Let me express my sincere appreciation to the residents of the Town of Monument for your hard work and dedication to keeping safety at the forefront throughout this global pandemic. 2020 has been a challenging and uncertain time for much of our community, but I am delighted to say that we continue to prosper under these circumstances. The year 2021 serves as the beginning of my third year of service to the Town of Monument, and I could not be more fortunate to be your Town Manager.

I am extremely proud that our staff has worked tirelessly through COVID to ensure our community continues to thrive amidst this everchanging climate. Despite all the challenges faced this year, the staff has significantly outperformed expectations. One major accomplishment I would like to highlight for 2020 is the issued Certificates of Participation for $22,000,000, to finance the acquisition, construction and installation of water improvements. These projects are part of the 2021 capital improvement program and will significantly improve the Towns’ water systems. Another accomplishment that was led by the Board of Trustees was the distribution of the Cares Act funding to our business community. Over $300,000 was made available to the businesses by the Town of Monument, to serve as a bridge to recovery for our community.

We have successfully adjusted operations to keep our staff and residents protected and healthy, supported our business community with funding and resources, and continued to provide outstanding service to our community. Moving forward in 2021, the Town will continue to pursue a steadfast commitment to excellence that strengthens residents’ trust while keeping the traditions of this small mountain town. I am proud of this community, and it is an honor to serve you. I am excited to see this Town flourish in 2021 and for many years to come.

Mike Foreman
New Staff Hired in 2020

Keith Fisher ....................Police Officer
Sean Hemmingway .........Police Chief
Jessica Hullinger ..........Town Accountant
Mike Jurich .................Water Tech
Win Kunkle ..................Police Officer
Colton Maloney .........Water Tech I
Andy Richey .................Town Attorney
James Wader .................Police Officer
Rew Woodbury ..........Public Works Technician

One of the goals we have for 2021 is to reorganize some of the departments and staff to allow for a more efficient and effective workflow throughout the organization. As part of this plan, we promoted 6 staff members to the following positions in December of 2020.

Madeline VanDenHoek .........Assistant to the Town Manager/ Strategic Initiatives
Erica Romero ..................Assistant to the Town Manager/ Project Manager
Debbie Flynn ..................Planner II
Drew Anderson .................IT Manager
James Schubauer ..........Parks/Facilities Superintendent
Tina Erickson .................Deputy Town Clerk

ADMINISTRATION STAFF YEARS OF SERVICE
Madeline VanDenHoek ....8  Erica Romero .............2
Drew Anderson ..........4  Andrew Richey .............1
Mike Foreman ..........3
People and Population

Population: 7,398
Median Household Income: $107,168
Poverty Rate: 8.3%
Bachelor Degree or Higher: 61.3%

Population Age Breakdown

Median Age: 34.8
Under 5 yrs old: 7.8%
18 and Older: 68.7%
65 and Older: 7.4%
Veterans: 17.2% (compared to 7.3% US average)
Male: 79.7%
Female: 20.3%
Households Total: 2,431/Average: 3.04
Families Total: 1,960/Average: 3.49
Owner-Occupied Housing: 76.8%
Renter-Occupied Housing: 23.2%

Business and Economy

Business & Owner Characteristics: 1,049 total firms
Men-owned Firms: 505
Women-owned Firms: 334
Non-minority-owned Firms: 870
Veteran-owned Firms: 60
**Social Media**

- Facebook followers grew from 5,330 to 5,923 in 2020
- Page likes 5,216 to 5,735
- Website Visits grew from 95,193 in 2019 to 109,392 in 2020

**Events**

Special Events this year looked a little different due to the COVID-19 Pandemic. Typically we would have hosted community clean-up events, Memorial Day Ceremony, Movie Nights, 4th of July Celebration, and the Tree Lighting Ceremony. When the pandemic shut down the community in March, many of these events were canceled. Ferrari Films was a great community partner and helped us convert a few of these events into virtual events. Our Memorial Day Ceremony and 4th of July Celebration can be viewed on our [YouTube Channel](#). Other community organizations that host events in town also found ways to shift their events to be held safely or virtually.

