

Candidate Orientation

Kelly DiMartino

City Manager

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City Clerk

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City Attorney





Welcome and Review of Agenda



Campaign Rules and Resources



General City Overview

Election Day is Tuesday, November 7, 2023

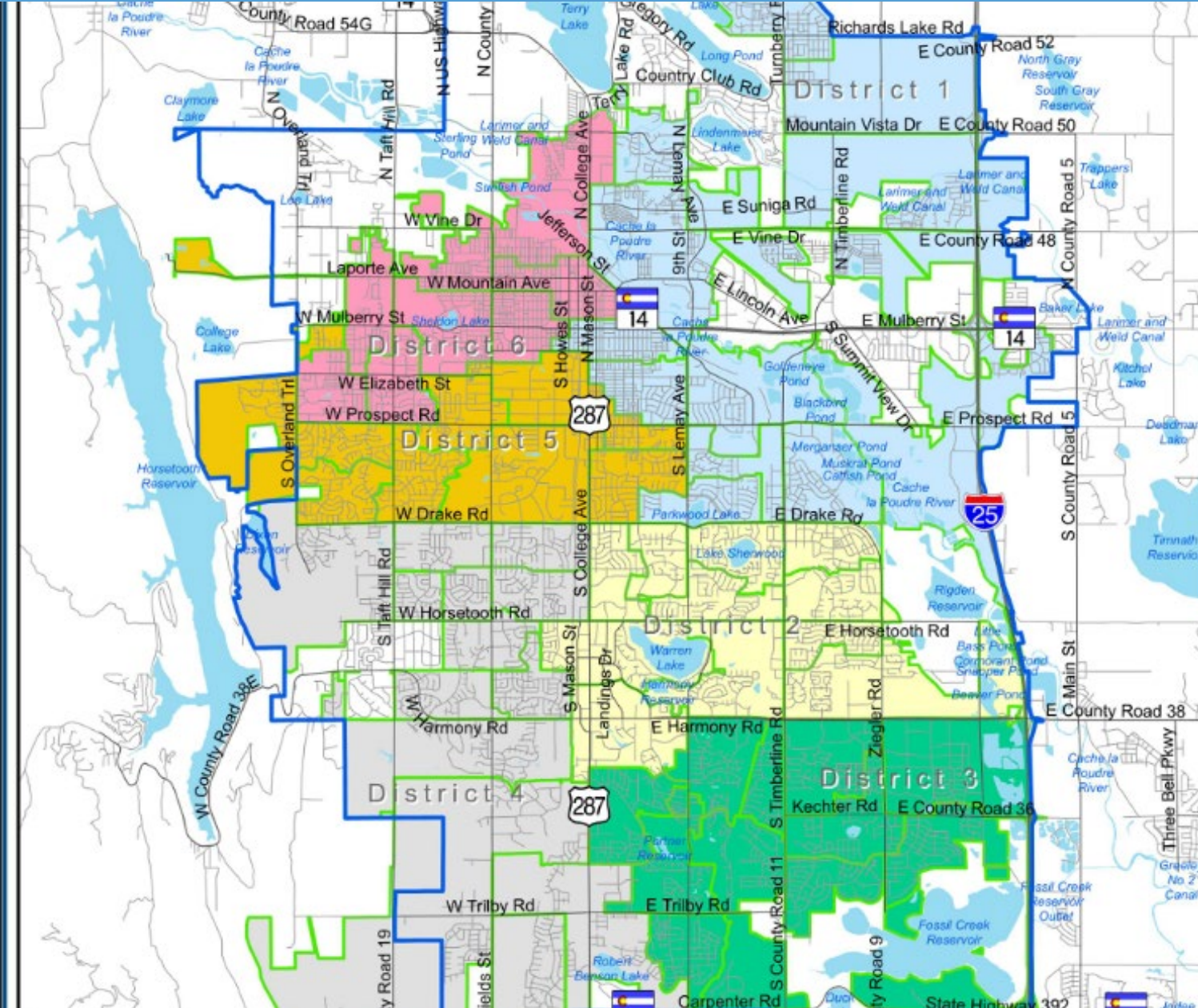
Basics of Municipal Elections in 2023 and forward

