DEPARTMENT HEAD REPORT
Clerk's Office
March 1, 2022

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

1. **Budget**
   - Posted Vouchers for 1st Council March 2022
   - Paid Vouchers for 2nd Council February 2022

2. **Clerk Duties**
   - Distributed Correspondence and Agenda Items
   - Assisted in interviews for Maintenance II position
   - Conducted Interviews for Temporary Part-Time Admin position
   - Started 2021 Annual Report
   - Working on close out of Virginia Grainger Project

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

4. **Payroll**
   - Updated employee records as needed
   - Completed 2nd Payroll for February

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

6. **Utilities**
   - Updated Utility accounts
   - Printed & mailed February 2022 Billings
   - Updated Website

7. **Sports Complex**
   - Sent letters to Plex users with applications
   - Public Notice to Chronicle & KOMW for people who want to use the Plex

8. **Wellness**
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