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**AGENDA**  
**OMAK CITY COUNCIL MEETING**  
**Tuesday, January 16, 2024 – 7:00 PM**

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**A. CALL TO ORDER**

**B. CITIZEN COMMENTS**

**C. CORRESPONDENCE AND MAYOR'S REPORT**

**1. Appointments to the City of Omak Planning Commission**

 **George Howe**

 **Paul Nash**

 **Tim Pecha**

**D. CONSENT AGENDA**

**1. Approval of Minutes from January 2, 2024**

**2. Approval of 2023 & 2024 Claims and December '23 Manual Checks**

**E. PUBLIC HEARING**

**1. Title 18 Zoning Amendments - Breweries**

**F. OLD BUSINESS**

**1. Ord. 1932 – Amend Title 18 - Zoning – Breweries**



**2. Ord. 1933 – 2<sup>ND</sup> Read – Amend OMC 9.12.050 – Storm Drain Charges**



**3. Ord. 1934 – 2<sup>nd</sup> Read – Amend OMC 9.6.360 – Commercial Water Rates**



**G. NEW BUSINESS**

**1. Planning Commission Transmittal - City of Omak Comprehensive Plan – Danison**



**2. Ord. 1936 – Budget Amendment – Julia Maley Well Treatment Project**



**3. Res. 07-2024 – Increase Petty Cash for City Travel Account**



**4. Res. 08-2024 – Approve Contract with Gray & Osborne, Inc. for Administration**



**5. Res. 09-2024 – Approve Purchase of Ford F-150 Public Works Fleet Vehicle**



**6. Res. 10-2024 – Approve Purchase of Ford F-250 Public Works Fleet Vehicle**



**H. OTHER BUSINESS**

**1. Council Committee Reports**

**2. Staff Reports**



**Action by City Council**

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Our Council Meetings are conducted in person in addition to Zoom Meetings. Meeting information is located on our website at [omakcity.com](http://omakcity.com). If you need support or accommodations, contact the City Clerk in advance by phone at 509-826-1170 or by e-mail [clerk@omakcity.com](mailto:clerk@omakcity.com) for assistance.

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January 16, 2024

**Public Hearing Disclaimer**

Amendments to City of Omak Zoning Code

The Public Hearing for consideration of amendments to the Zoning Code of the City of Omak is now open. The purpose of the hearing is to take testimony and establish the record on the proposed amendments to the Zoning Code.

This public hearing will proceed in an orderly fashion, and I would like everyone's cooperation in the following procedure:

Everyone present will be given an opportunity to be heard. The hearing is being recorded; therefore, when you address the Council, begin by stating your name and address. Speak slowly and clearly. Only one person will be allowed to speak at a time.

Are there any Council members present that need to excuse themselves, for any reason, from this hearing? If so, please state your reason for being excused.

The concern is that this hearing be fair in form and substance as well as appearance. Therefore, I would like to ask if there is anyone in the audience who objects to my participation as Mayor, or any Council members' participation in this proceeding. *(If there are objections, ask for reasons.)*

If any of the Council members have an interest in this or issue, stand to gain or lose financial benefit as a result of the outcome of this hearing, or do not believe that you can hear and consider this in a fair and objective manner, then please state that fact now.

Has any member of the City Council engaged in communication outside of this hearing with opponents or proponents on this issue to be heard? If so, that Council member must place on the record the substance of any such communication so that other interested parties may have the right at this hearing to rebut the substance of the communication.

The purpose of this hearing is for the Council to hear and consider the pertinent facts relating to the text amendment request, and to approve, deny, or approve with conditions.

Before hearing from the audience, I am going to introduce Planner Kurt Danison, who will present the pertinent facts on this request.....

At this time, the floor is open for comments from the audience. Please identify yourself. In fairness to all in attendance, each person will be given an opportunity to address the Council for an initial period, not to exceed five minutes. If more time is needed, it will be made available after everyone has had a chance to speak. Again, I am requesting the Council hold their questions for the public and proponent until everyone is done.

*(Public gives testimony)*

Does the Council have questions of the public or staff regarding any of the issues presented?

Staff, do you have anything to add?

Are there any in the audience who would like to add additional non-repetitive information or evidence regarding this request?

**The public testimony portion of this hearing is now closed.**

**THE FOLLOWING SHOULD BE THE INTRODUCTION AND DIRECTION TO COUNCIL....**

We have taken public testimony, heard from staff and reviewed the documents concerning the amendments, this subject is open for discussion, decision with findings of fact and conclusions by the Council. The Council may approve as presented, modify or deny the proposed amendments.

*An ordinance formally adopting the amendments to the Zoning Code is included on tonight's agenda for adoption by the Council.*



WASHINGTON STATE

2 North Ash • P.O. Box 72

Omak, WA 98841

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www.omakcity.com

Hearing Impaired - call WA Relay Services 7-1-1

## Memo

TO: Mayor & Council

FROM: Michael Foth, Chair, Community Support & Public Safety Committee

Subject: Planning Commission Recommended Amendments to Zoning Code

The Community Support & Public Safety Committee met on the evening of November 15, 2023 to review and discuss the recommended amendments to Title 18 OMC related to Youth Residential Housing and small scale beer brewing as a home occupation. The Commission provided a letter of transmittal, staff report and the proposed amendments for the council to review and act upon.

After review and much discussion, the Community Support & Public Safety Committee recommends the full council take the actions described below. It is important to understand that as a Type V legislative action, the City is not limited to one public hearing. In addition, to Council has the option to accept the recommendation as presented by the Planning Commission, modify the recommendation, remand back to the Planning Commission for additional work or schedule its own public hearing on the proposed amendments. The Committee's recommendation entails two of these options:

1. Approve Ordinance 1930 which will amend the zoning code to include definitions for Youth and Adult Residential Housing and the District Use Chart to clearly identify where such uses are allowed outright, prohibited or required a conditional use permit.
2. Schedule a public hearing to consider the proposed amendments pertaining to small scale beer brewing as a home occupation. The members of the committee were split on whether to even consider the amendments or a more restrictive permit process should be required in order to allow adjoining landowners to comment on any such proposed use.

Respectfully,

Michael Foth



## LETTER OF TRANSMITTAL

November 7, 2023

Honorable Mayor & Council  
City of Omak  
P.O. Box 72  
Omak, WA 98841

Subject: *Draft amendments to Chapter 18.08 Definitions, 18.11.050 District Use Chart and 18.16.030 Home Businesses of the Omak Municipal Code.*

Honorable Mayor and Council;

The Omak Planning Commission has completed the review of two land use issues and is pleased to submit the attached proposed amendments to the Council for consideration and adoption. The attached staff report provides more detail and the proposed amendments.

The proposed amendments and SEPA DNS were circulated to interested agencies for comments on October 4, 2023, a news release summarizing the amendments was submitted to local media and subsequently published in the Chronicle on October 11, 2023, copies of the amendments provided to the individual/organization that initiated the process. A notice of public hearing was published on October 25, 2023, and November 1, 2023.

The Planning Commission held an advertised public hearing on November 7, 2023 with three members of the public present or online. All comments were positive with several clarifying questions addressed. At the close of the hearing, the Planning Commission took the following action pertaining to the proposed amendments:

*"Commissioner Hansen moved to recommend approval of the proposed amendments, consistent with those accepted by the Planning Commission on October 3, 2023 subject to the Findings of Fact and Conclusions presented in the 10/31/23 staff report. Commissioner Mundinger seconded the motion which passed unanimously."*

The Planning Commission has reviewed the amendments to the best of their ability, and requests City Council place them on their agenda for a public hearing, if desired, and review and adoption.

Thank you for your time and consideration.

