MONUMENT TOWN COUNCIL
REGULAR MEETING AGENDA
MONDAY, DECEMBER 1, 2025 – 6:30 PM

Monument Town Hall - Council Chambers
645 Beacon Lite Road - Monument, CO 80132
Participate Via Microsoft Teams
Participate Via Telephone: 719-300-9066 ID: 325 951 710#

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

2. Disclosures of Conflicts of Interest:

a. Disclosures of Potential Conflicts of Interest - *(Town Attorney)*

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

3. Approval of the Consent Agenda:

a. Agenda - December 1, 2025

b. Meeting Minutes - November 17, 2025

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

a. Ordinance No. 22-2025 - An Ordinance Granting Approval of the Final Planned Unit Development for Santa Fe Business Park, Lot 2 Terrazzo-Baja Commercial Development, Located at the Northwest Corner of Terrazzo Drive and La Campana Drive - *(Dan Ungerleider)*

b. Ordinance No. 23-2025 - An Ordinance Amending Title 18 Land Development Code Amending Section 18.03.340 Relating To Accessory Uses And Structures - *(Dan Ungerleider)*

c. Ordinance No. 24-2025 - An Ordinance Amending Title 18 Land Development Code Creating Section 18.04.600 Establishing Permitting Procedures For Electric Vehicle Charging Systems - *(Dan Ungerleider)*

d. Ordinance No. 25-2025 - An Ordinance Amending Title 18 Land Development Code To Prohibit Nonfunctional Turf, Nonfunctional Artificial Turf, And Invasive Plant Species To Applicable Development Projects - *(Dan Ungerleider)*

e. Ordinance No. 26-2025 - An Ordinance Amending Section 13.16.040 F Regarding Licensure And Certification Requirements for Testing And Repair of Backflow Prevention Devices - *(Dan Ungerleider)*

5. Resolutions:

a. PUBLIC HEARING on Resolution No. 68-2025 - A Resolution Adopting a 2nd Restated Budget for the Purpose 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)*

b. Resolution No. 69-2025 - 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)*

c. PUBLIC HEARING on Resolution No. 70-2025 - A Resolution Adopting a Budget for the Purposes Set Forth Below For the Town of Monument, Colorado, Beginning on the First Day of January 2026 and Ending on the Last Day of December 2026 - *(Jennifer Phillips)*

d. Resolution No. 71-2025 - 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 2026 and Ending on the Last Day of December 2026 - *(Jennifer Phillips)*

e. Resolution No. 67-2025 - A Resolution to Authorize the Certification of the Property Tax Mill Levy to the El Paso County Assessor for the Fiscal Year 2026 Beginning on the First Day of January 2026, and Ending on the Last Day of December 2026 - *(Jennifer Phillips)*

f. Resolution No. 72-2025 - A Resolution Confirming a Five Percent (5%) Franchise Fee for the Town of Monument Water Enterprise Fund - *(Jennifer Phillips)*

6. 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.*

7. Future Agenda Item Authorization:

8. Council Comments:

9. Executive Sessions:

a. Executive Session Pursuant to §24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney to Receive Legal Advice on Specific Legal Questions Regarding the Intergovernmental Agreement Establishing the Loop Water Authority - *(Town Attorney)*

10. Invoices Over $25K:

a. Approval of Loop Water Authority Invoice

11. Adjournment:

MONUMENT TOWN COUNCIL
MEETING MINUTES
Monday, November 17, 2025 - 6:30 PM
Monument Town Hall - 645 Beacon Lite Rd., Monument CO 80132
Hybrid Meeting - Remote Participation Via Teams

draft

1. Call to Order, Pledge of Allegiance, Roll Call:
Mayor Mitch 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 Marco Fiorito Councilmember Laura Kronick Councilmember Chad Smith Councilmember Kenneth Kimple	Madeline VanDenHoek, Town Manager Patrick Regan, Police Chief Tina Erickson, Town Clerk Ashley Hernandez-Schlagel, Town Attorney Will Williams, Director of IT Thomas Tharnish, Director of Public Works Jennifer Phillips, Director of Finance Laura Hogan, Director of Administration Dan Ungerleider, Director of Planning Laurie Young, Finance Manager
ATTENDED REMOTELY:	
ABSENT WITH PRIOR NOTICE: Councilmember Sana Abbott	
ABSENT WITHOUT PRIOR NOTICE:	

2. Disclosures of Conflicts of Interest:

a. Disclosures of Potential Conflicts of Interest

b. Vote on Excluding Council Members With Potential Conflicts of Interest From Consideration, Discussion and Voting on Identified Matters

No disclosures of potential conflicts of interest were submitted.

3. Approval of the Consent Agenda:

a. Agenda - November 17, 2025

b. Special Meeting Minutes - October 29, 2025

c. Meeting Minutes - November 3, 2025

d. Resolution No. 63-2025 - A Resolution Approving Amendments to the Town Manager's Employment Contract

Councilmember Laura Kronick requested moving resolution no. 64-2025 from the consent agenda for further discussion. Councilmember Marco Fiorito made a motion to modify the consent agenda to move Resolution No. 64-2025 to Resolutions and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 6 to 0.

4. Oaths of Office:

a. Officer Connell and Officer Guillen

Chief Regan led Officer Connell and Officer Guillen into their Oaths of Office.

5. Presentations:

a. 2026 Draft Budget

Phillips presented the 2026 draft budget as included in the council packet and discussed the changes made from the previous 2026 draft budget presentation. Councilmember Laura Kronick requested a simplified budget document/disclaimer for public clarification. Mayor Mitch LaKind requested to hold funding from the Loop Water projects until further discussions occur.

b. Americans With Disabilities Self-Assessment Report

Phillips presented the American's with Disabilities self assessment report as included in the council packet.

6. Ordinances: *Public Hearings Required*

a. Ordinance No. 21-2025 - An Ordinance Amending Title 3 Section 3.08.030 and 3.11.010(I) of the Monument Municipal Code to Remove the Vendor's Fee Discounts

Young presented ordinance no. 21-2025 as included in the council packet. Mayor Mitch LaKind opened the public hearing, no public comments were received. Mayor Mitch LaKind closed the public hearing. Councilmember Marco Fiorito made a motion to approve ordinance no. 21-2025 and the motion was seconded by Councilmember Chad Smith. Roll call vote was taken and the motion passed 6 to 0.

7. Resolutions:

a. Resolution No. 65-2025 - A Resolution Adopting 2026-2028 Strategic Objectives

VanDenHoek introduced John Trylch strategic planning consultant. Trylch presented resolution no. 65-2025 as included in the council packet. Councilmember Chad Smith made a motion to approve resolution no. 65-2025 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 6 to 0.

b. Resolution No. 66-2025 - A Resolution to Approve a Revised Employee

draft

Handbook

Trujillo presented resolution no. 66-2025 as included in the council packet. The council proposed concerns with the use of AI, Trujillo stated there needs to be guidelines for AI usage. The Council requested a revision no later than 6 months. Councilmember Chad Smith made a motion to approve resolution no. 66-2025 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 6 to 0.

c. Resolution No. 64-2025 - A Resolution Awarding a Construction Contract to Capital Paving and Construction, LLC for the Beacon Lite Road Water Main Placement Project

Tharnish presented resolution no. 64-2025 as included in the council packet. Councilmember Laura Kronick made a motion to approve resolution no. 64-2025 with the modification of including the dollar amount price in the resolution and the motion was seconded by Councilmember Chad Smith. Roll call vote was taken and the motion passed 6 to 0.

8. Public Comments For Items Not on the Agenda:

- Terri Hayes with Tri-Lakes Chamber of Commerce encouraged participation for their monthly business after hours event at Tri-Lakes YMCA on November 18, 2025.
- Haley Chapin with Tri-Lakes Cares appreciated Council's donation of turkeys.

9. Future Agenda Item Authorization:

a. Study Session on Title 8 Rewrite - January 5 at 5:30 PM

- Joint study session with the Planning Commission on January 14, 2025 @ 6:00 pm regarding traffic impact and stormwater reports.
- Councilmember Laura Kronick and Mayor Mitch LaKind volunteered to work on the lease negotiations with the Chamber of Commerce.

10. Reports:

a. Town Manager's Report

VanDenHoek presented the Town Managers report as included in the council packet.

11. Council Comments:

- Mayor Pro Tem Steve King is participating at Bear Creek elementary school to talk about local government.
- Mayor Mitch LaKind is participating at Lewis Palmer Elementary School

draft

literacy night, reading books to the kids; El Paso County will be recognizing the new Pikes Peak Honor bell on November 18th, 2025 outside of Centennial Hall; meeting with Fountain Creek Watershed District on Friday 11/21/2025 at 9:00am.

12. Executive Sessions:

a. Executive Session Pursuant to §24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney and the Town's Water Attorney to Receive Legal Advice on Specific Legal Questions Regarding Water Supply; and Pursuant to §24-6-402(4)(e), C.R.S., to Determine Positions Relative to Matters That May Be Subject to Negotiation, Developing Strategy for Negotiations, and Instructing Negotiators Regarding Proposed Agreements with the Loop Water Authority and the Northern Delivery System

Councilmember Marco Fiorito moved to enter executive session pursuant to 24-6-402(4)(b), C.R.S. for a conference with the Town Attorney and the Town's Water Attorney to receive legal advice on specific legal questions regarding water supply; and pursuant to 24-6-402(4)(e), C.R.S., to determine positions relative to matters that may be subject to negotiation, developing strategy for negotiations, and instructing negotiators regarding proposed agreements with the Loop Water Authority and the Northern Delivery System and to adjourn upon conclusion of executive session. Councilmember Chad Smith seconded the motion. Roll call vote was taken and the motion passed 6 to 0.

The Council entered executive session at 8:33 pm.
The Council concluded executive session at 9:53 pm.

13. Adjournment:

The regular council meeting was adjourned at 9:53pm.

Respectfully Submitted,

_____

Tina Erickson
Town Clerk

draft

TOWN OF MONUMENT
645 Beacon Lite Road
Monument, CO 80132

PLANNING DEPARTMENT
719-884-8015
www.townofmonument.org/planning

MEMORANDUM

TO: The Honorable Mayor and Town Council
FROM: Dan Ungerleider, AICP, Director of Planning
DATE: December 1, 2025
SUBJECT: Ordinance 22-2025 - An Ordinance Granting Approval of the Final Planned Unit Development for Santa Fe Business Park, Lot 2 Terrazzo Baja Commercial Development, located at the northwest corner of Terrazzo Drive and La Campana Drive [Public Hearing]

OVERVIEW.
The Santa Fe Business Park, Lot 2 Terrazzo Baja Commercial Development (the "Project"), is located north of Baptist Road, west of I-25, and east of the Santa Fe Regional Trail/ Old Denver Road. Each parcel within the Terrazzo Baja Commercial Development is required to obtain Final Planned Unit Development (FPUD) approval prior to the issuance of a land development and building permit for that subject parcel. The Applicant, N.E.S Inc, on behalf of Santa Fe Park JV LLC, is seeking FPUD approval for the construction of an industrial/warehouse/office/retail facility [Attachment 1.]

On November 12, 2025, the Planning Commission conducted a public hearing in consideration of a request to approve the FPUD for the Project (see Attachment 2 – Planning Commission draft minutes, dated 11/12/2025.) During the public hearing, Staff presented a Staff Report summarizing the Applicant's request and confirmed that the Town's Development Review Team, and its partners, found the proposed development to be consistent with Town's Comprehensive Plan, Town's Development Code, and the Preliminary PUD governing the subject property.

At the conclusion of the hearing the Planning Commission unanimously voted, by a vote of 7-0, recommended **APPROVAL** of the FPUD for the Project, as supported by the attached finding of fact with the following conditions: a height restriction of 20' be placed on outdoor storage. A copy of the proposed Ordinance 22-2025 is attached hereto (Attachment 3.)

REQUESTED ACTION. A motion to **APPROVE** An Ordinance Granting Approval of the Final Planned Unit Development for Santa Fe Business Park, Lot 2 Terrazzo Baja Commercial Development, located at the northwest corner of Terrazzo Drive and La Campana Drive, supported by the following exhibits and with the condition that permitted outdoor storage be no more than twenty (20) feet in height.

A. Legal Description (link)
B. Final Planned Unit Development/Site Plan for Santa Fe Business Park, prepared by N.E.S, Inc, last revised 9/22/2025. (link)
C. Final Drainage Report for Santa Fe Business Park, prepared by JR Engineering, dated June 2025. (link)
D. Updated Traffic Generation Analysis, prepared by SM Rocha, LLC, dated 11/6/2025. (link)
E. Planning Commission Findings of Fact, dated 11/12/2025. (link)

Attachments.

1. Location, Zoning and Future Land Use Maps
2. Draft Minutes from Planning Commission Meeting, dated 11/12/2025.
3. Ordinance No. 22-2025 – An Ordinance Granting Approval of the Final Planned Unit Development for Santa Fe Business Park, Lot 2 Terrazzo Baja Commercial Development, located at the northwest corner of Terrazzo Drive and La Campana Drive.

ATTACHMENT 1 – Areial, Location and Future Land Use Map

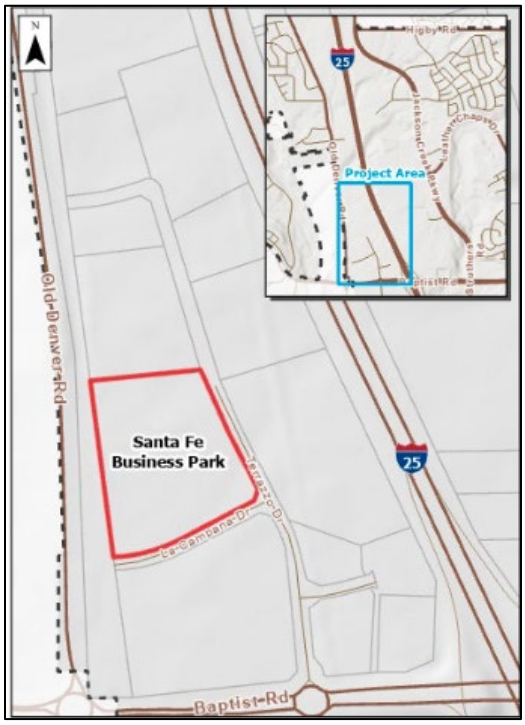


Figure 1 - Areial Map

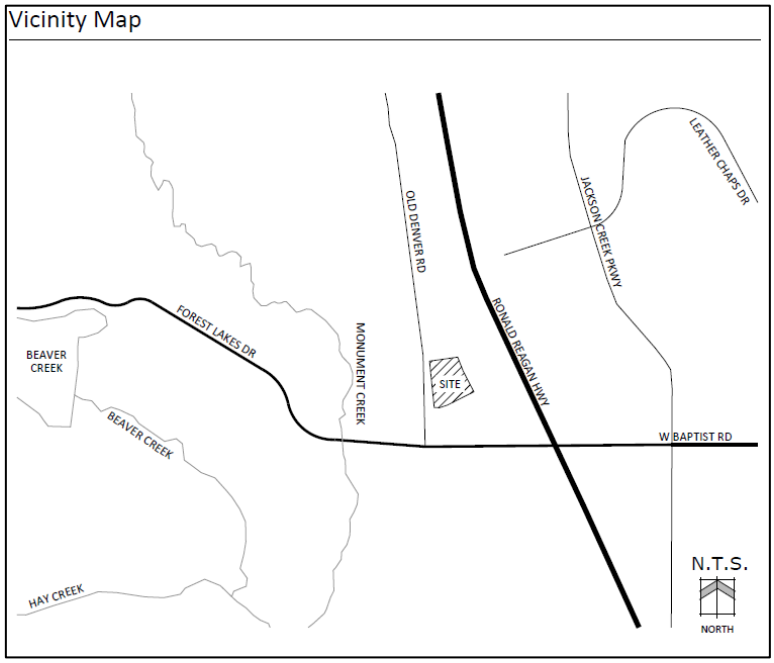


Figure 2 - Location Map

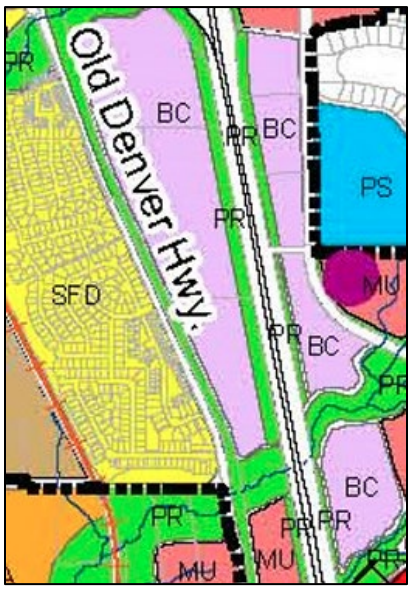


Figure 3 – Future Land Use Map

TOWN OF MONUMENT PLANNING COMMISSION - DRAFT
REGULAR MEETING
Wednesday November 12th, 2025
Hybrid Meeting-In person and remote participation Via Microsoft TEAMS

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

PLANNING COMMISSION	TOWN STAFF
PRESENT: Chair Ray Egley Vice-Chair Corey Petersen Commissioner Cathy Green Commissioner Donna Hatch Commissioner Daniel Ours Commissioner John Parr Commissioner Martin Trujillo Alternate Commissioner Valerie Baumer	Rey Medina, Planner I Dan Ungerleider, Planning Director
ATTENDED REMOTELY:	
ABSENT: Commissioner Daniel Ours	

2. **Approval of Minutes/Agenda Modification**
   a. Move to approve the minutes of October 8th, 2025, Planning Commission Meeting.
   Commissioner Trujillo motioned to approve the minutes; Commissioner Parr seconded; passed 7-0.

3. **Hearing/Meeting Items**
   3a. PUBLIC HEARING: *a. Case #'s 25MON-FPUD00002 and 25MON-PFP00002 A Request for the Approval of the Final Planned Unit Development (FPUD) and the Final Plat for Conexus Filing No. 4, a Replat of Lot 2 in Conexus Filing No. 2 of the Conexus Planned Development. [Public Hearing].*
   i. Public Hearing was open and closed with members of the public present.
   ii. Staff Presentation: Presented by Planner, Rey Medina.
   iii. Public Comments:
   iv. Commissioner Comments:
      a) Green – What is the smallest lot size? 35x90 ft is the smallest lot size.
      b) Green – Who owns the lots? Lots will be individually owned by homeowners.
      c) Trujillo – Does the Traffic Memo included in this project account for development along Old Denver Road. Director Ungerleider responds clarifying that the traffic memo has accounted for future development along Old Denver Road.
      d) Trujillo – Does the memo consider morning school traffic. Unknown by staff.
      e) Trujillo – Has any pedestrian or bike conflict analysis been completed? Staff states that we worked with El Paso County to approve the trail crossings involved in this project.
      f) Trujillo – Were new traffic counts used in the 2025 Memo or were they the same number

from the original traffic study. Staff concludes that the traffic memo used counts from the original study, the study that accounted for a higher density of units than proposed in the current PUD plan. Further discussion ensues from the applicant describing the projections of the traffic memo included with this project proposal.

g) Commissioner Trujillo explained the basis of his traffic concerns coming from the lack of confidence in a traffic memorandum rather than a full complete traffic study.
h) Petersen – Requested further clarification of the traffic study, explaining the original traffic study being based on a higher number of units.
i) Parr – Landscaping around the homes, who's responsibility? Landscaping will be completed by Meritage Homes and rear yard landscaping will be at the request of home buyers and reviewed by Meritage before installation.
j) Baumer – What is the setback between homes and the Santa Fe Trail? 20' buffer with a 6' fence.
k) Baumer – Traffic Memo concerns, what criteria is being used to justify "negative" impact? Director Ungerleider discusses further detail regarding the traffic study. Applicant explains traffic studies are based on level of service, wait times, types of intersections, etc.
l) Chair Egley – Potential condition proposed, the trail connection into this development be changed from 5' to 10'. Peterson discusses his concern over 10' being more of a regional trail size and proposes a 6' total over the requested 10'. Commissioner Hatch voices further concern about inviting a 10' trail because it invites users of the Santa Fe Trail to directly enter a residential subdivision into a resident's private space. Director Ungerleider adds trail hierarchy to the conversation to clarify some discussion points.

v. Commissioner Green made a motion:
   a) Motion: "*A motion to make a recommendation to APPROVE of the Final Planned Unit Development (FPUD) and the Final Plat for Conexus Filing No. 4, a Replat of Lot 2 in Conexus Filing No. 2 of the Conexus Planned Development, as supported by the attached finding of fact with the following conditions, a 6' trail be constructed rather than the proposed 5' trail and paved.*"
   b) Commissioner Hatch seconded the motion; motion passed (7-0).

3b. PUBLIC HEARING: *b. Case No. 25MON-FPUD00003 A Request for the Approval of the Final Planned Unit Development for lot 2 Terrazzo Baja Commercial Subdivision, located at the northwest corner of Terrazzo Drive and La Campana Drive [Public Hearing].*

v. Public Hearing was open and closed with members of the public present.
vi. Staff Presentation: Presented by Planner, Rey Medina.
vii. Public Comments:
viii. Commissioner Comments:
   a) Green – Clarification of conditions for reports required for approvals.
   b) Green – Lot coverage as proposed with this project is locked in, correct? Answer is yes, these coverages are locked in.
   c) Green – Discussion of outdoor storage.
   d) Trujillo – What degree of screening is involved with your outdoor storage. Applicant confirms 100% opac fence.
   e) Trujillo – Discussion around need for warehouse space considering the vacant warehouse located near this site. Applicant discusses the differences between the vacant warehouse and their proposed project.
   f) Peterson discusses offsite and onsite improvements that need to be made as part of overall construction.
   g) Parr – Is this construction phased? Applicant responds that it could be phased but there is potential for it all to be built at one time. Discussion of order of building construction further ensues.

h) Chair Egley – Will La Campana drive cannibalize the Santa fe trails parking lot entrance? Answer is no; the overall developer is making improvements to the parking lot. Is lighting being considered as an improvement? Director will deliberate with developer.

i) Overall Commission – Discusses potential conditions for outdoor storage.

vi. Commissioner Baumer made a motion:

c) Motion: "*A motion to make a recommendation to APPROVE the Final Planned Unit Development for lot 2 Terrazzo Baja Commercial Subdivision, located at the northwest corner of Terrazzo Drive and La Campana Drive, as supported by the attached finding of fact with the following conditions, a height restriction of 20' be placed on outdoor storage.*"

d) Commissioner Green seconded the motion; motion passed (7-0).

4. **Other Topics:**
   a. Director Ungerleider welcomes the opportunity for Planning Commission to receive training on Traffic Studies and Drainage Reports from our Town Engineer.
   b. December PC is expected to be light. Town Staff would like to organize an afterhours to celebrate Commissioner Ours contribution to the community.
5. **Adjournment:** Chair Egley moved to adjourn the meeting/hearing of the Planning Commission at 8:17 pm.

Next Planning Commission Meeting: December 10th, 2025.

The public is welcome to attend either in person or online for the Planning Commission meetings. Town of Monument meetings/hearings Live Stream or video Meetings Online

- **Monument meetings/hearings live stream or video meeting recordings can be found online -** Please follow this (YouTube) link to view all PC meetings/hearings: http://bit.ly/2uZxjfa

- **Streaming meetings**: Instructions can be found on the Town website: https://www.townofmonument.org/263/Planning-Commission-Board-of-Adjustment

- **Meeting Minutes:** Minutes taken by staff are action summaries**.** As per the Planning Commission Bylaws, all public meetings of the Commission shall be recorded by electronic device. Any person desiring to have a meeting recorded by a stenographic reporter, at his or her expense, may do so, provided that it does not otherwise disrupt the proceedings.

IMPORTANT NOTE: Accommodations for the hearing impaired can be made upon request with 24 hours' notice. Please call 719-481-2954.

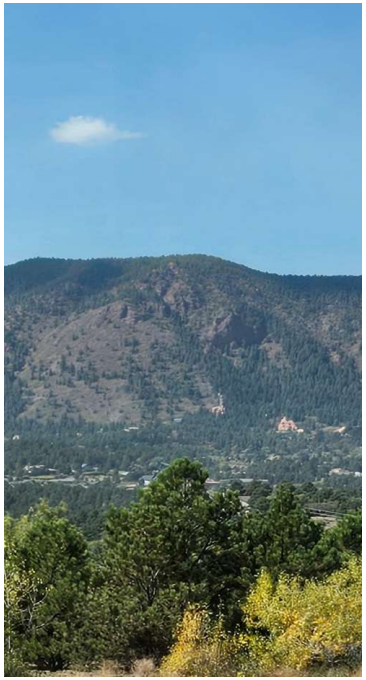
Reference: All Development project information can be found on the town website at https://www.townofmonument.org/235/Development-Projects.

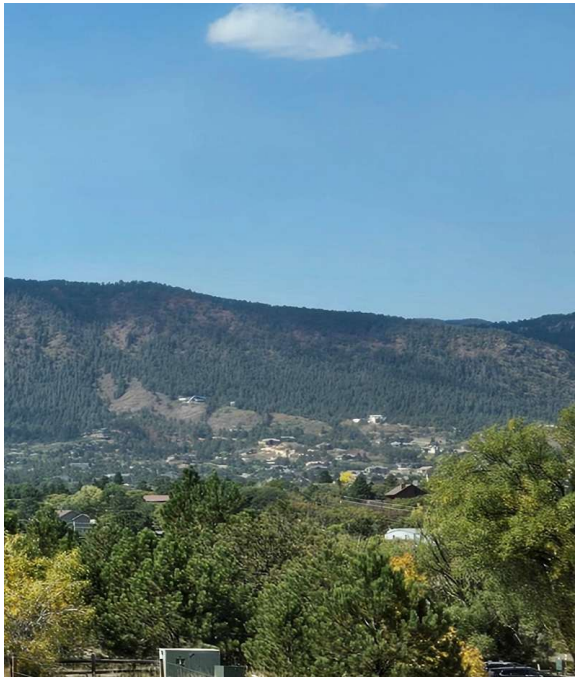
Note that each project application submitted to the Town of Monument is reviewed fully by the Planning Department Staff prior to placement on the agenda of the Planning Commission or Town Council. At the meetings/hearings, applicants and Staff will provide details such as possible conditions, density, development capacity and all current and previous approvals. This will include project referrals, which are completed prior to all projects to verify conformance and approval criteria before being brought forth to the Planning Commission.

Santa Fe Business Park
Final PUD
Lot 2 Terrazzo Baja Commercial

Staff Presentation

Town Council– 12/01/2025





INTRODUCTION

The Applicant, N.E.S Inc, on behalf of Santa Fe Park JV LLC, is seeking approval of the Final Planned Unit Development for Lot 2, Terrazzo Baja Commercial Development, for the construction of an industrial/warehouse/office/retail facility. The proposed uses conform to the permitted uses outlined in the approved preliminary PUD and Terrazzo Baja Commercial Development Sketch Plan.

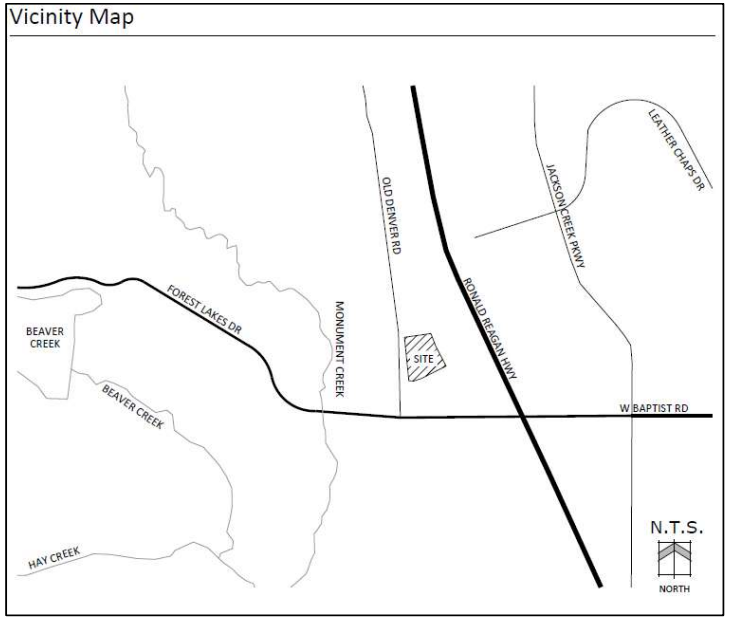
INCLUDED ATTACHMENTS WITH STAFF REPORT

1. Aerial, Location Map and Future Land Use Map.
2. Public Hearing Notice.
3. Final Planned Unit Development/Site Plan for Santa Fe Business Park, prepared by N.E.S, Inc, last revised 9/22/2025.
4. Final Drainage Report for Santa Fe Business Park, prepared by JR Engineering, dated June 2025.
5. Conexus, Lot 2, Filing 4– Updated Traffic Generation Analysis, prepared by SM Rocha, LLC, dated 11/6/2025.
6. Draft Findings of Fact.

* Link to original pdf document provided in Staff Report

APPLICATION/REQUEST

- **Applicant.**
  Jason Alwine, N.E.S Inc.
- **Property Owner.**
  Santa Fe Park JV, LLC
- **Location.**
  Lot 2 Terrazzo Baja Commercial
  Northwest corner of Terrazzo Drive and La Campana Drive
- **Request.**
  Approval of the Final Planned Unit Development for Lot 2 Terrazzo Baja Commercial Subdivision.

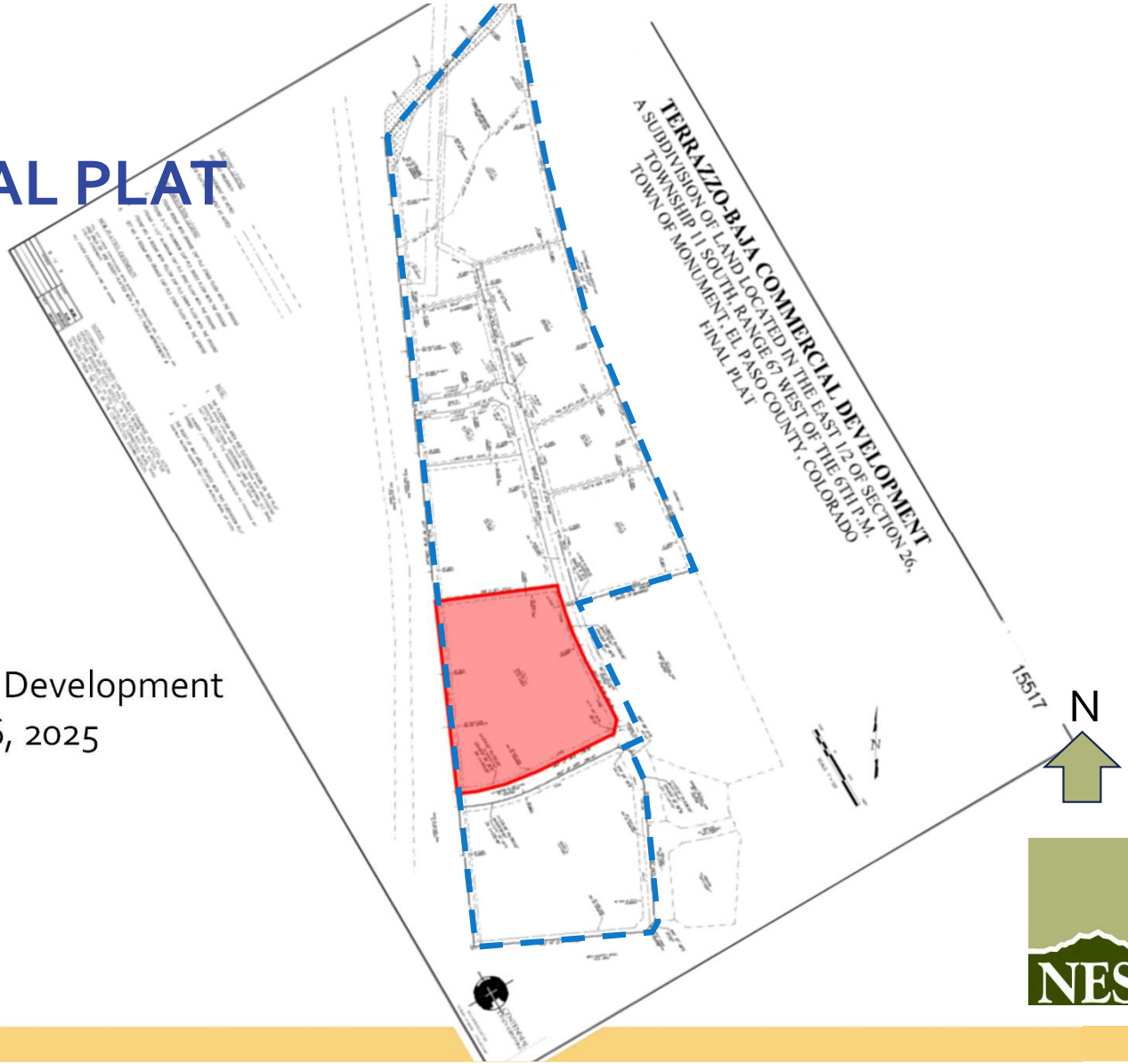


SURROUNDING ZONING AND LAND USE

- **North**.
  Vacant PUD/ Terrazzo Baja Commercial
- **South.**
  Vacant PUD/ Terrazzo Baja Commercial
- **East.**
  PUD/Monument Industrial
- **West.**
  Vacant El Paso County / Dellacroce Ranch

(* The following slides were provided by the applicant N.E.S. Inc. *)

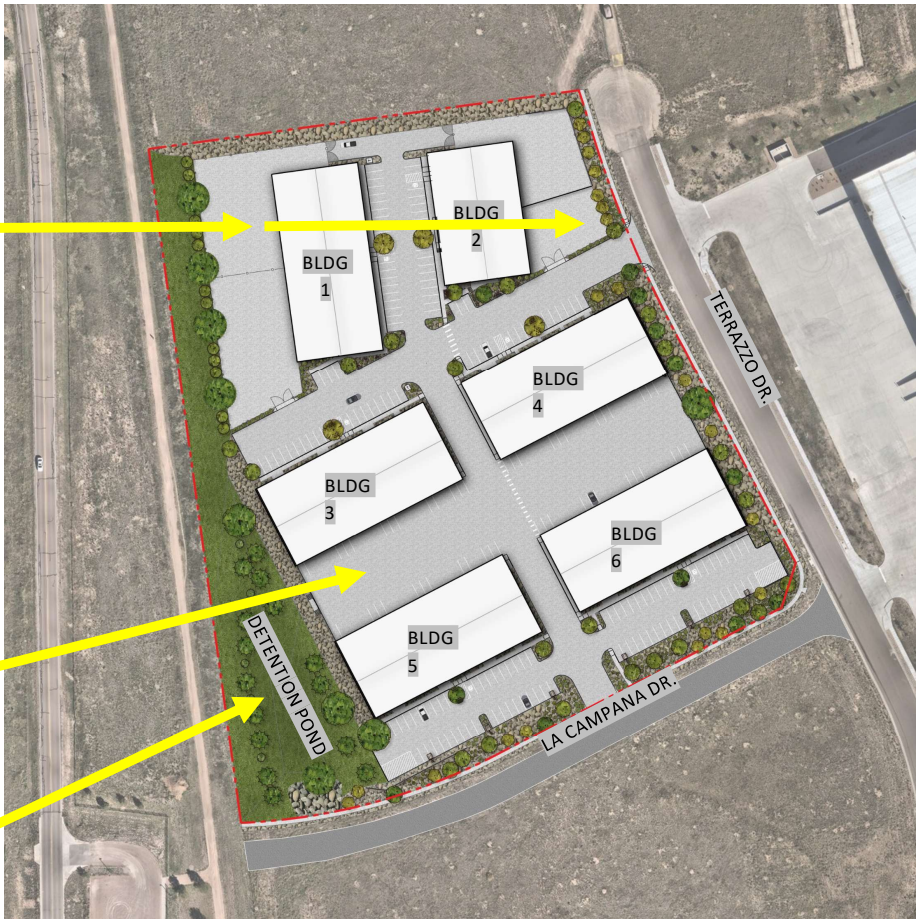
APPROVED FINAL PLAT



- Terrazzo-Baja Commercial Development Final Plat Recorded May 16, 2025 (Reception No. 225715517)
- Lot 2 (10.3 Acres)

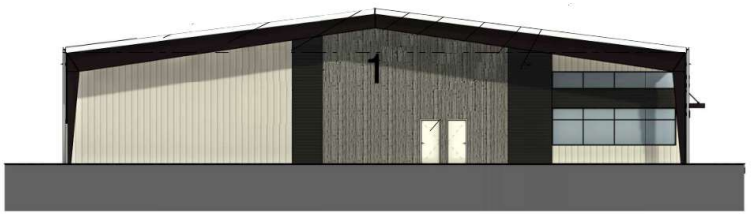
SITES PLAN

- Building Square Feet Total: 125,500 SF
  - Building 1: 22,000 SF, single-story with outdoor storage
  - Building 2: 15,500 SF, single-story with outdoor storage
  - Building 3: 22,000 SF, single-story
  - Building 4: 22,000 SF, single-story
  - Building 5: 22,000 SF, single-story
  - Building 6: 22,000 SF, single-story
  - Outdoor storage < 20 feet height & screened as required by code
- Buildings 3-4 and 5-6 share dock loading area
- Parking provided for up to 31,500 SF of retail space
- Parking provided for up to 94,000 SF of industrial/office/ warehousing space
- On-site water quality and detention pond



N

BUILDING ELEVATIONS

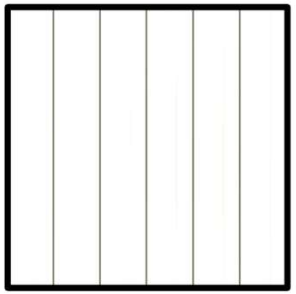


TYPICAL SIDE ELEVATIONS

TYPICAL FRONT ELEVATION

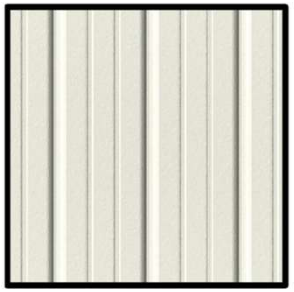
TYPICAL REAR ELEVATION

BUILDING MATERIALS



MCELROY METAL
PANEL- VERTICAL MSR
PANEL, (OR EQUAL)
COLOR: BONE WHITE

MCELROY METAL PANEL-
HORIZONTAL WAVE
PANEL, (OR EQUAL)
COLOR: ASH GRAY



MBCI ULTRA DEK, (OR EQUAL)
24 GA , 24" WIDE, GALVALUME
ROOF PANEL

FLATIRON STEEL METAL PANEL
PBR PANEL, (OR EQUAL)
COLOR: GRAY ROUGH SAWN CEDAR

ALUMINUM CLAD LOW-E
WINDOW FRAMES /
STOREFRONT ENTRY DOORS &
ENTRY CANOPIES
COLOR: DARK BRONZE

BUILDING RENDERING

LOOKING NORTHEAST AT BUILDING 2

BUILDING RENDERINGS

LOOKING NORTH FROM LA CAMPANA DR.

LOOKING INTO SITE FROM TERRAZZO DR.

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.
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.
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 **APPROVE** Ordinance 22-2025 Granting Approval of the Final Planned Unit Development for Santa Fe Park, Lot 2 Terrazzo Baja Commercial Subdivision, located at the northwest corner of Terrazzo Drive and La Campana Drive, supported by the following exhibits:

A. Legal Description (link)
B. Final Planned Unit Development/Site Plan for Santa Fe Business Park, prepared by N.E.S, Inc, last revised 9/22/2025. (link)
C. Final Drainage Report for Santa Fe Business Park, prepared by JR Engineering, dated June 2025. (link)
D. Updated Traffic Generation Analysis, prepared by SM Rocha, LLC, dated 11/6/2025. (link)
E. Planning Commission Findings of Fact, dated 11/12/2025. (link)

TOWN OF MONUMENT
ORDINANCE NO. 22-2025

AN ORDINANCE GRANTING APPROVAL OF THE FINAL PLANNED UNIT DEVELOPMENT FOR SANTA FE BUSINESS PARK, LOT 2 TERRAZZO-BAJA COMMERCIAL DEVELOPMENT, LOCATED AT THE NORTHWEST CORNER OF TERRAZZO DRIVE AND LA CAMPANA DRIVE

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, Mr. Jason Alwine of N.E.S. Inc, on behalf of Santa Fe Park JV LLC, is seeking approval of the Final Planned Unit Development (FPUD) for Santa Fe Business Park, Lot 2, Terrazzo-Baja Commercial Development (the "Property"), for the construction of an industrial/warehouse/office/retail facility at the northwest corner of Terrazzo Drive and La Campana Drive, legally described on Exhibit A; and

WHEREAS, the Monument Planning Commission conducted a public hearing on this application on November 12, 2025, and made a recommendation of APPROVAL by a vote of 7 to 0, condition upon permitted outdoor storage be no more than twenty (20) feet in height and based upon the Finding of Fact attached hereto as Exhibit B; and

WHEREAS, on December 1, 2025, the Monument Town Council received the Planning Commission's recommendation and conducted a public hearing and hereby determined that the Final PUD for Santa Fe Business Park, Lot 2 Terrazzo-Baja Commercial Development, is in conformance with the Preliminary PUD for the property and the conditions outlined in the Land Development Code, Section 18.03.440 et. seq.; and

WHEREAS, this Ordinance was introduced by title and voted upon at the regular meeting of the Town Council on December 1, 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 Final Planned Unit Development for Santa Fe Business Park, Lot 2 Terrazzo Baja Commercial Development, located at the northwest corner of Terrazzo Drive and La Campana Drive, condition upon permitted outdoor storage be no more than twenty (20) feet in height and legally described on Exhibit A attached hereto.

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 1st day of December 2025 by a vote of ____ for and ____ against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

Attest:

_____
Tina Erickson, Town Clerk

EXHIBIT A
LEGAL DESCRIPTION

LOT 2 OF 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, COUNTY OF EL PASO, STATE OF COLORADO

TOTAL AREA: 10.32 ACRES

TAX ID: 7126002024

EXHIBIT B
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.
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.
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.

TOWN OF MONUMENT
645 Beacon Lite Road
Monument, CO 80132

PLANNING DEPARTMENT
719-884-8015
www.townofmonument.org/planning

TO: The Honorable Mayor and Town Council
FROM: Dan Ungerleider, AICP, Director of Planning
DATE: December 1, 2025
SUBJECT: Ordinance No. 23-2025 - An Ordinance Amending Title 18 Land Development Code Amending Section 18.03.340 Relating To Accessory Uses And Structures [Public Hearing]

BACKGROUND.

During the 2024 Colorado Legislative Session, House Bill 24-1152 ("HB 24-1152") established municipal permitting procedures by adopting Section 29-35-101 et. sec., C.R.S. and required local governments, by June 30, 2025, to adopt by ordinance an administrative approval process for accessory dwelling unit (ADU) as an accessory use to a single-unit detached dwelling where single-unit detached dwellings are permitted within a municipality. At the Town's request, the State extended the deadline for adoption to December 31, 2025. A copy of Town Attorney Cole's previously presented dated June 23, 2025, memo is attached for reference.

Consistent with State requirements, the attached Ordinance No. 23-2025 replaces Section 18.03.340 D, setting the maximum size of an ADU, with a detailed section defining, regulating and maintaining ADUs as accessory structures requiring only administrative review and approval.

In addition to the regulations provided for by the attached ordinance, the compliance report must show implementation of one or more strategies encouraging ADU construction or conversion.

Staff recommends that the Town waive 50% Use Tax for the construction of a new ADU for low- and moderate-income households. By establishing this ADU supportive policy, the Town will be in full compliance with HB 24-1152.

HB 24-1152 requires the Town to submit a one-time compliance report to DOLA by December 31, 2025, which will qualify Monument to be certified as an ADU supportive jurisdiction. With Council's approval, Staff is prepared to submit the required compliance report to DOLA before the December 31, 2025, deadline.

REQUESTED ACTION.

A motion to **APPROVE** Ordinance 23-2025, an ordinance amending Title 18 Land Development Code amending Section 18.03.340 relating to accessory uses and structures.

Att. Ordinance No. 23-2025
Town Attorney Memorandum, dated June 23, 2025
Staff Presentation

COLLINS | COLE
WINN | ULMER

MEMORANDUM

June 23, 2025

TO: Madeline VanDenHoek, Town Manager,
Dan Ungerleider, Planning Director
Town of Monument

FROM: Robert G. Cole
Rebecca J. Zisch

RE: **HB24-1152**

SUMMARY

HB24-1152 addresses accessory dwelling units ("ADUs") and applies to municipalities with a population of one thousand or more population within a metropolitan planning organization. The Town of Monument qualifies under these criteria. The law requires the municipality to allow one (1) ADU where single family detached units are allowed. The municipality must use an administrative approval process for ADUs which is not elevated to a public hearing status, cannot require parking or owner occupancy (with limited exceptions), must allow certain ADU sizes and setbacks, and generally cannot otherwise restrict ADUs through design and dimensional standards that are more stringent than those that apply to single family homes in the same district.

DISCUSSION

On or after June 30, 2025, Monument must have an administrative approval process for, and must allow, one (1) ADU[1] as an accessory use to a single-unit detached dwelling in any part of the municipality where single-unit detached dwellings are allowed. Monument cannot (1) require construction of a new off-street parking space related to the construction or conversion of an ADU; (2) require an ADU, or any other dwelling on the same lot as an ADU, to be owner-occupied;[2] or (3) apply a restrictive design or dimension standard to an ADU. The bill requirements also apply to planned unit developments and homeowners associations within the municipality.

---

[1] An ADU is an internal, attached, or detached dwelling unit that provides complete independent living facilities for one or more individuals, is located on the same lot as a proposed or existing primary residence, and includes facilities for living, sleeping, eating, cooking, and sanitation.

[2] Monument can require a property owner to demonstrate that the property owner resides on the parcel (a) when an application is submitted to construct or convert an ADU, except when the ADU is being constructed simultaneously with a new primary dwelling unit, or (b) for licensing or permitting as a short-term rental.

E: rcole@cogovlaw.com | 165 S. Union Blvd, Suite 785, Lakewood, CO 80228

The law does not prohibit the following:

- Requiring an off-street parking space designation related to the ADU, so long as there is an existing driveway, garage, tandem parking space, or other off-street parking space available for such designation at the time of construction or conversion of the ADU.
- Requiring one new parking space if an off-street space is not available, on-street parking is prohibited, and parking is required as of January 1, 2024 for the primary dwelling unit.
- Allowing ADUs smaller than 500 square feet and/or larger than 800 square feet so long as the ADU is not larger than the primary dwelling unit.
- Allowing multiple ADUs on the same lot.
- Applying a non-restrictive design or dimension standard.
- Assessing impact fees.
- Regulating short term rentals, including ADUs as short-term rentals.
- Applying historic district standards and procedures.
- Applying life safety codes (i.e. utilities, fire, stormwater).
- Issuing permits for single unit detached dwelling in areas zoned for single unit detached dwellings.
- Encouraging ADUs for low-income households and local workforce housing.
- Defining ADUs to include or exclude motor homes, multipurpose trailers, and recreational vehicles.
- Requiring a water or wastewater capacity letter for permitting an ADU.

A one-time compliance report is due to DOLA by June 30, 2025[3] which will qualify Monument to be certified as an ADU supportive jurisdiction. DOLA is required to approve and certify (or reject or grant an extension) of each application by September 28, 2025. The report must show implementation of one or more strategies encouraging ADU construction or conversion. Permitted strategies include:

- Waiving, reducing or providing financial assistance for ADU related fees incurred by low- and moderate- income households.

[3] A limited extension of up to six months may be permitted if the municipality is in process of updating laws related to ADUs and provides a written explanation for not meeting the initial deadline.

- Enacting laws or programs incentivizing affordability of ADUs including local workforce housing ADUs.
- Providing pre-approved plans for ADU construction.
- Implementing education and technical assistance programs to homeowners to construct or convert ADUs.
- Implementing a program regulating ADU short term rentals.
- Enacting laws incentivizing construction and conversion of Fair Housing approved and disability accessible ADUs.
- Assisting property owners with ensuring preexisting ADU compliance.
- Enabling a pathway for the separate sale of an ADU.
- Enacting laws encouraging construction of factory built ADUs.
- Any other Department approved strategy to encourage construction, conversion, or use of ADUs.

Certification as an ADU supportive jurisdiction qualifies Monument to apply for grants through the ADU fee reduction and encouragement grant program. These grants support activities promoting the construction of ADUs including, but not limited to, offsetting costs incurred in developing pre-approved ADU plans, assistance to persons converting and constructing ADUs, and/or waiving, reducing or providing financial assistance for ADU associated fees and other required costs. The grant monies may be used to offset, waive, reduce, or provide financial assistance for reasonable and necessary ADU fees and other required costs for low- and moderate-income households, affordable ADUs, Fair Housing approved and disability accessible ADUs, ADUs used for long-term rentals for local workforce housing, and ADUs used to support other demonstrated housing needs in the community. The maximum award is $15,000 per ADU permitted by the municipality. The grant program sunsets December 31, 2030.

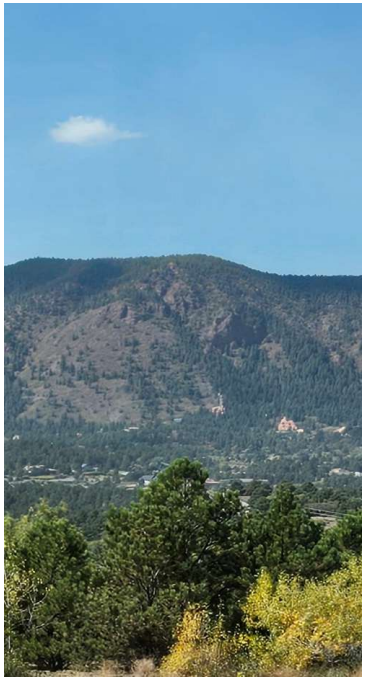
CONCLUSION

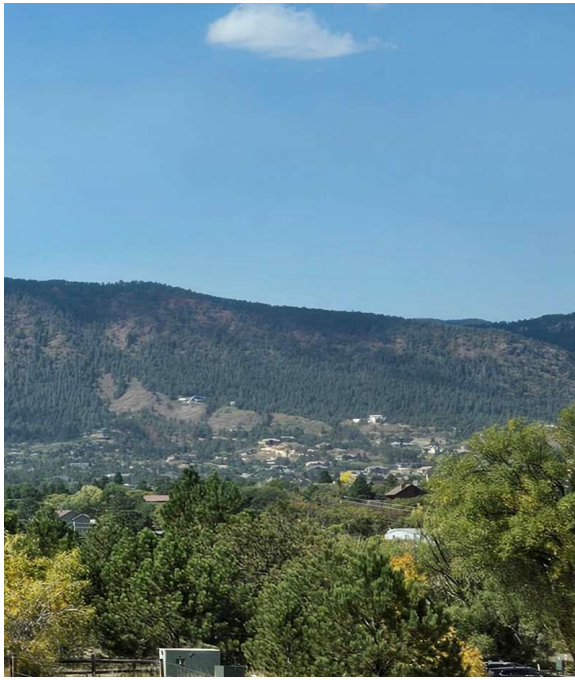
Monument has applied for an extension of the June 30, 2025, deadline for having an administrative approval process for ADUs within its single family zoned districts and filing its one-time compliance report. The extension request is to be granted or denied by DOLA no later than September 28, 2025. The Town should continue work to revise its Land Development Code to implement HB24-1152. Even if the extension is granted, the deadline for complying with HB24-2252 is likely to be extended no later than the end of this year.

Ordinance No. 23-2025 Accessory Dwelling Units

Staff Presentation

Town Council Meeting – December 1





INTRODUCTION

During the 2024 Colorado Legislative Session, House Bill 24-1152 ("HB 24-1152") established municipal permitting procedures by adopting Section 29-35-101 et. sec., C.R.S. and required local governments, by June 30, 2025, to adopt by ordinance an administrative approval process for accessory dwelling unit (ADU) as an accessory use to a single-unit detached dwelling where single-unit detached dwellings are permitted within a municipality. At the Town's request, the State extended the deadline for adoption to December 31, 2025.

Consistent with State requirements, proposed Ordinance No. 23-2025 replaces Section 18.03.340 D, setting the maximum size of an ADU, with a detailed section defining, regulating and maintaining ADUs as accessory structures requiring only administrative review and approval.

REPEAL AND REPLACE
Section 18.03.340 D.

EXISTING LANGUAGE

D. Accessory dwelling units shall not exceed fifty (50) percent of the gross floor area.

REPEAL AND REPLACE
Section 18.03.340 D.

NEW LANGUAGE

D. Accessory Dwelling Units

1. Permit Required.
2. Requirements for an ADU.
3. Location.
4. ADU Specific Development Standards.

REQUIRED STRATEGIES ENCOURAGING ADUs

In addition to the regulations provided for by the attached ordinance, the compliance report must show implementation of one or more strategies encouraging ADU construction or conversion.

Staff recommends that the Town waive 50% Use Tax for the construction of a new ADU for low- and moderate-income households. By establishing this ADU supportive policy, the Town will be in full compliance with HB 24-1152.

