

DEPARTMENT HEAD REPORT

Clerk's Office

February 20th, 2024

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

1. Budget

- Posted Vouchers for 2nd Council February 2024
- Paid Vouchers for 1st Council February 2024

2. Clerk Duties

- Distributed Correspondence and Agenda Items

3. Other

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

4. Payroll

- Completed 1st Payroll for February 2024
- Set up new employee in payroll system
- Completed new hire reporting and paperwork

5. Planning/Building

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

6. Utilities

- Updated Utility Accounts
- Printed & Mailed February delinquents
- Updated Website
- Prepared water usage reports

7. Sports Complex

- Notified previous Plex users of Scheduling Meeting to be held February 27th at 4pm.

8. Wellness

- Distributed February Wellness Challenge – Happy Trails

9. Clerk Treasurer

- Attended Quarterly Sheriff's Office Meeting
- Researched refund request
- Drafted Ordinance 1229 and 1230
- Drafted Cemetery Deed Transfer
- Reviewed Maintenance I applications
- Prepared financial reports for water system plan update