

AGENDA
BUDGET COMMITTEE – SPECIAL MEETING
THE JENKS CITY COUNCIL
THURSDAY, MAY 12, 2022, 11:30 a.m.
JENKS CITY HALL, 211 N ELM ST

CALL TO ORDER

ROLL CALL

BUSINESS

1. Review of Revenues and Expenditures (and Transfers) and any accounts or related issues pertaining to the FY 2022-2024 Biennial Budget.

2. Request to recommend to the Jenks City Council the FY 2022-2024 Biennial Budget and its related documents to implement same.

ADJOURNMENT



CITY OF JENKS
211 NORTH ELM STREET • P.O. BOX 2007
JENKS, OKLAHOMA 74037-2007
PHONE (918) 299-5883 • FAX (918) 299-4489

Memorandum

To: Mayor & Members of the Council
From: Robert Saucedo, Finance Director
Date: April 29, 2022
Re: **FY22-24 Budget Highlights – CITY**

Revenue Assumptions

- **Sales/Use Tax Revenue** – As of April 2022, the City is very close meeting the FY21-22 sales/use tax revenue budget of \$10,300,000; receipts total \$10,159,165. This fiscal year, the average monthly receipt is about \$1,015,000. The benchmark to meet the budget is a receipt of \$858,333 per month. If we meet the benchmark for May and June, we will end the fiscal year \$11.875 million in revenue.

The budgeted revenue for YR1 sales/use tax revenue budget is \$12.73 million, roughly a 5% increase on current year-to-date amounts. YR2 budgeted revenue is a 5% increase on YR1's revenue budget.

The city's historical sales/use tax growth average is 6.5% (over the past 15 years). The average is 9.0% over the last 10 years and 11.98% over the last five years.

- Decreased Franchise Fees revenue based on current fiscal year performance.
- Decreased Municipal Court Fine revenue based on current fiscal year performance, impacted by McGirt ruling and COVID-19.

Expenses

- **Personnel Expense**
 - Cost of Living Raises – 3% in YR1 and 3% in YR2
 - Health Insurance – Health insurance premiums budgeting for a 5% increase in YR1 and YR2
 - FTE's:
 - City Manager: We shifted the full-time admin. assistant from JPWA (Fund 50) to City (Fund 10).
 - City Treasury: We shifted the full-time Deputy Finance Director from JPWA (Fund 50) to City (Fund 10).

- Fire Suppression: Adding one Fire Marshall position and three Firefighter positions.

Master Fee Schedule

You may recall the creation of a master fee schedule when Council approved the biennial budget for FY2020-2022. Staff stated that the schedule would be reviewed every year and would submit recommendations for fee changes. Finance staff directed department heads to review their respective fees and submit recommendations for changes or new fees for services that we perform, but do not currently charge a fee. A draft of the proposed FY2023 master fee schedule is attached.

Stabilization Reserve Fund & Capital Reserve Fund Ordinances

Management plans to present these two ordinances for Council approval at the same meeting the budget is formally adopted. The goal of the ordinances is to formally establish two reserve funds to help sustain the City's financial position on a long-term basis. The Stabilization Reserve Fund could help fund our operations during revenue shortfall periods. The Capital Reserve Fund is to accumulate funds for the purpose of making purchases of capital items.

CITY OF JENKS
FY 2022-2024 BIENNIAL REVENUE BUDGET
GENERAL FUND (FUND 10)

FY 21-22 ACTUAL FOR PERIOD ENDING JUNE 30, 2022

ACCOUNT NO.	REVENUES DESCRIPTION	FY 19-20	FY 20-21	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24	PB - OB BUDGET CHANGE
		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL -3/31	YR1 BUDGET	YR2 FINANCIAL PLAN	
10 4010-001	OTHER LICENSES & PERMITS	5,173	5,000	5,945	5,000	6,493	7,500	7,500	2,500
10 4010-002	ELECTRICAL LICENSES	14,000	15,000	12,190	15,000	7,000	15,000	15,000	-
10 4010-003	PLUMBING LICENSES	11,725	15,000	14,651	15,000	6,215	15,000	15,000	-
10 4010-004	MECHANICAL LICENSES	9,875	10,000	11,230	9,800	5,000	9,800	9,800	-
10 4010-005	SIGN LICENSES	-	-	145	-	125	-	-	-
10 4010-006	BEVERAGE LICENSES	28,680	15,000	30,477	25,000	11,780	32,000	33,000	7,000
10 4010-008	SOLICITORS LICENSES	550	1,500	2,920	1,500	295	2,000	2,000	500
10 4010-009	SIGN PERMITS	1,620	2,000	1,606	2,000	646	2,000	2,000	-
10 4010-010	ELECTRICAL PERMITS	18,449	21,000	40,656	21,000	34,238	30,000	30,000	9,000
10 4010-011	PLUMBING PERMITS	15,716	20,000	44,797	20,000	37,759	30,000	30,000	10,000
10 4010-012	MECHANICAL PERMITS	13,961	18,000	34,843	18,000	30,746	30,000	30,000	12,000
10 4010-013	BUILDING PERMITS	199,156	220,000	203,890	220,000	169,824	220,000	220,000	-
10 4010-014	SOLID WASTE REVENUE	56,032	55,000	52,326	58,000	38,195	55,000	58,000	(3,000)
10 4010-015	FIREWORKS PERMITS	8,630	10,000	9,510	10,000	7,440	10,000	10,000	-
10 4010-017	FIRE PERMITS	-	-	6,699	5,000	7,450	10,000	10,000	5,000
10 4011/12	INSPECTION FEES	4,943	12,000	8,530	12,000	8,311	12,000	12,000	-
10 4013	ENGINEERING FEES	-	-	-	-	45,372	25,000	25,000	25,000
10 4025	BUILDING PERMITS ADMIN FEE	759	1,000	890	1,000	1,460	1,500	1,800	500
10 4030	ZONING APPLICATIONS	13,165	10,000	8,185	10,000	4,055	10,000	10,000	-
10 4040	ALCOHOLIC BEVERAGE TAX	49,836	50,000	56,182	55,000	55,647	65,000	68,000	10,000
10 4060	FRANCHISE FEES	1,026,271	1,200,000	988,603	1,200,000	934,154	1,053,410	1,075,600	(146,590)
10 4065	MCDONALDS RENTAL INCOME	46,344	46,000	52,721	53,000	39,960	53,000	53,000	-
10 4080	ASSESSMENT LETTER	460	1,500	(1,620)	1,500	550	1,000	1,000	(500)
10 4110	MOWING	-	-	1,370	-	1,119	-	-	-
10 4130	REIMBURSEMENTS	-	-	1,912,827	-	10,396	-	-	-
10 4140	MISCELLANEOUS	42,370	50,000	96,592	100,000	2,198,465	100,000	105,000	-
10 4150	SALE OF FIXED ASSETS	-	-	171,488	-	-	-	-	-
10 4170	MUNICIPAL COURT FINE	322,589	350,000	150,620	300,000	118,928	175,000	175,000	(125,000)
10 4180	MISCELLANEOUS ZONING FEES	12,803	20,000	55,247	20,000	42,260	40,000	40,000	20,000
10 4190-001	INTEREST	57,094	85,000	1,414	10,000	332	2,000	2,000	(8,000)
10 4190-002	INTEREST ON INVESTMENTS	70,058	55,000	39,941	47,350	19,039	41,300	50,000	(6,050)
10 4220	GROSS RECEIPTS	99,628	140,000	135,307	150,000	132,889	150,000	150,000	-
10 4230	COMMUNITY ROOM RENTAL	1,020	1,400	550	1,400	1,300	1,400	1,490	-
10 4400-001	AUCTION SALES	71,869	30,000	31,105	10,000	-	10,000	10,000	-
10 4510-001	TRANSFER FROM JPWA	5,330,297	5,404,800	5,990,687	5,798,900	5,141,655	7,166,990	7,527,310	1,368,090
10 4510-005	TRANSFERS FROM JPWA (EMSA)	395,523	396,000	407,806	400,000	208,695	410,000	410,000	10,000
10 4510-016	TRANSFER FROM E-911	-	250,000	250,000	300,000	150,000	300,000	300,000	-
10 4510-099	TRANSFERS FROM OTHER FUNDS	-	-	886	-	-	-	-	-
SUBTOTAL		7,928,595	8,510,200	10,831,214	8,895,450	9,477,790	10,085,900	10,489,500	1,190,450
FUND BALANCE - PUBLIC SAFETY		-	350,000	-	377,800	-	-	-	(377,800)
FUND BALANCE		-	182,750	-	264,550	-	350,000	350,000	85,450
FUND BALANCE - E.D. REASOR'S ROAD		-	100,000	100,000	580,000	-	-	-	(580,000)
FUND BALANCE - RISK REIMB. FUND *		-	100,000	100,000	100,000	-	100,000	100,000	-
FUND BALANCE - CDBG/ARPA/CARES ACT		-	-	-	-	-	3,872,500	-	3,872,500
SUBTOTAL		7,928,595	9,242,950	11,031,214	10,217,800	9,477,790	14,408,400	10,939,500	4,190,600

