

RESOLUTION NO. 6172

Southwest Business Products E1113067LD

A RESOLUTION SETTING NON-UTILITY RATES, FEES AND CHARGES FOR THE CITY OF PONCA CITY AND THE PONCA CITY UTILITY AUTHORITY.

WHEREAS, the Charter of the City of Ponca City provides that the Board of Commissioners have oversight responsibility for the management and control of the finances of the City, and;

WHEREAS, utility rates are set by ordinance, but other rates fees and charges of the City are not, and;

WHEREAS, the Board of Commissioners believes it in the best interest of the City and its citizens to standardize the setting of these rates, fees and charges and provide for regular review and accessibility;

NOW THEREFORE, be it resolved by the Board of Commissioners of the City of Ponca City, Oklahoma:

Section 1. That the following listing of rates, fees and charges for the City of Ponca City be adopted after annual review by staff and the Commission, and that the effective date of this schedule shall be July 1, 2015 except Wentz Golf fees that were approved previously and are in effect.

Section 2. The listing of fees, rates & charges are by type, but not exclusive to any one department and do not include applicable taxes:

All Departments:

Copy fee for standard or legal size, staff service (per page)	\$.25
Color Copy, as above (per page)	\$.50
Returned Check Fee (per check)	\$ 20.00

City Clerk:

Taxi Cab license, annual fee (per vehicle)	\$ 25.00
Curb Numbering permit, annual fee (per person)	\$ 50.00
Peddlers or solicitors license, annual fee (per person)	\$ 100.00
Assessment search (by property)	\$ 5.00
City Clerk administration & filing fee (nuisances)	\$ 44.30
Certified copy of open public record (per page)	\$ 1.00
Copy of DVD, video, or audio tape (physical or electronic)	\$ 12.00
Written notice of meetings (per public body – annual fee)	\$ 18.00
Computer records (if require programming, per hour/one hour minimum)	\$ 40.00
Computer records (per page)	\$.25
CD copy of documents	\$ 1.00
City Code of Ordinances (book)	\$ 150.00
Annual supplement service for the Code book holders	\$ 25.00

City Clerk (continued)

Kennel License	\$ 25.00
Municipal Court copy of Department of Public Safety clearance form	\$ 10.00
Any request that clearly would cause excessive disruption of the essential functions of the City shall include in addition to the fees above, an hourly charge (one hour minimum)	\$ 15.00

Development Services

Annual Registration Fees (State License required):

1 ST time Mechanical, Plumbing and Electrical Contractor	\$ 300.00
Renewal of Mechanical, Plumbing and Electrical Contractor	\$ 75.00
All Journeyman	\$ 25.00
All Apprentice	\$ 10.00

New and Accessory Residential Structure Permit

(including remodel and additions):

Building (per 100 square foot)	\$ 8.00
Plumbing (per 100 square foot)	\$ 2.00
Heat & Air (per 100 square foot)	\$ 2.00
Electrical (per 100 square foot)	\$ 2.00
Accessory building less than 200 square feet	no charge

New Commercial Structure Permit

(including remodel and additions):

Building (per 100 square foot)	\$ 16.00
Plumbing (per 100 square foot)	\$ 4.00
Heat & Air (per 100 square foot)	\$ 4.00
Electrical (per 100 square foot)	\$ 4.00

Minimum Permit and Inspection Fees:

Building	\$ 25.00
Mechanical	\$ 25.00
Plumbing	\$ 25.00
Electrical	\$ 25.00
Demolition	\$ 50.00
Re-inspection (each time thereafter)	\$ 37.50
Certificate of Occupancy	\$ 25.00
Commencing work without a permit	triple fees

Structure Relocation

(structures which exceed 16 feet in height and/or 28 feet in width):

Permit	\$ 50.00
Per 100 square feet of structure area	\$ 1.00
Per block of travel over public streets	\$ 3.00
Per foot of width in excess of 28 feet	\$ 10.00
House Mover Registration	\$ 200.00
House Mover Renewal Registration	\$ 50.00
Fireworks stand (inspection, electric connection)	\$ 75.00

