

DEPARTMENT HEAD REPORT

Clerk's Office

December 19th, 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 December 2023
- Paid Vouchers 1st Council of December 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

4. Payroll

- Completed 1st Payroll for December 2023

5. Planning/Building

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

6. Utilities

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

7. Sports Complex

- No events

8. Wellness

- Held December Wellness Event/Planning for 2024

9. Clerk Treasurer

- Attended Public Works Board Reimbursement Training
- Attended Generator Project Bid Opening
- Attended Okanogan River Airshed Partnership (ORAP) Meeting
- Advertised open Code Enforcement/Animal Control position
- Attended webinar on Local Records Grant w/ WA State Archives