

ORDINANCE NO. 036, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING CHAPTER 2, ARTICLE V, DIVISION 2, SECTION 2-493 OF THE CODE
OF THE CITY OF FORT COLLINS TO REORGANIZE THE ADMINISTRATION OF
THE MUNICIPAL COURT

A. The Fort Collins City Charter establishes a Municipal Court vested with jurisdiction over matters arising under the Charter and ordinances of the City.

B. The Charter authorizes the City Council to designate a Chief Municipal Judge and to establish the duties of that position by ordinance.

C. The City Council adopted Resolution 2026-002 directing staff to evaluate options for reorganizing the administration of the Municipal Court.

D. The Council finds that placing the administrative and business operations of the Municipal Court under the authority of the City Manager will enhance operational efficiency and customer service while preserving the independence of the Municipal Judge with respect to legal rulings, sentencing decisions, and courtroom procedures.

E. The Council desires to amend Section 2-493 of the City Code to clarify the respective roles of the Chief Municipal Judge and the City Manager with respect to the administration and operation of the Municipal Court.

F. The Council desires to add a section to the City Code to authorize the City Manager to appoint a Municipal Court Administrator and clarify the duties of the Municipal Court Administrator.

In light of the foregoing recitals, which the Council hereby makes and adopts as determinations and findings, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. Section 2-493 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 2-493. Judicial—Municipal Court; duties of the Municipal Judges.

(a) The Municipal Court shall be under the judicial authority of the Chief Judge, who shall be appointed by the City Council and shall be directly responsible to the City Council. The Chief Judge shall be responsible for the adjudication of cases, sentencing decisions, probation decisions, courtroom procedures, and other judicial functions of the Municipal Court, including appointing referees and assigning referee duties in accordance with § 19-36, and coordination of assistant and temporary judge duties. The Chief Judge shall serve as a member of the Board of Elections in accordance with the provisions of Article VIII, Section 5 of the Charter.

(b) Assistant Municipal Judges. The City Council may appoint one (1) or more Assistant Municipal Judges as may be necessary to handle the case load of the Municipal Court. Assistant Municipal Judges shall be supervised by the Chief Judge.

(c) Temporary Judges. As the City Council determines necessary, the City Council may also appoint one (1) or more qualified attorneys to serve as a temporary judge, either directly or through an intergovernmental agreement with another city or cities.

Section 2. A new Section 2-495 is hereby added to the Code of the City of Fort Collins which reads in its entirety as follows:

Sec. 2-495. Office of the Judicial Court Administrator.

(a) Municipal Court Administrator.

(1) The City Manager shall designate a Municipal Court Administrator responsible for the day-to-day administrative and operational management of the Municipal Court.

(2) The Municipal Court Administrator shall operate under the authority and supervision of the City Manager or the City Manager's designee and shall perform such administrative and operational duties as may be assigned, including but not limited to:

- a. control, management and supervision of court administrative staff, including probation officers;
- b. conduct of all matters pertaining to the business of the court, including cash management, accounting, budget coordination, and establishing hours of operation of the Municipal Court;
- c. clerk support for all sessions of the Municipal Court;
- d. management of all court records, including all Municipal Court sessions;
- e. administration of oaths and affirmations in the Municipal Court;
- f. customer service functions;
- g. service as or appointment of a jury commissioner and establishment of jury procedures; and
- h. promulgation and implementation of administrative policies.

(3) Before entering upon the duties of office, each employee of the Municipal Court shall take and subscribe an oath, before a Municipal Judge, that the employee will support the Constitution of the United States and the Constitution of the State of Colorado and the Charter and ordinances of the City and will faithfully perform the duties of the employee's office.

(4) The Municipal Court Administrator shall serve as the primary liaison between the Municipal Court and the administrative departments of the City.

(5) In carrying out administrative responsibilities, the Municipal Court Administrator shall coordinate with the Chief Municipal Judge to ensure that administrative operations support the efficient functioning of the Municipal Court and the exercise of judicial authority.

(6) Nothing in this section shall be construed to authorize the Municipal Court Administrator or the City Manager to interfere with or direct the exercise of judicial authority by the Chief Municipal Judge or any Assistant Municipal Judge.

(7) The Municipal Court Administrator must make a monthly financial report to the financial officer, a copy of which shall also be filed with the City Manager upon request. The report must show the financial transactions of the Municipal Court during the preceding month and such other information as may be pertinent.

(b) The following duties are hereby imposed upon the head and personnel of the Municipal Court Administrator's Office in reference to traffic offenses:

(1) They shall accept designated fines, issue receipts and present to the court the written evidence of the guilty pleas and waivers of appearance of violators who have requested and are permitted to so plead.

(2) They shall receive and issue receipts for bail from persons who must or wish to be heard in court, enter the time of their appearance on the court docket, and notify the officer, if any, to be present.

(3) They shall, on behalf of the court, forward to the Colorado Department of Revenue as required by Section 42-2-121, C.R.S., a record of the conviction of any person in said court for a violation of any of the traffic ordinances of the City or any of the traffic laws of this State subject to the point system schedule provided by law.

(4) They shall keep an easily accessible record of all violations of which each person has been guilty during the preceding thirty-six (36) months, whether such guilt was established in court or by pleas of guilty and payment of fine at the Municipal Court Clerk's Office.

(5) The Municipal Court Clerk's Office shall keep reasonably accessible records and submit summarized monthly records and reports to the Judge for judicial purposes and to the City Manager or the City Manager's designee for administrative purposes of all notices issued and arrests made for violations of this Traffic Code, of all fines collected by the Municipal Court Clerk's Office or the Court, and of the final disposition or present status of every case of violation of the provisions of said laws and ordinances. Said records shall be maintained according to the Court's archive and destruction schedule to show all types of violations and the totals for each.

(6) The Municipal Court Clerk's Office shall follow such procedures and perform such duties as may be prescribed by this Traffic Code and as may be required by any laws or regulations of the State of Colorado.

(7) The following duties are hereby imposed upon the head and personnel of the Parking Services Office in reference to parking violation cases:

a. They shall accept designated fines, issue receipts and keep written records of the guilty pleas and waivers of appearance of violators who have requested and are permitted to so plead.

b. They shall keep an easily accessible record of all violations of which each person has been guilty during the preceding thirty-six (36) months, whether such guilt was established at hearing or by pleas of guilty and payment of fine at the Parking Services Office.

Introduced, considered favorably on first reading on April 7, 2026, and approved on second reading for final passage on April 21, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: May 1, 2026
Approving Attorney: April Silva

Exhibit: None