



MONUMENT TOWN COUNCIL REGULAR MEETING AGENDA

MONDAY, JUNE 1, 2026 – 6:30 PM

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

[Participate Via Microsoft Teams](#)

Participate Via Telephone 719-300-6099 ID: 353 158 480#

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

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

3. Approval of the Consent Agenda:

- a. Agenda - June 1, 2026
- b. Meeting Minutes - May 18, 2026
- c. Invoices Over \$25K
- d. Resolution No. 36-2026 - A Resolution Approving Intergovernmental Agreement (IGA) Between the Town of Monument and Monument Academy for School Resource Officers for the 2026-2027 School Year - *(Commander Johnson)*

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

5. Proclamations:

- a. A Proclamation Declaring Support For Community Action Against Human Trafficking - *(Mayor LaKind)*

6. Presentations:

- a. Girls of the West
- b. User Fee Study - *(Jennifer Phillips)*
- c. Employee Survey Results - *(Emily Trujillo)*

7. Ordinances: *Public hearing(s) required.*

- a. Ordinance No. 14-2026 - An Ordinance Granting Approval of the Zoning of the Beacon Lite Water Tank Site to Public (P) - *(Jenna Gorney)*

8. Resolutions:

- a. PUBLIC HEARING on Resolution No. 37-2026 - A Resolution Adopting an Amended Budget for the Purposes Set Forth Below for the Town of Monument, Colorado, Beginning on the First Day of January 2026 and Ending on the Last Day of December 2026 - (*Jennifer Phillips*)
- b. Resolution No. 38-2026 - 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*)
- c. Resolution No. 41-2026 - A Resolution to Approve Financial Policies to Ensure the Town is Capable of Adequately Finding the Government Services Desired by the Community - (*Jennifer Phillips*)
- d. Resolution No. 39-2026 - A Resolution Approving a Professional Design Services Agreement with Moore Engineering Inc. to Provide Professional Engineering Services Related to Updating the Town of Monument Water Master Plan - (*Thomas Tharnish*)
- e. Resolution No. 40-2026 - A Resolution Approving an Agreement With the Town Engineer, IMEG, to Provide Professional Engineering Services to Update the Town's Water Standards and Specifications - (*Thomas Tharnish*)

9. Future Agenda Item Authorization:

10. Council Comments:

11. Executive Session:

- a. Executive Session Pursuant to C.R.S. §24-6-402(4)(b) and C.R.S. §24-6-402(4)(e) for a Discussion With the Town's Attorney to Receive Legal Advice on a Complaint and for Determining Positions Relative to Matters That May be Subject to Negotiation, Developing Strategy for Negotiations and Instructing Negotiators Relating to Same

12. Reconvene In Open Session: *Council may act in open session on item(s) discussed in executive session.*

13. Adjournment:

**MONUMENT TOWN COUNCIL
MEETING MINUTES**

Monday, May 18, 2026 - 6:30 PM

Monument Town Hall - 645 Beacon Lite Rd., Monument CO 80132
Hybrid Meeting - Remote Participation Via Teams

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

Mayor 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 Sana Abbott Councilmember Marco Fiorito Councilmember Kenneth Kimple Councilmember Laura Kronick	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 Laura Hogan, Director of Administration Dan Ungerleider, Director of Planning
ATTENDED REMOTELY: Councilmember Chad Smith	
ABSENT WITH PRIOR NOTICE:	
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 with potential conflicts of interest were received.

3. Approval of the Consent Agenda:

- a. Agenda - May 18, 2026
- b. Meeting Minutes - May 4, 2026

Councilmember Marco Fiorito made a motion to approve the consent agenda as presented and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 7 to 0.

4. Public Comments For Items Not on the Agenda:

- Terri Hayes with the Chamber of Commerce mentioned Air Force Graduation

tickets are available at the Chamber of Commerce they are free to the public.

- Haley Chapin with Tri-Lakes Cares provided an update on the Taste of Tri-Lakes Cares event, there was over 400 attendees that raised roughly \$150k. She gave appreciation to the council for their ongoing support and attendance at events.

5. Presentations:

a. Monumental Birthday Bash

Justin Styll with Tallboy Marketing gave a presentation about the Town of Monuments 147th birthday bash on June 4, 2026 at Limbach Park. Styll is hoping this will become an annual event in Monument and is hoping to build a partnership with the town.

6. Ordinances:

a. Ordinance No. 13-2026 - An Ordinance Adding Section 12.28.125 to the Monument Municipal Code Requiring Parking Permits at Monument Lake
VanDenHoek presented ordinance no. 13-2026 as included in the council packet. The council had questions and concerns about enforcement of the parking areas and requested further investigation into annual passes as well as resident passes. Mayor Mitch LaKind opened the public hearing, comments were received by the following: Adam Frank - not against the effort; recommended annual pass in lieu of a daily fee with using a kiosk. Terri Hayes - provided concerns about lost revenue causing people to go to another lake and not going to the downtown area and is concerned with parking in the nearby neighborhood. Eddie Jones - concerned about parking along the streets in Lake of the Rockies neighborhood; recommended additional signs and potential coded gate to be installed at the Lake of the Rockies entrance. Jennifer Adams - questioned if there was a traffic analysis conducted and the potential revenue the parking permits could generate; questioned why there are only certain events that would be exempt; requested no parking signs and rocks/boulders to be placed for 4th of the July event to aid in preventing damage that occurs every year. Julie Demerath - stated parking along the street already happens in the neighborhood without paid parking being an issue. Mayor Mitch LaKind closed the public hearing. Mayor Mitch LaKind made a motion to continue ordinance no. 13-2026 to July 20, 2026 and the motion was seconded by Mayor Pro Tem Steve King. Roll call vote was taken and the motion passed 7 to 0

7. Resolutions:

a. Resolution No. 33-2026 - A Resolution Requiring Parking Permits at Monument Lake, Establishing the Parking Permit Area, Fees, and Fines
VanDenHoek presented resolution no. 33-2026 as included in the council packet. Councilmember Sana Abbott made a motion to continue resolution no. 33-2026 to July 20, 2026 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 7 to 0.

b. Resolution No. 34-2026 - A Resolution to Approve the Town of Monument Use Policy for Artificial Intelligence

Williams presented resolution no. 34-2026 as included in the council packet. Councilmember Chad Smith made a motion to approve resolution no. 34-2026 and the motion was seconded by Councilmember Sana Abbott. Roll call vote was taken and the motion passed 7 to 0.

c. Resolution No. 35-2026 - A Resolution Adopting the 2026 Stormwater Master Plan, an Approved Component of the Town's Comprehensive Plan

Ungerleider presented resolution no. 35-2026 as included in the council packet. Noah Nemmers with V3 provided technical insight and information. Mayor Mitch LaKind made a motion to approve resolution no. 35-2026 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 7 to 0.

8. Discussion Items:

a. Updating Water Standards & Specifications

Tharnish introduced updating water standards and specifications manual, a resolution with additional information will be brought to the council for approval.

9. Future Agenda Item Authorization:

- Extend the Roadway Design Standards Manual public comment period from May 15 to June 30, with the consideration of adoption by Town Council on July 20.
- Move joint PC/TC Workshop from June 10 to July 8.
- Letter of support for BioRealm to apply for a grant to Colorado Parks & Wildlife.
- 2 Councilmember's needed to serve on the committee to review proposals for the Water Attorney, Councilmember Chad Smith volunteered.

10. Reports:

a. Town Manager's Monthly Report

VanDenHoek gave a brief overview and highlights on the Town Manager's monthly report.

11. Council Comments:

- Councilmember Laura Kronick thanked the mayor for participating in the Silver Key Expo panel and for representing the Town of Monument.
- Mayor Mitch LaKind spoke about the Blue Envelope Program and other services and programs that Silver Key offers; Silver Key was gifted land by Classic Homes for a community center.

12. Executive Sessions:

a. Executive Session Pursuant to C.R.S. § 24-6-402(4)(b) to Receive Legal Advice From the Town's Legal Counsel Regarding Compensation Options and

Analysis for Town Council and Planning Commission Members
Mayor Mitch LaKind moved to enter executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice from the Town's legal council regarding compensation options and analysis for the Town Council and Planning Commission members and reconvene in open session. Councilmember Laura Kronick seconded the motion. Roll call vote was taken and the motion passed 7 to 0.

- The Council entered executive session at 08:24 pm.
- The Council concluded executive session at 09:01 pm.
- The Council resumed regular meeting at 09:03 pm.

13. Reconvene In Open Session:

The Council resumed regular meeting with no direction to staff.

14. Adjournment:

Mayor Mitch LaKind moved to adjourn the meeting, the motion was passed unanimously, the meeting was adjourned at 09:03 pm.

Respectfully Submitted,

Tina Erickson, Town Clerk



Statement of Account

Collins Cole Winn & Ulmer, PLLC
165 S. Union Blvd, Suite 785
Lakewood, CO 80228

Town of Monument
 645 Beacon Lite Road
 Monument, Colorado 80132

Date: 05/19/2026
 Matter: Town of Monument-General-20028-0001
 Responsible Attorney Robert Cole

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #8863	Balance: \$35,404.50					
05/18/2026	Invoice #8863	06/17/2026	\$35,704.50			\$35,704.50
05/18/2026	995051			\$300.00	\$0.00	\$35,404.50
Totals:			\$35,704.50	\$300.00	\$0.00	\$35,404.50

Matter: Town of Monument-Water-20028-0002
 Responsible Attorney Robert Cole

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #8863	Balance: \$5,430.50					
05/18/2026	Invoice #8863	06/17/2026	\$5,430.50			\$5,430.50
Totals:			\$5,430.50	\$0.00	\$0.00	\$5,430.50

Matter: Town of Monument-PD-20028-0003
 Responsible Attorney Robert Cole

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #8863	Balance: \$4,140.50					
05/18/2026	Invoice #8863	06/17/2026	\$4,140.50			\$4,140.50
Totals:			\$4,140.50	\$0.00	\$0.00	\$4,140.50

Matter: Town of Monument-Planning-20028-0008

Responsible Attorney Robert Cole

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #8863	Balance: \$5,032.00					
05/18/2026	Invoice #8863	06/17/2026	\$5,032.00			\$5,032.00
Totals:			\$5,032.00	\$0.00	\$0.00	\$5,032.00
Totals for all Client Matters:			\$50,307.50	\$300.00	\$0.00	\$50,007.50

**TOWN OF MONUMENT
RESOLUTION NO. 36-2026**

**A RESOLUTION APPROVING INTERGOVERNMENTAL AGREEMENT (IGA)
BETWEEN THE TOWN OF MONUMENT AND MONUMENT ACADEMY FOR
SCHOOL RESOURCE OFFICERS FOR THE 2026-2027 SCHOOL YEAR**

WHEREAS, the Town of Monument recognizes the benefit of Monument Officers serving as School Resource Officers (SRO). The intended outcomes build trust and relationships with local children and Monument Police Officers. These relationships ultimately forge a better sense of “whole community”, solving problems on the school campus and off-site within the community where students spend their time.

WHEREAS, Monument Academy and Monument PD will work together to solve long-term issues (criminal and quality of life) through early problem identification in an effort to reduce future crime and mentor students into becoming responsible adults.

WHEREAS, the Monument Police Department continues to grow alongside the community and remains a primary responding agency within the north end of El Paso County; and

WHEREAS, assigning Monument Police Officers to area schools strengthens relationships with students and staff while also increasing officer familiarity with school campuses, emergency response coordination, and overall operational readiness; and

WHEREAS, Monument Academy has requested Monument PD to provide SRO services to its two campuses. The El Paso County Sheriff's Office has agreed to permit the Town's Police Department to engage in all law enforcement activities on school campuses by extending their sworn powers throughout El Paso County; and

WHEREAS, Monument Academy agrees to pay 75 percent of the officers' salaries, a ten percent administrative fee per SRO, and a portion of each SRO's vehicle costs (see Exhibit A) totaling \$208,575.00 (an average of \$104,287.50 per officer) during school year 2026-2027.

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

The Town Council hereby approves the IGA between Monument Academy and the Town of Monument to provide School Resource Officer services to the Monument Academy East and West locations for school year 2026-2027.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this ___ day of _____ 2026 by a vote of ___ for and ___ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Monument Town Clerk

INTERGOVERNMENTAL AGREEMENT
Between
TOWN OF MONUMENT AND MONUMENT ACADEMY
Regarding
SCHOOL RESOURCE OFFICER PROGRAM
for the 2026-2027 school year

THIS INTERGOVERNMENTAL AGREEMENT (hereinafter referred to as "Agreement" or "IGA") is made by and between **TOWN OF MONUMENT** (hereinafter referred to as the "Town") and **Monument Academy** (hereinafter referred to as "School" or "the School") (together, the Town and the School constitute the "Parties").

WHEREAS, the Town, the School, and the community are significantly impacted by the demands placed upon them to address incidents and situations directly or indirectly related to juveniles and the schools; and

WHEREAS, juvenile delinquency, alcohol and substance abuse, gang involvement, and other youth related problems, which negatively affect the community and the schools, are best resolved through a collaborative approach to proactive prevention and education; and

WHEREAS, the Town's Police Department (MPD) will provide to the School a School Resource Officer (SRO), or School Resource Officers, as agreed upon in this Agreement; and

WHEREAS, the El Paso County Sheriff's Office permits the Town's Police Department to engage in all law enforcement activities and, otherwise, service as sworn deputies outside of the Town's boundaries; and

WHEREAS, the MPD and the School have partnered to develop a School Resource Officer Program, which assists in providing a safe learning environment while improving the relationships between students and public safety through role-model mentorship; and

WHEREAS, such proactive programs are nationally recognized as effective tools in the development of positive relations between public safety and the students, faculty, and parents, and in the prevention of delinquency, alcohol and substance abuse, gang involvement and the overall decay of acceptable social standards.

NOW THEREFORE, FOR AND IN CONSIDERATION OF THE covenants and agreements below appearing, the receipt and sufficiency of which are hereby acknowledged, and expressly incorporating the above recitals into this IGA, **THE PARTIES AGREE TO THE FOLLOWING:**

I. AUTHORITY:

This Intergovernmental Agreement is made by and between the parties hereto, under the authority of C.R.S. § 29-1-203, *et seq.*

II. PURPOSE AND MISSION:

The primary mission of the SRO will be to conduct law enforcement and to enhance public relations and educational activities for Monument Academy. It is the mission and goal of the SRO to act as a role model for the students and as a liaison between the students, school staff, parents, and the MPD. Further, the SRO will aid the School in providing a safe and secure campus.

III. PARTIES:

The parties to this intergovernmental agreement are:

A. Town.

The contact for notice for the Town shall be:

Town Manager
Town of Monument
645 Beacon Lite Rd
Monument, CO 80132

The contact for notice for Town of Monument Police Department shall be:

Chief of Police
Town of Monument Police Department
645 Beacon Lite Rd
Monument, CO 80132

B. Monument Academy. The contact for notice for Monument Charter Academy shall be:

Designated School Designee
Monument Charter Academy
1150 Village Ridge point
Monument, CO 80132
719-481-1950

IV. LEGAL RELATIONSHIP:

It is mutually established and understood that nothing contained in this Agreement

shall imply that the School, including its officers, staff, volunteers, and employees, are agents of the Town or the MPD. School Resource Officers shall never be represented as employees or agents of the School. School Resource Officers are sworn officers appointed by the Town. Disciplinary actions for the Town's sworn employees are governed by the Town and the Police Department's policies.

V. TIME PERIOD:

A. The duration of this Agreement will be from 07/01/26 to 06/30/27, after which this Agreement will expire. Nothing in this Agreement shall be construed as imposing an automatic renewal period beyond 06/30/27. Any desire of the parties to continue the role of the SRO for Monument Academy for the next or any subsequent calendar or academic year must be evidenced in writing by a new, signed agreement, which may be retroactive to the previous expiration date.

B. Performance of the parties' obligations under this IGA is expressly subject to appropriation of funds by the Town of Monument's Town Council and Monument Charter Academy, and the availability of those appropriated funds for expenditure.

C. In accord with the Colorado Constitution, Article X, Section 20, performance of the Town's obligations under this IGA are expressly subject to appropriation of funds by the Town's Council. Further, in the event that funds are not appropriated, in whole or in part, sufficient for performance of the Town's obligations under this IGA, or appropriated funds may not be expended due to Constitutional spending limitations, then the Town may terminate this IGA without compensation to the other party.

D. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligations of the Town not performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the Town hereunder shall extend only to monies currently appropriated and shall not constitute a mandatory charge, requirement, or liability beyond the current fiscal year.

VI. TERMINATION:

Either the Town or the School may terminate this Agreement without cause upon 30 days written notice. Upon termination, any funds provided by the School to the Town for the services of a School Resource Officer or Officers under this Agreement that have not been provided as of the termination date, shall be returned to Monument Academy. Upon termination, all services of a School Resource Officer provided by the Town under this Agreement prior to the termination date that have not been paid for by the School as of the termination date, shall be paid by the School within thirty days of the effective date of termination of this Agreement. Notice shall be given to the Town, MPD, or the School's Chief Operations Officer as appropriate. Should the Town terminate the agreement, the Town will give a date for the final day that the SRO will be present.

VII. GENERAL SCOPE OF SERVICES

School Resource Officers provide a unique community policing emphasis in the school environment. SROs shall be assigned to work with the administration, faculty, and students on school sites determined through mutual consensus of the School and MPD on an annual basis. An emphasis will be made to select priority level sites (high school campuses) with the intent to continue services at the middle and elementary level schools as time and resources allow.

A. The School Resource Officer, in general, may perform functions including, but not limited to the following:

1. Assist in the prevention and control of crime, delinquency, and disorder on the campus.
2. Enforce laws and conduct or assist in the investigation of offenses on campus and conduct or assist in the investigation of offenses involving students off campus. This will include, but is not limited to:
 - a. Authoring reports, handling evidence, issuing summonses, and making arrests.
 - b. Interviewing witnesses, suspects, and victims of criminal violations
 - c. Appearing in court and other judicial processes as required.
 - d. Assisting in the coordination of other law enforcement entities having business on campus.
3. Provide presentations, guidance, and available educational resources in areas to include alcohol and substance abuse, safe driving, law related education, criminal justice system orientation, delinquency prevention, gang involvement and awareness and community responsibility for students, parents, and other groups associated with the school.
4. Provide a highly visible law enforcement presence on campus.
5. Attend school-related functions during normal classroom hours, as well as after hours, including programs such as school dances and sporting events, etc. This will not replace school security or extra-duty assignments already in place. Attendance at these functions will be done within the context of a 40-hour work week.

B. The School will provide, but is not limited to, the following:

1. Provide a school security coordinator, if available.
2. Provide a school facilitator (liaison in the school).

3. Provide time for their school principal or designee, and the assigned SRO, to participate in a review of the school crisis plan at the beginning of each semester.
4. Adhere to the School's Policies and Procedures including, but not limited to crisis prevention, emergency response procedures (practice drills), threat assessments, and a plan for addressing behavior or other information that may indicate impending violence.
5. Report any criminal activities on the school campus.
6. Provide a secure office for the assigned SRO, and/or provide an area for the SRO to conduct confidential business; and a lockable desk or locker where the SRO may secure items of a confidential nature.
7. Provide funding toward the replacement of the police department-owned vehicles utilized by School Resource Officers (See "Exhibit A – MA 2026-2027" for further details).
8. Allow for the principal or his/her designee to assist the SRO in any counseling session or contract resulting from mediation.
9. Coordinate other meetings as deemed necessary by the school, school staff, SRO, or SRO supervisors.
10. Observe and evaluate the SRO and communicate with the SRO supervisor any concerns.

C. The Town of Monument Police Department will:

1. Provide one or more officers to be assigned to the SRO unit (as provided for in Exhibit A).
2. Provide SRO supervision through MPD chain of command.
3. Provide SRO uniforms, equipment, vehicles (with Monument Academy subsidy), and training.
4. Provide an SRO in the school, whenever possible, each day the School is in session from the start of student drop off until the end of student pickup. The early release Fridays will be utilized to manage overtime or time shortages.

VIII. SPECIFIC SRO DUTIES:

A. The SRO will:

1. Enhance safety on school grounds to provide a safe learning environment.
2. Provide a high visibility presence on campus.
3. Assist school staff and students with locating community resources.
4. Assist school staff and security in identifying and solving issues affecting the School, and the community, or be involved in any issue of mutual interest and agreement.
5. Maintain confidentiality of information obtained as a SRO pursuant to the MPD's policies and procedures.
6. Assist with and promote restorative justice programs when applicable. This may include mediation sessions with contracts between students.
7. Attend, when possible, school functions, activities and meetings associated with the SRO program.
8. Assist or provide supplemental course instruction relating, but not limited to, constitutional and local law presentations, social media and cyber safety, drug interactions, explicit mobile device communication and constitutional law.
9. Provide a positive liaison between MPD, the students, the school administration, and the school's security, if applicable.
10. Conduct visits to the feeder middle school(s) on a time-available basis and respond to calls for service as requested by the middle school principal or designee or School personnel on a time-available basis.
11. Adhere to the Colorado Revised Statutes and MPD's Policies and Procedures including, but not limited to crisis prevention, emergency response procedures (practice drills), threat assessments, and addressing behavior or other information that may indicate impending violence.

