

Town Clerk / Treasurer Report – March 2026

In addition to my routine tasks, March continued to be very busy.

ELECTIONS - The upcoming election has consumed a large extent of my time. We addressed and sealed ballots on March 11th, we mailed out the ballots on the first allowable day March 16th, and we held our Election Judge training on March 24th. We have 5 confirmed judges, which is an ideal number for election day. We have come across some issues of Town residents not being included on the Town's voter registration list and have worked with the county to remedy these addresses. We have started to receive ballots back and have received about 30% of the ballots. Election Day will be on Tuesday April 7th, and I will have the office open from 7am – 7pm. The judges will be verifying and certifying ballots from 1pm ~ 9/10pm.

CMCA Audit Committee – I am serving on the CMCA (Colorado Municipal Clerk's Association) Audit Committee for the 2025 Audit. We have been reviewing the monthly financials, confirming supporting documentation, and supplying suggestions for future Audit Reviews. We will be meeting as a committee on April 2nd to review our findings and are required to have the CMCA audit wrapped up by May 31st.

LIQUOR LICENSE RENEWALS – We have had several liquor licenses this month, including receipt of my first new application for Summit at 130A Bluff St. We have also received completion for the modifications to Climb & The Bar liquor license and are now processing their renewal. We are posting the 10-day notice for the Colorado 150/National 250 Celebration Event Permit scheduled for Aug. 1st, and are waiting to hear back from the state on the Music & Wine's SEP on Sep. 19th. We also have SEPs in the works for the Chamber of Commerce's summer events including 4th of July celebrations and Bingo Nights.

DEPUTY CLERK – Tina recently got promoted to start taking on additional roles of a Deputy Clerk, which should help alleviate some of my workload. She will start taking on the key role of Utility Manager and continue as the lead Records Custodian. I will be working closely with her in April to train her more extensively in these areas and start introducing her to responding to CORA requests, and additional correspondences.

Cash Receipting – Total \$107,512.31

Utility Payments : \$71,033.87

Sales Tax Distribution (Jan) : \$27,244.88

Bills Payable, March 4th : \$13,202.03

Bills Payable, March 18th : \$57,617.79

Payroll Mar. 4th, 2026 : \$17,505.42

Payroll Mar. 18th, 2026 : \$16,135.71