- Every two years, in November of odd years
 - Council district seats are for 4-year terms, with 3 districts on the ballot at each regular municipal election
 - Term for Mayor is 2 years and is on the ballot at every regular municipal election
- Mail Ballot Elections
- Coordinated with Larimer County

- Governed by Fort Collins City Code Chapter 7
 - Where City Code is silent, the Municipal Election Code applies (CRS Title 31)
 - To the extent necessary to coordinate with Larimer County, the Uniform Election Code applies (CRS Title 1)

- Beginning in 2025, ranked voting will be implemented in all municipal contests





The City is divided into six Council Districts

- Candidates will be elected for Districts 2, 4, and 6 this November.
- The Mayor is elected from the city at large every two years.
- [Find your district.](#)

Districts are adjusted to ensure they each have an equal number of people

- These adjustments occur at a minimum every 10 years, following the publication of the U.S. Census.
- The population of every district must be within 10% of each other.
- The City Clerk is tasked with reviewing and recommending changes to these boundaries after and between census adjustments.



Becoming a Candidate

Candidate Affidavit
Committee Registration



Getting on the Ballot

NOMINATION PETITION
Must gather 25 signatures from registered voters between August 8 and August 28 and accept nomination.



Campaigning

Campaign and political committees are required to submit regular financial reports during and after the election.



[Candidate Guidelines packet](#) includes detailed information, including calendars.

