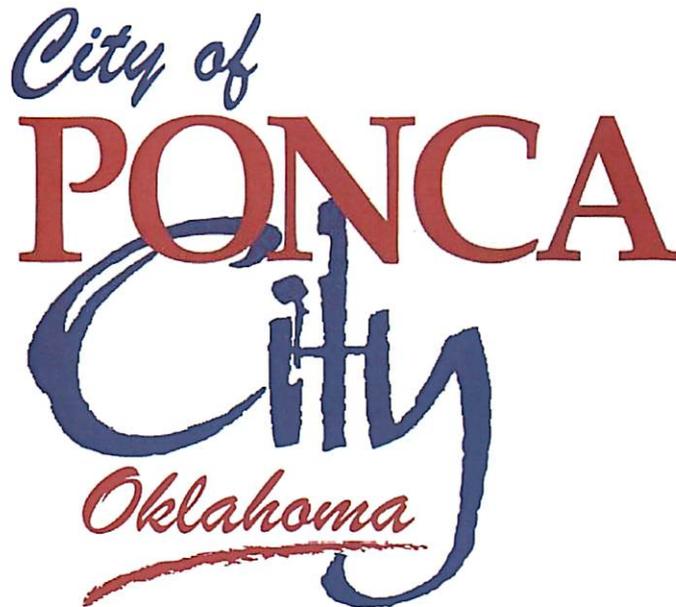


City of Ponca City, Oklahoma

2014-15 Budget

Progress Through People



Prepared by:

Marc L. LaBossiere
Finance Director

Pamela Salisbury
Controller

Shane Becker
Accountant

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

Kay

D U P L I C A T E

PROOF OF PUBLICATION

State of Oklahoma }
County of Kay } ss:

Patrick Jordan

of lawful age, being duly sworn and authorized,
says that he is Advertising 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 matter 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:

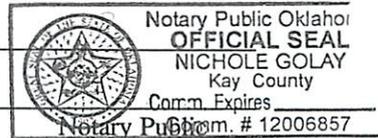
May 4, 5, 2014

Patrick Jordan

Subscribed and sworn to before me this 5th

day of May, 2014

Nichole Golay



My Commission Expires 7-20-2016

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NOTICE OF PUBLIC HEARING

Public hearing will be held by the Ponca City Board of Commissioners May 12, 2014 at 5:30 p.m. in the Commissioners' Room 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 2014-15. 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. Marc LaBossier Finance Director

ANNUAL BUDGET - CITY OF PONCA CITY, OKLAHOMA
ALL FUNDS - SUMMARY OF REVENUES BY SOURCE
Fiscal Year 2014 - 15

exhibit 1

ND #	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	8,349,010	1,100,500	189,700	0	3,743,223	546,500	7,156,564	50,600	1,354,944	22,491,041
103	LIBRARY GRANTS	0	0	0	10,000	0	0	0	0	0	10,000
104	LIBRARY STATE AID	0	0	0	18,000	0	0	0	0	0	18,000
201	STREET & ALLEY	0	0	230,000	0	0	0	0	0	73,000	303,000
110	SPECIAL PROJECTS	0	0	0	0	0	28,000	0	0	7,425	35,425
240	HOTEL/MOTEL TAX	750,000	0	0	0	0	0	0	0	(323,833)	426,167
260	COMMUNITY DEV. GRANTS	0	0	0	95,750	0	0	0	0	0	95,750
301	PCUA - WATER	0	0	0	0	7,225,000	0	0	66,000	358,818	7,649,818
340	PCUA - P.C. ENERGY	0	0	0	0	35,012,000	0	0	1,038,000	0	36,050,000
342	PCUA - SOLID WASTE	0	0	0	0	4,897,515	0	0	13,500	0	4,911,015
343	PCUA - LANDFILL CLOSING	0	0	0	0	0	0	60,000	0	(49,000)	31,000
344	PCUA - S. WASTE DEP. RES.	0	0	0	0	0	0	600,000	20,000	431,000	1,051,000
350	PCUA - UTILITY BILLING	0	0	0	0	87,000	0	495,000	23,450	79,920	685,370
360	PCUA - WASTEWATER	0	0	0	0	5,716,000	0	0	21,000	(289,255)	5,447,745
365	PCUA - STORMWATER	0	0	0	0	401,000	0	0	8,800	198,325	608,225
380	PCUA - TECH. SERVICES	0	0	0	0	0	0	755,000	0	(10,000)	745,000
400	DEBT SINKING	720,000	0	0	0	0	0	0	0	0	720,000
501	CITY GARAGE	0	0	0	0	2,000	0	1,749,000	0	0	1,751,000
520	INSURANCE	0	0	0	0	0	0	5,408,850	170,000	169,630	5,748,480
501	MARLAND ESTATE	0	0	0	13,800	138,500	0	148,378	1,000	39,310	340,988
544	GOLF COURSE	0	0	0	0	511,383	0	260,000	0	0	771,383
704	CANN ESTATE	0	0	0	25,000	2,000	0	47,428	0	0	74,428
722	MATZENE BOOK FUND	0	0	0	150	0	0	0	0	0	150
839	RECREATION CENTER TAX	2,052,753	0	0	0	0	0	0	5,000	0	2,057,753
840	STREET IMPR. TRUST	2,052,753	0	0	0	0	0	0	25,000	795,747	2,873,500
875	CAPITAL IMPR. PROJECTS	0	0	0	0	0	0	400,000	13,113	0	413,113
901	AIRPORT CAPITAL GRANTS	0	0	165,000	0	0	0	16,667	0	0	181,667
929	AIRPORT	0	0	0	0	932,500	0	103,446	500	24,249	1,060,695
930	ECONOMIC DEV. TRUST	2,052,753	0	0	0	0	0	0	0	0	2,052,753
	TOTAL	15,977,269	1,100,500	584,700	162,700	58,738,121	574,500	17,220,333	1,456,063	2,860,280	98,674,466

ANNUAL BUDGET - CITY OF PONCA CITY, OKLAHOMA
GENERAL FUND - SUMMARY OF APPROPRIATIONS BY DEPARTMENT
Fiscal Year 2014 - 15

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	884,939	11,607	35,637	0	0	932,183
1012	CENTRAL MUN. ACTIVITY	10,000	67,050	398,208	0	837,077	1,312,335
1110	FINANCE	417,753	4,650	48,900	0	0	471,303
1113	MUNICIPAL COURT	218,002	3,545	10,525	0	0	232,072
1210	CITY ATTORNEY	235,503	0	34,591	0	0	270,094
1310	DEVELOPMENT SERVICES	513,235	4,300	63,600	0	11,396	592,531
2010	POLICE	4,835,802	108,100	120,540	165,500	223,002	5,452,944
2020	ANIMAL CONTROL	194,390	13,525	8,925	27,000	16,444	260,284
2030	EMERGENCY MANAGEMENT	124,853	5,900	28,200	0	4,495	163,448
2040	COMMUNICATIONS - 911	544,067	2,550	84,260	0	998	631,876
2510	FIRE	4,684,460	98,100	56,500	116,925	97,005	5,082,990
2511	AMBULANCE	829,999	72,000	64,800	145,000	80,000	1,191,799
3010	STREET	1,045,213	46,350	17,750	189,000	207,219	1,505,532
3510	ENGINEERING	559,202	8,800	55,180	5,500	8,064	636,746
3511	TRAFFIC ENGINEERING	377,365	45,200	6,210	0	17,473	446,248
4011	PARK MAINTENANCE	1,269,228	85,800	30,975	75,300	124,870	1,586,173
4012	AMBU POOL	56,420	14,450	850	11,000	0	82,720
4013	RECREATIONAL PROGRAMS	233,177	24,785	48,100	0	8,499	314,561
4014	WENTZ CAMP	69,305	26,250	4,325	40,500	4,177	144,567
4110	MARLAND'S GRAND HOME	108,764	6,280	11,582	4,132	3,363	134,121
4111	HUTCHINS MEMORIAL	50,514	9,454	17,614	0	6,177	83,759
4510	LIBRARY	657,433	192,500	80,900	29,000	18,633	978,466
	TOTAL	17,919,624	851,196	1,242,472	808,857	1,668,892	22,491,041

ANNUAL BUDGET - CITY OF PONCA CITY, OKLAHOMA
ALL FUNDS - SUMMARY OF APPROPRIATIONS BY DEPARTMENT
FISCAL YEAR 2014 - 15

EXHIBIT 3

ID / DEPT.	FUND NAME	PERSONAL SERVICES	MATERIALS & SUPPLIES	OTHER CHARGES & SERVICES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFERS	TOTAL APPROPR.
101	GENERAL	17,919,624	851,196	1,242,472	808,857	0	1,668,892	22,491,041
103	LIBRARY GRANT FUND	0	1,500	8,500	0	0	0	10,000
104	LIBRARY STATE AID	0	8,500	9,500	0	0	0	18,000
201	STREET & ALLEY	0	288,000	15,000	0	0	0	303,000
10-1114	SP. PROJECTS - JUV. FINES	17,140	2,060	16,225	0	0	0	35,425
240	HOTEL/MOTEL TAX	0	0	261,667	164,500	0	0	426,167
60-2014	GRANT FUND - C.O.P.S. GRANT	95,750	0	0	0	0	0	95,750
01-6310	WATER - ADMINISTRATION	71,972	1,800	337,572	0	1,681,000	1,733,803	3,826,147
01-6311	WATER - PRODUCTION	724,400	741,500	617,900	435,000	0	66,779	2,585,579
01-6312	WATER - DISTRIBUTION	606,344	120,200	224,800	189,000	0	97,748	1,238,092
40-6420	P.C. ENERGY - PURCH. POWER	0	0	22,177,866	0	0	0	22,177,866
40-6422	P.C. ENERGY - DISTRIBUTION	2,207,027	317,700	2,838,333	2,105,000	619,000	5,785,074	13,872,134
42-7510	SOLID WASTE COLLECTION	1,984,667	51,700	225,864	0	0	1,390,763	3,652,994
42-7511	SOLID WASTE LANDFILL	429,033	16,600	137,797	0	12,500	732,091	1,328,021
343	LANDFILL CLOSING	0	0	31,000	0	0	0	31,000
344	SOLID WASTE DEPR. RESERVE	0	0	0	1,051,000	0	0	1,051,000
50-7610	UTILITY BILLING	449,480	57,860	148,530	17,000	0	12,500	685,370
60-6510	WASTEWATER - ADMINISTRATION	71,972	1,530	229,770	0	2,050,000	688,354	3,041,626
60-6520	WASTEWATER - TREATMENT	666,392	282,700	540,000	149,000	0	114,945	1,753,037
60-6521	WASTEWATER - COLLECTION	363,460	107,000	51,200	70,000	0	61,422	653,082
365	STORMWATER	31,921	37,500	128,804	400,000	0	10,000	608,225
380	TECHNOLOGY SERVICES	369,174	159,000	213,600	0	0	3,226	745,000
400	DEBT SINKING	0	0	0	0	720,000	0	720,000
501	CITY GARAGE	235,970	1,469,600	27,850	0	0	17,580	1,751,000
20-1081	INSURANCE - HEALTH & LIFE	0	0	4,017,000	0	0	0	4,017,000
20-1082	INSURANCE - WORKER COMP.	65,480	0	952,000	0	0	0	1,017,480
20-1083	INSURANCE - PROP. & LIABILITY	0	0	714,000	0	0	0	714,000
601	MARLAND ESTATE	221,461	36,714	41,359	13,800	0	27,654	340,988
644	WENTZ GOLF COURSE	468,754	96,800	182,750	0	0	23,079	771,383
704	CANN ESTATE	46,057	12,440	1,160	14,000	0	771	74,428
722	MATZENE BOOK FUND	0	150	0	0	0	0	150
839	RECREATION CENTER TAX	0	0	0	0	0	2,057,753	2,057,753
840	STREET IMPROVEMENT TRUST	0	1,650,000	0	1,223,500	0	0	2,873,500
875	CAPITAL IMPR. PROJECTS	0	0	0	396,446	0	16,667	413,113
901	AIRPORT CAPITAL GRANT	0	0	0	181,667	0	0	181,667
929	AIRPORT	290,513	642,800	47,700	0	0	79,682	1,060,695
930	ECONOMIC DEVELOPMENT	0	0	0	0	0	2,052,753	2,052,753
	TOTAL	27,336,591	6,954,850	35,440,219	7,218,770	5,082,500	16,641,536	98,674,466



516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74602-1450
580-767-0304 Fax 580-767-0389

June 13, 2014

Mr. Gary Jones
Office of the State Auditor & Inspector
2300 N. Lincoln Boulevard
State Capitol, Room 100
Oklahoma City, OK 73105

Dear Mr. Jones,

Pursuant to Oklahoma Statutes, Title 11-17-209, enclosed please find a draft of the Operating & Capital Improvements Budget for the City of Ponca City for Fiscal 2014-15 as adopted by the City Commission on June 9, 2014. Also attached is the required proof of publication notice. If you need any additional information, please feel free to call me at (580) 767-0303.

Sincerely,

A handwritten signature in black ink, appearing to read "Marc LaBossiere". The signature is fluid and cursive.

Marc LaBossiere
Finance Director, City of Ponca City

Introduction



The International Association of Character Cities
is pleased to recognize the city officials, community leaders, and local residents of

Ponca City

City of Character

for their

Discernment, Initiative, and Diligence

that has been demonstrated in
establishing a "culture of character" within their community.

Gerald Conroy
Gerald Conroy
Director
International Association of Character Cities



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

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

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

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City Officials...
Mayor

Homer Nicholson

Mayor

Term Expires: March 2016



City Officials...
Commission



Lanita Chapman
Commissioner #1
Term Expires: March 2016



Steve Hermann
Commissioner #2
Term Expires: March 2015



Mary Beth Moore
Commissioner #3
Term Expires: March 2016



R. Mark Macy
Commissioner #4
Term Expires: March 2015

City Advisory Boards . . .

Direct Input of the Community

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

Airport Advisory Board

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

Animal Control Commission

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

Board of Adjustment

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

Construction Appeals Board

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

Library Board

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

Park & Recreation Board

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

Personnel Board Commission

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

Planning Commission

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

Senior Advisory Board

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

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

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

Our **Mission Statement**

Purpose...

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

Management

Staff

City Manager	Craig Stephenson
Assistant City Manager-Administration	Tana McKinley
City Attorney	Kevin Murphy
City Engineer	Jim Fairbanks
Community Development Director	Chris Henderson
Environmental Services Director	Hong Fu
Finance Director/City Clerk/Treasurer	Marc LaBossiere
Fire Chief	Butch Herring
General Manager of Ponca City Energy	Phillip Johnston
Human Resources Director	Terry Brown
Library Director	Holly LaBossiere
Park & Recreation Director	Jim Sindelar
Police Chief	Don Bohon
Public Works Director	Open
Technology Services Director	Craige Baird

CITY OF PONCA CITY - REPORTING CHART as of March 18, 2014

MAYOR		Homer Nicholson
COMMISSIONERS	Lanita Chapman	Steve Hermann
	R. Mark Macy	Mary Beth Moore
CITY MANAGER		Craig Stephenson
Assistant City Manager		Tana McKinley
Technology Services Director		Craige Baird
Computer Services Coordinator		Wait Klinger
Marland Estate Manager		David Keathly
Human Resources Director		Terry Brown
Development Services Director		Chris Henderson
City Engineer		Jim Fairbanks
Assistant City Engineer		John Barron
Building Inspector		Gary Cohenour
Plumbing Inspector		Jeff Pameticky
Property Inspector		Bobby Miller
Property Inspector		Ryan Trant
Traffic Engineering Manager		Mike Lane
Library Director		Holly LaBossiere
Park and Recreation Director		Jim Sindelar
Recreation Superintendent		Terri Sherbon
Public Works Director		OPEN
Administrative Assistant		Rob Dick
Golf Professional		Rod Alexander
Golf Grounds Superintendent		Todd Looper
Airport Manager		Don Nuzum
Motor Pool Superintendent		Ken Bryer
Street Superintendent		Sam Whitecotton
City Attorney		Kevin Murphy
Electric Utilities General Manager		Philip Johnston
Assistant Director/Operations Engineer		Steve Sullivan
Electrical Distribution Planner		Aaron Michaud
Environmental Services Director		Hong Fu
Solid Waste Superintendent		David Horinek
Water Distribution/Wastewater Collection Superintendent		Darwin Haney
Water Utilities Manager-Water/Wastewater		Todd Smith
Finance Director - City Clerk/Treasurer		Marc LaBossiere
Controller		Pamela Salisbury
Senior Court Clerk		Denise Rexford
Utility Billing Office Manager		Sherri Tapp
Fire Chief		Burl Herring
Deputy Fire Chief		Skip Jump
Police Chief		Don Bohon
Assistant Police Chief/Major		Anthony Rogers
Animal Control Supervisor		Steve Miner
Emergency Management Director		Paula Cain

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	09/18/78	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	04/24/06
7. Preparation, Coordination, Review & Adoption of Ordinances	01/22/79	
8. Deleted	Deleted	11/24/08
9. Deleted	Deleted	11/24/08
10. Number of Street Addresses	06/01/83	02/26/01
11. Extension of Water & Sewer Services Outside the City Limits of Ponca City	06/01/83	
12. 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	10/13/03
15. City Bus	01/08/90	
16. Credit Card Use & Application	07/01/91	03/22/04
17. Petty Cash Expenditures – Cash Accounts	10/08/91	09/14/09
18. Pension Fund Investment Policy Statement	12/09/91	
19. Construction Contract Change Order	10/05/92	11/24/08
20. Financial – Utility Authority Fund Balance Objectives	02/16/93	
21. City Commission/Authorities Agendas	10/24/94	
22. Deleted	Deleted	11/24/08
23. Ethics Policy	04/27/98	
24. Guide Sign Replacement Policy	06/12/00	
25. Credit Card Acceptance by Departments of Ponca City and its Public Trusts	01/13/03	
26. Ownership/Responsibility of City for Residential & Commercial Water Lines	03/24/03	
27. Adoption of Policies Re HIPAA Privacy Rule	04/14/03	
28. Street Tree for Main Street Business Area Corridor	10/11/04	
29. Installation, Maintenance & Replacement of Street Lights	03/26/07	

STANDARD OPERATION POLICY

<u>General Subject</u>	<u>Effective Date</u>	<u>Revised Date</u>
1. Adoption of Standard Operation Policy	09/01/97	
2. Handling Citizen's Complaints	09/01/97	08/03/99
3. Media Relations Manual	09/01/97	04/01/98
4. Operation of City-Owned Vehicles and Equipment	09/01/97	05/01/02
5. Competitive Bids/Quotes Procedures	09/01/97	07/01/02
6. Training & Travel	09/01/97	10/06/10
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	08/03/12
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	02/01/10
19. International City Management Association (ICMA) Retirement Plan	09/01/97	7/29/13
20. Stand-by Policy	09/01/97	
21. Lew Wentz Public Golf Course	11/09/99	
22. Recreation Passes	01/01/00	05/22/07
23. Fleet Maintenance	02/27/02	
24. Retirement Party Expenses	01/25/02	
25. Inoculations	03/30/04	
26. Retired Employee Insurance Premium Payment Policy	03/30/04	
27. Emergency Operating Center Activation	03/31/04	
28. City Hall Maintenance & Usage	04/01/04	06/03/10
29. Ponca City Medallions	01/01/05	
30. Use of Self Contained Showmaster Mobile Stage	03/13/06	09/17/09
31. Grant Applications	03/03/09	10/09/09
32. City of Ponca City Use of Social Media Tools	10/01/10	
33. Personal Use of Social Media Tools	10/01/10	

FINANCIAL POLICIES

The City of Ponca City has a series of financial policies, listed below, to set guidelines for financial management of the City. These financial policies aid in the budget and decision making process for City staff and the City Commission.

- Annually prepare a budget, submit it to the City Commission for approval and prepare a budget document available to citizens.
- Identify costs and funding sources by type before presenting a proposed operating and capital improvements budget for approval.
- Provide for sound financial planning, including funding of depreciation and adequate working capital in all funds.
- Operate the Finance Department in a manner that will assure the best possible audit results and bond rating.
- Take measures to protect against catastrophic losses through a combination of insurance, funded self-insurance, and cash reserves.
- Provide for recommended maintenance and replacement of facilities and equipment.
- View the budget as a dynamic rather than static plan that will require periodic amending as priorities and circumstances change.
- Encourage citizen involvement through City boards and commission and a series of open budget meetings.
- Pay for all current year operating expenses with current year revenues and/or available fund balance.
- Provide for adequate funding of all pension plan liabilities.
- Maintain a positive cash balance in each operating fund at the end of each fiscal year.
- Evaluate the relative merit of all proposed capital projects according to the Strategic Plan of the City of Ponca City.
- Give priority to capital projects that are mandated by federal or state legislation.
- Establish bond reserves based on the requirements of each issue.
- Maintain on average, restricted fund balances in accordance with target amounts established by the City Commission.





Craig Stephenson, City Manager

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74602-1450
580-767-0339 Fax 580-767-0344

June 9, 2014

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

Mayor and Commissioners of Ponca City:

I am pleased to present to you the proposed Fiscal-Year 2014-2015 Annual Operating and Capital Improvement budget for the City of Ponca City (City) and Ponca City Utility Authority (PCUA), which begins July 1, 2014. 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.

Sales tax collections are budgeted to continue to increase next fiscal year on a conservative basis of 2.0% above projected revenues this year. We continue to maintain a fiscally conservative outlook, and management continues to strategically evaluate operational efficiencies. This has proven to be a sustainable course of action allowing the citizens to continue enjoying the same high standard of quality services and programs unique to our community.

Staff continues to monitor the Affordable Care Act as it is implemented to minimize the fiscal impact on the City's health insurance program. This will continue to be an ongoing issue. While the employees have become better consumers of health care and are doing a good job of helping to control cost, it is still a very volatile piece of our benefit package.

The City will hold its fourth Supervisors Academy in cooperation with Pioneer Technology Center. Supervisors Academy will open in the fall to twenty current City employees looking to move into a supervisory position within the organization. This will allow the management team the opportunity to develop a succession plan for the organization as the organization continues to mature.

The fiscal 2014-15 budget provides for City and PCUA expenditures totaling \$98,674,465, which represents a 0.84% increase from the prior year's budget. Included in this budget is \$7,235,437 in capital improvements. The full time employee base across the City and PCUA is proposed at 392 full time positions; this is an increase of two full time employees adding an Assistant Director of Marland Estates to begin addressing succession planning and an Assistant to the City Manager, which will be a training position for municipal government. Staff believes that the employees, in collaboration with the residents of the community, truly make Ponca City a great place to live, work and play.

This past fiscal year saw several large projects funded, including projects such as: construction of a \$2 million new substation to replace the diesel plant substation for Ponca City Energy, completion of \$0.9 million in wastewater projects, replacing \$1.25 million of Solid Waste equipment, provision of \$1.4 million for Water production and distribution improvements, technology enhancements of digital ticketing and body worn cameras for the Police Department and Tropos mobile repeaters for the Fire Department, provided four new sport utility vehicles, and a hosted software service model for the new integrated library system, built a new splash pad for recreation, and completed the downtown sidewalk program along Grand Avenue. In addition, collaborated with Phillips 66 on two critical issues for the refinery and community, a project that rehabilitated the sanitary sewer through the Phillips 66 refinery and a project that constructed two new water wells, a pump station and distribution line to Phillips 66 north well field.

The 2014-15 Budget continues an aggressive capital budget, including the following: funding for four marked police cars, a new ambulance, a new tour bus, two large bucket trucks for Ponca City Energy, and rolling stock for the Public Works and Park and Recreation Departments; installation of surveillance cameras for the Public Safety Center; upgrades to the current records/jail/CAD software for the Police Department; matching grant funds for self-contained breathing apparatuses for the Fire Department; restoration of the exterior wood columns, trim, and windows at Marland's Grand Home; renovation of Library bathrooms; installation of a new water well; rehabilitation of two filters at the Water Treatment Plant; preventative maintenance at the Wastewater Treatment Plant, continuation of Ponca City Energy system hardening projects; provision of new equipment for Solid Waste and the Landfill, replacement of signal poles at Fourth Street and South Avenue; and reconstruction of the Turkey Creek Bridge.

The budget was created with continued emphasis on performance measurement in all departments, allowing staff and the City Commission to evaluate service cost versus the benefit derived by the residents of the community. I believe that 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, continue to maintain a fiscally sound government, invest in Ponca City, implement sustainable initiatives, serve and protect our community, offer unique resources and look forward. The Comprehensive Plan continues to serve as a framework for guiding future development, redevelopment, community enhancement and planning.

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 all of the employees will participate in the implementation of the programs outlined in this document. I want to thank all the employees who participated in the budget development, with special thanks to the Finance Department, of which Marc LaBossiere, Pamela Salisbury and Shane Becker led the charge coordinating the various components of this document.

Respectfully submitted,


Craig Stephenson
City Manager

A HISTORY OF MAYORS & COMMISSIONERS

A tribute to all who have served Ponca City so diligently through the years

Mayors

C. DeRoberts	1899
James Hutchison	1901
M. M. Baskett	1903
R. P. Baughman	1905
J. S. Hutchins	1907
James Hutchison	1907
J. W. Lynch	1909
F. D. Sparks	1911
W. H. McFadden	1913
Harry Cragin	1920-22
P. B. Lowrance	1922-23
O. P. Callahan	1923-26
C. E. Hall	1926-27
H. C. Mulroy	1927-29
M. B. Shire	1929-30
H. F. Harter	1930-32
D. W. Kygar	1932-33
T. W. Prentice	1933-35
C. E. Northcutt	1935-38
W. W. Vance	1938-41
Frank Overstreet	1941-47
W. J. Casemore	1947-50
Herman J. Smith	1950-51
Harper Baughman	1951-53
Herman J. Smith	1953-56
I. H. Needham	1956-59
F. A. Jennings	1959-62
Joe S. Boylan	1962-65
Charles D. Hull	1965-68
J. A. McNeese	1968-71
E. M. Trout, Jr.	1971-74
Kenneth Holmes	1974-77
Dr. John R. Robinson	1977-80
John Raley	1980-83
E. Lee Brown	1983-86
Carl Balcer	1986-92
Marilyn Andrews	1992-98
Tom Leonard	1998-04
Dick Stone	2004-07
Homer Nicholson	2007-Present

Commissioners of Finance

J. S. Hutchins	1920-22
C. E. Hall	1922-23
F. D. Sparks	1923-27
H. C. Mulroy	1927
Glen L. Wigton	1927-30
H. A. Hayward	1930-33
George F. Smith	1933-39
T. D. Harris	1939-51
L. S. Cannon	1951-57
W. F. Dowling	1957-59
Robert E. Clark	1959-63
Don F. Gall	1963-66
Harry B. Hayman	1966-69
Ellis Elliot	1969-72

Commissioners of Public Property

L. K. Meek	1920-22
J. W. Wiker	1922-24
H. F. Harter	1924-25
Ben Dawson	1925-31
R. N. Clark	1931-34
V. N. Souligney	1934-37
D. H. Downey	1937-38
Paul A. Long	1938-40
Guy Conner	1940-46
T. R. Boggess	1946-52
T. Gray McBride	1952-55
Glen B. Hickman	1955-58
Luther Miller	1958-59
Perry Whiting	1959-61
H. A. Mertz	1961-67
Gordon Holland	1967-70

Commissioners

H. A. Mertz	1961-67	Paul Krueger	2009-12
Gordon Holland	1967-70	Steve Hermann	2012-Present
Charles E. Hollar	1972-75	R. Mark Macy	2012-Present
Joe Dempewolf	1974-79	Mary Beth Moore	2014-Present
J. Robert Friday	1974-78		
Dr. John R. Robinson	1975-77		
Bonnie Phillips	1976-79		
Charles E. Hollar	1977-78		
Bob L. Ferguson	1978-81		
Jack Leighton	1979-82		
Paul Washecheck	1978-83		
George Schwartz	1978-82		
Bill Lacey	1981-85		
Charles Casey	1982-85		
Richard Welborn	1982-85		
Don E. Linder	1983-87		
Marilyn Andrews	1985-88		
Joe E. Burns	1985-88		
Gary Boyer	1987-90		
Patrick J. Mulligan	1988-91		
Hubert Watts	1990-96		
Gary Gibson	1990-93		
O. E. Gregson	1991-97		
Jerald Stone	1991-93		
Dick Bird	1993-97		
Bill McCann	1993-96		
Lyn Boyer	1996-02		
Dick Stone	1996-04		
Tom Leonard	1997-98		
Chris Hand	1997-03		
Keni Ray	1998-00		
Pam Johnson	2000-03		
Stan Kistler	2002-05		
David Cummings	2003-06		
Stan Paynter	2003-09		
Paul Krueger	2004-08		
Diane Anderson	2005-2014		
Wayne Foxworthy	2006-09		
Lanita Chapman	2008-Present		
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 2010 population census of 25,387.



City of Ponca City, Oklahoma
Miscellaneous Statistics

June 30, 2014

Number of Full-Time Employees:	
Union	110
Non-union	252
Area in Square Miles	20
Government Facilities and Services:	
Lane miles of streets	407
Number of signalized locations	42
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 courts	2
Number of archery ranges	1
Number of baseball fields	7
Number of Frisbee golf courses	3
Number of miniature airplane flying fields	1
Number of Moto-X Race Parks	1
Number of skate parks	1
Number of softball fields	7
Number of museums	6
Number of arboretums	1
Number of enclosed fishing docks	1
Number of splash pads	2
Fire/Ambulance Protection:	
Number of stations	4
Number of fire/ambulance personnel	69
Number of fire calls answered	1,157
Number of ambulance calls	3,470
Average emergency response time in minutes	4.71
Police Protection:	
Number of stations	1
Number of police personnel	79
Number of marked patrol units	40
Number of unmarked patrol units	9
Number of motorcycles	2
Number of special vehicles	3
Number of physical arrests	1,935
Number of traffic violations	9,286
Calls for service	22,812
Median age of officer	40
Median years of service	15

Wastewater System:

Miles of wastewater maintained by the City	173.50
Number of treatment plants	1
Daily average treatment in millions of gallons per day	3.42
Maximum daily capacity of treatment plant in millions of gallons per day	6.5*

Water System:

Miles of water mains maintained by City	208
Number of fire hydrants	986
Daily average consumption in millions of gallons per day	8.33
Maximum daily capacity of plant in millions of gallons per day	14
Number of water wells in service	16

Energy Department:

Customer base	16,037
Square miles of service area	98
Substations – total 100 megawatts of load	9
Miles of 69,000 kV transmission line	22
Miles of total distribution line circuit	395

Airport:

Concrete runway – 7,201 feet long and 150 feet wide	1
Average takeoffs and landings per year	38,750
Number of base aircraft	60
Number of ‘T’ hangers	44
Number of corporate hangers	13
Average high temperature degrees – (1980-present)	88.29
Average low temperature degrees – (1980-present)	31.29
Overall yearly degree temperature – (1980-present)	59.79
Average yearly rainfall in inches – (1980-present)	28

Education (Current) School Year:

Total school enrollment – Ponca City Public Schools	5,313
Number of elementary schools	7
Number of mid-high schools	2
Number of high schools	1
Number of vo-technical schools	1

Major Employers Listed by Total Employed**

Phillips 66 Refinery	800
Ponca City Public Schools	775
Ponca City Medical Center	410
Wal-Mart	410
City of Ponca City	390

Hospitals:

Number of hospitals	1
Number of licensed patient beds	140

*6.5 is the maximum capacity with permit. The maximum capacity for the building is 9.5

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

City of Ponca City Website

www.poncacityok.gov

The screenshot shows a web browser window displaying the City of Ponca City website. The browser's address bar shows the URL <http://www.poncacityok.gov/>. The website header includes navigation links for CITY GOVERNMENT, DEPARTMENTS, CITY SERVICES, OUR COMMUNITY, and HOW DO I?, along with a search bar. The main content area features a large banner with the text "CITY OF PONCA CITY OKLAHOMA" and images of the city's landmarks, including a statue and City Hall. A calendar for January 2014 is displayed, showing the current date as Tuesday, January 7, 3:34 PM. Below the calendar, there are sections for "WHAT'S HAPPENING" (listing events like Christmas Tree Recycling and Media Tip Sheet), "MAYOR'S WELCOME" (with a photo of Mayor Nicholson), and "QUICK LINKS" (listing services like Adopt a Pet and Outage Reporting). A sidebar on the left contains buttons for ONLINE BILL PAY, AGENDAS & MINUTES, E-SERVICES, STAFF DIRECTORY, NOTIFY ME, and FEEDBACK. The footer includes contact information: 516 E. Grand, Ponca City, OK 74601; PO Box 1450, Ponca City, OK 74602; Ph. (580) 767-0339. The system tray at the bottom right shows the time as 3:34 PM on 01/07/2014.

Community Calendar

May/June

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



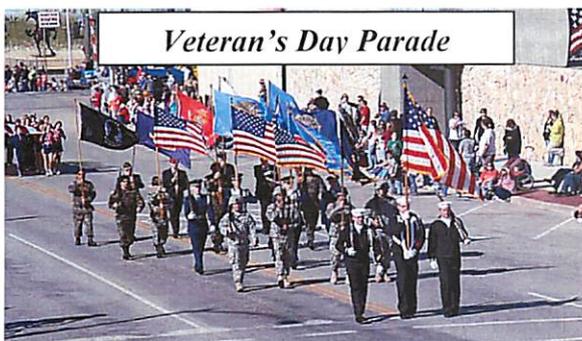
July/August

Freedom Festival
Ponca Pow-Wow
Grand National Moto-Cross



September/October

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



November/December

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

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.

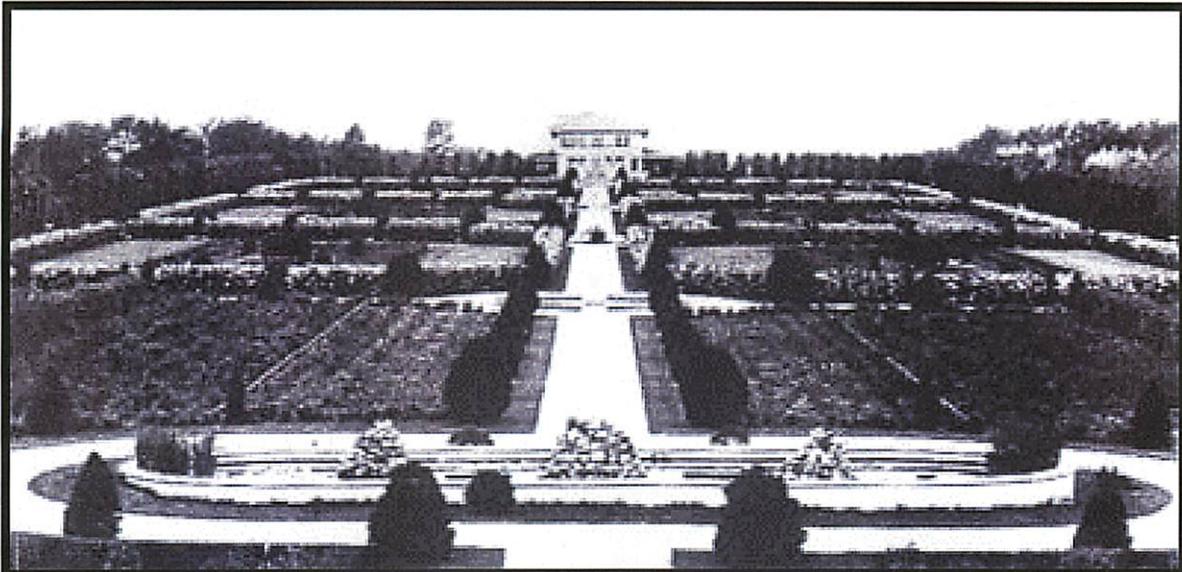
Standing Bear – A monumental tribute to all Native Americans, this 22-foot statue is of Ponca Chief Standing Bear, created by Cowboy Artist of America, Orelan C. Joe. The surrounding Park features many symbols of Native American culture and specifically honors the six tribes around Ponca City. Two audio 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.



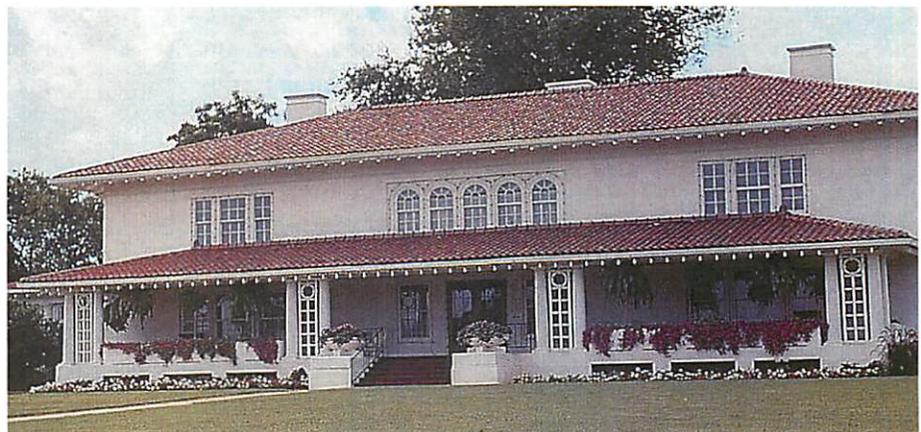
E.W. Marland was born May 8, 1874, in Pittsburgh, Pennsylvania. He studied to be an attorney, graduating from the University of Michigan Law School at the age of 19. Marland's years of practicing law led him to an interest in geology and a career in the oil industry. He prospered in the oil business,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

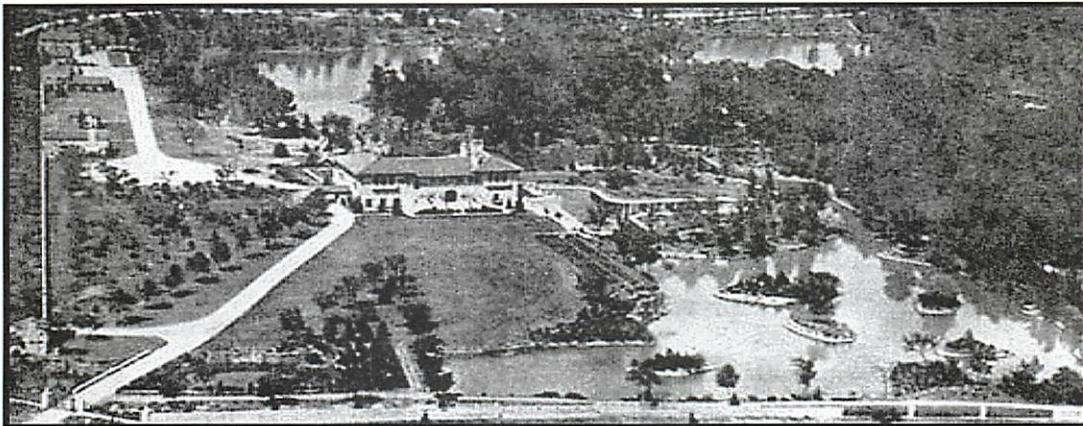


Marland's first home, recently re-named Marland's Grand Home, is home to the Historic House Museum, Native American Museum, 101 Ranch Collection, and D.A.R. Museum.



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 Whitmarsh, 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.

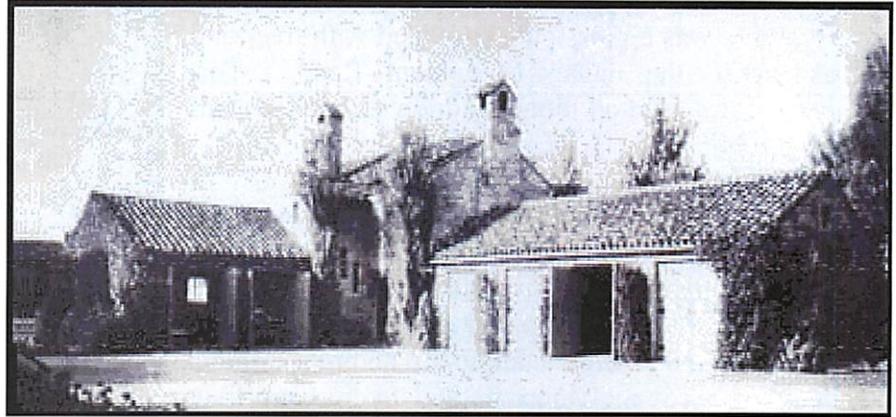
Now a private residence, the stables accommodated Mr. and Mrs. Marland’s horses. Mr. Marland had a Tennessee Walker, Tom James. Mrs. Marland’s horse was an American Saddle Bred named Rosenbar. E.W. and Lydie enjoyed riding together around the estate. Their two horses are buried on the grounds near the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

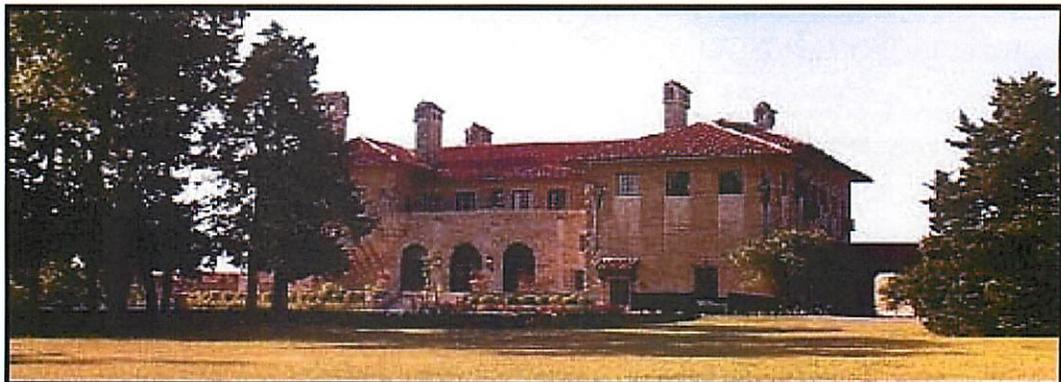
A unique aspect of the restoration project was the use of volunteer construction superintendents at each building. Professionals were hired where code requirements needed to be met, but dedicated volunteers contributed over 2200 volunteer hours, performing much of the demolition, painting, and finishing touches. The original estimate for restoration was \$386,000. Grants were received from the Peel Foundation, Sarkey's Foundation and the Marland Estate Foundation. The total project cost for Lydie's Cottage and the Artist Studio was \$224,500 and all of the work was completed with private donations.

Marland Mansion. .Today

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



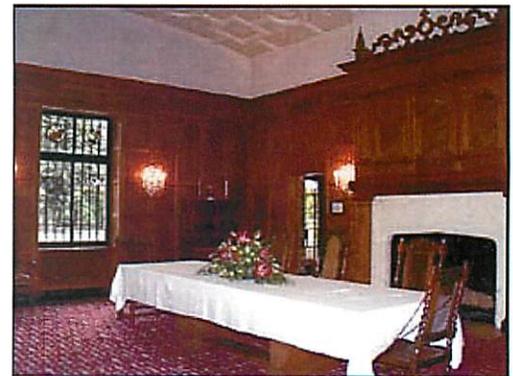
Mr. and Mrs. Marland had to move from the Mansion in 1930 but retained ownership while he served in Congress and as governor of Oklahoma. They opened the Mansion for parties and special events and E.W. used it as his campaign headquarters whenever he ran for office. In 1941, six months before he died,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



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

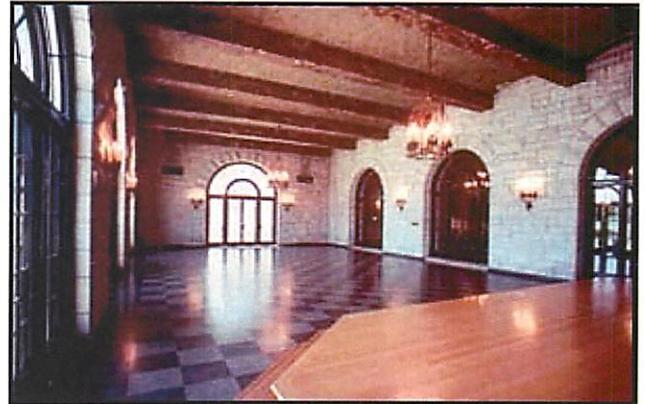


The formal dining room, which can seat 20 for dinner, has a certain royal ambiance. The hand-carved mantel and the wood walls in this room are a very rare type of oak, Pollard oak, which was cut by special permission from the royal forests of England. The wood was then shipped to Boston where all the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





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



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



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

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





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

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



Pictured above, Phillips 66 employs an estimated 800 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 was first brought into the process at the regularly scheduled Board of Commissioner's Meeting (work session) on February 17, 2014. At that time a presentation the City's budget philosophy and application of that philosophy were reviewed. General Fund revenue, expenditure, and budget issues were also discussed. Departmental expenditure histories were also reviewed and trends identified. Challenges recognized and discussed for Fiscal 2014-15 included stagnant revenues, high fuel and commodity costs, increasing worker compensation and health care costs, and continuing capital infrastructure needs for the electric, water, wastewater, solid waste and stormwater utilities. Finally, early Commission input was solicited regarding new programs and capital improvements desired, any questions or concerns on current rates and fees, and departmental operations to be considered in planning the budget for the coming fiscal year.

Finance ushered in 2014 by working with departments to derive initial revenue projections for the General Fund and utilities for Fiscal 2014-15. A budget kick-off session was held with all departments on January 27, 2014, where the budget process and objectives were outlined for department heads, supervisors, and support staff. At this time a packet of relevant preparation materials including expenditure histories and capital and travel request forms was given 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 heard from outside agencies requesting contract for services funding at the regularly scheduled work session on March 17, 2014. Each agency director presented an overview of current services for the community. All requested service agreements were flat, with the exception of Cimarron Transit, from the prior year.

City management met with department representatives on capital requests and operating budget requests during the first week of March 2014. On April 17, 2014, an initial draft of the City Manager Proposed Budget for Fiscal 2014-15 was delivered to the City Commission. The City Commission met for two, all day, open meeting hearings with management and departments on the proposed budget on April 21 and 22, 2014. These two days were a critical time for the Commission to have an open discussion with each department on their respective services, operations, accomplishments, and objectives for the coming year. This was also a forum for discussion of 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 Sunday, May 4, 2014. Also published at that time was notice of a public hearing on the Fiscal 2014-15 Budget, to be held at the regularly scheduled Board of Commissioner's Meeting of May 12, 2014. A public hearing was held on that date to solicit input on the budget from the community. In accordance with provisions of the City Code of Ordinances - Municipal Charter, Section 65 and the Oklahoma Municipal Budget Act, a final draft of the proposed budget is now being presented to the City Commission for consideration.

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

Background Budgeted for Fiscal 2014-15 are twenty-nine (29) 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.

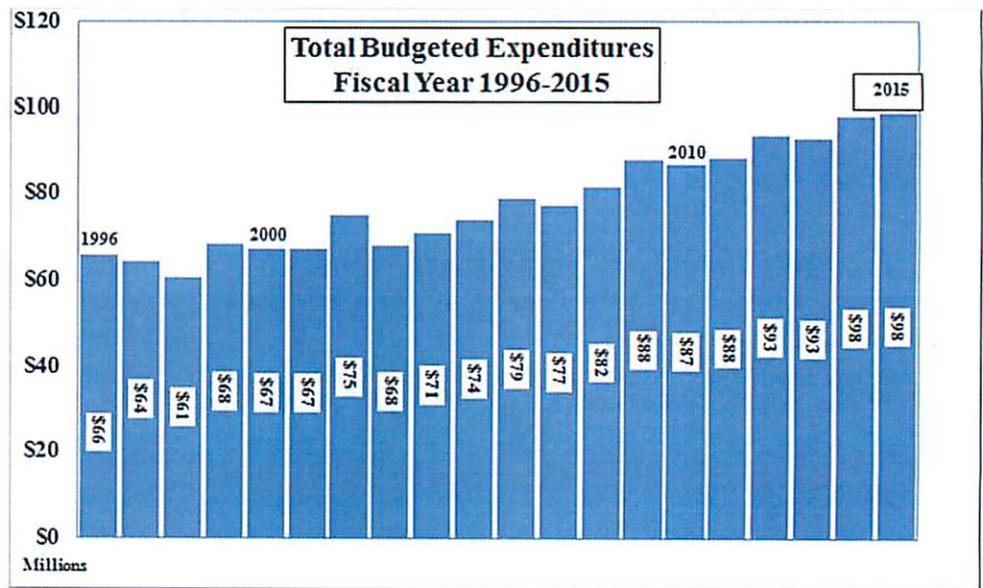
The City uses full accrual accounting with its proprietary fund types such as the utilities, which means both revenues and expenses are charged to the period earned or incurred. The City uses modified accrual basis of accounting with governmental fund types such as the General Fund, which means expenditures 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 proposed budget for Fiscal 2014-15 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. Each department will present to the Commission long-term capital needs identified in their respective areas, over the coming year at work sessions. 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.

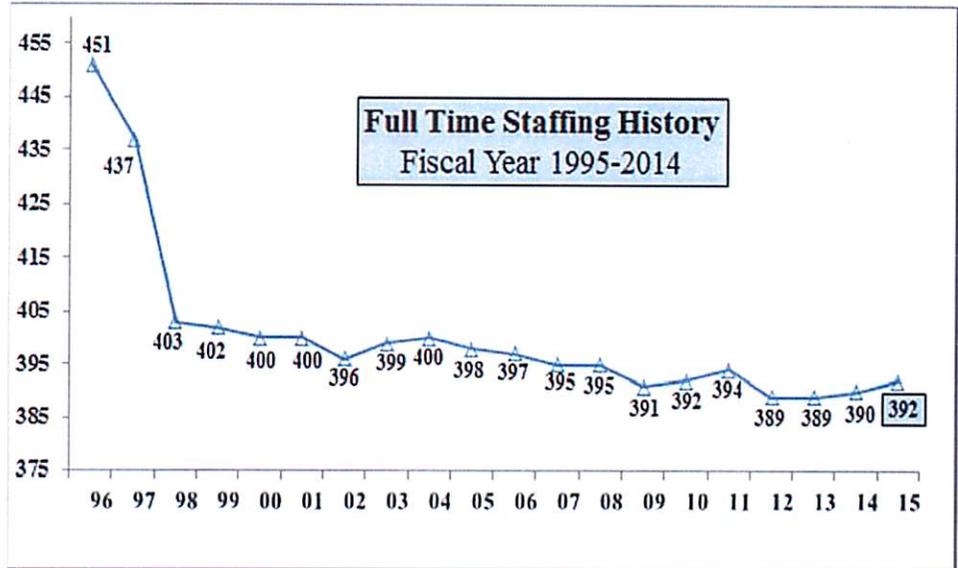
The Fiscal 2014-15 Budget has been challenging in many ways. The total budget for all funds is proposed at \$98,674,465, an increase of \$776,897, or .84% from the original budget of Fiscal 2013-14.

The increase is due largely to budgeting increased electric sale revenue and related purchase power expense, as well as some accumulated fund balance to construct some large capital projects in the PCUA.

As illustrated above, the proposed aggregate budget for the coming year is approximately 50% higher than the original budget of Fiscal 1995-96, twenty years ago. This represents an average annual increase of approximately 2.5%, illustrating staff commitment to cost containment.

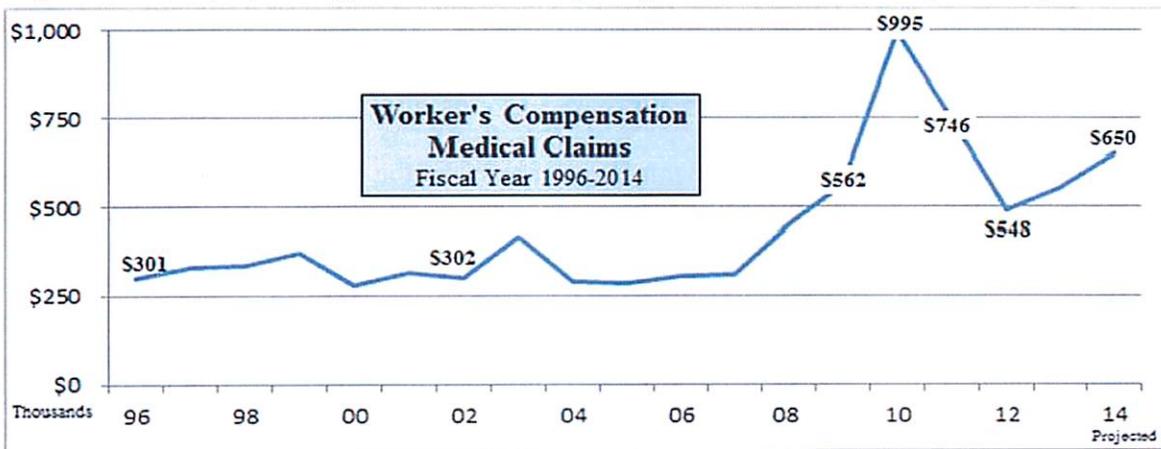


The full time employee base across the City is proposed at 392 and includes two new positions over the prior year, an Assistant to the City Manager position and Assistant Director of Marland Grand Home position. No layoffs occurred in the prior year, nor are any planned for the coming year. The proposed full-time staffing for Fiscal 2014-15 is approximately 13% less than that of seventeen years ago, in Fiscal 1995-96, again illustrating commitment to continuous improvement in service efficiencies, productivity, and conservative fiscal policy.



The cost of providing health insurance benefits to City employees has escalated significantly in recent years. City staff worked extensively with consultants and other resources to help determine the best strategy, including bids for fully insured plans and high deductible plans. With positive trends recently, the proposed budget includes a 3.3% increase for the City and employees for health coverage. City employees who choose single health insurance coverage pay a premium of \$1,427 annually, with the City funding \$5,707. Employee plus one coverage is \$2,581 annually, with the City funding \$10,324. Employees choosing family coverage pay \$3,873 annually, with the City funding \$15,491. 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 with projected double-digit inflation in the industry.

Another area of volatile personnel related costs are from worker's compensation expense. Although these had decreased significantly in Fiscal 2004-05 to a near decade low level, this was followed by a period of rapid escalation, a peaking, and more recently a significant decrease. Projected expenses for W/C Medical



expenses for Fiscal 2014-15 are \$950,000. The City is self-insured for worker's compensation medical claims, and maintains a department in the Internal Service Insurance Fund for this purpose.

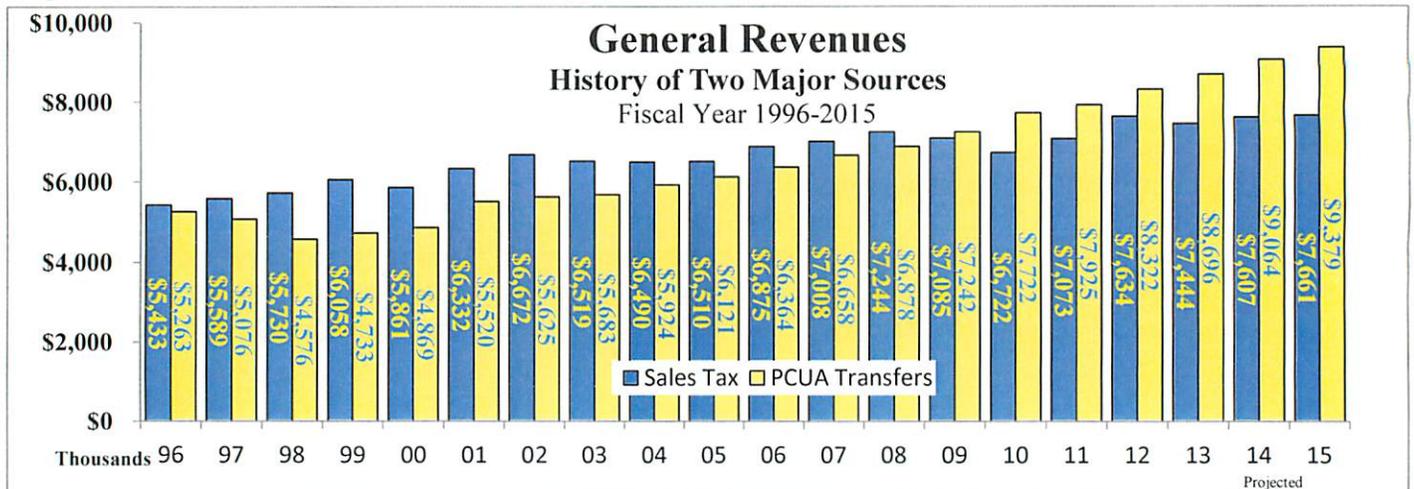
Premiums are paid based on a straight percentage (4.0%) of wages by all departments with personnel, without regard for risk/loss scales. Court ordered claims have increased in recent years, and are recovered through ad-valorem tax, as provided for in Oklahoma statutes. This method is a significant value 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 mixed results. Worker's compensation related costs will continue to be a challenge in the foreseeable future.

In keeping with the City Commission objectives, the Fiscal 2014-15 Budget does maintain a designated fund balance in the General Fund of \$1,900,000, as defined by Resolution #5932, which was approved by the Board of Commissioners on October 10, 2011, when the previously approved amount was increased by \$200,000. This designated fund balance is a reserve equal to approximately a 5-week operating budget in the General Fund, and provides a buffer against unforeseen natural, man-made or economic disasters.

Each of the four major PCUA utility operations also has designated fund balances, as established by Commission Policy Statement #20. This policy sets as a target fund balance for the Ponca City Energy Fund, an amount equal to the highest monthly purchased power bill over the past three years plus 10% of the system's fixed assets. The policy statement also provides that for the Water and Wastewater funds, a target fund balance equal to a 60-day operating balance plus 10% of the systems' 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 2014-15.

GENERAL FUND

Sales Tax Revenue There is currently a 2.0% sales tax dedicated for General Fund operations, generating revenue equal to 36.3% of total budgeted revenues for Fiscal 2014-15. Over the past twenty years, year-over-year increases in this revenue source have fluctuated from -5.1% to +11.4%, with a long-term average increase at 2.5% annually. When adjusted for inflation, long term sales tax collections have not experienced real growth, and are nearly flat. There are three distinct threats to sales tax revenue that have



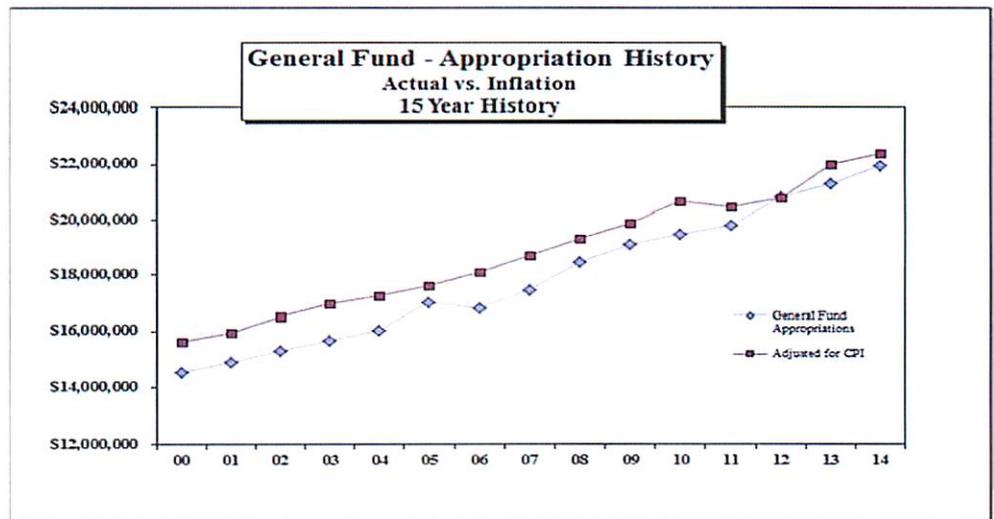
contributed to the lack of growth, more specifically growth in internet sales, the effect of the State legislature annually exempting more special interest groups and sale types from sales tax, and competition for discretionary spending by legalization of the lottery and casino gaming. Fiscal 2002-03 sales tax collections decreased 2.29%, followed by another decrease in Fiscal 2003-04 of 0.44%. In Fiscal 2004-05, collections turned around with an increase of 0.30% at the close of the year, and Fiscal 2005-06 saw strong growth, up 5.60%, due to heavy construction projects during the fourth quarter, followed by an increase of 1.94% in Fiscal 2006-07. Fiscal 2007-08 year collections increased 3.37% from the prior year, with Fiscal 2008-09 collections down 2.19% from the prior year. Fiscal 2009-10 collections saw the brunt of the recession, with a decrease in collections of 5.12%. Collections for Fiscal 2010-11 rebounded with an increase of 5.22%, followed with even stronger returns in Fiscal 2011-12, with a year-over-year increase of 7.9%. Fiscal 2012-13 saw some softening with a decrease of 2.5%. Fiscal 2013-14 has seen acceleration in recent months and with two months left in the year are projected to be up 3.0% over the prior year. Budgeted sales tax revenue for Fiscal 2014-15 is \$7,611,010, a 2.0% increase from the projected collections of Fiscal 2013-14.

