

DEPARTMENT HEAD REPORT

Clerk's Office

February 6th, 2024

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

1. Budget

- Posted Vouchers for 1st Council February 2024
- Paid Vouchers 2nd Open Period December 2023 and 2nd Council January 2024

2. Clerk Duties

- Distributed Correspondence and Agenda Items

3. Other

- Received in Various Funds (Building Permits, Taxes etc.)
- Made Daily Bank Deposits
- Completed and distributed 2023 1099s

4. Payroll

- Completed 2nd Payroll for January 2024
- Processed WCTPT Refund for Pension overpayments
- Completed and distributed 2023 W2s

5. Planning/Building

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

6. Utilities

- Updated Utility Accounts
- Printed & Mailed January statements
- Updated Website
- Updated utility rates for 2024

7. Sports Complex

- No events

8. Wellness

- Completed Well City Application
- Registered for Healthy Worksite Summit

9. Clerk Treasurer

- Attended Code Enforcement/Animal Control Interviews
- Attended Water Plan Update Pre-Planning Meeting with DOH
- Attended Community Wildfire Protection Planning Meeting
- Submitted AWC CQC Scholarship Nominations
- Attended meeting with JUB RE Airport Hangar Rebuild
- Reviewed and updated BARS codes
- Reviewed checklist for Annual Report preparation
- Registered for WPTA Conference
- Coordinated Orientation for new Code Enforcement/ACO