



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

February 25, 2025

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

Hannah

Allison

- I have taken a couple of extra passport appointments to help people out.
- I have been working on updating utility accounts in Caselle for better accuracy.
- I learned how to flag people for collections and send their information to the collection agency for Court.

Harmony

- I worked on making sure some instructions and operating procedures were still up to date.
- I found some old files that weren't stored where most other files are located. I am currently scanning, destroying, or storing as applicable.

Michelle

- I have been studying up on and reviewing liquor licensing rules. We have had some new inquiries come in that we have not worked through before.
- The Elizabeth Police Department and Public Works will be participating in the Elizabeth School District Job Fair on March 8th from 8 am to 12 pm.
- I had the opportunity to meet with the Pines and Plains Director Susan Bryne, Library Manager Sarah Colemand, and Kiowa/Elbert Library Manager Kim Miller to discuss working together. The library would like to work together on building our senior programs/outreach for the town and libraries in Elbert County. It was a productive meeting, and we are all working towards outreach and expanding senior opportunities to our community.
- Thank you to those that have already given me your food orders for the Board Retreat. For those that haven't please let me know what you would like me to order for you.
- I would like to know if the board would like me to set up individual and a group picture to share on our website. This has been done in the past and turned out well. With all the seats being filled this would be a good time to have photos taken. I would like to know what the board thinks about this.