Sincerely,



Anne Potter, Chair  
Omak Planning Commission

ATTACHMENTS:

Staff Report with Attachments

**ORDINANCE NO. 1932**

**AN ORDINANCE OF THE CITY COUNCIL OF OMAK,  
WASHINGTON, ADOPTING AMENDMENTS TO CHAPTERS 18.08, 18.11 and 18.16  
OF THE CITY OF OMAK MUNICIPAL CODE**

**WHEREAS**, the City of Omak has an adopted Comprehensive Plan and zoning regulations pursuant to RCW 35A.63; and,

**WHEREAS**, all amendments to the comprehensive plan and zoning code are to be adopted, certified, and recorded or filed in accordance with RCW 35.63; and,

**WHEREAS**, the City of Omak Planning Commission held public meetings on April 4<sup>th</sup>, May 2<sup>nd</sup>, June 6<sup>th</sup>, July 7<sup>th</sup>, September 9<sup>th</sup>, and October 3<sup>rd</sup>, 2023 where to review and discussion of the proposed amendments to Title 18 of the Omak Municipal Code was on the agenda; and,

**WHEREAS**, at its October 3<sup>rd</sup> meeting the Planning Commission decided to initiate the formal public review process and set a public hearing on the proposed amendments for November 7, 2023; and,

**WHEREAS**, the proposed amendments were subject to SEPA review with a Determination of Non-Significance issued October 4, 2023 with no comments or appeals received; and,

**WHEREAS**, the proposed amendments were circulated for comments and a notice of the proposed amendments published in the Omak-Okanogan County Chronicle on October 11, 2023; and

**WHEREAS**, only two written comments were received which were not applicable or are addressed in the proposed amendments; and,

**WHEREAS**, public testimony at the November 7, 2023 Planning Commission public hearing was supportive of the proposed amendments; and,

**WHEREAS**, the Planning Commission, with a unanimous vote, moved to recommend that the City Council approve the proposed amendments and enact an ordinance to amend Title 18 OMC; and,

**WHEREAS**, the City Council reviewed the Planning Commission's recommendation at its regular November 20, 2023 meeting; and,

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OMAK DO ORDAIN  
AS FOLLOWS:**

**Section 1.** Chapters 18.08, 18.11 and 18.16 be amended as set forth in Exhibit A attached hereto.

**Section 2.** Effective date. This Ordinance shall take effect five days after it passage approval and publication.

**DATED** this 20th day of November 2023, at an open public meeting.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Connie Thomas, City Clerk

\_\_\_\_\_  
Michael D. Howe, City Attorney

**Add the following new definitions to Chapter 18.08 zoning, Omak  
Municipal Code:**

**Nanobrewery.**

"Nanobrewery" means a manufacturing business that brews beer in batches of 3 barrels or less on premises and sells canned, bottled or kegged beer off the premises.

**Picobrewery.**

"Picobrewery" means a manufacturing business that brews beer on premises and sells canned, bottled or kegged beer off the premises. Picobreweries shall have a production capacity less than 100 U.S. barrels per year.



**Amend 18.11.050 District Use Chart, Omak Municipal Code to add new uses (with footnotes), where permitted, and what type of permitting required:**

**18.11.050 DISTRICT USE CHART**

**Abbreviations:**

blank = Allowed Use

SPD = Single Use Planned Development

CUP = Conditional Development

X = Prohibited Use

BSP = Binding Site Plan

Type of Use	RS Residential Single Unit	RD Residential Duplex	RM Residential Multi-Unit	CB Central	PS Planned	HB Highway	AI Airport	CI Commercial	LI Light Industrial	HI Heavy Industrial	PU Public Use
Microbrewery <sup>1</sup>	X	X	X				X		X	X	X
Nanobrewery <sup>1</sup>	X	X	X				X				X
Picobrewery <sup>1</sup>	<sup>2</sup>	<sup>2</sup>	<sup>2</sup>				X				X

<sup>1</sup> -- subject to licensing and requirements of the WSLCB.

<sup>2</sup> – subject to conditions listed in 16.18.030(b)(3).

**Amend 18.16.030 Home Businesses to add new (b)(3) conditions for picobrewery permitted as a home business.**

(3) Picobreweries allowed as a home business shall be subject to the following conditions:

- No deliveries that require pallets or freight trucks
- No additional parking or traffic that wouldn't be normally expected from a household.
- No display of merchandise or signs.
- Maintain the appearance that no business is being operated from the premises.
- No sales being made on the property.
- All operations and storage must have space separate (with no shared door) from the dwelling space.
- No outdoor storage of equipment or supplies.
- Must provide a waste plan with estimated quantities and place of disposal.
- Use must comply with licensing and permitting requirements of the Washington State Liquor and Cannabis Board.
- Any violation of the conditions may result in revocation of home occupation permit.

**CITY OF OMAK  
STAFF REPORT  
PROPOSED ZONING AMENDMENTS**

**TO:** PLANNING COMMISSION  
**FROM:** STAFF  
**SUBJECT:** ZONING AMENDMENTS – FYRE AND BREWERY  
**DATE:** 10/31/2023

\*\*\*\*\*

**Applicant:** City of Omak

**Project Description:**

The City Planning Commission, with the assistance of the City Planning Consultant and Building Official has completed the process to review and prepare draft amendments to Title 18 Zoning of the Omak Municipal Code.

**Chronology:**

The Building Official was approached by two different entities during the late spring of this year with inquiries about potential land uses in commercial as well as residential zones. The first inquiry came from a person wanting to have a small-scale brewery as a home occupation in a residential neighborhood. The second inquiry was from the Foundation for Youth Resiliency and Engagement (FYRE), an organization with a plan to build a new facility to provide education and housing for at-risk youth and young adults.

The home-based brewery as a home occupation did not seem to fit the general definition of a home occupation but the person making the inquiry provided several letters and other information supporting his contention that it could be allowed as a home occupation. The type of facility being sought by FYRE did not fit any of the definitions in the code for similar facilities, with the most similar type of use prohibited in the Central Business District where FYRE is located.

The Building Official and Planner discussed both issues and in the case of both decided it would be best to seek the advice of the Planning Commission in interpreting City Code.

The Planning Commission took up the issues at their April, 2023 meeting and decided to pursue potential amendments to the zoning code to address both issues. Subsequent meetings of the Commission in May, June, July and September included discussions on definitions and conditions to potentially permit a small-scale brewery as a home occupation and new definitions tailored to the type of facility that FYRE is proposing. Discussion of both issues entailed deciding where such uses could be allowed under what conditions. During these meetings the proponents of both issues attended one or more of the meetings which greatly assisting Commission members in gaining knowledge about how and what amendments would address the issues.

As a result of the meetings, the Commission directed staff to prepare drafts of proposed regulations which the Commission reviewed during several meetings. The Planning Commission's review and preparation of draft amendments was completed at its October meeting when a motion was passed to initiate the formal public and SEPA review processes and advertise a Public Hearing for November 7, 2023, at 5:30 pm in City Hall.

### **Applicable Codes and City Standards:**

Amendment of the Zoning Code is a Type V, or legislative action. The amendment process is set forth in Chapter 19.05 OMC.

### **SEPA, Critical Areas and Shorelines:**

The proposed amendments represent a non-project action therefore there will be no impacts to Critical Areas or Shorelines. However, as amendments to the Zoning Code, as SEPA Checklist was required and a DNS issued. No comments or appeals were received.

### **Planning Commission Public Hearing:**

The City of Omak Planning Commission is holding an open record public hearing on November 7, 2023.

### **Comments Received:**

The proposed amendments and SEPA checklist were mailed or e-mailed to commenting agencies (see list in project file). As of the date this staff report was prepared, written comments had been received from the following: Department of Ecology; and, WSLCB.

Copies of all comments are contained in the project file.

**Commenting Agent or Individual:** Department of Ecology

**Nature of Comment:** Provided information about water rights pertaining to potential brewery

**Response:** *None. If permitted such a use will be connected to City water.*

**Commenting Agent or Individual:** WSLCB

**Nature of Comment:** Provided a list of the requirements for licensing a brewery.

**Response:** *None, the list of conditions is either included or referenced in the proposed amendments.*

### **Recommendation by Planning Staff:**

Planning staff recommends that the Planning Commission take the following action:

Move to recommend approval of the proposed amendments (AS PRESENTED or AS MODIFIED subject to the Findings of Fact and Conclusions presented in the 10/31/23 staff report.