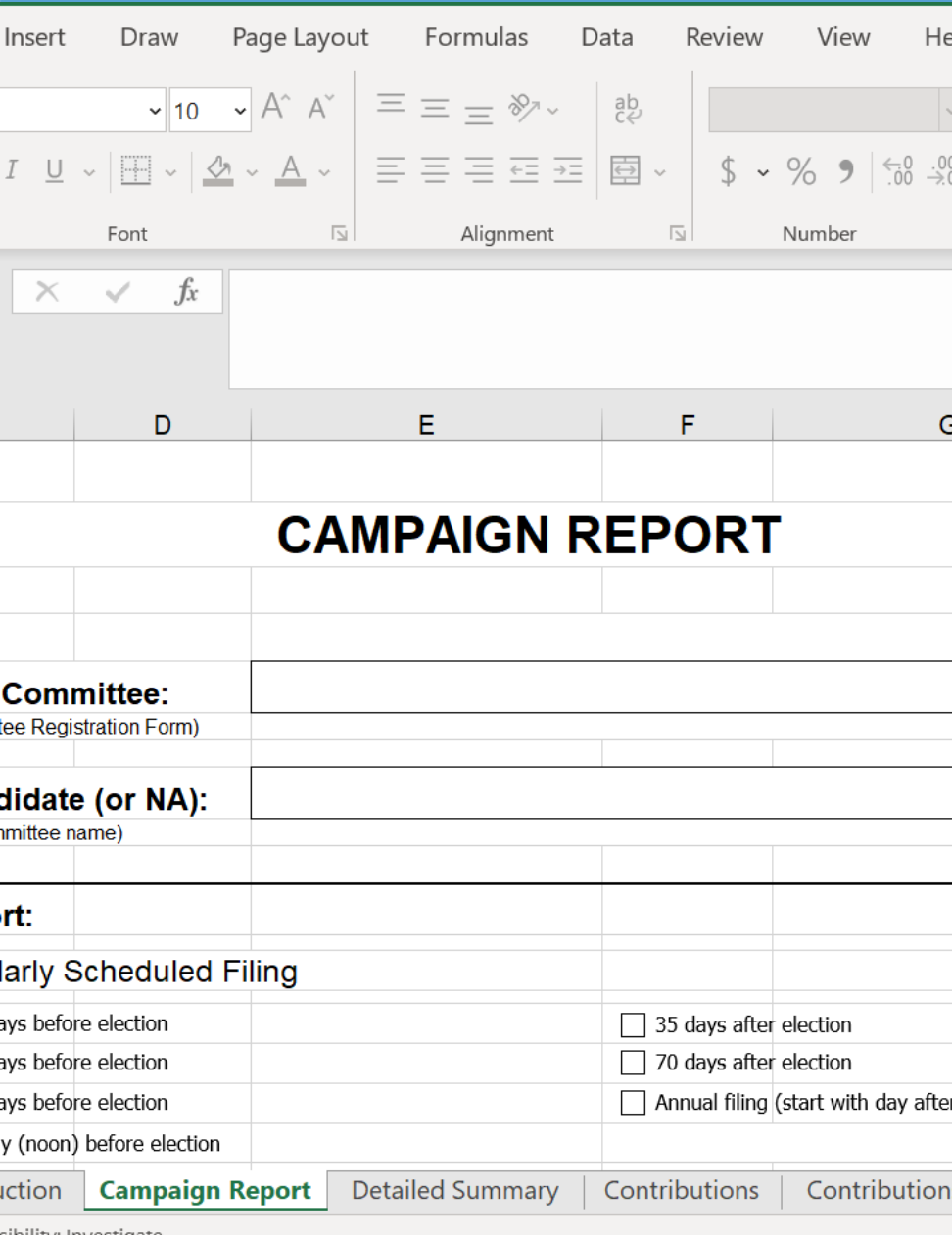


Campaign Finance Rules and Deadlines

Campaigning in Fort Collins is governed by Fort Collins City Code Chapter 7, Article V

Tuesday, October 3, 2023	Campaign Reports due (35 days before election)
Tuesday, October 17, 2023	Campaign Reports due (21 days before election)
Tuesday, October 24, 2023	Campaign Reports due (14 days before election)
Friday, November 3, 2023	Campaign Reports due (by noon Friday before the election)
Tuesday, December 12, 2023	Campaign Reports due (35 days after election)
Tuesday, January 16, 2024	Campaign Reports due (70 days after election)

Campaign Finance Rules and Deadlines



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Font Alignment Number

CAMPAIGN REPORT

Committee:
(see Registration Form)

Candidate (or NA):
(committee name)

Report:

Early Scheduled Filing

35 days after election

70 days after election

Annual filing (start with day after)

Navigation: Campaign Report Detailed Summary Contributions Contribution

- ✓ *Reports must cover the period from the last report to two (2) days prior to the required submission date.*
- ✓ *All reports must be submitted on forms and in the format provided by the City Clerk's Office and must be complete in all respects.*
- ✓ *A campaign report is considered timely if a copy is filed electronically not later than midnight MT on the date due, except the report due on the Friday before the election is due by noon.*
- ✓ *After the first report, the starting balance on the next report needs to be the same as the ending balance on the prior report.*
- ✓ *The City Clerk's Office may contact the committee's registered agent or treasurer if clarification is needed about any report filed.*
- ✓ *Reports are posted online no later than one business day after receipt and kept for 10 years.*

Get more information on the Campaign Complaint process at fcgov.com/elections/election-campaign-complaint



REGISTRATION IS KEY TO VOTING

- Voters who are registered automatically get ballots mailed out to them
- October 30 is the latest a voter can register and still get a ballot mailed out
- Voters can also register when voting in person at a Voter Service and Polling Center

