



# City of Lawton

Lawton City Hall  
212 SW 9th Street  
Lawton, Oklahoma  
73501-3944

## Council Fee Committee

### Special Meeting Agenda

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Thursday, June 5, 2025

1:00 PM

Lawton City Hall  
3rd Floor Conference Room

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#### Recommending Body

"Official action can only be taken on items listed on the agenda. As a recommending body, the Committee may review and discuss agenda items, propose and enact floor amendments, and then choose to make a recommendation to the City Council or provide direction to the City Manager. The Committee may also defer items for further review, refer matters to the City Attorney, or send items to standing committees, boards, commissions, or authorities for additional study. In some cases, items may be postponed to a later date or removed from the agenda entirely."

#### Meeting Called to Order

#### Statement of Compliance with Oklahoma Open Meeting Act, 25 O.S. 301-314

#### Roll Call

#### Introduction of Guests

#### Business Items

1. Consider recommending to City Council the approval of a resolution amending Resolution No. 2006-189, increasing the per-fine allocation to the Lawton Police and Fire Department Training Fund from a total of ten dollars (\$10.00) to twenty dollars (\$20.00), with ten dollars (\$10.00) designated to each department respectively
2. Consider recommending to City Council the approval of a resolution amending Schedule A, Fees and Charges, Lawton Fees and Charges, Lawton City Code, 2015, pertaining to Chapter 12, Food Service Sanitation, by adding a fee for a temporary mobile food-service establishment of \$50.00 for a 30 day permit.
3. Consider ratifying the City Council's action that approved Resolution No. 25-112 that establishes the fees for a commercial pet establishment in the City of Lawton and consider recommending to the City Council approval of a resolution that will set a fee for the mobile pet establishments to be \$20.00 per vehicle.
4. Consider recommending to City Council the approval of a resolution amending Schedule A, Fees and Charges, Lawton Fees and Charges, Lawton

City Code, 2015, pertaining to Chapter 11, Fire Department and Services, Article 11-2 Fire Prevention Code Section 220, by increasing the fire inspection fee from \$34.50 to \$50.00

5. Discuss the previous approval of Ordinance No. 25-19 and Resolution No. 25-111 regarding Landfill Fee Adjustments and Landfill State Fee Implementation and make a recommendation to City Council.

### **Adjournment**

The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48 hour rule if interpreters for the deaf (signing) is not the necessary accommodation."

**Item Title:**

Consider recommending to City Council the approval of a resolution amending Resolution No. 2006-189, increasing the per-fine allocation to the Lawton Police and Fire Department Training Fund from a total of ten dollars (\$10.00) to twenty dollars (\$20.00), with ten dollars (\$10.00) designated to each department respectively

**Initiator:** James Smith, Chief

**Information Source:** Robert Whittington

**Background:**

In 2006, the City Council adopted Resolution No. 2006-189, which established a training fund for the Lawton Police and Fire Departments, funded by allocating five dollars (\$5.00) each per fine imposed by the Municipal Court. In light of increased training needs and rising costs associated with law enforcement and fire safety training, it has become necessary to amend the existing resolution to increase the funding amount and ensure the continued effectiveness, preparedness, and safety of both departments.

**Correlation to the True North Statement:**

This change aligns with the City of Lawton's True North Statement by fostering a safe, prepared, and resilient community through investment in professional development and public safety excellence.

**Exhibit:**

Resolution No. 25-\_\_\_\_\_

**Key Issues:**

The current \$10.00 allocation per fine (\$5.00 for each department) is insufficient to meeting the training demands of the Lawton Police and Fire Departments.

**Funding Source:**

Lawton Police Department issued citations

**Recommended Action:**

Approve recommending Resolution No. 25-\_\_\_\_\_, amending Resolution No. 2006-189, to increase the per-fine training fund allocation from ten dollars (\$10.00) to twenty dollars (\$20.00), designating ten dollars (\$10.00) each to the Lawton Police Department and the Lawton Fire Department and authorize the Mayor and City Clerk to execute the resolution.

**ATTACHMENTS:**

1. Twenty Dollar Resolution Amending 2006-189

**RESOLUTION NO. 25-\_\_**

**A RESOLUTION AMENDING RESOLUTION 2006-189. THIS AMENDMENT WILL INCREASE THE DOLLAR AMOUNT APPOINTED TO THE LAWTON POLICE AND FIRE DEPARTMENT TRAINING FUND FROM FIVE DOLLARS (\$5.00) EACH TO TEN DOLLARS (\$10.00) EACH, TOTALING (\$20.00).**

**WHEREAS**, the City Council of the City of Lawton recognizes the need for increased funding to support the continued training of the Lawton Police Department and Lawton Fire Department, and;

**WHEREAS**, the City Council has determined that increasing the amount allocated from ten dollars (\$10.00) to twenty dollars (\$20.00) per fine imposed by the City of Lawton Municipal Court will provide adequate funding to meet the training needs of the Lawton Police and Fire Department, and;

**WHEREAS**, these funds will be used exclusively for training purposes, ensuring the department has the resources necessary to enhance the effectiveness and safety of its officers, and;

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Council of the City of Lawton, Oklahoma that:

The City of Lawton Council grants this amendment to increase the funds per fine to twenty dollars (\$20.00). Ten dollars will go towards the Lawton Police Department and ten dollars will go toward the Lawton Fire Department. These training funds and all revenues therein will continue to carry over annually to the following year.

**PASSED** and **APPROVED** by the Mayor and Council of the City of Lawton, Oklahoma, this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
STANLEY BOOKER, MAYOR

ATTEST:

\_\_\_\_\_  
DONALYNN BLAZEK-SCHERLER, CITY CLERK

APPROVED as to form and legality this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
TIMOTHY WILSON, INTERIM CITY ATTORNEY

**Item Title:**

Consider recommending to City Council the approval of a resolution amending Schedule A, Fees and Charges, Lawton Fees and Charges, Lawton City Code, 2015, pertaining to Chapter 12, Food Service Sanitation, by adding a fee for a temporary mobile food-service establishment of \$50.00 for a 30 day permit.

