

ORDINANCE NO. 066, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING THE CODE OF THE CITY OF FORT COLLINS REGARDING
ORGANIZATIONAL STRUCTURE, SERVICE AREAS AND RELATED DEFINITIONS

A. Under Article II, Section 5 of the City Charter, City Council has the power to establish, change, consolidate or abolish administrative offices, service areas or agencies of the City by ordinance, upon report and recommendation of the City Manager, so long as the administrative functions and public services established by the Charter are not abolished in any such reorganization; and

B. The organizational structure of the City is contained in Chapter 2, Article V of the City Code, and Division 3 of Article V establishes the service areas of the City.

C. The City Manager periodically reviews and evaluates the City's organizational structure to ensure it reflects the desired operational efficiencies and service delivery outcomes, as well as leadership accountabilities.

D. Based on that review, the City Manager is recommending the changes set out in this Ordinance, which include:

- (1) Revising the terminology used to refer to organizational levels, including elimination of references to "division" and "service unit", while retaining focus on service areas and departments;
- (2) Clarifying the City Manager's authority to establish organizational units of various levels, consistent with the approved service area delineations;
- (3) Establishing a new Transportation Services service area;
- (4) Establishing a service area combining the Sustainability Services service area with Community Planning and Development Services (previously part of the Planning, Development and Transportation Services service area) in a new service area called Community Development, Housing and Sustainability Services;
- (5) Renaming Financial Services service area to Financial and Strategic Services;
- (6) Updating language in Division 2 and Division 3 of Article V for consistency, clarity and gender neutrality;
- (7) Removing the former Sustainability Services service area;
- (8) Updating provisions in Chapter 22 (about special improvement districts) and Chapter 23 (about right-of-way obstructions and encroachments) to reflect the service area changes described above; and
- (9) Replacing the term "service unit" with "department" in Chapter 23, Articles IX and X (about Natural Areas and Parks regulations) for consistency.

E. The Council supports the organizational changes recommended by the City Manager and set out in this Ordinance and finds the changes are in the best interests of the City.

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 1-2 of the Code of the City of Fort Collins, regarding Definitions, is hereby amended so as to delete the definition of “division” as follows:

Sec. 1-2. Definitions; rules of construction.

In the construction of this Code and of all ordinances, the following definitions and rules of construction shall apply unless such construction would be inconsistent with the manifest intent of the City Council:

...

~~Division means a primary subdivision of a department headed by a person who is directly responsible to the head of the department.~~

...

Section 2. Section 2-494 of the Code of the City of Fort Collins is hereby amended so as to read in its entirety as follows:

Sec. 2-494. Office of the City Clerk; duties of the City Clerk.

The Office of the City Clerk shall be under the direction of the City Clerk, who shall be appointed in accordance with Article II, Section 12 of the Charter and who shall be directly responsible to the City Manager or **their** ~~his or her~~ designee for giving notice of City Council meetings; keeping a journal of City Council proceedings; authenticating by **their** ~~his or her~~ signature, and permanently recording in full, all ordinances and resolutions; and performing all other duties required by the Charter, this Code or the City Manager.

Section 3. Chapter 2, Article V, Division 3 of the Code of the City of Fort Collins is hereby amended to read as follows:

Division 3. Service Areas

Sec. 2-499. City Manager authority.

The City Manager shall have the authority to establish such departments, divisions, offices and other organizational units for the administration and provision of services by the City, to determine reporting relationships and organizational structure, and to assign such functions and duties within the organization, as may be consistent with this Article V.

Sec. 2-500. ~~Planning, Development and Transportation~~ Community Development, Housing and Sustainability Services.

~~Planning, Development and Transportation~~ Community Development, Housing and Sustainability Services is hereby created as a service area of the City. ~~Planning, Development and Transportation~~ Services shall be in the charge of a Director who shall be assigned said role by and shall be directly responsible to the City Manager or ~~their~~ his or her designee for the functions and duties necessary to provide and carry out the following:

- (1) community planning, and development and ~~transportations~~ services; and other services as assigned, and
- (2) environmental services;
- (3) economic health and urban renewal services;
- (4) housing and community vitality, and
- (5) such other services and functions as assigned may be deemed appropriate by the City Manager.