COMPLIANCE REPORT DUE 12/31/2025

HB 24-1152 requires the Town to submit a one-time compliance report to DOLA by December 31, 2025, which will qualify Monument to be certified as an ADU supportive jurisdiction. With Council's approval, Staff is prepared to submit the required compliance report to DOLA before the December 31, 2025, deadline.

RECOMMENDED ACTION

A motion to **APPROVE** Ordinance 23-2025, an Ordinance Amending Title 18 Land Development Code Amending Section 18.03.340 Relating To Accessory Uses And Structures.

ORDINANCE NO. 23-2025

AN ORDINANCE AMENDING TITLE 18 LAND DEVELOPMENT CODE AMENDING SECTION 18.03.340 RELATING TO ACCESSORY USES AND STRUCTURES

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

WHEREAS, the Members of the Town Council ("Council") have been duly elected and qualified; and

WHEREAS, in the 2024 Colorado Legislative Session, House Bill 24-1152 ("HB 24-1152") established municipal permitting procedures by adopting Section 29-35-101 *et. sec.*, C.R.S., which requires local governments to adopt an Ordinance establishing an administrative approval process for an accessory dwelling unit as an accessory use to a single-unit detached dwelling in any part of the subject jurisdiction where the jurisdiction allows single-unit detached dwellings within a municipality; and

WHEREAS, the Town desires to comply with the requirements of HB 24-1152 by establishing its own objective standards and administrative review process to be used by the Town regarding the review of accessory dwelling unit permits; and

WHEREAS, The Town finds it in the public's best interest to comply with state requirements and establish clear, objective permitting standards for accessory dwelling units, ensuring their timely, consistent, and accessible use in alignment with the Town Council's goals.

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. Repeal and replace Subsection 18.03.340.D of the Monument Municipal Code. Subsection 18.03.340.D is hereby deleted in its entirety and a new Subsection 18.03.340.D, as set forth in Exhibit A, attached hereto and incorporated herein, is adopted.

Section 3. Publication. Pursuant to Section 6.5, 3 of the Charter and Subsection 2.04.040 F of the Code, upon approval, this Ordinance shall be published on the Town's official website in full, 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 a form as is sufficient to assure reasonable access to the public. Failure to authenticate any such 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 circumstance 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 or the Town of Monument, Colorado this 1st day of December, 2025 by a vote of ____ for and ____ against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

Attest:

_____
Tina Erickson, Town Clerk

ORDINANCE NO. 23-2025
EXHIBIT A

Article 3. - District Uses
Section 18.03.340 – Accessory Uses and Structures

D. Accessory Dwelling Units.

1. Permit Required. No Accessory Dwelling Unit (ADU) shall be constructed, established, or occupied without first obtaining a permit issued by the Director of Planning or designee. An ADU shall require site plan approval in accordance with Section 18.03.150. An ADU in a non-residential zone district shall require a conditional use permit.

2. Requirements for an ADU.

    a. An ADU must be designed, erected, altered, used and occupied in conformity with all regulations established in this title and upon performance of all conditions set forth in this title. A temporary structure, mobile home or recreational vehicle shall not be used as an ADU.

    b. An ADU must be connected to the Town's and/or a district's central water and/or sewer systems in conformance with the applicable utility regulations. An ADU may be served by a permitted well system capable of serving an ADU. Separate water and sewer taps shall not be permitted for ADUs.

    c. An ADU must be on the same lot as the principal use. An ADU cannot be conveyed separately to the principal use unless first legally subdivided in accordance with this code.

    d. Where the principal building is designated as a historic property—listed on the National Register of Historic Places, the Colorado State Register of Historic Properties, or as a contributing structure or landmark by the Town—an ADU shall be permitted only in compliance with applicable historic preservation standards and procedures.

    e. ADUs shall not encroach on recorded easements unless the Town or easement holder, as applicable, has granted a license for encroachment into the easement.

    f. It shall be the responsibility of the property owner to comply with any applicable private covenants, conditions and restrictions affecting the Lot, including but not limited to Homeowner Association requirements. The Town is not responsible for reviewing or enforcing private covenants, conditions and restrictions that may limit or prohibit an ADU or parking restrictions that would prevent shared parking.

3. Location. ADUs shall be located as follows:

    a. Within the principal building, separated by a wall, door, or combination thereof;

    b. As an addition to the principal building; or

    c. Within a detached building located on the same lot as the principal structure.

    d. Attached or integrated ADUs may be located in the front and side. Detached ADUs shall be located only in the side or rear yard, including corner yards in a detached structure.

4. ADU Specific Development Standards.

    a. No more than one (1) ADU shall be permitted on any lot.

    b. ADUs shall be compatible with and architecturally consistent with the principal structure and the surrounding neighborhood.

c. The floor area of an ADU shall not exceed fifty percent (50%) of the floor area of the principal structure or six hundred (600) square feet, whichever is less. In the Large Lot Residential District the floor area of an ADU may be greater than six hundred (600) square feet, but shall not exceed one thousand two hundred fifty (1,250) square feet.

d. Attached or integrated ADUs shall not exceed the maximum permitted height of the principal building in the applicable zoning district, nor twenty-five feet (25'). Detached ADUs shall comply with the height restriction in the applicable zone district, except that no detached ADU shall exceed sixteen feet (16') in height, unless the detached ADU is created through the conversion of an existing garage, and does not exceed twenty-five feet (25') in height.

e. An ADU must comply with existing setbacks applicable to the principal building. The minimum rear yard setback for a detached ADU shall be the lesser of five feet (5') or the minimum accessory structure setback established for the zoning district.

f. Where an ADU requires a new outside entrance in addition to the entrance of the principal dwelling unit, only one (1) entrance visible from the street frontage shall be permitted. Additional entrances shall be located on the side or rear elevations of the principal dwelling unit. External stairs shall not be used to access a second-story ADU unless serving an existing second-story entrance.

g. Parking**.** One (1) off-street parking space shall be provided for each attached or detached ADU unless the Director of Planning or designee approves an alternative parking arrangement. The off-street parking space may be shared parking.

TOWN OF MONUMENT
645 Beacon Lite Road
Monument, CO 80132

PLANNING DEPARTMENT
719-884-8015
www.townofmonument.org/planning

TO: The Honorable Mayor and Town Council
FROM: Dan Ungerleider, AICP, Director of Planning
DATE: December 1, 2025
SUBJECT: Ordinance No. 24-2025 - An Ordinance Amending Title 18 Land Development Code Creating Section 18.04.600 Establishing Permitting Procedures For Electric Vehicle Charging Systems [Public Hearing]

BACKGROUND.

In 2024, the Colorado Legislator passed House Bill 24-1173 ("HB24-1173") concerning streamlining the process for permitting Electric Motor Vehicle (EV) Charging Systems, to promote the adoption of electric vehicles and increase the network of charging ports. HB24-1173 required municipalities, by December 31, 2025, to adopt the Colorado Energy Office's model permitting code for EV charging systems or formally declare that it does not intend to adopt the model code or establish a new permitting process and will instead continue to operate under its existing permitting practices. Staff is recommending the Town establish its own object standards and administrative review process for permitting EV charging stations in compliance with HB24-2025.

Ordinance No. 24-2025 amends Chapter 18.04 – Supplementary Uses to include Article 6. Electric Vehicle Charging Systems. Article 6 provides the Town with its own object standards and process for permitting EV charging stations in compliance with HB24, 2025. While these definitions and standards have not been previously codified in the Town Municipal Code, the Planning Department, in conjunction with the Pikes Peak Regional Building Department, has been utilizing similar processes and regulations as proposed, summarized as follows:

- Level 1 EV Charging Stations (1-2 kW/hour, using a 120V outlet) are permitted in all zoning districts subject to standards for accessory uses and structures described in Section 18.03.340.
- Level 2 EV Charging Stations (7-19 kW/hour, using a 220V outlet) are permitted in all zoning districts subject to standards for accessory uses and structures described in Section 18.03.340.De
- Level 3 Current Fast Charging (DCFC) EV Charging Stations are permitted in non-residential zoning districts subject to standards for accessory uses and structures described in Section 18.03.340 and require a construction permit (aka land development permit and building permit) be applied for and issued before installation and use.

In addition to other applicable site, design, screening and parking standards, Level 3 DCFC EV may be permitted as a principal use with conditional use approval in accordance with Section 18.03.302 in the Mobile Home Park District, Downtown Business District, Commercial Center District, Business Campus District, Light Industrial District, Public District, Planned Unit Development Zoning Districts, and Regency Park Overlay Zone Districts. Level 3 DCFC EV charging stations are not permitted as a principal use in residential zoning districts.

As proposed, the addition of Article 6. Electric Vehicle Charging Systems, shall bring the Town into compliance with HB24-2025, establishing predicable permitting process that promotes the installation of EV charging systems in the Town of Monument.

REQUESTED ACTION.

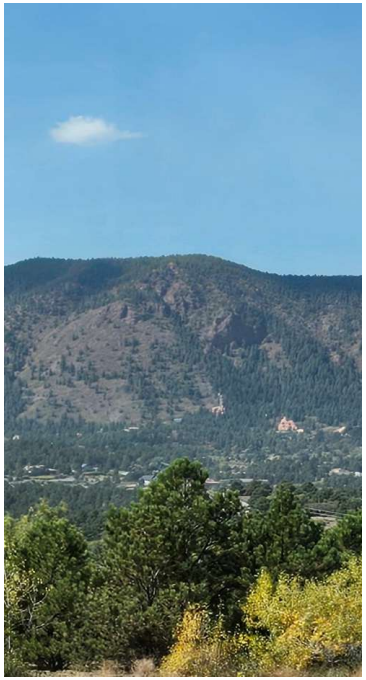
A motion to **APPROVE** Ordinance 24-2025, An Ordinance Amending Title 18 Land Development Code Creating Section 18.04.600 Establishing Permitting Procedures For Electric Vehicle Charging Systems.

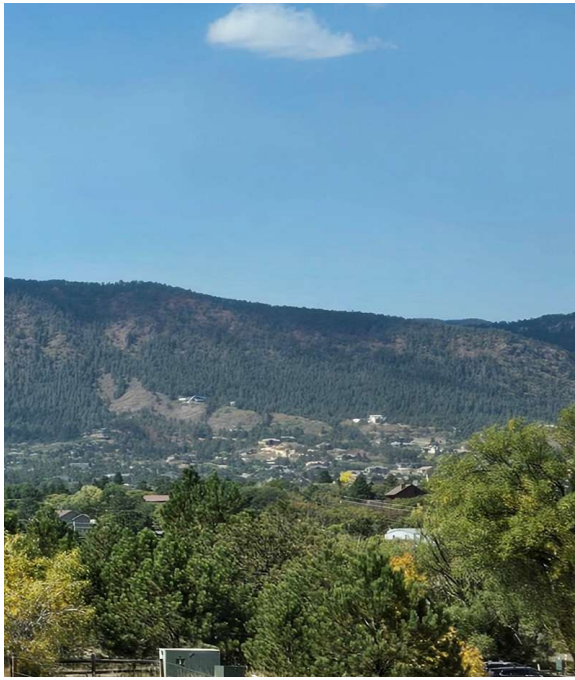
Att. Ordinance No. 24-2025
Staff Presentation

Ordinance No 24-2025 EV Charging Systems

Staff Presentation

Town Council Meeting – December 1, 2025





INTRODUCTION

On May 21, 2025, House Bill 24-1173 ("HB24-2024") was passed, and outlined requirements for local governments that choose to comply by adopting Electric Vehicle ("EV") Charging Model Land Use Code.

The purpose of House Bill 24-1173 is to promote Electric Vehicle ("EV") use, cost-effectiveness, convenience and viability across the state, and to advance Colorado's ambitious goals to reduce air pollution and greenhouse gas ("GHG") emissions, the Colorado Legislature passed House Bill 24-1173 to encourage a more standardized and streamlined local permitting processes for EV charging development.

HB24-24-1173 applies to counties with 20,000 or more people and municipalities with 10,000 and more people.

INTRODUCTION

(continued)

By December 31, 2025, jurisdictions are required to complete one of three compliance actions:

* 1. EV Charging Model Code Adoption. Adopt the permitting standards and processes from this EV Charging Model Code.

2. Statutory Code Adoption: Adopt the EV charging permitting standards directly as written in the law.

* 3. Retain Existing Permitting Process and Standards. Adopt an ordinance or resolution to retain existing standards and permitting processes for EV charging projects.

*** Proposed by Ordinance No. 24-2025**

INTRODUCTION

Two components required to comply with the Model Code:

1. Provide definitions and standards
2. Define permitting processes.

TEXT AMENDMENT PROPOSED
Article 6 – EV Charging Systems

Definitions

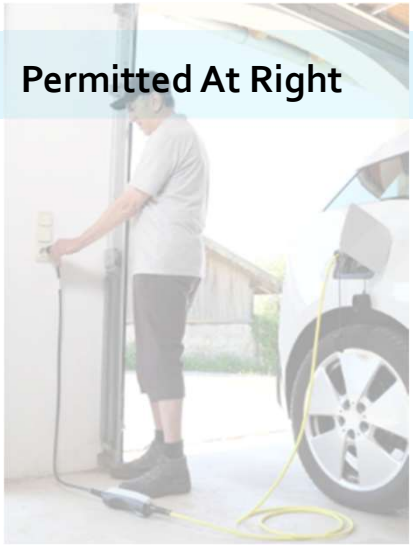
Level 1
EV Charging Station
(1-2 kW/hour, using a 120V outlet)

Level 2
EV Charging Station
(7-19 kW/hour, using a 220V outlet)

Level 3
EV Charging Station
(7-19 kW/hour, using a 220V outlet)

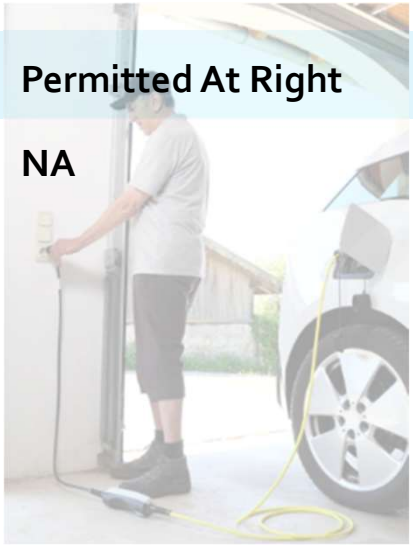
TEXT AMENDMENT PROPOSED
Article 6 – EV Charging Systems

Definitions	Level 1 EV Charging Station (1-2 kW/hour, using a 120V outlet)	Level 2 EV Charging Station (7-19 kW/hour, using a 220V outlet)	Level 3 EV Charging Station (7-19 kW/hour, using a 220V outlet)
Zoning	Permitted At Right	Permitted At Right	Permitted in non-single-family districts



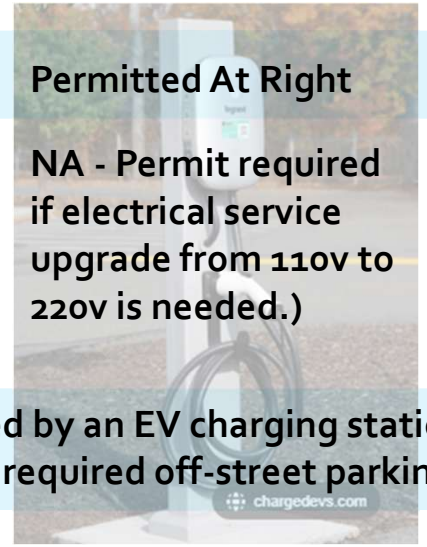
TEXT AMENDMENT PROPOSED
Article 6 – EV Charging Systems

Definitions	Level 1 EV Charging Station (1-2 kW/hour, using a 120V outlet)	Level 2 EV Charging Station (7-19 kW/hour, using a 220V outlet)	Level 3 EV Charging Station (7-19 kW/hour, using a 220V outlet)
Zoning	Permitted At Right	Permitted At Right	Permitted in non-single-family districts
Approvals	NA	NA - Permit required if electrical service upgrade from 110v to 220v is needed.)	Accessory Use – Site Plan Approval, Land Development/Building Permit Required; Primary Use – Conditional Use, Site Plan, Land Development and Building Permit Required



TEXT AMENDMENT PROPOSED
Article 6 – EV Charging Systems

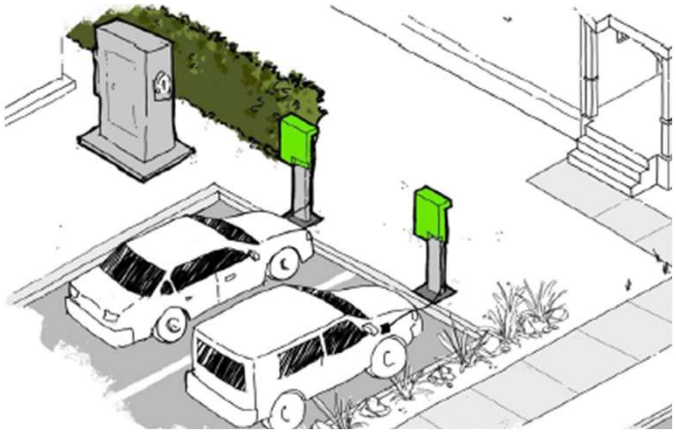
Definitions	Level 1 EV Charging Station (1-2 kW/hour, using a 120V outlet)	Level 2 EV Charging Station (7-19 kW/hour, using a 220V outlet)	Level 3 EV Charging Station (7-19 kW/hour, using a 220V outlet)
Zoning	Permitted At Right	Permitted At Right	Permitted in non-single-family districts
Approvals	NA	NA - Permit required if electrical service upgrade from 110v to 220v is needed.)	Accessory Use – Site Plan Approval, Land Development/Building Permit Required; Primary Use – Conditional Use, Site Plan, Land Development and Building Permit Required
Parking	Any parking space served by an EV charging station shall meeting parking standards and count towards the total required off-street parking spaces required by code.		



TEXT AMENDMENT PROPOSED
Article 6 – EV Charging Systems

Section 18.04.650 Design Standards/Screening

- Screening may be required for EV charging stations located along the perimeter of a lot and shall comply with screening requirements set forth in Section 18.05.180.
- Screening may only be required along the length of the EV charging station and parallel to the property line between the EV charging station and the adjacent property.
- Screening dimensions shall be determined based upon the size and length of the EV charging station.
- Screening materials shall be the same materials and be compatible with the principal use, walls, fencing or landscaping materials or a combination of all, so long as there are no encroachments into any right of way or easements.
- Any applicant may request an exception to screening requirements may be considered by the Director of Planning.



RECOMMENDED ACTION

A motion to **APPROVE** Ordinance No. 24-2025, an Ordinance Amending Title 18 Land Development Code Creating Section 18.04.600 Establishing Permitting Procedures For Electric Vehicle Charging Systems.

ORDINANCE NO. 24-2025

AN ORDINANCE AMENDING TITLE 18 LAND DEVELOPMENT CODE CREATING SECTION 18.04.600 ESTABLISHING PERMITTING PROCEDURES FOR ELECTRIC VEHICLE CHARGING SYSTEMS

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

WHEREAS, the Members of the Town Council ("Council") have been duly elected and qualified; and

WHEREAS, in the 2024 Colorado Legislative Session, House Bill 24-1173 ("HB 24-1173") established municipal permitting procedures by adopting Section 31-23-316, C.R.S., which set the deadline of on or before December 31, 2025, to adopt an Ordinance establishing the objective standards and permitting process for any electric vehicle charging systems within a municipality; and

WHEREAS, HB 24-1173 establishes that the Town must either adopt the Colorado Energy Office's model permitting code for electric vehicle charging systems, adopt its own objective standards and administrative review process for permitting electric vehicle charging systems, or formally declare that it does not intend to adopt the model code or establish a new permitting process, and will instead continue to operate under its existing permitting practices; and

WHEREAS, the Town does not currently have a separate or distinct permitting review process specific to electric vehicle charging systems within the Code; and

WHEREAS, the Town desires to comply with the requirements of HB 24-1173 by establishing its own objective standards and administrative review process to be used by the Town regarding the review of electric vehicle charger permits; and

WHEREAS, The Town finds it in the public's best interest to comply with state requirements and establish clear, objective permitting standards for electric vehicle charging systems, ensuring their timely, consistent, and accessible use in alignment with the Town Board's goals.

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. Add and Adopt Chapter 18.04, Article 6, of the Monument Municipal Code. Chapter 18.04, Article 6, as set forth in Exhibit A, attached hereto and incorporated herein, is adopted.

Section 3. **Publication.** Pursuant to Section 6.5, 3 of the Charter and Subsection 2.04.040 F of the Code, upon approval, this Ordinance shall be published on the Town's official website in full, 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 a form as is sufficient to assure reasonable access to the public. Failure to authenticate any such 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 circumstance 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 or the Town of Monument, Colorado this 1st day of December, 2025 by a vote of ____ for and ____ against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

Attest:

_____
Tina Erickson, Town Clerk

ORDINANCE NO. 24-2025

EXHIBIT A

Chapter 18.04

ARTICLE 6. Electric Vehicle Charging Systems

18.04.605 – Applicability. A construction permit shall be required for development of direct current fast charging (DCFC) electric vehicle (EV) charging stations. DCFC EV charging stations provide 50-350+ kW of power per hour or more and use a 480V three-phase outlet. Level 1 EV charging stations, those that provide about 1-2 kW of power per hour and use a 120V outlet, and Level 2 EV charging stations, those that provide about 7-19 kW of power per hour and use a 240V outlet shall be permitted as uses by right in all zone districts, subject to the process and standards for accessory uses and structures described in Section 18.03.340.

18.04.610 – Permit Review Process. All applications for development of DCFC EV charging stations and equipment, which development may include other supporting site improvements like landscaping, lighting, or weather protection, shall require site plan approval in accordance with Section 18.03.150.

18.04.615 – Principal Use. DCFC EV charging stations are not permitted as a principal use in residential zoning districts and are permitted as a conditional use in accordance with Section 18.03.302 in the Mobile Home Park District, Downtown Business District, Commercial Center District, Business Campus District, Light Industrial District, Public District, Planned Unit Development Zoning Districts, and Regency Park Overlay Zone Districts.

18.04.620 – Accessory Use. DCFC electric vehicle charging stations are permitted as a use by right, subject to approval of a site plan per Section 18.03.150, in the Mobile Home Park District, Downtown Business District, Commercial Center District, Business Campus District, Light Industrial District, Public District, Planned Unit Development Zoning Districts, and Regency Park Overlay Zone Districts. When an application for EV Charging Project is an accessory use to an existing principal use, site plan review shall be limited to the proposed improvements, unless the Town determines that the proposed improvements will cause a nonconformance with the Code, or exacerbate a nonconformance with this Code, in which event the site plan review shall be for the entire property.

18.04.625 – Parking minimums. Any parking space served by an EV charging station shall meet the requirements of Section 18.05.245 and shall count towards the total required off-street parking spaces as provided in Section 18.05.245.

18.04.630 – Accessible parking minimums. Any van-accessible parking space that is designated to accommodate a person in a wheelchair, is served by an EV charging station, and is not designated as parking reserved for a person with a disability under Section 42-4-1208 C.R.S. must

be counted as at least two standard automobile parking spaces towards applicable parking minimums.

18.04.635 – Compliance with accessibility regulations. The design of parking spaces and parking access shall comply with Section 18.05.250 and the US Access Board Design Recommendations for Accessible Electric Vehicle Charging Stations or any applicable accessibility regulations issued by the federal Department of Justice or Department of Transportation, or in state statute.

18.04.640 – Permissions within setbacks. EV charging stations that are an accessory use shall be permitted within designated setbacks of a lot, as long as there are no encroachments into existing easements or right-of-way, and the placement of an EV charging station does not violate any other requirement of the Code, including but not limited to Section 18.05.190.

18.04.645 – Design standards. Subject to site plan approval, the appearance, materials, and dimensions of EV charging stations shall be determined by current EV charging manufacturing standards and utility design standards. Digital displays shall comply with the lighting standards found in Chapter 18.05. There shall be no audio associated with EV Charging equipment, charging stations, or displays.

18.04.650 – Screening. Screening for Accessory Use EV Charging Projects shall not be required except in the following circumstances:

A. Screening may be required for EV charging stations located along the perimeter of a lot and shall comply with screening requirements set forth in Section 18.05.180.
B. Screening may only be required along the length of the EV charging station and parallel to the property line between the EV charging station and the adjacent property.
C. Screening dimensions shall be determined based upon the size and length of the EV charging station.
D. Screening materials shall be the same materials and be compatible with the principal use, walls, fencing or landscaping materials or a combination of all, so long as there are no encroachments into any right of way or easements.
E. Any applicant may request an exception to screening requirements by demonstrating in their application that site-specific conditions negate the need for visual separation, which will be reviewed by the Director.

TOWN OF MONUMENT
645 Beacon Lite Road
Monument, CO 80132

PLANNING DEPARTMENT
719-884-8015
www.townofmonument.org/planning

TO: The Honorable Mayor and Town Council
FROM: Dan Ungerleider, AICP, Director of Planning
DATE: December 1, 2025
SUBJECT: Ordinance No. 25-2025 - An Ordinance Amending Title 18 Land Development Code To Prohibit Nonfunctional Turf, Nonfunctional Artificial Turf, And Invasive Plat Species To Applicable Development Projects [Public Hearing]

BACKGROUND.

During the 2024 Colorado Legislative Session, Senate Bill 24-005 ("SB24-005"), concerning the conservation of water in the State through the prohibition of certain landscaping practices, was signed into law on March 15, 2-2024. House Bill ("HB25-1113"), which modified SB24-005 to further limit the use of certain landscaping practices specific to new residential developments, was signed into law on May 20, 2025. The proposed code amendment would adopt language consistent with the legislation that requires local compliance by January 1, 2026, for SB24-005 and by January 1, 2028, for HB25-1113.

The purpose of both pieces of legislation was to protect Colorado's water supply, promote water-wise landscaping practices without adversely impacting quality of life or landscape functionality, reduce impact from the urban heat island effect, and protect stormwater runoff into the environment and watersheds by prohibiting the use of nonfunctional turf, nonfunctional artificial turf, and invasive plant species in applicable new development and redevelopment projects.

The requirements will only apply to projects that begin after the effective date of the local adopting code amendment. Any existing nonfunctional turf or artificial turf may remain and continue to be maintained, and the regulations do not apply to individual residential properties with 12 units or less such as single family uses, duplexes, triplexes, and other attached housing types.

Although the more recent HB25-1113 is not required to be implemented until January 1, 2028, staff recommends a single consolidated update ahead of the first deadline to ensure consistent implementation moving forward.

REQUESTED ACTION.

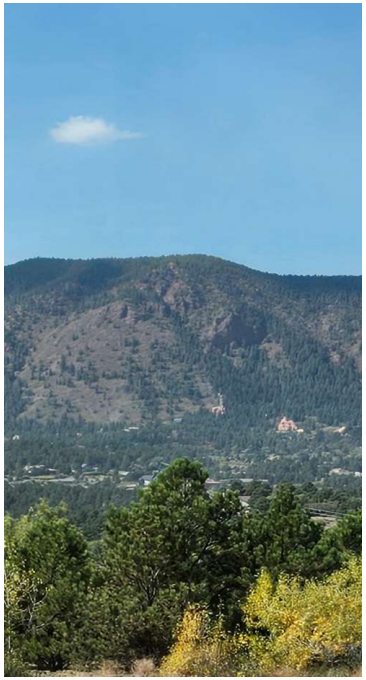
A motion to **APPROVE** Ordinance 25-2025, An Ordinance Amending Title 18 Land Development Code To Prohibit Nonfunctional Turf, Nonfunctional Artificial Turf, And Invasive Plat Species To Applicable Development Projects.

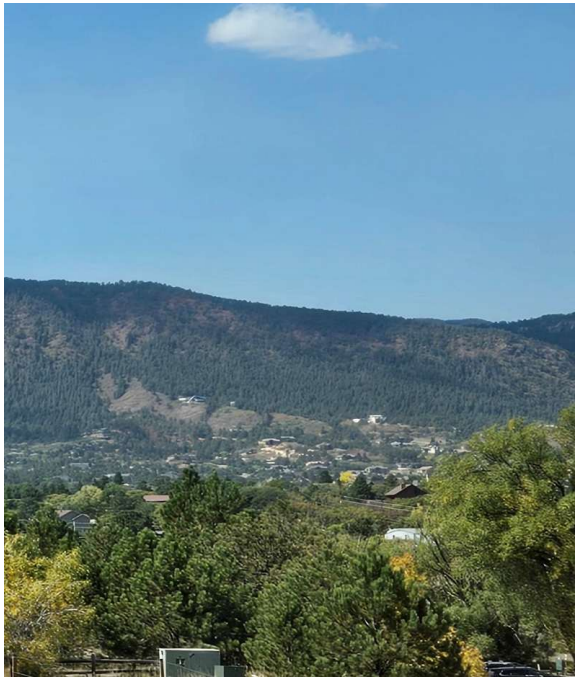
Att. Ordinance No. 25-2025
Staff Presentation

Ordinance No 25-2025 Prohibition of Non-Functional Turf

Staff Presentation

Town Council Meeting – December 1, 2025





INTRODUCTION

In March 2025, Senate Bill 24-005 was passed concerning the conservation of water in the State through the prohibition of certain landscaping practices. In May 20205, House Bill 25-1113 was passed, modifying SB24-005 to further limit the use of certain landscaping practices specific to new residential developments.

The purpose of both pieces of legislation was to protect Colorado's water supply, promote water-wise landscaping practices without adversely impacting quality of life or landscape functionality, reduce impact from the urban heat island effect, and protect stormwater runoff into the environment and watersheds by prohibiting the use of nonfunctional turf, nonfunctional artificial turf, and invasive plant species in applicable new development and redevelopment projects.

NON FUCTIONAL TURF

"Turf" means continuous plant coverage consisting of nonnative grasses or grasses that have not been hybridized for arid conditions and which, when regularly mowed, form a dense growth of leaf blades and roots.

NON-FUNCTIONAL TURF

TEXT AMENDMENT PROPOSED

Article 4 – Landscape Standards

Section 18.05.480 - Prohibition of nonfunctional turf.

A. Prohibition of nonfunctional turf. Nonfunctional turf grass, nonfunctional artificial turf, and invasive plant species are prohibited in new development and development that causes a disturbance of more than fifty percent (50%) of the existing aggregate landscaping for the following principal uses:

1. common elements of condominiums and planned communities;
2. right-of-ways;
3. private streets, parking lots; and
4. nonresidential development.

TEXT AMENDMENT PROPOSED

Article 4 – Landscape Standards (continued)

Section 18.050480 - Prohibition of nonfunctional turf.

B. The following developments are exempt from this section:

1. Single family dwellings, single family detached dwellings, and two-family dwellings,
2. Multifamily dwellings, condominiums, planned communities, and other residential uses with twelve (12) dwelling unit or less.
3. Community facilities, community recreational facilities, and cultural facilities.

TEXT AMENDMENT PROPOSED

Article 4 – Landscape Standards (continued)

Section 18.050480 - Prohibition of nonfunctional turf.

C. Turf grass and artificial turf is not prohibited when such turf is:

1. Installed in parks, sports fields and other outdoor recreation and entertainment uses.
2. Installed in golf courses driving ranges, chipping and putting greens.
3. A component of a professionally engineered design for infrastructure, including those designated to be part of a water quality treatment solution.
4. Repair or replacement on nonfunctional turf or invasive plant species installed before 1/1/2026.

LEGISLATIVE DEADLINE FOR COMPLIANCE

The Town is required to adopt language consistent with the legislation that requires local compliance by January 1, 2026, for SB24-005, and by January 1, 2028, for HB25-1113.

Staff is recommending a single consolidated update ahead of the first deadline to ensure consistent implementation moving forward.

RECOMMENDED ACTION

A motion to **APPROVE** Ordinance No. 25-2025, an ordinance amending Title 18 Land Development Code to prohibit nonfunctional turf, nonfunctional artificial turf, and invasive plant species to applicable development projects.

ORDINANCE NO. 25-2025

AN ORDINANCE AMENDING TITLE 18 LAND DEVELOPMENT CODE TO PROHIBIT NONFUNCTIONAL TURF, NONFUNCTIONAL ARTIFICIAL TURF, AND INVASIVE PLANT SPECIES TO APPLICABLE DEVELOPMENT PROJECTS

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

WHEREAS, the Members of the Town Council ("Council") have been duly elected and qualified; and

WHEREAS, the Colorado General Assembly has passed legislation through Senate Bill 2024-005 ("SB24-005") concerning the conservation of water in the State through the prohibition of certain landscaping practices and was signed into law by the Governor on March 15, 2024; and

WHEREAS, the Colorado General Assembly has passed legislation through House Bill 25-1113 ("HB25-1113") which modified SB24-005 concerning limiting the use of certain landscaping practices in new residential development and was signed into law by the Governor on May 20, 2025; and

WHEREAS, the goals of these bills are to protect Colorado's water supply, promote water-wise landscaping practices without adversely impacting quality of life or landscape functionality, reduce impact from the urban heat island effect, and protect stormwater runoff into the environment and watersheds; and

WHEREAS, these bills together prohibit use of nonfunctional turf, nonfunctional artificial turf, and invasive plant species in applicable new development and redevelopment projects; and

WHEREAS, SB24-005 requires local governments to enact corresponding regulations to be effective by January 1, 2026, and HB25-1113 requires local governments to enact corresponding regulations to be effective by January 1, 2028; and

WHEREAS, the Town finds it in the public's best interest to comply with state requirements and establish a local prohibition of use of nonfunctional turf, nonfunctional artificial turf, and invasive plant species in applicable new development and redevelopment projects.

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. Add and Adopt Section 18.05.480 of the Monument Municipal Code. Section 18.05.480 as set forth in Exhibit A, attached hereto and incorporated herein, is adopted.

Section 3. **Publication.** Pursuant to Section 6.5, 3 of the Charter and Subsection 2.04.040 F of the Code, upon approval, this Ordinance shall be published on the Town's official website in full, 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 a form as is sufficient to assure reasonable access to the public. Failure to authenticate any such 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 circumstance 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 or the Town of Monument, Colorado this 1st day of December, 2025 by a vote of ____ for and ____ against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

Attest:

_____
Tina Erickson, Town Clerk

ORDINANCE NO. 25-2025

EXHIBIT A

Chapter 18.05

Section 18.05.480 - Prohibition of nonfunctional turf.

A. Prohibition of nonfunctional turf. Nonfunctional turf grass, nonfunctional artificial turf, and invasive plant species are prohibited in new development and development that causes a disturbance of more than fifty percent (50%) of the existing aggregate landscaping for the following principal uses:

1. common elements of condominiums and planned communities;
2. right-of-ways;
3. private streets, parking lots; and
4. nonresidential development.

B. The following developments are exempt from this section:

1. Single family dwellings, single family detached dwellings, and two-family dwellings,
2. Multifamily dwellings, condominiums, planned communities, and other residential uses with twelve (12) dwelling unit or less.
3. Community facilities, community recreational facilities, and cultural facilities.

C. Turf grass and artificial turf is not prohibited when such turf is:

1. Installed in parks, playgrounds, picnic grounds, amphitheaters, athletic and sports fields, practice areas, event spaces, and other outdoor recreation and entertainment uses.
2. Installed in the playing area of a golf course, such as a driving range, chipping and putting green, tee box, green, fairway, and rough.
3. A component of a professionally engineered design for civil infrastructure such as covers for solid waste facilities and brownfield sites, and revetments for slopes, channels, levees, and dams.
4. Turf grass that is designated to be part of a water quality treatment solution required for compliance with federal, state, or local agency water quality putting requirements that is not irrigated and does not have herbicides applied.
5. Repair, replacement or maintenance of any nonfunctional turf, nonfunctional artificial turf, artificial turf, or invasive plant species installed, planted, or placed before January 1, 2026.
6. Related to the installation or preservation of urban trees.
7. Turf grass that:
    a. is a native plant;

b. has been hybridized for arid conditions; or

c. is a low-water grass.

8. Turf grass and artificial turf that the Director determines will have a functional purpose.

TOWN OF MONUMENT
645 Beacon Lite Road
Monument, CO 80132

PLANNING DEPARTMENT
719-884-8015
www.townofmonument.org/planning

TO: The Honorable Mayor and Town Council
FROM: Dan Ungerleider, AICP, Director of Planning
DATE: December 1, 2025
SUBJECT: Ordinance No. 26-2025 - An Ordinance Amending Section 13.16.040 F Regarding Licensure And Certification Requirements for Testing And Repair of Backflow Prevention Devices [Public Hearing]

BACKGROUND.

During the 2025 Colorado Legislative Session, House Bill 25-1077 ("HB25-1077"), regarding the licensure and certification requirements to inspect, test or repair backflow prevention devices. The purpose of this legislation was to modernize Colorado's backflow prevention standards and clarify who is authorized to inspect, test, repair, and install these devices. It also introduces a new tagging requirement to ensure service transparency and record accuracy.

While the Town complies with this legislation in practice, there are minor inconsistencies found in the Municipal Code that need to be addressed. The attached ordinance (Ordinance No. 26-2025) amends Section 13.16.040 to address those inconsistencies.

REQUESTED ACTION.

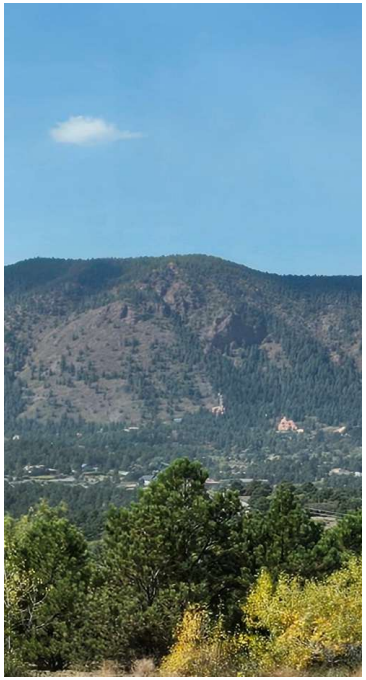
A motion to **APPROVE** Ordinance 26-2025, An Ordinance Amending Section 13.16.040 F Regarding Licensure And Certification Requirements For Testing And Repair Of Backflow Prevention Devices.

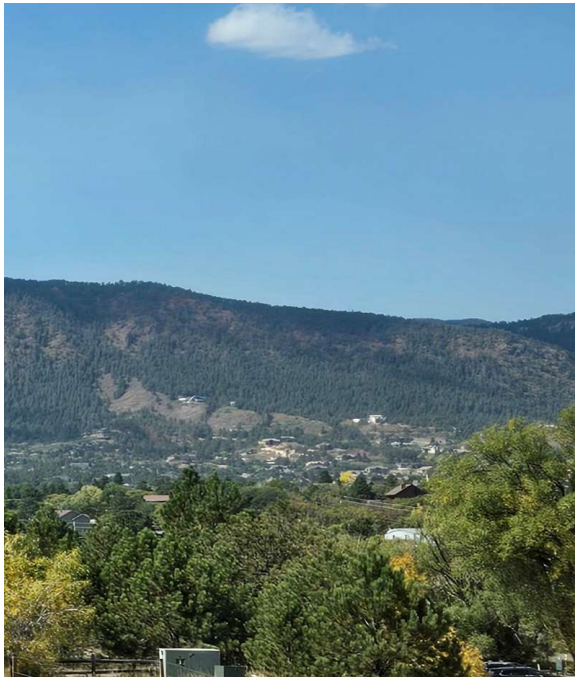
Att. Ordinance No. 26-2025
Staff Presentation

Ordinance No 26-2025 Backflow Prevention Devices

Staff Presentation

Town Council Meeting – December 1, 2025





INTRODUCTION

During the 2025 Colorado Legislative Session, House Bill 25-1077 ("HB25-1077"), regarding the licensure and certification requirements to inspect, test or repair backflow prevention devices. The purpose of this legislation was to modernize Colorado's backflow prevention standards and clarify who is authorized to inspect, test, repair, and install these devices. It also introduces a new tagging requirement to ensure service transparency and record accuracy.

While the Town complies with this legislation in practice, there are minor inconsistencies found in the Municipal Code that need to be addressed. The attached ordinance (Ordinance No. 27-2025) amends Section 13.16.040 to address those inconsistencies.

TEXT AMENDMENT - Section 13.16.040

Chapter 13 – Public Services. [added text ~~deleted text~~]
Article 16 – Cross-Connection Control.
Section 13.16.040 – Policy.

F. It shall be the duty of the customer/user at any premises where backflow devices are installed to have certified inspections and operational tests made at least once a year **between January 1 and June 30 at the customer/user's expense**. When the Town Engineer deems the hazard great enough, they may require certified inspections at more frequent intervals **at the customer/user's expense**. ~~These inspections and tests shall be at the expense of the water user and be performed by a certified inspector/tester.~~ These devices shall be repaired, overhauled, or replaced at the expense of the customer/user whenever a device is found defective. **Individuals engaged in inspecting, testing, or repairing backflow prevention devices must be either a certified cross-connection control technician or a licensed plumber**. Records of such tests, repairs and overhauls shall be kept and made available to the Town Engineer. **Individuals engaged in the installation or removal of backflow prevention devices shall hold a current State Plumbing License, except when the individual is installing or replacing a backflow prevention device on a stand-alone fire suppression system, as defined by Colorado Revised Statutes.**

RECOMMENDED ACTION

A motion to APPROVE Ordinance 26-2025, An Ordinance Amending Section 13.16.040 F Regarding Licensure And Certification Requirements For Testing And Repair Of Backflow Prevention Devices.

ORDINANCE NO. 26-2025

AN ORDINANCE AMENDING SECTION 13.16.040 F REGARDING LICENSURE AND CERTIFICATION REQUIREMENTS FOR TESTING AND REPAIR OF BACKFLOW PREVENTION DEVICES

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

WHEREAS, the Members of the Town Council ("Council") have been duly elected and qualified; and

WHEREAS, the Colorado General Assembly has passed legislation through House Bill 25-1077 ("HB25-1077") regarding the licensure and certification requirements to inspect, test or repair backflow prevention devices, which bill was signed into law by the Governor on March 28, 2025; and

WHEREAS, the Town finds it in the public's best interest to amend its licensure and certification requirements provided for in Section13.16.040 F of the Monument Municipal Code consistent with the revised provisions provide in HB25-1077.

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. Amend Section 13.16.040 F of the Monument Municipal Code. Section 13.16.040 F of the Monument Municipal Code as set forth in Exhibit A, attached hereto and incorporated herein, is hereby amended and readopted with underlined text being added and stricken text being deleted.

Section 3. Publication. Pursuant to Section 6.5, 3 of the Charter and Subsection 2.04.030 G of the Code, upon approval, this Ordinance shall be published on the Town's official website in full, 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 a form as is sufficient to assure reasonable access to the public. Failure to authenticate any such 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 circumstance 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 or the Town of Monument, Colorado this 1st day of December, 2025 by a vote of ____ for and ____ against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

Attest:

_____
Tina Erickson, Town Clerk

ORDINANCE NO. 26-2025
EXHIBIT A

(underlined text being added and stricken text being deleted)

Chapter 13 – Public Services
Article 16 – Cross-Connection Control
Section 13.16.040 – Policy.

F. It shall be the duty of the customer/user at any premises where backflow devices are installed to have certified inspections and operational tests made at least once a year between January 1 and June 30 at the customer/user's expense. When the Town Engineer deems the hazard great enough, they may require certified inspections at more frequent intervals at the customer/user's expense. ~~These inspections and tests shall be at the expense of the water user and be performed by a certified inspector/tester.~~ These devices shall be repaired, overhauled, or replaced at the expense of the customer/user whenever a device is found defective. Individuals engaged in inspecting, testing, or repairing backflow prevention devices must be either a certified cross-connection control technician or a licensed plumber. Records of such tests, repairs and overhauls shall be kept and made available to the Town Engineer. Individuals engaged in the installation or removal of backflow prevention devices shall hold a current State Plumbing License, except when the individual is installing or replacing a backflow prevention device on a stand-alone fire suppression system, as defined by Colorado Revised Statutes.

MEMORANDUM

TO: The Mayor and Town Council
FROM: Jennifer Phillips, Finance Director
DATE: December 1, 2025
RE: Adoption of the 2025 2nd Restated Budget Resolutions

BACKGROUND: The 2025 Restated Budget is being presented to the Town Council on December 1, 2025. It is necessary to restate the 2025 Final Budget for several reasons.

DISCUSSION: During 2025, revenues and expenditures varied from the adopted 2025 Budget and 1st Amended Budget adopted in May 2025. A 2nd restated Amended 2025 Budget is required to re-appropriate sums of money to the general fund, capital projects fund, 2F public safety fund, 2A fund and water enterprise fund.

General Fund revenue projections were amended to reflect estimated revenue based on actuals to date as follows:

- Increased Property Tax by $75,000 based on actuals
- Reduced Sales Tax by $300,000
- Added bag fee revenue by $60,000
- Added $600,000 reflect Grant Revenue

Capital Projects Fund was reduced by $685,000 in intergovernmental grant revenue
2A Fund revenue was reduced by $500,000 in sales tax
2F Public Safety Fund revenue was reduced by $150,000 in sales tax
Water Enterprise Fund revenue was reduced by $14,000 in user charges/fees

Fund	Original Budget Revenue	1st Amended Budget Revenue	2nd Amended Budget Revenue
General Fund	$15,480,303	$14,593,244	$ 15,460,753
Capital Projects Fund	$ 4,040,000	$ 7,921,991	$ 7,236,990
2F Police Fund	$ 2,266,568	$ 2,002,313	$ 1,852,313
2A Water Fund	$ 8,603,287	$ 3,332,620	$ 2,832,620
Community Development Fund	$ 94,320	No Change	No Change
Traffic Impact Fee Fund	$ 78,263	No Change	No Change
Storm Drainage Impact Fee Fund	$ 2,142,765	$ 600,424	No Change
Water Enterprise Fund	$ 7,430,818	$ 4,085,112	$ 4,071,112
Parks Fee Fund	$ 263,000	$ 157,831	No Change
Conservation Trust Fund	$ 96,780	No Change	No Change

General Fund expenditure projections were amended to reflect estimated expenditures based on actuals to date as follows:

- Decrease in salaries and benefits to reflect changes in staff
- Increase in Capital Outlay of $1,003,265 to reflect the expenditure of grant revenue for the Veregy energy project

2F expenses increased by $400,000 as a transfer-out as identified in the cost allocation plan and decreased by $253,181 in purchased services

2A expenses decreased $4,250,000 as the water tank and public works facility will be moved to future years

Water expenses increased by $416,909 as a transfer-out as part of the cost allocation plan and slight decrease in salaries and benefits to reflect changes in staff.

Fund	**Original Budget Expense**	**1st Amended Budget Expense**	**2nd Amended Budget Expense**
General Fund	$ 15,480,303	$16,434,770	$17,312,828
Capital Projects Fund	$ 1,715,775	No Change	No Change
2F Police Fund	$ 2,266,568	$ 2,283,796	$2,430,615
2A Water Fund	$ 8,603,287	$ 8,603,287	$4,353,287
Community Development Fund	$ 179,747	No Change	No Change
Traffic Impact Fee Fund	$ 100,000	No Change	No Change
Storm Drainage Impact Fee Fund	$ 2,142,765	$ 647,760	$ 654,000
Water Enterprise Fund	$ 7,430,818	$ 7,388,598	$7,807,217
Parks Fee Fund	$ 263,000	$ 380,731	$ 201,231
Conservation Trust Fund	$ 81,500	No Change	No Change

RESOLUTION: Staff have submitted Resolution 68-2025 and Resolution 69-2025 to request the Town Council approve the 2025 2nd Restated Budget. Resolution 68-2025 gives the current and expected fund balances for each fund, as well as the projected revenues and expenses. Resolution 69-2025 appropriates the expenses for each fund. Staff respectfully request the Town Council approve Resolution 68-2025 and Resolution 69-2025, adopting the 2025 2nd restated budget, and appropriating updated sums of money to the various funds.

TOWN OF MONUMENT
RESOLUTION NO. 68-2025

A RESOLUTION ADOPTING A 2nd RESTATED 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 proposed budget has been timely submitted to the governing body for its consideration; and

WHEREAS, Salary and benefits have been reduced to reflect the reduction in staff. General Fund expenditures were reduced due to the Water department absorbing a portion of the new bucket truck. Capital Project expenses were reduced due to postponement of the bleachers and shade structure projects. General Fund, 2A and 2F revenues were reduced to reflect a reduction in sales tax currently being experienced. This 2nd restatement also includes changes to full account for revenue and expenses related to Veregy energy project.

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed restated budget was open for inspection by the public at Monument Town Hall, Monument, CO, a public hearing was conducted on December 1, 2025, and interested citizens were given the opportunity to file or register any objections to said budget; and

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

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

General Fund	
Beginning Fund Balance	$ 8,343,843
Revenue	$ 15,460,753
Expenditures	($ 17,312,828)
Reserved Fund Balance (TABOR @ 3%)	($ 325,000)
Reserved Fund Balance (Asset Replacement)	($ 500,000)
Ending Fund Balance (32.73%)*	$ 5,666,768

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

Capital Projects Fund	
Beginning Fund Balance	$ 3,183,460
Revenue	$ 7,236,990
Expenditures	($ 1,715,775)
Ending Fund Balance	$ 8,704,675

2F Police Fund	
Beginning Fund Balance	$ 1,301,741
Revenue	$ 1,852,314
Expenditures	($ 2,430,615)

Ending Fund Balance	$ 723,440

2A Water ASD Fund

Beginning Fund Balance	$ 9,559,395
Revenue	$ 2,832,620
Expenditures	($ 4,353,287)
Ending Fund Balance	$ 8,038,727

Community Development Fund

Beginning Fund Balance	$ 179,936
Revenue	$ 94,320
Expenditures	($ 179,747)
Ending Fund Balance	$ 94,509

Traffic Impact Fee Fund

Beginning Fund Balance	$ 449,839
Revenue	$ 78,263
Expenditures	($ 100,000)
Ending Fund Balance	$ 428,102

Storm Drainage Impact Fee Fund

Beginning Fund Balance	$ 237,563
Revenue	$ 600,424
Expenditures	($ 654,000)
Ending Fund Balance	$ 183,987

Water Enterprise Fund

Beginning Fund Balance	$ 25,233,015
Revenue	$ 4,071,112
Expenses	($ 7,807,217)
Reserved Fund Balance (Water Storage)	($ 765,747)
Ending Fund Balance	$ 20,731,162

Park Fee Fund

Beginning Fund Balance	$ 363,924
Revenue	$ 157,831
Expenditures	($ 201,231)
Ending Fund Balance	$ 320,524

Conservation Trust Fund

Beginning Fund Balance	$ 171,732
Revenue	$ 96,780
Expenditures	($ 81,500)
Ending Fund Balance	$ 187,012

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

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

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

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado, this 1st day of December 2025, by a vote of ___ for and ___ against.

TOWN OF MONUMENT

_____
Mitch LaKind Mayor

ATTEST:

_____
Tina Erickson, Town Clerk

TOWN OF MONUMENT
RESOLUTION NO. 69-2025

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 2nd restated budget for the purposes set forth within said budget; and

WHEREAS, the Council hereby finds it in the best interests of the citizens of the Town of Monument to re-appropriate sums of money to all funds managed by the Town of Monument.

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

Section 1. Restated Appropriation for the Operating and Capital Budgets.
The appropriations for the various funds in the Fiscal Year 2025 2nd Restated Budget are hereby approved as follows:

General Fund	**$ 17,312,828**
Capital Projects Fund	**$ 1,715,775**
2F Police Fund	**$ 2,430,615**
2A Water ASD Fund	**$ 4,353,287**
Community Development Fund	**$ 179,747**
Traffic Impact Fee Fund	**$ 100,000**
Storm Drainage Impact Fee Fund	**$ 654,000**
Water Enterprise Fund	**$ 7,807,217**
Parks Fee Fund	**$ 201,231**
Conservation Trust Fund	**$ 81,500**

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado, this 1st day of December 2025, by a vote of ___ for and ___ against.

TOWN OF MONUMENT

_____
Mitch LaKind Mayor

ATTEST:

_____
Tina Erickson Town Clerk

MEMORANDUM

TO: The Mayor and Town Council
FROM: Jennifer Phillips, Finance Director
DATE: December 1, 2025
RE: Adoption of the 2026 Budget

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

Work on the proposed 2026 budget began in early 2025 and staff presented the proposed budget to the Town Council on September 2, November 3, and November 17, 2025, providing the Council with the opportunity to review the proposed budget, request more details, and provide directions to Town staff. A public hearing notice was posted in the Gazette on November 19, 2025, in compliance with posting requirements. Copies of the 2026 Final Proposed Budget were available to the public seven (7) days prior to the public hearing.

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

DISCUSSION:
The 2026 Final Proposed Budget is being presented to the Town Council at a public hearing at the December 1, 2026, Town Council Meeting. Significant progress has been made on the Town's financial stability due to actions taken by the Town Council in 2025 to reduce expenditures and increase revenues. With continued focus on revenue enhancing options, the Town will continue to solidify its financial sustainability while working to achieve the Council's 2026-2028 strategic priorities.

