



City of Arvada City Council Agenda

APRIL 8, 2025

Councilmembers:

**Lauren Simpson, Mayor
Randy Moorman, Mayor Pro-Tem
Shawna Ambrose, District 2
Sharon Davis, At large
Bob Fifer, District 4
John Marriott, District 3
Brad Rupert, At large**

Staff Members Usually Present:

**Linda Haley, Acting City Manager
Don Wick, Deputy City Manager
Rachel Morris, City Attorney
Jacqueline Rhoades, Director of Public Works
Jessica Morales, Interim Director of Utilities
Jessica Garner, Director of Community & Econ. Dev.
Bryan Archer, Director of Finance
Gabriella Bommer, Director of Human Resources
Ryan Stevenson, Director of Vibrant Community & Neighborhoods
Rachael Kuroiwa, Director of Communications & Engagement
Ed Brady, Chief of Police
Kristen Rush, City Clerk**

Info: 720-898-7550

WORKSHOPS CITY COUNCIL CHAMBERS 6:00 P.M.

1. Call to Order/Roll Call of Councilmembers
2. Workshops
 - A. Municipal Court Update
 - B. Staff Updates
3. Adjournment



REPORT TO CITY COUNCIL WORKSHOP

AGENDA ITEM
2.A.

TO: THE HONORABLE CITY COUNCIL

DATE: April 8, 2025

SUBJECT: Municipal Court Update

Report in Brief

The Municipal Court team would like to provide the City Council with an annual update on the status of the Arvada Municipal Court. This update will include coverage of the ongoing operations within the Municipal Court including the court docket, the probation department, the One Small Step docket and the Municipal Court team.

Background

Historically, the Arvada Municipal Court provided an annual update to the City Council regarding court operations which included statistics, recent updates, process and policy changes and accomplishments. Judge Kurtz would like to bring this annual update back in order to familiarize City Council with the ongoing operations and projects that are happening within the Municipal Court.

Judge Kurtz would also like to give the City Council an opportunity to ask questions and provide direction for the future goals of the Municipal Court.

Strategic Alignment

This update and policy discussion supports the City Council's Strategic priority area of Safe Community.

Next Steps

The Presiding Judge will continue to provide the City Council with an annual update regarding the operations, programs and goals of the Municipal Court.

The Municipal Court team will take City Council feedback and direction and implement it.

Prepared by:
Chris Koch, CCO Admin

Reviewed by:
Aaron Jacks, Assistant City Attorney 3/20/2025

Approved by:

Alyssa Gleinn, Legal Specialist-Prosecution	3/20/2025
Rachel Morris, City Attorney	3/21/2025
Linda Haley, Acting City Manager	3/21/2025

Enclosure, exhibits & attachments required to support the report

Municipal Court Update to Arvada City Council - 2025



Kathryn Kurtz: Presiding Judge

Overview of Municipal Court

- Generally municipal courts handle “quality of life” concerns in the community
- We are often the citizen’s only contact with the criminal justice system
- The most serious of cases in municipal court are the least serious in state court - we can focus more resources and attention on first offenders reducing the chance that they will reoffend
- Local issues should be handled locally

Judicial Philosophy - These are good people who made bad choices - we can give them the tools and resources they need to get to a better place in life while also ensuring community safety

*Caveat - sometimes we do get people who make really bad choices. Ex - King Soopers Shooter

Introducing our Team



Introducing Our Team



Presiding Judge

Katie Kurtz



Court Administrator

Abby Cook



Deputy Court Administrator

Vicki Wire



Deputy Court Administrator

Sarah Meyer

Relief Judges(4): Judge Barbara Henk, Judge Michael Matassa, Judge Charles Tingle, Judge Michelle Weaver

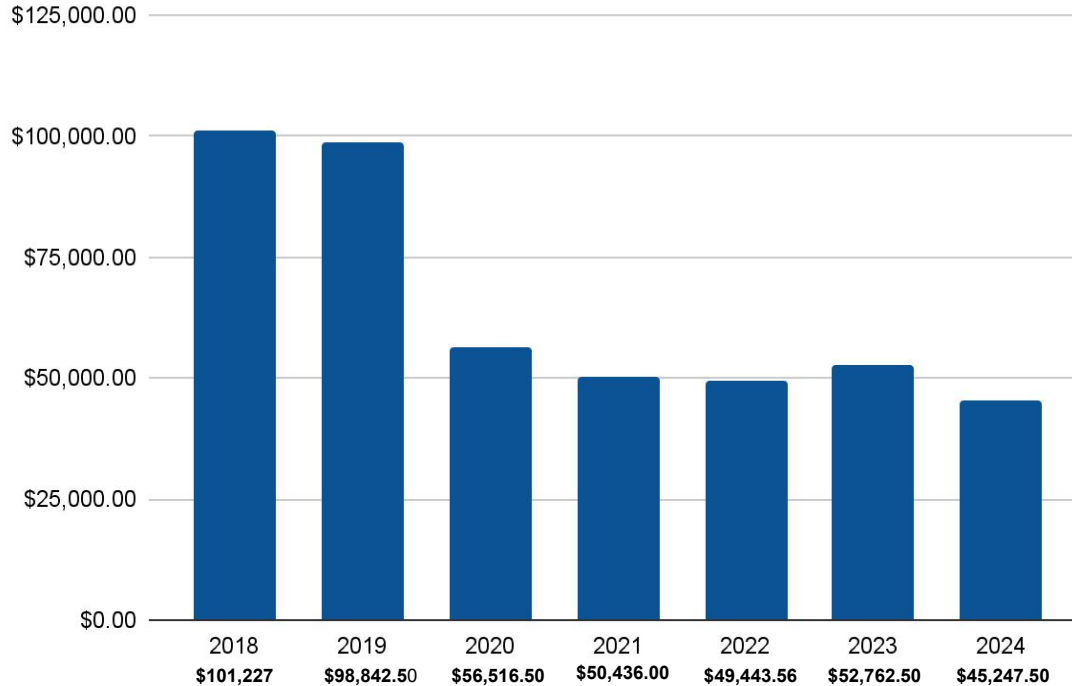
Probation Officers(2): Emily Pine and Nick Lurz