Development Services (continued)

Sign Contractor Registration (annually)	\$ 100.00
Sign Permit Fee, per sign	\$ 25.00
Swimming Pool Permit	\$ 25.00
Underground Sprinkler System	\$ 25.00
Code Enforcement Administration fee for nuisance abatement	\$ 53.14
Electrical temporary hook-up permit	\$ 25.00
Fence Permit/inspection (revocable)	\$ 25.00
Development Fees:	
Zoning Ordinance Book	\$ 25.00
Subdivision Ordinance Book	\$ 25.00
Zoning, PUD application fee	\$ 150.00
PUD Site Development Plan application fee	\$ 50.00
Special Use Permit application fee	\$ 100.00
Appeals to the Zoning Board of Adjustment fee	\$ 100.00
Preliminary Plat application fee (per lot)	\$ 5.00
Final Plat application fee (per lot)	\$ 10.00
Lot split application fee	\$ 25.00
Floodplain Development Application Fee	\$ 50.00

Engineering

Copies – black & white, “D” size (22 x 34, per sheet)	\$ 5.00
Copies – ledger size (11 x 17, per sheet)	\$.50
Street Cut permit & inspection	\$ 25.00
Plotting for in-house projects only (per hour, minimum 1 hour)	\$ 30.00
Maps on hand, 11 x 17	\$ 4.00
Quick print maps A (8 1/2 x 11)	\$ 5.00
Quick print maps B (11 x 17)	\$ 7.00
Quick print maps C (17 x 22)	\$ 15.00
Quick print maps D & E (22 x 34) and (34 x 42)	\$ 22.00

Custom Maps

Custom map labor charge in addition to materials:

\$25.00 Setup Fee + \$40.00/hour search/programming/cartographic fee
+ material fee listed above.

Quick Print Maps will have a turn-around time of at least 24 hours.

Custom maps will have a turn-around time of at least 1 week. There will be an extra \$40.00/hour search/programming/cartographic fee for any “RUSH” custom map request.

GIS tabular reports (digital/hardcopy) (per/hour, minimum 1 hour)	\$ 25.00
Digital copies of GIS information (per CD)	\$ 100.00
Digital copies of GIS information (per DVD)	\$ 110.00
Other GIS information	as set by Department Head

City Garage

City Bus rental charge (driver, per hour)		\$ 15.00
City Bus rental charge (fuel charge, per gallon)	current City Garage fuel rate	
City Bus rental charge (per mile)		\$.75
City Bus rental charge (clean-up, if necessary)		\$ 50.00

Airport**Hangar Rental Fees (monthly):**

#1		\$ 350.00
#2, unit 1		\$ 350.00
#2, unit 2 & 3		\$ 350.00
#3, unit 4		\$ 500.00
#7 & 8		\$ 105.00
#9 & 10		\$ 130.00
#11		\$ 350.00
#12		\$ 500.00
#13		\$ 125.00
Tie Downs		\$ 40.00
Tie Downs – night rate		\$ 5.00
Terminal Space (per square foot)		\$ 16.00
Landing Fees (per 1,000 lbs.)		\$.50
Land Rental: Airside (per square foot)		\$.15
Landside (per square foot)		\$.15
Fuel Flowage fee (per gallon)		\$.09
Other facility leases	as approved by the City Commission	
Retail Fuel Sales	as set by Department Head	

Low Wentz Municipal Golf Course (all Wentz Golf fees include sales tax)**Green Fees:**

Weekdays – 18 holes	\$ 19.25
Weekends/Holidays – 18 holes	\$ 22.25
9 hole fee	\$ 13.00
Junior play fee (18 years old or younger)	\$ 8.75
Student rate, individuals 19 to 22 years of age, with valid student ID, Monday-Friday, excluding holidays	\$ 13.00
Senior Citizen (60 and over)	\$ 13.00
Twilight (3.5 hours prior to sunset)	\$ 14.50
Additional round fee	\$ 9.00
All day play, includes cart	\$ 47.36
Golf Cart Fees:	
Daily private cart trail fee	\$ 14.13
18 hole (per seat)	\$ 11.75
9 hole (per seat)	\$ 7.75

