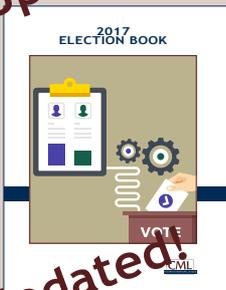


Updated!

Clerk's Reference Guide

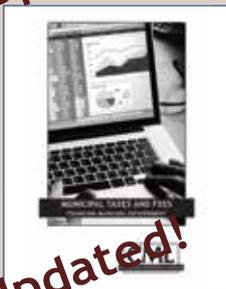
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Updated!

Election Book

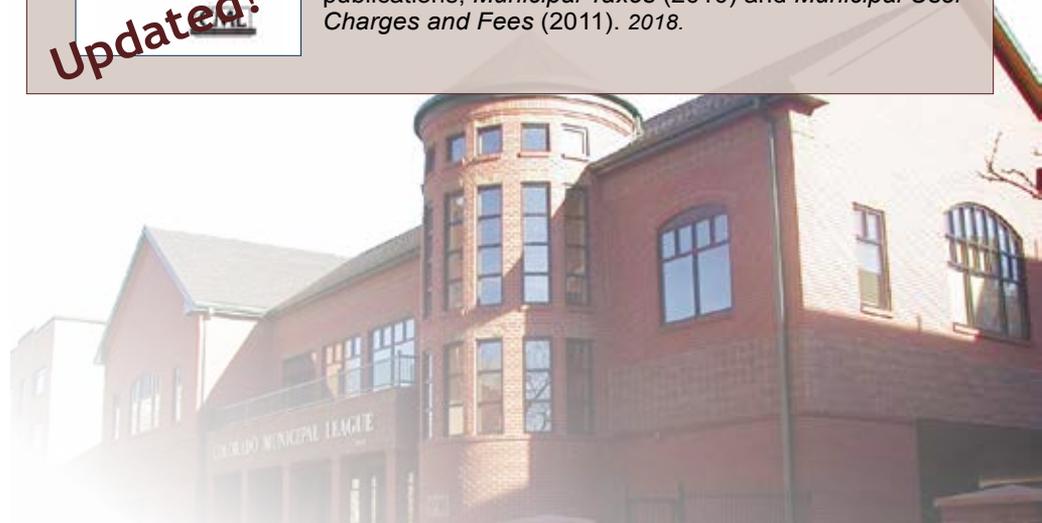
An important reference for municipal clerks, *The Election Book* provides guidance on conducting municipal elections, explaining both the Municipal Election Code and Calendar. It provides information on special elections, bilingual election requirements, and an overview of coordinated elections. A wide variety of issues are addressed such as candidate eligibility, write-in candidates, election judges, term limits and vacancies. 2017.

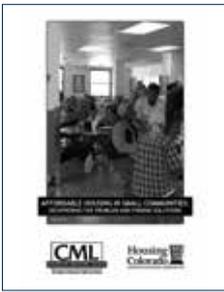


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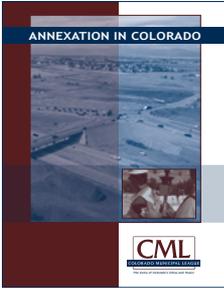




Affordable Housing

CML and Housing Colorado studied common themes and barriers to the affordable housing issue in the state and what communities can do to help their lower-income residents. Municipalities have found that investing in housing for low-income citizens promotes economic viability in the community. *Affordable Housing in Small Communities: Deciphering the Problem and Finding Solutions* explores opportunities for small towns to address the affordable housing problem. 2014.

Member price: \$15 (print), FREE (PDF — online orders only)
Nonmember price: \$30 (print), FREE (PDF — online orders only)



Annexation

Annexation is the process by which municipalities grow and accept new territory, either before or after development has taken place. The vast majority of annexations are initiated by and subject to the approval of the affected landowners who are seeking access to municipal services. Annexation is a relatively technical process, and this reference guide, *Annexation in Colorado*, explains the details of these procedures and how municipal officials can apply them fairly and successfully. 2014.

