Investment	0	0	0	0	0	0	0	0.00%
Total Revenues:	50,000	50,000	50,000	50,000	37,500	50,000	0	0.00%
EXPENDITURES								
Dues & Subscriptions	12,940	12,684	12,928	18,000	9,762	18,000	0	0.00%
Miscellaneous	0	0	0	0	0	0	0	0.00%
Total Expenditures:	12,940	12,684	12,928	18,000	9,762	18,000	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year: None

Personnel Summary: None

RECYCLING CENTER STATISTICS

<u>Type of Recyclable</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Cardboard	79.5	138.38	122.88	133.76	166.15	174.25	172
Newspapers	190.3	88.57	264.16	191.54	35.56	60.7	40.2
White Goods	8.47	0	0	0	0	0	0
Magazines	**	**	**	**	1.35	7.5	0.0
Office Paper	25.25	26.97	**	**	14.34	14.75	26.43
Glass	24.55	19.94	24.7	24.31	23.02	34.56	21.5
Books	**	**	**	**	3.38	5.24	0
Tin	2.62	7.32	13.09	4.91	4.38	4.97	3.77
Car Batteries	0.8	0	0	0	0	0	0
Aluminum Cans	2.1	2.74	0.5	2.34	1.65	2.9	1.8
Misc Paper	**	**	**	**	7.51	0	19.73
Mixed Metal	37.45	9.06	8.21	12.10	12.06	8.207	8.207
Total*	268.92	292.98	433.54	368.955	269.40	313.08	293.65

*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>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Trees	5,016	4,317	6,580	5,530	3,429	3,994	4,392
kWh of Energy	1,209,705	1,041,072	1,586,864	1,333,710	827,011	963,295	1,059,276
Gallons of Water	2,065,350	1,777,440	2,709,280	2,277,065	1,411,970	1,644,650	1,808,520
Cubic Yard of Landfill	974	838	1,277	1,073	645	752	827
Pounds of Air Pollution	17,703	15,235	23,222	19,518	12,103	14,097	15,502

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 2024 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 2025 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	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Misc Receipts	0	0	0	0	0	0	0	0.00%
Transfer from Sld Wste	325,000	325,000	400,000	400,000	300,000	400,000	0	0.00%
Transfer from Landfill	325,000	325,000	400,000	400,000	300,000	400,000	0	0.00%
Interest Income	19,597	12,516	52,585	25,000	43,259	50,000	25,000	100.00%
Income Disp Fixed Asset	0	0	0	0	0	0	0	0.00%
Total Revenues:	669,597	662,516	852,585	825,000	643,259	850,000	25,000	3.03%
EXPENDITURES								
Capital Outlay	476,493	1,036,386	2,843,614	126,500	898,051	1,008,000	881,500	696.84%
Total Expenditures:	476,493	1,036,386	2,843,614	126,500	898,051	1,008,000	881,500	696.84%

Approved Capital:

Landfill Dozer	\$663,000
Roll Off Truck	\$240,000
Half-Ton Pick Up Truck #702	\$45,000
2, 3, 4, and 6 Yard Rear Load Containers and Lids	\$40,000
30 Yard Open Top Containers (3)	\$20,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Pickup Trucks	285,000	Sp Purp Vehicles & Trucks	(26,500)
Landfill Equipment	663,000	Misc Capital Outlays	(40,000)
Total	948,000	Total	(66,500)

Net Increase \$881,500

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 2024 Accomplishments:

- Successfully switched credit card services from Elavon to Global Payments Integrated.
- Successfully implemented the credit card processing fees saving the Ponca City Utility Authority over \$400,000.00 annually.
- Completed the Oklahoma Municipal Power Authority: Competitive Utility Program training successfully.
- Revised the telephone options to make it more user friendly.
- Implemented a cross training strategy to make sure customer service standards are maintained due to the increased broadband questions.

<i>Payment Types</i>	<i>2020</i>	<i>2021</i>	<i>2019-2020 % Difference</i>	<i>2022</i>	<i>2021-2022 % Difference</i>	<i>2023</i>	<i>2022-2023 % Difference</i>
Window	74,744	72,075	-3.64%	79,885	10.27%	76,374	-4.49%
Box	27,404	19,114	-35.64%	12,592	-41.14%	13,598	7.68%
Mail	23,263	11,768	-65.63%	7,367	-45.99%	7,498	1.76%
Online/Internet	16,1605	19,297	14.99%	20,706	7.04%	21,692	4.65%
Bank Draft	27,943	33,653	18.54%	38,840	14.31%	38,979	0.35%
Credit Card Draft	9,325	1,248	-152.78%	N/A	N/A	N/A	N/A
Customer Serv Reps	11,909	16,502	32.33%	20,189	20.09%	25,867	24.66%

Fiscal 2025 Objectives:

- Explore the possibility and availability of a payment app for customer convenience.
- Complete the upgrade of water meters and transfer all data for billing.
- Rearrange Utility Billing office to accommodate more customer service representatives.
- Upgrade from Incode 9 to ERP Pro 10 Utility Billing.

Budget Highlights:

- Purchased two new pickup trucks for Utility Billing Service Technicians.

PCUA - Utility Billing Administration								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	455,895	485,219	509,919	556,075	376,659	651,883	95,808	17.23%
Material/Supplies	64,455	62,119	62,926	83,343	30,404	83,343	0	0.00%
Other Charges & Svcs	108,168	112,643	123,587	133,865	134,001	133,865	0	0.00%
Capital Outlay	0	0	0	50,000	34,564	0	(50,000)	(100.00%)
Transfers	<u>8,102</u>	<u>12,500</u>	<u>12,233</u>	<u>15,233</u>	<u>5,857</u>	<u>15,293</u>	<u>60</u>	<u>0.39%</u>
Department Total	636,620	672,480	708,665	838,516	581,485	884,384	45,868	5.47%

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	56,226	Retirement Plan 2	(5,738)
FICA	3,660	Special Purpose Equip	<u>(50,000)</u>
Medicare	856		
ICMA Retirement PCUA	11,832		
Health Insurance	28,041		
Life Insurance	370		
Workers Compensation	561		
Transfer to Insurance	<u>60</u>		
Total	101,606	Total	(55,738)
Net Increase		<u>\$45,868</u>	

Personnel Summary:

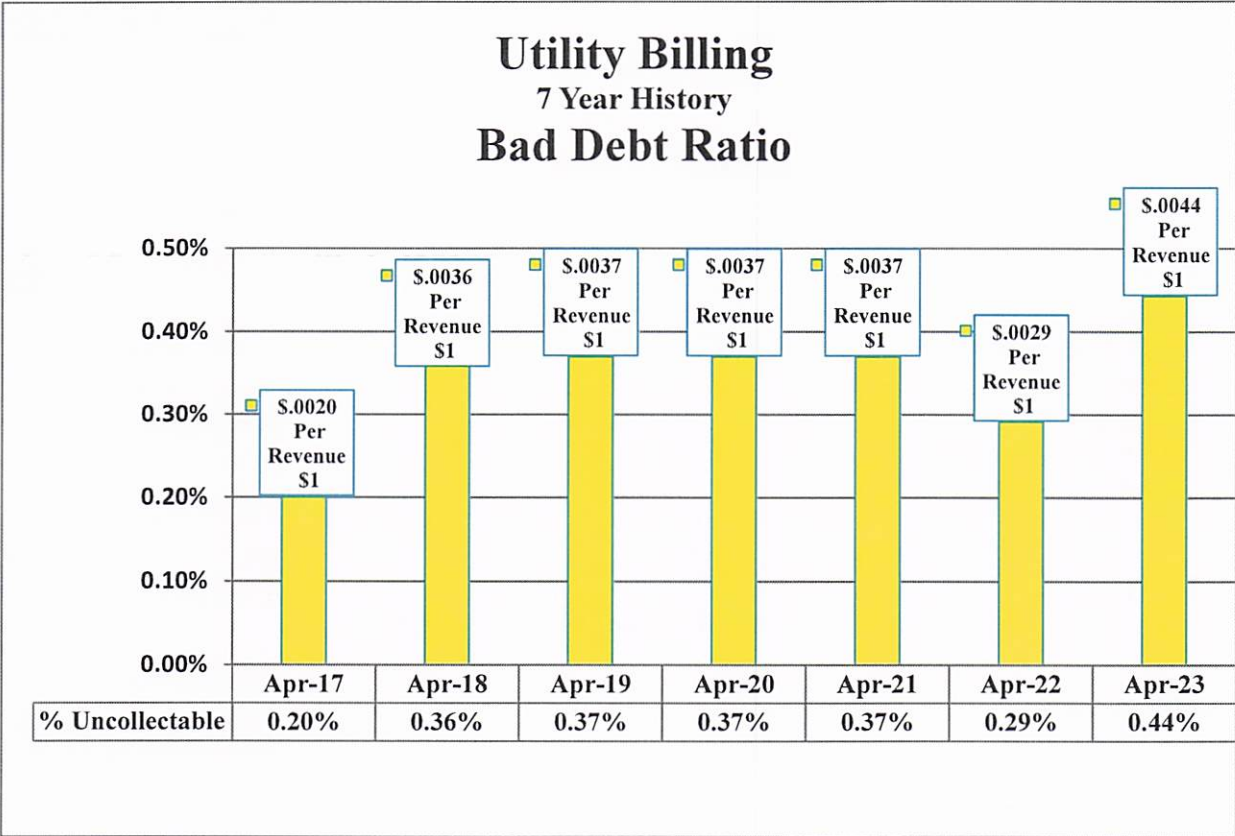
Office Manager	1	Billing Clerk II	3
Field Service Representative	2	Billing Clerk I	3
Customer Service Representative	1		

Total Full Time Employees 10

Personnel History:

	<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>	<u>2024-25</u>
Full Time	8	8	8	8	8	8	8	9	9	10

Explanation: FY 15/16 Office Specialist position was eliminated.
FY 22/23 Billing Clerk I was added.
FY 24/25 Customer Service Representative position was added.





Wastewater 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 2024 Accomplishments:

- Coordinated capital improvement needs for both Water Distribution and Water Treatment Divisions to ensure long-term financial sustainability.
- Contracted dam safety engineers to perform a geophysical survey (Ground Penetrating Radar) of the spillway at Lake Ponca Dam to determine subsurface conditions of the spillway.
- Continued to coordinate with Parks and Recreation staff to perform in-house maintenance and repairs to various parts of Lake Ponca Dam as per OWRB (Oklahoma Water Resources Board) requirements, including the purchase of two specialized mowers for maintaining the extremely steep dam slopes.
- Selected and worked with Freese and Nichols for two of the ARPA (American Rescue Plan Act) competitively-funded projects: Kaw Reservoir Alternatives Analysis and Lead and Copper Rule Planning.
- Worked with City management, water rights attorney and OWRB to secure a Schedule of Use agreement for use of Kaw Lake water as a raw water source.

Fiscal 2025 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 for all water production and distribution projects throughout design, bidding and construction phases.
- Continue to monitor Environmental Protection Agency regulations on emerging contaminants to ensure adequate and timely compliance with future regulations.
- Fulfill state and federal procurement and reporting requirements for three ARPA funded projects.
- Complete Kaw Reservoir Alternatives Analysis.
- Complete lead service line inventory and work on other project deliverables as EPA and Department of Environmental Quality rules become finalized.
- Seek State Revolving Fund funding for upcoming projects.