Lew Wentz Municipal Golf Course (continued)**Annual Fees:**

Single	\$ 537.90
Single Senior	\$ 484.11
Single plus one	\$ 679.17
Single plus one Senior	\$ 611.25
Family	\$ 787.84
Junior (weekday only)	\$ 173.87
Private Cart	\$ 652.00
Private Cart – senior	\$ 586.80
Adult membership – daily fee	\$ 3.02
Tournament Fees	as set by Department Head
Adult Membership – twilight	\$ 1.51
Unlimited Single Annual	\$ 939.97
Unlimited Single plus one	\$1048.64
Unlimited Family Annual	\$1157.30
Unlimited Single Senior	\$ 845.97
Unlimited Single plus one Senior	\$ 943.77
Unlimited Cart, Single	\$ 869.33
Unlimited Cart, Single plus one	\$1304.00
Unlimited Cart, Single Senior	\$ 782.40
Unlimited Cart, Single Senior plus one	\$1173.59
25 round play card	\$ 391.20
Locker Rental (high school team)	\$ 20.00
Locker Rental (annual fee)	\$ 30.00
Pro Shop Merchandise	as set by Department Head
Concessions	as set by Department Head

* The City Manager or his designee has the authority to modify these rates
for marketing purposes

Police

Copy of Accident Report or Police Report	\$ 3.00
Search fee (if Accident or Police Report is older than three years)	\$ 15.00
Copy of DVD, video, or audio tape (physical or electronic)	\$ 12.00
Fingerprinting (first card)	\$ 7.00
Fingerprinting (additional cards)	\$ 3.00
Fingerprinting & Photos	\$ 10.00
Fingerprinting of minors	no charge

Animal Control

First Violation of any animal picked up	\$ 20.00
Second Violation of any animal picked up	\$ 30.00
Third Violation of any animal picked up	\$ 50.00
Impoundment fee for livestock, per head	\$ 50.00
Small animal board (per day)	\$ 10.00
Medium animal board (per day)	\$ 15.00

Animal Control (continued)

Large animal board (per day)	\$ 20.00
Intact Permit (first year)	\$ 100.00
Intact Permit (subsequent years)	\$ 25.00
Intact Permit, exempted animals from spay/neuter (1 st & subsequent years)	\$ 5.00
Whelping Permit (one litter / female / year)	\$ 100.00
City registration tag fee, if vaccinated	\$ 10.00
City registration tag fee, if vaccinated and spayed	\$ 5.00
• If veterinarian sells tag, they retain \$1.00 of the fee for their service	

Adoption Fee

For any animal <u>not</u> already neutered and vaccinated	\$ 150.00
For any animal already neutered	\$ 75.00

Fire / Ambulance**Fire suppression services / emergency response**

Within City limits	no charge
Within City limits – non-residential, non-real property (per hour)	\$ 250.00
Outside City limits (per hour)	\$ 500.00

* Fractional hour(s) will be charged the full hourly rate

Ambulance:

Basic Life Support (BLS) service / transport fee	\$ 750.00
Advanced Life Support (ALS) service / transport – cat. I fee	\$ 850.00
Advanced Life Support (ALS) service / transport – cat.II fee	\$1,075.00
On-scene patient treatment without transport	\$ 125.00
Mileage charge (patient loaded, per loaded mile)	\$ 15.00
Aircraft med-team transport services (airport to hospital)	\$ 100.00
Hold-over charge (I.E. standby for return transport, per hour)	\$ 75.00
Vehicle extrication services	\$ 500.00
Reoccurring service assistance fee	\$ 50.00

* The City of Ponca City can, at its own discretion, contract with individuals or organizations to obtain the necessary equipment and services of fire and/or ambulance personnel. Personnel used for such events will be off-duty and paid at a rate set by the labor contract, and Fire Chief.

Park & Recreation

Lake Ponca User Fees:

Fishing per person for daily permit; family is for resident family members 16 years or older living in the same household.

Senior Citizen is 64 or older.

Resident is defined as any person residing in a residence with a Ponca City mailing address. P.O. Box is not a residential address.

