



### Nancy's Dotings



I can honestly say that life as a County Clerk is never dull! Since the first of the year we have been busy with the remodel of our main office, developing our plans for the upcoming elections, preparing for the opening of a new Driver's License office in Aurora, implementing a new Recording system, and following legislation.

We are very happy with the new paint and carpet in our office. It afforded us the opportunity to really clean out the cupboards and drawers and recycle a ton of paper! Thanks everyone for your cooperation!

We helped the Town of Bow Mar and the Town of Columbine Valley with their elections in April. Early in May we will be assisting South Suburban Park and Recreation District with their election. We are busy planning for the Primary Election on August 10<sup>th</sup>; it will be an all mail ballot election.

Plans are still underway for the new Driver's License Office at Altura Plaza. The Clerk's Office was located in that building years ago and now we are headed back there. We expect that location to be very busy when we open in August / September.

**Sandie Short** and her team have worked diligently on the new Recording system, Oncore. Processes are running smoothly now thanks to everyone for changing their work procedures. Our success was due to everyone working together which resulted in a very successful new system implementation.

The County Clerk's office is always impacted with numerous pieces of legislation each year. I feel we must move forward very carefully and need to take enough time to consider all ramifications of any bill that would

dramatically change the way elections are held in Colorado. I'll keep you posted on enacted election legislation and how it impacts voters.

Once again I want to thank the entire staff for their continued dedication to giving the best customer service possible to our citizens. I feel a great sense of pride when I hear, so often, of your professionalism and courtesy to our customers. *Nancy Doty*

## ELECTIONS

On take your child to work day we helped approximately 50 children vote both on a paper ballot, which they got to keep, and on an electronic voting machine. The visitors voted for their favorite entertainers, TV shows, zoo animals and toys. Results are posted on [www.arapahoevotes.com](http://www.arapahoevotes.com) so they can see how the overall group voted.

Colorado joined a growing number of states that allow voters to register on line if they have a state driver's license. We expect in the long run this will save the County time and money.

Preparations are underway for the August 10 Primary Election that will be an all mail ballot Election, and for the November 2 General Election which will be a polling place Election. Voting Systems Manager **John Vicino's** crew at the Warehouse is working to perform needed maintenance on the 1200+ voting machines that will be used in the November Election. On line applications for Election Judges are available on our website. *Al Davidson*



## Motor Vehicle

The Department of Revenue has announced that the 10 year driver's license renewals will begin expiring in July 2010. There are over two million 10 year licenses along with the 5 year licenses that are also expiring this year. We are preparing for a very busy year, in both the Littleton and Southeast Offices, with the increased number of driver's licenses that we will be renewing. *Donna Larson*



## RECORDING

April was a very busy month for the Recording Division. We have been busy cross training on our new recording system and learning new things everyday. We have also taken on a new project to convert our microfilm to digital images. This very big project will be done in phases. The first phase will be to convert the film that dates back to June of 1979. That will enable our customers to search back 31 years on the computer and get copies without having to pull film. This will save so much time and effort for both our customers and our staff. **Aurora Duncan** has also redacted the social security numbers for five years in just a few months. We estimate she will be able to have all of the social security numbers redacted back to 1996 by mid summer. Our customers will be able to search more documents from the convenience of their home. We are very excited about the new things happening in our division and we will keep you updated on our progress. *Sandie Short*

*"A hot dog at the ballgame beats roast beef at the Ritz."  
Humphrey Bogart*



Several customers have commented about employees' excellent customer service and professionalism. Thank you **Eric Steffan, Karen Townsend, Kristi Anderson, Nikki Young, Disa Medlock, Toni McClain, Carol Rains, Rita Shaw, Sarah Kirkpatrick, Angie Bartlett, Lucy Colmenero, and Vern Demoray** for going above and beyond for Arapahoe County citizens! Your extra effort is appreciated!

## Social Committee

The Social Committee has several upcoming events planned. Please mark your calendars to join in on the fun!

