
AGENDA
OMAK CITY COUNCIL MEETING
Monday, November 3, 2025 – 7:00 PM

A. CALL TO ORDER

B. FLAG SALUTE

C. CITIZEN COMMENTS

D. CORRESPONDENCE AND MAYOR'S REPORT

E. PUBLIC HEARING

1. 2026 Budget Revenue Sources & 2026 Ad-Valorem Tax

F. CONSENT AGENDA

1. Approval of Minutes of the October 20th Council Meeting & October 27th Budget Workshop
2. Approval of 2025 Claims

G. NEW BUSINESS

1. Ord. 1959 – Fixing the 2025 Ad-Valorem Taxes ☒
2. Res. 60-2025 – Approve Amendment No. 3 with Gray & Osborne, Inc. ☒
3. Res. 61-2025 – Approve Amendment No. 4 with Gray & Osborne, Inc. ☒
4. Res. 62-2025 – Approve the 2026 City of Omak Fee Schedule ☒
5. Approve Fireworks Permit – Christmas on Main ☒

H. OTHER BUSINESS

1. Council Committee Reports
2. Staff Reports

I. ADJOURNMENT



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 3, 2025

Subject: Ordinance 1959 fixing 2026 Ad Valorem Taxes

The Attached Ordinance 1959- An Ordinance Fixing the Amount of the City of Omak's Financial Requirements to be Raised by ad Valorem Taxes Upon All Taxable Property, Both Real and Personal, Within the City of Omak, Okanogan County, Washington, for the Ensuing Fiscal and Calendar Year 2026, is forwarded for your consideration.

Ordinance 1959 establishes the amount of property taxes to be collected for the fiscal year 2026. This Ordinance increases the levied amount, by the max allowable increase of 1%.

The actual levy rate for 2025 was \$927,664.80. The 2025 levy amount of \$936,941.45 includes the 1% allowable annual increase of \$9,276.65.

The 2025 Levy Certification will be \$983,788 and includes estimates for new construction and State Utility contributions. This amount is included in the proposed 2026 budget.

This revenue source contributes to the operations of the Current Expense Fund, Street Fund, Library Fund, Cemetery Fund, and Airport Fund. has typically been split between the Current Expense and the Street funds.

I support this ordinance and recommend it adoption

ORDINANCE NO. 1959

AN ORDINANCE FIXING THE AMOUNT OF THE CITY OF OMAK'S FINANCIAL REQUIREMENTS TO BE RAISED BY AD VALOREM TAXES UPON ALL TAXABLE PROPERTY, BOTH REAL AND PERSONAL, WITHIN THE CITY OF OMAK, OKANOGAN COUNTY, WASHINGTON, FOR THE ENSUING FISCAL AND CALENDAR YEAR 2026

WHEREAS, the City Council of the CITY OF OMAK, has properly given notice of the public hearing held November 3, 2025 to consider the City of Omak's budget for the 2026 calendar year, pursuant to RCW 84.55.120; and

WHEREAS, the City Council of the CITY OF OMAK, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Omak requires an increase in property tax revenue from the previous year in order to discharge the expected expenses and obligations of the City of Omak and in its best interest; and

WHEREAS, the City of Omak's actual levy amount from 2025 was \$927,664.80; and

WHEREAS, the population of the City of Omak is less than 10,000.

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

Section 1. An increase in the regular property tax levy is hereby authorized for the 2026 levy in the amount of \$ 936,941.45, which is a 1 percent increase of the previous year's tax levy of \$927,664.80, or a total increase of \$9,276.65. This increase excludes revenue resulting from the addition of new construction, improvement to property and any increase in the value of state assessed property, any annexations that occurred, and refunds made.

Section 2. This ordinance must be approved by a majority of the members of the Omak City Council and upon adoption of this ordinance fixing the amount of property taxes to be levied, the City Administrator shall certify the same to the Board of County Commissioners as required by statute.

Section 3. Upon adoption of this ordinance fixing the amount of ad valorem taxes to be levied, the City Administrator shall certify the same to the County Assessor of Okanogan County, Washington for the purpose of having said taxes extended on the tax rolls as provided by law and said Assessor is hereby authorized to extend said taxes accordingly.

Section 4. This ordinance shall be in full force and effect on and after the date of its passage, approval by the Mayor and publication as required by law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF OMAK, this 4th day of November, 2024.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Thomas, City Clerk

Michael D. Howe, City Attorney

Filed with City Clerk: _____

Passed by City Council: _____

Date Published: _____

Date Effective: _____

SUMMARY OF ORDINANCE NO.1959 OF THE City of Omak, Washington.

On the 3th of November, 2025, the City Council of the City of Omak, passed Ordinance No. 1959.

A summary of the content of said ordinance provides as follows:

AN ORDINANCE fixing the amount of the CITY OF OMAK'S financial requirements to be raised by ad valorem taxes upon all taxable property, both real and personal, within the CITY OF OMAK, OKANOGAN COUNTY, WASHINGTON, for the ensuing Fiscal and Calendar Year 2026. An increase in the regular property tax levy excluding amounts resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property is hereby authorized for the 2026 levy in the amount of \$936,941.45, which is a 1 percent increase of the previous year's levy or \$9,276.65.

The full text of this ordinance will be mailed upon request.

Dated this _____ day of November 2025.

Connie Thomas, City Clerk

LEVY CERTIFICATION

In accordance with RCW 84.52.020, I, Todd McDaniel, City Administrator for the City of Omak, do hereby certify to Okanogan County legislative authority that the City Council of the City of Omak requests that the following levy amounts be collected in 2025 as provided in the City's budget, which was adopted following a public hearing held on November 4, 2024.

Regular Levy: \$ 983,788.00

Excess Levy: \$ None

Refund Levy: \$ None

Signature: _____
 Todd McDaniel, City Administrator

Date: _____

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Todd McDaniel** (Name),
City Administrator (Title), for **the City of Omak** (District name),
do hereby certify to the **Okanogan** (Name of county) County legislative authority
that the **Council** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11/3/2025** (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.	936,941.45	
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.



Ordinance / Resolution No. 1958
RCW 84.55.120

WHEREAS the City Council of City of Omak has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2026; and

WHEREAS the districts actual levy amount from the previous year was \$ 927,664.80; and
(Previous year's levy amount)

WHEREAS the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2026 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ \$9276.45
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 3rd day of November, 2025.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

MEMORANDUM

To: Cindy Gagné, Mayor
Omak City Council

From: Wayne Beetchenow, Public Works Director

Date: November 3, 2025

Subject: **Resolution No. 60-2025** Approving Amendment No. 3 with Gray & Osborne, Inc. for the design engineering and bid and award services

The attached Resolution No. 60-2025, **A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 3 TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GRAY & OSBORNE, INC. FOR DESIGN ENGINEERING AND BID AND AWARD SERVICES**, is forwarded for your consideration.

This resolution will amend the contract with Gray & Osborne, Inc. for the design engineering and bid and award services for the **Sanitary Sewer and Stormwater Outfall Rehabilitation** project. The amendment includes a not-to-exceed budget of \$59,000 for these services.

I support this Resolution and recommend its approval.

RESOLUTION NO. 60-2025

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 3
TO THE PROFESSIONAL ENGINEERING SERVICES AGREEMENT WITH GRAY &
OSBORNE, INC. FOR DESIGN ENGINEERING AND BID AND AWARD SERVICES**

WHEREAS, the City of Omak extended the contract with Gray & Osborne, Inc. to provide On-Call Engineering Services by the approval of Resolution No. 22-2025 on March 17, 2025; and

WHEREAS, it is necessary to secure professional engineer consulting services for the design engineering and bid and award services for the Sanitary Sewer and Stormwater Outfall Rehabilitation project; and

WHEREAS, the scope of work and engineering cost for providing these services is estimated not to exceed a budget of \$59,000 as shown on the attached Schedules Exhibit "A" and "B".

NOW, THEREFORE BE IT RESOLVED by the Omak City Council, that Amendment No. 3 to the Contract for Professional 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 _____, 2025

SIGNED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

**AMENDMENT NO. 3
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) March 17, 2025, for additional services related to the On-Call Engineering Services.

City of Omak – Sanitary Sewer and Stormwater Outfall Rehabilitation

See the attached Exhibit A and Exhibit B for the scope and fees. The City requests professional engineering services for design engineering and bid and award services for the Sanitary Sewer and Stormwater Outfall Rehabilitation project for a not-to-exceed budget of \$59,000.

