



**MONUMENT TOWN COUNCIL
REGULAR MEETING AGENDA
MONDAY, DECEMBER 2, 2024 – 6:30 PM**

Monument Town Hall - Council Chambers
645 Beacon Lite Road - Monument, CO 80132

Participate Via Microsoft Teams: <https://www.townofmonument.org/260/Town-Council>

1. Call to Order, Pledge of Allegiance, Roll Call:

2. Disclosures of Conflicts of Interest:

- a. Disclosures of Potential Conflicts of Interest - *(Town Attorney)*
- b. Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters - *(Town Attorney)*

3. Approval of the Consent Agenda:

- a. Agenda - December 02, 2024
- b. Meeting Minutes - November 18, 2024

4. Recognition:

- a. Plow Personnel - *(Madeline VanDenHoek)*

5. Resolutions:

- a. PUBLIC HEARING on Resolution No. 55-2024 - A Resolution Approving the Preliminary and Final Plat Subdivision for Jackson Creek North PMD Filing No. 1 - *(Dan Ungerlieder)*
- b. PUBLIC HEARING on Resolution No. 56-2024 - A Resolution Adopting a Restated Budget for the Purpose Set Forth Below For the Town of Monument, Colorado, Beginning on the First Day of January 2024 and Ending on the Last Day of December 2024 - *(Jennifer Phillips)*
- c. Resolution No. 57-2024 - A Resolution Appropriating Sums of Money to the Various Funds in the Amounts Set Forth Below for the Town of Monument, Colorado, Beginning on the First Day of January 2024 and Ending on the Last Day of December 2024 - *(Jennifer Phillips)*
- d. PUBLIC HEARING on Resolution No. 58-2024 - A Resolution Adopting a Budget for the Purposes Set Forth Below For the Town of Monument, Colorado, Beginning on the First Day of January 2025 and Ending on the Last Day of December 2025 - *(Jennifer Phillips)*
- e. Resolution No. 59-2024 - A Resolution Appropriating Sums of Money to the Various Funds in the Amounts Set Forth Below for the Town of Monument, Colorado, Beginning on the First Day of January 2025 and Ending on the Last Day of December 2025 - *(Jennifer Phillips)*
- f. Resolution No. 60-2024 - A Resolution to Authorize the Certification of the Property Tax Mill Levy to the El Paso County Assessor for the Budget Year 2025 Beginning on the First Day of January 2025, and Ending on the Last Day of December 2024 - *(Jennifer Phillips)*

6. Discussion Items:

- a. Drafting an Ordinance Regulating Time, Place, and Manner of Natural Medicine Administration - *(Town Council)*

7. Public Comments For Items Not on the Agenda: *Individuals attending in person may raise their hand to indicate their desire to comment. Individuals attending via Teams may "raise their hand" digitally to comment via connected devices. Please lower your hand when finished with your comments. Comments are limited to 3 minutes.*

8. Future Agenda Item Authorization:

- a. Setting a Date for Strategic Planning Session II - *(Madeline VanDenHoek)*

9. Council Comments:

10. Executive Session:

- a. Executive Pursuant to 24-6-402(4)(b), C.R.S. for a Conference With the Town Attorney to Receive Legal Advice Concerning the Procedures for Municipal Annexation - *(Town Attorney)*
- b. Executive Session Pursuant to 24-6-402(4)(a) and (b), C.R.S. for a Conference With the Town Attorney to Receive Legal Advice Concerning the Purchase, Acquisition, Lease, Transfer, or Sale of Real Property Related to Comcast-I25 Land Swap for Monument Hill Tank Site - *(Town Attorney)*
- c. Executive Pursuant to 24-6-402(4)(b), C.R.S. for a Conference With the Town Attorney to Receive Legal Advice Concerning Town Employment Practices – *(Town Attorney)*

11. Adjournment:

**MONUMENT TOWN COUNCIL
REGULAR MEETING MINUTES**

Tuesday November 18, 2024 – 6:30 PM

Monument Town Hall – 645 Beacon Lite Rd., Monument CO 80132

Hybrid Meeting – Remote Participation Via Teams

- 1. Call to Order, Pledge of Allegiance, Roll Call:** Mayor LaKind called to order the regular meeting of the Monument Town Council and led those assembled in the Pledge of Allegiance. Proper notice of the meeting was posted for more than 24 hours in the designated posting locations. The following Council members were present for the meeting:

TOWN COUNCIL	TOWN STAFF
PRESENT: Mayor Mitch LaKind Mayor Pro Tem Steve King Councilmember Sana Abbott Councilmember Laura Kronick Councilmember Kenneth Kimple Councilmember Jim Romanello Councilmember Marco Fiorito	Madeline VanDenHoek, Interim Town Manager Patrick Regan, Police Chief Tina Erickson, Town Clerk Rebecca Zisch, Town Attorney Will Williams, Director of IT Thomas Tharnish, Director of Public Works Jennifer Phillips, Director of Finance Laura Hogan, Director of Administration
ATTENDED REMOTELY:	Sylvia Simpson, Deputy Town Clerk
ABSENT WITH PRIOR NOTICE:	Emily Trujillo, HR Manager
ABSENT WITHOUT PRIOR NOTICE:	Cassie Olgren, Parks & Trails Planner

2. Disclosures of Conflicts of Interest:

- a. Disclosures of Potential Conflicts of Interest
- b. Vote on Excluding Council Members with Potential Conflicts of Interest from Consideration, Discussions and Voting on Identified Matters.
 - None were submitted.

3. Approval of the Consent Agenda:

- a. Agenda – November 18, 2024.
- b. Meeting Minutes – November 4, 2024.
- c. Invoices Over \$25K.
Romanello moved to amend the consent agenda to add a public discussion after the executive session to discuss water options. Kronick seconded the motion. Roll call vote was taken, and the motion passed 7 to 0.

4. Proclamations:

- a. The Town Council proclaimed November 18th - 22nd as Colorado Crash Responder Safety Week.

5. Oath of Office:

- a. Chief Regan led Officer Sealey, Officer Teeples, and Sergeant Sullivan into their oaths of office.

6. Presentations (s)

- a. Alli Schuch presented updates on the Fountain Creek Watershed District projects.
- b. Olgren provided an update on the Heart of Monument Park design.

7. Resolution(s):

- a. Resolution No. 54-2024 – A Resolution Adopting a Town of Monument Employee Handbook. Trujillo presented resolution 54-2024 as included in the council packet. Kronick recommended that the resolution doesn't get approved due to grammatical, continuities and a reference to appendix X. LaKind recommended to continue the resolution asked Kronick to represent to assist with the reviewing of the employee handbook. Romanello moved continue Resolution No. 54-2024 to December 16th. Fiorito Seconded the motion. Roll call vote was taken and the motion passed 7 to 0.

8. Discussion Items:

- a. Trujillo provided an overview of Town Manager goals, objectives, and review. Emily suggested using the Employers Council, all were in favor of moving forward.

9. Public Comment for Items Not on the Agenda:

- a. John Howe and Michael Weinfeld provided an update on the Town of Monument Cemetery book that is being published named "Shootouts, Killings, and War Heroes", Book signing on November 30th from 1-3pm at Covered Treasures.

10. Future Agenda Item Authorization(s):

- a. None.

11. Council Comment(s):

- a. Romanello spoke on the election passing Town Manager residency, allowing VanDenHoek to potentially be the next Town Manager.
- b. LaKind spoke on the Town Manager position and congratulated council members that ran for council.
- c. Kimple thanked town staff that was out during the snowstorm, commented on the roadway off Baptist Rd. near the Pilot, encouraged the Town to continue to contact El Paso County to maintain roads better. Appreciated all the individuals and citizens that voted.
- d. Kronick thanked the new finance director for all her time and providing information. Thanked Jonathan Bradley with Monument Fire Dept for the tour and demonstrations.

12. Executive Session:

- a. Kronick moved to enter into executive session pursuant to 24-6-402 (4)(b), C.R.S. for a conference with the assistant Town Attorney and the Town's Water Attorney to receive legal advice on specific legal questions regarding water supply; and pursuant to 24-6-402 (4)(e), C.R.S. to determine positions relative to matters that maybe subject to negotiation, developing strategy for negotiations, and instructing negotiators regarding proposed agreements with the Loop Water Authority and the Northern Delivery System. Romanello seconded the motion. Roll call vote was taken and the motion passed 7 to 0.
 - The Council asked citizens and staff to leave the council chambers to begin executive session at 7:53pm.
 - The Council entered executive session at 8:02pm.
 - The Council concluded executive session at 9:26pm.
 - The council resumed the regular meeting at 9:27pm.The Council resumed the regular meeting with no direction to provide, the public water discussion was removed.

13. Adjournment:

- a. Romanello moved to adjourn the meeting, the motion passed unanimously, the meeting was adjourned at 9:27pm.

Respectfully Submitted,

Tina Erickson, Town Clerk



MEMORANDUM

TO: Town Council
FROM: Dan Ungerleider, Director of Planning
DATE: December 2, 2024
SUBJECT: Case No. FPD-23-017
Approval of a Preliminary and Final Plat known as Jackson Creek North PMD
Filing No.1.

On October 9, 2024, the Planning Commission opened a public hearing to consider a request for preliminary and final plat approval for the Plat known as Jackson Creek North PMD Filing No. 1. During the hearing, the Town Staff reported that the Applicant, Mr. Brett Behnke of CSI Development, was seeking approval of a Final Plat to create a platted Parcel for sale and development by a future purchaser, to dedicate to the Town public thirty (30) feet of additional right of way for Higby Road public road improvements, and to dedicate two (2) tracts of land to Triview Metropolitan District for open space and detention.

At the conclusion of the meeting, the Planning Commission continued the public hearing to November 13, requesting Staff to confirm that the additional Higby Road right-of-way dedication, resulting in a total 100-foot right of way width, would adequately accommodate the upcoming road pavement, intersection and public stormwater improvements planned for Higby Road, west of Jackson Creek Parkway.

On November 13, staff provided confirmation that the Higby Road right-of-way dedication was adequate for the Plat through assistance with the Applicant, the Town's Public Works Director, the Town's consulting engineer, and Triview Metropolitan District's engineering design engineer. During the public hearing on the 13th, the Planning Commission made a motion to recommend approval to the Town Council.

Planning Commission Action. A motion to make a recommendation to **APPROVE** the applicants request for approval of the Preliminary and Final Plat for Jackson Creek North PMD Filing No.1, based upon the Findings of Fact attached as Exhibit 4 of Staff's October 9 Staff report.

Attachments.

Resolution and Exhibits listed below:

1. Planning Commission Minutes [November 13th Meeting]
2. Planning Commission Minutes [October 9th Meeting]
3. Planning Commission Report [November 13th Meeting]
4. Planning Commission Report [October 9th Meeting]
5. Resolution No. 55-2024
 - Exhibit A - Legal Description
 - Exhibit B - Jackson Creek North PMD Filing No.1 Final Plat, Property Schedule No.7126101008, prepared by CSI Development Inc, last revised 11/1/2024.



**TOWN OF MONUMENT PLANNING COMMISSION
REGULAR MEETING**

Wednesday November 13th, 2024

Hybrid Meeting-In person and remote participation Via Microsoft TEAMS

1. Call to order, Pledge of Allegiance, Roll Call:

- a. Vice-Chair Ours called the meeting/hearing of the Planning Commission of the Town of Monument, Colorado, to order at 6:00 pm at Monument Town Hall and led those assembled in the Pledge of Allegiance.

PLANNING COMMISSION	TOWN STAFF
PRESENT: Vice Chair Daniel Ours Commissioner Greg Collins Commissioner Ray Egley Commissioner Cathy Green Commissioner Chad Smith Alternate Commissioner Donna Hatch	Rey Medina, Planner I Dan Ungerleider, Planning Director
ATTENDED REMOTELY:	
ABSENT: Chair Martin Trujillo Commissioner Corey Petersen	

2. Approval of Minutes/Agenda Modification

- a. Move to approve the minutes from the October 9th, 2024, Planning Commission Meeting.
Commissioner Collins motioned to approve the minutes; Commissioner Egley seconded; passed 5-0

3. Hearing/Meeting Items

3a. PUBLIC HEARING: *a request for APPROVAL of the Preliminary and Final Plat for Jackson Creek North PMD Filing No.1. [Public Hearing – Continued from October 9, 2024].*

- i. Public Hearing was open and closed with members of the public present.
- ii. Staff Presentation: Director, Dan Ungerleider presented the project to the Planning Commission.
- iii. Public Comments:
 - a) Bri Makofske – Intersection in question is concerning because of a lack of sidewalks for students going to school.
 - b) Applicant Response – There will be sidewalks around the North and South.
- iv. Commissioner Comments:
 - a) Green – The zoning in this area is a “loophole” and although it doesn’t affect this project now, staff should work to correct this issue. When Triview’s zoning got mixed in with the Town, this loophole was created.
 - b) Egley – When the applicant applies for the Plat, does the applicant not have to address safety?

- c) Staff response – This application is not for a development project, reviewing the Plat for safety and other concerns have been addressed. At the time of development, the applicant will be reviewed again administratively.
- d) Smith – Smith and Staff discuss the right-of-way along the property and reach the conclusion that everything has been addressed.
- e) SEPARATE RECOMMENDATION BY VICE CHAIR OURS: “Recommend our Planning Director include in the review of any site plan for future development of the Final Plat for Jackson Creek North PMD filing No.1; and his recommendation to the Town Council for action include a detailed study, of the status of the Jackson Creek Parkway roadway construction plan, associated traffic studies and subsequently approved and under construction traffic generators. The status of the Jackson Creek Parkway plan at the SH 105 intersection is a concern since none of the plan improvements presented to the Planning Commission on September 14, 2022, have yet been made; and the status of the Jackson Creek parkway Roadway Plan has not been recently updated publicly. The roadway construction plan presented to the Planning Commission, related to the Monument Junction West PUD, included details, but not limited to, an East Bound right turn lane should be provided at SH 105 and the Jackson Creek Parkway; a deceleration land is required under the existing traffic; the movement would fail at the intersection without dual North Bound left turn lanes; exclusive left turn lanes and future East bound acceleration lane would be provided; the roadway improvements would occur by phasing to include the need for the Town to obtain access permits from El Paso County for intersection improvements.”

i. Commissioner Collins made a motion:

- a) Motion: “I make a motion to recommend **APPROVAL** of the applicant’s request to approve the Preliminary and Final Plat for Jackson Creek North PMD Filing No.1, based upon the Findings of Fact attached hereto as Exhibit 4 in the Staff Report.”
- b) Commissioner Smith seconded the motion; motion passed (5-0).

3b. PUBLIC HEARING: *a request for APPROVAL of a Final Planned Unit Development for Monument Marketplace North Lot 5 - Panda Express.*

- i. Public Hearing was open and closed with members of the public present.
- ii. Staff Presentation: Director, Dan Ungerleider presented the project to the Planning Commission.
- iii. Public Comments: n/a
- iv. Commissioner Comments: n/a

ii. Commissioner Egley made a motion:

- a) Motion: “I make a motion to **CONTINUE** this public hearing to December 11th, to allow staff/applicant the opportunity to address: the error in the applicants Traffic Report caused by equipment failure.”
- b) Commissioner Green seconded the motion; motion passed (5-0).

4. Other Topics:

- a. Community Member (Bri) – Jackson Creek filing 5 and 6 is a concern. Stormwater issues affecting community members property.
- b. Staff – Planning Director will discuss after the completion of the meeting to address next steps and the process moving forward.

5. Adjournment: Vice Chair Ours moved to adjourn the meeting/hearing of the Planning Commission at 6:32 pm.

Next Planning Commission Meeting: December 11th, 2024.



**TOWN OF MONUMENT PLANNING COMMISSION
REGULAR MEETING**

Wednesday October 9th, 2024

Hybrid Meeting-In person and remote participation Via Microsoft TEAMS

1. Call to order, Pledge of Allegiance, Roll Call:

- a. Chair Trujillo called the meeting/hearing of the Planning Commission of the Town of Monument, Colorado, to order at 6:00 pm at Monument Town Hall and led those assembled in the Pledge of Allegiance.

PLANNING COMMISSION	TOWN STAFF
PRESENT: Chair Martin Trujillo Vice Chair Daniel Ours Commissioner Ray Egley Commissioner Cathy Green Commissioner Chad Smith Alternate Commissioner Donna Hatch	Rey Medina, Planner I Dan Ungerleider, Planning Director
ATTENDED REMOTELY: Commissioner Corey Petersen	
ABSENT: Commissioner Greg Collins	

2. Approval of Minutes/Agenda Modification

- a. Move to approve the minutes from the August 14th, 2024, Planning Commission Meeting.
Commissioner Smith motioned to approve the minutes; Chair Trujillo seconded; passed 6-0

3. Hearing/Meeting Items

3a. PUBLIC HEARING: a *request for approval of the rezoning of the Property at 574 N. Washington St from DB: Downtown Business to SFD-2: Single-Family Detached Medium Density.*

- i. Public Hearing was open and closed with members of the public present.
- ii. Staff Presentation: Planner, Rey Medina presented the project to the Planning Commission.
- iii. Public Comments: n/a
- iv. Commissioner Comments:
 - a) Green – Comment made that commissioner Green believes the existing Downtown Business Zoning at 574 N. Washington is an error in the Zoning Code Map. Furthermore, Green comments that the applicant wants to turn this home into two attached homes and that this would not be allowed under this zone district. Potential permit for a special care home. Staff responds to say that the applicant would have to submit an additional variance application to create an attached dwelling at this location.
 - b) Ours – Reiterates concerns regarding the applicant wishing to create an attached dwelling. Staff responds to clarify that the applicant has not requested officially an attached dwelling, only permits in the building department exist to bring the house up to code standards.

v. Commissioner Smith made a motion:

- a) Motion: "I make a motion to recommend APPROVAL of the applicant's request to rezone the property at 574 N. Washington St from DB: Downtown Business to SFD-2: Single-Family Detached Medium Density district, subject to the Findings of Fact provided in the Staff Report"
- b) Vice-Chair Ours seconded the motion; motion passed (6-0).

