



MONUMENT TOWN COUNCIL REGULAR MEETING AGENDA

MONDAY, AUGUST 17, 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 363 949 966#

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 - August 17, 2026
- b. Meeting Minutes - August 3, 2026
- c. Invoice Over 25K
- d. Resolution No. 56-2026 - A Resolution of the Town Council of the Town of Monument, Colorado, Awarding RFP No. 26-007 for Managed Print, Mailing, and Document Systems Equipment Lease and Support Services and Authorizing Execution of the Agreement - *(Will Williams)*
- e. Resolution No. 63-2026 - A Resolution for the Town Council to Approve the Purchase of Shadow Systems Handguns and Required Accessories For Monument Police Department Officers' On-Duty Use - *(Chief Regan)*
- f. Resolution No. 65-2026 - A Resolution Approving a Change Order For Heart of Monument Parking Lot - *(Andrew Archuleta)*
- g. Liquor Licensing Authority - Festival Permit Application From Goat Patch Brewing Company For Pours in the Park Event at Limbach Park on Sept. 19, 2026 - *(Tina Erickson)*

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

- a. Ordinance No. 15-2026 - (Continued from Aug. 3) An Ordinance Granting Approval of the Falcon Commerce Center Phase 2 Preliminary PUD Major Amendment Located in the South 43 Acres of Falcon Commerce Center Known As Area D - *(Jenna Gorney)*
- b. Ordinance No. 16-2026 - (Continued from Aug. 3) An Ordinance Granting Approval of the Santa Fe Meadows Final Planned Unit Development Located in the South 43 Acres of Falcon Commerce Center Known As Area D - *(Jenna Gorney)*

c. Ordinance No. 22-2026 - (Continued from Aug. 3) An Ordinance Granting Approval of the Final Planned Unit Development Plan for Conexus Lot 1 Filing 2, Also Known as Hillpointe, Located Along Old Denver Road Within the Conexus Development - (*Rey Medina*)

d. Ordinance No. 19-2026 - (Continued from Aug. 3) An Ordinance Submitting to the Eligible Electors Voting in the Town's Regular Election, to Be Held November 3, 2026, a Ballot Issue Increasing the Use Tax Rate, and Contingent Upon Elector Approval, Amending the Monument Municipal Code to Provide For the Same - (*Town Attorney*)

6. Presentations:

a. Initial 2027 Budget - (*Jennifer Phillips*)

7. Resolutions:

a. Resolution No. 64-2026 - A Resolution Approving Fee Increases and Adopting Fee Schedule Effective October 1, 2026 - (*Jennifer Phillips*)

8. Future Agenda Item Authorization:

9. Reports:

a. Town Manager's Monthly Report - (*Madeline VanDenHoek*)

10. Council Comments:

11. Executive Sessions:

a. Executive Session Pursuant to § 24-6-402(4)(b), C.R.S. for a Conference with the Town Attorney for the Purpose of Receiving Legal Advice on Specific Legal Questions Regarding Pending Legal Projects

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, August 3, 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 Councilmember Chad Smith		Madeline VanDenHoek, Town Manager Patrick Regan, Police Chief Tina Erickson, Town Clerk Ashley Hernandez-Schlagel, Town Attorney Will Williams, Director of IT Jennifer Phillips, Director of Finance/ interim Director Public Works Laura Hogan, Director of Administration Dan Ungerleider, Director of Planning Jenna Gorney, Senior Planner Laurie Young, Senior Accountant Jonathan Rigaud, Water Manager Andrew Archuleta, Assistant Director of Public Works	
ATTENDED REMOTELY:			
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 of potential conflicts of interest were received.

3. Approval of the Consent Agenda:

- a. Agenda - August 3, 2026
- b. Meeting Minutes - July 20, 2026
- c. Quarterly Budget Report

d. Quarterly Sales Tax Report

e. Resolution No. 62-2026 - A Resolution Approving Release and Settlement Agreement

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

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.*

- No public comments were received.

5. Presentations:

a. Recognition of Fire Chief Kovacs and Introduction of Fire Chief Fitzgerald
VanDenHoek gave appreciation to outgoing Fire Chief Kovacs for his service and partnership with the Town of Monument. VanDenHoek introduced the new Fire Chief Fitzgerald.

b. Milestone Anniversaries
VanDenHoek recognized Officer Paul Nyman for his five-year work anniversary.

c. Summer Internship
Beery gave a brief presentation to tell about her internship in the finance department with the Town of Monument and expanded on her future plans after this internship concludes.

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

a. Ordinance No. 19-2026 - An Ordinance Submitting to the Eligible Electors Voting in the Town's Regular Election, to Be Held November 3, 2026, a Ballot Issue Increasing the Use Tax Rate, and Contingent Upon Elector Approval, Amending the Monument Municipal Code to Provide For the Same
Hernandez-Schlagel presented ordinance no. 19-2026 as included in the council packet. Mayor Mitch LaKind opened the public hearing, no public comments were received. Mayor Mitch LaKind closed the public hearing. Phillips provided brief overview of what the use tax rate is and how it applies to development or vehicle purchasing. Mayor Pro Tem King is not in favor of the ballot language speaking to vehicles. Mayor Pro Tem King and Councilmember Marco Fiorito were directed to work together on the ballot language and for staff to provide clarification on use tax for vehicles purchased in state and out of state. Councilmember Chad Smith made a motion to continue ordinance no. 19-2026 to August 17, 2026, regular meeting and the motion was seconded by Councilmember Sana Abbott. Roll call vote was taken and the motion passed 7 to 0.

b. Ordinance No. 15-2026 - (Continued from July 6) An Ordinance Granting

Approval of the Falcon Commerce Center Phase 2 Preliminary PUD Major Amendment Located in the South 43 Acres of Falcon Commerce Center Known As Area D

Ungerleider requested to continue ordinance no 15-2026 along with the public hearing to August 17, 2026 regular meeting. Councilmember Chad Smith made a motion to continue ordinance no. 15-2026 and the motion was seconded by Councilmember Sana Abbott. Roll call vote was taken and the motion passed 7 to 0.

c. Ordinance No. 16-2026 - (Continued from July 6) An Ordinance Granting Approval of the Santa Fe Meadows Final Planned Unit Development Located in the South 43 Acres of Falcon Commerce Center Known As Area D

Ungerleider requested to continue ordinance no. 16-2026 along with the public hearing to August 17, 2026 regular meeting. Councilmember Chad Smith made a motion to continue ordinance no. 16-2026 and the motion was seconded by Mayor Pro Tem Steve King. Roll call vote was taken and the motion passed 7 to 0.

d. Ordinance No. 21-2026 - An Ordinance Granting Approval of the Final Planned Unit Development Plan for Karl Malone Powersports, Located on Lots 8 and 9 in the Terrazzo-Baja Commercial Development

Gorney presented ordinance no. 21-2026 as included in the council packet. The Council gave appreciation to the architecture and design of the building, questioned the lighting, the detention centers as well as why lot 9 is still vacant. The applicant David Hicks gave some background on the company and on how they were able to get to this point with their business and what brought them to decide on a location in the Town of Monument. Mayor Mitch LaKind opened the public hearing, no public comments were received. Mayor Pro Tem Steve King made a motion to approve ordinance no. 21- 2026 with the conditions: Lot 9 comes back with Final PUD independent of this one and that pylon signs are restricted. The motion was seconded by Councilmember Sana Abbott. Roll call vote was taken and the motion passed 7 to 0.

e. Ordinance No. 22-2026 - An Ordinance Granting Approval of the Final Planned Unit Development Plan for Conexus Lot 1 Filing 2, Also Known as Hillpointe, Located Along Old Denver Road Within the Conexus Development

Ungerleider requested a continuation of ordinance no. 22-2026 and the public hearing to August 17, 2026, on behalf of the applicant for Conexus Lot 1 Filing 2, also known as Hillpointe. Councilmember Chad Smith made a motion to continue ordinance no. 22-2026 and the motion was seconded by Councilmember Sana Abbott. Roll call vote was taken and the motion passed 7 to 0.

7. Resolutions:

a. Resolution No. 57-2026 - A Resolution Approving Increases in Water Rates, Fees and Fines For All Town of Monument Customers to Ensure the Long-Term Financial Stability of the Water Enterprise Fund

Phillips presented resolution no. 57-2026 as included in the council packet.

Councilmember Marco Fiorito made a motion to approve resolution no. 57-2026 and to amend the attachment for bulk fill deposits to \$250.00 for residential and \$500.00 for commercial accounts. The motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 7 to 0.

b. Resolution No. 58-2026 - A Resolution Authorizing a New Tap to Be Installed to Two (2) Out of District Commercial Buildings

Phillips presented resolution no. 58-2026 as included in the council packet. The council proposed concerns if the current property owner would sell in the future. Phillips recommended to the Council to not make a vote to allow the resolution to fail due to lack of vote. She would bring back a new resolution to meet the concerns the council displayed.

- Resolution No. 58-2026 failed due to lack of vote.

c. Resolution No. 59-2026 - A Resolution Approving a Lease Agreement With the Tri-Lakes Chamber of Commerce For Property Located at 166 Second Street

VanDenHoek presented resolution no. 59-2026 as included in the council packet. Mark Bittle and John Reyes with the Chamber of Commerce spoke on the benefits of the partnership with the Town of Monument as well as the impact the services they provide to the community. Councilmember Laura Kronick made a motion to approve resolution no. 59-2026 and the motion was seconded by Councilmember Marco Fiorito. Roll call vote was taken and the motion passed 4 to 3.

- Councilmembers Sana Abbot, Kenneth Kimple and Chad Smith opposed the motion.

d. Resolution No. 60-2026 - A Resolution Withdrawing the Town From the Loop Water Authority

VanDenHoek presented resolution no. 60-2026 as included in the council packet. Councilmember Laura Kronick made a motion to approve resolution no. 60-2026 and the motion was seconded by Councilmember Sana Abbott. Roll call vote was taken and the motion passed 7 to 0.

e. Resolution No. 61-2026 - A Resolution Approving an Intergovernmental Agreement (IGA) Between the Town of Monument and the Triview Metropolitan District to Develop a Joint Area Transportation Plan

Ungerleider presented resolution no. 61-2026 as included in the council packet. Councilmember Marco Fiorito made a motion to approve resolution no. 61-2026 and the motion was seconded by Councilmember Laura Kronick. Roll call vote was taken and the motion passed 7 to 0.

8. Future Agenda Item Authorization:

- Creek Week proclamation September 8, 2026.

9. Council Comments:

- Councilmember Chad Smith - sad he missed the ribbon cutting for ACCO that

was last week while he was out of town. He gave appreciation to all the staff involved.

- Councilmember Laura Kronick - echoed what Councilmember Chad Smith said, she was disappointed staff wasn't pointed out better. She gave appreciation for the Water and Public Works department for fixing the water break on Buffalo Valley Path. She mentioned the 4-year plan being devised for "Shape the Future of Aging Services" community conversation happening on August 27th from 10am-12pm at the Town Hall.

- Mayor Pro Tem Steve King - gave appreciation to staff for ACCO coming to the Town.

- Councilmember Kenneth Kimple - provided his reasoning for his no vote to be on the record for the lake parking permits.

- Mayor Mitch LaKind- thanked the town staff for the information provided to the Council as well as the work put into ACCO.

10. Executive Sessions:

a. Executive Session Pursuant to § C.R.S. 24-6-402(4)(b) to Receive Legal Advice From the Town Attorney Regarding Planning Matters Currently Before El Paso County on Appeal

Councilmember Marco Fiorito moved to enter into executive session pursuant to C.R.S. 24-6-402(4)(b) to receive legal advice from the Town Attorney regarding planning matters currently before El Paso County on Appeal. Mayor Pro Tem Steve King seconded the motion. Roll call vote was taken, the motion passed 7 to 0.

b. Executive Session Pursuant to § C.R.S. 24-6-402(4)(b) For Purposes of Receiving Legal Advice From the Town's Legal Counsel Regarding Quasi-Judicial Actions and the Impact of Social Media

Councilmember Marco Fiorito moved to enter executive session pursuant to C.R.S. 24-6-402(4)(b) for purposes of receiving legal advice from the Town's legal counsel regarding quasi-judicial actions and the impact of social media and to return to open session. Councilmember Laura Kronick second the motion. Roll call vote was taken and the motion passed 7 to 0.

The Council entered executive session at 09:32 pm.

The Council concluded executive session at 10:00 pm.

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

The Council resumed regular meeting at 10:03 pm.

The Council had a brief discussion regarding the letter of opposition.

Councilmember Chad Smith made a motion to approve signing a letter to support for administrative determination ADM264 and opposition to classification of Buc-ee's as an allowed convenience store use and to approve the press release and talking points. The motion was seconded by Councilmember Sana Abbott. Roll

call vote was taken and the motion passed 7 to 0.

12. Adjournment:

Mayor Mitch LaKind moved to adjourn the meeting, the motion was passed unanimously, the meeting was adjourned at 10:07 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: 07/30/2026

Matter: Town of Monument-General-20028-0001

Responsible Attorney Robert Cole

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #9062	Balance: \$21,440.00					
07/28/2026	Invoice #9062	08/27/2026	\$21,440.00			\$21,440.00
Totals:			\$21,440.00	\$0.00	\$0.00	\$21,440.00

Matter: Town of Monument-Water-20028-0002

Responsible Attorney Robert Cole

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #9062	Balance: \$5,647.50					
07/28/2026	Invoice #9062	08/27/2026	\$5,647.50			\$5,647.50
Totals:			\$5,647.50	\$0.00	\$0.00	\$5,647.50

Matter: Town of Monument-PD-20028-0003

Responsible Attorney Robert Cole

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #9062	Balance: \$6,278.50					
07/28/2026	Invoice #9062	08/27/2026	\$6,278.50			\$6,278.50
Totals:			\$6,278.50	\$0.00	\$0.00	\$6,278.50

Matter: Town of Monument-Plannning-20028-0008

Responsible Attorney Robert Cole

Date	Activity	Due Date	Invoice Amount	Payments	Credit	Balance
Invoice #9062	Balance: \$1,016.00					
07/28/2026	Invoice #9062	08/27/2026	\$1,016.00			\$1,016.00
Totals:			\$1,016.00	\$0.00	\$0.00	\$1,016.00
Totals for all Client Matters:			\$34,382.00	\$0.00	\$0.00	\$34,382.00



TOWN OF MONUMENT COUNCIL MEMORANDUM

To: Mayor and Town Council

From: Will Williams, Director of Information Technology

Date: August 17, 2026

Subject: Resolution No. 56-2026 – Awarding RFO NO. 26-007 for Managed Print, Mailing, and Document Systems Equipment Lease and Supporting Services and authorizing execution of the agreement

STRATEGIC PRIORITIES (2026-2028)

☐ Enable Responsible Community Development

☒ **Ensure Long-Term Financial Health and Sustainability**

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

☐ Strengthen Community Engagement

☐ Reinforce a Positive Work Culture

PURPOSE OF MEMORANDUM to request Town Council consideration and approval of **Resolution No. 56-2026**, which awards RFP No. 26-007 for managed print, mailing, and document systems equipment lease and support services to All Copy Products. The recommended award follows staff review of qualified responses, evaluation of pricing and service capabilities, and consideration of the Town's long-term operational and financial needs.

BACKGROUND

The Town received seven qualified responses to RFP No. 26-007 for managed print, mailing, and document systems services. The response pool included Canon USA, All Copy Products, Marco Technologies, Pacific Office Automation with Sharp and Ricoh solutions, Ricoh USA, and Toshiba America Business Solutions. A four-member review team completed an initial review of the submissions and participated in two review

meetings to compare pricing, equipment capabilities, service levels, support responsiveness, implementation considerations, and overall value.

Following the initial evaluation and review discussions, the review team determined that All Copy Products should be recommended for award. This recommendation is based on the evaluation matrix, candidate comparison, pricing and service review, incumbent performance, local service orientation, and the Town's need for a reliable long-term partner for print, mailing, and document systems support.

DISCUSSION / ANALYSIS

All Copy Products is the Town's current services and lease contract provider. The review team noted that the proposed solution would replace all currently leased devices with newer equipment, add two business-size printers, and add an additional postage metering machine to the lease inventory while still reducing the Town's monthly contract cost compared with the amounts paid during the prior 32 months.

Although All Copy Products is smaller than some national or multi-state responders, that factor is beneficial for this procurement because the company is focused in the Colorado and Rocky Mountain region. The regional service model supports direct escalation, local familiarity, and practical responsiveness for municipal operations.

The recommendation is not based solely on the lowest quoted monthly lease amount. The review team considered total value, including cost per page, support services, equipment standardization, consumables, uptime, replacement equipment availability, implementation needs, and the vendor's ability to support printers, postage equipment, and related document systems. Based on these factors, All Copy Products provides a balanced combination of cost control, service continuity, regional support, and operational familiarity.

FINANCIAL IMPACT

The proposed All Copy Products contract is estimated at \$2,043.33 per month, or \$24,520 annually, before estimated usage charges. The Town's current monthly print services cost averaged approximately \$2,744.63 from January 2024 through July 2026, based on actual monthly costs totaling \$85,056.16 over 31 recorded months. Compared with that historical average, the proposed monthly contract represents an estimated savings of approximately \$701.30 per month.

Council may note that the proposed agreement does not identify a specific not-to-exceed contract value. While the equipment lease component is fixed, a portion of the agreement includes variable charges based on actual printing volumes, color printing usage, and postage expenditures. Because these costs fluctuate from month to month and are dependent upon operational demand, a fixed not-to-exceed amount was not included in the agreement. Staff requested consideration of a not-to-exceed provision during contract

discussions; however, actual usage levels cannot be accurately forecasted. Expenditures under the agreement will remain subject to annual budget appropriations approved by the Town Council.

For the final four months of 2026, replacing the current monthly cost of \$3,279.72 with the proposed monthly contract amount of \$2,043.33 could potentially reduce contract costs by approximately \$1,236.39 per month, or approximately \$4,945.56 for September through December 2026. These projected savings are achieved even though the proposal includes upgraded replacement devices, two additional business-size printers, and one additional postage metering machine. **Actual savings may vary based on monthly printing volumes, color usage, and postage consumption.**

Cost Comparison Item	Amount
Historical average monthly cost, Jan. 2024–Jul. 2026	\$2,744.63
Current 2026 monthly cost, Jun.–Jul. 2026	\$3,279.72
Proposed All Copy Products monthly contract	\$2,043.33
Estimated monthly savings versus historical average	\$701.30
Estimated savings for final four months of 2026	\$4,945.56

LEGAL CONSIDERATION

Approval of Resolution No. 56-2026 will authorize execution of the agreement in a form consistent with applicable procurement requirements. The agreement includes both fixed lease costs and variable usage-based charges associated with printing and postage services.

COMMUNITY IMPACT

The recommended award supports efficient and resilient Town services by maintaining reliable print, mailing, and document systems used by multiple departments. The proposal promotes fiscal responsibility through lower monthly costs while improving equipment currency and supporting continuity of service for staff and the community.

RECOMMENDED ACTION

Staff recommends approval of **Resolution No. 56-2026**, thereby awarding the contract for managed print, mailing, and document systems equipment lease and support services to All Copy Products, effective August 17, 2026, and authorizing the Town Manager to execute the agreement and related documents necessary to implement the award.

Artificial Intelligence Disclosure: Portions of this document were developed with the assistance of a Town-approved Artificial Intelligence (AI) tool. All AI-generated content has been reviewed, edited as necessary, and approved by the author. The author retains full responsibility for the accuracy, appropriateness, and compliance of this document.

TOWN OF MONUMENT

RESOLUTION NO. 56-2026

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MONUMENT, COLORADO, AWARDED RFP NO. 26-007 FOR MANAGED PRINT, MAILING, AND DOCUMENT SYSTEMS EQUIPMENT LEASE AND SUPPORT SERVICES AND AUTHORIZING EXECUTION OF THE AGREEMENT

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 and approved by the electors on November 8, 2022; and

WHEREAS, the Town of Monument has established a strategic priority, “to ensure long-term and financial health and stability” for 2026–2028. This priority takes steps to support long-range finance health, forecasting and sustainability to ensure efficient and resilient town services and invest in the Monument community; and

WHEREAS, Town staff conducted a competitive solicitation process for managed print, mailing, and document systems services in accordance with the Town’s procurement requirements; and

WHEREAS, the Town’s current agreement for managed print, mailing and document systems services expires on August 16, 2026, and the staff evaluated current and future requirements through a competitive procurement process to identify the best value solution for the Town; and

WHEREAS, following evaluation of the proposals received, the Town staff recommends award of RFP No. 26-007 to All Copy Products as the proposer determined to provide the best overall value to the Town;

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

Section 1. Incorporation. The forgoing recitals are hereby incorporated into the Resolution as though fully set forth herein.

Section 2. Award. The Council hereby approves the award of RFP No. 26-007 and authorizes the Town Manager to execute a thirty-six (36) month agreement with All Copy Products for managed print, mailing, and document systems equipment lease and support services.

Section 3. Authorization. The Town Manager and Town staff are authorized to take all actions necessary to implement the award approved herein.

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

Section 5. Severability. If any provision of this Resolution is held invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining provisions of this Resolution, which shall remain in full force and effect.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 17th day of August 2026 by a vote of ____ for and ____ against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

Attest:

Tina Erickson, Town Clerk



Response Proposal

Prepared By: Dave Barrows

Proposal Prepared For:
Town of Monument



Proposal Requirements

Proposals must be organized in the order listed below and must provide sufficient detail for the Town to evaluate compliance, cost, implementation approach, and overall value. Vendors must clearly identify any assumptions, exclusions, exceptions, optional items, or alternate proposals.

- Signed cover letter or transmittal letter.
- Company qualifications, including relevant experience and years in business.
- References, including at least three references, with municipal or government references preferred.
- Technical solution addressing the requirements in Sections 3 and 4, including proposed equipment, software, security features, and compatibility details.
- Service model addressing the SLA requirements in Section 5.
- Transition and implementation plan addressing the requirements in Section 6.
- Completed pricing forms required by Section 7 and Appendix C.
- Completed vendor response forms included in Appendix D.
- Product specifications, equipment schedules, software or licensing requirements, and other supporting documentation.
- Identification of any exceptions to the Town's requirement, insurance requirements, Standard Service Agreement terms or proposed contact terms.



July 13, 2026

Town of Monument
Purchasing/ IT
645 Beacon Lite Rd
Monument, CO 80132

To Whom it May Concern.

Thank you for the opportunity to submit this proposal to the Town of Monument. All Copy Products is pleased to present a comprehensive managed print, mailing, and document technology solution designed to improve operational efficiency, strengthen security, and reduce the total cost of ownership while providing the Town with exceptional local service and support.

Not only does All Copy Products have the ability to provide Town of Monument the hardware listed in this solicitation, but we have also fostered valuable partnerships with several of the major manufacturers of these products which enables us to provide service solutions on several levels such as delivery and implementation, operational uses, pro-active monitoring, direct ship supplies for each device, break/ fix programs and complete fleet analytics to better track and manage print output.

Because ACP is a certified dealer of HP, Konica Minolta, Canon, and Sharp products, the Town of Monument will have the option of any combination of Sharp, Canon, Konica Minolta, or HP products at the full discount provided to us by our vendors.

ACP has reviewed the solicitation, contract requirements, insurance requirements, and supporting documents. Unless specifically identified within this proposal, ACP accepts the Town's requirements as written.

Through this submittal all Copy Products acknowledges that we will disclose all exceptions of the stated terms and conditions and we will not attempt to add or negotiate any exceptions after this Solicitation has been awarded. We also understand that statements such as "exceptions will be provided upon award" or "we reserve the right to take exceptions later" will render this proposal as non-responsive.

Dave Barrows
Southern Colorado Director
All Copy Products



A locally owned and fully staffed office technology provider, All Copy Products operates 35 brick and mortar locations spanning 8 states. ACP maintains partnerships with the leading manufacturers of office equipment, among them Sharp, Konica Minolta, Canon, and HP. Because of these partnership agreements, our technicians are trained directly by the manufacturers on every product line, equipping them to represent those products both professionally and knowledgeably.

Operating since 1998, we serve city, county, and state entities across Colorado, Nebraska, and Kansas. Our team likewise services and maintains the largest school districts throughout the State of Colorado as well as in Colorado Springs.

References

Company Name: City of Englewood

Address: 1000 Englewood Parkway, Englewood CO 80110

Contact Name: Joe Isenbart, Director of IT

Phone: (303) 783-6841

Project Completed: MFP/ Printer Fleet with Papercut & complete Papercut Migration

Company Name: Monument Academy

Address: 1150 Village Ridge Point, Monument, CO 80132

Contact Name: Jake Dicus, Facilities Manager

Phone: (719) 481-1950

Project Completed: MFP Fleet with Papercut

Company Name: Woodmen Hills Metropolitan District

8046 Eastonville Rd. Peyton CO 80831

Contact Name: Carter Bullion, Director of Finance and Administration

Phone: (719) 495-2500

Project Completed: MFP Copiers, Intermedia VoIP, Verkada Cameras



Scope Of Work

The selected vendor shall provide a complete managed print, mailing, and document systems solution that includes the following required services and equipment:

- Replace the Town's existing managed multifunction printers listed in Appendix A.
ACP proposes replacing the Town's existing Sharp multifunction devices with the latest Sharp BP Series, right-sized to each department's actual monthly print volume. This approach reduces unnecessary operating costs while providing enhanced security, cloud connectivity, intelligent automation, and an improved user experience. Because the volume on your MFPs is consistently under 3,000 prints per month per device, we would right size each location with a Sharp BP-71C31. We will also be proposing PaperCut as a cloud-based print management software on all A3 devices.
- Provide one additional business-size multifunction printer.
Due to the request in Q&A #3, ACP will offer a free-standing A3 MFP similar to the one in the PD Records department, this would be the Sharp BP-71C31.
- Provide one additional medium-size multifunction printer.
Due to the volume of the devices listed in Q&A #3, ACP will recommend the newest A4 desktop Sharp model that replaced the MX-C402SC. The MX-C358F.
- Provide support, maintenance, and applicable supplies for the existing owned wide-format scanner listed in Appendix A.
ACP has 3 Canon-trained technicians who are certified to repair the Canon ImagePROGRAF TZ-3000.

- Replace the existing USPS postage system with a comparable or better solution.
- Provide one additional USPS postage system at 259 Beacon Lite Rd. with capabilities equivalent to or greater than the currently leased system.
ACP is an authorized FP Mailing Solutions partner and proposes replacing both existing postage systems with the current-generation FP PostBase Fusion A5 platform.
- Replace the current leased folder/insertion system with a comparable or better solution.
ACP will replace the current folder/ insertion with a Canon FPi 2720 which can process up to 2,500 letters per hour.
- Provide pricing and recommendations for optional replacement, consolidation, support, or removal of unmanaged devices listed in Appendix B.
Because ACP is also an authorized HP & Konica Minolta Partner, we can carry service contracts on all your HP & Konica Minolta printers which will include all toner, drums, parts & labor. ACP recommends consolidating several unmanaged Brother devices while replacing unsupported units with comparable HP devices to simplify fleet management and standardize support. Using this logic, we propose consolidating the printers at the 645 Beacon Lite location and replace the 259 Beacon Lite & the El Paso County Sheriff's office printer with HP models.

Services must include installation, configuration, implementation coordination, maintenance, applicable consumables or supplies, training, support, and coordination for removal, return, or transition of replaced equipment. Vendors must clearly identify any assumptions, exclusions, or Town responsibilities associated with the proposed scope of work.

As the incumbent vendor, ACP offers the advantage of coordinating a scheduled fleet deployment at a time and in a manner that best aligns with the Town's operational needs, without incurring additional monthly charges or move fees.

ACP will work closely with the Town's IT staff to configure each new device- or, if preferred, clone the hard drive of each existing device- to ensure all replacements are deployed with the exact specifications required. This preparation will be completed in ACP's warehouse prior to installation.

On the agreed-upon delivery date, ACP technicians will install each new device and perform all the necessary testing to verify printing, scanning, and network functionality before removing the existing equipment from service. At this time, ACP will not deploy the print management software, we will wait until the following day before taking that step.

Once the existing devices have been removed from the premises, the Town Of Monument will have no further responsibility for those machines. At that time, all obligations, terms, and conditions associated with the agreement for the removed equipment shall be deemed terminated and no longer in effect.



Technical Requirements

Proposed equipment and systems must meet or exceed the Town's current performance, functionality, security, reliability, and compatibility requirements. Vendors must clearly identify whether each proposed component meets, exceeds, or does not meet the requirements below and must disclose any assumptions, dependencies, exceptions, required software, licensing, or recurring costs.

- Proposed multifunction printers be compatible with their Windows Print Management environment, including print driver support, deployment approach and required configuration details.

Prior to final deployment, ACP will work with Town of Monument to confirm exact configurations for each location including but not limited to MAC Address, Scan To Email locations, Scan to SMB locations, and Papercut recognition.

- Vendors must identify any Town IT, MSP, network, authentication, software, or cloud-service requirements necessary to implement and support the proposed solution.

If the Town opts to utilize the PaperCut Hive Solution which is cloud-native edge-node solution, the client would not be responsible for building, buying or maintaining their own cloud server as this is a fully hosted SaaS solution. To set up PaperCut Hive, you would only need to satisfy the following local infrastructure and networking requirements:

1. Active "Edge Nodes" (Local Devices)

- Operating System:** You must have at least one or two reliable **Windows** or **macOS** computers on your local network to act as active edge nodes.
- Role:** These local devices handle initial printer discovery, encrypt print jobs, and hold them securely until a user releases them at the printer.
- Workstations:** Standard user laptops form the rest of the mesh dynamically. Lightweight devices (like Chromebooks, iOS, or Android) can print to Hive, but they cannot act as edge nodes to route jobs for others.

2. Network & Firewall Configuration

- Your local network firewall must allow outbound traffic so the edge nodes can communicate with the PaperCut cloud administration panel.
- **Outbound Ports:** Open port **443** (HTTPS) and port **8883** (MQTT) to communicate with PaperCut Cloud Services.
- **Local Mesh Ports:** Ensure ports **9263**, **9264**, and **9266** are open locally on your internal network so the edge nodes can replicate print jobs to each other for redundancy.
- **Printer Communication:** Your local nodes must be able to reach printers via standard printing protocols like **Line Printer Daemon (LPD)**, **IPP/IPPS** (ports 80/443/631), or **RAW** (port 9100).

3. Optional: PaperCut's Hosted Cloud Node

- If your organization uses a **Zero-Trust network architecture** (where local computers are isolated and cannot talk to each other or the printers directly), you can enable PaperCut's built-in **Cloud Node** feature.
- Turning this on allows users to securely upload print jobs directly to PaperCut's hosted cloud infrastructure. The job is then safely pulled down by the printer or a dedicated local client when released. No customer-managed server is required.

4. Printer Prerequisites

- **MFD Requirements:** Your multi-function devices (MFDs) must be compatible with the PaperCut Hive Full Embedded app if you want users to log in directly on the printer touchscreen.
- **Discovery:** The printers must support **SNMP v1/v2** so the edge mesh can automatically discover them on your network.

- Vendors must identify whether secure print release is included, including any PIN- based release, badge-based release, or both, and must clearly state any related hardware, software, licensing, or support costs.

ACP's preferred solution is the Cloud-Based PaperCut Hive Solution, which can be badge-based or PIN based release Follow-Me-Print. There is an additional cost for this solution which will be itemized on Appendix C- Pricing Forms. Should the client opt not to use the PaperCut solution, the Sharp devices have native capabilities to set page limits on users to prevent excessive color or black-and- white printing. The Town's administration can also set limits and pull a full audit trail to track usage of each department or end-user via User codes or numeric log-ins.

- Proposed solutions should include appropriate security features, including user authentication, role-based access where available, audit or usage reporting, firmware/ security update support, and device data protection or sanitization capabilities.

PaperCut Hive employs user authentication with role-based access either by using a PIN or badging access. This feature would also have auditing and reporting capabilities.

Each ACP device will be protected by our All Secure service which will safeguard sensitive data that is contained on the HDD of your printers and copiers. The All Secure service will also sanitize each HDD upon removal of equipment and provide the client with a certificate stating this step has been taken. This protects the client against potential lawsuits and insurance rate increases.

- Proposed folder/ inserter equipment must support a minimum volume of 1,200 mail pieces per month and accommodate anticipated annual volume growth of approximately 3%.

ACP is proposing a Canon FPi 2720 Folder/ Inserter which we can service and support for the term of the contract and will have the ability to support the minimum mail pieces per month of 1,200 mail pieces as well as an expected annual volume growth of 3%.

- Proposed postage system must provide functionality equivalent to or greater than the current leased postage system.

ACP is offering the newer model to the one currently in operation by the Town of Monument, FP Postbase Fusion A5.

- Proposed equipment must be appropriately sized for the locations, volumes, and operational needs identified in the RFP and appendices.

After reviewing how heavily each device is used across the Town of Monument, ACP recommends a Sharp BP-71C31 for every department currently running a Sharp MX-3571, MX-5071, MX-4070N, or MX-3070N. These units serve PD Records, PD 2nd Floor Admin, the Planning Office, the Billing Office, and the 2nd Floor Admin.

Since the Public Works and PD Sergeants Offices still operate older Sharp A3 devices, ACP proposes replacing each with a Sharp C428F.

The Town of Monument has additionally requested 2 more devices — one mirroring the unit slated for PD Records, and the other matching either the PD Sergeants office or PD Records. To cover both, ACP proposes a Sharp BP 71C31 together with a Sharp C428F.



Service Level Agreements

Vendors must provide a service model that meets or exceeds the Town's operational requirements and must clearly identify any exceptions, exclusions, service area limitations, recurring support costs, or Town responsibilities. Vendors must complete the service level response form included in Appendix D.

- Remote response time for service requests must be provided and should not exceed one business day,
ACP averages a 4 hour response time and guarantees a 98% uptime for each device. Once dispatched, the technician will communicate with the designated contact prior to physically showing up to assess the situation and provide an estimated time of arrival. Because our technicians carry Trunk Stock in their cars, they are able to close out 85% of their service requests on the first dispatch. If the technician is unable to close out the call, he will dispatch himself back to the call until the issue is resolved.
- Onsite dispatch time must be provided and should not exceed two business days or issues that cannot be resolved remotely.
ACP guarantees that onsite dispatch time will not exceed two business days as well as sending a technician onsite for any issue that cannot be resolved remotely.
- Consumables and supplies delivery timelines must be provided and should support continuity of service without avoidable equipment downtime.
ACP uses Predictive Insights as our data collection agent which pulls meter reads, toner levels, and drum levels on each device. Using the Auto Toner Renewal feature, the devices will report when the toner is less than 20% capacity and automatically order it and marked for the exact machine and department where the machine is.

- Vendors must define service hours, after-hours support availability, and any holiday or emergency support limitations.
If this RFP is awarded to ACP, we will provide you a list of each holiday taken by our company. Our technicians work 7:00 am to 5:00 pm and because they carry parts in their cars can be dispatched right from their houses in the morning and end their day the same way without having to drive to the office to begin and end their days. This is achieved because each technician is assigned a company car that monitors their dispatch time, drive time, and time at each location.
- Vendors must provide escalation procedures for unresolved, repeated, or critical issues, including support tiers or responsible roles.
If awarded this RFP, ACP will include a complete SLA detailing escalation procedures for unresolved, repeated, or critical issues including support tiers or responsible roles.
- Vendors must identify expected uptime guarantees and how uptime is measured, reported, and remedied if not met.
If awarded this RFP, ACP will include a complete SLA which will identify expected uptime guarantees, how uptime is measured, reported and remedied if not met.
- Vendors must state whether temporary replacement or loaner equipment is available when repairs exceed the vendor's standard resolution timeframe.
Yes, ACP will provide temporary replacement equipment if repairs on an existing machine exceed our standard resolution timeframe.
- Vendors must disclose any SLA-related fees, exclusions, or conditions that may affect service availability or total cost.
If awarded this RFP, ACP will include a complete SLA disclosing any fees, exclusions, or conditions that may affect service availability or total cost.

PLEASE SEE ATTACHED SERVICE LEVEL AGREEMENT WHICH COVERS THESE ITEMS

Confidential

**Multi-Functional Product (MFP)
Master Services Agreement – The Town of Monument**

This agreement dated July 15th, 2026 (the “Effective Date”) is agreed to by ALL COPY PRODUCTS for equipment pricing of multi-function copier, network printer, and fax device service and supply pricing, including all terms and conditions herein for a period of 5 years, beginning August 1st, 2026 through August 31, 2031. This Agreement covers all affiliates of **The Town of Monument** with current equipment leases from ALL COPY PRODUCTS.

Responses contained herein constitute the entire terms and conditions of the agreement. If there are any terms in the standard maintenance agreements that are inconsistent with the terms of this agreement, the terms of this agreement shall prevail. ALL COPY PRODUCTS acknowledges that this agreement may conflict with provisions on ALL COPY PRODUCTS’s standard maintenance agreement or performance guarantees. In the event of a conflict, the terms of this agreement shall prevail.

1.1 Support Phone Line/Web Access Portal

ALL COPY PRODUCTS will supply a local and toll-free phone number (support line) to cover all service calls, product troubleshooting, supply orders and inquiries regarding installation and delivery status. ALL COPY PRODUCTS will staff the support line Monday through Friday from 8:00 AM to 5:00 PM Mountain Standard Time. Our support staff will make every attempt to understand all problems and be able to handle them over the phone or advance the issue to an analyst. ALL COPY PRODUCTS will also supply a web portal to achieve all these same actions should a call occur after hours or during hours should you choose.

1.2 The Town of Monument Inventory Report

ALL COPY PRODUCTS will provide a current quarterly report in electronic format upon request. This report will include department/jobsite name, location of equipment, manufacturer, model, serial number, volume (images)/per month. Any request of the current status of an open call will be e-mailed upon request.

1.3 Other Reports

90-day service reports will be available indicating service calls (by machine), service response time (by machine), uptime (by machine), problem units operating outside the volumes of intended placement, response time and up time per unit, and a performance level report indicating time elapsed between order placement and product delivery.

90-day summary service reports will offer a comprehensive breakdown of service calls for each machine as well as the entire fleet. The 90-day summary service reports can be reviewed quarterly with the IT Help Desk to ensure quality service, quick response times and maximum uptime.

1.4 Invoicing

All invoices for equipment will be mailed to **The Town of Monument**'s address on the Page Management Agreement for validation and payment processing. Additionally, invoices will be delivered by email to select members of **The Town of Monument** team. Each invoice will be presented in summary format, listing each individual item separately.

1.5 The Town of Monument Satisfaction Survey

ALL COPY PRODUCTS offers to periodically (up to twice/year) survey **The Town of Monument** copier users. The survey shall be developed and administered by ALL COPY PRODUCTS with input from **The Town of Monument** administration. The results shall be compiled and reported to **The Town of Monument** by ALL COPY PRODUCTS. It is the responsibility of ALL COPY PRODUCTS to deliver reports to **The Town of Monument** within 14 calendar days of completion. ALL COPY PRODUCTS shall act in a timely manner determined by **The Town of Monument** A to resolve any concerns reported in surveys.

1.6 Training

ALL COPY PRODUCTS will set up an initial training session with the primary users (or all users) of the equipment to cover basic operations of the equipment and any additional operations the users would like to learn. The trainer then leaves his/her phone number with the users of the machine in case they have questions about the machine or need to refresh what they learned during training. In most cases, the sales representative will set up a follow-up training session for the end users of the equipment to refresh them on the basic operations and to teach the advanced options of the machine.

- a) Training is set up with the key operator of the machine or the agent who purchased the equipment. This user or agent sets the training date and time at a time that is convenient for all users to attend. The follow-up training session is handled the same way and often will catch users that were unable to make the initial training session.
- b) Training is provided hands-on at the machine at the user's location. The technician demonstrates all operations of the copier on the user's copier.
- c) Technicians, sales representative or full-time trainers provide the training.

1.7 Monetary Damages

ALL COPY PRODUCTS will provide monetary damages to **The Town of Monument** in the event that performance guarantees are unfulfilled. Performance guarantees are specified in Section 1.8 of this agreement. In the event a performance guarantee is unfulfilled over a 90-day evaluation period, ALL COPY PRODUCTS will have 30 days to correct the performance guarantee and bring the 90-day performance to the levels guaranteed by ALL COPY PRODUCTS.

If ALL COPY PRODUCTS cannot correct the performance to the guaranteed level, ALL COPY PRODUCTS will credit all impressions made on the equipment that failed the performance guarantees of 4-hour response time, averaged quarterly with a 3 call minimum and 97% equipment up time, both measured per individual equipment unit.

1.8 Guarantees

REPLACEMENT:

- a) ALL COPY PRODUCTS and **The Town of Monument** make the decisions as to whether a machine is to be replaced.
- b) Specific requirements that must be adhered to before replacing non-satisfactory equipment are **The Town of Monument's** written notice to ALL COPY PRODUCTS of the issue after any 90-day period and a 30-day period for ALL COPY PRODUCTS to cure the issue.
- c) Equipment Failure – Where a unit of equipment has failed for the same fault over a period of three months or the machine has been down for more than three working days during that period, All Copy Products, will replace the equipment where requested by **The Town of Monument**, provided the equipment has been used in line with the manufacturer's specification and has not been abused. If any unit is replaced within the first 3 months, it must be replaced with a brand new unit. After that, it must be replaced with a unit with a comparable meter reading.
 - a. When three calls are placed for the same fault (or related faults) within a ninety day period, ALL COPY PRODUCTS will replace the equipment as in example 1, however when faults are reported that have similar symptoms and have not been caused by equipment failure ALL COPY PRODUCTS will not replace the equipment.
 - i. E.G. 1,
 - 1. Day 1, fuser error code recorded – engineer attends and replaces the fuser.
 - Day 45, fuser error code reported – engineer attends and replaces the fuser.
 - Day 87, fuser error code reported – machine replacement instigated. Machine is replaced.
 - ii. E.G. 2,
 - 1. Day 1, Poor copy quality recorded – engineer attends, diagnoses and remedies "Dirty Optics". Day 45, poor copy quality reported – engineer attends diagnoses and rectifies "Client paper stock" (proven by using fresh paper stock). Day 87 Poor copy quality recorded – engineer attends, diagnoses and rectifies "optics lamp failure". Machine is not replaced.

LOANERS:

- a) ALL COPY PRODUCTS guarantees to provide loaner equipment to ensure uptime for THE TOWN OF MONUMENT if any unit experiences 16 business hours (defined as Monday to Friday, 8:00 AM to 5:00 PM, Central Time) of consecutive downtime.
- b) If loaners are not available to THE TOWN OF MONUMENT and THE TOWN OF MONUMENT is unable to run job(s) at ALL COPY PRODUCTS's location, ALL COPY PRODUCTS will compensate THE TOWN OF MONUMENT 100% for all copies made at a 3rd party source with proof of purchase of such copies. ALL COPY PRODUCTS requests the ability to approve outsourcing plans by THE TOWN OF MONUMENT, in writing, before THE TOWN OF MONUMENT outsources the "copy job(s)" in question.

RESPONSE TIME:

- a) ALL COPY PRODUCTS guarantees THE TOWN OF MONUMENT a 4-Hour average response time for all service calls, averaged quarterly with a 3 call minimum. The service level for this will be set to 90% of call outs attended within 4 hours, 98% of calls attended within 8 hours and an average response time of no more than 4 hours. Response time is measured starting from the time that the service call is

placed with ALL COPY PRODUCTS and ends when the ALL COPY PRODUCTS technician arrives at THE TOWN OF MONUMENT's location.

- b) In the event that average response time is not met for an individual copier/multi-functional product, ALL COPY PRODUCTS will credit 100% of all impressions run on that unit for the quarter.
- c) The reporting method used to report response time will be computerized dispatch reporting from eAutomate presented during quarterly account reviews and emailed to THE TOWN OF MONUMENT at any additional time at THE TOWN OF MONUMENT's request.

TOTAL UP-TIME:

- a) ALL COPY PRODUCTS guarantees 96% uptime for the entire population at THE TOWN OF MONUMENT locations and 96% uptime for each individual unit.
- b) Equipment uptime is calculated using a 9-hour work day (8:00 AM – 5:00 PM), Monday through Friday and 22 work days per month, which is 198 working hours per month. Equipment that is "down" will be described as being unable to complete THE TOWN OF MONUMENT copy/fax/print/scan requirements. Preventative maintenance is exempted. Any equipment downtime (measured from the time a service call is placed) will be divided by 198 working hours, subtracted from 1 and multiplied by 100 to derive an uptime percentage.
- c) In the event that uptime is not met for an individual unit at THE TOWN OF MONUMENT's locations, ALL COPY PRODUCTS will credit 100% for all impressions run on that unit for the quarter.
- d) The reporting method used to report uptime with a Microsoft Excel spreadsheet extracted from eAutomate and presented during quarterly account reviews and emailed to THE TOWN OF MONUMENT at any additional time at your request.
- e) In the event of a quarterly performance default by ALL COPY PRODUCTS, THE TOWN OF MONUMENT will notify ALL COPY PRODUCTS, attention Troy Baranek, Vice-President at our address. If the performance default(s) by ALL COPY PRODUCTS are not resolved by the end of the 30-day cure period, THE TOWN OF MONUMENT has the right to terminate their entire maintenance agreement(s) with ALL COPY PRODUCTS.

FLEXIBILITY:

Transfer of equipment will be allowed from one location to another in order that best use is made of the equipment and contract. Relocation costs may be applied when the devices are relocated.

1.9 Indemnity

All Copy Products will accept responsibility for losses or injuries caused by the installation or defined commercial use of the equipment.

1.10 Term and termination

This Agreement commences on the Effective Date and continues in effect for 5 (five) years from the Effective Date unless terminated or extended as set forth in this Agreement.

1.11 Insurance

ALL COPY PRODUCTS at its sole cost and expense (to include the payment of deductibles), will maintain liability insurance policies covering the acts of persons providing services under this Agreement and issued to cover "all operations of the Insured." Said policies will be held with financially sound and reputable insurers and shall have the following coverage and limits:

Workers' Compensation-Statutory coverage and limits

Commercial General Liability-General aggregate of \$5,000,000, including Products Completed-aggregate \$5,000,000, Operations Aggregate-\$5,000,000, each occurrence limit of \$5,000,000.

Employers Liability-\$500,000 each accident, \$500,000 each disease, with a \$500,000 policy limit.

Automobile coverage in an amount not less than \$1,000,000 combined single limit, bodily injury and property damage, including owned, hired and non-owned automobile liability.

Umbrella (excess) Liability-\$1,000,000.

THE TOWN OF MONUMENT will maintain, at its sole cost and expense (to include the payment of deductibles) liability insurance with financially sound and reputable insurers in commercially reasonable and customary amounts.

Certificates of Insurance evidencing the above-required insurance coverage will be provided to THE TOWN OF MONUMENT prior to commencement of any work under this Agreement. Insurance under this section will be endorsed to include THE TOWN OF MONUMENT as additional Insured. Additionally, this insurance coverage maintained by ALL COPY PRODUCTS will be primary and not contributing with any insurance maintained by THE TOWN OF MONUMENT.

1.12 Disputes

All claims, disputes, and other matters in question between the parties to this Agreement that arise out of or relative to this Agreement or the breach thereof will be held in the State of Colorado under the rules of the American Arbitration Association.

1.13 Data Security

- a. Annually, All Copy Products will undergo annual Statement on Standards for Attestation Engagements (SSAE) No. 16 Service Organization Control (SOC) 2 Type 2 audits during the term of the contract.
- b. All Copy Products shall utilize Open Web Application Security Project (OWASP) coding best practices and incorporate an automated scanning tool to review potential coding vulnerabilities prior to migrating code into production. Any critical or high coding vulnerabilities will be mitigated prior to releasing software into production.
- c. All Copy Products shall utilize an industry recognized independent third-party to perform a penetration test (as further defined in the following sentence) and security evaluation of all websites used to store, access, or process THE TOWN OF MONUMENT "Information" before use and on a recurring basis no greater than every twelve (12) months. The penetration test and security evaluation will include, but not be limited to, tests to detect vulnerabilities listed in the SANS Top-20 (or its successor current at the time of the penetration test and security evaluation) and OWASP Top-10 web application security risks. All Copy Products shall provide to Customer the redacted (within reason) report of the penetration test and security evaluation. If a vulnerability is discovered during the penetration test, third party should attempt to exploit said vulnerability to

see the impact and/or if THE TOWN OF MONUMENT "Information" was potentially exploited and report back to All Copy Products.

- d. All Copy Products shall utilize support and data centers within the United States. If at any time during the duration of the services, All Copy Products chooses to utilize operational or support staff or store THE TOWN OF MONUMENT data outside of the United States, All Copy Products shall notify THE TOWN OF MONUMENT ninety [90] days prior to implementation and permit THE TOWN OF MONUMENT to terminate the agreement.
- e. All data, including but not limited to PII and other Protected Information, will be encrypted at rest and in transport using National Institute of Standards and Technology (NIST) approved encryption algorithms and key length and will not be transferred to any other hosting entity or location without the prior written consent of Customer. System private keys and symmetric encryption keys must be stored in FIPS 140-2 Level 2 Hardware Security Modules. All encryption must utilize NIST-approved encryption algorithms and key lengths. All Copy Products shall maintain data backups held in a separate and secure location and protected against unauthorized access (e.g. through encryption). All back-up data and data in transfer must be encrypted using commercially reasonable encryption technology.
- f. All Copy Products must support access to sensitive customer and employee data fields. The System will have provisions for access history (logs) that at a minimum maintain date and time, user, source IP address, and data or functionality accessed and/or modified. All Copy Products shall allow the Customer reasonable access to security logs, availability and performance statistics, and other related security data that affect this Contract and the Customer's Data, at no cost to the Customer.
- g. All Copy Products must incorporate any changes to data security laws as federal, state or other regulatory bodies enact changes prior to the effective date.
- h. All Copy Products administrative access will comply with NIST SP 800 63-3 Digital Identity at Authentication Assurance Level 2 or higher, where compromise of one factor does not contribute to compromise of the other factor. Identities must be proofed at NIST identity Assurance Level 2 or higher.
- i. All network communication must be encrypted, and all web content must require HTTPS/TLS encryption version 1.2 or later.
- j. All file transfers must be encrypted at rest and in transit and must be via encrypted network protocols and logging to show access owner.
- k. All Copy Products will not require the use of sensitive data in the test environment.
- l. For accounts hosted by All Copy Products, All Copy Products will support NIST 800-63-3 password guidelines and multifactor authentication at NIST Authentication Assurance Level 2.
- m. All Copy Products must support role-based access control at a granular level.
- n. All Copy Products will undergo annual PCI attestation with certified attestation provided back to HomeServices of America.
- o. Reports generated must show who has requested data exports that include sensitive data.
- p. Systems will provide the ability to mask sensitive data fields in the user interface based on role
- q. All Copy Products shall promptly notify the Customer upon receipt of any requests which in any way might reasonably require access to the Data of the Customer or the Customer's use of the system. All Copy Products shall notify the Customer by the fastest means available and also in writing, with additional notification provided to the Customer's Chief Technology Officer or designee, unless prohibited by law from providing such notification. All Copy Products shall provide such notification within forty-eight (48) hours after All Copy Products receives the request. All Copy Products shall not respond to subpoenas, service of process, Public Records Act requests, and other legal requests directed at All Copy Products regarding this Contract without first notifying the Customer unless

prohibited by law from providing such notification. All Copy Products agrees to provide its intended responses to the Customer with adequate time for the Customer to review revise and, if necessary, seek a protective order in a court of competent jurisdiction. All Copy Products shall not respond to legal requests directed at the Customer unless authorized in writing to do so by the Customer.

- r. All Copy Products shall utilize NIST Media Sanitization Guidelines (e.g., removal of data as part of out-of-date backup storage, termination of Customer services, drive failures, etc.). In addition, if this is based upon termination of Customer services, all data must be removed within 30 days with a letter confirming the deletion of Customer data.

1.14 Miscellaneous

If any clause or provision of this Agreement is held to be illegal or invalid by any court, the invalidity of such clause or provision will not affect any of the remaining clauses or provisions hereof, and this Agreement will be construed and enforced as if such illegal or invalid clause or provision had not been contained herein. This Agreement is upon and inures to the benefit of the parties and their respective successors and permitted assigns. The duties and obligations of any party under this Agreement may not be transferred or assigned, in whole or in part, without the prior written consent of the other party, which would not be unreasonably withheld. This Agreement has been consummated for the exclusive benefit of the parties, and it will not be interpreted, either directly or indirectly, as conferring any rights or benefits upon any other party. The waiver by either party of any failure on the part of the other party to perform any of its obligations under this Agreement will not be construed as a waiver of any future or continuing failure or failures, whether similar or dissimilar thereto. This Agreement may be executed in multiple counterparts, each of which will have the same effect, and be deemed, as an original document. The rights and remedies provided in this Agreement will not be exclusive, but will be cumulative and in addition to all other rights and remedies provided by applicable law, including but not limited to, statutory or common law indemnity, contribution, or other remedy at law or inequity.

THE TOWN OF MONUMENT

By:

Printed Name:

Title:

Date:

ALL COPY PRODUCTS, INC

By:

Printed Name:

Title:

Date



Transition and Implementation

Vendors must provide a transition and implementation plan that minimizes disruption to Town operations and supports service continuity, with implementation targeted just before the current contract expiration date of August 21, 2026. If equipment availability, manufacturer lead times, or other documented supply constraints may delay implementation beyond that date, vendors must identify the expected delay and provide an adjusted schedule.

- Provide a detailed implementation timeline, including kickoff, site assessment, equipment ordering and delivery, installation, configuration, testing, training, cutover, and post-implementation support.

From the date of the award, ACP will order the equipment from Sharp and have it shipped to our warehouse. Once ACP has possession of the new equipment, we will work with the Town of Monument to configure each device for the specific End Users.

This process can take up to 10 business days. For example, if we are awarded the contract on August 3rd, 2026, ACP can deliver the new equipment, ready to go on Wednesday, August 19th. We will remove the old equipment.

Once ACP has removed the old equipment and the Town of Monument has signed off on the Delivery & Acceptance of the new equipment, we will satisfy all terms and conditions of your current contract, thus effectively closing it out.

ACP will not install PaperCut on the actual delivery date but will hold off until the next day so we can confirm the set up for each device. We will have on-site technicians and trainers to operate the machines and PaperCut. We will conduct a separate training for Key Operators and Admin level access to both the equipment and Papercut reporting.

- Assign a dedicated project manager responsible for implementation coordination, status updates, issue tracking, and communication with the Town.
 ACP has assigned a designated Account Executive to advocate for the Town of Monument to facilitate service calls, communicate for billing issues, assist with supplies when necessary, and perform quarterly Partnership Reviews to address and mitigate any issues.

 Besides your assigned Account Executive, ACP also has an in-house Customer Service Advocate to assist with your account so the Town of Monument is covered during holidays or sick days.
- Coordinate with Town IT, the Town's managed service provider, facilities staff, and affected departments for system integration, scheduling, network configuration, and end-user readiness.
 ACP and the Town of Monument will work together with our Network/ Connectivity Team to ensure each device is programmed exactly to the Town's specifications and end-user settings to include scanning and printing as well as User Boxes or specific copier settings.
- Describe the approach for removing, returning, or transitioning existing leased and owned equipment without unnecessary interruption to business operations.
 As the incumbent, ACP plans on removing each piece of equipment as the new equipment is being installed. The new machines should be pre-configured with the settings and preferences given to us by the Town's IT team, so it should be ready for immediate use.
- Identify vendor assumptions, Town responsibilities, dependencies, lead times, implementation risks, and contingency plans.
 ACP will not make any assumptions as to machine set-up and will rely on the Town of Monument to provide us with specific information regarding scanning and printing set-up for each device. If at any time, ACP has difficulty with getting a new machine operational, we will substitute it with one of the Town's existing machines until we can resolve the issue. This will not affect the terms and conditions of the old contract as we will put it out as a loaner device.
- Define final acceptance criteria, documentation deliverables, and any post implementation support period.
 The Town of Monument may accept equipment upon delivery or when fully operational and satisfied with the implementation.



