



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

November 12, 2024

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

Hannah

- The Caselle Annual Summit was very informative and helpful in many aspects of our software. The Invoice Cloud presentation went well!
- I am beginning to prepare for year-end tasks such as W9s, accounts payable, and the general ledger. I'm hoping for another great audit year that goes smoothly.

Allison

- I would like to thank my amazingly supportive team, especially our Town Clerk and Administrator who nominated me for Rookie Clerk of the Year. They have always encouraged me to grow and learn. The fact that they felt I deserved such an award means the world to me. I am incredibly grateful and honored.
- I have been working with Ken on getting him all the information he needs for reporting meter locations to the State. With new homes still being built, we have to keep updating our list. We have also had to differentiate between irrigation meters, sewer-only accounts, etc. I think we are getting close to a final list.
- Vince and I have been working with Lennar and our water customers to get several main line leaks repaired and paid for by Lennar. We are hoping to have all leaks found and taken care of before winter really sets in.

Harmony

- I sincerely appreciate the Board encouraging continuing education and allowing the clerks to attend the Colorado Municipal Clerks Association's annual conference. It is always so refreshing to connect with other clerks around the State to share experiences and learn something new.
- Our website design has been drafted. The draft has been forwarded on to the website engineers where they will build out the actual code. This next step is anticipated to take several weeks.
- SIPA has expanded their CommonLook accessibility grants to include their online remediation program for free. I'm excited to learn about this new service and how it can complement the CommonLook software that we are already using.



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Michelle

- The movie night was a big success. I estimate we had 40 to 50 vehicles with 2 to 5 people in each car. The School District was kind enough not to charge us a use fee for our event.
- Harmony and I enjoyed the CMCA Conference a couple of weeks ago. It was a good opportunity to attend different sessions and network with other clerks from around the state.
- I am very proud of Harmony for being recognized for her Outstanding Contribution to CMCA by a Municipal Clerk for 2024. Harmony and Allison do an outstanding job for the Town and continually assist other clerks from around the state.
- Open enrollment for employee insurance has begun and will close on November 18th. Our insurance broker has secured additional opinions, both voluntary and plan sponsored. Health, vision, Dental, and basic life plans are the same as our previous plans. Due to changes in the software platform and additional voluntary options offered, all employees will be re-enrolled this year.