



City Council Regular Meeting Agenda

March 3, 2026 at 6:00 PM

Emily Francis, Mayor
Julie Pignataro, District 2, Mayor Pro Tem
Chris Conway, District 1
Josh Fudge, District 3
Melanie Potyondy, District 4
Amy Hoeven, District 5
Anne Nelsen, District 6

City Council Chambers
300 Laporte Avenue, Fort Collins
& via Zoom at
<https://zoom.us/j/98241416497>
Cablecast on FCTV
Channel 14 on Connexion
Channel 14 and 881 on Xfinity

Carrie Daggett
City Attorney

Kelly DiMartino
City Manager

Delynn Coldiron
City Clerk

City Council members may participate in this meeting via electronic means pursuant to their adopted policies and protocol: [Rules of Procedure](#)

ATTENDANCE OPTIONS

- Meetings are open to the public and can be attended by anyone in person, through the Zoom platform (<https://zoom.us/j/98241416497>) or by phone.
- Meetings are televised live on Channels 14 & 881 on cable television and livestreamed on the City's website, fortcollins.gov/Government/Get-Involved/FCTV
- All speakers are required to sign up to speak prior to 5:30 pm using the online sign-up system available at fortcollins.gov/Government/City-Council/Council-Meetings. The sign-up portal is available once the upcoming Council agenda is posted Thursday at 5pm.

Full instructions for online participation are available at fortcollins.gov/Government/City-Council/Council-Meetings.

Participate via phone using this call in number and meeting ID:

Call in number: 720 928 9299

Meeting ID: 982 4141 6497

During public participation opportunities in the meeting, press *9 to indicate a desire to speak.

Submit written comments:

- Email comments about any item on the agenda to cityleaders@fortcollins.gov
- Written comments can be mailed or dropped off at the City Manager's Office at City Hall, at 300 Laporte Ave, Fort Collins, CO 80521.

PROCLAMATIONS & PRESENTATIONS
5:00 PM

A) PROCLAMATIONS AND PRESENTATIONS

[PP 1.](#) Declaring the Day of March 8, 2026 as International Women's Day.

[PP 2.](#) Declaring the Month of March 2026 as American Red Cross Month.

[PP 3.](#) Declaring the Month of March 2026 as Women's History Month.

REGULAR MEETING
6:00 PM

B) CALL MEETING TO ORDER

C) PLEDGE OF ALLEGIANCE

D) ROLL CALL

E) CITY MANAGER'S AGENDA REVIEW

- City Manager Review of Agenda
- Consent Calendar Review, including removal of items from Consent Calendar for individual discussion.

F) COMMUNITY REPORTS - None.

G) PUBLIC COMMENT ON ANY TOPICS OR ITEMS OR COMMUNITY EVENTS

Individuals may comment regarding any topics of concern, whether or not included on this agenda. Comments regarding land use projects for which a development application has been filed should be submitted in the development review process** and not to Council.

- Those who wish to speak are required to sign up using the online sign-up system available at:

<https://www.fortcollins.gov/Government/City-Council/Council-Meetings>

- Each speaker will be allowed to speak one time during public comment. If a speaker comments on a particular agenda item during general public comment, that speaker will not also be entitled to speak during discussion on the same agenda item.
- All speakers will be called to speak by the presiding officer from the list of those signed up. After everyone signed up is called on, the presiding officer may ask others wishing to speak to identify themselves by raising their hand (in person or using the Raise Hand option on Zoom), and if in person then will be asked to move to one of the two lines of speakers (or to a seat nearby, for those who are not able to stand while waiting).
- The presiding officer will determine and announce the length of time allowed for each speaker.

- Each speaker will be asked to state their name and general address for the record, and, if their comments relate to a particular agenda item, to identify the agenda item number. Any written comments or materials intended for the Council should be provided to the City Clerk.
- A timer will beep one time and turn yellow to indicate that 30 seconds of speaking time remain and will beep again and turn red when a speaker's time has ended.

[**For questions about the development review process or the status of any particular development, consult the City's Development Review Center page at <https://www.fortcollins.gov/Business/Building-and-Development/Development-Review>, or contact the Development Review Center at 970.221.6760.]

H) PUBLIC COMMENT FOLLOW-UP

I) COUNCILMEMBER REMOVAL OF ITEMS FROM CONSENT CALENDAR FOR DISCUSSION

CONSENT CALENDAR

The Consent Calendar is intended to allow Council to spend its time and energy on the important items on a lengthy agenda. Staff recommends approval of the Consent Calendar. Agenda items pulled from the Consent Calendar by either Council or the City Manager will be considered separately under their own Section, titled "Consideration of Items Removed from Consent Calendar for Individual Discussion." Items remaining on the Consent Calendar will be approved by Council with one vote. The Consent Calendar consists of:

- Ordinances on First Reading that are routine;
- Ordinances on Second Reading that are routine;
- Those of no perceived controversy;
- Routine administrative actions.

1. **Consideration and Approval of the Minutes of the February 17, 2026 Regular Meeting.**

The purpose of this item is to approve the minutes of the February 17, 2026 Regular Meeting.

2. **Second Reading of Ordinance No. 011, 2026, Appropriating Prior Year Reserves and Unanticipated Revenue Received Through City Give.**

This Ordinance, unanimously adopted on First Reading on February 17, 2026, requests an appropriation of \$75,507.38 in philanthropic revenue received through City Give. These miscellaneous gifts to various City departments support a variety of programs and services and are aligned with both the City's strategic priorities and the respective donors' designation.

In 2019, City Give, a formalized enterprise-wide initiative was launched to create a transparent, non-partisan governance structure for the acceptance and appropriations of charitable gifts.

3. **Second Reading of Ordinance No. 012, 2026, Appropriating Prior Year Reserves for River Restoration and Visitor Use Improvements at Arapaho Bend Natural Area and Related Art in Public Places Program.**

This Ordinance, unanimously adopted on First Reading on February 17, 2026, requests an appropriation of \$4,900,000 from the Natural Areas Fund into the Natural Areas' 2026 budget for a river restoration and visitor use improvement project at Arapaho Bend Natural Area and transferring \$46,000 to the Cultural Services and Facilities funds to meet the City's 1% dedicated funding requirement for Art in Public Places.

Arapaho Bend Natural Area (ABN) is a biologically rich and culturally significant 534-acre parcel in need of ecological restoration due to past infrastructure development, gravel mining, and degradation along the Cache la Poudre River (Poudre River). Visitation at this site has increased by 400% over the past decade, impacting natural resources and creating unsafe conditions. A river restoration project and visitor use project at ABN were identified as top priorities for implementation through Natural Areas' planning processes. Design and permitting for the projects began in 2025. The restoration's focus is on improving river health metrics and the visitor use improvements center on safety, improved access, and resource protection.

The Natural Areas Department (FCNAD) has accrued funds for both projects over several years and has the full funding amount needed to complete the projects. Both projects are on track to begin construction in August 2026. This timeline is a year ahead of the anticipated schedule when the 2025/2026 budget was created and approved, requiring funds to be appropriated into Natural Areas' 2026 budget. Completing the projects a year earlier will save the City further costs from inflation.

4. Second Reading of Ordinance No. 013, 2026, Adopting the 2026 Amended City Classified Employee Pay Plan to Update Classified Positions as Provided in the Collective Bargaining Agreement with the Fraternal Order of Police.

This Ordinance, unanimously adopted on First Reading on February 17, 2026, recommends changes to the 2026 City Classified Employee Pay Plan based on an annual market analysis conducted as agreed upon through the 2025-2027 Collective Bargaining Agreement (the "Agreement") with the Northern Colorado Lodge #3 of the Fraternal Order of Police ("FOP"). The Agreement was approved by Council by Resolution 2024-141 on December 3, 2024. The Agreement specifies a salary data collection method and evaluation process that includes market data as of early January. This data has been collected and analyzed, resulting in the revised 2026 City Classified Employee Pay Plan.

5. Second Reading of Ordinance No. 014, 2026, Amending the Code of the City of Fort Collins to Revise Requirements Relating to Mobile Home Parks.

This Ordinance, unanimously adopted on First Reading on February 17, 2026, presents City Code updates related to mobile home park licensing, proper operation, and enhanced oversight of issues identified by mobile home park residents, property managers, and owners. This item also addresses analysis of unmet needs in the State of Colorado Mobile Home Park Oversight Program.

Staff recommends including the following Code changes:

- Requiring mobile home park ("MHP") owners to provide potable water and access to sanitary services for water outages lasting more than 12 hours;
- Requiring MHP owners to maintain trees and remove hazards caused by trees and branches that threaten life or property; aligning minimum standards with existing standards for other property types;
- Requiring MHP owners to maintain streets and mitigate hazards;
- Requiring MHP owners to repair water infrastructure leaks, breaks, or malfunctions in the City Water Utility service area; aligning minimum standards with existing standards for other property types;
- Authorizing abatement of hazardous trees, water infrastructure leaks or repairs, and pavement conditions by the City with cost recovery from MHP owner;

- Prohibiting MHP owners from charging costs of hazard mitigation, abatement by the City, penalties, and other costs associated with licensing or enhanced enforcement program to residents;
- Aligning penalty structure for MHP licensing and oversight with existing penalties for non-compliance of hazardous conditions and administrative requirements;
- Removing requirement for proactive rental inspections for mobile homes to align with the Rental Housing complaint-based inspection policy; and
- Creating a MHP licensing program, requirements, and fees with annual renewal that requires:
 - Disclosure of:
 - Infrastructure assessment results, maintenance schedules, and repairs
 - Water outage and boil notice frequency and duration
 - Water rebilling methodology
 - Average lot rent, lot rent increase amount and frequency, line-item description of all rent increases
 - Speed limits and enforcement standards
 - Current community rules
 - MHP property manager certification and continuing education
 - Compliance with minimum property maintenance and hazard mitigation standards set forth in Code

6. Council Action Postponing Indefinitely Ordinance No. 203, 2025, Amending Section 20-102 of the Code of the City of Fort Collins for the Purpose of Adjusting Snow and Ice Removal Requirements.

The purpose of this item is to postpone indefinitely an Ordinance regarding snow and ice removal requirements presented to Council on First Reading on December 2, 2025. On Second Reading on December 16, 2025, the item was continued to February 17, 2026.

An affirmative vote on this item will indefinitely postpone the proposed Ordinance.

7. First Reading of Ordinance No. 015, 2026, Making a Supplemental Appropriation from the Colorado State Patrol Department of Public Safety for the FY26 Beat Auto Theft Through Law Enforcement (BATTLE) Grant Project.

The purpose of this item is to appropriate \$10,000 of unanticipated state grant revenue from the Colorado State Patrol (CSP) Department of Public Safety as a modification to the previously awarded FY 2026 BATTLE grant.

8. Items Relating to Traffic Code Updates.

A. First Reading of Ordinance No. 016, 2026, Amending Section 236 of the Fort Collins Traffic Code Relating to Child Restraint Systems.

B. First Reading of Ordinance No. 017, 2026, Amending Section 214 and Section 224 of the Fort Collins Traffic Code Relating to Snowplows.

C. First Reading of Ordinance No. 018, 2026, Adding a New Section 1412.5 of the Fort Collins Traffic Code Relating to Certain Persons Approaching Intersections who are not Operating Motor Vehicles.

D. First Reading of Ordinance No. 019, 2026, Amending Section 1503 of the Fort Collins Traffic Code Relating to Lane Filtering and Passing.

E. First Reading of Ordinance No. 020, 2026, Amending Section 239 of the Fort Collins Traffic Code Relating to Misuse of a Mobile Electronic Device.

F. First Reading of Ordinance No. 021, 2026 Adding a New Section 1418 of the Fort Collins Traffic Code Relating to Driving without a Current Driver's License.

G. First Reading of Ordinance No. 022, 2026, Amending Section 1209 and Sections 1221 through 1227 of the Fort Collins Traffic Code Relating to Parking Enforcement Procedures.

The purpose of this item is to present recommended changes to the Fort Collins Traffic Code to address changes made by the Colorado State Legislature and to modernize outdated language to more clearly reflect current Parking Services policies and protocols related to enforcing parking violations and fee requirements in parking garages and surface lots.

9. Items Related to the FY24 Safe Streets and Roads for All Grant.

A. Resolution 2026-024 Authorizing the Mayor to Sign a Grant Agreement with the Federal Highway Administration under the Fiscal Year 2024 Safe Streets and Roads for All Grant Program.

B. First Reading of Ordinance No. 023, 2026, Making a Supplemental Appropriation and Authorizing Transfers of Appropriations for the Safe Streets and Roads for All Grant Program.

The purpose of this item is to support the City in expanding on the City's current Active Modes Plan and Vision Zero Plan, specifically through:

- Supplemental Planning Projects
 - An audit of standards and policies to identify and amend plans, codes and standards to align with City's Active Modes Plan and Vision Zero Action Plan, and
 - Harmony Road Study to develop conceptual plans to mitigate speed related risks and reduce severe crashes, with an emphasis on vulnerable road users.
- Demonstration project on Lake Street to evaluate modifications for safer and more predictable travel for all modes.

The Resolution authorize the Mayor to sign the Intergovernmental Agreement (IGA) with the Federal Highway Administration to receive grant funding to support the above-mentioned project activities.

The Ordinance will appropriate \$1,739,944 in federal funds from the FY24 SS4A grant program and \$367,570 in local funds and in-kind staff time to go toward the local match requirement.

10. Resolution 2026-025 Modifying Resolution 2025-102 to Authorize the Execution of a Funding Agreement with Volunteers of America National Services.

The purpose of this item is to specify the name of the contracting entity stated in Resolution 2025-102. Resolution 2025-102 authorized the City to execute a funding agreement with Volunteers of

America (VOA) for \$1.4 million of Affordable Housing Capital Funds from the Community Capital Improvement Program. This change is needed to clarify the subsidiary of VOA who is developing the project. Funds will support the development of Switchgrass Crossing, an age-restricted and income-restricted affordable housing community.

11. Resolution 2026-026 Approving Amendments to the Boards and Commissions Manual.

The purpose of this item is to make updates to the Boards and Commissions Manual.

END OF CONSENT CALENDAR

J) ADOPTION OF CONSENT CALENDAR

K) CONSENT CALENDAR FOLLOW-UP (This is an opportunity for Councilmembers to comment on items adopted or approved on the Consent Calendar.)

L) STAFF REPORTS - None.

M) COUNCILMEMBER REPORTS

N) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR FOR INDIVIDUAL DISCUSSION

O) CONSIDERATION OF ITEMS PLANNED FOR DISCUSSION

The method of debate for discussion items is as follows:

- Mayor introduced the item number and subject; asks if formal presentation will be made by staff
- Staff presentation (optional)
- Mayor requests public comment on the item (three minute limit for each person)
- Council questions of staff on the item
- Council motion on the item
- Council discussion
- Final Council comments
- Council vote on the item

Note: Time limits for individual agenda items may be revised, at the discretion of the Mayor, to ensure all have an opportunity to speak. The timer will buzz when there are 30 seconds left and the light will turn yellow. It will buzz again at the end of the speaker's time.

12. Resolution 2026-027 Adopting the City Council's 2026-2027 Priorities.

The purpose of this item is to formally adopt the 2026-2027 Council Priorities.

13. Resolution 2026-028 Adopting the City of Fort Collins 2026-2030 Strategic Plan.

The purpose of this item is to formally adopt the 2026-2030 Strategic Plan. The adopted plan will guide the 2027-2028 budgeting process. Council priorities have been incorporated into this Plan and will be considered for adoption under a separate resolution.

14. Resolution 2026-029 Establishing an Ad Hoc Committee known as the Council Committee on Affordable and Sustainable Growth.

The purpose of this item is to appoint Councilmembers to an Ad Hoc Council Committee to support work regarding the Council priority of “Promote affordability and sustainable growth by making development predictable, efficient, and cost effective.”

The Proposed Ad Hoc Committee name is “Committee on Affordable and Sustainable Growth.”

P) RESUMED PUBLIC COMMENT (if applicable)

Q) OTHER BUSINESS

OB 1. Possible consideration of the initiation of new ordinances and/or resolutions by Councilmembers.

(Three or more individual Councilmembers may direct the City Manager and City Attorney to initiate and move forward with development and preparation of resolutions and ordinances not originating from the Council's Policy Agenda or initiated by staff.)

OB 2. Proposed Motion to Waive Attorney-Client Privilege on Legal Item.

"I move that the City Council waive the attorney-client privilege applicable to, and solely with respect to, the communications contained in the memo dated March 3, 2026, from the City Attorney to the Mayor and City Councilmembers concerning particular legal considerations related to immigration enforcement, and direct the City Attorney to make the specified memo available to the public upon request."

R) ADJOURNMENT

Every regular Council meeting will end no later than midnight, except that: (1) any item of business commenced before midnight may be concluded before the meeting is adjourned and (2) the Council may, at any time prior to adjournment, by majority vote, extend a meeting beyond midnight for the purpose of considering additional items of business. Any matter that has been commenced and is still pending at the conclusion of the Council meeting, and all matters for consideration at the meeting that have not yet been considered by the Council, will be deemed continued to the next regular Council meeting, unless Council determines otherwise.

Upon request, the City of Fort Collins will provide language access services for individuals who have limited English proficiency, or auxiliary aids and services for individuals with disabilities, to access City services, programs and activities. Contact 970.221.6515 (V/TDD: Dial 711 for Relay Colorado) for assistance. Please provide advance notice. Requests for interpretation at a meeting should be made by noon the day before.

A solicitud, la Ciudad de Fort Collins proporcionará servicios de acceso a idiomas para personas que no dominan el idioma inglés, o ayudas y servicios auxiliares para personas con discapacidad, para que puedan acceder a los servicios, programas y actividades de la Ciudad. Para asistencia, llame al 970.221.6515 (V/TDD: Marque 711 para Relay Colorado). Por favor proporcione aviso previo cuando sea posible. Las solicitudes de interpretación en una reunión deben realizarse antes del mediodía del día anterior.

File Attachments for Item:

PP 1. Declaring the Day of March 8, 2026 as International Women's Day.



PROCLAMATION

WHEREAS, the Women and Gender Equity Advisory Board was established to enhance the status and opportunities for all women, girls, transgender, gender non-binary, and gender non-conforming persons in the City of Fort Collins and in collaboration with Women Focus Employee Resource Group; and

WHEREAS, the Women and Gender Equity Advisory Board acknowledges the continued need for social justice, decision-making and leadership roles in business and government, and socioeconomic empowerment of women and girls both locally and globally; and

WHEREAS, the Women and Gender Equity Advisory Board and Women Focus ERG celebrates the achievements and triumphs of women and girls, both locally and globally; and

WHEREAS, International Women’s Day was established in 1911 to celebrate women’s achievements, raise awareness about gender-based discrimination, and take action to achieve women’s rights; and

WHEREAS, acknowledging International Women’s Day is a step towards validating that women and girls are to be noted for their social, economic, cultural, and political achievements; and

WHEREAS, call for gender equity, social justice, dignity, and respect towards all women and girls regardless of age, sex, race, ability, religion, immigration status, criminal record, and socio-economic status; and

WHEREAS, the City of Fort Collins has been devoted to increasing equity measures across all identities since the inception of the Office of Equity & Inclusion in August 2021.

NOW, THEREFORE, I, Emily Francis, Mayor of the City of Fort Collins, do hereby proclaim March 8, 2026, as

INTERNATIONAL WOMEN’S DAY

and call upon all community members to join us in jubilation for the contributions, tireless efforts, and joy that women and girls bring to our community.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Fort Collins this 3rd day of March, 2026.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

PP 2. Declaring the Month of March 2026 as American Red Cross Month.



PROCLAMATION

WHEREAS, in March, we celebrate American Red Cross Month by honoring our neighbors who make its humanitarian mission possible across the city. Every day, their acts of kindness change lives, bringing relief, comfort, and hope when help can't wait. This compassionate spirit runs deep in our community, just as it has for 145 years through the American Red Cross; and

WHEREAS, last year, dedicated Red Cross volunteers opened emergency evacuation centers during wildfires and utility outages, responded to home fires, and brought hope in times of darkness; and

WHEREAS, today, those who serve with the across the Northern Colorado Chapter light the way during emergencies — whether it's delivering shelter, food and comfort after disasters; providing a safe, lifesaving blood supply for patients facing conditions like cancer treatments, childbirth complications and traumatic injuries; assisting military members, veterans and their families with 24/7 global support; or empowering individuals with skills like first aid and CPR that save lives; and

WHEREAS, these collective efforts are a powerful reminder that the strength of our community lies in our shared commitment to one another. As we mark American Red Cross Month, let's celebrate our local heroes and resolve to continue lifting each other up, so no one faces an emergency alone; and

NOW, THEREFORE, I, Emily Francis, Mayor of the City of Fort Collins, do hereby proclaim March 2026, as

AMERICAN RED CROSS MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Fort Collins this 3rd day of March, 2026.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

PP 3. Declaring the Month of March 2026 as Women's History Month.



PROCLAMATION

WHEREAS, American women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways; and

WHEREAS, American women have played and continue to play critical economic, cultural, and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, American women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation; and

WHEREAS, American women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

WHEREAS, American women have served our country courageously in the military; and

WHEREAS, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, the women’s rights movement and other movements, especially the peace movement, which create a more fair and just society for all; and

WHEREAS, despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the sciences, literature, teaching, study of American history as well as in their contributions in areas listed above; and

WHEREAS, Living Her Legacy, a nonprofit Recognizing Women, Inspiring Girls, has been approved to create the first public outdoor exhibition to recognize women’s accomplishments in Fort Collins and Colorado, and is creating a generation of change makers who will impact their communities and the girls who come behind them with our women’s public art exhibition and our education programs for girls.

NOW, THEREFORE, I, Emily Francis, Mayor of the City of Fort Collins, do hereby proclaim March 2026, as

WOMEN’S HISTORY MONTH

and call upon the community members of Fort Collins to celebrate March as Women’s History Month with appropriate programs, ceremonies, and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Fort Collins this 3rd day of March, 2026.

Mayor

ATTEST:

City Clerk

File Attachments for Item:

1. Consideration and Approval of the Minutes of the February 17, 2026 Regular Meeting.

The purpose of this item is to approve the minutes of the February 17, 2026 Regular Meeting.

March 3, 2026



AGENDA ITEM SUMMARY

City Council

STAFF

Delynn Coldiron, City Clerk

SUBJECT

Consideration and Approval of the Minutes of the February 17, 2026 Regular Meeting.

EXECUTIVE SUMMARY

The purpose of this item is to approve the minutes of the February 17, 2026 Regular Meeting.

STAFF RECOMMENDATION

Staff recommends approval of the minutes.

ATTACHMENTS

1. Draft Minutes, February 17, 2026

February 17, 2026

COUNCIL OF THE CITY OF FORT COLLINS, COLORADO

Council-Manager Form of Government

Regular Meeting – 6:00 PM

PROCLAMATIONS AND PRESENTATIONS – None scheduled

A) PROCLAMATIONS AND PRESENTATIONS

- PP 1. **Recognizing Fort Collins Neighborhoods as Next Level Neighborhoods.**
- PP 2. **Declaring the Month of February, 2026 as Heart Health Month.**
- PP 3. **Declaring the Month of February, 2026 as Black History Month.**

**REGULAR MEETING
6:00 PM**

B) CALL MEETING TO ORDER

Mayor Emily Francis called the regular meeting to order at 6:00 p.m. in the City Council Chambers at 300 Laporte Avenue, Fort Collins, Colorado, with hybrid participation available via the City’s Zoom platform.

C) PLEDGE OF ALLEGIANCE

Mayor Emily Francis led the Pledge of Allegiance to the American Flag.

D) ROLL CALL

PRESENT

- Mayor Emily Francis
- Mayor Pro Tem Julie Pignataro
- Councilmember Chris Conway
- Councilmember Josh Fudge
- Councilmember Melanie Potyondy
- Councilmember Amy Hoeven
- Councilmember Anne Nelsen

ABSENT

None.

STAFF PRESENT

- City Manager Kelly DiMartino

City Attorney Carrie Daggett
Senior Deputy City Clerk Cecilia Good

E) CITY MANAGER'S AGENDA REVIEW

City Manager Kelly DiMartino provided an overview of the agenda, including:

- No changes to the published agenda.
- Items 1-8 on the Consent Calendar are recommended for adoption.
- One Discussion item.
- Two Other Business items.

F) COMMUNITY REPORTS – None.

G) PUBLIC COMMENT ON ANY TOPICS OR ITEMS OR COMMUNITY EVENTS

Brigitte Waldmann thanked Council for suspending plans to open the south gate at EPIC and requested that it remain closed permanently. She requested clarification as to what qualifies as a large event if the gate would be opened for those.

Gary Jones thanked Council for suspending plans to open the south gate of EPIC and requested more collaboration with the neighborhood for future discussions.

Pamela Murphy and Stacey Trunnell spoke about the transition from the Fort Collins Lincoln Center Support League to Artspire NoCo, noting that the new organization will have broader goals in supporting the arts community.

Jeff Akkerman spoke about members of the immigrant community living in fear and encouraged the removal of Flock cameras. He also requested requirements for visible identification and the removal of masks for ICE officers and discussed Fort Collins Police enforcement considerations related to ICE activity.

Karen Balog encouraged the adoption of an ordinance that would prohibit face coverings used to disguise ICE agents.

Natalie Barnes described issues related to purchasing a vehicle and compared it to the City's interactions with the community regarding the EPIC gate plan. She stated that the gate could be opened permanently if an EPIC expansion moves forward, which she understood to be under consideration.

Carolyn Dalbow expressed appreciation that the City has suspended plans to open the EPIC gate. She described safety concerns and potential impacts to traffic on Stuart Street if the gate were opened.

Renee Shaw requested proactive adoption of restrictions on masks for law enforcement officers and requirements for visible identification.

Andrew Elliott thanked the City for suspending plans to open the EPIC gate stating the decision felt aligned with City priorities. He requested that clear traffic data be provided and shared publicly to inform any future decisions.

Ezriah Shteir spoke about community trust in Fort Collins Police Services and stated the use of Flock cameras has started to erode that trust.

Jausten Noeller expressed concerns about Flock cameras, including impacts to Fourth Amendment rights and the effects of constant surveillance. She also expressed concern about data sharing practices.

Connor Moore discussed potential impacts of development on Hughes Stadium land due to concerns related to chronic wasting disease and the potential exposure to prions from contaminated soil.

Jim Brokish requested City Council support related to school closures, stating that Poudre School District is experiencing significant decreases in student enrollment.

Casey Johns opposed the use of Flock cameras and stated Flock Safety shares data without municipal consent. He also raised concerns about the security of the camera software and hardware.

Gabrielle Friesen requested that Council adopt an ordinance in response to concerns about ICE overreach, including prohibiting actions against a person based on immigration status.

John Avery discussed Poudre School District data barriers noting data is solely used for safety purposes. He requested re-evaluation and restrictions on the City's contracted services, and requested improved data governance policies, including responsible use of AI and ensuring human review.

Patrick McManamee spoke about data and surveillance concerns and requested that Council listen to community feedback regarding Flock cameras. He encouraged community members to attend the upcoming Work Session during which Flock representatives will be present.

Claire Phillippi raised concerns about Flock camera security and encouraged Council to discontinue the use of Flock cameras.

Adam Hirschhorn made remarks about issues related to Gaza and Jeffrey Epstein.

Kristina Kachur Webb requested a moratorium on development around Drake and College to allow updates to the Midtown Plan, with a focus on transit-oriented improvements.

Nicholas Sahwin expressed concern about Flock Safety and alleged that it directs information to ICE agents. He characterized the company as profit-driven rather than safety-driven and requested that the City stop working with Flock.

Spencer Burriss opposed renewal of contracts with Flock Safety citing concerns about the company's ethics.

Elsa Alcala requested Council pass an ordinance or resolution related to Colorado Senate Joint Resolution 26-006, citing concerns about ICE actions. She called for an end to the routine use of masks, unmarked vehicles, and plainclothes detentions, and requested visible agent identification and avoidance of enforcement actions near places such as schools, courthouses, faith spaces, and food distribution locations.

Ian O'Brien questioned how cameras that track residents continuously do not constitute stalking. He expressed concern about reliance on a private company and the potential sale or misuse of data. He described the impacts of false accusations and requested that AI camera systems not be used in Fort Collins.

Tyler Davidson stated elected officials should protect constitutional rights, including Fourth Amendment rights. He opposed living under 24/7 surveillance via Flock cameras and stated that changing vendors would not resolve the underlying concern.

Walid Rahman spoke against extending the contract with Flock stating the cameras log every passing vehicle and AI analysis could be used to profile innocent residents. He raised concerns about misuse by authorized users or law enforcement for stalking or harassment.

Sean Dickinson, cybersecurity consultant, spoke in opposition to Flock cameras and expressed concern that information could be accessed and used by ICE. He stated that cameras may capture multiple images per vehicle and referenced the use of Palantir by ICE. He requested Council reject the contract renewal with Flock.

Brandon McPhail referenced Denver's decision not to extend Flock Safety's contract. He stated the company cannot be trusted and raised concerns about data sharing with outside law enforcement agencies. He stated the collection practices violate Fourth Amendment rights and noted that the customer owns the data and therefore the City may be liable for collected data. Additionally, he requested a ban on masks for law enforcement officers in the city.

Fahad Rahman urged Council to discontinue the use of Flock security cameras. He stated the cameras are disproportionate to the size of the community and unnecessary, and that they negatively impact public trust and confidence in local government. He requested prioritizing public safety through other approaches.

H) PUBLIC COMMENT FOLLOW-UP

Mayor Francis thanked everyone for attending and noted Council remains concerned about community safety. She noted there is an upcoming work session regarding the Flock cameras and stated Council will be going into Executive Session at the conclusion of the meeting to get legal advice about some options related to ICE enforcement.

Councilmember Potyondy requested additional information regarding the Lincoln Center Support League transition and possible issues related to chronic wasting disease on the Huges Stadium property. City Manager DiMartino replied staff would follow up on both issues.

Councilmember Potyondy acknowledged the former Poudre School District Board of Education Director Jim Brokish's comments and noted the Board of Education is composed of volunteers. She expressed hope for a transparent and equitable process as the School District works through upcoming discussions that could result in school closures.

Councilmember Hoeven thanked those who spoke in support of the safety and wellbeing of everyone. She noted Council is committed to creating a sense of belonging for every individual in the community and is taking the issues of Flock cameras and ICE enforcement very seriously.

I) COUNCILMEMBER REMOVAL OF ITEMS FROM CONSENT CALENDAR FOR DISCUSSION

None.

J) CONSENT CALENDAR

1. Consideration and Approval of the Minutes of the February 3, 2026 Regular Meeting.

The purpose of this item is to approve the minutes of the February 3, 2026 Regular Meeting.

Approved.

2. Second Reading of Ordinance No. 010, 2026, Authorizing the City Manager to Transfer Ownership of up to 61 Shares of the Buckhorn Highline Ditch Company.

This Ordinance, unanimously adopted on First Reading on February 3, 2025, seeks approval to transfer ownership of up to 61 shares of the Natural Areas Department's shares of the Buckhorn Highline Ditch Company that the City does not need and will not use. The City's continued ownership of these 61 shares would impose significant costs on the Natural Areas Department due to required infrastructure improvements for the ditch and diversion structure, with little to no benefit to the City or natural areas. The Natural Areas Department will retain 33 shares of the Ditch Company for potential irrigation of a restoration project on the Bobcat Ridge Natural Area. The water right associated with the Buckhorn Highline Ditch, being a junior right, is not suitable for in-stream flows nor conversion to municipal use. The shares would be transferred by sale, or by returning the shares to the Ditch Company.

Adopted on Second Reading.

3. First Reading of Ordinance No. 011, 2026, Appropriating Prior Year Reserves and Unanticipated Revenue Received Through City Give.

The purpose of this item is to request an appropriation of \$75,507.38 in philanthropic revenue received through City Give. These miscellaneous gifts to various City departments support a variety of programs and services and are aligned with both the City's strategic priorities and the respective donors' designation.

In 2019, City Give, a formalized enterprise-wide initiative was launched to create a transparent, non-partisan governance structure for the acceptance and appropriations of charitable gifts.

Adopted on First Reading.

4. First Reading of Ordinance No. 012, 2026, Appropriating Prior Year Reserves for River Restoration and Visitor Use Improvements at Arapaho Bend Natural Area and Related Art in Public Places Program.

The purpose of this item is to request an appropriation of \$4,900,000 from the Natural Areas Fund into the Natural Areas' 2026 budget for a river restoration and visitor use improvement project at Arapaho Bend Natural Area and transferring \$46,000 to the Cultural Services and Facilities funds to meet the City's 1% dedicated funding requirement for Art in Public Places.

Arapaho Bend Natural Area (ABN) is a biologically rich and culturally significant 534-acre parcel in need of ecological restoration due to past infrastructure development, gravel mining, and degradation along the Cache la Poudre River (Poudre River). Visitation at this site has increased by 400% over the past decade, impacting natural resources and creating unsafe conditions. A river restoration project and visitor use project at ABN were identified as top priorities for implementation through Natural Areas' planning processes. Design and permitting for the projects began in 2025. The restoration's focus is on improving river health metrics and the visitor use improvements center on safety, improved access, and resource protection.

The City of Fort Collins Natural Areas Department (FCNAD) has accrued funds for both projects over several years and has the full funding amount needed to complete the projects. Both projects are on track to begin construction in August 2026. This timeline is a year ahead of the anticipated schedule when the 2025/2026 budget was created and approved, requiring funds to be appropriated into Natural Areas' 2026 budget. Completing the projects a year earlier will save the City further costs from inflation.

Adopted on First Reading.

5. **First Reading of Ordinance No. 013, 2026, Adopting the 2026 Amended City Classified Employee Pay Plan to Update Classified Positions as Provided in the Collective Bargaining Agreement with the Fraternal Order of Police.**

The purpose of this item is to recommend changes to the 2026 City Classified Employee Pay Plan based on an annual market analysis conducted as agreed upon through the 2025-2027 Collective Bargaining Agreement (the "Agreement") with the Northern Colorado Lodge #3 of the Fraternal Order of Police ("FOP"). The Agreement was approved by Council by Resolution 2024-141 on December 3, 2024. The Agreement specifies a salary data collection method and evaluation process that includes market data as of early January. This data has been collected and analyzed, resulting in the revised 2026 City Classified Employee Pay Plan.

Adopted on First Reading.

6. **Resolution 2026-021 Authorizing Negotiation of a Potential Disposition of City-Owned Real Property Located at 314 N. Howes Street in Support of Affordable Housing Development by Housing Catalyst.**

The purpose for this item is to authorize the negotiation of City-owned real property. On October 21, 2025, Councilmembers held an executive session to discuss City owned real estate assets. Following that discussion, staff identified a site for potential partnership with Housing Catalyst to produce a plan for redevelopment of the property, focusing on affordable housing. The property located at 314 N. Howes Street is currently owned by the City and supports EcoThrift, which is a private tenant, and has been evaluated for possible disposition to Housing Catalyst. The current tenant's lease expires on September 30, 2026. To support the financial feasibility of the project, Housing Catalyst has requested that the disposition occur without fair market value consideration. City staff propose to negotiate a conditional Purchase and Sale Agreement (PSA) with Housing Catalyst for the potential disposition of 314 N. Howes Street at nominal consideration in support of affordable housing. The proposed resolution would authorize staff to negotiate such an agreement, subject to public-purpose protections, and return to Council for final approval of any conveyance by ordinance once the terms are finalized. The rationale for this proposal is outlined below. Final approval of any sale or conveyance of the Property will require adoption of an ordinance by Council following competition of negotiations.

Adopted.

7. **Resolution 2026-022 Approving a Grant Application to the Colorado Department of Local Affairs for Funding in Support of the Septage Receiving Construction Project at the Drake Water Reclamation Facility.**

The purpose of this item is to obtain support for the City to apply for funding in support of the Septage Receiving Construction Project at the City's Drake Water Reclamation Facility under Colorado's Department of Local Affairs (DOLA) Energy and Mineral Impact Assistance (EIAF) program.

Adopted.

8. **Resolution 2026-023 Ratifying the Appointment of Jennifer Birach to the Poudre River Public Library District Board of Trustees.**

The purpose of this item is to fill an existing vacancy on the Poudre River Public Library District Board of Trustees.

Adopted.

END OF CONSENT CALENDAR

Mayor Pro Tem Pignataro moved, seconded by Councilmember Fudge, to approve the recommended actions on items 1-8 on the Consent Calendar.

The motion carried 7-0.

K) CONSENT CALENDAR FOLLOW-UP

None.

L) STAFF REPORTS

None.

M) COUNCILMEMBER REPORTS

Councilmember Melanie Potyondy

- Noted Council is in the process of interviewing Boards and Commissions applicants and encouraged those who are not selected to continue to apply.

Clerk's Note: Mayor Francis called for a break at 7:07 p.m., noting the meeting would resume at 7:17 p.m.

N) CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR FOR INDIVIDUAL DISCUSSION

None.

O) CONSIDERATION OF ITEMS PLANNED FOR DISCUSSION

9. First Reading of Ordinance No. 014, 2026, Amending the Code of the City of Fort Collins to Revise Requirements Relating to Mobile Home Parks.

The purpose of this item is to present City Code updates related to mobile home park licensing, proper operation, and enhanced oversight of issues identified by mobile home park residents, property managers, and owners. This item also addresses analysis of unmet needs in the State of Colorado Mobile Home Park Oversight Program.

Staff recommends including the following Code changes:

- *Requiring mobile home park ("MHP") owners to provide potable water and access to sanitary services for water outages lasting more than 12 hours;*
- *Requiring MHP owners to maintain trees and remove hazards caused by trees and branches that threaten life or property; aligning minimum standards with existing standards for other property types;*
- *Requiring MHP owners to maintain streets and mitigate hazards;*
- *Requiring MHP owners to repair water infrastructure leaks, breaks, or malfunctions in the City Water Utility service area; aligning minimum standards with existing standards for other property types;*
- *Authorizing abatement of hazardous trees, water infrastructure leaks or repairs, and pavement conditions by the City with cost recovery from MHP owner;*

- *Prohibiting MHP owners from charging costs of hazard mitigation, abatement by the City, penalties, and other costs associated with licensing or enhanced enforcement program to residents;*
- *Aligning penalty structure for MHP licensing and oversight with existing penalties for non-compliance of hazardous conditions and administrative requirements;*
- *Removing requirement for proactive rental inspections for mobile homes to align with the Rental Housing complaint-based inspection policy; and*
- *Creating a MHP licensing program, requirements, and fees with annual renewal that requires:*
 - *Disclosure of:*
 - *Infrastructure assessment results, maintenance schedules, and repairs*
 - *Water outage and boil notice frequency and duration*
 - *Water rebilling methodology*
 - *Average lot rent, lot rent increase amount and frequency, line-item description of all rent increases*
 - *Speed limits and enforcement standards*
 - *Current community rules*
 - *MHP property manager certification and continuing education*
 - *Compliance with minimum property maintenance and hazard mitigation standards set forth in Code*

STAFF PRESENTATION

Jacob Castillo, Chief Sustainability Officer, introduced Marcy Yoder, Housing and Community Vitality Manager, and JC Ward, Housing and Community Vitality Community Engagement Manager. He stated the mobile home park licensing program has the goals of increasing safety, habitability, and the overall quality of experience for mobile home park residents, while also increasing accountability for park owners and managers.

JC Ward, Housing and Community Vitality Community Engagement Manager, stated mobile home park enforcement work aligns with adopted City strategies in housing, equity, water efficiency, and urban forestry. She noted mobile home parks continue to be a significant form of unsubsidized, naturally occurring affordable housing and are frequently home to some of the largest concentrations of historically underserved populations including non-English speakers, lower income households, and senior citizens.

Ward stated Fort Collins has approximately 1,400 mobile home sites in ten parks, with an additional 14 parks in the growth management area, though the Municipal Code changes and enforcement discussed as part of this item will only apply to the parks within city limits. She noted the private infrastructure in mobile home parks, including water, streets, and tree canopy, is maintained by the park owners and has more limited government oversight and intervention authority. Additionally, the City's ability to abate hazardous trees, maintain or inspect water lines, or conduct pavement hazard assessments is currently limited and there are no consistent standards for enforcement or a means for residents to express concerns. Ward also noted mobile home parks lack minimum training standards for managers.

Ward stated the mobile home park licensing program would give the City basic visibility, authority, and coordination tools that currently do not exist. The program would allow the City to address life, health, and safety risks on private property, promote accountability and communication among the City, mobile home park managers and owners, and mobile home park residents, track data for operations and park conditions, and centralize coordination across City departments.

Ward stated the proposed Municipal Code changes would create a mobile home park licensing program, require mobile home park manager certification, and enhance oversight and enforcement. The program would require mobile home park owners to apply annually for a license or renewal, pay annual licensing fees, comply with all federal, state, and local laws, employ a certified manager, complete required infrastructure assessments and submit reports, and implement maintenance schedules based on assessment findings and best practice recommendations. The manager certification would require managers to complete required initial training and testing created and provided by the City, participate in ongoing continuing education and renew the certification annually, maintain compliance with applicable standards, and pay certification and renewal fees.

Ward stated the proposed Municipal Code changes would also improve life, health, and safety in mobile home parks by enhancing the City's oversight and authority in several areas by abating hazardous conditions, charging the costs to the mobile home park owners, and prohibiting mobile home park owners from passing the costs of those penalties or other program fees along to residents, providing access to water and sanitary services during long water outages of more than 12 hours, inspecting conditions of trees, branches, pavement, roadways, and water infrastructure, and requiring disclosure of maintenance records and repairs. Ward outlined the timeline for the licensing program.

Ward stated the Housing and Community Vitality Department was able to trade off existing resources to this prioritized work to support start-up costs and noted the licensing and manager certification programs are anticipated to generate some revenue which would be restricted to use by the program to assist with voluntary compliance and offset some administrative costs.

PUBLIC PARTICIPATION

None.

COUNCIL QUESTIONS/DISCUSSION

Councilmember Fudge asked if any thought was given to starting with a registration program similar to the rental registration program instead of implementing a full licensing program. Ward replied the rental registration program was formed for data collection reasons, and there is more substantial data related to mobile home parks. She stated work has been done for about seven years related to voluntary compliance, education, and awareness, and those tactics are not getting to the last remaining issues that residents continue to file complaints about. She stated there is a need for enforcement authority and abatement options.

Councilmember Nelsen asked whether the proposed fee structure would allow for increases over time. Ward replied there is currently a cap on the fees as the language is written. Should there be a need for an increase, Council would need to consider additional Municipal Code changes.

Councilmember Nelsen asked how the City will confirm that the fees are not passed on to park residents. Ward explained that part of the data collection relates to the disclosure of lot rent and noted the State only allows increases once every 12 months, and the City is adding an additional requirement that there is a line item description of each increase.

Councilmember Nelsen asked about the significance of the October 30, 1987 date in the ordinance language. Ted Hewitt, Assistant City Attorney, replied the Chapter 18 language in the existing Code became effective on that date and the new language would remove the language related to the effective date of the Chapter.

Councilmember Nelsen asked if water outages and boil notifications are currently tracked and whether it is common to do so. Ward replied mobile home parks are currently required to report boil notices to the Colorado Department of Public Health and Environment (CDPHE). She

stated there is no mechanism for reporting and record keeping related to water outages as they are private systems.

Councilmember Nelsen asked if all managers would be required to be certified if there are more than one in a park. Ward replied there is currently only one manager per park, some of which are part time, and stated the person designated as the property manager would be required to be certified.

Councilmember Nelsen asked if all of the mobile home parks in the city are for-profit. Ward replied all mobile home parks within the city limits are for-profit entities, though there is one exception in the growth management area.

Councilmember Hoeven thanked staff for their work on the ordinance and requested more information about the manager certification training requirements and asked whether the City created the curriculum. Ward replied the program would be new but would have some similar components to the landlord tenant education program that currently exists. She noted mobile home park legislation has changed significantly over the past few years and there is frequent turnover of managers. She stated the training would be intended to provide best practices and consistent guidance related to legislative updates.

Mayor Francis asked if the ordinance includes updates for lighting standards. Ward replied lighting standards are not part of the ordinance as the priorities were seen as water infrastructure, trees, and hazardous pavement conditions. However, she stated lighting will be part of a future plan.

Mayor Francis asked why all of the desired standards and updates are not being addressed at once. Ward replied staffing and budget capacity have limited what can be addressed at one time and noted issues with other enforcement mechanisms, such as the Building Code or Utilities, were not prioritized at this time.

Mayor Francis asked about restrictions on keeping chickens in mobile home parks. Ward replied that is typically a rule made by the parks.

Mayor Francis asked if mobile home parks would be included in the forthcoming speeding assessment related to Vision Zero. Ward replied speeding assessments would not be required as the language is currently written; however, mobile home parks are required to disclose their speed limits and enforcement standards. She stated the program may create additional tools for education and voluntary compliance.

Mayor Francis asked if the newly created position will be the main point of contact for mobile home park residents. Ward replied in the affirmative and noted a mobile home park working group of about 20-25 City groups and external support partners will also be established.

Mayor Francis asked how the City licensing program would differ from the State registration program. Ward replied the State registration program does not include an enforcement component and the City program would allow for abatement and cost recovery.

Mayor Francis asked how the City will verify the information submitted under the program. Ward replied verification would occur through complaints, compliance checks, and related follow-up. She noted lot rent data will be informed via a resident-wide community survey planned for this year.

Mayor Francis noted mobile home parks were specifically excluded from the rental registration program due to concerns about cost increases for residents and asked what has changed.

Ward replied these fees are being charged to the for-profit owners rather than to the individual landlords who may rent out their mobile homes. She noted staff worked extensively with community organizations that are concerned with housing stability, eviction, and affordability, as well as immigration legal fund partners.

Mayor Francis emphasized the importance of tracking program costs and monitoring rent increases to ensure fees are not being passed on to residents. She asked about the plan for enforcement. Ward replied the initial program rollout will build the foundation in terms of education with owners and managers to encourage voluntary compliance. She stated the intent is to partner with property owners to negotiate and resolve issues over time, though the program provides additional enforcement tools if necessary.

Councilmember Potyondy asked how residents will be informed and educated about the new ordinance, including where to direct complaints and concerns. Ward replied the City plans to update the mobile home handbook and provide additional informational materials with outreach to resident groups, non-profits, and other community partners.

Councilmember Potyondy asked if the Senior Mobile Home Park Specialist is bilingual. Ward replied the position is currently open for recruitment and bilingual abilities were listed as a preferred qualification.

Councilmember Nelsen asked about the statistic related to potable water lost to leaks and how quickly the program could reduce those losses. Ward noted mobile home park owners are currently required to sign up for continuous consumption notifications through their water utility provider, though that is not currently being enforced and will be enforced as part of this program. She stated leak detection work will not start until 2027; however, the City will work toward voluntary changes as soon as possible while building the program's compliance and enforcement capacity.

Councilmember Nelsen asked about penalties for passing fees on to renters and how those would factor into license renewals. Ward replied the State has the same requirement that fees not be passed on and has more authority for penalties than the City. She stated the City could collaborate with the State and noted there will be resident education workshops on how to file complaints at the local level and at the State.

Mayor Pro Tem Pignataro asked if Code Compliance officers can currently go into mobile home parks. Ward replied they can, but only for nuisance code enforcement. She stated the abatement provisions that are part of these Municipal Code changes would go into effect on January 1, 2027.

Councilmember Potyondy asked if the County is moving forward with a similar program. Ward replied the County's affordable housing team is working with mobile home parks and they are interested in seeing how the City's program will function.

Mayor Pro Tem Pignataro moved, seconded by Councilmember Potyondy, to adopt Ordinance No. 014, 2026, Amending the Code of the City of Fort Collins to Revise Requirements Relating to Mobile Home Parks, on First Reading.

The motion carried 7-0.

Q) OTHER BUSINESS

OB 1. **Possible consideration of the initiation of new ordinances and/or resolutions by Councilmembers.**

OB 2. **Consideration of a Motion to Cancel the March 17, 2026 regular Council meeting:**

Mayor Pro Tem Pignataro moved, seconded by Councilmember Potyondy, to cancel the March 17, 2026 regular Council meeting.

The motion carried 7-0.

OB 3. **Consideration of a Motion to go into Executive Session to discuss Federal Enforcement Issues:**

Mayor Pro Tem Pignataro moved, seconded by Councilmember Hoeven, that Council go into executive session for the purpose of discussing with the City's attorneys and appropriate management staff specific legal questions related to potential litigation about federal and state requirements for, and limitations on, federal and local law enforcement, including federal immigration enforcement, and the manner in which federal and local law enforcement may be affected by existing or proposed provisions of federal or state law, pursuant to:

- *City Charter Article Two, Section Eleven*
- *City Code Section 2-31(a)(2), and*
- *Colorado Revised Statutes Section 24-6-402 subsection (4)(a) and (4)(b).*

The motion carried 7-0.

R) ADJOURNMENT

There being no further business before the Council, the meeting was adjourned at 9:03 p.m.

Mayor

ATTEST:

Senior Deputy City Clerk

File Attachments for Item:

2. Second Reading of Ordinance No. 011, 2026, Appropriating Prior Year Reserves and Unanticipated Revenue Received Through City Give.

This Ordinance, unanimously adopted on First Reading on February 17, 2026, requests an appropriation of \$75,507.38 in philanthropic revenue received through City Give. These miscellaneous gifts to various City departments support a variety of programs and services and are aligned with both the City's strategic priorities and the respective donors' designation.

In 2019, City Give, a formalized enterprise-wide initiative was launched to create a transparent, non-partisan governance structure for the acceptance and appropriations of charitable gifts.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Emily Land, Director of Philanthropy & Strategic Partnerships

SUBJECT

Second Reading of Ordinance No. 011, 2026, Appropriating Prior Year Reserves and Unanticipated Revenue Received Through City Give.

EXECUTIVE SUMMARY

This Ordinance, unanimously adopted on First Reading on February 17, 2026, requests an appropriation of \$75,507.38 in philanthropic revenue received through City Give. These miscellaneous gifts to various City departments support a variety of programs and services and are aligned with both the City's strategic priorities and the respective donors' designation.

In 2019, City Give, a formalized enterprise-wide initiative was launched to create a transparent, non-partisan governance structure for the acceptance and appropriations of charitable gifts.

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinance on Second Reading.

FIRST READING BACKGROUND / DISCUSSION

The City has long been the beneficiary of local generosity and has a valuable role in our community's philanthropic landscape. Generosity is demonstrated in both large and modest gifts, each appreciated for its investment in the mission and the range of services the City strives to deliver.

The City received several individual philanthropic donations in 2025 and 2026 totaling \$75,507.38 to support various departments, and these funds are currently unappropriated. Both Section 2.2 of the City's Financial Management Policy 2 – Revenue, as approved by City Council, and the Administrative Philanthropic Governance Policy 6.04, adopted by the City Manager, (together the "City Give Policies"), provide the bases and processes for the responsible and efficient management of charitable donations to the City.

Gifts totaling \$75,507.38 have been received for various programs. These gifts include: \$19,412.42 from various donors to benefit the Utilities Payment Assistance Fund; \$45,000 from The Ottercares Foundation in support of NextGen Serve; \$100 from Dellenbach Motors to benefit the Senior Center; \$457 from various donors to benefit Arts and Culture; \$3,646.36 from Murdoch's Home & Ranch Supply to benefit Police Services; \$621.60 from Colorado Parks and Wildlife Association in support of recreation training; \$50 from an individual donor to benefit the Adaptive Recreation Opportunity program; \$500 from an individual donor to benefit the Conflict Transformation Works Program; \$2,120 from FOCO Snow Charities to support Youth

Sports; \$800 from various donors to the Visual Arts program; and \$2,800 from an individual donor to benefit the Forestry Division.

CITY FINANCIAL IMPACTS

Upon adoption, this Ordinance will appropriate in the current fiscal year into the Funds as detailed in the table below in new philanthropic revenue received by City Give in the amount of \$75,507.38 and authorize expenditures against those revenues for the purposes and in the amounts as directed by donors to support various City departments to support a range of programs and services.

FUND	RECIPIENT PROGRAM & CAMPAIGN	AMOUNT	LAPSING OR NON-LAPSING	REVENUE SOURCE
Cultural Services	Arts & Culture Fund	457.00	Lapsing	Prior Year Reserves
Cultural Services	Visual Arts	800.00	Lapsing	Prior Year Reserves
General	Conflict Transformation Works	500.00	Lapsing	Prior Year Reserves
General	Forestry	2,800.00	Lapsing	Prior Year Reserves
General	Senior Center	100.00	Lapsing	2026 Unanticipated Revenue
General	Police Services	3,646.36	Lapsing	2026 Unanticipated Revenue
General	NextGen Serve	45,000.00	Lapsing	2026 Unanticipated Revenue
Light & Power	Payment Assistance Fund	5.00	Non- Lapsing	Prior Year Reserves
Light & Power	Payment Assistance Fund	50.00	Non- Lapsing	Prior Year Reserves
Light & Power	Payment Assistance Fund	50.00	Non- Lapsing	Prior Year Reserves
Light & Power	Payment Assistance Fund	100.00	Non- Lapsing	Prior Year Reserves
Light & Power	Payment Assistance Fund	200.00	Non- Lapsing	Prior Year Reserves
Light & Power	Payment Assistance Fund	200.00	Non- Lapsing	Prior Year Reserves
Light & Power	Payment Assistance Fund	1,650.00	Non- Lapsing	Prior Year Reserves
Light & Power	Payment Assistance Fund	50.00	Non- Lapsing	2026 Unanticipated Revenue
Light & Power	Payment Assistance Fund	100.00	Non- Lapsing	2026 Unanticipated Revenue
Light & Power	Payment Assistance Fund	100.00	Non- Lapsing	2026 Unanticipated Revenue
Light & Power	Payment Assistance Fund	125.00	Non- Lapsing	2026 Unanticipated Revenue
Light & Power	Payment Assistance Fund	200.00	Non- Lapsing	2026 Unanticipated Revenue
Light & Power	Payment Assistance Fund	400.00	Non- Lapsing	2026 Unanticipated Revenue
Light & Power	Payment Assistance Fund	6,182.42	Non- Lapsing	2026 Unanticipated Revenue
Light & Power	Payment Assistance Fund	10,000.00	Non- Lapsing	2026 Unanticipated Revenue

FUND	RECIPIENT PROGRAM & CAMPAIGN	AMOUNT	LAPSING OR NON-LAPSING	REVENUE SOURCE
Recreation	Adaptive Recreation Opportunities	50.00	Lapsing	Prior Year Reserves
Recreation	Recreation Training	621.60	Lapsing	2026 Unanticipated Revenue
Recreation	Youth Sports	2,120.00	Lapsing	2026 Unanticipated Revenue

The donations will be spent from the designated fund solely for the donors' intended purpose. The funds have been received and accepted according to City Give Policies.

