

AGENDA ITEM SUMMARY

City Council



STAFF

Rupa Venkatesh, Assistant City Manager

SUBJECT

Items Related to the Reorganization of the Administration of the Municipal Court.

EXECUTIVE SUMMARY

A. Second Reading of Ordinance No. 036, 2026, 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.

B. Second Reading of Ordinance No. 037, 2026, Amending Section 1702 of the Traffic Code of the City of Fort Collins to Reorganize the Administration of the Municipal Court.

These Ordinances, unanimously adopted on First Reading on April 7, 2026, amend sections of the Municipal City and Traffic Codes to move business operations of the Municipal Court under the City Manager's Office while preserving the independence of the Municipal Court Judge to include exclusive authority over legal rulings, sentencing decisions, and courtroom procedures.

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinances on Second Reading.

FIRST READING BACKGROUND / DISCUSSION

On January 6, 2026, Council adopted Resolution 2026-002 which directed staff to evaluate options for reorganizing the administration of the Municipal Court. The primary objective is to enhance operational efficiency and improve customer service by moving business operations under the City Manager's Office.

There are two relevant sections of the Municipal Code (Section 2-493(a) and the Traffic Code (Sections 1702(1), 1702(2) and 1702(3)(e) that staff recommends amending as well as the addition of Section 2-495 in the Municipal Code.

Under these recommended changes, the Chief Municipal Judge would be responsible for the adjudication of cases, sentencing decisions, probation decisions, courtroom procedures, and other judicial functions of the Municipal Court including appointing parking referees and assigning duties to parking referees, Assistant Municipal Judges, and Temporary Judges.

The Municipal Court Administrator will operate under the authority of the City Manager or designee and will be responsible for the day-to-day administrative and operational management of the Municipal Court to include management and supervision of court administrative staff, including probation officers, financial

and records management, clerk support for Court sessions, and customer service functions. In addition, the Administrator shall coordinate with the Chief Municipal Judge to ensure that administrative operations support the efficient functioning of the Court and the exercise of judicial authority.

The duties of Court staff related to parking violation cases from Section 1702 of the Traffic Code are also recommended to be moved under Section 2-495 of the Municipal Code for simplicity and clarity.

The additional amendment to Section 1702 of the Traffic Code clarifies that the Court Administrator's Office will be staffed and operated under the authority of the City Manager or designee.

CITY FINANCIAL IMPACTS

None.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS / LINKS

First Reading attachments available in April 7, 2026, agenda materials at the following link: <https://fortcollins-co.municodemeetings.com/>.

1. Ordinance No. 036, 2026
2. Ordinance No. 037, 2026