10 4300	SALES TAX COLLECTIONS **	7,627,731	7,700,000	8,358,673	8,100,000	7,230,041	10,110,000	10,620,000	2,010,000	9
10 4350	USE TAX COLLECTIONS ***	1,703,085	1,900,000	2,274,797	2,200,000	1,896,397	2,620,000	2,750,000	420,000	10
TOTALS		17,259,411	18,842,950	21,664,684	20,517,800	18,604,227	27,138,400	24,309,500	6,620,600	

* Transfer to Insurance & Cash Reimbursement

** Includes Sales Tax Transfer to JPWA & Jenks Vision Fund

*** Use Tax Transfer to JPWA

ACCOUNT NO.	EXPENSES DESCRIPTION	FY 19-20	FY 20-21	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24	BUDGET CHANGE	
		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL -3/31	YR1 BUDGET	YR2 FINANCIAL PLAN		
211	CITY MANAGER	208,565	223,400	213,873	225,100	171,787	299,900	310,400	74,800	11
212	CITY CLERK	240,757	287,800	255,611	292,300	215,039	300,400	311,300	8,100	12
213	CITY TREASURY	77,655	86,800	111,368	88,800	95,950	218,900	228,500	130,100	13
214	CITY ATTORNEY	42,472	66,500	33,910	67,300	39,515	68,100	69,000	800	14
216	PERSONNEL	173,790	194,200	190,616	197,100	158,531	222,300	229,500	25,200	15
218	ADMIN SUPPORT/RECORDS	71,213	77,000	73,330	78,600	60,592	81,600	84,400	3,000	16
221	MUNICIPAL COURT	81,825	89,700	81,438	91,300	69,484	91,400	95,600	100	17
231	GENERAL GOVERNMENT	165,326	191,000	103,423	191,000	145,202	231,500	250,500	40,500	18
241	CITY PLANNER	17,762	72,400	15,207	73,700	9,364	99,500	103,700	25,800	19
245	COMMUNITY DEVELOPMENT	9,645	30,000	38,190	30,000	20,632	30,000	30,000	-	
311	UNIFORMED PATROL	2,520,165	2,900,600	2,569,664	3,038,800	2,132,324	3,068,500	3,179,400	29,700	20
315	POLICE RESERVE	219,810	245,000	173,820	251,300	181,265	276,100	278,100	24,800	21
321	CENTRAL DISPATCH	430,597	568,300	434,088	583,900	327,941	625,000	644,000	41,100	22
331	CODE ENFORCEMENT	58,663	76,500	61,016	76,800	50,568	79,800	82,100	3,000	23
411	FIRE SUPPRESSION	2,188,091	2,510,900	2,341,804	2,632,500	2,082,212	2,963,500	3,057,500	331,000	24
412	FIRE VOLUNTEERS	40,529	69,250	55,959	70,900	19,067	74,400	76,300	3,500	25
512	PROTECTIVE INSPECTIONS	82,528	216,200	190,692	278,600	205,597	288,400	300,400	9,800	26
521	STREET MAINTENANCE	280,311	439,900	378,249	465,200	375,230	576,000	625,800	110,800	27
522	GENERAL MAINTENANCE	11,435	26,700	12,177	28,000	22,539	27,000	28,500	(1,000)	28
525	SMALL CAPITAL PROJECTS	-	-	84,195	-	-	3,872,500	-	3,872,500	29
561	PARKS & GROUNDS	372,866	562,300	370,608	580,800	323,308	607,000	640,300	26,200	30
562	ANIMAL CONTROL	79,385	99,700	93,788	170,600	101,022	180,200	187,800	9,600	31
SUBTOTAL		7,373,390	9,034,150	7,883,025	9,512,600	6,807,169	14,282,000	10,813,100	4,769,400	
5500	TRANSFERS	7,090,947	9,808,800	10,844,119	11,005,200	9,763,062	12,856,400	13,496,400	1,851,200	32
TOTALS		14,464,337	18,842,950	18,727,144	20,517,800	16,570,231	27,138,400	24,309,500	6,620,600	

FOOTNOTES TO FUND 10

Increase due not budgeting an amount for FY22, we introduced new fees to the Master Fee Schedule and we wanted to wait to see how much revenue would be generated. CY amount

1 includes a large payment of \$30k for fee in-lieu of stormwater detention pond for Dutch Bros development

2 Decrease based on current fiscal year performance

3 Decrease based on current fiscal year performance. Revenue has been impacted by McGirt ruling and COVID-19.

4 Increase based on current fiscal year performance

5 Increase based on the increase in sales and use tax revenue budgets

6 Combined and decreased based on estimated revenue and expenses

7 Paid off the payback agreement in FY22

8 Appropriating funds received from the CARES Act & ARPA to restrict these funds for an allowable project(s) under the ARPA requirements

9 We estimate a 5% increase over current year to date amounts.

10 We estimate a 5% increase over current year to date amounts.

11 Moving one vacant FTE from 50 to 10 and 3% increase in pay.

12 3% increase in pay and increased subscription costs for Microsoft/Adobe.

13 Moving one FTE and communications from 50 to 10 and 3% increase in pay. Also, increase in contractual services for Tulsa County and Crawford.

14 3% increase in pay and increased subscription costs for Microsoft/Adobe and resources for Legal, and removed budget in contingency.

15 3% increase in pay, increase for HR Director, and increased subscription costs for Microsoft/Adobe.

16 3% increase in pay and increased subscription costs for Microsoft/Adobe.

17 3% increase in pay, removed contractual services budget, increased subscription costs for Microsoft/Adobe, added a budget for contingency.

18 Increase in membership dues, printing & binding and subscription costs for Microsoft/Adobe, added a budget for business and contingency

19 Change open FTE from range 26 to range 29, increase subscription costs for Microsoft/Adobe, added a budget for travel and printing & binding.

20 Increase in pay for two FTEs, increase in overtime, subscription costs for Microsoft/Adobe and other communications.

21 3% increase in base pay, increasing incentive pay, subscription costs for Microsoft/Adobe, and vehicle parts/repairs, moved budget in volunteer expense to vehicle fuel

22 Upgraded a couple of dispatcher positions to a higher range, 3% increase in base pay, increasing incentive pay, office supplies and subscription costs for Microsoft/Adobe.

23 3% increase in base pay, increasing incentive pay, subscription costs for Microsoft/Adobe and other costs.

24 Added three new Firefighter positions, a new Fire Marshall, CBA increase in base pay, increasing incentive pay, subscription costs for Microsoft/Adobe and other miscellaneous costs.

25 Increase in training and schools for the volunteers, subscription costs for Microsoft/Adobe and reduction in materials and supplies.

26 3% increase in base pay, increasing incentive pay, subscription costs for Microsoft/Adobe, vehicle expenses, material and supplies, professional services, and a decrease in insurance.

27 3% increase in base pay, increasing incentive pay, subscription costs for Microsoft/Adobe, vehicle expenses, repairs and maintenance, material and supplies, contractual services and utilities.

28 Decrease in vehicle expenses and increase in materials and supplies.

29 Appropriating funds received from the CARES Act & ARPA to restrict these funds for an allowable project(s) under the ARPA requirements

30 3% increase in base pay, increasing incentive pay, subscription costs for Microsoft/Adobe, vehicle expenses, material and supplies, contractual services.

31 3% increase in base pay, increasing incentive pay, subscription costs for Microsoft/Adobe, vehicle expenses, professional services, and a decrease in miscellaneous expense.