**Initiator:** Larry Parks, Director

**Information Source:** Charlotte Brown, Deputy Director

**Background:**

City staff were directed to draft a code change that will allow out-of-town mobile food-service establishments to operate within the City of Lawton when not tied to an event. Staff have drafted an ordinance that will allow for a 30-day permit to be issued to a state-licensed mobile food-service establishment that does not have an annual permit to operate within the City of Lawton nor tied to a special event that is sponsored by the City, such as Arts for All or the Freedom Fest. This will allow out-of-town vendors to operate in Lawton for 30 days to determine if they want to get an annual license with the City of Lawton.

**Correlation to the True North Statement:**

Being open for business

**Exhibit:**

Proposed Resolution

Temp Mobile Food Service Establishment Fee Adjustment Request Form

**Key Issues:**

n/a

**Funding Source:**

n/a

**Recommended Action:**

Recommend approval to the City Council of the proposed Resolution.

**ATTACHMENTS:**

1. Proposed Resolution
2. Temp Mobile Food Service Establishment Fee Adjustment Request Form

**RESOLUTION NO. 24-\_\_\_\_\_**

A RESOLUTION AMENDING APPENDIX A, SCHEDULE OF FEES AND CHARGES, LAWTON CITY CODE, 2015, PERTAINING TO CHAPTER 12, FOOD SERVICE SANITATION, BY AMENDING ARTICLE A-12-1 AND ESTABLISHING AN EFFECTIVE DATE.

**WHEREAS**, Section 1-205, Chapter 1, Lawton City Code, 2015, provides that fees and charges shall be set by resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Lawton, Oklahoma, that:

SECTION 1. Article A-12-1 is hereby amended as follows:

**Article A-12-1 Food service sanitation.**

12-104	Fixed food-service establishment permit, annual, initial	\$201.25
12-104	Fixed food-service establishment permit, annual, renewal	172.50
12-104	Fixed food-service establishment, annual, qualifying for reduced rate	86.25
12-104	Mobile food-service establishment permit-preparation and sales, annual, initial	201.25
12-104	Mobile food-service establishment permit-preparation and sales, annual, renewal	172.50
12-104	Mobile food-service establishment permit- sales only, annual, initial	201.25
12-104	Mobile food-service establishment permit- sales only, annual, renewal	172.50
12-104	Temporary food-service establishment permit, per event	57.50
12-104	Temporary food-service establishment permit, per event, qualifying nonprofit organization	17.25
12-104	Temporary mobile food-service establishment permit, 30 days	50.00
12-104	Seasonal food-service establishment permit	86.25
12-104	Food handler's certification	17.25
12-108	Identification badge, per applicant, annual (Includes background check fee)	46.00
12-108	Temporary mobile food-service establishment's permits for city owned property	11.50
12-109	First offense	57.50
12-109	Second offense or more	115.00

Section 2. Effective Date. The provisions of this resolution shall become effective thirty days after passing of the resolution.

**ADOPTED and APPROVED** by the Mayor and Council of the City of Lawton this 10<sup>th</sup> day of June, 2025.

\_\_\_\_\_  
STANLEY BOOKER, MAYOR

ATTEST:

\_\_\_\_\_  
DONALYNN BLAZEK-SCHERLER, CITY CLERK

**APPROVED** as to form and legality this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
TIMOTHY WILSON, INTERIM CITY ATTORNEY

# City of Lawton – Municipal Fee Adjustment Request Form

## Section 1: Department & Contact Information

- Department Name: \_\_\_\_\_
  - Division/Unit: \_\_\_\_\_
  - Prepared By: \_\_\_\_\_
  - Title: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Date of Submission: \_\_\_\_\_
- 

## Section 2: Fee Details

- Fee Category (e.g., Fire Marshal Inspection, Police Department Fine):  
\_\_\_\_\_
  - Current Fee Amount: \$ \_\_\_\_\_
  - Proposed Fee Amount: \$ \_\_\_\_\_
  - Effective Date of Proposed Change: \_\_\_\_\_
  - Frequency of Fee Application (e.g., per inspection, per violation):  
\_\_\_\_\_
- 

## Section 3: Justification & Analysis

### A. Cost-of-Service Analysis

- Total Annual Cost to Provide Service: \$ \_\_\_\_\_
  - Current Annual Revenue from Fee: \$ \_\_\_\_\_
  - Projected Annual Revenue with Proposed Fee: \$ \_\_\_\_\_
  - Is the service currently subsidized by the general fund?  Yes  No
  - Brief Explanation:  
\_\_\_\_\_
- 

### B. Legal Authority

- Cite Relevant Statutes or Ordinances Authorizing Fee:  
\_\_\_\_\_
-

- Are there any legal limitations or requirements for this fee?  Yes  No
- If yes, please explain:

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### C. Benchmarking

- **Comparable Fees in Similar Municipalities:**
  - Municipality: \_\_\_\_\_ Fee: \$ \_\_\_\_\_
  - Municipality: \_\_\_\_\_ Fee: \$ \_\_\_\_\_
- **Date of Last Fee Adjustment:** \_\_\_\_\_

### D. Equity & Affordability Considerations

- Does the fee increase disproportionately affect any group?  Yes  No
- Are there existing or proposed mitigation measures (e.g., waivers, sliding scales)?   
Yes  No
- If yes, please describe:

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## Section 4: Public Engagement & Communication

- Have stakeholders been informed about the proposed fee change?  Yes  No
- **Methods of Engagement** (check all that apply):
  - Public Meetings
  - Surveys
  - Notices
  - Other: \_\_\_\_\_
- **Summary of Feedback Received:**

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## Section 5: Implementation Plan

- **Proposed Implementation Strategy:**
  - Immediate
  - Phased
  - Other: \_\_\_\_\_
- Are system or process updates required?  Yes  No
- If yes, please describe:

- 
- **Staff Training Requirements:**
- 

## **Section 6: Alignment with City Policies**

- **How does this fee adjustment align with the City’s strategic goals or master plans?**
- 

## **Attachments Checklist**

Please attach the following supporting documents:

- Detailed Cost Analysis
  - Legal References and Statutory Citations
  - Benchmarking Data
  - Public Engagement Summary
  - Equity Impact Assessment
  - Implementation Timeline
- 

## **Approvals**

- **Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Finance Department Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **City Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Item Title:**

Consider ratifying the City Council's action that approved Resolution No. 25-112 that establishes the fees for a commercial pet establishment in the City of Lawton and consider recommending to the City Council approval of a resolution that will set a fee for the mobile pet establishments to be \$20.00 per vehicle.