The 2026-2030 Capital Improvement Plan (CIP) is included as part of the 2026 Final Proposed Budget and includes 2026 budgeted capital expenditures and conservative estimates for 2027-2030. Staff will continue to work on a comprehensive 2027-2031 Capital Improvement Plan that will reflect more detailed planning, fleet and asset management plans, as well as include estimated operating costs for all capital projects, while identifying future funding sources.

RESOLUTION: Staff have submitted Resolution 70-2025 and Resolution 71-2025 to request the Town Council approve the 2026 Final Proposed Budget. Resolution 70-2025 gives the current and expected fund balances for each fund, as well as the projected revenues and expenses. Resolution 71-2025 appropriates

the revenues and expenses from the appropriate funds. Staff respectfully request the Town Council approve Resolution 70-2025 and Resolution 71-2025, adopting the 2026 Final Proposed Budget and Capital Improvement Plan, and appropriating the identified sums of money to the various funds in the amounts set forth in the Resolution.

2026

FINAL PROPOSED BUDGET

TOWN OF MONUMENT

Table Of Contents -Overview

1 Reader's Guide

2 Budget Message

3-4 List of Officials and Town Council

5 Vision Statement

6 2026-2028 Strategic Priorities and Strategic Objectives

11 Organization Chart

12 Long Range Planning

13 2026-2030 Long Range Financial Forecast

14-15 Town History and Demographics

16 Budget Preparation Calendar

17-18 2026 Total Revenue and Total Expenditures

19-22 2026 General Fund Budget

23 Townwide FTE Information

25 Debt Service Schedule

26 Department and Fund Budgets

84 Glossary of Terms

88 Financial Policies Attachment

Readers Guide to Budget Document

The budget document, designed to be understandable to readers not familiar with public budgets, provides comprehensive information on the overall financial direction and policies of the Town of Monument.

The budget document is organized into several sections:

Introduction

- Key officials including the Town Council and Administration
- General organizational structure of the Town and key budget information about each Town Department
- General Town information including the Vision, Mission and Priorities of the Town, long-range financial forecasting and the Comprehensive Plan - Monument 2024
- A brief history of the Town and overview of Town services
- 2026 budget preparation calendar and appropriation summary by fund information

Budget Message - The Annual Budget Message from the Town Manager explains how this year's budget was developed around Town priorities and 2025 notable accomplishments and challenges and opportunities for 2026.

Financial Section

- An Overview of the Town's fund structure
- A summary of all revenues and expenditures with descriptions
- An overview of the Townwide Full-Time Equivalent (FTE) positions
- Townwide financial information summarized by fund category and fund
- Fund balance reserve definitions
- Fund summaries by fund type with 2026 revenues, expenditures and fund balance projections
- Individual department narratives with department budget initiatives; 2025 accomplishments; department organization charts; and financial information including revenues, and expenditures.

Glossary of Terms

Financial Policies

Town Manager's Budget Message

Dear Mayor, Members of the Council, and Residents of Monument,

It is my honor to present the 2026 Annual Budget for the Town of Monument. This year's budget has been developed with a great deal of care and reflection, recognizing both the financial challenges we face and the values that guide our small-town community.

Fiscal Stewardship and Responsibility
Our first priority is always to safeguard the Town's financial stability. To maintain a balanced budget without overburdening taxpayers, we were forced to make reductions across departments, delay certain capital projects, and most difficult of all reduce staffing levels. These decisions were not made lightly. Every effort was made to minimize the impact on essential services and to support affected employees with professionalism and respect.

Budget Priorities

Even amid these constraints, this budget reflects our ongoing commitment to the core services our residents rely on every day:

- Public Safety: Maintaining reliable police services remains a top priority, even as we operate with leaner resources.
- Infrastructure Maintenance: We continue to invest in essential repairs and upkeep of our streets, parks and water systems. Grant funding will be critical to advancing larger capital projects.
- Operational Efficiency: We are exploring shared services, regional partnerships, and technology improvements to reduce costs and maintain service quality with fewer staff.

Looking Ahead

The 2026 budget is both a reflection of current realities and a plan for recovery. We will continue to seek new grant opportunities, encourage local economic growth, and monitor revenues closely. With continued collaboration between Council, staff, and residents, I am confident we can emerge from this period stronger, more efficient, and more focused on what truly matters to our community.

On behalf of Town staff, I want to thank the Mayor and Council for their leadership during this challenging budget process. I also want to acknowledge the dedication of our employees, who continue to serve the public with professionalism and heart despite limited resources.

Respectfully submitted,
Madeline VanDenHoek
Town Manager

List of Town Officials

The Town of Monument is a home rule municipality governed by a Town Council consisting of a mayor and six councilmembers. Members of the Town Council are elected to serve four-year terms, unless shortened terms are necessary to maintain staggered positions. All seven officials have voting powers. Two councilmembers and the mayor are elected at-large, and two councilmembers are elected from each of the two residential districts. Elections occur in November of even numbered years.

Town Council Meetings:

- Regular meetings are held on the 1st and 3rd Monday of each month at 6:30pm.
- If the meeting falls on a holiday, the meeting will be held the following Tuesday.
  - Town Council Meetings
- Meetings are open to the public to attend in-person at Monument Town Hall (645 Beacon Lite Rd)
- Remote participation is available via Microsoft Teams and telephone – links, phone numbers, and meeting details can be found at the top of each agenda
- Agendas and council packets can be found on the public portal: monumentco.portal.civicclerk.com

Town Council responsibilities include:

- Adopt ordinances that become local law through the Municipal Code
- Adopt resolutions confirming consensus on matters of public policy or for internal administrative purposes
- Approve the budget, budget appropriations, and strategic priorities
- Approve contracts and agreements above $25,000
- Approve land use decisions
- Approve ballot questions and issues
- Approve the Town's Comprehensive Plan
- Appoints the Town Manager, Town Attorney and Municipal Judge

The following is a list of Town Administration Executive Leadership:

Madeline VanDenHoek	Town Manager
Robert Cole	Town Attorney
Patrick Regan	Police Chief
Jennifer Phillips	Finance Director
Dan Ungerleider	Planning Director
Tom Tharnish	Public Works Director
Laura Hogan	Administration Director
Will Williams	Information Technology Director

Monument Town Council

Mitch LaKind

Mayor

Steve King

Mayor Pro-Tem

Sana Abbott

Councilmember

Laura Kronick

Councilmember

Kenneth Kimple

Councilmember

Marco P. Fiorito

Councilmember

Chad Smith

Councilmember

Vision Statement

Situated at the gateway to the Pikes Peak region, the Town of Monument stands out as a friendly, close-knit community that offers both a sense of small-town charm and access to the conveniences and amenities of modern living. In recent years, the popularity and opportunities available in this area of Colorado, including Monument, have resulted in significant growth and development.

Amidst this change, the vision and commitment of the Town of Monument remains steady:

To ensure a safe, welcoming and productive community that empowers individuals and families to prosper together and enjoy the quality lifestyle that they desire.

Forecasting into the future, Monument will remain prepared and capable of balancing responsible growth and development while continually meeting the needs of its residents and preserving its unique small-town character all have come to admire and appreciate, including protecting the inspiring natural surroundings which the community values and respects.

Because of our Vision, the Town of Monument will always do the following things:

- **Set conditions for responsible and thoughtfully planned community growth, while maintaining Monument's small-town charm and appeal.**
- **Protect Monument's natural resources and beauty while enabling community enjoyment of open spaces and recreation opportunities.**
- **Ensure cooperative, transparent and inclusive Town governance.**
- **Deliver professional, high-quality town services that the community deserves and expects.**
- **Consider the interests and perspective of Monument's neighboring communities and residents.**

Town of Monument
STRATEGIC PRIORITIES
2026-2028

STRENGTHEN COMMUNITY ENGAGEMENT:

Enhance community engagement, focused on strengthening communication and collaboration with Monument residents, neighboring communities and partners, and town administration.

ENSURE LONG TERM FINANCIAL HEALTH AND SUSTAINABILITY:

Take steps to support long-range financial health, forecasting and sustainability to ensure efficient and resilient town services and invest in the Monument community.

ENABLE RESPONSIBLE COMMUNITY DEVELOPMENT:

Establish clear and accountable plans, processes and procedures that create positive conditions for responsible and enduring community development and growth.

REINFORCE A POSITIVE WORK CULTURE:

Continue to promote a positive and professional work culture within the town administration that attracts and retains top talent and further enhances the high-quality services provided to the Monument community.

2026-2028 Strategic Objectives

SUPPORTED OBJECTIVE: ENSURE LONG TERM FINANCIAL HEALTH AND SUSTAINABILITY (FHS):

FHS 1: Beginning in June 2026 and annually through 2028, the Finance Department will complete an independent financial audit and report results of the audit to Town Council and the public.

FHS 2: Beginning in September 2026 and updated annually through 2028, the Finance Department will develop and present to Town Council for approval a Long Range Financial Forecast.

FHS 3: Beginning in December 2026 and updated annually through 2028, the Finance Department will develop and present to Town Council for approval a 5-year long-range Capital Improvement Plan.

FHS 4: Beginning in December 2026 and completed annually through 2028, the Finance Director will complete and present a balanced budget proposal to Town Council for approval.

FHS 5: Beginning in December 2026 and annually through 2028, the Finance Department will complete an evaluation and present to Town Council and public recommendations for any adjustments to town water rates.

FHS 6: Beginning in December 2026 and annually through 2028, the Finance Department will complete an evaluation and present to Town Council and public recommendations for any adjustments to town service fees.

FHS 7: No later than December 2026, the Information Technology (IT) Department will complete a comprehensive assessment of the Town of Monument's technology environment and identify key actions for implementation and standardization to enhance IT security, reduce financial risk and support long-term fiscal sustainability.

FHS 8: No later than December 2026, the Public Works Department will complete and implement preventative maintenance and asset replacement programs to include:
· Preventative maintenance programs for roads, parks and town facilities
· Replacement programs for town vehicles and equipment

FHS 9: No later than June 2026, the Town Manager will present a recommended option to Town Council for a long-term renewable town water supply.

FHS 10: No later than December 2027, the Water Department will complete Phase I of a program to reduce water loss and extend the lifespan of the water system.

2026-2028 Strategic Objectives

SUPPORTED OBJECTIVE: STRENGTHEN COMMUNITY ENGAGEMENT (SCE):

SCE 1: No later than June, 2026, the Finance Director will complete and present options and recommendations for town expense reductions and revenue enhancements to the Citizens Service Levels Advisory Committee.

SCE 2: No later than June 2026, the Police Department will formalize and launch a comprehensive community engagement strategy, to include the following elements and actions:
· Expanded Community Resource Officer duties
· Increased bike patrol activities and coverage
· Consistent social media outreach
· Dedicated School Resource Officer presence
· Enhanced public dialogue and transparency through the Chief's Advisory Board

SCE 3: No later than June 2026 and June 2028, the Director of Administration, in coordination with the Town Clerk, will develop, organize and complete a Town Council Candidate Information Session for the 2026 and 2028 Elections.

SCE 4: No later than December 2026 and annually through 2028, the Town Manager will develop and implement an updated Emergency Management Program, to include the following elements and actions:
· Complete an update to the town Emergency Response and Continuity Plans
· Initiate emergency preparedness training and exercises annually
· Conduct public education and outreach on emergency preparedness
· Build town emergency response capabilities, certifications and resources
· Develop administrative and finance systems to manage disaster response and recovery

SCE 5: No later than December 2026, the Public Works Department will launch a public information and education campaign about Town projects and maintenance programs.

SCE 6: No later than December 2027, the Town Records Manager will develop and implement a streamlined town-wide electronic records management system (ERMS) to include an online public access portal.

SCE 7: No later than December of 2027, the Communications Specialist will develop and complete implementation of a comprehensive town-wide communications plan.

SCE 8: Beginning in July 2026 and biannually through 2028, the Water Department will provide an update presentation to the public on water testing and sampling program results, as well information on actions to maintain water quality.

2026-2028 Strategic Objectives

SUPPORTED OBJECTIVE: ENABLE RESPONSIBLE COMMUNITY DEVELOPMENT (ERD):

ERD 1: No later than January 2026 and continuing monthly through 2028, the Public Works Department will implement an updated development inspection program.

ERD 2: No later than December 2028, the Town Manager will develop, present and establish a comprehensive Economic Development Strategy, to include the following elements and actions:
· Complete and adopt the Monument 2040 Comprehensive Plan
· Update Town Codes related to business attraction, expansion and retention
· Launch an economic development communications plan
· Implement plans to identify grant opportunities for pre-identified initiatives

ERD 3: No later than December 2028, the Public Works Department will improve operations and maintenance facilities, to include:
· Completion of a multi-use storage garage for water and public works assets
· Integrate garage with vehicle maintenance, inventory, and emergency response needs
· Seek Capital Improvement Plan allocation for construction and energy upgrades

ERD 4: No later than December 2028, the Town Clerk will develop, initiate and fully implement a Business Outreach and Licensing Compliance Program, and report progress and recommendations annually to Town Council.

2026-2028 Strategic Objectives

SUPPORTED OBJECTIVE: REINFORCE A POSITIVE WORK CULTURE (PWC):

PWC 1: Beginning in March and September of 2026 and annually through 2028, the Human Resources Manager will complete an employee survey and present results and recommendations to the Town Manager.

PWC 2: No later than May 2026, the Public Works Department will complete cross-training of public works staff to ensure redundancy and enhance employee skills and experience in the following areas:
· Water breaks
· Snow removal
· Street patching

PWC 3: No later than December 2026, the Information Technology Department will develop and present a policy for Town Council approval on artificial intelligence (AI) utilization.

PWC 4: No later than December 2026 and annually through 2028, the Human Resources Manager will propose updates to town employee positions and pay plans, and include findings and recommendations as part of the annual balanced budget proposal to Town Council.

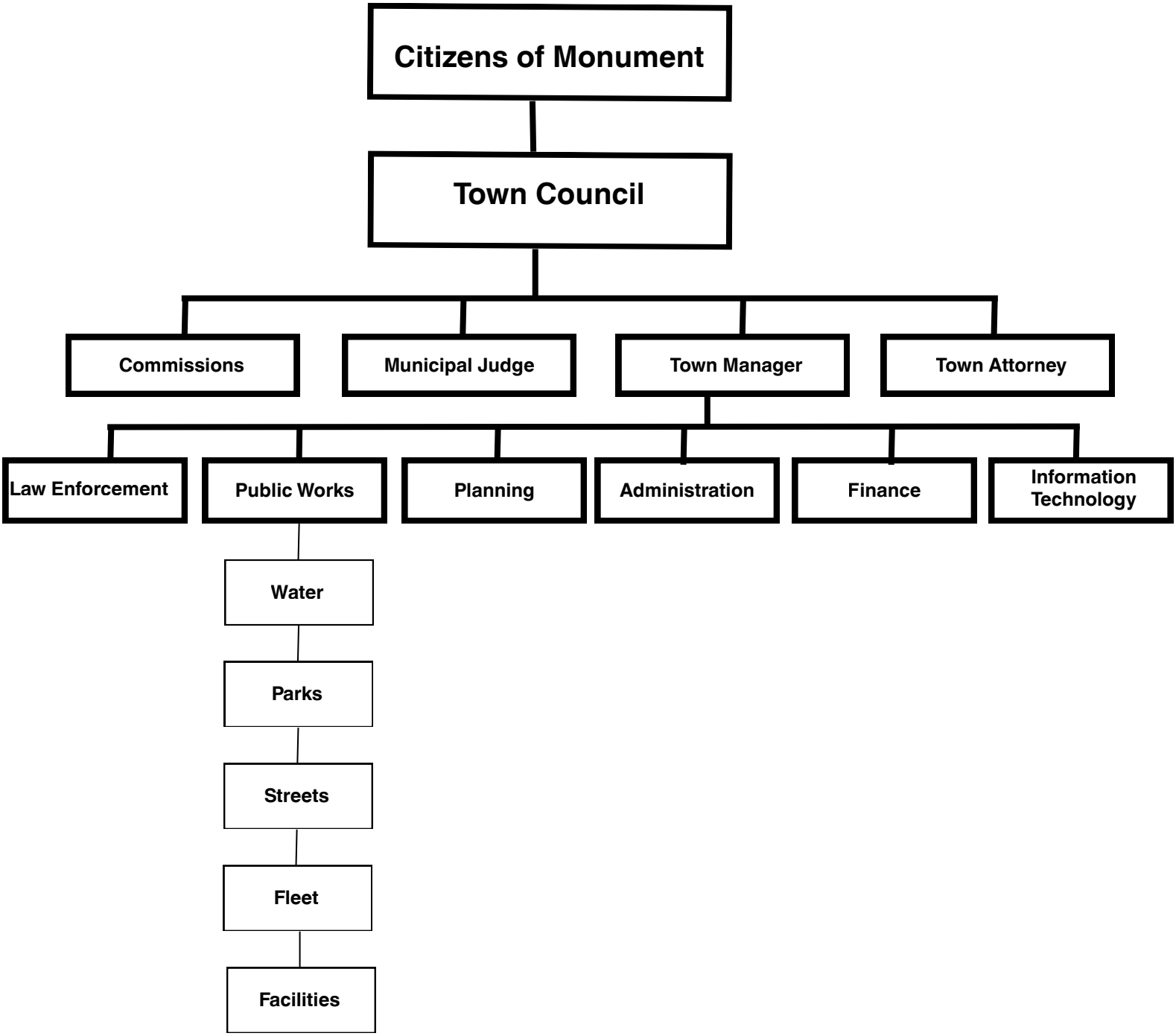
PWC 5: No later than December 2026 and annually through 2028, the Human Resources Manager will complete and present to Town Council for approval an update of the Town Employee Handbook.

PWC 6: No later than December 2026 and annually through 2028, the Human Resources Manager will complete and present for approval by the Town Manager a Supervisor Procedural Handbook and Training Paths Outline.

PWC 7: No later than December 2026 and updated annually through 2028, the Police Department will complete and launch a Leadership Development Plan for department officers to include:
· Departmental policy for standardized training classes by officer rank
· Developmental roadmaps and career enhancement plans for all officers

PWC 8: No later than December 2028, the Police Department will complete requirements and successfully attain Colorado accreditation through CACP (Colorado Association Chiefs of Police).

Organization Chart



Long Range Planning

On January 6, 2025, Town Council launched the Monument 2040 Comprehensive Plan Update, enlisting the planning and design firm, The Lakota Group, to lead the community through the planning process. Since then, the Town has engaged with 100's of community residents, business owners, property owners, local agencies, school districts, students, teachers, neighboring communities, regional partners, and elected officials from the region, the county and the state...the list goes on.

On July 21, 2025, the Town published its Monument 2040 Existing Conditions Report. The Report is a comprehensive collection of important data and information about the Town of Monument that will serve as the foundation in the development of the Town's long-range plan, Monument 2040, addressing critical areas such as housing, economic development, stormwater management, parks, and a special focus on the downtown area. A copy of the report can be found at www.monument2040.com.

Long Range Financial Forecasting

Beyond the annual budget cycle and multi-year capital plan, the Town of Monument needs to identify long-term financial trends. Long-term financial forecasting involves projecting revenues, expenses, and key factors that have a financial impact on the organization. Understanding long-term trends and potential risk factors that may impact overall financial sustainability allows the Town to proactively address these issues. Going through a long-term financial forecasting process allows decision makers to focus on long-term objectives, encourages strategic thinking, and promotes overall awareness for financial literacy in an organization. Long-term financial planning creates commitment and motivation to provide a guide for decision-making.

Revenue	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
Taxes	10,686,666.30	10,760,000.00	10,983,600.00	11,211,272.00	11,443,097.44	11,679,159.39
Intergovernmental	924,476.55	293,500.00	214,600.00	228,922.00	206,470.44	210,599.85
Licenses & Permits	125,981.25	246,400.00	246,400.00	246,400.00	246,400.00	246,400.00
User Charges/Fees	1,345,025.14	1,552,400.00	1,552,400.00	1,552,400.00	1,552,400.00	1,552,400.00
Investment Earnings	700,000.00	500,000.00	548,000.00	499,500.00	499,500.00	499,500.00
Other Revenue	5,750.00	500.00	2,000.00	2,000.00	2,000.00	2,000.00
Transfers In	1,072,854.00	1,052,854.00	1,073,911.08	1,095,389.30	1,117,297.09	1,139,643.03
Other	600,000.00	-	-	-	-	-
Total 01. GENERAL FUND	15,460,753.24	14,405,654.00	14,620,911.08	14,835,883.30	15,067,164.97	15,329,702.27
Total Revenue	15,460,753.24	14,405,654.00	14,620,911.08	14,835,883.30	15,067,164.97	15,329,702.27

Expenses	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
01. GENERAL FUND						
Salaries & Wages	5,661,585.00	5,496,898.00	5,716,773.92	5,945,444.88	6,183,262.67	6,430,593.18
Benefits	2,395,157.89	2,326,328.00	2,489,170.96	2,663,412.93	2,929,754.22	3,222,729.64
Purchased Services	2,658,655.40	2,663,528.69	2,770,069.84	2,880,872.63	2,996,107.54	3,115,951.84
Repairs & Maintenance	363,000.00	245,000.00	269,500.00	296,450.00	326,095.00	358,704.50
Supplies/Other	350,929.26	231,938.00	241,215.52	250,864.14	260,898.71	271,334.65
Utilities	284,981.59	190,902.00	194,720.04	198,614.44	202,586.73	206,638.46
Economic Development	62,000.00	62,000.00	62,000.00	62,000.00	62,000.00	62,000.00
Capital Outlay	1,877,265.00	164,000.00	500,000.00	500,000.00	500,000.00	500,000.00
Debt Services	54,945.00	54,066.00	54,066.00	54,066.00	54,066.00	54,066.00
Transfers Out	582,774.00	-	-	-	-	-
Expense Other	3,021,534.92	3,200,000.00	3,282,936.95	3,349,003.69	3,416,391.76	3,485,127.60
Other	-	71,000.00	72,420.00	73,868.40	75,345.77	76,852.68
Total 01. GENERAL FUND	**17,312,828.06**	**14,705,660.69**	**15,652,873.23**	**16,274,597.11**	**17,006,508.39**	**17,783,998.56**
Total Expenditures	17,312,828.06	14,705,660.69	15,652,873.23	16,274,597.11	17,006,508.39	17,783,998.56
Change in Fund Balance	(1,852,074.82)	(300,006.69)	(1,031,962.15)	(1,438,713.80)	(1,939,343.43)	(2,454,296.29)
Cumulative Balance						
Beginning Fund Balance (PY)	$ 8,343,842.77	$ 6,502,316.84	$ 6,202,310.15	$ 5,170,348.00	$ 3,731,634.20	$ 1,792,290.77
Change in Fund Balance	$ (1,852,074.82)	$ (300,006.69)	$ (1,031,962.15)	$ (1,438,713.80)	$ (1,939,343.43)	$ (2,454,296.29)
Ending Fund Balance	$ 6,491,767.95	$ 6,202,310.15	$ 5,170,348.00	$ 3,731,634.20	$ 1,792,290.77	$ (662,005.52)
Less Reserves/Designations:						
TABOR Reserve	$ 325,000.00	$ 325,000.00	$ 331,500.00	$ 338,130.00	$ 344,892.60	$ 351,790.45
ARPA Reserves	$ -	$ -	$ -	$ -	$ -	$ -
Asset Replacement	$ 500,000.00	$ -	$ 200,000.00	$ 200,000.00	$ 200,000.00	$ 200,000.00
Unreserved Fund Balance	$ 5,666,767.95	$ 5,877,310.15	$ 4,638,848.00	$ 3,193,504.20	$ 1,247,398.17	$ (1,213,795.97)
	32.73%	39.97%	29.64%	19.62%	7.33%	-6.83%

Assumptions:

Revenue: Annual 2% increase in sales tax after 0% for 2026; property tax increase based on valuations; Permits, Licenses & Fees flat pending User Fee Study; Interest earnings lowered due to expected interest rate reductions

Expenditures: Salaries increased by 4%; Benefits increased by 7% for two years, then 10% in remaining years; Services and Supplies increased by 4%; Maintenance increased by 10%; Utilities increased by 2%; modest expenses added for capital projects and asset replacement contribution

Town History and Demographics

Town History

Monument was incorporated in 1879, beginning as a pioneer town and growing into an important center of commerce as the Denver & Rio Grande and Sante Fe railroads connected the community to Denver and Colorado Springs. It was originally called “Henry’s Station” because of the railroad station on the property of Henry Limbach, an early resident. The name was later changed to Monument because of the nearby Monument Rock formation visible from the railroad. Growth and development centered around 2nd Street and Front Street, roads that still represent the heart of downtown. The bustling economy included harvesting ice from Monument Lake (an industry that continued until the 1940s), forestry and a nursery in the foothills, and agriculture in the surrounding area. Potato farming was very successful and a big part of the local culture in the late 1800s, but ended in the 1890s when a blight destroyed crops.
Growth was steady to the north and south through the early 20th century. The first paved road that bypassed the downtown was installed in 1928, setting the stage for the modern interstate highway corridor and commercial development away from the downtown. The interchange at Highway 105 and Interstate 25 was completed in 1970. The Triview Metropolitan District was established in 1985 to facilitate development of unincorporated land east of the Interstate.

Monument annexed much of this land in 1987, entering into agreements with the metropolitan district that have lasting impacts to this day. The different feel and character of Monument on the east and west sides of Interstate 25 have made them feel like two different communities over the years, and efforts are underway to bridge that divide.

The Town of Monument adopted a Home Rule Charter in 2022, establishing the current structure of local government and giving it the authority to levy taxes and make other decisions instrumental to the town’s future.
Long-term planning has been a goal of the community for many years with comprehensive plans adopted in 1984, 2003, and 2017. With increasing growth pressures, the time is right to create a new plan that responds to financial realities, realistic land use and annexation priorities, and interest in reestablishing the community’s identity and sense of place in the region.

Town History and Demographics

Demographics

Monument's fast-growing community is largely driven by new residents moving from other states and Colorado counties. These households are most likely empty nesters, seniors and families with children.

Monument has a high proportion of family households, with approximately 42% of all households having at least one child under age 18.

Monument's median age is higher than the County's. This is likely due to Monument's low proportion of young adults and high proportion of adults in family years.

Households in Monument have higher incomes on average than those in the County, with a median household income of $114,700 in Monument, which is 31% higher than the County. Only 8% of households in Unincorporated Monument have annual incomes below $50,000 compared to 23% of households in Monument and 26% of households in El Paso County.

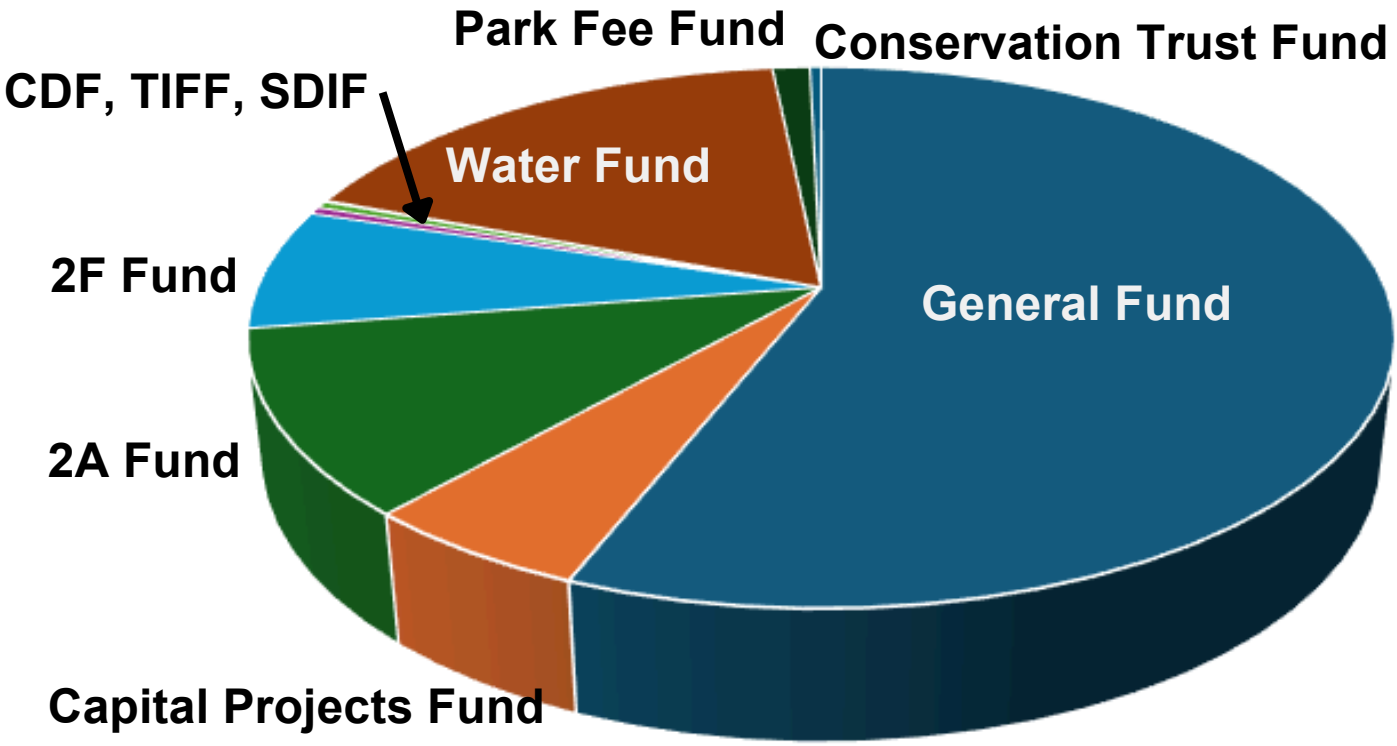
In many ways Monument and Unincorporated Monument are very similar, with high levels of educational attainment and similar racial and ethnic compositions. However, Monument has a higher proportion of residents in the family years and children and youth cohorts, and Unincorporated Monument has a significantly higher proportion of residents ages 55 and over (37%) than Monument (23%). Households in Unincorporated Monument also have higher incomes on average than households in Monument, with more than 60% of households earning over $150,000 compared to 40% in Monument.

Budget Preparation Calendar

5/1/2025	Begin review of 2025 budget - department meetings
5/5/2025	Amendment to 2025 Budget
5/5/2025	Long Range Financial Plan
6/30/2025	Finance to distribute Budget Worksheets to Departments
7/25/2025	Completed Budget Worksheets due back to Finance
7/25/2025	2026 Budget review with Town Manager
7/30/2025	2026 Budget follow-ups with Department heads
9/2/2025	TC 2026 Preliminary Proposed Budget presentation
8/25/2025	Receive Abstract of Assessments from County Assessor
	Due By: August 25th (C.R.S. 39-5-121(2)(b))
9/15/2025	Calculate Preliminary Mill Levy Rate
11/3/2025	TC Proposed 2026 Draft Budget presentation
11/17/2025	TC Review of 2026 Final Draft Proposed Budget
12/1/2025	Adoption of Amendment to 2025 Budget
	Adoption of the 2026 Annual Budget
12/10/2025	Receive Certified Final Assessed Valuation from County Assessor
	Due By: December 10th (C.R.S. 39-1-111(5))
12/15/2025	Certification of the Annual Mill Levy to County
	Due By: December 15th (C.R.S. 39-5-128(1))
1/30/2026	Compile and Format Adopted Budget, CIP, and Budget-In-Brief Documents for Print and Distribution
1/30/2026	File the Adopted 2026 Budget with the Colorado Division of Local Governments
	Due By: January 30th (C.R.S. 29-1-113(1))

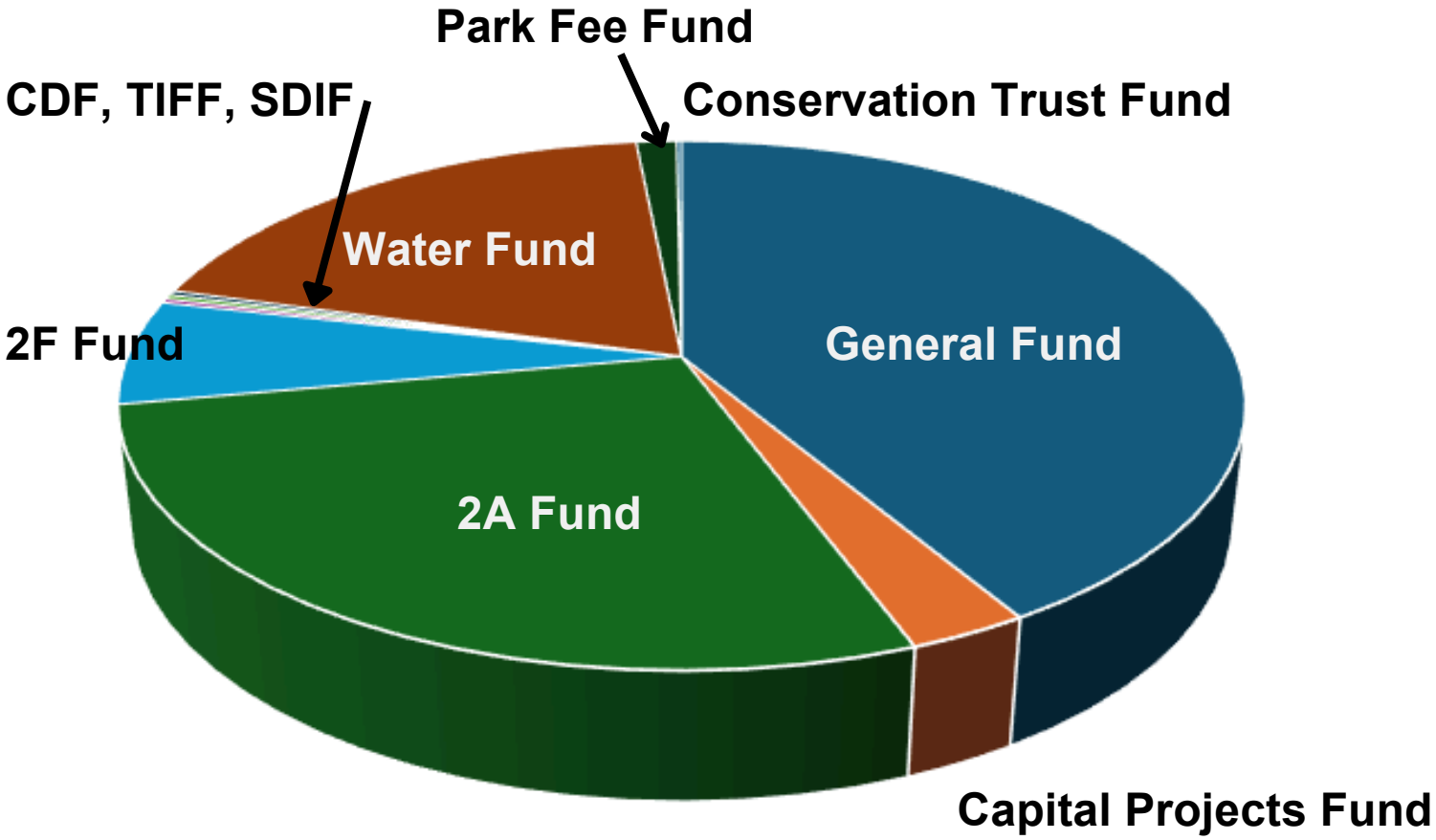
2026 Total Revenue = $25.8 million

	2023 Actuals	2024 Actuals	2025 2nd Amended Budget	2026 Budget
01. GENERAL FUND	$ 10,421,689.03	$ 11,647,921.44	$ 15,460,753.24	$ 14,405,654.00
03. CAPITAL PROJECTS FUND	$ 2,161,126.15	$ 1,757,358.56	$ 7,236,990.91	$ 1,427,000.00
04. 2A WATER ASD FUND	$ 2,687,416.71	$ 2,827,510.03	$ 2,832,620.00	$ 2,850,000.00
07. 2F POLICE FUND	$ 4,725,886.55	$ 5,126,719.09	$ 1,852,313.70	$ 1,880,000.00
31. COMMUNITY DEVELOPMENT FI	$ 166,228.29	$ 144,413.99	$ 94,320.00	$ 112,000.00
32. TRAFFIC IMPACT FEE FUND	$ 156,377.36	$ 112,370.57	$ 78,263.00	$ 106,000.00
35. STORM DRAINAGE IMPACT FEE	$ 186,586.69	$ 25,979.53	$ 600,424.00	$ 26,000.00
61. WATER FUND	$ 7,944,619.44	$ 6,608,856.34	$ 4,071,111.97	$ 4,555,000.00
81. PARKS FEE FUND	$ 272,948.60	$ 159,311.83	$ 157,831.00	$ 354,000.00
82. CONSERVATION TRUST FUND	$ 111,244.44	$ 98,078.51	$ 96,780.00	$ 97,780.00
Total Revenue	$ 28,834,123.26	$ 28,508,519.89	$ 32,481,407.82	$ 25,813,434.00



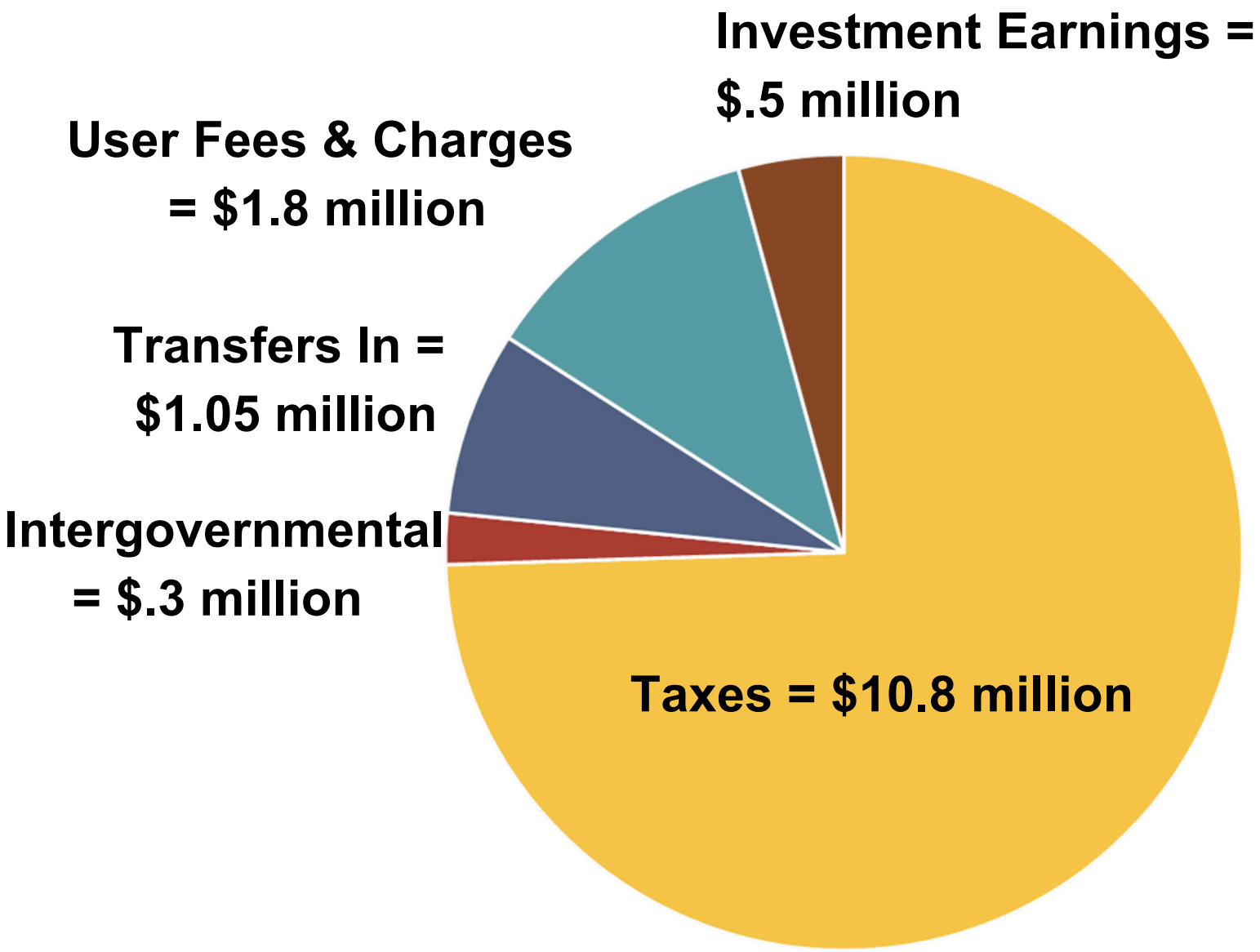
2026 Total Expenditures = $35.7 million

	2023 Actuals	2024 Actuals	2025 2nd Amended Budget	2026 Budget
01. GENERAL FUND	$ 9,226,964.93	$ 11,145,633.77	$ 17,312,828.06	$ 14,705,660.69
03. CAPITAL PROJECTS FUND	$ 906,371.68	$ 1,304,507.08	$ 1,715,775.00	$ 1,040,000.00
04. 2A WATER ASD FUND	$ 1,567,161.22	$ 1,409,173.90	$ 4,353,287.01	$ 9,855,750.00
07. 2F POLICE FUND	$ 4,246,503.82	$ 4,888,007.51	$ 2,430,615.04	$ 2,286,382.00
31. COMMUNITY DEVELOPMENT FI	$ 136,434.40	$ 85,162.80	$ 179,746.95	$ 92,707.00
32. TRAFFIC IMPACT FEE FUND	$ 23,260.28	$ 19,235.68	$ 100,000.00	$ 100,000.00
35. STORM DRAINAGE IMPACT FEE	$ 184,860.20	$ 54,674.33	$ 654,000.00	$ 106,552.00
61. WATER FUND	$ 4,679,212.62	$ 5,021,760.57	$ 7,807,217.07	$ 6,929,166.69
81. PARKS FEE FUND	$ 253,321.77	$ 30,582.15	$ 201,231.00	$ 549,000.00
82. CONSERVATION TRUST FUND	$ 74,082.06	$ 47,187.73	$ 81,500.00	$ 60,000.00
Total Expenses	$ 21,298,172.98	$ 24,005,925.52	$ 34,836,200.13	$ 35,725,218.38



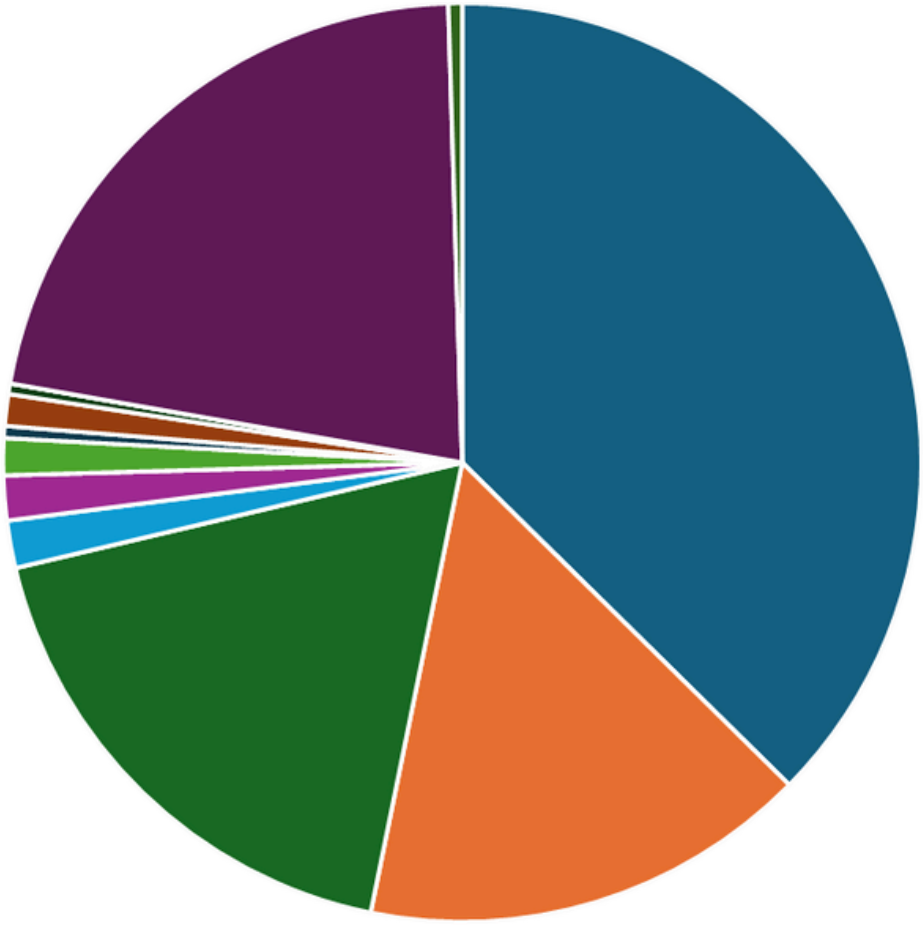
2026 General Fund Revenue by Source = $14.4 million

	2023 Actuals	2024 Actuals	2025 Final Budget	2026 Budget
01. GENERAL FUND				
Taxes	$ 7,856,094.21	$ 8,396,021.46	$ 10,686,666.30	$ 10,760,000.00
Intergovernmental	$ 230,384.17	$ 232,584.30	$ 924,476.55	$ 293,500.00
Licenses & Permits	$ 125,981.25	$ 109,929.63	$ 125,981.25	$ 246,400.00
User Charges/Fees	$ 886,660.92	$ 847,454.77	$ 1,345,025.14	$ 1,552,400.00
Investment Earnings	$ 471,792.07	$ 1,319,572.36	$ 700,000.00	$ 500,000.00
Other Revenue	$ 9,786.45	$ 36,409.87	$ 5,750.00	$ 500.00
Transfers In	$ 840,989.96	$ 655,949.05	$ 1,072,854.00	$ 1,052,854.00
Other	$ -	$ 50,000.00	$ 600,000.00	$ -
Total Revenue	**$ 10,421,689.03**	**$ 11,647,921.44**	**$ 15,460,753.24**	**$ 14,405,654.00**



2026 General Fund Expenses by Category = $14.7 million

	2023 Actuals	2024 Actuals	2025 Final Budget	2026 Budget
01. GENERAL FUND				
Salaries & Wages	$ 2,636,159.53	$ 3,178,881.74	$ 5,661,585.00	$ 5,496,898.00
Benefits	$ 916,230.88	$ 1,131,525.02	$ 2,395,157.89	$ 2,326,328.00
Purchased Services	$ 1,218,122.53	$ 1,140,404.58	$ 2,658,655.40	$ 2,663,528.69
Repairs & Maintenance	$ 511,916.46	$ 611,282.60	$ 363,000.00	$ 245,000.00
Supplies/Other	$ 193,799.77	$ 255,521.78	$ 350,929.26	$ 231,938.00
Utilities	$ 188,723.49	$ 257,017.65	$ 284,981.59	$ 190,902.00
Economic Development	$ 65,900.00	$ 62,000.00	$ 62,000.00	$ 62,000.00
Capital Outlay	$ 354,473.99	$ 1,302,120.54	$ 1,877,265.00	$ 164,000.00
Debt Services	$ 34,812.32	$ 17,315.30	$ 54,945.00	$ 54,066.00
Transfers Out	$ 2,751,022.00	$ 2,742,600.00	$ 582,774.00	$ -
Expense Other	$ 355,803.96	$ 446,964.56	$ 3,021,534.92	$ 3,200,000.00
Other	$ -	$ -	$ -	$ 71,000.00
Total Expenditures	**$ 9,226,964.93**	**$ 11,145,633.77**	**$ 17,312,828.06**	**$ 14,705,660.69**



Salaries & Wages · Benefits · Purchased Services · Repairs & Maintenance · Supplies/Other · Utilities · Economic Development · Capital Outlay · Debt Services

2026 General Fund Revenue by Department = $14.4 million

	2023 Actuals	2024 Actuals	2025 2nd Amended Budget	2026 Budget
30. STREETS	$ 41,758.05	$ 86,525.21	$ 652,250.00	$ 26,500.00
34. PARKS	$ 20,149.50	$ 21,668.59	$ 20,149.50	$ 18,000.00
40. TOWN COUNCIL	$ -	$ 1,500.00	$ -	$ 500.00
45. ADMINISTRATIVE	$ 10,017,379.59	$ 11,289,328.26	$ 13,876,654.74	$ 13,226,254.00
46. COURT	$ 50,590.89	$ 73,584.00	$ 73,584.00	$ 75,000.00
49. PLANNING DEPT	$ 291,811.00	$ 175,315.38	$ 491,811.00	$ 841,400.00
51. LAW ENFORCEMENT	$ -	$ -	$ 346,304.00	$ 218,000.00
Total Revenue	**$ 10,421,689.03**	**$ 11,647,921.44**	**$ 15,460,753.24**	**$ 14,405,654.00**

2026 General Fund Expenditures by Department = $14.7 million

	2023 Actuals	2024 Actuals	2025 2nd Amended Budget	2026 Budget
30. STREETS	$ 1,150,413.66	$ 1,108,047.77	$ 1,161,997.11	$ 719,904.00
32. FACILITIES	$ 383,018.52	$ 590,549.38	$ 2,171,959.72	$ 507,639.00
33. FLEET	$ 255,635.74	$ 325,719.75	$ 368,181.00	$ 398,212.00
34. PARKS	$ 1,122,166.07	$ 1,404,467.92	$ 1,138,362.81	$ 570,678.00
40. TOWN COUNCIL	$ 121,269.98	$ 110,243.33	$ 173,450.00	$ 138,500.00
41. CLERK	$ 152,812.31	$ 300,826.51	$ 377,918.36	$ 287,415.00
42. FINANCE	$ 659,990.25	$ 646,494.19	$ 829,040.00	$ 982,336.00
43. HUMAN RESOURCES	$ 134,851.70	$ 223,960.42	$ 399,220.11	$ 247,446.62
44. INFORMATION TECHNOLOGY	$ 350,155.28	$ 335,476.97	$ 439,866.31	$ 373,955.00
45. ADMINISTRATIVE	$ 4,259,926.38	$ 5,404,727.87	$ 4,694,518.32	$ 4,141,345.00
46. COURT	$ 126,607.31	$ 136,785.67	$ 184,508.00	$ 142,441.00
49. PLANNING DEPT	$ 510,117.73	$ 558,333.99	$ 1,454,982.13	$ 1,812,241.00
51. LAW ENFORCEMENT	$ -	$ -	$ 3,918,824.19	$ 4,383,548.07
Total Expenses	$ 9,226,964.93	$ 11,145,633.77	$ 17,312,828.06	$ 14,705,660.69

2026 General Fund Reserve

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
01. GENERAL FUND						
Taxes	7,856,094.21	8,396,021.46	10,851,666.30	(165,000.00)	10,686,666.30	10,760,000.00
Intergovernmental	230,384.17	232,584.30	924,476.55	-	924,476.55	293,500.00
Licenses & Permits	125,981.25	109,929.63	125,981.25	-	125,981.25	246,400.00
User Charges/Fees	886,660.92	847,454.77	1,329,425.14	15,600.00	1,345,025.14	1,552,400.00
Investment Earnings	471,792.07	1,319,572.36	700,000.00	-	700,000.00	500,000.00
Other Revenue	9,786.45	36,409.87	5,750.00	-	5,750.00	500.00
Transfers In	840,989.96	655,949.05	655,945.00	416,909.00	1,072,854.00	1,052,854.00
Other	-	50,000.00	-	600,000.00	600,000.00	-
Total Revenue	**10,421,689.03**	**11,647,921.44**	**14,593,244.24**	**867,509.00**	**15,460,753.24**	**14,405,654.00**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
01. GENERAL FUND						
Salaries & Wages	2,636,159.53	3,178,881.74	5,743,349.00	(81,764.00)	5,661,585.00	5,496,898.00
Benefits	916,230.88	1,131,525.02	2,414,101.00	(18,943.11)	2,395,157.89	2,326,328.00
Purchased Services	1,218,122.53	1,140,404.58	2,683,155.40	(24,500.00)	2,658,655.40	2,663,528.69
Repairs & Maintenance	511,916.46	611,282.60	363,000.00	-	363,000.00	245,000.00
Supplies/Other	193,799.77	255,521.78	350,929.26	-	350,929.26	231,938.00
Utilities	188,723.49	257,017.65	284,981.59	-	284,981.59	190,902.00
Economic Development	65,900.00	62,000.00	62,000.00	-	62,000.00	62,000.00
Capital Outlay	354,473.99	1,302,120.54	874,000.00	1,003,265.00	1,877,265.00	164,000.00
Debt Services	34,812.32	17,315.30	54,945.00	-	54,945.00	54,066.00
Transfers Out	2,751,022.00	2,742,600.00	582,774.00	-	582,774.00	-
Expense Other	355,803.96	446,964.56	3,021,534.92	-	3,021,534.92	3,200,000.00
Other	-	-	-	-	-	71,000.00
Total Expenditures	**9,226,964.93**	**11,145,633.77**	**16,434,770.17**	**878,057.89**	**17,312,828.06**	**14,705,660.69**
Change in Fund Balance	**1,194,724.10**	**502,287.67**	**(1,841,525.93)**	**(10,548.89)**	**(1,852,074.82)**	**(300,006.69)**
Cumulative Balance						
Beginning Fund Balance (PY)	$ 6,646,831.00	$ 7,841,555.10	$ 8,343,842.77		$ 8,343,842.77	$ 6,491,767.95
Change in Fund Balance	$ 1,194,724.10	$ 502,287.67	$ (1,841,525.93)		$ (1,852,074.82)	$ (300,006.69)
Ending Fund Balance	$ 7,841,555.10	$ 8,343,842.77	$ 6,502,316.84		$ 6,491,767.95	$ 6,191,761.26
Less Reserves/Designations:						
TABOR Reserve	$ 266,120.00	$ 325,000.00	$ 325,000.00		$ 325,000.00	$ 325,000.00
ARPA Reserves	$ 2,035,179.00	$ 2,035,179.00				
Asset Replacement	$ -	$ -	$ 500,000.00		$ 500,000.00	$ -
Unreserved Fund Balance	$ 5,540,256.10	$ 5,983,663.77	$ 5,677,316.84		$ 5,666,767.95	$ 5,866,761.26
	60.04%	53.69%	34.54%		32.73%	39.89%

Townwide FTE Information

Current	2025	2026
Town Manager	1	1
Finance		
Finance Director	1	1
Finance Manager	1	1
Senior Accountant	1	1
Accountant	1	1
Finance Assist- Billing	1	1
Human Resources Manager	1	1
Grants Program Manager	1	1
Planning		
Planning Director	1	1
Planner I	1	1
Senior Planner	1	1
GIS Specialist	1	1
Planning Admin	1	1
Information Technology		
Director of IT	1	1
Administration		
Director of Administration	1	1
Town Clerk	1	1
Exec. Assist/Comms	1	1
Records Manager	1	1
PD- Non-Sworn Staff		
Professional Services Compliance Manager	1	1
Court Clerk	1	1
Property & Evidence Tech	1	1
Records Specialist	1	1

Townwide FTE Information

Public Works		
Director of Public Works	1	1
Assistant Director of Public Works.	1	1
Parks Supervisor	1	1
Park Tech I	3	3
Streets Supervisor	1	1
Street Tech I	2	2
Street Tech II	1	1
Facilites Tech/ Custodian	1	1
Facilties Tech II	1	1
Water Manager	1	1
Water Tech I	5	5
Police Department		
Police Chief	1	1
Commandar	2	2
Lieutentant	1	1
Sergeant	6	6
Corporal	2	2
Officer	20	20
Police Services Aide	1	1
Unfilled/Removed Positions		
Director of Operations	1	0
HR Assistant	1	0
Accounting Clerk	1	0
Exec. Admin to Chief of Police	1	0
PW Inspector	1	0
Facilites Supervisor	1	0
Project Manager	1	0
Park Tech II	1	0
Deputy Clerk	1	0
Support Services Admin	1	0
Seasonal Park Tech	1	0
PW Admin Assistant	1	0
Seasonal Park Tech	7	0
	92	73

Town Debt Schedule

BOK						
Certificates of Participation Series 2020						
Lease Amount	19,840,000					
Water Fund						
Term	25 Year					
Pay Frequency	Annual					
Rate	4.00%		**Opening Balance**	**May-26**	**Nov-26**	**Remaining Balance**
				.		
	Principle		17,300,000.00		580,000.00	16,720,000.00
	Interest		8,158,400.00	346,000.00	346,000.00	7,466,400.00
	Total		**25,458,400.00**	**346,000.00**	**926,000.00**	**24,186,400.00**
Lease Agreement, 2025						
General Fund						
Flagstar						
Lease Amount	600,000					
Term	15 Year					
Pay Frequency	Annual					
Rate	4.95%		**Opening Balance**	**Jun-26**	**Dec-26**	**Remaining Balance**
				.		
	Principle		600,000.00		40,033.25	512,116.75
	Interest		271,672.50	14,033.25	14,033.25	228,756.00
	Total		**871,672.50**	**14,033.25**	**54,066.50**	**740,872.75**

Department and Fund Budgets

Administration - Town Council

Mission/Function
The Town Manager is responsible for assisting the Mayor and Town Council in establishing and implementing policies for the Town; the enforcement of the laws and ordinances of the Town; the hiring, suspension, or removal of all employees other than the Town Attorney, and the coordination between the needs of the Mayor and Town Council with the Town departments and other organizations with whom the Town interacts.

