



OFFICE OF COUNTY CLERK and RECORDER

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COUNTY CLERK AND RECORDER'S OFFICE UPDATE 1st Quarter - 2017

Motor Vehicle Department:

For the first quarter of 2017, the motor vehicle department processed a total of 30,854 transactions which included titling, handicap placards, registration renewals and address cleanup! March seems to always be our busiest month, looks like folks purchase new vehicles when it comes tax time and the weather gets warm! Staff has been busy creating informational brochures which provide detailed information regarding several different motor vehicle processes, from what to do when losing your title to a vehicle, to a salvage vehicle process, to information about the privacy act! We now have a rack of great brochures for the public to access! Some fun facts, did you know there are approximately 45,000 vehicles registered in Morgan County and the average age is 14 years old!

We are sad to see Adam Brungardt moving on to another chapter in life; he will be greatly missed, so that leaves us with an open position in the Motor Vehicle Department. As of this report, we have had a good deal of interest shown in the position, so that is promising!

Motor Vehicle staff has been learning the recording process and assisting with historical document clean up which has helped move that cleanup process along much quicker! Election department employees have assisted the motor vehicle department on days that we need additional staff to keep our lines moving quicker which has been much appreciated.

Recording Department:

For the first quarter of 2017, the recording department has been very busy recording public documents! A total of 1,462 documents were recorded into the Tyler system and 32 marriage licenses were issued! Election staff has assisted as backup when we have needed a set of "extra eyes" for proofing and translating! Informational brochures have been created for the public to access regarding the different services the Recording Department offers, from marriage licenses, civil union licenses and how to search for public records using our public vault!

Historical documents continue to be "cleaned up" and several staff members from the motor vehicle department have signed up to learn how to assist with this ongoing project! Cross training is ongoing and is working well within the department. We are currently working on 1921 and prior for those documents which were dropped into the system with no doc codes, or grantor/grantee. We are happy to report that we just recently asked Tyler to move the date back to 1925 where we are allowing public access to recorded documents from the 1942 date that was in affect January 2015!

Election Department:

Total Registered Voters as of March 31, 2017– 15800

New Voter Registrations – 122

Cancellations (Deceased, Felon, Withdrawn) – 100

Incomplete Registrations – 8

Confirmation Cards (NCOA) – 110

Voter Merge – 22

Voter Merge Correspondence – 5

Missing Signature Correspondence – 7

Miscellaneous Correspondence – 2

Participation Correspondence (2017 Coordinating Entities) – 43

HAVA Verification (HAVV) Records – 4

Zip Plus 4 Address Cleanup – 15000 (approximately)

Shredded Unused 2016 Ballot Inventory (according to State Statute)

Processed Obsolete Voting Equipment for Disposal – 107 pieces

Backed up HART Tally and Servo Data for disposal – 2 pieces

Backed up 2016 Election Data on Ballot On Demand (BOD)

Purged File Cabinets of Old Election Data – 3

Cleaned and reorganized Election Vault

Scanned Archived Sample Ballots

Created Election Brochures for Public Awareness

Reorganize and purge Old Election Files on the server

Security Camera Backup done weekly

Weekly Conference Calls

Staff assisted in the other Departments as needed

Looking Ahead to Quarter 2! New voting equipment training and installation and UOCAVA
(Uniformed Overseas Citizen Absentee Voter Act) Outreach

Employee of the Month Program

Employee of the month program was started in November 2016, so we have had the following employees recognized thus far!

November – Shelbi Krise

December – Kim Redden

January – Adam Brungardt

February – Denise Gettman

March – Randee Aleman

April – Shelly Riblett

Each employee is nominated by his/her peers each month and the chosen employee's picture hangs proudly in our office! He/she is recognized where they park in the Clerk's parking spot for a week and Susan, personally, purchases a Starbucks Gift Card to recognize his/her hard work and dedication! We have received a great deal of positive comments from citizens who express their appreciation to the staff, a great morale booster!