**Initiator:** Larry Parks, Director

**Information Source:** Charlotte Brown, Deputy Director

**Background:**

On April 22, 2025, City Council approved Resolution No. 25-112 that sets the fee of the Commercial Animal Establishment at \$100.00 for an initial license, \$75.00 for a renewal license and an annual inspection from the Fire Marshal of \$50.00. Staff was asked to bring the fees to the Council Fee Committee for approval. There is discussion about a slight revision for the mobile pet establishments to be licensed similar to a wrecker at a lower fee. The proposed lower fee for each vehicle will be \$20.00 per vehicle. The original ordinance states that each mobile animal establishment will have a separate license which would be \$100.00 per vehicle, but the new proposal will have the overall business paying an annual fee as already set and then a fee of \$20.00 per vehicle plus an inspection by the Fire Marshal office.

**Correlation to the True North Statement:**

Being open for Business

**Exhibit:**

Resolution No. 25-112  
Proposed Resolution  
Commercial Pet Establishment Fee Adjustment Form

**Key Issues:**

**Funding Source:**

n/a

**Recommended Action:**

Ratify Council action on Resolution 25-112 and recommend approval for the proposed resolution to City Council.

**ATTACHMENTS:**

1. Resolution No. 25-112
2. Proposed Resolution
3. Commercial Pet Establishment Fee Adjustment Request Form



**RESOLUTION NO. 25-112**

A RESOLUTION AMENDING APPENDIX A, SCHEDULE OF FEES AND CHARGES, LAWTON CITY CODE, 2015, PERTAINING TO CHAPTER 7, BUSINESS, BY CREATING ARTICLE A-7-36 AND ESTABLISHING AN EFFECTIVE DATE.

**WHEREAS**, Section 1-205, Chapter 1, Lawton City Code, 2015, provides that fees and charges shall be set by resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Lawton, Oklahoma, that:

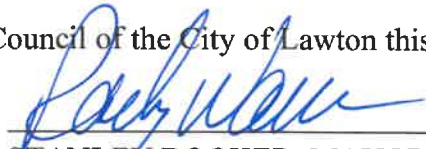
SECTION 1. Article A-7-36 is hereby created as follows:

**Article A-7-36. Commercial animal establishment.**

<u>7-3603</u>	<u>Commercial animal establishment, annual, initial</u>	<u>\$100.00</u>
<u>7-3603</u>	<u>Commercial animal establishment annual, renewal</u>	<u>\$75.00</u>
<u>7-3604</u>	<u>Fire Marshal Inspection, required annually</u>	<u>\$50.00</u>

Section 2. Effective Date. The provisions of this resolution shall become effective thirty days after passing of the resolution.

**ADOPTED and APPROVED** by the Mayor and Council of the City of Lawton this 22<sup>nd</sup> day of April, 2025.

  
STANLEY BOOKER, MAYOR

ATTEST:

  
DONALYNN BLAZEK-SCHERLER, CITY CLERK

**APPROVED** as to form and legality this 25<sup>th</sup> day of April, 2025.

  
TIMOTHY WILSON, INTERIM CITY ATTORNEY



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**RESOLUTION NO. 25-\_\_\_\_\_**

A RESOLUTION AMENDING APPENDIX A, SCHEDULE OF FEES AND CHARGES, LAWTON CITY CODE, 2015, PERTAINING TO CHAPTER 7, BUSINESS, BY AMENDING ARTICLE A-7-36.

**WHEREAS**, Section 1-205, Chapter 1, Lawton City Code, 2015, provides that fees and charges shall be set by resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Lawton, Oklahoma, that:

SECTION 1. Article A-7-36 is hereby amended as follows:

**Article A-7-36. Commercial animal establishment.**

7-3603	Commercial animal establishment, annual, initial	\$100.00
7-3603	Commercial animal establishment annual, renewal	\$75.00
<u>7-3603</u>	<u>Mobile commercial animal establishment, annual</u>	<u>\$20.00</u>
7-3604	Fire Marshal Inspection, required annually	\$50.00

**ADOPTED and APPROVED** by the Mayor and Council of the City of Lawton this 24<sup>th</sup> day of June, 2025.

\_\_\_\_\_  
STANLEY BOOKER, MAYOR

ATTEST:

\_\_\_\_\_  
DONALYNN BLAZEK-SCHERLER, CITY CLERK

**APPROVED** as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
TIMOTHY WILSON, INTERIM CITY ATTORNEY

# City of Lawton – Municipal Fee Adjustment Request Form

## Section 1: Department & Contact Information

- Department Name: \_\_\_\_\_
  - Division/Unit: \_\_\_\_\_
  - Prepared By: \_\_\_\_\_
  - Title: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Date of Submission: \_\_\_\_\_
- 

## Section 2: Fee Details

- Fee Category (e.g., Fire Marshal Inspection, Police Department Fine): \_\_\_\_\_
  - Current Fee Amount: \$ \_\_\_\_\_
  - Proposed Fee Amount: \$ \_\_\_\_\_
  - Effective Date of Proposed Change: \_\_\_\_\_
  - Frequency of Fee Application (e.g., per inspection, per violation): \_\_\_\_\_
- 

