

AGENDA
BUDGET COMMITTEE – SPECIAL MEETING
THE JENKS CITY COUNCIL
MONDAY, APRIL 17, 2023, 11:00 A.M.
JENKS CITY HALL, 211 NORTH ELM

CALL TO ORDER

ROLL CALL

BUSINESS

1. Review of proposed changes to the approved FY 2022-2024 Biennial Budget
2. Request to recommend to the Jenks City Council the Fiscal Year Two of 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 17, 2023

Re: **FY2024 Budget Highlights – CITY**

Revenue Assumptions

- **Sales/Use Tax Revenue** – As of April 2023, the City is close to meeting the FY22-23 sales/use tax revenue budget of \$12,730,000; receipts total \$11,110,041. For this fiscal year the average monthly receipt is about \$1,110,468. The benchmark to meet the budget is a receipt of \$1,060,833 per month. If we meet the benchmark for May and June, we will end the fiscal year with \$13.23 million in revenue.

The budgeted revenue for YR2 sales/use tax revenue budget is roughly a 5.5% increase on YR1's revenue budget.

The city's historical sales/use tax growth average is 7.58% (over the past 15 years). The average is 10.25% over the last 10 years and 12.52% over the last five years.

- Increased Franchise Fees revenue based on current fiscal year performance.
- Increased Interest Revenue due to higher interest rate environment and decreased Interest on Investments due to shifting the budget to Interest as we diversify our interest earning options beyond CDs (i.e. US Treasury bonds, High Yield Savings Acct).
- Increased Fund Balance – CDBG/ARPA/CARES ACT to appropriate funds received from the CARES Act & ARPA and restrict these funds for a new fire station.

Expenses

- **Personnel Expense**

- Standard Pay Raise – The 3% stipend that was given to employees in July 2022, we recommend making this permanent by increasing employee base pay by at least 3%. This change will be in effect starting the first full pay period in July 2023. Also, we recommend we give a 3% stipend to employees that may become permanent if FY2024 operations result in an operating surplus to support stipend amount. The budget for this stipend can be found in account 231-5103 General Government - Incentive Pay. In summary, in July 2023, employees will receive at a minimum a 3% base pay increase and a 3% stipend (if approved).

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 FY2024 master fee schedule is attached.

