

## DEPARTMENT HEAD REPORT

### Clerk's Office

January 2<sup>nd</sup>, 2024

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

#### 1. Budget

- Posted Vouchers for 1<sup>st</sup> Open Period December 2023 and 1<sup>st</sup> Council January 2024
- Paid Vouchers 2nd Council of December 2023
- Set up 2024 Council dates in Financials for payment purposes

#### 2. Clerk Duties

- Distributed Correspondence and Agenda Items

#### 3. Other

- Receipted in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits
- Responded to Public Records Request

#### 4. Payroll

- Completed 2nd Payroll for December 2023
- Entered new wages, tax and benefit amounts for 2024 into Payroll Software
- Created new Wage and Benefit Spreadsheets for 2024

#### 5. Planning/Building

- Assisted Building Official with various issues
- Assisted Planner with various issues

#### 6. Utilities

- Updated Utility Accounts
- Printed & Mailed December Statements
- Updated Website

#### 7. Sports Complex

- No events

#### 8. Wellness

- Working on Well City Application

#### 9. Clerk Treasurer

- Reviewed Code Enforcement/Animal Control Applications
- Entered 2024 Budget into Vision Software