

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

July 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 sending Late notices
- Red Door Notices & collection calls
- Load meters & unload fixing accounts that didn't get accurate readings
- Biling

PROJECTS IN PROGRESS

Updating contact Information after Customers fill out and send back
Meeting minutes
ACHAT Meeting next meetings on July 7th

CHALLENGES / ISSUES

Can we possibly talk about change on the Red Door notice in the disconnect fee maybe word as Delinquency fee. Maybe see how Idaho Power handles do some research.

COMMUNITY INPUT & COMMENTS