PCUA - Wastewater Administration								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	80,607	83,658	71,897	94,351	62,643	101,189	6,838	7.25%
Material/Supplies	1,203	67	1,593	1,980	934	2,880	900	45.45%
Other Charges & Svcs	263,205	266,379	288,414	330,850	233,543	329,950	(900)	(0.27%)
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	375,997	375,997	378,004	375,996	369,974	375,496	(500)	(0.13%)
Transfers	<u>788,498</u>	<u>1,011,068</u>	<u>5,340,246</u>	<u>1,826,083</u>	<u>1,514,725</u>	<u>2,222,629</u>	<u>396,546</u>	<u>21.72%</u>
Department Total	1,509,510	1,737,168	6,080,154	2,629,260	2,181,819	3,032,144	402,884	15.32%

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	4,095	Telephone Svc Local	(3,700)
FICA	289	Debt Interest	(8,346)
Medicare	68	Agent Fee	(2,120)
Retirement Plan 2	106	transfer to PC Broadband	<u>(300,000)</u>
ICMA Retirement PCUA	301		
Health Insurance	1,789		
Life Insurance	148		
Workers Compensation	42		
Office Supplies	300		
Office Furnishings	200		
Food Supplies	400		
Legal Notices	100		
Misc Professional Svc	1,000		
Dues & Subscriptions	200		
Education & Training	1,500		
Debt Principal	9,966		
Transfer to General	329,336		
Transfer to Tech Services	55,000		
Transfer to Utility Billing	10,000		
Transfer to Insurance	2,210		
Transfer to Capt Imprv Projects	<u>300,000</u>		
Total	717,050	Total	(314,166)
Net Increase		<u>\$402,884</u>	

City of Ponca City
2024-25 Operating Budget

Personnel Summary:

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

	<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>	<u>2024-25</u>
Full Time	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83



Wastewater Fund – Treatment

Department Mission:

The Wastewater Treatment 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 2024 Accomplishments:

- Successfully treated over 1.34 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.
- Completed construction of the Sludge Dewatering System Rehabilitation Project.
- Completed phase two Liftstation SCADA (Supervisory Control and Data Acquisition) Upgrade Project.
- Completed replacement of chemical feed equipment.

Fiscal 2025 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.
- Replace aeration basin diffusers on one of the four quadrants.
- Upgrade SCADA system at Wastewater Treatment Plant operations center.
- Replace one of the three return sludge pumps.

PCUA - Wastewater Treatment								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	698,627	743,988	755,936	913,018	632,518	970,169	57,151	6.26%
Material/Supplies	270,795	266,671	323,763	327,600	185,334	312,600	(15,000)	(4.58%)
Other Charges & Svcs	495,011	576,244	525,187	647,000	331,659	600,500	(46,500)	(7.19%)
Capital Outlay	200,621	852,934	1,017,962	145,000	789,685	440,000	295,000	203.45%
Transfers	<u>98,095</u>	<u>116,945</u>	<u>93,609</u>	<u>100,088</u>	<u>73,772</u>	<u>97,516</u>	<u>(2,572)</u>	<u>(2.57%)</u>
Department Total	1,763,149	2,556,782	2,716,457	2,132,706	2,012,968	2,420,785	288,079	13.51%

Approved Capital:	Replace Aeration Basin Diffuser Equipment	\$200,000
	Upgrade Wastewater Treatment Plant SCADA	\$175,000
	Replace Return Pump	\$65,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	18,451	Wastewater	(15,000)
Part Time Salaries	20,800	Electric Utilities	(35,000)
FICA	2,815	Gas Utilities	(6,000)
Medicare	658	Engineering Services	(5,500)
Retirement Plan 2	2,153	Wasterwater Lift Station Imp	(145,000)
Health Insurance	11,794	Transfer to Insurance	<u>(2,572)</u>
Life Insurance	79		
Workers Compensation	401		
Misc Capital Outlay	<u>440,000</u>		
Total	497,151	Total	(209,072)
Net Increase		<u>\$288,079</u>	

Personnel Summary:

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

Total Full Time Employees 11
Total Part Time Employees 2

Personnel History:

	<u>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>	<u>2024-25</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 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 2024 Accomplishments:

- Completed construction of the West Grand Sewer Project Phase I.
- Approved preliminary plans and applied for permit for West Grand Sewer Project Phase II.
- Performed preventive maintenance tasks to maintain and improve conditions of City's Wastewater Collection System:
 - Flushed over 445,000 feet of sewer mains.
 - Filmed over 14,500 feet of sewer mains to evaluate pipe conditions.
 - Treated over 35,000 feet of pipes with proprietary root control chemicals.

Fiscal 2025 Objectives:

- Continue with the preventative maintenance program to minimize Unpermitted Discharges.
- Begin construction of the Bois D' Arc Sewer Interceptor Replacement Project.
- Improve the City's Wastewater Collection System with capital project(s) and point-to-point repairs.
- Continue the division's commitment to safety.
- Use grant funds to improve the wastewater system.
- Begin Osage Street sewer line replacement.

PCUA - Wastewater Collection								
EXPENDITURES:	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Personal Services	378,056	403,954	451,539	456,950	304,535	473,785	16,835	3.68%
Material/Supplies	46,171	60,016	71,492	109,985	52,151	103,750	(6,235)	(5.67%)
Other Charges & Svcs	94,920	50,160	53,560	65,043	56,319	141,043	76,000	116.85%
Capital Outlay	507,739	1,320,237	690,542	2,075,000	260,827	1,145,000	(930,000)	(44.82%)
Transfers	<u>42,374</u>	<u>52,110</u>	<u>63,569</u>	<u>79,166</u>	<u>29,074</u>	<u>84,354</u>	<u>5,188</u>	<u>6.55%</u>
Department Total	1,069,260	1,886,477	1,330,702	2,786,144	702,906	1,947,932	(838,212)	(30.09%)

Approved Capital:

Replace Unit #635	\$625,000
Osage Sewer Line Replacement	\$400,000
Contingency Wastewater Line Projects	\$70,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	8,247	Wastewater Sys Maint	(6,235)
FICA	664	C/O Sewer System	<u>(930,000)</u>
Medicare	156		
Retirement Plan 2	937		
Health Insurance	6,202		
Life Insurance	43		
Workers Compensation	86		
Subsistence Expense	500		
Misc Contractual Serv	76,000		
Transfer to Insurance	<u>5,188</u>		
Total	98,023	Total	(936,235)
Net Decrease		<u>(838,212)</u>	

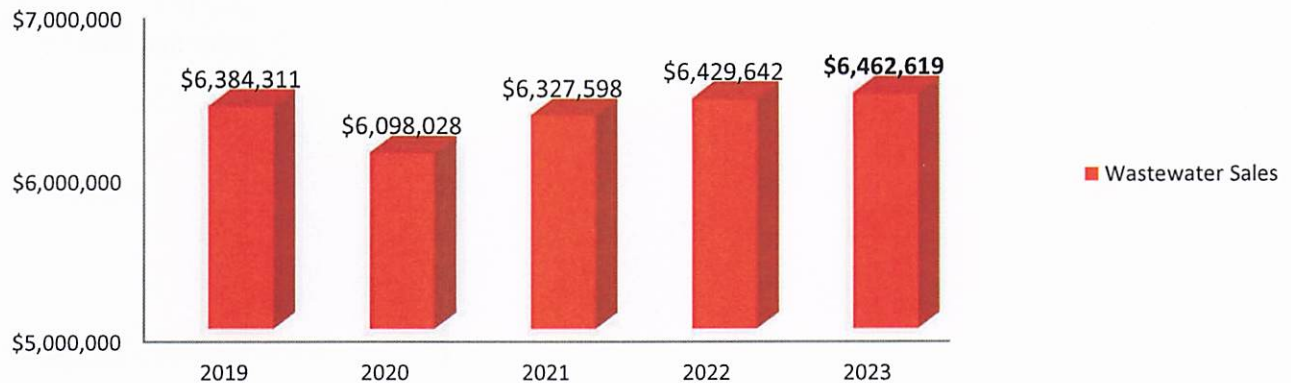
Personnel Summary:

Supervisor	1	Maintenance Worker I	2
Maintenance Worker II	3		
Total Full Time Employees		6	

Personnel History:

	<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>	<u>2024-25</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 2024 Accomplishments:

- Completed phase I of the Joe Street Drainage Improvement Project, including the regional detention basin and utility/easement work.
- Completed the second 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. Permits include the Ponca City Regional Airport, City Garage, Ponca City Energy, Landfill and Wastewater Treatment Plant.
- Worked with Freese and Nichols to update the Stormwater Pollution Prevention Plan.
- Held the Fifty-First Annual Earth Day Celebration along with Solid Waste, Parks and Recreation and Ponca City Energy.
- Cohosted biennial Household Hazardous Waste Event with Phillips 66 staff to safely collect and dispose of hazardous chemicals, electronics, and medications.
- 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 2025 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.
- Hire consultant to complete plans for Hartford Avenue Detention Pond project.
- Continue funding for any unanticipated drainage issues that arise.

PCUA - Stormwater								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Stormwater Fee	562,247	589,729	625,422	650,875	496,945	667,147	16,272	2.50%
Other Revenues	11,479	31,840	43,926	16,500	47,114	36,500	20,000	121.21%
Total Revenues:	573,726	621,569	669,348	667,375	544,059	703,647	36,272	5.44%
EXPENDITURES:								
Personal Services	33,917	36,207	37,555	46,731	30,297	49,230	2,499	5.35%
Materials & Supplies	13,715	5,585	3,539	60,000	3,125	60,000	0	0.00%
Other Charges & Svcs	53,966	146,718	99,424	178,762	58,540	178,762	0	0.00%
Capital Outlay	276,506	153,485	313,811	750,000	595,850	100,000	(650,000)	(86.67%)
Transfers	30,000	30,000	55,000	65,000	48,750	110,000	45,000	69.23%
Total Expenditures	408,104	371,995	509,329	1,100,493	736,562	497,992	(602,501)	(54.75%)

Approved Capital: Stormwater Contingency \$100,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,026	C/O Stormwater System	(650,000)
FICA	98		
Medicare	23		
Retirement Plan 2	138		
Health Insurance	1,007		
Life Insurance	196		
Workers Compensation	11		
Transfer to Tech Svcs	40,000		
Transfer to Utility Billing	5,000		
Total	47,499	Total	(650,000)
Net Decrease		(602,501)	

Personnel Summary:

Stormwater Advocate .5

Total Full Time Employees .5

Personnel History

	<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>	<u>2024-25</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 2024 Accomplishments:

- Upgraded and replaced the email archiving software to ensure on-going requirements to preserve and report various emails on that system.
- Deployed a parallel set of servers in the Disaster Recovery Data Center to ensure seamless restoration of data in the event of a catastrophe/emergency.
- Re-organized, re-cabled and labeled/documented network ports at all City network switch room locations.
- Replaced one of the aging VDI cluster servers and added an additional server to provide higher capacity.
- Upgraded the City's VoIP Call Manager System, which is the system used to provide desktop telephones to all City Departments.
- Built and configured new server hardware to begin the upgrade process for Incode.
- Installed a City-wide business telephone intercom notification system that provides the ability to quickly make emergency announcements to City staff.
- Upgraded and deployed new app-delivery and profile management system for VDI and migrated users to new environment.
- Created call queuing system for Utility Billing to manage increased call load.
- Upgraded operating systems on main server farm to newer version.
- Installed and configured Wi-Fi radio devices throughout the new Public Safety Center and Jail buildings.
- Assisted Ponca City Energy with creation and deployment of electrical outage web viewer.

Fiscal 2025 Objectives:

- Continue to increase Cybersecurity awareness and safety to end users.
- Work with Broadband staff to continue formulating a plan to move the City's private network over to the new fiber infrastructure.
- Continue the planning process for replacing the City's core network switch.

PCUA - Technology Services								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Transfers	870,000	964,306	1,160,000	1,160,000	872,500	1,490,000	330,000	28.45%
Misc. Receipts	<u>0</u>	<u>4,306</u>	<u>370</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	870,000	968,612	1,160,370	1,160,000	872,500	1,490,000	330,000	28.45%
EXPENDITURES								
Personal Services	433,359	467,966	485,643	512,878	387,721	551,975	39,097	7.62%
Material & Supplies	47,120	29,620	29,627	62,830	13,039	62,830	0	0.00%
Other Charges & Svcs	271,051	285,909	303,318	344,250	241,593	359,070	14,820	4.31%
Capital Outlay	121,637	18,508	161,073	260,500	117,461	428,000	167,500	64.30%
Debt Service	101,974	101,983	25,496	0	0	0	0	0.00%
Transfers	<u>3,226</u>	<u>3,226</u>	<u>3,659</u>	<u>3,820</u>	<u>3,820</u>	<u>3,809</u>	<u>(11)</u>	<u>(0.29%)</u>
Total Expenditures:	978,366	907,212	1,008,816	1,184,278	763,634	1,405,684	221,406	18.70%

Approved Capital:	Commission Chamber Audio/Visual Equipment	\$125,000
	Core Switch Replacement	\$92,500
	Disaster Recovery VDI Host	\$75,000
	VDI Annual Licensing	\$50,000
	VDI Replacement Server	\$35,000
	Patch Management Annual Licensing	\$22,500
	Network Switch Room Hardware	\$20,000
	Uninterruptible Power Supplies	\$8,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	26,297	Transfer to Insurance	<u>(11)</u>
FICA	1970		
Medicare	461		
ICMA Retirement PCUA	3,020		
Health Insurance	5,035		
Life Insurance	2,030		
Workers Compensation	284		
Maint & Service Contracts	14,820		
Misc Capital Outlay	<u>167,500</u>		
Total	221,417	Total	(11)
Net Increase	<u>221,406</u>		

Personnel Summary:

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

Total Full Time Employees **4**

Personnel History:

	<u>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>	<u>2024-25</u>
Full Time	4	4	4	4	4	4	4	4	4	4
Explanation:	FY 13/14 Assistant T/S Director was added.									

