

Issue Committee Guidelines

Updated July 2025

**This document is valid for the November 4, 2025
Regular Municipal Election**



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INTRODUCTION

The *Issue Committee Guidelines* are furnished as a source of general information about the regulations governing issue committees formed for the purpose of supporting or opposing municipal ballot issues. These guidelines contain basic information and are not intended to be comprehensive in scope or depth. If you have questions regarding the interpretation of applicable laws and regulations for your particular situation, you may wish to consult with a private attorney who can provide you with that interpretation. If there is any inconsistency between these guidelines and the applicable provisions of the City Code, City Charter, or state law, the provisions of the Code, Charter, or state law take precedence.

Collectively, regulations governing issue committees in Fort Collins are unique to Fort Collins and are applicable only in the context of a Fort Collins municipal election.

ELECTION ADMINISTRATION

All regular and special municipal elections are conducted under the provisions of the City Code, the City Charter, and Colorado law. The regular municipal election is held on the first Tuesday in November in odd-numbered years. The City has the option to coordinate the election with Larimer County, or to conduct the election separately, but at the same time as the Larimer County Coordinated Election. In the case of a special municipal election held in conjunction with the Larimer County General Election, the City will contract with Larimer County for the conduct of the election.

Regardless of which entity is conducting the election, all information regarding the requirements of a political committee should be obtained from the City Clerk's Office. Other entities, such as Larimer County and the Colorado Secretary of State, play no role in local election campaigns and are not familiar with the requirements of the City Code and Charter. The City Clerk's Office will assist you through the campaign process as much as possible. However, the City Clerk's Office cannot provide legal advice. You should consult with your own attorney about the application of the law to your individual situation.

The City Clerk's Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of legal holidays.

IMPORTANT TELEPHONE NUMBERS

The following telephone numbers and email addresses are provided to assist you with election and City government related questions.

Election-Related Questions

Delynn Coldiron, City Clerk dcoldiron@fcgov.com	970-221-6515
Cecila Good, Senior Deputy City Clerk cgood@fcgov.com	970-221-6516
City Clerk's Office elections@fcgov.com	970-221-6515

Sign Code Questions

Zoning Department jmoore@fcgov.com	970-416-2745
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Questions/Complaints Regarding Placement of Temporary Signs in the Public Right-of-Way

Code Compliance jhernandez@fcgov.com	970-224-6046
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Voter Registration Questions/Requests for Voter Registration Records

Larimer County Elections Office elections@co.larimer.co.us	970-498-7820
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GIS Department - Maps

gis@fcgov.com	970-416-2483
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ELECTIONEERING

State law prohibits electioneering (to take part actively and energetically in the activities of an election campaign; persuasion of voters in a political campaign) on election day within any polling place, or in any public street or room, or in any public manner within 100 feet of any building in which a polling place is located.

For municipal elections, City facilities may be used as polling locations and/or have drop boxes on the premises. In those cases, this activity is prohibited within 100 feet of those locations, beginning 15 days prior to election day.

ELECTION SIGNS

Election signs fall within the definition of temporary signs and must meet all standards in Land Use Code Section 5.16.3. Permits are not required for placement of non-banner temporary signs on private property; however, some restrictions on size and placement apply. If the temporary sign is a banner, a permit is required. Temporary signs may only be placed upon private property behind the sidewalk and only with the consent of the property owner.

Temporary signs, including election signs, are not allowed on park land, medians, sidewalks, street rights-of-way, in front of City buildings or any other public area owned or controlled by the City of Fort Collins without a permit. The public right-of-way includes the area between the sidewalk and the street, as well as approximately two feet behind the sidewalk. Banners require a permit.

Temporary signs are addressed in the City Code (Section 17-42) and the Land Use Code (Section 5.16.3). A temporary sign may be immediately removed if the City Engineer determines it has been placed on public property. The City will attempt to notify the owner that the temporary sign has been removed and will be destroyed within 10 days if not picked up. Any additional temporary signs will be immediately removed and destroyed without notification.

The allowed size and placement of temporary signs allowed in **residential and nonresidential zones** is set out in Land Use Code Section 5.16.3(C). The signs cannot include lighting.

IDENTIFICATION OF WRITTEN CAMPAIGN MATERIALS

Whenever an issue committee makes an expenditure for the purpose of financing communications expressly advocating a particular result in an election or solicits any contribution or contribution in-kind through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing or any other type of general public political advertising, the

communication must clearly state that the communication is paid for by the issue committee. (City Code Section 7-140).

