



COLORADO  
MUNICIPAL  
LEAGUE

---

# TOOTING YOUR OWN HORN CML CONFERENCE, JUNE 18, 2024

KAREN GOLDMAN, MMC

MUNICIPAL CLERK ADVISOR PROGRAM

A solid teal horizontal bar spans the width of the slide at the bottom.

# WHAT CLERKS DO

---

- Agenda creation
- Meeting minutes
- Legal notice postings/publications
- Records management
- Licensing (liquor, marijuana, business, etc.)
- Open records requests
- Municipal court
- Payroll
- Utility billings (water, sewer, etc.)
- General finances
- Elections



# WHAT CLERKS MAY ALSO DO

---

- Cemeteries
- Human resources
- Boards and commissions (recruiting, staffing, etc.)
- Reception
- Mailroom
- Passports
- Public relations
- Risk management
- Safety/ADA compliance



# THE EVERYDAY LIFE OF A MUNICIPAL CLERK

---

While municipal clerks are often the first contact citizens have with a municipality, their work often goes unnoticed – until something goes wrong!!!

Municipal clerks also work in the background, taking care of the daily operational business of the municipality, carrying out the policy of their elected officials, as well as making sure, along with the advice of the municipality attorney, that the policies are legal and result in applications that are doable and can be implemented.

Providing professional and efficient services to the citizens and elected officials creates a ‘bar’ of our own making that then becomes the baseline for others’ expectations. Clerks then strive to meet that and don’t get acknowledged for the high-quality work they do.



COLORADO  
MUNICIPAL  
LEAGUE

# HOW DO WE CHANGE THAT

---

We change that by recognizing our self-worth, acknowledging the depth of knowledge required to do the job of a municipal clerk, to make sure those for whom we work have a good grasp on the variety of tasks municipal clerks perform, the knowledge we must have to do our jobs in an efficient and professional manner, that what we do and how we do it is a benefit to the citizens and elected officials alike.



COLORADO  
MUNICIPAL  
LEAGUE

# WHAT CLERKS NEED TO KNOW

---

Municipal Election Code of 1965	64 pages
Uniform Election Code of 1992	801 pages
Recall provisions (Constitution)	8 pages
Recall provisions (state statutes)	7 pages
Campaign/Political Finance (Constitution)	26 pages
TABOR (Constitution)	13 pages
FCPA	51 pages
Municipal initiative/referendum	10 pages
Annexation/Disconnection	83 pages
Liquor/Marijuana licensing	254 pages
Open meetings	14 pages
Open records	79 pages
Ordinances (passage/publication)	9 pages
Taxation	31 pages
Municipal organization (vacancies/terms of office)	66 pages



# WHAT CLERKS NEED TO KNOW

---

**1,516 pages**



COLORADO  
MUNICIPAL  
LEAGUE

# MAKING CHANGES

---

- Join the Colorado Municipal Clerks Association
- Join CML's listserv for municipal clerks (then read the emails!!!)
- Read the state statutes, municipal charters/codes
- Keep an eye out for changes in state statutes that affect municipalities
- Get educated





# GETTING THE WORD OUT

---

- For a few days or weeks, keep a list of the ‘regular’ or ‘typical’ tasks you work on each day and how much time each take
- Keep a second list of the ‘atypical’ projects you’re asked to work on and the amount of time spent on the project
- Ask your boss/bosses to meet with you on a regular individual basis so you can talk about the work you are doing
- If meetings aren’t always possible, submit your lists
- If you regularly meet with other staff and there is an opportunity to talk about what you are currently involved in, TALK ABOUT IT!!!
- Continue to remind yourself that the work you do is invaluable to your municipal organization, your elected officials, and the citizens of your community.



SO GO AHEAD...

---

TOOT YOUR OWN HORN!!!



COLORADO  
MUNICIPAL  
LEAGUE