B. The SRO will not:

1. Be used for lunchroom, hallway, or other monitoring duties.
2. Volunteer for any uncompensated activities at the school to which he/she is assigned unless previous approval by their chain of command.

IX. Special Considerations:

1. SROs are working in a collaborative effort with the school staff, but they:
 - a. Do not work for and are not agents of the school.
 - b. They shall report directly to their MPD chain of command for any administrative matters.

2. SROs are sworn Peace Officers and are required to perform various tasks throughout the year, including but not limited to:
 - a. Weapons qualifications.
 - b. Annual In-Service training.
 - c. Court appearances as subpoenaed; and
 - d. Team meetings as directed.

3. It is understood that as sworn peace officers with an obligation to protect the entire community, SROs may be called upon in the event of an emergency or unusual circumstance, to leave their assignment at the school to respond to calls off of the school grounds for the public good.
 - a. If an incident occurs on school grounds and the normal SRO is not available, the Police Department will avail either another SRO or a Patrol Officer to handle the call. Schools should never “hold” an incident until their normal SRO returns.

4. During the schools’ summer vacation, spring break, holiday breaks, and on other days when the schools are not in session, and there are no other school related activities, the School Resource Officers will participate in training, take accumulated vacation, compensatory, or holiday time off, or engage in community outreach programs, crime prevention, enforcement, and other duties as assigned by their chain of command.

X. COSTS:

- A. The respective costs for the Police Department and the School, for the school year are contained in **Exhibit A**.

XI. CONDITIONS AND PROCEDURES:

In order to provide guidance to the continued working relationship between the parties, the following conditions and procedures shall apply:

A. Operational Expenses

1. Each Party shall at all times be responsible for its own costs incurred in the performance of this IGA and, except as set forth in Exhibit A, shall not receive any reimbursement from the other Party to this IGA.

B. Individual Party Responsibility

1. Nothing in this IGA shall be construed to place the personnel of any Party under the control or employment of the other Party. Each Party remains responsible for all pay (to include overtime pay), entitlement, employment decisions, and worker's compensation liabilities for its own personnel. Nothing in this IGA is intended to create or grant to any third party or person any right or claim for damages or the right to bring or maintain any action at law, nor does any Party waive its immunities at law, including immunity granted under the Colorado Governmental Immunity Act.

C. Severability

1. The terms of this Agreement are severable. If one or more terms are found to be invalid or void, they shall be severed from the remainder of this Agreement to the extent that this Agreement is capable of being executed without the severed terms.

D. Assignment

1. Neither Party to this IGA shall assign or otherwise transfer this IGA or any right or obligation hereunder without the prior written consent of the other Party.

E. Jurisdiction

1. This IGA is subject to and shall be interpreted under the law of the State of Colorado and jurisdiction shall exclusively rest in the Colorado District Court for El Paso County, Colorado. The Parties agree that this IGA shall be deemed to have been made in, and the place of performance is deemed to be in El Paso County, State of Colorado. Both Parties shall insure that their employees, agents, and officers are familiar with, and comply with, applicable Federal, State, and Local laws and regulations as now written or hereafter amended.

F. Liability

1. Each Party agrees to be responsible for its own liability incurred as a result of its participation in this IGA. In the event any claim is litigated, each Party will be responsible for its own expenses of litigation or other costs associated with enforcing this IGA. No provision of this IGA shall be deemed or construed to be a relinquishment or waiver of any kind of the applicable limitations of liability provided to each Party by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et. seq.* and Article XI of the Colorado Constitution.

G. No Third-Party Beneficiary

1. It is expressly understood and agreed that enforcement of the terms and conditions of this IGA, and all rights of action relating to such enforcement, shall be strictly reserved to the Parties, and nothing contained in this IGA shall give or allow any such claim or right of action by any other or third person or entity on such IGA. It is the express intention of the Parties hereto that any person or entity, other than the Parties to this IGA, receiving services or benefits under this IGA shall be deemed to be incidental beneficiaries only.

H. No partnership or joint venture

1. The Parties to this IGA are not partners or joint venturers as a result of this IGA.

I. Authority

1. The Parties to this IGA represent or warrant to each other that they have all the necessary authority to enter into this IGA and to perform their obligations hereunder and that this IGA does not conflict with any other intergovernmental agreement or contract that any Party is subject to or to which it may be bound.

2. The signers of this document have the authority to bind the respective organizations to this IGA.

J. Headings

1. The headings of the several articles and sections of this IGA are inserted only as a matter of convenience and for reference and do not define or limit the scope or intent of any provisions of this IGA and shall not be construed to affect in any manner the terms and provisions or the interpretation or construction of the IGA.

K. Entire Understanding

1. This Agreement contains the entire understanding between the parties, and no modification, amendment, novation, or other alteration to this Agreement shall be valid or of any force or effect unless mutually agreed-to by the parties in writing as an addendum to this Agreement. At the time of the execution of this Agreement, there are no other terms, conditions, requirements, or obligations affecting this Agreement that are not specifically set forth herein.

Signatures:


FOR: **Monument Academy**

BY: (print and sign) COLIN VINCHATTLE 

TITLE: EXECUTIVE DIRECTOR

DATED THIS 8TH DAY OF MAY, 2026

APPROVED: **Patrick Regan, Chief of Town of Monument Police Department**

SIGNATURE: 

DATED THIS 12th DAY OF May, 2026

FOR THE: **Town Council of the Town of Monument**

BY: _____

TITLE: _____

DATED THIS _____ DAY OF _____, 2026

As to Form,

FOR THE **Attorney for the Town of Monument**

BY: _____

TITLE: _____

DATED THIS _____ DAY OF _____, 2026

2026/2027 School Resource Officer Costs

<u>SRO</u>	<u>Salary & Benefits</u>	<u>75%</u>	<u>10% Admin Fee</u>	<u>Vehicle Cost</u>	<u>75%</u>	<u>Annual Vehicle Cost (5-Year Lifespan)</u>	<u>Total Cost</u>	<u>Payments (10)</u>
Dakota Degenhart	\$110,000.00	\$82,500.00	\$8,250.00	\$104,000.00	\$78,000.00	\$15,600.00	\$106,350.00	
Bryan Salvetti	\$105,000.00	\$78,750.00	\$7,875.00	\$104,000.00	\$78,000.00	\$15,600.00	\$102,225.00	
Average	\$107,500.00	\$80,625.00	\$8,062.50					
Two Officer Total		\$161,250.00	\$16,125.00			\$31,200.00	\$208,575.00	\$20,857.50



A Proclamation Declaring Support For Community Action Against Human Trafficking

WHEREAS, human trafficking is a public health issue and crime that harms the health and well-being of individuals, families, and communities, often across generations;

WHEREAS, nearly 25 years after the passing of the Trafficking Victims Protection Act, an estimated 27.6 million people are subjected to human trafficking globally, with cases reported in every U.S. state and territory, the majority of who are women and girls; and

WHEREAS, human trafficking can happen to anyone, but certain populations are at greater risk, including people affected by abuse, violence, poverty, unstable living situations, or social disconnection; and

WHEREAS, human trafficking is connected to many other forms of violence and exploitation, and often shares common risk and protective factors, such as lack of resources and unsafe environments; and

WHEREAS, the Town of Monument recognizes the urgent need to raise public awareness about the dangers and realities of human trafficking; and

WHEREAS, the Town of Monument is committed to education, prevention, and survivor support through coordinated community initiatives; and

WHEREAS, transportation systems are uniquely positioned to identify and respond to potential trafficking situations due to their daily interaction with diverse community members; and

WHEREAS, every individual, family, community, and organization can help raise awareness, prevent trafficking, and support survivors.

NOW, THEREFORE, the Town Council of the Town of Monument, Colorado, do hereby proclaim our commitment to by increasing awareness, improving education on human trafficking, making resources available for individuals and communities impacted by human trafficking, and building diverse partnerships to support a more coordinated, comprehensive response to prevent and combat human trafficking.

PROCLAIMED THIS 1st day of June, 2026.

Attest:

Town of Monument

Tina Erickson, Town Clerk

Mitch LaKind, Mayor

User Fee Study Preliminary Findings

June 1, 2026



Overview

- Contracted with consultant to conduct a detailed study to identify the total cost of services
- Study results help the Town better understand its true costs of providing services – “fully-burdened rate”
- Study provides Town Council with the necessary data to make policy decisions regarding setting appropriate fees
- Full report will be prepared and presented at time of updated fee schedule adoption
- Purpose of presentation – initial review of fully-burdened fees
- Provide direction to staff



Fees reviewed

- Administration
- Parks
- Police
- Court
- Planning



Next Steps

- Provide direction to staff on any subsidies for specific fees
 - Subsidies are funded by the General Fund
- Staff to finalize Fee Study Report
- Present Final Report and updated Fee Schedule for Council adoption



ADMINISTRATION DEPARTMENT

Item	Title	Current Fee/Charge	Full Cost
1	LICENSES AND PERMITS		
2	BUSINESS LICENSE		
3	Application Fee	\$75.00	\$238.58
4	Annual Renewal Fee	\$75.00	\$41.67
5	Late Renewal Fee	\$10.00	\$20.83
6	FARMER'S MARKET PERMIT		
7	Application Fee	\$200.00	\$113.69
8	LAKE USE PERMIT		
9	Application Fee	\$350.00	NA
10	SOLICITOR'S PERMIT		
11	Application Fee	\$10.00	\$86.28
12	REFUSE HAULERS - ADDITIONAL FEES		
13	First Vehicle	\$25.00	NA
14	Additional Vehicles	\$10.00	NA
15	ESCORT BUSINESSES		
16	Escort Application Fee	\$500.00	NA
17	Bureau Application Fee	\$1,000.00	NA

18	Escort Service Runner Application Fee	\$500.00	NA
19	SEXUALLY-ORIENTED BUSINESSES		
20	Application Fee	\$600.00	NA
21	Annual License Fee	\$300.00	NA
22	Manager Registration Fee	\$250.00	NA
23	Transfer of Ownership	\$600.00	NA
24	LIQUOR LICENSES AND PERMITS		
25	Liquor license fees are established by the Colorado Department of Revenue and are subject to change at their discretion. For up-to-date liquor license fees, please visit https://sbg.colorado.gov/liquor		
26	SPECIAL EVENT PERMITS		
27	Special Event Permit Fee	\$100.00	\$187.70
28	Special Event Permit Maintenance Fee	\$35.00	\$152.79
29	Special Event Permit Service Fee	\$500.00	\$763.94
30	Special Event Permit Security Fee	\$70.00	\$157.45
31	OTHER ADMINISTRATIVE FEES		
32	CEMETERY PLOTS		
33	Burial Rights in Full-Size Plot	\$800.00	\$83.34
34	Open/Close Fee for Full-Size Plot	\$350.00	\$729.22

35	Open/Close Fee on Saturdays (No interments on Sundays or Holidays)	\$150.00	\$41.67
36	Burial Rights Inside Cremation Garden	\$350.00	\$83.34
37	Open/Close Fee in Cremation Garden	\$150.00	\$194.46
38	Disinterment Fee	\$750.00	\$729.22
39	FRANCHISE AGREEMENTS		
40	Recordation Fee	To be charged at time of recordation	NA
41	Publication Fee	To be charged at time of recordation	NA
42	NOTARY SERVICES		
43	Citizens	\$5.00	\$20.83
44	Town Employees/Senior Citizens	No Charge	\$20.83
45	RETURNED CHECK FEE		
46	Returned Check Fee	\$25.00	NA
47	<u>PUBLIC RECORDS</u>		
48	Standard Copy (8.5"x11" Black & White)	\$0.25	\$0.25
49	Research and Retrieval	\$41.37	NA
50	Manipulation	Actual Cost	NA

51	Transmittal	Actual Cost	NA
52	Non-Standard Copy	Actual Cost	NA
53	Color Copy	\$2.00	NA
54	Certified Copy	\$2.00	NA
55	Audio/Video Recordings	\$15.00	NA
56	Faxes	\$0.50	NA
57	Third-Party Documents	Actual Cost	NA
58	Payment Processing Fees		
59	EFT Web Transaction Fee	\$0.74	NA
60	EFT Returned Item Basic Fee	\$7.00	NA
61	EFT Return NSF of Account Closed Fee	\$14.00	NA
62	EFT Return Stop Payment or Charge Back Fee	\$30.00	NA
63	Credit/Debit Web Transaction Fee	\$0.74	NA
64	Bank Bill Pay Transaction Fee	\$0.25	NA

PARKS RESERVATION FEES

Item	Title	Current Fee/Charge	Full Cost
1	<u>PARK RESERVATIONS</u>	Signed Release of Liability and Indemnification Agreement and/or Certificate of Insurance may be required.	
2	DIRTY WOMAN CREEK PARK (304 MITCHELL AVE.)		
3	Pavilion and Grill on the north side of the pavilion		
4	Use Fee - first 4 hours	\$50.00	\$30.77
5	Use Fee - for each additional hour	\$15.00	NA
6	Required Non-refundable Maintenance Fee	\$35.00	\$470.82
7	Required Refundable Damage Deposit	\$100.00	\$79.38
8	Sports Field (bring your own equipment)		
9	Use Fee - first 4 hours	\$50.00	\$30.77
10	Use Fee - for each additional hour	\$15.00	NA
11	Required Non-refundable Maintenance Fee	\$35.00	NA
12	Required Refundable Damage Deposit	\$100.00	\$79.38

13	SANTA FE TRAIL BASEBALL FIELDS (99 SANTA FE AVE.)		
14	North and South Field (fees per field)		
15	Use Fee - first 4 hours	\$50.00	\$30.77
16	Use Fee - for each additional hour	\$15.00	NA
17	Required Non-refundable Maintenance Fee	\$35.00	NA
18	Required Refundable Damage Deposit	\$100.00	\$79.38

POLICE DEPARTMENT

Item	Title	Current Fee/Charge	Full Cost
1	POLICE RECORDS		
2	Local Background Checks	\$5.00	\$95.36
3	Sex Offender Initial Registration	\$30.00	\$121.61
4	Sex Offender Annual Registration	\$10.00	\$121.61
5	VIN Verifications	\$20.00	\$134.60
6	Premise History	New	\$95.36
7	Crime Analysis/Stats	\$20.00	\$95.36
8	Notary	\$5.00	\$95.36
9	Copy of Summons	New	\$95.36
10	Criminal Justice Records Requests		
11	Case Report	\$5.00	\$95.36
12	Additional Documents	\$0.25	\$9.54
13	Body Worn Camera (BWC)	\$15.00	\$95.36
14	BWC Retrieval and Redactions	\$30.00	\$95.36
15	Open Records		
16	Record	\$30.00	\$37.37

Item	Title	Current Fee/Charge	Full Cost	Subsidy %	Suggested Fee	Fee Δ
1	Court Cost	\$30.00	\$373.17	#VALUE!	Judge discretion	#VALUE!
2	Revocation/Default Judgements	\$30.00	\$373.17	#VALUE!	Judge discretion	#VALUE!
3	Deferred Sentence Fee	\$25.00	\$373.17	#VALUE!	Judge discretion	#VALUE!
4	Bench Warrant	\$65.00	\$373.17	#VALUE!	Judge discretion	#VALUE!
5	Contempt Charge	\$50.00	\$373.17	#VALUE!	Judge discretion	#VALUE!
6	Admin Fee on all issued tickets	New	\$229.84	87%	\$30.00	NA
7	Late Fee	New	\$229.84	78%	\$50.00	NA
8	Payment Plan	New	\$229.84	89%	\$25.00	NA
9	Jury Fee	New	\$229.84	89%	\$25.00	NA
10	Show Cause Order for FTA	New	\$229.84	85%	\$35.00	NA
11	Certified Copy of Municipal Records	New	\$229.84	93%	\$15.00	NA
12	Copy of Citation	New	\$229.84	98%	\$5.00	NA
13	Search, Retrieval, Redaction Fee of Municipal Court Records	New	\$229.84	85%	\$35.00	NA

PLANNING DEPARTMENT

Item	Title	Current Fee/Charge	Suggested Fee
1	ZONING	Applicants will be invoiced for any outside engineering fees	
2	PRELIMINARY PUD* (5 acres or less)	\$3,500.00	\$7,625.00
3	PRELIMINARY PUD* (over 5 acres)	\$5,000.00	\$11,464.00
4	FINAL PUD	\$3,000.00	\$8,780.00
5	PUD MAJOR AMENDMENT	\$2,000.00	\$7,780.00
6	PUD MINOR AMENDMENT or REZONING	\$1,000.00	\$3,374.00
7	ZONING LETTERS	\$50.00	\$45.00
8	SITE PLAN (5 acres or less)	\$3,500.00	\$6,674.00
9	SITE PLAN (over 5 acres)	\$5,000.00	\$9,053.00
10	CONSTRUCTION PERMITS		
11	Residential: New	\$150.00	\$150.00
12	Residential: Addition	\$25.00	\$1,047.00
13	Commercial/Multi Family	\$125.00	\$647.00
	Commercial (per Acre)	\$125.00	\$1,047.00
	Industrial (per Acre)	New fee or put in current charge?	
	Traffic Control Plan (Only)	New fee or put in current charge?	
	Floodplain Development Permit	New fee or put in current charge?	
	Variance Request (Planning Commission)	New fee or put in current charge?	

14	*Residential Fence Permit	\$15.00	
15	Non-Residential Fence Permit	\$50.00	
16	Revocable Permit	\$25.00	
17	Revocable Permit for sandwich sign	No Charge	
18	Temporary Use Permit	\$50.00	
19	Business Operating in a Parking Lot	\$50.00	
20	Demolition Permit	\$50.00	
21	monument construction new builds (residential and commercial) will utilize a combined permit to include sidewalks, landscaping and fences related to that property.		
22	SUBDIVISION	Applicants will be invoiced for any outside engineering fees	
23	PRELIMINARY PLAT*	\$3,000.00	\$5,454.00
24	FINAL PLAT	\$1,500.00	\$5,439.00
	MINOR PLAT OR REPLAT	\$1,500.00	\$4,775.00
25	PLAT AMENDMENT	\$1,000.00	\$4,925.00
	PLAT, RIGHT-OF-WAY OR EASEMENT OF VACATION, SKETCH PLAN	\$1,000.00	\$3,775.00
26	OTHER	Applicants will be invoiced for any outside engineering fees	
27	ZONING VARIANCE: NON-RESIDENTIAL	\$1,000.00	
28	ZONING VARIANCE: RESIDENTIAL	\$500.00	
29	CONDITIONAL USE	\$500.00	
30	ANNEXATION (10 acres or less)	\$2,000.00	\$6,407.00
31	ANNEXATION (over 10 acres)	\$3,500.00	\$7,512.00

32	SIGN PERMIT	\$100.00	\$254.00
33	SIGN PERMIT	\$15.00	\$74.00
34	PRE-APPLICATION MEETING	No Charge	
35	ADDITIONAL REVIEW FEE (after two reviews)	\$200.00	\$161.00
36	ADDITIONAL CHARGES	\$50.00	
37	CMRS Facility		
38	Building, Structure or Roof-Mounted, Freestanding**	\$500.00	
39	Small Cell, Microcell Facility or Small Cell Network***	\$270.00	



Employee Satisfaction Survey

Results March 2026



Supported Strategic Priority

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 and Town Council.