These forms of communication include, but are not limited to:

- (1) Websites or social media of a candidate, candidate committee, issue committee, political committee or registered small-scale issue committee available to the general public;
- (2) Websites or social media of a person if and to the extent they are financed by independent expenditures in excess of the reporting threshold in [§ 7-139](#) and are available to the general public;
- (3) Advertisements placed for a fee on another person's website or social media.

The statement required must be clear and conspicuous in the communication. The required statement does not apply to communications where including the statement would be impractical, such as:

- (1) Bumper stickers, pins, buttons, pens and similar small items upon which the disclaimer cannot be conveniently printed;
- (2) Skywriting, water towers, wearing apparel, or other means of displaying an advertisement of such a nature that the inclusion of a disclaimer would be impracticable; or
- (3) Checks, receipts, and similar items of minimal value that are used for purely administrative purposes and do not contain a political message.

DOOR-TO-DOOR SOLICITATION

Political solicitations are exempt from the City Code provision prohibiting door-to-door solicitations, except where the occupant of a private residence has chosen to post a **“NO SOLICITATION”** or **“NO TRESPASSING”** sign near the entrance to the premises. Posting of such a sign prohibits **any** kind of solicitation at that residence.

The City Code sections relating to noncommercial door-to-door solicitation may be found in [Chapter 15, Article IV, Division 1 of City Code](#).

LITTERING

Campaign material is not exempt from littering prohibitions. Campaign materials must be securely placed or deposited so as to prevent them from being blown or scattered by the wind. It is not permissible to place campaign materials in any fashion on motor vehicles without the vehicle owner's permission.

PENALTIES

Failure to comply with the City Code and Land Use Code provisions relating to door-to-door solicitations and temporary signs is a misdemeanor and, upon conviction, punishable by a fine not to exceed \$3,000 or by imprisonment not to exceed 180 days, or both. [City Code Section 1-15]

CAMPAIGN REPORTING REQUIREMENTS

GENERAL

The Fort Collins City Council has established campaign finance provisions to be applied to local elections in lieu of any state laws on the subject. The local provisions have been codified in [Chapter 7, Article V of the City Code](#).

ISSUE COMMITTEES

The City Code defines an *issue committee* as:

- (1) Two (2) or more persons who are elected, appointed or chosen, or have associated themselves, and that take steps in furtherance of an intent to accept contributions or contributions in kind, or make expenditures, to support or oppose any ballot issue or ballot question; or
- (2) Any person that takes steps in furtherance of an intent to accept contributions or contributions in kind for the purpose of supporting or opposing any ballot issue or ballot question; or
- (3) Any person or associated persons upon making independent expenditures of two thousand five hundred dollars (\$2,500) or more for the purpose of supporting or opposing any ballot issue or ballot question.

“Issue committee” does not include political committees, small-scale issue committees, or candidate committees as otherwise defined in Section 7-132 of the City Code.

“Person” is defined as any individual, partnership, committee, association, corporation, labor organization or other organization or group of persons.

COMMITTEE REGISTRATION

All issue committees are required to register with the City Clerk *before* accepting contributions or making expenditures.

All contact information provided on the registration form, including e-mail and website addresses, will be provided to the general public and posted on the City’s election website with other election-related information.

A Committee Registration form is available for download from the City’s website.

BANK ACCOUNTS

All contributions received by an issue committee must be deposited and maintained in a financial institution in a separate account, the title of which must include the name of the committee. Documentation of the account, satisfactory to the City Clerk, is required with the committee registration.

Note: Although the City Code requires that the account include the name of the committee, it may be necessary to open an account as a personal checking account that indicates it is for committee purposes due to documentation required for formal non-profit organization accounts.

CAMPAIGN REPORTS

All issue committees are required to report to the City Clerk their contributions and contributions in kind received, including the name and address of each person who has made contributions or contributions in kind, expenditures made, and obligations entered into by the committee. **ALL contributions and expenditures, regardless of amount, must be reported.**

Reports are due on:

- Two weeks after filing a committee registration (NEW)
- July 1, 2025 (1st day of quarter until Sept 2, 2025 report) NEW
- September 2, 2025 (53 days before election) NEW
- September 30, 2025 (35 days before election)
- October 14, 2025 (21 days before election)
- October 21, 2025 (14 days before the election)
- October 31, 2025 (by noon - Friday before election)
- December 2, 2025 (28 days after election) AMENDED
- January 13, 2026 (70 days after election)

If the reporting day falls on a weekend or legal holiday, the report must be filed by the close of the next business day.

