

ORDINANCE NO. 127, 2023  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
AMENDING CHAPTER 7 OF THE CODE OF THE CITY OF FORT COLLINS  
REGARDING DUTIES OF THE CITY CLERK

WHEREAS, Chapter 7 of the City Code provides the procedures, requirements and responsibilities for the conduct of municipal elections, reporting and registration of candidate, issue and political committees, and campaign finance disclosure requirements; and

WHEREAS, Section 7-20 of the City Code describes the duties of the City Clerk, including the retention of any reports or statements related to campaigns as required by Article V of Chapter 7; and

WHEREAS, in response to the adoption of new state law provisions regarding the retention period that municipal clerks must retain any mandated disclosure reports, City staff has reviewed current City retention practices of these records to determine whether they comply with state law; and

WHEREAS, City Code Section 7-20 requires the City Clerk to retain reports or statements required to be filed by Article V of Chapter 7 for only one year, which is inconsistent with new state law; and

WHEREAS, City staff recommends amending City Code Section 7-20 to be in line with new state timelines to retain reports or statements related to City campaigns; and

WHEREAS, the City Council finds that the proposed changes to the City Code are in the best interests of the City and its residents.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That the City Council hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. That Section 7-20 of the Code of the City of Fort Collins is hereby amended to read as follows:

**Sec. 7-20. Duties of City Clerk.**

The City Clerk shall:

...

- (2) Keep a copy of any report or statement required to be filed by Article V for a period of ten (10) years from the date of filing. In the case of candidates who were elected, those

candidate's reports and filings shall be kept for six (6) years after the candidate leaves office;

...

Introduced, considered favorably on first reading and ordered published this 19th day of September, 2023, and to be presented for final passage on the 3rd day of October, 2023.

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Mayor

ATTEST:

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City Clerk

Passed and adopted on final reading this 3rd day of October, 2023.

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Mayor

ATTEST:

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City Clerk