



COLORADO  
MUNICIPAL  
LEAGUE

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# MUNICIPAL CLERKS: YOUR MUNICIPAL LIFELINE

KAREN GOLDMAN, MMC

MUNICIPAL CLERK ADVISOR PROGRAM

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# COLORADO MUNICIPAL CLERKS

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The definition of clerk, along with that of mayor and governing body, is found in the Colorado State Statutes, §31-1-101(1).

The municipal clerk is sometimes the only administrative employee of a municipality.

The majority of municipal clerks in Colorado are appointed by either the mayor or by a town manager or administrator. Only 6 municipal clerks in Colorado are elected: Victor, Idaho Springs, Walsenburg, Wheat Ridge, Leadville, and Denver.

The municipal clerk is the oldest government official, along with the tax collector, dating back to before Biblical times.

# WHAT CLERKS DO

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- 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

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



# WHAT CLERKS NEED TO KNOW

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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

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**1,516 pages**

# THE EVERYDAY LIFE OF A MUNICIPAL CLERK

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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.



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# WORKING WITH YOUR CLERK

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- Understand that your municipal clerk serves all elected officials; do not put your municipal clerk into a position of having to ‘take sides’
- Understand that the decisions your municipal clerk makes are for the benefit of the entire community, both citizens and elected officials alike
- Meet with your municipal clerk on a regular basis
- Let your municipal clerk help you follow administrative procedures
- Recognize that the better trained your municipal clerk can be, the better she/he will be able to help you do your job; support membership in the Colorado Municipal Clerks Association (CMCA) and the International Institute of Municipal Clerks (IIMC)



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