## Section 3: Justification & Analysis

### A. Cost-of-Service Analysis

- Total Annual Cost to Provide Service: \$ \_\_\_\_\_
  - Current Annual Revenue from Fee: \$ \_\_\_\_\_
  - Projected Annual Revenue with Proposed Fee: \$ \_\_\_\_\_
  - Is the service currently subsidized by the general fund?  Yes  No
  - Brief Explanation:  
\_\_\_\_\_
- 

### B. Legal Authority

- Cite Relevant Statutes or Ordinances Authorizing Fee:  
\_\_\_\_\_
-

- Are there any legal limitations or requirements for this fee?  Yes  No
- If yes, please explain:

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### C. Benchmarking

- **Comparable Fees in Similar Municipalities:**
  - Municipality: \_\_\_\_\_ Fee: \$ \_\_\_\_\_
  - Municipality: \_\_\_\_\_ Fee: \$ \_\_\_\_\_
- **Date of Last Fee Adjustment:** \_\_\_\_\_

### D. Equity & Affordability Considerations

- Does the fee increase disproportionately affect any group?  Yes  No
- Are there existing or proposed mitigation measures (e.g., waivers, sliding scales)?  Yes  No
- If yes, please describe:

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## Section 4: Public Engagement & Communication

- Have stakeholders been informed about the proposed fee change?  Yes  No
- **Methods of Engagement** (check all that apply):
  - Public Meetings
  - Surveys
  - Notices
  - Other: \_\_\_\_\_
- **Summary of Feedback Received:**

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## Section 5: Implementation Plan

- **Proposed Implementation Strategy:**
  - Immediate
  - Phased
  - Other: \_\_\_\_\_
- Are system or process updates required?  Yes  No
- If yes, please describe:

- 
- **Staff Training Requirements:**
- 

## **Section 6: Alignment with City Policies**

- **How does this fee adjustment align with the City’s strategic goals or master plans?**
- 

## **Attachments Checklist**

Please attach the following supporting documents:

- Detailed Cost Analysis
  - Legal References and Statutory Citations
  - Benchmarking Data
  - Public Engagement Summary
  - Equity Impact Assessment
  - Implementation Timeline
- 

## **Approvals**

- **Department Head Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Finance Department Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **City Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Item Title:**

Consider recommending to City Council the approval of a resolution amending Schedule A, Fees and Charges, Lawton Fees and Charges, Lawton City Code, 2015, pertaining to Chapter 11, Fire Department and Services, Article 11-2 Fire Prevention Code Section 220, by increasing the fire inspection fee from \$34.50 to \$50.00

**Initiator:**

**Information Source:**

**Background:**

**Correlation to the True North Statement:**

**Exhibit:**

**Key Issues:**

**Funding Source:**

**Recommended Action:**

**ATTACHMENTS:**

1. Attachments

# City of Lawton – Municipal Fee Adjustment Request Form

## Section 1: Department & Contact Information

- **Department Name:** Lawton Fire Department
- **Division/Unit:** Fire Prevention
- **Prepared By:** Heath Want
- **Title:** Fire Marshal
- **Email:** brandon.want@lawtonok.gov
- **Phone:** 580-581-3299
- **Date of Submission:** 6/2/2025

## Section 2: Fee Details

- **Fee Category** (e.g., Fire Marshal Inspection, Police Department Fine):  
Fire Marshal Inspection
- **Current Fee Amount:** \$34.50
- **Proposed Fee Amount:** \$50.00
- **Effective Date of Proposed Change:** July 1st of 2025
- **Frequency of Fee Application** (e.g., per inspection, per violation):  
per inspection per hour min. of 1 hour

## Section 3: Justification & Analysis

### A. Cost-of-Service Analysis

- **Total Annual Cost to Provide Service:** \$ \_\_\_\_\_
- **Current Annual Revenue from Fee:** \$ \_\_\_\_\_
- **Projected Annual Revenue with Proposed Fee:** \$ \_\_\_\_\_
- **Is the service currently subsidized by the general fund?**  Yes  No
- **Brief Explanation:**  
Community Enrichment Division has been charging 50 dollars since the Munis sy

### B. Legal Authority

- **Cite Relevant Statutes or Ordinances Authorizing Fee:**  
City Ordinance 11-2-220

- Are there any legal limitations or requirements for this fee?  Yes  No
- If yes, please explain:

### C. Benchmarking

- **Comparable Fees in Similar Municipalities:**
  - Municipality: Moore Fee: \$ 100
  - Municipality: Norman Fee: \$ 35
- **Date of Last Fee Adjustment:** 6/14/2022 (see attachment for all peer cities)

### D. Equity & Affordability Considerations

- Does the fee increase disproportionately affect any group?  Yes  No
- Are there existing or proposed mitigation measures (e.g., waivers, sliding scales)?  Yes  No
- If yes, please describe:

## Section 4: Public Engagement & Communication

- Have stakeholders been informed about the proposed fee change?  Yes  No
- **Methods of Engagement** (check all that apply):
  - Public Meetings
  - Surveys
  - Notices
  - Other: \_\_\_\_\_
- **Summary of Feedback Received:**  
They have already been charged the proposed amount for inspections.

## Section 5: Implementation Plan

- **Proposed Implementation Strategy:**
  - Immediate
  - Phased
  - Other: \_\_\_\_\_
- Are system or process updates required?  Yes  No
- If yes, please describe:

- **Staff Training Requirements:**

This is changed in the munis system and will automatically apply the charge.