Golf Course

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

Fiscal 2024 Accomplishments:

- Completed construction and opened driving range.
- Completed construction and opened short game area.
- Held a full field of 72 players for a 17-week Wednesday Night League for the fourth consecutive year.
- 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 three for a total of 45 tournaments.
- Created new lake views by removing trees and shrubs along the lake shore. This was completed with the help from the Parks and Recreation Department.
- Reshaped bunker on #16.
- Cleaned out surround of ponds on #16.
- Maintained 4 Star ranking by Golf Digest.

Fiscal 2025 Objectives:

- Increase revenue 10% by holding demo days, skills competitions and clinics on new driving range and short game area.
- Create more events with local businesses and clubs.
- Continue working with Parks and Recreation Department to create more scenic views of the lake.
- Construct new tees on holes #4, #16 and #17.
- Dredge out the debris and refill ponds on #2 and #3.
- Clean up surround of maintenance barn and dispose of non-working equipment.
- 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.

City of Ponca City
2024-25 Operating Budget

Enterprise Funds - Golf Course								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Annual Green Fees	48,758	50,793	66,143	52,000	21,134	52,000	0	0.00%
Daily Green Fees	160,308	152,706	189,454	202,000	108,255	282,000	80,000	39.60%
Tournament Fees	0	2,132	0	0	0	0	0	0.00%
Pro Shop Sales	170,914	79,788	194,619	136,500	54,966	156,500	20,000	14.65%
Golf Course Locker Fee	0	0	0	0	47	0	0	0.00%
Golf Cart Rentals	138,319	145,642	127,285	160,000	8,018	160,000	0	0.00%
Private Cart Fees	2,572	3,079	4,163	0	598	0	0	0.00%
Daily Cart Rentals	0	0	59,001	0	92,998	0	0	0.00%
Cart Trail Fees	322	639	3,487	2,500	2,189	2,500	0	0.00%
Sales Tax Paid	187	(1,428)	(2,417)	0	0	0	0	0.00%
Concession	78,199	72,219	79,819	60,000	61,018	60,000	0	0.00%
Contrib from Funds	430,000	430,000	410,000	330,000	247,500	530,000	200,000	60.61%
Cash Over/Short Rev	340	53	(37)	0	(345)	0	0	0.00%
Other Revenues	67	13,349	0	0	117	0	0	0.00%
Total Revenues:	1,029,984	948,972	1,131,517	943,000	596,495	1,243,000	300,000	31.81%
EXPENDITURES								
Personal Services	455,244	508,551	560,193	603,206	450,953	626,559	23,353	3.87%
Material & Supplies	85,582	102,803	119,522	111,600	74,611	111,600	0	0.00%
Other Charges & Svcs	231,130	278,103	295,016	284,500	185,439	284,500	0	0.00%
Capital Outlay	0	0	0	0	0	177,500	177,500	0.00%
Transfers	29,079	31,079	31,707	100,002	25,761	37,684	(62,318)	(62.32%)
Total Expenditures:	801,035	920,537	1,006,438	1,099,308	736,764	1,237,843	138,535	12.60%

Proposed Capital:	11 Ft Wide Rotary Rough Mower	\$115,000
	30x45x13 Equipment Storage Building	\$45,000
	Irrigation Computer Upgrade	\$17,500

Proposed Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	15,370	Part Time Salaries	(2,000)
FICA	1,057	Transfer to Insurance	(62,318)
Medicare	247		
Retirement Plan 1	1,479		
Health Insurance	6,202		
Life Insurance	870		
Workers Compensation	128		
Misc Capital Outlay	177,500		
Total	202,853	Total	(64,318)

Net Increase **138,535**

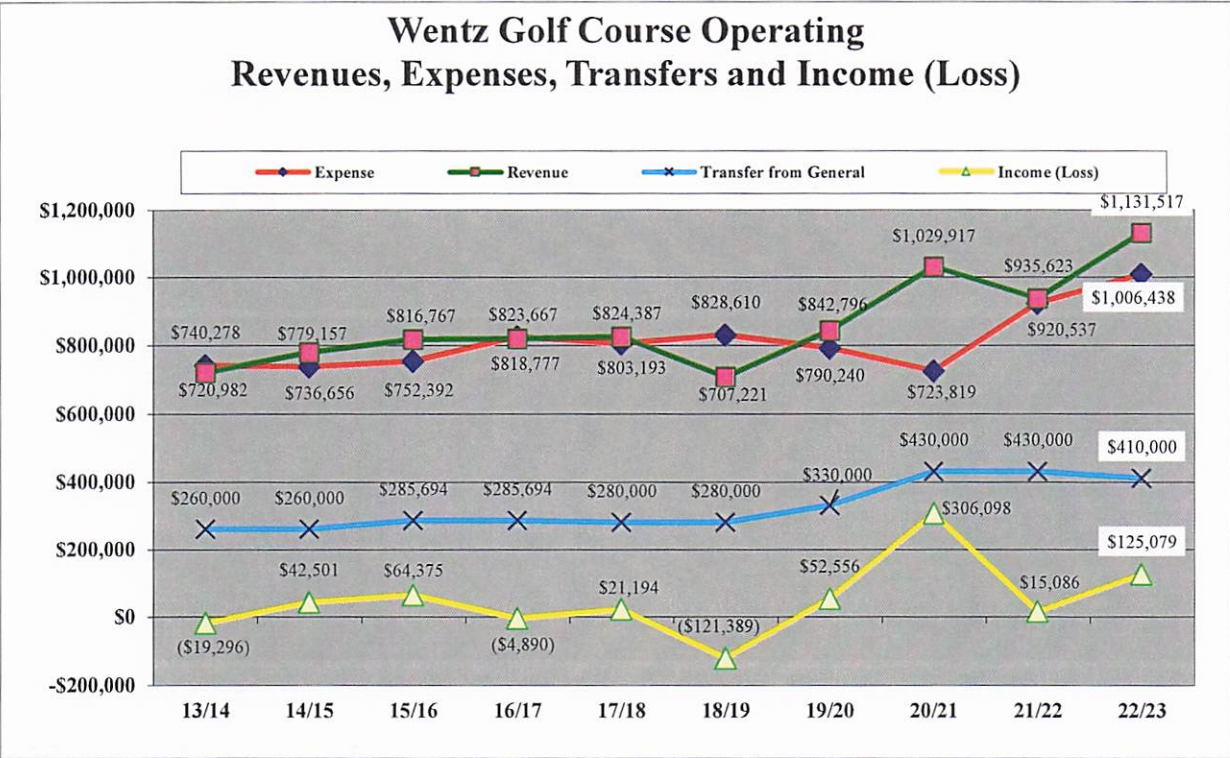
Personnel Summary:

Golf Professional/Manager	1	Small Engine Mechanic	1
Assistant Golf Professional	1	Laborer – Part Time	9
Grounds Superintendent	1	Concession Manager – Part Time	1
Maintenance Worker II	2	Concession Attendant – Part Time	1

Total Full Time Employees	6
Total Part Time Employees	11

Personnel History:

	<u>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>	<u>2024-25</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 2022/23 utility expense was approximately \$29,898.



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

Fiscal 2024 Accomplishments:

- Added 30 new stanchion poles and 30 new black rope dividers.
- Added 2 new pond pumps for Whitemarsh Lake.
- Completed Gate House renovations which included repairing plaster and paint in living room, installing kitchen and bathroom sinks, replacing hardwood flooring in the main living room area.
- Hosted the Annual Oktoberfest. In spite of excessive dry conditions, was attended by over 10,000 people.
- Hosted, with the help of the Marland Estate Foundation and Docents, a candlelight tour of the Marland Mansion. Several hundred visitors attended this one night event.
- Marland Estate Foundation is funding the acquisition and restoration of multiple Marland furniture items that are original to the Marland Mansion.
- Marland Estate Foundation is also funding "Metropolitan Restoration Inc." to restore multiple pieces of Marland Original furniture already located at the Marland Estate.

Fiscal 2025 Objectives:

- Work with Green Country Marketing Association, Red Carpet Country and Oklahoma Tourism and Recreation Department to expand and enhance all areas of advertising.
- Evaluate new uses for Historic Gate House on Monument Road.
- Continue detailing plaster/paint; rust proofing/painting of wrought iron doors and windows; and 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 per week.
- Evaluate Angela Hall for future usage.

Budget Highlights:

- Hosted, with the help of several Ponca City individuals, the reception for the Killer of the Flower Moon premiere in October 2023.

Enterprise Funds - Marland Estate								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Outside Revenue	0	61,000	0	0	0	0	0	0.00%
Charges for Services	115,132	138,335	150,286	142,000	126,799	165,000	23,000	16.20%
Contribution from Funds	320,000	320,000	220,000	370,000	277,500	400,000	30,000	8.11%
Other Revenues	<u>2,120</u>	<u>23,183</u>	<u>17,795</u>	<u>6,000</u>	<u>2,585</u>	<u>6,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	437,252	542,518	388,081	518,000	406,884	571,000	53,000	10.23%
EXPENDITURES								
Personal Services	305,380	329,400	366,255	416,620	298,212	431,654	15,034	3.61%
Material & Supplies	26,842	39,247	35,056	42,214	25,517	38,154	(4,060)	(9.62%)
Other Charges & Svcs	39,884	54,811	61,666	48,941	44,994	45,941	(3,000)	(6.13%)
Capital Outlay	17,010	67,971	32,637	31,000	18,547	0	(31,000)	(100.00%)
Transfers	<u>25,824</u>	<u>25,642</u>	<u>26,532</u>	<u>28,067</u>	<u>20,205</u>	<u>33,965</u>	<u>5,898</u>	<u>21.01%</u>
Total Expenditures:	414,939	517,070	522,146	566,842	407,475	549,714	(17,128)	(3.02%)

Proposed Capital: Exterior Masonry Stone Repair and Replacement (CIP Fund) \$25,000
Interior and Exterior Wood Door Repair (CIP Fund) \$20,000

Proposed Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	9,317	Buildings Maint	(4,060)
FICA	698	Gas Utilities	(3,000)
Medicare	163	C/O Bldg Addition & Improve	<u>(31,000)</u>
Retirement Plan 1	955		
Health Insurance	3,650		
Life Insurance	166		
Workers Compensation	85		
Transfer to Insurance	<u>5,898</u>		
Total	20,932	Total	(38,060)

Net Decrease **(\$17,128)**

Personnel Summary:

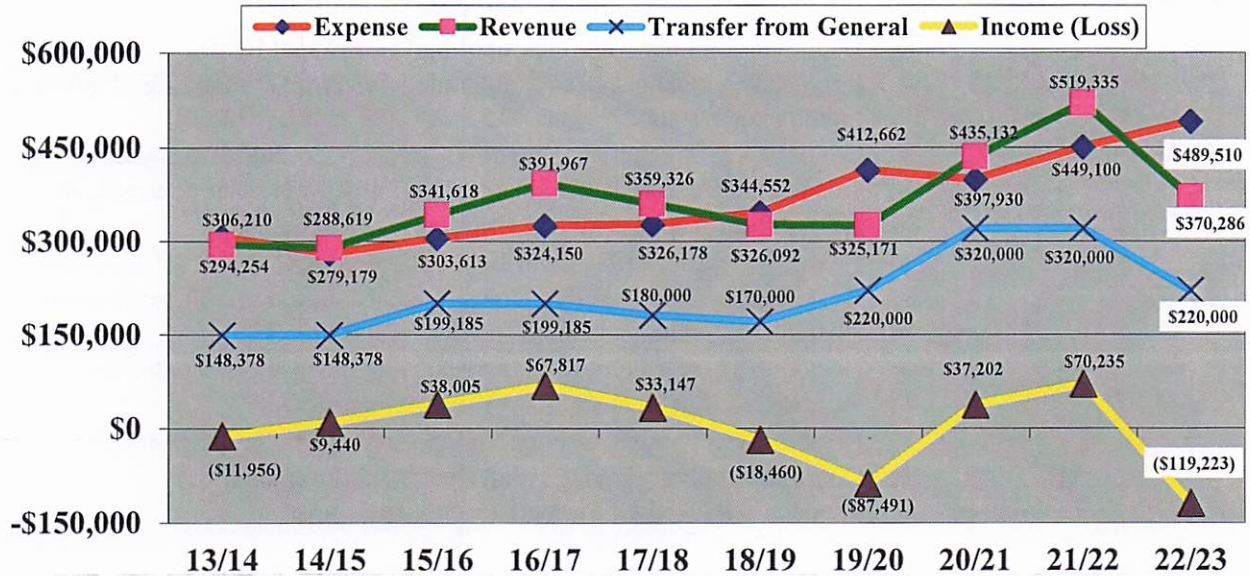
Event Director	1	Operations Specialist/Event Coordinator	1
Administrative Assist/Gift Shop Manager	1	Gift Shop Attendant – Part Time	2
Maintenance Worker II	2	Custodian – Part Time	1
Total Full Time Employees		4.75	
Total Part Time Employees		3	

Personnel History:

	<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>	<u>2024-25</u>
Full Time	4	4	4	4	5	5	4.75	4.75	4.75	4.75

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

Marland Estate Operating Revenues, Expenses, Transfers and Income(Loss)



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 2022/23 utility expense was approximately \$102,920.