All reports must be submitted on forms and in the format provided by the City Clerk and must be complete in all respects.

The City Clerk's Office may contact the committee's registered agent if clarification is needed about any report filed. Any report that the City Clerk deems to be incomplete or inconsistent with the requirements for reporting will be accepted on a conditional basis and will be subject to the process and penalties in City Code Section 7-143. See Complaints (page 13) for more details.

Reports must be current in all respects as of two days prior to the filing date.

A campaign report is considered timely if the paper report is received by the City Clerk's office by the end of the business day on the date due or if a copy is filed electronically not later than midnight MST on the date due. The report due by noon on the Friday before the election is due by noon, regardless of the manner of filing.

Campaign Report forms, in Excel format, are available for download from the City's website. All campaign reports will be published on the City's website.

RECORDKEEPING

All records pertaining to contributions and related accounts must be maintained by the committee for one (1) year following any election in which the committee received contributions unless a complaint has been filed under Section 7-143(a) of the City Code alleging a violation of the provisions of Chapter 7, Article V of the City Code or the committee has received notice of an investigation or prosecution of a violation of this Article by the City or other law enforcement authority, in which case they must be maintained until final disposition of the complaint and any consequent court proceedings. Such records are subject to inspection in connection with any investigation or other action to enforce the terms of Chapter 7, Article V of the City Code. (See Complaints, page 13)

All expenditures must be documented and all records pertaining to those expenditures, including but not limited to invoices, receipts, instruments of payment, and copies of any public communications produced as a result of the expenditure, must be maintained by the committee for one (1) year following any election in which the committee expended the funds unless a complaint has been filed under Subsection 7-143(a) alleging a violation of the provisions of Chapter 7, Article V, or the committee has received notice of an investigation or prosecution of a violation of Chapter 7, Article V, in which case they must be maintained until final disposition of the complaint and any consequent court proceedings. Documentation must include the name and address of the vendor(s) or payee(s) providing the property, materials, or services and the amount of the expenditure. The records shall be made available within three (3) business days upon request of the City and subject to inspection in connection with any investigation or other action to enforce the terms of Chapter 7, Article V.

CONTRIBUTION AND EXPENDITURE LIMITS

There are no limits on the amount of contributions (individual or aggregate) that an issue committee may receive, nor are there limits on the amount of expenditures made by an issue committee. However, contributions and expenditures must be reported as noted earlier in this Section.

EXPENDITURES FOR POLITICAL ADVERTISING

No committee shall pay to any radio or television station, newspaper, periodical, internet advertiser or website provider, social media provider or other supplier of materials or services a higher charge than that normally required for local commercial customers for comparable use of space, materials or services. Any such rate cannot be rebated, directly or indirectly.

If any radio or television station, newspaper, or periodical charges an issue committee a lower rate for use of space, materials, or services than the rate charged another issue committee for comparable use of space materials, or services, the difference in such rate must be reported as a contribution in kind to the issue committee that was charged the lower rate.

REPORTS ARE PUBLIC RECORD

Any report submitted pursuant to Article V, Chapter 7 of the City Code will be made available for public inspection. In addition, all campaign reports will be available on the City's website under the link for upcoming election.

No information contained in any campaign report may be sold or used by any person for the purpose of soliciting contributions or for any commercial purpose.

TERMINATION OF AN ISSUE COMMITTEE

An issue committee must properly dispose of all remaining funds and must file a termination report by the 70th day after the election.

UNEXPENDED CAMPAIGN CONTRIBUTIONS

Any unexpended contributions may be donated to any charitable organization recognized by the Internal Revenue Service, returned to the contributor, or used to pay for the cost of a recount requested by the committee's registered agent (City Code Section 7-46). Funds on hand following the election may not be used for any other purpose.

SMALL-SCALE ISSUE COMMITTEES

GENERAL

The City Code defines a *small-scale issue committee* as a committee otherwise meeting the definition of issue committee that has accepted or made contributions or expenditures in an amount that does not exceed two thousand five hundred dollars (\$2,500.) during an applicable election cycle for the major purpose of supporting or opposing any ballot issue or ballot question.

