



MONUMENT TOWN COUNCIL REGULAR MEETING AGENDA

MONDAY, MAY 5, 2025 – 6:30 PM

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

[Participate Via Microsoft Teams](#)

Participate Via Telephone: 719-300-6099 ID: 727 196 851#

[Council Packet](#)

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 - May 5, 2025
- b. Meeting Minutes - April 21, 2025
- c. Invoices Over \$25K - (*Jennifer Phillips*)
- d. Resolution No. 26-2025 - A Resolution Approving the Purchase of a New Bucket Truck for the Parks and Streets Departments - (*Andrew Archuleta*)

4. Proclamations:

- a. Town Clerk Week - (*Madeline VanDenHoek*)
- b. National Police Week - (*Chief Regan*)
- c. Older Americans Month - (*Councilmember Kronick*)
- d. Mental Health Awareness Month - (*Councilmember Kronick*)

5. Ordinances: *Public Hearing(s) Required*

- a. Ordinance No. 09-2025 - An Ordinance Approving a Final Planned Unit Development for Triview Administration Building at Lot 4 Terrazzo-Baja Commercial Development - (*Dan Ungerleider*)

6. Resolutions:

- a. PUBLIC HEARING on Resolution No. 28-2025 - A Resolution Approving a Final Plat For Terrazzo-Baja Commercial Development - (*Dan Ungerleider*)
- b. PUBLIC HEARING on Resolution No. 29-2025 - A Resolution Adopting an Amended 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*)

c. Resolution No. 30-2025 - 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)*

d. Resolution No. 31-2025 - A Resolution to Approve Financial Policies to Ensure the Town is Capable of Adequately Funding Providing For Those Government Services Desired By the Community - *(Jennifer Phillips)*

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:

9. Council Comments:

10. Adjournment:

MONUMENT TOWN COUNCIL MINUTES

Monday, April 21, 2025 - 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 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 Councilmembers and Staff were present for the meeting:

TOWN COUNCIL	TOWN STAFF
PRESENT: Mayor Mitch LaKind Mayor Pro Tem Steve King Councilmember Laura Kronick Councilmember Sana Abbott Councilmember Marco Fiorito Councilmember Kenneth Kimple	Madeline VanDenHoek, Interim Town Manager Patrick Regan, Police Chief Tina Erickson, Town Clerk Rebecca Zisch, Town Attorney Will William, Director of IT Thomas Tharnish, Director of Public Works Jennifer Phillips, Director of Finance Laura Hogan, Director of Administration Dan Ungerleider, Director of Planning Sylvia Simpson, Deputy Town Clerk
ATTENDED REMOTELY:	
ABSENT WITH PRIOR NOTICE:	
ABSENT WITHOUT PRIOR NOTICE:	

Mayor LaKind said condolences to Jim Romanello. The Council directed staff to purchase a park bench to be placed on the Santa Fe Trail in Jim's honor. All the Councilmembers and VanDenHoek spoke and shared stories.

2. Disclosures of Conflicts of Interest:

- Disclosures of Potential Conflicts of Interest - (*Town Attorney*)
- Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters - (*Town Attorney*)
 - None were submitted.

3. Approval of the Consent Agenda:

- Agenda - April 21, 2025
- Meeting Minutes - April 7, 2025

c. Invoices Over \$25K

Fiorito made a motion to approve the consent agenda as presented, and the motion was seconded by Kronick. Roll call vote was taken, and the motion passed 6 to 0.

4. Proclamations:

a. National Small Business Week - *(Brandon Eldridge, Pikes Peak Small Business Development Center)*

Brandon Eldridge with Pikes Peak Small Business Development Center presented National Small Business Week. The Council proclaimed May 5th- May 9th 2025 as National Small Business Week in the Town of Monument.

b. Child Abuse Prevention Month - *(Paul Myers-Bennett, El Paso County Dept. of Human Services)*

Paul Myers and Dr. Jason Lester from El Paso County Department of Human Services presented Child Abuse Prevention Month. The Council proclaimed April as Child Abuse Prevention Month in the Town of Monument.

c. Arbor Day - *(Cassie Olgren)*

Cassie Olgren spoke about arbor day being held April 25, 2025 at 11:00am and encouraged the councilmembers to attend. The Council proclaimed April 25th as Arbor Day in the Town of Monument.

5. Presentations:

a. Employee Survey Results - *(Emily Trujillo)*

Trujillo gave a presentation and provided the results from the employee satisfaction survey that was conducted in March 2025.

6. Triview Promontory Pointe Water Tank Facility Expansion:

a. Ordinance No. 07-2025 - An Ordinance Approving a Major Planned Unit Development Amendment for Sanctuary Pointe Phase 3 and a Rezone of 1.1 Acres From Planned Unit Development to P- Public For Triview Metropolitan District Promontory Pointe Water Tank Facility - *(Dan Ungerleider)*

Ungerleider presented Ordinance. No. 07-2025, Resolution No. 22-2025 and Resolution No. 23-2025 as included in the council packet as one presentation. LaKind opened the public hearing, no comments were received. LaKind closed the public hearing. Fiorito made a motion to approve Ordinance No. 07 -2025, and the motion was seconded by Kimple. Roll call vote was taken, and the motion passed 6 to 0.

b. Resolution No. 22-2025 - A Resolution Approving a Final Plat for Triview Utility Subdivision - *(Dan Ungerleider)*

Fiorito made a motion to approve Resolution No. 22-2025, and the motion was seconded by King. Roll call vote was taken, and the motion passed 6 to 0.

c. Resolution No 23-2025 - A Resolution Approving a Site Plan for Triview Utility Subdivision - *(Dan Ungerleider)*

Abbott made a motion to approve Resolution No. 23-2025, and the motion was seconded by Kronick. Roll call vote was taken, and the motion passed 6 to 0.

7. Ordinances: *Public Hearing(s) Required*

a. Ordinance No. 08-2025 - An Ordinance Repealing and Readopting Title 2 of the Monument Municipal Code

Zisch presented Ordinance No. 08-2025 as included in the council packet. The Council was in favor of oaths office to be required for Town Clerk, Town Manager, Finance Director and Police officers. The Council was in favor of increasing the jury fees to \$18.00 and \$12.00. LaKind opened the public hearing, none were received. LaKind closed the public hearing. King made a motion to continue Resolution No. 08-2025 to May 19, 2025, and the motion was seconded by Kronick. Roll call vote was taken, and the motion passed 6 to 0.

8. Resolutions:

a. Resolution No. 25-2025 - A Resolution Initiating Annexation Proceedings For Certain Property To Be Known As The Old Denver Road Annexation And Finding The Petition For Annexation No. 24-2025 To Be In Substantial Compliance With Section 31-12-107, C.R.S. - *(Dan Ungerleider)*

Ungerleider presented Resolution No. 25-2025 as included in the council packet. Abbott made a motion to approve Resolution No. 25-2025, and the motion was seconded by Kronick. Roll call vote was taken, and the motion passed 6 to 0.

b. Resolution No. 27-2025 - A Resolution Approving an Amendment to the IGA Establishing the Loop Water Authority - *(Thomas Tharnish)*

Tharnish introduced Resolution No. 27-2025 and Nicole Peykov the attorney with the Loop Water Authority. Peykov provided clarification on the IGA proposed and the reason for the amendment. Kronick made a motion to approve Resolution No. 27-2025 and the motion was seconded by Fiorito. Roll call vote was taken, and the motion passed 6 to 0.

9. Discussion Items:

a. Draft Financial Policies - *(Jennifer Phillips)*

Phillips presented the draft financial policies as included in the council packet. The Council gave direction to review policy every 6 months and make the necessary changes. The final draft with resolution will be presented at the May 5th, 2025 council meeting.

10. 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.

- Dan Deboo spoke on public safety would like a speed limit sign installed on Knollwood Drive.
- John Howe thanked the Councilmembers for their service. He gave appreciation to Jim Romanellos service. Stated his concerns and the need for filling the Town Manager position.
- Nancy Swearingin stated her concerns for filling the Town Manager position.
- Bill Wysung gave a donation to the Town for a bench to be placed to remember Jim Romanello.

11. Future Agenda Item Authorization:

- The Council will hold a special meeting on May 8th 2025 at 6:30pm to appoint the new Town Manager.
- Town Council and Planning Commission joint meeting on June 11, 2025.
- Girls of the West presentation on June 2, 2025.
- Old Americans and Mental Health Awareness proclamations on May 5, 2025.

12. Council Comments:

- Fiorito gave appreciation to staff for the strategic planning retreat. Gave a shout-out to Officer's Ellis and Fisher, for all they do in the community.

13. Adjournment:

LaKind moved to adjourn the meeting, the motion was passed unanimously, the meeting was adjourned at 8:56 pm.

Respectfully Submitted,

Town Clerk,
Tina Erickson



MEMORANDUM

TO: The Mayor and Town Council
FROM: Jennifer Phillips, Finance Director
DATE: April 28, 2025
RE: Approving payment to Moore Engineering, Inc. For Professional Services \$25,867.35

BACKGROUND:

Council directed research for the Loop Water project related to Water Reuse Plan and Basic Services.



Moore Engineering Inc
925 10th Ave. East
West Fargo, ND 58078
701-282-4692
<https://www.mooreengineeringinc.com/>

Please remit payment to:
c/o the Accounting Department
444 Sheyenne St., Suite 301
West Fargo, ND 58078

Payment Approval

Authorized: NMD
Date: 4-11-25
Account: 04-04-65710

Town of Monument
645 Beacon Lite Road
Monument, Colorado 80132

Invoice Number SIN001736
Invoice Date 04/03/2025
Project Name 24683 - Town of
Monument:1635-24 GSA

Professional Services

Billing Period: 1/1/2025-1/31/2025

Invoice Summary

Milestone	Billing Type	Contract Amount	Total Invoiced	Prior Invoiced	Current Invoiced
100: Water Reuse Plan	Time and Expense	0.00	31,072.62	11,437.62	19,635.00
300: Basic Services	Time and Expense	0.00	14,299.85	8,067.50	6,232.35
				Total	25,867.35

Invoice Breakdown

Time for 100: Water Reuse Plan	Hours	Rate	Invoiced
GIS Technician II	15.50	\$140.00	\$2,170.00
Professional Engineer II	8.00	\$215.00	\$1,720.00
Project Administrator I	1.00	\$130.00	\$130.00
Senior Engineer / Hydrogeologist	9.25	\$160.00	\$1,480.00
Senior Professional Engineer	6.00	\$178.75	\$1,125.00
Senior Project Manager	34.75	\$260.00	\$9,035.00
Staff Engineer / Hydrogeologist	26.50	\$150.00	\$3,975.00
Subtotal	101.00		\$19,635.00

Time for 300: Basic Services	Hours	Rate	Invoiced
Graduate Engineer	16.50	\$145.00	\$2,392.50
Professional Engineer II	1.50	\$215.00	\$322.50
Project Engineer / Hydrogeologist	17.25	\$166.00	\$2,863.50
Senior Engineer / Hydrogeologist	4.00	\$160.00	\$640.00
Subtotal	39.25		\$6,218.50

Expense for 300: Basic Services	Quantity	Unit Price	Invoiced
Travel Air-Train-Taxi-Etc - Bruce Lytle - Express Tolls (12/09/2024)	1.00	\$8.05	\$8.05
Travel Air-Train-Taxi-Etc - Bruce Lytle - Express Tolls (12/12/2024)	1.00	\$5.80	\$5.80
Subtotal	2.00		\$13.85

Invoice Supporting Detail

Detailed Time for 100: Water Reuse Plan

Resource	Week Ending	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Invoiced Amount
Amelia Rankin	1/31/2025	0.00	6.75 Water Rights Research for Monument	0.00	0.00	0.00	0.00	0.00	6.75	\$1,012.50
Amelia Rankin	1/18/2025	0.00	0.00	0.00	5.00 Water Rights Data Collection	0.00	0.00	0.00	5.00	\$750.00
Amelia Rankin	1/25/2025	0.00	1.25 Reviewed Monument spreadsheet loop model to	3.00 Reviewed Monument spreadsheet loop model to evaluate	4.00 Reviewed Monument spreadsheet loop model to evaluate if inputs	3.00 Reviewed Monument spreadsheet loop model to evaluate if	3.50 Reviewed Monument spreadsheet loop model to evaluate if	0.00	14.75	\$2,212.50
Anna Elgqvist	1/4/2025	0.00	0.00	0.00	0.00	4.00 Monument Reservoir Operations Model	1.00 Estimate Local Reuse Amount	0.00	5.00	\$1,075.00
Anna Elgqvist	1/31/2025	0.00	2.50 Review Monument local reuse model	0.00	0.00	0.00	0.00	0.00	2.50	\$537.50
Anna Elgqvist	1/11/2025	0.00	0.00	0.50 Tabulate 2024 treatment plant flows	0.00	0.00	0.00	0.00	0.50	\$107.50
Bruce Lytle	1/25/2025	0.00	0.00	0.00	0.00	0.00	0.00	3.50 Reuse plans report/figure review	3.50	\$910.00
Bruce Lytle	1/4/2025	0.00	0.00	0.00	0.00	0.50 Reuse plan	1.00 Local reuse plan-0.5_x000 D	0.00	1.50	\$390.00
Bruce Lytle	1/11/2025	0.00	0.00	0.75 Regional water reuse plans	0.00	0.00	0.75 Regional water reuse plans	0.00	1.50	\$390.00
Bruce Lytle	1/31/2025	3.00 Reuse plans report	1.00 Reuse plans report	3.00 Reuse plans report	1.00 Reuse plans report	3.00 Reuse plans report	0.00	0.00	11.00	\$2,860.00
Bruce Lytle	1/25/2025	0.00	3.50 Reuse plans report	1.50 Reuse plans report	1.00 Reuse plans report	1.50 Call on reuse plans	0.00	0.00	7.50	\$1,950.00

Project 24683 - Town of Monument:1635-24 GSA

Bruce Lytle	1/18/2025	0.00	4.50 Reuse plans report	3.00 Reuse plans report	1.00 Reuse plans report	0.75 Reuse plan report figures	0.50 Monumen t Laake operations in reuse plan	0.00	9.75	\$2,535.00
Christopher Fehn	1/4/2025	0.00	0.00	0.00	0.00	1.50 Estimate of Monument Creek Exchange	0.50 Monumen t Reuse Study	0.00	2.00	\$490.00
Courtney Hull	1/25/2025	0.00	0.00	3.75 Figure creation	7.25 Figure creation_x000D_ Reservoir digitization_x000 D_ Map creation	0.00	1.00 Map creation_x 000D_ Figure overview	0.00	12.00	\$1,680.00
Courtney Hull	1/31/2025	0.00	2.50 Meeting_x 000D_ Figure revisions	1.00 Figure updates	0.00	0.00	0.00	0.00	3.50	\$490.00
Erik Gilbertson	1/31/2025	0.00	0.00	0.00	0.00	0.50 estimate update	0.00	0.00	0.50	\$75.00
Erik Gilbertson	1/18/2025	0.00	0.00	1.00 route research	0.00	1.00 kickoff with Jim	0.00	0.00	2.00	\$320.00
Erik Gilbertson	1/25/2025	0.00	1.50 estimates	0.00	0.00	0.00	0.00	0.00	1.50	\$240.00
Heather Crompton	1/31/2025	0.00	0.00	1.00 Report preparation	0.00	0.00	0.00	0.00	1.00	\$130.00
Marlena McConville	1/25/2025	0.00	0.25 Researche d Laughlin Ditch Rights	0.00	0.00	0.00	0.00	0.00	0.25	\$40.00
Marlena McConville	1/31/2025	0.00	4.50 2.0 h- Compiled water rights info for water	3.00 Researched water rights for water reuse plan	1.50 Water rights research for water reuse plan	0.00	0.00	0.00	9.00	\$1,440.00
Subtotal									101.00	19,635.00

Detailed Time for 300: Basic Services

Resource	Week Ending	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	Invoiced Amount
Anna Elqvist	1/4/2025	0.00	0.00	0.00	0.00	0.50 Modify Updated Accounting	0.00	0.00	0.50	\$107.50

Project 24683 - Town of Monument:1635-24 GSA

Ben Bader	1/31/2025	0.00	2.25 Review of Monument Loops: Regional and Local	0.75 Monument Loop Analysis	0.00	0.00	0.00	0.00	3.00	\$498.00
Ben Bader	1/4/2025	0.00	0.00	0.00	0.00	0.00	0.75 Accountin g review	0.00	0.75	\$124.50
Ben Bader	1/25/2025	0.00	2.00 Loop model review	2.00 Loop project model review	3.25 Loop components review	2.75 Monument Loop Modeling	3.50 Local Monumen t Loop modeling	0.00	13.50	\$2,241.00
Brandon Smith	1/31/2025	0.00	0.00	0.00	0.00	1.00 Quantity estimate assistance	0.00	0.00	1.00	\$215.00
James Evenson	1/18/2025	0.00	0.00	0.00	0.00	2.00 Project introduction with Erik, researched Colorado land use	6.00 Research bid tabulation for Colorado, Montezuma	0.00	8.00	\$1,160.00
James Evenson	1/25/2025	0.00	6.00 Cost Estimates, Colorado spec research,	1.00 Cost Estimates	0.00	0.00	0.00	0.00	7.00	\$1,015.00
James Evenson	1/31/2025	0.00	0.00	0.00	0.00	1.50 Updated quantities, created PDF mark up of route options	0.00	0.00	1.50	\$217.50
Marlena McConville	1/18/2025	0.00	0.00	0.00	2.00 Laughlin Ditch Research	2.00 Laughlin Ditch Research	0.00	0.00	4.00	\$640.00
Subtotal									39.25	6,218.50

Project Summary

Milestone	Contract Amount	Total Invoiced	Prior Invoiced	Current Invoiced
100: Water Reuse Plan	0.00	31,072.62	11,437.62	19,635.00
300: Basic Services	0.00	14,299.85	8,067.50	6,232.35
Total	0.00	45,372.47	19,505.12	25,867.35



MEMORANDUM

To: The Honorable Mayor and Town Council

From: Andrew S. Archuleta, Assistant Director of Public Works

Date: May 5, 2025

RE: Resolution 26-2025 to approve the purchase of a new bucket truck for the Parks and Street Departments

BACKGROUND: The Town of Monument Parks and Streets Department staff have had a need for a new bucket, to assist with their daily operations. The reliability of a new bucket truck will allow the crew to maximize their productivity time without having to shut down because of any safety or mechanical issues. This truck has proven to be more than capable for other entities and will allow the crews to operate it without having to worry about it breaking down.

DISCUSSION: After downing our current truck because of mechanical and safety issues, it was determined that the best course of action was to purchase a new bucket truck for the crew to complete tasks that are required to be in the air such as Christmas light installations, traffic light maintenance, building maintenance and tree maintenance. The Terex boom will reach high enough to overcome any obstacles that we may be presented with and will allow them to accomplish their tasks more efficiently.

PROS/CON'S: Pro's – By moving forward with this resolution to approve the purchase of a new bucket truck, it gives the Parks and Streets Department staff the reliability and ability to perform tasks that they have not been able to do with the current truck that has many safety and mechanical issues. Con's – By not approving this resolution, the crew would have to rent a bucket truck to perform any tasks that are required to be in the air because the crew feels too unsafe to operate the current bucket truck.

FISCAL IMPACT: The purchase cost of the new bucket truck is **\$233,674.00**. The price of this equipment was based upon competitive pricing from Sourcewell. Sourcewell is a cooperative purchasing company the pre bids equipment for government agencies and is well respected in their field. The funding of this equipment purchase is budgeted in the Parks and Streets Budget for 2025.

STAFF RECOMMENDATION: Recommend passage of Resolution 26-2025, approving the purchase of a new bucket truck for the Parks and Streets Departments.

TOWN OF MONUMENT
RESOLUTION NO. 26-2025

**A RESOLUTION APPROVING THE PURCHASE OF A NEW BUCKET TRUCK FOR THE
PARKS AND STREETS DEPARTMENTS**

WHEREAS, the Town's Parks and Streets Department staff has elevated the need to purchase a new bucket truck to assist with the operations and maintenance tasks, and;

WHEREAS, the Town's staff has searched for the supply and availability of a bucket truck and has gathered pricing data from Sourcewell, a government cooperative purchasing company, to meet the Towns contract and purchasing policy requirements, and;

WHEREAS, the Town's staff has determined that the addition of this equipment will help with operation and maintenance of parks, right-of-way, and streets assets, and;

WHEREAS, If the Town Council approves this purchase of a bucket truck, it will help with saving man-hours and provide a safer method to completing aerial tasks around the Town.

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

The Town Council hereby approves the purchase of a new bucket truck for the Parks and Streets Departments to help with maintenance tasks and provide a safer method to completing aerial tasks.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 5th day of May 2025 by vote of ___ for and ___ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk



Custom Truck & Equipment
7701 E 24 Highway
Kansas City, MO 64125
Phone: (816) 241-4888
Fax: (816) 241-8826
www.customtruck.com

CUSTOM TRUCK & EQUIPMENT RETAIL BUYERS ORDER

TOWN OF MONUMENT, CO

TOM THARNISH, Director of Public works
Phone: (719) 499-3289
Email: ttharnish@tomgov.org
Salesperson: David Dickson
Date: March 19, 2025
Quote Number: Q-48863

TITLE INFORMATION

Intended State of Registration: Colorado

Name as it Should Appear on Title: TOWN OF MONUMENT, CO

Address as it Should Appear on Title: 645 BEACONLITE RD, MONUMENT, CO 80132

BILLING INFORMATION

Bill-To Name: TOWN OF MONUMENT, CO

Address as it Should Appear on Invoice: 645 BEACONLITE RD, MONUMENT, CO 80132

SALES ORDER

UNIT(S) DESCRIPTION	LINE PRICE	TOTAL PRICE
2025 FREIGHTLINER M2106 4X4 TEREX UT TC55 OPTIMA 55' BUCKET TRUCK with FREEDOM TRUCK EQUIPMENT FTETC55MU126UL - SOURCEWELL PRICING QL-0107668 Item #: 100_03674 VIN: 3ALDCXFEXSDVJ1377 Delivery Address: 645 BEACONLITE RD, MONUMENT, CO 80132 Freight:	\$231,424.00 \$2,250.00	\$233,674.00

****ADMINISTRATIVE FEE: \$ 0.00**

TOTAL: \$ 233,674.00

Price is subject to change Without Notice and is Not Guaranteed due to Fluctuation in Material or Component Prices, Including Manufacturer's Surcharges.

DEPOSIT WITH ORDER: \$ 0.00

AMOUNT DUE PRIOR TO PICKUP OR DELIVERY: \$ 233,674.00

THIS IS NOT AN INVOICE. Payment should not be made from this document. Freight and taxes quoted in this Retail Buyers Order, including Federal Excise Tax, sales tax and other taxes, are approximate and for estimation purposes only. Actual freight and taxes may vary and will be reflected on a final invoice. Any Purchase Order listed is for customer reference purposes only, terms and conditions of sale are dictated by this Retail Buyers Order.

***AN ADMINISTRATIVE FEE IS NOT AN OFFICIAL FEE AND IS NOT REQUIRED BY LAW BUT MAY BE CHARGED BY A DEALER. THIS ADMINISTRATIVE FEE MAY RESULT IN A PROFIT TO DEALER. NO PORTION OF THIS ADMINISTRATIVE FEE IS FOR THE DRAFTING, PREPARATION, OR COMPLETION OF DOCUMENTS OR THE PROVIDING OF LEGAL ADVICE. THIS NOTICE IS REQUIRED BY LAW."

ACCEPTED DEALER (NAME) _____

SIGNATURE _____

INITIALS

I would like more information on the following about the above purchased units:

FLEXIBLE FINANCING AND LEASE OPTIONS:

EXTENDED WARRANTY OPTIONS:

PURCHASER'S CERTIFICATION

1. I hereby certify that this order includes all of the terms and conditions on both the face and reverse side hereof. That this order cancels and supersedes any prior agreement and as of the date hereof comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters covered hereby, and that THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE; AND

2. I have reviewed this order and fully understand that my new unit will be equipped only with the optional equipment specifically listed on the face of this order plus all standard equipment as designated by the manufacturer at time of delivery; AND

CONTINUATION OF TERMS AND CONDITIONS CONSTITUTING A PART OF PURCHASE ORDER

3. Purchaser is responsible for awareness and compliance with vehicle emissions rules and regulations for their state of registration. Purchaser shall not be entitled to recover from selling dealer any consequential damages, damages for loss of use, loss of time, loss of profits or income, or any other incidental damages due to state and local emission regulation.; AND

TRANSIT DAMAGE

4. Purchaser acknowledges that there may have been certain transit and/or storage damage to the vehicle sold by the seller herein, and Purchaser hereby releases the Seller for any and all claims arising out of such transit and/or storage damage.