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 2024 Accomplishments:

- Reset climbing wall handhold routes.
- Replaced broken/cracked tile throughout facility.
- Converted cardio lighting to flat panel LED.
- Replaced climbing wall track lighting to LED spot lights.
- Replaced Switchgear and upgraded electrical metering hardware and monitoring systems.
- Continued contracted agreement with Splash Co. Survival Swim.
- Opened the RecBar; selling shakes, smoothies and other concessions.
- Hosted third Annual Holiday Craft Fair – 38 vendors.
- Hosted Valentine’s Day Craft Fair – 40 vendors.
- Hosted eight American Red Cross lifeguard trainings – 80 participants.
- Hosted five Oklahoma Blood Institute blood drives.
- Hosted Silver Sneakers with an average attendance of 75 patrons.
- Hosted Discover Scuba class – 13 participants.
- Hosted seven Family Activity Nights – average 54 participants.
- Coordinated the following Adult Sports and Programs:
 - Men’s Basketball Spring Season – six teams.
 - Men’s Basketball Fall Season – six teams.
 - Women’s Basketball Fall Season – six teams.
 - Calavera Decorating Class – 10 participants.
- Coordinated the following Youth Sports, Camps and Classes:
 - Youth Girls Volleyball League – 23 participants.
 - Youth Girls Volleyball Camp – 30 participants.
 - Pre-K – 2nd grade Tiny Tots Camp – 30 participants.
 - Pre-K – Kindergarten Boys and Girls Basketball – 26 participants.
 - 1st – 2nd Grade Boys and Girls Basketball – 72 participants.
 - 3rd – 6th Grade Boys and Girls Basketball – 187 participants.
 - 3rd – 6th Grade Boys and Girls Basketball Camp – 33 participants.
 - 3rd – 6th Grade Homeschool PE – 28 participants.
 - 6th – 8th Grade Safe Sitter Babysitting Essentials Class – four participants.
- Partnered with K9 Dog Training Club to host Responsible Dog Owner Day, event included multiple vendors and activities.
- 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.

Fiscal 2025 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	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Memberships	657,170	696,597	712,813	691,090	520,475	724,145	33,055	4.78%
Daily Fees	54,657	66,639	75,161	60,000	65,186	70,000	10,000	16.67%
Locker Rental	11,492	11,449	10,982	8,000	8,327	10,000	2,000	25.00%
Laundry	855	650	668	500	986	500	0	0.00%
Kidzone	1,716	392	464	500	280	500	0	0.00%
Rental Facility	37,323	51,059	53,465	45,000	34,495	45,000	0	0.00%
Concession	5,051	8,855	28,102	14,000	59,115	5,000	(9,000)	(64.29%)
Rec-Bar Revenue	0	0	0	0	0	55,000	55,000	0.00%
Aquatic Programs	14,828	18,919	24,613	12,000	10,738	15,000	3,000	25.00%
Sports Programs	29,581	23,453	24,789	30,000	23,866	30,000	0	0.00%
Personal Training	4,930	6,304	5,185	6,000	2,980	6,000	0	0.00%
Health and Fitness	1,942	411	0	10,000	0	10,000	0	0.00%
Summer Camp	157	2,455	850	7,500	0	7,500	0	0.00%
Special Events	24,110	22,965	10,821	14,000	8,857	14,000	0	0.00%
Transfer from General	450,000	400,000	400,000	300,000	225,000	450,000	150,000	50.00%
Cash Long/Short	4	117	497	0	484	0	0	0.00%
Interest Income	3,185	2,303	10,657	4,000	15,354	8,000	4,000	100.00%
Other Income	7,545	2,153	103	0	2,529	0	0	0.00%
Total Revenues:	1,304,545	1,314,721	1,359,170	1,202,590	978,672	1,450,645	248,055	20.63%
EXPENDITURES								
Personal Services	529,448	478,498	549,216	610,110	445,578	640,750	30,640	5.02%
Material & Supplies	198,747	179,987	205,572	246,100	163,334	246,100	0	0.00%
Other Charges & Svcs	419,878	447,980	475,820	487,150	284,330	487,150	0	0.00%
Capital Outlay	0	0	20,721	60,000	0	0	(60,000)	(100.00%)
Transfers	0	0	39,472	41,209	30,907	50,714	9,505	23.07%
Total Expenditures:	1,148,073	1,106,465	1,290,801	1,444,569	924,149	1,424,714	(19,855)	(1.37%)

Proposed Capital:

Play Structure

(CIP Fund) \$65,000

Proposed Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	10,282	C/O Bldg Addition & Improve	<u>(60,000)</u>
Part Time Salaries	15,830		
FICA	1,509		
Medicare	353		
Retirement Plan 1	307		
Health Insurance	2,120		
Life Insurance	29		
Workers Compensation	210		
Transfer to Insurance	<u>9,505</u>		
Total	40,145	Total	(60,000)
Net Decrease		(\$19,855)	

Personnel Summary:

Senior Maintenance Worker	1	Membership Assistant	3
Total Full Time Employees		4	
Total Part Time Employees		52	

Personnel History:

	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Full Time	3	2	2	4	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 2024 Accomplishments: • Worked with a consultant on the design of a new terminal building and parking aprons.

Fiscal 2025 Objectives: • Acquire and finalize funding for the new terminal building and parking apron.

Enterprise Funds - FAA Grant								
	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
REVENUES								
Intergovernmental	7,969,254	378,159	100,890	460,000	0	1,492,778	1,032,778	224.52%
Contributions from Funds	16,667	0	49,455	49,455	0	0	(49,455)	(100.00%)
Other Revenues	0	0	0	0	0	0	0	0.00%
Total Revenues:	7,985,921	378,159	150,345	509,455	0	1,492,778	983,323	193.01%
EXPENDITURES								
Other Charges & Services	0	0	0	0	0	0	0	0.00%
Capital Outlay	7,982,425	427,340	427,340	509,445	103,598	1,492,778	983,333	193.02%
Total Expenditures:	7,982,425	427,340	427,340	509,445	103,598	1,492,778	983,333	193.02%

Proposed Capital: FFA-Non Airport Entitlement Grant \$1,477,778
OAC/Northern Oklahoma Flight Academy \$15,000

Proposed Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
C/O Bldg Addition & Improve	<u>1,477,778</u>	Air Capital Improvements	<u>(494,445)</u>
Total	1,477,778	Total	(494,445)
Net Increase		<u>\$983,333</u>	

Personnel Summary: None

Ponca City Regional Airport

Department Mission:

The Airport Fund will continue an aggressive pursuit to maintain the highest quality of safety stands set forth by the Federal Aviation Administration and Oklahoma Aeronautics Commission, while promoting the Ponca City Regional Airport as the best in Oklahoma.

Fiscal 2024 Accomplishments:

- Over 3,673 people and 252 aircraft attended the monthly fly-in breakfast meetings in 2023. The breakfast is attended by both local residents and aircraft that fly-in.
- The Northern Oklahoma Flight Academy had twenty-one participants for flight academy and eight participants for flight instruction lessons.
- Completed the roof repairs to Building #4.
- Removed excess drive approaches and completed fencing.
- Repaired inside walls of some corporate hangars.

Fiscal 2025 Objectives:

- Work with design consultants on a new Airport terminal to include restaurant space and new parking area.
- Hold the Northern Oklahoma Flight Academy for the Ponca City area youth.
- Install and repair corporate hangar door seals.

Enterprise Funds - Airport								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Licenses & Permits	0	0	0	0	0	0	0	0.00%
Charges for Services	423,572	1,149,473	1,105,933	1,194,325	826,043	1,218,465	24,140	2.02%
Contrib from Funds	480,000	330,000	230,000	230,000	221,955	230,000	0	0.00%
Other Revenues	0	14	811	0	958	0	0	0.00%
Total Revenues:	903,572	1,479,487	1,336,744	1,424,325	1,048,956	1,448,465	24,140	1.69%
EXPENDITURES								
Personal Services	350,859	404,642	424,278	444,188	344,757	464,357	20,169	4.54%
Material & Supplies	171,844	772,905	734,466	865,500	572,002	815,500	(50,000)	(5.78%)
Other Charges & Svcs	27,671	43,816	46,137	53,400	37,779	53,400	0	0.00%
Capital Outlay	100,000	92,250	30,396	95,000	35,623	0	(95,000)	0.00%
Transfers	33,275	86,468	88,274	102,046	31,103	109,725	7,679	7.53%
Total Expenditures:	683,648	1,400,082	1,323,551	1,560,134	1,021,264	1,442,982	(117,152)	(7.51%)

Proposed Capital:

AWD SUV Style Vehicle	\$50,000
72" Zero Turn Diesel Mower	\$29,500

Proposed Budget Variances from Prior Year:

