



# TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

February 11, 2025

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

Hannah

- I was able to meet with our bank rep for ColoTrust. It was an insightful meeting and helped to plan for budgeting and processes.
- Year-end processes have been finalized and we can now move our system forward into 2025!

Allison

- I have obtained a private QR code for bill payments from Invoice Cloud. Customers can now scan our code and be brought straight to the payment portal to pay invoices, permit fees, tickets, etc. from anywhere. I have added the QR code to the newsletter and am working on putting it on water invoices. I also made cards for PD to hand out with tickets and for the Clerks to give customers to pay Court fines.
- Passport mornings continue to be full with applicants preparing to go on spring break and summer vacations.

Harmony

- This time of year has been a little bit slower. It is allowing me time to catch up on scanning documents and putting items into Laserfiche. I have also been catching up on making documents accessible.

Michelle

- The Board Retreat has been scheduled for Saturday March 8<sup>th</sup> from 8 am to 4 pm. The retreat will be held at 634 S. Elbert Street. Lunch will be ordered from Catalina's Diner. Please review the menu provided and let me know what you would like to order for your lunch.
- A new restaurant/bar is opening in Elizabeth on February the 8<sup>th</sup>. The Elizabeth Kitchen and Bar will be located in the old Full Moon Saloon location next to Safeway.
- The February Court Docket was the largest docket we have had since I have been with the town. There were 41 arraignments, 2 continuances, 9 reviews, and 1 show cause.