

DEPARTMENT HEAD REPORT

Clerk's Office

December 15, 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
- Submitted reimbursement request to Department of Commerce for CARES monies spent

3. Other

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits
- Completed 1st Payroll December 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 December Delinquents without Penalties
- Updated website

6. Sports Complex

- No Events Scheduled for December 2020

7. Wellness

- 2021 WellCity application due February 1, 2021