Pricing Requirements

Vendors must provide complete, transparent pricing using the pricing forms included in

Appendix C and must clearly separate required pricing from optional pricing.

- Provide lease and purchase options for proposed equipment, including pricing by device, location, and proposed contract term.
[SEE ATTACHED BREAKDOWN](#)
- Provide cost-per-page rates for black-and-white and color printing, including included page allowances, overage rates, minimum monthly charges, and assumptions used to calculate pricing.
[SEE ATTACHED BREAKDOWN](#)
- Provide total monthly, annual, and full-term cost of ownership, including equipment, maintenance, support, consumables, software, licensing, implementation, training, delivery, freight, and any one-time or recurring fees.
[Everything is included and the rates are firm for the term of the contract. The only fees the Town will incur are the one-time origination fees for the lease contract and Property Taxes assessed by the County.](#)
- Provide separate pricing for optional unmanaged device replacement, consolidation, support, or removal listed in Appendix B.
[ACP will not charge to remove any unmanaged printers; however, we cannot support the Brother printers, and they may need to be replaced. The replace option is listed in the ATTACHED BREAKDOWN](#)
- Identify all exclusions, assumptions, taxes, fees, annual escalators, early termination charges, end-of-lease return costs, third-party agreements, or other charges that may affect total cost.
[All figures in this proposal will remain firm for the term of the contract. If the Town of Monument wishes to terminate this contract early, you will be responsible for the remainder of the payments plus the residual value of the equipment.](#)

- State the period for which pricing is valid, which should be no less than 90 days after the proposal due date.

The pricing provided in this RFP should be considered confidential and will remain in effect for up to 120 days after submittal.

Please see Appendix C- Pricing Forms Attached along with Device Per Location

Category	Vendor Response	
Managed Device Lease Cost (Monthly)	36 Month Lease/ FMV/ \$0 Down- \$1,705.00 per month (includes new location MFPs)	
Managed Device Purchase Cost	\$53,180.00 (includes new location MFPs)	
Cost Per Page (Black & White) based on 10,000 monthly impressions	\$0.0035	
Cost Per Page (Color) based on 3,000 monthly impressions	\$0.0350	
Consumables Included (Yes/No)	Yes	
Unmanaged Device Replacement Cost (Lease)	\$55.00 per month each	
Unmanaged Device Replacement Cost (Purchase)	\$1,655.00/ per new A4 MFP	
Folder/ Inserter Monthly Cost	\$410.00 per month for Equipment/ \$80.00 Per month for Maintenance	
Postage System Cost (Replacement)	\$155.00 per month for Equipment/ \$40.00 per month for Maintenance/ \$54.00 per month for Meter Fees	
Postage System Cost (New Location)	\$155.00 per month for Equipment/ \$40.00 per month for Maintenance/ \$54.00 per month for Meter Fees	
Additional Printer Cost	\$1,655.00/ per new A4 MFP	
Implementation Cost	NONE	
PaperCut Monthly Lease Rates	\$35.00/ month/ device- includes all installation, set-up and training	
Total Estimated Annual Cost (PaperCut is NOT REQUIRED)	With PaperCut \$32,299.00	W/out PaperCut- \$24,520.00

Location	Current Device	Replacement Device
Public Works	Sharp MX-C470F	Sharp MX-C358F (Desktop MFP)
PD Sergeant's Office	Sharp MX-C402SC	Sharp MX-C358F (Desktop MFP)
PD Records	Sharp MX-3571	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes
PD 2nd Floor Admin	Sharp MX-4070N	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes
Planning Office	Sharp MX-3571	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes
Billing	Sharp MX-5071	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes
2nd Floor Admin	Sharp MX-3070N	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes
Planning Office	Canon ImagePROGRAF TZ-30000	Service Only
2nd Floor Admin	PostBase Vision 50 PFL1103 Postage Machine	
Admin Area	Francotyp- Postalia FPi23 Inserter/ Folder	
Additional MFP- 259 Beacon Lite Road	Not Applicable	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes
Additional MFP- 645 Beacon Lite Road	Not Applicable	Sharp MX-C358F (Desktop MFP)

Please Note: If awarded this solicitation, ACP will satisfy all terms and conditions of your current contract, thus effectively closing it out at no additional charge to the Town of Monument to return the equipment or render any additional payments.



Form D-1: Vendor Information

Item	Response
Company Name	All Copy Products
Address	210 E. Cimarron Street Colorado Springs, CO 80903
Website	https://www.acp.com/
Primary Contact	Dave Barrows
Title	Director, Southern Colorado
Phone	719 586 1238
Email	daveb@gobins.com
Years in Business	28+
Municipal Customers Served	> 22 in the State of Colorado
Colorado State Contract Holder	Yes

Form D-2: Compliance Matrix

Requirement	Comply (Y/N)	Comments/ Exceptions
Windows Print Management Compatibility	Y	
Secure Print (PIN) Available	Y	
Secure Print (Badge Swipe) Available	Y	Using the PaperCut Solution
Folder/ Inserter Capacity > 1,200 items/ month	Y	
Consumables included	Y	For all printers maintained on a contract
Onsite Maintenance Included	Y	
USPS Postage Solution Included	Y	
Wide Format Scanner Support Included	N	Not included in pricing/ ACP can repair as needed



Form D-3: Service Level Response

Service Requirement	Vendor Response
Remote Response Time	Up to 2 Hours
Onsite Dispatch Time	4-6 Hours
Critical Incident Escalation Process	Technician Level > Field Manager Level > Service Manager & Southern Colorado Director Level*> Service Director & Manufacturer Level
Equipment Uptime Guarantee (%)	98% Uptime Guarantee (see attached SLA)
Consumable Delivery Time	Using our Predictive Insights, the toner will be delivered before the current cartridge runs empty
Temporary Replacement Equipment Available	Yes*

* this is when ACP will schedule a loaner device

Form D-4: Proposed Equipment Schedule

Required Device	Description	Make, Model & Accessories of New Equipment	Meets/ Exceeds Requirements
Managed MFP #1	Public Works	Sharp MX-C358F (Desktop MFP)	Y
Managed MFP #2	PD Sergeant's Office	Sharp MX-C358F (Desktop MFP)	Y
Managed MFP #3	PD Records	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes	Y
Managed MFP #4	PD 2nd Floor Admin	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes	Y
Managed MFP #5	Planning Office	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes	Y
Managed MFP #6	Billing	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes	Y
Managed MFP #7	2nd Floor Admin	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes	Y
Additional MFP- 259 Beacon Lite	Additional MFP- 259 Beacon Lite Road	Sharp BP-70C31 w/ staple, fax, and 500/500/2,100 Sheet Paper Cassettes	Y
Additional MFP- 645 Beacon Lite	Additional MFP- 645 Beacon Lite Road	Sharp MX-C358F (Desktop MFP)	Y
USPS Postage System #1- 2nd Floor Admin		PostBase Vision 50 PFL1103 Postage Machine	Y
USPS Postage System #2		PostBase Vision 50 PFL1103 Postage Machine	Y
Folder/ Inserter		Francotyp- Postalia FPi23 Inserter/ Folder	Y



Supporting Documentation



Predictive Insight/Auto Toner Sales Training Deck

How Predictive Insight Works



Real-Time Device Monitoring

2

The software agent collects real-time data like meter reads and toner levels from connected printers and copiers.

Predictive Analytics for Toner

Predictive Insight uses analytics to forecast toner needs, initiating shipments before supply runs out.

Device-Specific Supply Management

Each device is tracked independently for precise supply control, enhancing accuracy and efficiency.

Automation Benefits

Automation reduces downtime, minimizes manual tasks, and improves supply chain efficiency for printing.



Why Extra Toner Breaks the System

Disruption of Automated Monitoring

Extra toner stored outside the system causes inaccurate inventory tracking and disrupts automated monitoring.

Duplicate Shipments Issue

Manual replacement leads Predictive Insight to send duplicate toner shipments, creating excess stock.

Reduced Predictive Accuracy

Unpredictable toner use reduces forecast accuracy, causing early or late supply deliveries.

Importance of System Control

Trusting the system and avoiding extra stock ensures optimal supply timing and predictive integrity.



Device-Specific Toner Tracking

Device-Specific Toner Model

Each toner shipment is tied to a specific device's usage and performance profile for accurate supply matching.

Impact of Toner Misplacement

Moving toner between devices causes data inconsistencies, leading to over-shipments, missed shipments and incorrect alerts.

System Accuracy and Service

Proper toner-device alignment prevents service disruptions and maintains the accuracy of supply forecasting.



Auto Toner is Not for Everyone

Ideal Usage Environments

Predictive Insight excels in stable, connected environments with users who trust automated systems.

Limitations in Unstable Settings

Unpredictable usage, inconsistent connectivity, or preference for manual control, back-up toners (par system)

Alternative Solutions Offered

Manual and call-in toner programs provide options for customers preferring hands-on inventory control.

Manual Toner Orders and System Impact

Automated Toner Replenishment

Predictive Insight automates toner orders using data-driven triggers to optimize delivery timing and reduce manual intervention.

Impact of Manual Orders

Manual toner orders while automated management is active cause duplicate shipments and disrupt system accuracy.

Maintaining System Integrity

Refusing manual orders protects predictive model accuracy, ensuring consistent forecasts and operational efficiency.

Customer Communication Importance

Clear communication helps customers understand the benefits of automation and the risks of manual intervention.



Best Practices for Success



Use Correct Toner

Always use toner designed for the specific device to ensure accurate tracking and forecasting.

Avoid Stockpiling Toner

Stockpiling toner outside the system creates inefficiencies and disrupts predictive accuracy.

Trust Automated Replenishment

Rely on the system's automated supply delivery based on real usage data for efficiency.

Maintain Connectivity and Communication

Ensure network connectivity and clear communication to support accurate data collection and adjustments.

SHARP

BP-71C31



WIDTH
46,61 inches

DEPTH
30 inches

HEIGHT
52 inches

**REQUIRED
WIDTH**
49,96 inches

**REQUIRED
DEPTH**
38,06 inches

**REQUIRED
HEIGHT**
52 inches



1 x NEMA 5-15R

COLOR
31

B/W
31

PAPER SIZE
11" x 17"

MAX PAPER CAPACITY
(80g/m²)
3300

OPTION LIST

Name	Item No.	Quantity
Main Body		1
Stand/550 + 2100 Split Tandem Paper Drawer - BP-DE15	BP-DE15	1
1K Stacking Staple Finisher - BP-FN13	BP-FN13	1

Name	Item No.	Quantity
Fax Expansion Kit - BP-FX11	BP-FX11	1
Paper Pass Unit - BP-RB10	BP-RB10	1

Town of Monument

The **Sharp BP-71C Series** has **native user authentication and job accounting** built into the controller, and it can be tied to **badge (IC card) authentication** without requiring PaperCut, YSoft, Equitrac, etc.

However, it's important to distinguish between **native accounting** and **full print management**. Native is per device and not reporting for the fleet.

Native capabilities

When a user authenticates with a badge, the BP-71C can:

- Authenticate users via:
 - HID proximity cards
 - FeliCa cards
 - Other supported IC card technologies (depending on the Sharp card reader installed)
- Authenticate against:
 - Local user database
 - Active Directory
 - LDAP
 - Microsoft Entra ID (Azure AD)
 - Sharp OSA applications

What is tracked natively?

Once authenticated, the machine records usage by user, including:

Function	Native Support
Copy counts	✓
Print counts	✓
Scan counts	✓
Fax counts	✓
Color vs B&W usage	✓
Duplex usage	✓

Function	Native Support
----------	----------------

User login name	✓
Card ID used	✓
Date/time of job	✓
Job type	✓
Computer name (print jobs)	✓
Job log export	✓

The administrator can also configure:

- Badge only authentication
- Badge + PIN/password
- Badge OR touchscreen login
- Auto logout when badge is removed
- Show only the authenticated user's jobs

Native reports available

Sharp's native accounting allows administrators to view or export:

- Total pages per user
- Color pages
- B&W pages
- Copy volumes
- Print volumes
- Scan volumes
- Fax volumes
- Department totals
- Individual user totals

What it does **NOT** do natively

Compared to PaperCut MF or similar products, Sharp's native accounting does **not** provide:

-  Secure Print Release from any device ("Follow-Me Printing")
-  Detailed cost recovery/billing by client or project
-  Rules-based printing (force duplex, deny color, etc.)
-  User quotas with automatic enforcement (beyond basic page limits)
-  Cross-device reporting across multiple manufacturers
-  Chargeback reports by matter/client/project
-  Detailed environmental dashboards
-  Mobile print release from phone
-  Advanced print analytics



A HIGH-LEVEL FEATURE GUIDE FOR CUSTOMERS

Complete **visibility and control** of your print environment

A powerful print management solution to enable, track, manage, and secure your printing, copying, and scanning.

It doesn't matter what size you are, what printers you use, or what operating system your users prefer – PaperCut MF is for you.

That's because we take a cross-platform, vendor-neutral approach to technology and device support to deliver a print management solution that just works.



With PaperCut MF you can:



Manage your print environment



Save money and the planet



Secure your printing



Integrate with third-party systems



Manage 3D printing and Print Rooms



Give users power



Digitize documents

Manage your print environment

Web-based admin dashboard

PaperCut MF provides built-in, browser-based administration access from any network location to enable centralized management of every user and printing device.

[The dashboard](#) gives an easy-to-read, single-page view of the printing environment in real time, including system activity, printer error notifications, toner levels, trend information and statistics – even environmental impact. You can designate automatic quotas, deploy print queues in bulk, enable language options, and apply many more features in the pages to come.

User sync

PaperCut MF synchronizes user and group information from sources such as Windows Active Directory, Azure Active Directory, LDAP, and Google Cloud Directory (including multi-domain sync). This simplifies the administration of the system because you don't need to manage a separate database of users and groups.

If a user is added to the domain or is removed from a group, PaperCut automatically synchronizes this information without any intervention from the administrator. And don't worry: you can mix and match multiple sync sources for ultimate flexibility.

Print Deploy

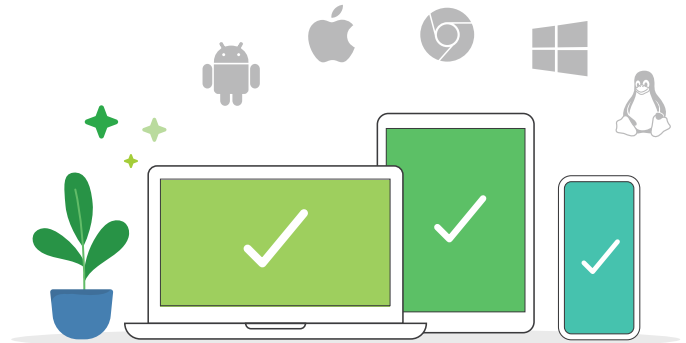
Print Deploy automates the time consuming, frustrating tasks of setting up print queues and deploying print drivers on computers in your network. Once a user leaves a site, it removes the queue and driver automatically, so clean up is a breeze.

With Print Deploy, you'll:

- Save time by deploying print queues and drivers easily at scale
- Maintain flexibility with a tool that supports environments with or without a print server
- Reduce support tickets with an automated printer configuration that's no touch for end users, even as they move between sites
- Save money on maintaining and supporting an on-premise Active Directory just to support printing
- Increase end-user productivity with automated setup and printing that just works
- Remove risk because it's from an organization with 20 years' experience in print management
- Enable users to choose the printers they want to install anytime, anywhere

Mobile printing and BYOD

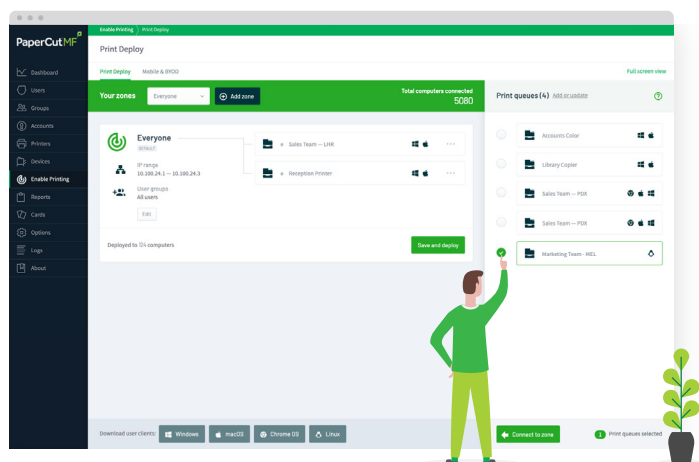
Your team wants to work on the device they're most comfortable with – laptop, tablet, or smartphone; running iOS, Android, Chrome OS, Microsoft Windows or macOS – and PaperCut supports them all with its [BYOD](#) (Bring Your Own Device) features.



[Mobility Print](#) is the flagship solution for mobile printing and BYOD, enabling millions of users to easily print from their devices, with a native print experience from any application. It takes away the complexities when working across different operating systems, file formats, and brands.

Harnesses PaperCut's cloud service to keep users printing from Mac, Windows, and Chromebooks, even when they're outside the network or on an untrusted guest network.

Additionally, the [Web Print](#) option gives users easy access to print Microsoft Office, PDF, and image files directly from the browser, even when they're not on site or connected to the local print network. Combine this with [Email to Print](#), and users have the option to email their jobs to an address you create (e.g. printme@organization.net), and their documents will print at an authorized printer within your environment, making guest printing as easy as PaperCut.



Save money and the planet

Reporting

PaperCut MF includes over 80 one-click [reports](#) available for online viewing, export, or print. Reports address all areas, from detailed page logs to summaries by user, department, device, and environmental impact.

Administrators can also build custom reports to make sure they're delivering the most applicable data; and all these reports can be emailed to specific people on a regular schedule, removing any manual efforts.

Print policies

Implementing a print policy isn't just about sending people an email with a list of rules to follow; a great policy is automated through a system. Enter PaperCut MF.

[Print policies](#) allow you to track and control printing and copying based on users, department, class, or client. Start out lightly by suggesting environmentally friendly printing options like double-sided or grayscale printing, or add firm rules to restrict behavior and reduce waste.

Advanced scripting

[Advanced scripting](#) can be used to define and fine-tune your print and copy policies, and support your organization in eliminating waste and changing user behavior.

With advanced scripting, you can:

- Route complex jobs to more efficient, high volume printers
- Display a pop-up message if a user forgets to select duplex or grayscale
- Restrict users' functionality (e.g. after hours)
- Allow free printing on schedules (e.g. during class or workshop times)
- Give discounts during off-peak times
- And much more...

Cost recovery

Want a bigger impact than just applying policies? Designate different [costs for print settings](#), such as color versus grayscale, single-sided versus duplex, and printer P versus printer C.

User pay-for-print

Set users or groups up with [quotas](#) by applying credit to their account. This can be a recurring allocation per semester, quarter, month, or hour – or even implement a “use it or lose it” policy.

Integrate with one of many third-party payment gateways – such as PayPal, Authorize.Net, RBS WorldPay and CyberSource – to enable users to transfer balance directly from their bank to their PaperCut account.

Or give users quick and easy print credit by using [prepaid/top-up cards](#). Create a bulk batch and distribute them to different department heads, or offer them in a vending machine. A user buys a card, enters the unique code into their PaperCut UI, and ta-da: they're ready to print!



Client Billing

Are you printing in a business that would like to bill costs back to a client or project? That's easy with PaperCut MF's [Client Billing](#). Every time a job is initiated, select the appropriate account and the charge will be applied to their balance, making tracking and invoicing simple and precise.

To make things extra easy, PaperCut integrates with a variety of third-party legal and accounting systems so you don't even need to change your existing setup to start feeding data through.

Secure your printing

End-to-end encryption

PaperCut MF supports end-to-end encryption on the network. That means not just security at the printer, but from the user's device to the print server, the print server to the printer, and the printer to the user's hand. They're protected at every stage, from "I want to print this," to "I've printed this, now it's time for coffee."

User authentication

To avoid mix-ups with balance allocations and document handling, PaperCut MF requires users to authenticate at the MFD with a variety of login options. Enter a unique ID, username with a correlated password or pin, scan an ID card or badge, or integrate with biometric hardware for the most secure level of identification.

Card numbers can easily be extracted from your network's user directory or a database (e.g. door access control system), or users can self-associate their card on first use.

Watermarking and digital signatures

[Watermarking](#) automatically adds a username, timestamp, digital signature, or other metadata to every printed page. It's a fantastic mechanism to improve behavior in your organization – when users see that printed documents can be traced back to them, it's much less likely they'll let sensitive documents lie around the office.



Secure Print Release

[Secure Print Release](#) increases document security and reduces wasteful, uncollected print jobs. All print jobs sit in a holding state until the user walks up to the multi function device (MFD), logs in, and approves its release. This avoids confidential documents sitting on the paper tray until users can make their way to the MFD, or if a user forgets they pressed "print" at all.



Find-Me Printing

Adding convenience to the already secure mix, [Find-Me Printing](#) saves users from needing to choose what printer they'd like their job sent to. They can print to the shared Find-Me queue, then simply walk up to any printer they like, authenticate, and safely release their job under their strict supervision.

With Find-Me Printing, you'll:

- Reduce the need for IT administrators to manage multiple print drivers and queues
- Reduce waste by up to 20% in busy office environments
- Minimize inconvenience when printers are in error by letting users easily select another

Print archiving

[Print archiving](#) empowers administrators to browse and review the content of print activity in their environment. Alongside the powerful tracking and reporting functionality built into PaperCut MF, this gives administrators a wide range of auditing functions.

Integrate with third-party systems

System integrations

PaperCut MF has one of the biggest collections of [third-party integrations](#) around, making it as easy as possible to amp up your existing business structure with the added support of PaperCut MF. You can connect with:

- Payment gateways
- Accounting systems
- Legal practice management software
- Coworking management software
- And many more...

Take control of your Microsoft Universal Print environment with PaperCut to enjoy easy, secure, and waste-free printing.



Payment gateways

PaperCut MF plays nicely with leading [payment providers](#) – like PayPal, Authorize.Net, RBS WorldPay or CyberSource – to enable real-time, online payments via credit card. It also supports closed or internal payment systems like college fund accounts.

Hardware gateways are available to support a range of cash loaders, self-service kiosks, and bill and coin boxes. For hardware, please reach out to a PaperCut [Authorized Solution Center](#) (ASC).



Electronic Medical Record (EMR)

PaperCut MF syncs with popular EMR systems – like Epic, Cerner, Allscripts, and many others – to keep data flowing securely and smoothly within healthcare facilities.

Manage 3D printing and Print Rooms

3D printing

Managing a [3D print](#) environment? PaperCut MF streamlines the process for everyone. For users, it's enabling them to submit complete job requests and track their progress. For operators? It's giving them the tools to stay on top of orders they need to process, and even communicate with users. It also gets more people using all that great equipment you've invested in!

You're covered for more than 3D printing, too. Services on CNC machines, laser cutters, or any other equipment your lab offers can all be set up. And since it's PaperCut, you can also allocate users' costs to their traditional printing quotas, and run consistent reporting.

Print Rooms

By tracking and managing all activity, PaperCut MF does away with pesky [Print Room](#) problems. No more easily lost email and paper forms, no more charging and quoting across multiple departments, no more frustration.

From when the user submits a job ticket, to when the print room operator reviews, tracks, and completes the project, PaperCut's end-to-end workflow tool keeps things moving along smoothly and efficiently.

You also get the same consistent reporting and cost-allocation convenience available with PaperCut MF.

Give users power

Control at the MFD

Monitor and control all actions directly on your MFD: print, copy, scan, and fax.

With PaperCut MF, users have power at the device to:

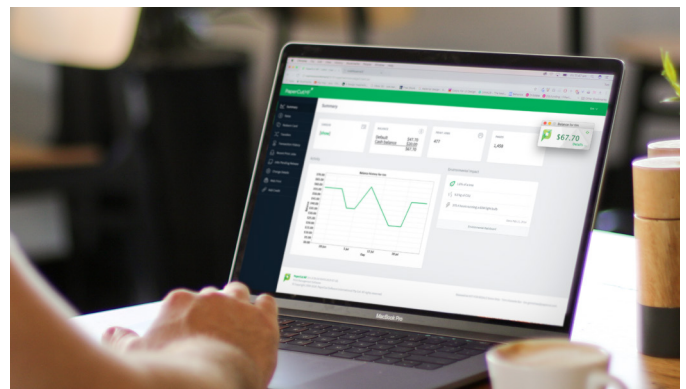
- Authenticate with username and password, pin, or card swipe
- Select specific jobs to release or delete
- Allocate jobs to a personal or shared account
- Change print settings, including color versus black and white, single-sided versus duplex, or quantity of copies
- Select scan destinations like email, folder, Google Drive, SharePoint Online, or many more
- View account balance
- Select what language the device displays in

And because PaperCut's vendor-neutral, users get that familiar experience on the MFD panel – no matter which printer they go for.



Control from computer, tablet or smartphone

End users have access to a set of web tools to track their activity, check or add to their account balance, and view prior transactions without administrator assistance. Users can even choose from 30 languages when interacting on the PaperCut [web interface](#). Want to brand the users' interface? No problem! Choose custom colors, logos, and messaging to support your organization's spirit.



The [User Client](#) is a pop-up window that allows users to easily view their current account balance, or allocate their print job to a desired personal or shared account. It can also do plenty more to streamline printing and help organizations reduce waste, like:

- Provide a final notification to confirm what's about to be printed
- Display system messages like low credit warnings or print policy reminders
- Show users their impact on the planet - measured in trees, carbon, and energy - with the [environmental widget](#)

Digitize documents

Create smart, searchable documents

With Scan Actions applied, users can convert hard documents into digital masterpieces with just a couple clicks. PaperCut's [Integrated Scanning](#) empowers you to set up scan workflows by user or group, with their settings and scan destinations following them to any compatible MFD in real time.

With [OCR](#) (optical character recognition), you can turn unlimited scans into text-searchable and editable smart documents to retrieve information easier than ever. PaperCut MF's one-click OCR works right out of the box for all kinds of workplaces, and depending on your organization's needs, you can process these intelligent files either in the cloud or locally on site.

Scan to Email and Folders

With PaperCut MF, users can quickly scan documents directly to their email account, or to pre-configured personal and network folders with just one click. Files will no longer go to one unorganized "Scanned Documents" folder, causing users to waste time searching for documents.

Scan to Fax

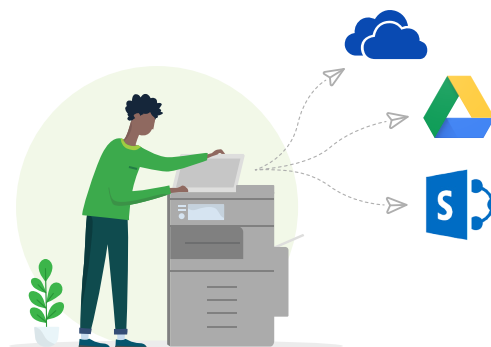
Make fax processes easier with PaperCut's user-friendly cross-platform Scan to Fax solution. For extra security and peace of mind, use API integrations to receive status updates that communications went to the intended destination.

Scan to Cloud Storage

[Scan to Cloud Storage](#) takes your scans and sends them to the cloud storage service of your choice, like Google Drive, OneDrive, SharePoint Online, Dropbox, and many others. Administrators select which destinations users can access and are able to audit all actions.

But is it secure? Of course! All scan jobs and data are encrypted with signed certificates and transmitted over HTTPS, following industry best practices for security.

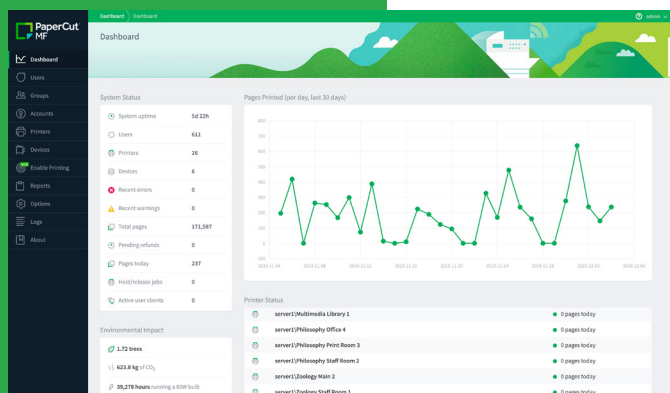
Quick and easy to set up with a one-time authorization, Scan to Cloud Storage requires minimal support and gives users a friendly tap-and-scan workflow. Reducing the extra steps at the MFD means users waste less time.



Get it now

We're all about customers, coding, and coffee. These passions come together to make a product that's powerful yet simple – and we think you'll love it!

Want to try a free 40-day trial, experience a live demo, get a quote, or place an order? Contact a PaperCut Authorized Partner, or email sales@papercut.com for further assistance.



Contact us

sales@papercut.com
papercut.com

Proposed Solution

FP PostBase Fusion Auto A5 Postage Machine



Key Features

- 5" intuitive color touchscreen
- Automatic envelope feeder with sealer
- Secure Seal technology
- Space saving built-in scale
- External parcel scale
- Easy connectivity with LAN and Wi-Fi
- USPS® IMI-Compliant security
- USPS® parcel DIM rating
- Promote your business with Meter Ads
- Postage available 24/7

USPS® IMI Approved Postage Meter

The PostBase Fusion Auto is a fully digital, Intelligent Mail Indicia (IMI)-compliant postage meter designed to fully meet all USPS® standards and requirements. Equipped with the most up-to-date IMI technology, the PostBase Fusion Auto includes a full set of USPS® postal rates and automatic downloads to ensure you always have accurate postal rates without any hassle.

Vision360 Analytics and Reporting

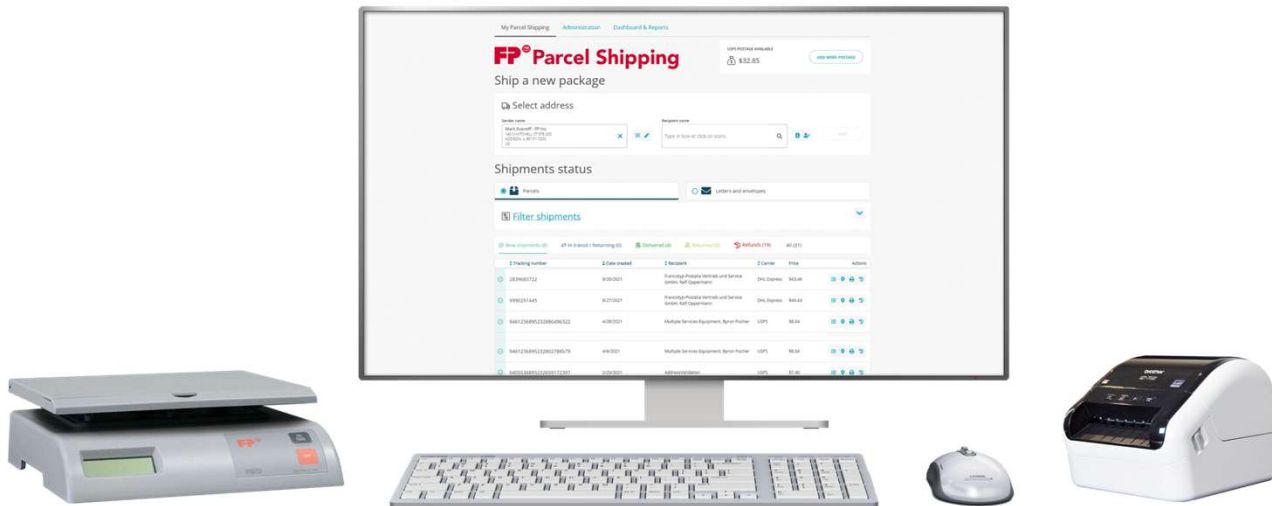
Gain insight into your postal expenditures to better monitor, manage and control costs. **Vision360** provides convenient online access to postal analytics and reporting for simple mail management. Conveniently view, print or download reports in PDF, Excel or .csv formats.

Connected to MyFP

Full online management of your mailing system, support and access to FP digital products and services available online. Cost account management made easy by seamlessly syncing one or multiple meters or applications. Manage the associated users on the portal and on your postage meter. See FAQs and step-by-step solutions, including videos. **Go to MyFP**

Proposed Solution

FP Parcel Shipping Software (USPS Only)



Key Features

- Rate shopping
- Protected with free insurance (up to \$100)
- Address Validation
- Package tracking
- Automatic tracking emails
- Single address book
- Ship internationally
- Print tracking labels

Get the best rates!

Save over retail rates with commercial pricing. USPS® Commercial Plus Pricing saves up to 88% on Priority Mail®, up to 17% on Priority Mail® Express and up to 28% on First Class Packages.

Full tracking visibility

You can manage and track packages with easy search tracking dashboard. Plus, FP Parcel Shipping will automatically email recipients the tracking and parcel information for better customer service.

Multi-Carrier Option (\$10/mo.)

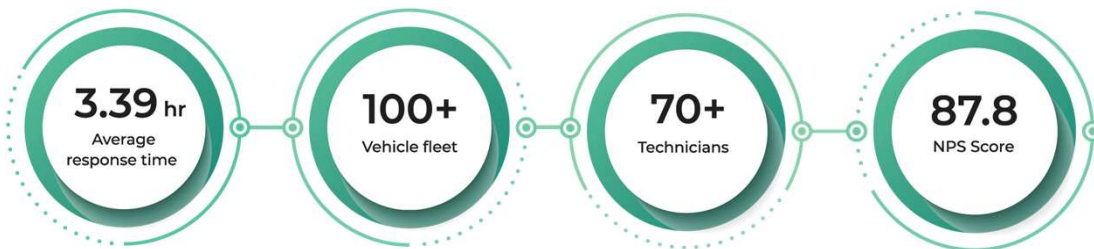


Multi-Carrier options

This scalable solution offers the ability to add UPS®, FedEx® and DHL providing the ability to compare shipping options across carriers making it easy to select the best rate for the date and time the parcel needs to be delivered.



Reliable & Award-Winning Service



We take pride in our technicians' abilities to provide superior service to our partners, which is why we are continually helping them improve. A fundamental way we are guaranteeing this is by providing ongoing training on new processes, machines, and methods to our service technicians to ensure that they are providing our partners with the best service possible.

Traditionally, companies incentivize their technicians on how many service calls they can make in one day, leading to quick fixes that only temporarily solve the problem. To address this issue, we developed the ACP Technician Bonus Program. At ACP, we know that you want your office to run as efficiently as possible with minimal equipment downtime, and our Technician Bonus Program helps you achieve that.

In this program, we incentivize our technicians based on the amount of time between calls rather than the number of calls made per day. This approach ensures that not only is your equipment's issue resolved correctly the first time, but that future problems are avoided as our technicians perform preventative maintenance to provide maximum equipment uptime.



SUPPORT & COMMUNICATION

COMMUNICATION AS A PART OF THE ONGOING MAINTENANCE/SERVICE EXPECTATIONS

Equipment ID Tags

All equipment is labeled with the local number to call in order to place a service call along with a unique ID number for the specific device. This allows our service team to quickly ascertain the device and customer information associated.

Phone Support Line

ACP will supply a local or toll-free phone number to cover all service calls, troubleshooting, supply orders, and inquiries regarding installation and delivery status. ACP will staff the support line Monday through Friday from 8:00 AM to 5:00 PM.

Service Calls

ACP's Service Dispatch team fields calls live, or customers can leave a message. If the dispatcher takes the call live, the call is recorded and sent immediately to the field technician based on GPS coordinates. If the call goes to voice mail, dispatch will respond within 30 minutes.

Technical Call Within the Hour

The ACP technician is required to contact our customers within one hour to gather additional information and potentially fix the issue via the phone or provide an ETA of their arrival if the call requires on-site assistance.

Technician On-Site Arrival

Response time is measured starting from the time that the service call is placed with ACP and ends when the ACP technician arrives at the location.

Follow-up Surveys

Customer Service provides surveys and follow-up calls in order to assure that our customers are pleased with the way All Copy Products has responded to their call. All in-bound service calls are recorded for training purposes.



Office Equipment

- Multifunctional Printers
- Desktop Laser Printers
- Label Printers
- Wide Format Printers
- Production Printers
- Scanners
- Mailing Systems
- Interactive SMART Boards



Technology Solutions

- Document Management
- Managed Print Services
- Production Services
- Scanning Services
- Office Coffee & Water
- Digital Signage
- Office Supplies
- Facilities Management



Verticomm IT Services

- Managed IT Services
- Cloud Solutions
- Hardware & Software
- Voice Solutions
- Video Conferencing
- Backup & Disaster Recovery
- Video Surveillance
- Structured Cabling



Thank You

When I purchased ACP back in 1999, I did so because I could see the potential that this organization had and how it could grow to assist businesses across a variety of industries.

Today, I am amazed at all ACP has accomplished due to our incredible employees and customers. Starting out as a small copier dealer, we now have the ability to help our partners accomplish their business goals by serving as their all-in-one office solutions provider. At ACP, we take pride in the service we provide and are always looking for new and innovative ways to help those who partner with us excel. Thank you for your time and considerations—we are excited about the chance to partner with you and your organization.

Brad Knepper



ACP President & CEO

www.allcopyproducts.com

Your Complete Office Technology Solutions Provider



MEMORANDUM

TO: The Honorable Mayor and Town Council
FROM: Patrick Regan, Police Chief
DATE: August 17, 2026
RE: Shadow Systems Handgun and Accessories Purchase

BACKGROUND: Earlier this year, the Monument Police Department conducted a comparative bid process for the purchase of Shadow Systems duty handguns and associated accessories. Following that process, On Target Solutions, LLC was selected as the vendor, and a purchase order was issued for the requested firearms and equipment.

After concerns were identified regarding compliance with recently implemented procurement procedures, I directed that the original purchase be stopped and that the firearms and accessories be procured through a formal competitive bid process. Believing the original purchase had been stopped, the Police Department completed the competitive bid process, and Council subsequently approved the purchase of substantially similar firearms and accessories from another vendor.

Following Council's approval of the subsequent purchase, it was determined that On Target Solutions, LLC had already acquired the firearms and associated equipment pursuant to the original purchase order. Because the vendor acquired the firearms and equipment in good faith reliance on the purchase order issued by the Town, staff recommend compensating the vendor for those costs and completing the acquisition of the equipment.

The Police Department can fully utilize the additional firearms and accessories as part of its long-term equipment replacement and staffing plans. Acquisition of the equipment will support the department's five-year handgun replacement strategy and provide inventory for future personnel needs.

FISCAL IMPACT: Funds for this purchase are available within the Police Department's 2F Restricted Reserve.

- Proposed Purchase Amount: **\$26,912.53**

STAFF RECOMMENDATION: Recommend approval of the purchase of Shadow Systems duty handguns and associated accessories from On Target Solutions, LLC in the amount of **\$26,912.53**, utilizing funds from the Police Department's 2F Restricted Reserve.

**TOWN OF MONUMENT
RESOLUTION NO. 63-2026**

**A RESOLUTION FOR THE TOWN COUNCIL TO APPROVE THE PURCHASE OF
SHADOW SYSTEMS HANDGUNS AND REQUIRED ACCESSORIES FOR
MONUMENT POLICE DEPARTMENT OFFICERS' ON-DUTY USE**

WHEREAS, the Monument Police Department is charged with the safety and protection of the Town of Monument; and

WHEREAS, the citizens of Monument voted for the 2F ballot measure in 2021 to provide the Police Department with additional funds to purchase equipment, including firearms; and

WHEREAS, the Police Department previously determined that its handgun inventory should be replaced and began transitioning officers to the Shadow Systems handgun platform in 2025; and

WHEREAS, earlier this year, the Police Department conducted a comparative procurement process for the purchase of Shadow Systems duty handguns and associated accessories; and

WHEREAS, following that process, On Target Solutions, LLC was selected as the vendor, and a purchase order was issued for the requested firearms and associated equipment; and

WHEREAS, following a subsequent review of the procurement process, concerns were identified regarding compliance with recently implemented procurement procedures, and the firearm purchase was re-solicited through a separate procurement process; and

WHEREAS, the Town Council subsequently approved the purchase of substantially similar firearms and accessories from another vendor; and

WHEREAS, it was later determined that On Target Solutions, LLC had already acquired the firearms and associated equipment pursuant to the original purchase order; and

WHEREAS, staff recommends completing the acquisition of the firearms and associated equipment referenced above pursuant to the original purchase order; and

WHEREAS, the firearms and associated equipment can be fully utilized by the Police Department as part of its long-term equipment replacement and staffing plans, including the department's five-year handgun replacement strategy; and

WHEREAS, funds for this purchase are available within the Police Department's 2F Restricted Reserve.

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

The Town Council hereby approves the purchase of Shadow Systems handguns and associated accessories from On Target Solutions, LLC in the amount of **\$26,912.53**, utilizing funds from the Police Department's 2F Restricted Reserve.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 17th day of August 2026, by a vote of ____ for and ____ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk



Monument Police Department Purchase Order Request Form

Internal Tracking Number: Request #:

Requested By:

Force Training Unit/Firearms – M. Chapman

Vendor Name:

On Target Solutions, LLC

Vendor Contact Information:

Purchase Request Description:

719-310-7099

- 27 Shadow Systems XR920 Handguns
- 10 CR920 or CR920X Handguns
- 27 Streamlight TLR1-HL – SKU 69260
- 10 Trijicon RMRcc – SKU CC06-C-3100001
- 10 Trijicon RMR Sealing Plate
- 10 Galco Hornet Holster – Black – RH or LH
- 10 Mag Pouch – Blade Tech Total Eclipse Single Mag – Black or Safariland 074-83-61 – Black
- 10 Mag and Cuff Pouch – Gould and Goodrich GG-B841-3 – Black (LH or RH) or Safariland 573-83-131 – Black (LH or RH)

Amount Requested:

\$26,912.53

Amount Budgeted:

\$29,750

Purchase Approved by / Date:

Cmdr. John Lupton EID #2109

ACTING CHIEF

FEB 10, 2026

Purchase Denied by / Date:

Signature of Final Approver:

[Signature] 2/11/26

Purchase Order added to MPD Budget Encumberment

Sergeants' approval threshold: Up to \$500 with MPD Commander verbal approval. \$500-\$1000 requires this Purchase Order Request Form.

MPD Commanders are authorized to purchase existing budgeting items up to \$2,999.99 with a monthly cumulative total of \$10,000.

Purchases \$3000-\$4,999.99 with approval of the MPD Chief requires this Purchase Order Request Form.

Purchases \$5000-\$24,999 utilization of Monument Finance Dept. with this Purchase Order Request Form to the Town Manager.



On Target Solutions, LLC

19250 Wakonda Way
Monument, CO 80132
719.310.7099

Invoice

Date	Invoice #
3/3/2026	2666

Bill To

Monument Police Department
645 Beacon Lite Rd.
Monument, CO 80132

			Terms
			Due on Receipt
Quantity	Description	Rate	Amount
27.00	Shadow Systems XR920 with 3 dot tritium optic height sights Part # ML-3306-3D - LE/MIL Agency Purchase CO Excise Tax Exempt - LE Agency Sale	448.00	12,096.00T
27.00	Streamlight TLR1-HL - SKU 69260	144.99	3,914.73T
10.00	Shadow Systems CR920X or CR920 with 3 dot tritium optic height sights Part #ML 4306-3D or 5306-3D - LE/MIL Agency Purchase CO Excise Tax Exempt - LE Agency Sale	405.00	4,050.00T
10.00	Trijicon RMRcc - SKU CC06-C-3100001 - 3.25 MOA - Black	492.00	4,920.00T
10.00	Trijicon RMR Sealing Plate	9.00	90.00T
10.00	Holster - Galco Hornet - Black - RH or LH	99.00	990.00T
10.00	Mag Pouch - Blade Tech Total Eclipse Single Mag - Black or Safariland 074-83-61 - Black	38.79	387.90T
10.00	Mag and Cuff Pouch - Gould & Goodrich GG-B841-3 - Black (LH or RH) or Safariland 573-83-131 - Black (LH or RH)	46.39	463.90T
Make all checks payable to On Target Solutions.		Subtotal	\$26,912.53
		Sales Tax (0.0%)	\$0.00
		Total	\$26,912.53
		Payments/Credits	\$0.00
		Balance Due	\$26,912.53

MAGNUM SHOOTING CENTER
13372 MEADOWGRASS DRIVE
COLORADO SPRINGS, CO 80921
719-487-3193

(27) SHADOW SYSTEMS PART # ML-3306-3D	\$486.2EAEA	\$13,127.40
(27) STREAMLIGHT TLR-HL SKU 69260	\$161.99EA	\$4,373.73
(10) SHADOW SYSTEMS PART # ML-5306-3D	\$437.58EA	\$4,375.80
(10) TRIJICON RMRCC 3.25 MOA SKU 3100001	\$479.99EA	\$4,799.90
(10) TRIJICON RMRCC ADAPTER PLATE SKU AC32092	\$58.99EA	\$589.90
(10) GALCO CONCEALABLE 2.0 BLACK RH #CO2-800RB	\$141.99EA	\$1,419.90
(10) MAG POUCH - SAFARILAND - SKU 074-83-61 NO ACCESS. PD SHOULD ORDER DIRECT.		
(10) MAG AND CUFF POUCH - GOULD & GOODRICH - PART GG-B841-3 NO ACCESS. PD SHOULD ORDER DIRECT.		
	TOTAL	\$28,686.63

*MOST ITEMS ARE IN STOCK AT THE TIME OF THIS BID. NO GAURANTEE ITEMS WILL BE IN STOCK AT TIME OF ORDER.

* GALCO HOLSTERS ARE 6-8 WEEKS LEAD TIME.

* PAYMENT MUST BE MADE IN FULL AT TIME ORDER IS PLACED.

*BID GOOD FOR 30 DAYS

BID FOR MONUMENT PD.

BID BY,

TODD LOCKBURNER

CHIEF OPERATING OFFICER

Estimate #POS 1063082
05/04/2026 11:42 am

DCF CS WEST LLC
4750 Peace Palace Point
Colorado Springs, CO 80907
719-375-3636
<https://dcfguns.com>

Customer : tim johnson
645 beacon light rd : MONUMENT CO,
80132 United States Phone Number : (719)
660-1256
E-Mail : tjohnson@tomgov.org

Register Name: Main 1

Employee: Collin Crandall/Ramsey Hicks
Merchant ID:

Item	Price	Qty	Total
DeSantis Leather Handcuff Case, S&W 100, Ambidextrous, Plain, Black, A04BJG1Z0 - 792695215783 - DeSantis Leather Handcuff Case, S&W 100, Ambidextrous, Plain, Black, A04BJG1Z0. Pull-the-dot snap fastener holds handcuffs in place. Specifications for DeSantis Leather Handcuff Case: Manufacturer: DeSantis Belt Width: 1.75 in Size: One Size Single/Double Cuff: Single Cuff Belt Loop/Snap Width: 1.75 in Accessory Attachment System: Snap Fastener/Closure Type: Snap Hand: Ambidextrous Finish: Plain Handcuff Type: Standard Chain Country of Origin: USA Fabric/Material: Leather Features of DeSantis Leather Handcuff Case: Accommodates belts up to 1 3/4 inch wide Package Contents: DeSantis Leather Handcuff Case We offer complete line of DeSantis Handcuff Accessories. For our complete selection of products by DeSantis on sale please visit our DeSantis page. For more Handcuff Accessories please visit our Handcuff Accessories store section. DeSantis A04BJG1Z0: Leather Handcuff Case S&W 100 Ambidextrous Plain Black. (All)	\$66.99	10	\$669.90

074 GLOCK 17/22 STX TAC BLK RH - 781602616195 - 074 GLOCK 17/22 STX TAC BLK RH	\$29.99	10	\$299.90
TRIJICON RMRCC 3.25MOA MICRO - 719307616370 - TRIJICON RMRCC 3.25MOA MICRO	\$639.99	10	\$6,399.90
SHADOW SYSTEMS CR920X ELITE 9M OPTIC CUT FLUTED BLACK BBL - 810120315232 - SHADOW SYSTEMS CR920X ELITE 9M OPTIC CUT FLUTED BLACK BBL Serial #'s:	\$939.99	10	\$9,399.90
Streamlight 69501 TLR-1 HL-X Gun Light Black 6000 Series Aluminum 1500 Lumens - 080926695016 - Streamlight 69501 TLR-1 HL-X Gun Light Black 6000 Series Aluminum 1500 Lumens	\$179.99	27	\$4,859.73
Shadow Systems SS3040CA XR920 Elite 9mm 10+1 Black Black Nitride Optic Cut/Serrated/Window Cut Stainless Steel Slide Black Black Interchangeable Backstrap Grip *CA Compliant - 810120316086 - Shadow Systems SS3040CA XR920 Elite 9mm 10+1 Black Black Nitride Optic Cut/Serrated/Window Cut Stainless Steel Slide Black Black Interchangeable Backstrap Grip *CA Compliant Serial #'s:	\$1,164.99	27	\$31,454.73
Sub Total			\$53,084.06
3.070% City:			\$1,629.68
2.900% District State			\$1,539.14
1.230% County:			\$652.93
1.000% RTA:			\$530.84
Additional Tax			\$610.99
Total			\$58,047.94

Amount Due	\$58,047.94
Total Discount	\$0.00

Pay Online

<https://dcfguns.coreclear.com/p/enpDVIQxd01TUT09>

All Firearm, Silencer & Ammo sales are final. 30 days from date of purchase in like new condition with original packaging and receipt on all other items. To cancel a class, provide at least 72 hours' notice. To reschedule, a minimum of 24 hours' notice is required.



On Target Solutions, LLC

19250 Wakonda Way
Monument, CO 80132
719.310.7099

Invoice

Date	Invoice #
3/3/2026	2666

Bill To

Monument Police Department
645 Beacon Lite Rd.
Monument, CO 80132

			Terms
			Due on Receipt
Quantity	Description	Rate	Amount
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10.00	Trijicon RMRcc - SKU CC06-C-3100001 - 3.25 MOA - Black	492.00	4,920.00T
10.00	Trijicon RMR Sealing Plate	9.00	90.00T
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10.00	Mag Pouch - Blade Tech Total Eclipse Single Mag - Black or Safariland 074-83-61 - Black	38.79	387.90T
10.00	Mag and Cuff Pouch - Gould & Goodrich GG-B841-3 - Black (LH or RH) or Safariland 573-83-131 - Black (LH or RH)	46.39	463.90T
Make all checks payable to On Target Solutions.		Subtotal	\$26,912.53
		Sales Tax (0.0%)	\$0.00
		Total	\$26,912.53
		Payments/Credits	\$0.00
		Balance Due	\$26,912.53



TOWN OF MONUMENT COUNCIL MEMORANDUM

TO: Mayor and Town Council

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

DATE: August 17, 2026

SUBJECT: Resolution No. 65-2026 – A Resolution Approving a Change Order for the Heart of Monument Parking Lot

STRATEGIC PRIORITIES (2026–2028)

Strengthen Community Engagement - Enhances community engagement, and strengthens communication and collaboration with residents, partners, and neighboring communities.

BACKGROUND: On July 20, 2026, the Town Council approved the contract with National Pavement Partners in the amount of \$71,355.00 for the Heart of Monument Parking Lot project. The project includes the construction of a new ADA public parking lot designed to improve accessibility for the Heart of Monument Playpark. The approved scope of work included construction of the parking lot, associated alleyway improvements, curb and gutter and sidewalks.

DISCUSSION/ANALYSIS: During the project pre-construction meeting with National Pavement Partners, it was identified that the bid documents did not include a pay item or corresponding scope for the removal, excavation and site preparation required for the existing alleyway and dirt lot. Upon review, it was determined that these are necessary to properly construct the improvements shown in the plans but were not included in the Invitation for Bids (IFB).

This miss was a result of an oversight during the bid preparation process and was not identified prior to advertisement and award of contract. As a result, the contractor submitted a change order request in the amount of \$21,148.00 to complete the required removal and site preparation. The Town's Procurement Manual requires Town Council's approval for contract change orders that exceed 5% of the original contract amount. Staff have reviewed the request and determined that the pricing is reasonable, the work is necessary for completion of the project, and the change order is a legitimate adjustment to the contract scope. Approval of the change order will ensure the project can proceed as designed and will ensure the project can start in September when contractor is available.

FINANCIAL IMPACT: The Town was awarded a Community Development Block Grant (CDBG) in the amount of \$100,000 to support construction of the Heart of Monument Parking Lot Project. The grant funding is budgeted within the Town's Parks Fee Fund. The original contract amount approved with National Pavement Partners was \$71,355.00. Approval of this change order will increase the contract amount by \$21,148.00, resulting in a revised contract total of \$92,503.00. The revised contract amount remains within the available grant funding, and no additional Town funding is required to complete this project.

RECOMMENDED ACTION: Staff recommend the passage of Resolution No. 65-2026, approving a change order for the Heart of Monument Parking Lot.

RESOLUTION NO. 65-2026

**A RESOLUTION APPROVING A CHANGE ORDER FOR THE HEART OF
MONUMENT PARKING LOT**

WHEREAS, the Town of Monument recognizes strengthening community engagement as a strategic priority for 2026–2028, with a focus on enhancing communication, transparency, and collaboration among Monument residents, neighboring communities, partner organizations, and town administration to support informed decision-making and shared community goals;

WHEREAS, the Town of Monument has identified a need for a change order to the current contract with National Pavement Partners for the installation of the Heart of Monument parking lot; and;

WHEREAS, the Town of Monument was awarded a Community Development Block Grant (CDBG) in the amount of \$100,000 to assist with construction of the Heart of Monument Parking Lot Improvements Project and improve public access to community amenities; and;

WHEREAS, the parking lot contract still has the available budget from the CDBG grant which still has \$28,645.00 left; and;

WHEREAS, the Town’s current Procurement Manual calls for any change order that increases the total contract by 5% or more, and;

WHEREAS, staff recommends the approval of this change order to National Pavement Partners for the Heart of Monument parking lot.

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

The Town Council hereby approves Change Order No. 65 with National Pavement Partners for the Heart of Monument Parking Lot Improvements Project in an amount not to exceed **\$21,148.00**.

PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso County, Colorado, this 17th day of August 2026 by a vote of ____ for and ____ against.

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk



PROPOSAL NUMBER

26-0992-1

JOB NAME AND ADDRESS

**26-006 - Heart of Monument
Parking Lot IFB
285 2nd St
Monument, CO 80132**

CLIENT

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

CONTACT

**719-235-2557
aarchuleta@tomgov.org
Andrew Archuleta**

PROJECT PROPOSAL

8/10/2026

ADDRESS

4985 IRONTON ST
DENVER, CO
80239

TELEPHONE

720-597-0654 Cell
303-923-0347 Office

SALESPERSON

HUNTER THORN

EMAIL

HTHORN@NATIONALPAVEMENTPARTNERS.COM

OPTIONAL ITEMS

CO #01: ASPHALT MILLING | MILL 5" IN DEPTH, CLEAN AND HAUL MILLINGS TO TOWN OF MONUMENT YARD.

Roto Mill 2,567 SF of existing asphalt to a depth of 5", clean area, and haul millings off-site for recycling.

- Client is responsible to ensure all vehicles are removed (towing if required) from the affected areas no later than 7:00 a.m. on day of scheduled service.
- Excluded is responsibility for ponding water or poor drainage in areas where the grade is less than 2%
- (Note: This service does not include removal or replacement soft or unstable sub-grade or the dump fees if petro mat exists. A change order will need to be issued on a T&M basis if this it is encountered.)

