



**MONUMENT TOWN COUNCIL
SPECIAL MEETING AGENDA**

THURSDAY, MAY 8, 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# 261 101 602

[Council Packet](#)

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

2. Disclosures of Conflicts of Interest:

3. Action Items:

- a. Consideration of Finalists for the Position of Town Manager - (*Emily Trujillo*)
- b. Designation of Council Member to Negotiate Town Manager Employment Contract - (*Town Council*)

4. 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.*

5. Adjournment:



Job Title:	Town Manager		
Department:	Administration	Reports to:	Town Council
FLSA Status:	Exempt	Position Status:	Full Time
Date Updated:	February 2025	Wage:	\$180,000-\$260,000
Open Date:	Date when posted	Closing Date:	Minimum 2 weeks

Town of Monument:

The Town of Monument aspires to provide leadership that delivers municipal services responsibly, while working to inspire public confidence to achieve the vision of the future. The Town of Monument is focused on meeting the community's needs with the utmost integrity, obligation of service, and responsibility by being held accountable and respecting the diversity and values of its constituents.

Position Summary:

The Town Manager is the chief administrative officer of the Town of Monument, responsible for overseeing day-to-day Town operations including but not limited to financial planning and management, human resource matters, emergency management, and public/community relations. Additionally, duties include implementing policies set by the Town Council, and ensuring the effective delivery of municipal services to the public. This position provides visionary leadership, strategic planning, and operational management to promote the well-being of the community and enhance the quality of life for residents.

The position of Town Manager is subject to the Town Manager employee agreement and the requirements and limitations stated in the Monument Home Rule Charter and Municipal Code, including but not limited to Charter Article VII and Municipal Code Chapter 2.12. The Town Manager serves at the will of the Town Council and may be dismissed upon the affirmative vote of five members in compliance with Charter Section 7.2

Benefits:

- Medical, Dental and Vision Insurance
- Healthcare Flexible Spending Account (FSA)
- Long Term Disability Insurance
- Life and AD&D
- Voluntary Accident Coverage, Hospitalization Coverage

- Voluntary Critical Illness Coverage
- Legal Shield/ID Shield benefit
- FMLA/Bereavement/Jury Duty Leave
- ADAA & PDA
- Compulsory enrollment in 401(a), employer 2:1 contribution
- Voluntary enrollment in 457(b), employer 2:1 contribution
- Vacation and Sick leave
- 14 observed holidays, 1 additional personal day
- Employee Assistance Program (EAP)
- Tuition Reimbursement
- Public Service Student Loan Forgiveness eligible employer
- Membership to Tri-Lakes YMCA

Essential Duties and Responsibilities:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.

Charter and Municipal Code Powers and Duties

- Powers and duties as set forth in Charter Section 7.3
- Duties as set forth in Municipal Code Section 2.12.030 as may be amended.

Leadership, Administration, and Operational Management

- Serve as the primary advisor to the Town Council, providing objective and comprehensive recommendations
- Oversee the implementation of Council policies, goals, and directives
- Direct and manage all municipal departments, ensuring efficient service delivery
- Prepare and present regular reports on Town operations, projects, and performance

Financial Planning and Management

- Develop and manage the annual budget in alignment with Council priorities
- Monitor financial performance, ensuring fiscal responsibility and compliance with applicable laws
- Identify and pursue grants, partnerships, and funding opportunities to support community projects
- Manage procurement policy
- Oversee grant administration

Personnel and Culture

- Recruit, mentor, and evaluate department heads and key personnel
- Cultivate a positive and inclusive workplace culture
- Oversee employee relations, training programs, and performance management
- Assure adequate succession planning for all key positions

Emergency Management

- Establish and ensure appropriate guidelines for the proper application of emergency preparedness
- Perform liaison functions where necessary and/or delegate accountability as needed

Public/Community Relations

- Foster transparent and effective communication between Town government and the community
- Represent the Town in regional collaborations and intergovernmental partnerships
- Respond to community inquiries, concerns, and feedback with professionalism and diplomacy

Strategic Planning and Development

- Lead long-range planning efforts to guide sustainable growth and development
- Collaborate with stakeholders to attract businesses and promote economic development
- Ensure compliance with state and federal regulations in all municipal operations
- Attend workshops, seminars, and training.
- Attend Town Council meetings and additional meetings as required.

Knowledge, Skills and Abilities:

The essential duties listed below are representative of the knowledge, skills, and/or abilities required. The below list is not designed to cover or contain a comprehensive listing of all knowledge, skills and abilities that are required.

Knowledge

- In-depth understanding of municipal laws, policies, and procedures
- Advanced knowledge of public administration, municipal government structure, budgeting, finance, and relevant laws and regulations.
- Expertise in effective public relations, interrelationships with community groups, agencies, businesses, and other government levels.
- Proficiency in project management, organizational development, capital projects, program management, and municipal codes.
- Strong knowledge of office management principles, personnel policies, and evaluating new service delivery methods and techniques.