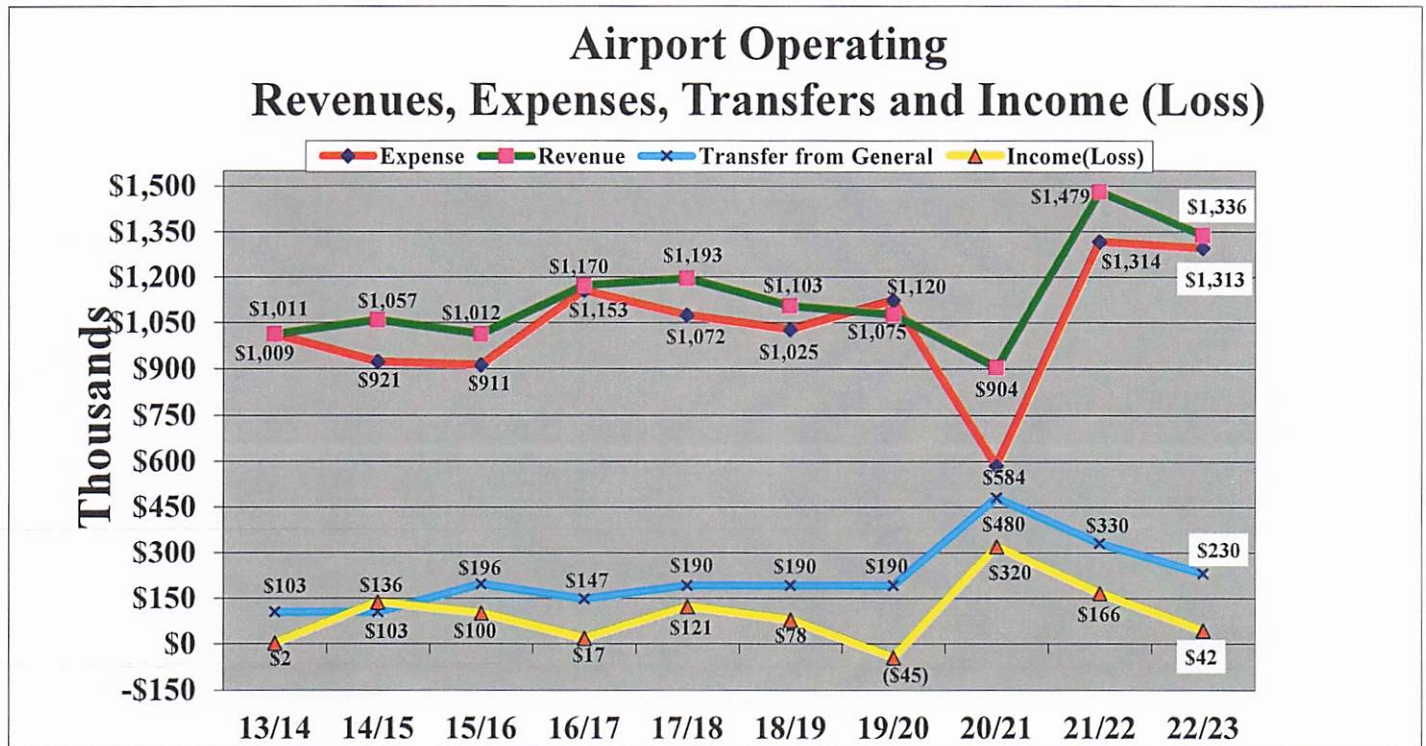
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	11,841	Fuel	(50,000)
FICA	960	Sp Purp Vehicles & Trucks	<u>(95,000)</u>
Medicare	224		
Retirement Plan 1	876		
ICMA Retirement City	517		
Health Insurance	5,592		
Life Insurance	36		
Workers Compensation	123		
Transfer to Insurance	<u>7,679</u>		
Total	27,848	Total	(145,000)
Net Decrease		<u>(117,152)</u>	

Personnel Summary:

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

Personnel History:

	<u>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>	<u>2024-25</u>
Full Time	5	5	5	5	5	5	5	5	5	5
Explanation:	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 2022/23 utility expense was approximately \$35,491.

In September 2009 the Airport acquired fueling operations from Greenwood Aviation.

Insurance Imprest Fund – Health & Life

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

Fiscal 2024 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 2025 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	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Health Ins - City Funded	3,278,369	345,439	3,563,207	4,568,563	2,763,252	6,005,016	1,436,453	31.44%
Health Ins - Retirees	17,197	15,651	22,312	47,250	21,622	47,250	0	0.00%
Health Ins - Employee	818,849	861,834	892,575	937,125	711,648	937,125	0	0.00%
Life Ins - City Funded	87,849	87,527	118,066	119,539	100,612	131,316	11,777	9.85%
Life Ins - Employee	9,286	9,889	19,289	8,400	13,839	8,400	0	0.00%
Vision Ins Recd - Emp	43,640	42,420	41,718	40,950	34,383	40,950	0	0.00%
Transfer from General	0	0	0	0	0	0	0	0.00%
Interest Income	88,541	35,349	150,619	30,000	177,166	90,000	60,000	200.00%
Other Misc Income	<u>0</u>	<u>1,077</u>	<u>15</u>	<u>30,000</u>	<u>5,827</u>	<u>10,000</u>	<u>(20,000)</u>	<u>(66.67%)</u>
Total Revenues:	4,343,732	1,399,185	4,807,801	5,781,827	3,828,349	7,270,057	1,488,230	25.74%
EXPENDITURES								
Personal Services	83,708	89,006	88,249	96,589	65,158	101,154	4,565	4.73%
Health - Claims	3,689,393	3,539,502	3,460,384	4,140,000	2,484,115	4,140,000	0	0.00%
Life - Premiums	151,446	152,516	193,568	140,000	155,716	140,000	0	0.00%
Health - Admin & Premium	276,414	289,851	314,317	300,000	271,528	300,000	0	0.00%
Reinsurance Premiums	221,840	228,073	230,028	170,000	197,626	170,000	0	0.00%
Wellness Programs	24,131	35,079	39,783	25,000	40,292	25,000	0	0.00%
Printing	0	0	0	0	0	0	0	0.00%
Bank Svc Fee	87	117	0	0	0	0	0	0.00%
Misc. Contractual Svcs.	<u>41,906</u>	<u>33,030</u>	<u>35,802</u>	<u>50,000</u>	<u>28,356</u>	<u>50,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	4,488,925	4,367,173	4,362,131	4,921,589	3,242,791	4,926,154	4,565	0.09%

Approved Capital: None

Approved Budget Variances from Prior Year:

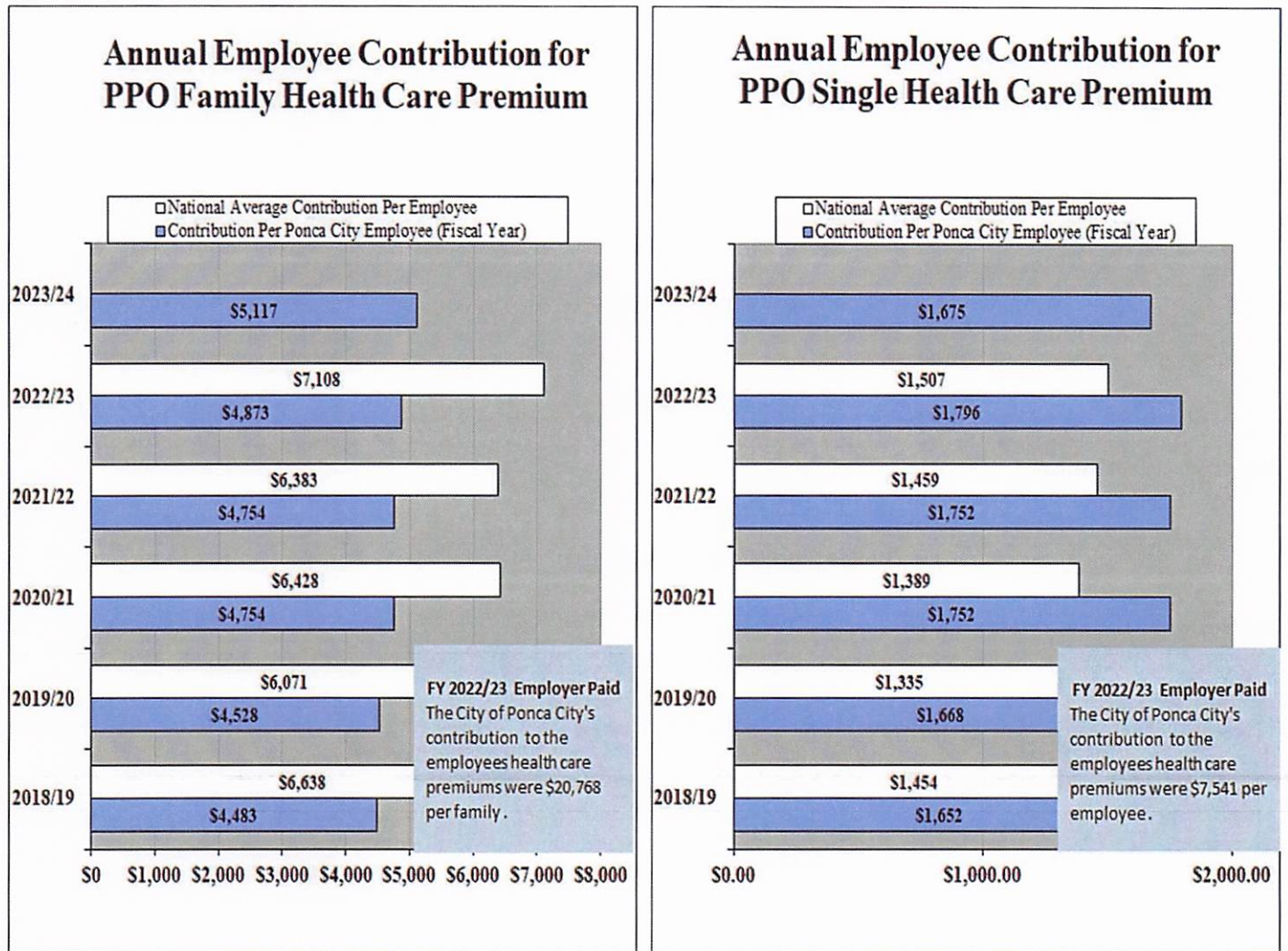
	<u>Increases</u>	<u>Decreases</u>	
Full Time Salaries	2,595		
FICA	160		
Medicare	38		
Retirement Plan 1	228		
Health Insurance	1,511		
Life Insurance	7		
Worker Compensation	<u>26</u>		
	Total	Total	0
	4,565		
	Net Increase	<u>4,565</u>	

Personnel Summary:

Benefits Representative	1	
Total Full Time Employees	1	

Personnel History:

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Full Time	1	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 2018-2023. The Kaiser Family Foundation and the Health Research and Education Trust conduct an annual national survey of employers of all sizes. For 2023/24 the National Average Annual Cost Per Employee is TBD because the 2024 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 2024 Accomplishments:

- Provided safety training information, via the monthly employee newsletter: CPR, AED and Fire Extinguishers; Heat Illness; OKIE811; Cybersecurity; Lockout/Tagout; Electricity; 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; Right to Know and Safety Data Sheets.
- Coordinated quarterly OMAG (Oklahoma Municipal Assurance Group) employee safety training: Excavator Certification, Trenching and Shoring, Bloodborne Pathogens and First Aid.
- Worked with Department Heads to provide effective risk management assessments that encourage and promote a safe working environment.
- Encouraged OMAG to provide Lexipol services for Fire & Rescue and Emergency Medical Services, as these services are currently used by Police.
- Received check back from OMAG for 10% of 21/22 premium for Municipal Property Protection Plan Retention Program good loss experience.

Fiscal 2025 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 coordinate Annual Health and Safety Training Schedule regarding health, safety and customer service, as well as meet Safety Manual requirements.
- Continue to expand OMAG's on-line employee training program.

- 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 update and issue all employees laminated emergency procedures specific to each facility regarding active shooter, bomb threat, bodily fluids, building evacuation, building security, earthquake, elevator service, emergency shutoffs for utilities, fire, hazardous chemical release, power loss, reference manual locations, and tornado warning; as well as issue emergency procedures with insurance verifications for automobiles and equipment regarding tornado, chemical release and earthquake.

Internal Service - Property & Liability								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Misc for Damaged Prop	47,762	5,028	8,996	21,000	18,231	21,000	0	0.00%
Prop/Liab Ins - Recvd City	<u>577,903</u>	<u>704,946</u>	<u>704,660</u>	<u>785,925</u>	<u>314,824</u>	<u>917,233</u>	<u>131,308</u>	<u>16.71%</u>
Total Revenues:	625,665	709,974	713,656	806,925	333,055	938,233	131,308	16.27%
EXPENDITURES								
Other Charges & Svcs	<u>611,675</u>	<u>576,830</u>	<u>559,654</u>	<u>782,289</u>	<u>697,563</u>	<u>917,232</u>	<u>134,943</u>	<u>17.25%</u>
Total Expenditures:	611,675	576,830	559,654	782,289	697,563	917,232	134,943	17.25%

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Property/Boiler/EDP	87,395		
Airport General Liability	2,739		
Auto Liability & Phys Dmg	<u>44,809</u>		
Total	134,943	Total	0
Net Increase		<u>134,943</u>	

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 2024 Accomplishments: • Presented nine employee safety training sessions covering multiple topics.

Fiscal 2025 Objectives: • Continue to promote safety in the workplace.

