



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

April 22, 2025

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

Hannah

- Hannah does not have a report this week.

Allison

- I "Clerked" my first meeting this week. This included learning to put together an agenda packet, upload the meeting audio to the website, and draft the minutes of the meeting. I enjoyed the entire experience and look forward to doing more of this in the future.
- I have been busy receiving business license renewal applications and issuing 2025 Business Licenses. I have issued just over 40 so far, which is about 40%.

Harmony

- Harmony is attending the Laserfiche Conference this week, so she does not have anything to report this week.

Michelle

- An Estate Planning Class was held on Wednesday April 16th. There were 38 people in attendance.
- I received a scholarship from the CMCA (Colorado Municipal Clerks Association) that will help cover the cost of registration for the IIMC Conference I am attending in May.
- Hannah has taken on the job responsibility of payroll and is doing a bang-up job.
- Had a productive meeting on the Flower Sale Fundraiser. This fundraiser will benefit the Presbyterian Church and the Town's Senior Engagement Project. It is good to be involved in such a positive event.
- I appreciate all the help the Administration Department receives from the Community Development Department.
- A big thank you to James and Clayton for installing new outside lights at Town Hall. We appreciate the new look and the functioning fixtures.