



Nancy's Dotings

Every year the month of May never ceases to amaze me. And this year was no exception! We saw snow, sleet, rain and several sunny, warm spring days. I thoroughly enjoyed the three-day Memorial weekend. I had time to catch up on yard work and even managed to (semi) clean my garage! That was long over due!

Mary Whitley and I spent some of our May Days in classes learning about new election laws. May 5th through 8th, the Secretary of State hosted a HAVA Conference for all of the Colorado County Clerks. Then May 16th through the 21st, we attended classes at Auburn University in Alabama sponsored by the Election Center. Auburn University is located in Auburn, Alabama, which is about 100 miles southwest of Atlanta. I appreciate our beautiful Colorado weather even more after a week in the muggy, hot South!

Our Election staff has grown from 12 ½ staff to now include 10 temporary contract employees. I expect this number to increase even more as we approach the August 10th Primary Election date.

I am pleased to announce that our new Aurora Motor Vehicle Office location has now been confirmed at 490 S. Chambers Rd. If you get a chance, drive by and have a look. Build out will begin as soon as the architect plans have been approved. Moving date is anticipated around mid-November. Donna, Kent, Cheryl and I are pleased with the additional parking and expanded office space the new location will provide.

On May 25th, I had the pleasure of lunching in my office with eight

employees. I enjoyed hearing about lives and important events of those who attended. It is amazing to learn just how many have grown up on a farm or moved to Colorado from another state or were "hired" by Marjorie Page years ago! I would like to encourage staff who have not yet signed up for a lunch to please do so. I'd love to get to know everyone better.

Although we are gearing up for two major elections, planning a move to a new Aurora office, implementing e-recording, revising budgets, and recording many meeting minutes, my hope is that everyone can take some time to enjoy our beautiful Colorado summer. We are fortunate to live in a beautiful part of the country---Happy Summer! And thank you for all you do.

Nancy

EMPLOYEE OF THE MONTH



This month we would like to recognize **Barb Van Dyke** as the Employee of the Month. Barb was nominated by several of her peers who feel she is the heart of the Littleton MV office. Barb data enters most everyone's work, keeps the title work in order, finds missing papers, takes many phone calls every day and completes many other duties. She is the sweetest person in the office! Congratulations, Barb!

"Life is 10 percent of what happens to me and 90 percent of how I react to it."

-Coach Lou Holtz

Motor Vehicle

Kent Lester and his family recently participated in a fundraiser for Newborn Hope by walking down a fashion runway sporting the newest spring clothing.

Newborn Hope was started by Zoya Miller in 1973 after a friend's infant died shortly after a premature birth. Since then Newborn Hope has raised \$3.3 million to help prevent premature birth and to treat babies who are born early. Hanna Lester, 4 years old, was born at 28 weeks and weighted 2 pounds. Her sister Taylor, now 2, was born at 30 weeks and weighed in at 1 pound, 11 ounces.

The money raised from the fashion show is used to educate medical personnel and at-risk mothers.

Peggy Pearson began working for Marjorie Page, Arapahoe County Clerk, in 1990. Peggy was trained in the Aurora office to answer phones, as a cashier and as a counter clerk. She also was trained to issue marriage licenses and process voter registrations.

Peggy will be retiring from the Clerk's office on June 18th. She and her husband Paul intend to drive to Alaska, Arizona and Wyoming, do some fishing and spend more time with their grandkids. Peggy is also going to help her husband clean out their "Monster Garage" where they keep their Model A and other classic cars.

Peggy, we are all going to miss you. We wish you the best!

CLERK TO THE BOARD

The month of May was very exciting for the Clerk to the Board Division. We scanned 25,867 pages and clerked 15 hours 23 minutes of meetings which took 46 hours to transcribe.

We were also introduced to AIIM International (Association for Information and Image Management) and ARMA (Association of Records Managers and Administrators). These are networks made up of vendors, IT professionals and end users that work with information management including electronic records, scanned images, email, etc. This exciting new technology has been around since the early 1970's but has expanded tremendously in the last few years.