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. As illustrated on previous page, through Fiscal 1997-98 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 fifteen years this revenue source has increased, however, and administration charges to the PCUA for General Fund services and residual equity transfers are proposed for Fiscal 2014-15 at \$9,378,587, a 3.5% increase over the previous year, making it 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 ten 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 \$1,150,000, a 2.1% decrease. Municipal Court fines are the fourth largest revenue source for the General Fund and have rebounded from decade lows, projected to increase by 8.9% in the coming year. With interest rates at historic lows, interest income continues to languish, and is projected to remain flat at \$30,000. Total General Fund revenues for Fiscal 2014-15 are budgeted at \$21,136,097, an increase of 2.81% 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 2014-15 is \$21,491,041, an increase of \$549,898, or 2.51% from the original Fiscal 2013-14 Budget. The increase is caused by two main factors, a cost of living wage increase for employees, and increased capital spending. With market contractions in recent years, the Cann Estate Trust Fund has seen its corpus drop. Although improving with recent years



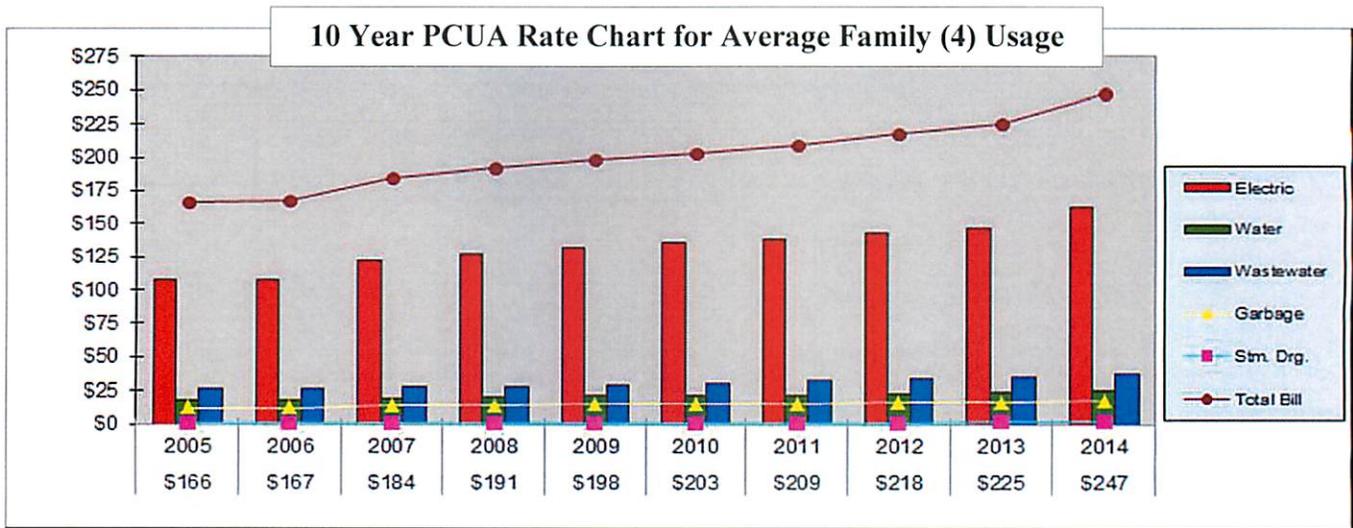
returns, management proposed continuing subsidy funding for operations at the level of expenditure, or \$47,428 for the coming year, to avoid depleting the trust further. The budgeted subsidy for the Marland Estate, the Airport, and Wentz Golf Course are all flat for the coming year. Other than personnel related costs, the General Fund expenditure budget is essentially flat. Above is an illustration of General Fund budget history in Ponca City versus the same baseline budget growth by the CPI rate of inflation.

Spending on public safety continues to dominate funding of City operations, at 56.7%. This exemplifies a City commitment to make Ponca City a safe and healthy community. The Police Department continues to evolve with the changing needs of the community. Recent examples include Community Policing, Youth Police Academy, the placement of two officers in the Ponca City schools, and the addition of tasers, in car wi-fi, video as tools in the field, and digital ticketing. In recent years the department implemented the Extra Eyes Program, where citizen volunteers assist with fingerprint indexing and non-enforcement patrolling, and re-activated the Police Reserve Program, where sworn, trained, civilian officers serve the City without pay, to supplement current staff and resources.

Public safety related capital items in the coming year include four new marked Police Sedans for the Police Department and a new ambulance. Replacement of aging capital equipment continues to be emphasized in the General Fund budget for Fiscal 2014-15. Major items to be funded include new box blade loader and a steel wheel loader for the Street Department, restoration of exterior wood columns, windows, and trim at Marland’s Grand Home, lower level restroom renovations at Library, Turkey Creek Bridge reconstruction, and new concrete replacement of existing asphalt trails in War Memorial Trails.

PONCA CITY UTILITY AUTHORITY

PCUA Revenues The PCUA offers electric, water, wastewater, solid waste, landfill, and stormwater services. The high cost of inputs, federal mandates, and inflation in general among the utilities has led to rate increase proposals for Fiscal 2014-15. This includes a 2.5% across the board increase in the water utility, wastewater utility, and solid waste service rates. All stormwater rates will increase by \$0.25. The electric utility will re-base the fuel adder by 1 cent per kilowatt hour. This will increase published rates by that amount, but also reduce the variable adder by the same amount, thus generating no additional revenue for the utility or cost to the consumer, but giving a clearer picture of actual rates and costs. 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 under 3%.



Staff is proud that overall, the average PCUA residential customer still enjoys quality utility services at a bottom line cost that has only risen in step with inflation. This is an exceptional feat when considering the fact that the same residents are also the beneficiaries of excellent services derived from new water and wastewater plants completed in the late 1990’s, three new electrical substations, and two lateral expansions of the landfill. While the past ten years have seen major emphasis on infrastructure at the front end of each utility, the Fiscal 2014-15 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 meets 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 has an expected life of 25 years, which is the life of the Series 1995B Utility System Revenue Bonds issued to finance the project. The utility has also added the Braden and McCord rural water districts as customers in recent years.

Critical to future water production is maintenance of the water rights from Kaw Lake as well as maximizing the traditional wellfield sources of water. Master planning for the utility is also underway, and needs to be completed before major decisions are made about future sources of raw water. Infrastructure improvements funded in the coming year include \$375,000 for a new water well in the City's mid-wellfield.

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. Recently completed was 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. 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, reconstruction of the Brentwood Lift Station, and an emergency line project on Ash Street. A project to replace a main interceptor line that runs through the Phillips 66 refinery is currently underway and will continue into the next year until completion. Budgeted for Fiscal 2014-15 are some plant improvements, including replacement of a grit classifier for \$60,000 and some valve replacements for \$80,000.

Ponca City Energy The Ponca City Energy Department has seen many changes in recent years. 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 proposed Fiscal 2014-15 Budget includes purchased power and distribution only. The Series 1997C Utility System Revenue Bonds provided funding for the addition of the Northwest Substation which was constructed at Prospect and Ash Street, and put in service on June 1, 1999. The utility also completed an \$1.5M capital relocation of its office, warehouse, and poleyard north of town at 6714 North Pleasantview Road during Fiscal 2006-07, utilizing accumulated funds and without any additional debt. An additional substation was completed in June 2009 in the McCord service area, and was also funded internally from accumulated fund balances. A project to replace the fire damaged and antiquated Diesel Plant Substation began in Fiscal 2012-13 and will be nearly completed at the close of Fiscal 2013-14.

Budgeted for Fiscal 2014-15 in the Ponca City Energy Fund are many major capital items and infrastructure improvements, most notably \$1.39M in distribution system improvements and \$500,000 for two new large bucket trucks.

Solid Waste The Solid Waste Fund includes collection and the landfill. The collection side has cooled with the economic contraction of 2008 & 2009, and started to rebound in the past year. Included in the coming budget is a rate increase of 2.5% to help cover cost drivers including fuel, equipment cost, and personnel related costs. The most recent cell expansion at the landfill was completed in the summer of 2008. This expansion was funded by accumulated fund balances and was completed without any new debt, relieving further rate increase pressures on our community. There are many significant capital purchases planned for Fiscal 2014-15, including three new packer trucks at a budgeted cost of \$627,000, a new roll off truck for \$175,000 and a variety of smaller containers and equipment, all funded through the Solid Waste Depreciation Reserve Fund.

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

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

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

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

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

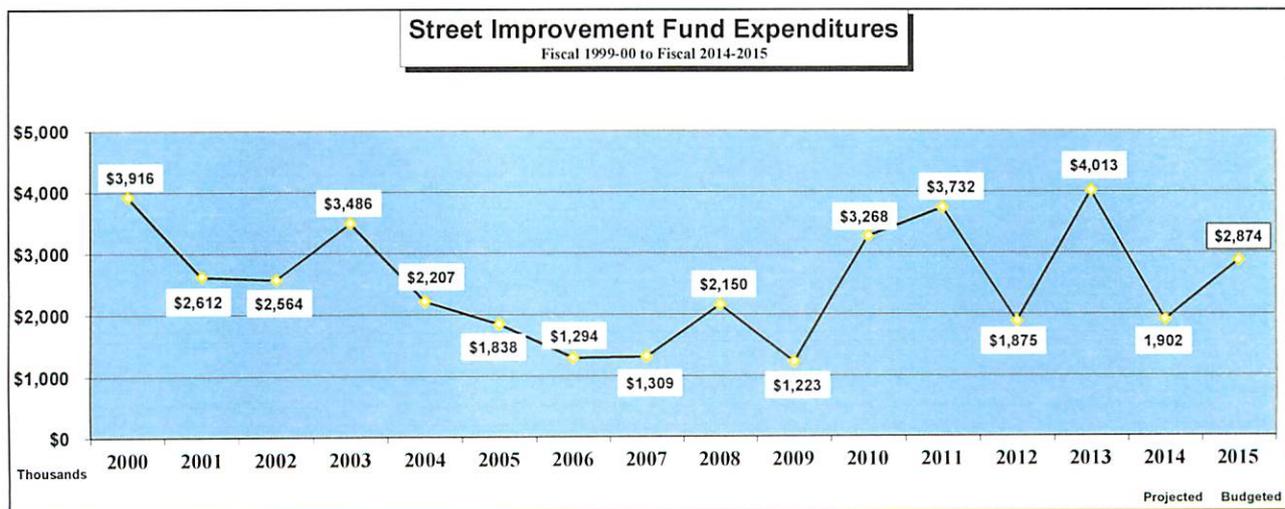
OTHER ENTERPRISE FUNDS

Airport The Ponca City Regional Airport is located in the northwest corner of Ponca City. The airport operates as an enterprise fund. The airport is no longer served by a commuter airline, as the federal government cut essential air service funding in Fiscal 2007, but continues to be the home of the famous Enrique’s Mexican Restaurant. Exciting projects at the airport in recent years included instrument relocation, dirt work, and construction of a 1,000-foot concrete runway extension project and taxiway improvements, as well as construction of a new maintenance building and purchase of a large snowplow. The projects are typically 90% Federal grant funded, supplemented by 5% State grant funding. The remaining 5% match is funded by the City, typically through the Capital Improvement Projects (C.I.P.) Fund. Budgeted for Fiscal 2014-15 is a new SUV vehicle, replacement and relocation of some perimeter fencing, and replacement of three HVAC units.

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 distributed 6% of corpus value annually, but with market contractions, this has been discontinued until last year. A subsidy from the General Fund replaced it beginning in Fiscal 2009-10, and carries on into Fiscal 2014-15.

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 85% voter approval for an additional five years, beginning October 1, 2012. The source provides funding for continued upgrade of Ponca City’s streets, roadways, sidewalks and trails. Major projects slated for Fiscal 2014-15 include Turkey Creek Bridge Reconstruction, concrete replacement of existing asphalt trails in War Memorial Park, and pedestrian countdown signals.



Recreation Center Citizens of Ponca City approved an eight year, dedicated ½ cent sales and use tax for the construction of a new community recreation complex that will be called Ponca City Aquatic & Family Center – YMCA. When the project exceeded anticipated costs, residents approved a five year extension to the existing tax, 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 have 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 entire center is managed by the YMCA of Ponca City on a contractual basis.

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 January 31, 2019. 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 2008 - 2012, the Ponca City Development Authority has directly impacted the attraction, expansion and retention of 1,162 full time jobs in Ponca City, and that progress continues today. Budgeted for Fiscal 2014-15 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

Quick Reference Guide to Financial Summary-

This section helps you to locate commonly asked questions.

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<p>What are the City's five types of expenditures ranked from largest?</p> <ol style="list-style-type: none"> 1. Other Charges and Services 2. Personal Services 3. Capital Outlay 4. Materials and Supplies 5. Debt Service 	Budgeted Expenditures by Type	Page 28
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Budget Calendar Fiscal 2014-15 (1-1-14 rev.)

December 2013	Finance and Departments begin rate review and revenue budgeting
Mon. Jan. 27, 2014	Budget Kick-Off Meeting for Department Heads & Supervisors, 9am Budget Packet includes hard copies of Line-item Budgets, Personnel Models, Capital Request Forms, Mission / Accomplishments / Goals Forms, and overview
Mon. Feb. 3	Budget overview for City Commission held at the work session
Tues. Feb. 4	Capital Request Forms (cat. 4) for FY2014-15 due to Finance
Tues. Feb. 11	Budget Request Forms (cat. 2 & 3) for FY2014-15 along with any personnel related change requests due to Finance
Tues. Feb. 18	Travel Request Forms for FY 2014-15 due to Finance
Tues. Feb. 25	Mission / Accomplishments / Goals Forms for FY2014-15 along with updated Long-Term Capital Plan sheets due to Finance
March 3 - 7	City Manager/Finance meet with Departments to review Budget requests
Mon. Mar. 17	New Program and "Outside Agency" Hearings along with a budget update presented to the City Commission at work session
March & April	Departments update various Advisory Boards on Budget progress
Wed. Apr. 9	City Manager/Finance meet with Department Heads to discuss proposed Budget
Thurs Apr. 17	Draft of Budget with Departmental Goals delivered to City Commission for review
April 21 & 22	City Commission Hearings with City Management and Departments, open to Public
Wed. April 30	Deliver Notice of Public Hearing and Budget Summary to the Ponca City News
Sun. May 4	Publish date the P. C. News of the Notice of Public Hearing & Budget Summary
Mon. May 12	Public Hearing on Proposed Budget and City Commission Review
Mon. June 9	FY2014-15 Budget in book format delivered to the City Commission for adoption
Mon. July 1, 2014	Implementation of the FY2014-15 Budget

CITY OF PONCA CITY
Full-Time Staff History
Fiscal Year 2014-15

Department	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015
City Manager	7	9	9	9	9	9	9	9	9	10
Finance	7	7	7	6	6	6	6	6	6	6
City Attorney	2	2	2	2	2	2	2	2	2	2
Municipal Court	4	4	4	4	4	4	4	4	4	4
Development Services	6	6	6	7	7	7	7	7	7	7
Police	68	68	68	68	68	68	68	68	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	11
Emergency Mgmt.	2	2	2	2	2	2	2	2	2	2
Fire	57	57	57	57	57	57	57	57	57	57
Ambulance	12	12	12	12	12	12	12	12	12	12
Engineering	10	8	8	8	8	8	7	7	7	7
Traffic Engineering	6	6	6	6	6	6	6	6	6	6
Streets	21.5	21	21	21	21	21	20	20	20	20
Park Maintenance	24	24	24	24	24	24	23	23	23	23
Rec Programs	2	2	3	3	3	3	3	3	3	3
Marland's Grand Home	1	1	1	1	1	1	1	1	1	2
Hutchins	1	1	1	1	1	1	1	1	1	1
Library	11	11	11	11	11	11	11	11	11	11
Total General Fund	256.5	256.0	257.0	257.0	257.0	257.0	254.0	254.0	254.0	256.0
Water Admin.	1.17	1.17	0.84	0.84	0.84	0.84	0.84	0.84	0.84	0.84
Water Prod.	8	8	8.5	8.5	9.5	10	10	10	10	10
Water Dist.	10	10	10	10	10	10	10	10	10	10
Total Water Fund	19.17	19.17	19.34	19.34	20.34	20.84	20.84	20.84	20.84	20.84
Wastewater Admin.	1.16	1.16	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.	12	12	11.5	11.5	11.5	11	11	11	11	11
Total W-Water Fund	19.16	19.16	18.33	18.33	18.33	17.83	17.83	17.83	17.83	17.83
Solid Waste	32.33	31.33	31.33	32.33	32.33	32.33	31.83	31.83	31.83	31.83
S.W/Landfill	7	7	7	7	7	7	7	7	7	7
Total Solid Waste	39.33	38.33	38.33	39.33	39.33	39.33	38.83	38.83	38.83	38.83
Utility Billing	7	7	10	10	9	9	9	9	9	9
Ponca City Energy	23.34	23.34	24	24	25	25	25	25	25	25
Meter Readers	10	10	6	0	0	0	0	0	0	0
Total Utility Billing	40.34	40.34	40	34						
Stormwater	0	0	0	0	0	0	0.5	0.5	0.5	0.5
Total Stormwater	0	0	0	0	0	0	0.5	0.5	0.5	0.5
Technology Services	3	3	3	3	3	3	3	3	4	4
City Garage	5.5	5	5	5	5	5	4	4	4	4
Insurance	1	1	1	1	1	1	1	1	1	1
Marland Mansion	3	3	3	4	4	4	4	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	3	3	3	3	3	5	4	4	4	4
Hotel/Motel Tax	0	0	0	0	0	0	0	0	0	0
Total Other Funds	23	22	22	23	23	25	23	23	24	24
Grand Total	397	395	395	391	392	394	389	389	390	392

CITY OF PONCA CITY
BUDGET SUMMARY - by fund
FISCAL YEAR 2014-15

FUND #	FUND NAME	2014-15 BUDGETED REVENUES	2014-15 BUDGETED EXPENDITURES	BUDGETED REVENUES over EXPENDITURES
101	GENERAL	21,136,097	22,491,041	(1,354,944)
103	LIBRARY GRANTS	10,000	10,000	0
104	LIBRARY STATE AID	18,000	18,000	0
201	STREET & ALLEY	230,000	303,000	(73,000)
210	SPECIAL PROJECTS	28,000	35,425	(7,425)
240	TOURISM	750,000	426,167	323,833
260	COM DEV GRANTS	95,750	95,750	0
301	WATER	7,291,000	7,649,818	(358,818)
340	PONCA CITY ENERGY	36,050,000	36,050,000	0
342	SOLID WASTE	4,981,015	4,981,015	0
343	LANDFILL CLOSING	80,000	31,000	49,000
344	SOLID WASTE DEPR. RES.	620,000	1,051,000	(431,000)
350	UTILITY BILLING	605,450	685,370	(79,920)
360	WASTEWATER	5,737,000	5,447,745	289,255
365	STORMWATER	409,900	608,225	(198,325)
380	TECHNOLOGY SERVICES	755,000	745,000	10,000
400	DEBT SINKING	720,000	720,000	0
501	CITY GARAGE	1,751,000	1,751,000	0
520	INSURANCE	5,578,850	5,748,480	(169,630)
601	MARLAND ESTATE	301,678	340,988	(39,310)
644	GOLF COURSE	771,383	771,383	0
704	CANN ESTATE	74,428	74,428	0
722	MATZENE BOOK FUND	150	150	0
839	RECREATION CENTER TAX	2,057,753	2,057,753	0
840	STREET IMPR. TRUST	2,077,753	2,873,500	(795,747)
875	CAPITAL IMPR. PROJECTS	413,113	413,113	0
901	AIRPORT CAPITAL GRANTS	181,667	181,667	0
929	AIRPORT	1,036,446	1,060,695	(24,249)
930	ECONOMIC DEVELOPMENT	2,052,753	2,052,753	0
	TOTALS	\$95,814,186	\$98,674,465	(\$2,860,280)

CITY OF PONCA CITY
ALL FUNDS - HISTORY of BUDGETED EXPENDITURES
Fiscal Year 2014-15

FUND #	FUND NAME	ORIGINAL 2010/11 APPROVED	ORIGINAL 2011/12 APPROVED	ORIGINAL 2012/13 APPROVED	ORIGINAL 2013/14 APPROVED	ORIGINAL 2014/15 APPROVED
101	GENERAL	19,819,740	20,804,753	21,303,282	21,941,143	22,491,041
103	LIBRARY GRANT	10,000	10,000	10,000	10,000	10,000
104	LIBRARY STATE AID	19,000	18,000	19,000	19,000	18,000
201	STREET & ALLEY	303,000	305,000	305,000	303,000	303,000
210	SPECIAL PROJECTS	34,440	34,988	34,713	34,758	35,425
240	TOURISM	386,667	464,267	471,667	485,667	426,167
260	COMM DEV GRANTS	65,813	131,205	131,205	136,266	95,750
301	WATER	7,015,730	7,190,482	7,637,674	8,329,367	7,649,818
340	PONCA CITY ENERGY	30,897,205	31,909,140	33,210,949	35,942,700	36,050,000
342	SOLID WASTE	4,420,588	4,677,602	4,591,903	4,779,907	4,981,015
343	LANDFILL CLOSING	22,500	22,500	26,000	30,000	31,000
344	SOLID WASTE DEPR. RES.	116,300	55,000	780,000	1,250,700	1,051,000
350	UTILITY BILLING	643,875	634,379	652,369	641,149	685,370
360	WASTEWATER	5,171,237	5,260,283	5,369,046	6,006,206	5,447,745
365	STORMWATER	213,050	204,000	246,388	475,349	608,225
380	TECHNOLOGY SERVICES	547,617	547,495	612,845	730,000	745,000
400	DEBT SINKING	1,753,304	1,858,320	600,000	720,000	720,000
501	CITY GARAGE	1,506,838	1,603,277	1,691,000	1,758,000	1,751,000
520	INSURANCE	5,992,694	6,294,430	6,100,000	5,378,224	5,748,480
601	MARLAND ESTATE	316,318	319,258	322,827	333,044	340,988
644	GOLF COURSE	758,915	757,600	768,027	776,100	771,383
704	CANN ESTATE	62,433	70,303	58,713	58,510	74,428
722	MATZENE BOOK FUND	1,000	500	500	1,500	150
839	RECREATION CENTER TAX	1,781,680	1,908,335	1,951,813	1,988,949	2,057,753
840	STREET IMPROV. TRUST	3,000,000	4,460,000	2,160,500	2,190,000	2,873,500
875	CAPITAL IMPR. PROJECTS	710,388	835,342	663,078	247,167	413,113
901	AIRPORT GRANTS	15,000	165,000	15,000	177,667	181,667
929	AIRPORT	915,673	943,386	1,241,967	1,169,246	1,060,695
930	ECONOMIC DEV.	1,781,680	1,908,335	1,951,813	1,983,949	2,052,753
TOTAL		88,282,685	93,393,180	92,927,279	97,897,568	98,674,465
Incr./(Decr.) from Previous Year :		1,670,856	5,110,495	-465,901	4,970,289	776,897
% Incr./(Decr.) from Previous Year :		1.93%	5.79%	-0.50%	5.35%	0.84%

City of Ponca City
2014-15 Operating Budget

CITY OF PONCA CITY
ALL FUNDS - BUDGETED EXPENDITURES by type
FISCAL YEAR 2014-15

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	17,919,624	851,196	1,242,472	808,857	0	1,668,892	22,491,041
103	LIBRARY GRANTS	0	1,500	8,500	0	0	0	10,000
104	LIBRARY STATE AID	0	8,500	9,500	0	0	0	18,000
201	STREET & ALLEY	0	288,000	15,000	0	0	0	303,000
210	SPECIAL PROJECTS	17,140	2,060	16,225	0	0	0	35,425
240	TOURISM	0	0	261,667	164,500	0	0	426,167
260	COMM DEV GRANTS	95,750	0	0	0	0	0	95,750
301	WATER	1,402,716	863,500	1,180,272	624,000	1,681,000	1,898,330	7,649,818
340	PONCA CITY ENERGY	2,207,027	317,700	25,016,199	2,105,000	619,000	5,785,074	36,050,000
342	SOLID WASTE	2,413,700	68,300	363,661	0	12,500	2,122,854	4,981,015
343	LANDFILL CLOSING	0	0	31,000	0	0	0	31,000
344	SOLID WASTE DEPR. RES.	0	0	0	1,051,000	0	0	1,051,000
350	UTILITY BILLING	449,480	57,860	148,530	17,000	0	12,500	685,370
360	WASTEWATER	1,101,824	391,230	820,970	219,000	2,050,000	864,721	5,447,745
365	STORMWATER	31,921	37,500	128,804	400,000	0	10,000	608,225
380	TECHNOLOGY SERVICES	369,174	159,000	213,600	0	0	3,226	745,000
400	DEBT SINKING	0	0	0	0	720,000	0	720,000
501	CITY GARAGE	235,970	1,469,600	27,850	0	0	17,580	1,751,000
520	INSURANCE	65,480	0	5,683,000	0	0	0	5,748,480
601	MARLAND ESTATE	221,461	36,714	41,359	13,800	0	27,654	340,988
644	GOLF COURSE	468,754	96,800	182,750	0	0	23,079	771,383
704	CANN ESTATE	46,057	12,440	1,160	14,000	0	771	74,428
722	MAITZENE BOOK FUND	0	150	0	0	0	0	150
839	RECREATION CENTER TAX	0	0	0	0	0	2,057,753	2,057,753
840	STREET IMPROV. TRUST	0	1,650,000	0	1,223,500	0	0	2,873,500
875	CAPITAL IMPR. PROJECTS	0	0	0	396,446	0	16,667	413,113
901	AIRPORT CAPITAL GRANTS	0	0	0	181,667	0	0	181,667
929	AIRPORT	290,513	642,800	47,700	0	0	79,682	1,060,695
930	ECONOMIC DEV.	0	0	0	0	0	2,052,753	2,052,753
	TOTAL	27,336,591	6,954,850	35,440,219	7,218,770	5,082,500	16,641,536	98,674,465

% of Total Expenditures 27.70% 7.05% 35.92% 7.32% 5.15% 16.87%

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 125% equal to the average annual aggregate bond service requirement.

The firm of Archambo and Mueggenborg, PC, external auditors for the City reported on the financial performance of the Ponca City Utility Authority. The financial calculations in the following table illustrates the PCUA's audited 2012-13 net coverage is 4.81 times, which is greater than the minimum required 1.25 legal limit. The below chart can be found on page 37 in the Ponca City Utility Authority's Annual Financial Statements and Accompanying Independent Auditor's Report for the Fiscal Year Ended June 30, 2013. 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.

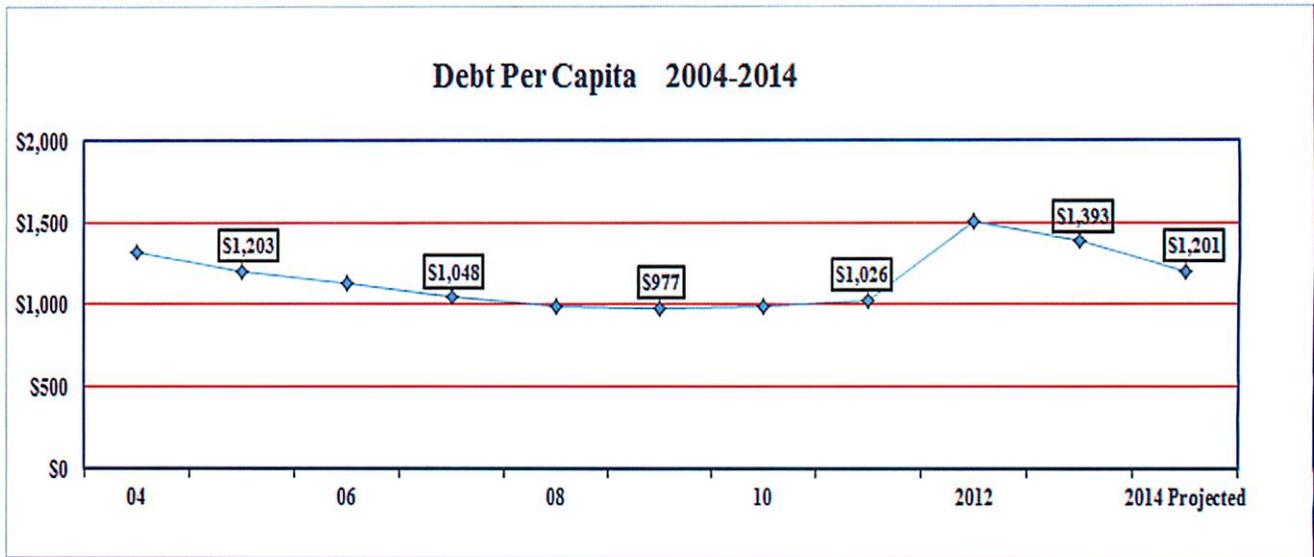
June 30, 2013 Audited Debt Service Calculation

Operating Revenues	\$54,989,645.00
Operating Expenses	<u>34,697,940.00</u>
Net Revenues Available for Debt Service	<u>20,291,705.00</u>
Maximum Annual Debt Service	\$4,219,103.00
Net Coverage	4.81

Ponca City Utility Authority

Debt Service Outstanding Debt Per Capita

Outstanding debt per capita is the remaining principal on PCUA's Debt Service Bonds on July 1st divided by the population of 25,387 (2010 census) and is another indicator of the burden on the community of the debt issued. As of June 30, 2014 PCUA had \$30 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 \$16.7M 2009 Sales Tax note.
This note will be repaid from revenues generated by a 13 yr .5% 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 2014-15 through FY 2018-19, for all departments. This document will not be static, as needs and opportunities are ever changing. Rather, City departments will analyze capital needs year-round, and the document will be updated annually to be included with the budget. This process will identify priority capital items and attempt to plan for them.

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

Process

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

Definition

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

Organization

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

The Future

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

Summary of All Departments

Department	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
City Manager	125,000	365,000	224,000	49,000	
Community Development		98,500	138,500	138,500	113,500
Police	165,500	30,197,000	172,000	145,000	150,000
Animal Control	27,000		5,000,000	30,000	
Emergency Management		40,000	30,000		
Communications 911		50,000			
Fire	109,925	131,000	425,000	260,000	2,283,000
Ambulance	133,000	40,000	138,000	42,000	143,000
Street	189,000	775,000	366,000	190,000	190,000
Engineering		30,000	50,000	178,000	25,000
Traffic Engineering		155,000	12,000		
Park Maintenance	60,300	906,380	493,880	523,000	398,000
AMBUC Pool		10,000	25,000	100,000	100,000
Recreational Programs	14,500	1,120,000	210,000	175,000	205,000
Wentz Camp	34,000	40,000	90,000	100,000	90,000
Marland's Grand Home	40,000	195,000	20,000	20,000	50,000
Hutchins Memorial		248,000	43,000	56,000	
Library	29,000	72,000	80,000	96,000	110,000
General Fund Total	927,225	34,472,880	7,517,380	2,102,500	3,857,500
Water Production	435,000	665,000	375,000	95,000	3,500,000
Water Distribution	189,000	605,000	460,000	515,000	350,000
Ponca City Energy	2,105,000	1,970,000	2,560,000	2,015,000	2,070,000
Solid Waste	1,006,000	1,092,000	344,000	265,000	265,000
Landfill	45,000	558,000	12,500	15,000	
Wastewater Treatment	140,000	645,000	114,000	60,000	60,000
Wastewater Collection	70,000	455,000	885,000	335,000	535,000
Stormwater	400,000				
Technology Services	35,000	425,000	250,000	100,000	100,000
PCUA Total	4,425,000	6,415,000	5,000,500	3,400,000	6,880,000
City Garage	150,000	56,500	37,000	62,000	40,000
Marland Estate	30,600	40,000	50,000	75,200	35,000
Golf Course	106,000	496,000	107,000	45,000	20,000
Cann Estate	14,000	5,000	12,000	15,000	175,000
Street Improvement Sales Tax	1,223,500	175,000		2,000,000	
Airport	241,667	1,115,667	491,667	291,667	273,667
Grand Total	\$7,117,992	\$42,776,047	\$13,215,547	\$7,991,367	\$11,281,167

City Manager

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Contingency Capital	125,000	100,000	100,000		
B. HVAC Replacement - City Hall (4 of 32, 5 ton units)		24,000	24,000	24,000	
C. Exterior Paint - City Hall/Fire Station #1		241,000			
D. Interior Paint - City Hall			100,000		
E. Carpet Replacment - City Hall				25,000	
TOTAL	<u>125,000</u>	<u>365,000</u>	<u>224,000</u>	<u>49,000</u>	<u>0</u>

- A. Contingency capital for the City Manager to address unforeseen capital needs.
(Funding Source: CIP Fund)
- B. Replace 4 of 32 five ton HVAC units at City Hall.
(Funding Source: Unknown)
- C. Paint the exterior of City Hall and Fire Station #1.
(Funding Source: CIP Fund and Carbon Black Remediation Funds)
- D. Paint the interior of City Hall.
(Funding Source: Unknown)
- E. Replace carpet in City Hall.
(Funding Source: Unknown)

Community Development

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. CDBG Small Cities Set Aside		88,500	88,500	88,500	88,500
B. Building/Operations Software		10,000			
C. Comprehensive Plan Update			50,000	25,000	
D. Replacement of Vehicles				25,000	25,000
TOTAL	0	98,500	138,500	138,500	113,500

- A. The City of Ponca City is eligible to receive annual CDBG Small-Cities Set Aside (Entitlement) grants. The three-year program requires a match of 100% on the approximate grant of \$88,500 annually. This match may be in the form of direct cash from the City or in the form of in-kind services to meet the match requirements.
(Funding Source: Grant/Match through Various Operating Budgets)
- B. The department will continue to need software programs specifically tailored to the issuance and tracking of building permits and other development activities such as tracking the progress and completion of capital projects. An INCODE module was installed in the fourth quarter of FY 2007-08 and there are additional Mobile modules available that can enhance the department's permitting and tracking efficiency.
(Funding Source: Operating Budget)
- C. Periodically, it is necessary to perform an interim 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.
(Funding Source: Operating Budget)
- D. There are four vehicles within the department, one assigned to each inspector. Vehicles will need to be replaced in the future due to age, mileage, and maintenance problems (Ford Ranger). As this occurs, it will be important to replace them with mid-size pickups with four doors. The current Ford Rangers and Chevrolet Colorado are simply too small to accommodate the driver and his accessories. At the same time, a Ford F-150 is perhaps too large. A new generation of midsize pickups will be introduced in 2015 that will be the perfect size to meet the future needs of the inspectors.
(Funding Source: Operating Budget)

Police

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Fleet Replacement	100,000	130,000	140,000	145,000	150,000
B. RMS/JMS/CAD Software	35,000				
C. Surveillance Ceamaras and Installation (20)	20,000				
D. Body Armor	10,500				
E. Unmarked Police Car		27,000	32,000		
F. New Police Station		30,000,000			
G. Replace Two Patrol Motorcyles		40,000			
TOTAL	165,500	30,197,000	172,000	145,000	150,000

- A. Continue uniform vehicle fleet replacement to provide for orderly replacement of police vehicles. Replacements are based on factors such as age, mileage, and maintenance history. There are 40 marked and 9 unmarked police cars presently in the fleet. Projected for five cars replaced annually.
(Funding Source: Operating Budget)
- B. Upgrade current records management, jail management, and CAD software with newest version of system that interfaces with other city systems, and better serves department needs towards information retrieval and integration.
(Funding Source: Operating Budget)
- C. The Public Safety Center has surveillance cameras in the jail and booking area, employee hallways, public lobby, and long term evidence storage area. All but two of these cameras are 10+ years old and are analog cameras. Two cameras have been replaced recently with newer “megapixel” cameras that work on a simpler, more user friendly software/interface. For safety, evidentiary, and liability reasons, the remaining 14 cameras need to be replaced with “megapixel” cameras that will work off of the newer interface. An additional 6 new cameras will be added in the jail runs so there will be a total of 20 new surveillance cameras for the public safety center. The software is already in place, and the camera placement is already there. Technology Services will install and run cable/wire as needed.
(Funding Source: Operating Budget)
- D. Purchase approximately 17 concealable vests and two tactical vests to police officers. This body armor will help supply vests to new hires as well as replaced outdated vests.
(Funding Source: Operating Budget)
- E. Replace one unmarked vehicle in the vehicle fleet to provide for an orderly replacement of police vehicles. Replacements are based on several factors including age, mileage, and maintenance history. There are 40 marked and 9 unmarked police cars presently in the fleet.
(Funding Source: Operating Budget)
- F. Complete replacement of 30-year-old public safety center. This will permit proper use of space, increased work flow, as well as address design flaws and maintenance issues of the existing facility. The new structure would be designed to embrace existing as well as future technology.
(Funding Source: General Obligation Bond Issue)
- G. Replace two 1998 Harley Davidson Police Motorcycles with new motorcycles to maintain mechanically sound and safe “fleet”.
(Funding Source: Operating Budget)

Animal Control

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Patrol Truck Replacement	27,000			30,000	
B. Animal Control Center			5,000,000		
TOTAL	<u>27,000</u>	<u>0</u>	<u>5,000,000</u>	<u>30,000</u>	<u>0</u>

- A. This is a planned replacement of a truck used by officers to answer calls and to transport animals.
(Funding Source: Operating Budget)
- B. This is the planned replacement of the dated Animal Control facility on East Central Avenue.
(Funding Source: Unknown)

Emergency Management

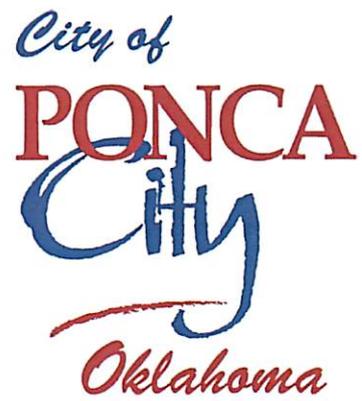
Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Update Hazard Mitigation Plan		40,000			
B. Replacement Vehicle			30,000		
TOTAL	<u>0</u>	<u>40,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>

- A. Update current hazard mitigation plan. This will require hiring a consultant to review current plan and recommend proper updates and changes.
(Funding Source: Grant)
- B. Planned replacement of the Emergency Manager's response vehicle.
(Funding Source: Operating Budget)

E-911 Communications

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Add Cellular 911 Lines		50,000			
TOTAL	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

- A. Add two cellular 911 trunk lines. This will keep us current with increased call load from cellular customers.
(Funding Source: E-911 Equipment Tax)



Fire

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Pumper Truck Reipacement	85,000		385,000		395,000
B. Self Contained Breathing Apparatus	24,925				
C. Wildland/Brush Mini-Pumper		95,000			
D. Staff Vehicle		26,000			
E. Thermal Imaging Cameras (2)		10,000		10,000	
F. SCBA Refill Compressor			40,000		
G. Training Facility / Burn Building				250,000	
H. Station Construction (Hartford at Ash)					1,850,000
I Staff Vehicle - Shift Commander					38,000
TOTAL	109,925	131,000	425,000	260,000	2,283,000

- A. The Pumper Trucks recommended for purchase in 2016-17 and 2018-19 are to replace (2) primary response pumper apparatus that were purchased in 1997 (Unit #102 and Unit #105) Both vehicles are at the end of their expected usable life as primary response vehicles.
(Funding Source: Operating Budget)
- B. Grant funds represent the 10 percent local match portion for a grant request made to the Federal Emergency Management Agency (FEMA) Assistance to Firefighters grant program. The grant project will replace all departmental self-contained breathing apparatus (SCBA) which are used to provide breathable air to personnel while engaged in firefighting or when working in hazardous environments.
(Funding Source: Operating Budget)
- C. The fire apparatus planned for replacement is FD Unit #1 which is a 1995 Ford 1-ton chassis wild land/brush apparatus.
(Funding Source: CIP Fund)
- D. The vehicle planned for replacement is a 1996 Ford Crown Victoria Sedan (current mileage 177,200) which is assigned for administrative staff use.
(Funding Source: CIP Fund)
- E. Thermal imaging cameras are used for search and rescue operations upon initial entry into a building on fire. The requested thermal imaging cameras would be carried on Engine #2 stationed on North Ash Street and Engine #4 stationed on Donner Street.
(Funding Source: CIP Fund)
- F. This expenditure is expected for replacement of the current high capacity SCBA air refill system located at Station #1. It is anticipated that due to its age the system will need to be replaced because of reduced reliability and increased maintenance costs.
(Funding Source: CIP Fund)
- G. A training facility and multi-story burn building would be used to provide actual fire and emergency scenarios in a controlled environment. Additionally, such facilities would help to maximize credit toward lowering the municipal fire protection classification issued by ISO (Insurance Service Office).
(Funding Source: CIP Fund)

- H. The proposed station would be constructed in the area of Hartford and Ash and would serve areas that are currently served by Fire Station #2 and Fire Station #3. It is anticipated that reoccurring expenditures such as utilities and building maintenance would be minimized with construction of a new facility which is more energy efficient, and furthermore provide the benefit of being more strategically located.
(Funding Source: CIP Fund)
- I. The shift command vehicle that is currently in service as a primary response vehicle will be at the end of its useful life as a primary response vehicle by year 2018-19.
(Funding Source: CIP fund)

Ambulance

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Ambulance - Replacement	133,000		138,000		143,000
B. Lifepack Cardiac Units - Replacement		40,000		42,000	
TOTAL	<u>133,000</u>	<u>40,000</u>	<u>138,000</u>	<u>42,000</u>	<u>143,000</u>

- A. Ambulance replacement indicates an ongoing need to remove aging ambulance units from the fleet on a regularly scheduled rotational basis.
(Funding Source: Operating Budget)
- B. Lifepack 12 Cardiac Units (replacement) – These units are used in the course of delivering advanced life support (ALS) medical services. This plan represents anticipated replacement for three (3) units which will be at the end of expected usable service period.
(Funding Source: CIP Fund)

Street

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Box Blade Tractor with Front End Loader	95,000				
B. Steel Wheel Roller	80,000				
C. Asphalt Vibratory Roller	14,000				
D. Street Sweeper		230,000			
E. Asphalt Patch Truck		195,000			
F. 13 Yard Dump Truck with Snow Plow		140,000			
G. 5 Yard Dump Truck		85,000		115,000	115,000
H. Skid Steer w/Breaker		70,000			
I. Pickup		35,000	35,000	35,000	35,000
J. Air Compressor		20,000			
K. Articulating Loader with Attachments			170,000		
L. Street Flusher Truck			144,000		
M. Concrete Saw			17,000		
N. Lay Down Machine				40,000	40,000
TOTAL	189,000	775,000	366,000	190,000	190,000

- A. Replace Unit #526 a 1988 John Deere Tractor. This unit is used to make asphalt patches and leveling dirt.
(Funding Source: Operating Budget)
- B. Replace current steel-wheeled roller used in the asphalt patching and chip and seal operations that was purchased used in 1990.
(Funding Source: Operating Budget)
- C. This is the replacement of the small portable walk behind asphalt roller that is used with the hot patch truck.
(Funding Source: Operating Budget)
- D. Replace Unit #522 a mechanical street sweeper. This unit is used daily for overall city clean up.
(Funding Source: Unknown)
- E. Replace Unit #527, a 1995 Roscoe asphalt patch truck. This unit is primarily used to fix potholes as well as lay permanent asphalt patches.
(Funding Source: Operating Budget)
- F. Replace dump trucks for greater hauling capacity and reliability. FY 2014-2015 a sand spreader and snow plow will be purchased as attachments. Replace Unit #512, a 1995 IHC tandem axle dump truck.
(Funding Source: Operating Budget)
- G. Replace Unit #510, a 1989 IHC five yard dump truck. Three other trucks will need to be replaced as they sustain increasing maintenance and repair costs.
(Funding Source: Operating Budget)
- H. Replace Unit #560 a skid steer loader with concrete breaker. This unit is used daily in the concrete maintenance program.
(Funding Source: Operating Budget)
- I. Upsize and replace pickup trucks for more hauling capacity, including Unit #502, a 1994 1/2-ton model.
(Funding Source: Operating Budget)

- J. Replace aged Unit #519, a Le Roi air compressor purchased in 1985. These units are used for sand blasting and blowing cracks in crack seal operations, as well as other various operations that require large volumes of compressed air.
(Funding Source: Operating Budget)
- K. Replace aged Unit #516, a 2003 Caterpillar loader. This unit is used for loading materials in trucks, stockpiling materials, grading, and digging. The unit can also be used as an attachment and a forklift.
(Funding Source: Operating Budget)
- L. Replace the street flusher truck, Unit#513, a 1990 IHC truck. This unit is used for flushing storm drains and streets.
(Funding Source: Operating Budget)
- M. Replaced aged Unit #521, 2006 Target Pro concrete saw. This unit is used for cutting bad spots out of asphalt and concrete, in order to remove and replace them.
(Funding Source: Operating Budget)
- N. Purchase an asphalt lay-down machine that will allow the Street Division to do larger asphalt patches and increase the quality of the patch.
(Funding Source: Operating Budget)

Engineering

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Robotic Total Station		25,000			
B. GIS iPads		5,000			
C. ESRI EULA Subscription			50,000		
D. Pictometry Second Aerial Photo Flight				160,000	
E. Ashtech GPS Units with ArcPad Software				18,000	
F. City Engineer Vehicle (Unit#407)					25,000
TOTAL	<u>0</u>	<u>30,000</u>	<u>50,000</u>	<u>178,000</u>	<u>25,000</u>

- A. Purchase a total survey station with robotic capabilities to further allow for one person surveying capabilities. This will replace the existing total station purchased in 2006.
(Funding Source: Operating Budget)
- B. Additional interactive iPads for GIS to issue out to engineering staff for use in the access and quality control of GIS data in the field and to allow for engineering applications with the AutoCAD WS software.
(Funding Source: Operating Budget)
- C. An ESRI End User License Agreement subscription which will allow for access to unlimited ESRI seats for the City. This will provide for expanded impact of GIS within the City by making the software available to any department. (on-going yearly maintenance will be \$35,000).
(Funding Source: Operating Budget)
- D. A new aerial photo flight to update the existing aerial photography including oblique imagery and othophotos for the 212 square mile PCUA territory. This second flight was included as an option in the original flight agreement with Pictometry if the City decides to fund the second flight. The existing aerial photography will be five years old in 2018.
(Funding Source: Operating Budget)
- E. Purchase a new Ashtech GPS unit with ESRI Arcpad software installed to supplement the current GPS unit for gathering data in the field. This will also allow for a unit that can be loaned out to other departments in need of gathering GPS/GIS data.
(Funding Source: Operating Budget)
- F. Replace the City Engineer vehicle, Unit #407, a 2004 Chevrolet Extended Cab pickup truck. It will be 14 years old in the Fall of 2018.
(Funding Source: Operating Budget)

Traffic Engineering

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. One Ton Truck with Manlift		130,000			
B. 1/2 Ton Pick-Up Truck		25,000			
C. Self-Propelled Thermoplastic Handliner			12,000		
TOTAL	0	155,000	12,000	0	0

- A. Replace one ton truck with manlift. The current signal maintenance truck is simply wearing out. There have been problems in recent years with both the manlift upper and lower controls and the truck itself. Materials and equipment used in signal maintenance are stowed in the utility bed compartments and this vehicle is usually occupied by one person.
(Funding Source: Operating Budget)
- B. Vehicle purchase to replace 1994 ½ ton pickup. Pick-up is used for various traffic control maintenance activities. Annual maintenance costs of current 1994 model are increasing and are currently second only to the signal maintenance truck with manlift.
(Funding Source: Operating Budget)
- C. Self-propelled thermoplastic handliner – This purchase would replace the existing handliner which was purchased in 1990. Traffic engineering crews use thermoplastic markings for crosswalks, stop bars, and long line applications. Currently, a pre-melter kettle is required to provide an adequate supply of material during a normal day's operation. This hand liner includes an on-board pre-melter apparatus which will increase daily output.
(Funding Source: Operating Budget)

Park Maintenance

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. 2 Trim Mowers	33,300	24,000	24,000		
B. Replace Unit #217 Lake Patrol Vehicle	27,000				
C. Replace Unit #203 Tandem Axle Dump		155,000			
D. Park and Recreation Master Plan		135,000			
E. Replace West Green House		117,380			
F. Replace Unit #272 Cab & Chassis		98,000			
G. stg/work)		90,000			
H. Replace Play Structures		85,000		85,000	
I. Replace Unit #202 1/2 Ton Extended Cab PU		34,000			
J. Replace Unit #200 2004 Chevy Blazer		33,000			
K. Picnic Pavilion Garfield Park		30,000			
L. Replace Unit #262 1/2 ton pickup truck		30,000			
M. Rip Rap Ski Dock Area		25,000			
N. Purchase Replacement Trees		20,000			
O. Rental Ski Dock Repairs (3 Phases)		15,000	15,000	15,000	
P. Trailer Mounted Power Washer		15,000			
Q. Replace Restrooms Checkstand Lk Ponca			200,000		
R. Replace East Green House			110,880		
S. Build Midsize Pavilion in Pioneer Park			50,000		
T. Replace Unit #276 3/4 Ton Crew Cab Pickup			31,000		
U. Rip Rap Lake Park Ponds			28,000		
V. 15 ft Bat Wing Mower			20,000	20,000	
W. Rip Rap Jaycee Park Shoreline			15,000		
X. Purchase Additional Park Land				200,000	
Y. Aerial Man-Lift Unit #230				170,000	
Z. Replace Unit #210 3/4 Ton Flat Bed				33,000	
AA. Current Year 2½ Ton Truck (Unit #224)					140,000
BB. Replace Restroom Hartford Rmp Lk Ponca					100,000
CC. Replace Unit #241 8 CY Truck					93,000
DD. Unit #208 Backhoe, long reach boom, cab/AC					35,000
EE. Unit #275 89 Chevy 3/4 Ton Pickup					30,000
TOTAL	60,300	906,380	493,880	523,000	398,000

- A. The trim mowers are used to mow City properties and parks in areas the 15 foot bat wing mower cannot reach. These units mow 500-700 hours per season on rough uneven terrain. The life of these units is four to five years. (Funding Source: Operating Budget)

- B. Replace Unit #217 a 2002 four-wheel drive S10 Blazer assigned to Lake Patrol. Most of the miles driven are on roadways around Lake Ponca and in limited access areas around the lake. The Blazer is also used to tow patrol boat and deck boat to loading ramp and to repair shop. Harsh road conditions have caused the limited life of the vehicle.
(Funding Source: Operating Budget)
- C. Replace Unit #203, a tandem axle dump truck used to haul rock, sand and soil. This unit is also used during Spring Cleanup, Lake Cleanup and hauls snow when needed.
(Funding Source: Operating Budget)
- D. The Master Plan would address present and future needs, location, and upgrading of Park and Recreation equipment, and provide input from the community on programs, recreation facilities and equipment and land usage.
(Funding Source: Operating Budget)
- E. Replace West Green House. The replacement greenhouse will make it possible for us to meet the horticultural needs of the City. It is a 21' x 96' International Building Code building with 10' eave height, full winter heating, evaporative cooling, benches, shade systems and computer controls. The existing building is long past its useful life and is not restorable. To continue to operate as we have, we must make plans to replace this building.
(Funding Source: Unknown)
- F. Replace Unit #272 Cab & Chassis only. Unit #272 is a 26 year old 2 ½ ton, brush truck which has outlived its estimated live of 20 years. The truck is used to haul brush and debris through the year.
(Funding Source: Operating Budget)
- G. Construct a 30 x 40 steel storage building to be used for horticulture crews and seedling planting area. This will provide storage of horticulture supplies and a work space for horticulture crew to do seed planting, transplanting and other greenhouse preparation work.
(Funding Source: Operating Budget)
- H. Install play structure in Sunset Park FY 2015-2016. There is currently no play structure located in this park. The neighborhood is developing, and the park is being used more. Installation of a play structure in this park will improve Sunset Park and encourage more usage by families.
(Funding Source: CIP Fund)
- Replace play structure in Garfield Park FY 2017-2018. This play structure was installed in 1992. The manufacturer of this structure is no longer in business. Some parts are unavailable.
(Funding Source: CIP Fund)
- I. Replace Unit #202 a ½ Ton Extended Cab Pickup which has 130,000 miles. Park Maintenance Supervisor is assigned to this unit and it is used to check on maintenance crews working all over the City.
(Funding Source: Operating Budget)
- J. Replace Unit #200 a 2004 Blazer. Unit #200 is assigned to Park and Recreation Director. This vehicle will be 12 years old and has surpassed its useful life expectancy.
(Funding Source: Operating Budget)
- K. Install a covered shelter for groups of at least 25 in Garfield Park. Garfield Park is a beautiful park that could be utilized more fully. It would relieve the high use of Pioneer Park and help maximize the use of the park. The park would also be used more by the school system.
(Funding Source: CIP Fund)

- L. Replace Unit #262, a 1995 model ½ ton, standard cab pickup, with 96,000 miles. It is assigned to the horticulture crew and used to maintain the Marland Mansion, Grand Home, Tennis Courts, Pioneer Woman Museum, Academy Park and other areas. It transports workers, equipment and materials to various areas of the City. The short distances traveled and constant entering and exiting the vehicle have caused extreme wear.
(Funding Source: Operating Budget)

- M. Rip Rap Public Ski Dock Area which has eroded over time. The shoreline will be re-established and will require rip rap placed to deter continued erosion.
(Funding Source: Operating Budget)

- N. Purchase replacement trees. Purchase approximately 100 trees to replace those lost due to mortality or other causes. Each year we remove from 50 to 150 trees due to disease, natural mortality, storm damage and other causes. These replacement trees will allow us to continue our annual replacement program and protect and maintain the City's urban forest.
(Funding Source: Unknown)

- O. Rental Ski Dock Repairs to be done in 3 phases. Materials to rebuild docks, dock mounting to shoreline, floatation, and deck. Project to be completed in three phases. Last three phase project repairs were completed in 2010.
(Funding Source: Unknown)

- P. The trailer mounted power washer to be used in parks and public facilities to remove graffiti, wash down shelters, and clean concrete and natural stone walls.
(Funding Source: Operating Budget)

- Q. The existing restroom at Lake Ponca Checkstand area is 50 plus years old and is no longer sufficient for the lake activities. With more events and activities the restroom needs to be replaced and attached to pressure sewer line.
(Funding Source: Unknown)

- R. Replace East Greenhouse. The replacement greenhouse will make it possible for us to meet the horticultural needs of the City. It is a 21' x 96' International Building Code building with 10' eve height, full winter heating, evaporative cooling, benches, shade systems and computer controls. The existing building is long past its useful life and is not restorable. To continue to operate as we have, we must make plans to replace this building.
(Funding Source: Unknown)

- S. Build a midsize pavilion in Pioneer Park.
(Funding Source: Unknown)

- T. Replace Unit #276 which has over 140,000 miles and is a 1987 model crew cab ¾ ton pickup. It is used by the tree trimming crew in the winter months, 15 ft mowing crew in summer months, horticulture crew and as a trouble truck at other times.
(Funding Source: Operating Budget)

- U. Rip rap Lake Ponca Park Ponds which has eroded over time. The shoreline will be re-established and will require rip rap placed to deter continued erosion. This would be done only after dredging of the ponds is accomplished.
(Funding Source: Operating Budget)

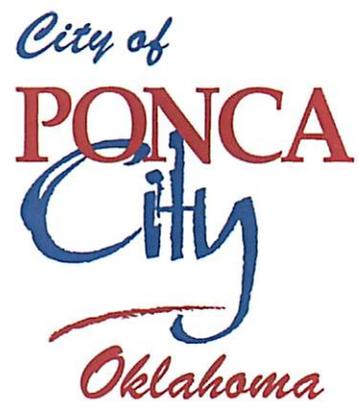
- V. The 15 foot bat wing mower is one of three front line mowers used for mowing the Lake Ponca area, right of ways, City parks and properties, detention pond and substations. Deck surfaces and hinge attachments are rusted out.
(Funding Source: CIP Fund)

- W. Jaycee Park shoreline is eroding due to constant wave action. The shoreline has been re-established and requires rip rap placed along the shore to deter erosion.
(Funding Source: Operating Budget)
- X. Purchase additional park land for future growth.
(Funding Source: Unknown)
- Y. Replace Unit #230 Aerial Man-lift Truck a 2000 model truck mounted articulating aerial device. This unit is used for tree maintenance, facility maintenance, tree removal and storm cleanup. The aerial device was installed on a used truck in 2000. For safety purposes both the truck and lift need to be replaced.
(Funding Source: Unknown)
- Z. Replace Unit #210 a ¾ ton flat bed truck which is a 1989 model. This unit carries a 50 gallon diesel fuel tank. It is used for transportation, towing trailers, fueling equipment on job sites and is used on a daily basis.
(Funding Source: Operating Budget)
- AA. Replace Unit #224, which is an International 1992 model 1 ½ ton dump truck single axle. It is used to haul dirt, rock, sand, brush and snow.
(Funding Source: Operating Budget)
- BB. The Hartford Ramp restroom was built 50 years ago and the west side restroom is used continuously with the lake lot cabins and public fishing dock located on the west side. ADA updates are also needed.
(Funding Source: Unknown)
- CC. Replace Unit #241 1 ½ ton Dump Truck. Unit #241 is a 1993 International 1 ½ ton dump truck, single axle. It is used to haul dirt, rock, sand, brush and snow.
(Funding Source: Unknown)
- DD. Unit #208, backhoe with cab and A/C, is a 1993 John Deere which was transferred from the Water Department to the Park Department. The pins, hydraulic cylinders and driveline will need replacement. The backhoe is used to do dirt work, loading of soil and mulch, debris removal after storms, and snow removal in the winter.
(Funding Source: Operating Budget)
- EE. Replace Unit #275 a 1989 Chevrolet ¾ ton pickup. The vehicle is used on a daily basis city wide to pull trailer hauling finish mowers and sprayer. During winter it is used for grounds maintenance, pulls trailer for snow removal equipment.
(Funding Source: Operating Budget)

AMBUC Pool

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Picnic Tables		10,000			
B. 2-Low Diving Boards and Stands			25,000		
C. Bathhouse Building Repairs				100,000	
D. Pool Cover					100,000
TOTAL	0	10,000	25,000	100,000	100,000

- A. Purchase picnic tables to replace aging pool furniture.
(Funding Source: Unknown)
- B. Replace the diving boards and structures that were purchased in fiscal year 2004-2005.
(Funding Source: Unknown)
- C. Repair and replace portions of the floor and walls that are cracked or broken; caused by the building settling.
(Funding Source: Unknown)
- D. A pool cover will decrease the annual cost of man-hours and materials for pre-seasonal maintenance by eliminating buildup of debris in the bottom of the pool. The cover will increase safety during off-season. Annually, 80 man and equipment hours are expended on the removal of debris. The debris stains the pool walls and floor, requiring the pool to be repainted annually instead of every two or three years.
(Funding Source: Unknown)



Recreational Programs

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Lake Ponca Trail Design	14,500				
B. Multiuse Trail Extension		750,000	105,000	105,000	105,000
C. Unallocated Park and Rec Improvement		105,000	105,000	105,000	105,000
D. Dan Moran Ballfield Lights (3)		70,000	70,000	70,000	
E. Solid Protective Ceiling Covering for Unity		65,000			
F. Dan Moran Trail		65,000			
G. Tennis Court Resurfacing		35,000	35,000		
H. Replace Unit #274 11 Passenger Van		30,000			
I. Purchase Parking Lot next to Senior Center					100,000
TOTAL	14,500	1,120,000	315,000	280,000	310,000

- A. Lake Ponca Trail Design/Update will provide an overall layout plan showing alignment of trail, define bridge structure to be used across spillway, develop cost estimate for trail construction, and prepare illustrative photo montages of updated trail.
(Funding Source: Hotel/Motel Tax)
- B. Trail would continue from the Redbud Park Trail that ends on Hartford; continuing across to the north side of Hartford heading Eastward across Pecan and continuing along the north Hartford easement. Connecting to the original Lake entrance on Kygar and Hartford continuing southeast ward to the Lake Spillway crossing the spillway with a pedestrian bridge. Continuing easterly along the West Dam Road intersecting with the bridge crossing at Lake Ponca. The trail would cross Lake Ponca Bridge and connecting trail links to the event area, pageant area, golf course and Wentz Camp.
(Funding Source: Unknown)
- C. Unallocated park and recreation capital improvements.
(Funding Source: Hotel/Motel Guest Tax)
- D. Replace the ball field lights at the Dan Moran Ball Field, three fields located on South Avenue.
(Funding Source: Unknown)
- E. Purchase and installation of a solid protective ceiling cover that will protect the insulation above the ceiling beams in Unity Gym.
(Funding Source: Unknown)
- F. Construct a ten ft. wide concrete trail beginning on the north property line of Dan Moran Park continuing in a southerly direction making connections to the skate park. At this time a sidewalk does not exist on the east side of Dan Moran Park for park users to gain access to the park facilities. The proposed trail would also be used in the future when connection Dan Moran Park to the Ponca City Aquatic and Family Center Y.
(Funding Source: Unknown)
- G. Resurface tennis courts six through nine at the Wally Smith Tennis Center.
(Funding Source: CIP Fund)
- Resurface tennis courts one through five at the Wally Smith Tennis Center.
(Funding Source: CIP Fund)