Internal Service - Worker's Compensation								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
W/C - Transfer In	203,503	220,653	238,733	238,211	225,149	238,211	0	0.00%
W/C - Interest	41,810	91,008	76,327	50,000	27,657	50,000	0	0.00%
W/C - Other Income	<u>2,225</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>172</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	247,537	311,661	315,060	288,211	252,978	288,211	0	0.00%
EXPENDITURES								
Personal Services	0	0	0	0	0	0	0	0.00%
Other Charges & Svcs	<u>238,060</u>	<u>234,754</u>	<u>268,959</u>	<u>225,000</u>	<u>192,412</u>	<u>225,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	238,060	234,754	268,959	225,000	192,412	225,000	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year: None

Personnel History:

	<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>	<u>2024-25</u>
Full Time	1	0	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 2021 – 2023**

DEPARTMENT	INJURIES WITH LOST OR RESTRICTED WORKDAYS			# OF DAYS LOST			# OF RESTRICTED DAYS			RECORDABLE INJURIES WITHOUT LOST TIME			TOTAL RECORDABLE INJURIES		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Admin	0	2	1	0	0	0	0	0	0	0	0	0	0	2	1
Tech Svcs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Courts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Airport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Library	0	0	1	0	0	0	0	0	180	0	0	0	0	0	1
Mansion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Comm Ctr / Emr Mgmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire	5	6	4	261	132	166	528	206	6	4	3	5	9	8	9
Police	6	1	1	37	0	14	87	7	96	4	1	7	6	2	8
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	3	0	1	0	0	90	28	0	0	3	9	10	3	9	11
Electric	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Engineering	0	0	1	0	0	0	0	0	0	0	0	1	0	0	1
Utility Billing	1	0	0	0	0	0	7	0	0	0	0	0	1	0	0
Golf Course	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street	2	0	0	0	0	0	17	0	0	2	0	2	2	0	2
Motor Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Eng.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Solid Waste	3	1	0	0	4	1	28	0	75	0	7	5	3	8	6
Landfill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Water Prod	0	1	0	0	7	0	0	0	0	0	1	0	0	2	0
WW Coll / Water Distr	2	0	0	0	0	0	43	0	0	0	0	1	2	0	1
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
TOTALS	22	11	9	298	143	271	738	213	357	13	21	31	26	31	40
2021 % improved / - impaired	-633%			-227%			-18%			13%			-37%		
2022 % improved / - impaired		50%			52%			71%			-62%			-19%	
2023 % improved / - impaired	18%			-90%			-68%			-18%			-29%		

*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 2024 Accomplishments:

- Assisted various departments in the purchase of new vehicles such as patrol units, pickups, tractors, front loaders and dump trucks.
- Technicians attended training on new diesel engines, exhaust gas recirculation, and exhaust regeneration and electronic diagnostics for automotive and diesel engines.
- Purchased technicians three mobile tool boxes with work tops and special tool storage compartments.
- Converted to a single type of hydraulic fluid that is compatible and blends with all existing types of hydraulic fluids for city vehicles. Reducing inventory by eliminating the need to stock several different grades of hydraulic fluids.
- Hired a service technician to service and preform preventative maintenance on City vehicles allowing the three technicians to complete major repairs on other City vehicles and reduce vehicle downtime.
- Purchased 1,000 lb. high lift, 2 stage, air/hydraulic transmission jack giving the City Garage the ability to remove and repair engines, transmissions and transfer cases on automobiles up to 2 ton bucket trucks.

Fiscal 2025 Objectives:

- Continue to 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 new EPA regulations on R1234yf freon and reclaimer/recyclers.
- Continue to attend training on electronically controlled new age diesel equipment as well as automotive equipment.
- Upgrade to electronic purchasing through a new vendor.
- Evaluate upgrading warranties on new vehicle purchases that cover more on costly emission related repairs.
- Continue to utilize state and federal bid options to purchase City equipment when beneficial.

Internal Service - City Garage								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Charges for Services	0	4,414	0	0	0	0	0	0.00%
Contribution from Funds	1,681,580	2,056,126	2,337,000	2,390,000	1,458,868	2,390,000	0	0.00%
Other Revenues	0	0	1,725	0	0	0	0	0.00%
Total Revenues:	1,681,580	2,060,540	2,338,725	2,390,000	1,458,868	2,390,000	0	0.00%
EXPENDITURES								
Personal Services	305,292	291,685	316,922	347,336	262,213	408,869	61,533	17.72%
Material & Supplies	1,263,214	1,715,855	1,854,872	1,833,000	1,226,921	1,833,000	0	0.00%
Other Charges & Svcs	16,381	20,784	22,466	36,500	16,362	36,500	0	0.00%
Capital Outlay	29,336	21,507	46,605	89,500	24,910	7,500	(82,000)	(91.62%)
Transfers	13,790	13,790	17,931	18,280	16,210	42,577	24,297	132.92%
Total Expenditures:	1,628,013	2,063,621	2,258,796	2,324,616	1,546,616	2,328,446	3,830	0.16%

Approved Capital: 1 Roll Type Tool Box w/ Work Top \$7,500

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	41,858	Part Time Salaries	(1,000)
FICA	2,690	C/O Bldg Addition & Improve	(89,500)
Medicare	629		
Retirement Plan 1	3,816		
Health Insurance	12,556		
Life Insurance	575		
Workers Compensation	409		
C/O Machines & Tools	7,500		
Transfer to Tech Services	5,000		
Transfer to Insurance	19,297		
Total	94,330	Total	(90,500)

Net Increase 3,830

Personnel Summary:

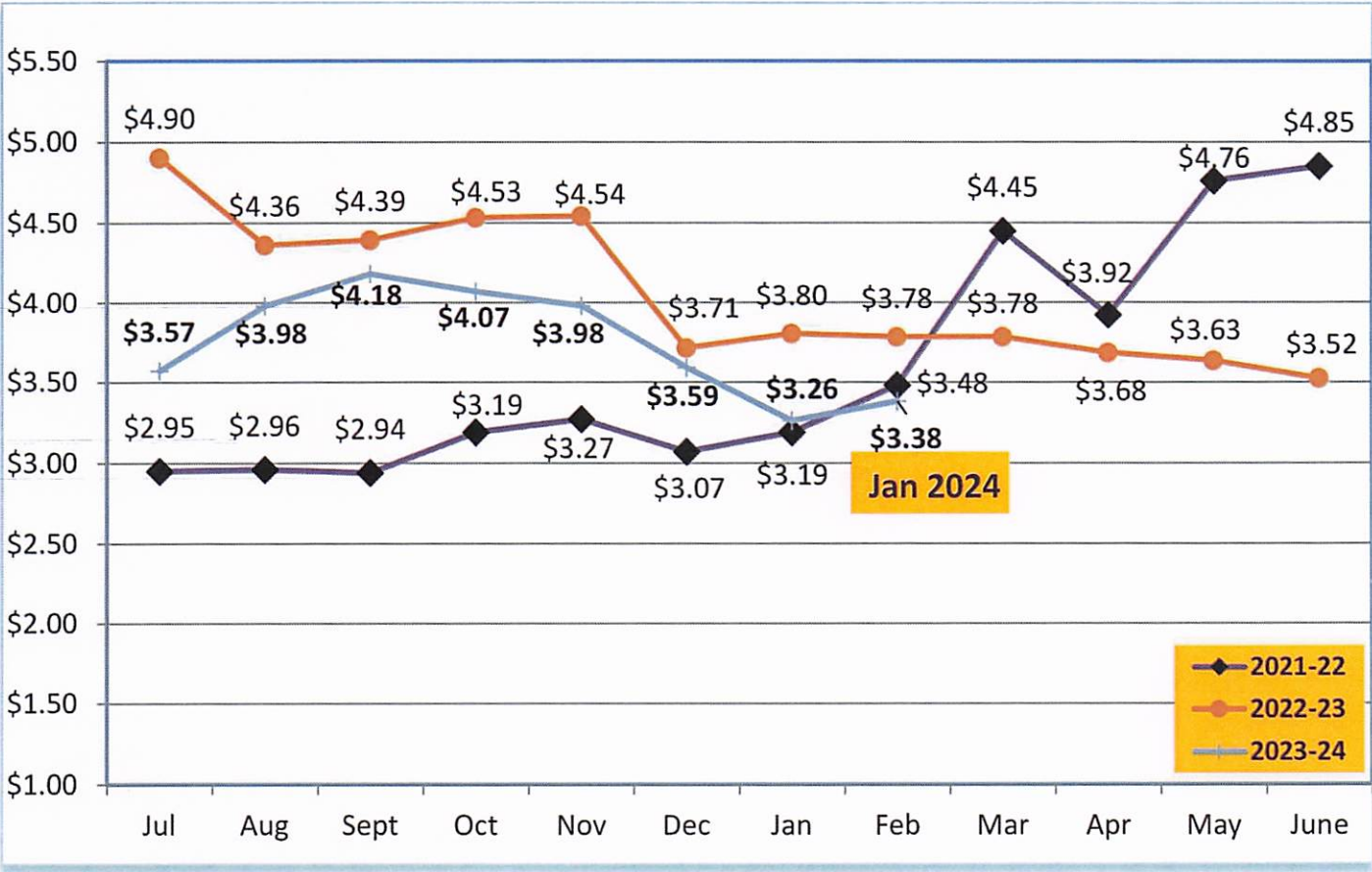
Superintendent of City Garage	1	Warehouse Storekeeper	1
Mechanic	3	Bus Driver – Part Time	1
Lube Specialist	1		

Total Full Time Employees 5
Total Part Time Employees 1

Personnel History:

	<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>	<u>2024-25</u>
Full Time	4	4	4	5	5	5	5	5	6	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 2021 through January 2024



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 2024 Accomplishments:

- Hosted 2023 Herb Festival.
- Hosted 2023 Festival of Angels.
- Planted over 2,000 spring bulbs.
- Hosted OSU education Walk & Talk in the Garden.
- Attended Oklahoma Plant Conference.
- Hosted 2023 Ponca City Arts Festival.
- Celebrated Arbor Day and Earth Day.
- Planted new perennials and shrubs.
- Increased visitors to the Cann Estate.
- Removed damaged and diseased plant material.
- Hosted 52 events including weddings and meetings.
- Planted three new trees.
- Installed new roofing on all structures.

Fiscal 2025 Objectives:

- Continue working with Survivor Resource Network on the Herb Festival.
- Continue working with the Festival of Angels.
- Continue working with the Ponca City Art Association on the 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	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Outside Revenue	25,000	25,000	25,000	25,000	0	25,000	0	0.00%
Charges for Services	2,055	5,303	1,460	2,500	3,440	2,500	0	0.00%
Transfers	<u>15,000</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	<u>55,000</u>	<u>10,000</u>	<u>22.22%</u>
Total Revenues:	42,055	75,303	71,460	72,500	48,440	82,500	10,000	13.79%
EXPENDITURES								
Personal Services	45,171	46,978	51,284	54,816	41,383	57,378	2,562	4.67%
Materials & Supplies	13,170	16,850	16,470	16,785	10,844	16,785	0	0.00%
Other Charges & Svc	4,665	6,911	8,342	6,770	406	6,770	0	0.00%
Capital Outlay	13,335	1,424	14,379	0	0	0	0	0.00%
Transfers	<u>771</u>	<u>771</u>	<u>1,121</u>	<u>1,170</u>	<u>878</u>	<u>1,361</u>	<u>191</u>	<u>16.32%</u>
Total Expenditures:	77,112	72,934	91,596	79,541	53,511	82,294	2,753	3.46%

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>			<u>Decreases</u>		
Part Time Salaries	3,320		Full Time Salaries	(1,255)	
FICA	181				
Medicare	43				
Retirement Plan 1	249				
Life Insurance	7				
Workers Compensation	17				
Transfer to Insurance	<u>191</u>				
Total	4,008		Total	(1,255)	
Net Increase			<u>2,753</u>		

Personnel Summary:

Maintenance Worker II	1	Seasonal Laborer – Part Time	1
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 2024 Accomplishments: • Purchased non-circulating reference materials for children and adult collections

Fiscal 2025 Objectives:

- Monitor favorable interest rates for CD renewal.
- Accumulate interest income for purchasing collection materials for FY 2025-2026.

Trust Funds - Matzene Book Trust								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
Trust Revenue	107	25	808	300	949	1,000	700	233.33%
Interest Income	0	0	0	0	0	0	0	0.00%
Total Revenues:	107	25	808	300	949	1,000	700	233.33%
EXPENDITURES								
Materials & Supplies	0	0	0	0	0	0	0	0.00%
Total Expenditures:	0	0	0	0	0	0	0	0.00%

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 2024 Accomplishments:

- Continued to make required debt service payments on the original debt of \$22,000,000.00. 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 2025 Objectives:

- Continue to make required debt service payments.