The following are each treated as single small-scale issue committees:

- a. All small-scale issue committees that support or oppose a common ballot measure if the committees are established, financed, or controlled by a single corporation or its subsidiaries;
- b. All small-scale issue committees that support or oppose a common ballot measure if the committees are established, financed, maintained, or controlled by a single labor organization or the affiliated local units it directs; and
- c. All small-scale issue committees that support or oppose a common ballot measure if the committees are established, financed, maintained, or controlled by substantially the same person, group of persons, or other organizations.

REGISTRATION

Any small-scale issue committee that accepts or makes contributions or expenditures in an aggregate amount during any applicable election cycle that does not exceed two hundred fifty dollars (\$250) is **not** required to register as an issue committee or file reports in connection with accepting or making such contributions or expenditures.

Any small-scale issue committee that accepts or makes contributions or expenditures in an aggregate amount during any applicable election cycle of between two hundred fifty dollars (\$250) and two thousand five-hundred dollars (\$2,500) must then register with the City Clerk within ten (10) business days of the date on which the aggregate amount of contributions or expenditures exceeds two hundred fifty dollars (\$250). The registration required must include a statement listing:

- a. The committee's full name, spelling out any acronyms used in the name;
- b. The name of a natural person authorized to act as a registered agent of the committee;
- c. A current street address, mailing address (if different from the street address), telephone number and email address for the principal place of business of the committee;

- d. A current mailing address, telephone number and email address for the registered agent;
- e. The purpose or nature of interest of the committee; and
- f. The date of the election regarding which the committee intends to be active;
- g. The name and address of the financial institution in which all contributions received by the committee are deposited in a separate account bearing the name of the committee, and documentation of such account reasonably satisfactory to the City Clerk; and
- h. An acknowledgement and certification signed by the registered agent and, from any candidate committee, the candidate..

A Committee Registration form is available for download from the City's website.

BANK ACCOUNTS

All contributions received by a small-scale issue committee must be documented and deposited and maintained in a financial institution in a separate account, the title of which must include the name of the committee.

Note: Although the City Code requires that the account include the name of the committee, it may be necessary to open an account as a personal checking account that indicates it is for committee purposes due to documentation required for formal non-profit organization accounts.

RECORDKEEPING

All records pertaining to contributions and related accounts must be maintained by the committee for one (1) year following any election in which the committee received contributions unless a complaint has been filed under Section 7-143(a) of the City Code alleging a violation of the provisions of Article V, Chapter 7 of the City Code or the person or committee has received notice of an investigation or prosecution of a violation of Article V, Chapter 7 by the City or other law enforcement authority, in which case they shall be maintained until final disposition of the complaint and any consequent court proceedings. Such records shall be subject to inspection in connection with any investigation or other action to enforce the terms pursuant to Article V, Chapter 7 of the City Code.

All expenditures must be documented and all records pertaining to those expenditures, including but not limited to invoices, receipts, instruments of payment, and copies of any public communications produced as a result of the expenditure, must be maintained by the committee for one (1) year following any election in which the committee expended the funds unless a complaint has been filed under Subsection 7-143(a) alleging a violation of the provisions of Chapter 7, Article V, or the person or committee has received notice of an investigation or prosecution of a violation of Chapter 7, Article V, in which case they must be maintained until final disposition of the complaint and any consequent court proceedings. Documentation must include the name and address of the vendor(s) or payee(s) providing the property, materials, or services and the amount of the expenditure. The records shall be made available within three (3) business

days upon request of the City and subject to inspection in connection with any investigation or other action to enforce the terms of Chapter 7, Article V.

EXPENDITURES FOR POLITICAL ADVERTISING

If any radio or television station, newspaper, or periodical charges a small-scale issue committee a lower rate for use of space, materials, or services than the rate charged another committee for comparable use of space materials, or services, the difference in such rate must be reported as a contribution in kind to the committee that was charged the lower rate.

CAMPAIGN REPORTS

A small-scale issue committee does not need to file campaign reports unless or until it meets the following requirements:

Within seven (7) days of the date on which a small-scale issue committee accepts or makes contributions or expenditures in an aggregate amount during any applicable election cycle that exceeds two thousand five hundred dollars (\$2,500.), the committee shall:

- (1) through its registered agent, report this change in the committee's status (i.e., it is now an issue committee) to the City Clerk; and
- (2) report to the City Clerk on an approved form, for each particular contribution or expenditure accepted or made, the name and address of each person who has made such contribution and the amount of each specific contribution and expenditure accepted or made by the committee.