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: 10/16/25

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

CITY OF OMAK

SANITARY SEWER AND STORMWATER OUTFALL REHABILITATION

Based on our understanding of the project, this Scope of Work presents the professional engineering services requested by the City of Omak for design engineering services for the Sanitary Sewer and Stormwater Outfall Rehabilitation project. It is our understanding that the work will be funded through the City's sewer and stormwater funds. Our understanding of the work follows:

The project will be designed around the specific construction technique of cured in-place pipe (CIPP) trenchless rehabilitation.

The sanitary sewer portion of the project consists of CIPP rehabilitation of approximately 1,400 feet of 8-inch and 12-inch concrete sanitary sewer pipe at the following manhole (MH) locations: MH W237-W220; MH W249-W259; MH W259-W268; MH W272-W268; and MH E53-E52 (transition coupling). Mapping for this work will incorporate the City's color orthographic imagery obtained at the initiation of the City's Sewer System Improvements – Phase 1 project. Manhole rim and invert elevations obtained for the City's Sewer System Improvements – Phase 3 and Phase 4B projects, performed circa 2012-2014, will be utilized for the development of project plans. Through discussions with the City it is our understanding that no underground utility work, other than work associated with the Sewer System Improvements – Phase 4B project, 2022 Sewer and Water System Improvements project, and the City's 2024 manhole replacement project, has occurred within the sanitary sewer project areas since the 2012-2014 topographic survey work was performed.

The stormwater portion of the project consists of CIPP rehabilitation of approximately 180 feet of 18-inch and 24-inch corrugated metal pipe at the following stormwater outfall locations: Apple Avenue LS outfall manhole to outfall; S. Cedar outfall; and Log Cabin LS to outfall. It is our understanding that these pipelines are all located within the Omak Levee System (Right Bank) on the Okanogan River. Mapping for this work will incorporate the City's color orthographic imagery obtained at the initiation of the City's Sewer System Improvements – Phase 1 project.

More specifically, the work will include:

DESIGN ENGINEERING SERVICES

Task 1 – Project Management

This task will include the following:

- A. Incorporate overall project management as well as in-house quality assurance and quality control (QA/QC) reviews of all documents in order to address relevant issues that may affect the project.

Task 2 – Preliminary Design

The objective is to review City-provided information (described herein) to develop preliminary design concepts and construction drawings at preliminary design phase (35 percent). Design plans and specifications will be prepared in City-approved format. This task will include the following:

- A. Review City-provided sanitary sewer and stormwater outfall video inspection records to confirm viability of CIPP rehabilitation and identify side sewer connection locations.
- B. Prepare preliminary plans at a scale of 1"=20'. These Plans will provide a planimetric view of existing sanitary sewer and stormwater outfall pipelines and also incorporate City design standards, as applicable.
- C. Incorporate available utility record drawing information, plat map (property line) and rights-of-way information.
- D. Prepare preliminary specifications, to include proposal, contract, and bonding requirements.
- E. Provide preliminary construction cost estimate.
- F. Determine and describe local, state, and federal permits, and licenses required for construction of the proposed improvements. Prepare and submit said permits and approval applications prior to completion of design. The City will pay any permit and approval review fees.
- G. Perform a quality assurance and quality control (QA/QC) review of all documents in order to address those relevant issues that may affect the project.
- H. Review plans, specifications, and cost estimates with the City.

Task 3 – Final Design Contract Documents

The objective is to provide final Contract Documents and cost estimate in City-approved format. This task will include the following:

- A. Prepare final plan designs and project specifications to and including final quantities, order of work, schedule, and cost estimate.
- B. Submit Contract Documents and cost estimate to the City, to include incorporation of all previous City comments.
- C. Conduct an on-site review with the City.
- D. Perform a quality assurance and quality control (QA/QC) review of all documents in order to address those relevant issues that may affect the project.

Task 4 – Bid and Award Services

The objective is to assist the City in bid and award of the project. This task will include the following:

- A. Provide the City with the Call for Bids for advertisement for bids (City will pay all publishing costs) and the Contract Documents and construction cost estimate (in both hard copy and electronic formats).
- B. Provide access to Contract Documents to local plan centers, licensed contractors and material suppliers free-of-charge via Gray & Osborne Bid Document Distribution System website at <http://gobids.grayandosborne.com>.
- C. Answer questions from potential bidders and issue any addenda, as required.
- D. Attend the bid opening, review the bids, check bidder references, prepare the bid summary, and recommend award of the construction contract.

Construction administration services are not included in this Scope of Work. A separate amendment for construction administration services will be prepared for City approval once the construction contract is awarded.

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 - SANITARY SEWER AND STORMWATER OUTFALL REHABILITATION

Tasks	Project Manager Hours	Project Engineer Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
1 Project Management	16		
2 Preliminary Design	48	72	48
3 Final Design Contract Documents	24	40	32
4 Bid and Award Services	8	8	
Hour Estimate:	96	120	80
Fully Burdened Billing Rate Range:*	\$148 to \$265	\$130 to \$200	\$65 to \$180
Estimated Fully Burdened Billing Rate:*	\$220	\$210	\$140
Fully Burdened Labor Cost:	\$21,120	\$25,200	\$11,200

Total Fully Burdened Labor Cost: \$ 57,520

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 1,480

TOTAL ESTIMATED COST: \$ 59,000

* 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: Cindy Gagné, Mayor
Omak City Council

From: Wayne Beetchenow, Public Works Director

Date: November 3, 2025

Subject: **Resolution No. 61-2025** Approving Amendment No. 4 with Gray & Osborne, Inc.

The attached Resolution No. 61-2025, **A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 4 FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE EASTSIDE PARK LIFT STATION 2 PROJECT WITH GRAY & OSBORNE, INC.**, is forwarded for your consideration.

This resolution authorizes Gray & Osborne, Inc. to provide professional engineering services including project management, inspection, electrical startup support, and project closeout for the Eastside Park Lift Station 2 project. The scope includes a not-to-exceed budget of **\$97,000**.

I support this Resolution and recommend its approval.

RESOLUTION NO. 61-2025

**A RESOLUTION OF THE OMAK CITY COUNCIL APPROVING AMENDMENT NO. 4
FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE EASTSIDE PARK
LIFT STATION 2 PROJECT WITH GRAY & OSBORNE, INC.**

WHEREAS, the City of Omak extended the contract with Gray & Osborne, Inc. to provide On-Call Engineering Services by the approval of Resolution No. 22-2025 on March 17, 2025; and

WHEREAS, it is necessary to secure professional engineer consulting services for construction administration, part-time inspection, and electrical engineering support services; and

WHEREAS, the scope of work and engineering cost for providing these services is estimated not to exceed a budget of \$97,000 as shown on the attached Schedules Exhibit "A" and "B".

NOW, THEREFORE BE IT RESOLVED by the Omak City Council, that Amendment No. 4 to the Contract for Professional 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 _____, 2025

SIGNED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

**AMENDMENT NO. 4
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) March 17, 2025, for additional services related to the On-Call Engineering Services.

City of Omak – Eastside Park Lift Station 2

See the attached Exhibit A and Exhibit B for the scope and fees. The City requests professional engineering services for construction administration and part-time inspection services for the Eastside Park Lift Station 2 project for a not-to-exceed budget of \$97,000.

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: 10/28/25

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

CITY OF OMAK EASTSIDE PARK LIFT STATION 2

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 part-time inspection services for the Eastside Park Lift Station 2 project. It is our understanding that the project consists of the installation of duplex submersible turbine pumps, motors and appurtenances in the lift station wet well and the installation of associated electrical and controls. We further understand that the project includes testing, commissioning, and training as well as final site grading and restoration of all disturbed surfaces. It is our understanding that the project is City-funded.

More specifically, the work will include:

CONSTRUCTION ADMINISTRATION SERVICES

Construction administration services will include:

Project Management – The objective is to act as liaison with the Contractor through the course of construction of the project. This task includes the following:

- A. The City's instruction 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 includes the following:

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

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 meeting minutes 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 "Notice 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. Issue weekly reports to the City and Contractor with respect to construction time consumed on the project.
- F. 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. 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. It is anticipated that the part-time resident inspection will be coordinated with

the Contractor's scheduled construction activities associated with installation of the wet well components, electrical and controls, and final site grading and surface restoration.

- B. Prepare and maintain daily logs, list of construction deficiencies or other construction issues, job site photos, quantity measurements, and correspondence for the days on which part-time resident inspection occurs.
- C. Review and comment on the Contractor's construction schedule. Monitor the Contractor's progress in relation to the schedule for the project.
- D. This scope of work and resulting maximum amount payable is based on providing part-time inspection services for up to **6 weeks** (240 hours) of inspection over the **12 weeks** (60 working days) allowed for substantial completion of the project. 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 exceeded.

