

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

April 2025

TASKS COMPLETED

- *Billing
- * Load Meters
- * Process payments
- *Close Batches
- *Meadows Valley Round up reports
- *Late notices -Red Door notices
- *document on spreadsheets
- *signups & collecting youth sports payment, donations &sponsors. Submit background checks to ISP w/ payment
- *Burn permits- sending to Sheriffs Dept. & Fire Dept.
- *Scanning & filing all claims
- *Typing up City Council meeting minutes for approval
- * Going over bill's w/ customers
- *Taking care of complaints made from the citizens & informing Streets Dept signs are down.
- *Taking Animal Control incident reports & sending to Dispatch.

PROJECTS IN PROGRESS

- *Currently learning all duties as Deputy Clerk

CHALLENGES / ISSUES**COMMUNITY INPUT & COMMENTS**