Clerks(9): Marsha Buckley, Tracy Harbo, Michelle Marrone, Nancy Mills, Karla Pickens, Latoka Roskop, Jenn Seastone, Rochelle Skalla, Tanette Thurston



Relief Judges
&
Residency Requirements

Relief Judge Wages



Use of Relief Judges:

- Vacation
- Illness
- Legislative work
- Administrative work
- City leadership team requirements
- Training
- Meetings

Residency Requirements for Presiding Judge and Relief Judges

Benefits of Residency Requirement:

- **Community connection and investment**
- **Better understanding of local issues**
- **Increased public trust**
- **Ease of access**



Drawbacks of Residency Requirement:

- **Limited applicant pools, excluding individuals with valuable expertise**
- **Reduced diversity of perspective**
- **Potential of perceived bias**
- **Recruitment challenges**
- **Greater potential for conflicts/perceived conflicts on cases**

Staffing and Residency Requirements - Cities of Comparable Sizes

Ft. Collins (population 170,376): 1 full time judge, 1 ½ time judge and 8 relief judges

Lakewood (population 155,961): 2 full time judges, 1 ¾ time judge and 14 relief judges

Thornton (population 144,922): 1 full time judge, 14 relief judges

Arvada (population 121,414): 1 full time judge, 3 relief judges

Westminster (population 114,875): 2 full time judges, 14 relief judges

Greeley (population 112,609): 1 full time judge, 4 relief judges (Judges must live in city)

Boulder (population 105,898): 1 full time judge, 1 ½ time judge, 4 relief judges (Judges must live in county)

2nd Deputy Court Administrator

Responsibilities: Two Deputy Court Administrators

Vicki Wire

- Maintaining office equipment
- Processing and sharing data
- Budgeting and invoicing
- Creating written communications
- Customer needs and requests
- Process and procedure maintenance and training
- Bond account reconciliation
- Case management troubleshooting

Sarah Meyer

- Clerk absence and time tracking
- Resource and supply management
- Annual performance reviews
- Daily court revenue audit
- New Hire onboarding and training
- Process and procedure training
- Managing workflows
- City compliance and organizational goals
- Performance documentation and feedback

Four Person Management Team

Having 2 Deputy Administrators allows for the Court Administrator to focus on long term strategic planning, high level projects, overall department goals, and compliance.

Benefits of a four person team:

- Greater productivity
- Increased employee satisfaction
- Enhanced training
- Scaling operations

A four person management team ensures our team has the support they need to be successful.

Projects Involving 2nd Deputy

- Trakstar annual reviews
- Department wide safety plans
- One Small Step administration
- Reworked juvenile docket process
- Desk rotation training
- Teambuilding and celebrations
- Staff check-Ins
- City Employee Committee representative



CAMCA Annual Meeting



Courtsgiving 2024



Customer Service Training



Halloween 2024 (Left)
Team Building
Lunch
(Right/Above)



With a Second Deputy We Have The Capacity For:

Coaching and Mentoring

More efficient and effective workforce for a better customer experience

A wealth of understanding and knowledge about our processes and procedures

Tracking and Monitoring progress to encourage training for high level employees

Teambuilding

Creating a stronger more cohesive team in our department

Enhancing a culture of Innovation, Passion, and Opportunity for our staff

Recognizing team efforts and successes

Growth Mindset

Implementing organizational tools that produce great results

Gaining employee buy in to change and evolution of processes to support our strategic goals

Encourage professional development and increase employee engagement

Probation Department

Probation Officers



Senior Probation Officer Emily Pine

Supervises majority of juveniles and some adults (**184 JV, 8 Adults since '22**)
Coordinating treatment with providers and schools
Pre-screening assessments for juveniles
Pre-sentence investigations (**44 total in '24**)



Senior Probation Officer Nick Lurz

Supervises majority of adults and some juveniles (**52 JV, 57 Adults since '22**)
One Small Step coordinator/supervisor/staffing (**329 Adults since '22**)
Pre screening assessments for juveniles
Pre-sentence investigations (**45 total in '24**)
Probation data maintenance

Probation Partnerships



School Resource Officers

- Check In's on juveniles
- Juveniles with warrants



Municipal Court Probation Officers

- Pre-sentence investigation information
- Pending cases in their jurisdiction



Jeffco Schools

- School records
- Threat assessments
- Re-entry meetings



Community Service

- Community connections
- Pro Social activities



Treatment Providers

- Referrals
- Receiving and reviewing evals
- Collaboration on treatment/goals
- Frequently staffing cases

Juvenile Probation Supervision

Currently 77 Actively Supervised.

- Work entirely with the family/school
- Success of probation hugely determined by efforts and involvement of family to encourage change
- Using intervention tools to refocus on taking responsibility for actions
- Less swift consequences for non-compliance due to cost falling on families and juveniles cannot be incarcerated
- Agencies place them in youth specific programs

- ***Looking Toward the Future: Connect juveniles with more intervention programs, offer mentorship programs and pro social activities, the ability to offer incentives works well for this population, establish connections with testing and treatment agencies***

Adult Probation Supervision

Currently 23 Actively Supervised

- Working solely with the client and rarely their family
- Success of probation highly determined by internal motivation to change and seek out resources
- Adults need more time and support to change habits and take responsibility
- Swift consequences for non-compliance
- Large number of programs available that can benefit adults

- *Looking Toward the Future: Focusing more on behavioral change through access to treatment (mental health and substance abuse), cognitive restructuring groups that focus on criminal thinking, and sober living that builds a recovery community*

Growing Probation Department

National Average Recommendation for Caseload:

