A Message from the
TOWN MANAGER

Staff continued to prioritize items for the budget workshops with the Board of Trustees on September 21, October 5, and October 19. We are working with the Board to evaluate preliminary 2021 revenue forecasts and expected expenses to aid in the determination of what supplemental items can be included in the 2021 Budget.

The Emergency Management (EM) Team worked to manage the ever-changing Covid-19 regulations and guidelines, as well as developed policies and procedures for emergency management operations. Staff participated in several trainings and meetings with Pikes Peak Regional Office of Emergency Management (PPROEM) to ensure compliance with State regulations. Staff worked with the Finance Department to submit the first Small Project Application Worksheet to FEMA for our Covid-19 PPE supplies and overtime hours. Staff managed the required Covid-19 reporting and are in the final stages of approving the Regional Hazard Mitigation Plan in collaboration with PPROEM.

The new legislation, Colorado’s Equal Pay for Equal Work Act, takes effect on January 1, 2021. As recommended, we will be hiring a consultant to perform a compensation analysis and strategy for the Town. We have issued an RFP for these services and are reviewing the proposals.

Members of the management team were selected to participate in a “Green Belt” Training from the Denver PEAK Academy. Monument staff as well as staff from other local municipalities attended this four-hour training to learn the principles of data and process improvement and to inspire employees to create a higher standard of government. The program will help staff “invest and improve the way government works. Through innovation, employees do more with less and enhance the [Town’s] experience.”

We discussed with Senator Lundeen ideas for improvements on major intersections. Based on his suggestions, staff worked with CDOT to replace concrete barricades with rock boulders at Highway 105 and Woodmoor Drive to improve aesthetics and weed control. The boulders were relocated from the Willow Springs/Forest Lakes development and were no cost to the Town.

Eagle Scout, Michael Carlson has completed a Veterans Memorial at Monument Cemetery. The community was invited to dedication on October 3. We appreciate this contribution from the Carlson Family, local Boy Scouts Troop 8, sponsors of the projects and Town staff.
Public Works Department

Water Department
Two new water technicians have started with our department and are currently in training. At Water Treatment Plant 3/9 staff performed maintenance on the “Sino wash” to create a more efficient back wash of the filters. The new chemical feed pumps were installed at Water Treatment Plant 3/9 and 8. The Programmable Logic Controller (PLC) replacement program is ongoing.

Streets
The Second and Washington Streets project began on September 21. This project will improve ADA accessibility and ensure compliance, improve drainage and the south bound Washington Street site distance triangle onto Second Street. The work was completed October 16 within the anticipated budget.

Additionally, some of the streets in the Downtown to include Jefferson, Fifth, Fourth, Washington, and Franklyn Streets were resurfaced on schedule and budget. On Old Denver Road from Baptist Road to Second Street, contractors performed crack sealing. Staff have repainted crosswalks and parking spaces as well.

Parks
Fall and winter preparations are underway to include fertilizing, equipment inspection and maintenance, and Holiday light preparations.

Communications & Marketing

September Digital Marketing Report

SOCIAL MEDIA

The following statistics were collected from the Town of Monument’s Facebook, Twitter and Instagram accounts between September 1-30:

Account Followers
Town Facebook: 5,818
Town Twitter: 1,921
Town Instagram: 2,076
Town Nextdoor: 4,365

Website Statistics
The following statistics demonstrate activity for the Town of Monument website for September:
Website Visits: 8,832
Page Views: 20,343

Community EVENTS

Many of the events have been impacted by the COVID-19 social distancing guidelines.

October 31
SAFE TRICK OR TREAT
Downtown

December 5
Small Town Tree Lighting
5pm - Limbach Park

Town Hall is open to the public Monday-Friday from 8am-5pm and closed for lunch from 12pm-1pm.
We have safety precautions in place and we ask that the public continue to use our online services to complete town business, if possible.
Staff is drafting several Improvement Agreements and Land Use Permits for approved projects on the brink of construction. These include Redline Pipeline on north Beacon Lite Road; Fox Run Veterinarian Clinic on Leather Chaps; Monument Ridge Apartments and a commercial area on the southeast corner of Baptist and Struthers; Sanctuary Pointe filing 7; ABC Landscaping on north Beacon Lite Road; and Freedom Express Car Wash on Jackson Creek Parkway.

Staff has requested additional funds from PPACG for the 2022 construction project on Jackson Creek Parkway. The hope is that additional construction funds can be obtained to construct the intersection at Higby Road and as much of the segment of road up to the north side of Lewis Palmer High School/YMCA as possible. Projects that are in the early stages include an annexation on north Beacon Lite Road, an annexation south of the Baptist Road traffic circle, a swimming center, and a replat on the north end of Snowwood Drive.

Two members of the Planning Commission will be meeting with staff this week to go over the Planning Commission bylaws as well as the proper conducting of the meetings.

Staff receives its fair share of complaints and with some research and diplomatic discussions are usually able to resolve them. A recent example is the area east of the Jackson Creek Self Storage adjacent to the developing Jackson Creek North Filing 1 subdivision. The adjacent homeowner expressed dismay over the lack of landscaping of the area. After some research, it was determined that the area is a strip of land set aside for the County Regional Trail, except for 10 feet adjacent to the self-storage. Staff will ensure the self-storage area is landscaped according to approvals and work with the developer of JCN1 as it appears it was intended to be native seed.