BUDGET

The maximum amount payable to the Engineer for completion of all work, including contingencies, salaries, overhead, direct non-salary costs and net fee shall be as shown in the attached 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 - EASTSIDE PARK LIFT STATION 2

Tasks	Project Manager Hours	Project Engineer Hours	Electrical Eng. Hours	Field Inspector Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
Construction Administration Services					
1 Project Management	8				
2 Preconstruction Conference	4	4	2		
3 Submittal Review	16	24	20		
4 Response to RFIs and Design Clarification	8	12	4		
5 Construction Meetings and Site Visits	24	36	4		
6 Shop Panel Verification Testing			8		
7 Change Orders	2	2	2		
8 Progress Estimates	8	8			
9 Resident Inspection				240	
10 Final Inspection	8	12			
11 Record Drawings	2	2			8
12 Project Closeout	8	8			
Hour Estimate:	88	108	40	240	8
Fully Burdened Billing Rate Range:*	\$148 to \$265	\$130 to \$200	\$125 to \$232	\$115 to \$190	\$65 to \$180
Estimated Fully Burdened Billing Rate:*	\$220	\$210	\$225	\$140	\$140
Fully Burdened Labor Cost:	\$19,360	\$22,680	\$9,000	\$33,600	\$1,120

Total Fully Burdened Labor Cost: \$ 85,760

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 11,240

TOTAL ESTIMATED COST: \$ 97,000

* 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: Todd McDaniel, City Administrator

Date: November 3, 2025

Subject: Resolution 62-2025 – Approving City of Omak Fee Schedule for 2026

The attached Resolution No. 62-2025, Setting Various Fees or Charges for Services for Fiscal Year 2026, is forwarded to you for your consideration.

This resolution repeals the 2025 City of Omak Fee Schedule and sets our service fees for the 2026 fiscal year.

Changes to the 2026 Fee Schedule appear in red and are attached as Exhibit “A” to the Resolution.

- Increases to utilities are as follows: Water 4%; Sewer 4%, Storm 4% and Solid Waste 0%.
- Increases are proposed for land use fees
- Other changes include the RV Park Fees and Police Fees, Copies of Records

I support this Resolution and urge its adoption.

RESOLUTION NO. 62-2025

**A RESOLUTION FOR THE CITY OF OMAK SETTING VARIOUS FEES
OR CHARGES FOR SERVICES FOR FISCAL YEAR 2026**

WHEREAS, the City Council of the City of Omak sets the fees for permits and/or services; and,

WHEREAS, the City Council annually reviews all fees and charges for services during the annual budget process and have reviewed the fees for fiscal year 2026.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OMAK, WASHINGTON, do hereby adopt the City of Omak Fee Schedule for fees and/or permits, sewer, storm drain, water, and solid waste fees; attached to this Resolution as Exhibit "A":

Section 1. The City water rates, as attached to this Resolution, are effective March 16, 2026. The current water rates will remain in effect until March 15, 2026.

Section 2. The City solid waste rates, as attached to this Resolution, will be effective March 16, 2026. The current solid waste rates will remain in effect until March 15, 2026.

Section 3. The City sewer rates, as attached to this Resolution, are effective March 16, 2026. The current sewer rates will remain in effect until March 15, 2026.

Section 4. The City storm drain rates, as attached to this Resolution, are effective March 16, 2025. The current storm drain rates will remain in effect until March 15, 2025.

Section 5. All other rates, as attached to this Resolution, are effective January 1, 2026.

Section 6. The City of Omak Fee Schedule for fiscal year 2026 is attached hereto as Exhibit "A".

Section 7. Resolution No. 06-2025 and Resolution No. 10-2025 are hereby repealed as of January 1, 2026.

PASSED BY THE CITY COUNCIL OF THE CITY OF OMAK, WASHINGTON, this ____ day of _____, 2025.

APPROVED:

Cindy Gagné, Mayor

ATTEST:

Connie Thomas, City Clerk

APPROVED AS TO FORM:

Michael D. Howe, City Attorney

2026 Fee Schedule, City of Omak		
Resolution 62-2025		
	2025	2026
ADULT ENTERTAINMENT BUSINESS LICENSES		
a) Adult Entertainment Business License Fees		
1) Application Fee	\$ 100.00	\$ 100.00
2) Adult Cabaret Annual License	\$ 500.00	\$ 500.00
3) All other Annual License	\$ 250.00	\$ 250.00
AIRPORT FEES	2025	2026
a) Airport Tie Down Fees		
1) Non- Commercial Light Single and Twin Based Aircraft *Monthly	\$ 15.00	\$ 15.00
2) Commercial *Weekly	\$ 20.00	\$ 20.00
3) Non-Uniform Space *Weekly (Per SQ Feet)	\$ 0.01	\$ 0.01
<i>*Landing fees are included in the tie down rates*</i>		
b) Hangar Lease Rate (\$.10 per SQ Ft. Per Year Minimum of \$20.00 Per Month)		
1) Hangar Lease	\$ 20.00	\$ 20.00
c) Fuel		
1) 100LL *Whole sale price including taxes plus \$.50 Per Gallon	\$ 0.50	\$ 0.50
2) Jet A *Whole sale price including taxes plus \$1.00 Per Gallon	\$ 1.00	\$ 1.00
3) Fuel Flowage Fee *\$0.10 charge Per Gallon	\$ 0.10	\$ 0.10
d) Commercial Scheduled Carriers Landing Fee *Monthly		
1) Commercial Landing Fee	\$ 100.00	\$ 100.00
e) After Hours Call Out to Fuel \$60/Hour - Minimum of 2 hours	\$ 120.00	\$ 120.00
ANIMAL ABUSE FEES	2025	2026
a) Inflicts unnecessary suffering or pain upon an animal	\$ 500.00	\$ 500.00
b) Fails to provide the animal with necessary food, water, shelter, rest, sanitation, ventilation, space or medical attention and the animal suffers unnecessary or unjustifiable physical pain or	\$ 500.00	\$ 500.00
c) Abandons the animal	\$ 500.00	\$ 500.00
ANIMAL FEES	2025	2026
a) Impound Fees	\$ 50.00	\$ 50.00
b) Boarding Fee Per Day	\$ 25.00	\$ 25.00
c) Redemption Fee for Animals Other than Dogs *Actual cost of Impound + \$60.00 per day	\$ 60.00	\$ 60.00
d) Animal Licenses - Neutered Spayed	\$ 10.00	\$ 10.00
e) Animal Licenses - Unneutered Unspayed	\$ 150.00	\$ 150.00
f) Animal Licenses - Neutered Spayed Owner 60 year of age or older	\$ 5.00	\$ 5.00
g) Dangerous Dog License	\$ 300.00	\$ 300.00
h) "Animal Fancier Permit" Non-Refundable Application Fee	\$ 25.00	\$ 25.00
i) "Animal Fancier Permit" Issuance Fee	\$ 100.00	\$ 100.00
j) Late Animal License Fee Purchased after January 31st (In addition to the License Fee)	\$ 25.00	\$ 25.00
k) Replacement License	\$ 5.00	\$ 5.00
ANIMAL VIOLATIONS	2025	2026
a) Failure to license animal 1st Offense	\$ 250.00	\$ 250.00
b) Failure to license animal 2nd Offense	\$ 500.00	\$ 500.00
c) Failure to license animal All Subsequent Violations	\$ 500.00	\$ 500.00
d) Misuse of License Tag	\$ 250.00	\$ 250.00
e) Animal at Large 1st Offense	\$ 250.00	\$ 250.00