5. THIS IS A CASH SALE

6. NOTICE: IF YOU ARE BUYING A USED VEHICLE, SEE THE REVERSE SIDE UNDER "PROVISIONS APPLICABLE ON SALE OF A USED VEHICLE" BECAUSE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED AND CERTAIN STATEMENTS ARE MADE CONCERNING THE ODOMETER READING

7. I certify that I am 18 years of age, or older; and that I have read the printed matter on the front and back hereof and agree to it as a part of this order the same as if it were printed above my signature. I/we authorize you to check my/our credit and employment history and to provide and/or obtain information about credit experience with me/us

"THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES."

Purchaser(s) Signature and Date I hereby agree to purchase from you under the terms and conditions specified:

X

8. If Purchaser intends to obtain a certificate of title for this vehicle in a state where selling dealer is licensed to sell this vehicle (or is not required to be licensed to sell this vehicle), Purchaser will accept delivery of this vehicle at a selling dealer location in that state, or such other location as selling dealer and Purchaser may agree. If Purchaser intends to obtain a certificate of title for this vehicle in a state where selling dealer is not licensed to sell this vehicle (and would have otherwise been required to be licensed to sell this vehicle), unless selling dealer and Purchaser otherwise agree, selling dealer will coordinate the shipment of this vehicle to purchaser from Kansas City, Missouri. In such case, Purchaser hereby authorizes selling dealer, on behalf of Purchaser, to enter into a shipping contract with a third-party common carrier for the shipment of this vehicle to Purchaser's physical address set forth on the first page of this Retail Buyers Order, or such other location as selling dealer and Purchaser may agree. Purchaser agrees that delivery of this vehicle, including the transfer of title and risk of loss to purchaser, will occur at the time that this vehicle is loaded onto the common carrier's transport (i.e., FOB shipping point). The carrier will insure this vehicle while in transit, and the Purchaser will be the beneficiary of any claims for damage to this vehicle or losses occurring while this vehicle is in the possession of the common carrier. The shipping cost, if required, will either be included on this Retail Buyers Order as a separate line item, will be included in the purchase price of the vehicle or separately invoiced per Purchaser's instructions. The sale of this vehicle from selling dealer to Purchaser will be deemed to have occurred in Kansas City, Missouri.

9. ARBITRATION

MANDATORY ARBITRATION OF DISPUTES; ANY CLAIM, CONTROVERSY OR DISPUTE OF ANY KIND BETWEEN THE CUSTOMER AND THE COMPANY ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER BASED ON CONTRACT, TORT, STATUTE, FRAUD, MISREPRESENTATION OR ANY OTHER LEGAL OR EQUITABLE THEORY) SHALL BE RESOLVED BY FINAL AND BINDING ARBITRATION PURSUANT TO THE FOLLOWING TERMS.

a. The Federal Arbitration Act, not state law, shall govern the arbitration process and the question of whether a claim is subject to arbitration. The customer, however, retains the right to take any claim, controversy or dispute that qualifies to small claims court rather than arbitration.

b. A single arbiter engaged in the practice of law will conduct the arbitration. The arbitrator will be selected according to the rules of the American Arbitration Association or, alternatively; may be selected by agreement of the parties, who shall cooperate in good faith to select the arbitrator. The arbitration shall be conducted by, and under the then-applicable rules of the American Arbitration Association. Any required hearing fees and costs shall be paid by the parties as required by the applicable rules, but the arbitrator shall have the power to apportion such costs as the arbitrator deems appropriate.

c. The arbitrator's decision and award will be final and binding, and judgment on the award rendered by the arbitrator may be entered in any court with jurisdiction.

NOTICE: LANGUAGE IN SECTION 3, SECTION 6, AND SECTION 7 BELOW DISCLAIMING IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ON VEHICLE WHICH IS SUBJECT OF THIS ORDER DOES NOT APPLY WHEN A SERVICE CONTRACT IS SOLD WITHIN 90 DAYS OF THE VEHICLE'S DATE OF SALE IN WHICH THE DEALER IS LEGALLY LIABLE UNDER THE SERVICE CONTRACT.

Provisions Applicable On Sale Of New Vehicle

1. **PRICE REVISION:** In the event the price to dealer of the series and body type ordered by purchaser is changed by the manufacturer prior to delivery to purchaser of the vehicle ordered by purchaser, dealer has the right to accordingly change the cash delivered price to purchaser, provided that if purchaser does not agree with such price change, purchaser may cancel this Purchase Order, in which event if a used vehicle has been traded in as a part of the consideration for the vehicle purchased by purchaser such traded-in vehicle shall be returned to purchaser upon payment of a reasonable charge for storage and repairs (if any), or, if such traded-in vehicle has been previously sold by dealer the amount received therefore less a selling commission of 15% and any expenses (for storing, insuring, conditioning or advertising such vehicle for sale) shall be returned to purchaser.

2. It is understood that there is not relationship of principal and agent between the dealer and the manufacturer and that the dealer is not authorized to act or attempt to act, or represent himself, directly or by implication, as agent of the manufacturer, or in any manner assume to create, or attempt to assume to create, any obligation on behalf of or in the name of the manufacturer.

4. The only warranties applying to this vehicle are those offered by the manufacturer. The selling dealer hereby expressly disclaims all warranties either expressed or implied, including any implied warranties of merchantability or fitness for a particular purpose and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of the vehicle. Buyer shall not be entitled to recover from the selling dealer any consequential damages, damages to property, damages for loss of use, loss of time, loss of profits or income, or any other incidental damages.

The manufacturer's printed warranty offered on the sale of new vehicles will be furnished to the purchaser upon delivery of the vehicle. Copies of manufacturer's warranties are available for study

5. **IMPORTANT:** If your new passenger car or light truck purchased on or after January 1, 1958 is defective and cannot be made to conform to its applicable express warranty coverage after four repair attempts, or it is out of service for more than 30 calendar days during the period of one year or the term of if its applicable express warranty, whichever is earlier, you may be entitled under state law to replacement or to a refund. You must first notify the manufacturer of the problem in writing and provide the manufacturer an opportunity to repair the vehicle.

Provisions Applicable On Sale Of A Used Vehicle

7. **THE INFORMATION YOU SEE ON THE WINDOW FORM (BUYERS GUIDE) FOR THIS VEHICLE IS PART OF THIS CONTRACT. INFORMATION ON THE WINDOW FORM OVER- RIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.**

7. **WITHOUT A WRITTEN DEALER'S WARRANTY**

CONTINUATION OF TERMS AND CONDITIONS CONSTITUTING A PART OF PURCHASE ORDER

A. The vehicle described on the reverse of this page is being sold to you "AS IS" and "WITH ALL FAULTS," and THE SELLING DEALER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this vehicle. Further, the undersigned acknowledges that he is not relying on any representations in purchasing this vehicle that may have been made by dealer or its agents or employees concerning the condition of the vehicle which are not stated herein. Purchaser shall not be entitled to recovery from the selling dealer for any consequential damages, incidental damages, property damage, or damages for loss of use, loss of time, loss of profits, for inconvenience or loss of income. If selling dealer issues a written express warranty or there remains a part of the manufacturer's warranty which has not expired according to its terms, this provision does not apply.

B. The selling dealer received this vehicle, with approximately the mileage shown on the odometer (less miles driven for testing and demonstration). However, selling dealer makes no warranty or representation as to the accuracy of said odometer reading, either express or implied, except that said odometer reading has not been altered by selling dealer, and that dealer has no knowledge that it was altered or disconnected prior to the time this vehicle came into the dealer's possession. In consideration of the purchase price stated on the reverse side of this page, purchaser hereby releases and forever discharges dealer, its officers, directors, employees, agents, successors, and assigns, from any and all claims, causes of action, liability and damages, which may result or develop from the accuracy of the odometer reading, and in the event that a claim is asserted against dealer by a subsequent purchaser of this vehicle based upon the accuracy of the odometer reading, purchaser agrees to indemnify and hold harmless the dealer there from.

Purchaser understands that dealer has no control over what may have been done to the odometer by previous owners and that dealer has no way to ascertain the correctness of the odometer reading. Purchaser acknowledges that he has read understands and accepts all of the provisions of this disclaimer of warranty and release as set forth in paragraph 6

8. WITH A DEALER'S WRITTEN WARRANTY

A. The only warranties applying to the sale of this vehicle are those extended by the manufacturer in an unexpired manufacturer's warranty, if any so exists, and/or an express written limited warranty extended by selling dealer and delivered to purchaser at the time of delivery of this vehicle. The provisions and terms of such express written limited warranty are those set out in such instrument and SELLING DEALER HEREBY LIMITS ALL IMPLIED WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, TO THE SAME DURATION OF TIME AS THE EXPRESS WRITTEN LIMITED WARRANTY PROVIDED BY SELLER. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Further, selling dealer neither assumes nor authorizes any person to assume for it any liability other than that expressed in such instrument. The under- signed acknowledges that he is not relying on any representations herein. Purchaser's damages for the condition of this vehicle are limited and restricted to those which are recoverable by purchaser there under, including consequential or incidental damages. Some states do not allow the exclusion or limitation of consequential or incidental damages, so the above limitation may not apply to you. If the vehicle is sold "as is" and "with all faults," this provision "A" does not apply.

B. The selling dealer received this vehicle, with approximately the mileage shown on the odometer (less miles driven for testing and demonstration). However, selling dealer makes no warranty or representation as to the accuracy of said odometer reading, either express or implied, except that said odometer reading has not been altered by selling dealer, and that dealer has no knowledge that it has altered or disconnected prior to the time this vehicle came into dealer's possession. In consideration of the purchase price stated on the reverse side of this page, purchaser hereby releases and forever discharges dealer, its officers, directors, employees, agents, successors and assignees, from any and all claims, causes of action, liability and damages, which may result or develop from the accuracy of the odometer reading, and in the event that a claim is asserted against dealer by a subsequent purchaser of this vehicle based upon the accuracy of the odometer reading, purchaser agrees to indemnify and hold harmless dealer there from.

Purchaser understands that dealer has no control over what may have been done to the odometer by previous owners, and that dealer has no way to ascertain the correctness of the odometer reading. Purchaser acknowledges that he has read, understands and accepts all of the provisions of this disclaimer of warranty and release as set forth in paragraph

Other Provisions

9. NOTIFY SELLER WITHIN 20 DAYS: Purchaser shall give notice to seller of any breach of contract of express or implied warranty applicable to the goods within twenty (20) days of the time he discovers or should have discovered said breach or the purchaser shall be barred from any remedy for the breach. Purchaser shall thereafter return the goods to seller, or anyone designated by seller. Within twenty (20) days after the notice of breach to allow the seller the opportunity to cure the breach or the purchaser shall be barred from any remedy for the breach.

10. REAPPRAISAL OF TRADED-IN VEHICLE: If a vehicle has been traded in as a part of the consideration for the vehicle ordered by purchaser hereunder and such vehicle is not delivered to dealer until delivery to purchaser of the vehicle purchased by purchaser, such traded-in vehicle shall be reappraised at that time and such reappraisal value shall determine the allowance made for such vehicle. If such reappraised value is lower than the original allowance therefore shown on the face of this Purchase Order, purchaser may, if dissatisfied therewith, cancel this Purchase Order, provided, however, that such right to cancel is exercised prior to delivery of vehicle ordered hereunder to the purchaser and surrender of the traded-in vehicle to dealer.

11. PURCHASER'S WARRANTY OF TITLE AND PROMPT DELIVER OF TITLE: Purchaser warrants that the traded-in vehicle is his property free and clear of all liens and encumbrances except as otherwise noted on the title. Purchaser understands that the delivery and assignment of the certificate of title to any traded-in vehicle is an integral part of the entire sale transaction expressed in this retail buyer's order. If purchaser does not simultaneously assign and deliver the certificate of title at the time of trade-in or fails to do so within fifteen days of the trade-in, seller may: (1) cancel the sale/purchase order and exercise any and all remedies under law including repossession; or (2) treat the sale in every respect as if no trade-in took place and revise the purchase price for the ordered vehicle accordingly. In such cases, purchaser's trade-in will be returned upon payment of a reasonable charge for storage and repairs, if any.

12. FAILURE OR REFUSAL TO ACCEPT DELIVERY: Unless this Purchase Order shall have been cancelled by purchaser under and in accordance with the provision of paragraphs "1" or "9" above, dealer shall have the right upon failure or refusal of purchaser to accept delivery of the vehicle ordered and to comply with the terms of this Purchase Order, to retain as liquidated damages any cash deposit made by the purchaser, and in the event a vehicle has been traded-in as a part of the consideration for the vehicle ordered by purchaser hereunder to sell such traded-in vehicle and reimburse himself with the proceeds of such sale for the expenses specified in paragraph "1" above and for such other expenses and losses as dealer may incur or suffer as a result of such failure or refusal by purchaser.

13. FAILURE OR DELAY OF DELIVERY: Dealer shall not be liable for failure to deliver or delay in delivery of the vehicle, accessories, or other parts thereof covered by the Purchase Order where such failure or delay is due, in whole or in part, to any cause other than the negligence of the dealer.

FREIGHTLINER M2106 / TEREX TC55 OPTIMA



CUSTOM TRUCK (1) SOURCE

Terex TC55 Optima

Freightliner M2106

QR-056264 - TOWN OF MOUNUMENT, CO - SOURCEWELL - 110421-TER



Item Number(s): 100_02115, 100_03674, 100_04308

(888) 684-8146 | www.customtruck.com

Chassis Specifications	
Chassis Make/Model	Freightliner M2106
Axle Configuration	4x4
Cab Type	Conventional
Engine Make/Model	Cummins L9
Fuel Type	Diesel
Engine Horsepower	300 hp
Transmission Make/Model	Allison 3000 RDS Automatic
Engine Block Heater	Included
Engine Brake	Integral Exhaust Brake
Brakes	Air
Air Dryer	Included
Fuel Tank Capacity	50 gal
DEF Tank Capacity	6 gal

Axles and Suspension	
Front Axle	Meritor MX-14-120HR-EVO 14,000 lbs
Front Tires	11R22.5 14-Ply
Front Suspension	Taperleaf 14,600 lbs
Rear Axle	Detroit DA-RS-21.0-4 21,000 lbs
Rear Axle Configuration	Single Axle
Rear Axle Ratio	5.56
Rear Locking Differential	Differential Lock - Driver Controlled
Rear Tires	11R22.5 14-Ply
Rear Suspension	Variable Multi-Leaf 23,000 lbs
GVWR	33,000 lbs

Cab Features	
Heated Mirrors	Included
Power Locks/Windows	Included/Included
Interior	Opal Gray Vinyl
Driver/Passenger Seats	Hi-Back Air Ride/Hi-Back
Radio	AM/FM, WB, Aux Inputs
Rear Camera	Included
Cab Color	White

General Safety	
Backup Alarm	Included
Fire Extinguisher/First Aid Kit	Included/Included
Strobe Lights	(1) Beacon Strobe

Bucket Specifications	
Bucket Make/Model	Terex TC55 Optima
Working Height	60' 0"
Side Reach	42' 8"
Rotation	Continuous Unrestricted
Hydraulic Oil Reservoir	30 gal
Jib	Hydraulic Extendable
Winch	Hydraulic
ANSI Standards	Meets or Exceeds ANSI/SIA A92.2-2015

Boom Specifications	
Upper Boom Material	Filament Wound Tapered Fiberglass Insert Providing an Insulation Gap
Lower Boom Material	Filament Wound Tapered Fiberglass Insert Providing an Insulation Gap
Upper Boom Articulation	+70 deg to -90 deg
Lower Boom Articulation	116 deg
Boom Insulation Rating	69 KV

Platform Specifications	
Platform Style/Size	Side Mounted Fiberglass 24" x 48" x 42"
Platform Capacity	700 lbs
Platform Liner	Included
Platform Cover	Included

Bucket Controls	
Upper Controls	"Control-Plus" Single Stick
Lower Controls	Individual Control Levers on Turntable
Hydraulic Controls	Open Center
Auxiliary Hydraulic Let Down w/ Controls	Included
Hydraulic Tool Outlets	Dual
Engine Start/Stop	Included
Engine Throttle Advance	Included

Outriggers	
Front Outrigger	Heavy Duty A-Frame
Rear Outrigger	Heavy Duty A-Frame
Outrigger Feet	Swivel
Outrigger Pads	(4) Included
Outrigger Boom Interlock	Included
Moving Outrigger Alarm	Included

Body Specifications	
Body Type	Line Body
Body Length	168"
Body Material	Steel

Body Features	
Shelves/Material Hooks	Adjustable Shelves and/or Material Hooks in Compartments
Wheel Chock Storage	Included, (2) Chocks Each Side
Outrigger Storage	Included
Hotstick Storage	Rear Access Door for Hotstick Shelf
Anti-Skid	Compartment Tops, Bed Space, Tail Shelf
Level Indicators	Included
Body Access	Curb Side Body Access
Body Color	White

Trailerling and Towing	
Tow Hooks	(2) Front Frame Mounted, (2) Rear D-Rings
Pintle Hitch	30 Ton
Trailer Receptacle	7 Way Split Pin, 7 Way RV

Available Options - Option pricing NOT included in base price below	
20k Front Bumper Winch Package	\$13,250.00
Rear Curbside Under Tail Shelf Hydraulic Capstan Drive	\$8,650.00
4 Corner Strobes (2 in the Grill/ 2 at the Rear)	\$1,500.00
10KW EPTO	\$50,837.00

Save thousands by having Custom Truck tool-up your vehicle and have it work ready when it leaves the CTOS yard.

\$233,674.00

\$3,529.86/mo

Custom Truck Capital sample 60 month lease
payment subject to approval

If applicable FET is included in price
Ex Works: Kansas City, MO
Expiration: 3/31/2025

Disclaimer: Specifications are believed to be correct, but may contain errors and/or omissions. Pictures are representative and may not be identical.
Price is subject to change without notice and is not guaranteed due to fluctuation in material or component prices, including manufacturer's surcharges.

Last Modified: 12/12/2024

Terex TC55 Optima

Freightliner M2106

Item Number(s): 100_02115, 100_03673, 100_03674, 100_04308



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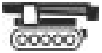
Forestry



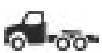
Pulling & Stringing



Service Trucks



Track



Heavy Haul Tractor



Trailers



Vac Trucks



Waste & Refuse



Rail



Building Supply



Water Trucks



Oil & Gas



Electric Vehicles



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- TOOLING KITS
- EPTO
- DIGGER DERRICKS
- POLE / REEL TRAILERS





Proclamation to Recognize May 4th – May 10th as 56th Annual Professional Municipal Clerks Week

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, the Monument Town Council hereby proclaims May 4th through May 10th, 2025, as the 56th Annual Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

PROCLAIMED THIS 5th day of May 2025.

Attest:

Town of Monument

Tina Erickson, Town Clerk

Mitch LaKind, Mayor



Proclamation to Recognize May 11th through May 17th as Police Week

WHEREAS, in 1962, President John F. Kennedy proclaimed May 15th as National Peace Officers Memorial Day and the calendar week in which May 15th falls, as National Police Week, and

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Monument Police Department, and

WHEREAS, since 1776, more than 26,000 law enforcement officers in the United States have been killed in the line of duty, and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C., and

WHEREAS, 147 police officers were killed in the line of duty in 2024, and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's Annual Candlelight Vigil, on the evening of May 13th, 2025, and

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year on May 11th-17th, and

WHEREAS, May 15th is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff.

NOW, THEREFORE, the Monument Town Council hereby proclaims May 11th through May 17th, 2025, as Police Week in the Town of Monument, and publicly salutes the service of law enforcement officers in our community and across the nation.

PROCLAIMED THIS 5th day of May 2025.

Attest:

Town of Monument

Tina Erickson, Town Clerk

Mitch LaKind, Mayor



Proclamation to Recognize May as Older Americans Month

WHEREAS, May is Older Americans Month, a time for us to recognize and honor the older adults in our community and their immense influence on every facet of American society; and

WHEREAS, aging is about many things but especially the accumulation of wisdom that allows older adults to challenge outdated stereotypes and live with vitality; and

WHEREAS, the wisdom of older Americans is a significant contribution to our country; and

WHEREAS, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to participate and live independently; and

WHEREAS, the contributions include a lifetime of experiences benefiting business, organizations, families, and friends; and

WHEREAS, older adults themselves have time to engage or re-engage in the arts, adventure, work, and more; and

WHEREAS, we all watch the seed that has been planted as it grows around the world, from the 101 year old who finished the Toronto Waterfront Marathon to the 100 year olds contributing to the community in the Tri-Lakes area, older adults say yes to life.

NOW, THEREFORE, we call upon all residents to join with the Monument Town Council proclaiming May 2025 as Older Americans month and acknowledging the contributions of our older citizens and promoting programs and activities that foster connection, recognition, respect, and support for older adults and hereby proclaim May 2025 as Older Americans month and publicly salute this year's theme, "Flip the Script," which emphasizes the profound impact of meaningful interactions and social connection on the well-being and health of older adults and the communities in which they.

PROCLAIMED THIS ____ day of ____ 2025.

Attest:

Town of Monument

Tina Erickson, Town Clerk

Mitch LaKind, Mayor



Proclamation to Recognize May as Mental Health Awareness Month

WHEREAS, the month of May is nationally recognized as Mental Health Awareness Month, a time used to raise awareness about the importance of mental health, and

WHEREAS, Mental Health Awareness Month is dedicated to raising awareness and promoting understanding of mental health issues that affect millions of people worldwide, and

WHEREAS, it is a time to acknowledge the importance of mental well-being and to address the stigma associated with mental health difficulties, and

WHEREAS, mental health is essential to overall health and well-being, and it is crucial to recognize the various challenges faced by individuals, including the risk of death by suicide, and

WHEREAS, El Paso County Public Health (EPCPH) recognizes that continued efforts and collaboration with community partners is important to combat mental health stigma, increase access to mental health services, and promote overall mental wellness, and

WHEREAS, EPCPH encourages all residents to support mental health initiatives by fostering a sense of connectedness within their communities, engaging in education and awareness activities, and advocating for resources and policies that prioritize mental health, and

WHEREAS, EPCPH will continue to provide behavioral health programs and services to support ongoing efforts around behavioral needs in the community which include youth suicide prevention, care coordination, trauma-responsive training, crisis-counseling and disaster coordination, community-led mental health workgroups, mental health screening substance use prevention, internal staff mental health training, and tobacco cessation supports, and

WHEREAS, Monument, Colorado, is committed to fostering a community that values mental health and supports those who struggle with mental health issues.

NOW, THEREFORE, we call upon all residents to join with the Monument Town Council proclaiming May 2025 as Mental Health Awareness Month. We stand united in our commitment to improving mental health awareness and support, particularly emphasizing the need to address the risk of death by suicide.

PROCLAIMED THIS ____ day of ____ 2025.

Attest:

Town of Monument

Tina Erickson, Town Clerk

Mitch LaKind, Mayor



MEMORANDUM

TO: The Honorable Mayor and Town Council
Madeline VanDenHoek, Interim Town Manager

FROM: Dan Ungerleider, AICP, Director of Planning

DATE: May 5, 2025

SUBJECT: PUBLIC HEARING Ordinance No. 09-2025 an Ordinance approving Final Planned Unit Development for the Triview Administration Building at lot 4 Terrazzo-Baja Commercial Development.

Overview. The Applicant, Mr. Bryan Law of JR Engineering on behalf of the Triview Metropolitan District, is seeking approval of the Final Planned Unit Development (FPD) known as the Triview Administration Building, for the construction and operation of their new major office for the Metropolitan District. As proposed, Triview's admin building will operate as a main office and contain service vehicles for the district. The subject property is zoned PUD: Planned Unit Development as part of the known as Santa Fe Park preliminary planned unit development, Ordinance 10-2020, approved 7/20/2020 [Attachment 1 - Location and Zoning Maps [link](#)].

As described and depicted in the proposed Final Planned Unit Development documents [Attachment 2 - Triview Administration Building Final PUD [link](#)], the Applicant is proposing the development of an 8,030-sf administration building with 5,057-sf of the building being used for business/office purposes and 2,973-sf for storage and garage space. Access to the subject property will be served by individual access driveways off the new Terrazzo Drive and Baja Drive. The proposed building is located on the central lot of Terrazzo-Baja Commercial Development, South of Baja Drive West of Terrazzo Drive. The main entrance to the building is located on the north side of the building, adjacent to the parking lot.

On April 9, 2025, the Planning Commission conducted a public hearing [Attachment 3 - Public Hearing Notice [link](#)] for the Applicant's requests. During the public hearing, Staff presented a Staff Report [Attachment 4 - Staff Report, dated 4/9/2025 [link](#)] summarizing the Applicant's request and confirming that the Town's Development Review Team and its partners found the proposed Final Planned Unit Development for the project to be consistent with requirements stated in Monument Municipal Code Section 18.03.460.

At the conclusion of the hearing, the Planning Commission, by vote of 5 to 0, recommended **APPROVAL** of the Final Planned Unit Development for the Triview Administration Building, located on lot 4 of the Terrazzo-Baja Commercial Development Final Plat, as described by the proposed Ordinance 09-2025 [Attachment 6] The draft Planning Commission minutes from April 9, 2025, meeting are [Attachment 5 - Draft Plan Commission Minutes, dated 4/9/2025 [link](#)].

