

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

Sept 2026

TASKS COMPLETED

- Answering phones & assisting the public with inquiries
- Filing & organizing records & documents
- Data entry & maintaining database
- Getting the mail from post office
- 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 sending Late notices
- Red Door Notices & collection calls
- Load meters & unload fixing accounts that didn't get accurate readings
- Biling

PROJECTS IN PROGRESS

Grass & Weed letters
Meeting minutes
RV Letters

CHALLENGES / ISSUES

COMMUNITY INPUT & COMMENTS