The City Manager has also determined that these appropriations are available and previously unappropriated from their designated City Fund and will not cause the total amount appropriated in those Funds to exceed the current estimate of actual and anticipated revenues.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS / LINKS

First Reading attachments available in February 17, 2026, agenda materials at the following link: <https://fortcollins-co.municodemeetings.com/>.

1. Ordinance No. 011, 2026

ORDINANCE NO. 011, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
APPROPRIATING PRIOR YEAR RESERVES AND
UNANTICIPATED REVENUE RECEIVED THROUGH CITY GIVE

A. The City has received generous donations in 2025 and 2026 through its City Give program, both large and modest, as philanthropic gifts to the public and the City programs and activities to serve the community.

B. This appropriation benefits the public health, safety, and welfare of the residents of Fort Collins and serves the public purpose of supporting programs or capital expenses throughout the city, including, but not limited to, public safety, cultural services, youth programs, senior programs, forestry, parks and recreation, and utility payment assistance.

C. Article V, Section 9 of the City Charter permits the City Council, upon the recommendation of the City Manager, to make supplemental appropriations by ordinance at any time during the fiscal year from such revenues and funds for expenditure as may be available from reserves accumulated in prior years, notwithstanding that such reserves were not previously appropriated.

D. Article V, Section 9 of the City Charter permits the City Council, upon recommendation of the City Manager, to make a supplemental appropriation by ordinance at any time during the fiscal year, provided that the total amount of such supplemental appropriation, in combination with all previous appropriations for that fiscal year, do not exceed the current estimate of actual and anticipated revenues and all other funds to be received during the fiscal year.

E. The City Manager has recommended the appropriations described in Sections 1 and 2 of this Ordinance and determined that the amount of each of these appropriations are available and previously unappropriated from the respective funds named in Sections 1 and 2 will not cause the total amount appropriated in each such fund to exceed the current estimate of actual and anticipated revenues to be received in those funds during this fiscal year.

F. Article V, Section 11 of the City Charter authorizes the City Council to designate in the ordinance when appropriating funds, a federal, state or private grant or donation, that such appropriation shall not lapse at the end of the fiscal year in which the appropriation is made, but continue until the earlier of the expiration of the donation or the City's expenditure of all funds received from such donation.

G. The City Council wishes to designate the appropriation in the Light and Power Fund, which is for the Payment Assistance Fund, as an appropriation that shall not lapse until the earlier of the expiration of the donation or the City's expenditure of all funds received from such donation.

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. There is hereby appropriated from unanticipated philanthropic revenue received in this fiscal year in the following funds to be expended as designated by the donors in support of the various City programs and services as described in the Agenda Item Summary for this Ordinance.

General Fund	\$ 48,746.36
Light & Power Fund	\$ 17,157.42
Recreation Fund	\$ 2,741.60

Section 2. There is hereby appropriated from philanthropic revenue received in the previous fiscal year and held in prior year reserves in the following funds to be expended as designated by the donors in support of the various City programs and services as described in the Agenda Item Summary for this Ordinance.

Cultural Services Fund	\$ 1,257.00
General Fund	\$ 3,300.00
Light & Power Fund	\$ 2,255.00
Recreation Fund	\$ 50.00

Section 3. The appropriations in Sections 1 and 2 in the Light and Power Fund, which are for the Payment Assistance Fund are hereby designated, as authorized in Article V, Section 11 of the City Charter, as appropriations that shall not lapse at the end of this fiscal year but until the earlier of the expiration of the donation or the City's expenditure of all funds received from such donations.

Introduced, considered favorably on first reading on February 17, 2026, and approved on second reading for final passage on March 3, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: March 13, 2026
Approving Attorney: Dianne Criswell

Exhibit: None

File Attachments for Item:

3. Second Reading of Ordinance No. 012, 2026, Appropriating Prior Year Reserves for River Restoration and Visitor Use Improvements at Arapaho Bend Natural Area and Related Art in Public Places Program.

This Ordinance, unanimously adopted on First Reading on February 17, 2026, requests an appropriation of \$4,900,000 from the Natural Areas Fund into the Natural Areas' 2026 budget for a river restoration and visitor use improvement project at Arapaho Bend Natural Area and transferring \$46,000 to the Cultural Services and Facilities funds to meet the City's 1% dedicated funding requirement for Art in Public Places.

Arapaho Bend Natural Area (ABN) is a biologically rich and culturally significant 534-acre parcel in need of ecological restoration due to past infrastructure development, gravel mining, and degradation along the Cache la Poudre River (Poudre River). Visitation at this site has increased by 400% over the past decade, impacting natural resources and creating unsafe conditions. A river restoration project and visitor use project at ABN were identified as top priorities for implementation through Natural Areas' planning processes. Design and permitting for the projects began in 2025. The restoration's focus is on improving river health metrics and the visitor use improvements center on safety, improved access, and resource protection.

The Natural Areas Department (FCNAD) has accrued funds for both projects over several years and has the full funding amount needed to complete the projects. Both projects are on track to begin construction in August 2026. This timeline is a year ahead of the anticipated schedule when the 2025/2026 budget was created and approved, requiring funds to be appropriated into Natural Areas' 2026 budget. Completing the projects a year earlier will save the City further costs from inflation.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Katie Donahue, Natural Areas Director
 Julia Feder, Conservation and Stewardship Manager
 Kate Rentschlar, Environmental Planner
 Barb Brock, Finance Analyst II

SUBJECT

Second Reading of Ordinance No. 012, 2026, Appropriating Prior Year Reserves for River Restoration and Visitor Use Improvements at Arapaho Bend Natural Area and Related Art in Public Places Program.

EXECUTIVE SUMMARY

This Ordinance, unanimously adopted on First Reading on February 17, 2026, requests an appropriation of \$4,900,000 from the Natural Areas Fund into the Natural Areas' 2026 budget for a river restoration and visitor use improvement project at Arapaho Bend Natural Area and transferring \$46,000 to the Cultural Services and Facilities funds to meet the City's 1% dedicated funding requirement for Art in Public Places.

Arapaho Bend Natural Area (ABN) is a biologically rich and culturally significant 534-acre parcel in need of ecological restoration due to past infrastructure development, gravel mining, and degradation along the Cache la Poudre River (Poudre River). Visitation at this site has increased by 400% over the past decade, impacting natural resources and creating unsafe conditions. A river restoration project and visitor use project at ABN were identified as top priorities for implementation through Natural Areas' planning processes. Design and permitting for the projects began in 2025. The restoration's focus is on improving river health metrics and the visitor use improvements center on safety, improved access, and resource protection.

The Natural Areas Department (FCNAD) has accrued funds for both projects over several years and has the full funding amount needed to complete the projects. Both projects are on track to begin construction in August 2026. This timeline is a year ahead of the anticipated schedule when the 2025/2026 budget was created and approved, requiring funds to be appropriated into Natural Areas' 2026 budget. Completing the projects a year earlier will save the City further costs from inflation.

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinance on Second Reading.

FIRST READING BACKGROUND / DISCUSSION

FCNAD is funded through dedicated City and County sales taxes. Between the two taxes, the FCNAD annual expenditures fluctuate around \$16-19 million. While most of FCNAD's work is carefully scheduled,

a core part of the mission is to conserve and protect land, which cannot always be predicted. Purchasing land or a conservation easement requires a willing landowner and often unexpected opportunities arise to make key investments. Due to the flexibility needed to take advantage of these opportunities, Natural Areas keeps significant funds in reserve. Natural Areas currently has approximately \$24 million in reserves.

FCNAD gradually saves money over several years to implement larger restoration and visitor use projects. This fiscally responsible practice ensures that the entirety of a project is funded before it goes to construction. With this method, FCNAD can typically implement 2-3 large projects a decade. These projects are closely aligned with the values and goals identified in the 2025 Natural Areas Strategic Framework including ecological function, supporting access to nature, and enhancing the safety & wellbeing of the community.

The need for river restoration at ABN was first identified by the 2016 State of the River Report and in 2021 the project was selected as a top priority for implementation by the Multi Criteria Decision Analysis (MCDA) for FCNAD restoration projects. The need for the project was further supported by the 2025 River Health Assessment Framework sampling efforts. The visitor use project at the site was first identified as a priority in the 2011 Poudre River Plan, again in the 2023 Poudre River Zone Update, and was ranked high in the 2025 MCDA visitor use project prioritization. FCNAD originally targeted 2027 as the year to implement both projects. However, staff have worked efficiently to bring this project forward a year earlier. Completing the project a year in advance could save the City upwards of \$250,000, based on average inflation rates. These saving will be used to fund FCNAD's next large capital project.

CURRENT ECOLOGICAL CONDITIONS

ABN supports a species and habitat-rich ecosystem with impaired ecological functions. FCNAD monitoring results from the last decade support the need for restoration to improve ecosystem functions like nutrient cycling and hydrology. Key results include:

- 318 out of 534 acres are rated as poor or fair vegetation condition.
- Overall river health conditions are rated as C (75%) in the River Health Assessment Framework (RHAF).
- Dry-ups and extremely low flow conditions are common in fall and winter, resulting in lower water quality and degraded river health.

RESTORATION SCOPE AND CONSTRUCTION

FCNAD began the full design and permitting for the restoration project in the spring of 2025. The goals of the scoped restoration project include:

- Reconnect approximately 28 acres of floodplain to raise RHAF Floodplain Connectivity indicator.
- Improve hydrologic conditions for native fish by creating slow velocity habitats and increasing in-channel habitat complexity.
- Convert low-quality gravel mine ponds into riparian and wetland habitats.
- Raise RHAF scores for Aquatic Habitat and River Dynamics.

The total cost for design, permitting, construction, and five years of post-implementation adaptive management is estimated to be \$3.7 million. Design and permitting will be completed by mid-2026 with construction taking place from August – November 2026.

CURRENT VISITOR USE CONDITIONS

Visitation to ABN has increased significantly since 2020 with an estimated 164,000 visitors in 2024, or 450 visits a day, making ABN one of the most visited City natural areas. The site currently features two parking lots maintained by FCNAD, with a combined capacity of approximately 20 vehicles. Neither parking lot is designed to current standards, causing inefficiencies, and dysfunction. Existing conditions cause overflow parking along Strauss Cabin Road, presenting serious safety concerns for community members given the narrow roadway conditions, increased traffic volume, and higher vehicular speeds.

Further site considerations include:

- Vegetation damage and degradation along the banks of Beaver Pond from dispersed access from Strauss Cabin Rd.
- Eastbound vehicles on Horsetooth driving through north parking lot fencing, mistaking the lot as roadway since it is located in the Horsetooth right-of-way.
- Insufficient restroom facilities for the level of visitation.
- Lack of ADA accessible amenities with no accessible pathway to the river or ponds.
- Barriers to school and public programming due to lack of restroom and parking facilities.

VISITOR USE SCOPE AND CONSTRUCTION

FCNAD began full design and permit of the visitor use project in summer of 2025. The goals for the scoped visitor use project include:

- Reduce damage to riparian habitat along Beaver Pond by creating a designated access point to the pond and revegetating eroded areas.
- Alleviate safety risks by developing standard parking lots that provide functional off-street parking and closing on-street parking adjacent to Beaver Pond.
- Increase educational opportunities with the addition of bus parking, vault toilets, and interpretive kiosks.
- Improve access for community members with disabilities with ADA parking, wheelchair-friendly paths, and an accessible fishing pier.

The cost for construction is estimated to be \$1.3 million. Design and permitting will be completed by mid-2026 with construction taking place from August – November 2026. Adaptive management will continue from there.

CITY FINANCIAL IMPACTS

This Ordinance will appropriate \$4.9 million of Natural Areas' Funds to construct habitat and visitor use projects at Arapaho Bend Natural Area. If the funds are not fully expended, they will revert back to Natural Areas funds.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

At its January 14, 2026, meeting, the Land Conservation and Stewardship Board, unanimously (8-0) recommended that City Council approve the Ordinance to appropriate \$4.9 million in Natural Areas' funds for river restoration and visitor use improvements at Arapaho Bend Natural Area.

PUBLIC OUTREACH

In the 2023 Larimer County Our Lands, Our Future received over 1,000 statistically valid responses. Respondents indicated their top priority was protecting, enhancing the health of, and having access to the region's water resources.

Community members have also voiced a need for visitor use improvements at this site. In 2024 and 2025, Natural Areas conducted visitor surveys at Arapaho Bend Natural Area to gain a better understanding of visitors and their experience on site. 385 visitors shared their feedback. The results highlighted the need for improved amenities on site. Natural Areas' standard for satisfaction with amenities is 80%. Several facilities rated below the standard, such as restrooms (18%), informational signage (62%), trash receptacles (64%) and parking areas (72%).

Lastly, Natural Areas is hosting a neighborhood meeting as part of the Development Review Process on January 26, 2026 to allow neighbors to voice their thoughts on the visitor use project. This meeting has not been conducted at the time of AIS submittal.

ATTACHMENTS / LINKS

First Reading attachments available in February 17, 2026, agenda materials at the following link: <https://fortcollins-co.municodemeetings.com/>.

1. Ordinance No. 012, 2026

ORDINANCE NO. 012, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
APPROPRIATING PRIOR YEAR RESERVES FOR RIVER RESTORATION AND
VISITOR USE IMPROVEMENTS AT ARAPAHO BEND NATURAL AREA AND
RELATED ART IN PUBLIC PLACES PROGRAM

A. Arapaho Bend Natural Area is a biologically rich and culturally significant parcel that has been impacted by past infrastructure development, gravel mining, and degradation along the Cache la Poudre River.

B. Visitation at Arapaho Bend Natural Area has increased significantly over the past decade, creating impacts to natural resources and unsafe visitor conditions.

C. Natural Areas identified a river restoration project and visitor use improvement project at Arapaho Bend Natural Area as top priorities through its planning processes, and design and permitting for the projects began in 2025.

D. Construction of the projects is anticipated to begin in August 2026, which is one year earlier than anticipated in the 2025/2026 Budget, requiring an appropriation into the Natural Areas' 2026 budget.

E. Completing the projects in 2026 is expected to reduce overall project costs by avoiding inflation impacts.

F. The City is committed to preserving natural areas and providing educational, interpretive, and appropriate recreational opportunities to the public.

G. Natural Areas programming implements open land conservation priorities identified in the City's Comprehensive Plan by purchasing conservation easement interests, providing stewardship for lands purchased, and developing trails and interpretive features for public use.

H. The Natural Areas Department is funded primarily through the collection of City Open Space – Yes! sales and use tax revenue, Larimer County Help Preserve Open Space sales and use tax, investment earnings, and other miscellaneous revenues deposited in the Natural Areas Fund.

I. This appropriation benefits the public health, safety, and welfare of the residents of Fort Collins and serves the public purpose of restoring ecological function along the Cache la Poudre River, protecting natural resources, improving visitor safety and accessibility, and providing appropriate recreational and educational opportunities at Arapaho Bend Natural Area.

J. Article V, Section 9 of the City Charter permits the City Council, upon the recommendation of the City Manager, to make supplemental appropriations by ordinance

at any time during the fiscal year from such revenues and funds for expenditure as may be available from reserves accumulated in prior years, notwithstanding that such reserves were not previously appropriated.

K. The City Manager has recommended the appropriation described herein and determined that the funds to be appropriated are available and previously unappropriated from the Natural Areas Fund and that this appropriation will not cause the total amount appropriated in the Natural Areas Fund to exceed the current estimate of actual and anticipated revenues and all other funds to be received in this Fund during this fiscal year.

L. This Project involves construction estimated to cost more than \$250,000 and, as such, City Code Section 23-304 requires one percent of these appropriations to be transferred to the Cultural Services and Facilities Fund for a contribution to the Art in Public Places program (“APP Program”).

M. The City has evaluated the components of the Arapaho Bend Natural Area project to determine which project expenses fall within the scope of the APP Program requirements under City Code Section 23-304.

N. Of the total project appropriation of \$4,900,000, an amount of \$300,000 is allocated for post-construction operations and maintenance activities, which are not construction-related capital improvement costs and therefore are not subject to the APP program requirements.

O. The remaining \$4,600,000 of the project appropriation consists of capital improvement costs subject to the APP program requirements, and one percent of that amount, or \$46,000, is required to be transferred to the Cultural Services and Facilities Fund for the APP program.

P. The amount to be contributed in this Ordinance will be \$46,000.

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. There is hereby appropriated from prior year reserves in the Natural Areas Fund the sum of FOUR MILLION NINE HUNDRED THOUSAND (\$4,900,000) to be expended in the Natural Areas Fund for river restoration and visitor use improvements at Arapaho Bend Natural Area.

Section 2. The unexpended and unencumbered appropriated amount of THIRTY-FIVE THOUSAND EIGHT HUNDRED EIGHTY (\$35,880) in the Natural Areas Fund is hereby authorized for transfer to the Cultural Services and Facilities Fund and appropriated and expended therein to fund art projects under the APP Program.

Section 3. The unexpended and unencumbered appropriated amount of NINE THOUSAND TWO HUNDRED (\$9,200) in the Natural Areas Fund is hereby authorized for transfer to the Cultural Services and Facilities Fund and appropriated and expended therein for the operation costs of the APP Program.

Section 4. The unexpended and unencumbered appropriated amount of NINE HUNDRED TWENTY (\$920) in the Natural Areas Fund is hereby authorized for transfer to the Cultural Services and Facilities Fund and appropriated and expended therein for the maintenance costs of the APP Program.

Section 5. The determination of amounts to be transferred for the APP Program is based on a total project cost of \$4,600,000, in light of the fact that THREE HUNDRED THOUSAND (\$300,000) of the funds appropriated in this Ordinance for the Project are ineligible for use in the APP Program due to their use for five years of post-construction operations and maintenance costs.

Introduced, considered favorably on first reading on February 17, 2026, and approved on second reading for final passage on March 3, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: March 13, 2026
Approving Attorney: April Silva

Exhibit: None

File Attachments for Item:

4. Second Reading of Ordinance No. 013, 2026, Adopting the 2026 Amended City Classified Employee Pay Plan to Update Classified Positions as Provided in the Collective Bargaining Agreement with the Fraternal Order of Police.

This Ordinance, unanimously adopted on First Reading on February 17, 2026, recommends changes to the 2026 City Classified Employee Pay Plan based on an annual market analysis conducted as agreed upon through the 2025-2027 Collective Bargaining Agreement (the "Agreement") with the Northern Colorado Lodge #3 of the Fraternal Order of Police ("FOP"). The Agreement was approved by Council by Resolution 2024-141 on December 3, 2024. The Agreement specifies a salary data collection method and evaluation process that includes market data as of early January. This data has been collected and analyzed, resulting in the revised 2026 City Classified Employee Pay Plan.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Jennifer Zwiefka, Sr Analyst, Compensation
 Kelley Vodden, Director of Compensation, Benefits, and Wellness
 Teresa Roche, Human Resources Executive

SUBJECT

Second Reading of Ordinance No. 013, 2026, Adopting the 2026 Amended City Classified Employee Pay Plan to Update Classified Positions as Provided in the Collective Bargaining Agreement with the Fraternal Order of Police.

EXECUTIVE SUMMARY

This Ordinance, unanimously adopted on First Reading on February 17, 2026, recommends changes to the 2026 City Classified Employee Pay Plan based on an annual market analysis conducted as agreed upon through the 2025-2027 Collective Bargaining Agreement (the "Agreement") with the Northern Colorado Lodge #3 of the Fraternal Order of Police ("FOP"). The Agreement was approved by Council by Resolution 2024-141 on December 3, 2024. The Agreement specifies a salary data collection method and evaluation process that includes market data as of early January. This data has been collected and analyzed, resulting in the revised 2026 City Classified Employee Pay Plan.

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinance on Second Reading.

FIRST READING BACKGROUND / DISCUSSION

The methodology for evaluating and establishing pay ranges for jobs within the Fraternal Order of Police (FOP) bargaining unit is defined in the collective bargaining agreement (CBA), which was approved by City Council through Resolution 2024-141 on December 3, 2024. The CBA outlines a salary data collection and evaluation process that requires the City to gather pay range maximums for comparable law enforcement positions from twelve designated benchmark jurisdictions.

Once the market data is collected, pay range maximums are ranked in order from highest to lowest for each job. The City then aligns its highest salary step to the fourth-highest ranking among the twelve comparable jurisdictions.

The benchmark jurisdictions include Arvada, Aurora, Boulder (City), Broomfield, Denver, Greeley, Lakewood, Larimer County, Longmont, Loveland, Thornton, and Westminster. For dispatch and communications jobs, market data is also collected from Boulder County, Jeffcom911, and Weld County.

The recommended 2026 pay plan structure adjustments are as follows:

- Police Officer: 4.06%
- Police Corporal: 4.06%
- Police Sergeant: 4.35%
- Police Lieutenant: 3.11%
- Community Service Officer: 4.06%
- Senior Supervisor, CSO: 4.06%
- Emergency Communications Dispatcher: 4.53%
- Senior Supervisor, Emergency Communications: 3.53%
- Senior Manager, Emergency Communications: 2.00%

Actual employee salary increases are determined administratively and implemented using the Council adopted employee pay increase budget and Police Services operational budget.

CITY FINANCIAL IMPACTS

The needed funds to cover the increases over budget in salary, overtime, and benefits total approximately \$1,025,000. These funds will come from General Fund Reserves already appropriated in the Annual Appropriation Ordinance for 2026 for these purposes; **no additional appropriation is needed.**

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS / LINKS

First Reading attachments available in February 17, 2026, agenda materials at the following link: <https://fortcollins-co.municodemeetings.com/>.

1. Ordinance No. 013, 2026

ORDINANCE NO. 013, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ADOPTING THE 2026 AMENDED CITY CLASSIFIED EMPLOYEE
PAY PLAN TO UPDATE CLASSIFIED POSITIONS AS PROVIDED
IN THE COLLECTIVE BARGAINING AGREEMENT WITH THE
FRATERNAL ORDER OF POLICE

A. Section 2-566 of the City Code requires that the pay plan for all classified employees of the City shall be established by ordinance of the City Council.

B. On November 18, 2025, the City Council adopted Ordinance No.181, 2025, approving a pay plan for its classified employees for pay to go into effect the first pay period of January 2026 (the "Pay Plan").

C. On December 3, 2024, the City Council adopted Resolution 2024-141 approving a collective bargaining agreement ("CBA") between the City and the Northern Colorado Lodge #3 of the Fraternal Order of Police ("CBA").

D. On December 28, 2024, the parties executed the CBA.

E. The CBA contains a provision giving the City until January 5th of each year to collect market data from several identified benchmark agencies for the classified positions in the collective bargaining unit.

F. Such market data has been collected and analyzed and the recommended salary ranges for the bargaining unit classified employees are available to amend the Pay Plan.

G. The amendments to the Pay Plan recommended by the City Manager are consistent with City Council objectives and the Council-approved CBA, including the practice of establishing step levels by using pay range maximum salary data for benchmark positions, and matching the fourth highest salary ranking of the benchmark agencies, or matching the percentage increase given to City employees not in the collective bargaining unit, whichever is higher.

H. City Council believes that the adoption of the recommended, amended pay plan is in the best interests of the City and further believes that the allocation of individual salaries within the Pay Plan should be related to employee performance.

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. The City Council hereby adopts the 2026 Amended City of Fort Collins Classified Employees Pay Plan (the "Amended Plan"), a copy of which is attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. The effective date of the Amended Plan shall commence as of the effective date of this Ordinance.

Section 3. The City Manager shall fix the compensation levels of all classified employees within the pay levels established in the Amended Plan except as allowed by the terms of the CBA.

Introduced, considered favorably on first reading on February 17, 2026, and approved on second reading for final passage on March 3, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: March 13, 2026
Approving Attorney: Sara Arfmann

Exhibit: Exhibit A - Amended City of Fort Collins Classified Employees Pay Plan

EXHIBIT A TO ORDINANCE NO. 013, 2026

Item 4.



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Accountant II	P049	P2-4	FINANCE & ACCOUNTING	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Administrator I, Systems	P003	P1-3	TECHNOLOGY	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Analyst I, Apps Software	P005	P1-3	TECHNOLOGY	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Analyst I, Apps Software Dev	P006	P1-3	TECHNOLOGY	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Analyst I, Benefits	P016	P1-4	HUMAN RESOURCES	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Analyst I, Bus Sys & Elections	P179	P1-4	ADMINISTRATION	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Analyst I, Data	P122	P1-3	TECHNOLOGY	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Analyst I, Finance	P020	P1-4	FINANCE & ACCOUNTING	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Analyst I, GIS	P002	P1-3	TECHNOLOGY	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Analyst I, Grant Administrator	P170	P1-4	FINANCE & ACCOUNTING	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Analyst I, HRIS	P023	P1-4	HUMAN RESOURCES	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Analyst I, Transit Planning	P025	P1-1	PLANNING	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Analyst II, Apps Software	P028	P2-3	TECHNOLOGY	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Analyst II, Apps Software Dev	P123	P2-3	TECHNOLOGY	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Analyst II, Benefits	P124	P2-4	HUMAN RESOURCES	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Analyst II, Budget	P136	P2-4	FINANCE & ACCOUNTING	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Analyst II, Bus Intelligence	P133	P2-3	TECHNOLOGY	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Analyst II, Finance	P050	P2-4	FINANCE & ACCOUNTING	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Analyst II, GIS	P031	P2-3	TECHNOLOGY	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Analyst II, HRIS	P183	P2-4	HUMAN RESOURCES	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Analyst, Data-Housing & Equity	P205	P2-3	SUSTAINABILITY	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Architect, IT Security	P101	P4-3	TECHNOLOGY	99,103	132,137	165,170	3,811.65	5,082.19	6,352.69
Architect, Landscape	P032	P2-1	PLANNING	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Architect, Portfolio Mgmt	P145	P4-3	TECHNOLOGY	99,103	132,137	165,170	3,811.65	5,082.19	6,352.69
Architect, Technology	P109	P4-3	TECHNOLOGY	99,103	132,137	165,170	3,811.65	5,082.19	6,352.69
Assoc Elec Project Engineer	P210	P1-3	SCIENCES & ENGINEERING	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Asst Superintendent, Parks	O019	O6-1	CULTURE, PARKS & RECREATION	61,600	77,000	92,400	2,369.23	2,961.54	3,553.85
Auditor II, Sales Tax & Revenue	P060	P2-4	FINANCE & ACCOUNTING	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Bailiff	A001	A2-4	LEGAL	37,540	46,925	56,309	1,443.85	1,804.81	2,165.73
Business Support I	A002	A2-4	ADMINISTRATION	37,540	46,925	56,309	1,443.85	1,804.81	2,165.73
Business Support II	A008	A3-4	ADMINISTRATION	41,710	52,138	62,566	1,604.23	2,005.31	2,406.38
Business Support III	A020	A4-4	ADMINISTRATION	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Buyer II	P043	P2-4	FINANCE & ACCOUNTING	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Chemist	P008	P1-3	SCIENCES & ENGINEERING	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Chief Building Official	M042	M2-1	DEVELOPMENT & COMPLIANCE	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Civil Engineer I	P009	P1-3	SCIENCES & ENGINEERING	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Civil Engineer II	P037	P2-3	SCIENCES & ENGINEERING	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Civil Engineer III	P078	P3-3	SCIENCES & ENGINEERING	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Comm & Pub Relations Manager	P202	P4-4	MARKETING & CREATIVE SERVICES	81,822	109,106	136,381	3,147.00	4,196.38	5,245.42
Coord, Sales Tax & Audit Rev	A097	A4-4	FINANCE & ACCOUNTING	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coord, Talent Acquisition	A098	A4-4	HUMAN RESOURCES	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, Accounting	A014	A4-4	FINANCE & ACCOUNTING	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, Accounts Payable	A015	A4-4	FINANCE & ACCOUNTING	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, Active Modes	A093	A4-1	PLANNING	49,308	61,636	73,962	1,896.46	2,370.62	2,844.69
Coordinator, AR / Billing	A021	A4-4	FINANCE & ACCOUNTING	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, Benefits	A102	A4-4	HUMAN RESOURCES	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, Bldg & Dev Review	A071	A4-1	DEVELOPMENT & COMPLIANCE	49,308	61,636	73,962	1,896.46	2,370.62	2,844.69
Coordinator, Communications	A028	A4-4	MARKETING & CREATIVE SERVICES	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, Cultural Services	A031	A4-1	CULTURE, PARKS & RECREATION	49,308	61,636	73,962	1,896.46	2,370.62	2,844.69



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Coordinator, Customer Support	A074	A4-4	CUSTOMER SERVICE	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, Finance	A022	A4-4	FINANCE & ACCOUNTING	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, HRIS	A017	A4-4	HUMAN RESOURCES	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, Outreach	A036	A4-5	PROTECTIVE SERVICES	55,009	68,762	82,514	2,115.73	2,644.69	3,173.62
Coordinator, Payroll	A018	A4-4	FINANCE & ACCOUNTING	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, Public Engagement	A023	A4-4	CUSTOMER SERVICE	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Coordinator, Theatre Prod	A096	A4-4	CULTURE, PARKS & RECREATION	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Court Security Assistant	O118	O3-5	PROTECTIVE SERVICES	44,992	56,241	67,488	1,730.46	2,163.12	2,595.69
Court Security Officer	O036	O4-5	PROTECTIVE SERVICES	49,991	62,489	74,987	1,922.73	2,403.42	2,884.12
Crew Chief, Electric Dist	S013	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Crew Chief, Facilities	S006	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Crew Chief, Forestry	S012	S1-1	CULTURE, PARKS & RECREATION	60,963	81,284	101,605	2,344.73	3,126.31	3,907.88
Crew Chief, Natural Areas	S059	S1-1	CULTURE, PARKS & RECREATION	60,963	81,284	101,605	2,344.73	3,126.31	3,907.88
Crew Chief, Parks	S010	S1-1	CULTURE, PARKS & RECREATION	60,963	81,284	101,605	2,344.73	3,126.31	3,907.88
Crew Chief, Transportation Ops	S052	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Crew Chief, Water Field Ops	S053	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Crime Analyst	A090	A6-5	PROTECTIVE SERVICES	69,157	86,435	103,725	2,659.88	3,324.42	3,989.42
Criminalist	A069	A6-5	PROTECTIVE SERVICES	69,157	86,435	103,725	2,659.88	3,324.42	3,989.42
Curator	P014	P1-1	CULTURE, PARKS & RECREATION	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Deputy City Clerk	A060	A5-4	ADMINISTRATION	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Deputy Court Administrator	S002	S1-4	LEGAL	57,547	76,725	95,903	2,213.35	2,950.96	3,688.58
Deputy Court Clerk I	A005	A3-4	LEGAL	41,710	52,138	62,566	1,604.23	2,005.31	2,406.38
Deputy Court Clerk II	A013	A4-4	LEGAL	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Early Childhood Teacher	A106	A4-1	CULTURE, PARKS & RECREATION	49,308	61,636	73,962	1,896.46	2,370.62	2,844.69
Electric Project Engineer	P209	P2-3	SCIENCES & ENGINEERING	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Electrical Engineer I	P012	P1-3	SCIENCES & ENGINEERING	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Electrical Engineer II	P143	P2-3	SCIENCES & ENGINEERING	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Electrical Engineer III	P077	P3-3	SCIENCES & ENGINEERING	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Electrician	O100	O6-2	OPERATIONS	65,383	81,729	98,075	2,514.73	3,143.42	3,772.12
Engineer I, Fiber	P112	P1-3	TECHNOLOGY	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Engineer I, Network	P004	P1-3	TECHNOLOGY	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Engineer II, Fiber	P138	P2-3	TECHNOLOGY	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Engineer II, Network	P029	P2-3	TECHNOLOGY	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Engineer II, Systems	P030	P2-3	TECHNOLOGY	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Exec Assistant To The City Mgr	P001	P1-4	ADMINISTRATION	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Executive Admin Assistant	A043	A5-4	ADMINISTRATION	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Executive Assist, City Council	P160	P1-4	FINANCE & ACCOUNTING	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Halligan Project Manager	P173	P4-3	SCIENCES & ENGINEERING	99,103	132,137	165,170	3,811.65	5,082.19	6,352.69
Inspector, Code Compliance	O023	O3-1	DEVELOPMENT & COMPLIANCE	44,907	56,134	67,359	1,727.19	2,159.00	2,590.73
Investigative Aide	A061	A5-5	PROTECTIVE SERVICES	62,864	78,577	94,290	2,417.85	3,022.19	3,626.54
Lab Assistant	O001	O1-3	SCIENCES & ENGINEERING	40,676	50,843	61,007	1,564.46	1,955.50	2,346.42
Lead Analyst, Business	P239	P4-4	ADMINISTRATION	81,822	109,106	136,381	3,147.00	4,196.38	5,245.42
Lead Analyst, Utility Rate	P102	P4-4	FINANCE & ACCOUNTING	81,822	109,106	136,381	3,147.00	4,196.38	5,245.42
Lead Auditor, Sales Tax & Rev	P150	P3-4	FINANCE & ACCOUNTING	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Coord, Communications	A086	A6-4	MARKETING & CREATIVE SERVICES	56,078	70,095	84,115	2,156.85	2,695.96	3,235.19
Lead Coord, Utility Rate/Fee	A066	A6-4	FINANCE & ACCOUNTING	56,078	70,095	84,115	2,156.85	2,695.96	3,235.19
Lead EO Investigator	P099	P3-4	HUMAN RESOURCES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Inspector Code Compliance	O064	O6-1	DEVELOPMENT & COMPLIANCE	61,600	77,000	92,400	2,369.23	2,961.54	3,553.85
Lead Inspector, Construction	O052	O6-1	DEVELOPMENT & COMPLIANCE	61,600	77,000	92,400	2,369.23	2,961.54	3,553.85



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Lead Inspector, Zoning	O073	O6-1	DEVELOPMENT & COMPLIANCE	61,600	77,000	92,400	2,369.23	2,961.54	3,553.85
Lead Park Ranger	S011	S1-5	PROTECTIVE SERVICES	53,993	71,988	89,985	2,076.65	2,768.77	3,460.96
Lead Project Manager	P193	P4-4	ADMINISTRATION	81,822	109,106	136,381	3,147.00	4,196.38	5,245.42
Lead Rep, Customer Support	A040	A5-4	CUSTOMER SERVICE	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Lead Spc, Cultural Services	P081	P3-1	CULTURE, PARKS & RECREATION	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Lead Spc, Econ Sustainability	P159	P3-1	SUSTAINABILITY	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Lead Spc, Env Sustainability	P092	P3-1	SUSTAINABILITY	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Lead Spc, Homelessness	P135	P3-1	SUSTAINABILITY	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Lead Spc, Process Improvement	P065	P3-4	ADMINISTRATION	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Spc, Soc Sustainability	P097	P3-1	SUSTAINABILITY	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Lead Spc, Special Events	P084	P3-1	DEVELOPMENT & COMPLIANCE	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Lead Spec, Equity & Inclusion	P191	P3-4	ADMINISTRATION	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Specialist, Communication	P155	P3-4	MARKETING & CREATIVE SERVICES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Specialist, Compliance	P106	P3-1	DEVELOPMENT & COMPLIANCE	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Lead Specialist, Forestry	P085	P3-1	CULTURE, PARKS & RECREATION	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Lead Specialist, Marketing	P047	P3-4	MARKETING & CREATIVE SERVICES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Specialist, Natural Areas	P104	P3-1	CULTURE, PARKS & RECREATION	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Lead Specialist, Occpntl Hlth	P115	P3-4	HUMAN RESOURCES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Specialist, Public Engage	P141	P3-4	CUSTOMER SERVICE	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Specialist, Safety	P093	P3-4	HUMAN RESOURCES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Specialist, Sciences	P072	P3-3	SCIENCES & ENGINEERING	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Lead Specialist, Security	P091	P3-4	ADMINISTRATION	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Sr Facilities Project Mgr	M111	M1-4	ADMINISTRATION	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Lead Tech, Graphic Design	A068	A6-4	MARKETING & CREATIVE SERVICES	56,078	70,095	84,115	2,156.85	2,695.96	3,235.19
Lead Tech, Transportation Ops	O065	O6-2	OPERATIONS	65,383	81,729	98,075	2,514.73	3,143.42	3,772.12
Lead Technician, Sciences	A065	A6-3	SCIENCES & ENGINEERING	61,112	76,390	91,667	2,350.46	2,938.08	3,525.65
Lead Technician, Video Prod	A067	A6-4	MARKETING & CREATIVE SERVICES	56,078	70,095	84,115	2,156.85	2,695.96	3,235.19
Legal Assistant	A009	A3-4	LEGAL	41,710	52,138	62,566	1,604.23	2,005.31	2,406.38
Manager, Active Modes	M023	M1-1	PLANNING	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Administration	M116	M1-4	ADMINISTRATION	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Applications Software	M001	M1-3	TECHNOLOGY	92,222	122,965	153,705	3,547.00	4,729.42	5,911.73
Manager, Apps Software Dev	M002	M1-3	TECHNOLOGY	92,222	122,965	153,705	3,547.00	4,729.42	5,911.73
Manager, Benefits	M125	M1-4	HUMAN RESOURCES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Bldg & Dev Review	M034	M1-1	PLANNING	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Broadband	M105	M1-2	OPERATIONS	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Broadband Operations	M143	M1-2	OPERATIONS	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Civil Engineering	M008	M1-3	SCIENCES & ENGINEERING	92,222	122,965	153,705	3,547.00	4,729.42	5,911.73
Manager, Compliance	M115	M1-1	DEVELOPMENT & COMPLIANCE	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Construction Inspect	M005	M1-1	DEVELOPMENT & COMPLIANCE	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Cultural Services	M016	M1-1	CULTURE, PARKS & RECREATION	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Customer Support	M021	M1-4	CUSTOMER SERVICE	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Econ Sustainability	M033	M1-1	SUSTAINABILITY	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Elec Distr Hi Voltage	M103	M1-2	OPERATIONS	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Env Sustainability	M100	M1-1	SUSTAINABILITY	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Environ Planning	M032	M1-1	PLANNING	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Fiber Field Ops	M221	M1-2	TECHNOLOGY	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Forestry	M128	M1-1	CULTURE, PARKS & RECREATION	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, FP&A	M026	M1-4	FINANCE & ACCOUNTING	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, GIS	M004	M1-3	TECHNOLOGY	92,222	122,965	153,705	3,547.00	4,729.42	5,911.73



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Manager, Graphic Design	M020	M1-4	MARKETING & CREATIVE SERVICES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Historic Preservation	M022	M1-1	PLANNING	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, HR Business Partner	M144	M1-4	HUMAN RESOURCES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, HR Operations	M102	M1-4	HUMAN RESOURCES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, HRIS	M151	M1-4	HUMAN RESOURCES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Marketing	M018	M1-4	MARKETING & CREATIVE SERVICES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Natural Areas	M162	M1-1	CULTURE, PARKS & RECREATION	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Park Planning & Dev	M179	M1-1	PLANNING	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Payroll	M029	M1-4	FINANCE & ACCOUNTING	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Plant Operations	M012	M1-2	OPERATIONS	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Project Management	M129	M1-4	ADMINISTRATION	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Public Engagement	M017	M1-4	CUSTOMER SERVICE	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Purchasing	M130	M1-4	FINANCE & ACCOUNTING	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Real Estate	M027	M1-2	OPERATIONS	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Recreation	M024	M1-1	CULTURE, PARKS & RECREATION	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Recycling Ops	M198	M1-2	OPERATIONS	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Rental Housing	M152	M1-1	DEVELOPMENT & COMPLIANCE	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Sales	M138	M1-4	MARKETING & CREATIVE SERVICES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Sciences	M019	M1-3	SCIENCES & ENGINEERING	92,222	122,965	153,705	3,547.00	4,729.42	5,911.73
Manager, Social Sustainability	M119	M1-1	SUSTAINABILITY	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Systems Admin	M009	M1-3	TECHNOLOGY	92,222	122,965	153,705	3,547.00	4,729.42	5,911.73
Manager, Systems Engineering	M003	M1-3	TECHNOLOGY	92,222	122,965	153,705	3,547.00	4,729.42	5,911.73
Manager, Talent Acquisition	M015	M1-4	HUMAN RESOURCES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Talent Development	M030	M1-4	HUMAN RESOURCES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Technical Proj Mgmt	M106	M1-4	ADMINISTRATION	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Traffic Engineering	M007	M1-3	SCIENCES & ENGINEERING	92,222	122,965	153,705	3,547.00	4,729.42	5,911.73
Manager, Traffic Ops	M156	M1-2	OPERATIONS	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Transit	M025	M1-2	OPERATIONS	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Transit Planning	M028	M1-1	PLANNING	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Transportation Ops	M013	M1-2	OPERATIONS	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Transportation Plng	M112	M1-1	PLANNING	80,102	106,803	133,503	3,080.85	4,107.81	5,134.73
Manager, Video Production	M031	M1-4	MARKETING & CREATIVE SERVICES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Manager, Water Field Ops	M006	M1-2	OPERATIONS	86,370	115,165	143,960	3,321.92	4,429.42	5,536.92
Manager, Water Util Dev Review	M122	M1-3	SCIENCES & ENGINEERING	92,222	122,965	153,705	3,547.00	4,729.42	5,911.73
Manager, Wellness	M014	M1-4	HUMAN RESOURCES	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Master Electrician	S081	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Mechanical Engineer I	P011	P1-3	SCIENCES & ENGINEERING	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Mechanical Engineer II	P134	P2-3	SCIENCES & ENGINEERING	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Mechanical Engineer III	P075	P3-3	SCIENCES & ENGINEERING	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Mgr, Network Ops & Info Sec	M150	M1-3	TECHNOLOGY	92,222	122,965	153,705	3,547.00	4,729.42	5,911.73
Municipal Court Administrator	M148	M1-4	LEGAL	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Natural Areas Trail Ranger	O058	O4-5	PROTECTIVE SERVICES	49,991	62,489	74,987	1,922.73	2,403.42	2,884.12
Officer I, Transportation Ops	O013	O2-2	OPERATIONS	44,658	55,823	66,987	1,717.62	2,147.04	2,576.42
Officer II, Enforcement	O026	O3-5	PROTECTIVE SERVICES	44,992	56,241	67,488	1,730.46	2,163.12	2,595.69
Officer III, Enforcement	O076	O4-5	PROTECTIVE SERVICES	49,991	62,489	74,987	1,922.73	2,403.42	2,884.12
Operator I, Transportation Ops	O009	O2-2	OPERATIONS	44,658	55,823	66,987	1,717.62	2,147.04	2,576.42
Operator II, Transit	O021	O3-2	OPERATIONS	49,124	61,405	73,685	1,889.38	2,361.73	2,834.04
Operator II, Transportation Op	O022	O3-2	OPERATIONS	49,124	61,405	73,685	1,889.38	2,361.73	2,834.04
Paralegal	A064	A6-4	LEGAL	56,078	70,095	84,115	2,156.85	2,695.96	3,235.19

EXHIBIT A TO ORDINANCE NO. 013, 2026
Page 5 of 13

Item 4.



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Park Ranger	O037	O4-5	PROTECTIVE SERVICES	49,991	62,489	74,987	1,922.73	2,403.42	2,884.12
Parking Enforcement Officer I	O010	O2-5	DEVELOPMENT & COMPLIANCE	40,493	50,616	60,740	1,557.42	1,946.77	2,336.15
Parking Enforcement Officer II	O066	O3-1	DEVELOPMENT & COMPLIANCE	44,907	56,134	67,359	1,727.19	2,159.00	2,590.73
Partner, Human Resources	P062	P2-4	HUMAN RESOURCES	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Planner, City	P052	P2-1	PLANNING	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Planner, Cultural Resources	P244	P2-1	PLANNING	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Planner, Environmental	P048	P2-1	PLANNING	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Planner, Transit	P046	P2-1	PLANNING	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Planner, Transit Service	P187	P1-1	PLANNING	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Planner, Transportation	P113	P2-1	PLANNING	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Plans Examiner	A073	A6-1	DEVELOPMENT & COMPLIANCE	59,663	74,577	89,495	2,294.73	2,868.35	3,442.12
Police Psychologist	P103	P4-5	PROTECTIVE SERVICES	104,798	139,711	174,653	4,030.69	5,373.50	6,717.42
Probation Officer	A087	A5-4	LEGAL	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Process Engineer I	P139	P1-3	SCIENCES & ENGINEERING	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Program Manager, Volunteer Svc	P186	P3-4	HUMAN RESOURCES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Project Analyst	P026	P1-4	ADMINISTRATION	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Project Coordinator	A083	A5-4	ADMINISTRATION	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Project Manager	P041	P2-4	ADMINISTRATION	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Project Manager, Construction	P213	P2-3	SCIENCES & ENGINEERING	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Reliability Engr II, Utilities	P152	P2-3	SCIENCES & ENGINEERING	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Reliability Engr III, Utilities	P130	P3-3	SCIENCES & ENGINEERING	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Rep I, Cultural Svcs	A107	A2-1	CULTURE, PARKS & RECREATION	39,939	49,925	59,912	1,536.12	1,920.19	2,304.31
Rep I, Customer Support	A003	A2-4	CUSTOMER SERVICE	37,540	46,925	56,309	1,443.85	1,804.81	2,165.73
Rep II, Customer Support	A006	A3-4	CUSTOMER SERVICE	41,710	52,138	62,566	1,604.23	2,005.31	2,406.38
Rep II, Police Records	A011	A3-5	PROTECTIVE SERVICES	50,012	62,513	75,012	1,923.54	2,404.35	2,885.08
Rep III, Tech Support	A119	A5-3	OPERATIONS	55,555	69,445	83,334	2,136.73	2,670.96	3,205.15
Representative II, Tech Support	A118	A4-3	OPERATIONS	50,505	63,132	75,758	1,942.50	2,428.15	2,913.77
Spec, Historic Preservation	P180	P1-1	PLANNING	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Spec, Regulatory Licensing	P174	P1-4	ADMINISTRATION	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Active Modes	P013	P1-1	PLANNING	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Specialist, Active Modes Data	P189	P1-1	PLANNING	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Specialist, City Planning	P121	P1-1	PLANNING	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Specialist, Communications	P021	P1-4	MARKETING & CREATIVE SERVICES	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Compliance	P127	P1-1	DEVELOPMENT & COMPLIANCE	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Specialist, Customer Support	P034	P1-4	CUSTOMER SERVICE	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, DOT	P157	P1-4	HUMAN RESOURCES	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Econ Sustainability	P119	P1-1	SUSTAINABILITY	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Specialist, Env Sustainability	P120	P1-1	SUSTAINABILITY	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Specialist, Facilities	P007	P1-2	OPERATIONS	50,393	67,189	83,987	1,938.19	2,584.19	3,230.27
Specialist, Natural Areas	P140	P1-1	CULTURE, PARKS & RECREATION	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Specialist, Neighborhood Svcs	P184	P1-1	DEVELOPMENT & COMPLIANCE	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Specialist, Public Engagement	P015	P1-4	CUSTOMER SERVICE	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Real Estate	P024	P1-2	OPERATIONS	50,393	67,189	83,987	1,938.19	2,584.19	3,230.27
Specialist, Recruiting	P175	P1-4	HUMAN RESOURCES	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Regulatory Svcs	P163	P1-3	SCIENCES & ENGINEERING	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23
Specialist, Risk Claims	P188	P1-4	FINANCE & ACCOUNTING	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Safety	P111	P1-4	HUMAN RESOURCES	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Sales	P116	P1-4	MARKETING & CREATIVE SERVICES	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Sciences	P010	P1-3	SCIENCES & ENGINEERING	67,536	90,047	112,560	2,597.54	3,463.35	4,329.23



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Specialist, Security	P181	P1-4	ADMINISTRATION	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Soc Sustainability	P168	P1-1	SUSTAINABILITY	52,972	70,627	88,284	2,037.38	2,716.42	3,395.54
Specialist, Talent Acquisition	P117	P1-4	HUMAN RESOURCES	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Talent Development	P017	P1-4	HUMAN RESOURCES	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist, Travel Demand Mgmt	P178	P2-1	PLANNING	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Specialist, Wellness	P018	P1-4	HUMAN RESOURCES	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Specialist,Sales Tax & Revenue	P149	P1-4	FINANCE & ACCOUNTING	55,764	74,353	92,940	2,144.77	2,859.73	3,574.62
Sr Accountant	P083	P3-4	FINANCE & ACCOUNTING	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Administrator, Database	P069	P3-3	TECHNOLOGY	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Administrator, Systems	P067	P3-3	TECHNOLOGY	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Analyst, Administration	P129	P3-4	ADMINISTRATION	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Analyst, Apps Software	P066	P3-3	TECHNOLOGY	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Analyst, Apps Software Dev	P070	P3-3	TECHNOLOGY	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Analyst, Budget	P080	P3-4	FINANCE & ACCOUNTING	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Analyst, Business	P131	P3-4	FINANCE & ACCOUNTING	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Analyst, Business Systems	P118	P3-4	FINANCE & ACCOUNTING	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Analyst, Compensation	P082	P3-4	HUMAN RESOURCES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Analyst, Data	P164	P3-3	TECHNOLOGY	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Analyst, Finance	P094	P3-4	FINANCE & ACCOUNTING	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Analyst, GIS	P126	P3-3	TECHNOLOGY	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Analyst, Grants Admin	P162	P3-4	FINANCE & ACCOUNTING	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Analyst, HRIS	P096	P3-4	HUMAN RESOURCES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Analyst, IT Security	P114	P3-3	TECHNOLOGY	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Analyst, Systems	P071	P3-3	TECHNOLOGY	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Analyst, Treasury	P090	P3-4	FINANCE & ACCOUNTING	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Architect, Landscape	P074	P3-1	PLANNING	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Sr Buyer	P089	P3-4	FINANCE & ACCOUNTING	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Coord, Sales Tax & Revenue	A056	A5-4	FINANCE & ACCOUNTING	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coord,Onboarding & Training	A104	A5-4	HUMAN RESOURCES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Accounting	A088	A5-4	FINANCE & ACCOUNTING	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Active Modes	A076	A5-1	PLANNING	54,238	67,798	81,358	2,086.08	2,607.62	3,129.15
Sr Coordinator, AP	A039	A5-4	FINANCE & ACCOUNTING	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, AR/Billing	A111	A5-4	FINANCE & ACCOUNTING	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Benefits	A082	A5-4	HUMAN RESOURCES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Camera Radar	A101	A5-5	PROTECTIVE SERVICES	62,864	78,577	94,290	2,417.85	3,022.19	3,626.54
Sr Coordinator, City Planning	A053	A5-1	PLANNING	54,238	67,798	81,358	2,086.08	2,607.62	3,129.15
Sr Coordinator, Communications	A037	A5-4	MARKETING & CREATIVE SERVICES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Creative Svcs	A095	A5-4	MARKETING & CREATIVE SERVICES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Cultural Svcs	A049	A5-1	CULTURE, PARKS & RECREATION	54,238	67,798	81,358	2,086.08	2,607.62	3,129.15
Sr Coordinator, Env Sustain	A059	A5-1	SUSTAINABILITY	54,238	67,798	81,358	2,086.08	2,607.62	3,129.15
Sr Coordinator, Forestry	A048	A5-1	CULTURE, PARKS & RECREATION	54,238	67,798	81,358	2,086.08	2,607.62	3,129.15
Sr Coordinator, HRIS	A044	A5-4	HUMAN RESOURCES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Marketing	A055	A5-4	MARKETING & CREATIVE SERVICES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Payroll	A042	A5-4	FINANCE & ACCOUNTING	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Public Engage	A041	A5-4	CUSTOMER SERVICE	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Recreation	A054	A5-1	CULTURE, PARKS & RECREATION	54,238	67,798	81,358	2,086.08	2,607.62	3,129.15
Sr Coordinator, Rental Housing	A109	A5-1	DEVELOPMENT & COMPLIANCE	54,238	67,798	81,358	2,086.08	2,607.62	3,129.15
Sr Coordinator, Risk Mgmt	A038	A5-4	FINANCE & ACCOUNTING	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Safety	A052	A5-4	HUMAN RESOURCES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12

EXHIBIT A TO ORDINANCE NO. 013, 2026

Item 4.