Trust Funds - Public Safety Center								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2021 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
City Sales Tax - Public Safety	2,435,316	3,693,558	3,836,859	3,510,248	2,950,236	3,672,649	162,401	4.63%
City Use Tax - Public Safety	287,735	418,600	414,411	377,631	369,024	413,031	35,400	9.37%
Interest Income	<u>86,652</u>	<u>7,314</u>	<u>37,897</u>	<u>0</u>	<u>54,333</u>	<u>70,000</u>	<u>70,000</u>	<u>0.00%</u>
Total Revenues:	2,809,704	4,119,472	4,289,167	3,887,879	3,373,593	4,155,680	267,801	6.89%
EXPENDITURES								
Transfers Out	<u>1,136,500</u>	<u>3,671,714</u>	<u>3,778,235</u>	<u>3,123,314</u>	<u>3,123,314</u>	<u>3,123,314</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	1,136,500	3,671,714	3,778,235	3,123,314	3,123,314	3,123,314	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year: None

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.

Trust Funds - Recreation Center								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
City Sales Tax - Recreation	710,979	0	0	0	0	0	0	0.00%
City Use Tax - Recreation	82,147	0	0	0	0	0	0	0.00%
Interest Income	<u>7,803</u>	<u>1,675</u>	<u>635</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	800,928	1,675	635	0	0	0	0	0.00%
EXPENDITURES								
Capital Outlay	94,583	258,143	175,096	0	4,624	0	0	0.00%
Transfers Out	<u>1,316,223</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	1,410,806	258,143	175,096	0	4,624	0	0	0.00%

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 2024 Accomplishments:

- Completed \$3,610,000.00 of projects on various City streets including the following projects:
 - Reconstructed the north/south alley between 100 N. Second Street and Third Street.
 - Removed 3,320 of brick pavement and overlaid Elm Street, Grand Avenue to Broadway Avenue. Project included replacement of all curb & gutter, driveways and sidewalk.
 - Completed mill and overlay of 12,700 square yards on First Street, Grand Avenue to Highland Avenue.
 - Completed mill and overlay of 4,800 square yards in the Mockingbird/Kyme subdivision, east of Pecan Road. This was first phase of a two-phase project.
 - Reconstructed the eastbound concrete approaches to the railroad tracks on Prospect Avenue.
 - Reconstructed the southbound lane in full depth concrete and milled/overlaid the northbound lane of Standing Bear Parkway from Circle Drive to U.S. Highway 60.
 - Commenced multi-year program to replace traffic signal infrastructure at all signalized intersections. Six intersections received new cabinets, controllers and new wiring.
 - Completed mill and overlay of 8,120 square yards on Union Street from Highland Avenue to Liberty Avenue. This was the second phase of a three-phase project to improve Union Street from Hartford Avenue to Grand Avenue.
 - Reconstructed sidewalk on the west side of 100 S. Third Street.

Fiscal 2025 Objectives:

- Remove brick and mill/overlay Elm Street, Broadway Avenue to Highland Avenue. Reconstruct curbs, driveways and sidewalks. This will complete Elm Street improvements from Grand Avenue to Highland Avenue.
- Restripe Grand Avenue from four lanes to three lanes as part of the downtown corner node project and road diet on Grand Avenue from 14th Street to Waverly Street.
- Fund the City's portion of sidewalk construction along the north side of Hartford Avenue from NE Woodlands Road to Pecan Road and on the east side of Pecan Road from Hartford Avenue to Mockingbird Drive. Complete the second phase of the mill and overlay project in the Mockingbird/Kyme subdivision, east of Pecan Road.
- Fund City's portion of costs to initiate a quiet zone along the BNSF railroad tracks from Grand Avenue to Highland Avenue.
- Mill and overlay Seventh Street from Grand Avenue to Highland Avenue.

- Continue multi-year program to replace traffic signal infrastructure at all signalized intersections.
- Contract \$100,000.00 of pavement marking on major street system.
- Mill and overlay Union Street from Grand Avenue to Highland Avenue. Phase three of three.
- Fund material costs for Street Division chip and seal program.

Trust Funds - Street Improvements								
REVENUES	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
City Sales Tax - Street	2,172,753	2,217,022	2,303,035	2,106,992	1,770,850	2,170,202	63,210	3.00%
City Use Tax - Street	254,857	251,260	248,746	226,669	221,503	247,918	21,249	9.37%
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>61,146</u>	<u>29,176</u>	<u>0</u>	<u>60,000</u>	<u>169,275</u>	<u>150,000</u>	<u>90,000</u>	<u>150.00%</u>
Total Revenues:	2,488,756	2,497,458	2,551,781	2,393,661	2,161,628	2,568,120	174,459	7.29%
EXPENDITURES								
Materials & Supplies	89,170	145,561	155,966	300,000	49,106	300,000	0	0.00%
Other Charges & Svcs	0	0	20,435	30,000	7,670	20,000	(10,000)	(33.33%)
Capital Outlay	<u>1,679,564</u>	<u>1,069,397</u>	<u>2,787,190</u>	<u>3,580,000</u>	<u>559,614</u>	<u>3,090,000</u>	<u>(490,000)</u>	<u>(13.69%)</u>
Total Expenditures:	1,768,734	1,214,958	2,963,591	3,910,000	616,390	3,410,000	(500,000)	(12.79%)

Approved Capital:	Union, Grand to Highland	\$490,000
	Mockingbird, Kyme to 1150' E	\$475,000
	Elm, Broadway to Grand	\$435,000
	Establish Railroad Safety Corridor	\$400,000
	Seventh St, Grand to Highland	\$390,000
	Traffic Signal Upgrade	\$300,000
	NE Woodland to Mockingbird	\$300,000
	Sidewalk Maintenance Program Funding	\$150,000
	Sidewalk Reconstruction TBD	\$100,000
	Hartford, Fairview to Little	\$50,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Sidewalks	185,000	Misc Contractual Services	(10,000)	
Traffic Signals	<u>300,000</u>	Street Construction	<u>(975,000)</u>	
	Total		Total	(985,000)
		Net Decrease	<u>(500,000)</u>	

Personnel Summary: None

Economic Development Trust Fund

Department Mission:

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

Fiscal 2024 Accomplishments:

- Contacted new companies 408 times during the year to discuss relocation opportunities to Ponca City and pursue identified needs.
- Met with local Ponca City industries and companies 1,308 times.
- Contacted site consultants 120 times throughout the year.
- Held 744 economic development meetings with regional partners.
- Had 264 contacts with small businesses.
- Completed spec building “Duke.”
- Leased the PCDA-owned hangar to Nextgen Aviation to enhance the community’s aviation sector and create 10-15 new aviation jobs.
- Continued Ponca Works outreach placing 90 residents into new jobs.
- Completed a study to determine if more industrial land could be gained by mitigating flood plains in the west Airport Industrial Park.
- Hosted three community job fairs featuring Ponca City businesses.
- Completed a remote worker pilot program
- Completed an audit of PCDA finances for fiscal year 2023-2024.
- Developed and adopted a budget for fiscal 2024-2025.
- Held nine “Business on the Balcony” business networking events.
- Co-sponsored the “Plan Room” with Pioneer Technology Center.
- Co-sponsored a shared equipment center with Pioneer Technology Center.
- Funded two industry certifications through the ICAP program.
- Hosted the “Girl Power” camp to promote Ponca City careers.
- Met with three retail site consultants on specific projects.
- Met with three venture investors to promote business access to funding.
- Assisted in the opening of a private child care operator with 40 slots.
- Completed available industrial land inventory.
- Renovated and leased the west 3rd floor at City Central to a new tenant.
- Installed lighting in the south parking lot at City Central.
- In partnership with Ponca City Public Schools, continued the Wildcat Internship Program, placing 130 students each semester into the program.
- Completed the reaccreditation process through the IEDC.
- Completed a community report card (annual report) for fiscal 2022-2023.
- Sponsored four industrial trade show missions for Ponca City companies.
- Reached an expansion agreement with CSE Bliss.
- Formed a committee to determine the need and PCDA’s legal authority to support housing, retail, workforce attraction and child care
- Completed a community wide housing survey.
- Engaged a consultant to pursue the attraction of a movie theater.
- Awarded six awards for excellence at the IEDC Annual Conference in Dallas, the most of any economic development organization.
- Worked 38 leads for industrial recruitment.
- Completed four quarterly cost of living surveys.

Fiscal 2025 Objectives

- Aggressively marketed the OIEP program to local companies.
- Brought City Central to sustainability through a 94% occupancy rate.
- Contact new companies during the year to discuss relocation opportunities to Ponca City and pursue identified needs.
- Meet with existing industrial company in Ponca City that have five or more employees.
- Contact site consultants if an available building or workforce is identified.
- Lease the new spec building to an industrial company that creates a target of 35 new jobs at wages above the county median.
- Continue Ponca Works placement to help industry meet workforce needs.
- Fund a \$60,000 CDBG match for a two year, first-time homebuyer grant through the City of Ponca City to support new workforce housing.
- Host at least one community job fair featuring Ponca City businesses.
- Host a workforce summit to promote community wide solutions.
- Complete an audit of PCDA finances for fiscal year 2023-2024.
- Develop and adopt a budget for fiscal 2024-2025.
- Continue to co-sponsor the “Plan Room” with Pioneer Technology Center.
- Continue to host Business on the Balcony at City Central
- Investigate proactive methods of expanding “Link” memberships.
- Continue to expand the Shared Equipment program through the addition of a robotic arm and other flex equipment.
- Work with local industry to certify two more companies through the PCDA ICAP program.
- Host “Girl Power” camp to promote Ponca City careers.
- Complete the City Central Elevator Modernization Project.
- Add industrial land to PCDA’s available land inventory.
- Complete the Ponca City housing study.
- Work with the City to determine if PCDA should have a role in housing and retail development.
- Develop strategies for workforce attraction and expansion.
- Consider strategies to address childcare needs for the workforce.
- Identify available parcels of land suitable for housing developments.
- Identify housing developers in the regional market.
- Host a child care provider conference at City Central.
- Update the PCDA website and continue PCDA social media posts.
- In partnership with Ponca City Public Schools, continue the Wildcat Internship Program and expand the program to include the summer.
- Create apprenticeship opportunities for internship graduates.
- Launch the RAAIN program to promote and incorporate emerging technologies in existing industry to enhance competitiveness.
- Host two Trade Show missions with local industries.
- Work with Blackwell to create an offload facility that is available for commercial use by Kay County companies.
- Work with Integris to revive the WASP workplace safety program.
- Continue to work with Pioneer Tech on the development of training programs that meet the evolving needs and opportunities of industry.

PCDA - Economic Development								
	2021 Actual	2022 Actual	2023 Actual	2024 (75.00%)		2025 Approved Budget	Variance 2025 vs 2024 Budget	
				Budget 7/1/2023	Actual 3/31/2024		Amount	Percent
REVENUES								
City Sales Tax - Ec Dev	2,172,753	2,217,022	2,303,035	2,106,992	1,770,850	2,170,202	63,210	3.00%
City Use Tax - Ec Dev	<u>254,857</u>	<u>251,260</u>	<u>248,746</u>	<u>226,669</u>	<u>221,503</u>	<u>247,918</u>	<u>21,249</u>	<u>9.37%</u>
Total Revenues:	2,427,610	2,468,282	2,551,781	2,333,661	1,992,353	2,418,120	84,459	3.62%
EXPENDITURES								
Transfers Out	<u>2,427,610</u>	<u>2,468,282</u>	<u>22,551,767</u>	<u>2,333,661</u>	<u>1,783,241</u>	<u>2,418,120</u>	<u>84,459</u>	<u>3.62%</u>
Total Expenditures:	2,427,610	2,468,282	22,551,767	2,333,661	1,783,241	2,418,120	84,459	3.62%

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Transfer Out - ED Tax PCDA	<u>84,459</u>		
Total	84,459	Total	0
Net Increase		<u>84,459</u>	

Personnel Summary: None

Glossary

Glossary of Budget Terms

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

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

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

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

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

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

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



PROOF OF PUBLICATION

PUBLISHED IN THE PONCA CITY NEWS ON MAY 4, 2024.

