DEPARTMENT HEAD REPORT
Clerk's Office
April 19, 2022

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

1. **Budget**
   - Posted Vouchers for 2nd Council April 2022
   - Paid Vouchers for 1st Council April 2022
   - Prepared and submitted 1st Quarter 2022 reports and taxes

2. **Clerk Duties**
   - Distributed Correspondence and Agenda Items
   - Submitted Completed Closeout report to Ecology for Wastewater Treatment Facility
   - Offered employment to two on call lifeguards and Pool Manager
   - Worked on Annual Report
   - Created contracts and award letters to Fogle Pump & Supply and Gardinier Tech.
   - Completed and Submitted ARPA reporting to Federal Gov't

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 April
   - Completed setting up three new employees in Payroll system

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

6. **Utilities**
   - Updated Utility accounts
   - Printed & Mailed April Delinquents
   - Updated Website

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

8. **Wellness**