Requested Actions.

A motion to **APPROVE** Ordinance No. 09-2025, an ordinance approving Final Planned Unit Development for the Triview Administration Building at lot 4 Terrazzo-Baja Commercial Development as supported by the attached Findings of Fact and the following documents:

1. Final Planned Unit Development/Site Plan “Triview Administration Building, lot 4 Terrazzo-Baja Commercial Development”, prepared by JR Engineering, last revised 4/2/2025.
2. Triview Metropolitan Regional Office Grading and Erosion Control Plans for, Lot 4, Terrazzo-Baja Commercial Development, prepared by JR Engineering, last revised 3/7/2025.
3. Attachment 5 – Triview Metropolitan Regional Office Drainage Compliance Letter, prepared by JR Engineering, dated 3/7/2025.

Attachments:

1. Location and Zoning Maps [\[link\]](#)
2. Triview Admin Building Final PUD [\[link\]](#)
3. Public Hearing Notice [\[link\]](#).
4. Staff Report, dated 4/9/2025 [\[link\]](#)
5. Draft Plan Commission Minutes, dated 4/9/2025 [\[link\]](#)
6. Ordinance No. 09-2025, an ordinance approving Final Planned Unit Development for the Triview Administration Building at lot 4 Terrazzo-Baja Commercial Development.

**TOWN OF MONUMENT
ORDINANCE NO. 05-2025**

**AN ORDINANCE APPROVING A FINAL PLANNED UNIT DEVELOPMENT
FOR TRIVIEW ADMINISTRATION BUILDING
AT LOT 4 TERRAZZO-BAJA COMMERCIAL DEVELOPMENT**

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, Triview Metropolitan District is seeking for approval of a Final Planned Unit Development (“PUD”) for the construction and operation of a new administrative and operation facility on Lot 4 in the Terrazzo-Baja Commercial Development subdivision at the northeast corner of Baptist Road and Old Denver Road; and

WHEREAS, a public hearing was held by the Town of Monument Planning Commission on April 9, 2025, for the Final PUD and a recommendation of approval was made by the Planning Commission based on the Finding of Facts and the list of supporting documents, attached hereto as Exhibit A; and

WHEREAS, a public hearing was held by the Town of Monument Town Council on May 5, 2025, upon which date the Town Council did by formal ordinance approve the Final PUD in conformance with the review and approval criteria in the Town of Monument’s Land Development Code; and

WHEREAS, this Ordinance was introduced by title and voted upon at the regular meeting of the Town Council on May 5, 2025.

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. Approval. The Town Council approves the above-identified Final PUD for the property consisting of approximately 87,089 square feet and located between Old Denver Road and Terrazzo Drive, south of Baja Drive, legally described hereto on Exhibit B.

Section 3. 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 office website in full for not less than ten (10) days.

Section 4. 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 5. Effective Date. This Ordinance shall become effective and be in full force and effect ten (10) days after final publication.

Section 6. 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 5th day of May 2025 by a vote of ____ for and ____ against.

TOWN OF MONUMENT, COLORADO

By: _____

Mitch LaKind, Mayor

Attest:

Tina Erickson, Town Clerk

EXHIBIT A
FINDINGS OF FACT

1. The proposed use meets the intent of Comprehensive Plan designation for the property.
2. The final planned unit development is consistent with the approved preliminary planned unit development.
3. Onsite circulation and access are designed for the anticipated type of pedestrian and vehicular traffic generated by the office building.
4. Building design in terms of orientation, spacing, materials, exterior color and texture, storage and lighting result in a quality architectural design is compatible with the existing and anticipated area commercial developments.
5. The landscaping is a quality design that enhances the site and is compatible with the surrounding neighborhood as shown by amount, types, and materials used.
6. Adequate off-street parking, both standard and ADA accessible, is provided.
7. The Final Planned Unit Development fits within the context of the planned land use pattern and roadway and utility systems of the larger surrounding area.

EXHIBIT B
LEGAL DESCRIPTION

LOT 4, BAJA-TERRAZZO COMMERCIAL DEVELOPMENT, A SUBDIVISION OF LAND
LOCATED IN THE EAST ½ OF SECTION 26, TOWNSHIP 11 SOUTH, RANGE 67 WEST
OF THE 6TH P.M. TOWN OF MONUMENT, EL PASO COUNTY, COLORADO.

FINAL PLANNED UNIT DEVELOPMENT DOCUMENTS

1. Final Planned Unit Development/Site Plan “Triview Administration Building, lot 4 Terrazzo-Baja Commercial Development”, prepared by JR Engineering, last revised 4/2/2025.
2. Triview Metropolitan Regional Office Grading and Erosion Control Plans for, Lot 4, Terrazzo-Baja Commercial Development, prepared by JR Engineering, last revised 3/7/2025.
3. Attachment 5 – Triview Metropolitan Regional Office Drainage Compliance Letter, prepared by JR Engineering, dated 3/7/2025.

[Public Hearing]
**Triview Administration Building
Final Planned Unit Development
Staff Presentation**

Town Council Meeting – May 5, 2025



PUBLIC HEARING NOTICE



Triview Administrative Building
Final PUD
File Numbers: 2025-005

AFFIDAVIT – POSTED NOTICE Final Planned Unit Development

I, Bryan Law, (print name) as the ☐ owner ☒ authorized agent, (check one) for the property located on 62.4 acres of land between Old Denver Road and Interstate 25 (I-25) north of W. Baptist Road., in the Town of Monument, El Paso County, Colorado. (Parcel No. 7126002024), do hereby attest that I installed, ONE sign along Baptist and Old Denver Hwy, facing out to traffic, in compliance with Town Code [Section 18.01.260-Public notice requirements](#), E. Posted Notice, on 03/26/2025 (month/day), 2025, which is at least 15 days prior to the public hearing, scheduled for Planning Commission on April 9, 2025, and Town Council on May 5, 2025, for the proposed development application: **Triview Administrative Building**.

Signed: Bryan Law

Print Name: Bryan Law

Owner Authorized Agent (circle one)

State of Colorado

County of El Paso:

Sworn and subscribed to before me, a Notary Public, by Bryan Law, this 26 day of March, 2025, who is either personally known to me ~~or who has~~ produced _____ as identification.

My Commission Expires: 12-07-2027

Notary Public for the State of Colorado

Print Name: John Lichtner

JOHN TIMOTHY LICHTNER III
Notary Public
State of Colorado
Notary ID # 20234045898
My Commission Expires 12-07-2027



Triview Administrative Building
Final PUD
File Numbers: 2025-005

AFFIDAVIT – MAILING Final Planned Unit Development

I, Bryan Law, (print name) as the ☐ owner ☒ authorized agent, (check one) for the property located on 62.4 acres of land between Old Denver Road and Interstate 25 (I-25) north of W. Baptist Road., in the Town of Monument, El Paso County, Colorado. (Parcel No. 7126002024), do hereby attest that I reviewed the records of the El Paso County Assessor on the 26th day of March, 2025, and have sent letters via first class U.S. mail to the owners of record for the properties within 500-feet of the perimeter property line of the proposed **Triview Administrative Building**, giving notice of forthcoming public hearings for Planning Commission on April 9, 2025 and Town Council on May 5, 2025 in compliance with Town Code Section 18.01.260-Public notice requirements, F. Mailed notice, on 03/26/2025, 2025, which is at least 15 days prior to the date of the hearings.

Signed: Bryan Law

Print Name: Bryan Law

Owner Authorized Agent (circle one)

State of Colorado

County of El Paso:

Sworn and subscribed to before me, a Notary Public, by Bryan Law, this 26 day of March, 2025, who is either personally known to me ~~or who has~~ produced _____ as identification.

My Commission Expires: 12-07-2027

Notary Public for the State of Colorado

Print Name: John Lichtner

JOHN TIMOTHY LICHTNER III
Notary Public
State of Colorado
Notary ID # 20234045898
My Commission Expires 12-07-2027



INTRODUCTION

The Applicant, Mr. Bryan Law of JR Engineering, on behalf of the Triview Metropolitan District, is seeking approval of the Final Planned Unit Development known as the Triview Administration Building, for the construction and operation of a new office for the Metropolitan District. As proposed, this building will operate as a main office and contain service vehicles for the district.



INCLUDED ATTACHMENTS WITH STAFF REPORT

- Aerial, Location Map and Future Land Use Map.
- Public Hearing Notice.
- Final Planned Unit Development/Site Plan “Triview Administration Building, lot 4 Terrazzo-Baja Commercial Development”, prepared by JR Engineering, last revised 4/2/2025.
- Triview Metropolitan Regional Office Grading and Erosion Control Plans for, Lot 4, Terrazzo-Baja Commercial Development, prepared by JR Engineering, last revised 3/7/2025.
- Triview Metropolitan Regional Office Drainage Compliance Letter, prepared by JR Engineering, dated 3/7/2025.
- Santa Fe Park Traffic Impact Study, prepared by LSC Transportation Consultants, dated 1/14/2025. Further supported by the Triview Metropolitan District Traffic Compliance Letter, prepared by JR Engineering, dated 1/30/2025.
- Draft Findings of Fact.

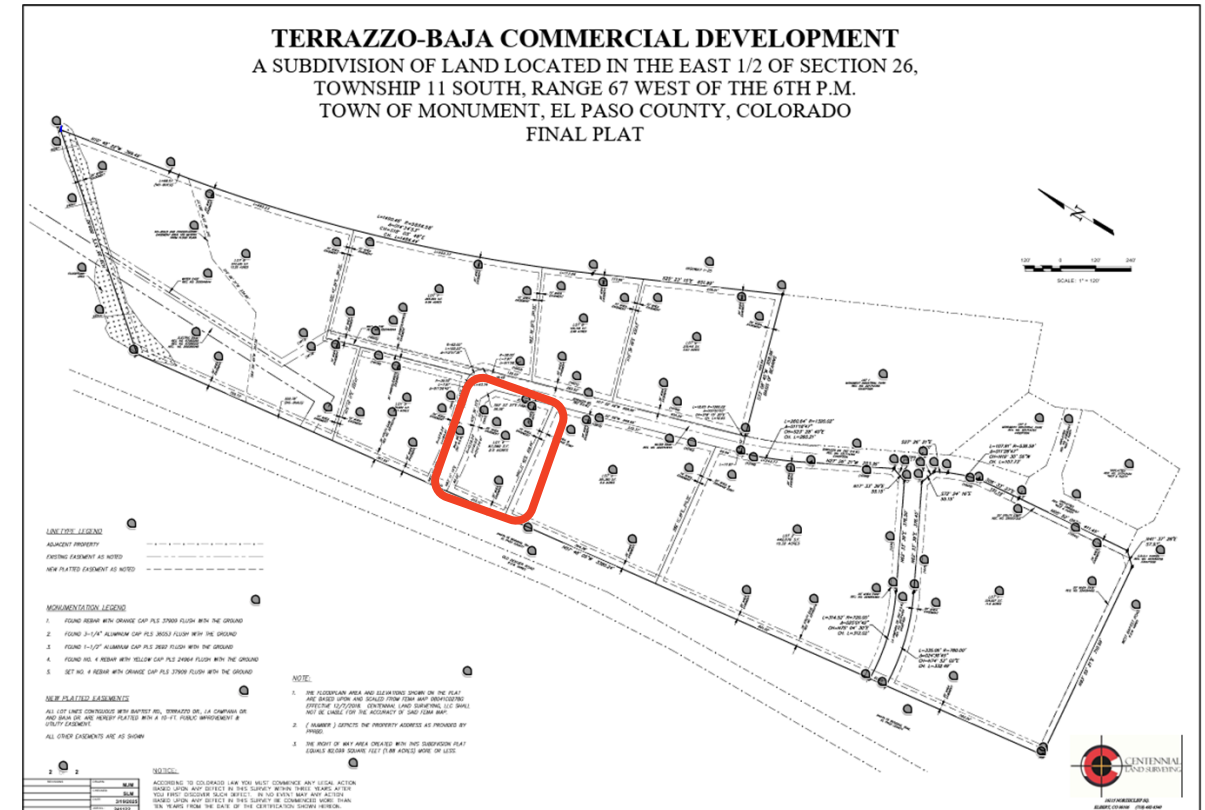


*** Link to original pdf documents provided in Staff Report**

APPLICATION/REQUEST

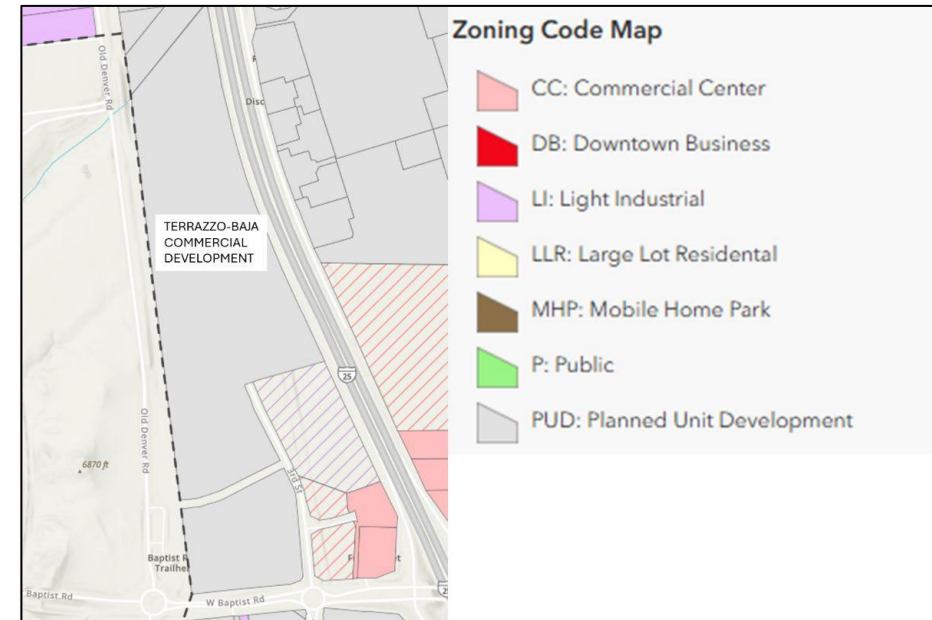
LOCATION MAP

- **Applicant.**
JR Engineering
Triview Metro District
- **Property Owner.**
Phoenix Bell Associates L.L.P.
8710 N Thornydale RD STE 120
Tucson, AZ 85742
- **Location.**
Lot 4, Terrazzo-Baja Commercial
Property Schedule No. 7126002024
- **Request.**
Approval of a Final Planned Unit Development



SURROUNDING ZONING AND LAND USE

- **Subject Property:**
Lot 4 of the Baja-Terrazzo Commercial Development Final Plat/PUD
- **North** – Woodmen Valley Chapel / PUD
- **South** – Monument Industrial/PUD
Quick Trip/PUD
- **East** – I-25 State Highway
- **West** – Vacant (El Paso County)



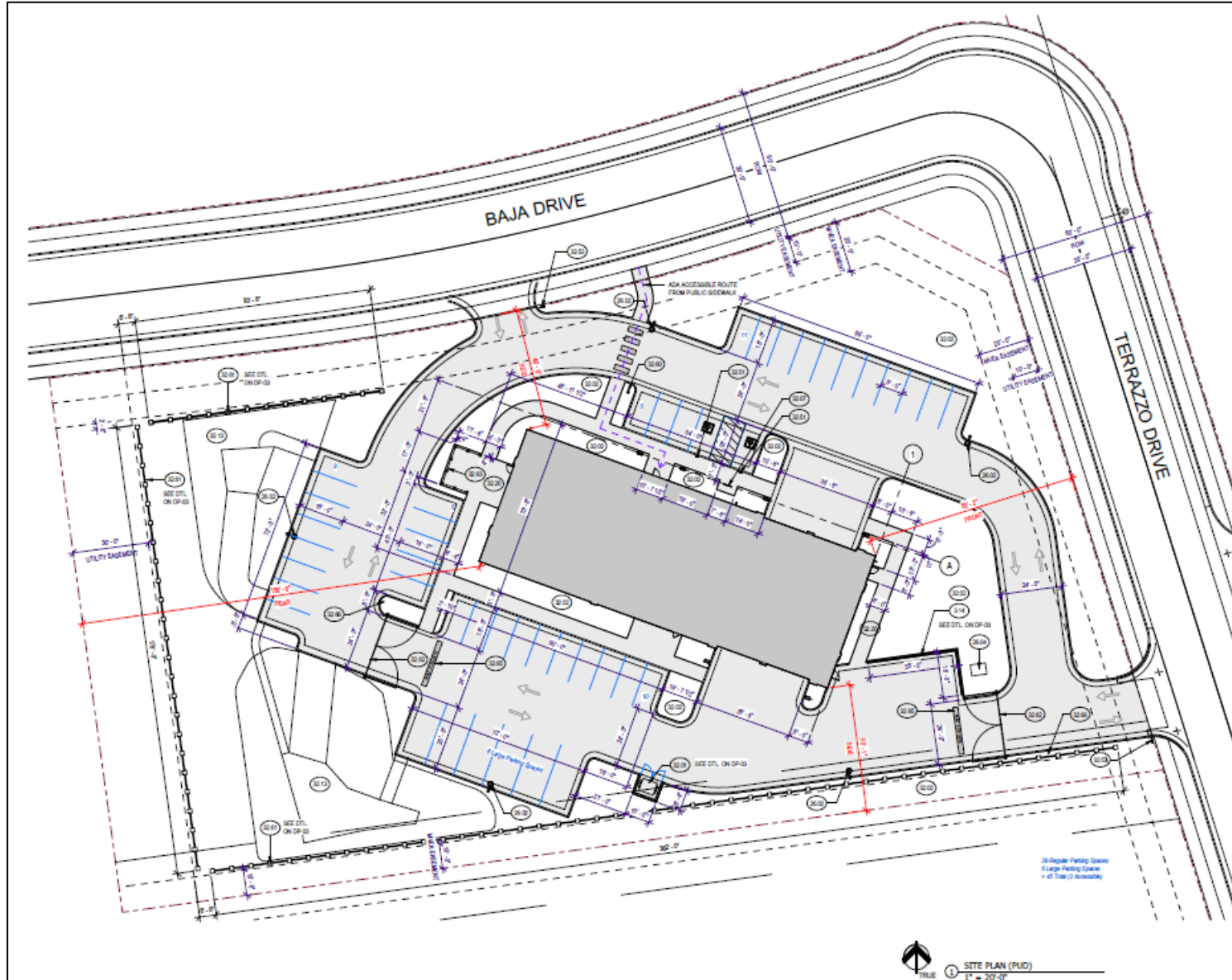
HISTORY

The subject property is in Lot 4 of the Terrazzo-Baja Commercial Development Planned Unit Development (aka Santa Fe Park.) Each parcel within the Terrazzo-Baja Commercial Development is required to obtain Final Planned Unit Development approval prior to the issuance of land development and building permits can be issued.

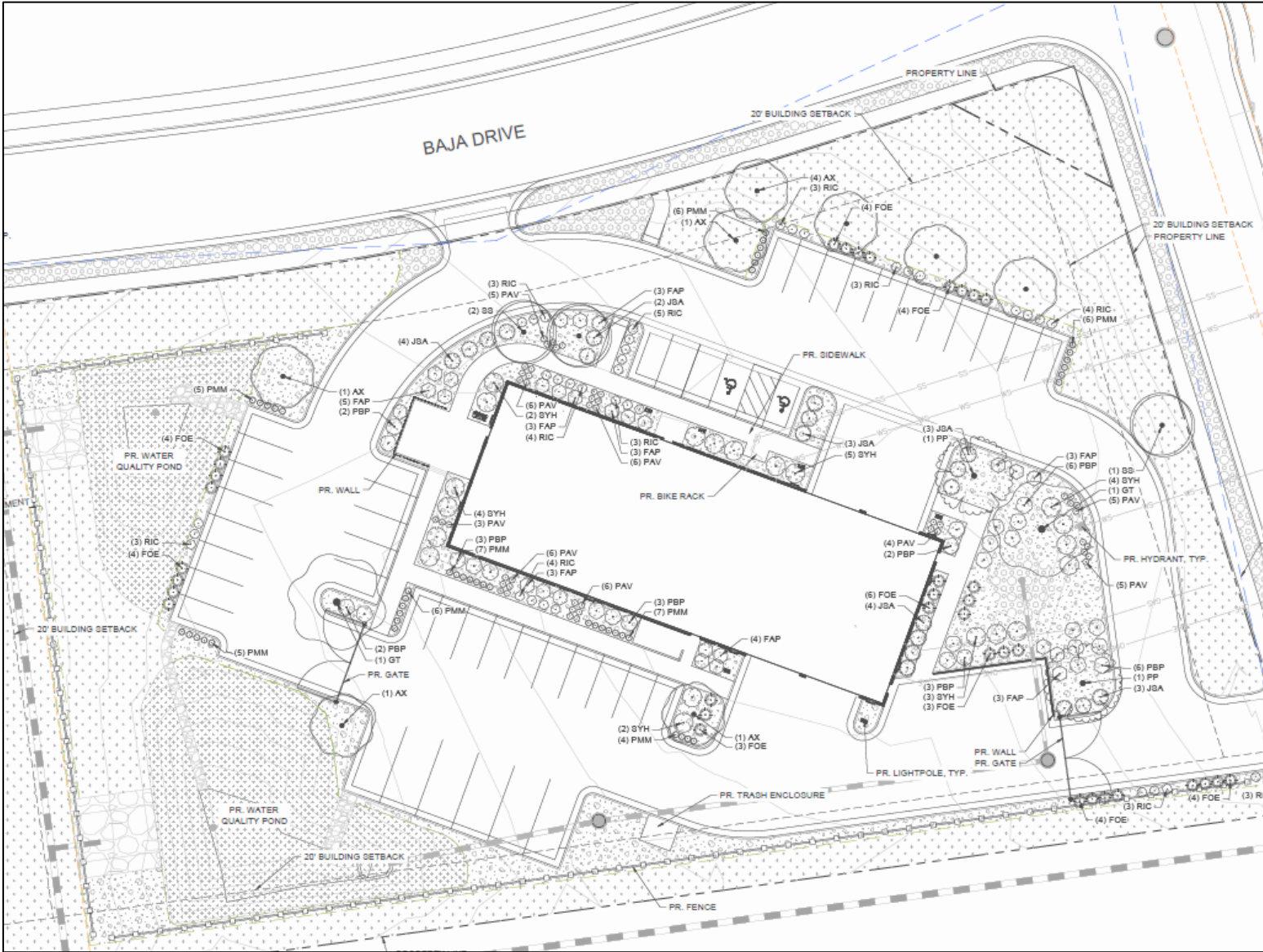
Most recently the Planning Commission reviewed and approved a Sketch Plan for the development, reaffirming the intent of the approved preliminary Planned Unit Development. The Sketch Plan was approved by PC Resolution No. 02-2025.