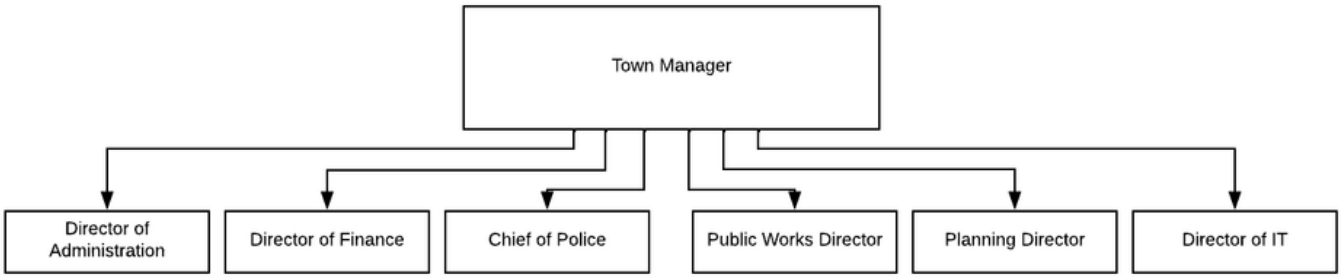
Objectives
• Provide assistance to the Mayor and Town Council that will enable them to make the best policies and decisions for the Town.
• Ensure that the departments and their employees provide exceptional service to the Town and its residents.

2025 Accomplishments
- Conducted an intensive internal recruitment for Town Manager and appointed Madeline VanDenHoek in May 2025.
- Conducted Council retreat to establish Town priorities
- Established 2026-2028 Strategic Priorities and approved strategic objectives towards accomplishing priorities
- Continued updating Town Code to reflect Charter adoption
- Adopted financial policies
- Continued to explore alternative renewable water resources
- Approved new Audit Firm

Administration - Town Council - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
TOWN COUNCIL						
Benefits						
01-40-60100. Worker's Comp Insurance	$ 810	$ 318	$ 1,000	$ -	$ 1,000	$ -
Total Benefits	**$ 810**	**$ 318**	**$ 1,000**	**$ -**	**$ 1,000**	**$ -**
Purchased Services						
01-40-60130. General Insurance	$ 5,957	$ -	$ -	$ -	$ -	$ -
01-40-60140. General Services	$ 63	$ -	$ -	$ -	$ -	$ -
01-40-60280. Communication Services	$ 598	$ -	$ -	$ -	$ -	$ -
01-40-60301. Technical Services	$ -	$ 7,500	$ -	$ -	$ -	$ -
01-40-60770. Travel, Training & Meetings	$ 6,067	$ 7,030	$ 40,000	$ -	$ 40,000	$ -
01-40-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 2,450
01-40-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 8,350
01-40-65375. Rentals/Leases (Non-Capital)	$ 2,015	$ -	$ -	$ -	$ -	$ -
01-40-65710. Professional Services	$ 16,933	$ 19,679	$ 48,000	$ -	$ 48,000	$ 48,000
01-40-65996. Contingency	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 31,632**	**$ 34,209**	**$ 88,000**	**$ -**	**$ 88,000**	**$ 58,800**
Supplies/Other						
01-40-60205. General Supplies	$ 1,719	$ 261	$ 2,000	$ -	$ 2,000	$ 2,000
01-40-60260. Dues and Subscriptions	$ 10,700	$ 7,507	$ 15,450	$ -	$ 15,450	$ 15,700
01-40-60610. Fuel	$ -	$ -	$ -	$ -	$ -	$ -
01-40-65660. Computer	$ 6,304	$ -	$ -	$ -	$ -	$ -
01-40-65900. Non-Capital Proj/Equip-Veh/Eq	$ -	$ 5,948	$ 5,000	$ -	$ 5,000	$ -
01-40-65905. Non-Capital Proj/Equip - Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Supplies/Other	**$ 18,723**	**$ 13,717**	**$ 22,450**	**$ -**	**$ 22,450**	**$ 17,700**
Utilities						
01-40-60341. Utilities - Electric	$ 2,154	$ -	$ -	$ -	$ -	$ -
01-40-60342. Utilities - Gas	$ 898	$ -	$ -	$ -	$ -	$ -
01-40-60343. Utilities - Other	$ 1,153	$ -	$ -	$ -	$ -	$ -
Total Utilities	**$ 4,205**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Economic Development						
01-40-63100. Community Sponsorships	$ 65,900	$ 62,000	$ 62,000	$ -	$ 62,000	$ 62,000
Total Economic Development	**$ 65,900**	**$ 62,000**	**$ 62,000**	**$ -**	**$ 62,000**	**$ 62,000**
Total Town Council Expenditures	**$ 121,270**	**$ 110,243**	**$ 173,450**	**$ -**	**$ 173,450**	**$ 138,500**

Administration - Town Administration

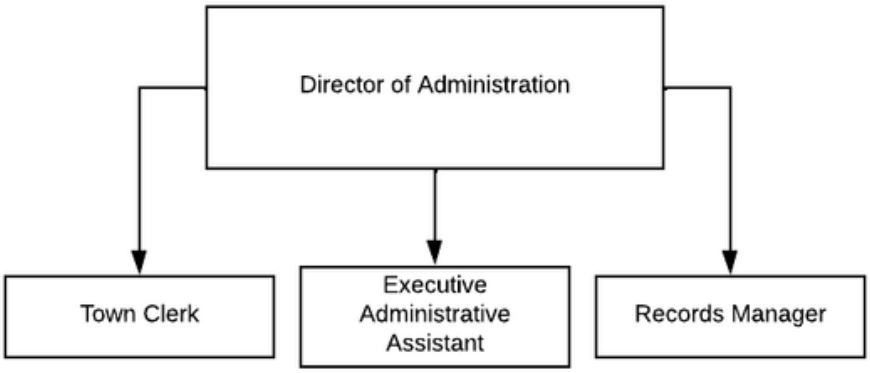


Mission/Function
The Town Manager is responsible for assisting the Mayor and Town Council in establishing and implementing policies for the Town; the enforcement of the laws and ordinances of the Town; the hiring, suspension, or removal of all employees other than the Town Attorney, and the coordination between the needs of the Mayor and Town Council with the Town departments and other organizations with whom the Town interacts.

Objectives
• Provide assistance to the Mayor and Town Council that will enable them to make the best policies and decisions for the Town.
• Ensure that the departments and their employees provide exceptional service to the Town and its residents.

2025 Accomplishments

- Completed Monument's first Strategic Plan for 2026-2028
- Held a Council retreat
- Hosted 3 Talk with the Town, Town Hall events
- Established Citizens Service Levels Advisory Committee
- Town Manager recognized as Business Person of the Year by the Tri-Lakes Chamber of Commerce
- Established Economic Development Committee



Administration Department – Function Summary

The Administration Department provides essential internal and external support to ensure the effective and transparent operation of Town government. The department serves as the organizational hub for legislative administration, records management, communications, customer service, and special event coordination.

Core responsibilities include preparing and publishing Town Council agendas, packets, and minutes; managing elections and candidate filings; maintaining and codifying the Municipal Code; processing liquor licenses, business licenses, special event permits, and cemetery interments; and responding to open records requests in compliance with state law. The department oversees the Town's records retention and modernization initiatives through the implementation of Laserfiche and ensures that all legislative actions, including ordinances, resolutions, and proclamations, are properly recorded and archived.

In addition to its statutory and administrative functions, the department leads the Town's communications and community engagement efforts—producing public information materials, managing the website and social media platforms, and coordinating community events such as Concerts in the Park, Memorial Day, 4th of July, and the annual Tree Lighting.

The Administration Department also supports organization-wide strategic planning and policy development, fostering efficiency, accountability, and collaboration across all departments. Through its work, the department advances the Town's commitment to exceptional customer service, open government, and operational excellence.

2025 Accomplishments Summary

The Administration Department has made significant progress this year in advancing transparency, efficiency, and organizational development across the Town.

Records Management has been a major focus area, with the successful launch of the Laserfiche implementation. All Records Liaisons have been trained and granted access, foundational templates have been developed for each department, and public records are being migrated from Documents on Demand into the new, more user-friendly system. Staff have also continued hosting email retention workshops, streamlining records cleanup, and coordinating department-wide document organization and disposal efforts.

Administrative operations have strengthened internal systems and improved public access. The Town Council now uses CivicClerk for agenda management, live meetings, and electronic voting, enhancing efficiency and transparency. The Town Council webpage was redesigned for better mobile usability and public engagement. The department also supported a variety of organizational initiatives, including Title rewrites, policy development, budget preparation, and contract management.

Strategic and organizational development advanced through the Town's ongoing strategic planning process. Staff organized and facilitated multiple study sessions, Council retreats, and leadership meetings, resulting in refined strategic priorities and the "Involve to Evolve: Growing Together, Changing for the Better" theme. Strategic objectives are being developed collaboratively across departments to align operations with the Town's long-term vision.

Communications and public engagement saw major improvements through the development of a communications plan, ongoing ADA compliance work (raising website accessibility to over 98%), and proactive media outreach, including press releases, newsletters, and social media updates. The Town's events program continues to thrive, with successful Concerts in the Park, 4th of July festivities, and community events like the Great American Clean-Up and Memorial Day ceremony drawing strong attendance and positive community feedback.

Staff development and inter-departmental collaboration have also been key priorities. Employees attended professional conferences and trainings, participated in leadership focus groups, and received mid-year evaluations with individualized goal setting. Cross-department coordination on projects like the Veregy energy initiative, code rewrites, records cleanup, and parking feasibility studies demonstrates a unified commitment to operational excellence and continuous improvement.

Overall, 2025 has been marked by meaningful progress toward modernization, transparency, and community engagement—laying a strong foundation for continued organizational growth and service enhancement in the months ahead.

Administration - Town Administration - Revenues

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
TOWN ADMINISTRATION						
Taxes						
01-45-40110. General Property Tax	$ 1,302,167	$ 1,605,090	$ 1,506,340	$ 75,000	$ 1,581,340	$ 1,800,000
01-45-40120. Sales Tax - General	$ 5,894,096	$ 6,044,374	$ 8,675,348	$ (300,000)	$ 8,375,348	$ 8,200,000
01-45-40124. Sales Tax - Auto	$ 620,506	$ 669,978	$ 669,978	$ -	$ 669,978	$ 700,000
01-45-40130. Bag Fee Revenue	$ 39,325	$ 76,579	$ -	$ 60,000	$ 60,000	$ 60,000
Total Taxes	**$ 7,856,094**	**$ 8,396,021**	**$ 10,851,666**	**$ (165,000)**	**$ 10,686,666**	**$ 10,760,000**
Intergovernmental						
01-45-40115. Specific Ownership Taxes	$ 127,372	$ 133,284	$ 133,284	$ -	$ 133,284	$ 130,000
01-45-40126. Severance Tax Fund Dist	$ 2,605	$ -	$ 2,605	$ -	$ 2,605	$ 1,000
01-45-40127. Federal Mineral Lease Fund Dis	$ 2,052	$ 2,389	$ 2,052	$ -	$ 2,052	$ 1,000
01-45-40400. Motor Vehicle Registration	$ 33,551	$ 34,680	$ 33,551	$ -	$ 33,551	$ 35,000
01-45-40410. Tobacco Products Tax	$ 32,027	$ 26,485	$ 26,485	$ -	$ 26,485	$ 20,000
01-45-41050. Intergovernmental Revenue	$ -	$ -	$ -	$ -	$ -	$ -
01-45-48000. Grant Revenue	$ -	$ -	$ 500,000	$ -	$ 500,000	$ -
Total Intergovernmental	**$ 197,607**	**$ 196,839**	**$ 697,977**	**$ -**	**$ 697,977**	**$ 187,000**
Licenses & Permits						
01-45-40210. Liquor License	$ 10,991	$ 7,010	$ 10,991	$ -	$ 10,991	$ 5,000
Total Licenses & Permits	**$ 10,991**	**$ 7,010**	**$ 10,991**	**$ -**	**$ 10,991**	**$ 5,000**
User Charges/Fees						
01-45-40141. Franchise Fee-Mt View Elec	$ 383,955	$ 365,681	$ 383,955	$ -	$ 383,955	$ 365,000
01-45-40143. Franchise Fee - Black Hills Ut	$ 82,932	$ 138,899	$ 138,899	$ -	$ 138,899	$ 138,000
01-45-40147. Franchise Fee - Century Link	$ 387	$ -	$ 387	$ -	$ 387	$ -
01-45-40150. Franchise Fee- Comcast	$ 61,640	$ 56,441	$ 61,640	$ -	$ 61,640	$ 56,000
01-45-40151. Payment In Lieu of FF	$ 113,286	$ 118,786	$ 119,286	$ -	$ 119,286	$ 138,400
01-45-40320. Sale of Copies & Ordinances	$ -	$ -	$ -	$ -	$ -	$ -
01-45-40330. Building Rental Fees	$ 8,400	$ -	$ 8,400	$ 15,600	$ 24,000	$ 24,000
01-45-46000. Abatement Administration Fee	$ -	$ -	$ -	$ -	$ -	$ -
Total User Charges/Fees	**$ 650,600**	**$ 679,806**	**$ 712,567**	**$ 15,600**	**$ 728,167**	**$ 721,400**
Investment Earnings						
01-45-40060. Interest & Investment Income	$ 471,792	$ 1,319,572	$ 700,000	$ -	$ 700,000	$ 500,000
Total Investment Earnings	**$ 471,792**	**$ 1,319,572**	**$ 700,000**	**$ -**	**$ 700,000**	**$ 500,000**
Other Revenue						
01-40-40770. Training Programs Revenue	$ -	$ 1,500	$ -	$ -	$ -	$ 500
01-45-40290. Disposal of Capitalized Assets	$ -	$ -	$ -	$ -	$ -	$ -
01-45-40300. IT Equipment Disposal Rev	$ -	$ -	$ -	$ -	$ -	$ -
01-45-47000. Miscellaneous Revenue	$ 9,306	$ 4,134	$ -	$ -	$ -	$ -
Total Other Revenue	**$ 9,306**	**$ 5,634**	**$ -**	**$ -**	**$ -**	**$ 500**
Transfers In						
01-45-40065. Transfer In from Other Fund	$ -	$ -	$ -	$ -	$ -	$ -
01-45-40149. Administrative Fee-Water Fund	$ 820,990	$ 635,945	$ 635,945	$ 416,909	$ 1,052,854	$ 1,052,854
Total Transfers In	**$ 820,990**	**$ 635,945**	**$ 635,945**	**$ 416,909**	**$ 1,052,854**	**$ 1,052,854**
Other						
01-45-40630. Lease Financing	$ -	$ -	$ -	$ -	$ -	$ -
01-45-40650. Insurance Claims / Proceeds	$ -	$ 50,000	$ -	$ -	$ -	$ -
Total Other	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ -**
Total Town Administration Revenue	**$ 10,017,380**	**$ 11,290,828**	**$ 13,609,146**	**$ 267,509**	**$ 13,876,655**	**$ 13,226,754**

Administration - Town Administration - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
TOWN ADMINISTRATION						
Salaries & Wages						
01-45-60000. Salaries	$ 449,253	$ 643,877	$ 454,081	$ -	$ 454,081	$ 403,290
01-45-60010. Overtime Pay	$ -	$ 650	$ 340	$ -	$ 340	$ -
01-45-60019. Longevity Recognition	$ 500	$ 500	$ -	$ -	$ -	$ 500
01-45-60020. On-Call/Standby Pay	$ -	$ 75	$ -	$ -	$ -	$ -
Total Salaries & Wages	**$ 449,753**	**$ 645,102**	**$ 454,421**	**$ -**	**$ 454,421**	**$ 403,790**
Benefits						
01-45-60071. State Unemployment Taxes	$ 587	$ 1,291	$ 1,288	$ -	$ 1,288	$ 1,210
01-45-60080. Health & Dental Insurance	$ 37,331	$ 62,562	$ 51,538	$ -	$ 51,538	$ 53,927
01-45-60085. Life & Disability Insurance	$ 3,819	$ 4,389	$ 5,115	$ -	$ 5,115	$ 5,202
01-45-60092. Employer's 401a/457b	$ 87,928	$ 78,205	$ 57,146	$ -	$ 57,146	$ 56,461
01-45-60093. Employer's FICA	$ 24,084	$ 32,219	$ 25,307	$ -	$ 25,307	$ 25,004
01-45-60094. Employer's Medicare	$ 6,361	$ 7,535	$ 5,919	$ -	$ 5,919	$ 5,848
01-45-60098. Staff Tuition	$ -	$ -	$ 2,500	$ -	$ 2,500	$ -
01-45-60100. Worker's Comp Insurance	$ 12,241	$ 1,278	$ 1,929	$ -	$ 1,929	$ 726
Total Benefits	**$ 172,351**	**$ 187,479**	**$ 150,742**	**$ -**	**$ 150,742**	**$ 148,378**
Purchased Services						
01-45-60130. General Insurance	$ 6,970	$ -	$ -	$ -	$ -	$ -
01-45-60140. General Services	$ 280	$ -	$ -	$ -	$ -	$ -
01-45-60280. Communication Services	$ 7,914	$ 2,387	$ 3,056	$ -	$ 3,056	$ 3,200
01-45-60301. Technical Services	$ 481,148	$ 481,673	$ 462,500	$ -	$ 462,500	$ 313,307
01-45-60305. Legal Services (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
01-45-60770. Travel, Training & Meetings	$ 11,468	$ 7,001	$ 11,000	$ -	$ 11,000	$ -
01-45-60776. Training & Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 3,750
01-45-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 4,750
01-45-65375. Rentals/Leases (Non-Capital)	$ 1,424	$ -	$ -	$ -	$ -	$ -
01-45-65710. Professional Services	$ 9,352	$ -	$ -	$ -	$ -	$ 56,000
01-45-65996. Contingency	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 518,557**	**$ 491,061**	**$ 476,556**	**$ -**	**$ 476,556**	**$ 381,007**
Supplies/ Other						
01-45-60205. General Supplies	$ 3,781	$ 1,028	$ 3,000	$ -	$ 3,000	$ 3,000
01-45-60260. Dues and Subscriptions	$ 4,186	$ 13,475	$ 2,490	$ -	$ 2,490	$ 2,170
01-45-65660. Computer	$ 99	$ 1,504	$ 3,000	$ -	$ 3,000	$ 3,000
Total Supplies/Other	**$ 8,066**	**$ 16,007**	**$ 8,490**	**$ -**	**$ 8,490**	**$ 8,170**
Utilities						
01-45-60341. Utilities - Electric	$ 1,524	$ -	$ -	$ -	$ -	$ -
01-45-60342. Utilities - Gas	$ 765	$ -	$ -	$ -	$ -	$ -
01-45-60343. Utilities - Other	$ 2,085	$ -	$ -	$ -	$ -	$ -
Total Utilities	**$ 4,374**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Economic Development						
01-45-63100. Community Grants - CARES Act	$ -	$ -	$ -	$ -	$ -	$ -
Total Economic Development	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Capital Outlay						
01-45-65955. Capital Projects-Other	$ -	$ 875,515	$ -	$ -	$ -	$ -
Total Capital Outlay	**$ -**	**$ 875,515**	**$ -**	**$ -**	**$ -**	**$ -**
Debt Services						
01-45-68355. Lease Principal	$ -	$ -	$ -	$ -	$ -	$ -
01-45-68356. Lease Interest	$ -	$ -	$ -	$ -	$ -	$ -
Total Debt Services	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Transfers Out						
01-45-67400. Transfer to CDF	$ 63,000	$ 42,600	$ 42,600	$ -	$ 42,600	$ -
01-45-67401. Transfer to PF	$ 2,633,022	$ 2,700,000	$ -	$ -	$ -	$ -
01-45-67402. Transfer SDFF	$ 55,000	$ -	$ 540,174	$ -	$ 540,174	$ -
Total Transfers Out	**$ 2,751,022**	**$ 2,742,600**	**$ 582,774**	**$ -**	**$ 582,774**	**$ -**
Expense Other						
01-45-63000. Triview Prop/Sales Tax Payable	$ 355,804	$ 446,965	$ 3,021,535	$ -	$ 3,021,535	$ 3,200,000
Total Expense Other	**$ 355,804**	**$ 446,965**	**$ 3,021,535**	**$ -**	**$ 3,021,535**	**$ 3,200,000**
Total Town Administration Expenditures	**$ 4,259,926**	**$ 5,404,728**	**$ 4,694,518**	**$ -**	**$ 4,694,518**	**$ 4,141,345**

Administration - Town Clerk - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
TOWN CLERK						
Salaries & Wages						
01-41-60000. Salaries	$ 81,852	$ 179,285	$ 220,543	$ (9,930)	$ 210,613	$ 159,605
01-41-60010. Overtime Pay	$ -	$ -	$ 2,505	$ -	$ 2,505	$ -
01-41-60019. Longevity Recognition	$ -	$ -	$ -	$ -	$ -	$ -
01-41-60020. On-Call/Standby Pay	$ -	$ -	$ -	$ -	$ -	$ -
Total Salaries & Wages	**$ 81,852**	**$ 179,285**	**$ 223,048**	**$ (9,930)**	**$ 213,118**	**$ 159,605**
Benefits						
01-41-60071. State Unemployment Taxes	$ (27)	$ 359	$ 669	$ -	$ 669	$ 479
01-41-60080. Health & Dental Insurance	$ 10,797	$ 28,657	$ 51,796	$ (2,509)	$ 49,287	$ 22,646
01-41-60085. Life & Disability Insurance	$ 914	$ 2,048	$ 2,845	$ (124)	$ 2,721	$ 2,059
01-41-60092. Employer's 401a/457b	$ 8,251	$ 21,130	$ 31,227	$ (1,390)	$ 29,837	$ 22,345
01-41-60093. Employer's FICA	$ 4,966	$ 10,757	$ 13,829	$ -	$ 13,829	$ 9,896
01-41-60094. Employer's Medicare	$ 1,161	$ 2,516	$ 3,234	$ -	$ 3,234	$ 2,314
01-41-60098. Staff Tuition	$ -	$ -	$ -	$ -	$ -	$ -
01-41-60100. Worker's Comp Insurance	$ 277	$ 363	$ 723	$ -	$ 723	$ 287
Total Benefits	**$ 26,339**	**$ 65,830**	**$ 104,323**	**$ (4,023)**	**$ 100,300**	**$ 60,026**
Purchased Services						
01-41-60130. General Insurance	$ 5,957	$ -	$ -	$ -	$ -	$ -
01-41-60140. General Services	$ 241	$ 738	$ 1,000	$ -	$ 1,000	$ 500
01-41-60254. Election Expense	$ 3,212	$ 8,466	$ 10,000	$ -	$ 10,000	$ 15,000
01-41-60280. Communication Services	$ 3,956	$ 55	$ 4,000	$ -	$ 4,000	$ 500
01-41-60301. Technical Services	$ 3,576	$ -	$ 6,000	$ -	$ 6,000	$ 39,580
01-41-60770. Travel, Training & Meetings	$ 3,154	$ 6,743	$ 7,500	$ -	$ 7,500	$ -
01-41-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 2,500
01-41-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 2,250
01-41-65375. Rentals/Leases (Non-Capital)	$ 1,960	$ -	$ -	$ -	$ -	$ -
01-41-65710. Professional Services	$ 5,324	$ 756	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 27,378**	**$ 16,758**	**$ 28,500**	**$ -**	**$ 28,500**	**$ 60,330**
Supplies/Other						
01-41-60205. General Supplies	$ 2,120	$ 3,562	$ 7,500	$ -	$ 7,500	$ 4,000
01-41-60260. Dues and Subscriptions	$ 10,200	$ 35,392	$ 25,000	$ -	$ 25,000	$ 954
01-41-60610. Fuel	$ -	$ -	$ -	$ -	$ -	$ -
01-41-65660. Computer	$ 2,950	$ -	$ 3,500	$ -	$ 3,500	$ 2,500
Total Supplies/Other	**$ 15,271**	**$ 38,954**	**$ 36,000**	**$ -**	**$ 36,000**	**$ 7,454**
Utilities						
01-41-60341. Utilities - Electric	$ 754	$ -	$ -	$ -	$ -	$ -
01-41-60342. Utilities - Gas	$ 383	$ -	$ -	$ -	$ -	$ -
01-41-60343. Utilities - Other	$ 834	$ -	$ -	$ -	$ -	$ -
Total Utilities	**$ 1,971**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Town Clerk Expenditures	**$ 152,812**	**$ 300,827**	**$ 391,871**	**$ (13,953)**	**$ 377,918**	**$ 287,415**

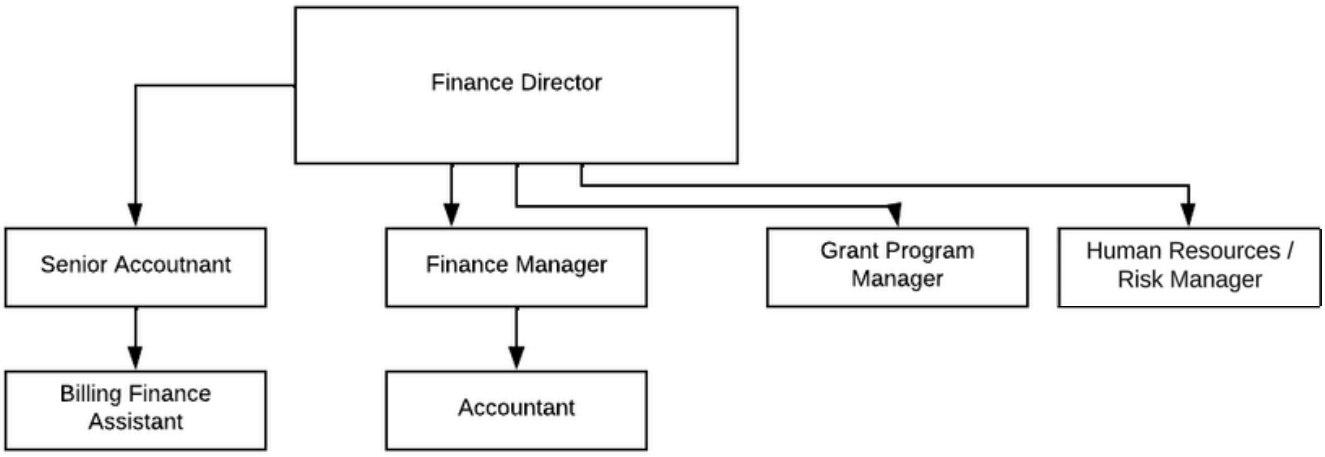
Administration - Finance

Mission/Function
Provide a responsive fiscal and asset management foundation to meet the needs of the community through professional, knowledgeable, and ethical services so that maximum value is obtained for its limited financial resources.

The Finance Department is responsible for the administration of the financial affairs of the Town of Monument including compiling financial information and data for the Town Manager's annual budget, the supervision of disbursement of all monies and control over all expenditures to ensure appropriations are not exceeded, the design and maintenance of a general accounting system along with the development and maintenance of internal controls, preparation of periodic statements of receipts and disbursements showing the financial and budgetary condition of the Town, preparation of year-end financial statements, the collection of all revenue due the Town, investment of Town funds, the purchasing of goods and services, and the disposal of surplus assets. Along with providing ongoing analysis of the financial condition of the Town, debt issuance, debt management and the investing of Town funds.

This department oversees the day-to-day activities of accounts payable, accounts receivable, payroll, revenue collection, sales and use tax, audit, budget, and other related financial activities. The Finance Department provides oversight of Fund Balances through revenue and expense projections, compliance with State Budget Law and Colorado State Statutes, Governmental Accounting Standards Board (GASB) standards, Generally Accepted Accounting Principles (GAAP), and approved budget data.

Objectives
- Responsible for the administration of all financial record keeping and reporting functions. These functions include accounting, cash receipts, employee payroll and tax reporting, providing departments with revenue and expenditure information, maintaining grant activity, accounts receivables, and the coordination of vendor payments in accordance with Town policies.
- Oversees the town-wide annual budget. Responsible for providing comparative budget to actual financial reporting during the year, which is essential in the monitoring of budgeted targets for both revenues and expenditures.
- Leads and coordinates annual audit process in collaboration with the Town's external auditors.
- Monitoring internal controls, applying sound business practices through periodic updates as necessary.
- Cash Management – exercise internal controls in safeguarding handling the collection and deposit of cash and checks. Segregation of duties, controlled access to resources, on a regular basis, review, verify, and reconcile statements and accounts.
- Debt Management – monitors formal financial agreements, budgets for annual payment obligations, analyzes arbitrage liabilities and maintains covenant compliance.
- Property/Sales/Use Tax Ordinance and Administration – works with the state and businesses to ensure all taxes collected appropriately, monitor business activity that may affect revenue base, and educate businesses and others about tax law and requirements.



2025 Accomplishments

- Adopted 1st Amended and 2nd Amended 2025 Budgets
- Implemented Self-Collect Sales Tax Program
- Hired new auditor
- Completed 2024 Audit with no significant findings
- Implemented new budget software
- Developed financial policies
- Updated Procurement Policy
- Designed new 2026 budget book
- Adopted 2026 Budget
- Developed Long Range Financial Forecast
- Updated Town's procurement processes
- Develop Request for Proposals and selected consultant to conduct Americans with Disabilities Act required Self-Assessment and Transition Plan
- Developed Capital Improvement Plan
- Developed Asset Replacement Fund
- Initiated Fee Study
- Developed Cost Allocation Plan
- Initiated Water Rate Study
- Serve as staff liaison to Citizens Service Levels Advisory Committee

Administration - Finance - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
FINANCE						
Salaries & Wages						
01-42-60000. Salaries	$ 414,899	$ 429,464	$ 416,813	$ -	$ 416,813	$ 524,015
01-42-60010. Overtime Pay	$ -	$ -	$ 2,094	$ -	$ 2,094	$ -
01-42-60019. Longevity Recognition	$ -	$ -	$ -	$ -	$ -	$ -
01-42-60020. On-Call/Standby Pay	$ -	$ -	$ -	$ -	$ -	$ -
Total Salaries & Wages	**$ 414,899**	**$ 429,464**	**$ 418,907**	**$ -**	**$ 418,907**	**$ 524,015**
Benefits						
01-42-60071. State Unemployment Taxes	$ 433	$ 867	$ 1,257	$ -	$ 1,257	$ 1,572
01-42-60080. Health & Dental Insurance	$ 30,312	$ 36,307	$ 50,272	$ -	$ 50,272	$ 64,311
01-42-60085. Life & Disability Insurance	$ 4,939	$ 4,316	$ 5,377	$ -	$ 5,377	$ 6,760
01-42-60092. Employer's 401a/457b	$ 59,240	$ 56,347	$ 58,647	$ -	$ 58,647	$ 73,362
01-42-60093. Employer's FICA	$ 25,405	$ 26,588	$ 25,972	$ -	$ 25,972	$ 32,489
01-42-60094. Employer's Medicare	$ 5,942	$ 6,218	$ 6,074	$ -	$ 6,074	$ 7,598
01-42-60098. Staff Tuition	$ -	$ -	$ -	$ -	$ -	$ -
01-42-60100. Worker's Comp Insurance	$ 674	$ 688	$ 1,056	$ -	$ 1,056	$ 3,726
Total Benefits	**$ 126,944**	**$ 131,332**	**$ 148,655**	**$ -**	**$ 148,655**	**$ 189,818**
Purchased Services						
01-42-60130. General Insurance	$ 10,957	$ -	$ -	$ -	$ -	$ -
01-42-60140. General Services	$ 3,026	$ 3,129	$ 12,050	$ -	$ 12,050	$ 29,594
01-42-60280. Communication Services	$ 3,354	$ 272	$ 500	$ -	$ 500	$ 500
01-42-60301. Technical Services	$ 79,374	$ 66,483	$ 218,128	$ -	$ 218,128	$ 220,500
01-42-60770. Travel, Training & Meetings	$ 4,585	$ 1,680	$ 10,600	$ -	$ 10,600	$ 13,500
01-42-60776. Training&Prof Dev(for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
01-42-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
01-42-65375. Rentals/Leases (Non-Capital)	$ 4,668	$ 2,374	$ 5,000	$ -	$ 5,000	$ -
01-42-65710. Professional Services	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 105,965**	**$ 73,938**	**$ 246,278**	**$ -**	**$ 246,278**	**$ 264,094**
Supplies/Other						
01-42-60205. General Supplies	$ 1,246	$ 7,718	$ 6,500	$ -	$ 6,500	$ 1,184
01-42-60260. Dues and Subscriptions	$ 405	$ 1,925	$ 2,700	$ -	$ 2,700	$ 725
01-42-60610. Fuel	$ -	$ -	$ -	$ -	$ -	$ -
01-42-65660. Computer	$ 6,146	$ 1,957	$ 4,000	$ -	$ 4,000	$ 2,500
01-42-65900. Non-Cap Vehicles / Equipment	$ 229	$ 161	$ 1,000	$ -	$ 1,000	$ -
01-42-65905. Non-Capital Proj/Equip - Other	$ -	$ -	$ 1,000	$ -	$ 1,000	$ -
Total Supplies/Other	**$ 8,027**	**$ 11,761**	**$ 15,200**	**$ -**	**$ 15,200**	**$ 4,409**
Utilities						
01-42-60341. Utilities - Electric	$ 1,886	$ -	$ -	$ -	$ -	$ -
01-42-60342. Utilities - Gas	$ 879	$ -	$ -	$ -	$ -	$ -
01-42-60343. Utilities - Other	$ 1,391	$ -	$ -	$ -	$ -	$ -
Total Utilities	**$ 4,156**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Finance Expenditures	**$ 659,990**	**$ 646,494**	**$ 829,040**	**$ -**	**$ 829,040**	**$ 982,336**

Administration - Human Resources

Mission/Function
To provide comprehensive support and facilitation of employment, classification, outreach, training, retirement, benefits, employee relations, research, and analysis for all Town Departments.

Objectives
- Attract and retain highly qualified professionals to work for the Town of Monument.
- Review, implement and maintain a comprehensive and competitive total compensation and rewards program.
- Investigate and respond to Department concerns, employee grievances and provide appropriate analysis.
- Enable Departments to provide necessary citizen services through prompt and professional attention to HR requirements.
- Develop, implement, and review training programs related to professional development and succession planning activities.

2025 Accomplishments
- Annual & Biannual training tracking via Human Resources Information System
- Updated Employee Handbook
- Updated numerous forms and procedures
- Automated numerous processes via Human Resources Information System
- Implemented full standardization of onboarding/offboarding of employees
- Issued three Employee Satisfaction Surveys. Survey will be sent every 6 months to employees.
- Completed of Compensation Survey to create a standardized wage grade system
- Achieved employee satisfaction average rating of 22.5
- Implemented Employee Evaluations via Human Resources Information Systems resulting in a savings of $6,000 and removal of a redundant software.
- Reviewed 45 applications
- Completed 86% of performance evaluations on-time
- Achieved Property and Casualty insurance rating of 86 (out of 100)
- Achieved Workers' Compensation insurance rating of 82 (out of 100)
- Completed 80% of required trainings on-time
- Achieved compensation equity, employees within competitive rates, of 92% of employees

Administration - Human Resources - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
HUMAN RESOURCES						
Salaries & Wages						
01-43-60000. Salaries	$ 69,231	$ 83,198	$ 91,734	$ -	$ 91,734	$ 97,708
01-43-60010. Overtime Pay	$ -	$ -	$ 73	$ -	$ 73	$ -
01-43-60019. Longevity Recognition	$ -	$ -	$ -	$ -	$ -	$ -
01-43-60020. On-Call/Standby Pay	$ -	$ -	$ -	$ -	$ -	$ -
Total Salaries & Wages	**$ 69,231**	**$ 83,198**	**$ 91,807**	**$ -**	**$ 91,807**	**$ 97,708**
Benefits						
01-43-60071. State Unemployment Taxes	$ 138	$ 166	$ 275	$ -	$ 275	$ 293
01-43-60080. Health & Dental Insurance	$ 26,951	$ 23,041	$ 20,898	$ -	$ 20,898	$ 11,593
01-43-60085. Life & Disability Insurance	$ 949	$ 1,033	$ 1,152	$ -	$ 1,152	$ 1,260
01-43-60092. Employer's 401a/457b	$ 2,596	$ 9,984	$ 12,853	$ -	$ 12,853	$ 13,679
01-43-60093. Employer's FICA	$ 4,223	$ 5,082	$ 5,692	$ -	$ 5,692	$ 6,058
01-43-60094. Employer's Medicare	$ 988	$ 1,189	$ 1,331	$ -	$ 1,331	$ 1,417
01-43-60098. Staff Tuition	$ -	$ -	$ 2,500	$ -	$ 2,500	$ -
01-43-60100. Worker's Comp Insurance	$ 138	$ 201	$ 220	$ -	$ 220	$ 176
Total Benefits	**$ 35,983**	**$ 40,696**	**$ 44,921**	**$ -**	**$ 44,921**	**$ 34,476**
Purchased Services						
01-43-60130. General Insurance	$ 5,957	$ 75,244	$ 53,624	$ -	$ 53,624	$ 74,280
01-43-60140. General Services	$ 2,929	$ 1,836	$ 20,000	$ -	$ 20,000	$ -
01-43-60280. Communication Services	$ 987	$ -	$ -	$ -	$ -	$ -
01-43-60301. Technical Services	$ 6,619	$ 10,715	$ 30,000	$ -	$ 30,000	$ 17,100
01-43-60770. Travel, Training & Meetings	$ 4,510	$ 11,504	$ 39,705	$ -	$ 39,705	$ 4,375
01-43-60776. Training&Prof Dev(for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,600
01-43-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
01-43-65375. Rentals/Leases (Non-Capital)	$ 1,640	$ -	$ -	$ -	$ -	$ -
01-43-65710. Professional Services	$ 210	$ -	$ 112,000	$ -	$ 112,000	$ 15,000
Total Purchased Services	**$ 22,853**	**$ 99,299**	**$ 255,329**	**$ -**	**$ 255,329**	**$ 112,355**
Supplies/Other						
01-43-60205. General Supplies	$ 3,225	$ 156	$ 2,000	$ -	$ 2,000	$ 250
01-43-60260. Dues and Subscriptions	$ 304	$ 612	$ 5,163	$ -	$ 5,163	$ 2,658
01-43-60610. Fuel	$ -	$ -	$ -	$ -	$ -	$ -
01-43-65660. Computer	$ 2,451	$ -	$ -	$ -	$ -	$ -
01-43-65905. Non-Capital Proj/Equip - Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Supplies/Other	**$ 5,980**	**$ 768**	**$ 7,163**	**$ -**	**$ 7,163**	**$ 2,908**
Utilities						
01-43-60341. Utilities - Electric	$ 377	$ -	$ -	$ -	$ -	$ -
01-43-60342. Utilities - Gas	$ 191	$ -	$ -	$ -	$ -	$ -
01-43-60343. Utilities - Other	$ 236	$ -	$ -	$ -	$ -	$ -
Total Utilities	**$ 805**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Human Resources Expenditures	**$ 134,852**	**$ 223,960**	**$ 399,220**	**$ -**	**$ 399,220**	**$ 247,447**

Administration - Information Technology

Mission/Function

The Information Technology Department serves as the backbone of the Town of Monument's digital infrastructure, supporting approximately 80 employees, elected and appointed officials, and the broader community. With a focus on security, reliability, and user experience, the department ensures that all technology systems operate efficiently and securely. As the sole internal IT staff member, the Director of IT manages strategic initiatives and completes over half of the monthly service tickets, while a contracted Managed Service Provider delivers daily Tier I–III support. The department is committed to continuous improvement through automation, standardization, and the thoughtful integration of emerging technologies such as artificial intelligence, all aimed at empowering staff to deliver exceptional public service.

Objectives

- Support the Town of Monument's IT systems
- Recommend and implement improvements to both the IT Network Infrastructure and individual user experience with the goal of enhancing service to the citizens of Monument.
- Provide a high-performance voice and data network, facilitating better use of automated tools by Town employees.
- Support and oversight of the Town of Monument's security cameras.
- Oversee the installation, maintenance and repair of all computers and sound systems used by Town employees.
- Support telephone service and equipment.
- Advise management and provide guidance to Departments regarding technological directions and initiatives that would benefit the Town.

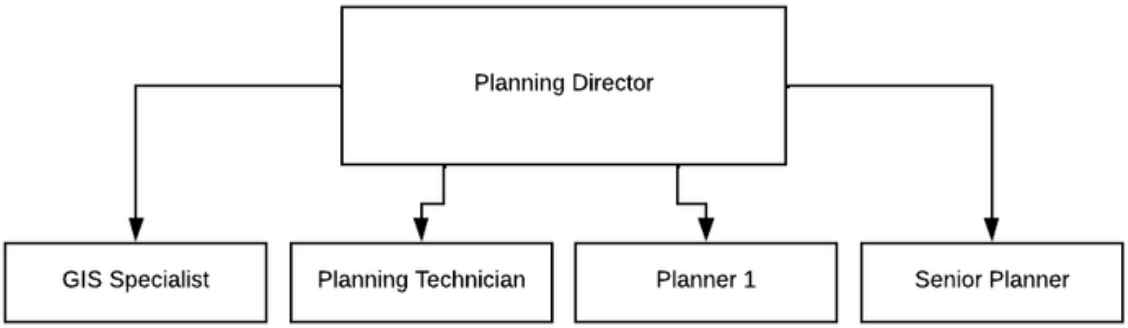
2025 Accomplishments

- 100% Completed to Window 11 for all PCs (110). End of Windows 10 Security Patching support is October 14th, 2025 (Jan 2025)
- Standardization of Mobile Device Management to Intune (Cost savings of $4200)
- Full turn-up of all Council Chambers A/V related Technology (Feb 2025)
- Completed network standardization of buildings 255 and 259 Beacon lite, and 506 Jefferson. All building networks have standard Ubiquity switches and Wireless Access Points
- Completed build and deployment of Tablets for the Water Team for day-to-day process management
- Completed 2 off-site test of the Mobile Council Chambers A/V system.
- ADA Sound Turn-up in Council Chambers
- Completed several cost savings initiatives related to Mobile phones - $2,160
- Performed 2 E-Recycle initiatives (schedule is once a quarter). Disposed of over 50lbs of electronic waste. Next scheduled pick-up is October 23rd
- Completed Artificial Intelligence – Initial Training Lecture for all employees
- Successful completed IT Focus Months (Cybersecurity Awareness (Aug), Artificial Intelligence Awareness (Sep)
- Weekly Tips and information - 2 hours discussion forum for each
- Turned up Tech Team Committee comprised of employees from each department
- Focusing on IT Issues and opportunities to improve employee Technology experience.
- Also charged the team to come up with some potential projects where AI can be used to provide process improvements
- Successfully turned up 2 new Police Vehicle Technology
- Successfully re-enrolled all Police department mobile phones in preparation of new mobile device management configurations
- Working with EnvisionIT Solutions successfully moved all employees, with the exception of the Police Department, over to Microsoft Office Business Standard. This has potential cost savings of $1600 this year, $9600 in 2026.
- Community Support (IT Discussions, 1on1 IT Support for SilverKey) - 36hrs of support to date
- Also completed a 2hr IT discussion at the Presbyterian Church (non-work hours)
- IT Support tickets completed to date: 1,079. Average Per Month (Jan-Sep, 116.2). Current Trend line is showing a downward trend.

Administration - Information Technology - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
INFORMATION TECHNOLOGY						
Salaries & Wages						
01-44-60000. Salaries	$ 109,163	$ 140,400	$ 151,632	$ -	$ 151,632	$ 150,368
01-44-60010. Overtime Pay	$ -	$ -	$ -	$ -	$ -	$ -
01-44-60019. Longevity Recognition	$ -	$ -	$ -	$ -	$ -	$ -
01-44-60020. On-Call/Standby Pay	$ -	$ -	$ -	$ -	$ -	$ -
Total Salaries & Wages	**$ 109,163**	**$ 140,400**	**$ 151,632**	**$ -**	**$ 151,632**	**$ 150,368**
Benefits						
01-44-60071. State Unemployment Taxes	$ 139	$ 285	$ 455	$ -	$ 455	$ 451
01-44-60080. Health & Dental Insurance	$ -	$ 2,470	$ 2,100	$ -	$ 2,100	$ 2,100
01-44-60085. Life & Disability Insurance	$ 1,060	$ 1,283	$ 1,956	$ -	$ 1,956	$ 1,940
01-44-60092. Employer's 401a/457b	$ 12,483	$ 19,656	$ 21,228	$ -	$ 21,228	$ 21,052
01-44-60093. Employer's FICA	$ 6,773	$ 8,789	$ 9,401	$ -	$ 9,401	$ 9,323
01-44-60094. Employer's Medicare	$ 1,584	$ 2,056	$ 2,199	$ -	$ 2,199	$ 2,180
01-44-60098. Staff Tuition	$ -	$ -	$ -	$ -	$ -	$ -
01-44-60100. Worker's Comp Insurance	$ 141	$ 391	$ 455	$ -	$ 455	$ 271
Total Benefits	**$ 22,180**	**$ 34,929**	**$ 37,794**	**$ -**	**$ 37,794**	**$ 37,317**
Purchased Services						
01-44-60130. General Insurance	$ 5,957	$ -	$ -	$ -	$ -	$ -
01-44-60140. General Services	$ 1,120	$ 55	$ -	$ -	$ -	$ -
01-44-60280. Communication Services	$ 9,054	$ 34,466	$ 44,793	$ -	$ 44,793	$ 42,620
01-44-60301. Technical Services	$ 168,979	$ 80,365	$ 127,110	$ -	$ 127,110	$ 92,536
01-44-60770. Travel, Training & Meetings	$ 2,050	$ 447	$ 2,000	$ -	$ 2,000	$ 2,000
01-44-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
01-44-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
01-44-65375. Rentals/Leases (Non-Capital)	$ 450	$ 10,168	$ 18,159	$ -	$ 18,159	$ 11,664
01-44-65710. Professional Services	$ 19,216	$ 20,282	$ 12,000	$ -	$ 12,000	$ 28,200
01-44-65996. Contingency	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 206,825**	**$ 145,782**	**$ 204,062**	**$ -**	**$ 204,062**	**$ 177,020**
Supplies/Other						
01-44-60205. General Supplies	$ 3,216	$ 1,401	$ 4,500	$ -	$ 4,500	$ 3,500
01-44-60260. Dues and Subscriptions	$ 6,390	$ 2,295	$ 350	$ -	$ 350	$ 400
01-44-60610. Fuel	$ -	$ -	$ -	$ -	$ -	$ -
01-44-65660. Computer	$ 8,717	$ 10,670	$ 41,528	$ -	$ 41,528	$ 5,350
01-44-65905. Non-Capital Proj/Equip - Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Supplies/Other	**$ 18,323**	**$ 14,366**	**$ 46,378**	**$ -**	**$ 46,378**	**$ 9,250**
Utilities						
01-44-60341. Utilities - Electric	$ 377	$ -	$ -	$ -	$ -	$ -
01-44-60342. Utilities - Gas	$ 191	$ -	$ -	$ -	$ -	$ -
01-44-60343. Utilities - Other	$ (6,904)	$ -	$ -	$ -	$ -	$ -
Total Utilities	**$ (6,335)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Capital Outlay						
01-44-65955. Capital Projects-Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Capital Outlay	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Information Technology Expenditures	**$ 350,155**	**$ 335,477**	**$ 439,866**	**$ -**	**$ 439,866**	**$ 373,955**

Planning Department



Mission/Function

The Planning Department oversees the growth and development of the Town, while upholding the community's vision and regulations. The Department is responsible for interpreting and administering the Town's Comprehensive Plan, Zoning and Subdivision Regulations, as well as planning, design, and construction management of municipal projects. Planning staff review and process all developmental applications, including those that require a recommendation by the Planning Commission with approval by the Town Council, as well as smaller-scale development applications and permits that are approved administratively. The Department assists in the planning, design, and construction management of municipal projects.

Objectives

- To fairly and equitably administer and enforce the Town's zoning and subdivision regulations daily. To assist the general public and the development community in processing development applications in an efficient and timely manner. To assure the citizens of Monument that development proceeds in an orderly and controlled fashion, paying close attention to the quality of new development and the quality of life for our residents. To assure that any impacts to existing neighborhoods are minimized and/or mitigated to the extent permitted by law.

2025 Accomplishments

- Reviewed, Administered and Issued 300 Building and Land Development Permits, including 10 new commercial developments and over 120 new homes.
- Administered 18 Land Development Cases, including: Light Industrial Buildings A & B at Falcon Commerce Center, Legacy at Jackson Landing Retail Center, Lewis Palmer(Tri-lakes Cares) Subdivision, Maverick Apartments at Jackson Creek North, Meritage Homes at Conexus,Monument Fire District Station No. 3 at Woodmoor Placer Subdivision, Restrooms at Monument Lake, Panda Express at Cinematic View, Retail (Dairy Queen/Subway) at Cinematic View, Santa Fe Park at Terrazzo Baja Commercial Development, Terrazzo Baja Commercial Development, Triview Administration Building in Terrazzo Baja Commercial Development, Triview Promontory Pointe Water Tank, Woodmoor Placer Subdivision, and Ziggi's Coffee at Cinematic View.
- Launched and facilitated the Monument 2040 project, a community-based, consultant-supported effort to update the Town's 2017 Comprehensive Plan and 2006 Stormwater Management Plan (expected completion - summer 2026).
- Expanded use of CommunityCore, the Department's online development review and permit management system.
- Updated Town's official zoning map, development imagery maps and district maps utilizing the Town's geographic information system (GIS).
- Launched development impact fee nexus study
- Conducted competitive process to hire an appointed Town Engineer, serving the Planning and Public Works departments.
- Launched Zombie Hunting permit program as a creative fundraising initiative for the Heart of Monument Play Park.

