



Nancy's
Dotings



It seems that almost every time we open a newspaper or turn on the radio, we are made aware of the budget problems in our country. With the federal debt at the record high of over \$14 trillion and the State facing a deficit of nearly a billion dollars, there is much concern about government finances.

Due to the public's concern about government finances, I would like to explain how the Clerk and Recorder's revenue and expenses fit into the bigger picture of our County's budget. While our office collects over \$116 million in fees and taxes, the revenue that actually remains in the County's budget is projected in 2011 to be \$10.129 million. That is no small amount! The majority of the revenue is collected through Motor Vehicle and the Recording division collects most of the balance. The revenue we receive is substantially regulated by state law.

The Clerk and Recorder's expenses in 2011 are projected to be \$8.878 million. Salaries and benefits compose the largest portion at \$6.647 million for 118 Full Time Employees. In comparison, the 2010 expense budget was \$11.59 million. The decrease of nearly \$2.3 million is largely due to the difference in elections from year to year. In 2010, we had a primary mail ballot election in August along with a polling site general election

in November. In 2011, the budget includes only one mail ballot election in November.

Because revenue exceeds expenses, this department contributes to the county's general fund for purposes such as roads and bridges, water and wastewater projects, law enforcement, capital projects, and on-going operating expenses.

Service First is our guiding principle and I am proud to say that this staff is fiscally responsible while consistently meeting our customer needs. Our office can be proud of the role it plays in making Arapahoe County an envy of other counties because of its fiscal responsibility. It's a great place to work (and live).

Thank you for all you do. Together we can be assured that we'll meet or exceed our budget plan while still meeting, and perhaps even exceeding, our customer expectations.

Nancy Doty



People rarely succeed in life, unless they have fun at what they're doing.
Dale Carnegie



ELECTIONS

The Elections division is embarking on an exciting mission. Since it appears our preference of conducting the 2012 Presidential Election as an all mail ballot election is not an option, Arapahoe County is moving toward establishing "Vote Centers". Vote Centers are strategically located sites, throughout the County, where voters can cast their ballots. Arapahoe County will require approximately 30 vote centers as opposed to 197 polling places. Vote centers will save the County money, effort, and time. Further, vote centers will give our electorate options of where to vote and not limit them to voting strictly at their polling place. We expect to see many voters casting ballots nearer their workplace. Elections is also preparing for a transition to provide future election services in Spanish. Due to the results of the 2010 census data, Arapahoe County will be required to conduct all future elections in both English and Spanish. Never a dull moment in Elections!

Al Davidson

Clerk to the Board

Did you know **Nancy A. Doty** is the *official* Clerk to the Board, pursuant to Colorado Revised Statute? However, given the enormous responsibilities of the Clerk and Recorder an Assistant Clerk to the Board is designated to attend meetings on her behalf. The Clerk to the Board's primary duty is to capture public record for historical preservation. The division staff does this in a number of ways. We record public meetings, provide written summary minutes, and scan and upload these items into Document Management. In

addition to clerking public meetings, the Clerk to the Board has become the central scanning site for Arapahoe County. We assist various departments, in preserving their history, by converting paper records into electronic images. Electronic documentation has become the preferred method to store and access records. Old documents that were once stored in boxes at the warehouse, are now easily accessible by computer. In 2008, the Clerk to the Board scanned a total of 305,472 pages into Document Management. In 2010, the division scanned 795,890 total pages for the County. As you can see, electronic documentation is gaining steadily in popularity. Further, ease of access to historical information allows Arapahoe County to continue to be "First in Service!"

Terri Maulik

Bookkeeping

Bookkeeping is pleased to announce the addition of **Jaime McCall**, Cash Administrator II. Jaime comes to the Clerk and Recorder's Office with over 13 years of credit union and banking experience. Welcome Jaime!

Kathleen Dichter

RECORDING

Recording is pleased to announce **Sheila Palermo** as our new Recording Supervisor. The Recording Division is moving in a new direction in 2011. We will provide more cross-training for staff, which will enhance efficiencies and offer improved customer service. Oncore was implemented nearly a year ago and has allowed Recording to change the workflow process and work smarter. Recording's big project for 2011 will be to convert microfilm to digital images. This conversion project will give our

customers the ability to view older documents online. Customer service will improve greatly as patrons will no longer be required to come into the division to obtain copies of public record.

Sandie Short

KUDOS

Several customers have commented about employees' excellent customer service skills and remarkable professionalism. Thank you **Karen Townsend, Angie Bartlett, Cecil Thompson, Larissa Ferrel-Nakayama, Sheri McGaha, Terri Maulik, Gail Stumpo, Debra LaMarine, Alisa Stine, Joshua Stenger, Nikki Young, Jeni Whitley, and Suzan Wilkins** for going above and beyond for Arapahoe County citizens! Your extra efforts are appreciated!



Motor Vehicle

Arapahoe County is in the process of purchasing the Lima Ridge Professional Center located off Lima Street, two blocks south of Arapahoe Road, in Centennial. The 8-building campus will be home to Arapahoe/Douglas Works!, Public Works and Development, the **Clerk and Recorder's Southeast Motor Vehicle Office**, and the Open Space division by this summer. **Victoria Krupke**, Deputy of Motor Vehicle, is working closely with the State and staff to coordinate this move.

Employees of the Month

Aurora Duncan was recognized as the January, 2011 Employee of the Month because she exemplifies the meaning of what it is to have a strong work ethic. Aurora consistently goes above and beyond the call of duty by completing her primary duties while offering regular support to both the Clerk to the Board and Motor Vehicle Divisions. Aurora has a ready smile and a generous heart. She spent her own money and time creating a memory book for retiree, **Carol Rains** and provided snack donations to another retiree who didn't even work in the Clerk and Recorder's Office. Aurora has a wonderful ability to multi-task and stay focused. Congratulations Aurora!

The March employee of the month was awarded to **Alice Jackson** who has been with the Clerk and Recorder's Office for 10 years. During this time Alice has become extremely knowledgeable in most areas of her Department. Her knowledge and expertise, along with a desire to be of assistance to the staff and customers, makes Alice an extremely valuable employee. During the past few months she has accepted additional duties and demonstrated great competence in these tasks. Alice's professionalism and work ethic is admired by the public and her co-workers. We are proud of Alice and the contributions she makes to the Arapahoe County Clerk and Recorder's office and the citizens she serves.

Thanks to Aurora and Alice for their hard work and dedication to excellence of service!



The time is always right to do what is right.
Martin Luther King Jr.