 **Section 6: Alignment with City Policies**

- **How does this fee adjustment align with the City’s strategic goals or master plans?**


This helps align our inspection fees to all other departments in the city and help re

 **Attachments Checklist**

Please attach the following supporting documents:

- Detailed Cost Analysis
- Legal References and Statutory Citations
- Benchmarking Data
- Public Engagement Summary
- Equity Impact Assessment
- Implementation Timeline

 **Approvals**

- **Department Head Signature:**  **Date:** 6-2-25
- **Finance Department Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **City Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Fire Inspection Cost Analysis

<b>Description</b>	<b>Current Rate (\$34.50)</b>	<b>Proposed Rate (\$50.00)</b>
<b>Number of Inspections</b>	288	288
<b>Cost per Inspection</b>	\$34.50	\$50.00
<b>Total Annual Revenue</b>	\$9,936.00	\$14,400.00
<b>Difference in Revenue</b>		<b>+\$4,464.00</b>
<b>% Increase in Rate</b>		<b>+44.93%</b>

11-2-220 - Inspections.

Fire marshal inspections are subject to an inspection fee, as provided in the fee schedule in Appendix A. No inspection shall be considered cleared until all inspection fees have been paid.

(Ord. No. 13-24, § 10, 6-25-2013; Ord. No. 14-01, § 1, 1-14-2014)

Article A-11-2 - Fire prevention code.

11-220	Inspection fee, per hour, minimum one hour Unless specifically included elsewhere in 6-113) (Assessed in 30-minute increments after first hour)	\$34.50
11-220	Late charge on past due bills	15% of total due

(Res. No. 13-53, § 1, 8-27-2013; Res. No. 14-15, § 1, 1-28-2014; Res. No. 22-93, § 1(Exh. A), 6-14-2022)

# Fire Inspection Fee Benchmarking

City	Annual Fire Inspection Fee	Fee Structure Notes
<b>Broken Arrow</b>	\$0	No fees currently charged for fire inspections.
<b>Edmond</b>	\$0	No fees currently charged for fire inspections.
<b>Enid</b>	\$25	Charges \$25 per inspection, as per the city's floodplain management fee schedule.
<b>Midwest City</b>	\$50-\$100	Fees range from \$50 to \$100 based on building hazard classification. High hazard buildings are charged \$100, medium hazard \$75, and low hazard \$50. Religious and educational buildings are exempt. Re-inspection fees are \$50, escalating to \$100 for multiple visits.
<b>Moore</b>	\$100	Charges a flat fee of \$100 per commercial occupancy for annual fire and life safety inspections.
<b>Norman</b>	\$35	Charges \$35 per inspection, as per the city's floodplain management fee schedule.

# Equity Impact Assessment

## Fire Marshal Inspection Fee Adjustment

**Applies to all licensed businesses within the City of Lawton**  
**Aligns with other City departments for consistency and clarity**

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### Policy Summary

- **Current Fee:** \$34.50 per annual fire inspection
  - **Proposed Fee:** \$50.00 per annual fire inspection
  - **Scope:** Applies only to businesses holding a **City of Lawton Business License**
  - **Goal:** Align fire inspection fees with other City departments to reduce confusion and increase efficiency
- 

## 1. Stakeholder Identification

### Affected

- All businesses that require a **business license** in Lawton
- Includes retail, food service, offices, personal care, industrial, and nonprofit sectors

### Potentially Impacted Groups

- **Small businesses** with narrow profit margins
  - **New or start-up businesses**
-

## 2. Identified Equity Considerations

Equity Concern	Potential Impact
Uniform fee regardless of size/risk	Smaller or low-risk businesses may bear a disproportionate financial burden
Administrative complexity	Conflicting fee structures across departments can confuse business owners
Cost as a barrier to compliance	May discourage licensing or inspection compliance, particularly in vulnerable areas
Communication gaps	Language or access issues could prevent businesses from understanding changes

## 3. Mitigation Strategies

Action	Equity Benefit
<b>Standardize across departments (in progress)</b>	Enhances clarity, fairness, and professionalism in city services
<b>Tiered fee structure (optional future enhancement)</b>	Ensures proportional cost relative to business size or risk level
<b>Waivers or reductions for qualified nonprofits</b>	Protects mission-driven organizations serving the public
<b>Outreach campaigns in multiple languages</b>	Increases transparency and equitable understanding of requirements
<b>Inclusion of fee in business license renewal cycle</b>	Reduces administrative friction and supports compliance

## 4. Peer City Benchmark (Business License–Related Fire Inspection Fees)

City	Fee	Business License Required	Standardization Notes
Broken Arrow	\$0	Yes	No fire inspection fee
Edmond	\$0	Yes	No fee charged
Enid	\$25	Yes	Charged with licensing
Moore	\$100	Yes	Flat fee, standardized across inspections
Midwest City	\$50–\$100	Yes	Tiered by building hazard, clear policy
Norman	\$35	Yes	Modest, consistent with city fees

## Final Assessment & Recommendation

The proposed increase:

- **Promotes consistency** across City of Lawton departments
- **Reduces confusion** for business owners managing multiple regulatory obligations
- **Improves operational efficiency** and clarity

To ensure **equity and public trust**, the City should consider:

- Ongoing **community engagement** to review impact and adjust policy as needed

**Item Title:**

Discuss the previous approval of Ordinance No. 25-19 and Resolution No. 25-111 regarding Landfill Fee Adjustments and Landfill State Fee Implementation and make a recommendation to City Council.

**Initiator:** Allan Hampton, Councilman - Ward 5 , George Gill, Councilman - Ward 4

**Information Source:** Allan Hampton, Councilman - Ward 5 , George Gill, Councilman - Ward 4, Michael Watrous, Director

**Background:**

At its April 7, 2025, meeting, the Fee Committee reviewed proposed changes to landfill fees, which included the addition of a state-mandated fee and the removal of exemptions and price reductions. Based on that discussion, a recommendation was forwarded to the City Council, which approved the changes through Ordinance No. 25-19 and Resolution No. 25-111 on April 22, 2025.

Following implementation, additional discussion has been requested to take a closer look at the overall cost implications of utilizing the landfill under the revised structure, including both the state fee and the removal of prior exemptions. This agenda item allows the Committee to review the full scope of the changes.