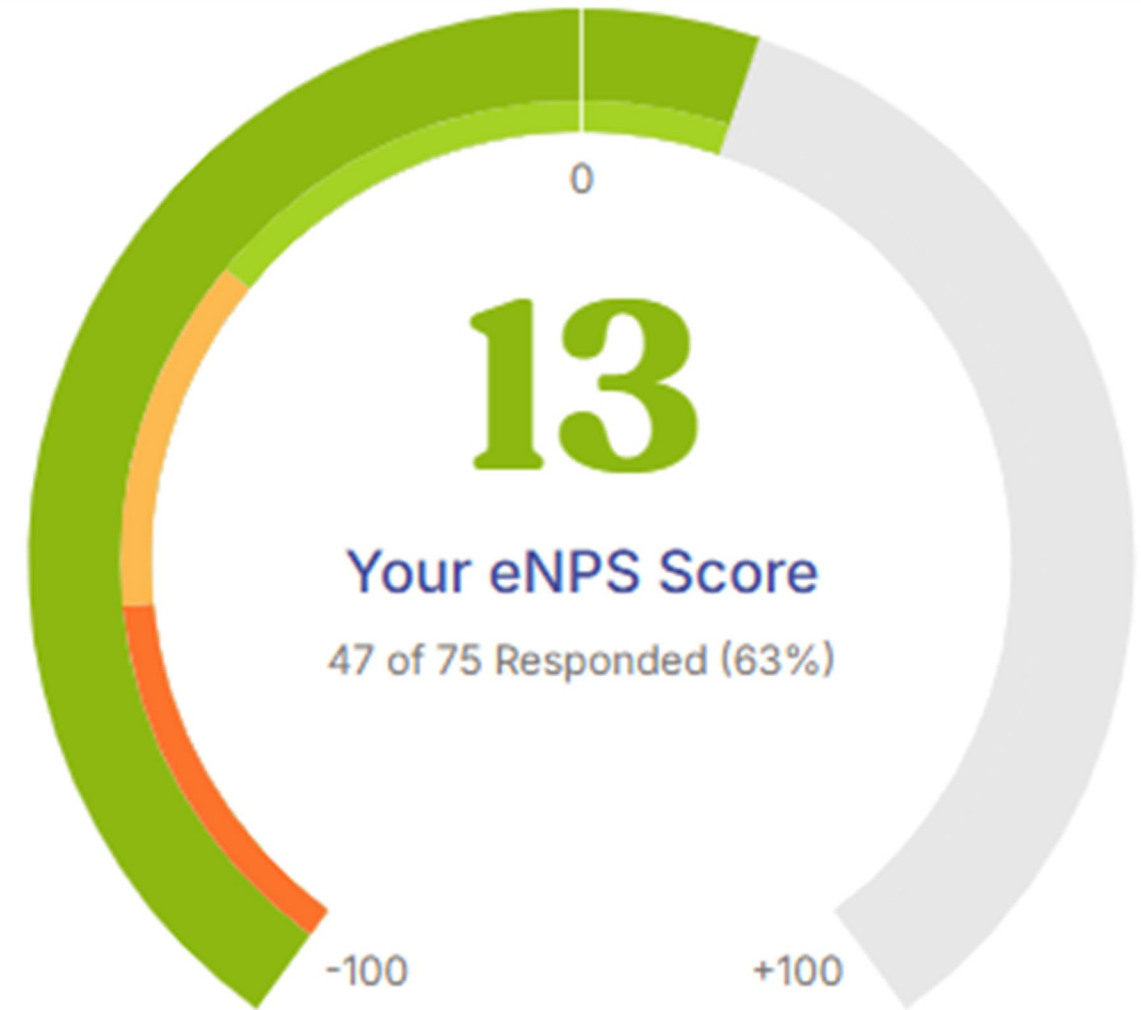


Survey Results

Promoters: 20

Neutral: 13

Detractors: 14



The eNPS Scale



Detractors (0-6)

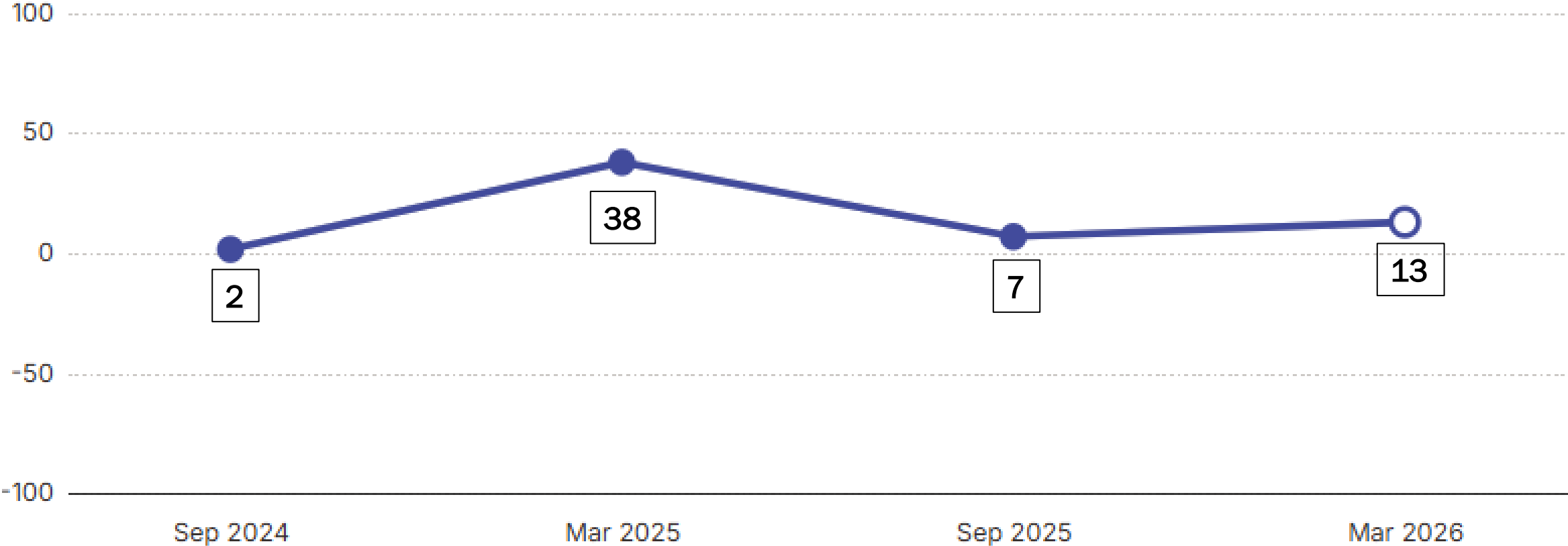
Neutrals (7-8)

Promoters (9-10)



eNPS Trend

eNPS Trend



eNPS Tags

- 
- Advancement/Promotion
 - Atmosphere (Feeling)
 - Autonomy
 - Benefits
 - Budget
 - Communication
 - Community
 - Company Strategy / Goals
 - Company Vision / Mission / Values
 - Compensation
 - Culture
 - Customers
 - Diversity
 - Ethics / Honesty
 - Growth (Personal / Professional)
 - Hiring
 - Leadership / Management
 - People at Work
 - Physical Work Environment
 - Processes / Policies / Regulations
 - Product
 - Reward / Recognition / Value
 - Training
 - Work-Life Balance
 - Work Resources

Employee Care and
Community Service

Town of Monument Work
Experience

Positive Work Environment
and Leadership

Benefits and Career Growth
Opportunities

People, Leadership, and
Atmosphere

Atmosphere

Great, helpful
colleagues

Community

Collaborative

Supportive

Passion

Great leadership,
Great Culture

Optimistic
outlook for the
future

Sense of
teamwork, trust
and commitment

Welcoming,
friendly, helpful

Survey Details - Wins

Survey Details - Opportunities

Growth opportunities

Communication Gaps

Consistent Direction

Compensation/Cost of living

Benefits Health and Retirement costs

Stability

Share Strategic Objectives and roles to achieve them

Support for positive growth for the Town

Leadership and Financial Management Issues

Communication and Management Issues

Negative Work Environment and Attitude

Inconsistency in Expectations and Policies

Action Items

- **Healthcare Roundtables**
 - Review current, and multiple options for open enrollment in October
 - Great attendance and representation of departments
 - Excellent questions, feedback, and conversations
- **Consistent All Hands Meetings**
 - Used to communicate to the staff and keeping team current.
 - Topics: Human Resources responsibilities, Planning updates, Finance updates, projects, Moments of Merit, Anniversaries, Q&A times.



Action Items

- **Supervisor Standards and Procedures Manual**
 - Towards completion
 - For Supervisors, Leadership and future Leaders
 - Purpose to give the why and how with processes to aid with consistency and transparency
- **Supervisor/Leadership Skills Workshops**
 - Up and coming, based on Supervisor Procedural Manual
 - Currently planning 5 sessions
 - Topics:
 - Leadership vs. Management
 - Managing team dynamics
 - Communication
 - Conflict resolution
 - Performance management approaches/processes
 - Career growth/training/succession planning



Thank you





MEMORANDUM

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

FROM: Jenna Gorney, Senior Planner

DATE: June 1, 2026

SUBJECT: Ordinance No. 14-2026 - An Ordinance Granting Approval of the Zoning of the Beacon Lite Water Tank Site to Public (P) [Public Hearing]

BACKGROUND.

The Beacon Lite Road Water Tank Site is a roughly 1.5-acre property located on the east side of Beacon Lite Road that has long served a critical role in the Town of Monument's municipal water system. The facility provides essential water storage and pressure regulation that supports public health, safety, and service reliability throughout the community. Recognizing the long-term importance of this infrastructure, the Town undertook a coordinated effort to secure ownership, access, and control of the property through land acquisitions and annexation, ensuring the Town's ability to operate, maintain, and improve the site consistent with public service objectives.

Annexation was completed on March 16, 2026, via Ordinance 04-2026. Because annexed properties are not automatically assigned a zoning designation, a zoning action is required to formally establish the zone district for the property and its allowable uses under the Land Development Code.

Pursuant to Colorado Revised Statutes § 31-12-115(2), the Town is required to apply zoning to newly annexed property within ninety (90) days of the effective date of annexation. Ordinance No. 04-2026, which approved the annexation of the subject lot and a portion of Beacon Lite Road, became effective on March 26, 2026, ten (10) days following its final publication. Provided that zoning for the subject property is established by June 24, 2026, the Town will be in compliance with State statutory requirements.

ANALYSIS.

The proposed rezoning of the Beacon Lite Road Water Tank Site to the Public (P) zone district is intended to align the Town's zoning regulations with the property's existing and ongoing use as a municipal water facility. Section 18.03.255 of the Monument Land Development Code identifies the Public zone district as appropriate for properties devoted to public and quasi-public facilities, including utilities and essential services. Municipal water tanks are defined as Essential Services under Section 18.07 and are permitted uses in the Public zone district pursuant to Section 18.03.380.

Compatibility with surrounding land uses was evaluated as part of the rezoning criteria. The

water tank is a long-standing, established use on the site and no changes to the use, intensity, or physical development of the property are proposed. Surrounding properties are zoned primarily RR-5 and C-1 under county jurisdiction. Given the existing condition of the site and the absence of expanded development plans, the proposed Public zoning is compatible with adjacent uses and does not introduce new or incompatible impacts to the surrounding area.

The rezoning is not expected to result in changes to traffic patterns, road safety, or parking demand. The water tank operates with minimal staffing and vehicle trips, and the rezoning does not authorize any increase in activity beyond the existing function. Adequate access and utilities are already in place to serve the current use, and no on-site construction or operational changes are proposed as part of this zoning action.

While the proposed Public zoning does not strictly match the Business Campus designation shown on the Town's 2017 Future Land Use Map, the request is consistent with the Comprehensive Plan's broader goals and policies. The Future Land Use Map is intended as a general planning guide and allows flexibility for municipal and public service facilities. The Comprehensive Plan specifically emphasizes the importance of reliable water and sewer infrastructure as foundational elements supporting existing residents and future growth.

Finally, rezoning the property to Public will provide long-term regulatory clarity and protection for this critical municipal asset. Establishing zoning that accurately reflects the site's public utility function ensures that incompatible development pressures are avoided and that future operation, maintenance, and improvement of the facility can occur within a clear and consistent regulatory framework. For these reasons, the rezoning meets the applicable criteria of Section 18.03.140(D) of the Land Development Code and is in the public interest.

FINDINGS OF FACT AND STAFF RECOMMENDATION.

After reviewing the request for rezoning, the following finding of fact has been made:

- The request has met the applicable criteria identified in Section 18.03.140 D of the Land Development Code. Therefore, Staff recommends approval of the request.

PLANNING COMMISSION RECOMMENDATION.

On May 13, 2026, the Planning Commission held a public hearing and voted 6–0 to recommend approval of the zoning of the Beacon Lite Water Tank site to Public (P).

RECOMMENDED ACTION.

A motion to approve of the Town-initiated request to zone the property commonly known as the Beacon Lite Water Tank Site to the Public (P) zoning district supported by the referenced documents and the Finding of Facts listed in the staff report.

ATTACHMENTS

1. Staff Presentation
2. Maps ([links](#))
3. Resolution No. 02-2026: Authorizing Petition for Annexation ([link](#))
4. Resolution No. 08-2026 – Initiating Annexation Proceedings ([link](#))
5. Resolution No. 17-2026 – Findings of fact and Conclusions ([link](#))
6. Ordinance No. 04-2026 – Annexation Ordinance ([link](#))
7. Planning Commission Staff Report with Attachments ([link](#))
8. Draft Minutes – Planning Commission, date 5/13/2026 ([link](#))
9. Ordinance No. 14-2026 - An Ordinance Granting Approval of the Zoning of the Beacon Lite Water Tank Site to Public (P)

Beacon Lite Road Water Tank Rezoning

Staff Presentation

Town Council Meeting – 6/1/2026



INTRODUCTION

Following completion of a multi-year land and easement acquisition effort, the Town annexed the Beacon Lite Water Tank Site and a portion of Beacon Lite Road into the Town limits through Ordinance No. 04-2026, which became effective on March 26, 2026. Annexation brought the property under the Town's land use authority but did not automatically assign a zoning designation.

As required by State statute, the Town is now seeking to apply zoning to the annexed property. The proposed rezoning to the Public (P) Zone District would formally establish zoning that is consistent with the site's long-standing and continued use as a municipal water facility and supports ongoing operation and future infrastructure improvements.



PUBLIC HEARING NOTICE



Beacon Lite Road Water Tank Site Rezone
Rezone

AFFIDAVIT – POSTED NOTICE Rezone

I, Jenna Gorney, (print name) as the owner authorized agent, (check one) for the Beacon Lite Water Tank Site on Beacon Lite Road, in the Town of Monument, El Paso County, Colorado do hereby attest that I installed, ONE sign along Beacon Lite Road, facing out to traffic, in compliance with Town Code Section 18.01.260-Public notice requirements, E. Posted Notice. on April 28, 2026, which is at least 15 days prior to the public hearing, scheduled for Planning Commission on May 13, 2026, and Town Council on June 1, 2026, for the proposed Beacon Lite Road Water Tank Site.

Signed: Jenna Gorney
Print Name: Jenna Gorney
Owner/Authorized Agent (circle one)

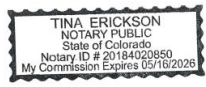
State of Colorado
County of El Paso:

Sworn and subscribed to before me, a Notary Public, by Jenna Gorney, this 20 day of April, 2026, who is either personally known to me or who has produced Utah Drivers License as identification.

My Commission Expires: 05/16/2026

Notary Public for the State of Colorado

Print Name: Tina Erickson
Tina Erickson



Beacon Lite Road Water Tank Site
Rezone

AFFIDAVIT – MAILING Rezone

I, Jenna Gorney, (print name) as the owner authorized agent, (check one) for the Beacon Lite Water Tank Site on Beacon Lite Road, in the Town of Monument, El Paso County, Colorado, do hereby attest that I reviewed the records of the El Paso County Assessor on the 17th day of April, 2026, and have sent letters via first class U.S. mail to the owners of record for the properties within 500-feet of the perimeter property line of the proposed **Beacon Lite Water Tank Site**, giving notice of forthcoming public hearings for Planning Commission on May 13, 2026 and Town Council on June 1, 2026 in compliance with Town Code Section 18.01.260-Public notice requirements., F. Mailed notice. on April 28th, 2026, which is at least 15 days prior to the date of the hearings.

Signed: Jenna Gorney
Print Name: Jenna Gorney
Owner/Authorized Agent (circle one)

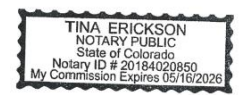
State of Colorado
County of El Paso:

Sworn and subscribed to before me, a Notary Public, by Jenna Gorney, this 20 day of April, 2026, who is either personally known to me or who has produced Utah Drivers License as identification.

My Commission Expires: 05/16/2026

Notary Public for the State of Colorado

Print Name: Tina Erickson
Tina Erickson



SURROUNDING ZONING AND LAND USE

- **Subject Property:** Beacon Lite Water Tank Site
- **North** – Commercial C1 (El Paso County)
- **East** – Commercial C1 (El Paso County)
- **South** – Residential and Commercial RR5, C1 (El Paso County)
- **West** – Residential RR5 (El Paso County)



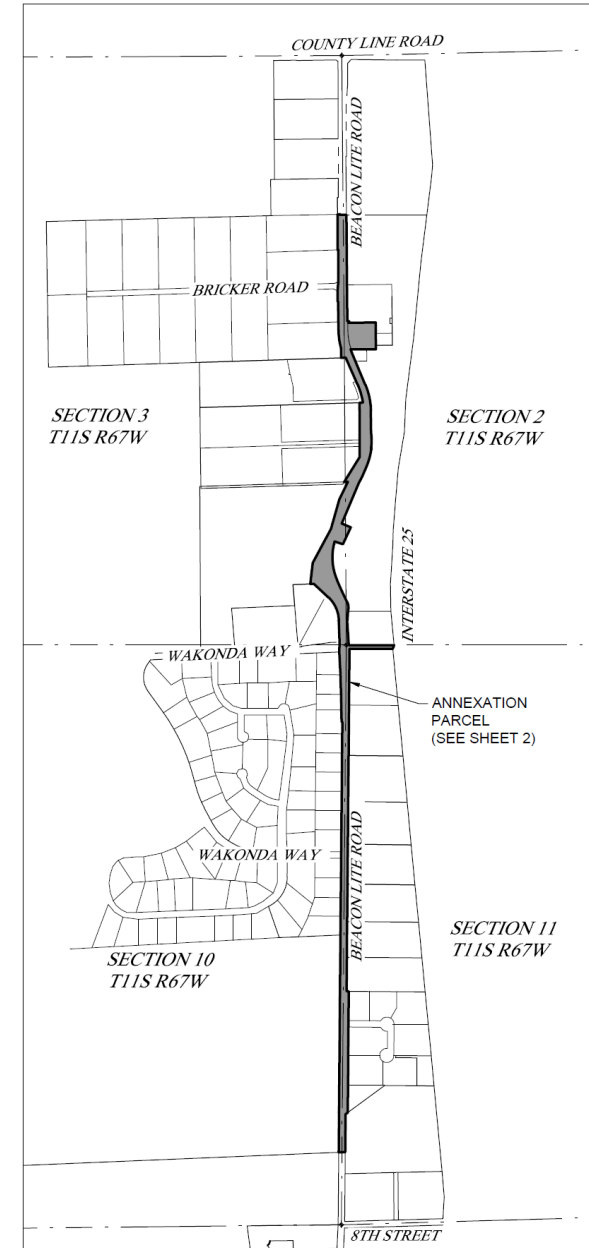
ANNEXATION AND ZONING CONTEXT

Annexation

- **Resolution No. 02-2026:** Authorizing Petition for Annexation
- **Resolution No. 08-2026** – Initiating Annexation Proceedings
- **Resolution No. 17-2026** – Findings of fact and Conclusions
- **Ordinance No. 04-2026** – Annexation Ordinance

Rezone (current step)

- **Resolution No. 14-2026** – Ordinance Approving the Zoning



ANNEXATION AND ZONING CONTEXT

- **§18.03.255 - Public (P) zone district**
 - *intended to provide for property devoted to public and quasi-public buildings and facilities specifically designed to accommodate government owned and operated facilities that serve a public purpose, including utilities, infrastructure, and essential services.*
- **§18.07 - Essential Services**
 - *a municipal water tank use is defined as an Essential Service*
- **§18.03.380 - District Uses**
 - *Essential Service is a permitted (P) use in the Public zone district*



ANALYSIS AND FINDINGS – Rezoning Criteria §18.03.140 D.

1. *The compatibility of the rezoning proposal with the surrounding zone districts and land uses in the vicinity of the site of the rezoning, including the characteristics of the existing neighborhood, the applicable area and bulk requirements, and the suitability of the site for development in terms of on-site characteristics.*
2. *The impacts of the rezoning upon expected traffic generation and road safety availability of on-site and off-site parking and the availability of adequate utility services and street access on the site.*
3. *That the land proposed for rezoning, or adjacent land, has changed or is changing to a degree such that it is in the public interest and consistent with the intent, purpose and provisions of this chapter to encourage different densities or uses within the land in question.*
4. *That the proposed rezoning is needed to provide land for a demonstrated community need or service and such rezoning will be consistent with the goals, objectives and policies contained within the Comprehensive Plan.*
5. *That the existing zoning classification currently recorded on the Official Zoning Map is in error.*
6. *That the proposed rezoning is in conformance, or will bring the property into conformance, with the Comprehensive Plan goals, objectives and policies, and other related policies or plans for the area.*
7. *That adequate infrastructure/facilities are available to serve the type of uses allowed by the change of zoning, or that the applicant will upgrade and provide such where non-existent or under capacity.*
8. *The impacts of the rezoning upon expected traffic generation and road safety, availability of onsite and off-site parking and the availability of adequate utility services and street access to the site.*



ANALYSIS AND FINDINGS – Rezoning Criteria §18.03.140 D.

1. *The compatibility of the rezoning proposal with the surrounding zone districts and land uses in the vicinity of the site of the rezoning, including the characteristics of the existing neighborhood, the applicable area and bulk requirements, and the suitability of the site for development in terms of on-site characteristics.*

a. The water tank use is an existing long-standing use on the subject lot. As no changes are proposed to the site, the use is considered compatible with the surrounding neighborhood and area and remains suitable for the property.