Unit Price: \$2.28 Total: \$5,854.00

CO #01: REMOVE 11" OF DIRT IN SPECIFIED AREA. HAUL OFF SITE TO TOWN OF MONUMENT YARD. INSTALL AND COMPACT 6" OF CLASS 6 ROADBASE.

Removal of existing clay, sod, and top soil at a depth of 11" over 2,601 SF. Haul waste off site. Install and compact 6" of Class 6 Roadbase.

Unit Price: \$15,294.00 Total: \$15,294.00

TOTAL PRICE OF OPTIONAL ITEMS:

Not to Exceed - **\$21,148.00**

AGREEMENT

The Unit Rates applicable to the categories of work to be performed pursuant to this Agreement are based on the material costs and published indexes as of the date of this Proposal. Purchaser acknowledges that if the above-listed items increase by the date all work under the contract is completed, the Unit Rates applicable to the categories of work to be performed under the Proposal shall be adjusted. The adjusted Unit Rates shall be committed and paid by the purchaser as though a written change order were approved and signed by both parties.

National Pavement Partners proposes to furnish material and labor to perform the work outlined herein for the sum of:

\$0.00, Zero Dollars and Zero Cents

National Pavement Partners requires 50% down payment with remainder due upon completion.

This proposal is valid for thirty (30) days from the date written above. The proposal is subject to the terms and conditions enclosed, attached, and/or on the backside of the proposal.

This proposal contains confidential information belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or the taking of any action in reliance on the contents of this proposal is strictly prohibited. If you have received this proposal in error, please immediately notify us by telephone to arrange for the return of the original documents to us.

Sincerely,

Hunter Thorn, Assistant Sales Manager
hthorn@nationalpavementpartners.com
Cell: 720-597-0654

Accepted: The above-proposed terms and conditions, including price and payment terms, are satisfactory and hereby accepted. **National Pavement Partners** is hereby authorized to proceed with the work specified.

Purchaser: _____ Title: _____

Printed Name: _____ Date: _____



MEMORANDUM

TO: Town of Monument Council- Local Licensing Authority
From: Tina Erickson, Town Clerk
Date: August 17, 2026
RE: Festival Permit Application

BACKGROUND: GPB, Inc. DBA Goat Patch Brewing Company and has applied for a Festival Permit for "Pours in the Park" to be held on September 19, 2026 at Limbach Park, 151 Front Street.

DISCUSSION: Please see Exhibits A-D that illustrate the approval criteria that has been met.

1. The application was filed on July 16, 2026.
2. From the evidence submitted, the applicant is a qualifying license type to obtain such permit.
3. The applicant has permission to used the proposed location for the festival within the areas of the diagram provided.
 - a. EXHIBIT A
Completed application DR 8420
 - b. EXHIBIT B
Control Plan
 - c. EXHIBIT C
Premise Map
 - d. EXHIBIT D
Approved Special Event Liquor Permit

STAFF RECOMMENDATION: Staff recommends approval of the Festival Permit for Goat Patch Brewing Company.

DR 8420 (07/21/25)
COLORADO DEPARTMENT OF REVENUE
 Liquor Enforcement Division
 PO BOX 17087
 Denver CO 80217-0087
 (303) 205-2300

Festival Permit Application

This permit is only available for the following license types:

- Beer and Wine license;
- Hotel and Restaurant license;
- Tavern license;
- Brew Pub license;
- Vintner's Restaurant license;
- Distillery Pub license;
- Manufacturer's license (beer, wine, or spirits);
- Wholesaler's license; or
- Limited Wineries

☒ Initial Application – \$50.00 Processing Fee

☐ Subsequent Festival Application - \$50.00 per festival (9 total allowed per **calendar year**, per permittee)

Note - An authorized participating licensee can participate in up to 52 festivals in a calendar year.

Legal Business Name

GPB, Inc.

Trade Name/DBA Name

Goat Patch Brewing Company

License Number

03-07036

License Type

Wholesale Beer

Sales Tax Number

32435546-001

Business Phone Number

719-471-4628

Email Address

johannah@goatpatchbrewing.com

Premises Address

1756 Lake Woodmoor Dr.

City

Monument

State

CO

ZIP Code

80132

Mailing Address

2727 N. Cascade Ave. Suite 123

City

Colorado Springs

State

CO

ZIP Code

80907

Festival Location

Limbach Park - 151 Front St, Monument, CO

Date(s) of Festival

09/19/2026

What are the hours of alcohol service during each festival date(s)? (1 festival can be no more than 72 hours)

12pm-4pm

Attach a copy of Premises Use Authorization Letter or Lease

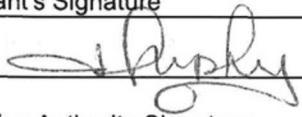
Control Plan Attestation

I affirm that there are no Temporary Salesrooms at the festival's location, date, and time. Temporary Salesrooms on a festival's premises may result in the denial of the Festival Permit.

I affirm that I have attached a Security and Control plan that has been circulated and agreed upon by all participating licensees.

Applicant's Signature

Date (MM/DD/YY)



07/15/26

Licensing Authority Signature

☐ Object ☒ Do Not Object

Local Licensing Authority Contact Name

Phone Number

List of participating businesses (Attach a separate sheet if needed)

Name

See attached list

License Number

License Type

Person Responsible

Phone Number

Name

License Number

License Type

Person Responsible

Phone Number

Name

License Number

License Type

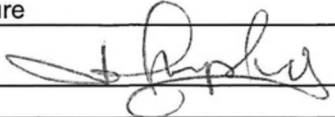
Person Responsible

Phone Number

Oath Of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also know that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code and Colorado Liquor Rules which affect my license or permit.

Signature



Title

Date (MM/DD/YY)

Director of Finance & Administration

07/15/26

Report And Approval of Local Licensing Authority (City/County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory.

Local Licensing Authority (City or County)

Date Notice was provided to Local Licensing Authority

Town of Monument

Signature

Title

Date (MM/DD/YY)

During this festival alcohol will only be sold by the participating alcohol beverage holders (Check all that apply)

☐ In open containers for on-premises consumption

☒ In sealed containers for off-premises consumption

Notice To Local Licensing Authority

This application for a festival permit will be granted to the above named applicant unless any of the below listed conditions apply. If any of these conditions apply please contact the state licensing authority immediately.

- ☐ The applicant has not provided you with at least 30 calendar days notice of the proposed festival
- ☐ Past festivals have had a history of violation of the Colorado Liquor Code or Colorado Liquor Rules or violations of local ordinances
- ☐ If granted, this permit would result in violations of the Colorado Liquor Code or Colorado Liquor Rules, or the laws of the local government

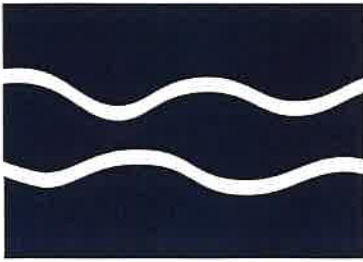
If the Local Licensing Authority objects, provide a separate page with details of the objection.

Report of State Licensing Authority

Signature

Title

Date (MM/DD/YY)



TRI-LAKES

CHAMBER OF COMMERCE ECONOMIC DEVELOPMENT VISITOR CENTER

Monument Pours in the Park Control Plan, September 19, 2026

Hours of Operation: We will be serving alcohol between the event hours of 12:00–4:00pm on September 19, 2026.

Boundary: The map provided with this control plan and with our application shows a red line that indicates temporary and permanent fencing (both types of fencing are metal) that surrounds the park during the Event. There is one entrance and exit that is monitored at all times during the festival. IDs are checked as it is a 21 or over only event. Monitors ensure that no alcohol is brought in or alcohol taken out from the park. Unopened product purchases will be held at the exit for customers to pick up on their way out.

Ingress and Egress: Volunteers and/or staff members will be monitoring the entrance/exit on Front Street (see map) during the event ensuring no alcohol is brought into the park and no alcohol beverages are left in the commemorative tasting glasses as they leave. The only alcohol allowed to leave the park will be the unopened to-go beverages.

Signage: “No Alcoholic beverages beyond this point” signage are posted completely around the perimeter on the fencing around the park and at the entrance/exit.

Responsible Service: State of Colorado Responsible Vendor trained volunteers will check ID of every person entering the park, with a Responsible vendor trained staff member with them. No one under the age of 21 is permitted in the park during the event. All persons in the park will wear a wrist band signifying that their ID has been checked.

The Tri-Lakes Chamber staff hosts multiple events annually that serve alcohol and is experienced at monitoring consumption and intoxication levels of guests. Chamber staff members running the event maintain current training. The Tri-Lakes Chamber provides Responsible Vendor trained volunteers who might be filling in for a vendor and pouring alcohol. Staff and volunteers monitor attendees throughout the event ensuring each attendee is banded and is enjoying a safe event.

Terri Hayes, President & CEO
Tri-Lakes Chamber of Commerce & Visitor Center
166 Second Street
P.O. Box 147
Monument, CO 80132
(719)481-3282

INVESTORS

President's Council



Stakeholder Members



Leader Level Members

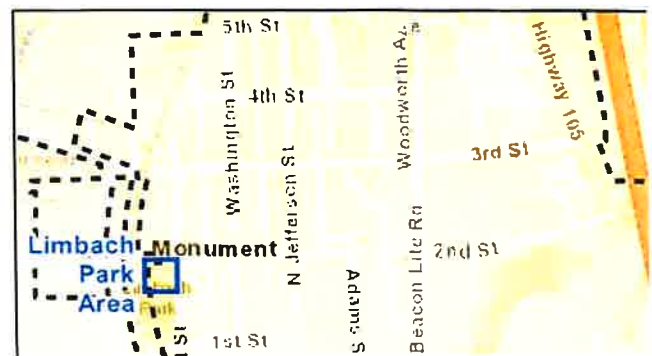




Northern Limbach Park

Legend

- 10 Square Feet Blocks
-  Northern Limbach Park Area
-  Town of Monument Border



TOWN OF MONUMENT SPECIAL EVENT LIQUOR PERMIT

Tri Lakes Chamber of Commerce
At Limbach Park
151 Front Street
Monument, CO 80132

Permit Number: 01-2026

SPECIAL EVENT LIQUOR PERMIT
to serve for on-premises consumption
MALT, VINOUS AND SPIRITUOUS LIQUOR

VALID ONLY FOR THE FOLLOWING PERIODS

Event Date:

07/04/2026

09/19/2026

Event Time:

10:00 AM to 5:00 PM

12:00 PM to 4:00 PM

This permit is issued subject to the laws of the State of Colorado and especially under the provisions of Title 44, Article 5, Colorado Revised Statutes. This permit is non-transferable. It is issued only for the specific location described above and must be conspicuously posted at that location.



Town Clerk



Mayor

DR 8420 Festival Permit Application				
Company Name	License #	License Type	Person Responsible	Contact Mobile Phone
3 Hundred Days Distilling	03-03188	Manufacturer (distillery & rectifier)	Mike Girard	719-466-0023
GOAT PATCH BREWING CO	03-07035	Manufacturer (brewery)	Dayne Quello	719-471-4628
Latigo Winery	03-13935	Limited Winery	Ben Nelson	719-229-0235
Voodoo Brewery Company	03-17142	Tavern	Micah Maffeo	719-650-9313
Storybook Brewing	03-03346	Alcohol Beverage License	Lisa Kilman	719-338-9678
Stoneyard Distilling	03-03106	Wholesale Spirits	Kari Ward	719-401-7592
Angelo's Carboy Springs LLC	03-25174	Vintner's Restaurant	Robin Hinson	703-229-9559
Pure Distilling	03-22523	Manufacturer (distillery)	W. Taylor Stuart	520-349-5680



MEMORANDUM

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

FROM: Jenna Gorney, Senior Planner

DATE: August 17, 2026

SUBJECT: Ordinance No. 15-2026 - An Ordinance Granting Approval of the Falcon Commerce Center Phase 2 Preliminary PUD Plan Major Amendment, located in the south 43 acres of Falcon Commerce Center [Public Hearing, Continued]

Ordinance No. 16-2026 – An Ordinance Granting Approval of the Santa Fe Meadows Final PUD Plan, located in the south 43 acres of Falcon Commerce Center [Public Hearing, Continued]

APPLICATION RESOURCES [\[LINK\]](#)

BACKGROUND.

On July 6, 2026, Town Council reviewed and considered the Falcon Commerce Center Phase 2 Preliminary PUD Plan Major Amendment concurrently with the Santa Fe Meadows Final PUD Plan. A copy of staff's July 6, 2026, memorandum to Town Council is attached with this agenda item and included in the application resources noted above.

During Council's discussion, Town Council members expressed concerns related to the project's potential impact on the United States Air Force Academy (USAFA) operations based on the proximity of USAFA property to the immediate south. Additional concerns were raised regarding how USAFA operations would impact future residents that purchased homes in the Santa Fe Meadows development.

Specifically, Council discussion focused on whether sufficient coordination had occurred with USAFA regarding potential participation in the Department of Defense Readiness and Environmental Protection Integration (REPI) Program, which could help preserve compatible land uses near military installations. Additional concerns were raised about the proposed conservation easement and the potential for wildlife and bird attraction, creating Bird/Wildlife Aircraft Strike Hazard (BASH) risks for nearby USAFA aircraft, helicopters, and unmanned aerial vehicle operations occurring approximately 1,500–1,600 feet from the development. Council members emphasized the importance of understanding and mitigating any potential impacts to USAFA's current and future mission before proceeding with the project.

As a result of these concerns, Council members expressed a desire for further engagement with USAFA representatives before taking final action on the PUD Amendment or Final PUD Plan, in order to better understand the Academy's concerns regarding mission compatibility. The overall direction from Council was that additional dialogue with USAFA would be valuable to ensure the project does not adversely affect the Academy's current or future missions and that future residents are adequately informed of and protected from potential operational impacts.

Council members directed staff to arrange a meeting with Councilmembers Kimball and Smith, Town staff, the applicant/developer, and USAFA representatives to discuss concerns.

To facilitate this discussion, Council voted to continue both Ordinance No. 15-2026 (Falcon Commerce Center Phase 2 Preliminary PD Major Amendment) and Ordinance No. 16-2026 (Santa Fe Meadows Final Planned Development) to the **August 3, 2026**, Town Council meeting. The continuation was intended to provide sufficient time for the meeting to occur and for any information obtained from USAFA to be considered before a final decision. Council Members Kimple and Smith were appointed to represent the Town in the meeting. Council emphasized that the purpose of the meeting was not to stop the project, but rather to identify opportunities for collaboration and ensure that potential impacts are fully understood and addressed.

As of August 3, 2026, a joint meeting among representatives of the United States Air Force Academy (USAFA), Councilmembers Kimball and Smith, Town staff, and the Developer had not yet occurred due to scheduling limitations on the part of USAFA. Accordingly, at the August 3, 2026 meeting, Staff recommended that the associated public hearings for Ordinance Nos. 15-2026 and 16-2026 be again continued to **August 17, 2026**, to provide additional time for all parties to meet, discuss outstanding issues, and determine an appropriate path forward.

RECOMMENDED ACTIONS

SUGGESTION ACTION 1.

I move to **ADOPT/DENY** Ordinance No.15-2026, an Ordinance granting approval of the Falcon Commerce Center Phase 2 Preliminary Plan Major Amendment, located in the south 43 acres of Falcon Commerce Center – Area D, supported by the attached and linked exhibits together with the Findings of Fact provided in the Staff Report.

SUGGESTED ACTION 2.

I move to **ADOPT/DENY** Ordinance No. 16-2026, an ordinance granting approval of the Final Planned Unit Development Plan for Santa Fe Meadows, located in the south 43 acres of Falcon Commerce Center, supported by the attached and linked exhibits together with the Findings of Fact provided in the Staff Report, subject to the following conditions:

1. Approval of the Final PUD Plan for Santa Fe Meadows is contingent upon Town Council approval of the proposed Major PUD Amendment for Falcon Commerce Center Phase 2 Preliminary PUD.
2. Submittal of the Final Plat application materials for the Santa Fe Meadows Final PUD shall include a geotechnical report in order to address the presence of shallow groundwater in proximity to the proposed detention ponds.

ATTACHMENTS AND LINKED DOCUMENTS.

All Resources [\[link\]](#)

1. TC Staff Presentation, dated 7/6/2026 [\[link\]](#)
2. TC Staff Memorandum, dated 7/6/2026 [\[link\]](#)
3. Applicant Transmittal (1), USAFA Communications (3)
4. Applicant Narrative [\[link\]](#)
5. Falcon Commerce Center Preliminary PUD Major Amendment, prepared by A. Roman, N.E.S. Inc., dated 02/04/2026 [\(clouded\)\(unclouded\)](#)
6. Falcon Commerce Center Preliminary PUD Plan, prepared by N.E.S. Inc., recorded 08/16/2022 [\[link\]](#)
7. Santa Fe Meadows Final PUD Plan, prepared by A. Roman, N.E.S. Inc., dated 06/10/2026 [\[link\]](#)
8. Planning Commission Staff Report, dated June 10, 2026 [\[link\]](#)
9. Planning Commission Minutes, dated June 10, 2026 [\[link\]](#)
10. Ordinance No.15-2026, An Ordinance granting approval of the Falcon Commerce Center Phase 2 Preliminary Plan Major Amendment
11. Ordinance No.16-2026, An Ordinance granting approval of the Final PUD Plan for Santa Fe Meadows

**TOWN OF MONUMENT
ORDINANCE NO. 15-2026**

**AN ORDINANCE GRANTING APPROVAL OF THE FALCON COMMERCE CENTER
PHASE 2 PRELIMINARY PUD MAJOR AMENDMENT LOCATED IN THE SOUTH 43 ACRES
OF FALCON COMMERCE CENTER KNOWN AS AREA D**

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

WHEREAS, the Town Council adopted the strategic objective to enable responsible community development by establishing clear and accountable plans, processes, and procedures that create positive conditions for responsible and enduring community development and growth; and

WHEREAS, Elite Properties of America LLC, is seeking approval of the Falcon Commerce Center Phase 2 Preliminary PUD Plan Major Amendment, to permit a 59% density reduction in Area D (the “Property”) and to permit a change from a multi-family dwelling housing product to single family attached and detached units. The property is legally described on Exhibit A; and

WHEREAS, the Monument Planning Commission conducted a public hearing on this application on June 10, 2026, and made a recommendation of APPROVAL by a vote of 4 to 0, based upon the Finding of Fact attached hereto as Exhibit B; and subject to the Conditions of Approval defined herein;

WHEREAS, approval of the Major PUD Amendment advances the Town’s objective to enable responsible community development by establishing a clear and accountable framework for future residential development consistent with adopted plans and applicable regulation;

WHEREAS, on July 6, 2026, the Monument Town Council received the Planning Commission’s recommendation and conducted a public hearing.

WHEREAS, following the public hearing conducted on July 6, 2026, the Town Council voted to continue consideration of the Falcon Commerce Center Phase 2 Preliminary PUD Plan Major Amendment and the associated Ordinance to the Town Council meeting of August 3, 2026, to allow additional review and deliberation; and

WHEREAS, on August 3, 2026, Staff requested an additional continuance to the August 17, 2026, meeting to provide additional time for coordination of a meeting with the involved parties; and

WHEREAS, on August 17, 2026, Town Council determined that the Falcon Commerce Center Phase 2 Preliminary PUD Plan Major Amendment does not adversely affect the quality or overall development vision for Area D specifically, or the Falcon Commerce Phase 2 PUD overall and;

WHEREAS, this Ordinance was introduced by title and voted upon at the regular meeting of the Town Council on August 17, 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. Approval. The Town Council approves the Falcon Commerce Center Phase 2 Preliminary PUD Plan Major Amendment, prepared by N.E.S. Inc., dated 02/04/2026 located in the south 43 acres of Falcon Commerce Center.

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

Section 4. Authentication and Filing. Upon passage this Ordinance shall be authenticated by the Mayor and Town Clerk and maintained by the Town Clerk in such form as is sufficient to assure reasonable access by the public. Failure to authenticate any ordinance shall not invalidate it or suspend its operation.

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

Section 6. Severability. If any portion of this Ordinance or the application thereof to any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications of the ordinance which can be given effect without the invalid portion or application, provided such remaining portions or applications are not determined by the court to be inoperable.

INTRODUCED, PASSED, and ADOPTED/REJECTED, by the Town Council of the Town of Monument, Colorado this 17th day of August 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

A TRACT OF LAND BEING A PORTION OF EAST HALF OF SECTION 35, AND A PORTION OF THE WEST HALF OF SECTION 36, TOWNSHIP 11 SOUTH, RANGE 67 WEST OF THE 6TH PRINCIPAL MERIDIAN, COUNTY OF EL PASO, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BASIS OF BEARINGS: THAT COURSE ON THE EASTERLY LINE OF THE TRACT OF LAND AS DESCRIBED IN THE LAND SURVEY PLAT RECORDED UNDER RECEPTION NUMBER 217900186, RECORDS OF EL PASO COUNTY, COLORADO, BEING MONUMENTED ON THE NORTHERLY END BY A NO. 4 REBAR AND YELLOW PLASTIC SURVEYORS CAP STAMPED "WKC & ASSOC PLS 4842" .3' BELOW GROUND SURFACE AND AT THE SOUTHERLY END BY A NO. 4 REBAR AND YELLOW PLASTIC SURVEYORS CAP STAMPED "WKC & ASSOC PLS 4842" .6' BELOW GROUND SURFACE, ASSUMED TO BEAR S28°41'19"E, A DISTANCE OF 1,449.99 FEET.

COMMENCING AT THE NORTHERLY END OF THAT COURSE ON THE EASTERLY BOUNDARY LINE OF THE LAND SURVEY RECORDED UNDER RECEPTION NUMBER 217900186 WHICH BEARS S28°41'19"E, A DISTANCE OF 1,445.99 FEET, BEING THE POINT OF BEGINNING; THENCE ON THE BOUNDARY OF SAID LAND SURVEY THE FOLLOWING FIVE (5) COURSES:

S28°41'19"E, A DISTANCE OF 1,445.99 FEET;

S89°08'35"W, A DISTANCE OF 1,637.54 FEET;

S89°26'37"W, A DISTANCE OF 47.43 FEET TO A POINT ON CURVE;

ON THE ARC OF A CURVE TO THE LEFT WHOSE CENTER BEARS S62°30'36"W, HAVING A DELTA OF

03°23'44", A RADIUS OF 2,060.08 FEET, A DISTANCE OF 122.08 FEET TO A POINT OF TANGENT;

N31°02'25"W, A DISTANCE OF 751.21 FEET;

THENCE N58°57'47"E, A DISTANCE OF 169.96 FEET; THENCE N70°27'12"E, A DISTANCE OF 549.97 FEET;

THENCE N55°50'52"E, A DISTANCE OF 221.79 FEET; THENCE N46°06'02"E, A DISTANCE OF 262.25 FEET;

THENCE N42°39'42"E, A DISTANCE OF 109.28 FEET; THENCE N49°49'01"E, A DISTANCE OF 201.02 FEET,

TO A POINT ON THE EASTERLY LINE OF SAID LAND SURVEY; THENCE S35°19'12"E, ON SAID EASTERLY LINE, A DISTANCE OF 300.06 FEET TO THE POINT OF BEGINNING.

EXCEPTING THE PORTION WITHIN THE PARCEL DEDICATED FOR TERRAZZO DRIVE, A 90 FOOT PUBLIC

RIGHT OF WAY IN THE PLAT OF FALCON COMMERCE CENTER FILING NO. 3 RECORDED AUGUST 27, 2024 UNDER RECEPTION NO. 224715394

EXHIBIT B
FINDINGS OF FACT

- 1) The proposed Major Amendment to the Falcon Commerce Center Phase 2 Preliminary Planned Unit Development will not adversely affect the quality, character, or long-term development vision of Area D or the overall Falcon Commerce Center Phase 2 PUD. Rather, the amendment reduces residential density and transitions the approved housing mix from multifamily to single-family attached and detached residential development. This change decreases anticipated traffic generation, lowers overall development intensity, and provides housing opportunities that are more responsive to current market demands within the Town of Monument. The proposed amendment remains compatible with surrounding land uses and continues to support the goals and objectives established for the Falcon Commerce Center development.

**TOWN OF MONUMENT
ORDINANCE NO. 16-2026**

**AN ORDINANCE GRANTING APPROVAL OF THE SANTA FE MEADOWS FINAL
PLANNED UNIT DEVELOPMENT LOCATED IN THE SOUTH 43 ACRES OF FALCON
COMMERCE CENTER KNOWN AS AREA D**

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

WHEREAS, the Town Council adopted the strategic objective to enable responsible community development by establishing clear and accountable plans, processes, and procedures that create positive conditions for responsible and enduring community development and growth; and

WHEREAS, Elite Properties LLC, is seeking approval of the Santa Fe Meadows Final Planned Unit Development (the “Property”) legally described on Exhibit A, to allow for the construction 205 single family residential dwelling units; and

WHEREAS, the Monument Planning Commission conducted a public hearing on this application on June 10, 2026, and made a recommendation of APPROVAL by a vote of 4 to 0, based upon the Finding of Fact attached hereto as Exhibit B; and subject to the Conditions of Approval defined herein.

WHEREAS, approval of the Final PUD Plan advances the Town’s objective to enable responsible residential development by establishing a clear and accountable framework for future residential development consistent with adopted plans and applicable regulations.

WHEREAS, on July 6, 2026, the Monument Town Council received the Planning Commission’s recommendation and conducted a public hearing.

WHEREAS, following the public hearing conducted on July 6, 2026, the Town Council voted to continue consideration of the Santa Fe Meadows Final Planned Unit Development and the associated Ordinance to the Town Council meeting of August 3, 2026, to allow additional review and deliberation; and

WHEREAS, on August 3, 2026, Staff requested an additional continuance to the August 17, 2026, meeting to provide additional time for coordination of a meeting with the involved parties; and

WHEREAS, on August 17, 2026, Town Council determined that Santa Fe Meadows Final Planned Unit Development is in conformance with the approved Preliminary PUD for the property and the conditions outlined in the Land Development Code, Sections 18.03.440, 18.03.450, and 18.03.460 et. seq.; and

WHEREAS, this Ordinance was introduced by title and voted upon at the regular meeting of the Town Council on August 17, 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. Approval. The Town Council approves the Santa Fe Meadows Final Planned Unit Development, prepared by N.E.S. Inc., dated 6/10/2026, located in the south 43 acres of Falcon Commerce Center – Area D, subject to the following conditions:

1. Approval of the Final PUD Plan for Santa Fe Meadows is contingent upon Town Council approval of the proposed Major PUD Amendment for Falcon Commerce Center Phase 2 Preliminary PUD.
2. Submittal of the Final Plat application materials for the Santa Fe Meadows Final PUD shall include a geotechnical report in order to address the presence of shallow groundwater in proximity to the proposed detention ponds.

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

Section 4. Authentication and Filing. Upon passage this Ordinance shall be authenticated by the Mayor and Town Clerk and maintained by the Town Clerk in such form as is sufficient to assure reasonable access by the public. Failure to authenticate any ordinance shall not invalidate it or suspend its operation.

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

Section 6. Severability. If any portion of this Ordinance or the application thereof to any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications of the ordinance which can be given effect without the invalid portion or application, provided such remaining portions or applications are not determined by the court to be inoperable.

INTRODUCED, PASSED, and ADOPTED/REJECTED, by the Town Council of the Town of Monument, Colorado this 17th day of August 2026 by a vote of for and against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

Attest:

Tina Erickson, Town Clerk

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RIGHT OF WAY IN THE PLAT OF FALCON COMMERCE CENTER FILING NO. 3 RECORDED AUGUST 27, 2024 UNDER RECEPTION NO. 224715394

EXHIBIT B
FINDINGS OF FACT

1. The proposed Final Planned Unit Development (PUD) Plan for Santa Fe Meadows meets the applicable review criteria set forth in Section 18.03.460(D) of the Land Development Code and is consistent with the approved Preliminary PUD. The plan demonstrates compliance with applicable development standards and provides for orderly, coordinated development that is compatible with surrounding land uses and supported by adequate public infrastructure and services.



MEMORANDUM

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

FROM: Rey Medina, Planner

DATE: August 17, 2026

SUBJECT: Ordinance No. 22-2026 — An Ordinance Granting Approval of the Final Planned Unit Development Plan for Conexus Lot 1 Filing 2 also known as Hillpointe, located along Old Denver Road

ALL RESOURCES [\[link\]](#)

BACKGROUND.

The applicant for Conexus Lot 1 Filing 2 submitted a request to continue the public hearing scheduled for August 3, 2026. Council approved that the public hearing before Town Council be continued from August 3, 2026, to August 17.

The Applicant, Hillpointe LLC, represented by N.E.S. Inc., is requesting approval of a Final Planned Unit Development (FPUD) for Conexus Lot 1 Filing 2, located within the Conexus Phase 2 & 3 development area. The subject property consists of approximately 19.06 acres located east of the realigned Old Denver Road, west of Interstate 25, south of future industrial development within Conexus Lot 4, and north of the regional drainage tract serving the Conexus development.

Development of the Subject Property is governed by Resolution No. 11-2022, approving the Preliminary Planned Unit Development (PPUD) for Conexus Phase 2 & 3. Under the provisions of the approved PPUD, Lot 1 was specifically designated for High Density Residential development with an allowable density range of approximately 12 to 20.89 dwelling units per acre, permitting a maximum of 399 residential units. The Applicant is proposing a total of 354 dwelling units, consisting of 312 apartment units and 42 townhome units, which is consistent with the density, land use designation, and development framework established through the approved Preliminary PUD.

The Conexus property has undergone extensive public review and entitlement processes dating back to the approval of Ordinance 20-2020, which rezoned the property from Regency Park Planned Industrial Development to Planned Development. Subsequent approvals included Resolution No. 11-2022 approving the Preliminary PUD and Resolution No. 54-2022 approving the Final Plat for Conexus Filing No. 2. The current request represents the

final implementation step for the residential component envisioned within the approved Conexus master plan.

On July 8, 2026, the Planning Commission held a public hearing on the Final Planned Unit Development application and reviewed the proposal against the applicable criteria contained in Section 18.03.460 of the Monument Land Development Code. Following its review, the Planning Commission recommended approval of the Final Planned Unit Development. A copy of the Planning Commission Staff Report and meeting minutes are attached with this transmittal.

DETAILS

The Conexus Lot 1 Filing 2 Final PUD includes the development of a 354-unit residential community on approximately 19.06 acres, consisting of 312 multifamily apartment units and 42 townhome units. The proposed development remains below the maximum density permitted under the approved Preliminary PUD and provides a mix of housing types that support housing choice within the community. The project incorporates extensive landscaping, open space, and resident amenities, with approximately 7.2 acres, or 38 percent of the site, dedicated to landscaped areas, open space, and recreational amenities.

The development has been designed in compliance with all applicable Planned Unit Development standards, including setbacks, lot coverage, building heights, architectural standards, parking requirements, buffering, and landscaping requirements. Building heights remain significantly below the maximum 75-foot height permitted within the PUD, and the project provides 728 parking spaces, substantially exceeding the Town's minimum parking requirement of 552 spaces. The site design also includes pedestrian connectivity to the Old Denver Road corridor and regional trail network while maintaining compatibility with adjacent planned residential and employment uses within the Conexus development.

Traffic, drainage, utility, noise, landscaping, and stormwater analyses were reviewed by Town staff and the Town's consulting engineers. The Traffic Technical Memorandum prepared by LSC Transportation Consultants concluded that the proposed development is expected to generate fewer trips than previously analyzed in the approved 2022 Conexus Traffic Impact Study and that the surrounding roadway network can accommodate the development while maintaining acceptable levels of service. The Town's engineering consultant, IMEG, reviewed the submitted materials and concurred with the study's findings and recommendations.

The application was reviewed by the Town Engineer and relevant referral agencies, including utility providers and emergency service agencies. Required infrastructure improvements, stormwater controls, utility easements, emergency access provisions, and noise mitigation measures have been incorporated into the project design. Staff finds that the Final PUD is

consistent with the approved Preliminary PUD, satisfies all applicable review criteria contained in [Section 18.03.460](#) of the Land Development Code, and implements the long-term vision established for Conexus Phase 2 & 3 through a high-quality residential development that supports the Town's strategic priorities of responsible community development, community investment, and long-term sustainability.

FINDING OF FACT

On July 8, 2026, the Planning Commission held a public hearing for the Final PUD for Conexus Lot 1 Filing 2 and recommended approval based on the following Finding of Fact:

1. The proposed Final Planned Unit Development (PUD) Plan for Conexus Lot 1 filing 2 meets the applicable review criteria set forth in Section 18.03.460(D) of the Land Development Code and is consistent with the approved Preliminary PUD. The plan demonstrates compliance with applicable development standards and provides for orderly, coordinated development that is compatible with surrounding land uses and supported by adequate public infrastructure and services.

SUGGESTED ACTION

I move to **ADOPT/DENY** Ordinance No. 22-2026, an Ordinance granting approval of the of the Final PUD for Conexus Lot 1 filing 2, supported by the attached and linked exhibits together with the Findings of Fact provided in the Staff Report.

ATTACHMENTS AND LINKED DOCUMENTS.

ALL RESOURCES: [\[link\]](#)

0. Staff Report
1. Staff Presentation
2. Applicant Narrative, prepared by N.E.S. Inc, dated February 27, 2026
3. Final PUD Plan Set, prepared by N.E.S. Inc, dated June 3, 2026
4. Maps
5. Public Notice Mailing Affidavit
6. Public Notice Posting Affidavit
7. Town Engineer Recommendation of Approval, dated June 11, 2026.
8. Traffic Impact Study, prepared by LSC Transportation Consultants, dated 6/1/2026
9. Conexus Lot 1 Title Commitment, prepared by Land Title Guarantee, dated, 2/2/2026
10. Stormwater Management Plan, prepared by Kimley Horn, dated February 2026
11. Conexus Drainage Report, prepared by Kimley Horn, dated May 2026
12. Grading and Erosion Control Plan, prepared by Kimley Horn, dated 6/3/2026

History

1. Final Plat for Conexus Filing No.2, Approved July 5, 2022, Resolution 54-2022 ([link](#))
2. Conexus Phase 2 & 3 Preliminary PUD 2022 ([link](#))
3. Ordinance 20-2020: Rezone sketch pd plan for Conexus Phase 2 & 3 ([link](#))
4. Resolution 11-2022: Approving preliminary PUD for Conexus Phase 2 & 3 ([link](#))

**TOWN OF MONUMENT
ORDINANCE NO. 22-2026**

**AN ORDINANCE GRANTING APPROVAL OF THE FINAL PLANNED UNIT
DEVELOPMENT PLAN FOR CONEXUS LOT 1 FILING 2, LOCATED ALONG OLD
DENVER ROAD**

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

WHEREAS, the Town Council adopted the strategic objective to enable responsible community development by establishing clear and accountable plans, processes, and procedures that create positive conditions for responsible and enduring community development and growth; and

WHEREAS, Hillpointe, LLC is seeking approval of the Final Planned Unit Development (FPUD) for Conexus Lot 1 Filing 2 (the “Property”), for the construction of 354 residential units, consisting of 312 apartment units and 42 townhome-style units, legally described on Exhibit A; and

WHEREAS, the Monument Planning Commission conducted a public hearing on this application on July 8, 2026, and made a recommendation of APPROVAL by a vote of 3 to 2, based upon the Findings of Fact attached hereto as Exhibit B; and

WHEREAS, approval of the Final PUD Plan advances the Town’s objective to enable responsible community development by encouraging a balanced housing inventory that serves a variety of household types, income levels, and life stages; and

WHEREAS, on August 3, 2026, the Monument Town Council received the Planning Commission’s recommendation and conducted a public hearing; and

WHEREAS, following the public hearing conducted on August 3, 2026, the Town Council voted to continue consideration of the Final Planned Unit Development for Conexus Lot 1 Filing 2 and the associated Ordinance to the Town Council meeting of August 17, 2026, as requested by the applicant; and

WHEREAS, on August 17, 2026, the Monument Town Council received the Planning Commission’s recommendation and conducted a public hearing, and determined that the Final Planned Unit Development for Conexus Lot 1 Filing 2 conforms to the approved Conexus Development Final Plat and satisfies the requirements of Section 18.03.460 et seq. of the Land Development Code; and

WHEREAS, this Ordinance was introduced by title and voted upon at the regular meeting of the Town Council on August 17, 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. Approval. The Town Council approves the Final Planned Unit Development for Conexus Lot 1 Filing 2, prepared by N.E.S Inc, dated 6/3/2026, located along Old Denver Road.

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

Section 4. Authentication and Filing. Upon passage, this Ordinance shall be authenticated by the Mayor and Town Clerk and maintained by the Town Clerk in such form as is sufficient to assure reasonable access by the public. Failure to authenticate any ordinance shall not invalidate it or suspend its operation.

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

Section 6. Severability. If any portion of this Ordinance or the application thereof to any person or circumstances shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications of the ordinance which can be given effect without the invalid portion or application, provided such remaining portions or applications are not determined by the court to be inoperable.

INTRODUCED, PASSED, and ADOPTED/REJECTED, by the Town Council of the Town of Monument, Colorado this 17th day of August 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

LOT 1 CONEXUS FIL NO 2, AMENDED SUBDIVISION NAME BY AFFIDAVIT OF CORRECTION
REC #223013384

EXHIBIT B
FINDINGS OF FACT

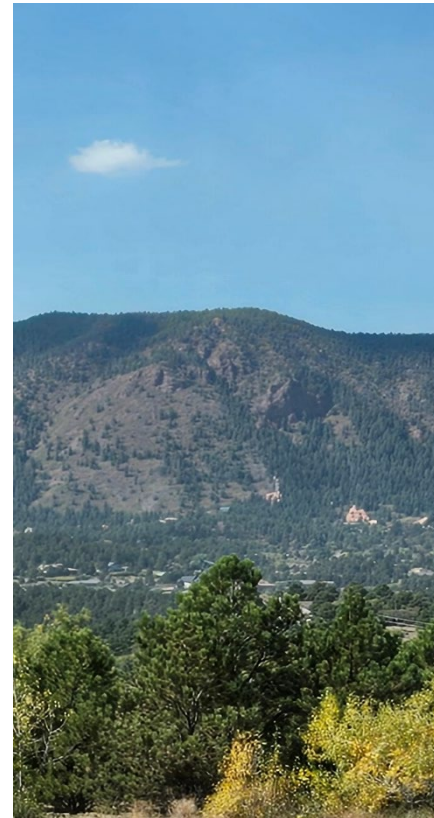
1. The proposed Conexus lot 1 filing 2 Final Planned Unit Development meets the applicable criteria identified in Section 18.03.460(D) of the Land Development Code.
2. The Final PUD is consistent with the approved Conexus Phase 2 & 3 Preliminary PUD; provides appropriate site access, parking, circulation, landscaping, architecture, stormwater management, and utility service; and supports a residential use that is compatible with the Business Campus land use designation as complementary component that helps create a balanced, master-planned environment.

Conexus Lot 1 Filing 2 Hillpointe

Final PUD Plan

Staff Presentation

Town Council Meeting – 8/17/2026



INTRODUCTION

The applicant, Hillpointe LLC, represented by Jason Alwine of NES Colorado, is requesting approval of a Final Planned Unit Development for Conexus Lot 1 Filing 2. This request pertains to the development of Lot 1 within the Conexus Phases 2 & 3 Preliminary PUD Plan. The proposed project encompasses a 19.1-acre parcel designated for High Density Residential use, with an allowed density range of 12 to 20.89 dwelling units per acre, permitting a maximum of 399 units.

The applicant is proposing a total of 354 residential units, consisting of 312 apartment units and 42 townhome-style units.



PUBLIC HEARING NOTICE



Conexus Lot 1 Filing 2
Final PUD Plan
File Number: 2026-004-FPUD

AFFIDAVIT – POSTED NOTICE Final PUD Plan

I, Andrew Netter, (print name) as the ☐ owner ☒ authorized agent, (check one) for the property located at property schedule number 7123311001, in the Town of Monument, El Paso County, Colorado do hereby attest that I installed, ONE sign along Old Denver Road, facing out to traffic, in compliance with Town Code Section 18.01.260-Public notice requirements., E. Posted Notice. On June 6 (month/day), 2026, which is at least 15 days prior to the public hearing, scheduled for Planning Commission on **July 8, 2026**, and Town Council on **August 3, 2026**, for the proposed development application: Conexus Lot 1 Filing 1, Final PUD Plan.

Signed: [Signature]

Print Name: Andrew Netter

Owner/Authorized Agent (circle one)

State of, Colorado

County of: El Paso

Sworn and subscribed to before me, a Notary Public, by Andrew Netter, this 23rd day of June, 2026, who is either personally known to me or who has produced _____ as identification.

My Commission Expires: September 15, 2026

Notary Public for the State of Colorado; County of El Paso

Print Name: Gwendolyn Dowd Egbert [Signature]

GWENDOLYN DOWD EGBERT
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 19954016648
MY COMMISSION EXPIRES SEPTEMBER 15, 2026



Conexus Lot 1 Filing 2
Final PUD Plan
File Number: 2026-004-FPUD

AFFIDAVIT – MAILING Final PUD Plan

I, Jason Alwine, (print name) as the ☐ owner ☒ authorized agent, (check one) for the property located at property schedule number(s) 7123311001, 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 day of June 16, 2026 (month/day), 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 Final PUD Plan for the Conexus Lot 1 Filing 2 Multifamily development, giving notice of forthcoming public hearings for Planning Commission on **July 8, 2026** and Town Council on **August 3, 2026** in compliance with Town Code Section 18.01.260-Public notice requirements., F. Mailed notice. on June 22, 2026, which is at least 15 days prior to the date of the hearings.

Signed: [Signature]

Print Name: Jason Alwine

Owner/Authorized Agent (circle one)

State of, Colorado

County of: El Paso

Sworn and subscribed to before me, a Notary Public, by Jason Alwine, this 22nd day of 2026, who is either personally known to me or who has produced _____ as identification.

My Commission Expires: September 15, 2026

Notary Public for the State of Colorado, County of El Paso

Print Name: Gwendolyn D Egbert [Signature]

GWENDOLYN DOWD EGBERT
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 19954016648
MY COMMISSION EXPIRES SEPTEMBER 15, 2026



SURROUNDING ZONING, LOCATION, LAND USE

- **North** – Lot 4 of Conexus (undeveloped)
- **South** – Tract B of Conexus (stormwater management)
- **East** – I-25 Corridor
- **West** – Lot 2 of Conexus (Meritage Single Family Housing – Approved by Town Council)



2017 Future Land Use Plan

- BC - Business Campus
- CC - Community Commercial
- D - Downtown
- LI - Light Industrial/Warehouse
- LL - Large Lot Residential
- MU - Mixed Use
- PR - Parks, Trails, Open Space
- PS - Public/Quasi-public/Utility
- RA - Residential Attached
- SFD - Single Family Dwellings
- PS - (School) Public/Quasi-public/Utility



2017 CompPlan: Future Land Use

2017 Future Land Use Plan

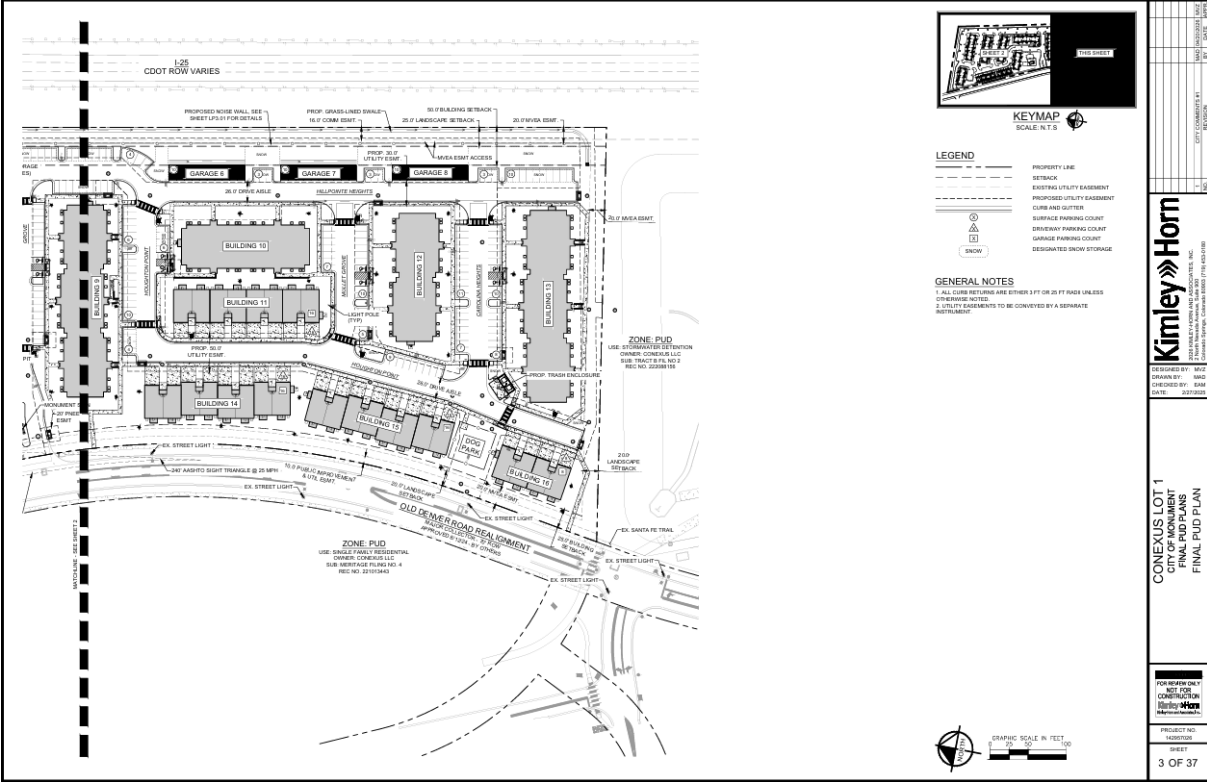
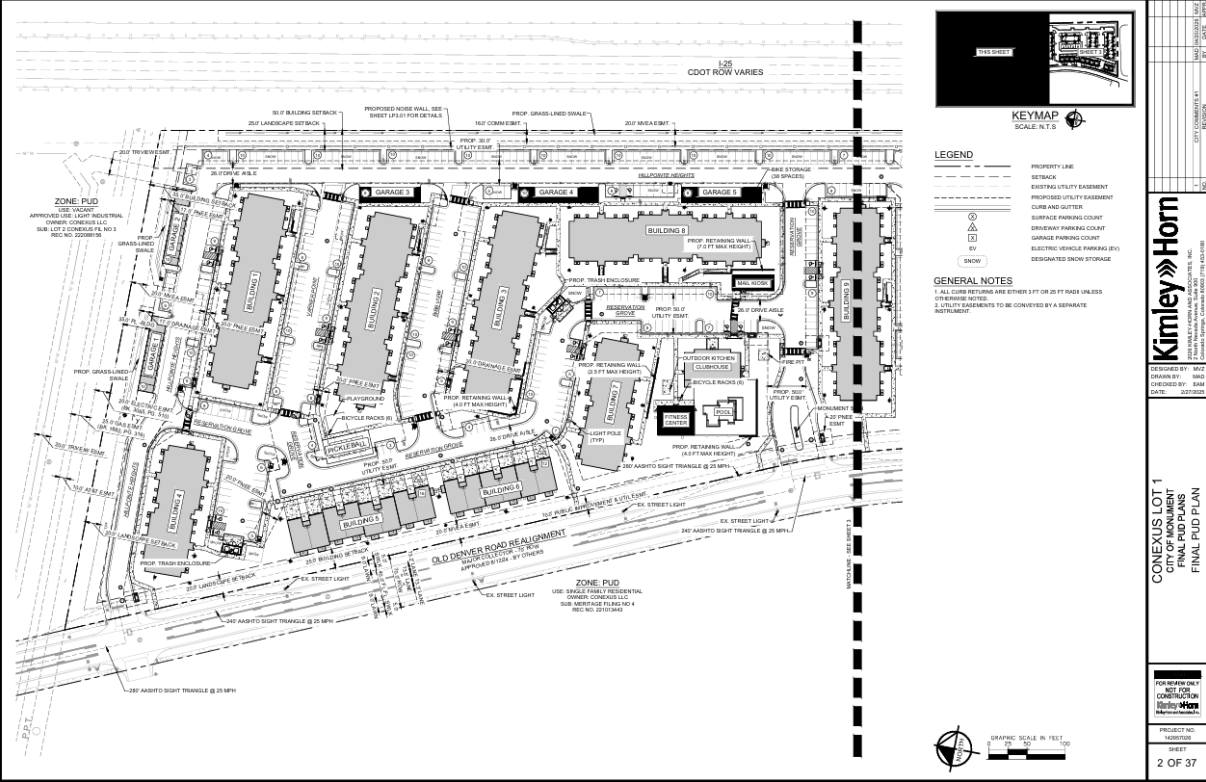
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- PS - (School) Public/Quasi-public/Utility

PROJECT DETAILS

Location and Plat History

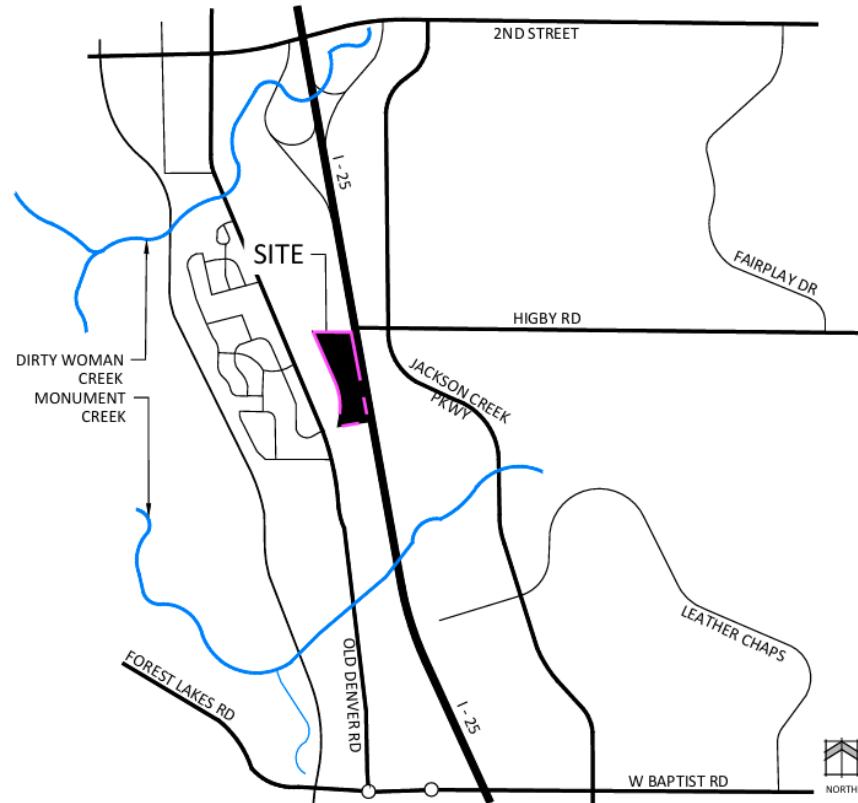


PROJECT DETAILS



PROJECT DETAILS

Parking and Snow Storage



SITE DATA

TAX SCHEDULE NUMBER : 7123311001
 TOTAL AREA: 19.06 AC
 DRAINAGE BASIN: TEACHOUT CREEK
 ZONING: PUD
 PRELIMINARY PLAN: CONEXUS PHASE 2 & 3
 FIRE FLOW REQUIREMENT:
 DEVELOPMENT SCHEDULE: 2026 - 2028
 EXISTING USE: VACANT
 PROPOSED USE: MULTI-FAMILY RESIDENTIAL
 MAX. DENSITY: 20.89 DU/AC
 PROPOSED DENSITY: 18.53 DU/AC
 MAX. BUILDING HEIGHT: 75 FT
 PROPOSED BUILDING HEIGHT:
 APARTMENT: 41' - 10"
 TOWNHOME: 28' - 5"
 PROPOSED LOT COVERAGE: 4.42 AC (23%)

PARKING FORMULA: 354 UNITS
 1.5 STALLS PER 2 BEDROOM 312 UNITS = 468 STALLS
 2 STALLS PER 3 BEDROOM 42 UNITS = 84 STALLS
 PARKING REQUIRED: 552 STALLS

PARKING PROVIDED
 STANDARD: 457 (22 ADA) SPACES
 EV STALL: 4 SPACES
 GARAGE: 74 (2 ADA) SPACES
 TOWNHOME DRIVEWAY: 84 SPACES
 TOWNHOME GARAGE: 84 SPACES
 TOTAL PROVIDED: 727 SPACES
 ADA REQUIRED FOR 500-1,000, 2% OF TOTAL
 ADA PROVIDED 24 ADA SPACES

BUILDING SETBACKS

OLD DENVER ROAD (WEST) 25 FT
 I-25 (EAST) 50 FT
 NORTH 25 FT
 SOUTH N/A

LANDSCAPE SETBACK | BUFFER

OLD DENVER ROAD (WEST) 20 FT SETBACK
 I-25 (EAST) 25 FT SETBACK
 NORTH 15 FT BUFFER
 SOUTH 0 FT BUFFER

SITE BY USE:

TOTAL BUILDING AREA: 4.42 AC (23%)
 IMPERVIOUS PAVING AREA: 7.31 AC (38%)
 OPEN SPACE/AMENITY: 7.33 AC (39%)

TOTAL IMPERVIOUS AREA: 11.73 AC (61%)

SNOW STORAGE CALCULATION CHART

	SF	REQUIRED	PROVIDED
SIDEWALK	51, 401	NA	NA
TOWNHOME DRIVEWAYS	18, 731	NA	NA
SURFACE PARKING	121, 532	NA	25, 344
DRIVE ISLES	127, 195	42, 398	17, 107
TOTAL	-	42, 398	42, 451

NOTES:

1. SNOW STORAGE PROVIDES ONE SQUARE FOOT OF STORAGE FOR EACH THREE SQUARE FEET OF AREA TO BE CLEARED.
2. THE PROPOSED SNOW STORAGE AREA FOR SURFACE PARKING IS CALCULATED BASED ON PARKING SPACES THAT EXCEED THE MINIMUM CODE-REQUIRED PARKING.
3. ON-SITE MAINTENANCE STAFF WILL BE RESPONSIBLE FOR CLEARING SNOW ACROSS THE SITE, INCLUDING WALKWAYS AND DRIVE AISLES.
4. IN THE EVENT OF A SIGNIFICANT SNOWSTORM, OFF-SITE SNOW HAULING MAY BE REQUIRED AND WILL BE COORDINATED BY THE SITE'S MAINTENANCE DEPARTMENT.