## **Findings of Fact:**

The Planning Commission finds and concludes the following:

1. Chapter 35A.63 of the Revised Code of Washington establishes the City of Omak as the authority with jurisdiction on local zoning code decisions.
2. The review process was initiated by recommendation of the Building Official and Planner.
3. Two written comments were received during the required review process.
4. A SEPA Determination of Non-Significance was issued on October 4, 2023.
5. The proposed amendments to Zoning Code are consistent with the intent, goals and policies of the Land Use Element of the City of Omak Comprehensive Plan.
6. Public Notice requirements regarding the November 7, 2023 public hearing on the proposed amendments was completed. The affidavit of publication for said notice is contained in the project file and is part of the record.
7. The File of Record, Staff Report, and exhibits were received, admitted into the record and considered by the Planning Commission.
8. Any Conclusion of Law that is more correctly a Finding of Fact is incorporated herein as such by this reference.

## **Conclusions**

1. The Planning has the authority to recommend amendments to the Zoning Code.
2. The City Council has authority to adopt amendments to the Zoning Code.
3. Any Finding of Fact that is more correctly a Conclusion of Law is incorporated herein as such by this reference.

**OMAK PLANNING COMMISSION  
MEETING MINUTES  
NOVEMBER 7, 2023**

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**CALL TO ORDER**

Chair Potter called the meeting to order at 5:30 pm

**Commissioner & Administrative Personnel:**

Anne Potter, Chair	Kurt Danison, Contract Planner
Jack Schneider, Vice Chair	Tyler Wells, Building Official - Absent
Erin Munding	Cindy Hicks, Deputy Clerk
Barry Hansen	Todd McDaniel, City Administrator

**Others in Attendance:**

Brant Smith (zoom)	Michelle Sandoval, FYRE
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**Approval of Minutes:**

Commissioner Munding moved, seconded by Commissioner Schneider, to approve the minutes from October 3, 2023 as written. With no further comments or corrections, the Commissioners voted to approve the motion.

**NEW BUSINESS:**

**Public Hearing – OMC Title 18 – Zoning Code Amendments**

Chair Potter opened the Public Hearing at 5:35 pm and read the Public Hearing Disclaimer. With no objections from the public or Planning Commission members, she then turned the hearing over to Planner, Kurt Danison. Planner Danison proceeded with the reading of the Staff Report (attached). The staff recommendation, if the Planning Commission is satisfied with the proposed amendments, is to forward it to the City Council for approval and adoption.

Chair Potter asked for any Public Comments. Brant Smith stated that he appreciated the Planning Commission and the work that was done on the zoning change request. He wished there was more public input on the request but was extremely satisfied with the process. Todd McDaniel, City Administrator, stated he had read the changes. He stated he did not see the definitions for Picobrewery or Nanobrewery in the RCW's. Planner Danison stated that they are not a RCW definition but what he found doing internet research pertaining to the business structure of what Mr. Smith is requesting. Mr. McDaniel said he just wanted to make sure that if it is adopted it is clear. Michelle Sandoval, Co-Founder and Co-Director of FYRE, thanked the Planning Commission for their work in this very detailed process. As with Mr. Smith, she wished there was more of a public interest especially as it relates to such a need for housing and with the need to take this into consideration when revising our Codes. She felt there is a need for dialect on this topic.

Chair Potter then asked if there were any Commissioner comments or questions. Commissioner Hansen stated that he really wanted to leave this decision open to public input before proceeding. He was disappointed that there was none. Commissioner Munding wanted to thank the City staff for their hard work and keeping them informed and organized. There were no further comments.

Chair Potter closed the Public Hearing at 5:55 pm.

**OMAK PLANNING COMMISSION  
MEETING MINUTES  
NOVEMBER 7, 2023**

Commissioner Hansen moved to recommend approval of the proposed amendments, consistent with those accepted by the Planning Commission on October 3, 2023, subject to the Findings of Fact and Conclusions presented in the 10/31/23 staff report. Commissioner Munding seconded the motion. With no further comments or corrections, the Commissioners voted to approve the motion.

Ms. Sandoval asked about the timeline process going forward to the City Council and their decision. She stated that they have a deadline of December 1, 2023, for the acquisition of the property they are looking at. Planner Danison stated that it is up to the City Council. They could approve at their next meeting or schedule a public hearing for one of their December meetings before making a decision. He will have an ordinance prepared and ready for the next meeting in case they decide to approve it then. He recommended that she and Mr. Smith attend the next City Council meeting for any questions that may arise. He will be there as well.

**OLD BUSINESS:**

Planner Danison reported that the Commission should now have the full copy of the Comprehensive Plan and the suggested changes. If there is no further comments or changes, he will put it together for a January public hearing. The Commission agreed.

**OTHER BUSINESS:**

**City Update**

There was a brief discussion on the cleanup of abandoned buildings around the city and if the city was seeing any new permitting for housing on vacant properties.

With no further business before the Planning Commission, Chair Potter closed the meeting. The meeting adjourned at 6:15pm.

There will be no meeting in December. The next scheduled meeting is set for January 2, 2024.

SIGNED:

\_\_\_\_\_  
Anne Potter, Chair

\_\_\_\_\_  
Cindy Hicks, Deputy Clerk





## MEMORANDUM

**To:** Omak City Council  
Cindy Gagné, Mayor

**From:** City Administrator/City Clerk

**Date:** January 2, 2024

**Subject:** Ordinance 1933 – Amending OMC 9.12.050 – Storm & Surface Water

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The attached Ordinance No. 1933, An Ordinance Amending Section 9.12.050 of the Omak Municipal Code Monthly Charges for the Storm and Surface Water Utility of the city of Omak is forwarded to you for your consideration.

When reviewing the OMC, we discovered monthly fees that dated back to January 2008 were in code. All the utility fees are referenced in the City Fee Schedule including the storm drain charges. This allows staff to update fees without amending the codes. It makes sense to update 9.12.050 of the OMC and note charges are specified in the fee schedule.

I support the passage of this Ordinance.

**ORDINANCE NO. 1933**

**AN ORDINANCE AMENDING SECTION 9.12.050 OF THE OMAK  
MUNICIPAL CODE MONTHLY CHARGES FOR THE STORM AND  
SURFACE WATER UTILITY OF THE CITY OF OMAK**

**WHEREAS**, the current monthly charges in the Omak Municipal Code for the Storm and Surface Water Utility were adopted by the Omak City Council in January 2008, and are outdated; and

**WHEREAS**, the Storm Drain charges are listed in our city fee schedule and it would be prudent to remove the reference to charges from the Omak Municipal Code.

**THE CITY COUNCIL OF THE CITY OF OMAK, WASHINGTON, DO ORDAIN as follows:**

**Section 1.** Section 9.12.050 of the Omak Municipal Code which reads as follows:

There is levied upon all real property within the city of Omak which contributes drainage water to or which benefits from the function of the storm and surface water utility of the city of Omak, and there shall be collected from the owners thereof, monthly charges based on the development classification of the properties, as follows:

- (a) Undeveloped;*
- (b) Medium development, three dollars and fifteen cents per month;*
- (c) Heavy development, seven dollars and ninety-nine cents per month;*
- (d) Very heavy development, eleven dollars and ninety-nine cents per month.*

***Is hereby amended to read as follows:***

There is levied upon all real property within the city of Omak which contributes drainage water to or which benefits from the function of the storm and surface water utility of the city of Omak, and there shall be collected from the owners thereof, monthly charges specified in the current City of Omak Fee Schedule and based on the development classification of the properties, as follows:

- (e) Undeveloped;*
- (f) Medium development;*
- (g) Heavy development;*
- (d) Very heavy development.*

**Section 2.** This ordinance shall become effective the later of January 1, 2024 or and after its passage by the Council, approval by the Mayor, and five days after publication of this ordinance, or a summary, as provided by law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

\_\_\_\_\_  
Connie Thomas, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney

Filed with City Clerk: \_\_\_\_\_  
Passed by City Council: 1<sup>st</sup> Reading \_\_\_\_\_ 2<sup>nd</sup> Reading \_\_\_\_\_  
Date Published: \_\_\_\_\_  
Date Effective: \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the City Council of the City of Omak passed Ordinance No. 1933.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Connie Thomas, City Clerk



## MEMORANDUM

**To:** Omak City Council  
Cindy Gagné, Mayor

**From:** City Administrator/City Clerk

**Date:** January 2, 2024

**Subject:** Ordinance 1934 – Amending OMC 9.04.360 – Monthly Commercial Rates

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The attached Ordinance No. 1934, An Ordinance Amending Section 9.04.360 of the Omak Municipal Code Monthly Commercial Water Rates is forwarded to you for your consideration.