- H. Replace Unit #274, 11-passenger van. This vehicle is shared City wide to transport personnel to state conferences, used by Police Department for drug busts, Senior Center transports seniors to Stillwater Senior Center. The van is also used for local transportation of small groups.
(Funding Source: Unknown)
- I. Purchase existing parking lot west of Senior Center for over flow parking.
(Funding Source: Unknown)

Wentz Camp

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Detect/Repair Pool Leaks	20,000				
B. Replace 2-Wheel Drive Utility Cart	14,000				
C. Cabin Improvement Interior Repairs		40,000			
D. Original Bathhouses, Dining Hall, Concession			50,000		
E. Camp Bathhouse Interior Renovations			40,000		
F. Replace Water Lines				100,000	
G. Repaint Water Tower					90,000
TOTAL	34,000	40,000	90,000	100,000	90,000

- A. Locate leak areas, seal joints and structural cracks to stop pool water leakages.
(Funding Source: Operating Budget)
- B. Replace 2-wheel drive utility cart which is used to haul tools, building materials, trash debris, and equipment within the 25 acre camp area.
(Funding Source: Operating Budget)
- C. Interior Cabin Improvements – sanitize, patch and paint ceiling and walls of cabins. Seal cracks in the floors (Phased project for 12 cabins).
(Funding Source: Operating Budget)
- D. Tuck point and seal exterior stone wall of camp bathhouses, dining hall, and concession stand.
(Funding Source: Operating Budget)
- E. Replace restroom stalls and doors that are rusting. Replace the round hand basin, which is not functional and does not meet health codes.
(Funding Source: Water Fund)
- F. Replace existing water lines which are rusted and are constantly leaking, requiring ongoing repairs.
(Funding Source: Water Fund)
- G. The paint on the water tower is fading, and in some areas, rust is starting to occur. The water tower was last painted in 1989.
(Funding Source: Water Fund)

Marland's Grand Home

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Repair/Replace & Paint All Exterior Wood	40,000				
B. Phase I Carriage House Foundation Stabilization		120,000			
C. Stabilize Stucco on Home & Carriage House		75,000			
D. Upgrade and Replace Landscaping			20,000		
E. Replace North Section of Parking Lot				20,000	
F. Carriage House Interior Renovation					50,000
TOTAL	40,000	195,000	20,000	20,000	50,000

- A. Repair/replace and paint all exterior wood surfaces of the Home and the Carriage House.
(Funding Source: CIP Fund)
- B. Phase 1 of a 2 part restoration of the Carriage House. Phase 1 would include exterior restoration/stabilization of the foundation.
(Funding Source: CIP Fund)
- C. Stabilize and repair Carriage House stucco.
(Funding Source: CIP Fund)
- D. The landscaping that existed for many years has been damaged or removed by weather & other factors. Replacing lost landscaping will provide the home with its historic curb appeal providing renters with a beautiful venue.
(Funding Source: CIP Fund)
- E. Replace the north section of the parking lot to match the south section.
(Funding Source: CIP Fund)
- F. Phase 2 of a 2 part restoration of the interior of the Carriage House as future use is determined.
(Funding Source: CIP Fund)

Hutchins Memorial

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Replace Exterior Walls		198,000			
B. Replace Stage Curtains and Rigging		30,000			
C. Replace Upper Level Windows		20,000			
D. Building Insulation			23,000		
E. Upgrade of Audio Equipment			20,000		
F. Parking Lot/Sidewalk (Two Phases)				56,000	
TOTAL	0	248,000	43,000	56,000	0

- A. The exterior walls at the Hutchins Memorial are metal panels and are starting to rust away due to the quality of materials and age. Further research into the type of replacement panels is needed.
(Funding Source: Unknown)
- B. Replace stage curtains and necessary riggings.
(Funding Source: CIP Fund)
- C. Replace the upper level windows and framing. The current ones are broken, not energy efficient and leak both drafts and water. There is no weather stripping.
(Funding Source: CIP Fund)
- D. The large size of the facility makes it difficult to heat and cool. The lack of insulation in the facility has caused heating and cooling costs to be higher. Insulation of the facility would help reduce these costs dramatically.
(Funding Source: Unknown)
- E. Upgrade the current audio equipment as recommended by previous sound test.
(Funding Source: Unknown)
- F. The sidewalks and parking area are deteriorating due to age. A new plan for the parking area needs to be formulated. Sidewalks are in need of replacement due to cracks.
(Funding Source: Unknown)

Library

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Lower Level Public Restroom Renovation	29,000				
B. Building Mortar Clean and Seal		40,000			
C. HVAC Lower Level Replacement		20,000			
D. Ceiling Tile Replacement		12,000			
E. Carpet Tile Replacement			80,000		
F. Window Replacement				50,000	
G. Exterior Lift				35,000	
H. Microfilm Reader/Printer Replacement				11,000	
I. Remote Access Kiosk					55,000
J. RFID/Self Check Tools					30,000
K. Terrazzo Entryway					25,000
TOTAL	29,000	72,000	80,000	96,000	110,000

- A. Renovation of the lower level restroom.
(Funding Source: Operating Budget)
- B. Routine maintenance of the façade of the building requires inspection and cleaning of the brickwork and mortar, replacement of damaged bricks, repair of grout, and removal of graffiti and other foreign materials.
(Funding Source: CIP Fund)
- C. HVAC lower level replacement.
(Funding Source: CIP Fund)
- D. The style of ceiling tiles we have used since the 1980's is no longer available. Our stockpile of tiles is gone. We need to begin replacing large sections at a time to maintain an attractive and uniform appearance.
(Funding Source: CIP Fund)
- E. Shaw Carpet will not provide another run of the Library's carpet tiles to replace those that have been damaged or can no longer be cleaned, theoretically because of technical limitations. Our current carpet was installed in 2003 and there are areas with wear and stains.
(Funding Source: Operating Budget)
- F. Replace 76 window units with tempered glass and ultraviolet protection.
(Funding Source: CIP Fund)
- G. Install an exterior lift to provide improved access to the Library.
(Funding Source: CIP Fund)
- H. Replace existing reader/printer. This unit is accessible to the public in the genealogy and local history collection area. Copy revenues are deposited in the City General Fund.
(Funding Source: CIP Fund)
- I. Install a remote access kiosk so customers will have improved access to Library materials.
(Funding Source: CIP Fund)

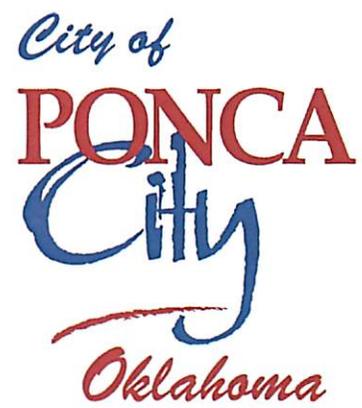
- J. RFID/Self Check: Radio Frequency Identifiers and self-check technology can improve inventory control and allow patrons to check out their own materials.
(Funding Source: CIP Fund)

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

Water Production

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Replace One Well	375,000	375,000	375,000		
B. Rehabilitation of Rapid Sand Filters	60,000				
C. Replace High Service Pump		150,000			
D. Rehab 1.5 MG Water Storage Tank		140,000			
E. Replace Service Truck				95,000	
F. Add Third Clarifier and Three Drying Beds					3,500,000
TOTAL	<u>435,000</u>	<u>665,000</u>	<u>375,000</u>	<u>95,000</u>	<u>3,500,000</u>

- A. Continue to develop the City's Mid Wellfield with installation of a new replacement water well.
(Funding Source: Operating Budget)
- B. Rehabilitation of rapid sand filters. Treat two filters each year until all eight have been treated.
(Funding Source: Operating Budget)
- C. Replace high service pump at Water Treatment Plant.
(Funding Source: Operating Budget)
- D. Rehabilitation of 1,500,000 gallon water storage tank at the Industrial Park Pump Station.
(Funding Source: Operating Budget)
- E. Replace service truck.
(Funding Source: Operating Budget)
- F. Construct a third clarifier and three additional drying beds at Water Treatment Plant. This item will be evaluated purely based on the growth of treated water demand in the community.
(Funding Source: Operating Budget)



Water Distribution

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Contingency Water Line Projects	55,000	55,000	55,000	55,000	55,000
B. Water Line and Valve Replacement	40,000	350,000	250,000	400,000	150,000
C. Water Meters	30,000	30,000	30,000	30,000	30,000
D. Guillotine Saws	25,000				
E. Trench Boxes 4x8	25,000				
F. Storm Shelter	14,000				
G. Replace Service Truck (Unit #668)		60,000			
H. Replace Service Truck (Unit #621)		50,000			
I. Fire Hydrants		30,000	30,000	30,000	30,000
J. Chain Link Fence		30,000			
K. Replace Service Truck (Unit #638)			70,000		
L. Replace Pickup (Unit #620)			25,000		
M. Warehouse Building					85,000
TOTAL	189,000	605,000	460,000	515,000	350,000

A. Contingency funds used to address unforeseen water line replacement and repair needs.

(Funding Source: Operating Budget)

B. **FY 2014-15 Water Line Replacement:** Install 200 Linear feet of 8" poly pipe water main and new fire plugs at 3500 North 14th Street.

(Funding Source: Operating Budget)

FY 2015-16 Water Line Replacement: Replace 1,300 ft of 10" water main with 10" PVC at the intersection of Hartford and Union going west to Osage.

(Funding Source: Operating Budget)

FY 2015-16 Water Line Installation: Install 500 feet of 6" water main on the west side of 14th Street at the intersection of Princeton and 14th Street.

(Funding source: Operating budget)

FY 2016-17 Water Line Replacement: Replace 200 feet of 24" main at Ponca City Water Plant.

(Funding Source: Operating Budget)

FY 2017-18 Water Line Replacement: Replace 700 feet of 4" main with 6" PVC pipe on Ann Street from Rice to Meadow.

(Funding Source: Operating Budget)

FY 2015-16 Water Line Replacement: Replace 2,800 feet of 4" main with 6" PVC on 1st street from Albany to Highland North.

(Funding Source: Operating Budget)

C. Meters for new services. This includes residential, commercial, and industrial meters.

(Funding Source: Operating Budget)

D. Guillotine saws.

(Funding Source: Operating Budget)

- E. Trench boxes 4x8.
(Funding Source: Operating Budget)
- F. Storm shelter.
(Funding Source: Operating Budget)
- G. Replace service truck (Unit #668).
(Funding Source: Operating Budget)
- H. Replace service truck (Unit #621).
(Funding Source: Operating Budget)
- I. Replenishment of stock used for new locations as well as replacement of old hydrants.
(Funding Source: Operating Budget)
- J. Chain link fence.
(Funding Source: Operating Budget)
- K. Replace service truck (Unit #638).
(Funding Source: Operating Budget)
- L. Replace pickup (Unit #620).
(Funding Source: Operating Budget)
- M. Warehouse building.
(Funding Source: Operating Budget)

Ponca City Energy

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Electric Distribution System Improvements	900,000	910,000	930,000	960,000	990,000
B. Fleet Replacement	565,000	320,000	330,000	340,000	350,000
C. Distribution Reinforcement	400,000	425,000	440,000	455,000	465,000
D. Street Lighting	100,000	100,000	100,000	100,000	100,000
E. SCADA Upgrade	90,000				
F. Fiber Optic Backbone	50,000	50,000	50,000	50,000	50,000
G. Distribution Reliability and Efficiency Program		105,000	110,000	110,000	115,000
H. Equipment Building		60,000			
I. Substation Transformer			600,000		
TOTAL	2,105,000	1,970,000	2,560,000	2,015,000	2,070,000

- A. Purchase transformers, conductors, meters, and other line equipment for general repairs, additions and improvements to the electrical distribution system.
(Funding Source: Operating Budget)
- B. Continue vehicle fleet replacement of heavy and light department vehicles and rolling stock as necessary. Replacements are based on factors such as unit hours used, age, mileage, and maintenance history. There are 9 light-duty vehicles, 6 bucket trucks, 3 digger derrick trucks, 1 heavy-duty flat bed truck, 1 backyard mini-derrick machine on trailer, 1 track hoe, 5 utility trailers, and 3 wire pulling trailers. Projected to replace approximately two vehicles annually. For 2014-2015, replace Ditchwitch trencher with skidsteer loader. Purchase bucket/van for fiber splicing.
(Funding Source: Operating Budget)
- C. Provide a program to identify, repair, rebuild, and interconnect express distribution feeders for increased service capacity and better outage response times.
(Funding Source: Operating Budget)
- D. Upgrade and expand Street Lighting.
(Funding Source: Operating Budget)
- E. Upgrade the SCADA master with modern virtual-server system that will take advantage of modern data-sharing and trending techniques and provide greater user flexibility and maintainability.
(Funding Source: Operating Budget)
- F. Continue and maintain the fiber optic backbone for Ponca City.
(Funding Source: Operating Budget)
- G. Provide a program to maintain, replace, and add devices that are part of the distribution system reliability and efficiency structure. This includes maintaining and upgrading substation relays and electronic devices.
(Funding Source: Operating Budget)
- H. Build a covered structure for equipment and materials that need protection from the weather. This structure will protect trailers, underground cable and conduit, and other materials that are susceptible to sun and weather damage.
(Funding Source: Operating Budget)

- I. Purchase of replacement 25MVA substation transformer. There are 9 substations with 10 transformers. It is anticipated that a transformer failure could happen within the next few years, requiring rebuild or replacement.
(Funding Source: Operating Budget)

Solid Waste

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Residential Packers	627,000	650,000			
B. Roll-Off Truck	175,000		200,000	200,000	200,000
C. 33/34 Yard Compactor	105,000	30,000	30,000	30,000	30,000
D. Pickup Truck	30,000	50,000	28,000		
E. Rear Load Containers and Lids	30,000	35,000	35,000	35,000	35,000
F. 6 Yard Compactors	24,000				
G. 20/30 Yard Open Top Containers	15,000				
H. Street Sweeper (1/2 Contribution)		280,000			
I. Forklift		25,000			
J. Storm Shelter		12,000			
K. 40 Yard Receiver Box		10,000			
L. Chipper			40,000		
M. Roll-Off Flat Bed			11,000		
TOTAL	1,006,000	1,092,000	344,000	265,000	265,000

- A. Replace packers on a 7-year depreciation schedule with semi-automated and automated packers.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Replace roll-off truck on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Replace compactors on 7-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- D. Replace vehicles on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- E. Replace rear load containers and lids every year on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- F. Replace compactors on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- G. Replace open-top containers on a 20-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- H. Fund ½ the cost of a street sweeper on 5 year schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- I. Replace forklift on a 15-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- J. Above ground storm shelter.
(Funding Source: Solid Waste Depreciation Reserve Fund)

- K. Replace receiver box on a 10-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- L. Replace chipper on a 12-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- M. Replace roll-off flat bed on a 15-year depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

Landfill

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Landfill Computer Software	33,000				
B. Storm Shelter	12,000				
C. Scraper		534,000			
D. Pickup Truck		24,000			
E. Power Washer			12,500		
F. Soil Compactor				15,000	
TOTAL	45,000	558,000	12,500	15,000	0

- A. Install updated computer software for landfill scale tickets.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- B. Build an above ground storm shelter.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- C. Replace scraper on an 8-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- D. Replace pickup truck on a 7-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- E. Replace power washer on a 10-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)
- F. Replace soil compactor on a 20-year rotational depreciation schedule.
(Funding Source: Solid Waste Depreciation Reserve Fund)

Wastewater Treatment

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Replace Valves	80,000	80,000	80,000		
B. Grit Classifier	60,000				
C. Generator for WWTP Headworks		290,000			
D. Generator for WWTP Disinfection		190,000			
E. Rehabilitate Belt Press Substructure		65,000			
F. Repair Concrete at Headworks		20,000			
G. Smith Liftstation Upgrades			34,000		
H. Replace Variable Speed Drives				60,000	60,000
TOTAL	140,000	645,000	114,000	60,000	60,000

- A. Replace the slide gate valves in aeration basin.
(Funding Source: Operating Budget)
- B. Replace the grit classifier which separates grit from the raw sewage and augers the removed grit into a hopper. A newer unit will help eliminate grit from passing into subsequent treatment units.
(Funding Source: Operating Budget)
- C. Install emergency power generator at Wastewater Treatment Plant headworks.
(Funding Source: Operating Budget)
- D. Install emergency power generator at Wastewater Treatment Plant disinfection basin.
(Funding Source: Operating Budget)
- E. Sandblast and paint substructure of sludge dewatering press.
(Funding Source: Operating Budget)
- F. Sandblast, repair and paint concrete at WWTP headworks.
(Funding Source: Operating Budget)
- G. Upgrade the 1973 liftstation to meet current ODEQ standards.
(Funding Source: Operating Budget)
- H. Replace variable speed drives on 300 HP centrifugal blowers.
(Funding Source: Operating Budget)

Wastewater Collection

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Contingency Wastewater Line Projects	70,000	55,000	55,000	55,000	55,000
B. Wastewater Interceptor Replacement		400,000	480,000	280,000	480,000
C. Replace Flusher Truck (Unit #640)			350,000		
TOTAL	70,000	455,000	885,000	335,000	535,000

A. Contingency Wastewater Collection Line Project.
(Funding Source: Operating Budget)

B. Wastewater Interceptor Replacement Projects.

2015-16 Replace 1,170 feet of 10'' clay sewer main with 10'' poly pipe North of South Avenue from Ash to Osage.

(Funding Source: Operating Budget)

2016-17 Replace 1,260 feet of 10'' clay sewer main with 10'' poly pipe at 900 & 1,000 Blocks of North 2nd Street.

(Funding Source: Operating Budget)

2017-18 Replace 2,100 feet of 12'' sewer main with 15'' PVC from Meadow Lane going south to Willow Street and then turning west to an existing manhole.

(Funding Source: Operating Budget)

2018-19 Replace 570 feet of 8'' sewer main with PVC OR at 2100 Block of Willow Street.

2018-19 Replace 300 feet of 6'' sewer main with PVC at Highway 60 & 4th Street.

2018-19 Replace 330 feet of 8'' sewer main with PVC at 200 block of North Birch Street.

(Funding Source: Operating Budget)

C. Replace Unit #640 Flusher Truck.
(Funding Source: Operating Budget)

Stormwater

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. RCB Bank Channel Reconstruction	400,000				
TOTAL	400,000	0	0	0	0

- A. Reconstruction of the existing drainage channel from 14th Street to Elmwood. This channel was severely damaged by the April 8th, 2012 storm.
 (Funding Source: Operating Budget)

Technology Services

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Exchange Server Software Upgrade	35,000				
B. Fiber to Premise		250,000	250,000	100,000	100,000
C. 30 GB Network Hardware (Switches)		175,000			
TOTAL	35,000	425,000	250,000	100,000	100,000

- A. Exchange Server is the central server that sends and receives emails for all city employees. It connects to the internet and sends and receives emails to outside agencies as well. Currently our Exchange Server is version 2003 and no longer supported by Microsoft. It also does not allow our new back-up software to back it as an email database but rather only as a full server. This server is simply too old. We are looking at either Exchange Server 2012 or 2013, depending on bug resolution by July.
(Funding Source: CIP Fund)
- B. In keeping up with the demands of Ponca City citizens and businesses, Ponca City should install Fiber to the Premise. This will allow customers to pay for bandwidth at higher quantities than the wireless network can deliver. Many customers want to take advantage of networks that can be offered at the large metropolitans. Without a high speed network, eventually we will lose the new and upcoming work forces.
(Funding Source: PC Energy Fund)
- C. As network switches are used 24 hours a day in our network, they will need to be replaced to ensure their reliability on a 24 hour demand cycle. These switches ensure all communications between all network appliances including servers, desktop computers, GIS, Scada, phones, radios, etc. The speed has now needed to be increased as well so 1 GB or even 10 GB speed switches will be used from now on as the continual increase in number of users, server based applications, and demand for data in the field.
(Funding Source: CIP Fund)

City Garage

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Tour Bus	150,000				
B. Automated Fuel Management System		46,500			
C. 10' x 20' Portable Storage Building		10,000			
D. Replacement Floor Lift			25,000		
E. Replacement A/C Recyclers			12,000		
F. Pickup Truck				32,000	
G. Replace Shop Doors (16)				30,000	30,000
H. Self Contained Air Compressor					10,000
TOTAL	150,000	56,500	37,000	62,000	40,000

- A. A new city bus is needed for budget tours and other city functions.
(Funding Source: Hotel/Motel)
- B. A new automated fuel management system to replace the current system that is beginning to have problems and replacement parts are no longer available. This is the primary fuel system for the city and is used for accountability of fuel and information.
(Funding Source: Unknown)
- C. A 10' x 20' portable storage building which would be used to store surplus equipment until it is disposed.
(Funding Source: Unknown)
- D. Replace floor lift due to wear, tear and age.
(Funding Source: Unknown)
- E. Replace the A/C Recyclers that are used to recover Freon from vehicles as per EPA requirements.
(Funding Source: Unknown)
- F. Replace a 2002 GMC Pickup truck with 80,000 miles to a current year service truck.
(Funding Source: Unknown)
- G. Replace overhead doors. These doors need to replace because of age (34 years).
(Funding Source: Unknown)
- H. Need to upgrade air compressor to be used for service calls, to run air tools and other equipment on service truck.
(Funding Source: Unknown)

Marland Estate

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Completion of Stamped Concrete on Lower East	16,800				
B. Historic Landscape & Hardscape Survey	13,800				
C. Waterproofing and Restoration		30,000			
D. Wrought Iron Restoration		10,000	10,000		
E. Additional Landscape and Hardscape			40,000		
F. Redesign/Enlarge Parking Lot				75,200	
G. Boat House & Tunnel Repair					35,000
TOTAL	30,600	40,000	50,000	75,200	35,000

- A. Continuation of existing patterned concrete on lower level east terrace to match existing areas. Area for new matching concrete totals 1,120 square feet.
(Funding Source: CIP Fund)
- B. Drought and storms have been detrimental to the trees and shrubs on the Estate grounds. A historical survey would be conducted by professional landscape architects to determine what and where the original plantings were, then recommend replacement plant materials per the Mansion's long range plans.
(Funding Source: MEF)
- C. Water is seeping from the North Terrace planters into the north wall of the Mansion by the kitchen entrance. This continuing leakage is causing exterior & interior damage to the Mansion structure that could become irreparable if not addressed in a timely manner. Per engineer's report, major waterproofing & restoration of the north terrace & planter area is required. This includes (but is not limited to) stone work, installation of waterproof membrane, & repair of historic guttering. The Marland Estate Foundation is currently gathering information & will fund some repair work.
(Funding Source: MEF)
- D. The exterior metal and wrought iron is showing rust and corrosion. All of it has faded. The metal/wrought iron is integral to this National Historic Landmark. Periodic maintenance is necessary to preserve the integrity.
(Funding Source: CIP Fund)
- E. The recent enhancements & additions to the Mansion have been extensive. Continuous attention to the landscaping is needed to maintain the existing plantings, as well as planting new beds of annuals & perennials to highlight these improvements, such as the Walking Trail, Bryant Baker Gallery & Artist Studio, & the new water feature. The Marland Estate was nationally recognized for its beautiful & unique gardens & should strive to recapture that reputation with top-rate landscaping.
(Funding Source: CIP Fund)
- F. There are only (62) identified parking spaces & because of larger events held at the mansion there is a need for additional spaces plus parking for tour buses. As the popularity of the Marland Mansion grows, as a premier venue site, so does the need for additional accommodations for the guests.
(Funding Source: CIP Fund)
- G. As the tunnel was featured on TV's "America's Castles", it is a requested tour addition for many guests. *Waterproofing the tunnel* leading to the Artist Studio & Boat House will enhance the overall tour experience for visitors & create a safe place during inclement weather. The leakage problem also extends to the Boat House causing accelerated damage to structural I beams.
(Funding Source: CIP Fund)

Golf Course

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Groundmaster (3)	76,000		20,000		
B. Greens Mowers (2)	30,000				
C. Driving Range		250,000			
D. Bridge on Hole #6		130,000			
E. Rebuild Green		45,000			
F. Pull Behind Ground Gang Mower		24,000			
G. Cart Trails		20,000	20,000		
H. Renovate Sand Bunkers		15,000			
I. Trucksters (2)		12,000		20,000	20,000
J. Fairway Mowers (2)			52,000		
K. Fence Around Maintenance Shop			15,000		
L. Equipment Shed				25,000	
TOTAL	106,000	496,000	107,000	45,000	20,000

- A. The groundmasters are used primarily in mowing the rough and other heavy-duty jobs.
(Funding Source: CIP Fund)
- B. Replacement of the current greens mower units that are heavily used and where maintenance costs are rising.
(Funding Source: CIP Fund)
- C. Construction of a driving range on the existing golf course.
(Funding Source: Unknown)
- D. The bridge that crosses Lake Ponca on Hole # 6 needs to be replaced. The current bridge is showing extensive rusting and was not designed to have irrigation pumps mounted on it.
(Funding Source: Unknown)
- E. Rebuild Hole # 7 green. This is one of the last clay type greens including upgraded drainage.
(Funding Source: CIP Fund)
- F. Replace the current pull behind ground gang mower that is used to mow the rough.
(Funding Source: CIP Fund)
- G. Several cart trails need to be replaced. The list includes irrigation and trail to back tee box on hole #18, hole #6 tee box and hole #1.
(Funding Source: CIP Fund)
- H. Renovate the sand bunkers by removing existing sand, cleaning and adding proper drainage to the bunkers.
(Funding Source: CIP Fund)
- I. Replacement of heavy-duty trucksters that haul materials and other heavy payloads. The units will be from seven to eleven years old when replaced.
(Funding Source: CIP Fund)
- J. This is replacement of current fairway units. These mowers are heavily used, and the maintenance costs are rising.
(Funding Source: CIP Fund)

- K. Construct a new fence around the maintenance area to separate it from the golf course.
(Funding Source: CIP Fund)
- L. Construction of a new metal equipment shed at the maintenance building areas. This would provide storage for the tractors and other materials.
(Funding Source: CIP Fund)

L.A. Cann Memorial Garden Trust

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Current Year Truckster	14,000				
B. Erosion Control		5,000		5,000	
C. Replace House Roof			12,000		
D. Brick Walkway Repairs				10,000	
E. Add a Public Restroom					175,000
TOTAL	14,000	5,000	12,000	15,000	175,000

- A. Replace 1998 4-Wheel Carry All Cart Turf II XRT Truckster. The truckster is used daily to haul tools, plants, mulch, debris from planting beds and personnel. This unit has outlived its useful life expectancy.
(Funding Source: Operating Budget)
- B. Erosion control would involve terracing or redirecting the run-off to stop the erosion. There are areas in the garden where run-off from heavy rains will wash through the beds and across the walking trail carrying away mulch and soil.
(Funding Source: Unknown)
- C. Replace roof on the Cann House. The roof is nearing the end of its useful life and will require replacement.
(Funding Source: Unknown)
- D. Repair the brick forming the edge of the walking trail. When equipment crosses the walk it causes the brick edge to break off. Repair would involve removing the brick edge, pouring a narrow concrete strip for support and replacing the brick edge on the concrete strip.
(Funding Source: Unknown)
- E. At present, the only restroom at Cann Garden is in the Cann House, which is not available to the public. This would allow us to construct a public restroom at Cann Garden like we have in our other parks.
(Funding Source: Unknown)

Street Improvement Sales Tax

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Replace Bridge on LA Cann-Turkey Creek	900,000				
B. Replace Signal Poles at 4th & South Ave	100,000				
C. Warr Memorial Trails	100,000				
D. Pedestrian Countdown Signals	86,000				
E. Patch & Overlay Redbud Trails	25,000				
F. Conflict Monitor Testing	12,500				
G. 5th Street to Walmart Connection		175,000			
H. Construct 5th St, Knight to Hubbard				2,000,000	
TOTAL	1,223,500	175,000	0	2,000,000	0

- A. Project to replace the bridge on L.A. Cann over Turkey Creek in October of 2014. Plans have been completed for this project. The Turkey Creek bridge will be a standard ODOT bridge with no aesthetics but it will be constructed with additional lane width of accommodate an on-street bicycle lane. Matching federal and/or tribal funds will be sought for construction.
(Funding Source: Street Improvement Sales Tax)
- B. Project to replace existing traffic signal poles that are showing signs of rust and deterioration New signal poles, mast arms, and underground wiring will be installed under this project.
(Funding Source: Street Improvement Sales Tax)
- C. Project to replace approximately 1,375 feet of existing asphalt trails with concrete trails at 5th Street Park.
(Funding Source: Street Improvement Sales Tax)
- D. New pedestrian signals that include a countdown timer to indicate how much time remains before the opposing vehicular phase is released. The 2009 release of the Manual on Uniform Traffic Control devices mandates that any pedestrian clearance intervals greater than or equal to seven seconds shall be communicated to the pedestrian via a countdown pedestrian signal. This new mandate will be applicable to all pedestrian crossings within the city.
(Funding Source: Street Improvement Sales Tax)
- E. Patch and overlay approximately 1,550 feet of existing asphalt trail through Redbud Park.
(Funding Source: Hotel/Motel Tax)
- F. The Traffic Engineer Division Tests conflict monitors annually to ensure their proper function. Each year the tester is sent to the manufacturer for calibration. The existing tester will not be supported in the future and will not be verified through the calibration process. A new tester is required to provide proper protection against traffic signal conflicts.
(Funding Source: Street Improvement Tax)
- G. Project to construct a two lane roadway from 5th Street to the Walmart parking lot. The road will be aligned along an east/west corridor to tie to the Walmart parking lot just south of the front of the building. Construction of this project will be contingent upon the participation of the owner of the land that lies between 5th Street and Walmart. The new roadway is being proposed to be a permanent city street with a minimum of 60' right-of-way and controlled access to abutting property.
(Funding Source: Street Improvement Sales Tax)

- H. Project from the mid-term goals of the Transportation Chapter of the 2009 Comprehensive Plan. It will extend 5th Street from Knight Avenue to Hubbard Road. The county project to four lane Hubbard Road from 14th to Union is expected to be completed by FY 2014/15 and the extension of 5th Street will provide another effective link in the City's roadway network and alleviate traffic congestion on north 14th Street.

(Funding Source: Street Improvement Sales Tax)

Airport

Project Description	2014-15	2015-16	2016-17	2017-18	2018-19
A. Non Primary Airport Entitlement	166,667	166,667	166,667	166,667	166,667
B. Administrative Vehicle	28,000				
C. HVAC Unit Replacement (3)	22,000				
D. OAC Flight Academy	15,000				
E. Repair Terminal Perimeter Fencing	10,000				
F. Reconst Parking Lot/Access Entrance		500,000			
G. Replace Hangar Doors #7 & #8		175,000			
H. Terminal Building Remodel		80,000	150,000		
I. Terminal Building Entrance Upgrade		80,000			
J. 1 Ton Bucket Truck		60,000			
K. Paint Buildings #2 & #3		28,000			
L. Runway & Taxiway Drainage Repairs		14,000			
M. Utility Vehicle		12,000			
N. Upgrade Airport Fire Station			175,000		
O. Land Acquisition				125,000	
P. Concrete Runway & Hangar Repairs					75,000
Q. Storage Building					32,000
TOTAL	241,667	1,115,667	491,667	291,667	273,667

- A. Airport Entitlement Grant.
(Funding Source: Operating Budget)
- B. Replace current administration vehicle with a new SUV style vehicle.
(Funding Source: CIP Fund)
- C. HVAC unit replacements include three units, two on the terminal building and one at the airport manager's house.
(Funding Source: CIP Fund)
- D. Funding for the annual Flight Academy.
(Funding Source: Grant)
- E. Repair the perimeter fencing that was damaged by the April 8th microburst.
(Funding Source: CIP Fund)
- F. Reconstruction and expansion of existing terminal parking lot and access roads. This 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)
- G. This will be a project to replace sixteen hangar doors on Buildings #7 and #8.
(Funding Source: CIP Fund)
- H. Remodel Ponca City Regional Airport terminal building, addressing exterior and interior areas.
(Funding Source: Unknown)

-
- I. Upgrades to the Terminal entrance.
(Funding Source: Unknown)
 - J. Replaces a 1994 Ford 350 4x4. The bed and hoist will be removed from the current vehicle and mounted on the new truck.
(Funding Source: CIP Fund)
 - K. Paint the outside shins of Buildings #2 and #3.
(Funding Source: CIP Fund)
 - L. Repairs to a flood prone area on the north end of the runway.
(Funding Source: Unknown)
 - M. Purchase utility vehicle for the airport. This vehicle is to be used in mowing and spraying along the perimeter fences.
(Funding Source: Grants)
 - N. Make needed repairs to the Airport Fire Station.
(Funding Source: Unknown)
 - O. Land Acquisition on the north and south ends of Runway 17/35 for runway protection zones and the GPS Malsr lighting system.
(Funding Source: Unknown)
 - P. Repair small concrete areas on the runway and taxiways.
(Funding Source: Unknown)
 - Q. Storage building for vehicles including Airport mowing equipment.
(Funding Source: Unknown)



General Fund

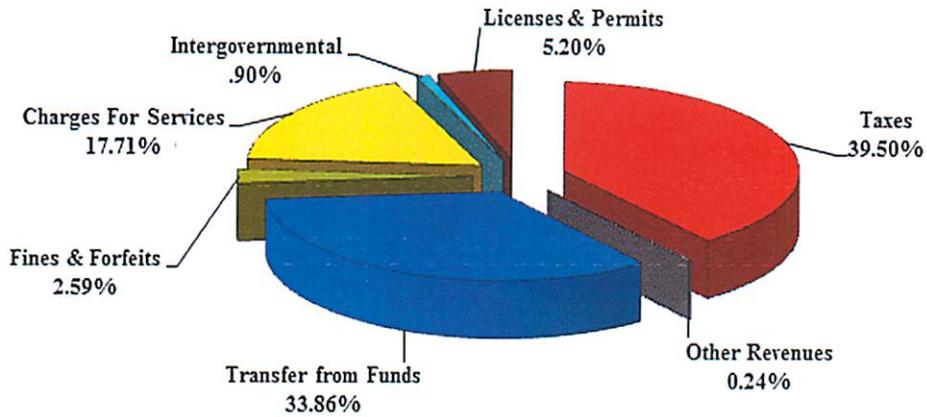
A General Fund is a governmental fund type which functions as the chief operating fund of a state or local government. Departments of the General Fund account for activity not provided for by any other designated funds, and typically include services deemed necessary to the community which cannot operate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

Budgeted departments of the General Fund for Fiscal 2014-15 are:

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

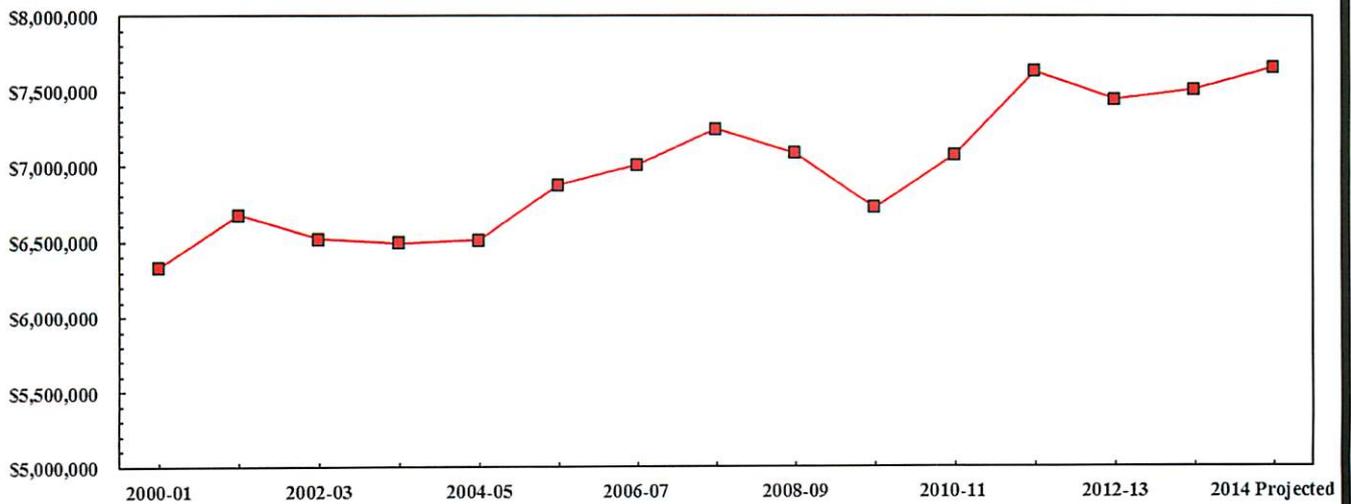
City of
PONCA
City
Oklahoma

General Fund Revenues Fiscal 2014-15



Total Revenues \$21,136,097

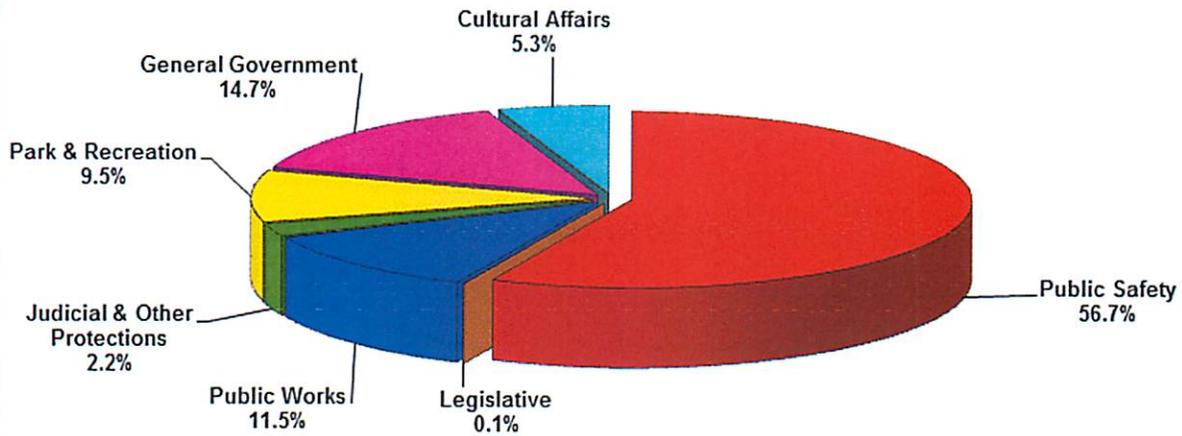
City Sales Tax Receipts General Fund Portion (2%)



**CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF REVENUES BY SOURCE
Fiscal 2014-15**

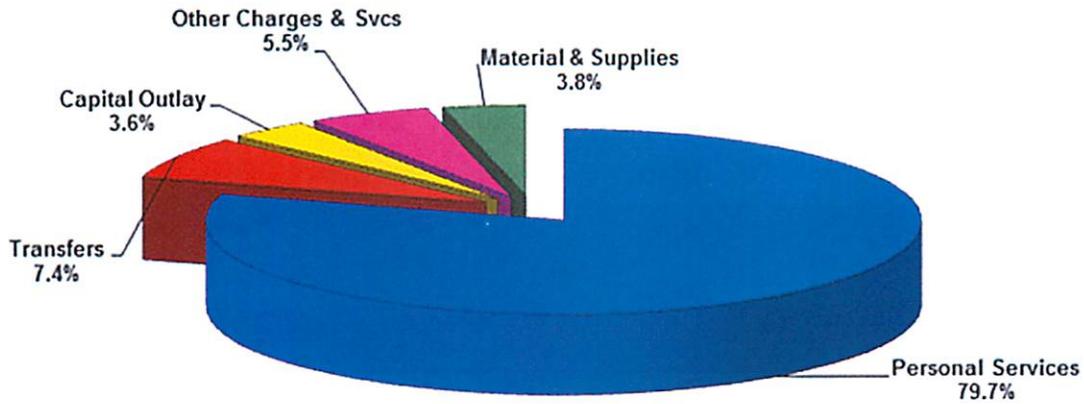
REVENUE SOURCE	Actual 2010/11	Actual 2011/12	Actual 2012/13	2013/14 BUDGET @ 7/01/13	2013/14 ACTUAL @03/31/14	% of BUDGET	APPROVED 2014/15 BUDGET	% CHANGE FROM 2013/14
TAXES								
1101.00 CITY SALES TAX	\$7,072,710	\$7,634,343	\$7,444,295	\$7,510,796	\$5,769,922	76.82	\$7,661,010	2.00%
1101.01 USE TAX	469,418	423,213	624,668	425,000	489,051	115.07	570,000	34.12%
1105.00 WEED TAX	15,411	23,224	36,899	15,000	22,477	149.85	20,000	33.33%
1110.00 ALCOHOLIC BEV. TAXES	97,542	96,191	97,526	96,000	73,889	76.97	98,000	2.08%
TOTAL TAXES	7,655,082	8,176,972	8,203,388	8,046,796	6,355,339	78.98%	8,349,010	3.76%
LICENSES & PERMITS								
2201.00 LICENSE FEES	21,017	23,403	25,263	23,500	13,154	55.98	24,000	2.13%
2201.01 LICENSE FEES - LAKE PONCA	24,500	26,460	19,057	25,500	8,335	32.69	23,000	(9.80%)
2202.00 DEV SRVS - LICENSE FEES	20,320	19,120	24,454	20,000	9,665	48.33	20,500	2.50%
2225.00 EMERGENCY 911 FEES	226,067	214,832	234,271	215,000	126,819	58.99	220,000	2.33%
2225.01 E-911 CELL FEES	135,570	110,552	150,008	140,000	79,873	57.05	148,000	5.71%
2240.00 DEV SVCS - PERMIT FEES	35,324	98,746	56,817	50,000	43,546	87.09	55,000	10.00%
2280.01 FRANCHISE FEE-TELEPHONE	62,500	55,791	30,415	55,000	1,893	3.44	30,000	(45.45%)
2280.02 FRANCHISE FEE-GAS	343,909	325,422	331,412	325,000	224,063	68.94	330,000	1.54%
2280.03 FRANCHISE FEE-CABLE TV	285,674	283,569	252,884	270,000	149,732	55.46	250,000	(7.41%)
TOTAL LICENSE & PERMITS	1,154,880	1,157,895	1,124,581	1,124,000	657,080	58.46%	1,100,500	(2.09%)
INTERGOVERNMENTAL								
3302.00 CIGARETTE ALLOCATION	177,673	191,555	168,304	185,000	106,107	57.36	160,000	(13.51%)
3305.00 EM. MGMT. GRANTS	14,854	34,708	44,562	29,700	14,854	50.01	29,700	0.00%
3327.00 GRANTS	11,553	8,529	12,858	0	4,000	0.00	0	0.00%
TOTAL INTERGOVERNMENTAL	204,080	234,792	225,723	214,700	124,961	58.20%	189,700	(11.64%)
OUTSIDE REVENUE								
4405.00 DONATIONS	5	0	0	0	0	0.00	0	0.00%
4405.01 FIRE DEPT DONATIONS	0	488	6,500	0	0	0.00	0	0.00%
TOTAL OUTSIDE REVENUE	5	488	6,500	0	0	0.00	0	0.00%
CHARGES FOR SERVICES								
5501.00 AMBULANCE SERVICES	1,177,449	1,291,354	1,130,272	1,175,000	881,740	75.04	1,150,000	(2.13%)
5503.00 RURAL FIRE RUN RECEIPTS	0	500	0	500	0	0.00	0	(100.00%)
5504.00 POLICE SERVICES	76,384	71,688	60,515	75,000	62,625	83.50	70,000	(6.67%)
5505.00 ADMINISTRATIVE SERVICE	1,828,064	1,919,466	2,015,440	2,116,212	1,587,158	75.00	2,222,023	5.00%
5515.00 ANIMAL CONTROL RECEIPTS	13,612	14,391	12,268	13,000	12,201	93.85	12,500	(3.85%)
5530.00 LIBRARY RECEIPTS	16,066	14,791	14,287	15,000	9,013	60.08	14,000	(6.67%)
5553.00 LANDSCAPING SERVICES	13,200	15,400	12,100	13,200	8,800	66.67	13,200	0.00%
5554.00 WENTZ CAMP RECEIPTS	34,487	32,088	33,478	34,000	18,070	53.15	33,000	(2.94%)
5555.00 SWIMMING POOL RECEIPTS	12,232	9,621	9,363	12,000	3,489	29.07	10,000	(16.67%)
5555.10 SENIOR CENTER	1,355	5,030	560	2,000	625	31.25	1,000	(50.00%)
5556.00 TENNIS COURT RECEIPTS	918	1,241	1,141	1,000	290	29.00	1,000	0.00%
5556.01 RECREATION PROGRAMS	5,180	5,770	4,497	5,700	7,492	131.44	5,000	(12.28%)
5556.02 UNITY GYM	975	1,075	1,281	1,000	725	72.50	1,000	0.00%
5556.03 RENTAL/SHELTER HOUSES	10,800	10,560	9,400	10,500	6,120	58.29	10,000	(4.76%)
5556.04 RENTALS - LAKE PONCA	57,592	53,229	52,122	54,000	10,080	18.67	53,000	(1.85%)
5556.05 RENTALS - MARLAND'S GRD	11,509	10,526	13,586	10,500	8,591	81.82	10,500	0.00%
5557.00 RENTALS - HUTCHINS MEM	28,450	25,130	22,896	25,500	19,436	76.22	25,000	(1.96%)
5557.01 COMMUNICATIONS RENTAL	67,548	74,220	75,351	72,000	77,864	108.14	77,000	6.94%
5599.00 MISCELLANEOUS RECEIPTS	40,155	39,321	36,490	35,000	38,029	108.66	35,000	0.00%
5599.01 CASH-OVER / SHORT REV	0	0	(89)	0	0	0.00	0	0.00%
TOTAL CHARGES FOR SERVICES	3,395,975	3,595,402	3,504,957	3,671,112	2,752,348	74.97%	3,743,223	1.96%
FINES & FORFEITS								
6601.00 MUNICIPAL COURT FINES	561,643	517,318	527,847	495,000	429,050	86.68	539,000	8.89%
6601.03 BOND FORFEITURE	1,664	3,735	5,336	3,000	503	16.77	3,000	0.00%
6601.05 ADMINISTRATION FEES	4,812	4,515	5,142	4,500	3,362	74.71	4,500	0.00%
TOTAL FINES & FORFEITS	568,120	525,568	538,325	502,500	432,915	86.15%	546,500	8.76%
TRANSFER FROM FUNDS								
8875.75 TRANSFER FROM PCUA	6,097,223	6,402,085	6,680,884	6,948,120	5,211,091	75.00	7,156,564	3.00%
8899.00 TRANSFER IN	0	75,000	0	0	0	0.00	0	0.00%
TOTAL TRANSFER FROM FUNDS	6,097,223	6,477,085	6,680,884	6,948,120	5,211,091	75.00%	7,156,564	3.00%
OTHER REVENUES								
9901.00 INTEREST INCOME	50,129	34,488	32,932	30,000	21,109	70.36	30,000	0.00%
9938.00 SIGN MATERIAL REIMB	920	494	655	1,000	4,417	441.75	1,000	0.00%
9939.00 COPIER PAPER REIMBURSEMENT	4,424	4,154	4,606	4,200	3,565	84.89	4,500	7.14%
9940.00 INTERNET PROCESSING FEE	166	45	60	100	135	0.00	100	0.00%
9950.00 INC DISP. OF FIXED ASSETS	42,514	6,525	15,073	15,000	11,144	74.29	15,000	0.00%
9999.00 MISCELLANEOUS INCOME	0	0	0	0	0	0.00	0	0.00%
TOTAL OTHER REVENUES	98,153	45,706	53,326	50,300	40,371	80.26%	50,600	0.60%
TOTAL GENERAL FUND REVENUES	19,173,517	20,213,908	20,337,685	20,557,528	15,574,104	75.76%	21,136,097	2.81%

General Fund Expenditures Fiscal 2014-15 By Type



Total Expenditures \$22,491,041

General Fund Expenditures Fiscal 2014-15 by Category



Total Expenditures \$22,491,041

**CITY OF PONCA CITY
GENERAL FUND - APPROPRIATION HISTORY by dept.
Fiscal Year 2014-15**

DEPT #	DEPARTMENT	2009/10 FINAL BUDGET	2010/11 FINAL BUDGET	2011/12 FINAL BUDGET	2012/13 FINAL BUDGET	2013/14 ORIGINAL BUDGET	2014/15 APPROVED BUDGET
1010	CITY COMMISSION	14,300	13,300	13,300	13,300	14,300	14,300
1011	CITY MANAGER	809,728	818,478	864,506	900,313	914,805	932,183
1012	CENTRAL MUN. ACTIVITY	1,690,713	1,287,017	1,164,260	1,380,888	1,361,289	1,312,335
1110	FINANCE	414,431	427,624	529,416	544,362	457,849	471,303
1113	MUNICIPAL COURT	205,678	209,453	220,348	228,875	223,690	232,072
1210	CITY ATTORNEY	232,488	237,557	246,510	254,720	262,190	270,094
1310	DEVELOPMENT SERVICES	505,761	549,519	607,496	556,463	625,632	592,531
2010	POLICE	4,690,681	4,779,258	4,975,180	5,046,368	5,162,109	5,452,944
2020	ANIMAL CONTROL	207,398	218,546	237,474	232,150	218,296	260,284
2030	EMERGENCY MANAGEMENT	149,508	145,407	150,311	155,720	158,030	163,448
2040	COMMUNICATIONS / 911	548,324	725,107	804,563	591,919	610,123	631,875
2510	FIRE	4,295,815	4,388,138	4,621,904	4,902,057	4,917,274	5,052,990
2511	FIRE - AMBULANCE	837,786	898,553	1,045,655	1,065,032	1,044,229	1,191,799
3010	STREET	1,473,096	1,367,192	1,329,063	1,479,636	1,420,868	1,505,532
3510	ENGINEERING	608,125	610,649	598,479	642,181	680,760	636,746
3511	TRAFFIC ENGINEERING	421,083	507,220	430,748	436,703	448,897	446,248
4011	PARK MAINTENANCE	1,481,374	1,470,833	1,518,127	1,647,314	1,695,501	1,586,173
4012	AMBUC POOL	76,567	68,860	70,193	71,440	71,440	82,720
4013	RECREATIONAL PROGRAMS	292,794	304,889	308,963	322,011	375,403	314,561
4014	WENTZ CAMP	115,313	120,813	104,521	104,521	103,482	144,557
4110	MARLAND'S GRAND HOME	57,024	59,943	67,316	63,233	82,035	134,121
4111	HUTCHINS MEMORIAL	86,320	83,111	84,775	87,293	99,997	83,759
4510	LIBRARY	880,002	894,205	931,745	936,306	992,944	978,466
TOTAL APPROPRIATIONS		20,094,309	20,185,672	20,924,853	21,662,805	21,941,143	22,491,041
Incr./(Decr.) from Previous Year:		648,122	91,363	830,544	737,952	278,338	549,898
% Incr./(Decr.) from Previous Year:		3.33%	0.45%	3.66%	3.53%	1.28%	2.51%

**CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF BUDGETED APPROPRIATIONS by type
Fiscal Year 2014-15**

PUBLIC SAFETY:

POLICE	\$5,452,944	
ANIMAL CONTROL	260,284	
FIRE	5,052,990	
AMBULANCE	1,191,799	
EMERGENCY MANAGEMENT	163,448	
COMMUNICATIONS/ 911	631,875	
		12,753,340

LEGISLATIVE:

CITY COMMISSION	14,300	
		14,300

PUBLIC WORKS:

STREET	1,505,532	
ENGINEERING	636,746	
TRAFFIC ENGINEERING	446,248	
		2,588,526

JUDICIAL:

CITY ATTORNEY	270,094	
MUNICIPAL COURT	232,072	
		502,166

PARK & RECREATION:

MAINTENANCE	1,586,173	
AMBUC POOL	82,720	
RECREATIONAL PROGRAMS	314,561	
WENTZ CAMP	144,557	
		2,128,011

GENERAL GOVERNMENT:

CITY MANAGER	932,183	
CENTRAL MUNICIPAL ACTIVITY	1,312,335	
FINANCE	471,303	
DEVELOPMENT SERVICES	592,531	
		3,308,352

CULTURAL AFFAIRS:

MARLAND'S GRAND HOME	134,121	
HUTCHINS MEMORIAL	83,759	
LIBRARY	978,466	
		1,196,346

TOTAL

\$22,491,041

CITY OF PONCA CITY
GENERAL FUND - SUMMARY OF APPROPRIATIONS
 By Department & Category
 Fiscal Year 2014-15

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	884,939	11,607	35,637	0	0	932,183
1012	CENTRAL MUN. ACTIVITY	10,000	67,050	398,208	0	837,077	1,312,335
1110	FINANCE	417,753	4,650	48,900	0	0	471,303
1113	MUNICIPAL COURT	218,002	3,545	10,525	0	0	232,072
1210	CITY ATTORNEY	235,503	0	34,591	0	0	270,094
1310	DEVELOPMENT SERVICES	513,235	4,300	63,600	0	11,396	592,531
2010	POLICE	4,835,802	108,100	120,540	165,500	223,002	5,452,944
2020	ANIMAL CONTROL	194,390	13,525	8,925	27,000	16,444	260,284
2030	EMERGENCY MGMT	124,853	5,900	28,200	0	4,495	163,448
2040	COMMUNICATIONS / 911	544,067	2,550	84,260	0	998	631,875
2510	FIRE	4,684,460	98,100	56,500	116,925	97,005	5,052,990
2511	FIRE / AMBULANCE	829,999	72,000	64,800	145,000	80,000	1,191,799
3010	STREET	1,045,213	46,350	17,750	189,000	207,219	1,505,532
3510	ENGINEERING	559,202	8,800	55,180	5,500	8,064	636,746
3511	TRAFFIC ENGINEERING	377,365	45,200	6,210	0	17,473	446,248
4011	PARK MAINTENANCE	1,269,228	85,800	30,975	75,300	124,870	1,586,173
4012	AMBUC POOL	56,420	14,450	850	11,000	0	82,720
4013	RECREATIONAL PROGRAMS	233,177	24,785	48,100	0	8,499	314,561
4014	WENTZ CAMP	69,305	26,250	4,325	40,500	4,177	144,557
4110	MARLAND'S GRAND HOME	108,764	6,280	11,582	4,132	3,363	134,121
4111	HUTCHINS MEMORIAL	50,514	9,454	17,614	0	6,177	83,759
4510	LIBRARY	657,433	192,500	80,900	29,000	18,633	978,466
TOTAL APPROPRIATIONS		17,919,624	851,196	1,242,472	808,857	1,668,892	22,491,041
PERCENT OF TOTAL		79.67%	3.78%	5.52%	3.60%	7.42%	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 2014 Accomplishments:

- Represented the City of Ponca City with Mayor Nicholson serving on the Oklahoma Municipal League’s Board of Directors, Mayors Council of Oklahoma, Oklahoma Congress of Mayors, Oklahoma Municipal Power Authority Board of Directors, Oklahoma Municipal Utility Providers Steering Committee, Oklahoma Hall of Fame for City and Town Officials, Water Quality Management Advisory Council, Oklahoma Homeland Defense Board, and Governor’s Council on Workforce Economic Development.
- Continued to coordinate monthly meetings of the Kay County Mayors Round Table in an on-going effort to increase dialogue regarding pertinent issues facing North Central Oklahoma communities.
- Supported efforts of the Mid-Size Coalition regarding Oklahoma legislative funding issues, Oklahoma Municipal League’s Legislative Committee regarding municipal issues, as well as legislation supporting tax credits for the movie about E.W. Marland to be filmed at the Marland Estate.
- Mayor Nicholson worked with Governor Mary Fallin, city leaders and health officials on the “Don’t Smoke on Me” campaign to reduce smoking related deaths; served on the Governor’s Pipeline Safety Task Force, studying pipeline excavation activities and accidents; and worked on the National Governor’s Association Chair’s Initiative for 2013-14 “America Works: Education and Training for Tomorrow’s Jobs”.
- Nicholson supported the Alliance for Main Street Fairness Coalition’s dedication to ensuring sales tax laws treat all businesses equally and was invited to speak on the topic around the state.

Fiscal 2015 Objectives:

- Continue to create an environment for open dialogue with the City Commission regarding community capital improvement projects.
- Continue to work to ensure long-term water rights and water supply needs for Ponca City.
- Continue code enforcement and removal of dilapidated housing efforts to keep Ponca City beautiful and safe.
- Continue to support Heartland Flyer efforts for creating a stop in Ponca City between Kansas City and Dallas.
- Continue partnering with the Ponca City Development Authority’s efforts to recruit new business, industry and residents, as well as receiving regular City Commission meeting updates from PCDA Executive Director and appointed City Commission representative, Steve Hermann, as voting trustee on PCDA board.
- Continue to work on favorable legislation to improve municipal revenues and limit sales tax exemptions.

General Fund - City Commission								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Other Charges & Svcs	<u>6,069</u>	<u>7,831</u>	<u>9,999</u>	<u>14,300</u>	<u>5,621</u>	<u>14,300</u>	<u>0</u>	<u>0.00%</u>
Department Total	6,069	7,831	9,999	14,300	5,621	14,300	0	0.00%

Approved Budget Variances from Prior Year:

Increases

Decreases

Total

0

Total

0

Net Increase

\$0



**Mayor Nicholson participating in the
2013 Congress of Mayors**

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 2014 Accomplishments:**
- Continued cost-effective government operations with a budget of \$97,897,567.
 - Selected as a “2013 Oklahoma Certified Healthy Community” recognizing Oklahoma communities for their outstanding efforts and achievements in actively creating healthier communities and selected as a “2013 Oklahoma Certified Healthy Business” recognizing businesses working to improve Oklahoma’s health by providing health and wellness opportunities for their employees.
 - Worked with the Ponca City Healthy Community Coalition to gather input on the quality of life in Ponca City, through a utility billing questionnaire, in an ongoing effort to create a Community Health Assessment that will be used to secure various grant funding opportunities for healthy initiatives in Ponca City.
 - Hosted a “Shape Your Future Certified Healthy Oklahoma” Lunch and Learn at City Hall for the community leaders, local businesses, restaurants, schools, and campuses to become “Certified Healthy”.
 - Created employee emergency procedure handouts that are specific to each City facility and note designated shelter locations. Also created vehicle and equipment emergency procedure handouts that designate shelter locations for employees working out in the field.
 - Upgraded City fire and burglar alarm systems from 2G to 4G network.
 - Represented the City of Ponca City at the national, state, and local level through active leadership roles in various organizations, such as International City/County Management Association, Alliance for innovation, Oklahoma Municipal Assurance Group, City Manager’s Association of Oklahoma, Ponca City Chamber of Commerce, Main Street, United Way, Smart Start Kay County, and the Ponca City Healthy Community Coalition.
 - Hosted several public meetings and events at City Hall and on Centennial Plaza, such as the Chamber of Commerce’s Ponca Politics, Local Government day and Government Affairs Committee, Main Street’s Halloween Carnival and 5K Earth Day Run; Daddy Long Legs Fun Run/Walk, Christmas Tree Lighting and Reception, National Day of Prayer; Oklahoma Municipal Power Authority’s Regional Meeting, Ponca City Ministerial Alliance; Ponca City Development Authority; and Cimarron Transit Annual Public Forum.

- Fiscal 2015 Objectives:**
- Continue to administer and provide support of the attainment of City Commission goals.
 - Continue to enhance employee education and development through continuation of the supervisor training program, required monthly department/division tailgate safety meetings, as well as annually required safety training sessions outlined in the City’s safety manual.

- Continue to actively participate in the Ponca City Healthy Community Coalition to create a healthier community as well as improve health and wellness opportunities for City employees.
- Grow and promote green initiative programs, such as enhancing recycling and stormwater education via school and civic group presentations as well as media releases, website, cable channel and printed materials.
- Continue to promote Ponca City as a City of Character through monthly character video presentations at City Commission meetings and on cable channel 22, character bulletins to departments, and character trainings for employees.
- Actively participate in the development of a Statewide Water Plan by tracking plans formation and providing input via the Oklahoma Municipal League and Oklahoma Municipal Utility Providers.
- Continue to use the Comprehensive Plan as a framework for guiding future development, redevelopment and community enhancement and planning.
- Continue to work with governmental jurisdictions and corporate partners to ensure cooperative and collaborative relationships.

