

## DEPARTMENT HEAD REPORT

### Clerk's Office

December 5th, 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 December 2023
- Paid Vouchers 2nd Council of November 2023

#### 2. Clerk Duties

- Distributed Correspondence and Agenda Items

#### 3. Other

- Received in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits
- Responded to Public Records Request
- Decorated City Hall

#### 4. Payroll

- Completed 2nd 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 Billings
- Updated Website

#### 7. Sports Complex

- No events

#### 8. Wellness

- Scheduled December Wellness Event for December 14th

#### 9. Clerk Treasurer

- Met with DOR Re Business Licensing
- Attended Public Works Board Reimbursement Training
- Scheduled Records Retention Day for December 21<sup>st</sup>