Legend

Town Border (APR 2026)

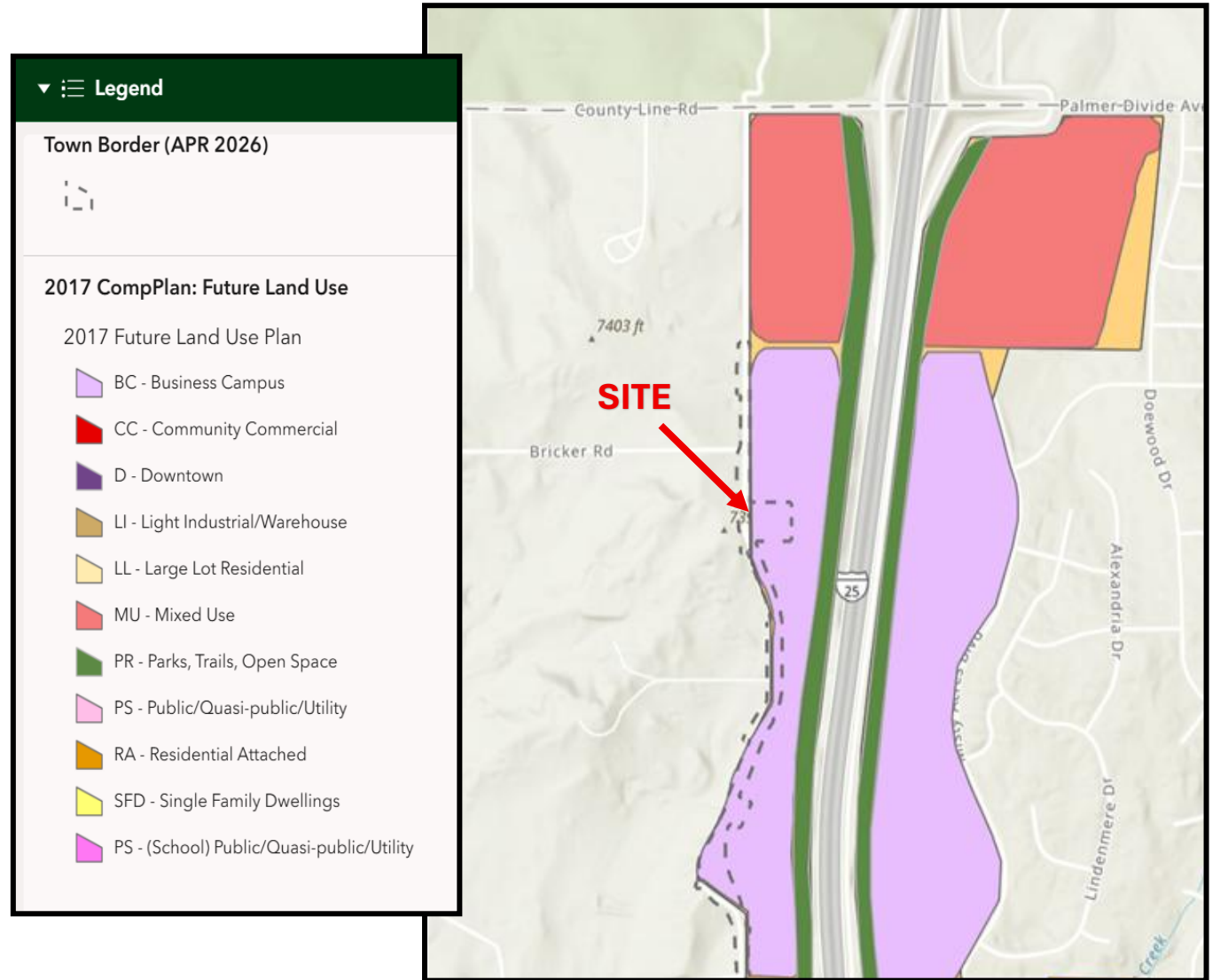
Official Zoning Map (MAR 2026)

- LLR: Large Lot Residential
- SFD-1: Single-Family Detached Low Density
- SFD-2: Single-Family Detached Medium Density
- RA: Residential Attached
- MHP: Mobile Home Park
- CC: Commercial Center
- DB: Downtown Business
- LI: Light Industrial
- P: Public
- RP-PRD-2: Planned Residential District–Estate
- RP-PRD-4: Planned Residential District–Single-family
- RP-PRD-6: Planned Residential District–Single-family
- RP-PRD-10: Planned Residential District–Multiple Family
- RP-PMD: Planned Multi-Use Development District
- RP-PCD: Planned Commercial Development District



ANALYSIS AND FINDINGS – Rezoning Criteria §18.03.14o D.

4. That the proposed rezoning is needed to provide land for a demonstrated community need or service and such rezoning will be consistent with the goals, objectives and policies contained within the Comprehensive Plan.



FINDING OF FACTS & STAFF RECOMMENDATION

1. The existing use of the property as a municipal water tank is defined as an Essential Service per the Monument Municipal Land Development Code section 18.07
2. The proposed zone district of Public permits the Essential Service use by right.
3. Neither the use of the subject lot nor the intensity, are intended to change as a part of this rezone action.
4. The request has met the applicable criteria identified in Section 18.03.140 D of the Land Development Code.

Therefore, Staff recommends approval of the request.



PLANNING COMMISSION RECOMMENDATION

A Public Hearing was held on May 13, 2026, at a regular scheduled Planning Commission Meeting.

Commissioners voted 6 to 0 to recommend approval of the zoning of the Beacon Lite Water Tank Site to Public (P)



SUGGESTED MOTION/ACTION

Recommended Action)

A motion to approve of the Town Initiated request to zone the property commonly known as the Beacon Lite Water Tank Site to the Public (P) zoning district supported by the referenced documents and the Finding of Facts listed in the staff report.



Maps: 2017 Future Land Use, Location and Zoning

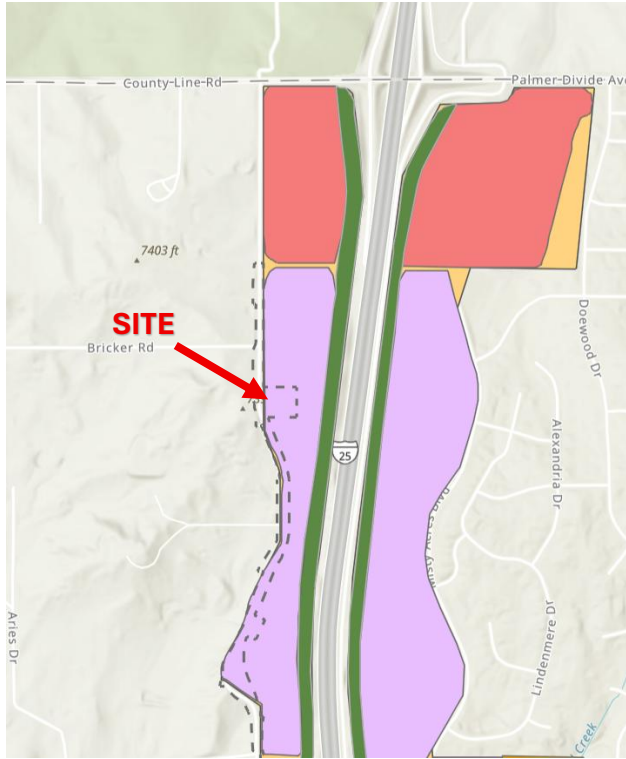


Figure 1- 2017 Future Land Use Map

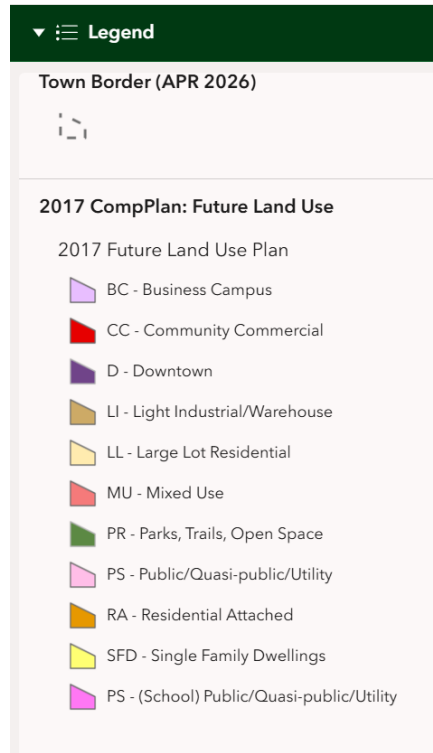
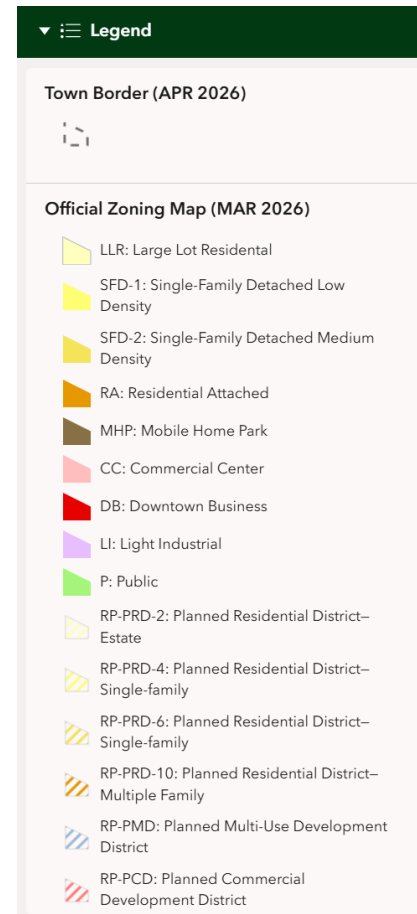


Figure 2- Zoning Map





STAFF REPORT

TO: Planning Commission
FROM: Jenna Gorney, Senior Planner
DATE: May 13, 2026
SUBJECT: Rezone of the Beacon Lite Road Water Tank Site [Public Hearing]

Applicant's Information.

The Town of Monument
645 Beacon Lite Road
Monument Colorado 80132

Property Location.

East side of Beacon Lite Road

LOT 1,
TOWN OF MONUMENT BEACON LITE WATER TANK
SUBDIVISION EXEMPTION, ACCORDING TO THE
PLAT THEREOF, RECORDED DECEMBER 19, 2025
UNDER RECEPTION NO. 215715633 COUNTY OF EL
PASO, STATE OF COLORADO.

Property Size.

Roughly 1.5 Acres

Zoning Designation.

El Paso County C-1

Surrounding Property Information.

County Zoned Properties, RR-5 and C-1 designations

Requested Action(s).

1. A request to zone the roughly 1.5 acre property commonly known as the Beacon Lite Water Tank Site, to the Public (P) zone district.

Executive Summary. On December 23, 2025 the Town completed the annexation of the subject lot commonly known as the Beacon Lite Water Tank site and defined by the legal description attached. Following the successful annexation, the Town seeks to zone the subject property to Public as appropriate for its existing use.

Public Notice. Pursuant to [Chapter 18 - Land Development Code, Section 18.01.260.D and Table 1.2](#), which requires a public notice at least fifteen (15) days prior to any public hearing for a land use change, be mailed to property owners with 500 feet and posted on the property. The Town has completed the notice requirements.

Staff Report – Beacon Lite Water Tank Rezone page 2

May 13, 2026

History/Background. The Beacon Lite Road Water Tank Site has long served a critical role in supporting the Town of Monument’s public water infrastructure, providing essential storage and pressure regulation for the municipal water system. Recognizing the long-term importance of this facility, the Town undertook a comprehensive and strategic effort to secure ownership, access, and control of the site through a series of coordinated land acquisitions and easements. This process was intentionally structured to ensure the Town’s ability to operate, maintain, and improve the facility in a manner consistent with public health, safety, and service reliability goals.

With the completion of these acquisitions and the annexation of the property into the Town limits, the Beacon Lite Road Water Tank Site transitioned from a county-regulated parcel to a municipal asset subject to the Town of Monument’s land use authority. Annexation was completed on March 16, 2026 via Ordinance 04-2026. Because annexed properties are not automatically assigned a zoning designation, a zoning action is required to formally establish the zone district for the property and its allowable uses under the Land Development Code.

Pursuant to Colorado Revised Statutes § 31-12-115(2), the Town is required to apply zoning to newly annexed property within ninety (90) days of the effective date of annexation. Ordinance No. 04-2026, which approved the annexation of the subject lot and a portion of Beacon Lite Road, became effective on March 26, 2026, ten (10) days following its final publication. Provided that zoning for the subject property is established by June 24, 2026, the Town will be in compliance with State statutory requirements.

The proposed rezoning to the Public zoning district is intended to align the property’s zoning with both its existing and planned use as a municipal water facility and the Town’s adopted Land Use Designations.

Municipal Land Development code section 18.03.255 describes the Public (P) zone district as intending to provide for property devoted to public and quasi-public buildings and facilities specifically designed to accommodate government-owned and operated facilities that serve a public purpose, including utilities, infrastructure, and essential services.

Per LDC Section 18.07, a municipal water tank is defined as an Essential Service and per Section 18.03.380, District Uses, the Essential Services use is a permitted use in the Public zone district.

Zoning the property Public ensures long-term compatibility with the surrounding regulatory framework, protects the site from incompatible development pressures, and provides a clear and consistent land use classification that supports the continued operation and future improvements of this critical water infrastructure.

Additional Project Details. While a contract is in place with El Paso County for completion of improvements to Beacon Lite Road, no on-site work is proposed for the subject lot as part of this effort. The existing water tank will remain in place and continue to operate as it does today.

ANALYSIS AND FINDINGS

18.03.140.D – Rezoning evaluation criteria for consideration

Staff Report – Beacon Lite Water Tank Rezone page 3
May 13, 2026

The Planning Commission and Town Council may consider the following evaluation criteria in considering rezoning applications:

1. *The compatibility of the rezoning proposal with the surrounding zone districts and land uses in the vicinity of the site of the rezoning, including the characteristics of the existing neighborhood, the applicable area and bulk requirements, and the suitability of the site for development in terms of on-site characteristics.*
 - a. The water tank use is an existing long-standing use on the subject lot. As no changes are proposed to the site, the use is considered compatible with the surrounding neighborhood and area and remains suitable for the property.
2. *The impacts of the rezoning upon expected traffic generation and road safety availability of on-site and off-site parking and the availability of adequate utility services and street access on the site.*
 - a. Traffic to and from the site is expected to remain minimal, as the intensity and use of the property are not proposed to change as part of the rezoning action.
3. *That the land proposed for rezoning, or adjacent land, has changed or is changing to a degree such that it is in the public interest and consistent with the intent, purpose and provisions of this chapter to encourage different densities or uses within the land in question.*
 - a. The density, intensity and use are not changing.
4. *That the proposed rezoning is needed to provide land for a demonstrated community need or service and such rezoning will be consistent with the goals, objectives and policies contained within the Comprehensive Plan.*
 - a. While the proposed Public (P) Zone District does not strictly align with the 2017 Future Land Use Map designation of Business Campus (BC), the request is consistent with the broader goals and policies of the 2017 Comprehensive Plan. The Future Land Use Map is intended to serve as a general planning guide and anticipates flexibility for municipal and public service facilities. The proposed zoning designation of Public for the municipal water tank property following annexation is consistent with the goals and policy framework of the Town of Monument 2017 Comprehensive Plan in the following ways:

First, the Plan identifies water and sewer infrastructure as a key element of community planning, recognizing that reliable utility systems are essential to supporting current residents and accommodating future growth. Maintaining the existing water tank use under a Public zoning designation supports this objective by ensuring that critical municipal infrastructure remains protected and appropriately zoned for long-term utility service.

Second, the Comprehensive Plan emphasizes compatible land use patterns and orderly development within the Town. Because the property currently functions as a municipal water facility and no changes to the use or intensity of the site are proposed, designating the property as Public zoning accurately reflects the existing

use of the site and ensures that zoning aligns with the property’s operational purpose.

Finally, the Comprehensive Plan promotes the efficient delivery of municipal services and infrastructure necessary to serve the community. Retaining the water tank as a public utility use helps maintain the Town’s water system infrastructure and supports the Plan’s broader objective of providing reliable public services to residents and businesses

5. *That the existing zoning classification currently recorded on the Official Zoning Map is in error.*
 - a. The existing zoning classification is not in error. The property was not subject to the Town of Monument’s land use jurisdiction until the approval and effective date of its annexation.
6. *That the proposed rezoning is in conformance, or will bring the property into conformance, with the Comprehensive Plan goals, objectives and policies, and other related policies or plans for the area.*
 - a. See above response in section 4.a.
7. *That adequate infrastructure/facilities are available to serve the type of uses allowed by the change of zoning, or that the applicant will upgrade and provide such where non-existent or under capacity.*
 - a. No current change to the existing use is planned with the rezoning action.
8. *The impacts of the rezoning upon expected traffic generation and road safety, availability of onsite and off-site parking and the availability of adequate utility services and street access to the site.*
 - a. See above response in section 2.a.

Findings of Fact and Staff Recommendation

After reviewing the request for rezoning, the following finding of fact has been made:

- The request has met the applicable criteria identified in Section 18.03.140 D of the Land Development Code. Therefore, Staff recommends approval of the request.

Recommended Action.

A motion to recommend Approval of the Town Initiated request to zone the property commonly known as the Beacon Lite Water Tank Site Public (P) zoning district as supported by the referenced documents and the Finding of Facts listed in the staff report.

Attachments.

- Attachment 1 – Location Map and Future Land Use Map. [[link](#)]
- Attachment 2 – Public Hearing Notice. [[link](#)]
- Attachment 3 – Legal Description [[link](#)]
- Attachment 5 – Resolution No. 02-2026 [[link](#)]
- Attachment 6 – Resolution No. 08-2026. [[link](#)]

Staff Report – Beacon Lite Water Tank Rezone page 5
May 13, 2026

- Attachment 7 – Resolution No. 17-2026 [[link](#)]
- Attachment 8 – Ordinance No. 04-2026 [[link](#)]



**TOWN OF MONUMENT PLANNING COMMISSION - DRAFT
REGULAR MEETING**

Wednesday May 13th, 2026

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 Valerie Baumer Commissioner Donna Hatch Commissioner John Parr Commissioner Martin Trujillo	Rey Medina, Planner Jenna Gorney, Senior Planner
ATTENDED REMOTELY:	
ABSENT:	

2. Approval of Minutes/Agenda Modification

- a. Move to approve the minutes of April 8th, 2026, Planning Commission Meeting.
Commissioner Egley motioned to approve the minutes; Commissioner Trujillo seconded; passed 6-0.

3. New Business

- a. Initial Report – Regulation of Data Centers in the Town of Monument, *Jenna Gorney, Senior Planner.*
 - i. Commissioner Parr – Prior experience working construction and having worked on a data center in the past, shares that they require an extreme increase in power to operate.
 - ii. Commissioner Trujillo – Explains his view of infrastructure for a data center not being in place. Staff provides more information about the details of a moratorium on receiving data center applications. Trujillo explains a concern for service providers providing will serve letters without public input. Staff explains that we are in agreement with this concern and the goal is to put guard rails in place before reaching the point of receiving applications for data centers.
 - iii. Commissioner Hatch – What is the timeline for taking actions to move forward? Staff explains that they have not received full input or completed their research into data centers. With direction from the Planning Commission and Town Council, Staff can move quickly to write code or spend more time researching data centers with very careful planning.
 - iv. Staff and commissioner Trujillo discuss the quarterly priorities of the Planning Department and where data centers measure in that priority list.
 - v. Commissioner Baumer – Expresses favor for further research and shares her research on data centers. Draws a comparison on water usage for a large data center in a community like Monument, sharing that granting a data center to this community could deplete our groundwater supply quickly. The return on investment to the community doesn't appear to be adequate.

- vi. Chair Egley – looks for clarity on what staff is looking for in this initial conversation. Staff confirms that they are looking for directions on research vs action.
- vii. Commissioner Petersen – is curious about why communities in the Denver metro area are considering moratoriums on data centers.
- viii. Commissioner Parr – explains that after the initial water is taken into the facility there is no further drain on the water system.
- ix. Chair Egley – concerned over the county approving a data center just outside of Town limits, but the one prevention measure being that the county does not provide a will serve on electrical service.

4. Hearing/Meeting Items

- a. Public Hearing was open and closed with members of the public present.
- b. Staff Presentation: Rezone of the Beacon Lite Road Water Tank Site, *Jenna Gorney, Senior Planner*.
- c. Public Comments: N/A
- d. Commissioner Comments:
 - i. Commissioner Hatch – Requests clarity on the road portion of the annexation making the road part of our public right of way. Further details of road maintenance and responsibilities are discussed.
 - ii. Commissioner Trujillo – concerned over this rezoning being a catalyst for future development of the existing property or adjacent properties. Staff explains that this rezone is intended to meet state requirements of zoning the annexed property and providing a zoning category aligned with the existing use as a public infrastructure for water services.
- e. Commissioner Hatch made a motion:
 - i. Motion: “I make a motion to recommend approval the rezoning of the Beacon Lite Road Water Tank Site to the Public zoning district.”
- f. Commissioner Petersen seconded the motion; motion passed (6-0).

- 5. **Adjournment:** Commissioner Trujillo, seconded by Chair Egley moved to adjourn the meeting/hearing of the Planning Commission at 6:55 pm.

Next Planning Commission Meeting: June 10th, 2026.