Once any issue committee that began as a small-scale issue committee accepts or makes contributions or expenditures in an aggregate amount during any applicable election cycle that exceeds two thousand five hundred dollars (\$2,500.), the committee shall from that point forward make disclosure of any contributions or expenditures it accepts or makes not already reported under the requirements listed above and comply with all requirements of Chapter 7, Article V of City Code applicable to issue committees.

TERMINATION OF A SMALL-SCALE ISSUE COMMITTEE

A registered small-scale issue committee must properly dispose of all funds and file a termination report no later than 70 days after the election.

COMPLAINTS, CAMPAIGN VIOLATIONS AND PENALTIES

Any candidate or registered elector of the City who has reason to believe a violation of Chapter 7, Article V, of the City Code, has occurred by any candidate, candidate committee, issue committee, small-scale issue committee or political committee may file a written complaint with the City Clerk, no later than sixty (60) days after the alleged violation has occurred.

The complaint must contain:

- (1) The name of the alleged violator;
- (2) The Code provision allegedly violated;
- (3) A brief statement or description of the offense allegedly committed and the basis for the allegation;
- (4) All documentation or other factual evidence known to the complainant to support the allegation;
- (5) Identification of any witnesses or persons with relevant knowledge; and
- (6) The name, address, and telephone number of the complainant.

Complaint Process:

All complaints filed under this section will be reviewed in the following manner, however if a complaint is dismissed at any stage it will end at that stage and will not proceed to the next:

- (1) Preliminary Review;
- (2) Separation of Criminal Complaints from Civil Infractions, only Civil Infractions proceed to the next stage;
- (3) Evidentiary Review;
- (4) Investigation; and
- (5) Referral to Municipal Court.

Preliminary Review:

The City Clerk, in consultation with the City Attorney, will conduct a preliminary review to determine whether the complaint is sufficient and notify both the complainant and respondent within three (3) working days of receipt of the complaint. A sufficient complaint must comply with the following:

- (1) Was timely filed under [§ 7-145\(a\)](#);
- (2) Contains the information required by [§ 7-145\(a\)\(1\)](#); and
- (3) Properly alleges a violation of [Chapter 7](#), Article V, of this Code.

Insufficient Complaints:

If the City Clerk, in consultation with the City Attorney, determines that the complaint is insufficient, the City Clerk will:

- (1) Notify the complainant that the complaint has been dismissed and provide a brief explanation of the determination; and
- (2) Forward the complaint to the person who is the subject to the complaint ("respondent") and notify them that the complaint has been dismissed.

Criminal Complaints:

If the City Clerk, in consultation with the City Attorney, determines that the complaint is sufficient and alleges a criminal violation as set forth in [§ 7-143\(b\)](#), the City Clerk will forward the complaint to the respondent and to the City Attorney, who will evaluate the complaint for probable cause as provided for in this Division 2.

Civil Infractions:

For sufficient complaints that do not allege a criminal violation, the complaints will be subject to a civil infraction process as follows:

- (1) The City Clerk will forward the complaint to the respondent by electronic mail, notifying the respondent that the alleged violation may be subject to a civil infraction and of the presumptive fine in accordance with [§ 7-143\(a\)](#).
- (2) Upon receipt of the complaint and at any time prior to filing of the complaint with Municipal Court, the respondent may:
 - a. Pay the fine; or
 - b. Provide any responsive information to the City Clerk regarding the allegations in the complaint.

Violations and Penalties (From [§ 7-143\(a\)](#))

Code Section	Penalty Amount
7-133 - Candidate affidavit; disclosure statement; failure to file	No monetary penalty (disqualification per Section 7-133)
7-134 - Registration of committees; termination.	\$150 first offense; \$300 each subsequent offense
7-135 - Campaign contributions/expenditures.	\$100 first offense; \$200 each subsequent offense
7-136 - Disclosure; filing of reports.	\$100 first offense; \$200 each subsequent offense
7-137(b) - Reports to be public record.	\$50 first offense; \$100 each subsequent offense
7-138 - Unexpended campaign contributions.	\$100 first offense; \$200 each subsequent offense
7-139 - Independent expenditures	\$100 first offense; \$200 each subsequent offense
7-140 - Responsibility for communications.	\$50 first offense; \$100 each subsequent offense
7-141 - Expenditures for political advertising; rates and charges.	\$50 first offense; \$100 each subsequent offense

Evidentiary Review:

After providing notice to the respondent of the complaint, the City Clerk, in consultation with the City Attorney, will determine whether the complainant has provided credible evidence to support a finding that the respondent violated this Article so as to warrant further investigation. If the City Clerk determines that the complaint does not contain credible evidence or that the allegation does not warrant further investigation, the Clerk will dismiss the complaint and notify both the respondent and the complainant of the dismissal and the reason for the dismissal.