**Correlation to the True North Statement:**

Transparency and Trust: We commit to open communication, transparency in our actions, and accountable decision-making. We will continually earn and maintain the trust of our citizens.

**Exhibit:**

Resolution 25-111 and Ordinance 25-19

**Key Issues:**

Should the Fee Committee recommend any adjustments or clarifications to the landfill fee structure based on a comprehensive review of the state fee and removal of exemptions?

**Funding Source:**

**Recommended Action:**

Discuss the previous approval of Ordinance No. 25-19 and Resolution No. 25-111 regarding Landfill Fee Adjustments and Landfill State Fee Implementation and make a recommendation to City Council.

**ATTACHMENTS:**

- 1. Resolution No. 25-111
- 2. Ordinance No. 25-19



**RESOLUTION NO. 25-~~111~~**

A RESOLUTION AMENDING ARTICLE A-22-1, CHAPTER A-22, APPENDIX A, SCHEDULE OF FEES AND CHARGES, LAWTON CITY CODE, 2015, PERTAINING TO UTILITIES, BY ADDING THE STATE FEE REQUIREMENTS INTO THE SCHEDULE, AND ELIMINATING EXEMPTIONS AND CERTAIN PRICE REDUCTIONS FROM LANDFILL FEES.

**WHEREAS**, Section 1-205, Chapter 1, Lawton City Code, 2015, provides that fees and charges shall be set by resolution;

**WHEREAS**, state fees have been collected on residential utility bills since at least 2008 to meet Oklahoma Statute requirements;

**WHEREAS**, although the fees have always been used for payment as required by §27A-2-10-802 these fees have not been clearly set forth as to their purpose or amount;

**WHEREAS**, in years past the \$0.63 fee has been \$0.21, but after a recent evaluation the fee is being increased; there is no change to the other state fees included;

**WHEREAS**, The City of Lawton, in an effort to better embody the True North Culture, desires to be more transparent with its fees collected, is adding these fee amounts into the schedule.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Lawton, Oklahoma, that:

**SECTION 1.** Article A-22-1 is hereby amended as follows:

**Article A-22-1 – General provisions.**

**GENERAL FEES AND CHARGES**

\*\*\*

**REFUSE FEES AND CHARGES**

	<b>Single-Family Dwellings</b>	
22-141	Refuse collection for single-family dwellings, per month, curbside, or house-side for disabled	\$21.60

22-141	Refuse collection for family dwellings per month, house-side, unless authorized disability rate	64.80
<u>22-144</u>	<u>State Fee, as required per Oklahoma State Statute §27A-2-10-802.</u>	<u>.63</u>
	<b>Multifamily Dwellings</b>	
22-141	Additional sanitary container system service	See Refuse Dumpster Rate chart below
22-141	Nonscheduled pickup, per container yard per pickup	12.00
<u>22-144</u>	<u>State Fee, as required per Oklahoma State Statute §27A-2-10-802, per refuse availability in utility billing code.</u>	<u>.63</u>
	<b>Business, Industrial, Commercial Uses</b>	
22-142	Sanitation container system service	See chart below
22-142	Containers shared by adjacent users, pro rata or minimum per month	22.15
22-142	Nonscheduled pickups, per container yard per pickup	12.00
22-142	Per dumpster, per month at Schoolhouse Slough, Ralph's Resort and Fisherman's Cove	65.35
22-142	Roll-on/roll-off (Reever) fee, per pickup, including landfill fees, per ton, with 4-ton minimum	59.45
22-142	Roll-on/roll-off (Reever) fee, containing demolition materials, from structures ordered demolished by council resolution and demolished and removed by owner plus \$14.00 per ton, with 4-ton minimum	46.05
22-142	Special Event—Per 20 cubic yard open top container	250.15

22-144	State Fee, as required per Oklahoma State Statute §27A-2-10-802, per container or minimum per month.	.63
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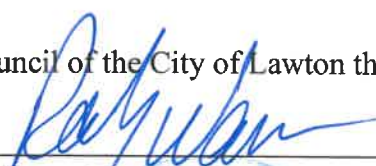
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**LANDFILL FEES**

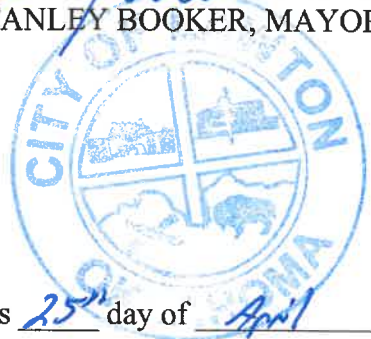
22-144	Per load, per ton	\$42.45
22-144	Per load, per ton for large-volume customer accounts	38.30
22-144	Per load, non-"yard trash" and non-"brushwood" (0 to 1,999 pounds)	28.50
22-144	Per load, "yard trash" and "brushwood" (0 to 499 pounds)	6.85
22-144	Per load, "yard trash" and "brushwood" (500 to 999 pounds)	15.15
22-144	Per load, "yard trash" and "brushwood" (1,000 to 1,999 pounds)	26.25
22-144	Construction and demolition materials from structures ordered condemned by council resolution, demolished and removed by owner per ton or portion thereof, covered/secured	43.05
22-144	<del>Construction and demolition materials from structures determined by the city manager, or his designee, to be dilapidated, demolished and removed by owner per ton or portion thereof, covered/secured and not submitted to the city council for consideration</del>	26.00
22-144	Automobile tire, each	1.30
22-144	Truck tire, each	6.50
22-144	To open landfill for disposal purposes outside normal operating hours of landfill site, per hour, minimum 1 hour	299.50
22-144	Per load, per ton, refuse generated outside the state	75.75
22-144	Per load, minimum, refuse generated outside the state	57.60

