

## **Deputy Clerk Report April 2026**

Congratulations to all our new and standing elected officials!

The month of April has been busier in the office with the election wrapping up, water well issues, increasing office traffic and phone calls along with further familiarizing myself with daily duties under the supervision, guidance, and patience from Christina and Lex.

I am becoming more comfortable with navigating Caselle, utility management and billing procedures. We have added a new check scanner to the office that will make cash receipting and deposits more efficient and convenient...at no charge to the Town! I have added bank account monitoring to my daily activities along with digitizing and properly filing current ordinances, resolutions, minutes, and agendas, and assisting with publishing notices.

Website monitoring and maintenance have been a priority, as well as ensuring the HPC and citizens can easily access Architectural Surveys and HPC Guidelines with hopes of eliminating confusion and creating a more user-friendly platform. This will be an ongoing project for the foreseeable future.

Also of high importance is the ongoing records management project; scanning, organizing, and filing Town records in Revver according to Colorado Municipal Records Management Retention Schedule, and maintaining accurate records of files that are destroyed or digitized as these will be reported to the State. All our existing records of minutes, resolutions, ordinances, agendas and other permanent records are in the process of being digitized, rebound, reorganized and stored in the file cabinets within the jail cell.

Additional tasks including special research requests, the Colorado 150 Celebration, the community clean-up project, as well as assisting coworkers as requested and responding to inquiries from the public are ongoing.

I look forward to attending meetings, learning my role as Clerk of the Board of Trustees, and continuing to work with the entire Town staff, Board of Trustees, and the Mayor of Lake City!