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.

**TOWN OF MONUMENT
ORDINANCE NO. 14-2026**

**AN ORDINANCE GRANTING APPROVAL OF THE ZONING OF THE BEACON LITE
WATER TANK SITE TO PUBLIC (P)**

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 has the authority under Article XX of the Colorado Constitution and Titles 29 and 31, Colorado Revised Statutes, to annex territory into the municipal boundaries and to regulate the use of land through zoning and related land use controls; and

WHEREAS, the Beacon Lite Water Tank Site was annexed into the incorporated boundaries of the Town pursuant to a duly adopted annexation ordinance and is now subject to the Town’s land use jurisdiction; and

WHEREAS, following annexation, the Town is authorized and required to establish initial zoning classifications for annexed properties in order to ensure the orderly development of land and the implementation of adopted municipal plans and policies; and

WHEREAS, the Town’s Land Development Code provides that annexed land shall be assigned a zoning district consistent with the Town’s Comprehensive Plan, the character of the surrounding area, and the public health, safety, and general welfare; and

WHEREAS, the Beacon Lite Water Tank Site is improved with critical public utility infrastructure that serves existing and future residents of the Town, including water storage and distribution facilities essential to public health and safety; and

WHEREAS, the continued operation, maintenance, and protection of municipal water infrastructure requires zoning regulations that recognize the unique operational and safety considerations associated with such facilities; and

WHEREAS, the proposed Public (P) zoning classification for the Beacon Lite Water Tank Site is intended to allow for the continued use of the property for public utility purposes while minimizing land use conflicts with adjacent properties; and

WHEREAS, the proposed zoning designation is compatible with adjacent zoning districts and surrounding land uses, and is consistent with the goals and policies of the Town’s Comprehensive Plan related to infrastructure, public services, and coordinated growth; and

WHEREAS, the Monument Planning Commission conducted a public hearing on this application on May 13, 2026, and made a recommendation of APPROVAL by a vote of 6 to 0, based upon the Finding of Fact attached hereto as Exhibit B; and

WHEREAS, the Town Council has reviewed the Planning Commission's recommendation, the applicable planning documents, and the public record, and has determined that adoption of Public (P) zoning for the Beacon Lite Water Tank Site is in the best interests of the Town and promotes public health, safety, and welfare.

WHEREAS, this Ordinance was introduced by title and voted upon at the regular meeting of the Town Council on June 1, 2026.

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. Zoning of the Property. The real property commonly known as the Beacon Lite Water Tank Site, and more particularly described in Exhibit A attached hereto and incorporated herein by reference, is hereby assigned the zoning classification of Public (P), pursuant to the provisions of the Town Land Development Code.

Section 3. Zoning Map Amendment. The Official Zoning Map of the Town is hereby amended to reflect the zoning designation established by this Ordinance.

Section 4. Purpose and Effect. The zoning designation established by this Ordinance is intended to allow the continued use, operation, and maintenance of public water utility infrastructure and to ensure compatibility with surrounding land uses, consistent with the Town's Comprehensive Plan and the protection of the public health, safety, and welfare.

Section 5. Authority. This Ordinance is adopted pursuant to the Town's home rule authority, the Town Code, and applicable provisions of Colorado law governing municipal zoning and annexation.

Section 6. 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 7. Effective Date. This Ordinance shall become effective and be in full force and effect ten (10) days after final publication.

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

INTRODUCED, PASSED, and ADOPTED/REJECTED, by the Town Council of the Town of Monument, Colorado this 1st day of June 2026 by a vote of for and against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

Attest:

Tina Erickson, Town Clerk

EXHIBIT A

LEGAL DESCRIPTION

Beacon Lite Road Water Tank Site

THAT TRACT IN W2 OF SEC 2-11-67 AS FOLS, COM AT NW COR OF SD SEC, TH SLY ON W LN THEREOF 2447.2 FT M/L TO WLY EXT OF WLY PART OF SLY LN OF TRACT CONV BY BK 2313-409, ELY ON SD EXT 30.0 FT FOR POB, TH CONT ELY ON SD SLY LN 175.0 FT, SLY PARA WITH W SEC LN 243.7 FT, WLY PARA TO FIRST COURSE 175.0 FT, TH NLY 243.7 FT TO POB EX ANY PART LY WITHIN CO RD

EXHIBIT B
FINDINGS OF FACT

1. The existing use of the property as a municipal water tank is defined as an Essential Service per the Monument Municipal Land Development Code section 18.07
2. The proposed zone district of Public (P) permits the Essential Service use by right.
3. Neither the use of the subject lot nor the intensity, are intended to change as a part of this rezone action.
4. The request has met the applicable criteria identified in Section 18.03.140 D of the Land Development Code.

2026 Restated Budget

2026 Restated Budget
June 01, 2026



GENERAL FUND

GENERAL FUND						
Budget Summary Report						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
01. GENERAL FUND						
Taxes	7,856,094.21	8,396,021.46	10,802,318.67	10,760,000.00	164,000.00	10,924,000.00
Intergovernmental	230,384.17	232,584.30	691,324.00	293,500.00	262,270.00	555,770.00
Licenses & Permits	125,981.25	109,929.63	132,680.00	246,400.00	-	246,400.00
User Charges/Fees	886,660.92	847,454.77	1,199,657.92	1,552,400.00	734,000.00	2,286,400.00
Investment Earnings	471,792.07	1,319,572.36	1,193,498.00	500,000.00	400,000.00	900,000.00
Other Revenue	9,786.45	36,409.87	33,010.00	500.00	8,000.00	8,500.00
Transfers In	840,989.96	655,949.05	1,472,858.00	1,052,854.00	-	1,052,854.00
Other	-	50,000.00	1,977,378.00	-	-	-
Total 01. GENERAL FUND	10,421,689.03	11,647,921.44	17,502,724.59	14,405,654.00	1,568,270.00	15,973,924.00
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
01. GENERAL FUND						
Salaries & Wages	2,636,159.53	3,178,881.74	5,372,668.00	5,496,898.00	(16,071.60)	5,480,826.40
Benefits	916,230.88	1,131,525.02	1,982,075.00	2,326,328.00	(4,461.57)	2,321,866.43
Purchased Services	1,218,122.53	1,140,404.58	1,664,353.00	2,663,528.69	67,522.00	2,731,050.69
Repairs & Maintenance	511,916.46	611,282.60	132,781.00	245,000.00	112,566.00	357,566.00
Supplies/Other	193,799.77	255,521.78	203,926.00	231,938.00	45,306.00	277,244.00
Utilities	188,723.49	257,017.65	207,934.00	190,902.00	-	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	1,540,791.00	164,000.00	250,000.00	414,000.00
Debt Services	34,812.32	17,315.30	47,850.00	54,066.00	-	54,066.00
Transfers Out	2,751,022.00	2,742,600.00	-	-	-	-
Expense Other	355,803.96	446,964.56	3,040,038.00	3,200,000.00	-	3,200,000.00
Code Enforcement	-	-	-	71,000.00	(71,000.00)	-
Total 01. GENERAL FUND	9,226,964.93	11,145,633.77	14,254,416.00	14,705,660.69	383,860.83	15,089,521.52
Change in Fund Balance	1,194,724.10	502,287.67	3,248,308.59	(300,006.69)	1,184,409.17	884,402.48
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 6,646,831.00	\$ 7,841,555.10	\$ 6,308,663.77	\$ 6,491,767.95	\$ 3,065,204.41	\$ 9,556,972.36
Change in Fund Balance	\$ 1,194,724.10	\$ 502,287.67	\$ 3,248,308.59	\$ (300,006.69)		\$ 884,402.48
Ending Fund Balance	\$ 7,841,555.10	\$ 8,343,842.77	\$ 9,556,972.36	\$ 6,191,761.26		\$ 10,441,374.84
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		\$ 500,000.00
Unreserved Fund Balance	\$ 5,540,256.10	\$ 5,983,663.77	\$ 8,731,972.36	\$ 5,366,761.26		\$ 9,616,374.84
	60.04%	53.69%	61.26%	36.49%		63.73%



GENERAL FUND REVENUE BY DEPARTMENT

TOWN OF MONUMENT GENERAL FUND REVENUE	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
30. STREETS	41,758.05	86,525.21	505,955.00	26,500.00	-	26,500.00
34. PARKS	20,149.50	21,668.59	19,270.00	18,000.00	-	18,000.00
40. TOWN COUNCIL	-	1,500.00	-	500.00	-	-
45. ADMINISTRATIVE	10,017,379.59	11,289,328.26	16,205,262.67	13,226,254.00	572,000.00	13,798,754.00
46. COURT	50,590.89	73,584.00	87,310.00	75,000.00	-	75,000.00
49. PLANNING DEPT	291,811.00	175,315.38	426,327.92	841,400.00	250,000.00	1,091,400.00
51. LAW ENFORCEMENT	-	-	258,599.00	218,000.00	746,270.00	964,270.00
Total Revenue	\$ 10,421,689.03	\$ 11,647,921.44	\$ 17,502,724.59	\$ 14,405,654.00	\$ 1,568,270.00	\$ 15,973,924.00

GENERAL FUND REVENUE BUDGET CHANGES

GL Account	Acct Description	Amount	Note
01-45-40060	Interest Income	\$ 400,000.00	Increase due to Piper Sandler interest
01-45-40120	Salea Tax - General Fund	\$ 164,000.00	2% increase
01-45-47000	Misc Revenue	\$ 8,000.00	Unclaimed Property
01-49-40134	Grant Revenue	\$ 250,000.00	Dola Grant: Master Transportation Plan
01-51-40625	LE Impact Fees	\$ 734,000.00	Police Impact Fees estimate
01-51-48000	Grant Revenue	\$ 12,270.00	DOJ Asset Forfeiture
TOTAL		\$ 1,568,270.00	



GENERAL FUND EXPENDITURES BY DEPARTMENT

TOWN OF MONUMENT GENERAL FUND EXPENSES						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
30. STREETS	1,150,413.66	1,108,047.77	834,544.00	719,904.00	1,000.00	720,904.00
32. FACILITIES	383,018.52	590,549.38	1,410,018.00	507,639.00	50,000.00	557,639.00
33. FLEET	255,635.74	325,719.75	316,898.00	398,212.00	-	398,212.00
34. PARKS	1,122,166.07	1,404,467.92	856,100.00	570,678.00	(1,000.00)	569,678.00
40. TOWN COUNCIL	121,269.98	110,243.33	120,076.00	138,500.00	-	138,500.00
41. CLERK	152,812.31	300,826.51	337,161.00	287,415.00	96.00	287,511.00
42. FINANCE	659,990.25	646,494.19	731,772.00	982,336.00	(84,695.95)	897,640.05
43. HUMAN RESOURCES	134,851.70	223,960.42	299,073.00	247,446.62	-	247,446.62
44. INFORMATION TECHNOLOGY	350,155.28	335,476.97	330,296.00	373,955.00	9,640.00	383,595.00
45. ADMINISTRATIVE	4,259,926.38	5,404,727.87	4,116,798.00	4,141,345.00	52,902.00	4,194,247.00
46. COURT	126,607.31	136,785.67	133,222.00	142,441.00	-	142,441.00
49. PLANNING DEPT	510,117.73	558,333.99	1,303,052.00	1,812,241.00	282,848.00	2,095,089.00
51. LAW ENFORCEMENT	-	-	3,465,406.00	4,383,548.07	73,070.77	4,456,618.84
Total Expenses	\$ 9,226,964.93	\$ 11,145,633.77	\$ 14,254,416.00	\$ 14,705,660.69	\$ 383,860.83	\$ 15,089,521.52



GENERAL FUND EXPENDITURES BUDGET CHANGES

GL Account	Acct Description	Amount	Note
01-30-65950	Capital-Vehicles/Equipment	\$ 1,000.00	Addt for crack seal machine - moved from Parks
01-32-65440	Repairs & Maint - Other	\$ 50,000.00	ADA improvements
01-34-65950	Capital-Vehicles/Equipment	\$ (1,000.00)	Addt for crack seal machine - moved to Streets
01-41-60301	Technical Services	\$ 96.00	Adobe license cost increase
01-42-60000	Salaries	\$ (68,685.60)	Reduction in staff & summer intern
01-42-60071	SUTA	\$ (206.06)	Reduction in staff & summer intern
01-42-60092	Employers 401a/457b	\$ (10,549.84)	Reduction in staff & summer intern
01-42-60093	Employers FICA	\$ (4,258.51)	Reduction in staff & summer intern
01-42-60094	Employers Medicare	\$ (995.94)	Reduction in staff & summer intern
01-44-60280	Communication Services	\$ 7,140.00	3 CradlePoint Devices/antennas
01-44-65710	Professional Services	\$ 2,500.00	Council Chamber HDMI/connectivity improvements
01-45-60260	Due and Subscriptions	\$ 45,306.00	Project Cobalt
01-45-60301	Technical Services	\$ (300,000.00)	Move legal to 60305
01-45-60301	Technical Services	\$ 96.00	Adobe license cost increase
01-45-60305	Legal Services	\$ 300,000.00	Move from 60301
01-45-65710	Professional Services	\$ 7,500.00	WF bank analysis fees \$500*12 + \$1500 ACH Fraud Monitoring
01-49-60000	Salaries	\$ 44,000.00	Senior Planner + 1/2 year Code Enforcement
01-49-60071	SUTA	\$ 132.00	Senior Planner + 1/2 year Code Enforcement
01-49-60092	Employers 401a/457b	\$ 6,160.00	Senior Planner + 1/2 year Code Enforcement
01-49-60093	Employers FICA	\$ 2,728.00	Senior Planner + 1/2 year Code Enforcement
01-49-60094	Employers Medicare	\$ 638.00	Senior Planner + 1/2 year Code Enforcement
01-49-60301	Technical Services	\$ 190.00	Adobe license cost increase
01-49-60301	Technical Services	\$ 50,000.00	Town match of \$50K for new Permitting software
01-49-65780	Code Enforcement	\$ (71,000.00)	Remove contact consultant (hiring permanent position)
01-49-66303	Planning Dola Grant match	\$ 250,000.00	Dola Grant: Master Transportation Plan match
01-51-60000	Salaries	\$ 8,614.00	New PSA & LT
01-51-60071	SUTA	\$ 25.84	New PSA & LT
01-51-60092	Employers 401a/457b	\$ 1,205.96	New PSA & LT
01-51-60093	Employers FICA	\$ 534.07	New PSA & LT
01-51-60094	Employers Medicare	\$ 124.90	New PSA & LT
01-51-65440	Repair& Maint-Other	\$ 62,566.00	PD Fence (\$12,270 DOJ Equitable Sharing restricted funds)
TOTAL		\$ 383,860.82	



CAPITAL PROJECT FUND

CAPITAL PROJECT FUND Budget Summary Report						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
03. CAPITAL PROJECTS FUND						
Taxes	1,480,993.68	1,052,754.46	778,775.07	1,000,000.00		1,000,000.00
Intergovernmental	674,693.81	432,429.06	634,771.07	425,000.00	5,229,431.93	5,654,431.93
Investment Earnings	5,438.66	272,175.04	4,989.26	2,000.00		2,000.00
Total Revenue	2,161,126.15	1,757,358.56	1,418,535.40	1,427,000.00	5,229,431.93	6,656,431.93
	2023 Actuals	2024 Actuals	2025 Final Budget	2026 Budget	2026 Amendments	2026 Amended Budget
03. CAPITAL PROJECTS FUND						
Purchased Services	-	-	-	-		-
Repairs & Maintenance	20,440.40	51,266.78	29,016.35	40,000.00		40,000.00
Capital Outlay	885,931.28	1,253,240.30	1,180,203.00	1,000,000.00		1,000,000.00
Total Expenditures	906,371.68	1,304,507.08	1,209,219.35	1,040,000.00	-	1,040,000.00
Change in Fund Balance	1,254,754.47	452,851.48	209,316.05	387,000.00		5,616,431.93
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 1,475,854.00	\$ 2,730,608.47	\$ 3,183,459.95	\$ 8,704,675.86	\$ (5,311,899.86)	\$ 3,392,776.00
Change in Fund Balance	\$ 1,254,754.47	\$ 452,851.48	\$ 209,316.05	\$ 387,000.00		\$ 5,616,431.93
Ending Fund Balance	\$ 2,730,608.47	\$ 3,183,459.95	\$ 3,392,776.00	\$ 9,091,675.86		\$ 9,009,207.93
Unreserved Fund Balance	\$ 2,730,608.47	\$ 3,183,459.95	\$ 3,392,776.00	\$ 9,091,675.86		\$ 9,009,207.93



CAPITAL PROJECTS FUND REVENUE BUDGET CHANGES

<u>GL Account</u>	<u>Acct Description</u>	<u>Amount</u>	<u>Note</u>
03-04-40430	Hwy User's Tax	\$ (4,315.00)	HUTF reduction due to Colorado Drives
03-04-40500	Grant Revenue	\$ 5,233,746.93	CDOT Reimbursable Revenue for JCP
TOTAL		\$ 5,229,431.93	

CAPITAL PROJECTS FUND EXPENDITURE BUDGET CHANGES

<u>GL Account</u>	<u>Acct Description</u>	<u>Amount</u>	<u>Note</u>
03-04-65399	Curb, Gutter, Concrete	\$ (50,000.00)	Move budget for JCP D&E
03-04-65401	JCP Widening-D&E	\$ 100,000.00	Created budget for JCP D&E
03-04-66002	Asphalt Repairs	\$ (50,000.00)	Move budget for JCP D&E
TOTAL		\$ -	



2F POLICE FUND

2F POLICE FUND						
Budget Summary Report						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
07. 2F POLICE FUND						
Taxes	1,963,052.65	2,000,495.51	1,867,047.25	1,880,000.00		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	1,867,047.25	1,880,000.00	-	1,880,000.00
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
07. 2F POLICE FUND						
Salaries & Wages	2,412,454.71	2,816,249.35	881,742.00	911,408.00		911,408.00
Benefits	912,340.35	1,089,460.77	287,762.00	334,661.00		334,661.00
Purchased Services	191,282.05	403,013.19	221,401.00	305,763.00		305,763.00
Repairs & Maintenance	75,856.68	52,132.32	71,160.00	60,000.00		60,000.00
Supplies/Other	300,434.11	253,715.13	263,209.00	409,174.00		409,174.00
Utilities	22,466.49	23,288.55	4,767.00	5,376.00		5,376.00
Capital Outlay	166,463.78	229,421.80	469,803.00	260,000.00		260,000.00
Debt Services	165,205.65	20,726.40	-	-		-
Transfers Out	-	-	400,000.00	-		-
Total Expenditures	4,246,503.82	4,888,007.51	2,599,844.00	2,286,382.00	-	2,286,382.00
Change in Fund Balance	479,382.73	238,711.58	(732,796.75)	(406,382.00)		(406,382.00)
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 583,647.00	\$ 1,063,029.73	\$ 1,301,741.31	\$ 723,439.97	\$ (154,495.41)	\$ 568,944.56
Change in Fund Balance	\$ 479,382.73	\$ 238,711.58	\$ (732,796.75)	\$ (406,382.00)		\$ (406,382.00)
Ending Fund Balance	\$ 1,063,029.73	\$ 1,301,741.31	\$ 568,944.56	\$ 317,057.97		\$ 162,562.56
Less Reserves/Designations:						
Asset Replacement	\$ -	\$ -	\$ 300,000.00	\$ 300,000.00		
Unreserved Fund Balance	\$ 1,063,029.73	\$ 1,301,741.31	\$ 268,944.56	\$ 17,057.97		\$ 162,562.56



2A WATER & INFRASTRUCTURE FUND

2A WATER ASD FUND Budget Summary Report						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
04. 2A WATER ASD FUND						
Taxes	2,478,381.97	2,611,166.37	2,826,710.70	2,750,000.00	55,000.00	2,805,000.00
Investment Earnings	209,034.74	216,343.66	185,474.00	100,000.00		100,000.00
Total Revenue	2,687,416.71	2,827,510.03	3,012,184.70	2,850,000.00	55,000.00	2,905,000.00
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
04. 2A WATER ASD FUND						
Purchased Services	274,002.79	102,699.14	353,509.00	1,025,000.00		1,025,000.00
Supplies/Other	-	7,949.28	9,995.00	8,750.00		8,750.00
Capital Outlay	21,758.43	27,725.48	346,780.00	7,550,000.00		7,550,000.00
Transfers Out	1,271,400.00	1,270,800.00	1,274,400.00	1,272,000.00		1,272,000.00
Total Expenditures	1,567,161.22	1,409,173.90	1,984,684.00	9,855,750.00	-	9,855,750.00
Change in Fund Balance	1,120,255.49	1,418,336.13	1,027,500.70	(7,005,750.00)	55,000.00	(6,950,750.00)
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 7,020,804.00	\$ 8,141,059.49	\$ 9,559,395.62	\$ 8,038,726.61	\$ 2,548,169.71	\$ 10,586,896.32
Change in Fund Balance	\$ 1,120,255.49	\$ 1,418,336.13	\$ 1,027,500.70	\$ (7,005,750.00)		\$ (6,950,750.00)
Ending Fund Balance	\$ 8,141,059.49	\$ 9,559,395.62	\$ 10,586,896.32	\$ 1,032,976.61		\$ 3,636,146.32
Unreserved Fund Balance	\$ 8,141,059.49	\$ 9,559,395.62	\$ 10,586,896.32	\$ 1,032,976.61		\$ 3,636,146.32



