



COLORADO DRIVES COUNTY GOVERNANCE
COMMITTEE

CHARTER

Approved July 19, 2023

Purpose: This document contains the Charter for the Colorado Driver License, Record, Identification, and Vehicle Enterprise Solution (DRIVES) County Governance Committee (DCGC). The Charter documents in writing the organization of each committee/subcommittee, the current participants, background, and general description of authorities.

History: Prior to January 1, 1984 each county processed motor vehicle title and registration transactions using their own separate independent processes. A copy of the ownership and registration documents were sent to the state for retention.

Beginning January 1, 1984, all counties were required to utilize the Distributive Data Processing System developed by the Department of Revenue (DOR) for motor vehicle registration and titling. The County Clerk Distributive Data Processing Advisory Committee was originally created in statute around 1982. Pursuant to HB01-110, the committee was renamed the Colorado State Titling and Registration Advisory Committee and has operated as the Colorado State Titling and Registration System (CSTARS) Committee since that time.

Additionally, the CSTARS Committee created a sub-committee, the CSTARS Advisory Review Sub-committee (CARS). The general practice has been for each member of the CSTARS Committee serving on the committee to appoint one county motor vehicle employee to represent them on the CARS Committee. The purpose of the CARS is to provide technical expertise and recommendations for programming changes and equipment changes to the CSTARS Committee for decision.

From July 2012 – June 2013 the Department of Revenue and Governor’s Office of Information Technology jointly completed an infrastructure assessment and feasibility study to replace the Driver’s License System (DLS) and CSTARS.

In January 2014 the General Assembly approved \$41M with HB14-1336 and \$52M with SB15-234 for a capital development project to replace DLS, CSTARS, and supporting IT Systems. A committee consisting of representatives for the DOR, OIT, and Colorado County Clerks Association evaluated vendor submissions and selected Fast Enterprises as the vendor in April 2015. The contract was executed on July 2015 and project initiated on August 31, 2015.

The DRIVES project was completed in two phases, often referred to as roll-outs. The first phase was the replacement of DLS which was accomplished from August 2015 – February 2017. The second phase was the replacement of CSTARS which was scheduled from March 2017 – August 2018.

During the second rollout, in January 2016, a joint DMV and CCCA work group requested the CSTARS Committee establish a Colorado DRIVES County Governance Committee and working groups to prepare for Roll-out 2 of the project and provide governance during the conduct of the second phase of the project. There were four working groups that contributed to the

DRIVES project: Statute Review, Financial Advisory, System Letters and Forms, and the Requirements Clarification & Implementation working groups. This committee and its working groups' service ended with the establishment of the new DCGC on August 15, 2018.

Committee Organization: The DCGC consists of eight members appointed by the Executive Director of the Colorado Department of Revenue (CDOR) and one member appointed by the Executive Director of the Governor's Office of Information Technology pursuant to Colorado Revised Statute (CRS) 42-1-211 (4)(a). Members appointed consist of:

1. Two authorized agents from a category I or category II county as established in Section 30-2-102(1)(a) and (1)(a);
2. Two authorized agents from a category III or category IV county as established in Section 30-2-102(1)(c) and (1)(d);
3. Two authorized agents from a category V or category VI county as established in Section 30-2-102(1)(e) and (1)(f);
4. Two employees of the CDOR;
5. One employee of the Governor's Office of Information Technology who is familiar with the division of motor vehicle systems and processes.

Pursuant to CRS 42-2-211 (4)(b), the Executive Director may appoint an authorized agent from another category to fill an appointment from any county category in the event an authorized agent is not nominated from a Category, I/II, III/IV, or VI/V county.

When a vacancy occurs, notification is provided to the respective agencies of the available seat along with a request for nominations. The Executive Director appoints an individual from the nomination list.

Inaugural Committee Members:

Member	County/ Agency	County Category	Term	Term Start Date
Chuck Broerman	El Paso	I	15 months	September 19, 2018
Linda Shelton	Denver	I	15 months	September 19, 2018
Jean Alberico	Garfield	II	15 months	September 19, 2018
Susan Bailey	Morgan	III	15 months	September 19, 2018
Beverly Wenger	Yuma	IV	15 months	September 19, 2018
Nathan Ruybal	Conejos	V	15 months	September 19, 2018
Mike Dixon	DOR	-	15 months	September 19, 2018
Flavio Quintana	DOR	-	15 months	September 19, 2018
Cindi Wika*	OIT	-	15 months	September 19, 2018

*Replaced Elaine Hill on April 1, 2019

Inaugural committee members shall serve until December 31, 2019.

Committee Authorities:

The authorities of the DCGC are specified in Part 2 of Article 1 of Title 42. CRS 42-1-211(4)(d) authorizes the committee to:

1. Approve the annual operation budget proposal for the appropriations for the following categories of Colorado DRIVES
 1. Personal Services
 2. Operating Expenses
 3. County Office Asset Maintenance, and;
 4. County Office Improvements.
2. Fix the time when and place where meetings are held, and;
3. Establish subcommittees and working groups to report to the committee.

Additionally, the committee or sub-committee delegates are responsible for the approval of all motor vehicle services related programming changes made to the Colorado DRIVES system.

All decisions require the approval of the majority of committee members. Any act of the committee is void unless a majority of the appointed members voted in favor of the act, pursuant to CRS 42-1-211 (4)(c).

Revision Date	Summary of Revisions	
July 19, 2023	Removed information related to the operations of the Committee and created Bylaws	