
AGENDA
OMAK CITY COUNCIL MEETING
Monday, December 2, 2024 – 7:00 PM

A. CALL TO ORDER

B. FLAG SALUTE

C. CITIZEN COMMENTS

D. CORRESPONDENCE AND MAYOR'S REPORT

E. CONSENT AGENDA

1. Approval of Minutes from November 18, 2024
2. Approval of 2024 Claims

F. OLD BUSINESS

1. Ord. 1947 – 2nd Read – Approve 2025 Final Budget



G. NEW BUSINESS

1. Ord. 1948 – 1st Read Approve Budget Amendment – Water & Street Fund

H. OTHER BUSINESS

1. Council Committee Reports
2. Staff Reports



Action by City Council

Our Council Meetings are conducted in person in addition to Zoom Meetings. Meeting information is located on our website at 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 for assistance.

MEMORANDUM

To: Omak City Council
Cindy Gagné, Mayor

From: Todd McDaniel

Date: November 18, 2024 (1st read)
December 2nd, 2024 (Final)

Subject: Ordinance 1947 Adopting the 2025 Budget

The Attached Ordinance 1947 - Adopting the Budget for the City of Omak, Washington, for the Fiscal Year Ending December 31, 2025, is forwarded for your consideration.

This is a “Two Read” Ordinance to adopt the budget for fiscal year 2025. The 2025 Budget document fairly estimates all revenues and expenditures necessary to perform essential government services during our fiscal year 2025.

Three budget workshops were held, October 14th, October 21st and November 12th. The Public Hearing was held during this November 18th meeting.

All changes identified at the final workshop have been incorporated into the budget document and captured in the 2025 Budget Ordinance.

I approve this Ordinance and urge its adoption.

ORDINANCE NO. 1947

**AN ORDINANCE ADOPTING THE BUDGET FOR THE
CITY OF OMAK, WASHINGTON, FOR THE
FISCAL YEAR ENDING DECEMBER 31, 2025**

WHEREAS, the Mayor of the **CITY OF OMAK**, Washington completed and placed on file with the City Clerk, a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of said **CITY** for the fiscal year ending December 31, 2025, and notices were published that the Council of the said **CITY** would meet on the 18TH day of November, 2024, at the hour of 7:00 P.M. for the final 2025 Budget Public Hearing in the Council Chambers at the City Hall of said **CITY**, for the purpose of making a budget for said fiscal year and giving taxpayers within the limits of Omak an opportunity to be heard upon said budget; and

WHEREAS, the City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the **CITY OF OMAK** for the purposes set forth in said budget; and

WHEREAS, the estimated expenditure set forth in said budget being all necessary to carry on the government of said **CITY** for said year and being sufficient to meet the various needs of said **CITY** during said period.

NOW, THEREFORE, the City Council of the **CITY OF OMAK** do ordain as follows:

Section 1. The budget for the **CITY OF OMAK**, Washington for the Year 2025 is hereby adopted at the fund level in its final form and content as set forth in the document entitled **City of Omak Final 2025 Budget**, copies of which are on file in the Office of the City Clerk.

Section 2. Estimated resources for each separate fund for the City of Omak, and aggregate expenditures for all such funds for the year 2025 are set forth in summary form, as shown in Exhibit "A", and are hereby appropriated for expenditure at the fund level during the Year 2025 as set forth in the **City of Omak Final 2025 Budget**.

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

Section 4. The ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR this 2nd day of December 2024.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM

Michael Howe, City Attorney

1ST Reading: _____
2nd Reading: _____
Filed with City Clerk: _____
Passed by City Council: _____
Date Published: _____
Date Effective: 1/1/2025

On the _____ day of _____, 2024, the City Council of the City of Omak passed Ordinance No. 1947, which was published in full text on the date stated above.

Dated this _____ day of _____, 2024.

