

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

January 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
- Printing & matching up the access report with online paying for Kyla
- Collecting & Posting payments from customers
- Issuing Licenses & permits
- Balancing cash drawer & reconciling receipts
- Scanning Invoices & filing
- Red Door Notices & collection calls
- Load meters & unload
- Biling
- Close Batch's Make deposit

PROJECTS IN PROGRESS

Cleaning out the old City Hall get in contact with people for estimate on old records destruction.

MV Round up letters of appreciation as well as providing customers with documentation for the amount they donated for tax purposes.

Scanning the end of 2025 Claims and filing and getting them ready for Audit.

CHALLENGES / ISSUES**COMMUNITY INPUT & COMMENTS**

Random Call requesting pictures on the public restrooms at park for young kids and people from out of country that can't read.