22-144	<del>Per load, first six (6) loads each calendar year, hauled in family-owned passenger cars or pickup trucks and trailers by residents of the City who are paying for refuse collection</del>	No charge
22-144	<del>Per load, first six (6) loads each calendar year, hauled in properly marked commercial vehicles owned and operated by owners or management officials of multifamily residential apartment complexes in the city who are paying for refuse collection</del>	No charge
22-144	<del>Nonprofit organizations who have a primary address within the corporate boundaries of the City of Lawton and who are recognized by the IRS as 501(c)(3) agencies (per ton)</del>	17.25
22-144	Per load, gate fee for all solid waste deliveries	3.45
22-144	Additional fee, uncovered/unsecured load, per load	28.75
22-144	State Fee, as outlined in Oklahoma State Statute §27A-2-10-802, per ton, baseline, exempt when exempted within intergovernmental agreements.	\$1.25
22-144	State Fee temporary increases, after a qualifying capital project as outlined in Oklahoma State Statute §27A-2-10-802, per ton for a period of time necessary to recoup a capital investment up to \$40,000, after which the fee reverts to \$1.25 per ton.	\$1.50

**ADOPTED and APPROVED** by the Mayor and Council of the City of Lawton this 22<sup>nd</sup> day of April 2025.

  
 \_\_\_\_\_  
 STANLEY BOOKER, MAYOR

ATTEST:  
  
 \_\_\_\_\_  
 DONALYNN BLAZEK-SCHERLER, CITY CLERK



**APPROVED** as to form and legality this 25<sup>th</sup> day of April, 2025.

  
 \_\_\_\_\_  
 TIMOTHY WILSON, INTERIM CITY ATTORNEY

ORDINANCE NO. 2025-19

AN ORDINANCE PERTAINING TO UTILITIES, AMENDING SECTION 22-1-4-144, DIVISION 22-1-4, AND CREATING SECTION 22-1-4-145, BOTH IN ARTICLE 22-1, CHAPTER 22, LAWTON CITY CODE 2015 BY ELIMINATING EXEMPTIONS AND CERTAIN PRICE REDUCTIONS FROM LANDFILL FEES AND CREATING STATE FEE REQUIREMENTS, PROVIDING FOR CODIFICATION, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

**BE IT ORDAINED** BY THE COUNCIL OF THE CITY OF LAWTON, OKLAHOMA:

**SECTION 1.** Section 22-1-4-144 is hereby amended in Chapter 22 of the Lawton City Code to read as follows:

**22-1-4-144 - Landfill fees-Gate fee-Exceptions.**

A. Fees will be assessed for deliveries at the sanitary landfill at the rate provided in the fee schedule, including a gate fee for all deliveries. ~~However, no additional charge shall be assessed for the first six (6) loads each calendar year per active utility account of residential solid waste hauled to the landfill in family passenger cars or family pickup trucks, one (1) ton and smaller, or on trailers by residents. Any vehicle larger than one (1) ton or vehicle with commercial markings or tags will be assessed fees. The person or persons hauling the solid waste from their own personal residence must be residents of the City of Lawton who are paying for refuse collection services in accordance with the provisions of Section 22-141 of this code and the loads must be properly covered and secured as required by Section 22-408 of this code. Residents desiring to dispose of refuse at no charge (other than the gate fee) will be required to present a current city utility bill, reflecting a charge for refuse service and a current driver's license reflecting either the resident's name or address which matches the utility bill. Residents with accounts that are defined as elderly or disabled in accordance with Section 22-102 of this code shall only be required to present a current city utility bill, reflecting a charge for refuse service. Residential customers may elect to have assessed landfill fees billed on their utility bill and said fees shall become due and payable on the same dates and time, at the city, where water bills are rendered but shall be shown as a separate item from the water, sewer service and refuse collection charge. Nonresidential customers may elect to establish a landfill charge account upon payment of a deposit as outlined in Section 22-1-1-115 of this code. Landfill charge accounts shall be billed monthly and are subject to the same rules and regulations as utility bills in accordance with Chapter 22 of this code.~~

~~B. Other than the gate fee for all deliveries, no charge shall also be assessed for the first six (6) loads each calendar year per active utility account of residential solid waste from multifamily residential apartment complexes hauled to the landfill in a commercial vehicle or trailer owned and operated by the owner or management official of the multifamily residential apartment complex within the city who are paying for refuse collection as provided in Section 22-141 of this code and if loads are properly covered and secured as required by Section 22-408 of this code. The vehicle hauling waste to the landfill shall be properly marked indicating the multifamily residential complex or management company hauling the waste. The owner or management official of the~~

~~multifamily residential apartment complex desiring to dispose of refuse at no charge will be required to present a current city utility bill, reflecting a charge for refuse service.~~

~~C. Fees will be assessed for deliveries at the sanitary landfill gate at the rate provided in the fee schedule for disposal of construction and demolition material from structures determined by the city manager, or his designee, to be dilapidated and voluntarily removed by the owner of said property. If the owner fails to demolish the structure(s) after notice and city council adopts a resolution condemning the structure(s), fees will be collected at the sanitary landfill gate at the rate provided in the fee schedule for disposal of demolished and removed materials by the owner.~~

~~D. Charges for residential customers or multifamily residential apartment complexes will be assessed at the standard rate for all loads after the first six (6) loads each calendar year.~~

~~B.E.~~ The city landfill shall not accept hazardous waste or friable asbestos. Non-friable asbestos may be accepted. Friable asbestos is defined as any material that contains one percent (1%) or more asbestos as determined by EPA approved testing methods that can be crumbled, pulverized or reduced to powder by hand pressure. Non-friable asbestos is defined as any material that contains one percent (1%) or more asbestos as determined by EPA approved testing methods that cannot be crumbled, pulverized or reduced to powder by hand pressure, i.e., gaskets, resilient floor covering, asphalt roofing products. Any asbestos containing materials, including friable asbestos, abated from a private residence is non-regulated and may be disposed of as any other waste material.

