DEPARTMENT HEAD REPORT
Clerk's Office
April 5, 2022

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

1. **Budget**
   - Posted Vouchers for 1st Council April 2022
   - Paid Vouchers for 2nd Council March 2022
   - Responded to and fulfilled a Public Records Request from SmartProcure
   - Calculated Actual EFB 2021/BFB 2022 for Budget Financials
   - Closed month of February 2022

2. **Clerk Duties**
   - Distributed Correspondence and Agenda Items
   - Received Pool Applications
   - Submitted USDA Compliance report
   - Worked on Annual Report
   - Attended Meet and Greet with new Vison Software owners

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 March
   - Created Payroll Payment Request Form for Fire Department Officer's use
   - Received Public Records Request from Washington@OpenTheBooks
   - Received Payroll and Employment Survey from United States Department of Commerce-U.S. Census Bureau

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

6. **Utilities**
   - Updated Utility accounts
   - Printed & Mailed March 2022 Billings
   - Updated Website

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

8. **Wellness**
   - Distributed Wellness Survey