3b. PUBLIC HEARING: *a request for approval of the Preliminary and Final Plat for Jackson Creek North PMD Filing No.1.*

- i. Public Hearing was open and closed with members of the public present.
- ii. Staff Presentation: Director Ungerleider presented the project to the Planning Commission.
- iii. Public Comments: n/a
- iv. Commissioner Comments:
 - a. Green - Will this project come back for a re-subdivision? Staff response: it would depend on the use of the development, at the site plan review stage (administrative).
 - b. Egley – Can you provide us with a quick understanding of the Site Plan review process once a development application comes forward? Staff responds with a brief explanation of the site plan review process.
 - c. Smith – This map does not indicate where the roundabout along Higby Road is located. Staff respond that additional discussion with the property owners may be needed to determine if an additional right of way is required in the future. All existing documents state that they've dedicated adequate right of way.
 - d. Ours – This zoning allows for 74 potential uses, is it correct to assume the applicant can develop any of these uses? Staff response: in short, yes. Staff will review the development to ensure it is code compliant. We cannot make changes to the code stated zoning uses midway through the application. Changing zoning uses needs to occur before the project is proposed.
 - e. Ours – Can we submit to the council to create a condition that limits the use at this site location? Staff informs the commissioner that land uses are being asked in this application, the final plat does not propose a land use.
 - f. Ours – When it comes to the site plan, can the planning commission provide comments on the project's use. Staff response: this does not comply with the Municipal code.
 - g. Green – Is the regency park overlay Euclidian zoning? The overlay is labeled as a PUD. Staff response: Town Code identifies allowed land use in the regency park overlay.
 - h. Trujillo – Where is the roundabout to the south located? Commissioner Smith identifies this roundabout as a problem.
 - i. Trujillo – Expressed a concern about the stormwater moving through the site. The applicant responds that the site post development will release stormwater at a slower rate than existing without development.
 - j. Smith – Expresses concern that we need our attorney present at these meetings.
 - k. Green – the zoning is a mess that needs to be cleaned up.
 - l. Commissioner Ours and Director Ungerleider discuss the differences between discussing land use and Plat requirements. The Town Code does not grant the Planning Commission the ability to alter land uses for a Plat that does not have any development proposed.
 - m. Ours – Can a review of the site plan be completed by the Planning Commission? We are being asked to approve a Plat that will eventually lead to a development that the commission will never be able to determine if this development will meet the needs of community or comprehensive plan.
 - n. Petersen – Discusses that all the points being brought up require a change in our Town Code, they do not necessarily apply to this Plat application. These discrepancies need to be worked out during a separate working session.

v. Commissioner Smith made a motion:

- c) Motion: "I make a motion to CONTINUE this public hearing to the November 13th meeting to allow staff/applicant the opportunity to address concerns about the right of way along Higby road and have the attorney present during the meeting".
- d) Commissioner Egley seconded the motion; motion passed (5-1).

4. Other Topics:

- a. Ours – recognizes the boy scout in the audience and shows appreciation for his attendance.

5. Adjournment: Chair Trujillo moved to adjourn the meeting/hearing of the Planning Commission at 8:27pm.

Next Planning Commission Meeting: November 13th, 2024.



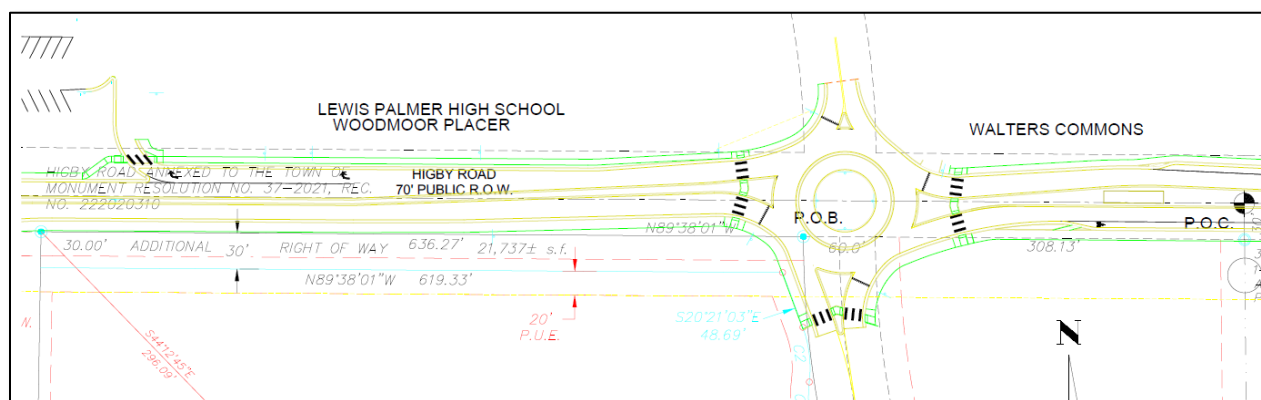
MEMORANDUM

TO: Planning Commission
FROM: Dan Ungerleider, Director of Planning
DATE: November 13, 2024
SUBJECT: Case No. FPD-23-017
Approval of a Preliminary and Final Plat known as Jackson Creek North PMD
Filing No.1.
[Public Hearing – Continued from 10/09/2024]

On October 9, 2024, the Planning Commission opened a public hearing to consider a request for preliminary and final plat approval for the Plat known as Jackson Creek North PMD Filing No. 1. During the hearing, the Town Staff reported that the Applicant, Mr. Brett Behnke of CSI Development, was seeking approval of a Final Plat to create a platted Parcel for sale and development by a future purchaser, to dedicate to the Town public thirty (30) feet of additional right of way for Higby Road public road improvements, and to dedicate two (2) tracts of land to Triview Metropolitan District for open space and detention.

At the conclusion of the meeting, the Planning Commission continued the public hearing to November 13, requesting Staff to confirm that the additional Higby Road right of way dedication, resulting in a total 100-foot right of way width, would adequately accommodate the upcoming road pavement, intersection and public stormwater improvements planned for Higby Road, west of Jackson Creek Parkway.

Staff has since confirmed with the Applicant, the Town's Public Works Director, the Town's consulting engineer, and Triview Metropolitan District's engineering design engineer, that the upcoming Higby Road improvements described above will be accommodated by the additional thirty (30) feet of public right-of-way dedicated by this subject Final Plat. An overlay of the adjacent Higby Road improvements is provided below:



Recommended Action. A motion to make a recommendation to **APPROVE** the applicants request for approval of the Preliminary and Final Plat for Jackson Creek North PMD Filing No.1, based upon the Findings of Fact attached hereto as Exhibit 4 of Staff's October 9 Staff report

Attachments.

Staff Report and Exhibits listed below:

1. Location Map and Comprehensive Plan Future Land Use Map
2. Public Hearing Notice
3. Jackson Creek North PMD Filing No.1 Final Plat, Property Schedule No.7126101008, prepared by CSI Development Inc, last revised 11/1/2024.
4. Draft Findings of Fact



STAFF REPORT

TO: Planning Commission

FROM: Dan Ungerleider, AICP, Director of Planning

DATE: October 9, 2024

SUBJECT: Case No. FPD-23-017
Approval of a Preliminary and Final Plat known as Jackson Creek North PMD
Filing No.1.
[Public Hearing]

Applicant's Information.

CSI Development
540 Elkton Dr, #202
Colorado Springs, CO 80907
att: Brett Behnke

Owner's Information.

CSI Development
540 Elkton Dr, #202
Colorado Springs, CO 80907
att: Brett Behnke

Property Location.

Southwest corner of Higby Road and Bowstring Road
Property Schedule No. 7126101008 (Exhibit 1)

Property Size.

25.627 acres

Comprehensive Plan Designation.

The subject property is designated Mixed-Use (MU)
by the Town's Comprehensive Plan, adopted 2017.

Zoning Designation.

PMD Planned Multi-Use District

[Ordinance No. 08-2019 An Ordinance Amending Monument Municipal Code Section 17.43.040 Regarding Regency Park Zoning Districts to add Planned Multi-Use Development District](#)

[Ordinance No. 09-2019 An Ordinance Repealing Subsection C of Monument Municipal Code Section 17.43.090 Regarding Restrictions on Regency Park PCD Parcels 37 and 70](#)

Zoning Designation (continued).

[Ordinance 05 - 2015- An Ordinance Approving The 6th Amendment to The Regency Park Development and Rezoning Plan](#)

Surrounding Property Information.

North: Lewis Plamer Highschool (El Paso County)

South: Vacant/RP-PRD-6 Planned Residential District – Single-Family

East: Vacant/Zeal at Jackson Creek, a one lot subdivision

West: Vacant/RP-PCD Planned Commercial Development District

Requested Action(s).

Approval of a Preliminary and Final Plat known as Jackson Creek North PMD Filing No.1.

Introduction. The Applicant, Mr. Brett Behnke of CSI Development Inc is seeking approval of a Final Plat known as Jackson Creek North PMD Filing No.1, for the purpose of creating a platted parcel for sale for future development, dedicating additional right of way along Higby Road to the Town, dedicating tracts for Open Space utility and drainage to Triview Metropolitan District, and dedicating public utility easements around the perimeter. In addition, there is a “Drainage Easement” in the center of the site. The foregoing area depicted on the proposed Final Plat (Exhibit 2). The following project documents are attached:

- Exhibit 1 – Location Map and Comprehensive Plan Future Land Use Map
- Exhibit 2 – Public Hearing Notice
- Exhibit 3 – Jackson Creek North PMD Filing No.1 Final Plat, Property Schedule No.7126101008, prepared by CSI Development Inc, last revised 11/1/2024.
- Exhibit 4 – Draft Findings of Fact

History/Background. The subject property is zoned PMD: Planned Mixed-Use Development as part of the Town of Monument’s Regency Park, Sixth Amended Development and Rezoning Plan. Districted standards are stated in the Chapter 18 - Land Development Code, Section [18.03.260](#) – Regency Park (RP) overlay zone district. No rezoning of the property has been requested, and a PUD is not required. Pursuant to Section [18.02.210](#) B, the process of subdivision does not establish permitted uses, which are determined by the zoning regulations in the Code.

The purpose of the Regency Park overlay zone district is to provide for the development of Regency Park in accordance with the Regency Park Development and Rezoning Plan, and the zoning regulations ([18.03.260](#) A.) The Regency Park overlay zone district allows those uses designated on the schedule of uses in Sections [18.03.380](#) and [18.03.390](#) as a matter of right subject to approval of a site plan per Section [18.03.150](#).

Per Section [18.03.150](#), a Site Plan is required as part of the process for obtaining a construction permit from the Town. A Site Plan is an administrative process, and the Town Staff shall consider the criteria set forth in Section [18.03.150](#) and may condition approval as described therein. Following approval of Town Staff and the satisfaction of any conditions of approval, the site plan shall be signed by the Director and the Mayor and attested by the Town Clerk. A public improvement agreement (PIA) shall be approved by Town staff and executed by the owner/applicant and the Town prior to recordation of the site plan. The Director may waive the PIA if there are minimal site plan improvements.

Project Details. The subject property is an un-platted parcel. The Applicant is seeking approval of a Final Plat in order to create platted lots, tracts and easements for sale and future development by the purchaser. The plat dedicates to the Town requested right of way for Higby Road, grant of a drainage easement and the creation of two tracts for open space and detention dedicated to Triview Metropolitan District. The Applicant is not seeking approval of a Site Plan at this time.

In accordance with [18.02.220](#), the plat in question is considered a major subdivision requiring a review process consisting of three (3) phases: sketch plan ([18.02.240](#)), preliminary plat ([18.02.250](#)) and final plat ([18.02.260](#)). Given that the Applicant is not seeking approval of a Site Plan at this time, the Director of Planning has waived the requirement for sketch plan review in accordance with section [18.02.240](#) of the Land Development Code and the requirement for preliminary plat review in accordance with section [18.02.250](#) of the Land Development Code.

Future development proposals will require a Site Plan and be reviewed in accordance with the underlying zoning designation for the property, and the criteria for development review found in the Land Development Code. It should be noted that if the development does not request a rezoning, planned unit development, conditional use or variance, the Site Plan for this property may be eligible for administrative review and approval by the Planning Department.

Comprehensive Plan. The subject property is identified as Mixed-Use (MU) by the Town's Comprehensive Plan, adopted 2017. This designation provides for a mixture of non-residential and residential development, professional offices, personal services, convenience retail and restaurants, connections by sidewalks and trails. In the event a Site Plan is submitted for approval, Staff will review the Site Plan for consistency with the Town's Comprehensive Plan as required by Section 18.03.150(D)(1). The applicant has not submitted a proposed use for the property as of this application. Upon review of future development plans for the site, Staff will work with the applicant to ensure the proposed use of the site is consistent with the criteria for Site Plan approval in Section [18.03.150 D](#).

Development Code. Staff has reviewed the subject application and analyzed the applicable criteria from Section [18.03.460](#) of the Town of Monument's Land Development Code and the Comprehensive Plan. The contents and form of the proposed Final Plat conforms with technical local, County, and State plat requirements and regulations. In the event a Site Plan is submitted to the Town in the future. Staff will work with the applicant to ensure the proposed use of the site is consistent with the criteria for Site Plan approval in Section [18.03.150 D](#), and place conditions on the Site Plan Approval as may

be necessary and allowable pursuant to Section [18.03.150](#) E to achieve the goals highlighted by the Town's codes and ordinances governing the use of the subject property.

Stormwater Management. While the Plat creates a wetlands drainage easement and dedicates two tracts of land for open space and detention, the applicant has not submitted a Site Plan for the site with a supporting stormwater management plan. In the event a Site Plan is submitted to the Town in the future. Upon review of future development plans for the site, Staff will work with the applicant to ensure the proposed development of the site complies with all applicable development and design standards, and significant adverse impacts reasonably anticipated to result from the proposed development will be mitigated or offset to the maximum extent reasonably practicable, and any necessary and allowable conditions are placed on the approval as permitted by Section [18.03.150](#).

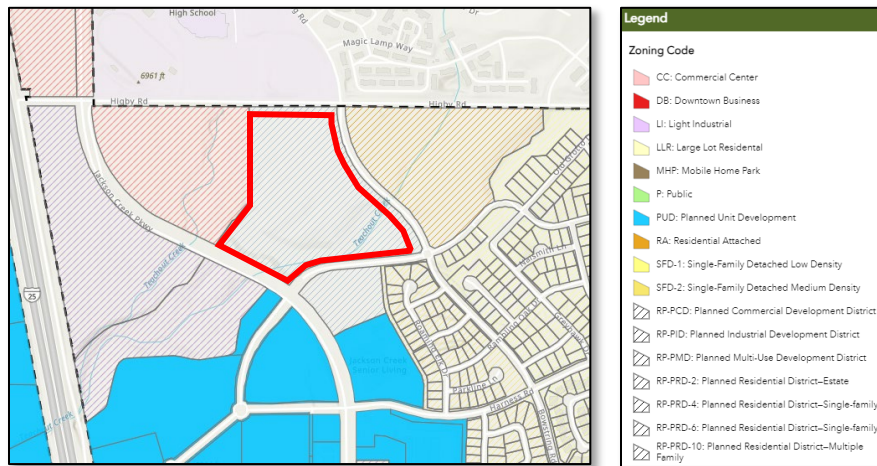
Traffic Analysis Report. The Plat dedicates an additional thirty (30) foot of right of way to Higby Road, the Applicant has not submitted development plans for the site with a supporting traffic analysis report. In the event a Site Plan is submitted to the Town in the future, Staff will work with the applicant to ensure the proposed development of the site complies with all applicable development and design standards, and significant adverse impacts reasonably anticipated to result from the proposed development will be mitigated or offset to the maximum extent reasonably practicable, and any necessary and allowable conditions are placed on the approval as permitted by Section [18.03.150](#).

Public Notice. Pursuant to Chapter 18 - Land Development Code, Section [18.01.260](#).D and Table 1.2, Public Notice is required for review and consideration of a Final Plat of Subdivision. Said Public Notice was provided for and is attached (Exhibit 2.)

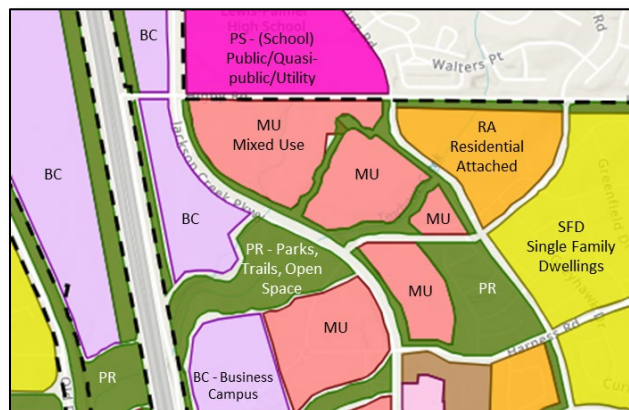
Findings of Fact. Staff has provided a draft Findings of Fact (Exhibit 4) supporting the Planning Commission's consideration and potential action regarding the Applicant's request.

Recommended Action. A motion to make a recommendation to **APPROVE** the applicants request for approval of the Preliminary and Final Plat for Jackson Creek North PMD Filing No.1, based upon the Findings of Fact attached hereto as Exhibit 4 in the Staff Report.

EXHIBIT 1 – LOCATION, ZONING AND FUTURE LAND USE MAP



Zoning Map with Subject Property Location



Future Land Use Map - Comprehensive Plan, adopted 2017

EXHIBIT 2 – PUBLIC NOTICE



Jackson Creek North PMD Parcels 31 & 32
Final Plat
File Numbers: 2023-017-PFP

AFFIDAVIT – POSTED NOTICE
Final Plat

I, Brett Behnke, (print name) as the ☐ owner ☒ authorized agent, (check one) for the property located at (Parcel No. 7100000479), do hereby attest that I installed, ONE sign along the intersection of Higby and Bowstring Road, facing out to traffic, in compliance with Town Code Section 18.01.260-Public notice requirements, E. Posted Notice, on August 14 (month/day), 2024, which is at least 15 days prior to the public hearing, scheduled for Planning Commission on September 11, 2024, and Town Council on October 7, 2024, for the proposed development application: Jackson Creek North PMD Parcels 31 & 32 Final Plat.

