



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

May 13, 2025

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

Hannah

- While still not a pro like Michelle or Harmony, I have been doing payroll for a couple of payroll periods now.
- I have continued to work with the school district on the Fuel IGA details. We now have all our employees set up in the system with their own Employee ID's and PIN's. I am creating something employees can keep on them, or in their vehicles that will help them to remember the first couple of months.

Allison

- We only have about 31 businesses left that still need to renew their business licenses. Delinquent notices have been mailed out to those businesses. I am also contacting food trucks which have registered with the County to find out if they are planning to do business in Town, which would mean they will need a Food Truck License.
- Watering schedules are set to begin June 1st. Notices to residents with schedule calendars will be mailed out this week. Not much has changed other than the times to water are before 8am and after 8pm.
- I have been working with fellow members of various CMCA committees. I drafted a proposed process for the Legislative Committee for communication between CMCA and CML, as well as between different CMCA committees. I continued work on a Municipal Clerk survey for the Education Committee and will be creating a "Short Shot" on New Clerk Orientation.

Harmony

- I had a fantastic time at the Laserfiche conference. This conference is always jam packed with information and classes to help us utilize this software to its full potential.
- The new website is LIVE! It is finally nice to see it up and running and not just talked about. I hope you have had the opportunity to explore the new format. Our next major step is to have an audit done to make sure we are meeting all of our digital accessibility requirements.
- The clerk's office is actively in our training mode for the new agenda management program. This new program will integrate with our new website and be more in line



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with the digital accessibility laws. We expect this should be implemented and in use within the next couple of months.

Michelle

- This year's Town Neighborhood Block Parties are scheduled for June 11th, July 16th, and August 13th. Locations to be announced. Please mark your calendars. We are going to integrate a bit of the Town's 135th Birthday with the addition of cake and balloons. More information will be coming soon.
- April 16th was an Estate Planning Class, there were 40 people in attendance. People really appreciate the town supporting these classes. Foxes Pizza provided pizza for dinner.
- On April 21st the monthly Senior Luncheon was on the History of Elizabeth. Bob and Lynn from the Historic Advisory Board did a fantastic job! Mother Cluckers provided lunch to everyone, as well as presenters, speakers, staff, fire fighters, and sponsors. There were 39 people in attendance, this was our largest crowd yet for a Senior Luncheon.
- There were 41 new cases, 2 continuous, 2 pre-trials, 7 reviews, and 1 show cause on the May Court Docket.