**DEPARTMENT HEAD REPORT**
**Clerk's Office**
March 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 March 2022
   - Paid Vouchers for 1st Council March 2022
   - Responded to and fulfilled a Public Records Request from SmartProcure
   - Posted EFB 2021/BFB 2022 in Financials
   - Closed month of January 2022

2. **Clerk Duties**
   - Distributed Correspondence and Agenda Items
   - Worked on close out of Ecology project
   - Verify Payroll
   - Annual Report

3. **Other**
   - Receipted in Various Funds (Building Permits, Taxes etc.)
   - Made Daily Bank Deposits

4. **Payroll**
   - Updated employee records as needed
   - Completed 1st Payroll for March

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

6. **Utilities**
   - Updated Utility accounts
   - Printed & Mailed March 2022 Delinquents
   - Attended Planning Commission Meeting on March 14th
   - Updated Website

7. **Sports Complex**
   - Updated March 2022 Sports Plex Calendar
   - Posted March 2022 Events on Website

8. **Wellness**
   - Distributed Wellness Survey