DEPARTMENT HEAD REPORT
Clerk's Office
January 4, 2022

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

1. **Budget**
   - Posted Vouchers
   - Paid Vouchers
   - Closed month of October and November
   - Prepared and mailed Hotel/Motel Contracts for 2022 funds

2. **Clerk Duties**
   - Distributed Correspondence and Agenda Items
   - Created files for upcoming projects
   - Closed out files for 2021
   - Updated Calendar

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

4. **Payroll**
   - Updated employee records as needed
   - Completed employment paperwork for new Mechanic and Councilmember
   - Continuing work on a Public Records Request from Northwest Administrators regarding Teamsters Welfare Trust from August 2014-present
   - Completed 2nd Payroll for December
   - Updated Medical, Dental, Vision rates

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

6. **Utilities**
   - Updated Utility accounts
   - Printed & mailed December 2021 Billings
   - Updated Website

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

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