Signed: [Signature]
Print Name: Brett Behnke
Owner/Authorized Agent (circle one)
State of Colorado
County of El Paso:

Sworn and subscribed to before me, a Notary Public, by Brett Behnke, this 14th day of August, 2024, who is either personally known to me or who has produced Colorado State Driver's Lic. as identification.

My Commission Expires: 7-19-28
Megan Harris
Notary Public for the State of Colorado
Print Name: Megan Harris

MEGAN HARRIS
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 2016040207
MY COMMISSION EXPIRES JULY 19, 2028



NOTICE OF A PUBLIC HEARING

On a request for a **Preliminary/Final Plat**
for **Jackson Creek North PMD Parcels 31 & 32**

To Whom It May Concern:

CSI Development LLC has applied for approval of the Jackson Creek North PMD Preliminary Plat containing approximately 25.68 acres. Please see the vicinity map below for the property's approximate location.

The Town of Monument **Planning Commission** will hear this proposal and make a recommendation at the following public hearing on this request:

Planning Commission Hearing:
Time: **6:00 PM**
Date: **October 9, 2024**
Location: **Town Hall Council Chambers**
645 Beacon Lite Road
Monument, CO 80132

The Town of Monument **Town Council** will hear this proposal and make a decision at the following public hearing on this request:

Town Council Hearing:
Time: **6:30 PM**
Date: **November 4, 2024**
Location: **Town Hall Council Chambers**
645 Beacon Lite Road
Monument, CO 80132



VICINITY MAP

**This map is provided for general reference only. If additional information is needed, please contact the Planning Department.

If you have any questions, please contact the Planning Department by phone: 719-884-8015 or email: planning@tmgov.org.

Copies of the hearing documents can be found on the Town of Monument Documents on Demand website here: <https://monumenttownco.documents-on-demand.com/>.

EXHIBIT 3 - FINAL PLAT

[\[Link to Original PDF File – Caution/Large File\]](#)

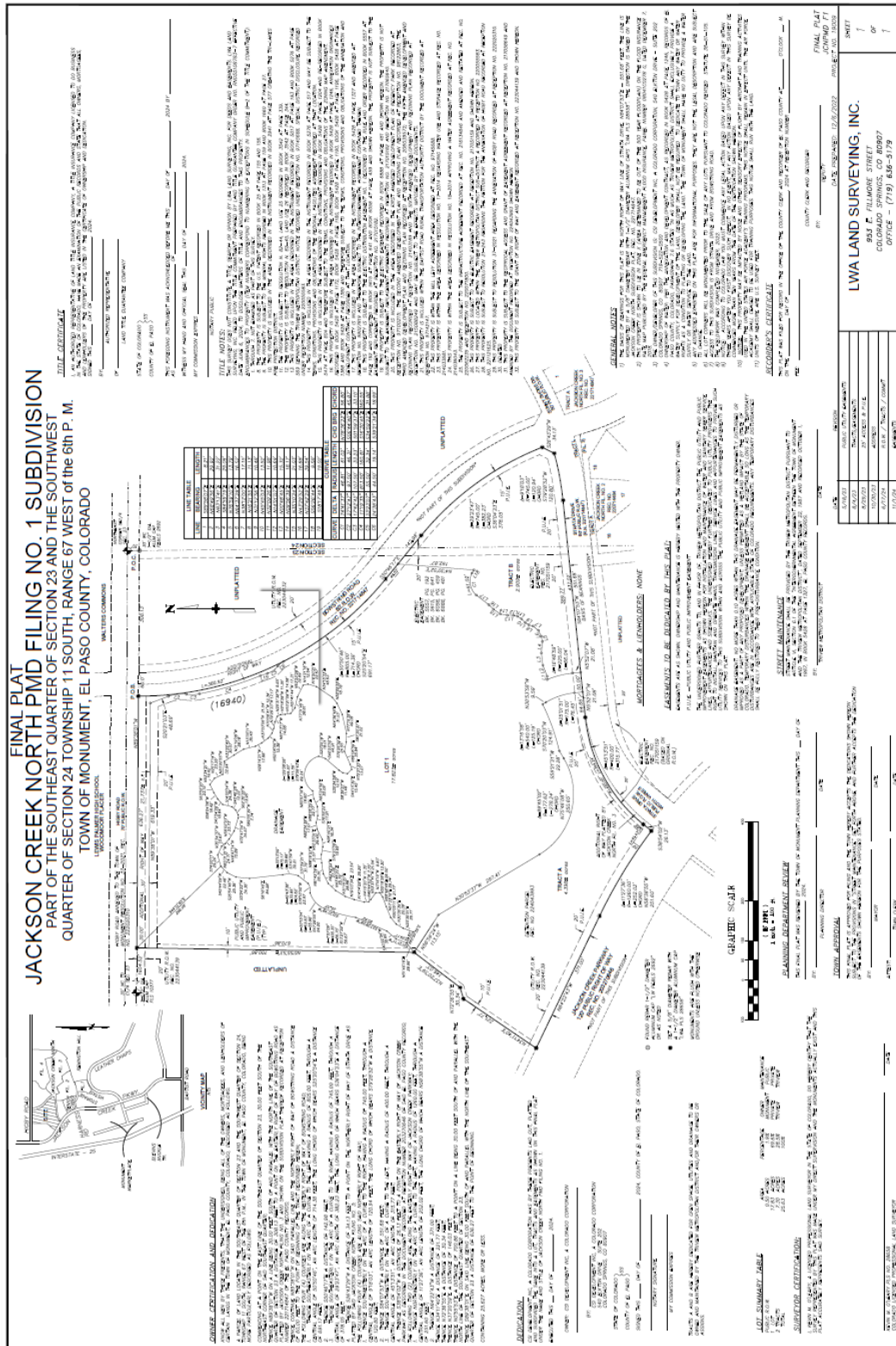


EXHIBIT 4 – DRAFT FINDINGS OF FACT

1. **Comprehensive Plan.** *The proposed Final Plat does not establish the ultimate use of the property and its conformance with the Comprehensive Plan; Parks, Trails, and Open Space Plan; and other plans adopted by the Town from time to time as required in [18.02.260.C](#) - Review and Approval Criteria for a Final Plat.*
2. **Compatibility with Adjacent.** *While a vacant, undeveloped property poses no conflict at this time, the proposed Final Plat does not affect compatibility with adjacent properties as required in [18.02.260.C](#) - Review and Approval Criteria for a Final Plat.*
3. **Lot and Development Patterns.** *The proposed Final Plat creates a single lot, therefore does not present future development patterns or affect adequate light, air parks, open space, and other places for public uses as required in [18.02.260.C](#) - Review and Approval Criteria for a Final Plat.*
4. **Provision of Sufficient Capacity of Services.** *The proposed Final Plat does not include development plans, and therefore does not confirm that there will be adequate, safe and efficient public improvements, utilities, and community facilities and services will be provided with sufficient capacity to serve the subdivision as required in [18.02.260.C](#) - Review and Approval Criteria for a Final Plat.*
5. **Cost of Improvements.** *The proposed Final Plat does not contemplate or provide development details, and therefore the property owner is unable to establish that they will bear the property's share of the cost of onsite and offsite community improvements and/or facilities as required in [18.02.260.C](#) - Review and Approval Criteria for a Final Plat.*
6. **Natural Hazards.** *Other than dedicating an easement for wetland drainage, and creating two tracts containing open space and detention, the proposed Final Plat for vacant property does not address protection from fire, flood, geologic hazards, etc. as required in [18.02.260.C](#) - Review and Approval Criteria for a Final Plat.*
7. **Natural Conservation.** *Other than dedicating an easement for wetland drainage, and creating two tracts containing open space and detention, the proposed Final Plat does contain tracts of land that may provide for the future preservation and conservation of significant stands of vegetation as required in [18.02.260.C](#) - Review and Approval Criteria for a Final Plat.*
8. **Development Code.** *While the contents and form of the proposed Final Plat conforms with technical plat requirements, it does include adequate information to confirm that the property will be developed in conformance with local, county, state and federal regulations as required in [18.02.260.C](#) - Review and Approval Criteria for a Final Plat.*
9. **Future Development.** *Future development will require a Site Plan and be reviewed in accordance with the underlying zoning designation for the property, and the criteria for development review found in the Land Development Code. Additional modifications to the Final Plat may be required in accordance with the proposed development plan and established codes and ordinances at that time.*

**TOWN OF MONUMENT
RESOLUTION NO. 55-2024**

**A RESOLUTION APPROVING A FINAL PLAT FOR
JACKSON CREEK NORTH PMD FILING NO.1**

WHEREAS, Dobbie Development Group LLC has applied for a Final Plat of the property known as Zeal at Jackson Creek Final Plat; and

WHEREAS, the Monument Planning Commission conducted a public hearing on this application on October 9, 2024 and November 13, 2024 and made a recommendation for approval;

WHEREAS, the Monument Town Council received the Planning Commission's recommendation on December 2, 2024 and;

WHEREAS, the Monument Town Council hereby determines that the Final Plat is in conformance with the review and approval criteria for a Final Plat as outlined in Municipal Code Section 18.02.260.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO AS FOLLOWS:

Section 1. The approval is for the property known as Jackson Creek North PMD Filing No.1 Final Plat, consisting of approximately 25.627 acres and located along the south side of Higby Road and legally described in Exhibit A attached hereto.

Section 2. The Town Council approves the Jackson Creek North PMD Filing No.1 Final Plat attached hereto as Exhibit B.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 2nd day of December 2024, by a vote of ___ for and ___ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk

EXHIBIT A LEGAL DESCRIPTION

A parcel of land located in the Southeast Quarter of Section 23 and the Southwest Quarter of Section 24, Township 11 South, Range 67 West of the 6th P.M., in the Town of Monument, El Paso County, Colorado, being more particularly described as follows:

Commencing at a point on the East line of the Southeast quarter of section 23, 30.00 feet South of the Northeast corner of said Southeast quarter;

Thence N89°38'01"W on a line being 30.00 feet South of and parallel with the North line of the Southeast quarter of section 23 a distance of 308.13 feet to a point on the Easterly right of way of Bowstring Road as platted by Jackson Creek North Filing No.3 and shown on the Subdivision Plat thereof recorded at reception number 221714847 of the El Paso County recorders;

Thence continue N89°38'01"W on said parallel line and the Northerly right of way of Bowstring Road a distance of 60.00 feet to the point of beginning of the tract described herein;

The following Four (4) courses are along the Westerly right of way of Bowstring Road;

1. Thence Southeasterly on the arc of a curve to the left, having a radius of 805.00 feet, through a central angle of 50°50'46", an arc length of 714.38 feet, the long chord of which bears S25°20'54"E a distance of 691.17 feet;
2. Thence S50°46'17"E a distance of 142.98 feet;
3. Thence Southeasterly on the arc of a curve to the right, having a radius of 745.00 feet, through a central angle of 29°23'47", an arc length of 382.23 feet, the long chord of which bears S36°04'23"E a distance of 378.05 feet;
4. Thence S26°43'29"W a distance of 34.13 feet to a point on the Northerly right of way of Strata Drive as platted by said Jackson Cree North Filing No.3;

The following Four (4) courses are along said Northerly right of way;

1. Thence Southwesterly on the arc of a curve to the right, having a radius of 745.00 feet, through a central angle of 9°18'03", an arc length of 120.94 feet, the long chord of which bears S79°28'52"W a distance of 120.80 feet;
2. Thence S84°07'53"W a distance of 551.68 feet;
3. Thence Southwesterly on the arc of a curve to the left, having a radius of 400.00 feet, through a central angle of 45°13'51", an arc length of 315.77 feet;
4. Thence S38°54'02"W a distance of 26.13 feet to a point on the Easterly right of way of Jackson Creek Parkway as described in the document recorded at reception number 203270646 of said El Paso County Records;

The following Two (2) courses are along the Easterly right of way of Jackson Creek Parkway;

1. Thence Northwesterly on the arc of a curve to the left, having a radius of 1260.00 feet, through a central angle of 11°27'36", an arc length of 252.02 feet, the long chord of which bears N58°38'55"W a distance of 251.60 feet;
2. Thence N64°22'43"W a distance of 371.00 feet;
Thence N34°11'40"E a distance of 221.77 feet;
Thence N72°36'55"E a distance of 30.34 feet;
Thence N37°20'59"E a distance of 146.03 feet;
Thence N0°55'53"E a distance of 700.86 feet to a point on a line being 30.00 feet South of and parallel with the North line of the Southeast quarter of section 23;
Thence S89°38'01"E on said line being 30.00 feet south of and parallel with the North line of the Southeast quarter of section 23 a distance of 636.27 feet on the point of beginning.
Containing 25.627 acres, more or less.

[\[Link to Original PDF File – Caution/Large File\]](#)

4



MEMORANDUM

TO: The Mayor and Town Council
FROM: Jennifer Phillips, Finance Director
DATE: December 2, 2024
RE: Adoption of the 2024 Restated Budget Resolutions

BACKGROUND: The 2024 Restated Budget is being presented to the Town Council on December 2, 2024. It is necessary to restate the 2024 Final Budget for several reasons.

DISCUSSION: During 2024, revenues and expenditures varied from the adopted 2024 Budget. A restated Amended 2024 Budget is required to re-appropriate sums of money to the general fund, capital projects fund, 2F police fund, 2A water fund and water enterprise fund.

<u>Fund</u>	<u>Original Budget Expense</u>	<u>Restated/Final Budget Expense</u>
General Fund	\$11,837,059	\$11,637,058
Capital Projects Fund	\$ 3,913,179	\$ 1,878,001
2F Police Fund	\$ 5,086,697	\$ 5,026,862
2A Water Fund	\$ 3,003,287	\$ 3,003,887
Community Development Fund	\$ 111,972	No Change
Traffic Impact Fee Fund	\$ 100,000	No Change
Storm Drainage Impact Fee Fund	\$ 100,000	No Change
Water Enterprise Fund	\$10,877,127	\$ 8,122,627
Parks Fee Fund	\$ 83,500	No Change
Conservation Trust Fund	\$ 81,500	No Change

RESOLUTION: Staff has submitted Resolution 56-2024 and Resolution 57-2024 to request the Town Council approve the 2024 Restated Budget. Resolution 56-2024 gives the current and expected fund balances for each fund, as well as the projected revenues and expenses. Resolution 57-2024 appropriates the expenses approved to the funds they will be paid from. Staff respectfully request the Town Council approve Resolution 56-2024 and Resolution 57-2024, adopting the 2024 restated budget, and appropriating updated sums of money to the various funds in the amounts set forth in the Resolution.

TOWN OF MONUMENT
RESOLUTION NO. 56-2024

**A RESOLUTION ADOPTING A RESTATED BUDGET FOR THE PURPOSES SET FORTH BELOW
FOR THE TOWN OF MONUMENT, COLORADO,
BEGINNING ON THE FIRST DAY OF JANUARY 2024
AND ENDING ON THE LAST DAY OF DECEMBER 2024**

WHEREAS, The Town Council of the Town of Monument has instructed Town staff to prepare and submit a restated budget to said governing body at the proper time; and

WHEREAS, a proposed budget has been timely submitted to the governing body for its consideration; and

WHEREAS, planning fees came in lower than budgeted, investment earnings exceeded budget, reduced funding from Triview for comprehensive plan; and beginning fund balance for police budget was higher than budgeted. The water enterprise fund expenditures were reduced due to the postponement of a major capital project and the beginning fund balance was amended to reflect the available cash fund balance instead of the fund's net position.

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed restated budget was open for inspection by the public at Monument Town Hall, Monument, CO, a public hearing was conducted on December 2, 2024, and interested citizens were given the opportunity to file or register any objections to said budget; and

WHEREAS, whatever increases may have been made in the expenditures, corresponding increases were added to the revenues or will be expended from reserves/fund balances so that the budget remains in balance as required by law; and

WHEREAS, the following summary of the 2024 Restated Budget by Fund is submitted for Town Council approval.

General Fund

Beginning Fund Balance	\$ 7,842,055
Revenue	\$ 9,922,995
Expenditures	(\$ 11,637,058)
Reserved Fund Balance (TABOR @ 3%)	(\$ 338,684)
Reserved Fund Balance (ARPA Grant)	(\$ 2,035,179)
Ending Fund Balance (32.26%)*	<u>\$ 3,754,128</u>

**GFOA suggests this be a minimum of 15%*

Capital Projects Fund

Beginning Fund Balance	\$ 2,730,608
Revenue	\$ 1,337,503
Expenditures	(\$ 1,878,001)
Ending Fund Balance	<u>\$ 2,190,110</u>

2F Police Fund

Beginning Fund Balance	\$ 1,063,029
Revenue	\$ 4,756,768
Expenditures	(\$ 5,026,862)
Ending Fund Balance	<u>\$ 792,934</u>

2A Water ASD Fund

Beginning Fund Balance	\$ 8,141,059
Revenue	\$ 2,311,649
Expenditures	<u>(\$ 3,003,887)</u>
Ending Fund Balance	<u>\$ 7,448,821</u>

Community Development Fund

Beginning Fund Balance	\$ 121,686
Revenue	\$ 98,400
Expenditures	<u>(\$ 111,972)</u>
Ending Fund Balance	<u>\$ 108,114</u>

Traffic Impact Fee Fund

Beginning Fund Balance	\$ 356,703
Revenue	\$ 78,263
Expenditures	<u>(\$ 100,000)</u>
Ending Fund Balance	<u>\$ 334,966</u>

Storm Drainage Impact Fee Fund

Beginning Fund Balance	\$ 266,257
Revenue	\$ 60,250
Expenditures	<u>(\$ 100,00)</u>
Ending Fund Balance	<u>\$ 226,507</u>

Water Enterprise Fund

Beginning Fund Balance	\$ 13,165,750
Revenue	\$ 4,854,646
Expenditures	<u>(\$ 8,122,627)</u>
Reserved Fund Balance (Water Storage)	<u>(\$ 756,442)</u>
Ending Fund Balance	<u>\$ 9,141,327</u>

Park Fee Fund

Beginning Fund Balance	\$ 235,194
Revenue	\$ 25,100
Expenditures	<u>(\$ 83,500)</u>
Ending Fund Balance	<u>\$ 176,794</u>

Conservation Trust Fund

Beginning Fund Balance	\$ 119,841
Revenue	\$ 96,780
Expenditures	<u>(\$ 81,500)</u>
Ending Fund Balance	<u>\$ 135,121</u>

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF
THE TOWN OF MONUMENT, AS FOLLOWS:

Section 1. Budget Approval. That the restated budget as submitted, amended,
and herein summarized by fund, is approved and adopted as the budget of the
Town of Monument for the year stated above.