Jackson Creek North filing 2 is installing infrastructure as is Willow Springs Ranch. The plat for the Willow Springs project is being reviewed.

October is Community Planning Month! Our planners work to improve the well-being of all residents living in our community by taking a comprehensive perspective. This approach leads to a safer, resilient, more equitable, and more prosperous community. We celebrate the role that planning plays in creating a great community each October with National Community Planning Month.

### 2020 LAND USE PERMITS

<table>
<thead>
<tr>
<th>Type</th>
<th># of Permits Issued</th>
<th>% Increase from 2019</th>
<th>Permit Money Generated for Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Residential</td>
<td>168</td>
<td>107.01%</td>
<td>$1,360,116.47</td>
</tr>
<tr>
<td>Residential Addition</td>
<td>109</td>
<td>82.58%</td>
<td>$18,818.41</td>
</tr>
<tr>
<td>Commercial Addition</td>
<td>8</td>
<td>28.57%</td>
<td>$14,209.04</td>
</tr>
<tr>
<td>New Commercial</td>
<td>9</td>
<td>300.00%</td>
<td>$73,209.85</td>
</tr>
<tr>
<td><strong>2020 TOTAL</strong></td>
<td><strong>294</strong></td>
<td></td>
<td><strong>$1,466,353.85</strong></td>
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</table>

### LAND DEVELOPMENT PERMITS

<table>
<thead>
<tr>
<th>Type</th>
<th># of Permits Issued</th>
<th>% Increase from 2019</th>
<th>Permit Money Generated for Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi/High Dollar</td>
<td>8</td>
<td>34.78%</td>
<td>$27,215.00</td>
</tr>
<tr>
<td>Landscaping</td>
<td>84</td>
<td>365.22%</td>
<td>$4,150.00</td>
</tr>
<tr>
<td>Sidewalk</td>
<td>80</td>
<td>47.62%</td>
<td>$5,715.00</td>
</tr>
<tr>
<td>Tree Removal</td>
<td>1</td>
<td>0.45%</td>
<td>$25.00</td>
</tr>
<tr>
<td>Grading</td>
<td>3</td>
<td>150.00%</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Retaining Wall</td>
<td>0</td>
<td>0.00%</td>
<td>$0</td>
</tr>
<tr>
<td>Misc. Curbing etc.</td>
<td>0</td>
<td>0.00%</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>176</strong></td>
<td></td>
<td><strong>$38,105.00</strong></td>
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### OTHER TYPES OF PERMITS

<table>
<thead>
<tr>
<th>Type</th>
<th># of Permits Issued</th>
<th>% Increase from 2019</th>
<th>Permit Money Generated for Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fence</td>
<td>90</td>
<td>88.24%</td>
<td>$2,617.50</td>
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<tr>
<td>Sign</td>
<td>31</td>
<td>88.57%</td>
<td>$2,675.00</td>
</tr>
<tr>
<td>Temp. Use</td>
<td>6</td>
<td>37.50%</td>
<td>$300.00</td>
</tr>
<tr>
<td>Right of Way</td>
<td>24</td>
<td>120.00%</td>
<td>$9,899.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>151</strong></td>
<td></td>
<td><strong>$15,491.50</strong></td>
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</table>
Code Enforcement

Code Enforcement staff have been working on several issues around town:

- In the Monument Marketplace Shopping center staff have been working with the businesses and the property owners to repair the pot holes, erect a fence around vacant property to stop illegal dumping, and clean up the large debris on the property.

- Staff are working with Monument Self Storage to correct a lighting issue. Various complaints have been investigated to include illegal dumping and neighborhood lighting issues.

- Unpermitted signs have also been removed around town and we have referred issues outside of our jurisdiction to El Paso County Code Enforcement.

- Staff has developed an Excel spreadsheet to track code enforcement calls. Staff are working with the Town attorney to re-write the most common ordinance violations in the town code and are working to develop municipal code education to put out to the community.

Town Clerk

Ballots for the general election were mailed to every active registered voter on October 9. October 26 is the last day for an individual to submit a voter registration application and still receive a ballot in the mail. After October 26, newly registered voters must visit a voter service polling center to receive a ballot. El Paso County has a total of 35 secure 24-hour mail ballot drop boxes throughout the County, making it easy to return your ballot!

There are conveniently-located Voter Service Polling Centers (VSPCs) for the 2020 Election. Voters can visit any VSPC to register to vote, update voter registration, request a replacement ballot, mark a ballot using an ADA accessible ballot marking device, and drop off a ballot.

**Monument Town Hall will be open as a VSPC on the following dates and times:**
- Friday, October 30, from 8:00 a.m. to 5:00 p.m.
- Saturday, October 31, from 8:00 a.m. to 5:00 p.m.
- Monday, November 2, from 7:00 a.m. to 7:00 p.m.
- Tuesday, November 3, from 7:00 a.m. to 7:00 p.m.

**Secure 24-hour mail ballot drop boxes are available at the following Monument locations:**
- Monument Park & Ride – 1899 Woodmoor Drive
- Monument Town Hall – 645 Beacon Lite Road

Finance Department

- The Finance Department has submitted the 2019 Audited Financial statements submitted to the State.
- Staff is working on bond issuance documents and coordination for the upcoming Water & 2A Fund bonds.
- Staff is working on the 2021 Budget Process and the calculations of expense allocations and current year estimates.
- Staff is working on FEMA submission for COVID-19 related expenses.