32 Increase in line with the increase in sales and use tax revenue budgets.

CITY OF JENKS
CAPITAL OUTLAYS LIST
2022-2024 BIENNIUM

FUND	ACCOUNT	OBJECT	DESCRIPTION	YR1 AMOUNT	YR2 AMOUNT	JUSTIFICATION
12	311	5399	Body Cameras	30,000.00	30,000.00	NEW SYSTEM VIEWU IS OUT OF BUSINESS
12	311	5399	Handheld Radios (5)	16,000.00	-	
12	311	5399	Tasers (7)	11,940.00	-	
12	311	5399	iPads, stands & car mounts	42,600.00	-	REPLACE TOUGHBOOKS @ A CHEAPER PRICE/ BETTER RESOLUTION FOR NEW CAD SYSTEM
12	311	5399	F.A.T.S. Machine	-	30,000.00	SCENARIO BASED TRAINING DEVICE
12	311	5399	Handheld Radios (5)	-	16,000.00	
12	311	5399	Tasers (8)	-	13,650.00	
16	321	5399	Radio Test Equipment	82,260.00	-	8800 SX SEE MEMO (GSA PRICING \$65833.75)
14	411	5392	Station 2 Remodel	150,000.00	-	Interior paint, resurface apparatus bay floors, bay ceiling paint maintenance, update furniture
14	411	5396	New Command Vehicle	-	-	#2 Command Vehicle--With the addition of a Fire Marshall to the Command Staff we will need an additional command pick-up truck. This vehicle will be set up the same as the two newest command trucks with a full LED light package, tri-band radios with a radio in the truck bed, full slide out-for storage of tools and PPE and a command board for large scale incidents. See PowerPoint for additional information. \$95,000 estimated cost.
14	411	5396	Debt service on Fire Vehicles	327,000.00	82,000.00	Last full year on Truck 1 and Engine 1 purchase in YR 1 & Final payments on Engine 1 and Truck 1 in YR2
14	411	5396	Debt Service on Fire Vehicles	-	330,000.00	#7 Debt Service on new Aerial Apparatus and engine--This is a replacement for Truck 2 which is a 2001 E-1 75' aerial. NFPA recommends replacing any aerial that is more than 20 years old. The replacement request is for a 100' Mid-mount platform ladder. Operating off of a platform is safer, more efficient and less fatiguing than working off of a ladder. The estimated cost of the ladder truck is 1.8 million. In addition, we are requesting purchase of a new specialty rescue engine. This will be the primary response vehicle from Station 2 and will efficiently hold all of our specialized rescue equipment and have full fire response capabilities. See PowerPoint for additional information.
14	411	5399	Class A Uniforms	-	40,000.00	#5 Class A Uniforms--Having a formal, Class "A" uniform is an important piece of fire department tradition. These uniforms are worn at funerals, promotions, award ceremonies and anywhere else that requires a professional and formal appearance. The class "A" normally consists of a dress coat, pants, badges and brass, a hat, and dress shoes. See PowerPoint for additional information.
14	411	5399	Drone	8,500.00	9,000.00	New Drone for Drone team, replace old technology
14	411	5399	Handheld portable radios	75,000.00	-	Radios for new hires and replacement of old stock (15 @ \$5000 each)
14	411	5399	Medical Equipment	24,000.00	-	#4 ELEGARD CPR Device--Starting in July 2023, the Office of Medical Director will require all fire departments to carry an ELEGARD CPR positioning device in all responding units. This device has been proven to provide significant improvement in cardiac arrest patient outcomes and will be a benefit to the citizens of Jenks. Each unit costs approximately \$8000 and we will need to purchase three for our responding units.
14	411	5399	PPE	45,000.00	45,000.00	PPE for new hires and SCBA cylinder replacements
14	411	5399	PPE (for volunteers)	10,000.00	10,000.00	PPE for newly certified volunteers.
24	522	5393	Drainage System Master Plan Phase 2 & 3	158,000.00	-	DRAINAGE SYSTEM MASTER PLAN
27	840	5393	South Elm Street Widening Project	14,670,000.00	-	Widen Elm Street to 5-lanes from 111th Street to 131st Street and reconfigure the intersection at Elm St & 131st Street.
27	860	5393	Main Street Improvements Project	880,000.00	-	Improve roadway and drainage from Date Street to east of Railroad.
30	521	5393	Traffic Signals	25,000.00	27,500.00	For maintenance, installs, and repairs to traffic signals
30	521	5393	Guard Rails	50,000.00	52,500.00	For maintenance, installs, and repairs to guard rails on city streets
30	521	5393	Misc. street repairs	100,000.00	100,000.00	For maintenance, installs, and repairs on city streets
30	521	5393	Radar Traffic Signalization Project	680,000.00	-	Update traffic signals at 10 intersections - local funds = \$180k & Federal CMAQ grant = \$500k
32	866	5393	Elwood Ave (111th Street to 96th Street)	636,000.00	-	
33	750	5393	1st Street from AQ Place to AQ Drive - Overlay	300,000.00	-	1ST ST: AQUARIUM PLACE - AQUARIUM DRIVE
33	750	5393	7th Street from AQ Place to AQ Drive - Overlay	300,000.00	-	7TH ST: AQUARIUM PLACE - AQUARIUM DRIVE
33	750	5393	Elm Street Sidewalk (K Place to B Street)	50,000.00	375,000.00	Design - YR1 & Construction - YR2
33	750	5393	Sidewalk - Aquarium Drive/101st Street (Elm to Park West)	225,000.00	-	
33	750	5393	Trail Connection to RiverWalk Crossing	100,000.00	1,410,000.00	Design - YR1 & Construction - YR2
33	750	5393	Flood Wall and Riverbank Stabilization	100,000.00	1,940,000.00	Design - YR1 & Construction - YR2
45	561	5392	Landscaping & Beautification Projects	40,000.00	40,000.00	City Hall, Fire Station 2 & downtown flowers/mulch
45	561	5392	Playground Equipment Upgrades	125,000.00	125,000.00	New equipment for kids (slides, swings)
45	561	5392	Neighborhood Streetscaping	25,000.00	25,000.00	
45	561	5392	Nature Park Design - 106th Street	100,000.00	-	

CITY OF JENKS
FY 2022-2024 BIENNIAL REVENUE & EXPENSE BUDGET
SPECIAL FUNDS
FY 21-22 ACTUAL FOR PERIOD ENDING JUNE 30, 2022

