

DEPARTMENT HEAD REPORT

Clerk's Office

October 1st, 2024

Since the last Department Head Report to the Okanogan City Council, the Clerk's Office has:

1. Budget

- Posted Vouchers for 1st Council October 2024
- Paid Vouchers for 2nd Council September 2024

2. Clerk Duties

- Distributed Correspondence and Agenda Items

3. Other

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits

4. Payroll

- Completed 2nd Payroll for September 2024

5. Planning/Building

- Assisted Building Official with various issues
- Assisted Planner with various issues
- Assisted Code Enforcement with various issues

6. Utilities

- Updated Utility Accounts
- Printed & Mailed September statements
- Updated Website
- Mailed letter to residents for Fall Clean-Up

7. Sports Complex

- Updated Plex Schedule of Events

8. Wellness

9. Clerk Treasurer

- Budget preparation
- Audit preparation
- Completed Public Works Board quarterly report
- Completed Oak Street DOT/TIB grant billings
- Completed county ARPA grant billing
- Completed TIB 3rd Ave pavement repair grant billing
- Completed PWB 3rd Ave utility improvement grant billing