

DEPARTMENT HEAD REPORT

Clerk's Office

January 16th, 2024

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

1. Budget

- Posted Vouchers for 2nd Open Period December 2023 and 2nd Council January 2024
- Paid Vouchers 1st Open Period December 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 January 2024
- Verified new Wage and Benefit Spreadsheets for 2024
- Prepped Quarterly Reports

5. Planning/Building

- Assisted Building Official with various issues
- Assisted Planner with various issues
- Attended Planning Commission Meeting

6. Utilities

- Updated Utility Accounts
- Printed & Mailed January delinquents
- Updated Website

7. Sports Complex

- No events

8. Wellness

- Distributed Wellness Flyer for Heart Healthy Choices

9. Clerk Treasurer

- Attended Code Enforcement/Animal Control Interviews
- Attended Airport Meeting
- Completed quarterly ARPA/FEMA reports
- Completed FEMA reimbursement request
- Responded to 2024 Census Request
- Completed Ecology quarterly reports
- Filed Oaths of Office with Okanogan County Auditor
- Completed Insurance Billings