



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

March 11, 2025

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

Hannah

- I have been recreating financial documents to make them more accurate for accessibility scans
- I have sent over all vehicles FOB numbers and employee numbers to the school district for the fuel software. This will allow for better tracking on financials.

Allison

- I have started training on creating accessible documents in Word.
- I took a "Train the Trainer" webinar for putting on Court trainings.

Harmony

- Work is continuing on our new website. We are taking the time to clean up documents from the old website before transferring all the information to the new site. I have also been meeting with the different departments regarding website layout and accessibility requirements.
- Michelle and I will be meeting with representatives of CivicPlus to start implementing our new Agenda Management program. We are hoping to have all the steps in place so it will integrate seamlessly with the new site.

Michelle

- Lunch orders were made at Catalina's Diner. They will be delivered between 11:45 am and 12:00 pm. There will be coffee, snacks, water, and soda available for your retreat.
- The town's yearly audit will be the week of March 24th. Hannah has been working with the auditors since the beginning of the year to make sure they have all relevant documents.
- Patrick, Alex, Dianna, and I have participated in two interviews with prospective applicants for the open Community Development Director position.