When reviewing the OMC, we discovered monthly fees that dated back to March 2009 were in code. All the utility fees are referenced in the City Fee Schedule including the multi-unit charges for water. This allows staff to update fees without amending the codes. It makes sense to update 9.04.360 of the OMC and note charges are specified in the fee schedule.

I support the passage of this Ordinance.

**ORDINANCE NO. 1934**

**AN ORDINANCE AMENDING CHAPTER 9.04.360 OF THE OMAK MUNICIPAL  
CODE MONTHLY COMMERCIAL RATES WITHIN THE CITY**

**WHEREAS**, the current Omak Municipal Code provides for an additional charge of eight dollars per month for each multiple dwelling units, buildings that contain more than one office, store, shop etc. and, a per unit charge for motels of three dollars and thirty-five cents; and

**WHEREAS**, these charges are listed in our city fee schedule and it would be prudent to remove the reference to charges from the Omak Municipal Code.

**THE CITY COUNCIL OF THE CITY OF OMAK, WASHINGTON, DO  
ORDAIN as follows:**

**Section 1.** Chapter 9.04.360 of the Omak Municipal Code is hereby amended to read as shown in Exhibit "A" attached hereto. New language is indicated by underscore, and deleted language is indicated by strikethrough.

**Section 2.** This ordinance shall become effective the later of January 1, 2024 or and after its passage by the Council, approval by the Mayor, and five days after publication of this ordinance, or a summary, as provided by law.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**APPROVED:**

\_\_\_\_\_  
**Cindy Gagné, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Connie Thomas, City Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Michael Howe, City Attorney**

## EXHIBIT "A"

### 9.04.360 Monthly commercial rates within the city.

The minimum monthly charge for commercial customers will be as specified in the fee schedule.

The minimum monthly rates shall entitle the user to one thousand cubic feet of water per month. Charges for water consumption in excess of one thousand cubic feet of water per month shall be as specified in the fee schedule per one hundred cubic feet.

In multiple dwelling units, an additional ~~charge eight dollars~~ per month shall be added to the minimum meter charge for each such dwelling unit, which ~~eight dollars~~ shall entitle the customer to an additional four hundred cubic feet consumption per unit. Consumption above the total of minimum allowed shall be charged for at the regular metered rates. The minimum charge shall be made whether the units are occupied or not.

Motels shall pay the minimum charge according to meter size for consumption of up to one thousand cubic feet per month, plus an additional per-unit minimum charge ~~of three dollars and thirty-five cents~~ which shall entitle the customer to an additional three hundred cubic feet consumption per unit. Consumption above the total of the minimum allowed shall be charged for at the regular meter rates. The minimum charge shall be made whether the units are occupied or not.

Buildings that contain more than one office, store, or shop, etc., shall pay the minimum charge according to meter size for consumption of up to one thousand cubic feet per month, plus an additional per-unit minimum charge ~~of eight dollars~~ for each such additional office, store or shop which shall entitle the customer to four hundred cubic feet consumption per unit. Consumption above the total of the minimum allowed shall be charged for at the regular meter rates.



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WASHINGTON STATE

*heart of the okanogan*

**LETTER OF TRANSMITTAL**

January 3, 2024

Honorable Mayor & Council  
City of Omak  
P.O. Box 72  
Omak, WA 98841

Subject: Revised and Updated City of Omak *Comprehensive Plan and Maps*.

Honorable Mayor and Council;

The Omak Planning Commission has completed the review and update of the entire Comprehensive Plan and Maps. The effort is part of the City's commitment to keep the City of Omak Comprehensive Plan current and in compliance with state and federal statute.

The Planning Commission held a public hearing on the updated elements on January 2, 2024 following the required 30 day public review process. No comments were received during the review and no public attended the hearing. Following the hearing on January 2, 2024, the Planning Commission took the following action:

Commissioner Munding motioned, seconded by Commissioner Schneider, to forward the proposed updated Comprehensive Plan and Maps to the City Council with a recommendation to pass a resolution to adopt the revised and updated City of Omak Comprehensive Plan. As there was no further discussion, the Commissioners voted to approve the motion.

Thank you for your time and consideration.

Sincerely,

Anne Potter, Chair  
Omak Planning Commission

**ATTACHMENTS:**

Strikeout copy of the updated plan and updated maps.



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**FINAL STAFF REPORT 1/3/24**

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**TO:** HONORABLE MAYOR & COUNCIL  
**FROM:** KURT DANISON, CONTRACT PLANNER  
**SUBJECT:** UPDATED CITY OF OMAK COMPREHENSIVE PLAN AND MAPS  
**DATE:** 1/3/2024  
**CC:** ADMINISTRATOR, CLERK, MAYOR AND BUILDING OFFICIAL

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### **COMP PLAN AMENDMENTS 2023**

The City of Omak Planning Commission has completed a review of the Comprehensive Plan that began in 2018 with the mandated review and revision of the Resource Lands and Critical Areas sections of the Land Use Element (included revisions to Chapter 18.20 OMC), continued into 2019 and 2020 on an update of the Transportation Element following the release of a WSDOT study on the intersections along US 97, then beginning in 2021 the Commission began review of the Land Use Element, including the Shoreline section followed by the methodical review of each Element in order into 2023.

The Commission completed the review in November 2023 and directed staff to initiate the public review process, including completion of a SEPA checklist and issuance of a SEPA Threshold Determination and set a public hearing for January 2, 2024.

**Public Hearing:**

An open record public hearing to consider written and/or oral comments prior to reviewing and submitting a recommendation to the City Council was held on Tuesday, January 2, 2024 at 5:30 pm in Omak City Hall.

**Comments:**

No written comments on the draft updated plan, maps or SEPA checklist have been received as of the date of this staff report. There was no public testimony at the public hearing.

**Staff Recommendation:**

Staff recommended that the Planning Commission move to forward the proposed updated Comprehensive Plan and Maps to the City Council with a recommendation to pass a resolution to adopt the revised and updated City of Omak Comprehensive Plan.

Staff also recommends that the City Council pass a resolution adopting the revised and updated City of Omak Comprehensive Plan and associated maps.

**Findings of Fact:**

1. All requirements of Title 18 were followed in preparing the proposed amendments to the comprehensive plan and maps.
2. A copy of the draft updated plan and maps were sent to the agencies and organizations noted in the project file.
3. No written comments or appeals of the SEPA determination were received during the review process.
4. The proposed changes are consistent and necessary to update the Comprehensive Plan to reflect current conditions and community desires.
5. That a public hearing before the Planning Commission was held on January 2, 2024 with no public testimony taken.
6. That the public interest will be served by the amendments to the Comprehensive Plan.
7. That all interested persons were given the opportunity to comment on the proposed changes.

# MEMORANDUM

To: Omak City Council  
Cindy Gagnè, Mayor

From: Todd McDaniel

Date: January 16, 2024

Subject: Ordinance 1936 Amending 2024 Budget, Water, Julia Maley  
Treatment

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The Attached Ordinance 1936 Amending the City of Omak 2024 Budget, Appropriating Additional Expenditures in the Water Fund for the Julia Maley Well Treatment Project, is forwarded for your consideration.