Adult Supervision:
20:1(Intensive risk)
50:1 (Moderate/high risk)

Juvenile Supervision:
15:1 (Intensive risk)
35:1 (Moderate/high risk)

Arvada Probation Average Caseload:

Adult Supervision: **61:1** (80%
Intensive risk)

Juvenile Supervision: **56:1**

* The American Probation and Parole Association (APPA)

*PPCJI Pennsylvania Partnership for Criminal Justice Improvement

*Caseload Statistics from 2024 at Arvada Municipal Court

Municipalities of Similar Size - Probation Resources

Municipalities of Similar Size:

Westminster- 3 Probation officers with a caseload of 46:1(only supervise adults)

Lakewood- 8 Probation Officers with a caseload of 25:1(supervise adults and juveniles)

Benefits of a Smaller Caseload Per Officer Ratio

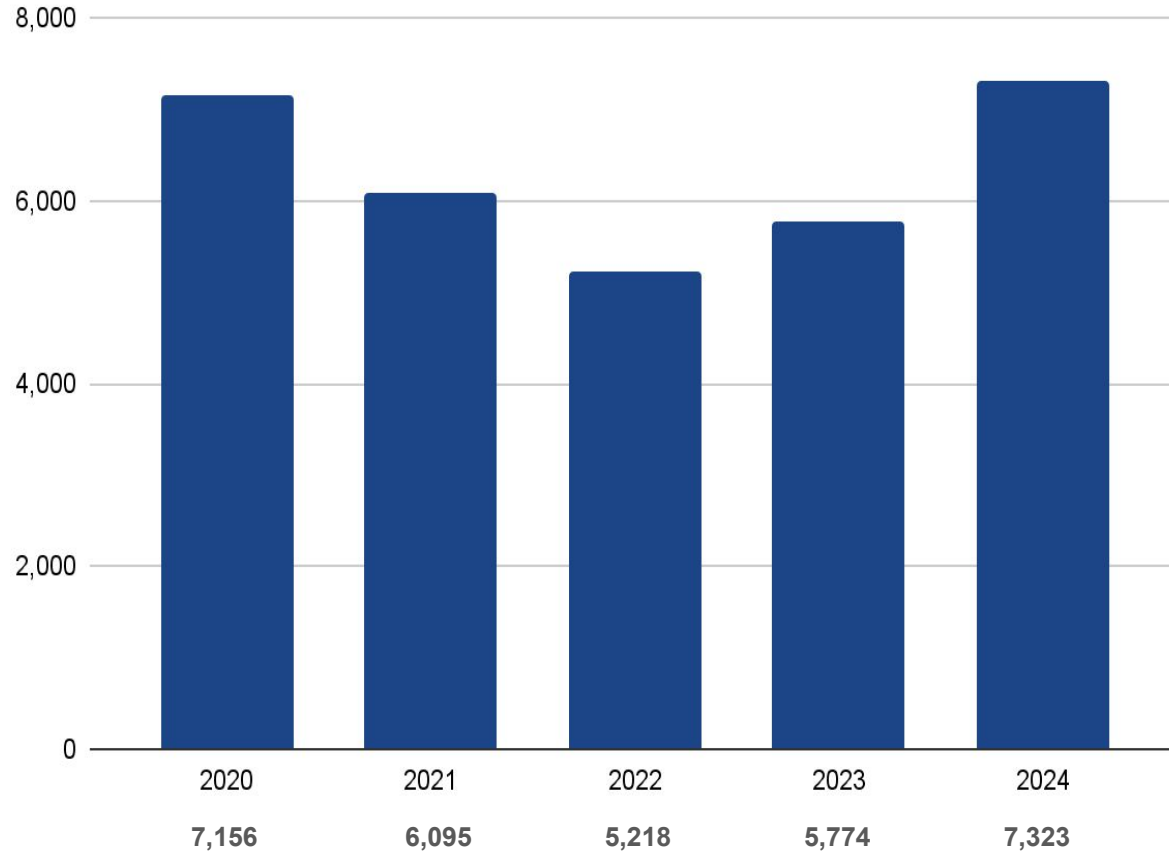
- Reduced risk to community
- More effective supervision
- Larger access to resources
- Personalized rehabilitation
- Cost effective compared to incarceration

Causes of Growth in Probation

- School Resource Officers prefer municipal court
- Defendants requiring more supervision and a greater level of accountability
- Greater efforts to screen risk levels and offer appropriate level of intervention
- Rehabilitating an individual on a probation sentence is more cost effective for the community than sentencing them to jail time.
- Current population has greater supervision needs