Skills

- Strong leadership, organizational, and analytical skills
- Proficiency in research techniques, synthesizing complex information, designing workflows, and generating creative solutions.
- Strong oral and written communication, effective customer service, teamwork, and maintaining confidentiality.
- Expertise in project management, change management, delegation, and leadership.
- Strategic thinking, adaptability, innovation, sound judgment, and upholding ethical standards.

Abilities

- Organize, allocate, and review subordinates' work, delegate authority, and take initiative with independent judgment.
- Analyze, interpret, and report research findings, and read and interpret scientific, technical, financial, and legal documents.
- Establish effective working relationships, respond to inquiries and complaints, and communicate effectively both verbally and in writing.

- Negotiate and resolve complex issues, make public presentations, and handle confidential issues with tact and discretion.
- Excellent communication and interpersonal abilities
- Ability to work collaboratively with diverse stakeholders and build consensus

Qualifications:

Education/Experience:

- Bachelor's degree in Public Administration, Political Science, Business Administration, or a related field (Master's degree preferred)
- Five (5) years minimum of progressive leadership experience in local government or a related field
- Proven experience with budget development, municipal operations, and community engagement
- Residency in or within the area of the 80132-zip code

Licenses/Certifications:

- Valid Colorado Driver License

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, sit, and walk, use hands and fingers to handle, feel or operate objects, and occasionally stoop, kneel, or crouch. The employee is occasionally required to reach with hands and arms. Occasionally carry, pull, push, or lift up to 20 pounds. Physically able to operate various computers and office equipment successfully to fulfill the essential functions of this position.

Able to consistently see with near and far acuity, depth perception, color vision, and field vision.

Ability to hear, understand, and distinguish speech and communicate clearly and effectively; understand and be understood; be able to consistently engage in ordinary conversations.

Work Environment:

Work is performed in both office settings and field environments requiring occasional travel. Working environment may involve use of communication through computer and telephone and could involve frequent interruptions. Work requires attendance at evening and/or weekend meetings, public events and conferences. The Town Manager frequently attends evening meetings, public events, and conferences

**The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Employee Signature

Date

Supervisor Signature

Date

Human Resources Signature

Date

SYLVIA L. SIMPSON

March 16, 2025

Town of Monument
645 Beacon Lite Road
Monument, CO 80132
Attn: Human Resources

Dear Human Resource Recruiter:

Please accept this letter, resume, and application as an expression of my interest for the Town Manager position. I understand the responsibilities of working for a Municipality and the organizational structure.

As an accomplished and qualified professional with strong experience working within municipal governments, I am extremely confident that my qualifications, education, and experience will be an asset to your organization. My capabilities consist of a strong blend of administrative, judicial, and legal knowledge. My knowledge in these areas has allowed me to monitor regulations and guidelines to ensure that I complied with any changes in law.

My duties included performing administrative functions, evaluate reports, create new procedures, managed municipal records, scheduling meetings and conference coordination, handled confidential information including identifying operations inefficiencies and recommending improvements, and legal documents. As well as participated with special projects and committees, budget analysis, training, supporting and assisting executive staff. Conducted studies and research projects, abided by City Charter, City Ordinances, State and Federal laws.

I have worked in a municipality for approximately 20 years and in a government setting for over 22 years. I understand the strong importance of compliance and careful attention to detail and following strict policy and procedures. I have a commitment to deliver the highest level of administrative and operational support for a municipal government as well as integrity and transparency to succeed in this role as well as keeping the confidentiality and integrity of the organization.

I will bring my years of experience, personal drive for results and a positive outcome to the position. I have the traits you are looking for as the Town Manager.

Thank you for reviewing my cover letter and considering me for this position. I welcome a response from you and would like to schedule an interview. I can be reached any time by email or phone listed. I look forward to speaking with you about this employment opportunity.

Best regards,

Sylvia Simpson

SYLVIA L SIMPSON

OBJECTIVE

Obtain a position which will utilize my experience and education. This position would offer me the opportunity to provide quality service that continuously improves, meets, and exceeds professional expectations.