Connie Thomas, City Clerk

Ordinance 1947 Exhibit "A"					
2025 City of Omak Final Budget					
Summary of Fund Balance, Revenues & Expenditures					
Fund#	Fund Name	Estimated 2025 Beginning Fund Balance	Estimated 2025 Revenue	Approved 2025 Expenditure	Estimated 2025 Ending Balance
General Fund					
001	CURRENT EXPENSE FUND	\$ 2,401,806.41	\$ 6,057,855.12	\$ 7,620,885.72	\$ 838,775.81
Special Revenue Funds					
102	CITY STREET FUND	\$ 103,563.85	\$ 2,599,385.00	\$ 2,477,422.64	\$ 225,526.21
103	CEMETERY FUND	\$ 160,696.79	\$ 17,500.00	\$ 89,861.88	\$ 88,334.91
104	LIBRARY FUND	\$ 60,809.65	\$ 175,316.00	\$ 177,993.34	\$ 58,132.31
105	MOTEL/HOTEL TAX FUND	\$ 161,036.98	\$ 208,000.00	\$ 306,386.00	\$ 62,650.98
106	AFFORDABLE HOUSING FUND	\$ 82,911.57	\$ 19,300.00	\$ 60,000.00	\$ 42,211.57
109	BLOCK GRANT FUND	\$ -	\$ -	\$ -	\$ -
110	STAMPEDE ARENA REDEVEL.	\$ 287,783.69	\$ 36,500.00	\$ 68,462.50	\$ 255,821.19
111	DRUG ENFORCEMENT FUND	\$ 12,114.62	\$ 10,800.00	\$ 12,500.00	\$ 10,414.62
	TOTAL	\$ 868,917.15	\$ 3,066,801.00	\$ 3,192,626.36	\$ 743,091.79
Capital Improvement Fund					
301	CAPITAL IMPROVEMENT FUND	\$ 458,663.71	\$ 76,000.00	\$ 225,000.00	\$ 309,663.71
Proprietary Funds					
401	WATER FUND	\$ 788,721.85	\$ 1,845,146.00	\$ 2,247,326.95	\$ 386,540.90
402	SEWER FUND	\$ 4,032,753.30	\$ 3,422,000.00	\$ 6,990,394.29	\$ 464,359.01
403	GARBAGE FUND	\$ 654,127.10	\$ 1,721,500.00	\$ 1,740,003.88	\$ 635,623.22
405	STORM DRAIN UTILITY FUND	\$ 446,728.63	\$ 199,700.00	\$ 363,660.14	\$ 282,768.49
406	AIRPORT FUND	\$ 400,060.96	\$ 1,855,081.79	\$ 2,045,357.13	\$ 209,785.62
411	WATER CUM. RESERVE FUND	\$ 540,436.87	\$ 13,000.00	\$ -	\$ 553,436.87
412	SEWER CUM. RESERVE FUND	\$ 295,005.14	\$ 8,400.00	\$ -	\$ 303,405.14
	TOTAL	\$ 7,157,833.85	\$ 9,064,827.79	\$ 13,386,742.38	\$ 2,835,919.26
Internal Service Funds					
501	EQUIPMENT RENTAL FUND	\$ 211,753.11	\$ 1,026,030.00	\$ 1,092,794.96	\$ 144,988.15
508	EQ. RENTAL CAPITAL PURCH. FUND	\$ 320,939.86	\$ 467,000.00	\$ 558,000.00	\$ 229,939.86
	TOTAL	\$ 532,692.97	\$ 1,493,030.00	\$ 1,650,794.96	\$ 374,928.01
Custodial Funds					
631	STATE BLDNG PERMIT FEES	\$ 6.50	\$ -	\$ -	\$ 6.50
632	STATE AGENCY DEPOSITS	\$ 502.77	\$ -	\$ -	\$ 502.77
633	REVOLVING ADVANCED TRAVEL FUND	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
	TOTAL	\$ 2,502.77	\$ -	\$ -	\$ 2,502.77
Permanent Funds					
700	INVESTMENT TRUST FUND	\$ 170,948.98	\$ -	\$ -	\$ 170,948.98
TOTAL OF ALL FUNDS		\$ 11,593,365.84	\$ 19,758,513.91	\$ 26,076,049.42	\$ 5,275,830.33

MEMORANDUM

To: Omak City Council
Cindy Gagné, Mayor

From: Todd McDaniel

Date: December 2, 2024 (1st Read)
December 16, 2024 (2nd Read)

Subject: Ordinance 1948 Amending Budget- Water & Street Funds

The Attached **Ordinance 1948 - Amending the City of Omak 2024 Budget, Appropriating Additional Expenditures and Recognizing Additional Revenues in the Water and Street Funds,** is forwarded for your consideration.