ACCOUNT NO.	REVENUES DESCRIPTION	FY 19-20	FY 20-21	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 23-24	PB - OB	
		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL -3/31	YR1 BUDGET	YR2 FINANCIAL PLAN	BUDGET CHANGE	
21-242	ECONOMIC DEVELOPMENT	160,354	500,000	109,986	605,000	586,986	-	-	(605,000)	1
21-242	ECONOMIC DEVELOPMENT	-	500,000	-	500,000	-	-	-	(500,000)	2
23-242	ACCOMMODATIONS & TAX	129,062	100,000	52,733	100,000	50,318	100,000.00	101,000.00	-	3
23-242	ACCOMMODATIONS & TAX	129,062	100,000	139,000	100,000	98,456	100,000.00	100,000.00	-	4
26-255	2006 G.O. BOND	14,305	-	3,840	-	20	-	-	-	5
26-255	2006 G.O. BOND	-	-	-	-	-	-	-	-	6
12-311	POLICE VEHICLE FUND	238,951	-	4	-	10,001	100,540.00	89,650.00	100,540	7
12-311	POLICE VEHICLE FUND	241,795	-	5,279	-	-	100,540.00	89,650.00	100,540	8
31-317	POLICE GENERAL RECEIPTS	12,884	5,000	-	5,000	-	-	-	(5,000)	9
31-317	POLICE GENERAL RECEIPTS	18,880	-	-	-	-	-	-	-	10
14-411	FIRE VEHICLES & EQUIPMENT FUND	740,245	526,300	585,076	351,300	225,029	639,500.00	516,000.00	288,200	11
14-411	FIRE VEHICLES & EQUIPMENT FUND	466,832	525,000	375,892	350,000	326,709	639,500.00	516,000.00	289,500	12
16-321	E-911 CENTRAL DISPATCH	244,633	396,500	203,191	503,800	151,988	504,260.00	442,880.00	460	13
16-XFER	E-911 - TRANSFER	-	250,000	250,000	300,000	150,000	300,000.00	300,000.00	-	14
16-321	E-911 CENTRAL DISPATCH	238,706	120,000	83,394	177,000	131,464	204,260.00	142,880.00	27,260	15
16-514	E-911 TECH & COMMUNICATIONS	5,927	26,500	450	26,800	5,847	-	-	(26,800)	16
30-521	STREET & ALLEY STREET MAINTENANCE	177,641	159,000	215,305	159,000	187,547	935,000.00	265,000.00	776,000	17
30-521	STREET & ALLEY STREET MAINTENANCE	53,884	150,000	88,368	150,000	99,386	935,000.00	265,000.00	785,000	18
32-521	2014 G.O. BOND	342,982	1,800,000	33,384	350,000	7,857	736,000.00	21,000.00	386,000	19
32-521	STREET MAINTENANCE	-	425,000	20,110	-	-	-	-	-	20
32-775	OTA TURNPIKE	651,831	200,000	87,030	100,000	8	100,000.00	-	-	21
32-844	SEWER INFRASTRUCTURE	-	1,175,000	-	250,000	172,735	-	-	(250,000)	22
32-866	ELWOOD AVE/111TH-MAIN	-	-	-	-	-	636,000.00	-	636,000	23
24-522	2010 G.O. BOND	43,464	250,000	13,648	250,000	89	158,000.00	500.00	(92,000)	24
24-522	2010 G.O. BOND STORMWATER DESIGN	-	250,000	-	250,000	92,808	158,000.00	-	(92,000)	25
45-561	PARKS & RECREATION	177,641	115,000	108,610	115,000	57,722	290,000.00	190,000.00	175,000	26
45-561	PARKS & RECREATION	81,016	115,000	10,682	115,000	20,169	290,000.00	190,000.00	175,000	27
11-611	DEBT SERVICE	2,907,915	4,906,000	2,775,633	4,817,000	3,241,193	4,145,000.00	3,835,000.00	(672,000)	28
11-611	DEBT SERVICE	2,970,494	4,906,000	2,897,325	4,817,000	2,499,794	4,145,000.00	3,835,000.00	(672,000)	29
33-750	JENKS VISION TAX FUND	1,494,499	2,835,000	1,648,111	2,350,000	1,414,205	1,974,150.00	3,725,000.00	(375,850)	30
33-750	JENKS VISION TAX FUND	-	2,835,000	445,357	2,350,000	170,486	1,075,000.00	3,725,000.00	(1,275,000)	31
38-780	TIF #2	-	100,000	-	100,000	97,820	200,000.00	250,000.00	100,000	32
38-780	TIF #2	467	100,000	69,962	100,000	101,558	200,000.00	250,000.00	100,000	33
34-790	TIF #3	434,465	601,000	342,560	601,000	309,382	600,000.00	600,000.00	(1,000)	34
34-790	TIF #3	434,465	600,000	370,316	600,000	99,947	600,000.00	600,000.00	-	35
35-795	TIF #4	19,834	120,000	85,047	120,000	109,676	175,000.00	175,000.00	55,000	36
35-795	TIF #4	91,645	120,000	99,102	120,000	39,171	175,000.00	175,000.00	55,000	37
61-801	INSURANCE & RISK MANAGEMENT	129,079	300,000	104,392	300,000	50,035	300,000.00	300,000.00	-	38
61-801	INSURANCE & RISK MANAGEMENT	97,918	300,000	78,714	300,000	93,470	300,000.00	300,000.00	-	39
27	2020 G.O. BOND	-	-	20,999,104	19,300,000	842	15,550,000.00	1,000.00	(3,750,000)	40
27-840	SOUTH ELM ST. WIDENING	-	-	178,984	15,500,000	871,178	14,670,000.00	-	(830,000)	41
27-860	MAIN STREET IMPROVEMENT	-	-	111,071	800,000	-	880,000.00	-	80,000	42
27-861	91ST - 96TH AND ELWOOD	-	-	-	1,000,000	-	-	-	(1,000,000)	43
27-862	111TH - 121ST AND ELWOOD	-	-	-	1,000,000	-	-	-	(1,000,000)	44
27-867	106TH STREET DESIGN	-	-	-	1,000,000	937,320	-	-	(1,000,000)	45
85	MUNICIPAL COURT	-	-	131	5,000	-	-	-	(5,000)	46
85	MUNICIPAL COURT	-	-	-	5,000	-	-	-	(5,000)	47

TOTAL REVENUE	7,267,954.73	12,713,800.00	27,280,751.71	30,032,100.00	6,500,709.54	26,407,450.00	10,512,030.00	(3,624,650.00)
TOTAL EXPENSES	5,482,922.01	12,697,500.00	5,311,036.42	29,910,800.00	5,910,504.67	25,508,300.00	10,488,530.00	(4,402,500.00)

FOOTNOTES TO CITY SPECIAL FUNDS

- 1 Council approved to close this fund and transfer the fund balance to fund JEDA (Fund 80)
- 2 Council approved to close this fund and transfer the fund balance to fund JEDA (Fund 80)
- 3 Revenue is provided by Accommodation Taxes, Earned Interest, and Fund Balance
- 4 Expense is a \$100K Contingency budget, previously used to fund Boomfest fireworks show
- 5 No budget for FY23/FY24.
- 6 No budget for FY23/FY24. - No anticipated expenditures
- 7 Revenue is a Transfer from One Cent Capital (Fund 53)
- 8 Refer to Capital Outlays List
- 9 No budget for FY23/FY24.
- 10 No budget for FY23/FY24. - No anticipated expenditures - Stopped using Juvenile Fund funds for operating expenses
- 11 Revenue is a Transfer From One Cent Capital to cover anticipated capital expenditures, Earned Interest
- 12 Refer to Capital Outlays List
- 13 Revenue is E-911 Fees, Earned Interest, Fund Balance
- 14 Transfer to City General Fund to help pay for Dispatch salaries
- 15 Minor decrease in Maintenance & Operations expenses, increase for Capital Outlay - Radio Test Equipment
- 16 Removed budget for this account within this fund
- 17 Revenue is from Gasoline Excise Tax and Motor Vehicle Tax, Earned Interest, Fund Balance, and a \$500,000 expense reimbursement grant from CMAQ program for traffic signal upgrades
Increase repairs and maintenance, refer to Capital Outlays list (traffic signals, guard rails and other street repairs). YR1 includes full expense amount for radar traffic signalization project, expense is partially offset by a federal grant (CMAQ)
- 18 federal grant (CMAQ)
- 19 Revenue is Fund Balance, Earned Interest
- 20 No budget for FY23/FY24.
- 21 Legal fees - Sparkman case, Wallace Engineering
- 22 No budget for FY23/FY24.
- 23 Refer to Capital Outlays List - (Elwood Ave from 111th Street to 96th Street)
- 24 Revenue is Fund Balance, Earned Interest
- 25 Refer to Capital Outlays List - (Drainage System Master Plan - Phase 2 & 3)
- 26 Revenue is building permits, Fund Balance
- 27 Refer to Capital Outlays List - (Landscaping, playground equipment, streetscaping, nature park design)
- 28 Revenue is Ad Valorem Taxes and Earned Interest
- 29 Annual Debt Service for G.O. Bonds
- 30 Revenue is Sales and Use Taxes (\$0.55 from our tax rate), Earned Interest
- 31 Refer to Capital Outlays List - (1st & 7th St. overlays, Elm St. Sidewalk, Sidewalk (AQ Dr.-101st - Elm to Park West), Trail connection to RiverWalk Crossing, Floodwall/Riverbank Stabilization
- 32 Revenue is Ad Valorem Taxes.
- 33 Ad Valorem Reimbursements to Developers & Taxing Entities
- 34 Revenue is Ad Valorem Taxes.
- 35 Ad Valorem Reimbursements to Developers & Taxing Entities
- 36 Revenue is Ad Valorem Taxes.
- 37 Ad Valorem Reimbursements to Developers & Taxing Entities
- 38 Revenue is Transfer from General Fund, Earned Interest, Fund Balance
- 39 Health Insurance Deductible Reimbursement, contingency budget
- 40 Revenue is Earned Interest, Fund Balance
- 41 Refer to Capital Outlays List - (South Elm St. Widening)
- 42 Refer to Capital Outlays List - (Main Street Improvement)
- 43 No budget needed for FY23/FY24.
- 44 No budget needed for FY23/FY24.
- 45 No budget needed for FY23/FY24.
- 46 No budget needed for FY23/FY24.
- 47 No budget needed for FY23/FY24.



