



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

January 14, 2025

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

Hannah

- With a joint effort of many staff members, we were able to sell both Humvee's that have been listed for sale for a year!
- The audit process has begun! The online portal has been opened and documents are beginning to be gathered.

Allison

- I have been working on Food Truck License renewals for all of the food trucks that sell throughout Town.
- I have been catching up on transferring documents from 2024 into Laserfiche and creating new 2025 files to comply with our records retention schedule.
- I was able to order the ornament kits for the 2025 Mayor's Tree Lighting on sale and ahead of schedule. We will have plenty of shark, monster, and other critter ornament kits for this year's event!

Harmony

- I have been working on end-of-year items for payroll and court. I have also been working on boxing up files from 2024 and setting files up for 2025.
- I spent time working with Hannah to set up new payroll codes and updating insurance information for employees.

Michelle

- The Clerks have completed their passport acceptance agent certification for 2025. This certification needs to be completed annually, through training and an exam. Allison is our passport manager and agent, and Harmony and I are passport agents.
- Once again, our community was extremely generous this year. Enough donations were received to assemble 126 Senior Bags. I believe that in 2021 we delivered 80 bags, so this program is growing quickly. I cannot thank the town, community donors, bag sponsors, the Elbert County Artists Guild (ECAG), Elizabeth Piecemakers, Danette Swanson, the Elizabeth Fire Department, numerous volunteers, Town Staff, businesses, and churches that allowed us to have donation boxes at their locations. Recipients have been voicing their thanks and appreciation (some made me cry). I am so proud of this



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program and all the people it touches, not only the seniors in our community but also the volunteers and donors.

- The Senior Luncheon Christmas Social had 25 attendees. It was fabulous to see everyone enjoying themselves. They ate and visited for close to two hours. Marjorie and Jen have worked hard to build this program, and I am thankful the town supports such a wonderful program. Senior Luncheon has been set for the 3rd Monday in 2025. The number of attendees at the luncheon is growing each month.
- Included in the manager's reports are this year's Annual Town Lighting Contest winners. A gift card will be purchased from the winning business and given to the coinciding winner of the residential side of the contest.
- At Wreaths Across America on December 14th, Gayle Gardner, the President of DAR, said that the Elizabeth/Elbert County Community not only provided enough wreaths for the Elizabeth and Kiowa cemeteries remembrance events but there were also enough wreaths sponsored to provide Franktown Cemetery with 20 wreaths and 500 to the Fort Logan National Cemetery. What an amazing community we live in.
- I would like to get a short fun fact or bio from each Board Member. I plan to have this in our February Newsletter.