Fishing (resident, daily fee)	\$ 2.00
Fishing (non-resident, daily fee)	\$ 4.00
Fishing (individual resident, annual)	\$ 6.00
Fishing (individual non-resident, annual)	\$ 10.00
Fishing (family resident, annual)	\$ 10.00
Fishing (family non-resident, annual)	\$ 20.00
Senior Citizen (age 65 and older, lifetime permit)	\$ 10.00
Disability (term concurrent with State fishing license)	\$ 10.00
Boating (per craft except for dealer permit):	
Daily boat (resident)	\$ 3.00
Daily boat (non-resident)	\$ 6.00
Annual boat (resident)	\$ 20.00
Annual boat (non-resident)	\$ 50.00
14-day boat (non-resident)	\$ 25.00
Dealer/Demonstrator boat permit	\$ 50.00
Skiing (per watercraft):	
Daily ski (resident)	\$ 7.00
Daily ski (non-resident)	\$ 12.00
Annual ski (resident)	\$ 25.00
Annual ski (non-resident)	\$ 50.00
14 day ski (non-resident)	\$ 25.00
Lake Package (residents only):	
Boating & Fishing	\$ 25.00
Boating & Skiing	\$ 40.00
Boating, Skiing & Fishing	\$ 45.00
City Owned Ski Dock Rental, full dock (annual)	\$ 300.00
City Owned Ski Dock Rental, full dock (daily)	\$ 25.00
Lake Lot Rental (annual, includes trash)	\$ 375.00
Camping:	
Without electric (per night)	\$ 8.00
With electric (per night)	\$ 12.00
Senior Citizen discount (per night)	(\$ 1.00)
Lake Ponca Park (8 a.m. – 2 p.m. or 4 p.m. to 10 p.m.):	
Rental per block of time (Shelters 1,2,3, or 4)	\$ 40.00

Park & Recreation (continued):

Cann Memorial Gardens:

Cann House & Garden (max. 5 hours)	\$ 150.00
Additional usage (per hour) over 5 hours	\$ 25.00
Rehearsal Fee (per hour)	\$ 25.00

Wentz Camp & Pool (pool open Memorial Day through Labor Day):

Peak period May 1 through September 30

Closed November 1 through March 1

Public event with no gate fee is open to the public, but does not include pool.

Wentz Dining Hall \$ 175.00

Wentz Dining Hall & grounds \$ 300.00

Public Event, ½ day grounds only \$ 300.00

Public event, all day grounds only \$ 500.00

Activity Set-up/Rehearsal Fee, per hour, one hour minimum \$ 25.00

Camp fee, 31 or more campers (per camper) \$ 8.00

Camp fee, 30 or less campers (per group) \$ 225.00

Individual Cabin Rental (daily) \$ 50.00

Pool fee, adult (per entrance) \$ 2.00

Pool fee, child 12 & under (per entrance) \$ 1.00

Concession items as set by Department Head

AMBUC Pool (pool open Memorial Day through Labor Day, everyday but Wednesdays):

Adult admission, per person (per entrance) \$ 2.00

Child Admission, per person (per entrance) \$ 1.00

Unity Gym:

Rental fee, per block of time (8 a.m. – 3 p.m. or 4 p.m. – 11 p.m.) \$ 125.00

Men's basketball, 18 and over (per team) \$ 325.00

Mixed volleyball, adult men & women (per team) \$ 200.00

Late Fees for team activity \$ 25.00

Girl's basketball, 4th through 6th grade (per girl) \$ 30.00Girl's softball, 4th through 6th grade (per girl) \$ 30.00

Late fees for individual activity \$ 5.00

Tennis program

Tournament, single \$ 13.00

Tournament, double \$ 16.00

Fitness programs instructors charged 18% of monthly income

Showmaster Portable Stage (one day use) \$ 200.00

Each additional day (per day) \$ 75.00

Delivery outside City Limits \$ 50.00

Senior Center:

