DEPARTMENT HEAD REPORT
Clerk's Office
January 18, 2022

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

1. **Budget**
   - Posted Vouchers for 2nd Open Period 2021 and 2nd Council 2022
   - Paid Vouchers for 1st Open Period 2021 and 1st Council 2022
   - Prepared and processed 4th Quarter 2021 Reports and taxes
   - Distributed copies of 2022 Budget Revenues and Expenditures

2. **Clerk Duties**
   - Distributed Correspondence and Agenda Items
   - Closeout paperwork for CDBG 2nd Ave Levee Study Grant
   - Attended Personal Committee Meeting
   - Attended Meeting with Shawn and Gray & Osborne upcoming project
   - Continued working on Granite Communication invoices
   - Vision contract and invoices for 2022
   - Worked with AWC regarding employee benefits
   - Completed final paycheck for passed employee

3. **Other**
   - Receipted in Various Funds (Building Permits, Taxes etc.)
   - Made Daily Bank Deposits

4. **Payroll**
   - Updated employee records as needed
   - Continuing work on a Public Records Request from Northwest Administrators regarding Teamsters Welfare Trust from August 2014-present
   - Completed 1st Payroll for January
   - Updated dues rates, wages, deductions, benefits, etc.

5. **Planning/Building**
   - Assisted Building Official with various issues
   - Assisted Planner with various issues

6. **Utilities**
   - Updated Utility accounts
   - Printed & mailed January 2022 Delinquents
   - Updated Website

7. **Sports Complex**
   - No Events Scheduled

8. **Wellness**
   - Working on entering information to meet AWC requirements for WellCity designation