General Fund - City Manager								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	655,373	684,633	707,215	868,222	530,062	884,939	16,717	1.93%
Material/Supplies	10,812	8,681	8,925	11,378	6,080	11,607	229	2.01%
Other Charges & Svcs	<u>18,423</u>	<u>25,505</u>	<u>23,595</u>	<u>35,205</u>	<u>18,970</u>	<u>35,637</u>	<u>432</u>	<u>1.23%</u>
Department Total	684,608	718,819	739,734	914,805	555,112	932,183	17,378	1.90%

Approved Capital: Contingency for Capital Repairs & Projects (CIP Fund) \$125,000

Approved Budget Variances from Prior Year

	<u>Increases</u>			<u>Decreases</u>
Full Time Salaries	14,495	ICMA Retirement City		(9,273)
FICA	1,321			
Medicare	308			
Retirement Plan 1	2,511			
Health Insurance	5,090			
Workers Compensation	760			
Vehicle Allowance	1,505			
Wearing Apparel	229			
Travel Expenses	272			
Education & Training	<u>160</u>			
Total	26,651	Total		(9,273)
	Net Increase			<u>\$17,378</u>

Personnel Summary:

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

Total Full Time Employees 10

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	7	9	9	9	9	9	9	9	9	10
Explanation:	FY 06/07 the positions of Public Works Director and Administrative Assistant were restructured into Administration. FY 14/15 the position of Assistant to the City Manager was added.									

Central Municipal Activity

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

- Fiscal 2014 Accomplishments:**
- Funded the Fourth of July fireworks celebration at Lake Ponca Park.
 - Funded a 36 foot high pre-lit tree with 24,000 mini LED lights and a 5 foot star top.
 - Supported the Mid-Size City coalition regarding Oklahoma Legislative funding issues.

- Fiscal 2015 Objectives:**
- Continue to identify the goals identified by the City Commission.

General Fund - Central Municipal Activity								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	20,906	8,072	830	12,000	3,211	10,000	(2,000)	(16.67%)
Material/Supplies	42,113	51,938	48,997	59,050	45,188	67,050	8,000	13.55%
Other Charges & Svcs	288,408	308,605	305,925	399,080	205,505	398,208	(872)	(0.22%)
Capital Outlay	0	0	0	45,000	41,273	0	(45,000)	(100.00%)
Transfers	<u>851,045</u>	<u>726,649</u>	<u>936,649</u>	<u>846,159</u>	<u>898,747</u>	<u>837,077</u>	<u>(9,082)</u>	<u>(1.07%)</u>
Department Total	<u>1,202,472</u>	<u>1,095,265</u>	<u>1,292,402</u>	<u>1,361,289</u>	<u>1,193,924</u>	<u>1,312,335</u>	<u>(48,954)</u>	<u>(3.60%)</u>

Approved Capital: None

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Building Maintenance	8,000	Unemployment	(2,000)
Telephone Service Local	124	Telephone Service Long	(26)
Printing	5,000	Travel Expenses	(1,500)
Dues & Subscriptions	530	Election Services	(6,000)
Credit Card Fees	<u>1,000</u>	Holiday Decorations	(45,000)
		Transfer to cann Estate	<u>(9,082)</u>
Total	14,654	Total	(63,608)

Net Decrease **(\$48,954)**

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



New Christmas Tree first lit on November 25, 2013 outside of City Hall.

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 2014 Accomplishments:

- Received an unqualified audit opinion for Fiscal 2013 with positive comments.
- Completed six internal review projects.
- Completed a records management update and purge.
- Updated Hotel/Motel Ordinance, manual, and visited each operator.
- Identified a low cost, effective solution to meet legal requirements for posting meetings.
- Facilitated implementation of TCM, a document management system for the City.
- Worked with the City Manager and Commission to identify funding solutions for major initiatives.
- Attained an accident free workplace.

Fiscal 2015 Objectives:

- Continue improving the budget document with additional performance and workload measures.
- Assist the City Commission and management with funding solutions for long-term public capital improvement projects.
- Continue to work with an external auditor to enhance controls and reporting of the City businesses.
- Complete a minimum of six internal review projects on controls, and efficiencies, and processes during Fiscal 2014-15.
- Complete a records destruction resolution for Commission consideration and follow-up project to keep record inventory current with retention schedules.
- Reduce paper consumption by continuing to explore ways of making financial information available through electronic resources.
- Complete implementation of TCM with a scanning plan for key documents.
- Attend a minimum of four safety training sessions and achieve an accident free workplace.

General Fund - Finance								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	368,530	375,611	389,464	407,299	308,023	417,753	10,454	2.57%
Material/Supplies	3,091	3,644	3,780	4,650	2,471	4,650	0	0.00%
Other Charges & Svcs	38,135	38,146	32,551	45,900	22,426	48,900	3,000	6.54%
Capital Outlay	<u>0</u>	<u>7,801</u>	<u>31,580</u>	<u>0</u>	<u>1,063</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Department Total	409,756	425,203	457,375	457,849	333,983	471,303	13,454	2.94%

Approved Capital: None

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	8,009	ICMA Retirement	(1,936)
FICA	560	Computer Supplies	(100)
Medicare	131	Postage	(100)
Retirement Plan 1	882	Office Equipment Maint	<u>(50)</u>
Health Insurance	2,459		
Life Insurance	60		
Workers Compensation	289		
Office Supplies	250		
Legal Notices	2,000		
Education & Training	100		
Maint & Service Contract	400		
Misc. Contractual Service	<u>500</u>		
Total	15,640	Total	(2,186)
	Net Increase	\$<u>13,454</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:

	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	<u>2014-15</u>
Full Time	7	7	7	6	6	6	6	6	6	<u>6</u>

Explanation: FY 08-09 the position of Cost Accountant was eliminated.

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 2014 Accomplishments:**
- Implemented a procedure for electronic filing using the TCM Document Management software.
 - Assisted with new user configuration for Digiticket software implementation which the Police Department issues E-citations on handheld devices and data is imported to Court software each workday.

- Fiscal 2015 Objectives:**
- Continue scanning documents through TCM Document software before filing away for storage which will allow for easier access to court documents in the future.
 - Reevaluate the procedure of conviction submission of electronic copies of citations to ensure the convictions being reported to a person's drivers license record are accurate reportings.
 - Update court procedures to encompass electronic citation changes to workflow.
 - Implement office procedure to utilize Northwest Oklahoma Defensive Driving School as a new sentencing option.

General Fund - Municipal Court								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	183,279	179,074	196,502	211,260	151,803	218,002	6,742	3.19%
Material/Supplies	2,208	2,150	1,328	3,475	1,412	3,545	70	2.01%
Other Charges & Svcs	5,819	4,413	5,040	8,955	4,726	10,525	1,570	17.53%
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Department Total	191,306	185,637	202,871	223,690	157,941	232,072	8,382	3.75%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	3,001			
Part Time Salaries	433			
FICA	187			
Medicare	44			
Reitirement Plan 1	523			
Health Insurance	2,462			
Workers Compensation	92			
Office Supplies	35			
Postage	35			
Telephone Service Local	15			
Education & Training	55			
Collection of Bad Debt Expense	<u>1,500</u>			
Total	8,382		Total	0
	Net Increase		<u>\$8,382</u>	

Personnel Summary:

Municipal Judge	1	Deputy Court Clerk	1
Senior Court Clerk	1	Court Clerk – Part time	1
Court Clerk	1	Alt. Muni Judge – Part Time	1
Total Full Time Employees			4
Total Part Time Employees			2

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

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	4	4	4	4	4	4	4	4	4	4

City Attorney

Department Mission:

The mission of the Legal Department is to provide legal counsel, advice to and advocate on behalf of the Mayor, City Commission, and City officers to support municipal operations, programs and community policies. The City Attorney is responsible for and conducts all the law business of the City and its agencies. By representing and counseling the City on the legal issues it faces, the Legal Department will perform public service in the best traditions of the legal profession; will strive to create a dynamic working environment of cooperation, competence, initiative, respect, integrity, and teamwork; and will ensure that the department continues as a respected and esteemed public law office.

Fiscal 2014 Accomplishments:

- Provided legal counsel and advice to the Mayor, City Commissioners and City officers.

Fiscal 2015 Objectives:

- Support the Mayor and City Commission in the accomplishments of their goals and objectives.
- Provide objective, accurate, concise and timely legal advice that facilitates informed decision making and effective policy development by the City Commission and implementation by the City Manager and staff.
- Counsel the Mayor, City Commission, City Departments and boards and commissions as they establish and administer policies and programs to benefit Ponca City residents and visitors.
- Provide City officials and departments with high quality, efficient, and effective legal services, advice and opinions; and represent the City's interests in litigation, contractual agreements, negotiations, and land use and building issues.
- Work closely with the City's elected and appointed officials, participate in programs and services which focus on making the community safe and attractive, and assist in implementing creative planning to stimulate economic development and other City Commission goals.
- Serve the community and interest of justice with effective prosecution, ordinance preparation and enforcement.
- Proactively engage in problem solving to resolve neighborhood issues and disputes.
- Carry out responsibilities of office as defined by City Charter and Code.

General Fund - City Attorney								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	204,171	210,656	217,515	227,599	170,164	235,503	7,904	3.47%
Material/Supplies	0	16	0	0	0	0	0	0.00%
Other Charges & Svcs	16,990	25,785	25,717	34,591	5,564	34,591	0	0.00%
Department Total	221,161	236,458	243,232	262,190	175,728	270,094	7,904	3.01%

Approved Capital: None

Approved Budget Variances from Prior Year

	<u>Increases</u>			<u>Decreases</u>
Full Time Salaries	3,095	ICMA Retirement City		(2,262)
FICA	307	Life Insurance		(100)
Medicare	72			
Retirement Plan 1	233			
Health Insurance	6,394			
Workers Compensation	<u>165</u>			
Total	10,266	Total		(2,362)
	Net Increase		<u>\$7,904</u>	

Personnel Summary:

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

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	2	2	2	2	2	2	2	2	2	2

Development Services

Department Mission:

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

Fiscal 2014 Accomplishments:

- Reviewed building plans, issued permits, and provided inspection oversight for residential and commercial construction projects with a total value of \$32,106,065.
- Removed 16 dilapidated structures from the City's housing stock.
- Removed or prompted the removal of 163 junk vehicles from Ponca City neighborhoods.
- Eliminated 1,849 high grass and weed nuisance properties from Ponca City neighborhoods.
- Expanded the scope of the partnership with local churches in conjunction with the annual Great Day of Service project to include the entire City.
- Established the Nation's 590th Railroad Quiet Zone at Prospect Avenue.
- Created a Housing Incentive Program that spurred the construction of 6 new single family housing units with a value in excess of \$1.5 million dollars.
- Amended the City's zoning ordinance to better address the use of Wind Energy Conversion Systems (WECS).
- Prepared a comprehensive revision of the City's sign ordinance.
- Removed a repetitive flood loss property utilizing Stormwater utility funds.
- Completed renovations at Attucks Community Center utilizing CDBG funds.
- Completed a historic survey of the Hillcrest Addition to the City.
- Completed the Lake Ponca Restroom project utilizing CDBG and Recreation grant funds.
- Completed reconstruction of the Lansbrook Bridge Culvert utilizing FEMA Mitigation grant funds.
- Prepared and submitted a FEMA Hazard Mitigation grant in the amount of \$249,250 to replace the Fire Departments SCBA equipment.
- Completed Historic Churches of Ponca City survey.
- Using CDBG Homebuyers Assistance funding, provided closing cost and down payment assistance for 14 closings.
- Using CDBG Special Services/Interim Assistance funding, helped with repairs to 5 income qualified applicants.
- Received 4 Citations of Merit from the State Historic Preservation Office for the City of Ponca City, the Historic Preservation Advisory Panel, Ponca City Main Street, and the Ponca City Arts Center.
- Grant Administrator completed Ponca City Leadership Training.
- Grant Administrator and Administrative Assistant completed City Management Workshop.
- Grant Assistant was certified as a CDBG Grant Administrator and continues to maintain Title Insurance License through the Oklahoma Insurance Department.

Fiscal 2015 Objectives:

- Prepare and submit a FEMA Residential Safe Room grant for 268 residential properties.
- Complete five year update of the FEMA Hazard Mitigation Plan.
- Complete 2 National Register Nominations.
- Complete Design Guidelines for all current and future historic districts.
- Administrative Assistant to complete the Oklahoma Municipal League's Citizens Academy Leadership Training.
- Continue the program of updating and enhancing the department's presence on the City's website.
- Administer any FEMA grants that may be awarded during the next fiscal year.
- Prepare, submit and administer State and Federal grant applications as they become available.
- Develop a plan to re-populate the Central Business District with new landscaping that will be sustainable.
- Explore a partnership with Pioneer Tech to construct affordable housing using CDBG funds.

General Fund -Development Services								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	406,674	457,303	475,193	498,836	381,549	513,235	14,399	2.89%
Material/Supplies	3,546	3,522	3,740	4,300	2,808	4,300	0	0.00%
Other Charges & Svcs	33,783	96,684	50,602	81,100	34,793	63,600	(17,500)	(21.58%)
Capital Outlay	0	0	0	30,000	18,587	0	(30,000)	(100.00%)
Transfers	<u>9,946</u>	<u>12,821</u>	<u>9,242</u>	<u>11,396</u>	<u>7,584</u>	<u>11,396</u>	<u>0</u>	<u>0.00%</u>
Department Total	453,949	570,329	538,776	625,632	445,321	592,531	(33,101)	(5.29%)

Approved Capital None

Approved Budget Variances from Prior Year

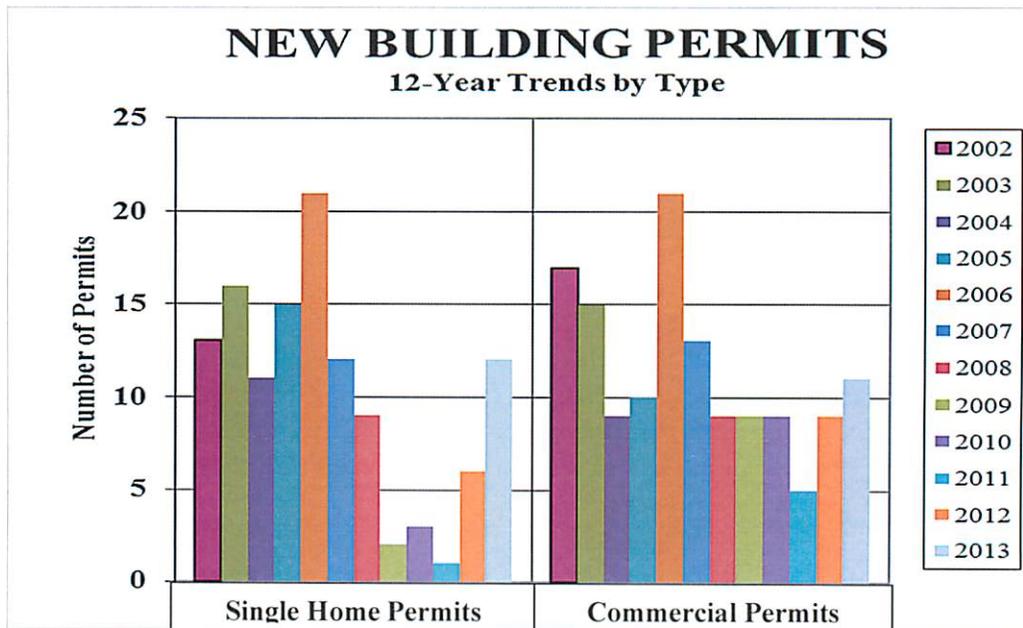
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	10,247	ICMA Retirement Plan 1	(2,869)
FICA	778	Life Insurance	(166)
Medicare	182	Misc Contractual Service	(40,000)
Retirement Plan 1	1,093	Pickup Trucks	(20,000)
Health Insurance	2,904	Misc Capital Outlay	<u>(10,000)</u>
Workers Compensation	430		
Vehicle Allowance	1,800		
Travel Expenses	2,000		
Education & Training	500		
CDBG Match	<u>20,000</u>		
Total	39,934	Total	(73,035)
	Net Decrease		<u>(\$33,101)</u>

Personnel Summary:

Development Services Director	1	Administrative Assistant	1
Inspectors	4	Grant Administrator	1
Total Full Time Employees		7	

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	6	6	6	7	7	7	7	7	7	7
Explanation:	FY 08/09 a full time position of Grant Administrator was added and replaced contracted grant writing services.									



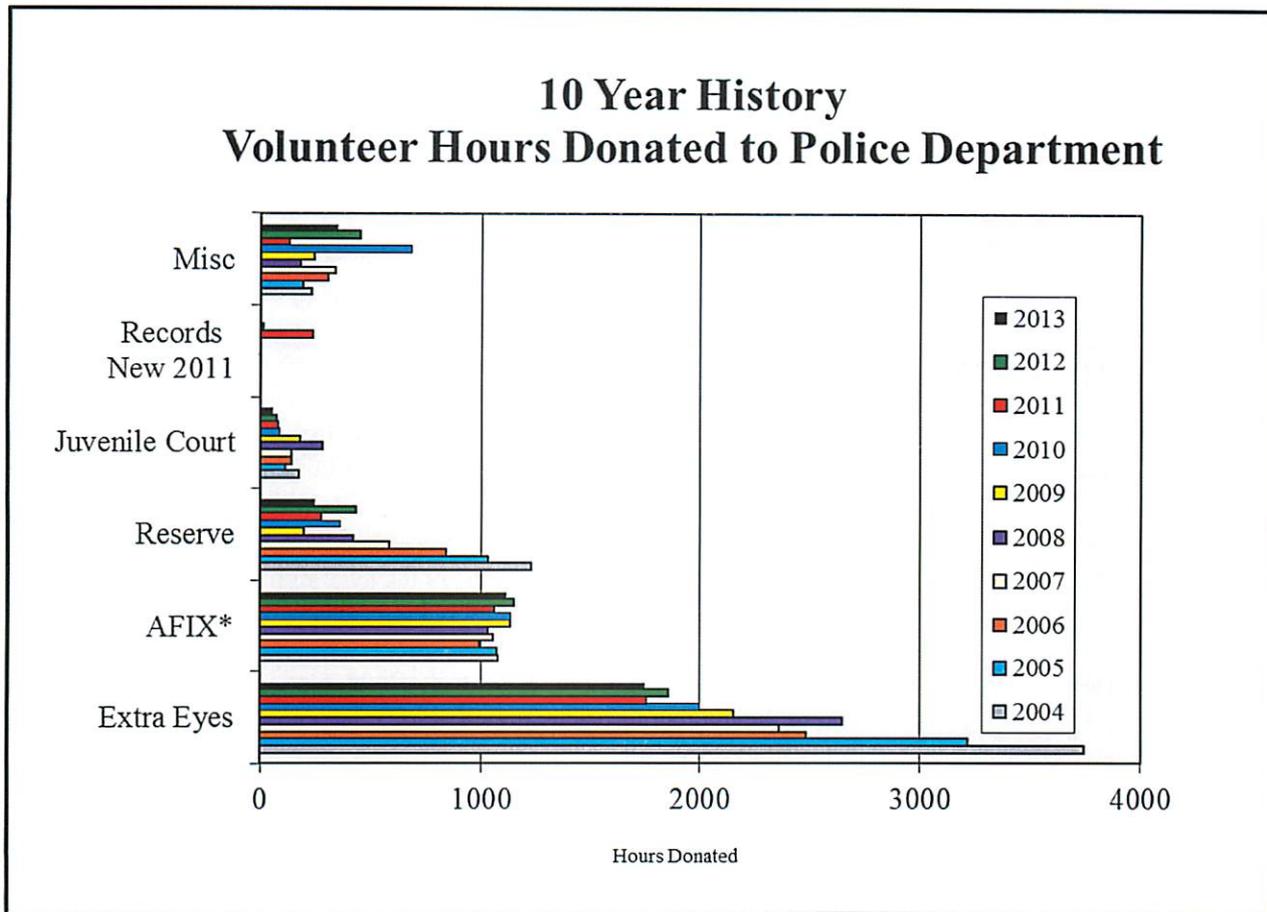
Police

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 2014 Accomplishments:**
- Obtained, trained, and deployed a new K9 officer.
 - Logged 3,525 hours of volunteer service.
 - Maintained two school resource officers at the Ponca City High School and both Ponca City Middle Schools with existing manpower, while bringing in \$102,137 in revenue.
 - Continued increased presence/visibility in and around all school's campuses.
 - Received \$16,940 in reimbursement from the State of Oklahoma for transportation of emergency mental health patients.
 - Hired and trained two new Police Officers.
 - Hired and trained three new jailers.
 - Hired and trained two new Office Specialists in Detectives and Records Divisions.
 - Conducted Citizens Police Academy XVIII.
 - Held First Annual "Pop with a Cop" program at the YMCA Day Camp.
 - Obtained/Utilized approximately \$95,900 in grant funding.
 - Purchased, programmed, trained on, and deployed 15 Digiticket digital ticketing devices.

- Fiscal 2015 Objectives:**
- Hire and train four new Police Officers.
 - Obtain Oklahoma Highway Safety Office funding to continue traffic enforcement efforts.
 - Obtain Justice Assistance Grant funding to continue upgrading equipment such as portable radios, cameras, video cameras, etc.
 - Obtain Office of Justice Programs, Bullet Proof Vest Partnership funding and maintain a 5 year rotation on body armor for officers.
 - Complete expenditure and reporting of C.O.P.S Grant.
 - Continue to seek and obtain other grants and outside funding to maximize our efforts with current funding.
 - Conduct Extra Eyes Academy for new volunteers.

General Fund - Police Department								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	4,156,144	4,242,874	4,429,742	4,568,857	3,558,584	4,835,802	266,945	5.84%
Material/Supplies	96,251	112,368	98,704	106,000	68,424	108,100	2,100	1.98%
Other Charges & Svcs	71,018	71,787	79,319	87,250	50,198	120,540	33,290	38.15%
Capital Outlay	86,396	91,400	77,282	175,000	160,189	165,500	(9,500)	(5.43%)
Transfers	<u>202,019</u>	<u>214,180</u>	<u>216,682</u>	<u>225,002</u>	<u>160,606</u>	<u>223,002</u>	(2,000)	(0.89%)
Department Total	4,611,828	4,732,609	4,901,729	5,162,109	3,998,001	5,452,944	290,835	5.63%



*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
2013	32	3,525
2012	30	3,971
2011	31	3,540
2010	37	4,266
2009	41	3,912
2008	39	4,563
2007	39	4,479
2006	36	4,770
2005	33	5,630
2004	36	6,455

Animal Control

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

- Fiscal 2014 Accomplishments:**
- Sold 981 City animal tags (all points of sale).
 - Released 573 animals to homes.
 - Removed 601 dead animals from the community.
 - Issued 498 animal ordinance citations.
 - Worked with Ponca City Humane Society and other rescue organizations in an effort to decrease the number of animals euthanized.
 - Started putting animal photographs on the City webpage and Facebook to help animal owners locate lost pets, and to help prospective adopters find pets.

- Fiscal 2015 Objectives:**
- Hire and train one new animal control officer.
 - Add to the number of rescue organizations that can and will adopt animals from Animal Control.
 - Increase the overall percentage of animals released to homes.
 - Enforce the spay/neuter ordinance more aggressively.
 - Utilize local media to educate the public on animal ordinances.

General Fund - Animal Control								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	184,322	170,120	169,166	178,827	136,504	194,390	15,563	8.70%
Material/Supplies	7,379	7,025	9,714	13,275	5,974	13,525	250	1.88%
Other Charges & Svcs	3,686	5,104	6,107	8,750	5,405	8,925	175	2.00%
Capital Outlay	0	0	0	0	0	27,000	27,000	0.00%
Transfers	<u>17,940</u>	<u>17,444</u>	<u>15,303</u>	<u>17,444</u>	<u>9,782</u>	<u>16,444</u>	<u>(1,000)</u>	<u>(5.73%)</u>
Department Total	<u>213,327</u>	<u>199,693</u>	<u>200,290</u>	<u>218,296</u>	<u>157,665</u>	<u>260,284</u>	<u>41,988</u>	<u>19.23%</u>

Approved Capital: Pickup Truck \$27,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	3,546	Gas Utilities	(500)
FICA	220	Transfer to City Garage	<u>(1,000)</u>
Medicare	51		
Retirement Plan 1	568		
Health Insurance	11,051		
Workers Compensation	127		
Janitor Supplies	250		
Printing	175		
Medical Consulting Service	500		
Pickup Trucks	<u>27,000</u>		
Total	43,488	Total	(1,500)
Net Increase		<u>\$41,988</u>	

Personnel Summary:

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

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	4	4	4	4	4	4	4	4	4	4

<u>Animal Control Activity</u>										
10 Year History	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Animals Picked Up	2,085	2,358	2,366	2,308	2,278	2,021	2,091	1,936	1,725	1,489
Animals Destroyed	1,250	1,518	1,305	1,362	1,445	1,101	1,149	1,202	923	916
Destroyed/Picked Up	60%	64%	55%	59%	63%	54%	55%	62%	54%	62%
Animals Released to Homes	805	839	1,051	941	833	942	925	728	783	624
Vicious Dogs Papers Served	24	34	14	18	21	19	57	14	18	27
Citations Issued	521	589	533	387	412	494	597	662	655	498
Impound Fees Collected	\$10,395	\$9,741	\$10,191	\$8,373	\$10,025	\$6,578	\$7,512	\$7,702*	\$9,285*	\$7,785*
License Fees Collected	<u>\$10,548</u>	<u>\$9,812</u>	<u>\$10,138</u>	<u>\$9,764</u>	<u>\$9,073</u>	<u>\$5,724</u>	<u>\$5,567</u>	<u>\$5,567</u>	<u>\$4,512</u>	<u>\$4,308</u>
Total Funds Collected	\$20,943	\$19,553	\$20,329	\$18,137	\$19,098	\$12,302	\$13,079	\$13,269	\$13,797	\$12,093

*Adoption Fees were included with Impound Fees

Emergency Management

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

- Fiscal 2014 Accomplishments:**
- Conducted safety classes covering twelve different topics for City employees.
 - Conducted six public education events.
 - Distributed several public education releases through local media.
 - Worked on and closed out FEMA documentation on April 2012 flooding event.
 - Continued to utilize social media to push information out to the public on topics such as weather, disaster preparedness/education, and local events.
 - Held three storm spotter trainings.
 - Held severe weather training for City Staff.
 - Registered approximately 300 shelter locations.
 - Organized and monitored the local storm spotter program.

- Fiscal 2015 Objectives:**
- Schedule at least five safety classes for City employees.
 - Expand use of social media to inform and educate the public.
 - Continue to seek grants and outside funding to enhance emergency management and public education.
 - Utilize public events to inform/educate the community on topics such as weather, and disaster preparedness/education.
 - Participate in updating the local hazard mitigation plan.

General Fund - Emergency Management								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	106,759	112,283	114,209	120,435	91,132	124,853	4,418	3.67%
Material/Supplies	6,002	5,602	5,559	5,900	1,773	5,900	0	0.00%
Other Charges & Svcs	23,231	21,919	22,455	27,700	14,229	28,200	500	1.81%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>3,836</u>	<u>3,453</u>	<u>2,620</u>	<u>3,995</u>	<u>3,776</u>	<u>4,495</u>	<u>500</u>	<u>12.52%</u>
Department Total	139,828	143,257	144,842	158,030	110,910	163,448	5,418	3.43%

Approved Capital None

Approved Budget Variances from Prior Year

	<u>Increases</u>	<u>Decreases</u>
Full Time Salaries	2,641	
FICA	194	
Medicare	46	
Retirement Plan 1	426	
Health Insurance	1,029	
Workers Compensation	82	
Communications Maintenance	500	
Transfer to City Garage	<u>500</u>	
Total	5,418	Total 0
	Net Increase	<u>\$5,418</u>

Personnel Summary:

Emergency Mgmt Supervisor	1	Custodian	1
Total Full Time Employees		2	

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</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 2014 Accomplishments:**
- Hired and trained one new communications officer.
 - Certified all communications officers in teletype.
 - Worked with Engineering on GIS to increase staff knowledge and better utilize this tool.
 - Enacted ordinance and began charging/collecting 911 fees on VOIP phone lines.
 - Handled 31,134 total calls.
 - Handled 22,812 Police calls for service.
 - Completed CPR certification/recertification for all communication officers.

- Fiscal 2015 Objectives:**
- Hire and train one new communications officer.
 - Continue to work with Engineering to utilize and expand usefulness of GIS to emergency communications.
 - Obtain APCO (Association of Public Safety Communication Officials) training and certification for all communication officers.
 - Maintain teletype certification/recertification on all communications officers.

General Fund - Communications/911								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	467,621	485,351	484,855	522,425	364,964	544,067	21,642	4.14%
Material/Supplies	2,290	2,365	771	2,500	395	2,550	50	2.00%
Other Charges & Svcs	41,080	46,959	69,344	84,200	49,952	84,260	60	0.07%
Capital Outlay	171,452	203,218	0	0	0	0	0	0.00%
Transfers	998	998	998	998	748	998	0	0.00%
Department Total	683,441	738,891	555,968	610,123	416,059	631,875	21,752	3.57%

Approved Capital: None

Approved Budget Variances from Prior Year

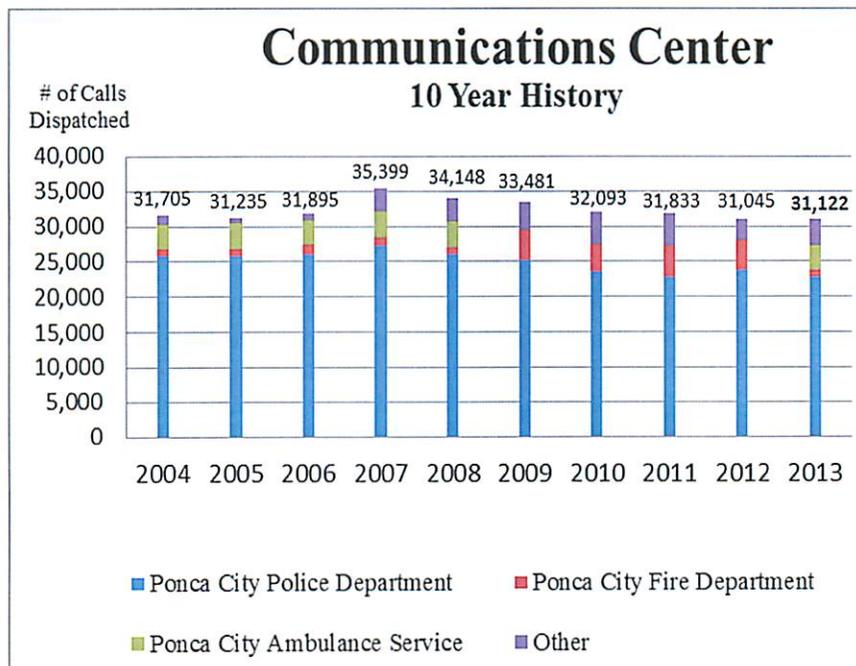
	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	8,244	Life Insurance	(363)
FICA	536	Telephone Service Local	<u>(7,600)</u>
Medicare	125		
Retirement Plan 1	1,455		
Health Insurance	11,361		
Workers Compensation	284		
Office Supplies	50		
Travel Expenses	500		
Education & Training	500		
Office Equipment & Maintenance	<u>6,660</u>		
Total	29,715	Total	(7,963)
	Net Increase		<u>\$21,752</u>

Personnel Summary:

Senior Communications Officer	1	Communications Officer	10
Total Full Time Employees		11	

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	11	11	11	11	11	11	11	11	11	11



Beginning in 2007 phone calls received by Ponca City Energy, Water and Wastewater after normal business hours were routed to the Communications Center. This was the source of the significant increase in dispatched calls to "Other".
2009-12 Ponca City Fire Department and Ambulance Services calls were combined due to system changes.

Fire

Department Mission:

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

Fiscal 2014 Accomplishments:

- Responded to 1,158 calls related to fire, rescue, or other citizen requests for assistance.
- Conducted 756 fire inspections for area businesses and commercial entities.
- Verified proper installation of 115 child safety seats.
- Installed 86 smoke alarms in Ponca City residences.
- Coordinated the painting of 177 fire hydrants through the use of community service labor.
- Implemented the process of evaluating the occurrences of workplace minor injuries with supervisory personnel; reduced Oklahoma Department of Labor reportable injuries by 45% from previous calendar year.
- Finalized the installation of mobile wireless equipment which allows personnel in the field to access and record fire inspection data, hydrant and inventory records, and input incident response information in the field.
- Implemented a procedure using master distribution lists to notify off-duty personnel for duty re-call via text messaging.
- Engaged in the process of revising departmental job descriptions.

Fiscal 2015 Objectives:

- Continue efforts toward updating departmental standard operating guidelines pertaining to general safety, response assignment, and incident command.
- Implement use of the Pictometry geographical information system whereby street mapping and hydrant location data can be retrieved during the response phase of an emergency incident.
- Focus on increasing recruitment efforts through the process of direct interaction with local as well as regional schools and employment outlets; begin the process of testing applicants twice annually on a reoccurring basis to create an ongoing pool of viable candidates.
- Collaborate with City Engineering and Water Department staff to reevaluate the current methodology for testing fire hydrant flows and to implement any needed changes to annual hydrant maintenance and testing procedures.

General Fund - Fire Administration								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	4,093,688	4,290,032	4,478,409	4,567,419	3,520,410	4,684,460	117,041	2.56%
Material/Supplies	76,870	75,735	84,902	97,050	56,337	98,100	1,050	1.08%
Other Charges & Svcs	38,824	37,225	42,809	55,300	31,341	56,500	1,200	2.17%
Capital Outlay	80,588	80,000	141,456	104,500	102,968	116,925	12,425	11.89%
Transfers	<u>91,642</u>	<u>93,031</u>	<u>86,710</u>	<u>93,005</u>	<u>73,311</u>	<u>97,005</u>	<u>4,000</u>	<u>4.30%</u>
Department Total	4,381,612	4,576,024	4,834,285	4,917,274	3,784,367	5,052,990	135,716	2.76%

Approved Capital:	Debt Service - Pumper	\$85,000
	Grant Match – SCBA (10% Match)	\$24,925
	Vehicle Mounted Knox Box Key Secure Vault Syst.	\$7,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	77,494	FICA	(274)
Overtime	13,214	Gas Utilities	(100)
Medicare	1,725	Telephone Service Local	(200)
Retirement Plan 4	16,093	Misc Capital Outlay	<u>(17,500)</u>
Health Insurance	6,575		
Workers Compensation	2,214		
Postage	50		
Building Maintenance	500		
Equipment & Tools Maintenance	500		
Contingencies	500		
Union Expense	1,000		
Special Purpose Vehicles	5,000		
Special Purpose Equipment	24,925		
Transfer to City Garage	<u>4,000</u>		
Total	153,790	Total	(18,074)
	Net Increase	<u>\$135,716</u>	

Personnel Summary:

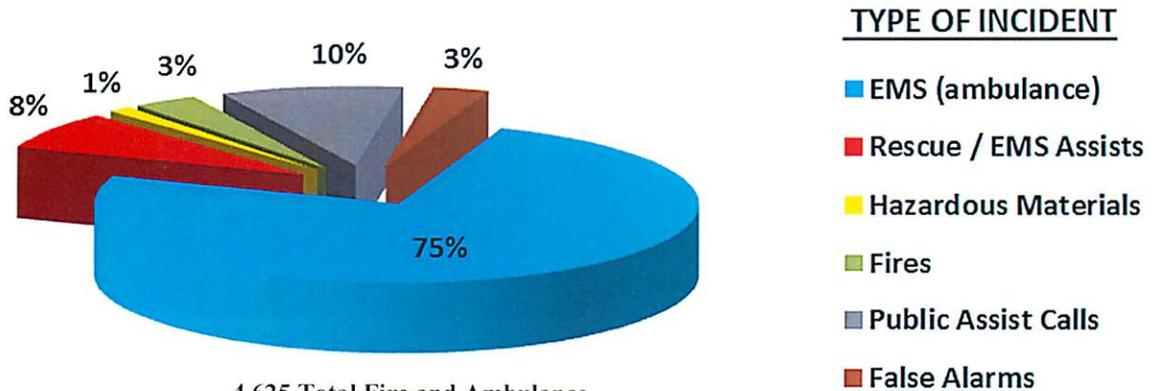
Fire Chief	1	Assistant Chief - Operations	3
Deputy Fire Chief	1	Captain	15
Division Chiefs		Lieutenant	12
Fire Marshall	1	Senior Driver	6
Fire Training	1	Driver	15
Emrg Medical Service	1	Administrative Secretary	1

Total Full Time Employees 57

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	57	57	57	57	57	57	57	57	57	57

2013 ANNUAL EMERGENCY RESPONSE ANALYSIS



4,625 Total Fire and Ambulance Responses for Calendar Year 2013
 Divided by Incident Type



Ambulance

Department Mission:

The Ambulance Department will provide emergency care and transport services in an effort to mitigate medical emergencies for the citizens of Ponca City. The department will strive to effectively and efficiently utilize resources made available for rendering of emergency medical services.

Fiscal 2014 Accomplishments:

- Responded to 3,470 requests for ambulance service.
- Provided first aid and CPR training to Communication Center dispatch personnel, Police Department - Booking Division, Extra Eyes patrol, Ponca Energy, and other City of Ponca City employees; 119 class participants total.
- Provided oversight for deployment of Automatic External Defibrillators (AEDs) in various City owned facilities (Commission Chambers, Library, Senior Center, and airport terminal building); trained staff at those facilities in the proper use of AED equipment.
- Collaborated with Ponca City Medical Center to establish a procedure for attaining final patient outcomes through a system of quarterly audit meetings.
- Revised Eight (8) PCFD medical protocols, as approved by the Oklahoma Department of Health – EMS Division, which allows for medics to provide a higher level of life support in the field.
- Provided through association with neighboring volunteer fire departments, twenty (20) volunteer firefighters received first-responder level ems training; this collaborative effort provides for early response care to citizens living in rural areas served by PCFD ambulance services.

Fiscal 2015 Objectives:

- Refine procedures for processing supplemental written documentation which accompanies electronic patient care report data as it is routed to the Department's billing service provider.
- Implement the use of hardware technologies that will allow patient care reports to be input into the department's data collection software from remote hospital facilities located in other cities.
- Collaborate with the Communication Center Division of PCPD to increase the level of emergency medical dispatch by providing instruction about early interventions for chest pain and unconscious victims.
- Improve assisted living response efficiencies by reviewing and evaluating EMS activation needs with area assisted living facilities.

General Fund - Fire/Ambulance								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	713,767	810,623	649,318	802,979	545,576	829,999	27,020	3.36%
Material/Supplies	54,923	59,911	61,084	69,500	57,593	72,000	2,500	3.60%
Other Charges & Svcs	55,194	51,308	63,401	63,750	37,671	64,800	1,050	1.65%
Capital Outlay	0	34,876	11,242	38,000	143,586	145,000	107,000	281.58%
Transfers	<u>59,973</u>	<u>69,709</u>	<u>75,245</u>	<u>70,000</u>	<u>69,687</u>	<u>80,000</u>	<u>10,000</u>	<u>14.29%</u>
Department Total	883,857	1,026,427	860,291	1,044,229	854,113	1,191,799	147,570	14.13%

Approved Capital:

Ambulance	\$133,000
Stryker Stair Pro (2)	\$7,000
Stryker XPS Extended Patient Surface (2)	\$5,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	8,458	Life Insurance	(210)
Overtime	2,603	Special Purpose Equipment	<u>(26,000)</u>
Medicare	123		
Retirement Plan 4	1,184		
Health Insurance	14,472		
Workers Compensation	390		
Medical Supplies	2,500		
Medical Consulting Service	300		
Education & Training	500		
Laundry & Cleaning Services	250		
Ambulances	133,000		
Transfer to City Garage	<u>10,000</u>		
Total	173,780	Total	(26,210)
	Net Increase	<u>\$147,570</u>	

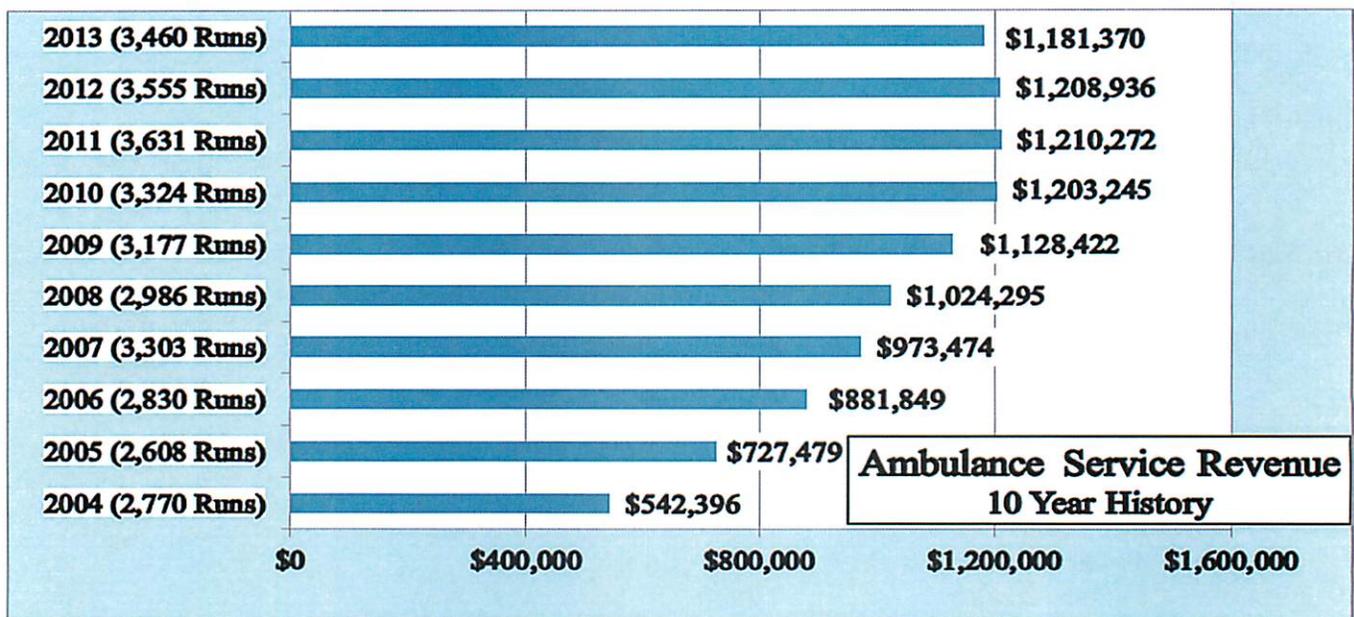
Personnel Summary:

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

Total Full Time Employees 12

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	12	12	12	12	12	12	12	12	12	12



Rates increases occurred in 2004 and 2007. Ambulance revenue is recognized and recorded when paid.
 # of Runs is tracked by calendar year; fiscal year revenue is adjusted to calendar year for comparison.

Street

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

- Fiscal 2014 Accomplishments:**
- Cleaned out and reshaped the existing channel at the Jack Blevins Motocross track.
 - Repaired and reconstructed the drainage channel along the Mitchco property on north Ash Street.
 - Repaired an abnormally high number of utility cuts using 322 yards of concrete and 347 tons of asphalt due to the drought. 90% of the utility cuts were repaired within 30 days.
 - Assisted PC Energy with the installation of street light pole bases on North 14th Street.
 - Poured the flooring for the new zebra mussel filter system and building along with 3 cart trail repairs at the Lew Wentz Golf Course, repaired the drainage channel along LA Cann that was damaged.
 - Swept 28,659 city blocks, completed 9 lane miles of chip and seal, placed 728 feet of curb and gutter, and crack sealed 6 lane miles during the current year.

- Fiscal 2015 Objectives:**
- Continue crack seal program with a projection of completing 9 lane miles.
 - Complete all utility cuts within 30 days with an emphasis on the cuts that occur in the roadways being addressed first.
 - Continue curb and gutter replacement program at a goal of 1,000' feet per year.
 - Chip and seal approximately 8 lane miles including some city owned parking lots.
 - Partner with the Development Services and Stormwater Department in the demolition of four structures, the Street Department will clean the properties after demolition and replace any sidewalk and curb that was disturbed during this process.

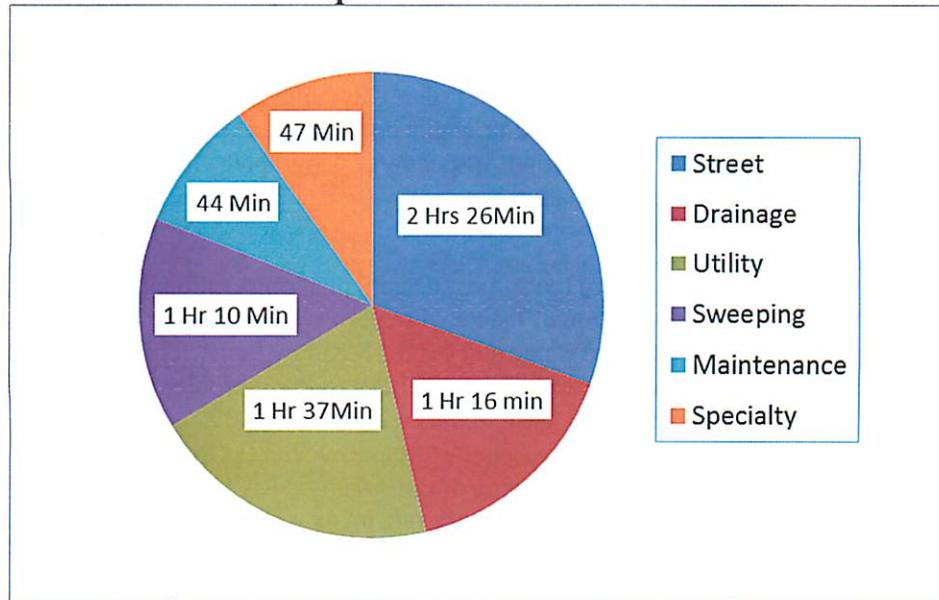
General Fund - Street Administration								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	843,928	864,914	815,711	1,030,799	608,081	1,045,213	14,414	1.40%
Material/Supplies	14,375	15,665	23,059	43,100	13,323	46,350	3,250	7.54%
Other Charges & Svcs	7,207	6,910	7,511	19,750	6,889	17,750	(2,000)	(10.13%)
Capital Outlay	20,520	0	118,783	115,000	0	189,000	74,000	64.35%
Transfers	202,445	197,404	182,161	212,219	137,753	207,219	(5,000)	(2.36%)
Department Total	1,088,475	1,084,893	1,147,225	1,420,868	766,046	1,505,532	84,664	5.96%

Approved Capital:	Box Blade/Loader	\$95,000
	Steel Wheel Loader	\$80,000
	Single Wheel Asphalt Roller	\$14,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	7,292	Overtime	(4,536)
FICA	452	Life Insurance	(620)
Medicare	105	Books & Periodicals	(50)
Retirement Plan 1	2,225	Gas Utilities	(700)
Health Insurance	9,392	Misc Lease & Rentals	(1,000)
Workers Compensation	104	Travel Expenses	(100)
Food Supplies	200	Misc Professional Service	(500)
Wearing Apparel	1,225	Dues & Subscriptions	(100)
Janitor Supplies	100	Other Trucks	(115,000)
Misc Supplies	775	Transfer to City Garage	<u>(5,000)</u>
Street Maintenance	500		
Equipment & Tools Maintenance	500		
Maintenance & Service Contracts	400		
C/O Machines & Tools	14,000		
Machinery & Equipment	<u>175,000</u>		
Total	212,270	Total	(127,606)
	Net Increase		<u>\$84,664</u>

2013 Average Daily Street Department Labor Breakdown



Street	Drainage	Utility	Sweeping	Maint	Specialty
Alleys/Curbs/Sidwalks	Catch Basin	Asphalt for Water Dept.	Hauling	Equipment	Asphalt/Concrete-Other Dept.
Asphalt for Street Dept.	Cleaning	Concrete for Water Dept.	Sweeping	Shop	Barricades
Chip Seal	Ditches				Holiday Events
Concrete for Street Dept.	Larvicide				Training
Crack Seal/Chip and Seal	Repair				Transport Water, Dirt, Rock, etc.
Snow Removal	Weeds				Travel with Equipment

Personnel Summary:

Street Maint Superintendent	1	Maint Worker II	2
Maintenance Supervisor	2	Maint Worker I	9
Equipment Operator II	3	Part-Time Employees	3
Equipment Operator I	3		

Total Full Time Employees 20
Total Part Time Employees 3

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	2014-15
Full Time	21.5	21	21	21	21	21	20	20	20	20

Explanation: FY 06/07 the Administrative Secretary position shared between Street Department and City Garage has been absorbed by the City Manager's Administrative Secretary.
FY 11/12 a Maintenance Worker I position was eliminated.

Engineering

Department Mission:

The Engineering Division of the Development Services Department maintains infrastructure records of the City and provides support services to all City departments, including engineering, design, planning, project management, land survey, construction inspection, geographic information services and public resource information.

Fiscal 2014 Accomplishments:

- Completed the survey, design, plan preparation, bidding, inspection and construction of the new Frazier Park Detention Facility, located north of Prospect Avenue and east of Meadow Lane. This improvement is to help with the downstream of Kingston Road problem area identified in the recent storm water master plan completed in 2009.
- Completed the Letter of Map Revision (LOMR) process for the new FEMA flood plain mapping of the Arkansas River adjacent to the City of Ponca City, the new flood insurance rate maps were officially issued and adopted on December 17, 2013.
- Completed the LOMR process for the recently completed Lansbrook Culvert Improvement Project, providing for nine properties being removed from the flood plain.
- Continued working with the Insurance Services Office (ISO) to provide additional requested information and completed the improvement of the City's Community Rating System (CRS) score from a 6 to a 5, this means that flood insurance policy holders in Ponca City will receive a total of 25% discount on their flood insurance policy rates, the new CRS score is scheduled to be effective on May 1, 2014.
- Completed the survey, design, plan preparation, bidding, inspection, and construction for the asphalt mill and overlay of Fairview Street from Patton Drive to Bradley Avenue.
- Completed the survey, design, plan preparation, bidding, inspection, and construction for hazard mitigation grant projects which included the Lake Ponca Spillway rip rap repairs and the Sunset Park Channel Repairs.
- Assisted the Grants Coordinator and Emergency Management Director with preparation of the hazard mitigation application and the required supporting documentation for the acquisition and demolition of 3 repetitive flood loss properties in Ponca City, the application has been submitted to OEM and FEMA for review.
- Completed the annual inspections and prepared updated Dam Emergency Action Plans for the Lake Ponca Dam and the Cremer's Park Regional Detention Facility Dam as required by the Oklahoma Water Resources Board (OWRB).

Fiscal 2015 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 Improvement Project Trust Fund.
- Complete the bidding, inspection, and construction for the project to reconstruct the existing deteriorated concrete channel along Tributary E from 14th Street to Elmwood Avenue, this section of concrete channel is also referred to as the RCB Bank Channel.

- Assist the Emergency Management Director with the completion of the Hazard Mitigation Plan update by facilitating committee meetings, interaction with the consultant and providing supporting data.
- Continue maintenance of the necessary activities of the Community Rating System (CRS) in the effort to maintain or improve the CRS rating for Ponca City.
- Provide engineering and GIS technical assistance for City departments as well as for economic development projects in Ponca City.
- Complete the establishment of an enterprise level GIS system to replace the current geo-database methods of maintaining the GIS data.
- Assist the Grants Coordinator and Emergency Management Director with grants submittals and the completion of hazard mitigation projects as needed.

General Fund - Engineering Administration								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	500,594	503,789	482,987	548,416	378,556	559,202	10,786	1.97%
Material/Supplies	5,658	5,504	5,860	8,100	4,511	8,800	700	8.64%
Other Charges & Svcs	36,016	26,356	26,979	54,680	26,429	55,180	500	0.91%
Capital Outlay	5,735	0	29,535	60,000	27,990	5,500	(54,500)	(90.83%)
Transfers	<u>6,719</u>	<u>8,064</u>	<u>8,202</u>	<u>9,564</u>	<u>4,266</u>	<u>8,064</u>	<u>(1,500)</u>	<u>(15.68%)</u>
Department Total	<u>554,722</u>	<u>543,712</u>	<u>553,563</u>	<u>680,760</u>	<u>441,752</u>	<u>636,746</u>	<u>(44,014)</u>	<u>(6.47%)</u>

Approved Capital: GIS Server RAM \$5,500

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	13,141	ICMA Retirement Plan	(3,435)
FICA	706	Health Insurance	(1,289)
Medicare	165	Life Insurance	(144)
Retirement Plan 1	1,220	Other Trucks	(25,000)
Workers Compensation	422	Misc Capital Outlay	(29,500)
Office Supplies	250	Transfer to City Garage	<u>(1,500)</u>
Computer Supplies	250		
Food Supplies	200		
Maintenance & Service Contracts	<u>500</u>		
Total	16,854	Total	(60,868)
	Net Increase		<u>(\$44,014)</u>

Personnel Summary:

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

Total Full Time Employees 7

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	10	8	8	8	8	8	7	7	7	7

Explanation: FY 06/07 the positions of Public Works Director and Administrative Assistant were restructured into Administration.
 FY 11/12 the position of Engineering Technician I was eliminated.

Traffic Engineering

Department Mission: Traffic Engineering applies engineering principles to planning, design, and traffic operation on streets and abutting land uses to provide safe, efficient movement of today's traffic and to plan improvements designed to accommodate tomorrow's traffic.

- Fiscal 2014 Accomplishments:**
- Installed battery backup for traffic signals at 14th & Knight, 14th & Prospect, and 14th & Hartford.
 - Continued program to replace non-compliant traffic control devices under routine maintenance schedule.
 - Relocated traffic signal pole and associated underground wiring at 14th & Hubbard in preparation for county project to widen Hubbard from 14th to Waverly.
 - Completed redesign of mast arm street name signs to include hundred block addressing at traffic signals and commenced installation.
 - Updated traffic signal communication software to utilize city's Wi-Fi network and new VDI operating environment.
 - Produced 731 traffic control signs and 141 street name markers under routine maintenance program.
 - Replaced 51,400 square feet of pavement markings under routine maintenance program.

- Fiscal 2015 Objectives:**
- Continue battery backup installation at traffic signals at high volume intersections.
 - Review and adjust detection zone locations and signal timing at video-controlled traffic signal approaches along 14th Street.
 - Complete installation of new mast arm street name signs with hundred block addresses at signalized intersections.

General Fund - Traffic Engineering								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	434,432	332,380	340,765	364,399	266,940	377,365	12,966	3.56%
Material/Supplies	38,998	38,156	36,962	45,125	22,815	45,200	75	0.17%
Other Charges & Svcs	3,535	2,381	5,844	6,400	1,816	6,210	(190)	(2.97%)
Capital Outlay	0	0	0	16,000	13,495	0	(16,000)	(100%)
Transfers	15,429	18,401	13,773	16,973	11,482	17,473	500	2.95%
Department Total	492,394	391,318	397,344	448,897	316,548	446,248	(2,649)	(0.59%)

Approved Capital: None

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	7,603	Life Insurance	(64)
FICA	472	Office Supplies	(50)
Medicare	111	Wearing Apparel	(175)
Retirement Plan i	1,150	Traffic Control Support	(300)
Health Insurance	3,491	Equipment & Tools Maint	(200)
Workers Compensation	203	Gas Utilities	(350)
Computer Supplies	800	Misc Capital Outlay	<u>(16,000)</u>
Telephone Service Local	60		
Dues & Subscriptions	100		
Transfer to City Garage	<u>500</u>		
	Total	Total	(17,139)
		Net Decrease	<u>(\$2,649)</u>

Personnel Summary:

Traffic Engineering Manager	1	Skilled Maintenance Technician	1
Traffic Signal Maint Tech	1	Signs & Markings Technician	2
Engineering Technician II	1		
Total Full Time Employees		6	

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	6	6	6	6	6	6	6	6	6	6

Park Maintenance

Department Mission: Park Maintenance will administer and provide facilities maintenance support to City departments, program and support to the community, and provide clean, safe and aesthetically pleasing facilities to the Ponca City community in a cost effective manner.

Fiscal 2014 Accomplishments:

- Achieved 9th year certification for Tree City USA.
- Replaced sidewalks at Lake Ponca Park shelters.
- Provided 296 man hours to assist Festival of Angels with set up and removal of Festival of Lights at Lake Ponca, Pioneer Woman and L. A. Cann Garden.
- Completed installation of Dan Moran Splashpad.
- Completed construction of Pioneer Park Restroom.
- Continued Department wide monthly safety meetings and tail gate sessions.
- Continued year two watering of 134 new trees.
- Completed installation of Liberty Park playground equipment.
- Edged approximately 45 miles of arterial roadway curbs three times per growing season (May, July, September) for a total of 135 miles of curb edging.
- Attended the Native Plant Materials Conference at Oklahoma State University.
- Treated our high maintenance areas for weeds, the shielded sprayer makes it possible to apply chemicals in unfavorable wind conditions and improve the quality of turf at the facilities.
- Hosted a group of 60 students from Garfield School on a tour of the City Greenhouse Complex.

Fiscal 2015 Objectives:

- Continue year three (final year) watering the 134 new trees with a goal of 95% survival rate.
- Reseal trim on Park Department Truck Barn by October 2014.
- Edge approximately 45 miles of arterial roadway curbs three times per growing season (May, July, September) for a total of 135 miles of curb edging.
- Continue to maintain Tree City certification for year ten.
- Determine how to isolate the plaza fountain water supply at City Hall so the fountain can be winterized without turning off the water to the irrigation system.
- Continue department wide monthly safety meetings and tailgate sessions in an effort to achieve an accident free workplace.

General Fund - Park Maintenance								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	1,125,377	1,144,994	1,148,946	1,281,806	860,340	1,269,228	(12,578)	(0.98%)
Material/Supplies	64,884	64,294	73,216	79,150	55,462	85,800	6,650	8.40%
Other Charges & Svcs	19,119	18,628	21,066	30,375	16,398	30,975	600	1.98%
Capital Outlay	0	19,412	52,405	179,300	121,407	75,300	(104,000)	(58.00%)
Transfers	<u>130,843</u>	<u>103,787</u>	<u>122,432</u>	<u>124,870</u>	<u>88,370</u>	<u>124,870</u>	<u>0</u>	<u>0.00%</u>
Department Total	1,340,223	1,351,114	1,418,064	1,695,501	1,141,977	1,586,173	(109,328)	(6.45%)

Approved Capital:

Front Deck Trim Mowers with Snow Attach. (2)	\$33,300
Full Size 4 Wheel Drive SUV with Emergency Light	\$27,000
Copier with Stand	\$6,500
Ice Machine	\$5,000
48 Inch Shop Evaporator Cooler	\$3,500

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	17,431	ICMA Retirement City	(1,500)
FICA	1,344	Health Insurance	(29,771)
Medicare	315	Life Insurance	(1,019)
Workers Compensation	622	Travel Expenses	(1,000)
Janitor Supplies	3,150	C/O Land Improvements	(15,000)
Hand Tools	2,000	Pickup Trucks	(20,000)
Safety Material & Supplies	1,500	Machinery & Equipment	(62,300)
Custodial Services	1,000	Misc Capital Outlay	<u>(16,000)</u>
Misc Contractual Services	600		
Special Purpose Vehicles	<u>9,300</u>		
	Total	Total	(146,590)
		Net Decrease	<u>(\$109,328)</u>

Personnel Summary:

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

Total Full Time Employees 23

Total Part Time Employees 10

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	24	24	24	24	24	24	23	23	23	23

Explanation: FY 11/12 a position of Maintenance Worker I was eliminated.

AMBUC Pool

Department Mission:

The AMBUC Pool provides quality leisure opportunities for the Ponca City community with the goals of developing healthy minds, bodies, and enhancing the quality of life.

Fiscal 2014 Accomplishments:

- Provided the Ponca City Sailfish Swim Club weekly practice time.
- Host site for June 2014 “Summer Sizzler” swim meet, sponsored by the Ponca City Sailfish Swim Club.
- Held monthly in service training for seasonal pool staff.

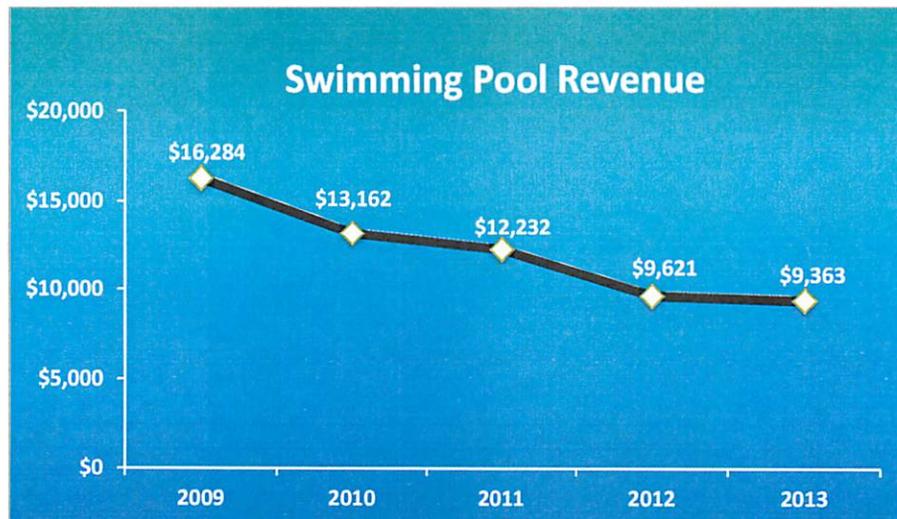
Fiscal 2015 Objectives:

- Continue to schedule weekly practice time for the Ponca City Sailfish Club.
- Continue to provide monthly in-service training for seasonal pool staff.
- Provide host site for the 2015 “Summer Sizzler” swim meet.

