



June 11, 2024

**Town Clerk – Michelle Oeser**

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

Hannah

- Our annual property and vehicle/equipment audit has been completed for insurance purposes. Doing this yearly allows for accurate coverage and ensures vehicles, equipment, and buildings are properly documented.
- We are starting the budget process with department heads. They have received their department's packet, and we will begin setting meetings to get insight into their needs for 2025.
- There are now 3 complete years for AP records in Laserfiche!

Allison

- I attended a webinar on victim advocacy options that courts can offer. It focused mostly on victims of gun violence. It was very interesting.
- Passport days continue to be busy. We get customers from all over including Aurora and Centennial. Everyone who comes in is very grateful that we are providing the service and that we do it by appointment so that they do not have to wait in line.
- Michelle and I will be attending a Mock Jury Trial/Court training this Friday. I am quite excited to participate in this as Court is an area that I find greatly intriguing.
- Michelle and I will be hosting a table at CML for the CMCA New Member Committee next Wednesday. We will be offering information to those who are new to the Clerk world.

Harmony

- I've been busy working on website corrections and updates since our upgrade to Drupal 10. Our biggest loss has been the links for the audio for our board meetings. I found a temporary fix but I am diligently working with Phoenix on a long-term solution for conversion and proper links. MP3 is starting to become dated technology so we have to find ways to upgrade the audio that will meet current accessibility standards.
- HB24-1454 has passed and now gives municipalities a one-year grace period from liability for violation of accessibility requirements as long as the municipality is making "good faith" efforts to become compliant. We now have until July 1, 2025, to meet the standards. Instead of scrambling here at the end, we are now ahead of the game. I am still moving forward diligently with Allyant to get us compliant sooner rather than later. I have placed an accessibility statement on our website and continue to work on our accessibility plan.
- All CommonLook licenses that were received have been installed on employee computers. Our next steps will be to start the training modules so employees can get to work on making documents meet the accessibility requirements.

## Michelle

- Last week Mayor Payne, Patrick, and I represented the Town at the Annual Castle Rock Senior Life Expo. It was another great turnout and a wonderful experience to share the positive things happening in the Town.
- The first Senior Education Event was such a success that we are moving forward with more educational opportunities in June, July, and August. I have included a flyer for the next event.
- In your packet you will find the 2024/2025 Student Liaison application sent to me by the High School Principal. This is the earliest we have ever had an application. Mr. McClendon (principal) highly recommended Landon for the Student Liaison to the Board.