2A WATER & INFRASTRUCTURE FUND EXPENDITURE BUDGET CHANGES

GL Account	Acct Description	Amount	Note
04-04-40750	Sales Tax 2A Water ASD Fund	\$ 55,000.00	2% increase
TOTAL		\$ 55,000.00	



COMMUNITY DEVELOPMENT FUND

COMMUNITY DEVELOPMENT FUND						
Budget Summary Report						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
31. COMMUNITY DEVELOPMENT FUND						
Licenses & Permits	81,720.00	87,365.00	111,665.00	100,000.00		100,000.00
Investment Earnings	2,008.29	2,148.99	1,842.00	2,000.00		2,000.00
Other Revenue	19,500.00	12,300.00	15,411.00	10,000.00		10,000.00
Transfers In	63,000.00	42,600.00	-	-		-
Total Revenue	166,228.29	144,413.99	128,918.00	112,000.00	-	112,000.00
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
31. COMMUNITY DEVELOPMENT FUND						
Salaries & Wages	57,497.90	12,525.54	13,097.00	13,232.00		13,232.00
Benefits	18,224.29	4,395.46	4,043.00	3,100.00		3,100.00
Purchased Services	20,355.43	8,999.81	4,255.00	1,200.00		1,200.00
Repairs & Maintenance	1,000.00	1,165.78	5,476.00	-		-
Supplies/Other	2,699.34	970.89	750.00	2,550.00		2,550.00
Economic Development	36,657.44	57,105.32	53,057.00	72,625.00		72,625.00
Total Expenditures	136,434.40	85,162.80	80,678.00	92,707.00	-	92,707.00
Change in Fund Balance	29,793.89	59,251.19	48,240.00	19,293.00	-	19,293.00
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 90,891.00	\$ 120,684.89	\$ 180,938.00	\$ 94,509.13	\$ 134,668.87	\$ 229,178.00
Change in Fund Balance	\$ 29,793.89	\$ 59,251.19	\$ 48,240.00	\$ 19,293.00		\$ 19,293.00
Ending Fund Balance	\$ 120,684.89	\$ 180,938.00	\$ 229,178.00	\$ 113,802.13		\$ 248,471.00
Unreserved Fund Balance	\$ 120,684.89	\$ 180,938.00	\$ 229,178.00	\$ 113,802.13		\$ 248,471.00



TRAFFIC IMPACT FEE FUND

TRAFFIC IMPACT FEE FUND						
Budget Summary Report						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
32. TRAFFIC IMPACT FEE FUND						
User Charges/Fees	150,291.00	105,858.00	196,427.00	100,000.00		100,000.00
Investment Earnings	6,086.36	6,512.57	5,583.00	6,000.00		6,000.00
Total Revenue	156,377.36	112,370.57	202,010.00	106,000.00	-	106,000.00
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
32. TRAFFIC IMPACT FEE FUND						
Capital Outlay	23,260.28	19,235.68	10,820.00	100,000.00		100,000.00
Other	-	-	-	-		-
Total Expenditures	23,260.28	19,235.68	10,820.00	100,000.00	-	100,000.00
Change in Fund Balance	133,117.08	93,134.89	191,190.00	6,000.00	-	6,000.00
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 223,587.00	\$ 356,704.08	\$ 449,838.97	\$ 428,101.97	\$ 212,927.00	\$ 641,028.97
Change in Fund Balance	\$ 133,117.08	\$ 93,134.89	\$ 191,190.00	\$ 6,000.00		\$ 6,000.00
Ending Fund Balance	\$ 356,704.08	\$ 449,838.97	\$ 641,028.97	\$ 434,101.97		\$ 647,028.97
Unreserved Fund Balance	\$ 356,704.08	\$ 449,838.97	\$ 641,028.97	\$ 434,101.97		\$ 647,028.97



STORM DRAINAGE IMPACT FEE FUND

STORM DRAINAGE IMPACT FEE FUND						
Budget Summary Report						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
35. STORM DRAINAGE IMPACT FEE FUND						
User Charges/Fees	74,543.10	23,792.69	103,001.08	24,000.00		24,000.00
Investment Earnings	2,043.59	2,186.84	1,875.00	2,000.00		2,000.00
Transfers In	110,000.00	-	540,174.00	-		-
Total Revenue	186,586.69	25,979.53	645,050.08	26,000.00	-	26,000.00
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
35. STORM DRAINAGE IMPACT FEE FUND						
Purchased Services	-	-	6,157.00	6,552.00		6,552.00
Repairs & Maintenance	-	-	644.00	-		-
Supplies/Other	184,860.20	54,674.33	542,121.00	100,000.00	0	100,000.00
Total Expenditures	184,860.20	54,674.33	548,922.00	106,552.00	-	106,552.00
Change in Fund Balance	1,726.49	(28,694.80)	96,128.08	(80,552.00)	-	(80,552.00)
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 264,531.00	\$ 266,257.49	\$ 237,562.69	\$ 183,986.69	\$ 149,704.08	\$ 333,690.77
Change in Fund Balance	\$ 1,726.49	\$ (28,694.80)	\$ 96,128.08	\$ (80,552.00)		\$ (80,552.00)
Ending Fund Balance	\$ 266,257.49	\$ 237,562.69	\$ 333,690.77	\$ 103,434.69		\$ 253,138.77
Unreserved Fund Balance	\$ 266,257.49	\$ 237,562.69	\$ 333,690.77	\$ 103,434.69		\$ 253,138.77



STORM DRAINAGE IMPACT FEE FUND EXPENDITURE BUDGET CHANGES

GL Account	Acct Description	Amount	Note
35-35-66000	Stormwater Drainage Repairs	\$ (8,500.00)	Move to 60260 for Fountain Creek Watershed and CO Stormwater Council
35-35-60260	Dues and Subscriptions	\$ 8,500.00	For Fountain Creek Watershed and CO Stormwater Council
TOTAL		\$ -	



WATER ENTERPRISE FUND

WATER ENTERPRISE FUND						
Budget Summary Report						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
61. WATER FUND						
Taxes	468,666.13	411,020.41	-	-		-
User Charges/Fees	2,512,214.29	3,190,776.55	2,863,978.00	2,668,000.00		2,668,000.00
Investment Earnings	490,063.97	170,929.99	70,658.00	100,000.00		100,000.00
Other Revenue	3,202,275.05	1,565,329.39	138,501.00	515,000.00		515,000.00
Transfers In	1,271,400.00	1,270,800.00	1,274,400.00	1,272,000.00		1,272,000.00
Total Revenue	7,944,619.44	6,608,856.34	4,347,537.00	4,555,000.00	-	4,555,000.00
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
61. WATER FUND						
Salaries & Wages	689,910.92	675,043.64	707,968.00	596,414.00		596,414.00
Benefits	1,078,834.30	282,889.96	276,016.00	265,648.00		265,648.00
Purchased Services	562,384.02	578,419.25	479,877.00	528,232.69		528,232.69
Repairs & Maintenance	506,676.52	451,317.01	1,023,397.00	918,000.00	21,555	939,555.00
Supplies/Other	99,069.04	69,438.18	76,749.00	81,800.00		81,800.00
Utilities	216,176.10	269,711.90	277,589.00	324,218.00		324,218.00
Capital Outlay	934,405.72	1,502,841.47	331,603.00	1,890,000.00	(940,000)	950,000.00
Debt Services	591,756.00	556,154.11	1,336,201.00	1,272,000.00		1,272,000.00
Transfers Out	-	635,945.05	1,052,854.00	1,052,854.00		1,052,854.00
Total Expenses	4,679,212.62	5,021,760.57	5,562,254.00	6,929,166.69	(918,445.00)	6,010,721.69
Change in Fund Balance	3,265,406.82	1,587,095.77	(1,214,717.00)	(2,374,166.69)	918,445.00	(1,455,721.69)
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 20,380,512.00	\$ 23,645,918.82	\$ 25,233,014.59	\$ 20,731,162.49	\$ 3,287,135.10	\$ 24,018,297.59
Change in Fund Balance	\$ 3,265,406.82	\$ 1,587,095.77	\$ (1,214,717.00)	\$ (2,374,166.69)		\$ (1,455,721.69)
Ending Fund Balance	\$ 23,645,918.82	\$ 25,233,014.59	\$ 24,018,297.59	\$ 18,356,995.80		\$ 22,562,575.90
Less Reserves/Designations:						
TABOR Reserve	\$ -	\$ -	\$ -	\$ -		\$ -
Other Reserves	\$ 726,320.00	\$ 765,747.00	\$ 765,747.00	\$ 765,747.00		\$ 765,747.00
Restricted Reserve (Impact Fees)			\$ 10,000,000.00			\$ 10,000,000.00
Asset Replacement	\$ -	\$ -	\$ -	\$ -		\$ -
Unreserved Fund Balance	\$ 22,919,598.82	\$ 24,467,267.59	\$ 13,252,550.59	\$ 17,591,248.80		\$ 11,796,828.90



WATER ENTERPRISE FUND EXPENSE BUDGET CHANGES

<u>GL Account</u>	<u>Acct Description</u>	<u>Amount</u>	<u>Note</u>
61-15-65400	Repair & Maintenance-Well Site	\$ 21,555.00	PD Fence (protect well house)
61-15-66201	Capital-Vehicles/Equipment	\$ (150,000.00)	Adjust to CIP Project List
61-15-66206	Capital-Other	\$ (750,000.00)	Adjust to CIP Project List
61-15-66310	Booser Station Upgrade	\$ (40,000.00)	Adjust to CIP Project List
TOTAL		\$ (918,445.00)	



PARK FEE FUND

PARK FEE FUND Budget Summary Report						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
81. PARKS FEE FUND						
Intergovernmental	171,426.16	124,861.57	125,981.00	349,000.00		349,000.00
User Charges/Fees	101,522.44	34,450.26	4,799.00	5,000.00		5,000.00
Investment Earnings	-	-	-	-		-
Total 81. PARKS FEE FUND	272,948.60	159,311.83	130,780.00	354,000.00	-	354,000.00
Total Revenue	272,948.60	159,311.83	130,780.00	354,000.00	-	354,000.00
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
81. PARKS FEE FUND						
Purchased Services	12,367.50	11,449.90	-	-		-
Supplies/Other	-	-	-	-		-
Capital Outlay	240,954.27	19,132.25	205,560.00	549,000.00		549,000.00
Total 81. PARKS FEE FUND	253,321.77	30,582.15	205,560.00	549,000.00	-	549,000.00
Total Expenditures	253,321.77	30,582.15	205,560.00	549,000.00	-	549,000.00
Change in Fund Balance	19,626.83	128,729.68	(74,780.00)	(195,000.00)	-	(195,000.00)
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 215,567.00	\$ 235,193.83	\$ 363,923.51	\$ 320,523.51	\$ (31,380.00)	\$ 289,143.51
Change in Fund Balance	\$ 19,626.83	\$ 128,729.68	\$ (74,780.00)	\$ (195,000.00)		\$ (195,000.00)
Ending Fund Balance	\$ 235,193.83	\$ 363,923.51	\$ 289,143.51	\$ 125,523.51		\$ 94,143.51



CONSERVATION TRUST FUND

CONSERVATION TRUST FUND						
Budget Summary Report						
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
82. CONSERVATION TRUST FUND						
Intergovernmental	107,855.16	95,375.88	95,050.00	96,280.00		96,280.00
User Charges/Fees	1,798.53	1,000.53	-	-		-
Investment Earnings	1,590.75	1,702.10	1,459.00	1,500.00		1,500.00
Total Revenue	111,244.44	98,078.51	96,509.00	97,780.00	-	97,780.00
	2023 Actuals	2024 Actuals	2025 Prelim Actuals	2026 Budget	2026 Amendments	2026 Amended Budget
82. CONSERVATION TRUST FUND						
Purchased Services	1,651.00	-	-	-		-
Supplies/Other	-	-	-	-	14,000.00	14,000.00
Capital Outlay	52,431.06	27,183.73	20,001.00	60,000.00		60,000.00
Transfers Out	20,000.00	20,004.00	20,004.00	-		-
Total Expenditures	74,082.06	47,187.73	40,005.00	60,000.00	14,000.00	74,000.00
Change in Fund Balance	37,162.38	50,890.78	56,504.00	37,780.00	(14,000.00)	23,780.00
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 83,679.00	\$ 119,841.00	\$ 170,731.78	\$ 187,012.16	\$ 40,223.62	\$ 227,235.78
Change in Fund Balance	\$ 37,162.38	\$ 50,890.78	\$ 56,504.00	\$ 37,780.00		\$ 23,780.00
Ending Fund Balance	\$ 120,841.38	\$ 170,731.78	\$ 227,235.78	\$ 224,792.16		\$ 251,015.78
Unreserved Fund Balance	\$ 120,841.38	\$ 170,731.78	\$ 227,235.78	\$ 224,792.16		\$ 251,015.78



CONSERVATION TRUST FUND EXPENDITURE BUDGET CHANGES

<u>GL Account</u>	<u>Acct Description</u>	<u>Amount</u>	<u>Note</u>
82-08-60226	Plants & Trees	\$ 14,000.00	Plants and Landscaping
TOTAL		\$ 14,000.00	



GENERAL FUND FINANCIAL FORECAST

	2026 YTD Budget	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast
Total Revenue - General Fund	15,973,827	15,620,930	16,251,638	16,570,396	16,920,976	17,278,779
Total Expenses - General Fund	15,089,425	16,085,092	16,982,323	17,359,473	18,070,493	18,961,575
Revenue - Expense	884,402	-464,161	-730,685	-789,077	-1,149,517	-1,682,796
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 6,491,767.00	\$ 7,376,169.23	\$ 6,412,007.74	\$ 5,181,323.11	\$ 3,892,246.16	\$ 2,242,728.76
Change in Fund Balance	\$ 884,402.23	\$ (464,161.49)	\$ (730,684.63)	\$ (789,076.95)	\$ (1,149,517.40)	\$ (1,682,795.77)
Asset Replacement Contribution	\$ -	\$ (500,000.00)	\$ (500,000.00)	\$ (500,000.00)	\$ (500,000.00)	\$ (500,000.00)
Ending Fund Balance	\$ 7,376,169.23	\$ 6,412,007.74	\$ 5,181,323.11	\$ 3,892,246.16	\$ 2,242,728.76	\$ 59,932.99
Less Reserves/Designations:						
TABOR Reserve	\$ 325,000.00	\$ 325,000.00	\$ 325,000.00	\$ 325,000.00	\$ 325,000.00	\$ 325,000.00
ARPA Reserves						
Asset Replacement Reserve	\$ 500,000.00	\$ 1,000,000.00	\$ 1,500,000.00	\$ 2,000,000.00	\$ 2,500,000.00	\$ 3,000,000.00
Unreserved Fund Balance	\$ 7,051,169.23	\$ 6,087,007.74	\$ 4,856,323.11	\$ 3,567,246.16	\$ 1,917,728.76	\$ (265,067.01)
Minimum % Required = 20%	46.73%	37.84%	28.60%	20.55%	10.61%	-1.40%





TOWN OF MONUMENT COUNCIL MEMORANDUM

TO: Mayor and Town Council

FROM: Jennifer Phillips, Finance Director

THROUGH (if applicable):

DATE: June 1, 2026

SUBJECT: 2026 Amended Budget and Appropriation of Funds

STRATEGIC PRIORITIES (2026–2028)

- Ensure Long-Term Financial Health and Sustainability** - Supports long-range financial health, forecasting and sustainability to ensure efficient and resilient municipal services.
- Strengthen Community Engagement** - Enhances community engagement, and strengthens communication and collaboration with residents, partners, and neighboring communities.
- Enable Responsible Community Development** - Establishes clear, accountable plans, processes, and procedures for responsible and enduring community development and growth.
- Reinforce a Positive Work Culture** - Promotes a positive and professional work culture that attracts and retains top talent and enhances high-quality service delivery to the community.

PURPOSE OF MEMORANDUM

Adoption of the 2026 Restated Budget Resolution and Adoption of the 2026 Appropriation of funds Resolution.

BACKGROUND

The 2026 Budget was adopted by Resolution # 70-2025, on December 1, 2025. It is necessary to restate the 2026 Budget due to changes in revenues and expenditures, through the course of operations.

DISCUSSION / ANALYSIS

Town Staff have reviewed their 2026 Budgets and have made recommendations for restatement.

FINANCIAL IMPACT

The accumulated financial impact on each fund is as follows:

General Fund	Increase to 2026 beginning balance per Preliminary 2025 Actuals of \$3,065,204. Revenue increase of \$1,568,270. Expenditures increase of \$383,860.
Capital Project Fund	Increase to 2026 beginning balance per Preliminary 2025 Actuals of (\$5,311,900). Revenue increase of \$5,229,432. Expenditure reallocation with \$0.00 net effect.
2F Police Fund	Decrease to 2026 beginning balance per Preliminary 2025 Actuals of (\$154,495), which includes temporary removal of Asset Replacement fund.
2A Water Infrastructure Fund	Increase to 2026 beginning balance per Preliminary 2025 Actuals of \$2,548,170. Revenue increase of \$55,000.
Community Development Fund	Increase to 2026 beginning balance per Preliminary 2025 Actuals of \$134,669.
Traffic Impact Fee Fund	Increase to 2026 beginning balance per Preliminary 2025 Actuals of \$212,927.
Storm Drainage Impact Fee Fund	Increase to 2026 beginning balance per Preliminary 2025 Actuals of \$149,704. Expenditure reallocation with \$0.00 net effect.
Water Enterprise Fund	Increase to 2026 beginning balance per Preliminary 2025 Actuals of \$3,287,135. Restricted Reserve of Water Impact Fees using \$10,000,000 Expense decrease of (\$918,445).
Park Fee Fund	Decrease to 2026 beginning balance per Preliminary 2025 Actuals of (\$31,380).

Conservation Trust Fund Increase to 2026 beginning balance per Preliminary 2025 Actuals of \$40,223.62.
Expenditure increase of \$14,000.

RECOMMENDED ACTION

Staff recommend adoption of Resolution 37-2026 adopting a restated budget and Resolution 38-2026 appropriating sums of money to various funds.

ATTACHMENTS

1. Town of Monument Resolution No 37-2026 A RESOLUTION ADOPTING A RESTATED BUDGET FOR THE PURPOSES SET FORTH BELOW FOR THE TOWN OF MONUMENT, COLORADO, BEGINNING ON THE FIRST DAY OF JANUARY 2026 AND ENDING ON THE LAST DAY OF DECEMBER 2026.
2. Town of Monument Resolution No 38-2026 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.

TOWN OF MONUMENT
RESOLUTION NO. 37-2026

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

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, additional revenue has been added for interest income, a 2% increase in sales tax, the newly added Police Impact Fees, and a new grant in the Planning department, adjustments were also made to account for revised beginning balances due to 2025 actuals, and changes were made to expenses for salary adjustments, ADA improvements, two Planning grant matches, a fence around Police parking lot, and Jackson Creek Parkway design, all of which significantly impacted the Town's fund balances; and

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 June 1, 2026, 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 2026 Restated Budget by Fund is submitted for Town Council approval.

General Fund

Beginning Fund Balance	\$ 9,556,972
Revenue	\$ 15,973,924
Expenditures	(\$ 15,089,522)
Reserved Fund Balance (TABOR @ 3%)	(\$ 325,000)
Reserved Fund Balance (Asset Replacement)	(\$ 500,000)
Ending Fund Balance (63.73%)*	<u>\$ 9,616,375</u>

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

Capital Projects Fund

Beginning Fund Balance	\$ 3,392,776
Revenue	\$ 6,656,432
Expenditures	(\$ 1,040,000)
Ending Fund Balance	<u>\$ 9,009,208</u>

2F Police Fund

Beginning Fund Balance	\$ 568,945
Revenue	\$ 1,880,000
Expenditures	(\$ 2,286,382)

Ending Fund Balance \$ 162,563

2A Water ASD Fund

Beginning Fund Balance \$ 10,586,896
Revenue \$ 2,905,000
Expenditures (\$ 9,855,750)
Ending Fund Balance \$ 3,636,146

Community Development Fund

Beginning Fund Balance \$ 229,178
Revenue \$ 112,000
Expenditures (\$ 92,707)
Ending Fund Balance \$ 248,471

Traffic Impact Fee Fund

Beginning Fund Balance \$ 641,029
Revenue \$ 106,000
Expenditures (\$ 100,000)
Ending Fund Balance \$ 647,029

Storm Drainage Impact Fee Fund

Beginning Fund Balance \$ 333,691
Revenue \$ 26,000
Expenditures (\$ 106,552)
Ending Fund Balance \$ 253,139

Water Enterprise Fund

Beginning Fund Balance \$ 24,018,298
Revenue \$ 4,555,000
Expenses (\$ 6,010,722)
Reserved Fund Balance (Water Storage) (\$ 765,747)
Restricted Reserve (Impact Fees) (\$10,000,000)
Ending Fund Balance \$ 11,796,829

Park Fee Fund

Beginning Fund Balance \$ 289,144
Revenue \$ 354,000
Expenditures (\$ 549,000)
Ending Fund Balance \$ 94,144

<u>Conservation Trust Fund</u>	
Beginning Fund Balance	\$ 227,236
Revenue	\$ 97,780
Expenditures	<u>(\$ 74,000)</u>
Ending Fund Balance	<u>\$ 251,016</u>

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

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

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

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado, this 1st day of June 2026, by a vote of ___ for and ___ against.

