

CLERK AND RECORDER'S OFFICE 2017 CRITICAL NEEDS

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2017 Critical Needs

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- Office Overview
- Funding Issues Addressed by the Clerk's Office
 - ▣ Uniform Voting System
- Critical Needs
 - ▣ 3 Additional Motor Vehicle FTEs - \$147,696 (ongoing)

Our Mission

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- Our mission is to provide services to citizens faster, better, and less expensively while not sacrificing customer service
- To help carry out that goal, there are seven departments within the office
- Those departments are:
 - Elections
 - Recording
 - Clerk to the Board
 - Motor Vehicle
 - Operations
 - Communications
 - Finance & H.R.

Business Goals

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- The Clerk's Office has several aggressive business goals:
 - ▣ Service Motor Vehicle customers with an average wait-time ≤ 20 minutes
 - ▣ Expand driver's license services in 2018
 - ▣ Provide world-class customer service to all citizens
 - ▣ Identify additional ways to support those serving in the military
 - ▣ Leverage best practices and technology to offer services faster and cheaper

Department Descriptions

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- **Clerk to the Board:** Responsible for maintaining all records related to the Board of County Commissioners meetings and work sessions, posting agendas and minutes for the meetings. CTB handles liquor and medical marijuana licensing in unincorporated EPC and administers the Board of Equalization.
- **Election Department:** Responsible for conducting all Coordinated, Primary, General and special Elections and working with other municipalities to assist with their elections. Election coordination includes maintaining voter registration and records, UOCAVA, Voter Service and Polling Centers, and the many facets of serving EPC citizens exercising their democratic right to vote.

Department Descriptions Cont.

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- ❑ **Motor Vehicle Department:** Responsible for motor vehicle titling and registrations, Colorado Driver's License renewals and services.
- ❑ **Recording Department:** Responsible for recording deeds, property records, DD214s, issuing marriage/civil union licenses, and maintaining County records. Facilitates the public search and retrieval of documents.

Department Descriptions Cont.

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- **Communications:** Responsible for inquiries from the press, public, and other groups; fulfills Colorado Open Records Act requests made to the Clerk's office; informs the public through outreach and other programs; tracks Clerk related legislation and potential impact to operations, and more.
- **Operations:** Responsible for supporting all departments within the Clerk's office by maintaining facilities, offering office specific technical support and ordering supplies; logistical support to open Voter Service and Polling Centers, office locations, and more.
- **Finance and HR:** Responsible for tracking, accounting, and dispersing \$11 million budget and \$113 million of annual revenue; supporting all Clerk departments in hiring and staff development; administering payroll and benefits.

Uniform Voting System

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- Secretary of State has only certified Dominion Voting System
- All counties that purchase new equipment must purchase Dominion equipment
- Potential Scope of the UVS:
 - ▣ State-authorized components for election management
 - ▣ Ballot production
 - ▣ Vote capture
 - ▣ Vote tabulation
 - ▣ Automated signature verification*
 - ▣ Electronic ballot adjudication
 - ▣ Ballot tracking
 - ▣ Risk limited auditing

Uniform Voting System

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- Current election equipment is 17 years old but adequate
- There are pluses to purchasing next year
 - ▣ Faster election results
 - ▣ Less labor costs
 - ▣ Greater ballot flexibility
 - ▣ Current system couldn't handle the strain if Proposition 107 & 108 pass
 - ▣ Become familiar with system during off election year
 - ▣ Risk Limiting Audit will be more efficient going forward
 - ▣ Digital imaging and vote tabulation imaging beneficial
 - ▣ SOS will help cover small part of the cost

Uniform Voting System

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- The cost for the system paid for out of Clerk's fees:
- Outright Purchase - \$767,005
- Annual Fee - \$112,102
- Service Agreement
 - ▣ 6 years - \$221,498
 - ▣ 8 years - \$201,475

Additional Motor Vehicle FTEs

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- The Clerk's Office requested 6 additional FTEs in 2016 and received funding for 3
- More registered vehicles means more workload
 - ▣ El Paso County has had a net increase of approximately 63,000 vehicles over 10 years
 - ▣ Already a YTD increase of 12,028
- Staff has stepped up to meet the challenge, but it has taken its toll

Additional Motor Vehicle FTEs

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- We request funding for 3 additional FTE positions
- An experienced technician should complete 10,000 to 12,000 transactions per year
- This would help alleviate the burden from increased transactions

Salary for 3 FTEs at \$32,684	\$98,052
Taxes	\$7,247
Medical Benefits	\$34,553
Retirement	\$7,844
Total Personnel Cost	\$147,696

2017 Critical Needs

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□ Questions?