Rental Fee (maximum 4 hours) \$ 150.00

Rental Fee (rate after initial 4 hours, per hour) \$ 25.00

Marland's Grand Home

Home Rental (Tues. – Thurs.)	\$ 125.00
Home Rental (Fri. – Sat.)	\$ 250.00
Grounds & Terrace (requires Home Rental)	\$ 75.00
Photography Session (per hour, 8-10 a.m. weekdays only, 2 hour min.)	\$ 25.00
Annual functions (per day, 6 or more per year, Tues.–Sat., before 5 p.m.)	\$ 62.50
Admission fees (per person):	
Adults	\$ 5.00
Seniors (65+), Military, Adult Tour Groups	\$ 4.00
Classroom Tours, Students	\$ 3.00
Youth (6-17)	\$ 2.00
Under age 6 & All Ponca City residents	no charge
All Ponca City residents	no charge

Hutchins Memorial Auditorium

Auditorium:	
Up to 500 people	\$ 300.00
Up to 1,000 people	\$ 400.00
Over 1,000 people	\$ 500.00
When using auditorium, Sunshine rooms are available at no charge for dressing rooms.	
Room rental, with auditorium rental	
1-2 rooms (each, per day)	\$ 75.00
3-4 rooms (each, per day)	\$ 60.00
5-6 rooms (each, per day)	\$ 50.00
Set-up/tear-down/rehearsals, per hour	\$ 20.00
Annual functions contract of minimum four events per year:	
Auditorium, per day	\$ 400.00
Per room, per day	\$ 30.00

* room rental includes 4 hours set-up/tear-down or rehearsal time on day of rental

** The City Manager is granted authority to alter these rates in cases where heat and air conditioning is not functional.

Marland Estate

Mansion rental:	
Gallery level (Mon. – Thurs.)	\$ 375.00
Gallery level (Fri. – Sun.)	\$ 750.00
Lower level (Mon. – Thurs.)	\$ 250.00
Lower level (Fri. – Sun.)	\$ 500.00
Lower Level, Outer Lounge Rental, 2 hr. max. (Mon. – Thurs)	\$ 100.00
Lyde's Cottage (Mon. – Thurs.)	\$ 100.00
Lyde's Cottage (Fri. – Sun.)	\$ 200.00
Grounds rental (available only with mansion rental)	\$ 150.00
In case on inclement weather, rental of other mansion floor	\$ 150.00
Photography 8 – 10 a.m., weekdays only (per hour, 2 hour minimum)	\$ 25.00
Admission fees:	
Adults	\$ 10.00
Seniors (65 +) and Military	\$ 8.00
Youth (6-17)	\$ 5.00
Under age 6	no charge
Group Tours, Adults	\$ 6.00
Classroom Tours, Students	\$ 3.00
All Ponca City residents	no charge
Gift Shop merchandise	as set by Department Head

Library

Self service photocopies (per page)	\$.20
Faxes (per page, received or sent)	\$ 1.00
Replacement Library cards (first is free)	\$ 1.00
Overdue fines – videos (per day, with a \$5.00 maximum)	\$ 1.00
Replacement of lost or damaged materials	cost
Service charge if second notice required on late materials (per item)	\$.50
Replacement of damaged video or jewel case	\$ 1.00
Replacement for lost or damaged hang up kit bags	\$ 1.00
Internet use fee for out-of-service area residents (per day)	\$ 1.00
Library card for out-of-service area resident, per year	\$ 26.00

Utility Billing

New/Transfer utility accounts:

Initiation fee	\$ 20.00
Initiation fee, landlord agreement	\$ 13.00

Delinquent accounts:

re-connect charge, during business hours	\$ 20.00
re-connect charge, after business hours	\$ 50.00
Trouble truck, during business hours	\$ 100.00
Trouble truck, after business hours	\$ 150.00

Deposits:

Residential	\$ 125.00
Non-residential	

Based on the combination of a high and low amount of the established monthly bill. Deposits are determined by building type and/or history of the building, and include electric, water, wastewater, solid waste, and stormwater.