The Julia Maley Well Treatment project was awarded after the final budget was approved. This project amendment appropriates an additional \$600,000 for the construction and administration of this project. This project is partially funded through a DWSRF loan that was secured in June of 2021.

This project is intended to replace the water withdrawals that were lost when the Apple and Kenwood wells were shuttered, due to the influence of surface water.

I approve this Ordinance and urge its Adoption

**ORDINANCE NO. 1936**

**AN ORDINANCE AMENDING THE CITY OF OMAK 2024 BUDGET,  
APPROPRIATING ADDITIONAL EXPENDITURES IN THE WATER FUND FOR THE  
JULIA MALEY WELL TREATMENT PROJECT**

**WHEREAS**, the City of Omak adopted the 2024 Budget by passage of Ordinance No. 1931 on December 4, 2023; and

**WHEREAS**, the Julia Maley Water Well Treatment project was awarded by Resolution 94-2023 on December 11, 2023; and

**WHEREAS**, the costs for the completion of this project during the 2024 fiscal budget is now known; and

**WHEREAS**, said expenditures are not one of the emergencies specifically enumerated in RCW 35A.33.080; and

**WHEREAS**, the City of Omak is desirous of amending its budget pursuant to RCW 35A.33.090.

**THE CITY COUNCIL OF THE CITY OF OMAK DO ORDAIN AS FOLLOWS:**

- Section 1. Ordinance No. 1931 adopting the 2024 Budget, shall be amended to Include changes to the budget as shown in Attachment "A" of this ordinance.
- Section 2. This ordinance shall become effective from and after the date of its passage by Council by a vote of one more than the majority of all Councilmembers, approval by the Mayor and publication as required by law.

**PASSED** by the City Council of the City of Omak, this \_\_\_\_\_day of \_\_\_\_\_, 2024.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Connie Thomas, City Clerk

\_\_\_\_\_  
Michael Howe, City Attorney

Filed with City Clerk: \_\_\_\_\_

Passed by City Council: 1<sup>ST</sup> Reading \_\_\_\_\_

2<sup>nd</sup> Reading \_\_\_\_\_

Date Published: \_\_\_\_\_

Date Effective: \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 2024, the City Council of the City of Omak  
passed Ordinance No. 1936.

DATED this \_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
Connie Thomas, City Clerk

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**2024 BUDGET AMENDMENT ORDINANCE NO. 1936 ATTACHMENT "A"**

<b>Description</b>	<b>2024 Budget</b>	<b>Expenditure</b>	<b>Revised Budget</b>
<b><u>Water Fund 401</u></b>			
<u>Ending Fund Balance</u>			
401-508-51-00-00	\$976,632.88	\$600,000.00	\$376,632.88
<u>Arsenic Study Julia Maley</u>			
101-594-34-64-60	\$2,012,547.00	\$600,000.00	\$2,612,547.00
<b>Expenditure Total</b>	<b>\$4,464,027.51</b>		<b>\$5,064,027.51</b>
<b>Total Fund</b>	<b>\$5,440,660.39</b>		<b>\$5,440,660.39</b>

**Water Fund**

This Ordinance approves additional expenditures of \$600,000.00 for the Julia Maley Well Treatment Project and reduces the Ending Fund Balance by a like amount.



## INTEROFFICE MEMORANDUM

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**TO:** MAYOR GAGNÉ  
OMAK CITY COUNCIL

**FROM:** THE FINANCIAL DEPARTMENT

**SUBJECT:** RESOLUTION 07-2024 – INCREASE TRAVEL ACCOUNT PETTY CASH

**DATE:** JANUARY 16, 2024

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The attached **Resolution 07-2024 - A Resolution Increasing the Petty Cash for the Omak Travel Checking Account and Repealing all Previous Resolutions Pertaining to Petty Cash Amounts**, is presented to you for your review and consideration.

In 2023 disbursement of travel per diem increased throughout the city departments. This increase is due to additional training requirements, new employee training and regular travel/training expenses. We found the current balance of \$2,000 was not sufficient at times in 2023. City staff were expediting reimbursements to the travel fund to ensure the balance remained high enough for per diem payouts. We also saw additional bank fees in some months because of the low bank balances. This Resolution will increase that Travel checking account balance from \$2,000 to \$4,000.

I approve this Resolution and respectfully request your adoption.



**RESOLUTION NO. 07-2024**

**A RESOLUTION INCREASING THE PETTY CASH FOR THE  
OMAK TRAVEL CHECKING ACCOUNT AND REPEALING ALL PREVIOUS  
RESOLUTIONS PERTAINING TO PETTY CASH AMOUNTS**

**WHEREAS**, the City of Omak has a need for petty cash in City departments for making of change, payment of miscellaneous small expenses and maintaining checking account balance; and

**WHEREAS**, these amounts have been set by previous Council action, through Resolution 77-2023, and it is the desire to compile the authorized amounts in one resolution for easier access; and

**WHEREAS**, in 2023 disbursement for travel expenses increased because of the additional training requirements; and

**WHEREAS**, an additional \$2,000 of petty cash is needed for deposit into the City Travel checking account to ensure funds are readily available for employee travel per diem expenses funded through Washington Federal Bank.

**NOW, THEREFORE, BE IT RESOLVED**, as follows:

**Section 1:** The petty cash amount for the City of Omak departments shall be as follows, recognizing an additional \$2,000.00 to be deposited in the Travel Checking account.

<b>Department</b>	<b>Amount</b>
City Hall Cash Drawers	\$ 300.00
City Hall Petty Cash	\$ 150.00
Police Dept. Petty Cash	\$ 75.00
Municipal Court Cash Drawer	\$ 100.00
Municipal Court Checking	\$1,000.00
Police Department Cash Drawer	\$ 100.00
Drug Revolving Fund	\$2,000.00
<b>Travel Fund</b>	<b>\$4,000.00</b>
<b>Total</b>	<b>\$6,725.00</b>

**Section 2:** All other resolutions that set petty cash amounts are hereby repealed.

**INTRODUCED AND PASSED BY THE OMAK CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

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Connie Thomas, City Clerk

**APPROVED AS TO FORM:**

---

Michael Howe, City Attorney

# MEMORANDUM

To: Cindy Gagné, Mayor

From: Wayne Beetchenow, Public Works Director

Date: January 16, 2024

Subject: **Resolution No. 08-2024** Approving Amendment No. 9 to the professional services agreement with Gray & Osborne, Inc.

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The Attached Resolution: **08-2024, A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 9 TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GRAY & OSBORNE, INC. FOR JULIA MALEY PARK WELL TREATMENT CONSTRUCTION ADMINISTRATION**, is forwarded for your consideration.

This resolution will amend the contract with G&O for the Construction Contract Administration of the Julia Maley Park Well Treatment facility. The well was drilled in 2016 and equipped in 2018. The well has a capacity of 800 GPM. It was discovered that it will need and water treatment facility to maintain safe MCL levels.

I support this Resolution and recommend its approval.

**RESOLUTION NO. 08-2024**

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 9  
TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GRAY &  
OSBORNE, INC. FOR JULIA MALEY PARK WELL TREATMENT CONSTRUCTION  
ADMINISTRATION**

**WHEREAS**, the City of Omak extended the contract with Gray & Osborne, Inc. to provide On-Call Engineering Services by the approval of Resolution No. 39-2023; and

**WHEREAS**, it is necessary to secure professional engineer consulting services for the Construction Contract Administration of the Julia Maley Park Well Treatment Facility; and

**WHEREAS**, the scope of work and engineering cost for providing these services is estimated not to exceed a budget of \$290,000 as shown on the attached Schedules Exhibit "A" and "B".