The Ordinance recognizes additional revenue and expenditures for the 2023 TIB Interlocal Chip Seal Project. The Project Total increased to \$310,294.00. Offsetting Grant revenues were increased to 294,779.00.

A \$300,000 transfer from the Water Reserve Fund to the Water Fund was needed to meet operational cash flows. This Amount will be transferred back by the end of the year when project revenues are received.

I approve of this Ordinance and recommend its adoption.

ORDINANCE NO. 1948

**AN ORDINANCE AMENDING THE CITY OF OMAK 2024 BUDGET,
APPROPRIATING ADDITIONAL EXPENDITURES AND RECOGNIZING
ADDITIONAL IN THE WATER AND STREET FUNDS**

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

WHEREAS, at the time of the adoption of the 2024 budget, funding needs for various grant applications, public works projects, inter-agency agreements, and the passage of a Public Safety tax were not known; and

WHEREAS, it is now prudent to recognize the additional revenues and appropriate the additional expenditures associated for these projects and programs; 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:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael Howe, City Attorney

Filed with City Clerk: _____
Passed by City Council: 1ST Reading _____
2nd Reading _____
Date Published: _____
Date Effective: _____

On the _____ day of _____, 2024, the City Council of the City of Omak passed Ordinance No. 1948.

DATED this ____ day of _____ 2024

Connie Thomas, City Clerk

Attachment A			
Ordinance 1948			
Monday, December 2, 2024			
Description	Budget	Increase/Decrease	Revised Budget
102 Street Fund			
TIB 2023 Interlocal Crack Seal 102-334-03-83-82	\$ 95,000.00	\$ 199,779.00	\$ 294,779.00
Ending Fund Balance 102-508-51-00	\$ 96,458.07	\$ (10,515.00)	\$ 85,943.07
TIB 2023 Interlocal Crack Seal 102-595-30-63-13	\$ 100,000.00	\$ 210,294.00	\$ 310,294.00
Expenditure Total	\$ 1,452,430.81	\$ 210,294.00	\$ 1,662,724.81
Total Fund	\$ 1,548,888.88	\$ 199,799.00	\$ 1,748,667.88
Street Fund			
This amendment recognizes the addition of \$199,779 in revenue and additional expenditures of \$210,294 for 2023 TIB project. Ending Fund Balance is reduced by \$10,515.00.			
Description	Budget	Increase/Decrease	Revised Budget
401 Water Fund			
Transfer In From Water Reserve 401-397-00-00-11	\$ -	\$ 300,000.00	\$ 300,000.00
Ending Fund 401-508-51-00-00	\$ 236,660.38	\$ -	\$ 236,660.38
Transfer to Water Reserve 401-597-00-00-11	\$ -	\$ 300,000.00	\$ -
Expenditure Total	\$ 5,454,027.51	\$ 300,000.00	\$ 5,754,027.51
Total Fund	\$ 5,690,687.89	\$ 300,000.00	\$ 5,990,687.89
Water Fund			
This Amendment recognizes a \$300,000 transfer in/out with the Water Reserve Fund. Transactions are offsetting with no effect to Ending Fund Balance			
Description	Budget	Increase/Decrease	Revised Budget
412 Water Reserve			
Transfer In From Water Fund 411-397-00-00	\$ -	\$ 300,000.00	\$ 300,000.00
Ending Fund 411-508-51-00-00	\$ 532,954.65	\$ -	\$ 532,954.65
Transfer to Water Reserve 411-597-00-00-11	\$ -	\$ 300,000.00	\$ 300,000.00
Expenditure Total	\$ -	\$ 300,000.00	\$ 300,000.00
Total Fund	\$ 532,954.65	\$ 300,000.00	\$ 832,954.65
Water Reserve Fund			
This Amendment recognizes a \$300,000 transfer in/out with the Water Fund. Transactions are offsetting with no effect to Ending Fund Balance			