PROJECT DETAILS

Landscaping

PLANT SCHEDULE INTERNAL

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	HEIGHT	WIDTH	SIZE	CONDITION
DECIDUOUS TREES							
	BM	33	ACER GRANDIDENTATUM / BIGTOOTH MAPLE	25'	25'	2" CAL.	B&B
	AC	23	ACER X FREEMANII 'CELZAM' / CELEBRATION® FREEMAN MAPLE	50'	35'	2" CAL.	B&B
	TF	11	CORYLUS COLURNA / TURKISH FILBERT	35'	25'	2" CAL.	B&B
	Q C	23	QUERCUS COCCINEA 'SPLENDENS' / SPLENDENS SCARLET OAK	50'	20'	2" CAL.	B&B
	QU	16	QUERCUS ROBUR 'FASTIGIATA' / COLUMNAR ENGLISH OAK	50'	15'	2" CAL.	B&B
EVERGREEN TREES							
	JU	23	JUNIPERUS SCOPULORUM / ROCKY MOUNTAIN JUNIPER	25'	15'	6' HT.	B&B
	PF	13	PICEA PUNGENS 'FAT ALBERT' / FAT ALBERT COLORADO SPRUCE	35'	25'	6' HT.	B&B
	PR	31	PINUS ARISTATA / BRISTLECONE PINE	30'	15'	6' HT.	B&B
	PN	4	PINUS NIGRA / AUSTRIAN PINE	60'	40'	6' HT.	B&B
ORNAMENTAL TREES							
	MP	35	MALUS X 'PRAIRIFIRE' / PRAIRIFIRE CRABAPPLE	15'	15'	1.5" CAL.	B&B
	SS	20	MALUS X 'SPRING SNOW' / SPRING SNOW CRABAPPLE	20'	20'	1.5" CAL.	B&B
	SR	18	SYRINGA RETICULATA / JAPANESE TREE LILAC	25'	15'	1.5" CAL.	B&B

DECIDUOUS SHRUBS

	AMA	34	AMELANCHIER ALNIFOLIA / WESTERN SERVICEBERRY	10'	10'	#5 CONT	CONT
	AMC	114	AMORPHA CANESCENS / LEADPLANT	3'	3'	#5 CONT	CONT
	CCB	79	CARYOPTERIS X CLANDONENSIS 'BLUE MIST' / BLUE MIST BLUEBEARD	3'	3'	#5 CONT	CONT
	CHP	86	CHRYSOTHAMNUS PULCHELLUS / SOUTHWESTERN RABBITBRUSH	4'	4'	#5 CONT	CONT
	DBC	86	DAPHNE X BURKWOODII 'CAROL MACKIE' / CAROL MACKIE DAPHNE	4'	4'	#5 CONT	CONT
	POC	217	PHYSOCARPUS OPULIFOLIUS 'CENTER GLOW' / CENTER GLOW NINEBARK	6'	6'	#5 CONT	CONT
	PFM	104	POTENTILLA FRUTICOSA 'MCKAY'S WHITE' / MCKAY'S WHITE BUSH CINQUEFOIL	3'	3'	#5 CONT	CONT
	PRB	134	PRUNUS PUMILA BESSEYI / WESTERN SAND CHERRY	5'	5'	#5 CONT	CONT
	RIB	162	RIBES ALPINUM / ALPINE CURRANT	5'	5'	#5 CONT	CONT
	RXR	157	ROSA X 'RADRAZZ' / KNOCK OUT® SI	3'	2'	#5 CONT	CONT

EVERGREEN SHRUBS

	JHB	175	JUNIPERUS HORIZONTALIS 'BLUE CHIP' / BLUE CHIP CREEPING JUNIPER	1'	6'	#5 CONT	CONT
	PMB	41	PINUS MUGO 'BIG TUNA' / BIG TUNA MUGO PINE	6'	5'	#5 CONT	CONT

GRASSES

	CAO	227	CALAMAGROSTIS X ACUTIFLORA 'OVERDAM' / OVERDAM FEATHER REED GRASS	3'	2'	#3 CONT	CONT
	CHL	239	CHASMANTHIUM LATIFOLIUM / NORTHERN SEA OATS	3'	2'	#3 CONT	CONT
	BOG	327	HELIOTRICHON SEMPVIRENS / BLUE OAT GRASS	3'	3'	#3 CONT	CONT

PERENNIALS

	COL	12	COREOPSIS LANCEOLATA / LANCELEAF TICKSEED	2'	2'	#1 CONT	CONT
	ECH	10	ECHINACEA PURPUREA / CONEFLOWER	3'	2'	#1 CONT	CONT
	GXB	16	GERANIUM X 'BROOKSIDE' / BROOKSIDE CRANESBILL	1.5'	1.5'	#1 CONT	CONT

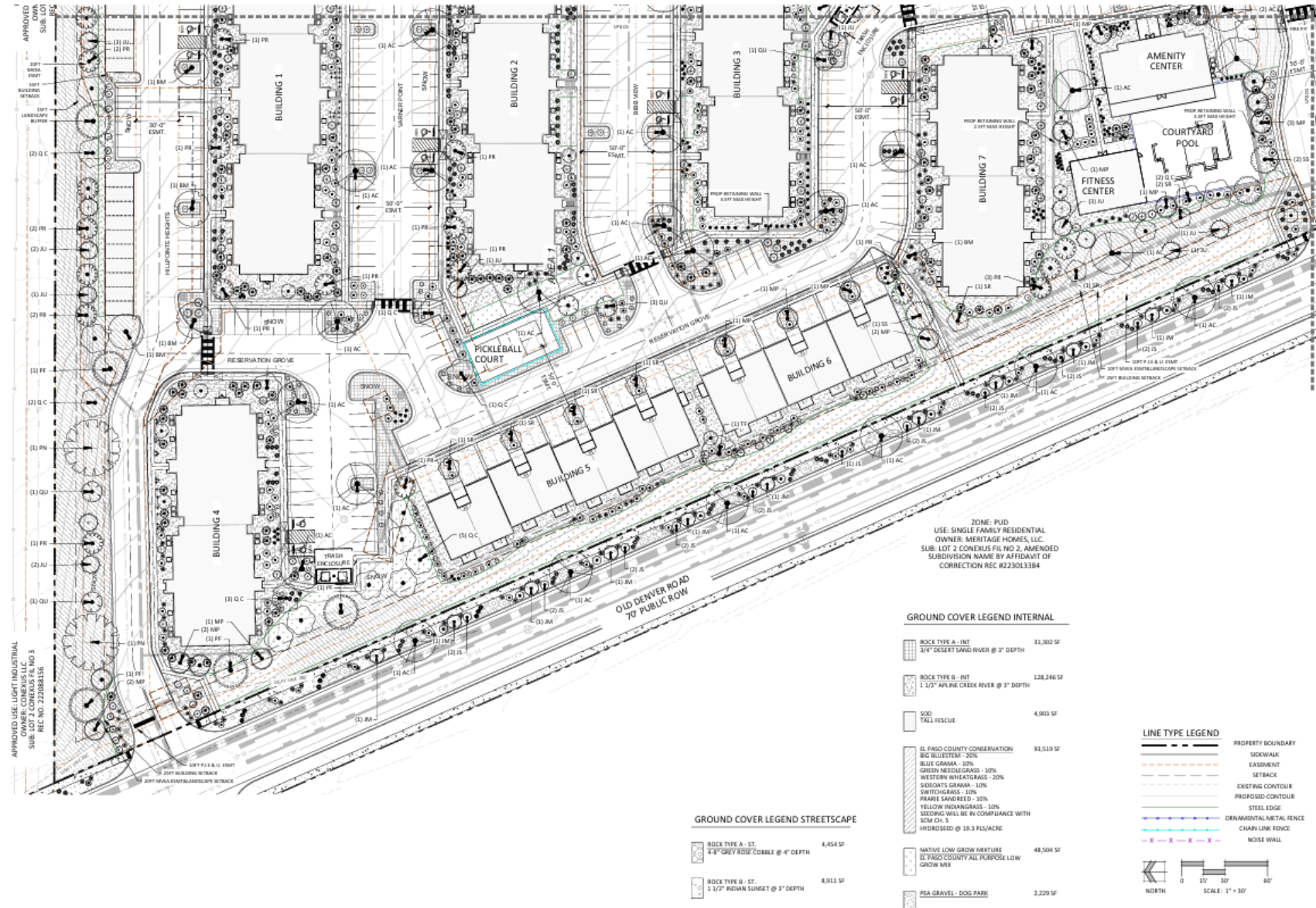
PLANT SCHEDULE STREETSCAPE

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	HEIGHT	WIDTH	SIZE	CONDITION
DECIDUOUS TREES							
	AC	11	ACER X FREEMANII 'CELZAM' / CELEBRATION® FREEMAN MAPLE	50'	35'	2" CAL.	B&B
EVERGREEN TREES							
	JM	20	JUNIPERUS SCOPULORUM 'MOONGLOW' / MOONGLOW JUNIPER	20'	12'	6' HT	B&B
	JS	42	JUNIPERUS SCOPULORUM 'SKYROCKET' / SKYROCKET JUNIPER	15'	6'	6' HT	B&B
SHRUBS							
	BMS	49	CARYOPTERIS X CLANDONENSIS 'BLUEMIST' / 'BLUEMIST' BLUEBEARD	3'	3'	5 GAL	CONT
	CCT	26	COTONEASTER APICULATUS / CRANBERRY COTONEASTER	2'	5'	5 GAL	CONT
	PMM	54	PINUS MUGO 'SLOW MOUND' / MOPS MUGO PINE	3'	3'	5 GAL	CONT
	PBB	5	PRUNUS BESSEYI 'PAWNEE BUTTES' / CREEPING SAND CHERRY	2'	6'	5 GAL	CONT
GRASSES							
	BOG	75	HELIOTRICHON SEMPVIRENS / BLUE OAT GRASS	3'	3'	#3 CONT	CONT



PROJECT DETAILS

Landscaping

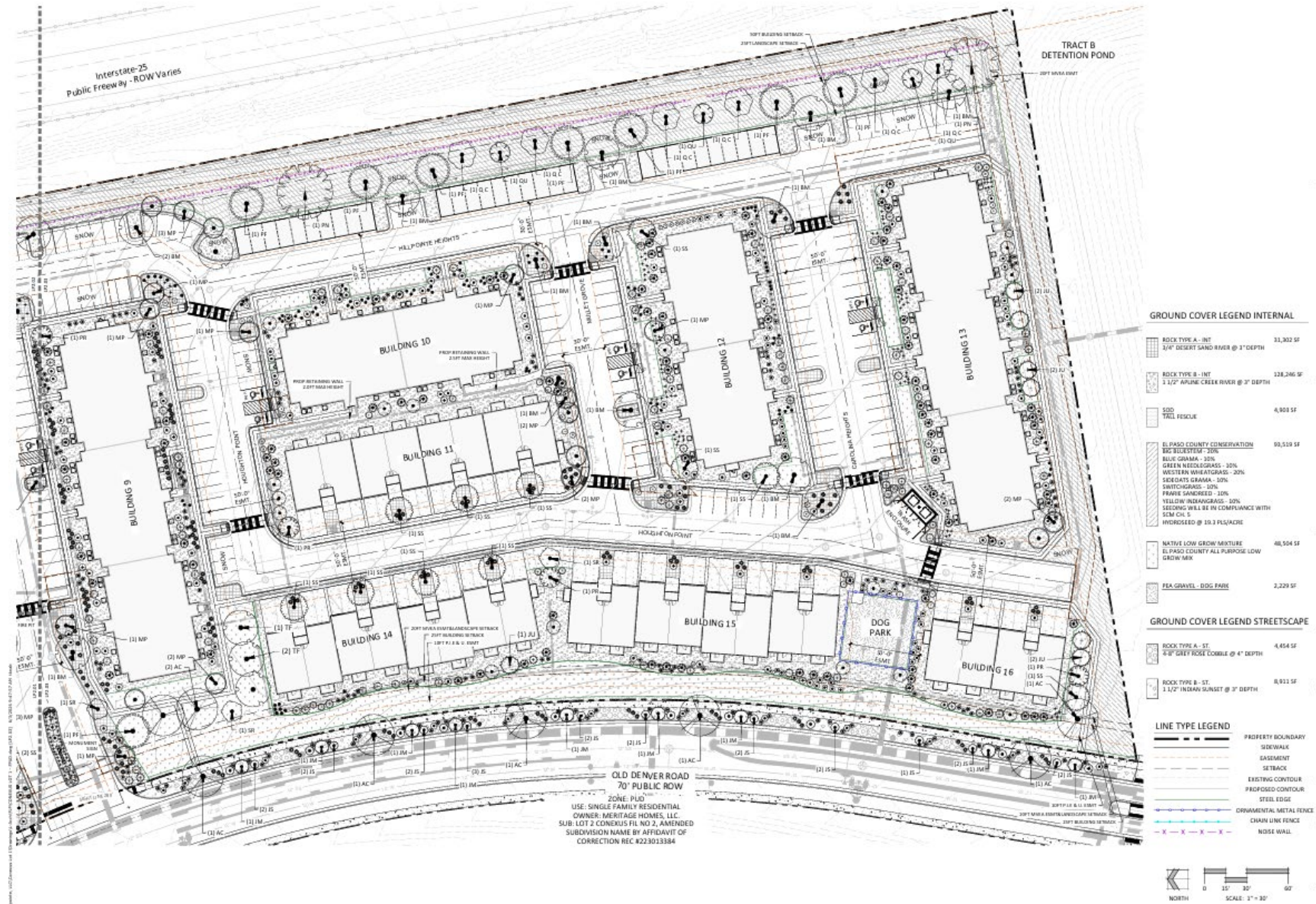


Landscaping



PROJECT DETAILS

Landscaping



PROJECT DETAILS

Architecture



2 24 UNIT BUILDING - FRONT ELEVATION
SCALE: 1" = 10'-0"



3 24 UNIT BUILDING - REAR ELEVATION



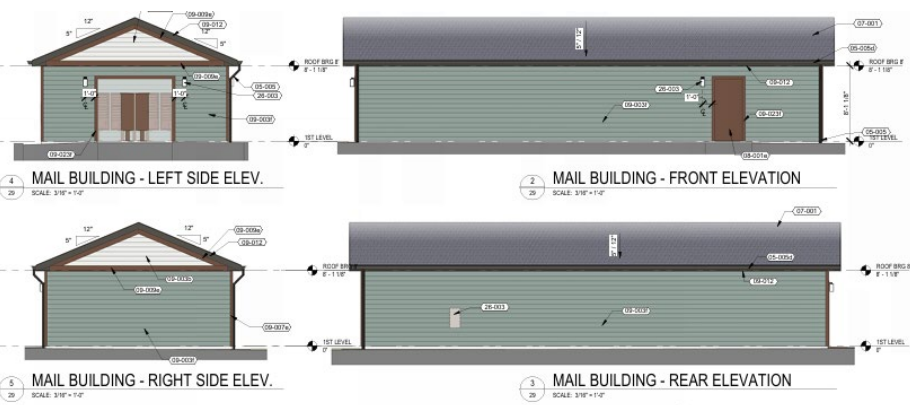
PROJECT DETAILS

Architecture



PROJECT DETAILS

Architecture



PROJECT DETAILS



PROJECT DETAILS

Traffic Analysis

LSC Transportation 6/1/2026

- The study estimates the project will generate approximately 2,214 average weekday trips, which is 475 fewer daily trips than previously assumed in the 2022 Conexus PUD Traffic Impact Study.

Conclusions

- The study concludes that both proposed site access points on the realigned Old Denver Road will operate at Level of Service (LOS) B or better under short-term total traffic conditions, meeting the Town’s acceptable LOS standards.

Final Drainage Report

Kimley Horn - February 2026

- SWMP ensures CDPS compliance for a 19.06-acre multifamily project by controlling erosion, sediment, and pollutants using standard BMPs.

Conclusions

- Analysis indicates that site runoff and associated storm drain infrastructure will not create adverse impacts to downstream or adjacent properties.



PLANNING COMMISSION PUBLIC HEARING

- On July 8, 2026 Planning Commission held a public hearing on this request and voted 3 to 2 to forward a recommendation of approval

The Commission discussed

- Proposed residential density and its potential impacts on traffic, schools, infrastructure, emergency services, and community character.
- Requested clarification regarding the proposed sound wall and noise mitigation measures along Interstate 25.
- Asked questions about project amenities, recreational opportunities, playground facilities, and the target demographic.
- Requested clarification regarding trail connections, pedestrian circulation, and privacy for townhomes adjacent to Old Denver Road.
- Raised concerns regarding the availability of publicly accessible park space within the development.



CRITERIA FOR REVIEW – Final PUD Plan §18.03.460

1. *The final PUD is consistent with the Preliminary PUD*
2. *Circulation is designed for the type of traffic generated, and emergency access*
3. *Functional parks, open space, and connectivity*
4. *A variety of development and housing types and styles is proposed*
5. *Privacy for individuals, families, and neighbors is provided*
6. *Building design results in a quality architectural design*
7. *The landscaping is a quality design that enhances the site*
8. *Adequate off-street parking will be provided*
9. *The Town may increase or decrease off-street parking spaces*
10. *The final PUD has been shown to fit within the context of the planned land use pattern and roadway and utility systems of the larger surrounding area*



POSSIBLE ACTIONS

- Approve the application as presented
- Approve the application with conditions
- Remand the application back to Planning Commission to work through any items noted this evening
- Deny the application



RECOMMENDED MOTION/ACTION

Motion: I move to adopt Ordinance No. 22-2026, An Ordinance Granting Approval of Conexus Lot 1 Filing 2 Final Planned Unit Development, for property located on property schedule No. 7123311001, supported by the referenced documents and the Finding of Fact listed in the staff report.





CONEXUS LOT 1

Pointe Grand Haven at Monument

Team Introductions



Mark Foster, VP of Development
Marcus Wiedower, VP of External Affairs | HILLPOINTE LLC



Andrea Barlow/ Jason Alwine, Principals | N.E.S. INC.



Mitch Zimmermann | KIMLEY-HORN



Jeff Hodsdon | LSC TRANSPORTATION



Brock Chapman/ Eric Chekal | SCHUCK-CHAPMAN

WHO WE ARE

HILLPOINTE IS THE #1 DEVELOPER OF WORKFORCE HOUSING IN THE UNITED STATES

Hillpointe is a fully integrated real estate development and investment management firm **creating essential workforce housing** in the United States.

HILLPOINTE MISSION

Hillpointe exists to **deliver critically needed attainable housing supply** to uplift residents who are profoundly burdened by the affordability crisis in America today.



Land Planning
Landscape
Architecture
Urban Design

NES

OUR RESIDENTS WHO WE DO IT FOR

Essential workers comprise the missing middle—earning too much to qualify for subsidized housing and too little to comfortably afford newly built luxury product.



THE “MISSING
MIDDLE”



ESSENTIAL
WORKERS



THE
“DOERS”



THE
WORKFORCE



Land Planning
Landscape
Architecture
Urban Design

NES

WE'RE BUILDING WHAT ESSENTIAL WORKERS NEED.



**TWO-BEDROOM
THREE-STORY
GARDEN-STYLE
WALK-UPS**



**CLASS-A
APARTMENTS
WITH LUXURY
AMENITIES AT AN
ATTAINABLE COST**



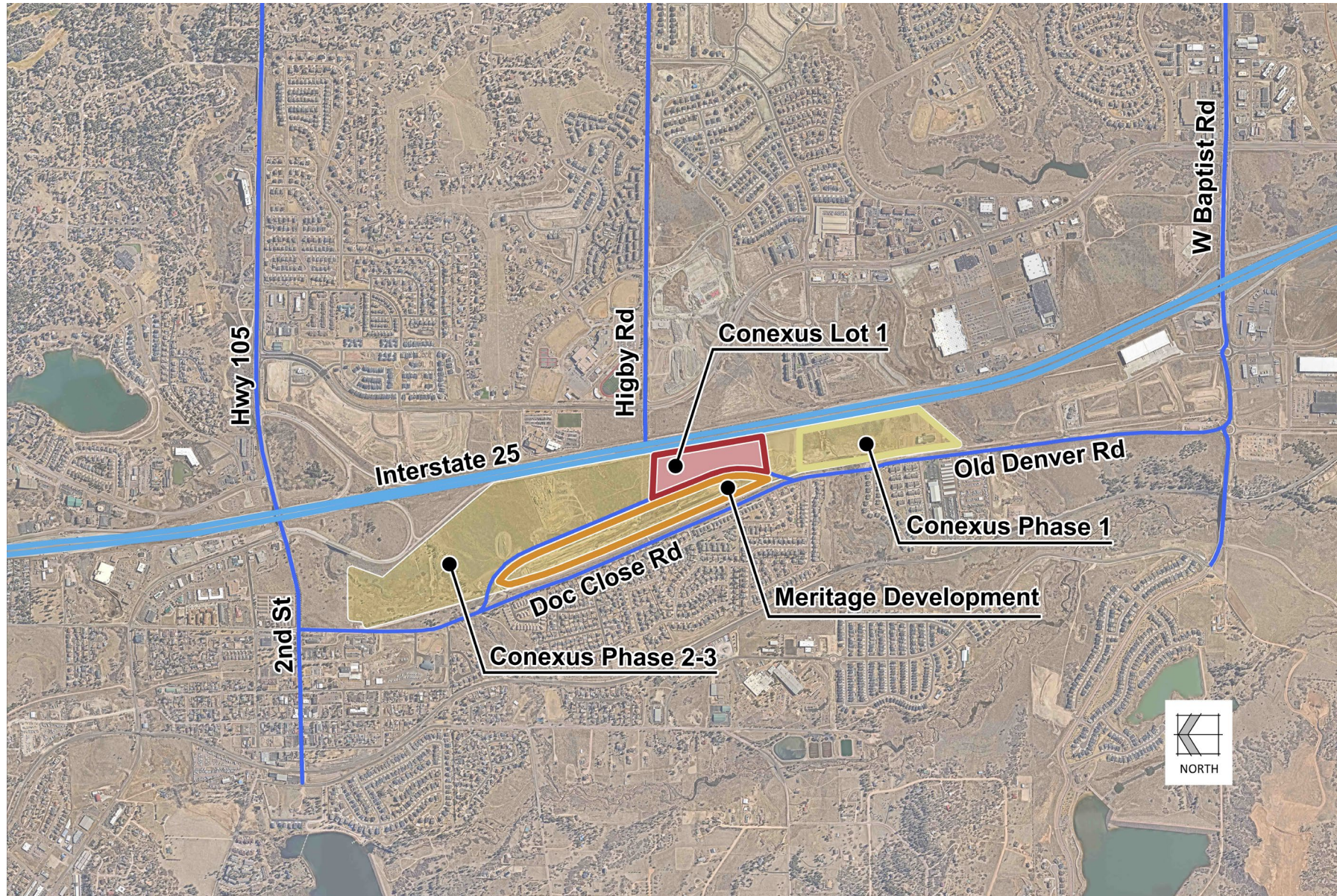
**WORKFORCE
HOUSING
(80-120% AMI)**



Land Planning
Landscape
Architecture
Urban Design

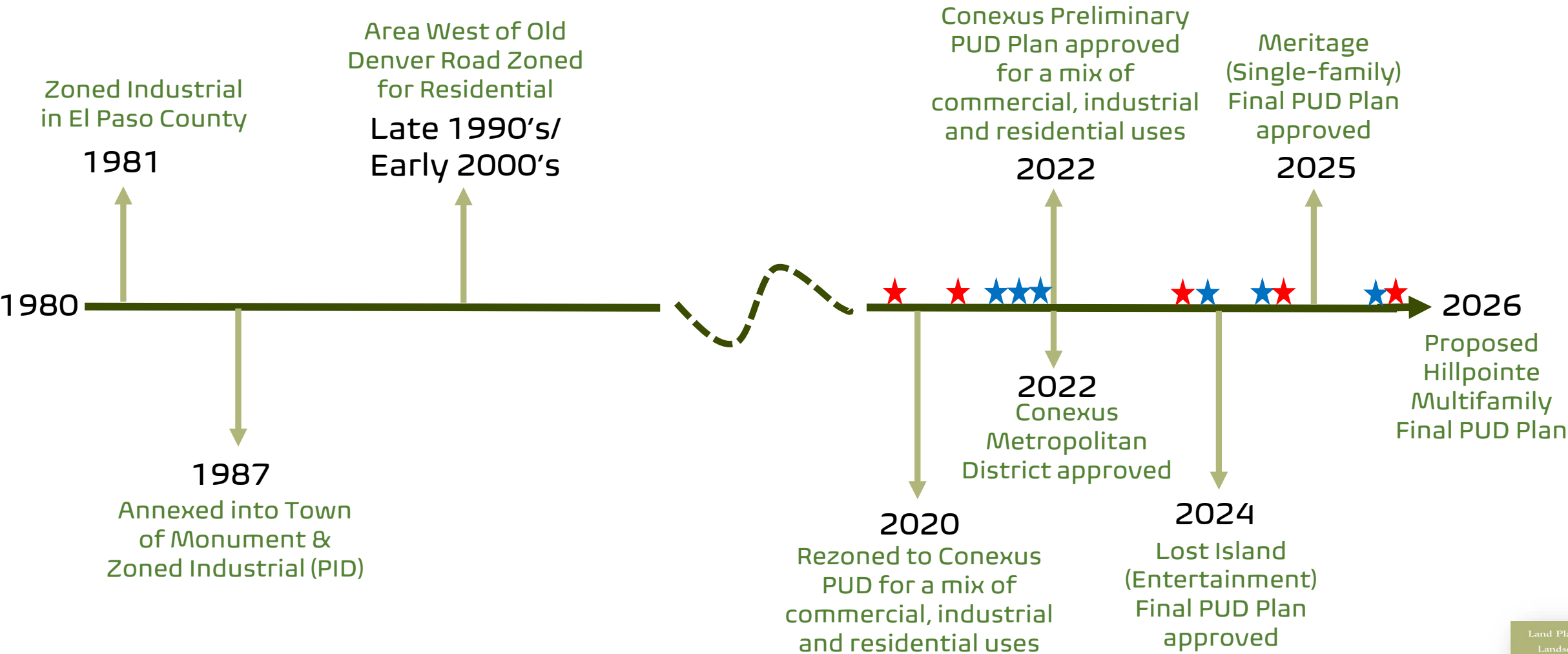
NES

Area Map



Conexus Property Zoning Timeline

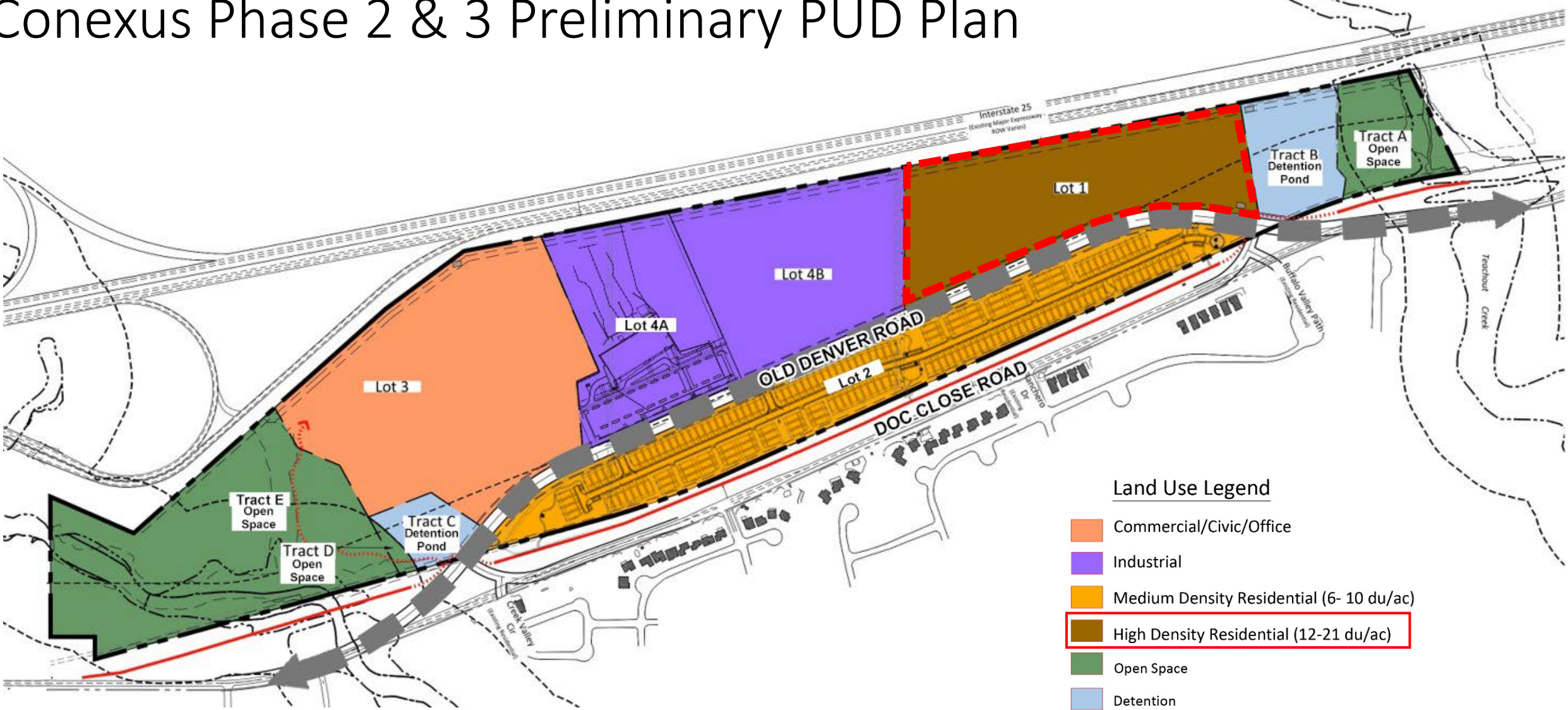
- ★ Neighborhood Meetings
- ★ “Save Monument” Meetings



Conexus Phase 2 & 3 Entitlement History

Event	Planning Commission		Board of Trustees/ Town Council		Importance of Entitlement Event
	Date	Vote	Date	Vote	
Master Sketch PUD Plan	8.12.20	4-1	9.8.20	7-0	Rezoned the 146-Acre property from all industrial (PID to a mix of uses (PUD) with a Sketch Plan identifying the proposed range of uses)
Master Preliminary PUD Plan	2.9.22	7-0	2.22.22	7-0	Added further clarification to the proposed range of uses and introduced specific development and design standards
Conexus Metropolitan District No. 1 and No. 2	N/A	N/A	2.22.22	7-0	Public Improvement funding vehicle to allow for the rezoning and development of the property
Master Subdivision Plat - Conexus Filing No. 2	6.8.22	6-0	7.5.22	6-0	Created 4 Lots with varying uses and a new major collector to take traffic off local roads, consistent with the approved Preliminary PUD Plan
Conexus Filing No. 3 Replat (Converting Lot 4 into two Lots)	5.8.24	6-0	6.3.24	7-0	Subdivided Conexus Lot 4 to allow a lot size for the family entertainment use
Final PUD for Lost Island II (Lot 1 Filing No.3)	5.8.24	6-0	6.3.24	7-0	Approved family entertainment use instead of industrial
Lot 2 Filing No.2 Sketch Plan for Meritage	2.12.25	7-0	N/A	N/A	Provided transparency to PC as the project was kicking off. Skecth Plan required due to replatting request
Filing No. 4 Final Plat (aka Lot 2 of Filing No. 2)	11.12.25	7-0	12.15.25	7-0	Subdivided Lot 2 of Filing 2 into 158 Lots and 16 Tracts
Filing No. 4 Final PUD Plan (Meritage Single-Family)	11.12.25	7-0	12.15.25	7-0	Approval of a single-family detached residential development at 6.8 DU/Acre; less than the allowed 10 DU/Acre

Conexus Phase 2 & 3 Preliminary PUD Plan



Land Use Legend

- Commercial/Civic/Office
- Industrial
- Medium Density Residential (6- 10 du/ac)
- High Density Residential (12-21 du/ac)
- Open Space
- Detention

Land Use Chart:

	ACREAGE	PRIMARY LAND USE TYPE/CATEGORY ¹	RESIDENTIAL UNITS	NON-RESIDENTIAL SQ.FT.	MAXIMUM HEIGHT ⁴
Lot 1	19.1	High Density Residential (12-20.89 du/ac)	399		75'
Lot 2	23.1	Medium Density Residential (6-10 du/ac)	232		50'
Lot 3	28.8	Commercial/Civic/Office ²		435,000	



Site Plan

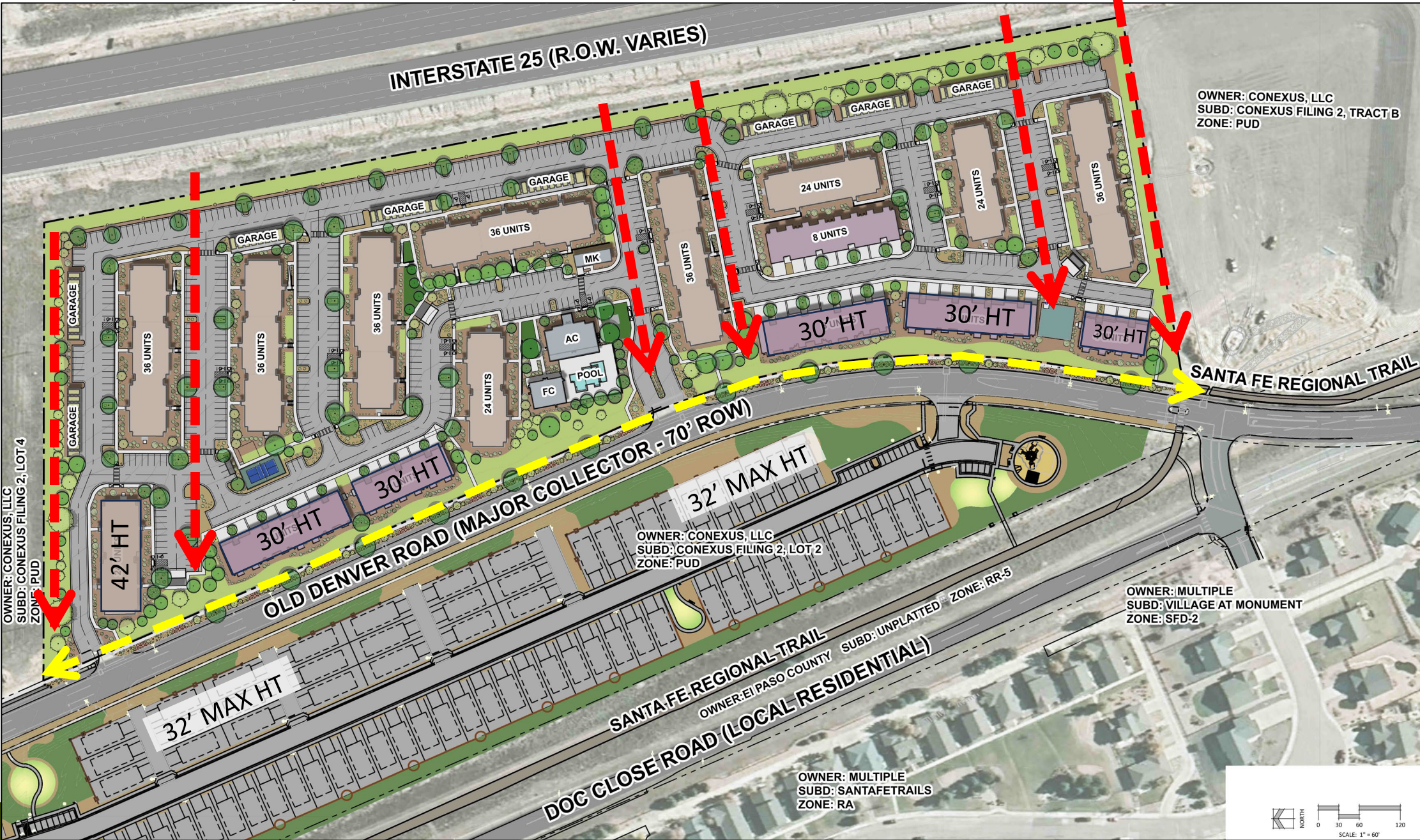


SITE DATA:

- Site Area: 19.06 Acres
- Total Lot Count: 354 Units
 - 2BR Apartment Units: 312
 - 3BR Townhome Units: 42
- Proposed Density: 18.57 du/ac
- Apartment Bldg. Height: 41'-10"
- Townhome Bldg. Height: 30'-4"
- 8' Sound Wall along I-25 Frontage
- Parking Provided: 727 Total Spaces
- Amenity Center, Fitness Center, Pool Area w/ outdoor BBQ, Fire Pit, Dog Park, Playground and Pickleball Court

PUD Design Standards Comparison				
Standards	Approved Conexus Phase 2 & 3 Preliminary PUD Plan		Proposed Conexus Lot 1 Final PUD Plan	
Permitted Uses for Lot 1	High-Density Residential		2BR Multi-Family Apartments: 312 Units 3BR Townhome Units: 42 Units	
Density Range	12-20.89 DU/AC		18.57 DU/AC (2.32 DU Less than Permitted)	
Maximum Units	399		354 (45 Less than permitted)	
Maximum Height	75'		3-Story Apartment Bldg: 41'-10" 2-Story Townhome Unit: 30'-4"	
Setbacks:	Building	Landscape	Building	Landscape
I-25	50'	25'	50'	25'
Old Denver Road	25'	20'	25'	20'
Property Boundary	25' N/ 0' S	15' N/ 0' S	25' N/ 0' S	15' N/ 0' S
Parking	Per Town's Requirements: 1.5 spaces per 2BR dwelling unit & 2.0 spaces per 3BR dwelling unit Total Parking Required: 552 spaces		Apts: 483 Surface & 76 Garage Spaces Townhomes: 2 driveway & 2 garage per unit Total Parking Provided: 727 spaces	
Open Space	Per the Master Public Improvements Agreement, 27.5 acres of parks/open space provided via Tracts A, D and E will be dedicated to the Town in lieu of fees for the overall Conexus development. <i>No additional Park or Open Space considerations are required for individual developments.</i>		Site includes amenity center, fitness center, pool area with outdoor kitchen, fire pit, dog park, pickleball court, and a playground. <i>*No additional public park or open space considerations are required.</i>	

Site Plan Analysis/ View Corridors



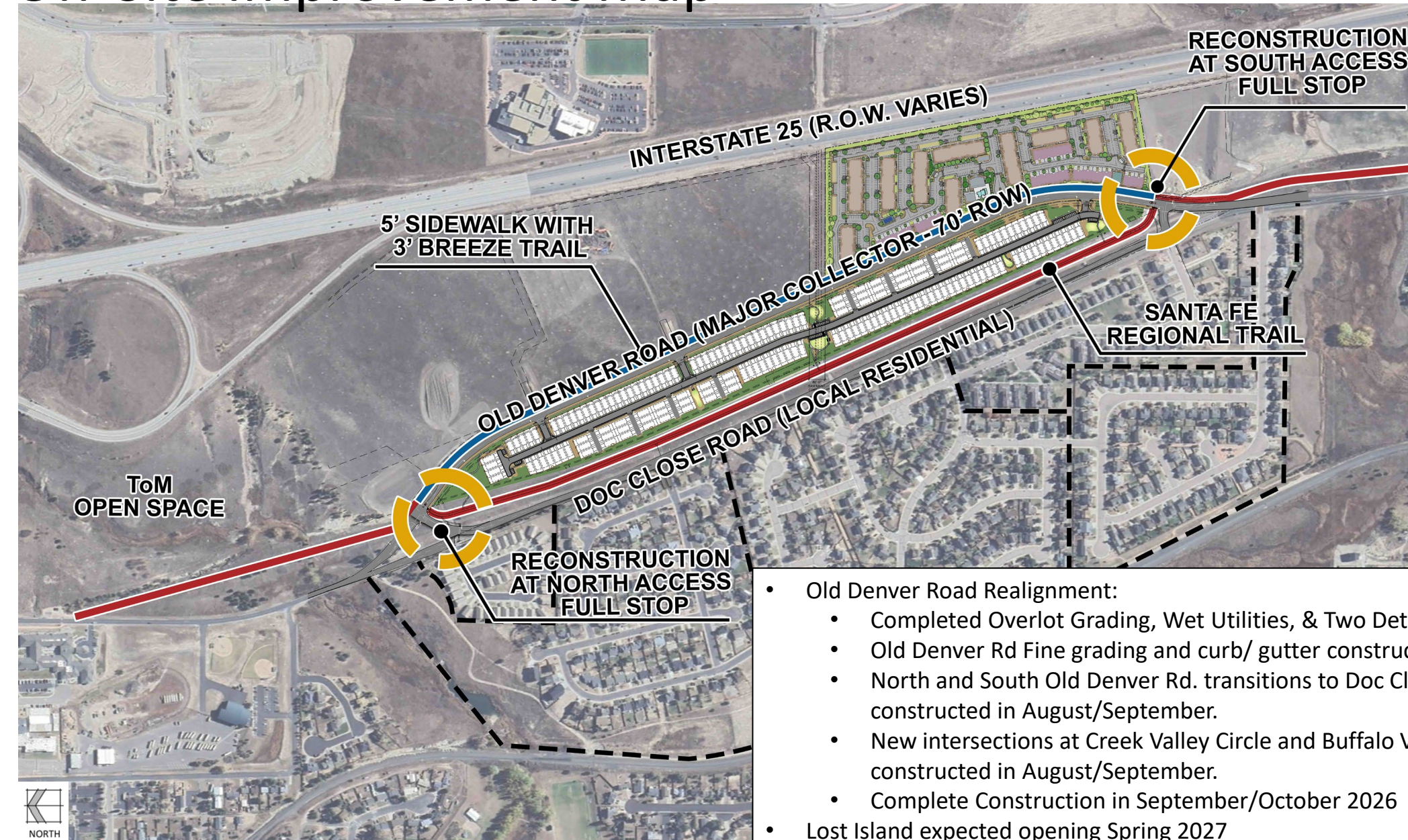
Trip Generation Comparison Chart

APPROVED PRELIMINARY PUD PLAN					APPROVED/PROPOSED FINAL PUD PLAN			
	Uses	Residential Units	SF Non-Residential	Est. Weekday Trip Generation	Approved/Proposed Use	Approved/Proposed Weekday Trips	Difference	Reduction
Lot 1	High Density Residential	399	0	2,689	354 High Density Res. Units	2,214	-475	18%
Lot 2	SF Detached or Attached	232	0	1,670	158 SF Detached Units	1,490	-180	11%
Lot 3	Commercial/ Civic/ Office	0	435,000	9,330	TBD			
Lot 4A	Industrial Lot 4A	0	177,750	2,226	Lost Island	1,017	-1,209	54%
Lot 4B	Industrial Lot 4B	0	217,250	2,685	TBD			
PUD TOTAL TRIP ESTIMATE				18,600	CURRENT TRIP REDUCTION		-1,864	10% To Date

Traffic Impact Summary:

1. Traffic growth from 2023–2026 on Old Denver Rd. south of 2nd St. remains at or below the baseline projections in the LSC traffic memo for the Beacon Lite Rd. / 2nd St. intersection.
2. Master Developer has submitted designs for intersection improvements at 2nd St. & Beacon Lite Rd. and has contributed funds to the Town of Monument for future construction.

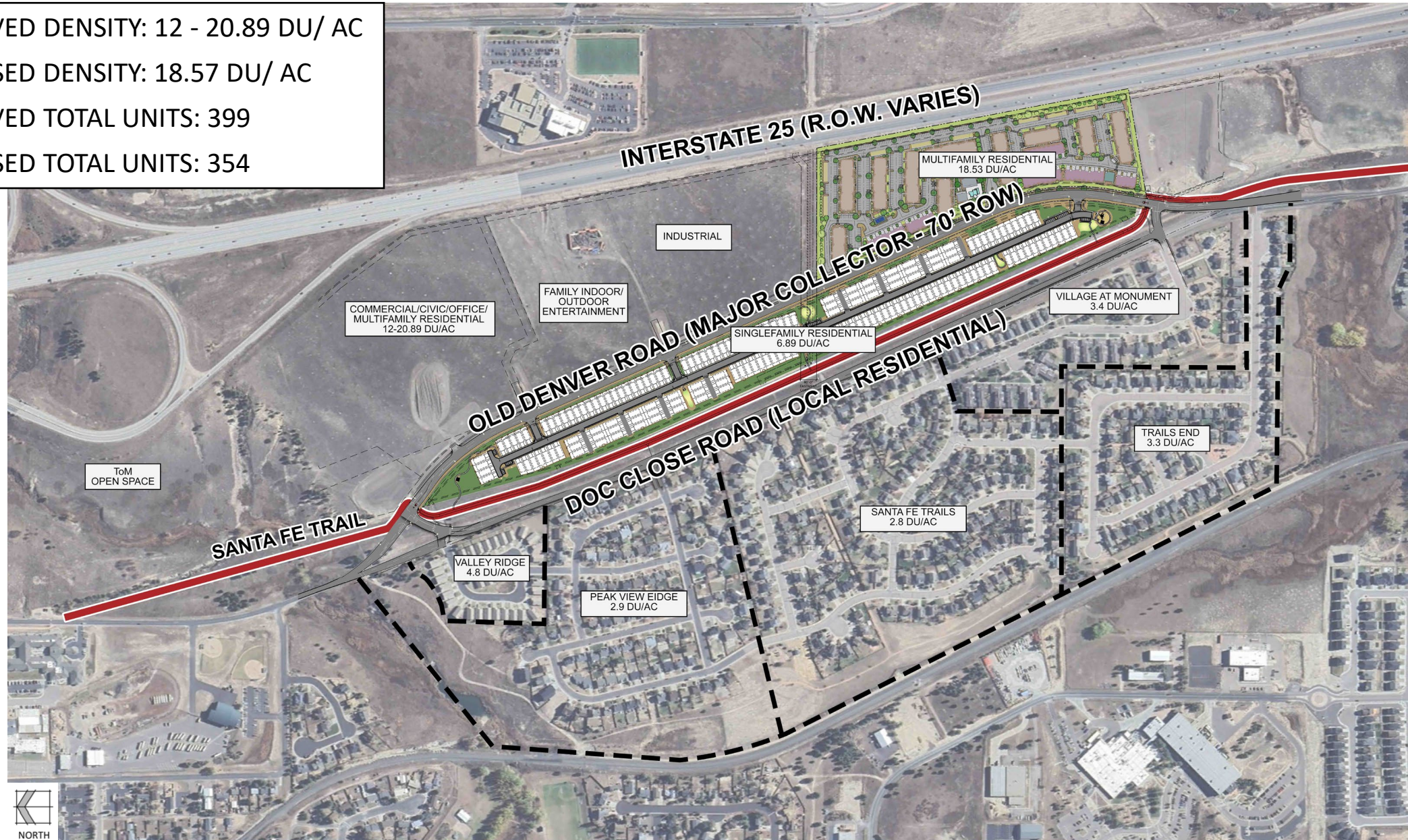
Off-Site Improvement Map



- Old Denver Road Realignment:
 - Completed Overlot Grading, Wet Utilities, & Two Detention Ponds
 - Old Denver Rd Fine grading and curb/ gutter construction has started
 - North and South Old Denver Rd. transitions to Doc Close Rd. to be constructed in August/September.
 - New intersections at Creek Valley Circle and Buffalo Valley Path to be constructed in August/September.
 - Complete Construction in September/October 2026
- Lost Island expected opening Spring 2027
- Meritage Single-Family housing development construction has started

Density Transitions

- APPROVED DENSITY: 12 - 20.89 DU/ AC
- PROPOSED DENSITY: 18.57 DU/ AC
- APPROVED TOTAL UNITS: 399
- PROPOSED TOTAL UNITS: 354



Apartment Building Rendering- 24 Unit Bldg



Apartment Building Rendering- 36 Unit Bldg



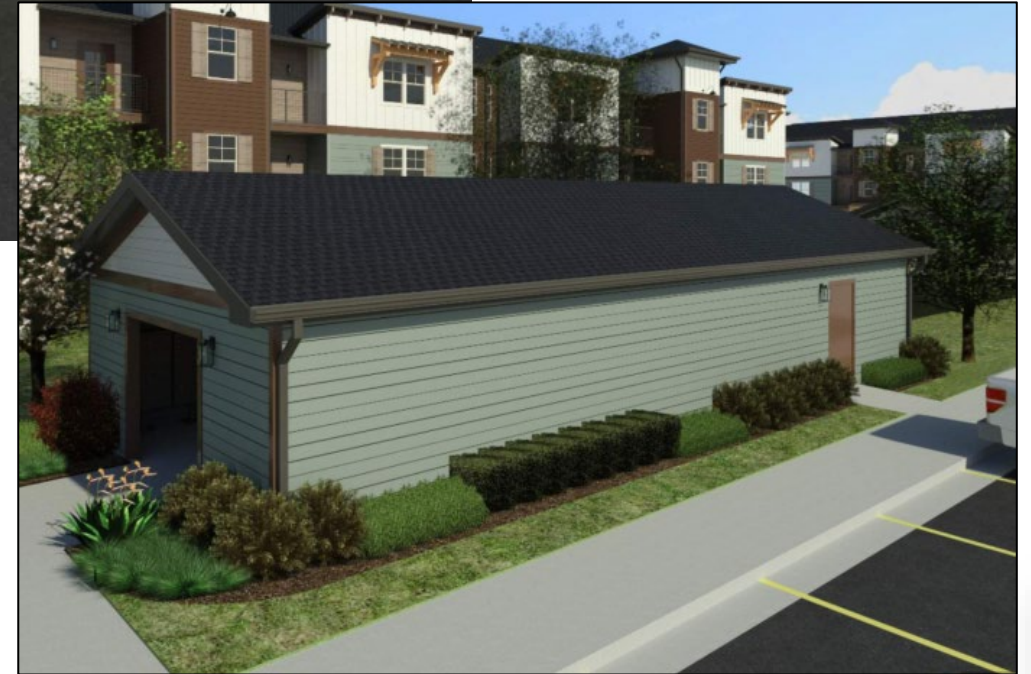
Townhome Unit Rendering



Townhome Unit Rendering



Detached Garage and Mail Room



Land Planning
Landscape
Architecture
Urban Design

NES

Site Amenities



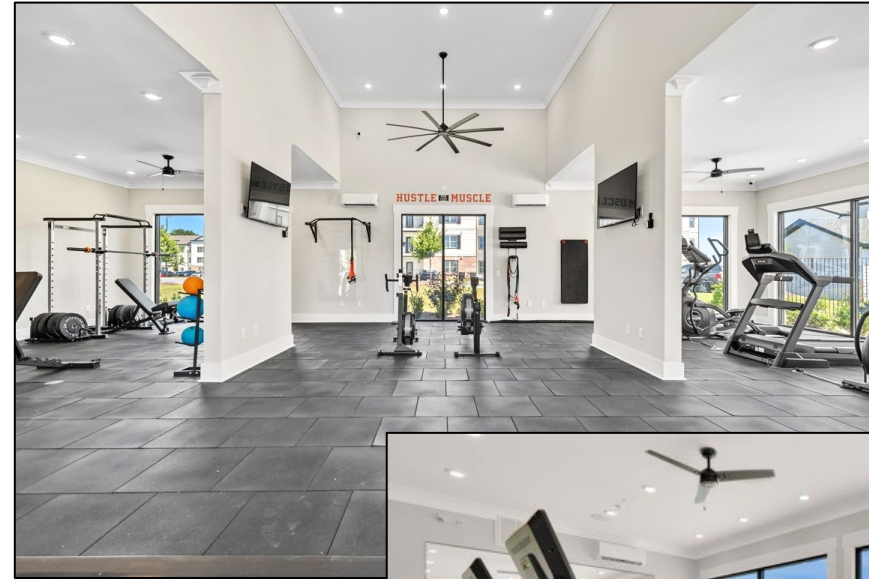
PROVIDED OPEN SPACE:

- Active and Non-Active Open Space: 7.33 Acres (39%)
- 5,400 SF Pool Deck w/ Amenities
 - Outdoor Kitchen, Fire Pit, Cabanas
- 624 SF Playground
- Regulation Size Pickleball Court
- 5 internal sidewalk connections to Old Denver Road

Amenity Center



Fitness Center



Site Amenities- Pickleball Court & Playground



Site Amenities- Fenced Dog Park Area



Pointe Grand Haven Community Outreach

January 13, 2026

- Met with three members of Save Monument

January 20, 2026

- Hosted neighborhood meeting with 13 attendees
- Main questions centered around:
 - Old Denver Road access and construction
 - Impacts of traffic to Old Denver Road
 - Timing of development for this parcel
 - On-site amenities to be included for the residents

January 28, 2026

- Coordination meeting with Lewis Palmer School District
- Discussed school bus pick up locations along Old Denver Rd.
 - School bus routes will not go through the site
- Timing of Old Denver Rd construction

February 11, 2026

- Planning Commission Informal Presentation

FINAL PUD PLAN REVIEW CRITERIA COMPLIANCE

Review Criteria	Conexus Lot 1 Final PUD Compliance	Compliant
Consistent with Preliminary PUD Plan	Multi-family use consistent with the permitted development and design standards in the approved Conexus Phase 2 & 3 Preliminary PUD Plan permitting up to 399 Units.	✓
Adequate access and circulation and emergency access, and bicycle and pedestrian facilities	2 access points via the realigned Old Denver Rd. Internal roads are private to be owned and maintained by the owner. All internal roads are designed to accommodate emergency vehicles. Sidewalk and trail pedestrian connectivity provided.	✓
Functional parks and open space, and preserves natural features	On site features to include an amenity center, pool with outdoor kitchen, fitness center, fire pit, pickleball court, enclosed dog park, playground, and pedestrian connectivity to the adjacent Santa Fe Regional Trail. <i>No additional Park or Open Space considerations are required.</i>	✓
Variety of development and housing types; mixed land use encouraged	This project provides a mix of 312 qty. 2BR apartments and 42 qty. 3BR townhome units for a total of 354 units.	✓
Privacy for individuals, families and neighbors	Both individual apartment and townhome units provide private patios/ balconies.	✓
Building design has quality architecture and is compatible with surroundings	Both the apartment and townhome units will include quality materials such as stone veneer, fibercement lap siding, fibercement panel siding, synthetic wood lap siding, and board & batten. Color palette to be earth tones to include urbane bronze, halcyon green and brown.	✓
Quality landscaping with xeric design to conserve water	A quality xeriscape landscape is proposed consistent with the Town guidelines, aesthetics, and Wildfire Resiliency Code standards.	✓
Adequate off-street parking	Parking exceeds the Town's off-street parking standards with 552 required and 727 spaces provided.	✓
Fits with surrounding land use pattern, road and utility infrastructure	The 354-unit multi-family use is consistent with the permitted development and design standards in the Conexus Phase 2 & 3 Preliminary PUD Plan providing appropriate transitions from I-25 to the single-family developments to the west. The roadways and infrastructure systems were planned for this development.	✓

Questions?