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

FY 22-23 ACTUAL FOR PERIOD ENDING MARCH 31, 2023

ACCOUNT NO.	REVENUES DESCRIPTION	FY 20-21 ACTUAL	FY 20-21 BUDGET	FY 21-22 ACTUAL	FY 21-22 BUDGET	FY 22-23 ACTUAL -3/31	FY 22-23 YR1 BUDGET	FY 23-24 YR2 BUDGET	BUDGET CHANGE	
10 4010-001	OTHER LICENSES & PERMITS	5,945	5,000	17,078	5,000	3,334	7,500	7,500	-	
10 4010-002	ELECTRICAL LICENSES	12,190	15,000	10,375	15,000	8,400	15,000	15,000	-	
10 4010-003	PLUMBING LICENSES	14,651	15,000	10,415	15,000	10,050	15,000	15,000	-	
10 4010-004	MECHANICAL LICENSES	11,230	10,000	7,625	9,800	5,400	9,800	9,800	-	
10 4010-005	SIGN LICENSES	145	-	125	-	-	-	-	-	
10 4010-006	BEVERAGE LICENSES	30,477	15,000	44,760	25,000	7,495	32,000	40,000	8,000	
10 4010-008	SOLICITORS LICENSES	2,920	1,500	2,835	1,500	360	2,000	2,000	-	
10 4010-009	SIGN PERMITS	1,606	2,000	1,046	2,000	1,925	2,000	2,000	-	
10 4010-010	ELECTRICAL PERMITS	40,656	21,000	43,533	21,000	19,836	30,000	30,000	-	
10 4010-011	PLUMBING PERMITS	44,797	20,000	48,854	20,000	26,901	30,000	30,000	-	
10 4010-012	MECHANICAL PERMITS	34,843	18,000	42,666	18,000	18,161	30,000	30,000	-	
10 4010-013	BUILDING PERMITS	203,890	220,000	234,676	220,000	74,360	220,000	220,000	-	
10 4010-014	SOLID WASTE REVENUE	52,326	55,000	50,898	58,000	40,792	55,000	58,000	3,000	
10 4010-015	FIREWORKS PERMITS	9,510	10,000	8,350	10,000	6,150	10,000	10,000	-	
10 4010-017	FIRE PERMITS	6,699	-	10,029	5,000	14,169	10,000	15,000	5,000	
10 4011/12	INSPECTION FEES	8,530	12,000	11,565	12,000	5,791	12,000	12,000	-	
10 4013	ENGINEERING FEES	-	-	49,172	-	20,550	25,000	25,000	-	
10 4025	BUILDING PERMITS ADMIN FEE	890	1,000	1,877	1,000	1,185	1,500	1,800	300	
10 4030	ZONING APPLICATIONS	8,185	10,000	5,595	10,000	12,235	10,000	10,000	-	
10 4040	ALCOHOLIC BEVERAGE TAX	56,182	50,000	74,486	55,000	62,419	65,000	68,000	3,000	
10 4060	FRANCHISE FEES	988,603	1,200,000	1,271,764	1,200,000	1,166,393	1,053,410	1,200,000	146,590	1
10 4065	MCDONALDS RENTAL INCOME	52,721	46,000	48,840	53,000	44,400	53,000	53,000	-	
10 4080	ASSESSMENT LETTER	(1,620)	1,500	850	1,500	500	1,000	1,000	-	
10 4110	MOWING	1,370	-	1,119	-	4,273	-	-	-	
10 4130	REIMBURSEMENTS	1,912,827	-	18,720	-	17,770	-	-	-	
10 4140	MISCELLANEOUS	96,592	50,000	2,200,000	100,000	2,252,526	100,000	105,000	5,000	
10 4150	SALE OF FIXED ASSETS	171,488	-	-	-	-	-	-	-	
10 4170	MUNICIPAL COURT FINE	150,620	350,000	161,683	300,000	104,114	175,000	175,000	-	
10 4180	MISCELLANEOUS ZONING FEES	55,247	20,000	54,110	20,000	27,921	40,000	40,000	-	
10 4190-001	INTEREST	1,414	85,000	3,404	10,000	118,343	2,000	100,000	98,000	2
10 4190-002	INTEREST ON INVESTMENTS	39,941	55,000	23,341	47,350	17,509	41,300	30,000	(11,300)	3
10 4220	GROSS RECEIPTS	135,307	140,000	205,743	150,000	196,795	150,000	200,000	50,000	4
10 4230	COMMUNITY ROOM RENTAL	550	1,400	1,740	1,400	1,100	1,400	1,490	90	
10 4400-001	AUCTION SALES	31,105	30,000	-	10,000	-	10,000	10,000	-	
10 4510-001	TRANSFER FROM JPWA	5,990,687	5,404,800	7,043,184	5,798,900	5,667,843	7,166,990	7,865,110	698,120	5
10 4510-005	TRANSFERS FROM JPWA (EMSA)	407,806	396,000	420,431	400,000	215,583	410,000	420,000	10,000	6
10 4510-016	TRANSFER FROM E-911	250,000	250,000	150,000	300,000	150,000	300,000	300,000	-	
10 4510-099	TRANSFERS FROM OTHER FUNDS	886	-	678	-	-	-	-	-	
SUBTOTAL		10,831,214	8,510,200	12,281,566	8,895,450	10,324,583	10,085,900	11,101,700	1,015,800	
FUND BALANCE - PUBLIC SAFETY		-	350,000	-	377,800	-	-	-	-	
FUND BALANCE		-	182,750	-	264,550	-	350,000	350,000	-	
FUND BALANCE - E.D. REASOR'S ROAD		100,000	100,000	100,000	580,000	-	-	-	-	
FUND BALANCE - RISK REIMB. FUND *		100,000	100,000	100,000	100,000	100,000	100,000	100,000	-	
FUND BALANCE - CDBG/ARPA/CARES ACT		-	-	-	-	-	3,872,500	5,967,700	2,095,200	7
SUBTOTAL		11,031,214	9,242,950	12,481,566	10,217,800	10,424,583	14,408,400	17,519,400	3,111,000	

10 4300	SALES TAX COLLECTIONS **	8,358,673	7,700,000	9,949,119	8,100,000	7,987,531	10,110,000	11,090,000	980,000	8
10 4350	USE TAX COLLECTIONS ***	2,274,797	1,900,000	2,552,533	2,200,000	2,072,891	2,620,000	2,880,000	260,000	9
	TOTALS	21,664,684	18,842,950	24,983,218	20,517,800	20,485,005	27,138,400	31,489,400	4,351,000	