Triview Administration Building PUD



Landscape Plan



LANDSCAPE REQUIREMENTS		
SITE DATA:		
AREA OF PARCEL:	87,120 SF	
PARKING:	45 SPACES	
LANDSCAPE AREA		
LANDSCAPE AREA (10% TOTAL AREA)	8,712 SF	46,716 SF
REQUIRED TREES		
INTERNAL (1 PER 925 SF)-IN	10	10
PARKING (1 PER 10 SPACES)-MV	5	5
TOTAL TREES	15	15
REQUIRED SHRUBS		
INTERNAL (8 PER 100 SF)	697	1,866
TOTAL SHRUBS	697	1,866

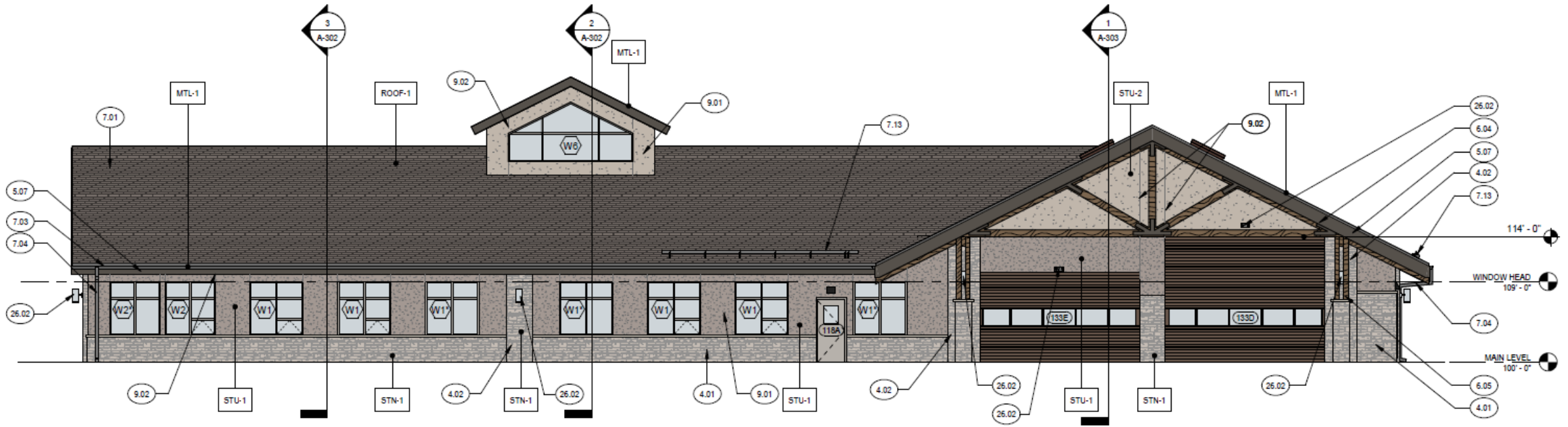
2025-03-06 11:50

LEGEND

- 1 1/2" ROCK** 11,223 SF
TYPE: 1.5" ARKANSAS TAN RIVER ROCK
SUPPLIER: C & C SAND AND STONE
DEPTH: 3"
OR APPROVED EQUAL
- 2-4" COBBLE** 3,488 SF
TYPE: 2-4" DESERT SAND RIVER
SUPPLIER: C & C SAND AND STONE
DEPTH: 3"
OR APPROVED EQUAL
- NATIVE GRASSES-LOW** 24,204 SF
MIX NAME: MODIFIED EL PASO COUNTY CONSERVATION DISTRICT ALL-PURPOSE LOW GROW MIX PLUS SHRUBS
- NATIVE GRASSES-DETENTION** 7,801 SF
MIX NAME: DETENTION/WETLAND MIX
SUPPLIER: ARKANSAS VALLEY SEED
OR APPROVED EQUAL
- EDGING**
4" ROLLED TOP STEEL EDGING (OR APPROVED EQUAL)



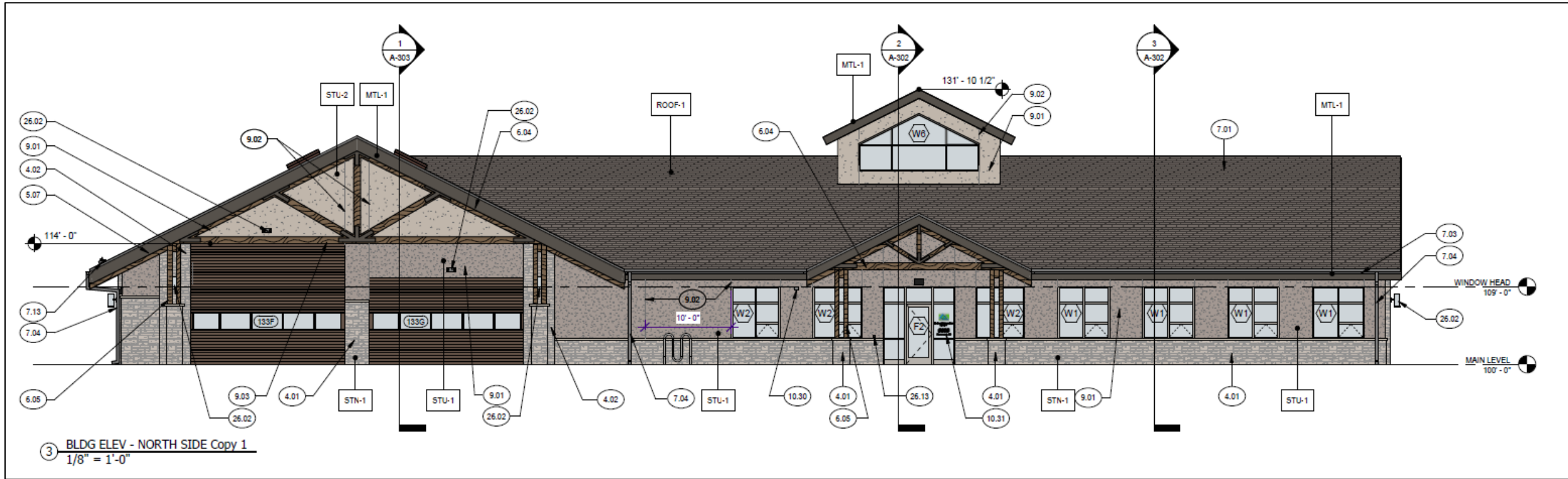
Triview Administration Building PUD (continued)



4 BLDG ELEV - SOUTH SIDE Copy 1
1/8" = 1'-0"



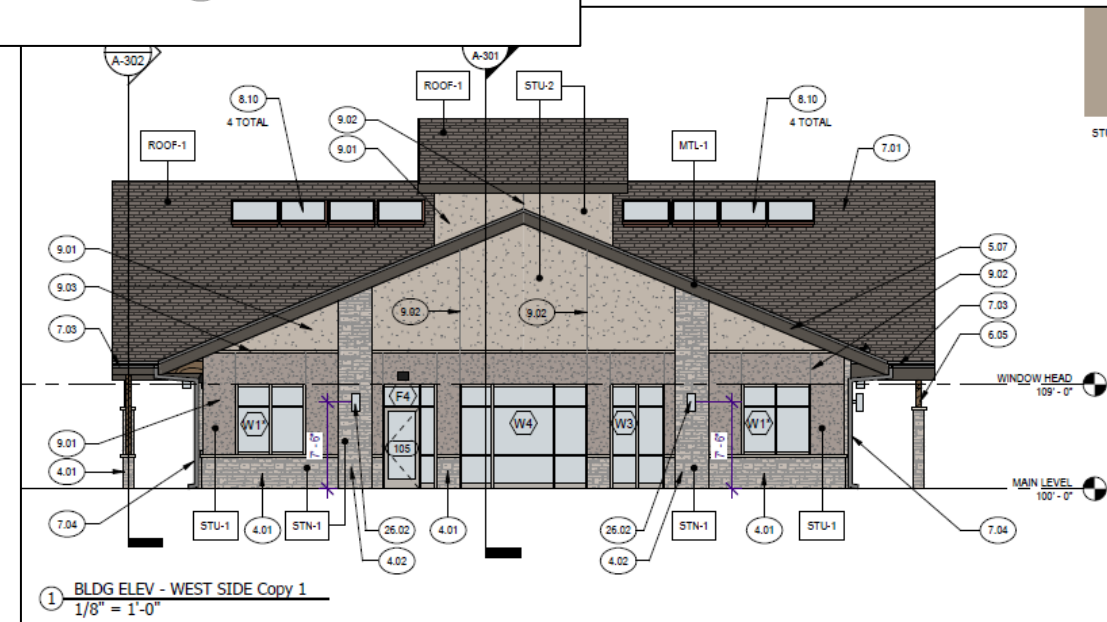
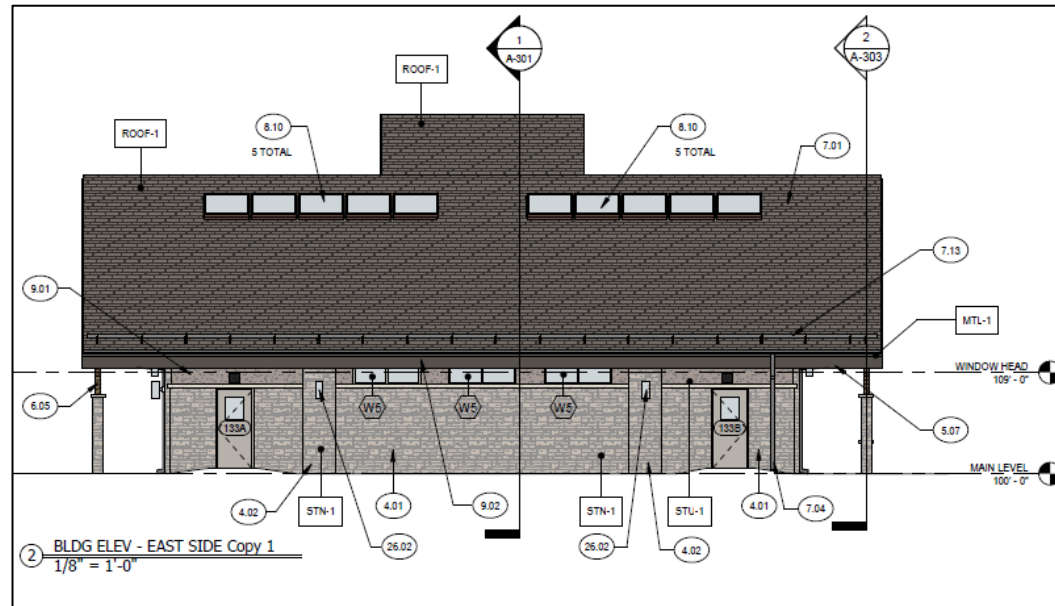
Triview Administration Building PUD (continued)



Triview Administration Building PUD (continued)

EXTERIOR MATERIAL LEGEND

-  **STN-1: CULTURED STONE**
STYLE/COLOR: COUNTRY LEDGESTONE, ECHO RIDGE
 -  **STU-1: STANDARD STUCCO (DARKER)**
COLOR: MATCH SW 7633 TAUPE TONE
 -  **STU-2: STANDARD STUCCO (LIGHTER)**
COLOR: MATCH SW 9173 SHIITAKE
 -  **WD-1: STRUCTURAL WOOD - STAINED AND SEALED**
COLOR: SW SUPERDECK SEMI TRANSPARENT STAIN, ENGLISH WALNUT
PROVIDE SAMPLE TO ARCHITECT FOR APPROVAL
 -  **MTL-1: METAL ACCENTS AND TRIM**
COLOR: DARK BRONZE, PAINT SW 7048 URBANE BRONZE
 -  **ROOF-1: METAL ROOF**
TILCOR CF SHINGLE STONE COATED ROOFING
COLOR: OAKWOOD
- STOREFRONT COLOR: DARK BRONZE**
GLASS: CLEAR LOW-E



PROPOSED FINDING OF FACT

1. The proposed use meets the intent of Comprehensive Plan designation for the property.
2. The final planned unit development is consistent with the approved preliminary planned unit development.
3. Onsite circulation and access are designed for the anticipated type of pedestrian and vehicular traffic generated by the office building.
4. Building design in terms of orientation, spacing, materials, exterior color and texture, storage and lighting result in a quality architectural design is compatible with the existing and anticipated area commercial developments.
5. The landscaping is a quality design that enhances the site and is compatible with the surrounding neighborhood as shown by amount, types, and materials used.
6. Adequate off-street parking, both standard and ADA accessible, is provided.
7. The Final Planned Unit Development fits within the context of the planned land use pattern and roadway and utility systems of the larger surrounding area.



RECOMMENDED ACTION

A motion to make a recommendation to **APPROVE** the Final Planned Unit Development for the Triview Administration Building, located on lot 4 of the Terrazzo-Baja Commercial Development Final Plat, as supported by the attached finding of fact and described by the following documents:

1. Final Planned Unit Development/Site Plan “Triview Administration Building, lot 4 Terrazzo-Baja Commercial Development”, prepared by JR Engineering, last revised 4/2/2025.
2. Triview Metropolitan Regional Office Grading and Erosion Control Plans for, Lot 4, Terrazzo-Baja Commercial Development, prepared by JR Engineering, last revised 3/7/2025.
3. Triview Metropolitan Regional Office Drainage Compliance Letter, prepared by JR Engineering, dated 3/7/2025.





MEMORANDUM

TO: The Honorable Mayor and Town Council
Madeline VanDenHoek, Interim Town Manager

FROM: Dan Ungerleider, AICP, Director of Planning

DATE: May 5, 2025

SUBJECT: PUBLIC HEARING Resolution No. 28-2025, A Resolution Approving the Terrazzo-Baja Commercial Development Final Plat (AKA Santa Fe Park)

Overview. The Applicant, Mr. Bryan Law of JR Engineering on behalf of Thompson Thrift Commercial, is seeking approval of a Final Plat known as Terrazzo-Baja Commercial Development, for the purpose of subdividing nine (9) individual lots for sale and future development, dedicating public rights of way for the extension of Terrazzo Drive and the addition of Baja Drive. The subject property is zoned PUD: Planned Unit Development as part of the Santa Fe Park preliminary planned unit development, Ordinance 10-2020, approved 7/20/2020 (Attachment 1 - Location and Zoning Maps ([link](#)).] The Planning Commission recently approved via PC Resolution 02-2025, a Sketch Plan for Terrazzo Baja Commercial. The Sketch Plan proposed the future subdivision of the existing 60+ acre parcel into nine (9) commercial lots. The proposed Final Plat remains consistent with the approved Sketch Plan [See Attachment 2 – Terrazzo Baja Commercial Development Final Plat ([link](#))]

On April 9, 2025, the Planning Commission conducted a public hearing [Attachment 3 - Public Notice ([link](#))] for the Applicant's requests. During the public hearing, Staff presented a Staff Report (Attachment 4 - Staff Report ([link](#))] summarizing the Applicant's request and confirming that the Town's Development Review Team and its partners found the proposed Final Plat for the development to be consistent with state requirements and requirements stated in Monument Municipal Code Section 18.02.260.

At the conclusion of the hearing, the Planning Commission, by vote of 5 to 0, recommended **APPROVAL** of the Final Plat known as Terrazzo Baja Commercial Development. The draft Planning Commission minutes from April 9, 2025 meeting are included with this memo [Attachment 5 ([link](#))].

It should be noted that each parcel within the Terrazzo-Baja Commercial Development will be required to obtain Final Planned Unit Development approval prior to the issuance of land development and building permits can be issued. During such time, a Final Stormwater Management Plan and a Traffic Impact Report will be required in consideration of each of those requests.

Requested Action.

A motion to **APPROVE** the Final Plat known as Terrazzo Baja Commercial Development, located north of Baptist Road and east of Old Denver Road as supported by the attached finding of fact and

described by the following document

1. “Terrazzo Baja Commercial Development” Final Plat, by Centennial Land Surveying, Inc., dated 3/19/2025.

Attachments:

1. Location and Zoning Maps [[link](#)]
2. Terrazzo Baja Commercial Development Final Plat [[link](#)]
3. Public Hearing Notice [[link](#)].
4. Staff Report, dated 4/9/2025 [[link](#)]
5. Draft Plan Commission Minutes, dated 4/9/2025 [[link](#)]
6. Resolution No. 28-2025, a resolution approving the Terrazzo-Baja Commercial Development Final Plat.

**TOWN OF MONUMENT
RESOLUTION NO. 28-2025**

**A RESOLUTION APPROVING A FINAL PLAT FOR
TERRAZZO-BAJA COMMERCIAL DEVELOPMENT**

WHEREAS, Thompson Thrift Commercial, has applied for Final Plat of the property known as the Terrazzo-Baja Commercial Development (aka Santa Fe Park); and

WHEREAS, the Monument Planning Commission conducted a public hearing on this application on April 9, 2025, and made a recommendation for APPROVAL by a vote of 5 to 0; and

WHEREAS, the Monument Town Council received the Planning Commission's recommendation and conducted a public hearing on May 5, 2025; 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. Incorporation. The recitals set forth above are incorporated and resolved as if set forth in the section in full.

Section 2. Approval. The approval is for the property known as Exhibit B. Terrazzo-Baja Commercial Development Final Plat, consisting of approximately 62.4 acres, located at the northeast corner of Baptist and Old Denver Road and legally described in Exhibit A attached hereto. The Town Council approves the Final Plat for Terrazzo-Baja Commercial Development, attached hereto as Exhibit B, and supported by the following exhibits:

Exhibit A. Legal Description – Terrazzo-Baja Commercial Development

Exhibit B. Terrazzo-Baja Commercial Development Final Plat, prepared by Centennial Land Surveying, last revised 3/19/2025.

Exhibit C. Planning Commission Findings of Fact, dated 4/9/2025.

Section 4. Effective Date. This Resolution shall become effective and be in full force and effect immediately upon approval.

Section 5. Severability. If any portion of this Resolution or the application thereof shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications 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.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County,

Colorado, this 6th day of May 5, 2025, by a vote of ____ for and ____ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk

EXHIBIT A
LEGAL DESCRIPTION

TERRAZZO-BAJA COMMERCIAL DEVELOPMENT FINAL PLAT

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 26, TOWNSHIP 11 SOUTH, RANGE 67 WEST; THENCE N 89°24'51" E ALONG THE SOUTH LINE THEREOF (SAID BEARING BEING THE BASIS OF BEARING FOR THE DESCRIPTION AND ALL OTHER BEARINGS BEING RELATIVE THERETO), A DISTANCE OF 329.30' TO A POINT;

THENCE N 07°48'05" W, A DISTANCE OF 5.45' TO A POINT ON THE NORTH LINE OF A TRACT OF LAND AS RECORDED IN THE RECORDS OF SAID EL PASO COUNTY IN RECEPTION NO. 208083167 SAID POINT BEING THE POINT OF BEGINNING FOR THIS DESCRIPTION;

THENCE N 07°48'05" W, A DISTANCE OF 3380.25';

THENCE N 39°26'53" E, A DISTANCE OF 808.82' TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF INTERSTATE HIGHWAY 25;

THENCE ALONG SAID RIGHT-OF-WAY S 10°48'22" E, A DISTANCE OF 399.49' TO A POINT OF CURVE; THENCE ALONG SAID CURVE TO THE LEFT AND SAID RIGHT-OF-WAY THROUGH A CENTRAL ANGLE OF 14°34'53" WITH A RADIUS OF 5856.58' AN ARC DISTANCE OF 1490.46' TO THE POINT OF TANGENT;

THENCE CONTINUE ALONG SAID RIGHT-OF-WAY S 25°23'15" E, A DISTANCE OF 651.99';

THENCE S 73°08'45" W, A DISTANCE OF 498.96' TO A POINT ON A CURVE;

THENCE ALONG THE ARC OF A NON TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 1170.02' A CENTRAL ANGLE OF 11°14'27", A LENGTH OF 229.55' WHOSE CHORD BEARS

S 23°54'49" E, A DISTANCE OF 229.18'

THENCE S 27°26'21" E, A DISTANCE OF 471.80' TO A POINT OF CURVE;

THENCE ALONG THE ARC OF A CURVE TO THE RIGHT HAVING A RADIUS OF 598.59', A CENTRAL ANGLE OF 11°35'31". A LENGTH OF 121.11' WHOSE CHORD BEARS S 19°34'18" E, A DISTANCE OF 120.90';

THENCE S 13°47'11" E, A DISTANCE OF 161.15' TO A POINT ON THE NORTH LINE OF A TRACT OF LAND IN SAID RECEPTION 208083167;

THENCE ALONG THE BOUNDARY OF SAID TRACT THE FOLLOWING FOUR (4) COURSES:

1. S 84°15'50" W, A DISTANCE OF 79.81'
2. S 05°52'09" E, A DISTANCE OF 411.45'
3. S 41°37'28" W, A DISTANCE OF 57.93'
4. S 83°55'21" W, A DISTANCE OF 711.01' TO THE POINT OF BEGINNING FOR THIS DESCRIPTION,

EXCEPT THAT PORTION PLATTED AS MONUMENT INDUSTRIAL PARK-FINAL PLAT RECORDED JUNE 10, 2021 UNDER RECEPTION NO. 221714764.

EXCEPT THAT PORTION CONVEYED TO COLORADO STATE DEPARTMENT OF TRANSPORTATION RECORDED JUNE 29, 2023 UNDER RECEPTION NO. 22354736.

CONTAINING A NET AREA OF 2,714,819 SQUARE FEET, (62.32 ACRES).

TERRAZZO-BAJA COMMERCIAL DEVELOPMENT FINAL PLAT (page 1 of 2)

EXHIBIT B
TERRAZZO-BAJA COMMERCIAL FINAL PLAT (page 2 of 2)

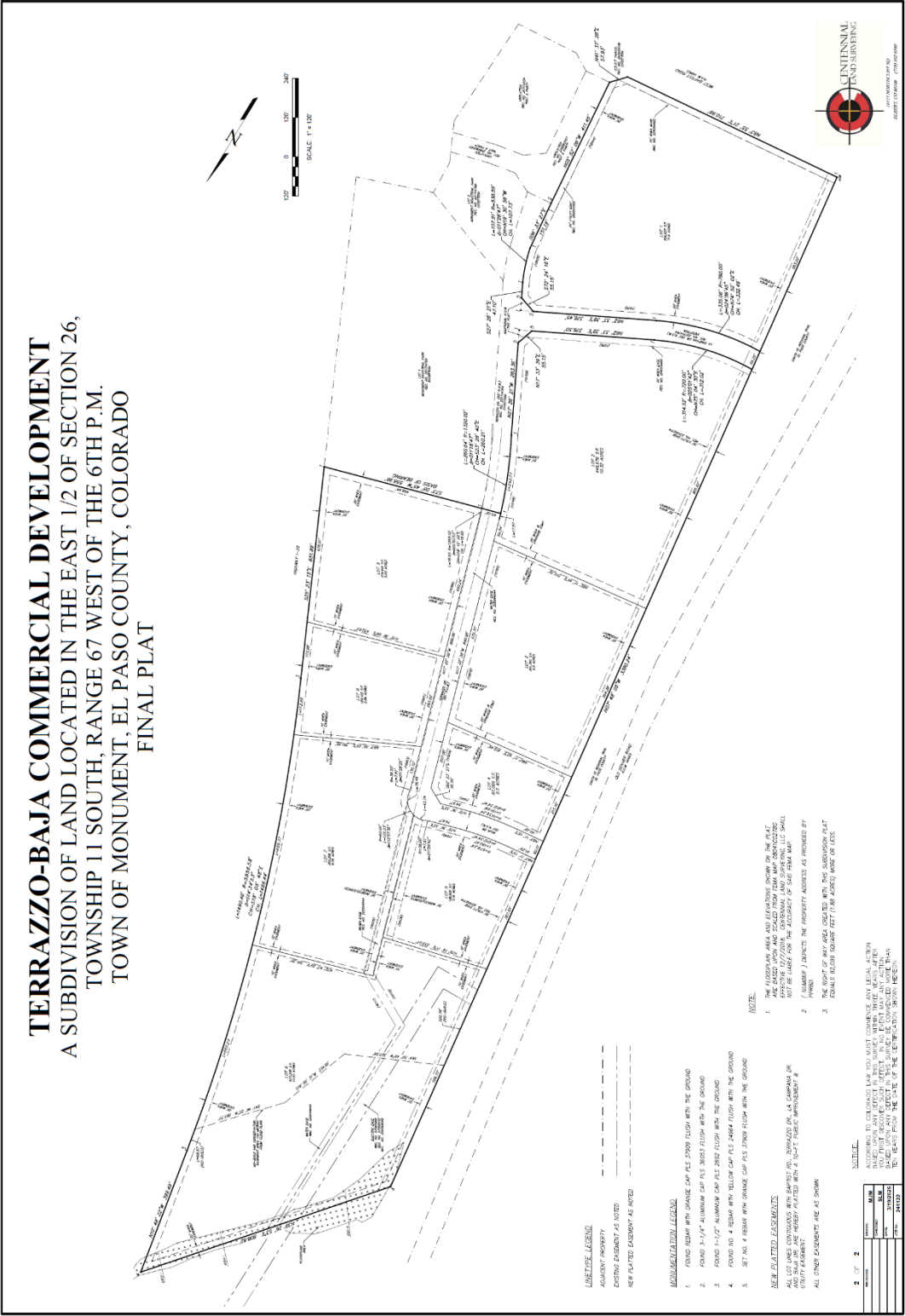


EXHIBIT C
PLANNING COMMISSION FINDINGS OF FACT

1. The Final Plat does not conflict with the land use designation established by the Comprehensive Plan.
2. The Final Plat is consistent with the approved Preliminary PUD (Ordinance No. 10-2020) and the recently approved Sketch Plan (PC Resolution No. 02-2025.)
3. The final plat conforms to all applicable provisions of these regulations and any other applicable provisions of the Monument Municipal Code, and all applicable County, State, and Federal Regulations.

Final Plat for Terrazzo-Baja Commercial Development

(aka Santa Fe Park Business Park)

Staff Presentation

Town Council Meeting – May 5, 2025



PUBLIC HEARING NOTICE



Terrazzo-Baja Commercial Development
Final Plat
 File Numbers: 2025-004

AFFIDAVIT – MAILING
Final Plat

I, Bryan Law, (print name) as the ☐ owner ☒ authorized agent, (check one) for the property located on 62.4 acres of land between Old Denver Road and Interstate 25 (I-25) north of W. Baptist Road., in the Town of Monument, El Paso County, Colorado. (Parcel No. 7126002024), do hereby attest that I reviewed the records of the El Paso County Assessor on the 26th day of March, 2025, and have sent letters via first class U.S. mail to the owners of record for the properties within 500-feet of the perimeter property line of the proposed **Terrazzo-Baja Commercial Development Final Plat**, giving notice of forthcoming public hearings for Planning Commission on **April 9, 2025** and Town Council on **May 5, 2025** in compliance with Town Code Section 18.01.260-Public notice requirements., F. Mailed notice, on 03/26/2025, 2025, which is at least 15 days prior to the date of the hearings.

