DEPARTMENT HEAD REPORT
Clerk's Office
June 2, 2026

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

1. **Budget**
    - Posted Vouchers for 1st Council June 2026
    - Paid Vouchers for 2nd Council May 2026

2. **Clerk Duties**
    - Distributed Correspondence and Agenda Items

3. **Other**
    - Receipted in Various Funds (Building Permits, Taxes etc.)
    - Made Daily Bank Deposits
    - Participated in Lifeguard Interviews
    - Assisted with Lifeguard onboarding

4. **Payroll**
    - Completed 2nd Payroll for May 2026
    - Entered new employee information into Vision payroll
    - Updated schedule template for lifeguards

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

6. **Utilities**
    - Updated Utility Accounts
    - Printed & Mailed May statements
    - Updated Website

7. **Sports Complex**
    - Updated Plex Calendar

8. **Wellness**
    - America 250 Okanogan Days Float preparation

9. **Clerk Treasurer**
    - Participated in plan review with HRA Veba representative
    - Drafted budget amendment
    - 2027 Budget preparation