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**OMAK CITY COUNCIL  
BUDGET WORKSHOP MINUTES  
October 26, 2020 – 6:00 PM**

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**CALL TO ORDER:**

Mayor Gagne called the Omak City Council budget workshop for the 2020 Budget to order at 6:00 PM. This workshop was conducted using a Zoom meeting environment encouraging public participation.

**COUNCIL AND ADMINISTRATIVE PERSONNEL:**

Michael Foth	Tyler Wells, Building Official
Nattalie Cariker	Kevin Bowling, Fire Chief
Dave Womack	Jeff Koplín, Police Chief
Barry Freel	Ken Mears, Public Works Director
Steve Clark	Todd McDaniel, City Administrator
Walt Womack	Connie Thomas, City Clerk
Michelle Gaines	

**2021 BUDGET CURRENT EXPENSE BUDGET:**

**Budgetary Environment and Revenue Overview-City Administrator McDaniel**

City Administrator McDaniel explained to Council that the 2021 budget is almost identical to the 2020 budget. Public Works Director Mears had some large projects in 2020 and the projected revenues are about the same throughout. This budget document does not include an increase in city utility rates as our reserves are solid. The City of Omak did not see an overall reduction in our revenues. But, in specific areas there was loss that was offset by the expenditures needed to operate. These areas were the swimming pool, RV Park and the Omak Stampede Event. He also told Council that a three percent wage increase was set in this budget document and explained negotiations were taking place with the Police Officers (Teamsters Local 760). There are no additional employees in this budget and the employee medical has come in lower than projected. In 2021 Administrator McDaniel was sensitive to revenues. Because we have the box stores, he projects sales tax revenue to remain steady. He explained that the 2021 Ending Fund Balance chart included in the budget document provides a clear picture.

Mayor Gagné told Council anticipates online virtual training to continue into 2021. She understands there may be a need for some in person training but expects it to be minimal. She asked to reduce the travel and training expenditures in all departments for 2021.

**Review and Discussion 2021 Budget**

**City Hall/Finance**

The operation expenditures for City Hall and the Finance Department will remain about the same as in 2020. There is a request in Current Expense, Capital Outlay to replace the Financial Server Hardware in the amount of \$11,000. Administrator McDaniel told Council the Capital Outlays include the purchase of a fire truck which is offset by revenue. City Administrator McDaniel told Council that he would seek funding through the LOCAL Loan program for the fire truck. Chief Bowling told Council that the current truck is thirty years old and scheduled for replacement. He hopes the truck will not cost over the estimated \$500,000. Member Gaines asked about the resale value of the existing truck. Chief Bowling replied that it could be between \$20,000 to \$25,000. Administrator McDaniel went on to say that there is a Capital Outlay for a police vehicle in the amount of \$10,000 which will offset the purchase of a police vehicle out of equipment rental. The Police Department has also requested Server Hardware. He told Council that the Capital Outlay Fund in the Clerk/Administrator Budget included a Pool Feasibility Study, Fire/Police Facility Feasibility Study and a Roof for City Hall. During the Mayor's meetings with departments, those expenditures were moved to the Capital Improvement Fund. There was discussion about the expenditure for the City Hall roof. This request will only repair a quarter of the roof but, it will remedy the leak. Mayor Gagné told Council that she would like to see one-time revenues moved into the Capital Improvement Fund for future projects. Administrator McDaniel explained to Council that if the beginning fund balance comes in over one million, he could transfer any overrun to the Capital Improvement Fund.

**Police Department – Chief Koplín**

Chief Koplín told Council that the 2020 operations budget is similar his 2021 budget except for an increase to the Police Operations, Small Tools and Equipment account. Toward the end of this year, he is focusing on using the departments remaining budgeted funds to buy equipment. He has already purchased desktop computers to replace the outdated hardware. He intends purchase a few more desktops in addition to



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replacing radios and TASER's. Member Gaines asked if there were any grant opportunities to help offset costs of equipment. Chief Koplin explained that a grant for TASER's include programming which need to be maintained. Member Freel asked if Okanogan County has provided guidance on new radios to ensure they will be compatible with the County's system. Chief Koplin said that he has been working with RACOM and will rely on them to ensure Omak has the same radios as the Sheriff's Department. There was discussion about getting each Patrol Officer a cell phone which increase the Patrol Officer's Communications Account by \$4,000.