Section 2. Signature Authority. That the budget hereby approved and
adopted shall be signed by the Mayor and the Town Clerk and made part of
the public records of the Town.

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado,
this 2nd day of December 2024, by a vote of ____ for and ____ against.

TOWN OF MONUMENT

Mitch LaKind Mayor

ATTEST:

Tina Erickson, Town Clerk

TOWN OF MONUMENT
RESOLUTION NO. 57-2024

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS
IN THE AMOUNTS SET FORTH BELOW FOR THE TOWN OF MONUMENT, COLORADO,
BEGINNING ON THE **FIRST DAY OF JANUARY 2024** AND
ENDING ON THE **LAST DAY OF DECEMBER 2024**

WHEREAS, the Town Council of the Town of Monument must appropriate sums of money to fund the approved restated budget for the purposes set forth within said budget; and

WHEREAS, the Council hereby finds it in the best interests of the citizens of the Town of Monument to re-appropriate sums of money to the general fund, capital projects fund, 2F police fund, 2A water fund and water enterprise fund.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, AS FOLLOWS:

Section 1. Restated Appropriation for the Operating Budgets.

The appropriations for the various funds in the Fiscal Year 2024 Restated Budget are hereby approved as follows:

General Fund	\$ 11,637,058
Capital Projects Fund	\$ 1,878,001
2F Police Fund	\$ 5,026,862
2A Water ASD Fund	\$ 3,003,887
Community Development Fund	\$ 111,972
Traffic Impact Fee Fund	\$ 100,000
Storm Drainage Impact Fee Fund	\$ 100,000
Water Enterprise Fund	\$ 8,122,627

Parks Fee Fund \$ **83,500**

Conservation Trust Fund \$ **81,500**

PASSED AND RESOLVED by the Town Council of the Town of Monument,
Colorado, this 2nd day of December 2024, by a vote of ____ for and ____ against.

TOWN OF MONUMENT

Mitch LaKind Mayor

ATTEST:

Tina Erickson Town Clerk



MEMORANDUM

TO: The Mayor and Town Council
FROM: Jennifer Phillips, Finance Director
DATE: December 2, 2024
RE: Adoption of the 2025 Budget Resolutions

BACKGROUND:

Per the Town of Monument Charter Section 10.11 – Adoption of Budget and Appropriations, not later than the fifteenth (15th) day of December of each year, the Town Council shall adopt a resolution for the budget and for annual appropriations. The Town Charter also requires that a proposed budget for the ensuing fiscal year be presented to the Town Council by September 30th of each year.

Work on the proposed 2025 budget began in March 2024 and staff presented the proposed budget to the Town Council on July 15, August 5, September 3, and September 16 providing the Council the opportunity to review the proposed budget, request more details, and provide direction to Town staff. A public hearing notice was posted in the Gazette on November 20, 2024, in compliance with posting requirements. Copies of the 2025 Final Proposed Budget were available to the public seven (7) days prior to the public hearing.

In addition, per the Town of Monument Charter Section 10.14 – Capital Program, the Town Council shall adopt a multi-year capital program in conjunction with the annual budget.

DISCUSSION:

The 2025 Final Proposed Budget is being presented to the Town Council at a public hearing at the December 2, 2024, Town Council Meeting. The 2025-2029 Capital Projects Plan is included as part of the 2025 Final Proposed Budget. As outlined in the document, numerous projects are being initiated in 2025 that will have a direct impact on the Capital Projects Plan. Therefore, the 2025-2029 Capital Projects Plan includes 2025 budgeted capital expenditures and conservative estimates for 2026-2029. Staff will prepare a comprehensive 2026-2030 Capital Projects Plan that will reflect more detailed planning, fleet and asset management plans, as well as include estimated operating costs for all capital projects.

RESOLUTION: Staff has submitted Resolution 58-2024 and Resolution 59-2024 to request the Town Council approve the 2025 Final Proposed Budget. Resolution 58-2024 gives the current and expected fund balances for each fund, as well as the projected revenues and expenses. Resolution 59-2024 appropriates the expenses approved to the funds they will be paid from. Staff respectfully request the Town Council approve Resolution 58-2024 and Resolution 59-2024, adopting the 2025 Final Proposed Budget and Capital Projects Plan, and appropriating the identified sums of money to the various funds in the amounts set forth in the Resolution.

GENERAL FUND SUMMARY

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Revenue:					
Taxes**	7,117,132	7,816,770	7,583,684	7,583,684	\$ 8,151,235
Intergovernmental	1,727,402	1,051,374	836,026	836,026	1,360,052
Licenses & Permits	134,257	125,981	103,150	103,150	125,981
User Charges/Fees	825,033	875,395	879,385	704,385	856,570
Fines & Forfeits	53,331	50,591	70,000	70,000	50,591
Investment Earnings	44,065	471,792	300,000	600,000	700,000
Debt & Financing	-	-	-	-	-
Other Revenue	49,667	9,786	5,750	5,750	349,054
Transfers In	20,000	20,000	20,000	20,000	20,000
Total Revenue	\$ 9,970,886	\$ 10,421,689	\$ 9,797,995	\$ 9,922,995	\$ 11,613,483
Expenditures:					
Salaries/Wages	\$ 2,313,598	\$ 2,636,160	\$ 3,564,633	\$ 3,564,632	\$ 6,127,210
Benefits	789,490	916,231	1,459,450	1,459,450	2,590,264
Purchased Services	641,604	1,217,623	1,572,153	1,372,153	2,403,807
Repairs & Maintenance	122,292	511,916	800,000	800,000	363,000
Supplies/Non-Capital Equipment	227,068	193,800	310,903	310,903	364,979
Utilities	266,252	188,723	241,778	241,778	228,703
Economic Development, Marketing & Events	47,000	65,900	62,000	62,000	62,000
Sales & Property Tax Allocation	683,194	355,804	347,598	347,598	390,561
Capital Outlay	-	354,474	734,945	734,945	872,000
Debt Service	34,812	34,812	-	-	-
Contingency	-	-	1,000	1,000	-
Transfers Out	2,696,022	2,751,022	2,742,600	2,742,600	2,077,779
Total Expenditures	\$ 7,821,332	\$ 9,226,465	\$ 11,837,059	\$ 11,637,058	\$ 15,480,303
Annual Gain/(Loss)	\$ 2,149,554	\$ 1,195,224	\$ (2,039,065)	\$ (1,714,064)	\$ (3,866,820)
Cumulative Balance					
Beginning Fund Balance	\$ 4,497,268	\$ 6,646,831	\$ 6,367,657	\$ 7,842,055	\$ 6,389,307
Change In Fund Balance	2,149,554	1,195,224	(2,039,065)	(1,714,064)	(3,866,820)
Ending Fund Balance	\$ 6,646,831	\$ 7,842,055	\$ 4,328,592	\$ 6,127,991	\$ 2,522,487
Less Reserves/Designations:					
Debt Service Reserve					
3% TABOR Reserve	214,144	266,120	344,684	338,684	452,692
Potential Supplemental Requests					
Other Reserves/Designations	1,017,589	2,035,179	2,035,179	2,035,179	
Unreserved Fund Balance	\$ 5,415,098	\$ 5,540,757	\$ 1,948,729	\$ 3,754,128	\$ 2,069,795
Unreserved Fund Balance %			16.46%	32.26%	13.37%

GENERAL FUND REVENUE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Taxes					
Property Tax	1,218,973	1,302,167	1,270,166	1,270,166	1,506,340
Sales Tax**	5,357,842	5,894,096	5,773,200	5,773,200	6,011,978
Sales Tax - Auto	540,317	620,506	540,317	540,317	632,916
Use Tax	-	-	-	-	-
Total Taxes	7,117,132	7,816,770	7,583,684	7,583,684	8,151,235
Intergovernmental					
Specific Ownership Tax	127,410	127,372	116,570	116,570	127,372
Motor Vehicle Registration Tax	38,869	33,551	33,734	33,734	33,551
Tobacco Tax	19,538	32,027	22,227	22,227	32,027
Road/Bridge Tax	-	2,605	650	650	2,605
Lottery Proceeds	1,442	2,052	400	400	2,052
Intergovernmental Agreements	522,553	853,767	662,445	662,445	662,445
State/Federal Grants	1,017,589	-	-	-	500,000
Total Intergovernmental	1,727,402	1,051,374	836,026	836,026	1,360,052
Licenses & Permits					
Liquor Licenses	7,031	10,991	4,900	4,900	10,991
Land Use Permits	63,293	48,850	50,000	50,000	48,850
Other Permits	63,933	66,140	48,250	48,250	66,140
Total Licenses & Permits	134,257	125,981	103,150	103,150	125,981
User Charges/Fees					
Planning Fee	92,395	87,171	75,000	75,000	87,171
Engineering Review/Inspection	88,648	89,600	75,000	75,000	89,600
Fees for Service/Contract Labor	-	-	-	-	3,000
Printing/Document Fee	163	50	100	100	50
Rental/Lease Income	21,898	8,400	-	-	8,400
Fees in lieu Park Land	-	-	-	-	-
Traffic Impact Fee	-	-	-	-	-
Bag Fee Revenue	-	39,325	-	-	-
Franchise Fee	604,904	642,200	536,785	536,785	648,200
Storm Drainage Impact Fee	-	-	-	-	-
Cemetery	4,050	(9,250)	5,500	5,500	2,250
Other Fees	12,976	17,900	187,000	12,000	17,900
Water Development Fees	-	-	-	-	-
Total User Charges/Fees	825,033	875,395	879,385	704,385	856,570
Fines & Forfeits					
Court Fines/Forfeits	53,331	50,591	70,000	70,000	50,591
Total Fines & Forfeits	53,331	50,591	70,000	70,000	50,591
Investment Earnings					
Investment Earnings	44,065	471,792	300,000	600,000	700,000
Total Investment Earnings	44,065	471,792	300,000	600,000	700,000

GENERAL FUND REVENUE DETAIL (CONTINUED)

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Other Revenue					
Sale of Equipment	48,530	481	5,750	5,750	5,750
Public Gifts/Contributions	-	-	-	-	-
Miscellaneous / SRO	1,137	9,306	-	-	343,304
Special Items	-	-	-	-	-
Total Other Revenue	49,667	9,786	5,750	5,750	349,054
Transfers In					
Transfers In	20,000	20,000	20,000	20,000	20,000
Total Transfers In	20,000	20,000	20,000	20,000	20,000
Total Revenues	\$ 9,970,886	\$ 10,421,689	\$ 9,797,995	\$ 9,922,995	\$ 11,613,483

GENERAL FUND EXPENDITURE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Salaries/Wages					
Salaries of Regular Employees	2,245,516	2,577,450	3,450,593	3,450,593	5,896,958
Salaries of Seasonal Employees	36,336	35,399	55,440	55,440	77,760
Salaries for Overtime	25,146	18,136	42,612	42,612	131,471
Longevity Recognition	3,500	2,000	2,250	2,250	7,500
On-Call Pay	3,100	3,175	13,737	13,737	13,521
Total Salaries/Wages	2,313,598	2,636,160	3,564,632	3,564,632	6,127,210
Benefits					
Unemployment Insurance	6,859	2,913	10,801	10,801	18,306
Health & Dental Insurance	305,483	308,834	570,066	570,066	946,502
Life & Disability	23,792	29,057	44,659	44,659	132,684
Retirement Contributions	226,177	317,892	458,405	458,405	808,144
FICA	130,978	155,403	223,230	223,230	376,419
Medicare	32,283	37,073	52,206	52,206	88,174
Staff Tuition/Appreciation	1,000	-	-	-	-
Workers Compensation Insurance	62,919	65,059	100,083	100,083	220,035
	-	-	-	-	-
Total Benefits	789,490	916,231	1,459,450	1,459,450	2,590,264
Purchased Services					
Insurance	70,643	58,475	104,687	104,687	220,393
General Services	19,026	10,827	20,700	20,700	47,258
Tax Collection Expense					
Election	5,314	3,212	22,500	22,500	42,500
Communication Services	48,866	50,685	46,233	46,233	75,999
Travel/Registration/Training	67,767	53,907	162,750	162,750	172,505
Rentals/Leases (Non Capital)	34,382	38,558	67,588	67,588	58,463
Technical Services	288,929	905,743	663,195	463,195	1,014,095
Planning Code Revisions	-	-	-	-	-
Professional Services	106,676	96,216	484,500	484,500	772,594
Total Purchased Services	641,604	1,217,623	1,572,153	1,372,153	2,403,807
Repairs & Maintenance					
Vehicles/Equipment	68,369	58,253	80,000	80,000	173,000
Other	53,923	453,663	720,000	720,000	190,000
Total Repairs & Maintenance	122,292	511,916	800,000	800,000	363,000
Supplies/Non-Capital Equipment					
General Supplies	90,580	57,471	80,550	80,550	117,401
Computer Supplies	30,013	36,101	26,950	26,950	61,528
Dues & Subscriptions	38,377	37,182	77,603	77,603	71,050
Motor Vehicle Fuels	42,166	43,278	66,800	66,800	65,000
Non-Capital Equipment	25,931	19,768	59,000	59,000	50,000
Total Supplies/Non-Capital Equipment	227,068	193,800	310,903	310,903	364,979
Utilities					
Electric	96,308	69,446	61,000	61,000	47,382
Gas	10,071	17,644	14,994	14,994	16,478
Other	159,874	101,634	165,784	165,784	164,843
Total Utilities	\$ 266,252	\$ 188,723	\$ 241,778	\$ 241,778	\$ 228,703

GENERAL FUND EXPENDITURE DETAIL (CONTINUED)

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Economic Development, Marketing & Events					
Economic Development	-	-	-	-	-
Marketing & Events	-	-	-	-	-
Business Grants & Community Sponsorships	47,000	65,900	62,000	62,000	62,000
Community Grants & Donations	-	-	-	-	-
Total	47,000	65,900	62,000	62,000	62,000
Sales & Property Tax Allocation					
Sales Tax - TMD	-	-	-	-	-
Property Tax - TMD	683,194	355,804	347,598	347,598	390,561
Total Tax Allocation	683,194	355,804	347,598	347,598	390,561
Capital Outlay					
Capital Improvement Projects	-	-	227,000	227,000	640,000
Capital Equipment	(0)	354,474	507,945	507,945	232,000
Traffic Impact Study					
Depreciation Expense					
Total Capital Outlay	(0)	354,474	734,945	734,945	872,000
Debt Service					
Principal	32,066	33,483	-	-	-
Interest	2,746	1,329	-	-	-
Bond Issuance Costs					
Trustee Fees	-	-	-	-	-
Total Debt Service	34,812	34,812	-	-	-
Contingency					
Contingency	-	-	1,000	1,000	-
Total Contingency	-	-	1,000	1,000	-
Transfers Out					
Transfers Out	2,696,022	2,751,022	2,742,600	2,742,600	2,077,779
Total Transfers Out	2,696,022	2,751,022	2,742,600	2,742,600	2,077,779
Total Expenditures	\$ 7,821,332	\$ 9,226,465	\$ 11,837,058	\$ 11,637,058	\$ 15,480,303

CAPITAL PROJECTS FUND SUMMARY

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Revenue:					
Taxes	\$ 902,124	\$ 1,480,994	\$ 1,000,000	\$ 1,000,000	\$ 1,510,614
Intergovernmental	1,077,663	674,694	2,370,681	335,502	355,859
Investment Earnings	1,750	5,439	2,000	2,000	2,000
Transfers In from GF (ARPA funds)	-	-	-	-	-
Total Revenue	\$ 1,981,537	\$ 2,161,126	\$ 3,372,681	\$ 1,337,503	\$ 1,868,472
Expenditures:					
Capital Outlay	1,131,507	906,372	3,913,179	1,878,000	4,040,000
Total Expenditures	\$ 1,131,507	\$ 906,372	\$ 3,913,179	\$ 1,878,001	\$ 4,040,000
Annual Gain/(Loss)	\$ 850,030	\$ 1,254,754	\$ (540,498)	\$ (540,498)	\$ (2,171,528)
Cumulative Balance					
Beginning Fund Balance	\$ 625,824	\$ 1,475,854	\$ 2,480,969	\$ 2,730,608	\$ 2,190,110
Change In Fund Balance	850,030	1,254,754	(540,498)	(540,498)	(2,171,528)
Ending Fund Balance	\$ 1,475,854	\$ 2,730,608	\$ 1,940,471	\$ 2,190,110	\$ 18,582
Less Reserves/Designations:					
3% TABOR Reserve					
TABOR Limit Reserve					
Other Reserves/Designations					
Unreserved Fund Balance	\$ 1,475,854	\$ 2,730,608	\$ 1,940,471	\$ 2,190,110	\$ 18,582

CAPITAL PROJECTS FUND REVENUE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Taxes					
Use Tax	902,124	1,480,994	1,000,000	1,000,000	1,510,614
Total Taxes	902,124	1,480,994	1,000,000	1,000,000	1,510,614
Intergovernmental					
Highway User Tax	309,542	318,994	301,616	301,616	318,994
Road/Bridge Tax	34,451	36,864	33,886	33,886	36,864
State/Federal Grants	733,670	318,835	2,035,179	-	318,835
Total Intergovernmental	1,077,663	674,694	2,370,681	335,502	674,694
Investment Earnings					
Investment Earnings	1,750	5,439	2,000	2,000	2,000
Total Investment Earnings	1,750	5,439	2,000	2,000	2,000
Transfers In					
Transfers In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Total Revenues	\$ 1,981,537	\$ 2,161,126	\$ 3,372,681	\$ 1,337,502	\$ 2,187,307

