

DEPARTMENT HEAD REPORT

Clerk's Office

March 5th, 2024

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

1. Budget

- Posted Vouchers for 1st Council March 2024
- Paid Vouchers for 2nd Council February 2024

2. Clerk Duties

- Distributed Correspondence and Agenda Items
- Responded to Public Records Request

3. Other

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

4. Payroll

- Completed 2nd Payroll for February 2024

5. Planning/Building

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

6. Utilities

- Updated Utility Accounts
- Printed & Mailed February statements
- Updated Website

7. Sports Complex

- Attended Plex scheduling meeting
- Updated February Schedule

8. Wellness

- Completed February Wellness Training
- Scheduled Quarterly Wellness Committee Meeting for March 6th

9. Clerk Treasurer

- Completed USDA Annual Reporting
- Completed grant billings for Oak Street, FEMA, Ecology, ARPA
- Attended Oak Street Project Preconstruction Meeting
- Attended Public Works Training for upcoming changes
- Prepared Schedule 9 and Bank Reconciliation of the Annual Report
- Attended Water Committee Meeting
- Drafted Ordinance updates for Water and Sewer Codes