Cure:

Upon receipt of the complaint up until the initiation of an investigation, the respondent may provide evidence of a cure. A "cure" is defined to include evidence of substantial compliance with the applicable law. Upon receipt of evidence of a cure, the City Clerk, in consultation with the City Attorney, will determine whether the provided evidence sufficiently cures the violation. If a cure is found, the City Clerk will dismiss the complaint. The City Clerk will notify both the respondent and the complainant. When reviewing the evidence, the City Clerk, in consultation with the City Attorney, will consider the following:

- a. The extent of the respondent's noncompliance;
- b. The purpose of the provision violated and whether that purpose was substantially achieved despite the noncompliance; and
- c. Whether the noncompliance may properly be viewed as a knowing attempt to mislead the electorate or election officials.

Investigation:

If the City Clerk, in consultation with the City Attorney, determines that the complaint contains credible evidence and warrants further investigation, the City Attorney will arrange for any necessary outside or internal investigators to assist in conducting an investigation. The City Clerk will notify the respondent and complainant that an investigation has begun, that they may be contacted for an interview or other information gathering. Any additional information that either the respondent or complainant wants to provide must be received by the City Clerk within ten (10) business days. Documentation must be received within the ten (10) working days in order to be considered during the investigation.

Based on the outcome of the investigation the City Clerk, in consultation with the City Attorney, will determine whether a violation under [Chapter 7](#), Article 5, of this Code occurred.

If it is determined that a violation did occur, the complaint will be filed with the Municipal Court. If the City Clerk, in consultation with the City Attorney, determines that a violation under [Chapter 7](#), Article 5 did not occur, the City Clerk will dismiss the complaint and notify the complainant and respondent of the dismissal and the reason for the dismissal.

Payment of Civil Fine:

Upon receiving payment of the presumptive fine, the City Clerk will close the complaint and notify the respondent and complainant.

Referral to Municipal Court:

Any complaint filed with the Municipal Court under this Section will be governed by Article V of [Chapter 19](#) of the City Code.

A complainant or any other nonrespondent will not be a party to the City Attorney's initial review, cure proceedings, investigation, or any proceeding in the Municipal Court. A complainant may request permission from the Municipal Judge or their designee to file an amicus curiae brief.

Any person that commits a violation of this Article will be personally liable for the penalties imposed. Any candidate will be personally liable for penalties imposed upon the candidate or the candidate's committee and may use campaign contributions to pay penalties.

EVALUATION OF CAMPAIGN COMPLAINT

For those complaints that concern a criminal violation pursuant to [§ 7-143\(b\)](#), if the City Attorney determines that no probable cause exists, that the complaint fails to allege an enforceable violation, or that the requirements of [§ 7-145](#) were not met by the complainant, the City Attorney shall so notify the City Clerk, who will, in turn, notify the complainant and respondent in writing.

If the City Attorney determines probable cause exists, the City Attorney may notify Fort Collins Police Services, who, in consultation with the City Attorney, may file and serve a summons and complaint to the respondent.

The City Attorney retains prosecutorial discretion on whether to ultimately file criminal charges. If the City Attorney determines filing a summons and complaint is inappropriate, he or she shall so notify the City Clerk, who will, in turn, notify the complainant and respondent in writing.

CONFLICTS OF INTEREST

In the event the City Attorney determines a complaint or alleged violations poses a conflict of interest, the City Attorney may take appropriate action in accordance with the Code and general practices of the City, including, but not limited to, hiring special counsel to carry out the review and determinations required, if deemed necessary and advisable under the circumstances.

COMPLAINT NOT REQUIRED FOR CITY ACTION

Nothing in the complaint provisions precludes the City from pursuing an action, civil or criminal, against any person, candidate, candidate committee, issue committee, small-scale issue committee or political committee for any violation of Chapter 7 of the City Code, regardless of whether a complaint had been filed pursuant to Chapter 7, Article V.