



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

March 25, 2025

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

Hannah

- While assisting Public Works with a request for invoices regarding the Well House, more documents were scanned and uploaded to Laserfiche or destroyed based on the records retention time frame.
- I have been updating the SOP for Finance for new and existing responsibilities. This will be made into a binder once complete for day to day tasks.

Allison

- Business License renewal letters will go out this week. It has come to our attention that some businesses need to be reviewed annually by Building/Planning to ensure code compliance. Others have not contacted Town to inform us of name and/or ownership changes. I have been working with Dianna to identify these businesses so that Building/Planning can contact them before we issue their renewed licenses.
- I have updated the Front Desk Notebook regarding water lien procedures. Over the last year and a half, I began sending these liens to the Treasurer to be added on as tax liens and I developed a more efficient way of tracking these liens. Now that I have streamlined this process, I have also added the details of it to our notebook.

Harmony

- As a result of the new digital accessibility laws, we are pulling most of our documents off our website as they don't yet meet accessibility requirements. Instead, we will be providing direct links to these forms through our Laserfiche Public Portal. I met with the different departments to help determine which documents were out of date and which documents can be removed from the website. By having these items streamlined, we are hoping to have a less cluttered, easier to navigate website. Once the new website is online, we can always add documents back once they are made accessible. We are in the final stages of design and information being transferred. I am hoping CivicPlus will have the new website online and running before the end of April.

Michelle

- In your packet I have included some information on SB25-001. This bill is in reference to changing the requirements for Municipal Elections. I have also provided the Colorado Municipal Clerks with a letter of reply to this proposed bill.



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- I have provided a separate Clerk's Report about the Town's Senior outreach programs.
- Three flyers are included in the packet. One is for the April Senior Luncheon, April Estate Planning Class, and the flyer for the EPD Citizens Welfare Program. These should be informative and interesting. If you would like to attend, please RSVP. The Senior luncheon will have a treat, Mother Clucker's are providing lunch. I do not know what the meal will be for the Estate Planning Class at this time.
- In your packet you will also find the Clerk's Office Mission, Vision, and Goal statements.