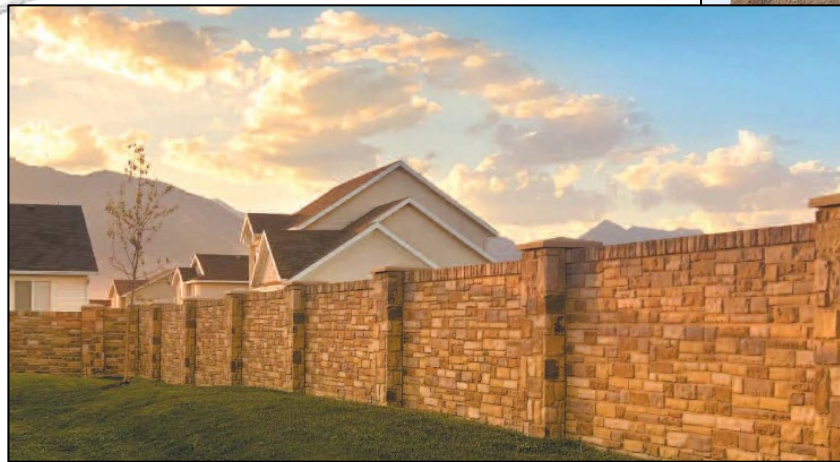
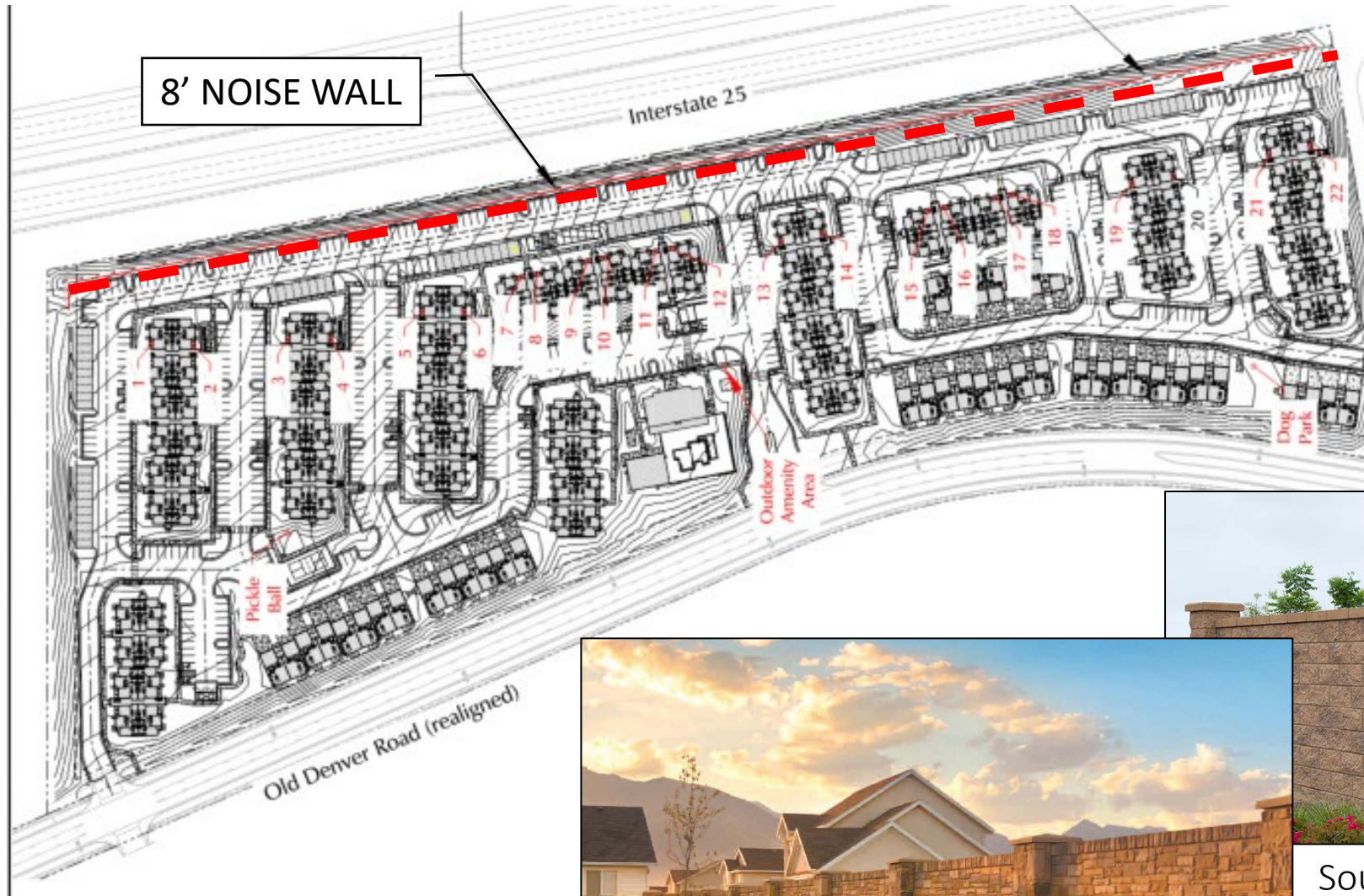


EXTRA SLIDES

Snow Storage Exhibit



Sound Wall Exhibit

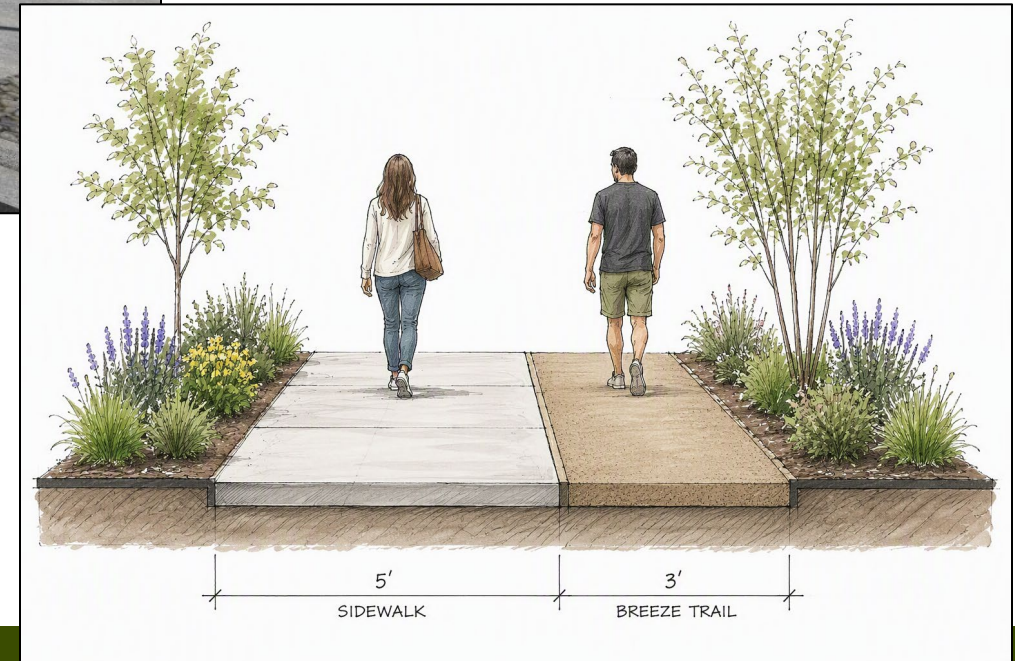


Sound Wall Example Photos

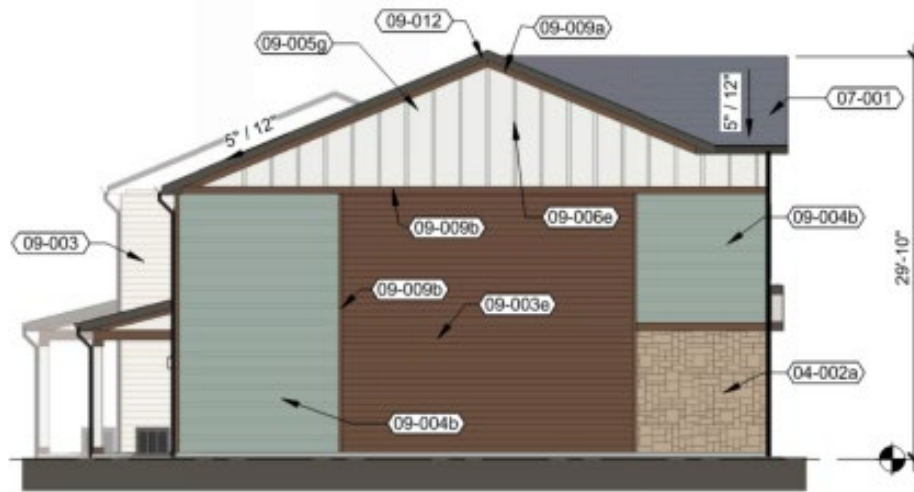




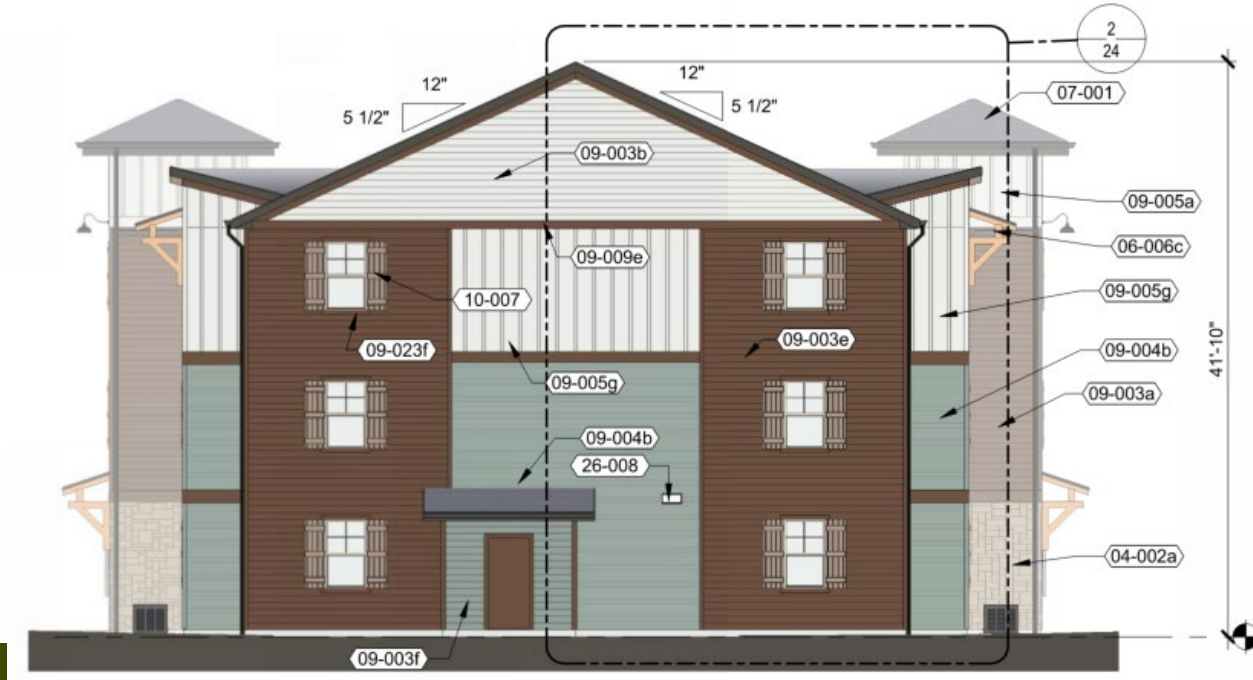
Old Denver Road Streetscape



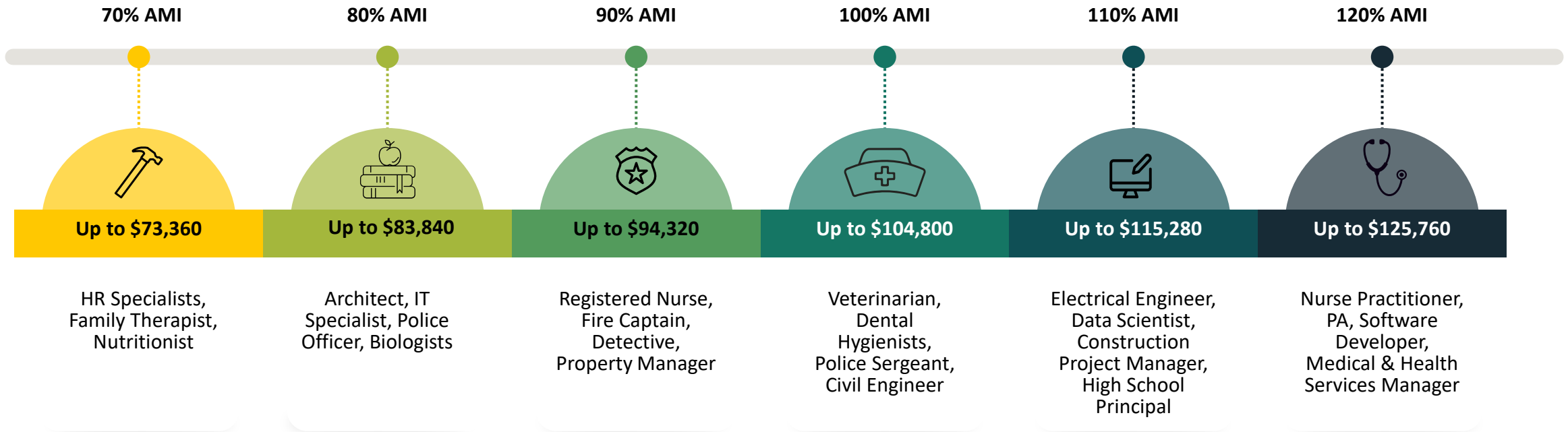
Townhome Unit Elevations



Apartment Unit Elevations



Resident Demographics



- *Occupation, income, and AMI levels are based on the 2026 Colorado Income Limit and Maximum Rent Tables published by the Colorado Housing and Finance Authority (CHFA) for El Paso County*
- *Area Median Income (AMI) is the middle-income level for households in a specific geographic area*



POINTE GRAND

APARTMENT HOMES

SIMPLER. SMARTER. GRANDER.

POINTE GRAND COMMUNITIES INCLUDE LUXURY AMENITIES.

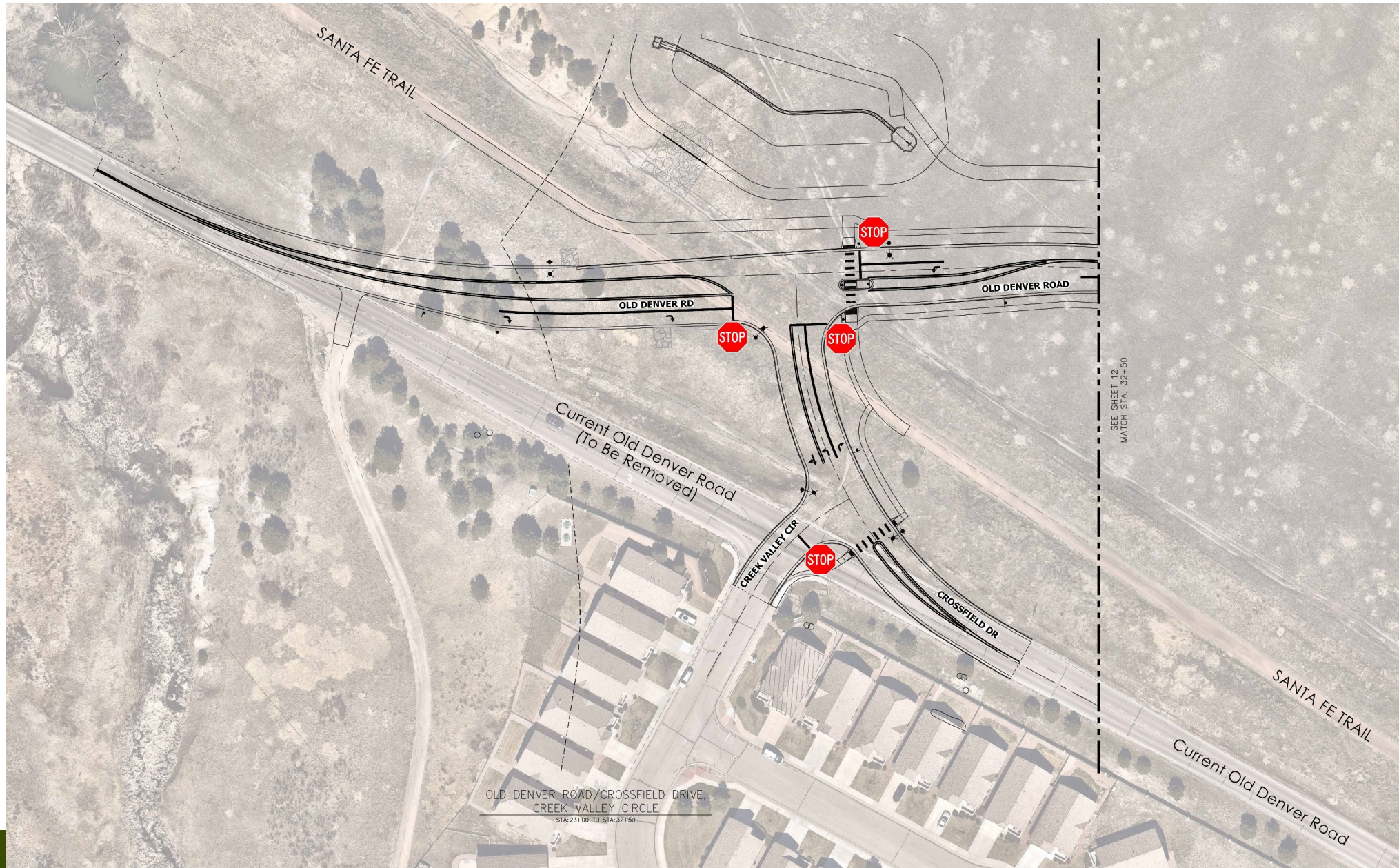
- ✓ Dog park and pet spa
- ✓ 24-hour fitness center
- ✓ Resort-style pool with private cabanas
- ✓ 1G fiber internet
- ✓ Quartz countertops
- ✓ Stainless steel appliances
- ✓ Digital locks
- ✓ Clubhouse with leasing office, co-working space, and coffee bar
- ✓ Energy-efficient LED lighting and appliances
- ✓ Private patios
- ✓ Grilling areas
- ✓ Pickleball courts



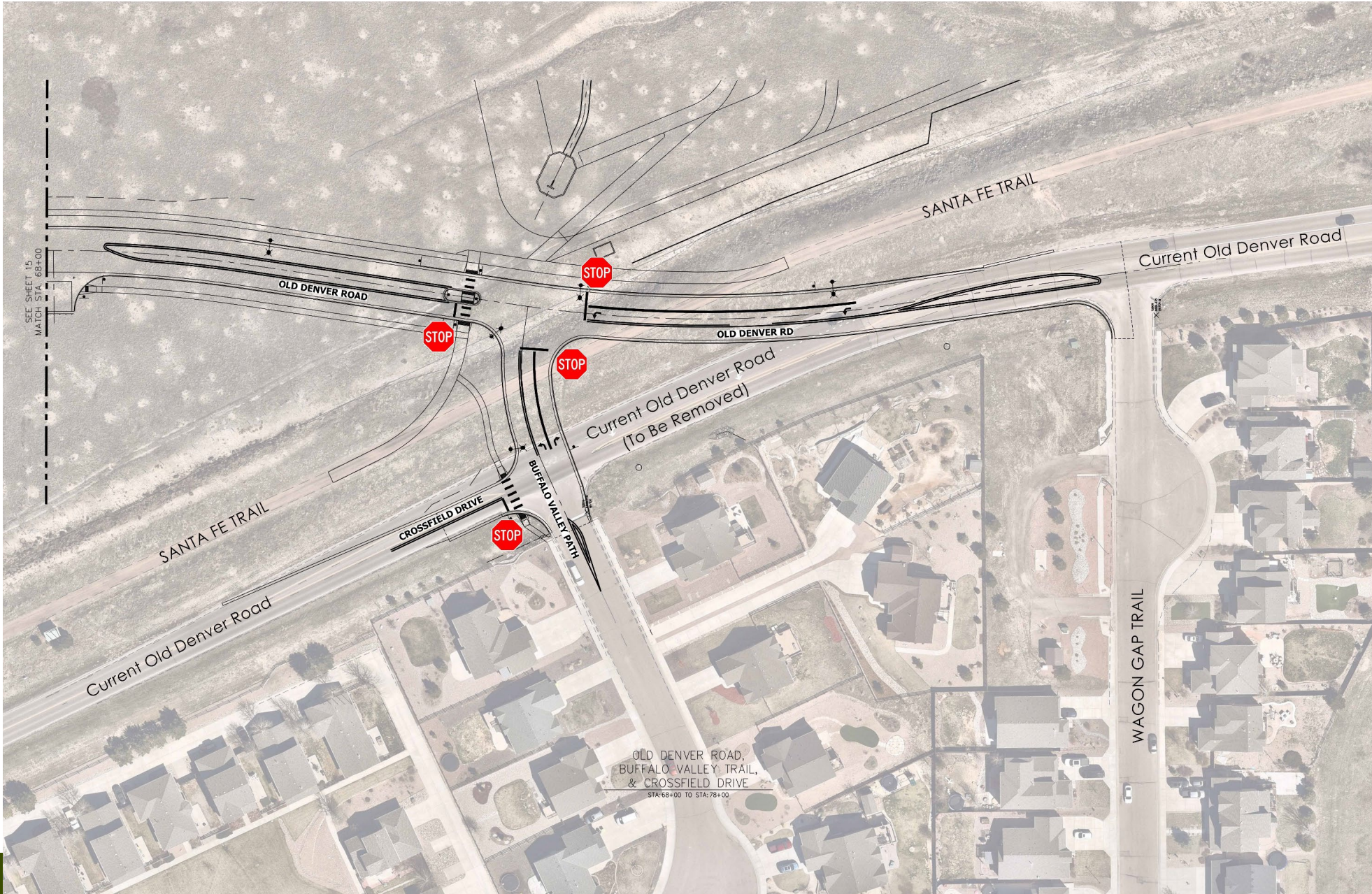
Land Planning
Landscape
Architecture
Urban Design

NES

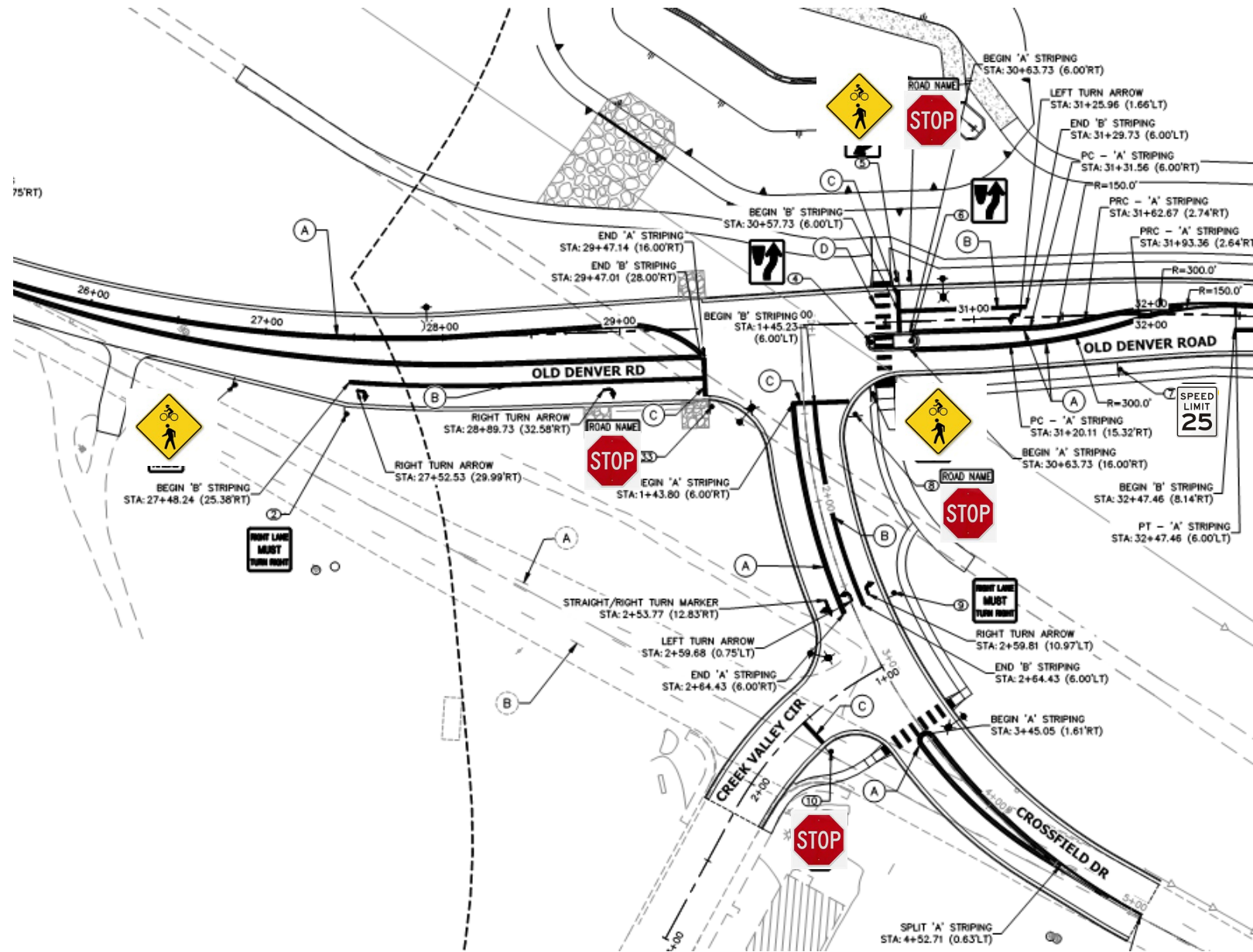
Old Denver Road Realignment – North Intersection



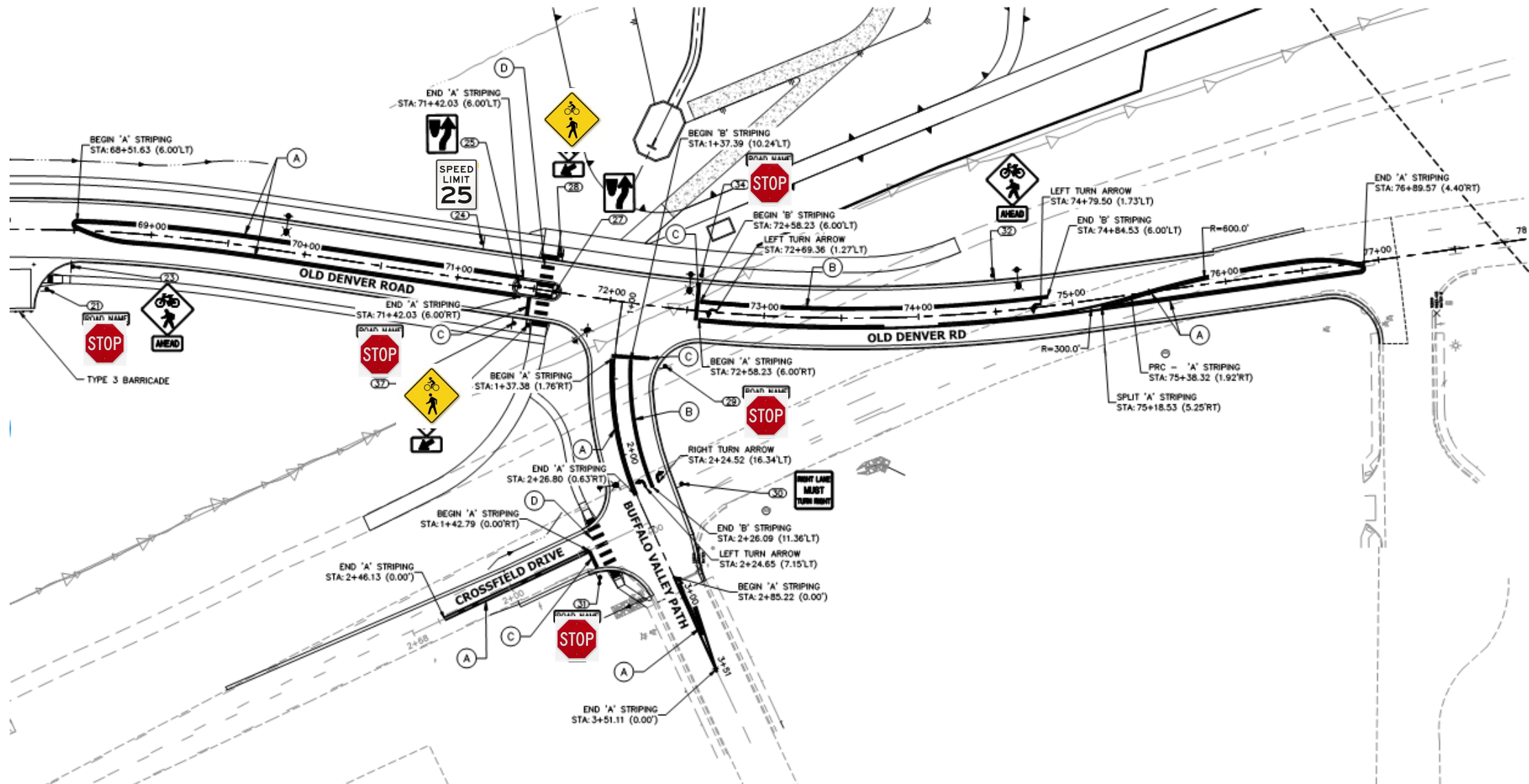
Old Denver Road Realignment – South Intersection



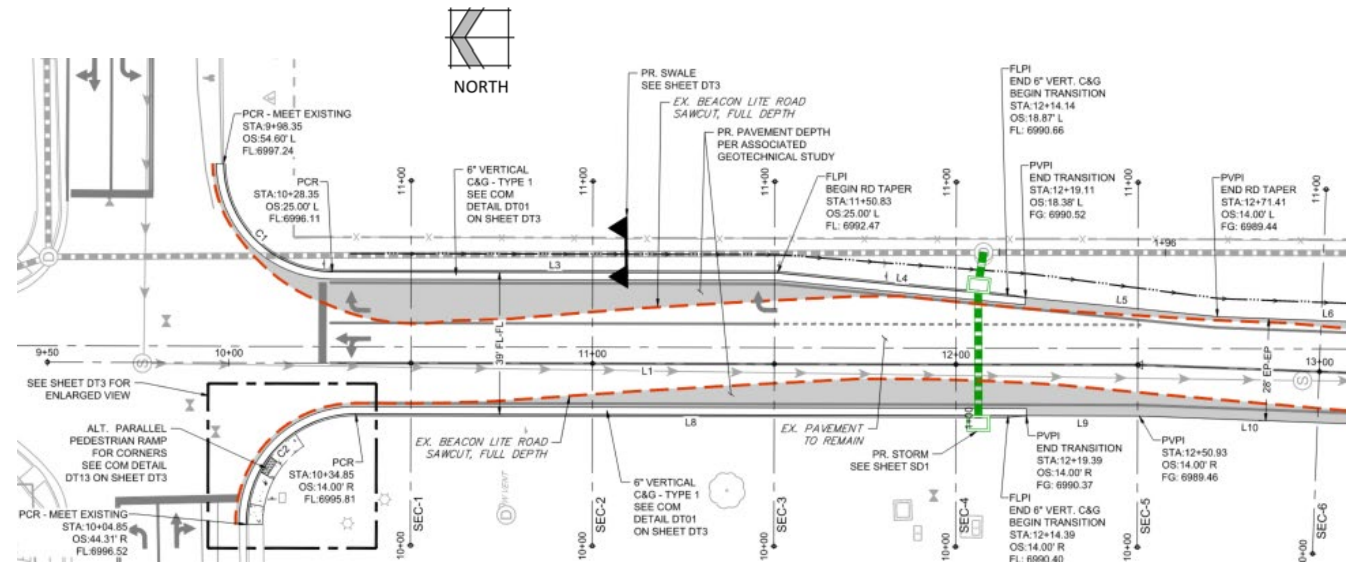
Old Denver Rd. New Intersection Configuration



Old Denver Rd. New Intersection Configuration

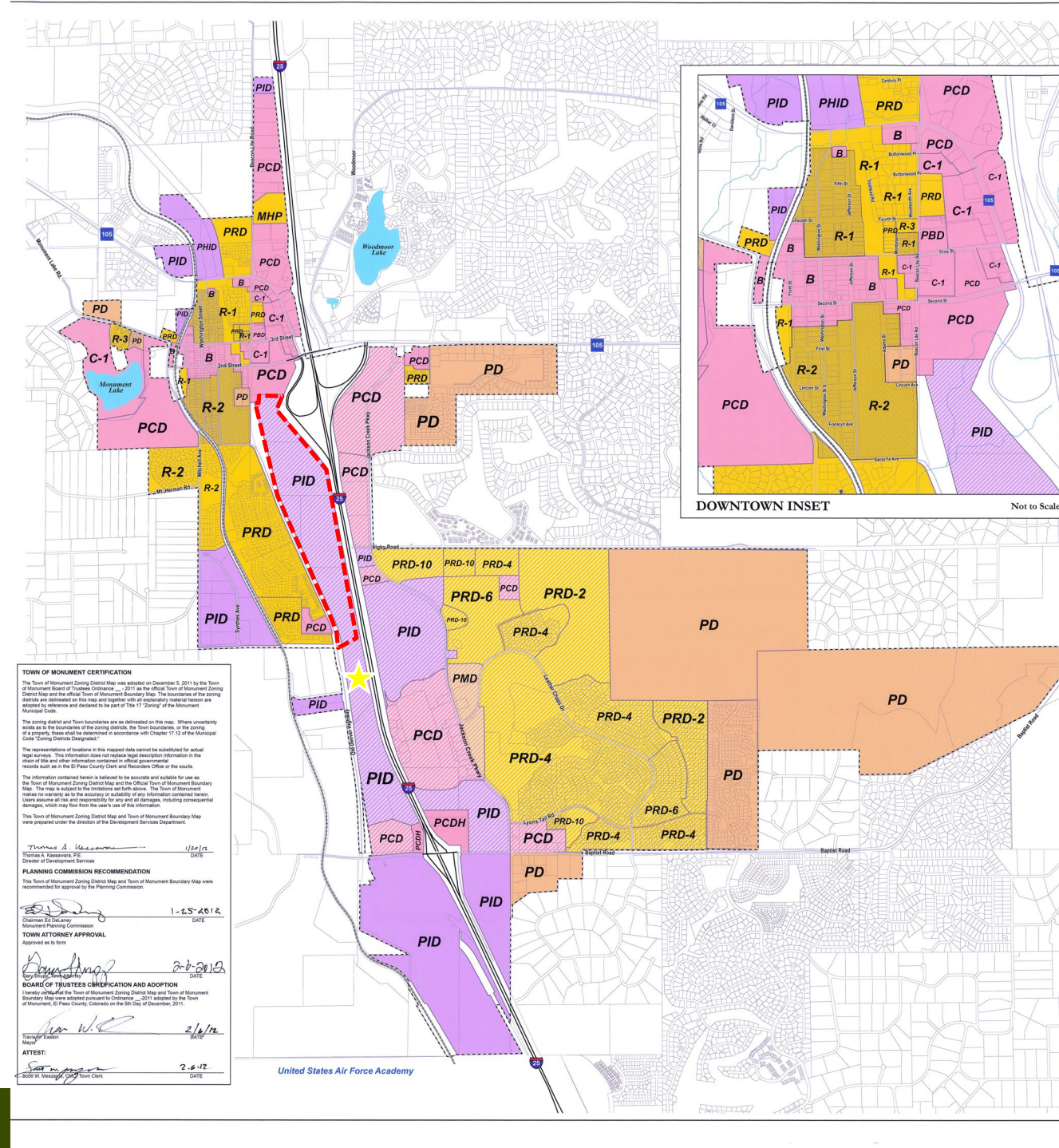


Northbound Approach Detail



Zoning History

- The area east of Old Denver Road and west of I-25 was originally zoned for Industrial use when the Gary Center and Melodie Estates Sketch Plan was approved by El Paso County in 1981.
- The property was annexed into the Town in 1987 as Regency Park.
- The annexation was accompanied by the Regency Park Sketch Plan which refined the original Sketch Plan designations.
- Town of Monument Ordinance 13-87 confirmed the PID Zoning and identified the permitted and conditional uses.
- The area continued to be zoned Regency Park PID on the Town of Monument Zoning Map until 2020.
- The area to the west of Old Denver Road (Trails End) was zoned for residential in the late 1990s/early 2000s



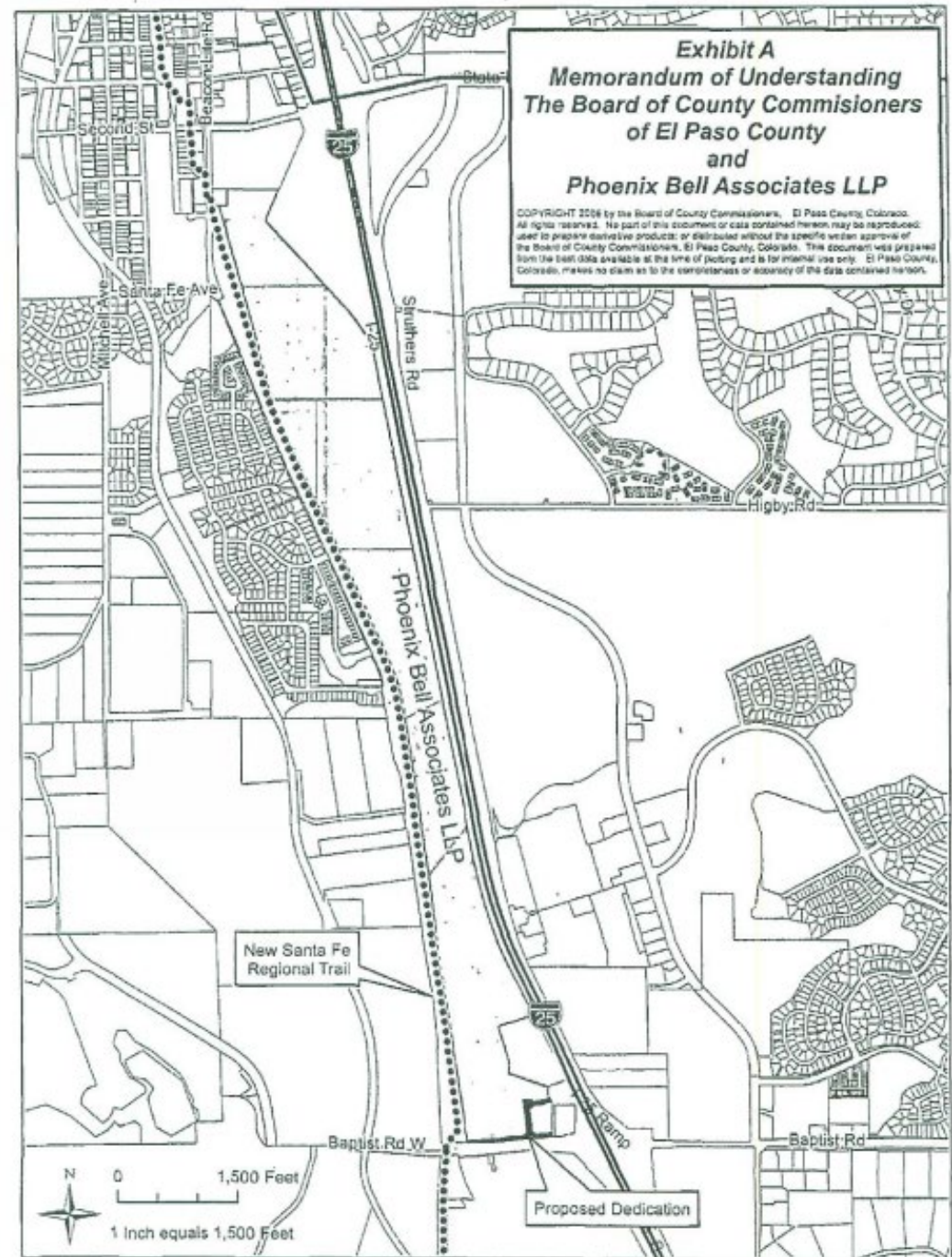
Conexus Lot 1 Traffic Impacts

- Inline with approved Preliminary PUD Traffic Impact Study (TIS)
- TIS assumed 399 units for this parcel
- Proposed project showing 45 less units
 - Approximate Reduction of 300 Vehicle Trips Per Day

Table 3 Trip Generation Estimate CoNexus Business Park Phases 2 & 3																									
Lot	Land Use Code	Land Use Description	Trip Generation Units	Trip Generation Rates ⁽¹⁾					Total Trips Generated					Internal Trips Generated ⁽²⁾					External Trips Generated					Pass-By Trips ⁽³⁾	New External Trips Generated
				Average Weekday Traffic	Morning Peak Hour In	Afternoon Peak Hour Out	In	Out	Average Weekday Traffic	Morning Peak Hour In	Afternoon Peak Hour Out	In	Out	Average Weekday Traffic	Morning Peak Hour In	Afternoon Peak Hour Out	In	Out	Average Weekday Traffic	Morning Peak Hour In	Afternoon Peak Hour Out	In	Out		Average Weekday Traffic
1	220	Multifamily Housing (Low Rise)	399 DU ⁽⁴⁾	6.74	0.10	0.30	0.32	0.19	2,689	38	121	128	75	115	1	4	5	6	2,574	37	117	123	69	0%	2,574
2	215	Single Family Attached Housing	232 DU	7.20	0.15	0.33	0.32	0.25	1,670	35	77	75	57	72	0	2	3	5	1,598	35	75	72	52	0%	1,598
3	821	Shopping Plaza (40-150 KSF) ⁽⁵⁾	102 KSF ⁽⁶⁾	67.52	1.07	0.66	2.54	2.65	6,887	109	67	259	270	664	15	10	27	16	6,223	94	57	232	254	10%	5,601
	710	General Office Building	164 KSF	11.21	1.37	0.19	0.26	1.27	1,839	225	31	43	208	75	7	3	3	8	1,764	218	28	40	200	0%	1,764
	151	Mini-Storage	5.0 HSU ⁽⁷⁾	18.04	0.54	0.52	0.77	0.77	90	3	3	4	4	0	0	0	0	0	90	3	3	4	4	0%	90
	312	Business Hotel	125 rooms	4.11	0.14	0.22	0.17	0.14	514	17	27	21	17	132	0	11	7	3	382	17	16	14	14	0%	382
4	770	Business Park	395 KSF	12.43	1.07	0.19	0.32	0.92	4,911	423	75	127	362	201	13	6	7	14	4,710	410	69	120	348	0%	4,710
Total Trip Generation Estimate									18,600	850	401	657	993	1,259	36	36	52	52	17,341	814	365	605	941		16,719
Notes: (1) Source: "Trip Generation, 11th Edition, 2021" by the Institute of Transportation Engineers (ITE) (2) See attached NCHRP 684 Internal Trip Capture Estimate Tool Sheets (3) Source: "Trip Generation Handbook - An ITE Proposed Recommended Practice, Third Edition September 2017" by ITE (4) DU = dwelling unit (5) NO Supermarket assumed for Shopping Plaza (6) KSF = one thousand square feet of floor space, DU = dwelling unit (7) HSU = Storage Units (100s) Source: LSC Transportation Consultants, Inc.																									
Jan-22																									

Santa Fe Trail Crossings

- MOU dated January 14th 2008 between El Paso County and Phoenix Bell Associates LLP.
- Phoenix Bell deeded land to the County for Baptist Road/ I-25 Interchange improvements and additional land for the trailhead on Baptist Road.
- In exchange the County agreed to grant up to six access points to the entire parcel via crossings over the Santa Fe Trail.
- Cost of constructing and maintaining the crossings, including any signage and signalization, shall be paid by the developer and completed in accordance with County standards and specifications.



Conexus Phase 2 & 3: Summary of changes in Project Parameters in response to Focus Group Comments

CONEXUS PHASES 2 & 3 : SUMMARY OF PROJECT PARAMETERS FOLLOWING DISCUSSION WITH FOCUS GROUP									
	TOTAL RESIDENTIAL UNITS	TOTAL NON- RESIDENTIAL FLOORSPACE	MAXIMUM INDUSTRIAL FLOORSPACE	MAXIMUM COMM/OFF/CIVIC FLOORSPACE	MAXIMUM INDUSTRIAL BUILDING SIZE	MAXIMUM HEIGHT			
						INDUSTRIAL	COMM/ OFF/CIV	DENSITY RESIDENTIAL	DENSITY RESIDENTIAL
Approved Sketch Plan 9.8.20	465	1,000,000 sf	No limit; allowed in all areas		None	90'	90'	90'	90'
Preliminary Plan Submitted 11.19.21	788 ¹	1,000,000 sf	500,000 sf	500,000 sf ¹	None	90'	90'/60'	90'	60'
Revised Preliminary Plan presented to Focus Group 1.10.22	631	796,000 sf	470,000 sf	326,000 sf	190,000 sf	60'	75'/50'	75'	50'
Resubmitted Preliminary Plan 1.14.22	631	830,000 sf	395,000 sf	435,000 sf ²	175,000 sf	60'	75'/50'	75'	50'
Notes:									
1. Either/or 44 medium density residential units or 65,000 sf Comm/Off/Civic on lots 3 and 5									
2. High Density Residential added as an optional land use in Comm/Off/Civic lot up to maximum of 50%									

TOWN OF MONUMENT

ORDINANCE NO. 19-2026

**AN ORDINANCE SUBMITTING TO THE ELIGIBLE
ELECTORS VOTING IN THE TOWN'S REGULAR
ELECTION, TO BE HELD NOVEMBER 3, 2026, A
BALLOT ISSUE INCREASING THE USE TAX RATE,
AND CONTINGENT UPON ELECTOR APPROVAL,
AMENDING THE MONUMENT MUNICIPAL CODE
TO PROVIDE FOR THE SAME.**

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

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

WHEREAS, pursuant to Article X, Section 20, of the Colorado Constitution ("TABOR") and Section 4.2 of the Charter, the Town is authorized to submit ballot issues proposing new taxes to its eligible electors at its regular municipal election, which next occurs on November 3, 2026 ("Election"); and

WHEREAS, the Town codified in Title 3, Chapter 3.10 of the Monument Municipal Code as amended, application of a 2% use tax rate to the use or consumption of certain construction materials and construction equipment, and to the use, consumption, or storage of certain vehicles; and

WHEREAS, the Council finds that the public interest and necessity require submitting to the eligible electors of the Town the question of increasing the Town's use tax rate by 1.5%, thereby imposing a total use tax rate of 3.5%, and allowing the Town to collect, retain, and spend all revenues generated from the Town's total use tax rate; and

WHEREAS, the Council hereby determines that such question should be presented to the electors at the Election, in accordance with the provisions of the Charter, the Colorado Municipal Election Code of 1965, and TABOR; and

WHEREAS, this Ordinance was introduced by title, considered at public hearing, and voted upon at the regular meeting of the Council on August 17, 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. Amendment to Title 3, Chapter 3.10 of the Monument Municipal Code. Subject to voter approval as provided in Section 6 of this Ordinance, Section 3.10.010 of the Monument Municipal Code is hereby amended by adding the capitalized, double-underlined text and deleting the stricken text as follows:

There is hereby levied and there shall be collected and paid a use tax of ~~two~~ THREE AND ONE-HALF percent (3.5%) by every person exercising the taxable privilege of using or consuming in the Town construction AND BUILDING materials, AND construction equipment ~~for a period of more than thirty (30) consecutive days~~, and for the privilege of storing, using or consuming in the Town any motor or other vehicles purchased at retail on which registration is required, as set forth in Section 29-2-109, C.R.S. REVENUE FROM THE USE TAX SHALL BE USED FOR CAPITAL PROJECTS.

Section 3 Use Tax Exemptions. The use tax shall not apply to those activities set forth in Section 3.10.030 of the Monument Municipal Code, and;

- a. The use tax shall not apply to the storage, use, or consumption of any article of tangible personal property, the sale or use of which has already been subjected to a legally imposed sales or use tax of another statutory or home rule county equal to or in excess of that imposed by the Town. A credit shall be granted against the use tax imposed by the Town with respect to a person's storage, use, or consumption in the Town of tangible personal property purchased by him or her in a previous statutory or home rule county. The amount of the credit shall be equal to the tax paid by him or her by reason of the imposition of a sales or use tax of the previous statutory or home rule county on his or her purchase or use of the property. The amount of the credit shall not exceed the tax imposed as set forth in Section 2 of this Ordinance.

Section 4. Submission to Registered Electors. A special election of the eligible electors of the Town shall be held on Tuesday, November 3, 2026, in coordination with the El Paso County Clerk, at which Election there shall be submitted to the eligible electors of the Town the question of increasing the use tax rate as stated in the form of the ballot title set forth in Section 6 of this Ordinance.

Section 5. Duration. Subject to Section 6 of this Ordinance, the use tax increase shall commence for collection purposes on January 1, 2027, and continue until repealed by ordinance.

Section 6. Election and Ballot Title. Before the tax increase provided in this Ordinance shall become effective, it shall be submitted to and receive the approval of a

majority of the eligible electors of the Town voting thereon at the Election. The ballot title for the use tax increase shall be in substantially the following form:

BALLOT ISSUE NO. ;

SHALL TOWN OF MONUMENT TAXES BE INCREASED BY \$2,272,500 ANNUALLY, BEGINNING JANUARY 1, 2027, AND BY WHATEVER ADDITIONAL AMOUNTS THE TAX RATE GENERATES IN EACH YEAR AFTER BY RAISING THE TOWN'S USE TAX ON CONSTRUCTION AND BUILDING MATERIALS, CONSTRUCTION EQUIPMENT, AND VEHICLES FROM 2.0% TO 3.5%, TO MATCH THE TOWN'S EXISTING 3.5% SALES TAX RATE ON RETAIL PURCHASES; AS SET FORTH IN AND SUBJECT TO THE EXEMPTIONS IN ORDINANCE NO. 19-2026 AND CHAPTER 3.10 OF THE MUNICIPAL CODE; THE INCREASED USE TAX IS COLLECTED ON CONSTRUCTION AND BUILDING MATERIALS AND CONSTRUCTION EQUIPMENT ONLY WHEN A BUILDING PERMIT OR RIGHT-OF-WAY PERMIT IS REQUESTED AND ON MOTOR OR OTHER VEHICLES ON WHICH REGISTRATION IS REQUIRED WITHIN THE TOWN AND A MUNICIPAL SALES TAX OF 3.5% WAS NOT COLLECTED WHERE THE CONSTRUCTION AND BUILDING MATERIALS AND CONSTRUCTION EQUIPMENT OR VEHICLES WERE PURCHASED, AND ALL REVENUE WILL BE SPENT ON CAPITAL PROJECTS, INCLUDING:

- STREETS, ROADS, BRIDGES, AND SIDEWALKS; AND
- STORMWATER IMPROVEMENTS;

AND SHALL THE TOWN BE AUTHORIZED TO COLLECT, RETAIN, AND SPEND THIS TAX REVENUE AND ANY INVESTMENT EARNINGS ON IT AS A VOTER-APPROVED REVENUE CHANGE UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION (TABOR) OR ANY OTHER LAW?

YES _____

NO _____

Section 7. Codification. To implement the use tax increase provided herein, the Monument Municipal Code is amended as set forth in Section 2 of this Ordinance, contingent upon approval of the use tax increase by the eligible electors of the Town at the Election and effective upon the certification of the results of the Election indicating that Ballot Issue No. __ was approved.

Section 8. Publication. Pursuant to Subsection 6.5(3) of the Charter and Subsection 2.04.040(F) of the Monument Municipal Code, upon approval this Ordinance shall be published on the Town's official website in full for not less than ten (10) days.

Section 9. 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 10. Effective Date. This Ordinance shall become effective and be in full force and effect ten (10) days after final publication.

Section 11. 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 17th day of August, 2026 by a vote of ___ for and ___ against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

Attest:

Tina Erickson, Town Clerk

CERTIFICATE OF PUBLICATION

I, the duly qualified and Town Clerk of the Town of Monument, Colorado, do hereby certify the foregoing Ordinance No. 19-2026 was approved by the Town Council of the Town of Monument at its regular meeting held on the ____ day of August, 2026, and was published on _____, 2026, on the Town's official website for not less than ten (10) days, as shown on the attached Exhibit A.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Monument, Colorado, this _____ day of _____, 2026.

Tina Erickson, Town Clerk

(S E A L)

Exhibit A to Certificate of Publication
[Screenshot showing date and time of website publication]

TOWN OF MONUMENT

ORDINANCE NO. 19-2026

**AN ORDINANCE SUBMITTING TO THE ELIGIBLE
ELECTORS VOTING IN THE TOWN'S REGULAR
ELECTION, TO BE HELD NOVEMBER 3, 2026, A
BALLOT ISSUE INCREASING THE USE TAX RATE
ONLY ON CONSTRUCTION AND BUILDING
MATERIALS AND CONSTRUCTION EQUIPMENT,
AND CONTINGENT UPON ELECTOR APPROVAL,
AMENDING THE MONUMENT MUNICIPAL CODE
TO PROVIDE FOR THE SAME.**

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

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

WHEREAS, pursuant to Article X, Section 20, of the Colorado Constitution ("TABOR") and Section 4.2 of the Charter, the Town is authorized to submit ballot issues proposing new taxes to its eligible electors at its regular municipal election, which next occurs on November 3, 2026 ("Election"); and

WHEREAS, the Town codified in Title 3, Chapter 3.10 of the Monument Municipal Code as amended, imposing a 2% use tax rate on the use or consumption of certain construction and building materials, construction equipment, and on certain vehicles on which registration is required within the Town; and

WHEREAS, the Council finds that the public interest and necessity require submitting to the eligible electors of the Town the question of increasing the Town's use tax rate by 1.5% only on construction and building materials and construction equipment, thereby imposing a total use tax rate of 3.5% on such items, and allowing the Town to collect, retain, and spend all revenues generated from the Town's total use tax rate; and

WHEREAS, the Council hereby determines that such question should be presented to the electors at the Election, in accordance with the provisions of the Charter, the Colorado Municipal Election Code of 1965, and TABOR; and

WHEREAS, the Council determines that the use tax on vehicles on which registration is required within the Town should not increase and should remain at 2.0%; and

WHEREAS, this Ordinance was introduced by title, considered at public hearing, and voted upon at the regular meeting of the Council on August 17, 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. Amendment to Title 3, Chapter 3.10 of the Monument Municipal Code. Subject to voter approval as provided in Section 6 of this Ordinance, Section 3.10.010 of the Monument Municipal Code is hereby amended by adding the capitalized, double-underlined text and deleting the stricken text as follows:

A. There is hereby levied and there shall be collected and paid a use tax of two percent (2.0%) by every person exercising the taxable privilege of using or consuming in the Town construction materials, construction equipment for a period of more than thirty (30) consecutive days, and for the privilege of storing, using or consuming in the Town any motor or other vehicles purchased at retail on which registration is required, as set forth in Section 29-2-109, C.R.S. REVENUE FROM THE USE TAX SHALL BE USED FOR CAPITAL PROJECTS.

B. THERE IS HEREBY LEVIED AND THERE SHALL BE COLLECTED AND PAID A USE TAX OF THREE AND ONE-HALF PERCENT (3.5%) BY EVERY PERSON EXERCISING THE TAXABLE PRIVILEGE OF USING OR CONSUMING IN THE TOWN CONSTRUCTION AND BUILDING MATERIALS AND STORING CONSTRUCTION EQUIPMENT, AS SET FORTH IN SECTION 29-2-109, C.R.S. REVENUE FROM THE USE TAX SHALL BE USED FOR CAPITAL PROJECTS.

Section 3 Use Tax Exemptions. The use tax shall not apply to those activities set forth in Section 3.10.030 of the Monument Municipal Code, and;

- a. The use tax shall not apply to the storage, use, or consumption of any article of tangible personal property, the sale or use of which has already been subjected to a legally imposed sales or use tax of another statutory or home rule county equal to or in excess of that imposed by the Town. A credit shall be granted against the use tax imposed by the Town with respect to a person's storage, use, or consumption in the Town of tangible personal property purchased by him or her in a previous statutory or home rule county. The amount of the credit shall be equal to the tax paid by him or her by reason of the imposition of a sales or use tax of the previous statutory or home rule county on his or her purchase or use of

the property. The amount of the credit shall not exceed the tax imposed as set forth in Section 2 of this Ordinance.

Section 4. Submission to Registered Electors. A special election of the eligible electors of the Town shall be held on Tuesday, November 3, 2026, in coordination with the El Paso County Clerk, at which Election there shall be submitted to the eligible electors of the Town the question of increasing the use tax rate as stated in the form of the ballot title set forth in Section 6 of this Ordinance.