The Director of Community Development, Housing and Sustainability Services ~~who~~ shall have control and supervision over such agencies, ~~service units~~, departments, offices or other organizational units, or persons, as may be deemed appropriate by the City Manager.

Sec. 2-501. Financial and Strategic Services; ~~duties of Director.~~

Financial and Strategic Services is hereby created as a service area of the City. Financial and Strategic Services shall be in the charge of a Chief Financial Officer who shall be assigned said role by and shall be directly responsible to the City Manager or ~~their~~ his or her designee for the functions and duties of the Financial Officer as provided in Article V, Part III, Section 22 of the Charter, and other services and functions as assigned, and who shall have control and supervision over such services and functions, agencies ~~service~~

units, departments, offices or other organizational units, or persons, as may be deemed appropriate by the City Manager.

Sec. 2-502. Community Services.

Community Services is hereby created as a service area of the City. Community Services shall be in the charge of a Director who shall be assigned said role by and shall be directly responsible to the City Manager or their his or her designee for the functions and duties necessary to provide cultural, parks, natural areas, and recreation services, and other services and functions as assigned, and who shall have control and supervision over such services and functions, agencies, service units, departments, offices or other organizational units, or persons, as may be deemed appropriate by the City Manager.

Sec. 2-503. Police Services.

(a) Chief; duties. Police Services is hereby created as a service area of the City. Police Services shall be under the immediate supervision and control of the Chief of Police, who shall be assigned said role by and shall be directly responsible to the City Manager or their his or her designee for the functions and duties necessary to preserve the public peace, prevent crime, apprehend criminals and protect the rights of persons and property through the enforcement of the penal laws of the State, all ordinances and regulations of the City, and the provisions of the Charter, and other services and functions as assigned by the City Manager. The Chief of Police shall also perform such other duties and functions as the City Manager may prescribe for the public peace and safety and the protection of property, including the property of the City within and without the corporate limits, and shall cooperate with local, state and federal law enforcement officials.

...

Sec. 2-504. Utility services; duties of Utilities Executive Director and City Manager.

(a) Utility services shall be and is hereby created as a service area of the City.

(b) Except as provided in paragraph (c) below, utility services shall be in the charge of the Utilities Executive Director who shall be assigned said role by and shall be directly responsible to the City Manager or their his or her designee for the functions and duties of utility services, including, without limitation, the functions and duties necessary to provide for the design, construction, reconstruction, addition, repair, replacement, operation and maintenance of the City's electric, water, wastewater and stormwater utilities services, excluding telecommunications services, and who shall have control and supervision over such services and functions, agencies, service units, departments, divisions, offices or other organizational units, or persons, assigned as may be deemed appropriate by the City Manager.

(c) The City Manager or their his or her designee shall have the direct responsibility and authority to administer and supervise all functions and activities related to the

provision of telecommunication facilities and services, as this term is defined in § 7(f) of Charter Article XII by the telecommunication services division of the electric utility. In exercising this authority, the City Manager or ~~his or her~~ **their** designee, including but not limited to a Broadband Executive Director, may assign to other employees such duties, assignments and functions as ~~he or she~~ determines necessary for the proper and efficient administration of the telecommunication services division of the electric utility in providing telecommunication facilities and services.

Sec. 2-505. Information and employee services.

Information and Employee Services is hereby created as a service area of the City. Information and Employee Services shall be in the charge of a Director who shall be **assigned said role by and shall be** directly responsible to the City Manager or **their** ~~his or her~~ designee for the functions and duties necessary to provide administrative and other internal services, such as communications, management information and human resources services, to the City, and other services **and functions** as assigned, and who shall have control and supervision over such agencies, ~~service units~~, departments, offices or **organizational units, or** persons, as may be deemed appropriate by the City Manager.