TOWN OF MONUMENT

Mitch LaKind Mayor

ATTEST:

Tina Erickson, Town Clerk

TOWN OF MONUMENT
RESOLUTION NO. 38-2026

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 Budgets are hereby:

General Fund	\$ 15,089,522
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	\$ 6,010,722

Park Fee Fund \$ **549,000**

Conservation Trust Fund \$ **74,000**

PASSED AND RESOLVED by the Town Council of the Town of Monument, Colorado, this 1st day of June 2026, by a vote of ___ for and ___ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk



TOWN OF MONUMENT COUNCIL MEMORANDUM

TO: Mayor and Town Council

FROM: Jennifer Phillips, Finance Director

DATE: June 1, 2026

SUBJECT: Adoption of Updated Sound Financial Management Policies Which Includes Three (3) New Policies

STRATEGIC PRIORITIES (2026–2028)

- Ensure Long-Term Financial Health and Sustainability** - Supports long-range financial health, forecasting and sustainability to ensure efficient and resilient municipal services.
- Strengthen Community Engagement** - Enhances community engagement, and strengthens communication and collaboration with residents, partners, and neighboring communities.
- Enable Responsible Community Development** - Establishes clear, accountable plans, processes, and procedures for responsible and enduring community development and growth.
- Reinforce a Positive Work Culture** - Promotes a positive and professional work culture that attracts and retains top talent and enhances high-quality service delivery to the community.

PURPOSE OF MEMORANDUM

To review and readopt the Principles of Sound Financial Management.

BACKGROUND

On May 5, 2025, Town Council adopted the Principles of Sound Financial Management. On September 17, 2025, Town Council adopted Financial Policy No. 17 – Procurement Policy. Council requested that the Principles of Sound Financial Management be reviewed and readopted every six months.

DISCUSSION / ANALYSIS

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.

Financial Policy No. 18 – Inventory Policy

This policy establishes uniform standards for identifying, recording, safeguarding and verifying Town-owned assets to ensure accountability, proper stewardship of public funds and accurate financial reporting.

Financial Policy No. 19 – Water Leak Adjustment Policy

The Town of Monument Water Department delivers water to residential and commercial customers. Water Department staff make an effort to review water usage on a monthly basis in an effort to detect leaks and inform customers. At times, a leak adjustment may be warranted. This policy outlines the circumstances under which a leak adjustment may be granted and delegates the authority to do so.

Financial Policy No. 20 – Automated Clearing House Risk-Based Fraud Monitoring Policy

This policy establishes risk-based fraud monitoring processes and procedures reasonably intended to identify ACH entries initiated due to fraud or false pretenses in accordance with the 2026 National Automated Clearing House Association (NACHA) Operating Rules.

RECOMMENDED ACTION

Staff recommend adoption of Resolution 41-2026 Principles of Sound Financial Policies including the addition of three (3) new policies.

ATTACHMENTS

Resolution 41-2026
Exhibit A –Principles of Sound Financial Management

**TOWN OF MONUMENT
RESOLUTION NO. 41-2026**

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

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

WHEREAS, the Town of Monument has identified the need to ensure long-term financial health and sustainability as a strategic priority for 2026–2028, including prudent financial planning, long-range forecasting, and responsible investment to maintain efficient, resilient, and high-quality municipal services for the benefit of the Monument community; and

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

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

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

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

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

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

The Principles of Sound Financial Management, including the 20 Financial Policies attached hereto as Exhibit A, are hereby adopted.

PASSED AND RESOLVED this 1st day of June 2026, by the Town Council of the Town of Monument, by a vote of ___ for and ___ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk, CMC



Town of Monument

PRINCIPLES OF SOUND FINANCIAL MANAGEMENT

Adopted June 1, 2026

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Introduction

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

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

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

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

Financial 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.

Financial 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.

Financial 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.

Financial 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.

Financial 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.

Financial Policy 11 - Debt Management

Adopted on May 5, 2025

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Financial 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 15, 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.

Financial Policy 18 - Inventory Policy

Adopted on _____, 2026

1. Purpose

This policy establishes uniform standards for identifying, recording, safeguarding and verifying Town-owned assets to ensure accountability, proper stewardship of public funds and accurate financial reporting.

2. Capital Assets

For financial reporting purposes, the Town shall capitalize and report as capital assets any asset with an acquisition cost of \$5,000 or more and with a useful life greater than one (1) year.

3. Controlled Inventory Threshold

The Town shall maintain an inventory of all tangible personal property:

- With an acquisition cost of \$500 or greater
- With a useful life of greater than one (1) year
- That is movable, portable, or subject to loss, theft or misuse
- Consumable supplies are excluded from this policy

This includes but is not limited to:

- Power too
- Machinery and equipment
- Water system valves, equipment and parts
- Parts and grouped assets
- Computers and monitors, laptops, tablets, and mobile devices
- Network equipment, battery backup equipment, wireless access points and cellular gateways
- Television monitors
- Printers and office equipment
- Shop equipment
- Small motorized equipment
- Furniture
- Land
- Buildings
- Vehicles

4. Inventory Records

Inventory records shall be maintained in a system of record for all asset data within the Town programs.

The records for all assets shall at least include:

- Description of the property that provides unique identification of the asset
- Serial number (if applicable)
- Date of acquisition
- Purchase cost
- Funding source
- Department/location
- Estimated useful life

5. Disposition of Property

Disposition of property must be coordinated with the Finance Department, including identification of assets to be disposed of, the method of disposition, and the anticipated and actual value received.

6. Department Responsibility

Each Department Director shall be responsible for maintaining inventory and property records, preparing asset acquisition and disposition documentation, and safeguarding Town-owned property.

7. Periodic Inventory

All single and group assets shall be periodically inventoried as deemed necessary by the Town Manager or by law. Any discrepancies shall be documented and reported to the Town Manager and Finance Director.

As part of the annual budget preparation process, Department Heads shall

- Provide a recommendation for equipment to be purchased in the next budget year, including cost estimates and justification for the request
- Identify useful life and future replacement cost for the Asset Replacement Fund
- Provide a recommendation of equipment to be surplus per Town policy
- Reconcile financial records with inventory records on a periodic basis
- Identify any theft or losses immediately to the Town Manager for further action

Financial Policy 19 – Water Leak Adjustment Policy
Adopted on _____

The Town of Monument Water Department delivers water to residential and commercial customers. Water Department staff make an effort to review water usage on a monthly basis in an effort to detect leaks and inform customers. At times, a leak adjustment may be warranted. This policy outlines the circumstances under which a leak adjustment may be granted and delegates the authority to do so.

1. It is the customer's responsibility to keep their water system in good working order. When a leak is discovered and the customer is notified by the Town regarding a possible leak, it is the full responsibility of the customer to immediately fix the leak.
2. No customer shall receive more than one (1) leak adjustment that could incorporate a maximum of two (2) billing cycles during any twelve (12) month period.
3. To qualify for a leak adjustment, the eligible water leak must generate a minimum additional charge of at least two (2) times the average of the past twelve (12) months' bills.
 - Adjustments on water bills will NOT be made on the following:
 - Residential Customers who do not have Town issued cellular-water meter.
 - Premises left or abandoned without reasonable care for the plumbing system.
 - Leaks on irrigation systems or irrigation lines, leaks in water features such as fountains, etc., leaks on any water lines coming off the primary water service line, plumbing leaks in any structure other than the primary residence.
 - Negligent acts such as leaving water running.
 - Excess water charges not directly resulting from a qualifying plumbing leak
 - Filling swimming pools or leaks in swimming pools.
 - Watering of lawns or gardens.
 - Master-metered multi-habitational accounts unless requested by the property owner who is responsible for the water bill.
4. In the event of a qualifying leak adjustment, the customer will be responsible for paying their average bill. The average bill will be calculated using the previous twelve (12) months' bills, excluding the high bills pertaining to the qualifying leak. The leak adjustment amount will be reimbursed up to Town of Monument's chosen protection limit less the customer's average bill.
5. The Town of Monument shall not be obligated to make adjustments of any bills not submitted for adjustment within ninety (90) days from the billing date.

6. Customers must present proof that a leak has been repaired before an adjustment will be made. (i.e. copy of invoice for materials or bill from plumber)
7. In any case where a customer might incur a leak before there is three (3) months of usage, an adjustment will not be made until they have established three (3) months of average usage.
8. All leak adjustments must be approved by the Public Works Director and Finance Director.

Financial Policy No. 20 Automated Clearing House Risk-Based Fraud Monitoring Policy
Adopted _____

1. Purpose

This policy establishes risk-based fraud monitoring processes and procedures reasonably intended to identify ACH entries initiated due to fraud or false pretenses in accordance with the 2026 National Automated Clearing House Association (NACHA) Operating Rules.

2. Scope

This policy applies to all non-consumer Automated Clearing House (ACH) origination activity, including payroll, vendor payments, reimbursements, refunds, and other governmental or business disbursements, and applies to all employees, systems, and third-party service providers involved in ACH processing.

3. Regulatory Basis

Beginning in 2026, NACHA requires non-consumer Originators to establish and implement risk-based processes reasonably intended to identify ACH entries initiated due to fraud, including authorized payments induced by false pretenses.

4. Governance and Oversight

The Town Council is responsible for approving this policy, and the Finance Director shall ensure adequate oversight. Designated personnel will maintain procedures, review monitoring results, escalate suspicious activity, and coordinate with the Original Depository Financial Institution (ODFI) when necessary. The ODFI serves as the initial point of entry for ACH transactions, ensuring that all payment instructions are properly authorized, formatted, and compliant with NACHA operating rules. The Town will implement a fraud monitoring program with vendors.

5. ACH Fraud Risk Assessment

The Town of Monument shall conduct a documented ACH fraud risk assessment annually, and upon material changes, considering ACH use cases, transaction volume, SEC codes, historical fraud, system access, and third-party relationships.

6. Risk-Based Fraud Monitoring

Monitoring processes shall be commensurate with ACH risk and include baseline activity analysis, anomaly detection, review of changes to payment instructions, and enhanced controls for new or high-risk payments to high-risk payments and vendors. The Town shall implement and maintain account valid services.

7. Detection, Escalation, and Response

Monitoring exceptions shall be reviewed promptly, documented, and escalated when appropriate. Suspected fraud shall be reported to the Finance Director and Town Manager and the ODFI without undue delay, with corrective actions documented.

8. Third-Party Service Providers

When ACH origination involves third-party providers the Town remains responsible for compliance and shall conduct due diligence, contractual oversight, and ongoing monitoring.

9. Training and Awareness

Employees with ACH responsibilities shall receive annual fraud awareness training covering business email compromise, vendor impersonation, and escalation procedures.

10. Recordkeeping

Documentation supporting compliance with this policy shall be retained and made available to the ODFI or examiners upon request.

11. Annual Review

This policy and supporting procedures will be reviewed annually and updated as necessary to address evolving risks and regulatory changes.

MEMORANDUM

TO: The Honorable Mayor and Town Council
FROM: Thomas A. Tharnish, Director of Public Works
DATE: June 1, 2026
RE: Resolution 39-2026 to approve a professional design services agreement with Moore Engineering Inc. to provide professional engineering services related to updating the Town of Monument Water Master Plan.

BACKGROUND: The Town of Monument Water Department staff has been utilizing a water master plan developed back in 2014 and had a minor revision occur in 2016. The Town has undergone tremendous growth during the last 12 years since the 2014 Water Master Plan was implemented. The majority of projects that were recommended in the 2014 Water Master Plan were completed with some of them not implemented due to the direction the Town was taking 10 years ago. The industry standard is to update water master plans every 10 years due to changing priorities and conditions of development.

DISCUSSION: The Town of Monument Water Department issued an RFP to select a vendor for this project. Although we received many inquiries during the RFP process, only two firms submitted their proposals by the deadlines issued in the RFP. The selected firm underwent a screening and scoring process with both the senior staff and the Town Engineer, acting as the 3rd party, to make the best choice for the Town. Moore Engineering Inc. had the best submittal that followed the RFP requirements with detailed information to accomplish the task. By utilizing two of the Towns Strategic Objectives, “Ensuring Long Term Financial Health and Sustainability” and “Enable Responsible Community Development”, this project will help ensure planning for the Towns future with development and working with the Towns Comprehensive Plan to integrate future water infrastructure and provide necessary updates to our current water facilities. This project will help with providing what the Town’s ultimate buildout will look like as far as having enough supply to meet that future demand. The data that this project will provide will also help with capital project planning for water treatment and distribution needs.

PROS/CON’S: Pro’s - By moving forward with this resolution to approve a professional design services agreement with Moore Engineering Inc., it will enable us to plan for and implement the infrastructure needs to get to a full build-out condition. Con’s - By not approving this resolution, we will need to re-evaluate and bid out to another engineering firm for the update of the water master plan.

FISCAL IMPACT: The total cost of the Professional Design Services Agreement with Moore Engineering Inc., is a **not-to-exceed amount of \$68,520.00**. The fiscal impact of this agreement is budgeted in the 2A Fund of the 2026 Budget.

STAFF RECOMMENDATION: Recommend passage of Resolution 39-2026, approving a Professional Design Services Agreement with Moore Engineering Inc. for the “Update of the Water Master Plan” project.

TOWN OF MONUMENT

RESOLUTION NO. 39 - 2026

A RESOLUTION APPROVING A PROFESSIONAL DESIGN SERVICES AGREEMENT WITH MOORE ENGINEERING INC. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES RELATED TO UPDATING THE TOWN OF MONUMENT WATER MASTER PLAN.

WHEREAS, the Town's Water Department staff have evaluated the need to have the current water master plan updated, it has been 10 years since it was updated and the current industry standard is to update every 10 years, and;

WHEREAS, the Town's senior staff issued an RFP in accordance with the Town's Purchasing Policy requirements and had 2 firms submit proposals, the 2 proposals were evaluated, screened and scored by both senior staff and a 3rd party firm to ensure the requirements of the RFP were met, and;

WHEREAS, the Town staff has recommended Moore Engineering Inc. be the firm that has met the requirements of the RFP and is best positioned to perform the work needed and provide the necessary data to make future decisions regarding water infrastructure needs, and;

WHEREAS, if the Town Council approves this professional design services agreement with Moore Engineering Inc., the project will be completed by the end of 2026, which will allow for timing and coordination for planning and implementing future capital project needs.

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

The Town Council hereby approves the Professional Design Services Agreement with Moore Engineering Inc. to provide the necessary engineering services needed to update the Water Master Plan. The total fiscal impact is a **not-to-exceed amount of \$68,520 which is budgeted in the 2026 2A Fund.**

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 1st day of June 2026 by a vote of ___ for and ___ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk

PROFESSIONAL DESIGN SERVICES AGREEMENT BETWEEN

TOWN OF MONUMENT

and

Moore Engineering Inc.

THIS PROFESSIONAL DESIGN SERVICES AGREEMENT (“Agreement”) is made and entered into the most recent day and year set forth below by and between the **TOWN OF MONUMENT**, a home-rule municipality organized under the laws of the State of Colorado (“Town”), whose mailing address 645 Beacon Lite Road, Monument, CO 80132 (“Town”) and **MOORE ENGINEERING INC.**, whose mailing address is 12600 West Colfax Avenue, Suite A-500, Lakewood, CO 80215 (“Consultant”). The Town and the Consultant are sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

WITNESSETH:

In consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the Parties as follows:

1. Scope of Services. The Consultant agrees to provide professional engineering services related to updating the Town of Monument Water Master Plan, as further described in **Exhibit A**, attached hereto and incorporated herein by this reference (“Scope of Services”). All provisions of **Exhibit A**, including without limitation any terms and conditions included therein, shall be subject to the provisions of this Agreement. In the event of a conflict or inconsistency between a provision in the body of this Agreement and a provision in **Exhibit A** or any other exhibit or schedule attached hereto, the provision in the body of this Agreement shall control.

(a) Town reserves the right to furnish any field survey personnel, crews and equipment, testing or laboratory technicians, and other personnel and to perform certain portions of the services hereunder, which may be required for design information, sampling data and collection, preparation of easement descriptions, or assistance in surveying. Consultant will be expected to cooperate with the Town and may be asked to review and/or comment on the contributions of Town’s personnel when appropriate. Town, however, maintains final authority with respect to such contributions to the services.

2. Time of Commencement and Completion of Services. The services to be performed pursuant to this Agreement shall be initiated no later than **May 26, 2026**, and completed no later than **November 30, 2026**. Any modifications to such deadlines must be agreed upon in writing by the Parties prior to the applicable deadline.

3. Early Termination by Town. Notwithstanding the time periods contained herein, the Town may terminate this Agreement at any time without cause by providing written notice of termination to the Consultant. Such notice shall be delivered at least ten (10) days prior to the termination date contained in said notice unless otherwise agreed in writing by the Parties. In the event of any such early termination by the Town, the Consultant shall be paid for services rendered prior to the date of termination, subject to the services being performed in accordance with the Consultant's applicable standard of care under this Agreement. Consultant understands and agrees that such payment shall be the Consultant's sole right and remedy for such termination.

4. Suspension. Without terminating this Agreement or breaching its obligations hereunder, the Town may, at its convenience, suspend the services of the Consultant by giving the Consultant written notice one (1) day in advance of the suspension date. Upon receipt of such notice, the Consultant shall cease its work in as efficient a manner as possible so as to keep its total charges to the Town for services under this Agreement to a minimum, but in no circumstance later than three (3) business days after receipt of the notice of suspension. No work shall be performed during such suspension except with prior written authorization by the Town Representative (as defined below). If a suspension is still in effect thirty (30) calendar days after the Consultant's receipt of the notice of suspension, the Consultant may terminate this Agreement by providing the Town with written notice of termination. Upon the Town's receipt of such notice of termination from Consultant, this Agreement will be deemed terminated.

5. Compensation. In consideration of the services to be performed pursuant to this Agreement, the Town agrees to pay Consultant the amounts set forth in **Exhibit A**. Total compensation shall not exceed Sixty-Eight Thousand Five Hundred and Twenty Dollars (\$68,520). Compensation shall be based on an hourly fee to be charged for time attributed to each task. Reasonable costs incurred by Consultant as a direct result of providing the services, such as travel, lodging, meals, reproduction, communication and outside services, will be reimbursed by Town at cost, unless otherwise provided in **Exhibit A**. The Town shall provide no benefits to Consultant other than the compensation stated above. The Consultant shall bill its charges to the Town periodically, but no more frequently than once a month.

6. Qualifications Regarding Obligations to Pay. No partial payment made by the Town shall be considered final acceptance or approval of that part of the Scope of Services paid for or shall relieve the Consultant of any of its obligations under this Agreement. Notwithstanding any other terms of this Agreement, the Town may withhold any payment (whether a progress payment or final payment) to the Consultant if any one or more of the following conditions exists:

(a) The Consultant is in default of any of its obligations under this Agreement, including without limitation the obligation to maintain insurance and provide Certificates of Insurance to the Town in accordance with Section 12 (Insurance).

(b) Any part of such payment is attributable to services that are not performed in accordance with the terms of this Agreement and its associated exhibit(s). The Town will pay for any portion of the services performed in conformance with this Agreement and its associated exhibit(s).

(c) The Consultant has failed to make payments promptly to any third party used to perform any portion of the services hereunder, subject to Section 9 (Assignment), for which the Town has made payments to the Consultant.

7. Town Representative. The Town will designate, prior to commencement of work, its project representative (the “Town Representative”) who shall make, within the scope of his or her authority, all necessary and proper decisions with reference to the Scope of Services. All requests for contract interpretations, change orders, and other clarification or instruction shall be directed to the Town Representative.

8. Independent Contractor. The Consultant agrees that the services to be performed by Consultant are those of an independent contractor and not of an employee of the Town. **The Consultant is obligated to pay federal and state income tax on any moneys earned pursuant to this Agreement. Neither the Consultant nor its employees, if any, are entitled to workers’ compensation benefits from the Town for the performance of the services described in this Agreement.**

9. Assignment. The Consultant shall neither assign any responsibilities nor delegate any duties arising under this Agreement to a third party without the prior written consent of the Town, which may be granted or denied in Town’s sole discretion.

10. Standard of Care. The Consultant shall perform the services hereunder pursuant to the professional standard of care in Colorado for the professional services provided by the Consultant.