Section 5. Duration. Subject to Section 6 of this Ordinance, the use tax increase shall commence for collection purposes on January 1, 2027, and continue until repealed by ordinance.

Section 6. Election and Ballot Title. Before the tax increase provided in this Ordinance shall become effective, it shall be submitted to and receive the approval of a majority of the eligible electors of the Town voting thereon at the Election. The ballot title for the use tax increase shall be in substantially the following form:

BALLOT ISSUE NO. :

SHALL TOWN OF MONUMENT TAXES BE INCREASED BY \$2,272,500 ANNUALLY, BEGINNING JANUARY 1, 2027, AND BY WHATEVER ADDITIONAL AMOUNTS THE TAX RATE GENERATES IN EACH YEAR AFTER BY RAISING THE TOWN'S USE TAX ON CONSTRUCTION AND BUILDING MATERIALS AND CONSTRUCTION EQUIPMENT FROM 2.0% TO 3.5%, TO MATCH THE TOWN'S EXISTING 3.5% SALES TAX RATE ON RETAIL PURCHASES; AS SET FORTH IN AND SUBJECT TO THE EXEMPTIONS IN ORDINANCE NO. 19-2026 AND CHAPTER 3.10 OF THE MUNICIPAL CODE; THE INCREASED USE TAX IS COLLECTED, ON CONSTRUCTION AND BUILDING MATERIALS AND CONSTRUCTION EQUIPMENT ONLY WHEN A BUILDING PERMIT OR RIGHT-OF-WAY PERMIT IS REQUESTED AND, WHEN A MUNICIPAL SALES TAX OF 3.5% WAS NOT COLLECTED WHERE THE CONSTRUCTION AND BUILDING MATERIALS OR CONSTRUCTION EQUIPMENT WAS PURCHASED, AND ALL REVENUE WILL BE SPENT ON CAPITAL PROJECTS, INCLUDING:

- STREETS, ROADS, BRIDGES, AND SIDEWALKS; AND
- STORMWATER IMPROVEMENTS;

AND SHALL THE TOWN BE AUTHORIZED TO COLLECT, RETAIN, AND SPEND THIS TAX REVENUE AND ANY INVESTMENT EARNINGS ON IT AS A VOTER-APPROVED REVENUE CHANGE UNDER ARTICLE X,

SECTION 20 OF THE COLORADO CONSTITUTION (TABOR) OR ANY
OTHER LAW?

YES _____

NO _____

Section 7. Codification. To implement the use tax increase provided herein, the Monument Municipal Code is amended as set forth in Section 2 of this Ordinance, contingent upon approval of the use tax increase by the eligible electors of the Town at the Election and effective upon the certification of the results of the Election indicating that Ballot Issue No. __ was approved.

Section 8. Publication. Pursuant to Subsection 6.5(3) of the Charter and Subsection 2.04.040(F) of the Monument Municipal Code, upon approval this Ordinance shall be published on the Town's official website in full for not less than ten (10) days.

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INTRODUCED, **PASSED, and ADOPTED/REJECTED**, by the Town Council of the Town of Monument, Colorado this 17th day of August, 2026 by a vote of __ for and ____ against.

TOWN OF MONUMENT, COLORADO

By: _____
Mitch LaKind, Mayor

Attest:

Tina Erickson, Town Clerk

CERTIFICATE OF PUBLICATION

I, the duly qualified and Town Clerk of the Town of Monument, Colorado, do hereby certify the foregoing Ordinance No. 19-2026 was approved by the Town Council of the Town of Monument at its regular meeting held on the ____ day of August, 2026, and was published on _____, 2026, on the Town's official website for not less than ten (10) days, as shown on the attached Exhibit A.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Monument, Colorado, this _____ day of _____, 2026.

Tina Erickson, Town Clerk

(S E A L)

Exhibit A to Certificate of Publication
[Screenshot showing date and time of website publication]

Town of Monument 2027 Proposed Preliminary Budget



Town Council Meeting
August 17, 2026

Overview

- Town Council Strategic Priorities
- Preliminary Budget Preparation Process
- Economic Update and Assumptions
- General Fund Budget
 - Revenue & Expense projections
 - Ending Fund Balance
 - Long Range Financial Forecast

Overview

❖ Expenses by Department

- Mission/Function
- Budget Highlights
- Unfunded needs

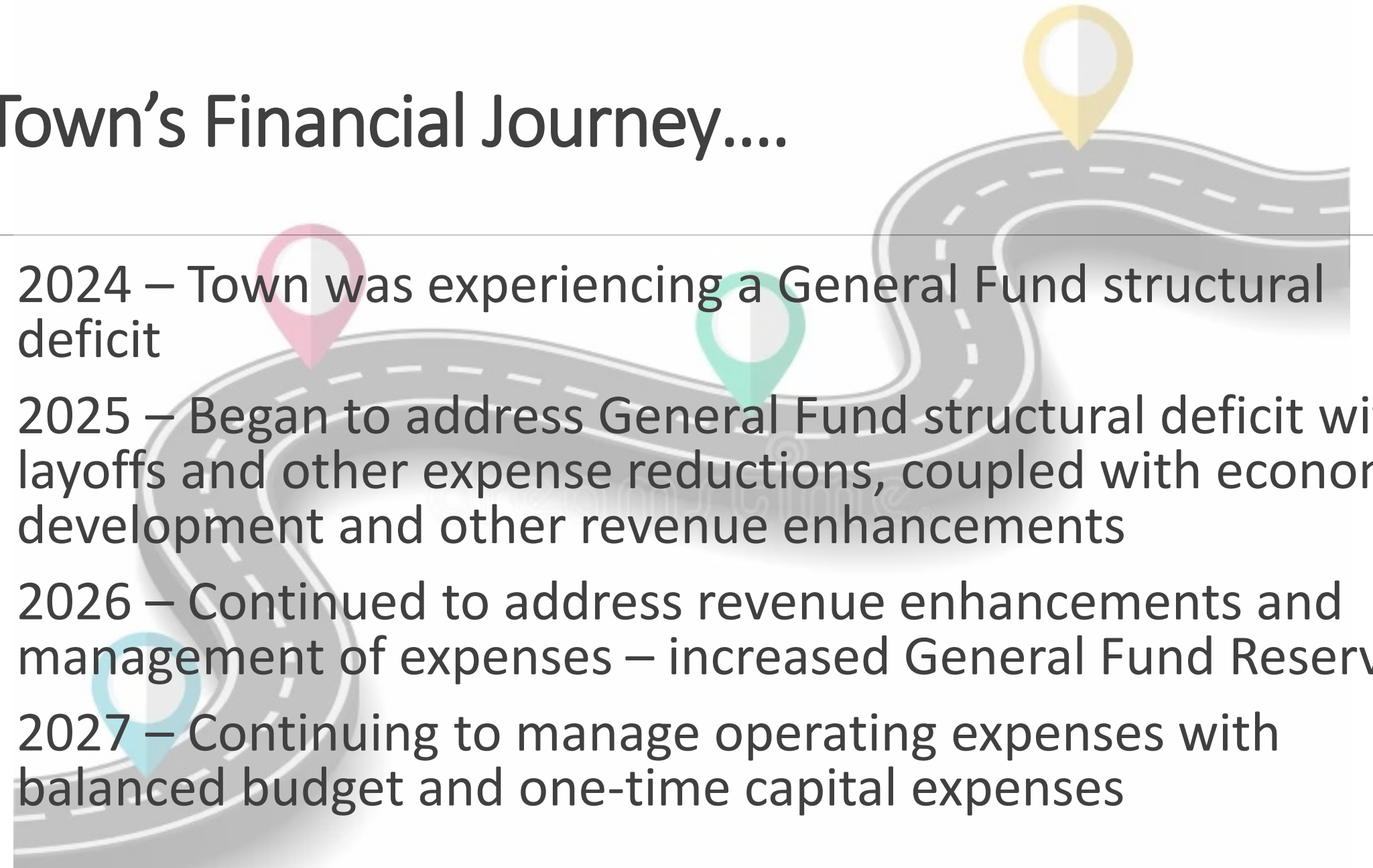
❖ Other Funds

❖ Capital Improvement Plan

❖ Council consideration of budget options and direction to staff

❖ Next Steps

Town's Financial Journey....



- 2024 – Town was experiencing a General Fund structural deficit
- 2025 – Began to address General Fund structural deficit with layoffs and other expense reductions, coupled with economic development and other revenue enhancements
- 2026 – Continued to address revenue enhancements and management of expenses – increased General Fund Reserve
- 2027 – Continuing to manage operating expenses with balanced budget and one-time capital expenses

Town Council Strategic Priorities

ENSURE LONG TERM FINANCIAL HEALTH AND SUSTAINABILITY: Take steps to support long-range financial health, forecasting and sustainability to ensure efficient and resilient town services and invest in the Monument community.

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

ENABLE RESPONSIBLE COMMUNITY DEVELOPMENT: Establish clear and accountable plans, processes and procedures that create positive conditions for responsible and enduring community development and growth.

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

Economic Update

- ❖ Monument 2026 Sales Tax Revenues are increasing over 2025; but flat when compared to same period in 2024
- ❖ Monument Property Tax Revenues are stable
- ❖ US consumer confidence remains low
- ❖ US Inflation remains above Federal desired 2%
- ❖ US savings rates are now below 5% and decreasing
- ❖ US credit card debt is highest since 2011
- ❖ Reduced US and State grant opportunities/funds

Budget Assumptions - Revenues

- ❖ 2% increase in sales tax + new projected retail sales
- ❖ 2% increase in property tax
- ❖ 0% increase in fees (will be added in Draft Proposed Budget when approved)
- ❖ Water revenue increases incorporated into Preliminary Proposed Budget

Budget Assumptions - Expenses

- ❖ Status Quo budget – no new positions, no new programs, no new services
- ❖ 2% Salary increases (Colorado local agencies projecting 2-5%)
- ❖ 10% Healthcare cost increase
- ❖ 5% Inflation on services, supplies, fuel and equipment
- ❖ 10% Town insurance

Budget Preparation Process

- ❖ Launched Budget Preparation Process in May
- ❖ Departments submitted preliminary budgets in June
- ❖ Reviewed budgets with Town Manager and Leadership Team in July
- ❖ Citizens Service Levels Advisory Committee first review – July 9
- ❖ Reviewed budgets again with Town Manager and Leadership Team
- ❖ Citizens Service Level Advisory Committee second review – August 13
- ❖ Presenting Preliminary Budget to Town Council – August 17

Funds

Different revenue sources – must be used for specific purposes

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

General Fund

Capital Projects Fund

2A Fund - Water

2F Fund - Police

Community Development
Fund

Traffic Impact Fund

Storm Drainage Impact Fee
Fund

Water Fund

Parks Fee Fund

Conservation Trust Fund

Funds

Added 2 new funds in 2027

Police Impact Fee

Water Impact Fee

Town Council Financial Policies

Financial Policy 1 – Fiscal Planning and Budgeting Section 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.

Town Council Financial Policies

- Financial Policy 2 – Fund Balance

Section 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.

Section 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

Town Council Financial Policies

- Financial Policy 2 – Fund Balance

Section 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
 - Not established – unfunded

Town Council Financial Policies

- Financial Policy 2 – Fund Balance

Section 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.
 - Not established – unfunded

Town Council Financial Policies

- Financial Policy 8 – Capital Improvement Program
- 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.

Section 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.

Town Council Financial Policies

- Financial Policy 9 – Capital Asset Accounting and Replacement
Section 9.02
- The Town will establish and financially contribute to an asset 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.
 - Established - \$500,000 with ARPA funds in 2025
 - Asset list created
 - \$966,634 2027 contribution to full catch-up fund – not funded
 - At today's values – not future value

Town Council Financial Policies

- Financial Policy 10 - Cash Management and Investments

Section 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 (except Water Enterprise Fund earning) shall be swept and deposited into the General Fund during times of financial stress, such as lower than expected revenues or unanticipated expenses.

General Fund – Projected Revenue = \$14.9 million

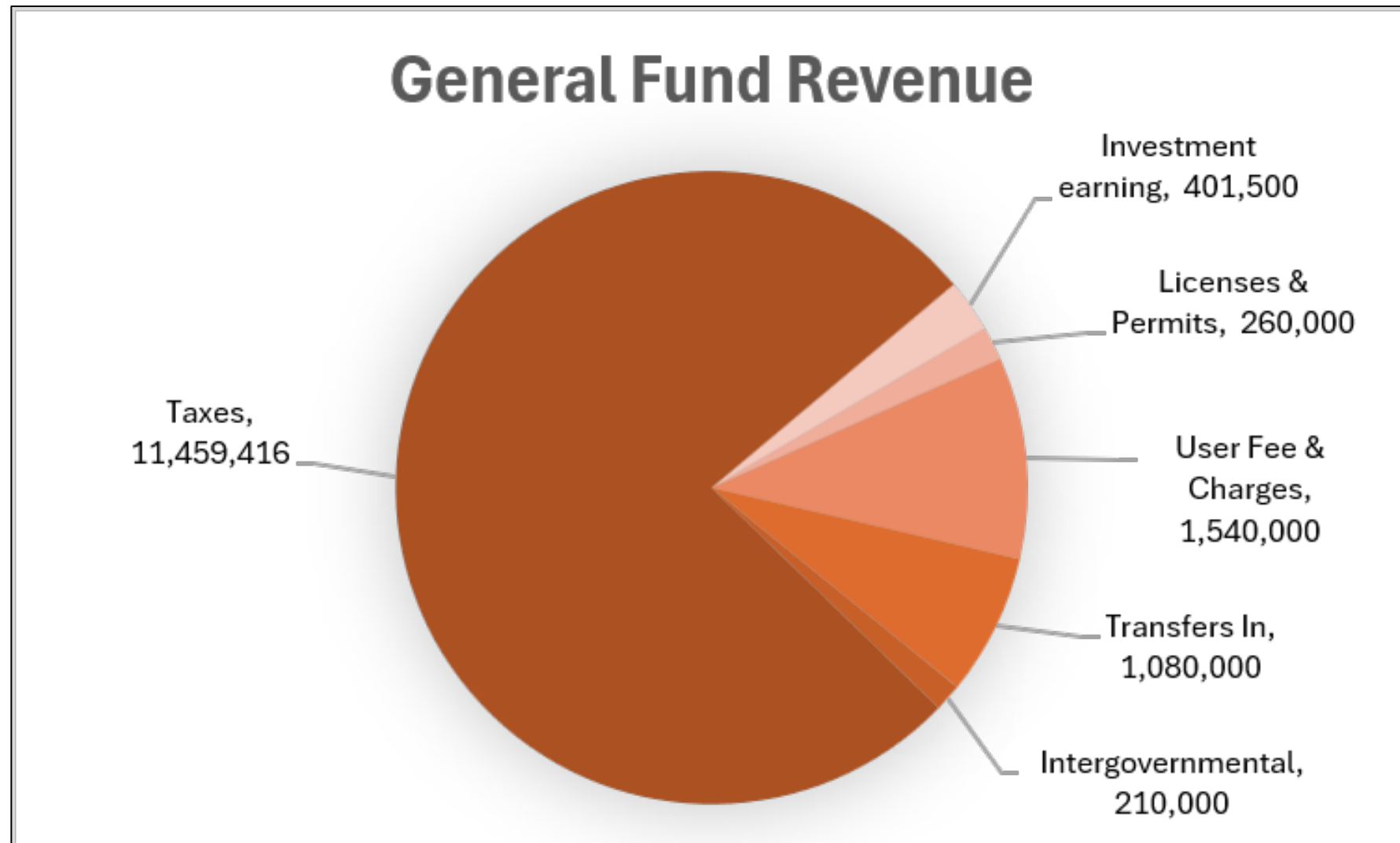
					2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
				Revenue:			
				Taxes	\$ 10,802,318	\$ 10,924,000	\$ 11,441,280
				Intergovernmental	858,025	555,770	215,200
				Licenses & Permits	132,680	246,400	268,400
				User Charges/Fees	1,199,656	1,552,400	1,542,202
				Investment Earnings	1,177,583	900,000	401,500
				Debt & Financing	600,000	-	-
				Other Revenue	1,528,016	742,500	-
				Transfers In	1,472,858	1,052,854	1,082,334
				Total Revenue	\$ 17,771,136	15,973,924	\$ 14,950,416

General Fund – Revenue = \$14.9 million

Sources of Revenue

- Assumptions
 - Sales Taxes – 2% increase over 2026
 - Property Taxes – 2% increase over 2026
 - Investment Income adjusted to comply with Financial Policy 10
 - Proposed fee increases not included in Preliminary Proposed Budget

GF 2027 Preliminary Revenue Budget= \$14.9 million

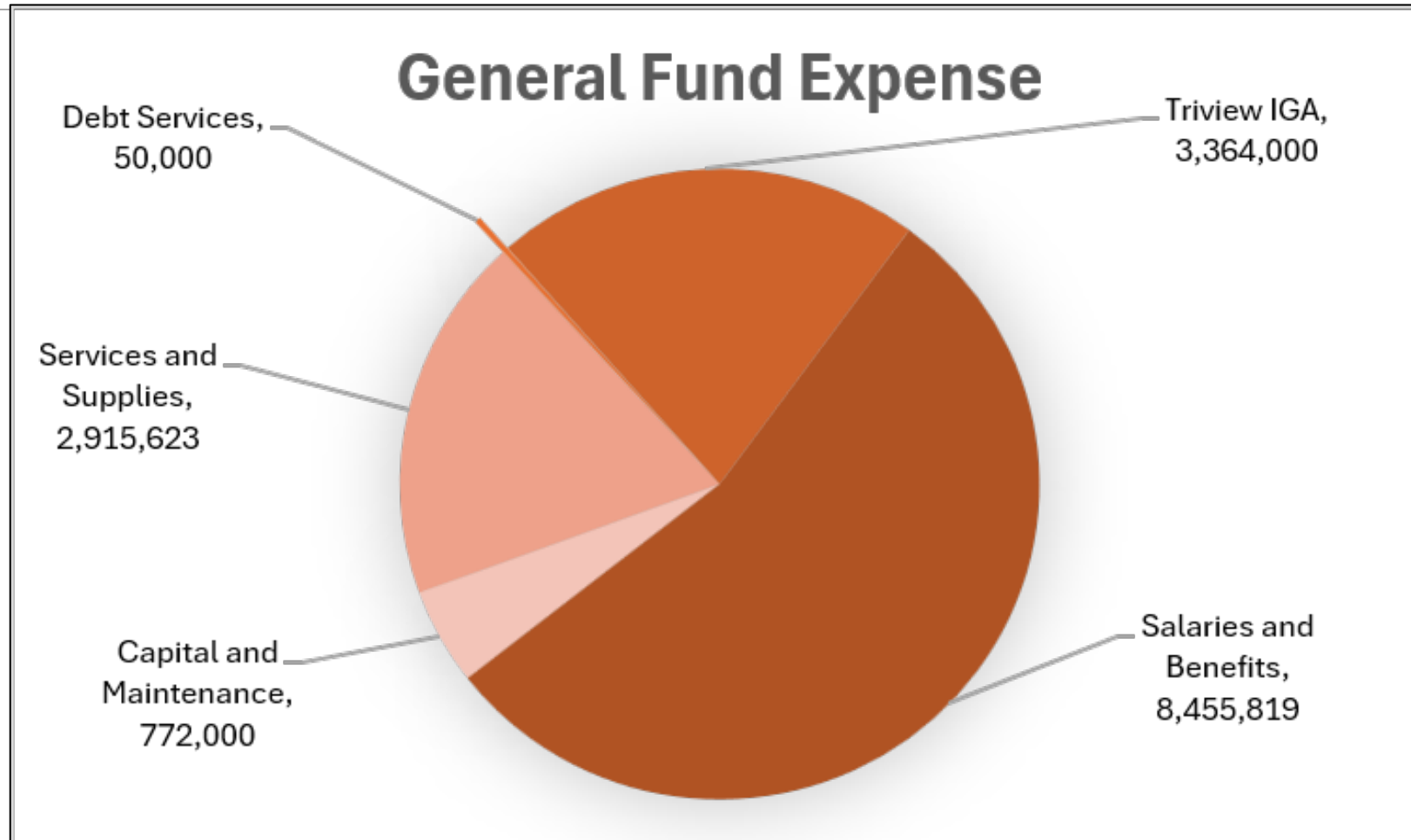


General Fund

- Operating Expenditures = \$14.8 million
- Capital Expenditures = \$772,000

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Expenditures:					
	Salaries/Wages		\$ 5,372,667	\$ 5,480,826	\$ 6,015,792
	Benefits		1,982,079	2,321,866	2,440,027
	Purchased Services		1,664,263	2,731,051	1,939,641
	Repairs & Maintenance		132,781	357,566	225,000
	Supplies/Non-Capital Equipment		203,926	277,244	383,999
	Utilities		207,933	190,902	282,204
	Economic Development, Marketing & Events		62,000	62,000	80,000
	Capital Outlay		1,697,525	414,000	772,000
	Debt Service		54,945	54,066	54,780
	Transfers Out				0
	Intergovernmental		3,294,362	3,200,000	3,364,000
	Total Expenditures		\$ 14,672,481	\$ 15,089,521	\$ 15,557,443

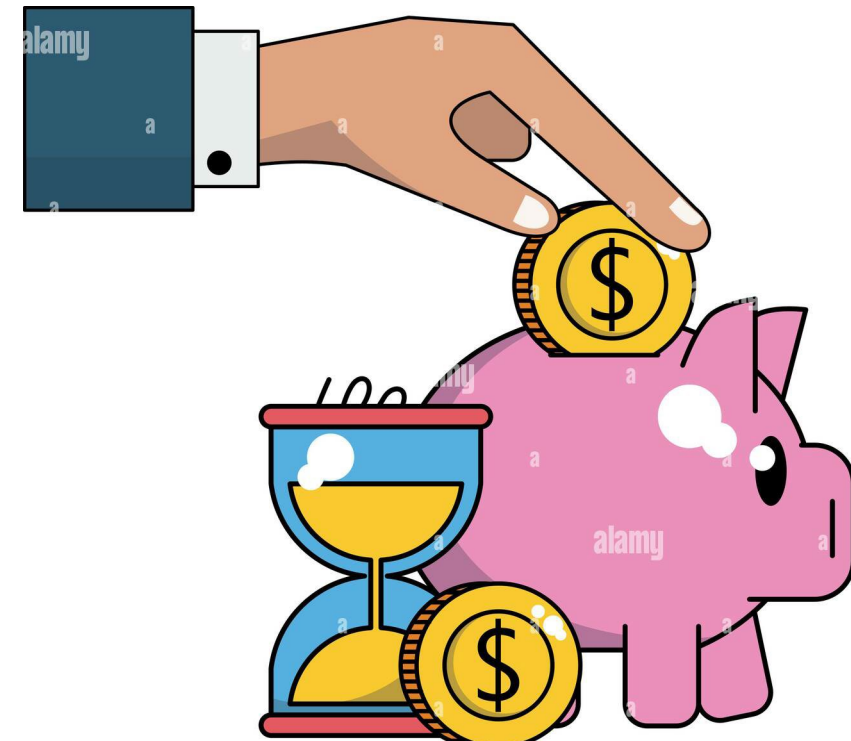
GF 2026 Total Expense Budget = \$15.55 million



General Fund – Fund Balance

Ending Fund Balance Unrestricted Reserve:

- 2025 Actual
 - \$8.78 million = 60% (under expended and additional revenue)
- 2026 Amended Budget
 - \$9.17 million = 61%
- 2027 Projected Preliminary Budget
 - \$8.06 million = 53%



General Fund – Long Range Financial Forecast

	2026 Budget	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast
Total Revenue - General Fund	15,973,828	14,950,916	15,381,172	15,706,778	16,051,668	16,404,520
Total Expenses - General Fund	15,089,425	15,557,442	16,578,315	16,678,999	17,341,331	18,320,549
Revenue - Expense	884,403	-606,526	-1,197,142	-972,222	-1,289,662	-1,916,029
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 9,407,734.00	\$ 10,292,137.00	\$ 9,685,610.68	\$ 8,488,468.35	\$ 7,516,246.68	\$ 6,226,584.34
Change in Fund Balance	\$ 884,403.00	\$ (606,526.32)	\$ (1,197,142.33)	\$ (972,221.67)	\$ (1,289,662.34)	\$ (1,916,029.40)
Asset Replacement Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 10,292,137.00	\$ 9,685,610.68	\$ 8,488,468.35	\$ 7,516,246.68	\$ 6,226,584.34	\$ 4,310,554.95
Less Reserves/Designations:						
TABOR Reserve	\$ 620,000.00	\$ 620,000.00	\$ 620,000.00	\$ 620,000.00	\$ 620,000.00	\$ 620,000.00
Asset Replacement Reserve	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
Unreserved Fund Balance	\$ 9,672,137.00	\$ 9,065,610.68	\$ 7,868,468.35	\$ 6,896,246.68	\$ 5,606,584.34	\$ 3,690,554.95
Minimum % Required = 20%	64.10%	58.27%	47.46%	41.35%	32.33%	20.14%

General Fund Department Budgets

Administration

Town Council

Mission/Function: Town Council is the legislative body of Monument's Town government. Responsibilities of the Council are to establish overall Town direction and policy, including the adoption of ordinances, approval of the budget, approval of contracts, deciding major land-use issues and setting ballot questions.

Budget Highlights

- 2026 Amended Budget = \$138,500
- 2027 Preliminary Budget = \$208,700

Administration

Town Administration

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

Budget Highlights

- 2026 Amended Budget = \$4,194,247
- 2027 Preliminary Budget = \$4,501,109

Administration

Town Clerk

Mission/Function: The mission of the Town Clerk is to provide quality support and assistance to the Town Council, Town Administration, and the citizens of Monument in the areas of business licensing, liquor and beer licensing, records management, municipal elections and Clerk to the Town Council.

Budget Highlights

- 2026 Amended Budget = \$287,511
- 2027 Preliminary Budget = \$310,112

Administration

Town Clerk

Unfunded Need

- ❖ New Permit and Licensing Specialist full-time position



Administration

Finance

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

Budget Highlights

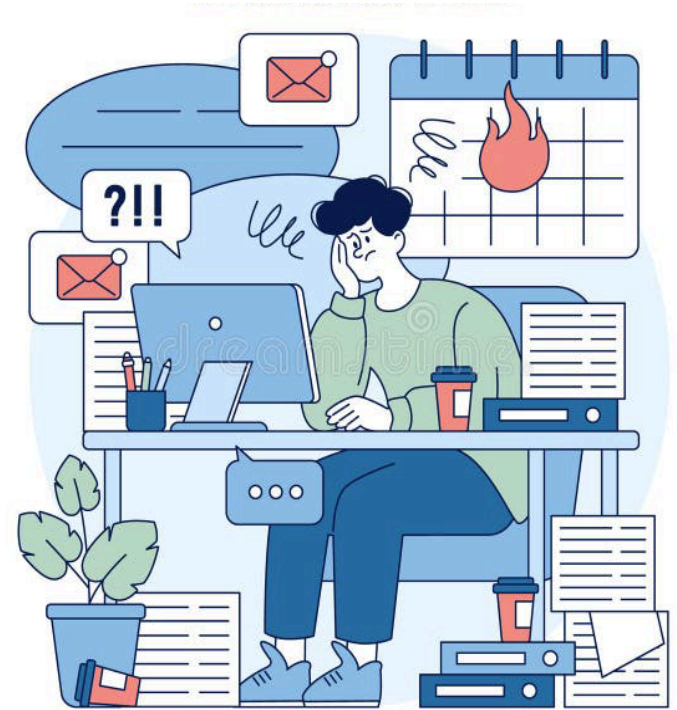
- 2026 Amended Budget = \$897,639
- 2027 Preliminary Budget = \$869,551

Administration

Finance

Unfunded Needs

- ❖ Request to transition a significant portion of consultant services for Self-Collect Sales Tax contract to 2026 unfunded Full-Time Position to support both Finance and Human Resources
- ❖ Town is out growing financial management system
- ❖ Consultant services to assist with grant applications



Administration

Court:

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

Budget Highlights:

- 2026 Amended Budget = \$142,441
- 2027 Preliminary Budget = \$97,845



Administration

Human Resources:

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

Budget Highlights:

- 2026 Amended Budget = \$247,447
- 2027 Preliminary Budget = \$257,046



Administration

Human Resources

Unfunded Needs

- ❖ Second full-time position
- ❖ Exploring healthcare options with goal of increasing employee options and controlling Town expenses

Administration

Information Technology

Mission/Function: To assist all Town Departments in the use of computers, networks, telephones and other technology solutions. To research and procure the best possible equipment to meet the needs of individual Departments and the Town of Monument within affordable parameters

Budget Highlights:

- 2026 Amended Budget = \$383,595
- 2027 Preliminary Budget = \$506,424

Administration



Information Technology

Unfunded Need

- Additional position for Information Technology
- Continued demand for improved cybersecurity protections

Law Enforcement

Mission/Function: The Monument Police Department is dedicated to maintaining the high quality of life our community enjoys and ensuring that our Town is a safe place to live, work, and visit. We will accomplish this by safeguarding individual liberties, building community partnerships, preventing crime, and aggressively pursuing those who commit crime.

Budget Highlights:

- 2026 Amended Budget = \$4,456,619
- 2027 Preliminary Budget = \$4,885,227

Law Enforcement

Unfunded Needs

- ❖ 3 new police officer positions
- ❖ Space needs assessment; possible move and improvements to portion of 259 building
- ❖ Drone
- ❖ E-Bikes



Planning

Mission/Function: The Planning Department reviews and processes development project applications that require a recommendation from the Planning Commission and approval by the Town Council, The Department is also charged with oversight of the Comprehensive Plan, enforcing the Town's land use and zoning regulations, reviewing and approving infrastructure construction plans, and permitting and inspecting all new developments and infrastructure improvements.

Budget Highlights:

- 2026 Amended Budget = \$2,095,089
- 2027 Preliminary Budget = \$1,069,785

Streets

Fleet

Facilities

Parks



PUBLIC

WORKS

Public Works

2026 Budget Update:

- Jefferson facility improvements:
 - Cleaning up yard
 - Will be requesting:
 - \$220,000 for modular office
 - \$100,000 to install sewer line
- Material and Equipment Temporary Storage
 - Re-evaluated plans – reduced from \$1.2 million to \$600,000
 - \$500,000 budgeted in 2A, requires additional \$100,000
- Require additional \$50,000 for PW needs assessment
- Require additional \$40,000 for 259 facility assessment & design



Public Works

Streets:

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

Budget Highlights:

- 2026 Amended Budget = \$720,904
- 2027 Preliminary Budget = \$870,940

Public Works

Capital Requests:

- ❖ \$100,000 request for new tandem vehicle (\$220,000 total cost)
- ❖ \$40,000 request for 4 sanders
- ❖ \$9,000 walk-behind concrete grinder
- ❖ \$62,500 dump truck (\$125,000 total cost)

Public Works

Facilities:

Mission/Function: maintaining and managing public buildings to ensure safe, efficient, and functional environments for staff and the community.

Budget Highlights:

- 2026 Amended Budget = \$557,639
- 2027 Preliminary Budget = \$705,399



Public Works

Facilities:

Added \$50,000 for ADA improvements

Capital requests:

- ❖ \$250,000 requesting for 259 building foundation repair
- ❖ \$35,000 Town Hall repairs
- ❖ \$30,000 overhead doors at shop

Public Works

Fleet:

Mission/Function: The upkeep and repair of vehicles and equipment owned by the Town.

Budget Highlights:

- 2026 Amended Budget = \$398,211
- 2027 Preliminary Budget = \$411,000

Capital Request:

- \$15,000 Wheel balancer



Public Works

Fleet

Unfunded Need

- Part-time mechanic due to increase in fleet and equipment.

Public Works

Parks:

Mission/Function: To provide comprehensive planning services for parks, trails, open space and recreation facilities that directly benefit the citizens of Monument by enhancing quality of life, promoting a healthy community, supporting the local economy.

Budget Highlights:

- 2026 Amended Budget = \$569,678
- 2027 Preliminary Budget = \$878,480

Public Works

Parks:

Mission/Function: To provide comprehensive planning services for parks, trails, open space and recreation facilities that directly benefit the citizens of Monument by enhancing quality of life, promoting a healthy community, supporting the local economy.

Budget Highlights:

- 2026 Amended Budget = \$569,678
- 2027 Preliminary Budget = \$878,480

Public Works

Parks

Capital Requests:

\$99,000 tandem dump truck (split w/Streets),
\$20,000 compact tractor,
\$20,000 pavilion at Monument Lake,
\$30,000 other capital (hand driers, Lake ADA trail
improvements, 2nd Street lighting improvement, Santa Fe
Ballpark infield)

Unfunded Needs

- ❖ Seasonal staff for landscape maintenance funded by Conservation Trust Fund

Funds



Jackson Creek Parkway Update

- Design complete to 90% for northbound lanes only
- Utility relocations, Right-of-Way acquisition
- Issue bid in October 2026 – completion spring 2028
- Need to identify \$7 million+ for Southbound lanes

Capital Projects Fund - Revenues

Designated for public improvements: curbs, gutters, concrete, asphalt repairs, and local match for Jackson Creek Parkway. Funded by Use Tax.

		2025 Audit Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:				
	Taxes	\$ 778,775	\$ 1,000,000	\$ 3,525,000
	Intergovernmental	634,771	*5,654,432	\$414,649
	Investment Earnings	4,989	2,000	104,500
	Total Revenue	\$ 1,418,535	\$6,656,432	\$ 4,044,149

* Grant funds for Jackson Creek Parkway

Capital Projects Fund - Expenses

Designated for public improvements: curbs, gutters, concrete, asphalt repairs, and local match for Jackson Creek Parkway. Funded by Use Tax.

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Expenditures:					
	Repairs and Maintenance		\$29,016	\$40,000	30,000
	Capital Outlay		1,180,203	\$1,000,000	9,045,000
	Total Expenditures		\$1,209,220	\$1,040,000	\$9,075,000

Capital Projects Fund - Expenses

Highlights

- \$8 million Jackson Creek Parkway Northbound Lanes
- \$30,000 Repairs and Maintenance – Streets
- \$500,000 Curb, gutter, sidewalks
- \$545,000 Asphalt repairs

Capital Projects Fund - Expenses

- No funds for:
 - New Public Works Facility - \$25 million
 - New Police Facility - \$30 million
 - Southbound lanes Jackson Creek Parkway = \$7 million
 - Old Denver Road Improvements

Capital Projects Fund Balance

Ending Fund Balance Restricted Reserve

- 2025 Actual = \$3.4 million
- 2026 Amended Budget = \$9 million (includes JCP grants)
- 2027 Preliminary Budget = \$4.0 million



Traffic Impact Fees - Revenue

Designated for Town's infrastructure related to traffic

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:					
	User Charges/Fees		\$196,427	\$100,000	\$ 2,386,000*
	Investment Earnings		5,583	6,000	25,000
	Total Revenue		\$202,101	\$106,000	\$ 2,411,000

* Additional revenue due to development projects

Traffic Impact Fees - Expenditures

Designated for Town's infrastructure related to traffic

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Expenditures:					
	Capital Outlay		\$ 10,820	\$100,000	\$ 100,000
	Other		-		250,000
	Total Expenditures		\$ 10,820	\$ 100,000	\$ 350,000

Traffic Impact Fees

Designated for Town's infrastructure related to traffic



Ending Fund Balance Restricted Reserve

- 2025 Actual = \$0.64 million
- 2026 Amended Budget = \$0.65 million
- 2027 Budget = \$2.7 million

Storm Drainage Impact Fund- Revenue

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

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:					
	User Charges/Fees		\$ 103,001	\$ 24,000	\$-
	Investment Earnings		1,875	2,000	6,750
	Debt & Financing		-	-	-
	Other Revenue		-	-	-
	Transfers In		540,174	-	
	Total Revenue		\$ 645,050	\$ 26,000	\$ 6,750

Storm Drainage Impact Fund - Expenses

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

			2025 Budget	2026 Amended Budget	2027 Preliminary Budget
Expenditures:					
	Repairs & Maintenance		\$6,801	\$ 6,552	\$7,000
	Supplies			100,000	108,500
	Capital Outlay		542,121	-	-
	Total Expenditures		\$ 548,922	\$ 106,552	\$115,500

Storm Drainage Impact Fund

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



Ending Fund Balance Restricted Reserve

- 2025 Actual = \$0.33 million
- 2026 Amended Budget = \$0.25 million
- 2027 Budget = \$0.14 million

Storm Water Master Plan

9 High-Priority Projects:

Mount Herman Rd bridge rehabilitation / erosion repair	\$2,000,000
Pond/dam erosion program	\$3,500,000
Regional detention facility	\$7,500,000
Ex. RCP - Old Denver Rd culvert replacement	\$1,332,500
Ex. RCP - Old Denver Rd culvert replacement	\$650,000
Ex. CMP - Knollwood Dr crossing improvements	\$426,400
Ex. CMP Old Denver Rd culvert replacement	\$447,720
Regional detention – upstream of I-25	\$5,500,000
Ex. CMP - Willow Park Way culvert replacement	\$319,800

Conservation Trust Fund - Revenues

Designated for parks and open space

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:					
	Intergovernmental		\$95,050	\$ 96,280	\$96,280
	Investment Earning		1,459	1,500	11,000
	Total Revenue		\$96,510	\$ 97,780	\$ 107,280

Conservation Trust Fund - Expenditures

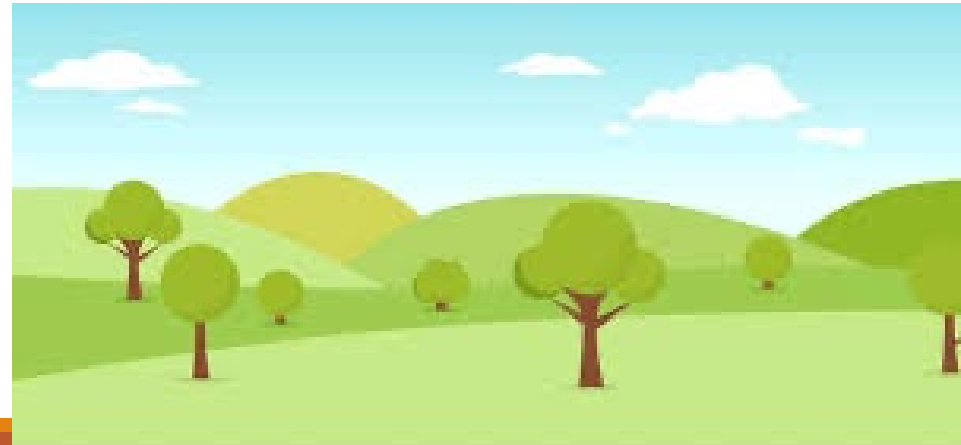
Designated for parks and open space

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Expenditures:					
	Parks & Plants		\$20,001	\$ 74,000	\$ 14,000
	Transfers Out		20,004	-	-
	Total Expenditures		\$40,005	\$ 74,000	\$ 14,000

Conservation Trust Fund

Designated for parks and open space

- Ending Fund Balance Restricted Reserve
 - 2025 Actual = \$0.23 million
 - Amended 2026 Budget = \$0.25 million
 - Preliminary 2027 Budget = \$0.34 million



Community Development Fund - Revenues

Designated for Economic Development

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:					
	Taxes		\$ -	\$ -	\$ -
	Intergovernmental		-	-	-
	Licenses & Permits		111,665	100,000	100,000
	Investment Earnings		1,842	2,000	11,500
	Other Revenue		15,411	10,000	10,000
	Transfers In		-	-	-
	Total Revenue		\$ 128,918	\$ 112,000	\$ 121,500

Community Development Fund - Expenses

Designated for Economic Development

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Expenditures:					
	Salaries/Wages		\$ 13,097	\$ 13,232	\$13,497
	Benefits		4,043	3,100	5,652
	Purchased Services		4,255	1,200	11,800
	Repairs & Maintenance		5,476	-	
	Supplies/Non-Capital Equipment		750	2,550	3,100
	Utilities		-	-	
	Economic Development, Marketing & Events		53,057	72,625	97,650
	Total Expenditures		\$80,677	\$ 92,707	\$ 131,699

Community Development Fund

Designated for Economic Development

Community events: concerts in the park, Independence Day, tree lighting, marketing

Ending Fund Balance Restricted Reserve

- 2025 Actual = \$0.23 million
- 2026 Amended Budget = \$0.25 million
- 2027 Preliminary Budget = \$0.24 million

Park Impact Fees -Revenues

Designated for new park design and planning

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:					
	User Charges/Fees		\$4,799	\$ 5,000	\$ 5,000
	Interest				9,500
	Other Revenue		125,981	349,000	0
	Total Revenue		\$130,780	\$ 354,000	\$ 14,500

Park Impact Fees – Expenditures

Designated for new park design and planning

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Expenditures:					
	Capital Outlay		\$205,560	\$ 549,000	\$ -
	Purchased Services		-		-
	Total Expenditures		\$205,560	\$ 549,000	\$ -

*Heart of Monument Park and Parking Lot

Park Impact Fees

Designated for new park design and planning



- Ending Fund Balance Restricted Reserve
 - 2025 Actual = \$0.29
 - Amended 2026 Budget = \$0.09
 - Preliminary 2027 Budget = \$0.1

Police Funds

2F Police Fund – Revenues

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

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:					
	Taxes**		\$1,867,047	\$ 1,880,000	\$ 1,946,170
	User Charges/Fees		-	-	-
	Investment Earnings		-	-	9,500
	Transfers In		-	-	-
	Total Revenue		\$ 1,867,047	\$ 1,880,000	\$ 1,955,670

2F Police Fund – Expenditures

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
		Expenditures:			
		Salaries/Wages	\$881,742	\$ 911,408	\$ 852,484
		Benefits	287,762	334,661	319,782
		Purchased Services	182,957	305,763	258,071
		Repairs & Maintenance	71,160	60,000	115,000
		Supplies/Non-Capital Equipment	263,209	409,174	360,438
		Utilities	4,767	5,376	5,775
		Capital Outlay	469,803	260,000	16,500
		Debt Service	38,379	-	-
		Contingency	-	-	-
		Transfers Out	400,000	-	-
		Total Expenditures	\$ 2,599,779	\$ 2,286,382	\$ 1,928,050

2F Police Fund

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

Ending Fund Balance Restricted Reserve

- 2025 Actual = \$.57 million
- 2026 Amended Budget = \$.16 million
- 2027 Preliminary Budget = \$.2 million

Police Impact Fees - Revenues

Designated for public safety capital expenses related to growth

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:					
	Intergovernmental		-	-	\$1,155,000
	Investment Earning		-	-	10,000
	Total Revenue		-	-	\$ 1,165,000

Police Impact Fees - Expenditures

Designated for public safety capital expenses related to growth

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Expenditures:					
	Capital-Vehicles		-	-	\$ 446,0000
	Capital-Other		-	-	18,000
	Capital - Equipment				60,000
	Total Expenditures		-	-	\$ 446,000

Water Enterprise Fund



Water Fund - Revenue

Designated for Water System Expenses ONLY

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:					
	Taxes		\$-	\$ -	\$ -
	Intergovernmental		-	-	-
	User Charges/Fees		2,840,898	2,668,000	2,925,000
	Investment Earnings		70,658	100,000	109,500
	Other Revenue		161,581	515,000	-
	Transfers In (from 2A for Bond pymt)		1,274,400	1,272,000	1,273,800
	Total Revenue		\$ 4,347,537	\$ 4,555,000	\$ 4,308,300

Water Fund - Expenses

Designated for Water System Expenses ONLY

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Expenditures:					
	Salaries/Wages		\$652,412	\$596,414	\$ 696,804
	Benefits		276,016	265,648	317,274
	Purchased Services		479,877	528,233	338,554
	Repairs & Maintenance		203,564	939,555	475,000
	Supplies/Non-Capital Equipment		76,749	81,800	96,550
	Utilities		277,589	324,218	321,000
	Capital Outlay		1,467,497	950,000	522,000
	Debt Service		618,730	1,272,000	1,273,800
	Transfers Out (to GF)		1,052,854	1,052,854	1,082,334
	Total Expenditures		\$5,105,287	\$6,010,722	\$ 5,123,316

Water Fund

Designated for Water System Expenses ONLY

Highlights

- Value and pipeline replacement - \$300,000
- Booster Station upgrade - \$40,000
- \$20,000 tandem truck
- \$100,000 – PRV rebuild
- \$100,000 – Interconnect 2 million gallon tank



Water Fund

Designated for Water System Expenses ONLY

Unfunded Needs

- ❖ Combining Water IT system
- ❖ Cybersecurity
- ❖ Water reuse project design and capital costs
- ❖ Water collaborations
- ❖ Water Master Plan identified projects



Water Fund

Designated for Water System Expenses ONLY

Ending Fund Balance for Restricted Reserve

- 2025 Actual = \$21.53 million
- 2026 Amended Budget \$10.07 million (moved \$10M to new Water Impact Fee fund)
- 2027 Preliminary \$9.26 million



2A Fund - Revenue

Designated for Water & Vertical Infrastructure Expenses ONLY

			2025 Audit Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:					
	Taxes		\$ 2,826,711	\$ 2,805,000	\$2,917,100
	Investment Earnings		185,474	100,000	380,500
	Other Revenue				
	Transfers In		-	-	-
	Total Revenue		\$3,012,185	\$ 2,905,000	\$ 3,297,600

2A Fund - Expenditures

Designated for Water & Vertical Infrastructure Expenses ONLY

		2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Expenditures:				
Salaries/Wages		\$ -	\$ -	\$ -
Benefits		-	-	-
Purchased Services		353,509	1,025,000	1,275,000
Repairs & Maintenance		-	-	-
Supplies/Non-Capital Equipment		9,995	8,750	8,360
Capital Outlay		346,780	7,550,000	2,300,000
Debt Service		-	-	-
COP bond pymt (xfer to water fund)		1,274,400	1,272,000	1,273,800
Transfers Out				
Other		-	-	-
Total Expenditures		\$ 1,984,684	\$ 9,855,750	\$ 4,857,160

2A Fund

Designated for Water and Vertical Infrastructure Expenses ONLY

Highlights

- \$300,000 new water tank transmission
- \$1 million future water projects
- \$2.0 million renewable water
- \$1,272,000 annual bond payment



2A Fund

Designated for Water and Vertical Infrastructure Expenses
ONLY

Ending Fund Balance Restricted Reserve

- 2025 Actual = \$10.6 million
- 2026 Amended Budget = \$3.6 million
- 2027 Preliminary Budget = \$2.1 million



Water Impact Fee Fund

Designated for Water System Expansion
Expenses ONLY

Beginning balance established using \$10 million
from prior years water impact/tap fees

Water Impact Fees - Revenues

Designated for public safety capital expenses related to growth

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Revenue:					
	Water Impact Fees		-	-	\$357,000
	Investment Earning		-	-	266,000
	Total Revenue		-	-	\$ 623,000

Water Impact Fees – Expenses

Designated for public safety capital expenses related to growth

			2025 Audited Actuals	2026 Amended Budget	2027 Preliminary Budget
Expenses:					
	Water Rights		-	-	\$5,000,000
			-	-	
	Total Expenses		-	-	\$ 5,000,000

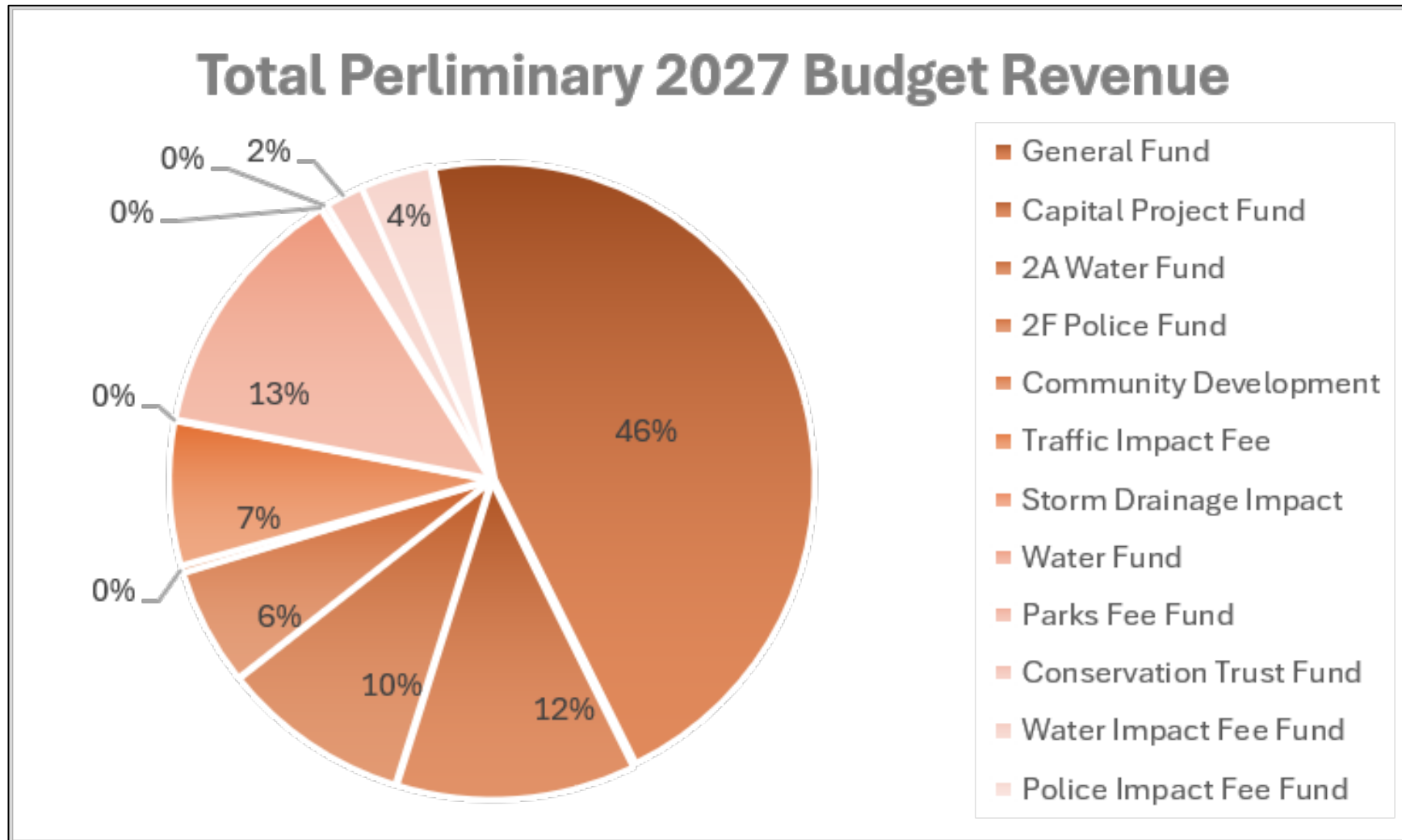
Water Impact Fee Fund

Designated for public safety capital expenses related to growth

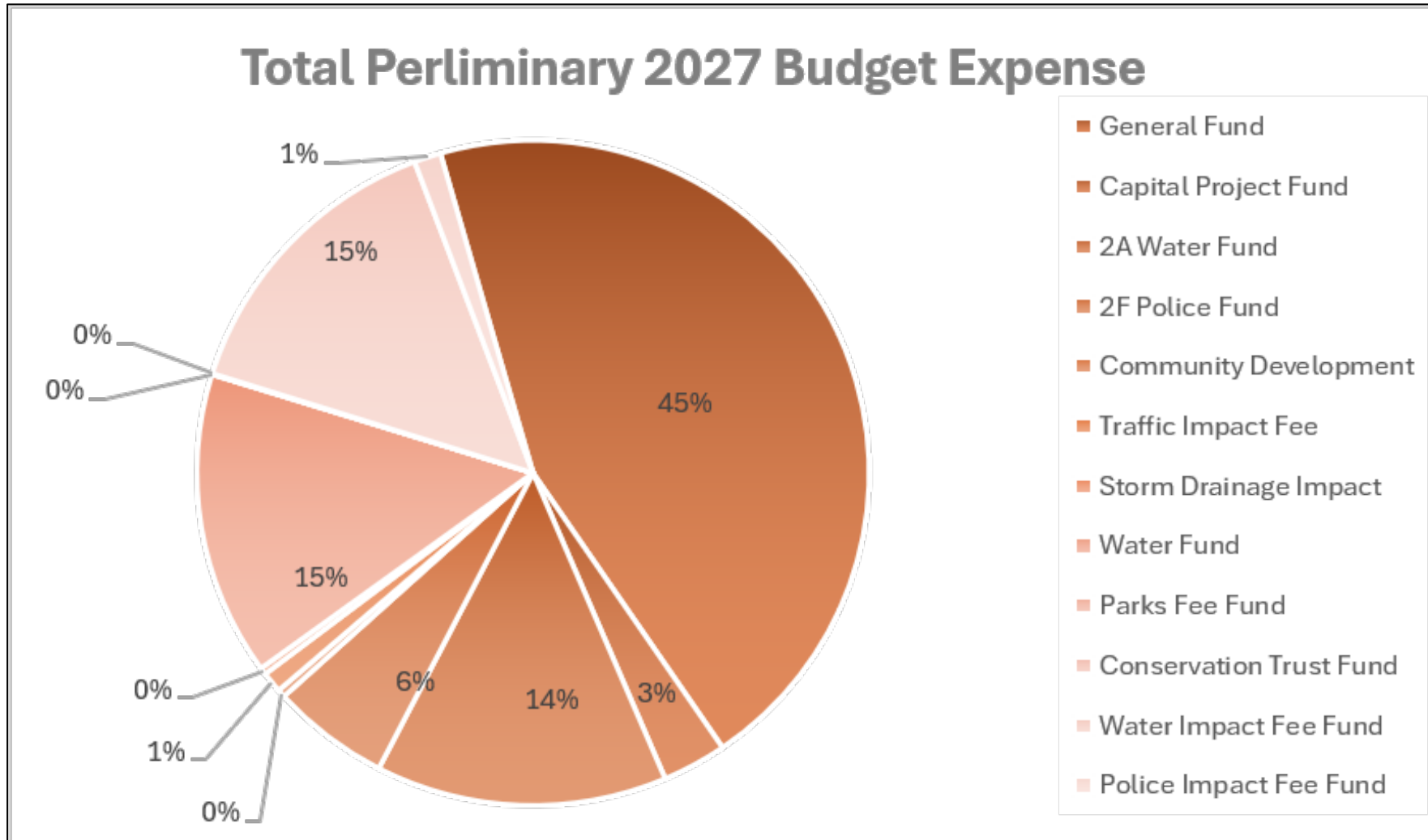
Ending Fund Balance Restricted Reserve

- 2025 Actual = \$0
- 2026 Amended Budget = \$10 million
- 2027 Preliminary Budget = \$5.6 million

Total Preliminary 2027 Budget - Revenues = \$32.65 million



Total Preliminary 2027 Budget – Expenditures = \$34.64 million



Capital Improvement Plan

What is a Capital Improvement Plan?

- **Executive Summary** – Overview of completed projects from prior years and what to expect going forward.
- **Financial Summary** – Overview of revenue options and funds.
- **Total Project list** – Identify all projects in a five-year period.
- **All projects by Fund** – Each project will be identified on an individual page.
 - Each page will show, project description, project cost, yearly budget amount, year of completion, funding, justification, a map of the location, and a graphic if applicable.

What to expect going forward?