Section 4. Section 2-506 of the Code of the City of Fort Collins, entitled "Sustainability services," is hereby deleted and replaced with a new Section 2-506, entitled "Transportation services," to read as follows:

~~Sec. 2-506. Sustainability services.~~

~~Sustainability Services is hereby created as a service area of the City. Sustainability Services shall be in the charge of a Director, who shall be directly responsible to the City Manager or his or her designee for the functions and duties necessary to provide environmental services, economic health and urban renewal services and social sustainability for the City organization, and who shall have control and supervision over such agencies, service units, departments, offices or persons as may be deemed appropriate by the City Manager.~~

Sec. 2-506. Transportation Services.

Transportation Services is hereby created as a service area of the City. Transportation Services shall be in the charge of a Director who shall be assigned said role by and shall be directly responsible to the City Manager or their designee for the functions and duties necessary to provide and carry out transportation and transportation-related facilities and services and such other services and functions as may be assigned, and who shall have control and supervision over such agencies, departments, offices or organization units, or persons, as may be deemed appropriate by the City Manager.

Section 5. Section 22-31 of the Code of the City of Fort Collins is hereby amended to add a definition of the term "Director" to read as follows:

Sec. 22-31. Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Section:

...

Director shall mean the Director of Transportation Services or their designee.

...

Section 6. Section 22-33 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 22-33. - Designation of officers to supervise improvements.

All local improvements shall be constructed under the general direction and control of the City Manager and in the immediate charge, direction and supervision of the Director of Planning, Development and Transportation and, if applicable, the Utilities Executive Director or other officer designated for such purpose in accordance with maps, plans and specifications adopted by the City Council. The work of construction may be by independent contract or by the City as determined by the City Council.

Section 7. Section 22-35 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 22-35. - Method of initiating improvements.

(a) A public work or improvement, the cost of which in whole or in part is to be assessed by the City against the property specially benefitted, may be initiated by the City Council on recommendation of the Director of Planning, Development and Transportation or on petition of the property owners affected.

(b) In improvements to be initiated by the City Council, the City Council after receiving a recommendation from the Director of Planning, Development and Transportation shall adopt a resolution which shall state the need and the nature and location of the improvements without mentioning minor details and shall describe the area to be assessed for the improvements by boundaries or other brief description. The resolution shall direct the Director of Planning, Development and Transportation to prepare and present to the City Council the following:

...

(c) In improvements to be initiated by petition of property owners, the petition shall be on a form to be supplied by the City. The petition shall be subscribed by the owners of at least one-third (1/3) of the frontage to be assessed for improvements to streets including streetlighting and by the owners of at least one (1) percent of the area of the property to

be assessed for any other improvements. The City Council may, by resolution, adopt policies to be used in the review of such petitions. Upon receiving a petition, and after review of the same, the City Council may adopt a resolution which shall state the nature and location of the improvements and describe the area to be assessed for the improvements by boundaries or other brief description, and direct the Director ~~of Planning, Development and Transportation~~ to prepare and present to the City Council a report as in the case of City Council initiated improvements. Thereafter, the procedures shall be the same as in the case of improvement districts initiated by the City Council provided that the City Council may at any time determine by resolution that the acquisition of the proposed improvements is not feasible or desirable for reasons stated in the resolution. Any such resolution shall terminate the proceedings.

...

Section 8. Section 22-36 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 22-36. - Maximum cost of improvements.

The total cost of the improvements shall not exceed by more than ten (10) percent the amount of the estimate of the Director ~~of Planning, Development and Transportation~~ for the cost of the improvement, unless the City Council shall find that the public interest requires the making or acquisition of the improvement or any part at such higher cost. The foregoing limitation on maximum cost for improvements shall not apply when all the owners of property to be assessed in a district expressly waive the limitation in writing.

Section 9. Section 22-39 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 22-39. - Advertising for bids; letting of contracts.