PROFILE

- Ensure all requirements of day-to-day operations, personnel, financial and legal obligations are met.
- Maintained goals and value of organization.
- Knowledge of municipal codes, state, federal and local laws.
- Collecting, monitoring, and reporting relevant data to analyze department performance.
- Proficient with business management, administration and working procedures.
- Processed payments and prepared financial deposits.
- Excellent verbal, communication, and organizational skills.
- Proficient in handling numerous tasks and able to work in a fast-paced environment.
- Accountable for the review, preparation, and analysis of various office reports and contracts for department.
- Developed systems for workflow and record keeping that improved efficiency.
- Excellent interpersonal skills developed through daily interaction with government officials and the public.
- Performs records management including maintenance, retention, and electronic data processing.
- Maintained records and reports regarding department activities, operations and effectively plan, schedule and organize department.
- Prepares payroll by calculating pay and maintaining payroll records.
- Maintained records for employees by recording hiring, termination, change in job classifications, merit increase dates as well as tracking vacation, sick, and personal time.
- Explain company policies and procedures to employee.
- Responded to and resolved difficult and sensitive citizen inquiries and complaints.
- Reviewed operational problems and made recommendations to implement improvement.
- Participated and collaborated with other departments in strategic planning.
- Assists with elections, coordinates public notices, processes public record requests, and ensures compliance with municipal policies and laws of Town agendas and meetings.
- Performs a variety of administrative, clerical, customer service functions.
- Prepares agendas, minutes, overseeing licensing and permitting, process public record request and ensures compliance.
- Analyze public policy issues with a variety of perspectives and developed, formulated, and implemented strategic planning process.
- Use discretion and judgment in dealing with confidential, sensitive, and controversial issues.
- Established and maintained effective working relationships with management, coworkers, and representatives from other Town departments, public officials, and the general public.

WORK HISTORY

Town of Monument, Town Administration, Deputy Town Clerk, March 2024 to present

City & County of Denver, Criminal/General Sessions Courts, Judicial Associate I, April 2019 to September 2023

Pikes Peak Southern Christian Leadership Conference, Volunteer, June 2018 to July 2021

Court Administrator, City of Fountain, Fountain, CO, April 2014 to June 2018

Court Clerk, City of Fountain, Fountain, CO, June 2004 to March 2014

Credit Collection & Support, Utility Department, City of Fountain, Fountain, CO 2004 to 2006

EDUCATION

UNIVERSITY OF PHOENIX, Colorado Springs, CO ~ Master of Arts in Organizational Management

ARIZONA STATE UNIVERSITY, Tempe, AZ ~ Bachelor of Arts in Political Science and Sociology

GLENDALE COMMUNITY COLLEGE, Glendale, AZ ~ Associate of Arts in Liberal Arts

PHOENIX COLLEGE, Phoenix, AZ ~ Certificate in Emergency Medical Technology

PROFESSIONAL LICENSES / ASSOCIATIONS

Colorado Association of Municipal Clerks, Member

International Institute of Municipal Clerks, Member

Colorado Municipal League, Member

Colorado Association of Municipal Court Administrators (CAMCA), Member

Madeline VanDenHoek

[REDACTED]

[REDACTED]

[REDACTED]

Dear members of Monument Town Council,

I am excited to submit my resume for consideration for the Town Manager for the Town of Monument. With 11 years of working in local government for the Town of Monument and a strong background in business, I am confident in my ability to lead our town towards achieving the goals and objectives set by the Council. As a resident of Monument for over 40 years, I am deeply committed to our community and enthusiastic about leading our organization into the future.

Throughout my tenure with the Town of Monument, I have grown professionally and served our community in various capacities. Starting as a Community Relations Specialist, I advanced to a director role and have been serving as the Interim Town Manager for the past eight months. My achievements include:

- Improving the culture, organization reputation, and retention of employees
- Working with Council and leadership to develop a Strategic plan and long-term goals
- Forging relationships with external community organizations to enhance collaboration and work towards common goals
- Identifying additional revenue sources such as grants, fees, partnerships, and operational savings to complete capital projects in our facilities and parks departments
- Developing staff to increase their desire and ability to contribute to our community through various programs and projects

In my time with the Town, I have developed comprehensive communication and engagement strategies, built strong relationships with local businesses and community organizations, and created and managed a grant program for local businesses. My efforts have significantly increased resident engagement through outreach and events. The Town has seen a rise in community events and partnerships with other organizations, driving tourism, enhancing visitor experiences, improving the quality of life for our residents, and contributing to a thriving community.

As the Interim Town Manager, I oversee the daily operations of all departments, budgeting and forecasting, economic development, and other initiatives set forth by the Town Council. I have been focused on improving culture and employee retention, increasing efficiency, developing policies and long-term plans, and leading and developing staff. My collaboration with local organizations keeps me informed of community issues and helps build relationships that enhance community relations. These skills and experiences align well with the Town's initiatives and goals.

I am passionate about creating and improving communities, leading and developing people, and I am confident in my ability to positively contribute to the successful implementation of the Town's goals. My experience in building relationships, working with diverse groups, and my strong desire to make a positive impact in our community make me an ideal candidate for this role.

Madeline VanDenHoek

[REDACTED]

[REDACTED]

[REDACTED]

I am thrilled about the possibility of becoming the permanent Town Manager and continuing my long tenure with this organization. Thank you for your consideration.