VOTER ELIGIBILITY

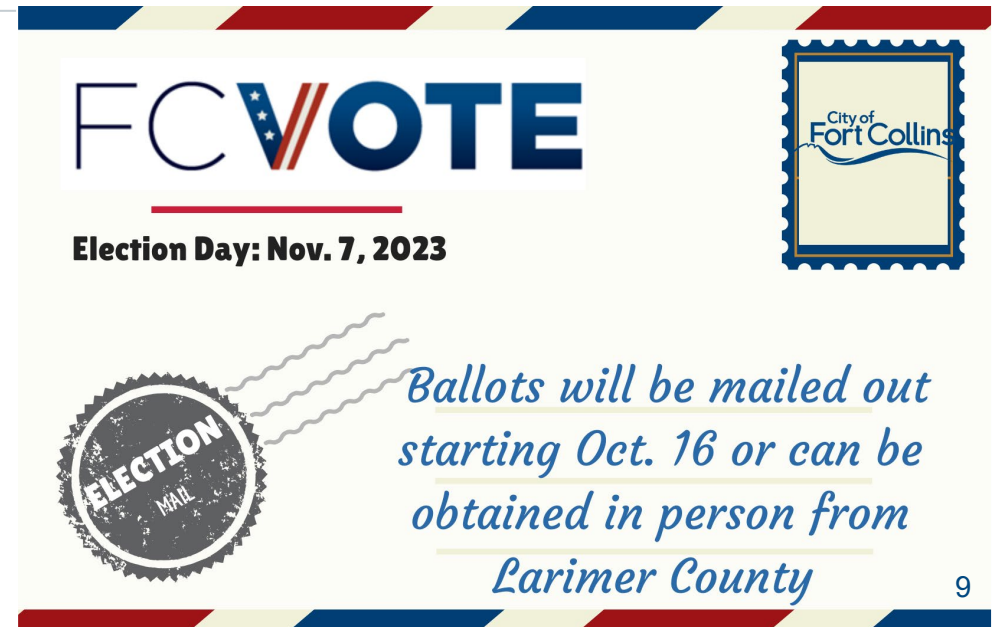
To vote in the 2023 Fort Collins Municipal Election, voters must be:

- A U.S. citizen
- 18 years old on or before Election Day, November 7
- A resident of Colorado for at least 22 days prior to Election Day
- A resident of Fort Collins at the time of the election

ONLINE REGISTRATION IS FAST AND EASY

- The Secretary of State's secure website accepts online registrations for anyone with a Colorado ID or Driver's License Number or a Social Security Number
- Voters can also check their registration status on the same site to ensure they are active voters registered at their current name and address, and can make any updates if needed

GoVoteColorado.gov



Voter Information – Casting a Ballot

24-Hour Ballot Box Drop Locations: Open Oct 16-Nov 7

Voters may drop off their voted ballots 24 hours a day at the following ballot drop box locations. Ballots will be accepted in these boxes until 7:00 PM Election Night:

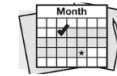
- **Colorado State University-Lory Student Center (Walk-Up)**, 1101 Center Ave Mall
- **Elks Lodge (Walk-Up/Drive-Thru)**, 1424 E Mulberry St
- **Fort Collins Habitat for Humanity ReStore (Walk-Up/Drive-Thru)**, 4001 S Taft Hill Rd
- **Fort Collins Police Services (Walk-Up/Drive-Thru)**, 2221 S Timberline Rd
- **Fort Collins Senior Center (Walk-Up/Drive-Thru)**, 1200 Raintree Dr
- **Fort Collins Traffic Operations (Walk-Up/Drive-Thru)**, 626 Linden St
- **Harmony Library (Walk-Up)**, 4616 S Shields St
- **Larimer County Administrative Services (Walk-Up)**, 200 W Oak St - Outside SW entrance
- **Larimer County Human Services (Walk-Up)**, 1501 Blue Spruce Dr
- **Northside Aztlan Community Center (Walk-Up/Drive-Thru)**, 112 E Willow St
- **South Transit Center (Walk-Up)**, 4915 Fossil Blvd

Three ways to cast a ballot



By mail

Registered voters are sent ballots starting Oct. 16, 2023. Ballots can be mailed back after adding postage.



Drop box

Save postage and any mail delays by returning ballot in a ballot drop box starting Oct. 16.



In person

Vote at a Larimer County Voter Service and Polling Center starting Oct. 30 through Election Day.

