

DEPARTMENT HEAD REPORT

Clerk's Office

November 21st, 2023

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

1. Budget

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

5. Planning/Building

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

6. Utilities

- Updated Utility Accounts
- Printed & Mailed November Delinquents
- Updated Website

7. Sports Complex

- No updates

8. Wellness

- Scheduled December Wellness Event for December 14th

9. Clerk Treasurer

- Budget Finalization
- Attended BARS Training
- Completed insurance and grant billings