Case Statistics

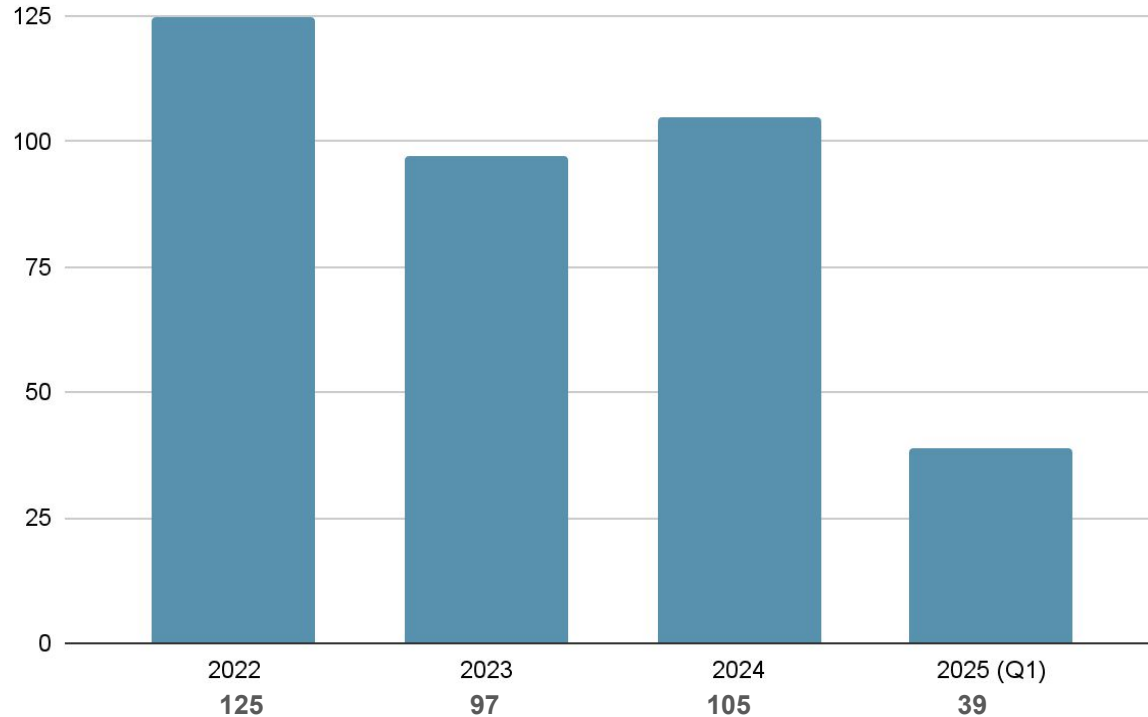
Municipal Cases Filed By Year



Case Statistics By Type

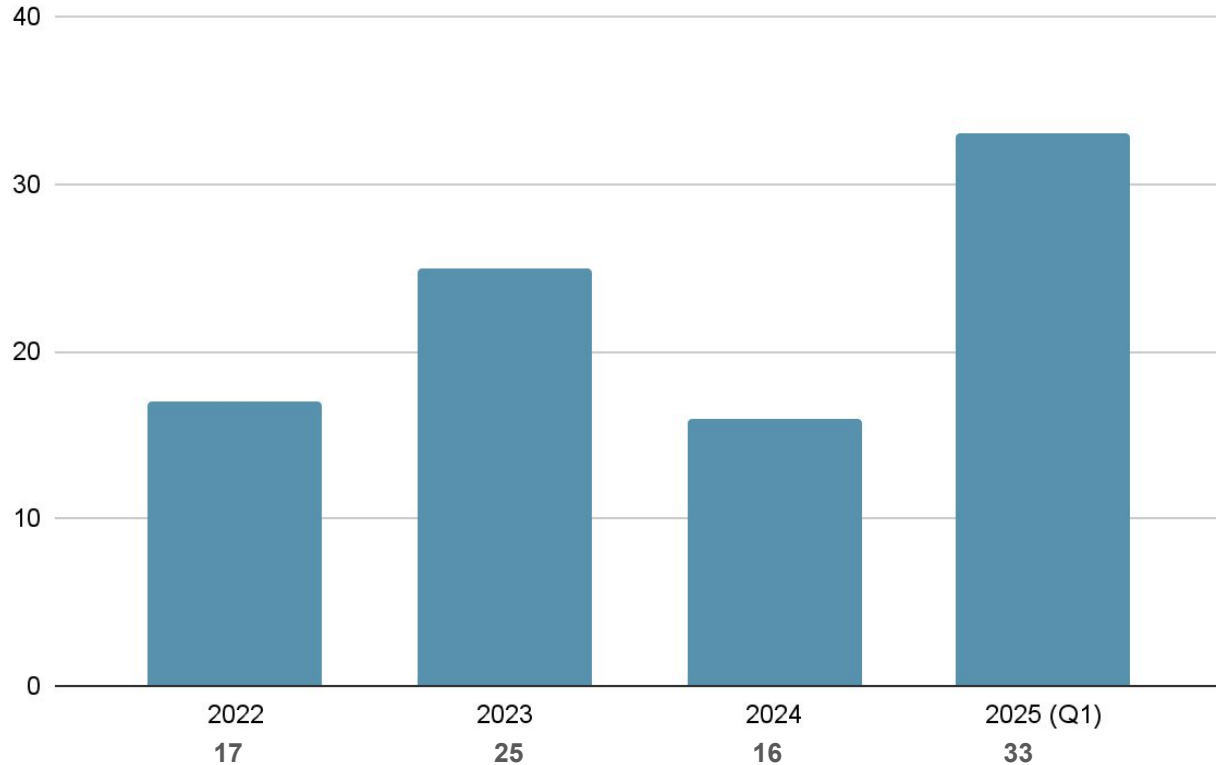
Animal Ordinance Violations

Common Animal Violations: Cruelty to Animals, Animal Neglect, Dangerous,Animal/Injury, Animal at Large