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

Sworn and subscribed to before me, a Notary Public, by Bryan Law, this 26 day of March, 2025, who is either personally known to me or who has produced _____ as identification.

My Commission Expires: 12-07-2027
 Notary Public for the State of Colorado
 Print Name: John Lichtner

JOHN TIMOTHY LICHTNER III
 Notary Public
 State of Colorado
 Notary ID # 20234045898
 My Commission Expires 12-07-2027



Terrazzo-Baja Commercial Development
Final Plat
 File Numbers: 2025-004

AFFIDAVIT – POSTED NOTICE
Final Plat

I, Bryan Law, (print name) as the ☐ owner ☒ authorized agent, (check one) for the property located on 62.4 acres of land between Old Denver Road and Interstate 25 (I-25) north of W. Baptist Road., in the Town of Monument, El Paso County, Colorado. (Parcel No. 7126002024), do hereby attest that I installed, ONE sign along Baptist and Old Denver Hwy, facing out to traffic, in compliance with Town Code [Section 18.01.260-Public notice requirements](#)., E. Posted Notice, on 03/26/2025 (month/day), 2025, which is at least 15 days prior to the public hearing, scheduled for Planning Commission on **April 9, 2025**, and Town Council on **May 5, 2025**, for the proposed development application: **Terrazzo-Baja Commercial Development Final Plat**.

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

Sworn and subscribed to before me, a Notary Public, by Bryan Law, this 26 day of March, 2025, who is either personally known to me or who has produced _____ as identification.

My Commission Expires: 12-07-2027
 Notary Public for the State of Colorado
 Print Name: John Lichtner

JOHN TIMOTHY LICHTNER III
 Notary Public
 State of Colorado
 Notary ID # 20234045898
 My Commission Expires 12-07-2027



INTRODUCTION

The Applicant, Mr. Bryan Law of JR Engineering, on behalf of Thompson Thrift Commercial is seeking approval of a Final Plat for the purpose of subdividing individual lots for sale and future development of the business park.



INCLUDED ATTACHMENTS WITH STAFF REPORT

- Aerial, Location Map and Future Land Use Map.
- Public Hearing Notice.
- Terrazzo Baja Project Narrative
- “Terrazzo Baja Commercial Development” Final Plat, by Centennial Land Surveying, Inc., dated 3/19/2025.
- Planning Commission Resolution No. 02-2025, a resolution approving a sketch plan for Terrazzo Baja Commercial, approved February 12, 2025.
- Draft Findings of Fact.

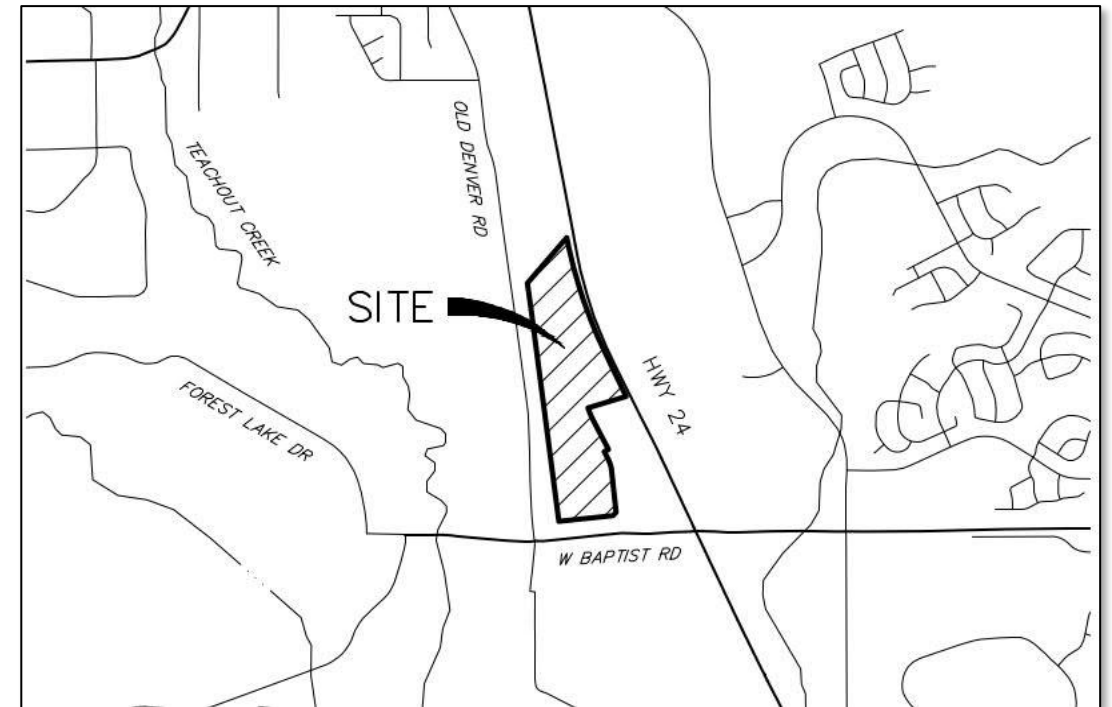
*** Link to original pdf documents provided in Staff Report**



APPLICATION/REQUEST

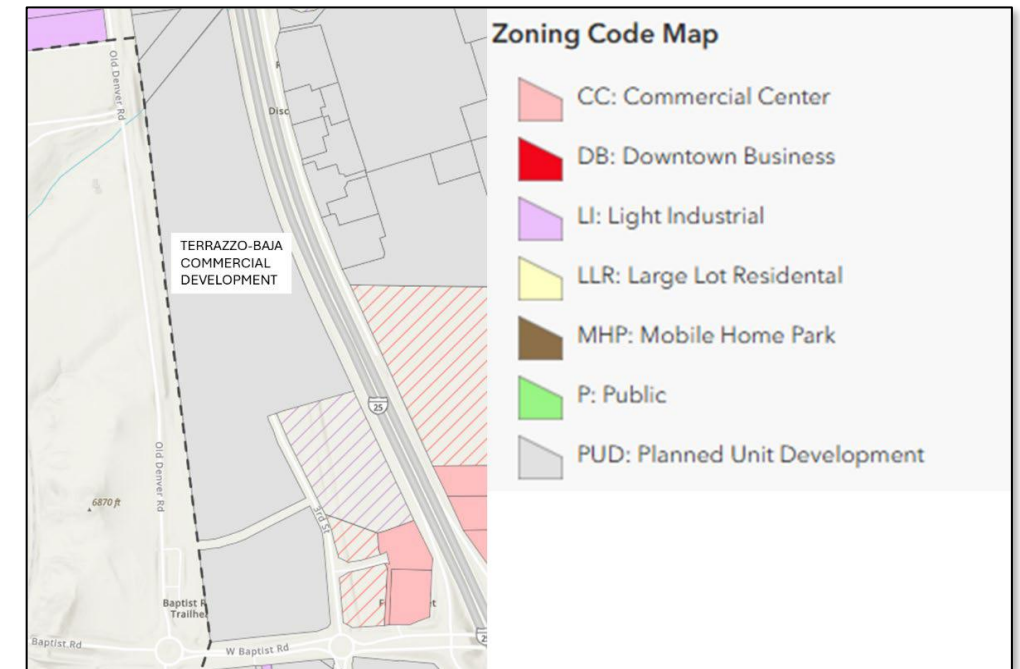
- **Applicant.**
JR Engineering
Thompson Thrift Commercial
- **Property Owner.**
Phoenix Bell Associates
8710 N Thornydale RD, Suite 120
Tucson, AZ 85742
- **Location.**
Property Schedule No. 7126002024
- **Request.**
Approval of a Final Plat

LOCATION MAP



SURROUNDING ZONING AND LAND USE

- **Subject Property:**
Santa Fe Park/Preliminary PUD
- **North** – Woodmen Valley Chapel / PUD
- **South** – Monument Industrial/PUD
Quick Trip/PUD
- **East** – I-25 State Highway
- **West** – Vacant (El Paso County)



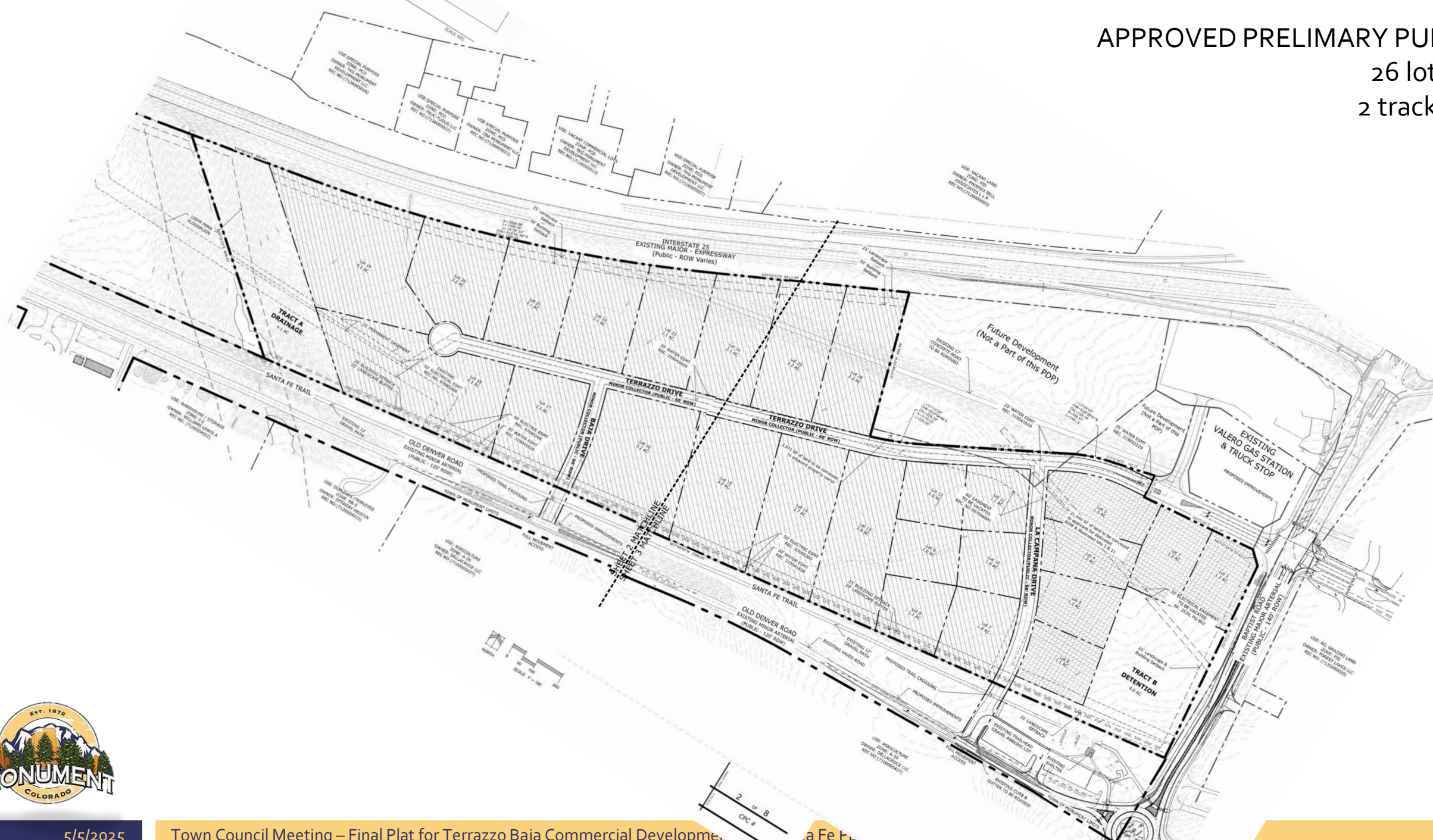
HISTORY

The subject property is zoned **PUD: Planned Unit Development** as part of the preliminary planned unit development known as Santa Fe Park, Ordinance 10-2020.

The Planning Commission recently approved via Resolution 02-2025 for Terrazzo Baja Commercial Development. The Sketch Plan proposed the future subdivision of the existing 60+ acre parcel, currently platted as a single lot, into 9 commercial lots. Access for the Terrazzo-Baja development is to be served by individual access driveways and streets from the new Terrazzo and Baja Drive.



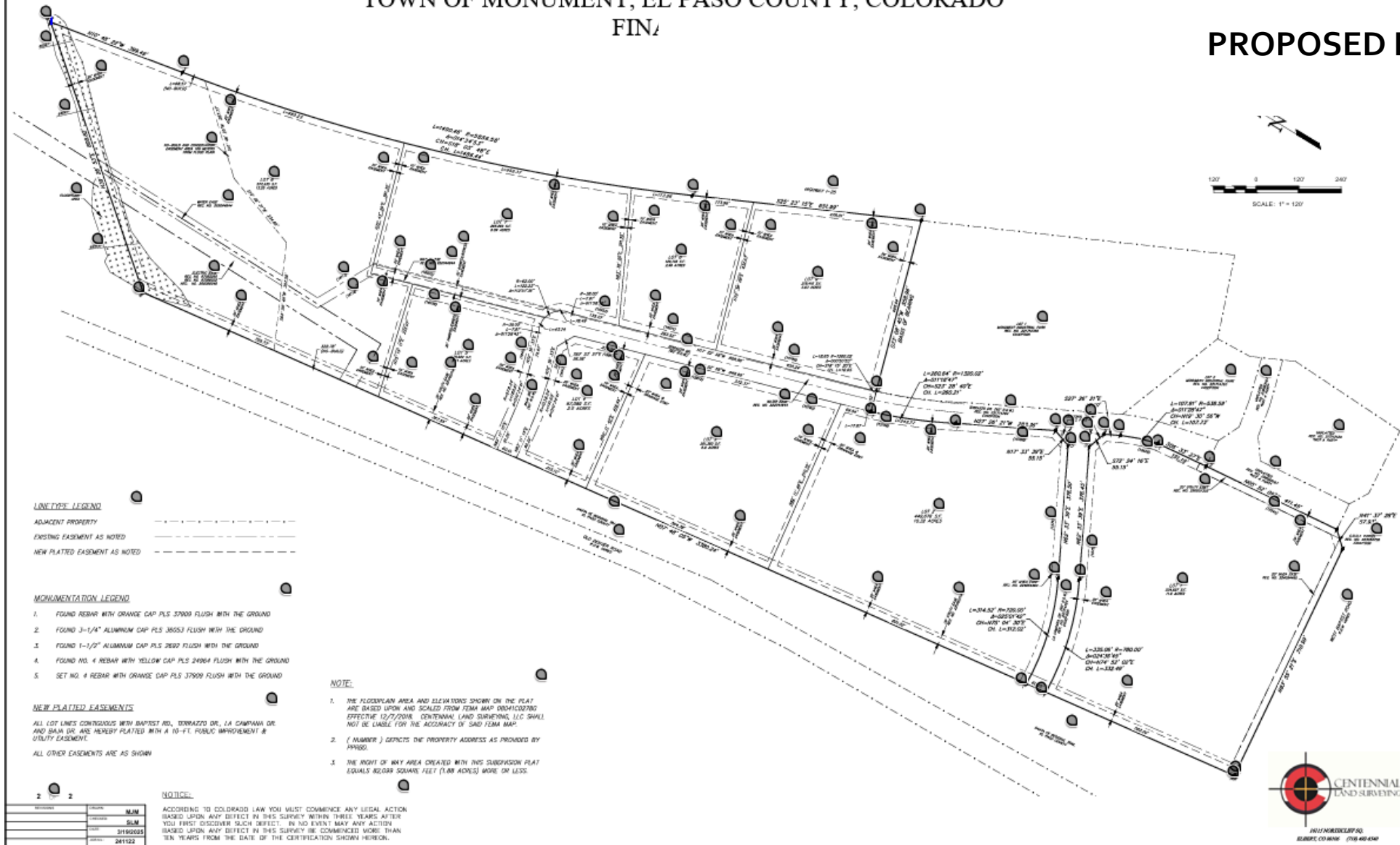
APPROVED PRELIMINARY PUD
26 lots
2 tracks



TERRAZZO-BAJA COMMERCIAL DEVELOPMENT

A SUBDIVISION OF LAND LOCATED IN THE EAST 1/2 OF SECTION 26,
TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH P.M.
TOWN OF MONUMENT, EL PASO COUNTY, COLORADO
FIN₂

PROPOSED FINAL PLAT
8 lots



FINDINGS OF FACT

1. The Final Plat does not conflict with the land use designation established by the Comprehensive Plan.
2. The Final Plat is consistent with the approved Preliminary PUD (Ordinance No. 10-2020) and the recently approved Sketch Plan (PC Resolution No. 02-2025.)
3. The final plat conforms to all applicable provisions of these regulations and any other applicable provisions of the Monument Municipal Code, and all applicable County, State, and Federal Regulations.

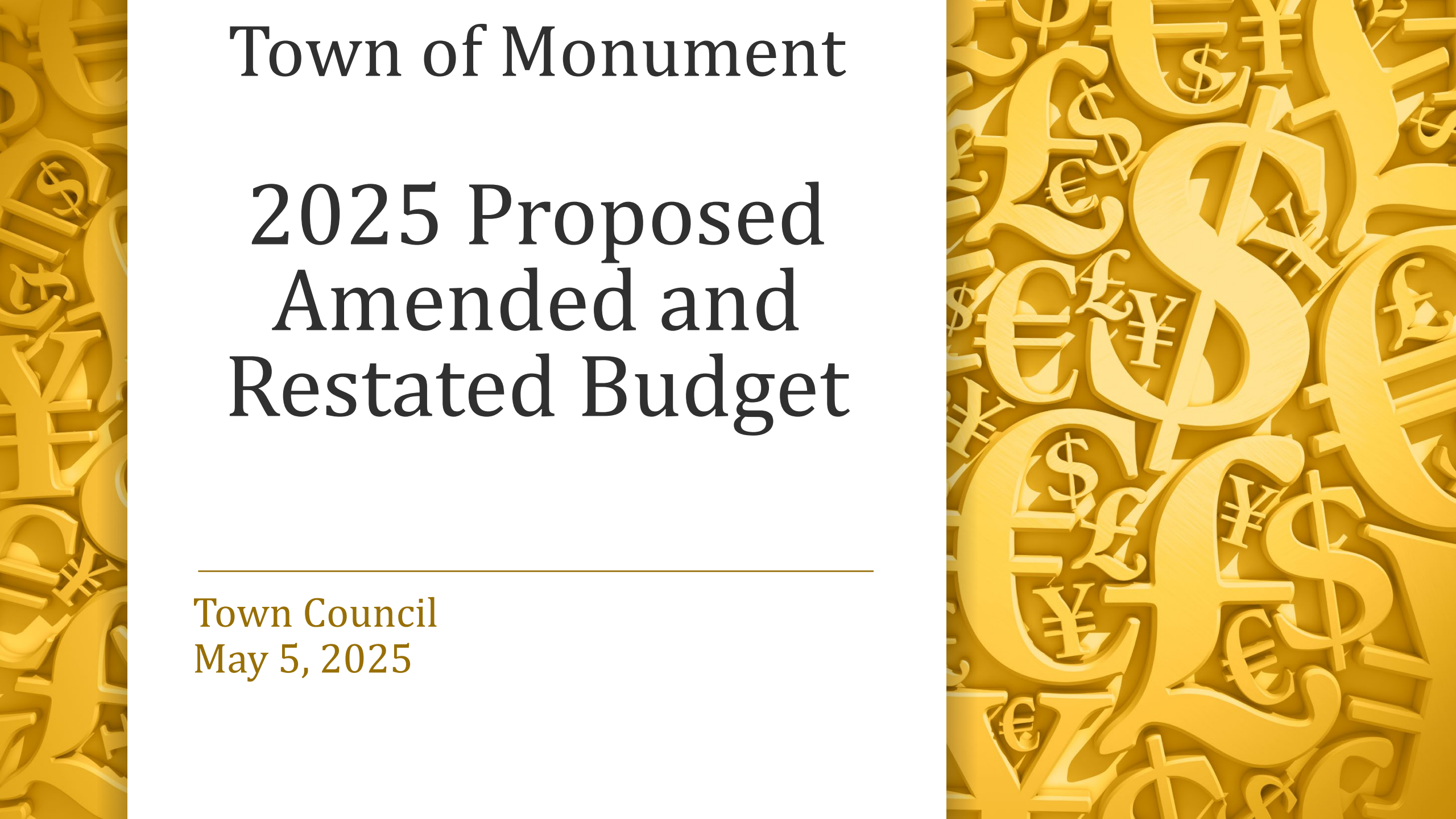


RECOMMENDED ACTION

A motion to make a recommendation to **APPROVE** the Final Plat known as Terrazzo Baja Commercial Development, located north of Baptist Road and east of Old Denver Road as supported by the attached finding of fact and described by the following document:

1. “Terrazzo Baja Commercial Development” Final Plat, by Centennial Land Surveying, Inc., dated 3/19/2025.





Town of Monument

2025 Proposed Amended and Restated Budget

Town Council
May 5, 2025

Overview

- Funds
 - Revenues
 - Expenses
 - Changes
 - Fund Balance
- Long Range Financial Forecast
- Options
- Next Steps





Funds

Why have different Funds?

Different revenue sources – must be used for specific purposes

Each Fund has an expense account and reserve (savings account)

- General Fund
- Capital Projects Fund
- 2A Fund - Water
- 2F Fund - Police
- Community Development Fund
- Traffic Impact Fund
- Storm Drainage Impact Fee Fund
- Water Fund
- Parks Fee Fund
- Conservation Trust Fund



Impact Fees – 2024 correction

- Impact fees are collected based on a nexus study that calculates the impact of new development on the Town.
- Between June and October 2024, the Town changed software systems
- Double posting of fees occurred due to confusion between the old and new systems = \$1.5 million excess impact fee revenue in duplicate postings.
- Accounting system has been updated by removing the duplicate postings.