CAPITAL PROJECT FUND EXPENDITURE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Capital Outlay					
Capital Improvement Projects	1,131,507	906,372	3,913,179	1,878,000	4,040,000
Capital Equipment	-	-	-	-	-
Total Capital Outlay	1,131,507	906,372	3,913,179	1,878,000	4,040,000
Transfers Out					
Transfers Out	-	-	-	-	-
Total Transfers Out	-	-	-	-	-
Total Expenditures	\$ 1,131,507	\$ 906,372	\$ 3,913,179	\$ 1,878,001	\$ 4,040,000

2A WATER ASD FUND SUMMARY

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Revenue:					
Taxes	\$ 2,111,649	\$ 2,478,382	\$ 2,560,486	\$ 2,111,649	\$ 2,560,486
Investment Earnings	71,443	209,035	35,000	200,000	35,000
Transfers In	-	-	-	-	-
Total Revenue	\$ 2,183,092	\$ 2,687,417	\$ 2,595,486	\$ 2,311,649	\$ 2,595,486
Expenditures:					
Salaries/Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	-	-	-	-	-
Purchased Services	91,905	22,496	223,737	223,737	223,737
Repairs & Maintenance	-	-	-	-	-
Supplies/Non-Capital Equipment	7,214	-	8,750	8,750	8,750
Utilities	-	-	-	-	-
Economic Development, Marketing & Events	-	-	-	-	-
Sales & Property Tax Allocation	-	-	-	-	-
Capital Outlay	5,679	21,758	750,000	750,000	6,350,000
Debt Service	-	-	-	-	-
COP bond pymt (xfer to water fund)	1,271,200	1,271,400	1,270,800	1,271,400	1,270,800
Transfers Out	-	-	-	-	-
Other	-	251,507	750,000	750,000	750,000
Total Expenditures	\$ 1,375,998	\$ 1,567,161	\$ 3,003,287	\$ 3,003,887	8,603,287
Annual Gain/(Loss)	\$ 807,094	\$ 1,120,255	\$ (407,801)	\$ (692,238)	\$ (6,007,801)
Cumulative Balance					
Beginning Fund Balance	\$ 6,213,709	\$ 7,020,804	\$ 7,469,804	\$ 8,141,059	\$ 7,448,821
Change In Fund Balance	807,094	1,120,255	(407,801)	(692,238)	(6,007,801)
Ending Fund Balance	\$ 7,020,803	\$ 8,141,059	\$ 7,062,003	\$ 7,448,821	\$ 1,441,020
Less Reserves/Designations:					
3% TABOR Reserve					
Other Reserves/Designations	-	-	-	-	-
Unreserved Fund Balance	\$ 7,020,803	\$ 8,141,059	\$ 7,062,003	\$ 7,448,821	\$ 1,441,020

2A WATER ASD FUND REVENUE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Taxes					
Sales Tax	2,111,649	2,478,382	2,560,486	2,111,649	2,560,486
Grant			-		-
Total Taxes	2,111,649	2,478,382	2,560,486	2,111,649	2,560,486
Investment Earnings					
Investment Earnings	71,443	209,035	35,000	200,000	35,000
Total Investment Earnings	71,443	209,035	35,000	200,000	35,000
Transfers In					
Transfers In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Total Revenues	\$ 2,183,092	\$ 2,687,417	\$ 2,595,486	\$ 2,311,649	\$ 2,595,486

2A WATER ASD FUND EXPENDITURE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Purchased Services					
Travel/Registration/Training	470	1,883	2,500	2,500	2,500
Rentals/Leases	-	-	-	-	-
Technical Services	27,737	9,287	71,237	71,237	71,237
Professional Services	63,698	11,327	150,000	250,000	150,000
Total Purchased Services	91,905	22,496	223,737	323,737	223,737
Supplies/Non-Capital Equipment					
Dues & Subscriptions	7,214	-	8,750	8,750	8,750
Fuel	-	-	-	-	-
Non-Capital Equipment	-	-	-	-	-
Total Supplies/Other	7,214	-	8,750	8,750	8,750
Capital Outlay					
Capital Improvement Projects	5,678	21,758	750,000	750,000	6,350,000
Total Capital Outlay	5,679	21,758	750,000	750,000	6,350,000
Contingency					
Contingency	1,271,200	1,271,400	1,270,800	1,271,400	1,270,800
Total Contingency	1,271,200	1,271,400	1,270,800	1,271,400	1,270,800
Other		251,507	750,000	750,000	750,000
Transfers Out	-				
Loop Water Project	-	251,507	750,000	750,000	750,000
Total Expenditures	\$ 1,375,998	\$ 1,567,161	\$ 3,003,287	\$ 3,103,887	\$ 8,603,287

POLICE FUND SUMMARY

Revenue:

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Taxes**	\$ 1,775,581	\$ 1,963,053	\$ 1,882,116	\$ 1,882,116	\$ 2,002,314
User Charges/Fees	48,161	12,224	3,000	3,000	-
Investment Earnings	-	-	-	-	-
Other Revenue	2,250	117,588	171,652	171,652	-
Transfers In	2,633,022	2,633,022	2,700,000	2,700,000	-
Total Revenue	\$ 4,459,014	\$ 4,725,887	\$ 4,756,768	\$ 4,756,768	\$ 2,002,314

Expenditures:

Salaries/Wages	\$ 1,943,258	\$ 2,412,455	\$ 2,909,980	\$ 2,909,980	\$ 771,350
Benefits	745,310	912,340	1,243,656	1,243,656	561,232
Purchased Services	230,347	191,282	505,129	505,129	260,324
Repairs & Maintenance	61,179	75,857	36,800	36,800	51,000
Supplies/Non-Capital Equipment	612,176	300,434	231,673	231,673	313,703
Utilities	19,739	22,466	25,124	25,124	8,580
Capital Outlay	174,274	166,464	74,500	74,500	300,379
Debt Service	89,084	165,206	59,835	-	-
Contingency	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	\$ 3,875,367.19	\$ 4,246,503.82	\$ 5,086,697.34	\$ 5,026,862.34	\$ 2,266,568.04

Annual Gain/(Loss)

\$ 583,647	\$ 479,383	\$ (329,930)	\$ (270,095)	\$ (264,254)
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Cumulative Balance

Beginning Fund Balance	\$ -	\$ 583,647	\$ 581,529	\$ 1,063,029	\$ 300,000
Change In Fund Balance	583,647	479,383	(329,930)	(270,095)	(264,254)
Ending Fund Balance	\$ 583,647	\$ 1,063,029	\$ 251,599	\$ 792,934	\$ 35,746
Less Reserves/Designations:					
3% TABOR Reserve					
Other Reserves/Designations					
Unreserved Fund Balance	\$ 583,647	\$ 1,063,029	\$ 251,599	\$ 792,934	\$ 35,746

POLICE FUND REVENUE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Taxes					
Property Tax					
Sales Tax**	1,775,581	1,963,053	1,882,116	1,882,116	1,963,053
Sales Tax - Auto					
Use Tax					
Total Taxes	1,775,581	1,963,053	1,882,116	1,882,116	1,963,053
User Charges/Fees					
Fees for Service/Contract Labor	48,161	12,224	3,000	3,000	-
Total User Charges/Fees	48,161	12,224	3,000	3,000	-
Investment Earnings					
Investment Earnings	-	-	-	-	-
Total Investment Earnings	-	-	-	-	-
Debt & Financing					
Capital Lease Proceeds	-	-	-	-	-
Total	-	-	-	-	-
Other Revenue					
Public Gifts/Contributions	2,250	3,294	-	-	-
Fundraisers for Others		1,495			
Miscellaneous	-	112,799	171,652	171,652	-
Total Other Revenue	2,250	117,588	171,652	171,652	-
Transfers In					
Transfers In	2,633,022	2,633,022	2,700,000	2,700,000	-
Total Transfers In	2,633,022	2,633,022	2,700,000	2,700,000	-
Total Revenues	\$ 4,459,014	\$ 4,725,887	\$ 4,756,768	\$ 4,756,768	\$ 1,963,053

POLICE FUND EXPENDITURE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Salaries/Wages					
Salaries of Regular Employees	1,829,016	2,253,567	2,796,135	2,796,135	729,827
Salaries of Seasonal Employees	-	-	-	-	-
Salaries for Overtime	110,742	157,888	111,845	111,845	41,023
Longevity Recognition	3,500	1,000	2,000	2,000	500
On-Call Pay	-	-	-	-	-
Total Salaries/Wages	1,943,258	2,412,455	2,909,980	2,909,980	771,350
Benefits					
Unemployment Insurance	6,000	2,642	8,730	8,730	2,314
Health & Dental Insurance	265,938	288,424	432,596	432,596	79,499
Life & Disability	59,114	74,860	90,292	90,292	279,387
Retirement Contributions	207,600	291,642	364,799	364,799	107,989
FICA	116,855	144,104	180,419	180,419	47,824
Medicare	27,329	33,702	42,195	42,195	11,185
Staff Tuition/Appreciation	-	-	-	-	-
Workers Compensation Insurance	62,474	76,966	124,625	124,625	33,034
Total Benefits	745,310	912,340	1,243,656	1,243,656	561,232
Purchased Services					
Insurance	99,100	29,004	228,504	228,504	81,917
General Services	19,415	33,884	16,157	16,157	16,499
Communication Services	33,047	37,744	74,951	74,951	73,109
Travel/Registration/Training	12,712	33,629	22,470	22,470	48,000
Rentals/Leases (Non Capital)	5,951	12,469	15,000	15,000	4,021
Technical Services	45,961	13,739	129,857	129,857	26,663
Professional Services	14,160	30,813	18,190	18,190	10,116
Total Purchased Services	230,347	191,282	505,129	505,129	260,324
Repairs & Maintenance					
Vehicles/Equipment	61,179	72,857	36,800	36,800	51,000
Total Repairs & Maintenance	61,179	75,857	36,800	36,800	51,000
Supplies/Non-Capital Equipment					
General Supplies	125,500	134,719	59,648	59,648	74,249
Computer Supplies	67,226	22,530	4,066	4,066	26,500
Dues & Subscriptions	24,524	48,119	59,409	59,409	68,454
Motor Vehicle Fuels	73,131	80,851	81,000	81,000	95,000
Fundrasier Expense		1,504			
Non-Capital Equipment	321,795	12,711	27,550	27,550	49,500
Total Supplies/Non-Capital Equipment	612,176	300,434	231,673	231,673	313,703
Utilities					
Electric	13,328	8,893	9,759	9,759	2,682
Gas	2,554	4,797	7,500	7,500	1,049
Other	3,858	8,777	7,865	7,865	4,850
Total Utilities	\$ 19,739	\$ 22,466	\$ 25,124	\$ 25,124	\$ 8,580

POLICE FUND EXPENDITURE DETAIL (CONTINUED)

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Capital Outlay					
Capital Improvement Projects	4,775	83,375	-	-	-
Capital Equipment	169,499	83,089	74,500	74,500	300,379
Total Capital Outlay	174,274	166,464	74,500	74,500	300,379
Debt Service					
Principal	82,066	158,895	56,391	56,391	-
Interest	7,018	6,311	3,444	3,444	-
Total Debt Service	89,084	165,206	59,835	59,835	-
Contingency					
Contingency	-	-	-	-	-
Total Contingency	-	-	-	-	-
Transfers Out					
Transfers Out	-	-	-	-	-
Total Transfers Out	-	-	-	-	-
Total Expenditures	\$ 3,875,367	\$ 4,246,504	\$ 5,086,697	\$ 5,086,697	\$ 2,266,568

COMMUNITY DEVELOPMENT FUND SUMMARY

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Revenue:					
Taxes	\$ -		\$ -		
Intergovernmental	-	-	-	-	-
Licenses & Permits	84,490	81,720	45,400	45,400	45,400
Investment Earnings	646	2,008	400	400	400
Other Revenue	65,222	20,500	10,000	10,000	10,000
Transfers In	63,000	63,000	42,600	42,600	38,520
Total Revenue	\$ 213,358	\$ 167,228	\$ 98,400	\$ 98,400	\$ 94,320
Expenditures:					
Salaries/Wages	\$ 42,626	\$ 57,498	\$ 12,726	\$ 12,726	\$ 13,744
Benefits	15,760	18,224	5,728	5,728	6,228
Purchased Services	7,666	20,355	11,643	11,643	12,375
Repairs & Maintenance	-	-	-	-	-
Supplies/Non-Capital Equipment	4,668	2,699	3,575	3,575	67,800
Utilities	-	-	-	-	-
Economic Development, Marketing & Events	131,253	37,657	78,300	78,300	79,600
Sales & Property Tax Allocation	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Contingency	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	\$ 201,973	\$ 136,434	\$ 111,972	\$ 111,972	\$ 179,747
Annual Gain/(Loss)	\$ 11,385	\$ 30,794	\$ (13,572)	\$ (13,572)	\$ (85,427)
Cumulative Balance					
Beginning Fund Balance	\$ 79,506	\$ 90,891	\$ 113,383	\$ 121,686	\$ 108,114
Change In Fund Balance	11,385	30,794	(13,572)	(13,572)	(85,427)
Ending Fund Balance	\$ 90,891	\$ 121,685	\$ 99,811	\$ 108,114	\$ 22,687
Less Reserves/Designations:					
3% TABOR Reserve					
TABOR Limit Reserve					
Other Reserves/Designations					
Unreserved Fund Balance	\$ 90,891	\$ 121,685	\$ 99,811	\$ 108,114	\$ 22,687

COMMUNITY DEVELOPMENT FUND REVENUE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Intergovernmental					
State/Federal Grants	-	-	-	-	-
Total Intergovernmental	-	-	-	-	-
Licenses & Permits					
Business Licenses	84,490	81,720	45,400	45,400	45,400
Total Licenses & Permits	84,490	81,720	45,400	45,400	45,400
Investment Earnings					
Investment Earnings	646	2,008	400	400	400
Total Investment Earnings	646	2,008	400	400	400
Other Revenue					
Sponsorships	63,600	20,500	10,000	10,000	10,000
Miscellaneous	1,622	-	-	-	-
Special Items	-	-	-	-	-
Total Other Revenue	65,222	20,500	10,000	10,000	10,000

Transfers In					
Transfers In	63,000	63,000	42,600	42,600	38,520
Total Transfers In	63,000	63,000	42,600	42,600	38,520
Total Revenues	\$ 213,358	\$ 167,228	\$ 98,400	\$ 98,400	\$ 94,320

COMMUNITY DEVELOPMENT FUND EXPENDITURE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Salaries/Wages					
Salaries of Regular Employees	42,319	57,292	12,355	12,355	13,355
Salaries for Overtime	308	206	371	371	389
Total Salaries/Wages	42,626	57,498	12,726	12,727	13,744
Benefits					
Unemployment Insurance	133	65	38	38	41
Health & Dental Insurance	11,739	13,233	2,740	2,740	2,999
Life & Disability	406	742	159	159	172
Retirement Contributions	(81)	-	1,782	1,782	1,924
FICA	2,660	3,285	789	789	852
Medicare	543	768	185	185	199
Workers Compensation Insurance	359	131	35	35	41
Total Benefits	15,760	18,224	5,728	5,728	6,228
Purchased Services					
Insurance Premiums	2,976	5,957	6,552	6,552	1,638
General Services	10	1	-	-	-
Communication Services	136	499	591	591	537
Travel/Registration/Training	4,448	708	4,500	4,500	10,200
Rentals/Leases	-	939	-	-	-
Technical Services	96	12,253	-	-	-
Total Purchased Services	7,666	20,355	11,643	11,643	12,375

COMMUNITY DEVELOPMENT FUND EXPENDITURE DETAIL (CONTINUED)

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Repairs & Maintenance					
Vehicles/Equipment	-	-	-	-	-
Wells	-	-	-	-	-
Distribution	-	-	-	-	-
Storage	-	-	-	-	-
Streets	-	-	-	-	-
Facilities	-	-	-	-	-
Other	-	-	-	-	-
Total Repairs & Maintenance	-	-	-	-	-
Supplies/Non-Capital Equipment					
General Supplies	830	2,319	1,800	1,800	1,800
Computer Supplies	2,632	-	-	-	-
Dues & Subscriptions	1,206	380	1,775	1,775	1,000
Fuel	-	-	-	-	-
Non-Capital Equipment	-	-	-	-	65,000
Total Supplies/Other	4,668	2,699	3,575	3,575	67,800
Utilities					
Electric	-	-	-	-	-
Natural Gas	-	-	-	-	-
Other	-	-	-	-	-
Total Utilities	-	-	-	-	-

Economic Development, Marketing & Events					
Economic Development	-	-	-	-	-
Marketing & Events	127,253	36,657	64,300	64,300	65,600
Community Grants & Donations	4,000	1,000	14,000	14,000	14,000
Total	131,253	37,657	78,300	78,300	79,600
Transfers Out					
Transfers Out					
Total Transfers Out	-	-	-	-	-
Total Expenditures	\$ 201,973	\$ 136,434	\$ 111,972	\$ 111,973	\$ 179,747

TRAFFIC IMPACT FEE FUND SUMMARY

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Revenue:					
User Charges/Fees	99,024	150,291	77,063	77,063	77,063
Investment Earnings	1,958	6,086	1,200	1,200	1,200
Total Revenue	\$ 100,982	\$ 156,377	\$ 78,263	\$ 78,263	\$ 78,263
Expenditures:					
Capital Outlay	52,498	23,260	100,000	100,000	100,000
Transfers Out	-	-	-	-	-
Total Expenditures	\$ 52,498	\$ 23,260	\$ 100,000	\$ 100,000	\$ 100,000
Annual Gain/(Loss)	\$ 48,484	\$ 133,117	\$ (21,737)	\$ (21,737)	\$ (21,737)
Cumulative Balance					
Beginning Fund Balance	\$ 175,103	\$ 223,587	\$ 148,292	\$ 356,703	\$ 334,966
Change In Fund Balance	48,484	133,117	(21,737)	(21,737)	(21,737)
Ending Fund Balance	\$ 223,587	\$ 356,704	\$ 126,555	\$ 334,966	\$ 313,229
Less Reserves/Designations:					
Unreserved Fund Balance	\$ 223,587	\$ 356,704	\$ 126,555	\$ 334,966	\$ 313,229