All contracts for local improvements shall be let by the Purchasing Agent upon the determination of the City Council after the passage of the original ordinance forming the district. All contracts shall be let to the lowest responsible bidder as determined in the sole discretion of the City Council. Contracts shall be let after public advertisement for bids has been published twice in an official newspaper published in the City. The advertisements for bids shall be published at least a week apart. The date for opening of bids shall be not less than ten (10) days after the first publication. In all advertisements, the City Council shall reserve the right to reject all bids. Upon rejecting all bids or receiving no bids, the City Council may again advertise without further ordinance or may order the work done by hiring labor and arranging for purchasing necessary material under the supervision of the Director ~~of Planning, Development and Transportation~~. Notwithstanding the foregoing, improvements may be installed by the City utilizing City employees if the City Council so orders.

Section 10. Section 22-42 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 22-42. - Council may require utility connections.

Before constructing any permanent paving under the provisions of this Article, the City Council may order the owners of abutting property to connect their several premises with sewer, gas or water mains or with any other commodity in the street in front of the several premises. Upon the default of the owners to make such connections thirty (30) days after such order, the City Council may contract and make said connections at such distance under such regulations and in accordance with specifications as may be prescribed by the City Council, and the whole cost of said connections shall be assessed against the premises with which the connection is made. Any number of said connections may be ordered in pursuance of the regulations adopted as recommended by the Director of ~~Planning, Development and Transportation~~. The cost shall be assessed and collected in the same manner as provided in this Article for assessment and collection of the cost of other special improvements and shall be included in the assessments made against the particular property in the district proceedings.

Section 11. Section 22-83 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 22-83. - Payments from surplus and deficiency fund.

...

(b) Any portion of the costs of a district payable by the City at large because of the limitation based on value of property as provided in § 22-90, costs of improvements in excess of the estimate of the Director of ~~Planning, Development and Transportation~~ as provided in § 22-36 or reductions in assessments made by the City Council, if directed by the City Council, may be paid from the surplus and deficiency fund. If any such portion is later recovered from the owners of property in the district, the amount of such recovery shall be repaid into such surplus and deficiency fund.

Section 12. Section 22-111 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 22-111. - Special assessment bonds and multi-year financial obligations authorized.

...

(b) All such bonds shall be issued upon estimates of the Director of ~~Planning, Development and Transportation~~ or, if applicable, the Utilities Executive Director, approved by the City Council. The Financial Officer shall preserve a record of the same in a suitable book kept for that purpose. All such bonds shall be subscribed by the Mayor

and countersigned by the Financial Officer, with the corporate seal affixed and attested by the City Clerk. Facsimile signatures may be used.

...

Section 13. Section 23-47 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 23-47. - Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Section:

...

Director shall mean the **Director of Planning, Development and Transportation Director Services** or their designee.

...

Section 14. Section 23-115 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 23-115. - Vacating public right-of-way.

...

(d) The City Engineer shall route the vacation request to, and solicit comments from, potentially affected utility agencies, City staff, emergency service providers and affected property owners in the vicinity of the right-of-way being proposed for vacation. Upon receipt of such information from potentially affected interests, the City Engineer shall develop a recommendation for approval or denial and shall submit such recommendation to the **Director of Planning, Development and Transportation Director Services**.

(e) Recommendations of the **Director of Planning, Development and Transportation Director Services** for approval of a right-of-way vacation shall be forwarded to City Council for its consideration of action by ordinance to vacate the right-of-way. Decisions of the **Director of Planning, Development and Transportation Director Services** for denial of a right-of-way vacation request shall be delivered in writing to the applicant and may be appealed to the City Manager pursuant to the provisions contained in Chapter 2, Article VI of the Code.

(f) For approved right-of-way vacations, the title to the vacated right-of-way shall vest in accordance with Section 43-2-302, C.R.S.

Section 15. Article IX of Chapter 23 of the Code of the City of Fort Collins is amended to replace all references to the term "Service Unit" with the term "Department."

Section 16. Article X of Chapter 23 of the Code of the City of Fort Collins is amended to replace all references to the term "Service Unit" with the term "Department."

Introduced, considered favorably on first reading on June 2, 2026, and approved on second reading for final passage on June 16, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: June 26, 2026
Approving Attorney: Carrie Daggett

Exhibit: None