Impact Fees – 2024 correction

Department / Fund	Debit	Credit	Account	Title
Capitol Project Fund	\$ 586,194.76		03-04-40130	Use Tax
Water Enterprise Fund	\$ 600,080.00		61-51-48080	Water Rev_Impact Fees
Water Enterprise Fund	\$ 12,791.00		61-51-48081	Water Meter Impact
Planning Department	\$ 29,044.83		01-49-40230	Land Use Permits
Planning Department	\$ 815.80		01-49-40240	Fence Permits
Planning Department	\$ 6,306.55		01-49-40245	Landscape Permits
Planning Department	\$ 25,341.90		01-49-40250	Sidewalk Permits
Planning Department	\$ 10,125.19		01-49-40255	Right of Way Permits
Planning Department	\$ 1,257.16		01-49-40260	Temporary Use Permit
Planning Department	\$ 4,582.37		01-49-40270	Sign Permits
Planning Department	\$ 44,579.76		01-49-40311	Eng Rev/Inspec Fee
Traffic Impact Fee	\$ 71,215.00		32-10-40460	Traffic Impact Fee
Storm Drainage impact Fee Fund	\$ 13,191.56		35-35-41010	Storm Drainage Impact Fees
Schools In Lieu	\$ 132,206.64		01-00-24244	Cash in Lieu of Lewis Palmer
Park Fee Fund	\$ 11,194.60		81-34-41030	FEES IN LIEU OF PARK LAND
Debit	\$ 1,548,927.12			
	Credit	-1,548,927.12	99-00-10200	WF Operating Cash

General Fund – Revenue = \$14.6 million

Sources of Revenue

- Sales and Property Taxes, Fees, Fines, Charges, Investment earnings

			2025 Budget	2025 Amendments	2025 Amended Budget
Revenue:					
	Taxes**		\$ 8,151,235	\$ 2,700,431	\$ 10,851,666
	Intergovernmental		1,360,052	200,370	1,560,422
	Licenses & Permits		125,981	-	125,981
	User Charges/Fees		856,570	55,967	912,537
	Fines & Forfeits		50,591	22,993	73,584
	Investment Earnings		700,000	-	700,000
	Debt & Financing		-	-	-
	Other Revenue		349,054	-	349,054
	Transfers In		20,000	-	20,000
	Total Revenue		\$ 11,613,483	2,979,762	\$ 14,593,244



General Fund – Revenue = \$14.6 million

Sources of Revenue

- Sales and Property Taxes, Fees, Fines, Charges, Investment earnings

What changed in the Proposed 2025 Amended Budget

- Sales Tax projections flat from 2024
 - Added Sales Tax revenue legally obligated for Triview per the Intergovernmental Agreement (neutral impact) (\$2.6 million)
- Transfer in GF \$400,000 from 2024 2F subsidy back to GF
- Added \$200,000 DOLA grant for Comp Plan Study
- Interest earnings from all Funds being swept into GF
 - Not a change, only highlighting this continued practice from 2024

General Fund – Expenditures = \$16.4 million

Amended 2025 Budget

		2025 Budget	2025 Amendments	2025 Amended Budget
Expenditures:				
Salaries/Wages	\$	6,082,210	\$ (338,861)	\$ 5,743,349
Benefits		2,579,682	(165,581)	2,414,101
Purchased Services		2,379,941	279,348	2,683,155
Repairs & Maintenance		363,000	-	363,000
Supplies/Non-Capital Equipment		364,979	(14,050)	350,929
Utilities		228,703	56,279	284,981
Economic Development, Marketing & Events		62,000	-	62,000
Sales & Property Tax Allocation		390,561	-	390,561
Capital Outlay		872,000	2,000	874,000
Debt Service		-	54,945	54,945
Transfers Out		2,077,779	(1,495,005)	582,774
Intergovernmental		-	2,630,974	2,630,974
Total Expenditures	\$	15,400,855	1,010,048	\$ 16,434,769



General Fund – Expenses \$16.4 million

What changed in the Proposed 2025 Amended Budget

- Added Sales Tax expense to Triview (neutral impact) \$2.6 million
- Removed \$240,000 in S&B for 3 vacant PD position (2025 only)
- Unfunded Human Resources and Finance (2) positions
- Removed \$75,000 for unfilled Senior Planning (6 months)
- Reduced elections by \$32,000
- Moved only \$500,000 ARPA funds to Committed Reserve for Asset Replacement Fund



General Fund – Expenses \$16.4 million

What changed in the Proposed 2025 Amended Budget

- Added \$164,000 for comprehensive plan
- Added \$90,000 for engineering services
- Added \$55,000 for legal services
- Added \$100,000 for fee study
- Added \$56,000 for loan payment on energy improvements



General Fund – Fund Balance

What changed in the Proposed 2025 Amended Budget

Ending Fund Balance Unrestricted Reserve:

- 2024 Actual Budget
 - \$6.2 million = 45.32% (under expended and additional revenue)
- 2025 Adopted Budget
 - \$2.1 million = 13.79%
- 2025 Amended Budget
 - \$3.4 million = 21%
 - Added \$500,000 to Asset Replacement Committed Reserve

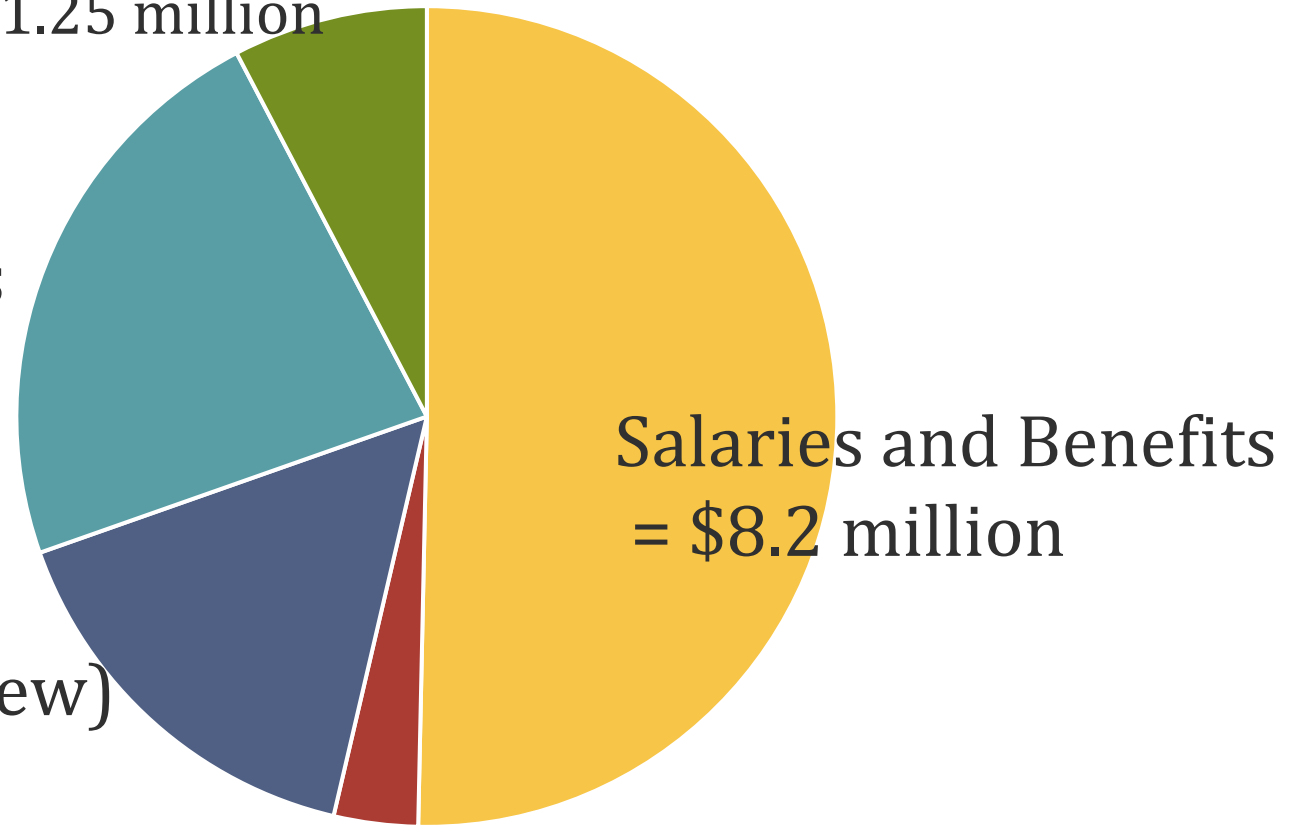
GF 2025 Revenue Budget = \$14.6 million
GF 2025 Expense Budget= \$16.4 million

Capital and Maintenance = \$1.25 million

Services and Supplies
= \$3.8 million

Intergovernmental
= \$2.6 million (Triview)

*ARPA Funds Transfer Out
= \$.54 million



Used \$1.8 million in GF Reserves



*ARPA Funds

- Covid era funding for capital projects and revenue replacement – one-time funding only
- \$2.1 million originally earmarked for Jackson Creek Parkway
- \$540,000 for storm water projects
- \$1.5 million for revenue replacement
 - \$500,000 committed to Asset Replacement Fund
 - \$1 million remains in General Fund Reserve

Capital Projects Fund - Revenues

Designated for public improvements: curbs, gutters, concrete, asphalt repairs, and local match for Jackson Creek Parkway

Amended Budget Revenue

			2025 Budget	2025 Amendments	2025 Amended Budget
Revenue:					
	Taxes		\$ 1,510,614	\$ (500,000)	\$ 1,010,614
	Intergovernmental		355,859	6,553,518	\$ 6,909,377
	Investment Earnings		2,000	-	\$ 2,000
	Total Revenue		\$ 1,868,472	\$ 6,053,518	\$ 7,921,991



Capital Projects Fund - Revenues

What changed in the Proposed 2025 Amended Budget

Revenues

- Added \$6.6 million in awarded grants for Jackson Creek Parkway
- Removed \$500,000 to correct duplicate impact fees

Capital Projects Fund - Expenditures

Designated for public improvements: curbs, gutters, concrete, asphalt repairs, and local match for Jackson Creek Parkway

Amended Budget Expenditures

		2025 Budget	2025 Amendments	2025 Amended Budget
Capital Outlay		\$ 4,040,000	\$ (2,324,225)	\$ 1,715,775
	Total Expenditures	\$ 4,040,000	\$ (2,324,225)	\$ 1,715,775



Capital Projects Fund - Expenditures

What changed in the Proposed 2025 Amended Budget

Expenditures

- Removed \$3 million expenditures for JCP construction
- Created \$6.6 million JCP Committed Reserve grant fund
- Created \$676,000 JCP committed local grant match fund

Capital Projects Fund

What changed in the Proposed 2025 Amended Budget

Ending Fund Balance Restricted Reserve

- Actual 2024 Budget = \$2.2 million
- Adopted 2025 Budget = \$18,582
- 2025 Amended Budget = \$1.9 million



2A Water Fund - Revenue

Designated for Water System Expansion Expenses ONLY

Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Revenue:					
	Taxes		\$ 2,560,486	\$ 737,134	\$ 3,297,620
	Investment Earnings		35,000	-	35,000
	Transfers In		-	-	-
	Total Revenue		\$ 2,595,486	\$ 737,134	\$ 3,332,620

2A Water Fund - Expenditures

Designated for Water System Expansion Expenses ONLY

Amended 2025 Budget

		2025 Budget	2025 Amendments	2025 Amended Budget
Expenditures:				
	Salaries/Wages	\$ -	\$ -	\$ -
	Benefits	-	-	-
	Purchased Services	223,737	-	223,737
	Repairs & Maintenance	-	-	-
	Supplies/Non-Capital Equipment	8,750	-	8,750
	Capital Outlay	6,350,000	-	6,350,000
	Debt Service	-	-	-
	COP bond pymt (xfer to water fund)	1,270,800	-	1,270,800
	Transfers Out			
	Other	750,000	-	750,000
	Total Expenditures	\$ 8,603,287	-	\$ 8,603,287

2A Water Fund

Designated for Water System Expansion Expenses ONLY

What changed in the Proposed 2025 Amended Budget

- Returned \$326,000 subsidy from Water Fund
- Returned 2024 \$411,000 subsidy from Water Fund

Ending Fund Balance Restricted Reserve

- 2025 Adopted Budget = \$1.4 million
- 2025 Amended Budget = \$4.3 million
- Projects postponed in 2024



2F Police Fund – Revenues

Designated for Law Enforcement Expenses ONLY as specifically described in ballot measure

Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Revenue:					
	Taxes**		\$ 2,002,314	\$ -	\$ 2,002,314
	User Charges/Fees		-	-	-
	Investment Earnings		-	-	-
	Transfers In		-	-	-
	Total Revenue		\$ 2,002,314	\$ -	\$ 2,002,314

2F Police Fund – Expenditures

Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Expenditures:					
	Salaries/Wages		\$ 771,350	\$ 10,468	\$ 781,818
	Benefits		561,232	6,760	567,992
	Purchased Services		235,105	-	260,324
	Repairs & Maintenance		51,000	-	51,000
	Supplies/Non-Capital Equipment		313,703	-	313,703
	Utilities		8,580	-	8,580
	Capital Outlay		300,379	-	300,379
	Debt Service		-	-	-
	Contingency		-	-	-
	Transfers Out		-	-	-
	Total Expenditures		\$ 2,241,349	\$ 17,228	\$ 2,283,796

2F Police Fund

Designated for Law Enforcement Expenses
ONLY as specifically described in ballot
measure



What changed in the Proposed 2025 Amended Budget

- \$400,000 from 2024 subsidy refund back to GF (reduced from estimated \$1 million)
- Ending Fund Balance Restricted Reserve = \$20,000
- Added \$600,000 to Asset Replacement Committed Reserve

Community Development Fund

Designed for Economic Development
Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Revenue:					
	Taxes		\$ -	\$ -	\$ -
	Intergovernmental		-	-	-
	Licenses & Permits		45,400	-	45,400
	Investment Earnings		400	-	400
	Other Revenue		10,000	-	10,000
	Transfers In		38,520	-	38,520
	Total Revenue		\$ 94,320	\$ -	\$ 94,320

Community Development Fund

Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Expenditures:					
	Salaries/Wages		\$ 13,744	\$ -	\$ 13,744
	Benefits		6,228	-	6,228
	Purchased Services		12,375	-	12,375
	Repairs & Maintenance		-	-	-
	Supplies/Non-Capital Equipment		67,800	-	67,800
	Utilities		-	-	-
	Economic Development, Marketing & Events		79,600	-	79,600
	Total Expenditures		\$ 179,747	\$ -	\$ 179,747

Community Development Fund

What changed in the Proposed 2025 Amended Budget

Ending Fund Balance Restricted Reserve

- 2024 Amended Budget = \$180,000
- 2025 Adopted Budget = \$22,687
- 2025 Amended Budget = \$95,511



Traffic Impact Fees - Revenue

Designated for Town's infrastructure related to traffic

Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Revenue:					
	User Charges/Fees		\$ 77,063	\$ -	\$ 77,063
	Investment Earnings		1,200	-	1,200
	Total Revenue		\$ 78,263	\$ -	\$ 78,263

Traffic Impact Fees - Expenditures

Designated for Town's infrastructure related to traffic

Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Expenditures:					
	Capital Outlay		\$ 100,000	\$ -	\$ 100,000
	Transfers Out		-	-	
	Total Expenditures		\$ 100,000	\$ -	\$ 100,000

Traffic Impact Fees

Designated for Town's infrastructure related to traffic

What changed in the Proposed 2025 Amended Budget



Ending Fund Balance Restricted Reserve

- 2024 Amended Budget = \$334,966
- 2024 Actual Budget = \$449,838
- 2025 Adopted Budget = \$313,229
- 2025 Amended Budget = \$428,101

Storm Drainage Impact Fund

Designated to improve the quality of water in streams and creeks, maintain and add new systems to reduce flooding

Amended 2025 Budget

		2025 Budget	2025 Amendments	2025 Amended Budget
Revenue:				
	User Charges/Fees	\$ 60,000	\$ -	\$ 60,000
	Investment Earnings	250	-	250
	Debt & Financing	-	-	-
	Other Revenue	-	-	-
	Transfers In	2,035,179	(1,495,005)	540,174
	Total Revenue	\$ 2,095,429	\$ (1,495,005)	\$ 600,424

Storm Drainage Impact Fund

Designated to improve the quality of water in streams and creeks, maintain and add new systems to reduce flooding

Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Expenditures:					
	Repairs & Maintenance		\$ 7,586	\$ -	\$ 7,586
	Capital Outlay		2,135,179	(1,495,005)	640,174
	Transfers Out		-	-	-
	Total Expenditures		\$ 2,142,765	\$ (1,495,005)	\$ 647,760

Storm Drainage Impact Fund

Designated to improve the quality of water in streams and creeks, maintain and add new systems to reduce flooding

What changed in the Proposed 2025 Amended Budget

Expenses:

Transferred \$1.5 million in ARPA back to General Fund



Water Fund - Revenue

Designated for Water System Expenses ONLY

Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Revenue:					
	Taxes		\$ 326,114	\$ (737,134)	\$ (411,020)
	Intergovernmental		-	-	-
	User Charges/Fees		3,107,732	-	3,107,732
	Investment Earnings		100,000	-	100,000
	Other Revenue		14,000	-	14,000
	Transfers In (from 2A for Bond pymt)		1,274,400	-	1,274,400
	Total Revenue		\$ 4,822,246	\$ (737,134)	\$ 4,085,112

Water Fund

Designated for Water System Expenses ONLY

What changed in the Proposed 2025 Amended Budget

- Revenue = \$4.1 million
 - Eliminated \$326,000 subsidy from 2A sales tax
 - Eliminated 2024 \$411,000 subsidy from 2A sales



Water Fund - Expenses

Designated for Water System Expenses ONLY
Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Expenditures:					
	Salaries/Wages		\$ 897,417	\$ (27,161)	\$ 870,256
	Benefits		447,835	(15,059)	432,776
	Purchased Services		1,377,827	-	1,377,827
	Repairs & Maintenance		1,080,000	-	1,080,000
	Supplies/Non-Capital Equipment		165,300	-	165,300
	Utilities		293,039	-	293,039
	Capital Outlay		1,895,000	-	1,895,000
	Debt Service		1,274,400	-	1,274,400
	Total Expenditures		\$ 7,430,818	\$ (42,220)	\$ 7,388,598

Water Fund

Designated for Water System Expenses ONLY

What changed in the Proposed 2025 Amended Budget

Ending Fund Balance for Restricted Reserve

- 2024 Actual Budget = \$12.2 million (higher revenue)
- 2025 Adopted Budget = \$6.5 million
- 2025 Amended Budget \$8.9 million (unaudited)



Park Impact Fees -Revenues

Designated for new park design and planning

Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Revenue:					
	User Charges/Fees		\$ 40,000		\$ 40,000
	Other Revenue		50,100	67,731	117,831
	Total Revenue		\$ 90,100	\$ 67,731	\$ 157,831

Park Impact Fees – Expenditures

Designated for new park design and planning

Amended 2025 Budget

			2025 Budget	2025 Amendments	2025 Amended Budget
Expenditures:					
	Capital Outlay		\$ 263,000	117,731	\$ 380,731
	Purchased Services				
	Total Expenditures		\$ 263,000	\$ -	\$ 380,731

Park Impact Fees

Designated for new park design and planning

What changed in the Proposed 2025 Amended Budget



- Added \$67,731 grant revenue
- Ending Fund Balance
Restricted Reserve
 - Adopted 2025 Budget = \$3,894
 - Amended 2025 Budget = \$141,024

Conservation Trust Fund

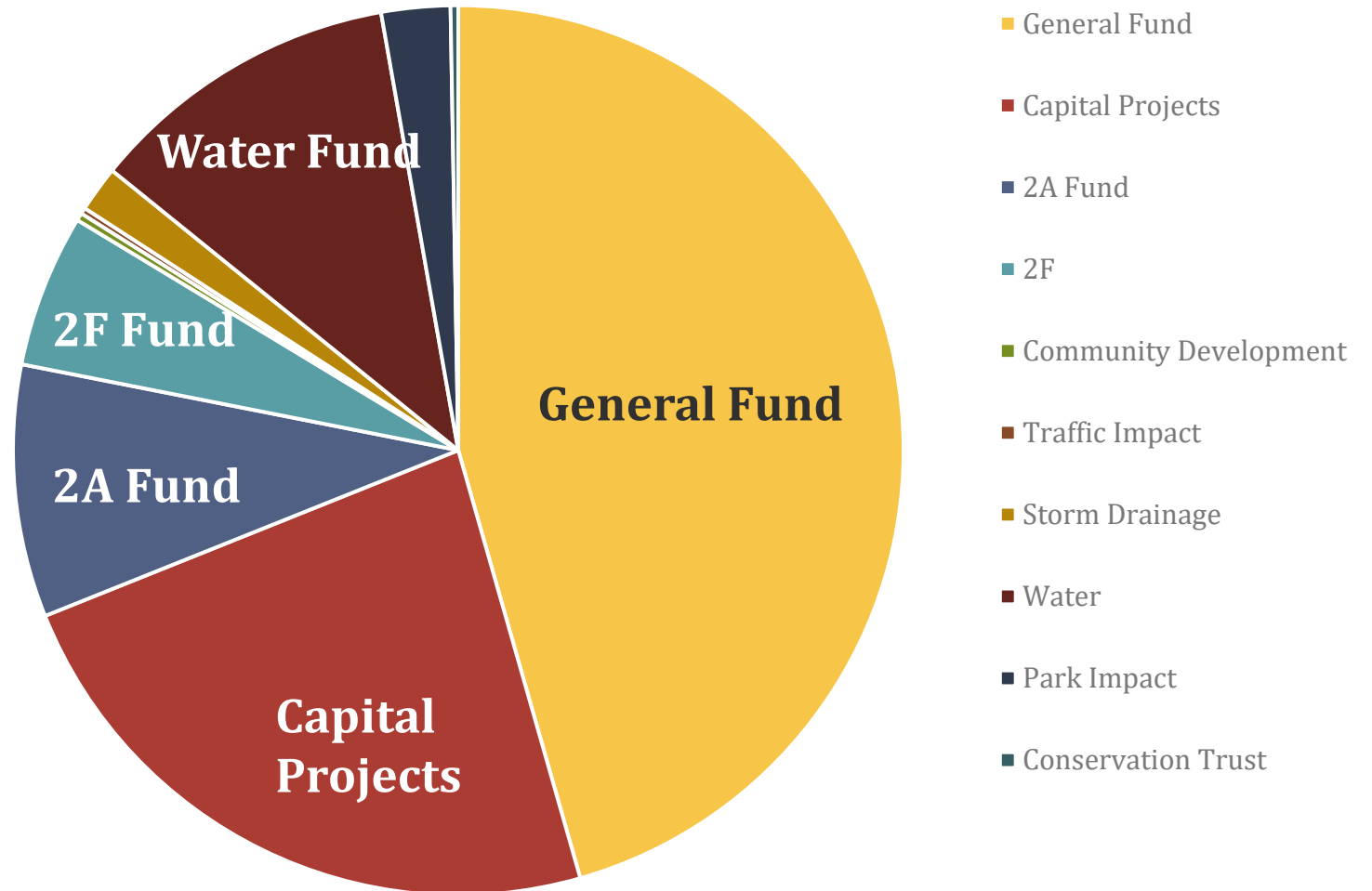
Designated for parks and open space

- No Changes



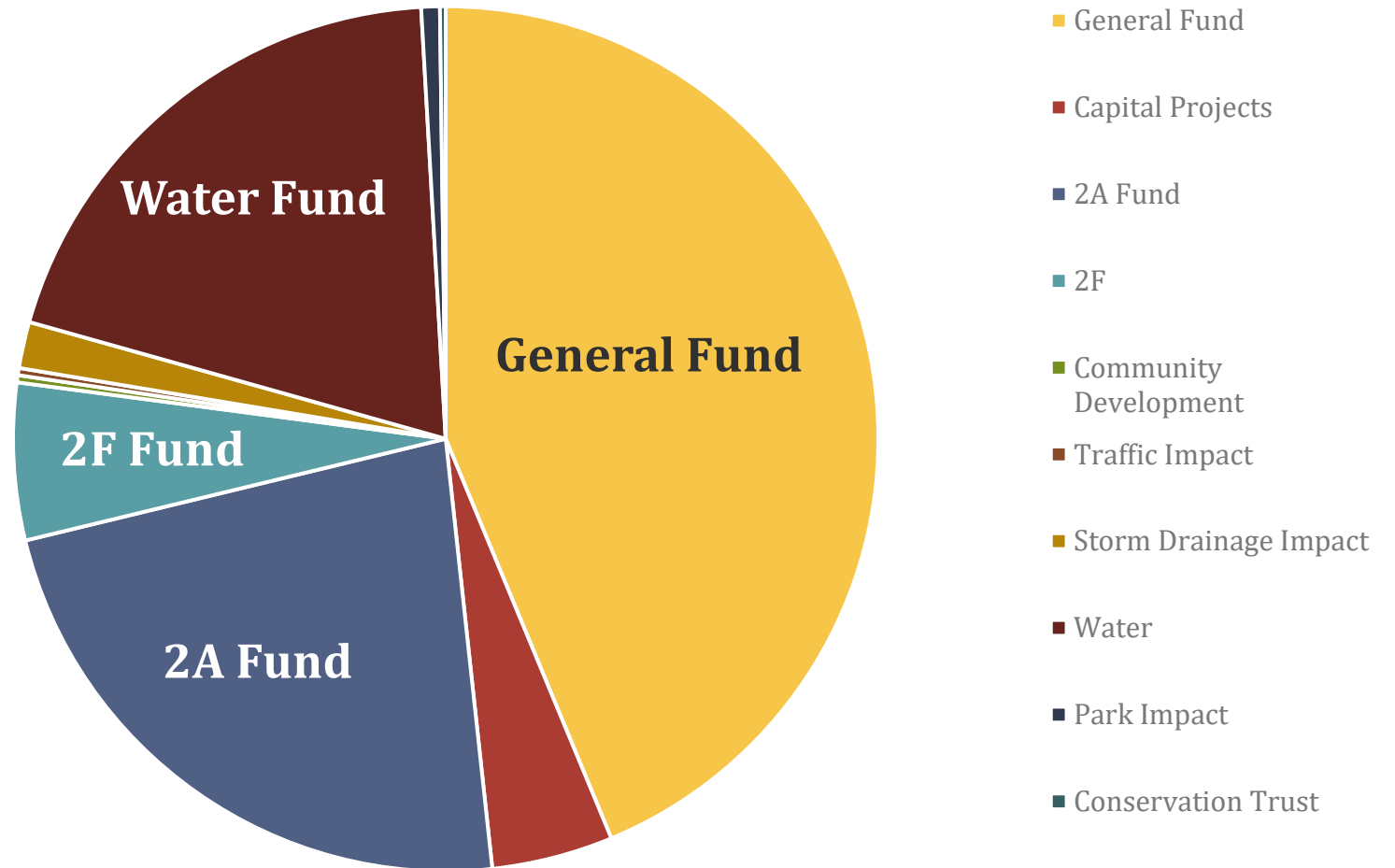
Total 2025 Monument Budget – Revenues

Revenues
\$36M



Total 2025 Monument Budget – Expenses

Expenses
\$37.5M



Long Range Financial Forecast – General Fund Reserve Ending Fund Balance

	2024 ACTUALS	2025 Budget	2025 Amended Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
Cumulative Balance-								
Beginning Fund Balance	\$ 7,841,555	\$ 6,389,307	\$ 6,243,603	\$ 3,420,752	\$ 2,035,483	\$ 317,327	\$ (1,669,550)	\$ (3,807,778)
Change In Fund Balance	(1,708,372)	(3,845,364)	(1,817,659)	(972,564)	(1,263,843)	(1,513,709)	(1,643,403)	(1,790,139)
Ending Fund Balance	\$ 6,133,183	\$ 2,543,943	\$ 4,420,078	\$ 2,472,770	\$ 771,640	\$ (1,196,382)	\$ (3,312,953)	\$ (5,597,917)
Less Reserves/Designations:								
Debt Service Reserve								
3% TABOR Reserve	399,874	452,049	481,326	437,287	454,313	473,168	494,825	517,850
Potential Supplemental Requests								
Other Reserves/Designations	2,035,179		500,000					
Unreserved Fund Balance	\$ 3,698,129	\$ 2,091,894	\$ 3,420,752	\$ 2,035,483	\$ 317,327	\$ (1,669,550)	\$ (3,807,778)	\$ (6,115,766)
Unreserved Fund Balance %	26.84%	13.53%	20.81%	13.59%	2.04%	-10.31%	-22.49%	-34.52%
	26.84%	13.53%	20.81%	13.59%	-2.04%	-10.31%	-22.49%	-34.52%

Assumptions:

- Property Tax increases by 2% in 2026; 3% in 2027 and 2028; 4% in 2029-2030
- Sales Tax flat in 2025 amended and 2026, 2% increase in 2026, 3% in 2027, and 5% in 2028-2030
- Salaries increase by 3% each year
- Health insurance increases by 10% each year
- Most services/equipment increased by modest 2% each year
- No additional projects, services, staff – status quo budget

A decorative vertical bar on the left side of the slide, featuring a gold color and a pattern of various financial symbols including dollar signs (\$), yen signs (¥), and Euro signs (€).