* Transfer to Insurance & Cash Reimbursement

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

*** Use Tax Transfer to JPWA

ACCOUNT NO.	EXPENSES DESCRIPTION	FY 20-21	FY 20-21	FY 21-22	FY 21-22	FY 22-23	FY 22-23	FY 23-24	BUDGET CHANGE	
		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL -3/31	YR1 BUDGET	YR2 BUDGET		
211	CITY MANAGER	213,873	223,400	223,168	225,100	181,408	299,900	316,000	16,100	10
212	CITY CLERK	255,611	287,800	280,702	292,300	231,386	300,400	311,300	10,900	11
213	CITY TREASURY	111,368	86,800	113,062	88,800	179,583	218,900	235,500	16,600	12
214	CITY ATTORNEY	33,910	66,500	50,896	67,300	154,993	68,100	69,000	900	13
216	PERSONNEL	190,616	194,200	202,651	197,100	165,336	222,300	229,500	7,200	14
218	ADMIN SUPPORT/RECORDS	73,330	77,000	77,439	78,600	62,094	81,600	84,400	2,800	15
221	MUNICIPAL COURT	81,438	89,700	83,511	91,300	73,604	91,400	98,800	7,400	16
231	GENERAL GOVERNMENT	103,423	191,000	161,839	191,000	176,739	231,500	350,500	119,000	17
241	CITY PLANNER	15,207	72,400	21,686	73,700	21,023	99,500	103,700	4,200	18
245	COMMUNITY DEVELOPMENT	38,190	30,000	21,231	30,000	63,747	30,000	30,000	-	19
311	UNIFORMED PATROL	2,569,664	2,900,600	2,305,035	3,038,800	2,305,035	3,068,500	3,210,800	142,300	20
315	POLICE RESERVE	173,820	245,000	224,658	251,300	155,972	276,100	278,100	2,000	21
321	CENTRAL DISPATCH	434,088	568,300	407,021	583,900	379,992	625,000	655,700	30,700	22
331	CODE ENFORCEMENT	61,016	76,500	65,663	76,800	59,334	79,800	82,100	2,300	23
411	FIRE SUPPRESSION	2,341,804	2,510,900	2,590,668	2,632,500	2,355,618	2,963,500	3,398,000	434,500	24
412	FIRE VOLUNTEERS	55,959	69,250	40,822	70,900	11,085	74,400	76,300	1,900	25
512	PROTECTIVE INSPECTIONS	190,692	216,200	264,340	278,600	211,413	288,400	310,400	22,000	26
521	STREET MAINTENANCE	378,249	439,900	418,040	465,200	298,135	576,000	630,100	54,100	27
522	GENERAL MAINTENANCE	12,177	26,700	28,955	28,000	13,640	27,000	28,500	1,500	28
525	SMALL CAPITAL PROJECTS	84,195	-	-	-	-	3,872,500	5,967,700	2,095,200	29
561	PARKS & GROUNDS	370,608	562,300	474,906	580,800	475,026	607,000	695,200	88,200	30
562	ANIMAL CONTROL	93,788	99,700	140,917	170,600	135,583	180,200	187,800	7,600	31
	SUBTOTAL	7,883,025	9,034,150	8,197,211	9,512,600	7,710,746	14,282,000	17,349,400	3,067,400	
5500	TRANSFERS	10,844,120	9,808,800	13,222,176	11,005,200	11,669,079	12,856,400	14,140,000	1,283,600	32
	TOTALS	18,727,145	18,842,950	21,419,387	20,517,800	19,379,825	27,138,400	31,489,400	4,351,000	

