

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

September2025

## 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
- Red Door Notices & collection calls
- Load meters & unload
- Biling
- Close Batch's Make deposit

## PROJECTS IN PROGRESS

- Updating claims folders for upcoming fiscal year
- To start working on the process to become a Notary

## CHALLENGES / ISSUES

Still Need drop box at new City Hall

## COMMUNITY INPUT & COMMENTS

Complaints about the water