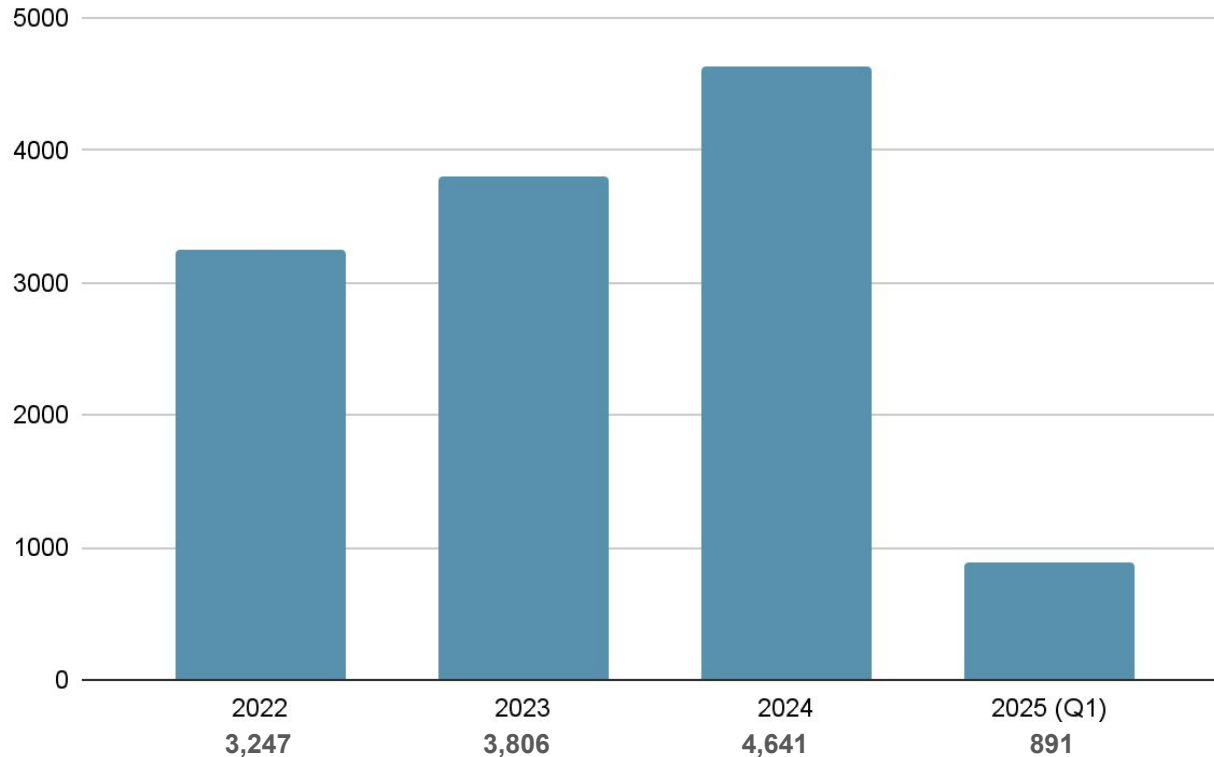
Code Enforcement Violations

Common Code Enforcement Citations: Accumulation of Rubbish, Unlawful Growth of Weeds, Inoperable/Unlicensed Vehicle on Premises



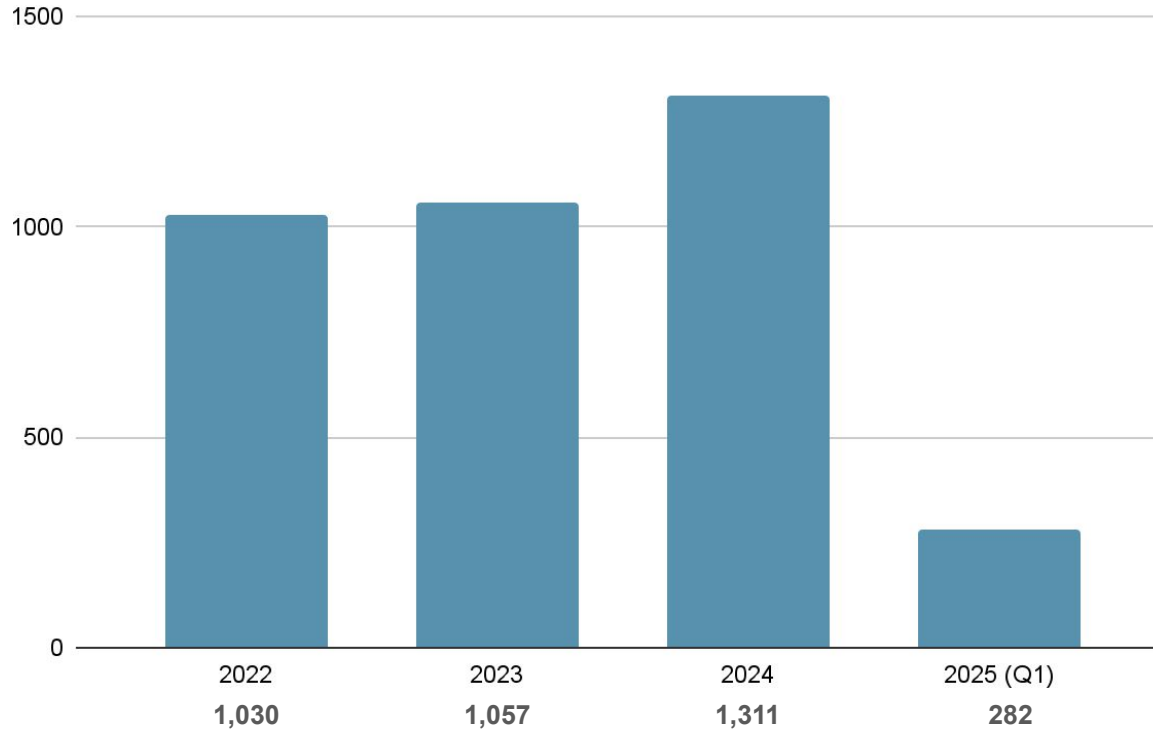
Traffic Violations

Common Traffic Violations: No Proof of Insurance, Speeding 10-19 Over Posted Limit, Careless Driving, Defective Headlamps, Fail to Yield ROW, Failed to Stop for Sign, Red Light Violation, Made a U-Turn where Prohibited



