

Agenda Item 1.3.1

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Clerk & Recorder SIPA Micro-Grant Application

Presented by: Peg Perl, Chief Deputy Clerk and Recorder

Date: 5/13/2025

☐ For Information

☒ For Discussion/Board Direction

☐ Consent to
Place on Business/
Hearing Agenda

Issue: Support for the Clerk & Recorder's office to apply for to \$10,000 in micro-grant funds from the State Internet Portal Authority (SIPA) for a digital wayfinding and resident services kiosk for Jefferson County constituents (if awarded).

Background: SIPA is a Colorado governmental entity created in 2004 to create an efficient, effective and user-friendly statewide internet portal. Since 2010, SIPA has offered grant funding to state and local governments through its micro-grant program for projects that support SIPA's mission. Jefferson County Business Innovation and Technology Department (BIT) has been awarded several such grants in recent years and is working with the Clerk & Recorder's office to develop this grant application and the resident services kiosk project.

Discussion: The Clerk & Recorder's office is most likely the busiest office for resident foot traffic in the Administration Building every day. We have noticed patterns and gaps in information services based on the large number of constituents we interact with every day. For example, often residents are confused or lost in the Administration Building when trying to access services and often end up asking the Sheriff's Deputies or our coffee cart vendor for help. Moreover, the building has two "Clerk's office" locations – the Clerk & Recorder's office and the Court Clerk. Many residents lack the information as to which one they need to visit, and we unfortunately have to redirect them once they've reached our office to backtrack all the way to the court side of the building. Finally, during special events, Clerk & Recorder employees have seen a number of constituents entering the building on a Friday only to be frustrated when they find there are no services available to help them.

The Clerk & Recorder's office is working with BIT to apply for this SIPA micro-grant to fund a project that we have seen in other local government offices. A digital kiosk that provides wayfinding and resident services would provide 5-day a week support to constituents based on what services they need. The specific vendor and model is under review and will be chosen after the grant is awarded, but all options will cost less than the \$10,000 maximum grant amount. The Clerk & Recorder will be responsible for the upkeep of content and any small annual software licensing fee from its annual budget as a public information and remote services project.

Fiscal Impact: ☒ yes ☐ no

This is a state grant award up to \$10,000 to provide a digital kiosk to the county. There is no match requirement for the grant. A supplemental will be needed to increase the revenue and expenditure appropriations in the General Fund up to \$10,000.

- Year(s) of impact: 2025
- Existing grant or project: No
- New grant or project: Yes
- Requested in adopted budget: No
- Ongoing or one-time: One-time
- General Fund impact: Grant will be received in General Fund, but no additional use of county dollars.
- Staffing impact: No
- Match requirements: None
- Mandate/Contractual obligation: None

SPA Review: Sheneé Taylor, 5/5/2025. Support, no concern
This is a state grant with no match requirement.

County Attorney Review: Kurtis Behn, 5/5/2025. Support.

Facilities Review: Mark Danner 5/5/2025. Only fiscal impact would be a minor increase in utility use and cost.

BIT Review: Andy Corbett, 5/5/2025. Supports, No Impact

Fleet Review: Janice Mayer, 5/6/25, Support, No Fiscal Impact

County Human Resources Review (new FTE only): No FTE

Recommendations: That the Board of County Commissioners supports the Clerk and Recorder's request to apply for and accept up to \$10,000 in state grant funds from SIPA to obtain and install a digital wayfinding and resident services kiosk for Jefferson County constituents and supports a budget supplemental for the Clerk & Recorder's 2025 General Fund budget if awarded.

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