DEPARTMENT HEAD REPORT
Clerk's Office
January 20, 2026

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

1. **Budget**
   - Posted Vouchers for 2nd Council January 2026
   - Paid Vouchers for 1st Council January 2026
   - Posted Vouchers for 2nd 2025 Open Period
   - Paid Voucher for 1st 2025 Open Period

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 1st Payroll for January 2026
   - Completed Quarterly Reports

5. **Planning/Building**
   - Assisted Building Official with various issues
   - Assisted Planner with various issues
   - Assisted Code Enforcement with various issues
   - Attended Planning Commission Meeting

6. **Utilities**
   - Updated Utility Accounts
   - Printed & Mailed January delinquents
   - Updated Website

7. **Sports Complex**
   - Nothing to report

8. **Wellness**
   - Created wellness calendar for 2026
   - Began gathering data for AWC Well City designation

9. **Clerk Treasurer**
   - Attended quarterly Sheriff's Office meeting
   - Submitted quarterly reports to PWB for 3rd Ave and WWTF Design
   - Attended Parks Committee Meeting
   - Attended Airport Meeting
   - Completed FEMA Quarterly Report
   - Completed walkthrough with insurance inspector
   - Annual Report Preparation