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Sr Coordinator, Talent Acq	A046	A5-4	HUMAN RESOURCES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Coordinator, Talent Dev	A075	A5-4	HUMAN RESOURCES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Deputy City Clerk	M202	M1-4	ADMINISTRATION	82,987	110,649	138,312	3,191.81	4,255.73	5,319.69
Sr Electric Project Engineer	P208	P3-3	SCIENCES & ENGINEERING	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Engineer, Network	P068	P3-3	TECHNOLOGY	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Engineer, Systems	P064	P3-3	TECHNOLOGY	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Engineer, Video Prod	P156	P3-3	MARKETING & CREATIVE SERVICES	87,211	116,282	145,350	3,354.27	4,472.38	5,590.38
Sr Facilities Project Manager	P073	P3-4	ADMINISTRATION	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Inspector, Code Compliance	O106	O5-1	DEVELOPMENT & COMPLIANCE	55,440	69,300	83,161	2,132.31	2,665.38	3,198.50
Sr Inspector, Compliance	O056	O5-1	DEVELOPMENT & COMPLIANCE	55,440	69,300	83,161	2,132.31	2,665.38	3,198.50
Sr Inspector, Construction	O045	O5-1	DEVELOPMENT & COMPLIANCE	55,440	69,300	83,161	2,132.31	2,665.38	3,198.50
Sr Inspector, Forestry Zoning	O079	O5-1	DEVELOPMENT & COMPLIANCE	55,440	69,300	83,161	2,132.31	2,665.38	3,198.50
Sr Inspector, Nat Res Zoning	O094	O5-1	DEVELOPMENT & COMPLIANCE	55,440	69,300	83,161	2,132.31	2,665.38	3,198.50
Sr Inspector, Stormwater	O090	O6-1	DEVELOPMENT & COMPLIANCE	61,600	77,000	92,400	2,369.23	2,961.54	3,553.85
Sr Inspector, Water Engr	O097	O6-1	DEVELOPMENT & COMPLIANCE	61,600	77,000	92,400	2,369.23	2,961.54	3,553.85
Sr Inspector, Zoning	O048	O5-1	DEVELOPMENT & COMPLIANCE	55,440	69,300	83,161	2,132.31	2,665.38	3,198.50
Sr Key Accounts Rep	P171	P3-4	CUSTOMER SERVICE	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Legal Assistant	A026	A4-4	LEGAL	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Sr Manager Transformation Mgmt	M223	M2-4	ADMINISTRATION	95,435	127,247	159,059	3,670.58	4,894.12	6,117.65
Sr Manager, Accounting	M052	M2-4	FINANCE & ACCOUNTING	95,435	127,247	159,059	3,670.58	4,894.12	6,117.65
Sr Manager, Apps Software	M038	M2-3	TECHNOLOGY	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Broadband	M155	M2-2	OPERATIONS	101,616	135,489	169,357	3,908.31	5,211.12	6,513.73
Sr Manager, City Planning	M126	M2-1	PLANNING	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Sr Manager, Civil Engineering	M043	M2-3	SCIENCES & ENGINEERING	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Creative Services	M132	M2-4	MARKETING & CREATIVE SERVICES	95,435	127,247	159,059	3,670.58	4,894.12	6,117.65
Sr Manager, Cultural Services	M054	M2-1	CULTURE, PARKS & RECREATION	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Sr Manager, Customer Support	M051	M2-4	CUSTOMER SERVICE	95,435	127,247	159,059	3,670.58	4,894.12	6,117.65
Sr Manager, Econ Sustainability	M110	M2-1	SUSTAINABILITY	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Sr Manager, Elec Engineering	M048	M2-3	SCIENCES & ENGINEERING	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Elec Engr	M060	M2-3	SCIENCES & ENGINEERING	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Elec Proj Engr	M203	M2-3	ADMINISTRATION	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Env Sustain	M056	M2-1	SUSTAINABILITY	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Sr Manager, Facilities & Fleet	M044	M2-2	OPERATIONS	101,616	135,489	169,357	3,908.31	5,211.12	6,513.73
Sr Manager, Forestry	M035	M2-1	CULTURE, PARKS & RECREATION	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Sr Manager, HRIS	M124	M2-4	HUMAN RESOURCES	95,435	127,247	159,059	3,670.58	4,894.12	6,117.65
Sr Manager, Information Svcs	M062	M2-5	PROTECTIVE SERVICES	93,133	124,179	155,225	3,582.04	4,776.12	5,970.19
Sr Manager, Mechanical Engr	M045	M2-3	SCIENCES & ENGINEERING	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Neighborhood Svcs	M058	M2-1	DEVELOPMENT & COMPLIANCE	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Sr Manager, Network Engineering	M104	M2-3	TECHNOLOGY	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Parks	M057	M2-1	CULTURE, PARKS & RECREATION	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Sr Manager, Public Engagement	M133	M2-4	CUSTOMER SERVICE	95,435	127,247	159,059	3,670.58	4,894.12	6,117.65
Sr Manager, Recreation	M134	M2-1	CULTURE, PARKS & RECREATION	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Sr Manager, Sales	M199	M2-4	MARKETING & CREATIVE SERVICES	95,435	127,247	159,059	3,670.58	4,894.12	6,117.65
Sr Manager, Sciences	M046	M2-3	SCIENCES & ENGINEERING	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Social Sustainblty	M118	M2-1	SUSTAINABILITY	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Sr Manager, Technology	M039	M2-3	TECHNOLOGY	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Traffic Engr	M041	M2-3	SCIENCES & ENGINEERING	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Transit	M049	M2-2	OPERATIONS	101,616	135,489	169,357	3,908.31	5,211.12	6,513.73
Sr Manager, Transportation Ops	M137	M2-2	OPERATIONS	101,616	135,489	169,357	3,908.31	5,211.12	6,513.73
Sr Manager, Transportation Pln	M037	M2-1	PLANNING	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Sr Manager, Water Engineering	M047	M2-3	SCIENCES & ENGINEERING	106,058	141,408	176,762	4,079.15	5,438.77	6,798.54
Sr Manager, Sales Tax & Revenue	M036	M2-4	FINANCE & ACCOUNTING	95,435	127,247	159,059	3,670.58	4,894.12	6,117.65
Sr Mgr, Park Planning & Dev	M149	M2-1	PLANNING	89,719	119,619	149,518	3,450.73	4,600.73	5,750.69
Sr Mgr, Safety & Risk Mgmt	M117	M2-4	HUMAN RESOURCES	95,435	127,247	159,059	3,670.58	4,894.12	6,117.65
Sr Operator, Transport Ops	O081	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46
Sr Partner, Human Resources	P142	P3-4	HUMAN RESOURCES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Planner, City	P098	P3-1	PLANNING	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Sr Planner, Environmental	P086	P3-1	PLANNING	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Sr Planner, Trails	P137	P3-1	PLANNING	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Sr Planner, Transportation	P087	P3-1	PLANNING	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Sr Project Manager	P095	P3-4	ADMINISTRATION	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Project Manager, Talent Mgmt	P166	P3-4	HUMAN RESOURCES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Rep, Cultural Svcs	A025	A4-1	CULTURE, PARKS & RECREATION	49,308	61,636	73,962	1,896.46	2,370.62	2,844.69
Sr Spc, Neighborhood Svcs	P044	P2-1	DEVELOPMENT & COMPLIANCE	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Spc, Process Improvement	P053	P2-4	ADMINISTRATION	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Spec, Talent Development	P161	P2-4	HUMAN RESOURCES	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, Communications	P058	P2-4	MARKETING & CREATIVE SERVICES	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, Compliance	P146	P2-1	DEVELOPMENT & COMPLIANCE	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Specialist, Cultural Svcs	P153	P2-1	CULTURE, PARKS & RECREATION	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Specialist, Cust Support	P027	P2-4	CUSTOMER SERVICE	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, DAR Program Mgr	P167	P3-1	PLANNING	68,402	91,203	114,003	2,630.85	3,507.81	4,384.73
Sr Specialist, Digital Incls	P203	P2-4	CUSTOMER SERVICE	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, Econ Sustain	P056	P2-1	SUSTAINABILITY	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Specialist, Env Compliance	P125	P2-1	SUSTAINABILITY	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Specialist, Enviro Sustain	P061	P2-1	SUSTAINABILITY	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Specialist, Equity	P144	P2-1	SUSTAINABILITY	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Specialist, Forestry	P151	P2-1	CULTURE, PARKS & RECREATION	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Specialist, OEM	P128	P2-4	ADMINISTRATION	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, Outreach	P107	P2-5	PROTECTIVE SERVICES	61,984	82,648	103,307	2,384.00	3,178.77	3,973.35
Sr Specialist, Parks	P033	P2-1	CULTURE, PARKS & RECREATION	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Specialist, Product Mgmt	P206	P3-4	ADMINISTRATION	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Specialist, Public Engage	P054	P2-4	CUSTOMER SERVICE	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, Real Estate	P055	P2-2	OPERATIONS	57,264	76,352	95,440	2,202.46	2,936.62	3,670.77
Sr Specialist, Recreation	P045	P2-1	CULTURE, PARKS & RECREATION	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Specialist, Recruiter	P172	P2-4	HUMAN RESOURCES	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, Safety	P192	P2-4	HUMAN RESOURCES	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, Sales Tax Rev	P233	P2-4	FINANCE & ACCOUNTING	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, Sciences	P035	P2-3	SCIENCES & ENGINEERING	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Sr Specialist, Security	P182	P2-4	ADMINISTRATION	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, Social Sustain	P132	P2-1	SUSTAINABILITY	60,193	80,258	100,322	2,315.12	3,086.85	3,858.54
Sr Specialist, Wellness	P217	P2-4	HUMAN RESOURCES	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Specialist, Workers Comp	P147	P2-4	ADMINISTRATION	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Sr Supervisor, Administration	S040	S2-4	ADMINISTRATION	65,389	88,236	108,987	2,514.96	3,393.69	4,191.81
Sr Supervisor, Apps Software	S078	S2-3	TECHNOLOGY	80,194	106,926	133,657	3,084.38	4,112.54	5,140.65
Sr Supervisor, AR / Billing	S045	S2-4	FINANCE & ACCOUNTING	65,389	88,236	108,987	2,514.96	3,393.69	4,191.81
Sr Supervisor, Code Compliance	S075	S2-1	DEVELOPMENT & COMPLIANCE	68,279	91,038	113,797	2,626.12	3,501.46	4,376.81
Sr Supervisor, Cultural Svcs	S037	S2-1	CULTURE, PARKS & RECREATION	68,279	91,038	113,797	2,626.12	3,501.46	4,376.81
Sr Supervisor, Cust Support	S018	S2-4	CUSTOMER SERVICE	65,389	88,236	108,987	2,514.96	3,393.69	4,191.81
Sr Supervisor, Enforcement	S070	S2-5	PROTECTIVE SERVICES	62,088	82,785	103,482	2,388.00	3,184.04	3,980.08
Sr Supervisor, Facilities	S026	S2-2	OPERATIONS	72,344	96,457	120,574	2,782.46	3,709.88	4,637.46



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Sr Supervisor, Fleet	S024	S2-2	OPERATIONS	72,344	96,457	120,574	2,782.46	3,709.88	4,637.46
Sr Supervisor, Forestry	S025	S2-1	CULTURE, PARKS & RECREATION	68,279	91,038	113,797	2,626.12	3,501.46	4,376.81
Sr Supervisor, HRIS	S041	S2-4	HUMAN RESOURCES	65,389	88,236	108,987	2,514.96	3,393.69	4,191.81
Sr Supervisor, Information Svc	S047	S2-5	PROTECTIVE SERVICES	62,088	82,785	103,482	2,388.00	3,184.04	3,980.08
Sr Supervisor, Land Surveying	S068	S2-3	SCIENCES & ENGINEERING	80,194	106,926	133,657	3,084.38	4,112.54	5,140.65
Sr Supervisor, Maintenance	S032	S2-2	OPERATIONS	72,344	96,457	120,574	2,782.46	3,709.88	4,637.46
Sr Supervisor, Marketing	S038	S2-4	MARKETING & CREATIVE SERVICES	65,389	88,236	108,987	2,514.96	3,393.69	4,191.81
Sr Supervisor, Mechanical Engr	S022	S2-3	SCIENCES & ENGINEERING	80,194	106,926	133,657	3,084.38	4,112.54	5,140.65
Sr Supervisor, Natural Areas	S058	S2-1	CULTURE, PARKS & RECREATION	68,279	91,038	113,797	2,626.12	3,501.46	4,376.81
Sr Supervisor, Neighborhood Svc	S055	S2-1	DEVELOPMENT & COMPLIANCE	68,279	91,038	113,797	2,626.12	3,501.46	4,376.81
Sr Supervisor, Netwk Engineer	S065	S2-3	TECHNOLOGY	80,194	106,926	133,657	3,084.38	4,112.54	5,140.65
Sr Supervisor, Outreach	S079	S2-5	PROTECTIVE SERVICES	62,088	82,785	103,482	2,388.00	3,184.04	3,980.08
Sr Supervisor, Parks	S031	S2-1	CULTURE, PARKS & RECREATION	68,279	91,038	113,797	2,626.12	3,501.46	4,376.81
Sr Supervisor, Plant Ops	S023	S2-2	OPERATIONS	72,344	96,457	120,574	2,782.46	3,709.88	4,637.46
Sr Supervisor, Premise Tech	S088	S2-3	TECHNOLOGY	80,194	106,926	133,657	3,084.38	4,112.54	5,140.65
Sr Supervisor, Process Support	S048	S2-5	PROTECTIVE SERVICES	62,088	82,785	103,482	2,388.00	3,184.04	3,980.08
Sr Supervisor, Project Mgmt	S043	S2-4	ADMINISTRATION	65,389	88,236	108,987	2,514.96	3,393.69	4,191.81
Sr Supervisor, Public Engage	S039	S2-4	CUSTOMER SERVICE	65,389	88,236	108,987	2,514.96	3,393.69	4,191.81
Sr Supervisor, Recreation	S044	S2-1	CULTURE, PARKS & RECREATION	68,279	91,038	113,797	2,626.12	3,501.46	4,376.81
Sr Supervisor, Safety&Security	S077	S2-5	PROTECTIVE SERVICES	62,088	82,785	103,482	2,388.00	3,184.04	3,980.08
Sr Supervisor, Sciences	S020	S2-3	SCIENCES & ENGINEERING	80,194	106,926	133,657	3,084.38	4,112.54	5,140.65
Sr Supervisor, Transit	S042	S2-2	OPERATIONS	72,344	96,457	120,574	2,782.46	3,709.88	4,637.46
Sr Supervisor, Transportn Ops	S060	S2-2	OPERATIONS	72,344	96,457	120,574	2,782.46	3,709.88	4,637.46
Sr Supervisor, Video Productn	S066	S2-4	MARKETING & CREATIVE SERVICES	65,389	88,236	108,987	2,514.96	3,393.69	4,191.81
Sr Tech, Elec Project Engineer	O095	O5-2	OPERATIONS	59,439	74,298	89,158	2,286.12	2,857.62	3,429.15
Sr Tech, Floodplain Admin	A099	A5-3	SCIENCES & ENGINEERING	55,555	69,445	83,334	2,136.73	2,670.96	3,205.15
Sr Tech, Police Records	A092	A5-5	PROTECTIVE SERVICES	62,864	78,577	94,290	2,417.85	3,022.19	3,626.54
Sr Tech, Police Technology	A063	A5-5	PROTECTIVE SERVICES	62,864	78,577	94,290	2,417.85	3,022.19	3,626.54
Sr Tech, Processing Support	A091	A5-5	PROTECTIVE SERVICES	62,864	78,577	94,290	2,417.85	3,022.19	3,626.54
Sr Tech, Signal Construction	O084	O5-2	OPERATIONS	59,439	74,298	89,158	2,286.12	2,857.62	3,429.15
Sr Tech, Transportation Ops	O046	O5-2	OPERATIONS	59,439	74,298	89,158	2,286.12	2,857.62	3,429.15
Sr Technical Project Manager	P076	P3-4	ADMINISTRATION	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Sr Technician, Client Services	A047	A6-3	TECHNOLOGY	61,112	76,390	91,667	2,350.46	2,938.08	3,525.65
Sr Technician, Facilities	O049	O5-2	OPERATIONS	59,439	74,298	89,158	2,286.12	2,857.62	3,429.15
Sr Technician, Fiber	O089	O5-3	TECHNOLOGY	63,332	79,033	94,850	2,435.85	3,039.73	3,648.08
Sr Technician, Graphic Design	A100	A5-4	MARKETING & CREATIVE SERVICES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Technician, HRIS	A113	A5-4	HUMAN RESOURCES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Technician, Maintenance	O050	O5-2	OPERATIONS	59,439	74,298	89,158	2,286.12	2,857.62	3,429.15
Sr Technician, Network Engr	A080	A5-3	TECHNOLOGY	55,555	69,445	83,334	2,136.73	2,670.96	3,205.15
Sr Technician, Police Admin	A081	A5-5	PROTECTIVE SERVICES	62,864	78,577	94,290	2,417.85	3,022.19	3,626.54
Sr Technician, Traffic Engr	O055	O5-3	SCIENCES & ENGINEERING	63,332	79,033	94,850	2,435.85	3,039.73	3,648.08
Sr Technician, Traffic Signals	O086	O5-3	SCIENCES & ENGINEERING	63,332	79,033	94,850	2,435.85	3,039.73	3,648.08
Sr Technician, Video Prod	A084	A5-4	MARKETING & CREATIVE SERVICES	50,979	63,726	76,469	1,960.73	2,451.00	2,941.12
Sr Technician, Water Field Ops	O053	O5-2	OPERATIONS	59,439	74,298	89,158	2,286.12	2,857.62	3,429.15
Supervisor I, Sign Shop	S072	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Supervisor, Accounts Payable	S067	S1-4	FINANCE & ACCOUNTING	57,547	76,725	95,903	2,213.35	2,950.96	3,688.58
Supervisor, Administration	S003	S1-4	ADMINISTRATION	57,547	76,725	95,903	2,213.35	2,950.96	3,688.58
Supervisor, Bldg & Dev Rev	S057	S1-1	DEVELOPMENT & COMPLIANCE	60,963	81,284	101,605	2,344.73	3,126.31	3,907.88
Supervisor, Client Services	S004	S1-3	TECHNOLOGY	70,570	94,095	117,617	2,714.23	3,619.04	4,523.73



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Supervisor, Cultural Services	S062	S1-1	CULTURE, PARKS & RECREATION	60,963	81,284	101,605	2,344.73	3,126.31	3,907.88
Supervisor, Customer Support	S001	S1-4	CUSTOMER SERVICE	57,547	76,725	95,903	2,213.35	2,950.96	3,688.58
Supervisor, Energy Services	S028	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Supervisor, Enforcement	S009	S1-5	PROTECTIVE SERVICES	53,993	71,988	89,985	2,076.65	2,768.77	3,460.96
Supervisor, Facilities	S008	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Supervisor, Fiber	S063	S1-3	TECHNOLOGY	70,570	94,095	117,617	2,714.23	3,619.04	4,523.73
Supervisor, Fleet	S021	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Supervisor, Land Surveying	S005	S1-3	SCIENCES & ENGINEERING	70,570	94,095	117,617	2,714.23	3,619.04	4,523.73
Supervisor, Network Engr	S061	S1-3	TECHNOLOGY	70,570	94,095	117,617	2,714.23	3,619.04	4,523.73
Supervisor, Office Management	S069	S1-4	LEGAL	57,547	76,725	95,903	2,213.35	2,950.96	3,688.58
Supervisor, Plans Examiner	S064	S1-1	DEVELOPMENT & COMPLIANCE	60,963	81,284	101,605	2,344.73	3,126.31	3,907.88
Supervisor, Plant Operations	S054	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Supervisor, Traffic Markings	S071	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Supervisor, Traffic Signals	S073	S1-3	SCIENCES & ENGINEERING	70,570	94,095	117,617	2,714.23	3,619.04	4,523.73
Supervisor, Transit	S007	S1-2	OPERATIONS	63,592	84,789	105,985	2,445.85	3,261.12	4,076.35
Support I, Recycling Ops	O107	O1-2	OPERATIONS	40,598	50,747	60,897	1,561.46	1,951.81	2,342.19
Tech I, Material Handling	O070	O3-2	OPERATIONS	49,124	61,405	73,685	1,889.38	2,361.73	2,834.04
Tech II, Investigative Support	A094	A4-5	PROTECTIVE SERVICES	55,009	68,762	82,514	2,115.73	2,644.69	3,173.62
Tech II, Police Technology	A089	A4-5	PROTECTIVE SERVICES	55,009	68,762	82,514	2,115.73	2,644.69	3,173.62
Tech II, Processing Support	A033	A4-5	PROTECTIVE SERVICES	55,009	68,762	82,514	2,115.73	2,644.69	3,173.62
Tech II, Resource Recovery	O096	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46
Tech II, Transportation Ops	O031	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46
Tech Proj Mgr, Environmental	P212	P2-3	SCIENCES & ENGINEERING	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Technical Project Manager	P036	P2-4	ADMINISTRATION	63,369	84,491	105,615	2,437.27	3,249.65	4,062.12
Technical Svcs Mgr, Police Svc	P176	P3-5	ADMINISTRATION	69,421	92,565	115,709	2,670.04	3,560.19	4,450.35
Technician I, Bldg Dev Review	A010	A3-1	DEVELOPMENT & COMPLIANCE	44,377	55,472	66,566	1,706.81	2,133.54	2,562.23
Technician I, CCT Ops	O071	O3-2	OPERATIONS	49,124	61,405	73,685	1,889.38	2,361.73	2,834.04
Technician I, Civil Engr	O014	O3-3	SCIENCES & ENGINEERING	51,220	64,025	76,835	1,970.00	2,462.50	2,955.19
Technician I, Customer Support	O016	O3-4	CUSTOMER SERVICE	41,362	51,703	62,044	1,590.85	1,988.58	2,386.31
Technician I, Facilities	O020	O3-2	OPERATIONS	49,124	61,405	73,685	1,889.38	2,361.73	2,834.04
Technician I, Fiber	O062	O3-3	OPERATIONS	51,220	64,025	76,835	1,970.00	2,462.50	2,955.19
Technician I, Fleet	O017	O3-2	OPERATIONS	49,124	61,405	73,685	1,889.38	2,361.73	2,834.04
Technician I, Forestry	O018	O3-1	CULTURE, PARKS & RECREATION	44,907	56,134	67,359	1,727.19	2,159.00	2,590.73
Technician I, Horticulture	O075	O3-1	CULTURE, PARKS & RECREATION	44,907	56,134	67,359	1,727.19	2,159.00	2,590.73
Technician I, Natural Areas	O060	O3-1	CULTURE, PARKS & RECREATION	44,907	56,134	67,359	1,727.19	2,159.00	2,590.73
Technician I, Parks	O024	O3-1	CULTURE, PARKS & RECREATION	44,907	56,134	67,359	1,727.19	2,159.00	2,590.73
Technician I, Police Admin	A012	A3-5	PROTECTIVE SERVICES	50,012	62,513	75,012	1,923.54	2,404.35	2,885.08
Technician I, Recreation	O105	O3-1	CULTURE, PARKS & RECREATION	44,907	56,134	67,359	1,727.19	2,159.00	2,590.73
Technician I, Traffic Control	O068	O3-2	OPERATIONS	49,124	61,405	73,685	1,889.38	2,361.73	2,834.04
Technician I, Water Field Util	O027	O3-2	OPERATIONS	49,124	61,405	73,685	1,889.38	2,361.73	2,834.04
Technician II, Client Services	A019	A4-3	TECHNOLOGY	50,505	63,132	75,758	1,942.50	2,428.15	2,913.77
Technician II, Energy Services	O040	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46
Technician II, Facilities	O032	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46
Technician II, Fiber	O061	O4-3	TECHNOLOGY	56,899	71,138	85,359	2,188.42	2,736.08	3,283.04
Technician II, Fleet	O054	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46
Technician II, Forestry	O033	O4-1	CULTURE, PARKS & RECREATION	49,896	62,370	74,844	1,919.08	2,398.85	2,878.62
Technician II, GIS	A027	A4-3	TECHNOLOGY	50,505	63,132	75,758	1,942.50	2,428.15	2,913.77
Technician II, Graphic Design	A085	A4-4	MARKETING & CREATIVE SERVICES	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Technician II, Land Surveying	O028	O4-3	SCIENCES & ENGINEERING	56,899	71,138	85,359	2,188.42	2,736.08	3,283.04
Technician II, Maintenance	O041	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46



City of Fort Collins
2026 Open Pay Plan - For Council

Job Title	Job Code	Pay Grade	Job Function	Annual Min (\$)	Annual Mid (\$)	Annual Max (\$)	Bi-Weekly Min (\$)	Bi-Weekly Mid (\$)	Bi-Weekly Max (\$)
Technician II, Natural Areas	O034	O4-1	CULTURE, PARKS & RECREATION	49,896	62,370	74,844	1,919.08	2,398.85	2,878.62
Technician II, Network Engr	A079	A4-3	TECHNOLOGY	50,505	63,132	75,758	1,942.50	2,428.15	2,913.77
Technician II, Police Records	A035	A4-5	PROTECTIVE SERVICES	55,009	68,762	82,514	2,115.73	2,644.69	3,173.62
Technician II, Recreation	O104	O4-1	CULTURE, PARKS & RECREATION	49,896	62,370	74,844	1,919.08	2,398.85	2,878.62
Technician II, Sciences	A078	A4-3	SCIENCES & ENGINEERING	50,505	63,132	75,758	1,942.50	2,428.15	2,913.77
Technician II, Traffic Control	O074	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46
Technician II, Traffic Engr	O030	O4-3	SCIENCES & ENGINEERING	56,899	71,138	85,359	2,188.42	2,736.08	3,283.04
Technician II, Traffic Ops	O091	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46
Technician II, Traffic Signals	O085	O4-3	SCIENCES & ENGINEERING	56,899	71,138	85,359	2,188.42	2,736.08	3,283.04
Technician II, Video Prod	A029	A4-4	MARKETING & CREATIVE SERVICES	46,345	57,931	69,517	1,782.50	2,228.12	2,673.73
Technician II, Water Engr	O029	O4-3	SCIENCES & ENGINEERING	56,899	71,138	85,359	2,188.42	2,736.08	3,283.04
Technician II, Wtr Field Util	O039	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46
Victim Advocate	A034	A4-5	PROTECTIVE SERVICES	55,009	68,762	82,514	2,115.73	2,644.69	3,173.62
Water Engineer II	P038	P2-3	SCIENCES & ENGINEERING	76,745	102,326	127,908	2,951.73	3,935.62	4,919.54
Water Meter Technician	O101	O4-2	OPERATIONS	54,037	67,544	81,054	2,078.35	2,597.85	3,117.46
Worker I, Facilities	O003	O1-2	OPERATIONS	40,598	50,747	60,897	1,561.46	1,951.81	2,342.19
Worker I, Fleet	O067	O1-2	OPERATIONS	40,598	50,747	60,897	1,561.46	1,951.81	2,342.19
Worker I, Natural Areas	O098	O1-1	CULTURE, PARKS & RECREATION	36,375	45,468	54,562	1,399.04	1,748.77	2,098.54
Worker I, Parks	O004	O1-1	CULTURE, PARKS & RECREATION	36,375	45,468	54,562	1,399.04	1,748.77	2,098.54
Worker I, Parks Shop Attendant	O072	O1-1	CULTURE, PARKS & RECREATION	36,375	45,468	54,562	1,399.04	1,748.77	2,098.54
Worker I, Recreation	O059	O1-1	CULTURE, PARKS & RECREATION	36,375	45,468	54,562	1,399.04	1,748.77	2,098.54
Worker I, Traffic Control	O111	O1-2	OPERATIONS	40,598	50,747	60,897	1,561.46	1,951.81	2,342.19
Worker I, Transit	O002	O1-2	OPERATIONS	40,598	50,747	60,897	1,561.46	1,951.81	2,342.19
Worker I, Transportation Ops	O005	O1-2	OPERATIONS	40,598	50,747	60,897	1,561.46	1,951.81	2,342.19
Worker II, Cultural Services	O063	O2-1	CULTURE, PARKS & RECREATION	40,415	50,521	60,624	1,554.42	1,943.12	2,331.69
Worker II, Facilities	O008	O2-2	OPERATIONS	44,658	55,823	66,987	1,717.62	2,147.04	2,576.42
Worker II, Fleet	O007	O2-2	OPERATIONS	44,658	55,823	66,987	1,717.62	2,147.04	2,576.42
Worker II, Theatre Audio Engr	O082	O2-1	CULTURE, PARKS & RECREATION	40,415	50,521	60,624	1,554.42	1,943.12	2,331.69
Worker II, Theatre Lighting	O083	O2-1	CULTURE, PARKS & RECREATION	40,415	50,521	60,624	1,554.42	1,943.12	2,331.69
Worker II, Theatre Production	O080	O2-1	CULTURE, PARKS & RECREATION	40,415	50,521	60,624	1,554.42	1,943.12	2,331.69



City of Fort Collins
2026 Step Pay Plan

JOB TITLE	1	2	3	4	5	6	7	8	9	10
LINE GROUNDWORKER										
	\$65,256	\$68,386	\$71,670	\$75,110	\$78,716	\$82,496	\$86,536	\$90,851		
ELECTRIC LINEWORKER										
	\$90,977	\$96,116	\$98,978	\$101,932	\$105,024	\$108,163	\$111,396	\$115,411	\$119,682	\$126,932
LINE CREW CHIEF										
	\$132,644	\$138,433								
ELECTRIC METER SYSTEM TECH										
	\$70,961	\$78,048	\$83,352	\$88,615	\$93,837	\$99,005	\$103,211	\$107,445	\$111,663	\$115,883
SUBSTATION SPECIALIST										
	\$90,977	\$100,075	\$108,081	\$116,727	\$126,932					
SUBSTATION ELEC/COMM SPEC										
	\$103,553	\$114,173	\$124,338	\$134,076	\$144,478					
SUBSTATION CREW CHIEF										
	\$132,644	\$138,433								
ELECTRIC SYSTEMS OPERATOR										
	\$90,977	\$96,969	\$102,962	\$108,954	\$114,947	\$120,939	\$126,932			
WATER OPERATOR										
	\$66,875	\$72,721	\$77,067	\$81,703	\$86,624	\$93,305				
FLEET MAINTENANCE TECHNICIAN										
	\$59,379	\$65,819	\$68,422	\$71,186	\$74,030	\$76,995	\$80,078	\$82,847	\$86,161	
BUILDING INSPECTOR										
	\$70,904	\$77,839	\$80,970	\$84,578	\$87,884	\$91,404	\$95,057	\$98,925		
LEAD BUILDING INSPECTOR										
	\$77,993	\$85,228	\$88,639	\$92,604	\$96,271	\$100,109	\$104,074	\$108,291		



City of Fort Collins
2026 CBU Pay Plan - For Council

Pay Grade	Job Title	1	2	3	4	5	6
O6-5C	POLICE OFFICER	\$89,272.00	\$96,406.00	\$103,544.00	\$110,733.00	\$121,500.00	
S1-5C	POLICE CORPORAL	\$130,005.00	\$133,650.00				
S2-5C	POLICE SERGEANT	\$143,377.00	\$148,598.00				
M2-5C	POLICE LIEUTENANT	\$170,292.00	\$184,847.00				
O4-5B	COMMUNITY SERVICE OFFICER	\$73,021.00	\$78,879.00	\$85,170.00	\$91,987.00	\$99,385.00	
S2-5B	COMMUNITY SERVICE OFFICER SUPERVISOR	\$114,293.00	\$119,262.00				
O4-5A	COMMUNICATIONS DISPATCHER	\$75,759.00	\$80,304.00	\$84,473.00	\$90,385.00	\$96,237.00	\$103,126.00
S2-5A	COMMUNICATIONS SUPERVISOR	\$103,817.00	\$122,200.00				
M2-5A	COMMUNICATIONS MANAGER	\$145,305.00	\$165,757.00				

File Attachments for Item:

5. Second Reading of Ordinance No. 014, 2026, Amending the Code of the City of Fort Collins to Revise Requirements Relating to Mobile Home Parks.

This Ordinance, unanimously adopted on First Reading on February 17, 2026, presents City Code updates related to mobile home park licensing, proper operation, and enhanced oversight of issues identified by mobile home park residents, property managers, and owners. This item also addresses analysis of unmet needs in the State of Colorado Mobile Home Park Oversight Program.

Staff recommends including the following Code changes:

Requiring mobile home park (“MHP”) owners to provide potable water and access to sanitary services for water outages lasting more than 12 hours;

Requiring MHP owners to maintain trees and remove hazards caused by trees and branches that threaten life or property; aligning minimum standards with existing standards for other property types;

Requiring MHP owners to maintain streets and mitigate hazards;

Requiring MHP owners to repair water infrastructure leaks, breaks, or malfunctions in the City Water Utility service area; aligning minimum standards with existing standards for other property types;

Authorizing abatement of hazardous trees, water infrastructure leaks or repairs, and pavement conditions by the City with cost recovery from MHP owner;

Prohibiting MHP owners from charging costs of hazard mitigation, abatement by the City, penalties, and other costs associated with licensing or enhanced enforcement program to residents;

Aligning penalty structure for MHP licensing and oversight with existing penalties for non-compliance of hazardous conditions and administrative requirements;

Removing requirement for proactive rental inspections for mobile homes to align with the Rental Housing complaint-based inspection policy; and

Creating a MHP licensing program, requirements, and fees with annual renewal that requires:

- Disclosure of:
- Infrastructure assessment results, maintenance schedules, and repairs
- Water outage and boil notice frequency and duration
- Water rebilling methodology
- Average lot rent, lot rent increase amount and frequency, line-item description of all rent increases
- Speed limits and enforcement standards

- Current community rules
- MHP property manager certification and continuing education
- Compliance with minimum property maintenance and hazard mitigation standards set forth in Code

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

JC Ward, Community Engagement Manager, Housing and Community Vitality

SUBJECT

Second Reading of Ordinance No. 014, 2026, Amending the Code of the City of Fort Collins to Revise Requirements Relating to Mobile Home Parks.

EXECUTIVE SUMMARY

This Ordinance, unanimously adopted on First Reading on February 17, 2026, presents City Code updates related to mobile home park licensing, proper operation, and enhanced oversight of issues identified by mobile home park residents, property managers, and owners. This item also addresses analysis of unmet needs in the State of Colorado Mobile Home Park Oversight Program.

Staff recommends including the following Code changes:

- Requiring mobile home park (“MHP”) owners to provide potable water and access to sanitary services for water outages lasting more than 12 hours;
- Requiring MHP owners to maintain trees and remove hazards caused by trees and branches that threaten life or property; aligning minimum standards with existing standards for other property types;
- Requiring MHP owners to maintain streets and mitigate hazards;
- Requiring MHP owners to repair water infrastructure leaks, breaks, or malfunctions in the City Water Utility service area; aligning minimum standards with existing standards for other property types;
- Authorizing abatement of hazardous trees, water infrastructure leaks or repairs, and pavement conditions by the City with cost recovery from MHP owner;
- Prohibiting MHP owners from charging costs of hazard mitigation, abatement by the City, penalties, and other costs associated with licensing or enhanced enforcement program to residents;
- Aligning penalty structure for MHP licensing and oversight with existing penalties for non-compliance of hazardous conditions and administrative requirements;
- Removing requirement for proactive rental inspections for mobile homes to align with the Rental Housing complaint-based inspection policy; and
- Creating a MHP licensing program, requirements, and fees with annual renewal that requires:
 - Disclosure of:
 - Infrastructure assessment results, maintenance schedules, and repairs
 - Water outage and boil notice frequency and duration

- Water rebilling methodology
- Average lot rent, lot rent increase amount and frequency, line-item description of all rent increases
- Speed limits and enforcement standards
- Current community rules
- MHP property manager certification and continuing education
- Compliance with minimum property maintenance and hazard mitigation standards set forth in Code

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinance on First Reading.

FIRST READING BACKGROUND / DISCUSSION

Mobile home parks (“MHPs”) represent an important housing choice in Fort Collins. They are a significant form of private, unsubsidized, “naturally-occurring” affordable housing. There are nine mobile home parks within the city limits with 1,400 homes and 14 mobile home parks with 2,100 total units in the Fort Collins Growth Management Area. Five of these neighborhoods in the GMA are immediately adjacent to City limits and in areas where long-range planning discussions about annexation are currently underway, like the Mulberry Corridor.

Mobile home parks are private property, as are their streets, water infrastructure, and most fencing and safety lighting. MHP owners are responsible for maintenance, repair, and assessment of their property’s infrastructure, which leads to inconsistency across MHP neighborhoods, raising concerns over habitability and safety when compared to other neighborhood types with City oversight of infrastructure. Additionally, MHP neighborhoods in Fort Collins are home to some of the largest concentrations of historically underserved populations who are less likely to contact the City for assistance or resources, including non-English speakers, lower-income households, and senior citizens.

Oversight of portions of mobile home park habitability, livability, and safety is vested in the State of Colorado’s Mobile Home Park Oversight Program (“MHPOP”), six City of Fort Collins’ Service Areas, Larimer County, Colorado Department of Health and Environment (“CDPHE”), U.S. Department of Housing and Urban Development, and MHP owners. MHP residents and owners can file complaints with MHPOP or the City for assistance with concerns under their jurisdiction.

Purpose and Intent

The purpose of these proposed Code changes and the Mobile Home Park (“MHP”) Licensing Program they would create is to establish clear, consistent, and enforceable standards for the operation and maintenance of mobile home parks in recognition of their unique ownership structure and shared, privately owned infrastructure that directly affects public health, safety, and habitability. Because residents typically own their homes but not the land or essential systems, while park owners control roads, utilities, trees, and common areas; this program is intended to align responsibility with control and close regulatory gaps not addressed by other housing regulations. The licensing and enforcement framework provides routine inspection, proactive oversight, corrective timelines, and accountability for shared infrastructure, including water systems, streets, and trees, to prevent avoidable emergencies, protect residents, preserve affordable housing, and ensure mobile home parks function as safe, stable neighborhoods comparable to other residential areas without providing preferential treatment.

City Policy Alignment

Mobile home park licensing and enforcement work aligns with housing, equity, and water efficiency strategies for:

- Affordable, healthy, stable housing
 - Fort Collins 2024 Strategic Plan NCV 1
 - Housing Strategic Plan, Strategy 2
- Equitable access to programs and services; inclusive engagement
 - Fort Collins 2024 Strategic Plan NCV 3
 - Equity 2023 Plan, Goal 2
- Supporting MHP community organizing efforts
 - Housing Strategic Plan, Strategy 24
- Supporting Code enforcement efforts for blighted properties
 - City Plan, Strategy SC-1b
 - Urban Forest Strategic Plan, Growth Strategy 3 (GS3)
- Enhancing water efficiency programs
 - Our Climate Future Plan, Strategy CRC3
- Improving infrastructure in low-income neighborhoods
 - Our Climate Future Plan, Strategy HAH8

Unique Regulation for Mobile Home Parks

Mobile home parks (MHPs) require different regulation than other housing types due to their unique ownership, infrastructure, and public health conditions. Residents typically own their homes but not the land or shared systems, while park owners control roads, utilities, drainage, trees, and common areas that directly affect health, safety, and habitability. This split responsibility creates a regulatory gap that requires tailored standards to align accountability with control.

MHPs also rely on privately owned, community-wide infrastructure—such as water, wastewater, and internal roadways—that can pose serious public health and safety risks if not properly maintained. Residents lack the authority or capacity to address system failures, making proactive oversight and owner accountability essential.

Differentiated regulation is not preferential treatment, but risk-based governance that protects residents, preserves affordable housing, and prevents avoidable emergencies. Clear, tailored standards ensure mobile home parks remain safe, stable, and comparable to other residential neighborhoods, while reducing displacement and strain on public resources.

Importance of a Mobile Home Park Licensing and Enforcement Program

Without a licensing and enforcement program, mobile home parks can experience chronic infrastructure neglect due to limited inspections, unclear standards, and weak accountability, allowing shared systems to deteriorate until failures create safety risks and emergency responses. Fragmented oversight leaves residents with few options to resolve issues they do not control and allows substandard conditions to persist. A licensing and enforcement program provides clear standards, predictable oversight, and accountability, enabling early intervention, protecting public health, preserving affordable housing, and ensuring mobile home parks function as safe, stable neighborhoods.

Trees

Trees within mobile home parks are part of the park's shared infrastructure and directly affect public safety, emergency access, and habitability. Because residents do not own the land or have authority to maintain trees, responsibility appropriately rests with park owners. However, while current City code requires owner maintenance, it lacks inspection authority, abatement mechanisms, enforceable timelines, and cost recovery for hazardous conditions or resulting damage.

Without a local licensing and enforcement program, the City relies on state enforcement that has limited inspection capacity and no abatement authority. A licensing program would establish clear standards, routine inspections, corrective timelines, and penalties, ensuring hazardous trees are addressed proactively and mobile home parks are maintained as safe, livable neighborhoods.

Water Infrastructure

Water infrastructure in mobile home parks is privately owned and operated by park owners and functions as a shared, community-wide system that directly affects public health, fire protection, and habitability. Failures in these systems can result in contamination, service disruptions, boil orders, or fire suppression deficiencies that impact entire neighborhoods and require immediate public response. Residents lack access to water system data, testing results, leak detection, and maintenance records, limiting their ability to identify problems, prevent improper charges, or advocate for timely repairs.

While Code recognizes owner responsibility for private MHP water systems, it does not expressly provide clear authority or for routine inspections, corrective action, or cost recovery in enforcing these responsibilities. A licensing and enforcement program would establish clear standards, inspection protocols, corrective timelines, and penalties, enabling proactive oversight and local intervention. Without such a program, oversight remains largely deferred to state agencies with limited, reactive authority that does not address ongoing operational compliance or timely mitigation of local health and safety risks.

Streets and Pavement

Streets and access ways within mobile home parks are privately owned and maintained by park owners and function as shared neighborhood infrastructure essential for safe mobility and emergency access. The proposed program grants clear legal authority to repair or maintain these surfaces, to assure owner accountability. Poorly maintained pavement creates safety hazards, vehicle damage, and barriers to emergency response that can affect entire communities.

While Code assigns maintenance responsibility to MHP owners, it does not expressly grant the City clear authority for routine inspections, enforcement, abatement, or cost recovery. A licensing and enforcement program would establish minimum standards, inspection protocols, corrective timelines, and penalties, ensuring consistent maintenance and safe access. Without such a program, oversight remains limited, complaint-driven, and insufficient to address conditions that threaten safety and accessibility.

PROPOSED PROGRAM DESIGN

Over the last seven years of discussion on mobile home park policy in Fort Collins, MHP residents, property managers, and Council agreed that the focus for the work is health and safety of mobile home park residents, promoting safe and stable housing for residents, and improving the overall neighborhood livability. The following program components for Council's consideration were developed through a community-centered approach that includes input from previous engagement efforts; public comment; guidance from Council, and inputs from nonprofit community partner organizations. If the program moves forward, additional collaborative work on program implementation will continue with stakeholders.

1. Mobile Home Park Licensing

The proposed Mobile Home Park Licensing Program would require MHP owners to apply for/obtain a mobile home park license to operate annually beginning January 1, 2027. The MHP Licensing Program would apply to mobile home parks with five or more lots within the city limits of Fort Collins.

To obtain and maintain a mobile home park license, park owners would be required to:

- Submit a complete annual licensing application or renewal application with all required information and documentation
- Comply with all applicable federal, state, and local laws
- Pay an annual licensing fee set by the City Manager based on program costs, assessed on a per-lot basis, capped at \$50 per lot. Licensing fees are intended to recover the City's administrative costs associated with managing the program.
- Conduct required infrastructure assessments and provide associated reports
- Maintain and implement infrastructure maintenance schedules based on assessment findings
- Employ a certified mobile home park property manager

2. MHP Manager Certification

To support compliance under the Mobile Home Park Licensing Program and improve health, safety, and livability in mobile home parks, all mobile home park managers are required to obtain and maintain City certification. The program includes initial training, ongoing continuing education, and professional development opportunities designed to promote consistent management practices, proactive maintenance, and effective communication with residents. Certification fees of up to \$1,000, to be set by the City Manager under their administrative fee-setting authority, would cover program administration and instructional costs.

To obtain and maintain MHP Manager Certification, property managers would:

- Complete required initial training
- Participate in ongoing annual continuing education
- Maintain compliance with applicable standards
- Renew certification annually
- Pay a certification fee set by the City Manager to cover program costs, of up to \$1,000

3. Improved Enforcement and Oversight

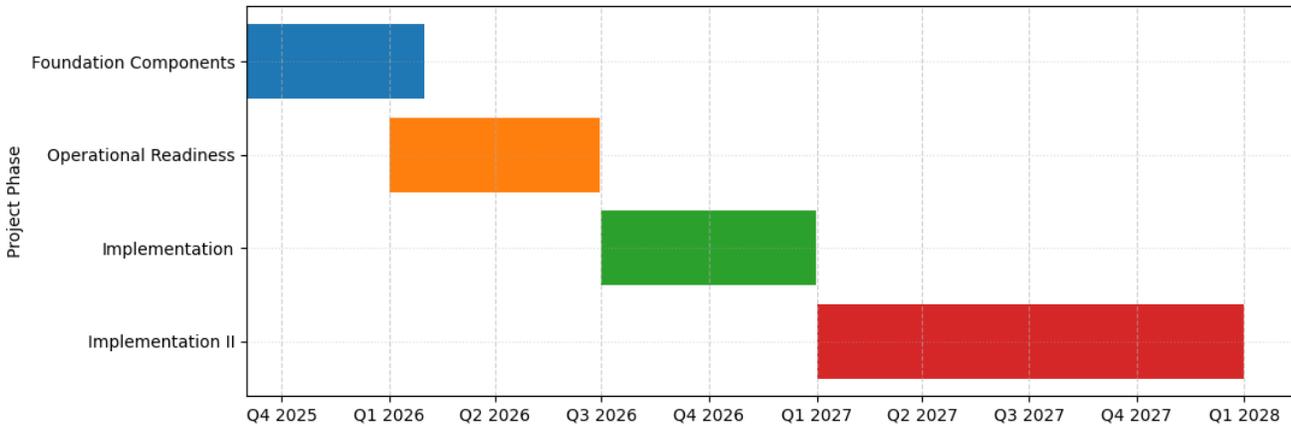
Through the Mobile Home Park Licensing Program and related Code changes, the City would have clear authority to inspect, require corrective action, and abate hazardous conditions in mobile home parks when necessary. If an owner fails to address identified hazards, the City could perform abatement and recover costs from the park owner, without allowing those costs to be passed on to residents. This framework shifts oversight from complaint-driven response to proactive intervention, improving safety, transparency, and accountability while reducing preventable emergencies.

Key areas of enhanced oversight and enforcement include:

- Hazardous trees and branches
- Lack of access to water or sanitary services during long water outages
- Hazardous pavement and roadway conditions
- Water infrastructure leaks, repairs, and maintenance in the City Water Utility service area
- Ongoing transparency through required disclosures

- Abatement of hazardous conditions by the City; charging abatement costs to MHP owners
- Prohibiting MHP owners from charging costs for licensing, manager certification, abatement, compliance, and noncompliance penalties to residents

MHP Licensing & Enforcement Program Timeline



Foundation Components
Sept. 2025-Jan. 2026

- Code Change Draft
- Data Dashboard Development
- Internal Staffing Inventory
- Funding Options Assessment

Operational Readiness
Jan.-June 2026

- Data Dashboard Launch
- MHP Licensing Outline
- MHP Handbook Updates
- Penalty & Compliance Processes
- Outreach
- MHP Work Group Established

Implementation
July-Dec. 2026

- Manager Certification Developed
- Emergency Response SOP's
- Administrative Compliance SOP's
- Enforcement Standards Set
- Voluntary Compliance Assessment
- Contracting & Vendor Mgmt.

Implementation II
Jan.-Dec. 2027

- MHP Licensing Required
- MHP Manager Certification Training
- Administrative Compliance Launch
- MHP Residents' Training
- MHP Owner Training
- Quarterly Meetings with City Staff

Staffing

Program coordination and implementation would be supported through the recent redeployment of an existing Public Engagement position from Neighborhood Services, repurposed as a Senior Mobile Home Park Specialist within Housing and Community Vitality. This position would oversee the Mobile Home Park Licensing Program and centralize management of City mobile home park–related work across departments by establishing shared priorities and coordinating compliance, engagement, and enforcement activities. The Senior Mobile Home Park Specialist would also lead program evaluation, data tracking, and reporting to support accountability and informed decision-making, while serving as a single point of contact for park owners, managers, residents, and partner agencies. This approach ensures consistent program oversight and reporting without adding new staff or increasing overall staffing levels. The position is currently vacant and in the recruitment process.

The Senior Mobile Home Park Specialist would also maximize the effectiveness of existing City staff working in the mobile home park space by coordinating and streamlining cross-departmental efforts. This includes reorganizing the current Mobile Home Park Residents' Rights Team into a Mobile Home Park Work Group focused on shared priorities, clear roles, and coordinated action. The MHP Work Group would ensure staff time is used efficiently while strengthening alignment across departments and supporting consistency.

CITY FINANCIAL IMPACTS

There is no appropriation request for additional funding. The primary costs of the program are for staffing to carry out program coordination, investigation, and enforcement, which has been addressed through strategic redeployment of an existing engagement position in Housing and Community Vitality, previously focused on neighborhood programs. Additional staffing efficiencies resulting from realignment of ongoing mobile home park work throughout multiple City departments assist with the budget conscious staffing model for the program.

MHP Licensing fees are expected to generate \$70,000 in revenue per year beginning in 2027 based on the assumptions of 1,400 lots in eligible mobile home parks in Fort Collins and assuming fees are set at \$50 per lot. MHP Manager Certification fees are anticipated to generate \$9,000 in 2027 (initial certification) and \$1,800 annually thereafter assuming fees set at \$1,000 for initial certification costs for the managers of all 9 eligible mobile home parks in Fort Collins and \$200 in continuing education fees per manager per year after initial certification. Some employee turnover in mobile home parks each year may increase the projection as new managers would be required to take the initial certification, assuming initial certification fees of \$1,000 in fees each.

Penalties for non-compliance and administrative fees associated with abatements would generate revenue to support the program; however, these amounts are difficult to project. Revenue will depend on compliance rates, which are expected to be lower during initial implementation as mobile home parks transition to the new standards. During this period, compliance timelines and penalty assessments would be structured to balance the need for timely risk mitigation with the City's goals of minimizing displacement and preserving housing affordability.

Program revenue, fees, and penalties would be restricted for use by the MHP Licensing Program for enforcement, assistance with voluntary compliance, offsets of administrative costs, and other related programmatic expenses.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

The Affordable Housing Board passed a motion in support of the staff recommendation and proposed MHP Licensing and Enforcement Program.

Informational presentations were made to the Housing and Human Services Funding Board and the Affordable Housing Board.

PUBLIC OUTREACH

Targeted outreach to develop and assess proposed Code changes was conducted with residents of the City's existing mobile home parks, as well as consultation with local housing and human services-focused partner organizations who provide information and services to MHP residents over the last year. Feedback was provided by residents and nonprofit partners at numerous events such as MHP resource fairs, workshops, and neighborhood events regarding current conditions, resident concerns, and ideas for enforcement program components.

ATTACHMENTS / LINKS

First Reading attachments available in February 17, 2026, agenda materials at the following link: <https://fortcollins-co.municodemeetings.com/>.

1. Ordinance No. 014, 2026

ORDINANCE NO. 014, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING THE CODE OF THE CITY OF FORT COLLINS TO
REVISE REQUIREMENTS RELATING TO MOBILE HOME PARKS

A. Mobile home parks (“MHPs”) provide important, unsubsidized affordable housing in Fort Collins. There are nine MHPs within the City limits and fourteen MHPs with 2,100 total units in the City’s Growth Management Area (the “GMA”). Five of these MHPs in the GMA sit immediately adjacent to City limits in areas where long-range planning discussions about annexation are currently underway, such as the Mulberry Corridor.

B. MHPs are generally private property, as are their streets, water infrastructure, and most fencing and safety lighting. MHP owners are responsible for maintenance and repair of their property’s infrastructure, which leads to inconsistency across MHP neighborhoods, raising concerns over habitability and safety when compared to other neighborhood types with City oversight of infrastructure.

C. Additionally, MHP neighborhoods in Fort Collins are home to some of the largest concentrations of historically underserved populations who are less likely to contact the City for assistance or resources, including non-English speakers, lower-income households, and senior citizens.

D. The City seeks to improve the health, safety, and welfare of MHP residents by establishing a MHP licensing program and strengthening maintenance requirements to create clear, consistent, and enforceable standards for the operation and maintenance of MHPs. Because MHP residents typically own their homes but not the land or essential systems, while park owners control roads, utilities, trees, and common areas, the City Code changes herein are intended to align responsibility with control and close regulatory gaps not addressed by other housing regulations.

E. The licensing and enforcement framework provides routine inspection, proactive oversight, corrective timelines, and accountability for shared infrastructure, including water systems, streets, and trees, to prevent avoidable emergencies, protect residents, preserve affordable housing, and ensure MHPs function as safe, stable neighborhoods comparable to other residential areas.

F. The Code changes made by this Ordinance:

- Create a MHP licensing program for MHPs operated for compensation with five or more lots. The licensing program includes annual disclosure requirements, annual renewal requirements, continuing education requirements, and required fees to defray the City’s costs of administration;
- Require MHP owners to provide potable water and access to sanitary services for water outages lasting more than 12 hours;

- Require MHP owners to maintain trees and remove hazards caused by trees and branches that threaten life or property;
- Allow the City to perform MHP street maintenance work if the MHP owner fails to keep a street in a safe and functional condition;
- Require MHP owners to repair water infrastructure leaks, breaks, or malfunctions;
- Authorize abatement of hazardous trees, repair of water infrastructure, and repair of pavement conditions by the City, all with cost recovery from a MHP owner. The City Council finds that the inspection and repair work performed by the City Water Utility in its service area is not a detriment to the ratepayers of the City Water Utility because it will improve efficiency of the City’s Water Utility system;
- Prohibit MHP owners from billing mobile home park residents the costs of hazard mitigation, abatement by the City, penalties, and other costs associated with licensing or enhanced enforcement program to MHP residents;
- Align penalty structure for MHP licensing and oversight with existing penalties for non-compliance of hazardous conditions and administrative requirements; and
- Remove the requirement for proactive rental inspections for mobile homes by the City’s Building Official to align with the Rental Housing complaint-based inspection policy.

G. City staff previously provided City Council with information and options relating to Mobile Home Parks at City Council’s February 11, 2025, and September 23, 2025, Work Sessions. These Code Changes reflect City Council’s feedback at the September 23, 2025, Work Session.

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. Chapter 18 of the Code of the City of Fort Collins is hereby amended to read as follows:

**ARTICLE 1
General Provisions**

Sec. 18-1. Purpose and scope.

(a) *Purpose.* The purpose of this Chapter is to provide for the continued maintenance and safe operation of mobile home communities, existing at the time of the effective date of this Chapter and those constructed thereafter, in a healthy and safe manner based on the standards prescribed herein.

...

Sec. 18-2. Definitions.

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

...

Director means the Director of the Housing and Community Vitality Department.

...

**ARTICLE 2
CONSTRUCTION, INSPECTIONS AND STANDARDS**

Sec. 18-3. Construction permit required; application; fees; issuance; appeals.

...

(b) *Applications.* All applications for permits shall be made in writing to the Building Official and shall contain the following:

...

(4) Complete plans and specifications of the proposed park (conforming with the requirements of this Article, the Land Use Code, utility design standards and street design standards as established by the City), including the following specific information:

...

(d) *Permit Issuance.* When the activity as proposed in such application is determined to comply with the requirements of this Article and any regulations issued hereunder, and all other applicable City ordinances and regulations, a permit shall be issued.

(e) *Appeals.* Any person whose application for a permit under this Article has been denied may request and shall be granted a hearing on the matter before the Building Review Commission under the procedure provided by this Article.

Sec. 18-4. Inspections.

(a) *Installation Inspections Required.* No mobile home installed after October 30, 1987, shall be occupied without first having been inspected for conformance with the applicable standards specified in this Article and a certificate of inspection issued therefor by the Building Official. Nothing herein shall preclude a preliminary inspection of any

mobile home prior to installation on a mobile home lot for assessment of conformance with this Article as far as such inspection may reveal. An inspection fee established by the City Manager in accordance with City Code § 7.5-2 shall be paid prior to the performance of any inspection pursuant to this Subparagraph; and, with regard to preliminary inspections, all costs to the City to accomplish such inspection shall also be paid prior to such inspection.

(b) *Reserved.*

(c) *Compliance Inspections.* To the maximum extent permissible under law, the Building Official and any specially commissioned officers are hereby authorized, empowered and directed to make such other inspections as are necessary, from time to time, to determine satisfactory compliance with this Article and the regulations issued hereunder.

...

(e) *Owner Access.* It shall be the duty of every occupant of a mobile home lot to give the owner thereof or his or her agent or employee access to any part of such mobile home lot at reasonable times for the purpose of making such repairs or alterations as are necessary to effect compliance with this Article and the regulations issued hereunder, or with any lawful order issued pursuant to the provisions of this Article.