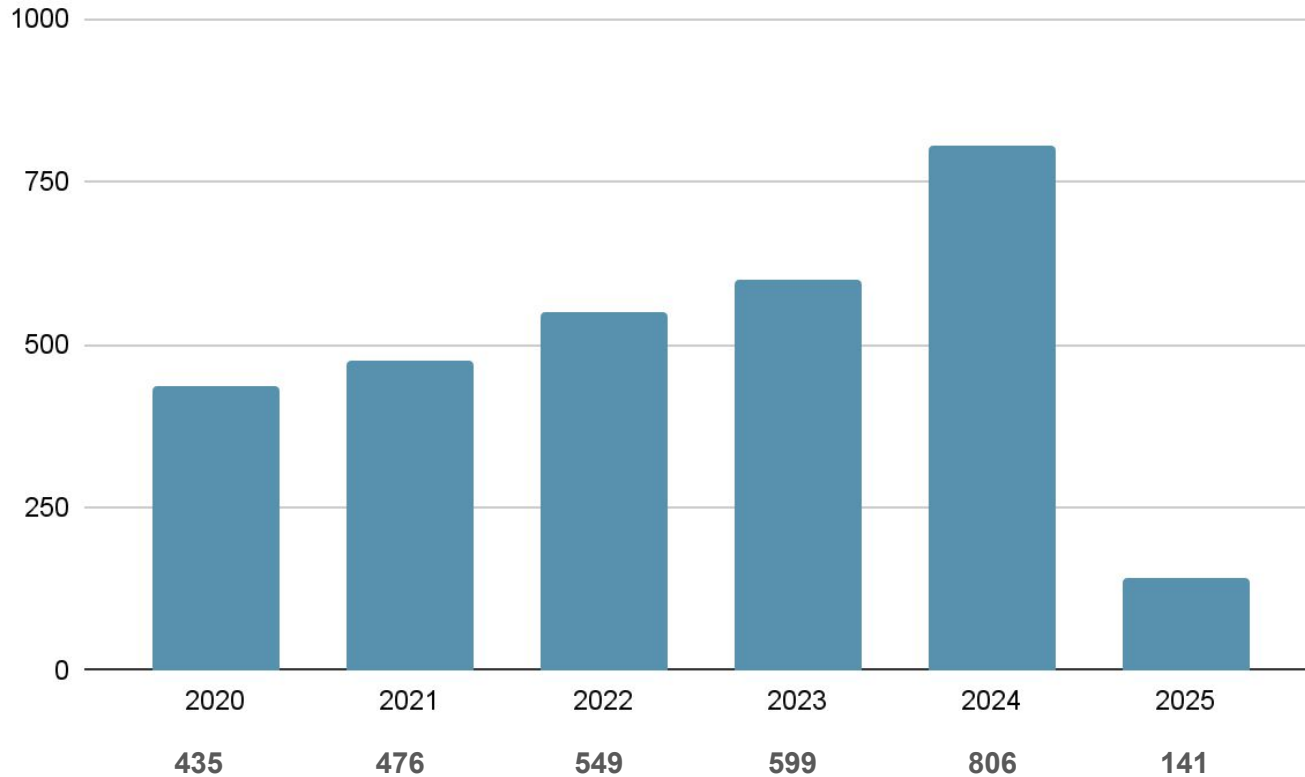
Ordinance Violations

Common Ordinance Violations: Open Container, Possession of Drug Paraphernalia, Assault, Harassment, Theft, Criminal Mischief, Unlawful Remaining, Trespass, Disobey Lawful Order, Interference with Police, Disorderly Conduct, Erection of Tents, False Reporting



Juvenile Docket

Juvenile Cases by Year



Juvenile Violations

Most Common Juvenile Violations:

Possession of Alcohol Under 21

Possession/Consumption of Marijuana Under 21

Assault

Harassment

Theft

Fighting on School Grounds

Trespassing

One Small Step Docket

One Small Step

One Small Step is a 12 month program consisting of 4 phases. These phases focus on “small steps” to work towards stability and housing. The steps include showing up for court weekly, meeting with case managers and community partners, obtaining vital documents, applying for social security (if applicable), applying for housing assistance, and working towards employment.

Multi-Disciplinary Team: Judge (Katie Kurtz), Probation Officer (Nick Lurz), Arvada Police/CORE Team, Homelessness Resolution Case Managers (Hudson Janz, Alex Williams), City Attorney's Office (Padraic Emerine)

Non Profit Organizations that Support One Small Step



***Peer Recovery
Treatment
Sober Living***

***Employment
Food
Clothing
Veterans Assistance***

Immunizations

***Peer Support
Harm Reduction
Referral Resources***

One Small Step Current Statistics

105

**People in
Program**

36

**Active
Participants**

79

**Warrant
Status**

9

Housed

23

**Successfully
Completed**

OSS Success Stories

- D.G. started the program in July 2023.
- From 2023-2024 D.G. had 15 cases with Arvada Municipal Court and multiple cases in state court. She was sentenced to jail on a state case in 2024.
- She graduated from the program in November 2024.

- Z.B. started the program in May 2024 and was living in his car.
- Z.B. had been couch surfing and unhoused since 2019.
- Z.B. graduated from the program in 2025.

- B.G. started the program in May 2024.
- B.G. was recently unhoused and had been in the Denver area.
- B.G. maintained his employment and graduated the program in January 2025.

- N.G. started the program in February 2023 and was living on the streets. She had multiple cases in different municipal courts and state court.
- N.G. was approved for a housing voucher in December 2024 and is doing well in her new apartment. The case managers worked to find community donations for furniture for her new apartment and she is doing great!

Other Recent One Small Step Program Wins

- Identification Documents: A participant worked with case managers and Colorado ID project to obtain their first CO ID in six years and can now move on to bigger goals
- School and Employment: While working closely with case managers a participant who is currently in a hotel has registered for school at MSU this summer and is expected to gain a job soon now that they have a stable place to stay
- Social Security Benefits: A 64 year old participant had never applied for social security benefits. With the assistance of Case Managers they were able to begin receiving an income and will soon be able to rent their own apartment.
- Treatment: With the assistance of a peer coach from SafeSide Recovery a participant entered a short term residential treatment program and plans to move into Sober Living.

No Trespass Orders

A No Trespass Order is issued by law enforcement after criminal activity has happened on City property explicitly prohibiting that individual from entering or remaining at that property protecting it from disruptive behavior, criminal activity, or repeated trespassing.