Budget Reduction Options

Actions to be considered to improve 2026 and 2027 Budgets

- Sell Town-owned properties
- Evaluate service levels
- Consider revenue increases
- Special Election
- Creation of Community Committee for “Finance”

A decorative vertical bar on the left side of the slide, featuring a gold color and a pattern of various financial symbols including the dollar sign (\$), yen sign (¥), and Euro sign (€).

Next Steps

- Consider and Adopt Amended 2025 Budget
- Provide direction to staff on financial options to pursue for stabilizing 2026 and 2027 budgets
- Present Draft 2026 Budget to Town Council in September 2025

GENERAL FUND SUMMARY

	2022 Actual	2023 Actual	2024 Budget	2024 Amended Budget	2024 ACTUALS	2025 Budget	2025 Amendments	2025 Amended Budget	NOTE
Revenue:									
Taxes**	7,117,132	7,816,770	7,583,684	7,583,684	8,319,442	\$ 8,151,235	395,571.72	\$ 8,546,806	
Intergovernmental	1,727,402	1,051,374	836,026	836,026	868,529	1,360,052	200,370.39	1,560,422	
Licenses & Permits	134,257	125,981	103,150	103,150	120,439	125,981	-	125,981	
User Charges/Fees	825,033	875,395	879,385	704,385	824,256	856,570	55,966.87	912,537	
Fines & Forfeits	53,331	50,591	70,000	70,000	73,584	50,591	22,993.11	73,584	
Investment Earnings	44,065	471,792	300,000	600,000	1,319,572	700,000	-	700,000	
Debt & Financing	-	-	-	-	-	-	-	-	
Other Revenue	49,667	9,786	5,750	5,750	36,410	349,054	-	349,054	
Transfers In	20,000	20,000	20,000	20,000	420,004	20,000	411,020.00	431,020	2F transfer
Total Revenue	\$ 9,970,886	\$ 10,421,689	\$ 9,797,995	\$ 9,922,995	\$ 11,982,236	\$ 11,613,483	1,085,922.09	\$ 12,699,405	
Expenditures:									
Salaries/Wages	\$ 2,313,598	\$ 2,636,160	\$ 3,564,633	\$ 3,564,632	\$ 3,178,883	\$ 6,128,880	\$ (180,906)	\$ 5,947,974	
Benefits	789,490	916,231	1,459,450	1,459,450	1,131,525	2,591,004	(90,515)	\$ 2,500,489	
Purchased Services	641,604	1,217,623	1,572,153	1,372,153	1,141,139	2,379,941	279,348	\$ 2,659,289	
Repairs & Maintenance	122,292	511,916	800,000	800,000	610,907	363,000	-	\$ 363,000	
Supplies/Non-Capital Equipment	227,068	193,800	310,903	310,903	254,288	364,979	(14,050)	\$ 350,929	
Utilities	266,252	188,723	241,778	241,778	257,018	228,703	56,279	\$ 284,981	
Economic Development, Marketing & Events	47,000	65,900	62,000	62,000	62,000	62,000	-	\$ 62,000	
Sales & Property Tax Allocation	683,194	355,804	347,598	347,598	446,965	390,561	-	\$ 390,561	
Capital Outlay	-	354,474	734,945	734,945	426,981	872,000	2,000	\$ 874,000	
Debt Service	34,812	34,812	-	-	17,315	-	-	\$ -	
Contingency	-	-	1,000	1,000	-	-	-	\$ -	
Transfers Out	2,696,022	2,751,022	2,742,600	2,742,600	3,618,115	2,077,779	(1,495,005.00)	\$ 582,774	ARPA revenue loss, not obligated to SDI
Total Expenditures	\$ 7,821,332	\$ 9,226,465	\$ 11,837,059	\$ 11,637,058	\$ 11,145,136	\$ 15,458,847	(1,442,849.26)	\$ 14,015,998	
Annual Gain/(Loss)	\$ 2,149,554	\$ 1,195,224	\$ (2,039,065)	\$ (1,714,064)	\$ 837,101	\$ (3,845,364)	2,528,771.36	\$ (1,316,593)	
Cumulative Balance									
Beginning Fund Balance	\$ 4,497,268	\$ 6,646,831	\$ 6,367,657	\$ 7,842,055	\$ 7,841,555	\$ 6,389,307	(66,775.15)	\$ 6,322,532	
Change In Fund Balance	2,149,554	1,195,224	(2,039,065)	(1,714,064)	837,101	(3,845,364)		(1,316,593)	
Ending Fund Balance	\$ 6,646,831	\$ 7,842,055	\$ 4,328,592	\$ 6,127,991	\$ 8,678,656	\$ 2,543,943		\$ 5,005,939	
Less Reserves/Designations:									
Debt Service Reserve									
3% TABOR Reserve	214,144	266,120	344,684	338,684	320,945	452,049		408,763	
Potential Supplemental Requests									
Other Reserves/Committed	1,017,589	2,035,179	2,035,179	2,035,179	2,035,179		1,495,004.96	\$ 1,495,005	Asset Replacement Fund
Unreserved Fund Balance	\$ 5,415,098	\$ 5,540,757	\$ 1,948,729	\$ 3,754,128	\$ 6,322,532	\$ 2,091,894		\$ 3,102,171	
Unreserved Fund Balance %			16.46%	32.26%	56.73%	13.53%		22.13%	

TOWN OF MONUMENT
RESOLUTION NO. 29-2025

**A RESOLUTION ADOPTING AN AMENDED 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 Town staff to prepare and submit a restated budget to said governing body at the proper time; and

WHEREAS, a final proposed Amended budget has been timely submitted to the governing body for its consideration; 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 following summary of the 2025 Amended Budget by Fund is submitted for Town Council approval.

General Fund

Beginning Fund Balance	\$ 6,243,603
Revenue	\$ 14,593,244
Expenditures	(\$ 16,434,769)
Reserved Fund Balance (TABOR @ 3%)	(\$ 481,326)
Asset Replacement Fund	(\$ 500,000)
Ending Fund Balance (20.81%)*	<u>\$ 3,420,752</u>

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

Capital Projects Fund

Beginning Fund Balance	\$ 2,962,508
Revenue	\$ 7,921,991
Expenditures	(\$ 1,715,775)
Committed Reserve Grants	(\$6,553,518)
Funds Committed to grant expenses	(\$ 675,775)
Ending Fund Balance	<u>\$ 1,939,430</u>

2F Police Fund

Beginning Fund Balance	\$ 901,741
Revenue	\$ 2,002,314
Expenditures	(\$ 2,283,796)
Asset Replacement Fund	(\$ 600,000)
Ending Fund Balance	<u>\$ 20,258</u>

2A Water ASD Fund

Beginning Fund Balance	\$ 9,559,395
Revenue	\$ 3,332,620
Expenditures	<u>(\$ 8,603,287)</u>
Ending Fund Balance	<u>\$ 4,288,728</u>

Community Development Fund

Beginning Fund Balance	\$ 180,938
Revenue	\$ 94,320
Expenditures	<u>(\$ 179,747)</u>
Ending Fund Balance	<u>\$ 95,511</u>

Traffic Impact Fee Fund

Beginning Fund Balance	\$ 449,838
Revenue	\$ 78,263
Expenditures	<u>(\$ 100,000)</u>
Ending Fund Balance	<u>\$ 428,101</u>

Storm Drainage Impact Fee Fund

Beginning Fund Balance	\$ 237,562
Revenue	\$ 600,424
Expenditures	<u>(\$ 647,760)</u>
Ending Fund Balance	<u>\$ 190,226</u>

Water Enterprise Fund

Beginning Fund Balance	\$ 12,962,128
Revenue	\$ 4,085,112
Expenditures	<u>(\$ 7,388,598)</u>
Reserved Fund Balance (Water Storage)	<u>(\$ 756,442)</u>
Ending Fund Balance	<u>\$ 8,902,200</u>

Park Fee Fund

Beginning Fund Balance	\$ 363,924
Revenue	\$ 157,831
Expenditures	<u>(\$ 380,731)</u>
Ending Fund Balance	<u>\$ 141,024</u>

Conservation Trust Fund

Beginning Fund Balance	\$ 170,808
Revenue	\$ 96,780
Expenditures	<u>(\$ 81,500)</u>
Ending Fund Balance	<u>\$ 186,088</u>

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

Section 1. Budget Approval. That the amended 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 amended 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 5th day of May 2025, by a vote of ____ for and ____ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk

TOWN OF MONUMENT
RESOLUTION NO. 30-2025

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

General Fund	\$ 16,434,769
Capital Projects Fund	\$ 1,715,775
2F Police Fund	\$ 2,283,796
2A Water ASD Fund	\$ 8,603,287
Community Development Fund	\$ 179,747
Traffic Impact Fee Fund	\$ 100,000
Storm Drainage Impact Fee Fund	\$ 647,760
Water Enterprise Fund	\$ 7,388,598

Park Fee Fund

\$ 380,731

Conservation Trust Fund

\$ 81,500

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado, this 5th day of May 2025, by a vote of ____ for and ____ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk

**TOWN OF MONUMENT
RESOLUTION NO. 31-2025**

**A RESOLUTION TO APPROVE FINANCIAL POLICIES TO ENSURE THE TOWN IS CAPABLE OF
ADEQUATELY FUNDING PROVIDING FOR THOSE GOVERNMENT SERVICES DESIRED BY
THE COMMUNITY**

WHEREAS, the Town Council of the Town of Monument, through its Vision Statement, has committed to always ensure cooperative, transparent and inclusive Town governance; and

WHEREAS, the Town Council desires to establish broad, timeless financial goals and corresponding policies that are intended to foster and support continued financial strength and stability; and

WHEREAS, the Town seeks to deliver services on an affordable, efficient and cost-effective basis providing full value for each tax dollar;

WHEREAS, the Town shall maintain an adequate financial base to sustain a sufficient level of municipal services, thereby preserving the quality of life in the Town of Monument; and

WHEREAS, the Town shall have the ability to withstand local and regional economic fluctuations, to adjust to changes in the service requirements of our community, and to respond to changes in Federal and State priorities and funding as they affect the Town's residents; and

WHEREAS, the Town strives to maintain a high bond credit rating and to provide assurance to the Town's taxpayers that the Town government is well managed and financially sound.

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

Adoption of the Principles of Sound Financial Management that include 16 Financial Policies and attached hereto as Exhibit A is hereby adopted.

PASSED AND RESOLVED this 5th day of May 2025, 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

PRINCIPLES OF SOUND FINANCIAL MANAGEMENT

Adopted May 5, 2025

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Introduction

The Town of Monument has an important responsibility to its community to carefully account for public funds, to manage its finances wisely, and to plan for the adequate funding of services desired by the public, including the provision and maintenance of public facilities. In these times of tight budgets, continued changes in federal and state policies toward local government, and limited growth in the Town's tax base, the Town needs to ensure that it is capable of adequately funding and providing those government services desired by the community.

These adopted Principles of Sound Financial Management establish policies for the Town's overall fiscal planning and management. These policies are intended to foster and support the financial strength and stability of the Town of Monument as reflected in its financial goals. The Town's financial goals are broad, timeless statements of the financial position the Town seeks to attain:

- To deliver quality services on an affordable, efficient and cost-effective basis providing full value for each tax dollar.
- To maintain an adequate financial base to sustain a sufficient level of municipal services, thereby preserving the quality of life in the Town of Monument.
- To have the ability to withstand local and regional economic fluctuations, to adjust to changes in the service requirements of our community, and to respond to changes in Federal and State priorities and funding as they affect the Town's residents.
- To maintain a high bond credit rating and to provide assurance to the Town's taxpayers that the Town government is well managed and financially sound.

Following these policies will enhance the Town's financial health as well as its credibility with our community, bond rating agencies and investors. To achieve these purposes as the Town of Monument continues to grow and develop, it is important to regularly engage in the process of financial planning including reaffirming and updating these financial guidelines. Policy changes will be needed as the Town continues to grow and become more diverse and complex in terms of the services it provides, as well as the organization under which it operates to provide these services to its community.

Finance Policy 1 - Fiscal Planning and Budgeting

Adopted on May 5, 2025

Fiscal planning is the process of identifying resources and allocating those resources among numerous and complex competing purposes. The primary vehicle for this planning is the preparation, monitoring and analysis of the Town's budget. It is increasingly important to incorporate a long-term perspective and to monitor program performance.

- 1.01 Annually, the Town Council shall conduct a retreat to review, consider and establish strategic goals that will help guide the development of the annual budget. Staff will create strategic objectives to accomplish the Town Council's goals and shall provide quarterly updates to the Town Council on progress made toward accomplishing the strategic objectives.
- 1.02 The Town Manager shall submit to the Town Council a proposed annual budget, based on Council's established goals, and shall execute the budget as finally adopted, pursuant Town of Monument Municipal Code Title 3 Revenue and Finance, Chapter 3.04 Fiscal Provisions Generally. The Town will budget revenues and expenditures on a fiscal year basis beginning each January 1 and ending on December 31. The Town Council shall adopt the budget for the following fiscal year no later than December 15.
- 1.03 The Town will prepare a ten-year long-range financial forecast that will incorporate both revenue and expenditure estimates for the Town's General Fund. The ten-year revenue forecast will identify revenues that are anticipated to be sustainable over the ten-year period. The long-range financial forecast will be updated annually and presented to the Town Council during the annual Town budget process.
- 1.04 The Town will prepare a budget in accordance with Government Finance Officers Association policies and best practices and the Government Finance Officers Association in its Distinguished Budget Award Program. The proposed budget will contain the following:
 - a) Revenue estimates by major category, by fund;
 - b) Expenditure estimates by program levels and major expenditure category, by fund;
 - c) Estimated fund balance by fund;
 - d) Debt service, by issue, detailing principal and interest amounts.
 - e) Proposed personnel staffing levels;
 - f) A detailed schedule of capital projects;
 - g) Tabor reserve;
 - h) A balanced budget for each fund;
 - i) Any additional information, data, or analysis requested by the Town Council.

- 1.05 The Town maintains its financial records in accordance with accounting principles generally accepted in the United States of America known as GAAP. The Town's budget is prepared on a modified accrual for most funds and full accrual for the Water Enterprise Fund.
- 1.06 The operating budget will be based on the principle that current operating expenditures, including debt service, will be funded with on-going revenues. Funds will pay the indirect cost charges for services provided by another fund. The budget will avoid using one-time (non-recurring) sources to fund continuing (recurring) uses, postpone necessary and safety related expenditures, or use external borrowing for operational requirements. If use of non-recurring revenue is required to balance an annual budget, the Town Council shall approve such usage by a separate vote. The budget will incorporate the best available estimates of revenues and expenditures.
- 1.07 A system will be used to facilitate position control. The number of full-time and regular part-time employees on the payroll shall not exceed the total number of positions authorized by the Town Council. Additional temporary appointments of employees can be made with the approval of the Town Manager. The budget will identify the resources required to support the authorized staffing.
- 1.08 Performance management will be utilized in the budget process to ensure alignment with Council goals and organization strategic efforts. Performance data will be used to support budgetary decisions. Measures will be developed regarding the Town's efficiency and effectiveness. A system will be used to monitor and report on the progress of key performance measures.
- 1.09 Ideas for improving the efficiency and effectiveness of the Town's programs and the productivity of its employees will be a value by which the Town operations and revenue collection will be managed and continually analyzed.
- 1.10 Unspent appropriations for significant programs and major projects will be considered for reappropriation in the subsequent fiscal year. Such carryover of appropriation shall be included in the proposed budget and clearly identified.
- 1.11 The Town shall establish appropriate management controls to monitor expenditure budgets to ensure expenditures do not exceed authorizations. For operating budgets, this control shall be exercised at the department/fund level. For capital budgets, this control shall be at the project level.

- 1.12 At a minimum, a quarterly report on the status of the General Fund budget and trends will be prepared and presented to the Town Council within 60 days of the end of each quarter. The quarterly report shall include financial projections through the end of the fiscal year.
- 1.13 If a deficit is projected during the course of a fiscal year, the Town will take steps to reduce expenditures, increase revenues or, if a deficit is caused by an emergency, consider using the Unassigned General Fund Balance. The Town Manager may institute a cessation during the fiscal year on hirings, promotions, transfers, capital equipment purchases, and capital projects. Such action will not be taken arbitrarily or without knowledge of the Town Council.
- 1.14 A policy will be maintained that provides for levels of approval by the Town Manager and/or Council. The policy will address the transfer of expenditure authority between funds, transfer of expenditure authority over base amounts, transfer of expenditure authority to and from personnel, contractual, commodities or capital outlay accounts, transfer of expenditure authority between capital projects, transfer of expenditure authority to or from debt service accounts, and transfer of expenditure authority to or from contingency accounts.
- 1.15 Staff will annually prepare a 10-year long range financial forecast that will be presented to the Town Council for the purpose of financial planning.

Finance Policy 2 - Fund Balance

Adopted on May 5, 2025

Fund balance is an important indicator of the Town's financial position. Maintaining appropriate reserves is considered a prudent management practice. Adequate fund balances are maintained to allow the Town to continue providing services to the community in case of unexpected emergencies or requirements and/or economic downturns.

- 2.01 To ensure the continuance of sound financial management of public resources, the Town of Monument's Unassigned General Fund Balance will be maintained to provide the Town with sufficient working capital and a comfortable margin of safety to address emergencies, sudden loss of revenue or operating needs, and unexpected downturns without borrowing.
- 2.02 This policy establishes the amounts the Town will strive to maintain in its General Fund balance, the conditions under which fund balance may be spent, and the method by which fund balances will be restored. These amounts are expressed as goals, recognizing that fund balance levels can fluctuate from year to year in the normal course of operations for any local government.
- 2.03 It is the intent of the Town to limit use of Unassigned General Fund balances to address unanticipated, non-recurring needs or known and planned future obligations. Fund balances shall not normally be applied to recurring annual operating expenditures. Unassigned balances may, however, be used to allow time for the Town to restructure its operations in a deliberate manner, but such use will only take place in the context of long- term financial planning.
- 2.04 The Town will maintain a General Fund "Operating Reserve" with an upper goal of twenty percent (20%) of the average actual General Fund revenues for the preceding five fiscal years. The Operating Reserve is intended to be a reserve for unexpected events such as failure of the State to remit revenues to the Town, unexpected mandates, unexpected loss of county or state shared revenues, continuance of critical Town services due to unanticipated events, or to offset the unexpected loss of a significant funding source for the remainder of the fiscal year.
- 2.05 Any use of the Operating Reserve funds must be approved by the Town Council and include a repayment plan that projects to restore the Operating Reserve to the twenty percent (20%) level within three (3) fiscal years following the fiscal year in which the event occurred.

- 2.06 The Town should endeavor to establish an “Emergency Reserve” in the General Fund and set a target percentage of the General Fund for this fund to achieve and maintain. The Emergency Reserve is for unexpected, large-scale events where damage in excess of \$250,000 is incurred and immediate, remedial action must be taken to protect the health and safety of residents (e.g. floods, fires, storm damage). Any usage of Emergency Reserves must be appropriated by the Town Council. However, the Town Manager may utilize these funds when immediate action must be taken to protect the health and safety of residents. When this occurs, the Town Manager shall provide a summary report to the Council as soon as practical on the usage of these funds. In the event these “Emergency Reserve” funds are used, the Town shall strive to restore the General Fund Emergency Reserve prior level within the next fiscal year following the fiscal year in which the event occurred.
- 2.07 The Town should strive to establish and maintain an additional General Fund “Budget Stabilization Reserve” and set a target percentage of the General Fund for this fund to achieve and maintain. The Budget Stabilization Reserve may be used to provide funding to deal with fluctuations in fiscal cycles and operating requirements. The reserve funds will provide time for the Town to restructure its operations in a deliberate manner to ensure continuance of critical Town activities.
- 2.08 Any use of the Budget Stabilization Reserve funds must be approved by the Town Council and include a repayment plan, based on a multi-year financial projection, that plans to restore the Budget Stabilization Reserve level within the three fiscal years following the fiscal year in which the event occurred.
- 2.09 Funds in excess of the reserves described in the paragraphs above will be Unassigned General Fund Balance, unless otherwise assigned in accordance with Governmental Accounting Standards Board (GASB) Statement #54 and may be considered to supplement “pay as you go” capital outlay and one-time operating expenditures, or may be used to prepay existing Town debt. These funds may not be used to establish or support costs that are recurring in nature.
- 2.10 The Finance Director is authorized to classify available fund balance for specific purposes in accordance with GASB Statement #54. It is the policy of the Town that expenditures for which more than one category of fund balance could be used, that the order of use is: Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance.

Finance Policy 3 - Expenditure Control

Adopted on May 5, 2025

Management must ensure compliance with the legally adopted budget. In addition, purchases and expenditures must comply with legal requirements and policies and procedures set forth by the Town.

- 3.01 Expenditures will be controlled by an annual appropriated budget at the department/fund level. The Town Council shall approve appropriations through the budget process. The Council may transfer these appropriations as necessary through the budget amendment process. Written procedures will be maintained for administrative approval and processing of certain budget transfers within funds.
- 3.02 Department heads are responsible for monitoring expenditures to prevent exceeding their total departmental appropriation budget. It is the responsibility of these department heads to immediately notify the Town's Finance Department and the Town Manager of any circumstances that could result in a departmental appropriation being exceeded.
- 3.03 The Town will maintain a purchasing system that provides needed commodities and services in a timely manner to avoid interruptions in the delivery of services. All purchases shall be made in accordance with the Town's Purchasing Policy, guidelines and procedures and applicable state and federal laws. The Town will endeavor to obtain supplies, equipment and services that provide the best value.
- 3.04 A system of appropriate internal controls and procedures using best practices shall be maintained for the procurement and payment processes.
- 3.05 The Town will endeavor to make all payments within the established terms.

Finance Policy 4 - Revenues and Collections

Adopted on May 5, 2025

To provide funding for service delivery, the Town must have reliable revenue sources. These revenues must be assessed and collected equitably, timely, and efficiently.

- 4.01 The Town's goal is a diversified General Fund revenue base which includes sales taxes, state shared revenues, impact fees and other revenue sources.
- 4.02 The Town will strive to maintain a diversified and stable revenue base to shelter it from economic changes or short-term fluctuations by doing the following:
 - a) Periodically conducting a cost-of-service study to determine if all allowable fees are being properly calculated and set at an appropriate level.
 - b) Establishing new charges and fees as appropriate and as permitted by law.
 - c) Pursuing legislative change, when necessary, to permit changes or establishment of user charges and fees.
- 4.03 The Town Council may consider establishing a citizens committee to evaluate revenue options and monitor significant revenues to ensure they are received timely and reported accurately. The citizens' committee would meet periodically and be presented with a report on revenue collections, trends and updated year-end estimates.

Financial Policy 5 – Grants

Adopted on May 5, 2025

Many grants require Council's appropriation of funds, either for the original grant or to continue programs after the grant funding has expired. Council should review these grant opportunities prior to determining whether application should be made for these grant funds.

- 5.01 The Town shall apply for only those grants that are consistent with the objectives and high priority needs identified by Council. The potential for incurring ongoing costs, to include the assumption of support for grant-funded positions from local revenues, must be considered prior to applying for a grant.
- 5.02 The Town shall attempt to recover all allowable costs – both direct and indirect – associated with the administration and implementation of programs funded through grants. The Town may waive or reduce indirect costs if doing so significantly increases the effectiveness of the grant.
- 5.03 All grant submittals shall be reviewed for cash match requirements, potential impact on the operating budget, and the extent to which the grant meets the Town's policy objectives. When the potential for the Town's expenditures exceed a local match of \$20,000, departments should seek Council approval prior to submission of the grant application. Should time constraints under the grant make this impossible, the department shall obtain written approval to submit the grant application from the Town Manager and then, at the earliest feasible time, seek formal Council approval. Council will be informed of any financial obligations that will be incurred by the Town. If there is a cash match requirement, the source of funding shall be identified prior to application.
- 5.04 The Town shall terminate grant-funded programs and associated positions when the grant expires, and funds are no longer available unless alternate funding is identified.