TRAFFIC IMPACT FEE FUND REVENUE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
User Charges/Fees					
Traffic Impact Fee	99,024	150,291	77,063	77,063	77,063
Total User Charges/Fees	99,024	150,291	77,063	77,063	77,063
Investment Earnings					
Investment Earnings	1,958	6,086	1,200	1,200	1,200
Total Investment Earnings	1,958	6,086	1,200	1,200	1,200
Transfers In					
Transfers In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Total Revenues	\$ 100,982	\$ 156,377	\$ 78,263	\$ 78,263	\$ 78,263

TRAFFIC IMPACT FEE FUND EXPENDITURE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Capital Outlay					
Capital Improvement Projects	52,498	23,260	100,000	100,000	100,000
Capital Equipment	-	-	-	-	-
Traffic Impact Study	-	-	-	-	-
Total Capital Outlay	52,498	23,260	100,000	100,000	100,000
Transfers Out					
Transfers Out	-	-	-	-	-
Total Transfers Out	-	-	-	-	-
Total Expenditures	\$ 52,498	\$ 23,260	\$ 100,000	\$ 100,000	\$ 100,000

STORM DRAINAGE IMPACT FEE FUND SUMMARY

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Revenue:					
User Charges/Fees	116,402	74,543	60,000	60,000	60,000
Investment Earnings	658	2,044	250	250	250
Debt & Financing	-	-	-	-	-
Other Revenue	-	-	-	-	-
Transfers In	-	110,000	-	2,035,179	2,035,179
Total Revenue	\$ 117,060	\$ 186,587	\$ 60,250	\$ 2,095,429	\$ 2,095,429
Expenditures:					
Repairs & Maintenance	-	-	-	-	7,586
Capital Outlay	21,896	184,860	100,000	2,135,179	2,135,179
Transfers Out	-	-	-	-	-
Total Expenditures	\$ 21,896	\$ 184,860	\$ 100,000	\$ 2,135,179	\$ 2,142,765
Annual Gain/(Loss)	\$ 95,164	\$ 1,726	\$ (39,750)	\$ (39,750)	\$ (47,336)
Cumulative Balance					
Beginning Fund Balance	\$ 169,367	\$ 264,531	\$ 224,781	\$ 266,257	\$ 226,507
Change In Fund Balance	95,164	1,726	(39,750)	(39,750)	(47,336)
Ending Fund Balance	\$ 264,531	\$ 266,257	\$ 185,031	\$ 226,507	\$ 179,171
Less Reserves/Designations:					
Unreserved Fund Balance	\$ 264,531	\$ 266,257	\$ 185,031	\$ 226,507	\$ 179,171

STORM DRAINAGE IMPACT FEE FUND REVENUE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
User Charges/Fees					
Storm Drainage Impact Fee	116,402	74,543	60,000	60,000	60,000
Total User Charges/Fees	116,402	74,543	60,000	60,000	60,000
Investment Earnings					
Investment Earnings	658	2,044	250	250	250
Total Investment Earnings	658	2,044	250	250	250
Transfers In					
Transfers In from GF (ARPA funds)	-	110,000	-	-	2,035,179
Total Transfers In	-	110,000	-	-	2,035,179
Total Revenues	\$ 117,060	\$ 186,587	\$ 60,250	\$ 60,250	\$ 2,095,429

STORM DRAINAGE IMPACT FEE FUND EXPENDITURE DETAIL (CONTINUED)

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Repairs & Maintenance					
Vehicles/Equipment	-	-	-	-	-
Wells	-	-	-	-	-
Distribution	-	-	-	-	-
Storage	-	-	-	-	7,586
Streets	-	-	-	-	-
Facilities	-	-	-	-	-
Other	-	-	-	-	-
Total Repairs & Maintenance	-	-	-	-	7,586
Capital Outlay					
Capital Improvement Projects	21,896	184,860	100,000	2,135,179	2,135,179
Capital Equipment	-	-	-	-	-
Total Capital Outlay	21,896	184,860	100,000	2,135,179	2,135,179
Transfers Out					
Transfers Out	-	-	-	-	-
Total Transfers Out	-	-	-	-	-
Total Expenditures	\$ 21,896	\$ 184,860	\$ 100,000	\$ 2,135,179	\$ 2,142,765

WATER FUND SUMMARY

	2022 Budgetary Actual	2023 Budgetary Actual	2024 Budget	2024 Amended Budget	2025 Budget
Revenue:					
Taxes	\$ 567,278	\$ 468,666	\$ 326,114	\$ 326,114	\$ 326,114
Intergovernmental	-	-	-	-	-
User Charges/Fees	5,649,998	5,691,027	3,107,732	3,107,732	3,107,732
Investment Earnings	246,608	490,064	400,000	150,000	100,000
Other Revenue	961	23,545	-	-	14,000
Transfers In (from 2A for Bond pymt)	1,271,200	1,271,400	1,270,800	1,270,800	1,274,400
Total Revenue	\$ 7,736,044	\$ 7,944,702	\$ 5,104,646	\$ 4,854,646	\$ 4,822,246
Expenditures:					
Salaries/Wages	\$ 573,812	\$ 689,911	\$ 885,808	\$ 885,808	\$ 897,417
Benefits	214,481	257,844	434,533	434,533	447,835
Purchased Services	817,100	1,229,730	1,138,187	1,138,187	1,377,827
Repairs & Maintenance	393,732	476,398	723,000	903,000	1,080,000
Supplies/Non-Capital Equipment	91,448	129,348	131,000	131,000	165,300
Utilities	172,202	216,176	363,799	363,799	293,039
Capital Outlay	5,534,112	10,735,014	5,750,000	2,995,500	1,895,000
Debt Service	1,271,200	1,271,400	1,270,800	1,270,800	1,274,400
Contingency	35,389	153,644	180,000	-	-
Depreciation	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Expenditures	\$ 9,103,475	\$ 15,159,465	\$ 10,877,127	\$ 8,122,627	\$ 7,430,818
Annual Gain/(Loss)	\$ (1,367,431)	\$ (7,214,763)	\$ (5,772,480)	\$ (3,267,980)	\$ (2,608,572)
Cumulative Balance					
Beginning Fund Balance	\$ 21,747,943	\$ 20,380,512	\$ 10,118,945	\$ 13,165,750	\$ 9,897,770
Change In Fund Balance	(1,367,431)	(7,214,763)	(5,772,480)	(3,267,980)	(2,608,572)
Ending Fund Balance	\$ 20,380,512	\$ 13,165,750	\$ 4,346,465	\$ 9,897,770	\$ 7,289,198
Less Reserves/Designations:					
3% TABOR Reserve					
Operating Reserve					
Other Reserves/Designations	689,475	726,320	1,143,494	756,442	756,442
Unreserved Fund Balance	\$ 19,691,037	\$ 12,439,429	\$ 3,202,971	\$ 9,141,327	\$ 6,532,756

WATER FUND REVENUE DETAIL

	2022 Budgetary Actual	2023 Budgetary Actual	2024 Budget	2024 Amended Budget	2025 Budget
Taxes					
Property Tax	-	-	-	-	-
Sales Tax	567,278	468,666	326,114	326,114	326,114
Sales Tax - Auto	-	-	-	-	-
Use Tax	-	-	-	-	-
Total Taxes	567,278	468,666	326,114	326,114	326,114
Intergovernmental					
State/Federal Grants	-	-	-	-	-

Total Intergovernmental	-	-	-	-	-
User Charges/Fees					
Water Revenues	2,292,841	2,432,337	2,540,782	2,540,782	2,540,782
Impact Fees	3,265,350	3,192,730	515,720	515,720	515,720
Meter Fees	91,807	65,877	51,230	51,230	51,230
Water Development Fees	-	-	-	-	-
Total User Charges/Fees	5,649,998	5,690,944	3,107,732	3,107,733	3,107,732
Investment Earnings					
Investment Earnings	246,608	490,064	400,000	150,000	100,000
Total Investment Earnings	246,608	490,064	400,000	150,000	100,000
Debt & Financing					
Bond Issuance	-	-	-	-	-
Total	-	-	-		
Other Revenue					
Sale of Equipment	499	-	-	-	-
259 Building Rent		14,000			14,000
Miscellaneous	462	9,545	-	-	-
Total Other Revenue	961	23,545	-	1	14,000
Transfers In					
Transfers In	1,271,200	1,271,400	1,270,800	1,270,800	1,274,400
Total Transfers In	1,271,200	1,271,400	1,270,800	1,270,800	1,274,400
Total Revenues	\$ 7,736,044	\$ 7,944,619	\$ 5,104,646	\$ 4,854,649	\$ 4,822,246

WATER FUND EXPENDITURE DETAIL

	2022	2023	2024	2024 Amended	2025
	Budgetary Actual	Budgetary Actual	Budget	Budget	Budget
Salaries/Wages					
Salaries of Regular Employees	540,629	653,219	840,209	840,209	849,527
Salaries for Overtime	23,433	25,917	34,499	34,499	34,565
Longevity Recognition	-	1,500	1,500	1,500	1,250
On-Call Pay	9,750	9,275	9,600	9,600	12,075
Total Salaries/Wages	573,812	689,911	885,808	885,808	897,417
Benefits					
Unemployment Insurance	1,730	704	2,657	2,657	2,692
Health & Dental Insurance	86,314	97,614	185,041	185,041	191,203
Life & Disability	5,599	6,885	10,839	10,839	10,758
Retirement Contributions	54,696	68,633	124,013	124,013	125,638
FICA	33,431	39,944	54,920	54,920	55,640
Medicare	7,818	9,342	12,844	12,844	13,013
Workers Compensation Insurance	24,892	34,723	44,219	44,219	48,891
Total Benefits	214,481	257,844	434,533	434,533	447,835

WATER FUND EXPENDITURE DETAIL (CONTINUED)

	2022	2023	2024	2024 Amended	2025
	Budgetary Actual	Budgetary Actual	Budget	Budget	Budget
Purchased Services					
Insurance Premiums	36,047	12,496	38,597	38,597	72,509
General Services	16,585	24,196	2,500	2,500	28,000

Communication Services	28,460	32,423	39,479	39,479	41,211
Travel/Registration/Training	16,130	14,536	25,000	25,000	23,000
Rentals/Leases	3,862	8,510	6,638	6,638	21,041
Technical Services	54,298	100,306	85,705	85,705	105,000
Franchise Fee - Water	112,005	113,286	119,286	119,286	119,286
Administration Fee - Water	490,186	820,990	635,945	635,945	635,945
Professional Services	59,528	102,988	185,037	185,037	331,834
Total Purchased Services	817,100	1,229,730	1,138,187	1,138,187	1,377,827
Repairs & Maintenance					
Vehicles/Equipment	6,578	7,169	10,000	10,000	10,000
Wells	146,024	283,582	428,000	608,000	770,000
Distribution	131,581	70,709	165,000	165,000	175,000
Storage	2,975	-	1,000	1,000	5,000
Other	106,573	114,937	119,000	119,000	120,000
Total Repairs & Maintenance	393,732	476,398	723,000	903,000	1,080,000
Supplies/Non-Capital Equipment					
General Supplies	49,983	64,312	70,000	70,000	89,000
Computer Supplies	14,055	16,815	20,000	20,000	30,000
Dues & Subscriptions	16,558	30,362	22,000	22,000	27,300
Fuel	10,616	10,556	15,000	15,000	15,000
Non-Capital Equipment	236	7,303	4,000	4,000	4,000
Total Supplies/Other	91,448	129,348	131,000	131,000	165,300
Utilities					
Electric	135,767	165,739	323,385	323,385	247,926
Natural Gas	6,305	9,192	7,150	7,150	14,721
Other	30,129	41,244	33,264	33,264	30,393
Total Utilities	172,202	216,176	363,799	363,799	293,039
Capital Outlay					
Capital Improvement Projects	7,634	10,552	5,380,000	2,875,500	1,450,000
Capital Equipment	14,265	100,239	370,000	120,000	445,000
Depreciation Expense	1,235,194	823,615	-	-	-
Total Capital Outlay	1,257,093	934,406	5,750,000	2,995,500	1,895,000
Debt Service					
Principal	495,000	-	535,000	535,000	560,000
Interest	610,644	591,756	735,800	735,800	714,400
Bond Issuance Costs	-	-	-	-	-
Trustee Fees	-	-	-	-	-
Total Debt Service	1,105,644	591,756	1,270,800	1,270,800	1,274,400
Contingency					
Contingency/Depreciation	35,389	153,644	180,000	-	-
Total Contingency	35,389	153,644	180,000	-	-
Transfers Out					
Transfers Out	-	-	-	-	-
Total Transfers Out	-	-	-	-	-
Total Expenditures	\$ 4,660,900	\$ 4,679,213	\$ 10,877,127	\$ 8,122,627	\$ 7,430,818

PARKS FEE FUND SUMMARY

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Revenue:					
User Charges/Fees	110,350	101,522	25,000	25,000	40,000
Other Revenue	3,000	171,426	100	100	50,100
Total Revenue	\$ 113,350	\$ 272,949	\$ 25,100	\$ 25,100	\$ 90,100
Expenditures:					
Capital Outlay	-	240,954	83,500	83,500	263,000
Purchased Services	1,031	12,368			
Total Expenditures	\$ 1,031	\$ 253,322	\$ 83,500	\$ 83,500	\$ 263,000
Annual Gain/(Loss)	\$ 112,319	\$ 19,627	\$ (58,400)	\$ (58,400)	\$ (172,900)
Cumulative Balance					
Beginning Fund Balance	\$ 103,248	\$ 215,567	\$ 230,185	\$ 235,194	\$ 176,794
Change In Fund Balance	112,319	19,627	(58,400)	(58,400)	(172,900)
Ending Fund Balance	\$ 215,567	\$ 235,194	\$ 171,785	\$ 176,794	\$ 3,894
Less Reserves/Designations:					
Unreserved Fund Balance	\$ 215,567	\$ 235,194	\$ 171,785	\$ 176,794	\$ 3,894

PARKS FEE FUND REVENUE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
User Charges/Fees					
Fees in lieu of Park Land	110,350	101,522	25,000	25,000	40,000
Total User Charges/Fees	110,350	101,522	25,000	25,000	40,000
Other Revenue					
Investment Earnings	-	-	100	100	100
Donations	3,000				
Grant Revenue		171,426		-	50,000
Total Other Revenue	3,000	171,426	100	100	50,100
Transfers In					
Transfers In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Total Revenues	\$ 113,350	\$ 272,949	\$ 25,100	\$ 25,100	\$ 90,100

PARKS FEE FUND EXPENDITURE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Capital Outlay					
Capital Improvement Projects	-	240,954	83,500	83,500	263,000
Capital Equipment					
Total Capital Outlay	-	240,954	83,500	83,500	263,000
General Services		7,380			
Technical Services		4,800			
Professional Services	1,031	188			
Total Purchased Services	1,031	12,368			
Total Expenditures	\$ 1,031	\$ 253,322	\$ 83,500	\$ 83,500	\$ 263,000

CONSERVATION TRUST FUND

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Revenue:					
Intergovernmental	96,280	107,855	96,280	96,280	96,280
Licenses & Permits	-	-	-	-	-
User Charges/Fees	-	-	-	-	-
Fines & Forfeits	-	-	-	-	-
Investment Earnings	512	1,591	500	500	500
Debt & Financing	-	-	-	-	-
Other Revenue	270	799	-	-	-
Transfers In	-	-	-	-	-
Total Revenue	\$ 97,062	\$ 110,244	\$ 96,780	\$ 96,780	\$ 96,780
Expenditures:					
Repairs & Maintenance	-	1,651	61,500	61,500	61,500
Capital Outlay	36,397	52,431	-	-	-
Transfers Out	20,000	20,000	20,000	20,000	20,000
Total Expenditures	\$ 56,397	\$ 74,082	\$ 81,500	\$ 81,500	\$ 81,500
Annual Gain/(Loss)	\$ 40,665	\$ 36,162	\$ 15,280	\$ 15,280	\$ 15,280
Cumulative Balance					
Beginning Fund Balance	\$ 43,014	\$ 83,679	\$ 112,429	\$ 119,841	\$ 135,121
Change In Fund Balance	40,665	36,162	15,280	15,280	15,280
Ending Fund Balance	\$ 83,679	\$ 119,841	\$ 127,709	\$ 135,121	\$ 150,401
Less Reserves/Designations:					
Unreserved Fund Balance	\$ 83,679	\$ 119,841	\$ 127,709	\$ 135,121	\$ 150,401

CONSERVATION TRUST FUND REVENUE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Taxes					
Property Tax	-	-	-	-	-
Sales Tax	-	-	-	-	-
Sales Tax - Auto	-	-	-	-	-
Use Tax	-	-	-	-	-
Total Taxes	-	-	-	-	-
Intergovernmental					
Specific Ownership Tax	-	-	-	-	-
Motor Vehicle Registration Tax	-	-	-	-	-
Tobacco Tax	-	-	-	-	-
Severance/Mineral Tax	-	-	-	-	-
Highway User Tax	-	-	-	-	-
Road/Bridge Tax	-	-	-	-	-
Lottery Proceeds	96,280	107,855	96,280	96,280	96,280
Intergovernmental Agreements	-	-	-	-	-
State/Federal Grants	-	-	-	-	-
Total Intergovernmental	96,280	107,855	96,280	96,280	96,280
Licenses & Permits					
Business Licenses	-	-	-	-	-
Liquor Licenses	-	-	-	-	-
Land Use Permits	-	-	-	-	-

Other Permits	-	-	-	-	-
Total Licenses, Permits & Donations	-	-	-	-	-

CONSERVATION TRUST FUND REVENUE DETAIL (CONTINUED)

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2022 Budget
Investment Earnings					
Investment Earnings	512	1,591	500	500	500
Total Investment Earnings	512	1,591	500	500	500
Debt & Financing					
Capital Lease Proceeds	-	-	-	-	-
Bond Issuance	-	-	-	-	-
Total	-	-	-	-	-
Other Revenue					
Sale of Equipment	-	-	-	-	-
Insurance Claim	-	-	-	-	-
Public Gifts/Contributions	-	-	-	-	-
Sponsorships	-	-	-	-	-
Donations	270	1,799	-	-	-
Total Other Revenue	270	1,799	-	-	-
Transfers In					
Transfers In	-	-	-	-	-
Total Transfers In	-	-	-	-	-
Total Revenues	\$ 97,062	\$ 111,244	\$ 96,780	\$ 96,780	\$ 96,780

CONSERVATION TRUST FUND EXPENDITURE DETAIL

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2025 Budget
Repairs & Maintenance					
Other	-	1,651	61,500	61,500	61,500
Total Repairs & Maintenance	-	1,651	61,500	61,500	61,500
Capital Outlay					
Capital Improvement Projects	36,397	3,840	-	-	-
Capital Equipment		48,591			
Total Capital Outlay	36,397	52,431	-	-	-
Transfers Out					
Transfers Out	20,000	20,000	20,000	20,000	20,000
Total Transfers Out	20,000	20,000	20,000	20,000	20,000
Total Expenditures	\$ 56,397	\$ 74,082	\$ 81,500	\$ 81,500	\$ 81,500

2025-2029 CAPITAL PROJECTS PROGRAM

December 2, 2024



Capital Project Program

A Capital Project Program (CCP) is a critical component of the Town's financial management, planning and stability. Proper maintenance and replacement of capital assets along with planning for future infrastructure needs are the Town's responsibility to ensure the safe and effective delivery of services to our community and to enhance quality of life.