~~C.F.~~ The city shall assess no charge for the disposal of grass clippings or wood chips delivered to the landfill, provided that the grass clippings and/or wood chips are not contained in plastic bags or other similar containers and are not co-mingled with other waste. Provided further that necessary precautions are taken by landfill patrons to ensure that the grass clippings and/or wood chips are covered and secured in accordance with Section 22-408 of this code.

~~D.G.~~ The city may enter into a special written agreement with a new industrial or manufacturing plant located or to be located within the corporate limits of the city which is or will be a user of the city's landfill if such industrial or manufacturing plant generates or anticipates, at the time of the execution of an agreement, to generate a minimum of thirteen (13) tons per day of waste disposable at the city's landfill. The agreement shall establish the conditions of service, rates for the disposal of waste at the landfill, and any other special provisions not specifically addressed by the general provisions of this chapter.

~~H. Nonprofit organizations who have a primary address within the corporate boundaries of the City of Lawton and who are recognized by the Federal Internal Revenue Service as 501(c)(3) agencies shall receive a reduced landfill fee as provided in the fee schedule. This fee shall apply to all solid waste delivered to the landfill by the organization or its authorized agent. Agent shall not mean commercial refuse haulers or contractors of the organization.~~

~~E.I.~~ Large-volume customers shall receive a reduced landfill fee as provided in the fee schedule. A "large-volume customer" is defined as a landfill customer with an account that delivers solid waste to the city's landfill in a quantity equal to or exceeding two thousand (2,000) tons within one

month's billing cycle. Any waste originating from outside the State of Oklahoma that is part of any delivery during the billing cycle shall disqualify the landfill customer from receiving the reduced landfill fee provided for herein.

F.J. The gate fee authorized in paragraph A of this section and set forth in the fee schedule shall be deposited in a separate account, which shall be nonfiscal and shall be an interest-bearing account if feasible. Three-fifths ( $\frac{3}{5}$ ) of the funds accumulated in the account will be appropriated to the landfill gate fee account. One-fifth ( $\frac{1}{5}$ ) of the funds accumulated in the account will be split equally among the eight (8) wards of the city and shall be used for making improvements to infrastructure in the respective wards including, but not limited to, street and/or sidewalk improvements, drainage structural improvements, park facility improvements, security infrastructure improvements (e.g., Flock Cameras), speed tables, etc., or for the collection of bulk solid waste at properties within the city limits that do not have active utility accounts. The councilmember of each ward will determine the improvements to be made or the bulk solid waste to be collected in his or her ward, in compliance with the contracting/purchasing policies of the city. The remaining one-fifth ( $\frac{1}{5}$ ) will be accumulated in an account that will be appropriated to the public works department to provide litter abatement operations on and adjacent to the landfill and along the primary travel routes that are used to haul solid waste to the landfill.

**SECTION 2.** Section 22-1-4-145 is hereby created in Chapter 22 of the Lawton City Code to read as follows:

**22-1-4-145 – State Fee Requirements**

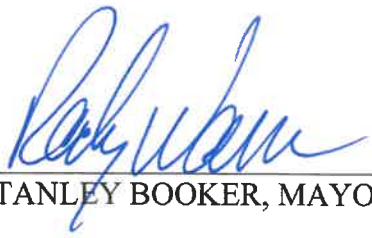
A. A fee will be assessed as set forth in the fee schedule for the purpose of collecting the state fee as outlined in 27A O.S. § 2-10-802. This fee will be deposited into a special account and can only be used for the purposes specified in the referenced state statute. The Public Works Director will bring forth calculations to the Fee and Rate Committee each year to determine the approximate fee required to pay for the projected state fees for the next year.

**SECTION 3.** Codification. Section 22-1-4-145 shall be codified in Article 22-1, Chapter 22, Lawton City Code, 2015.

**SECTION 4.** Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, said portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this ordinance.

**SECTION 5.** Effective Date. The provisions of this ordinance shall become 30 days after its passage.

**ADOPTED AND APPROVED BY THE COUNCIL OF THE CITY OF LAWTON, OKLAHOMA THIS 22<sup>ND</sup> DAY OF APRIL, 2025.**

  
STANLEY BOOKER, MAYOR

ATTEST:  
(SEAL)

  
DONALYNN BLAZEK-SCHERLER, CITY CLERK



APPROVED as to form and legality this 22<sup>nd</sup> day of April 2025.

  
TIMOTHY WILSON, INTERIM CITY ATTORNEY

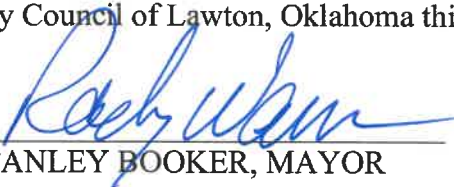
**ORDINANCE NO. 2025-19**

AN ORDINANCE PERTAINING TO UTILITIES, AMENDING SECTION 22-1-4-144, DIVISION 22-1-4, AND CREATING SECTION 22-1-4-145, BOTH IN ARTICLE 22-1, CHAPTER 22, LAWTON CITY CODE 2015 BY ELIMINATING EXEMPTIONS AND CERTAIN PRICE REDUCTIONS FROM LANDFILL FEES AND CREATING STATE FEE REQUIREMENTS, PROVIDING FOR CODIFICATION, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

**BRIEF GIST**

This ordinance adds a state landfill fee to the fee schedule, of which has previously been collected since at least 2008, to provide better transparency to the public and citizens and eliminates certain exemptions currently in place for landfill fees.

ADOPTED and APPROVED by the City Council of Lawton, Oklahoma this 22<sup>nd</sup> day of April 2025.

  
STANLEY BOOKER, MAYOR

ATTEST:

  
DONALYNN BLAZEK-SCHERLER, CITY CLERK

(Published in the Lawton Constitution this \_\_\_\_ day of \_\_\_\_\_, 2025.)

