



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

January 28, 2025

The Clerk's / Finance report reflects updates provided by individual Staff members.

Hannah

- Invoices are getting wrapped up for the 2024 fiscal year. I have been working with each department to ensure we get everything turned in so we can have the most accurate year end numbers.
- Workers' Compensation reports have been completed and filed for both the State and CIRSA.

Allison

- Food Truck License applications are coming in as everyone receives my reminder email. We also have some newcomers applying, so that is exciting.
- Passport appointments are picking up again with customers from Parker, Aurora, Centennial and more wanting to get passports for their summer vacations. We are fully booked out for the next two months regularly, now.
- I have a lot of water accounts to set up in the next few weeks for people moving into Legacy Village. Now that all of the homes are built, they are selling fast.

Harmony

- I have been continuing to work on end-of-year items regarding records. This includes setting up files for the new year and shredding or deleting records that have met their retention requirements.
- I have been attending training for passports, court, and digital accessibility.
- I have been in touch with CivicPlus regarding our new website. I am hopeful that after an upcoming meeting we will have a better timeline for the release to the public.

Michelle

- Patrick and I have been working on getting all the information gathered and submitted for the Federal/CDOT Grant application.
- I have been subpoenaed the first week of February (2nd time) for a trial in the 23rd Judicial District. I am hoping the case is settled this time.
- I am excited to be attending, for the first time, the 2025 International Institute Municipal Clerks Conference. This conference has attendees from all over the United States and beyond.