2026 Fee Schedule, City of Omak		
Resolution 62-2025		
f) Animal at Large 2nd Offense	\$ 500.00	\$ 500.00
g) Animal at Large All subsequent Violations	\$ 500.00	\$ 500.00
h) Dog Charging	\$ 250.00	\$ 250.00
i) Dog Chasing Vehicles	\$ 250.00	\$ 250.00
j) Animal Destroying Private Property	\$ 250.00	\$ 250.00
k) Animal Scattering Refuse	\$ 250.00	\$ 250.00
l) Animal Depositing Fecal Matter	\$ 50.00	\$ 50.00
m) Dog Biting 1st Offense	\$ 500.00	\$ 500.00
n) Dog Biting All Subsequent Violations	\$ 500.00	\$ 500.00
o) More than two dogs at residence w/out "Animal Fancier Permit" \$150.00 Per Excess Dog	\$ 150.00	\$ 150.00
p) More than three dogs at residence with "Animal Fancier Permit" \$150.00 Per Excess Dog	\$ 150.00	\$ 150.00
q) More than three cats at residence (Per Cat)	\$ 100.00	\$ 100.00
r) Public Nuisance (bark/whine)	\$ 500.00	\$ 500.00
s) Allowing Vicious Dog/Animal at Large	\$ 500.00	\$ 500.00
AUDITOR FILING FEES	2025	2026
<i>** Cost set by Okanogan County</i>		
BANK FEES NSF CHECK FEES (Including Invoice Cloud Rejects)	2025	2026
<i>** In addition, if two (2) NSF checks from the same party are received for payment of any City service within a 6 month period, the customer will not be allowed to pay for any City services by check for a period of three (3) years.</i>	\$ 35.00	\$ 35.00
BICYCLE REGISTRATION ** For lifetime of bicycle		
<i>** If bicycle is impounded, registration must be purchased before it is returned.</i>	\$ 10.00	\$ 10.00
BUILDING PERMIT AND PLAN REVIEW FEE SCHEDULE	2025	2026
a) Total Valuation		
1) \$1.00 to \$500.00	\$ 23.50	\$ 23.50
2) \$501.00 to \$2,000.00	\$ 23.50	\$ 23.50
<i>**\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00</i>		
3) \$2001.00 to \$25,000.00	\$ 69.25	\$ 69.25
<i>**\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00</i>		
4) \$25,001.00 to \$50,000.00	\$ 391.25	\$ 391.25
<i>**\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00</i>		
5) \$50,001.00 to \$100,000.00	\$ 643.75	\$ 643.75
<i>**\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00</i>		
6) \$100,001.00 to \$500,000.00	\$ 993.75	\$ 993.75
<i>**993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00</i>		
7) \$500,001.00 to \$1,000,000.00	\$ 3,233.75	\$ 3,233.75
<i>**\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00</i>		

2026 Fee Schedule, City of Omak		
Resolution 62-2025		
BUILDING PERMIT AND PLAN REVIEW FEE SCHEDULE	2025	2026
8) \$1,000,001.00 and Up	\$ 5,608.75	\$ 5,608.75
<i>**\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.</i>		
b) Inspections outside of normal business hours (minimum charge - two (2) hours)	50 per hour	50 per hour
completed \$50.00 Per Hour	50 per hour	50 per hour
d) Inspections for which no fee is specifically indicated (minimum charge - one half hour)	50 per hour	50 per hour
e) Additional Plan review required by changes, additions or revisions to plans (minimum charge - one half hour)	50 per hour	50 per hour
f) Plan Review Fee - Commercial Building Permit: A plan review fee of 65% of the above building permit fee shall be added to the cost of each commercial building permit	65% of building permit fee	65% of building permit fee
g) Plan Review Fee - Residential Building Permit: A plan review fee of 25% of the above building permit fee shall be added to the cost of each residential building permit.	25 % of building permit fee	25 % of building permit fee
h) Third Party Review Fee (i.e., Sprinkler/alarm systems, utilities)	Actual Costs	Actual Costs
BUSINESS REGISTRATION FEE	2025	2026
a) New license Registration fee	\$ 10.00	\$ 10.00
b) Annual Renewal	\$ 10.00	\$ 10.00
CEMETERY FEES	2025	2026
a) Grave Fees		
1) Adult Grave	\$ 850.00	\$ 850.00
2) Infant Grave	\$ 800.00	\$ 800.00
3) Cremains Grave	\$ 500.00	\$ 500.00
b) Opening & Closing Fees		
1) Adult Grave	\$ 850.00	\$ 850.00
2) Infant Grave	\$ 800.00	\$ 800.00
3) Cremains Grave	\$ 500.00	\$ 500.00
c) Opening & Closing (Burials on Saturday, Sunday, Holiday or Less than 48 hour notice)		
1) Adults	\$ 1,000.00	\$ 1,000.00
2) Infants	\$ 950.00	\$ 950.00
3) Cremains	\$ 650.00	\$ 650.00
d) Extra charge for Winter burial	\$ 100.00	\$ 100.00
e) Headstone Setting Fees		
1) 16" x 36"	\$ 250.00	\$ 250.00
2) 12" x 24"	\$ 250.00	\$ 250.00
3) 8" x 16"	\$ 200.00	\$ 200.00
f) Metal Receptacle for flowers	\$20 plus tax	\$20 plus tax
COPIES OF CITY RECORDS	2025	2026
a) Audio Tape	Actual Cost	Actual Cost
b) Comprehensive Plans (Includes park, water, sewer, shoreline, capital facilities, etc.)	Actual Cost	Actual Cost

2026 Fee Schedule, City of Omak		
Resolution 62-2025		
c) Records scanned into electronic format (per page)	\$ 0.10	\$ 0.10
d) Electronic files or attachments uploaded to an email, cloud storage service, or other electronic delivery system (per each four files or attachments)	\$ 0.05	\$ 0.05
e) Transmitting records electronically (per gigabyte)	\$ 0.10	\$ 0.10
f) Digital storage media or device (DVD, CD, drive, flash drive, and other similar items)	Actual Cost	Actual Cost
g) Ordinance & Resolutions - First copy	No charge	No charge
h) Copies *All departments	First 30 pages free- 31 or more at \$.15 for each	The first page is free each addtl page is \$.15 each
i) Copies of public records maintained on paper or maintained electronically and printed on paper	\$ 0.15	\$ 0.15
j) Fire Reports & Police Reports - Hard Copies	\$ -	\$ 15.00
k) Photographs & Nonstandard copies	Actual Cost	Actual Cost
l) Postage or delivery charges including packing materials, envelopes & containers	Actual Cost	Actual Cost
m) Records copied by an outside vendor. An outside vendor may be used due to volume, current	Actual Cost	Actual Cost
n) Use of information technology expertise to prepare data compilations, or to provide customized	Actual Cost	Actual Cost
DANCE PERMIT	\$ 25.00	\$ 25.00
DEMOLITION PERMIT FEE	\$ 100.00	\$ 100.00
FENCING PERMIT - 7' AND ABOVE	2025	2026
** Fee based upon evaluation and Permit Fee from Building Permit & Plan Review Schedule	\$ -	\$ -
FILL AIR BOTTLES BY FIRE DEPARTMENT	2025	2026
a) 30 Minute Low Air Pressure Bottle	\$ 3.00	\$ 3.00
b) 45 to 60 Minutes High Air Pressure Bottle	\$ 5.00	\$ 5.00
c) SCUBA Bottles	\$ 5.00	\$ 5.00
d) Large Bottles for Cascade Systems	\$ 10.00	\$ 10.00
FIRE PERMITS	2025	2026
a) Aerosol Products	\$ 25.00	\$ 25.00
b) Aircraft Refueling Vehicles	\$ 25.00	\$ 25.00
c) Aircraft Repair Hangar	\$ 25.00	\$ 25.00
d) Asbestos Removal	\$ 25.00	\$ 25.00
e) Automobile Wrecking Yard	\$ 25.00	\$ 25.00
f) Battery Sys - Install/Operate Stationary Lead - Acid Battery System	\$ 25.00	\$ 25.00
g) Bowling Pin or Alley Refinishing	\$ 25.00	\$ 25.00
h) Burn Permits	\$ 20.00	\$ 20.00
i) Carnivals & Fairs	\$ 25.00	\$ 25.00
j) Cellulose Nitrate Film Storage	\$ 25.00	\$ 25.00
k) Cellulose Nitrate Storage (More than 25 LBS)	\$ 25.00	\$ 25.00
l) Combustible Fiber Storage	\$ 25.00	\$ 25.00
m) Combustible Material Storage	\$ 25.00	\$ 25.00
n) Commercial Rubbish Handling Operation	\$ 25.00	\$ 25.00