Contact is made by Arvada PD after a complaint, determines PC for a criminal violation and issues a citation to a suspect, No Trespass Order is served



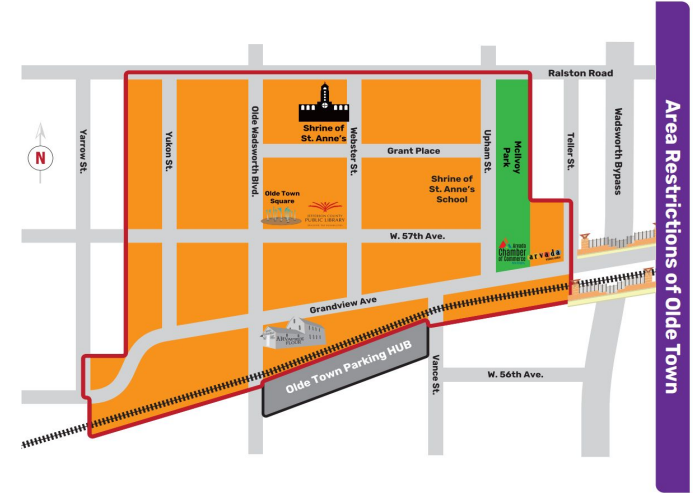
Court receives No Trespass Order and holds a hearing



Judge orders No Trespass Order into effect



No Trespass Order remains in effect for 1 year



No Trespass Order Statistics

No Trespass Orders issued in 2024 - 191

No Trespass Orders issued in 2025 - 41

No Trespass Orders issued in Old Town Entertainment District - 93

Number of No Trespass Orders that have modifications - 16 (7% of all NTO's)

Arvada's Top Trespassed Locations:

Old Town Entertainment District

McIlvoy Park

RTD Parking Garage



Court Revenue

Court Revenue

2022	2023	2024	2025 (Through March)
Total: \$708,849.20	Total: \$821,158.09	Total: \$940,773.31	Total: \$163,179.11

Totals include General Court Fines, Court Costs, Outstanding Judgement, Post Sentence Service Fund

Parking Citations

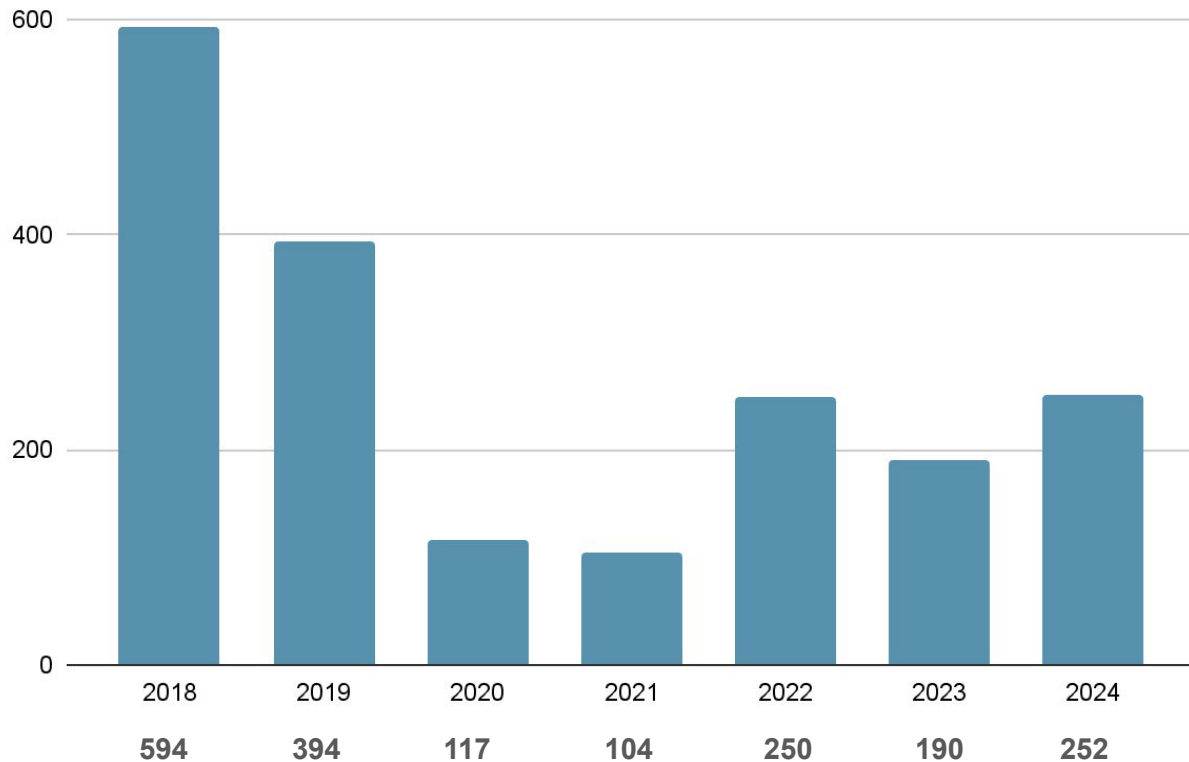
History of Parking Citations in Arvada

Prior to 2016 - All parking citations were handled exclusively in the Municipal Court. Many of these were resolved by payment online, but some would result in court hearings.

2016 - Addition of LAZ and a new process wherein parking citations in Old Town would be handled administratively, and parking citations outside of Old Town handled in court. This division led to inequities and inconsistent approaches.

Since 2023 - Infrastructure, City Attorney's, Courts and the Police Department working together with the goal of creating a hybrid model that would simplify the appeal process while also ensuring appellants have the option to escalate their case to the Court following an initial online administrative appeal denial.