**NOW, THEREFORE BE IT RESOLVED** by the Omak City Council, that Amendment No. 9 to the Contract for Personal Engineering Services between the City of Omak and Gray & Osborne, Inc., a copy of which is attached hereto as Exhibit "A" and "B" is hereby approved. The mayor is authorized to execute this document on behalf of the city.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024

**SIGNED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

\_\_\_\_\_  
Connie Thomas, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, City Attorney

**AMENDMENT NO. 9  
TO  
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, by and between the City of Omak, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for engineering services dated (by Agency) April 3, 2023, for additional services related to the On-Call Engineering Services.

Julia Maley Park Well Treatment – Construction Administration

See the attached Exhibit A and Exhibit B for the scope and fees. The City requests professional engineering services for construction administration services for the Julia Maley Park Well Treatment project for a not-to-exceed budget of \$290,000.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

**GRAY & OSBORNE, INC.**

**CITY OF OMAK**

By:   
(Signature)

By: \_\_\_\_\_  
(Signature)

Name: Michael B. Johnson, P.E., President  
GRAY & OSBORNE, INC.

Name: \_\_\_\_\_  
(Print)

Date: 12/21/23

Date: \_\_\_\_\_

"Equal Opportunity/Affirmative Action Employer"

## **EXHIBIT A**

### **SCOPE OF SERVICES**

#### **CITY OF OMAK JULIA MALEY PARK WELL TREATMENT DESIGN CONSTRUCTION ADMINISTRATION SERVICES**

Based on our understanding of the project, this Scope of Work presents the professional engineering services requested by the City of Omak for construction administration and inspection services for the Julia Maley Park Well Treatment project. It is our understanding that the project consists of the construction of a CMU filtration building; concrete backwash storage reservoir; permanent generator; roll-off dewatering container; pyrolusite filtration system; electrical and controls; and associated site improvements.

It is our understanding that the City has secured Washington State Department of Health Drinking Water State Revolving Fund (DWSRF) loan funds for this work.

More specifically, the work will include:

**Project Management** – The objective is to act as liaison between the City and the Contractor through the course of construction. This task will include the following:

- A. The City's instructions to the Contractor will be issued through the Engineer who will have authority to act on behalf of the City to the extent provided in the Contract Documents.
- B. Coordinate, review project costs, and provide cost information and supporting cost documentation to the City Clerk to aid in any audits.
- C. Assist the City in community relations to include responding to questions and concerns of the public regarding the proposed project construction.

**Preconstruction Conference** – The objective is to coordinate and conduct a preconstruction conference for the project. This task will include the following:

- A. Coordinate and conduct a preconstruction conference and prepare and distribute meeting minutes to attendees.

**Construction Survey** – The objective is to provide field surveys consisting of offset staking for clearing limits, building and structures, and buried piping alignment; and benchmarks to control grade. This task will include the following:

- A. Provide two separate site visits for field surveys consisting of offset staking for clearing and grubbing limits, building corners and major structures (two corners), and buried pipeline alignment; and benchmarks for grade control, all to assist the Contractor in construction of the project.

**Construction Contract Administration** – The objective is to provide contract administration support services during construction of the project. This task includes the following:

- A. Coordinate and conduct on-site construction meetings every two weeks or as may be required by on-site construction activities with the Contractor and the City. Prepare and distribute minutes of meetings to all attendees.
- B. Review the Contractor's monthly progress payment requests and prepare monthly progress estimates based on the Resident Inspector's judgement of the value of work completed during the pay period.
- C. Represent the City's interest in negotiation of change orders with the Contractor. Prepare change orders for execution by the Contractor subject to approval and authorization of the City.
- D. Provide notices of substantial and physical completion and recommend final acceptance of the project. Obtain bonds, warranties, and record drawings from the Contractor. Prepare the "Certificate of Completion of Public Works Contract" form and assist the City with release of the retained percentage or retainage bond.

**Office Engineering** – The objective is to provide engineering support services for the project during construction. This task includes the following:

- A. Review shop drawings and submittals for compliance with design intent and general conformity to the Contract Documents.
- B. Review proposals from the Contractor to substitute an "or equal" product for a specified product based on design intent and general conformity to the Contract Documents.
- C. Respond to the Contractor's requests for information (RFIs), questions, and provide interpretation of the Contract Documents that address and clarify design intent. Maintain records of telephone meetings concerning design intent.
- D. Estimate the added or reduced cost of changes during the course of construction to be used in negotiation of change orders. Evaluate the impact of change orders on the construction schedule and recommend eligible time extensions.
- E. Prepare record drawings from field observations and information provided by the Contractor.



**Resident Construction Inspection** – The objective is to provide part-time resident construction inspection for the project to monitor conformance of the Contractor's work with the Contract Documents. It is our understanding that the City's Building Official will perform the majority of the inspection work during construction of the filtration building (footings, slab, CMU block, and roofing), concrete backwash storage reservoir (slab, concrete tank, accessories), generator and roll-off dewatering container pads. This task includes the following:

- A. Provide resident construction inspection on a part-time basis to monitor conformance of the Contractor's work with the Contract Documents.
- B. Prepare and maintain daily logs, lists of construction deficiencies or other construction issues, weekly schedule reports, job site photos, quantity measurements, and correspondence for the project.
- C. Review and comment on the Contractor's construction schedule. Monitor the Contractor's progress in relation to the schedule for the project.
- D. Issue weekly reports to the City and Contractor with respect to construction time consumed on the project.
- E. This scope of work and resulting maximum amount payable is based on providing part-time inspection services for up to **720 hours** (average of 2 days (consecutive) per week) of inspection over the **36 weeks** (180 working days) allowed for construction. An amendment to this agreement shall be executed to reimburse the Engineer for inspection time required beyond this limit, should the allowable inspection time be extended.

**PLC/HMI Programming** – The objective is to provide programming additions to the existing Programmable Logic Controller (PLC) to integrate the sensors for the solids settling tank, the new generator, and intrusion sensors for the filtration building. The work also includes programming to provide control of the backwash request to the provided treatment system and the backwash recycle pump, by Connetix Engineering. This task will include the following:

- A. Programming changes to the existing PLC and HMI system to facilitate monitoring of the arsenic treatment equipment.
- B. Programming changes to the existing PLC to facilitate control of the backwash request to the provided treatment equipment based on time changes, pressure changes, or float switches.
- C. Install programming changes on site and verify functionally.
- D. Troubleshooting and support for integration of changes into the existing system.

**Equipment Startup** – The objective is to provide electrical engineering support during equipment startup services. This task will include the following:

- A. Provide electrical engineer for support during startup services provided by the factory-trained representative of the equipment manufacturer.
- B. This scope of work is based on providing electrical engineer support during startup for two consecutive working days.

**Construction Management System Server Development** – The objective is to develop and maintain a server dedicated to allowing each entity involved in the project a means to access and provide comments on project files quickly and efficiently.

- A. Develop and maintain a CMS server for the project and provide tiered access to designated personnel for the various project entities.

## **BUDGET**

The maximum amount payable to the Engineer for completion of all work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs and net fee shall be as shown in Exhibit B. This amount shall not be exceeded without prior written authorization of the City.

