



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

October 8, 2024

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

Hannah

- I had a virtual meeting with Invoice Cloud to finalize the presentation for the Caselle Conference in a week. This will hopefully help other municipalities reconcile 3 modules. Invoice Cloud is reimbursing all costs for me to attend with them.
- I was able to brush up on front desk duties a morning last week. While it was busy, I learned a lot and was able to help with the reconciliation.

Allison

- Allison was out ill when publishing the packet, so she does not have a report this time.

Harmony

- I enjoyed my vacation and took the time to refresh and come back ready to tackle the work.
- I spent time on a couple of calls with Michelle regarding the new website. We will be scheduling time with the engineers to get the project started.
- I took some more training on the CommonLook remediation software to get comfortable with its features relating to lists and links in PDFs.

Michelle

- The Elizabeth Birthday Bash / Movie Night will be held at EHS. An FM transmitter will be available to enjoy the movie inside or outside of your vehicle. You should be able to enjoy the movie inside your vehicle, in the bed of your truck, or bring a lawn chair! Blankets and other comfy items are encouraged.
- I will be reaching out to the Castle Rock Senior Center Directors to get some information on developing policies and procedures for the Community and Senior Center. This will help when applying for future grants.
- Town Hall Staff will be participating in the Homecoming Parade again this year. It is fun to decorate our float and be a part of the excitement.
- The Board has a space at the Boo Bash scheduled for October 26th. The chamber website shows it is from 10:00 am to 3:30 pm. I am unsure if you would like to do shifts or cover the entire day as a group.
- The Regularly scheduled November 26th Board Meeting has been moved to November 21st. This is due to the 26th being in Thanksgiving week.