General Fund - AMBUC Pool								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	48,387	54,388	49,457	56,420	36,575	56,420	0	0.00%
Material/Supplies	13,090	13,840	12,850	14,170	3,235	14,450	280	1.98%
Other Charges & Svcs	591	504	246	850	163	850	0	0.00%
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>11,000</u>	<u>11,000</u>	<u>0.00%</u>
Department Total	62,068	68,732	62,554	71,440	39,973	82,720	11,280	15.79%

Approved Capital:

Pool Vacuum with Storage Cart	\$6,500
Pool Deck Chairs	\$4,500



Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Chemical Supplies	200	Safety Materials	(100)
Misc. Supplies	100	Building Maintenance	(100)
Misc Repair & Maintenance	280	Swimming Pool Maintenance	(100)
Education & Training	50	Advertising	<u>(50)</u>
Special Purpose Equipment	<u>11,000</u>		
Total	11,630	Total	(350)
	Net Increase		<u>\$11,280</u>

Personnel Summary:

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

Total Part Time Employees 13

Personnel History: No Full Time Employees



Summer swim at Ambuc Pool

Recreational Programs

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

- Fiscal 2014 Accomplishments:**
- Continued Annual “Daddy Long Leg’s “5K Fun, Run/Walk held November Thanksgiving Day which increased 86 participants from the following year.
 - Held the 3rd Annual Community Health and Wellness Fair on March 26, 2013.
 - Continued recreation updates on WBBZ, KLOR and KPNC radio stations.
 - Marked a new pickleball court at Unity Gym. Participation is 20-30 players, three mornings a week.
 - Provided the Senior Center facility and staff for the annual Medicare Part D Enrollment, staff scheduled 262 appointments for seniors saving seniors over \$6,000.
 - Promoted June as Senior Health Awareness Month, health care professionals provided programs, such as “Osteoarthritis and Seniors”, “Using Medication Safely”, and “Men’s Pelvic Health Conditions”.

- Fiscal 2015 Objectives:**
- Set “Employee Golf” dates for Spring and Fall.
 - Continue to hold the “Daddy Long Leg Runs 5K Fun Run/Walk”. Establish a new certified course for the 2014 race.
 - Plan to hold the Annual Community Health and Wellness Fair.
 - Continue working with the radio stations to promote activities and educate citizens about City services and facilities.
 - Continue participation in safety meetings.
 - Schedule to hold the Medicare Part D Assistance Program, Senior Center staff will coordinate all appointments for seniors with counselors at Pioneer Area Technology Center and the Senior Center.
 - Continue the annual June health programs to better educate seniors on related health issues and present programs such as, Dr. Vic Andrews – Sleep Apnea and Dr. Amy Holmes – Ladies Health Issues.

Budget Highlight: Filled part-time position through a temporary employee agency reducing overhead expenses.

General Fund - Recreational Programs								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	202,660	210,081	220,635	239,454	161,381	233,177	(6,277)	(2.62%)
Material/Supplies	21,256	15,077	18,467	24,300	12,308	24,785	485	2.00%
Other Charges & Svcs	19,045	32,378	19,947	47,150	21,353	48,100	950	2.01%
Capital Outlay	0	0	0	56,000	19,643	0	(56,000)	(100.00%)
Transfers	<u>6,956</u>	<u>6,779</u>	<u>6,953</u>	<u>8,499</u>	<u>5,166</u>	<u>8,499</u>	<u>0</u>	<u>0.00%</u>
Department Total	249,917	264,315	266,002	375,403	219,851	314,561	(60,842)	(16.21%)

Approved Capital: Patch and Overlay Redbud Trail (Street Impr. Tax) \$25,000
 Lake Ponca Trail Design/Update (Hotel/Motel Tax) \$14,500

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,409		Health Insurance	(8,350)
FICA	127		Misc Supplies	(100)
Medicare	30		Grounds Maintenance	(500)
Retirement Plan 1	430		Printing	(100)
Workers Compensation	77		Dues & Subscriptions	(100)
Janitor Supplies	585		C/O Building Additions	(28,000)
Building Maintenance	500		Misc Capital Outlay	<u>(28,000)</u>
Advertising	200			
Miscellaneous	<u>950</u>			
Total	4,308		Total	(65,150)
		Net Decrease		<u>(\$60,842)</u>

Personnel Summary:

Park Superintendent/Recreation	1	Recreation Supervisor	1
Sr Center Programming Specialist	1	Sr Center Assistant – Part Time	2
Bldg Attendant – Part Time	1	Tennis Pro – Part Time	1
Park Program Counselor – Part Time	1	Unity Gym Custodian– Part Time	1

Total Full Time Employees 3
Total Part Time Employees 6

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	2	2	3	3	3	3	3	3	3	3

Explanation: FY 2007-08 one full time position of Senior Center Programming Specialist was added along with two part time Senior Assistants.

Wentz Camp

Department Mission: Wentz Camp provides the Ponca City Community a variety of enjoyable, safe, and healthful leisure experiences for all age groups in the most cost-effective manner.

- Fiscal 2014 Accomplishments:**
- Served as host site for September 7, 2013 2M2L Back to School Bash which had an increase of 110 high school students from previous year.
 - Provided monthly in-service training for season pool employees.
 - Held two “Full Moon Over Wentz” Free Family Swims on June 24, 2013 and July 14, 2013 with 1,840 citizens attending.
 - Camp rentals increased with 23 rentals in 2013 and 24 confirmed reservations in 2014.
 - Offered for the first time single family rentals, this year there were two family rentals.

- Fiscal 2015 Objectives:**
- Continue as host site for 2M2L Back to School Bash on September 5, 2014.
 - Provide two “Full Moon Over Wentz” Free Family Swim on June 16, 2014 and July 14, 2014.
 - Continue to provide in-service training for seasonal pool employees.

Budget Highlights: Provided the opportunity for individuals to reserve a cabin for camping Monday thru Wednesday, May through September.

General Fund - Wentz Camp								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	45,587	55,557	62,384	69,305	44,564	69,305	0	0.00%
Material/Supplies	24,874	23,474	23,263	25,750	7,149	26,250	500	1.94%
Other Charges & Svcs	2,199	1,473	1,243	4,250	1,797	4,325	75	1.76%
Capital Outlay	12,908	0	0	0	0	40,500	40,500	0.00%
Transfers	<u>2,642</u>	<u>2,742</u>	<u>2,351</u>	<u>4,177</u>	<u>1,938</u>	<u>4,177</u>	<u>0</u>	<u>0.00%</u>
Department Total	88,210	83,247	89,242	103,482	55,448	144,557	41,075	39.69%

Approved Capital:

Detect and Repair Pool Leaks in Floor and Walls	\$20,000
2-Wheel Drive Truckster with Dumping Bed	\$14,000
Pool Vacuum with Storage Cart	\$6,500

Approved Budget Variances from Prior Year None

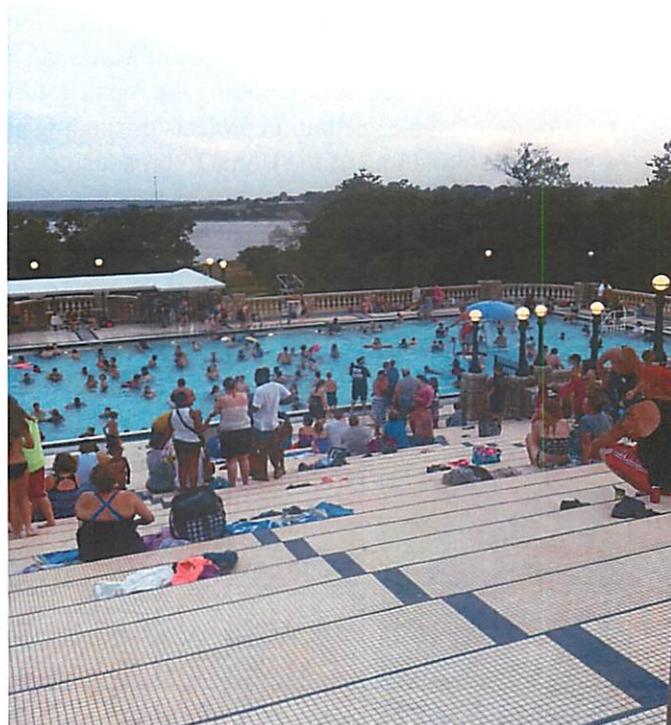
<u>Increases</u>	None	<u>Decreases</u>	
Janitor Supplies	100	Hand Tools	(100)
Chemical Supplies	100	Printing	<u>(100)</u>
Equipment & Tools Maintenance	400		
Education & Training	100		
Misc Other Charges	75		
Machinery & Equipment	14,000		
Special Purpose Equipment	6,500		
Pools Capital Improvements	<u>20,000</u>		
Total	41,275	Total	(200)
	Net Increase		<u>\$41,075</u>

Personnel Summary:

Head Lifeguard – Part Time	1	Concession Cashier – Part Time	2
Camp Maintenance – Part Time	2	Lifeguard – Part Time	6

Total Part Time Employees 11

Personnel History: No full time employees



Pictured above was “Full Moon Over Wentz” on June 24, 2013 with 1,055 citizens in attendance. A second “Full Moon Over Wentz” happened July 14, 2013 with 785 citizens in attendance.

Marland's Grand Home

Department Mission: Marland's Grand Home will preserve and maintain the 1916 historic mansion, first home of E.W. Marland, oil baron and tenth governor of Oklahoma. Interpretation for tourists includes restored 1920's era living areas, plus collections of 101 Ranch and Native American artifacts that pertain to the life of Marland.

- Fiscal 2014 Accomplishments:**
- Replaced several damaged and leaking steam pipes in the basement.
 - Stripped, sanded, stained, and resealed 98 year old wood floor on the main level and the stairs leading to the basement.
 - Painted radiator covers, baseboards, door jams, and all stair spindles.
 - Completed roof repairs on the east side of 3rd floor, replaced 43 roof tiles, and replaced flashing and chimney.
 - Replaced damaged insulation in attic of the Home.
 - Cleaned and sealed guttering system on exterior of the Home.
 - Sealed four major cracks in the exterior stucco of the Home.
 - Removed all artifacts from the cases, photographed, and entered into the updated version of Past Perfect Museum inventory system, which now identifies over 2,480 items in the Home.
 - Repaired/refurbished Home's screened back porch.
 - Completed interactive tour capabilities designed by Tony Vann & Associates, the audio tour provides interpretation of the Marland story via smart phones.

- Fiscal 2015 Objectives:**
- Continue to work with Tony Vann & Associates on interactive tours and displays to better communicate the Marland Story.
 - Continue to work with the Friends of Marland's Grand Home on long term exterior improvements including the repair/refurbishment of exterior surfaces.
 - Continue minor restoration projects as funding allows.
 - Expand marketing of the Home to broaden customer base.

General Fund - Marland's Grand Home								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	36,038	36,121	24,451	49,032	27,291	108,764	59,732	121.82%
Material/Supplies	4,372	5,679	4,513	6,200	3,463	6,280	80	1.29%
Other Charges & Svcs	8,991	10,584	8,834	13,440	6,630	11,582	(1,858)	(13.82%)
Capital Outlay	0	1,680	0	10,000	4,566	4,132	(5,868)	(58.68%)
Transfers	<u>3,363</u>	<u>3,363</u>	<u>3,363</u>	<u>3,363</u>	<u>2,522</u>	<u>3,363</u>	<u>0</u>	<u>0.00%</u>
Department Total	52,764	57,428	41,161	82,035	44,472	134,121	52,086	63.49%

Approved Capital: Restore Ext. Wood COLUMNS, Trim, Windows (CIP Fund)\$40,000
HVAC Unit for West Wing \$4,132

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	34,262	Gas Utilities	(725)
FICA	2,088	Telephone Service Local	(1,240)
Medicare	496	C/O Building Addition	(868)
Retirement Plan 1	2,418	Misc Capital Outlay	<u>(5,000)</u>
Health Insurance	16,503		
Life Insurance	214		
Workers Compensation	1,351		
Vehicle Allowance	2,400		
Building Maintenance	80		
Misc Professional Service	<u>107</u>		
Total	59,919	Total	(7,833)
Net Increase		<u>\$52,086</u>	

Personnel Summary:

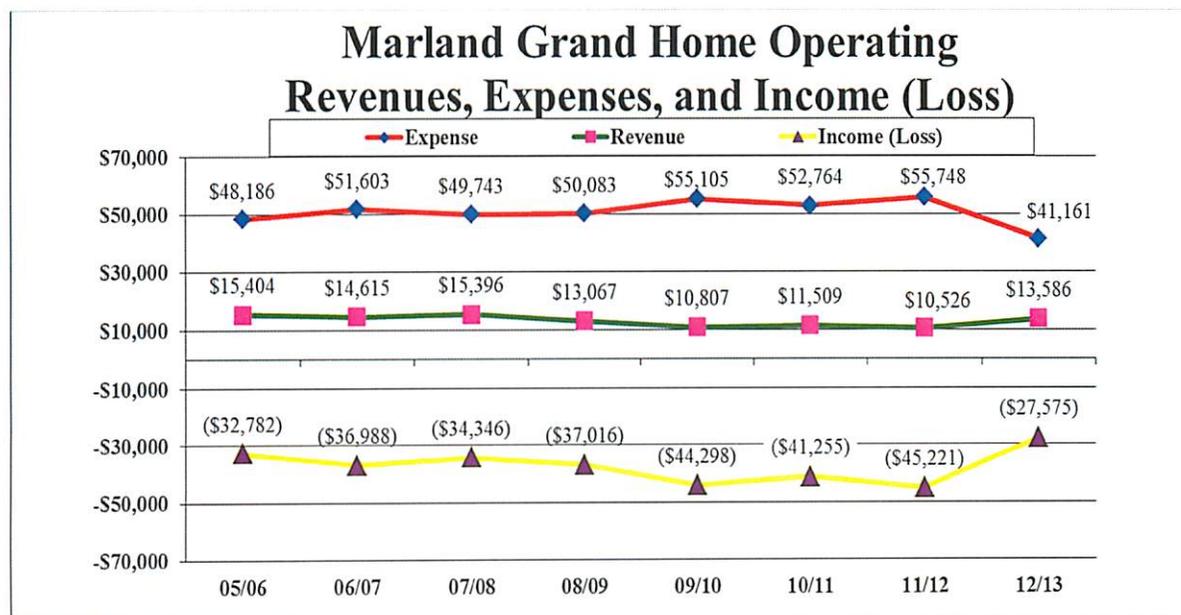
Operations Assistant	1	Attendant – Part Time	1
Assistant Director	1		

Total Full Time Employees 2
Total Part Time Employees 1

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	1	1	1	1	1	1	1	1	1	2

Explanation: FY 14/15 a position of Assistant Director was created.



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Marlands Grand Home is not charged for City utility services and they are not reflected in the graph above. FY 2012/13 utility expense was approximately \$5,260.

Hutchins Memorial

Department Mission: The mission of the Hutchins Memorial Auditorium is to provide a large assembly hall for concerts, trade shows, banquets and for use by the general public and to provide attractive, functional, and affordable meeting rooms.

- Fiscal 2014 Accomplishments:**
- Replaced 15 ton air conditioning unit that services the lobby and restroom areas.
 - Replaced 240 volt 60 amp electrical panel with new 240 volt 100 amp switch.
 - Replaced nine wall-hung sinks and faucets in men's & ladies' restrooms.
 - Restriped parking lot and added additional handicapped parking spaces and signage.

- Fiscal 2015 Objectives:**
- Expand target marketing for Hutchins as regional venue for events.
 - Continue building upgrades including paint and repairs as budget allows.

General Fund - Hutchins Memorial								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	45,772	45,383	47,148	49,045	36,821	50,514	1,469	3.00%
Material/Supplies	8,540	7,864	6,993	9,000	5,224	9,454	454	5.04%
Other Charges & Svcs	16,472	15,516	15,425	20,775	13,028	17,614	(3,161)	(15.22%)
Capital Outlay	0	0	0	15,000	14,049	0	(15,000)	(100.00%)
Transfers	<u>6,177</u>	<u>6,177</u>	<u>6,177</u>	<u>6,177</u>	<u>4,633</u>	<u>6,177</u>	<u>0</u>	<u>0.00%</u>
Department Total	76,961	74,939	75,743	99,997	73,755	83,759	(16,238)	(16.24%)

Approved Capital: None

Approved Budget Variances from Prior Year

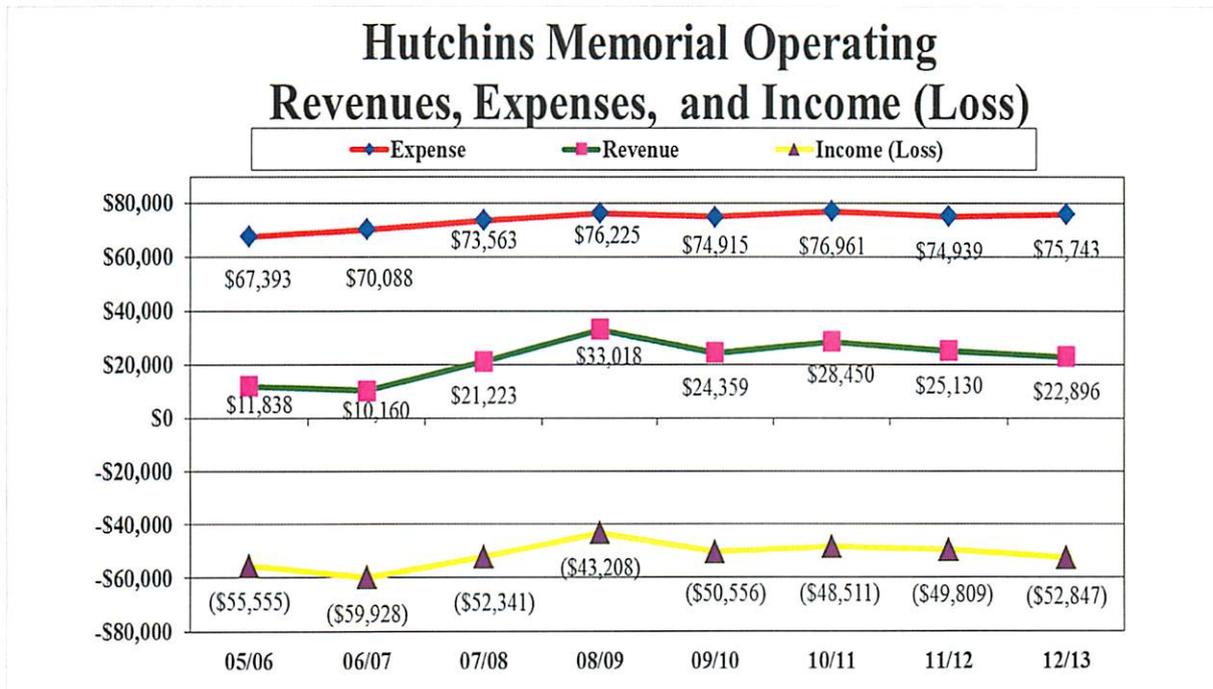
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	598	Gas Utilities	(3,071)
FICA	77	Telephone Local Service	(180)
Medicare	18	C/O Building	(15,000)
Retirement Plan 1	177		
Health Insurance	569		
Workers Compensation	30		
Wearing Apparel	454		
Misc Contractual Service	<u>90</u>		
Total	2,013	Total	(18,251)
Net Decrease		<u>(\$16,238)</u>	

Personnel Summary:

Custodian	1
Total Full Time Employees	1

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	1	1	1	1	1	1	1	1	1	1



The graphical representation of operating revenues and expenses does not include capital purchases/disposals, depreciation or interest. Hutchins Memorial is not charged for City utility services and they are not reflected in the graph above. FY 2012/13 utility expense was approximately \$18,577.

Library

Department Mission: “Enriching Lives Through Knowledge”

The Ponca City Library is a unique community facility which exists to meet the informational needs of the Community. We will serve our community as a guide to the world of information and as a source of leisure materials. 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 2014 Accomplishments:

- Completed a transition from a Library Server based catalog to Polaris Virtual Integrated Library System by September 2014.
- Partnered with local VITA (Volunteer Income Tax Assistance) volunteers to provide free online tax for submissions to community residents for 40 hours per week from February through mid-April.
- Provided over 15,600 digital downloads through participation in the Oklahoma Virtual Library Consortium.
- Created initial long range planning schedule January 2014.
- Provided over 1,600 music downloads from Freegal Music via the Library web page.
- Signed up 610 children from the annual Children’s Summer Reading Program and 182 teens, with a program attendance of 3,609.
- Added a *Staff Picks* section, featuring popular themes and introducing new genres and authors.
- Amended circulation policies to improve convenience for patrons by facilitating checking out materials between associated card holders.
- Amended Interlibrary Loan procedures to improve customer service and timeliness.
- Participated in inter-departmental programs, such as Arbor Day and poetry judging.
- Identified initial succession planning tasks; developing training manuals for three key positions.
- Reviewed online and print subscriptions by September 2014.
- Revised the Library building manual and reviewed maintenance schedules.
- Provided ongoing programs for adults, such as Mystery Date with a Book, Book Bingo, book reviews, and e-reader demonstrations.

Fiscal 2015 Objectives:

- Complete a new long range plan by January 2015.
- Review process flow for key processing tasks and assess professional staff time usage by July 2015.
- Develop volunteer job descriptions by January 2015.
- Prepare proposal and budget estimate for Matzene art collection condition assessment for FY 15/16.
- Complete review of small business library services models by July 2015.

Ponca City Library



General Fund - Library								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	562,475	584,840	613,752	637,511	479,806	657,433	19,922	3.12%
Material/Supplies	177,310	186,345	184,450	189,100	108,583	192,500	3,400	1.80%
Other Charges & Svcs	80,532	87,435	83,833	86,700	41,850	80,900	(5,800)	(6.69%)
Capital Outlay	0	0	0	61,000	0	29,000	(32,000)	(52.46%)
Transfers	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>18,633</u>	<u>13,975</u>	<u>18,633</u>	<u>0</u>	<u>0.00%</u>
Department Total	838,950	877,253	900,669	992,944	644,214	978,466	(14,478)	(1.46%)

Approved Capital: Renovation of Lower Level Restrooms \$29,000

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	14,090	ICMA Retirement City	(1,161)
FICA	1,228	Life Insurance	(150)
Medicare	287	Gas Utilities	(1,300)
Retirement Plan 1	1,265	Education & Training	(500)
Health Insurance	3,626	Computer Services	(2,000)
Workers Compensation	737	Office Equipment & Maint	(1,000)
Office Furnishings	200	Misc Contractual Services	(500)
Food Supplies	100	Miscellaneous	(500)
Postage	100	Computer Capital Exp	(61,000)
Buidlings Maintenance	3,000		
Misc Capital Outlay	<u>29,000</u>		
Total	53,633	Total	(68,111)
	Net Decrease		<u>(\$14,478)</u>

Personnel Summary:

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

Total Full Time Employees 11
Total Part Time Employees 13

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	11	11	11	11	11	11	11	11	11	11

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Circulation per Capita	10.63	11.21	10.79	9.92	9.99	9.93	9.81	9.88	9.13	8.86	9.03
Program Attendance Per Capita	.26	.43	.54	.35	.37	.29	.35	.28	.30	.68	.92
Reference Transactions	.61	.98	.82	.87	.71	.67	.71	.75	.71	.70	.48
Collection Turnover Rate	3.23	3.48	3.3	2.91	2.88	2.62	2.54	2.55	2.73	2.44	2.55
Collection Size Per Capita	3.29	3.22	3.27	3.41	3.47	3.77	3.35	3.88	3.34	3.62	3.53
Library Cards % of Community	74%	75%	76%	76%	75%	69%	73%	73%	72%	69%	67%

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.

Special Revenue Funds

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

Budgeted Special Revenue Funds for Fiscal 2014-15 are:

Library Grant Fund
Library State Aid Fund
Street & Alley Fund
Special Projects Fund
Hotel/Motel Guest Tax Fund
Development Services Fund C.O.P.S. Grant

City of
PONCA
City
Oklahoma

Library Grant Fund

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

Fiscal 2014 Accomplishments:

- Received two continuing education grants for certified library staff to attend the Oklahoma Library association annual conference.
- Provided 700 *Welcome Baby* packets to parents of children born at the Ponca City Medical Center.
- Received an 80% telecommunication discount from the Universal Service Fund.
- Partnered with the PCDA to provide small business programs, utilizing videoconferencing equipment to allow interactive sessions in Stillwater, OK.
- Provided over 1,200 hard cover books as incentives for children and teens during *Dig Into Reading*, the annual Summer Reading Program.
- Partnered with Cherokee Strip Credit Union to develop and perform financial literacy programs for the public.
- Provided Wild West events at the annual Children's Rodeo through corporate sponsorship and community volunteers, such as the Boy Scouts.
- Partnered with the Conoco Museum to present a display on archival practices.
- Provided four traveling books collections as part of regular outreach programs to local Head Start classes.
- Worked with the Friends of the Ponca City Library, VITA and retired volunteers to develop volunteer grant awards for the Library and for the Friends of the Ponca City Library.
- Staged the annual Spring Touch-A-Truck program with vehicles and volunteers provided by local businesses and City Departments.

Fiscal 2015 Objectives:

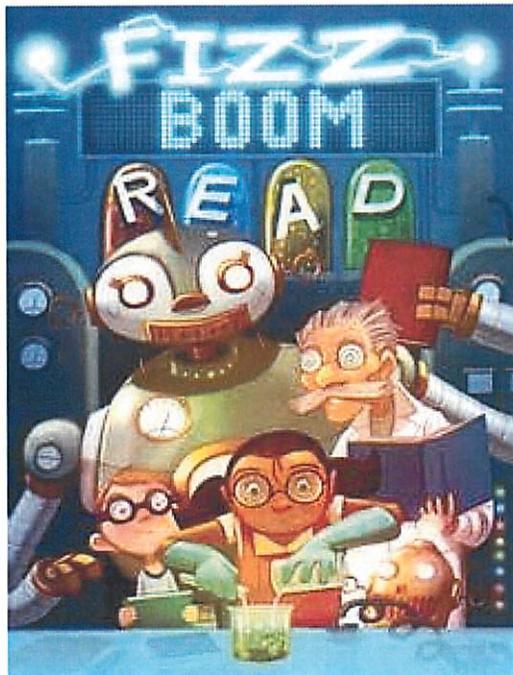
- Augment category 2 & 3 budgets at least by an additional 15% through grants, discounts and sponsorships of programs.
- Provide at least 15 programs through outside funding, grants or scholarships.
- Prepare professional quality brochures for potential donors by July 2015.
- Provide programming update to the Children's reading Trust by August 2014.

Special Revenue - Library Grant Fund								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Grant Revenue	9,685	8,059	151,730	10,000	7,341	10,000	0	0.00%
Total Revenues:	9,685	8,059	151,730	10,000	7,341	10,000	0	0.00%
EXPENDITURES								
Material & Supplies	275	1,807	49,439	0	14,220	1,500	1,500	0.00%
Other Charges & Svcs	8,560	7,000	22,602	10,000	10,701	8,500	(1,500)	(15.00%)
Capital Outlay	0	0	0	0	0	0	0	0.00%
Total Expenditures:	8,835	8,807	72,042	10,000	24,921	10,000	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year:

	Increases		Decreases	
Books & Periodicals	1,500		Misc Other Charges	(1,500)
	Total	1,500	Total	(1,500)
	Net Increase	\$0		



Cover art for brochures for *Fizz Boom Read*.
 The 2014 summer event is funded by the Library Services Technology Act

Library State Aid Fund

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

- Fiscal 2014 Accomplishments:**
- Provided staff training at the American Library Association annual conference.
 - Provided staff training at the Oklahoma Library Association annual conference.
 - Supplied program materials for *Dig Into Reading*, the children's annual summer reading program.
 - Provided processing supplies for new books.
 - Provided security cases for audio visual materials.
 - Attended meetings and programs on issues and legislation affecting libraries and library funding.
 - Interacted with state legislators at least three times by July 1, 2014.
 - Provided annual training on library funding and relevant legal issues to the library staff and Board members.

- Fiscal 2015 Objectives:**
- Provide annual training for staff members to improve their understanding of library funding and legislation affecting the Library's operation.
 - Attend promotional events such as the Oklahoma Library Association's *Day at the Capitol* to foster legislative awareness of library funding needs.
 - Seek position on the Oklahoma Library Association's legislative committee.
 - Act to maintain eligibility for the Library's allotment of state aid monies.

Special Revenue - Library State Aid								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Trust Revenue	<u>18,324</u>	<u>13,577</u>	<u>16,333</u>	<u>19,000</u>	<u>13,391</u>	<u>18,000</u>	<u>(1,000)</u>	<u>(5.26%)</u>
Total Revenues:	<u>18,324</u>	<u>13,577</u>	<u>16,333</u>	<u>19,000</u>	<u>13,391</u>	<u>18,000</u>	<u>(1,000)</u>	<u>(5.26%)</u>
EXPENDITURES								
Material & Supplies	9,860	4,730	7,333	9,500	704	8,500	(1,000)	(10.53%)
Other Charges & Svcs	<u>8,464</u>	<u>8,847</u>	<u>9,000</u>	<u>9,500</u>	<u>2,565</u>	<u>9,500</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	<u>18,324</u>	<u>13,577</u>	<u>16,333</u>	<u>19,000</u>	<u>3,269</u>	<u>18,000</u>	<u>(1,000)</u>	<u>(5.26%)</u>

Approved Budget Variances from Prior Year:

<u>Increases</u>	<u>Decreases</u>
Total	Books & Periodicals
0	<u>(1,000)</u>
Total	Total
0	<u>(1,000)</u>
Net Decrease	<u>(\$1,000)</u>

Street & Alley Fund

Department Mission:

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

Fiscal 2014 Accomplishments:

- Provided funding for 9 lane miles of chip and seal.
- Provided funding to make all necessary repairs to city streets using 117 yards of concrete and 182 tons of asphalt.
- Provided funding for 728 feet of curb and gutter replacement throughout the city.
- Provided funding for 6 lane miles of crack sealing on city streets.
- Provided funding to repair 1,659 blocks of city maintained alleys, while using 2,480 tons of gravel.
- Provided funding for an abnormally high number of utility cuts using 322 yards of concrete and 347 tons of asphalt due to the drought.

Fiscal 2015 Objectives:

- Continue to fund the crack seal program.
- Continue to fund materials to repair alleys and roads.
- Continue to fund materials to repair all utility cuts incurred during the year.
- Continue to fund the curb replacement program.
- Continue to provide funding for both the fog seal and chip and seal programs.

Special Revenue - Street & Alley Fund								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
County Mtr Veh Tax	185,423	173,682	177,998	178,000	129,767	184,000	6,000	3.37%
State Gasoline Tax	46,408	47,050	45,558	47,000	30,355	46,000	(1,000)	(2.13%)
Misc Receipts	0	0	50,206	0	0	0	0	0.00%
Total Revenues:	231,831	220,732	273,762	225,000	160,122	230,000	5,000	2.22%
EXPENDITURES								
Material & Supplies	171,986	161,746	175,725	288,000	89,160	288,000	0	0.00%
Other Charges & Svcs	1,357	477	700	15,000	60	15,000	0	0.00%
Capital	0	0	0	0	0	0	0	0.00%
Total Expenditures:	173,343	162,223	176,425	303,000	89,220	303,000	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Year:

Increases

Decreases

Total

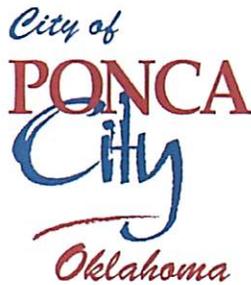
0

Total

0

Net Increase

\$0



Special Projects – Juvenile Fines

Department Mission:

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

Fiscal 2014 Accomplishments:

- Continued to cancel/suspend drivers licenses for juveniles that fail to pay fines, fail to complete court ordered programs or community service to increase compliance rates, or for two convictions in a calendar year as allowed by Oklahoma State Statute.
- Utilized the Department of Public Safety Website for electronic transfer of all available court forms and convictions.
- Began utilizing Behavioral Health services through White Eagle Health Center.

Fiscal 2015 Objectives:

- Continue to fund contract with Northern Oklahoma Youth Services and integrate new representative that attends each court session.
- Utilize the court docketing portion of Digiticket for scheduling of court appearance dates which would eliminate an officer having to contact Communication center to obtain the next Juvenile Court date.
- Update court procedures to encompass electronic citation charges to workflow.

Special Revenue - Special Projects Fund - Juvenile Fines								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Juvenile Fines	28,183	37,607	35,414	34,758	19,113	28,000	(6,758)	(19.44%)
Misc Receipts	1,550	73	130	0	12	0	0	0.00%
Total Revenues:	29,733	37,680	35,544	34,758	19,125	28,000	(6,758)	(19.44%)
EXPENDITURES								
Personal Services	15,188	15,388	15,998	16,558	11,444	17,140	582	3.51%
Material & Supplies	1,548	990	1,187	2,000	572	2,060	60	3.00%
Other Charges & Svcs	16,089	15,314	15,720	16,200	11,250	16,225	25	0.15%
Total Expenditures:	32,825	31,693	32,905	34,758	23,266	35,425	667	1.92%

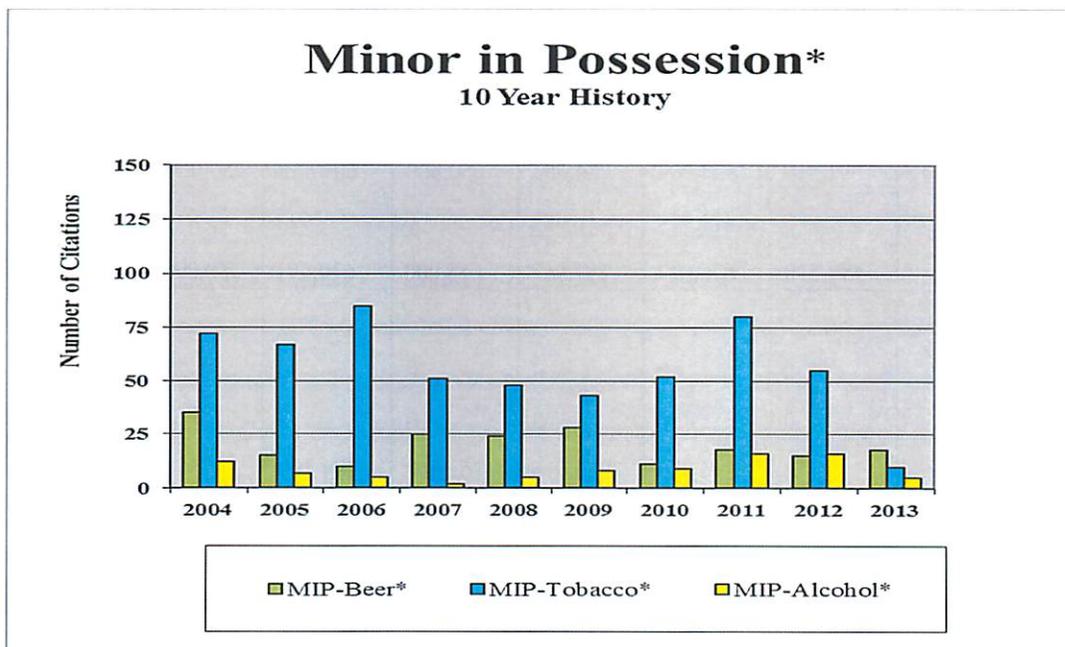
Approved Capital:

None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Part Time Salaries	100	Life Insurance	(50)
Contract Labor	300		
FICA	10		
Medicare	10		
Retirement Plan 1	40		
Health Insurance	100		
Workers Compensation	72		
Office Supplies	25		
Postage	35		
Education & Training	<u>25</u>		
Total	717	Total	(50)
Net Increase		<u>\$667</u>	

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



Juvenile Caseload Ten Calendar Year Comparison

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Assault and Battery	132	158	160	117	63	67	65	67	55	45
MIP-Beer*	35	15	10	25	24	28	11	18	15	18
MIP-Tobacco*	72	67	85	51	48	43	52	80	55	10
MIP-Alcohol*	12	7	5	2	5	8	9	16	16	5
Petit Larceny	84	89	47	38	40	54	53	48	49	46
Public Intoxication	37	48	27	32	30	28	46	53	35	14
Trespassing	9	7	18	14	6	9	3	3	4	14
Vandalism	47	28	43	26	19	29	19	24	8	96
Curfew	146	104	120	119	146	146	81	76	118	62
Poss of Paraphernalia									12	16
Poss of Marijuana									10	15
Obstructing	These charges were previously handled by the Office of Juvenile Affairs until the Juvenile Court Agreement was revised in 2012 which allows Juvenile Court to process any misdemeanor offense.								2	1
False Information									3	3
Sell or give beer under 21									1	1
Total									574	523

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 2014 Accomplishments:**
- Promoted the community through a wide network of marketing tools.
 - Provided funding for the Chamber of Commerce to operate the Tourism Program for the community.

- Fiscal 2015 Objectives:**
- Fund various public recreation capital improvements as identified by staff and approved by the City Commission.
 - Fund the Tourism Program operated by the Chamber of Commerce.

Special Revenue - Hotel/Motel Guest Tax								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Outside Revenue	591,519	664,709	786,682	650,000	609,558	750,000	100,000	15.38%
Other Revenue	0	11,319	10,985	0	913	0	0	0.00%
Total Revenues:	591,519	676,027	797,667	650,000	610,471	750,000	100,000	15.38%
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	212,114	216,913	256,516	261,667	194,199	261,667	0	0.00%
Capital Outlay	230,301	108,478	138,502	224,000	21,818	164,500	(59,500)	(26.56%)
Transfers	0	0	0	0	11,319	0	0	0.00%
Total Expenditures:	442,415	325,391	395,019	485,667	227,336	426,167	(59,500)	(12.25%)

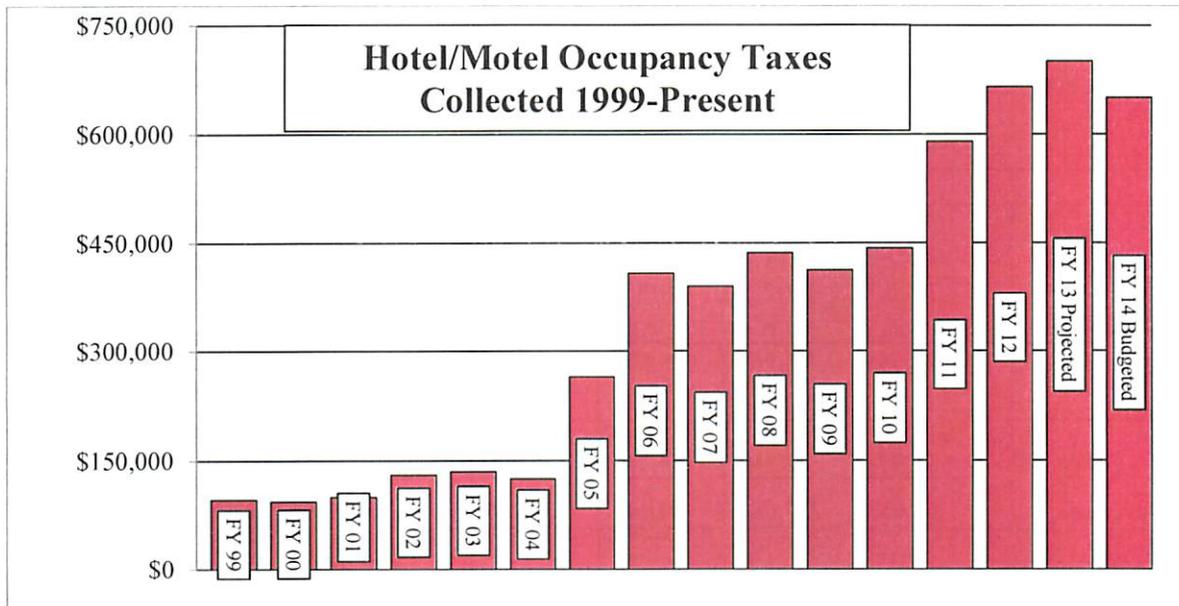
Hotel/Motel Tax Fund Approved Funding - Fiscal 2014-15

City Garage	Tour Bus	\$150,000
Parks & Recreation	Lake Ponca Trail Design/Update	\$14,500
Total Hotel/Motel Tax		\$164,500

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Tourism Capital Outlay	<u>150,000</u>	Park & Rec Equipment	(24,000)
		Public Rec Improvement	<u>(185,500)</u>
Total	150,000	Total	(209,500)
Net Decrease		<u>(\$59,500)</u>	

Personnel Summary: None



The Hotel/Motel Occupancy Taxes rate increased from 3% to 8% in July 2004 by a vote of the people.

Community Development Fund C.O.P.S. Grant

Department Mission: The C.O.P.S. Grant provides federal funding for the School Resource Officer Program. The mission of the School Resource Officer Program is to establish a partnership between Law Enforcement and the School System that fosters a rapport between police and youth in our community, promotes an atmosphere where students and teachers feel safe to conduct the business of education, and provide a venue for the education of the public regarding law enforcement, by the assignment of one or more police officers to school facilities during the school day.

Fiscal 2014 Accomplishments: • Funded School Resource Officers through a contract with the Public School System.

Fiscal 2015 Objectives: • Continue to fund School Resource Officer through a contract with the Public School System.

Special Revenue - C.O.P.S. Grant								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Cops Grant	16,035	48,962	20,000	81,266	25,659	40,750	(40,516)	(49.86%)
Donation - Match	0	136,412	20,000	0	0	0	0	0.00%
Schools - Officer	<u>51,998</u>	<u>52,310</u>	<u>54,249</u>	<u>55,000</u>	<u>55,707</u>	<u>55,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	68,033	237,684	94,249	136,266	81,366	95,750	(40,516)	(29.73%)
EXPENDITURES								
Personal Services	<u>80,959</u>	<u>101,272</u>	<u>92,915</u>	<u>136,266</u>	<u>58,758</u>	<u>95,750</u>	<u>(40,516)</u>	<u>(29.73%)</u>
Total Expenditures:	80,959	101,272	92,915	136,266	58,758	95,750	(40,516)	(29.73%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Workers Compensation	<u>1,285</u>	Full Time Salaries	(37,453)
		Medicare	(263)
		Retirement Plan 3	(2,463)
		Health Insurance	(1,522)
		Life Insurance	<u>(100)</u>
Total	1,285	Total	(41,801)

Net Decrease (\$40,516)

Personnel Summary: Personnel funded by the COPS Grant are listed under Police Department.

Capital Improvements Project (C.I.P) Fund

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



Capital Improvements Project

Department Mission:

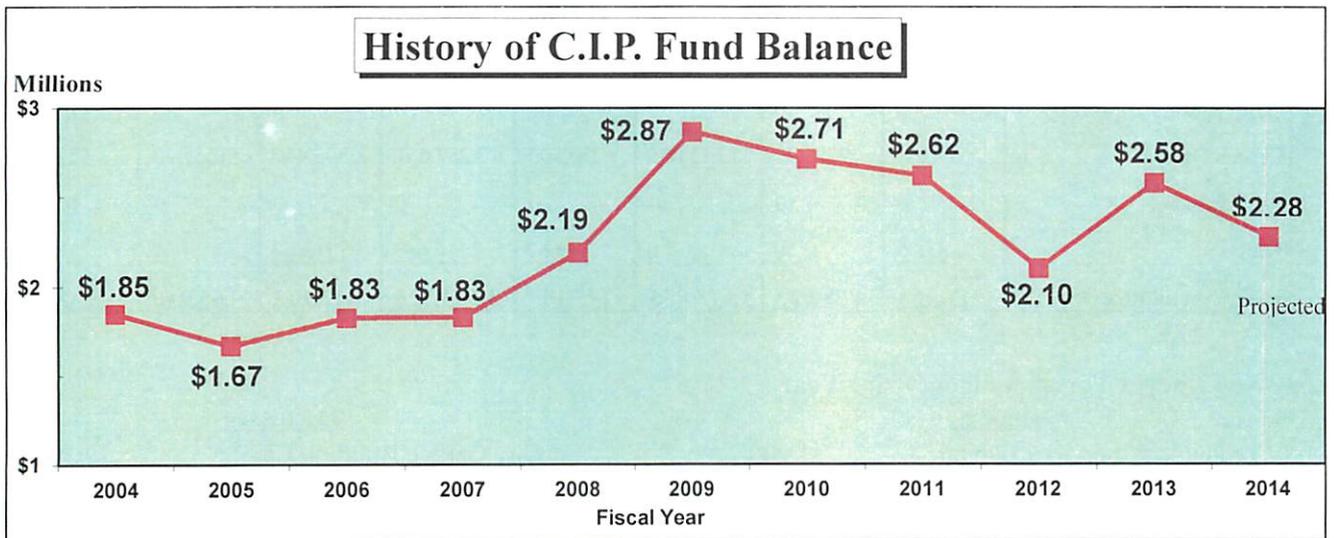
The Capital Improvements Fund will account for capital improvement projects budgeted for the City governmental fund types. Funding was originally derived from the refinancing of several PCUA revenue bond issues. To be selected for approval during the budget process, a Capital Improvement Project must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

Fiscal 2014 Accomplishments:

- Funded a fountain for Marland Estate Pond.
- Funded vehicle scan tools for City Garage.
- Funded a fairway mower for Lew Wentz Golf Course.
- Funded a self cleaning filter project for the golf course irrigation system to combat zebra mussels.
- Funded HVAC replacements at Ponca City Airport.
- Funded a diesel mower at Ponca City Airport.
- Funded the Marland Grand Home roof repair.

Fiscal 2015 Objectives:

- Fund various critical capital improvements as identified by management and approved by the City Commission.



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

Capital Improvements Project								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Intergov Grants	0	0	0	0	0	0	0	0.00%
Donations	73,641	108,786	873,150	0	1,347,094	0	0	0.00%
Miscellaneous Receipts	4,250	0	119,000	0	0	0	0	0.00%
Trfr from General	0	0	200,000	0	250,000	0	0	0.00%
Trfr from Publ Fac Tx	0	146,213	0	0	0	0	0	0.00%
Trfr from Water	0	0	0	0	0	0	0	0.00%
Trfr from PC Energy	400,000	400,000	400,000	400,000	400,000	400,000	0	100.00%
Trfr from Solid Waste	50,000	0	0	0	0	0	0	0.00%
Trfr from PCUA Bond	330,000	0	0	0	0	0	0	0.00%
Trfr from Fire Station#1	0	0	0	0	0	0	0	0.00%
Transfer In		86,537	0	0	0	0	0	0.00%
Interest Income	28,149	18,667	18,151	15,000	13,205	13,113	(1,887)	(12.58%)
Honeywell Interest	0	0	0	0	0	0	0	0.00%
Total Revenues:	886,040	760,203	1,610,301	415,000	2,010,299	413,113	(1,887)	(0.45%)
EXPENDITURES								
Other Charges and Svcs	50,000	0	0	0	0	0	0	0.00%
Capital Outlay	659,265	978,323	1,615,055	230,500	3,287,661	396,446	165,946	71.99%
Debt Service	0	0	0	0	0	0	0	0.00%
Transfers	8,000	0	0	16,667	16,667	16,667	0	0.00%
Total Expenditures:	717,265	978,323	1,615,055	247,167	3,304,328	413,113	165,946	67.14%

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Technology Services Capital	41,000	City Garage Building Capital	(9,500)
Marland Mansion Capital	19,446	Airport Building Improvement	(21,000)
Airport Capital Improvement	17,000		
Marland's Grand Home	40,000		
Golf Capital Improvement	54,000		
Misc Capital Outlay	<u>25,000</u>		
Total	196,446	Total	(30,500)
Net Increase		<u>\$165,946</u>	

**Capital Improvement Projects (CIP) Fund
Approved Funding - Fiscal 2014-15**

City Manager	Capital Contingency	\$125,000
Wentz Golf	Toro 4010D Groundsmaster	\$76,000
Marland Grand Home	Restore Ext. Wood Columns, Trim, Windows	\$40,000
Tech Services	2013 Exchange Server Upgrade	\$35,000
Wentz Golf	3150Q Greens Mower	\$30,000
Airport	Current Model AWD SUV Style Vehicle	\$28,000
Airport	HVAC Unit Replacement (3)	\$22,000
Marland Estate	Continuation of Patterned Concrete East Side	\$16,800
Airport Grants	Non Entitlement Grant	\$16,667
Airport	Repair Terminal Perimeter Fencing	\$10,000
Tech Services	Network Conditioned UPSes	\$6,000
Marland Estate	Phase II Glazing, Sealing, Painting Ext. Windows	\$5,000
Marland Estate	5 Ton Air Condenser	\$2,646
Total CIP Capital Improvements		<u>\$413,113</u>

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

	Actual 2009/10	Actual 2010/11	Actual 2011/12	Actual 2012/13	Projected 2013/14	Approved 2014/15
Capital Outlay						
Misc. Capital Outlay	28,946	50,000	80,000	17,309	100,000	125,000
C/O Buildings	32,516		8,000	35,352		
Radio Compliance				55,669		
Black Dust Remediation					23,695	
Honeywell Project						
Public Facilities Tax			85,000	27,246		
Fire Station Tax			12,300			
Building Roof Projects	94,117					
Police Capital	15,208	16,000	10,000	4,228		
Emergency Management -Siren						
Animal Control - Building Improvement		5,500	15,000			
Communications 911						
Fire Capital	5,365	12,000	28,000	1,785		
Fire Department Trucks			311,000			
City Hall			40,000			
Street Department Equipment	189,906					
Engineering Capital						
Park/Recreation Capital	48,887	19,000	16,000			
Senior Center						
AMBUC Pool	2,662	61,000	5,500			
Wentz Camp Improvements						
Lake Ponca Structures	13,064	14,000				
Wally Smith Tennis Center Impr.		25,000				
Unity Gym Improvements	27,492		80,000	11,659		
Marland's Grand Home Capital	16,082	16,000	8,200			40,000
Louise Fluke Flag Plaza						
Library Capital Improvement	43,894	44,000	138,000	67,773		
Marland Mansion Capital	38,618	50,000	165,000	24,408	5,000	24,446
Wentz Golf Capital	18,031	18,000	33,000	29,870	52,000	106,000
Water/Wastewater Improvements	5,700					
Electric Substation						
Technology Services Communication System			12,000	276,491		41,000
City Garage Building Improvements					9,500	
Water Wells - P66				873,150		
Water Wells/Line OMPA				71,750		
Aerial Phjotography				45,718		
Airport Capital	121,812	22,000		62,578	80,667	76,667
Fuel System Improvement			64,000	10,070		
C/O Airport Building Improvements		75,000				
sub total	702,301	427,500	1,111,000	1,615,055	270,862	413,113
Transfer to Funds						
Transfer to Civic Center Trust						
Transfer to Wentz Golf						
Transfer to Airport						
Trfr to Airport Capital Grants						
- Match	8,000	8,000				
sub total	8,000	8,000	0	0	0	0
TOTAL EXPENDITURES	\$710,301	\$435,500	\$1,111,000	\$1,615,055	\$270,862	\$413,113

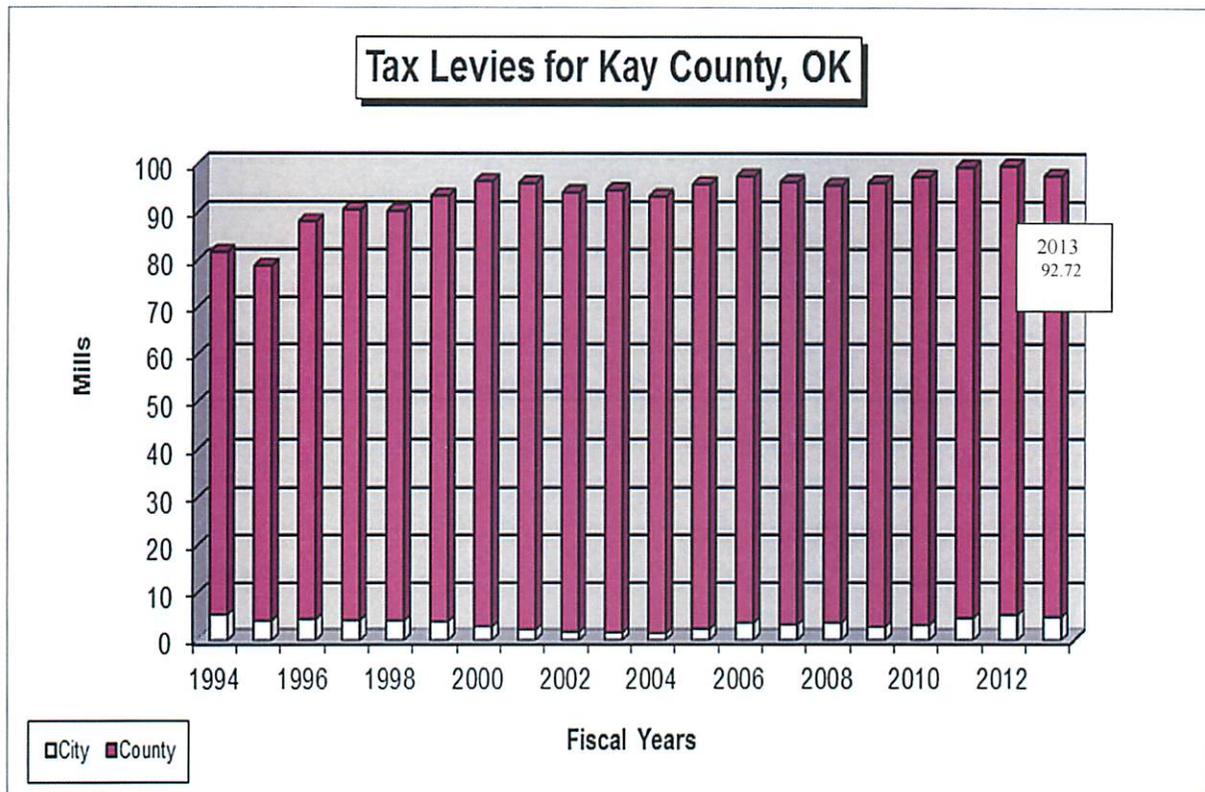
Debt Sinking Fund

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

Debt Sinking Fund

Department Mission:

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



For Calendar Year 2013, the total tax rate was 92.72 mills, comprised of P.C, Schools (65.45), Kay County (12.04), Pioneer Vo-tech (15.23), and City judgments (4.89).

