



Nancy's Dotings

As I reflect upon this past year, I am amazed at how much our office has accomplished in such a short time. Accomplishments include: successfully conducted the 2004 general election with the highest voter turnout in County history; relocated the Aurora Motor Vehicle Office; added the Sheriff's, Coroner's, and Treasurer's Offices as users of the Electronic Document Management System; instituted issuance of passports; and implemented budget and forecasting procedures for our office.

What makes a difference in our office is the commitment and dedication of the employees and the fact that the staff works well together. Our accomplishments would not have been as significant without the team effort and cooperation that is core to the department.

I love working with all of you. These past few months have been a wonderful experience and included many new learning opportunities. I look forward to the coming year and welcome the challenges it naturally brings with it. But before we ring in the New Year, I want to wish everyone wonderful and blessed holidays. Enjoy the season with your family and friends.

May peace, joy, hope and happiness be yours during this Holiday Season and throughout the New Year.



-Nancy



NOVEMBER EMPLOYEE OF THE MONTH

The employee of the month for November was **Linda Burry**. Linda works in the Byers branch office. Linda began working for the Clerk & Recorder's office on January 2, 1973. Linda worked part-time in the Aurora office until the opening of the Byers branch in January 1996. After a short while, Linda began working full-time in the Byers office along with Sandy Hanson from the Sheriff's department.

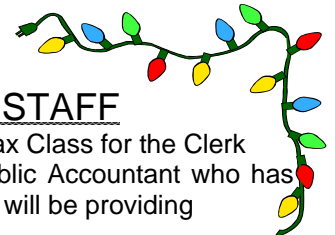
Linda has lived in the Town of Bennett (the Adams County side of course) since 1999 with her mom, Marge and her dog Imus. Linda has a daughter, Amy who lives in Greeley and works for the Weld County Clerk. Linda and Sandy have met a number of the citizens in the eastern portion of the county. "When you live in small communities like this, everyone knows everyone."

Linda's hobby is lots and lots of yard work. Linda likes to arrowhead hunt and she has a large bear collection.

DECEMBER EMPLOYEE OF THE MONTH

The employee of the month for December is **Cynthia Coleman**. Our office is very fortunate to have an employee who has the expertise and experience that is required to run a general election with the highest voter turnout ever as was the situation in Arapahoe County this past November. Her valuable insight and tireless effort was noticed by everyone working on the election process and by voters who called on her for assistance. She was in her office many late nights attending to the many details that seem to be part of every election---but this year were more numerous, in greater volume, and many occurred very close to election day. Even though she became ill during the two weeks prior to November 2, her positive attitude kept us all going even though many nerves were noticeably frazzled. Our office appreciates your dedication and all you do.

Congratulations ladies!!



TAX CLASS FOR CLERK'S STAFF

Nancy has a friend and associate coming to teach a Tax Class for the Clerk & Recorder's office staff. Judy Bohn is a Certified Public Accountant who has her own firm and is actively working in her industry. She will be providing forms and tax advice

Priscilla has booked the East Hearing room for Tuesday, January 25th from 4:45pm-6:15 PM. Kim Kuhl in Facilities and Fleet Management will assure the PA system is on and functioning, should Judy need the projection. That depends, of course, on how many of the staff attend.

Employees attending the class should be encouraged to arrive on time and bring a notepad and pen for note taking. Having some questions prepared might expedite things for the instructor as well, as we'll only have 1.5 hours with Judy Bohn.

Unless there is a huge conflict of interest, any staff scheduled to work until 5pm, has permission to leave work at 4:45pm, to attend the class. Employees should notify their supervisors of their intent to attend, so that arrangements can be made to cover them.



The Social Committee

Wow! It's that time of year again and the social calendar is full...

Thanks to everyone who participated in the Thanksgiving Potato Bar. It was a pleasant change from the traditional turkey and stuffing. We hope everyone had a wonderful holiday.

This year the Committee decided to adopt two families in need for the Christmas holiday. Thanks to everyone for finding the time to shop for those in need. All of the tags have been taken from the tree except for the request for a child's bed. Please place the wrapped gift in the box provided.

Please have all gifts in the box by December 21st, as they need to be delivered a couple of days before Christmas. Please note: most of the items on the tags are every day necessities such as shoes, pants or socks. Ask a friend to help out with an item or two, or bring in a can of food. If you are located in one of the branch offices and would like to participate, please call Joleen at 303-795-4592 to find out what items are still needed. If you would like to participate but don't know what to buy, the Social Committee is also collecting canned food and non-perishables for our families.

Thank you to everyone who attended the Clerk's Holiday Celebration at 'Seasons'...it was a great success! Over 60 people attended!! Many people won gift certificates from local eateries, coffee shops and retailers. You can view more pictures at **G:\Common\C & R Pictures and Events**. Can't wait 'til next year!



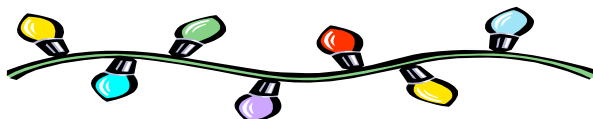
CLERK TO THE BOARD

We would like to welcome Katie Sandoval to our Division. Katie has taken on scanning for various departments and is doing well. She is a graduate of Littleton High School and is currently taking classes at a local community college. Welcome, Katie.

For the month of November, we clerked 15.5 hours of meetings, which took 33 hours to transcribe. We also scanned 29,654 pages.

There are a few changes coming to this division. The workspace will be reorganized and an office will be built for our deputy, Jennifer Gayer. Some workstations will be rearranged to use our space more effectively. Joleen will move to the front desk. Also, we will be getting a new scanner soon. This scanner will have color capabilities and will be a faster machine. This will help improve the image quality of poor originals.

The Clerk to the Board Division would like to wish everyone a Merry Christmas and a wonderful, prosperous New Year!



Interested employees, please sign up for the next employee luncheon with Nancy scheduled for Wednesday, January 26th, noon to 1 pm.



MOTOR VEHICLE

The Clerk & Recorder's Aurora Branch office opened its new doors to the public on Monday, November 15. The office now has 20 counter workstations and a very colorful information desk. There is a Public Address system for the employees to use to direct customers to the appropriate workstations. This office will now accommodate up to 250 customers at one time.

The office held an open house where Nancy welcomed guests with cake, cookies and punch. Nancy even had the customers join in on the celebration by offering cake and cookies to them.

-Donna Larson

Safety Committee

The next meeting is scheduled for December 16th in 4F (4th floor) from 11:30 – 12:30. You are welcome to bring your lunch! If this is not your lunch hour and you are interested in attending, please see your supervisor.

I wanted to say a heartfelt "Thank You" for the manner in which you conducted the election, the timeliness of releasing the results, how well you and your staff did your work-before, during and after. It was done with such professionalism, style and grace. You and your team showed great leadership and cordiality to all of us who needed your service and I admire very much how effectively this effort was undertaken. Thank you so much. You do great work and are a wonderful example of what is meant by the term "public service". You clearly have understood and modeled service.

Please extend our appreciation to your team. Thanks again and best wishes for the holidays and a prosperous 2005!

*Scott Murphy, Assistant Superintendent of Business Services/CFO
Littleton Public Schools*