May 11 <sup>th</sup>	Snack Day
June 15 <sup>th</sup>	Snack Day
June 21 <sup>st</sup> -25 <sup>th</sup>	Book Exchange
July 13 <sup>th</sup>	Snack Day
July 20 <sup>th</sup>	Ice Cream Social
August 24 <sup>th</sup>	Summer Picnic

*The Social Committee*

## Clerk to the Board

In March staff scanned a record 50,162 pages into Document Management and in April the division scanned 49,980 pages.

Upcoming S.A.F.E. classes are May 20<sup>th</sup> at 11:30 a.m. and June 17<sup>th</sup> at 12:00 p.m. Both classes are being held in the Risk Management small conference room on the 4<sup>th</sup> floor. Employees should attend these classes on their lunch hour or take leave time. Attendees will receive one credit toward a meeting and one credit toward a training session. There are only five, department-sponsored S.A.F.E. classes left before the end of the award year!

*Terri Maulik*

*"If everyone is moving forward together, then success takes care of itself." Henry Ford*



## Employee of the Month



The April, 2010 Employee of the Month was awarded to **Carol Rains**. Carol has been an integral part of the Clerk and Recorder's office since 1992. She started as Election Support and in March, 1993 transferred into the Recording Division, where she made a home. Ms. Rains has always made service a priority. In 1994, Ron Rakowsky (Greenwood Village City Counsel) wrote a letter to Margie Page and said that if a new County had been formed, in which he was elected the County Clerk & Recorder, Carol Rains would be his first hire! Over the past year Carol recorded a majority of the documents received in her division. She cashiered over-the-counter transactions and issued marriage licenses. Carol has performed nearly every job in her Division. In addition, she faithfully provides assistance during election time. Carol announced her decision to retire, effective June, 2010. She plans to relocate to Boise, Idaho and spend quality time with her family. Staff agrees that Carol is an incredibly deserving employee and that is why she was awarded the April, 2010 Employee of the Month Award. Good luck Carol! You will be missed!

The May, 2010 Employee of the Month is **Pat Flanagan**. Staff wrote, "Pat has always been of assistance no matter what the circumstances. For her, there is no task too great or too small, from stuffing envelopes to computer training. In fact, Pat has excelled in every opportunity presented to her, including marriage licenses, passports, cashiering, public room attendee, and recording. She has even ventured over into Elections, where she has been trained on many aspects of Score. Pat is not only talented but a delight to work with. No one would expect anything less from the grandmother of Dorothy from OZ (now known as Cinderella)."

Thanks to both of you for your hard work and dedication to excellence of service!

## Safety Spot



Tornado season is upon us. Do you know where to take shelter? Clerk and Recorder employees that work in the Administration Building have two designated safe places. If you are in the Motor Vehicle, Elections, or Recording area, when a tornado warning sounds, seek shelter in the **East Hearing Room**. If you are in the Clerk to the Board or Bookkeeping area, take the stairs down to the **garden level** and move towards the south side of the building into a hallway, restroom, or other room that does not have windows.

Each Emergency Response Team (ERT) member will have a radio and can notify the ERT leader that all employees, in his or her area, are accounted for.

Employees at the Southeast Branch office should go to the lower level break room or restrooms. Employees in the Aurora Branch office should seek shelter in the break room, towards the back of the office. Employees in the Byers office should retreat to the break room.

If you have any questions, please feel free to contact **Terri Maulik** or **Joleen Sanchez**.

*Joleen Sanchez*



## Bookkeeping

The Bookkeeping Division is responsible for verifying, recording, and reconciling the previous day's financial activity. The branch offices place their financial information in the County SAP accounting software, and the Littleton office verifies and checks all activities, as a whole, for the Clerk and Recorder's Office. The Aurora, Southeast, Byers, and Littleton Branches work closely to deliver timely, complete, and accurate information. The reported data is verified and processed by the Treasurer and Finance Departments. I would like to personally thank all the reconcilers, cash administrators, and managers involved. Because of your spirit of cooperation, we have a outstanding and smoothly ran operation.

*Kathleen Dichter*