Fiscal 2014 Accomplishments:

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

Fiscal 2015 Objectives:

- Expand safety training 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	2011 Actual	2012 Actual	2012 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Ad Valorem Taxes	363,119	510,768	591,827	720,000	449,465	720,000	0	0.00%
Trnsf in from Other Funds	1,223,304	1,258,320	0	0	0	0	0	0.00%
Interest Income	860	727	880	0	502	0	0	0.00%
Total Revenues:	1,587,283	1,769,815	592,707	720,000	449,967	720,000	0	0.00%
EXPENDITURES								
Debt Principal	444,871	497,863	0	0	0	0	0	0.00%
Debt Interest	696,631	675,793	675,793	0	0	0	0	0.00%
Agent Fee	81,801	84,664	84,664	0	0	0	0	0.00%
Sinking Judgement	303,623	399,139	505,183	600,000	233,144	600,000	0	0.00%
Sinking Judge Interest	57,202	91,406	111,641	120,000	40,390	120,000	0	0.00%
Total Expenditures:	1,584,128	1,748,865	1,377,281	720,000	273,534	720,000	0	0.00%

Approved Capital: None

Approved Budget Variances from Prior Years:

Increases

Decreases

Total

0

Total

0

Net Increase

0

Personnel Summary: None

Ponca City Utility Authority (PCUA)

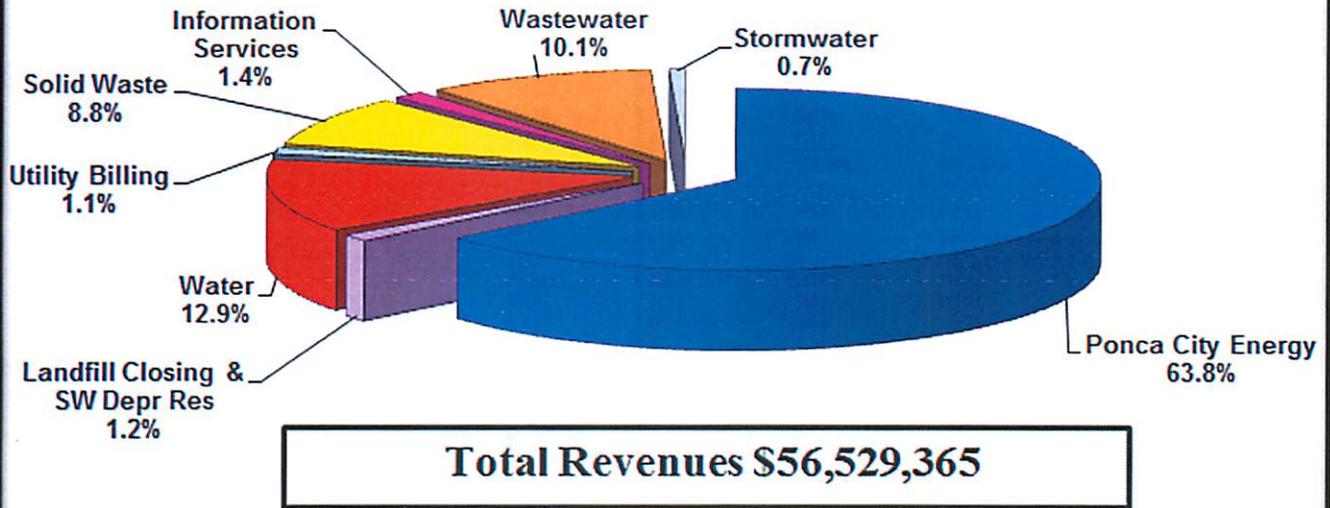
The PCUA is a Public Trust of the City of Ponca City. PCUA Funds are proprietary fund types used to account for operations of enterprise funds, which are financed and operated in a manner similar to private sector business. Costs of providing these services are paid for on a user-charge basis. With enterprise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

Budgeted PCUA Funds for Fiscal 2014-15 are:

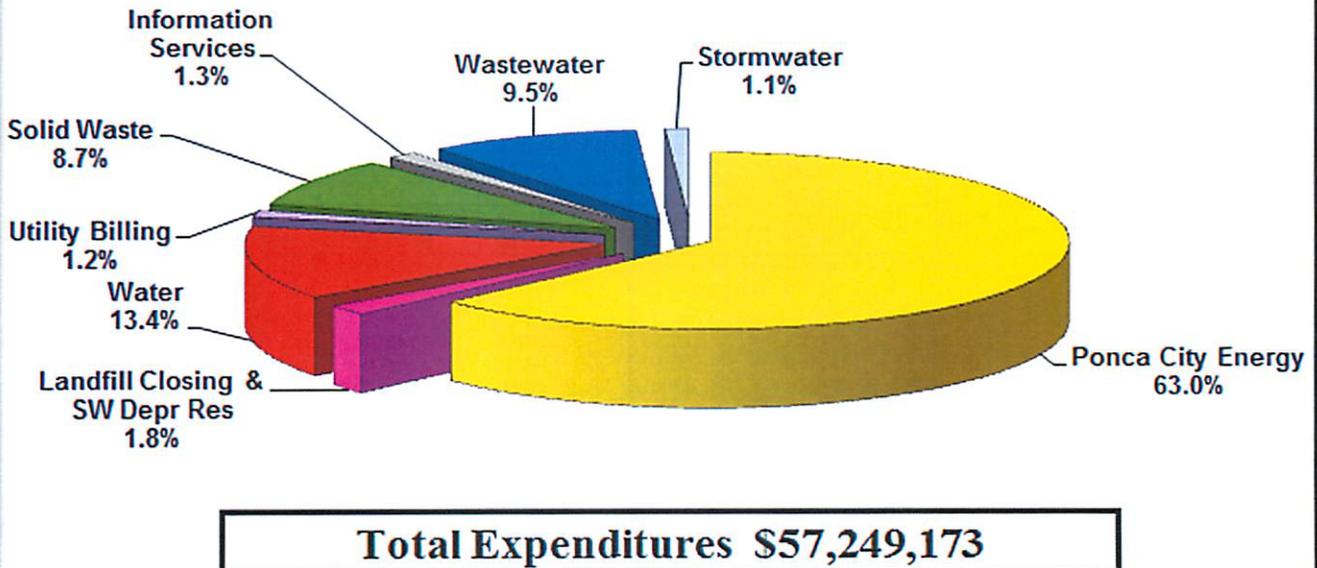
- Water Fund**
- Ponca City Energy Fund**
- Solid Waste Fund**
- Landfill Closure Fund**
- Solid Waste Equipment Reserve Fund**
- Utility Billing Fund**
- Wastewater Fund**
- Stormwater Fund**
- Technology Services Fund**

City of
PONCA
City
Oklahoma

Ponca City Utility Authority - Revenues Fiscal 2014-15



Ponca City Utility Authority - Expenditures Fiscal 2014-15



Ponca City Utility Authority
Summary of Revenues
Fiscal 2014-15

Description	2010/11 Actual Rev	2011/12 Actual Rev	2012/13 Actual Rev	2013/14 Budget @07/01/13	(75%)	% of Budget	Approved Budget 2014/15	% Change From 2013/14
					2013/14 Actual @ 3/31/14			
Water Fund (301)								
Charges for Services								
Water Sales	6,857,675	7,138,746	7,135,552	7,313,000	5,208,153	0.71	7,150,000	(2.23)
Bulk Water Sales	0	0	256,966	100,000	20,932	0.00	40,000	0.00
Misc. Water	27,848	49,100	20,121	25,000	13,792	0.55	20,000	(20.00)
Water Tap Fees	5,300	13,127	19,400	10,000	39,130	3.91	15,000	50.00
Category Total	6,890,823	7,200,973	7,432,038	7,448,000	5,282,007	70.92%	7,225,000	(2.99%)
Other Income								
Interest Income	43,651	18,804	16,233	15,000	11,120	0.74	20,000	33.33
Proceed Earnings	836	109	10,572	0	6,834	0.00	0	0.00
Bond Trust Earnings	283	0	0	0	0	0.00	0	0.00
Penalties	33,581	37,582	37,824	35,000	27,496	0.79	37,000	5.71
Collection of Bad Debt	10,399	8,662	9,855	8,500	6,147	0.72	9,000	5.88
Gain/Loss Disposal Fixed Asset	(6,611)	4,408	0	0	(1,073)	0.00	0	0.00
Other Income	316	0	0	0	0	0.00	0	0.00
Category Total	82,455	69,566	74,483	58,500	50,523	86.36%	66,000	12.82%
Total Revenues	6,973,278	7,270,538	7,506,521	7,506,500	5,332,530	71.04%	7,291,000	(2.87%)
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	31,367,412	34,141,629	35,167,714	34,320,000	27,466,687	0.80	34,382,000	0.18
MV Lights	171,077	174,609	179,668	172,000	134,926	0.78	180,000	4.65
Misc Electric	219,937	196,691	281,116	140,000	118,518	0.85	100,000	(28.57)
Surge Protection	2,300	2,835	2,833	2,800	225	0.08	0	(100.00)
Broadband Revenue	118,726	196,420	237,226	200,000	224,631	1.12	240,000	20.00
Transmission Revenue	80,513	99,655	100,558	100,000	74,741	0.75	100,000	0.00
Sales Tax Revenue	21,779	10,713	(1,104)	15,000	51,477	3.43	10,000	(33.33)
Cash - Over/Short	(300)	(364)	(313)	0	(42)	0.00	0	(100.00)
Category Total	31,981,444	34,822,189	35,967,699	34,949,800	28,071,163	80.32%	35,012,000	0.18%
Other Income								
Interest Income	57,191	41,255	47,926	45,000	39,764	0.88	50,000	11.11
1997C Bond Interest	0	24	84	0	81	0.00	0	0.00
Penalties	234,483	268,286	274,128	270,000	234,335	0.87	275,000	1.85
Collection of Bad Debt	58,100	58,068	66,005	55,000	44,760	0.81	60,000	9.09
Capacity Payment	622,958	622,958	622,958	622,900	467,219	0.75	623,000	0.02
Internet Processing Fee	5,513	10,203	14,775	0	16,827	0.00	0	0.00
Income-Disposed Assets	2,714	166,580	10,679	0	11,125	0.00	10,000	0.00
Other Income	322	78,735	339,423	0	158,328	0.00	20,000	0.00
Category Total	981,281	1,246,110	1,375,979	992,900	972,438	97.94%	1,038,000	4.54%
Total Revenues	32,962,725	36,068,299	37,343,678	35,942,700	29,043,602	80.81%	36,050,000	0.30%
Solid Waste Fund (342)								
Charges for Services								
Residential Garbage	1,963,516	2,041,877	2,126,768	2,249,000	1,685,156	0.75	2,306,125	2.54
Commercial Garbage	1,128,681	1,185,060	1,281,777	1,342,907	981,330	0.73	1,341,725	(0.09)
Recycling Containers	9,782	10,479	9,931	10,000	7,296	0.73	9,665	(3.35)
Recycling Revenues	15,624	12,724	15,838	15,000	9,168	0.61	15,000	0.00
Landfill	400,307	365,111	465,935	395,000	273,756	0.69	415,000	5.06
Special Pick Up	33,132	32,061	14,966	30,000	19,947	0.66	30,000	0.00
State Landfill Fee	(2,462)	0	0	0	(11,828)	0.00	0	(100.00)
Roll Off	548,885	728,679	844,910	725,000	601,535	0.83	820,000	13.10
Misc Receipts	34,690	9,447	32,354	5,000	17,796	3.56	30,000	500.00
Category Total	4,132,155	4,385,439	4,792,478	4,771,907	3,584,155	75.11%	4,967,515	4.10%
Other Income								
Interest Income	2,661	60	18	0	349	0.00	0	(100.00)
Collection of Bad Debt	10,429	8,339	8,869	8,000	6,507	0.81	8,500	6.25
Income-Disp. Assets	8,624	(461)	31,500	0	(5,725)	0.00	5,000	0.00
Category Total	21,714	7,938	40,386	8,000	1,130	14.13%	13,500	68.75%
Total Revenues	4,153,869	4,393,377	4,832,865	4,779,907	3,585,285	75.01%	4,981,015	4.21%

Summary of Revenues Fiscal 2014-15

Description	2010/11 Actual Rev	2011/12 Actual Rev	2012/13 Actual Rev	2013/14 Budget @07/01/13	(75%)	% of Budget	Approved Budget 2014/15	% Change From 2013/14
					2013/14 Actual @ 3/31/14			
Utility Billing Fund (350)								
Charges for Services								
Utility Initiation Fee	82,438	81,916	83,084	82,000	61,815	0.75	83,000	1.22
Misc. Receipts	0	1,923	3,977	2,000	1,959	0.98	4,000	100.00
category total	82,438	83,839	87,061	84,000	63,774	75.92%	87,000	3.57%
Contributions from Funds								
Transfer from Water	115,000	115,000	115,000	115,000	86,250	0.75	115,000	0.00
Transfer from Light	130,485	130,485	150,000	150,000	112,500	0.75	150,000	0.00
Transfer from Landfill	15,000	15,000	15,000	15,000	11,250	0.75	15,000	0.00
Transfer from S. Waste	100,000	100,000	100,000	100,000	75,000	0.75	100,000	0.00
Transfer from W-Water	115,000	115,000	115,000	115,000	86,250	0.75	115,000	0.00
category total	475,485	475,485	495,000	495,000	371,250	75.00%	495,000	0.00%
Other Revenues								
Penalties	22,887	21,248	24,692	23,000	16,774	0.73	23,000	0.00
Collection of Bad Debt	602	433	402	600	344	0.57	450	(25.00)
Income-Disposed Assets	0	0	(4,179)	0	0	0.00	0	0.00
category total	23,489	21,682	20,915	23,600	17,118	72.53%	23,450	(0.64%)
Total Revenues	581,412	581,006	602,975	602,600	452,142	75.03%	605,450	0.47%
Wastewater Fund (360)								
Charges for Services								
Wastewater Charges	4,522,116	5,016,385	5,340,640	5,429,000	4,138,699	0.76	5,656,000	4.18
Pretreatment Program	63,011	61,225	56,006	60,000	49,693	0.83	60,000	0.00
category total	4,585,127	5,077,610	5,396,646	5,489,000	4,188,392	76.31%	5,716,000	4.14%
Contributions From Funds								
Transfer From Water				0	0	0.00	0	(100.00)
category total	0	0	0	0	0	0.00	0	0.00%
Other Income								
Interest Income	724	4,483	6,481	5,000	6,422	1.28	8,000	60.00
Bond Interest	1,853	114	873	0	97	0.00	0	0.00
Collection of Bad Debt	12,530	11,770	13,848	12,000	9,544	0.80	13,000	8.33
Income-Disposed Assets	0	0	0	0	0	0.00	0	0.00
Other Income	2,652	0	0	0	0	0.00	0	0.00
category total	17,759	16,367	21,202	17,000	16,063	94.49%	21,000	23.53%
Total Revenues	4,602,886	5,093,977	5,417,849	5,506,000	4,204,455	76.36%	5,737,000	4.20%
Stormwater Fund (365)								
Charges for Services								
Stormwater Fee	192,952	198,773	339,568	367,300	279,626	0.76	401,000	9.18
category total	192,952	198,773	339,568	367,300	279,626	76.13%	401,000	9.18%
Other Income								
Interest Income	6,498	4,558	4,668	4,500	3,655	0.81	4,700	4.44
Penalties	1,816	1,931	3,443	2,000	2,869	1.43	3,500	75.00
Collection of Bad Debt	564	495	683	550	582	1.06	700	27.27
Other Income	177	20,000	92,603	0	14,521	0.00	0	0.00
Category total	9,055	26,984	101,396	7,050	21,628	306.77%	8,900	26.24%
Total Revenues	202,007	225,757	440,964	374,350	301,254	80.47%	409,900	9.50%

Ponca City Utility Authority

Summary of Debt

Fiscal 2014-15

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
PCUA 1995 CD-EDIF	\$500,000	37,500	0	25,000	\$12,500

The 1995 CDBG-EDIF Promissory Note between PCUA and PCDA is a fixed rate twenty (20) year note. The note was closed on 7-1-95 and will mature on 7-1-2016. Proceeds of the note aided in constructing Water, Wastewater and Electric Utility System infrastructure improvements in the Industrial Park.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
PCUA 1997 CDBG-ED	\$250,000	43,750	0	12,500	\$31,250

The 1997 CDBG-ED Promissory Note between PCUA and PCDA is a twenty (20) year interest free note. It closed 4-29-97 and will mature on 7-1-2017. Proceeds of the note were used on a 12 acre Landfill Expansion project, with debt being 100% Solid Waste.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
PCUA 1997 A	\$1,784,449	187,837	0	93,918	\$93,919

The 97A is a twenty (20) year SRF Promissory Note with OWRB. The note will mature 2-15-2016. The note is at zero percent interest and requires principal and administrative fees be paid semiannually. This note is part of a blended SRF refinancing of Interim Construction financing for Phase I of the Wastewater Treatment Plant. Debt distribution is 100% Wastewater.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
PCUA 1998 A	\$4,400,000	895,038	0	223,761	\$671,277

The 98A is a twenty (20) year SRF Promissory Note to OWRB. The note was closed 6-26-98 and is for principal and administrative fees only. The Note is the zero percent interest portion of a blended rate refinancing of Interim SRF debt for Phase II of the Wastewater Treatment Plant. The note matures on 2-15-2018, and debt distribution is 100% Wastewater.

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
PCUA 1999 A	\$2,370,907	652,000	0	118,545	\$533,455

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
PCUA 2000 CDBG-ED	\$380,000	133,000	0	19,000	\$114,000

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

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
PCUA 2007	\$5,565,000	3,004,641	84,000	278,250	\$2,726,391

The 2007 is a twenty (20) year Note with OWRB. It was closed on 10-9-07 and will mature 9-15-29. The proceeds will fund wastewater collection system improvements across Ponca City. Proceeds will be drawn as projects are completed. The debt distribution is 100% Wastewater.

Ponca City Utility Authority

Summary of Debt

Fiscal 2014-15

<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2014</u>
PCUA 2008	\$6,750,000	2,680,000	96,915	785,000	\$1,895,000
The 2008 is an eight (8) year Utility System Revenue Note with Bank of America. The note was closed 6-30-08 and will mature 12-1-16. The proceeds contributed to the funding of the City Wide Wireless Mesh Network and refunded the 1997B and 1998B Promissory Notes to OWRB. The debt distribution is 100% Wastewater.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2014</u>
2013 Sales Tax	\$12,510,000	12,130,000	214,830	2,335,000	\$9,795,000
The 2013 Sales Tax Note is a six (6) year note with Banc of America. The note was closed 11-1-2013 and will mature 2/1/2019. The proceeds were used for advanced refunding of the outstanding principal of the Sales Tax Revenue Note, Series 2009. The original note was for the construction and development of a Recreation Center serving the citizens of Ponca City, and will be repaid from revenues generated by a thirteen (13) year .5% sales tax approved by the voters.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
2009A Clean Water	\$567,296	313,011	6,550	15,974	\$297,037
The 2009A is a twenty (20) year Note with OWRB. 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.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
2009B Drinking Water	\$2,801,057	1,572,004	7,877	74,273	\$1,497,732
The 2009B is a twenty (20) year Note with OWRB. This is an ARRA funded stimulus loan, eligible for up to 30% reduction in debt. It was closed on 12-15-09 and will mature 9-15-30. The proceeds were used for improvements to the water system. The debt distribution is 100% Water.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
PCUA 2012A	\$16,090,000	14,610,000	388,935	825,000	\$13,785,000
The 2012A is a refunded performance contracting project that installed automated meter reading for the electric and water utilities. It is a thirteen (13) year loan with JP Morgan that closed on 3-1-12 and will mature 8-1-25. The debt distribution is 50% Water and 50% Electric.					
<u>Issue</u>	<u>Original Amount</u>	<u>Outstanding Principal July 1, 2014</u>	<u>FY 2015 Interest</u>	<u>FY 2015 Principal</u>	<u>Outstanding Principal June 30, 2015</u>
PCUA 2012B	\$7,825,000	6,350,000	173,570	990,000	\$5,360,000
The 2012B is the refunded 1999B and 2005B notes. It is a seven and a half year (7.5) year Note with OWRB. It was closed on 3-28-12 and will mature on 10-1-19. Proceeds of the note have financed Phase II of the Wastewater Treatment Plant construction and three water projects. The debt distribution is 75% water and 25% Wastewater.					
Total	\$61,793,709	\$42,608,780	\$972,677	\$5,796,220.72	\$36,812,560



UTILITY RATE SHEET FISCAL YEAR 2013-2014
PONCA CITY UTILITY AUTHORITY
516 E. GRAND/P.O. BOX 1450
PONCA CITY, OKLAHOMA 74602
(580) 767-0311



EFFECTIVE 07/01/2014

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

Ponca City Utility Authority offers the following for your convenience:

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

ELECTRIC RATES

Residential:

User Fee	\$10.30
Summer Season (May thru Sept) KWh	\$.102
Winter Season (Oct thru April) First 600 KWh	\$.102
Over 600 KWh	\$.072

Rural Residential:

User Fee	\$15.43
Summer Season (May thru Sept) KWh	\$.106
Winter Season (Oct thru April) First 600 KWh	\$.106
Over 600 KWh	\$.074

Residential with approved 40 gallon electric water heater:

User Fee	\$10.30
Summer Season (May thru Sept) First 400 KWh	\$.072
Over 400 KWh	\$.102
Winter Season (Oct thru April) First 400 KWh	\$.072
Next 600 KWh	\$.102
Over 1000 KWh	\$.072

Rural Residential with approved 40 gallon electric water heater:

User Fee	\$15.43
Summer Season (May thru Sept) First 400 KWh	\$.074
Over 400 KWh	\$.106
Winter Season (Oct thru April) First 400 KWh	\$.074
Next 600 KWh	\$.106
Over 1000 KWh	\$.074

Commercial:

City User Fee	\$14.53
City kWh	\$.101
Rural User Fee	\$21.80
Rural kWh	\$.104

Industrial:

Medium

User Fee	\$24.23
KWh	\$.060
Summer User Fee	\$14.53
Winter User Fee	\$8.48

Large

User Fee	\$242.34
KWh	\$.060
Summer User Fee	\$11.51
Winter User Fee	\$3.63

WATER RATES

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

OCTOBER - APRIL

Type of Service	City	Rural
Residential	\$1.63	\$1.71
Commercial	\$1.63	\$1.71

MAY - SEPTEMBER

Type of Service	City	Rural
Residential		
0 - 10 Units	\$1.71	\$1.78
11 - 20 Units	\$1.78	\$1.86
21 - 50 Units	\$1.86	\$1.99
51 - 100 Units	\$1.99	\$2.07
> 100 Units	\$2.07	\$2.23
Commercial	\$1.63	\$1.71

Customer Base User Fee

City Residential Customer	\$9.55 per month
Rural Residential Customer	\$14.36 per month
City Commercial Customer	\$28.29 per month
Rural Commercial Customer	\$42.45 per month

SEWER/WASTE WATER RATES

Residential:
 User Fee \$14.70 Unit Fee \$2.60

Senior Citizens:
 User Fee \$13.96 Unit Fee \$2.60

Nonresidential (Rural):
 User Fee 1 1/2 time scheduled rate
 User Fee \$22.05 Unit Fee \$3.90

Commercial:
 User Fee \$22.05 Unit Fee \$3.90

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 @ \$2.60	\$26.00
User Fee	\$14.70
Sewer Rate-----	\$40.70

GARBAGE/REFUSE

Standard Garbage/Refuse Charges:

Residential \$18.42
Senior Citizen \$17.69

Commercial:
Standard \$31.15

Grass Clippings: Call for Pick-up
\$0.71 per bag
\$7.08 Minimum

STORM WATER FEE

Each Individually Billed
Single Family Resident
\$2.50 per month

All Other Developed Real Estate Tracts
Not Covered By Above
\$5.50 per month

TREE LINE TRIMMING

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

RECYCLING CENTER

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

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

\$18.00 for blank prepaid card
\$100.00 minimum deposit on card
\$10.25 per 1000 gallons of water
\$10.00 minimum charge per use

LANDFILL USE

All Vehicles: \$15.57 minimum
\$40.36 per ton for compacted/uncompacted refuse
\$1.25 per ton state landfill fee
\$7.08 per tire disposed of at the landfill

ENERGY AUDITS

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

TAPPING MAIN WATER LINES

Charges for Various Sized Meters (\$)

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

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

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

ELECTRIC LINE EXTENSION

\$262.00 Fee for Setting New Utility Pole

NEW LINE EXTENSION
Will be quoted by electrical department.

AFTER HOUR CALL OUT FEES

**WATER DEPT.
\$30.00 Each trip**

**ELECTRIC DEPT.
\$150.00 Each trip**

SECURITY LIGHTS

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

- A. For a security light installed on an existing city-owned service pole and connected to an existing city-owned line, the charge will be \$7.30 per month rental fee.
- B. For a security light which is installed on a city-owned pole set specifically for that light and served from an underground city electric service, the charge will be \$8.44 per month rental fee.
- C. For a security light installed on a city-owned pole set specifically for that light requiring a transformer to be installed to serve that light from an overhead service, the charge will be \$9.61 per month rental fee.
- D. For a security light installed on a city-owned pole set specifically for that light and fed from a transformer set to serve that light from an underground service, the charge will be \$10.78 per month rental fee.
- E. A fee of \$20.00 will be charge for the installation, connection, reinstallation, reconnection, or moving of each light.

Water Fund - Administration

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

- Fiscal 2014 Accomplishments:**
- Provided management to personnel and facilities to promote service provision and revenue generation.
 - Coordinated capital improvement needs for both water distribution and treatment segments to ensure financial feasibility and sustainability.
 - Worked with City's Marketing Specialist to promote awareness of raw water supply, water production, and water conservation.
 - Supervised the completion of water system capital improvement projects and provided project management services, these projects will upgrade the raw water transmission infrastructure, increase the quantity and reliability of the raw groundwater supply, and expand the City's water distribution system.
 - Completed the Raw Water Supply Project funded by P66 Ponca City Refinery, including two new 600 gpm water wells, one pump station with two 125 HP booster pumps, and 6,000 feet of 16" raw water transmission main to transmit raw water to the refinery's North Wellfield.
 - Construction of 35,560 feet of 10" PVC pipe to transport water from City's Industrial Park Pump Station to OMPA's Charles D. Lamb Energy Center. Design of a new 450 gpm water wells in City's Mid Wellfield, both projects are funded by OMPA.
 - Relocation of 2,500 feet of 6" water main mandated by an ODOT project to reconstruct and realign a portion of Highway 60.

- Fiscal 2015 Objectives:**
- Promote higher standards and more efficient operation throughout the department.
 - Continue the commitment to provide quality drinking water and satisfying services to all residential, commercial, and industrial customers.
 - Work with the Engineering Department on infrastructure issues concerning the Lake Ponca Dam.
 - Continue to develop the City's Mid Wellfield in order to improve the reliability of the community's raw groundwater supply system.

PCUA - Water Administration								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	62,942	63,209	66,408	72,266	52,499	71,972	(294)	(0.41%)
Material/Supplies	1,295	1,342	1,199	1,750	1,154	1,800	50	2.86%
Other Charges & Svcs	233,406	269,886	304,206	324,097	247,910	337,572	13,475	4.16%
Capital Outlay	145,203	6,500	0	0	0	0	0	0.00%
Debt Service	1,059,581	1,268,809	1,669,425	1,671,149	1,241,963	1,681,000	9,851	0.59%
Transfers	<u>2,016,652</u>	<u>3,096,952</u>	<u>1,612,223</u>	<u>1,680,605</u>	<u>1,260,454</u>	<u>1,733,803</u>	<u>53,198</u>	<u>3.17%</u>
Department Total	<u>3,519,079</u>	<u>4,706,698</u>	<u>3,653,461</u>	<u>3,749,867</u>	<u>2,803,980</u>	<u>3,826,147</u>	<u>76,280</u>	<u>2.03%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,500	ICMA Retirement PCUA	(559)	
FICA	100	Health Insurance	(1,513)	
Medicare	20	Postage	(100)	
Retirement Plan 2	158	Debt Interest	(28,003)	
Food Supplies	150	Agent Fee	(1,000)	
Travel Expenses	1,000			
Charges for General	12,475			
Debt Principal	38,854			
Transfer to General	43,198			
Transfer to Tech Services	<u>10,000</u>			
	Total	107,455	Total	(31,175)
	Net Increase		<u>\$76,280</u>	

Personnel Summary:

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

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	1.17	1.17	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
 FY 07/08 the position of Office Specialist is no longer shared between funds and is assigned full time to Ponca City Energy.

Water Fund – Production

Department Mission: The Water Production Division operates and maintains a 16 MGD water treatment plant, seventeen water wells, six distribution booster pumping facilities, two elevated water storage towers, and four ground storage reservoirs. The most essential component, the water treatment plant, was originally built in 1925 and underwent a serious of rehabilitation and upgrades in the 1950's, the mid 1980's and 1996-97. The objective of this division is to produce and deliver to the water distribution system a high quality potable water supply and to comply with all State and Federal environmental regulations.

Fiscal 2014 Accomplishments:

- Successfully treated over 3.1 billion gallons of drinking water that met or exceeded the State and Federal Standards.
- Completed 2,802 maintenance and repair work orders for the treatment plant, 17 water wells, and 5 booster pump stations.
- Worked with refinery staff, Guernsey engineers, and multiple contractors to complete the installation of two new water wells in the City's East Wellfield and the construction of a raw water booster pump station.
- Completed sampling and reporting tasks required for revised Lead & Copper regulations.
- Worked with PEC engineers for the design of a new water well to be constructed in the City's Mid Wellfield.
- Completed two capital projects for the water treatment plant:
 - 1) Rehabilitation of two filters .
 - 2) Replacement of the elevated Backwash Tower.

Fiscal 2015 Objectives:

- Complete approved infrastructure projects on time and within budget.
- Continue division's commitment to employee training and education in order to enhance job knowledge and safety awareness by holding weekly safety meetings on-site in addition to attending city-wide training sessions.
- Continue to develop the City's Mid Wellfield by replacing another abandoned well with a new water well in the area.

PCUA - Water Production								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	612,280	623,028	683,194	697,839	511,904	724,400	26,561	3.81%
Material/Supplies	673,921	667,441	706,231	726,425	381,038	741,500	15,075	2.08%
Other Charges & Svcs	501,732	578,778	632,540	605,400	373,517	617,900	12,500	2.06%
Capital Outlay	154,319	214,014	43,508	888,000	246,946	435,000	(453,000)	(51.01%)
Transfers	<u>67,355</u>	<u>61,541</u>	<u>65,193</u>	<u>68,779</u>	<u>43,381</u>	<u>66,779</u>	<u>(2,000)</u>	<u>(2.91%)</u>
Department Total	<u>2,009,607</u>	<u>2,144,802</u>	<u>2,130,666</u>	<u>2,986,443</u>	<u>1,556,786</u>	<u>2,585,579</u>	<u>(400,864)</u>	<u>(13.42%)</u>

Approved Capital: Water Well (1) \$375,000
Rehabilitation of Two Filters \$60,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	16,488	Life Insurance	(279)
FICA	1,022	Office Furnishings	(1,200)
Medicare	239	Safety Material & Supplies	(2,000)
Retirement Plan 2	2,248	Gas Utilities	(4,900)
Health Insurance	6,319	Travel Expenses	(200)
Workers Compensation	524	C/O Water System	(828,000)
Office Supplies	700	Transfer to City Garage	(2,000)
Wearing Apparel	<u>75</u>		
Janitor Supplies	300		
Chemical Supplies	11,000		
Laboratory Supplies	200		
Buildings Maintenance	2,000		
Water System Maintenance	4,000		
Electric Utilities	17,600		
Water Wells	<u>375,000</u>		
Total	437,715	Total	(838,579)
	Net Decrease		<u>(\$400,864)</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		

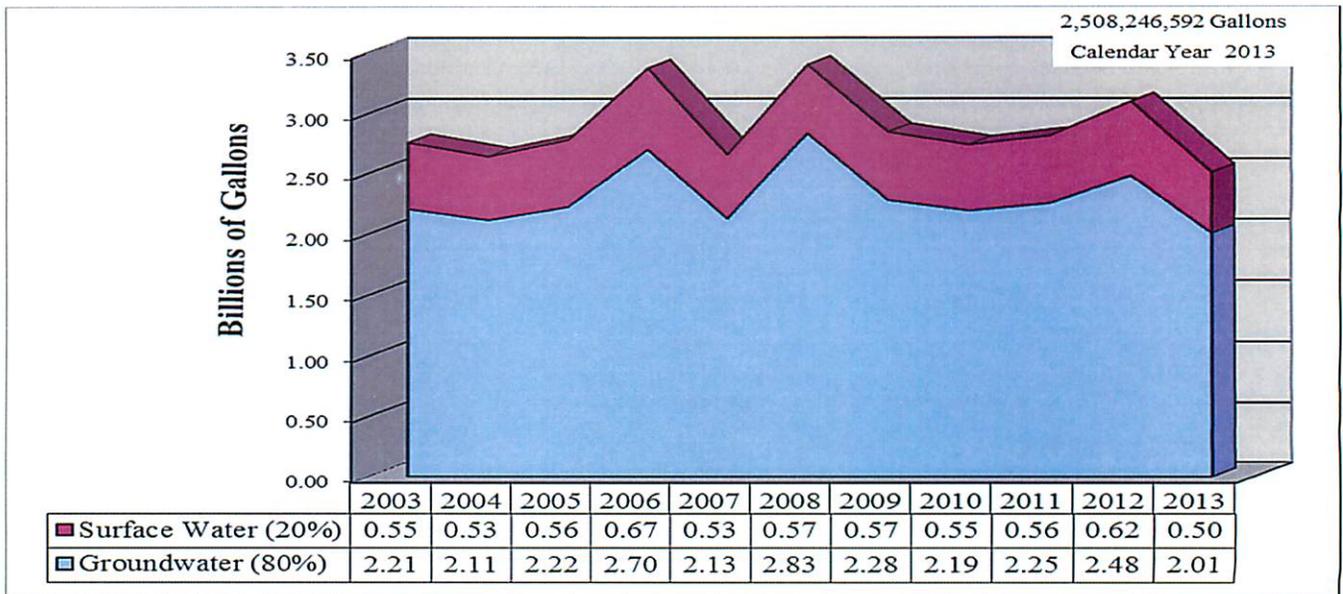
Total Full Time Employees	10
Total Part Time Employees	3

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	8	8	8	8.5	9.5	9.5	10	10	10	10

Explanation: FY 07/08, Superintendent is shared equally between funds of Water Production and Wastewater Treatment. An additional plant mechanic position was added.
 FY 10/11 the position of Superintendent is no longer shared between Water Production and Wastewater Treatment but is allocated 100% to Water Production

Water Production in Billions of Gallons for Years 2003-2013





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 180 miles of water mains, over 11,400 water meters, various-sized valves, and approximately 900 fire hydrants located within City’s water distribution system.

- Fiscal 2014 Accomplishments:**
- Worked diligently with engineers and contractors for the successful completion of two water main projects:
 1. 2,400 of 8” PVC to replace 6” ductile iron pipe on Union Street from Liberty Avenue going south to Highland Avenue.
 2. 36,000 linear feet of 10” PVC pipe to transport treated water to a new OMPA Power Plant to be built north of Ponca City.
 - Provided construction inspection services in house to greatly reduce construction costs.
 - Replaced all water maps with paperless versions using iPads.

- Fiscal 2015 Objectives:**
- Complete all capital projects within budget and on time.
 - Continue the valve exercising program.
 - Continue division’s commitment to employee training and education in order to enhance job knowledge and safety awareness.

PCUA - Water Distribution								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	549,171	509,992	562,693	586,109	421,196	606,344	20,235	3.45%
Material/Supplies	88,150	94,525	101,797	117,900	57,981	120,200	2,300	1.95%
Other Charges & Svcs	169,973	209,874	196,233	219,300	126,500	224,800	5,500	2.51%
Capital Outlay	165,369	444,828	407,234	558,000	291,660	189,000	(369,000)	(66.13%)
Transfers	90,166	93,131	107,276	111,748	58,880	97,748	(14,000)	(12.53%)
Department Total	1,062,829	1,352,350	1,375,234	1,593,057	956,217	1,238,092	(354,965)	(22.28%)

Approved Capital:	Contingency of Water Main Projects	\$55,000
	Install 200 Feet of 8” Water Main at 3500 N 14 th Str.	\$40,000
	Water Meters	\$30,000
	Two Guillotine Saws	\$25,000
	Two Aluminum Trench Boxes	\$25,000
	Above Ground Storm Shelter	\$14,000

Approved Budget Variances from Prior Year:

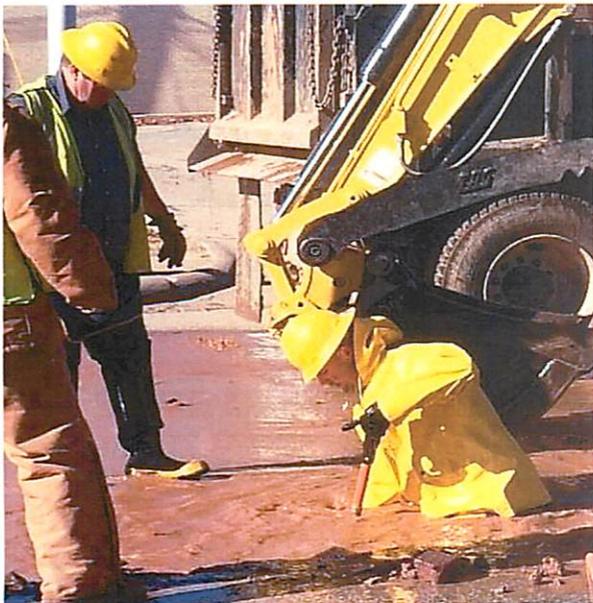
	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	12,548		Life Insurance	(346)
FICA	716		Medical Supplies	(300)
Medicare	167		Fire Hydrant	(30,000)
Retirement Plan 2	1,716		C/O Water System	(290,000)
Health Insurance	5,073		Pickup Trucks	(13,000)
Workers Compensation	361		Special Purpose Vehicles	(100,000)
Wearing Apparel	600		Transfer to City C q	(14,000)
Water System Maintenance	2,000			
Electric Utilities	5,000			
Education & Training	500			
Machinery & Equipment	50,000			
Misc Capital Outlay	<u>14,000</u>			
Total	92,681		Total	(447,646)
		Net Decrease		<u>(\$354,965)</u>

Personnel Summary:

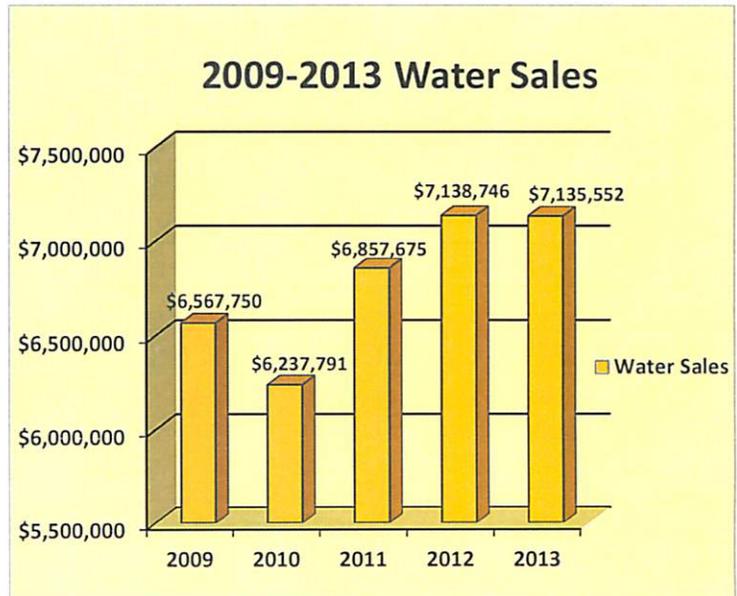
Supervisor	1	Maintenance Worker I	5
Senior Maintenance Worker	1	Laborer – Part Time	2
Maintenance Worker II	3		
Total Full Time Employees		10	
Total Part Time Employees		2	

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	10	10	10	10	10	10	10	10	10	10



City repairs water pipe on 5th street & Grand Avenue



Ponca City Energy Fund – Purchased Power

Department Mission: The Purchased Power Department will work in partnership with Oklahoma Municipal Power Authority (OMPA) to acquire the lowest possible wholesale power costs.

Fiscal 2014 Accomplishments:

- The price of fuel has remained fairly stable for the year; however, OMPA has worked diligently with other entities to limit the effects of increasing transmission and gas delivery costs. In addition, ground was broken on the new Charles D. Lamb Energy Center (CDLEC) northwest of Ponca City.

Fiscal 2015 Objectives:

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

PCUA - Purchased Power								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Other Charges & Svcs	<u>20,002,738</u>	<u>21,805,777</u>	<u>22,386,435</u>	<u>22,000,000</u>	<u>17,134,492</u>	<u>22,177,866</u>	<u>177,866</u>	<u>0.81%</u>
Department Total	<u>20,002,738</u>	<u>21,805,777</u>	<u>22,386,435</u>	<u>22,000,000</u>	<u>17,134,492</u>	<u>22,177,866</u>	<u>177,866</u>	<u>0.81%</u>

Approved Budget Variances from Prior Year:

	<u>Increases</u>	<u>Decreases</u>
Dues & Subscriptions	<u>1,000</u>	
Total	1,000	0
Net Increase		<u>\$1,000</u>

Ponca City Energy Financial Ratios							
		<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Current Ratio		4.49	3.56	16.52	10.81	10.58	4.82
Net Worth to Debt		3.31	3.37	4.05	4.10	3.68	4.02
Electric Sales to Purchased Power		1.49	1.52	1.59	1.6	1.6	1.61
Bad Debt Expense to Electric Sales		0.39%	0.39%	0.32%	0.36%	0.41%	0.43%
Net Income to Ponca City Energy		\$1,403,557	\$785,091	\$149,247	\$433,787	n/a*	\$2,479,569

*skewed by refinancing

MESO WINTER RATE SURVEY — 2014

UTILITY	500 kWh Residential	1,000 kWh Residential	1,000 kWh Commercial	10,000 kWh Commercial
Altus	\$59.57	\$170.57	\$90.01	\$720.01
Blackwell	\$73.13	\$304.53	\$137.00	\$1,127.00
Braman	\$67.28	\$239.12	\$124.56	N/A
Collinsville	\$55.88	\$195.75	\$102.50	\$941.75
Comanche	\$60.94	\$177.59	\$116.29	\$887.49
Cushing	\$54.34	\$196.35	\$110.07	\$1,013.14
Frederick	\$63.75	\$185.75	\$140.15	\$1,187.77
Geary	\$65.00	\$240.00	\$140.00	\$1,300.00
Hominy	\$51.37	\$178.87	\$107.24	\$944.24
Lexington	\$61.22	\$216.62	\$113.02	\$1,045.42
Lindsay	N/A	N/A	N/A	N/A
Mangum	\$61.78	\$229.58	\$352.19	\$3,393.90
Manitou	\$61.00	\$225.00	\$116.00	\$1,122.00
Mannford	\$55.24	\$190.11	\$110.55	\$1,011.20
Miami	\$45.52	\$182.10	\$58.64	\$586.42
Pawhuska	\$58.29	\$182.36	\$113.50	\$792.95
Pawnee	\$76.45	\$258.88	\$129.57	\$1,063.05
Perry	\$67.46	\$229.06	\$142.12	\$1,043.21
Ponca City	\$63.59	\$181.48	\$120.12	\$1,070.41
Poplar Bluff	\$56.74	\$157.03	\$136.43	\$875.78
Pryor	\$42.51	\$170.04	\$82.57	\$825.70
Purcell	\$58.41	\$171.01	\$112.12	\$845.66
Sallisaw	\$56.87	\$188.57	\$100.77	\$890.97
Skiatook	\$47.98	\$176.99	\$99.23	\$865.07
Spiro	\$59.95	\$153.49	\$102.00	\$748.66
Stillwater	\$62.26	\$162.55	\$142.79	\$947.06
Stillwell	\$48.05	\$197.20	\$109.10	\$872.30
Stroud	\$48.99	\$126.40	\$110.73	\$863.86
Tecumseh	N/A	N/A	N/A	N/A
Tonkawa	\$64.17	\$215.52	\$115.32	\$1,006.62
Wagoner	\$50.81	\$175.86	\$100.73	\$844.83
Walters	\$54.50	\$175.50	\$123.00	\$860.50
Waynoka	\$43.84	\$151.94	\$97.93	\$778.23
Wetumka	\$90.37	\$327.29	\$163.45	\$1,289.97
Yale	\$74.35	\$251.81	\$133.50	\$1,198.29

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

Ponca City Energy Fund – Distribution

Department Mission:

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

Fiscal 2014 Accomplishments:

- Tested 2,000 poles and replaced over 200 bad ones.
- Completed installation of new streetlights provided by Honeywell.
- Rerouted Bois d' Arc feeder along North Avenue for ODOT.
- Installed new substation transformer at Union Street Substation site.
- Installed more than 13 miles of fiber optic cable.
- Converted 3 miles of non-accessible primary overhead to underground.
- Installed 100 new WiFi radios to replace 100 older models.
- Installed a relay upgrade at Northwest Substation to improve reliability and increase network performance.
- Changed out nine bad wood transmission poles with steel poles.
- Installed two new pole-mounted transmission switches and replaced one bad transmission switch.
- Installed decorative street lights on three blocks of Grand Avenue.
- Built new 2-mile 3-phase 477 ACSR feeder east from Northeast Substation to serve the east side of West Lake Ponca.
- Built Union Street Substation to replace the Diesel Plant Substation.

Fiscal 2015 Objectives:

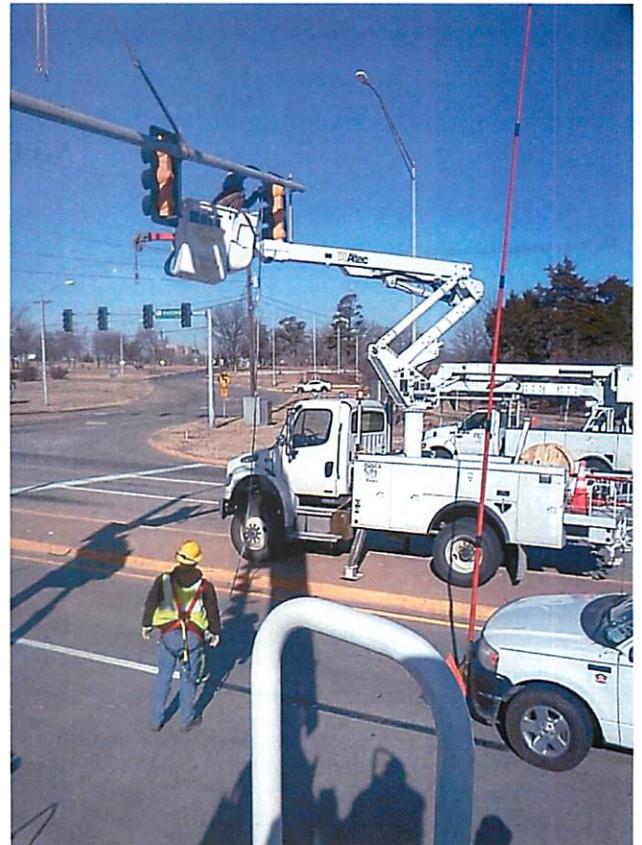
- Test 2,000 poles and replace bad ones.
- Convert 3 miles of non-accessible primary overhead to underground.
- Perform feeder modifications to improve reliability and flexibility during adverse weather.
- Perform substation relay upgrades at Dan Moran and McCord to improve reliability and increase network performance.
- Replace SCADA Master with Virtual Server Master.
- Relocate ½ mile of 477 feeder for Million Dollar Elm Casino.
- Construct fiber-optic extensions for new customers as required.

PCUA - Electric Distribution								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	2,249,082	1,930,394	2,022,177	2,126,248	1,595,872	2,207,027	80,779	3.80%
Material/Supplies	255,007	203,362	261,019	302,350	120,898	317,700	15,350	5.08%
Other Charges & Svcs	2,220,994	2,480,753	2,587,994	2,751,805	1,854,321	2,838,333	86,528	3.14%
Capital Outlay	1,086,406	1,421,293	1,724,543	2,505,000	1,763,834	2,105,000	(400,000)	(15.97%)
Debt Service	0	214,405	585,630	601,694	443,886	619,000	17,306	2.88%
Transfers	<u>5,567,495</u>	<u>5,809,369</u>	<u>5,507,639</u>	<u>5,655,603</u>	<u>4,336,499</u>	<u>5,785,074</u>	<u>129,471</u>	<u>2.29%</u>
Department Total	11,378,984	12,059,576	12,689,003	13,942,700	10,115,310	13,872,134	(70,566)	(0.51%)

Approved Capital:	Electric Distribution System Improvements	\$900,000
	Large Bucket Trucks (2)	\$500,000
	Distribution Reinforcement Program	\$400,000
	Street Lights	\$100,000
	SCADA Master Sever Software	\$90,000
	Skid Steer	\$65,000
	Fiber Optic	\$50,000



Thomas Alvarez and Junior Smith change out street lighting on West Prospect Road.



John Sindelar's crew changing out traffic signal bulbs on 7th & Harding/Highway 60 intersection.

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	36,956	Life Insurance	(802)
Part Time Salaries	4,000	Postage	(100)
FICA	2,135	Meter Support Services	(45,347)
Medicare	499	Street Lighting	(5,000)
Retirement Plan 2	5,755	Pickup Trucks	(75,000)
ICMA Retirement PCUA	16,159	Electrical Sub Station	(1,050,000)
Health Insurance	14,973	Debt Interest	(11,694)
Workers Compensation	1,104	Transfer to City Garage	<u>(20,000)</u>
Wearing Apparel	10,450		
Building Maintenance	5,000		
Printing	500		
Charges for General Services	74,075		
Credit Card Services	23,000		
Misc Contractual Services	4,300		
Community Promotions	30,000		
C/O Electrical System	200,000		
Electric Distribution System	100,000		
C/O Misc Other Capital	90,000		
Special Purpose Vehicles	275,000		
C/O Machines & Tools	65,000		
Debt Principal	29,000		
Transfer to General	139,471		
Transfer to Tech Services	<u>10,000</u>		
Total	1,137,377	Total	(1,207,943)
	Net Decrease		<u>(\$70,566)</u>

Personnel Summary:

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

Total Full Time Employees 25

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	23.34	23.34	24	24	25	25	25	25	25	25

Explanation: FY 07/08 the position of Office Specialist was no longer shared between funds but allocated to PCE at 100%.
 FY 09/10 the position of Utility Technician was added.



Solid Waste Collection

Department Mission: The Solid Waste Collection Department is a full service department providing residential collection, commercial collection, and roll-off services. This department provides a City Charter mandate of protecting public health, safety, and welfare. Established under the Ponca City Utility Authority the department operates as an enterprise fund and is funded completely by user fees.

- Fiscal 2014 Accomplishments:**
- Assisted Development Services in the disposal of debris from code enforcement activities.
 - Held safety and informational meetings to help employees have a better understanding of worksite safety.
 - Maintained certification of supervisory staff in the Management of Municipal Solid Waste Systems.
 - Advertised in the local Yellow Pages and area maps to educate the public about the services offered by the Solid Waste Division.
 - Worked with the City’s Marketing Specialist to promote recycling in the community.

- Fiscal 2015 Objectives:**
- Co-host the Biannual Household Hazardous Waste and Electronics Collection Day with Phillips66 Ponca City Refinery.
 - Work with Technology Services on the installation of the Paradigm routing and billing software.
 - Continue the Division’s commitment to employee education by holding safety and informational meetings in addition to attending city wide training sessions.
 - Assist the Department of Developmental Services in the disposal of debris generated from various programs.

PCUA - Solid Waste Collection								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	1,682,110	1,742,433	1,806,646	1,893,458	1,386,525	1,984,667	91,209	4.82%
Material/Supplies	34,834	37,618	47,127	46,600	31,255	51,700	5,100	10.94%
Other Charges & Svcs	202,038	164,782	186,657	184,293	123,958	225,864	41,571	22.56%
Capital Outlay	45,303	0	0	0	0	0	0	0.00%
Transfers	<u>1,272,723</u>	<u>1,338,082</u>	<u>1,268,301</u>	<u>1,349,948</u>	<u>982,684</u>	<u>1,390,763</u>	<u>40,815</u>	<u>3.02%</u>
Department Total	3,237,008	3,282,915	3,308,732	3,474,299	2,524,422	3,652,994	178,695	5.14%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	45,875	ICMA Retirement PCUA	(704)
Part Time Salaries	6,975	Life Insurance	(1,078)
FICA	2,749	Office Supplies	(200)
Medicare	643	Books & Periodicals	(300)
Retirement Plan 2	9,754	Hand Tools	(1,000)
Health Insurance	25,587	Misc Supplies	(1,000)
Workers Compensation	1,408	Maintenance & Service	<u>(2,000)</u>
Wearing Apparel	7,500		
Janitor Supplies	100		
Household Hazardous Waste	35,000		
Travel Expenses	2,000		
Charges for General	6,571		
Transfer to General	10,815		
Transfer to Tech Services	10,000		
Transfer to City Garage	<u>20,000</u>		
Total	184,977	Total	(6,282)
	Net Increase		<u>\$178,695</u>

Personnel Summary:

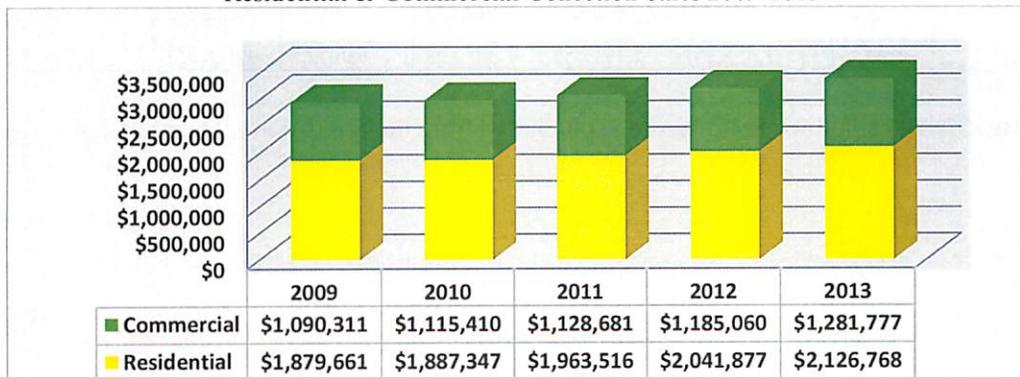
Environmental Svcs Director	.33	Solid Waste Collector	15
Solid Waste Superintendent	1	Office Specialist	1
Supervisor-Solid Waste	2	Loaders-Part Time	9
Senior Solid Waste Collector	12	Recycling Advocate	.5
Total Full Time Employees			31.83
Total Part Time Employees			9

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	32.33	31.33	31.33	32.33	32.33	32.33	31.83	31.83	31.83	31.83

Explanation: FY 06/07 the open position of Assistant Director of Environment Svcs was eliminated.
 FY 08/09 a new position of Recycling Coordinator was created.
 FY 11/12 the position of Recycling Coordinator was changed to Advocate and shared equally with Stormwater.
 (Employees shared between Funds) Environmental Services Director: **33% Solid Waste**; 34% Water Admin; 33% Wastewater Admin.

Residential & Commercial Collection Sales 2009-2013



Solid Waste - Landfill

Department Mission: The Ponca City Landfill is a State-authorized and licensed refuse disposal site governed by State and Federal regulations as to the handling of refuse disposed at this facility.

Fiscal 2014 Accomplishments:

- Fulfilled all reporting requirements for air quality, green house gas, and groundwater monitoring at the landfill site.
- Maintained certification of supervisory staff in the Management of Landfill Operations.
- Held safety meetings and group discussions to enhance employees' safety awareness and job knowledge.
- Achieved zero incident rate (no reportable injuries) for the calendar year of 2013.

Fiscal 2015 Objectives:

- Fulfill all monitoring and reporting requirements mandated by ODEQ and EPA.
- Minimize slope erosion by planting and maintaining vegetation on exposed intermediate covered areas.
- Continue Division's commitment to safety by holding safety meetings, group discussions, and attending city wide training sessions.
- Continue to assist City Departments in the disposal of refuse from various projects and code enforcement activities.

PCUA - Landfill								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	516,910	388,644	413,710	412,786	312,148	429,033	16,247	3.94%
Material/Supplies	8,759	10,411	9,639	16,150	6,610	16,600	450	2.79%
Other Charges & Svcs	95,780	98,706	119,727	134,273	64,418	137,797	3,524	2.62%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	12,500	12,500	12,500	12,500	12,500	12,500	0	0.00%
Transfers	<u>709,838</u>	<u>845,689</u>	<u>636,183</u>	<u>729,899</u>	<u>539,646</u>	<u>732,091</u>	<u>2,192</u>	<u>0.30%</u>
Department Total	<u>1,343,787</u>	<u>1,355,951</u>	<u>1,191,759</u>	<u>1,305,608</u>	<u>935,322</u>	<u>1,328,021</u>	<u>22,413</u>	<u>1.72%</u>

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	8,929	Computer Supplies	(50)
FICA	1,399	Misc Supplies	<u>(1,000)</u>
Medicare	327		
Retirement Plan 2	1,290		
Health Insurance	3,491		
Workers Compensation	811		
Wearing Apparel	1,500		
Electric Utilities	1,100		
Water Utilities	100		
Telephone Service Local	100		
Charges for General	1,824		
Education & Training	200		
Contingencies	200		
Transfer to General	<u>2,192</u>		
Total	23,463	Total	(1,050)
	Net Increase		<u>\$22,413</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>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	7	7	7	7	7	7	7	7	7	7



New landfill dozer clearing out trash.

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 Ponca City Landfill.

Fiscal 2014 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 2015 Objectives:

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

PCUA - Landfill Closure								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Transfer from Sld Wst	30,000	60,000	20,000	20,000	15,000	20,000	0	0.00%
Transfer from Landfill	90,000	180,000	60,000	60,000	45,000	60,000	0	0.00%
Interest Income	27,334	(95,829)	0	0	0	0	0	0.00%
Gain on Investment	0	223,320	0	0	0	0	0	0.00%
Total Revenues:	147,334	367,491	80,000	80,000	60,000	80,000	0	0.00%
EXPENDITURES								
Dues & Subscriptions	21,224	20,828	21,800	29,000	21,195	30,000	1,000	3.45%
Miscellaneous	0	0	0	1,000	0	1,000	0	0.00%
Total Expenditures:	21,224	20,828	21,800	30,000	21,195	31,000	1,000	3.33%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Dues & Subscriptions	1,000		
Total	1,000	Total	0
	Net Increase		<u>\$1,000</u>

Personnel Summary: None

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 2014 Accomplishments:**
- Funded the Depreciation Reserve by the required amounts.
 - Maintained the equipment replacement schedule.

- Fiscal 2015 Objectives:**
- Maintain a balanced depreciation schedule.
 - Fund upgrades and expansions associated with the operational demands of the Solid Waste Division.

PCUA - Solid Waste Equipment Reserve								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Transfer from Sld Wste	245,000	245,000	250,000	300,000	225,000	300,000	0	0.00%
Transfer from Landfill	245,000	245,000	250,000	300,000	225,000	300,000	0	0.00%
Interest Income	<u>25,861</u>	<u>18,570</u>	<u>17,312</u>	<u>15,000</u>	<u>12,073</u>	<u>20,000</u>	<u>5,000</u>	33.33%
Total Revenues:	515,861	508,570	517,312	615,000	462,073	620,000	5,000	0.81%
EXPENDITURES								
Capital Outlay	<u>100,118</u>	<u>13,122</u>	<u>535,169</u>	<u>1,250,700</u>	<u>880,745</u>	<u>1,051,000</u>	<u>(199,700)</u>	<u>(15.97%)</u>
Total Expenditures:	100,118	13,122	535,169	1,250,700	880,745	1,051,000	(199,700)	(15.97%)

Approved Capital:

Rear Load Packer Trucks (3)	\$627,000
Roll Off Truck	\$175,000
30/34 Yard Compactors (3)	\$105,000
Landfill Computer Software	\$33,000
4 x 4, 4 Door Pickup	\$30,000
2-6 Yard Rear Load Containers	\$30,000
6 Yard Compactors (2)	\$24,000
30 Yard Open Top Containers	\$15,000
Above Ground Storm Shelter	\$12,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Computer Capital Exp	33,000	C/O Land Improvements	(5,000)
C/O Buildings	12,000	Special Purpose Vehicles	(50,000)
Pickup Trucks	15,000	Landfill Equipment	<u>(429,000)</u>
Other Trucks	175,000		
Machinery & Equipment	<u>49,300</u>		
Total	284,300	Total	(484,000)
	Net Decrease		<u>(\$199,700)</u>

Personnel Summary: None

Utility Billing – Administration

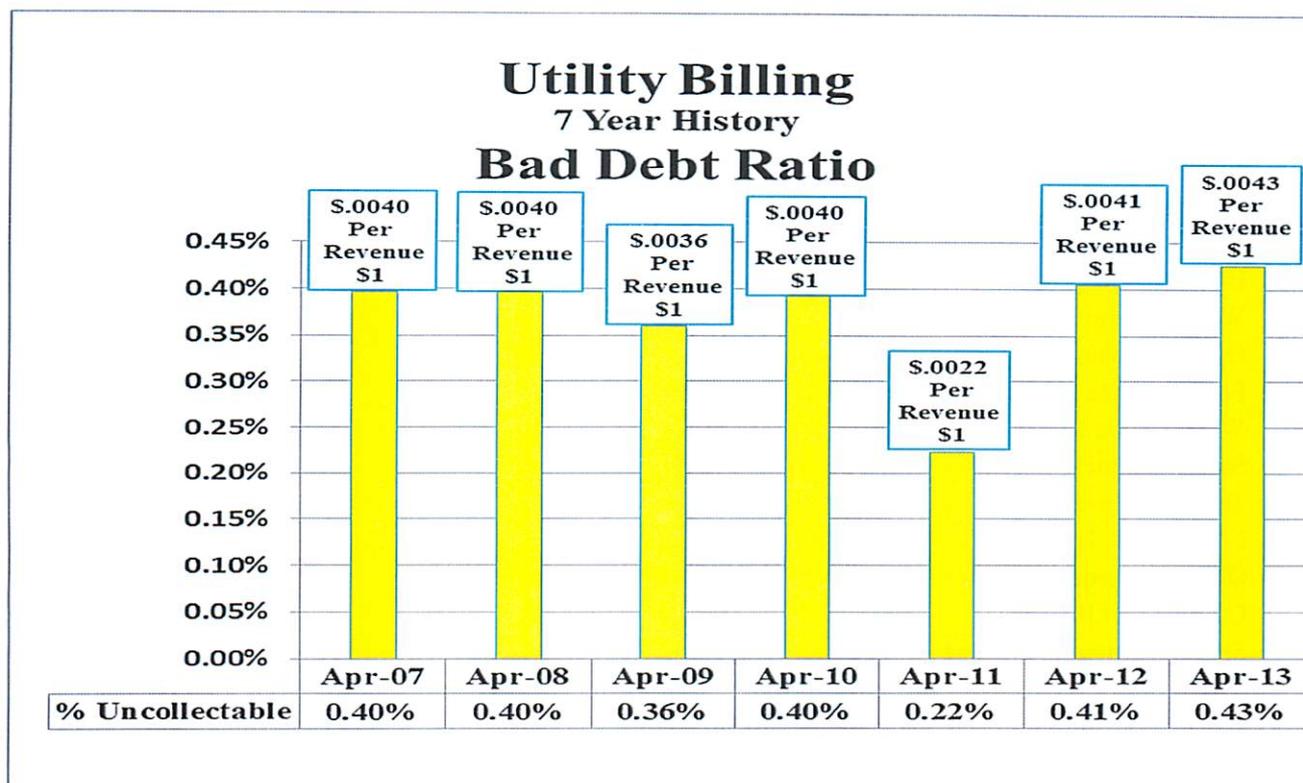
Department Mission: Utility Billing strives to provide accurate billing service and records to all PCUA (Ponca City Utility Authority) customers with prompt, professional, and courteous service.

- Fiscal 2014 Accomplishments:**
- Implemented procedures for scanning documents into Tyler Content Manager (TCM).
 - Began scanning daily leases/id's and applications with work orders into TCM.
 - Consulting and comparing current ETS and a new credit card company to provide best rate available to PCUA.
 - Beginning July of 2013, "Welcome to Ponca City" letters have been sent to new PCUA residents .
 - Began tracking types of payments as seen in table below:

Utility Payment Received (Checks, Cash, and Credit Cards)												
2013	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Window	7504	6636	6975	7240	7359	6752	7599	7599	7852	8288	7199	8501
Box	3682	3363	3445	3524	3305	3489	4166	3011	3514	3344	3256	3154
Mail	2449	1977	2353	2590	2357	1959	2554	2180	1934	2197	1819	2125
Internet	283	327	322	337	358	308	334	385	350	378	396	408
Window Payments for PCUA & General Funds												
2013	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Cash	2832	2573	2447	2786	2962	2822	2853	2980	3196	3288	2701	2847
Checks	2681	2352	2306	2638	2714	2531	2589	2599	2805	2864	2468	2892
Credit Cds	2232	2193	2007	2255	2175	2005	2147	2150	2295	2493	2140	2376
Automatic Drafts for PCUA Utility Accounts												
2013	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Bk Draft	2014	2021	2017	2038	2037	2043	2056	2052	2083	2084	2086	2083
CC Draft	456	464	472	474	477	478	485	480	483	486	491	487

- Fiscal 2015 Objectives:**
- Complete scanning 2012 and begin 2011 work orders with information into TCM.
 - Conduct a survey in billing for customer's interest in receiving their billing electronically.
 - Coordinate with Technical Services and Incode to send bills electronically if results are favorable.
 - Train with Court on their new technology and procedures.
 - Hire and train new Field Services Technician (previous retired after 33 years).

- Budget Highlights:**
- Community agencies, churches and tribal agencies contributed \$98,266.84 on customers' accounts in 2013.