FOOTNOTES TO FUND 10

1	Increase based on current/prior fiscal year performance.
2	Higher interest rate environment, increase based on current/prior fiscal year performance.
3	Shifted budget to Interest as we diversify our interest earning options beyond CDs (US Treasury bonds, High Yield Savings Acct)
4	Increase based on current/prior fiscal year performance.
5	Increase based on the increase in sales and use tax revenue budgets.
6	Increase based on current/prior fiscal year performance.
7	Appropriating funds received from the CARES Act & ARPA to restrict these funds for a new fire station
8	We estimate a 5.5% increase over current year to date amounts.
9	We estimate a 5.5% increase over current year to date amounts.
10	Increase in Personnel expense to reflect increase from contract renewal
11	Increase in Personnel expense for at least a 3% increase in pay
12	Increase in Personnel expense for at least a 3% increase in pay, increase in Contractual Services for Tulsa County and Crawford.
13	Increase in Personnel expense for at least a 3% increase in pay
14	Increase in Personnel expense for at least a 3% increase in pay
15	Increase in Personnel expense for at least a 3% increase in pay
16	Increase in Personnel expense for at least a 3% increase in pay, increase in Professional Services for Municipal Judge pay
17	Added budget to Incentive Pay to cover 3% stipend to City employees (if/when approved by Council), increase in Workers Comp and Insurance
18	Increase in Personnel expense for at least a 3% increase in pay
19	No Change
20	Increase in Personnel expense for at least a 3% increase in pay, increase Clothing & Uniforms and Insurance
21	Increase in Clothing & Uniforms
22	Increase in Personnel expense for at least a 3% increase in pay
23	Increase in Personnel expense for at least a 3% increase in pay
24	Increase in Personnel expense for at least a 3% increase in pay, (Contract negotiations are currently in process.)
25	Increase in Clothing & Uniforms and Materials & Supplies
26	Increase in Personnel expense for at least a 3% increase in pay, increase Subscriptions for permitting software annual fee
27	Increase in Personnel expense for at least a 3% increase in pay, increase in Materials & Supplies, Contractual Services, Utilities
28	Increase in Vehicle Parts/Repairs, Repairs & Maintenance
29	Appropriating funds received from the CARES Act & ARPA to restrict these funds for a new fire station
30	Increase in Personnel expense for at least a 3% increase in pay, increase Contractual Services, Utilities
31	Increase in Personnel expense for at least a 3% increase in pay, increase Materials & Supplies, Utilities
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	5396	Debt service on PD Vehicles		50,500.00	Annual debt service on police vehicles - Bancfirst loan 2/1/23 (Approved by Council at 12/6/2022 meeting)
12	311	5399	Body Cameras	30,000.00	30,000.00	OMAG)
12	311	5399	Handheld Radios	16,000.00	16,000.00	On going replacement of radios purchased in 2016 (5 in both years)
12	311	5399	Tasers	11,940.00	-	On going replacement of tasers (7 in YR1)
12	311	5399	iPads, stands & car mounts	42,600.00	27,200.00	Replace toughbooks at a cheaper price / better resolution for new CAD system (YR2 = 8 Dell Latitude 5430 Rugged & 8 Car Computer Mounts
12	311	5399	F.A.T.S. Machine	-	30,000.00	Scenario based virtual reality training device
16	321	5399	Emergency Dispatch Protocols	82,260.00	-	Emergency dispatch police & fire protocols quality assurance/improvement program
14	411	5392	Station 2 Remodel	150,000.00	-	Interior paint, resurface apparatus bay floors, bay ceiling paint maintenance, update furniture
14	411	5396	Debt service on Command Vehicles	-	26,000.00	Annual debt service on FD command vehicles for Chief and Asst. Chief - Bancfirst loan (Approved by Council at 12/6/2022 meeting)
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	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 aerial that is more than 20 years old. The replacement request was 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. In addition, we requested the 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. (Lease/Financing agreements approved by Council at the 11/09/2022 meeting)
14	411	5399	Class A Uniforms	-	40,000.00	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.
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	24,000.00	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 - Areas North of Main St. from Elm to the Arkansas River
27	840	5393	South Elm Street Widening Project	14,670,000.00	14,433,500.00	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 in conjunction with ODOT
27	861	5393	Elwood Ave Project (91st Street to 96th Street)	-	586,500.00	ROW acquisition, engineering, and design for Elwood Ave. Project (91st Street - 96th Street)
27	862	5393	Elwood Ave Project (111th Street to 121st Street)	-	368,500.00	ROW acquisition, engineering, and design for Elwood Ave. Project (111st Street - 121st Street)
30	521	5393	Traffic Signals	25,000.00	27,500.00	For maintenance, installs, and repairs to existing traffic signals as needed
30	521	5393	Guard Rails	50,000.00	52,500.00	For maintenance, installs, and repairs to existing guard rails on city streets as needed
30	521	5393	Misc. Street Repairs	100,000.00	100,000.00	For maintenance, installs, and repairs on city streets - street patching and subgrade repairs as needed
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	615,800.00	Improve roadway and construct a side path from 111th to Main St. in conjunction with ODOT
33	750	5393	1st Street from AQ Place to AQ Drive - Overlay	300,000.00	-	Mill and overlay for 1st St. from Aquarium Place to Aquarium Drive
33	750	5393	7th Street from AQ Place to AQ Drive - Overlay	300,000.00	-	Mill and overlay for 7th St. from Aquarium Place to 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	C Street - (Fir to Elm St.)	-	150,000.00	Engineering/Design
33	750	5393	Sidewalk - Aquarium Drive/101st Street (Elm to Park West)	225,000.00	-	Install sidewalk on 101st St. from Elm St. to Park West
33	750	5393	Trail Connection to RiverWalk Crossing	100,000.00	1,510,000.00	West river trail - North city boundary to RiverWalk Crossing in conjunction with INCOG (Design - YR1 & Construction - YR2)
33	750	5393	Arkansas Riverbank Stabilization Project	100,000.00	1,940,000.00	From the pedestrian bridge to the Turnpike bridge - (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 and upgrades at various City parks (slides, swings, etc.)
45	561	5392	Neighborhood Streetscaping	25,000.00	25,000.00	Trees, trails, lights at various subdivisions as needed
45	561	5392	Nature Park Design - 106th Street	100,000.00	-	Design for nature park at 106th Street and Elm - city property, incorporating Corps of Engineers mitigation areas

