



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

April 8, 2025

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

Hannah

- Allison and I have been asked to attend user groups hosted by InvoiceCloud in the Denver area to help other municipalities better understand their program. We have also had phone meetings with other cities/towns to answer questions from a user to user perspective.
- With the most recent pay estimates for the Main Street Streetscape project from contractors, Community Development and I are able to complete all the reporting for the grants funds and close them out!

Allison

- Dianna and I have updated the business license renewal letters to include some questions and notations from Planning/Community Development. This should help us track changes within Town businesses more accurately.
- I continue to take accessibility trainings. The modules are getting longer, more in-depth, and more useful as I go.
- I have completed the vetting process, and the Town is now eligible for donations through Blackbaud for this year. This organization is linked with Black Hills Energy. It is how we received the donation for the Mayor's Tree Lighting from Tall Grass last year, which was used to help supply the ornament kits for the Elves' tent.

Harmony

- The new website is slated to launch on Friday, April 11th. During this process, the Town website may periodically be unavailable.
- I am happy to have received my GARA certification through the National Association of Government Archives and Records Administrators (NAGARA.) This achievement exhibits my ongoing commitment to managing and caring for the Town Records to the best of my ability.
- I will be out of the office the week of April 14th attending the Empower Laserfiche conference in Las Vegas. I was able to obtain a scholarship once again through our Laserfiche provider, MCCi, to offset some of the expenses. I come back from this conference with lots of information and new ideas for utilizing our program to its fullest capabilities. I appreciate the Board's ongoing support of training for its staff.



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Michelle

- Spring is here and summer is coming up on us (which I personally am very happy about), and you may notice Staff in and out over the next few months enjoying time away.
- Staff will be attending training, conferences, and Clerk's institute.
- The screen for the movie night has been reserved. The past couple of years we have had special sugar cookies made to hand out at the event. Would the Board like to do this again?
- The date for the Town's Birthday Bash / Movie night has been changed to **Friday September 19th**. The screen we requested was not available for the 20th. This should still be a fun family night event.
- The April Court Docket was set with 48 arraignments, 1 continuance (warrant served), 8 reviews, 1 show cause, and 3 trials. This number does not include traffic tickets that were paid prior to the April court date.
- I am working on learning Canva, a user friendly online graphic design platform. I am hoping I can create a more professional-looking newsletter as well as future flyers.