

## EMPLOYEE MONTHLY STATUS REPORT

**EMPLOYEE**

Sonya Brodhecker

**DEPARTMENT**

Admin-Deputy Clerk

**MONTH**

June 2025

**TASKS COMPLETED**

Posting payments & documenting all payments  
Taking customer complaints and concerns and trying to resolve  
City Council Meeting minutes typing & getting approved  
Scanning & filing  
Taking Animal Control incident reports & sending to Dispatch  
Issue Citations For Dogs at large & collecting Fines  
Billing W/ Kyla  
Red door notices  
Load Meters w/ Kyla  
Close Batch's Make deposits

**PROJECTS IN PROGRESS**

\*Learning how to do the Monday paper with Kyla  
\*still trying to get moved in and organized at the Depot

**CHALLENGES / ISSUES****COMMUNITY INPUT & COMMENTS**