Monument 2040 Farmers Market Booth
Summer 2025

Planning Department - Revenues

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
PLANNING						
Intergovernmental						
01-49-40134. Grant Revenue	$ -	$ -	$ 200,000	$ -	$ 200,000	$ 80,000
01-49-41050. Infrastsructure Fee	$ -	$ -	$ -	$ -	$ -	$ -
Total Intergovernmental	**$ -**	**$ -**	**$ 200,000**	**$ -**	**$ 200,000**	**$ 80,000**
Licenses & Permits						
01-49-40230. Land Use Permits	$ 48,850	$ 50,776	$ 48,850	$ -	$ 48,850	$ 180,000
01-49-40240. Fence Permits	$ 350	$ 687	$ 350	$ -	$ 350	$ 1,500
01-49-40245. Landscape Permits	$ 10,700	$ 7,093	$ 10,700	$ -	$ 10,700	$ 10,000
01-49-40250. Sidewalk Permits	$ 41,550	$ 27,158	$ 41,550	$ -	$ 41,550	$ 30,000
01-49-40255. Right Of Way Permits	$ 6,525	$ 9,625	$ 6,525	$ -	$ 6,525	$ 10,000
01-49-40260. Temporary Use Permit	$ 900	$ 843	$ 900	$ -	$ 900	$ 900
01-49-40265. Lake Use Permits	$ -	$ -	$ -	$ -	$ -	$ -
01-49-40270. Sign Permits	$ 6,115	$ 6,738	$ 6,115	$ -	$ 6,115	$ 9,000
Total Licenses & Permits	**$ 114,990**	**$ 102,920**	**$ 114,990**	**$ -**	**$ 114,990**	**$ 241,400**
User Charges/Fees						
01-49-40310. Planning Fees	$ 87,171	$ 35,650	$ 87,171	$ -	$ 87,171	$ 120,000
01-49-40311. Eng Rev/Insp Fees	$ 89,600	$ 36,746	$ 89,600	$ -	$ 89,600	$ 150,000
01-49-40320. Sale of Maps & Publications	$ 50	$ -	$ 50	$ -	$ 50	$ -
01-49-40350. Code Enforcement Fees	$ -	$ -	$ -	$ -	$ -	$ -
01-49-40610. Engineering Fee Reimbursable	$ -	$ -	$ -	$ -	$ -	$ 250,000
Total User Charges/Fees	**$ 176,821**	**$ 72,396**	**$ 176,821**	**$ -**	**$ 176,821**	**$ 520,000**
Total Planning Revenue	**$ 291,811**	**$ 175,315**	**$ 491,811**	**$ -**	**$ 491,811**	**$ 841,400**

Ziggi's Coffee Grand Opening
August 15, 2025

Planning Department - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
PLANNING						
Salaries & Wages						
01-49-60000. Salaries	$ 261,081	$ 285,755	$ 419,905	$ (16,731)	$ 403,174	$ 458,850
01-49-60010. Overtime Pay	$ 1,075	$ -	$ 2,796	$ -	$ 2,796	$ -
01-49-60019. Longevity Recognition	$ -	$ -	$ -	$ -	$ -	$ -
01-49-60020. On-Call/Standby	$ -	$ -	$ -	$ -	$ -	$ -
Total Salaries & Wages	**$ 262,155**	**$ 285,755**	**$ 422,701**	**$ (16,731)**	**$ 405,970**	**$ 458,850**
Benefits						
01-49-60071. State Unemployment Taxes	$ 390	$ 572	$ 1,268	$ -	$ 1,268	$ 1,377
01-49-60080. Health & Dental Insurance	$ 30,248	$ 39,223	$ 62,029	$ (1,723)	$ 60,306	$ 56,838
01-49-60085. Life & Disability Insurance	$ 2,383	$ 2,851	$ 5,417	$ (186)	$ 5,231	$ 5,919
01-49-60092. Employer's 401a/457b	$ 19,123	$ 36,226	$ 59,178	$ (2,342)	$ 56,836	$ 64,239
01-49-60093. Employer's FICA	$ 15,395	$ 17,200	$ 26,207	$ -	$ 26,207	$ 28,449
01-49-60094. Employer's Medicare	$ 3,600	$ 4,023	$ 6,129	$ -	$ 6,129	$ 6,653
01-49-60098. Staff Tuitition	$ -	$ -	$ 5,000	$ -	$ 5,000	$ -
01-49-60100. Workers Compensation Insuran	$ 452	$ 645	$ 1,167	$ -	$ 1,167	$ 826
Total Benefits	**$ 71,591**	**$ 100,739**	**$ 166,395**	**$ (4,251)**	**$ 162,144**	**$ 164,301**
Purchased Services						
01-49-60130. General Insurance	$ 5,957	$ -	$ -	$ -	$ -	$ -
01-49-60140. General Services	$ 1,289	$ 281	$ -	$ -	$ -	$ -
01-49-60280. Communication Services	$ 4,873	$ 898	$ 5,500	$ -	$ 5,500	$ 8,460
01-49-60301. Technical Services	$ 133,152	$ 15,873	$ 169,900	$ -	$ 169,900	$ 13,410
01-49-60305. Legal Services (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 365,000
01-49-60770. Travel, Training & Meetings	$ 5,299	$ 1,738	$ 20,200	$ -	$ 20,200	$ -
01-49-60776. Training & Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 3,700
01-49-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 6,520
01-49-65375. Rentals/Leases (Non-Capital)	$ 6,309	$ 3,164	$ 3,900	$ -	$ 3,900	$ 2,300
01-49-65709. Engineering Reviews (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 310,000
01-49-65710. Professional Services	$ 8,149	$ 125,713	$ 673,368	$ -	$ 673,368	$ -
01-49-65720. Engineering Services	$ -	$ -	$ -	$ -	$ -	$ 165,000
01-49-65750. Monument 2040 Project	$ -	$ -	$ -	$ -	$ -	$ 230,000
01-49-66030. Planning Code Revisions	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 165,027**	**$ 147,666**	**$ 872,868**	**$ -**	**$ 872,868**	**$ 1,104,390**
Supplies/Other						
01-49-60205. General Supplies	$ 3,492	$ 9,941	$ 1,500	$ -	$ 1,500	$ 4,000
01-49-60260. Dues and Subscriptions	$ 2,303	$ 1,673	$ 5,500	$ -	$ 5,500	$ 6,200
01-49-65660. Computer	$ 2,332	$ 12,560	$ 7,000	$ -	$ 7,000	$ 3,500
Total Supplies/Other	**$ 8,126**	**$ 24,174**	**$ 14,000**	**$ -**	**$ 14,000**	**$ 13,700**
Utilities						
01-49-60341. Utilities - Electric	$ 1,132	$ -	$ -	$ -	$ -	$ -
01-49-60342. Utilities - Gas	$ 574	$ -	$ -	$ -	$ -	$ -
01-49-60343. Utilities - Other	$ 1,512	$ -	$ -	$ -	$ -	$ -
Total Utilities	**$ 3,218**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Capital Outlay						
01-49-65955. Capital Projects-Other	$ -	$ -	$ -	$ -	$ -	$ -
01-49-66303. Planning Lakota // Dola Grant	$ -	$ -	$ -	$ -	$ -	$ -
Total Capital Outlay	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Debt Services						
01-49-68356. Lease Interest	$ -	$ -	$ -	$ -	$ -	$ -
Total Debt Services	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Other						
01-49-65780. Code Enforcement	$ -	$ -	$ -	$ -	$ -	$ 71,000
Total Other	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 71,000**
Total Planning Expenditures	**$ 510,118**	**$ 558,334**	**$ 1,475,964**	**$ (20,982)**	**$ 1,454,982**	**$ 1,812,241**

Objectives

- Monitor and adjust patrol and special assignment staffing to meet the needs of a growing community.
- Enhance supervisory and management capabilities through specialized training, strategic hiring, and leadership development.
- Strengthen interagency collaboration and emergency preparedness by partnering with local and regional agencies.
- Develop a coordinated approach to code enforcement that addresses land use and quality-of-life concerns.
- Expand the Community Resource Officer program and increase public engagement opportunities.
- Maintain transparency in financial management and resource allocation.

2025 Accomplishments

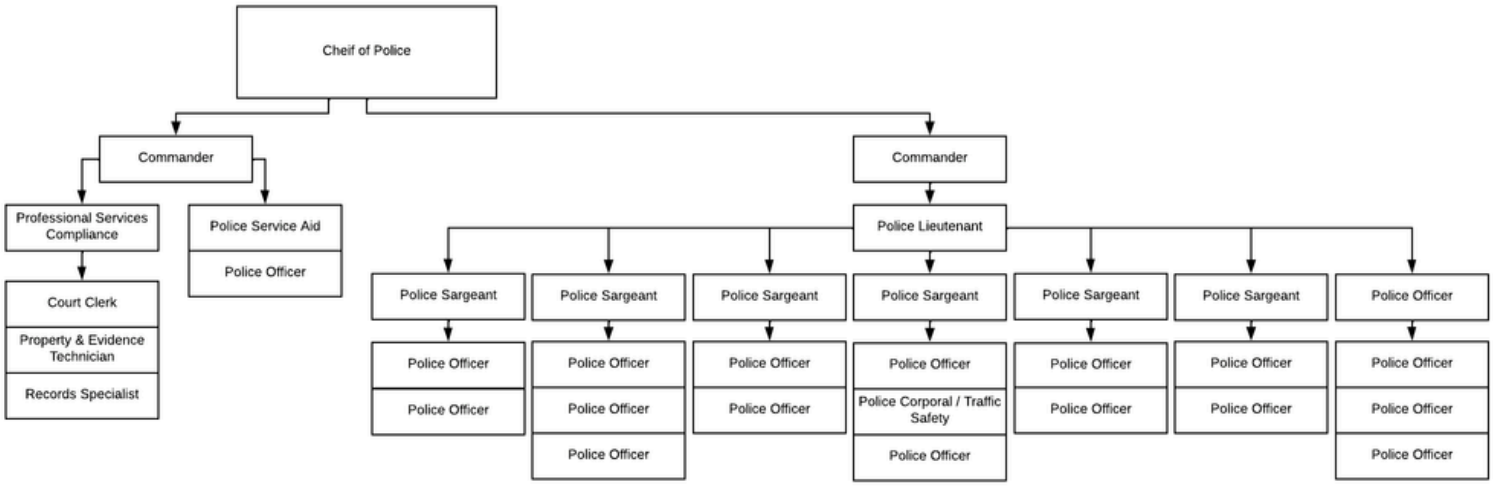
- Achieved full sworn staffing of 30 officers, improving coverage and response capability.
- Sergeant Marks received the Colorado Association of Chiefs of Police (CACP) Pioneer Award for creating the Designated Marksman and Tactical Patrol Officer programs.
- Continued quarterly Chief's Advisory Board and Community Engagement Group meetings to enhance communication and trust.
- Strengthened partnerships with local, regional, and state agencies through participation in committees and professional networks.
- Partnered with the National Tactical Officers Association (NTOA) to provide leadership and tactical decision-making training.

2026 Budget Highlights

- Add one police lieutenant and three police officers to improve supervision and balance workload distribution.
- Reclassify the Executive Assistant to the Chief position to Strategic Programs Coordinator to support data-driven policing and accreditation.
- Provide department-wide training through FBI-LEEDA and the Pikes Peak Leadership Program.

2026 Performance Measures

- Host four Community Engagement Group meetings annually.
- Host four Chief's Advisory Board meetings annually.
- Conduct one annual table-top emergency exercise with PPROEM and MFD.
- Provide one active-shooter preparedness training for Town Council and one for Town staff each year.



Law Enforcement - Revenues

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
LAW ENFORCEMENT						
User Charges/Fees						
01-51-40350. Fees for Service	$ -	$ -	$ 3,000	$ -	$ 3,000	$ -
01-51-40610. SRO & Extra Duty	$ -	$ -	$ 343,304	$ -	$ 343,304	$ 218,000
Total User Charges/Fees	**$ -**	**$ -**	**$ 346,304**	**$ -**	**$ 346,304**	**$ 218,000**
Total Law Enforcement Revenue	**$ -**	**$ -**	**$ 346,304**	**$ -**	**$ 346,304**	**$ 218,000**

Law Enforcement - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
LAW ENFORCEMENT						
Salaries & Wages						
01-51-60000. Salaries	$ -	$ -	$ 2,378,739	$ -	$ 2,378,739	$ 2,620,569
01-51-60010. Overtime Pay	$ -	$ -	$ 87,107	$ -	$ 87,107	$ 93,806
01-51-60011. Extra Duty Police	$ -	$ -	$ -	$ -	$ -	$ -
01-51-60019. Longevity Recognition	$ -	$ -	$ 2,500	$ -	$ 2,500	$ 500
01-51-60020. On-Call/Standby	$ -	$ -	$ -	$ -	$ -	$ -
Total Salaries & Wages	**$ -**	**$ -**	**$ 2,468,346**	**$ -**	**$ 2,468,346**	**$ 2,714,875**
Benefits						
01-51-60071. State Unemployment Taxes	$ -	$ -	$ 7,136	$ -	$ 7,136	$ 8,143
01-51-60080. Health & Dental Insurance	$ -	$ -	$ 376,242	$ -	$ 376,242	$ 447,129
01-51-60084. FPPA for D&D	$ -	$ -	$ 72,800	$ -	$ 72,800	$ 93,052
01-51-60085. Life & Disability Insurance	$ -	$ -	$ 7,491	$ -	$ 7,491	$ 33,805
01-51-60091. FPPA for Retirement	$ -	$ -	$ 99,583	$ -	$ 99,583	$ 127,947
01-51-60092. Employer's 401a/457b	$ -	$ -	$ 236,244	$ -	$ 236,244	$ 252,066
01-51-60093. Employer's FICA	$ -	$ -	$ 147,482	$ -	$ 147,482	$ 168,291
01-51-60094. Employer's Medicare	$ -	$ -	$ 34,492	$ -	$ 34,492	$ 39,358
01-51-60098. Staff Tuitition	$ -	$ -	$ 2,500	$ -	$ 2,500	$ -
01-51-60100. Workers Compensation Insuran	$ -	$ -	$ 101,873	$ -	$ 101,873	$ 96,110
Total Benefits	**$ -**	**$ -**	**$ 1,085,843**	**$ -**	**$ 1,085,843**	**$ 1,265,901**
Purchased Services						
01-51-60130. General Insurance	$ -	$ -	$ 166,769	$ -	$ 166,769	$ 205,591
01-51-60140. General Services	$ -	$ -	$ 6,163	$ -	$ 6,163	$ 6,171
01-51-60280. Communication Services	$ -	$ -	$ 9,649	$ -	$ 9,649	$ 10,259
01-51-60301. Technical Services	$ -	$ -	$ 91,838	$ -	$ 91,838	$ 72,870
01-51-60305. Legal Services (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 24,774
01-51-60770. Travel, Training & Meetings	$ -	$ -	$ -	$ -	$ -	$ -
01-51-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
01-51-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
01-51-65375. Rentals/Leases (Non-Capital)	$ -	$ -	$ 13,850	$ -	$ 13,850	$ 13,284
01-51-65710. Professional Services	$ -	$ -	$ 22,574	$ -	$ 22,574	$ 28,618
Total Purchased Services	**$ -**	**$ -**	**$ 310,842**	**$ -**	**$ 310,842**	**$ 361,567**
Repairs & Maintenance						
01-51-65390. Repairs & Maint-Vehicle/Equip.	$ -	$ -	$ -	$ -	$ -	$ -
01-51-65440. Repairs & Maint - Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Repairs & Maintenance	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Supplies/ Other						
01-51-60205. General Supplies	$ -	$ -	$ 17,441	$ -	$ 17,441	$ 13,545
01-51-60225. Uniforms (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
01-51-60240. Postage	$ -	$ -	$ -	$ -	$ -	$ -
01-51-60260. Dues and Subscriptions	$ -	$ -	$ 6,797	$ -	$ 6,797	$ 7,602
01-51-60610. Fuel	$ -	$ -	$ -	$ -	$ -	$ -
01-51-65660. Computer	$ -	$ -	$ -	$ -	$ -	$ -
01-51-65900. Non-Capital Proj/Equip-Veh/Eq	$ -	$ -	$ -	$ -	$ -	$ -
01-51-65905. Non-Capital Proj/Equip - Other	$ -	$ -	$ -	$ -	$ -	$ -
01-51-66010. Fundraiser Expense	$ -	$ -	$ -	$ -	$ -	$ 2,500
Total Supplies/Other	**$ -**	**$ -**	**$ 24,238**	**$ -**	**$ 24,238**	**$ 23,647**
Utilities						
01-51-60341. Utilities - Electric	$ -	$ -	$ 9,236	$ -	$ 9,236	$ 6,194
01-51-60342. Utilities - Gas	$ -	$ -	$ 3,612	$ -	$ 3,612	$ 3,210
01-51-60343. Utilities - Other	$ -	$ -	$ 16,706	$ -	$ 16,706	$ 8,154
Total Utilities	**$ -**	**$ -**	**$ 29,555**	**$ -**	**$ 29,555**	**$ 17,558**
Capital Outlay						
01-51-65950. Capital Projects-Vehicle/Equip	$ -	$ -	$ -	$ -	$ -	$ -
Total Capital Outlay	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Debt Services						
01-51-68355. Lease Principal	$ -	$ -	$ -	$ -	$ -	$ -
01-51-68356. Lease Interest	$ -	$ -	$ -	$ -	$ -	$ -
Total Debt Services	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Law Enforcement Expenditures	**$ -**	**$ -**	**$ 3,918,824**	**$ -**	**$ 3,918,824**	**$ 4,383,548**

Court

Mission/Function
The Town of Monument Municipal Court is committed to professionally serving the citizens of Monument by administering justice in a fair, efficient and respectful manner, so as to enhance public trust and community confidence in our court system.

Objectives
- Administer justice in a fair, efficient and respectful manner.
- Serve as custodian of all court records.
- Coordinate and collect all court-related fees and fines.

2025 Accomplishments
- Staff training & professional development
- Separation of court & records duties
- Strengthened collaboration with law enforcement partners, the District Attorney's Office, and the County Courthouse to ensure consistent processes and clear communication
- Conducted a thorough review and updated Title II to align with the current court procedures and applicable law

2026 Performance Measures
- Percentage of cases processed on time = ≥ 96% of all cases processed on time
- Track how many cases resolve within the legally mandated or internally defined timelines, Average time from citation filing to case resolution = ≤ 30 days average case processing time. (with court only being once a month, this number has to be larger)
- Measure the number of days from citation filing to case resolution to identify bottlenecks, Audit or compliance review results showing adherence to municipal and state regulations = 98% or higher compliance score

Court - Revenues and Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
COURT						
User Charges/Fees						
01-46-40510. Court Collections & Fees	$ 50,591	$ 73,584	$ 73,584	$ -	$ 73,584	$ 75,000
01-46-40515. Court Bonds	$ -	$ -	$ -	$ -	$ -	$ -
Total User Charges/Fees	**$ 50,591**	**$ 73,584**	**$ 73,584**	**$ -**	**$ 73,584**	**$ 75,000**
Total Court Revenue	**$ 50,591**	**$ 73,584**	**$ 73,584**	**$ -**	**$ 73,584**	**$ 75,000**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
COURT						
Salaries & Wages						
01-46-60000. Salaries	$ 79,222	$ 91,026	$ 107,072	$ -	$ 107,072	$ 86,273
01-46-60010. Overtime Pay	$ 1,411	$ 1,084	$ 1,712	$ -	$ 1,712	$ 2,000
Total Salaries & Wages	**$ 80,633**	**$ 92,110**	**$ 108,784**	**$ -**	**$ 108,784**	**$ 88,273**
Benefits						
01-46-60071. State Unemployment Taxes	$ 88	$ 188	$ 326	$ -	$ 326	$ 271
01-46-60080. Health & Dental Insurance	$ 4,606	$ 8,254	$ 27,330	$ -	$ 27,330	$ 11,109
01-46-60085. Life & Disability Insurance	$ 1,060	$ 1,147	$ 1,381	$ -	$ 1,381	$ 1,139
01-46-60092. Employer's 401a/457b	$ 3,333	$ 10,290	$ 15,230	$ -	$ 15,230	$ 12,638
01-46-60093. Employer's FICA	$ 5,160	$ 5,819	$ 6,745	$ -	$ 6,745	$ 5,597
01-46-60094. Employer's Medicare	$ 1,207	$ 1,361	$ 1,577	$ -	$ 1,577	$ 1,309
01-46-60100. Worker's Comp Insurance	$ 374	$ 1,345	$ 535	$ -	$ 535	$ 155
Total Benefits	**$ 15,829**	**$ 28,404**	**$ 53,124**	**$ -**	**$ 53,124**	**$ 32,218**
Purchased Services						
01-46-60130. General Insurance	$ 5,957	$ -	$ -	$ -	$ -	$ -
01-46-60140. General Services	$ (84)	$ -	$ 2,000	$ -	$ 2,000	$ 500
01-46-60280. Communication Services	$ 1,178	$ -	$ 1,300	$ -	$ 1,300	$ 1,000
01-46-60301. Technical Services	$ 13,203	$ 13,700	$ 12,900	$ -	$ 12,900	$ 1,000
01-46-60770. Travel, Training & Meetings	$ 431	$ 182	$ 2,000	$ -	$ 2,000	$ -
01-46-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,000
01-46-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,000
01-46-65375. Rentals/Leases (Non-Capital)	$ 3,692	$ -	$ -	$ -	$ -	$ -
01-46-65710. Professional Services	$ -	$ -	$ -	$ -	$ -	$ 15,000
Total Purchased Services	**$ 24,377**	**$ 13,882**	**$ 18,200**	**$ -**	**$ 18,200**	**$ 19,500**
Supplies/Other						
01-46-60205. General Supplies	$ 2,183	$ 1,234	$ 3,500	$ -	$ 3,500	$ 1,500
01-46-60260. Dues and Subscriptions	$ 200	$ 1,156	$ 200	$ -	$ 200	$ 250
01-46-65660. Computer	$ 681	$ -	$ 700	$ -	$ 700	$ 700
Total Supplies/Other	**$ 3,064**	**$ 2,390**	**$ 4,400**	**$ -**	**$ 4,400**	**$ 2,450**
Utilities						
01-46-60341. Utilities - Electric	$ 592	$ -	$ -	$ -	$ -	$ -
01-46-60342. Utilities - Gas	$ 310	$ -	$ -	$ -	$ -	$ -
01-46-60343. Utilities - Other	$ 1,804	$ -	$ -	$ -	$ -	$ -
Total Utilities	**$ 2,706**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Court Expenditures	**$ 126,607**	**$ 136,786**	**$ 184,508**	**$ -**	**$ 184,508**	**$ 142,441**

Mission/Function

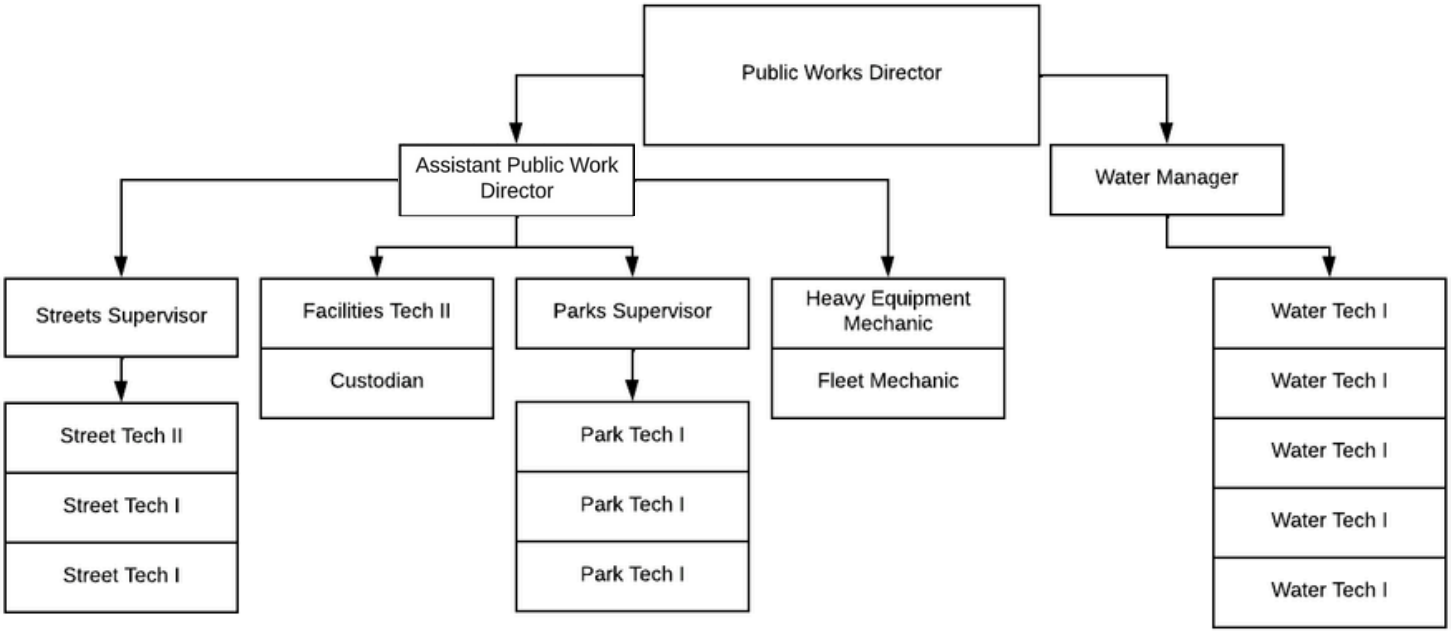
- Provide Street and traffic management which includes paving, pothole repair, and street sweeping to snow plowing, street sign maintenance, and managing traffic signals to ensure safe and efficient transportation for both vehicles and pedestrians.
- Maintain the Town's Infrastructure and repair the Town's critical infrastructure, including public buildings, parks, and other facilities.
- Oversee and maintain the water distribution system, which include pipes, valves, and service connections.
- Manage the design and engineering of new capital improvement projects, as well as providing engineering expertise for public improvements.
- Maintain the Town's fleet and equipment.
- Manage the Town's stormwater systems including drainage systems to prevent flooding and managing stormwater runoff.

Streets
Mission/Function
To maintain and preserve the Town's roadway and drainage infrastructure to enhance the community's health, safety and welfare through long-range planning, development review, infrastructure design and maintenance, capital improvement programs and traffic control systems.

Facilities
Mission/Function
To maintain the functionality, safety and efficiency of the Town's facilities by overseeing the maintenance, operations and related services.

Fleet
Mission/Function
To ensure the Town's vehicles and equipment are maintained in good working condition, conduct regular maintenance, diagnose issues and make repairs.

Parks and Cemetery
Mission/Function
To provide comprehensive planning services for parks, trails, open space and recreation facilities that directly benefit the citizens of Monument by enhancing quality of life, promoting a healthy community, supporting the local economy and bolstering property values and protecting and enhancing the environment; provide recreational and educational opportunities by designing, renovating and constructing new parks, park facilities and trails for the citizens and visitors of Monument.



Public Works Department - Revenues (Excluding Parks & Cemetery)

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
PUBLIC WORKS						
Intergovernmental						
01-30-40480. IGA Revenue	$ 32,777	$ 35,745	$ 26,500	$ -	$ 26,500	$ 26,500
Total Intergovernmental	**$ 32,777**	**$ 35,745**	**$ 26,500**	**$ -**	**$ 26,500**	**$ 26,500**
User Charges/Fees						
01-30-40020. Grave Opening & Closing	$ -	$ -	$ -	$ -	$ -	$ -
01-30-40030. Plot Sales	$ (11,500)	$ -	$ -	$ -	$ -	$ -
01-30-40341. PW - Park Reservation Fees	$ -	$ -	$ -	$ -	$ -	$ -
01-30-40610. PW - Miscellaneous Income	$ -	$ -	$ -	$ -	$ -	$ -
Total User Charges/Fees	**$ (11,500)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Other Revenue						
01-30-40290. Disposal of Capitalized Assets	$ -	$ 28,010	$ 5,000	$ -	$ 5,000	$ -
01-30-40300. Scrap Metal Sales	$ 481	$ 2,766	$ 750	$ -	$ 750	$ -
Total Other Revenue	**$ 481**	**$ 30,776**	**$ 5,750**	**$ -**	**$ 5,750**	**$ -**
Transfers In						
01-30-40065. Transfer from Other Funds	$ 20,000	$ 20,004	$ 20,000	$ -	$ 20,000	$ -
Total Transfers In	**$ 20,000**	**$ 20,004**	**$ 20,000**	**$ -**	**$ 20,000**	**$ -**
Other						
01-30-40630. PW - Capital Lease Income	$ -	$ -	$ -	$ 600,000	$ 600,000	$ -
Total Other	**$ -**	**$ -**	**$ -**	**$ 600,000**	**$ 600,000**	**$ -**
Total Public Works Revenue	**$ 41,758**	**$ 86,525**	**$ 52,250**	**$ 600,000**	**$ 652,250**	**$ 26,500**

Public Works Department - Streets - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
STREETS						
Salaries & Wages						
01-30-60000. Salaries	$ 463,160	$ 474,168	$ 497,232	$ (22,771)	$ 474,461	$ 362,292
01-30-60010. Overtime Pay	$ 9,938	$ 16,788	$ 10,664	$ -	$ 10,664	$ 9,722
01-30-60019. Longevity Recognition	$ 500	$ 1,000	$ 1,250	$ -	$ 1,250	$ 500
01-30-60020. On-Call/Standby Pay	$ 950	$ 1,813	$ 4,972	$ -	$ 4,972	$ 1,800
Total Salaries & Wages	**$ 474,548**	**$ 493,769**	**$ 514,118**	**$ (22,771)**	**$ 491,347**	**$ 374,314**
Benefits						
01-30-60071. State Unemployment Taxes	$ 342	$ 988	$ 1,542	$ -	$ 1,542	$ 1,121
01-30-60080. Health & Dental Insurance	$ 63,919	$ 75,495	$ 89,552	$ (2,741)	$ 86,811	$ 73,440
01-30-60085. Life & Disability Insurance	$ 5,587	$ 5,403	$ 6,307	$ (214)	$ 6,093	$ 4,674
01-30-60092. Employer's 401a/457b	$ 60,478	$ 56,927	$ 62,147	$ (3,188)	$ 58,959	$ 52,334
01-30-60093. Employer's FICA	$ 28,607	$ 29,441	$ 31,875	$ -	$ 31,875	$ 23,176
01-30-60094. Employer's Medicare	$ 6,690	$ 6,886	$ 7,455	$ -	$ 7,455	$ 5,420
01-30-60098. Staff Tuition	$ -	$ -	$ -	$ -	$ -	$ -
01-30-60100. Worker's Comp Insurance	$ 29,824	$ 45,940	$ 35,543	$ -	$ 35,543	$ 17,631
Total Benefits	**$ 195,447**	**$ 221,079**	**$ 234,421**	**$ (6,143)**	**$ 228,278**	**$ 177,796**
Purchased Services						
01-30-60130. General Insurance	$ 5,152	$ -	$ -	$ -	$ -	$ -
01-30-60140. General Services	$ 527	$ 290	$ 3,000	$ -	$ 3,000	$ 2,000
01-30-60280. Communication Services	$ 7,558	$ -	$ -	$ -	$ -	$ -
01-30-60301. Technical Services	$ 532	$ 45	$ 500	$ -	$ 500	$ 500
01-30-60770. Travel,Training,Meetings	$ 4,206	$ 2,535	$ 15,000	$ -	$ 15,000	$ -
01-30-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 3,850
01-30-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 5,000
01-30-65375. Rentals/Leases (Non-Capital)	$ 992	$ 720	$ 8,000	$ -	$ 8,000	$ 800
01-30-65710. Professional Services	$ 16,248	$ 23,482	$ 14,240	$ -	$ 14,240	$ 12,544
01-30-65996. Contingency	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 35,215**	**$ 27,072**	**$ 40,740**	**$ -**	**$ 40,740**	**$ 24,694**
Supplies/Other						
01-30-60205. General Supplies	$ 7,875	$ 11,730	$ 38,000	$ -	$ 38,000	$ 3,000
01-30-60210. Uniforms	$ -	$ -	$ -	$ -	$ -	$ -
01-30-60220. Small Tools (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 5,000
01-30-60221. Safety Supplies (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 3,000
01-30-60224. Safety Boots (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 600
01-30-60225. Uniforms (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,000
01-30-60229. Operational Supplies(for 2026)	$ -	$ -	$ -	$ -	$ -	$ 12,000
01-30-60260. Dues and Subscriptions	$ -	$ 537	$ 1,000	$ -	$ 1,000	$ 1,000
01-30-60387. Salt/Sand	$ 7,817	$ 26,757	$ 32,000	$ -	$ 32,000	$ 25,000
01-30-60610. Fuel	$ 42,922	$ 29,427	$ 50,000	$ -	$ 50,000	$ 30,000
01-30-65660. Computer	$ 80	$ -	$ 2,000	$ -	$ 2,000	$ 2,500
01-30-65905. Non-Capital Proj/Equip - Other	$ 11,722	$ 4,636	$ 10,000	$ -	$ 10,000	$ 5,000
Total Supplies/Other	**$ 70,415**	**$ 73,086**	**$ 133,000**	**$ -**	**$ 133,000**	**$ 88,100**

Public Works Department - Streets - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
Utilities						
01-30-60341. Utilities - Electric	$ 46,014	$ -	$ -	$ -	$ -	$ -
01-30-60342. Utilities - Gas	$ 10,305	$ -	$ -	$ -	$ -	$ -
01-30-60343. Utilities - Other	$ 6,267	$ -	$ -	$ -	$ -	$ -
Total Utilities	**$ 62,586**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Capital Outlay						
01-30-65950. Capital Projects-Vehicle/Equip	$ 277,391	$ 275,726	$ 117,000	$ (23,368)	$ 93,633	$ 55,000
01-30-65955. Capital Projects-Other	$ -	$ -	$ 175,000	$ -	$ 175,000	$ -
Total Capital Outlay	**$ 277,391**	**$ 275,726**	**$ 292,000**	**$ (23,368)**	**$ 268,632**	**$ 55,000**
Debt Services						
01-30-68355. Lease Principal	$ 33,483	$ 17,092	$ -	$ -	$ -	$ -
01-30-68356. Lease Interest	$ 1,329	$ 224	$ -	$ -	$ -	$ -
01-30-68357. Conservation Plan Rebates	$ -	$ -	$ -	$ -	$ -	$ -
Total Debt Services	**$ 34,812**	**$ 17,315**	**$ -**	**$ -**	**$ -**	**$ -**
Total Streets Expenditures	**$ 1,150,414**	**$ 1,108,048**	**$ 1,214,279**	**$ (52,282)**	**$ 1,161,997**	**$ 719,904**

Public Works Department - Facility Services - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
FACILITIES						
Salaries & Wages						
01-32-60000. Salaries	$ 77,292	$ 186,386	$ 207,872	$ (21,755)	$ 186,117	$ 88,449
01-32-60010. Overtime Pay	$ 428	$ 986	$ 6,236	$ -	$ 6,236	$ 1,972
01-32-60019. Longevity Recognition	$ -	$ 500	$ -	$ -	$ -	$ -
01-32-60020. On-Call/Standby Pay	$ 350	$ -	$ 2,079	$ -	$ 2,079	$ 500
Total Salaries & Wages	**$ 78,070**	**$ 187,872**	**$ 216,187**	**$ (21,755)**	**$ 194,432**	**$ 90,921**
Benefits						
01-32-60071. State Unemployment Taxes	$ 120	$ 376	$ 649	$ -	$ 649	$ 273
01-32-60080. Health & Dental Insurance	$ 8,953	$ 29,646	$ 42,602	$ -	$ 42,602	$ 11,323
01-32-60085. Life & Disability Insurance	$ 1,290	$ 2,207	$ 2,766	$ -	$ 2,766	$ 1,141
01-32-60092. Employer's 401a/457b	$ 9,423	$ 24,175	$ 29,102	$ (3,046)	$ 26,056	$ 12,729
01-32-60093. Employer's FICA	$ 4,821	$ 11,260	$ 13,404	$ -	$ 13,404	$ 5,637
01-32-60094. Employer's Medicare	$ 1,127	$ 2,633	$ 3,135	$ -	$ 3,135	$ 1,318
01-32-60098. Staff Tuition	$ -	$ -	$ -	$ -	$ -	$ -
01-32-60100. Worker's Comp Insurance	$ 3,244	$ 5,367	$ 15,436	$ -	$ 15,436	$ 4,361
Total Benefits	**$ 28,979**	**$ 75,664**	**$ 107,094**	**$ (3,046)**	**$ 104,048**	**$ 36,782**
Purchased Services						
01-32-60130. General Insurance	$ 16,915	$ -	$ -	$ -	$ -	$ -
01-32-60140. General Services	$ 494	$ 185	$ 500	$ -	$ 500	$ 500
01-32-60280. Communication Services	$ 1,275	$ 4,109	$ -	$ -	$ -	$ -
01-32-60301. Technical Services	$ 77	$ 230	$ 28,600	$ -	$ 28,600	$ 20,000
01-32-60770. Travel, Training & Meetings	$ 5,444	$ 2,088	$ 2,500	$ -	$ 2,500	$ -
01-32-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,250
01-32-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,250
01-32-65375. Rentals/Leases (Non-Capital)	$ 638	$ 1,592	$ 2,254	$ -	$ 2,254	$ 2,500
01-32-65710. Professional Services	$ 7,257	$ -	$ -	$ -	$ -	$ -
01-32-65996. Contingency	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 32,100**	**$ 8,203**	**$ 33,854**	**$ -**	**$ 33,854**	**$ 25,500**
Repairs & Maintenance						
01-32-65390. Vehicles / Equipment	$ -	$ 375	$ -	$ -	$ -	$ -
01-32-65440. Repairs & Maint. - Other	$ -	$ -	$ -	$ -	$ -	$ -
01-32-65450. Repairs & Maint. - Building	$ 166,692	$ 76,976	$ 190,000	$ -	$ 190,000	$ 100,000
Total Repairs & Maintenance	**$ 166,692**	**$ 77,351**	**$ 190,000**	**$ -**	**$ 190,000**	**$ 100,000**
Supplies/Other						
01-32-60205. General Supplies	$ 11,324	$ 13,919	$ 10,710	$ -	$ 10,710	$ 9,000
01-32-60210. Uniforms	$ -	$ -	$ -	$ -	$ -	$ -
01-32-60220. Small Tools (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 2,000
01-32-60221. Safety Supplies (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,000
01-32-60224. Safety Boots (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 300
01-32-60225. Uniforms (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 750
01-32-60229. Operational Supplies(for 2026)	$ -	$ -	$ -	$ -	$ -	$ 2,000
01-32-60260. Dues and Subscriptions	$ -	$ -	$ -	$ -	$ -	$ -
01-32-60610. Fuel	$ -	$ 1,000	$ -	$ -	$ -	$ -
01-32-65660. Computer	$ 1,012	$ -	$ -	$ -	$ -	$ -
Total Supplies/Other	**$ 12,336**	**$ 14,919**	**$ 10,710**	**$ -**	**$ 10,710**	**$ 15,050**
Utilities						
01-32-60341. Utilities - Electric	$ 2,461	$ 50,205	$ 33,046	$ -	$ 33,046	$ 64,500
01-32-60342. Utilities - Gas	$ 783	$ 10,061	$ 12,866	$ -	$ 12,866	$ 13,000
01-32-60343. Utilities - Other	$ 6,598	$ 15,395	$ 23,058	$ -	$ 23,058	$ 17,820
Total Utilities	**$ 9,842**	**$ 75,661**	**$ 68,970**	**$ -**	**$ 68,970**	**$ 95,320**
Capital Outlay						
01-32-65950. Capital Projects-Vehicle/Equip	$ 55,000	$ -	$ -	$ -	$ -	$ -
01-32-65955. Capital Projects-Other	$ -	$ 150,880	$ 415,000	$ 1,100,000	$ 1,515,000	$ 90,000
01-32-66303. Grant Reimbursable	$ -	$ -	$ -	$ -	$ -	$ -
01-32-66304. Grant Match	$ -	$ -	$ -	$ -	$ -	$ -
01-32-66305. Grant Loan	$ -	$ -	$ -	$ -	$ -	$ -
Total Capital Outlay	**$ 55,000**	**$ 150,880**	**$ 415,000**	**$ 1,100,000**	**$ 1,515,000**	**$ 90,000**
Debt Services						
01-32-68355. Lease Principal	$ -	$ -	$ 33,000	$ -	$ 33,000	$ 26,000
01-32-68356. Lease Interest	$ -	$ -	$ 21,945	$ -	$ 21,945	$ 28,066
Total Debt Services	**$ -**	**$ -**	**$ 54,945**	**$ -**	**$ 54,945**	**$ 54,066**
Total Facilities Expenditures	**$ 383,019**	**$ 590,549**	**$ 1,096,760**	**$ 1,075,199**	**$ 2,171,960**	**$ 507,639**

Public Works Department - Fleet Services

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
FLEET						
Salaries & Wages						
01-33-60000. Salaries	$ 153,239	$ 165,393	$ 178,703	$ -	$ 178,703	$ 177,017
01-33-60010. Overtime Pay	$ 947	$ 1,646	$ 5,361	$ -	$ 5,361	$ 1,947
01-33-60019. Longevity Recognition	$ -	$ 500	$ 2,500	$ -	$ 2,500	$ -
01-33-60020. On-Call/Standby Pay	$ 725	$ 500	$ 1,787	$ -	$ 1,787	$ 1,000
Total Salaries & Wages	**$ 154,912**	**$ 168,039**	**$ 188,351**	**$ -**	**$ 188,351**	**$ 179,964**
Benefits						
01-33-60071. State Unemployment Taxes	$ 154	$ 336	$ 565	$ -	$ 565	$ 540
01-33-60080. Health & Dental Insurance	$ 25,677	$ 31,684	$ 26,543	$ -	$ 26,543	$ 39,784
01-33-60085. Life & Disability Insurance	$ 2,004	$ 2,110	$ 2,305	$ -	$ 2,305	$ 2,284
01-33-60092. Employer's 401a/457b	$ 7,386	$ 10,082	$ 10,338	$ -	$ 10,338	$ 25,195
01-33-60093. Employer's FICA	$ 8,896	$ 9,731	$ 11,678	$ -	$ 11,678	$ 11,158
01-33-60094. Employer's Medicare	$ 2,080	$ 2,276	$ 2,731	$ -	$ 2,731	$ 2,609
01-33-60098. Staff Tuition	$ -	$ -	$ -	$ -	$ -	$ -
01-33-60100. Worker's Comp Insurance	$ 4,403	$ 5,711	$ 7,120	$ -	$ 7,120	$ 5,328
Total Benefits	**$ 50,600**	**$ 61,929**	**$ 61,280**	**$ -**	**$ 61,280**	**$ 86,898**
Purchased Services						
01-33-60130. General Insurance	$ (28,653)	$ -	$ -	$ -	$ -	$ -
01-33-60140. General Services	$ 102	$ 1,700	$ 1,250	$ -	$ 1,250	$ 1,250
01-33-60280. Communication Services	$ 4,557	$ -	$ -	$ -	$ -	$ -
01-33-60301. Technical Services	$ 10	$ -	$ 4,800	$ -	$ 4,800	$ 4,800
01-33-60770. Travel, Training & Meetings	$ 14	$ 24	$ 2,500	$ -	$ 2,500	$ -
01-33-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,250
01-33-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,250
01-33-65375. Rentals/Leases (Non-Capital)	$ 260	$ -	$ 250	$ -	$ 250	$ -
01-33-65710. Professional Services	$ 364	$ 9,120	$ 9,000	$ -	$ 9,000	$ 9,000
01-33-65996. Contingency	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ (23,345)**	**$ 10,843**	**$ 17,800**	**$ -**	**$ 17,800**	**$ 17,550**
Repairs & Maintenance						
01-33-65390. Repairs & Maint-Vehicle/Equip.	$ 58,253	$ 74,475	$ 90,000	$ -	$ 90,000	$ 90,000
Total Repairs & Maintenance	**$ 58,253**	**$ 74,475**	**$ 90,000**	**$ -**	**$ 90,000**	**$ 90,000**
Supplies/Other						
01-33-60205. General Supplies	$ 7,015	$ 7,524	$ 7,750	$ -	$ 7,750	$ 3,000
01-33-60210. Uniforms	$ -	$ -	$ -	$ -	$ -	$ -
01-33-60220. Shop Tools (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 3,000
01-33-60221. Safety Supplies (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,000
01-33-60224. Safety Boots (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 300
01-33-60225. Uniforms (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 500
01-33-60229. Operational Supplies (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 5,000
01-33-60260. Dues and Subscriptions	$ 1,908	$ 1,908	$ 2,000	$ -	$ 2,000	$ 3,000
01-33-60610. Fuel	$ 132	$ 1,000	$ -	$ -	$ -	$ 2,000
01-33-65660. Computer	$ 500	$ -	$ 1,000	$ -	$ 1,000	$ 1,000
01-33-65900. Non-Capital Proj/Equip-Veh/Eq	$ -	$ -	$ -	$ -	$ -	$ -
Total Supplies/Other	**$ 9,555**	**$ 10,432**	**$ 10,750**	**$ -**	**$ 10,750**	**$ 18,800**
Utilities						
01-33-60341. Utilities - Electric	$ 2,442	$ -	$ -	$ -	$ -	$ -
01-33-60342. Utilities - Gas	$ 711	$ -	$ -	$ -	$ -	$ -
01-33-60343. Utilities - Other	$ 2,420	$ -	$ -	$ -	$ -	$ -
Total Utilities	**$ 5,573**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Capital Outlay						
01-33-65950. Capital Projects-Vehicle/Equip	$ 88	$ -	$ -	$ -	$ -	$ 5,000
01-33-65955. Capital Projects-Other	$ -	$ -	$ -	$ -	$ -	$ -
Total Capital Outlay	**$ 88**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,000**
Total Fleet Expenditures	**$ 255,636**	**$ 325,720**	**$ 368,181**	**$ -**	**$ 368,181**	**$ 398,212**
Total Public Works Expenditures	**$ 1,789,068**	**$ 2,024,317**	**$ 2,679,220**	**$ 1,022,918**	**$ 3,702,138**	**$ 1,625,755**

Public Works Department - Parks and Cemetery

Mission/Function

To provide comprehensive planning services for parks, trails, open space and recreation facilities that directly benefit the citizens of Monument by enhancing quality of life, promoting a healthy community, supporting the local economy and bolstering property values and protecting and enhancing the environment; provide recreational and educational opportunities by designing, renovating and constructing new parks, park facilities and trails for the citizens and visitors of Monument.

Objectives

- Provide landscape maintenance services.
- Manage, maintain and protect the natural resources within the parks and open space properties.
- Repair, monitor and renovate irrigation, lighting and plumbing systems, and landscape equipment.
- Conduct comprehensive park and recreation facility planning.
- Administer construction contracts.
- Prepare bid documents and bid all capital improvements projects.
- Oversee renovation and restoration contracts.

2025 Accomplishments

- Installed fencing at Limbach Park
- Completed Monument Lake Restrooms
- Managed 2025-2026 ArtSites Program
- Planted trees at Monument Lake
- Built a retaining wall at the cemetery
- Installed P-51 Mustang Bomber sculpture at Town Hall
- Performed trash removal, moving and trimming town wide
- Supported the 4th of July parade with set up and take down of Jersey barriers and concrete blocks
- Provided weekly set up and take down of equipment for Concerts in the Park
- Secured $100,000 Community Development Block Grant to build ADA accessible parking lot near Downtown and planned Heart of Monument PlayPark.

Public Works Dept. - Parks & Cemetery - Revenues and Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
PARKS						
User Charges/Fees						
01-34-40020. Grave Opening & Closing	$ 2,250	$ 3,400	$ 2,250	$ -	$ 2,250	$ -
01-34-40341. Park Reservation Fees	$ 17,900	$ 18,269	$ 17,900	$ -	$ 17,900	$ 18,000
Total User Charges/Fees	**$ 20,150**	**$ 21,669**	**$ 20,150**	**$ -**	**$ 20,150**	**$ 18,000**
Other Revenue						
01-34-40670. Cemetery Book Rev	$ -	$ -	$ -	$ -	$ -	$ -
Total Other Revenue	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Parks Revenue	**$ 20,150**	**$ 21,669**	**$ 20,150**	**$ -**	**$ 20,150**	**$ 18,000**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
PARKS						
Salaries & Wages						
01-34-60000. Salaries	$ 419,058	$ 401,584	$ 390,954	$ (10,577)	$ 380,377	$ 243,261
01-34-60001. Seasonal Wages	$ 35,399	$ 64,237	$ 77,760	$ -	$ 77,760	$ -
01-34-60010. Overtime Pay	$ 4,338	$ 7,081	$ 11,173	$ -	$ 11,173	$ 8,704
01-34-60019. Longevity Recognition	$ 1,000	$ -	$ 1,250	$ -	$ 1,250	$ -
01-34-60020. On-Call/Standby Pay	$ 1,150	$ 988	$ 3,910	$ -	$ 3,910	$ 2,250
Total Salaries & Wages	**$ 460,945**	**$ 473,889**	**$ 485,047**	**$ (10,577)**	**$ 474,470**	**$ 254,215**
Benefits						
01-34-60071. State Unemployment Taxes	$ 550	$ 947	$ 1,455	$ -	$ 1,455	$ 763
01-34-60080. Health & Dental Insurance	$ 70,040	$ 68,900	$ 89,379	$ -	$ 89,379	$ 24,746
01-34-60085. Life & Disability Insurance	$ 5,050	$ 4,825	$ 5,043	$ -	$ 5,043	$ 3,138
01-34-60092. Employer's 401a/457b	$ 47,650	$ 52,586	$ 48,935	$ (1,481)	$ 47,454	$ 35,590
01-34-60093. Employer's FICA	$ 27,073	$ 28,451	$ 29,471	$ -	$ 29,471	$ 15,761
01-34-60094. Employer's Medicare	$ 6,332	$ 6,654	$ 7,033	$ -	$ 7,033	$ 3,686
01-34-60098. Staff Tuition	$ -	$ -	$ -	$ -	$ -	$ -
01-34-60100. Worker's Comp Insurance	$ 12,483	$ 20,763	$ 37,193	$ -	$ 37,193	$ 8,733
Total Benefits	**$ 169,178**	**$ 183,127**	**$ 218,509**	**$ (1,481)**	**$ 217,028**	**$ 92,417**
Purchased Services						
01-34-60130. General Insurance	$ 11,397	$ -	$ -	$ -	$ -	$ -
01-34-60140. General Services	$ 840	$ 973	$ 1,295	$ -	$ 1,295	$ 1,295
01-34-60280. Communication Services	$ 5,381	$ -	$ 7,200	$ -	$ 7,200	$ 7,200
01-34-60301. Technical Services	$ 19,071	$ 21,825	$ 29,500	$ (24,500)	$ 5,000	$ -
01-34-60770. Travel, Training & Meetings	$ 6,679	$ 12,243	$ 12,300	$ -	$ 12,300	$ -
01-34-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 5,675
01-34-60777. Travel & Meals	$ -	$ -	$ -	$ -	$ -	$ 1,000
01-34-65375. Rentals/Leases (Non-Capital)	$ 14,508	$ 14,457	$ 7,050	$ -	$ 7,050	$ 7,000
01-34-65710. Professional Services	$ 13,663	$ 22,194	$ 32,780	$ -	$ 32,780	$ 34,552
Total Purchased Services	**$ 71,539**	**$ 71,692**	**$ 90,125**	**$ (24,500)**	**$ 65,625**	**$ 56,722**
Repairs & Maintenance						
01-34-62000. Repairs & Maint. - Parks	$ 287,178	$ 451,957	$ 79,000	$ -	$ 79,000	$ 50,000
01-34-65390. Repairs & Maint-Vehicle/Equip.	$ -	$ 6,284	$ 4,000	$ -	$ 4,000	$ 5,000
01-34-65440. Repairs & Maint - Other	$ (207)	$ 1,216	$ -	$ -	$ -	$ -
Total Repairs & Maintenance	**$ 286,971**	**$ 459,456**	**$ 83,000**	**$ -**	**$ 83,000**	**$ 55,000**

Public Works Department - Parks and Cemetery - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
Supplies/Other						
01-34-60205. General Supplies	$ 10,274	$ 15,325	$ 13,750	$ -	$ 13,750	$ 2,000
01-34-60210. Uniforms	$ -	$ -	$ -	$ -	$ -	$ -
01-34-60220. Small Tools (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 2,000
01-34-60221. Safety Supplies (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,000
01-34-60224. Safety Boots (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 900
01-34-60225. Uniforms (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,000
01-34-60226. Plants & Trees (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
01-34-60229. Operational Supplies(for 2026)	$ -	$ -	$ -	$ -	$ -	$ 9,000
01-34-60260. Dues and Subscriptions	$ 585	$ 9,946	$ 2,400	$ -	$ 2,400	$ 2,400
01-34-60610. Fuel	$ 225	$ 4,800	$ -	$ -	$ -	$ -
01-34-65660. Computer	$ 4,830	$ 1,901	$ 1,000	$ -	$ 1,000	$ 1,000
01-34-65900. Non-Cap Vehicles / Equipment	$ -	$ 2,975	$ 1,000	$ -	$ 1,000	$ 1,000
01-34-66000. Cemetery Book Exp	$ -	$ -	$ -	$ -	$ -	$ -
Total Supplies/Other	**$ 15,913**	**$ 34,947**	**$ 18,150**	**$ -**	**$ 18,150**	**$ 20,300**
Utilities						
01-34-60341. Utilities - Electric	$ 9,734	$ -	$ 5,100	$ -	$ 5,100	$ -
01-34-60342. Utilities - Gas	$ 1,654	$ -	$ -	$ -	$ -	$ -
01-34-60343. Utilities - Other	$ 84,238	$ 181,357	$ 181,357	$ -	$ 181,357	$ 78,024
Total Utilities	**$ 95,625**	**$ 181,357**	**$ 186,457**	**$ -**	**$ 186,457**	**$ 78,024**
Capital Outlay						
01-34-65950. Capital Projects-Vehicle/Equip	$ 21,995	$ -	$ 117,000	$ (23,368)	$ 93,633	$ 14,000
01-34-65955. Capital Projects-Other	$ -	$ -	$ 50,000	$ (50,000)	$ (0)	$ -
Total Capital Outlay	**$ 21,995**	**$ -**	**$ 167,000**	**$ (73,368)**	**$ 93,632**	**$ 14,000**
Total Parks Expenditures	**$ 1,122,166**	**$ 1,404,468**	**$ 1,248,288**	**$ (109,925)**	**$ 1,138,363**	**$ 570,678**

2A Fund

Mission/Function
In 1989 voters passed 2A which designates 1% of sales tax to assist with the payment of water system improvements.