CITY OF JENKS
FY 2022-2024 BIENNIAL REVENUE & EXPENSE BUDGET
SPECIAL FUNDS
FY 22-23 ACTUAL FOR PERIOD ENDING MARCH 31, 2023

ACCOUNT NO.	REVENUES/EXPENSES DESCRIPTION	FY 20-21 ACTUAL	FY 20-21 BUDGET	FY 21-22 ACTUAL	FY 21-22 BUDGET	FY 22-23 ACTUAL -3/31	FY 22-23 YR1 BUDGET	FY 23-24 YR2 BUDGET	BUDGET CHANGE	
21-242	ECONOMIC DEVELOPMENT	109,986	125,000	589,662	605,000	-	-	-	-	1
21-242	ECONOMIC DEVELOPMENT	-	500,000	-	500,000	-	-	-	-	2
23-242	ECONOMIC DEVELOPMENT	52,733	57,000	1,182,219	100,000	262,383	100,000	101,000	1,000	3
23-242	ECONOMIC DEVELOPMENT	139,000	100,000	182,415	1,195,000	51,770	100,000	100,000	-	4
26-255	2006 G.O. BOND	1,572	-	269	-	8,494	-	-	-	5
26-255	2006 G.O. BOND	-	-	-	-	-	-	-	-	6
12-311	POLICE VEHICLE FUND	4	-	10,019	-	55,814	100,540	153,700	53,160	7
12-311	POLICE VEHICLE FUND	5,279	-	-	-	98,899	100,540	153,700	53,160	8
31-317	POLICE GENERAL RECEIPTS	0	5,000	0	5,000	0	-	-	-	9
31-317	POLICE GENERAL RECEIPTS	-	-	-	-	-	-	-	-	10
14-411	FIRE VEHICLES & EQUIPMENT FUND	586,576	526,300	424,539	351,300	349,108	640,800	567,300	(73,500)	11
14-411	FIRE VEHICLES & EQUIPMENT FUND	375,892	525,000	385,790	350,000	598,819	639,500	566,000	(73,500)	12
16-321	E-911 CENTRAL DISPATCH	202,482	209,000	203,826	503,800	202,000	504,260	442,880	(61,380)	13
16-XFER	E-911 - TRANSFER	-	250,000	150,000	300,000	150,000	300,000	300,000	-	14
16-321	E-911 CENTRAL DISPATCH	238,706	120,000	199,779	177,000	106,170	204,260	142,880	(61,380)	15
16-514	E-911 TECH & COMMUNICATIONS	5,927	26,500	5,847	26,800	-	-	-	-	16
30-521	STREET & ALLEY STREET MAINTENANCE	212,744	159,000	247,883	159,000	193,976	935,000	265,000	(670,000)	17
30-521	STREET & ALLEY STREET MAINTENANCE	53,884	150,000	38,565	150,000	770,930	935,000	265,000	(670,000)	18
32-521	2014 G.O. BOND	81,209	32,500	9,594	350,000	55,870	736,000	715,800	(20,200)	19
32-521	STREET MAINTENANCE	-	425,000	139,575	-	-	-	-	-	20
32-775	OTA TURNPIKE	651,831	200,000	98,285	100,000	75,000	100,000	100,000	-	21
32-844	SEWER INFRASTRUCTURE	-	1,175,000	143,569	250,000	-	-	-	-	22
32-866	ELWOOD AVE/111TH-MAIN	-	-	-	-	20,220	636,000	615,800	(20,200)	23
24-522	2010 G.O. BOND	6,162	34,000	57,754	250,000	289,530	158,000	-	(158,000)	24