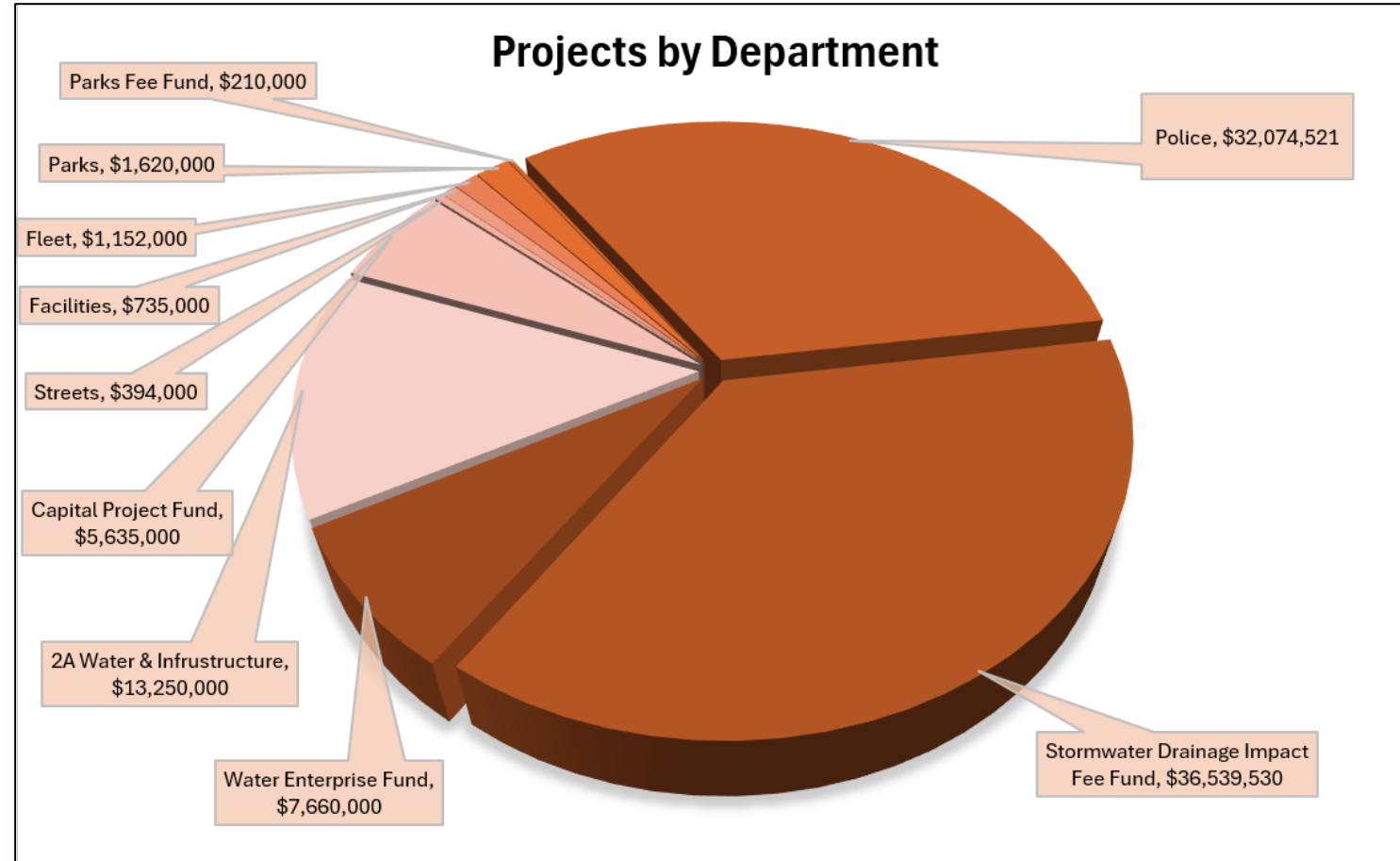
- This is a living document, to complement the budget process each year and to be transparent with current and future projects or needs.

Capital Improvement Plan

Total Cost of Projects 2027 – 2031:
\$99,270,051

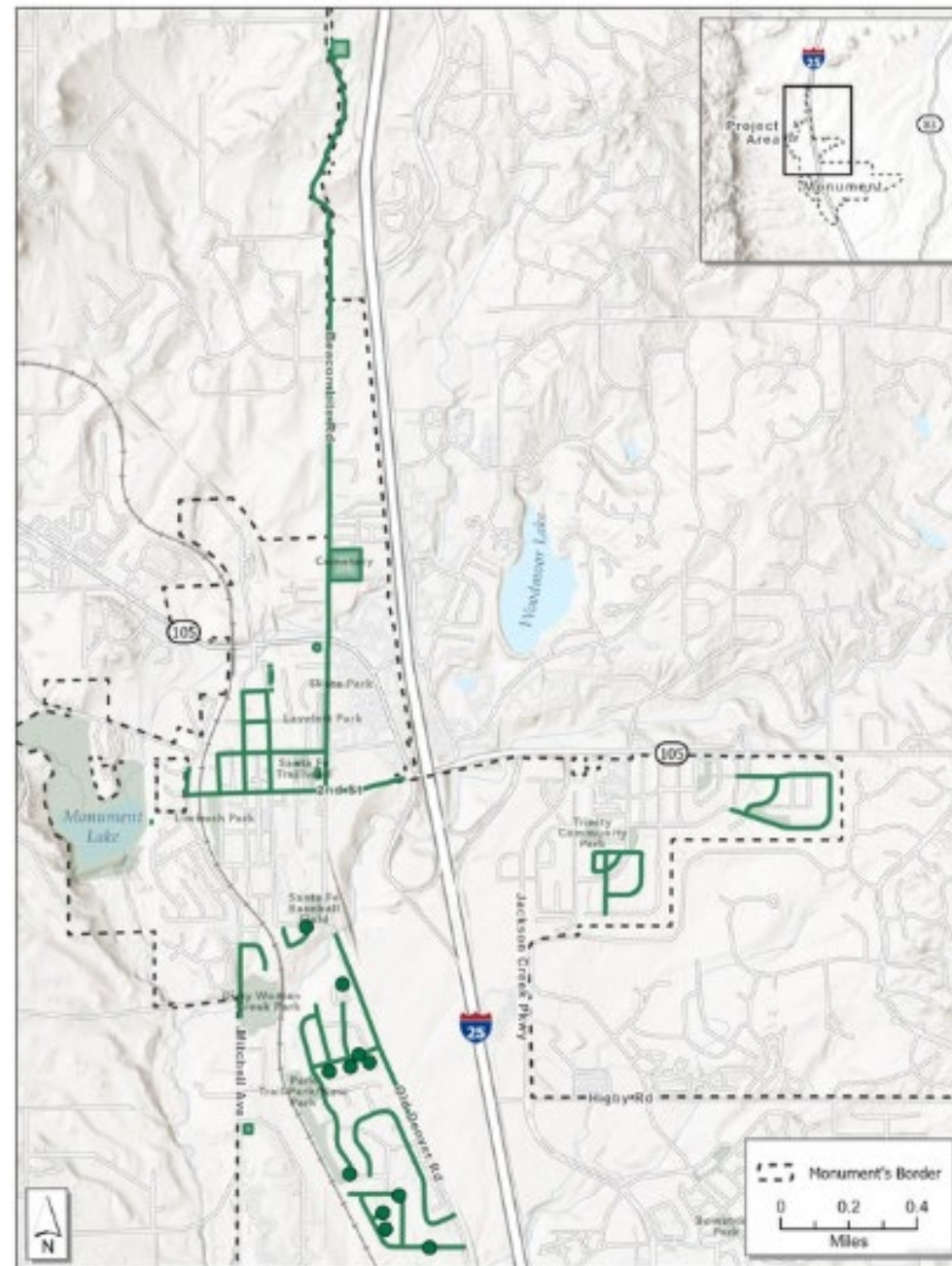
2A Water & Infrastructure	\$13,250,000
Capital Project Fund	\$5,635,000
Streets	\$394,000
Facilities	\$735,000
Fleet	\$1,152,000
Parks	\$1,620,000
Parks Fee Fund	\$210,000
Police	\$32,074,521
Stormwater Drainage Impact Fee Fund	\$36,539,530
Water Enterprise Fund	\$7,660,000

144 Projects Identified



Capital Improvement Plan

All Projects 2027-2031



Capital Improvement Plan

Concrete Program 2027

Project Description:

ADA Ramps, Curb, Gutter, Concrete			
Total Project Cost:	\$	500,000.00	
Previously Spent:	\$		Total 2026 Budget: \$ -
5-Year CIP Funding Estimate:	\$	500,000.00	Developer Contributions \$

Project Schedule Estimate:	2026	2027	2028	2029	2030	2031	Future
Scoping							
Design							
Construction		\$ 500,000.00					
Property Acquisition							

2026

Funding Source:

Town Funded	\$	-
	\$	
	\$	
	\$	
TOTAL FOR 2026	\$	-

Project Cost:

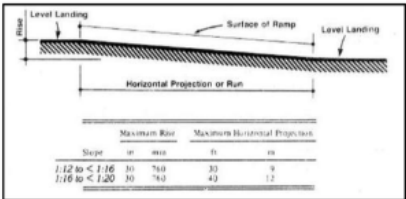
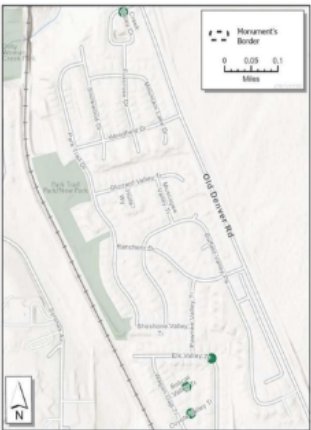
ADA ramps and C&G	\$	
	\$	
	\$	
	\$	
TOTAL FOR 2026	\$	-

Location:

ADA ramps and C&G on Creek Valley Cir, Elk Valley Trail, Wagon Gap Trail, Bobcat Valley Ct, Coyote Valley Ct

Project Justification:

Replacement of Concrete



Capital Improvement Plan

SP-7 Dump Truck

Project Description:							
Replace trucks							
Total Project Cost:	\$	125,000.00	Total 2026 Budget:		\$ -		
Previously Spent:	\$		Developer Contributions		\$		
5-Year CIP Funding Estimate:	\$	125,000.00					

Project Schedule Estimate:	2026	2027	2028	2029	2030	2031	Future
Scoping							
Design							
Construction							
Asset Acquisition		\$ 125,000.00					

2026							
Funding Source:				Project Cost:			
Town Funded	\$	-			\$	-	
	\$				\$		
	\$				\$		
	\$				\$		
TOTAL FOR 2026	\$	-			TOTAL FOR 2026	\$	-

Location:	
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Project Justification:
End of life



Council Consideration of Budget Options

- Fund Emergency Fund
- Fund Economic Stabilization Fund
- Fund Priority Storm Drain Projects
- Direct Traffic Impact Fees towards southbound lanes of Jackson Creek Parkway Southbound Lanes
- Employee compensation - 1% increase = \$100,000
- 2% increase = \$200,000
- Fund additional police officer positions?
- Other priorities?

General Fund – Long Range Financial Forecast

	2026 Budget	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast
Total Revenue - General Fund	15,973,828	14,950,916	15,381,172	15,706,778	16,051,668	16,404,520
Total Expenses - General Fund	15,089,425	15,557,442	16,578,315	16,678,999	17,341,331	18,320,549
Revenue - Expense	884,403	-606,526	-1,197,142	-972,222	-1,289,662	-1,916,029
Cumulative Balance						
Beginning Fund Balance (PY)	\$ 9,407,734.00	\$ 10,292,137.00	\$ 9,685,610.68	\$ 8,488,468.35	\$ 7,516,246.68	\$ 6,226,584.34
Change in Fund Balance	\$ 884,403.00	\$ (606,526.32)	\$ (1,197,142.33)	\$ (972,221.67)	\$ (1,289,662.34)	\$ (1,916,029.40)
Asset Relacement Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 10,292,137.00	\$ 9,685,610.68	\$ 8,488,468.35	\$ 7,516,246.68	\$ 6,226,584.34	\$ 4,310,554.95
Less Reserves/Designations:						
TABOR Reserve	\$ 620,000.00	\$ 620,000.00	\$ 620,000.00	\$ 620,000.00	\$ 620,000.00	\$ 620,000.00
Asset Replacement Reserve	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
Unreserved Fund Balance	\$ 9,672,137.00	\$ 9,065,610.68	\$ 7,868,468.35	\$ 6,896,246.68	\$ 5,606,584.34	\$ 3,690,554.95
Minimum % Required = 20%	64.10%	58.27%	47.46%	41.35%	32.33%	20.14%

Next Steps

- Update budget to include Council direction
- Present Draft 2027 Budget and 2027-2031 Capital Improvement Plan to Town Council on September 21, 2026
- Present Final Draft 2027 Budget to Town Council November 2, 2026
- Town Council to Adopt 2027 Final Proposed Budget on December 7, 2026



TOWN OF MONUMENT COUNCIL MEMORANDUM

TO: Mayor and Town Council

FROM: Jennifer Phillips, Finance Director/Interim Public Works Director

DATE: August 17, 2026

SUBJECT: Adoption of Fee Schedule

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.

BACKGROUND

The Town issued a Request for Proposals (RFP) for a Cost Allocation Plan and Fee Study on April 9, 2025. Following staff review of the proposals submitted, the Town Council approved a contract with Willdan Financial Services. The purpose was to conduct a cost allocation plan, which was completed during 2025, and a fee study to establish an updated fee schedule. A draft fee schedule was presented to the Town Council June 1, 2026. Council provided feedback to staff which has been incorporated into this final fee schedule.

DISCUSSION / ANALYSIS

The Town of Monument has not conducted in fee study for many years, which has resulted in stagnate and outdated fees being charged for the services provided by the Town.

Financial Policy 6 - Cost of Service and User Fees - 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.

Section 6.01 states that the Town may establish user fees and charges for certain services provided to users receiving a specific benefit.

Section 6.02 states that 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.

The fee study conducted by Willdan Financial Service analyzed the cost of services that the Town provides with the goal of:

- Developing rational basis for setting fees
- Identifying if the Town shall subsize any fee
- Ensuring fees are in compliance with State law
- Developing an updatable and comprehensive fee schedule
- Maintaining compliance with Town policies and goals

The fee study reviewed six of the Town's service areas:

- Administration
- Parks
- Police
- Court
- Planning
- Water

On August 3, 2026, Water Enterprise rates, fees and fines were presented to the Town Council and adopted by resolution. The new rates, fees and fines will be effective on September 1, 2026.

The purpose of the fee study is to determine the fully burdened rates for all services provided by the time. Fully burdened rates are comprised of:

- Salaries and benefits
- Operating costs applicable to fee operations
- Department support, supervision and administrative overhead
- Indirect Town-wide overhead costs
- Calculation of productive hours

Once the fully burdened rates were calculated, the consultant then worked with Town staff to identify the calculation of productive hours for each service provided. The attached fee schedule includes fees and fines charged by the Town.

The following is a summary of the fee changes being recommended. A copy of the existing fee schedule is included as Attachment 2.

Administration

- Increased ten (10) fees
- Reduced six (6) fees

- 30 fees remain unchanged

Court

- Increased five (5) fees
- Added seven (7) new fees

Parks and Recreation

- No changes

Police

- Increased three (3) fees
- Added two (2) new fees
- Eight (8) fees remain unchanged

Planning

- Increased 27 fees – 20% subsidy instead of full cost recovery
- Added two (2) new fees
- Eight (8) fees remain unchanged

FINANCIAL IMPACT

The fee study and fee schedule provide the recommended fees for services provided by the Town. It is important for the Town to offset the operational costs of providing services such as permits and business licenses. Fees charged for services shift the financial burden directly to the specific individuals, businesses and developers who utilize services.

COMMUNITY IMPACT

Use fees are charged to the individual, company or developer who directly benefit from the service being provided by the Town thereby, not placing the entire financial burden on general taxpayers who may not use the service.

RECOMMENDED ACTION

Staff recommend that the Town Council adopt Resolution No. 64-2026

Attachment 1 – Fee Schedule effective October 1, 2026

TOWN OF MONUMENT

RESOLUTION NO. 64- 2026

**A RESOLUTION APPROVING FEE INCREASES AND ADOPTING FEE SCHEDULE
EFFECTIVE OCTOBER 1, 2026**

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 supporting prudent financial planning, long-range forecasting, and responsible investment in order to maintain efficient, resilient, and high-quality municipal services for the benefit of the Monument community; and

WHEREAS, Financial Policy 6 - Cost of Service and User Fees – states that 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; and

WHEREAS, The Town of Monument and Wildan Financial Services have analyzed the services provided by the Town and calculated the fully burdened rate for each of these services; and

WHEREAS, the proposed updated fee schedule will increase financial sustainability for the operation, maintenance, growth and regulation of the Town’s services.

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

The Town council hereby approves the attached Fee Schedule, effective October 1, 2026, establishing fees for services provided by the Town.

**PASSED AND RESOLVED by the Town Council of the Town of Monument, El Paso
County, Colorado, this 17th day of August 2026 by a vote of _____ for and _____ against.**

TOWN OF MONUMENT

Mitch LaKind, Mayor

ATTEST:

Tina Erickson, Town Clerk

Attachment 1



Town of Monument Fee Schedule

Effective October 1, 2026

Administration Department Fees

A. LICENSES

Business Licenses		
Fee Type	Amount	Notes
Initial Application Fee	\$ 100	Fee is not prorated
Annual Renewal Fee	\$ 40	Fee is not prorated
Late Renewal Fee	\$ 20	Per month

Escort and Sexually-Oriented Licenses	
Fee Type	Amount
Escort Application Fee	\$ 500
Escort Bureau Application Fee	\$ 1,000
Escort Service Runner Application Fee	\$ 500
Sexually-Oriented Business Application Fee	\$ 600
Sexually-Oriented Business Annual License Fee	\$ 300
Sexually-Oriented Business Manager Registration Fee	\$ 250
Sexually-Oriented Business Transfer of Ownership Fee	\$ 600

Refuse Haulers License	
Fee Type	Amount
First Vehicle	\$ 25
Additional Vehicles	\$ 10

B. PERMITS

General Permits	
Fee Type	Amount
Solicitor's Permit Application Fee	\$ 85
Farmer's Market Permit Application Fee	\$ 110
Lake Use Permit Application Fee	\$ 350

Special Event Permits		
Fee Type	Amount	Notes
Special Event Permit Fee	\$ 185	
Special Event Permit Maintenance Fee	\$ 50	
Special Event Permit Service Fee	\$ 500	
Special Event Permit Security Fee	\$ 157	Per hour
Refuse Haulers License		

Fee Type	Amount
Daily Parking Fee at Monument Lake	\$ 5.25
Resident Annual Parking Permit	\$ 50

C. CEMETERY SERVICES

Burial Services		
Fee Type	Amount	Notes
Open/Close Fee for Full-Size Plot	\$ 729	No interments on Sundays or Holidays
Open/Close Fee on Saturdays	\$ 41	
Open/Close Fee in Cremation Garden	\$ 194	
Disinterment Fee	\$ 729	

D. NOTARY SERVICES

Notary Services	
Fee Type	Amount
Document Notarization for Citizens	\$ 5
Document Notarization for Town Employees/Senior Citizens	No Charge

E. PAYMENT PROCESSING

Payment Processing Services		
Fee Type	Amount	Notes
Returned Check Fee	\$ 25	Per Check
EFT Web Transaction Fee	\$ 0.74	Per Transaction
EFT Returned Item Basic Fee	\$ 7	Per Item
EFT Return NSF of Account Closed Fee	\$ 14	Per Item
EFT Return Stop Payment or Charge Back Fee	\$ 30	Per Item
Credit/Debit Web Transaction Fee	\$ 0.74	Per Transaction
Bank Bill Pay Transaction Fee	\$ 0.25	Per Transaction

F. FRANCHISE AGREEMENTS

Franchise Fees		
Fee Type	Amount	Notes
Recordation Fee	\$ ---	To Be Charged at Time of Resolution
Publication Fee	\$ ---	To Be Charged at Time of Resolution

PUBLIC RECORDS

Public Records Services		
Fee Type	Amount	Notes
Standard Copy (8.5"x11" Black & White)	\$ 0.25	Per Page
Non-Standard Copy	\$ ---	Actual Cost
Color Copy	\$ 2	Per Page
Certified Copy	\$ 2	Per Page
Research and Retrieval	\$ 41.37	Per Hour (After 1 st Hour)
Manipulation	\$ ---	Actual Cost
Transmittal	\$ ---	Actual Cost
Audio/Video Recording	\$ 15	
Faxes	\$ 0.50	Per Page (10 Page Minimum)
Third-Party Documents	\$ ---	Actual Cost

Planning Department Fees

A. ZONING

Zoning Fees*	
Fee Type	Amount
Annexation (10 acres or less)	\$ 5,725
Annexation (greater than 10 acres)	\$ 9,142
Conditional Use	\$ 7300
Master Sign Plan	\$ 2699
Planned Unit Development, Final	\$ 7,624
Planned Unit Development, Preliminary (5 acres or less)	\$ 6,100
Planned Unit Development, Preliminary (greater than 5 acres)	\$ 9171
Preapplication Conference	\$ 368
Rezoning	\$ 2,899
Site Plan (5 acres or less)	\$ 6,599
Site Plan (greater than 5 acres)	\$ 9,142
Site Plan Amendment	\$ 2,200
Sketch Plan	\$ 3,260
Temporary Use	\$ 398
Traffic Control Plan (only)	\$ 818
Variance/Appeal	\$ 4,368
Zoning Verification Letter	\$ 45
* Review Fees: The first two review cycles are included in the base application fee. Any additional Planning Department reviews beyond the second review will be charged at \$128 per review. Engineering reviews beyond the second review will be billed at the actual consultant cost incurred, plus an administrative processing fee. Any other consultant costs, including legal, associated with a zoning application will be subject to reimbursement per Chapter 18 Land Development Code.	

B. LAND DEVELOPMENT & CONSTRUCTION

Construction Permits*		
Fee Type	Amount	Notes
Commercial (per acer)	\$ 937	Plus 2% use tax
Commercial/Mult-Family (per unit)	\$ 537	Plus 2% use tax
Demolition Permit	\$ 438	
Fence Permit, Non-Residential	\$ 186	Plus 2% use tax
Fence Permit, Residential	\$ 65	Plus 2% use tax
Floodplain Development Permit	\$1,824	Plus 2% use tax
Industrial (per acres)	\$ 837	Plus 2% use tax
Residential, Addition	\$ 777	Plus 2% use tax
Residential, New (per lot)	\$ 6,017	Plus 2% use tax
REVOCABLE Permit for Sandwich Sign	\$ 65	Plus 2% use tax
Sign Permit, Permanent	\$ 203	Plus 2% use tax
Sign Permit, Temporary	\$ 65	Plus 2% use tax
Right of Way permit		Plus 2% use tax
*Monument construction new builds (residential and commercial) will utilize a combined permit to include sidewalks, landscaping and fences related to that property. All related fees will be included on one permit for ease of payment.		
*There are no fees for existing fences that need to be replaced or repaired.		

C. SUBDIVISION

Subdivision Fees	
Fee Type	Amount
Plat, Preliminary	\$ 4,363
Plat, Final	\$ 4,351
Plat, Minor Amendment or Replat	\$ 3,820
Plat, Major Amendment	\$ 3,940
Plat, Right-Of-Way or Easement of Vacation, Sketch Plan	\$ 3,020
*Applicants will be charged for any outside engineering fees	

D. COMMERCIAL MOBILE RADIO SERVICE

CMRS Facility Fees	
Fee Type	Amount
Building, Structure, Or Roof-Mounted, Freestanding *	\$ 5,000
Small Cell, Microcell Facility, or Small Cell Network **	\$ 100
*For non-recurring fees, including a single up-front application that includes up to five small cell facilities, with an additional \$100 for each small cell facility beyond five, or \$1,000 for non-recurring fees for a new pole (i.e., not a collocation) intended to support one or more small cell facilities.	

**Per small cell facility per year for all recurring fees, including any right of way access fee or fee for attachment to town-owned structures in the right of way.

E. FEES-IN-LIEU

Fees-In-Lieu of Park Land Dedication	
1. Pro-rated using the average value of land in the town, plus,	
2. Cost per acre of constructing the improvements for that type of facility	
*Such fees may be updated from time to time to reflect current market land values and costs of the improvements and shall be adopted by resolution and included in the town's fee schedule.	
*Average value of land in the town at \$83,160 per acre.	
*Cost per acre of constructing improvements as documented in the town of monument parks, trails, and open space master plan (see monument municipal code § 18.02.350, 18.02.330(B), and 18.02.330(D))	

Fees-In-Lieu of School Land Dedication		
Fee Type	Amount	Notes
Single Family Dwelling	\$ 2,217.84	Per Unit
Single Family Attached	\$ 1,412.82	Per Unit
Multi Family / Other	\$ 992.39	Per Unit

Fees-In-Lieu of Water Rights	
\$30,000 Per Acre Foot	
Limited To 10% Of the Total Water Demanded at Full Buildout.	

F. NEW BUILD SITE DEVELOPMENT AND INFRASTRUCTURE INSPECTION FEES

New Build Site Development and Infrastructure Inspection Fees		
Fee Type	Amount	Notes
Site Preparation, Grading, & Stormwater Drainage Fee	\$ 150	0-5 Acres
Site Preparation, Grading, & Stormwater Drainage Fee	\$ 350	6-50 Acres
Site Preparation, Grading, & Stormwater Drainage Fee	\$ 1,000	Over 50 Acres
Potable Water Distribution System, Sanitary Sewer Collection, & Transmission Systems Fee	\$ 250	0-499 Linear Feet
Potable Water Distribution System, Sanitary Sewer Collection, & Transmission Systems Fee	\$ 1,000	500-2,500 Linear Feet
Potable Water Distribution System, Sanitary Sewer Collection, & Transmission Systems Fee	\$ 2,000	Over 2,500 Linear Feet
Pavement (Impervious Surfaces) Fee	\$ 150	0-4,999 Ft ²
Pavement (Impervious Surfaces) Fee	\$ 600	5,000-25,000 Ft ²
Pavement (Impervious Surfaces) Fee	\$ 1,200	Over 25,000 Ft ²
Curbing or Sidewalk, Irrigation Fee	\$ 150	0-1,000 Linear Feet
Curbing or Sidewalk, Irrigation Fee	\$ 500	Over 1,000 Linear Feet
Landscaping	\$ 50	Per Lot
Dust Control	\$ 50	Disturbed Area >1 Acre
Tree Removal (Commercial and Residential New Build/Development Only)	\$ 25	Per Mature Tree

Final Inspection Fees	
Property Size	Amount
0-5 Acres	\$125
6-50 Acres	\$ 350
Over 50 Acres	\$ 600

Working Within Town Right-Of-Way Fees		
Fee Type	Amount	Notes
Road Cuts & Restoration	\$ 200	Per Lane (Omitted Bond)
Jack & Bore	\$ 125	Per Lane
Maintenance of Traffic	\$ 100	Per Application
*Acceptance of road restoration shall include submittal of subsurface density tests and/or engineer's certification that backfill has been properly compacted and asphalt has been properly installed to meet all applicable standards. *A maintenance of traffic plan is required for any work done within a town right-of-way. The plan must be submitted by a person or entity qualified to prepare such a plan. Work within the right-of-way may not commence until the plan and the installation are approved by the town.		

G. OTHER

Planning Fees	
Fee Type	Amount
Annexation (10 Acres or Less)	\$ 5,125
Annexation (Over 10 Acres)	\$ 6,009
Sign Permit (Permanent)	\$ 203
Sign Permit (Temporary)	\$ 59
Pre-Application Meeting	\$ 368
Additional Review Fee (After 2 Reviews)	\$ 128

Park Reservation Fees

A. PARK RESERVATIONS

Dirty Woman Creek Park (304 Mitchell Ave.) Fees	
Pavillion And Grill on North Side of the Pavillion	
Fee Type	Amount
Use Fee (First 4 Hours)	\$ 30
Use Fee (Each Additional Hour)	\$ 15
Required Non-Refundable Maintenance Fee	\$ 50
Required Refundable Damage Deposit	\$ 100
Sports Field (Bring Your Own Equipment)	
Fee Type	Amount
Use Fee (First 4 Hours)	\$ 30
Use Fee (Each Additional Hour)	\$ 15
Required Non-Refundable Maintenance Fee	\$ 50
Required Refundable Damage Deposit	\$ 100

Santa Fe Baseball Fields (99 Santa Fe Ave.) Fees	
North and South Fields (Per Field)	
Fee Type	Amount
Use Fee (First 4 Hours)	\$ 30
Use Fee (Each Additional Hour)	\$ 15
Required Non-Refundable Maintenance Fee	\$ 50
Required Refundable Damage Deposit	\$ 100

Police Department Fees

A. POLICE RECORDS

Police Records	
Fee Type	Amount
Local Background Checks	\$ 95
Sex Offender Initial Registration	\$ 120
Sex Offender Annual Registration	\$ 120
VIN Verifications	\$ 20
Premise History	\$ 95
Crime Analysis/Statistics	\$ 95
Notary	\$ 5
Copy of Summons	\$ 95

Criminal Justice Records Request	
Fee Type	Amount
Case Report	\$ 95
Additional Documents	\$ 9
Body Worn Camera (BWC)	\$ 95
BWC Retrieval and Redactions	\$ 95
Open Records	
Fee Type	Amount
Record Request	\$ 37

Court Fees

A. COURT

Court Fees	
Fee Type	Amount
Court Cost	\$ 75
Revocation/Default Judgements	\$ 50
Deferred Sentence Fee	\$ 50
Bench Warrant	\$ 130
Contempt Charge	\$ 90
Surcharge	\$ 30
Late Fee	\$ 50
Payment Plan	\$ 25
Show Cause Order for FTA	\$ 50
Certified Copy of Municipal Records	\$ 15
Copy of Citation	\$ 5

Impact Fees

A. DRAINAGE IMPACT

Drainage Impact Fees by Basin Name and Number	
Fee Type	Amount
Crystal Creek (Fomo5300)	\$ 18,350
Dirty Woman Creek (Fomo5200)	\$ 18,350
Monument Branch (Fomo03800)	\$ 18,350
Jackson Creek (Fomo4400)	\$ 7,263
Palmer Lake (Fomo5400)	\$ 12,717
Teachout Creek (Fomo4800)	\$ 5,044
Monument Rock (Fomo4800)	\$ 7,953
Beaver Creek (Fomo4600)	\$ 10,970

B. POLICE IMPACT

Police Impact Fees		
Fee Type	Amount	Notes
Single Family Dwelling	\$ 799	Per Unit Dwelling
Single Family Attached	\$ 576	Per Unit Dwelling
Multi Family	\$ 455	Per Unit Dwelling
Non-Residential Retail	\$ 659	Commercial Fee Per 1,000 Sf GFA
Non-Residential Office	\$ 361	Commercial Fee Per 1,000 Sf GFA
Non-Residential Industrial	\$ 171	Commercial Fee Per 1,000 Sf GFA

C. TRAFFIC IMPACT

Traffic Impact Fees		
Fee Type	Amount	Notes
Single Family	\$ 707	Per Unit Dwelling
Multi Family	\$ 457	Per Unit Dwelling
Non-Residential Industrial	\$ 515	Commercial Fee Per 1,000 Sf GFA
Non-Residential Office	\$ 1,186	Commercial Fee Per 1,000 Sf GFA
Non-Residential Retail High Trip	\$ 4,418	Commercial Fee Per 1,000 Sf GFA
Non-Residential Retail Low Trip	\$ 2,165	Commercial Fee Per 1,000 Sf GFA

D. WATER IMPACT

Water Impact Fees		
Water Service Size (Inches)	Domestic (Potable) Water – Indoor Use or Combined Indoor/Outdoor Use	Irrigation Only
$\frac{3}{4}$ Typical SFE	\$ 23,080	\$ 23,080
1	\$ 41, 030	\$ 41,030
1 $\frac{1}{2}$	\$ 92, 320	\$ 92,320
2	\$ 123,090	\$ 180,650
3	\$ 276,960	\$ 369,280
4	\$ 492,730	\$ 656,500
Multi-Family Units – Indoor Consumption Only, With Separate Irrigation Service		
$\frac{3}{4}$ MFU	\$ 14,000	

TOWN OF MONUMENT FEE SCHEDULE - ATTACHMENT 2

REVISED 05/18/2026

I. ADMINISTRATION DEPARTMENT FEES

A. LICENSES AND PERMITS

Business Licenses

Initial Application Fee, Annual Renewal Fee	\$75	Fee is not prorated
Late Renewal Fee, Duplicate License Fee	\$10	Per month
Solicitor's License Application Fee	\$10	
Escort Bureau Application Fee	\$1,000	Non-refundable
Escort, Escort Service Runner Application Fee	\$500	Non-refundable
Refuse Hauler - First Vehicle	\$25	\$10/additional vehicle
Sexually-Oriented Business Application Fee, Transfer Ownership	\$600	Non-refundable
Sexually-Oriented Business Annual License Fee	\$300	
Sexually-Oriented Business Manager Registration Fee	\$250	

Permits

Farmer's Market App. Fee, Annual Renewal Fee	\$200	
Lake Use Application Fee	\$350	
Special Event Permit Application Fee	\$100	Waived for non-profits
Special Event Permit Maintenance Fee	\$35	If applicable
Special Event Permit Service Fee	\$500	If temporary fencing required
Special Event Permit Security Fee	\$70/hr/officer	If applicable

Liquor Licenses and Special Event Liquor Permits

State fees: <https://sbg.colorado.gov/liquor>

Local fees: <https://www.townofmonument.org/163/Liquor-Licenses>

B. OTHER ADMINISTRATIVE FEES		
Cemetery Services		
Burial Rights Full Size Plot	\$800	
Burial Rights Cremation Garden	\$350	
Open/Close Fees Full Size Plot	\$350	
Open/Close Fees Cremation Garden	\$150	Cremation only
Disinterment Fee	\$750	
Notary Services		
Document Notarization	\$5	No charge for senior citizens
Payment Processing Fees		
EFT Web Transaction Fee	\$.74	Per transaction
EFT Returned Item Basic Fee	\$7	Per item
EFT Return NSF of Account Closed Fee	\$14	Per item
EFT Return Stop Payment or Charge Back Fee	\$30	Per item
Credit/Debit Card Web Transaction Fee	\$.74	Per transaction
Bank Bill Pay Transaction Fee	\$.25	Per transaction
Return Check Fee	\$25	Per check
C. PARK FEES		
Reservation Fees Per Reservable Facility: Dirty Woman Creek Pavillion & Grill, Dirty Woman Creek Sports Field, Santa Fe Trail Baseball Field North, Santa Fe Trail Baseball Field South		
Use Fee	\$50	First 4 hours
Use Fee	\$15	Each additional hr.
Maintenance Fee	\$35	Non-refundable
Damage Deposit	\$100	Refundable
Parking Permits: Required at Monument Lake and Overflow Parking Lots		
\$5.25 Per 24-Hour Period	Fees shall not be prorated	

D. PUBLIC RECORDS	
Type	Fee
Standard Copy (8.5"x11" Black & White)	\$.25 per page
Non-Standard Copy	Non-standard copies charged at actual cost of production
Color or Certified Copy	\$2 per page
Audio/Video Recordings	\$15 per recording
Faxes	\$.50 per page (10 page minimum)
Research and Retrieval	\$41.37 per hour (after the first hour)
Manipulation	Actual cost of manipulation (e.g., redaction costs, reformatting costs)
Transmittal	Actual cost of delivery (other than by electronic mail)
Third-Party Documents	Actual cost of production

II. PLANNING DEPARTMENT FEES

A. CONSTRUCTION PERMITS

Residential: New	\$150 + 2% use tax	
Residential: Addition	\$25 + 2% use tax	
Commercial/Multi Family	\$125 + 2% use tax	
*Residential Fence Permit	\$15 + 2% use tax	
Non-Residential Fence Permit	\$50 + 2% use tax	
Revocable Permit	\$25 + 2% use tax	
Revocable Permit for Sandwich Sign	No charge	
Sign Permit	\$100/permanent sign	\$15/temporary sign
Temporary Use Permit, Business Operating in a Parking Lot, or Demolition Permit	\$50	

Monument construction new builds (residential and commercial) will utilize a combined permit to include sidewalks, landscaping and fences related to that property. All related fees will be included on one permit for ease of payment. *There are no fees for existing fences that need to be replaced or repaired.

B. ENGINEERING REVIEW FEES - FEES APPLY TO REVIEW OF ENGINEERING PLANS	
Construction Documents (CD)	\$500 for internal review only
<i>Outside fees such as engineering and consultant fees may be billed directly, which replaces the retainer.</i>	
C. FEES-IN-LIEU OF PARK LAND DEDICATION	
1. Pro-rated using the average value of land in the Town, <i>plus</i> , 2. Cost per acre of constructing the improvements for that type of facility	
Such fee may be updated from time to time to reflect current market land values and costs of the improvements and shall be adopted by Resolution and included in the Town's fee schedule.	
- Average value of land in the Town at \$83,160 per acre - Cost per acre of constructing improvements as documented in the <i>Town of Monument Parks, Trails, and Open Space Master Plan</i> (see Monument Municipal Code § 18.02.350, 18.02.330(B), and 18.02.330(D))	
D. FEES-IN-LIEU OF SCHOOL LAND DEDICATION	
Unit Type	Fee Per Unit
Single-Family Detached	\$2,217.84
Townhouse/Duplex/Single-Family Attached	\$1,412.82
Multi-Family/Other	\$992.39
E. IMPACT FEES	
Drainage Impact Fees (2018 El Paso County Drainage Basin Fees)	
Basin Name and Number	Fee Per Impervious Acre
Crystal Creek (FOMO5300) Dirty Woman Creek (FOMO5200) Monument Branch (FOMO03800)	\$18,350
Jackson Creek (FOMO4400)	\$7,263
Palmer Lake (FOMO5400)	\$12,717
Teachout Creek (FOMO4800)	\$5,044
Monument Rock (FOMO4800)	\$7,953
Beaver Creek (FOMO4600)	\$10,970

Police Impact Fees	
Residential Fee Per Dwelling Unit	
Single Family Dwelling	\$799
Single Family Attached	\$576
Multi Family	\$455
Commercial Fee Per 1,000 sf GFA	
Non-Residential Retail	\$659
Non-Residential Office	\$361
Non-Residential Industrial	\$171
Traffic Impact Fees	
Residential Fee Per Dwelling Unit	
Single Family	\$707
Multi-Family	\$457
Commercial Fee Per 1,000 sf GFA	
Industrial	\$515
Office	\$1,186
Retail High Trip	\$4,418
Retail Low Trip	\$2,165
F. NEW BUILD SITE DEVELOPMENT & INFRASTRUCTURE INSPECTION FEES	
Site Preparation, Grading, & Stormwater Drainage	
0-5 Acres	\$150
6-50 Acres	\$350
Over 50 Acres	\$1,000

Potable Water Distribution Systems, Sanitary Sewer Collections, & Transmission Systems	
0-499 Linear Feet	\$250
500-2,500 Linear Feet	\$1,000
Over 2,500 Linear Feet	\$2,000
Pavement (Impervious Surface)	
0-4,999 Square Feet	\$150
5,000-25,000 Square Feet	\$600
Over 25,000 Square Feet	\$1,200
Curbing or Sidewalk, Irrigation	
0-1,000 Linear Feet	\$150
Over 1,000 Linear Feet	\$500
Landscaping	\$50 per lot
Dust Control - Disturbed Area > 1 Acre	\$50
Tree Removal - Commercial & Residential New Build/Development Only	\$25 per mature tree
Working Within Town Right-of-Way	
Road Cuts & Restoration	\$200 per lane (omitted bond)
Jack & Bore	\$125 per lane
Maintenance of Traffic	\$100 per application
Final Inspection	
0-5 Acres	\$125
6-50 Acres	\$350
Over 50 Acres	\$600

Outside fees such as engineering and consultant fees may be billed directly.

Note 1: Acceptance of road restoration shall include submittal of subsurface density tests and/or engineer's certification that backfill has been properly compacted and asphalt has been properly installed to meet all applicable standards.

Note 2: A Maintenance of Traffic Plan is required for any work done within a Town right-of-way. The plan must be submitted by a person or entity qualified to prepare such a plan. Work within the right-of-way may not commence until the plan and the installation are approved by the Town.

For any activity not in a listed category including but not limited to investigation fees, fee(s) due and payable pursuant to Chapter 17.09 of the Monument Municipal Code will be assessed at an hourly rate of \$50.

G. OTHER PLANNING FEES

Type	Fee
Zoning Variance: Non-Residential	\$1,000
Zoning Variance: Residential	\$500
Conditional Use	\$500 *
Annexation	\$2,000 if 10 acres or less / \$3,500 if over 10 acres
Pre-Application Meeting	No charge: \$1,000 retainer upon request for consultant review
Additional Review Fee (After 2 Reviews)	\$200: plus \$50/Hour (\$1,000 max. fee per review)
Additional Charges	\$50/hour for additional research (at staff discretion)

CMRS Facility Fees

Building, Structure or Roof-Mounted, or Freestanding	\$500 **
Small Cell, Microcell Facility, or Small Cell Network	\$270 ***

Applicants will be invoiced for any outside engineering fees. *There may be an additional \$3,000 application fee charged for requests with infrastructure issues; at Planning Department Staff discretion.**For non-recurring fees, including a single up-front application that includes up to five small cell facilities, with an additional \$100 for each small cell facility beyond five, or \$1,000 for non-recurring fees for a new pole (i.e., not a collocation) intended to support one or more small cell facilities.

***Per small cell facility per year for all recurring fees, including any right of way access fee or fee for attachment to Town-owned structures in the right of way.

Subdivision	Fee	Retainer/Deposit
Preliminary Plat *	\$3,000	\$2,000
Final Plat, Minor Plat, or Replat	\$1,500	\$2,500
Plat, Right-of-Way or Easement of Vacation, Sketch Plan, or Plat Amendment	\$1,000	N/A
Zoning	Fee	Retainer/Deposit
Preliminary PUD* or Site Plan	\$3,500 if 5 acres or less / \$5,000 if over 5 acres	Preliminary PUD - \$2,500 Site Plan - \$3000
Final PUD	\$3,000	\$3,000
PUD Major Amendment	\$2,000	\$2,000
PUD Minor Amendment or Rezoning	\$1,000	\$1,000
Zoning Letters	\$50	
Applicants will be invoiced for any outside engineering fees. *Preliminary/Final concurrent review charged as preliminary.		

III. POLICE DEPARTMENT FEES	
Service	Fee
Fingerprinting: Resident	\$10
Fingerprinting: Non-Resident	\$20
Crime Analysis	\$20/hour
Local Background Checks	\$5/hour
Sex Offender Initial Registration	\$30

IV. WATER DEPARTMENT FEES
A. FEES-IN-LIEU OF WATER RIGHTS
• \$30,000 per acre-foot • Limited to 10% of the total water demand at full buildout

B. IMPACT FEES				
Water Service Size (inches)		Domestic (Potable) Water – Indoor Use or Combined Indoor/Outdoor Use		Irrigation Only
3/4 Typical SFE		\$23,080		\$23,080
1		\$41,030		\$41,030
1 1/2		\$92,320		\$92,320
2		\$123,090		\$180,650
3		\$276,960		\$369,280
4		\$492,730		\$656,500
Multi-Family Units – Indoor Consumption Only, With Separate Irrigation Service				
3/4 (MFU)		\$14,000		
C. NEW TAP/LINE INSPECT, METER SET, & MONTHLY BASE RATE FEES				
Water Meter Installation and Monthly Base Rates				
Meter Size (Inches)	Installation Fee	Base Rate/Month	Base Rate/Month Outside Town’s Service Boundary	
3/4	\$470	\$31.85	\$47.78	
1	\$571	\$56.71	\$85.07	
1 1/2	\$987	\$127.43	\$191.15	
2	\$1,287	\$226.49	\$339.74	
3	*	\$509.68	\$764.52	
4	*	\$905.94	\$1,358.91	
Installation fees include meter, transponder, and installation by Town Staff. *Coordinate with the Water Dept.				
D. OTHER WATER DEPARTMENT FEES				

Item	Fee
Town Labor of Installation and Inspection	\$150
Meter Test (tested accurate)	\$125
After Hours/Weekend Trip Fee	\$40
Shut-Off Notice Fee (Effective Upon Issuing a Shut-Off Notice)	\$20
Construction Meter Deposit (\$2,900 Refundable)	\$3,000
Lien Fee	\$100

E. WATER NON-PAYMENT OR REQUESTED TURN OFF/TURN ON FEES

Item	Fee
First Time Shut-off	\$50 per incident
Second Time Shut-off (Within One Year From First Shut-off)	\$100 per incident
Third Time Shut-off (Within One Year From First Shut-off)	\$150 per incident
Late Payment Fees	\$12.50 per month

F. WATER RATES

All water sold by the Town shall be sold at the following rates.

1. Residential/Commercial, mobile-home parks, and multifamily units with residential billing status in the Town; excluding Triview and Village Center Metropolitan Districts:

Volumetric Rates Per Gallon by Use Type

Usage in Gallons	Residential/ Commercial	Residential/ Commercial Outside Town's Service Boundary	Bulk Water for Residential	Bulk Water for Commercial, Government, & Contractors
0 – 3,000g	\$0.013	\$0.020	\$0.016	\$0.030
3,001-6,000g	\$0.014	\$0.021	\$0.023	\$0.032
6,001-12,000g	\$0.015	\$0.023	\$0.025	\$0.034
12,001-24,000g	\$0.016	\$0.024	\$0.027	\$0.036
24,001g+	\$0.017	\$0.026	\$0.029	\$0.038

User Fee Study

August 17, 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
- Initial fee study results presented to Council on June 1, 2026
- Council provided direction on certain fee amounts
- Final Fee Study Report Complete
- Fee recommendations being presented for Council approval



Principal Goal of Study

- Developing rational basis for setting fees
- Identify if Town shall subsize any fee
- Ensuring fees are in compliance with State law
- Develop an undatable and comprehensive fee schedule
- Maintain compliance with Town policies and goals



Fees reviewed

- Administration
- Parks
- Police
- Court
- Planning
- Water – presented and approved on August 3, 2026



Determine Fully-Burdened Rates

- Salaries and Benefits
- Operating costs applicable to fee operations
- Department support, supervision and administration overhead
- Indirect Town-wide overhead costs
- Calculation of productive hours



Administration

- Increased 10 fees
- Reduced 6 fees
- 30 fees remain unchanged

Court

- Increased 5 fees
- Added 7 new fees

Parks and Recreation Fees

- No changes



Police

- Increased 3 fees
- Added 2 new fees
- 8 fees remain unchanged

Planning

- Increased 27 fees- 20% subsidy instead of full cost recovery
- Added 2 new fees
- 8 fees remain unchanged



Recommendation

- Staff recommend adoption of Resolution __-2026 adopting the Fee Schedule attached to the Resolution



Town of Monument, CO



User Fee Study

August 5, 2026



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Executive Summary

The Town of Monument engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the Town to support the various activities for which the Town charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identifies 100% full cost recovery for Town services and the recommended level of recovery as determined through discussion with departmental staff.

The reality of the local government fee environment is that significant increases to achieve 100% cost recovery can often not be feasible, desirable, or appropriate depending on policy direction —particularly in a single year. The recommended fees identified herein are either at or less than full cost recovery.



User Fee Background

Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole. As local governments struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefit. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Additional Policy Considerations

It is essential for municipalities to update their fee schedules to reflect the actual costs of certain public services that provide private benefits to users. User fees recover costs associated with the provision of specific services benefiting the user, thereby reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover support costs. Support costs are those indirect costs relating to a local government's central service departments and internal services funds that are reasonably allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the Town's Cost Allocation Plan.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the Town include an inflationary factor in the resolution adopting the fee schedule to allow the Town Commission, by resolution, to annually increase or decrease the fees.

The Town may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the Bureau of Labor Statistics employment cost index that has a specific series for state and local government workers. Since the primary factor for the cost of a Town's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can be suitable if there is a clear method, or current practice of obtaining said factor.

Each Town should use an inflator that they believe works best for their specific situation and needs. It is also recommended that the Town perform this internal review annually with a comprehensive review of services and fees performed every three to five years, which would include adding or removing fees for any new or eliminated programs/services, as well as updating the underlying cost and personnel data.

Study Objective

As the Town of Monument seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. These tools provide assurance that the Town has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the Town administration and its constituency. Given the limitations on raising revenue in local government, the Town recognizes that a User Fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a User Fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing Town services, including direct salaries and benefits of Town staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the Town to provide each service; however, each fee is set at the Town's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the Town determine the full cost of the services that the Town provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with Town policies and goals

The study results will help the Town better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the Town.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following Monument Town departments and fee groups:

- | | |
|------------------|------------|
| • Administration | • Police |
| • Parks | • Court |
| • Water | • Planning |

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.



Aim of the Report

The User Fee Study focused on the cost of Town services, as Town staff currently provides them at existing, known, or reasonably anticipated service and staff levels. This report provides a summary of the study results, and a general description of the approach and methods Willdan and Town staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide influential dissertation on the qualities of the utilized tools, techniques, or other approaches.



Project Approach and Methodology

Conceptual Approach

The basic concept of a User Fee Study is to determine the “reasonable cost” of each service provided by the Town for which it charges a user fee. The full cost of providing a service may not necessarily become the Town’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for Town personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits, but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

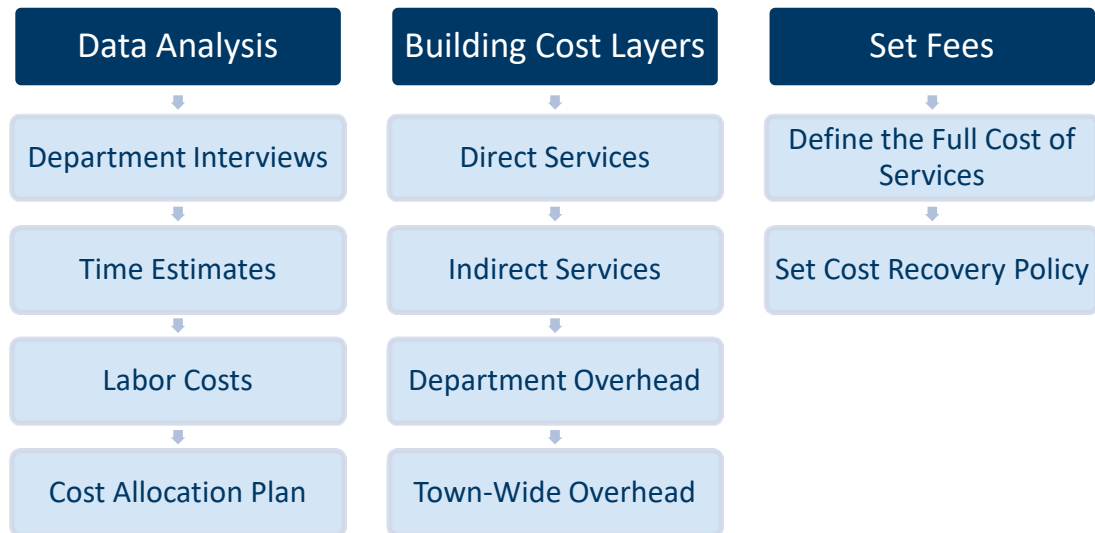
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Indirect Town-wide overhead costs

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, emergency leave, holidays, and other considerations, as necessary. Dividing the full cost by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate, to calculate a fee’s cost based on the personnel and the amount of their time that is involved in providing each service.

Summary Steps of the Study

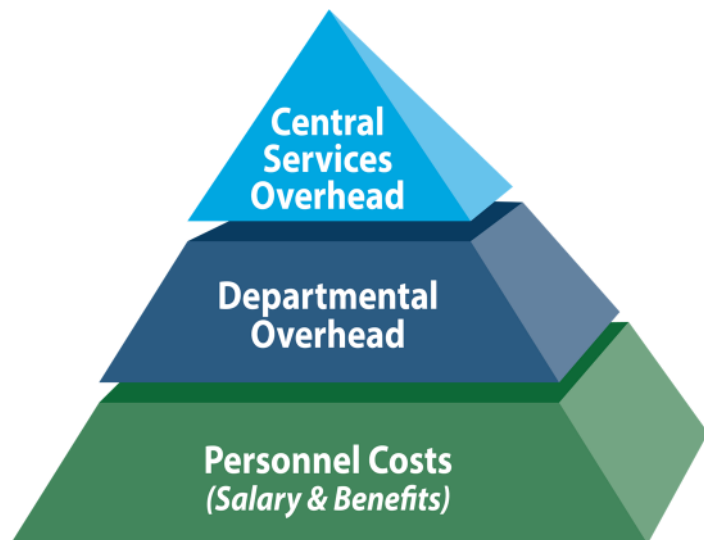
The methodology to evaluate most User Fee levels is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the Town's indirect overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies, materials, and department administration support that are necessary for the department to function.
- **Indirect Overhead:** These costs as provided from the Town's Cost Allocation Plan, represent services provided by those Central Services Departments whose primary function is to support other Town departments as well as the charges from the Internal Service funds of the Town.



Methodology

The two methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when Town staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with Town staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Programmatic Approach: In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit the programs' needs and goals. Typical programmatic approach cases are recreation fees and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for User Fee calculations include:

- Involvement of knowledgeable Town staff
- Clear instructions and guidance to Town staff
- Reasonableness tests and validation
- Normalcy/expectation ranges
- FTE balancing
- Internal and external reviews
- Cross-checking

Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:

- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
- Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated

- Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
- Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
 - Departmental overhead and administration costs
 - Administrative support costs
 - Indirect overhead from central service support
- Changes in processes and procedures within a department, or the Town as a whole

Town Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from Town staff, which contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

A User Fee Study requires significant involvement of the managers and line staff from the departments—on top of their existing workloads and competing priorities. The contributions from Town staff were critical to this study. We would like to express our appreciation to the Town and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.



Monument User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in [Appendix C](#). Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were predominately determined by Willdan and Town Staff through a time and materials survey conducted for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The Town's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time and materials survey used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The principal goal of this study was to identify the cost of Town services, to provide information to help the Town make informed decisions regarding the actual fee levels and charges. The responsibility to determine the final fee levels is a complicated task. Town staff must consider many issues in formulating recommendations, and the Town Council must consider those same issues and more in making the final decisions.

Town staff assumes the responsibility to develop specific fee level recommendations to present to the Town Council. Unfortunately, there are no hard and fast rules to guide the Town, since many of the considerations are based on the unique characteristics of the Town of Monument Town, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, many services fall into the range between these two extremes.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the Town.

It is recommended the Town consider such factors during its deliberations regarding appropriate fee levels.

Of course, subsidization can be an effective public policy tool since it can be used to reduce fees to encourage certain activities (such as compliance inspections to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can

be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without burdensome costs.

Despite the intent, it is important for the Town and public to understand that subsidies must be covered by another revenue source, such as the General Fund. Therefore, the general taxpayer will potentially help to fund private benefits, and/or other Town services will not receive funds that are otherwise directed to cover subsidies.

Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the Town. However, the level of the fees that would cause demand changes is largely unknown. The Cost of Service Study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the Town should consider the potential impacts of these issues when deciding on fee levels.

Summary

If the Town's principal goal of this study were to maximize revenues from user fees, Willdan would recommend setting user fees at 100% of the full cost identified in this study. However, we understand that revenue enhancement is not the only goal of a cost of service study, and sometimes full-cost recovery is not needed, desired, or appropriate. Other Town and departmental goals, Town Council priorities, policy initiatives, past experience, implementation issues, and other internal and external factors may influence staff recommendations and Town Council decisions. Town staff has reviewed the full costs and identified the "recommended fee levels" for consideration by Town Council. The attached appendices exhibit these unit fees individually.