PCUA - Utility Billing Administration								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Personal Services	393,566	402,166	404,045	426,299	297,862	449,480	23,181	5.44%
Material/Supplies	43,652	43,930	53,374	55,250	33,323	57,860	2,610	4.72%
Other Charges & Svcs	130,068	124,545	130,222	147,100	84,742	148,530	1,430	0.97%
Capital Outlay	12,908	0	0	0	0	17,000	17,000	0.00%
Transfers	<u>9,731</u>	<u>10,516</u>	<u>11,791</u>	<u>12,500</u>	<u>8,603</u>	<u>12,500</u>	<u>0</u>	<u>0.00%</u>
Department Total	589,925	581,157	599,433	641,149	424,530	685,370	44,221	6.90%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	7,668	ICMA Retirement PCUA		(1,181)
FICA	520	Telephone Service Local		(200)
Medicare	121	Outsource Bill Print		<u>(500)</u>
Retirement Plan 2	1,030			
Health Insurance	14,310			
Life Insurance	447			
Workers Compensation	266			
Office Supplies	2,400			
Food Supplies	150			
Waring Apparel	50			
Safety Material	10			
Travel Expenses	30			
Education & Training	50			
Office Equipment	50			
Collection of Bad Debt	2,000			
Special Purpose Equipment	<u>17,000</u>			
	Total	46,102	Total	(1,881)
		Net Increase		<u>\$44,221</u>

Personnel Summary:

Office Manager	1	Billing Clerk II	2
Field Service Representative	2	Billing Clerk I	3
Office Specialist	1	Billing Clerk I – Part Time	1
		Total Full Time Employees	9
		Total Part Time Employees	1

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	7	7	10	10	9	9	9	9	9	9

Explanation: FY 06/07 three Field Service Representatives were transferred from Meter Reader to Utility Billing.
 FY 09/10 one of the Field Service Representatives positions was eliminated as a result of the use of AMR (Automatic Meter Readers).



Wastewater Fund - Administration

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

- Fiscal 2014 Accomplishments:**
- Managed personnel files and facilities adequately to promote service provision and revenue generation.
 - Coordinated capital improvement needs for both the wastewater collection and treatment segments to ensure long-term financial feasibility and sustainability.
 - Worked diligently with Oklahoma Department of Environmental Quality (ODEQ), Oklahoma Water Resources Board (OWRB), City Management, and engineering consultant to carry out a difficult sewer interceptor replacement project. Challenges associated with working inside a refinery complex and close to active production units were overcome with all parties' efforts. The purpose of this project is to ensure reliable service to a developed 570 –acre area located in the Southwest part of Ponca City.

- Fiscal 2015 Objectives:**
- Continue to promote higher standards and higher efficiency throughout the department.
 - Enhance preventive maintenance programs to further reduce sewer overflows in the wastewater collection system.
 - Assist Ponca City Development Authority in its economic development efforts.
 - Work with the Industrial Pretreatment Coordinator on City's pretreatment program to improve customer satisfaction.

PCUA - Wastewater Administration								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	61,693	62,104	65,223	71,610	51,561	71,972	362	0.51%
Material/Supplies	1,010	1,014	837	1,500	206	1,530	30	2.00%
Other Charges & Svcs	184,439	188,415	200,103	219,881	158,668	229,770	9,889	4.50%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Debt Service	2,146,908	2,059,692	2,032,869	2,046,680	1,728,706	2,050,000	3,320	0.16%
Transfers	<u>574,730</u>	<u>694,217</u>	<u>636,217</u>	<u>665,586</u>	<u>499,190</u>	<u>688,354</u>	<u>22,768</u>	<u>3.42%</u>
Department Total	2,968,780	3,005,442	2,935,248	3,005,257	2,438,331	3,041,626	36,369	1.21%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>			<u>Decreases</u>
Full Time Salaries	1,500	Health Insurance		(1,513)
FICA	100	Debt Interest		(26,852)
Medicare	20	Agent Fee		<u>(5,000)</u>
Retirement Plan 2	158			
ICMA Retirement PCUA	97			
Office Supplies	30			
Travel Expenses	300			
Charges for General	9,589			
Debt Principal	35,172			
Transfer to General	12,768			
Transfer to Tech Services	<u>10,000</u>			
Total	69,734	Total		(33,365)
	Net Increase			<u>\$36,369</u>

Personnel Summary:

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

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	1.16	1.16	0.83	0.83	0.83	0.83	0.83	0.83	0.83	0.83

Explanation: FY 07/08 the position of Office Specialist was assigned to Ponca City Energy (PCE) and is no longer shared between funds Water, Wastewater and PCE.
(Employees shared between Funds) Environmental Services Director **33% Wastewater Admin;** 33% Solid Waste; 34%Water Admin. Administrative Secretary **50% Wastewater Admin;** 50% Water Admin

Wastewater Fund – Treatment

Department Mission:

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 safeguard the environment by maintaining the highest level of treatment at the lowest attainable cost to the community.

Fiscal 2014 Accomplishments:

- Successfully treated over 1.2 billion gallons of wastewater generated by residential, commercial, and industrial users.
- Successfully passed ODEQ’s annual compliance inspection of the treatment plant that consists of 20 key process units.
- Worked with engineers and construction contractors for the Osage Nation Liftstation Project.
- Worked with Tetra Tech engineers on the design of the new Briar Ridge Liftstation.
- Completed 3,171 maintenance and repair work orders for the treatment plant and liftstations.
- Helped administer the City’s Industrial Pretreat Program through monitoring and site inspections of the 7 Significant Industrial Users and 5 Non-Categorical Users.

Fiscal 2015 Objectives:

- Complete approved infrastructure projects on time and within budget.
- Continue division’s commitment to employee training and education in order to enhance job knowledge and safety awareness.
- Work with Tetra Tech engineers and contractor(s) to ensure successful construction of the new Briar Ridge Liftstation.

PCUA - Wastewater Treatment								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Personal Services	553,415	559,690	536,704	653,422	441,160	666,392	12,970	1.98%
Material/Supplies	250,158	242,957	278,472	276,975	134,208	282,700	5,725	2.07%
Other Charges & Svcs	439,247	479,489	463,922	527,900	274,301	540,000	12,100	2.29%
Capital Outlay	29,418	84,621	21,400	505,000	43,264	149,000	(356,000)	(70.50%)
Transfers	<u>93,499</u>	<u>102,552</u>	<u>108,242</u>	<u>114,945</u>	<u>68,983</u>	<u>114,945</u>	<u>0</u>	<u>0.00%</u>
Department Total	1,365,737	1,469,309	1,408,740	2,078,242	961,916	1,753,037	(325,205)	(15.65%)

Approved Capital:

Valve Replacement	\$80,000
Grit Classifier	\$60,000
Rehabilitate Grit Hopper	\$9,000

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	15,427	FICA	(283)
Medicare	223	Health Insurance	(4,489)
Retirement Plan 2	2,163	Life Insurance	(757)
Workers Compensation	686	Office Supplies	(200)
Wearing Apparel	125	Gas Utilities	(800)
Chemical Supplies	1,000	Wastwater Lift Station Impr	(320,000)
Laboratory Supplies	1,000	Pickup Trucks	(25,000)
Building Maintenance	100	Machinery & Equipment	<u>(20,000)</u>
Sanitary Sewer System Maint	3,700		
Electric Utilities	10,600		
Engineering Services	1,000		
Laboratory Fees	800		
Permit Fees	500		
Misc Capital Outaly	<u>9,000</u>		
Total	46,324	Total	(371,529)
	Net Decrease		<u>(\$325,205)</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>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	12	12	11.5	11.5	11.5	11	11	11	11	11

Explanation: FY 07/08 Superintendent is shared equally between funds of Water Production and Wastewater Treatment.
FY 10/11 the position of Superintendent shared between funds is now allocated to Water Production only.

Wastewater Fund – Collection

Department Mission: The Wastewater Collection Division maintains approximately 177 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 2014 Accomplishments:**
- Worked diligently with the engineer, contractor, and refinery staff for the successful completion of the interceptor replacement project. 6,680 feet of 12”, 16”, 18”, and 20” new sewer main that traverses across the refinery complex were installed by trenchless rehabilitation.
 - Helped the Ponca City Police Department in identifying and solving the sewer problem that had been ongoing in the station for several years.
 - Treated approximately 26,000 feet of sewer mains with root chemical to kill roots inside the mains in order to maintain the capacity and prevent sewer overflows.
 - Converted all sewer maps to paperless versions using iPads.

- Fiscal 2015 Objectives:**
- Enhance division’s preventive maintenance program to minimize sewer overflows.
 - Continue the division’s commitment to employee training.
 - Work closely with city management and consulting engineers to improve city’s wastewater collection infrastructure.

PCUA - Wastewater Collection								
EXPENDITURES:	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
				Personal Services	280,188	310,661		
Material/Supplies	63,537	56,401	96,044	104,950	28,431	107,000	2,050	1.95%
Other Charges & Svcs	23,195	23,162	22,906	30,550	22,186	51,200	20,650	67.59%
Capital Outlay	2,700	23,980	90,316	385,000	32,979	70,000	(315,000)	(81.82%)
Transfers	<u>61,048</u>	<u>51,501</u>	<u>44,601</u>	<u>54,422</u>	<u>35,686</u>	<u>61,422</u>	<u>7,000</u>	<u>12.86%</u>
Department Total	430,668	465,705	579,678	922,707	374,078	653,082	(269,625)	(29.22%)

Approved Capital: Contingency Wastewater Collection Projects \$70,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	6,051	FICA	(60)
Medicare	132	Life Insurance	(171)
Retirement Plan 2	1,186	Special Purpose Vehicles	<u>(335,000)</u>
Health Insurance	8,257		
Workers Compensation	280		
Misc Supplies	50		
Sanitary Sewer System Maint	2,000		
Gas Utilities	350		
Dues & Subscriptions	100		
Misc Contractual Services	20,000		
Misc Other Charges	200		
C/O Sewer System	20,000		
Transfer to City Garage	<u>7,000</u>		
Total	65,606	Total	(335,231)
	Net Decrease		<u>(269,625)</u>

Personnel Summary:

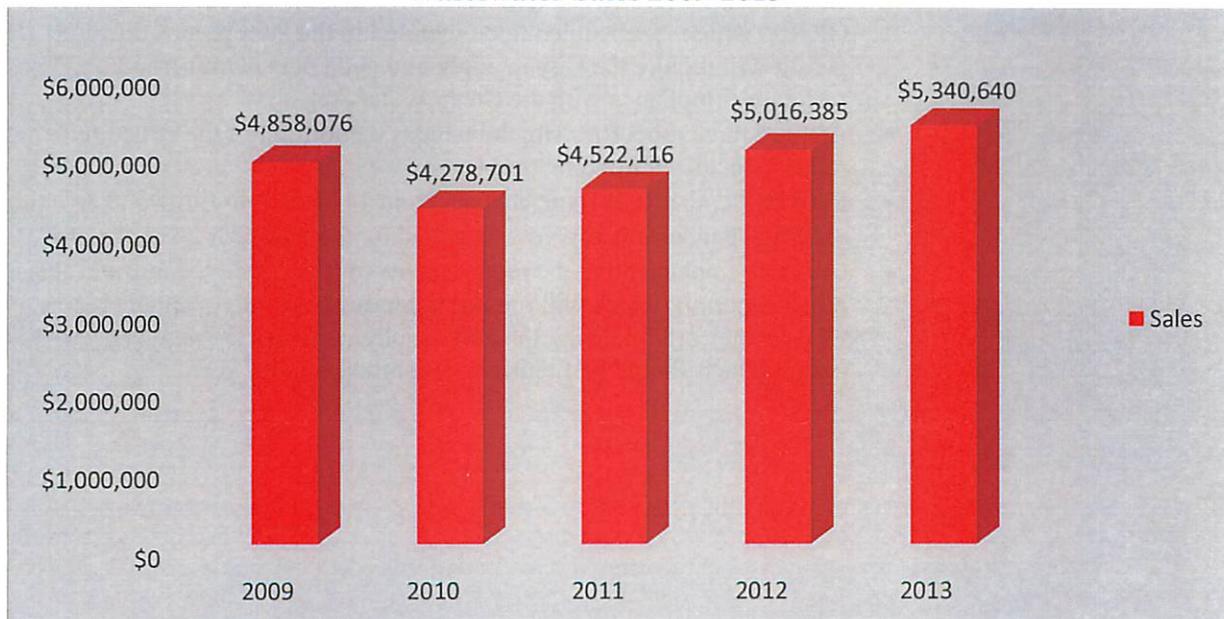
Supervisor	1	Maintenance Worker I	2
Maintenance Worker II	3		

Total Full Time Employees 6

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	6	6	6	6	6	6	6	6	6	6

Wastewater Sales 2009-2013



Stormwater Fund

Department Mission:

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

Fiscal 2014 Accomplishments:

- Completed revising the current stormwater ordinance to address the requirements set forth by EPA and ODEQ.
- Completed the eighth annual report outlining the progress of the City's program in meeting the requirements of the stormwater program.
- Demolished the property on Glenside, this project addresses a localized flooding problem and consisted of purchasing a property and demolition of the existing structure.
- Completed the rip-rap repair project at the Lake Ponca Spillway, this was a project from the April 8th, 2012 storm and was jointly funded by the stormwater utility and the FEMA hazardous mitigation program funds.
- Completed the erosion repair and channel repair project at the Ponca City Regional Airport, this was a repair project from the April 8th, 2012 storm and was jointly funded by the stormwater utility and the FEMA hazardous mitigation program funds.
- Completed the channel repair project at the Sunset Park, this was a repair project from the April 8th, 2012 storm and was jointly funded by the stormwater utility and the FEMA hazardous mitigation program funds.
- Proposed detention facility at Frazier Park is currently out for bid and construction is scheduled to be completed this year.
- Provided funds for the engineering and preparation of plans on the RCB Bank channel repairs as well as funding for a dam breach inundation study on the Cremer's Park Detention pond.

Fiscal 2015 Objectives:

- Review the current stormwater ordinance to meet the new general permit OKR04 which is scheduled to be released in the later part of this year. This permit will require the City to apply and get a new permit from ODEQ to maintain compliance with the Clean Water Act.
- Acquire three properties which includes demolition of the structure to provide relief to localized flooding problems.
- Reconstruct the RCB Bank channel from 14th Street to Elmwood Avenue, this existing channel was severely damaged by the April 8th, 2012 storm.
- Continue implementing the requirements for the City's Stormwater Phase II NPDES permit, which will include submitting the City's annual report to ODEQ, they are finalizing the new requirements for the new Phase II NPDES permit which should be finalized sometime later this year.

PCUA - Stormwater								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Stormwater Fee	192,952	198,773	339,568	367,300	279,626	401,000	33,700	9.18%
Other Revenues	<u>9,055</u>	<u>26,984</u>	<u>101,396</u>	<u>7,050</u>	<u>21,628</u>	<u>8,900</u>	<u>1,850</u>	<u>26.24%</u>
Total Revenues:	<u>202,007</u>	<u>225,757</u>	<u>440,964</u>	<u>374,350</u>	<u>301,254</u>	<u>409,900</u>	<u>35,550</u>	<u>9.50%</u>
EXPENDITURES:								
Personal Services	0	23,038	27,510	28,322	22,377	31,921	3,599	12.71%
Materials & Supplies	3,478	25,935	20,213	42,500	9,622	37,500	(5,000)	(11.76%)
Other Charges & Svcs	61,782	48,160	63,665	99,527	42,859	128,804	29,277	29.42%
Capital Outlay	57,629	24,224	150,180	305,000	101,450	400,000	95,000	31.15%
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0.00%</u>
Total Expenditures	<u>122,889</u>	<u>121,357</u>	<u>261,567</u>	<u>475,349</u>	<u>176,308</u>	<u>608,225</u>	<u>132,876</u>	<u>27.95%</u>

Approved Capital: Re-Construction of Stormwater Channel, 14th-Elm \$400,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	423	Life Insurance	(125)
FICA	58	Drainage Maintenance	(5,000)
Medicare	14	Printing	(2,000)
Retirement Plan 2	116		
Health Insurance	2,474		
Workers Compensation	39		
Vehicle Allowance	600		
Household Hazardous Waste	30,000		
Charges for General	1,277		
C/O Stormwater System	95,000		
Transfer to Tech Services	<u>10,000</u>		
Total	140,001	Total	(7,125)
	Net Increase		<u>132,876</u>

Personnel Summary:

Stormwater Advocate	.5	
Total Full Time Employees		.5

Personnel History:

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	.5	.5	0.5	0.5

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

Technology Services

Department Mission: Technology Services will be responsible for identifying, acquisition of, implementation, development, and providing organizational support for technology-based communication and information systems to deliver efficient and effective services to citizens.

Fiscal 2014 Accomplishments:

- Managed wireless network with over 17,000 daily users.
- Installed 10GB fiber single link to Disaster Recovery site.
- Installed Virtual Server infrastructure and converted physical servers to virtual servers.
- Installed Backup and Disaster Recovery hardware and software to remote offsite location using 10GB backbone and 5 minute interval snapshots.
- Expanded our fiber foot print to encompass 13 new business customers and over 360 miles of fiber.
- Added two more Doctors to Hospital fiber WAN for medical communications.
- Increased broadband backhaul to 500 MB.
- Helped City Departments expand Tyler Content Management usage.
- Provided day-to-day user support on over 85 city applications and 296 users.
- Installed new camera security for various areas around Ponca City.
- Upgraded Wireless Mesh to version 8.4.
- Upgraded single channel Tropos radios to multi-channel to improve coverage.
- Worked with Fire Department to get Tropos boosters and Ipads in most vehicles.
- Continued working with PCE on installing Milsoft Outage Management and Interactive Voice Response System.
- Presented at Utilities Telecom Council Conference in Phoenix, AZ.
- Wireless system now has over 17,000 users daily including City employees and citizens, over 1.4 TB of data daily is being used on the system, this continues to lead United States in usage and number of users. The network has been used to demonstrate to others what a mesh system should look like at several national conferences again this year.
- Converted all desktops to virtual using an IPAD, remote laptop, desktop, or device with Internet connection which allows employees access to data that was previously only available at a desk. This allows the City to continue to improve its customer service to citizens and businesses.
- Director continued to serve as state President of OGITA.
- Added a new position of Assistant Director.
- Trained employees how to utilize Tyler Content Manager and begin the paperless conversion process in several departments.
- Served on the Oklahoma Municipal League's (OML) conference planning committee to chair three education tracts, a booth, and several seminars.

Fiscal 2015 Objectives:

- Continue to enhance Virtual Desktops.
- Connect 15 new businesses to fiber optic backbone.
- Continue to rollout and enhance mobile applications and hardware.
- Continue Content Management implementation.

- Continue to enhance wireless network by adding more fiber and converting nodes to gateways.
- Continue to support internal departments and solutions.
- Continue to support Cable channel.
- Continue to keep new web site evergreen.
- Explore and implement green solutions where possible.
- Upgrade City software as needed and required.
- Convert camera servers to new software.
- Evaluate and upgrade camera servers as needed.

Technology Services								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Transfers	547,495	547,495	623,845	705,000	531,250	755,000	50,000	7.09%
Misc. Receipts	<u>0</u>	<u>39</u>	<u>0</u>	<u>0</u>	<u>120</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	<u>547,495</u>	<u>547,534</u>	<u>623,845</u>	<u>705,000</u>	<u>531,370</u>	<u>755,000</u>	<u>50,000</u>	<u>7.09%</u>
EXPENDITURES								
Personal Services	259,930	248,390	256,075	369,521	255,107	369,174	(347)	(0.09%)
Material & Supplies	145,636	89,698	100,029	158,500	92,852	159,000	500	0.32%
Other Charges & Svcs	127,412	183,034	160,406	198,753	144,671	213,600	14,847	7.47%
Capital Outlay	0	0	89,458	0	11,500	0	0	0.00%
Transfers	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>3,226</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	<u>536,204</u>	<u>524,348</u>	<u>609,194</u>	<u>730,000</u>	<u>507,356</u>	<u>745,000</u>	<u>15,000</u>	<u>2.05%</u>

Approved Capital	2013 Exchange Server Upgrade Network Conditioned UPSes	(CIP Fund) \$35,000 (CIP Fund) \$6,000
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Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	2,168	ICMA Retirement PCUA	(6,217)
FICA	644	Life Insurance	<u>(140)</u>
Medicare	159		
Health Insurance	2,059		
Workers Compensation	280		
Vehicle Allowance	700		
Office Supplies	500		
Misc Professional Service	7,500		
Maintenance & Service	<u>7,347</u>		
Total	21,357	Total	(6,357)
Net Increase		<u>15,000</u>	

Personnel Summary:

Technology Services Director	1	Computer Services	1
Assistant T/S Director	1	Computer Technician	1

Total Full Time Employees 4

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	3	3	3	3	3	3	3	3	4	4

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

Other Enterprise Funds

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

Budgeted Other Enterprise Funds for Fiscal 2014-15 are:

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



Golf Course

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

Fiscal 2014 Accomplishments:

- Filled in front bunker on #18 to enhance play to green.
- Used top dresser on more consistent basis to improve speed and root system of greens.
- Completed flower beds at Pro Shop Entrance to enhance appearance.
- Installed a new filtration system to address the zebra mussel issue and reduce maintenance time on the irrigation system.
- Instituted new set of tees (Silver).
- Continued with Growth of the Game initiatives by the PGA to help grow the game.
- Increased concession sales by 5% by keeping tournament food in house.

Fiscal 2015 Objectives:

- Reforestation behind #8 green and #17 fairway.
- Continue to improve clubhouse surroundings and flower beds.
- Re-deck #3 and #6 bridge.
- Continue to build new tees.
- Work with local tribes to Grow the Game.
- Increase Pro Shop Sales by 5% with aggressive marketing, new shop policies, and new product.
- Create new ways to play for the public i.e. leagues nights, family nights, and executive women's league.
- Reposition multiple irrigation heads for better distribution of water.
- Paint silver boundary posts.
- Increase concession sales by 5% by new marketing campaign at Lake Ponca.



Enterprise Funds - Golf Course								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Annual Green Fees	65,744	57,878	57,479	60,000	12,275	57,383	(2,617)	(4.36%)
Daily Green Fees	125,047	152,512	139,480	152,000	80,345	100,000	(52,000)	(34.21%)
Tournament Fees	0	0	0	0	0	45,000	45,000	0.00%
Pro Shop Sales	96,751	95,916	98,196	99,000	51,640	99,000	0	0.00%
Golf Cart Rentals	112,081	135,443	121,303	130,000	61,776	130,000	0	0.00%
Private Cart Fees	22,097	10,040	9,893	9,600	0	9,600	0	0.00%
Daily Cart Rentals	572	0	600	0	0	0	0	0.00%
Cart Trail Fees	0	401	143	500	78	400	(100)	(20.00%)
Sales Tax Paid	0	1,717	574	0	0	0	0	0.00%
Concession	61,377	61,828	60,327	65,000	38,655	70,000	5,000	7.69%
Contrib from Funds	348,415	260,000	260,000	260,000	195,000	260,000	0	0.00%
Cash Over/Short Rev		1,170	(1)	0	0	0	0	0.00%
Other Revenues	<u>1,277</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,030</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	833,361	776,905	747,995	776,100	441,799	771,383	(4,717)	(0.61%)
EXPENDITURES								
Personal Services	438,900	449,113	463,590	479,196	349,202	468,754	(10,442)	(2.18%)
Material & Supplies	89,968	91,565	89,161	97,875	62,856	96,800	(1,075)	(1.10%)
Other Charges & Svcs	166,118	175,155	171,944	175,950	100,715	182,750	6,800	3.86%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>23,154</u>	<u>23,356</u>	<u>22,897</u>	<u>23,079</u>	<u>16,133</u>	<u>23,079</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	718,140	739,189	747,593	776,100	528,906	771,383	(4,717)	(0.61%)

Approved Capital:

Toro 4010D Groundsmaster
3150X Greens Mower

(CIP Fund) \$76,000
(CIP Fund) \$30,000

Approved Budget Variances from Prior Year

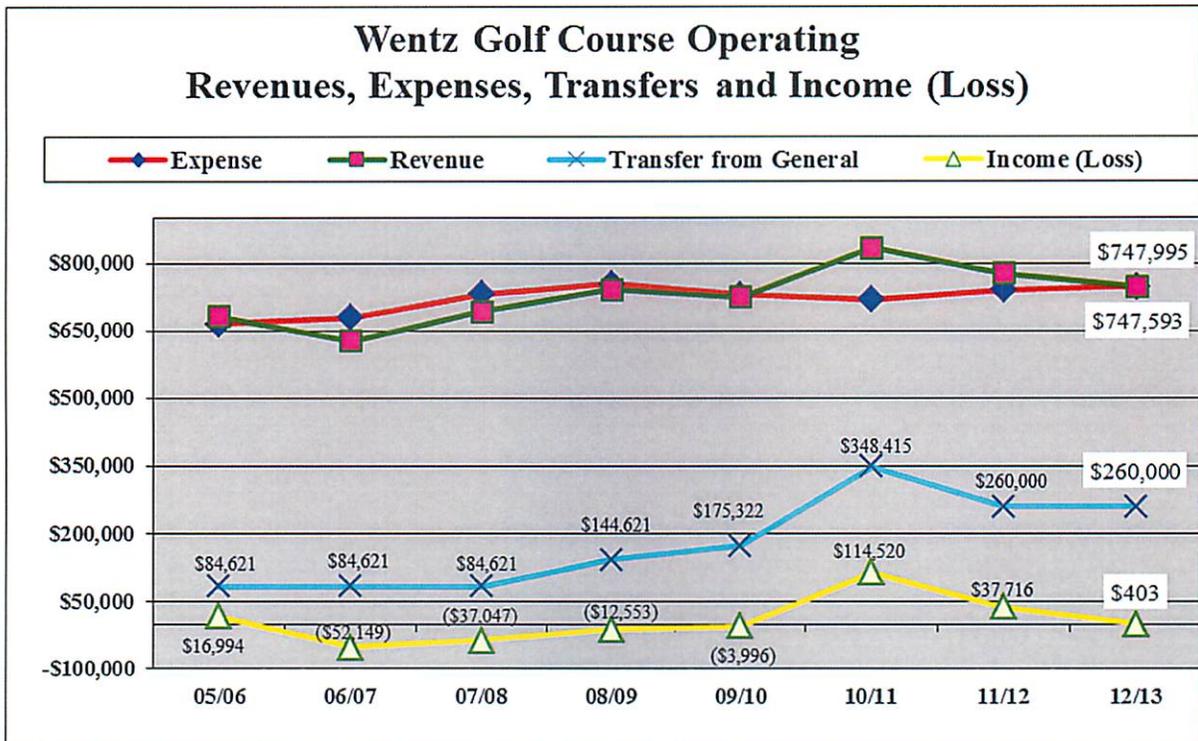
	<u>Increases</u>		<u>Decreases</u>
Part Time Salaries	4,840	Full Time Salaries	(8,733)
Retirement Plan 1	147	Health Insurance	(6,090)
Janitor Supplies	350	Life Insurance	(155)
Safety Material	150	Workers Compensation	(451)
Equipment & Tools Maint	750	Wearing Apparel	(75)
Travel Expenses	1,500	Motor Fuel	(250)
Advertising	1,750	Medical Supplies	(200)
Dues & Subscriptions	550	Landscape Supplies	(300)
Golf Cart Contract Fee	4,100	Buildings Maintenance	(1,000)
Credit Card Fees	500	Trees & Shrubbery	(250)
Misc Contractual Service	<u>150</u>	Misc Repair & Maint	(250)
		Gas Utilities	(1,000)
		Telephone Service Local	(250)
		Printing	(100)
		Engineering Services	(100)
		Maintenance & Service	(150)
		Pest Control	<u>(150)</u>
Total	14,787	Total	(19,504)
	Net Decrease		<u>(4,717)</u>

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>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</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 2012/13 utility expense was approximately \$19,983.

Marland Estate Fund

Department Mission:

The mission of the Marland Estate is to preserve this historic landmark, to educate the public about E.W. Marland, founder of the Marland Oil Company, and his family, and to create an authentic atmosphere which portrays the Marland lifestyle during the 1920's and 1930's. Additional museums on the estate grounds relate to the historic interpretation of the Estate: The Marland Oil Museum, The Bryant Baker Gallery and Artist Studio, and Lydie's Cottage, which contains the Marland Family History.

Fiscal 2014 Accomplishments:

- Completed the pond near the Estate entrance, with the placement of plantings and large native stones.
- Completed the lighting and landscaping of the Lydie and George statues.
- The Marland Estate Foundation raised \$34,000 from sales at the 2013 Oktoberfest.
- Replaced the fountain in Lake Whitemarsh.
- Upgraded employee-only areas by blocking entrances with new stanchions and new velvet ropes.
- Created new display in third floor cedar closet.
- Hosted 9,354 guests and 127 events in 2013.
- Received \$32,725 in donations on behalf of the Marland Estate Foundation, as well as another \$3,900 in volunteer grants and matching gift funds from Phillips 66.

Fiscal 2015 Objectives:

- Further partner with Marland's Grand Home to better educate the public via interactive audio tours used in conjunction with contemporary smart phones.
- Continue Mansion restoration work addressing north terrace, east terrace, wrought iron, and plaster.
- Complete the Poker Room restoration project with wall sconces & paneling.
- Enhance the Marland Estate webpage.
- Promote the Bryant Baker Gallery with direct mailings.
- Upgrade Ponca Military Academy display in Oil Museum.
- Continue to partner with Oklahoma Tourism & Recreation Department's Fulfillment Program.

Enterprise Funds - Marland Estate								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Outside Revenue	0	0	0	0	0	13,800	13,800	0.00%
Charges for Services	155,266	153,968	138,714	146,450	102,361	138,500	(7,950)	(5.43%)
Contribution from Funds	148,378	148,378	148,378	148,378	111,284	148,378	0	0.00%
Other Revenues	<u>2,006</u>	<u>1,146</u>	<u>846</u>	<u>11,000</u>	<u>496</u>	<u>1,000</u>	<u>(10,000)</u>	<u>(90.91%)</u>
Total Revenues:	305,650	303,492	287,938	305,828	214,141	301,678	(4,150)	(1.36%)
EXPENDITURES								
Personal Services	204,460	217,728	214,440	215,687	166,201	221,461	5,774	2.68%
Material & Supplies	28,363	31,355	31,941	36,225	27,851	36,714	489	1.35%
Other Charges & Svcs	27,891	29,342	31,142	43,978	20,051	41,359	(2,619)	(5.96%)
Capital Outlay	0	0	2,827	10,000	0	13,800	3,800	38.00%
Transfers	<u>27,045</u>	<u>26,289</u>	<u>26,711</u>	<u>27,154</u>	<u>20,187</u>	<u>27,654</u>	<u>500</u>	<u>1.84%</u>
Total Expenditures:	287,759	304,714	307,062	333,044	234,290	340,988	7,944	2.39%

Approved Capital: Continuation of Patterned Concrete East Side (CIP Fund) \$16,800
 Historic Survey of Plantings & Gardens (MEF Donation) \$13,800
 Phase II Glazing, Sealing, Painting Ext. (CIP Fund) \$5,000
 5 Ton Air Condenser (CIP Fund) \$2,646

Approved Budget Variances from Prior Year

	<u>Increases</u>			<u>Decreases</u>
Full Time Salaries	3,650	Office Supplies		(300)
FICA	333	Gas Utilities		(3,000)
Medicare	82	Telephone Service Local		(1,838)
Retirement Plan 1	703	C/O Building Addition		<u>(10,000)</u>
Health Insurance	846			
Workers Compensation	160			
Wearing Apparel	373			
Archival Supplies	100			
Buildings Maintenance	300			
Grounds Maintenance	16			
Advertising	100			
Printing	2,000			
Maintenance & Service	119			
Exterior & Grounds Impr.	13,800			
Transfer to Info Services	<u>500</u>			
Total	23,082	Total		(15,138)

Net Increase \$7,944

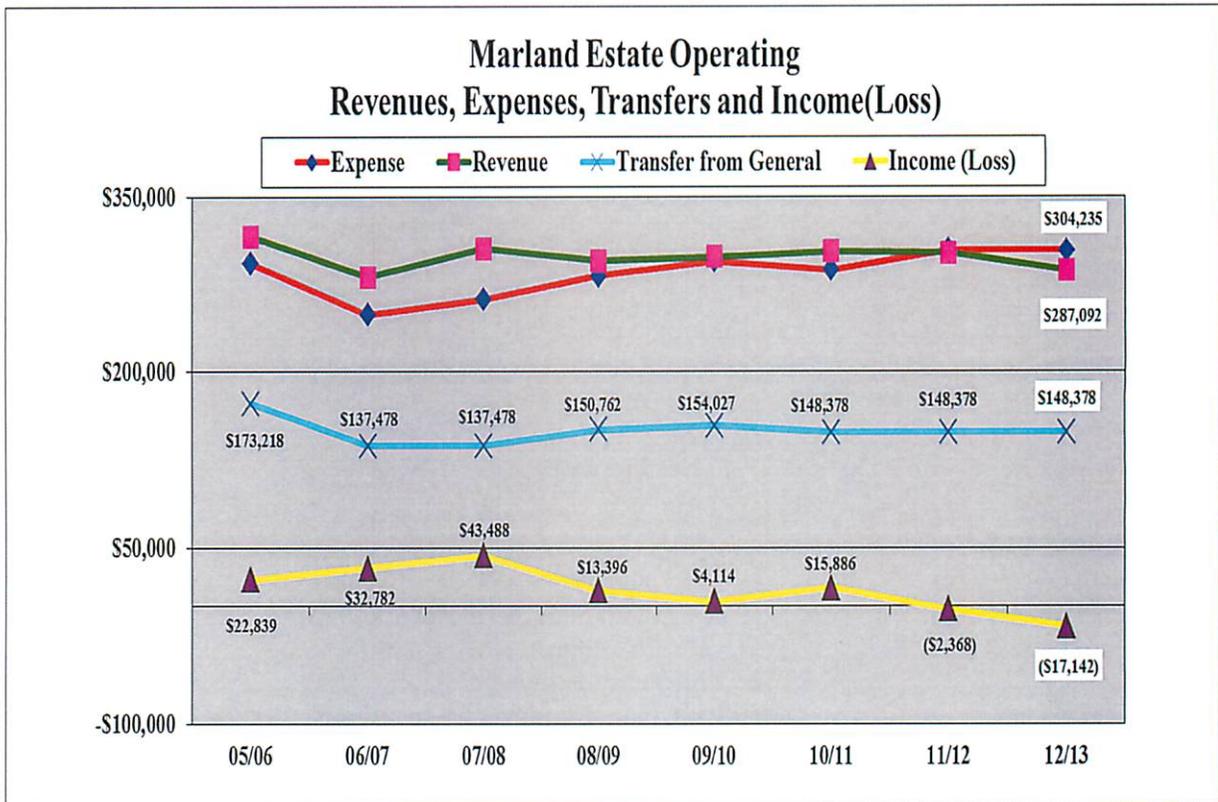
Personnel Summary:

Estate Director	1	Gift Shop Attendant/Events Coordinator	1
Operations Assistant	1	Gift Shop Attendant – Part Time	2
Maintenance Worker II	1	Custodian – Part Time	1
Total Full Time Employees			4
Total Part Time Employees			3

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	3	3	3	4	4	4	4	4	4	4

Explanation: FY 08/09 the Operations Assistant position was changed from part time to full time.



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 2012/13 utility expense was approximately \$47,227.

Airport Grants

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

Fiscal 2014 Accomplishments: • Received a grant for the runway stripping project.

Fiscal 2015 Objectives: • Receive non-primary entitlement funds for improvements.

Enterprise Funds - FAA Grant								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Intergovernmental	610,664	158,230	186,333	161,000	0	165,000	4,000	2.48%
Contributions from Funds	8,000	0	0	16,667	16,667	16,667	0	0.00%
Other Revenues	0	4,500	0	0	0	0	0	0.00%
Total Revenues:	618,664	162,730	186,333	177,667	16,667	181,667	4,000	2.25%
EXPENDITURES								
Other Charges & Services	0	0	0	0	0	0	0	0.00%
Capital Outlay	642,793	140,051	80,666	177,667	0	181,667	4,000	2.25%
Total Expenditures:	642,793	140,051	80,666	177,667	0	181,667	4,000	2.25%

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

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Oklahoma Flight Academy	4,000			
Total	4,000		Total	0
	Net Increase			<u>4,000</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 standards set forth by the FAA and OAC while promoting the Ponca City Regional Airport as the best in Oklahoma.

Fiscal 2014 Accomplishments:

- Hosted over 4,800 people attending the monthly fly-in breakfast meetings in 2014.
- Hosted the Northern Oklahoma Flight Academy with the maximum number of 35 participants for the ninth consecutive year.
- Painted and re-labeled all of the fuel farms.
- Repaired the perimeter fencing around the terminal building.

Fiscal 2015 Objectives:

- Increase fuel sales at the Ponca City Regional Airport by 2%.
- Repair the exterior walls by power washing and painting the exterior walls of Buildings #2 and #3.

Enterprise Funds - Airport								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Licenses & Permits	0	0	430	0	0	0	0	0.00%
Charges for Services	985,900	1,176,670	1,028,963	1,065,500	685,184	932,500	(133,000)	(12.48%)
Contrib from Funds	139,427	103,446	103,446	103,446	77,585	103,446	0	0.00%
Other Revenues	<u>846</u>	<u>330</u>	<u>329</u>	<u>300</u>	<u>(3,188)</u>	<u>500</u>	<u>200</u>	<u>66.67%</u>
Total Revenues:	1,126,173	1,280,446	1,133,168	1,169,246	759,581	1,036,446	(132,800)	(11.36%)
EXPENDITURES								
Personal Services	303,320	263,129	256,576	282,812	215,769	290,513	7,701	2.72%
Material & Supplies	537,226	878,644	733,008	760,375	456,194	642,800	(117,575)	(15.46%)
Other Charges & Svcs	45,233	41,648	43,475	46,377	36,134	47,700	1,323	2.85%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers	<u>75,367</u>	<u>74,802</u>	<u>77,991</u>	<u>79,682</u>	<u>60,022</u>	<u>79,682</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	961,146	1,258,223	1,111,051	1,169,246	768,119	1,060,695	(108,551)	(9.28%)

Approved Capital: Current Model AWD SUV Style Vehicle (CIP Fund) \$28,000
 HVAC Unit Replacements (3) (CIP Fund) \$22,000
 Repair Terminal Perimeter Fencing (CIP Fund) \$10,000

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	5,721	ICMA Retirement	(1,379)
FICA	242	Life Insurance	(268)
Medicare	57	Food Supplies	(100)
Retirement Plan I	1,158	Wearing Apparel	(3,025)
Health Insurance	2,057	Fuel	(120,000)
Workers Compensation	113	Education & Training	<u>(200)</u>
Office Supplies	400		
Janitor Supplies	600		
Medical Supplies	150		
Traffic Control Supplies	1,000		
Hand Tools	400		
Buildings Maintenance	1,000		
Grounds Maintenance	1,000		
Equipment & Tools	500		
Misc Repair	500		
Travel Expenses	500		
Dues & Subscriptions	100		
Credit Card Fees	<u>923</u>		
Total	16,421	Total	(124,972)
	Net Decrease		<u>(108,551)</u>

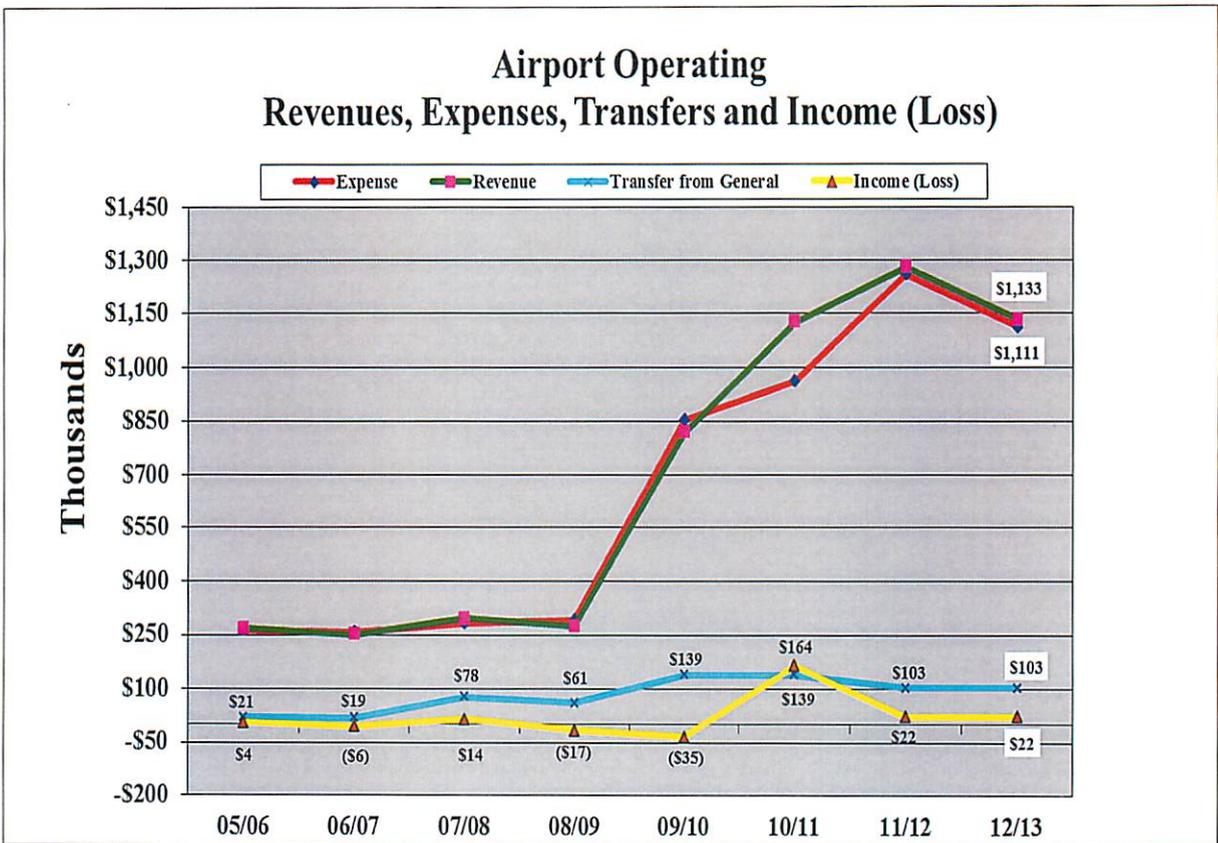
Personnel Summary:

Airport Manager	1	Maintenance Worker II	1
Skilled Maintenance Tech.	2	Maintenance Worker II-Part time	4
Total Full Time Employees			4
Total Part Time Employees			4

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	3	3	3	3	5	5	4	4	4	4

Explanation: FY 09/10 two Skilled Maintenance Technicians position were added to facilitate fuel sales and one part time position was eliminated.
FY 11/12 one position of Maintenance Worker II was changed to a part 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 12/13 utility expense was approximately \$20,999.
 In September 2009 the Airport acquired fueling operations from Greenwood Aviation.

Internal Service Funds

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

Budgeted Internal Service Funds for Fiscal 2014-15 are:

Insurance Fund
City Garage Fund



Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Property/Boiler/EDP	6,000	Airport Liability	(5,000)
Crime Coverage	3,000	Electric Data Process Equip	(6,000)
Airport Public Entity	<u>5,000</u>	Fidelity Treasurer Bond	(3,000)
		Claims	<u>(1,000)</u>
	Total	Total	(15,000)
	Net Decrease	(1,000)	

Personnel Summary: None

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 2014 Accomplishments:**
- Currently at an 85% mechanic productivity pace and will continue to strive to meet the original goal of 90%.
 - Evaluated possibilities of using an outside web-based program to dispose of City Surplus, after review the program did not provide any more exposure or potential profit than the current system.
 - Worked with all City Departments on maintaining City equipment regularly serviced to keep costs down.

- Fiscal 2015 Objectives:**
- Work with City Divisions to obtain equipment and vehicles that will be utilized to their maximum potential and remove obsolete and under-utilized equipment and vehicles from inventory.
 - Achieve a mechanic productivity of 90%.
 - Maintain, service, and repair vehicles that meet or exceed manufacturer specifications to include federal, state, and local regulations.
 - Increase the awareness of Personnel on the need to support the Preventative Maintenance Service program for vehicles and equipment.
 - Stay abreast of automotive equipment as it pertains to computer technology by obtaining skilled training for shop mechanics as it pertains to diagnostics repair methods.

Internal Service - City Garage								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Charges for Services	1,406	2,031	2,069	2,000	1,316	2,000	0	0.00%
Contribution from Funds	1,555,723	1,682,453	1,617,551	1,756,000	1,238,165	1,749,000	(7,000)	(0.40%)
Other Revenues	307	2,550	0	0	0	0	0	0.00%
Total Revenues:	1,557,436	1,687,034	1,619,620	1,758,000	1,239,481	1,751,000	(7,000)	(0.40%)
EXPENDITURES								
Personal Services	206,578	208,297	216,034	224,268	158,673	235,970	11,702	5.22%
Material & Supplies	1,276,684	1,436,147	1,355,375	1,488,352	1,079,003	1,469,600	(18,752)	(1.26%)
Other Charges & Svcs	20,500	19,162	22,277	27,800	13,933	27,850	50	0.18%
Capital Outlay	0	0	0	0	0	0	0	0.00%
Transfers		17,580	17,580	17,580	15,685	17,580	0	0.00%
Total Expenditures:	1,503,762	1,681,186	1,611,265	1,758,000	1,267,294	1,751,000	(7,000)	(0.40%)

Approved Capital: Tour Bus (Hotel/Motel Tax) \$150,000

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>
Full Time Salaries	3,831	Life Insurance	(199)
FICA	239	Motor Fuel	(33,052)
Medicare	56	Gas Utilities	<u>(1,000)</u>
Retirement Plan 1	662		
Health Insurance	6,999		
Workers Compensation	114		
Office Supplies	100		
Wearing Apparel	200		
Motor Vehicle Parts	11,000		
Equipment & Tools Maint	3,000		
Solid Waste Services	50		
Misc Contractual Services	<u>1,000</u>		
Total	27,251	Total	(34,251)
	Net Decrease	<u>(7,000)</u>	

Personnel Summary:

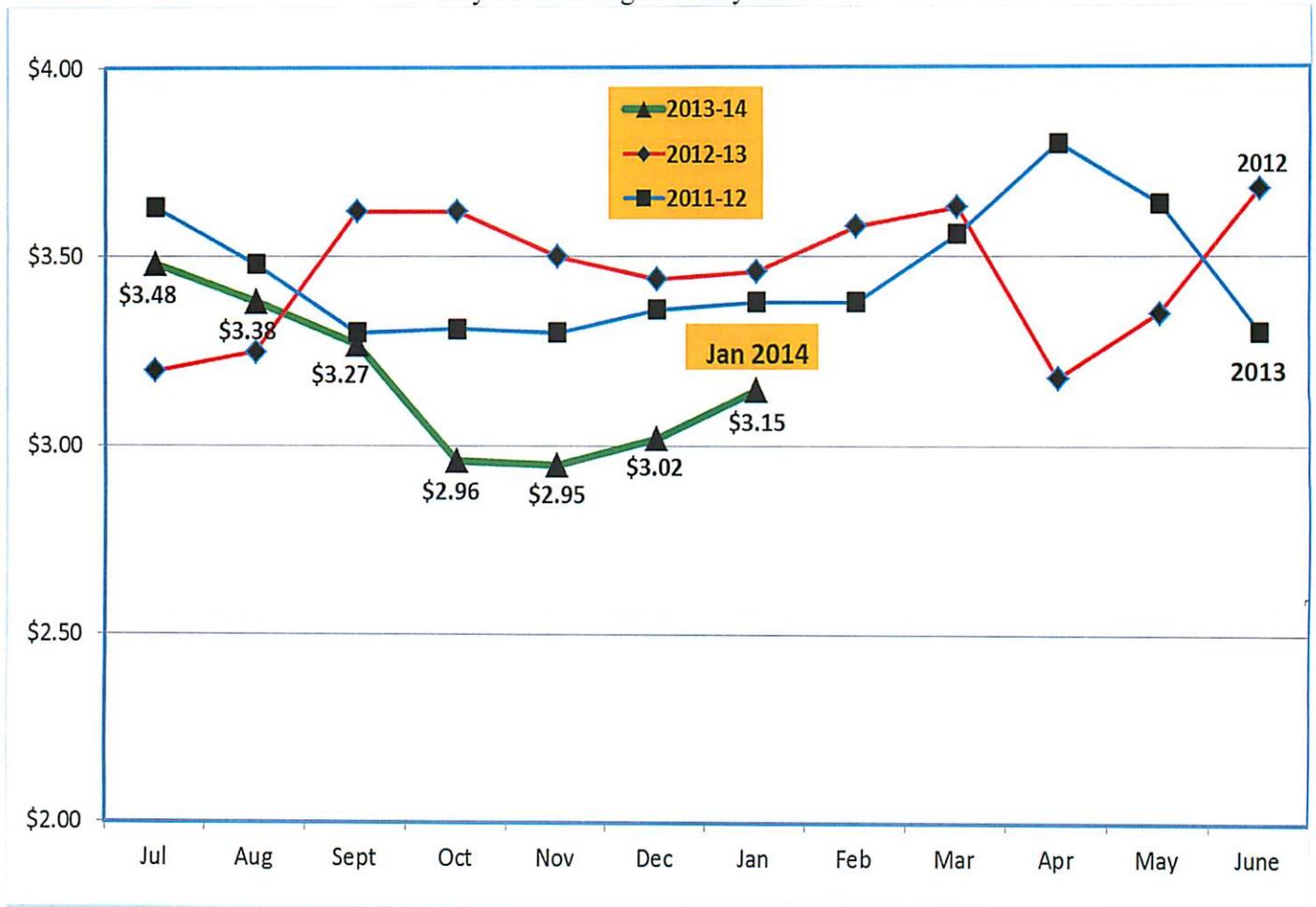
Superintendent of City Garage	1	Warehouse Storekeeper	1
Mechanic	2	Bus Driver – Part Time	1

Total Full Time Employees 4
Total Part Time Employees 1

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	5.5	5	5	5	5	5	4	4	4	4
Explanation:	FY 06/07 the position of Administrative Secretary shared equally between City Garage and Street Department has been absorbed by the City Manager's Administrative Secretary. FY 10/11 one mechanic position was eliminated.									

Average Fuel Price Per Gallon Paid by Departments July 2012 through January 2014



Trust Funds

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

Budgeted Trust Funds for Fiscal 2014-15 are:

Cann Estate Fund
Matzene Book Fund
Recreation Center Fund
Street Improvement Project Trust Fund
Economic Development Trust Fund

City of
PONCA
City
Oklahoma

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 2014 Accomplishments:**
- Partnered with the Master Gardeners Club to clean and upgrade the Cann Garden Pond, contracted Shades of Green Landscaping, LLC, to do the cleaning and install the new equipment.
 - Removed the upstairs bathroom in the Cann House and repaired soil pipes to stop leakage and sewer odor from coming into the house.
 - Partnered with Street Department to solve a Cann Garden safety issue, by pouring a concrete slab to support a concrete picnic table and bench which was previously unstable.
 - Attended the Native Plant Materials Conference at Oklahoma State University.

- Fiscal 2015 Objectives:**
- Continue to maintain gardens as described in our Department Mission.
 - Maintain our Tree City designation by removing dead, diseased and dying trees and replacing them with healthy trees.
 - Work with garden clubs to provide the Herb Festival at the garden.
 - Maintain a safe, clean facility by installing five additional concrete slabs annually until all picnic tables and benches are safely supported.
 - Replace the Carry-All cart with a new vehicle.
 - Partner with the garden clubs to repair patio and install a large shade structure over the patio. Complete the planning and design phase in 2014-15.

Budget Highlights: Partnered with Master Gardeners to clean and upgrade the Cann Garden pond saving \$2,658.

Trust Funds - Cann Estate								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Outside Revenue	25,000	25,000	170	0	25,050	25,000	25,000	0.00%
Charges for Services	1,175	2,100	1,950	2,000	1,150	2,000	0	0.00%
Transfers	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	<u>56,510</u>	<u>56,510</u>	<u>47,428</u>	<u>(9,082)</u>	<u>(16.07%)</u>
Total Revenues:	56,175	57,100	32,120	58,510	82,710	74,428	15,918	27.21%
EXPENDITURES								
Personal Services	39,536	40,767	41,664	44,379	32,683	46,057	1,678	3.78%
Materials & Supplies	6,304	9,401	15,355	12,200	3,436	12,440	240	1.97%
Other Charges & Svc	529	380	494	1,160	326	1,160	0	0.00%
Capital Outlay	0	12,000	0	0	0	14,000	14,000	0.00%
Transfers	<u>771</u>	<u>771</u>	<u>771</u>	<u>771</u>	<u>578</u>	<u>771</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	47,140	63,319	58,283	58,510	37,023	74,428	15,918	27.21%

Approved Capital: Utility Vehicle with Cap and Power Dump Bed \$14,000

Approved Budget Variances from Prior Year

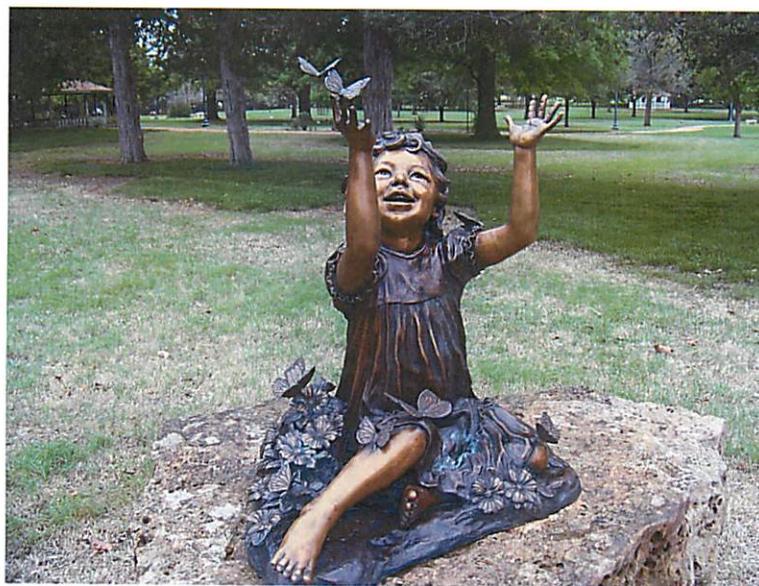
<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,151	Life Insurance	(32)
FICA	72		
Medicare	26		
Retirement Plan 1	156		
Health Insurance	275		
Workers Compensation	30		
Misc Repair & Maint	240		
Machinery & Equipment	<u>14,000</u>		
Total	15,950	Total	(32)
Net Increase		<u>15,918</u>	

Personnel Summary:

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

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	1	1	1	1	1	1	1	1	1	1



Ponca City Garden Council donated a bronze sculpture of a little girl with butterflies called "Mistaken Identity" to the Cann Estate in FY 2012.

Matzene Book Fund

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

Fiscal 2014 Accomplishments:

- Increased the CD trust fund base to \$50,000.
- Purchased materials for the Library's reference collections.

Fiscal 2015 Objectives:

- Accumulate interest for updating materials in the adult reference collection.
- Seek the highest competitive interest rates for CD renewal.

Trust Funds - Matzene Book Trust								
	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
REVENUES								
Trust Revenue	368	276	164	200	91	150	(50)	(25.00%)
Interest Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	368	276	164	200	91	150	(50)	(25.00%)
EXPENDITURES								
Materials & Supplies	<u>0</u>	<u>290</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>150</u>	<u>(1,350)</u>	<u>(90.00%)</u>
Total Expenditures:	0	290	0	1,500	0	150	(1,350)	(90.00%)

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>	<u>Decreases</u>
Total	Total
0	(1,350)
Net Decrease	(1,350)

Personnel Summary: None

Recreation Center Tax Trust Fund

Department Mission: The Ponca City Aquatic and Family Center – YMCA shall be an outstanding family and fitness center serving the Ponca City community. This is a cooperative effort that provides: a competitive 6-lane lap swim pool, a family swim pool, a hydrotherapy whirlpool, a steam and sauna room, a rock climbing wall, 2 ½ indoor basketball courts, cardio workout rooms & equipment, strength training areas and equipment, studio areas for specialized training and activities, an 1/8 mile elevated indoor walking track, a kids-zone, 4 tournament quality softball fields, 4 youth baseball fields, 4 tee-ball fields that can be used for soccer and youth football and a 0.9 miles outdoor walking trail.

- Fiscal 2014 Accomplishments:**
- The YMCA operated the facility providing a wide variety of services to the community.
 - Continued to service the debt on the facility, which will be completed December 2020.
 - YMCA has a membership total of 9,876 as of March 26, 2013.

- Fiscal 2015 Objectives:**
- Continue to maximize the benefit of this wonderful facility for our residents.

Trust Funds - Recreation Center								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
City Sales Tax - Street	1,768,178	1,908,586	1,861,074	1,877,699	1,442,480	1,915,253	37,554	2.00%
City Use Tax - Street	117,355	105,803	156,167	106,250	122,263	137,500	31,250	29.41%
Partner Donation	1,347,689	0	0	0	0	0	0	0.00%
Misc Revenue	7,943	2,137	0	0	0	0	0	0.00%
Interest Income	<u>29,445</u>	<u>15,467</u>	<u>4,816</u>	<u>5,000</u>	<u>3,780</u>	<u>5,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenues:	3,270,610	2,031,993	2,022,056	1,988,949	1,568,523	2,057,753	68,804	3.46%
EXPENDITURES								
Capital Outlay	1,058,635	184,243	2,815	0	0	0	0	0.00%
Transfers Out	<u>4,000,000</u>	<u>3,000,000</u>	<u>2,187,813</u>	<u>1,988,949</u>	<u>1,000,000</u>	<u>2,057,753</u>	<u>68,804</u>	<u>3.46%</u>
Total Expenditures:	5,058,635	3,184,243	2,190,628	1,988,949	1,000,000	2,057,753	68,804	3.46%

Approved Capital: None

Approved Budget Variances from Prior Year:

	<u>Increases</u>		<u>Decreases</u>	
Transfer to PCUA Bond	68,804			
Total	68,804		Total	0
	Net Increase			<u>68,804</u>

Personnel Summary: None

Ponca City Aquatic and Family Center - YMCA



Street Improvement Project Trust Fund

Department Mission: The Street Improvement Project Trust Fund will prudently expend Street Improvement sales and use tax revenues derived from a ½ cent dedicated tax, approved by the voters to maintain and improve City streets. The department will construct improvements and leverage grant funds whenever possible.

Fiscal 2014 Accomplishments:

- Completed reconstruction of Ash, Overbrook to Liberty.
- Completed installation of audible pedestrian signals at Grand & Waverly, Prospect & Union, and Union & Hartford.
- Completed Sidewalk Improvement Project on Grand from Third to Sixth.
- Completed installation of over-height vehicle detection system for South Ave. underpass.
- Completed mill & overlay maintenance project on Prospect from 5th to 14th.
- Completed mill & overlay maintenance project on Fairview from Patton to Bradley.

Fiscal 2015 Objectives:

- Complete reconstruction of Turkey Creek Bridge on L.A. Cann.
- Complete reconstruction of Ash Street from Liberty to Emporia.
- Complete reconstruction of northern segment of walking trail at 5th Street Park.
- Implement program for objective selection of sidewalk maintenance projects.
- Replace signal poles at 4th & South Avenue.
- Begin installation of countdown pedestrian signals per requirements of the *Manual on Uniform Traffic Control Devices*.

Trust Funds - Street Improvements								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
City Sales Tax - Street	1,768,178	1,908,586	1,861,074	1,877,699	1,442,480	1,915,253	37,554	2.00%
City Use Tax - Street	117,355	105,803	156,167	106,250	122,263	137,500	31,250	29.41%
Intergovernmental	0	0	0	0	0	0	0	0.00%
Outside Revenue	0	58,828	0	0	0	0	0	0.00%
Misc Receipts	12,955	0	20,465	0	0	0	0	0.00%
Interest Income	<u>69,669</u>	<u>31,692</u>	<u>23,116</u>	<u>30,000</u>	<u>9,826</u>	<u>25,000</u>	<u>(5,000)</u>	<u>(16.67%)</u>
Total Revenues:	1,968,157	2,104,909	2,060,821	2,013,949	1,574,569	2,077,753	63,804	3.17%
EXPENDITURES								
Materials & Supplies	1,307,285	849,621	937,217	1,750,000	1,068,084	1,750,000	0	0.00%
Other Charges & Svcs	50,345	14,948	65,231	100,000	26,549	100,000	0	0.00%
Capital Outlay	<u>2,374,387</u>	<u>1,010,663</u>	<u>3,010,210</u>	<u>340,000</u>	<u>90,709</u>	<u>1,123,500</u>	<u>783,500</u>	<u>230.44%</u>
Total Expenditures:	3,732,017	1,875,232	4,012,658	2,190,000	1,185,342	2,973,500	783,500	35.78%

Approved Capital:	Turkey Creek Bridge Re-Construction	\$900,000
	Replacement of Signal Poles at 4 th & South Ave	\$100,000
	Pedestrian Countdown Signals	\$86,000
	Patch & Overlay Redbud Trail	\$25,000
	Conflict Monitor Tester	\$12,500

Approved Budget Variances from Prior Year

	<u>Increases</u>		<u>Decreases</u>	
Trail Construction	25,000			
Machinery & Equipment	12,500			
Street Construction	<u>746,000</u>			
Total	783,500		Total	0
	Net Increase	<u>783,500</u>		

Personnel Summary: None



Lake Ponca Bridge on L.A. Cann was open to traffic on May 1st, 2013.