24-522	2010 G.O. BOND STORMWATER DESIGN	-	250,000	69,305	250,000	114,850	158,000	-	(158,000)	25
45-561	PARKS & RECREATION	114,447	44,000	211,471	115,000	28,341	290,000	190,000	(100,000)	26
45-561	PARKS & RECREATION	81,016	115,000	106,423	115,000	7,134	290,000	190,000	(100,000)	27
11-611	DEBT SERVICE	3,220,039	4,906,000	3,722,007	4,817,000	3,352,664	4,145,000	3,835,000	(310,000)	28
11-611	DEBT SERVICE	2,970,494	4,906,000	3,461,700	4,817,000	3,398,844	4,145,000	3,835,000	(310,000)	29
33-750	JENKS VISION TAX FUND	1,648,111	1,513,000	1,941,016	2,350,000	1,610,778	1,974,150	3,975,000	2,000,850	30
33-750	JENKS VISION TAX FUND	-	2,835,000	628,675	2,350,000	402,092	1,075,000	3,975,000	2,900,000	31
38-780	TIF #2	169,156	100,000	176,780	100,000	98,880	200,000	250,000	50,000	32
38-780	TIF #2	467	100,000	233,342	100,000	44,962	200,000	250,000	50,000	33
34-790	TIF #3	347,290	601,000	389,223	611,200	616,645	611,500	620,000	8,500	34
34-790	TIF #3	434,465	600,000	349,260	600,000	137,871	600,000	600,000	-	35
35-795	TIF #4	90,988	120,000	143,893	128,000	102,828	182,900	325,000	142,100	36
35-795	TIF #4	91,645	120,000	141,399	120,000	41,549	175,000	300,000	125,000	37
61-801	INSURANCE & RISK MANAGEMENT	242,061	107,000	130,220	300,000	64,148	300,000	300,000	-	38
61-801	INSURANCE & RISK MANAGEMENT	97,918	300,000	111,270	300,000	1,188,362	300,000	300,000	-	39
27	2020 G.O. BOND	20,999,104	-	20,982,877	19,300,000	390,609	15,550,000	15,389,500	(160,500)	40
27-840	SOUTH ELM ST. WIDENING	-	-	335,953	15,500,000	188,484	14,670,000	14,433,500	(236,500)	41
27-860	MAIN STREET IMPROVEMENT	-	-	4,500	800,000	2,168,471	880,000	-	(880,000)	42
27-861	91ST - 96TH AND ELWOOD	-	-	-	1,000,000	19,556	-	586,500	586,500	43
27-862	111TH - 121ST AND ELWOOD	-	-	-	1,000,000	20,909	-	368,500	368,500	44
27-867	106TH STREET DESIGN	-	-	44,842	1,000,000	-	-	-	-	45
85	MUNICIPAL COURT	92	300	-	5,000	-	-	-	-	46
85	MUNICIPAL COURT	-	-	-	5,000	-	-	-	-	47
TOTAL REVENUE		28,084,755	8,539,100	30,423,252	30,050,300	7,682,068	26,428,150	27,130,180		
TOTAL EXPENSES		5,146,524	12,697,500	6,830,493	31,005,800	9,604,890	25,508,300	27,081,880		

