

# EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Sonya Brodhecker

DEPARTMENT

Admin-Deputy Clerk

MONTH

March 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
- Class Batch's Make deposit

## PROJECTS IN PROGRESS

Getting ready for Youth T-Ball, Baseball Sign ups and sponsorships scanning and emailing over to Stephenie.  
Dog License month  
Meeting minutes January 26<sup>th</sup> & February 23<sup>rd</sup>  
Completing and sending off back ground checks for the volunteer's

## CHALLENGES / ISSUES

Giving back exact change when people come in to pay bill when we don't have change in the drawer but we can always give them a credit in the system as long as its on H2O & Sewer bill.

## COMMUNITY INPUT & COMMENTS

Empty box for community input and comments.