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 2014 Accomplishments:

- Contacted 265 new companies.
- Contacted existing companies 828 times.
- Contacted site consultants 77 times.
- Opened eleven recruitment projects.
- Opened eight expansion projects.
- Closed four recruitment projects as wins.
- Closed three Expansion projects as wins.
- Closed two retention projects as wins.
- Closed eleven projects as no action.
- Total number of jobs from wins: 370.
- Added two companies to the PCDA Lighten the Load program and achieved annual utility savings exceeding \$500,000 for area companies.
- Completed one ICAP audit and approved an additional ICAP audit for local industry certification.
- Placed 74 people into key positions with total annual wages exceeding \$3.1 million through the Blue Wave program in its second full year.
- Completed the audit of fiscal year 2012-2013 with a clean opinion.
- Completed and leased a spec building at 2402 Sykes Boulevard to Log10.
- Renewed the building lease for CME at 2101 Hall Boulevard.
- Completed a water and sewer line extension project on Hall Boulevard.
- Completed the Consolidated Oil Well Services project.
- Completed the K&C Manufacturing project.
- Substantially completed the MJ&H project.
- Sponsored a seminar on the Affordable Care Act for area businesses.
- Held an economic development conference with Governor Fallin as the keynote speaker.
- Completed the Sykes Bridge facility project.
- Reformatted the PCDA website.
- Produced a new Ponca City DVD for marketing purposes.
- Developed a new database system for PCDA business.
- Participated in seven out of state call trips and industry conference for recruitment purposes.
- Held a board retreat and updated the PCDA Strategic Plan.
- Adopt a new budget for fiscal 2014-2015.

- PCDA Fiscal 2015 Objectives**
- Contact a minimum of 120 new companies during the fiscal year to discuss relocation opportunities to Ponca City and pursue identified needs as appropriate.
 - Make a minimum of 36 contacts with site consultants.
 - Complete recruitment projects 11-12, 13-03, 13-09 and 14-02.
 - Complete expansion projects 12-01, 13-01, 14-03.
 - Complete the tenant improvements for Log10.
 - Begin development of spec building number four.
 - Continue workforce recruitment initiative in response to specific, identified industry needs.
 - Develop a five year workforce needs projection.
 - Approve new budget for fiscal 2015-2016.
 - Implement marketing plans and initiatives identified in the approved PCDA 2014-2015 budget.
 - Identify, install, and complete transition from E-Pulse data base to new customer management software.
 - Survey all industrial companies with 25 or more employees on identified business issues for use in existing company support.
 - Continue to support the METS Truck program by providing staff assistance on an as needed basis.
 - Contract for and complete an independent audit for fiscal 2014.
 - Contact all companies with whom PCDA has an agreement to obtain required monitoring reports for calendar 2014.
 - Participate and potentially sponsor a Kay County economic development conference.
 - Develop a new economic impact model.
 - Contract for an economic analysis and forecast.
 - Fund a booth at the ICSC retail conference.
 - Participate in the Retail Task Force.
 - Produce a weekly newsletter to inform Ponca Citizens about PCDA activities and programs.
 - Maintain social media presence on POCDA and Ponca City economic news.
 - Produce an annual report on PCDA activities.
 - Update the workforce study.
 - Hold a board retreat to evaluate programs and any potential amendments to the PCDA strategic plan.

PCDA - Economic Development								
	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
REVENUES								
City Sales Tax - Ec Dev	1,768,178	1,908,586	1,861,074	1,877,699	1,442,480	1,915,253	37,554	2.00%
City Use Tax - Ec Dev	117,355	105,803	156,167	106,250	122,263	137,500	31,250	29.41%
Total Revenues:	1,885,533	2,014,389	2,017,241	1,983,949	1,564,743	2,052,753	68,804	3.47%
EXPENDITURES								
Transfers Out	1,885,532	2,008,334	2,023,296	1,983,949	1,392,887	2,052,753	68,804	3.47%
Total Expenditures:	1,885,532	2,008,334	2,023,296	1,983,949	1,392,887	2,052,753	68,804	3.47%

Approved Capital: None

Approved Budget Variances from Prior Year

<u>Increases</u>		<u>Decreases</u>	
Transfers Out-EDF Tax	<u>68,804</u>		
Total	68,804	Total	0
	Net Increase		<u>\$68,804</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.

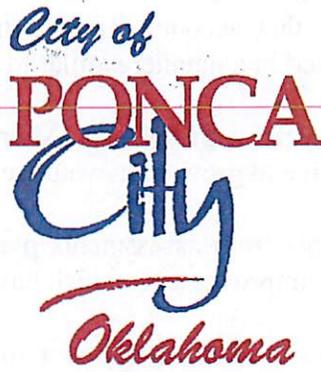
CodeRed	A computer based telephone notification system that is used to notify the public and City staff of emergencies.
Contingency	A budgetary reserve set aside for emergencies or unforeseen expenditures.
Court Fines and Forfeits	Fines imposed on individuals by the courts for various illegal acts performed 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.





City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

October 28, 2014

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **Resolution 6136 and amendments**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
6136	
Amendments 5a, 5b	

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



Kay

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YHD 2000

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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 2014 Accomplishments:

- Continued full health insurance coverage for City employees at a low cost to the employee.
- Maintained a good health care plan for employee and family health coverage.
- Realized cost containment in the wake of rate restricting at the beginning of Fiscal 2013-14.
- Complied with the requirements of the Patient Protection and Affordable Care Act.

Fiscal 2015 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.
- 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	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget	Actual		Amount	Percent
				07/01/2013	03/31/2014			
Health Ins - City Funded	2,948,327	2,754,939	2,864,928	2,856,000	2,154,224	3,013,500	157,500	5.51%
Health Ins - Retirees	92,320	51,855	47,193	44,688	39,834	60,000	15,312	34.26%
Health Ins - Employee	395,296	682,324	709,435	702,000	549,947	752,800	50,800	7.24%
Life Ins - City Funded	97,453	84,556	83,560	90,000	61,977	85,000	(5,000)	(5.56%)
Life Ins - Employee	11,104	13,212	13,096	16,000	8,312	12,000	(4,000)	(25.00%)
Vision Ins Recd - Emp	21,564	21,270	23,405	21,000	19,238	25,000	4,000	19.05%
Transfer from General	0	0	0	0	0	0	0	0.00%
Interest Income	66,207	99,287	120,650	95,000	46,928	130,000	35,000	36.84%
Other Misc Income	<u>39,589</u>	<u>54,842</u>	<u>115,445</u>	<u>0</u>	<u>32,624</u>	<u>40,000</u>	<u>40,000</u>	<u>0.00%</u>
Total Revenues:	3,671,860	3,762,285	3,977,712	3,824,688	2,913,084	4,118,300	293,612	7.68%
EXPENDITURES								
Health - Claims	3,631,567	2,812,368	2,862,576	3,519,696	1,858,647	3,500,000	(19,696)	(0.56%)
Life - Premiums	144,482	122,753	126,525	140,000	100,046	140,000	0	0.00%
Health - Admin & Premium	94,243	88,221	98,076	105,000	60,944	105,000	0	0.00%
Reinsurance Premiums	116,563	155,894	138,219	140,000	169,649	230,000	90,000	64.29%
Printing	0	682	0	0	0	0	0	0.00%
Bank Svc Fee	113	0	0	0	49	0	0	0.00%
Misc. Contractual Svcs.	<u>6,210</u>	<u>35,875</u>	<u>42,835</u>	<u>42,000</u>	<u>26,685</u>	<u>42,000</u>	<u>0</u>	<u>0.00%</u>
Total Expenditures:	3,993,178	3,215,793	3,268,232	3,946,696	2,216,020	4,017,000	70,304	1.78%

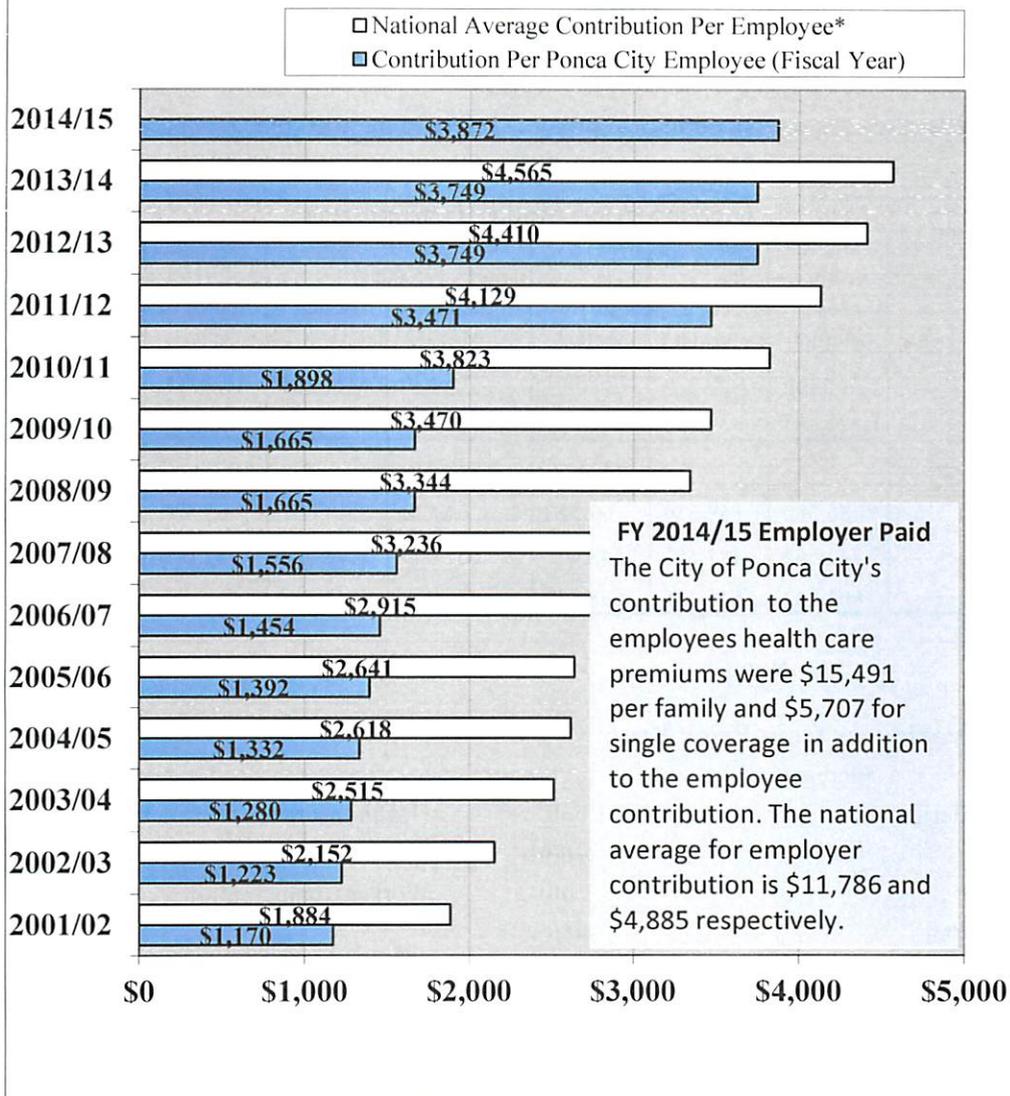
Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Reinsurance premiums	<u>90,000</u>	Health Insurance Claims	<u>(19,696)</u>
Total	90,000	Total	(19,696)
Net Increase		<u>70,304</u>	

Personnel Summary: None

Annual Employee Contribution for PPO Family Health Care Premium



*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 2001-2012. The Kaiser Family Foundation and the Health Research and Education Trust conduct an annual national survey of employers of all sizes.

Insurance Imprest Fund – Worker’s Compensation

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 2014 Accomplishments: • Presented seventeen employee safety training sessions covering fifteen topics.

Fiscal 2015 Objectives: • Continue to promote safety in the workplace.

Internal Service - Worker's Compensation								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
W/C - City Funded	<u>1,222,183</u>	<u>939,526</u>	<u>962,061</u>	<u>703,536</u>	<u>552,181</u>	<u>725,000</u>	<u>21,464</u>	<u>3.05%</u>
Total Revenues:	<u>1,222,183</u>	<u>939,526</u>	<u>962,061</u>	<u>703,536</u>	<u>552,181</u>	<u>725,000</u>	<u>21,464</u>	<u>3.05%</u>
EXPENDITURES								
Personal Services	56,580	58,679	60,526	64,528	48,084	65,480	952	1.48%
Other Charges & Svcs	<u>746,562</u>	<u>487,552</u>	<u>548,021</u>	<u>652,000</u>	<u>495,724</u>	<u>952,000</u>	<u>300,000</u>	<u>46.01%</u>
Total Expenditures:	<u>803,142</u>	<u>546,231</u>	<u>608,547</u>	<u>716,528</u>	<u>543,808</u>	<u>1,017,480</u>	<u>300,952</u>	<u>42.00%</u>

Approved Capital: None

Approved Budget Variances from Prior Year:

<u>Increases</u>		<u>Decreases</u>	
Full Time Salaries	1,669	Health Insurance	(741)
FICA	200	Life Insurance	(54)
Medicare	40	Worker Compensation	<u>(622)</u>
Retirement Plan I	460		
Workers Compensation Claims	<u>300,000</u>		
Total	302,369	Total	(1,417)
Net Increase		<u>300,952</u>	

Personnel Summary:

Benefits Representative 1

Total Full Time Employees 1

Personnel History:

	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Full Time	1	1	1	1	1	1	1	1	1	1

City of Ponca City OSHA Recordable Injuries Comparison of Years 2011 – 2013

DEPARTMENT	INJURIES WITH LOST OR RESTRICTED WORKDAYS			# OF DAYS LOST			# OF RESTRICTED DAYS			RECORDABLE INJURIES WITHOUT LOST TIME			TOTAL RECORDABLE INJURIES		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Courts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Airport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Library	0	1	0	0	0	0	0	14	0	0	0	0	0	1	0
Mansion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Comm Ctr / Emr Mgmt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire	2	8	3	37	309	75	5	184	58	4	2	3	6	10	6
Police	2	2	4	0	64	12	21	131	246	0	1	0	0	3	4
Animal Control	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
Code Enforce.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park & Rec	2	2	0	16	25	0	31	170	0	1	2	1	3	4	1
Electric	0	2	0	0	47	0	0	19	0	0	2	1	0	4	1
Engineering	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utility Billing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Golf Course	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street	0	1	0	0	103	0	0	77	0	0	1	1	0	2	1
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	6	4	9	199	222	91	51	127	646	3	1	4	9	5	13
Landfill	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
Water Prod	0	0	2	0	0	12	0	0	187	0	0	0	0	0	2
WW Coll / Water Distr	2	2	1	126	0	0	18	20	37	0	0	0	2	2	1
WW Treat	0	1	0	0	36	0	0	144	0	0	0	0	0	1	0
WW Admin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	14	23	19	378	806	190	126	894	1174	9	10	10	23	33	29
2011 % improved / - impaired	42%			-92%			89%			-11%			30%		
2012 % improved / - impaired		-64%			-113%			-610%			0%			-43%	
2013 % improved / - impaired	17%			-324%			-24%			0%			14%		

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

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 Commercial General Liability, Business Auto; Public Officials Errors and Omissions; Law Enforcement Professionals; Bond & Crime; Fidelity (Treasurer’s) Bond; Buildings and Contents; Inland Marine; Electronic Data Processing Systems; Boiler & Machinery; and Municipal Airport General Liability, Errors & Omissions and Employment Practices Liability.

Fiscal 2014 Accomplishments:

- Utilized the Oklahoma Municipal Assurance Group’s free training programs that correspond with the City of Ponca City’s Safety Manual requirements, including: HazCom, Infection Control/Blood Borne Pathogens, Cold Stress, Workplace Violence/Public Building Safety, Emergency Action Plans, Respirator Protection, Tool Safety, Confined Space, Lock Out-Tag Out, Slips/Trips/Falls, General Awareness, Heat Stress, and Chain Saw Safety.
- Promoted a safe working environment through the continuation of operation risk safety assessments, such as boiler, elevator, and hot water tank and facility inspections.
- Administered vehicle and equipment accident report tracking to continue to improve city departments’ accountability toward the reduction of accidents.
- Finalized April 8, 2011 “Very Significant Storm” property insurance claim regarding Airport related items.

Fiscal 2015 Objectives:

- Continue to thoroughly review and update property and liability policy schedules and evaluate insurance provider options.
- Continue to work with Emergency Management/Safety Director to enhance risk management assessments that encourage and promote a safe working environment.
- Continue to increase safety awareness and training through the utilization of the Oklahoma Municipal Assurance Group’s free employee training programs.

Internal Service - Property & Liability								
REVENUES	2011 Actual	2012 Actual	2013 Actual	2014 (75.00%)		2015 Approved Budget	Variance 2015 vs 2014 Budget	
				Budget 07/01/2013	Actual 03/31/2014		Amount	Percent
Misc for Damaged Prop	3,643	1,220,613	137,656	20,000	33,430	20,000	0	0.00%
Prop/Liab Ins - Recvd City	<u>715,537</u>	<u>715,547</u>	<u>715,547</u>	<u>715,000</u>	<u>588,846</u>	<u>715,500</u>	<u>500</u>	<u>0.07%</u>
Total Revenues:	719,180	1,936,160	853,203	735,000	622,276	735,500	500	0.07%
EXPENDITURES								
Other Charges & Svcs	<u>653,092</u>	<u>1,358,238</u>	<u>644,466</u>	<u>715,000</u>	<u>760,044</u>	<u>714,000</u>	<u>(1,000)</u>	<u>(0.14%)</u>
Total Expenditures:	653,092	1,358,238	644,466	715,000	760,044	714,000	(1,000)	(0.14%)



City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

July 22, 2014

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **Resolutions 903 and 6110 and amendments**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
6110	903
Amendments 1a, 1b, 1c, 1d, 1e, 1f	Amendments 1g, 1h, 1i, 1j, 1k

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



Kay

A RESOLUTION OF THE PONCA CITY UTILITY AUTHORITY, PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGET OF VARIOUS PCUA FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Trustees of the Ponca City Utility Authority adopted an operating budget for the PCUA for the fiscal year beginning July 1, 2014 and,

WHEREAS, opportunities and adjustments have now been revealed requiring and justifying budgetary increases in various Ponca City Utility Authority funds, listed on Amendment #1g,h,i,j,k and,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Trustees and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

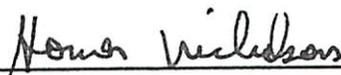
NOW, THEREFORE, be it resolved by the Board of Trustees of the Ponca City Utility Authority, Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

Resolved this 14th day of July, 2014.



ATTEST:


Secretary


Chairman

TYPE

- 1 - Supplemental
- 2 - Inter-Fund Transfer
- 3 - Intra-Fund Transfer
- 4 - Category Transfer
- 5 - Line to Line

FISCAL YEAR 2014-15

Amendment # 1

DATE APPROVED BY

GOVERNING BODY: 7/14/14

Finance Approval

Wm. Johnson

City Manager Approval

Clay Stephens

Commission Approval

Norma Anderson

BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE

AMD #	TYPE	EXPL #	FUND	Undesignated Beg.	FUND BALANCE	REV / EXP CATEGORY	AMOUNT
1g	1	Y.	301		\$1,741,099		
	1	Y.					
1h	1	Z.	340		\$2,563,074		
	1	Z.					
1i	1	AA.	342		\$5,823		
1j	1	BB.	360		\$1,267,905		
	1	BB.					
1k	1	CC.	370		\$1,402,247	Transfers	2,057,753
	1	NN.					
	1	OO.					
Totals:					\$6,980,148		\$2,057,753

BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE

REV / EXP CATEGORY	AMOUNT	Undesignated Ending	FUND BALANCE
Other Services & Charges	7,000		
Capital	853,638		\$880,481
Other Services & Charges	279,962		
Capital	231,171		\$2,051,941
Other Services & Charges	5,500		\$323
Capital	410,000		
Other Services & Charges	6,000		\$851,905
Debt Service	2,860,000		
Capital	600,000		\$0
Totals:			\$3,784,630

EXPLANATION:

1g	1	Y.	301	Water Fund:	Supplemental amendment, re-appropriating budgeted funds from Fiscal 2013-14 for audit services and replacement of the backwash tower at the Water Treatment Plant.
1h	1	Z.	340	P.C. Energy Fund:	Supplemental amendment, re-appropriating budgeted funds from Fiscal 2013-14 for items ordered but not yet received.
1i	1	AA.	342	Solid Waste Fund:	Supplemental amendment, re-appropriating budgeted funds from Fiscal 2013-14 for the annual audit that just began at year end.
1j	1	BB.	360	Wastewater Fund:	Supplemental amendment, re-appropriating budgeted funds from Fiscal 2013-14 for audit services & new Briar Ridge Lift Station.
1k	1	CC.	370	PCUA Bond Fund:	Supplemental amendment, re-appropriating budgeted funds from Fiscal 2013-14 for the previously budgeted OWRB 2007 loan.
	1	DD.			Supplemental amendment, appropriating funds for debt service on PCAFC sales tax anticipation debt.



Southwest Business Products E1113067LD

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGETS OF VARIOUS FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Commissioners of the City of Ponca City adopted an operating budget for the City for the fiscal year beginning July 1, 2014 and,

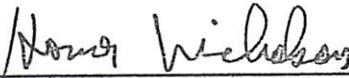
WHEREAS, obligations and adjustments have now been revealed requiring and justifying budgetary increases, decreases and/or transfers of various City funds listed on Exhibit 2014-15 (1a,b,c,d,e,f) and,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Commissioners and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the City of Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

RESOLVED this 14th day of July, 2014.



Mayor

ATTEST:



City Clerk



RESOLUTION NO. 6136

Southwest Business Products E1113067LD

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGETS OF VARIOUS FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Commissioners of the City of Ponca City adopted an operating budget for the City for the fiscal year beginning July 1, 2014 and,

WHEREAS, obligations and adjustments have now been revealed requiring and justifying budgetary increases, decreases and/or transfers of various City funds listed on Exhibit 2014-15 (5a,b) and,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Commissioners and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the City of Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

RESOLVED this 27th day of October, 2014.



Mayor

ATTEST:



City Clerk



TYPE
 1 - Supplemental
 2 - Inter-Fund Transfer
 3 - Intra-Fund Transfer
 4 - Category Transfer
 5 - Line to Line

FISCAL YEAR 2014-15
 Amendment # 5
 DATE APPROVED BY
 GOVERNING BODY: 10/27/14

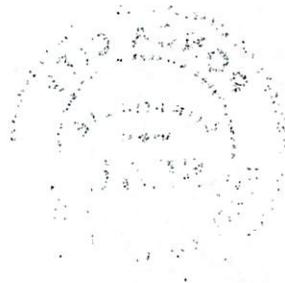
Finance Approval *[Signature]*
 City Manager Approval *[Signature]*
 Commission Approval *[Signature]*

				BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE		
				Undesignated Beg.		
AMD #	TYPE	EXPL #	FUND	FUND BALANCE	REV / EXP CATEGORY	AMOUNT
5a	1	A.	240	\$1,677,476		
5b	1	B.	260	\$0	Intergovernmental	554,116
	1	B.			Outside Revenue	174,984
	1	C.			Intergovernmental	376
	1	D.			Intergovernmental	25,000
	1	D.				
	1	E.			Intergovernmental	10,953
	1	F.				
	1	G.			Intergovernmental	200,000
	1	H.			Outside Revenue	49,816
Totals:				\$1,677,476		\$1,015,245

			BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE	
			Undesignated Ending	
REV / EXP CATEGORY	AMOUNT	FUND BALANCE		
Capital	20,000	\$1,657,476		
Capital	729,100			
Materials & Supplies	376			
Personal Services	22,500			
Materials & Supplies	2,500			
Materials & Supplies	8,203			
Other Services & Charges	2,750			
Capital	200,000			
Other Services & Charges	49,816			
			\$1,035,245	\$1,657,476

EXPLANATION:

- 5a 1 A. 240 Supplemental amendment, appropriating additional funds for purchasing a new "City bus."
- 5b 1 B. 260 Supplemental amendment, appropriating funds for an ODOT grant for Standing Bear Park, and required donation match.
- 1 C. Supplemental amendment, increasing budget for a bullet proof vest grant for the PCPD that was awarded at \$376 greater than the budget.
- 1 D. Supplemental amendment, appropriating budget for a recent OHSO grant to the PCPD for traffic enforcement and equipment.
- 1 E. Supplemental amendment, appropriating budget for a recent Justice Assistance Grant (JAG) to the PCPD to be used on radios.
- 1 F. Supplemental amendment, appropriating budget for a recent JAG grant to the PCPD and the required pass-through portion to Kay Court.
- 1 G. Supplemental amendment, appropriating budget for a pending CDBG grant to be used on low/mod income homeowners safe rooms.
- 1 H. Budget amendment removing existing budget where the project was thought to carry into this fiscal year, but concluded by July 1st.



BUDGET AMENDMENT

FISCAL YEAR 2014-15
 Amendment # 5b

TYPE OF AMENDMENT

- 1 - Supplemental
- 2 - Inter-Fund Transfer
- 3 - Intra-Fund Transfer
- 4 - Category Transfer
- 5 - Line to Line

DATE APPROVED BY
 GOVERNING BODY: 10/27/14

Finance Approval *[Signature]*

City Manager Approval *[Signature]*

Commission Approval *[Signature]*

**REVENUE ACCOUNT INCREASE
 EXPENDITURE ACCOUNT (DECREASE)**

TYPE	EXPL.	ACCOUNT #	ACCOUNT NAME	AMOUNT
1	B.	260-4-5000-3328.00	ODOT Grant	554,116
1	B.	260-4-5000-4405.00	Donations - match	174,984
1	C.	260-4-5000-3320.01	Local Law - Vest Grant	376
1	D.	260-4-5000-3320.04	OHSO Grant	25,000
1	E.	260-4-5000-3320.07	Police JAG Grant	10,953
1	G.	260-4-5000-3312.00	CDBG-DR Grant	200,000
1	H.	260-5-5038-4820.00	Construction - Pioneer Restroom	49,816
TOTAL				\$1,015,245

**REVENUE ACCOUNT (DECREASE)
 EXPENDITURE ACCOUNT INCREASE**

ACCOUNT #	ACCOUNT NAME	AMOUNT
260-5-5041-4867.00	Construction - Standing Bear Pk	729,100
260-5-2013-2213.00	Supplies - Vests	376
260-5-2016-1103.00	Overtime Expense	22,500
260-5-2016-2313.00	Equipment & Tools	2,500
260-5-2016-2219.01	JAG - Misc. Equipment	8,203
260-5-2016-3699.00	Misc Contractual Services	2,750
260-5-5030-4830.00	C/O Safe room Constr.	200,000
260-4-5000-3327.08	Small Cities Ent. Grant 2012	49,816
TOTAL		\$1,015,245

EXPLANATION:

- Grant Fund (260)**
- B. Supplemental amendment, appropriating funds for an OK Dept. of Transportation enhancement funds grant for Standing Bear Park, and required donation match.
- C. Supplemental amendment, increasing budget for a bullet proof vest grant for the PCPD that was awarded at \$5,375.41, greater than the \$5,000 budgeted.
- D. Supplemental amendment, appropriating budget for a recent OK Highway Safety Office (OHSO) grant to the PCPD for traffic enforcement and equipment.
- E. Supplemental amendment, appropriating budget for a recent Justice Assistance Grant (JAG) to the PCPD to be used on radios.
- F. Supplemental amendment, appropriating budget for a recent Justice Assistance Grant (JAG) to the PCPD, the required pass-through portion to the Kay Co. Sheriff's Office.
- G. Supplemental amendment, appropriating budget for a pending CDBG-Disaster Recovery grant to be used on low/mod income homeowners residential safe rooms.
- H. Budget amendment removing existing budget where the project was thought to carry into this fiscal year, but was concluded at the very end of the past year.

BUDGET AMENDMENT

FISCAL YEAR 2014-15
 Amendment # 1d

TYPE OF AMENDMENT

- 1 - Supplemental
- 2 - Inter-Fund Transfer
- 3 - Intra-Fund Transfer
- 4 - Category Transfer
- 5 - Line to Line

DATE APPROVED BY
 GOVERNING BODY:

7/14/14

Finance Approval

[Signature]

City Manager Approval

[Signature]

Commission Approval

[Signature]

**REVENUE ACCOUNT INCREASE
 EXPENDITURE ACCOUNT (DECREASE)**

TYPE	EXPL.	ACCOUNT #	ACCOUNT NAME	AMOUNT
1	G.	260-4-5000-3320.01	Local Law - Vest Grant	5,000
1	H.	260-4-5000-3320.02	AG Safe OK Grant	17,349
1	I.	260-4-5000-3320.08	COPS Grant	25,000
1	J.	260-4-5000-4405.01	Schools - Officer Contract	55,000
1	K.	260-4-5000-3320.04	OHSO Police Grants	27,758
1	L.	260-4-5000-3310.04	Cert. Local Gov. Grant 2013	18,136
1	M.	260-4-5000-3310.01	Cert. Local Gov. Grant 2014	4,500
1	N.	260-4-5000-3327.08	Small Cities Entitlement 2012	49,816
1	O.	260-4-5000-3327.11	Small Cities Entitlement 2013	49,967
1	O.	260-4-5000-4405.00	Donations	20,000
1	P.	260-4-5000-3327.10	Small Cities Entitlement 2014	120,418
1	P.	260-4-5000-4405.00	Donations	20,000
1	Q.	260-4-5000-3311.00	Fire Dept. Grants	224,325
1	R.	260-4-5000-3327.17	FEMA Acquisition Grant	363,384
1	S.	260-5-5000-3327.12	FEMA Hazard Mitigation Grant	50,194
TOTAL				\$1,050,847

**REVENUE ACCOUNT (DECREASE)
 EXPENDITURE ACCOUNT INCREASE**

ACCOUNT #	ACCOUNT NAME	AMOUNT
260-5-2013-2213.00	Supplies - Vests	5,000
260-5-2016-3650.00	Dues & Subscriptions	17,349
260-5-2014-1101.00	Full Time salaries	25,000
260-5-2014-1101.00	Full Time salaries	55,000
260-5-2016-1103.00	Overtime Expense	27,758
260-5-5011-3601.01	Misc. Consulting Services	18,136
260-5-5010-3601.01	Misc. Consulting Services	7,500
260-5-5038-4820.00	Construction - restrooms	49,816
260-5-5036-3699.00	Misc Contractual Services	69,967
260-5-5037-3699.00	Misc Contractual Services	140,418
260-5-2512-2219.00	Misc Equipment	224,325
260-5-5035-4801.00	Buildings	363,384
260-5-5035-3699.00	Misc Contractual Svcs	50,194
TOTAL		\$1,053,847

EXPLANATION:

Community Development Grant Fund (260)

- G. Supplemental amendment, appropriating a Federal Local Law Grant to purchase bullet proof vests for the Police Department on a 50/50 basis.
- H. Supplemental amendment, re-appropriating budget for a grant from the State Attorney General's Office to the PCPD for a 5-year subscription for crime analytics software.
- I. Supplemental amendment, re-appropriating the balance of a 3-year COPS grant, which will end in the first part of FY 2014-15.
- J. Supplemental amendment, appropriating for the annual Ponca City School System funded resource officer.
- K. Supplemental amendment, re-appropriating grant balances from the Oklahoma Highway safety Office (OHSO) to the Police Department for enforcement efforts.
- L. Supplemental amendment, re-appropriating budget for a State Certified Local Government grant for historic preservation.
- M. Supplemental amendment, appropriating for a new State Certified Local Government grant for historic preservation.
- N. Supplemental amendment, re-appropriating 2012 grant budget for a Small Cities Entitlement Grant from the State of Oklahoma.
- O. Supplemental amendment, re-appropriating 2013 grant budget for a Small Cities Entitlement Grant from the State of Oklahoma, and match from the PCDA.
- P. Supplemental amendment, appropriating budget for a 2014 Small Cities Entitlement Grant from the State of Oklahoma, and match from the PCDA.
- Q. Supplemental amendment, appropriating for a Federal grant to be received to purchase SCBA's for the Fire Department.
- R. Supplemental amendment, appropriating budget for a grant from FEMA to purchase flood prone properties.
- S. Supplemental amendment, appropriating budget for a FEMA grant to update the City's Hazard Mitigation Plan.



City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

July 29, 2014

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **Resolution 6119 and amendments**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
6117	
Amendments 2a	

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



Kay

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGET OF VARIOUS FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Commissioners of the City of Ponca City adopted an operating budget for the PCUA for the fiscal year beginning July 1, 2014; and

WHEREAS, opportunities and adjustments have now been revealed requiring and justifying budgetary increases in various City funds, listed on Exhibit 2014-15 (2a); and

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above; and

WHEREAS, it has been submitted to the Board of Commissioners and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the City of Ponca City, Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

RESOLVED this 28th day of July, 2014.

ATTEST:

City Clerk



Norm Welch

Mayor

TYPE				FISCAL YEAR <u>2014-15</u>		Finance Approval: <i>[Signature]</i>	
1 - Supplemental				Amendment # <u>2</u>		City Manager Approval: <i>[Signature]</i>	
2 - Inter-Fund Transfer				DATE APPROVED BY		Commission Approval: <i>[Signature]</i>	
3 - Intra-Fund Transfer				GOVERNING BODY: <u>7/28/14</u>			
4 - Category Transfer							
5 - Line to Line							

BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE				BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE					
Undesignated Beg.				Undesignated Ending					
AMD #	TYPE	EXPL #	FUND	FUND BALANCE	REV/EXP CATEGORY	AMOUNT	REV/EXP CATEGORY	AMOUNT	FUND BALANCE
2a	1	A	840	\$1,711,036			Materials & Supplies	253,673	\$1,447,163
Totals:				\$1,711,036		\$0		\$253,673	\$1,447,163

EXPLANATION:

2a 1 A 840 Street Tax Fund: Supplemental amendment, re-appropriating budgeted funds from Fiscal 2013-14 for Ash Street reconstruction.





City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

August 21, 2014

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **Resolution (none) and amendments,** amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
Amendments 2B	

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.





City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

August 26, 2014

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **Resolution 907 and amendments**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
	907
	Amendments 2c, 3a, 3b, 3c

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



Kay

RESOLUTION NO. 907

A RESOLUTION OF THE PONCA CITY UTILITY AUTHORITY, PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGET OF VARIOUS PCUA FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Trustees of the Ponca City Utility Authority adopted an operating budget for the PCUA for the fiscal year beginning July 1, 2014 and,

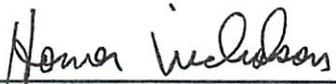
WHEREAS, opportunities and adjustments have now been revealed requiring and justifying budgetary increases in various Ponca City Utility Authority funds, listed on Amendment #3a,b,c,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Trustees and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Trustees of the Ponca City Utility Authority, Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

Resolved this 25th day of August, 2014.



Chairman

ATTEST:



Secretary



- TYPE**
 1 - Supplemental
 2 - Inter-Fund Transfer
 3 - Intra-Fund Transfer
 4 - Category Transfer
 5 - Line to Line

FISCAL YEAR 2014-15
Amendment # 3

DATE APPROVED BY
GOVERNING BODY: 8/25/14

Finance Approval [Signature]
 City Manager Approval [Signature]
 Commission Approval [Signature]

BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE

				Undesignated Beg.		
AMD #	TYPE	EXPL #	FUND	FUND BALANCE	REV / EXP CATEGORY	AMOUNT
3a	1	A.	301	\$1,145,348		
3b	1	B.	360	\$1,151,954		
3c	1	C.	365	\$722,036		
Totals:				\$2,297,302		\$0

BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE

			Undesignated Ending	
REV / EXP CATEGORY	AMOUNT	FUND BALANCE		
Materials & Supplies	43,500			
Capital	221,387	\$880,461		
Capital	300,049			
Capital	95,000	\$627,036		
Totals:		\$564,936	\$880,461	

EXPLANATION:

3a 1 A. 301 Water Fund: Supplemental amendment, re-appropriating budgeted funds from Fiscal 2013-14 for re-build & install well #11, engineering services on the new Backwash Tower, and the balance of engineering services and construction on the Union street Water Main replacement.

3b 1 B. 360 Wastewater Fund: Supplemental amendment, re-appropriating budgeted funds from Fiscal 2013-14 for engineering services on replacement of the Briar Ridge Lift Station.

3c 1 C. 365 Stormwater Fund: - Supplemental amendment, appropriating funds for engineering a detention area.



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City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

September 23, 2014

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **Resolution 6129, 911 and amendments**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
6129	911
Amendments 4a, 4b, 4c	Amendments 4d, 4e, 4f

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



Kay

RESOLUTION NO. 6129

Southwest Business Products E1113067LD

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGETS OF VARIOUS FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Commissioners of the City of Ponca City adopted an operating budget for the City for the fiscal year beginning July 1, 2014 and,

WHEREAS, obligations and adjustments have now been revealed requiring and justifying budgetary increases, decreases and/or transfers of various City funds listed on Exhibit 2014-15 (4a,b,c) and,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Commissioners and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the City of Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

RESOLVED this 22nd day of September, 2014.



Homer Nicholson
Mayor

ATTEST:

Janet Ivers
City Clerk

DEPUTY CITY CLERK

- TYPE**
 1 - Supplemental
 2 - Inter-Fund Transfer
 3 - Intra-Fund Transfer
 4 - Category Transfer
 5 - Line to Line

FISCAL YEAR 2014-15
Amendment # 4
DATE APPROVED BY
GOVERNING BODY: 9/22/14

Finance Approval

City Manager Approval

Commission Approval

Wm. Johnson
Chris Fisher
Howard Wickham

BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE
 Undesignated Beg.

AMD #	TYPE	EXPL #	FUND	FUND BALANCE	REV / EXP CATEGORY	AMOUNT
4a	1	A.	101	\$1,894,994	Outside Revenue	2,000
		B.				
4b	1	C.	103	\$12,702	Intergovernmental	300,000
		C.				
4c	1	B.	875	\$2,341,460	Transfers	150,000
		D.			Outside Revenue	7,712
		E.				
Totals:				\$1,707,696		\$302,000

BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE
 Undesignated Ending

REV / EXP CATEGORY	AMOUNT	FUND BALANCE
Materials & Supplies	2,000	
Transfers	150,000	\$1,544,994
Materials & Supplies	150,000	
Other Services & Charges	150,000	\$12,702
Capital	7,712	
Capital	15,000	\$2,476,460
	\$452,000	\$1,557,696

EXPLANATION:

4a	1	A.	101	General Fund:	Supplemental amendment, appropriating funds where a P66 grant was received to fund food for the Citizens Academy training.
		B.			Supplemental amendment, appropriating funds from end of year variance to the C.I.P. Fund, to be used on "one-time" capital.
4b	1	C.	103	Library Grant Fund:	Supplemental amendment, appropriating funds received from an anonymous donor to the Ponca City Library, for children's literacy.
4c	1	D.	875	C.I.P. Fund:	Supplemental amendment, budgeting "transfer-in" revenue from the General Fund.
					Supplemental amendment, appropriating funds received from the re-enactor group to be used on clean-up/restoration of Big Spring.
					Supplemental amendment, re-appropriating budgeted funds from the prior year to repair airport fencing.



RESOLUTION NO. 911

A RESOLUTION OF THE PONCA CITY UTILITY AUTHORITY, PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGET OF VARIOUS PCUA FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Trustees of the Ponca City Utility Authority adopted an operating budget for the PCUA for the fiscal year beginning July 1, 2014 and,

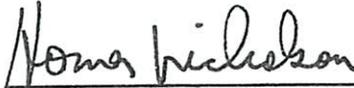
WHEREAS, opportunities and adjustments have now been revealed requiring and justifying budgetary increases in various Ponca City Utility Authority funds, listed on Amendment #4d,e,f,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Trustees and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Trustees of the Ponca City Utility Authority, Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

Resolved this 22nd day of September, 2014.



Chairman



ATTEST:



~~Secretary~~

ASSISTANT SECRETARY

TYPE 1 - Supplemental 2 - Inter-Fund Transfer 3 - Intra-Fund Transfer 4 - Category Transfer 5 - Line to Line	FISCAL YEAR <u>2014-15</u> Amendment # <u>4</u> DATE APPROVED BY GOVERNING BODY: <u>9/22/14</u>	Finance Approval <i>[Signature]</i> City Manager Approval <i>[Signature]</i> Commission Approval <i>[Signature]</i>				
BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE						
Undesignated Beg.						
AMD #	TYPE	EXPL #	FUND	FUND BALANCE	REV / EXP CATEGORY	AMOUNT
4d	1	F.	365	\$627,036		
4e	1	G.	340	\$3,393,898		
	1	H.				
4f	1	I.	360	\$1,188,178		
Totals:				<u>\$4,020,902</u>		<u>\$0</u>
BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE						
Undesignated/ Ending						
REV / EXP CATEGORY	AMOUNT	FUND BALANCE				
Capital	17,000	\$610,036				
Other Services & Charges	100,000					
Other Services & Charges	30,000	\$3,263,898				
Materials & Supplies	2,249	\$1,185,929				
Totals:		<u>\$147,000</u>				
Totals:		<u>\$3,873,902</u>				
EXPLANATION:						
4d	1	F.	365	Supplemental amendment, re-appropriating budgeted funds from the prior year for engineering work a detention pond and drainage chanel that is not complete.		
4e	1	G.	340	Supplemental amendment, appropriating funds for a proposed "HIP 3."		
	1	H.		Supplemental amendment, appropriating funds to swap transformers from McCord to Northeast to better utilize system needs & assets.		
4f	1	I.	360	Supplemental amendment, re-appropriating budgeted funds from the prior year for gates that were ordered last year, but not year delivered and installed.		



City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

January 27, 2015

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **Resolution 6152 and amendments**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
6152	
Amendments 6a, 6b	

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



RESOLUTION NO. 6152

Southwest Business Products E1113067LD

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGETS OF VARIOUS FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Commissioners of the City of Ponca City adopted an operating budget for the City for the fiscal year beginning July 1, 2014 and,

WHEREAS, obligations and adjustments have now been revealed requiring and justifying budgetary increases, decreases and/or transfers of various City funds listed on Exhibit 2014-15 (6a,b) and,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Commissioners and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the City of Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

RESOLVED this 26th day of January, 2015.

ATTEST



The seal is circular with a double-line border. The outer ring contains the text "PONCA CITY" at the top and "STATE OF OKLAHOMA" at the bottom. The inner circle contains the text "CORPORATE SEAL" in the center, with a small decorative element below it.



City Clerk



Mayor



City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

February 25, 2015

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **Resolutions 6155 and 923, and their amendments**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
6155	923
Amendments 7a	Amendments 7b, 7c 7d

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGETS OF VARIOUS FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Commissioners of the City of Ponca City adopted an operating budget for the City for the fiscal year beginning July 1, 2014 and,

WHEREAS, obligations and adjustments have now been revealed requiring and justifying budgetary increases, decreases and/or transfers of various City funds listed on Exhibit 2014-15 (7a) and,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Commissioners and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the City of Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

RESOLVED this 23th day of February, 2015.



Homer Wilkinson

Mayor

ATTEST:

Man Johnson

City Clerk

TYPE

- 1 - Supplemental
- 2 - Inter-Fund Transfer
- 3 - Intra-Fund Transfer
- 4 - Category Transfer
- 5 - Line to Line

FISCAL YEAR 2014-15

Amendment # 7

DATE APPROVED BY
GOVERNING BODY: 2/23/15

Finance Approval

Man Johnson

City Manager Approval

Craig Johnson

Commission Approval

Homeer Truelson

BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE

Undesignated Beg.

AMD #	TYPE	EXPL #	FUND	FUND BALANCE	REV / EXP CATEGORY	AMOUNT
7a	1	A.	101	\$0	Charges for Services	45,000
		B.			Outside revenue	6,000
		C.			Charges for Services	100,000
		D.				
Totals:				\$0		\$151,000

BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE

Undesignated Ending

REV / EXP CATEGORY	AMOUNT	FUND BALANCE
Transfers	45,000	
Other Services & Charges	6,000	
Personal Services	100,000	\$0
Totals:	\$151,000	\$0

EXPLANATION:

7a	1	A.	101	Supplemental amendment, increasing budgeted ambulance revenue for a strong year and related ambulance repair expense budget
		B.		Supplemental amendment, increasing grant revenue and related senior center expense for Phillips 66 volunteer grants for the facility.
		C.		Supplemental amendment, increasing budgeted revenue for an extraordinary bonus payment derived from a tower lease contract extens
		D.		Supplemental amendment, increasing budgeted expenditures necessitated by signing a 4-year labor contract with the IAFF.

RESOLUTION NO. 923

A RESOLUTION OF THE PONCA CITY UTILITY AUTHORITY, PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGET OF VARIOUS PCUA FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Trustees of the Ponca City Utility Authority adopted an operating budget for the PCUA for the fiscal year beginning July 1, 2014 and,

WHEREAS, opportunities and adjustments have now been revealed requiring and justifying budgetary increases in various Ponca City Utility Authority funds, listed on Amendment #7b,c,d,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Trustees and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

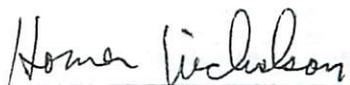
NOW, THEREFORE, be it resolved by the Board of Trustees of the Ponca City Utility Authority, Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

Resolved this 23rd day of February, 2015.



ATTEST:


Secretary



Chairman

- TYPE**
 1 - Supplemental
 2 - Inter-Fund Transfer
 3 - Intra-Fund Transfer
 4 - Category Transfer
 5 - Line to Line

FISCAL YEAR 2014-15
Amendment # 7

Finance Approval *[Signature]*
 City Manager Approval *[Signature]*
 Commission Approval *[Signature]*

DATE APPROVED BY
 GOVERNING BODY: 2/23/15

BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE

				Undesignated Beg.		
AMD #	TYPE	EXPL #	FUND	FUND BALANCE	REV / EXP CATEGORY	AMOUNT
7b	1	E.	301	\$966,245	Charges for Services	24,000
7c	2	F.	380	\$92,729	Materials & Supplies	5,425
			350	\$90,132		
7d	1	G.	340	\$3,026,328	Charges for Services	32,819
	1	H.			Other Income	100,000
	1	I.				
	1	J.				
	1	K.				
	1	L.				
Totals:				\$4,175,434		\$162,244

BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE

		Undesignated Ending	
REV / EXP CATEGORY	AMOUNT	FUND BALANCE	
Capital	24,000	\$966,245	
Materials & Supplies	5,425	\$98,154	
Other Services & Charges	32,819	\$84,707	
Other Services & Charges	100,000		
Other Services & Charges	46,934		
Personal Services	50,000		
Personal Services	4,000		
Other Services & Charges	30,000	\$2,942,328	
Totals:		\$293,178	\$4,091,434

EXPLANATION:

7b	1	E.	301	Supplemental amendment, increasing water sale revenue and expense to replace a truck that has a blown motor and is not fiscally prudent to replace.
7c	2	F.	380	Interfund budget amendment, transferring budget to buy shared computer/Genicom printer supplies from TS to Utility Billing, where all will be funded in future.
	2	F.	350	Interfund budget amendment, transferring budget to buy shared computer/Genicom printer supplies from TS to Utility Billing, where all will be funded in future.
7d	1	G.	340	Supplemental amendment, increasing miscellaneous electric revenue and carry-over housing incentive expense from the prior year.
	1	H.		Supplemental amendment, increasing payment processing fee revenue and corresponding credit card acceptance fee expense.
	1	I.		Supplemental amendment, increasing electric remote read meter project support services.
	1	J.		Supplemental amendment, to cover greater than projected overtime expense.
	1	K.		Supplemental amendment, increasing part time salaries for a summer intern position.
	1	L.		Supplemental amendment, increasing budgeted expenses for greater than anticipated heat-pump rebates.

BUDGET AMENDMENT

FISCAL YEAR 2014-15
 Amendment # 7d

Finance Approval *Wm. Johnson*

TYPE OF AMENDMENT

- 1 - Supplemental
- 2 - Inter-Fund Transfer
- 3 - Intra-Fund Transfer
- 4 - Category Transfer
- 5 - Line to Line

DATE APPROVED BY GOVERNING BODY: 02/23/2015

City Manager Approval *Craig Stephenson*

Commission Approval *Homer Wechsler*

**REVENUE ACCOUNT INCREASE
EXPENDITURE ACCOUNT (DECREASE)**

TYPE	EXPL.	ACCOUNT #	ACCOUNT NAME	AMOUNT
1	G.	340-4-6400-5582.00	Misc Electric	32,819
1	H.	340-4-6400-9940.00	Internet Processing Fee	100,000
1	I.			
1	J.			
1	K.			
1	L.			

**REVENUE ACCOUNT (DECREASE)
EXPENDITURE ACCOUNT INCREASE**

ACCOUNT #	ACCOUNT NAME	AMOUNT
340-5-6422-3952.01	Housing Incentivization	32,819
340-5-6422-3698.00	Credit card/Internet Fees	100,000
340-5-6422-3522.00	Meter Support Services	46,934
340-5-6422-1103.00	Overtime Earnings	50,000
340-5-6422-1102.00	Part Time Salaries	4,000
340-5-6422-3952.00	Community Promotions	30,000

TOTAL \$132,819

TOTAL \$263,753

EXPLANATION:

Ponca City Energy Fund (340)

- G. Supplemental amendment, increasing miscellaneous electric revenue and carry-over housing incentive expense from the prior year.
- H. Supplemental amendment, increasing payment processing fee revenue and corresponding credit card acceptance fee expense.
- I. Supplemental amendment, increasing electric remote read meter project support services.
- J. Supplemental amendment, to cover greater than projected overtime expense.
- K. Supplemental amendment, increasing part time salaries for a summer intern position.
- L. Supplemental amendment, increasing budgeted expenses for greater than anticipated heat-pump rebates.



City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

February 25, 2015

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **Resolutions 6155 and 923, and their amendments**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
6155	923
Amendments 7a	Amendments 7b, 7c 7d

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGETS OF VARIOUS FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Commissioners of the City of Ponca City adopted an operating budget for the City for the fiscal year beginning July 1, 2014 and,

WHEREAS, obligations and adjustments have now been revealed requiring and justifying budgetary increases, decreases and/or transfers of various City funds listed on Exhibit 2014-15 (7a) and,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Commissioners and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the City of Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

RESOLVED this 23th day of February, 2015.



Homer Wilkinson

Mayor

ATTEST:

Man Johnson

City Clerk

TYPE

- 1 - Supplemental
- 2 - Inter-Fund Transfer
- 3 - Intra-Fund Transfer
- 4 - Category Transfer
- 5 - Line to Line

FISCAL YEAR 2014-15

Amendment # 7

DATE APPROVED BY
GOVERNING BODY: 2/23/15

Finance Approval

Man Johnson

City Manager Approval

Craig Johnson

Commission Approval

Homeer Truelson

BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE

Undesignated Beg.

AMD #	TYPE	EXPL #	FUND	FUND BALANCE	REV / EXP CATEGORY	AMOUNT
7a	1	A.	101	\$0	Charges for Services	45,000
		B.			Outside revenue	6,000
		C.			Charges for Services	100,000
		D.				
Totals:				\$0		\$151,000

BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE

Undesignated Ending

REV / EXP CATEGORY	AMOUNT	FUND BALANCE
Transfers	45,000	
Other Services & Charges	6,000	
Personal Services	100,000	\$0
Totals:	\$151,000	\$0

EXPLANATION:

7a	1	A.	101	Supplemental amendment, increasing budgeted ambulance revenue for a strong year and related ambulance repair expense budget
		B.		Supplemental amendment, increasing grant revenue and related senior center expense for Phillips 66 volunteer grants for the facility.
		C.		Supplemental amendment, increasing budgeted revenue for an extraordinary bonus payment derived from a tower lease contract extens
		D.		Supplemental amendment, increasing budgeted expenditures necessitated by signing a 4-year labor contract with the IAFF.

RESOLUTION NO. 923

A RESOLUTION OF THE PONCA CITY UTILITY AUTHORITY, PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGET OF VARIOUS PCUA FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Trustees of the Ponca City Utility Authority adopted an operating budget for the PCUA for the fiscal year beginning July 1, 2014 and,

WHEREAS, opportunities and adjustments have now been revealed requiring and justifying budgetary increases in various Ponca City Utility Authority funds, listed on Amendment #7b,c,d,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Trustees and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Trustees of the Ponca City Utility Authority, Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

Resolved this 23rd day of February, 2015.



Homer Wicklison

Chairman

ATTEST:

William Johnson
Secretary

- TYPE**
 1 - Supplemental
 2 - Inter-Fund Transfer
 3 - Intra-Fund Transfer
 4 - Category Transfer
 5 - Line to Line

FISCAL YEAR 2014-15
Amendment # 7

DATE APPROVED BY
GOVERNING BODY: 2/23/15

Finance Approval *[Signature]*
 City Manager Approval *[Signature]*
 Commission Approval *[Signature]*

BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE

				Undesignated Beg.		
AMD #	TYPE	EXPL #	FUND	FUND BALANCE	REV / EXP CATEGORY	AMOUNT
7b	1	E.	301	\$966,245	Charges for Services	24,000
7c	2	F.	380	\$92,729	Materials & Supplies	5,425
			350	\$90,132		
7d	1	G.	340	\$3,026,328	Charges for Services	32,819
	1	H.			Other Income	100,000
	1	I.				
	1	J.				
	1	K.				
	1	L.				
Totals:				\$4,175,434		\$162,244

BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE

			Undesignated Ending	
REV / EXP CATEGORY	AMOUNT	FUND BALANCE		
Capital	24,000	\$966,245		
Materials & Supplies	5,425	\$84,707		
Other Services & Charges	32,819			
Other Services & Charges	100,000			
Other Services & Charges	46,934			
Personal Services	50,000			
Personal Services	4,000			
Other Services & Charges	30,000	\$2,942,328		
Totals:		\$293,178	\$4,091,434	

EXPLANATION:

7b	1	E.	301	Supplemental amendment, increasing water sale revenue and expense to replace a truck that has a blown motor and is not fiscally prudent to replace.
7c	2	F.	380	Interfund budget amendment, transferring budget to buy shared computer/Genicom printer supplies from TS to Utility Billing, where all will be funded in future.
	2	F.	350	Interfund budget amendment, transferring budget to buy shared computer/Genicom printer supplies from TS to Utility Billing, where all will be funded in future.
7d	1	G.	340	Supplemental amendment, increasing miscellaneous electric revenue and carry-over housing incentive expense from the prior year.
	1	H.		Supplemental amendment, increasing payment processing fee revenue and corresponding credit card acceptance fee expense.
	1	I.		Supplemental amendment, increasing electric remote read meter project support services.
	1	J.		Supplemental amendment, to cover greater than projected overtime expense.
	1	K.		Supplemental amendment, increasing part time salaries for a summer intern position.
	1	L.		Supplemental amendment, increasing budgeted expenses for greater than anticipated heat-pump rebates.

BUDGET AMENDMENT

FISCAL YEAR 2014-15
 Amendment # 7d

Finance Approval *Wm. Johnson*

TYPE OF AMENDMENT

- 1 - Supplemental
- 2 - Inter-Fund Transfer
- 3 - Intra-Fund Transfer
- 4 - Category Transfer
- 5 - Line to Line

DATE APPROVED BY GOVERNING BODY: 02/23/2015

City Manager Approval *Craig Stephenson*

Commission Approval *Harvey Wechsler*

**REVENUE ACCOUNT INCREASE
EXPENDITURE ACCOUNT (DECREASE)**

TYPE	EXPL.	ACCOUNT #	ACCOUNT NAME	AMOUNT
1	G.	340-4-6400-5582.00	Misc Electric	32,819
1	H.	340-4-6400-9940.00	Internet Processing Fee	100,000
1	I.			
1	J.			
1	K.			
1	L.			

**REVENUE ACCOUNT (DECREASE)
EXPENDITURE ACCOUNT INCREASE**

ACCOUNT #	ACCOUNT NAME	AMOUNT
340-5-6422-3952.01	Housing Incentivization	32,819
340-5-6422-3698.00	Credit card/Internet Fees	100,000
340-5-6422-3522.00	Meter Support Services	46,934
340-5-6422-1103.00	Overtime Earnings	50,000
340-5-6422-1102.00	Part Time Salaries	4,000
340-5-6422-3952.00	Community Promotions	30,000

TOTAL \$132,819

TOTAL \$263,753

EXPLANATION:

Ponca City Energy Fund (340)

- G. Supplemental amendment, increasing miscellaneous electric revenue and carry-over housing incentive expense from the prior year.
- H. Supplemental amendment, increasing payment processing fee revenue and corresponding credit card acceptance fee expense.
- I. Supplemental amendment, increasing electric remote read meter project support services.
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City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

June 12, 2015

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **an amendment**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
Amendments: 8d	

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



Key



City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

June 11, 2015

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **Resolution 6171, and the amendments**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
6171	
Amendments 8a, 8b, 8c	

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



RESOLUTION NO. 6171

Southwest Business Products E1113067LD

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGETS OF VARIOUS FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Commissioners of the City of Ponca City adopted an operating budget for the City for the fiscal year beginning July 1, 2014 and,

WHEREAS, obligations and adjustments have now been revealed requiring and justifying budgetary increases, decreases and/or transfers of various City funds listed on Exhibit 2014-15 (8 a-c) and,

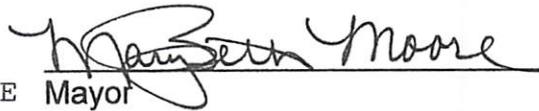
WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Commissioners and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Commissioners of the City of Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

RESOLVED this 8th day of June, 2015.

VICE Mayor



ATTEST

City Clerk





City of
PONCA CITY

Janet Ivers, Deputy City Clerk

516 E. Grand
P.O. Box 1450
Ponca City, Oklahoma 74601
580-767-0304 Fax 580-767-0389

June 15, 2015

State Auditor & Inspector
2300 N. Lincoln Blvd – Room 100
Oklahoma City, OK 73105

RE: City of Ponca City Amending the Operating Budgets for Fiscal Year 2014-2015

Enclosed is a copy of **an amendment**, amending the budget for the City of Ponca City Fiscal Year budget for Fiscal Year 2014-2015.

City of Ponca City Resolution #	Ponca City Utility Authority Resolution #
Amendments 8e	

Kind Regards

Janet Ivers
Deputy City Clerk

Enc.



RESOLUTION NO. 934

A RESOLUTION OF THE PONCA CITY UTILITY AUTHORITY, PONCA CITY, OKLAHOMA AMENDING THE OPERATING BUDGET OF VARIOUS PCUA FUNDS FOR THE FISCAL YEAR 2014-15.

WHEREAS, the Board of Trustees of the Ponca City Utility Authority adopted an operating budget for the PCUA for the fiscal year beginning July 1, 2014 and,

WHEREAS, opportunities and adjustments have now been revealed requiring and justifying budgetary increases in various Ponca City Utility Authority funds, listed on Amendment #9a,

WHEREAS, it has been determined that resources are available, and are sufficient to provide for the requirements as set forth above, and

WHEREAS, it has been submitted to the Board of Trustees and the Commission has reviewed said recommended adjustment and found it to be acceptable and in conformance with the needs of the City of Ponca City;

NOW, THEREFORE, be it resolved by the Board of Trustees of the Ponca City Utility Authority, Ponca City, Oklahoma that the Budget as approved is hereby amended for the Fiscal Year 2014-15 as recommended.

Resolved this 22nd day of June, 2015.



ATTEST:

Janet Ivers
Secretary (Assistant), Janet Ivers

Homer Nicholson
Chairman

TYPE				FISCAL YEAR <u>2014-15</u>					
1 - Supplemental				Amendment # <u>9</u>			Finance Approval <i>[Signature]</i>		
2 - Inter-Fund Transfer							City Manager Approval <i>[Signature]</i>		
3 - Intra-Fund Transfer				DATE APPROVED BY			Commission Approval <i>[Signature]</i>		
4 - Category Transfer				GOVERNING BODY: <u>6/22/15</u>					
5 - Line to Line									

BUDGET AMENDMENT EFFECT: INCREASE IN FUND BALANCE							BUDGET AMENDMENT EFFECT: DECREASE IN FUND BALANCE			
Undesignated Beg.							Undesignated Ending			
AMD #	TYPE	EXPL #	FUND	FUND BALANCE	REV / EXP CATEGORY	AMOUNT	REV / EXP CATEGORY	AMOUNT	FUND BALANCE	
9a	1	A.	340	\$2,943,348	Charges for Services	1,200,000	Other Services & Charges	1,200,000	\$2,943,348	
Totals:				<u>\$2,943,348</u>		<u>\$1,200,000</u>		<u>\$1,200,000</u>	<u>\$2,943,348</u>	

EXPLANATION:
 9a 1 A. 340 A supplemental appropriation to cover higher than anticipated electric sales and corresponding purchased power expense.