Sec. 18-5. Notices of violations; hearings; orders.

(a) *Notification.* Whenever the Building Official determines that there are reasonable grounds to believe that there has been a violation of any provision of this Article or the regulations issued hereunder, the Building Official shall give notice of such alleged violation in the following form:

...

(5) Such notice shall contain an outline of remedial action which, if taken, will effect compliance with the provisions of this Article and the regulations issued hereunder.

(b) *Hearings.* Any person affected by any notice issued by the Building Official in connection with the enforcement of any provision of this Article or any regulation issued hereunder may request and shall be granted a hearing on the matter before the Building Review Commission, provided that such person shall file with the Building Official a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten (10) days after the day the notice was served. The filing of the request for a hearing shall operate as a stay of the notice and of the suspension until issuance of an order by the Board. Upon receipt of such petition, the Building Official shall schedule a hearing of the matter before the Board at its next regular meeting. At such hearing the

petitioner shall be given an opportunity to be heard and to show cause why such notice should be modified or withdrawn.

(c) *Findings and Remedies.* After such hearing the Board shall make findings as to compliance with the provisions of this Article and the regulations issued hereunder, which findings shall be in writing and become a part of official records. Upon failure to comply with any order of the Board sustaining or modifying the notice of the Building Official, the mobile home park owner, mobile home owner, agent or tenant shall be subject to all remedies as provided by law.

...

Sec. 18-6. Mobile home park management.

...

(c) *Park Maintenance.* It shall be the responsibility of every mobile home park owner to maintain the park in a clean, orderly, safe and sanitary condition at all times, and in conformance with the following requirements:

...

(6) Trees in mobile home parks are the responsibility of mobile home park owners. Mobile home park owners must maintain trees in accordance with the requirements in § 27-20. No mobile home park owner may bill a resident for the cost of maintenance of trees in a mobile home park, including any costs of any City-completed forestry work.

(7) Mobile home park owners must maintain access roads, internal streets, roadways and pathways in accordance with the requirements in § 18-11(d). No mobile home park owner may bill a resident for the cost of maintenance of access roads, internal streets, roadways and pathways in a mobile home park, including any costs of any City-completed work.

...

Sec. 18-7. Park utilities and fire protection.

(a) *Park Utilities.* Every mobile home park shall be provided with water, sewer, electric and, where available, gas utilities. Such utilities shall be designed and installed with appropriate distribution systems supplying each mobile home lot in accordance with the plumbing, mechanical and electrical codes as adopted by the City. Mobile home park owners shall maintain these distribution systems in good working condition, free of leaks, breaks or malfunctions. All mobile home sewer connections shall be watertight, and all

cross-connections in the potable water distribution system supplying all mobile homes shall be eliminated. Every mobile home frame shall be electrically grounded by means of an approved metallic water pipe ground or approved ground rod. Every mobile home shall be supplied with electricity by a service outlet rated at one hundred twenty/two hundred forty (120/240) volts alternating current (AC) and not less than fifty (50) amperes. Such service outlets shall be located not more than twenty-five (25) feet from the mobile home.

...

(c) *Transparency in water use, billing, and leak mitigation efforts.* Every mobile home park shall provide the Director and any authorized specially commissioned officer with, or authorize such Director or Officer to obtain from the water provider for the mobile home park, any notice, correspondence or invoice that documents the total volume of water consumed by the mobile home park during the previous billing period, the cost billed by the water provider to the mobile home park during the previous billing period and any notice of potential leak in the water supply within the mobile home park.

(1) Mobile home parks shall disclose such notices, correspondence, or invoices from the water provider to the Director and designated specially commissioned officer within fourteen (14) days of the date of the notices, correspondence, or invoices, or seven (7) days after receipt, whichever is earlier. When the mobile home park customer does not directly provide such information within this timeline, the authorization from the mobile home park owner shall authorize the water provider to share such information directly with the Director and designated specially commissioned officer.

(2) Mobile home parks and the water provider may redact sensitive personal identifying information and financial institution account information from such notices, correspondence, or invoices prior to disclosure to the Director and designated specially commissioned officer.

...

(4) Pursuant to the required authorization and as specified, the water provider may provide the Director and designated specially commissioned officer all notices, correspondence or invoices provided to a mobile home park upon request, subject to redaction under above Subsection (c)(2).

(5) The Director or the designated specially commissioned officer may notify the mobile home park of any billing discrepancies and may provide thirty (30) days for the mobile home park to correct any overcharge or billing discrepancy. Any overcharge must be credited to the resident in the next billing cycle.

(d) *Water Service Interruptions.*

(1) In the event that water service is interrupted for twelve (12) or more consecutive hours, the mobile home park owner must promptly provide ample potable water and sanitary services to the mobile home park residents.

(2) If the mobile home park owner fails to provide such water or sanitary services as required by this subsection, City employees or contractors may enter unoccupied areas of the mobile home park and provide such services to mobile home park residents. In the event of provision of such services by the City, the City may assess the reasonable costs of providing such services against the mobile home park owner.

(3) Upon receipt of such an assessment, the mobile home park owner may contest the assessment to a Municipal Court Referee by filing with the Referee a petition for review at the City’s Housing and Community Vitality Department. A written request for a hearing before the Referee must be submitted within five (5) days from the date of service of the assessment. The Referee will determine whether any of the assessed costs are reasonable and the mobile home park owner must pay any costs sustained by the Referee within ten (10) days of service of the Referee’s determination.

(4) No mobile home park owner may bill a resident for the cost of maintenance of substitute water or sanitary services in the event of a water service interruption.

(e) *Water Providers.* A mobile home park owner must allow a duly-created water district or other authorized water provider to access unoccupied areas of a mobile home park in its service area during reasonable hours to inspect water pipes within the mobile home park. The mobile home park owner must allow the water district or other authorized water provider to conduct repairs on the water pipes in the mobile home park as necessary to keep the water system in good repair. The City water utility may order and conduct repairs in accordance with § 26-166 in its service area.

Sec. 18-8. Mobile home installation standards and permits.

...

(c) *Mobile Home Installation Standards.* Every mobile home installed after the effective date of this Chapter shall comply with the following installation standards:

(1) *Site preparation and foundations.* All foundation pad sites shall be cleared of vegetation, on undisturbed soil or approved fill and be graded such that supporting piers are plumb. The pier base shall be two (2) solid concrete blocks which provide a sixteen (16) inch by sixteen (16) inch by four (4) inch thick pad or a single concrete pad equivalent in size. Supporting piers shall be constructed of nominal eight (8) inch by eight (8) inch by sixteen (16) inch, celled concrete blocks placed directly on the pad and perpendicular to the main frame members of the mobile home and capped with a solid, nominal four (4) inch by eight (8) inch by

sixteen (16) inch concrete block. Piers shall be spaced a maximum of eight (8) feet on center and be placed within five (5) feet of anchorage and be centered under frame members. End piers shall not be more than five (5) feet from the end of the mobile home. Piers greater than thirty-six (36) inches high shall be constructed with double-stacked blocks specified above. Piers greater than forty-eight (48) inches high shall be constructed of interlocking concrete blocks bonded together with approved mortar and grouted full or equivalent. Piers greater than seventy-two (72) inches high shall be designed by a qualified professional. Shims shall be used to level the mobile home and shall not exceed four (4) inches in thickness and shall be adequate to provide full bearing under the frame member.

...

Sec. 18-9. Accessory buildings, additions and alterations to mobile homes.

...

Sec. 18-10. Mobile home rental units.

In addition to the other applicable provisions of this Article, every mobile home rental unit shall conform to the following requirements:

...

(2) Every such mobile home rental unit (whether existing or new) shall conform to the requirements of Subsection 18-8(a) and Paragraphs 18-8(c)(4) and (5) of this Article.

(3) Every mobile home rental unit that is found not to conform with this Section shall be brought into conformance within sixty (60) days following notice of noncompliance. The Building Official shall notify the owner(s) and occupant(s) of every mobile home rental unit that is found not to conform with this Section of all deficiencies causing such noncompliance and corrective action necessary for issuance of a certificate authorizing habitation. Subject to the right of appeal and determination by the Building Review Commission as set forth in § 18-5 of this Article, every mobile home rental unit which is deemed to be deficient and is not in substantial conformance with this Section within the time specified shall be declared a public nuisance and may be posted by the Building Official in their discretion as being unfit for habitation. In the event of such posting, the unit shall be vacated in accordance with such posting. The mobile home park owner must cause or ensure the removal from the mobile home park of any mobile home rental unit so posted by no later than ninety (90) days after the date of such posting.

Sec. 18-11. Miscellaneous park requirements.

...

(d) *Park Street System.* Access roads, internal streets, roadways and pathways in mobile home parks constructed after the effective date of this Chapter shall be designed and constructed in accordance established City standards and shall be approved by the City Engineer and City Traffic Engineer prior to construction. Mobile home parks shall have such access roads, internal streets, roadways and pathways maintained in a safe and functional condition as determined by said City officials or their authorized representatives. To accomplish this:

(1) The City Engineer may inspect all access roads, internal streets, roadways, and pathways within mobile home parks in the City at any reasonable time.

(2) Whenever the City Engineer deems it necessary in order to provide safe ingress and egress and access to facilities within the mobile home park, the City Engineer may order the mobile home park owner to repair, reconstruct or replace any portion of an access road, internal street, roadway or pathway within a mobile home park. Such order must describe the work required. A copy of such order of repairs will be sent to the mobile home park owner by certified mail, return receipt requested, and will be deemed served upon such owner upon deposit in the United States Mail, postage prepaid, addressed to the mobile home park owner.

(3) An order of the City Engineer issued pursuant to subsection (d)(2) of this Section may provide that if the repairs or reconstruction required are not completed within a specified period after mailing of the order to the mobile home park owner, the City will proceed to do the required work. In the event of provision of such services by the City, the City may assess the reasonable costs of providing such services against the mobile home park owner.

(4) Upon receipt of an order given by the City Engineer pursuant to subsection (d)(2) of this Section the mobile home park owner may contest the order to a Municipal Court Referee by filing with the Referee a petition for review at the Housing and Community Vitality Department. A written request for a hearing before the Referee must be submitted within five (5) days from the date of service of the order. Pending a final determination by the Municipal Court Referee, the mobile home park owner need not complete the work required to be done by the City Engineer. If the Referee sustains all or any part of the order of the City Engineer, the Referee will set the time within which the required work shall be completed, and the mobile home park owner must complete the required work within such time.

...

Sec. 18-12. Mobile office units.

...

(b) *Temporary Offices.* A mobile office unit may be used to house temporary offices, provided that the following conditions are met:

...

(3) All installation standards of this Article are met and an installation permit as specified in this Article is obtained for any such mobile office unit.

(4) Any such unit is anchored to the ground as specified in this Article.

(5) All utility connections are inspected as provided in this Article, and comply with the requirements of this Article.

...

(7) Any such unit is inspected and a certificate of inspection issued therefor as prescribed in this Article prior to occupancy.

...

18-13. Certification and collection of amounts owed to the City.

For any amount owed to the City under this Chapter, in addition to any other collection method authorized by law, the City may certify the amount to the County Treasurer and have the County Treasurer collect the amount in the same manner that general property taxes against the property are collected.

ARTICLE 3
MOBILE HOME PARK LICENSING

18-20. Purpose.

The City establishes a mobile home park licensing program to ensure the health and safety of mobile home park residents, to promote safe and stable housing for residents and to improve the City's overall livability.

18-21. Administration; Rules and Regulations.

The Director, or their designee, will administer the provisions of this Article. The City Manager may promulgate such reasonable and necessary rules and regulations that are consistent with the purposes of this Article to efficiently and effectively administer and implement this Article.

18-22. License required.

Commencing January 1, 2027, it is unlawful for any mobile home park owner to operate a mobile home park for compensation with five or more mobile home lots without first having obtained a mobile home park license from the Director. Such license must be kept current at all times and comply with the requirements pursuant to this Article.

18-23. Application for mobile home park license; licensing fee.

(a) Any mobile home park owner seeking to obtain a mobile home park license pursuant to this Article, or renew an existing license, must file a complete application and pay all applicable fees.

(b) To be eligible to receive a mobile home park license, the mobile home park owner must ensure that the mobile home park complies with all applicable federal, state, and local laws, including all applicable requirements of this Chapter.

(c) The Director may require any information and documentation the Director deems necessary to determine whether an initial or renewal application meets the requirements of this Article.

(d) The Director may approve or deny a mobile home park license based on whether the applicant and the premises proposed to be licensed or renewed satisfy all the requirements of this Article.

(e) At the time of an initial or renewal application for a mobile home park license, each applicant must pay a licensing fee on a per-mobile-home-lot basis in an amount to be determined by the City Manager in accordance with Chapter 7.5 of this Code, which fee may not exceed fifty dollars (\$50) per mobile home lot. The City charges this fee to defray the City's costs of administering this Article.

18-24. Application Information.

To apply for a mobile home park license, the mobile home park owner must provide the Director the following data on forms provided by the Department of Housing and Community Vitality:

- (1) Contact information of mobile home park manager that is required by Section 18-6(a);
- (2) Water infrastructure assessment methodology and report;
- (3) Water infrastructure maintenance schedule;
- (4) Previous year's water outage frequency and duration;
- (5) Previous year's boil water notice frequency and duration;

- (6) Water billing methodology;
- (7) Water submeter maintenance schedule, if applicable;
- (8) Tree hazard and tree canopy assessment methodology and report;
- (9) Hazardous tree mitigation schedule;
- (10) Tree canopy maintenance schedule;
- (11) Average lot rent of all units in the mobile home park for the preceding five years;
- (12) Amount and frequency of rent increases, for the preceding five years;
- (13) Line-item description of rent increases for the upcoming year;
- (14) Road hazard assessment methodology and report;
- (15) Road and pavement maintenance schedule;
- (16) Current speed limits and locations within the mobile home park;
- (17) Speed limit enforcement standards;
- (18) Current mobile home park community rules;
- (19) Compliance plan to meet the requirements of C.R.S. Section 29-27-502;
and
- (20) Compliance plan for any planned development of the mobile home park to meet the requirements of the Primary Drinking Water Regulations (Regulation 11) of the Colorado Department of Public Health and Environment.

18-25. Mobile Home Park Manager Training and Certification Fee

- (a) A mobile home park manager must complete manager certification training, as required by rule of the City Manager.
- (b) A mobile home park owner must pay an annual certification fee for each mobile home park manager, in an amount to be determined by the City Manager in accordance with Chapter 7.5 of this Code, which fee may not exceed one thousand dollars (\$1,000) per year per mobile home park manager. The City charges this fee to defray the City's costs of administering this Article.

(c) A mobile home park owner may not bill a resident for the costs of mobile home park manager certification.

18-26. Issuance of mobile home park license.

(a) Upon the applicant's compliance with the requirements of this Article, the Director will license the mobile home park owner for the mobile home park.

(b) A mobile home park license terminates upon transfer of ownership of the licensed mobile home park.

18-27. Term of license and renewal.

(a) A mobile home park license issued pursuant to this Article is valid for one (1) calendar year. Licenses must be renewed annually.

(b) Annual mobile home park licenses expire on December 31st of each year. A mobile home park owner must apply for mobile home park license renewal no later than November 15th of each year.

(c) In determining whether to renew a mobile home park license, the Director may consider the licensee's compliance history under the provisions of this Chapter. In the Director's discretion, the Director may impose conditions upon a mobile home park license at the time of renewal to address non-compliance with the terms of the license, the provisions of this Article, or any other applicable provision of federal, state, or local law. Failure to comply with such conditions may result in suspension, revocation, or non-renewal of the mobile home park license.

18-28. Grounds for Suspension or Revocation.

(a) The Director may suspend or revoke a mobile home park license issued under this Article if the Director determines that a licensed mobile home park owner has violated a requirement of this Article, subject to the notice and hearing process provided in this Section.

(b) Whenever the Director determines that there are reasonable grounds to believe that a mobile home park license holder has violated any provision of this Article or the regulations issued hereunder, the Director will give notice of such alleged violation in the following form:

- (1) Such notice will be in writing;
- (2) Such notice will include a statement of the reasons for its issuance;
- (3) Such notice will allow a reasonable time for the performance of any act it requires;

(4) Such notice will be served upon the mobile home park owner, provided that such notice shall be deemed to have been properly served upon such party when a copy thereof has been sent by certified mail to said party's last-known address as shown on the most recent real property tax rolls of Larimer County, Colorado, or when such notice has been served by any method authorized or recognized by the laws of Colorado for service of process; and

(5) Such notice will contain an outline of remedial action which, if taken, will effect compliance with the provisions of this Article and the regulations issued hereunder.

(c) Any mobile home park owner who has been notified of a violation may request and will be granted a hearing on the matter before the Director, provided that such person shall file with the Director a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten (10) days after the day the notice was served. The filing of the request for a hearing operates as a stay of the notice and of the suspension until issuance of an order by the Director. Upon receipt of such petition, the Director will schedule a hearing of the matter. At such hearing the mobile home park owner will be given an opportunity to be heard and to show cause why such notice should be modified or withdrawn.

(d) After such hearing the Director will make written findings as to whether a violation has occurred and whether such mobile home park license should be suspended or revoked.

18-29. Appeal.

An owner may appeal any decision whether to grant, renew, suspend, or revoke an application or license under this Article to the City Manager in accordance with Chapter 2, Article VI of this Code.

18-30. Recordkeeping.

Each mobile home park owner must maintain complete and accurate records relating to the operation of the mobile home park, including any books, accounts, contracts for services, invoices, records of rental payments, and records of maintenance work. Such records must be kept for not less than three (3) years. A mobile home park owner must allow the Director to inspect any of the records referenced in this Section when provided with seven (7) days advance written notice.

18-31. Violations and penalties.

Any person who violates any provision of this Article, whether by acting in a manner declared to be unlawful or by failing to act as required, commits a civil infraction and is subject to the penalty provisions of Subsection 1-15(f) of this Code.

Section 2. Section 26-166 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 26-166. Waste of water prohibited.

...

(d) If the Utilities Executive Director determines there is a break, leak or malfunction of any water service line or related fixture or equipment in a mobile home park, as defined in § 18-2, to which the City provides water service any designee of the Utilities Executive Director or any contractor hired by the City is hereby authorized to go upon any unoccupied private property within the mobile home park for the purpose of inspecting water service lines and related fixtures and equipment.

(e) If the Utilities Executive Director issues an order to a mobile home park owner, as defined in § 18-2, to repair a break, leak or malfunction pursuant to subsection (c) of this section, and the repair is not completed in the time required by such order the Utilities Executive Director may cause the repair to be performed. In the event of provision of such services by the City, the City may assess the reasonable costs of providing such services against the mobile home park owner. In addition to such other methods of collection are in use by Utilities, the Utilities Executive Director may certify any assessment under this subsection (e) to the County Treasurer for collection in the same manner that general property taxes against the property are collected. No mobile home park owner may require a mobile home park resident to bear the expense of such repair or assessment.

Section 3. Chapter 27, Article II, Division 1 of the Code of the City of Fort Collins is hereby amended by the addition of a new Section 27-20 which reads in its entirety as follows:

Sec. 27-20 Trees in Mobile Home Parks

A mobile home park owner, as defined in § 18-2, must ensure that all trees or branches within the mobile home park that are broken, hanging, decayed or otherwise defective in any way and that present a danger to life or property are promptly removed.

Section 4. Chapter 27, Article II, Division 3 of the Code of the City of Fort Collins is hereby amended by the addition of a new subsection (c), to read as follows:

Sec. 27-56. Right of entry.

...

(c) Subject to the notice and hearing requirements of this Division, the City Forester or a contractor hired by the City Forester may go upon any mobile home park, as defined

in § 18-2, in the City for the purpose of cutting, trimming, pruning or removing trees or branches that are broken, hanging, decayed or otherwise defective in any way and that present a danger to life or property.

Sec. 27-59. Notice of violation; removal authority and procedure; lien on property.

(a) The City Forester is authorized and directed to give notice to any owner who is in violation of any provision of this Article. In addition, officers as defined in § 19-63 are authorized and directed to give notice to any owner or occupant who is in violation of §§ 27-18, 27-19(a), 27-20, 27-57(a)(1-5) or 27-58. Such notice shall be personally served upon such person or, if not personally served, conspicuously posted upon the property and also deposited in the United States mail, addressed to the owner of record at the address on the assessment roll of the County Assessor or at such other, more recent address as may be available to the City. With respect to occupants, notice may be mailed to the address of the property so occupied.

...

Sec. 27-60. Time limit for compliance; appeals; hearings.

Upon receipt of a notice given by the City Forester pursuant to § 27-18, 27-19, 27-20, 27-57 or 27-58, the property owner shall have the right to contest the order of the City Forester to the Referee by filing with the Referee a petition for review at the office of Community Development and Neighborhood Services. A written request for a hearing before the Referee must be submitted within five (5) days from the date of service of the order. Pending a final determination by the Municipal Court Referee, the property owner need not complete the work required to be done by the City Forester, unless such work involves a violation of § 27-20 or Paragraph 27-57(a)(5). If the Referee sustains all or any part of the order of the City Forester, the Referee shall set the time within which the required work shall be completed, and the property owner must complete the required work within such time.

Sec. 27-61. Noncompliance with notice; liability of property owners.

(a) If a property owner fails to accomplish any work required under §§ 27-18, 27-19, 27-20, 27-57 or 27-58 within the time specified on a notice given by the City Forester, and the property owner has not contested the notice to the Referee as provided in § 27-60, the City Forester shall cause the work to be done pursuant to Subsection 27-59(b), and the property owner must reimburse the City all costs pursuant to Subsection 27-59(c).

...

Sec. 27-62. Violations and penalties.

Any person who violates §§ 27-18, 27-19(a), 27-20, Paragraphs 27-57(a)(1-5) or § 27-58 commits a civil infraction and is subject to the penalty provisions of Subsection 1-15(f).

Section 5. To the extent that a provision in an enforceable contract existing at the time of enactment of this Ordinance irreconcilably conflicts with a provision in this Ordinance that was not already legally required under Colorado law, the provision in the contract shall supersede the provision in this Ordinance for the remainder of the then current lease term and the provision in the Ordinance shall have no effect with respect to the provision in the contract until the earlier of the revision of the lease or the end of that lease term.

Section 6. The codifier shall: 1) cause the renumbering and conformance of all subsequent and affected sections of the City Code required as a result of the amendments set forth in this Ordinance; and 2) change all references to “the effective date of this Chapter [or Article]” in Chapter 18 of the City Code to “October 30, 1987”.

Introduced, considered favorably on first reading on February 17, 2026, and approved on second reading for final passage on March 3, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: March 13, 2026
Approving Attorney: Ted Hewitt

Exhibit: None

File Attachments for Item:

6. Council Action Postponing Indefinitely Ordinance No. 203, 2025, Amending Section 20-102 of the Code of the City of Fort Collins for the Purpose of Adjusting Snow and Ice Removal Requirements.

The purpose of this item is to postpone indefinitely an Ordinance regarding snow and ice removal requirements presented to Council on First Reading on December 2, 2025. On Second Reading on December 16, 2025, the item was continued to February 17, 2026.

An affirmative vote on this item will indefinitely postpone the proposed Ordinance.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Lori F. Schwarz, Planning and Development Services Director
John Hernandez, Senior Code Compliance Supervisor

SUBJECT

Council Action Postponing Indefinitely Ordinance No. 203, 2025, Amending Section 20-102 of the Code of the City of Fort Collins for the Purpose of Adjusting Snow and Ice Removal Requirements.

EXECUTIVE SUMMARY

The purpose of this item is to postpone indefinitely an Ordinance regarding snow and ice removal requirements presented to Council on First Reading on December 2, 2025. On Second Reading on December 16, 2025, the item was continued to February 17, 2026.

An affirmative vote on this item will indefinitely postpone the proposed Ordinance.

STAFF RECOMMENDATION

Staff recommends action by Council determining whether the proposed Ordinance regarding snow and ice removal requirements should be postpone indefinitely.

BACKGROUND / DISCUSSION

At the December 2, 2025, City Council meeting, an Ordinance updating Section 20-102: Removal of snow and ice from sidewalks required; was adopted 6-1 at First Reading. The Ordinance modified abatement actions for snow at 2-inches of accumulation or any ice accumulation. At Second Reading, on December 16, 2025, Council heard statements from the members of the Disability Advisory Board in opposition to the Ordinance change. They further requested staff meet with their board, as well as the Transportation Board and Senior Advisory Board. Council postponed Second Reading of the Ordinance to February 17, 2026, in order to allow these meetings. PDT Deputy Director/Planning and Development Services (PDS) Director, Lori Schwarz, met with the Disability Advisory Board on January 26, 2026, to discuss their concerns regarding the snow removal ordinance change. The Transportation Board meeting is scheduled for March 18, 2026. However, the Senior Advisory Board does not have agenda availability until late Fall 2026. After reviewing the concerns of the Disability Advisory Board, PDS staff has determined that modifications to internal policies regarding enforcement of snow and ice removal may address level of service adjustments while still preserving the ability to abate hazardous conditions at any snow or ice accumulation. This approach enables staff to continue refining their practices and policies while preserving enforcement discretion. These practices will include issuance of citations after courtesy notice as well as progressive fines for repeat offenses. Due to the low snowfall this season, there has only been one substantive storm to begin the change in enforcement protocol. Staff anticipates further refinement of the snow and ice removal compliance policy with future storms.

CITY FINANCIAL IMPACTS

None.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS

1. Ordinance No. 203, 2025

ORDINANCE NO. 203, 2025
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING SECTION 20-102 OF THE CODE OF THE CITY OF
FORT COLLINS FOR THE PURPOSE OF ADJUSTING SNOW
AND ICE REMOVAL REQUIREMENTS

A. Currently, Section 20-102 of the Code of the City of Fort Collins requires owners and occupants of property in the City to remove any accumulation of snow or ice from the sidewalks abutting such property within twenty-four hours. Violation of this requirement is a civil infraction and subject to penalties and potential abatement actions by the City.

B. It is in the public interest to allow for a minimal level of snow accumulation without triggering the removal requirement under Section 20-120.

C. In many instances, weather conditions resolve snow accumulation on sidewalks within forty-eight hours.

D. Additionally, many Homeowners' Associations and multi-family developments in the City utilize contractors for snow removal from their sidewalks and private roadways. Often these contracts contain limitation provisions that indicate the contractors will only respond when snow accumulation is two inches or greater.

E. To better align with these snow removal contracts and help these organizations ensure compliance with City Code when snowfall is less than two inches, staff has recommended Council amend Section 20-120 to allow for less than two inches of snow accumulation on sidewalks without requiring snow removal.

F. Section 20-120 will still require the removal of any accumulation of ice on sidewalks.

G. This Ordinance is anticipated to reduce overall contractor costs and case management responsibilities for the City's Code Compliance team.

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 20-102 of the Code of the City of Fort Collins is hereby amended to read as follows:

Sec. 20-102. - Removal of snow and ice from sidewalks required; lien.

(a) The owners or occupants of property abutting sidewalks within the City shall at all times keep the sidewalks abutting the lot or lots owned or occupied by them free and clear of snow and ice. If any such owners or occupants shall fail to

remove the snow and ice from the sidewalks abutting their property within twenty-four (24) hours after the accumulation of ice or two (2) inches or more of snow, then the City Manager may at once have the hazard corrected by removal of snow and ice from the sidewalk or by the application of abrasive material; and the cost, including inspection and other incidental costs in connection therewith, including the costs for carrying charges and costs of administration, shall be assessed against the property abutting the snow obstruction and the owner thereof.

...

Introduced, considered favorably on first reading on December 2, 2025, and approved on second reading for final passage on December 16, 2025.

Mayor

ATTEST:

City Clerk

Effective Date: December 26, 2025
Approving Attorney: Madelene Shehan

Exhibit: None

File Attachments for Item:

7. First Reading of Ordinance No. 015, 2026, Making a Supplemental Appropriation from the Colorado State Patrol Department of Public Safety for the FY26 Beat Auto Theft Through Law Enforcement (BATTLE) Grant Project.

The purpose of this item is to appropriate \$10,000 of unanticipated state grant revenue from the Colorado State Patrol (CSP) Department of Public Safety as a modification to the previously awarded FY 2026 BATTLE grant.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Jason Lang, Police Officer, FCPS
Joanne Cech, Fiscal Manager

SUBJECT

First Reading of Ordinance No. 015, 2026, Making a Supplemental Appropriation from the Colorado State Patrol Department of Public Safety for the FY26 Beat Auto Theft Through Law Enforcement (BATTLE) Grant Project.

EXECUTIVE SUMMARY

The purpose of this item is to appropriate \$10,000 of unanticipated state grant revenue from the Colorado State Patrol (CSP) Department of Public Safety as a modification to the previously awarded FY 2026 BATTLE grant.

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinance on First Reading.

BACKGROUND / DISCUSSION

On July 1, 2025, Fort Collins Police Services was awarded \$54,200 as a CSP partner agency for the FY26 BATTLE grant cycle for the period July 1, 2025, through June 30, 2026. On January 16, 2026, CSP awarded FCPS an additional \$10,000 of unanticipated supplemental FY26 grant funds, increasing the total grant allocation to \$64,200. The additional funds will be used for further participation of Fort Collins Police Services personnel in overtime operations to support the reduction of auto theft in the Northern Region in support of CSP's Strategic Plan to Reduce Auto Theft.

CITY FINANCIAL IMPACTS

This item appropriates \$10,000 for additional personnel overtime for the Fort Collins Police Department.

No matching funds are required for this award.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS / LINKS

1. Signed Award Letter with Colorado State Patrol
2. Ordinance No. 015, 2026



Date: January 16th, 2026

Fort Collins Police Department
 Project Director Lieutenant Adam Ruehlen
 Transmitted by Electronic Mail

RE: Change in Funding Award Letter for State Fiscal Year (SFY) 2026 – Modification #3

Dear Lieutenant Adam Ruehlen,

This letter is to notify you that, effective as of January 16th, 2026, your funding allocation in support of CSP’s Beat Auto Theft Through Law Enforcement (BATTLE) grant project has been modified per CSP’s Modification #3 to cover anticipated fiscal year costs for your agency and is to be used in support of the reduction of auto theft in the State of Colorado as follows. This modification is as follows:

Modification #3 - Purpose: Personnel - Overtime – Allocate funds for further participation in overtime operations as needed in support of CSP’s Strategic Plan to Reduce Auto Theft for the Northern Region for the FY26 grant cycle.

FT Collins PD - SFY26 BATTLE Modification #3 1.16.25			
BUDGET CATEGORY	ORIGINAL/CURRENT ALLOCATION	REVISION	MODIFIED ALLOCATION
Overtime	\$54,200.00	\$10,000.00	\$64,200.00
Supplies & Operating	-	-	\$0.00
Travel	-	-	\$0.00
Equipment	-	-	\$0.00
TOTAL	\$54,200.00	\$10,000.00	\$64,200.00

Please return your signed Funding Award agreement **no later than 10 days after receipt of this letter.** Failure to sign your award may result in a delayed start date as well as reimbursements.

Please refer to your initial funding letter for all Requirements, Special Conditions, and Other Terms and Conditions. If you have any questions regarding this change in allocations, please contact Captain Wesley Kartus at wesley.kartus@state.co.us or 303-277-8660 or Aleah Bachtel at aleah.bachtel@state.co.us or 720-822-8673 if you have any questions. We appreciate your continued efforts in the fight against auto theft!

Best Regards,

Wesley, Kartus
 Captain, Colorado State Patrol
 BATTLE Project Director

Return:

The Partner Agency will sign a copy of the Funding Award and return the agreement to the CSP BATTLE email. Once CSP obtains all signatures, the Partner Agency will receive a copy of this agreement. The parties hereto have executed this binding Funding Award.

Persons signing for Partner Agency hereby swear and affirm that they are authorized to act on Partner Agency's behalf and acknowledge that the Colorado State Patrol relies on their representations to that effect. The Funding Award may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery as a scanned ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing with the same force and effect as if such facsimile or ".pdf" signature page was an original thereof.

PARTNER AGENCY

COLORADO STATE PATROL

City of Fort Collins
Legal Name of Partner Agency

Kelly DiMartino, City Manager
Name of Official, Title

1.26.26
Date Signed



Wesley Kartus, Captain
BATTLE Project Director

1-19-2026
Date signed

ORDINANCE NO. 015, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
MAKING A SUPPLEMENTAL APPROPRIATION FROM THE COLORADO STATE
PATROL DEPARTMENT OF PUBLIC SAFETY FOR THE FY26 BEAT AUTO THEFT
THROUGH LAW ENFORCEMENT (BATTLE) GRANT PROJECT

A. Fort Collins Police Services (“FCPS”) is a member of the Beat Auto Theft Through Law Enforcement (“BATTLE”) program created by Colorado State Patrol (“CSP”). The purpose of BATTLE is for member agencies to collaborate and work with other law enforcement agencies around the state to investigate and respond to motor vehicle theft related crimes, which has seen a steady growth within the City over the past five years.

B. CSP manages the BATTLE program and provides grant funding opportunities to member agencies to help cover personnel costs for the time that is needed to prevent auto theft crimes.

C. In December 2024, CSP awarded FCPS \$80,790 in capacity as a partner agency of the BATTLE Task Force.

- a. On February 18, 2025, through Ordinance No. 011, 2025, Council appropriated the \$80,790 award.
- b. On April 24, 2025, CSP awarded to FCPS an additional \$19,011 in unanticipated supplemental grant funds to cover anticipated fiscal year costs for equipment.
- c. On June 3, 2025, through Ordinance No. 080, 2025, Council appropriated the \$19,011 supplemental award.
- d. In July 2025, CSP awarded FCPS an additional \$54,200 in grant funds to support CSP’s plan to reduce auto thefts for the North Region for the FY26 grant cycle.
- e. On September 12, 2025, through Ordinance No. 130, 2025, Council appropriated the \$54,200 award.

D. On January 16, 2026, the BATTLE Task Force awarded FCPS an additional \$10,000 in unanticipated supplemental grant funds for FY26 to be used for further participation of FCPS personnel in overtime operations to support the reduction of auto theft in the Northern Region in support of CSP’s Strategic Plan to Reduce Auto Theft.

E. This appropriation benefits the public health, safety, and welfare of the residents of Fort Collins and serves the public purpose of the prevention and investigation of motor vehicle theft crimes.

F. Article V, Section 9 of the City Charter permits the City Council, upon recommendation of the City Manager, to make a supplemental appropriation by ordinance at any time during the fiscal year, provided that the total amount of such supplemental

appropriation, in combination with all previous appropriations for that fiscal year, do not exceed the current estimate of actual and anticipated revenues and all other funds to be received during the fiscal year.

G. The City Manager has recommended the appropriation described herein and determined that the funds to be appropriated are available and previously unappropriated from the General Fund and that this appropriation will not cause the total amount appropriated in the General Fund to exceed the current estimate of actual and anticipated revenues and all other funds to be received in this Fund during this fiscal year.

H. Article V, Section 11 of the City Charter authorizes the City Council to designate in the ordinance when appropriating funds Colorado State Patrol Department of Public Safety BATTLE Grant, that such appropriation shall not lapse at the end of the fiscal year in which the appropriation is made, but continue until the earlier of the expiration of the federal, state or private grant or donation or the City's expenditure of all funds received from such grant or donation.

I. The City Council wishes to designate the appropriation herein for the Colorado State Patrol Department of Public Safety BATTLE Grant as an appropriation that shall not lapse until the earlier of the expiration of the grant or the City's expenditure of all funds received from such grant.

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. There is hereby appropriated from new revenue or other funds in the General Fund the sum of TEN THOUSAND DOLLARS (\$10,000) to be expended in the General Fund for the Colorado State Patrol Department of Public Safety BATTLE Grant Project

Section 2. The appropriation herein for Colorado State Patrol Department of Public Safety BATTLE Grant is hereby designated, as authorized in Article V, Section 11 of the City Charter, as an appropriation that shall not lapse at the end of this fiscal year but continue until the earlier of the expiration of the grant or the City's expenditure of all funds received from such grant.

Introduced, considered favorably on first reading on March 3, 2026, and approved on second reading for final passage on April 7, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: April 17, 2026
Approving Attorney: Andrew Trevino

Exhibit: None

File Attachments for Item:

8. Items Relating to Traffic Code Updates.

A. First Reading of Ordinance No. 016, 2026, Amending Section 236 of the Fort Collins Traffic Code Relating to Child Restraint Systems.

B. First Reading of Ordinance No. 017, 2026, Amending Section 214 and Section 224 of the Fort Collins Traffic Code Relating to Snowplows.

C. First Reading of Ordinance No. 018, 2026, Adding a New Section 1412.5 of the Fort Collins Traffic Code Relating to Certain Persons Approaching Intersections who are not Operating Motor Vehicles.

D. First Reading of Ordinance No. 019, 2026, Amending Section 1503 of the Fort Collins Traffic Code Relating to Lane Filtering and Passing.

E. First Reading of Ordinance No. 020, 2026, Amending Section 239 of the Fort Collins Traffic Code Relating to Misuse of a Mobile Electronic Device.

F. First Reading of Ordinance No. 021, 2026 Adding a New Section 1418 of the Fort Collins Traffic Code Relating to Driving without a Current Driver's License.

G. First Reading of Ordinance No. 022, 2026, Amending Section 1209 and Sections 1221 through 1227 of the Fort Collins Traffic Code Relating to Parking Enforcement Procedures.

The purpose of this item is to present recommended changes to the Fort Collins Traffic Code to address changes made by the Colorado State Legislature and to modernize outdated language to more clearly reflect current Parking Services policies and protocols related to enforcing parking violations and fee requirements in parking garages and surface lots.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

David Lindsay, Police Sergeant, FCPS Traffic Unit
 David Kaes, Police Officer, FCPS Traffic Unit
 Eric Keselburg, Sr. Manager, Parking Services

SUBJECT

Items Relating to Traffic Code Updates.

EXECUTIVE SUMMARY

- A. First Reading of Ordinance No. 016, 2026, Amending Section 236 of the Fort Collins Traffic Code Relating to Child Restraint Systems.
- B. First Reading of Ordinance No. 017, 2026, Amending Section 214 and Section 224 of the Fort Collins Traffic Code Relating to Snowplows.
- C. First Reading of Ordinance No. 018, 2026, Adding a New Section 1412.5 of the Fort Collins Traffic Code Relating to Certain Persons Approaching Intersections who are not Operating Motor Vehicles.
- D. First Reading of Ordinance No. 019, 2026, Amending Section 1503 of the Fort Collins Traffic Code Relating to Lane Filtering and Passing.
- E. First Reading of Ordinance No. 020, 2026, Amending Section 239 of the Fort Collins Traffic Code Relating to Misuse of a Mobile Electronic Device.
- F. First Reading of Ordinance No. 021, 2026 Adding a New Section 1418 of the Fort Collins Traffic Code Relating to Driving without a Current Driver's License.
- G. First Reading of Ordinance No. 022, 2026, Amending Section 1209 and Sections 1221 through 1227 of the Fort Collins Traffic Code Relating to Parking Enforcement Procedures.

The purpose of this item is to present recommended changes to the Fort Collins Traffic Code to address changes made by the Colorado State Legislature and to modernize outdated language to more clearly reflect current Parking Services policies and protocols related to enforcing parking violations and fee requirements in parking garages and surface lots.

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinances on First Reading.

BACKGROUND / DISCUSSION

Over the past several legislative sessions, the Colorado State Legislature has enacted laws that have made substantive changes to Colorado traffic laws. In reviewing these legislative changes, it was identified that some of these changes needed to be added to the Fort Collins Traffic Code in order to avoid inconsistencies between the state law and municipal code. The adoption of these changes will rectify inconsistency between the two codes and will provide Fort Collins Police Services with the ability to cite violators of specific infractions into Municipal Court.

Below are the specific updates proposed for adoption with a brief description:

Ordinance No. 016, 2026: Child Restraint Systems (Section 236 Municipal Traffic Code)

The recommendation is to update section 236-Child Restraint Systems Required to match the Colorado House Bill 2024-1055 which was enacted in 2024. This update would change the requirements for rear-facing child restraint if the child is less than two years of age and the child weighs less than 40 pounds or in a forward or rear-facing child restraint system if the child weighs over 40 pounds in a rear seat of the vehicle, if a rear seat is available. This change would also require a child that is two years of age but less than four years of age and weighs at least 20 pounds to be properly restrained in a rear-facing or forward-facing child restraint system and in the rear seat of a vehicle, if a rear seat is available. In addition, the modification would require a child 4 years of age or older but less than 9 years of age and weighs at least 40 pounds to be restrained in a child restraint system or booster seat and in the rear seat of the vehicle if a rear seat is available.

Ordinance No. 017, 2026: Snowplows (Section 214 Municipal Traffic Code)

The recommendation is to adopt the language to define “Echelon Formation” as a formation in which snowplows are arranged diagonally, with each unit stationed behind and to the right, or behind and to the left, of the unit ahead. This Code modification also creates an infraction if the person passes an authorized service vehicle snowplow that is operated by a state, county, or local government, displaying lights as authorized, and performing its service function in echelon formation with one or more other such snowplows. This recommendation would match the legislation passed by the Colorado General Assembly as part of House Bill 2019-1265, which was signed into law by the Governor.

Ordinance No. 018, 2026: Certain Persons Approaching Intersections Who are not Operating Motor Vehicles (New Section 1412.5 Municipal Traffic Code)

The recommendation is to add a section in the City’s Traffic Code specifically addressing persons approaching intersections who are not operating motor vehicles. In 2022, the Colorado General Assembly passed, and the Governor signed, House Bill 2022-1028. The current Traffic Code does not distinguish between motor vehicles and low-speed conveyances regarding certain traffic control devices, specifically stop signs and signalized intersections. This Ordinance would include the following changes, in order to bring the Fort Collins Traffic Code into alignment with the state laws:

1. Provide that a person who is fifteen years of age or older or who is under fifteen years of age and accompanied by an adult and who is operating a low-speed conveyance and approaching a controlled intersection with a stop sign shall slow down and, if required for safety, stop before entering the intersection. If a stop is not required for safety, the person operating a low-speed conveyance shall slow to a reasonable speed and yield the right-of-way to any traffic or pedestrian in or approaching the intersection. After the person operating a low-speed conveyance has slowed to a reasonable speed and yielded the right-of-way if required, the pedestrian or person operating a low-speed conveyance may cautiously make a turn or proceed through the intersection without stopping. For this section, a reasonable speed is ten miles per hour or less.
2. Provide that a person who is fifteen years of age or older or who is under fifteen years of age and is accompanied by an adult and who is operating a low-speed conveyance and approaching a controlled intersection with an illuminated red traffic control signal shall stop before entering the intersection and shall yield to all other traffic and pedestrians. Once the person operating a low-speed conveyance has

yielded, the person operating a low-speed conveyance may cautiously proceed in the same direction through the intersection or make a right-hand turn. When a red traffic control signal is illuminated, a person operating a low-speed conveyance shall not proceed through the intersection or turn right if an oncoming vehicle is turning or preparing to turn left in front of the person operating a low-speed conveyance.

3. Provide that a person who is fifteen years of age or older or who is under fifteen years of age and is accompanied by an adult and who is operating a low-speed conveyance approaching an intersection of a roadway with an illuminated red traffic control signal may make a left-hand turn only if turning onto a one-way street and only after stopping and yielding to other traffic and pedestrians. However, a person operating a low-speed conveyance shall not turn left if an oncoming vehicle is turning or preparing to turn right.

Ordinance No. 019, 2026: Lane Filtering and Passing (Section 1503 Municipal Traffic Code)

The recommendation is to add a section to the City's Traffic Code specifically addressing the operation of motorcycles on roadways laned for traffic. In 2024, the Colorado General Assembly passed, and the Governor signed, Senate Bill 2024-079 which allows motorcycles to "Lane Filter" on roadways laned for traffic. The change to the Traffic Code would allow the driver of a two wheeled motorcycle to overtake or pass another motor vehicle in the same lane as the motorcycle is the following conditions are meet: the overtaken or passed motor vehicle is stopped; the motor vehicles in the adjacent lanes, if the lanes are for the same direction of travel as the lane occupied by the two-wheeled motorcycle, are stopped; the driver of the two-wheeled motorcycle is on a road with lanes wide enough to pass safely; the passing motorcycle is driving at 15 miles per hour or less; and conditions permit prudent operation of the motorcycle while overtaking or passing. When the motor vehicles that are being overtaken or passed by the two-wheeled motorcycle begin moving, the driver of the motorcycle shall cease overtaking or passing a motor vehicle pursuant to this section. The adoption of these changes brings the Fort Collins Traffic Code into alignment with Colorado Revised Statutes.

Ordinance No. 020, 2026: Misuse of a Mobile Electronic Device (Section 239 Municipal Traffic Code)

The recommendation is to modify the City's Traffic Code regarding the use of Mobile Electronic Devices. In 2024, the Colorado General Assembly passed, and the Governor signed, Senate Bill 2024-065, amending the Colorado traffic laws to regulate the use of electronic mobile devices for all drivers, not just drivers under the age of 18 years old. The adoption of these changes brings the Fort Collins Traffic Code into alignment with applicable Colorado Revised Statutes. The change would provide new definitions for "operation of a motor vehicle" and "emergency". This change would also require that the operator (driver) utilize a hands-free accessory while using the mobile electronic device and the vehicle at the same time. The new language would also require that a law enforcement officer cite an operator when they witness the operator use a mobile electronic device in a manner prohibited under this new provision, and in a manner that caused the operator to drive in a careless and imprudent manner, without due regard for the width, grade, curves, corners, traffic, and use of the streets and highways and all other attendant circumstances, as prohibited by Section 1402 of the Fort Collins Municipal Traffic Code.

Ordinance No. 021, 2026: Driving without a Current Driver's License (New Section 1418 Municipal Traffic Code)

The recommendation is to add to the Traffic Code the requirement of a valid driver's license when operating a motor vehicle on a highway in the City. This change will allow enforcement to be contained in the Municipal Traffic Code and not require the change in venue that occurs when a citation for this is issued under state law, which is then adjudicated in the Larimer County Courts. In provision requires that all operators of motor vehicles have a valid driver's license and that the operators have that license in their possession at the time of operation. Adoption of this Ordinance would align the Fort Collins Traffic Code and the applicable Colorado Revised Statute, 42-2-101.

Ordinance No. 022, 2026: Parking Enforcement Procedures (Sections 1209 and 1221 through 1227 Municipal Traffic Code)

The recommendation is to modify the City's Traffic Code regarding parking violation procedures and paid parking requirements in parking garages and surface lots.

Currently, Section 1209 of the Traffic Code references a "Handicap Parking Enforcement Program." This change would remove this reference, as the City no longer participates in this program. The changes to Section 1209 would also clarify the liability of rental car companies for parking violation penalties and would clean up verbiage to align with the rest of the Traffic Code.

Sections 1221 through 1227 of the Traffic Code provide unclear and outdated language related to parking fees, which do not reflect modern technology or procedures utilized by Parking Services. For instance, the current requirements applicable to parking fees in parking garages and surface lots provide that parking fees must be paid in "coins" or "authorized tokens." The City no longer relies solely on coin-operated parking meters. Payments may now be made via online or mobile apps and various modern forms of payment are accepted. This change would expand the requirements applicable to paid parking garages and surface lots to allow for any available means and forms of payment. This change would also clarify the requirements around initiating a parking session.

CITY FINANCIAL IMPACTS

None.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS

1. Ordinance No. 016, 2026
2. Ordinance No. 017, 2026
3. Ordinance No. 018, 2026
4. Ordinance No. 019, 2026
5. Ordinance No. 020, 2026
6. Ordinance No. 021, 2026
7. Ordinance No. 022, 2026

ORDINANCE NO. 016, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING SECTION 236 OF THE FORT COLLINS TRAFFIC
CODE RELATING TO CHILD RESTRAINT SYSTEMS

A. On February 18, 2003, by Ordinance No. 016, 2003, the City Council adopted the Fort Collins Traffic Code (the "Traffic Code").

B. When City Council adopted the Traffic Code, it was with the understanding that the Traffic Code would most likely be subject to future amendments, not only to clarify and correct errors, but also to ensure that the Traffic Code remains consistent with Colorado traffic laws.

C. In 2024, the Colorado General Assembly passed, and the Governor signed, House Bill 2024-1055, amending the Colorado traffic laws to update age and weight regulations regarding the use of child restraints systems.

D. To help ensure the safety of children and to maintain consistency between the Traffic Code and state traffic laws, Fort Collins Police Services recommends that the Traffic Code be amended to align with the changes adopted by the General Assembly.

E. The City Council has determined that these Traffic Code amendments are in the best interests of the City and its residents.

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 236 of the Fort Collins Traffic Code is hereby amended to read as follows:

236. Child restraint systems required - definitions - exemptions.

...

- (2)(a) (I) Unless exempted pursuant to Subsection (3) of this Section and except as otherwise provided in subparagraphs (II) and (III) of this paragraph (a), every child who is under **nine** ~~eight~~ **(89)** years of age, who is being transported in the City in a motor vehicle or in a vehicle operated by a child care center shall be properly restrained in a child restraint system.
- (II) If a child is less than **two** ~~one~~ **(12)** years of age and ~~weighs less than twenty (20) pounds,~~ the child shall be properly restrained in a rear-facing child restraint system in a rear seat of the vehicle. **seat of the vehicle, if a rear seat is available, and:**

(A) In a rear-facing child restraint system if the child weighs under forty (40) pounds; or

(B) In a rear-facing or forward-facing child restraint system if the child weighs forty (40) pounds or more.

(III) If a child is ~~two~~ **one** (12) years of age or older, but less than four (4) years of age, and weighs ~~less than forty (40) pounds~~ but at least twenty (20) pounds, the child shall be properly restrained: ~~in a rear-facing or forward-facing child restraint system.~~

(A) In a rear-facing or forward-facing child restraint system; and

(B) In the rear seat of a vehicle, if a rear seat is available.

(IV) If the child is four (4) years of age or older, but less than nine (9) years of age, and weighs at least forty (40) pounds, the child shall be properly restrained:

(A) in a child restraint system or booster seat; and

(B) in the rear seat of a vehicle, if a rear seat is available.

(b) Unless excepted pursuant to Subsection (3) of this Section, every child, who is at least ~~nine~~ **nine** eight (89) years of age, but less than ~~eighteen~~ **sixteen** (168) years of age, who is being transported in this City in a motor vehicle or in a vehicle operated by a child care center, shall be properly restrained in a safety belt or child restraint system **according to the manufacturer's instructions.**

...

(3) Except as provided in Section 116(4) of this Traffic Code, the requirement of Subsection (2) of this Section shall not apply to a child who:

(a) Is less than ~~nine~~ **nine** eight (89) years of age and is being transported in a motor vehicle as a result of a medical or other life-threatening emergency and a child restraint system is not available; or

...

Introduced, considered favorably on first reading on March 3, 2026, and approved on second reading for final passage on April 7, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: April 17, 2026
Approving Attorney: Andrew Trevino

Exhibit: None

ORDINANCE NO. 017, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING SECTION 214 AND SECTION 224 OF THE FORT
COLLINS TRAFFIC CODE RELATING TO SNOWPLOWS

A. On February 18, 2003, by Ordinance No. 016, 2003, the City Council adopted the Fort Collins Traffic Code (the "Traffic Code").

B. When City Council adopted the Traffic Code, it was with the understanding that the Traffic Code would most likely be subject to future amendments, not only to clarify and correct errors, but also to ensure that the Traffic Code remains consistent with Colorado traffic laws.

C. In 2019, the Colorado General Assembly passed, and the Governor signed, House Bill 2019-1265, amending two provisions of the Colorado traffic laws making it illegal for drivers to pass snowplows operating in "echelon" formation, where snowplows are arranged diagonally on the road with each unit behind and to the left or right of the unit in front of it.

D. To help ensure the safety of City snowplow operators and the public, and to maintain consistency between the Traffic Code and state traffic laws, Fort Collins Police Services recommends that the Traffic Code be amended to add a similar violation.

E. The City Council has determined that these Traffic Code amendments are in the best interests of the City and its residents.

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 214 of the Fort Collins Traffic Code is hereby amended to read as follows:

214. Visual signals on service vehicles.

...

(4) No driver shall pass an authorized service vehicle snowplow that is operated by a state, county, or local government, displaying lights as authorized in Subsection (1) of this Section, and performing its service function in echelon formation with one or more other such snowplows. As used in this Subsection, "Echelon formation" means a formation in which snowplows are arranged diagonally, with each unit stationed behind and to the right, or behind and to the left, of the unit ahead.

- (45) Only authorized service vehicles shall be equipped with the warning lights as authorized in Subsection (1) of this Section.

Section 2. Section 224 of the Fort Collins Traffic Code is hereby amended to read as follows:

224. Horns or warning devices.

...

- (5) (a) When any snowplow or other snow-removal equipment displaying flashing yellow lights is engaged in snow and ice removal or control, drivers of all other vehicles shall exercise more than ordinary care and caution in approaching, overtaking or passing such snowplow.
- (b) No driver shall pass an authorized service vehicle snowplow that is operated by a state, county, or local government, displaying lights as authorized in Section 214, and performing its service function in echelon formation with one or more other such snowplows. As used in this Subsection, "Echelon formation" means a formation in which snowplows are arranged diagonally, with each unit stationed behind and to the right, or behind and to the left, of the unit ahead.
- (bc) The driver of a snowplow, while engaged in the removal or control of snow and ice on any highway open to traffic and while displaying the required flashing yellow warning lights as provided by Section 214, shall not be charged with any violation of the provisions of this Traffic Code relating to parking or standing, turning, backing or yielding the right-of-way. These exemptions shall not relieve the driver of a snowplow from the duty to drive with due regard for the safety of all persons, nor shall these exemptions protect the driver of a snowplow from the consequences of a reckless or careless disregard for the safety of others.

Introduced, considered favorably on first reading on March 3, 2026, and approved on second reading for final passage on April 7, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: April 17, 2026
Approving Attorney: Andrew Trevino

Exhibit: None

ORDINANCE NO. 018, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ADDING A NEW SECTION 1412.5 OF THE FORT COLLINS
TRAFFIC CODE RELATING TO CERTAIN PERSONS
APPROACHING INTERSECTIONS WHO ARE NOT OPERATING
MOTOR VEHICLES

A. On February 18, 2003, by Ordinance No. 016, 2003, the City Council adopted the Fort Collins Traffic Code (the "Traffic Code").

B. When City Council adopted the Traffic Code, it was with the understanding that the Traffic Code would most likely be subject to future amendments, not only to clarify and correct errors, but also to ensure that the Traffic Code remains consistent with Colorado traffic laws.