Voter Service and Polling Centers

Voters may drop off their voted ballot, vote in person, obtain a replacement ballot, change their address or register to vote at the following locations open October 30 – November 7:

- **Larimer County Administrative Services**, 200 W Oak St - 1st Floor, Fort Collins
- **Loveland Police & Courts**, Loveland Police & Courts, Loveland
- **CSU-Lory Student Center**, 1101 Center Ave Mall, Fort Collins

Open November 6-November 7

- **Drake Centre**, 802 W Drake Ave, Fort Collins
- **Front Range Community College**, Longs Peak Student Center - 4616 S Shields St, Fort Collins

Hours:

Mon.-Fri. 8 a.m.-5 p.m.; Sat. Nov. 4, 9 a.m.-1 p.m.; Nov. 7, 7 a.m. – 7 p.m.

Accessible Voting Equipment is available at all Voter Service and Polling Centers and can be used by any voter

fcgov.com/vote

Candidates Section

- Council District Map
 - Election Signs Information
 - City Budget details
 - City Meeting Portal – agendas
 - Mission, Vision & Values
 - Community Dashboard
 - Community Survey
 - Strategic Plan
 - City Charter & Code
 - Access Fort Collins
 - Open Data
-
- Candidate FAQs



Elections

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Candidate Resources

[Council District Map](#)

- Current map showing the boundaries of the six Council Districts

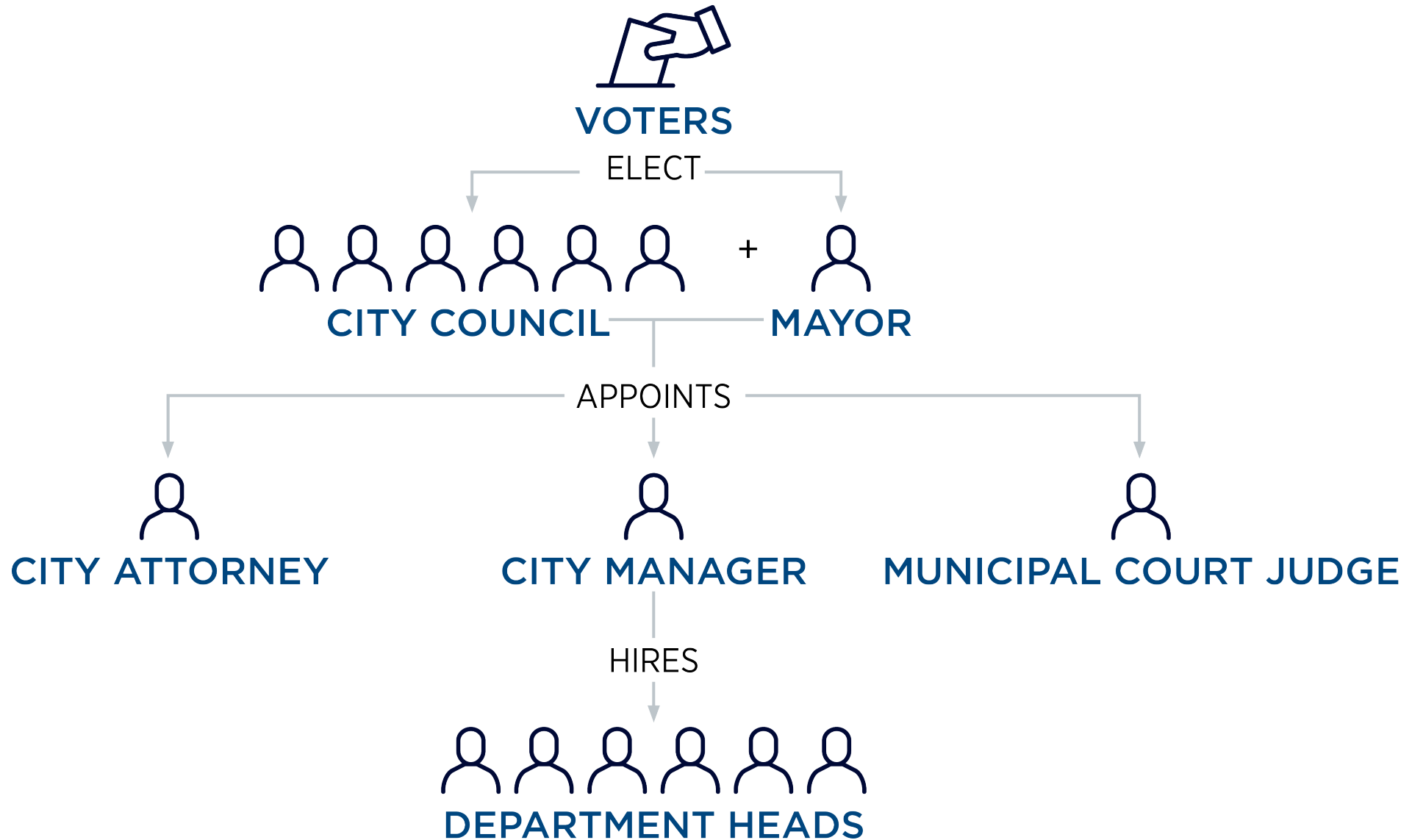
[Election Signs](#)