11. Corrections to Work. The Consultant shall correct any errors or deficiencies in the Consultant’s services of which it becomes aware promptly and without additional compensation unless such corrective action is directly attributable to errors or deficiencies in information furnished by the Town. The Town’s approval of the Consultant’s services shall not diminish or release the Consultant’s duties or obligations hereunder, since the Town is ultimately relying upon the Consultant’s skill and knowledge to perform the Scope of Services. The obligations contained in this Section 11 shall survive for a period of two (2) years following termination or expiration of this Agreement.

12. Insurance.

(a) During the term of this Agreement, the Consultant shall purchase and maintain, at its own cost and expense, the following:

(i) Workers' compensation insurance for its employees, if any, as required by Colorado law with limits of at least \$500,000 per injury or illness an employee suffers as a result of providing the services hereunder, with a \$500,000 aggregate per occurrence.

(ii) Employer's liability insurance with limits of at least \$500,000 per employee/accident and \$1,000,000 aggregate.

(iii) Commercial general liability insurance covering, without limitation, premises operations, products-completed operations, contractual liability insuring the obligations assumed by the Consultant under this Agreement, personal and advertising injury, and broad form property damage, with limits of at least \$2,000,000 per occurrence for bodily injury, death or damage to property; \$2,000,000 per occurrence for personal and advertising injury; \$2,000,000 products-completed operations; and \$2,000,000 general aggregate;

(iv) Automobile liability insurance covering all owned, hired and non-owned vehicles used in the performance of the Consultant's services under this Agreement with a limit of at least \$2,000,000 combined per accident for bodily injury and property damage; and

(v) Professional liability insurance with limits of at least \$2,000,000 per claim and \$2,000,000 aggregate.

(b) The insurance required herein may be satisfied through any combination of primary and excess/umbrella liability policies.

(c) The insurance required herein shall be written by an insurance company or companies that (i) have an A.M. Best Company rating of "A-VII" or better, and (ii) are authorized to issue insurance in the State of Colorado.

(d) The Town, the Town Representative, and the Town's directors, officers, employees, shall be endorsed as "Additional Insureds" under the (i) commercial general liability insurance policy for both ongoing and completed services for a period of two (2) years; and (ii) automobile liability policy.

(e) The Consultant shall provide a waiver of subrogation endorsement, or its equivalent, under the (i) workers' compensation; (ii) commercial general liability; and (iii) automobile liability insurance policies in favor of the Town, its directors, officers, agents, and employees.

(f) All liability insurance policies required herein shall provide that the coverage is primary and non-contributory to other insurance available to the Town and its directors, officers, agents, and employees. Any insurance maintained by the Town and its

directors, officers, agents, and employees shall be excess of and shall not contribute with the Consultant's insurance.

(g) Prior to commencement of performance, the Consultant shall provide certificates of insurance satisfactory to the Town that clearly evidence all insurance coverages required herein, including but not limited to endorsements (individually and collectively, "Certificates of Insurance"). The Consultant agrees that, until the Town is supplied with Certificates of Insurance, no payment under this Agreement will be made by the Town. The Consultant will provide the Town with updated Certificates of Insurance within ten (10) calendar days of the anniversary of the effective date of coverage should that date fall during the term of this Agreement. Failure of the Town to require Certificates of Insurance or to identify a deficiency in coverage shall not relieve the Consultant of its responsibility to provide the specific insurance coverages set forth herein.

(h) Subject to Section 9 (Assignment), the Consultant shall require each subcontractor and/or third-party performing work for the Consultant related to the Scope of Services to purchase and maintain insurance of the types and with policy limits no less than those required of Consultant under this Section 12. All general liability policies carried by a subcontractor and/or third-party shall be endorsed to include the Additional Insureds identified above. Each subcontractor and/or third-party shall be required to provide Consultant, upon request, with certificates of insurance evidencing such coverage prior to commencement of work by a subcontractor and/or third party.

(i) The insurance policies afforded hereunder shall not be cancelled or allowed to expire unless at least thirty (30) days' prior written notice has been delivered to the Town, except in the event of cancellation due to non-payment of a premium, in which case notice shall be given to the Town no later than ten (10) days prior to cancellation of the policy. Upon receipt of any notice of cancellation or non-renewal, the Consultant shall, within five (5) days, procure other policies of insurance as necessary to comply with this Section 12 and provide Certificates of Insurance evidencing the same to the Town. Notwithstanding the provisions contained in Section 16 (Remedies), if the Consultant fails to procure the required insurance or provide the Town with Certificates of Insurance within the timeframe provided, the Town may terminate or suspend this Agreement upon written notice to the Consultant.

13. Compliance with Laws. The Consultant is obligated to familiarize itself and comply with all laws applicable to the performance of the Scope of Services, including without limitation all state and local licensing and registration requirements.

14. Acceptance Not Waiver. The Town's approval or acceptance of, or payment for, any of the services shall not be construed to operate as a waiver of any rights or benefits provided to the Town under this Agreement.

15. Default. Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either Party should fail or refuse to perform according to the terms of this Agreement, such Party may be declared in default.

16. Remedies. Except as provided in Section 12(i) (Insurance), in the event a Party declares a default by the other Party, such defaulting Party shall be allowed a period of ten (10) days within which to cure said default. In the event the default remains uncorrected, the Party declaring default may elect to (a) terminate the Agreement and seek damages; (b) treat the Agreement as continuing and require specific performance; or (c) avail itself of any other remedy at law or equity. If the non-defaulting Party commences legal or equitable actions against the defaulting Party, the defaulting Party shall be liable to the non-defaulting Party for the non-defaulting Party's reasonable attorney fees and costs incurred because of the default.

17. Indemnification; No Waiver of Liability or Immunity. The Consultant agrees to indemnify, and hold harmless the Town and its officers, directors, employees, agents, engineers, architects and attorneys from all costs, claims, damages, judgments, losses, liability and expenses of every nature, including reasonable attorneys' fees to the extent caused by the negligent acts, errors or omissions of the Consultant, its agents, representatives, subcontractors, or suppliers. The Consultant shall, upon request of the Town, promptly assume the defense, with defense counsel of Town's choice and at the Consultant's sole expense, of any claim, action, proceeding or suit that is brought against the Town arising from any act or omission of the Consultant, its agents, representatives, subcontractors, or suppliers. If other persons and/or entities, excluding the Town and its officers, directors, employees, agents, engineers, architects, and attorneys, at fault exist, the Consultant agrees to work in good faith with such persons and/or entities in determining how the Town's defense costs shall be covered, consistent with each party's proportionate share of fault. However, under no circumstances shall the Town be responsible for those costs if caused by the Consultant or other persons and/or entities. The Consultant further agrees that indemnification shall only be to the extent and for an amount represented by the degree or percentage of negligence or fault attributable to the Consultant or its agents, representatives, subcontractors, or suppliers. The extent of the Consultant's obligation to indemnify the Town and its officers, directors, employees, agents, engineers/architects and attorneys may be determined only after the Consultant's liability or fault has been determined by adjudication, alternative dispute resolution, or otherwise resolved by mutual agreement of the Parties. The Consultant's obligations under this Section 17 shall be to the fullest extent permitted by law and shall survive termination or expiration of this Agreement. **Notwithstanding any other provision contained in this Agreement, the Town does not agree to defend, indemnify, or hold harmless the Consultant or waive or limit its rights and/or claims in any respect regarding the Consultant's liability (either by type of liability or amount).** The Town is relying on and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, defenses and protections provided by the Colorado Governmental

Immunity Act, § 24-10-101 *et seq.*, C.R.S., as from time to time amended, or otherwise available to the Town or its officers or employees. Nothing herein shall be construed to require any indemnification that would make this Section 17, or any portion thereof, void or unenforceable or to eliminate or reduce the indemnification rights the Town has by law.

18. Binding Effect. This writing constitutes the entire agreement between the Parties and shall be binding upon the Parties, their officers, employees, agents and assigns and shall inure to the benefit of the Parties' respective survivors, heirs, personal representatives, successors and permitted assigns.

19. Amendment. No amendment or modification of this Agreement shall be binding upon the Parties unless the same is in writing and approved by a duly authorized representative of each Party.

20. Law; Venue. The laws of the State of Colorado shall govern the construction, interpretation, execution and enforcement of this Agreement. Venue for any dispute between the Parties arising out of or relating to this Agreement shall be in the State of Colorado District Court for El Paso County.

21. Severability. In the event any term or condition of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

22. Annual Appropriation. The Town's obligations hereunder are subject to the annual appropriation of funds necessary for the performance thereof, which appropriations shall be made in the sole discretion of the Town Council of the Town.

23. Ownership of Work Product. All documents such as reports, plans, drawings and contract specifications, information, and other materials prepared or furnished by the Consultant (or the Consultant's independent professional associates, permitted subcontractors, and consultants) and paid for pursuant to this Agreement are instruments of public information and property of the Town. All internal documents which support the public information such as field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by Consultant as instruments of service shall be available to the Town upon request; however, the Town recognizes that such documentation may contain confidential proprietary information and agrees to maintain the confidentiality of such documentation to the extent permitted by law. The Town understands such documents are not intended or represented to be suitable for reuse by the Town or others for purposes outside the specific scope and conditions of the Scope of Services. Any reuse without written verification or adaptation by the Consultant for the specific purpose intended will be at Town's sole risk and without liability or legal exposure to the Consultant, or to the Consultant's independent professional associates, permitted subcontractors, or consultants.

24. Taxes. The Town is a governmental entity and is therefore exempt from state and local sales and use tax. The Town will not pay for or reimburse any sales or use tax that may not directly be imposed against the Town. The Consultant shall use the Town's sales tax exemption for the purchase of any and all products and equipment on behalf of the Town.

25. Time is of the Essence. All times stated in this Agreement are of the essence.

26. Notices. All notices which are required, or which may be given under this Agreement shall be effective when mailed via registered or certified mail, postage prepaid and sent to the address first set forth above.

27. Counterparts, Electronic Signatures and Electronic Records. This Agreement may be executed in multiple counterparts, each of which shall be an original, but all of which, together, shall constitute one and the same instrument. The Parties consent to the use of electronic signatures and agree that the transaction may be conducted electronically pursuant to the Uniform Electronic Transactions Act, § 24-71.3-101, *et seq.*, C.R.S.

28. No Third-Party Beneficiaries. The Parties to this Agreement do not intend to benefit any person, not a party to this Agreement. No person or entity, other than the Parties to this Agreement, shall have any right, legal or equitable, to enforce any provision of this Agreement.

29. Section Headings. The section headings in this Agreement have been inserted for convenience of reference only and shall not affect the meaning or interpretation of any part of this Agreement.

30. Not Construed Against Drafter. Each Party acknowledges that it has had an adequate opportunity to review each and every provision contained in this Agreement, including the opportunity to consult with legal counsel. Based on the foregoing, no provision of this Agreement shall be construed against either Party by reason of such Party being deemed to have drafted such provision.

[Remainder of Page Intentionally Left Blank]

TOWN:

TOWN OF MONUMENT, a home-rule municipality organized under the laws of the State of Colorado

By: _____
Name: _____
Title: _____
Date: _____

CONSULTANT:

MOORE ENGINEERING, INC.

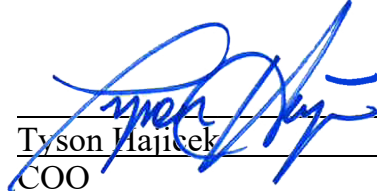
By:  _____
Name: Tyson Hajisek
Title: COO
Date: May 21, 2026

EXHIBIT A

SCOPE OF SERVICES AND COMPENSATION

(Attach Consultant's proposal or other documentation if available and intended for incorporation into the Agreement)

MEMORANDUM

TO: The Honorable Mayor and Town Council
FROM: Thomas A. Tharnish, Director of Public Works
DATE: June 1, 2026
RE: Resolution 40-2026 to approve an agreement with IMEG to provide professional engineering services to update the Towns' Water Standards and Specifications.

BACKGROUND: The Town of Monument Water Department staff has been operating under a 2007 version of water standards and specifications for guidance in planning, design and construction of the Town's Water System Infrastructure. There have been several small updates through the years since 2007, and we are at the point where the manual needs to be updated as a single clean document. We typically need to provide sections of the water standards and specifications to developers as they design and implement the water system, especially on larger developments.

DISCUSSION: The Town of Monument Water Department did not issue an RFP for this project due to the Town Engineer, IMEG, having the capability to perform this scope of work needed to update our water standards. I did reach out to some neighboring districts to gauge their interest in a combined effort to update these water standards. Triview Metro District had just completed their update and Woodmoor Water and Sanitation District update is already underway. This type of project follows closely with one of our strategic objectives, "Enable Responsible Community Development", in which this update would impact the development community ensuring that they follow the infrastructure guidelines when designing and installing the required system components.

PROS/CON'S: Pro's - By approving this resolution to have IMEG move forward with this much needed update to our water standards and specifications, it will ensure a consistent message to the development community about what is expected of them when they are requesting access of the Town's Water System. Con's - By not approving this resolution, we will need to re-evaluate and bid out this project to another engineering firm for this update to the water standards and specifications manual.

FISCAL IMPACT: The total cost of the project to Update the Water Standards and Specifications of the Town's Water System is a **not-to-exceed amount of \$55,410.00**. The fiscal impact of this agreement is budgeted in the Professional Services Line Item in the WEF Fund of the 2026 Budget.

STAFF RECOMMENDATION: **Recommend passage of Resolution 40-2026, approving an agreement with IMEG, Town Engineer, to provide engineering services to the "Update of the Water Standards and Specifications" project.**

TOWN OF MONUMENT

RESOLUTION NO. 40 - 2026

A RESOLUTION APPROVING AN AGREEMENT WITH THE TOWN ENGINEER, IMEG, TO PROVIDE PROFESSIONAL ENGINEERING SERVICES TO UPDATE THE TOWN'S WATER STANDARDS AND SPECIFICATIONS.

WHEREAS, the Town's Water Department staff have evaluated the need to have the current water standards and specifications updated to ensure the latest industry standards are in place for guidance in planning, design and construction when developers are looking at building water infrastructure to support their development, and;

WHEREAS, the Town's senior staff has engaged the Town Engineer, IMEG, to complete this project because of its extensive experience with these types of updates, and;

WHEREAS, if the Town Council approves this agreement with IMEG to provide professional engineering services to update the Town's Water Standards and Specifications, the project will provide a consistent message to the development community about what the standards and specifications they would be required to comply with. The project is planned to be completed by the end of 2026.

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

The Town Council hereby approves an agreement with the Town Engineer, IMEG, to provide professional engineering services to update the Town's Water Standards and Specifications Design Services Agreement. The total fiscal impact is a **not-to-exceed amount of \$55,410 which is budgeted in the Professional Services line item in the Water Enterprise Fund of the 2026 Budget.**

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 1st day of June 2026 by a vote of ___ for and ___ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk



May 11, 2026

Dear Mr. Tharnish,

Thank you for meeting with the IMEG team to discuss the preparation of an update to your Water Utility Policies and Standards.

We have prepared a Scope of Services, Schedule and Fee Estimate for your review and approval. As discussed, we can complete this work within six months of your issuance of a Notice to Proceed.

Please let me know if you have any questions or concerns.

Thank you,

A handwritten signature in black ink that reads "Taylor C. Goertz".

Taylor C. Goertz
IMEG | Principal / Client Executive



7600 E. Orchard Road | Suite 250-S | Greenwood Village, CO 80111

Scope of Services

Update to the Town of Monument Water System Design Standards

Project Understanding

The Town of Monument seeks to update and modernize its Water System Design Standards to reflect current engineering practices, operational preferences, regulatory requirements, growth conditions, and long-term infrastructure objectives. The updated standards will provide clear and consistent guidance for the planning, design, and construction of public and private water infrastructure within the Town's service area.

IMEG shall review the Town's existing standards, identify deficiencies or outdated criteria, coordinate with Town staff and stakeholders, and prepare revised Water System Design Standards suitable for adoption and implementation.

Scope of Services

Task 1 – Project Management and Coordination

1.1 Project Kickoff

Conduct a kickoff meeting with Town staff to:

- Confirm project objectives and expectations
- Identify known issues and desired revisions
- Review schedule, deliverables, and communication protocols
- Establish decision-making and review procedures

1.2 Project Management

Provide ongoing project management throughout the duration of the project, including:

- Monthly coordination with Town staff (6 meetings)
- Schedule management
- Progress tracking
- Internal quality control
- Meeting agendas and summaries



Task 2 – Existing Standards Review and Gap Analysis

2.1 Document Review

Review existing Town standards and related documents, including:

- Existing Water System Design Standards
- Public Works Standards and Specifications
- Land Development Code provisions
- Utility specifications and details
- Construction specifications
- Standard drawings
- Relevant master plans and capital improvement plans
- Metropolitan District Standards (Triview, Woodmoor, Forest Lakes)

2.2 Regulatory and Industry Review

Review applicable:

- State and federal regulatory requirements
- Colorado Department of Public Health and Environment (CDPHE) requirements
- American Water Works Association (AWWA) standards
- Colorado utility industry practices
- Neighboring agency standards, as appropriate

2.3 Gap Analysis

Prepare a summary memorandum identifying:

- Outdated or conflicting criteria
- Missing technical guidance
- Areas lacking clarity or consistency
- Recommended updates and modernization opportunities
- Operational or maintenance concerns identified by staff
- Deliverables
- Existing Conditions and Gap Analysis Memorandum

Task 3 – Stakeholder Coordination and Technical Workshops

3.1 Staff Interviews and Workshops

Conduct technical workshop (2) with Town staff and relevant stakeholders to discuss:

- Design criteria preferences
- Operational challenges
- Maintenance considerations
- Construction inspection issues
- Development review concerns



- Water modeling or hydraulic requirements
- Material and equipment preferences

3.2 Development Community Input

Assist the Town with stakeholder outreach to engineering consultants, developers, contractors, and utility stakeholders regarding proposed revisions and implementation considerations. Conduct initial meetings with:

- Triview Metropolitan District
- Woodmoor Water and Sanitation District
- Falcon Commerce Center
- Triview HBA
- Town of Palmer Lake
- El Paso County

Task 4 – Draft Water System Design Standards Update

4.1 Standards Revisions

Prepare draft updates to the Water System Design Standards, including revisions to:

- Design criteria
- Water demand requirements
- Fire flow criteria
- Hydraulic design requirements
- Water main sizing and looping requirements
- Pressure zone requirements
- Storage and pumping criteria
- Pipe materials and appurtenances
- Valves, hydrants, and service connections
- Easement and access requirements
- Backflow prevention requirements
- Construction and testing requirements
- Inspection and acceptance procedures
- Standard details and specifications

4.2 Standardization and Formatting

Revise and standardize document organization, terminology, formatting, references, and cross-references for consistency and usability. Coordinate with Town staff during preparation of the draft standards to refine technical direction and policy decisions. Document will include:

- General Provisions
- Administrative Requirements
- Planning and System Requirements



- Hydraulic Design Criteria
- Water Main Design
- Water Conservation and Irrigation Standards
- Appurtenances
- Construction Requirements
- Inspections, Testing and Disinfection
- Warranty and Acceptance
- Standard Details
- Submittal Checklists
- Approved Materials List
- Standard Specifications

Task 5 – Review Draft and Final Revisions

5.1 Review Comment Resolution

Compile and respond to Town and stakeholder review comments on the draft standards.

5.2 Final Revisions

Prepare revised final standards incorporating agreed-upon revisions.

5.3 Adoption Support

Provide support materials for Town adoption, including:

- Executive summary of revisions
- Presentation materials
- Attendance at public meetings or Council meetings, as requested
- Comment response matrix
- Final Water System Design Standards
- Adoption support materials

Assumptions

The Town's Public Works Department will provide available existing standards and reference documents. Detailed hydraulic modeling and capital improvement planning are excluded unless specifically authorized.

Fee

The IMEG team will complete the tasks described within the time frame of six months, for a not to exceed cost of \$54,660.

Deliverables

The project will result in the preparation of updated and modernized Water System Design Standards for the Town of Monument, including administrative, technical, and construction-



related guidance for public and private water infrastructure improvements. Major deliverables anticipated under this scope include:

- Project kickoff meeting agenda and summary
- Monthly project coordination meeting agendas and summaries
- Existing Conditions and Gap Analysis Memorandum documenting deficiencies, conflicts, and recommended updates to the current standards
- Stakeholder and technical workshop summaries
- Administrative Draft Water System Design Standards
- Revised standard specifications and technical criteria
- Updated standard drawings and details
- Draft and final submittal checklists
- Approved materials list
- Comment response matrix documenting resolution of Town and stakeholder comments
- Final Water System Design Standards suitable for Town adoption
- Executive summary of revisions and adoption support materials
- Presentation materials for Town Board, Council, or public meetings, as requested

Terms & Conditions

The proposed scope of services will be completed by the IMEG team, on behalf of the Town of Monument, under the terms and conditions of the on-call contract as subsequently updated for hourly rate adjustments over the term of the agreement. The fees reflected would be billed at our approved hourly rates on a not to exceed basis for the scope indicated.

With your approval and signature below, we will set up our kick-off meeting and get the update started.

Signatures:

Town of Monument

Town Manager—Madeline VanDenHoek:

Date:

IMEG

Town Engineer (IMEG)

Date:

T. C. G. J.

