

# 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  
Move in move outs

## 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

Move in Move outs very challenging  
lots of steps to learn

## COMMUNITY INPUT & COMMENTS

Everyone would like to see the Drop  
box installed at the New City Hall