- Provisions relating to temporary signs (including election signs)

[Budget](#)

- Web page containing current proposed budget and past adopted budgets

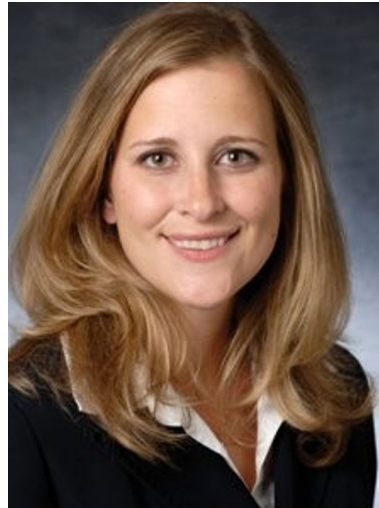
Council-Manager Form of Government



Council Appointed/Direct Reports



Kelly DiMartino
City Manager



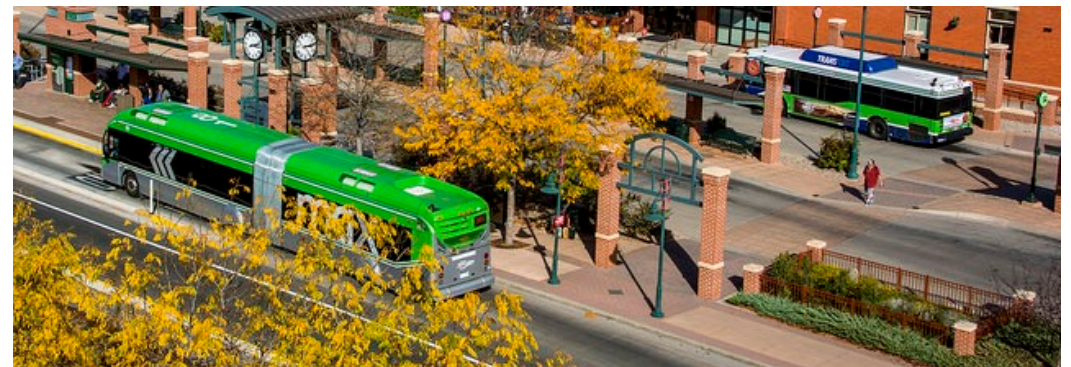
Jill Hueser
Chief Municipal Judge



Carrie Daggett
City Attorney

~ 2,400 FTEs

- Police Services
- Parks
- Recreation
- Natural Areas
- Transportation
- Cultural Services
- Neighborhood Services
- Utilities: Water, Wastewater, Stormwater, Light & Power, Broadband



Council Duties

Policy setting

- City Council is responsible for setting the policy direction of the City.
- The Council's priorities and the City's strategic plan will be finalized early in 2024 and guide the City's actions over the next two years.