Funding capital improvements can require loans or long-term borrowing solutions, as well as incur additional operational expenses, both can be planned for in a CPP. By creating and maintaining a CCP, the Town can better evaluate its fiscal condition while preparing in advance for large expenses, rather than simply reacting to them. Advanced planning will help the Town identify the necessary resources without taking on too much debt and keep budgets balanced. The CCP attempts to bridge the gap between the planning and budgeting process and provide data and information for making informed financial decisions about how to use limited public funds.

Section 10.14 – Capital Program of the Monument Charter states that the Town Council shall adopt a multi-year capital program in conjunction with the annual budget.

Capital Project Program Overview

A CPP budget should be the result of careful planning and use of the Town Comprehensive Plan, a Long-Range Financial Plan (LRFP), and collaboration between citizen committees and department staff.

A CPP should include capital rehabilitation and asset replacement needs, in addition to desires for new amenities and expanded and new facilities. The plan's purpose is to assist with forecasting needs for enhanced capital revenues to meet large infrastructure needs.

A capital project is defined as a project with a useful life greater than two years or a cost of greater than \$5,000. Projects not meeting these criteria are generally funded in operating budgets. Equipment should be included in the Capital Program Plan if it is a replacement for a current asset with a cost equal to or greater than \$5,000. New equipment and replacement of equipment costing less than \$5,000 are generally funded in operating budgets.

Capital Project Program Development

The ability to create, maintain and update a CPP requires a comprehensive and collaborative process. Since capital projects should be budgeted in a CPP budget and not the operating budget, a critical step to securing and maintaining a balanced operating budget is a Long-Range Financial Plan (LRFP). Such a plan illustrates, using various assumptions, revenues and expenditures over a longer-term period, usually ten years. Essentially, a LRFP looks to align long-term goals with action plans to execute the Town's priorities. Key components of both the LRFP and CPP are the Council's goals and strategic objectives.

With an adopted Comprehensive Plan and LRFP, along with strategic direction from the Town Council, a CPP can be developed using the following criteria:

- Estimated Overall Cost of Each Project: This cost should be above the capitalization threshold of \$5,000 as posed by the GFOA.
- Estimated Operational/Maintenance Cost of Each Project: This is a projected cost and should factor in expenses for annual maintenance and improvements.
- Estimated Timeline for Each Project: The timeline plots out key milestones and critical components of the plan's multi-year roll out.
- Revenues From Each Project (If Any)
- Funding Sources: How will the Town pay for projects in the CPP.
- Prioritization Of Each Project: Considering all the above elements (costs, timeline, revenue, funding) and the community's needs, the projects will be evaluated and prioritized.

2025-2029 Capital Project Program

The 2025-2029 CPP was compiled using the Final Proposed 2025 Budget and the prior 2023-2027 CPP. Projects included on the list attached to this document were compiled by staff based on their expertise and assessment of current and future needs. The project listed in years 2026-2029 are speculative and not prioritized, nor are operating costs and sources of funds identified.

It is recommended that Town Council adopt the 2025-2029 CPP with the expectation that staff will development and present a Long-Range Financial Plan in Spring 2025. Other projects that are expected to be initiated in 2025 that will have a direct on capital improvement projects include:

- Beginning the Updated Comprehensive Plan
- Initiate work on an Americans with Disabilities Act Transition Plan
- Updating the 10-year Water Capital Plan
- Implementing the Asset Management Plan
- Creating an Equipment Replacement Fund

These projects coupled with the Council's Strategic Planning meeting in early 2025, will provide important guidance to create a more detailed CPP covering 2026-2030.

2025-2029 Capital Projects Program

Project name	Location	Department	Project descr	Project Justification	2025	2026	2027	2028	2029	Total
Curb, Gutter, Concrete		Capital project Fund	Curb, Gutter, Concrete	Replacment of Concrete	500,000	500,000	500,000	500,000	500,000	2,500,000
Repairs & Maint - Streets		Capital project Fund	Repairs & Maint - Streets	Maintain and Protect the useful life of the Asphalt	40,000	40,000	40,000	40,000	40,000	200,000
Asphalt Repairs		Capital project Fund	Asphalt Repairs	Replacment Asphalt	500,000	500,000	500,000	500,000	500,000	2,500,000
Town Hall - Roof		Facilities	Repalcement fo the town hall roof presented on 7.15	Maintain and protect the Town Hall	165,000					165,000
Veregy Energy Project		Facilities	Veregy project for Solar, ventalation, etc.	Maintain and protect the Town Hall	250,000					250,000
Monument Lake - Shade Structure	Monument Lake	Parks	Monument Lake Shade Structure replacement		40,000					40,000
Bucket/Lift Truck		Parks	New Bucket truck / split cost with parks	Tree Care / Materual Handling / Construction / Electrical maintence ect.	100,000					100,000
Dump Trailer 16ft		Parks	Dump Tailer 16ft / split cost with parks		16,000					16,000
Bleachers at Santa Fe Ball Park		Parks	Bleachers at Santa Fe Ball Park		10,000					10,000
Monument Lake Restrooms		Parks Fee Fund	Monument Lake Restrooms		83,000					83,000
Heart of Monument Parking Lot		Parks Fee Fund	Heart of Monument Parking Lot		70,000					70,000
Heart of Monument Park		Parks Fee Fund	Heart of Monument Park		100,000					100,000
Community Garden Match		Parks Fee Fund	Community Garden		10,000					10,000

Fully Equipped Patrol Vehicle	2F	Patrol Cars fully equiped for PD	Replacment for old vehicles	262,000	262,000	262,000	262,000	262,000	1,310,000
Cameras (Axon)	2F	Cameras (Axon)	Better line of sight on cameras	38,379					38,379
Jackson Creek Parkway Widening	Capital project Fund	Expansion of Jackson Creek Parkway from Higby to 105 from 2 lanes to 4.	Increased traffic and development along the corridor; safety; entryway; etc.	3,000,000	4,500,000	4,000,000			11,500,000
Dump Trailer 16ft	Streets	Dump Tailer 16ft / split cost with parks		16,000					16,000
Bucket/Lift Truck	Streets	New Bucket truck / split cost with parks	Tree Care / Materual Handling / Construction / Electrical maintence ect.	100,000					100,000
Public Work - Facilities	Streets	Public Works Facilities / Split with Water and Admin	Public Works Facilities	175,000					175,000
Renewable Water projects / Water rights	2A	Renewable Water projects / Water rights	To have money ready to purchase water rights if they are to come available	2,000,000					2,000,000
Loop Project	2A	Loop Project	Loop Project	500,000					500,000
Public Works - Facility	2A	Public Works - Facility	Deign for portion of the Public works facility	600,000			9,000,000		9,600,000
Monument Hill/ Beacon Lite	2A	Monument Hill/ Beacon Lite	Water Tank Project	3,000,000					3,000,000
Interconnect w/TriView	2A	Interconnect w/TriView	Have a Water connection with Triview Metro	250,000					250,000
Capital Improvement Project	SDIFF	Capital improvements for Storm Water		100,000	100,000	100,000	100,000	100,000	500,000
ARPA Spending for Storm water	SDIFF	ARPA Spending for Storm Water		2,035,179					2,035,179
Capital Improvement Project	TIFF	Drainage Capital improvements for traffic impact		100,000	100,000	100,000	100,000	100,000	500,000

Dingo w/ plow/forks	Water	Dingo w/ plow/forks		75,000						75,000
Water Truck - Vehicles (1)	Water	Water Truck - Vehicles (1)		70,000						70,000
replacement emergency van	Water	replacement emergency van		150,000						150,000
On-call utility truck	Water	On-call utility truck		120,000						120,000
Leak detection equipment	Water	Leak detection equipment		30,000						30,000
Security Improvements at wells	Water	Security Improvements at wells		50,000						50,000
Public Works (PW) Facility	Water	Public Works (PW) Facility		600,000			9,000,000			9,600,000
645 Beacon Lite Booster Station	Water	645 Beacon Lite Booster Station		200,000						200,000
Valve & Pipeline replacment	Water	Valve & Pipeline replacment		600,000	600,000	600,000	600,000	600,000	600,000	3,000,000
Flock Safety Cameras	2F	Flock Safety Cameras	Cameras to identify stolen vehicles when they enter into town limits	28,000						
UTV	2F	UTV	Allows for ease of access and for off road capabilities	30,000						
				15,955,558	6,602,000	6,102,000	20,102,000	2,102,000		50,863,558
				58,000	-	-	-	-		-
				16,013,558	6,602,000	6,102,000	20,102,000	2,102,000		50,863,558

TOWN OF MONUMENT
RESOLUTION NO. 58-2024

**A RESOLUTION ADOPTING A BUDGET FOR THE PURPOSES SET FORTH BELOW
FOR THE TOWN OF MONUMENT, COLORADO,
BEGINNING ON THE FIRST DAY OF JANUARY 2025
AND ENDING ON THE LAST DAY OF DECEMBER 2025**

WHEREAS, The Town Council of the Town of Monument has instructed Interim Town Manager Madeline VanDenHoek, to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, a final proposed budget has been timely submitted to the governing body for its consideration; and

WHEREAS, upon due and proper notice, published in accordance with the law, said final proposed budget was open for inspection by the public at Monument Town Hall, Monument, Colorado, public meetings were conducted on July 15, 2024, August 5, 2024, September 3, 2024, September 16, 2024 and November 4, 2024, and interested taxpayers were given the opportunity to file or register any objections to said budget; and

WHEREAS, whatever increases have been made in the expenditures are offset by revenues and fund balance therefore, presenting a balanced budget as required by law; and

WHEREAS, the council will approve in accordance with the 2025 budget the Capital Project Program for 2025 – 2029, with the expectation that staff will development and present a Long-Range Financial Plan in Spring 2025; and

WHEREAS, the following summary of the 2025 Budget by Fund is submitted for Town Council approval.

General Fund

Beginning Fund Balance	\$ 6,367,657
Revenue	\$ 11,613,483
Expenditures	(\$ 15,480,303)
Reserved Fund Balance (TABOR @ 3%)	(\$ 452,692)
Reserved Fund Balance (ARPA Grant)	(\$ 2,035,179)
Ending Fund Balance (16.29%)*	<u>\$ 2,522,487</u>

**GFOA suggests this be a minimum of 15%*

Capital Projects Fund

Beginning Fund Balance	\$ 2,190,110
Revenue	\$ 1,868,472

Expenditures	(\$ 4,040,000)
Ending Fund Balance	<u>\$ 18,582</u>

2F Police Fund

Beginning Fund Balance	\$ 300,000
Revenue	\$ 2,002,314
Expenditures	(\$ 2,266,568)
Ending Fund Balance	<u>\$ 35,746</u>

2A Water ASD Fund

Beginning Fund Balance	\$ 7,448,821
Revenue	\$ 2,595,486
Expenditures	(\$ 8,603,287)
Ending Fund Balance	<u>\$ 1,441,020</u>

Community Development Fund

Beginning Fund Balance	\$ 108,114
Revenue	\$ 94,320
Expenditures	(\$ 179,747)
Ending Fund Balance	<u>\$ 22,687</u>

Traffic Impact Fee Fund

Beginning Fund Balance	\$ 334,966
Revenue	\$ 78,263
Expenditures	(\$ 100,000)
Ending Fund Balance	<u>\$ 313,229</u>

Storm Drainage Impact Fee Fund

Beginning Fund Balance	\$ 226,507
Revenue	\$ 2,095,429
Expenditures	(\$ 2,142,765)
Ending Fund Balance	<u>\$ 179,171</u>

Water Enterprise Fund

Beginning Fund Balance	\$ 9,897,770
Revenue	\$ 4,822,246
Expenditures	(\$ 7,430,818)
Reserved Fund Balance (Water Storage)	(\$ 756,442)
Ending Fund Balance	<u>\$ 6,532,756</u>

Park Fee Fund

Beginning Fund Balance	\$ 176,794
Revenue	\$ 90,100
Expenditures	(\$ 263,000)
Ending Fund Balance	<u>\$ 3,894</u>

<u>Conservation Trust Fund</u>	
Beginning Fund Balance	\$ 135,121
Revenue	\$ 96,780
Expenditures	<u>(\$ 81,500)</u>
Ending Fund Balance	<u>\$ 150,401</u>

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO THAT:

Section 1. Budget Approval. That the budget as submitted and herein summarized by fund, hereby is approved, and adopted as the budget of the Town of Monument for the year stated above.

Section 2. Signature Authority. That the budget hereby approved and adopted shall be signed by the Mayor and the Town Clerk and made part of the public records of the Town.

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado, this 2nd day of December 2024, by a vote of ___ for and ___ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk

TOWN OF MONUMENT
RESOLUTION NO. 59-2024

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS IN THE
AMOUNTS SET FORTH BELOW FOR THE TOWN OF MONUMENT, COLORADO,
BEGINNING ON THE **FIRST DAY OF JANUARY 2025** AND
ENDING ON THE **LAST DAY OF DECEMBER 2025**

WHEREAS, the Town Council of the Town of Monument must appropriate sums of money to fund the approved budget for the purposes set forth within said budget; and

WHEREAS, the Council hereby finds it in the best interests of the citizens of the Town of Monument to appropriate sums of money to the various funds;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO THAT:

Section 1. Appropriation for the Operating Budgets. The appropriation for the various funds in the Fiscal Year 2025 Budget are hereby approved as follows:

General Fund	\$ 15,480,303
Capital Projects Fund	\$ 4,040,000
2F Police Fund	\$ 2,266,568
2A Water ASD Fund	\$ 8,603,287
Community Development Fund	\$ 179,747
Traffic Impact Fee Fund	\$ 100,000
Storm Drainage Impact Fee Fund	\$ 2,143,765
Water Enterprise Fund	\$ 7,430,818

Park Fee Fund

\$ 263,000

Conservation Trust Fund

\$ 81,500

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado, this 2nd day of December 2024, by a vote of ____ for and ____ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk



MEMORANDUM

TO: The Mayor and Town Council
FROM: Jennifer Phillips, Finance Director
DATE: December 2, 2024
RE: Certification of Annual Mill Levy

BACKGROUND: As required by C.R.S. 39-5-128(1), the property tax mill levy historically had to be certified to the El Paso County Assessor no later than December 15th each year. HB24-1302 requires counties to compile the mill levy information to be entered into the county portal by December 22nd 2024.

DISCUSSION: The Town of Monument receives a Preliminary Certification of Valuation from the El Paso County Assessor each fall. This data is then used to calculate the mill levy and the related expected property tax revenue. As attested by the attached worksheet, the calculation for the 2024 mill levy will be 5.000 mills. This translates to 2025 property tax collections of \$1,583,242. These figures comply with the 5.5% property tax revenue limit, and TABOR restrictions. The 5.5% revenue limit increase would have allowed a larger increase in property tax collections for 2025, but without a vote of approval from the citizens during an election, the mill levy cannot exceed 5.000 due to Colorado's limit following Home Rule Charter. Current assessed valuation calculation of Mill Levy is attached to this memo.

RESOLUTION: Staff have submitted Resolution 60-2024 to the Town Council for approval. Approval will authorize the certification of the Property Tax Mill Levy to the El Paso County Assessor for the fiscal year 2024, budget year 2025, beginning on the first day of January 2025 and ending on the last day of December 2025. Section 2 of the Resolution certifies the 5.000 mills, or the highest mill levy rate allowed subject to Home Rule limitations. This will allow adjustment of the rate certified to the County, if necessary, because of adjustment of the assessment rates under SB23B001.