Member price: \$40 (print), \$10 (PDF — online orders only)
Nonmember price: \$80 (print), \$20 (PDF — online orders only)



Boards and Commissions

The Handbook for Appointed Municipal Boards and Commissions provides a general guide to both veteran and newly appointed members of municipal boards and commissions. It features not only statutory requirements and duties of board members, but also a compilation of ideas and experiences of a large number of municipal officials that offer citizens serving on boards and commissions the benefit of their perspective and experience. Among the many topics it covers are conducting meetings, ethics, quasi-judicial proceedings, and compliance with open meetings laws. 2009.

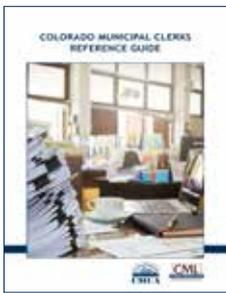
Member price: \$20 (print), \$10 (PDF — online orders only)
Nonmember price: \$40 (print), \$20 (PDF — online orders only)



Candidates Guide

Municipal Candidates Guide: Serving Your Community through Elected Office is a brief overview of the roles and responsibilities of a municipal elected official. It provides a thumbnail sketch of basic municipal services, budgets, term limits, ethics, and open meetings as well as candidate qualifications and other facts a potential candidate should know when running for office. 2018.

Available for free in print or online at www.cml.org/candidates

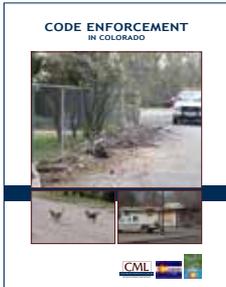


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Member price: \$20 (print), FREE (PDF — online orders only)

Nonmember price: \$40 (print), \$20 (PDF — online orders only)



Code Enforcement

Municipal officials developing or revisiting the way they address code enforcement ordinances will find *Code Enforcement in Colorado* to be an excellent starting point and guide. The contributors have provided information on the scope and limitations of municipalities to draft and enforce ordinances, to regulate and abate nuisances, and the liability of municipalities relating to code enforcement. 2015.

Member price: \$30 (print), \$10 (PDF — online orders only)

Nonmember price: \$60 (print), \$20 (PDF — online orders only)



Community Policing

Community Policing: An Overview and Guide for Elected Officials examines the three key components of community policing: community partnerships, organizational transformation, and problem solving. Written in conjunction with the Colorado Association of Chiefs of Police, this publication looks at how to expand positive interactions between law enforcement and citizens to better address public safety concerns and includes examples of Colorado municipalities that have implemented the core principles of community policing to fit their communities. 2016.

Member price: \$10 (print), \$5 (PDF — online orders only)

Nonmember price: \$20 (print), \$10 (PDF — online orders only)

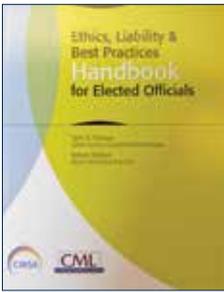


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Nonmember price: \$40 (print), \$20 (PDF — online orders only)



Ethics and Liability

CML offers *Ethics, Liability, and Best Practices Handbook for Elected Officials* from CIRSA (the Colorado Intergovernmental Risk Sharing Agency). The handbook provides an overview of some of the common liability issues facing elected officials, as well as suggestions for maximizing effectiveness and reducing liability. It is an important source of information for newly elected officials written by two of the leading legal authorities on municipal ethics and liability.

A limited number available in print at no cost to CML members. Call 303-831-6411 or 866-578-0936 for details.

Fiscal Health



The Fiscal Conditions Project: The Changing Fiscal Health of Colorado Municipalities describes the way in which the fiscal conditions of Colorado municipalities have changed over the last 40 years. The insights contained in this publication will help municipal officials and stakeholders understand how Colorado municipalities have adapted to a changing fiscal environment. 2014.

Member price: FREE (PDF — online orders only)

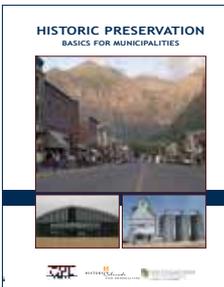
Nonmember price: FREE (PDF — online orders only)



Understanding Local Expenditures is part two of the Fiscal Conditions Project. In this second publication, researchers develop a further understanding of the nature — and implications for the future — of the increased demand on cities and towns for the delivery of municipal services. Case studies of fiscal and interview data are analyzed to reveal trends and provide best practices for municipalities to reference in their efforts to improve local fiscal conditions. 2016.