C. In 2022, the Colorado General Assembly passed, and the Governor signed, House Bill 2022-1028, regulating when certain persons approaching controlled intersections who are not operating motor vehicles may safely proceed through the intersection.

D. To help ensure the safety of certain persons identified in the Ordinance, as well as operators of motor vehicles, and to maintain consistency between the Traffic Code and state traffic laws, Fort Collins Police Services recommends that the Traffic Code be amended to add identical authorization as the state.

E. The City Council has determined that these Traffic Code amendments are in the best interests of the City and its residents.

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 a new Section 1412.5 of the Fort Collins Traffic Code is hereby added to read as follows:

1412.5. Regulation of certain persons approaching intersections who are not operating motor vehicles - definitions.

- (1)(a) (l) A pedestrian or a person who is fifteen (15) years of age or older or who is under fifteen (15) years of age and accompanied by an adult and who is operating a low-speed conveyance and approaching a controlled intersection with a stop sign shall slow down and, if required for safety, stop before entering the intersection. If a stop is not required for safety, the pedestrian or person operating a low-speed conveyance shall slow to a reasonable speed and yield the right-of-way to any traffic or pedestrian in or approaching the intersection. After the pedestrian or person operating a low-

speed conveyance has slowed to a reasonable speed and yielded the right-of-way if required, the pedestrian or person operating a low-speed conveyance may cautiously make a turn or proceed through the intersection without stopping.

(II) For purposes of this subsection (1)(a), a reasonable speed is ten (10) miles per hour or less.

(b) A person who is fifteen (15) years of age or older or who is under fifteen (15) years of age and is accompanied by an adult and who is operating a low-speed conveyance and approaching a controlled intersection with an illuminated red traffic control signal shall stop before entering the intersection and shall yield to all other traffic and pedestrians. Once the person operating a low-speed conveyance has yielded, the person operating a low-speed conveyance may cautiously proceed in the same direction through the intersection or make a right-hand turn. When a red traffic control signal is illuminated, a person operating a low-speed conveyance shall not proceed through the intersection or turn right if an oncoming vehicle is turning or preparing to turn left in front of the person operating a low-speed conveyance.

(c) A person who is fifteen (15) years of age or older or who is under fifteen (15) years of age and is accompanied by an adult and who is operating a low-speed conveyance approaching an intersection of a roadway with an illuminated red traffic control signal may make a left-hand turn only if turning onto a one-way street and only after stopping and yielding to other traffic and pedestrians. However, a person operating a low-speed conveyance shall not turn left if an oncoming vehicle is turning or preparing to turn right.

(2) This section supersedes any conflicting ordinance, but nothing in this section affects the validity of any ordinance that regulates the conduct of persons approaching controlled intersections and does not conflict with this section.

(3) This section does not diminish or alter the authority of the Colorado Department of Transportation or the state transportation commission, as those entities are defined in C.R.S. Section 43-1-102, regarding the department's or commission's authority to regulate motor vehicle traffic on any portion of the state highway system as defined in C.R.S. Section 43-2-101(1).

(4) This section does not create any right for a pedestrian or the operator of a low-speed conveyance to travel on any portion of a roadway where travel is

otherwise prohibited by state law or by an ordinance or resolution adopted by the City Council.

(5) As used in this section:

(a) "Controlled intersection" means an intersection of a roadway that is controlled by either a stop sign or a traffic control signal.

(b) "Low-speed conveyance" means:

(I) A vehicle, as defined in C.R.S. Section 42-1-102(112), that is not a motor vehicle, as defined in C.R.S. Section 42-1-102(58), a low-power scooter as defined in C.R.S. Section 42-1-102(48.5), or a low-speed electric vehicle, as defined in C.R.S. Section 42-1-102(48.6);

(II) A toy vehicle, as defined in C.R.S. Section 42-1-102(103.5), that is exclusively human-powered; or

(III) An electric personal assistance mobility device or EPAMD, as defined in C.R.S. Section 42-1-102(28.7), or a device that would be an electric personal assistance mobility device or EPAMD but for the fact that it has fewer or more than two wheels or has tandem wheels.

Introduced, considered favorably on first reading on March 3, 2026, and approved on second reading for final passage on April 7, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: April 17, 2026
Approving Attorney: Andrew Trevino

Exhibit: None

ORDINANCE NO. 019, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING SECTION 1503 OF THE FORT COLLINS TRAFFIC
CODE RELATING TO LANE FILTERING AND PASSING

A. On February 18, 2003, by Ordinance No. 016, 2003, the City Council adopted the Fort Collins Traffic Code (the "Traffic Code").

B. When City Council adopted the Traffic Code, it was with the understanding that the Traffic Code would most likely be subject to future amendments, not only to clarify and correct of errors, but also to ensure that the Traffic Code remains consistent with Colorado traffic laws.

C. In 2024, the Colorado General Assembly passed, and the Governor signed, Senate Bill 2024-079, amending the Colorado traffic laws to temporarily allow for drivers of motorcycles to overtake motor vehicles in the same lane, when stopped, if certain conditions are met. This provision of state law may become permanent should the General Assembly enact legislation before automatic repeal on September 1, 2027.

D. To help ensure the safety of motorcycle operators and other motorists, and to maintain consistency between the Traffic Code and state traffic laws, Fort Collins Police Services recommends that the Traffic Code be amended to add identical authorization for lane filtering and passing, when certain conditions are present, with an automatic repeal if the General Assembly does not make the provision permanent.

E. The City Council has determined that these Traffic Code amendments are in the best interests of the City and its residents.

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 1503 of the Fort Collins Traffic Code is hereby amended to read as follows:

1503. Operating motorcycles or low-power scooters on roadways laned for traffic.

...

(3) (a) The operator of a motorcycle shall not overtake or pass in the same lane occupied by the vehicle being overtaken.

(b) (l) Notwithstanding Subsection (2) and (3)(a) of this Section, the operator of a two-wheeled motorcycle may overtake or pass another motor vehicle in the same lane as the motorcycle if:

(A) The overtaken or passed motor vehicle is stopped;

- (B) The motor vehicles in the adjacent lanes, if the lanes are for the same direction of travel as the lane occupied by the two-wheeled motorcycle, are stopped;
 - (C) The operator of the two-wheeled motorcycle is on a road with lanes wide enough to pass safely;
 - (D) The passing motorcycle is driving at fifteen miles per hour or less; and
 - (E) Conditions permit prudent operation of the motorcycle while overtaking or passing.
- (II) When the motor vehicles that are being overtaken or passed by the two-wheeled motorcycle begin moving, the driver of the motorcycle shall cease overtaking or passing a motor vehicle pursuant to Subsection (3)(b)(I) of this Section.
- (III) A person overtaking or passing pursuant to this Subsection (3)(b) shall not overtake or pass:
- (A) on the right shoulder;
 - (B) to the right of a vehicle in the farthest right-hand lane if the highway is not limited access; or
 - (C) in a lane of traffic moving in the opposite direction.
- (IV) Should the Colorado General Assembly fail to make permanent the mirroring state equivalent of this section (3)(b) found at C.R.S. Section 42-4-1503(3)(b), this section (3)(b) will automatically be repealed, effective September 1, 2027. However, should the Colorado General Assembly make permanent the mirroring state equivalent of this section (3)(b) found at C.R.S. Section 42-4-1503(3)(b), this section shall remain effective unless repealed by action of the City Council.

...

Introduced, considered favorably on first reading on March 3, 2026, and approved on second reading for final passage on April 7, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: April 17, 2026
Approving Attorney: Andrew Trevino

Exhibit: None

ORDINANCE NO. 020, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING SECTION 239 OF THE FORT COLLINS TRAFFIC
CODE RELATING TO MISUSE OF A MOBILE ELECTRONIC
DEVICE

A. On February 18, 2003, by Ordinance No. 016, 2003, the City Council adopted the Fort Collins Traffic Code (the "Traffic Code").

B. When City Council adopted the Traffic Code, it was with the understanding staff and the City Council that the Traffic Code would most likely be subject to future amendments, not only to clarify and correct errors, but also to ensure that the Traffic Code remains consistent with Colorado traffic laws.

C. In 2024, the Colorado General Assembly passed, and the Governor signed, Senate Bill 2024-065, amending the Colorado traffic laws to regulate the use of electronic mobile devices for all drivers, not just drivers under the age of 18 years old.

D. To help ensure the safety of all drivers and to maintain consistency between the Traffic Code and state traffic laws, Fort Collins Police Services recommends that the Traffic Code be amended to include the General Assembly's updates.

E. The City Council has determined that these Traffic Code amendments are in the best interests of the City and its residents.

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 239 of the Fort Collins Traffic Code is hereby amended to read as follows:

239. Misuse of a mobile electronic device wireless telephones - definitions.

...

(b) *Hands-free accessory* shall mean an accessory with a feature or function that enables an individual to use a mobile electronic device without using either hand, except to activate, deactivate, or initiate the feature or function with a single touch or single swipe.

(c) (I) *Mobile electronic device* shall mean a handheld or portable electronic device capable of providing voice communication between two or more persons, amusement, or the wireless transfer of data.

(II) *Mobile electronic device* shall not include:

- (A) A radio, citizens band radio, or citizens band radio hybrid;
 - (B) A commercial two-way radio communication device or its functional equivalent.
 - (C) A subscription-based emergency communication device;
 - (D) A prescribed medical device;
 - (E) An amateur or ham radio device; or
 - (F) Systems that are designed for an installed within the vehicle's electronics, such as an in-vehicle security, navigation, communications, or remote diagnostics system.
- (d) *Operating a motor vehicle* shall mean driving a motor vehicle on a public highway, but *operating a motor vehicle* shall not mean maintaining the instrument of control while the motor vehicle is at rest in a shoulder lane or lawfully parked.
- (e) *Use* or *using* shall mean: ~~talking on or listening to a wireless telephone or engaging the wireless telephone for text messaging or other similar forms of manual data entry or transmission.~~
- (I) Physically holding a mobile electronic device in the driver's hand or pinning a mobile electronic device to a driver's ear to conduct a voice-based communication; except that an individual may use a speaker or other listening device that is built into protective headgear or a device or portion of a device that only covers all or a portion of one ear and that is connected to a wireless, handheld telephone;
 - (II) Watching a video or movie on a mobile electronic device, other than watching data related to the navigation of the motor vehicle; or
 - (III) Writing, sending, or reading text-based communication, including a text message, instant message, e-mail, or internet data, on a mobile electronic device; except that text-based communication does not include:

(A) A voice-based communication that is automatically converted by the mobile electronic device to be sent as a message in written form; or

(B) Communication concerning the navigation of a motor vehicle.

~~(d) Wireless telephone shall mean a telephone that operates without a physical, wireline connection to the provider's equipment. The term includes, without limitation, cellular and mobile telephones.~~

(2) No person under eighteen (18) years of age shall use a mobile electronic device ~~wireless telephone~~ while operating a motor vehicle.

(3) Except as specified in Subsection (4) of this Section, an individual shall not use a mobile electronic device while operating a motor vehicle. ~~No person shall use a wireless telephone for the purpose of engaging in text messaging or other similar forms of manual data entry or transmission while operating a motor vehicle.~~

(4) It is not a violation of Subsections (2) or (3) of this Section to use a mobile electronic device: ~~Subsection (2) or (3) of this Section shall not apply to a person who is using the wireless telephone:~~

(a) to contact a public safety entity; or

(b) during an emergency;

(c) When an employee or contractor of a utility is acting within the scope of the employee's or contractor's duties when responding to a utility emergency;

(d) When an employee or contractor of a city or county is acting within the scope of the employee's or contractor's duties as a code enforcement officer or animal protection officer; or

(e) During the performance of a first responder's official duties.

...

(6) (a) An operator of a motor vehicle shall not be cited for a violation of Subsection (2) of this Section unless the operator was under eighteen (18) years of age and a law enforcement officer saw the operator use a mobile electronic device ~~wireless telephone~~.

(b) An operator of a motor vehicle shall not be cited for a violation of Subsection (3) of this Section unless a law enforcement officer saw the operator use a mobile electronic device wireless telephone for the purpose of engaging in text messaging or other similar forms of manual data entry or transmission, in a manner that caused the operator to drive in a careless and imprudent manner, without due regard for the width, grade, curves, corners, traffic, and use of the streets and highways and all other attendant circumstances, as prohibited by Section 1402.

(7) This Section does not apply to an individual with a commercial driver's license who is operating a commercial vehicle.

(78) The provisions of this Section shall not be construed to authorize the seizure and forfeiture of a wireless telephone, unless otherwise provided by law.

~~(8) This Section does not restrict operation of an amateur radio station by a person who holds a valid amateur radio operator license issued by the Federal Communications Commission.~~

Introduced, considered favorably on first reading on March 3, 2026, and approved on second reading for final passage on April 7, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: April 17, 2026
Approving Attorney: Andrew Trevino

Exhibit: None

ORDINANCE NO. 021, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ADDING A NEW SECTION 1418 OF THE FORT COLLINS
TRAFFIC CODE RELATING TO DRIVING WITHOUT A CURRENT
DRIVER'S LICENSE

A. On February 18, 2003, by Ordinance No. 016, 2003, the City Council adopted the Fort Collins Traffic Code (the "Traffic Code").

B. When City Council adopted the Traffic Code, it was with the understanding that the Traffic Code would most likely be subject to future amendments, not only to clarify and correct errors, but also to ensure that the Traffic Code remains consistent with Colorado traffic laws.

C. Colorado Revised Statutes Section 42-2-101 requires that a driver of a motor vehicle have a currently issued driver's license from a State Department of Motor Vehicles to lawfully drive within the State of Colorado. It likewise requires that a driver have in their immediate possession, proof of the currently valid license while operating a motor vehicle.

D. To allow law enforcement to issue citations for Driving Without a Current Driver's License, and to maintain consistency between the Traffic Code and state traffic laws, Fort Collins Police Services recommends that the Traffic Code be amended to add identical violations for failing to driver without a current driver's license as the state.

E. The City Council has determined that these Traffic Code amendments are in the best interests of the City and its residents.

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 a new Section 1418 of the Fort Collins Traffic Code is hereby added to read as follows:

1418. Driving without a current driver's license - dismissal - penalties.

- (1) No person shall drive any motor vehicle upon a street, road or highway within the City unless such person has been issued a currently valid driver's or minor driver's license or an instruction permit by a State Department of Motor Vehicles.
- (2) No person who has been issued a currently valid driver's or minor driver's license or an instruction permit shall drive a type or general class of motor vehicle upon a street, road or highway within the City for which such person has not been issued the correct type or general class of license or permit.

- (3) No person who has been issued a currently valid driver's or minor driver's license or an instruction permit shall operate a motor vehicle upon a street, road or highway within the City without having such license or permit in such person's immediate possession.
- (4) A charge of a violation of subsection (3) of this section shall be dismissed by the court if the defendant elects not to pay the penalty assessment and, at or before the defendant's scheduled court appearance, exhibits to the court a currently valid driver's or minor driver's license issued to such person or an officially issued duplicate thereof if the original was lost, stolen or destroyed; provided that such currently valid driver's license or minor driver's license shall also have been valid on the date the defendant was issued the citation.
- (5) Any person who is convicted of violating subsection (3) of this section 1418 shall result in no points being assessed by the Colorado Department of Motor Vehicles against the driving privilege of the person receiving such conviction.
- (6) (a) Any person who is convicted of violating subsection (1) or (2) of this section 1418 shall result in the assessment by the Colorado Department of Motor Vehicles of three (3) points against the driving privilege of the person receiving such conviction.
- (b) A second or subsequent conviction under subsection (1) or (2) of this section 1418, when a person receiving such conviction has not subsequently obtained a valid driver's license or the correct type or general class of license, shall result in the assessment by the Department of Motor Vehicles of six (6) points against the driving privilege of the person receiving such second or subsequent conviction.

Introduced, considered favorably on first reading on March 3, 2026, and approved on second reading for final passage on April 7, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: April 17, 2026
Approving Attorney: Andrew Trevino

Exhibit: None

ORDINANCE NO. 022, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING SECTION 1209 AND SECTIONS 1221 THROUGH
1227 OF THE FORT COLLINS TRAFFIC CODE RELATING TO
PARKING ENFORCEMENT PROCEDURES

A. On February 18, 2003, by Ordinance No. 016, 2003, the City Council adopted the Fort Collins Traffic Code (the "Traffic Code").

B. When City Council adopted the Traffic Code, it was with the understanding that the Traffic Code would most likely be subject to future amendments to clarify and correct errors and to ensure that the Traffic Code remains consistent with Colorado traffic laws.

C. Traffic Code Section 1209, which establishes procedures for the enforcement of parking violations, contains outdated language referencing a program in which the City no longer participates and includes ambiguous provisions regarding the enforcement of parking violations against rental car companies.

D. Traffic Code Sections 1221 through 1227 contain unclear and outdated requirements related to parking fees in parking garages and surface lots operated by the City, which do not reflect modern technology, operational practices, or procedures utilized by Parking Services.

E. To help provide clearer, more transparent guidance to the public, Staff recommends that the Traffic Code be amended to align with current Parking Services procedures, practices, and technology by updating outdated and ambiguous language governing the enforcement of parking violations and parking fee requirements in City parking garages and surface lots.

F. The City Council has determined that these Traffic Code amendments are in the best interests of the City and its residents.

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 1209 of the Traffic Code of the City of Fort Collins is hereby amended to read as follows:

1209. Notice and procedure for parking violations.

- (1) Whenever any motor vehicle ~~without a driver~~ is found parked or stopped in violation of any of the parking, standing or stopping provisions of this Traffic Code, an authorized person or officer finding such vehicle shall take its registration, license plate or vehicle identification number and any other

information displayed on the vehicle which may identify its user. Except as otherwise provided for below, such person or officer shall conspicuously affix to the vehicle a penalty assessment notice directing the driver to respond and answer the charge at a place and time specified in said notice.

- (a) ~~With respect to violations of Section 1208, any citizen participating in the City's Handicap Parking Enforcement Program who finds a vehicle parked or stopped in violation of Section 1208(5) or (9) may take its registration number, license plate or vehicle identification number, a photograph, record any other information displayed on the vehicle which may identify its owner(s) and conspicuously affix to the vehicle a notice of violation informing the driver that he or she is being investigated for a violation of handicap parking restrictions. The program participant shall thereafter, within seven (7) days, deliver the information, photograph and a copy of the notice to a Parking Services or Fort Collins Police Services officer. Upon receipt of the information from the program participant, a parking services or police officer shall review said information and make further inquiry regarding the owner of the vehicle in violation, and if appropriate, shall serve a penalty assessment notice by mail to the registered owner of the vehicle directing the owner to respond and answer the charge at a place and time specified in said notice.~~
- (b) ~~With respect to violations of Section 1227, any person who fails to return and pay a parking fee shall be mailed a citation directing him or her to respond and answer the charge at a place and time specified in the citation.~~
- (2) In any prosecution charging a violation of any provision of this Part 12, proof that the particular vehicle described in the notice was parked or stopped in violation of such provision, together with proof that the defendant named in the notice was at the time of such violation the registered owner of the vehicle, shall constitute prima facie evidence that the registered owner was the person who parked or stopped the vehicle at the time and place of the violation.
- (3) **If the registered owner of a motor vehicle involved in a traffic code violation under traffic regulations adopted by the City is engaged in the business of leasing or renting motor vehicles, the registered owner remains liable for payment of the civil penalty even if the registered owner was not driving the motor vehicle but may obtain payment from the lessor or renter of the motor vehicle and forward the payment to the City.**~~In addition to any other liability provided for in this Traffic Code, the owner of a motor vehicle who is engaged in the business of leasing or renting motor vehicles is liable for payment of a parking violation fine unless the owner of the leased or rented~~

~~motor vehicle can furnish sufficient evidence that the vehicle was, at the time of the parking violation, in the care, custody or control of another person. To avoid liability for payment, the owner of the motor vehicle is required, within a reasonable time after notification of the parking violation, to furnish to the prosecutorial division of the appropriate jurisdiction the name and address of the person or company who leased, rented or otherwise had the care, custody or control of such vehicle. As a condition to avoid liability for payment of a parking violation, any person or company who leases or rents motor vehicles to another person shall attach to the leasing or rental agreement a notice stating that, pursuant to the requirements of this Section, the operator of the vehicle is liable for payment of a parking violation fine incurred when the operator has the care, custody or control of the motor vehicle. The notice shall inform the operator that the operator's name and address shall be furnished to the prosecutorial division of the City when a parking violation fine is incurred by the operator.~~

- (4) If the driver or owner of a motor vehicle charged with a violation of any parking, standing or stopping provision of this Traffic Code fails to respond to a penalty assessment notice affixed to such vehicle or mailed to him or her, by appearance or payment at the Office of Parking Services or Municipal Court, the Clerk of the Court or Parking Services Office ~~may~~ shall send another notice by mail to the registered owner of the vehicle to which the original notice was affixed, warning him or her that a default judgment may enter and, in addition, in the event ~~that either~~ such notice is disregarded for a period of twenty (20) days from the date of ~~citation~~ mailing, the vehicle is subject to immobilization and the procedures described in Part 18 of this Traffic Code.
- (5) Any person charged with a parking, stopping or standing violation under this Traffic Code for which a penalty assessment notice may be issued and for which payment of a fine may be made to the Parking Services Office shall have the option of paying such fine within the date, time and at a place specified in the penalty assessment notice upon entering a plea of guilty and upon waiving appearance in court; or may have the option of depositing any required lawful bail, and upon a plea of not guilty shall be entitled to a hearing before the Parking Services Referee ~~or Judge~~.
- (a) Payment of a penalty assessment notice by the person to whom the notice is served shall constitute an acknowledgment of guilt by such person of his or her violation of the offense stated in such notice.
- (b) Payment of the prescribed fine shall be deemed a complete satisfaction for the violation, and the Parking Services Office, upon accepting the prescribed fine, shall issue a receipt to the violator

acknowledging payment thereof. Checks tendered and accepted and on which payment is received shall be deemed sufficient receipt.

Section 2. Section 1221 of the Traffic Code of the City of Fort Collins is hereby amended to read as follows:

1221. ~~Parking meter zones.~~ Paid parking; definitions.

(1) Wherever **paid** parking meter zones have **has** been established ~~on streets or in parking areas~~ **garages or surface lots** regulated by the City, the parking of vehicles at places, ~~streets or parts of streets~~ so designated shall be controlled by ~~parking meters~~ **Sections 1221 through 1227** between the hours and on the days ~~declared in said schedules or records and specified~~ on authorized **paid** parking meter signs or legends.

(2) **The following definitions shall apply in Sections 1221 through 1227:**

Fee enforcement period shall mean the days and hours when the requirement to initiate a parking session shall apply to a particular paid parking garage or surface lot.

Parking session shall mean the time period during which a specified vehicle has been permitted, through the use of a payment method, to park in a paid parking garage or surface lot to which the parking session has been designated to apply.

Payment method shall mean any device or online or mobile application capable of initiating a parking session by accepting payment for the fee required to park in a particular paid parking garage or surface lot.

Section 3. Section 1222 of the Traffic Code of the City of Fort Collins is hereby deleted in its entirety and replaced with the following:

~~1222. Parking meters.~~

~~(1) Parking meters installed in parking meter zones established as provided in this Traffic Code shall be so designed, constructed, installed and set as to meet the following conditions:~~

~~(a) Said meters shall be capable of being operated, either automatically or mechanically, upon the deposit therein of one (1) or more coins of United States currency or authorized tokens, for the full period of time for which parking is lawfully permitted in any such parking meter zone or, in lieu thereof, for an appropriate fractional period of time.~~

- (b) ~~Upon the expiration of the time period registered by the deposit of one (1) or more coins or authorized tokens as provided herein, said meters will indicate by an appropriate signal that the lawful parking meter period has expired and during said period of time and prior to the expiration thereof, will indicate the interval of time which remains of such period.~~
- (c) ~~Each parking meter shall bear thereon an authorized sign or message clearly legible indicating the days and hours when the requirement to deposit coins or tokens therein shall apply, the value of the coins or tokens to be deposited and the limited period of time for which parking is lawfully permitted in the parking meter zone in which such meter is located.~~

1222. Initiating parking sessions.

- (1) A parking session must be initiated immediately upon parking a vehicle in a paid parking garage or surface lot.
- (2) A parking session for a paid parking garage or surface lot may be initiated using any payment method for that paid parking garage or surface lot.
- (3) Initiation of a parking session for a paid parking garage or surface lot requires payment of the fee indicated on the payment method selected.
- (4) If a parking session is scheduled to expire while the paid parking garage or surface lot is still in use, a new parking session may be initiated using any of the payment methods subject to any time restriction established for the paid parking garage or surface lot. No person shall park or direct another person to park a vehicle in a paid parking garage or surface lot for a period in excess of any time restriction established.

Section 4. Section 1223 of the Traffic Code of the City of Fort Collins is hereby amended to read as follows:

1223. Parking meter spaces. Identification of paid parking.

- (1) A paid parking garage or surface lot ~~Parking meter spaces shall be of appropriate length and width as determined by an engineering and traffic investigation and may be designated by appropriate markings upon the curb, sidewalk, or off-street location. and/or pavement of the street.~~
- (2) A paid parking garage or surface lot shall be identified with an authorized sign or message clearly legible from the garage or surface lot. Such signage shall indicate the fee enforcement period and the limited period of time for

which parking is lawfully permitted in the paid parking garage or surface lot. Every vehicle shall be parked wholly within a metered space with the front end or front portion of such vehicle immediately opposite the parking meter for such space.

- (3) — Except where prohibited by other provisions of this Traffic Code, a vehicle which is of a size too large to be parked within a single parking meter space shall be permitted to occupy two (2) adjoining parking meter spaces when coins or tokens shall have been deposited in the parking meter for each space so occupied as is required in this Traffic Code for the parking of other vehicles in such space.

Section 5. Section 1224 of the Traffic Code of the City of Fort Collins is hereby deleted in its entirety and held in reserve.

1224. Reserved. Deposit of coins or tokens and time limits.

- (1) — No person shall park a vehicle in any parking space upon a street, alongside of and next to which a parking meter has been installed during the restricted and regulated time applicable to the parking meter zone in which such meter is located unless a coin or coins of United States currency or authorized tokens of the appropriate government agency therein, shall have been previously deposited therein for an unexpired interval of time, and said meter has been placed in operation.
- (2) — No person shall deposit or attempt to deposit in any parking meter any slug, button or any other device or substance as substitutes for coins of United States currency or authorized tokens, and no person shall deposit any lawful coin or authorized token that is bent, cut, torn, battered or otherwise misshapen.
- (3) — No person shall permit a vehicle within his or her control to be parked in any such parking meter space during the restricted and regulated time applicable to the parking meter zone in which such meter is located while the parking meter for such space indicates by signal that the lawful parking time in such space is expired. This provision shall not apply to the act of parking or the necessary time which is required to deposit immediately thereafter coins or tokens in such meter.
- (4) — No person shall park a vehicle in any such parking meter space for consecutive periods of time longer than that limited period of time for which parking is lawfully permitted in the parking meter zone in which such meter is located, irrespective of the number or amount of the coins or tokens deposited in such meter.

- (5) ~~A vehicle may be parked in a parking meter space without operation of the meter on Sundays, on holidays as defined in this Traffic Code, and during those hours of the day when the requirement to deposit coins or tokens does not apply as determined from the parking meter sign or legend.~~
- (6) ~~The provisions of this Section shall not relieve any person from the duty to observe other and more restrictive provisions of this Traffic Code prohibiting or limiting the stopping, standing or parking of vehicles in specified places, at specified times or in a specified manner.~~

Section 6. Section 1225 of the Traffic Code of the City of Fort Collins is hereby amended to read as follows:

1225. Tampering with parking meter payment methods.

- (1) No person shall deface, injure, tamper with, open or willfully break, destroy or impair the usefulness of any parking meter payment method.
- (2) No person, firm or corporation shall place any sack or covering over, upon or around any parking meter head, remove any parking meter head payment method, block or obscure any payment method, or otherwise indicate or show that said meter payment method is inoperative or inapplicable without proper authority to do so.

Section 7. Section 1226 of the Traffic Code of the City of Fort Collins is hereby amended to read as follows:

1226. Removal of chalk from tires.

No person shall knowingly erase, rub off or otherwise remove the chalk markings used by pPolice, eCommunity sService or pParking sServices eOfficers to determine the length of time a particular vehicle has remained in a parking space.

Section 8. Section 1227 of the Traffic Code of the City of Fort Collins is hereby amended to read as follows:

1227. Failure to pay parking structure or surface lot fees.

- (1) ~~A person shall not take or drive a vehicle out of a City-operated parking structure or surface lot or any space for which payment for parking is required without paying the parking fee.~~ No vehicle shall be parked in a paid parking garage or surface lot during the fee enforcement period outside of an appropriate parking session meeting the criteria identified in subparagraph (2). This provision shall not apply to the act of parking or the

necessary time which is required to initiate a parking session via the payment method selected.

- (2) ~~If the person cannot pay the parking fee upon exiting the parking structure or surface lot at which a parking services attendant is present, said person shall sign and provide the attendant with a written promise to return within forty eight (48) hours to pay the parking fee. If the parking fee is not paid within forty eight (48) hours, a citation for failure to pay the parking fee shall be mailed to the registered owner of the offending vehicle pursuant to Section 1209 of this Traffic Code.~~ For the purposes of subparagraph (1), a parking session is only appropriate if:
- (a) The parking session is initiated immediately upon parking in a paid parking garage or surface lot,
 - (b) The parking session is initiated using a payment method for the paid parking garage or surface lot in which the parked vehicle is located,
 - (c) The parking session is associated with the license plate(s) affixed to the parked vehicle, and
 - (d) The parking session is active and not expired.
- (3) In a paid parking garage or surface lot where egress and exit is controlled by a gated system, a person shall not take or drive a vehicle out of the paid parking zone or area without paying the parking fee.
- (4) No vehicle shall be parked in a paid parking garage or surface lot during a fee enforcement period ~~space regulated by a pay station~~ without paying the parking fee indicated on the ~~pay station~~ payment method selected, nor shall any vehicle be parked in excess of the time of the parking session(s) purchased from a pay station, except during those times indicated on the ~~pay station when payment is not required~~ as outside the fee enforcement period.
- (5) No person shall deposit or attempt to deposit in any payment method any slug, button, or any other device or substance as substitutes for bills or coins of United States currency, and no person shall deposit any lawful bill or coin that is bent, cut, torn, battered or otherwise misshapen.
- (6) A parking session shall not be required to park a vehicle in a paid parking garage or surface lot on Sundays, on holidays as defined in this Traffic Code, and during those hours of the day outside the fee enforcement period applicable to that paid parking garage or surface lot.

(7) Failure to pay the fine for a ~~"failure to pay"~~ citation issued under this section may subject the vehicle to immobilization and impoundment pursuant to Part 18 of this Traffic Code.

(8) The provisions of this section shall not relieve any person from the duty to observe other and more restrictive provisions of this Traffic Code prohibiting or limiting the stopping, standing or parking of vehicles in specified places, at specified times or in a specified manner.

Section 9. The City Attorney and the City Clerk are hereby authorized to modify the formatting and to make such other amendments to this Ordinance as necessary to facilitate publication in the Fort Collins City Code; provided, however, that such modifications and amendments shall not change the substance of the Code provisions.

Introduced, considered favorably on first reading on March 3, 2026, and approved on second reading for final passage on April 7, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: April 17, 2026
Approving Attorney: Madelene Shehan

Exhibit: None

File Attachments for Item:

9. Items Related to the FY24 Safe Streets and Roads for All Grant.

A. Resolution 2026-024 Authorizing the Mayor to Sign a Grant Agreement with the Federal Highway Administration under the Fiscal Year 2024 Safe Streets and Roads for All Grant Program.

B. First Reading of Ordinance No. 023, 2026, Making a Supplemental Appropriation and Authorizing Transfers of Appropriations for the Safe Streets and Roads for All Grant Program.

The purpose of this item is to support the City in expanding on the City's current Active Modes Plan and Vision Zero Plan, specifically through:

Supplemental Planning Projects

An audit of standards and policies to identify and amend plans, codes and standards to align with City's Active Modes Plan and Vision Zero Action Plan, and

Harmony Road Study to develop conceptual plans to mitigate speed related risks and reduce severe crashes, with an emphasis on vulnerable road users.

Demonstration project on Lake Street to evaluate modifications for safer and more predictable travel for all modes.

The Resolution authorize the Mayor to sign the Intergovernmental Agreement (IGA) with the Federal Highway Administration to receive grant funding to support the above-mentioned project activities.

The Ordinance will appropriate \$1,739,944 in federal funds from the FY24 SS4A grant program and \$367,570 in local funds and in-kind staff time to go toward the local match requirement.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Dana Hornkohl, Director, Engineering
 Cortney Geary, Manager, FC Moves
 Rachel Ruhlen, Planner, FC Moves
 Carisa Clinton, Senior Grants Analyst, Finance

SUBJECT

Items Related to the FY24 Safe Streets and Roads for All Grant.

EXECUTIVE SUMMARY

A. Resolution 2026-024 Authorizing the Mayor to Sign a Grant Agreement with the Federal Highway Administration under the Fiscal Year 2024 Safe Streets and Roads for All Grant Program.

B. First Reading of Ordinance No. 023, 2026, Making a Supplemental Appropriation and Authorizing Transfers of Appropriations for the Safe Streets and Roads for All Grant Program.

The purpose of this item is to support the City in expanding on the City's current Active Modes Plan and Vision Zero Plan, specifically through:

- Supplemental Planning Projects
 - An audit of standards and policies to identify and amend plans, codes and standards to align with City's Active Modes Plan and Vision Zero Action Plan, and
 - Harmony Road Study to develop conceptual plans to mitigate speed related risks and reduce severe crashes, with an emphasis on vulnerable road users.
- Demonstration project on Lake Street to evaluate modifications for safer and more predictable travel for all modes.

The Resolution authorize the Mayor to sign the Intergovernmental Agreement (IGA) with the Federal Highway Administration to receive grant funding to support the above-mentioned project activities.

The Ordinance will appropriate \$1,739,944 in federal funds from the FY24 SS4A grant program and \$367,570 in local funds and in-kind staff time to go toward the local match requirement.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution and Ordinance on First Reading.

BACKGROUND / DISCUSSION

Resolution for Grant Agreement with the Federal Highway Administration

The Resolution authorizes the Mayor to execute an IGA with the Federal Highway Administration (attached to the Resolution as Exhibit A) to secure SS4A grant funding in support of an audit of the standards and policies, the Harmony Road study, and a demonstration project on Lake Street. The City is required to contribute \$439,986 in local funds and in-kind staff time to meet the 20% cost-share requirement of the SS4A grant. \$72,416 of the cost-share requirement will be met through in-kind indirect costs.

Ordinance for Making Supplemental Appropriations

The Ordinance includes the following actions:

- Appropriate \$1,739,944 of unanticipated grant revenue from the FY24 SS4A program, and
- Appropriate \$367,570 of local funds from CCIP and in-kind City staff time to go toward the required cost share (local match) for the grant.

CITY FINANCIAL IMPACTS

This item appropriates \$2,107,514 in funding to support an audit of the standards and policies, the Harmony Road study, and a demonstration project on Lake Street. Specifically:

- \$1,739,944 of unanticipated grant revenue from the FY24 SS4A program, and
- \$185,765 of local funds from Bike CCIP, and
- \$36,155 of local funds from Pedestrian CCIP, and
- \$36,155 of local funds from Arterial Intersection and Streetscape Improvements CCIP, and
- \$109,495 of local funds from Fund 292 for FC Moves in-kind staff effort.

The remaining \$72,416 required for the local match will be met through in-kind indirect costs.

The grant from the Federal Highway Administration is a reimbursement type grant, meaning Capital Projects Fund expenses will be reimbursed up to \$1,739,944.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

An audit of the standards and policies, the conceptual plans to be delivered with the Harmony Road Study, and the Lake Street demonstration project will further realization of recommendations included in the Active Modes Plan (AMP) and Vision Zero Action Plan (VZAP). AMP goals, adopted by Council in December 2022, are 50% active mode share and eliminate active mode fatalities and serious injuries by 2032. VZAP goal, adopted by Council in March 2023, is no traffic deaths and serious injuries by 2032.

PUBLIC OUTREACH

Staff will coordinate with the Communications and Public Involvement Office to develop and implement an engagement plan for an audit of standards and policies, the Harmony Road study, and the Lake Street demonstration project.

ATTACHMENTS / LINKS

1. Resolution 2026-024
2. Ordinance No. 023, 2026

RESOLUTION 2026-024
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AUTHORIZING THE MAYOR TO SIGN A GRANT AGREEMENT WITH THE FEDERAL
HIGHWAY ADMINISTRATION UNDER THE FISCAL YEAR 2024 SAFE STREETS
AND ROADS FOR ALL GRANT PROGRAM

A. FC Moves in collaboration with Engineering applied for and was awarded \$1,739,944 in Fiscal Year 2024 (FY24) Safe Streets and Roads for All (SS4A) grant program funding from the Federal Highway Administration to support the City in expanding on the City's current Active Modes Plan (50% active mode share and eliminate active mode fatalities and serious injuries by 2032) and Vision Zero Plan (no traffic deaths or serious injuries by 2032), specifically through an Audit of Standards and Policies, a Harmony Road Study, and the Lake Street Demonstration Project (the "Projects").

B. The Audit of Standards and Policies will identify and amend standards and policies in City plans, codes and manuals to align with the City's Active Modes Plan and Vision Zero Action Plan.

C. The Harmony Road Study will develop concepts to mitigate speed-related risks and reduce severe crashes involving vulnerable road users along a designated four-mile section of Harmony Road from John F. Kennedy Parkway to the West of I-25 Frontage Road.

D. The Lake Street Demonstration Project will evaluate modifications for safer and more predictable travel on Lake Street that runs through Colorado State University from Shields Street to College Ave. Proposed modifications will be developed through community engagement and demonstrations with paint, post, signs and other temporary measures.

E. The FY24 SS4A grant program requires a 20% non-federal match.

F. The Federal Highway Administration has proposed an intergovernmental agreement ("IGA") to enable the City to receive grant funding to support the Projects (Exhibit A).

G. Colorado Revised Statutes Section 29-1-203 provides that governments may cooperate or contract with one another to provide certain services or facilities when the cooperation or contracts are authorized by each party thereto with the approval of its legislative body or other authority having the power to so approve.

H. Article II, Section 16 of the City Charter empowers the City Council, by ordinance or resolution, to enter into contracts with governmental bodies to furnish governmental services and make charges for such services, or enter into cooperative or joint activities with other governmental bodies.

I. City Code Section 1-22 requires the City Council to approve IGAs that require the City to make a direct, monetary payment over \$50,000, and the proposed IGA requires the City to provide local match in the amount of \$439,986.

J. The City Council has determined that this IGA with the Federal Highway Administration is in the best interests of the City and that the Mayor be authorized to execute the IGA between the City and Federal Highway Administration in support thereof.

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

Section 1. The City Council authorizes the Mayor to execute, on behalf of the City and upon completion of any necessary appropriations for the Project, an intergovernmental agreement with the Federal Highway Administration relating to the Fiscal Year 2024 Safe Streets and Roads for All grant program, in substantially the form attached hereto as Exhibit A, with such additional or modified terms and conditions as the City Manager, in consultation with the City Attorney, determines to be necessary and appropriate to protect the interests of the City or effectuate the purposes of this Resolution.

Section 2. The City Council hereby authorizes the City Manager to approve and execute future amendments to the intergovernmental agreement with the Federal Highway Administration relating to the Fiscal Year 2024 Safe Streets and Roads for All grant program that the City Manager, in consultation with the City Attorney, determines to be necessary and appropriate to facilitate completion of the projects made possible through the Fiscal Year 2024 Safe Streets and Roads for All grant, so long as such amendments do not increase the cost of the projects, substantially modify the purposes of the intergovernmental agreement, increase the allocation or amount of funding for the projects funded by the City, or otherwise increase the obligations and responsibilities of the City as set forth in this intergovernmental agreement.

Passed and adopted on March 3, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: March 3, 2026
Approving Attorney: Madelene Shehan

Exhibit: Exhibit A – U.S. Department of Transportation Grant Agreement Under the
Fiscal Year 2024 Safe Streets and Roads For All Grant Program

- 1. Federal Award No.**
693JJ32640011
- 2. Effective Date**
See No. 16 Below
- 3. Assistance Listings No.**
20.939
- 4. Award To**
City of Fort Collins
300 Laporte Ave
Fort Collins, CO 80521-2719
- 5. Sponsoring Office**
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590
- Unique Entity Id.: VEJ3BS5GK5G1
TIN No.: 84-6000587
- 6. Period of Performance**
Effective Date of Award – 36 months
- 7. Total Amount**
- | | |
|----------------------|-------------|
| Federal Share: | \$1,739,944 |
| Recipient Share: | \$ 439,986 |
| Other Federal Funds: | \$ 0 |
| Other Funds: | \$ 0 |
| Total: | \$2,179,930 |
- 8. Type of Agreement**
Grant
- 9. Authority**
Section 24112 of the Infrastructure Investment and Jobs Act
(IIJA, Pub. L. 117–58, November 15, 2021)
- 10. Procurement Request No.**
HSA250242PR
- 11. Federal Funds Obligated**
Base Phase: Pre-NEPA: \$41,654
- 12. Submit Payment Requests To**
See Article 5.
- 13. Accounting and Appropriations Data**
15X0174E50.0000.055SR30500.55920000.41010.61006600
- 14. Description of the Project**
- 1) Supplemental Planning Projects
 - (a) Audit of Standards and Policies to identify and amend plans, codes and manuals to align with City’s Action Plan and Harmony Road Study.
 - (b) To develop concepts to mitigate speed related risks and reduce severe crashes involving vulnerable road users.
 - 2) Demonstration project on Lake Street to evaluate modifications for safer and more predictable travel.

RECIPIENT**15. Signature of Person Authorized to Sign**

Signature Date
Name: Emily Francis
Title: Mayor, City of Fort Collins

FEDERAL HIGHWAY ADMINISTRATION**16. Signature of Agreement Officer**

Signature Date
Name: Veronica R. Jacobson
Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT UNDER THE
FISCAL YEAR 2024 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the United States Department of Transportation’s (the “USDOT”) Federal Highway Administration (the “FHWA”) and the City of Fort Collins (the “Recipient”).

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All (“SS4A”) Grant for the Fort Collins Codes and Standards Audit, Harmony Road Corridor Planning, and Lake Street Demonstration Project.

The parties therefore agree to the following:

ARTICLE 1
GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2024 Safe Streets and Roads for All (“SS4A”) Grant Program,” dated November 4, 2025, which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements> under “Fiscal Year 2024.” Articles 7–33 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (IIJA, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

ARTICLE 2
APPLICATION, PROJECT, AND AWARD

2.1 Application.

Application Title: Fort Collins Codes and Standards Audit, Harmony Road Corridor Planning, and Lake Street Demonstration Project

Application Date: May 16, 2024

2.2 Award Amount.

SS4A Grant Amount: \$1,739,944

2.3 Federal Obligation Information.

Federal Obligation Type: Multiple

Obligation Condition Table		
Phase the Project	Allocation of the SS4A Grant	Obligation Condition
Base Phase: Demo Preliminary Engineering & NEPA	\$41,654	
Option Phase 1: Planning and Final Design	\$958,307	<p>The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the final design and construction of an Implementation Project unless and until:</p> <ol style="list-style-type: none"> (1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) (“NEPA”), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) (“NHPA”), and any other applicable environmental laws and regulations have been met; and (2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete; and (3) FHWA has obligated additional funds for this phase and notified the Recipient in writing that the Recipient may proceed to the next activity after NEPA approval, and the Recipient has acknowledged receipt in writing of FHWA’s notification. Recipient shall not proceed with any such activities until (2) and (3) as described in this section are met. Costs that are incurred before (2) and (3) as described in this section are met are not allowable costs under this agreement.

Obligation Condition Table		
Phase the Project	Allocation of the SS4A Grant	Obligation Condition
		Extent of activities that are permissible before NEPA is complete are those activities constituting “preliminary design” as specified in FHWA Order 6640.1A.
Option Phase 2: Construction	\$739,983	<p>The Recipient shall not expend any funds (Federal or non-Federal) for, seek reimbursement of eligible costs, or otherwise begin any part of the construction or final design and construction of a Project unless and until:</p> <p>(1) The requirements of the National Environmental Policy Act (42 U.S.C. § 4321 et seq.) (“NEPA”), Section 106 of the National Historic Preservation Act (16 U.S.C. § 470f) (“NHPA”), and any other applicable environmental laws and regulations have been met; and</p> <p>(2) FHWA, or a State with applicable NEPA Assignment authority, has approved the NEPA document for the Project and provided the Recipient with a written notice that the environmental review process is complete; and</p> <p>(3) FHWA has obligated additional funds for this phase and notified the Recipient in writing that the Recipient may proceed to the next activity after NEPA approval, and the Recipient has acknowledged receipt in writing of FHWA’s notification. Recipient shall not proceed with any such activities until (2) and (3) as described in this section are met. Costs that are incurred before (2) and (3) as described in this section are met are not allowable costs under this agreement.</p> <p>Extent of activities that are permissible before NEPA is complete are those activities constituting “preliminary design” as specified in FHWA Order 6640.1A.</p>

2.4 Budget Period.

Base Phase Budget Period: Effective Date of Award to January 26, 2029

Option Phase 1 Budget Period: Reserved

Option Phase 2 Budget Period: Reserved

2.5 Grant Designation.

Designation: Planning and Demonstration

**ARTICLE 3
SUMMARY PROJECT INFORMATION**

3.1 Summary of Project’s Statement of Work.

Planning and Demonstration Narrative:

The project will be completed in three phases.

The Audit of Standards and Policies will identify and amend standards and policies in City of Fort Collins plans, codes and manuals to align with City of Fort Collins’ Action Plan. The Harmony Road Study will develop concepts to mitigate speed related risks and reduce severe crashes involving vulnerable road users along a designated 4-mile section of Harmony Road from John F. Kennedy Pkwy to the West of I-25 Frontage Road. The demonstration project on Lake Street that runs through Colorado State University from Shields Street to College Ave will evaluate modifications to make the street safer and more predictable. Proposed modifications will be developed through community engagement and demonstrations with paint, post, signs and other temporary measures.

Base Phase: Preliminary Engineering & NEPA: Includes all work associated with preparation of NEPA clearance documentation associated with the Lake Street Demonstration project, including associated community engagement activities for development of temporary demonstrations measures.

Option Phase 1: Supplemental Planning, Final Design of demonstration activities, Right-of-Way, and Utility Relocation:

Includes all work associated with both Supplemental Planning activities, including community engagement; review and evaluation of codes, policies and regulations; countermeasures development; development of recommended actions; informing key stakeholder groups and City Council; and incorporation of developed updates to plans. Also includes final design for the Lake Street Demonstration project.

Option Phase 2: Construction: Demonstration construction

3.2 Project’s Estimated Schedule.

Demonstration Activity Schedule

Milestone	Schedule Date
Planned NEPA Completion Date:	07/31/2026
Planned Construction Substantial Completion and Open to Public Use Date:	07/31/2028
Planned SS4A Final Report Date:	01/26/2029

Supplemental Planning Schedule

Milestone	Schedule Date
Planned Final Plan Publicly Available Date:	10/31/2028
Planned SS4A Final Report Date:	01/26/2029

3.3 Project’s Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$1,739,944
Other Federal Funds:	\$0
State Funds:	\$0
Local Funds:	\$434,986
In-Kind Match:	\$0
Other Funds:	\$0
Total Eligible Project Cost:	\$2,174,930

(b) Cost Classification Table – For Planning and Demonstration Grants with demonstration activities and Implementation Grants Only

Cost Classification	Total Costs	Non-SS4A Previously Incurred Costs	Eligible Costs
Administrative and legal expenses	\$582,639	\$0	\$582,639
Architectural and engineering fees	\$641,272	\$0	\$641,272
Construction	\$951,019	\$0	\$951,019
Project Total	\$2,174,930	\$0	\$2,174,930

(c) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR part 200 and the Recipient’s approved Budget Application. In the event the Recipient’s indirect cost rate changes, the Recipient will notify FHWA of the planned adjustment and provide supporting documentation for such adjustment. This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient’s indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

**ARTICLE 4
CONTACT INFORMATION**

4.1 Recipient Contact(s).

Dana Hornkohl
Director, Civil Engineering
City of Fort Collins
281 N. College Ave., Fort Collins, CO 80524
(970) 416-2719

4.2 Recipient Key Personnel.

Name	Title or Position
Cortney Geary	Manager, Active Modes
Rachel Ruhlen	Planner, Transportation
Carisa Clinton	Senior Grants Analyst
Alexis Coppello	Grants Accountant

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: W52-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
Federal Highway Administration
Office of Competitive Grants and Workforce Programs
HACG-30, Mail Stop W51-232
1200 New Jersey Avenue, S.E.
Washington, DC 20590
HCFASS4A@dot.gov

and

Division Administrator – Colorado
Agreement Officer’s Representative (AOR)
12300 W. Dakota Avenue, Suite 180
Lakewood, CO 80228
CO-DIV@dot.gov

and

Ajin Hu
FHWA Colorado Division Office Lead Point of Contact
Grants Program Manager & Region 2 Area Engineer
12300 W. Dakota Avenue, Suite 180
Lakewood, CO 80228
(720) 963-3071
ajin.hu@dot.gov

and

Armando Henriquez
FHWA Colorado Division Office
Region 4 Area Engineer/MUTCD + Design PM
12300 W. Dakota Avenue, Suite 180
Lakewood, CO 80228
(720) 963-3031
armando.henriquez@dot.gov

ARTICLE 5 USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Competitive Grants and Workforce Programs

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the “AO”) are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

In accordance with 2 CFR 200.308(f)(6), the recipient or subrecipient shall obtain prior written approval from the USDOT agreement officer for the subaward, if the subaward activities were not proposed in the application or approved in the Federal award. This provision is in accordance with 2 CFR 200.308 (f) (6) and does not apply to procurement transactions for goods and services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

N/A

5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer's Representative (the "AOR") may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the AOR reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) In the rare instance the Recipient is unable to receive electronic funds transfers (EFT), payment by EFT would impose a hardship on the Recipient because of their inability to manage an account at a financial institution, and/or the Recipient is unable to use the DELPHI iSupplier System to submit their requests for disbursement, the FHWA may waive the requirement that the Recipient use the DELPHI iSupplier System. The Recipient shall contact the Division Office Lead Point of Contact for instructions on and requirements related to pursuing a waiver.
- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6 SPECIAL GRANT TERMS

- 6.1 SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.
- 6.2 The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the

ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.

- 6.3** SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.
- 6.4** The Recipient of a Planning and Demonstration Grant acknowledges that the Supplemental Action Plan will be made publicly available and agrees that it will publish the final Supplemental Action Plan a publicly available website.
- 6.5** The Recipient of a Planning and Demonstration Grant that involves a demonstration activity agrees to provide an assessment of each demonstration activity and update the existing Action Plan, which will incorporate the information gathered in the Action Plan's list of projects or strategies and/or inform another part of the existing Action Plan. The Recipient also agrees that demonstration activities are temporary in nature and must be removed and/or ended following the conclusion of the project if the assessment of the demonstration activities does not affirm that the activities provide safety benefits.
- 6.6** The Recipient acknowledges that it is required to conduct certain environmental analyses and to prepare and submit to FHWA, or State with applicable NEPA Assignment authority, documents required under NEPA, and other applicable environmental statutes and regulations before the Government will obligate funds for Option Phase 1 under this agreement and provide the Recipient with a written notice to proceed with Option Phase 1.
- 6.7** The Government's execution of this agreement does not in any way constitute pre-approval or waiver of any of the regulations imposed upon Recipient under the applicable Federal rules, regulations and laws regarding SS4A projects undertaken in accordance with the terms and conditions of this agreement. The Recipient shall comply with all applicable Federal requirements before incurring any costs under this agreement.
- 6.8** There are no other special grant requirements.

**ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION**

Study Area:

Lake Street from College Avenue to Shields Road, Fort Collins, CO 80526

Baseline Measurement Date:

February 15, 2026

Baseline Report Date: May 15, 2026

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Safety Performance	Fatalities: Total annual fatalities in the project location(s)	Annually and within 120 days after the end of the period of performance
Safety Performance	Serious Injuries: Total annual serious injuries in the project location(s) [if available]	Annually and within 120 days after the end of the period of performance
Safety Performance	Crashes by Road User Category: Total annual crashes in the project location(s) broken out by types of roadway users involved (e.g., pedestrians, bicyclists, motorcyclist, passenger vehicle occupant, commercial vehicle occupant)	Annually and within 120 days after the end of the period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Outcomes and Benefits	Quantitative Project Benefits: Quantification of evidence-based projects or strategies implemented (e.g., miles of sidewalks installed, number of pedestrian crossings upgraded, etc.)	Within 120 days after the end of the period of performance

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Outcomes and Benefits	Qualitative Project Benefits: Qualitative description of evidence-based projects or strategies implemented (e.g., narrative descriptions, testimonials, high-quality before and after photos, etc.)	Within 120 days after the end of the period of performance
Outcomes and Benefits	Project Location(s): GIS/geo coordinate information identifying specific project location(s)	Within 120 days after the end of the period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.	Within 120 days after the end of the period of performance

ATTACHMENT B CHANGES FROM APPLICATION

Scope: For the demonstration project along Lake Street and connecting intersection, Center Ave., an additional 500 feet in temporary and quick-build treatments will be implemented along Center Ave to connect this demonstration project to separated bike lanes on Centre Ave south of Prospect Rd. Implementation of temporary treatments along the additional 500 feet on Center Ave will serve to provide consistency and predictability. This change in scope to extend the project area supports informing future implementation measures along Lake Street and connecting Center/Centre Ave to provide safer and more predictable travel for active modes.

Schedule:

Phase Breakdown and Schedule

The project schedule was adjusted to account for changes in scope, delays in federal award execution, procurement, and contracting processes. The revised timeline allows sufficient time for sequential completion of design and construction activities once funding becomes available. The original 16-month period of performance at the time of application (March 3, 2025 to July 7, 2026) was extended to 36-months. The new “Period of Performance” is Effective Date of Award to 36 Months. The phases break down as follows:

- **Base Phase: Preliminary Engineering & NEPA: Effective Date of Award to January 26, 2029.** Includes all work associated with preparing NEPA clearance documentation for the Lake Street Demonstration Project, as well as community engagement activities to support the development of temporary demonstration measures. Encompasses all supplemental planning and evaluation of demonstration activities and modifications following implementation.
- **Planning and Final Design Phase: July 31, 2026, to January 26, 2029 -** Encompasses final design activities, including community engagement; review and evaluation of existing codes, policies, and regulations; development of countermeasures and recommended actions; stakeholder and City Council coordination; and integration of updates into existing City plans. This phase also includes the final design of the Lake Street Demonstration Project.
- **Construction Phase: July 31, 2026, to January 26, 2029 -** Covers construction and implementation of the Lake Street Demonstration Project.

Budget: Total project costs and the allocation between federal and non-federal sources differ slightly from the amounts reflected in the original application due to technical budget corrections. Indirect costs were reduced from 28.61 percent to 28.06 percent in accordance with the recipient’s most recent Negotiated Indirect Cost Rate Agreement (NICRA). Funds associated with this indirect cost adjustment, along with contingency funds previously categorized as “Other,” were reallocated to Construction costs. Construction costs were further increased by \$5,000 to ensure the required 20 percent local match is met. These revisions do not change the overall scope of work.

Based on changes in project delivery, budgeted costs per category were realigned as follows. With in-house City crews completing site work for the Lake Street demonstration project, costs for Construction now reflect City labor and materials directly charged to the project. The City’s negotiated indirect cost rate, effective January 1, 2025, is higher than the rate at application submittal, resulting in an increase to Administrative Costs (which include Personnel, Fringe Benefits, and Indirect Costs as reflected on the SF-424A). As presented per 3.3(b) Cost Classification Table: Administrative cost pertains to increased City staff time and indirect costs;

Miscellaneous costs for consultant work over project management, public engagement, evaluation and development of recommended actions, and reporting; and Construction includes in-house labor and materials for demonstration project. A revised SF-424 and SF-424A that reflect the described budget changes is provided.

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
SS4AFunds	\$1,739,944	80%	\$1,739,944	80%
Other Federal Funds	-	-	-	-
Non-Federal Funds	\$439,586	20%	\$439,986	20%
Total Future Eligible Project Costs	\$2,179,530	100%	\$2,179,930	100%
Total Project Costs	\$2,179,530	100%	\$2,179,930	100%

ATTACHMENT C

[RESERVED]

ATTACHMENT D

[RESERVED]

**ATTACHMENT E
LABOR AND WORK**

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with “X” in the following table are accurate:

	The Recipient or a project partner promotes robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union. <i>(Describe robust job creation and identify the good-paying jobs in the supporting narrative below.)</i>
	The Recipient or a project partner will invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences. <i>(Describe the training programs in the supporting narrative below.)</i>
	The Recipient or a project partner will partner with high-quality workforce development programs with supportive services to help train, place, and retain workers in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs, and proactive plans to prevent harassment. <i>(Describe the supportive services provided to trainees and employees, preferences, and policies in the supporting narrative below.)</i>
	The Recipient or a project partner will partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including through evidence of project labor agreements and/or community benefit agreements. <i>(Describe the partnership or engagement with unions and/or other worker-based organizations and agreements in the supporting narrative below.)</i>
	The Recipient or a project partner will partner with communities or community groups to develop workforce strategies. <i>(Describe the partnership and workforce strategies in the supporting narrative below.)</i>
X	The Recipient or a project partner has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. <i>(Describe those actions in the supporting narrative below.)</i>
	The Recipient or a project partner has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in Attachment B. <i>(Identify the relevant actions from Attachment B in the supporting narrative below.)</i>
	The Recipient or a project partner has not taken actions related to the Project to improve good-paying jobs and strong labor standards and will not take those actions under this award.

2. Supporting Narrative.

All work for this Project will be conducted consistent with the recipient’s hiring, employment, and procurement standards and thus support good-paying jobs. The Project will allow for free and fair choice to join a union, consistent with applicable law.

**ATTACHMENT F
CRITICAL SECURITY INFRASTRUCTURE AND RESILIENCE**

1. Efforts to strengthen the Security and Resilience of Critical Infrastructure against both Physical and Cyber Threats.

The Recipient states that rows marked with “X” in the following table are accurate:

	The Recipient demonstrates, prior to the signing of this agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities.
	The Recipient appropriately considered and addressed physical and cyber security and resilience in the planning, design and oversight of the project, as determined by the Department and the Department of Homeland Security.
	The Recipient complies with 2 CFR 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.

2. Supporting Narrative.

N/A. This grant will not fund the purchase of Information Technology and/or Operational Technology.

ATTACHMENT G

[RESERVED]

ORDINANCE NO. 023, 2026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
MAKING A SUPPLEMENTAL APPROPRIATION AND
AUTHORIZING TRANSFERS OF APPROPRIATIONS FOR THE
SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

A. FC Moves in collaboration with Engineering applied for and was awarded \$1,739,944 in Fiscal Year 2024 (FY24) Safe Streets and Roads for All (SS4A) grant program funding from the Federal Highway Administration to support the City in expanding on the City's current Active Modes Plan and Vision Zero Plan, specifically through an Audit of Standards and Policies, a Harmony Road Study, and the Lake Street Demonstration Project (the "Projects").

B. The Audit of Standards and Policies will identify and amend standards and policies in City plans, codes and manuals to align with the City's Active Modes Plan and Vision Zero Action Plan.

C. The Harmony Road Study will develop concepts to mitigate speed-related risks and reduce severe crashes involving vulnerable road users along a designated four-mile section of Harmony Road from John F. Kennedy Parkway to the West of I-25 Frontage Road.

D. The Lake Street Demonstration Project will evaluate modifications for safer and more predictable travel on Lake Street that runs through Colorado State University from Shields Street to College Ave. Proposed modifications will be developed through community engagement and demonstrations with paint, post, signs and other temporary measures.

E. The FY24 SS4A grant program requires a 20% non-federal match in the amount of \$439,986, which can be a combination of local funds and in-kind costs.

F. The Federal Highway Administration has proposed an intergovernmental agreement ("IGA") to enable the City to receive grant funding to support the Projects.

G. This Ordinance will appropriate \$1,739,944 in federal funds from the FY24 SS4A grant program.

H. This Ordinance will also appropriate \$185,765 from the Bike Community Capital Improvement Program (CCIP) Fund, \$36,155 from the Pedestrian CCIP Fund, \$36,155 from the Arterial Intersection and Streetscape Improvements CCIP Fund as well as \$109,495 from Fund 292 to go toward the local match.

I. The remaining \$72,416 required for the local match will be met through in-kind indirect costs.

J. The FY24 SS4A award from the Federal Highway Administration is a reimbursement type award, meaning Capital Projects Fund expenses will be reimbursed up to \$1,739,944.

K. This appropriation benefits the public health, safety, and welfare of the residents of Fort Collins and serves the public purpose of improving transportation infrastructure within the City and accommodating multimodal transportation and safety.

L. Article V, Section 9 of the City Charter permits the City Council, upon recommendation of the City Manager, to make a supplemental appropriation by ordinance at any time during the fiscal year, provided that the total amount of such supplemental appropriation, in combination with all previous appropriations for that fiscal year, do not exceed the current estimate of actual and anticipated revenues and all other funds to be received during the fiscal year.

M. The City Manager has recommended the appropriation described herein and determined that the funds to be appropriated are available and previously unappropriated from the Capital Projects Fund and that this appropriation will not cause the total amount appropriated in the Capital Projects Fund to exceed the current estimate of actual and anticipated revenues and all other funds to be received in this Fund during this fiscal year.

N. Article V, Section 10 of the City Charter authorizes the City Council, upon recommendation by the City Manager, to transfer by ordinance any unexpended and unencumbered appropriated amount or portion thereof from one fund or capital project to another fund or capital project, provided that the purpose for which the transferred funds are to be expended remains unchanged, the purpose for which the funds were initially appropriated no longer exists, or the proposed transfer is from a fund or capital project in which the amount appropriated exceeds the amount needed to accomplish the purpose specified in the appropriation ordinance.

O. The City Manager has recommended the transfer of \$258,075 from the Community Capital Improvement Program Bike, Pedestrian, and Arterial Intersection and Streetscape Improvements budgets in the Capital Projects Fund to the Capital Projects Fund and \$109,495 from the Transportation Services Fund to the Capital Projects Fund and determined that the purpose for which the transferred funds are to be expended remains unchanged.

P. Article V, Section 11 of the City Charter authorizes the City Council to designate in the ordinance when appropriating funds for a federal, state or private grant or donation, that such appropriation shall not lapse at the end of the fiscal year in which the appropriation is made, but shall continue until the earlier of the expiration of the federal, state or private grant or donation or the City's expenditure of all funds received from such grant or donation.

Q. The City Council wishes to designate the appropriation herein for the Safe Streets and Roads for All Grant Program as an appropriation that shall not lapse until the expiration of the grant or the City's expenditure of all funds received from such grant.

R. City Code Section 23-304 requires construction projects estimated to cost more than \$250,000 to include an amount equal to one percent (1%) of the estimated cost of such project for works of art. The projects made possible through the grants in this Ordinance may involve construction estimated to cost more than \$250,000. However, the funds for the federal grant projects are ineligible for such purposes due to restrictions placed on them by the Federal Highway Administration.

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. There is hereby appropriated from new revenue or other funds in the Capital Projects Fund the sum of ONE MILLION SEVEN HUNDRED THIRTY-NINE THOUSAND NINE HUNDRED FORTY-FOUR (\$1,739,944) to be expended in the Capital Projects Fund to support the Projects described herein and made possible through the Safe Streets and Roads for All Grant Program.

Section 2. The unexpended and unencumbered appropriated amount of ONE HUNDRED EIGHTY-FIVE THOUSAND SEVEN HUNDRED SIXTY-FIVE (\$185,765) is authorized for transfer from the Community Capital Improvement Program- Bike budget in the Capital Projects Fund to the Capital Projects Fund and appropriated therein to be expended to support the Projects described herein and made possible through the Safe Streets and Roads for All Grant Program.

Section 3. The unexpended and unencumbered appropriated amount of THIRTY-SIX THOUSAND ONE HUNDRED FIFTY-FIVE (\$36,155) is authorized for transfer from the Community Capital Improvement Program- Pedestrian budget in the Capital Projects Fund to the Capital Projects Fund and appropriated therein to be expended to support the Projects described herein and made possible through the Safe Streets and Roads for All Grant Program.

Section 4. The unexpended and unencumbered appropriated amount of THIRTY-SIX THOUSAND ONE HUNDRED FIFTY-FIVE (\$36,155) is authorized for transfer from the Community Capital Improvement Program- Arterial Intersection and Streetscape Improvements budget in the Capital Projects Fund to the Capital Projects Fund and appropriated therein to be expended to support the Projects described herein and made possible through the Safe Streets and Roads for All Grant Program.

Section 5. The unexpended and unencumbered appropriated amount of ONE HUNDRED NINE THOUSAND FOUR HUNDRED NINETY-FIVE (\$109,495) is authorized for transfer from the Transportation Services Fund to the Capital Projects Fund and

appropriated therein to be expended to support the Projects described herein and made possible through the Safe Streets and Roads for All Grant Program.

Section 6. The appropriations herein for the Safe Streets and Roads for All Grant Program are hereby designated, as authorized in Article V, Section 11 of the City Charter, as appropriations that shall not lapse at the end of this fiscal year but continue until the completion of the project.

Introduced, considered favorably on first reading on March 3, 2026, and approved on second reading for final passage on April 7, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: April 17, 2026
Approving Attorney: Madelene Shehan

Exhibit: None

File Attachments for Item:

10. Resolution 2026-025 Modifying Resolution 2025-102 to Authorize the Execution of a Funding Agreement with Volunteers of America National Services.

The purpose of this item is to specify the name of the contracting entity stated in Resolution 2025-102. Resolution 2025-102 authorized the City to execute a funding agreement with Volunteers of America (VOA) for \$1.4 million of Affordable Housing Capital Funds from the Community Capital Improvement Program. This change is needed to clarify the subsidiary of VOA who is developing the project. Funds will support the development of Switchgrass Crossing, an age-restricted and income-restricted affordable housing community.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Vanessa Fenley, Sr. Housing Manager

SUBJECT

Resolution 2026-025 Modifying Resolution 2025-102 to Authorize the Execution of a Funding Agreement with Volunteers of America National Services.

EXECUTIVE SUMMARY

The purpose of this item is to specify the name of the contracting entity stated in Resolution 2025-102. Resolution 2025-102 authorized the City to execute a funding agreement with Volunteers of America (VOA) for \$1.4 million of Affordable Housing Capital Funds from the Community Capital Improvement Program. This change is needed to clarify the subsidiary of VOA who is developing the project. Funds will support the development of Switchgrass Crossing, an age-restricted and income-restricted affordable housing community.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

BACKGROUND / DISCUSSION

At the November 18, 2025, Council meeting, Council adopted Resolution 2025-102, authorizing the execution of a funding agreement with Volunteers of America (VOA) for a loan of funds from the Affordable Housing Capital Fund for Switchgrass Crossing. The resolution specified funds would be loaned to Volunteers of America Colorado.

Switchgrass Crossing is being developed by Volunteers of America National Services rather than Volunteers of America Colorado. This resolution will enable the City to contract with the appropriate entity.

CITY FINANCIAL IMPACTS

Affordable Housing Capital Funds associated with this resolution have been appropriated and approved to support the development of Switchgrass Crossing.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS / LINKS

1. Resolution 2026-025

RESOLUTION 2026-025
OF THE COUNCIL OF THE CITY OF FORT COLLINS
MODIFYING RESOLUTION 2025-102 TO AUTHORIZE THE
EXECUTION OF A FUNDING AGREEMENT WITH VOLUNTEERS
OF AMERICA NATIONAL SERVICES

A. Resolution 2025-102 authorized the City to execute a funding agreement with Volunteers of America for \$1.4 million of Affordable Housing Capital Funds from the Community Capital Improvement Program. Funds will support the development of Switchgrass Crossing, an age-restricted and income-restricted affordable housing community (the "Project"). Resolution 2025-102 identified Volunteers of America of Colorado as developer of the Project, which was in error because Volunteers of America National Services is the developer of the Project.

B. This Resolution amends the name of the Project developer to allow the City to contract with the correct entity.

In light of the foregoing recitals, which the Council hereby makes and adopts as determinations and findings, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the references in Resolution 2025-102 to "Volunteers of America of Colorado, a Colorado non-profit organization" and "Volunteers of America of Colorado" are hereby amended to "Volunteers of America National Services".

Passed and adopted on March 3, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: March 3, 2026
Approving Attorney: Ted Hewitt

Exhibit: None

File Attachments for Item:

11. Resolution 2026-026 Approving Amendments to the Boards and Commissions Manual.

The purpose of this item is to make updates to the Boards and Commissions Manual.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Davina Lau, Public Engagement Specialist

SUBJECT

Resolution 2026-026 Approving Amendments to the Boards and Commissions Manual.

EXECUTIVE SUMMARY

The purpose of this item is to make updates to the Boards and Commissions Manual.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

BACKGROUND / DISCUSSION

The purpose of this Resolution is to make updates to the Boards and Commissions Manual. On September 19, 2023, Council adopted Resolution 2023-089 approving an updated Boards and Commissions Manual. Since then, changes in Council membership as well as a merger of two boards into one have prompted further updates.

The changes are summarized below:

- Updates to the names and photos of City Councilmembers;
- Updates to the “Welcome” message;
- Clarifying that Council liaisons are not expected to regularly attend board or commission meetings;
- Updates to the descriptions of the Art in Public Places Board and the Cultural Resources Board, which merged into the Arts and Culture Board;
- Updates to formatting including deleting tables and replacing with text;
- Updates to the Rules of Procedure;
- Noting that board and commission members are required to complete training about the Anti-Discrimination and Anti-Harassment Policy every two years;
- Adding language about the selection process for Board and Commission members; and
- Updates to language about communication, media and promotional events to align with City policy and practice.

CITY FINANCIAL IMPACTS

None.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS

1. Resolution 2026-026

RESOLUTION 2026-026
OF THE COUNCIL OF THE CITY OF FORT COLLINS
APPROVING AMENDMENTS TO THE BOARDS AND COMMISSIONS MANUAL

A. On March 15, 2016, City Council adopted Resolution 2016-026, adopting the 2016 Boards and Commission Manual (the "Manual").

B. On September 19, 2023, City Council adopted Resolution 2023-089 adopting revisions to the Manual.

C. City staff has recommended revisions to the Manual to reflect changes in City Council membership as well as the merger of two boards into the Arts and Culture Board.

D. These Manual revisions:

- (1) provide an updated explanation of the board and commission member selection process and qualifications used to evaluate candidates for board and commission member appointments; and
- (2) include updates to language about communication, media and promotional events to align with City policy and practice; and
- (3) include updates to discussion about the Rules of Procedure for boards and commission meetings; and
- (4) note that board and commission members are required to complete biannual training about the Council-adopted Anti-Discrimination and Anti-Harassment Policy.

F. The City Council finds that the Manual revisions as described above and shown on the 2026 Boards and Commissions Manual, attached hereto and incorporated herein by this reference, are in the best interests of the City and its residents.

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

Section 1. The City Council hereby adopts the 2026 Boards and Commissions Manual attached hereto as Exhibit A.

Section 2. The City Clerk's Office is authorized to make such administrative revisions to the Manual, in consultation with the City Attorney, as may be necessary to keep the Manual current, including, without limitation, changes in the membership lists, meeting times and places, and such other changes as may be consistent with related resolutions and ordinances that are, from time to time, adopted by the Council. Such

revisions may be made without express approval of the City Council, except as provided in Section 3 below.

Section 3. Amendments to the Manual that constitute policy changes shall be made by the Council by Resolution.

Passed and adopted on March 3, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: March 3, 2026
Approving Attorney: Jenny Lopez Filkins

Exhibit: Exhibit A – Boards and Commission Manual dated February 25, 2026



Boards and Commissions Manual

Last Revised, February 25, 2026

Our City Government

City Council

Emily Francis, Mayor

Julie Pignataro, Mayor Pro Tem, District 2

Chris Conway, District 1

Josh Fudge, District 3

Melanie Potyondy, District 4

Amy Hoeven, District 5

Anne Nelsen, District 6

City Manager

Kelly DiMatino

City Attorney

Carrie Daggett

City Clerk

Delynn Coldiron

Public Engagement Specialist – Boards and Commissions

Davina Lau

Contents

- Our City Government 2
- Welcome 5
- Introduction to City Government 6
 - Fort Collins’ Mission, Vision, and Values..... 6
 - City Council and the Council-Manager Form of Government..... 6
- Roles and Types of Boards and Commissions..... 8
 - General Overview of the Roles of Boards and Commissions 8
 - Types of Boards and Commissions..... 9
- Board and Commission Member Selection Process 10
 - Application and Interview Process 10
- The Roles of Board Members and Council/Staff Support 11
 - Board Members 11
 - City Council Liaison Role 11
 - Staff Liaison Role 12
 - City Attorney Role..... 13
 - City Clerk Role..... 13
- Membership Responsibilities and Limitations 14
 - Orientation and Training 14
 - Attendance Policy 14
 - Membership Limitations 15
- Conducting Board/Commission Meetings 16
 - Election of Officers..... 16
 - Conduct of Meetings 16
 - Public Input..... 17
 - Open Meetings 17
 - Quorum Requirements 18
 - Agenda..... 19
 - Minutes..... 19
 - Executive Sessions..... 20
 - “Super Issue” Meetings..... 20
- Reporting Requirements – Work Plans and Annual Reports 21
 - Work Plans 21
 - Annual Reports..... 21
- Boards and Commissions Yearly Planning Calendar 22
 - Board/Commission Deadlines 22
- Communication, Media, and Promotional Events..... 23
 - Promotional Guidelines..... 23

Rules of Conduct..... 26

 Anti-Discrimination and Anti-Harassment Policy..... 26

 Ethical Conduct and Conflicts of Interest..... 26

Appendix A: Breakdown of Boards and Commissions 35

 Active Modes Advisory Board 35

 Affordable Housing Board..... 35

 Air Quality Advisory Board 35

 Arts and Culture Board 35

 Building Review Commission..... 36

 Citizen Review Board 36

 Disability Advisory Board 36

 Economic Advisory Board..... 36

 Energy Board 37

 Historic Preservation Commission 37

 Human Services and Housing Funding Board..... 38

 Human Relations Commission..... 38

 Land Conservation and Stewardship Board 39

 Land Use Review Commission 39

 Natural Resources Advisory Board 39

 Parks and Recreation Board..... 40

 Planning and Zoning Commission..... 40

 Retirement Committee..... 40

 Senior Advisory Board 40

 Transportation Board..... 41

 Water Commission 41

 Women and Gender Equity Advisory Board 41

 Youth Advisory Board 41

Appendix B: Code of Conduct 43

 Purpose..... 43

 Application..... 43

Appendix C: Anti-Discrimination and Anti-Harassment Policy 47

 Introduction..... 47

 Application..... 47

 Prohibited Conduct 47

 Annual Reporting and Review..... 57

Welcome

To welcome you as a member of a Fort Collins Board or Commission is to thank you for your willingness to serve your community in ways vital to our form of government. But it is also to remind you of the profound responsibility which is being placed upon your shoulders. A responsibility first to invest hours of your time collecting data, reading reports, listening to other members of the public, and meeting with other members of your Board to plan strategy, discuss programs, and evaluate results. Secondly, it is your responsibility to contribute to the success of your Board or Commission by upholding certain standards of conduct and general principles which the City Council has established as necessary to the effective operation of our formally constituted public group – to keep the decisions of your group from becoming stagnant or dominated by any individual.

Be aware of the remarkable opportunity that is yours – to serve with other individuals of diverse backgrounds and knowledge, who are joining with you in effort toward a common goal. This fellowship is one to be treasured as perhaps unique in this community.

Therefore, as we welcome you, we burden you....but we also honor you, confident in our appointments and proud of the quality of members of the public from whom we have selected.

Introduction to City Government

Fort Collins' Mission, Vision, and Values

The City is a dynamic and continually evolving organization. However, the vision for the City, its mission, and its core values remain a constant that help all employees focus on the primary goal: service to our community members.

Mission: Exceptional Service for an Exceptional Community

Vision: We foster a thriving and engaged community through our operational excellence and culture of innovation.

Values: Partnership | Service | Safety & Wellbeing | Sustainability | Integrity | Belonging

City Council and the Council-Manager Form of Government

The City Council is comprised of seven members, six of whom represent a geographic Council district for terms of four years. The only exception is the Mayor, who is elected at large by the entire City's electorate and serves a two-year term. The Mayor and Councilmembers are elected in nonpartisan races. The Council itself selects its Mayor Pro Tempore (Mayor Pro Tem) from among its six district representatives. The Mayor Pro Tem assumes the duties of the Mayor in their absence.

The City of Fort Collins is governed by the principles of the Council-Manager form of government, the most common structure for governing municipalities in the Western United States. Under Fort Collins' City Charter, the Council-Manager system requires that elected officials (City Council) are responsible for policy decisions and for hiring and supervising their direct employees: the City Manager, City Attorney, and Chief Judge. City Council serves as the community's legislative body, responsible for enacting City ordinances, appropriating funds to conduct City business in the City's formal budgeting process and providing policy direction to City staff through the City Manager.

The City Manager is responsible for the day-to-day operations of the organization and gives direction to the staff members who are their employees. Functions of the City Manager include but are not limited to:

- Implementing policy decisions and legislative actions taken by the City Council
- Making recommendations to City Council
- Overseeing the operations of the City
- Preparing the City Manager's recommended City budget

The philosophy behind the Council-Manager form of government is to create an administrative organization that is separate from the political process and which is run by professional staff members who are trained in municipal government administration. The City Manager is thus responsible to the City Council for the actions of staff in each of the City's departments, except the attorneys in the City Attorney's Office and Municipal Court staff.

City Manager

- **Responsible for:** Day-to-day operations
- **Hires and Leads/Manages:** All other City staff members/employees (excl. City Attorney staff)

City Council

- **Responsible for:** Policy Decisions
- **Appoints and Leads/Manages:** City Manager, City Attorney, and Chief Judge



Mayor
Emily Francis



Councilmember
District 3
Josh Fudge



Councilmember
District 6
Anne Nelsen



Councilmember
District 1
Chris Conway



Councilmember
District 4
Melanie Potyondy



Councilmember
Mayor Pro-Tem
District 2
Julie Pignataro



Councilmember
District 5
Amy Hoeven

Roles and Types of Boards and Commissions

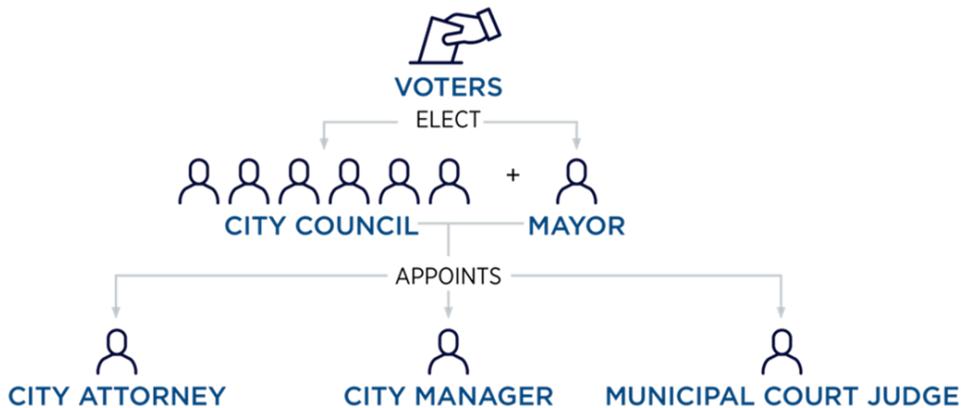
General Overview of the Roles of Boards and Commissions

Details about each individual board may be found in Article III, Chapter 2 of the City Code or in Appendix A to this handbook. The City Council may, by ordinance, establish appointive boards to advise on various issues and perform functions as the Council may designate. An ordinance establishing each board defines the powers, duties, operating procedures of the board and terms of offices for the board members. City Council ordinances may be amended at any time through formal Council action.

Boards are composed of community member volunteers appointed by the City Council. The role of most of these boards and commissions is to advise City Council on issues related to a specific subject matter. They assist the Council in its policy-making role by reviewing issues or proposals and providing recommendations to City Council about actions that it is considering. Examples of this kind of work might include reviewing proposed master plans, ordinances, or other projects and providing a community member viewpoint on proposals. In addition to this advisory role, specific boards designated as “quasi-judicial” are each vested with certain decision-making responsibilities such as building and development in the community. The three types of boards and commissions are explained in greater detail in the City Code §§2-100 through 2-178.

In addition to the regular functions of all boards and the duties specified in the City Code for each individual board, boards are authorized to participate on a case-by-case basis in the review, discussion, and advisement of Council regarding any policy or program matter upon the request of the City Council or the City Manager. Participation includes “Super Issue” meetings which engage a cross-section of board members in discussions of broader policy issues and interests of the City.

The following organizational chart situates boards and commissions in a reporting relationship to City Council to denote that they exist to assist Council with their policy development responsibilities.



Types of Boards and Commissions

As explained above, boards and commissions are established for the purpose of reviewing information and making recommendations to City Council and City staff on City policy issues. Specific duties and functions are established individually for each board or commission. Most boards and commissions are advisory to the City Council and/or City administration. Boards and Commissions are divided into three categories as follows:

Advisory Boards – Type 1

Type 1 advisory boards make recommendations to the City Council and City staff on particular areas of knowledge or expertise. Recommendations made by advisory boards are formal opinions to the City Council on items and subjects that are on the boards' approved workplans. These recommendations are limited to advisement and are not policy setting.

- Affordable Housing Board
- Active Modes Advisory Board
- Air Quality Advisory Board
- Disability Advisory Board
- Economic Advisory Board
- Energy Board
- Land Conservation and Stewardship Board
- Natural Resources Advisory Board
- Parks and Recreation Board
- Senior Advisory Board
- Transportation Board
- Women and Gender Equity Advisory Board
- Youth Advisory Board

Advisory Boards – Type 2

In addition to serving an advisory function to the City Council and City staff, the assigned functions of Type 2 advisory boards give them the authority to make decisions on certain matters specified in the City Code. These decisions then serve as formal recommendations to City Council or City staff for their consideration and adoption.

- Arts and Culture Board
- Citizen Review Board
- Human Services and Housing Funding Board

Quasi-Judicial Commissions

Quasi-judicial commissions are non-judicial bodies that use formal procedures to objectively determine facts, interpret the law, and draw conclusions to provide the basis of an official action. Decisions of quasi-judicial commissions are subject to appeal to the City Council or the courts.

- Building Review Commission
- Historic Preservation Commission
- Human Relations Commission
- Land Use Review Commission
- Planning and Zoning Commission
- Water Commission

Board and Commission Member Selection Process

Application and Interview Process

Boards and Commissions are on an annual recruitment schedule. The Boards and Commissions Specialist will open applications in early December. Applications are accepted until a date set by the Boards and Commissions Specialist. The following criteria are used to evaluate the qualifications of applicants for Boards and Commissions:

- Has the candidate applied for this board or commission in the past, demonstrating their continued interest in the role?
- Would the applicant's membership contribute to a more well-rounded board or commission, in terms of related community involvement or work experience or existing relationships with community members?
- Would the applicant's membership fill an existing gap on the board or commission, in terms of related community involvement or work experience or existing relationships with community members?
- Does this candidate represent the community perspective in a way that would benefit the board or commission?
- Does this applicant possess technical expertise or knowledge that is needed on the board or commission?

Once applications close, applications will be reviewed and interviews will begin in February or such other time as may be administratively necessary. City Councilmembers may choose to reappoint incumbent members without an interview provided an incumbent is in good standing on their Board or Commission. Good standing is compliance with City Charter, Code, the Code of Conduct and policies referenced in this Manual. However, incumbents are not exempt from the application process.

When interviews are complete, appointment recommendations move forward and applicants are notified. Appointments are confirmed by City Council and terms begin after appointments are effective.

The Roles of Board Members and Council/Staff Support

City Councilmembers and City staff serve a variety of roles and provide several resources for board and commission members. The following subsections detail the roles of board members, City Council Liaisons, Staff Liaisons, the City Attorney, and the City Clerk in the operation of the City's boards and commissions.

Board Members

Members of all City boards and commissions are expected to contribute to the roles and functions ascribed to the board by ordinance of the City Council. These duties will vary based upon the purpose of each individual board, but individual members are integral to each board or commission's ability to serve its purpose effectively and efficiently.

Particularly in the context of a City Council meeting, board members making recommendations or expressing views that have not been approved by a majority of the board should indicate they are expressing individual opinions and are not speaking on behalf of the board or the City. Please see the Code of Conduct, Appendix B, for more information on this.

Public statements made with the required approval of the majority of the board or commission at a public meeting should be within the scope of the functions assigned to the board or commission and should not contain assurances or statements that may be construed to be binding on a board, staff, or the City Council. When making a public statement, members should remind listeners that board actions are recommendations (unless otherwise provided by law) and that final action will be taken by the City Council. Remember that your actions and statements as a board member assume special significance, and if not responsibly discharged, could result in a situation detrimental to the City's best interests.

City Council Liaison Role

Every two years, following the election of Councilmembers, the Council selects its liaisons to the boards. City Code §§ 2-82 and 2-568 (8) describe the role of a City Council liaison, which is summarized below:

- Communicating with the board when Council communication is needed and serving as the primary two-way communication
- Taking the lead in filling vacancies by reviewing applications and conducting interviews with candidates
- Making decisions about recommendations for appointment, keeping in mind the need for fresh perspectives and not primarily on liaison's personal preferences
- Serving as the primary Council contact for the board
- Helping to resolve questions the board may have about the role of Council, municipal government, and the board
- Establishing contact with chairs and effectively communicating the role of the liaison
- Reviewing the annual Work Plan of the board and making recommendations to Council regarding the Work Plan

- Identifying and helping to resolve any problems with the support of CCO, CMO, CAO and staff liaison that may exist with respect to the functioning of the board
- Deciding whether to grant a request from their assigned board to hold a joint meeting with other boards

With respect to any Councilmember serving as a liaison to a board or commission, such Councilmember is not expected to regularly attend board/commission meetings and must not direct the board in its activities or work. A liaison's role is to serve as a contact rather than an advocate for or ex-officio member of the board or commission.

Staff Liaison Role

Each board is assigned a staff member as a liaison for the board and are responsible for the following tasks, including but not limited to:

- Uploading yearly meeting dates to the Event Calendar on www.fortcollins.gov. Notify the Boards and Commissions Specialist of any rescheduled or cancelled meetings.
- Preparing the agenda and reviewing it with the chair prior to distribution.
- Sending the meeting agenda to the City Clerk's Office and uploading meeting documents to Laserfiche.
- Recording meeting minutes. Board members shall not be responsible for recording meeting minutes to allow said members to actively participate in the meeting. The length and content of minutes will vary with the needs and legal requirements of each board.
- Distributing a copy of the approved minutes to the Boards and Commissions Specialist.
- Handling logistics regarding meeting scheduling and setup.
- Coordinating the board's annual work plan.
- Ensuring new members are oriented to the board, including procedures and projects.
- Tracking attendance and volunteer hours through Engage or other approved software and submitting a monthly confirmation to the Boards and Commissions Specialist.
- Ensuring the election of officers is held during May or June of each year and informing the Boards and Commissions Specialist of the results of each election.
- At the request of the Boards and Commissions Specialist, providing information to the board regarding policy changes and distributing updated information to all members.
- Notifying the City Clerk's Office when a member resigns, or a vacancy exists for other reasons.
- Advising board or commission members if a planned action is impermissible or inadvisable.
- Advising appropriate City staff if a board or commission's planned action does not align with City Code or policy.
- Staying apprised of City department budget for support of assigned board or commission and making expenditure decisions consistent with the board or commission's annual work plan.

It should be noted that staff liaisons are not authorized to:

- Override a decision of the Council liaison (regarding a request by the board).

- Serve as a resource for projects not on the board's work plan.
- Serve as a communications link between the City Council and board members. (This is the role of the Council liaison.)

City Attorney Role

The City Attorney is the legal advisor to the officers and employees of the City in connection with their roles in the organization. There are several attorneys in the City Attorney's Office, each with areas of assignment, and an attorney is assigned to advise each board and to assist the staff liaison, chair, and members of the body with legal questions and concerns. They also provide appropriate training.

City Clerk Role

The City Clerk supports the organization by maintaining City records; producing and distributing City Council agendas and minutes; administering the boards and commissions program; maintaining the City Code, Land Use Code, and Traffic Code; and conducting municipal elections. The Clerk's Office also responds to citizen inquiries for information, proactively provides information via the City's website, and administers liquor and marijuana business licensing.

Membership Responsibilities and Limitations

Orientation and Training

City staff provides yearly training on the structure and operation of City government and the legal and ethical duties and responsibilities of board members. All members of City boards are required to attend the training, either in person or in such other fashion as the City Clerk's Office, City Manager and City Attorney may deem appropriate (such as viewing a training video). This requirement must be fulfilled within six months of the appointment of any member.

Board and commission members are required to review the organization-wide volunteer handbook. They are also required to review and become familiar and comply with this Manual, the Anti-Discrimination and Anti-Harassment Policy and Code of Conduct and complete the online training assigned. Please contact the Boards and Commissions Specialist or the City Clerk's Office to request copies of these documents.

Attendance Policy

Upon the effective date of appointment, board members are obligated to attend meetings. A "meeting" shall mean any gathering of a quorum or three or more members of any board of the City, or any committee of such board, at which any public business is discussed or at which any formal action may be taken but shall not mean any chance meeting or social gathering at which the discussion of public business is not the central purpose.

Changes made to the Fort Collins Municipal Code in April 2021 mandate that absences under certain circumstances will result in automatic termination of a board or commission membership. See Fort Collins Municipal Code § 2-79.

If a member fails to attend regular board or commission meetings, the chair of the board (of if the chair is the person experiencing the attendance problems, then the vice chair) should contact the Boards and Commissions Specialist in the City Clerk's Office so that they can work with the Council liaison to the affected board to address the issue. Any of the following shall automatically cause a member's appointment to be terminated and shall create a vacancy on the board:

- (1) Two absences from regularly scheduled meetings of the board in any calendar year if, prior to the meetings where the absences occurred, the member did not submit written notification of such absence to the staff liaison.
- (2) Absence from more than twenty-five (25) percent of regularly scheduled meetings of the board in any calendar year, with or without written notification to the staff liaison, unless the member has discussed one or more temporary impediments to attendance with the board chair before this absence threshold is met.
- (3) For subcommittee meetings of the Citizen Review Board, two consecutive absences from scheduled subcommittee meetings or three absences from scheduled subcommittee meetings in a calendar year, if, prior to the meetings where the absences occurred, the member did not submit written notification of any such absence to the staff liaison.

If such a vacancy occurs, the staff liaison shall immediately notify the City Clerk's Office so that the vacancy can be filled by the Council. The City Council may approve an exception to the attendance requirements in this section for good cause shown, if the affected board or commission member files a written request with the City Clerk's Office prior to an absence that would trigger a vacancy under subsection (a). See Fort Collins Municipal Code § 2-79.

The City Council may approve an exception to these attendance requirements for good cause shown if the affected board member files a written request with the City Clerk's Office prior to an absence that would trigger a vacancy under this policy.

Remote Participation

Detailed requirements about boards and commissions holding remote meetings are found in City Code § 2-73 and summarized partially below. Board and commission members must comply with these requirements.

- Quasi-judicial meetings may be conducted in whole or in part by remote technology. However, a member must be present in person to participate in and vote on quasi-judicial matters.
- For boards and commissions that are not quasi-judicial, meetings may be conducted in whole or in part by remote technology. Remote participation of a member will count towards establishing a quorum and remote participation is allowed. All votes must be conducted by roll call.

Membership Limitations

The following limitations and requirements (City Code § 2-76) are applied to board membership):

- No person may serve on any one board for more than eight consecutive years. If a vacancy occurs on a board, it shall be filled by the City Council for the remaining unexpired portion of the term unless otherwise specified by the City Council.
- No person will be appointed by the City Council to serve concurrently on more than one board. This limitation does not apply to committees deemed to be temporary in nature.
- All persons appointed, or reappointed, to any board shall reside within the Fort Collins Growth Management Area during their service on the board. Any member serving on a board who relocates outside of the Growth Management Area during their term of service on a board, regardless of their date of appointment or reappointment, shall resign their membership. These limitations shall not apply to applicants for, or members of, the General Employees Retirement Committee or the Affordable Housing Board appointees made by the Housing Catalyst.
- Service by employees on any board or commission referenced in Division 2, 3 of 4 of the Article III of the Fort Collins Municipal Code is governed by the City's Personnel Policies.

Boards do not have the authority to add additional members to the board or invite members of the public to sit on subcommittees.

Conducting Board/Commission Meetings

Election of Officers

The election of officers (Chair, Vice Chair, etc.) should be held each year during the regular meeting in May or June or at such time as any annual appointments become effective. This time frame follows the annual appointment of new members before officer elections. The Clerk's Office suggests that new board members attend at least one meeting prior to election of officers taking place.

Conduct of Meetings

It is important that boards conduct their meetings in a manner that is procedurally effective, efficient, and equitable. Fort Collins' City Code specifies that "each board or commission shall conduct its business in accordance with the Charter and the Code" and that "additional procedures and requirements for boards and commissions may be listed in a Boards and Commissions Manual [the present document]" (City Code § 2-78).

The City Code provides that all type 2 advisory boards and quasi-judicial commissions may adopt rules of procedures which are not inconsistent with the Charter, the Code or other policies that may be established by the Council, including this Manual, and must be submitted to the City Attorney's Office for review prior to adoption. Boards or commissions that wish to adopt rules of procedure should work with their staff liaisons and the City Attorney's Office to prepare or amend rules of procedures. A copy must be filed with the City Clerk for City Council reference immediately after adoption, and they may be subject to the approval of the City Council. Boards and commissions no longer have bylaws, as the City Code governs the subjects that would typically be included in the bylaws of a board.

The Rules of Procedure described in this section of the Boards and Commissions manual should be followed by boards and commissions. The instructions and information that follow are by no means a comprehensive guide, but they should orient new board and commission members to the general rules of procedure used by many boards and commissions. Staff and attorney liaisons and board/commission chairs will explain these in more detail at each meeting with new board and commission members, including any modifications to the procedures included here.

Rules of Procedure

The following Rules of Procedure should help boards and commissions facilitate meetings more effectively by requiring the board or commission to consider one agenda item at a time and ensuring that everyone who would like to speak may do so. As a general matter, boards and commissions are expected to conduct their meetings in a manner consistent with this Manual. Questions about procedures are resolved through reference to Section 8 of the City Council's Amended Rules of Procedure Governing the Conduct of City Council Meetings (as amended from time to time) rather than any other meeting rules of procedure or order.

The chairperson of each board will facilitate by calling the meeting to order, presenting items for the group to consider based on the agenda, ushering the group through the agenda, and concluding the meeting when all business on the agenda has been considered by the group. The chairperson is allowed to participate in discussion, make motions, and vote, provided they do so in a way that preserves a fair chance for others to do so. In general, board and commission members take formal action by one person making a motion and, if a second person seconds the motion, engaging in discussion about the item and then taking a vote of all members. Amendments to a motion may also be made. For more information, refer to section 8. of the City Council's Amended Rules of Procedure Governing the Conduct of City Council Meetings, as amended from time to time.

Voting on a Motion

The methods used to vote are:

By Voice

The Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.

By Roll Call

Each member answers "yes" or "no" as their name is called. This method is standard, and each vote must be recorded (Sec. 2-78 "A record shall be made of each vote by which a board or commission takes formal action."). Roll call is required if there are any remote participants of boards/commissions present.

Public Input

Each board shall, at or near the beginning of each of its regular meetings, afford members of the public an opportunity to speak to any matter coming within the purview of the board, regardless of whether such matter is scheduled for consideration at that particular meeting. Time limitations for public input may be set by the chair of the board at the start of each meeting as necessary to conduct the business of the board in a timely and efficient manner.

Open Meetings

Open to Public

The City Code specifically requires that all meetings of a board, and all meetings of any committee of a board, shall be open to the public at all times. The only exception to this rule is when the board is meeting in a validly convened executive session, in which the board is permitted to meet privately to discuss certain, specific matters described in the City Code.

The term "meeting" is defined as a gathering of a quorum or three or more members, whichever is fewer, of any board, or any committee of such board, at which any public business is discussed or at which any formal action may be taken. It is important to remember that the open meeting requirements apply to more than just in-person gatherings. They also apply to telephone conference calls, social media communications, or any other means of communication where communication between more than two members about any public

business takes place. However, the term “meeting” does not include a chance meeting or social gathering at which the discussion of public business is not a central purpose.

Board and commission members must avoid email exchanges that discuss public business or any matter related to their City Council-established functions, unless it is a one-on-one dialogue or regarding scheduling. Board or commission business should not be conducted outside of meetings. An email exchange between two board or commission members may be subject to disclosure under the Colorado Open Records Act.

Notice Requirement

The notice requirement for meetings is slightly different from the public openness requirement. Full and timely notice to the public must be given prior to the holding of any meeting of a board (or committee of a board) at which a majority or quorum is in attendance or is expected to be in attendance or at which formal action could be taken. Therefore, a gathering of three members of a seven-member board to discuss board business would be open to the public but there would be no notice requirement if a quorum of the board was not expected to be in attendance and no formal action to occur.

The City Code defines full and timely notice for regularly scheduled meetings as providing a statement with the City Clerk’s Office with the regular meeting dates, times and locations. For special meetings, irregularly scheduled meetings, or rescheduled meetings, notice of the meeting must be filed with the City Clerk’s Office and posted at least 24 hours before the time of the meeting. The City’s website is designated as the proper place for the posting of public notice of any meetings of any City boards or their committees, for which public notice is required to be given by the provisions of the Code. When possible, such notices should also be available at the City Clerk’s office at City Hall West, 300 Laporte Avenue. All meeting notices shall include information about the availability of agenda materials. The staff liaison for each board, or their designee, shall be responsible for the posting of such notice.

Quorum Requirements

For a board to conduct any business or take any formal action, it is necessary that a quorum of the membership be present at the meeting. A quorum consists of the majority of the total number of members specified by the City Code to comprise the board. This quorum requirement does not change even if a position on the board is vacant, and the City Council has not yet appointed a replacement. If a quorum is not present for a meeting, those present can adjourn the meeting to a later date and time. Unless otherwise provided in the City Code, members present at the meeting by remote technology shall be counted toward establishing a quorum and may participate and vote in non-quasi-judicial portions of meetings. Attendance by remote technology for purposes of establishing a quorum or participating and voting in the meeting is not permissible in quasi-judicial portions of meetings. The quorum for a board subcommittee shall be a majority of those appointed to the subcommittee unless the Charter, City Code, or the board establishing the subcommittee specifies otherwise.

How Many Members Constitute a Quorum?*

Four members

These 7-member boards and commissions require a minimum of four members in attendance at a meeting to take action such as approve minutes or consider or vote on a motion.

- Affordable Housing Board
- Citizen Review Board
- Building Review Commission
- Planning and Zoning Commission
- Land Use Review Commission
- Women and Gender Equity Advisory Board

Five members

These 9-member boards and commissions require a minimum of five members in attendance at a meeting to take action such as approve minutes or consider or vote on a motion.

- Active Modes Advisory Board
- Air Quality Advisory Board
- Arts and Culture Board
- Disability Advisory Board
- Economic Advisory Board
- Energy Board
- Land Conservation and Stewardship Board
- Natural Resources Advisory Board
- Parks and Recreation Board
- Senior Advisory Board
- Human Services and Housing Funding Board
- Historic Preservation Commission
- Human Relations Commission
- Water Commission

*Because the Youth Advisory Board (“YAB”) may change in size from time to time, a quorum for the YAB shall be dependent on the number of the appointed board members at the time of the meeting. A quorum for the YAB shall be a majority of the number of appointed board members.

Agenda

The staff liaison is responsible for creating and distributing the agenda with relevant supplemental documents and presentations for any meeting of a board (or committee of a board). The agenda must be open to public inspection, and a copy must be filed with the City Clerk. A summary agenda must also be filed with the City Clerk’s Office.

Minutes

The staff liaison or their designee is responsible for taking minutes at any meeting of a board (or committee of a board) at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur. The minutes must be open to public inspection, and a copy must be filed with the City Clerk upon approval. Section 2-75 of the City Code requires that approval of minutes shall occur no later than the next regular meeting of the board or committee, except in those instances when an audio or video recording has been made and maintained. Discussions that occur in an executive session shall be subject to the same audio recording requirements and related procedures and regulations as are contained in Section 2-33 of the City Code pertaining to executive sessions of the City Council and its committees. The

minutes of a meeting during which an executive session is held shall reflect the topic of the discussion at the executive session.

Approval of Minutes

Board members are responsible for approving the previous meeting's minutes at each regular meeting, if a quorum is present. If board members would like to make any additions, deletions, or corrections to the minutes, they should present these changes during the agenda time slotted for approving the minutes. A motion should be made and seconded to approve the minutes of the last meeting as amended. The minutes should contain the date that they were approved by the board.

Executive Sessions

The holding of an executive session is the only time that a meeting of a board may lawfully be conducted privately. Because of the strong interest in maintaining an open and public government, the City Code and the courts have strictly limited the use of executive sessions to certain predetermined situations involving sensitive or private information (i.e., ongoing litigation, conflicts of interest, property acquisitions, personnel matters, competition in the electric utility industry, etc.). For most boards, the use of executive sessions is rare, and board members should obtain advice in advance from their City staff liaison and the City Attorney's Office if they contemplate holding an executive session.

“Super Issue” Meetings

The City Code sets out a process for engaging boards and commissions in discussion of broader policy issues and matters not specifically identified in the stated function of each board or commission. These meetings have been dubbed “super issue” meetings, providing an opportunity for boards and commissions to come together to learn about and discuss key topics or issues.

All members of boards and commissions are invited to attend super issue meetings. No formal action is taken at these meetings. It is possible that three or members of any particular board or commission may be in attendance at these meetings. Meetings are open to the general public; however, the public is invited to observe but not participate. Currently, super issue meetings are scheduled on an as-needed basis.

Reporting Requirements – Work Plans and Annual Reports

Work Plans

The City Code requires all boards to file work plans on or before November 30 for the following year. Work plans are filed with the City Clerk.

Work plans should set out major projects and issues for discussion for the following year. Timelines and scopes of review should be provided when possible. If appropriate, a prediction of the action the board plans to take should be included. Work plans should be concise and easily readable. The City Council will review the work plan for each board.

It is important for work plans to include all items that the board or commission intends to work on due to the additional administrative processes that must take place when boards request City staff support for items not listed on their annual work plans. To request that staff initiate and dedicate time to policy investigation, consideration of an ordinance, or other significant projects not on the board's work plan:

- The request must be supported by a majority of the entire board.
- If a majority agrees, the board should first contact the City Manager and Council liaison.
- The City Manager and Council liaison will work with the board to seek direction from the Council subcommittee or the full Council on the appropriateness of the request and will provide direction on whether staff should proceed.

Annual Reports

Each board is required, by City Code, to prepare an annual report on or before January 31 of each year for the previous year.

Annual reports should directly correspond to the work plan prepared by the board for the year. The status of each item identified on the work plan should be included, along with other items of business conducted by the board. Annual reports are filed with the City Clerk for distribution to the City Council.

Boards and Commissions Yearly Planning Calendar

The following calendar summarizes annual deadlines and functions:

Board/Commission Deadlines

January

Annual Report due January 31 (Required by City Code)

February

Interviews for new board and commission members

March

Appointment of new members

April

Schedule Periodic Review to meet June or July deadline (NOTE: This is required once every 4 years per board – Clerk’s Office will contact applicable boards)

May

Election of officers (May or June)

July

Review adopted Council Priorities and Initiatives

August

Begin creating or modifying Work Plans

September

Annual Review begins in September

October

Annual Informational Session Event (TBD)

November

Work Plan due November 30 (Required by City Code)

December

Begin working on the Annual Report

Recruitment opens

Note: This calendar is not meant to be all-inclusive.

Communication, Media, and Promotional Events

Most boards' and commissions' roles and functions focus on advising City Council about policy matters or making specific decisions as assigned in the City Code. The City's Communications and Public Involvement Office (CPIO) may offer support to Boards when public education or promotion is outlined as a function of a Board's duties as outlined in the City Code. Before a board may seek the support of the CPIO, it must have the prior consent of the staff liaison in their sole discretion.

According to Article III of Chapter 2 of the City Code, the following boards and commissions have Council-designated public education or promotional functions:

- Affordable Housing Board
- Disability Advisory Board
- Human Services and Housing Funding Board
- Human Relations Commission
- Historic Preservation Commission
- Natural Resources Advisory Board
- Parks and Recreation Board
- Senior Advisory Board
- Youth Advisory Board

If you have questions about whether the proposed outreach is within the scope of your authorized functions under the City Code, your staff liaison should contact the City Attorney's Office for guidance.

Promotional Guidelines

If the City Code permits a Board to engage in promotional activities set forth in these guidelines, members must work through their staff liaison to discuss publicity options and whether there are City budget dollars available to City staff before issuing any promotion, advertising, marketing materials, or similar communications. Decisions about spending City funds are at the sole discretion of City staff.

If the staff liaison determines it is warranted, they may contact CPIO for review/approval of any communication, including both content and graphics, that will be external facing. Unfortunately, CPIO does not have funding for advertising, marketing materials or other paid promotional requests for individual Boards. CPIO may decline requests for promotional support due to time constraints and lack of capacity. If CPIO cannot offer support, CPIO may approve and recommend consulting a third party on a case-by-case basis, which will only be an option if City staff authorizes expenditure of City funds.

Frequently Asked Questions:

Can Boards pursue social media communications?

Individual social media accounts are not permitted for individual boards and commissions.

Boards are encouraged to work with their staff liaisons to have City sponsored/approved content shared on existing, established City social media accounts.

How can Boards communicate through webpages?

Boards should utilize their current City Boards webpage instead of creating external webpages.

How can Boards promote events?

Boards are encouraged to create flyers or other promotional materials in coordination with their staff liaisons and link them to their existing City Boards webpage as the City does not create individual webpages for such events.

How can Boards request video?

Video requests should be coordinated through your staff liaison and FCTV.

How can Boards request photography or posters for public events?

Boards can file requests through their staff liaison, and assistance from CPIO will depend on capacity and availability.

How do Boards secure funding for outreach?

Funding, if available, is the responsibility and at the discretion of the staff liaison's department.

How can Boards pursue advertising services?

If City staff determines that sufficient funds are available and the expenditure is warranted, City staff may pursue advertising of board or commission activities. Any advertising involving the City organization should always be reviewed by CPIO.

How should Boards use their logo?

If communication comes directly from a Board (rather than some other part of the organization), the City Board [logo](#) should always be used.

Can Boards advocate for the passage or defeat of a state or local ballot issue?

Once a measure has been placed on the ballot, City staff are prohibited from using City funds, resources, or board/commission time to advocate for passage or defeat of the measure, including City equipment, materials or staff time. This does not apply to personal activities of board or commission members on their own time when not serving in their role as a board or commission member.

What are the guidelines for boards hosting an educational or promotional event?

For event booking, boards are strongly encouraged to prioritize City venues over spaces managed by other organizations. City venues meet various accessibility standards that alternative facilities may not meet. City venues also have a vetted audio/visual setup, which

decreases the likelihood of technical complications or limitations. Please consult the list of [available rental facilities and spaces](#) for booking details for City venues.

Rules of Conduct

The success or failure of the efforts of a board often depend on cooperation among the individual members of the body, other board members, City staff, and the public. City boards and commissions are comprised of individuals with diverse backgrounds with different communication styles, and members should be sensitive to the physical differences, sexual orientation, gender expression, political ideology, and even different personalities in their group. Expectations about how appointed members should conduct themselves are described in the Code of Conduct. The process for filing complaints or seeking resolution under the Code of Conduct is described in the City Code § 2-580.

Members shall not make personal, impertinent, profane, vulgar, slanderous, intimidating, or harassing remarks that disturb, disrupt, or impede the conduct of the meeting or the board or commission's completion of its business. Similarly, threats of violence or harm, or abusive language, and racial or ethnic slurs directed at any person or group of persons, are prohibited.

All board and commission members are expected to abide by the standards set forth in the organization's Anti-Discrimination and Anti-Harassment Policy ("ADAHP"), revised in 2023, City Council's rules for their own meetings, and the City's guidelines for ethical conduct regarding conflicts of interest.

Anti-Discrimination and Anti-Harassment Policy

In February 2019, the City Council adopted the Respectful Workplace Policy. The policy addresses respectful conduct by City Councilmembers and by those appointed by City Council (including direct report employees and board and commission members). In 2023, the Council considered and approved amendments to that policy, including a change to the name of the policy to the Anti-Discrimination and Anti-Harassment Policy. The ADAHP establishes the City Council's policy related to harassment, discrimination, and retaliation; the process to be followed when a complaint is made; and the alternatives available for a complaining party to report an alleged violation of the Policy. It identifies possible outcomes or options available in the event harassment is substantiated. The ADAHP requires all board and commission members to complete a related training once every two years.

Ethical Conduct and Conflicts of Interest

The members of City boards are subject to certain rules of ethical conduct established by the City Charter and Code. The following summary highlights the primary areas of concern addressed by these rules. Members should read and become familiar with the Ethical Rules of Conduct in their entirety, which apply to all board and commission members, and are found at City Code §§ 2-575 through 578. When in doubt, a board member should consult with the City Attorney's Office for clarification of any applicable regulations. Also, a board's Council liaison is permitted under the City Code to submit an inquiry to the Ethics Review Board on behalf of a board member for an advisory opinion and recommendation. Ultimately, each member is responsible for their own compliance with all applicable laws and regulations.

Conflicts of Interest

A board member must refrain from voting on or attempting to influence any decision in which they have a financial or personal conflict of interest. Additionally, when a conflict exists under the rules contained in the City Charter, the member should file with the City Clerk's Office a written statement of disclosure as soon as the conflict of interest is discovered. A copy of the disclosure form is included with these materials and additional forms may be obtained from the City Clerk's Office.

Generally, a board member has a financial interest in a decision when the decision entails some foreseeable, measurable financial benefit to the individual member or relative.

Even if a member does not have a financial interest in a decision or recommendation, a personal interest may also create a conflict of interest. The test for a personal interest is whether, in the judgement of a reasonably prudent person, the board member would realize or experience some direct and substantial benefit or detriment different in kind from that experienced by the general public. In applying this test in a business context, a board member should check with the City Attorney's Office before participating in any decision which directly and substantially benefits a business in which the member either has a substantial financial interest or is engaged as a consultant or representative. Or, if a decision of the City might directly and substantially affect a particular business to its economic detriment, and a board member has a substantial financial interest in a competing firm, the member should also exercise caution in deciding whether to participate in the decision.

In any action in which a board member declares a conflict of interest, that member shall not communicate to or attempt to influence the board regarding that item, in any capacity, except that:

- The member may communicate with the board to protect a strictly personal interest, in the same or similar ways in which the public is permitted to communicate with the board;
- The member may prepare materials on behalf of another for a project in the normal course of business or operation, so long as the purpose of those materials is not directly and substantially related to advocacy before the member's board. Those materials may be included in materials submitted by another to said member's board so long as they fall within this exception. For example, such materials may include architectural plans, technical studies, and engineering designs.
- If a member has declared a conflict of interest in a matter in accordance with the City Charter and City Code, and so is prevented from participating in or influencing the decision of the board, the member may request a variance from these limits from City Council, in the following circumstances and manner: the member must submit a variance request to the City Clerk on a form provided by the Clerk, the member must demonstrate that without the variance, the member would suffer hardship, and that no reasonable alternative exists that

would allow for the hardship to be avoided or substantially mitigated, and the City Council must act by resolution to approve or disapprove the variance.

- These limitations do not apply to other members, partners, or other parties of the member's firm or entity, who may continue to work on the project and may advocate to the member's board, provided that the member has declared the conflict of interest and refrains from participating in the matter consistent with the applicable limitations.

Nothing prohibits a board member from interacting with City staff regarding a particular matter, after declaring a conflict of interest regarding that matter, so long as the member is not:

- Acting in their role as a board member; or
- Seeking special consideration, treatment or advantage in the interpretation, administration, or enforcement of the Charter, Code, any City regulation, policy, or program or in the provision of public services.

If a board member has declared a conflict of interest, the disclosure of related confidential information to that member is prohibited.

Certain exceptions to the general rules pertaining to financial and personal conflicts of interest are contained in Article IV, Section 9(a) of the City Charter.

Contracts with the City

The Charter prohibits board members and their relatives from having a financial interest in sales to the City, but only if they exercise, directly or indirectly, any decision-making or supervisory authority regarding the goods or services to be sold to the City. (City Charter art. IV, § 9).

As to purchases from the City, such purchases are permitted only when the property is offered for sale at an established price and not by bid or auction, and the purchase must be on the same terms and conditions as would be available to all members of the general public.

Disclosure of Confidences

Board and commission members sometimes receive confidential information from City staff, including but not limited to attorney-client privileged communications. Such information must not be disclosed to any person who is not an officer or employee whose official duties are unrelated to the subject matter of the confidential information. Also, such information should not be used for the private benefit of the board member or any other individual. Additionally, disclosure of the information is prohibited and permissible in specific circumstances described in City Code § 2-568.

Gifts and Favors

In 2025, the City Council adopted revised rules related to the acceptance of gifts. The new rules prohibit City officers, employees and appointees, including board and commission members from:

- 1) soliciting, accepting, or giving any gift related to their duties and responsibilities as a board or commission member; and

- 2) offering or receiving accommodations, tours, event tickets, recreation, entertainment, meals or other similar personal benefits when the gift could influence or be perceived to influence objectivity when interacting with, representing or conducting business on behalf of the City; and
- 3) soliciting or accepting any gift who has a matter pending before or expected to come before City Council; and
- 4) accepting payment for any speech, debate, or public appearances.

There are exceptions to these rules, unless the gift could reasonably be considered a bribe or means of improper influence on a direct official action, including:

(1) Campaign contributions as defined by law and reported as required by Chapter 7, Article V of this Code;

(2) Subject to the following conditions, an unsolicited item or items of value less than the dollar amount established in Colorado Constitution, Article XXIX, Section 3, from any third party in any twelve-month period (\$75 as of January 1, 2025):

- (a) The cost of the gift is the retail value of the item unless the receiver has knowledge that the giver paid more than the retail value, in which case the cost is the amount actually paid.
- (b) For admission to a charity event, the cost of admission to the event is the amount the event organizer reports to the Internal Revenue Service as the non-deductible portion of the event.
- (c) It is not permissible to accept a gift where an officer or employee has paid part of its cost to reduce the value to less than the amount set forth in subsection (e)(1).
- (d) Relatives of officers and employees, except those of Councilmembers, may only accept a free or discounted event ticket if they attend the event with an officer or employee. Event tickets for elected officials are covered under subsection (e)(15) of this section.

(3) An unsolicited, nonpecuniary token or award of appreciation that is reasonable in value and purpose, such as plaques and professional awards, publicly presented by a nonprofit or governmental organization in recognition of public service;

(4) A component of compensation paid or other recognition given in the normal course of employment, appointment, volunteer services, or business, including taxable employee benefits.

(5) Any scholarship or grant or other financial aid for education given to any covered person or immediate family member for any reason.

(6) The cost of admission to any charity event attended on behalf of the City or any of its affiliated organizations if the cost of admission is less than the dollar amount established in Colorado Constitution, Article XXIX, Section 3.

(7) Any gift solicitation for a charitable purpose as determined to be appropriate by the City or its affiliated entities.

(8) Any gift, whether solicited or not, given to and accepted on behalf of the City to benefit a public safety or community purpose.

(9) Awards or prizes given at competitions or drawings at events where no admission is charged and which are open to the public.

(10) Reasonable cost and frequency of City sponsored educational events, so long as the events are reported on the disclosures required under City Code section 2-656, if required.

(11) Gifts accepted in a board or commission member's official capacity that will become property of the City.

(12) Any other exception approved in an advisory opinion of the Ethics Review Board.

Indemnification

Board and commission members may face the possibility of lawsuits being filed in connection with their actions taken as board or commission members. In certain circumstances described in City Code, the City is obligated to pay the costs of defense of such suits and to pay for all judgments and the settlement of claims. In general, the risk of a lawsuit is reduced when members act within the scope of their power granted by the City Code, engage in informed and deliberative decision-making, consult with City staff as necessary, and operate within their ethical obligations. See City Charter art. IV, § 9 and City Code §§ 2-568 and 2-611.

This protection does not apply when:

- A member acts outside of their official capacity or outside the scope of powers granted to the member by the City Code.
- A member acts in a willful or wanton manner, meaning the member's conduct is purposefully committed and the member realizes the conduct is dangerous, done heedlessly and recklessly without regard to consequences or of the rights or safety of others.
- A member compromised or settled a claim without the City's consent.
- A member fails to notify the City of a lawsuit within 15 days of service if the City is not a named party.
- The claim against the member is criminal or related to a contract issue.

A complete list of exceptions to this protection can be found in City Code § 2-611(1) – (7). For more information, members may contact the City Attorney's Office.

Ethics Complaints

Any Councilmember may ask the Ethics Review Board to evaluate an inquiry related to how ethical rules of conduct apply to any actual or hypothetical situation of a Councilmember or board member.

In addition, any person who believes a board member has violated any provision of state law, the Charter or Code pertaining to ethical conduct may file a complaint with the City Clerk, who

shall immediately notify the chairperson of the Ethics Review Board, the board member named in the complaint, the City Council and the City Attorney. Each complaint shall name only one board or commission member as its subject.

The City Clerk must schedule the complaint for consideration by the Ethics Review Board as soon as reasonably practicable. The Review Board will meet and consider the complaint within thirty (30) working days after the date of filing of the complaint. If extenuating circumstances arise in the scheduling and preparation for such a meeting, the Review Board must meet as soon as reasonably practicable.

The City Clerk gives written notice of the scheduled meeting for initial review of the complaint to the board or commission member named in the complaint, as well as the complainant, the chair of the board or commission of which the subject of the complaint is a member, and the City Council, at least three (3) working days prior to the meeting. A notice of the complaint, including the identity of the complainant, is also posted along with the meeting notice.

Upon receipt of any such complaint, the Review Board, after consultation with the City Attorney, must decide by majority vote whether to formally investigate the complaint. In making such determination, the Review Board must consider the screening criteria set out below. If the Review Board determines that the complaint does not warrant investigation, the Review Board sends written notice to the complainant of its determination and the reasoning behind that determination, and provides a copy of the notice, together with a copy of the complaint, to the board or commission member named in the complaint, as well as the chair of the board or commission of which the subject of the complaint is a member, and the City Council.

If a complaint proceeds to investigation after the initial review, in performing its review and investigation of any complaint or inquiry submitted, the Review Board must afford all affected board and commission members an opportunity to present their interpretations of the facts at issue and of the applicable provisions of law before rendering its opinion and recommendation. Prior to reaching a decision on the merits of a complaint, the Review Board must provide the complainant an opportunity to present facts and argument in support of the complaint; however, it is not necessary for the Review Board to conduct a full public hearing and take public input on a complaint.

The Review Board may also request such additional materials or information from City staff or members of the public which it considers reasonably necessary or helpful to its deliberations. In addition, the Review Board shall have the power to compel by subpoena the attendance and testimony of witnesses and the production of such documents as the Review Board may consider necessary to its investigation. After investigation, the Review Board must promptly issue an opinion and recommendation to the City Council, to be filed with the City Clerk and available for public inspection. Then, the opinion and recommendation are submitted to City Council for consideration at a regular City Council meeting, at which time the City Council either adopts the opinion as a final ethics opinion of the Council, or chooses not to adopt it.

The determination as to whether a complaint merits investigation and further action shall be made on the basis of one or more of the following considerations:

- The City Council has no jurisdiction over the individual(s) alleged to have violated the relevant ethics provision;
- The alleged violation, even if true, would not constitute a violation of the relevant ethics provisions;
 - i. The allegations of the complaint were previously asserted in another complaint that is already being considered or was resolved by the Review Board and/or City Council;
 - ii. The alleged violation, even if true, is minor in nature and fails to justify the use of public resources to investigate or prosecute;
- The allegations of the complaint involve actions or events that occurred more than one (1) year prior to the date of the filing of the complaint and, due to the passage of time and the likely unavailability of evidence, witnesses, and witnesses' recollections, investigation and prosecution of the complaint will not justify the use of public resources, except that complaints based on conduct resulting in a criminal conviction (regardless of the type of plea entered) or entry into a plea agreement subject to a deferred prosecution, deferred judgment, or deferred sentencing agreement may be referred to an appropriate enforcement agency;
- The complaint is, on its face, frivolous, groundless, or brought for purposes of harassment;
 - i. The alleged violation is unlikely to be proven by the required standard of preponderance of the evidence due to the evidence consisting of conflicting oral testimony and unverifiable statements;
- The person who is the subject of the complaint has admitted wrongdoing and made or committed to make sufficient redress or remedy satisfactory to Review Board or City Council;
- The matter has become or will become moot because the person who is the subject of the complaint is no longer a board or commission member or will no longer be a board or commission member prior to the conclusion of any consideration or investigation of the allegations in the complaint;
- The person who is the subject of the complaint previously obtained an advisory opinion under this code of ethics that identified the conduct as not being in violation of the code of ethics; or
- The City Council has elected to refer the complaint to another agency with jurisdiction of the allegations of the complaint and such referral will better serve the public interest (e.g., law enforcement, district attorney, state or federal attorney general; or department of justice).

The City Attorney advises the Review Board and prepares and executes all advisory opinions and recommendations of the Review Board.

Compliance with the ethics provisions of the Charter and Code and state law, as well as decisions regarding the existence or nonexistence of conflicts of interest and the appropriate actions to be taken, is the responsibility of each individual board and commission member.

An opinion adopted by the City Council under Subsection (e) of § 2-569 of the City Code constitutes an affirmative defense to a civil action or possibly a criminal action or any other sanction against a Councilmember or board or commission member acting in reliance it.

More information can be found in City Code § 2-569.

Abuse of Public Office

In addition to the requirements mentioned above, there are also state criminal statutes that make it an offense to abuse public office. In general, state law prohibits a public servant, which includes any person performing a governmental function or appointed to perform a governmental function, from soliciting, accepting, or agreeing to accept a bribe intended to influence their vote, opinion, etc. See Colorado Revised Statutes §§ 18-8-301 to 18-8-308. State law also generally prohibits a member from misusing official information to their financial benefit. See Colorado Revised Statutes §§ 18-8-401 to 18-8-409.

Violations of these laws may subject the board or member to criminal prosecution by the District Attorney and may result in criminal penalties.

Checklist

The following questions are suggested when examining a potential conflict of interest or question of ethical conduct. If the answer to the question is “yes,” the board or commission member should avoid participating in the decision or engaging in the proposed transaction:

- Sales to the City:** Will I or my relative or my business receive some foreseeable, measurable financial benefit? Am I involved in procurement or supervision for the sale?
- Purchases from the City:** Am I, or is my relative, buying this at auction? Are we buying it under any different terms and conditions than would be available to members of the general public?
- Financial Interest in a Decision:** Will I or my relative or my business receive some foreseeable, measurable financial benefit?
- Personal Interests:** Would a reasonably prudent person believe that I or my relative will realize or experience some direct and substantial benefit or detriment from this decision that is different in kind from that experienced by the general public? Will the business that either of us represents directly and substantially benefit? Will a competing firm be directly and substantially harmed?
- **Gifts or Favors:** Is this gift or favor being offered to me because of a decision I have made or am about to make? Would a reasonably prudent person think that this gift or favor would impair my independence of judgment? (Before deciding to accept a gift, it should fit under one of the exemptions in City Code § 2-576(b) through (e).)
- Confidences:** Am I about to use or disclose a confidence which, in the judgment of a reasonably prudent person, would injure the interests of the City? Will I be using it for private gain, either for myself or for another person? Is this information marked as confidential? Is this information subject to the attorney-client privilege? For other examples of confidential information, see City Code § 2-568.

Appendix A: Breakdown of Boards and Commissions

Active Modes Advisory Board

Effective January 1, 2024, the Active Mode Advisory Board advises the City Council and City staff on all matters pertaining to active modes of transportation. The Board advises and makes recommendations to City staff and the City Council concerning the expenditure of City funds for active modes of transportation. The Board periodically coordinates its work with the Transportation Board to support the City's efforts to create a balanced transportation network. This coordination is intended to provide an integrated review of transportation issues. The Board also promotes public use of active modes and public education on City-wide active modes issues.

Affordable Housing Board

The Affordable Housing Board advises the City Council and City staff on all matters pertaining to affordable housing issues of concern to the City; advises and makes recommendations to City staff, the Human Services and Housing Funding Board, and the City Council concerning the expenditure of City funds for affordable housing; aids and guides the development of City-wide affordable housing programs to address currently existing and potential affordable housing issues; promotes citizen participation and public education on City-wide affordable housing issues; and is to be aware of and coordinate with the various other City boards, commissions and authorities, City departments, and other organizations and entities whose actions may affect affordable housing in the community.

Air Quality Advisory Board

The Air Quality Advisory Board advises the City Council regarding policies, plans and programs to improve and maintain the city's air quality. The Board may, without limitation, biennially review air quality indicators; review and recommend revisions as needed to the Air Quality Policy Plan, and to any other City plans that may have significant impacts on air quality; and advise the Governor-designated lead agency for air quality planning on matters pertaining to the Fort Collins element of the State Implementation Plan. The Board may also convene ad hoc citizen task groups to provide additional technical expertise to the Board for the planning of specific strategies. The Board coordinates its work with the Transportation Board, Natural Resources Advisory Board and the Planning and Zoning Commission.

Arts and Culture Board

Effective April 1, 2026, the Arts and Culture Board will assist, advise and make recommendations to the Director of Cultural Services and City Council on arts and culture matters and regarding opportunities to promote awareness, understanding, advocacy, and appreciation for the value of arts and culture in the community. This may include providing assistance, advice and recommendations regarding the Fort Collins Museum of Discovery, The Lincoln Center, Gardens on Spring Creek, Art in Public Places, Cultural Community Programs, the Center for Creativity, Cultural Grant Programs, and the Arts and Culture Masterplan.

Building Review Commission

The Building Review Commission is charged with the responsibility to hear appeals and requests for variances related to the Fort Collins building codes and contractor licensing regulations. The BRC hearing provides a formal recourse to building permit and contractor license applicants who disagree with an interpretation or ruling by the Fort Collins Building Official. The BRC is authorized to rule in favor of the applicant and to approve alternative building methods and materials that are not specifically prescribed in the building codes. This board may also revoke or suspend a contractor license when it determines that a licensee has violated the building codes or licensing rules. In an advisory capacity, the BRC makes recommendations to City Council concerning the revision of existing codes or the adoption of new building codes and contractor regulations.

Citizen Review Board

At the request of the City Manager or the Chief of Police the Citizen Review Board makes recommendations concerning interpretation of police policies and procedures. The Board reviews internal investigations where a peace officer is alleged to have used force, discharged a firearm, committed a crime, when a person sustained severe injury, death, or alleged their civil rights were violated by a peace officer, or other investigations requested by the City Manager or Police Chief. Use of deadly force would be a mandatory review by the Board even if no complaint is filed. The Citizen Review Board also offers reviews for other law enforcement agencies operating within the City and makes annual reports to the City Council and City Manager concerning activities and recommendations of the Board.

Disability Advisory Board

The Disability Advisory Board serves as an advisor to the City Council to provide recommendations to assure compliance with Section 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disability Act (ADA), the Fair Housing Act and other legislation relating to persons with disabilities. In its role as an advocate for citizens with disabilities, the Disability Advisory Board develops educational programs to acquaint citizens with issues affecting individuals with disabilities; forms special committees to review and address particular issues; communicates with other board to generate ideas helpful to the City Council; educates City employees about access issues affecting individuals with disabilities; recommends to the City design requirements that ensure accessibility; helps the City establish conditions and practices that contribute to employing individuals with disabilities; and serves as advocates among City employees, private businesses and the community on behalf of individuals with disabilities.

Economic Advisory Board

The duties and functions of the Board are to advise the City Council on matters pertaining to the economic health and sustainability of the City, including, events and trends occurring outside the Fort Collins community that may affect the local economy, immediate and long-term threats to the local economy, ways in which to enhance the City's competitive position

in relation to other communities, and possible partnerships with other public and private entities; to recommend programs and strategies that may enhance the economic health and sustainability of the City; to be aware of and coordinate with other City boards whose actions may affect the economic health and sustainability of the City; and to advise Council on existing or proposed policies, practices or regulations of the City that may affect the local economy.

Energy Board

The duties and functions of the Board are to advise the City Council and staff regarding the development and implementation of the City's energy policy; advise the City Council and staff in developing City policies that encourage the incorporation of energy conservation and efficiency, carbon emissions reduction, and renewable energy into the development and provision of City utility services, the design and construction of City transportation projects, and the way in which the City impacts the overall built environment within the City; to advise the City Council and staff regarding the alignment of energy programs and policies with City, ratepayer and community values and service delivery expectations; to advise the City Council and staff regarding the recommendations for improvements to City energy systems; to coordinate with other City boards regarding energy issues; to advise the City Council and staff regarding budgetary, rate-making and operational matters related to the electric utility; and to annually review and provide advice to City Council and staff on the City's Legislative Policy Agenda regarding energy and energy-related carbon issues.

Historic Preservation Commission

The Commission performs all duties relating to preservation of historic landmarks as set out in Chapter 14 of the Code, including the designation of sites, structures, objects or districts as landmarks and the review and approval or rejection of plans for the construction, alteration, demolition or relocation of any such site, structure, object or district. Decisions of the Commission are final unless appealed to the City Council. The Commission also performs the following additional functions: (1) to promote awareness and understanding of, and appreciation for, the value of historic resource preservation in contributing to the quality of life in the City, and actively encourage property owners to voluntarily designate their properties as historic landmarks; (2) To advise the City Council and City staff with regard to the identification and evaluation of historic resources within the Growth Management Area and provide information regarding the significance of the resources, the nature and degree of threat to their preservation, and methods for their protection; (3) to advise the City Council and City staff with regard to appropriate policies, incentives and regulations for encouraging and/or requiring preservation and rehabilitation of historic resources; (4) to coordinate with the various other City boards and City staff members whose actions may affect the preservation of historic resources in the community; (5) to provide advice and, if required under the Land Use Code, written recommendations to the owners of eligible historic properties, and of properties located near eligible historic properties, regarding historically appropriate design and site planning for additions, alterations, and new construction in the City; and (6) To provide advice and written

recommendations to the appropriate decision maker and/or administrative body regarding plans for properties containing or adjacent to sites, structures, objects or districts that have been determined to be individually eligible for local landmark designation or for individual listing in the State or National Registers of Historic Places, are officially designated as a local or state landmark, or are listed on the National Register of Historic Places; or are located within an officially designated historic district or area.

Human Services and Housing Funding Board

The HSHF Board advises the City Council and City staff on matters pertaining to the Department of Housing and Urban Development's Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Programs, and on all matters pertaining to human services issues of concern to the City; it assesses the community development needs of low- and moderate-income individuals and families and suggests programs to meet those needs; and provides recommendations to the City Council and City staff concerning the expenditure of federal and City funds for human services and affordable housing, including CDBG and HOME funds received from the Department of Housing and Urban Development, and City Human Service Program and Affordable Housing Fund moneys, taking into consideration the City's Strategic Plan objectives.

The City receives about \$1.5 million from HUD and just under \$1 million from the General Fund annually. Program funds are typically used for housing, human services, and community development programs, projects, and activities.

Human Relations Commission

The Human Relations Commission was established by City Council to promote the acceptance and respect for diversity through educational programs and activities, and to discourage all forms of discrimination based on race, religion, age, gender, disability, etc. The commission's functions are (1) to promote positive interaction among all City residents and to discourage all forms of discrimination based upon the diversified values and individual differences of such residents by: developing and promoting educational programs and activities that advocate awareness and respect for diversity, cooperating with and providing leadership and support for other groups interested in promoting value and respect for diversity and positive intergroup relations, educating City residents about existing local, state and federal laws dealing with discrimination and diversity, reviewing proposed legislation, policy changes or other governmental action at the federal, state or local level which may affect human rights in the City and making recommendations to the City Council regarding the same, and recommending to the City Council such actions as may be necessary or advisable to achieve equal employment opportunities, housing opportunities and public accommodation opportunities for all persons, and positive community relations in all fields of governmental endeavor; (2) to assist residents of the City in utilizing the complaint procedure under the human relations provisions of the Code and to hear appeals from decisions of the City Manager under such provisions (3) to facilitate the review of citizen complaints concerning the actions of City police officers or community

service officers; and (4) to make periodic reports to the City Council concerning the activities and recommendations of the Commission.

Land Conservation and Stewardship Board

The Land Conservation and Stewardship Board advises City Council regarding policy and budgetary matters pertaining to the Natural Areas Program, including but not limited to the expenditure of Open Space, Yes! and Larimer County Help Preserve Open Space dedicated sales tax revenues, advises Natural Areas Program staff and the City Council in connection with the proposed acquisition or disposition of land, interests in land, interests in water and other interests in real property for the Natural Areas Program; advises Natural Areas Program staff regarding the development of management plans and public improvements for Natural Areas Program properties; upon request of the City Manager or at the direction of the City Council, advises City Council regarding any positive or negative impacts that particular plans or projects of the City or of other public or private entities may have on Natural Areas Program properties or properties that may be of interest to the Natural Areas Program; and upon request of the City Manager or at the direction of the City Council, advises City Council in connection with the proposed acquisition or disposition of land, interests in land, interests in water and other interests in real property for City programs other than the Natural Areas Program.

Land Use Review Commission

The Land Use Review Commission has the authority to hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official charged with enforcement of the regulations established by the Land Use Code, and to authorize upon appeal variances from certain provisions of the Land Use Code.

The Commission may grant variances when the members determine that there is some unusual feature of a property or some other exceptional situation unique to a property which creates an unfair burden to the applicant. Such features may include physical conditions like exceptional narrowness, shallowness, or topography. Additionally, the Commission may grant a variance upon finding that the proposal will promote the general purpose of the standard for which the variance is requested equally well or better than would a proposal which complies with the standard for which the variance is requested. No variance can be granted which is determined to be a substantial detriment to the public good.

Natural Resources Advisory Board

The Natural Resources Advisory Board advises City Council on all matters pertaining to natural resources and environmental protection issues of concern to the City; analyzes various natural resources issues and aids and guides the development of city-wide natural resources programs to address currently existing and potential natural resources and environmental issues; promotes citizen participation and public education on city-wide natural resources and environmental protection issues; and coordinates with the various Sustainability Services technical advisory committees.

Parks and Recreation Board

The Parks and Recreation Board advises and makes recommendations to the Community Services Director and the City Council on rules, regulations, policies, administrative and budgetary matters pertaining to parks and recreation (including golf courses and excluding cemeteries); assists the City in cooperating with the Poudre School District and other organizations and individuals interested in the City's parks and recreation programs; and promotes community awareness and understanding of, and appreciation for, the value of parks and recreation as a resource contributing to the quality of life in Fort Collins.

Planning and Zoning Commission

The Planning and Zoning Commission's responsibilities include advising the City Council on zoning, annexations, major public and private projects and any long-range planning activities (such as City Plan or subarea plans) that require Council approval. The Commission can cooperate with school, county and any other planning and zoning commissions and, with the approval of the City Council, enter into agreements to promote uniform planning and zoning within and without the City. The Commission also takes final action to approve, disapprove or approve with conditions planning items in accordance with the City Code and Charter subject to appeal to the City Council.

Retirement Committee

The General Employee's Retirement Committee's charges are: manage/administer the Retirement Plan for members and retirees and manage accumulated Retirement Fund money; determine the eligibility in credited service of members under Plan rules; interpret the Plan's provisions; and authorize payment of retirement benefits and bills for expenses of Plan and Committee. The Committee sets the policies and procedures for these responsibilities and directs staff personnel and actuarial consulting firm to carry out the functions. The Committee also: seeks information and advice to benefit the Plan and members; recommends Plan changes to City Council for approval; recommends to City Council enhancements to the Plan's provisions and benefits; educates Committee's and Plan's members; keeps abreast of legislation that could affect the Plan; keeps the members informed of their current/projected benefits; encourages Plan members to accumulate other sources of retirement income; and provides minutes of each meeting and files documents as required.

Senior Advisory Board

The Senior Advisory Board is comprised of individuals of all ages who share a concern for the aging members of our community. The Board serves as a supporting agency for all senior citizen services and activities in the City; publicizes and supports present senior citizen services and activities in the community; investigates and makes recommendations regarding new senior citizen services and activities; encourages new senior citizen programs and, if asked to do so, participates in the planning and development of such programs; encourages and supports widespread opportunities for more meaningful and useful participation of senior citizens in community activities and programs; establishes and maintains communication with local, state

and national groups and government agencies concerning senior citizens; advocates policies and practices within the community that respect and consider the needs and interests of senior citizens; and works to dispel stereotypes about aging through education and awareness activities.

Transportation Board

The Transportation Board advises the City Council on the City's transportation policies and system, including, but not limited to, transportation planning, alternative modes planning (including bikeways, pedestrian facilities, transit, air transportation and van- and car-pooling), capital improvement projects, downtown parking management and other transportation issues as identified in the Board work plan; and reviews the City's interaction with federal, state and county government, as well as North Front Range Transportation and Air Quality Planning Council, Colorado State University and Poudre School District on transportation-related issues. The Board also coordinates with other City boards on projects and issues. This coordination is intended to provide an integrated review of transportation issues as they relate to other policy areas such as air quality, natural resources, and land use.

Water Commission

The City Water Commission advises the City Council regarding water, wastewater and stormwater policy issues such as water rights, planning, rates and fees, acquisition and management, conservation and public education, floodplain regulations, storm drainage and development design criteria, and local, state and federal legislation. At times, the Board acts as a quasi-judicial body on floodplain regulation variances, stormwater fee disputes, and storm drainage design criteria variances. It cooperates with regional entities to coordinate planning and maintain a dialogue on regional water issues. The Board is also involved in master planning and provides advice and citizen input regarding proposed policies and actions affecting Utilities customers.

Women and Gender Equity Advisory Board

Effective January 1, 2024, the purpose of the Women and Gender Equity Advisory Board is to enhance the status of and opportunities for all women, transgender, and gender non-binary and gender non-conforming persons ("all genders") in the City. The Board will document, understand, and prioritize issues of importance for all genders in the City; as well as coordinate and facilitate educational programs in the Fort Collins community to increase public awareness and sensitivity to the needs and capabilities of all genders. The Board will review proposed legislation, policy changes or other governmental action at the federal, state or local level that would enhance or otherwise affect all genders in the City and make recommendations to the City Council regarding the same; and recommend to the City Council the adoption of local legislation or policies that would achieve equity for all genders in the City.

Youth Advisory Board

The Youth Advisory Board gathers information from, other groups, organizations and agencies regarding youth-oriented issues and problems; documents and discusses issues of importance

to youth in the Fort Collins community, specifically as they affect City-operated services; reviews and discusses legislation that may affect youth; and recommends to City Council local legislation and policy actions or changes which would enhance the status of youth in the Fort Collins community.

Appendix B: Code of Conduct

Purpose

Fort Collins aspires to be a city that addresses the needs of all members of our community and strives to ensure that everyone has the opportunity to thrive. As a community, we commit to building a healthy, equitable, and resilient city – for our families, for our neighbors, and for future generations. The high quality of life we enjoy requires a city that is safe and where all individuals are treated with dignity and respect. The Mayor and City Council are committed to providing an environment that exemplifies the highest standards of behavior and is known for its honesty, inclusivity and transparency. Our elected officials and those they appoint believe that how they treat others is a direct reflection of our collective character.

Application

This policy applies to board and commission members appointed by the City Council. The Council also adopts this policy to establish standards for Councilmember interactions with board and commission members, staff, and amongst Councilmembers. The term “Appointees” refers to appointed board and commission members. The term “Members” refers to both appointees and City Council.

The City Council appoints individuals who:

- Comply with both the letter and the spirit of the laws and policies affecting operations of boards and commissions.
- Are independent, impartial, and fair in their judgment and actions.
- Participate in assigned duties and functions for the public good.
- Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility toward each other, City staff, and members of the public.
- Learn and understand the legal and ethical requirements that apply to public officials and processes.

Therefore, members commit to the following:

1. To uphold the standards of integrity and honesty with the intention of using true and accurate evidence and/or statements in the decision-making process, and making decisions based on the best interest of the city and its residents.
2. To conduct business of their board or commission that is within the scope of the specific board or commission functions as described in the Fort Collins Municipal Code.
3. To perform Council liaison assignments and duties as described in the Fort Collins Municipal Code.
4. Familiarize themselves with, adhere to, and comply with established policies and laws, as applicable:
 - The City of Fort Collins Boards and Commissions Manual
 - Colorado’s Sunshine Laws regarding open meetings and public records – as outlined in the Council Resource Guide

- The City of Fort Collins Charter and Municipal Code; specifically, the ethical rules of conduct and the open meetings, remote meetings, notice and minutes of meetings, board or commission action and attendance requirements (see Fort Collins Municipal Code §§2-71 through 2-79)
 - The City Council-adopted Anti-Discrimination and Anti-Harassment Policy, which prohibits harassment, discrimination and retaliation based on a person's protected characteristics.
5. Avoid all *ex parte* communications (communications with anyone about a pending issue including communication with City staff) about quasi-judicial matters.
 6. To be aware of the open records requirement that applies to written notes, calendars, voicemail messages, and e-mail. All written or recorded materials including notes, voicemail, text messages, and e-mail that discuss or touch on public business or the functions of the board or communication will likely be subject to disclosure to a requesting party.
 7. Appointees are encouraged to meet with their Staff or City Council liaison to discuss any concerns regarding work that may be outside the scope of designated functions, conflicts of interest, appearance of impropriety, *ex parte* communications, or gifts. Appointees must make disclosures to the City Clerk's Office as appropriate under the circumstances.
 8. Make decisions based on the merits of the issue, while treating all persons and decisions in a respectful and equitable manner and committing to conducting business in a way that exemplifies transparency and open communication.
 9. Respect the legitimacy and authority of decisions that have been finalized – regardless of personal position on the matter.
 10. (For Appointees) Strive to represent the official policies and positions of their board or commission when serving in the member role. When presenting their personal opinions or positions in a public meeting, such as a City Council meeting, Appointees shall explicitly state that they are not representing their board or commission or the City.
 11. (For Appointees) Avoid actively participating in matters that interfere with a quasi-judicial commission member's ability to remain impartial in making decisions.
 12. Continue respectful behavior among Members and City staff when communicating in private. The same level of respect and consideration of differing points of view should be maintained in private conversations.
 13. To use public resources (e.g., staff time, equipment, supplies, or facilities) appropriately and in a manner that fosters stewardship of the taxpayer and ratepayer dollar.
 14. Attend meetings of your board or commission. Because contemplation, deliberation, and decision-making require collaboration and participation, Appointees are expected to attend their meetings. Appointees must comply with attendance requirements described in Fort Collins Municipal Code § 2-79. Appointees commit to attend any required trainings and even suggested trainings that enhance a member's ability to serve.
 15. To respect fellow Members, staff, and the public by treating all with patience, courtesy, and civility at all times during the performance of official duties, regardless of differences of opinion.

16. Avoid making personal, profane, vulgar, slanderous, humiliating, intimidating, or harassing remarks that disturb, disrupt, or impede the conduct of the meeting or the completion of the meeting agenda. Similarly, abusive language, intimidation, threats of violence or harm, or racial or ethnic slurs directed at any person or group of persons are prohibited. Members are expected to know that problematic behavior can cause the targets of behavior to feel threatened, humiliated, or intimidated and such conduct is detrimental to the proper functioning of a public body. Members are expected to avoid publicly ridiculing or insulting fellow Members, members of the public, and City staff.
17. Act in furtherance of the principle that healthy discourse occurs when individuals of all backgrounds and personalities are allowed to respectfully speak candidly about matters of interest, ask difficult questions, challenge ideas and propositions, and work together toward optimal solutions in a respectful manner.
18. Explain to a person who engages in disrespectful treatment that the behavior is disrespectful and, if the person who is the target of the behavior feels comfortable doing so, ask that they discontinue the behavior. If this does not change the behavior the person who believes they are being treated disrespectfully is strongly encouraged to report the behavior using the process described in Fort Collins Municipal Code §2-580.
19. Report behavior that is disruptive, humiliating, intimidating, or threatening or otherwise in violation of this Code of Conduct in the performance of City business, at City-sponsored events, and in all interactions between members, City staff, or the public to the staff liaison and the Boards and Commissions Coordinator. Complaints of such behavior will be processed following procedures in the Fort Collins Municipal Code.

Appointees may not be reappointed and are subject to censure or dismissal by the appointing authority for misconduct, nonperformance of duty, or failure to comply with this Code of Conduct, applicable policies, and the Fort Collins City Charter and Municipal Code.

I have read and understand the City of Fort Collins Code of Conduct and agree to abide by and uphold this code to the best of my ability at all times while serving as an appointed or elected official of the city.

I understand that I may not be reappointed, and may be suspended, censured or removed from my appointment if my conduct falls below these standards.

Signature: _____ Date: _____

Printed Name: _____

Appendix C: Anti-Discrimination and Anti-Harassment Policy

Introduction

Fort Collins aspires to be a city that addresses the needs of all members of our community and strives to ensure that everyone has the opportunity to thrive. As a community, we commit to building a healthy, equitable, and resilient city – for our families, for our neighbors, and for future generations.

The Fort Collins City Council is committed to providing and maintaining an environment that encourages mutual respect and promotes equality, dignity, and respect. This Policy embodies the City Council’s commitment to prevent and address discrimination; harassment, including sexual harassment; and retaliation. Discrimination, harassment, and retaliation in the workplace are against the law and will not be tolerated.

Through adoption, implementation, and enforcement of this Anti-Discrimination and Anti-Harassment Policy (“Policy”) and through continuing education and training provided by or through the City Clerk’s Office, the Fort Collins City Council will seek to prevent, address, and correct behavior that violates this Policy.

Application

This policy applies to all members of the City of Fort Collins City Council and Appointed Officials in the performance of City governance or operations, at City sponsored activities, and in all interactions between members of City Council, Appointed Officials, and City employees and contractors (defined herein as “Related Interactions”). Appointed Officials include the City Manager, the City Attorney, the Chief Municipal Judge, any appointed employee including municipal judges, and any City board or commission member. Nothing in this Policy is intended or should be read to alter the terms and conditions of the at-will status of Appointed Officials.

It is important for all to keep in mind that the Mayor and City Council are committed to providing an environment that exemplifies high standards of behavior, treats others with dignity and respect, and is known for its honesty, inclusivity, and transparency. Conduct that does not clearly fall into the realm of conduct prohibited by this Policy but is inconsistent with these values may be a violation of the Council-adopted code of conduct.

Prohibited Conduct

I. Discrimination Strictly Prohibited

Policy

The City Council strictly prohibits discrimination based on protected characteristics and will take prompt and appropriate action in response to good faith complaints or knowledge of an alleged violation of this Policy.

Definitions

- “Protected characteristics” means a person’s race, color, religion, creed, national origin or ancestry, sex, sexual orientation (including perceived sexual orientation), gender identity and expression, disability, age 40 years or older, pregnancy or related condition, genetic information, and, in certain specific circumstances, marital status, marriage to a coworker or any other status protected under federal, state, or local law.
- “Discrimination” occurs when a person covered by this policy experiences an adverse official action based on one or more of that person’s protected characteristic(s). Adverse official actions include, but are not limited to, termination, suspension, involuntary demotion, failure to promote, and opposition, rejection or failure to appoint to committee or leadership role. Adverse official actions that are taken for any reason other than the protected characteristic(s) of a person covered by this policy are not discrimination.

Examples of Discrimination

- A Councilmember harshly criticizes City staff, and the municipal clerk notes he disproportionately criticizes her and other women.
- A female candidate for city attorney, city manager or chief judge is selected for a position over a more qualified male candidate because she is a woman.
- A community member is not considered for a board or commission appointment because he is homosexual.
- A candidate is not chosen for a promotion to an open City position by an appointee because the candidate does not share the appointee’s religious beliefs or does not have religious beliefs.
- A direct report receives an unfavorable, unjustified pay decision because they are disabled.

II. Harassment, Including Sexual Harassment, Strictly Prohibited

Policy

The City Council strictly prohibits harassment, including sexual harassment, and will take prompt and appropriate action in response to good faith complaints or knowledge of an alleged violation of this Policy. Please note that this Policy does not address conduct that could constitute a violation of criminal law. Any person who believes a violation of criminal law has occurred should report the conduct to Fort Collins Police Services or other appropriate law enforcement agency.

Definitions

“Harassment” means any unwelcome conduct or communication directed at an individual or group because of that individual’s or group’s actual or perceived protected characteristic and such conduct or communication is subjectively offensive to the individual alleging harassment and the conduct is objectively offensive to a reasonable individual who is a member of the same protected characteristic.

It is not necessary for a complaining party to be a member of a protected characteristic to file a complaint. Harassment is a violation of this policy if:

- Submission to the conduct is explicitly or implicitly made a term or condition of employment or appointment;
- Submission to, or objection to, or rejection of the conduct is used as a basis for employment or appointment decisions; or
- The conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment or in related interactions.

Petty slights, minor annoyances, and lack of good manners are not included in the definition of harassment, unless they meet the definition of harassment above when taken individually or in combination and under the totality of the circumstances. The totality of the circumstances considered includes:

- The frequency, duration and location of the conduct or communication; and
- The number of individuals involved; and
- The type or nature of the conduct or communication; and
- Whether it is threatening, involves epithets or slurs, or reflects stereotypes; and
- Whether there is a power differential between the individual or group and the subject of the complaint.

Examples of Harassment

No policy can provide an exhaustive list of behaviors that may rise to the level of harassment. Harassment encompasses a broad range of conduct that may be verbal, visual, or physical in nature. Specifically prohibited conduct includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, and slurs directed at someone because of their protected class;
- Insisting on giving hugs to all women encountered at a recurring meeting;
- Repeatedly not using a person's preferred pronoun(s);
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures directed at someone because of their protected class;
- Mocking someone's accent or disability;
- Acts or jokes that are hostile or demeaning toward a protected class;
- Racially offensive words or phrases;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility to an individual or group because of a protected class that is placed on walls, bulletin boards, email, or elsewhere on the premises of the workplace;
- Displays of symbols, slogans, or items that are associated with hate or intolerance towards any select group, such as swastikas or nooses;
- Pranks or hazing someone because of their protected characteristic; and
- Physical aggression or gestures based on someone's protected characteristic.

In addition to the examples listed above, an aggregation of a series of incidents can constitute harassment, even if one of the incidents considered separately would not rise to the level of harassment. Harassing conduct does not have to rise to the level of an unlawful hostile work environment to warrant corrective action under this policy.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, the City Council believes it warrants separate emphasis. The City Council strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment can involve persons of any gender identity or sexual orientation being harassed by another individual.

Examples of sexual harassment include, but are not limited to, the following conduct:

- Inappropriate commentary, such as sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding a person's sex life, comments regarding a person's body or sexual activity deficiencies or prowess;
- Sexually suggestive comments about a person's clothing, vocal activity like catcalls or whistles, leering or staring at a person or part of a person's body, obscene letters, emails, text messages, photographs, cartoons, or other written or pictorial materials of a sexual nature, or sexting or posting sexual messages or images on social media;
- Direct sexual propositions including persistent requests for dates, drinks, or other personal contact after being informed that the interest is unwelcome, inappropriate sexually themed communication in person, online or via mobile devices;
- Explicit or implicit requests for sexual activity in exchange for reward, position, or career advancement, support of legislative initiatives, introductions, special access invitations to exclusive events, support for candidacies, position stability, or any other such condition or potential benefit;
- Sexual contact including unwanted physical touching, blocking or impeding movements, groping, or kissing.

Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. This policy prohibits opposite sex and same sex harassment.

Sexual harassment may be obvious or subtle. Some behavior that is appropriate in a social setting may not be appropriate in the performance of City governance, City operations, at City sponsored activities, or in Related Interactions, particularly considering the Council's stated values noted above in the Introduction.

III. Retaliation Strictly Prohibited

Policy

The City Council strictly prohibits retaliation. The City Council will take prompt and appropriate action in response to good faith complaints of retaliation or knowledge of a violation of this Policy.

Definitions

“Retaliation” means an act of punishment, reprisal, or revenge that is taken against a person because he or she reported a form of harassment prohibited under this Policy, prevented unlawful practices, or participated in an investigation of an alleged act of harassment. For purposes of retaliation, an action is materially adverse if it is harmful to the point that it would dissuade a reasonable employee from making a complaint of discrimination.

Examples

Retaliation can take place on City locations or elsewhere. Harassing conduct does not have to rise to the level of an unlawful hostile work environment to warrant corrective action under this policy. Examples of retaliation after a person makes a complaint or raised a concern may include, but are not limited to:

- Granting access to that person differently in a manner that negatively affects the person’s business or ability to perform work (i.e., a Councilmember refusing to meet with a complaining party after the party filed a complaint);
- Removing that person from an assignment;
- Change in support for Council action proposed by, or supported by, that person in their professional capacity;
- Disparaging that person to colleagues or peers;
- Changing that person’s role, responsibilities, managerial or legislative authority;
- Newfound scrutiny of that person’s work performance by a supervisor manager or Councilmember;
- Denial of a promotion for that person, or demoting, suspending, or terminating them, when such acts are not otherwise justified;
- Issuing that person warnings, reprimands, or poor performance evaluations that are not otherwise justified;
- Excluding that person from beneficial networking or other opportunities, or from team or coworker events;
- Encouraging shunning by other Councilmembers;
- Workplace or legislative sabotage;
- Assigning that person a disproportionate workload;
- Disparaging that person to others or in the media;
- Disparaging that person to potential new employers;
- Threatening that person with legal action;
- Threatening that person with immigration action; or

- Abusive verbal or physical behavior towards that person.

Formal Complaint and Resolution Process

The City Council encourages the reporting of all perceived incidents of discrimination, harassment or retaliation, as described above, regardless of the position of the alleged offender. The following processes will be used when a reporting party reports a violation of this Policy. The formal resolution process will be used when someone makes a good faith report of discrimination, harassment, or retaliation in a manner that makes clear that the Reporting Party intends to make a complaint of a policy violation.

Definitions

- “Reporting Party” means a person who has been subjected to or who has witnessed another person be subjected to behavior that violates this Policy. A Reporting Party may be a member of the City Council, a City staff member, a member of the public, a City contractor or vendor, an Appointed Official, a contractor, or a person whose employment gives them access to or contact with the Fort Collins City Council.
- “Complaint Contact” means:
 - The Mayor;
 - Any City Councilmember;
 - A representative of Human Resources including the Human Resources Executive, the Human Resources Director, or a Human Resources Business Partner;
 - The City Manager, Deputy City Manager, Assistant City Manager, Service Area Director, Service Unit Director
 - The City Attorney, Deputy City Attorney
 - Lead Specialist, Office of Equity & Inclusion.
 - The staff liaison or attorney liaison to a board or commission

While the reporting party should contact anyone on this list, the following guidance is provided for “Complaint Contact:”

- For a complaint about the City Manager, City Attorney and Chief Judge, contact the Mayor or the Human Resources Executive.
- For a complaint about a City Councilmember, contact the Human Resources Executive.
- For a complaint about a Board and Commission member, contact the City Manager, Deputy City Manager, Assistant City Manager, Service Area Director, Service Unit Director, City Attorney, or Deputy City Attorney.
- “Respondent” means a person who is alleged to have violated this Policy and includes members of the City Council, Appointed Officials, and persons who are under contract with the City of Fort Collins.

Confidentiality and Privacy Interests

An essential duty of the City Council and Appointed Officials is to be accountable to the public they serve. Members of the public deserve to have access to some information about complaints and complaint trends, but this must be balanced with the needs of the parties to

have a safe, fair, and impartial process with appropriate confidentiality. The complaint resolution process is a confidential process. Complaint contacts must ensure that reporting parties can communicate privately and confidentially with them in discussing their complaints. Complaints and information about the investigation must be kept confidential by all parties, witnesses, those who handle the complaints, and those who recommend discipline or remediation, to the fullest extent possible. The confidential investigation report or any records of complaints of sexual harassment, and any sexual harassment investigations shall not be disclosed pursuant to an open records request except in accordance with Colo. Rev. Stat. § 24-72-204.

Complaints Against a Member of the City Council

Complaint Process

The Fort Collins City Council encourages any person who is the subject of or witness to a violation of this Policy by a City Councilmember to immediately bring the violation to the attention of the Fort Collins City Council, via the complaint contacts listed above, so it may take proper steps to investigate and address the issue. The report should contain all facts available to the Reporting Party regarding the alleged Policy violation.

Action by Complaint Contact

A Complaint Contact who receives a report from a Reporting Party must document the date, time, the form of communication that the complaint was received (in person, by phone, email, text etc.), substance of any communication about the complaint and any steps taken. The Complaint Contact must transmit complaints that fall under the Policy to the Lead Specialist, Equity and Inclusion Office of the City and the City Attorney. A screening process will be used to ensure that the alleged misconduct falls within the scope and purpose of this Policy, assuming the allegations are true. A Complaint Contact must take actions described in this Policy promptly upon becoming aware of a complaint.

Screening Process

The Lead Specialist, Equity and Inclusion Office or their designee and the City Attorney or their designee will contact the Reporting Party and obtain a complete description of the conduct that allegedly violates this Policy. The Lead Specialist, Equity and Inclusion Office or their designee, the City Manager or their designee and the City Attorney or their designee will determine whether the alleged misconduct, if true, violates this Policy. Unless the alleged violation clearly does not fall within this Policy, the allegations will be referred for investigation. If the alleged violation clearly does not fall within this Policy, a confidential written summary of the basis for not referring the matter for investigation is placed in the file. If the allegations are not referred for full investigation, the complaining party will be notified both in person and in writing that the allegations were reviewed as a screening matter and determined not to fall within the scope of this Policy. If any of those involved in the screening the complaint believes the alleged misconduct, if true, violates this Policy, the allegations will be referred for investigation and the complaining party will be notified.

Investigation

Complaints against a Councilmember that, if true, violate this Policy must promptly be referred to a third-party investigator retained by the City Attorney's Office. The City Attorney must inform the City Council that an investigation is underway and retain an independent outside investigator (preferably a lawyer that specializes in workplace investigations) to conduct interviews with the Reporting Party and other individuals with knowledge of relevant facts, and to perform such other actions as are necessary to ensure a complete investigation of all allegations and a fair process for all involved. Once the investigation is deemed complete by the investigator and the City Attorney, the investigator shall prepare a written report indicating whether the allegations in the complaint are sustained or not sustained and shall provide such confidential investigation report to the City Attorney.

Timeline for Investigation

Every effort will be made to complete an investigation in 60 days.

Disciplinary and Remedial Action

Upon completion of the investigation by a third-party investigator, the City Attorney will inform the Human Resources Executive, the City Manager, the Reporting Party and the Respondent of the pertinent findings. The City Attorney, the Human Resources Executive and the City Manager will send the confidential investigative report to each member of the City Council with a cover letter that contains recommendations to remedy the harassment, discrimination, or retaliation. Alternatively, the City Attorney shall present the investigator's written report to the City Council in executive session. Upon receipt, the Respondent must immediately endeavor to comply with recommendations.

The City Council may consider and direct any or all of the following actions in response to a finding that a complaint of harassment, discrimination or retaliation is sustained:

1. Adopt a resolution finding that an individual covered by this policy violated this policy;
2. Direct or encourage additional corrective training;
3. Such other action as is consistent with its authority under applicable state statutes, the City Charter, ordinances, resolutions, or rules and policies of the City Council.

Any Councilmember at any time may initiate a motion for censure of a Respondent Councilmember.

Complaints Against an Appointed Official

Reporting

The City Council encourages any person who is the subject of or witness to a violation of this Policy by an Appointed Official to bring the violation to the attention of the City Council immediately, so it may take proper steps to investigate and address the issue. The report should contain all facts available to the Reporting Party regarding the alleged Policy violation.

The Reporting Party is encouraged to take the following actions:

- If the Reporting Party is comfortable addressing the issue directly with the Respondent, the party may explain to the Respondent that the behavior is offensive to the Reporting Party, and request that such behavior be discontinued.
- If the behavior recurs, the Reporting Party is strongly encouraged to immediately report the behavior to a complaint contact listed above.
- If the Reporting Party is not comfortable addressing the issue directly with the Respondent, the Reporting Party should immediately report the offensive behavior to a Complaint Contact listed above.

Action by Complaint Contact

A Complaint Contact who receives a report from a Reporting Party must document the date, time, the form of communication that the complaint was received (by phone, in person, email, text message, etc.), substance of any communication about the complaint, and any steps taken. The Complaint Contact must transmit complaints that fall under the Policy to the Human Resources Executive, the City Attorney, unless the City Attorney is the Respondent and the City Manager, unless the City Manager is the Respondent. If the Respondent is the City Attorney, the Complaint Contact must transmit complaints that fall under the Policy to the Human Resources Executive and the City Manager. A screening process will be used to ensure that the alleged misconduct falls within the scope and purpose of this Policy, assuming the allegations are true. A Complaint Contact must take actions described in this Policy promptly upon becoming aware of a complaint.

Screening Process

The Lead Specialist, Equity and Inclusion Office or their designee and the City Attorney or their designee, if the City Attorney is not the Respondent, will contact the Reporting Party and obtain a complete description of the conduct that allegedly violates this Policy. The Lead Specialist, Equity and Inclusion Office or their designee, the City Manager or their designee, if the City Manager is not the Respondent, and the City Attorney or their designee, if the City Attorney is not the Respondent, will determine whether the alleged misconduct, if true, violates this Policy. Unless the alleged violation clearly does not fall within this Policy, the allegations will be referred for investigation. If the alleged violation clearly does not fall within this Policy, a confidential written summary of the basis for not referring the matter for investigation is placed in the file. If the allegations are not referred for full investigation, the Reporting Party will be notified both in person and in writing that the allegations were reviewed as a screening matter and determined not to fall within the scope of this Policy. If any of those involved in the screening the complaint believe the alleged misconduct, if true, violates this Policy, the allegations will be referred for investigation. If the Respondent is the City Attorney, the City Council will use outside legal counsel to engage in the screening process as described herein. If the Respondent is the City Manager, the Lead Specialist, Equity and Inclusion Office or their designee and City Attorney will engage in the screening process.

Investigation

Complaints against an Appointed Official that warrant investigation must promptly be referred to a third-party investigator retained the City Attorney's Office, unless the Respondent is the City

Attorney. Unless the Respondent is the City Attorney, the City Attorney must inform the City Council that an investigation is underway and retain an independent outside investigator (preferably a lawyer that specializes in workplace investigations). If the Respondent is the City Attorney, the Lead Specialist, Equity and Inclusion Office or their designee will retain the services of outside counsel to retain an independent outside investigator (preferably a lawyer that specializes in workplace investigations) and the City Manager must inform the City Council that an investigation is underway.

An outside investigator will conduct interviews with the Reporting Party and other individuals with knowledge of relevant facts, and to perform such other actions as are necessary to ensure a complete investigation of all allegations and a fair process for all involved. Once the investigation is deemed complete by the investigator and the City Attorney or outside counsel, the investigator shall prepare a written report indicating whether the allegations in the complaint are sustained or not sustained, and shall provide such confidential investigation report to the City Attorney, unless the Respondent is the City Attorney. If the Respondent is the City Attorney, the confidential investigation report will be provided to the outside counsel who will forward the report to the Lead Specialist, Equity and Inclusion Office or their designee and the City Manager.

The confidential investigation report and findings, along with a recommendation, will be provided to the City Manager and the City Council.

Timeline for Investigation

Every effort will be made to complete an investigation in 60days.

Disciplinary and Remedial Action

Any Respondent found to have engaged in harassment, discrimination, or retaliation prohibited by this Policy is subject to appropriate disciplinary action. The City Council shall consult with the Lead Specialist, Equity and Inclusion Office or their designee and the City Attorney, if the City Attorney is not the Respondent, regarding disciplinary actions that are commensurate with the severity of the offense. If the City Attorney is the Respondent, the City Council shall consult with the Lead Specialist Equity and Inclusion Office or their designee and outside employment counsel about disciplinary actions that are commensurate with the severity of the offense. Disciplinary action can include, but is not limited to, demotion or termination. Other remedial measures may include:

- Verbal or written direction to cease the offensive behavior;
- A written or verbal apology to the Reporting Party if the Reporting Party consents to the apology;
- Resources and support to Reporting Party; or
- Education and training for the Appointed Officials.

In any case, a written record of any action taken on the complaint, or any determination to take no further action on the complaint, shall be prepared in consultation with the City Attorney or

such other legal counsel appointed by City Council in connection with a given complaint and kept with the report of investigation.

Training

All members of City Council shall participate in training regarding harassment, discrimination and retaliation every two years and in conjunction with the orientation provided to new City Council members. All Appointed Officials shall participate in such training every two years.

Annual Reporting and Review

The Assistant City Manager will publicly report, on an annual basis, the total number of complaints under the Policy, and the resolution of each complaint, appropriately redacted to protect the confidential personnel decisions and party identities. The Assistant City Manager will maintain a publicly available list of Councilmembers and Appointed Officials who have attended mandatory and voluntary trainings.

Appointees may not be reappointed and are subject to censure or dismissal by the appointing authority for misconduct, nonperformance of duty, or failure to comply with this Anti-Discrimination and Anti-Harassment Policy, applicable policies, and the Fort Collins City Charter and Municipal Code.

I have read and understand the City of Fort Collins Anti-Discrimination and Anti-Harassment Policy and agree to abide by and uphold this policy to the best of my ability at all times while serving as an appointed or elected official of the city.

I understand that I may not be reappointed, and may be suspended, censured or removed from my appointment if my conduct falls below these standards.

Signature: _____ Date: _____

Printed Name: _____

File Attachments for Item:

12. Resolution 2026-027 Adopting the City Council's 2026-2027 Priorities.

The purpose of this item is to formally adopt the 2026-2027 Council Priorities.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Rupa Venkatesh, Assistant City Manager

SUBJECT

Resolution 2026-027 Adopting the City Council’s 2026-2027 Priorities.

EXECUTIVE SUMMARY

The purpose of this item is to formally adopt the 2026-2027 Council Priorities.

STAFF RECOMMENDATION

Staff recommends adoption of this Resolution.

BACKGROUND / DISCUSSION

On January 24 and 31, 2026, Council held its biannual retreat which was focused on priority setting and board and commissions, Council Committees and other entities liaison selections.

Council proposed 16 potential priorities on January 24 and requested additional scoping information related to level of effort, timeline, trade-offs and considerations, and potential success metrics. Staff presented this information on January 31, and from discussions, Council expressed interest in five Council priorities and three additional work plan items and asked staff to further refine the priority names and descriptions.

This information was shared during the February 10 Work Session. Staff incorporated feedback into the final version of the Council Priority title and description that is being considered via Resolution 2026-027.

Priority names from the Retreat

- Reduce barriers to make it easier to build
- Economic Vitality
- Vision Zero implementation
- Sharing Council actions more broadly
- Financial Sustainability & Efficiency

February 10 Work Session Proposed Language	Resolution Language
<ul style="list-style-type: none"> • Make development predictable, efficient and cost-effective to support sustainable growth and affordability 	<ul style="list-style-type: none"> • Promote Affordability and Sustainable Growth by Making Development Predictable, Efficient, and Cost-Effective

February 10 Work Session Proposed Language	Resolution Language
<ul style="list-style-type: none"> • Bolster economic vitality with a focus on neighborhood centers, and quality job creation 	<ul style="list-style-type: none"> • Bolster a Thriving Economy, with a focus on Small Businesses, Neighborhood Centers and Quality Job Creation
<ul style="list-style-type: none"> • Accelerate progress toward Vision Zero 	<ul style="list-style-type: none"> • Accelerate Progress toward Vision Zero
<ul style="list-style-type: none"> • Connect Community to Council Actions 	<ul style="list-style-type: none"> • Connect Community to Council Actions
<ul style="list-style-type: none"> • Ensure long-term financial sustainability 	<ul style="list-style-type: none"> • Ensure the City Organization’s Long-term Financial Sustainability

The Resolution also includes the additional work plan items that Council discussed during the retreat: AI Leadership, updating marijuana laws, and creative/nighttime economy. Updates for these items as well as Council Priorities will be reported during quarterly Council Work Sessions.

CITY FINANCIAL IMPACTS

The resource needs will be dependent per priority and brought forward for Council considerations at the appropriate time, including the 2027-2028 budget process.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS

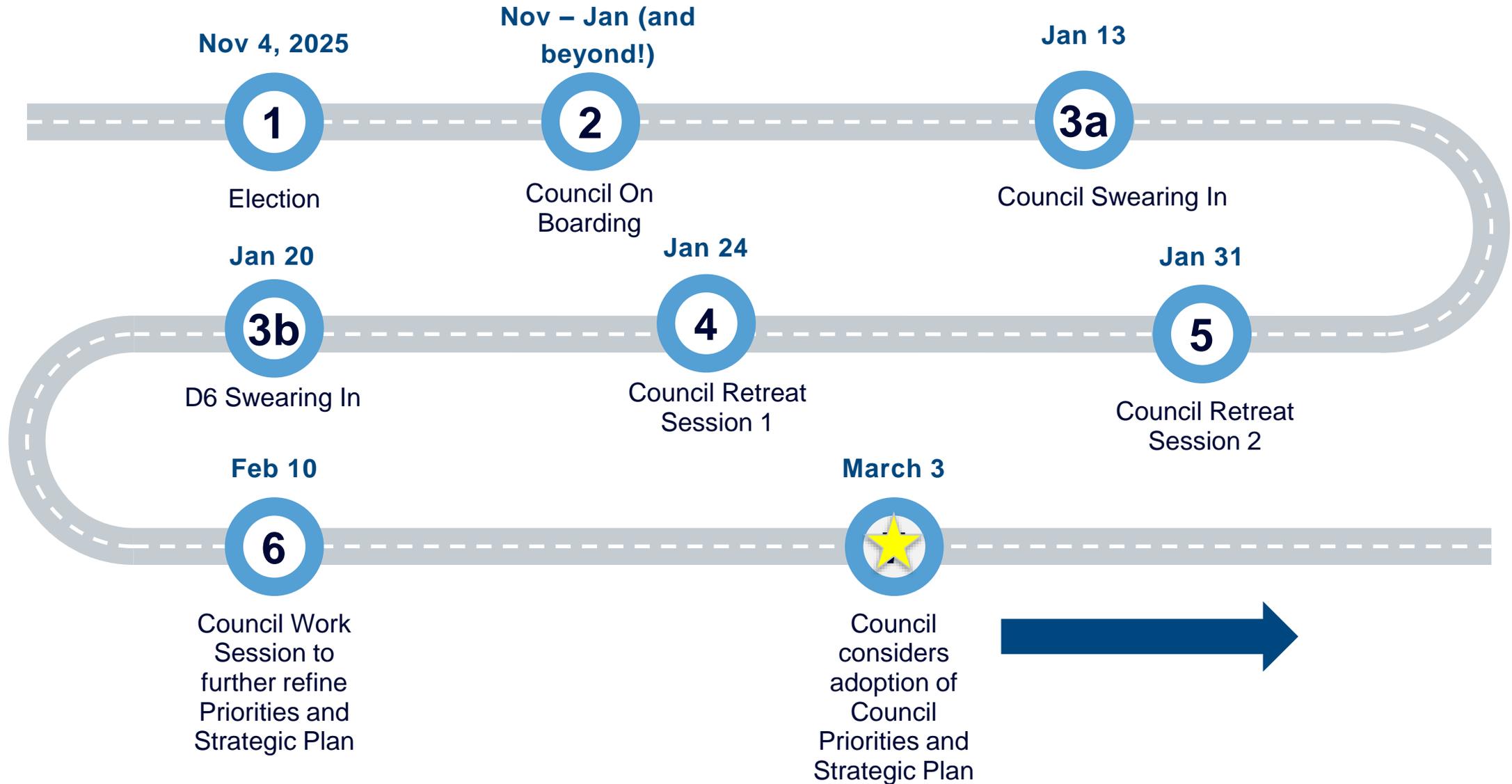
1. Presentation
2. Resolution 2026-027

2026-2027 Council Priorities

Executive Leadership Team



The Journey



Make Development Predictable, Efficient and Cost-effective to Support Sustainable Growth and Affordability

Description: City Plan sets forth a bold vision of livable and sustainable growth in Greenfields, along our corridors, and in our neighborhoods. This priority will remove, replace or fix the systems and regulatory layers creating the biggest challenges to build in Fort Collins. This includes considering programs, incentives and costs and fees. A holistic effort that unifies and simplifies the customer experience will allow us to support community resilience, create jobs, provide housing choices and have cleaner air. Other outcomes include making it easier to build walkable neighborhoods and activity centers, maximizing use of existing buildings and places, improving regional competitiveness and improve climate resilience and adaptation.

NEW: Promote Affordability and Sustainable Growth by Making Development Predictable, Efficient, and Cost-Effective

Description: City Plan sets forth a bold vision of livable and sustainable growth for Fort Collins. This priority will remove, replace or fix the systems and regulatory layers creating the biggest challenges to build. We will evaluate programs, incentives, and costs and fees through a lens of a simplified customer experience, to provide growth and development that supports community resilience, creates jobs, provides housing choices, and contributes to cleaner air.

Description: A thriving economy is fundamental for the City to provide key services. Yet shifts in Northern Colorado economy have put Fort Collins' competitive edge at risk. The City aims to create an environment where small businesses and residents thrive, and companies can grow and generate quality jobs in high opportunity industries. We support vibrant commercial hubs and neighborhood centers, energized by the creative and nighttime economy positioning Fort Collins as a place of choice to live, work, and play.

NEW: Bolster a Thriving Economy with a Focus on Small Business, Neighborhood Centers, and Quality Job Creation

Description: A thriving economy is a key factor in the City's ability to provide municipal services. The City aims to create an environment where small businesses and residents thrive, and where companies can grow, creating quality jobs in high opportunity industries. We support vibrant commercial hubs and neighborhood centers, energized by the creative and nighttime economy, that will position Fort Collins as a regional destination of choice to live, work and play.

Description: Fort Collins committed to a Vision Zero Plan to eliminate all traffic-related fatalities and serious injuries by 2032. This data-driven approach focuses on safer street designs, lower speeds, and community education. Vulnerable road users (cyclists, pedestrians and motorcyclists) will be an important focus to reduce disproportionate impacts of crashes. Current enforcement and educational campaigns are yielding results in speed compliance. The scope of this priority includes updating speed limits where necessary and accelerating safer street designs near schools and on our high injury network (arterials).

Description: The City's Vision Zero Plan aims to eliminate all traffic-related fatalities and serious injuries by 2032. This data-driven approach focuses on safer street designs, lower speeds and community education, emphasizing efforts that benefit the most vulnerable road users (cyclists, pedestrians and motorcyclists), such as updating speed limits and accelerating improvements near schools and on arterial roads.

Description: By leveraging a variety of communication strategies and channels, we create more proactive and accessible avenues for everyone in our community to stay informed, provide input and feel connected to their local government, ensuring they have a clear and consistent understanding of Council discussions, decisions and the data-driven policies that shape them.

Description: By leveraging a variety of communication strategies and channels, we create more proactive and accessible avenues for everyone in the community to stay informed, provide input, and feel connected to their local government. This includes communication before, during and after Council policy development, allowing the community to have a clear and consistent understanding of Council discussions, decisions, and the data-driven policies that shape them.

Description: Ensure the City can continue to provide the services and infrastructure residents rely on, both now and in the future. Rising costs, aging infrastructure, and economic uncertainty make long-term planning essential. This priority includes modernizing financial processes and systems to support using public funds wisely and to make informed, transparent financial decisions to realign service levels with long-term financial capacity.

Description: Rising costs, aging infrastructure, and economic uncertainty make long-term planning essential to the City's ability to ensure it can provide the services the community relies on, both now and in the future. This priority includes modernizing financial processes and systems, allowing the City to use public funds wisely and to make informed, transparent financial decisions to realign service levels with long-term financial capacity.

Additional Work Plan items

- Added to Resolution and will be reported out during Work Session updates
- AI Leadership, Updating Marijuana Laws, and Creative/Nighttime economy

Traditionally have updated through a memo and published updates online.

Proposing work sessions every 3-4 months to allow for discussion and more valuable feedback.

Tentative Schedule:

July 14, 2026

October 13, 2026

January 12, 2027

May 11, 2027

September 14, 2027

December 14, 2027 – End of term Report



Questions?

RESOLUTION 2026-027
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ADOPTING THE CITY COUNCIL'S 2026-2027 PRIORITIES

A. Pursuant to the Charter of the City of Fort Collins, all powers of the City and the determination of all matters of policy are vested in the City Council except as otherwise provided by the Charter.

B. After each regular Fort Collins municipal election, the newly constituted City Council evaluates its policies and priorities for the coming two-year Council term.

C. On January 24 and January 31, 2026, the Council conducted a retreat for the purpose of identifying issues of concern and focus for each Councilmember as a basis for identifying themes and discussing priorities to be considered for Council adoption.

D. At the retreat, working with a facilitating consultant, Councilmembers identified potential priorities, about which staff then developed scoping-level information related to level of effort, timeline, trade-offs and considerations, and potential success metrics. Councilmembers considered this information and provided preferences for narrowing the list of priorities.

E. At its February 10, 2026, work session, staff presented an outline of five Council priorities and three additional work plan items and related information. Based on Councilmember input at the work session, staff has refined the titles and descriptions and finalized the Council Priorities for consideration.

F. The 2026-2027 Council Priorities, as listed and described below, reflect these discussions and additional refinement.

G. It is Council's desire that the 2026-2027 Council Priorities described below, guide the work of the Council and the City organization during the upcoming two-year term.

H. In addition, it is Council's intent that City staff will continue to evaluate and move forward the work plan items listed and described below to the extent permitted by such resources as are, or become, available.

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

Section 1. The City Council adopts the following 2026-2027 Council Priorities:

- **Promote Affordability and Sustainable Growth by Making Development Predictable, Efficient, and Cost-Effective:**

City Plan sets forth a bold vision of livable and sustainable growth for Fort Collins. This priority will remove, replace or fix the systems and regulatory layers creating the biggest challenges to build. We will evaluate programs, incentives, and costs and fees through a lens of a simplified customer experience, to provide growth and development that supports community resilience, creates jobs, provides housing choices, and contributes to cleaner air.

- **Bolster a Thriving Economy, with a Focus on Small Businesses, Neighborhood Centers, and Quality Job Creation:**
 A thriving economy is a key factor in the City’s ability to provide municipal services. The City aims to create an environment where small businesses and residents thrive, and where companies can grow, creating quality jobs in high opportunity industries. We support vibrant commercial hubs and neighborhood centers, energized by the creative and nighttime economy, that will position Fort Collins as a regional destination of choice to live, work and play.
- **Accelerate Progress Toward Vision Zero:**
 The City’s Vision Zero Plan aims to eliminate all traffic-related fatalities and serious injuries by 2032. This data-driven approach focuses on safer street designs, lower speeds and community education, emphasizing efforts that benefit the most vulnerable road users (cyclists, pedestrians and motorcyclists), such as updating speed limits and accelerating improvements near schools and on arterial roads.
- **Connect Community to Council Actions:**
 By leveraging a variety of communication strategies and channels, we create more proactive and accessible avenues for everyone in the community to stay informed, provide input, and feel connected to their local government. This includes communication before, during and after Council policy development, allowing the community to have a clear and consistent understanding of Council discussions, decisions, and the data-driven policies that shape them.
- **Ensure the City Organization’s Long-Term Financial Sustainability:**
 Rising costs, aging infrastructure, and economic uncertainty make long-term planning essential to the City’s ability to ensure it can provide the services the community relies on, both now and in the future. This priority includes modernizing financial processes and systems, allowing the City to use public funds wisely and to make informed, transparent financial decisions to realign service levels with long-term financial capacity.

Section 2. The City Council further identifies as key work plan items the following:

- **AI (Artificial Intelligence)-Ready Leadership:**
Designated leaders and staff trained to identify, develop, and operationalize AI solutions for community-facing services, eliminating barriers, reducing manual work, and accelerating service delivery and ethical, transparent AI governance.
- **Update Marijuana Laws:**
Develop options for Council consideration to modernize marijuana regulations, such as location requirements for marijuana businesses, and to create opportunities for new businesses by adding new license types.
- **Creative/Nighttime Economy:**
The Creative and Nighttime Sectors of the economy contribute to the broader economic health of the community as well as furthering other key goals including community vibrancy, inclusivity, wellbeing and connection. Strategically leveraging City services, partnerships and projects towards improving the health of these sectors will result in improved outcomes in these areas.

Section 3. The City Council hereby directs the City Manager to regularly present to Council workplan updates and proposed approaches for accomplishing or advancing these Priorities and Work Plan items, as appropriate.

Passed and adopted on March 3, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: March 3, 2026
Approving Attorney: Carrie M. Daggett

Exhibit: None

File Attachments for Item:

13. Resolution 2026-028 Adopting the City of Fort Collins 2026-2030 Strategic Plan.

The purpose of this item is to formally adopt the 2026-2030 Strategic Plan. The adopted plan will guide the 2027-2028 budgeting process. Council priorities have been incorporated into this Plan and will be considered for adoption under a separate resolution.

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Rupa Venkatesh, Assistant City Manager

SUBJECT

Resolution 2026-028 Adopting the City of Fort Collins 2026-2030 Strategic Plan.

EXECUTIVE SUMMARY

The purpose of this item is to formally adopt the 2026-2030 Strategic Plan. The adopted plan will guide the 2027-2028 budgeting process. Council priorities have been incorporated into this Plan and will be considered for adoption under a separate resolution.

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

BACKGROUND / DISCUSSION

During last year's budget evaluation, staff identified a need to improve how the City communicates the use of public resources to the Council and the community. To better show how the City achieves its goals, the five-year Strategic Plan has been updated. While the plan retains its original Strategic Outcome areas and objectives, it has evolved from an issues-based framework to an action-based model. This new action-oriented approach provides a clearer roadmap for how the City will deliver results for the community.

Staff received feedback during the February 10, 2026, Council Work Session and input that received general consensus has been incorporated into the final version.

CITY FINANCIAL IMPACTS

None.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

Community input was gathered from the statistically valid 2025 Community Survey. As staff continues to iterate improvements to the Strategic Plan, staff will also be looking for additional opportunities to engage with the community in multiple ways throughout the next update.

ATTACHMENTS

1. Presentation
2. Resolution 2026-028

2026-2030 Strategic Plan

Rupa Venkatesh

Assistant City Manager



What is the purpose of the Strategic Plan?



Serve as a mid-term roadmap that guides decisions and resource allocation to achieve a desired future state.



Establishes a shared vision and priorities.



Should provide a framework for making informed decisions about the bi-annual budget and resource allocation.



Tracks performance – objectives should have metrics. The strategic actions of each objective should help improve those metrics.



Translates the long-term vision into concrete, actionable strategies, helping departments develop their own work plans.



Improves communication and transparency.

Strategic Plan Structure

Mission, Vision, Values



Outcome Areas



Objectives



Actions

Strategic Outcome Areas

HIGH PERFORMING
GOVERNMENT



CULTURE &
RECREATION



ECONOMIC
HEALTH



ENVIRONMENTAL
HEALTH



NEIGHBORHOOD &
COMMUNITY VITALITY



SAFE
COMMUNITY



TRANSPORTATION
AND MOBILITY



HPG 1.1: Provide an exceptional customer experience that builds trust by simplifying processes, leveraging modern technologies, and ensuring the entire community is well informed and has the access to participate in the conversations and decisions that impact them.

HPG 1.2: Ensure long-term financial sustainability through proactive, transparent and data-informed practices.

HPG 1.3: Enable exceptional community service by evolving the employee experience and workforce systems to support retention, leadership capability, wellbeing and adaptability in a complex environment.

- *1.3.3 Develop shared leadership capability at all levels, leveraging ethical AI to support adaptability, innovation and service excellence.*

HPG 1.4: Develop and implement proactive, tailored management strategies for all City assets to address deferred maintenance, improve accessibility and deliver safe, reliable services for all.

C&R 2.1: Create inclusive arts, cultural and recreational programming that reflects community interests and needs.

ECON 3.1: Foster diverse and attractive employment opportunities that support and enhance economic mobility

ECON 3.2: Create conditions that support small business, foster economic activity and drive additional sales tax revenue.

- *3.2.2 Support efforts to boost economic activity around arts and culture, the “night-time economy,” CSU events and general tourism.*
- *3.2.3 Modernize marijuana regulations to alleviate restrictive location requirements for marijuana businesses and create opportunities for new businesses by adding new license types.*

ECON 3.3: Address local barriers to business formation, operations and growth.

* *Red denotes Council priorities & workplan*

ENV 4.1: Prioritize and resource actions in the Our Climate Future Plan to advance the City's greenhouse gas, energy and waste goals; reduce air pollution; and improve community resilience.

ENV 4.2: Sustain the health of the Cache la Poudre River and regional watersheds while delivering a resilient, economically viable and high-quality water supply for all residents and businesses.

Neighborhood & Community Vitality Objectives

NCV 5.1: Increase housing supply, type, choice and affordability to address inequities in housing so that everyone has healthy, stable housing they can afford.

NCV 5.2: Support community partner efforts to address priority human service issues like poverty and mental health, and to make homelessness rare, brief and non-recurring.

NCV 5.3: Make growth and development easier to support community resilience, create jobs, provide housing choices and have cleaner air.

* Red denotes Council priorities & workplan

SAFE 6.1: Enhance overall community safety and foster increased trust in public safety services and the municipal justice system through innovative service delivery models.

SAFE 6.2: Fortify the City's mission-critical physical and virtual infrastructure, ensuring continuous delivery of essential services and community resilience against evolving cyber threats and physical disruptions.

T&M 7.1: Make significant progress toward the City's Vision Zero goal to have no serious injury or fatal crashes.

T&M 7.2: Increase Transfort access and ridership by ensuring transit services provide safe, reliable and convenient alternatives to driving.

T&M 7.3: Transform the parking system to better align supply and demand and incentivize sustainable outcomes in a place-based manner across Fort Collins.



Questions?

RESOLUTION 2026-028
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ADOPTING THE CITY OF FORT COLLINS 2026-2030 STRATEGIC
PLAN

A. The City of Fort Collins 2026-2030 Strategic Plan (the “Strategic Plan”) was developed by staff to highlight how the City achieves its goals, providing an action-based roadmap for the City will deliver results to the community.

B. The Strategic Plan retains and is organized based on the City’s seven Strategic Outcome areas, and it incorporates and integrates with adopted City Council priorities.

C. At its work session on February 10, 2026, City Council reviewed the Strategic Plan and provided input, which staff incorporated. The final version of the 2026-2030 Strategic Plan reflecting the work session discussion is attached hereto as Exhibit A and incorporated herein by this reference.

D. The Strategic Plan will serve as the basis of the City’s budget and operational plan for 2026 and 2027 and will provide integral input for the City’s upcoming budget process.

E. The City Council has determined that it is in the best interests of the citizens of the City of Fort Collins to formally adopt the attached 2026-2030 Strategic Plan.

In light of the foregoing recitals, which the Council hereby makes and adopts as determinations and findings, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the City Council hereby approves and adopts the City of Fort Collins 2026-2030 Strategic Plan attached hereto as Exhibit A.

Passed and adopted on March 3, 2026.

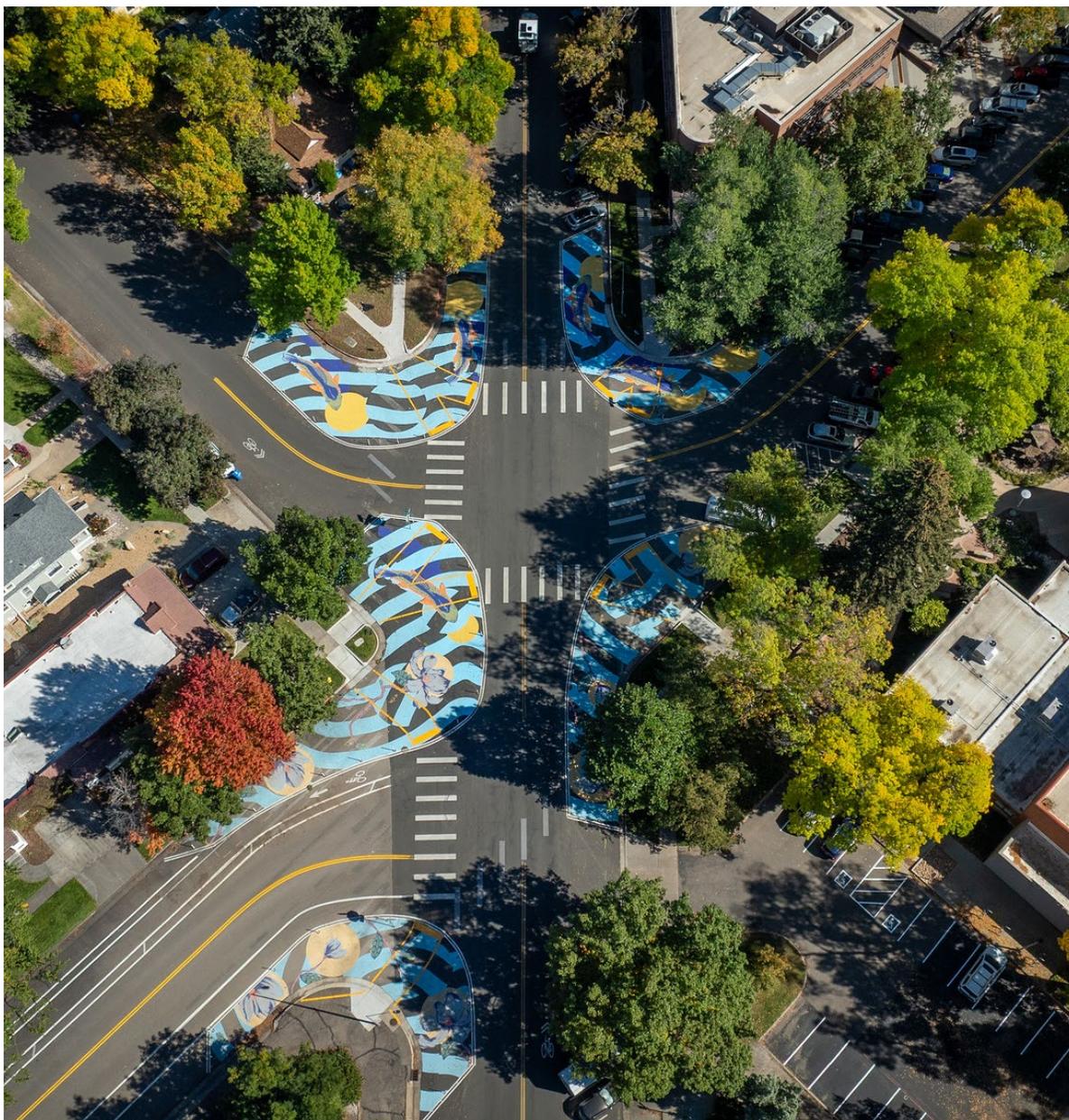
Mayor

ATTEST:

City Clerk

Effective Date: March 3, 2026
Approving Attorney: Carrie Daggett

Exhibit: Exhibit A - 2026-2030 Strategic Plan



2026-2030 Strategic Plan

Table of Contents

Table of Contents.....2
Introduction3
 City Leadership System.....3
Strategic Objectives and Actions.....4
 High Performing Government (HPG)4
 Culture & Recreation (C&R)5
 Economic Health (ECON).....6
 Environmental Health (ENV).....7
 Neighborhood & Community Vitality (NCV).....8
 Safe Community (SAFE)10
 Transportation & Mobility (T&M)11
Connections to Other Plans13

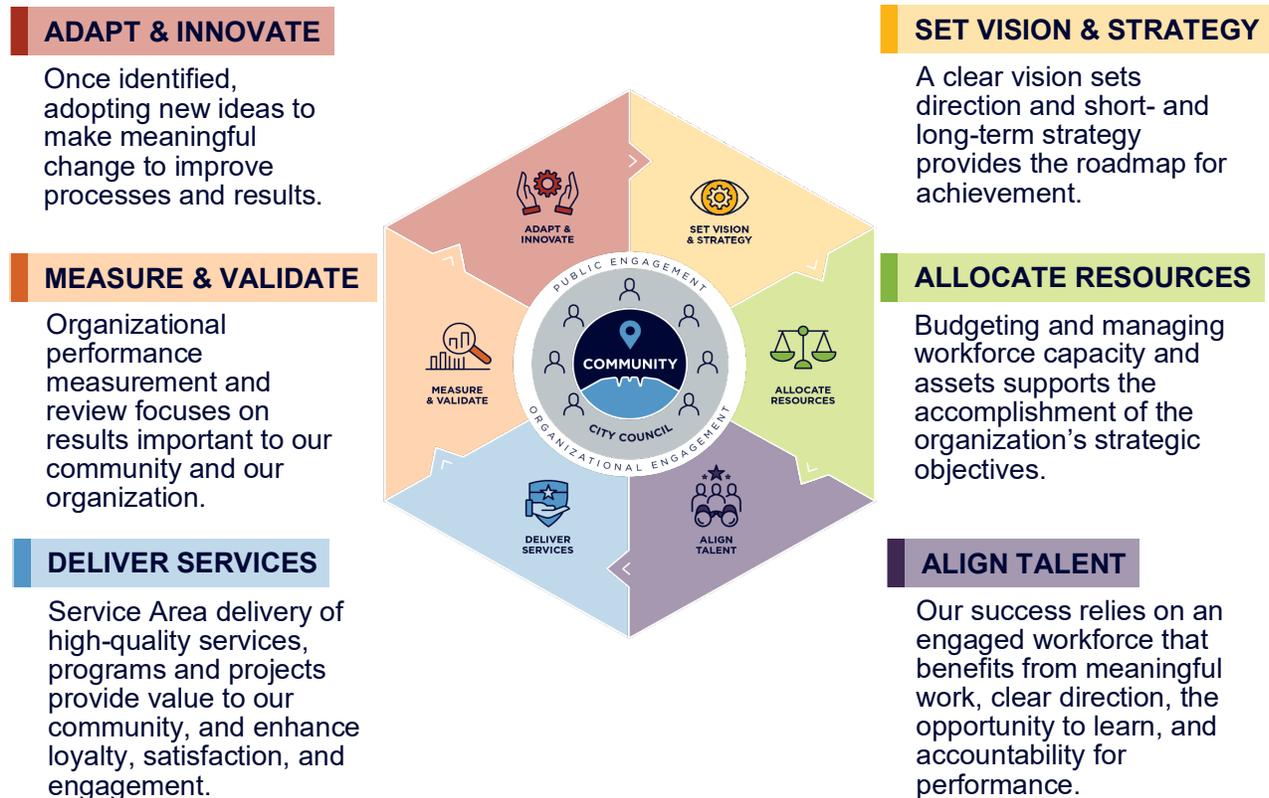
Introduction

The City of Fort Collins is committed to thoughtful planning that reflects the values of the community.

While the City Plan articulates a long-term community vision and growth framework, the Strategic Plan outlines short- and mid-term objectives, influences the City’s budgeting process, and guides the implementation of the City’s full range of services, including public safety, neighborhood quality, economic vitality, environmental services, parks and open spaces, utility services, transit and transportation infrastructure, engineering and building services, and much more.

The 2026-2030 Strategic Plan outlines key objectives and strategies that link the City Plan vision with the City’s organizational and operational priorities. This plan is both strategic and action-oriented. It guides our focus and is closely tied to the budget, which resources the efforts outlined in this plan.

City Leadership System



Strategic Objectives and Actions

High Performing Government (HPG)

- HPG 1.1: Provide an exceptional customer experience that builds trust by simplifying processes, leveraging modern technologies, and ensuring the entire community is well informed and has the access to participate in the conversations and decisions that impact them.
 - 1.1.1 Establish a standardized, results-driven, customer-centric operating model that drives exceptional customer experience.
 - 1.1.2 Modernize Digital Access and Service Delivery: Enhance accessibility, transparency and responsiveness by expanding digital tools ensuring customer services are mobile-friendly, integrated and easy to navigate.
 - 1.1.3 Strengthen Meaningful Community Engagement: Implement a coordinated community engagement strategy that strengthens relationships and builds trust through two-way communication and proactive outreach.
 - 1.1.4 Strengthen Consistency and Clarity in Community Messaging: Enhance the use of existing communication tools and standards to provide clearer, more proactive and easily accessible information that helps community members understand City decisions, services and impacts.
- HPG 1.2: Ensure long-term financial sustainability through proactive, transparent and data-informed practices.
 - 1.2.1 Modernize financial and administrative systems, including implementing an updated ERP.
 - 1.2.2 Transform the budgeting process to support multi-year planning, improved transparency and priority-based decision-making.
 - 1.2.3 Evaluate program inventory portfolio and realign service levels with long-term financial capacity to ensure sustainable operations and responsible use of public resources.
- HPG 1.3: Enable exceptional community service by evolving the employee experience and workforce systems to support long-term retention, leadership capability, wellbeing and adaptability in a complex environment.
 - 1.3.1 Modernize workforce systems to enable transparency, efficiency and trust at scale.
 - 1.3.2 Use talent insights to continuously improve employee experience, performance and retention.

- 1.3.3 Develop shared leadership capability at all levels, leveraging ethical AI to support adaptability, innovation and service excellence.
- 1.3.4 Strengthen population health to sustain employee wellbeing and long-term organizational performance.
- HPG 1.4: Develop and implement proactive, tailored management strategies for all City assets to address deferred maintenance, improve accessibility and deliver safe, reliable services for all.
 - 1.4.1 Reduce deferred maintenance through coordinated capital planning by implementing Citywide asset management system and strategy.
 - 1.4.2 Expand accessible, inclusive infrastructure and asset upgrades.
 - 1.4.3 Enhance preventive maintenance models for critical infrastructure.

High Performing Government Performance Measures

- City employee cumulative turnover rate
- % of residents responding very good/good to the City's performance in efficient operation of programs and services and overall quality of City services
- % of residents responding very/good in welcoming, informing and listening
- Asset Management Index

Culture & Recreation (C&R)

- C& R 2.1: Create inclusive arts, cultural and recreational programming that reflects community interests and needs.
 - 2.1.1 Expand access in recreation via expanded Adaptive Recreation Opportunities (ARO), reduced fee program, opening and operating a new community recreation center (Southeast Community Center), and renaming and removing age restriction to the Senior Center.
 - 2.1.2 Strengthen Fort Collins' identity as a creative hub through unified branding, tourism promotion and business partnerships (in conjunction with ECON 3.2).
 - 2.1.3 Implement Natural Areas Strategic Framework to Foster Community Connections & Stewardship. Continue relationship building with Historically Underserved Groups, and provide programming and engagement opportunities.

Culture & Recreation Performance Measures

- Community Services program quality index
- Community Services program participation rate

Economic Health (ECON)

- ECON 3.1: Foster diverse and attractive employment opportunities that support and enhance economic mobility.
 - 3.1.1 Modernize City business assistance and incentive policies, funding mechanisms, and engagement approach to support high quality employment growth.
 - 3.1.2 Identify key real estate sites and proactively support their readiness for economic development opportunities, including the feasibility and suitability of large utility load users.
 - 3.1.3 Increase access and opportunity for business ownership, especially in underrepresented groups.
 - 3.1.4 Support alignment between local workforce strategies and employer needs by engaging in systems that connect community members to high-demand jobs.
 - 3.1.5 Optimize impact of resource efficiency/conservation programs for households and businesses (in conjunction with ENV 4.1.3).
- ECON 3.2: Create conditions that support small business, foster economic activity and drive additional sales tax revenue.
 - 3.2.1 Use place-based strategies to spur investment and development/redevelopment in key Activity Centers (in conjunction with NCV 5.3).
 - 3.2.2 Support efforts to boost economic activity around arts and culture, the “night-time economy,” CSU events and general tourism.
 - 3.2.3 Modernize marijuana regulations to alleviate restrictive location requirements for marijuana businesses and create opportunities for new businesses by adding new license types.

- ECON 3.3: Address local barriers to business formation, operations and growth.
 - 3.3.1 Implement recommendations in Barriers to Business study (in conjunction with NCV 5.3.2).
 - 3.3.2. Optimize resources across the organizations for Business Retention & Expansion efforts.
 - 3.3.3 Ensure predictable, streamlined and collaborative systems that support doing business in the City.

Economic Health Performance Measures

- Commercial vacancy rates
- % increase of Sales and Use Tax
- Local unemployment rates
- # business establishments per Capita (Larimer County)
- Electric System Average Interruption Frequency Index (SAIFI) and Customer Average Interruption Duration Index (CAIDI)
- Prospect/project pipeline
- Business retention visits

Environmental Health (ENV)

- ENV 4.1: Prioritize and resource actions in the Our Climate Future Plan to advance the City's greenhouse gas, energy and waste goals; reduce air pollution; and improve community resilience.
 - 4.1.1 Evolve educational and awareness campaigns to focus on composting, single-use plastics, climate resilience, climate and air pollution, and waste hauler operations.
 - 4.1.2 Explore and leverage intergovernmental and public/private partnership opportunities to reduce organic materials in the waste stream.
 - 4.1.3 Optimize impact of resource efficiency/conservation programs for households and businesses.
 - 4.1.4 Support usage of transit and active modes of transportation to reduce single-occupancy vehicle miles traveled (in conjunction with T&M 7.2).
 - 4.1.5 Increase capacity for resilience and preparedness through assessments and technical assistance.

- ENV 4.2: Sustain the health of the Cache la Poudre River and regional watersheds while delivering a resilient, economically viable and high-quality water supply for all residents and businesses.
 - 4.2.1 Advance major water planning efforts, including the Integrated Water Resources Plan, Fort Collins One Water Strategic Plan, and Water Supply & Demand Management Policy update.
 - 4.2.2 Implement Water Efficiency Plan strategies and meet the state-mandated turf limitations for residential development by Jan. 1, 2028.
 - 4.2.3 Enhance watershed protection through the Michigan Ditch Wildfire Fuels Mitigation Project and continued leadership with the CPRW board.
 - 4.2.4 Improve river health and regulatory compliance by implementing the E. coli TMDL, expanding green infrastructure, and supporting projects such as Poudre Flows, NISP mitigation and Arapaho Bend restoration.

Environmental Health Performance Measures

- Percent decrease in community and municipal greenhouse gas (GHG) emissions from 2005 baseline
- Composting adoption
- Diversion rates: material landfilled per capita per day and display the residential, commercial and industrial diversion rates
- Total annual water demand over available annual water supply

Neighborhood & Community Vitality (NCV)

- NCV 5.1: Increase housing supply, type, choice and affordability to address inequities in housing so that everyone has healthy, stable housing they can afford.
 - 5.1.1 Invest in housing through CCIP, land banking and other program dollars.
 - 5.1.2 Mobile Home Park Enforcement Program implementation.
 - 5.1.3 Evaluate regulations, utility conflicts and processes that may impede new development or redevelopment of housing.
 - 5.1.4 Ensure renters have access to safe, healthy housing through full implementation of the rental housing program.

- NCV 5.2: Support community partner efforts to address priority human service issues like poverty and mental health, and to make homelessness rare, brief and non-recurring.
 - 5.2.1 Ensure effectiveness of affordability programs through integration and process improvement.

- NCV 5.3: Make growth and development easier to support community resilience, create jobs, provide housing choices and have cleaner air.
 - 5.3.1 Place-Based Policy: Optimize incentives, programs and development codes to support the unique needs of infill/business, greenfield neighborhoods and neighborhood infill.
 - 5.3.2 Place-Based Investment: Coordinate and program City operations and investments in key Activity Centers to improve connectivity and increase access to natural spaces and recreation.
 - 5.3.3 Rebuild the Development Services Program to create a more predictable and unified experience for customers, reduce processing times and increase cost efficiency.
 - 5.3.4 Increase clarity and alignment of plans and policies between key Citywide and subarea plans.

Neighborhood & Community Vitality Performance Measures

- Affordable housing inventory
- # of permitted housing units and housing starts by housing unit type (e.g., single family, duplex, multi family)
- Number of permitted units by housing type
- Homelessness data, chronic homelessness and # of chronic homeless housed
- Get FoCo household enrollment (including % enrolled of those that qualify)
- % residents responding very good/good – Your neighborhood as a place to live
- Healthy Housing vacancy rate
- Investment ratio of Activity Centers

Safe Community (SAFE)

- SAFE 6.1: Enhance overall community safety and foster increased trust in public safety services and the municipal justice system through innovative service delivery models.
 - 6.1.1 Utilize advanced technology such as the Drone as a City Resource (DCR) program and Axon to improve operational effectiveness and evidence management.
 - 6.1.2 Enhance community engagement and specialized response through the ranger programs; specialized Police Services teams like Homeless Outreach and Proactive Engagement (HOPE) and the Mental Health Response Team (MHRT); and utilizing the Domestic Violence High Risk Team (DVHRT) and media response team.
 - 6.1.3 Actively participate in multi-jurisdictional task forces including the Internet Crimes Against Children Task Force and the Northern Colorado Drug Task Force to combat complex regional crime.

- SAFE 6.2: Fortify the City's mission-critical physical and virtual infrastructure, ensuring continuous delivery of essential services and community resilience against evolving cyber threats and physical disruptions.
 - 6.2.1 Conduct ongoing, enterprise-level reviews of the City's physical and digital infrastructure to identify material risks, critical interdependencies and resilience considerations that could impact essential service delivery.
 - 6.2.2 Apply a risk-based approach to prioritize resilience improvements, strengthen service continuity and recovery capabilities, and inform long-term investment decisions for secure, reliable infrastructure.
 - 6.2.3 Enhance coordination with regional, state and federal partners to support shared situational awareness, aligned resilience practices, and coordinated response capabilities for cyber and physical disruptions.

Safe Community Performance Measures

- Median response time to Police Priority 1 Calls
- Voluntary speed compliance
- Number of injury/fatal crashes
- Percent of time PFA Fire personnel are on-scene within 7 minutes 20 seconds in urban area

Transportation & Mobility (T&M)

- T&M 7.1: Make significant progress toward the City's Vision Zero goal to have no serious injury or fatal crashes.
 - 7.1.1 Safe Choices: Promote a culture of traffic safety through amplified messaging from Police Services and effective training/education programs offered by FC Moves.
 - 7.1.2 Neighborhood-Scale Actions: Prioritize and optimize multi-modal transportation assessments and projects near schools and adjacent neighborhoods.
 - 7.1.3 Reduce Speeds/Safe Infrastructure: Monitor speed and crash data on the High Injury Network to inform enforcement, speed limit adjustments and capital investments on corridors like Harmony and Shields.
 - 7.1.4 Align Policy and Operations: Update street design standards and maintenance operations to align with safety vision.

- T&M 7.2: Increase Transfort ridership by ensuring the City's transit services provide safe, reliable and convenient alternatives to driving.
 - 7.2.1 System Optimization: Implement a fiscally sustainable transit system that prioritizes access for those who rely on transit most, while identifying opportunities to accelerate future implementation phases, including increased route frequency where feasible.
 - 7.2.2 Capital Investment: Secure remaining funding and complete final design for the Foothills Transit Center and the West Elizabeth Street and Overland Trail roundabout.
 - 7.2.3 Customer Experience & Safety: Strengthen the partnership between Transfort and Police Services to enhance the rider experience and address both real and perceived safety concerns for riders and operators, delivering a safe, welcoming and supportive environment for the community and staff.
 - 7.2.4 Mobility Services: Optimize integration and access across all mobility services, advance implementation of the City's first mobility hub, and proactively plan for future regional and state-level services, including passenger rail.

- T&M 7.3: Transform the parking system to better align supply and demand and incentivize sustainable outcomes in a place-based manner across Fort Collins.
 - 7.3.1 Optimize supply and demand of existing system through adjustments to customer experience, technology, fees and permitting approaches.
 - 7.3.2 Implement a phased approach to updated pricing and parking zones that includes ongoing calibration to respond to changing conditions.
 - 7.3.3 Invest and/or partner in new, multi-modal parking supply to meet future demand.

Transportation & Mobility Performance Measures

- Number of fatal crashes and serious injuries
- Safe Routes to School overall student participation
- # of people engaged or trained on vehicle, bicycle, pedestrian safety
- Transfort ridership (in thousands) and passengers per hour

Percent of parking system with healthy occupancy rates

Connections to Other Plans

The Strategic Plan is a mid-range document that aligns the city’s diverse long-term community plans – such as housing, transportation, and sustainability plans – into a single, unified set of measurable actions. This alignment prevents departmental silos, provides clarity on budget resourcing needs, and ensures that Council’s near-term decisions are always moving the community toward the shared 20-year vision established in our comprehensive plans.

City Plan	
<p>The City’s Comprehensive Plan:</p> <ul style="list-style-type: none"> • 20+ year community visioning document • Captures all Strategic Outcome areas 	
Other Long-Range Community Plans	
<p>Examples:</p> <p>Our Climate Future Active Modes Plan Recreate: Park and Rec Master Plan Economic Health Plan Housing Strategic Plan Arts & Culture Master Plan One Water Strategic Plan/Integrated Water Resource Plan Stormwater Master Plan Transit Plan Vision Zero</p> <p>Subarea Plans, Growth Corridors, Neighborhood Plans:</p> <ul style="list-style-type: none"> • Provide a vision for a specific neighborhood, corridor or district • Apply the vision and principles of City Plan to provide service area specific policy direction • 20- to 50-year timeframe 	
Citywide Strategic Plan	City Council Priorities
Sets strategic objectives to achieve over a 3- to 5-year timeframe to make progress on City plans	Set every two years by Council resolution and provide a key input into the City Strategic Plan

File Attachments for Item:

14. Resolution 2026-029 Establishing an Ad Hoc Committee known as the Council Committee on Affordable and Sustainable Growth.

The purpose of this item is to appoint Councilmembers to an Ad Hoc Council Committee to support work regarding the Council priority of “Promote affordability and sustainable growth by making development predictable, efficient, and cost effective.”

The Proposed Ad Hoc Committee name is “Committee on Affordable and Sustainable Growth.”

March 3, 2026

AGENDA ITEM SUMMARY

City Council



STAFF

Caryn Champine, Planning Development and Transportation Director
Sylvia Tatman-Burruss, Senior Policy & Project Manager
Clay Frickey, Planning Manager

SUBJECT

Resolution 2026-029 Establishing an Ad Hoc Committee known as the Council Committee on Affordable and Sustainable Growth.

EXECUTIVE SUMMARY

The purpose of this item is to appoint Councilmembers to an Ad Hoc Council Committee to support work regarding the Council priority of “Promote affordability and sustainable growth by making development predictable, efficient, and cost effective.”

The Proposed Ad Hoc Committee name is “Committee on Affordable and Sustainable Growth.”

STAFF RECOMMENDATION

Staff recommends adoption of the Resolution.

BACKGROUND / DISCUSSION

On February 3, 2026, Council expressed support for an Ad Hoc committee to support their priority of “Promote Affordability and Sustainable Growth by Making Development Predictable, Efficient, and Cost-Effective.”

City Plan sets forth a bold vision of livable and sustainable growth for Fort Collins. This priority will remove, replace or fix the systems and regulatory layers creating the biggest challenges to build. We will evaluate programs, incentives, and costs and fees through a lens of a simplified customer experience, to provide growth and development that supports community resilience, creates jobs, provides housing choices, and contributes to cleaner air.

Key Problems:

- Multiple, complex and sometimes conflicting regulations
- Inconsistent procedures and experiences through the different processes
- Misaligned fee structures and programs

Metrics:

- Reduced length of time in process
- Increased by right approvals
- Cost efficiency and reductions in fees
- Increased access to programs

Ad Hoc Council Committee Scope and Approximate Timeline

Based on feedback from Councilmembers at the February 3, 2026, Council meeting and subsequent direction, the goal of the Committee is to work with staff to develop recommendations for Council for actions to advance the Affordable and Sustainable Growth Priority.

Subject to the Committee's work plan, staff proposed the Committee approach its work through four phases of grounding, exploring, strategy identification, and action:

- Grounding
 - Discuss and finalize Committee approach
 - Develop guiding principles for meetings and clarity for what success looks like, e.g., alignment with City Plan, community goals, and a simplified customer experience
 - Initial overview of content most critical for Committee
- Exploring
 - Local, national, and international cities who are leading in these processes
 - Code Updates: Land Use Code, Historic Preservation, Street Design and relevant utility requirements
 - Fees: Learn about and evaluate fee schedules for different project types
 - Programs: Evaluate current programs offering support for development and their impact on outcomes
 - Perspectives from the community, including experts representing different types of development
- Strategy Identification
 - Assist in prioritizing strategies and key actions for review by full Council
 - Identification of proposed data and indicators to assess potential impact of strategies
- Action
 - Summary of recommendations throughout the process to review and discuss with full Council
- Timeline
 - Committee planned to begin work in March 2026 through 2027

CITY FINANCIAL IMPACTS

Staffing will need to be designated to support this Committee. This will also require resourcing from the City Clerk's Office and City Attorney's Office to implement Committee aligned with laws and policies.

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None.

PUBLIC OUTREACH

None.

ATTACHMENTS

1. Presentation
2. Resolution 2026-029



Proposed Council Ad Hoc Committee: Affordable and Sustainable Growth

Caryn Champine, Sylvia Tatman-Burruss, Clay Frickey

Resolution 2026-029 Establishing an Ad Hoc Committee Known as the Council Committee on Affordable and Sustainable Growth

The purpose of this item is to appoint Councilmembers to an Ad Hoc Council Committee to support work regarding the Council priority of “Promote affordability and sustainable growth by making development predictable, efficient, and cost effective.”

The Proposed Ad Hoc Committee name is “Committee on Affordable and Sustainable Growth.”

- On February 3, City Council expressed support for an Ad Hoc committee to support their priority of “Reduce barriers to make it easier to build.”
- **Description:** This priority will remove, replace or fix the systems and regulatory layers creating the biggest challenges to build in Fort Collins. We will evaluate programs, incentives, and costs and fees through a lens of a simplified customer experience, to provide growth and development that supports community resilience, creates jobs, provides housing choices, and contributes to cleaner air.
- **Key Problems:**
 - Multiple, complex and sometimes conflicting regulations
 - Inconsistent procedures and experiences through the different processes
 - Misaligned fee structures and programs
- **Metrics:**
 - Reduced length of time in process
 - Increased by right approvals
 - Cost efficiency and reductions in fees
 - Increased access to programs

Grounding

- Discuss and finalize Committee approach
- Develop guiding principles for meetings and clarity for success
- Initial overview of content most critical for Committee

Exploring

- Local, national, and international cities who are leading in these processes
- Code Updates: Land Use Code, Historic Preservation, Street Design and relevant utility requirements
- Fees: Assess fee schedules for different project types
- Programs: Evaluate current programs offering support for development and their impact on outcomes
- Perspectives from the community, including experts representing different types of development

Strategy Identification

- Assist in prioritizing strategies and key actions before review by full Council
- Identification of data and indicators to assess potential impact of strategies

Action

- Summary of recommendations throughout the process to review and discuss with full Council



RESOLUTION 2026-029
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ESTABLISHING AN AD HOC COMMITTEE KNOWN AS THE
COUNCIL COMMITTEE ON AFFORDABLE AND SUSTAINABLE
GROWTH

A. The City's comprehensive plan, City Plan, sets forth a bold vision of livable and sustainable growth in Fort Collins.

B. City Council is committed to removing, replacing or fixing the systems and regulatory layers creating the biggest challenges to livable and sustainable growth and building in Fort Collins that supports community resilience, creates jobs, provides housing choices and contributes to cleaner air.

C. With the adoption of Resolution 2026-027, Council has established as a key priority for the 2026-2027 Council term to "Promote Affordability and Sustainable Growth by Making Development Predictable, Efficient and Cost-Effective."

D. With the adoption of Resolution 2026-028, Council has approved the City's 2026 Strategic Plan, which includes:

HPG 1.1: Provide an exceptional customer experience that builds trust by simplifying processes, leveraging modern technologies, and ensuring the entire community is well informed and has the access to participate in the conversations and decisions that impact them.

- ECON 3.2: Create conditions that support small business, foster economic activity and drive additional sales tax revenue.

- NCV 5.1: Increase housing supply, type, choice and affordability to address inequities in housing so that everyone has healthy, stable housing they can afford.

- NCV 5.3: Make growth and development easier to support community resilience, create jobs, provide housing choices and have cleaner air.

E. In order to advance this priority and the related strategic objectives, Council desires to establish an ad hoc Council committee to evaluate key regulatory barriers, programs, and fees through the lens of a simplified customer experience, to provide growth and development that supports the City's vision and objectives.

F. The ad hoc committee will work with staff to identify and consider information and options for accomplishing these purposes and will advance recommendations to City Council throughout the process for direction and action.

G. Council desires to appoint three Councilmembers to the ad hoc committee, with a designated alternate, as set forth below.

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

Section 1. The City Council hereby establishes an ad hoc Committee on Affordable and Sustainable Growth to evaluate key regulatory barriers, programs, and fees through the lens of a simplified customer experience, to provide growth and development that supports the City’s vision and objectives.

Section 2. The Committee is hereby directed to work with staff to identify and consider information and options for accomplishing these purposes and will advance recommendations to City Council throughout the process for direction and action.

Section 3. The Committee will end at the end of 2027 unless terminated early or extended beyond that date by Council.

Section 4. The City Council hereby appoints _____, _____, and _____ to the Committee.

Passed and adopted on March 3, 2026.

Mayor

ATTEST:

City Clerk

Effective Date: March 3, 2026
Approving Attorney: Carrie M. Daggett

Exhibit: None