DEPARTMENT HEAD REPORT
Clerk's Office
February 15, 2022

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

1. **Budget**
   - Posted Vouchers for 2nd Council February 2022
   - Paid Vouchers for 1st Council February 2022

2. **Clerk Duties**
   - Distributed Correspondence and Agenda Items
   - Advertised for Part-Time Temp job opening
   - Assisted in Bid opening for Lower Pine Street Project
   - Completed WellCity Application from AWC

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 February

5. **Planning/Building**
   - Assisted Building Official with various issues
   - Assisted Planner with various issues
   - Attended February 03, 2022 Board of Adjustment Public Hearing

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

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

8. **Wellness**
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