2026 Fee Schedule, City of Omak		
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o) Compressed Gases	\$ 25.00	\$ 25.00
p) Cryogenics	\$ 25.00	\$ 25.00
q) Dry Cleaning Plants	\$ 25.00	\$ 25.00
r) Dust Producing Operation	\$ 25.00	\$ 25.00
s) Explosives or Blasting Agents	\$ 25.00	\$ 25.00
t) Fireworks	\$ 100.00	\$ 100.00
u) Flammable Liquid Pipeline Operation or Excavation	\$ 50.00	\$ 50.00
v) Flammable or Combustible Liquid/Tank	\$ 25.00	\$ 25.00
w) Fumigation or Thermal Insecticide	\$ 25.00	\$ 25.00
x) Garages - Repair Motor Vehicles	\$ 25.00	\$ 25.00
y) Hazardous Material	\$ 25.00	\$ 25.00
z) High-Piled Combustible Storage	\$ 25.00	\$ 25.00
aa) Junkyards	\$ 25.00	\$ 25.00
ab) Liquefied Petroleum Gases	\$ 25.00	\$ 25.00
ac) Lumberyards	\$ 25.00	\$ 25.00
ad) Magnesium Working	\$ 25.00	\$ 25.00
ae) Matches - Manufacture/Storage	\$ 25.00	\$ 25.00
af) Open Flame Device for Maintenance	\$ 25.00	\$ 25.00
ag) Organic Coats	\$ 25.00	\$ 25.00
ah) Ovens- Industrial Baking or Drying	\$ 25.00	\$ 25.00
ai) Parade Floats	\$ 10.00	\$ 10.00
aj) Radioactive Materials	\$ 25.00	\$ 25.00
ak) Refrigeration Equipment	\$ 25.00	\$ 25.00
FIRE PERMITS	2025	2026
am) Spraying or Dipping	\$ 25.00	\$ 25.00
an) Tank Vehicles	\$ 25.00	\$ 25.00
ao) Tents Canopies & Temporary Membrane	\$ 25.00	\$ 25.00
ap) Tire Recapping	\$ 25.00	\$ 25.00
aq) Tire Storage (Excess of 1,000 cu ft)	\$ 25.00	\$ 25.00
ar) Waste Material Handling Plant	\$ 25.00	\$ 25.00
as) Welding & Cutting Operations	\$ 25.00	\$ 25.00
at) Wood Products	\$ 25.00	\$ 25.00
au) Floor Dry - Per 25 LBS Bag	\$ 5.00	\$ 5.00
av) Containment Boom - 3" x 20'	\$ 20.00	\$ 20.00
aw) Absorbent Pads - 18' x 18"	\$ 1.00	\$ 1.00
ax) Various - Foam per Gal	\$ 15.00	\$ 15.00
LAND USE FEES	2025	2026
<i>REFUNDABLE)</i>		
a) Annexation Petition	\$ 200.00	\$ 400.00
b) Appeal Fee Processing (In addition to all incurred actual costs)	\$ 300.00	\$ 400.00
c) Binding Site Plan	\$ 500.00	\$ 600.00
d) Boundary Line Adjustment	\$ 75.00	\$ 150.00
e) Comprehensive Plan Amendment - Application Fee	\$ 500.00	\$ 500.00
f) Conditional Use Permit - Application Fee	\$ 400.00	\$ 600.00
g) Deviations	\$ 200.00	\$ 300.00
h) Large lot Segregation Process Fee	\$ 100.00	\$ 100.00

2026 Fee Schedule, City of Omak		
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i) Large lot Segregation Completed Application Fee	\$ 100.00	\$ 100.00
j) Parcel Consolidation	\$ 75.00	\$ 150.00
k) Planned Development	\$ 500.00	\$ 500.00
l) SEPA Checklist - DNS - Processing	\$ 175.00	\$ 250.00
m) Shoreline Plan conditional use permit	\$ 600.00	\$ 600.00
n) Shoreline Plan - Statement of Exemption	\$ 25.00	\$ 25.00
o) Shoreline Plan - Substantial Development Permit	\$ 500.00	\$ 500.00
p) Shoreline Plan - Variance Permit	\$ 600.00	\$ 600.00
q) Short Plat Subdivision Process Fee	\$ 100.00	\$ 150.00
r) Short Plat Subdivision Completed Application Fee	\$ 200.00	\$ 300.00
s) Short Plat Subdivision per Lot	\$ 25.00	\$ 50.00
t) Street Petition to Vacate Right-of-Way Easement	\$ 125.00	\$ 200.00
u) Regular Subdivision Process Fee	\$ 100.00	\$ 200.00
v) Regular Subdivision Completed Application Fee	\$ 600.00	\$ 600.00
w) Regular Subdivision per Lot Fee	\$ 75.00	\$ 75.00
x) Vacations for Planned Developments, Binding Site Plans & Plats	\$ 400.00	\$ 400.00
y) Variance to Zoning Code	\$ 300.00	\$ 500.00
z) Zoning Amendment or Rezone - Application	\$ 500.00	\$ 500.00
LIBRARY ROOM RENTAL RATE		
a) Library Room Rental (per hour)	\$ 10.00	\$ 10.00
MECHANICAL PERMIT FEES *Permit Issuance and Heaters		
a) For the issuance of each mechanical permit	\$ 23.50	\$ 23.50
b) Issuance for Supplemental Permit which the original has not expired, cancelled nor finalized	\$ 7.25	\$ 7.25
MECHANICAL PERMIT FEES UNIT FEE SCHEDULE **DOESN'T INCLUDE PERMIT ISSUING FEE**	2025	2026
a) Furnace		
1) For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 BTU/H (29.3kW)	\$ 14.80	\$ 14.80
2) For the installation or relocation of each floor furnace, including the vent	\$ 18.20	\$ 18.20
3) For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$ 18.20	\$ 18.20
b) Appliance Vents		
1) For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$ 7.25	\$ 7.25
c) Repairs or Additions		
absorption unit, or evaporative cooling system, including installation of controls regulated by the Mechanical Code.	\$ 13.70	\$ 13.70
d) Boilers, Compressors and Absorption Systems		
1) For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6kW), or each absorption system to and including 100,000 BTU/H (29.3kW)	\$ 14.70	\$ 14.70
2) For the installation or relocation of each boiler or compressor over 3 horsepower (10.6kW) to and including 15 horsepower (52.7kW), or each absorption system over 100,000 BTU/H (29.3kW) to and including 500,000 BTU/H (146.6kW)	\$ 27.15	\$ 27.15

2026 Fee Schedule, City of Omak		
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3) For the installation or relocation of each boiler or compressor over 15 horsepower (52.7kW) to and including 30 horsepower (105.5kW), or each absorption system over 500,000 BTU/H (146.6kW) to and including 1,000,000 BTU/H (293.1kW)	\$ 37.25	\$ 37.25
4) For the installation or relocation of each boiler or compressor over 30 horsepower (105.5kW) to and including 50 horsepower (176kW), or each absorption system over 1,000,000 BTU/H (293.1kW) to and including 1,750,000 BTU/H (512.9kW)	\$ 55.45	\$ 55.45
5) For the installation or relocation of each boiler or compressor over 50 horsepower (176kW), or each absorption system over 1,750,000 BTU/H (512.9kW)	\$ 92.65	\$ 92.65
e) Air Handlers		
1) For each air handling unit to and including 10,000 cubic feet per minute (4719 L/S), including ducts attached thereto.	\$ 10.65	\$ 10.65
<i>**This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.</i>		
2) For each air-handling unit over 10,000 cfm (4719 L/S)	\$ 18.10	\$ 18.10
f) Evaporative Coolers		
1) For each evaporative cooler other than the portable type	\$ 10.65	\$ 10.65
MECHANICAL PERMIT FEES UNIT FEE SCHEDULE **DOESN'T INCLUDE PERMIT ISSUING FEE**		
	2025	2026
g) Ventilation and Exhaust		
1) For each ventilation fan connected to a single duct	\$ 7.25	\$ 7.25
authorized by a permit	\$ 10.65	\$ 10.65
such hood	\$ 10.65	\$ 10.65
h) Incinerators		
1) For the installation or relocation of each domestic-type incinerator	\$ 18.20	\$ 18.20
2) For the installation or relocation of each commercial or industrial-type incinerator	\$ 14.50	\$ 14.50
i) Miscellaneous		
1) For each appliance or piece of equipment regulated by the Mechanical Code but classed in other appliance categories, or for which no other fee is listed in the table	\$ 10.65	\$ 10.65
2) When chapter 13 is applicable, permit fees for fuel gas piping shall be for each gas piping system:		
a) For each gas piping system of one to four outlets	\$ 4.75	\$ 4.75
b) For each additional outlet exceeding four outlets	\$ 1.10	\$ 1.10
3) When chapter 14 is applicable, permit fees for process piping shall be as follows:		
a) For each hazardous process piping system (HPP) of one to four outlets	\$ 5.00	\$ 5.00
b) For each hazardous process piping system of 5 or more outlets, pet outlet	\$ 1.00	\$ 1.00
c) For each non-hazardous process piping system (NPP) of one to four outlets	\$ 2.00	\$ 2.00
d) For each non-hazardous process piping system of five or more outlets (per outlet)	\$ 0.50	\$ 0.50
j) Other Inspections and Fees		
1) Inspections outside of normal business hours, per hour (minimum charge - 2 hours)	\$ 50.00	\$ 50.00
2) Re-inspected fees assessed under provision of Section 116.6 per inspection	\$ 50.00	\$ 50.00
3) Inspections for which no fee is specifically indicated, per hour (minimum charge - one half hour)	\$ 50.00	\$ 50.00