It is imperative that the Clerk's Office keeps up with the industry, therefore it is important to participate in seminars and meetings hosted by AIIM and ARMA. These meetings include product demonstrations from vendors such as Fujitsu, Kodak and IBM, and lectures on topics such as security, retention and regulations, just to name a few. All these issues have a direct impact on Arapahoe County, which is known as a cutting-edge leader in this field.

We would also like to welcome the Treasurer's Office into our scanning family. Soon we will be scanning bankruptcy documents for the Treasurer and working closely with Debbie Smith, Linda Hammell and Darla Turley.

Don't forget to visit us on the County's website! The Clerk to the Board Division now has its own link under the Clerk and Recorder with information on Clerk to the Board responsibilities and links to County ordinances and meeting minutes.

BOOKKEEPING

Since the first of the year new procedures have been implemented for collecting taxes for Arapahoe County, Centennial and Sheridan. As a result, the Bookkeeping Division has been very busy checking records and deciding the best way to separate the use tax from the sales tax.

Alisa Stine has taken on this additional responsibility and has done an excellent job trying to get Bookkeeping up to date. She has been working with the IT Departments from the State and Arapahoe County as well as the branch offices to find

and correct errors. Thank you, Alisa, for your commitment and a job well done.

We have also re-aligned our schedules to eliminate overtime and still have the division staffed after the County closes for business in order to support the Motor Vehicle Division.

RECORDING

The Recording Division recorded and processed 18,563 documents in May and issued 366 marriage licenses.

While performing our regular duties, the Recording Division has been very busy with new projects this month. With the help of the Information Technology Department, we have been working with the Assessor's Office to electronically send the information we index. A lot of the same information is presently being keyed in twice, and, since we already have the information when the documents are recorded, it will be more efficient and cost effective for the County.

On July 1, 2004, the Colorado State Department of Vital Statistics will require a change to the marriage license application form. We are working with our vendor to electronically submit that information. It will save a lot of programming changes because we will not have to develop a new form.

We are also in the process of submitting an application to become a passport application acceptance facility. The Recording Division will be able to submit passport applications for Arapahoe County residents.

"The worst mistake a boss can make is not to say 'well done'".

-John Ashcroft, US Attorney General

ELECTIONS

Colorado has **two major** political parties, (Democratic Party of Colorado & Colorado Republican Party), **seven minor** political parties (Green Party of Colorado, Natural Law Party of Colorado, Libertarian Party of Colorado, Colorado Reform Party, The Pro Life Party, American Constitution Party, The Gun Owners' Rights Party) and **one qualified** political organization (Concerns of People).

The Election Division has been restructured for this Presidential election year – we have three supervisors overseeing the department. Brad Barkey is supervising the absentee voting process as well as assisting with voter reports, web site updates, public relations and forms. Merry Fix is overseeing the precinct/polling locations and hiring election judges. Cynthia Ponzio is managing voter registration, assisted living absentee voting as well as early voting, and helping with voter reports, web site updates and forms.

The absentee application form sent to all active registered electors is being returned "en masse" from the voters in Arapahoe County. So far, approximately 40,000 absentee requests have been returned to our office.

Have you ever wondered why Arapahoe County has a ten-digit precinct number? In 2002, the State Legislature passed a bill creating a precinct numbering system used by all counties in Colorado. The ten-digits represent the following district information:

The 1st digit is the Congressional District, the 2nd and 3rd digits are the Senate District, the 4th & 5th digits are the House District, the County is represented by the 6th & 7th digits, and the last three digits are the Precinct number. However, in Arapahoe County, to further clarify district information, the 8th digit of the precinct number in Arapahoe County represents the County Commissioner District and the final two digits represent the precinct. Therefore, if you reside within Precinct 1260103101, your Congressional District is 1, your Senate District is 26, your House District is 01, Arapahoe County is 03, and your three digit precinct number is 101. Remember, the 1 represents your County Commissioner District and 01 represents the precinct within that Commissioner District.

The Primary election is August 10 – less than 10 weeks away! Colorado has a "closed" Primary, which means that only registered Democrat and Republican electors may vote at the election. An elector who is unaffiliated may affiliate with one of the parties on Election Day by completing a change of party form at the polling location or the office.

The last day to register to vote for the Primary election is Monday, July 12, 2004.