## EXHIBIT B

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

*City of Omak - Julia Maley Park Well Treatment - Construction Administration Services*

Tasks	Project Manager Hours	Project Engineer Hours	Structural Eng. Hours	Electrical Eng. Hours	Field Inspector Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Project Management	40							
2 Preconstruction Conference	4	4						
3 Construction Survey							4	40
4 Submittal Review	40	56	80	32				
5 Response to RFI's and Design Clarification	4	8	8	4				
6 Construction Meetings and Site Visits	48	24						
7 Change Orders	8	8						
8 Progress Estimates	8	40						
9 Resident Inspection					720			
10 Startup	4	8		32				
11 Final Inspection	4	4						
12 Record Drawings	4					16		
13 Project Closeout	4	16						
Hour Estimate:	168	168	88	68	720	16	4	40
Fully Burdened Billing Rate Range:*	\$140 to \$235	\$125 to \$175	\$115 to \$210	\$120 to \$215	\$100 to \$173	\$60 to \$165	\$125 to \$190	\$180 to \$295
Estimated Fully Burdened Billing Rate:*	\$195	\$195	\$210	\$215	\$130	\$140	\$180	\$260
Fully Burdened Labor Cost:	\$32,760	\$32,760	\$18,480	\$14,620	\$93,600	\$2,240	\$720	\$10,400

Total Fully Burdened Labor Cost: \$ 205,580

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 40,920

CMS \$ 5,000

Subconsultant:

Connetix Engineering \$ 35,000

Subconsultant Overhead (10%) \$ 3,500

**TOTAL ESTIMATED COST: \$ 290,000**

\* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

# MEMORANDUM

To: Omak City Council  
Cindy Gagné, Mayor

From: Wayne Beetchenow  
Public Works Director

Date: January 16 2024

Subject: Resolution No. 09-2024 Approving the purchase of a pickup.

---

The attached Resolution **09-2024, A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING THE PURCHASE OF A PICKUP THROUGH THE WASHINGTON STATE PURCHASING COOPERATIVE**, is forwarded for your consideration.

The purchase of the fleet pickup was selected through the Washington State procurement cooperative. This purchases will be made through Bud Clary Ford a bona fide state vendor. This Purchase will total \$51,524.48 not to include graphics and other specialized items not included through the bid process.

I support this Resolution and recommend its approval.

**RESOLUTION NO. 09-2024**

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING THE PURCHASE OF  
A FLEET PICKUP THROUGH THE WASHINGTON STATE PURCHASING  
COOPERATIVE.**

**WHEREAS**, replacement of a service vehicle in the Equipment Rental program is needed to meet operational needs; and

**WHEREAS**, the pickup selection was based on considerations of department specification, performance, serviceability, uniformity and cost as determined by the Public Works Director; and

**WHEREAS**, the equipment is available through the Washington State Purchasing Cooperative Bud Clary Ford, a bona fide Washington State Purchasing vendor, in the amount of \$51,524.48; and

**WHEREAS**, the Purchasing Policy and Procedures Manual provide for the purchase of these vehicles through an approved purchasing cooperative as an alternative to the competitive process.

**NOW, THEREFORE, BE IT RESOLVED BY THE OMAK CITY COUNCIL**, that the purchase of a fleet pickup, a copy of the quote is attached as Exhibit "A" is hereby approved for purchase. The Mayor is authorized and directed to execute the same on behalf of the City, and the City Clerk is authorized to attest her signature.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Connie Thomas, City Clerk

\_\_\_\_\_  
Michael D. Howe, City Attorney

## Vehicle Quote Number: 2024-1-211

This is a **quote** only. You must create a purchase request to order this vehicle(s)

### Contract & Dealer Information

Contract #: 05916	Dealer Contact: Marie Tellinghuisen
Dealer: Bud Clary Ford (W403)	Dealer Phone: (360) 423-4321 Ext: 10945

### Organization Information

Organization: OMAK, CITY OF - 22407
Email: <a href="mailto:er@omakcity.com">er@omakcity.com</a>
Quote Notes:
Vehicle Location: OMAK

### Color Options & Qty

Oxford White (YZ) - 1
Tax Exempt: N

### Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2024-0830-0001	2024 Ford F150 4WD	1	\$41,583.00	\$41,583.00
2024-0830-0002	INFORMATION ONLY: Order-to-delivery timing remains very fluid due to the continuing global supply chain shortages, labor instability and high volume of nationwide orders being submitted. Ford Motor Company is not able to guarantee that this vehicle will be produced during the current model year production cycle. Also, due to uncontrollable increasing costs of raw materials, Ford might not be able to provide price protection for vehicles that will need to be re-ordered as 2025 model year. If Ford is unable to build this vehicle, we will contact you when we receive notification, offering the choice of order cancellation without penalty or acceptance of 25MY CARS contract pricing to re-order vehicle (and upfits if applicable) with factory expedited scheduling.	1	\$0.00	\$0.00
2024-0830-0003	INFORMATION ONLY: Bud Clary Ford offers a \$300 prompt payment discount if payment is made within 20 days of vehicle delivery.	1	\$0.00	\$0.00
2024-0830-0004	INFORMATION ONLY: Bud Clary Ford CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. \$500 cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. \$750 cancellation fee if vehicle has been delivered to customer and must be picked up by dealer and re-stocked into inventory. Absolutely NO cancellation if customer has licensed/registered vehicle. Upfits/Equipment ordered for vans, trucks, chassis cabs and police/fire vehicles will have a 10-30% re-stocking fee; custom bodies cannot be cancelled.	1	\$0.00	\$0.00

2024-0830-0011	REGULAR Cab, 4WD, 141WB, 8 ft box, 2.7L V6 EcoBoost w/ Auto Start-Stop Technology, 23MY: 18/24 mpg, 36-Gallon Fuel Tank (6450# GVWR, xxxx# Payload, 3.55 Regular RAR #X19) (F1L/101A/99P/44G/X19/141WB)	1	\$294.00	\$294.00
2024-0830-0015	Alternative Engine: 5.0L V8 (395HP) (23MY 17/22 mpg) (in lieu of 2.7L V6 EcoBoost) (Includes 10-speed automatic transmission with selectable drive modes) (REG CAB 144WB: 7000#/3.73 EL RAR #XL6) (EXT CAB 145WB: 7100#/3.31 Regular RAR #X27) (CREW CAB 145WB: 7100#/3.31 Regular RAR #X27) (995/44G)	1	\$1,346.00	\$1,346.00
2024-0830-0023	XL Only - Cloth Seats: 40/20/40 Front Seat (All Cabs) (Not available w/ STX or XLT trim levels) (TTCS)	1	\$0.00	\$0.00
2024-0830-0027	LED Warning Beacons (Amber/White strobe color) (factory) (includes center high-mounted stop light bar and two (2) roof mounted beacons that provide 360 degree visibility) (Sound Off Signal) (Available w/ XL or XLT trim levels) (94W)	1	\$639.00	\$639.00
2024-0830-0029	Black Platform Running Boards (Available with all cabs and trim levels) (18B)	1	\$246.00	\$246.00
2024-0830-0032	Engine Block Heater (Available w/ all trim levels) (41H)	1	\$89.00	\$89.00
2024-0830-0402	Allied Series II Cab Rack - With expanded metal insert (ALLCBGDII) (TB402)	1	\$963.00	\$963.00
2024-0830-0467	Buyers Side rail box - drop door (90L x 16W x 18H) (DRIVER SIDE) (Fits 8ft bed only) (Buyers 1701565-D) (TB467)	1	\$1,164.00	\$1,164.00
2024-0830-0468	Buyers Side rail box - drop door (90L x 16W x 18H) (PASSENGER SIDE) (Fits 8ft bed only) (Buyers 1701565-P) (TB468)	1	\$1,164.00	\$1,164.00

#### Quote Totals

<b>Total Vehicles:</b>	1
<b>Sub Total:</b>	\$47,488.00
<b>8.5 % Sales Tax:</b>	\$4,036.48
<b>Quote Total:</b>	\$51,524.48

# MEMORANDUM

To: Omak City Council  
Cindy Gagné, Mayor

From: Wayne Beetchenow  
Public Works Director

Date: January 16 2024

Subject: Resolution No. 10-2024 Approving the purchase of a pickup.

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The attached Resolution **10-2024, A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING THE PURCHASE OF A PICKUP THROUGH THE WASHINGTON STATE PURCHASING COOPERATIVE**, is forwarded for your consideration.

The purchase of the fleet pickup was selected through the Washington State procurement cooperative. This purchases will be made through Bud Clary Ford a bona fide state vendor. This Purchase will total \$68,260.61 not to include graphics and other specialized items not included through the bid process.

I support this Resolution and recommend its approval.