The preceding sections provide background for each department or division and the results of this study's analysis of their fees. For the full list of each fee and their analysis, refer to **Appendix C** of this report.

Administration

The Administration Department provides essential internal and external support to ensure the effective and transparent operation of Town government. The department serves as the organizational hub for legislative administration, records management, communications, customer service, and special event coordination. Core responsibilities include preparing and publishing Town Council agendas, packets, and minutes; managing elections and candidate filings; maintaining and codifying the Municipal Code; processing liquor licenses, business licenses, special event permits, and cemetery interments; and responding to open records requests in compliance with state law. The department oversees the Town's records retention and modernization initiatives through the implementation of Laserfiche and ensures that all legislative actions, including ordinances, resolutions, and proclamations, are properly recorded and archived. In addition to its statutory and administrative functions, the department leads the Town's communications and community engagement efforts—producing public information materials, managing the website and social media platforms, and coordinating community events such as Concerts in the Park, Memorial Day, 4th of July, and the annual Tree Lighting. The Administration Department also supports organization-wide strategic planning and policy development, fostering efficiency, accountability, and collaboration across all departments. Through its work, the department advances the Town's commitment to exceptional customer service, open government, and operational excellence.

Analysis

Willdan individually reviewed the services associated with the Administration Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Administration services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are not in line with the cost of providing services. Staff have suggested reasonable fee adjustments to the fee schedule as detailed in [Appendix C](#). As a result, there would be:

- An increase for 10 fees;
- 6 fees would decrease;
- 30 fees would remain as currently set;
- The average fee change would be an increase of less than 1% for current fees, and;
- Most fees would be recovering full cost.



Parks Reservation Fees

The Parks and Open Space Department provides comprehensive planning services for parks, trails, open space and recreation facilities that directly benefit the citizens of Monument by enhancing quality of life, promoting a healthy community, supporting the local economy and protecting and enhancing the environment.

The Parks and Open Space Department provides recreational and educational opportunities by designing, renovating, constructing, and maintaining new parks, park facilities and trails for the citizens and visitors of Monument.

Analysis

Willdan individually reviewed the services associated with the Parks Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Park Reservations programs encompassed facility and field rentals. An overall program cost analysis for Parks Department was performed and determined that the department is currently operating at around 1% cost recovery including indirect support from central services of the Town. A time and cost analysis was also performed for the Required Non-Refundable Maintenance Fee to evaluate the direct staff effort associated with providing the service. The analysis determined that the current fee is not aligned with the City's cost of providing the service. Staff have suggested no fee adjustments to the fee schedule and to remain as currently set as detailed in [Appendix C](#).

Water

The Water Operations Division is responsible for the activities related to water well development and extraction, water treatment, water transportation systems and for the repair and maintenance of such facilities. Drinking water services include raw water development and treatment, treated storage, water distribution and water sales. This division is responsible for daily operations, maintenance, long-term asset management, infrastructure upgrades and expansions and all associated activities such as system planning, engineering and administration.

Analysis

Willdan individually reviewed the services associated with the Water Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Water services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most current fees are set below the full cost of providing services. Staff have suggested reasonable fee adjustments to the fee schedule as detailed in [Appendix C](#). As a result, there would be:

- 1 fee would decrease;
- 7 new fees would be added;
- 23 fees would remain as currently set;
- The average fee change would be a decrease of less than 1% for current fees, and;
- Most user fees for Water would retain subsidies under the suggested fees.



Police

The Monument Police Department is dedicated to maintaining the high quality of life the community enjoys and ensuring that the Town is a safe place to live, work, and visit.

Analysis

Willdan individually reviewed the services and programs associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Police services relied primarily upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town Central Services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing services. Staff have suggested increasing cost recovery of fees as detailed in [Appendix C](#). As a result, there would be:

- An increase to 3 fees;
- 2 new fees would be added;
- 8 fees would remain as currently set;
- the average estimated fee increase would be around 11% for current fees; and;
- Most fees would retain subsidies under the suggested fees.

Court

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

Analysis

Willdan individually reviewed the services and programs associated with the Court. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Court services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most fees are currently set below the full cost of providing the services. Staff have suggested increasing cost recovery of fees as detailed in [Appendix C](#). As a result, there would be:

- An increase for 5 fees;
- 7 new fees would be added;
- The average fee change would be an increase of 98% for current fees, and;
- Most fees would retain subsidies under the suggested fees.

Planning

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

Analysis

Willdan individually reviewed the services associated with the Planning Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Planning services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for Town central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most current fees are below the cost of providing services. Staff have suggested reasonable fee adjustments to the fee schedule as detailed in [Appendix C](#). As a result, there would be:

- An increase for 27 fees;
- 2 fees would decrease;
- 4 new fees would be added;
- 6 fees would remain as currently set;
- The average fee change would be an increase of 94% for current fees, and;
- The suggested fees would retain a subsidy of 20%.



Appendix A – Total Allowable Cost to be Recovered

Below are the total department costs for those departments included in the fee study. However, only a percentage of the total cost is realized as staff does not just work on services related to User Fees, but also works on an array of other Town functions during the operational hours of the Town. The amounts listed below will not reconcile to Town budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, passthrough contract costs, and any other costs that are charged directly to the service requestor.

Town of Monument - User Fee Study

Overhead Rate Calculations

Department	Total Salaries & Benefits	Department Operating Cost	Direct Overhead %	Indirect Allocation %
01: Administration	605,163	22,546	4%	0%
01: Clerk	327,371	58,500	18%	0%
01: Court	161,908	9,700	6%	24%
01: Facilities	323,281	84,934	26%	0%
01: Finance	567,562	43,350	8%	0%
01: Fleet	249,631	104,750	42%	0%
01: Information Technology	189,426	111,330	59%	0%
01: Law Enforcement	4,903,999	847,052	17%	31%
01: Parks	703,556	315,452	45%	44%
01: Planning	589,096	43,600	7%	33%
01: Streets	748,539	159,000	21%	40%
31: Community Development Fund	19,972	15,175	76%	15%
61: Water Enterprise Fund	1,938,977	1,108,387	57%	30%



Appendix B – Fully Burdened Hourly Rates

Below are fully burdened hourly rates (FBHR's) of staff positions that provide for the services detailed in **Appendix C**. The FBHR's were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position as determined by the department they are assigned to. Refer previously to **Appendix A** for identifying the percentage overheads for each department. For any user fee service request that is outside the scope of the fees detailed in **Appendix C**, or for services for which there is no fee currently set, the Town can notify and charge up to the full cost of the personnel, third party, or material cost involved to the service requestor.



Town of Monument - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
01: Administration	Admin - Communications & Events Spec. & Executive Assist	\$61.53
01: Administration	Admin - Director of Administration	\$140.87
01: Administration	Admin - Support Services-Administrative Assistant	\$46.99
01: Administration	Admin - Town Manager	\$184.99
01: Clerk	Clerk - Deputy Clerk	\$62.39
01: Clerk	Clerk - Records Manager	\$85.35
01: Clerk	Clerk - Town Clerk	\$83.34
01: Court	Court - Court Clerk	\$68.47
01: Court	Court - Records Specialist	\$65.97
01: Facilities	Facilities - Custodian/Building Maintenance	\$34.30
01: Facilities	Facilities - Facilities Supervisor	\$130.64
01: Facilities	Facilities - Facilities Tech II	\$65.65
01: Finance	Fin - Accountant	\$72.15
01: Finance	Fin - Finance Director	\$155.05
01: Finance	Fin - Finance Manager	\$99.00
01: Finance	Fin - Senior Accountant	\$87.57
01: Fleet	Fleet - Fleet Mechanic	\$107.31
01: Fleet	Fleet - Heavy Equipment Mechanic	\$118.01
01: Information Technology	IT - Director of IT	\$214.07
01: Law Enforcement	Law - Executive Assistant to Chief of Police	\$73.82
01: Law Enforcement	Law - Police Chief	\$247.12
01: Law Enforcement	Law - Police Commander	\$178.45
01: Law Enforcement	Law - Police Corporal	\$138.64
01: Law Enforcement	Law - Police Detective	\$112.30
01: Law Enforcement	Law - Police Lieutenant	\$165.81
01: Law Enforcement	Law - Police Officer	\$104.97
01: Law Enforcement	Law - Police Sergeant	\$138.31
01: Law Enforcement	Law - Police Service Aid	\$67.74
01: Law Enforcement	Law - Professional Services & Compliance Manager	\$126.22
01: Law Enforcement	Law - Records Specialist	\$77.33
01: Law Enforcement	Law - Records Technician	\$90.88
01: Parks	Parks - Park Tech II (Parks)	\$105.03
01: Parks	Parks - Parks & Trails Planner & Program Manager	\$152.79
01: Parks	Parks - Parks Supervisor	\$183.84
01: Parks	Parks - Seasonal Parks Tech	\$16.23
01: Parks	Parks - Street/Park Tech I	\$90.53
01: Parks	Parks - Summer Hire	\$17.19
01: Planning	Plng - Geographic Information Systems Specialist	\$92.99
01: Planning	Plng - Planner I	\$90.07



Town of Monument - User Fee Study

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
01: Planning	Plng - Planning Director	\$220.03
01: Planning	Plng - Planning Technician	\$74.37
01: Planning	Plng - Senior Planner	\$150.92
01: Streets	Streets - Public Works Director	\$247.59
01: Streets	Streets - Public Works Engineering Inspector	\$184.21
01: Streets	Streets - Street Tech II	\$81.30
01: Streets	Streets - Street/Park Tech I	\$77.60
01: Streets	Streets - Streets Supervisor	\$106.64
61: Water Enterprise Fund	Water - Assistant Public Works Director	\$191.74
61: Water Enterprise Fund	Water - Public Works Administrative Assistant	\$94.81
61: Water Enterprise Fund	Water - Public Works Director	\$296.26
61: Water Enterprise Fund	Water - Seasonal Parks Tech	\$17.68
61: Water Enterprise Fund	Water - Support Services-Administrative Assistant	\$92.21
61: Water Enterprise Fund	Water - Utility Billing Technician	\$96.60
61: Water Enterprise Fund	Water - Water Manager	\$177.38
61: Water Enterprise Fund	Water - Water Technician I	\$105.25



Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees in which the full cost, existing fee and suggested fee is listed as “NA,” the amount or percentage was not calculable based on cost data or variable fee structure. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one to one basis, a full cost was not calculated (for penalties, fines, and facility use), or when there is not a current fee amount to compare against.

ADMINISTRATION DEPARTMENT

Item No.	Title	Current Fee/Charge	Unit	Notes
1	<u>LICENSES AND PERMITS</u>			
2	BUSINESS LICENSE			
3	Application Fee	\$75.00	Fee is not pro-rated	
4	Annual Renewal Fee	\$75.00	Fee is not pro-rated	
5	Late Renewal Fee	\$10.00	Per month	
6	FARMER'S MARKET PERMIT			
7	Application Fee	\$200.00		
8	LAKE USE PERMIT			
9	Application Fee	\$350.00		
10	SOLICITOR'S PERMIT			
11	Application Fee	\$10.00		
12	REFUSE HAULERS - ADDITIONAL FEES			
13	First Vehicle	\$25.00		
14	Additional Vehicles	\$10.00		
15	ESCORT BUSINESSES			
16	Escort Application Fee	\$500.00		Non-refundable
17	Bureau Application Fee	\$1,000.00		Non-refundable
18	Escort Service Runner Application Fee	\$500.00		Non-refundable
19	SEXUALLY-ORIENTED BUSINESSES			
20	Application Fee	\$600.00		Non-refundable
21	Annual License Fee	\$300.00		
22	Manager Registration Fee	\$250.00		
23	Transfer of Ownership	\$600.00		
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		For-Profit Organizations
28	Special Event Permit Maintenance Fee	\$35.00		if applicable
29	Special Event Permit Service Fee	\$500.00		if temporary fencing required
30	Special Event Permit Security Fee	\$70.00	hr/officer	if applicable

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$238.58	0%	\$238.00	\$163
\$41.67	2%	\$41.00	-\$34
\$20.83	4%	\$20.00	\$10
\$113.69	1%	\$113.00	-\$87
NA	NA	\$350.00	\$0
\$86.28	0%	\$86.00	\$76
NA	NA	\$25.00	\$0
NA	NA	\$10.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$600.00	\$0
NA	NA	\$300.00	\$0
NA	NA	\$250.00	\$0
NA	NA	\$600.00	\$0
\$187.70	0%	\$187.00	\$87
\$152.79	1%	\$152.00	\$117
\$763.94	0%	\$763.00	\$263
\$157.45	0%	\$157.00	\$87

ADMINISTRATION DEPARTMENT

Item No.	Title	Current Fee/Charge	Unit	Notes
31	<u>OTHER ADMINISTRATIVE FEES</u>			
32	<u>CEMETERY PLOTS</u>			
33	Burial Rights in Full-Size Plot	\$800.00		
34	Open/Close Fee for Full-Size Plot	\$350.00		
35	Open/Close Fee on Saturdays (No interments on Sundays or Holidays)	\$150.00		Additional Fee
36	Burial Rights Inside Cremation Garden	\$350.00		Takes 1 hours to create the documents and file
37	Open/Close Fee in Cremation Garden	\$150.00		Cremation Only
38	Disinterment Fee	\$750.00		
39	<u>FRANCHISE AGREEMENTS</u>			
40	Recordation Fee	To be charged at time of recordation		
41	Publication Fee	To be charged at time of recordation		
42	<u>NOTARY SERVICES</u>			
43	Citizens	\$5.00		
44	Town Employees/Senior Citizens	No Charge		
45	<u>RETURNED CHECK FEE</u>			
46	Returned Check Fee	\$25.00	per check	
47	<u>PUBLIC RECORDS</u>			
48	Standard Copy (8.5"x11" Black & White)	\$0.25	per page	
49	Research and Retrieval	\$41.37	per hour	Research and retrieval fees apply to any request that requires more than one hour of staffing time for research and retrieval. If a request takes more than one hour to complete, the Town will charge \$33.58 per hour of each additional hours spent.
50	Manipulation	Actual Cost		Manipulation fees shall be charged at the actual cost of manipulation (e.g., redaction costs, reformatting costs).
51	Transmittal	Actual Cost		The cost for transmitting records (other than by electronic mail) will be charged at the actual cost of delivery.
52	Non-Standard Copy	Actual Cost		All non-standard copies shall be charged at the actual cost of production. The charges for non-standard copies provided herein are an estimate. Charges for non-standard copies may exceed those stated below due to actual costs incurred.
53	Color Copy	\$2.00	per page	
54	Certified Copy	\$2.00	per page	
55	Audio/Video Recordings	\$15.00	per recording	
56	Faxes	\$0.50	per page	10 page minimum

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$83.34	0%	\$83.00	-\$717
\$729.22	0%	\$729.00	\$379
\$41.67	2%	\$41.00	-\$109
\$83.34	0%	\$83.00	-\$267
\$194.46	0%	\$194.00	\$44
\$729.22	0%	\$729.00	-\$21
NA	NA	To be charged at time of recordation	\$0
NA	NA	To be charged at time of recordation	\$0
\$20.83	28%	\$15.00	\$10
\$20.83	100%	No Charge	\$0
NA	NA	\$25.00	\$0
\$0.25	0%	\$0.25	\$0
NA	NA	\$41.37	\$0
NA	NA	Actual Cost	\$0
NA	NA	Actual Cost	\$0
NA	NA	Actual Cost	\$0
NA	NA	\$2.00	\$0
NA	NA	\$2.00	\$0
NA	NA	\$15.00	\$0
NA	NA	\$0.50	\$0

ADMINISTRATION DEPARTMENT

Item No.	Title	Current Fee/Charge	Unit	Notes
57	Third-Party Documents	Actual Cost		Copies of third-party document will be charged at the actual cost of production.
58	Payment Processing Fees			
59	EFT Web Transaction Fee	\$0.74	Per transaction	
60	EFT Returned Item Basic Fee	\$7.00	Per Item	
61	EFT Return NSF of Account Closed Fee	\$14.00	Per Item	
62	EFT Return Stop Payment or Charge Back Fee	\$30.00	Per Item	
63	Credit/Debit Web Transaction Fee	\$0.74	Per transaction	
64	Bank Bill Pay Transaction Fee	\$0.25	Per transaction	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Actual Cost	\$0
NA	NA	\$0.74	\$0
NA	NA	\$7.00	\$0
NA	NA	\$14.00	\$0
NA	NA	\$30.00	\$0
NA	NA	\$0.74	\$0
NA	NA	\$0.25	\$0

PARKS RESERVATION FEES

Item No.	Title	Current Fee/Charge	Unit	Notes
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		
5	Use Fee - for each additional hour	\$15.00		
6	Required Non-refundable Maintenance Fee	\$35.00		
7	Required Refundable Damage Deposit	\$100.00		separate check
8	Sports Field (bring your own equipment)			
9	Use Fee - first 4 hours	\$50.00		
10	Use Fee - for each additional hour	\$15.00		
11	Required Non-refundable Maintenance Fee	\$35.00		
12	Required Refundable Damage Deposit	\$100.00		separate check
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		
16	Use Fee - for each additional hour	\$15.00		
17	Required Non-refundable Maintenance Fee	\$35.00		
18	Required Refundable Damage Deposit	\$100.00		separate check

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$50.00	\$0
NA	NA	\$15.00	\$0
\$470.82	93%	\$35.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$15.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$100.00	\$0
NA	NA	\$50.00	\$0
NA	NA	\$15.00	\$0
NA	NA	\$35.00	\$0
NA	NA	\$100.00	\$0

WATER DEPARTMENT

Item No.	Title	Current Fee/Charge	Unit	Notes
1	NEW TAP/LINE INSPECT, METER SET, AND MONTHLY BASE RATE FEES			
2	Water Meter Installation	Installation fees include meter, transponder, and installation by Town Staff		
3	Meter Size - 3/4"	\$470.00		
4	Meter Size - 1"	\$571.00		
5	Meter Size - 1.5"	\$987.00		
6	Meter Size - 2"	\$1,287.00		
7	Meter Size - 3"	Coordinate with Water Dept		
8	Meter Size - 4"	Coordinate with Water Dept		
9	Water Monthly Base Rates			
10	Meter Size - 3/4"	\$31.85	Month	
11	Meter Size - 1"	\$56.71	Month	
12	Meter Size - 1.5"	\$127.43	Month	
13	Meter Size - 2"	\$226.49	Month	
14	Meter Size - 3"	\$509.68	Month	
15	Meter Size - 4"	\$905.94	Month	
16	Water Monthly Base Rate/Outside Town's Service Boundary			
17	Meter Size - 3/4"	\$47.78	Month	
18	Meter Size - 1"	\$85.07	Month	
19	Meter Size - 1.5"	\$191.15	Month	
20	Meter Size - 2"	\$339.74	Month	
21	Meter Size - 3"	\$764.52	Month	
22	Meter Size - 4"	\$1,358.91	Month	
23	TOWN LABOR OF INSTALLATION AND INSPECTION	\$150.00		
24	Shut Off Notice Fee (effective upon issuing a shutoff notice)	\$20.00		
25	Construction Meter Deposit (\$2,900 Refundable)	\$3,000.00		
26	Lien Fee	\$100.00		
27	WATER NON-PAYMENT OR REQUESTED TURN OFF/TURN ON FEES PER INCIDENT			
28	First Time Shut Off	\$50.00	Per Incident	
29	Late Payment Fees	\$12.50	Per Month	
30	Bulk Water Refundable Deposit	New	one time	Refundable
31	Bulk Water Account Set Up and Billing	New	Per Account	
32	Construction Meter Account Set Up, Return and Billing	New	Per Meter/Per Month	
33	Billing Fee	New	Per Bill	
34	Disconnect fees	New		
35	Connect fees	New		
36	Back flow non compliance fee	New		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$539.81	13%	\$470.00	\$0
\$627.65	9%	\$571.00	\$0
NA	NA	\$987.00	\$0
NA	NA	\$1,287.00	\$0
NA	NA	Coordinate with Water Dept	\$0
NA	NA	Coordinate with Water Dept	\$0
NA	NA	\$31.85	\$0
NA	NA	\$56.71	\$0
NA	NA	\$127.43	\$0
NA	NA	\$226.49	\$0
NA	NA	\$509.68	\$0
NA	NA	\$905.94	\$0
NA	NA	\$47.78	\$0
NA	NA	\$85.07	\$0
NA	NA	\$191.15	\$0
NA	NA	\$339.74	\$0
NA	NA	\$764.52	\$0
NA	NA	\$1,358.91	\$0
NA	NA	\$150.00	\$0
\$48.30	59%	\$20.00	\$0
\$3,012.64	0%	\$3,000.00	\$0
\$283.23	74%	\$73.00	-\$27
\$144.90	65%	\$50.00	\$0
\$72.45	83%	\$12.50	\$0
NA	NA	\$500.00	NA
\$138.79	Varies	\$5 per month for residential use, \$10 for commercial use	NA
\$96.60	90%	\$10.00	NA
\$27.15	89%	\$3.00	NA
\$24.15	59%	\$10.00	NA
\$25.00	0%	\$25.00	NA
\$90.00	0%	\$90.00	NA

POLICE DEPARTMENT

Item No.	Title	Current Fee/Charge	Unit	Notes
1	POLICE RECORDS			
2	Local Background Checks	\$5.00	hour	
3	Sex Offender Initial Registration	\$30.00		
4	Sex Offender Annual Registration	\$10.00		
5	VIN Verifications	\$20.00		
6	Premise History	New	per history	
7	Crime Analysis/Stats	\$20.00	hour	
8	Notary	\$5.00	per document with a \$15.00 max	
9	Copy of Summons	New	per copy	
10	Criminal Justice Records Requests			
11	Case Report	\$5.00	first 10 pages	
12	Additional Documents	\$0.25	each additional page	
13	Body Worn Camera (BWC)	\$15.00		
14	BWC Retrieval and Redactions	\$30.00	hour	first hour free
15	Open Records			
16	Record	\$30.00	hour	first hour free

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$95.36	95%	\$5.00	\$0
\$121.61	75%	\$30.00	\$0
\$121.61	92%	\$10.00	\$0
\$134.60	85%	\$20.00	\$0
\$95.36	95%	\$5.00	NA
\$95.36	66%	\$32.00	\$12
\$95.36	95%	\$5.00	\$0
\$95.36	95%	\$5.00	NA
\$95.36	90%	\$10.00	\$5
\$9.54	97%	\$0.25	\$0
\$95.36	84%	\$15.00	\$0
\$95.36	69%	\$30.00	\$0
\$37.37	14%	\$32.00	\$2

COURT

Item No.	Title	Current Fee/Charge	Unit	Notes
1	Court Cost	\$30.00	Flat	Applies only to cases that go before the judge
2	Revocation/Default Judgements	\$30.00	Flat	
3	Deferred Sentence Fee	\$25.00	Flat	
4	Bench Warrant	\$65.00	Flat	
5	Contempt Charge	\$50.00	Flat	
6	Admin Fee on all issued tickets	New	flat	
7	Late Fee	New	flat	
8	Payment Plan	New	over 4 months	
9	Show Cause Order for FTA	New	flat	
10	Certified Copy of Municipal Records	New	Flat	
11	Copy of Citation	New	Flat	
12	Search, Retrieval, Redaction Fee of Municipal Court Records	New	Flat	first hour free

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$373.17	80%	\$75.00	\$45
\$373.17	87%	\$50.00	\$20
\$373.17	87%	\$50.00	\$25
\$373.17	65%	\$130.00	\$65
\$373.17	76%	\$90.00	\$40
\$229.84	87%	\$30.00	NA
\$229.84	78%	\$50.00	NA
\$229.84	89%	\$25.00	NA
\$229.84	78%	\$50.00	NA
\$229.84	93%	\$15.00	NA
\$229.84	98%	\$5.00	NA
\$229.84	85%	\$35.00	NA

PLANNING DEPARTMENT

Item No.	Title	Current Fee/Charge	Unit	Notes
1	ZONING	Applicants will be invoiced for any outside engineering fees		
2	PRELIMINARY PUD* (5 acres or less)	\$3,500.00		*Preliminary/Final concurrent review shall be charged as preliminary
3	PRELIMINARY PUD* (over 5 acres)	\$5,000.00		*Preliminary/Final concurrent review shall be charged as preliminary
4	FINAL PUD	\$3,000.00		
5	PUD MAJOR AMENDMENT	\$2,000.00		
6	PUD MINOR AMENDMENT or REZONING	\$1,000.00		
7	ZONING LETTERS	\$50.00		
8	SITE PLAN (5 acres or less)	\$3,500.00		
9	SITE PLAN (over 5 acres)	\$5,000.00		
10	CONSTRUCTION PERMITS			
11	Residential: New	\$150.00	plus 2% use tax	
12	Residential: Addition	\$25.00	plus 2% use tax	
13	Commercial/Multi Family	\$125.00	plus 2% use tax	
14	Commercial (per Acre)	\$125.00	plus 2% use tax	
15	Industrial (per Acre)	New		
16	Traffic Control Plan (Only)	New		
17	Floodplain Development Permit	New		
18	Variance Request (Planning Commission)	New		
19	*Residential Fence Permit	\$15.00	plus 2% use tax	*There are no fees for existing fences that need to be replaced or repaired.
20	Non-Residential Fence Permit	\$50.00	plus 2% use tax	
21	Revocable Permit	\$25.00	plus 2% use tax	
22	Revocable Permit for sandwich sign	No Charge		
23	Temporary Use Permit	\$50.00		
24	Business Operating in a Parking Lot	\$50.00		
25	Demolition Permit	\$50.00		
26	Monument construction new builds (residential and commercial) will utilize a combined permit to include sidewalks, landscaping and fences related to that property. All related fees will be included on one permit for ease of payment.			
27	SUBDIVISION	Applicants will be invoiced for any outside engineering fees		
28	PRELIMINARY PLAT*	\$3,000.00		*Preliminary/Final concurrent review shall be charged as preliminary
29	FINAL PLAT	\$1,500.00		
30	MINOR PLAT OR REPLAT	\$1,500.00		
31	PLAT AMENDMENT	\$1,000.00		
32	PLAT, RIGHT-OF-WAY OR EASEMENT OF VACATION, SKETCH PLAN	\$1,000.00		
33	OTHER	Applicants will be invoiced for any outside engineering fees		
34	ZONING VARIANCE: NON-RESIDENTIAL	\$1,000.00		
35	ZONING VARIANCE: RESIDENTIAL	\$500.00		
36	CONDITIONAL USE	\$500.00		*There may be an additional \$3,000 application fee charged for requests with infrastructure issues; at Planning Department Staff discretion.
37	ANNEXATION (10 acres or less)	\$2,000.00		
38	ANNEXATION (over 10 acres)	\$3,500.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$7,625.06	20%	\$6,100.00	\$2,600
\$11,464.09	20%	\$9,171.20	\$4,171
\$8,780.22	20%	\$7,024.00	\$4,024
\$7,780.22	20%	\$6,224.00	\$4,224
\$3,374.79	20%	\$2,699.20	\$1,699
\$45.04	0%	\$45.00	-\$5
\$6,674.15	20%	\$5,339.20	\$1,839
\$9,053.82	20%	\$7,242.40	\$2,242
\$747.36	20%	\$597.60	\$448
\$972.99	20%	\$777.60	\$753
\$647.36	20%	\$517.60	\$393
\$1,047.36	20%	\$837.60	\$713
\$947.36	20%	\$757.89	NA
\$898.62	20%	\$718.90	NA
\$1,905.43	20%	\$1,524.35	NA
\$5,460.54	20%	\$4,368.43	NA
\$82.22	20%	\$65.78	\$51
\$233.14	20%	\$186.51	\$137
NA	NA	\$25.00	\$0
\$82.22	20%	\$65.78	\$66
\$429.09	20%	\$343.27	\$293
\$429.09	20%	\$343.27	\$293
\$498.21	20%	\$398.56	\$349
\$5,454.66	20%	\$4,363.20	\$1,363
\$5,439.57	20%	\$4,351.20	\$2,851
\$4,775.54	20%	\$3,820.00	\$2,320
\$4,925.91	20%	\$3,940.00	\$2,940
\$3,775.54	20%	\$3,020.00	\$2,020
NA	NA	\$1,000.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$500.00	\$0
\$6,407.68	20%	\$5,125.60	\$3,126
\$7,512.76	20%	\$6,009.60	\$2,510

PLANNING DEPARTMENT

Item No.	Title	Current Fee/Charge	Unit	Notes
39	SIGN PERMIT	\$100.00	per permanent sign	
40	SIGN PERMIT	\$15.00	per temporary sign	
41	PRE-APPLICATION MEETING	No Charge		\$1,000 retainer upon request for consultant review
42	ADDITIONAL REVIEW FEE (after two reviews)	\$200.00	plus \$50/hour	\$1,000 maximum fee per review
43	CMRS Facility			
44	Building, Structure or Roof-Mounted, Freestanding**	\$5,000.00		**For non-recurring fees, including a single up-front application that includes up to five small cell facilities, with an additional \$100 for each small cell facility beyond five, or \$1,000 for non-recurring fees for a new pole (i.e., not a collocation) intended to support one or more small cell facilities.
45	Small Cell, Microcell Facility or Small Cell Network***	\$100.00		***Per small cell facility per year for all recurring fees, including any right of way access fee or fee for attachment to Town-owned structures in the right of way.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$254.52	20%	\$203.20	\$103
\$74.37	20%	\$59.20	\$44
\$461.02	20%	\$368.82	\$369
\$161.61	20%	\$128.80	-\$71
NA	NA	\$5,000.00	\$0
NA	NA	\$100.00	\$0



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MONTHLY REPORT TO TOWN COUNCIL

July, 2026

Prepared by
Madeline VanDenHoek,
Town Manager



Town leadership, community partners, and state economic development representatives joined ACCO Engineered Systems to celebrate Monument's first competitive economic development project, marking a significant investment in local jobs, economic growth, and the community's future.



TOWN MANAGER'S MESSAGE

July was an exciting and busy month, beginning with our largest annual event, our Fourth of July celebration. Nearly every department contributes to planning and executing this event, and I am proud of how successfully it comes together each year. Town Councilmembers and staff participated in the parade and street fair, and the Town hosted live music in Limbach Park. July also marked the second month of our Concerts in the Park series. Although the final concert was postponed to August 5 due to weather, it was a successful season. I appreciate Portia and the Parks team for their work in making the series possible. I also spent an evening at the July Art Hop in Downtown Monument, where it was wonderful to see new businesses and enjoy the many activities downtown has to offer.

I participated in a wide range of meetings this month, including meetings with MVEA; prosecuting attorney Mr. Ausmus; Charlie Smith from Castle Pines; PPACG Regional Managers; Loop Water Authority; Donala Water and Sanitation District; Village Center Metropolitan District; the Citizens' Service Level Advisory Committee; the Economic Development Committee; the Tri-Lakes Chamber of Commerce; and the joint Planning Commission and Town Council workshop. Dan Ungerleider and I attended a retail attraction event and were able to connect with several retailers about opportunities in Monument. I also attended the Colorado Women Leading Government river trip in Hotchkiss, where I appreciated the opportunity to connect with women from across the state who serve in local government.

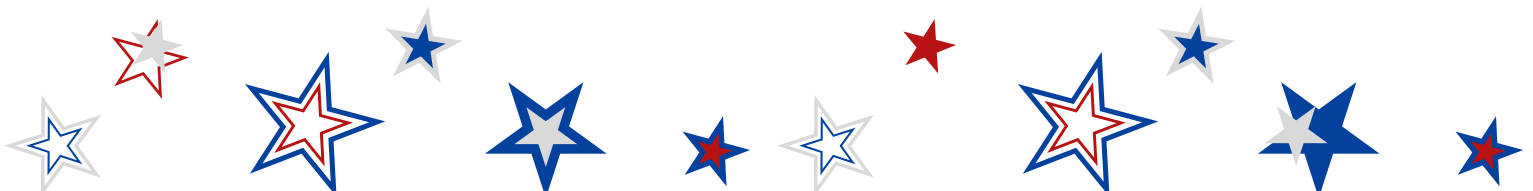
We held several departmental meetings to review the proposed 2027 budget. The leadership team also devoted part of a day to planning priorities for the next nine months and discussing how to make the best use of workspace for our employees. In addition, I spent several hours riding along with Officer Leseberg to gain a better understanding of the situations our patrol officers encounter in the field.

Several Councilmembers and staff attended ribbon-cutting ceremonies for The Flourish Collective in Downtown Monument and Panda Express in Jackson Creek. The highlight of July was an event with the Colorado Springs Chamber & EDC announcing that ACCO Engineered Systems has selected Monument for its next business expansion. Staff and Council worked diligently to bring this project to fruition, making the announcement an exciting milestone for Monument and a personally meaningful moment for me after looking forward to an opportunity like this for many years.



ADMINISTRATION

- Submitted the second-quarter and final FY 2025-2026 reimbursement request for the EAlF 9911 Energy Assistance Grant through DOLA, including documentation of substantial project completion; the reimbursement request was accepted, and payment was received by the Town.
- Planned and hosted Town Council Candidate Information Sessions, providing presentations on the nomination process, campaign finance requirements under the Fair Campaign Practices Act (FCPA), election procedures, and expectations of serving as a Councilmember.
- Participated in the Town leadership retreat on July 14, contributing to organizational planning and strategic discussions.
- Updated the Vision and Strategic Planning webpage to include the amended Strategic Plan and the latest biannual progress report.
- Prepared and presented a resolution calling the 2026 municipal election, authorizing a coordinated mail ballot election, designating the Town Clerk as the Designated Election Official, and authorizing an intergovernmental agreement with El Paso County.
- Met with Finance and Records Management staff to discuss BidNet centralization efforts and integration with the Town's contract and records management processes.
- Continued the inventory, retention review, and authorized destruction of Public Works records in accordance with records management requirements.
- Published the Town's Summer Newsletter, featuring information on the paid parking program and the upcoming municipal election.
- Attended a CivicClerk training online seminar focused on improving meeting minute preparation efficiency and accuracy.
- Evaluated four Town Attorney candidates by reviewing application materials and qualifications and provided feedback to Human Resources as part of the recruitment process.
- Participated in the evaluation of proposals submitted for the Managed Print, Mailing, and Document Services Request for Proposals.
- Reviewed and analyzed legal services invoices, requested corrections for costs charged to incorrect funds, entered invoice data into tracking spreadsheets, and provided expenditure and trend analysis to the Town Manager.
- Developed a contract routing and records retention procedure to improve consistency, accountability, and compliance in contract administration and records management practices.
- Applied records management properties to thousands of records in Laserfiche, improving record organization and retention management while testing reporting capabilities for future destruction logs.
- Expanded records management efforts at the Public Works facility by establishing additional workspace at 259 Beacon Lite Road and continuing the review, inventory, and organization of older Public Works records.
- Collaborated with staff to refine and establish criteria for public access to records, determining which documents will be available through the new public records portal and which will be published through the Town website.
- Attended a Laserfiche training hosted by Peak Digital in Silverthorne to enhance knowledge of records management, system administration, and platform capabilities.
- Attended the Colorado State Archives open house and explored options for specialty scanning equipment to support the preservation and digitization of the Town's historic records.



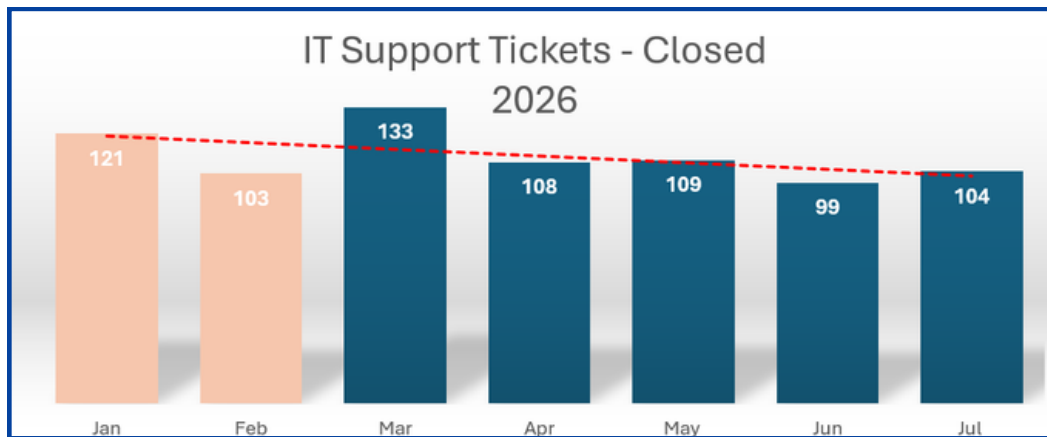
FINANCE, HUMAN RESOURCES, & COURT

- Reviewed departmental 2027 budget requests with the Town Manager.
- Attended the July 8 Monument Municipal Court session to better understand court operations as responsibility for the Court transitions from the Police Department to the Finance Department.
- Continued coordination with Municipal Court and Planning staff to follow up on past-due fees and fines.
- Continued evaluation of healthcare options for Town employees.
- Led the July Citizens Service Levels Advisory Committee meeting.
- Completed four use tax audits, resulting in the collection of more than \$75,000 in unpaid use tax from developers.
- Coordinated the Water Attorney Proposal Review Committee meeting and scheduled interviews with the highest-ranked firms.
- Launched Supervisor Training for Town staff, with strong attendance and positive feedback from participants.
- Coordinated Town Attorney candidate resume reviews and interview scheduling.
- Met with the full Beacon Lite Road construction project team and began participating in weekly project coordination meetings.
- Met with IMEG representatives to review ongoing projects and gain a comprehensive understanding of services currently being provided to the Town.
- Led a virtual Collaborative Leadership session for the Colorado Government Finance Officers Association Mentor Program.
- Presented sessions on Ethics & Values and Collaborative Leadership at the Colorado Government Finance Officers Association Summer Conference.

INFORMATION TECHNOLOGY

- The IT Department completed 109 support tickets in June and 104 support tickets in July month-to-date, providing responsive technical support across all Town departments.
- The IT Director directly resolved 33% of June support tickets and 44% of July month-to-date tickets, increasing hands-on involvement in troubleshooting, escalations, and service delivery.
- Two mobile devices were upgraded to improve performance, reliability, and security.
- Staff completed an audit of the Police Department's new Indent 2 fingerprint scanning equipment, updated drivers on more than 30 rugged laptops, and verified device functionality and connectivity.
- The Planning Department successfully transitioned a staff member to a new workstation, replacing equipment that had reached end-of-life.
- A new Water Department server was installed at the Beacon Lite facility, including equipment installation and coordination with EnvisionIT Solutions to prepare for future system migrations and contractor support activities.
- The department coordinated with EnvisionIT Solutions and SmartSystems to reconfigure and segment Council Chambers audiovisual systems and continues to monitor performance following changes intended to address ongoing audio issues.
- A Request for Proposals (RFP) for penetration testing services was completed and submitted for leadership and third-party security consultant review prior to publication through BidNet.
- Staff reviewed and evaluated seven proposals submitted in response to the Town's Print Management Services RFP as part of the procurement process for a new contract before the current agreement expires.
- Ongoing monitoring of Council Chambers technology systems indicates no recurring audiovisual issues since the most recent incident.

- A 2026 amended budget request was submitted to address monitor latency and improve input responsiveness within Council Chambers technology systems.
- The IT Department continued providing technical support and planning assistance for the Police Department's future transition to Axon systems and related evidence and CAD management technologies.
- Staff provided two hours of one-on-one technology assistance to Silver Key community members, helping residents with antivirus settings, Windows updates, and general computer support.
- The department continued advancing infrastructure, cybersecurity, enterprise technology, public safety support, and operational improvement initiatives while maintaining reliable day-to-day technology services for Town staff and residents.



PLANNING

		Jul-26		CYTD-2026		Jul-25		CYTD-2025	
Permit Type		Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
Single Family	Single Family								
	New	29	\$679,279	125	\$386,559,038.00	22	\$6,692,389.92	143	\$91,340,270
	Addition/Remodel	8	\$1,455	30	\$7,858	7	\$54,596	47	\$577,241
	SF Subtotal	37	\$680,734	155	\$386,566,896	29	\$6,746,986	190	\$91,917,511
Multi Family	Multi-Family								
	New	0	\$0	0	\$0	0	\$0	0	\$0
	Addition/Remodel	0	\$0	0	\$0	0	\$0	0	\$0
	MF Subtotal	0	\$0	0	\$0	0	\$0	0	\$0
Commercial	Commercial								
	New	1	\$1,630,000	5	\$18,993,251.00	2	\$17,206,571	8	\$23,164,303
	Addition/Remodel	1	\$105,000	3	\$315,000	0	\$0	2	\$10,000
	COM Subtotal	2	\$1,735,000	8	\$19,308,251	2	\$17,206,571	10	\$23,174,303
Total Builds		39	\$2,415,734	163	\$405,875,147	31	\$23,953,557	200	\$115,091,814

- Processed 29 permits during July and continued review of 15 active permit applications while maintaining daily Planning Department operations and customer service responsibilities.
- Implemented a new monthly billing process to recover engineering review and legal costs associated with active development projects and processed attorney invoices for both current and prior-year projects.
- Continued work with the Monument 2040 Comprehensive Plan consultant team to finalize the draft plan for upcoming review by the project steering committee in late August, the Planning Commission on September 9, and Town Council in October.
- Advanced implementation of recommendations identified in the 2026 Stormwater Master Plan to support long-term stormwater infrastructure planning and improvements.
- Continued the User Fee Study process, which evaluates the full cost of municipal services, with final fee recommendations anticipated for Town Council consideration in August.

Fees	26-Jan	26-Feb	26-Mar	26-Apr	26-May	26-Jun	26-Jul
Commerical Alteration	\$825	\$2,225	\$0	\$0	\$0	\$0	\$0
Commerical New - TOM	\$0	\$0	\$0	\$0	\$0	\$69,134	\$86,159
Commerical New - TRIVIEW	\$26,911	\$176,539	\$0	\$0	\$0	\$0	\$0
Commerical One Stop	\$100	\$400	\$200	\$130	\$1,550	\$500	\$800
Land Use	\$11,550	\$0	\$1,650	\$4,100	\$7,500	\$400	\$0
Miscellaneous	\$450	\$350	\$0	\$0	\$0	\$0	\$0
One Stop	\$157	\$0	\$572	\$0	\$1,163	\$1,125	\$72
Public Works	\$1,875	\$4,350	\$1,175	\$3,425	\$2,200	\$3,525	\$9,000
Residential Alteration	\$2,922	\$460	\$360	\$1,314	\$205	\$561	\$1,455
Residential New - TOM	\$53,202	\$33,163	\$18,796	\$11,489	\$20,701	\$12,224	\$0
Residential New - TRIVIEW	\$287,143	\$445,982	\$752,665	\$658,850	\$653,841	\$1,726,139	\$110,211
Total Fees	\$385,135	\$663,469	\$775,417	\$679,308	\$687,160	\$1,813,609	\$207,696
Number of Permits	39	37	28	25	37	51	29
Average Fees Per Permit	\$9,875	\$17,932	\$27,693	\$27,172	\$18,572	\$35,561	\$7,162

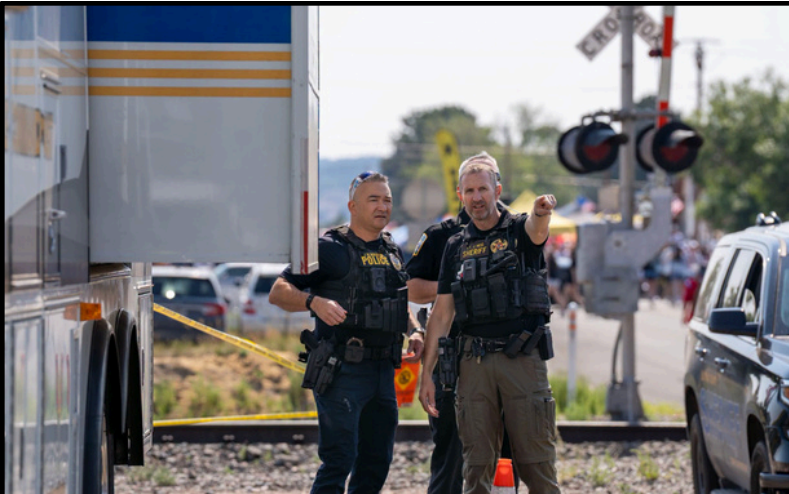
- On July 20, Town Council unanimously adopted the 2026 Roadway and Pavement Design Criteria Manual, which becomes effective August 1. The RDC manual is intended to support a more efficient and predictable development review process, promote safer and more consistent infrastructure design, reduce long-term maintenance costs, strengthen legal defensibility, and improve the experience for residents and development applicants.
- Collaborated with Triview Metropolitan District to develop a scope of work and cost-sharing agreement for the Transportation Master Plan, which is expected to be completed later this year and adopted as a component of the Town's Comprehensive Plan.
- The Planning Commission and Town Council participated in a joint study session to review potential updates to the Town's design standards, including architectural quality, metal building regulations, color palettes, and strategies to preserve community character while maintaining development flexibility. The workshop incorporated feedback gathered through recent Council and Commission surveys and will help inform future Land Development Code amendments.
- On July 8, the Planning Commission held a public hearing for the proposed Karl Malone Powersports development, resulting in a recommendation for approval to Town Council for final consideration.
- The Planning Commission also reviewed Hillpointe's proposed 354-unit residential development, with discussion focused on density, parks and recreation amenities, pedestrian connectivity, and neighborhood compatibility. While some commissioners expressed concerns regarding density and the amount of functional park space provided on-site, the Commission forwarded a 3-2 recommendation for approval to be considered by Town Council.
- On July 6, Town Council held a public hearing on a proposed single-family detached subdivision in Falcon Commerce Center, located at the south end of Terrazzo Drive. Council continued the hearing to August 3 to allow the U.S. Air Force Academy to address concerns about the development and designated Councilmembers Kimple and Smith to represent the Council in those discussions. Council also unanimously approved minor revisions to the Town's accessory dwelling unit regulations to comply with recent state law.
- During the July 20 Town Council meeting, Council approved a 6-month temporary moratorium on data center development and land use applications. While the moratorium is in place, staff will consider potential code updates as part of the Title 18 revisions associated with the comprehensive planning process. Additionally, Christy Smith was appointed as the newest Town of Monument Planning Commissioner.
- Staff launched Phase 1 of the Land Development Code update. This initial phase is intended to clarify review processes, establish consistent approval timelines across project types, refine submittal requirements, and improve the code's organization, usability, and navigation.

- Maintained and updated Town GIS resources, with public web maps receiving 1,048 views during the past month, an increase from 750 views in June.
- Created and updated mapping resources for the Fourth of July Parade and Street Fair to support event planning, logistics, and coordination.
- Developed water and stormwater infrastructure maps to assist with Capital Improvement Plan planning and project prioritization efforts.
- Continued providing mapping products and spatial data to support grant applications and funding opportunities.
- Processed ongoing development applications and construction document reviews to support active development projects throughout the community.
- Considered candidates for the new Planner I/Code Compliance Official position, reviewing more than 24 applications and interviewing five qualified candidates. This position was created by reassigning a vacant full-time position to the Planning Department to address the need to have a full-time code compliance official on staff.
- Continued recruitment efforts for Planning Commission vacancies, including alternate commissioner positions, to encourage community participation in shaping the Town's future growth and development.

POLICE

- Officers Cordova and Brown began the Field Training Program and are progressing through the next phase of their law enforcement training.
- The Police Department continued recruitment efforts, with three officer candidates advancing through the hiring process.
- Support Services Manager Monica Mundt was recognized with the International Association of Chiefs of Police (IACP) 40 Under 40 Award for outstanding contributions to the profession.
- Officers and civilian staff collaborated to update and improve the Police Department training room, enhancing training capabilities and functionality.
- Construction of the security fence surrounding the Police Department parking area was completed, with final card reader installation pending.
- Staff continued evaluating potential new uniform patch designs to update and enhance department branding and identity.
- Police Department representatives attended the Panda Express grand opening and engaged with community members during the event.
- Officers participated in the evaluation of proposals submitted in response to the Town's Managed Print, Mailing, and Document Services Request for Proposals.
- The Police Department assisted with the successful July 4th Parade, helping ensure a safe and well-coordinated event that generated positive feedback from community members.
- The department continued to support public safety, staff development, recruitment efforts, facility improvements, community engagement, and interdepartmental initiatives throughout the month.





PUBLIC WORKS

WATER

Update on 2026 Water Department initiatives -

Financial stability for the Water Enterprise Fund has been a priority in 2026, with efforts to assess the necessary rate, fee, and fine increases to adequately support the water system to deliver safe and reliable drinking water to our customers. In the fall, the Water Department will present to the Town Council an update on the Town's water testing and sampling program. In addition, work has begun on the Water Master Plan which will be critical for identifying the operating, maintenance, and capital needs of the Town's water system to continue delivering safe and reliable drinking water. It will also support work in 2027 of reducing water loss and extending the lifespan of the water system. This report will provide data for the Capital Improvement Plan and will be important to setting water rates in future years.

Feasibility and exploration efforts continue on options for a long-term water supply for the Town and region. Seeking renewal water options is being driven by the need to secure long-term water security, protect public health, and preserve our regional water basin. Staff are exploring emergency water connections, local reuse options, water rights, and regional reuse options for Council's consideration.

Major Water Capital Improvement Project

The Beacon Lite Water Main Line and Water Tank projects continue to move forward; however, issues have arisen that are causing delays. Since this is a joint project with El Paso County, it is important for the Town to be flexible and not delay the County's Beacon Lite Road Improvement Project by identifying ways to keep moving forward. The Town's tank replacement designs are not completed resulting in the need to move forward with the water main replacement and return service to the existing tank in the short-term. Town staff attend weekly construction meetings with the entire construction team to stay abreast of all aspects of this complex project.

PUBLIC WORKS

Update on Public Works initiatives -

Working towards improving operations and maintenance facilities, Public Works is in the process of conducting a major clean-out of the Jefferson facility with the goal of installing a double-wide trailer to provide improved working conditions for the crews. This short-term improvement will support our hard-working crews offering better working conditions, an acceptable breakroom and restroom, and refuge from extreme weather conditions. Work is currently underway to design and issue a bid for a new public works storage facility for materials and vehicles.

Major Public Works Capital Improvement Project

Work on Jackson Creek Parkway, northbound lanes, continues. The team is now working on utility relocations and purchasing modest right-of-way for the project. The project team is reviewing the revised 90% drawings and it is expected that the construction bid documents will be issued in October 2026, which construction beginning in early 2027. Funding for the southbound lanes, in the amount of \$7 million, has not yet been identified, but staff continue to seek grant funding opportunities.

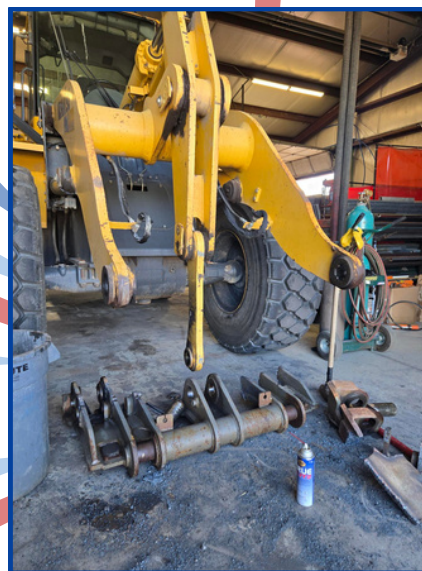
ASSISTANT PUBLIC WORKS DIRECTOR:

- Town Council approved contracts for the Heart of Monument Playpark and associated parking lot improvements, with construction scheduled to begin in early August.
- Construction of the new Police Department fence continued throughout the month and is nearing completion.
- The Town was awarded a Community Development Block Grant (CDBG) to construct a paved parking lot, curb and gutter, and sidewalks at Dirty Woman Creek Park, improving accessibility and visitor access.
- The Veregy energy efficiency project at Town Hall was completed and is expected to begin generating energy savings in September.
- Repairs were completed on the damaged retaining wall at Town Hall, restoring the integrity and appearance of the site.
- Staff finalized plans and scheduled a joint Touch-a-Truck event in partnership with the Monument Fire District and Monument Police Department to provide a community engagement opportunity for residents and families.



FLEET:

- Assisted with setup and support activities for the Fourth of July Parade.
- Completed a complex repair on a loader, including removal of the tool carrier plate to relieve pressure on mounting pins; replacement parts have been installed, and the equipment is being returned to service.
- Replaced worn idler pulleys on the deck of an Exmark zero-turn mower to maintain safe and reliable operation.
- Replaced the lock cradle on a wing mower to restore proper functionality.
- Performed general shop yard cleanup and organization activities to maintain a safe and efficient work environment.



PARKS:

- Completed trunk line repairs at Town Hall, including repairing damage caused during a fence installation.
- Responded to and repaired water line breaks and leaks at Town Hall, Third Street, and Lavelett Park.
- Repaired a damaged frostless hydrant and a broken curb stop.
- Conducted park inspections throughout the community.
- Mowed and trimmed all parks and native areas.
- Performed a sprinkler system audit to improve irrigation efficiency.
- Completed dock repairs.
- Set up, supported, broke down, and cleaned up for the Fourth of July event, including assistance with event execution.
- Set up and broke down the beer garden.
- Set up for Concerts in the Park.
- Emptied trash cans before weekends and compacted trash to maximize disposal capacity.
- Picked up trash at Monument Lake following busy weekends and throughout the month to maintain park cleanliness.



STREETS:

- The Streets Department assisted with set-up and logistics for the Fourth of July Parade, including traffic control preparations, route support, and related event infrastructure to help ensure a safe and successful community celebration.
- The crew cleaned and filled potholes along Old Denver Road, including several holes that were up to four feet deep.
- The crew fabricated and welded a new sander rack for mixing and sifting winter road material, utilizing existing materials and avoiding additional costs.
- Shoulder maintenance work was completed along Jackson Creek Parkway following lane construction activities.
- Roadside vegetation was cleared and trimmed around inlet drains along Old Denver Road and Beacon Lite Road to improve drainage and visibility.
- The crew completed the installation of rock landscaping along Mitchell Avenue for the parade route and applied no parking pavement markings.
- Washouts caused by recent rainstorms were repaired along 2nd Street and 3rd Street.



WATER:

- Water Department staff repaired and returned the Well 10 flow meter to service after it stopped registering flow, restoring accurate system monitoring.
- Staff responded to a Well 8 outage, diagnosed a failed drive fan motor, and restored service within 24 hours with assistance from the vendor.
- The department assisted with Fourth of July event preparations and provided staffing support during community festivities.
- Materials were procured and delivered in support of the Beacon Lite Tank Tie-In Project.
- Crews repaired a ruptured water main on Washington Street within hours of the failure, minimizing service disruptions.
- Staff responded to and repaired service line breaks at Century and Buffalo Valley, restoring service to affected customers.
- Annual backflow testing was completed for all Town-owned devices to ensure compliance and protect water quality.
- Multiple power outage events were successfully managed by switching booster stations to backup power and restoring wells as quickly as possible.
- SCADA system updates were completed, including the addition of new monitoring points and operational enhancements to improve system reliability and oversight.
- Staff hosted a tour of the Water Treatment Plant for new IMEG engineers to support project coordination and system familiarization.
- The department successfully completed the Colorado Department of Public Health and Environment (CDPHE) sanitary survey and system inspection.
- All required third-quarter compliance sampling and testing were completed on schedule.
- Hundreds of utility locate requests were processed to support ongoing construction projects and protect critical water infrastructure.
- Crews completed a repair to an 8-inch water main on Beacon Lite Road, ensuring continued system reliability and service delivery.
- The Water Department continued to provide reliable service through emergency repairs, infrastructure maintenance, regulatory compliance activities, system improvements, and daily operational support.