Member price: FREE (PDF — online orders only)

Nonmember price: FREE (PDF — online orders only)



Historic Preservation

Municipalities play a significant role in the preservation of historic structures in Colorado. Historic preservation is an issue of community identity and local control of that identity. In *Historic Preservation: Basics for Municipalities*, experts in the field of historic preservation offer their insights into the importance of preservation, the economic benefits it brings, and the nuts and bolts of accomplishing projects with tax credits, grants, and other technical and financial support available to municipalities. 2015.

Member price: \$30 (print), \$10 (PDF — online orders only)

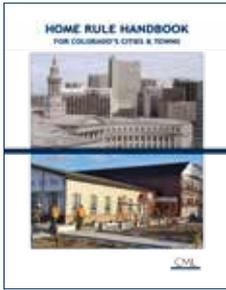
Nonmember price: \$60 (print), \$20 (PDF — online orders only)

Home Rule

The Home Rule Handbook is a helpful starting point for municipal officials considering home rule. It serves as an introduction to the establishment and exercise of municipal home rule, including an explanation of home rule powers, the process of forming and a commission and adopting a charter, pros and cons, and brief history. 2017.

Member price: \$30 (print), \$10 (PDF — online orders only)

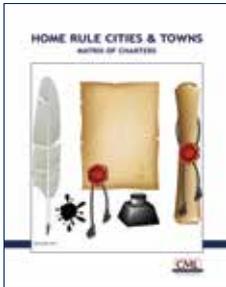
Nonmember price: \$60 (print), \$20 (PDF — online orders only)



101 of Colorado's 272 municipalities have adopted a home rule charter to provide for greater local control of local issues. *Home Rule Cities & Towns: Matrix of Charters* is a resource for existing home rule municipalities and those considering adopting a home rule charter to compare provisions and gain ideas as to which would be appropriate for them. 2017.

Member price: \$30 (print), \$10 (PDF — online orders only)

Nonmember price: \$60 (print), \$20 (PDF — online orders only)



How to Hire a Local Government Administrator

One of the most important decisions made by an elected governing board is the hiring of a local government manager. The position has a major impact on not only the organization, but on the community as a whole.

This "how-to" publication, *How to Hire a Local Government Administrator*, offers a step-by-step guide to the search and hiring process, along with sample job announcements, position descriptions, and employment agreements. 2013.

Member price: \$30 (print), FREE (PDF — online orders only)

Nonmember price: \$60 (print), \$20 (PDF — online orders only)

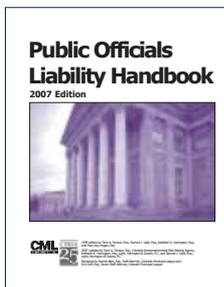


Lessons on Local Government

Lessons on Local Government is a free resource for elementary, middle and high school teachers to find local government lesson plans that meet social studies and civics standards for use in the classroom. Written by Colorado teachers for Colorado teachers, these classroom-tested plans can be used "as-is" or customized for an even better fit for students and the community. Included is a "Local Leader in the Classroom Kit" that assists teachers in bringing local government leaders to their classrooms and offers advice to those leaders to make their visits with students successful.

Available free online at www.lessonsonlocalgovernment.org



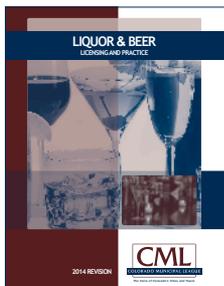


Liability

The Public Officials Liability Handbook provides an overview of the liability issues facing public entities, as well as suggestions for avoiding or reducing liability. Appendices include a sample hearing procedure and sample employee defense policy. 2007.

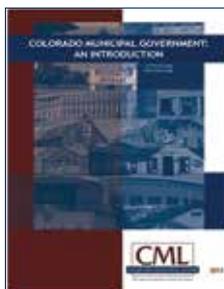
Member price: \$30 (print), \$10 (PDF — online orders only)

Nonmember price: \$60 (print), \$20 (PDF — online orders only)



Liquor and Beer

Recent changes to Colorado liquor statutes and regulations, as well as expected changes during the 2018 Colorado General Assembly, have prompted CML to no longer sell the current edition of our Liquor and Beer Licensing Law and Practice publication. Interested parties can expect a new edition in the second half of 2018.



