

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

February 2026

TASKS COMPLETED

- Answering phones & assisting the public with inquiries
- Filing & organizing records & documents
- Data entry & maintaining database
- Getting the mail from post office & Old City Hall
- Preparing Minutes from City Council meetings
- Move In move out
- Collecting & Posting payments from customers
- Issuing Licenses & permits
- Balancing cash drawer & reconciling receipts
- Scanning Invoices & filing
- Red Door Notices & collection calls
- Load meters & unload
- Biling
- Close Batch's Make deposit

PROJECTS IN PROGRESS

Getting prepared for next month Dog licensing
Helping Kyla with the Audit
Going to my first ACHAT meeting on 2/3/2026

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS