



# City Council Regular Meeting Agenda

February 17, 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

Carrie Daggett  
City Attorney

Kelly DiMartino  
City Manager

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

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](http://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](http://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](http://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](mailto: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. **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**

**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 3, 2026 Regular Meeting.**

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

#### **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.

#### **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.

**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.

**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.

**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 completion of negotiations.

**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.

**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.

**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.

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

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

"I move to cancel the March 17, 2026 regular Council meeting."

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

"I move 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)."

**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. Recognizing Fort Collins Neighborhoods as Next Level Neighborhoods.**



## PROCLAMATION

**WHEREAS**, the City of Fort Collins sponsors a unique community partnership program called Next Level Neighborhoods; and

**WHEREAS**, Next Level Neighborhoods provides exceptional opportunities for residents in participating neighborhoods to promote neighborhood connections and environmental, social, and economic sustainability through neighborhood-wide events, projects, and activities to earn certification; and

**WHEREAS**, eight neighborhoods have completed at least three years of the Next Level Neighborhoods program, demonstrating exemplary leadership, resilience, and dedication; and

**WHEREAS**, the eight neighborhoods are Parkwood East, Warren Lake, Oakridge Village 8th Filing, Maple Hill, Alta Vista, Harmony Village, Observatory Village, and Hampshire Square; and

**WHEREAS**, the City of Fort Collins plays a vital role in assisting with neighborhood community-building, environmental sustainability, and livability within Fort Collins; and

**WHEREAS**, the participating neighborhoods have enhanced engagement and increased the sense of community and belonging in their neighborhoods through the Next Level Neighborhoods program; and

**WHEREAS**, I, along with the entire City Council, encourage Fort Collins residents to continue to make our community a thriving and resilient place to live, work, and play.

**NOW, THEREFORE**, I, Emily Francis, Mayor of the City of Fort Collins, do hereby proclaim the aforementioned neighborhoods as

### **NEXT LEVEL NEIGHBORHOODS**

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the City of Fort Collins this 17th day of February, 2026.

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Mayor

ATTEST:

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City Clerk

**File Attachments for Item:**

**PP 2. Declaring the Month of February, 2026 as Heart Health Month.**



## PROCLAMATION

**WHEREAS**, February is National Heart Month and time to raise awareness about heart health, CPR, and AED use through education, empowerment, and community resources; and.

**WHEREAS**, you do not need to be a medical professional to help during a cardiac arrest – bystanders are critical in the first minutes before responders arrive. Bystander chest compressions and use of an AED is one of the most consistent factors in cases where the person makes a full recovery; and

**WHEREAS**, 9 out of 10 people who suffer a cardiac arrest and receive a shock from an AED in the first minute, live and Fort Collins now has four new community AEDs, one in Old Town Square, Spring Park, Edora Park, and near Fossil Ridge High School; and

**WHEREAS**, many people do not provide CPR because they are afraid to do it wrong or legal retaliation, but it is almost impossible to do chest compressions incorrectly and Colorado's Good Samaritan Law protects those who render first aid; and

**WHEREAS**, hands-only CPR has been shown to be as effective in the first minutes as CPR with breaths – you can save a life by placing your hands on the center of the chest and pushing hard and fast; and

**WHEREAS**, Poudre Fire Authority offers free, non-certifying CPR, AED, and Stop the Bleed classes the first Wednesday of every month at fire stations. They teach what you need to know if someone you love needs your help.

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

## HEART HEALTH MONTH

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the City of Fort Collins this 17th day of February, 2026.

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Mayor

ATTEST:

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City Clerk

**File Attachments for Item:**

**PP 3. Declaring the Month of February, 2026 as Black History Month.**



## PROCLAMATION

**WHEREAS**, Black History Month evolved from “Negro History Week”, which was created by Carter G. Woodson in 1926, during the second week of February based on the birthdays of abolitionist Fredrick Douglas and President Abraham Lincoln. It expanded to include the entire month beginning in 1970; and

**WHEREAS**, Fort Collins acknowledges the nation’s and our community’s history of injustices against the Black community and the continued anti-Blackness experienced by Black community members; and

**WHEREAS**, Fort Collins recognizes the resilience of the original Black families that settled in Fort Collins and worked to support other Black individuals navigating moving into this white-majority city. Black residents are documented living in Fort Collins as early as 1880. By the early 1900s, several Black families had established a community near the intersection of Maple and Meldrum Streets; and

**WHEREAS**, Fort Collins recognizes the Black-led student organizations that have existed since the 1960s through the present day at Colorado State University. These organizations paved the way in fighting discrimination and racism in Fort Collins and actively create a strong sense of belonging for Black African American students. These organizations include the Cultural Enrichment Center that creates spaces for Black and Bi-racial youth and families to connect and thrive; and

**WHEREAS**, in acknowledging this month, we honor the courage, perseverance, and resilience of Black Americans, of all ages, who have made and continue to make powerful contributions in all aspects of sports, music, literature, politics, arts and culture; and

**WHEREAS**, we encourage all community members to take pride in the celebration of Black History Month by learning about the culture and legacy of Black Americans that is an indelible part of American history and enhances diversity in Fort Collins.

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

### BLACK HISTORY MONTH

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the City of Fort Collins this 17th day of February, 2026.

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Mayor

ATTEST:

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City Clerk

**File Attachments for Item:**

**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.

February 17, 2026



## AGENDA ITEM SUMMARY

City Council

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### **STAFF**

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Delynn Coldiron, City Clerk

### **SUBJECT**

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

### **EXECUTIVE SUMMARY**

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

### **STAFF RECOMMENDATION**

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Staff recommends approval of the minutes.

### **ATTACHMENTS**

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1. Draft Minutes, February 3, 2026

February 3, 2026

Item 1.

**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. **Declaring the Week of January 25 - February 1, 2026 as National Catholic Schools Week.**

**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  
City Clerk Delynn Coldiron

**E) CITY MANAGER'S AGENDA REVIEW**

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

- Two amendments to the agenda resulting from the Council retreat: the addition of an item to the Consent Calendar appointing a staff member to the Boxelder Basin Regional Stormwater Authority Board and updates to Resolution 2026-019, which is now Item No. 12.
- Items 1-11 on the Consent Calendar are recommended for adoption.

**F) COMMUNITY REPORTS – None.****G) PUBLIC COMMENT ON ANY TOPICS OR ITEMS OR COMMUNITY EVENTS**

Karen Balog commented on a private prison in Hudson that will likely be opening for ICE detainees. She opposed ICE efforts and urged Council to support banning non-medical face coverings for agents.

Brooke Anderson spoke in favor of adding a cannabis hospitality license and provided information related to the industry.

Jill Forest thanked Council for their courage in eliminating the retail sale of dogs and urged Council to prohibit their use in research facilities. She provided additional information related to what is occurring in the region.

Rebekah Robinson stated labs in Fort Collins are buying beagles from a puppy mill in Wisconsin and urged Council to prohibit testing on dogs and cats.

Tylor Starr spoke about a lab in Fort Collins that has been issued violations of the Animal Welfare Act and urged Council to prohibit testing on dogs and cats.

Jessica Diaz urged Council to prohibit testing on dogs and cats and provided information related to animal mistreatment at a lab in Fort Collins.

Maria Perimay urged Council to prohibit testing on dogs and cats and provided information related to what is legal under the Animal Welfare Act.

Dr. Mickey Pardo urged Council to prohibit testing on dogs and cats and provided a presentation regarding why testing is unnecessary and unethical.

Scott Carman urged Council to prohibit testing on dogs and cats and provided information related to alternative means of research.

Dr. Danielle Demateis urged Council to prohibit testing on dogs and cats and provided information related to alternative means of research.

Sarah Swanty, Co-Founder and Executive Director of Animal Friends Alliance, discussed the new State pet adoption law which allows lab animals to be adopted, though she noted that is only an option and stated the law will not change anything. She urged Council to prohibit testing on dogs and cats.

Cara Thorsen supported Council's banning of the retail sale of dogs and cats and urged Council to prohibit testing on dogs and cats.

John James spoke against ICE efforts and urged Council to support requiring body-worn cameras, requiring agents to show proper identification, and prohibiting agents from wearing masks.

Ryan Burns spoke in opposition to Flock Safety cameras and provided information regarding how the collected data is used. He questioned the scale of checks and balances in this regard and stated the use of the data is a violation of 4<sup>th</sup> Amendment rights.

Neil McDonough spoke in opposition to Flock Safety cameras. He stated there are 50 installed throughout Fort Collins and noted they are not red-light/speed cameras or security cameras that you might find at a gas station. He described the data that is collected by Flock Safety cameras and shared how that information might be used. He stated the data can change hands without approval from the voters or oversight. He expressed concerns about ethics and accountability.

Ezriah Shter spoke in opposition to Flock Safety cameras and provided examples of the type of data that is being collected. He stated residents are being tracked wherever they go whether or not they have committed any crimes and questioned why it is okay to track people quietly and without people's knowledge by camera. He provided additional information about the data stored from Flock Safety cameras and the lack of accountability and oversight for how the data is managed and distributed.

Kat Steele commented on Vision Zero and related goals. She suggested Vision Zero should be its own strategic objective as part of Council's review of the Strategic Plan and formation of priorities. She stated elevating Vision Zero to a stand-alone strategic goal creates opportunities for dedicating resources to making it safer to travel in Fort Collins.

Jonesy Winchell spoke in opposition to ICE activities and urged Council to pass legislation similar to what Aurora has done and to go further by not complying with ICE agents and banning non-medical masks.

Gabrielle Friesen spoke about the condemnation of the Mennonite Church and the disruption this has caused in community care for the unhoused population. She stated she is proud of the way the community has supported these individuals; however, noted that now that the Church has been shut down people have dispersed and it is difficult for them to find the services they need. She encouraged Council to increase support for unhoused individuals. She also spoke in opposition to ICE activities and stated agents should not be able to wear masks. She urged Council to do what is necessary to protect residents.

Jessi Harper-Bischof spoke in opposition to Flock Safety cameras and stated she is uncomfortable with the way the collected data can be used. She questioned how the cameras were placed in Fort Collins without a vote of the public, asked how long Flock keeps the data, and questioned who else is accessing the data.

Amber Wright spoke in opposition to ICE activities and urged Council to direct local Police not to cooperate with ICE. She also requested Council prohibit ICE agents from wearing masks. She cautioned that what is happening to Palestinians in Gaza could happen here.

Levi Vaughn spoke in opposition to ICE activities and urged Council to prohibit agents from wearing masks. He provided related information and examples of crimes committed.

Dori Mann spoke in opposition to Flock Safety cameras. She commented on the scary situation in Minneapolis and expressed concern about how Flock camera data could be used by ICE agents.

## H) PUBLIC COMMENT FOLLOW-UP

Mayor Francis noted there is a work session item on February 24th related to Flock Cameras and encouraged people to tune in.

Councilmember Potyondy thanked the speakers and addressed potential ICE activities in the community. She noted we have to be thoughtful about the way we address the issue and commented on a training through the ACLU regarding supporting local neighbors.

Police Chief Swoboda noted there is a clear separation between local law enforcement and ICE in Colorado. He encouraged people to call Police Services with any concerns and noted officers will respond with body cameras on. He stated Police Services will focus on de-escalation and the protection of life. Additionally, he stated Police Services are open to having meetings with anyone at any time.

Councilmember Potyondy noted Chief Swoboda recently put out a video message to the community. She asked about limitations under Colorado law related to information sharing with federal agents. Chief Swoboda stated local Police cannot cooperate with federal agents regarding immigration issues; however, they will coordinate with any federal law enforcement agency in criminal investigations.

Councilmember Hoeven noted she has served as an immigration advocate in the community for the past ten years and commented on the positive relationships many local organizations have built with Chief Swoboda and Police Services. She stated what is currently happening at the federal level is not normal and noted there are local and State organizations that can provide training and assistance, including the Colorado Immigration Rights Coalition, the Colorado Rapid Response Network, and the ACLU. She encouraged the community to reach out to her if they additional assistance is needed.

Councilmember Conway asked about the protocol for Fort Collins officers if someone claiming to be an ICE agent came in wearing a mask arrested someone. Chief Swoboda encouraged people to call 911 if they see something like that happening and officers will respond with body-worn cameras on and will work to coordinate a response.

Councilmember Conway thanked all in the community who have been supporting our immigrant community.

Mayor Pro Tem Pignataro thanked the speakers and discussed research she has conducted on animal testing. She stated most of the laws that prohibit animal research are found at the State level and stated she hopes to have the opportunity to add this item to the Legislative Review Committee's list to work with the State to prohibit the facilities. She also noted Council has selected Vision Zero as one of its priorities and stated work will be done to look at marijuana laws likely starting in 2027.

Mayor Pro Tem Pignataro requested an update on work with the unhoused community. Vanessa Finley, Housing and Community Vitality Senior Housing Manager, discussed the community shelter situation during inclement weather and noted no one was turned away. She added that the Rescue Mission is continuing to work to get back into its Jefferson Street location and is working on construction of its new location.

Mayor Francis thanked those who spoke.

**I) COUNCILMEMBER REMOVAL OF ITEMS FROM CONSENT CALENDAR FOR DISCUSSION**

None.

**J) CONSENT CALENDAR**

1. **Consideration and Approval of the Minutes of the January 13, 2026 Special Meeting, January 14, 2026 Special Meeting and January 20, 2026 Regular meeting.**

The purpose of this item is to approve the minutes of the January 13, 2026 Special Meeting, January 14, 2026 Special Meeting and January 20, 2026 Regular meeting.

**Approved.**

**2. Second Reading of Ordinance No. 002, 2026, Appropriating Prior Years Reserves of Unanticipated Revenue Received Through City Give.**

*This Ordinance, unanimously adopted on First Reading on January 20, 2026, appropriates \$110,476.42 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 Second Reading.**

**3. Items Relating to the Fort Collins Police Services Unit.**

*A. Second Reading of Ordinance No. 003, 2026, Making a Supplemental Appropriation of Eighth Judicial District Victim Assistance and Law Enforcement (VALE) Grant Funds Received in the General Fund, for the Fort Collins Police Services Victim Services Unit.*

*B. Second Reading of Ordinance No. 004, 2026, Making a Supplemental Appropriation of Colorado Division of Criminal Justice Grant Funds Under the Federal Victim of Crime Act (VOCA) Received in the General Fund, for the Fort Collins Police Services Victim Services Unit.*

*These Ordinances, unanimously adopted on First Reading on January 20, 2026, contribute to funding the Victim Services Unit of Fort Collins Police Services for victim advocacy services which are required under the Colorado Victim Rights Amendment for victims of crime and their family members.*

*The Victim Services Unit has been awarded a \$70,000 VALE grant for the period from January 1, 2026, to December 31, 2026. The VALE grant is awarded through the Eighth Judicial District Victim Assistance and Law Enforcement (VALE) Board to help fund services provided by the Victim Services team. This grant will fund 75% of the salary for a full-time contractual 40-hour per week victim advocate, mileage reimbursement for volunteer advocates, and a small training budget.*

*The Victim Services Unit has also been awarded a 12-month grant in the amount of \$22,024 for the period from January 1, 2026, to December 31, 2026, by the Colorado Division of Criminal Justice under the Federal Victim of Crime Act (VOCA). This grant will help fund services provided by the Victim Services Unit. These funds will be used to pay 26% of the salary and benefits for the victim advocate who provides crisis intervention services for sexual assault victims between the school ages of kindergarten through 12th grade.*

**Both Ordinances Adopted on Second Reading.**

**4. Second Reading of Ordinance No. 005, 2026, Appropriating Prior Year Reserves and Authorizing Transfers of Appropriations for the Oak Street Stormwater Project and related Art in Public Places.**

*This Ordinance, unanimously adopted on First Reading on January 20, 2026, appropriates additional funding in the amount of \$1,340,000 in the Stormwater Utility Fund to supplement the City of Fort Collins*

*City Council Proceedings Page 506*

existing appropriated budget of approximately \$44,400,000 for the Oak Street Stormwater Improvement Project. The additional appropriation requested adds approximately 3% of the total project budget and will fund remaining project support services, pending change order items, and a minor contingency for any unanticipated costs to complete the project.

*This item also requests \$2,948 from existing 2026 appropriations be transferred to the Cultural Services Fund to support the Art in Public Places program. These funds are to be used for operations and maintenance per Code. An additional \$10,452 will remain in the Stormwater Utility Fund for Art in Public Places artwork. This supports a total \$13,400 contribution to the Art in Public Places program.*

***Adopted on Second Reading.***

**5. Second Reading of Ordinance No. 006, 2026, Adopting Nonsubstantive Relettering of the Landscape and Tree Protection Section of the Land Use Code.**

*This Ordinance, unanimously adopted on First Reading on January 20, 2026, reorganizes the subsections of the Landscape and Tree Protection section (5.10.1) of the Land Use Code (LUC) to further clarify and create better flow of the Code section. This item is the final step in improving the Landscape and Tree Protection section of the LUC following the recently adopted tree policies in October and December 2025.*

***Adopted on Second Reading.***

**6. Second Reading of Ordinance No. 007, 2026, Amending Section 26-721 of the Code of the City of Fort Collins to Adjust Timelines to Correct Billing Errors.**

*This Ordinance, unanimously adopted on First Reading on January 20, 2026, provides a more equitable and efficient process for correcting utility billing errors. The adjusted timelines, which align with those of the Colorado Public Utilities Commission (the “PUC”) improve administrative efficiency and reduce customer impact.*

***Adopted on Second Reading.***

**7. Second Reading of Ordinance No. 008, 2026, Making Supplemental Appropriations of Grants and Authorizing Transfers of Appropriations for the Irish Elementary School Safe Routes to School Project and Related Art in Public Places.**

*This Ordinance, unanimously adopted on First Reading on January 20, 2026, enables the City to receive and expend federal, Colorado Department of Transportation (CDOT), and local funds for the Irish Elementary School Safe Routes to School (SRTS) project (Project). The funds will be used to design and construct improvements along West Vine Drive and along Irish Drive to benefit Irish Elementary School students. These improvements will create safer conditions for pedestrians, cyclists, and motorists traveling near the school and appropriate: 1) \$835,000 of CDOT Safe Routes to School (SRTS) grant funds for the Project; 2) \$28,333 of Highway Safety Improvement Program (HSIP) grant funds for the Project; 3) \$75,000 of Poudre School District grant funds to the Project; 4) \$25,000 of Larimer County grant funds to the Project; 5) transfer matching funds from the Community Capital Improvement Program – Pedestrian Sidewalk (CCIP-PS); 6) transfer matching funds from the Community Capital Improvement Program – Bicycle Infrastructure Improvements (CCIP-BII); and 7) transfer \$1,000 (1% of the Poudre School District and Larimer County contributions) in capital project funds to the Art in Public Places (APP) program.*

Resolutions authorizing intergovernmental agreements with Colorado Department of Transportation, Poudre School District and Larimer County were adopted on January 20, 2026.

***Adopted on Second Reading.***

8. **Second Reading of Ordinance No. 009, 2026, Making Supplemental Appropriations of Revenue from the Quarter Cent Capital Tax and Authorizing Transfers of Appropriations.**

*This Ordinance, unanimously adopted on First Reading on January 20, 2026, appropriates the first year of 2026-2035 quarter cent capital sales tax revenues for the ongoing program items and additional planning dollars. This appropriation will allow for the continuation of ongoing transportation capital programs and includes initial funding for the Affordable Housing Capital Fund and Community Bike Park.*

***Adopted on Second Reading.***

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

*The purpose of this item is to seek 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 First Reading.***

10. **Items Relating to the Allocation of Community Capital Improvement Program Funds for Affordable Housing Development.**

*A. Resolution 2026-017 Authorizing the Execution of a Funding Agreement with Housing Catalyst for a Loan of 2016-2025 and 2026-2035 Community Capital Improvement Program Funds for the Village on Eastbrook.*

*B. Resolution 2026-018 Authorizing the Execution of a Funding Agreement with Community Affordable Residences Enterprise, Inc. for a Loan of 2026-2035 Community Capital Improvement Program Funds for Windtrail Park Rehabilitation Project.*

*The purpose of this item is to authorize the City to enter into funding agreements with Housing Catalyst and with CARE Communities, using funding from the Quarter Cent Capital Tax, Affordable Housing Capital Fund to support the Village on Eastbrook (developed by Housing Catalyst) and the Windtrail Park rehabilitation project (developed by CARE Communities).*

***Both Resolutions Adopted.***

11. **Resolution 2026-020 Appointing One Board Member to the Boxelder Basin Regional Stormwater Authority Board of Directors as the City-Selected Director.**

*The purpose of this item is to consider making an appointment to the Board of Directors of the Boxelder Basin Regional Stormwater Authority.*

*Adopted.*

## END OF CONSENT CALENDAR

***Mayor Pro Tem Pignataro moved, seconded by Councilmember Potyondy, to approve the recommended actions on items 1-11 on the Consent Calendar.***

***The motion carried 7-0.***

### **K) CONSENT CALENDAR FOLLOW-UP**

Councilmember Nelsen commented on Item No. 7, Second Reading of Ordinance No. 008, 2026, *Making Supplemental Appropriations of Grants and Authorizing Transfers of Appropriations for the Irish Elementary School Safe Routes to School Project and Related Art in Public Places*, and work to bring equity to the area.

### **L) STAFF REPORTS**

None.

### **M) COUNCILMEMBER REPORTS**

Councilmember Amy Hoeven

- Attended the Fort Collins Police awards ceremony

Councilmember Melanie Potyondy

- Commended City and Visit Fort Collins staff on hosting Council's retreat days

Mayor Emily Francis

- Noted Council priorities will be reviewed at next week's work session

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

None.

### **O) CONSIDERATION OF ITEMS PLANNED FOR DISCUSSION**

#### **12. Resolution 2026-019 Making Board and Commission Liaison and Council Committee Assignments and Making Appointments to Various External Boards and Authorities.**

*The purpose of this item is to make Councilmember liaison assignments to City boards and commissions and Council committees as well as make appointments to external boards and authorities on behalf of the City.*

Mayor Francis noted that every Councilmember has between four and eight appointments and thanked Council for their involvement in liaison roles.

***Mayor Pro Tem Pignataro moved, seconded by Councilmember Nelsen, to adopt Resolution 2026-019 Making Board and Commission Liaison and Council Committee Assignments and Making Appointments to Various External Boards and Authorities.***

*The motion carried 7-0.*

**Q) OTHER BUSINESS**

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

Mayor Francis requested and received support to form an ad-hoc committee related to the priority of streamlining development review and making it more predictable, efficient and cost effective to build in Fort Collins which was discussed at Council's retreat.

City Manager DiMartino stated staff will bring forward an associated resolution.

**R) ADJOURNMENT**

There being no further business before the Council, the meeting was adjourned at 7:22 p.m.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

**File Attachments for Item:**

**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.

February 17, 2026

# AGENDA ITEM SUMMARY

## City Council



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### STAFF

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Matt Parker, Natural Areas Ecological Stewardship Manager  
Miles Daly, Water Engineer II

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### SUBJECT

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**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.**

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### EXECUTIVE SUMMARY

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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.

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### STAFF RECOMMENDATION

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Staff recommends adoption of the Ordinance on Second Reading.

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### FIRST READING BACKGROUND / DISCUSSION

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The Natural Areas Department ("Department") is seeking to divest up to 61 of its 94 shares of the Buckhorn Highline Ditch Company ("Ditch Company") to: 1) right-size the City's ownership relative to potential City use; 2) balance the Department's desire to support agriculture in the Buckhorn Creek Valley while responsibly managing the Department's fiscal resources; and 3) accommodate the beneficial use of irrigation water at other user sites. The Buckhorn Highline Ditch ("Ditch") is currently inoperable due to a blowout of the diversion structure in 2013 and will require reconstruction at an estimated cost of \$600,000 - \$720,000.

#### How the Ditch is Used:

The Ditch diverts water from Buckhorn Creek, a tributary of the Big Thompson River. The Ditch is relatively small, with an estimated capacity of less than 10 cubic feet per second. For comparison, that is much smaller than most of the irrigation ditches in Fort Collins. The Ditch is used by eight properties in Buckhorn Creek Valley to irrigate hayfields. A subset of users also possess contract rights associated with the Colorado - Big Thompson Water Project ("CBT"). The CBT water is supplemental water and cannot be

acquired or used unless an underlying water right exists. Thus, for some valley residents, the water right represented by shares in the Ditch Company secure additional access to irrigation water through the CBT project. The City does own CBT water and has used it very infrequently at Bobcat Ridge Natural Area. However, the formerly irrigated hay fields have been converted to native grass, reducing the need for and the value of these water shares to the Department.

### **Ditch Share Ownership and Water Right Details:**

The Ditch Company consists of 180 shares owned by ten shareholders. The Department acquired 29 shares with the purchase of Bobcat Ridge Natural Area in 2002. In 2022 the Department purchased Eagle Canyon Ranch and Soaring Eagle Estates, which is adjacent to, and an expansion of the Bobcat Ridge Natural Area. In that transaction, an additional 65 shares of the Ditch Company came into City ownership. In the purchase and sale agreement, the previous owner transferred \$68,000 to the Ditch Company to assist with costs related to reconstructing the diversion, a necessary step before water could be utilized.

The Ditch has a 1916 water right, decreed for immediate use (no storage) in direct irrigation for agricultural purposes.

### **Suitability of Municipal Use:**

After consultation with water supply staff, this Ditch's water right is not considered a good candidate for municipal use due to its junior water right status, its small and inconsistent yield, and its distant location relative to municipal treatment locations.

### **Feasibility for In-Stream Flows:**

The Ditch typically yields water in the early irrigation season, being out of priority as a junior water right for much of the summer. Thus, this water right does not substantially sustain Buckhorn Creek or contribute to the Big Thompson River in a meaningful way during drier times. This water right would thus not provide a supply for in-stream flows when water is needed.

### **Estimated Value of Buckhorn Highline Shares:**

A recent appraisal of the Chase Ditch water right, a similarly junior water right on the North Fork of the Cache la Poudre River ("North Fork"), placed the value per acre foot of yield of the Chase Ditch at \$1,500. Given the average yield of 1.6 acre-foot per share of the Buckhorn Highline Ditch Company, a per share value of \$2,400 appears to be the top of the range. It may be appropriate to reduce the per share value for two reasons: 1) although it's difficult to compare two water rights on different sources, the Buckhorn Highline Ditch is a more junior water right on the Big Thompson than the Chase Ditch is on the North Fork, and 2) with the reconstruction needs, there are significant per share construction costs ahead for shareholders of the Buckhorn Highline Ditch Company. Staff place a value at somewhere between \$1,500 and \$2,000 per share. As noted below, for this discussion, a value of \$1,700 per share is assumed.

### **Benefit to City Transfer of Ownership:**

Repair of the Ditch diversion will require significant shareholder expense, currently estimated at \$3,333 - \$4,000 per share. The area of Bobcat Ridge Natural Area, formerly irrigated by the 61 shares has been restored back to native grass and irrigation water is no longer applied. Thus, if these shares are not transferred to new owners, the City (through the Department) as a shareholder will contribute an additional \$203,000 - \$244,000 for ditch repairs without material gain to the City.

## Cost/Impact to City Transfer of Ownership:

Transferring ownership of these shares will reduce construction costs for the Department. However, transferring ownership of these shares will also reposition the City from a majority shareholder (94 of 180 shares) to a minority shareholder (33 of 180 shares). Most other shareholders hold 2 to 10 shares with one family currently owning 53 shares.

Net gain for City transfer of shares is equal to the minimal income value of the shares (61 shares times \$1,700 per share, or \$103,700) plus avoidance of the anticipated future diversion repair cost (61 shares times \$4,000, or \$244,000) for a total of \$347,700. Considered another way, the cost of retaining these 61 shares that the City cannot use (\$347,700) far exceeds their fair market value (\$103,700). As described in the chart below, there is also benefit to the City even if all 61 shares are returned to the Ditch Company without compensation, as the City's portion of construction costs decreases from \$376,000 to \$199,664.

The Department will retain 33 shares associated with the purchase of Eagle Canyon Ranch and Soaring Eagle Estates and subsequently incur approximately \$110,000 to \$132,000 of the total estimated repair costs of \$720,000 for the Ditch diversion.

## Reason for Retaining Remaining Shares:

The Department intends to retain the remaining 33 shares of the Ditch Company for three reasons: 1) irrigation water may be used to promote the future restoration of the low-lying land within the addition to Bobcat Ridge Natural Area, i.e., the recent acquisitions of Eagle Canyon Ranch and Soaring Eagle Estates, 2) the Department wants to honor the intent of the purchase transaction wherein the previous landowner and the Department acknowledges the important role of these shares in the future construction project, and 3) the Department recognizes the important role irrigation water plays in maintaining the feasibility of agricultural lands and their associated wildlife value.

## Shares Could be Returned to the Ditch Company or Sold to Another Shareholder:

If Council approves the transfer of ownership of these shares, the shares could either be returned to the Ditch Company treasury without compensation or, preferably, sold to a neighbor. If the shares are returned to the treasury, the future construction cost will be divided amongst the current shareholders based on the number of outstanding shares (those owned by shareholders and not held by the Ditch Company), and therefore, per share costs for the construction will increase.

With Council's approval of transferring ownership of up to 61 shares, staff can determine what means of transfer are most beneficial to the City. Due to the limitations on the use of the shares as discussed above, the market of potential buyers of the shares is small, generally being other shareholders in the Ditch Company and the owners of other properties along the Ditch, which staff will reach out to separately or through the Ditch Company. Staff anticipate that a neighboring shareholder purchases some number of shares, however it may not be all 61. Therefore, likely scenarios follow some variation of three paths: 1) the City sells all 61 shares, 2) the City sells less than 61 shares and returns some number of shares to the Ditch Company, and 3) the City returns all 61 shares to the Ditch Company.

The table below outlines three potential alternative scenarios that would be enabled by the Ordinance. In the current scenario, the City owns 94 shares and the City's portion of reconstruction cost is \$376,000. In the first alternative scenario, all 61 shares are sold, the number of outstanding shares remains at 180 shares, and the City's portion of reconstruction cost is \$132,000. In the second alternative scenario, 30 shares are sold, 31 shares are returned to the Ditch Company which reduces the number of outstanding shares to 149 shares, and the City's portion of reconstruction cost is \$159,463. In the third alternative scenario, 0 shares are sold, all 61 shares are returned to the Ditch Company which reduces the number of outstanding shares to 119 shares, and the City's portion of reconstruction cost is \$199,664. In all of these alternative scenarios that would be enabled by the Ordinance, the City's portion of reconstruction costs would be significantly reduced from the current scenario. Also, in all of the alternative scenarios, there

would be additional financial benefit to the City from the sale of any shares, which values are not shown in the table.

Scenario	Shares		Percent of Company Owned by City	Reconstruction Costs (high estimate)	
	Outstanding Company	Owned by City		Total Cost	City Portion
Current	180	94	52%	\$720,000	\$376,000
61 Shares are Sold	180	33	18%	\$720,000	\$132,000
30 Shares are Sold and 31 Shares are Returned to the Company	149	33	22%	\$720,000	\$159,463
0 Shares are Sold and 61 Shares are Returned to the Company	119	33	28%	\$720,000	\$199,664

## CITY FINANCIAL IMPACTS

Reducing the number of shares owned by the City through the Department will reduce the associated future project costs to the City. However, the difference in savings, depending upon if the shares are sold outright, or returned to the Ditch Company, will greatly impact the extent of savings.

## BOARD / COMMISSION / COMMITTEE RECOMMENDATION

At the November 12, 2025, Land Conservation and Stewardship Board (LCSB) meeting, the board voted unanimously (8-0) to recommend that Council approve the transfer of ownership (a.k.a. disposition) of up to 61 Buckhorn Highline Ditch Company shares. Please see Attachment #2 for board meeting minutes.

## PUBLIC OUTREACH

None.

## ATTACHMENTS / LINKS

First Reading attachments available in February 3, 2025, agenda materials at the following link:  
<https://fortcollins-co.municodemeeetings.com/>

1. Ordinance No. 010, 2026

ORDINANCE NO. 010, 2026  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
AUTHORIZING THE CITY MANAGER TO TRANSFER  
OWNERSHIP OF UP TO 61 SHARES OF THE BUCKHORN  
HIGHLINE DITCH COMPANY

A. The City currently owns 94 of the 180 shares of stock ("Shares") of the Buckhorn Highline Ditch Company ("Ditch Company"). Shares in the Ditch Company represent a pro-rata interest in the water right decreed to the Buckhorn Highline Ditch ("Ditch"). Shares in the Ditch Company also represent a pro-rata ownership of and responsibility for the Ditch and associated infrastructure, such as the diversion structure that diverts water from the stream into the Ditch.

B. The City's Natural Areas Department ("Natural Areas") is responsible for managing the City's ownership of the City's 94 Shares. The 94 Shares have historically been associated with the lands now comprising the Bobcat Ridge Natural Area, including the lands enlarging that natural area through the recent acquisition of Eagle Canyon Ranch and Soaring Eagle Estates. The 94 Shares are not associated with the City's Water Utility or domestic water supply for Fort Collins residents.

C. Water derived from the 94 Shares has historically been used to irrigate lands that are now portions of the Bobcat Ridge Natural Area. However, in recent years, Natural Areas' need for the use of water from 94 Shares has diminished significantly as formerly-irrigated portions of the Bobcat Ridge Natural Area have been converted from irrigated land to native, unirrigated landscapes. Natural Areas believes that its ownership of 33 Shares would be more appropriate for its current and future uses at Bobcat Ridge Natural Area.

D. The Ditch's diversion structure on Buckhorn Creek was significantly damaged during the September 2013 floods. The Ditch and diversion structure have thus been generally inoperable since. Repairs to restore basic functions to the Ditch and diversion structure are currently estimated to cost between \$600,000 and \$720,000, which equates to \$3,333 to \$4,000 per Share.

E. Natural Areas' investigations into the fair market value of the 61 Shares indicate that their fair market value is likely in the \$1,500 to \$2,000 per share range. That is, the liabilities of the 61 Shares are greater than their fair market value.

F. Natural Areas has also investigated other potential uses of the 61 Shares. However, due to the location, junior priority, and low flow rate of the water right decreed to the Ditch, there is little probability of the 61 Shares being useful for municipal, instream flow, or other uses. Meanwhile, other shareholders in the Ditch Company may have a use for this water, which would benefit residents of the Buckhorn Creek Valley and support regional agriculture. Natural Areas thus desires to transfer ownership of up to 61 Shares, either by sale or by returning the shares to the Ditch Company without compensation.

G. In the unique circumstances the 61 Shares present, the transfer of ownership of the 61 Shares, either by sale or by returning the shares to the Ditch Company without compensation, is in the best interests of the City.

H. If Natural Areas staff is unable to find a buyer for the 61 Shares and they were returned to the Ditch Company, and thus no compensation were paid to the City, the City would benefit by reducing the significant liability per Share, as discussed above. Moreover, this would serve a bona fide public purpose because:

- (1) The use to which the 61 Shares will be put promotes health, safety or general welfare and benefits a significant segment of the citizens of Fort Collins by reducing liabilities to Natural Areas;
- (2) The use to which the 61 Shares will be put supports one or more of the City Council's goals, adopted policies, projects, or plans through better and more economical management of Bobcat Ridge Natural Areas and its associated resources;
- (3) The financial support provided by the City through the below-market transfer of ownership of the 61 Shares will be leveraged with other funding or assistance in the management of Bobcat Ridge Natural Area;
- (4) The transfer of ownership of the 61 Shares will not result in any direct financial benefit to any private person or entity, except to the extent such benefit is only an incidental consequence and is not substantially relative to the public purpose being served because the shares could be sold in a transaction or returned to the Ditch Company and held for all shareholders, including the City, and subsequently resold for the benefit of all shareholders; and
- (5) Transfer of ownership of the 61 Shares will not interfere with current City projects or work programs, hinder workload schedules or divert resources needed for primary City functions or responsibilities.

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. City Council finds, pursuant to Section 23-111(a) of the City Code, that the transfer of ownership of up to 61 Shares of the Buckhorn Highline Ditch Company is in the best interests of the City.

Section 2. City Council finds, pursuant to Section 23-114, that the transfer of ownership of up to 61 Shares of the Buckhorn Highline Ditch Company may be for an amount less than market value, but that it would serve a bona fide public purpose for the reasons set forth above.

Section 3. The City Manager, through the Natural Areas Director, is hereby authorized to transfer ownership of up to 61 Shares of the Buckhorn Highline Ditch

Company, either by sale or by returning the shares to the Ditch Company without compensation, pursuant to appropriate transfer documents, in consultation with the City Attorney, which are determined to be necessary and appropriate to protect the interests of the City or effectuate the purposes of this Ordinance.

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

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Mayor

ATTEST:

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Senior Deputy City Clerk

Effective Date: February 27, 2026  
Approving Attorney: Eric Potyondy

Exhibit: None

**File Attachments for Item:**

**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.

February 17, 2026

# AGENDA ITEM SUMMARY

## City Council



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### STAFF

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Emily Land, Director of Philanthropy & Strategic Partnerships

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### SUBJECT

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

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### EXECUTIVE SUMMARY

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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.

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### STAFF RECOMMENDATION

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Staff recommends adoption of the Ordinance on First Reading.

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### BACKGROUND / DISCUSSION

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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**

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.

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Mayor

ATTEST:

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City Clerk

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

Exhibit: None

Ordinance No. 011, 2026

- 2 -

**File Attachments for Item:**

**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.

February 17, 2026

# AGENDA ITEM SUMMARY

## City Council



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### STAFF

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

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### SUBJECT

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#### **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.**

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### EXECUTIVE SUMMARY

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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.

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### STAFF RECOMMENDATION

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Staff recommends adoption of the Ordinance on First Reading.

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### BACKGROUND / DISCUSSION

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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 savings 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 (RHA).
- 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 RHA 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 RHA 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**

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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**

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1. Land Conservation and Stewardship Board Meeting Minutes, January 14, 2026 (Excerpt)
2. Arapaho Bend Project Locations
3. Ordinance No. 012, 2026

# MINUTES

CITY OF FORT COLLINS • BOARDS AND COMMISSIONS



## Land Conservation & Stewardship Board

### January 14, 2026

#### Regular Meeting – Excerpt

##### Members:

Ross Cunniff, Chair  
 Scott Mason, Vice Chair  
 Denise Culver, Member  
 Jennifer Gooden, Member  
 Steve Joyce, Member

Holger Kley, Member  
 Elena Lopez, Member  
 Mark Sears, Member  
 Tom Shoemaker, Member

**1. CALL TO ORDER:** Meeting was called to order at 5:30 pm.

**2. ROLL CALL:**

**LCSB:** Scott Mason, Denise Culver, Steve Joyce, Holger Kley, Jennifer Gooden, Ross Cunniff, Tom Shoemaker, Elena Lopez

**LCSB Absent:** Mark Sears

**NAD Staff:** Katie Donahue, Julia Feder, Todd Juhasz, Kelly Smith, Bernadette Kuhn, Jenny Roberts, Matt Parker, Elaine Calaba, Emily Shingler, Kate Rentschlar, Kati Jacobson, Tawnya Ernst, Alynn Karnes, Mary Boyts

*Excerpt related to this Council Meeting Agenda Item: Arapaho Bend Natural Area Restoration and Visitor Use Improvements Budget Appropriation.*

## 6. ACTION ITEMS

### Arapaho Bend Natural Area Restoration and Visitor Use Improvements Budget Appropriation

**Kate Rentschlar, Environmental Planner** stated she was seeking a recommendation from the LCSB that City Council approve the Ordinance to appropriate \$4.9 million from the Natural Areas Fund for river restoration and visitor use improvements at Arapaho Bend Natural Area.

Kate led the board through an overview of the project, sharing elements that would improve river health metrics and elements that would improve safety, ADA access, and resource protection. Kate explained 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, which means that funds have not yet been appropriated for construction. Completing the projects a year earlier would save the City potentially hundreds of thousands of dollars in inflation costs.

#### Discussion

LCSB Question: Is there money for planting at completion of project construction?

Staff Answer: Yes, the project includes a revegetation plan that is a mix of upland, riparian and

# MINUTES

CITY OF FORT COLLINS • BOARDS AND COMMISSIONS



## Land Conservation & Stewardship Board

### Regular Meeting

wetland.

LCSB Question: Will the parking lot at the intersection of Horsetooth and Strauss Cabin remain and what is net gain or loss of parking spaces upon project completion?

Staff Answer: The current design is to move that parking lot south out of the right-of-way and reconfigure it. The reconfigured (north) lot and new south lot will accommodate approximately 30 vehicles each. The parking in the informal middle lot and parking along Strauss Cabin Road will be eliminated, and the total increase is approximately 10 parking spaces.

LCSB Question: What is the increase in drivable square feet on the property?

Staff Answer: Staff does not have that information at this meeting but can provide it later if needed.

LCSB Question: In the context of continued increase in visitor use, it sounds like we're not adding much parking; we're just moving it off the road. Is there a reason we're not doing more parking now while we have the money and the site is under construction?

Staff Answer: The design is constrained geographically by other landscape features, such as Strauss Cabin Rd, ditches, and the Poudre River Trail. The property does experience a lot of visitor access via the paved trail system. The Harmony Park and Ride lot could be investigated as an option for expanded parking in the future.

LCSB Question: Rather than close the middle lot, is there some way to keep it? My concern is that this infrastructure is already in use and people will eventually return to parking on the road.

Staff Answer: Staff expect the City's Streets Department will close parking on Strauss Cabin Road and illegal parking will receive enforcement action. Some of this will just simply be behavior change and redirecting visitors when lots are full. The biggest behavior change staff will be promoting is that the parking along Strauss Cabin Road is unsafe. The project would increase the footprint of the built infrastructure but reduce the access points to this sensitive site and funneling visitors in a way that makes more sense

LCSB Question: What's the path between the Harmony Park and Ride and Arapaho Band?

LCSB Answer: There is both a gravel and a concrete path.

LCSB Question: Will there be ample bike racks?

Staff Answer: Bike racks are included in the plans.

LCSB Question: Could interpretive signs be included?

Staff Answer: Yes, there will be kiosks at both parking lots which include educational information.

LCSB Comment: I'm concerned about the amount of parking we're adding. Where is the

# MINUTES

CITY OF FORT COLLINS • BOARDS AND COMMISSIONS



## Land Conservation & Stewardship Board

### Regular Meeting

breaking point from gradual to precipitous decline due to the impact of automobiles near the ecosystem? Do you have any kind of objective metrics for the amount of parking that is sustainable?

Staff Answer: Staff does not currently have an occupancy level metric for the natural area sites. In some cases, parking helps to limit visitation. At Arapaho Bend, there are multiple ways people use the site. Visitor use design improvements, including the south parking lot, can guide access towards a single location and reduce resource degradation.

LCSB Comment: I don't think we need a metric that correlates visitors per year to number of parking spots. I was asking about environmental metrics because every added parking spot takes away habitat. At some point a gradual decline becomes substantial; a non-linear effect on how wildlife reacts, and how runoff and thermal microclimates change with large amounts of parking. I think we have an intuitive sense that certain sites we don't want to have a lot of parking because it would impact the habitat. I'm wondering if there's a way to objectively characterize that.

LCSB Question: Are the two parking areas permeable minimizing the stormwater footprint?

Staff Answer: Yes. The only concrete used will be for the ADA parking spots and potentially an ADA paved path to the pond and connection to the Poudre River Trail. Site plans include water quality mitigation for both parking lots.

LCSB Question: How was the budget established and are these "blue" money budget items?

Staff Answer: NAD has been working with design consultants for the past year who created cost estimates for us. Staff also ran independent estimates and compared them to the budget. Both projects were initially more expensive and staff worked to reduce costs on both to get within our budget. This project has been part of the Natural Areas long range plan and the department has been saving for this project since 2010. Starting construction this year will result in significant savings due to inflation and escalating construction costs. River restoration work will be charged to "green" funds (restricted funds for land conservation and restoration activities, and visitor use improvements will be charged to "blue" funds (less restricted funds for operational and infrastructure costs).

LCSB Question: If we're investing a large amount of money in improving the habitat, let's be really careful and thoughtful about how much public access follows that. What are your thoughts with respect to public access?

Staff Answer: Currently, there is no public access on the east side of the river and there are no plans to open it to visitor use. On the west side of the river, there are multiple social trails and an official trail that run through the area. Staff will be rebuilding the official trail and will be working closely with our restoration staff and visitor use staff to determine the best alignment for the trail.

# MINUTES

CITY OF FORT COLLINS • BOARDS AND COMMISSIONS



## Land Conservation & Stewardship Board

### Regular Meeting

LCSB Question: Because the public improvements are partly aimed at addressing areas where there is bank erosion and informal trails, are small restoration projects to repair erosion part of the budget?

Staff Answer: NAD Restoration staff noted there is decent vegetation adjacent to bare areas that will likely grow in but will target reseed as necessary.

LCSB Comment: Some people in the community are concerned about the ecological impacts of vehicle parking. We communicate with the public about the value of wetland habitats, etc. Perhaps we could also educate the public about how parking lots are designed to minimize environmental impacts.

Staff Answer: Both of the parking lots will have water quality features, something like a rain garden or swale.

LCSB Comment: During the restoration it's a great opportunity to explain to the public what is happening and why.

Staff Answer: The planning staff will be working closely with our communications team regarding messaging about the project, its importance and revegetation.

LCSB Question: I don't have enough understanding of how the budget buckets work. If we pull this from 2027 back into 2026 is there something else that will be delayed or just not done?

Staff Answer: This project has been part of our long-range plan for a number of years, and there are ample reserves in the Natural Areas Fund. The only potential trade-off could be a surprise land deal that we're not expecting. The department does not anticipate any impact on what is planned for the next two years.

LCSB Question: What impact does the purchase of the Hughes site have on the NAD budget?

Staff Answer: Staff know how many acres the department is responsible to pay for but the specific timing is yet to be determined, i.e. spread out of the life of the financing. Because most of the infrastructure of that project will not be in the natural area, NAD will be able to absorb the additional acres into our regular operations over the next couple of years.

***Member Kley made a motion that the Land Conservation and Stewardship Board recommends 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. Member Joyce seconded the motion. The motion passed 8-0.***

# Arapaho Bend Project Locations

Item 4.



**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.

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Mayor

ATTEST:

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City Clerk

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

Exhibit: None

**File Attachments for Item:**

**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.

January 27, 2026

# AGENDA ITEM SUMMARY

## City Council



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### STAFF

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

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### SUBJECT

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**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.**

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### EXECUTIVE SUMMARY

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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.

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### STAFF RECOMMENDATION

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Staff recommends adoption of the Ordinance on First Reading.

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### BACKGROUND / DISCUSSION

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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**

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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**

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None.

## **PUBLIC OUTREACH**

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None.

## **ATTACHMENTS / LINKS**

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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 5<sup>th</sup> 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.

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Mayor

ATTEST:

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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

Page 1 of 13

Item 5.



**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

## EXHIBIT A TO ORDINANCE NO. 013, 2026

Page 2 of 13

Item 5.



**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

## EXHIBIT A TO ORDINANCE NO. 013, 2026

Page 3 of 13

Item 5.



**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, Occptnl Hlth	P115	P3-4	HUMAN RESOURCES	72,013	96,014	120,015	2,769.73	3,692.85	4,615.96
Lead Specialist, Publc 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

## EXHIBIT A TO ORDINANCE NO. 013, 2026

Page 4 of 13

Item 5.



**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 5.



**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

## EXHIBIT A TO ORDINANCE NO. 013, 2026

Page 6 of 13

Item 5.



**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

Page 7 of 13

Item 5.



**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 Sustainbility	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

## EXHIBIT A TO ORDINANCE NO. 013, 2026

Page 8 of 13

Item 5.



**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 Inclsn	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

## EXHIBIT A TO ORDINANCE NO. 013, 2026

Page 9 of 13

Item 5.



**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

## EXHIBIT A TO ORDINANCE NO. 013, 2026

Page 10 of 13

Item 5.



**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	2,560.23
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

## EXHIBIT A TO ORDINANCE NO. 013, 2026

Page 11 of 13

Item 5.



**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
<b>LINE GROUNDWORKER</b>										
	\$65,256	\$68,386	\$71,670	\$75,110	\$78,716	\$82,496	\$86,536	\$90,851		
<b>ELECTRIC LINEMAN</b>										
	\$90,977	\$96,116	\$98,978	\$101,932	\$105,024	\$108,163	\$111,396	\$115,411	\$119,682	\$126,932
<b>LINE CREW CHIEF</b>										
	\$132,644	\$138,433								
	1	2	3	4	5	6	7	8	9	10
<b>ELECTRIC METER SYSTEM TECH</b>										
	\$70,961	\$78,048	\$83,352	\$88,615	\$93,837	\$99,005	\$103,211	\$107,445	\$111,663	\$115,883
	1	2	3	4	5					
<b>SUBSTATION SPECIALIST</b>										
	\$90,977	\$100,075	\$108,081	\$116,727	\$126,932					
<b>SUBSTATION ELEC/COMM SPEC</b>										
	\$103,553	\$114,173	\$124,338	\$134,076	\$144,478					
<b>SUBSTATION CREW CHIEF</b>										
	\$132,644	\$138,433								
	1	2	3	4	5	6	7			
<b>ELECTRIC SYSTEMS OPERATOR</b>										
	\$90,977	\$96,969	\$102,962	\$108,954	\$114,947	\$120,939	\$126,932			
	1	2	3	4	5	6				
<b>WATER OPERATOR</b>										
	\$66,875	\$72,721	\$77,067	\$81,703	\$86,624	\$93,305				
	1	2	3	4	5	6	7	8	9	
<b>FLEET MAINTENANCE TECHNICIAN</b>										
	\$59,379	\$65,819	\$68,422	\$71,186	\$74,030	\$76,995	\$80,078	\$82,847	\$86,161	
	1	2	3	4	5	6	7	8		
<b>BUILDING INSPECTOR</b>										
	\$70,904	\$77,839	\$80,970	\$84,578	\$87,884	\$91,404	\$95,057	\$98,925		
<b>LEAD BUILDING INSPECTOR</b>										
	\$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	<b>POLICE OFFICER</b>	\$89,272.00	\$96,406.00	\$103,544.00	\$110,733.00	\$121,500.00	
S1-5C	<b>POLICE CORPORAL</b>	\$130,005.00	\$133,650.00				
S2-5C	<b>POLICE SERGEANT</b>	\$143,377.00	\$148,598.00				
M2-5C	<b>POLICE LIEUTENANT</b>	\$170,292.00	\$184,847.00				
O4-5B	<b>COMMUNITY SERVICE OFFICER</b>	\$73,021.00	\$78,879.00	\$85,170.00	\$91,987.00	\$99,385.00	
S2-5B	<b>COMMUNITY SERVICE OFFICER SUPERVISOR</b>	\$114,293.00	\$119,262.00				
O4-5A	<b>COMMUNICATIONS DISPATCHER</b>	\$75,759.00	\$80,304.00	\$84,473.00	\$90,385.00	\$96,237.00	\$103,126.00
S2-5A	<b>COMMUNICATIONS SUPERVISOR</b>	\$103,817.00	\$122,200.00				
M2-5A	<b>COMMUNICATIONS MANAGER</b>	\$145,305.00	\$165,757.00				

**File Attachments for Item:**

**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 completion of negotiations.

February 17, 2026

# AGENDA ITEM SUMMARY

## City Council



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### STAFF

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Ginny Sawyer, Lead Policy & Project Manager, City Manager's Office  
Sylvia Tatman-Burruss, Sr. Policy & Project Manager, City Manager's Office  
Will Flowers, Senior Specialist/Realtor, Real Estate Services

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### SUBJECT

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#### **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.**

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### EXECUTIVE SUMMARY

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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 completion of negotiations.

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### STAFF RECOMMENDATION

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Staff recommends adoption of the Resolution.

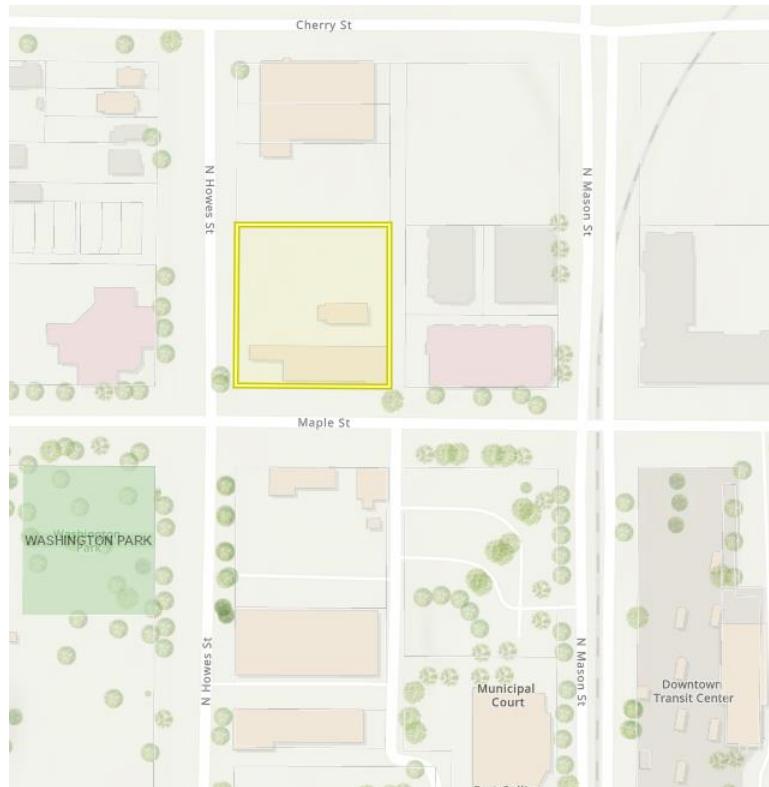
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### BACKGROUND / DISCUSSION

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The City currently owns 314 N. Howes Street, also known as LOT 3, PENNY FLATS, FTC (20070007427), Parcel #9711182903, in Downtown Fort Collins, bounded by the Trolley Barn to the north, N Howes Street to the west, Mason Street Flats to the east, and Maple Street to the south (see Location map). The property is located within the North Mason sub-area of the Downtown Plan and is located within the boundary of the Downtown Development Authority (DDA). The 0.87 acre property currently supports "EcoThrift," which functions as a second-hand store for clothing and household items. The other half of the site is utilized for City fleet vehicles and seasonal storage for Parks. While the property has most recently been contemplated

for development as a parking garage to serve the future Civic Center build-out, the property is currently platted for development as multi-family housing.



**Current Plans:** Housing Catalyst (HC), the Fort Collins housing authority, plans to include a minimum of 50% affordable housing serving households at 80% Area Median Income (AMI) or below. These units will be deed restricted, to be occupied by and affordable to low-income households for at least sixty (60) years. The Downtown Plan recommends building within the North Mason Subdistrict to be no more than 85 feet in height and between 5 and 6 stories. This is consistent with the other residential buildings that are immediately adjacent to this site. A Phase I Environmental Assessment has been ordered and a Historic Review of existing structures has been completed by the City's Historic Preservation Department.

**Planned Sale & Protections:** The current draft Conditional Contract contemplates transferring the property to HC at a minimal cost of \$10. The sale will include a covenant which requires significant minimum affordable housing development. It will further be protected by a promissory note (or loan) from HC to the City. This “performance loan” can be foreclosed on by the City if HC fails to perform under the covenant. This model was used when the land bank property was transferred at a below-market value at the Birdwhistle Townhomes (f/k/a/Kechter Townhomes) project. Additionally, the draft Conditional Contract will also include conditions for (a) proof of financing, (b) proof of planning approvals, and (c) agreement to lease the property back to the City to operate as parking until construction commences.

Housing Catalyst would manage the project and build the affordable rental units.

**Site's Appropriateness for Housing:** This site is in a Downtown infill context with jobs, amenities, transportation, education, and recreation all located nearby including:

- Less than 1/8 mile from MAX (Bus Rapid Transit line) and the North Transit Station
- Immediate access to Downtown jobs, goods, and services including groceries, retail shops, and public/community amenities (0.5 miles)
- Proximity to parks and trails including Oak St. Plaza (0.25 miles), Library Park (0.5 miles), Civic Center Park (0.4 miles), and the Poudre River Trail (0.25 miles)

- Access to childcare centers (0.5 miles)
- Proximity to schools (0.5 – 1.0 miles)

**Parking demand:** While the original use contemplated a parking garage, staff are working on alternatives for fleet storage and future parking facilities as part of the Civic Center Plan.

**Valuation and consideration:** Real Estate Services staff have performed a reconnaissance valuation of the property (not an appraisal) and have determined the 0.87-acre property has an estimated value range between \$2,250,000 - \$2,500,000, after demolition of the existing structures (an appraisal can be obtained to confirm the estimated value range). To achieve the requirement of reaching incomes below 80% AMI, the project would require a land conveyance from the City to Housing Catalyst.

The development of this site intends to implement Council's priority to operationalize City resources to build affordable housing and to support the City's adopted housing goals as outlined in the Housing Strategic Plan to achieve 10% deed-restricted, affordable housing stock by 2040. The project as proposed is a mixed-income community in the heart of the downtown area.

### **Adherence to the City's adopted Policy Plans and Goals**

This project meets several goals and strategies within several of the City's adopted policy plans:

- **Previous Council Priority:** Operationalize City Resources to Build Affordable Housing
- **City Plan:**
  - Policy LIV 5.1 - Housing Options: "To enhance community health and livability, encourage a variety of housing types and densities, including mixed-use developments that are well served by public transportation and close to employment centers, shopping, services and amenities."
  - Policy LIV 5.2 – Supply of Attainable Housing: "Encourage public and private sectors to maintain and develop a diverse range of housing options, including housing that is attainable (30% or less of monthly income) to residents earning the median income."
  - Policy LIV 5.4 – Land Supply for Affordable Housing: "Continue to grow and utilize the Affordable Housing Land Bank Program and other programs to create permanently affordable housing units."
  - Policy LIV 5.5 – Integrate and Distribute Affordable Housing: "Integrate the distribution of affordable housing as part of individual neighborhoods and the larger community."
- **Downtown Plan:**
  - This site is located within the North Mason Subdistrict, which is defined as: "An evolving redevelopment area forming a transition from commercial and civic uses to residential and small neighborhood commercial uses compatible with adjacent neighborhoods."
  - "Land uses will complement the Historic Core and Civic Subdistricts with an emphasis on residential, office and studio uses."
- **Housing Strategic Plan:**
  - Affordability Goal: "Fort Collins aims to have 10% of its housing stock be deed restricted and affordable to households making 80% of Area Median Income (AMI) by 2040."

## Communication and Community Engagement

Staff will communicate with adjacent residents about the potential development of this lot for housing. While further community engagement is not required for affordable housing projects, Housing Catalyst is committed to more communication and engagement as they move through their development process.

## Next Steps

- Staff will negotiate a Conditional Purchase and Sale Agreement consistent with the direction provided in the Resolution. Once negotiated, the proposed agreement and conveyance terms will be brought back to City Council for final approval by Ordinance. Following Council action, the Mayor's signature will complete the execution of the Resolution, and staff can proceed with closing steps consistent with Council authorization.
- Staff will continue coordinating communications with EcoThrift and will address lease/transition steps separately as appropriate.
- Staff will engage adjacent stakeholders regarding the anticipated development concept and process.
- After closing, Housing Catalyst will proceed through the City's Development Review process for any proposed redevelopment.

## **CITY FINANCIAL IMPACTS**

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The property is estimated to be worth \$2,250,000 - \$2,500,000 dollars based recent adjacent appraisals. A full appraisal will be conducted as part of this process.

## **BOARDS / COMMISSION / COMMITTEE RECOMMENDATION**

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Due to the time constraints of this project, staff have not taken this proposed land conveyance to any Boards or Commissions for a recommendation.

## **PUBLIC OUTREACH**

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Limited public outreach has been conducted, and more is planned by Housing Catalyst once the development review process is underway.

## **ATTACHMENTS / LINKS**

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1. Presentation
2. Resolution 2026-021



# Conveyance of City Owned Real Estate for Housing: 314 N Howes Street

Ginny Sawyer, Sylvia Tatman-Burruss, Will Flowers

02-17-20 Page 75

# Background

- City currently owns 314 N Howes Street
- Property is 0.87 acres in size and the estimated value is between \$2.25M and \$2.5M
- Currently occupied by EcoThrift and utilized for Parks horticulture staging and fleet storage/parking
- Most recently contemplated for a parking garage
- Previously platted for multi-family housing
- Within the North Mason Subdistrict



- In 2022, City entered into an MOU with Housing Catalyst to develop the Remington Parking Lot for affordable housing
- The project experienced resistance to loss of parking. City staff then pivoted and began working with Housing Catalyst on alternate locations that could achieve housing goals in a timely manner
- Team identified 314 Howes and Housing Catalyst has requested the property be transferred without fair market consideration to make the project financially feasible



- **Previous Council Priority:** Operationalize City Resources for Affordable Housing
- **City Plan (2019)**
  - Policy LIV 5.1
  - Policy LIV 5.2
  - Policy LIV 5.4
  - Policy LIV 5.5
- **Downtown Plan (2017)**
  - This site is located within the North Mason Subdistrict, which is defined as: “An evolving redevelopment area forming a transition from commercial and civic uses to residential and small neighborhood commercial uses compatible with adjacent neighborhoods.”
  - “Land uses will complement the Historic Core and Civic Subdistricts with an emphasis on residential, office and studio uses.”
- **Housing Strategic Plan (2021)**
  - Affordability Goal: “Fort Collins aims to have 10% of its housing stock be deed restricted and affordable to households making 80% of Area Median Income (AMI) by 2040.”

## Nearby Amenities

- 100 yards from MAX/North Transit Station
- Immediate access to Downtown jobs, goods, and services including groceries
- Proximity to parks and trails
- Access to childcare centers
- Proximity to schools

## Previous Plans and Adjacent Context

- Previously contemplated and platted for multi-family housing
- Multi-family, market-rate housing directly adjacent to the site

## Next Steps

- Staff will negotiate a Conditional Purchase and Sale Agreement consistent with the direction provided in the Resolution.
- Once negotiated, the proposed agreement and conveyance terms will be brought back to City Council for final approval by ordinance.
- Following Council action, the Mayor's signature will complete the execution of the Resolution, and staff can proceed with closing steps consistent with Council authorization.



**RESOLUTION 2026-021**  
**OF THE COUNCIL OF THE CITY OF FORT COLLINS**  
**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**

A. The City of Fort Collins, Colorado (the "City") is the record fee title owner of the real property located at 314 N. Howes Street, Fort Collins, Colorado, commonly identified as Lot 3, Penny Flats, FTC (Reception No. 20070007427), Parcel No. 9711182903 (the "Property").

B. The Property is currently improved and utilized in part by a private tenant, EcoThrift, and the City has utilized a portion of the site for fleet vehicles and seasonal storage for Parks.

C. The City Council has identified affordable housing as a priority and has expressed interest in operationalizing City resources to support the creation of deed-restricted affordable housing.

D. Housing Catalyst is the Fort Collins housing authority and intends to redevelop the Property to provide a mixed-income residential development incorporating a minimum of fifty percent (50%) deed-restricted affordable housing serving households at or below eighty percent (80%) of Area Median Income (AMI) for a term of at least sixty (60) years (the "Project").

E. To support the financial feasibility of the Project and achieve deeper affordability targets, Housing Catalyst has requested that the Property be transferred in the form of a disposition at nominal consideration.

F. City staff is in the process of negotiating with Housing Catalyst a purchase and sale agreement for the disposition of the Property for nominal consideration, with conditions and protections to ensure the public purpose of the transfer is achieved, including but not limited to a recorded affordable housing covenant and related enforcement mechanisms.

G. The purchase and sale agreement will include conditions requiring Housing Catalyst to provide proof of financing, proof of planning and regulatory approvals, and agreement to lease the Property back to the City on a temporary basis to allow continued interim use until construction commences.

H. The purchase and sale agreement will employ a performance-based protection model previously used in other affordable housing transactions, which may include a promissory note and deed of trust intended to provide the City with remedies in the event Housing Catalyst fails to comply with the affordable housing covenant or other key obligations.

I. Any conveyance of the Property will require approval by ordinance of the City Council following completion of negotiations.

J. The City Council recognizes that the fair market value of the Property is greater than the nominal consideration anticipated for the proposed transaction and finds that the difference between the fair market value and the purchase price constitutes a public investment by the City in the creation of long-term deed-restricted affordable housing.

K. The City Council further finds that such public investment is necessary and appropriate to achieve the City's adopted housing goals, including increasing the supply of affordable housing, and that the expected public benefits of the Project outweigh the value of the consideration to be received by the City.

L. The City Council therefore finds that a disposition of the Property at nominal consideration, subject to appropriate conditions and enforceable affordability requirements, serves a valid public purpose and is in the best interests of the City and its residents.

M. The City Council hereby finds and determines that disposition of the Property in support of affordable housing development as described in this Resolution serves the public health, safety, and welfare and is 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 authorizes City staff to negotiate a conditional purchase and sale agreement with Housing Catalyst for the potential disposition of the Property, consistent with the public purpose and protections described in this Resolution. Any final purchase and sale agreement or conveyance of the Property shall be subject to approval by the City Council by ordinance.

Section 2. In approving the disposition contemplated by this Resolution and authorizing negotiation and execution of the Conditional Purchase and Sale Agreement, the City does not waive its land use authority or any other legal, regulatory, permitting, or other authority granted to it by law, including the Charter and Code of the City of Fort Collins.

Section 3. The City Council finds that the fair market value of the Property is greater than the nominal consideration anticipated for the transaction, and that the difference constitutes a public investment in affordable housing. The Council further finds that such investment is necessary and appropriate to achieve the public purpose of

creating long-term deed-restricted affordable housing and is consistent with the City's adopted policies and goals.

Section 4. The City Council intends that the purchase and sale agreement and related closing documents will include, at a minimum, the following protections ensuring that the disposition advances the City's public purpose:

1. A recorded covenant requiring deed-restricted affordable housing for a specified term;
2. Conditions precedent to closing (including proof of financing and regulatory approvals);
3. A performance-based enforcement mechanism (which may include a promissory note and deed of trust); and
4. A leaseback or interim use agreement allowing temporary City use of the Property until construction commences.

Passed and adopted on February 17, 2026.

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Mayor

ATTEST:

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Senior Deputy City Clerk

Effective Date: February 17, 2026  
Approving Attorney: April Silva

Exhibit: None

**File Attachments for Item:**

**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.

February 17, 2026

# AGENDA ITEM SUMMARY

## City Council



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### STAFF

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Mandy Rasmussen, Plant Engineer, Utilities  
Kerri Ishmael, Manager, Utilities Finance

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### SUBJECT

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**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.**

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### EXECUTIVE SUMMARY

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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.

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### STAFF RECOMMENDATION

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Staff recommends adoption of the Resolution.

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### BACKGROUND / DISCUSSION

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Fort Collins Utilities is pursuing funds under DOLA's EIAF Tier II program in support of constructing a new septage receiving station located at the Drake Water Reclamation Facility (Drake Facility). The existing septage receiving station needs upgrades due to permit compliance, safety challenges, and increased usage.

The septage receiving station at the Drake Facility provides a critical waste disposal service for the State of Colorado. The station has historically received septage, portable toilet, and pit toilet waste from waste haulers serving Weld and Larimer Counties including Fort Collins residents. The closure of stations by other jurisdictions has increased the volume of septage received at the Drake Facility.

Fort Collins Utilities has completed design for the new septage receiving station, which will be upgraded and relocated on the Drake Facility, to address two compliance issues identified through a 2024 audit by the Colorado Department of Public Health and Environment and hazardous conditions for City staff and waste haulers from excessive hydrogen sulfide accumulation.

Due to the pandemic and lack of widespread market to compare, the City has not raised fees for waste haulers for several years. Current fees do not cover costs of operating the station. Fort Collins Utilities is looking to increase the fee to cover both construction costs for the new station and ongoing operations. Additional information on septage receiving fees is planned for discussion at the March 5th Council Finance Committee meeting.

Fort Collins Utilities is cognizant of the fee increase for waste haulers being passed to septic customers, majority being residents of rural communities within Weld and Larimer Counties. Additionally, a fee increase has the potential to promote illegal dumping, increasing environmental and health impacts.

While the septic service at the Drake Facility supports some City services, the majority of those benefiting from this service are outside City limits. Considering Fort Collins Utilities serving as a regional septic service provider and the immediate need to relocate and upgrade the septic station at Drake Facility, Fort Collins Utilities is seeking funding under DOLA's EIAF Tier II program to cover a portion of construction costs.

As part of the grant application process, DOLA requires that the governing body of any entity applying for grant funds support the application. Based on the short one-month application cycle, with the application due February 13th, this Resolution is needed prior to the proposed March 5th discussion over septic receiving fees with Council Finance Committee. Fort Collins Utilities discussed the septic receiving station project and February 17th being the earliest to receive this Resolution with the regional DOLA representative, receiving approval to put forth a request for funds by February 13th.

## **CITY FINANCIAL IMPACTS**

An award of the DOLA grant will contribute to the capital project costs, reducing the funding needed from the City's Wastewater Fund. If the grant is awarded, the City will seek to appropriate such grant funds from Council.

## **BOARD / COMMISSION / COMMITTEE RECOMMENDATION**

Septic Receiving Fees is scheduled for the March 5, 2026 Council Finance Committee.

## **PUBLIC OUTREACH**

None.

## **ATTACHMENTS / LINKS**

1. Resolution 2026-022

**RESOLUTION 2026-022**  
**OF THE COUNCIL OF THE CITY OF FORT COLLINS**  
**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**

A. The City, through Fort Collins Utilities, owns and operates a wastewater utility, which includes the Drake Water Reclamation Facility (“Drake Facility”). The Drake Facility includes a septic receiving station. The existing septic receiving station needs upgrades due to permit compliance, safety challenges, and increased usage.

B. The City is currently pursuing the Septage Receiving Construction Project (“Project”). Under the Project, a new, upgraded septic receiving station would be constructed at the Drake Facility.

C. City staff desires to submit a grant application to the Colorado Department of Local Affairs under its Energy and Mineral Impact Assistance Program (“Program”) to seek funds for the Project. DOLA requires that the governing boards of entities applying for funds under the Program approve grant applications.

D. It would benefit the City to apply for and receive funding for the Project from the Program.

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 City Council approves City staff preparing and submitting an application to the Colorado Department of Local Affairs under its Energy and Mineral Impact Assistance Program to seek funds for the Septage Receiving Construction Project at the Drake Water Reclamation Facility.

Passed and adopted on February 17, 2026.

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Mayor

ATTEST:

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Senior Deputy City Clerk

Effective Date: February 17, 2026  
Approving Attorney: Eric Potyondy

Exhibit: None

**File Attachments for Item:**

**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.

February 17, 2026

# AGENDA ITEM SUMMARY

## City Council



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### STAFF

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Davina Lau, Public Engagement Specialist

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### SUBJECT

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

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### EXECUTIVE SUMMARY

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

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### STAFF RECOMMENDATION

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Staff recommends adoption of the Resolution.

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### BACKGROUND / DISCUSSION

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On December 16, 2025, the City Council adopted Resolution 2025-113, appointing Alyssa Acevedo to the Poudre River Public Library District Board of Trustees.

A seat has since been vacated by Alyssa Acevedo, who was recently appointed but had to step down prior to being officially added to the Board. The Board nominating committee reached out to their alternate candidate, Jennifer Birach, to gauge her interest and availability in filling the position. She has expressed interest.

The Board of Trustees would like to recommend Jennifer Birach to fill Alyssa Acevedo's appointment intended to complete Anuja Riles' unfinished term, beginning upon the adoption of this Resolution and ending March 31, 2030.

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### CITY FINANCIAL IMPACTS

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None.

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### BOARD / COMMISSION / COMMITTEE RECOMMENDATION

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None.

## **PUBLIC OUTREACH**

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The Board nominating committee reached out to their alternate candidate, Jennifer Birach, to gauge her interest and availability in filling the position.

## **ATTACHMENTS / LINKS**

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1. Application
2. Resolution 2026-023



Rupa Venkatesh  
 Assistant City Manager, City of Fort Collins  
 300 LaPorte Ave.  
 Fort Collins, Colorado 80521

January 13, 2026

**RE: Poudre River Public Library District Board Appointment recommendation: Jennifer Birach**

Dear Ms. Venkatesh,

Poudre Libraries has **one (1) opening on its Board of Trustees**: a replacement for Alyssa Acevedo, who was recently appointed but has since had to step down prior to being officially added to the Board. The Board nominating committee reached out to their alternate candidate, Jennifer Birach, to gauge her interest and availability in filling the position.

The Board of Trustees would like to recommend the following for Library Board appointment:

1. **Jennifer Birach** to fill Alyssa Acevedo's appointment: complete Anuja Riles' unfinished term, beginning March 9, 2026, and ending March 31, 2026. Per the Board of Trustees Bylaws, Birach can be considered for reappointment to two, full 4-year terms after March 31, 2026.

Ms. Birach is a marketing and communications leader who believes deeply in the power of storytelling and community connection. She lives in LaPorte (within the Library's official service area) and currently serves as Executive Director of Marketing Communications at UNC.

The Library Board of Trustees respectfully requests that the City of Fort Collins City Council Members approve this appointment at its earliest convenience. We hope to seat Ms. Birach at our March 9, 2026 regular meeting.

Sincerely,

Corey Radman, President, Board of Trustees

*enclosed: Copy of Birach online application and resume  
 cc: Larimer County Board of Commissioners*

Jennifer Birach



### **Personal Summary**

I'm a marketing and communications leader who believes deeply in the power of storytelling and community connection. Currently, I serve as Executive Director of Marketing Communications at the University of Northern Colorado, where I lead a team focused on digital strategy, brand storytelling, and public engagement.

Collaboration is my superpower. Throughout my career, I've built bridges between teams, organizations, and ideas. I align strategy with action and helping institutions communicate with clarity and purpose.

Outside of work, I'm a mom of two boys, one who attends Cache la Poudre Elementary, and we're proud regulars at our local library branch. If I use one of our officially designated "library totes" as a bag for anything else, the boys do not approve.

I believe in being an active and engaged neighbor. The library has always been a place where my family learns, grows, and connects and I'd be proud to contribute my time and experience to help it thrive.

### **Application Question and Answers**

#### **Why do you want to become a member of the Library District Board of Trustees?**

I was a library kid, a library college student, and now I'm a library mom raising library kids. Libraries have always been a safe space for me and I love that they continue to serve that role for so many in our community.

I've lived in Fort Collins and LaPorte for nearly a decade, and our library system has been a constant source of joy and connection for my family. I want to give back to the community that has given me so much. Joining the Board feels like a meaningful way to do that... to help protect, strengthen, and advocate for one of our most essential public institutions.

As a communications professional, I see firsthand how vital it is to champion public spaces that are inclusive, accessible, and rooted in service. Libraries are at the intersection of education, equity, and community and I would be honored to help ensure their continued success and sustainability for generations to come.

#### **What do you consider to be the most important community needs? How can the Library District help meet those needs?**

I believe our community's most pressing needs center around connection, access, and belonging. As our region grows and changes, it's more important than ever to have public spaces that welcome everyone (regardless of background, income, or stage of life) and help bridge gaps in digital access, literacy, and opportunity.

Libraries do this better than almost any other public institution. They offer resources for lifelong learning and create a sense of shared ownership in our community's story. The Poudre Libraries can continue to meet these needs by expanding outreach to underserved populations, deepening partnerships with

schools and local organizations, and continuing to innovate in how information, technology, and creative space are made available to all.

**What is your vision for the future of the Library District? What opportunities or challenges exist?**

My vision for the Library District is to see it continue to grow as both a trusted source of information and a vibrant community hub, a place where people connect to resources, ideas, and each other.

One of the greatest opportunities ahead lies in how libraries can adapt to serve a digital generation while preserving the human connection that makes them special. The challenge, of course, is doing this sustainably by balancing budgets, advocating for funding, and ensuring the public understands the library's evolving role in civic life.

I see the future library not just as a building of books, but as a living network of learning, technology, and creativity that honors intellectual freedom and fosters inclusion in everything it does.

**Describe any relevant experience that would make you a fit for the Board. This can include, but is not limited to, work/professional experience, volunteer service, previous roles on boards or committees, unique skills or training, and special interests.**

Professionally, I've spent more than a decade leading strategic marketing and communications in higher education, including at the University of Northern Colorado and Colorado State University. My background has given me extensive experience in governance, strategic planning, fiscal responsibility, and public engagement — all skills that translate directly to the work of a trustee.

I'm experienced in evaluating budgets, managing teams, and implementing long-term communication strategies that build trust and transparency. I also served on the Board of Directors for Whited Arts, a community-run gallery in Detroit, where I held the role of secretary and participated in both the administrative and operational sides of a nonprofit organization.

Equally important, I bring a deep personal commitment to public service and lifelong learning. I understand that libraries, like many public services and institutions, face growing challenges in funding and perception. I want to be part of ensuring that our library system not only survives but continues to flourish as a cornerstone of community life.

**Have you ever been convicted of a crime (except minor traffic offenses that resulted in only a fine)?**  
No

# JEN BIRACH

## Executive Director, Marketing Communications

### PROFESSIONAL SUMMARY

A creative leader who fell head over heels for higher education, with a rich history in strategic marketing, event-based communications, and big-brand storytelling. Collaboration is my superpower. I bring people together, align strategy with execution, and ensure leadership priorities are communicated with clarity and purpose. From CRM infrastructure to digital campaigns and cross-campus initiatives, I lead teams that drive enrollment, build community, and deliver results.

### QUALIFICATIONS

- **10+ years** of experience leading strategic marketing and communications in higher education, including at UNC and CSU, with deep experience across enrollment marketing, digital strategy, and brand storytelling.
- Extensive experience with strategic marketing planning, brand management, and institutional storytelling across web, email, social, print, OOH, video, SEO, and paid platforms.
- Deep understanding of marketing analytics and audience engagement, using Slate CRM, Google and Meta Analytics, and ad performance data to inform creative strategy, optimize campaigns, and improve lead conversion.
- Proven success leading experiential and event-based marketing efforts
- **8+ years** of supervisory experience managing cross-functional teams across digital marketing, content strategy, CRM, and event professionals.
- Record of leadership in engagement marketing, supporting enrollment, retention, philanthropy, and reputation-building goals.
- Experience managing regional and statewide media placements, including out-of-home campaigns and digital media buys that amplify institutional visibility across Colorado and beyond.
- Advanced user of Slate CRM, leading platform strategy for internal and external communications, events, record development, and personalized engagement across campus.

### WORK EXPERIENCE

#### Executive Director of Marketing Communications

University of Northern Colorado, Central Marketing and Communications

May 2024 – Present

Greeley, CO

- Lead UNC's central marketing communications team, overseeing strategy and execution across digital campaigns, brand storytelling, organic social media, internal communications, and email marketing.
- Created and launched UNC's current flagship brand campaign, *What Will Your Story Be?*, a fully integrated initiative spanning digital platforms, paid media, Colorado out-of-home, video, print, and student-centered creative.
- Serve as brand manager, ensuring consistency of voice, visual identity, and messaging across all university channels and partner materials.
- Own the digital marketing strategy, including CRM (Slate Campus), email automation, paid digital advertising, website performance, SEO, and analytics.
- Guide the strategic expansion of UNC's Slate CRM system, enhancing email automation, texting, event marketing, forms, and user records for both students and employees.
- Oversee content and UX strategy for unco.edu, currently leading a major university-wide redesign with a focus on improving accessibility, user journey, and conversion outcomes.
- Lead internal communications efforts that support student retention and success, in close collaboration with Enrollment Management and Student Affairs.
- Lead university-wide collaboration with Enrollment, Advancement, and Student Affairs, co-chairing initiatives like *Aims2UNC* and serving on the Strategic Enrollment Committee to align marketing with institutional goals.

- Manage and mentor a high-performing, multi-disciplinary team building a strong culture of accountability, collaboration, and professional growth.
- Expanded student employee program to grow team capacity and provide professional opportunities for UNC students.
- Strengthened UNC's organic social media program, establishing dedicated oversight and significantly improving performance in engagement, reach, and storytelling. (127% TikTok Search video views and 3,400% Instagram post impressions YoY)
- Collaborate with campus stakeholders across Advancement, Academic Affairs, and student services to align marketing efforts with institutional goals.
- Develop and implement data-informed strategies for campaign optimization, lead generation, and long-term marketing performance measurement.

**Sr. Assistant Director of Marketing Operations & Automation**  
*Colorado State University, Office of Admissions*

**May 2022 – May 2024**  
*Fort Collins, CO*

- Develop and implement streamlined operational processes for enrollment marketing campaigns, encompassing email, print, SMS, web, and social media channels.
- Collaborated with stakeholders to define marketing project scope, deliverables, and timelines, ensuring alignment with organizational goals.
- Lead cross-functional teams in planning and executing multi-channel marketing campaigns to drive student yield.
- Oversee annual funnel email campaigns and transactional emails within the CRM system, ensuring accurate segmentation, targeting, and delivery to maximize engagement and conversion rates, while fostering engagement.
- Provide strategic guidance for the integration of the University's rebranding efforts into admissions marketing materials, ensuring brand consistency and alignment with messaging.
- Supervise and mentor team members to foster professional growth within the marketing operations unit.
- Implement new project management system (Asana) and redesigned the unit's organizational structure and intake process, optimizing workflow management and collaboration.
- Develop and manage project calendars and logistical coordination between various internal departments and external vendors, optimizing efficiency and resource allocation.
- Develop analytics and reporting strategies to measure and improve the effectiveness of CRM-focused communications, providing actionable insights to stakeholders and driving continuous improvement.
- Facilitate collaboration with stakeholders to enhance CRM marketing activities, promoting a culture of innovation and continuous improvement.

**Marketing Manager**  
*Colorado State University, Division of Student Affairs / Conference & Event Services*

**Jan 2017 – May 2022**  
*Fort Collins, CO*

- Implemented multi-layered communication and sales campaigns (digital, social, print, web) in collaboration with in-house communications team and external vendors, effectively reaching targeted audiences and meeting objectives. Managed strategic communication plans for 20,000 annual visitors, maintaining consistency and enhancing the unit's reputation.
- Provided strategic leadership by establishing operational standards, implementing a digital project management tracking system, and developing standardized processes and documentation, resulting in streamlined operations, enhanced efficiency, and consistent delivery of services aligned with organizational goals.
- Enhanced operational life cycle management approach, optimizing resource utilization and client satisfaction across all events.
- Managed project lifecycles for multiple annual events, overseeing planning, execution, and evaluation phases to optimize workflow, resource allocation, timelines, and ensure seamless operations and client satisfaction.
- Collaborated with senior leadership to develop unit strategy, utilizing data metrics and market trends to inform decision-making processes.
- Developed and maintained relationships with campus units and external partners, fostering collaboration and ensuring alignment with organizational objectives.

**Owner / Partner**  
*Madranas, Event & Production Studio*

**Jan 2014 – October 2017**  
*Detroit, MI*

- Served as company's primary client liaison; led communications and advised executive leadership of various high-level clientele (Little Caesars, Crain Communications, Young Presidents' Organization, Hilary Campaign, etc.).
- Successfully developed and led long-term marketing communication plans to attract new and retain existing clients.
- Developed company's daily operational workflow, requiring attention to detail and adaptation to changes in priorities.
- Designed specialized communications marketing for clients and tracked results (web, digital, UX/UI, social, print).

- Project Manager for multiple annual events; ability to thrive in rapid conditions and manage deadlines simultaneously.
- Recruitment, hiring, and direct supervision of all full and part-time engagement team members.

**Assistant Director Marketing Communications**  
*Design Core (formerly Detroit Design Corridor)*

**April 2014 – April 2016**  
*Detroit, MI*

- Directed design and marketing initiatives for organizational programs, ensuring alignment with strategic goals.
- Championed inclusive marketing strategies to make art and design accessible to Metro-Detroit community.
- Collaborated on branding projects across print, web, digital, and social media platforms.
- Developed and executed marketing strategies, tracking metrics for campaign effectiveness.
- Direct supervision of full and part-time employees; oversaw the Design & Communication team.
- Managed diverse stakeholders, including private funders, universities, artists, and nonprofits.

**Art Director**  
*Alliance Data (formerly Epsilon Marketing)*

**Oct 2011 – Sep 2013**  
*Auburn Hills, MI*

- Created effective visual designs for digital/online and direct mail campaigns for General Motors Account.
- Designed multi-channel campaigns for intended audiences, while retaining GM's institutional values and branding standards
- Navigated complex relationships with Account Managers and Production/Technology teams to create effective work.

**Adjunct Faculty**  
*Oakland Community College*

**2012**  
*Auburn Hills, MI*

- Designed and taught Introduction to Graphic Design, a foundational 2D design course taught in a hands-on studio format.
- Developed weekly visual problem-solving assignments and guided students through critique and analysis of design work.

## EDUCATION

**Bachelor of Fine Arts (B.F.A.) Advertising Art Direction**

COLUMBIA COLLEGE CHICAGO

Chicago, IL, **May 2010**

## VOLUNTEER

**Board of Directors, Secretary**

WHITEDEL ARTS

Detroit, MI, **2012-2015**

## SKILLS

- Project Management Systems (*Workfront, Wrike, Asana, Basecamp*)
- CRM/Automation Platforms (*Slate, Salesforce, Kinetic, Mailchimp*)
- Analytics (*GA4, Meta, email*)
- Adobe Creative Suite
- Website & Email Design (*WordPress, HTML*)
- Written and Oral Communication
- Strong Interpersonal Skills
- Team Collaboration
- Social Media Management
- Long-Term Communication Strategy
- Time management and organization skills
- Microsoft Office Suite
- Copy Writing
- Campaign Strategy
- Omnichannel Marketing

**RESOLUTION 2026-023**  
**OF THE COUNCIL OF THE CITY OF FORT COLLINS**  
**RATIFYING THE APPOINTMENT OF JENNIFER BIRACH TO THE POUDRE RIVER**  
**PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**

A. On November 7, 2006, the voters approved a citizen initiative to establish and fund the Fort Collins Regional Library District, now called the Poudre River Public Library District (the "Library District"), pursuant to Colorado Revised Statutes Sections 24-90-101 to 606 (the "Library Law").

B. The Library District is governed by a board of seven trustees appointed by the City Council and Larimer County Commissioners.

C. Pursuant to the Library Law, the City Council and Larimer County Commissioners have each appointed two of their members to a committee (the "Committee") to fill open seats on the board of trustees of the Library District ("Board").

D. Pursuant to the Bylaws of the Board, a trustee may serve no more than two consecutive four-year terms, which are staggered so that typically one or two trustees are appointed or reappointed every year, but any appointment to fill a vacancy with a remaining unexpired term shall be considered a completed term only if the unexpired term exceeds 24 full months from the date the trustee takes their oath of office.

E. On August 20, 2024, City Council adopted Resolution 2024-100, authorizing a second amendment to the intergovernmental agreement between the Library District, the City of Fort Collins, and Larimer County allowing the Board to appoint new trustees subject to approval by the City Council and County Commissioners.

F. The Board has a vacancy due to the resignation of Alyssa Acevedo, and the remainder of the vacant term runs through March 31, 2026.

G. This position on the Board is also up for reappointment effective April 1, 2026, for a four-year term, and extending this appointment through that upcoming new term is appropriate, practical and efficient.

H. Section 24-90-108(2)(c) of the Library Law requires that the Board's trustee appointments be ratified by a two-thirds majority vote of the legislative body of each governmental unit participating in the District.

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 pursuant to the requirements of the Colorado Library Law, the City Council hereby ratifies the Board's appointment of Jennifer Birach to fill the remainder of Alyssa Acevedo's term beginning upon adoption of this Resolution and expiring March 31, 2030.

Passed and adopted on February 17, 2026.

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Mayor

ATTEST:

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Senior Deputy City Clerk

Effective Date: February 17, 2026

Approving Attorney: Carrie Daggett

Exhibit: None

**File Attachments for Item:**

**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

February 17, 2026

# AGENDA ITEM SUMMARY

## City Council



### STAFF

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JC Ward, Community Engagement Manager, Housing and Community Vitality

### SUBJECT

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**First 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

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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 RECOMMENDATION**

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Staff recommends adoption of the Ordinance on First Reading.

## **BACKGROUND / DISCUSSION**

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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

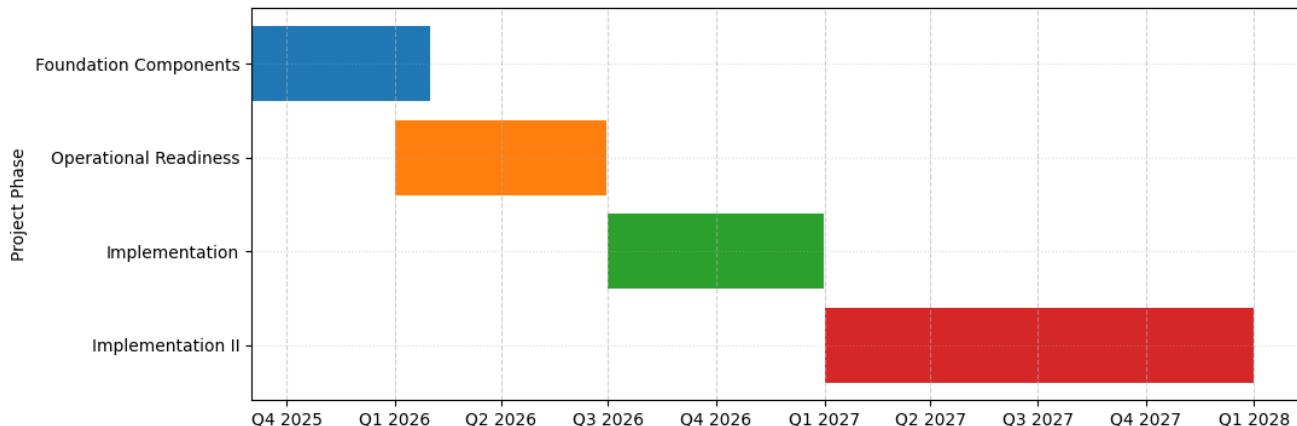
Through the Mobile Home Park Licensing Program and related Code changes, the City would have clear authority to inspect, require corrective action, and abate hazardous conditions in mobile home parks when necessary. If an owner fails to address identified hazards, the City could perform abatement and 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

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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

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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**

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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**

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1. Proposed City Code Changes and Rationale
2. MHP Enforcement Work Session Agenda Item Summary, September 23, 2025
3. Affordable Housing Board Meeting Minutes, February 5, 2026
4. Presentation
5. Ordinance No. 014, 2026

## Attachment 1 – Proposed Municipal Code Changes and Rationale

Proposed Municipal Code Change (changes to current Code highlighted)	Rationale for Proposed Code Change
1. Propose as an amendment to the City of Fort Collins Municipal Code Sec. 18-1(a) to add “safe operation” of mobile home communities as an additional purpose for Chapter 18.	This addition more clearly indicates the expanded mobile home park oversight to include operational components like infrastructure assessments and property manager certification. Current Code states that the purpose of Chapter 18 is continued maintenance.
2. Propose as an addition to definitions in the City of Fort Collins Municipal Code Sec. 18-2 that “ <i>Director</i> ” means “the Director of the <b>Housing and Community Vitality Department</b> .”	This addition references the newly formed Housing and Community Vitality Department in the Sustainability Services Area where the Mobile Home Park team from Neighborhood Services is now housed and its Director, who has oversight of the MHP Licensing Program.
3. Propose as amendments to the City of Fort Collins Municipal Code Sec. 18-3 through 18-5, 18-10, and 18-12 to change references from the applicable “Chapter” to the applicable “Article”.	This amendment aligns the language and references with the new structure of Chapter 18 and its Articles.
4. Propose as an amendment to the City of Fort Collins Municipal Code Sec. 18-4(b), removal of “ <i>Mobile Home Rental Unit Inspection</i> . No mobile home rental unit existing at the time of the effective date of this Chapter or thereafter shall be occupied without first having been inspected for conformance with the applicable standards specified in this Chapter and a certificate of inspection issued therefor by the Building Official. Every existing mobile home rental unit shall be inspected within sixty (60) days of the effective date of this Chapter,	This portion of Municipal Code conflicts with Sec. 5-296 for Rental Housing Complaint-Based Inspections, Rental Housing Program policies, Building Services complaint-based inspection policies, and City Council direction for the Rental Housing Program. Removal aligns the remainder of this Section with other elements

	<p>and every mobile home rental unit installed thereafter shall be so inspected within sixty (60) days after installation. Reinspection of mobile home rental units shall occur at least once every five (5) years; and upon such inspection, the Building Official shall issue a certificate of reinspection upon a finding of conformance with the applicable standards specified in this Chapter.”</p>	of the Rental Housing program and policies.
5.	<p>Propose highlighted language as an amendment to the City of Fort Collins Municipal Code Sec. 18-6(c)(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 Section 27-20 of this Code. 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.”</p>	<p>This change clarifies that MHP owners must meet the maintenance standards for trees and removal of hazardous trees and branches outlined in Sec. 27-20 to align standards in MHPs with those applied by the Forestry Department in other areas of the City.</p> <p>This proposed addition also prohibits property owners from passing related costs of compliance or abatement along to residents. This prevents residents from bearing the ancillary costs of infrastructure maintenance or repair that lot rent is intended to cover.</p>
6.	<p>Propose as an amendment to the City of Fort Collins Municipal Code the addition of Sec. 27-20(a):</p> <p><b>“Sec. 27-20 Trees in Mobile Home Parks</b></p> <p>A mobile home park owner, as defined in § 18-2, shall be responsible for ensuring 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.”</p>	<p>This addition clarifies that branches as well as trees that are broken, defective, hanging, or decayed are the responsibility of the MHP owner. It would require immediate mitigation of hazardous conditions.</p>
7.	<p>Propose as an amendment to the City of Fort Collins Municipal Code the addition of <b>Sec. 27-56(c)</b>.</p> <p><b>Sec. 27-56 Right of entry.</b></p>	<p>This proposed addition allows right of entry into mobile home parks for the purpose of abating hazardous trees or</p>

	<p>"(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."</p>	<p>branches.</p> <p>Costs for abatement of hazardous conditions may not be charged to MHP residents under Sec. 18-6(c)(6).</p>
8.	<p>Propose as amendments to the City of Fort Collins Municipal Code references to the new Sec. 27-20 regarding trees in mobile home parks in Sec. 27-59(a), Sec. 27-60, Sec. 27-61(a), and Sec. 27-62.</p> <p><b>"Sec. 27-59. Notice of violation; removal authority and procedure; lien on property.</b></p> <p>(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."</p> <p><b>"Sec. 27-60. Time limit for compliance; appeals; hearings.</b></p> <p>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</p>	<p>These references align penalties, appeals process and timelines, and notice requirements with non-compliance with applicable forestry standards in other property types.</p>

	<p>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.”</p> <p><b>“Sec. 27-61. Noncompliance with notice; liability of property owners.</b></p> <p>(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).”</p> <p><b>“Sec. 27-62. Violations and penalties.</b></p> <p>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).”</p>	
9.	<p>Propose addition to the City of Fort Collins Municipal Code as Sec. 18-6(c)(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.”</p>	<p>This change outlines the maintenance standards for streets and clarifies that MHP owners are responsible for meeting those standards to protect life, health, and safety from hazardous street or pavement conditions.</p> <p>This proposed addition also prohibits property owners</p>

		from passing related costs of compliance or abatement along to residents. This prevents residents from bearing the ancillary costs of infrastructure maintenance or repair that lot rent is intended to cover.
10.	<p>Propose as amendments to the City of Fort Collins Municipal Code, the highlighted language for Sec. 18-11(d) <b>Miscellaneous park requirements:</b></p> <p>“(d) <i>Park Street System.</i> 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. Parks 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:</p> <p class="list-item-l1">(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.</p> <p class="list-item-l1">(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.</p>	<p>These changes allow right of entry into mobile home parks for the purpose of inspecting street and pavement condition. These additions also allow order to mitigate and/or City abatement of hazardous conditions.</p> <p>Costs for abatement of hazardous conditions may not be charged to MHP residents under Sec. 18-6(c)(7).</p>

	<p>(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.</p> <p>(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.</p>	
11.	<p>Propose as an amendment to the City of Fort Collins Municipal Code Sec. 18-7(a), addition of the highlighted language: <i>"Park Utilities.</i> 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</p>	<p>This change outlines the maintenance standards for MHP water infrastructure and clarifies that MHP owners are responsible for meeting those standards.</p>

	<p>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.”</p>	
12.	<p>Propose as an amendment to the City of Fort Collins Municipal Code Sec. 18-7(c): <i>“Transparency in water use, billing, and leak mitigation efforts.</i></p> <p>Every mobile home park shall provide <b>the Director and any authorized</b> specially commissioned officer with, or authorize such <b>Director or Officer to obtain from the water provider for the mobile home park,</b> 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 <b>provider</b> 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.</p> <p>Propose as amendments to the City of Fort Collins Municipal Code Sec. 18-7(c)(1) through 18-7(c)(5) that <b>“the Director”</b> is authorized to receive certain water utility billing disclosures along with the specially commissioned officer.</p>	<p>These changes grant authority for the Housing and Community Vitality Department Director (where the MHP Programs are housed) to also receive certain information about water billing and usage for mobile home parks, aligning with the “red flag” customer data protection policies. These changes also assist with administrative compliance activities and capacity.</p>
13.	<p>Propose as an addition to the City of Fort Collins Municipal Code Sec. 18-7(d): <b>Water Service Interruptions.</b></p> <p>(1) <b>In the event that water service is interrupted for twelve (12) or more consecutive hours, the mobile home park owner must promptly</b></p>	<p>This change adds requirements that MHP owners provide potable water and sanitary services (access to toilets and handwashing) for water outages of more</p>

	<p>(2) provide ample potable water and sanitary services to the mobile home park residents.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p>	<p>than 12 hours aligns with the Colorado Mobile Home Park Oversight Act requiring the same. Duplicating the requirement in Municipal Code highlights the ability of the City to enforce this requirement. The State's Mobile Home Park Oversight Program does not have authority to provide potable water or sanitary services in the event the property owner is non-compliant. They can penalize for non-compliance through fines, but cannot abate or otherwise address the issue. This proposed Code change would allow the City to abate the condition, provide the services, and charge costs for abatement back to the property owner.</p> <p>This proposed addition also prohibits property owners from passing related costs of compliance or abatement along to residents. This prevents residents from bearing the ancillary costs of infrastructure maintenance or repair that lot rent is intended to cover.</p>
14.	<p>Propose as an addition to the City of Fort Collins Municipal Code Sec. 18-7(e):</p> <p><i>"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</i></p>	<p>This change allows the water district (water utility/water provider to the MHP), at their discretion, to inspect private water infrastructure in mobile home parks; order repairs for leaks, breaks, or malfunctions; and abate leaks, breaks, or malfunctions in MHP water infrastructure.</p>

	<p>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.”</p>	<p>Sec. 26-166(e) allows the City to recover costs of the service from the MHP owner and prohibits property owners from passing related costs of compliance or abatement along to residents.</p>
15.	<p>Propose as an addition to the City of Fort Collins Municipal Code Sec. 18-13: <i>“Certification and collection of amounts owed to the City.”</i></p> <p>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.”</p>	<p>This addition would allow collection of amounts owed to the City under Section 18 for mobile home parks through a variety of available processes.</p>
16.	<p>Propose as an amendment to the City of Fort Collins Municipal Code Sec. 18, the addition of Article 3 for Mobile Home Park Licensing and Sec. 18-20 through 18-31 describing its requirements and administration in the highlighted language below:</p> <p><b>“18-20. Purpose.</b> 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.”</p> <p><b>“18-21. Administration; Rules and Regulations.</b> 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.”</p>	<p>These additions outline the underlying purpose of the MHP Licensing Program and its administration.</p>
	<p><b>“18-22. License required.</b> Commencing January 1, 2027, it is unlawful for any mobile home park owner to operate a mobile home</p>	<p>These additions require a license for mobile home parks to operate, require annual</p>

	<p>park for remuneration 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.”</p> <p><b>“18-23. Application for mobile home park license; licensing fee.</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>(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.</li> <li>(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.</li> <li>(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.</li> <li>(e) At the time of an initial or renewal application for a mobile home park license, each applicant shall 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, provided the amount does not exceed fifty dollars (\$50) per mobile home lot. The City charges this fee to defray the City's costs of administering this Article.”</li> </ul>	<p>application for license renewal, and payment of a licensing fee of up to \$50 per mobile home lot. Licensing fees help defray costs of administering the MHP Licensing Program.</p>
	<p><b>“18-24. Application Information.</b></p> <p>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</p>	<p>This amendment details the required information MHP owners must disclose as part of their MHP License application and renewal</p>

	<p><b>Vitality:</b></p> <p>(1) Contact information of mobile home park manager that is required by Section 18-6(a);</p> <p>(2) Water infrastructure assessment methodology and report;</p> <p>(3) Water infrastructure maintenance schedule;</p> <p>(4) Previous year's water outage frequency and duration;</p> <p>(5) Previous year's boil water notice frequency and duration;</p> <p>(6) Water billing methodology;</p> <p>(7) Water submeter maintenance schedule, if applicable;</p> <p>(8) Tree hazard and tree canopy assessment methodology and report;</p> <p>(9) Hazardous tree mitigation schedule;</p> <p>(10) Tree canopy maintenance schedule;</p> <p>(11) Average lot rent of all units in the mobile home park for the preceding five years;</p> <p>(12) Amount and frequency of rent increases, for the preceding five years;</p> <p>(13) Line-item description of rent increases for the upcoming year;</p> <p>(14) Road hazard assessment methodology and report;</p> <p>(15) Road and pavement maintenance schedule;</p> <p>(16) Current speed limits and locations within the mobile home park;</p> <p>(17) Speed limit enforcement standards; and</p> <p>(18) Current mobile home park community rules.</p> <p>(19) Compliance plan to meet the requirements of C.R.S. Section 29-27-502.”</p>	<p>annually. Information submitted will be publicly available on a data dashboard to increase transparency of property conditions, upkeep, and repairs for residents and to give the City baseline information to track improvement and voluntary compliance. Data will also assist with consistent maintenance and operational standards across all MHPs, aid residents with self-advocacy, and remove barriers to investigation of complaints for the City and Colorado MHPOP.</p> <p>Contact information for the property manager is already required to be submitted to MHPOP, posted on the property in English and Spanish, and made available to residents upon request. Water billing methodology is also currently required to be submitted to MHPOP and disclosed to residents. Water quality information, outage notifications, and boil notices are required to be disclosed to Colorado Department of Public Health and Environment by the MHPs certified water operator and property owner.</p>
	<p><b>“18-25. Mobile Home Park Manager Training and Certification Fee.</b></p> <p>(a) A mobile home park manager must complete manager certification training, as required by rule of the City Manager.</p> <p>(b) A mobile home park owner must pay an</p>	<p>This addition requires all MHP managers to complete minimum training requirements and pay annual certification fees. It prohibits MHP owners from passing</p>

	<p>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, provided the amount does 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.</p> <p>(c) A mobile home park owner may not bill a resident for the costs of mobile home park manager certification."</p>	<p>costs for manager certification along to residents. In Colorado, most property managers are required to have Real Estate Broker license, which requires educational training, passing score on an exam, and continuing education annually. MHP managers and onsite/live-in property managers are the only exceptions. Because of the divided asset nature of MHPs, unique regulatory oversight, and recent changes to state and local law, MHP managers need training specific to this property type. Most mobile home parks in Fort Collins are not locally-owned. Without this requirement, property owners are solely responsible for training their managers, but do not have Colorado- or Fort Collins-specific educational resources.</p> <p>MHPs in Fort Collins have frequent manager turnover, which disrupts the relationships and communication among managers, residents, and the City. By requiring manager certification, this Code amendment aims to improve manager retention, provide professional development and networking opportunities, and allow managers more earning potential.</p>
	<p><b>"18-26. Issuance of mobile home park</b></p>	<p>These new Code Sections</p>

	<p><b>license.</b></p> <p>(a) Upon the applicant's compliance with the requirements of this Article, the Director shall license the mobile home park owner for the mobile home park.</p> <p>(b) A mobile home park license shall terminate upon transfer of ownership of the licensed mobile home park.</p> <p><b>"18-27. Term of license and renewal.</b></p> <p>(a) A mobile home park license issued pursuant to this Article is valid for one (1) calendar year. Licenses must be renewed annually.</p> <p>(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 15<sup>th</sup> of each year.</p> <p>(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."</p> <p><b>"18-28. Grounds for Suspension or Revocation.</b></p> <p>(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.</p> <p>(b) Whenever the Director determines that there are reasonable grounds to believe</p>	<p>support administration and logistics of MHP license issuance and renewal and allow the City to issue a license to MHPs in compliance; outline the terms of renewal, suspension, and revocation for a MHP license; and detail appeals, recordkeeping, and penalty information.</p>
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	<p>that a mobile home park license holder has violated any provision of this Article or the regulations issued hereunder, the Director shall give notice of such alleged violation in the following form:</p> <p>(1) Such notice shall be in writing;</p> <p>(2) Such notice shall include a statement of the reasons for its issuance;</p> <p>(3) Such notice shall allow a reasonable time for the performance of any act it requires;</p> <p>(4) Such notice shall be served upon the mobile home park owner; and</p> <p>(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.</p> <p>(c) Any mobile home park owner in receipt of such notice may request and shall 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 shall operate 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 shall schedule a hearing of the matter. At such hearing the mobile home park owner shall be given an opportunity to be heard and to show cause why such notice should be modified or withdrawn.</p> <p>(d) After such hearing the Director shall make written findings as to whether a violation has occurred and whether such mobile home park license should be suspended or revoked."</p> <p><b>"18-29. Appeal.</b> An owner may appeal any decision whether to grant, renew, suspend, or revoke an application or license under this</p>	
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	<p>Article to the City Manager in accordance with Chapter 2, Article VI of this Code."</p> <p><b>"18-30. Recordkeeping.</b> Each mobile home park owner shall 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 shall be kept for not less than three years. A mobile home park owner shall allow the Director to inspect any of the records referenced in this Section when provided with seven (7) days advance written notice."</p> <p><b>"18-31. Violations and penalties.</b> 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 shall be subject to the penalty provisions of Subsection 1-15(f) of this Code."</p>	
17.	<p>Propose as an amendment to City of Fort Collins Municipal Code the addition of Sec. 26-166(d) and (e): <b>"Sec. 26-166. Waste of water prohibited.</b></p> <p>(d) If the Utilities Executive Director determines that 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, 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 park for the purpose of inspecting water service lines and related fixtures and equipment.</p> <p>(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</p>	<p>This change authorizes Fort Collins Utilities, at their discretion, to inspect private water infrastructure in mobile home parks; authorizes Utilities to order repairs for leaks, breaks, or malfunctions; and to abate leaks, breaks, or malfunctions in MHP water infrastructure and recover costs of the service from the MHP owner. The proposed additions also outline penalties for non-compliance.</p> <p>This proposed addition also prohibits property owners from passing related costs of compliance or abatement along to residents. This prevents residents from</p>

	<p>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."</p>	bearing the ancillary costs of infrastructure maintenance or repair that lot rent is intended to cover.
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September 23, 2025

# WORK SESSION AGENDA

## ITEM SUMMARY

City Council



### **STAFF**

JC Ward, Community Engagement Manager, Housing & Community Vitality

### **SUBJECT FOR DISCUSSION**

**Mobile Home Park Oversight and Enforcement**

### **EXECUTIVE SUMMARY**

The purpose of this item is to provide additional information, requested at the February 11, 2025, Council Work Session, on options to improve mobile home park livability. Mobile home parks are a vital source of naturally occurring affordable housing in Fort Collins. Yet, because they are privately owned and managed, infrastructure and habitability standards vary widely, disproportionately affecting historically underserved residents. Oversight is fragmented among state, local, and federal entities, and enforcement under Municipal Code differs from other neighborhoods, often resulting in inconsistent services, complaint-driven inspections, and gaps in accountability.

Mobile home parks ("MHP") occupy a unique space between single-family HOA neighborhoods and multi-unit housing, leaving residents with ownership of their homes but little control over land, infrastructure, or management. Unlike other housing types, MHP residents face risks tied to private water systems, lack of oversight of property managers, and the possibility of losing their primary asset through a simplified eviction process, underscoring their vulnerability compared to other Fort Collins housing options. Because mobile home parks are private property with privately-owned infrastructure, enforcement under Municipal Code varies in both authority and level of service from other neighborhood types.

Oversight for MHPs is largely complaint-driven, leaving significant gaps in data, enforcement, and coordination, and many provisions authorize but do not require action. The City and the State's Mobile Home Park Oversight Program ("MHPOP") currently are limited in the ability to address systemic issues and ensure long-term livability in mobile home parks. Mobile home parks' unique ownership model, privately maintained infrastructure, fragmented oversight, and limited avenues for residents to assert their rights create distinct challenges in Fort Collins, with the greatest differences from other neighborhoods seen in three critical areas: habitability, accountability, and empowerment.

To respond, 88 strategies were developed with guidance from residents and subject matter experts, organized into 10 flowcharts that establish phased pathways to compliance. These strategies emphasize voluntary compliance, flexible timelines, and escalation only when necessary, ensuring that each park can progress at its own pace while strengthening habitability, accountability, and empowerment for residents. Based on life, health, and safety concerns; urgency of need for intervention; and frequency of MHP resident complaints, staff is recommending:

1. Centralizing MHP program management and creating a MHP licensing program
2. Addressing urgent concerns
3. Addressing longer-term issues through escalating enforcement strategies
4. Municipal Code updates to support the recommendation

## **GENERAL DIRECTION SOUGHT AND SPECIFIC QUESTIONS TO BE ANSWERED**

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1. Would Council like to move forward with a MHP licensing program that supports expanded enforcement strategies?
2. Are there additional outcomes or strategies Council would prioritize besides those in the staff recommendation?

## **BACKGROUND / DISCUSSION**

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### **Council Priorities Alignment:**

Council Priority 1 – Operationalize City resources to build and preserve affordable housing

Council Priority 2 – Improve human and social health for vulnerable populations

Council Priority 7 – Protect community water systems in an integrated way to ensure resilient water resources and healthy watersheds

### **Strategic Plan Alignment:**

Mobile Home Park 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
- Enhancing water efficiency programs
  - Our Climate Future Plan, Strategy CRC3
- Improving infrastructure in low-income neighborhoods
  - Our Climate Future Plan, Strategy HAH8

### **Background**

Mobile home parks 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 (“GMA”). Five of these neighborhoods in the GMA are immediately adjacent to City

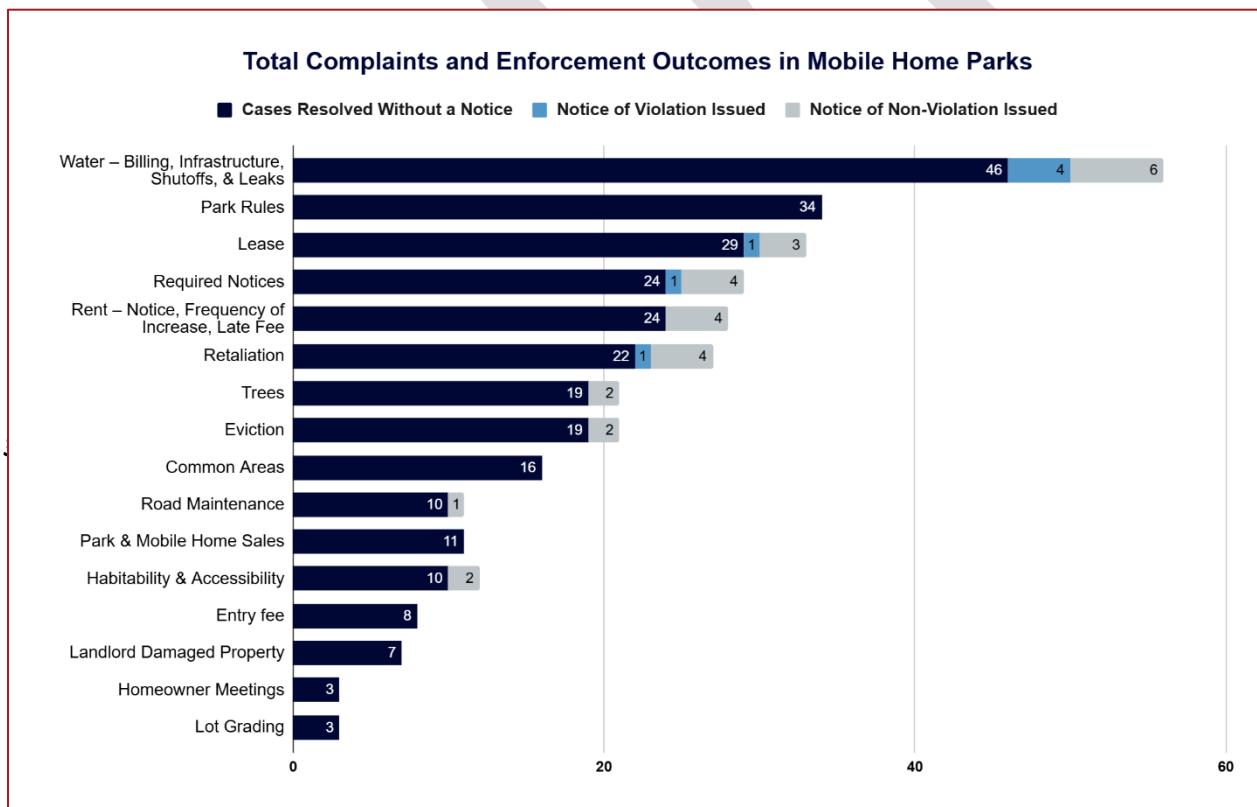
limits and in areas where long-range planning discussions about annexation are currently underway, like the Mulberry Corridor.

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.

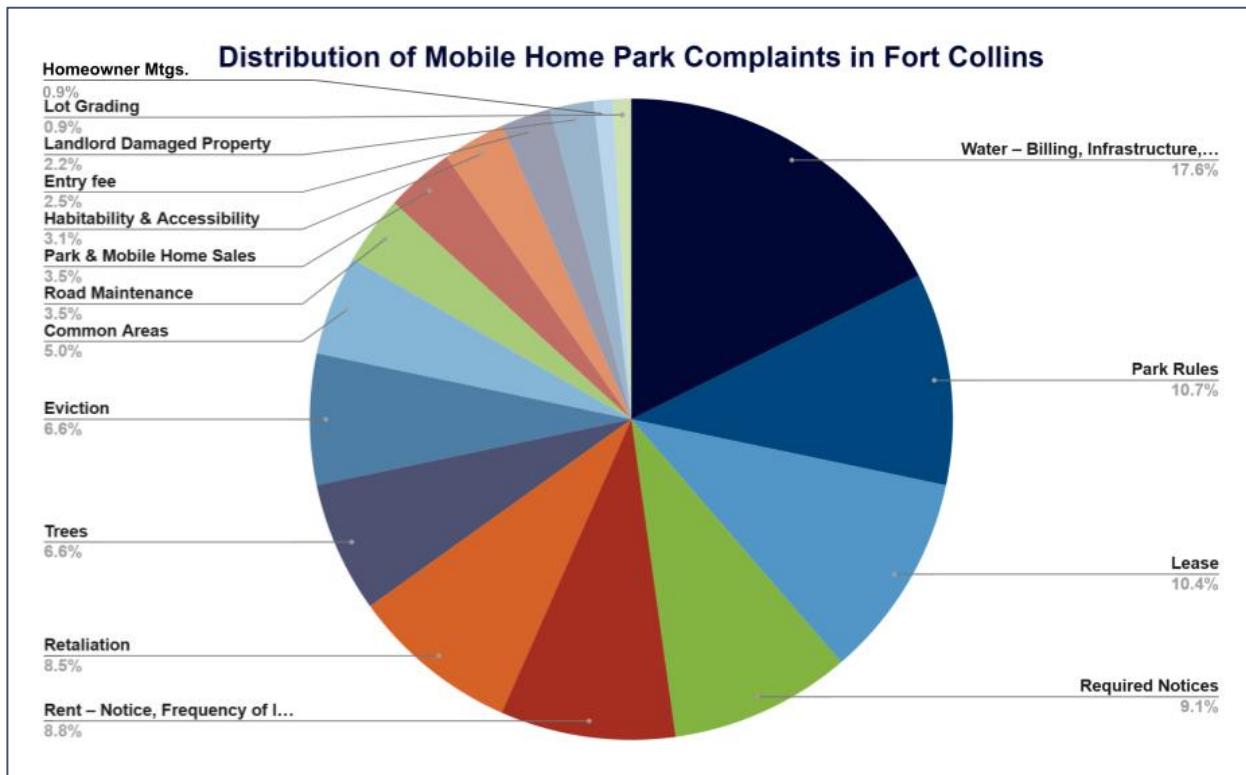
Oversight of portions of mobile home park habitability, livability, and safety is vested in the State of Colorado's Mobile Home Park Oversight Program ("MHPOP"), six City of Fort Collins' Service Areas, Larimer County, Colorado Department of Health and Environment ("CDPHE"), U.S. Department of Housing 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.

Fort Collins mobile home park resident complaints to MHPOP from 2020 through 2024 are summarized in **Figures 1 and 2** below.

**Figure 1: Number of Fort Collins MHPOP Complaints and Enforcement Outcomes by Category 2020-2024**



**Figure 2: Distribution of Fort Collins MHPOP Complaints by Category 2020-2024**



## Discussion:

**Property Types have Different Oversight Responsibilities, Regulation, and Enforcement Levels; Creating Disparate Outcomes**

### Differences in Property Types

#### Mobile Home Parks compared to HOA-Governed Single, Detached Unit Neighborhoods

Mobile home parks do not receive a level of City services that aligns with their needs, due in large part to MHPs being situated at an intersection of multiple property types. Because of the divided asset nature of the property, mobile home residents may own their home but do not own the land. Similar to residential neighborhoods with single, detached homes and homeowners' associations ("HOA"), MHP residents can control most aspects of the interior of their home, its maintenance, and improvements; but are subject to community rules that govern their home's exterior. MHP residents do not control common areas in their neighborhoods or their property's infrastructure, which are the responsibility of the MHP owner. Unlike HOA-governed neighborhoods, MHP residents can be evicted from a home they own through a simple eviction proceeding, not a more involved lien/foreclosure procedure. HOA members participate in their community rulemaking and enforcement processes and can hire a property manager of their choosing. MHP owners make those decisions for the property without resident input.

#### Mobile Home Parks' Private Water Infrastructure vs. Public Water Systems

Unlike residents of HOA neighborhoods, mobile home park residents do not receive direct services from a public water provider. Water infrastructure in MHPs is owned and maintained by the property owner. The MHP owner is the water utility customer with the public system supplying water and assuring its quality up to the "master meter" that connects the mobile home park's private water system with the public one. This means the water quality, adequate water supply, and safe removal of wastewater is the responsibility of the MHP owner. CDPHE regulates and enforces water quality and safety standards in mobile home parks but has little on-the-ground inspection or oversight capacity to assure infrastructure maintenance or performance. MHPOP regulates notices for water shutoff and leaks, requirements to provide potable water and toilet access for long water outages, functionality of water and wastewater systems, and the

responsibility of management to keep water infrastructure in good repair. MHPOP also has few on-the-ground inspectors to investigate the functionality of water infrastructure. There is no publicly available information on the maintenance schedules or current state of MHP water infrastructure, although this type of information is available for public water systems. Issuing and collecting payment for MHP residents' water bills is also the responsibility of the MHP owner. Owners receive a bill from the public water provider for the entire park's water usage and residents are rebilled for water by the MHP owner, not the public utility. MHPOP and the City have some oversight authority of water rebilling methodology but struggle with accessing data needed to perform audits and resolve complaints. The public water utility cannot release information about the MHPs overall water charges or customer information and cannot review or comment on residents' private water bills, while they can provide those services to their direct water customers.

### **Mobile Home Parks compared to Multi-Unit Residential Properties**

Mobile home parks are most similar to multi-unit residential properties with private roads. MHPs and apartment complexes have private roads, lighting, and sidewalks, making them the responsibility of the property owner, not the residents or the City to maintain or repair. City Staff can inspect these on a complaint-basis, work toward voluntary compliance with owners, or issue violation notices for applicable property maintenance or nuisance codes. Property managers have similar oversight responsibilities in both neighborhood types for community rules, speed limits, maintenance standards, trash and recycling, and amenities like common areas or pools. Residents in multi-unit complexes and mobile home parks do not select their property managers or have input into their performance evaluations. Mobile home park and onsite, live-in managers are the only property managers in Colorado who do not have minimum training or continuing education requirements. All other property managers are required to hold a real estate broker's license and participate in 24 hours of additional training every three years, half of which are related to State legislative changes and practice issues.

Some divergence between problems experienced by MHP residents and those in multi-unit housing include concerns related to private water infrastructure, property management entry authority, and ability of the property owner to deprive residents of assets. Issues seen in mobile home parks like water quality, adequacy, and water/wastewater line maintenance are not found in multi-unit properties because they receive service directly from the municipal water utility. However, shared water rebilling concerns may exist for apartments, townhomes, condominiums, other multiplex properties, as well as mobile home parks due to lack of transparency or complicated rebilling calculations. Property managers for multi-unit complexes are allowed to enter, inspect, and perform maintenance in units in alignment with entry notice requirements. MHP managers are not allowed to enter a mobile home without the written consent of the homeowner except in emergencies. Entry onto a mobile home lot is allowed with sufficient legal notice and if entry is for a lawful purpose. These differences in legal right of entry are due to the divided ownership of mobile homes and lots.

A large percentage of MHP residents own their homes and have a significant financial investment in the unit. For many, their home is their highest value asset. In Fort Collins, mobile homes can appreciate in value over time. For example, one home in Harmony Village purchased for \$23,000 in 2012 recently sold for \$100,000. However, in mobile home parks, homeowners are at risk of losing their major asset through a simple eviction process, the same process for evicting renters in other property types. Eviction in a mobile home park requires the homeowner to move or sell their home and vacate the property within 30 days. In Fort Collins, there are currently no vacant MHP lots and only one in the GMA. Moving a mobile home locally costs approximately \$4,000-\$15,000 if the home is structurally sound enough to move, which much of our mobile home stock is not. Advertising and selling a home in this area is also challenging within the 30-day timeline. These conditions force some homeowners to abandon their home, which then becomes property of the MHP owner to sell or rent, allowing deprivation of a large asset through a simple eviction process, unlike any other housing type.

## Differences in Land Use Code Requirements

Compared to other housing or neighborhood types, an MHP's built environment shares some requirements under the Land Use Code with single, detached dwelling neighborhoods; some with multi-unit, attached neighborhoods; and some specific only to mobile home parks.

**Table 1: Comparison of Land Use Code Requirements by Neighborhood Type**

	MOBILE HOME PARKS	SINGLE, DETACHED HOMES	MULTI-UNIT, ATTACHED HOMES
<b>STREETS</b>	<ul style="list-style-type: none"> <li>Private Streets</li> <li>Required Connectivity to surrounding neighborhoods</li> </ul>	<ul style="list-style-type: none"> <li>Required Connectivity to surrounding neighborhoods</li> <li>Public Streets that require: <ul style="list-style-type: none"> <li>Curb/Gutter</li> <li>Sidewalks</li> <li>Street Trees</li> <li>On-street parking</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Private Streets</li> <li>Required Connectivity to surrounding neighborhoods</li> </ul>
<b>LIGHTING</b>	• Maximum Lumens Regulated	• Maximum Lumens Regulated	<ul style="list-style-type: none"> <li>Maximum Lumens Regulated</li> <li>Minimum Safety Requirements</li> </ul>
<b>TRASH</b>	<ul style="list-style-type: none"> <li>Allows either communal trash or individual collection</li> <li>Design requirement for trash enclosures</li> </ul>	<ul style="list-style-type: none"> <li>Allows either communal trash or individual collection</li> <li>Design requirement for trash enclosures</li> </ul>	<ul style="list-style-type: none"> <li>Requires communal trash collection</li> <li>Design requirement for trash enclosures</li> </ul>
<b>GATHERING SPACE</b>	<ul style="list-style-type: none"> <li>Zoning District Dependent</li> <li>Not required</li> <li>If present, required to be within .25 mile of a park</li> </ul>	<ul style="list-style-type: none"> <li>Zoning District Dependent</li> <li>Not required</li> <li>If present, required to be within .25 mile of a park</li> </ul>	<ul style="list-style-type: none"> <li>Required to have plaza, courtyard, patio or garden</li> </ul>
<b>PARKING</b>	• 1 parking space per dwelling unit	<ul style="list-style-type: none"> <li>1 space if street frontage &gt; 40 ft</li> <li>2 spaces if <math>\leq</math> 40 ft.</li> </ul>	• No minimum parking spaces

## Differences in Municipal Code Enforcement

Because mobile home parks are private property with privately-owned infrastructure, enforcement under Municipal Code varies in both authority and level of service from other neighborhood types. Some Municipal Code exclusively addresses enforcement in mobile home parks, but not other neighborhoods, primarily to address inequities.

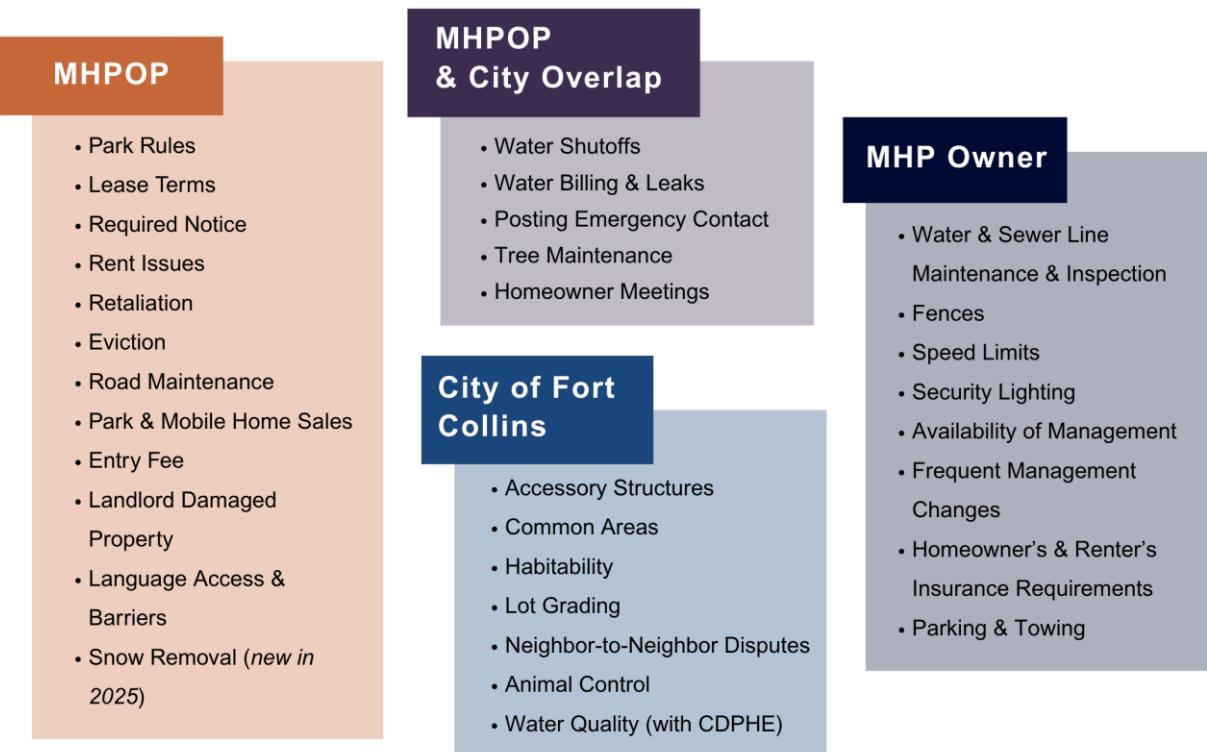
**Table 2: Comparison of Municipal Code Enforcement Authority for MHP Complaint-Related Issues by Neighborhood Type**

Topic	Enforcement Authority in Mobile Home Parks?	Enforcement Authority in Single, Detached Homes?	Enforcement Authority in Multi-Unit, Attached Homes (with private streets)?
<b>Complaint-based Rental Inspections</b>	Yes	Yes	Yes
<b>Trees that cause damage to structures or impede egress (Complaint-based)</b>	Yes	Yes	Yes
<b>Leak Notification System Participation</b>	<ul style="list-style-type: none"> <li>No</li> <li>But Code Requires</li> </ul>	<ul style="list-style-type: none"> <li>No</li> <li>Voluntary Participation</li> </ul>	<ul style="list-style-type: none"> <li>No</li> <li>Voluntary Participation</li> </ul>

Street Lighting	Complaint-based only	Yes	Complaint-based only
Speed Limits	No	Yes	No
Parking	No	Some Restricted to designated neighborhoods	No
Road Hazards	Complaint-based only	Yes	Complaint-based only
Water/Wastewater Infrastructure Assessment & Maintenance	No	Yes	Yes
Water Quality Testing	No	Yes	Yes
Hazardous Tree Abatement	No	Yes Threats to public or right of way only	Yes Threats to public or right of way only
Water Billing Audits	No But Code allows	Yes	Yes
Snow Removal	No Many do not have sidewalks and private streets do not have City snow removal	Some Based on capacity and street type priorities	Some Sidewalks in multi-unit complexes not enforced by City
Nuisance Code Inspections	Yes But currently complaint-based only	Yes	Yes
Emergency contact info posting	Complaint-based only	N/A	N/A

## Inconsistent Jurisdiction & Gaps

While overlap exists between City of Fort Collins and MHPOP oversight related to some common issues, each entity also has its own unique authority over others. In addition, mobile home park owners have a number of enforcement responsibilities specified in state and local legislation as well as those necessary to operate the MHP that lie outside of current adopted laws. **Table 3** below lists the categories of complaints and oversight authority for mobile home parks in Fort Collins. These categories derive from both MHPOP data, Fort Collins Access cases, and public engagement input.

**Table 3: Oversight Authority for Common MHP Issues**

Where Municipal Code specific to mobile home parks currently exists, the level of enforcement and scope of the Code can still fail to adequately meet their needs. Twenty-nine teams across six City Service Areas have projects in local mobile home parks while 13 also have some level of enforcement responsibility. This can lead to issues coordinating responses internally, as the City organization does not have shared standard operating procedures or centralized information-sharing platforms to help address MHP issues. For example, street lighting standards are described in the Land Use Code and are enforced inside mobile home parks on a complaint basis by Building Services but at entrances along public streets proactively by Utilities Light & Power. There is no standard for sharing concerns about street lighting between the two groups, no shared database to log complaints or inspections, no reporting expectations to other departments regarding the issue, or consistent feedback to residents who made complaints.

Dispersed oversight within the City also leads to inconsistent policy decisions about adequate levels of service and priority areas of focus for enforcement personnel. Some Municipal Code grants authority for enforcement without requiring it, so the 'how' and 'when' are left to multiple teams to determine independently. Most City Code officers are authorized to enter MHPs to conduct proactive inspections, but currently those are primarily conducted on a complaint basis. Although this complies with Municipal Code, complaint-based MHP inspections do not provide enough data to objectively assess baseline conditions or efficacy of intervention strategies.

While most Municipal Code outlines responsibilities and mechanisms for enforcement, some does not. Municipal Code Chapter 18 addresses many issues in mobile home parks and allows oversight and enforcement by a designated specially commissioned officer but does not require any City department to commission or house that officer. There is currently no City employee whose workload includes review of continuous consumption notices for MHP water customers to assess voluntary compliance for the State's resident notifications although it is authorized in the Code. Likewise, the posting of emergency contact information for MHPs is a Code requirement but has no enforcement procedures or responsible personnel.

Current Municipal Code requiring proactive mobile home rental inspections are impractical to enforce and are counter to Council direction for the Rental Housing Program. Municipal Code Section 18-4(b) requires that all mobile home rental units be inspected within 60 days of the effective date (1987) and every five years thereafter. The Rental Registration Program excludes mobile home park neighborhoods largely due to displacement potential. The City does not have information on how many mobile homes are rental units or where they are located, making it impossible to adequately staff proactive inspections for potentially hundreds of units every five years.

### **Legislative Authority Gaps**

Over the last six years, the City's Mobile Home Park Residents' Right Team implemented projects to improve transparency and accessibility of resources, encourage collaboration among City departments, provide a support network for residents, and develop or enhance enforcement mechanisms. To help address financial barriers and improve voluntary compliance, the team has offered mini-grants, emergency assistance, and mobile home improvement grants. The focus of the MHP Residents' Rights Team to this point has been addressing urgent issues and frequent complaints. However, staffing and resource constraints have limited a more proactive, strategic approach to setting priorities and making gains in sustainably meeting the needs of Fort Collins' mobile home parks.

In evaluating strategies that could maximize impact under existing Municipal Code or State law, improve MHP conditions through more consistent operating procedures, and address gaps and coordination among regulatory entities, the limitations of authority under current legislation emerged. Because private infrastructure, streets, and trees in mobile home parks are the responsibility of the property owner to assess and maintain, the standard applied is different between mobile home parks, owners, and managers. The absence of a governing body to review standards set by MHP owners in these areas and determine if they meet minimum expectations for living conditions, or if their enforcement is adequate to assure habitability creates conditions that are currently beyond oversight.

Based on MHP resident feedback, MHPOP complaints, Access Fort Collins cases, and a review of current legislation, the following limitations on authority have been identified as impacts to the City's ability to resolve underlying issues for long-term MHP vitality.

The City and MHPOP currently lack the ability to:

- Require submission and public availability of data related to MHP infrastructure, maintenance, condition, rules, water outages and water quality, average lot rent, rent increases, or operations
- Require assessments of their infrastructure and park conditions on a set schedule
- Perform assessments or abate issues like water infrastructure repairs and maintenance, hazardous trees, and non-compliance with State law to provide potable water and toilet access during outages in the absence of MHP owner assessments or abatement
- Charge costs for assessments or abatement to MHP owners for private property/infrastructure
- Set and enforce standards for speed limit enforcement by MHP managers/owners
- Require MHP Manager training or education

### **Discussion:**

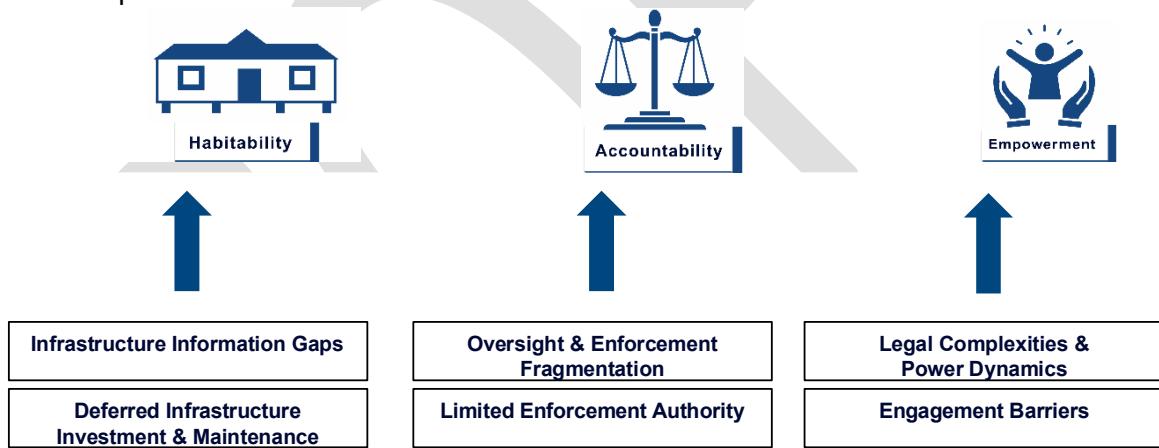
#### **Aligning Mobile Home Park Needs with Levels of Service to achieve Comparable Outcomes with Other Neighborhoods**

Because mobile home parks have unique challenges related to their ownership and governance model; privately-owned infrastructure; fragmented oversight; and complex, often divergent methods for residents to assert their rights; outcomes for basic needs, accountability, and resident empowerment are distinct from those in other Fort Collins neighborhoods. Outcomes where MHPs and other neighborhood types

vary the most fit into three categories needed to support MHPs: habitability, accountability, and empowerment.



Root causes of disparate outcomes in mobile home park neighborhoods discussed above have direct impacts on the decreased ability to achieve parity with other property types. Specifically, private infrastructure maintenance, lack of investment in infrastructure over time, and lack of transparency for residents regarding the state or function of infrastructure decreases the safe, healthy, quality living conditions in MHPs impacting habitability. Limitations on oversight authority, enforcement levels, and regulation directly impact the amount of accountability and transparency available currently to enforcement personnel to gain compliance from MHP owners. The split responsibilities, rights, and ownership of mobile home parks create power dynamics that are difficult to overcome for residents to be able to engage in conflict resolution. That, combined with the complexity of navigating complaint and legal systems, creates situations where residents may not be able to effectively resolve conflict or advocate for their rights, a barrier to empowerment.



A cross-departmental City team identified and evaluated strategies to enhance enforcement and address root causes of the disparities. A total of 88 unique strategies were crafted, guided by community voices and subject matter experts, to focus on the challenges resulting from inconsistent jurisdiction, oversight, and regulation. Consideration was also given to the anticipated effectiveness of the strategy in addressing MHP issues and alignment with City oversight authority in other neighborhood types. While some strategies are direct enforcement or escalation of current enforcement focused on compliance by MHP owners, others relate to City-focused outreach and activities such as improvements to internal coordination or exploration of additional protections in Municipal Code.

To implement these strategies, 10 specific MHP issues where the current level of City enforcement is insufficient to impact habitability and accountability outcomes were distilled from engagement feedback and complaint data. The 10 issues and the outcomes they effect are outlined in **Table 4**.

**Table 4: Focus for Strategy Implementation by MHP Issue**

Outcome	MHP Issue
Habitability: Safe, Functional Infrastructure	<ol style="list-style-type: none"> <li>1. Water Infrastructure Maintenance</li> <li>2. Water &amp; Toilet Access during Water Outages</li> <li>3. Water Infrastructure Leak Repair</li> <li>4. Road Hazard Maintenance</li> </ol>
Habitability: Safe Green Infrastructure	<ol style="list-style-type: none"> <li>5. Hazardous Tree &amp; Canopy Maintenance</li> </ol>
Habitability: Safe Living Conditions	<ol style="list-style-type: none"> <li>6. Speed Limit Enforcement Oversight (enforcement by MHP owner)</li> </ol>
Accountability & Transparency	<ol style="list-style-type: none"> <li>7. Water Rebilling Oversight</li> <li>8. Lot Rent</li> <li>9. Water Outage &amp; Boil Water Notices</li> <li>10. Park Rules</li> </ol>

Strategies developed exclude City enforcement, outside of requiring disclosure of information, related to: retaliation, lease terms, or park rules although they have a high frequency of complaints to MHPOP and the City. Underlying legal determinations and the level of review needed to take on enforcement would significantly impact staff capacity and likely require an Administrative Hearing Officer to review evidence and resolve the dispute. MHPOP is better suited and resourced to investigate and issue determinations on these complaints. Likewise, regulation of water quality standards requires a level of technical expertise that already exists in the current oversight agency, CDPHE, so strategies around additional enforcement by the City were not considered. However, educational support and some resources from the Water Quality Lab will continue to be accessible by MHP residents, managers, and owners. The City has already begun improvements to coordination and communication with these enforcement entities.

### Progress for MHP Strategies by the City

City-focused strategies to build on ongoing departmental work were also identified through the design process and include:

- Shifting to annual MHP-wide inspections from complaint-based
- Creating standard operating procedures and process maps for responses to residents
- Mapping all MHP streetlights and safety lighting, indicating ownership and responsibility
- Exploring Municipal Code update to eliminate bans on fences in mobile home parks

Progress on other City-focused strategies to support enforcement and improve outcomes in MHPs was made as a result of the cross-departmental focus this year and active participation by decision-makers at multiple levels of the City organization including:

- Shared data collection and analysis of MHP complaints and Code violations
- Expanded education on Building Permit requirements; creation of design templates for decks, sheds, carports; translation of Permit applications into Spanish
- New Community Consultants opportunities for Nuisance Code educational assessments
- Water quality testing for households by One Water (availability dependent on Water Quality Lab capacity)

In 2025, a Neighborhood Liaison position was temporarily redeployed through December as the MHP point person, while there were tradeoffs that reduced the amount of programming and types of engagement for other programs like Next Level Neighborhoods and Eviction Legal Fund, the redeployment improved internal and external coordination and provided consistency.

### **Implementation of Enforcement Strategies through MHP Licensing Program**

Implementation of MHP owner-focused enforcement strategies requires a centralized program, point person, and overarching compliance program. Staff proposes accomplishing this through a Mobile Home Park Licensing program as an umbrella to move forward enforcement components, streamline communication, and prioritize work.

A licensing program would include:

1. Mandatory registration & submission of data
  - Water infrastructure assessment & maintenance schedule
  - Water outage & boil notice frequency/duration
  - Water billing methodology & submeter maintenance schedule
  - Tree hazard & canopy assessment & maintenance schedule
  - Average lot rent, amount/frequency of rent increase, line-item description of rent increases
  - Road hazard assessment & maintenance schedule
  - Speed limit & enforcement standards
  - Park rules
2. Publicly available dashboard to support habitability and accountability
3. Certification of all MHP Managers
4. Completing or making substantial progress toward completing all required tasks to address issues

Due to resource and staffing constraints, a proposed MHP licensing program would begin by addressing prioritized issues (discussed below) and incorporate enforcement strategies for additional MHP issues as outcomes improve in priority areas, eventually addressing all 10 identified issues and expanding to others as needed.

### **Proposed Enforcement Process**

Strategies for the 10 identified MHP issues were sorted into flowcharts of escalating enforcement interventions and pathways to compliance for habitability and accountability standards seen in similar neighborhood types. Each flowchart is designed with:

- Voluntary compliance “off ramps”,
- Time allowed before enforcement escalation,
- Required tasks to be completed in order, and
- Ability for each park to move through the phases of enforcement at an individual pace based on their voluntary compliance/penalties for non-compliance/abatement and cost recovery rather than under a prescribed timeline.

Flowcharts for enforcement escalations for each issue are in **Attachment 1**.

Organizing strategies within phases allows MHPs to complete required tasks in each phase to move forward through voluntary compliance or escalation of enforcement based on their choices but guarantees consistency in results with each MHP completing the same set of tasks. It also keeps each MHP and the

program moving toward habitability and accountability outcomes without waiting for every MHP to catch up, as they are starting from very different places that may require different support to assist with voluntary compliance along the way. Some resources to assist with voluntary compliance throughout the phases would be available but are not indicated specifically in the enforcement escalation flowcharts. These are still under development and resource-dependent, but could include infrastructure repair grants, rebates for equipment, or connection with other available City resources (like Art in Public Places or FC Moves for traffic calming installations at MHP entrances on public streets).

Once MHPs have completed required tasks in Phases 1 and 2, they become eligible for park-wide incentives like use of leak detection loaner kits or tree swap programs to replace unhealthy trees with native, water-conserving ones.

Implementation of increased enforcement strategies, penalty structures, or abatement would need to prohibit MHP owners from passing costs of the program to residents. The transparency created by requiring disclosure of rent-related information and requiring itemized notices of rent increase would assist in assuring that residents do not bear additional enforcement or non-compliance costs.

### **Phase 1**

Each escalation flowchart begins with every mobile home park entering Phase 1 at the outset of the program for assessment of conditions, baseline data collection, community survey, or education to support voluntary compliance. Each required data set has a voluntary compliance deadline ranging from 3 to 12 months after which penalties are imposed, and some compliance escalates to the City performing the assessment and charging costs to the MHP owner. It also includes abatement by the City and cost recovery from MHP owners for hazardous trees, providing potable water and toilet access for water outages of more than 12 hours, and water infrastructure leak detection. Phase 1 for some strategies will also necessitate establishing standard operating and communication procedures.

### **Phase 2**

The timing for each MHP entering Phase 2 depends on their individual completion of required tasks in Phase 1. All mobile home parks will enter Phase 2 for voluntary mitigation of water infrastructure leaks, tree canopy issues, and road hazards; enforcement of maintenance schedules and notices; and penalties assessed for failure to enforce standards set in Phase 1. For MHP owners who do not voluntarily mitigate infrastructure hazards, Phase 2 includes escalation to abatement of these by the City with the costs charged to the MHP owner.

### **Phase 3**

Once a mobile home park has completed the required tasks in Phases 1 and 2, they become eligible for incentives in Phase 3 to encourage continued voluntary compliance, such as use of leak detection loan-out kits to monitor changes in water infrastructure, or assistance with upgrades for enforcement-related projects like tree swaps to replace unhealthy trees with healthy, low water-use native species. Incentives in Phase 3 are dependent on resource availability.

General activities in each phase are described in **Table 5**. Required tasks are in bold.

**Table 5: Activities and Required Tasks in each Phase of Implementation**

Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none"> <li>• Assessments of infrastructure &amp; MHP condition (voluntary or assessed by the City/contractor &amp; billed to the MHP owner)</li> </ul>	<ul style="list-style-type: none"> <li>• Voluntary mitigation for water infrastructure leak, tree canopy issues, &amp; road hazards</li> </ul>	<ul style="list-style-type: none"> <li>• Incentives to encourage continued voluntary compliance or assist MHPs with upgrades</li> </ul>
<ul style="list-style-type: none"> <li>• Data collection (submission required) with results available to the public</li> </ul>	<ul style="list-style-type: none"> <li>• Abatement &amp; cost recovery for water infrastructure leak, road hazard, &amp; tree canopy issues</li> </ul>	
<ul style="list-style-type: none"> <li>• Emergency abatement by City &amp; cost recovery from MHP owner for hazardous tree abatement, provision of water/toilet access after 12+ hour water outage, &amp; water infrastructure leak detection</li> </ul>	<ul style="list-style-type: none"> <li>• Enforcement of maintenance schedules</li> </ul>	
<ul style="list-style-type: none"> <li>• Establish MHP owner enforcement standards (speed limit, parking, security lighting)</li> </ul>	<ul style="list-style-type: none"> <li>• Enforcement of water outage notices</li> </ul>	
<ul style="list-style-type: none"> <li>• Education to support voluntary compliance &amp; provide best practices</li> </ul>	<ul style="list-style-type: none"> <li>• Penalties for non-compliant enforcement of standards (speed limits, tree health,...)</li> </ul>	
<ul style="list-style-type: none"> <li>• Continue participation in current Residents' Rights Team work, Nuisance &amp; Building Code Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Require use of existing water submeters for billing (for non-compliance on water rebilling issues)</li> </ul>	

## NEXT STEPS

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### Staff Recommendation

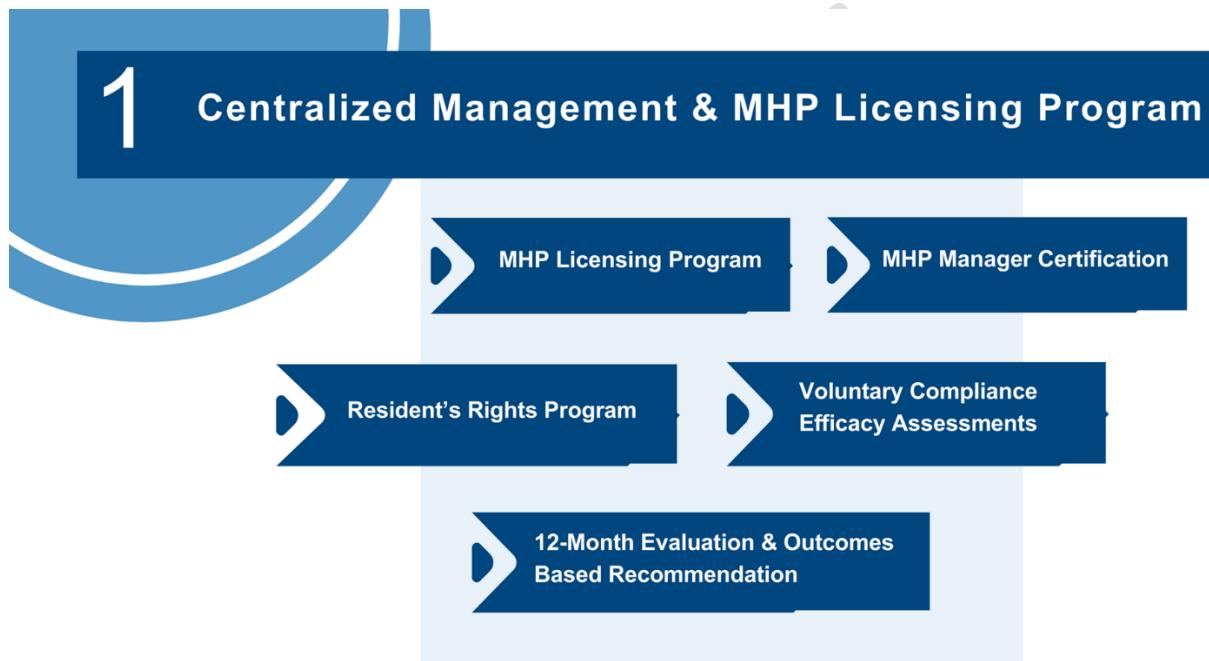
In assessing which outcomes to prioritize of the enforcement escalations developed by the team, focus remained on outcomes and included the following criteria:

- Addresses Life, Health, or Safety Risk
- Need for Urgent Intervention
- Frequently Experienced Issue
- Anticipated Potential for Impact of Strategy
- Meets other Priority Goals of the City, MHPOP, or community

The number of those priorities to recommend for implementation and the extent of enforcement that staff would recommend at this time was also influenced by current capacity and resourcing constraints.

The staff recommendation is comprised of four sections and a staffing assessment to assist with consideration:

1. Centralizing management
2. Addressing urgent concerns
3. Addressing longer-term issues
4. Municipal Code updates to support the recommendation



The benefits of a centralized management structure and communication have been evident even in the months spent preparing for the Work Session. A designated point of contact for internal staff and community members along with regular, consistent, strategic communication among decision-makers from impacted City departments and frontline staff created opportunities for collaboration, efficiency, and shared progress. Housing an overarching MHP licensing program led by a designated point person allows this reliability and engagement to continue so the work can be done more intentionally. The licensing program would encompass required tasks from Phases 1 and 2 as well as educational resources, a public-facing dashboard to report data, and enforcement mechanisms to assure compliance with Municipal Code.

Because MHP managers are exempt from any training or education requirements in a situation where they have high levels of control over an entire neighborhood, a formal MHP Manager Certification would help support legal and ethical management principles, build a base of knowledge in the community, provide networking opportunities, offer otherwise limited professional development opportunities, and potentially reduce frequency of manager turnover.

The existing MHP Residents' Rights Team would continue its work and expand to include representatives from additional teams like Code Enforcement and Water Conservation. A program plan would be developed by the MHP Program point person to direct the work, outline deliverables, and assist with complex coordination among impacted staff to reduce fragmentation of the work and priorities.

## Address Urgent Issues & Charge MHP Owner for Service

2

Where MHP Owner is Non-Compliant, Authorize Staff to Address:	
Outcome	Strategy
Safe, Functional Infrastructure	Provide potable water and toilet access for water outages of 12+ hours
Safe Natural Environment	Abate hazardous trees upon notice to MHP and City
Safe, Functional Infrastructure	Detect and abate leaks in private water infrastructure

MHP owners are responsible under State law for providing potable water and toilet access for any water outage lasting more than 12 hours, maintaining trees so they are not a safety threat, and repairing water lines. However, there are practical limitations to some MHPOP enforcement that could be better addressed for urgent safety issues locally. MHPOP has limited on-the-ground inspection and no inspectors based in Fort Collins. Enforcement may result in penalizing the MHP owner for failing to comply with the law, but only after hazardous conditions exist or damage has been done. Most of the 12+ hour water outages in Fort Collins since the law has been in effect have been over weekends, holidays, or after normal business hours when CDPHE and MHPOP are not immediately available. MHPOP also lacks abatement authority so penalties can be assessed and directives issued to correct the violation in support of future compliance, but does not get residents drinking water or access to restrooms during the outage. The City could fill this gap in service with locally-available resources and potential coordination with existing water outage reporting systems and recover costs from the MHP owner.

There is no enforceable, consistent standard to define a “hazardous” tree or timeline for their mitigation for MHP owners. Because of this, a case-by-case determination of whether an individual tree is hazardous and appropriate response times must be made when a resident files a complaint with MHPOP. Additionally, MHPOP does not employ arborists or foresters who could inspect for a set of standards and recommend deadlines to address safety concerns for enforcement of the State law. MHPOP lacks authority to remove or prune trees in mobile home parks and can only enforce the property owner’s legal responsibility to do so. This is a space where the City could also fill this gap. Multiple departments employ or contract additional work to licensed arborists and professional foresters based locally. Abatement of the urgent hazardous condition could be completed with costs recovered from the MHP owner by accessing the City’s available resources with the grant of additional authority.

Maintaining MHP water and wastewater lines in good working, functional order and repairing them in a manner consistent with safety and health standards is the legal responsibility of the MHP owner, enforced by MHPOP. As with hazardous tree abatement, the legal authority for both MHPOP and the City does not currently extend to correcting the violation, only allowing enforcement of the property owner’s requirement to do so. Because water line assessments require special training, no set standard exists for repair quality

or timelines, and most of the infrastructure is underground, MHPOP is at a disadvantage in investigating claims that the owner is not addressing urgent issues like water leaks in the system. MHPOP does not employ water operators, plumbers, or other technical experts in this field. Of special concern in mobile home park water infrastructure, are water leaks, because of both the safety conditions they may cause in the MHP and the environmental and financial costs directly impacting the community. Based on data for continuous water use in mobile home parks in Fort Collins, an estimated 5 million gallons per month or 60 million gallons of water per year is lost to potential leaks in infrastructure or in homes within the parks. The estimated cost is \$174,000 per year paid by MHP residents. MHP owners charge residents for water used in common areas, which would include costs for water lost to ongoing leaks. Because there is no State or local regulation specifically requiring leak detection in infrastructure, it often becomes maintenance that is deferred and has no direct financial incentive to repair. Water lost to infrastructure leaks is potable water that has already been treated by the City or Fort Collins-Loveland Water District before distribution to mobile home parks in city limits. When water from these leaks returns to the water cycle through ground water or stormwater, it must again be treated before it can be redistributed as potable water, costing the public water utility each time, impacting conservation goals and capacity. Because continuous use of water may include infrastructure leaks and/or household leaks, eliminating continuous use requires determining the source. By requiring that MHPs assess their water infrastructure for leaks and repair them, attention could then be redirected to more dispersed water leaks occurring inside homes. Due to the estimates of the amount of water that likely indicates some level of infrastructure leaks in MHPs and its cost to residents, leak detection and repair is an urgent issue. Fort Collins One Water has experts in the field of leak detection and quality equipment to be able to detect leaks, recommend a repair schedule, and charge costs for the service back to the MHP owner.

## 3 Monitor & Address Longer-Term Issues

MHP Issue	Enforcement Strategies
Water Infrastructure Maintenance & Oversight	Infrastructure assessment, data submission, enforcement of maintenance schedule, penalties for non-compliance
Water Infrastructure Leaks	Leak notice program participation, required leak detection, required leak repair, MHPOP referral and penalties for non-compliance
Hazardous Tree & Canopy Oversight	Infrastructure assessment, data submission, enforcement of maintenance schedule & hazardous tree mitigation, abatement by City of hazardous trees, penalties for non-compliance
Water Outage & Boil Notices	Data submission, best practice recommendations & training from One Water & CDPHE

Because the Staff Recommendation was formulated to prioritize resolution of life, health, and safety issues, and urgent needs, implementation would address the root causes of the majority of MHPOP complaints from Fort Collins mobile home park residents over the last four years.

## Recommended Municipal Code Updates

# 4

### Require:

- MHP Licensing Program participation
- Submission and public availability of data
- Assessments of MHP infrastructure
- MHP Manager certification
- Costs are not passed along to residents for any portions of the program or compliance
- MHP owner responsibility for damage caused by hazardous trees

### Authorize City Staff to:

- Perform assessments where MHP owner is non-compliant
- Abate infrastructure issues where MHP owner is non-compliant
- Charge costs for assessments or abatement to MHP owners for private property/infrastructure

### Remove:

- Proactive rental inspection requirements for mobile home units

## Staffing Assessment

Centralized Role	Functions	Scalability
<b>MHP Program Point Person</b>	<ul style="list-style-type: none"> <li>• Central contact for internal and external coordination</li> <li>• Strategic planning</li> <li>• SOP development</li> <li>• Coordination with regulatory/enforcement entities &amp; City departments</li> <li>• Outcome assessments</li> <li>• Data-driven decision-making &amp; recommendations</li> </ul>	
<b>Specially Commissioned Officer</b>	<ul style="list-style-type: none"> <li>• Administrative compliance</li> <li>• On-the-ground investigations</li> <li>• MHP Municipal Code enforcement</li> <li>• Coordination of contractors</li> </ul>	Support temporary enforcement surge
<b>Program Coordinator</b>	<ul style="list-style-type: none"> <li>• Assist with MHP owner, manager, &amp; resident engagement</li> <li>• Assist with administrative duties</li> <li>• Compliance support</li> <li>• Outreach planning &amp; delivery</li> </ul>	Right-size based on programming

Staff capacity issues would need to be considered prior to implementation to ensure that existing pressures are not exacerbated by program components. Because City staff across numerous departments currently carry out enforcement, outreach, and other projects in mobile home parks and with MHP residents, an inventory of the hours, positions, and job duties is needed to restructure that work in a more efficient operational model under a centralized MHP program.

Resources for Code enforcement are currently spread across multiple departments and service areas, each with their own priorities, budgets, procedures, and levels of service. Because these responsibilities

are housed in multiple departments, most teams only contribute a few hours each week or month to support MHP work. This poses a huge challenge to effective Code enforcement in mobile home communities. Whether MHP work is prioritized and to what extent is left to each supervisor, largely outside the consideration or coordination with other teams working in the space. Additionally, because each area only handles a small portion of the overall enforcement load, these activities are extremely vulnerable to service-level reductions and budget cuts as departmental priorities shift with decreases in funding.

This also poses a customer service challenge. The depth and breadth of City services are often overwhelming, making it difficult for community members to know which department handles which issue. The current system sends community members through a maze of different email addresses and phone numbers to determine who can help them with their specific complaint.

Because of the complexity of this work, significant coordination is required to work across MHPOP, CDPHE, Larimer County, and City departments. In this way, MHP enforcement becomes more about case management and resource consultation than about simple inspection or citation processes.

## Potential Funding Streams

Acknowledging the challenging current financial climate, funding and staffing even the recommended scope of the program requires identifying sustainable, reliable funding streams outside the City's General Fund.

- **MHP Licensing Fees** would provide annual revenue for the program, but would be set at levels calibrated to balance program funding needs with financial burden on property owners and potential for displacement.
- **MHP Manager Certification Fees** in alignment with cost recovery for staff time and real estate broker's training/testing fees (currently required for all property managers except mobile home park and onsite) would provide professional development opportunities, offset City costs, and encourage employee retention by MHP owners.
- **Non-compliance penalties** are anticipated to be higher at the outset of the program, which would aid in funding investigatory/compliance staff, however, are challenging to project until implementation begins.
- **Fee for service** that charge costs back to the mobile home park for abatement or assessments could also include some level of administrative processing, scheduling, or convenience fees. Some services City staff or contractors could provide cost less than work performed by other contractors in the area, making this a potentially attractive option for MHP owners even with additional fees.
- **Grants, nonprofit funding, and community partnerships** are potentially available, although unreliable sources of funding offset. A program point person could assist in exploring more long-term, consistent opportunities for this type of funding.

## ATTACHMENTS

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1. Enforcement Escalation Flowcharts
2. Presentation

# MINUTES

CITY OF FORT COLLINS • BOARDS AND COMMISSIONS



## Affordable Housing Board REGULAR MEETING

Thursday, February 5, 2025 – 4:00 PM

In person at 222 Laporte Avenue – CO River Conference Room

Online via Microsoft Teams

### 1. CALL TO ORDER: 4:01 PM

### 2. ROLL CALL

a. Board Members Present –

- Claire Bouchard
- Jorja Whyte
- Liz Young-Winne
- Stefanie Berganini
- Bob Pawlikowski
- John Singleton
- Kristin Fritz, Ex Officio

b. Board Members Absent – Excused

c. Staff Members Present –

- Sue Beck-Ferkiss, Staff Liaison
- Jessi Kauffmann, Minutes
- Vanessa Fenley
- Marcy Yoder
- JC Ward, Presentation

d. Guest(s) –

- Lisa Cunningham
- Marilyn Heller

### 3. AGENDA REVIEW

### 4. CITIZEN PARTICIPATION

### 5. APPROVAL OF MINUTES

### 6. NEW BUSINESS

a. **Mobile Home Park Update – Including Mobile Home Licensing Program**

- JC Ward, Community Engagement Manager presented on municipal code changes, MHP licensing and enforcement.
- JC reviewed history of mobile home parks in Fort Collins.
- The consideration for licensing and increased oversight is intended to address life, health, or safety risks on private MHP property, allow City intervention for urgent issues, promote accountability and communication, track and manage data, and coordinate efforts

across City Departments.

- There is a high rate of turnover for MHP property managers likely related to insufficient salaries and high time demand.
- Mobile home park licensing would require submission of a complete annual license or renewal application, comply with all applicable federal, state, and local laws, pay an annual licensing fee, employ a certified mobile home park manager, complete required infrastructure assessments, and implement maintenance schedules.
- Manager Certification will go through the City and require completion of initial training and testing, maintain compliance with applicable standards, participate in annual continuing education, renew certification annually, and pay a certification fee.
- The timeline for this project is anticipated to reach operational readiness by the start of Q3 2026.
- There is an open position for Sr. Specialist in Neighborhood Services that will support this project.
- The Board asked questions related to relationships with occupants of these neighborhoods to allow either anonymous reporting or open lines of communication to avoid retaliation from MHP management/owners. The City has worked to have positive relationships with representatives from MHPs to support this.
- Water utilities are a separate large issue and not connected to City utilities – the property manager is responsible for rebilling to residents and causes issues.
- Rent stabilization, refurbishment/renovations, aging properties, and solar was also discussed.
- JC will go to Council on February 17<sup>th</sup>
- Code changes will be required for MHP enforcement and the licensing program

**Claire Bouchard motioned to recommend that City Council adopt the Mobile Home Park Licensing and Enforcement Program to support safety and livability issues in the City's Mobile Home Parks. Liz Young-Winne seconded. 5-0.**

Minutes continue on unrelated topics.

# Municipal Code Changes – MHP Licensing & Enforcement

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**JC Ward**

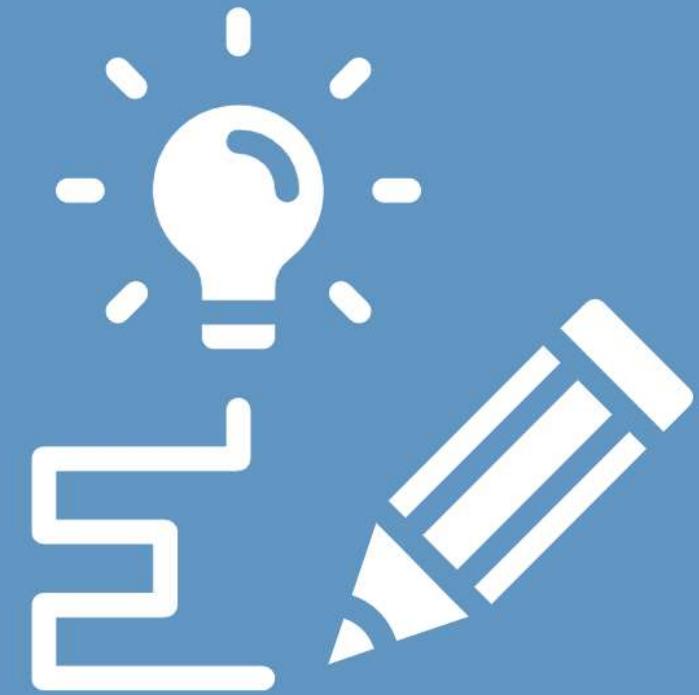
Community Engagement Manager –  
Housing & Community Vitality



**Mobile Home Park Enforcement work aligns with housing, equity, & water efficiency strategies in:**

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- City Plan
- Equity 2023 Plan
- Fort Collins 2024 Strategic Plan
- Housing Strategic Plan
- Our Climate Future Plan



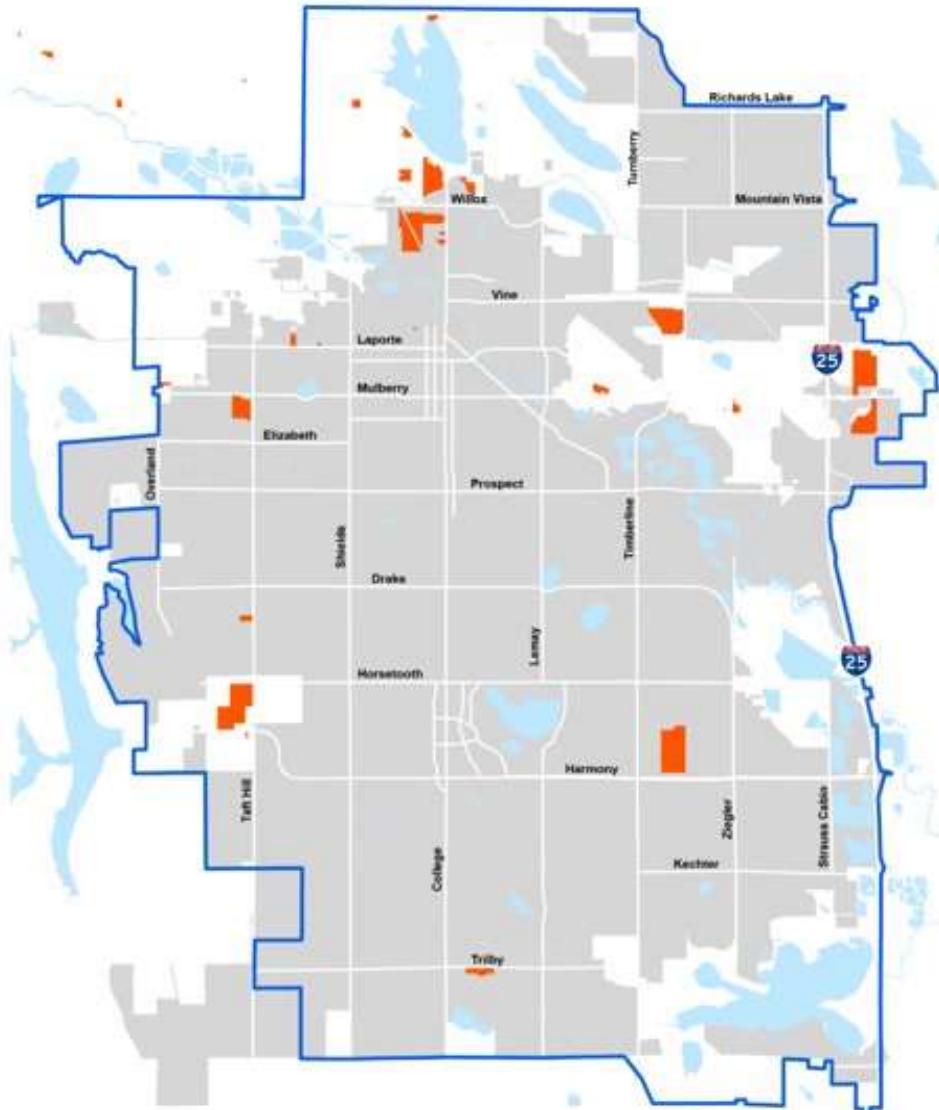


**Mobile home parks are private, unsubsidized, “naturally-occurring” affordable housing.**

- **Residents may own** their home, but the **land** it sits on is owned by the mobile home park.
- Mobile home parks are **private property**, as are their streets, water infrastructure, and most fencing and safety lighting.
- MHP neighborhoods in Fort Collins are home to some of the **largest concentrations of historically underserved populations** including non-English speakers, lower-income households, and senior citizens.



# MHP Location Map



	<b>City</b>	<b>GMA</b>	<b>Total</b>
Communities	10	14	24
Home Sites	1,400	2,137	3,537

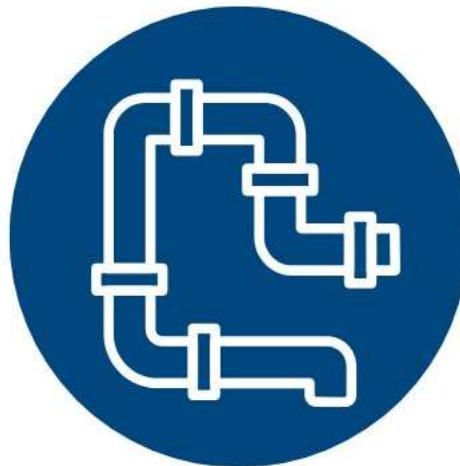
- City Limits (Grey)
- Manufactured Home Community (Orange)
- GMA Boundary (Blue Line)

# What problems are we trying to solve?

**Property Types have Different Oversight Responsibilities, Regulation, and Enforcement Levels; Creating Disparate Outcomes**



**Differences in Property Types**



**MHP Private Water Infrastructure vs. Public Water System**



**Differences in Municipal Code Enforcement & Land Use Code Requirements**



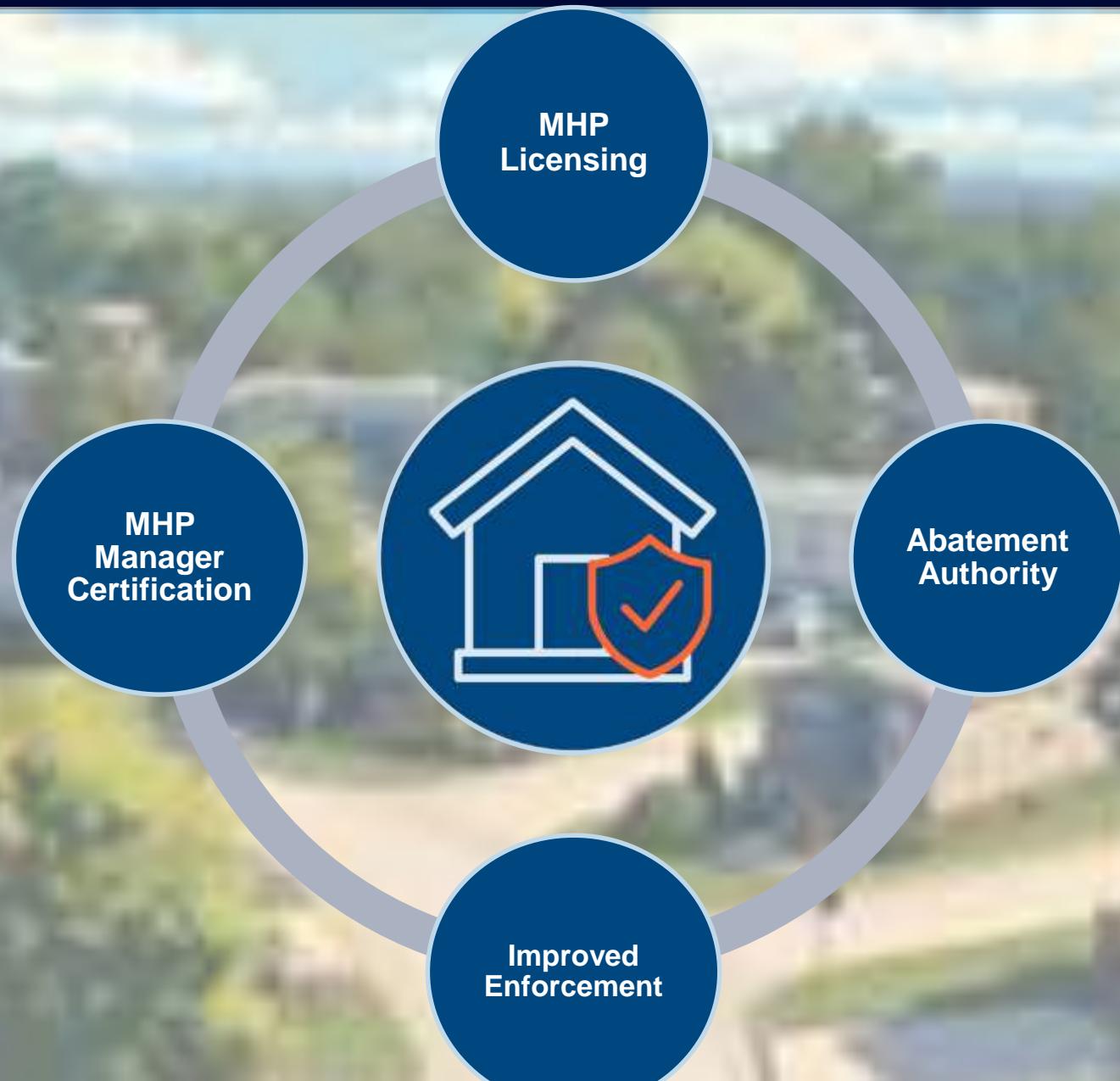
**Gaps in Legislative Authority**

# Why Consider MHP Licensing & Increased Oversight?



- **Address life, health, or safety risks** on private MHP property
- **Allow City intervention** for urgent issues
- **Promote accountability and communication** among property managers, owners, residents, and the City
- **Track and manage data** about MHPs to better understand housing needs and trends

# Proposed MHP Licensing & Enforcement Program



## Mobile Home Park Licensing



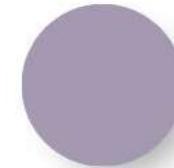
**Submit a complete annual license or renewal application** with all required information



**Employ a certified mobile home park manager**



**Comply with all applicable federal, state, and local laws**



**Complete required infrastructure assessments** and submit associated reports



**Pay an annual licensing fee** (per lot, capped at \$50) to recover City administrative costs



**Implement maintenance schedules** based on assessment findings

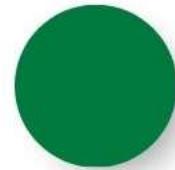
## Mobile Home Park Manager Certification



**Complete required initial  
training & testing**



**Maintain compliance with  
applicable standards**



**Participate in ongoing annual  
continuing education**

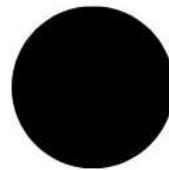


**Renew certification  
annually**



**Pay a certification fee of up  
to \$1,000 or renewal fee of  
up to \$200**

## Areas of Enhanced Oversight & Enforcement



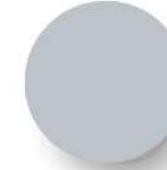
**Abatement of hazardous conditions** by the City; charging abatement costs to MHP owners



**Inspection for hazardous trees & branches**



**Prohibiting MHP owners from passing costs to residents**



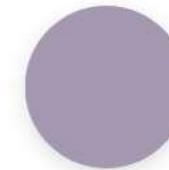
**Inspection & abatement for water infrastructure leaks, repairs, and maintenance**



**Providing access to water & sanitary services during long water outages**

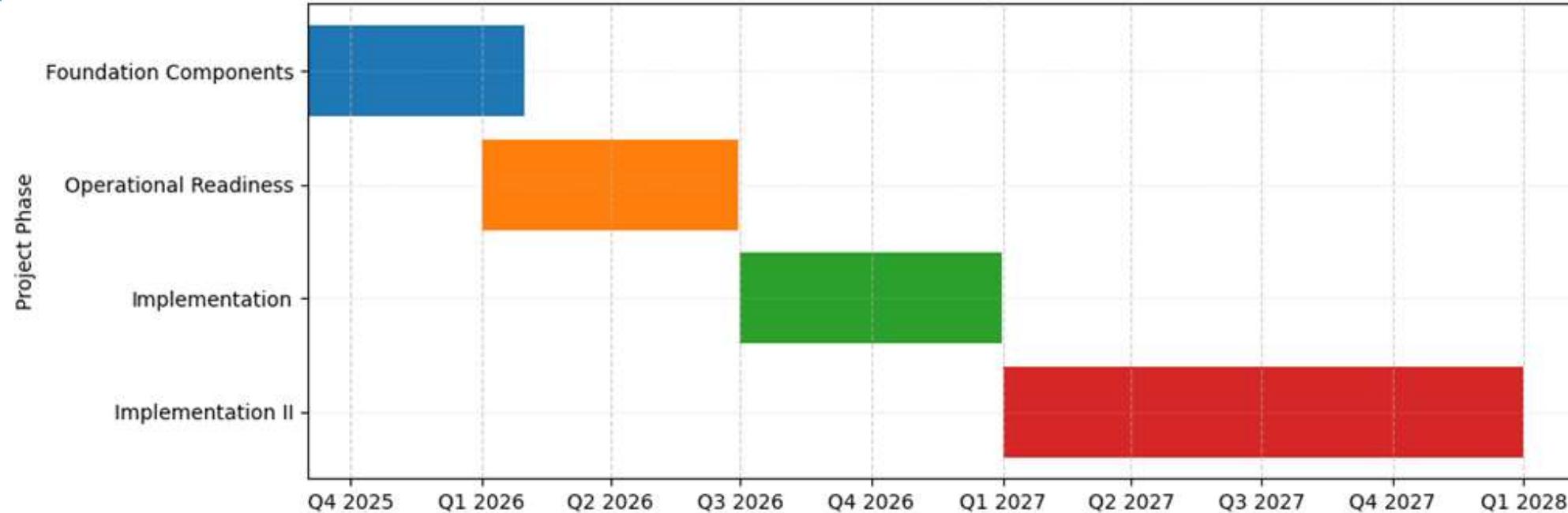


**Ongoing transparency through required disclosures**



**Inspection of pavement and roadway conditions**

# MHP Licensing & Enforcement Program Timeline



## Foundation Components

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

## Operational Readiness

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

## Implementation

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

## Implementation II

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

## Start-Up Costs

- **No start-up staffing costs** due to redeployment of Sr. Specialist, Neighborhood Services position
- Centralizing MHP work creates **staffing efficiencies** in multiple departments, freeing capacity to assist with portions of the program
- **Limited program development costs in 2026**, funded by strategic reallocation of existing neighborhood program budget



## Revenue

- **MHP Licensing fees** – projected to generate \$70,000/year beginning in 2027 (1,400 lots in eligible MHPs at \$50/lot)
- **MHP Manager Certification fees** - anticipated to generate \$9,000 in 2027 (initial certification) and \$1,800 annually thereafter (\$1,000 for initial certification for managers of eligible MHPs and \$200 in renewal fees/manager/year)
- **Penalties for non-compliance**
- **Program revenue, fees, and penalties would be restricted for use** by the MHP Licensing Program for enforcement, voluntary compliance assistance, administrative cost offsets, and programmatic expenses

# Thank you!



**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 **ChapterArticle**, 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 **ChapterArticle** 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 **ChapterArticle** 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 **ChapterArticle**.

**Sec. 18-4. Inspections.**

(a) *Installation Inspections Required.* No mobile home installed after the effective date of this Chapter **October 30, 1987**, shall be occupied without first having been inspected for conformance with the applicable standards specified in this **ChapterArticle** 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 ChapterArticle as far as such inspection may reveal. An inspection fee of twenty-five dollars (\$25.) 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) *Mobile Home Rental Unit Inspection Reserved.* No mobile home rental unit existing at the time of the effective date of this Chapter or thereafter shall be occupied without first having been inspected for conformance with the applicable standards specified in this Chapter and a certificate of inspection issued therefor by the Building Official. Every existing mobile home rental unit shall be inspected within sixty (60) days of the effective date of this Chapter, and every mobile home rental unit installed thereafter shall be so inspected within sixty (60) days after installation. Reinspection of mobile home rental units shall occur at least once every five (5) years; and upon such inspection, the Building Official shall issue a certificate of reinspection upon a finding of conformance with the applicable standards specified in this Chapter.

(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 ChapterArticle 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 ChapterArticle and the regulations issued hereunder, or with any lawful order issued pursuant to the provisions of this ChapterArticle.

### **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 ChapterArticle 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 ChapterArticle and the regulations issued hereunder.

(b) *Hearings.* Any person affected by any notice issued by the Building Official which has been issued in connection with the enforcement of any provision of this ChapterArticle 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 ChapterArticle 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 shall may require a resident to bear the expense of 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.* ~~Based on utility rebilling information obtained from the Fort Collins Utilities' water utility, a specially commissioned officer designated by the Community Development and Neighborhood Services Director may notify a 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.~~

~~As a condition of water utility service from Fort Collins Utilities, Every mobile home park shall provide the Director and the designated 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 from the water utility that documents the total volume of water consumed by the mobile home park during the previous billing period, the cost billed by the water utility 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 utility 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 utility shall provider to be authorized to share such information directly with the Director and designated specially commissioned officer.

(2) Mobile home parks and the water utility 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, Fort Collins Utilities 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, in addition to the other applicable provisions of this Chapter, 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 **ChapterArticle**.

(3) Every mobile home rental unit **which that** is found not to conform with this Section shall be brought into conformance within sixty (60) days following **inspection notice of noncompliance**. **The Building Official shall notify** the owner(s) and occupant(s) of every mobile home rental unit **which that** is found not to conform with this Section **shall be notified as prescribed in this Chapter** of all deficiencies causing such **nonconformity 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 **ChapterArticle**, 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 and** shall be vacated in accordance with such posting **within ten (10) days of such posting**. **The mobile home park owner must cause or ensure the removal from the mobile home park of any** **Every mobile home rental unit so posted shall not be permitted to remain in any mobile home park more 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 existing at the time of the effective date of this Chapter** shall have such vehicular and pedestrian ways **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 ChapterArticle are met and an installation permit as specified in this ChapterArticle is obtained for any such mobile office unit.

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

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

...

(7) Any such unit is inspected and a certificate of inspection issued therefor as prescribed in this ChapterArticle 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 15<sup>th</sup> 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.

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Mayor

ATTEST:

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City Clerk

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

Exhibit: None