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:

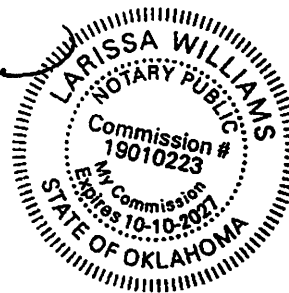
May 4, 2024.

Brandy Robbins
Brandy Robbins

Subscribed and sworn to before me this 4th day of May.

Larissa Williams
Larissa Williams

Notary Public My Commission Expires
10/10/2027



Printer's Fee..... \$ 364.0

(Published in the Ponca City News on May 4th, 2024)

NOTICE OF PUBLIC HEARING

A public hearing will be held by the Ponca City Board of Commissioners May 13, 2024 at 5:30 p.m. in the Commission Chambers located on the second floor of City Hall, 516 E. Grand Avenue, for the purpose of reviewing the proposed budget of the City of Ponca City for Fiscal Year 2024-25. Any person may appear and present to the governing body comments, recommendations or information on any part of the proposed budget. Copies of the proposed budget summary are available to the general public free of charge in the Office of the City Clerk, 516 E. Grand Avenue.

John Gonsalves
Finance Director

ANNUAL BUDGET - CITY OF PONCA CITY, OKLAHOMA ALL FUNDS - SUMMARY OF REVENUES BY SOURCE Fiscal Year 2024 - 25

EXHIBIT 1

FUND #	FUND NAME	TAXES	LICENSES & PERMITS	INTER- GOVERNMENTAL	OUTSIDE REVENUE	CHARGES FOR SERVICES	FINES & FORFEITS	TRANSFERS FROM FUNDS	OTHER REVENUES	FUND BALANCE	TOTAL REVENUES
101	GENERAL	10,110,291	1,020,871	382,783	0	6,085,824	584,839	9,385,808	303,229	3,388,590	31,250,185
103	LIBRARY GRANTS	0	0	0	15,000	0	0	0	0	0	15,000
104	LIBRARY STATE AID	0	0	0	12,000	0	0	0	0	0	12,000
201	STREET & ALLEY	0	0	210,000	0	0	0	0	0	0	210,000
210	SPECIAL PROJECTS	0	0	0	0	0	10,000	20,000	0	(4,200)	25,800
240	HOTEL/MOTEL TAX	700,000	0	0	0	0	0	0	2,000	874,667	1,378,667
260	GRANT FUND	0	0	17,500	0	0	0	0	0	0	17,500
301	PCUA - WATER	0	0	0	0	8,208,381	0	0	104,400	(7,883)	9,302,898
340	PCUA - P.C. ENERGY	0	0	0	0	48,558,078	0	0	1,053,000	(2,197,762)	45,419,281
341	PCUA - P.C. BROADBAND	0	0	0	0	3,807,753	0	600,000	11,232	(182,418)	4,225,567
342	PCUA - SOLID WASTE	0	0	0	0	8,221,147	0	0	45,000	323,526	8,589,673
343	PCUA - LANDFILL CLOSING	0	0	0	0	0	0	50,000	0	(52,000)	18,000
344	PCUA - S. WASTE DEP. RES.	0	0	0	0	0	0	800,000	50,000	158,000	1,008,000
350	PCUA - UTILITY BILLING	0	0	0	0	60,000	0	800,000	300	(5,816)	894,184
380	PCUA - WASTEWATER	0	0	0	0	8,858,882	0	0	80,000	484,000	7,400,881
385	PCUA - STORMWATER	0	0	0	0	567,147	0	0	38,900	(205,655)	497,992
390	PCUA - TECH. SERVICES	0	0	0	0	0	0	1,690,000	0	(84,316)	1,605,684
400	DEBT SINKING	702,000	0	0	0	0	0	0	0	0	702,000
601	CITY GARAGE	0	0	0	0	0	0	2,382,000	0	(53,554)	2,328,446
620	INSURANCE	0	0	0	0	0	0	8,373,512	100,000	(2,630,125)	5,843,387
621	WORKERS COMPENSATION	0	0	0	0	0	0	238,211	50,000	(83,211)	225,000
691	MARLAND ESTATE	0	0	0	0	165,000	0	400,000	8,000	(21,268)	548,714
693	RECREX	0	0	0	0	992,845	0	405,000	8,000	18,069	1,404,714
644	GOLF COURSE	0	0	0	0	713,000	0	530,000	0	(5,157)	1,237,843
704	CANN ESTATE	0	0	0	25,000	2,500	0	55,000	0	(200)	82,294
722	WATKINS BOOK FUND	0	0	0	1,000	0	0	0	0	(1,000)	0
937	PUBLIC SAFETY CENTER TR	4,085,662	0	0	0	0	0	0	70,000	(1,032,368)	3,123,314
940	STREET IMPR. TRUST	2,418,120	0	0	0	0	0	0	150,000	841,830	3,410,000
978	CAPITAL DEPR. PROJECTS	0	0	0	0	0	0	1,032,329	0	(77,956)	954,412
901	AIRPORT CAPITAL GRANTS	0	0	1,432,778	0	0	0	0	0	0	1,432,778
928	AIRPORT	0	0	0	0	1,218,465	0	230,000	0	(5,433)	1,442,982
930	ECONOMIC DEV. TRUST	2,418,120	0	0	0	0	0	0	0	0	2,418,120
	TOTAL	20,440,211	1,020,871	2,983,041	63,000	62,685,787	674,839	28,781,659	2,079,361	(762,412)	134,984,658

ANNUAL BUDGET - CITY OF PONCA CITY, OKLAHOMA GENERAL FUND - SUMMARY OF APPROPRIATIONS BY DEPARTMENT Fiscal Year 2024 - 25

EXHIBIT 2

DEPT #	DEPARTMENT	PERSONAL SERVICES	MATERIALS & SUPPLIES	OTHER CHARGES & SERVICES	CAPITAL OUTLAY	TRANSFERS	TOTAL APPROPRIATIONS
1010	CITY COMMISSION	0	0	14,300	0	0	14,300
1011	CITY MANAGER	579,203	4,515	39,519	0	0	623,237
1012	CENTRAL MUN. ACTIVITY	10,000	77,897	388,083	181,778	2,186,329	2,854,065
1013	HUMAN RESOURCES	354,102	10,300	76,201	0	0	439,603
1110	FINANCE	581,405	6,928	100,000	0	1,000	689,333
1113	MUNICIPAL COURT	309,059	4,404	13,439	0	10,388	337,910
1210	CITY ATTORNEY	128,676	0	48,873	0	0	178,549
1310	DEVELOPMENT SERVICES	784,152	4,850	235,500	0	5,732	1,030,034
2010	POLICE	6,630,389	128,950	136,800	344,313	272,500	7,409,752
2020	ANIMAL CONTROL	258,462	18,900	12,850	7,500	34,620	312,132
2030	EMERGENCY MANAGEMENT	98,575	6,400	38,200	0	3,171	144,346
2040	COMMUNICATIONS - 911	709,824	3,000	82,500	0	105	895,429
2510	FIRE	6,655,304	113,400	83,500	168,500	100,154	7,099,858
2511	AMBULANCE	918,545	91,500	201,000	488,000	156,631	1,826,678
3010	STREET	1,178,353	51,300	24,000	0	297,141	1,547,794
3510	ENGINEERING	848,787	13,500	47,030	0	11,839	718,956
3511	TRAFFIC ENGINEERING	582,435	47,250	6,400	0	32,274	688,359
4011	PARK MAINTENANCE	1,718,401	120,885	38,250	0	257,601	2,133,147
4012	ARTS & C. POOL	70,395	17,995	685	0	850	89,925
4013	RECREATIONAL PROGRAMS	384,073	88,200	47,725	0	10,190	530,188
4014	WENTZ CAMP	51,207	32,997	8,845	0	5,353	98,402
4110	MARLAND'S GRAND HOME	93,719	9,725	10,345	0	5,842	119,431
4610	LIBRARY	857,119	222,000	63,000	90,000	14,788	1,276,877

TOTAL	23,722,787	1,067,376	1,730,856	1,261,089	3,468,978	31,239,185
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ANNUAL BUDGET - CITY OF PONCA CITY, OKLAHOMA
ALL FUNDS - SUMMARY OF APPROPRIATIONS BY DEPARTMENT
FISCAL YEAR 2024 - 25

EXHIBIT 3

FUND/DEPT.	FUND NAME	PERSONAL SERVICES	MATERIALS & SUPPLIES	OTHER CHARGES & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	TOTAL APPROP.
101	GENERAL	23,722,787	1,067,376	1,730,856	1,261,089	0	3,468,978	31,239,185
103	LIBRARY GRANT FUND	0	5,000	10,000	0	0	0	15,000
104	LIBRARY STATE AID	0	3,000	9,000	0	0	0	12,000
151	STREET & ALLEY	0	200,000	10,000	0	0	0	210,000
210-1114	SP. PROJECTS - JUV. FINES	10,800	0	10,000	0	0	0	20,800
243	HOTEL/MOTEL TAX	0	0	435,657	0	0	0	1,576,657
289-5010	GRANT FUND - CLG GRANT	0	0	17,500	0	0	0	17,500
301-4310	WATER - ADMINISTRATION	84,807	2,360	604,971	126,000	761,102	2,273,773	3,752,013
301-4311	WATER - PRODUCTION	683,011	1,063,800	721,300	640,000	0	97,432	3,478,543
301-4312	WATER - DISTRIBUTION	847,568	138,848	333,628	640,000	0	115,117	2,075,242
340-3420	P.C. ENERGY - PURCH. POWER	0	0	28,000,000	0	0	0	28,000,000
340-3422	P.C. ENERGY - DISTRIBUTION	3,387,895	368,000	4,282,691	2,640,000	761,102	7,826,523	19,418,281
341	P.C. BROADBAND	985,785	378,750	621,600	778,000	0	1,484,132	4,228,187
342-7510	SOLID WASTE COLLECTION	2,836,014	58,836	361,207	0	0	1,823,519	4,882,276
342-7511	SOLID WASTE LANDFILL	373,731	17,616	188,139	0	0	829,911	1,707,397
343	LANDFILL CLOSING	0	0	18,000	0	0	0	18,000
344	SOLID WASTE DEPR. RESERVE	0	0	0	1,008,000	0	0	1,008,000
350-7910	UTILITY BILLING	651,883	63,343	133,865	0	0	16,393	884,384
380-8910	WASTEWATER - ADMINISTRATION	101,188	2,880	329,850	0	379,498	2,222,628	3,032,143
380-8920	WASTEWATER - TREATMENT	970,199	312,600	800,500	440,000	0	97,518	2,420,785
380-8921	WASTEWATER - COLLECTION	473,799	103,750	141,043	1,148,000	0	84,354	1,847,633
385	STORMWATER	49,230	60,000	178,762	100,000	0	110,000	487,992
380	TECHNOLOGY SERVICES	561,676	62,630	358,070	428,000	0	3,809	1,435,684
450	DEBT SINKING	0	0	0	0	702,000	0	702,000
501	CITY GARAGE	409,809	1,833,000	38,600	7,500	0	42,577	2,328,445
620-1031	INSURANCE - HEALTH & LIFE	101,164	0	4,826,000	0	0	0	4,926,164
620-1032	INSURANCE - PROP. & LIABILITY	0	0	917,233	0	0	0	917,233
511	WORKER'S COMPENSATION	0	0	225,000	0	0	0	225,000
681	MARLAND ESTATE	431,654	38,164	45,941	0	0	33,965	549,744
620	RECPLEX	640,760	248,100	487,150	0	0	50,714	1,424,714
644	WENTZ GOLF COURSE	626,588	111,600	284,500	177,500	0	37,684	1,227,843
784	CANN ESTATE	67,376	16,785	6,770	0	0	1,361	82,294
722	MATZENE 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
840	STREET IMPROVEMENT TRUST	0	300,000	20,000	3,590,000	0	0	3,910,000
875	CAPITAL IMPR. PROJECTS	0	0	0	954,472	0	0	954,472
881	AIRPORT CAPITAL GRANT	0	0	0	1,482,778	0	0	1,482,778
829	AIRPORT	484,357	815,500	53,400	0	0	109,725	1,442,692
839	ECONOMIC DEVELOPMENT	0	0	0	0	0	2,418,120	2,418,120
	TOTAL	32,794,470	7,310,828	43,803,613	16,185,338	2,599,780	25,150,186	134,894,506