**RESOLUTION NO. 10-2024**

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING THE PURCHASE OF  
A FLEET PICKUP THROUGH THE WASHINGTON STATE PURCHASING  
COOPERATIVE.**

**WHEREAS**, replacement of a service vehicle in the Equipment Rental program is needed to meet operational needs; and

**WHEREAS**, the pickup selection was based on considerations of department specification, performance, serviceability, uniformity and cost as determined by the Public Works Director; and

**WHEREAS**, the equipment is available through the Washington State Purchasing Cooperative Bud Clary Ford, a bona fide Washington State Purchasing vendor, in the amount of \$68,260.61; and

**WHEREAS**, the Purchasing Policy and Procedures Manual provide for the purchase of these vehicles through an approved purchasing cooperative as an alternative to the competitive process.

**NOW, THEREFORE, BE IT RESOLVED BY THE OMAK CITY COUNCIL**, that the purchase of a fleet pickup, a copy of the quote is attached as Exhibit "A" is hereby approved for purchase. The Mayor is authorized and directed to execute the same on behalf of the City, and the City Clerk is authorized to attest her signature.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**APPROVED:**

\_\_\_\_\_  
Cindy Gagné, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Connie Thomas, City Clerk

\_\_\_\_\_  
Michael D. Howe, City Attorney

**Vehicle Quote Number: 2024-1-207**

This is a **quote** only. You must create a purchase request to order this vehicle(s)

**Contract & Dealer Information**

Contract #: 05916	Dealer Contact: Marie Tellinghiusen
Dealer: Bud Clary Ford/Hyundai (W403)	Dealer Phone: (360) 423-4321 Ext: 10945

**Organization Information**

Organization: OMAK, CITY OF - 22407
Email: <a href="mailto:er@omakcity.com">er@omakcity.com</a>
Quote Notes:
Vehicle Location: OMAK

**Color Options & Qty**

Oxford White (Z1) - 1
Tax Exempt: N

**Vehicle Options**

Order Code	Option Description	Qty	Unit Price	Ext. Price
2024-0821-0001	2024 Ford F250 Pickup, 4WD	1	\$47,366.00	\$47,366.00
2024-0821-0003	INFORMATION ONLY: Ford Motor Company is not able to guarantee that this vehicle will be produced during the current model year production cycle. Also, due to uncontrollable increasing costs of raw materials, Ford might not be able to provide price protection for vehicles that will need to be re-ordered as 2025 model year. If Ford is unable to build this vehicle, we will contact you when we receive notification, offering the choice of order cancellation without penalty or acceptance of 25MY CARS contract pricing to re-order vehicle (and upfits if applicable) with factory expedited scheduling.	1	\$0.00	\$0.00
2024-0821-0004	INFORMATION ONLY: Bud Clary Ford offers a \$300 Prompt Payment Discount if payment is received within 20 days of vehicle delivery.	1	\$0.00	\$0.00
2024-0821-0005	INFORMATION ONLY: Bud Clary Ford CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. \$500 cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. \$750 cancellation fee if vehicle has been delivered to customer and must be picked up by dealer and re-stocked into inventory. Absolutely NO cancellation if customer has licensed/registered vehicle. Upfits/Equipment ordered for vans, trucks, chassis cabs and police/fire vehicles will have a 10-30% re-stocking fee; custom bodies cannot be cancelled.	1	\$0.00	\$0.00

2024-0821-0010	2024 Ford F250 Pickup, Regular Cab, 4WD, 142WB, 8ft Box, 6.8L V8 Gas (flex fuel capable unless bed delete is ordered), TorqShift-G 10-Speed Automatic Transmission with Select Drive Modes, 10,000# GVWR, 3830# Payload, 3.73 RAR #X37, LT245/75Rx17E BSW All-Season Tires, 17in argent painted steel wheels/painted hub covers, (F2B/600A/99A/44F/142WB/TD8/64A) -- This is the BASE Vehicle, please refer to Vehicle Standard Specifications for complete description.	1	\$0.00	\$0.00
2024-0821-0020	Snow Plow Prep Package (4x4 Only) (includes computer selected springs for snowplow application; 190-Amp Alternator #67D w/ Gas; 410-Amp Dual Alternators #67B w/ Diesel; Rapid-Heat Supplemental Cab Heater #41A w/Diesel) (Not compatible with Heavy Service Front Suspension Packages #67H) (Ford recommends also ordering dual batteries for maximum compatibility) (473)	1	\$246.00	\$246.00
2024-0821-0025	NEW: Pickup Box Delete (Deletes: pickup box, tie-down hooks, tailgate, rear bumper, rearview camera, spare wheel w/ tire/jack/carrier, 7/4 pin connector) (Only available on F250 long wheelbases: Reg Cab 142WB, Ext Cab 164WB, Crew Cab 176WB) (includes Rearview Camera and Prep Kit) (Not available w/ flex fuel, 7.3L Gas Engine #99N or 6.7L High Output Diesel Engine #99M, FX4 Off-Road Package #17X, STX Appearance Package #17S, 360-Degree Camera Package #874, XL Off-Road Package #17X or F250 >10K GVWR Package #68U) (66D) (Credit)	1	(\$569.00)	(\$569.00)
2024-0821-0032	Engine Block Heater (41H)	1	\$98.00	\$98.00
2024-0821-0039	Platform Running Boards (Regular Cab)(18B)	1	\$314.00	\$314.00
2024-0821-0042	Remote Start System (76S)	1	\$246.00	\$246.00
2024-0821-0043	Upfitter Switches (6) (located in overhead console) (Must also order upgraded alternator #67D, 67E or 67B or Pro Power Onboard #43K) (66S)	1	\$162.00	\$162.00
2024-0821-0045	360-Degree Dual Beacon LED Warning Strobes (Amber-White) (roof-mounted in front of the CHMSL) (91G/59H)	1	\$639.00	\$639.00
2024-0821-0059	120V/400W Outlet (1) (includes one in-dash mounted outlet) (to be ordered w/ 40/20/40 seating) (included w/ XLT Trim) (43C)	1	\$173.00	\$173.00
2024-0821-0062	Seats: Cloth 40/20/40 split bench w/ center armrest, cupholder and storage, driver side manual lumbar (Regular/Extended Cab) (TT1)	1	\$98.00	\$98.00
2024-0821-0213	Trailer Tow Hitch Receiver Option: Sleeve Reducer - 2.5in to 2in (DLR)	1	\$47.00	\$47.00
2024-0821-1036	7-Way Flat Pin RV Trailer Plug installed on truck with existing factory hitch. (7-Way or 6-Way Round plugs may be ordered in lieu of 7-Way Flat RV plug, at no charge, must specify at time of order) (TC1007P) (ABW1036)	1	\$156.00	\$156.00
2024-0821-1037	Installation of factory provided rearview camera (Must order Ford's Rearview Camera Prep Kit, which is shipped loose from factory) (ABW1037)	1	\$138.00	\$138.00
2024-0821-1120	Knapheide 8ft Service Body Package (56CA, SRW, Box Delete) [inc. Solid tops, galva grip bumper, painted white, 14-gauge two-sided galvanneal steel shell, Exclusive inreturn flangein floor design for support, continuous corrosion resistant stainless steel pry-proof hinges, double-spring over center door retainer, double-shell 20 gauge two-sided A-40 galvanneal steel compartment doors, automotive-quality rotary-style latches, interior latch covers, neoprene door seals, slam lock	1	\$13,799.00	\$13,799.00

tailgate, LED light package meeting FMVSS standards including surface mounted LED stop/tail/turn and backup lights with built in LED amber warning light strobe option with (9) selectable patterns wired to switch in cab, and built in reflectivity for additional safety, 5in track on dash with universal phone holder, and two grab handles at rear of body with track to accept phone holder or other accessories (other accessories not included)] (696) (ABW1120)

**Quote Totals**

**Total Vehicles:** 1  
**Sub Total:** \$62,913.00  
**8.5 % Sales Tax:** \$5,347.61  
**Quote Total:** \$68,260.61