In 2005, voters approved amended language to 2A that expanded the uses of the sales tax collected under 2A. The restricted uses of 2A were modified to be used to construct or purchase and renovate a police and/or governmental facilities complex, including fixtures, equipment and furniture, and for the acquistion of water rights and the storage and delivery of any newly acquired water, without limiting the collection or spending of other revenues for funds by the Town.

2025 Accomplishments
- Installed upgrades to booster station valve
- Installed valve on Beacon Lite Road
- Installed filter and contact piping on Wells11,12 and 13
- Designed Beacon Lite Pipeline Plans
- Designed Beacon Lite Tank Plans

2A Fund - Ending Fund Balance

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
04. 2A WATER ASD FUND						
Taxes	2,478,381.97	2,611,166.37	3,297,620.00	(500,000.00)	2,797,620.00	2,750,000.00
Investment Earnings	209,034.74	216,343.66	35,000.00	-	35,000.00	100,000.00
Total Revenue	**2,687,416.71**	**2,827,510.03**	**3,332,620.00**	**(500,000.00)**	**2,832,620.00**	**2,850,000.00**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
04. 2A WATER ASD FUND						
Purchased Services	274,002.79	102,699.14	973,737.01	-	973,737.01	1,025,000.00
Supplies/Other	-	7,949.28	8,750.00	-	8,750.00	8,750.00
Capital Outlay	21,758.43	27,725.48	6,350,000.00	(4,250,000.00)	2,100,000.00	7,550,000.00
Transfers Out	1,271,400.00	1,270,800.00	1,270,800.00	-	1,270,800.00	1,272,000.00
Total Expenditures	**1,567,161.22**	**1,409,173.90**	**8,603,287.01**	**(4,250,000.00)**	**4,353,287.01**	**9,855,750.00**
Change in Fund Balance	**1,120,255.49**	**1,418,336.13**	**(5,270,667.01)**	**3,750,000.00**	**(1,520,667.01)**	**(7,005,750.00)**
Cumulative Balance						
Beginning Fund Balance (PY)	$ 7,020,804.00	$ 8,141,059.49	$ 9,559,395.62		$ 9,559,395.62	$ 8,038,728.61
Change in Fund Balance	$ 1,120,255.49	$ 1,418,336.13	$ (5,270,667.01)		$ (1,520,667.01)	$ (7,005,750.00)
Ending Fund Balance	$ 8,141,059.49	$ 9,559,395.62	$ 4,288,728.61		$ 8,038,728.61	$ 1,032,978.61
Unreserved Fund Balance	$ 8,141,059.49	$ 9,559,395.62	$ 4,288,728.61		$ 8,038,728.61	$ 1,032,978.61
	519.48%	678.37%	49.85%		184.66%	10.48%

2A Fund - Revenues and Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
REVENUE						
Taxes						
04-04-40750. Sales Tax - 2A Water ASD Fund	$ 2,478,382	$ 2,611,166	$ 3,297,620	$ (500,000)	$ 2,797,620	$ 2,750,000
Total Taxes	**$ 2,478,382**	**$ 2,611,166**	**$ 3,297,620**	**$ (500,000)**	**$ 2,797,620**	**$ 2,750,000**
Intergovernmental						
04-04-48000. GRANT REVENUE	$ -	$ -	$ -	$ -	$ -	$ -
Total Intergovernmental	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Investment Earnings						
04-04-40060. Interest Income 2A Water ASD	$ 209,035	$ 216,344	$ 35,000	$ -	$ 35,000	$ 100,000
Total Investment Earnings	**$ 209,035**	**$ 216,344**	**$ 35,000**	**$ -**	**$ 35,000**	**$ 100,000**
Total 2A Water Fund Revenue	**$ 2,687,417**	**$ 2,827,510**	**$ 3,332,620**	**$ (500,000)**	**$ 2,832,620**	**$ 2,850,000**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
EXPENDITURES						
Purchased Services						
04-04-60301. Technical Services	$ 9,287	$ 11,867	$ 71,237	$ -	$ 71,237	$ 75,000
04-04-60770. Travel, Training & Meetings	$ 1,883	$ 2,537	$ 2,500	$ -	$ 2,500	$ -
04-04-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
04-04-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
04-04-65710. Professional Services	$ 11,327	$ 88,296	$ 150,000	$ -	$ 150,000	$ 200,000
04-04-65996. Future Water Projects	$ 251,507	$ -	$ 750,000	$ -	$ 750,000	$ 750,000
Total Purchased Services	**$ 274,003**	**$ 102,699**	**$ 973,737**	**$ -**	**$ 973,737**	**$ 1,025,000**
Supplies/Other						
04-04-60260. Dues and Subscriptions	$ -	$ 7,949	$ 8,750	$ -	$ 8,750	$ 8,750
Total Supplies/Other	**$ -**	**$ 7,949**	**$ 8,750**	**$ -**	**$ 8,750**	**$ 8,750**
Capital Outlay						
04-04-65955. Capital Proj. PW Facility	$ -	$ -	$ 600,000	$ (500,000)	$ 100,000	$ 500,000
04-04-66004. New Water Tank & Transmission	$ -	$ -	$ 3,000,000	$ (3,000,000)	$ -	$ 5,000,000
04-04-66013. Renewable Water - Capital	$ -	$ -	$ 2,000,000	$ (750,000)	$ 1,250,000	$ 2,000,000
04-04-66100. 259 Beacon Lite Rd Building	$ 21,758	$ 27,725	$ 750,000		$ 750,000	$ 50,000
Total Capital Outlay	**$ 21,758**	**$ 27,725**	**$ 6,350,000**	**$ (4,250,000)**	**$ 2,100,000**	**$ 7,550,000**
Transfers Out						
04-04-67400. Transfer to Water Fund	$ 1,271,400	$ 1,270,800	$ 1,270,800	$ -	$ 1,270,800	$ 1,272,000
Total Transfers Out	**$ 1,271,400**	**$ 1,270,800**	**$ 1,270,800**	**$ -**	**$ 1,270,800**	**$ 1,272,000**
Total 2A Water Fund Expenditures	**$ 1,567,161**	**$ 1,409,174**	**$ 8,603,287**	**$ (4,250,000)**	**$ 4,353,287**	**$ 9,855,750**

Mission / Function

Approved by Monument voters in 2021 and implemented in 2022, the 2F funding initiative which is an additional .5% sales tax, has strengthened community safety by providing sustainable resources for modern, community-focused policing. Since its implementation, 2F has allowed the Monument Police Department to expand staffing, enhance training, modernize equipment, and invest in technology that improves efficiency, transparency, and coordination with regional partners.

The initiative continues to fund vehicle replacement, law enforcement software, and critical safety equipment, ensuring officers remain well-equipped to serve and protect the community. Through these ongoing investments, the 2F initiative continues to enhance public trust, improve officer and community safety, and uphold the high standards of service expected by the residents of the Town of Monument.

2025 Accomplishments

- Achieved full sworn staffing of 9 officers, fulfilling a key 2F objective and easing the workload on patrol personnel.
- Designated a full-time Community Resource Officer.
- Equipped every officer with a red-dot optic on their primary duty pistol to enhance accuracy, safety, and readiness.
- Initiated the transition to Shadow Systems duty pistols, further modernizing MPD's firearm platform.
- Replaced four aging patrol vehicles and one administrative vehicle, supporting the long-term fleet sustainability goals established under 2F.
- Partnered with the National Tactical Officers Association (NTOA) to provide advanced leadership, tactical, and decision-making training for all sworn staff, meeting 2F's training and professional development objectives.

2026 Objectives

In 2026, the Monument Police Department will continue advancing the mission of the voter-approved 2F initiative by strengthening operational capabilities, officer wellness, and community safety. Planned initiatives include expanding specialized operations, investing in technology that enhances crime detection and response, modernizing equipment and vehicles, and advancing officer training and leadership development.

These objectives reflect the Department's continued commitment to professionalism, innovation, and the long-term safety of the Monument community while ensuring officers are equipped, supported, and prepared to meet the evolving needs of those they serve.

2026 Budget Highlights

- Formally create a Special Operations Division to better address detective functions, crime prevention, and investigative workload.
- Purchase and deploy Flock Safety cameras to enhance crime detection, deterrence, and investigative collaboration with regional partners.
- Implement drones in patrol operations to assist with tactical incidents, search and rescue, and missing-person investigations.
- Complete the transition to Shadow Systems firearms and begin upgrades to more advanced patrol rifles.
- Purchase two new patrol vehicles and establish a five-year vehicle rotation plan to maintain a reliable, safe, and cost-effective fleet.
- Expand supervisory and leadership training to strengthen decision-making, accountability, and professional growth.
- Implement the SIGMA Tactical heart wellness screening program to promote early detection and prevention of cardiovascular risks.
- Standardize cold-weather gear to ensure officer safety, comfort, and readiness in all conditions.

2F Public Safety Fund - Ending Fund Balance

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
07. 2F POLICE FUND						
Taxes	1,963,052.65	2,000,495.51	2,002,313.70	(150,000.00)	1,852,313.70	1,880,000.00
Intergovernmental	7,895.71	21,182.20	-	-	-	-
User Charges/Fees	117,127.19	194,424.03	-	-	-	-
Other Revenue	4,789.00	63,113.16	-	-	-	-
Transfers In	2,633,022.00	2,700,000.00	-	-	-	-
Other	-	147,504.19	-	-	-	-
Total Revenue	**4,725,886.55**	**5,126,719.09**	**2,002,313.70**	**(150,000.00)**	**1,852,313.70**	**1,880,000.00**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
07. 2F POLICE FUND						
Salaries & Wages	2,412,454.71	2,816,249.35	781,818.00	-	781,818.00	911,408.00
Benefits	912,340.35	1,089,460.77	567,992.00	(253,181.00)	314,811.00	334,661.00
Purchased Services	191,282.05	403,013.19	260,323.99	-	260,323.99	305,763.00
Repairs & Maintenance	75,856.68	52,132.32	51,000.00	-	51,000.00	60,000.00
Supplies/Other	300,434.11	253,715.13	313,702.74	-	313,702.74	409,174.00
Utilities	22,466.49	23,288.55	8,580.37	-	8,580.37	5,376.00
Capital Outlay	166,463.78	229,421.80	300,378.94	-	300,378.94	260,000.00
Debt Services	165,205.65	20,726.40	-	-	-	-
Transfers Out	-	-	-	400,000.00	400,000.00	-
Total Expenditures	**4,246,503.82**	**4,888,007.51**	**2,283,796.04**	**146,819.00**	**2,430,615.04**	**2,286,382.00**
Change in Fund Balance	**479,382.73**	**238,711.58**	**(281,482.34)**	**(296,819.00)**	**(578,301.34)**	**(406,382.00)**
Cumulative Balance						
Beginning Fund Balance (PY)	$ 583,647.00	$ 1,063,029.73	$ 1,301,741.31		$ 1,301,741.31	$ 723,439.97
Change in Fund Balance	$ 479,382.73	$ 238,711.58	$ (281,482.34)		$ (578,301.34)	$ (406,382.00)
Ending Fund Balance	$ 1,063,029.73	$ 1,301,741.31	$ 1,020,258.97		$ 723,439.97	$ 317,057.97
Less Reserves/Designations:						
Asset Replacement	$ -	$ -	$ 600,000.00		$ 300,000.00	$ 300,000.00
Unreserved Fund Balance	$ 1,063,029.73	$ 1,301,741.31	$ 420,258.97		$ 423,439.97	$ 17,057.97
	25.03%	26.63%	18.40%		17.42%	0.75%

2F Public Safety Fund - Revenue

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
REVENUE						
Taxes						
07-51-40120. Sales Tax - 2F Police Fund	$ 1,963,053	$ 2,000,496	$ 2,002,314	$ (150,000)	$ 1,852,314	$ 1,880,000
Total Taxes	**$ 1,963,053**	**$ 2,000,496**	**$ 2,002,314**	**$ (150,000)**	**$ 1,852,314**	**$ 1,880,000**
Intergovernmental						
07-51-40660. SRO & Extra Duy Revenue	$ 7,896	$ 12,449	$ -	$ -	$ -	$ -
07-51-48000. Grant Revenue	$ -	$ 8,733	$ -	$ -	$ -	$ -
Total Intergovernmental	**$ 7,896**	**$ 21,182**	**$ -**	**$ -**	**$ -**	**$ -**
User Charges/Fees						
07-51-40350. Fees for Service	$ 12,224	$ 11,381	$ -	$ -	$ -	$ -
07-51-40610. SRO & Extra Duy Revenue	$ 104,904	$ 183,043	$ -	$ -	$ -	$ -
Total User Charges/ Fees	**$ 117,127**	**$ 194,424**	**$ -**	**$ -**	**$ -**	**$ -**
Investment Earnings						
07-51-40060. Interest & Investment Income	$ -	$ -	$ -	$ -	$ -	$ -
Total Investment Earnings	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Other Revenue						
07-51-40290. Sale of Equipment	$ -	$ -	$ -	$ -	$ -	$ -
07-51-40405. Auction Proceeds	$ -	$ 14,064	$ -	$ -	$ -	$ -
07-51-40670. Donations For PD	$ 3,294	$ 38,663	$ -	$ -	$ -	$ -
07-51-40680. Fingerprint Revenue	$ -	$ 6,256	$ -	$ -	$ -	$ -
07-51-40690. Fundraisers For Others	$ 1,495	$ 4,130	$ -	$ -	$ -	$ -
07-51-45370. Special Event Revenue	$ -	$ -	$ -	$ -	$ -	$ -
Total Other Revenue	**$ 4,789**	**$ 63,113**	**$ -**	**$ -**	**$ -**	**$ -**
Transfers In						
07-51-40065. Transfer from Other Funds	$ 2,633,022	$ 2,700,000	$ -	$ -	$ -	$ -
Total Transfers In	**$ 2,633,022**	**$ 2,700,000**	**$ -**	**$ -**	**$ -**	**$ -**
Other						
07-51-40630. Lease Proceeds	$ -	$ 147,504	$ -	$ -	$ -	$ -
07-51-40700. Extra Duty Revenue	$ -	$ -	$ -	$ -	$ -	$ -
07-51-48020. Grant Revenue	$ -	$ -	$ -	$ -	$ -	$ -
Total Other	**$ -**	**$ 147,504**	**$ -**	**$ -**	**$ -**	**$ -**
Total 2F Police Fund Revenue	**$ 4,725,887**	**$ 5,126,719**	**$ 2,002,314**	**$ (150,000)**	**$ 1,852,314**	**$ 1,880,000**

2F Public Safety Fund - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
EXPENDITURES						
Salaries & Wages						
07-51-60000. Salaries	$ 2,253,567	$ 2,706,663	$ 740,295	$ -	$ 740,295	$ 834,211
07-51-60010. Overtime Pay	$ 157,888	$ 95,446	$ 41,023	$ -	$ 41,023	$ 75,947
07-51-60011. Extra Duty Police	$ -	$ 12,140	$ -	$ -	$ -	$ 250
07-51-60019. Longevity Recognition	$ 1,000	$ 2,000	$ 500	$ -	$ 500	$ 1,000
07-51-60020. On-Call/Standby	$ -	$ -	$ -	$ -	$ -	$ -
Total Salaries & Wages	**$ 2,412,455**	**$ 2,816,249**	**$ 781,818**	**$ -**	**$ 781,818**	**$ 911,408**
Benefits						
07-51-60071. State Unemployment Taxes	$ 2,642	$ 5,683	$ 2,345	$ -	$ 2,345	$ 2,730
07-51-60080. Health & Dental Insurance	$ 288,424	$ 291,124	$ 79,499	$ -	$ 79,499	$ 57,217
07-51-60084. FPPA for D&D	$ 63,806	$ 86,156	$ 281,312	$ (253,181)	$ 28,131	$ 33,369
07-51-60085. Life & Disability Insurance	$ 11,054	$ 9,799	$ 2,090	$ -	$ 2,090	$ 10,761
07-51-60091. FPPA for Retirement	$ 87,777	$ 113,019	$ 41,045	$ -	$ 41,045	$ 45,880
07-51-60092. Employer's 457b	$ 203,865	$ 251,874	$ 68,409	$ -	$ 68,409	$ 81,542
07-51-60093. Employer's FICA	$ 144,104	$ 171,011	$ 48,473	$ -	$ 48,473	$ 56,430
07-51-60094. Employer's Medicare	$ 33,702	$ 39,981	$ 11,336	$ -	$ 11,336	$ 13,197
07-51-60098. Staff Tuitition	$ -	$ -	$ -	$ -	$ -	$ -
07-51-60100. Workers Compensation Insurance	$ 76,966	$ 120,814	$ 33,483	$ -	$ 33,483	$ 33,535
Total Benefits	**$ 912,340**	**$ 1,089,461**	**$ 567,992**	**$ (253,181)**	**$ 314,811**	**$ 334,661**
Purchased Services						
07-51-60130. General Insurance	$ 29,004	$ 228,424	$ 81,917	$ -	$ 81,917	$ 114,385
07-51-60140. General Services	$ 33,884	$ 14,552	$ 16,499	$ -	$ 16,499	$ 23,163
07-51-60280. Communication Services	$ 37,744	$ 42,832	$ 73,109	$ -	$ 73,109	$ 61,125
07-51-60301. Technical Services	$ 13,739	$ 58,774	$ 26,663	$ -	$ 26,663	$ 22,287
07-51-60305. Legal Services (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 6,953
07-51-60770. Travel, Training & Meetings	$ 33,629	$ 41,357	$ 48,000	$ -	$ 48,000	$ -
07-51-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 28,000
07-51-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 29,500
07-51-65375. Rentals/Leases (Non-Capital)	$ 12,469	$ 14,274	$ 4,021	$ -	$ 4,021	$ 4,350
07-51-65710. Professional Services	$ 30,813	$ 2,800	$ 10,116	$ -	$ 10,116	$ 16,000
07-51-65996. Contingency	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 191,282**	**$ 403,013**	**$ 260,324**	**$ -**	**$ 260,324**	**$ 305,763**
Repairs & Maintenance						
07-51-65390. Repairs & Maint-Vehicle/Equip.	$ 72,857	$ 52,132	$ 51,000	$ -	$ 51,000	$ 60,000
07-51-65440. Repairs & Maint - Other	$ 3,000	$ -	$ -	$ -	$ -	$ -
Total Repairs & Maintenance	**$ 75,857**	**$ 52,132**	**$ 51,000**	**$ -**	**$ 51,000**	**$ 60,000**
Supplies/Other						
07-51-60205. General Supplies	$ 134,719	$ 73,205	$ 74,249	$ -	$ 74,249	$ 140,384
07-51-60225. Uniforms (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 49,620
07-51-60260. Dues and Subscriptions	$ 48,119	$ 57,005	$ 68,454	$ -	$ 68,454	$ 59,220
07-51-60610. Fuel	$ 80,851	$ 57,383	$ 95,000	$ -	$ 95,000	$ 75,000
07-51-65660. Computer	$ 22,530	$ 17,090	$ 26,500	$ -	$ 26,500	$ 50,250
07-51-65900. Non-Capital Proj/Equip-Veh/Equ	$ 12,711	$ 27,909	$ 49,500	$ -	$ 49,500	$ 16,700
07-51-65905. Non-Capital Proj/Equip - Other	$ -	$ -	$ -	$ -	$ -	$ 18,000
07-51-66000. Donations Expense	$ -	$ 18,911	$ -	$ -	$ -	$ -
07-51-66010. Fundraiser Expense	$ 1,504	$ 2,212	$ -	$ -	$ -	$ -
Total Supplies/Other	**$ 300,434**	**$ 253,715**	**$ 313,703**	**$ -**	**$ 313,703**	**$ 409,174**
Utilities						
07-51-60341. Utilities - Electric	$ 8,893	$ 10,219	$ 2,682	$ -	$ 2,682	$ 1,872
07-51-60342. Utilities - Gas	$ 4,797	$ 3,182	$ 1,049	$ -	$ 1,049	$ 1,000
07-51-60343. Utilities - Other	$ 8,777	$ 9,888	$ 4,850	$ -	$ 4,850	$ 2,504
Total Utilities	**$ 22,466**	**$ 23,289**	**$ 8,580**	**$ -**	**$ 8,580**	**$ 5,376**

2F Public Safety Fund - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
Capital Outlay						
07-51-65950. Capital Projects-Vehicle/Equip	$ 83,089	$ 229,422	$ 300,379	$ -	$ 300,379	$ 220,000
07-51-65955. Capital Projects-Other	$ 83,375	$ -	$ -	$ -	$ -	$ 40,000
Total Capital Outlay	**$ 166,464**	**$ 229,422**	**$ 300,379**	**$ -**	**$ 300,379**	**$ 260,000**
Debt Services						
07-51-68355. Lease Principal	$ 158,895	$ 12,732	$ -	$ -	$ -	$ -
07-51-68356. Lease Interest	$ 6,311	$ 7,995	$ -	$ -	$ -	$ -
Total Debt Services	**$ 165,206**	**$ 20,726**	**$ -**	**$ -**	**$ -**	**$ -**
Transfers Out						
07-51-67400. Transfer to General Fund	$ -	$ -	$ -	$ 400,000	$ 400,000	$ -
Total Transfers Out	**$ -**	**$ -**	**$ -**	**$ 400,000**	**$ 400,000**	**$ -**
Total 2F Police Fund Expenditures	**$ 4,246,504**	**$ 4,888,008**	**$ 2,283,796**	**$ 146,819**	**$ 2,430,615**	**$ 2,286,382**

Community Development Fund

Mission/Function
To promote Economic Development in the Town of Monument as our community continues to grow and change.

Objectives
- Utilize Business License Fees for Community Improvement Projects.
- Improve quality of life for residents.
- Promote tourism by marketing and promoting the town through events.
- Enhance the development of our community.
- Provide public areas and amenities.
- Support a healthy economy and business growth.
- Public art and public art programs.

2025 Accomplishments
- 2025-2026 Installation of the Public ArtSites program
- Community Events:
  - Great American Cleanup
  - Memorial Day
  - Concerts in the Park series
  - 4th of July
  - Creek Week Cleanup
  - Tree Lighting
- Issued 3 grants to businesses for a total of $3500

Community Development Fund Ending Fund Balance

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
31. COMMUNITY DEVELOPMENT FUND						
Licenses & Permits	81,720.00	87,365.00	45,400.00	-	45,400.00	100,000.00
Investment Earnings	2,008.29	2,148.99	400.00	-	400.00	2,000.00
Other Revenue	19,500.00	12,300.00	10,000.00	-	10,000.00	10,000.00
Transfers In	63,000.00	42,600.00	38,520.00	-	38,520.00	-
Total Revenue	**166,228.29**	**144,413.99**	**94,320.00**	**-**	**94,320.00**	**112,000.00**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
31. COMMUNITY DEVELOPMENT FUND						
Salaries & Wages	57,497.90	12,525.54	13,744.00	-	13,744.00	13,232.00
Benefits	18,224.29	4,395.46	6,228.00	-	6,228.00	3,100.00
Purchased Services	20,355.43	8,999.81	12,374.95	-	12,374.95	1,200.00
Repairs & Maintenance	1,000.00	1,165.78	-	-	-	-
Supplies/Other	2,699.34	970.89	67,800.00	-	67,800.00	2,550.00
Economic Development	36,657.44	57,105.32	79,600.00	-	79,600.00	72,625.00
Total Expenditures	**136,434.40**	**85,162.80**	**179,746.95**	**-**	**179,746.95**	**92,707.00**
Change in Fund Balance	**29,793.89**	**59,251.19**	**(85,426.95)**	**-**	**(85,426.95)**	**19,293.00**
Cumulative Balance						
Beginning Fund Balance (PY)	$ 90,891.00	$ 120,684.89	$ 179,936.08		$ 179,936.08	$ 94,509.13
Change in Fund Balance	$ 29,793.89	$ 59,251.19	$ (85,426.95)		$ (85,426.95)	$ 19,293.00
Ending Fund Balance	$ 120,684.89	$ 179,936.08	$ 94,509.13		$ 94,509.13	$ 113,802.13
Unreserved Fund Balance	$ 120,684.89	$ 179,936.08	$ 94,509.13		$ 94,509.13	$ 113,802.13
	88.46%	211.28%	52.58%		52.58%	122.75%

Community Development Fund - Revenues

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
REVENUE						
Intergovernmental						
31-02-48000. Grant Revenue	$ -	$ -	$ -	$ -	$ -	$ -
Total Intergovernmental	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Licenses & Permits						
31-02-40220. Business Licenses-Community De	$ 81,720	$ 87,365	$ 45,400	$ -	$ 45,400	$ 100,000
Total Licenses & Permits	**$ 81,720**	**$ 87,365**	**$ 45,400**	**$ -**	**$ 45,400**	**$ 100,000**
User Charges/Fees						
31-02-40610. Donations	$ -	$ -	$ -	$ -	$ -	$ -
Total User Charges/Fees	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Investment Earnings						
31-02-40060. Interest and Investment Income	$ 2,008	$ 2,149	$ 400	$ -	$ 400	$ 2,000
Total Investment Earnings	**$ 2,008**	**$ 2,149**	**$ 400**	**$ -**	**$ 400**	**$ 2,000**
Other Revenue						
31-02-40225. Sponsorship Revenue	$ 19,500	$ 12,300	$ 10,000	$ -	$ 10,000	$ 10,000
Total Other Revenue	**$ 19,500**	**$ 12,300**	**$ 10,000**	**$ -**	**$ 10,000**	**$ 10,000**
Transfers In						
31-02-40065. Transfer from General Fund	$ 63,000	$ 42,600	$ 38,520	$ -	$ 38,520	$ -
Total Transfers In	**$ 63,000**	**$ 42,600**	**$ 38,520**	**$ -**	**$ 38,520**	**$ -**
Total Community Development Fund Revenue	**$ 166,228**	**$ 144,414**	**$ 94,320**	**$ -**	**$ 94,320**	**$ 112,000**

Community Development Fund - Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
EXPENDITURES						
Salaries & Wages						
31-02-60000. Salaries	$ 57,292	$ 12,363	$ 13,355	$ -	$ 13,355	$ 13,232
31-02-60010. Overtime Pay	$ 206	$ 163	$ 389	$ -	$ 389	$ -
31-02-60019. Longevity Recognition	$ -	$ -	$ -	$ -	$ -	$ -
Total Salaries & Wages	**$ 57,498**	**$ 12,526**	**$ 13,744**	**$ -**	**$ 13,744**	**$ 13,232**
Benefits						
31-02-60071. State Unemployment Taxes	$ 65	$ 25	$ 41	$ -	$ 41	$ 40
31-02-60080. Health & Dental Insurance	$ 13,233	$ 2,568	$ 2,999	$ -	$ 2,999	$ -
31-02-60085. Life & Disability Insurance	$ 742	$ 158	$ 172	$ -	$ 172	$ 171
31-02-60092. Employer's 457	$ -	$ 751	$ 1,924	$ -	$ 1,924	$ 1,853
31-02-60093. Employer's FICA	$ 3,285	$ 724	$ 852	$ -	$ 852	$ 820
31-02-60094. Employer's Medicare	$ 768	$ 169	$ 199	$ -	$ 199	$ 192
31-02-60100. Worker's Comp Insurance	$ 131	$ -	$ 41	$ -	$ 41	$ 24
Total Benefits	**$ 18,224**	**$ 4,395**	**$ 6,228**	**$ -**	**$ 6,228**	**$ 3,100**
Purchased Services						
31-02-60130. General Insurance	$ 5,957	$ 6,552	$ 1,638	$ -	$ 1,638	$ -
31-02-60140. General Services	$ 1	$ -	$ -	$ -	$ -	$ -
31-02-60280. Communication Services	$ 499	$ 488	$ 537	$ -	$ 537	$ -
31-02-60301. Technical Services	$ 12,253	$ -	$ -	$ -	$ -	$ -
31-02-60770. Travel, Training & Meetings	$ 708	$ 1,959	$ 10,200	$ -	$ 10,200	$ -
31-02-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,000
31-02-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 200
31-02-65375. Rentals/Leases (Non-Capital)	$ 939	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 20,355**	**$ 9,000**	**$ 12,375**	**$ -**	**$ 12,375**	**$ 1,200**
Repairs & Maintenance						
31-02-62000. Parks - Memorial Benches	$ -	$ -	$ -	$ -	$ -	$ -
31-02-65400. Community Grants	$ 1,000	$ 1,166	$ -	$ -	$ -	$ -
Total Repairs & Maintenance	**$ 1,000**	**$ 1,166**	**$ -**	**$ -**	**$ -**	**$ -**
Supplies/Other						
31-02-60205. General Supplies	$ 2,319	$ 621	$ 1,800	$ -	$ 1,800	$ 1,800
31-02-60260. Dues and Subscriptions	$ 380	$ 350	$ 1,000	$ -	$ 1,000	$ 750
31-02-65660. Computer	$ -	$ -	$ -	$ -	$ -	$ -
31-02-65905. CDF - Other Non Capital	$ -	$ -	$ 65,000	$ -	$ 65,000	$ -
Total Supplies/Other	**$ 2,699**	**$ 971**	**$ 67,800**	**$ -**	**$ 67,800**	**$ 2,550**
Economic Development						
31-02-65369. Community Grants	$ -	$ -	$ 14,000	$ -	$ 14,000	$ 14,000
31-02-65370. Marketing/Special Events	$ 36,657	$ 57,105	$ 65,600	$ -	$ 65,600	$ 58,625
Total Economic Development	**$ 36,657**	**$ 57,105**	**$ 79,600**	**$ -**	**$ 79,600**	**$ 72,625**
Total Community Development Fund Expenditures	**$ 136,434**	**$ 85,163**	**$ 179,747**	**$ -**	**$ 179,747**	**$ 92,707**

Capital Projects Fund

Mission/Function
To account for and manage the designated revenues that fund the Town's capital projects that fund projects that construct and improve major infrastructure capital assets, specifically for the Town, streets and roads.

Objectives
- To maintain the Town's roadway infrastructure and make accessibility improvements to the Town's sidewalks.

Capital Projects Fund Ending Fund Balance

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
03. CAPITAL PROJECTS FUND						
Taxes	1,480,993.68	1,052,754.46	1,010,614.00	-	1,010,614.00	1,000,000.00
Intergovernmental	674,693.81	432,429.06	6,909,376.91	(685,000.00)	6,224,376.91	425,000.00
Investment Earnings	5,438.66	272,175.04	2,000.00	-	2,000.00	2,000.00
Total Revenue	**2,161,126.15**	**1,757,358.56**	**7,921,990.91**	**(685,000.00)**	**7,236,990.91**	**1,427,000.00**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
03. CAPITAL PROJECTS FUND						
Purchased Services	-	-	-	-	-	-
Repairs & Maintenance	20,440.40	51,266.78	40,000.00	-	40,000.00	40,000.00
Capital Outlay	885,931.28	1,253,240.30	1,675,775.00	-	1,675,775.00	1,000,000.00
Total Expenditures	**906,371.68**	**1,304,507.08**	**1,715,775.00**	**-**	**1,715,775.00**	**1,040,000.00**
Change in Fund Balance	**1,254,754.47**	**452,851.48**	**6,206,215.91**	**(685,000.00)**	**5,521,215.91**	**387,000.00**
Cumulative Balance						
Beginning Fund Balance (PY)	$ 1,475,854.00	$ 2,730,608.47	$ 3,183,459.95		$ 3,183,459.95	$ 8,704,675.86
Change in Fund Balance	$ 1,254,754.47	$ 452,851.48	$ 6,206,215.91		$ 5,521,215.91	$ 387,000.00
Ending Fund Balance	$ 2,730,608.47	$ 3,183,459.95	$ 9,389,675.86		$ 8,704,675.86	$ 9,091,675.86
Unreserved Fund Balance	$ 2,730,608.47	$ 3,183,459.95	$ 9,389,675.86		$ 8,704,675.86	$ 9,091,675.86
	301.27%	244.04%	547.26%		507.33%	874.20%

Capital Projects Fund - Revenues and Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
REVENUE						
Taxes						
03-04-40130. Use Tax	$ 1,480,994	$ 1,052,754	$ 1,010,614	$ -	$ 1,010,614	$ 1,000,000
Total Taxes	**$ 1,480,994**	**$ 1,052,754**	**$ 1,010,614**	**$ -**	**$ 1,010,614**	**$ 1,000,000**
Intergovernmental						
03-04-40430. Hwy User's Tax	$ 318,994	$ 382,902	$ 318,994	$ -	$ 318,994	$ 380,000
03-04-40450. Road & Bridge Tax	$ 36,864	$ 49,527	$ 36,864	$ -	$ 36,864	$ 45,000
03-04-48000. Grant Revenue	$ 318,835	$ -	$ 6,553,518	$ (685,000)	$ 5,868,518	$ -
Total Intergovernmental	**$ 674,694**	**$ 432,429**	**$ 6,909,377**	**$ (685,000)**	**$ 6,224,377**	**$ 425,000**
Investment Earnings						
03-04-40060. Interest and Investment Income	$ 5,439	$ 5,820	$ 2,000	$ -	$ 2,000	$ 2,000
03-04-40500. JCP CDOT Revenue	$ -	$ 266,355	$ -	$ -	$ -	$ -
Total Investment Earnings	**$ 5,439**	**$ 272,175**	**$ 2,000**	**$ -**	**$ 2,000**	**$ 2,000**
Total Capital Projects Fund Revenue	**$ 2,161,126**	**$ 1,757,359**	**$ 7,921,991**	**$ (685,000)**	**$ 7,236,991**	**$ 1,427,000**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
EXPENDITURES						
Purchased Services						
03-04-65996. Contingency	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Repairs & Maintenance						
03-04-65400. Repairs & Maint - Streets	$ 20,440	$ 51,267	$ 40,000	$ -	$ 40,000	$ 40,000
Total Repairs & Maintenance	**$ 20,440**	**$ 51,267**	**$ 40,000**	**$ -**	**$ 40,000**	**$ 40,000**
Capital Outlay						
03-04-65399. Curb, Gutter, Concrete	$ 174,132	$ 456,710	$ 500,000	$ -	$ 500,000	$ 500,000
03-04-65401. JCP Widening-D&E	$ 296,753	$ 404,862	$ -	$ -	$ -	$ -
03-04-65402. JCP Widening-Const	$ -	$ -	$ 675,775	$ -	$ 675,775	$ -
03-04-66002. Asphalt Repairs	$ 415,045	$ 391,668	$ 500,000	$ -	$ 500,000	$ 500,000
03-04-66091. Public Works/Water Facility	$ -	$ -	$ -	$ -	$ -	$ -
03-04-67002. CDBG - Sidewalk Grant	$ -	$ -	$ -	$ -	$ -	$ -
Total Capital Outlay	**$ 885,931**	**$ 1,253,240**	**$ 1,675,775**	**$ -**	**$ 1,675,775**	**$ 1,000,000**
Total Capital Projects Fund Expenditures	**$ 906,372**	**$ 1,304,507**	**$ 1,715,775**	**$ -**	**$ 1,715,775**	**$ 1,040,000**

Traffic Impact Fee Fund

Mission/Function
To utilize the Traffic Impact Fees for planning, studies, maintenance, inspection and capital improvement of the Town's infrastructure as it relates to traffic impacts

Objectives
- Provide for planning and studies addressing both traffic impact quantity and quality.
- Pay for capital improvement needs relating to traffic impact.
- Address maintenance and inspection of the street system as it relates to traffic impact.

Traffic Impact Fee Fund Ending Fund Balance

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
32. TRAFFIC IMPACT FEE FUND						
User Charges/Fees	150,291.00	105,858.00	1,200.00	-	1,200.00	100,000.00
Investment Earnings	6,086.36	6,512.57	77,063.00	-	77,063.00	6,000.00
Total Revenue	**156,377.36**	**112,370.57**	**78,263.00**	**-**	**78,263.00**	**106,000.00**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
32. TRAFFIC IMPACT FEE FUND						
Capital Outlay	23,260.28	19,235.68	100,000.00	-	100,000.00	100,000.00
Other	-	-	-	-	-	-
Total Expenditures	**23,260.28**	**19,235.68**	**100,000.00**	**-**	**100,000.00**	**100,000.00**
Change in Fund Balance	**133,117.08**	**93,134.89**	**(21,737.00)**	**-**	**(21,737.00)**	**6,000.00**
Cumulative Balance						
Beginning Fund Balance (PY)	$ 223,587.00	$ 356,704.08	$ 449,838.97		$ 449,838.97	$ 428,101.97
Change in Fund Balance	$ 133,117.08	$ 93,134.89	$ (21,737.00)		$ (21,737.00)	$ 6,000.00
Ending Fund Balance	$ 356,704.08	$ 449,838.97	$ 428,101.97		$ 428,101.97	$ 434,101.97
Unreserved Fund Balance	$ 356,704.08	$ 449,838.97	$ 428,101.97		$ 428,101.97	$ 434,101.97
	1533.53%	2338.57%	428.10%		428.10%	434.10%

Traffic Impact Fee Fund - Revenues and Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
REVENUE						
User Charges/Fees						
32-10-40460. Traffic Impact Fees	$ 150,291	$ 105,858	$ 1,200	$ -	$ 1,200	$ 100,000
Total User Charges/Fees	**$ 150,291**	**$ 105,858**	**$ 1,200**	**$ -**	**$ 1,200**	**$ 100,000**
Investment Earnings						
32-10-40060. Interest Income	$ 6,086	$ 6,513	$ 77,063	$ -	$ 77,063	$ 6,000
Total Investment Earnings	**$ 6,086**	**$ 6,513**	**$ 77,063**	**$ -**	**$ 77,063**	**$ 6,000**
Total Traffic Impact Fee Fund Revenue	**$ 156,377**	**$ 112,371**	**$ 78,263**	**$ -**	**$ 78,263**	**$ 106,000**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
EXPENDITURES						
Capital Outlay						
32-10-65999. Capital Outlay-Traffic Impact	$ 23,260	$ 19,236	$ 100,000	$ -	$ 100,000	$ 100,000
Total Capital Outlay	**$ 23,260**	**$ 19,236**	**$ 100,000**	**$ -**	**$ 100,000**	**$ 100,000**
Other						
32-10-65998. Traffic Impact Study	$ -	$ -	$ -	$ -	$ -	$ -
Total Other	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Traffic Impact Fee Fund Expenditures	**$ 23,260**	**$ 19,236**	**$ 100,000**	**$ -**	**$ 100,000**	**$ 100,000**

Storm Drainage Impact Fee Fund

Mission/Function
To utilize the Traffic Impact Fees for planning, studies, maintenance, inspection and capital improvement of the Town's infrastructure as it relates to traffic impacts

Objectives
- Provide for planning and studies addressing both traffic impact quantity and quality.
- Pay for capital improvement needs relating to traffic impact.
- Address maintenance and inspection of the street system as it relates to traffic impact.

Storm Drainage Impact Fee Fund Ending Fund Balance

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
35. STORM DRAINAGE IMPACT FEE FUND						
User Charges/Fees	74,543.10	23,792.69	60,000.00	-	60,000.00	24,000.00
Investment Earnings	2,043.59	2,186.84	250.00	-	250.00	2,000.00
Transfers In	110,000.00	-	540,174.00	-	540,174.00	-
Total Revenue	**186,586.69**	**25,979.53**	**600,424.00**	**-**	**600,424.00**	**26,000.00**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
35. STORM DRAINAGE IMPACT FEE FUND						
Purchased Services	-	-	-	6,240.00	6,240.00	6,552.00
Repairs & Maintenance	-	-	7,586.00	-	7,586.00	-
Supplies/Other	184,860.20	54,674.33	640,174.00	-	640,174.00	100,000.00
Total Expenditures	**184,860.20**	**54,674.33**	**647,760.00**	**6,240.00**	**654,000.00**	**106,552.00**
Change in Fund Balance	**1,726.49**	**(28,694.80)**	**(47,336.00)**	**(6,240.00)**	**(53,576.00)**	**(80,552.00)**
Cumulative Balance						
Beginning Fund Balance (PY)	$ 264,531.00	$ 266,257.49	$ 237,562.69		$ 237,562.69	$ 183,986.69
Change in Fund Balance	$ 1,726.49	$ (28,694.80)	$ (47,336.00)		$ (53,576.00)	$ (80,552.00)
Ending Fund Balance	$ 266,257.49	$ 237,562.69	$ 190,226.69		$ 183,986.69	$ 103,434.69
Unreserved Fund Balance	$ 266,257.49	$ 237,562.69	$ 190,226.69		$ 183,986.69	$ 103,434.69
	144.03%	434.50%	29.37%		28.13%	97.07%

Storm Drainage Impact Fee Fund - Revenues and Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
REVENUE						
User Charges/Fees						
35-35-41010. Storm Drainage Impact Fees	$ 74,543	$ 23,793	$ 60,000	$ -	$ 60,000	$ 24,000
Total User Charges/Fees	**$ 74,543**	**$ 23,793**	**$ 60,000**	**$ -**	**$ 60,000**	**$ 24,000**
Investment Earnings						
35-35-40060. Interest Income	$ 2,044	$ 2,187	$ 250	$ -	$ 250	$ 2,000
Total Investment Earnings	**$ 2,044**	**$ 2,187**	**$ 250**	**$ -**	**$ 250**	**$ 2,000**
Transfers In						
35-35-40065. Transfer from General Fund	$ 110,000	$ -	$ 540,174	$ -	$ 540,174	$ -
Total Transfers In	**$ 110,000**	**$ -**	**$ 540,174**	**$ -**	**$ 540,174**	**$ -**
Total Storm Drainage Impact Fee Fund Revenue	**$ 186,587**	**$ 25,980**	**$ 600,424**	**$ -**	**$ 600,424**	**$ 26,000**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
EXPENDITURES						
Purchased Services						
35-35-65710. Professional Services	$ -	$ -	$ -	$ 6,240	$ 6,240	$ 6,552
Total Purchased Services	**$ -**	**$ -**	**$ -**	**$ 6,240**	**$ 6,240**	**$ 6,552**
Repairs & Maintenance						
35-35-65400. SDI - Repairs & Maint.	$ -	$ -	$ 7,586	$ -	$ 7,586	$ -
Total Repairs & Maintenance	**$ -**	**$ -**	**$ 7,586**	**$ -**	**$ 7,586**	**$ -**
Supplies/Other						
35-35-66000. Stormwater Drainage Repairs	$ 184,860	$ 54,674	$ 640,174	$ -	$ 640,174	$ 100,000
Total Supplies/Other	**$ 184,860**	**$ 54,674**	**$ 640,174**	**$ -**	**$ 640,174**	**$ 100,000**
Total Storm Drainage Impact Fee Fund Expenditures	**$ 184,860**	**$ 54,674**	**$ 647,760**	**$ 6,240**	**$ 654,000**	**$ 106,552**

Mission/Function
To provide our community exceptional service that protects public health and balances social, environmental and fiscal responsibilities in a sustainable manner that is customer focused, delivers outstanding quality, customer satisfaction and value. The Water Department accounts for the activities related to water well development and extraction, water treatment, water transportation systems and for the repair and maintenance of such facilities. We are responsible for daily operations, maintenance, long-term asset management, infrastructure upgrades and expansions and all associated activities such as system planning, engineering and administration. Drinking water services include raw water development and treatment, treated storage, water distribution and water sales.

The water system spans approximately 34.5 miles of pipeline, serving a network that includes two storage tanks with a combined capacity of 3 million gallons. It features five pressure zones managed by eight pressure reducing valve (PRV) stations, around 400 hydrants, 800 valves, a bulk fill station, and around 1,690 service connections.

The system is supplied by 12 wells accessing the Denver aquifer at varying levels, capable of producing about 1 million gallons per day (MGD). As of November 2025, the system produced approximately 124 million gallons (380 acre-feet).

The system experiences an average of five main breaks annually, with recent years seeing a slight increase. including Planned excavations for various projects for improvements. The system is operated by a team of seven certified operators.

