

## DEPARTMENT HEAD REPORT

### Clerk's Office

November 7th, 2023

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

#### 1. Budget

- Posted Vouchers for 1st Council of November 2023
- Paid Vouchers 2nd Council of October 2023

#### 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 October 2023

#### 5. Planning/Building

- Assisted Building Official with various issues
- Assisted Planner with various issues
- Attended Board of Appeals Hearing

#### 6. Utilities

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

#### 7. Sports Complex

- No updates

#### 8. Wellness

- Planning November wellness activities

#### 9. Clerk Treasurer

- Budget Preparation
- Attended IACC Conference
- Participated in City Hall Tours for 2<sup>nd</sup> grade Virginia Grainger classes
- Attended meeting with Airport Association
- Attended Development Committee Meeting
- Attended Volunteer Firefighters Board of Trustees Meeting