

DEPARTMENT HEAD REPORT

Clerk's Office

October 15th 2024

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

1. Budget

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

2. Clerk Duties

- Distributed Correspondence and Agenda Items

3. Other

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

4. Payroll

- Completed 1st Payroll for October 2024
- Completed quarterly reports

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 October delinquents
- Updated Website
- Distributed bags/provided education for fall clean up

7. Sports Complex

- Updated Plex Schedule of Events

8. Wellness

- Scheduled Pumpkin Bowling for October 31st

9. Clerk Treasurer

- Budget preparation
- Participated in State Audit
- Completed ARPA quarterly report
- Completed FEMA quarterly report
- Attended Business and Tourism Committee Meeting
- Attended Audit Entrance Conference