Irrevocable letter of guarantee/surety on non-residential *as set by Dept. Head
Emergency After Hours Connections:

Upon approval of Billing Office Supervisor /management – tech	\$ 50.00
Trouble truck	\$ 150.00

Meter Tampering:

Replacement cost of new electronic single phase meter	\$ 125.00
Replacement cost of new electronic remote meter	\$ 170.00
Replacement cost of new electronic three phase meter	\$ 350.00
Replacement cost of new water meter MXU with battery (1 replaced free with unintentional damage)	\$ 135.00
Replacement cost of new water battery cover (1 replaced free with unintentional damage)	\$ 15.00
Replacement cost of new water MXU battery & cover (1 replaced free with unintentional damage)	\$ 150.00
Meter Tampering Charge (per meter tampered/altered/damaged)	\$ 100.00

Meter Test Charge:

Single phase meter	\$ 50.00
Three phase meter	\$ 100.00

Return Check Charge

\$ 20.00

Residential Rental Property Owner/Agent (landlord) agreement

\$ 25.00

Service call notices

\$ 5.00

Late penalty (electric, water & stormwater)

5% fee

Turn on/turn off, Water Plant - after business hours

\$ 30.00

Meter testing, water, up to 1"

\$ 50.00

Bad debts

collection fee is added to outstanding debt

Low-point Beer License, on or off premises (for 3 years)

same fee as State

Low-point Beer License, off premises only (for 3 years)

same fee as State

Liquor: Mixed Beverage license (annually) initial

same fee as State

Mixed Beverage license (annually) renewal

same fee as State

Utility Billing (cont.)

Retail Liquor Store license (annual)	same fee as State
Mixed Beverage/Caterer Combination	same fee as State
Other liquor related licenses	same fee as State
Garage Sale permits (per event)	\$ 5.00
Rural Water Connection Application	\$ 50.00

Ponca City Energy (PCE)

Underground service connections

* PCE will extend primary underground service up to a limit of 300 feet at no cost, under the following conditions:

- The customer provides trenching and backfill to PCE specifications, or
- The customer provides actual cost of trenching and backfill to PCE specifications

* PCE will extend primary service beyond 300 feet under the following conditions:

- The customer provides trenching and backfill to PCE specifications plus the cost of conductor beyond the 300 feet limit, or
- The customer provides actual cost of trenching and backfill to PCE specifications plus the cost of conductor beyond the 300 feet limit

Secondary Underground Services

Not available

Underground Service to Platted Subdivisions

* For new, platted subdivisions consisting of three or more contiguous lots, PCE will provide primary and secondary service connections at no cost to the Developer provided that the installation is in accordance with the preferred design of PCE, which normally will be front lot construction in the right-of-way or utility easement along lot lines accessible from the street, and further that secondary connections are not in back yards or other inaccessible areas, and terminate at a meter location on the side of the house in the front third of the structure. Developer is responsible for the installation of the required conduits to NESC, NEC, and City requirements. The free extension under this provision will be limited to 300 feet per lot for primary service and 200 feet per lot for secondary extensions. After developer sells home, ownership of the secondary cable will become the home owners. For installations where the preferred PCE design is not accepted by the Developer, service may be obtained under the provisions for Underground Service Connections as described above.

Overhead Service

* PCE will extend overhead primary and secondary service up to a distance of 300 feet at no charge. If rock holes are encountered, the customer will be billed at actual cost.

* PCE will extend overhead primary and secondary beyond the 300 feet limit at a cost equal to actual cost of construction.

Setting poles for customer use

* PCE will set poles for customers at a cost of the pole plus two hours labor for two employees. If rock holes are encountered, the customer will assume the additional cost as well. Henceforth, the pole becomes the property of the customer.

RESOLVED this 8th day of June, 2015



BOARD OF COMMISSIONERS OF
THE CITY OF PONCA CITY,

by Mary Beth Moore
Mary Beth Moore, Vice-Mayor

Attest:

A handwritten signature in cursive script, appearing to read 'Marc LaBossiere', written over a horizontal line.

Marc LaBossiere, City Clerk

Approve as to form:

A handwritten signature in cursive script, appearing to read 'Mike Vanderburg', written over a horizontal line.

Mike Vanderburg, City Attorney