2026 Fee Schedule, City of Omak		
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4) Additional plan review required by changes, additions or revisions to plan or to plans for which an initial review has been completed (min charge - one half hour) or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall be include supervision, overhead, equipment, hourly wage and fringe benefits of the employees involved	\$ 50.00	\$ 50.00
MOBILE HOME PERMITS	2025	2026
a) Single Wide in Mobile Home Park	\$ 210.00	\$ 210.00
b) Double Wide in Mobile Home Park	\$ 235.00	\$ 235.00
c) Triple Wide in Mobile Home Park	\$ 260.00	\$ 260.00
d) Single Wide on Individual Lot	\$ 300.00	\$ 300.00
e) Double Wide on Individual Lot	\$ 335.00	\$ 335.00
f) Triple Wide on Individual Lot	\$ 370.00	\$ 370.00
NOTARY FEE	2025	2026
a) Per Document	\$ 10.00	\$ 10.00
OUTDOOR MOBILE VENDOR APPLICATION	2025	2026
a) Per Application	\$ 100.00	\$ 100.00
PAWNBROKER LICENSE	2025	2026
a) Initial Fee	\$ 25.00	\$ 25.00
b) Annual Fee	\$ 10.00	\$ 10.00
c) Per Employee	\$ 10.00	\$ 10.00
PEDDLER LICENSE	2025	2026
a) Peddler License (per year)	\$ 25.00	\$ 25.00
PLUMBING PERMIT FEES (PERMIT ISSUANCE)	2025	2026
a) For Issuing Each Permit	\$ 20.00	\$ 20.00
b) For Issuing Each Supplemental Permit	\$ 10.00	\$ 10.00
PLUMBING PERMIT FEES UNIT FEE SCHEDULE (IN ADDITION TO ITEMS A&B ABOVE)	2025	2026
a) For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefore)	\$ 7.00	\$ 7.00
b) For each building sewer and each trailer park sewer	\$ 20.00	\$ 20.00
c) Rainwater systems - per drain (inside building)	\$ 7.00	\$ 7.00
d) For each cesspool (where permitted)	\$ 25.00	\$ 25.00
e) For each private sewage disposal system	\$ 40.00	\$ 40.00
f) For each water heat and/or vent	\$ 7.00	\$ 7.00
g) For each gas-piping system of one to five outlets	\$ 5.00	\$ 5.00
h) For each additonal gas piping system outlet (after five outlets)	\$ 1.00	\$ 1.00
i) For each industrial waste pre treatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps.	\$ 7.00	\$ 7.00
j) For each installation, alteration or repair of water piping and/or water treating equipment	\$ 20.00	\$ 20.00
k) For each repair or alteration of drainage or vent piping, each fixture	\$ 7.00	\$ 7.00
l) For each lawn sprinkler system on any on meter including backflow protection devices therefore	\$ 7.00	\$ 7.00
m) For atmospheric-type vacuum breakers not including in item 12. (from one to five- each)	\$ 5.00	\$ 5.00
n) For atmospheric-type vacuum breakers not including in item 12. (over five- each)	\$ 1.00	\$ 1.00

2026 Fee Schedule, City of Omak		
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(51mm) diameter and smaller	\$ 7.00	\$ 7.00
inches (51mm) diameter	\$ 15.00	\$ 15.00
q) For each gray water system	\$ 40.00	\$ 40.00
r) For initial installation and testing for a reclaimed water system	\$ 30.00	\$ 30.00
s) For each medical gas piping system serving one to five inlets (outlets for a specific gas)	\$ 50.00	\$ 50.00
OTHER INSPECTIONS AND FEES	2025	2026
a) Inspections outside of normal business hours (per hour)	\$ 50.00	\$ 50.00
b) Re-Inspection Fee (per hour)	\$ 50.00	\$ 50.00
c) Inspections for which no fee is specifically indicated (per hour)	\$ 50.00	\$ 50.00
d) Additional plan review required by changes, additions, or revisions to approved plans (minimum charge - one half hour) (per hour)	\$ 50.00	\$ 50.00
POLICE DEPARTMENT	2025	2026
a) Background Check Letter	\$ 20.00	\$ 20.00
b) Fingerprints two Card Maximum	\$ 24.00	\$ 24.00
c) Each additional Fingerprint card	\$ 5.00	\$ 5.00
d) School employee background check (includes postage)	\$ 24.00	\$ 24.00
e) Paper process service	\$ 50.00	\$ 50.00
f) Specialized training by state certified instructor (per hour)	\$ 50.00	\$ 50.00
h) WATCH background check	\$ 11.00	\$ 11.00
i) Background for CPL - WA State Patrol Actual Costs	\$ 13.25	\$ 12.00
j) Vehicle impounds (per vehicle)	\$ 100.00	\$ 100.00
k) Return to Court	\$ 20.00	\$ 20.00
l) Collision Report	\$ 10.00	\$ 10.00
m) Concealed Pistol License (Original) plus cost of fingerprinting & background	\$ 36.00	\$ 36.00
n) Concealed Pistol License (Renewal)	\$ 32.00	\$ 32.00
o) Concealed Pistol License (Late Renewal)	\$ 42.00	\$ 42.00
p) Concealed Pistol License (Replacement)	\$ 10.00	\$ 10.00
q) Firearms Dealers License (plus the cost of fingerprinting & background check)	\$ 125.00	\$ 125.00
r) Levy Rate	\$ 48.00	\$ 48.00
s) False Alarms (2nd within 6 months)	\$ 25.00	\$ 25.00
t) False Alarms (3rd within 6 months)	\$ 50.00	\$ 50.00
u) False Alarms (4th within 6 months)	\$ 100.00	\$ 100.00
BODY WORN CAMERA & DIGITAL AUDIO VIDEO FEES	2025	2026
a) Video and Audio Production Redaction (per minute)	\$ 0.65	\$ 0.65
b) Video and Audio Redaction (per minute)	\$ 0.65	\$ 0.65
c) Audio Redaction (per minute)	\$ 0.65	\$ 0.65
PUBLIC SWIMMING POOL	2025	2026
a) Swimming Pool Daily Admission		
1) Children under 18 years of age	\$ 3.00	\$ 3.00
2) Adult (18+)	\$ 5.00	\$ 5.00
b) Swimming Pool Season Pass		
1) Children under 18 years of age	\$ 50.00	\$ 50.00
2) Adult (18+)	\$ 75.00	\$ 75.00
3) Family	\$ 175.00	\$ 175.00

2026 Fee Schedule, City of Omak		
Resolution 62-2025		
c) Swimming Lessons		
1) Child and/or Adult	\$ 20.00	\$ 20.00
2) Without Seasonal Pool Pass	\$ 40.00	\$ 40.00
d) Pool Rental		
1) One hour (After hours Monday - Saturday Only)	\$ 75.00	\$ 75.00
2) Two hours (Minimum)	\$ 150.00	\$ 150.00
3) Four hours	\$ 220.00	\$ 220.00
** No refunds of Pool Rental Fees will be given if cancelation is less than 2 days prior to reservation **		
RV PARK FEES	2025	2026
a) Full hookup (per night)		
1) RV Sites with 30 amp (plus applicable taxes)	\$ 40.00	\$ 40.00
2) RV Sites with 50 amp (plus applicable taxes)	\$ 50.00	\$ 50.00
3) RV Sites with 30 amp and a current Good Sam Membership (plus applicable taxes)	\$ 36.00	\$ 36.00
4) RV Sites with 50 amp and a current Good Sam Membership (plus applicable taxes)	\$ 45.00	\$ 45.00
b) Tents (per night plus applicable taxes)	\$ 20.00	\$ 20.00
d) Winter Rates (Rates are plus taxes and per night)-		
1) Electrical and Sewer Connection Only (plus applicable taxes)	\$ 26.00	\$
2) Electric & Sewer Connection Only with Current Good Sam Membership (plus taxes)	\$ 23.40	\$
3) Omak Stampede Rate - All Sites 7 Day Flat Rate	\$ -	\$ 350.00
e) RV Reservation Cancellation Fee	\$ 10.00	\$ 10.00
<i>We give full refunds, minus a \$10 cancellation fee, if more than 7 days' notice is given. If less than that, we offer no refunds. Any reservations for the week of Stampede shall not be refunded. All reservations are subject to a \$10 cancellation fee—Cancelations made one (1) day prior to arrival will receive a refund less, the \$10 cancellation fee—Omak Stampede Reservations—Cancelations must be made seven (7) days prior to your arrival to receive a refund less, the \$10 cancellation fee.</i>		
SIGN PERMIT FEES	2025	2026
**Fee based upon evaluation and Permit Fee from Building Permit & Plan Review schedule	\$ -	\$ -
STREET CLOSURES & ROLLING SLOW DOWNS (includes all city streets and state highways)	\$ 100.00	\$ 100.00
SWIMMING POOL PERMIT FEE	\$ 200.00	\$ 200.00
TAXI CAB LICENSE	2025	2026
a) Annual License	\$ 30.00	\$ 30.00
b) After July 1st (per cab & 1/2 the year)	\$ 15.00	\$ 15.00
c) Chauffeur Fee (per Vehicle)	\$ 15.00	\$ 15.00
UTILITY SERVICES GARBAGE COLLECTION RATES	2025	2026
a) Residential Service description per month		
1) One 20 Gal Mini Can (Only for customers 65 years of age or older)	\$ 13.56	\$ 13.56
2) 35 Gal Cart (Low income seniors)	\$ 16.13	\$ 16.13
3) 35 Gal Cart	\$ 17.92	\$ 17.92
4) 65 Gal Cart (Maximum weight of 95 LBS)	\$ 22.35	\$ 22.35
5) 95 Gal Cart (Maximum weight of 130 LBS)	\$ 28.34	\$ 28.34
6) Occasional Extra (per unit)	\$ 5.56	\$ 5.56
b) Commercial Service Description Pickup One Time (per week)		