Internal and external board representation

- Councilmembers are entrusted to represent the interests of the City and their constituents.
- Councilmembers serve on several internal and external governing boards.
- Council liaisons to boards and commissions

Community engagement and point of contact

- Councilmembers serve as an important point of contact for their constituents.
- Community members and organizations will expect engagement with their Councilmembers.

3 direct reports – performance management

- City Council evaluates the performance of the City Manager, City Attorney, and Chief Municipal Judge.

Council Schedule

Regular Meetings

- 6pm, 1st and 3rd Tuesday each month

Work Session Meeting

- 6pm, 2nd and 4th Tuesdays of each month

Additional weekly meetings

- Council subcommittees
- Meetings with constituents
- 1x1 with direct reports
- Board and Commission invitations
- Community invitations

Official communications schedule

- On each Thursday prior to a Council meeting, you will receive a full agenda packet and other memorandums.
- On each Monday, you will receive notes from Leadership Planning Team meeting.
- On each Tuesday of a Council meeting, you will receive a packet with staff memos to read prior to the meeting.

Communication Transparency

- Staff works to ensure all councilmembers have access to the same information when making decisions.
- City-related communications are subject to open records requests.

Council compensation

As of July 1st, 2023, Councilmembers receive the following annual compensation:

- Mayor: \$59,783.88
 - Mayor Pro Tem: \$47,827.00
 - Councilmembers: \$39,855.92
-
- Benefits – Entitled to the same offered to City employees such as medical, dental, vision, short-term disability, etc.

In November 2022, [Fort Collins voters passed a Charter amendment](#) to base Council compensation on the Area Median Income (AMI) for the Fort Collins/Loveland area for a single-person household, adjusted annually. Per the ballot language, the amounts are:

- Mayor: 75% of AMI
- Mayor Pro Tem: 60% of AMI
- Councilmembers: 50% of AMI

- The Charter designates the City Attorney as the ***legal adviser of the Council and all employees of the city in matters relating to their official powers and duties.***
 - Prepares all ordinances and resolutions
 - Prepares/approves all legal documents (such as contracts, real estate deeds and easements)
 - Represents City in all legal proceedings
 - Prosecutes municipal charter and code violations in Municipal Court
 - Advises City officers and employees in day to day
- CAO budget: ~ \$3.7 million
- Staffing: 18 Attorneys, 3 Paralegals, 5 Administrative Support
- Main Office: Lower level of City Hall (300 LaPorte)

- The Charter empowers Municipal Court to hear all matters under the City's Charter and Code
- Primary Types of Cases:
 - Parking Violations and Traffic Infractions (such as speeding up to 25 MPH over, Failure to Yield)
 - Traffic Misdemeanors (such as Careless and Reckless Driving, No Proof of Insurance, Speed Exhibition)
 - Petty Offenses (such as Littering, Disorderly Conduct, Unreasonable Noise)
 - Civil Infractions (such as Animal Disturbance, Refuse and Rubbish, Code Compliance)
 - Misdemeanors (such as Theft, Assault, Trespass, Criminal Mischief, Open Container)
 - Camera Radar/Red Light (speeding and running red lights)
- Also serves as Liquor Licensing Authority and Marijuana Licensing Authority
- Provides probation services and Problem-Solving Courts and Programs (such as The Right Track, Traffic Circles, Mediation and Restorative Justice, and other upcoming programs)
- (See July 25, 2023, Work Session Presentation)
- Chief Judge Hueser, several Assistant Judges and two Referees hear these matters
- Municipal Court Clerk's Office (Court Administrator and staff) handle administration and processing

- November 7 – Election Day
- November 17 – Completion of tabulation of all accepted in-person and mail ballots
- Mid-November to end of December: Logistics set up
- December 12 – Council work session – Council end of term report
- December ? - Depending on election results, what do the ballot initiatives mean?
- January 9 – Swearing in and Council Organizational Meeting
- January 23 work session – 2024 Big Picture
- January 26-27: Council Retreat and priority setting