Sincerely,

Madeline VanDenHoek

Madeline VanDenHoek

Skills Summary

- | | | |
|-------------------------|-----------------------|------------------------------|
| • Public Administration | • Strategic Planning | • Budget Management |
| • Operations | • Economic | • Professional Presentations |
| • Leadership | Development | • Employee Development |
| • Project/Program | • Procurement | • Collaboration |
| Management | • Community Relations | • Change Management |
| • Problem Solving | • Communication | • Event Planning |
| • Business Development | • Marketing and | • Customer Service |
| • Grant writing and | advertising | |
| administration | | |

Employment Experience

Town of Monument

Interim Town Manager June 2024 – Present

- Responsible for the oversight, direction and operation of the Town's departments and budgets to support the achievement of municipal services, long-term goals, strategic direction, financial results, leading staff, and developing relationships in the community.
- Recruit, mentor, and evaluate department heads. Cultivate a positive culture to ensure employee retention.
- Collaborate with Town Council to plan for short and long-term objectives, such as strategic planning; financial forecasting and budgeting; policies, goals, and objectives

Director of Parks and Community Partnerships February 2022 – August 2024

- Responsible for the direction and operation of the Parks, Facilities and Community departments and corresponding budgets to include departmental performance that supports the achievement of long-term goals, strategic direction, financial results, leading staff and developing relationships in the community. Deliver park and community programs and services that are aligned with community needs and work collaboratively with a variety of community groups, elected officials and other organizations.
- Identified additional revenue sources to increase department funds and the ability to complete capital projects such as building improvements and parks and open spaces.

Assistant to the Town Manager December 2020 – February 2022

- Served as a member of the Town's management team and worked closely with the Town Manager, Department Directors, Town Council, and state and local government organizations on activities related to strategic planning and the development of the Town's vision, mission and values.
- Prepared strategies to develop the local economy in coordination with all key stakeholders and provide consultation on economic development issues.
- Coordinated with various business partners to gather information for economic development and the expansion of organizations.

Community Relations Specialist September 2013 – December 2020

- Developed and executed events in the Town to promote the quality of life and the community as a tourism destination.
- Developed a grant program that provided over \$15,000 a year to assist local businesses with marketing, education and building improvements. During COVID this fund was \$300,000.
- Developed relationships with community organizations, media, services groups and businesses to increase collaboration and partnerships within the Town.
- Created social media channels and a newsletter to disseminate positive and accurate information to the public regarding Town business by utilizing a variety of communication tools.

Madeline VanDenHoek

Turbo's Mobile RV Service – Owner June 2007 – September 2013

Own and manage \$350,000 yearly business, which provides RV service throughout the Front Range. Handle all aspects of business, including customer service, scheduling, project management, sales, purchasing, marketing, accounting, business analysis and employee recruitment and training.

Colorado Springs Utilities

Procurement Specialist December 2006 – June 2007

- Review and analyze purchase requisitions, search out and establish sources of supply, and make appropriate vendor selection. Prepare minor price quotations for inventory materials, general supplies, office equipment and supplies, and other minor goods and services; review and organize related specifications for accuracy and completeness.

Administrative Positions multiple Departments: June, 1997 – December 2006

- Department Budget Coordinator. Monitor expenditures, analyze variances and report to senior management.
- Office Manager: Coordinating office functions and processes.
- HR Compensation Assistant: Complete salary surveys, job function evaluations, descriptions, and market pricing.
- Retirement Program Coordinator: Present retirement meetings and benefits for employees in coordination with PERA and ICMA representatives. Process death claims for life insurance. Serve as a member of the Retirement Association to coordinate the annual luncheon.

Education

Adams State University

Master of Arts in Public Administration

Regis University

Bachelor of Science in Business Administration

Pikes Peak Community College

Associates Degree, General Education

International City/County Management Association

High Performance Leadership Academy

Economic Development Council of Colorado

Various courses

Associations and Community Involvement

Colorado Parks and Recreation Association

Member 2023 - Present

El Paso County Community Development Advisory Board

Member 2019-Present

Colorado City/County Managers Association

Member 2019 - Present

Tri-Lakes Cares

Board of Directors October 2014 – 2019

Public Relations Chair October 2014 – 2019

Tri-Lakes Economic Development Committee

October 2013 – 2017

Lewis Palmer School District

Business Advisory Board April 2015 -Present

District Accountability Advisory Committee

September 2014 – May 2016

Leadership Pikes Peak

Women's Community Leadership Initiative

January 2016 – June 2016

Monument Academy Charter School

School Accountability Committee Chair

September 2014 – May 2015

Cathedral Rock Church, Monument, CO

Local Impact Team July 2013 – September 2016

Junior Achievement, Colorado Springs, CO

Volunteer February 2011- June 2012