2026 Fee Schedule, City of Omak		
Resolution 62-2025		
1) 35 Gal Cart	\$ 18.13	\$ 18.13
2) 65 Gal Cart (<i>Maximum weight of 95 LBS</i>)	\$ 22.35	\$ 22.35
3) 95 Gal Cart (<i>Maximum weight of 130 LBS</i>)	\$ 28.34	\$ 28.34
4) Occasional Extra (per unit)	\$ 5.56	\$ 5.56
c) Commercial Service Description Pickup Two Times (per week)		
1) 65 Gal Cart (<i>Maximum weight of 95 LBS</i>)	\$ 44.73	\$ 44.73
2) 95 Gal Cart (<i>Maximum weight of 130 LBS</i>)	\$ 56.71	\$ 56.71
3) Occasional Extra (per unit)	\$ 5.56	\$ 5.56
d) Commercial Service Description Pickup Three Times (per week)		
1) 65 Gal Cart (<i>Maximum weight of 95 LBS</i>)	\$ 67.08	\$ 67.08
2) 95 Gal Cart (<i>Maximum weight of 130 LBS</i>)	\$ 85.03	\$ 85.03
3) Occasional Extra (per unit)	\$ 5.56	\$ 5.56
UTILITY SERVICES CONTAINER RATES	2025	2026
a) Container Pickup One Time (per week)		
1) One Yard	\$ 103.27	\$ 103.27
2) 1 ½ Yard	\$ 125.18	\$ 125.18
3) 2 Yard	\$ 147.16	\$ 147.16
4) 3 Yard	\$ 224.83	\$ 224.83
5) 4 Yard	\$ 269.92	\$ 269.92
6) 6 Yard	\$ 348.74	\$ 348.74
7) 20 Yard plus Disposal Fee (Permanent Weekly Pickup) - Haul Fees Only	\$ 173.67	\$ 173.67
8) 30 Yard plus Disposal Fee (Permanent with Regular Pickup) Haul Fees Only	\$ 202.64	\$ 202.64
b) Container Pickup Two Times (per week)		
1) One Yard	\$ 162.69	\$ 162.69
2) 1 ½ Yard	\$ 213.96	\$ 213.96
3) 2 Yard	\$ 251.46	\$ 251.46
4) 3 Yard	\$ 377.52	\$ 377.52
5) 4 Yard	\$ 432.43	\$ 432.43
6) 6 Yard	\$ 647.88	\$ 647.88
7) 20 Yard plus Disposal Fee (Permanent Weekly Pickup) - Haul Fees Only	\$ 347.36	\$ 347.36
8) 30 Yard plus Disposal Fee (Permanent with Regular Pickup) Haul Fees Only	\$ 405.28	\$ 405.28
c) Container Pickup Three Times (per week)		
1) One Yard	\$ 212.29	\$ 212.29
2) 1 ½ Yard	\$ 281.50	\$ 281.50
3) 2 Yard	\$ 347.37	\$ 347.37
4) 3 Yard	\$ 530.10	\$ 530.10
5) 4 Yard	\$ 596.75	\$ 596.75
6) 6 Yard	\$ 865.87	\$ 865.87
d) Container Pickup Four Times (per week)		
1) One Yard	\$ 294.40	\$ 294.40
2) 1 ½ Yard	\$ 355.89	\$ 355.89
3) 2 Yard	\$ 443.20	\$ 443.20
4) 3 Yard	\$ 601.77	\$ 601.77
5) 4 Yard	\$ 760.31	\$ 760.31
6) 6 Yard	\$ 1,083.87	\$ 1,083.87
e) Container Pickup Five Times (per week)		
2) 1 ½ Yard	\$ 444.40	\$ 444.40

2026 Fee Schedule, City of Omak		
Resolution 62-2025		
3) 2 Yard	\$ 539.23	\$ 539.23
4) 3 Yard	\$ 723.24	\$ 723.24
5) 4 Yard	\$ 907.49	\$ 907.49
6) 6 Yard	\$ 1,521.56	\$ 1,521.56
f) Container Pickup Six Times (per week)		
3) 2 Yard	\$ 635.05	\$ 635.05
4) 3 Yard	\$ 949.44	\$ 949.44
5) 4 Yard	\$ 1,087.22	\$ 1,087.22
6) 6 Yard	\$ 1,662.09	\$ 1,662.09
UTILITY SERVICES DROP BOX COLLECTIONS	2025	2026
a) Drop Box Collections	Haul Rate	Haul Rate
1) 10 Yard Delivery Fee \$44.28 Daily Rental \$3.16	\$ 144.72	\$ 144.72
2) 20 Yard Delivery Fee-\$44.28 Daily Rental \$3.16	\$ 173.67	\$ 173.67
3) 30 Yard Delivery Fee \$44.28 Daily Rental \$3.16	\$ 202.64	\$ 202.64
4) 40 Yard Delivery Fee-\$44.28 Daily Rental-\$4.42	\$ 231.58	\$ 231.58
UTILITY SERVICES RECYCLING	2025	2026
a) Recycling Rolloff	Haul Rate	Haul Rate
1) 15 Yard Recycling Delivery Fee \$37.95 Daily Rental \$3.16	\$ 94.88	\$ 94.88
2) 20 Yard Recycling Delivery Fee \$44.28 Daily Rental \$3.16	\$ 126.50	\$ 126.50
3) 30 Yard Recycling Delivery Fee \$44.28 Daily Rental \$3.16	\$ 151.80	\$ 151.80
b) Recycling Container		
1) 8 Yard Recycling 1 X Week	\$ 207.05	\$ 207.05
2) 8 Yard Recycling Every Other Week	\$ 116.47	\$ 116.47
UTILITY SERVICES TEMPORARY COLLECTION	2025	2026
a) Container Pickup One Time (per week)		
1) One yard	\$ 26.06	\$ 26.06
2) 1 ½ Yard	\$ 31.27	\$ 31.27
3) 2 Yard	\$ 36.49	\$ 36.49
4) 3 Yard	\$ 54.73	\$ 54.73
5) 4 Yard	\$ 65.15	\$ 65.15
6) 6 Yard	\$ 83.39	\$ 83.39
UTILITY SERVICES COMPACTOR COLLECTION	2025	2026
a) Compactor Collection		
4) 20 Yard (per week) <i>*Additional Disposal Fees*</i>	\$ 356.21	\$ 356.21
6) 30 Yard (per pickup) <i>*Additional Disposal Fees*</i>	\$ 397.88	\$ 397.88
7) 40 Yard (per pickup) <i>*Additional Disposal Fees*</i>	\$ 439.65	\$ 439.65
b) Dual Pickup of Compactors		
1) 20 Yard <i>*Additional Disposal Fees*</i>	\$ 382.90	\$ 382.90
2) 30 Yard <i>*Additional Disposal Fees*</i>	\$ 422.09	\$ 422.09
c) Pickup and Delivery Charges		
1) Cart System Pickup and Delivery Charge	\$ 7.82	\$ 7.82
2) Container Service Pickup and Delivery for Dumpsters	\$ 13.04	\$ 13.04