A. Steps to calculate the “5.5%” Limit (refer to numbered lines on the previous page):

A1. Adjust the previous year's revenue to correct the revenue base, if necessary:

$$\begin{array}{rcl} \$ & 1,583,242 & + \\ \text{Line 2} & & \text{Line 8} \end{array} = \text{A1.} \begin{array}{r} \$ & 1,583,242 \\ \text{Adjusted property tax revenue base} \end{array}$$

A2. Calculate the previous year's tax rate, based upon the adjusted revenue base:

$$\begin{array}{rcl} \$ & 1,583,242 & \div \\ \text{Line A1} & & \$ & 316,648,470 \\ & & \text{Line 1} \end{array} = \text{A2.} \begin{array}{r} & 0.005000 \\ \text{Adjusted Tax Rate}^7 & \\ \text{(round to 6 decimal places)} & \end{array}$$

A3. Total the assessed valuation of all the current year “growth” properties:⁸

$$\begin{array}{rcl} & & + \\ & & \$ & 7,871,245 \\ & & \text{Line 5} \end{array}$$
$$+ \begin{array}{r} \\ \text{Line 4} \end{array} = \text{A3.} \begin{array}{r} \$ & 7,871,245 \\ \text{Total "growth" properties} \end{array}$$

A4. Calculate the revenue that “growth” properties would have generated:

$$\begin{array}{rcl} \$ & 7,871,245 & \times \\ \text{Line A3} & & \text{Line A2} \end{array} = \text{A4.} \begin{array}{r} \$ & 39,356 \\ \text{Revenue from "growth" properties}^9 \end{array}$$

A5. Expand the adjusted revenue base (Line A1) by the “revenue” from “growth” properties:

$$\begin{array}{rcl} \$ & 1,583,242 & + \\ \text{Line A1} & & \$ & 39,356 \\ & & \text{Line A4} \end{array} = \text{A5.} \begin{array}{r} \$ & 1,622,599 \\ \text{Expanded revenue base} \end{array}$$

A6. Increase the Expanded Revenue Base (Line A5) by allowable amounts:

$$\begin{array}{rcl} [& \$ & 1,622,599 & \times & 1.055^{10} &] \\ & \text{Line A5} & & & \end{array}$$
$$+ \begin{array}{r} \\ \text{DLG-Approved Revenue Increase} \end{array} + \begin{array}{r} \\ \text{Voter-Approved Revenue Increase}^{11} \end{array} = \text{A6.} \begin{array}{r} \$ & 1,711,841 \\ \text{Increased Revenue Base} \end{array}$$

A7. Current Year's “5.5%” Revenue Limit:

$$\begin{array}{rcl} \$ & 1,711,841 & - \\ \text{Line A6} & & \text{Line 7} \end{array} = \text{A7.} \begin{array}{r} \$ & 1,711,841 \\ \text{Current Year's "5.5%" Revenue Limit}^{12} \end{array}$$

A8. Reduce Current Year's “5.5%” Revenue Limit by any amount levied over the limit in the previous year:

$$\begin{array}{rcl} \$ & 1,711,841 & - \\ \text{Line A7} & & \text{Line 9} \end{array} = \text{A8.} \begin{array}{r} \$ & 1,711,841 \\ \text{Reduced Current Year's "5.5%" Limit.} \\ \text{This is the maximum allowed to be} \\ \text{levied this year}^{13} \end{array}$$

A9. Calculate the mill levy which would generate the Reduced Revenue Limit (Line A8):

$$\begin{array}{rcl} \$ & 1,711,841 & \div \\ \text{Line A8} & & \$ & 2,915,411,483 & \times 1,000 \end{array} = \text{A9.} \begin{array}{r} & 0.587 \\ \text{Mill Levy (round to 3 decimals)} \end{array}$$

We calculated this amount; however, due to the new home rule going into effect. We have to use the TABOR Calculation.
This amount can not go above 5.000 without it being voted on by the citizens of Monument.

⁷ If this number were multiplied by 1,000 and rounded to three decimal places, it would be the mill levy necessary in the previous year to realize the revenue in line A1.

⁸ The values of these properties are “excluded” from the “5.5%” limit, according to 29-1-301(1)(a) C.R.S.

⁹ This revenue is the amount that the jurisdiction theoretically would have received had those “excluded” or “growth” properties been on the tax roll in the previous year.

¹⁰ This is the “5.5%” increase allowed in 29-1-301(1), C.R.S.

¹¹ This figure can be used if an election was held to increase property tax revenue **above the “5.5%” limit**.

¹² Rounded to the nearest whole dollar, this is the “5.5%” statutory property tax revenue limit.

¹³ DLG will use this amount to determine if revenue has been levied in excess of the statutory limit.

TOWN OF MONUMENT
RESOLUTION NO. 60-2024

A RESOLUTION TO AUTHORIZE THE CERTIFICATION OF THE PROPERTY TAX MILL LEVY TO THE EL PASO COUNTY ASSESSOR FOR THE FISCAL YEAR 2025 BEGINNING ON THE FIRST DAY OF JANUARY 2025, AND ENDING ON THE LAST DAY OF DECEMBER 2025.

WHEREAS, the Town Council of the Town of Monument has appropriated the necessary monies to fund the final proposed budget by Ordinance; and

WHEREAS, the Division of Local Government and the Director of Finance of the Town of Monument have determined the Tax Year 2024 (Fiscal Year 2025) “Statutory Property Tax Revenue Limitation” attached is correct; and

WHEREAS, it is necessary for the Town Council to approve the property tax mill levy and to certify the same to the El Paso County Assessor.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MONUMENT:

Section 1. Mill levy approved. The Property Tax Mill Levy for fiscal year 2025 shall be 5.000 mills, which will result in property tax revenues to the Town of Monument in the amount of \$1,583,242 during said fiscal year. In the event that the county assessor’s final Certification of Valuation changes the fiscal 2025 year revenue limit, or the resulting property tax revenues, the Town Council does hereby certify the highest millage allowable per charter limitations.

Section 2. Levy certified to County Assessor.

The mill levy of 5.000 mills is hereby certified to the El Paso County Assessor. In the event that the county assessor’s final Certification of Valuation changes the fiscal year 2025 revenue limit, or the resulting property tax revenues, the Town Council does hereby certify the highest millage allowable per statutory limitations and home rule charter.

PASSED AND RESOLVED this 4th day of December 2023, by the Town Council of the Town of Monument by a vote of ____ for and ____ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk, CMC

TOWN OF MONUMENT

ORDINANCE NO. __-2024

**AN ORDINANCE AMENDING SECTION 18.03.380
AND ADDING ARTICLE 5 TO CHAPTER 18.04 OF
THE MONUMENT MUNICIPAL CODE
CONCERNING THE REGULATION OF NATURAL
MEDICINE BUSINESSES**

WHEREAS, The Town of Monument (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Town’s Home Rule Charter approved by the electors on November 8, 2022 (“Charter”); and

WHEREAS, the Natural Medicine Health Act of 2022 (“Act”), a citizen-initiated measure intended to decriminalize the use of certain plants or fungi for people 21 years of age and older, was approved by Colorado voters in November 2022; and

WHEREAS, the Act decriminalizes the personal possession, growing, sharing, and use, but not the sale, of five (5) natural psychedelic mushrooms (psilocybin and psilocin) and three (3) plant-based psychedelic substances (dimethyltryptamine, ibogaine, and mescaline); and

WHEREAS, the Act allows the supervised use of psychedelic mushrooms by individuals aged 21 and over at licensed facilities and requires the state to create a regulatory structure for the operation of these licensed facilities;

WHEREAS, the Act allows the State to expand the type of substances that may be used in licensed facilities to include plant-based psychedelic substances (dimethyltryptamine, ibogaine, and mescaline), starting in 2026; and

WHEREAS, in May 2023, the Governor signed Senate Bill 23-290 entitled “Natural Medicine Regulation and Legalization,” which clarifies and sets the regulatory framework for a regulated natural medicine program in Colorado; and

WHEREAS, Senate Bill 23-290 is codified in C.R.S. § 44-50-101 through 904 (the “Regulatory Act”) to create the regulatory structure for the operation of these licensed facilities, which includes the licensing and registration of facilities and related businesses that provide for the use, cultivation, manufacture, and testing of these substances; and

WHEREAS, the Act and the Regulatory Act prohibit local governments from banning licensed facilities, services, and use of natural psychedelic substances permitted by the Act, while allowing local governments to regulate the time, place, and manner of operation of these facilities;

WHEREAS, the Regulatory Act prohibits the “state licensing authority” as defined by the Regulatory Act, from processing applications for a natural medicine business license for a location not permitted under the applicable zoning law of the local jurisdiction; and

WHEREAS, the Regulatory Act prohibits processing applications for a Natural Medicine Business License for a location within one thousand feet of a child care center; preschool; elementary, middle, junior or high school; or a residential child care facility, but allows local jurisdictions to vary the distance restrictions or eliminate one or more types of schools or facilities from the application of a distance restriction; and

WHEREAS, the Town Council of the Town of Monument desires to enact this ordinance to regulate the time, place, and manner of the operation of licenses issued pursuant to the Regulatory Act; to establish the appropriate zoning districts for the operation of licenses issued pursuant to the Regulatory Act; and to establish distance restrictions for buildings where natural medicine services are provided within the vicinity of a child care center; preschool; elementary, middle, junior or high school; or residential child care facility; or residential dwellings pursuant to the Regulatory Act; and

WHEREAS, this Ordinance was introduced by title, considered at public hearing, and voted upon at the regular meeting of the Town Council on December 16, 2024.

THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO, ORDAINS:

Section 1. Incorporation. The recitals set forth above are incorporated and ordained as if set forth in this section in full.

Section 2. Amendments to Section 18.03.380 of the Monument Municipal Code. Section 18.03.380 of the Monument Municipal Code is hereby amended as set forth in Section 1 of Exhibit A, attached hereto and incorporated herein.

Section 3. Amendment of Chapter 18.04 of the Monument Municipal Code. Chapter 18.04 of the Monument Municipal Code is hereby amended by the addition of Article 5 as set forth in Section 2 of Exhibit A, attached hereto and incorporated herein.

Section 4. Publication. Pursuant to Subsection 6.5, 3. of the Town of Monument Home Rule Charter and Subsection 2.04.030, G. of the Monument Municipal Code, upon approval this Ordinance shall be published on the Town's official website in full for not less than ten (10) days.

Section 5. Authentication and Filing. Upon passage this Ordinance shall be authenticated by the Mayor and Town Clerk and maintained by the Town Clerk in such form as is sufficient to assure reasonable access by the public. Failure to authenticate any ordinance shall not invalidate it or suspend its operation.

Section 6. Effective Date. This Ordinance shall become effective and be in full force and effect ten (10) days after final publication.

Section 7. Headings. The headings to the various sections and paragraphs to this Ordinance have been inserted solely for the convenience of the reader, are not a part of this Ordinance, and shall not be used in any manner to interpret this Ordinance.

Section 8. Severability. If any portion of this Ordinance or the application thereof to any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications of the ordinance which can be given effect without the invalid portion or application, provided such remaining portions or applications are not determined by the court to be inoperable.

INTRODUCED, **PASSED**, and **ADOPTED/REJECTED**, by the Town Council of the Town of Monument, Colorado this ___ day of December, 2024 by a vote of ___ for and _____ against.

TOWN OF MONUMENT, COLORADO

By: _____

Mitch LaKind, Mayor

Attest:

Tina Erickson, Town Clerk

DRAFT

CERTIFICATE OF PUBLICATION

I, the duly qualified and Town Clerk of the Town of Monument, Colorado, do hereby certify the foregoing Ordinance No. __-2024 was approved by the Town Council of the Town of Monument at its *regular* meeting held on the ____ day of December, 2024, and was published on _____, 2024, on the Town's official website for not less than ten (10) days, as shown on the Attached Exhibit A.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Monument, Colorado, this ____ day of December, 2024.

Tina Erickson, Town Clerk

(S E A L)

Exhibit A to Certificate of Publication

[Screenshot showing date and time of website publication]

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EXHIBIT A TO ORDINANCE NO. __-2024

Section 1. Amendment to Section 18.03.380, of the Monument Municipal Code. Sec. 18.03.380 of the Monument Municipal Code, Schedule of standard zoning district uses, is amended, under Commercial Uses, in alphabetical order, but addition of the following Land Use:

Land Use	LLR	SFD-1	SFD-2	RA	MHP	DB	CC	BC	LI	P
COMMERCIAL USES										
Natural Medicine Businesses (see Article 5, Chapter 18.03)							C			

Section 2. Amendments to Title 18, Chapter 18.04 of the Monument Municipal Code. Title 18, Chapter 18.04 of the Monument Municipal Code is amended by adding the following new Article 5, as follows:

Title 18 – LAND DEVELOPMENT CODE

Chapter 18.04 – SUPPLEMENTAL USE STANDARDS

Article 5. - Natural Medicine Businesses

18.04.500 - Definitions.

For purposes of this Article, terms used in this Article that are not defined below but which are defined in the Regulatory Act or in the regulations promulgated by the Colorado Department of Revenue under the Regulatory Act, shall have the meanings defined by the Regulatory Act; the following terms shall have the following meanings:

“Natural medicine” means psilocybin of psilocyn and other substances described in the Regulatory Act as “natural medicine.”

“Natural medicine business” means any of the following entities licensed under the Regulatory Act and includes a natural medicine healing center, a natural medicine cultivation facility, a natural medicine products manufacturer, or a natural medicine testing facility, or any other licensed entity created by the state licensing authority.

“Natural medicine cultivation facility” means a location where regulated natural medicine is grown, harvested, and prepared to be transferred and distributed to either a healing center, facilitator, a natural medicine products manufacturer, or to another natural medicine cultivation facility as defined by regulations promulgated by the Colorado Department of Revenue under the Regulatory Act.

“Natural medicine healing center” means a facility where an entity is licensed by the state licensing authority to permit a facilitator, to provide and supervise natural medicine services for a participant, which includes a participant consuming and experiencing the effects of regulated natural medicine or regulated natural medicine product under the supervision of a facilitator.

“Natural medicine product” means a product infused with natural medicine that is intended for consumption.

“Natural medicine products manufacturer” means a person or entity who manufactures regulated natural medicine products for transfer to a healing center, facilitator, or to another natural medicine products manufacturer as defined by regulations promulgated by the Department of Revenue under the Regulatory Act.

“Natural medicine services” means a preparation session, administrative session, and integration session.

“Natural medicine testing facility” means a public or private laboratory licensed or approved by the Natural Medicine Division of the Colorado Department of Revenue to perform testing and research on regulated natural medicine and regulated natural medicine product.

“Participant” means an individual who is twenty-one (21) years of age or older who receives natural medicine services prescribed by and under the supervision of a facilitator, as provided by the Regulatory Act.

“Regulatory Act” means the Colorado Natural Medicine Code, as codified in Article 50, Title 44, Colorado Revised Statutes.

“Regulated natural medicine” means natural medicine that is cultivated, manufactured, tested, stored, distributed, transported, or dispensed, as provided by the Regulatory Act.

“Regulated natural medicine product” means a natural medicine product that is cultivated, manufactured, tested, stored, distributed, transported, or disposed, as provided by the Regulatory Act.

“State licensing authority” means the authority created under the Regulatory Act for the purpose of regulating and controlling the licensing of the cultivation, manufacturing, testing, storing, distribution, transfer, and dispensation of regulated natural medicine and regulated natural medicine product.

18.04.505 - Permitted location for a natural medicine business.

Natural medicine business may be permitted by conditional use review in the commercial center (CC) zone district, subject to the distance requirements and the time, place, and manner requirements contained in this Article. Natural medicine businesses are prohibited in all other zoning districts in the Town, including the Regency Park overlay zone district and Planned Unit Development zone districts.

18.04.510 - Distance from schools and residential dwellings.

- A. No natural medicine business shall operate out of a building that is within one thousand (1,000) feet of a child care center; preschool; elementary, middle, junior or high school; residential child care facility (collectively “school”), single-family dwellings, duplexes, or multi-family dwellings (collectively “residential dwellings”) .
- B. Subsection (a) above does not apply to a licensed natural medicine business located on land owned by the State of Colorado or apply to a natural medicine business that was actively doing business under a valid license issued by the state licensing authority before the school or residential dwelling was constructed.
- C. The distances referred to in this Section shall be computed by direct measurement from the nearest property line of the land used for a school or facility to the nearest portion of the building in which natural medicine business is located, using a route of direct pedestrian access.

18.04.515 - Hours of operation.

Natural medicine businesses shall only operate between the hours of _____ a.m. to _____ p.m., Monday through Friday and shall not operate on any federal holiday.

18.04.520 - Public view.

All doorways, windows, and other openings of natural medicine business buildings shall be located, covered, or screened in such a manner to prevent a view into the interior from any exterior public or semipublic area. All activities of natural medicine businesses shall occur indoors.

18.04.525 - Lighting.

Primary entrances, parking lots, and exterior walkways of natural medicine businesses shall be clearly illuminated with downward facing security lights to provide after-dark visibility for facilitators, participants, and employees.

18.04.530 - Storage.

All storage for natural medicine businesses shall be located within a permanent building and may not be located within a trailer, tent, or motor vehicle.

18.04.535 - Odor.

Natural medicine businesses shall use an air filtration and ventilation system designed to ensure that the odors from natural medicine and natural medicine products are confined to the premises and are not detectable beyond the property boundaries on which the facility is located.

18.04.540 - Secure disposal.

Natural medicine businesses shall provide secure disposal of natural medicine and natural medicine product remnants or by-products, such as to prevent disposed products and by-products from being accessed or consumed by any person other than those persons being treated by the business. Natural medicine and natural medicine product remnants or by-products shall not be placed within the facilities' exterior refuse container.

18.04.545 - Processing of natural medicine.

- A. The processing of natural medicine that includes the use of hazardous materials, including without limitation, and by way of example, flammable and combustible liquids, carbon dioxide, and liquified petroleum gases, such as butane, is prohibited.
- B. Nonhazardous materials used to process natural medicine shall be stored in a manner so as to mitigate and ensure odors are not detectable beyond the property boundaries on which the processing facility is located or the exterior walls of the processing facility associated with the processing of natural medicine.
- C. The processing of natural medicine shall meet the requirements of all adopted Town building and life/safety codes.
- D. The processing of natural medicine shall meet all of the requirements of all adopted water and sewer regulations promulgated by the applicable water and sewer provider.

18.04.550 - Nuisance.

It is unlawful and deemed a nuisance under Chapter 8.04 of this Code to dispose of, discharge out of or from, or permit to flow from any facility associated with natural medicine, any foul or

noxious liquid or substance of any kind whatsoever, including, without limitation, by-products of the natural medicine process, into or upon any adjacent ground or lot, into any street, alley, or public place, or into any storm sewer and/or system in the Town.

18.04.555 - Enforcement.

Any natural medicine business in violation of the provisions of this Article shall be subject to enforcement pursuant to Chapter 2.36 of the Monument Municipal Code, provided however, actions and conduct permitted pursuant to a license, registration, or permit issued by the state licensing authority under the Regulatory Act, shall not constitute a violation of this Article.



Possible
Psilocybin
Mushroom/
Natural Medicine
Areas

Legend

Monument's Border

Local Schools

1000 ft buffer around Schools

1000 ft buffer around Residential Zoning Code Areas

Zoning Code Areas

CC: Commercial Center

Not Residential Zoning (P, DB, LI)

Residential Zoning Code Areas

