

## DEPARTMENT HEAD REPORT

### Clerk's Office

December 01, 2020

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

#### 1. Budget

- Posted Vouchers
- Paid Vouchers
- Closed months of September and October in Financials

#### 2. Clerk Duties

- Distributed Correspondence and Agenda Items
- Staff continuing to work remotely
- Filed PRPR with Dept. of Ecology – Air Quality Grant
- Prepared Okanogan City business grant applications for CARES monies
- Continuing to work on Public Records Requests

#### 3. Other

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits
- Completed 2<sup>nd</sup> Payroll November 2020
- Updated employee records as needed

#### 4. Planning/Building

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

#### 5. Utilities

- Updated Utility accounts
- Prepared and mailed November Billings
- Updated website

#### 6. Sports Complex

- No Events Scheduled for December 2020

#### 7. Wellness