2026 Fee Schedule, City of Omak		
Resolution 62-2025		
3) Drive Back Charge	\$ 15.18	\$ 15.18
UTILITY SERVICES SEWER COLLECTION RATES	2025	2026
a) Service Description (per month)		
1) Single Family Residential	\$ 103.51	\$ 107.65
2) Multi-Residential (per unit) Occupied or Not	\$ 87.99	\$ 91.51
3) Commercial Business Motels Schools October 16th through April 15th	\$ 103.51	\$ 107.65
<i>*Greater of \$103.51 \$107.65 minimum or \$9.16 \$9.53 per 100 cubic feet of the actual monthly metered water consumption*</i>		
4) Commercial Business Motels Schools April 16th through October 15th	\$ 103.51	\$ 107.65
<i>*Greater of \$103.51 \$107.65 minimum or \$9.16 \$9.53 per 100 cubic feet of the average monthly metered water consumption*</i>		
9) Industrial Rates	\$ 103.51	\$ 107.65
<i>*\$9.27 \$9.64 per 1000 gallons of discharge plus \$0.92 \$0.96 per lbs of BOD plus \$0.94 \$0.98 per lbs of TSS- minimum charge of \$92.25 \$103.51 (\$6.37 \$7.15 per 100 cubic feet or converted as shown to gallons)</i>		
UTILITY SERVICES STORM DRAIN RATES	2025	2026
a) Development Classification (Defined in OMC 9.12.030)		
1) Undeveloped	No Charge	No Charge
2) Medium Development	\$ 5.84	\$ 6.07
3) Heavy Development	\$ 14.80	\$ 15.39
4) Very Heavy Development	\$ 22.23	\$ 23.12
UTILITY SERVICES WATER RATES	2025	2026
a) Residential/Commercial Service (Within the City)		
<i>*per 100 cubic feet over minimum Over minimum 1,000 cubic feet*</i>	\$ 0.99	\$ 1.03
1) 5/8 x 3/4 inch 1,000 cubic feet minimum	\$ 46.28	\$ 48.13
2) 3/4 inch straight 1,000 cubic feet minimum	\$ 51.02	\$ 53.06
3) 1 inch 1,000 cubic feet minimum	\$ 54.23	\$ 56.40
4) 1 1/2 inch 1,000 cubic feet minimum	\$ 75.66	\$ 78.69
5) 2 inch 1,000 cubic feet minimum	\$ 107.56	\$ 111.86
6) 3 inch 1,000 cubic feet minimum	\$ 116.94	\$ 121.62
7) 4 inch 1,000 cubic feet minimum	\$ 126.59	\$ 131.65
8) 6 inch or larger 1,000 cubic feet minimum	\$ 171.77	\$ 178.64
MISCELLANEOUS SERVICES (Within the City)	2025	2026
a) Miscellaneous Services		
<i>*per 100 cubic feet over minimum Over minimum 1,000 cubic feet*</i>	\$ 0.99	\$ 1.03
1) Multiple Dwellings Meter size minimum plus \$18.52 \$19.26 per each additional unit (allows addt'l 400cf/unit)	\$ 18.52	\$ 19.26
2) Multiple Businesses in One Building Meter size minimum plus \$18.52 \$19.26 per additional business (allows addt'l 400cf/additional business)	\$ 18.52	\$ 19.26
3) Motels Occupied or Not Meter size minimum plus \$13.90 \$14.46 per each unit (allows addt'l 300cf/additional unit)	\$ 13.90	\$ 14.46
b) After Hours Call Out		

2026 Fee Schedule, City of Omak		
Resolution 62-2025		
1) Minimum Fee	\$ 80.00	\$ 80.00
c) Shut Off		
1) Delinquent Account Shut off Fee	\$ 40.00	\$ 40.00
d) Hydrant Meter Permit		
1) Non-Refundable Fee	\$ 50.00	\$ 50.00
e) Hydrant Meter Damage		
<i>payment received for all water and meter rental charges*</i>	\$ 150.00	\$ 150.00
f) Hydrant Meter Rental		
1) Hydrant Meter Rental Charge (per day)	\$ 5.00	\$ 5.00
g) Deposit Required for Meter Testing		
1) 5/8 x 3/4 inch	\$ 30.00	\$ 30.00
2) 1 inch	\$ 50.00	\$ 50.00
3) 1 1/2 inch	\$ 60.00	\$ 60.00
4) 2 inch	\$ 70.00	\$ 70.00

MEMORANDUM

TO: Cindy Gagné
Omak City Council

FROM: Jeremy Patrick, Fire Chief

DATE: November 3, 2025

SUBJECT: Request for Fireworks Display

Pyro Spectaculars North Inc. and Omak Chamber of Commerce are requesting Fireworks Permit for public display of fireworks for the Christmas Parade/Event December 13, 2025

They complied with all Washington State and City of Omak Regulations and need council approval.

I recommend its approval.

WASHINGTON STATE PUBLIC FIREWORKS DISPLAY PERMIT

Applicant

Name of Event Omak Chamber of Commerce - Christmas

Street Address East Side Park/Stampede Park - Near River Bank & Baseball Diamond

City Omak **County** Okanogan

Event Date December 13, 2025 **Event Time** Approx. 6:00 ☐ AM ☒ PM

Applicant's/Sponsor's Name Omak Chamber of Commerce **Phone No.** (509) 557-5248

Pyrotechnic Operator Laina Vaughan **License No.** P-04452

Experienced Assistant's Name Don Gray - P-02723

General Display Company Name Pyro Spectaculars North, Inc. **Phone No.** (509) 467-9282

Attach a separate piece of paper and/or copies of the following documents:

- The number of set pieces, shells (specify single or multiple break), and other items.
- The manner and place of storage of such fireworks prior to the display.
- A diagram of the grounds on which the display is to be held showing the point at which the fireworks are to be discharged; the location of all buildings, highways, and other lines of communication; the lines behind which the audience will be restrained; and the location of all nearby trees, telegraph or telephone lines, or other overhead obstruction.
- Documentary proof of procurement of Surety bond or public liability insurance.

Local Fire Code Authority

Authority Having Jurisdiction _____

Name of Permitting Official _____

Title _____ **Phone No.** _____

Permit Granted: ☐ Yes ☐ Yes, with Restrictions (see "Notations" below) ☐ No

Restrictions/Notations _____

Signature of Permitting Official

Date of Approval

Permit Number

If approved, this permit is granted for the date and time noted herein under the authority of the International Fire Code in accordance with Revised Code of Washington 70.77 and all applicable rules and ordinances pertaining to fireworks in this jurisdiction. This permit is INVALID unless in the possession of a properly licensed Pyrotechnic Operator, who is responsible for any and all activities associated with the firing of this show.

MUST BE APPROVED BY THE AUTHORITY HAVING JURISDICTION

Application for Permit -- Public Fireworks Display

We, Pyro Spectaculars North, Inc. , hereby make application for permit to conduct a display of fireworks by the California State Health and Safety Code, and agree to comply in every particular with the law pertaining thereto as set forth in Part 2 of Division 11, Division 12, and other applicable sections of the Health Safety Code, and the Rules and Regulations adopted by the State Fire Marshal.

Sponsoring Organization: **Omak Chamber of Commerce Judie Sakala**

Address: **PO Box 3100, Omak, WA 98841-**

Person in charge of display: **Laina Vaughan - P-04452 and Don Gray P-02723**

Location of display: **East Side Park/Stampede Park - Right near River Bank & Baseball Diamond Omak, WA**

Dates of display: **Saturday, December 13, 2025**

Time of display: **Approximately 6:00 PM**

Pyrotechnic Operator in charge (license number):

Laina Vaughan - P-04452 and Don Gray P-02723

Type of Display:



Aerial



Low Level



Set Pieces



Devices



Manual



Electric

Description of Product to be Fired

Low Level II (Approximately 100 -150 feet)

1 - .75" Comet(s)

Low Level I (Approximately 50 - 100 feet)

1 - 2" Multishot Device(s)

High Level Aerial (Approximately 200 - 1,000 feet)

100 - 3" Single Break Aerial Shell(s)

Description of storage facilities and location on grounds:

Delivered to site on date of display

Insurance/License

Workers Compensation: **Britton-Gallagher**

Date: **10/01/2025 - 10/01/2026**

Public Liability Insurance: **\$ 3,000,000.00** (Certificate attached)

General Public Display License No. C-04301 issued by WA State Fire Marshal

Wholesale License No. C-04301 issued by WA State Fire Marshal

Pyro Spectaculars North, Inc.

Applicant's Signature

Laina Vaughan

Office Administrator & Pyro

Applicant's Address

P.O. Box 155, Mead, WA 99021

APPROVAL FOR PERMIT

PERMIT FOR PUBLIC DISPLAY OF FIREWORKS to be held (date) _____

is hereby Granted _____

Denied _____

Signature _____

Title _____