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 FY24
- 6 No budget for FY24 - No anticipated expenditures
- 7 Revenue is a Transfer from One Cent Capital (Fund 53)
- 8 Refer to Capital Outlays List
- 9 Closed Fund
- 10 Closed Fund
- 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 Expense is Office Supplies, Repair & Maint., and Subscriptions (INCOG 911 Communication Expense) for Dispatch
- 16 Account no longer used
- 17 Revenue is from Gasoline Excise Tax and Motor Vehicle Tax, Earned Interest, Fund Balance
- 18 Increase repairs and maintenance, refer to Capital Outlays list (traffic signals, guard rails and misc. street repairs)
- 19 Revenue is Fund Balance, Earned Interest
- 20 No budget for FY24.
- 21 Legal fees - Sparkman case, Wallace Engineering
- 22 No budget for FY24.
- 23 Refer to Capital Outlays List - (Elwood Ave from 111th Street to 96th Street)
- 24 Revenue is Fund Balance, Earned Interest
- 25 No budget for FY24.
- 26 Revenue is Park & Rec Fee on Building Permits, Fund Balance
- 27 Refer to Capital Outlays List - (Landscaping, playground equipment, streetscaping)
- 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 - (Elm St. Sidewalk (K Place-B St., C Street Sidewalk (Fir-Elm St.), 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 No budget needed for FY24.
- 43 Refer to Capital Outlays List - (91st - 96th and Elwood)
- 44 Refer to Capital Outlays List - (111th - 121st and Elwood)
- 45 No budget needed for FY24.
- 46 No budget needed for FY24.
- 47 No budget needed for FY24.



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

MASTER FEE SCHEDULE

RESIDENTIAL BUILDING PERMIT FEES - New Construction and Remodel

Residential Building Permit Fees	As of July 1, 2023	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	-	-
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, 2023	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, 2023	Prior	Increase
Mechanical Permit (Small Job)	\$85.00 per job	-	-
Electrical Permit (Small Jobs)	\$85.00 per job	-	-
Plumbing Permit (Small Jobs)	\$85.00 per job	-	-
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, 2023	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, 2023	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	-	-
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, 2023	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, 2023	Prior	Increase
Temporary Sign	\$50.00	-	-
Permit Fee	The greater of .25% of sign valuation or \$25.00	-	-
ZONING APPLICATIONS	As of July 1, 2023	Prior	Increase
Zoning Text and Map Amendments to AG or Residential	\$300.00	-	-
Conditional Use Permit (does not include inspection fees)	\$50.00	-	\$50.00
Zoning Text and Map Amendments to Non-Residential	\$500.00	-	-
Planned Unit Development (PUD)	\$750.00	-	-
Planned Unit Development Major Amendment	\$750.00	-	-
Planned Unit Development Minor Amendment	\$300.00	-	-
Specific Use Permit	\$500.00	-	-
Specific Use Permit Major Amendment	\$500.00	-	-
Specific Use Permit Minor Amendment	\$300.00	-	-
Processing Fee	\$250 + \$3/per mailing label over 60	-	-
Public Notice Publication Fee	\$110.00	\$100.00	\$10.00
Ordinance Publication Fee	\$40.00	-	-
Sign Fee (Posted Notice)	\$150.00	-	-
Temporary Use Permit	\$100.00	-	-
BOA APPLICATIONS	As of July 1, 2023	Prior	Increase
Processing Fee	\$250.00 + \$3/per mailing label over 60	-	-
Variance	\$300.00	-	-
Special Exception	\$200.00	-	-
Appeal Hearing Request	\$250.00	-	-
Public Notice Publication Fee	\$110.00	\$100.00	\$10.00
Sign Fee	\$150.00	-	-
PLAT AND LAND DIVISION APPLICATIONS	As of July 1, 2023	Prior	Increase
Preliminary Plat	\$750.00	-	-
Final Plat	\$500.00	-	-
Final Plat (Resubmittal)	\$100.00	-	-
Lot Split/Combination	\$150.00	-	-
Major Subdivision	\$500.00	-	-
Minor Subdivision	\$300.00	-	-
Plat Addressing Fee	\$3.00/lot	-	-
Processing Fee	\$250.00	-	-

OTHER ZONING AND DEVELOPMENT RELATED FEES		As of July 1, 2023	Prior	Increase
Request for City Council Hearing		\$100.00 (plus \$250.00 processing fee plus any applicable notice fees)	-	-
Zoning Clearance Permits/Zoning Verification Letter		\$50.00	-	-
Annexation (via Petition) Fee		\$300.00 + \$110.00 Public notice fee + \$40.00 Ordinance Fee + \$250.00 Processing fee	\$100.00	\$10.00
De-Annexation Fee		\$300.00 + \$110.00 Public notice fee + \$40.00 Ordinance Fee + \$250.00 Processing fee	\$100.00	\$10.00
Right-of-way or Utility Easement Closure		\$750.00 + \$110.00 Public notice fee + \$40.00 Ordinance Fee + \$250.00 Processing fee	\$100.00	\$10.00
Easement Dedication		\$750.00	-	-
Filing Fee - Tulsa County		\$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, 2023	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, 2023			Prior	Increase	
Consumption per 1,000 gallons		Rate	Total Rate	Cumulative Rate			
First 1,000		\$17.36	\$17.36	\$17.36	\$16.38	\$0.98	6%
1,001 to 8,000		\$7.18	\$50.26	\$67.62	\$6.77	\$0.41	6%
8,001 to 12,000		\$7.26	\$29.04	\$96.66	\$6.85	\$0.41	6%
12,001 to 18,000		\$7.43	\$44.58	\$141.24	\$7.01	\$0.42	6%
18,001 to 25,000		\$7.80	\$54.60	\$195.84	\$7.36	\$0.44	6%
Over 25,000		\$8.25	N/A	N/A	\$7.78	\$0.47	6%