Financial Policy 6 - Cost of Service and User Fees
Adopted on May 5, 2025

User fees and charges are payments for voluntarily purchased, publicly provided services that benefit specific individuals. The Town relies on user fees and charges to supplement other revenue sources to provide public services.

Indirect cost charges will be assessed to reflect the full cost of identified services.

- 6.01 The Town may establish user fees and charges for certain services provided to users receiving a specific benefit.
- 6.02 No less than every five (5) years, the Town will conduct a cost-of-service study to identify the full cost of providing a service for which fees are charged. The calculation of full cost will include all reasonable and justifiable direct and indirect cost components.
- 6.03 User fees shall be reviewed annually to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary. Competing policy objectives may result in reduced user fees and charges that recover only a portion of service costs.
- 6.04 The Town shall establish cost allocation models to determine the administrative service charges due to the appropriate operating fund for overhead and staff support provided to another fund.

Financial Policy 7 - Development Impact Fees

Adopted on May 5, 2025

The Council's policy is that to the extent reasonable, growth should pay for itself. As such, the Council has adopted a schedule of development impact fees. Development impact fees are one- time charges assessed against new customers to recover their proportional share of capital costs incurred to provide service for new customers. Appropriate development fees are an important component in the overall strategy for financing capital improvements.

7.01 The Town's objectives for development impact fees shall include the following:

- a) Support the reasonable cost of growth.
- b) Consider the impact of growth on existing residents.
- c) Develop cost justified development fees.
- d) Address infrastructure requirements.
- e) Promote economic development.
- f) Provide financial capacity.

7.02 In general, development impact fees must be based on a rational analysis. This analysis will include:

- a) a reasonable assessment of the impacts of growth on the Town's capital needs as identified in a Capital Improvement Plan;
- b) a determination that the amount of the fee does not exceed the reasonable cost to provide capacity to accommodate growth;
- c) a separate accounting of funds collected; and
- d) an identification of potential liabilities or offsets to recognize other financial commitments resulting from development.

7.03 Development impact fees may be assessed for a public purpose such as:

- a) Parks, recreation facilities, trails and open space
- b) Law enforcement
- c) General government
- d) Transportation
- e) Water
- f) Water resources

7.04 The Town shall conduct a review of its development impact fees at least every three years.

Financial Policy 8 - Capital Improvement Program

Adopted on May 5, 2025

The purpose of the Capital Improvement Program is to systematically identify, plan, schedule, finance, track and monitor capital projects to ensure cost-effectiveness as well as conformance to established policies.

- 8.01 The Town Manager will annually submit a financially balanced, multi-year Capital Improvement Program for review by the Town Council pursuant to the timeline established in the annual budget preparation schedule. The Capital Improvement Program will incorporate a methodology to determine a general sense of project priority according to developed criteria.
- 8.02 The Five-Year Capital Improvement Program shall provide:
 - a) A statement of the objectives of the Capital Improvement Program and the relationship with the Town's Comprehensive Plan, department master plans, necessary service levels, and expected facility needs.
 - b) An implementation program for each of the capital improvements that provides for the coordination and timing of project construction among various Town departments.
 - c) An estimate of each project's costs, anticipated sources of revenue for financing the project, and an estimate of the impact of each project on Town revenues and operating budgets. The operating impact information shall be provided for the period covered in the Town's current five-year Capital Improvement Plan. No capital project shall be funded unless operating impacts have been assessed, and the necessary funds can be reasonably anticipated to be available when needed.
 - d) For the systematic improvement, maintenance, and replacement of the Town's capital infrastructure as needed.
 - e) A schedule of proposed debt requirements.
- 8.03 The Town will match programs and activities identified in the Capital Improvement Plan with associated funding sources.
- 8.04 The performance and continued use of capital infrastructure is essential to deliver public services. Deferring essential maintenance and/or asset replacement can negatively impact service delivery and increase long-term costs. As such, the Town will establish and maintain a plan for required major maintenance and replacement needs. Efforts will be made to allocate sufficient funds in the multi-year capital plan and operating budgets for condition assessment, preventative and major maintenance, and repair and replacement of critical infrastructure assets.

- 8.05 When current revenues or resources are available for capital improvement projects, consideration will be given first to those capital assets with the shortest useful life and/or to those capital assets whose nature makes them comparatively more difficult to finance with bonds or lease financing. Using cash for projects with shorter lives and bonds for projects with longer lives facilitates “intergenerational equity”, wherein projects with long useful lives are paid over several generations using the project through debt service payments.
- 8.06 The first year of the adopted Capital Improvement Plan will be the capital budget for that fiscal year.
- 8.07 Staff will monitor projects in progress to ensure their timely completion or the adjustment of the capital projects as approved by Council if a project is delayed or deferred. Periodic status reports will be presented to Council to share project progress and identify significant issues associated with a project.
- 8.08 Within 90 days of the completion of a capital project any remaining appropriated funds for the project will revert to the fund balance of the funding source.
- 8.10 The Capital Improvement Plan will be updated annually as a multi-departmental effort.

Policy 9 - Capital Asset Accounting and Replacement
Adopted on May 5, 2025

An effective capital asset accounting system is important in managing the Town's capital asset investment.

9.01 The Town will account for and maintain a schedule of individual capital assets. For financial reporting purposes, capital assets recorded in the capital asset accounting system will meet the following criteria:

- a) Have estimated useful lives in excess of one year.
- b) Have values greater than or equal to \$100,000 for building, utility facilities and other infrastructure systems; or greater than or equal to \$5,000 for all other assets, and
- c) Are capable of being identified, tracked and accounted for.

All items not meeting the above criteria will be recorded as operating expenditures.

9.02 The Town will establish and financially contribute to an assessment replacement fund for fleet vehicles, certain computer equipment, and other assets as deemed necessary and with a value above \$5,000. Replacement funds or reserves will be determined as part of the annual budget process.

9.03 Town departments shall maintain proper procedures and effective internal controls to track and safeguard capital assets, conduct periodic inventory of assets and maintain assets in working condition.

Financial Policy 10 - Cash Management and Investment

Adopted on May 5, 2025

Cash management includes the activities undertaken to ensure maximum cash availability and reasonable investment yield on the Town's idle cash, and the cash collection function.

- 10.01 The Town shall maintain and comply with a written Investment Policy that has been approved by the Town Council. The Finance Director or designee shall invest all funds of the Town according to the approved Investment Policy. Guiding principles for the Town's investments shall be safety, liquidity and then yield.
- 10.02 The Town will collect, deposit and disburse all funds on a schedule that ensures optimum cash availability for investment.
- 10.03 To obtain higher yields from its overall portfolio, the Town will consolidate cash balances from various funds for investment purposes and will allocate investment earnings to each participating fund.
- 10.04 Bond funds will be segregated from all other funds for arbitrage and accounting purposes.
- 10.05 The Town will project the cash needs of the Town to optimize the efficiency of the Town's investment and cash management program.
- 10.06 The Town will conduct its treasury activities with financial institution(s) based upon written contracts.
- 10.07 Ownership of the Town's investment securities will be protected through third party custodial safekeeping.
- 10.08 All Town bank accounts shall be reconciled and reviewed on a monthly basis and audited annually.
- 10.09 Investment performance will be measured using standard indices specified in the Town's written investment policy. The Finance Director shall provide the Town Council with a quarterly investment report.
- 10.10 The Town's Cash Management and Investment processes will be in accordance with written internal controls and procedures.
- 10.11 Interest earnings are to be retained in the fund from which the principle is derived. However, the Town Council may determine that investment earnings shall be swept

and deposited into the General Fund during times of financial stress, such as lower than expected revenues or unanticipated expenses.

Finance Policy 11 - Debt Management

Adopted on May 5, 2025

The Town utilizes long-term debt to finance capital projects with long useful lives. Financing capital projects with debt provides for an “intergenerational equity”, as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the costs of the asset.

The purpose of this debt management policy is to provide for the preservation and eventual enhancement of the Town’s bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions, compliance with Internal Revenue Service Regulations, and required disclosures to investors, underwriters and rating agencies.

These policy guidelines will also be used when evaluating the purpose, necessity and condition under which debt will be issued. These policies are meant to supplement the legal framework of public debt laws provided by the Colorado Constitution, State Statutes, Town Charter, federal tax laws and the Town’s current bond resolutions and covenants.

The Colorado Constitution limits a Town’s bonded debt capacity (outstanding principal) to certain percentages of the Town’s secondary assessed valuation by the type of project to be constructed. There is a 10% limit of assessed valuation for projects involving water, sewer, streets, transportation, public safety, artificial lighting, parks, open space, and recreational facility improvements.

- 11.01 All projects funded with Town general obligation bonds or revenue bonds will only be undertaken with voter approval as required through a Town bond election.
- 11.02 The overall debt management policy of the Town will ensure that financial resources of the Town are adequate in any general economic situation to not preclude the Town’s ability to pay its debt when due.
- 11.03 The Town will not use long-term debt to fund current operations or smaller projects that can be financed from current revenues or resources. The Town will first attempt to utilize "pay as you go" capital financing and/or the use of operating funds or impact fees where applicable.
- 11.04 The issuance of variable rate debt by the Town will be subject to the most careful review and will be issued only in a prudent and fiscally responsible manner.
- 11.05 The Town shall attempt to combine debt issuances in order to minimize issuance costs.

11.06 Whenever the Town finds it necessary to issue property/sales tax-supported bonds, the following policy will be adhered to:

- a) Tax supported bonds are bonds for which funds used to make annual debt service expenditures are derived from ad valorem (property) tax revenue of the Town.
- b) The target for the maturity of general obligation bonds will typically be between 20 and 30 years. The target for the “average weighted maturities” for general obligation bonds of the Town will be 15 years.
- c) Generally, the Town will structure general obligation bond issues to create level debt service payments over the life of the issue.
- d) Debt supported by the Town’s General Fund will not exceed 10% of the annual General Fund revenues.
- e) Secondary property tax rates will be determined each year as part of the budgetary process (pursuant to State law) to pay the necessary debt service payments of general obligation bonds currently outstanding or expected to be issued within the fiscal year. At this time, the State of Colorado has not enacted a second-home/secondary property tax.
- f) In accordance with requirements of the State of Colorado Constitution, total bonded debt will not exceed the 10% of the total assessed valuation of taxable property in the Town.
- g) Reserve funds, when required, will be provided to adequately meet debt service requirements in subsequent years.
- h) Interest earnings on bond fund balances will only be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
- i) The term of any bond will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.

11.07 Revenue bonds are defined as a bond on which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as highway user’s revenues, excise tax, or special fees or taxes. For any bonds or lease- purchase obligations in which the debt service is paid from revenue generated by the project and/or partially paid from non-property tax sources, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:

- a) Revenue bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. Part of this analysis shall include a feasibility report prepared by an independent consultant prior to the

issuance of utility supported revenue bonds to ensure the generation of sufficient revenues to meet debt service requirements, compliance with existing bond covenants and to protect the bondholders.

- a) Revenue bonds should typically be structured to provide level annual debt service over the life of the issue.
- b) Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers or existing bond covenants.
- c) Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
- d) The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project/facility or equipment for which the borrowing is intended.
- e) The target for the term of revenue bonds will typically be between twenty and thirty years. The target for the “average weighted maturities” for revenue bonds of the Town will be twelve and one half (12 ½) years.

11.08 Improvement District (ID) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District bonds will be primarily issued for neighborhoods desiring improvements to their property such as roads, water lines, sewer lines, streetlights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, analyze minimum debt coverage and value to debt ratios, and conduct other analyses necessary to consider the proposal against specified criteria. ID bonds will be utilized only when it is expected that they will be outstanding for their full term.

11.10 Refunding bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed \$750,000, or for the purposes of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.

11.11 The investment of bond proceeds shall at all times be in compliance with the Town’s Investment and Portfolio Policies and meet all requirements of bond covenants.

11.12 The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.

11.13 The Town shall comply with Colorado Revised Statutes and all other legal

requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authorities.

- 11.14 The Town will maintain regular contact with rating agencies through telephonic conferences, meetings, or visits on and off-site. The Town will secure ratings on all bonds issued when economically feasible.
- 11.15 The Town's Finance Department shall maintain a debt profile for all bonds issued and update the profile on an annual basis. The debt profile shall include specific information regarding the size and type of debt issued, projects financed by the bonds, debt service schedules and other pertinent information related to each specific bond issue.

Policy 12 - Utility Enterprise Fund

Adopted on May 5, 2025

The Town's Water utility enterprise fund generates revenue to recover the cost of providing water. User rates and fees are established to recover the cost of providing this service.

- 12.01 Separate funds will be established and maintained to properly account for each utility operation. Utility funds will not be used to subsidize the operations of other non-utility funds. Interfund charges will be assessed for the administrative support of the enterprise activity. Currently, the Town has only one enterprise fund, namely the Water Fund.
- 12.02 The Town will establish rates and fees at levels that recover the total direct and indirect costs, including operations, capital outlay, unrestricted cash reserve requirements, debt service and debt coverage requirements for water services. Rates will be reviewed in conjunction with the Town's annual capital planning and budgeting processes.
- 12.03 All existing water rates and charges will be reviewed periodically to recommend necessary rate adjustments. Bond covenants may exist that require maintaining a minimum debt coverage ratio of at least 1.25 times. To help maintain the Town's bond rating, the recommended rates will be based on a model that projects achieving a target debt coverage ratio of 2.0 times. For financial planning purposes, the debt coverage ratios will be calculated without consideration of expansion fee revenue.
- 12.04 The Town will maintain a "Rate Stabilization Fund" in the Water Fund of five percent (5%) of the average actual revenues for the preceding three fiscal years. The Rate Stabilization Fund can be used to moderate significant rate increases. In the event the "Rate Stabilization Fund" is used, the Town shall strive to restore the Fund to the five percent (5%) level within the next three fiscal years following the fiscal year in which the fund was used.
- 12.05 The Town will maintain an additional "Asset Maintenance Fund" with an upper goal equal to 20 percent (20%) of the enterprise fund infrastructure assets. The Asset Maintenance Fund may be used to provide funding for the repair and maintenance of critical infrastructure. In the event the Asset Maintenance Fund is used, the Town shall strive to restore the fund to the defined level within the next three fiscal years following the fiscal year in which the fund was used.
- 12.06 Funds in excess of the reserves described in the paragraphs above may be

considered to supplement "pay as you go" capital outlay and one-time operating expenditures or may be used to prepay existing Town debt. These funds may not be used to establish or support costs that are recurring in nature.

Financial Policy 13 - Accounting, Auditing and Financial Reporting

Adopted on May 5, 2025

Accounting, auditing and financial reporting form the informational foundation for public finance. Internal and external financial reports provide important information to the Town's legislative body, management, citizens, investors and creditors.

- 13.01 The Town will comply with accounting principles generally accepted in the United States (GAAP), as well as Generally Accepted Auditing Standards (GAAS) and Generally Accepted Governmental Auditing Standards (GAGAS) in its accounting and financial reporting, as contained in the following publications:
- a) Codification of Governmental Accounting and Financial Reporting Standards, issued by the Governmental Accounting Standard Board (GASB) as well as earlier standard setting boards.
 - b) Pronouncements of the Financial Accounting Standards Board, (FASB) issued prior to December 1, 1989.
 - c) Governmental Accounting, Auditing, and Financial Reporting (GAAFR), issued by the Government Finance Officers Association (GFOA) of the United States and Canada.
 - d) Audits of State and Local Governmental Units, an industry audit guide published by the American Institute of Certified Public Accounts (AICPA) and any applicable Statements of Position (SOPs) and Statements of Auditing Standards (SASs) issued by the AICPA.
 - e) Government Auditing Standards (also known as the Yellow Book), issued by the Controller General of the United States.
 - f) Circular A-133, issued by the U.S. Office of Management and Budget (OMB).
- 13.02 Monthly financial reports will be made available to all departments summarizing financial activity and comparing actual revenues and expenditures with budgeted amounts.
- 13.03 The Town staff will conduct themselves with the utmost professionalism and in compliance with the Government Finance Officers Association Code of Ethics.
- 13.04 A system of internal accounting controls and procedures will be maintained to provide reasonable assurance of the safeguarding of assets, the proper recording of financial transactions of the Town, and compliance with applicable laws and regulations.
- 13.05 In accordance with State law and Town Charter requirements, a comprehensive

financial audit, including an audit of federal grants according to the Single Audit Act and the OMB Circular A-133, will be performed annually by an independent public accounting firm, with the objective of expressing an opinion on the Town's financial statements. The Town will prepare its financial statements in accordance with applicable standards and will account for its operations in a manner consistent with the goal of obtaining an unqualified opinion from its auditors.

13.06 The Town will prepare an Annual Certified Financial Report (ACFR) in accordance with the principles and guidelines established by the Government Finance Officers Association "Certificate of Achievement for Excellence in Financial Reporting" program. Staff will endeavor to provide the ACFR, the Single Audit, and the Management Letter to the Town Council at the completion of said items.

13.07 All departments will provide notice of all significant events and financial and related matters to the Finance Director for the Town's annual disclosures, as required by the SEC Rule 15c2-12, for the municipal markets, financial statements and bond representations.

13.08 The Town's ACFR will include the bond-related on-going disclosure requirements and will fully disclose all significant events and financial and related issues. The Town will provide the ACFR to the bond rating agencies, municipal bond insurers, national bond disclosure repositories and other interested parties.

Financial Policy 14 - Credit Card Policy

Adopted on May 5, 2025

These policies apply to all employees of the Town who are assigned a Town business credit card. Cardholders are responsible for ensuring that they adhere to the Town credit card policies, thereby ensuring adequate controls are exercised to minimize the risk that Town credit cards are used for fraudulent or inappropriate purposes.

- 14.01 Town credit cards will be issued to a department head or certain employees, with the approval of the Finance Director and Town Manager.
- 14.02 Credit cards will be limited to a maximum amount based upon the Department needs and job responsibilities.
- 14.03 Credit cards can be used for budgeted Town business expenditures ONLY. Personal purchases are not acceptable under any circumstances. Examples of acceptable purchases are business purchases from vendors that will not be used regularly, travel/flight expenditures, meeting expenses, etc.
- 14.04 Violations of this Policy could result in cancellation of the card and withdrawal of Town Credit Card privileges, as well as leading to disciplinary action against the employee concerned. In all cases of misuse, the Town reserves the right to recover any monies from the cardholder. Cardholders will be required to sign a declaration authorizing the Town to recover, from their wages, any amount inappropriately claimed.
- 14.05 The following purchases are not allowed:
 - Food and refreshments (unless pre-approved by the Human Resources Department or Town Manager and documentation of the pre-approval is submitted with the purchase receipt)
 - Gifts, greeting cards, prizes, flowers (unless pre-approved by the Human Resources Department or Town Manager and documentation of the pre-approval is submitted with the purchase receipt)
 - Alcoholic beverages/tobacco products/controlled substances
 - Items that require bidding based on the Town's Contract and Purchasing Policy
 - Personal items
 - Any type of cash advance or withdrawal from banks, building societies, credit unions, or automatic teller machines
 - Services of any type, such as consultants, honoraria, speakers, repair and maintenance services, etc. (due to contractual and 1099 vendor tax reporting requirements)
 - Purchases from routinely used vendors
 - Any capital equipment or other capital purchases

- Items or services on term contracts
- Maintenance agreements
- Purchases involving trade-in of Town property
- Any other items deemed inconsistent with the values and policies of the Town

14.06 Lost or stolen cards must be reported by the Cardholder immediately by contacting the credit card company:

- Wells Fargo Visa credit cards - 1-800-932-0036
- Wex Gas Cards – 1-866-544-5796. The PIN number should not be written on the credit card.
- Home Depot Credit Cards – 1-866-875-5490
- The Cardholder must also alert the Finance Department immediately or the following business day.

14.07 Upon termination of employment, the credit card must be surrendered to the Finance Director. Prior to departure or termination of duties with the Town, the cardholder must reconcile and submit receipts for all expenditures on his/her card since the last statement. It is the responsibility of the departing employee to ensure that his/her account is settled prior to departure.

14.08 Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

Financial Policy 15 - Disposition of Town Property

Adopted on May 5, 2025

- 15.01 It shall be the responsibility of the department with the Property to notify the Town Manager's designee of Property it has in its possession.
- 15.02 The method of disposal shall be determined by the Town Manager's designee in accordance with this Policy. The Department with Property for disposal is responsible to provide information to the Town Manager's designee including a brief description and estimated value. Each department will maintain storage of Property until final disposal.
- 15.03 The Town Manager or designee shall be responsible for coordination of the disposal process for all Property except as indicated below:
- 1) Disposition of real estate or any interest in land requires a resolution of the Town Council after published notice and public hearing in accordance with the Statutes of Colorado.
 - 2) Seized and Unclaimed Property within the Police Department shall be handled and disposed of in accordance with applicable Federal, State, and local requirements.
 - 3) Items purchased with grant funds shall be disposed of in accordance with applicable grant requirements.
 - 4) Computer and Electronic Data Storage Equipment are defined as any equipment that contains electronic data, has contained electronic data, or is procured or managed by the Information Technology (IT) Department. Such items shall be returned to the IT Department for proper data wiping and disposal. This includes, but is not limited to Computers, Laptops, Tablets, Servers, Backup Tapes and Media Switches, Routers and Hubs, Phones, Printers, Fax Machines, Copiers, Scanners, Monitors, and External Hard Drives.
 - i. IT staff will wipe any data or configuration on the equipment as deemed appropriate by current IT standards and CJIS Standards. For servers, backup media, or any equipment in which data wiping is not feasible, staff will physically remove the data storage components for destruction of the data or configuration by physical or other permanent means.
 - ii. When deemed appropriate, some computer and electronic data equipment may be disposed of in accordance with section III of this Policy.
 - iii. Flash memory devices, such as USB thumb drives or SD cards, may be disposed of by the individual department so long as the memory does not,

nor has ever contained Town data. If the device contains Town data, it shall be turned into the IT Department for proper wiping and disposal.

- iv. Any optical media, including writable CD and DVD media, containing Town data shall be disposed by individual departments using Town shredding procedures.
- v. Any electronic data consisting of records covered by the records retention policy shall be retained until noted in the records retention policy, where storing records is no longer required or that the records have no further value.

Financial Policy 16 - Policy Review

Adopted on May 5, 2025

By their nature policies must change and evolve over time. As with any other policies, these financial policies should be subject to periodic review and revision.

The Town Council will review and affirm the financial policies contained in this document every six months.

Town of Monument

Citizens Service Levels Advisory Committee

Proposed DRAFT Charter

Charter:

The Monument Citizens Service Level Advisory Committee is created by the Town Manager to advise and make recommendations on matters related to services levels and corresponding financial needs in the Town of Monument.

Vision:

The vision of the Monument Citizens Service Levels Advisory Committee is a healthy, vibrant, and sustainable community for the Town of Monument.

Mission:

The mission of the Monument Citizens Service Levels Advisory Committee is to recommend to Town Council appropriate levels of services for the community balanced with the Town's financial sustainability.

This will be done in a way that:

- Addresses the needs and desires of residents.
- Examines current levels of services provided.
- Reviews the Town's revenues and expenditures.

I. PURPOSE

The objectives of the Monument Citizens Service Levels Advisory Committee shall be to:

- Understand the depth and breadth of services provided by the Town Monument to the Community.
- Review the Town's revenue sources and amounts.
- Review the Town's expenditures.
- Make recommendations as to levels of service for the community, both those that appear to need increasing and those that could be decreased based on existing revenues streams.
- Consider enhancing revenue options and make recommendations to the Town Council.

II. TERM & MEMBERSHIP

The Monument Citizens Service Levels Advisory Committee shall be created by the Town Manager and shall consist of nine (9) members.

1. Two (2) member(s) shall represent the Town Council.
2. One (1) member shall be the Finance Director or their designee.
3. Two (2) members shall represent the local business community.
4. Four (4) members shall be residents of the Town of Monument.

Members shall serve a two-year term. The Town Manager shall determine, after the first two years, if the Monument Citizens Service Levels Advisory Committee shall continue for an additional two years and make appointments as appropriate.

III. QUORUM

Five (5) members shall constitute a quorum of the Monument Citizens Service Levels Advisory Committee. Although business may be discussed without a quorum present, no decisions shall be made.

IV. MEETING DATES AND TIMES

The Monument Citizens Service Levels Advisory Committee shall meet at least monthly, or more often as requested by the Committee and/or Town Manager.

V. CHAIRPERSON

The Chair and Vice Chair of the Monument Citizens Service Levels Advisory Committee shall be nominated by the members of the Committee each year at a meeting held in July. If a Chair is not present at a meeting, the meeting will be chaired by the Vice-Chair.

VI. MEETINGS AND RECORDS

The Monument Citizens Service Levels Advisory Committee shall be subject to and comply with the requirements of Colorado Sunshine Law in all respects, including but not limited to posting notice of meetings, recording meeting minutes, and allowing public access to public documents and meetings.