CITY OF JENKS
 211 NORTH ELM STREET • P.O. BOX 2007
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MASTER FEE SCHEDULE

RESIDENTIAL BUILDING PERMIT FEES - New Construction and Remodel

Residential Building Permit Fees	As of July 1, 2022	Prior	Increase
Total Estimated Value		-	-
\$1,000.00 to \$40,000.00	\$100.00	-	-
\$10,000.01 to \$100,000.00	0.25% of estimated construction costs.	-	-
\$100,000.01 and more	0.25% of estimated construction costs up to \$100,000.00 and 0.125% of estimated construction exceeding \$100,000.00.	-	-
Minimum estimated construction costs for Single Family	\$100.00 per square foot of living area and \$80.00 per square foot for garage.	-	-
Minimum estimated construction costs for Multiple Family Residential	\$120.00 per square foot.	-	-
Recreational Development Fee	\$250.00/dwelling unit, mobile home lot or space; \$500.00/duplex lot; \$250.00/multifamily lots, PUDs.	-	-
Plan Review Fee, Residential	\$100.00	-	-
Plan Review Fee, Residential Swimming Pool	\$200.00	\$ 100.00	\$ 100.00
Inspection / Re-Inspect Fees per trip	\$50.00	-	-
Mechanical Permit (Residential)	\$75.00 for valuation up to \$100,000.00 of estimated construction costs, increases by 25% per every \$250.00 increase to Building Permit Fee for structure estimated in value above \$100,000.00	-	-
Electrical Permit (Residential)	\$75.00 for valuation up to \$100,000.00 of estimated construction costs, increases by 25% per every \$250.00 increase to Building Permit Fee for structure estimated in value above \$100,000.01	-	-
Plumbing Permit (Residential)	\$75.00 for valuation up to \$100,000.00 of estimated construction costs, increases by 25% per every \$250.00 increase to Building Permit Fee for structure estimated in value above \$100,000.02	-	-
Oklahoma Uniform Building Code Fee (remitted to State)	\$4.00 per permit	-	-
Administrative Fee for remitting fee to State	\$0.50 per permit	-	-
Commercial Building Permit Fees	As of July 1, 2022	Prior	Increase
Total Estimated Value		-	-
Minimum Permit Fee	\$200.00	-	-
Less than \$200,000.00	0.25% of estimated construction costs.	-	-
\$200,000.01 and more	0.25% of estimated construction costs up to \$200,000.00 and 0.125% of estimated construction exceeding \$200,000.00.	-	-
Minimum estimated construction costs for Commercial Construction	\$120.00 per square foot.	-	-
Mechanical Permit (Commercial)	\$150.00 for valuation up to \$200,000.00 of estimated construction costs, increase by 25% per every \$500.00 increase to Building Permit Fee for structure estimated in value above \$200,000.00	-	-
Electrical Permit (Commercial)	\$150.00 for valuation up to \$200,000.00 of estimated construction costs, increase by 50% per every \$500.00 increase to Building Permit Fee for structure estimated in value above \$200,000.00.	-	-
Plumbing Permit (Commercial)	\$150.00 for valuation up to \$200,000.00 of estimated construction costs, increase by 25% per every \$500.00 increase to Building Permit Fee for structure estimated in value above \$200,000.00.	-	-
Fire Inspection Fees, Commercial		-	-
\$200,000.00 OR LESS	\$150.00	-	-
\$200,000.01 and more	Fee increases 50% per every \$500 increase to Building Permit Fee for a structure estimated in value above \$200.	-	-
Inspection / Re-Inspect Fees per trip	\$50.00 per trip.	-	-
Plan Review Fee	\$50.00 per department.	-	-
Oklahoma Uniform Building Code Fee (remitted to State)	\$4.00 per permit	-	-
Administrative Fee for remitting fee to state	\$0.50 per permit	-	-
Mechanical, Electrical, Plumbing Fees (MEP);	As of July 1, 2022	Prior	Increase
Mechanical Permit (Small Job)	\$85.00 per job	\$ 75.00	\$ 10.00
Electrical Permit (Small Jobs)	\$85.00 per job	\$ 75.00	\$ 10.00
Plumbing Permit (Small Jobs)	\$85.00 per job	\$ 75.00	\$ 10.00
Sewer Tap	\$200.00	-	-
Contractor Installed:		-	-
Water Tap, 3/4"	\$460.00	-	-
Water Tap, 1"	\$515.00	-	-
Water Tap, 2"	\$1,000.00	-	-
City Installed:		-	-
Water Tap, 3/4"	\$835.00	-	-
Water Tap, 1"	\$1,150.00	-	-
Water Tap, 2"	\$2,610.00	-	-
Connections over 2"	Case-by-case basis	-	-
Hydrant Meter Deposit	\$1,000.00	-	-
Deposit for Water / Sewer	\$100.00	-	-
Deposit for Water / Sewer (2" Meters)	\$200.00	-	-
Connect Fee	\$20.00	-	-

Engineering Fees	As of July 1, 2022	Prior	Increase
Earth Change Permit (With or Without Building Permit)	\$75.00	-	-
Curb Cut Permit	\$50.00	-	-
Floodplain Permit	\$50.00	-	-
Right-of-Way Utility Permit	\$50.00	-	-
Street Open Cut Permit	\$50.00	-	-
Small Wireless Facilities Fee	\$200.00 - one to five locations on the same application. \$100.00 - Additional locations on the same application.	-	-
Utility Pole Installation, Modification, or Replacement	\$350.00 - per pole.	-	-
Public Infrastructure Review Permits:		-	-
First Time Administration Fee	\$300.00	-	-
Initial Plan Review Fee (Per Page)	\$100.00	-	-
Additional Reviews Fee (Per Page)	\$100.00	-	-
Stormwater Pollution Prevention Plan Review Fee (Per review)	\$100.00	-	-
Detention Report (Hydrology Analysis) Review Fee (Per Review)	\$100.00	-	-
Miscellaneous Fees	As of July 1, 2022	Prior	Increase
Certificate of Occupancy/Change of Occupancy	\$100.00 (\$50.00 Fire / \$50.00 Building)	-	-
Waste Water Treatment Development	\$315.00 per each new residential dwelling, each dwelling unit on multiple family residential structures, and each tenant space of commercial building.	-	-
Recreational Development Fee	\$250.00 per each permit for new structures.	-	-
Promotional Fee (by valuation):		-	-
\$1,000 to \$150,000	\$25.00	-	-
\$151,000 to \$250,000	\$50.00	-	-
\$251,000 and above	\$100.00	-	-
House, Building, and Structure Moving Permit		-	-
Any size	\$100.00 plus \$5.00 for each 100 square feet.	-	-
Demolition Permit		-	-
Any size	\$50.00 plus \$5.00 for each 100 square feet.	-	-
Single Inspection Fees	\$75.00 Per Trip	\$ 50.00	\$ 25.00
Re-Inspection Fees	\$50.00 Per Trip	-	-
Signage Fees (Including, but not limited to, signs for new developments)	(At Cost)	-	-
Signage Installation Labor (Per Hour)	\$25.00	-	-
City Equipment (Per Hour)	Varies	-	-
Administration and Indirect Costs	15%	-	-
Collection Agency fee	35%	-	-

Governmental Subdivision Building Inspection Fees			
	As of July 1, 2022	Prior	Increase
Square Feet of Structure	Fee	-	-
0 - 1,000	\$910.00	-	-
1,001 - 2,000	\$1,365.00	-	-
2,001 - 3,000	\$1,820.00	-	-
3,001 - 4,000	\$2,275.00	-	-
4,001 - 5,000	\$2,730.00	-	-
5,001 - 6,000	\$3,185.00	-	-
6,001 - 7,000	\$3,640.00	-	-
7,001 - 8,000	\$4,095.00	-	-
8,001 - 9,000	\$4,550.00	-	-
9,001 - 10,000	\$5,005.00	-	-
10,001 - 15,000	\$7,500.00	-	-
15,001 - 20,000	\$9,375.00	-	-
20,001 - 25,000	\$11,250.00	-	-
25,001 - 30,000	\$13,125.00	-	-
30,001 - 35,000	\$15,000.00	-	-
35,001 - 40,000	\$16,875.00	-	-
40,001 - 45,000	\$18,750.00	-	-
45,001 - 50,000	\$20,625.00	-	-
50,001 - 55,000	\$22,500.00	-	-
55,001 - 60,000	\$24,375.00	-	-
60,001 - 65,000	\$26,250.00	-	-
65,001 - 70,000	\$28,125.00	-	-
70,001 - 75,000	\$30,000.00	-	-
75,001 - 80,000	\$31,875.00	-	-
80,001 - 85,000	\$33,750.00	-	-
85,001 - 90,000	\$35,625.00	-	-
90,001 - 95,000	\$37,500.00	-	-
95,001 - 100,000	\$39,375.00	-	-