Objectives
- Manage water resources to maintain the buffer between water supply and customer demands.
- Utilize treatment capacity without having to construct additional facilities
- Invest in additional treated water storage to maintain the treated water supply to allow the Town to meet peak day demands in the middle of summer.
- Do preventative and corrective maintenance programs on all wells and associated equipment.
- Continue to improve on the comprehensive customer service programs to consolidate customer service matters as well as utility billing and Town Hall reception within a central responsible position

2025 Accomplishments
- Responded to water main breaks around town with expediency and professionalism
- Well 9 disconnect replacement
- Well 8 transformer purchase
- Monument lake shed replacement
- Dingo purchase
- Well 7 pull and pipe repair
- Some new commercial meter installs
- Sampling and testing for compliance
- Sample station installs
- Valve installs monument plaza
- Hydrant installs

Water Fund - Ending Fund Balance

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
61. WATER FUND						
Taxes	468,666.13	411,020.41	(411,020.00)	-	(411,020.00)	-
User Charges/Fees	2,512,214.29	3,190,776.55	2,606,011.97	(14,000.00)	2,592,011.97	2,668,000.00
Investment Earnings	490,063.97	170,929.99	100,000.00	-	100,000.00	100,000.00
Other Revenue	3,202,275.05	1,565,329.39	515,720.00	-	515,720.00	515,000.00
Transfers In	1,271,400.00	1,270,800.00	1,274,400.00	-	1,274,400.00	1,272,000.00
Total Revenue	**7,944,619.44**	**6,608,856.34**	**4,085,111.97**	**(14,000.00)**	**4,071,111.97**	**4,555,000.00**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
61. WATER FUND						
Salaries & Wages	689,910.92	675,043.64	870,256.00	(19,320.00)	850,936.00	596,414.00
Benefits	1,078,834.30	282,889.96	432,776.00	(2,705.00)	430,071.00	265,648.00
Purchased Services	562,384.02	578,419.25	741,881.89	-	741,881.89	528,232.69
Repairs & Maintenance	506,676.52	451,317.01	1,130,000.00	-	1,130,000.00	918,000.00
Supplies/Other	99,069.04	69,438.18	115,300.00	-	115,300.00	81,800.00
Utilities	216,176.10	269,711.90	293,039.18	-	293,039.18	324,218.00
Capital Outlay	934,405.72	1,502,841.47	1,895,000.00	23,735.00	1,918,735.00	1,890,000.00
Debt Services	591,756.00	556,154.11	1,274,400.00	-	1,274,400.00	1,272,000.00
Transfers Out	-	635,945.05	635,945.00	416,909.00	1,052,854.00	1,052,854.00
Total Expenses	**4,679,212.62**	**5,021,760.57**	**7,388,598.07**	**418,619.00**	**7,807,217.07**	**6,929,166.69**
Change in Fund Balance	**3,265,406.82**	**1,587,095.77**	**(3,303,486.10)**	**(432,619.00)**	**(3,736,105.10)**	**(2,374,166.69)**
Cumulative Balance						
Beginning Fund Balance (PY)	$ 20,380,512.00	$ 23,645,918.82	$ 25,233,014.59		$ 25,233,014.59	$ 20,731,162.49
Change in Fund Balance	$ 3,265,406.82	$ 1,587,095.77	$ (3,303,486.10)		$ (3,736,105.10)	$ (2,374,166.69)
Ending Fund Balance	$ 23,645,918.82	$ 25,233,014.59	$ 21,929,528.49		$ 21,496,909.49	$ 18,356,995.80
Less Reserves/Designations:						
TABOR Reserve	$ -	$ -	$ -		$ -	$ -
Other Reserves	$ 726,320.00	$ 765,747.00	$ 756,442.00		$ 765,747.00	$ 765,747.00
Asset Replacement	$ -	$ -	$ -		$ -	$ -
Unreserved Fund Balance	$ 22,919,598.82	$ 24,467,267.59	$ 21,173,086.49		$ 20,731,162.49	$ 17,591,248.80
	489.82%	487.22%	286.56%		265.54%	253.87%

Water Fund - Revenue

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
REVENUE						
Taxes						
61-15-46115. Sales Tax-Water Fund	$ 468,666	$ 411,020	$ (411,020)	$ -	$ (411,020)	$ -
Total Taxes	**$ 468,666**	**$ 411,020**	**$ (411,020)**	**$ -**	**$ (411,020)**	**$ -**
User Charges/Fees						
61-15-40330. 259 Building Rent	$ 14,000	$ 24,000	$ 14,000	$ (14,000)	$ (0)	$ -
61-15-46100. Water Revenue - Residential Sa	$ 1,519,879	$ 1,969,944	$ 1,366,741	$ -	$ 1,366,741	$ 1,366,000
61-15-46105. Water Revenue - Commercial Sal	$ 751,949	$ 981,943	$ 1,078,127	$ -	$ 1,078,127	$ 1,080,000
61-15-46110. Water Revenue - Bulk Sales	$ 135,438	$ 82,334	$ 70,961	$ -	$ 70,961	$ 71,000
61-15-46111. Late Fees	$ 25,071	$ 22,905	$ 24,953	$ -	$ 24,953	$ 25,000
61-15-46200. Water Rev - Outside Town Bound	$ -	$ 77,061	$ -	$ -	$ -	$ 75,000
61-15-48081. Water Meter Impact Fees	$ 65,877	$ 32,590	$ 51,230	$ -	$ 51,230	$ 51,000
Total User Charges/Fees	**$ 2,512,214**	**$ 3,190,777**	**$ 2,606,012**	**$ (14,000)**	**$ 2,592,012**	**$ 2,668,000**
Investment Earnings						
61-15-40060. Interest and Investment Income	$ 490,064	$ 170,930	$ 100,000	$ -	$ 100,000	$ 100,000
Total Investment Earnings	**$ 490,064**	**$ 170,930**	**$ 100,000**	**$ -**	**$ 100,000**	**$ 100,000**
Other Revenue						
61-15-40290. Disposal of Capitalized Assets	$ -	$ -	$ -	$ -	$ -	$ -
61-15-46250. Other Revenues	$ 9,545	$ 348	$ -	$ -	$ -	$ -
61-15-48080. Water Revenue - Impact Fees	$ 3,192,730	$ 1,564,981	$ 515,720	$ -	$ 515,720	$ 515,000
Total Other Revenue	**$ 3,202,275**	**$ 1,565,329**	**$ 515,720**	**$ -**	**$ 515,720**	**$ 515,000**
Transfers In						
61-15-40065. Transfer from Other Funds	$ 1,271,400	$ 1,270,800	$ 1,274,400	$ -	$ 1,274,400	$ 1,272,000
Total Transfers In	**$ 1,271,400**	**$ 1,270,800**	**$ 1,274,400**	**$ -**	**$ 1,274,400**	**$ 1,272,000**
Other						
61-15-40630. Lease Financing	$ -	$ -	$ -	$ -	$ -	$ -
61-15-40650. Grant Revenue	$ -	$ -	$ -	$ -	$ -	$ -
61-15-48085. Water Revenue - Water Dev Fees	$ -	$ -	$ -	$ -	$ -	$ -
Total Other	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Total Water Fund Revenue	**$ 7,944,619**	**$ 6,608,856**	**$ 4,085,112**	**$ (14,000)**	**$ 4,071,112**	**$ 4,555,000**

Water Fund - Expenses

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
EXPENSES						
Salaries & Wages						
61-15-60000. Salaries	$ 653,219	$ 647,368	$ 822,366	$ (19,320)	$ 803,046	$ 562,790
61-15-60001. Seasonal Wages	$ -	$ -	$ -	$ -	$ -	$ -
61-15-60010. Overtime Pay	$ 25,917	$ 18,800	$ 34,565	$ -	$ 34,565	$ 21,049
61-15-60019. Longevity Recognition	$ 1,500	$ -	$ 1,250	$ -	$ 1,250	$ 500
61-15-60020. On-Call/Standby Pay	$ 9,275	$ 8,875	$ 12,075	$ -	$ 12,075	$ 12,075
Total Salaries & Wages	**$ 689,911**	**$ 675,044**	**$ 870,256**	**$ (19,320)**	**$ 850,936**	**$ 596,414**
Benefits						
61-15-60071. State Unemployment Taxes	$ 704	$ 1,369	$ 2,611	$ -	$ 2,611	$ 1,788
61-15-60080. Health & Dental Insurance	$ 97,614	$ 103,943	$ 183,806	$ -	$ 183,806	$ 106,693
61-15-60085. Life & Disability Insurance	$ 6,885	$ 7,531	$ 10,407	$ -	$ 10,407	$ 7,260
61-15-60092. Employer's 401a/457b	$ 68,633	$ 83,500	$ 121,836	$ (2,705)	$ 119,131	$ 83,428
61-15-60093. Employer's FICA	$ 39,944	$ 40,667	$ 53,956	$ -	$ 53,956	$ 36,947
61-15-60094. Employer's Medicare	$ 9,342	$ 9,511	$ 12,619	$ -	$ 12,619	$ 8,641
61-15-60098. Staff Tuition	$ -	$ -	$ -	$ -	$ -	$ -
61-15-60099. Admin Fee to General Fund	$ 820,990	$ -	$ -	$ -	$ -	$ -
61-15-60100. Workers Compensation Insuran	$ 34,723	$ 36,369	$ 47,541	$ -	$ 47,541	$ 20,891
Total Benefits	**$ 1,078,834**	**$ 282,890**	**$ 432,776**	**$ (2,705)**	**$ 430,071**	**$ 265,648**
Purchased Services						
61-15-60125. Franchise Fee-ToM Water	$ 113,286	$ 118,786	$ 119,286	$ -	$ 119,286	$ 138,400
61-15-60130. General Insurance	$ 12,496	$ 68,919	$ 72,509	$ -	$ 72,509	$ 13,081
61-15-60140. General Services	$ 24,196	$ 4,743	$ 28,000	$ -	$ 28,000	$ 8,000
61-15-60280. Communication Services	$ 32,423	$ 33,104	$ 41,211	$ -	$ 41,211	$ 18,200
61-15-60301. Technical Services	$ 100,306	$ 151,349	$ 105,000	$ -	$ 105,000	$ 60,000
61-15-60305. Legal Services (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 60,000
61-15-60770. Travel, Training & Meetings	$ 14,536	$ 10,292	$ 23,000	$ -	$ 23,000	$ -
61-15-60776. Training&Prof Dev (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 15,000
61-15-60777. Travel & Meals (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 8,000
61-15-65375. Rentals/Leases (Non-Capital)	$ 8,510	$ 11,683	$ 21,041	$ -	$ 21,041	$ 21,000
61-15-65710. Professional Services	$ 102,988	$ 179,544	$ 331,834	$ -	$ 331,834	$ 186,552
61-15-65996. Contingency	$ 153,644	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 562,384**	**$ 578,419**	**$ 741,882**	**$ -**	**$ 741,882**	**$ 528,233**
Repairs & Maintenance						
61-15-60355. Repair & Maintenance - Dam	$ 2,960	$ -	$ 30,000	$ -	$ 30,000	$ 30,000
61-15-60400. Chemicals/gas-Water Treatment	$ 30,279	$ 23,535	$ 50,000	$ -	$ 50,000	$ 50,000
61-15-60700. Repair & Maintenance TEST: Wat	$ 7,963	$ 21,679	$ 50,000	$ -	$ 50,000	$ 50,000
61-15-65390. Repair & Maintenance - Vehicle	$ 7,169	$ 12,114	$ 10,000	$ -	$ 10,000	$ 10,000
61-15-65400. Repair & Maintenance - Well Si	$ 275,619	$ 215,470	$ 720,000	$ -	$ 720,000	$ 500,000
61-15-65403. Repair & Maintenance - Booste	$ 18,756	$ 334	$ 15,000	$ -	$ 15,000	$ 10,000
61-15-65410. Repair & Maintenance - Distrib	$ 51,954	$ 141,016	$ 160,000	$ -	$ 160,000	$ 175,000
61-15-65420. Repair & Maintenance-Storage T	$ -	$ 1,550	$ 5,000	$ -	$ 5,000	$ 3,000
61-15-65430. Repair & Maintenance-Water Met	$ 89,266	$ 26,818	$ 50,000	$ -	$ 50,000	$ 50,000
61-15-65440. Repair & Maintenance SCADA Sy	$ 22,710	$ 8,802	$ 40,000	$ -	$ 40,000	$ 40,000
Total Repairs & Maintenance	**$ 506,677**	**$ 451,317**	**$ 1,130,000**	**$ -**	**$ 1,130,000**	**$ 918,000**

Water Fund - Expenses

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
Supplies/Other						
61-15-60205. General Supplies	$ 34,033	$ 24,866	$ 39,000	$ -	$ 39,000	$ 3,000
61-15-60210. Uniforms	$ -	$ -	$ -	$ -	$ -	$ -
61-15-60220. Small Tools (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 3,000
61-15-60221. Safety Supplies (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 3,000
61-15-60222. Lab Supplies (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 5,000
61-15-60224. Safety Boots (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,050
61-15-60225. Uniforms (for 2026)	$ -	$ -	$ -	$ -	$ -	$ 1,750
61-15-60229. Operational Supplies(for 2026)	$ -	$ -	$ -	$ -	$ -	$ 10,000
61-15-60260. Dues and Subscriptions	$ 30,362	$ 34,365	$ 26,300	$ -	$ 26,300	$ 28,000
61-15-60610. Fuel	$ 10,556	$ 8,010	$ 15,000	$ -	$ 15,000	$ 12,000
61-15-60780. Conservation Plan Rebates	$ -	$ 300	$ 1,000	$ -	$ 1,000	$ 1,000
61-15-65660. Computer	$ 16,815	$ 1,898	$ 30,000	$ -	$ 30,000	$ 10,000
61-15-65900. Non-Capital Proj/Equip-Veh/Eq	$ 7,303	$ -	$ 4,000	$ -	$ 4,000	$ 4,000
Total Supplies/Other	**$ 99,069**	**$ 69,438**	**$ 115,300**	**$ -**	**$ 115,300**	**$ 81,800**
Utilities						
61-15-60341. Utilities - Electric	$ 165,739	$ 216,156	$ 247,926	$ -	$ 247,926	$ 275,000
61-15-60342. Utilities - Gas	$ 9,192	$ 11,084	$ 14,721	$ -	$ 14,721	$ 19,218
61-15-60343. Utilities - Other	$ 41,244	$ 42,472	$ 30,393	$ -	$ 30,393	$ 30,000
Total Utilities	**$ 216,176**	**$ 269,712**	**$ 293,039**	**$ -**	**$ 293,039**	**$ 324,218**
Capital Outlay						
61-15-60600. Depreciation Expense	$ 823,615	$ 1,502,841	$ -	$ -	$ -	$ -
61-15-66201. Capital - Vehicles/Equipment	$ 100,239	$ -	$ 445,000	$ 23,735	$ 468,735	$ 500,000
61-15-66206. Capital - Other	$ 10,552	$ -	$ 650,000	$ -	$ 650,000	$ 750,000
61-15-66301. Well# 11, 12 & 13	$ 0	$ -	$ -	$ -	$ -	$ -
61-15-66302. New Water Treatment Plant	$ -	$ -	$ -	$ -	$ -	$ -
61-15-66303. Forest View 2.2 m Pipe Replace	$ 0	$ -	$ -	$ -	$ -	$ -
61-15-66304. Monument Hill 2 mg Tank Replac	$ (0)	$ -	$ -	$ -	$ -	$ -
61-15-66305. Re-drill of Well #3	$ -	$ -	$ -	$ -	$ -	$ -
61-15-66306. Expan of Water Trmt Plant #4/5	$ (0)	$ -	$ -	$ -	$ -	$ -
61-15-66307. Hughes Wll into Distrb System	$ -	$ -	$ -	$ -	$ -	$ -
61-15-66308. Radium Removal Project	$ -	$ -	$ -	$ -	$ -	$ -
61-15-66309. Filter Rehab WTP #7 and #3/9	$ (0)	$ -	$ -	$ -	$ -	$ -
61-15-66310. Booster Station Upgrade	$ -	$ -	$ 200,000	$ -	$ 200,000	$ 40,000
61-15-66312. Valve & Pipeline Replacement	$ -	$ -	$ 600,000	$ -	$ 600,000	$ 600,000
61-15-66313. Water Lab/Office Expansion	$ -	$ -	$ -	$ -	$ -	$ -
Total Capital Outlay	**$ 934,406**	**$ 1,502,841**	**$ 1,895,000**	**$ 23,735**	**$ 1,918,735**	**$ 1,890,000**
Debt Services						
61-15-68355. Lease Interest Expense	$ -	$ -	$ -	$ -	$ -	$ -
61-15-68356. 2020 COP Principal	$ -	$ -	$ 560,000	$ -	$ 560,000	$ 580,000
61-15-68357. 2020 COP Interest	$ 591,756	$ 556,154	$ 714,400	$ -	$ 714,400	$ 692,000
Total Debt Services	**$ 591,756**	**$ 556,154**	**$ 1,274,400**	**$ -**	**$ 1,274,400**	**$ 1,272,000**
Transfers Out						
61-15-67400. Transfer to General Fund	$ -	$ 635,945	$ 635,945	$ 416,909	$ 1,052,854	$ 1,052,854
Total Transfers Out	**$ -**	**$ 635,945**	**$ 635,945**	**$ 416,909**	**$ 1,052,854**	**$ 1,052,854**
Total Water Fund Expenses	**$ 4,679,213**	**$ 5,021,761**	**$ 7,388,598**	**$ 418,619**	**$ 7,807,217**	**$ 6,929,167**

Park Fees Fund

Mission/Function
To provide for new park design and planning that benefit the citizens of Monument while increasing the availability of open space and trails which will enhance the quality of life and bolster property values in addition to increasing the recreational opportunities for both our citizens and visitors.

Objectives

- Provide opportunities to purchase land for new parks.
- Design and install new playground equipment.
- Create or update a Park Master Plan.
- Perform detailed park planning to include the latest recreational technology.
- Improve existing trails and designing new trails.
- Administer new park construction and trail development.

2025 Accomplishment
- Installed new bathrooms at Monument Lake

2026 Budget Highlight
- Construct Heart of Monument Park

Park Fees Fund - Ending Fund Balance

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
81. PARKS FEE FUND						
Intergovernmental	171,426.16	124,861.57	117,731.00	-	117,731.00	349,000.00
User Charges/Fees	101,522.44	34,450.26	40,000.00	-	40,000.00	5,000.00
Investment Earnings	-	-	100.00	-	100.00	-
Total 81. PARKS FEE FUND	**272,948.60**	**159,311.83**	**157,831.00**	**-**	**157,831.00**	**354,000.00**
Total Revenue	**272,948.60**	**159,311.83**	**157,831.00**	**-**	**157,831.00**	**354,000.00**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
81. PARKS FEE FUND						
Purchased Services	12,367.50	11,449.90	-	-	-	-
Supplies/Other	-	-	-	-	-	-
Capital Outlay	240,954.27	19,132.25	380,731.00	(179,500.00)	201,231.00	549,000.00
Total 81. PARKS FEE FUND	**253,321.77**	**30,582.15**	**380,731.00**	**(179,500.00)**	**201,231.00**	**549,000.00**
Total Expenditures	**253,321.77**	**30,582.15**	**380,731.00**	**(179,500.00)**	**201,231.00**	**549,000.00**
Change in Fund Balance	**19,626.83**	**128,729.68**	**(222,900.00)**	**179,500.00**	**(43,400.00)**	**(195,000.00)**
Cumulative Balance						
Beginning Fund Balance (PY)	$ 215,567.00	$ 235,193.83	$ 363,923.51		$ 363,923.51	$ 320,523.51
Change in Fund Balance	$ 19,626.83	$ 128,729.68	$ (222,900.00)		$ (43,400.00)	$ (195,000.00)
Ending Fund Balance	$ 235,193.83	$ 363,923.51	$ 141,023.51		$ 320,523.51	$ 125,523.51
Less Reserves/Designations:						
TABOR Reserve	$ -	$ -	$ -		$ -	$ -
ARPA Reserves	$ -	$ -				
Asset Replacement	$ -	$ -	$ -		$ -	$ -
Unreserved Fund Balance	**$ 235,193.83**	**$ 363,923.51**	**$ 141,023.51**		**$ 320,523.51**	**$ 125,523.51**
	92.84%	1189.99%	37.04%		159.28%	22.86%

Park Fees Fund - Revenues and Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
REVENUE						
Intergovernmental						
81-34-41050. Monument Hill Kiwanis Revenue	$ -	$ 24,862	$ -	$ -	$ -	$ 249,000
81-34-48000. Grant Revenue	$ 171,426	$ 100,000	$ 117,731	$ -	$ 117,731	$ 100,000
Total Intergovernmental	**$ 171,426**	**$ 124,862**	**$ 117,731**	**$ -**	**$ 117,731**	**$ 349,000**
User Charges/Fees						
81-34-40610. Donations	$ 818	$ -	$ -	$ -	$ -	$ -
81-34-41030. Fees in lieu of Park Land	$ 100,705	$ 34,450	$ 40,000	$ -	$ 40,000	$ 5,000
Total User Charges/Fees	**$ 101,522**	**$ 34,450**	**$ 40,000**	**$ -**	**$ 40,000**	**$ 5,000**
Investment Earnings						
81-34-40060. Interest Income	$ -	$ -	$ 100	$ -	$ 100	$ -
Total Investment Earnings	**$ -**	**$ -**	**$ 100**	**$ -**	**$ 100**	**$ -**
Total Parks Fee Fund Revenue	**$ 272,949**	**$ 159,312**	**$ 157,831**	**$ -**	**$ 157,831**	**$ 354,000**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
EXPENDITURES						
Purchased Services						
81-34-60140. General Services	$ 7,380	$ -	$ -	$ -	$ -	$ -
81-34-60301. Technical Services	$ 4,800	$ -	$ -	$ -	$ -	$ -
81-34-65710. Professional Services	$ 188	$ 11,450	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 12,368**	**$ 11,450**	**$ -**	**$ -**	**$ -**	**$ -**
Supplies/Other						
81-34-60226. Plants & Trees (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
Total Supplies/Other	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Capital Outlay						
81-34-65955. Capital Projects-Other	$ -	$ -	$ -	$ -	$ -	$ -
81-34-65999. Capital Improvement Projects	$ 240,954	$ 19,132	$ 380,731	$ (179,500)	$ 201,231	$ 549,000
81-34-66303. Monument Lake // CPW Grant	$ -	$ -	$ -	$ -	$ -	$ -
Total Capital Outlay	**$ 240,954**	**$ 19,132**	**$ 380,731**	**$ (179,500)**	**$ 201,231**	**$ 549,000**
Total Parks Fee Fund Expenditures	**$ 253,322**	**$ 30,582**	**$ 380,731**	**$ (179,500)**	**$ 201,231**	**$ 549,000**

Conservation Trust Fund

Mission/Function
To account for revenues & expenditures for Colorado Lottery Funds. The Department of Local Affairs distributes CTF dollars quarterly, on a per capita basis.

Objectives

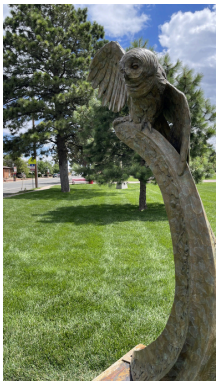
- Helps to pay for parks and open space maintenance and improvements

2025 Accomplishments
- Obtained 30th year of Tree City designation
- Planted and maintain downtown flowers for the Downtown Beautification Program
- Managed ArtSites pubic art program

Conservation Trust Fund Ending Fund Balance

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
82. CONSERVATION TRUST FUND						
Intergovernmental	107,855.16	95,375.88	96,280.00	-	96,280.00	96,280.00
User Charges/Fees	1,798.53	1,000.53	-	-	-	-
Investment Earnings	1,590.75	1,702.10	500.00	-	500.00	1,500.00
Total Revenue	**111,244.44**	**98,078.51**	**96,780.00**	**-**	**96,780.00**	**97,780.00**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
82. CONSERVATION TRUST FUND						
Purchased Services	1,651.00	-	-	-	-	-
Supplies/Other	-	-	-	-	-	-
Capital Outlay	52,431.06	27,183.73	61,500.00	-	61,500.00	60,000.00
Transfers Out	20,000.00	20,004.00	20,000.00	-	20,000.00	-
Total Expenditures	**74,082.06**	**47,187.73**	**81,500.00**	**-**	**81,500.00**	**60,000.00**
Change in Fund Balance	**37,162.38**	**50,890.78**	**15,280.00**	**-**	**15,280.00**	**37,780.00**
Cumulative Balance						
Beginning Fund Balance (PY)	$ 83,679.00	$ 120,841.38	$ 171,732.16		$ 171,732.16	$ 187,012.16
Change in Fund Balance	$ 37,162.38	$ 50,890.78	$ 15,280.00		$ 15,280.00	$ 37,780.00
Ending Fund Balance	$ 120,841.38	$ 171,732.16	$ 187,012.16		$ 187,012.16	$ 224,792.16
Unreserved Fund Balance	$ 120,841.38	$ 171,732.16	$ 187,012.16		$ 187,012.16	$ 224,792.16
	163.12%	363.93%	229.46%		229.46%	374.65%



Conservation Trust Fund - Revenues and Expenditures

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
REVENUE						
Intergovernmental						
82-08-41020. CTF - Lottery - QTRLY PMT	$ 107,855	$ 95,376	$ 96,280	$ -	$ 96,280	$ 96,280
Total Intergovernmental	**$ 107,855**	**$ 95,376**	**$ 96,280**	**$ -**	**$ 96,280**	**$ 96,280**
User Charges/Fees						
82-08-40610. Donations	$ 1,799	$ 1,001	$ -	$ -	$ -	$ -
Total User Charges/Fees	**$ 1,799**	**$ 1,001**	**$ -**	**$ -**	**$ -**	**$ -**
Investment Earnings						
82-08-40060. Interest Income	$ 1,591	$ 1,702	$ 500	$ -	$ 500	$ 1,500
Total Investment Earnings	**$ 1,591**	**$ 1,702**	**$ 500**	**$ -**	**$ 500**	**$ 1,500**
Total Conservation Trust Fund Revenue	**$ 111,244**	**$ 98,079**	**$ 96,780**	**$ -**	**$ 96,780**	**$ 97,780**

	2023 Actuals	2024 Actuals	2025 Budget	2025 2nd Amendments	2025 Final Budget	2026 Budget
EXPENDITURES						
Purchased Services						
82-08-60140. General Services	$ -	$ -	$ -	$ -	$ -	$ -
82-08-60301. Technical Services	$ 1,651	$ -	$ -	$ -	$ -	$ -
82-08-65710. Professional Services	$ -	$ -	$ -	$ -	$ -	$ -
Total Purchased Services	**$ 1,651**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Supplies/Other						
82-08-60226. Plants & Trees (for 2026)	$ -	$ -	$ -	$ -	$ -	$ -
82-08-66000. Trail Repairs & Improvements	$ -	$ -	$ -	$ -	$ -	$ -
Total Supplies/Other	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Capital Outlay						
82-08-65999. CTF Capital Projects	$ 3,840	$ -	$ -	$ -	$ -	$ -
82-08-66001. Parks & Open Space Improvement	$ 48,591	$ 27,184	$ 61,500	$ -	$ 61,500	$ 60,000
Total Capital Outlay	**$ 52,431**	**$ 27,184**	**$ 61,500**	**$ -**	**$ 61,500**	**$ 60,000**
Transfers Out						
82-08-67000. Transfer to General Fund	$ 20,000	$ 20,004	$ 20,000	$ -	$ 20,000	$ -
Total Transfers Out	**$ 20,000**	**$ 20,004**	**$ 20,000**	**$ -**	**$ 20,000**	**$ -**
Total Conservation Trust Fund Expenditures	**$ 74,082**	**$ 47,188**	**$ 81,500**	**$ -**	**$ 81,500**	**$ 60,000**

A

Accrual Basis of Accounting - The method of accounting under which revenues and expenses are recorded at the time they are incurred as opposed to when cash is actually received or spent. For example, in accrual accounting, revenue that was earned in December, but not collected until January, is recorded as revenue in December.

Amended Budget - The Amended Budget amounts include the original Adopted Budget for the fiscal year with revisions by way of Budget Amendments completed and approved by Town Council for all requesting funds and departments. Departments complete this process in compliance with the Town Charter requirements.

Amortization - The process of allocating the cost of an intangible asset or repayment of loan principal over a period of time.

Appropriation - Legal authorization granted by the Town Council to make expenditures and incur obligations up to a specific dollar amount.

Appropriation Ordinance - An ordinance by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual budget is enacted into law by the Town Council.

Assessed Valuation - A valuation set upon real estate or other property by the county assessor to establish a basis for levying taxes by using a value percentage of the property's actual value. It is equal to 6.77 percent of market value for residential property and 29 percent for commercial and industrial property. This percentage is determined by the State of Colorado.

B

Bond - A bond is a written obligation to pay a specified sum of money (principal), at a specified date or dates in the future called the maturity date, together with periodic interest payments at a specified interest rate.

Budget - A financial plan of estimated expenditures and the means of financing them for a stated period of time. Upon approval by the Town Council, the budget appropriation ordinance is the legal basis for expenditures in the budget year.

Budget Calendar - A schedule which outlines the completion of the phases of the preparation of the budget.

C

Capital Expenditures - Items purchased that are determined to have significant value, with a useful life of several years. Examples include vehicles, carpet, and equipment.

Capital Improvement Program - A budget plan for the improvement of facilities and infrastructure in which the resulting project has a useful life of more than one year and in which costs are expected to be over $5,000. The project also results in the addition of a fixed asset or extends the useful life of an existing asset, or is a major software purchase.

Capital Outlay - Money spent to acquire, maintain, repair, or upgrade capital assets.

Capital Project - Expenditure for equipment, machinery, facilities, or infrastructure that will provide long-term service or other public benefits.

Capital Project Fund - Funds used for the acquisition and of major growth related capital assets other than those financed through enterprise funds.

Certificate of Participation - A form of financing which allows for the purchase of an asset over time. Certificates are sold to investors, and proceeds are then used by an outside party (the lessor) to acquire a capital asset on behalf of the Town. The asset becomes the collateral for the certificates, and the Town assumes ownership of the asset at the end of paying the full amount of the lease. Payments are subject to annual appropriation and do not constitute a long-term obligation under TABOR.

Cost Allocation Plan - A plan that identifies the costs of indirect services provided by central service departments. It is used to claim General Fund support costs from the Town's enterprise funds.

County Seat - The county seat is a town or city that is the seat of government for a county.

D

Debt Service - Principal and interest due on long-term debt such as loans, notes and bonds incurred by the Town of Monument.

Debt Ratios - The following definitions are applicable to debt ratio calculations:
- Contingent liabilities secured by revenue or tax pledges of the Town of Monument shall be included as debt within the appropriate ratios
- Debt issued in anticipation of taxes in the process of being collected, or grants for which a contractual commitment exists, shall not be included within the debt ratios
- Escrowed bonds, other than bonds issued to refund prior bonds (refunding bonds) shall be included in the ratios consistent with the ultimate intended use of the proceeds of such bonds

Deferred Revenue - Advance payments or unearned revenue, recorded by the Town as a liability, until the services have been rendered or products have been delivered. As the product or service is delivered over time, it is recognized as revenue. Department - Major unit of organization in the Town.

Depreciation - Expiration in the service life of fixed assets because of wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Discretionary Revenues - Sales taxes, property taxes, local government aid, revenue sharing, accommodation or other taxes, franchise fees, fines and forfeits.

E

Encumbrance - Obligations in the form of purchase orders or contracts, which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up. Note that an encumbrance is not an expenditure but reserves funds to be expensed.

Enterprise Fund - An enterprise fund is used to account for an entity whose principal revenue sources meet any of the following criteria: (1) debt backed solely by fees and charges, (2) legal requirement to recover costs, or (3) policy decision to recover cost.

Expenditure - Payment for goods or services, including operating expenses that require the current or future use of net current assets, debt and capital outlays. Note that an encumbrance is not an expenditure but reserves funds to be expensed.

F

Fiscal Year - A twelve-month accounting period to which the operating budget applies, which for the Town of Monument begins on January 1 and ends December 31 of the same calendar year.

Fixed Assets - Assets of long-term character that are intended to continue to be held or used, such as land, buildings, machinery and other equipment.

Full-time Equivalent - A unit of measurement related to the number of working hours an employee works. For example, one full-time equivalent would equal a minimum of 2080 hours per year.

Fund - Accounting entity with a self-balancing set of accounts, which is segregated from other funds, to carry on specific activities or attain certain objectives.

Fund Balance - On hand available cash balances, which are realized in prior fiscal years less current liabilities and are available for designation as a funding source for a future budget year. Fund balance often represents resources saved from prior years for future planned projects.

G

General Fund - A central fund into which most of the Town's tax and unrestricted revenues are budgeted to support basic municipal services, public safety and administrative activities of the Town.

Governmental Fund - General, special revenue, debt service, capital projects and permanent funds are considered governmental funds. The Town of Monument has the following governmental funds: general, conservation trust, capital project, parks fee, 2A, 2F, Community Development, Traffic Impact Fee, Storm Drainage Impact Fee, and Water.

Grant - A contribution made from either the private sector to the Town or by one governmental unit to another. The contribution is usually made to support a specified program, function or project.

H-I

Impact Fee - New construction generates Impact Fees. These fees are collected when a building permit is issued to pay for growth related improvements, facilities, and equipment in the areas of parks and recreation, fire, police, municipal facilities, and transportation.

Interfund Loan - An interfund loan is a loan that occurs between two funds within the Town, following the requirements as laid out by the Town Charter for such a situation.

Internal Service Fund - Activities that provide support services to other Town departments. Example: Fleet Services and Employee Benefits.

J-L

Lease-Purchase Agreement - Financial arrangement that permits the Town to pay for the use of equipment or machinery over a period of time through a lease and to purchase it at the end of that time.

M

Management Fee - An allocation of charges for the cost of general administrative departments that are required to manage the Town and provide support to all funds.

Market Value - County Assessor's actual value of all real property.

Major Fund - Individual funds whose revenues or expenditures, excluding other financing sources and uses exceed 10 percent of total appropriations.

Mill Levy - Rate by which assessed valuation is multiplied to determine property tax. A mill is 1/10 of one cent or $1.00 of tax for each $1,000 of assessed valuation.

N

Non-exempt - A classification indicating that an employee is eligible to be paid for overtime, as defined by the guidelines of the Fair Labor Standards Act (FLSA). Exempt employees, conversely, are not eligible for overtime pay.

Non-Major Fund - Funds whose revenues or expenditures, excluding other financing sources and uses are less than 10 percent of total appropriations.

O

Operating Budget - The portion of the budget that pertains to daily operations providing basic governmental services. The operating budget contains appropriations for such expenditures as personnel, supplies and materials.

Ordinance - An ordinance is a formal legislative enactment by the governing body of the municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be enacted by ordinance and those that may be enacted by resolution. Revenue raising measures, such as the imposition of taxes, special assessments, and service charges, universally require ordinances.

P

Personnel - Salaries, wages, benefits and other related costs of employees.

Projection - Estimation of future revenues and expenditures based on past trends, current economic conditions and financial forecasts.

Proprietary Funds - Fund that is used to account for the Town's ongoing organizations and activities which are similar to those found in the private sector. The funds include enterprise funds and internal service funds.

Property Tax - Base Supported - Supported by the property taxbase generated revenues, such as general property tax levies and tax increment, whether issued as general obligation or revenue bonds.

Q-R

Reserve - Funds set aside in the current and past years for the purpose of paying for capital needs, providing for obligations and liabilities, and meeting emergency needs.

Reserve Fund Balance - The portion of a fund's balance that is restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution - A special or temporary order of a legislative body. An order of a legislative body requiring less legal formality than an ordinance or statute.

Revenue-Supported - Non-general obligation bonds that are solely supported by revenues not based on real estate property values, such as special assessments, parking fees, water charges and user fees.

S

Sales Tax Supported - Directly supported by sales taxes. Includes all net debt bond issues and the portions of those issues that are paid for by sales taxes.

Secured Guarantee - A secured guarantee is a contract to answer for the payment of debt, secured by collateral or other property held to ensure payment in the event of default.

Self-Liquidating Debt - Synonymous with Revenue-Supported.

Special Obligation Revenue Bonds - Revenue bonds for which the Town of Castle Rock grants its tax-exemption but for which a financial or moral obligation is assumed; including, but not limited to, second party supported Industrial Development, Commercial and Housing bonds.

Special Revenue Fund - Fund used to account for the proceeds of specific revenue sources (other than debt service or capital projects) that are restricted or committed to expenditures for specified purposes.

Structurally Balanced Budget – Annual financial plan in which expenses do not exceed revenues and resources. A structurally balanced budget supports financial sustainability for multiple years into the future.

T

TABOR (Taxpayers Bill of Rights) - Amendment to the Colorado Constitution approved by voters in November 1992, which limits governmental mill levies, revenue, and expenditures. All new or increased taxes must be voted on by the public. Also, it establishes mandatory emergency reserves.

Tap – A water tap is the metered connect to the Town's water main. Water taps are used at Multi-Family, Commercial, and Irrigation projects. Typically, a water tap serves only one structure of building.

T**ax Increment Supported** - Supported in part or entirely by property tax increments. Includes general obligation bonds, revenue bonds, and issues that include a pledge of tax increment revenues.

Total Debt - All debt other than Special Obligation Revenue Bonds. Does not include overlapping debt or sinking fund assets.

Town Charter - The Town of Monument operates under a Home Rule Charter, which has been framed in conformity with Article XX of the Colorado Constitution and the Municipal Home Rule Act of 1971. The Town of Monument operates under a Council-Manager form of government.

Transfers - Amounts distributed from one fund to finance activities in another fund. Transfers are shown as an expenditure in the originating fund and a revenue in the receiving fund.

U-Z

Unreserved Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

Urban Renewal Authority - This is a principal tool created by the State for public financing of development and redevelopment projects.

Financial Policies

Town of Monument

PRINCIPLES OF SOUND FINANCIAL MANAGEMENT

Adopted May 5, 2025

TABLE OF CONTENTS

Contents

Introduction 3
Finance Policy 1 - Fiscal Planning and Budgeting 4
Finance Policy 2 - Fund Balance 7
Finance Policy 3 - Expenditure Control 9
Finance Policy 4 - Revenues and Collections 10
Financial Policy 5 – Grants 11
Financial Policy 6 - Cost of Service and User Fees 12
Financial Policy 7 - Development Impact Fees 13
Financial Policy 8 - Capital Improvement Program 14
Policy 9 - Capital Asset Accounting and Replacement 16
Financial Policy 10 - Cash Management and Investment 17
Finance Policy 11 - Debt Management 19
Policy 12 - Utility Enterprise Fund 23
Financial Policy 13 - Accounting, Auditing and Financial Reporting 25
Financial Policy 14 - Credit Card Policy 27
Financial Policy 15 - Disposition of Town Property 29
Financial Policy 16 - Policy Review 31
Financial Policy 17 – Procurement Policy 32

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 valorum (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.

Financial Policy 17 – Procurement Policy

Adopted on September 17, 2025

1. **Purpose**

   This policy establishes standards of integrity when purchasing goods and services on behalf of the Town, provides for the most efficient use of taxpayers' dollars, provides for timely purchases, and follows common sense and good business practices.

2. **Goals**

   Cost Reduction

   By optimizing sourcing strategies, negotiating better deals, and implementing cost saving measures, the Town can enhance financial sustainability.

   - Bulk purchasing
   - Supplier consolidation
   - Value engineering

   Supplier Performance Improvement

   Maintain a robust and reliable supply chain, fostering collaboration and improvement.

   - Evaluate supplier performance with key performance indicators
     - On time delivery
     - Quality
     - Responsiveness

   Process Efficiency

   Optimize purchasing processes, improve efficiency, reduce cycle times, and enhance productivity.

   - Eliminate bottlenecks
   - Reduce manual interventions
   - Automate routine tasks

3. **Priorities**

   In selecting products and service providers, the Town considers and weighs the following criteria:

   - *Pricing* - Ensure that the Town receives the required product or service at the lowest possible cost and highest value.
   - *Competition* - Provide vendors an equal opportunity to sell to the Town.
   - *Quality* - Using the purchasing and bidding parameters identified within this policy, it will be the intent to acquire the highest quality product and service for the Town.
   - *Local Preference* – Where the required product or service is available from a local business at a competitive quality and price, the local business should be selected as the Town's vendor (see Section 10).
   - *Environmentally Preferable Purchasing* - This policy will give preference to products that minimize environmental impacts over the lifetime of the product.

4. Process

To acquire the highest quality products and services at the lowest cost, the following purchasing processes will be used as described below. Thresholds by dollar amount and type of contract for these purchase types are defined in Table A – Purchasing Authority and Limits.

- *Open Market* – This method is considered an informal evaluation by the purchaser. An open market may be made without obtaining competitive quotations if the price is determined to be "fair and reasonable" by Town Staff and if the purchase is less than $999.99.

- *Comparative Pricing* – Three (3) verbal or written quotes will be requested from qualified vendors/suppliers as determined by type of purchase/contract outlined in Table A. If the quote is verbal, the purchaser is to document the quote provided for the purchase file to include date, time, vendor name and contact information, item(s) to be purchased and amount of quote. Select the quote and vendor that provides the product or service for the lowest price and meets the required specifications. Pursuant to Table A - Purchasing Authority and Limits, a Department Director or the Town Manager shall have the authority to approve the expenditure amount and the vendor, without the need for approval by the Town Council.

- *Competitive Process* - Requests for Proposals (RFP), Invitation for Bids (IFB) and Requests for Qualifications (RFQ) will be obtained as determined by the type of purchase/contract outlined in Table A. For contract amounts under $25,000, The Town Manager shall have the authority to approve the expenditure amount and the vendor without the need for approval by the Town Council. The Town Council shall have the sole authority to approve the expenditure amount and the vendor for contracts exceeding $25,000.

- *Advertising* – When the competitive bid process applies, all formal RFPs, IFBs and RFQs will be advertised using the Town's electronic purchasing websites which are accessible through the Town's website.

- *Term/Duration* - For the purchase of recurring products and services, a comparative procurement process will be solicited at least every three (3) years, if not more frequently, as determined by the Town Manager.

5. Policies & Thresholds

The Town Manager shall create, approve and maintain administrative rules in compliance with the provisions of this policy for the implementation and day-to-day administration of the Town's procurement needs. The Town will develop and implement a Procurement Manual, that will be followed by Town Staff.

Payments for purchases under the Town Council threshold will not require Town Council approval for payment. Payments under contracts approved at the Town Council level will not be re-submitted to the Town Council for approval prior to payment. Any payment made by the Town above $25,000 for any service or goods not approved by the Town Council shall be placed on a Town Council agenda for approval. If more than one invoice is placed on the Town Council agenda, a memorandum will accompany the invoices that shall include the name of the vendor, amount of invoice, and brief description of work performed.

Table A – Purchasing Authority and Limits, establishes purchasing/bidding levels and approval requirements for all acquisitions. Splitting purchases to circumvent this Policy is prohibited.

Aggregate Expenditure Amount *	**Selection Authorization Required**	**Process Required**	**Contract/Purchase Order Approval & Signature**
Up to $999.99	Department Employee if delegated by Department Director	Open Market	Department Director
$1,000 - $4,999.99	Department Director or above – written approval	Comparative Pricing	Department Director
$5,000 - $24,999.99	Town Manager	Comparative ($5,000-$14,999); Competitive ($15,000+)	Town Manager
Over $25,000	Town Council	Competitive Bid	Town Council**

* The Aggregate Expenditure Amount includes all years of any contract resulting from the purchase, including all costs of the goods or services obtained from the purchase. The term aggregate does not include amounts attributable to other purchases even if they are from the same vendor.

**The Town Council shall have sole authority to approve the expenditure amount and vendor. The Town Manager, following consultation with the Town Attorney, shall have the authority to approve the form of contract. Following approval of the expenditure amount and vendor by the Town Council and approval of the contract by the Town Manager, the Town Manager is authorized to sign the contract on behalf of the Town.

6. Change Orders

Any change order which, in total, increases the aggregate acquisition cost by more than 5% will

require approval by the Town Staff person who originally approved the purchase. Additionally, any change order which increases the cost to the next dollar limit threshold will require approval of the appropriate individual/ entity at that threshold.

7. Agreement Renewal

The Town Manager is authorized to renew previously approved agreements for up to two (2) additional terms(s), provided the renewed term's price does not exceed the original contract price or the contractually agreed upon price increases, the contractor's performance remains satisfactory, and that funding is appropriated for each renewal term.

8. Exceptions

The following are exceptions to the Town's purchasing process, however purchasing authority and limits remain applicable as stated in Table A:

- *Cooperative Purchasing* - Products or services for which other public agencies have gone through a competitive bidding process and are able to have their bid prices extended to the Town, such as State Bid, GSA, etc. are exempt from the competitive bidding guidelines. The Town may also participate in joint bidding with other agencies if it is in the best interest of the Town to do so. All other guidelines for approval still apply.

- *Sole Source Purchases* - Purchase of products or services which can be provided by only one (1) supplier or only from one (1) source due to patent, copyright or other issues (such as utilities) are exempt from the competitive bidding guidelines. The Town Manager may approve waivers from the requirements of this Policy, if determined to be in the Town's best interest, and may approve sole source purchases when the proposed purchase of goods or services cannot be achieved through competitive solicitation. All other guidelines for approval still apply.

- *Emergencies* - The provisions of the Purchasing Policy may be suspended by the Town Manager for emergency needs when it's necessary to preserve public health, welfare or safety. In the event of an emergency need, the Town Council will be notified if the purchase exceeds $25,000.

- *Insurance and Benefits* – The purchase of all insurance and benefits, including renewals or extensions and related recordkeeping services, are exempt from this Policy. Insurance and benefits will be procured in a generally competitive manner as determined by the Town Manager.

- *Utilities and other recurring monthly payments* – The purchase of utilities and other recurring monthly payments (including but not limited to water, electricity, phone, fuel, internet, etc.) are exempt from this Policy.

- *Legal and Investigation Services* – Outside legal services, including related services, obtained by the Town are exempt from this Policy.

- *Intergovernmental Agreements* – Goods or services obtained from, or payments made to other governmental or quasi-governmental entities pursuant to approved intergovernmental agreements are exempt from this Policy.

- *Pass Through Funding/On-Call Engineering* – The purchase of goods or services to be funded solely by user fees paid directly for those goods or services are exempt from this Policy.

9. Contractor's Bonds

Any persons, companies, firms, or corporations entering into a contract with the Town for the construction of any public building or the prosecution or completion of any public work, or for repairs upon any public building or public work in excess of ten thousand dollars ($10,000.00), shall be required, before commencing work, to execute, in addition to all bonds that may now or hereafter be required of them, a penal bond, with good and sufficient surety or sureties, to be approved by the Town Council, conditioned that such contractor or contractors shall promptly make payments of all amounts lawfully due to all persons supplying or furnishing them or their contractor or subcontractors with labor or materials, used or performed in the prosecution of the work provided for in such contract, and will indemnify the Town to the extent of any and all payments in connection with the carrying out of such contracts which the Town may be required to make under the law.

10. Conflict of Interest

Neither the Town Council or any employee of the Town shall have any personal beneficial interest, either directly or indirectly, in any purchase made by the Town or in any firm, corporation, or association furnishing or bidding on any such purchase, except upon full disclosure and approval of such interest to the Town Manager or Town Council, according to the expense thresholds listed in Table A. All Town Council conflicts of interest must be disclosed to and approved by the Town Council.

11. Local Business Preference

A "local business" is a business: (a) with a location within the corporate limits of the Town;(b) possesses a valid Town business license; and (c) in compliance with the Town's sales and use tax code.

Local purchases provide the best value to the Town in terms of customer service and supporting the local economy. If the purchase of goods or services is $5,000 or less (aggregate cost), and the pricing, specifications, quantity and quality are comparable and in the best interests of the Town, then the goods or services should be obtained from the local business.

12. General Provisions

This Policy is strictly reserved for the use of the Town. The Procurement Policy does not create any rights or benefits in favor of any prospective or actual Town vendor, and nothing contained herein shall give or allow any claim or right of action against the Town. The Town's decisions are final and not subject to any type of appeal or right to re-consideration.

2026 - 2030

CAPITAL IMPROVEMENT PLAN

FINAL DRAFT

Table Of Contents - Overview

1 Executive Summary

2 Financial Summary

3 Town Council

4 Vision Statement

5 Strategic Priorities

6 2026 Capital Projects

7-9 2026 - 2030 Capital Projects

10-11 General Fund Useful-Life Schedule

11-12 Police Useful-Life Schedule

13 Capital Projects Revenue

Executive Summary

Introduction:
Monument's Five-Year Capital Improvement Plan (CIP) serves as a planning tool to assist the Town in managing large capital investments over the course of a 5-year period. The basic functions of the CIP are to:
- Provide the Town with an orderly process for planning and budgeting capital needs,
- Provide a mechanism for evaluating projects based on goals established through the community planning process; and,
- Prioritize current and future needs to fit within the Town's anticipated level of financial resources.
- Projects are categorized by type: Public Works (Streets, Facilities, Fleet, and Parks) Storm Water, General Fund, and Police in the Town of Monument. A capital asset or capital project is defined as a purchase or facility improvement of $5,000 or more with a useful life of one year or more.

Looking Ahead to the 2026-2030 CIP
Over the next five years and beyond, the Town will continue to experience a considerable increase in population, particularly along Jackson Creek Parkway area.
New business and retailers will be coming online. With Monument 2040 leading the way with our comprehensive plan.
Additional family housing development continues to be built, as the Town looks additional annexation opportunities.
Communication and planning around the new Public Works and Police facilities have begun. Inquiry about what will be needed to support the future of the town for a facility stand point.

Public Participation
The Town encourages members of the Monument community to review and comment on the CIP. As part of the planning process the Town included the Community Service Level Advisory Committee (CSLAC) and a Final Draft to the Town Council prior to adoption.

Project Evaluation
While in the past, the CIP was presented in combination with the budget; moving forward the Town will present and evaluate Capital Improvement Plans.

Examples of evaluation of criteria:
- The benefit to public safety
- ADA requirements
- Compatibility with other internal and external projects
- Urgency based on liability and cascading impacts of delays

Financial Summary

Revenue for the CIP comes from various sources, including tax revenue. There are four primary tax revenues that are collected by the Town. The Town is Home Rule Municipality and is Self-Collecting its sales tax. Other taxes can also be used to fund capital projects.

Sales Tax

The Town of Monument has a Sales Tax rate of 3.5%. This is broken down with 0.5% going directly to the Police department as part of the 2F Police funding initiative. The Tax is then split down by location paying 50% of taxes collected in the Triview Metro district area directly to the Metro district via the Intergovernmental Agreement (1987). After the split to the metro district, 1% of the remaining is allocated to the 2A water fund for protecting/purchasing water rights and infrastructure. The remaining tax is allocated to the General Fund allowing the Town Council and Monument leadership to allocate towards Town operations and projects.

El Paso County Motor Vehicle Sales & Use Tax

El Paso County remits a monthly payment to the Town of Monument for all Sales and Use Tax relating to the sale and registration of motor vehicles.

PPRBD Use Tax

Pikes Peak Regional Building Department remits Use Tax from the building and expansion of property.

Property Tax

In 2026 the Town of Monument has a Mill Levy rate of 5.57.

Other Taxes

Monument receives other taxes such as tobacco tax and bag fees relating to the use of bags in grocery stores.

Impact Fees:

Town of Monument is undergoing current Impact Fee Studies to identify where the Town can increase its impact fees to assist with the growth and development within the Town.
Under the Growth Management Act, Towns are authorized to impose impact fees on development activity to finance certain public facility improvements that are addressed by the Comprehensive Land Use Plan.

List of Town Officials

The Town of Monument is a home rule municipality governed by a Town Council consisting of a mayor and six councilmembers. Members of the Town Council are elected to serve four-year terms, unless shortened terms are necessary to maintain staggered positions. All seven officials have voting powers. Two councilmembers and the mayor are elected at-large, and two councilmembers are elected from each of the two residential districts. Elections occur in November of even numbered years.

Town Council Meetings:

- Regular meetings are held on the 1st and 3rd Monday of each month at 6:30pm.
- If the meeting falls on a holiday, the meeting will be held the following Tuesday.
    - Town Council Meetings
- Meetings are open to the public to attend in-person at Monument Town Hall (645 Beacon Lite Rd)
- Remote participation is available via Microsoft Teams and telephone – links, phone numbers, and meeting details can be found at the top of each agenda
- Agendas and council packets can be found on the public portal: monumentco.portal.civicclerk.com

Town Council responsibilities include:

- Adopt ordinances that become local law through the Municipal Code
- Adopt resolutions confirming consensus on matters of public policy or for internal administrative purposes
- Approve the budget, budget appropriations, and strategic priorities
- Approve contracts and agreements above $25,000
- Approve land use decisions
- Approve ballot questions and issues
- Approve the Town's Comprehensive Plan
- Appoints the Town Manager, Town Attorney and Municipal Judge

The following is a list of Town Administration Executive Leadership:

Madeline VanDenHoek	Town Manager
Robert Cole	Town Attorney
Patrick Regan	Police Chief
Jennifer Phillips	Finance Director
Dan Ungerleider	Planning Director
Tom Tharnish	Public Works Director
Laura Hogan	Administration Director
Will Williams	Information Technology Director

Vision Statement

Situated at the gateway to the Pikes Peak region, the Town of Monument stands out as a friendly, close-knit community that offers both a sense of small-town charm and access to the conveniences and amenities of modern living. In recent years, the popularity and opportunities available in this area of Colorado, including Monument, have resulted in significant growth and development.

Amidst this change, the vision and commitment of the Town of Monument remains steady:

To ensure a safe, welcoming and productive community that empowers individuals and families to prosper together and enjoy the quality lifestyle that they desire.

Forecasting into the future, Monument will remain prepared and capable of balancing responsible growth and development while continually meeting the needs of its residents and preserving its unique small-town character all have come to admire and appreciate, including protecting the inspiring natural surroundings which the community values and respects.

Because of our Vision, the Town of Monument will always do the following things:

- **Set conditions for responsible and thoughtfully planned community growth, while maintaining Monument's small-town charm and appeal.**
- **Protect Monument's natural resources and beauty while enabling community enjoyment of open spaces and recreation opportunities.**
- **Ensure cooperative, transparent and inclusive Town governance.**
- **Deliver professional, high-quality town services that the community deserves and expects.**
- **Consider the interests and perspective of Monument's neighboring communities and residents.**

Town of Monument
STRATEGIC PRIORITIES
2026-2028

STRENGTHEN COMMUNITY ENGAGEMENT:

Enhance community engagement, focused on strengthening communication and collaboration with Monument residents, neighboring communities and partners, and town administration.

ENSURE LONG TERM FINANCIAL HEALTH AND SUSTAINABILITY:

Take steps to support long-range financial health, forecasting and sustainability to ensure efficient and resilient town services and invest in the Monument community.

ENABLE RESPONSIBLE COMMUNITY DEVELOPMENT:

Establish clear and accountable plans, processes and procedures that create positive conditions for responsible and enduring community development and growth.

REINFORCE A POSITIVE WORK CULTURE:

Continue to promote a positive and professional work culture within the town administration that attracts and retains top talent and further enhances the high-quality services provided to the Monument community.

2026 Capital Projects and Asset Replacement

Due to the financial challenges facing the Town in 2026, General Fund capital projects are limited to immediate needs. Other funds, such as the Water, 2A, 2F and Capital Projects funds continue to provide funding for capital projects.