**Fire Department – Chief Bowling**

Chief Bowling explained to Council that he will continue the turn-out gear replacement program in 2021. The City would purchase five sets and the Fire District will purchase five sets. The small tools account was increased. He told Council that about twenty years ago, the Omak Fire Volunteers purchased exercise equipment using funds from their ice cream sales. Over the years, they have maintained the equipment. The equipment is now breaking down and more repairs are needed. The equipment is being used heavily by City employees and the increase would allow the purchase of a new Stairmaster and Treadmill. Chief Bowling also noted that three additional hydrants were installed in 2020 which will increase the 2021 hydrant rental.

**Building Department – Building Official Wells**

Building Official Wells explained to Council that several of his operational lines have decreased. He said that he requested an increase in the travel and training account so he could obtain another certification. He also noted that the Mayor's Budget reflected \$500 in his Office and Operating Supplies account and it should be \$2,500. This will allow him to purchase the online version of the building code books.

**Hotel/Motel Fund**

Administrator McDaniel gave an overview of the Hotel/Motel Fund and the requests made by the organizations. There was discussion about the Events Coordinator. Administrator McDaniel explained that the Mayor and Committee would like to hire someone who could be a liaison between the Chamber, Visitor's Center, Omak Stampede and the Museum so, at this time, it's just a place holder. Member Freel asked what the advertising line included. Administrator McDaniel reviewed the requests made by community organizations and what was approved by the Hotel/Motel Committee.

**Affordable Housing Fund**

City Administrator McDaniel reminded Council that this is the new restricted fund was created for the Affordable Housing Sales Tax. This fund will receive a portion of the sales and use tax which can be used for the acquisition, construction or rehabilitation of affordable housing and support operation and maintenance costs. There are no expenditures anticipated for 2021. The revenue received to date is minimal so, it will take some time for the fund balance to build.

**Block Grant Fund**

City Administrator McDaniel told Council that the fund balance in this account was transferred into the Storm Drain Fund. The Storm Drain Project which is funded by CDBG requires the City use these funds toward the project. There was discussion about the outstanding lien amounts on the block grant homes.

**Stampede Arena Fund**

Administrator McDaniel explained that funds are accruing to cover the final LOCAL Loan payments. Currently the City of Omak is receiving Okanogan County 09 Money in addition to admission tax and hotel motel funds to pay principle and interest on the loan through 2023. After 2023, the City will no longer receive the County .09 Money and the fund balance will cover the loan payments through 2029.

**Public Works Department – Public Works Director Mears**

Public Works Director Mears told Council that Public Works took on a lot of projects in 2020 and he is excited about the outcome. In 2021 his budget is lean and tight and looking forward to a recovery year. The only significant item in the General Parks Fund is the repair and maintenance of the tennis courts. With the COVID Pandemic, some projects were put on hold in 2020. The tennis court repair is one of those projects and funds are again requested for 2021. The replacement of the playground equipment in Julia Maley Park was also scheduled and funded for 2020. He reminded Council that the Julia Maley Park is where the new water well was installed. He explained that the irrigation has been installed and funds for the playground equipment are again requested for 2021. This area will also be fenced between the road and playground.

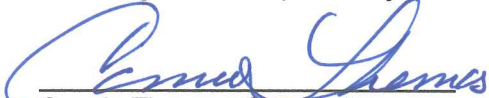
Mayor Gagné told Council the next Budget Workshop will be held on November 9, 2020.

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The budget workshop was adjourned at 8:20 PM.

  
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Connie Thomas, City Clerk

  
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Cindy Gagné, Mayor