Administrative and Indirect Costs	15%	-	-
Collection Agency Fee	35%	-	-

PLANNING & ZONING			
SIGN PERMIT FEES	As of July 1, 2022	Prior	Increase
Bond/Deposit For Election Campaign Signs	Removed due to Supreme Court Ruling. Fee was \$200.	-	-
Temporary Sign	\$50.00	-	-
Portable Sign Permit—30 days/one-time	\$50.00	-	-
Portable Sign Permit—14 days	\$35.00	-	-
A-Frame Sign	\$50.00	-	-
Permit Fee	The greater of .25% of sign valuation or \$25.00	-	-
Inspection Fee / Re-inspection fee	\$50.00 per trip	-	-
ZONING APPLICATIONS	As of July 1, 2022	Prior	Increase
Zoning Text and Map Amendments to AG or Residential	\$300.00	\$ 35.00	\$ 265.00
Zoning Text and Map Amendments to Non-Residential	\$500.00	\$ 100.00	\$ 400.00
Zoning Text and Map Amendments Low Intensity Districts—AG, RE, RS 1, RS 2, RD	\$35.00 Five Acres or < \$3.00 for each additional acre plus \$200.00 processing fee	-	-
Zoning Text and Map Amendments Medium Intensity Districts—RM 1, RM 2, OL, OM, CS	\$50.00 Five Acres or < \$5.00 for each additional acre plus \$200.00 processing fee	-	-
Zoning Text and Map Amendments Low and Medium Intensity Districts—Multiple Applications	\$50.00 Five Acres or < \$5.00 for each additional acre plus \$200.00 processing fee	-	-
Zoning Text and Map Amendments High Intensity Districts—CG, CH, IL, TM, IH	\$100.00 Five Acres or < \$10.00 for each additional acre plus \$200.00 processing fee	-	-
Planned Unit Development (PUD)	\$750.00	\$ 250.00	\$ 500.00
Planned Unit Development Major Amendment	\$750.00	\$ 250.00	\$ 500.00
Planned Unit Development Minor Amendment	\$300.00	\$ 250.00	\$ 50.00
Planned Unit Development (PUD)	\$250.00 Five Acre plus \$1.00 for each additional acre plus \$200.00 processing fee plus \$100.00 public notice publication fee; \$40.00 ordinance publication fee; \$50.00 sign fee, if needed	-	-
Specific Use Permit	\$500.00	\$ 100.00	\$ 400.00
Specific Use Permit Major Amendment	\$500.00	NEW	\$ 500.00
Specific Use Permit Minor Amendment	\$300.00	NEW	\$ 300.00
Specific Use Permit	\$100.00 plus \$200.00 processing fee; plus \$100 public notice publication fee and \$40.00 ordinance publication fee	-	-
Processing Fee	\$250 + \$3/per mailing label over 60	\$ 200.00	\$ 50.00
Public Notice Publication Fee	\$100.00	-	-
Ordinance Publication Fee	\$40.00	-	-
Sign Fee (Posted Notice)	\$150.00	\$ 50.00	\$ 100.00
Temporary Use Permit	\$100.00	-	-
BOA APPLICATIONS	As of July 1, 2022	Prior	Increase
Processing Fee	\$250.00 + \$3/per mailing label over 60	\$ 200.00	\$ 50.00
Variance	\$300.00	\$ 50.00	\$ 250.00
Special Exception	\$200.00	\$ 50.00	\$ 150.00
Appeal Hearing Request	\$250.00	\$ 50.00	\$ 200.00
Public Notice Publication Fee	\$100.00	\$ 50.00	\$ 50.00
Sign Fee	\$150.00	\$ 50.00	\$ 100.00
PLAT AND LAND DIVISION APPLICATIONS	As of July 1, 2021	Prior	Increase
Preliminary Plat	\$750.00	\$ 50.00	\$ 700.00
Final Plat	\$500.00	\$ 100.00	\$ 400.00
Final Plat (Resubmittal)	\$100.00	\$ -	\$ -
Lot Split/Combination	\$150.00	\$ 100.00	\$ 50.00
Major Subdivision	\$500.00	NEW	\$ 500.00
Minor Subdivision	\$300.00	NEW	\$ 300.00
Plat Addressing Fee	\$3.00/lot	NEW	\$ 3.00
Processing Fee	\$250.00	\$ 200.00	\$ 50.00

OTHER ZONING AND DEVELOPMENT RELATED FEES		As of July 1, 2022	Prior	Increase
Request for City Council Hearing		\$100.00 (plus \$250.00 processing fee plus any applicable notice fees)	\$ 25.00	\$ 75.00
Zoning Clearance Permits/Zoning Verification Letter		\$50.00	\$ 20.00	\$ 30.00
Zoning Clearance Permits:			\$ -	\$ -
—Single Family Residence or Duplex		\$20.00	\$ -	\$ -
—Multiple Building Duplex		\$40.00	\$ -	\$ -
—All Other Single Building or Structure		\$20.00	\$ -	\$ -
—Change of Occupancy to include Required Inspections		\$38.00	\$ -	\$ -
Annexation (via Petition) Fee		\$300.00 + \$100.00 Public notice fee + \$40.00 Ordinance Fee + \$250.00 Processing fee	NEW	\$ 300.00
De-Annexation Fee		\$300.00 + \$100.00 Public notice fee + \$40.00 Ordinance Fee + \$250.00 Processing fee	NEW	\$ 300.00
Right-of-way or Utility Easement Closure		\$750.00 + \$100.00 Public notice fee + \$40.00 Ordinance Fee + \$250.00 Processing fee	NEW	\$ 750.00
Easement Dedication		\$750.00	NEW	\$ 750.00
Filing Fee - Tulsa County		\$30.00	NEW	\$ 30.00
Signage Fees (Including, but not limited to, signs for new developments)		(At Cost)	\$ -	\$ -
Signage Installation Labor (Per Hour)		\$25.00	\$ -	\$ -
Signage Administration Fee (Indirect Costs)		15%	\$ -	\$ -
Administrative and Indirect Costs		15%	\$ -	\$ -
Collection Agency Fee		35%	\$ -	\$ -

Utilities

CHARGES ASSOCIATED WITH REPLACING DAMAGED PARTS		As of July 1, 2022	Prior	Increase
Type of Charge				
Water meter replacement		Cost plus Labor & Materials	-	-
Replacement of water meter box		Cost plus Labor & Materials	-	-
Replacement of water meter lid		Cost plus Labor & Materials	-	-
Charges associated with replacement of water meter vaults		Cost plus Labor & Materials	-	-
Labor costs for water meter repairs		Cost plus Labor & Materials	-	-
Service performed after normal working hours		\$70.00	-	-
Deposits			-	-
Meter Deposit - Commercial		\$200.00	-	-
Meter Deposit - Homeowner (3/4" & 1" Meters)		\$100.00	-	-
Meter Deposit - Homeowner (2" Meters & Above)		\$200.00	-	-
Meter Deposit - Renters (3/4" & 1" Meters)		\$100.00	-	-
Meter Deposit - Renters (2" Meters & Above)		\$200.00	-	-
WATER RATES		As of October 1, 2022		
Consumption per 1,000 gallons		Rate	Total Rate	Cumulative Rate
First 1,000		\$16.38	\$16.38	\$16.38
1,001 to 8,000		\$6.77	\$47.39	\$63.77
8,001 to 12,000		\$6.85	\$27.40	\$91.17
12,001 to 18,000		\$7.01	\$42.06	\$133.23
18,001 to 25,000		\$7.36	\$51.52	\$184.75
Over 25,000		\$7.78	N/A	N/A
SANITARY SEWER RATES		As of October 1, 2022		
Consumption per 1,000 gallons		Rate	Total Rate	Cumulative Rate
First 1,000		\$7.88	\$7.88	\$7.88
1,001 to 12,000		\$2.56	\$28.16	\$36.04
12,001 to 25,000		\$2.78	\$36.14	\$72.18
Over 25,000		\$3.00	N/A	N/A
Sewer Bond Fee (per meter)		\$3.50		
Stormwater Fee (per meter)		\$5.00/month for residential		
SOLID WASTE FEES		As of July 1, 2022	Prior	Increase
Basic Service Fee		\$13.11	\$ 12.56	\$ 0.55
Carry-Out Service Fee		\$20.10	\$ 19.25	\$ 0.85
Elderly/Disabled Service Fee		\$8.94	\$ 8.56	\$ 0.38
Extra Service Fee		\$4.12	\$ 3.95	\$ 0.17
Recycling Fee		\$3.24	\$ 3.24	\$ 0.00
Violations if photographs are required		\$25.00	\$ 25.00	\$ 0.00