Below is a list with a description of each project in 2026 totaling $12,060,500:

259 Reinforce Foundation	Facilities	$200,000
Overhead doors at PW Shop	Facilities	$25,000
PW Shop insulation & building repairs	Facilities	$100,000
Town Hall Parking lot	Facilities	$15,000
Town Hall Front Steps & façade repairs	Facilities	$25,000
Roof at Town Hall	Facilities	$90,000
2nd streetlights	Parks	$5,000
Heart of Monument Park	Parks	$492,000
Monument Lake Trail ADA Improvements	Parks	$15,000
Public Works Vehicles	Parks	$73,500
Public Works Vehicles	Streets	$73,500
Water Vehicles	Water	$73,500
Crack seal Machine	Streets	$55,000
Town Hall Roof	Facilities	$90,000
Tire Balance Machine	Fleet	$5,000
Zero Turn Mower	Parks	$14,000
Curb, Gutter, Concrete	Capital Project Fund	$500,000
Asphalt Repairs	Capital Project Fund	$500,000
Water Tank & Transmission	2A Water	$5,000,000
Renewable Water	2A Water	$2,000,000
259 Building repairs	2A Water	$50,000
Street & Pavement Design Criteria	Traffic Impact	$100,000
Valve & Pipeline replacement	Water	$600,000
Booster Station Upgrade	Water	$40,000
Generator for Wells 4/5, 10	Water	$500,000
Pipeline project on Beacon Lite Road	Water	$750,000
Parks / Open Space Improvements	Conservation Trust Fund	$60,000
Vehicles	Police Department	$369,000
Axon Contract	Police Department	$40,000

2026-2030 Capital Projects Program

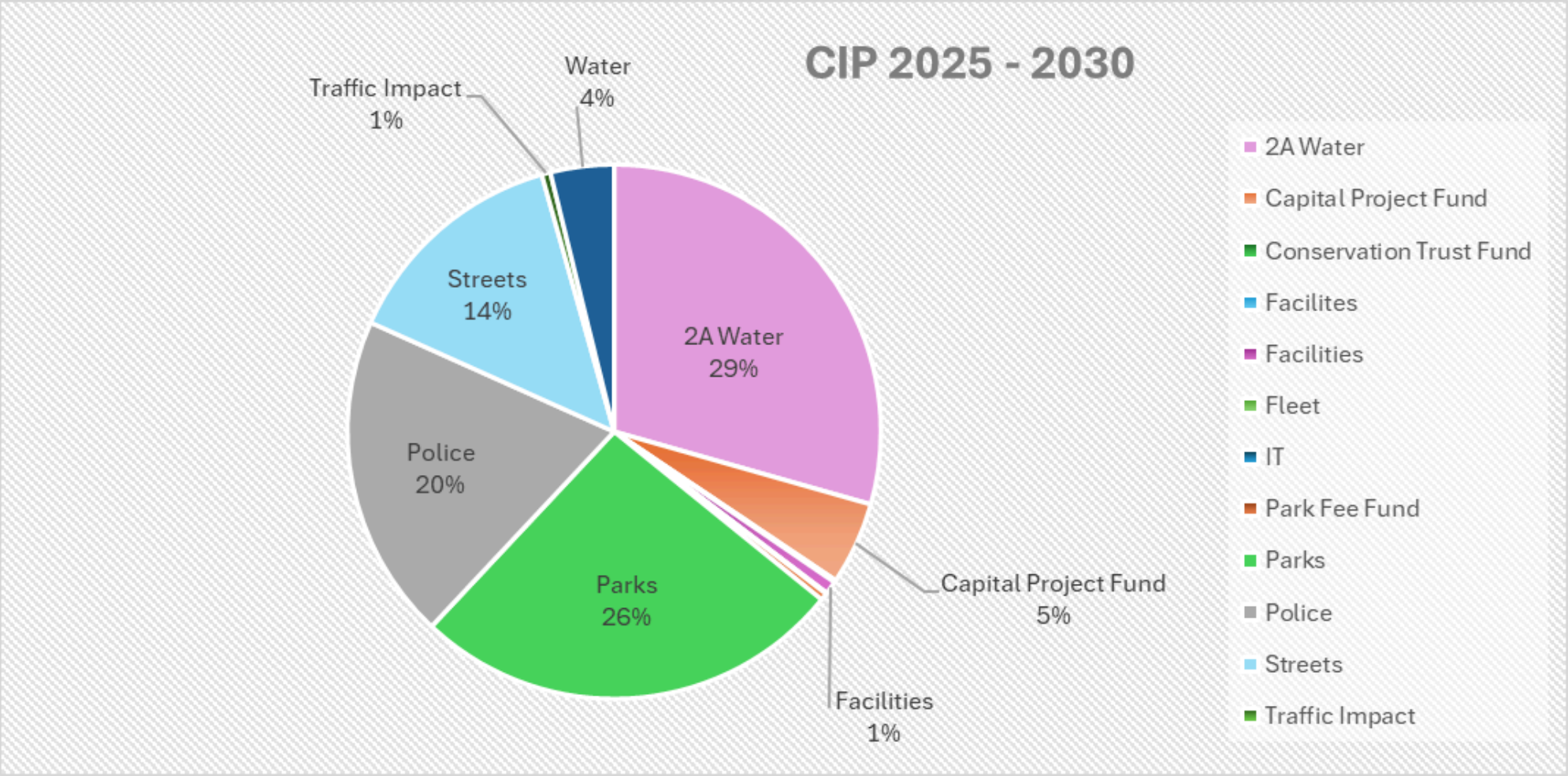
Project name	2025	2026	2027	2028	2029	2030	Total
259 Reinforce Foundation	$50,000	$200,000					$ 250,000
Parking lot repave at 259				$100,000			$ 100,000
Overhead doors at PW Shop	$7,000	$25,000					$ 32,000
PW Shop insulation & building repairs	$75,000	$100,000					$ 175,000
Town Hall Parking lot	$15,000	$15,000					$ 30,000
Town Hall Front Steps & façade repairs		$25,000					$ 25,000
Roof at Town Hall		$90,000					$ 90,000
New Public Works shop	$500,000					$22,000,000	$ 22,500,000
New Public Works shop Land						$30,000,000	$ 30,000,000
Shade at Water wise garden			$120,000				$ 120,000
Exercise equipment along Santa Fe trail				$200,000			$ 200,000
ADA at Cemetery - street & entrance			$500,000				$ 500,000
2nd street lights		$5,000	$5,000	$5,000	$5,000		$ 20,000
Wayfinding signage in DT & Hwy 105				$45,000			$ 45,000
Gateway arch over 2nd street						$200,000	$ 200,000
ADA Path at Dirty Woman Creek Park	$12,000		$25,000				$ 37,000
Replace split rail fence in Dirty Woman Creek Park			$23,000				$ 23,000
Dirty Woman Creek Park playground			$500,000				$ 500,000
Community Garden				$10,000			$ 10,000
Repairs at Pioneer Hall in Lavelett			$30,000				$ 30,000
Fence repair at Lavelett			$25,000				$ 25,000
Lighting at Limbach Park					$25,000		$ 25,000
Limbach Wall					$60,000		$ 60,000
Replace tot lot playground at Limbach					$300,000		$ 300,000
Pavilion at Limbach			$100,000				$ 100,000
Monument Lake Trail ADA Improvements	$15,000	$15,000					$ 30,000
Monument Lake Stairs				$4,000			$ 4,000
Pavilions at Monument Lake				$50,000			$ 50,000
Purchase & develop land behind Monument Lake					$500,000		$ 500,000
Trail around Monument Lake						$300,000	$ 300,000
Town entrace signage & Phase 1 of Old Park n Ride			$50,000				$ 50,000
Restroom at Old Park n Ride				$250,000			$ 250,000
New town entrance (old Park n Ride), Phase 3							$ -
Pickleball Courts				$200,000			$ 200,000
Park Trail Park improvements				$500,000			$ 500,000
Rebuild In-Fields at Santa Fe Ball Park			$10,000	$10,000	$10,000	$10,000	$ 40,000
Bleachers				$10,000			$ 10,000
Frieghtliner - Bucket Truck	$93,470						$ 93,470
Frieghtliner - Bucket Truck	$93,470						$ 93,470
Frieghtliner - Bucket Truck	$46,735						$ 46,735

2026-2030 Capital Projects Program

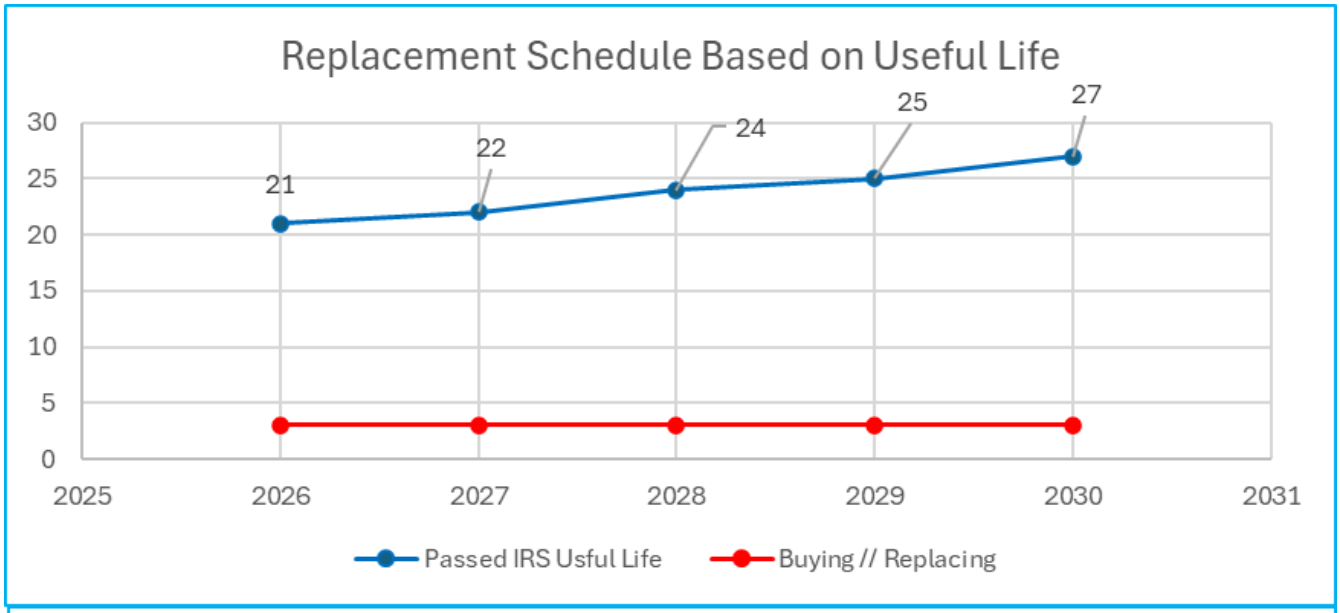
Project name	2025	2026	2027	2028	2029	2030	Total
Smart Systems	$10,796						$ 10,796
Public Works Vehicles	$70,000	$73,500	$77,175	$81,034	$85,085	$89,340	$ 476,134
Public Works Vehicles	$70,000	$73,500	$77,175	$81,034	$85,085	$89,340	$ 476,134
Water Vehicles	$70,000	$73,500	$77,175	$81,034	$85,085	$89,340	$ 476,134
Toro Dingo	$53,446						$ 53,446
Crackseal Machine		$55,000					$ 55,000
Town Hall Roof		$90,000					$ 90,000
Tire Balance Machine		$5,000					$ 5,000
Zero Trun Mower		$14,000					$ 14,000
Curb, Gutter, Concrete		$500,000	$500,000	$500,000	$500,000	$500,000	$ 2,500,000
Asphalt Repairs		$500,000	$500,000	$500,000	$500,000	$500,000	$ 2,500,000
Jackson Creek Widening	$675,775						$ 675,775
Water Tank & Transmission	$3,000,000	$5,000,000					$ 8,000,000
Renewable Water	$2,000,000	$2,000,000					$ 4,000,000
259 Building repairs	$750,000	$50,000					$ 800,000
Street & Pavement Deign Criteria	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$ 600,000
Valve & Pipeline replacement	$600,000	$600,000					$ 1,200,000
Booster Station Upgrade	$200,000	$40,000					$ 240,000
Generator for Wells 4/5, 10	$445,000	$500,000					$ 945,000
Pipeline project on Beacon Lite Road	$650,000	$750,000					$ 1,400,000
Playground Heart of Monument		$492,000					$ 492,000
Parks / Open Space Improvements		$60,000					$ 60,000
Rebuild Skatepark			$200,000				$ 200,000
Pump Track				$100,000			$ 100,000
Trail Connections			$100,000	$100,000	$100,000		$ 300,000
Design of Pedestrian bridge over I-25			$200,000				$ 200,000
Pedestrian bridge over I-25					$20,000,000		$ 20,000,000
Sports Field					$4,000,000		$ 4,000,000
Town entrace signage & Phase 2 of Old Park n Ride							$ -
Downtown Streetscape				$5,000,000	$5,000,000	$5,000,000	$ 15,000,000
Monument Lake Road			$150,000				$ 150,000
Town Hall Camera Replacement Prjoect			$40,000				$ 40,000
Access Control Replacement/Standardization (All buildings)			$188,000				$ 188,000
ADA Trail improvements							
Server replacements (V-Host) (2)			$11,600				$ 11,600
Tripplite Battery Backup for IT Room (3 devices - SU3000RTXR3U)			$8,790				$ 8,790
Backup Battery for 255 and 259 IT Equipment			$5,000				$ 5,000

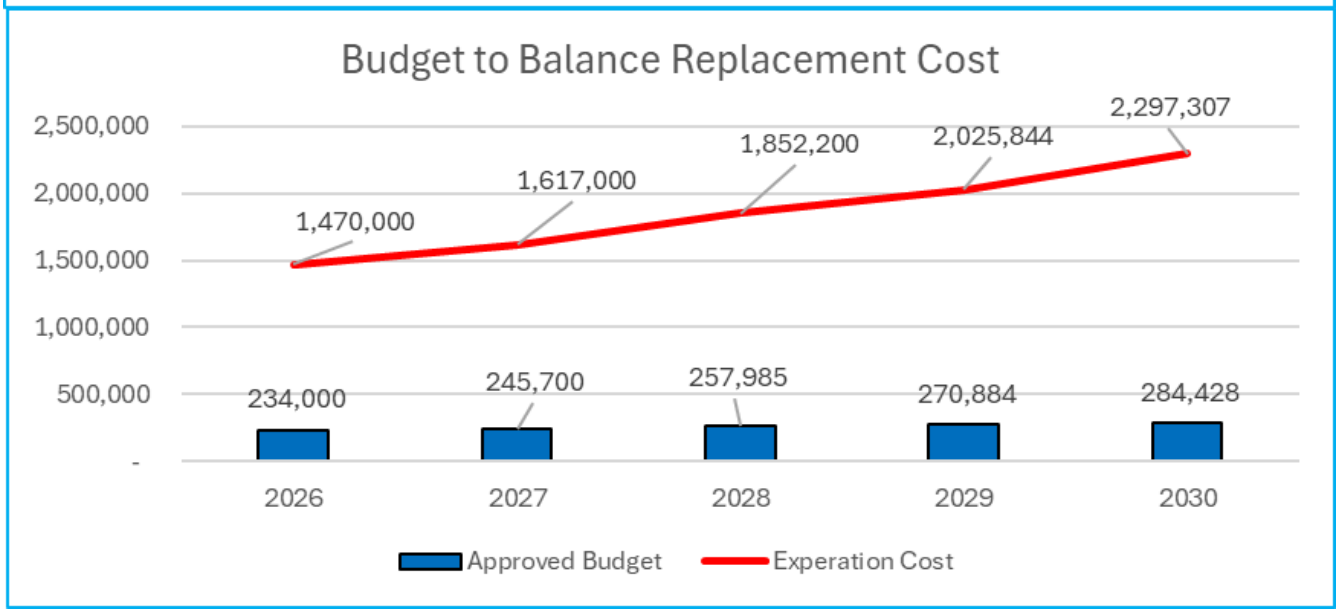
2026-2030 Capital Projects Program

Project name	2025	2026	2027	2028	2029	2030	Total
New Police Facility		$ -	$ -	$ -	$ -	$ 20,000,000.00	$ 20,000,000
Facility Plan		$ -	$ -	$ 200,000.00	$ -	$ -	$ 200,000
UTV		$ -	$ -	$ 35,000.00	$ -	$ -	$ 35,000
Drones & Accessories		$ -	$ -	$ 25,000.00	$ -	$ -	$ 25,000
Vehicles		$ 369,000.00	$ 376,380.00	$ 383,907.60	$ 391,585.75	$ 399,417.47	$ 1,920,291
Axon Contract		$ 40,000.00					$ 40,000
Police Fence	$ 65,000.00						$ 65,000
Flock safety Cameras		$ -	$ -	$ 35,000.00	$ -	$ -	$ 35,000
Total	**9,667,691**	**11,860,500**	**3,999,295**	**8,606,009**	**31,746,842**	**79,277,437**	**145,157,774**



Public works - Useful Life Schedule (Including Water Vehicles)





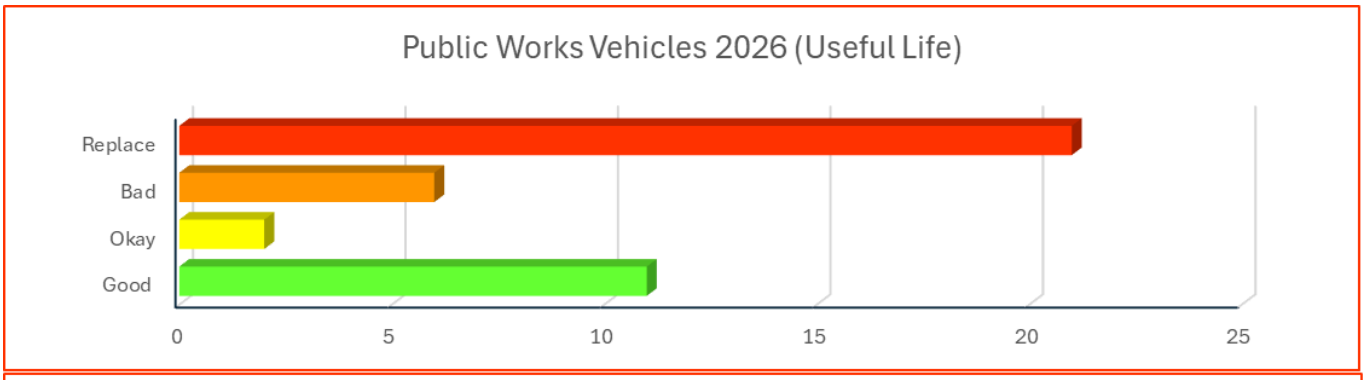
Useful life schedules explained:

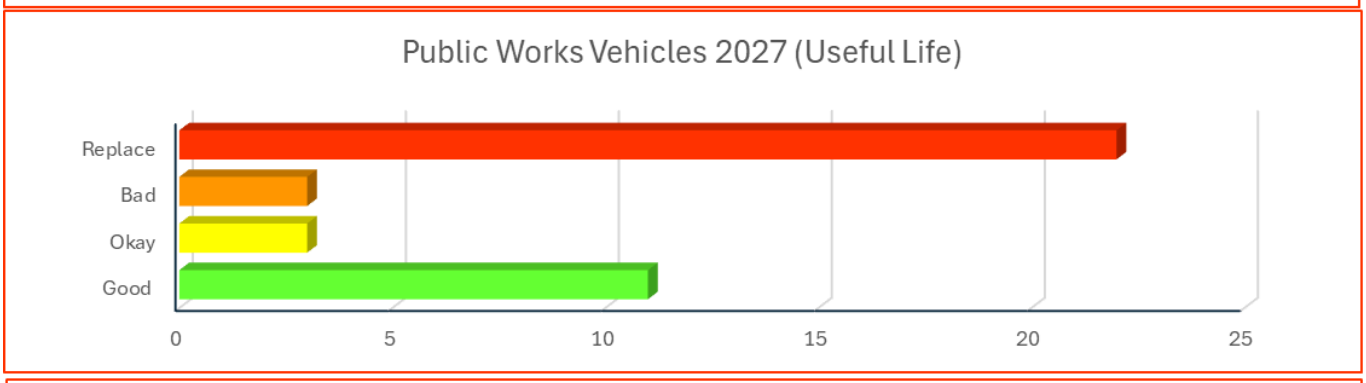
The five graphs (Useful Life 2026 – 2030) represent the Town of Monuments current health of the vehicles relating to the Town's General Fund. These charts assume that the Town will replace a minimum of three vehicles per year while abiding by the Internal Revenue Service's qualification of useful life.

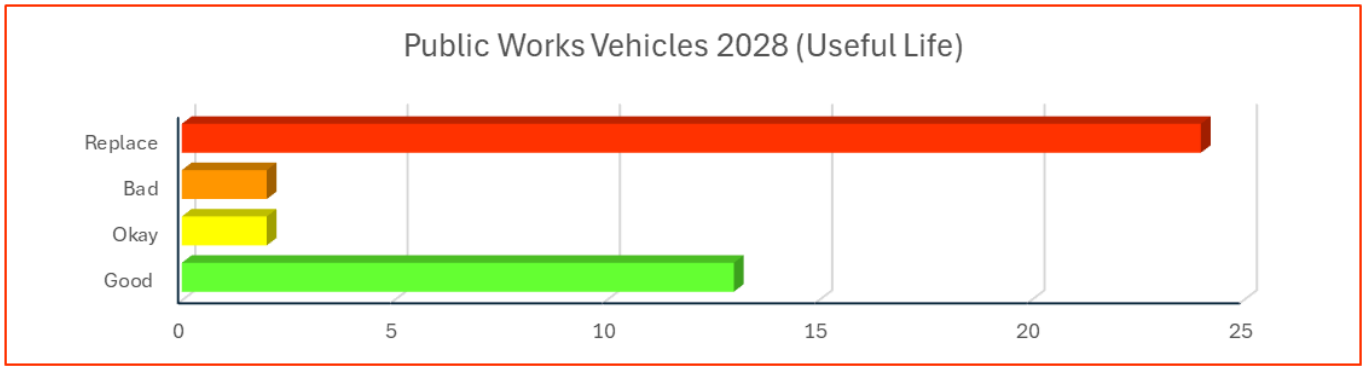
The "Budget to Balance replacement cost" & "Replacement schedule based on useful life" reflects the costs related to the replacement of the number of vehicles each year needed to maintain a healthy fleet. As the need for these replacements grow, the Town has created replacement fund accounts to start growing funds to allow for these replacements to happen when the vehicle has reached the point which the Internal Revenue Service's deems it to be outside of its useful life. The Town does maintenance and operates on these vehicles regularly and will identify outliers in the data; vehicles that may need to be replaced soon or later than the recommended life.

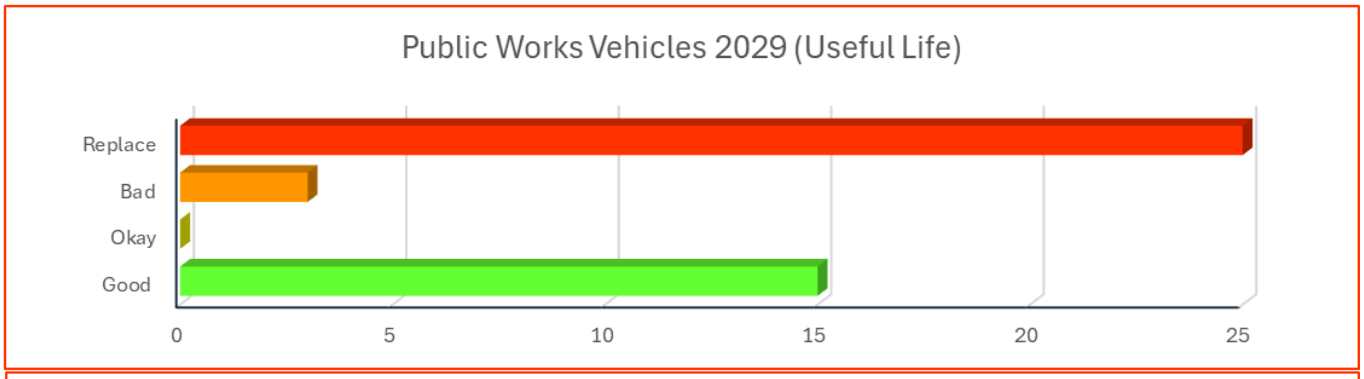
These graphs are encompassing of the Town's Water Enterprise fund as there is a lot of overlap in departmental need for the type of vehicles and equipment that is used. This will be addressed in future years with the Town moving forward with the new Water Master Plan.

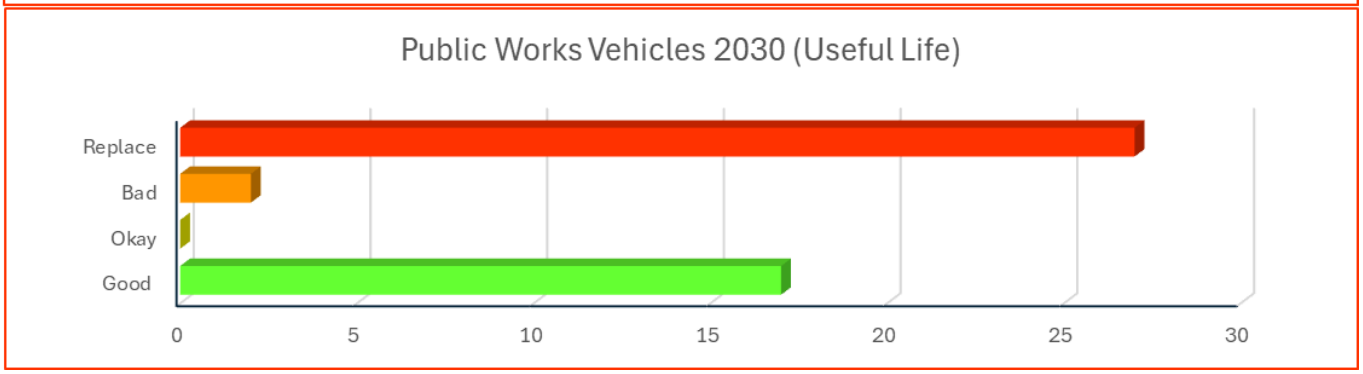
Public works - Useful Life Schedule (Including Water Vehicles)



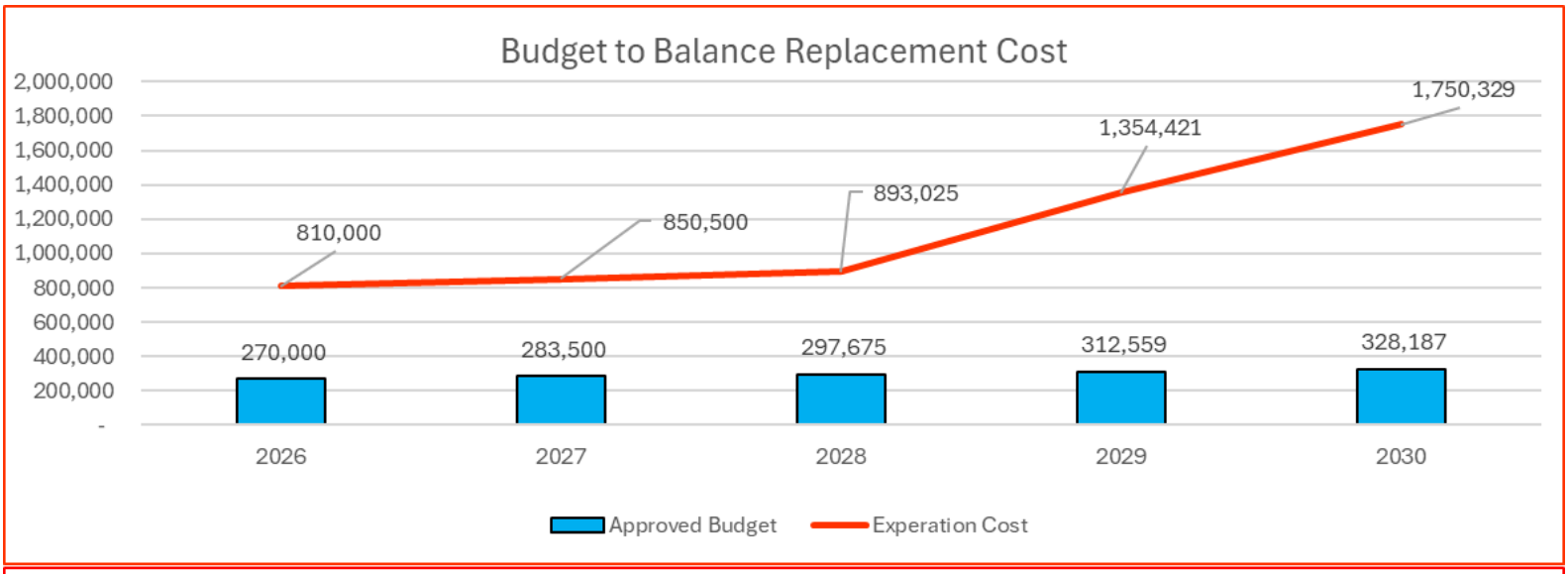


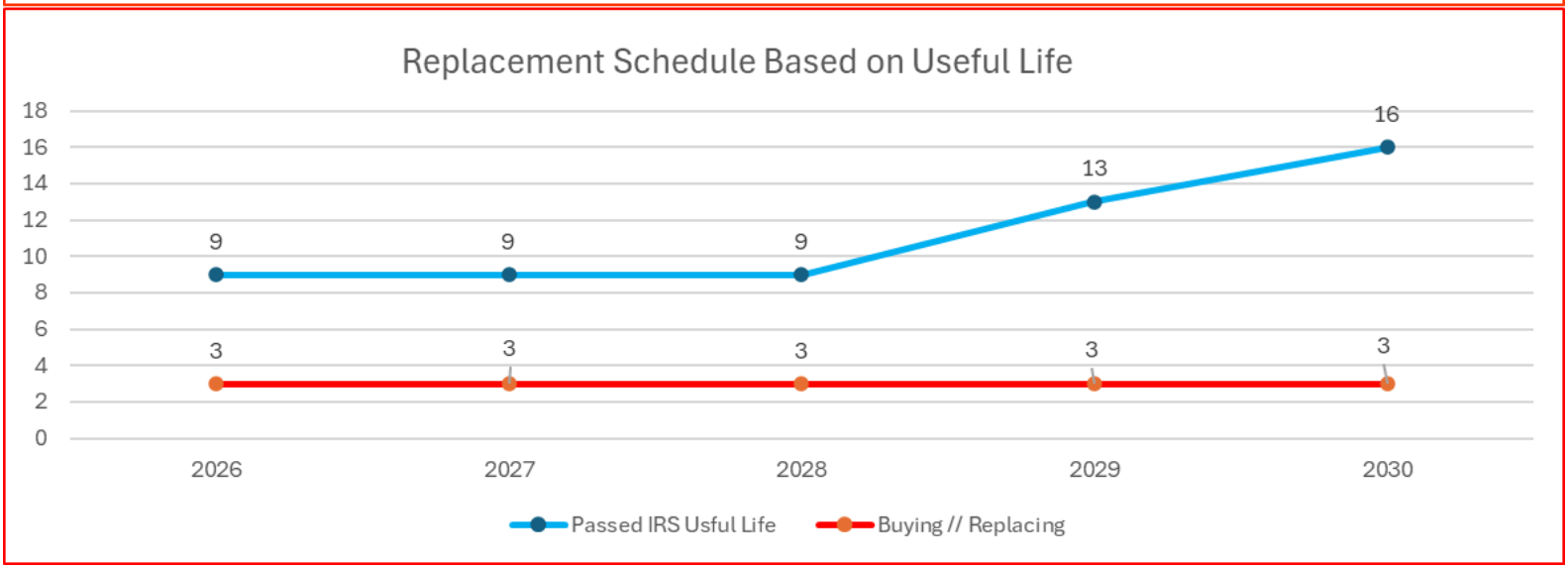






Police Department - Useful Life Schedule



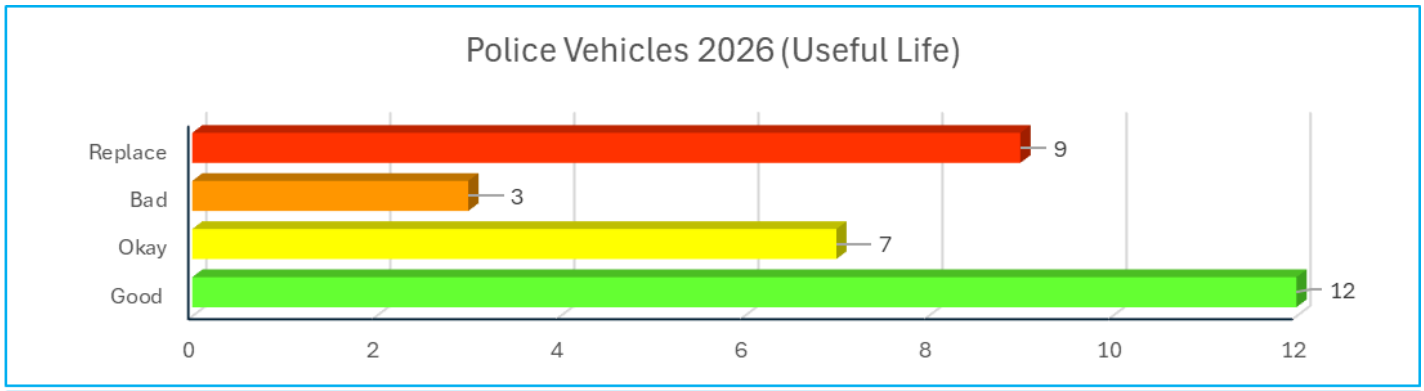


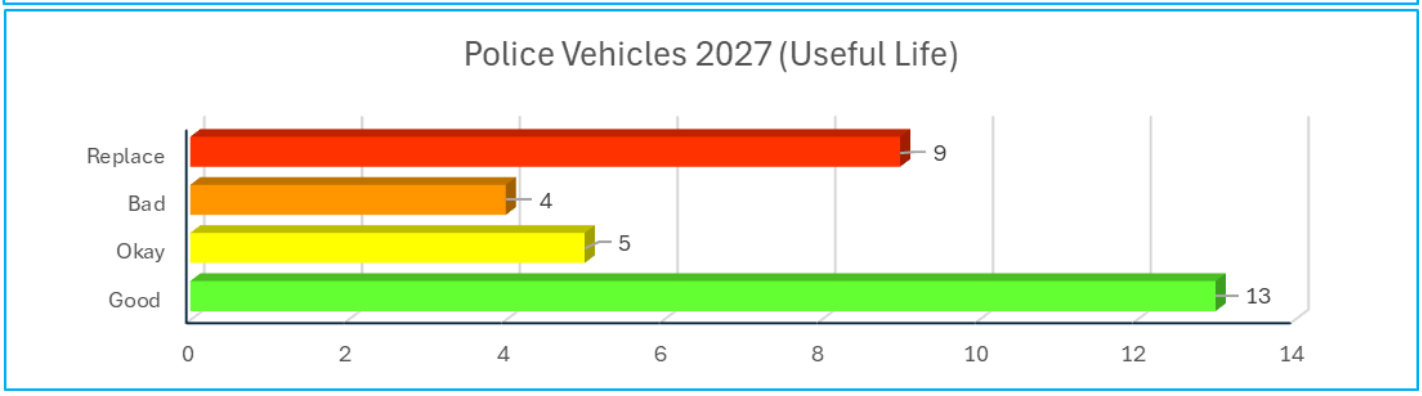
Useful life schedules explained:

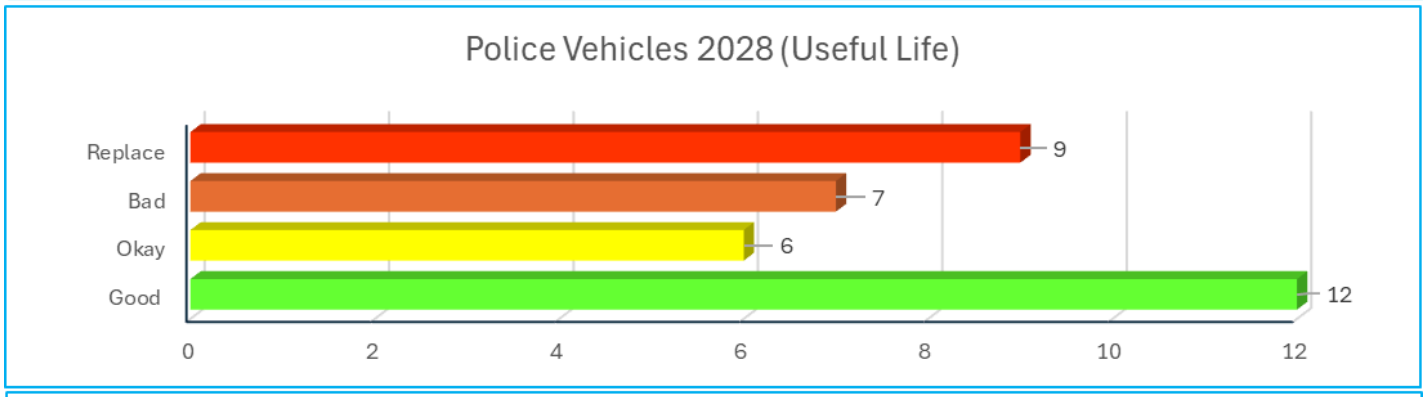
The five graphs (Useful Life 2026 – 2030) represent the Town of Monuments current health of the vehicles relating to the Police Department. These charts assume that the Town will replace a minimum of three vehicles per year while abiding by the Internal Revenue Service's qualification of useful life.

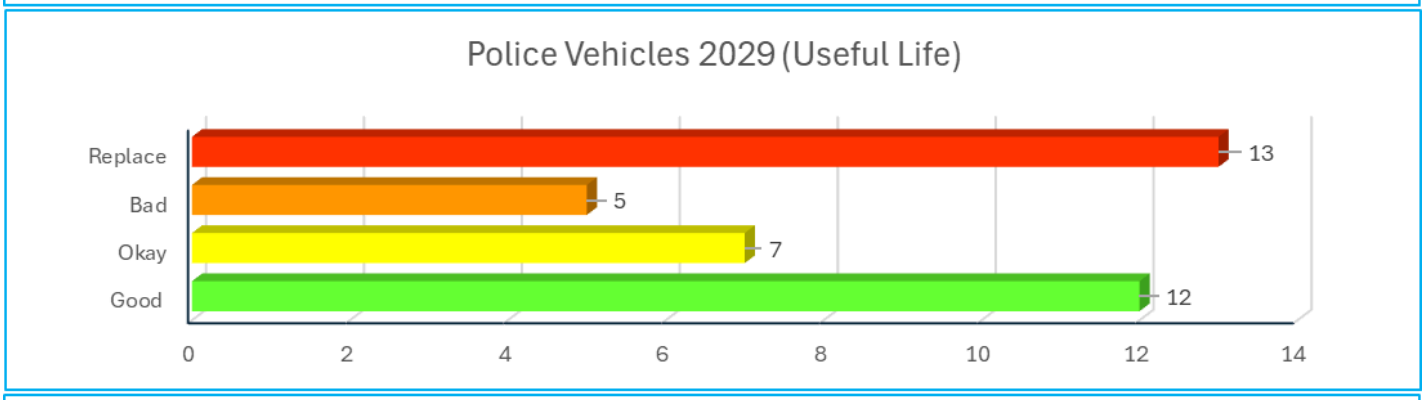
The "Budget to Balance replacement cost" & "Replacement schedule based on useful life" reflects the costs related to the replacement of the number of vehicles each year needed to maintain a healthy fleet. As the need for these replacements grow, the Town has created replacement fund accounts to start growing funds to allow for these replacements to happen when the vehicle has reached the point which the Internal Revenue Service's deems it to be outside of its useful life. The Town does maintenance and operates on these vehicles regularly and will identify outliers in the data; vehicles that may need to be replaced soon or later than the recommended life.

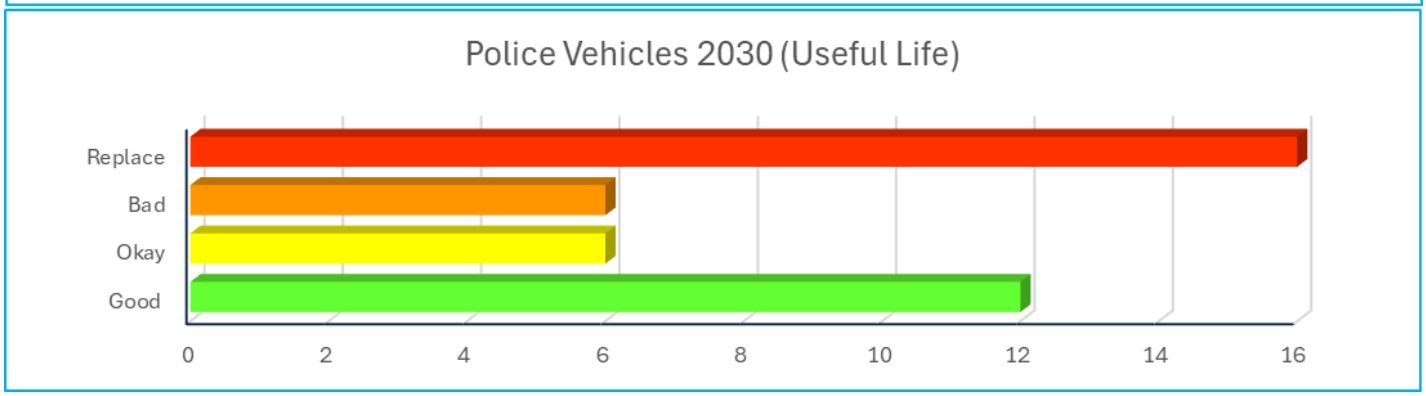
Police Department - Useful Life Schedule

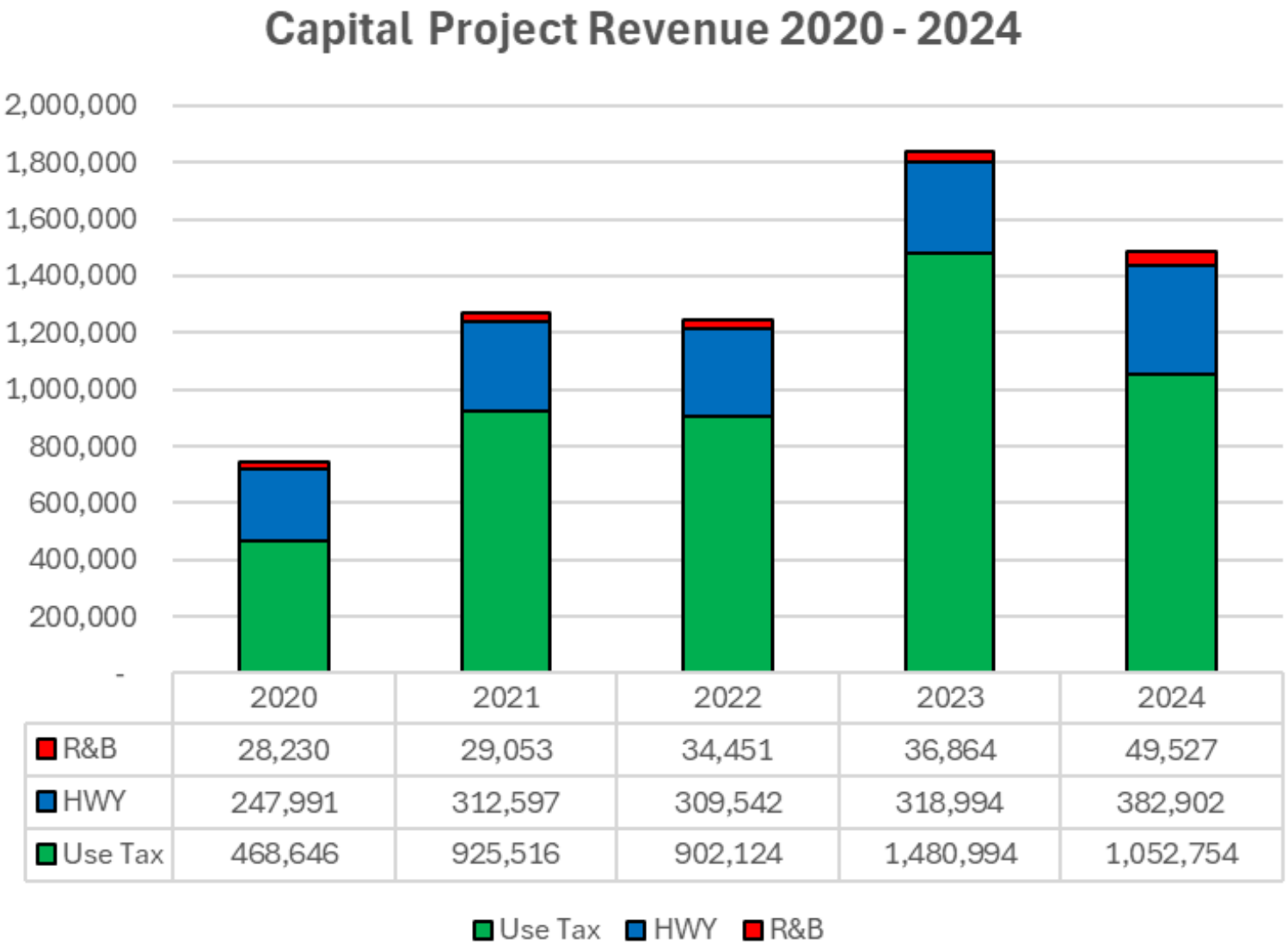












	2020	2021	2022	2023	2024
R&B	28,230	29,053	34,451	36,864	49,527
HWY	247,991	312,597	309,542	318,994	382,902
Use Tax	468,646	925,516	902,124	1,480,994	1,052,754

Capital Project Funds are specifically designated for the acquisition, construction and or improvement of Capital Assets and Capital Improvements. While generally street maintenance is a large part of the capital project funds for any municipality; however, the primary focus of these funds is to focus on a grander scale and enhance the infrastructure and services provided by the Town of Monument.

Capital Projects are usually funded by specific sources for these specific projects. The Town of Monument's funding for specifically Capital Project is "Use Tax", "Highway User Tax", "Road & Bridge Tax", and "Grant Revenues". These funds are subject to specific requirements to allow the Town to be transparent, hold accountability and be the proper stewards of public funds.

In the graph represented above is the Town of Monument's revenues from 2020 - 2024 for these specific funds. These revenue streams tie directly to the growth and development that residents will see within the Town limits.

TOWN OF MONUMENT
RESOLUTION NO. 70-2025

A RESOLUTION ADOPTING A BUDGET FOR THE PURPOSES SET FORTH BELOW FOR THE TOWN OF MONUMENT, COLORADO, BEGINNING ON THE FIRST DAY OF JANUARY 2026 AND ENDING ON THE LAST DAY OF DECEMBER 2026

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

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

WHEREAS, upon due and proper notice, published in accordance with the law, said final proposed budget was open for inspection by the public at Monument Town Hall, Monument, Colorado, public meetings were conducted on September 2, 2025, November 3, 2025, and November 17, 2025, and interested taxpayers were given the opportunity to file or register any objections to said budget; and

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

WHEREAS, the council will approve in accordance with the 2026 budget the Capital Improvement Plan for 2026 – 2030, and

WHEREAS, the following summary of the 2026 Budget by Fund is submitted for Town Council approval.

General Fund	
Beginning Fund Balance	$ 6,491767
Revenue	$ 14,405,654
Expenditures	($ 14,705,661)
Reserved Fund Balance (TABOR @ 3%)	($ 325,000)
Ending Fund Balance (39.89%)*	$ 5,866,761

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

Capital Projects Fund	
Beginning Fund Balance	$ 8,704,676
Revenue	$ 1,427,000
Expenditures	($ 1,040,000)
Ending Fund Balance	$ 9,091,676

2F Police Fund	
Beginning Fund Balance	$ 423,440
Revenue	$ 1,880,000
Expenditures	($ 2,286,382)
Ending Fund Balance	$ 17,058
2A Water ASD Fund	
Beginning Fund Balance	$ 8,038,729
Revenue	$ 2,850,000
Expenditures	($ 9,855,750)
Ending Fund Balance	$ 1,032,979
Community Development Fund	
Beginning Fund Balance	$ 94,509
Revenue	$ 112,000
Expenditures	($ 92,707)
Ending Fund Balance	$ 113,802
Traffic Impact Fee Fund	
Beginning Fund Balance	$ 428,102
Revenue	$ 106,000
Expenditures	($ 100,000)
Ending Fund Balance	$ 434,102
Storm Drainage Impact Fee Fund	
Beginning Fund Balance	$ 183,987
Revenue	$ 26,000
Expenditures	($ 106,552)
Ending Fund Balance	$ 103,435
Water Enterprise Fund	
Beginning Fund Balance	$ 20,731,162
Revenue	$ 4,555,000
Expenses	($ 6,929,167)
Reserved Fund Balance (Water Storage)	($ 765,747)
Ending Fund Balance	$ 17,591,249
Park Fee Fund	
Beginning Fund Balance	$ 320,524
Revenue	$ 354,000
Expenditures	($ 549,000)
Ending Fund Balance	$ 125,524
Conservation Trust Fund	
Beginning Fund Balance	$ 187,012
Revenue	$ 97,780

Expenditures	($ 60,000)
Ending Fund Balance	$ 224,792

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

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

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

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado, this 1st day of December 2025, by a vote of ___ for and ___ against.

TOWN OF MONUMENT

_____
Mitch LaKind, Mayor

ATTEST:

_____
Tina Erickson, Town Clerk

TOWN OF MONUMENT
RESOLUTION NO. 71-2025

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 2026** AND ENDING ON THE **LAST DAY OF DECEMBER 2026**

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

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

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

Section 1. Appropriation for the Operating and Capital Budgets. The appropriation for the various funds in the Fiscal Year 2026 Budget are hereby:

General Fund	**$ 14,705,661**
Capital Projects Fund	**$ 1,040,000**
2F Police Fund	**$ 2,286,382**
2A Water ASD Fund	**$ 9,855,750**
Community Development Fund	**$ 92,707**
Traffic Impact Fee Fund	**$ 100,000**
Storm Drainage Impact Fee Fund	**$ 106,552**
Water Enterprise Fund	**$ 6,929,167**

Park Fee Fund	**$**	**549,000**
Conservation Trust Fund	**$**	**60,000**

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado, this 1st day of December 2025, by a vote of ___ for and ___ against.

TOWN OF MONUMENT

_____
Mitch LaKind, Mayor

ATTEST:

_____
Tina Erickson, Town Clerk

MEMORANDUM

TO: The Mayor and Town Council
FROM: Jennifer Phillips, Finance Director
DATE: December 1, 2025
RE: Certification of Annual Mill Levy

BACKGROUND: As required by C.R.S. 39-5-128(1), the property tax mill levy historically had to be certified to the El Paso County Assessor no later than December 15th each year. HB24-1302 requires counties to compile the mill levy information to be entered into the county portal by December 22nd 2025.

DISCUSSION: The Town of Monument receives a Preliminary Certification of Valuation from the El Paso County Assessor each fall. This data is then used to calculate the mill levy and the related expected property tax revenue. As attested by the attached worksheet, the calculation for the 2025 mill levy will be 5.570 mills. This translates to 2025 property tax collections of $2,035,316. These figures comply with the 5.5% property tax revenue limit, and TABOR restrictions. In accordance with the requirements of Colorado law, the Town Council shall fix the amount of tax levy, which shall be assessed upon each dollar of assessed valuation of all taxable property within the corporate limits of the Town and shall cause the same to be certified to the County as required by law.

RESOLUTION: Staff have submitted Resolution 67-2025 to the Town Council for approval. Approval will authorize the certification of the Property Tax Mill Levy to the El Paso County Assessor for the fiscal year 2025, budget year 2026, beginning on the first day of January 2026 and ending on the last day of December 2026. Section 2 of the Resolution certifies the 5.570 mills, or the highest mill levy rate allowed subject to Home Rule limitations. This will allow adjustment of the rate certified to the County, if necessary, because of adjustment of the assessment rates under SB23B001.

TOWN OF MONUMENT
RESOLUTION NO. 67-2025

A RESOLUTION TO AUTHORIZE THE CERTIFICATION OF THE PROPERTY TAX MILL LEVY TO THE EL PASO COUNTY ASSESSOR FOR THE FISCAL YEAR 2026 BEGINNING ON THE FIRST DAY OF JANUARY 2026, AND ENDING ON THE LAST DAY OF DECEMBER 2026.

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

WHEREAS, the Division of Local Government and the Director of Finance of the Town of Monument have determined the Tax Year 2025 (Fiscal Year 2026) "Statutory Property Tax Revenue Limitation" attached is correct; and

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

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

Section 1. Mill levy approved. The Property Tax Mill Levy for fiscal year 2026 shall be 5.570 mills, which will result in property tax revenues to the Town of Monument in the amount of $2,035,316 during said fiscal year. In the event that the county assessor's final Certification of Valuation changes the fiscal 2026 year revenue limit, or the resulting property tax revenues, the Town Council does hereby certify the highest millage allowable per charter limitations.

Section 2. Levy certified to County Assessor.

The mill levy of 5.570 mills is hereby certified to the El Paso County Assessor. In the event that the county assessor's final Certification of Valuation changes the fiscal year 2026 revenue limit, or the resulting property tax revenues, the Town Council does hereby certify the highest millage allowable per statutory limitations and home rule charter.

PASSED AND RESOLVED this 1st day of December 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

MEMORANDUM

TO: Mayor and Town Council
FROM: Jennifer Phillips, Finance Director
DATE: December 1, 2025
RE: Confirming the Water Enterprise Fund to pay the General Fund a franchise fee in the amount of five percent (5%) of gross revenues excluding tap fees.

BACKGROUND:

In 1987, the Town Trustees approved Ordinance 15-87 a franchise fee in the amount of twelve percent (12%) of gross revenues excluding tap fees for the Town's Water Enterprise. The Town declared an emergency, determining that there was an urgent public need to maintain fiscal responsibility.

In 2000, the Town Trustees approved Ordinance 24-2000, reducing the franchise fee to two percent (2%), to allow for better management of the Water Enterprise Fund.

In 2001, the Town approved Ordinance 19-2001, which determined what constitutes "gross revenues" for purposes of imposition of a two percent (2%) franchise fee.

In 2005, the Town made two modifications related to the Water Enterprise franchise fee. Ordinance 26-2005 modified the Town Code Chapter 5.20 allowing the Board of Trustees to establish the level of fee by Resolution. The Town also approved Resolution 37-2005, setting the Water Enterprise franchise fee to zero for the year 2006 and beyond unless and until modified by action of the Board of Trustees by Resolution.

Collection of the franchise fee was discontinued in 2006 and then reinstated in 2018 at five percent (5%) and continued through 2025 as part of the adopted annual budgets. However, the reinstatement occurred without formal Town Council approval. Therefore, this Resolution serves to formally confirm the Water Enterprise franchise fee at 5%.

DISCUSSION:
Per Town Municipal Code, Chapter 5.70 – Utility Franchises, any entity proposing to utilize or continuing to utilize streets, alleys, easements, and other public ways or places of the Town through the construction, use, operation or placement of facilities pipes, wires, poles or other apparatus and objects of a fixed, permanent or long-term nature, shall submit an application for franchise authority to the Town. Under these guidelines the Water Enterprise Fund is a utility franchise.

The Water Enterprise fund 2026 expense budget includes a calculation of the estimated 2026 5% franchise fee amount of $138,400, to be paid quarterly to the General Fund.

RECOMMENDATION: Staff recommend that the Town Council approve Resolution 72-2025, confirming the Water Enterprise Fund franchise fee of 5% of gross revenue, excluding tap fees due to the revenue needs of the Town's General Fund.

Attachment**:** Resolution 72-2025

TOWN OF MONUMENT

RESOLUTION NO. 72-2025

A RESOLUTION CONFIRMING A FIVE PERCERNT (5%) FRANCHISE FEE FOR THE TOWN OF MONUMENT WATER ENTERPRISE FUND

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

WHEREAS, the Town Council of the Town of Monument has the specific and express power to grant and renew utility franchises; and

WHEREAS, the levels of the General Fund and of the Water Enterprise Fund vary from time to time so that it is prudent that the Town Council be allowed to establish whether or not a franchise fee is required and if so in what amount based upon current financial needs and related financial planning of the two funds; and

WHEREAS, this Resolution confirms that the Water Enterprise fund pays the General Fund a franchise fee in the amount of five percent (5%) of gross revenues, excluding tap fee charges, and once transferred to the General Fund, such revenue will be used for lawful purposes; and

WHEREAS, the Town staff have carefully considered the amount of the franchise fee so that it will not jeopardize or negatively impact the financial health of the Water Enterprise Find; and

WHEREAS, it is common and prudent to allow the Town Council to establish the level of the fee by Resolution as authorized in Ordinance No. 26-2005.

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

Section 1. The Town Council hereby confirms the Water Enterprise Fund franchise fee at five percent (5%) unless and until modified by action of Town Council by Resolution.

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado, this 1st day of December 2025, by a vote of ___ for and ___ against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

ATTEST:

_____

Tina Erickson, Town Clerk

THE LOOP WATER AUTHORITY c/o FROMM & COMPANY, LLC PO Box 630588 Highlands Ranch, CO 80163 (303) 912-8401		INVOICE NO. TOM-2025

DUE DATE	AMOUNT DUE
12/1/2025	$ 107,143.00

Town of Monument
Attn: Tom Tharnish
645 Beacon Lite Rd.
Monument, CO 80132

INVOICE NO.		DATE INVOICE MAILED					INVOICE AMOUNT
TOM-2025		10/24/2025					$ 107,143.00
DESCRIPTION							NET AMOUNT
2025- MEMBER FUNDING CONTRIBUTION (REIMBURSABLE)							$ 107,143.00
		TOTAL AMOUNT DUE BY:			12/1/2025		$ 107,143.00

Loop Water Authority