SANITARY SEWER RATES		As of October 1, 2023			Prior	Increase	
Consumption per 1,000 gallons		Rate	Total Rate	Cumulative Rate			
First 1,000		\$8.67	\$8.67	\$8.67	\$7.88	\$0.79	10%
1,001 to 12,000		\$2.82	\$31.02	\$39.69	\$2.56	\$0.26	10%
12,001 to 25,000		\$3.06	\$39.78	\$79.47	\$2.78	\$0.28	10%
Over 25,000		\$3.30	N/A	N/A	\$3.00	\$0.30	10%
Sewer Bond Fee (per meter)		\$3.50			\$3.50	\$0.00	0%
Stormwater Fee (per meter)		\$6.00/month for residential			\$5.00	\$1.00	

SOLID WASTE FEES		As of July 1, 2023	Prior	Increase
Basic Service Fee		\$13.11	-	-
Carry-Out Service Fee		\$20.10	-	-
Elderly/Disabled Service Fee		\$8.94	-	-
Extra Service Fee		\$4.12	-	-
Recycling Fee		\$3.24	-	-
Violations if photographs are required		\$25.00	-	-

MISC UTILITY FEES		As of July 1, 2023	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, 2023	Prior	Increase
Per Meter		\$3.50	-	-
FIRE FEES		As of July 1, 2023	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, 2023	Prior	Increase
Burglar alarm false alarm		\$100.00 per false alarm starting with the second false alarm/month	-	-
MUNICIPAL COURT FEES		As of July 1, 2023	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, 2023	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, 2023	
Alcohol Licenses / Permits (annual) :		Prior Increase
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	- -
Solicitor Selling Food or Drinks:		- -
Daily Rate	\$20.00	- -
Annual Rate	\$0.00	- -
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	-	-
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, 2023	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	-	-
Special Event Permit - Application Fee (for profit events by non Not-For-Profit/Government entities)	\$250.00	-	\$ 250.00
Administration & Indirect Costs	15%	-	-
Event Deposit	\$0 - \$5,000	-	-

Animal Control			
ANIMAL FEES	As of July 1, 2023	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	-	-
Animal Surrender Fee	\$100.00	-	100.00
MEDICAL FEES	As of July 1, 2023	Prior	Increase
Total Care Package:	At Cost	\$53.20	At Cost
Exam, HWT, FELV/FIV Test, Rabies, Distemper Combo, Lepto, Fecal Check, Bordetella		-	-
Rabies Vaccine	At Cost	\$7.70	At Cost
Bordetella	At Cost	\$5.25	At Cost
Distemper Combo	At Cost	\$11.90	At Cost
Heartworm Test	At Cost	\$11.90	At Cost
FELV/FIV Test	At Cost	\$20.58	At Cost
FVRCP Vaccine	At Cost	\$8.05	At Cost
FELV Vaccine	At Cost	\$12.25	At Cost
Fecal Check	At Cost	\$10.15	At Cost
Puppy or Kitten Package:	At Cost	\$30.45	At Cost
Booster Vaccine, Fecal Check, Sample of Flea Prevention, Exam		-	-
Dog Neuter		-	-
0-50 pounds	At Cost	\$74.11	At Cost
51-100 pounds	At Cost	\$84.70	At Cost
Over 100 pounds	At Cost	\$96.25	At Cost
Dog Spay		\$0.00	At Cost
0-25 pounds	At Cost	\$84.70	At Cost
26-50 pounds	At Cost	\$96.25	At Cost
51-75 pounds	At Cost	\$105.88	At Cost
Over 75 pounds	At Cost	\$122.50	At Cost
Feline Neuter	At Cost	\$41.20	At Cost
Feline Spay	At Cost	\$67.38	At Cost

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.