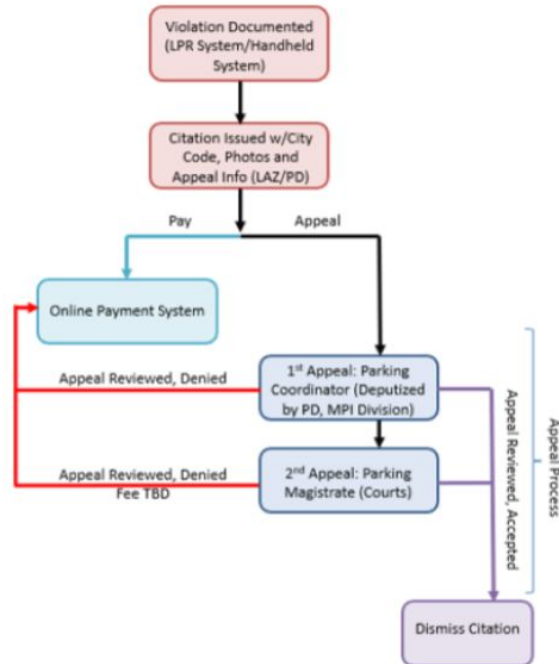
Parking Violations



Revised Parking Citation Process Recommendations

(work in progress)

Hybrid COA Citation Process (Option)



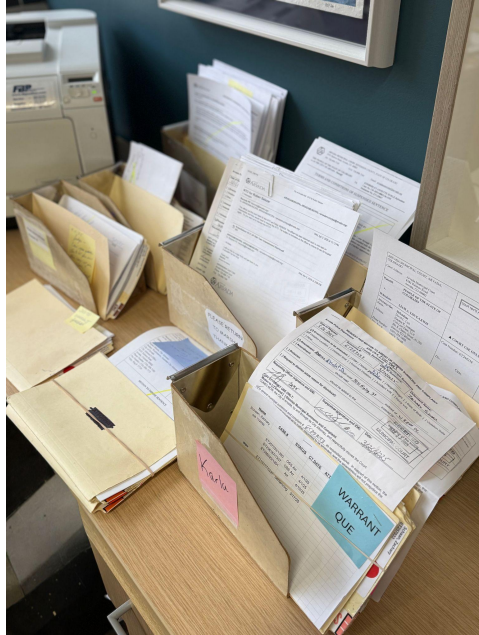
Failures to Appear
&
Failures to Comply

Warrants Issued By Year

	Total	Failure to Appear	Failure to Comply
2021	1,647 Warrants Issued	1402	222
2022	1,850 Warrants Issued	1063	740
2023	2,355 Warrants Issued	1700	589
2024	2,909 Warrants Issued	2085	734

Paperless Court

The Paperless Process



Each process is assigned to one or more work queues.



A register of action is used to send it to that queue for review



Once reviewed by The Judge, it is electronically signed and sent back through the queue for clerk processing

WORK QUEUE SUMMARY		
EXPUNGE: Expungement Order Granted/Denied		
Warning: 0	Past Due: 0	Count: 19
EXPUNGE: Expungement Review		
Warning: 0	Past Due: 0	Count: 0
Finance: FTP Show cause Orders Reviewed		
Warning: 0	Past Due: 0	Count: 0
JUDGE: Expungement Order Review		
Warning: 0	Past Due: 0	Count: 17
Judge: FTC Show Cause Orders		
Warning: 0	Past Due: 0	Count: 0

Paperless Case Management will allow for:

- Electronic filing of documents
- Easily reviewable audit trail
- Improved collaboration
- Streamlined processes and workflow
- Reduced cost by eliminating paper, storage space, and printing.
- Improved accessibility
- Better data management and collection

Full Court: Drawbacks of our Case Management Software

- Requires significant employee training
- High fees for maintenance, upgrades, and support
- Limited scalability to handle evolving court needs
- Lack of flexibility within system
- Limited data collection ability
- Software is outdated (from 1990's)

Court Facilities

Municipal Court Facilities

Why allocate more space for our department?

A Better Customer Experience

- ❖ Larger Lobby and waiting area for increased number of defendants and families
- ❖ Appropriate ADA accommodations
- ❖ Overcrowding causing delays in court processes like check in/out

A Safer Work Environment

- ❖ Room for secure record storage and organization
- ❖ A designated room for Jury members

Increased Efficiency

- ❖ A conference room to host meetings
- ❖ Office space for future employees
- ❖ Probation offices within the department (One currently in hallway)



Recent Updates to Courtroom Technology

- Added an additional and upgraded existing TV for increased visibility
- Upgrade to A/V Sound System throughout courtroom



Pending Legislation

Pending Legislation - What is means for us

HB 25-1112 - Local Authorities Enforce Vehicle Registration

- Allow municipal courts to handle vehicle registration violations

HB 25-1147 - Fairness and Transparency in Municipal Court

- Clarifies when Court Appointed Counsel is required
- Requires live streaming of court proceedings
- Aligns sentencing limitations with state sentencing laws

HB 25-1276- Court Actions Related to Failure to Appear in Court

- Addresses repeat FTA's - allows court to hold Def on cash/surety bond if FTA 2 or more times

SB 25-062 - Failure to Appear Charges in Municipal Court

- Prohibits a municipal judge from imposing a jail sentence for a person's failure to appear.



Looking toward the future

- Budget goals for the future probation budget and permanent 2nd Deputy Court Administrator position
- Consistent reporting out to community
- Restructure the One Small Step phases
- Live streaming court for public access
- A larger space for Arvada Municipal Court

Looking toward the future

- **Completing the paperless court process**
- **A rover position to cover Extended Leave absences**
- **A growing probation department**
- **Reconsider Judge residency requirement**
- **Case management system compatible with paperless court**



REPORT TO CITY COUNCIL

AGENDA ITEM
2.B.

TO: THE HONORABLE CITY COUNCIL

DATE: April 8, 2025

SUBJECT: Staff Updates

Report in Brief

The purpose of this workshop is for staff to provide City Council with brief updates on projects and issues that do not require a full workshop.

Prepared by:
Chris Koch, CCO Admin

Reviewed by:

Approved by:

Enclosure, exhibits & attachments required to support the report