MISC UTILITY FEES		As of July 1, 2022	Prior	Increase
Connect Fee		\$20.00	-	-
Transfer Fee		\$20.00	-	-
After-hours and weekend service		\$70.00	-	-
Returned payment charge		\$35.00	-	-
Leak Check/Re-read Fee for more than two meter checks/year and City isn't responsible for any problem		\$20.00	-	-
Disconnect for Non-Payment		\$25.00	-	-
Daytime Reconnect (Weekdays)		\$30.00	-	-
Afterhours Reconnect (Weekends and Holidays)		\$70.00	-	-
Fiber Optic Cable		\$0.75/linear foot	-	-
Pipeline Capacity Lease Permit		3% of purchase price of gas transported and received or delivered. If not exempt from municipal sales tax, an additional 3% of purchase price of gas transported and received or delivered.	-	-
Cable Television and Telephone Provider		\$150.00 application fee; 2% of charges for telephone service and 5% of charges for cable service (due monthly)	-	-
Trash and Recycling Cart Maintenance Fee		Actual cost of repair or replacement (not to exceed \$10.00 in a billing cycle when resident remains at premises)	-	-
Waste Water Plant Development Charge		\$315.00/dwelling unit	-	-
Watering Permit During Stage 2 Water Conservation		\$100.00	-	-
Oil and Gas Well or Plan Annual Inspection		\$250.00/site	-	-
Senior Citizens Discount		\$2 (per month as of October 1, 2021)	-	-
Administrative and Indirect Costs		15%	-	-
Collection Agency fee		35%	-	-
Fire and Public Safety Fees				
EMSA FEES		As of July 1, 2022	Prior	Increase
Per Meter		\$3.50	-	-
FIRE FEES		As of July 1, 2022	Prior	Increase
Outside City Limits		\$375.00 for first hour and \$300.00 for each hour after. Additional personnel and fire apparatus: \$300/hour	-	-
Inside City Limits		\$250.00 for first hour and \$200.00 for each hour after. Additional personnel and fire apparatus: \$300/hour	-	-
Estimated Value			-	-
Suppression or Alarm Install Permit, Small Job		\$75.00	-	-
Suppression or Alarm Install Permit, Commercial			-	-
\$200,000.00 or less (structure valuation)		\$150.00	-	-
\$200,000.01 and more (structure valuation)		Fee increases 50% per every \$500 increase to Building Permit Fee for a structure estimated in value above \$200.	-	-
Inspection / Re-Inspect Fees per trip		\$50.00 per trip	-	-
POLICE DEPARTMENT FEES		As of July 1, 2022	Prior	Increase
Burglar alarm connection		\$15.00	-	-
Burglar alarm monitoring		\$10.00/month	-	-
Burglar alarm disconnection		\$15.00	-	-
Burglar alarm false alarm		\$100.00 per false alarm starting with the second false alarm/month	-	-
Burglar alarm test		\$5.00 starting with the second test in a 30-day period	-	-
MUNICIPAL COURT FEES		As of July 1, 2022	Prior	Increase
Juror's Compensation per day		\$7.50	-	-
Juror's Mileage per mile		\$0.20	-	-
License Reinstatement Processing Fee		\$10.00	-	-
Collection Fee		35%	-	-
Deferred Sentence Administrative Fee		not to exceed \$200.00	-	-
OSBI Laboratory Fee		\$150.00	-	-

MISC FEES	As of July 1, 2022	Prior	Increase
Home Sale Assessment Letter Fee	\$50.00	-	-
Open Records Act. Copy Fee:		-	-
Per page	\$0.25	-	-
Per Certified Page	\$1.00	-	-
Mechanical Reproduction	Cost	-	-
Compact Disk	Cost	-	-
DVD	Cost	-	-
Search Fee	Cost	-	-
Returned Check Fee	\$15.00	-	-
Removal of Garage Sale Signs	\$10.00 each	-	-
Administrative and Indirect Costs	15%	-	-

Licenses & Business & Occupational Taxes

BUSINESS REGULATIONS	As of July 1, 2022	Prior	Increase
Alcohol Licenses / Permits (annual) :		-	-
Brewer	\$1,250.00	-	-
Small Brewer	\$125.00	-	-
Distiller	\$3,125.00	-	-
Winemaker	\$625.00	-	-
Small Farm Winery	\$75.00	-	-
Rectifier	\$3,125.00	-	-
Wine and Spirits Wholesaler	\$3,000.00	-	-
Beer Distributor	\$750.00	-	-
Retail Spirits	\$905.00	-	-
Retail Wine	\$1,000.00	-	-
Retail Beer	\$500.00	-	-
Mixed Beverage (Initial)	\$1,005.00	-	-
Mixed Beverage (Renewal)	\$905.00	-	-
Mixed Beverage/Caterer Combination	\$1,250.00	-	-
On-Premises Beer and Wine (Initial)	\$500.00	-	-
On-Premises Beer and Wine (Renewal)	\$450.00	-	-
Caterer License (Initial)	\$1,005.00	-	-
Caterer License (Renewal)	\$905.00	-	-
Hotel Beverage (Initial)	\$1,005.00	-	-
Hotel Beverage (Renewal)	\$905.00	-	-
Airline/Railroad Beverage (Initial)	\$1,005.00	-	-
Airline/Railroad Beverage (Renewal)	\$905.00	-	-
Annual Public Event	\$1,005.00	-	-
One-Time Public Event	\$255.00	-	-
Brewpub License	\$1,005.00	-	-
Other Business Licenses:		-	-
Contractor's License - Electrical	\$125.00	-	-
Contractor's License - Mechanical, Refrigeration, Heating	\$125.00	-	-
Contractor's License - Plumbing	\$125.00	-	-
Contractor Registration	\$125.00	-	-
House Moving Licenses	\$25.00 annual	-	-
Moving Job Material Shed or Office Permit	\$5.00	-	-
Drilling Bond	\$100,000.00	-	-
Drilling Permit (annual)	\$1,250.00	-	-
Processing Fee for Withdrawn Drilling Permit	\$500.00	-	-
Drilling Permit Lapse	City retains \$500.00 of permit fee and returns the balance	-	-
Failure to Drill	City retains \$625.00 of permit fee and returns the balance	-	-
Deeper Drilling Filing Fee	\$1,000.00	-	-
Conversion Permit Filing Fee	\$750.00/project	-	-
Itinerant Shows, Exhibitions, or Entertainment	\$10.00 per week	-	-
Circus (traveling by railroad):		-	-
One to Ten Railroad Cars	\$50.00 per day	-	-
Eleven to Twenty Railroad Cars	\$75.00 per day	-	-
More than Twenty Railroad Cars	\$150.00 per day	-	-

Circus (traveling by land):		-	-
One to Ten Vehicles	\$25.00 per day	-	-
Eleven to Twenty Vehicles	\$50.00 per day	-	-
More than Twenty Vehicles	\$75.00 per day	-	-
Street Fair or Carnival	\$25.00 per day	-	-
Solicitor Selling Goods	\$20.00 per day	\$ 5.00	\$ 15.00
Solicitor Selling Food or Drinks:		-	-
Daily Rate	\$20.00	\$ 5.00	\$ 15.00
Annual Rate	\$0.00	\$ 75.00	\$ (75.00)
Ride Operator	\$5.00 per day	-	-
Photographer	\$5.00 per day	-	-
Pool/Billiard Table (per table)	\$20.00 per year	-	-
Domino, Card, or Other Game Parlor (per area)	\$5.00 per year	-	-
Coin-Operated Music/Amusement Device	\$37.50 per year	-	-
Coin-Operated Vending Device:		-	-
Requiring Coin or Thing valued more than \$0.25	\$37.50 per year	-	-
Requiring Coin or Thing valued less than \$0.25	\$7.50 per year	-	-
Pawnbroker	\$50.00 per year	-	-
Massage Establishments:		-	-
Business License (Initial)	\$75.00	-	-
Business License (Renewal)	\$50.00 per year	-	-
Technician or Therapist (Initial)	\$45.00	-	-
Technician or Therapist (Renewal)	\$30.00 per year	-	-
Out-Call Service (Initial)	\$45.00	-	-
Out-Call Service (Renewal)	\$30.00 per year	-	-
Apprentice (Initial)	\$45.00	-	-
Apprentice (Renewal)	\$30.00 per year	-	-
Food Service Establishment Permit	\$5.00 per year	-	-
Taxicab or Jitney License (per vehicle)	\$100.00 per year	-	-
Taxicab or Jitney (Licensed by another entity)	\$50.00 per year	-	-
Fireworks Use Permit	\$750.00	-	-
Public Firework Exhibition Display	\$50.00	-	-
Milk Product Permit	\$2.50 per year	-	-
Ambulance Service License	\$500.00	-	-
Body Piercing Business Permit	\$50.00	-	-
Body Piercing Operator Permit	\$45.00	-	-
Tattoo Parlor Permit	\$50.00	-	-
Tattoo Operator Permit	\$45.00	-	-
Electrical (Sign) Contractor's License	\$100 per year	-	-
Food Truck Operators Permit	\$200 per year	\$5/day	Change to annual - \$200
Small Vehicle Permit Fee (Initial & Renewals)	\$75	-	-
Public Property & Maintenance Fee (per small vehicle, per year)	\$20	-	-
Public Infrastructure and Education Fee (per small vehicle, per year)	\$30	-	-
Gas Fitters License	\$125.00/year	-	-
Duplicate License	\$5.00	-	-
Administrative and Indirect Costs	15%	-	-
Collection fee	35%	-	-

