DEPARTMENT HEAD REPORT
Clerk's Office
February 01, 2022

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

1. **Budget**
   - Posted Vouchers for 1st Council February 2022
   - Paid Vouchers for 2nd Open Period 2021 and January 2nd Council 2022
   - Distributed 2021 W-2's
   - Distributed 2021 1099's

2. **Clerk Duties**
   - Distributed Correspondence and Agenda Items
   - Researched FMLA for employee
   - Held staff meeting
   - Attended PFML webinar
   - Assisted Building Official with upcoming Public hearings
   - Vision contract and invoices for 2022
   - Attended Ken Mears, City of Omak retirement banquet
   - Updated Exp/Rev in Financials

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 2nd 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
   - Updated New Fees in Vision UB2
   - Printed & mailed January 2022 Billings
   - Updated Website

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

8. **Wellness**
   - Distributed 2021 EOY Wellness Gift Cards