Municipal Government

Colorado Municipal Government: An Introduction provides a general overview of the structure and function of Colorado municipal government. Newly elected officials and municipal employees new to the state will find guidance on how municipal government is organized, legal powers of the municipality, municipal procedures, as well as an introduction to home rule government. 2013.

Member price: \$20 (print), \$10 (PDF — online orders only)

Nonmember price: \$40 (print), \$20 (PDF — online orders only)

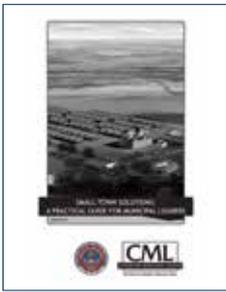


Open Meetings, Open Records

Public access to government meetings and records in Colorado is regulated by the Colorado Open Meetings Law and the Colorado Open Records Act. These laws reflect a balance between a policy of openness and accessibility and unwarranted invasions of privacy or unreasonable interference with government operations. This guide, *Open Meetings, Open Records: Colorado's Sunshine Laws and Municipal Government* outlines the basic provisions of these laws to acquaint municipal officials with the requirements that pertain to their activities. 2013.

Member price: \$30 (print), \$10 (PDF — online orders only)

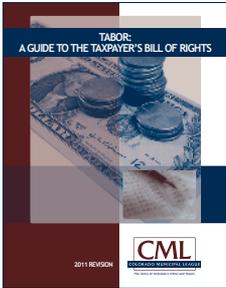
Nonmember price: \$60 (print), \$20 (PDF — online orders only)



Small Town Solutions

Small Town Solutions: A Practical Guide for Municipal Leaders provides valuable information to municipalities with populations of 8,000 or fewer. Topics include strategic budgeting, asset-based small town solutions, law enforcement issues, land use and planning challenges, and elected-staff relations. Included is a menu of services available from CML and the Colorado Department of Local Affairs. 2014.

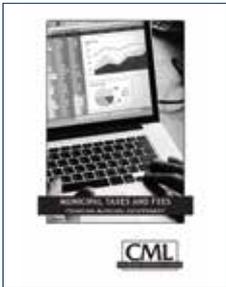
Member price: \$10 (print), FREE (PDF — online orders only)
Nonmember price: \$20 (print), \$10 (PDF — online orders only)



TABOR

The TABOR amendment to the Colorado Constitution has resulted in a major impact in the operation of all levels of government since its passage in 1992. TABOR governs many aspects of state and local government taxation, revenue collection and spending. *TABOR: A Guide to the Taxpayer's Bill of Rights* looks at how TABOR applies to municipal government including: annual revenue and spending limits; voter approved exemptions to limits; enterprise funds; multi-year financial obligations; fees versus taxes; and emergency provisions. 2011.

Member price: \$30 (print), \$10 (PDF — online orders only)
Nonmember price: \$60 (print), \$20 (PDF — online orders only)



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www.cml.org

The CML website is the information hub for municipal officials.



Issues

The Issues pages provide a wide range of information by topic, which range from affordable housing to water and wastewater. Under these issue areas, find analysis, sample ordinances, blogs, FAQs, press releases, training materials, and more.

Resources

The Resources pages are a collection of information by type of resource, including the CML Member Directory, Publications, Blogs, Civic Engagement, Listservs, MUNiversity, Periodicals, Training Materials, and Videos.

Videos

A number of free informational videos, from short “Take 5” videos from which you can learn five things in less than five minutes to recorded workshops several hours in length, cover a variety of topics, from basics for elected officials to the complexities of urban renewal financing.

Events

The Events pages give a calendar of upcoming learning opportunities, outreach and district meetings, and information on the CML annual conference.

Legislative

The Legislative pages provide the latest on the current legislative session, as well as information about federal legislation and advocacy in the courts.

Publications Order Form

Fill out the information below (please print). Submit completed order forms to:
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Email: cml@cml.org; Phone: 303-831-6411

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- If you are not completely satisfied with your purchase, you may return UNUSED, RESALABLE product(s) to us for a refund or exchange, provided you notify us and we receive the item back in our office within 15 days of the original date of delivery. We will pay the return shipping costs if the product is defective or the return is a result of our error. If the item is returned for any other reason, you are responsible for the return shipping amount.

- No returned merchandise will be accepted without an Authorization for Return. An Authorization for Return can be obtained through an email request with "Return/refund request" in the subject field to cml@cml.org or call 303-831-6411. A refund will be issued once the return is processed.

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