Parks & Events Fees

CITY FACILITIES RESERVATION FEES	As of July 1, 2022	Prior	Increase
Community Room at City Hall		-	-
Meeting Room Deposit	\$20.00	-	-
Meeting Room Rental	\$20.00 per hour	-	-
Kitchen Deposit	\$20.00	-	-
Kitchen Rental	\$20.00 per hour	-	-
Cleaning Fee	\$40.00 per hour	-	-
Administration and Indirect Costs	15%	-	-
Collection Fees	35%	-	-
Veterans Park	No Charge, Reservation Required	-	-
Events	0% - 33% of direct costs	-	-
Administration & Indirect Costs	15%	-	-
Event Deposit	\$0 - \$5,000	-	-

Animals			
ANIMAL FEES	As of July 1, 2022	Prior	Increase
Impounding Fees:		-	-
Large Animal (horse, cow, etc.)	\$10.00	-	-
Large Animal Daily Fee	\$3.00	-	-
Small Animal (dog, hog, sheep, etc.)	\$10.00	-	-
Small Animal Daily Fee	\$2.00	-	-
Fowl	\$2.00	-	-
Fowl Daily Fee	\$1.50	-	-
Dogs, unaltered	\$5.00	-	-
Dogs, altered	\$3.00	-	-
Replacement of Lost Tag	\$1.00	-	-
Exotic Animal Permit Application	\$35.00	-	-
Exotic Animal Renewal	\$20.00	-	-
Additional Inspections	\$20.00 each trip	-	-
MEDICAL FEES	As of July 1, 2022	Prior	Increase
Total Care Package:	\$53.20	-	-
Exam		-	-
HWT		-	-
FELV/FIV Test		-	-
Rabies		-	-
Distemper Combo		-	-
Lepto		-	-
Fecal Check		-	-
Bordetella		-	-
Rabies Vaccine	\$7.70	-	-
Bordetella	\$5.25	-	-
Distemper Combo	\$11.90	-	-
Heartworm Test	\$11.90	-	-
FELV/FIV Test	\$20.58	-	-
FVRCP Vaccine	\$8.05	-	-
FELV Vaccine	\$12.25	-	-
Fecal Check	\$10.15	-	-
Puppy or Kitten Package:	\$30.45	-	-
Booster Vaccine		-	-
Fecal Check		-	-
Sample of Flea Prevention		-	-
Exam		-	-
Dog Neuter		-	-
0-50 pounds	\$74.11	-	-
51-100 pounds	\$84.70	-	-
Over 100 pounds	\$96.25	-	-
Dog Spay		-	-
0-25 pounds	\$84.70	-	-
26-50 pounds	\$96.25	-	-
51-75 pounds	\$105.88	-	-
Over 75 pounds	\$122.50	-	-
Feline Neuter	\$41.20	-	-
Feline Spay	\$67.38	-	-

This master fee schedule was adopted and approved by Jenks City Council and the Jenks Public Works Authority. The City Clerk and City Manager are authorized where permitted by applicable law to adjust fees as needed to ensure the City will recover its expenses for services.



ORDINANCE NO.

**AN ORDINANCE CREATING ARTICLE 19 OF THE JENKS MUNICIPAL CODE
ESTABLISHING A STABILIZATION RESERVE FUND.**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JENKS, OKLAHOMA:

That Article 19 of Chapter 7 of the Jenks Municipal Code pertaining to a Stabilization Reserve Fund is hereby established to provide as follows:

CHAPTER 7. FINANCE AND BUSINESS

Article 19. Stabilization Reserve Fund

Sec. 7-19-1. Stabilization Reserve Fund

- (a) There is hereby created a reserve fund to be known as the "Stabilization Reserve Fund". The amounts deposited in this reserve fund are to be used only for the purposes defined in this section.
- (b) The Stabilization Reserve Fund is created for the purpose of receiving, holding, and accounting for amounts designated as stabilization reserves. These funds are to be contributed by the General Fund and other funds as deemed appropriate by Resolution of the City Council.
- (c) The minimum amount to be contained in the Stabilization Reserve Fund is 30% of budgeted annual non-capital operating expenses for each of the Funds contributing stabilization reserves into the Stabilization Reserve Fund.
- (d) Amounts held in the Stabilization Reserve Fund are to be designated by purpose for use only by the Fund from which the funds were contributed. Accounting processes shall be established to provide for reporting by purpose.
- (e) Amounts held in the Stabilization Reserve Fund in excess of the "minimum amount" established in this section may only be expended when certain specific circumstances exist. The circumstances requiring the expenditure of stabilization funds are not expected to recur on a routine basis. The circumstances when it is necessary to appropriate or spend stabilization amounts are subject to the objective criteria outlining the parameters of acceptable uses of stabilization funds included below. The existence of the circumstances must be declared by a four-fifths majority vote of all of the members of the governing body establishing that one or more of the criteria listed below exists:
 - I. Expenditures for emergency situations for life, health, or public safety issues for which no existing appropriation exists;
 - II. Situations where a significant revenue decline arises that could not have reasonably been foreseen, and for which new revenue is not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels;
 - III. Correcting the results of an inaccurate estimate, accounting error, or budgeting error.
 - IV. Expenditures where the proposed use is of a nonoperational nature involving capital or technical purchases having a useful life of greater than five years that will improve the efficiency of the City government. These efficiency improvements should result in tangible benefits that can be measured financially, through better service to the citizens, or in increased productivity for City employees;
 - V. Expenditures where the proposed use is of a nonrecurring nature, such as a study, start-up

costs of a program whose ongoing costs are otherwise funded, or matching funds for a grant. These expenditures should result in tangible benefits that can be measured financially, through better service to the citizens, or in increased productivity for City employees;

- (f) Amounts held in the Stabilization Reserve Fund that are below the minimum threshold may be expended only under specific limited circumstances. The circumstances when it is necessary to appropriate or spend below the "minimum amount" required by this section, are set out below. The existence of the circumstances must be declared by a four-fifths majority vote of all of the members of the governing body establishing that one or more of the criteria listed below exists:
- I. Expenditures for emergency situations for life, health, or public safety issues for which no existing appropriation exists;
 - II. Situations where a significant revenue decline arises that could not have reasonably been foreseen, and for which new revenue is not available and transfers of existing appropriations are not considered feasible or appropriate in maintaining existing service levels;
 - III. Correcting the results of an inaccurate estimate, accounting error, or budgeting error.

PASSED BY THE CITY COUNCIL OF THE CITY OF JENKS, OKLAHOMA,

DRAFT

ORDINANCE NO.

AN ORDINANCE CREATING ARTICLE 20 OF THE JENKS MUNICIPAL CODE ESTABLISHING A CAPITAL RESERVE FUND.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JENKS, OKLAHOMA:

That Article 20 of Chapter 7 of the Jenks Municipal Code pertaining to a Capital Reserve Fund is hereby established to provide as follows:

CHAPTER 7. FINANCE AND BUSINESS

Article 20. Capital Reserve Fund

Sec. 7-20-1. Capital Reserve Fund

- (a) There is hereby created a reserve fund to be known as the "Capital Reserve Fund". The amounts deposited in this reserve fund are to be used only for the purposes defined in this section.
- (b) The Capital Reserve Fund shall be created for the purpose of accumulating funds for the purpose of making purchases of capital items including but not limited to land, infrastructure, equipment, and vehicles. These funds are to be contributed by the General Fund and other funds as deemed appropriate by Resolution of the City Council.
- (c) The funding level for all funds participating in the Capital Reserve Fund is to be determined in accordance with long term capital plans adopted specific to each participating fund. This funding is to be transferred annually from the participating funds to Capital Reserve Fund.
- (d) Amounts held in the Capital Reserve Fund are to be designated by purpose for use only by the Fund from which the funds were contributed. Accounting processes shall be established to provide for reporting by purpose.
- (e) Amounts held in the Capital Reserve Fund are intended to only be expended in accordance with a multi-year capital plan. The circumstances when it is appropriate to spend capital amounts outside of this plan are subject to the objective criteria outlining the parameters of acceptable uses of capital funds as outlined below. The existence of the circumstances must be declared by a majority vote of the governing body establishing that one or more of the criteria listed below exists:
 - i. Situations in which an unexpected capital need has arisen outside of the bounds of the established multi-year capital plan that could not have reasonably been foreseen;
 - ii. Circumstances when amounts included in the Capital Reserve Fund are determined to be in excess of the amounts needed to fund the current multi-year capital plan and a need for other capital items outside of the current capital plan exists;
 - iii. Expenditures for emergency situations for life, health, or public safety issues that

involve public infrastructure for which no existing appropriation exists. Under these circumstances, the City Council may also elect to allow capital reserve balances from other purposes to be borrowed for a definite period of time.

PASSED BY THE CITY COUNCIL OF THE CITY OF JENKS, OKLAHOMA

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