

ORDINANCE NO. 037, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING SECTION 1702 OF THE TRAFFIC CODE OF THE CITY OF FORT
COLLINS TO REORGANIZE THE ADMINISTRATION OF THE MUNICIPAL COURT

A. The City Council has determined that it is in the best interest of the City to reorganize the administrative operations of the Municipal Court to improve efficiency and customer service.

B. The Council intends to clarify that administrative functions related to the Municipal Court Clerk's Office are to be performed under the authority of the City Manager while preserving the independence of the Municipal Judge with respect to judicial functions.

C. Section 1702 of the Traffic Code currently assigns certain administrative responsibilities to the Municipal Judge that the Council now wishes to place under the authority of the City Manager or the City Manager's designee.

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 that Section 1702 of the Traffic Code of the City of Fort Collins is hereby amended as follows:

1702. Municipal Court Clerk's Office.

~~(1) The Municipal Judge may establish an office, policies and procedures to assist the court with the clerical work of traffic cases.~~

(1) The Municipal Court Administrator's Office shall be administered in accordance with Section 2-495 of the City Code.

~~(2) The Municipal Court Clerk's Office may be in charge of such person or persons as the court may designate to handle traffic cases, and the Parking Services Office may handle parking violation cases; each shall be open on such days excluding Saturdays, Sundays and holidays, and at such hours as may be established by the court or Parking Services Director, respectively.~~ The Municipal Court Administrator's Office shall be staffed by such personnel as may be designated under the authority of the City Manager or the City Manager's designee to handle traffic cases, and the Parking Services Office may handle parking violation cases. Each office shall be open on such days and at such hours as may be established by the City Manager or designee and the Parking Services Director, respectively, in consultation with the Municipal Judge regarding court operations.

~~(3) The following duties are hereby imposed upon the head and personnel of the Municipal Court Clerk's Office in reference to traffic offenses:~~

- ~~(a) — 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.~~
- ~~(b) — 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.~~
- ~~(c) — 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.~~
- ~~(d) — 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.~~
- ~~(e) — The Municipal Court Clerk's Office shall keep reasonably accessible records and submit summarized monthly records and reports to the Judge 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.~~
- ~~(f) — 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.~~
- ~~(4) — 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