In Fall of 2020 we held a “Call for Artists” to design and create a mural at the Skate Park in celebration of the Pikes Peak Region Arts Month. Four local artist submitted art work and a committee chose the design created by Sarah Searle. Sarah and her brother Mike Searle, worked with the Town to create an event where the community gathered to paint two murals at the Skatepark in October. In conjunction with this event, the Town is collaborating with CU Denver's University Technical Assistance and the State of Colorado Department of Local Affairs to study the use of the Skate Park and create options for improvements. We anticipate this study to be completed by the end of 2021.
# Monument at a Glance

## 2021 Appropriation for the Operating Budgets

<table>
<thead>
<tr>
<th>Category</th>
<th>General Fund</th>
<th>Capital Projects Fund</th>
<th>2A Water ASD Fund</th>
<th>Community Development Fund</th>
<th>Traffic Impact Fee Fund</th>
<th>Storm Drainage Impact Fee Fund</th>
<th>Water Enterprise Fund</th>
<th>Conservation Trust Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Appropriation</td>
<td>$7,500,903</td>
<td>$1,555,575</td>
<td>$1,485,893</td>
<td>$206,864</td>
<td>$73,000</td>
<td>$60,000</td>
<td>$13,512,884</td>
<td>$55,000</td>
</tr>
</tbody>
</table>

## 2020 General Fund Revenue Summary

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>2020 General Fund Revenue Summary</th>
<th>2021 General Fund Revenue Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td>$5,092,502</td>
<td>$4,852,461</td>
</tr>
<tr>
<td>Inter-Governmental</td>
<td>$1,321,165</td>
<td>$594,623</td>
</tr>
<tr>
<td>Licenses &amp; Permits</td>
<td>$57,160</td>
<td>$54,160</td>
</tr>
<tr>
<td>User Charges/Fees</td>
<td>$824,539</td>
<td>$634,806</td>
</tr>
<tr>
<td>Fines &amp; Forfeits</td>
<td>$74,498</td>
<td>$35,000</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>$18,309</td>
<td>$18,309</td>
</tr>
<tr>
<td>Debt &amp; Financing</td>
<td>$0</td>
<td>$265,000</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Transfers In</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

## Annual Budget Charts

- **2021 Appropriation For the Operating Budgets**
- **2020 General Fund Revenue Summary**
- **2021 General Fund Revenue Summary**
## 2020 General Fund Expenditure Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$1,554,178</td>
</tr>
<tr>
<td>Benefits</td>
<td>$1,287,152</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$808,067</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>$210,463</td>
</tr>
<tr>
<td>Supplies/Non-Capital Equipment</td>
<td>$287,955</td>
</tr>
<tr>
<td>Utilities</td>
<td>$164,025</td>
</tr>
<tr>
<td>Economic Develop., Marketing &amp; Events</td>
<td>$293,000</td>
</tr>
<tr>
<td>Sales &amp; Property Tax Allocations</td>
<td>$289,813</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$15,000</td>
</tr>
<tr>
<td>Debt Service</td>
<td>$167,563</td>
</tr>
<tr>
<td>Contingency</td>
<td>$25,000</td>
</tr>
<tr>
<td>Transfers Out</td>
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## 2021 General Fund Expenditure Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>2021</th>
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</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$3,871,298</td>
</tr>
<tr>
<td>Benefits</td>
<td>$1,236,076</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$712,326</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>$182,824</td>
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<tr>
<td>Supplies/Non-Capital Equipment</td>
<td>$275,077</td>
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<tr>
<td>Utilities</td>
<td>$176,370</td>
</tr>
<tr>
<td>Economic Develop., Marketing &amp; Events</td>
<td>$0</td>
</tr>
<tr>
<td>Sales &amp; Property Tax Allocations</td>
<td>$308,768</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$403,000</td>
</tr>
<tr>
<td>Debt Service</td>
<td>$208,066</td>
</tr>
<tr>
<td>Contingency</td>
<td>$17,099</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>$110,000</td>
</tr>
</tbody>
</table>
The Monument Police Department Annual Report is intended to highlight the work and accomplishments of the men and women of our Police Department by providing insight into the happenings of our agency and the community which we proudly serve. The Monument Police Department continues our ongoing pursuit to enhance all our operations based on nationally-approved accreditation standards. My goal, as your Chief of Police, is to achieve the best industry standards in all areas of policing, while ensuring that we continue to serve this community based on our residents’ expectations. In 2020, emphasis was placed on enhancing records management and capturing demographic crime and quality of life data, which we continually monitor for our patrol deployment strategies.

With much national emphasis being placed on defunding police budgets and reducing qualified immunity from our hard-working police officers, I am proud to say that our community, elected officials and the Town’s Management has provided unwavering support for our men and women who faithfully serve this community.

Last year, the police department enhanced our Crisis Intervention Training and De-escalation policies due to new legislation, but more importantly, to show our good faith effort to continually evaluate our practices. We have added additional less-lethal types of equipment and training, with the understanding that lethal force is an absolute last resort.

COVID-19 placed many restrictions on our community engagement activities and required our officers to police and assist our community in many non-traditional ways. As we enter 2021, we remain optimistic that the pandemic will subside, allowing us to return to business as usual. The members of the Monument Police Department remain steadfast in ensuring that Monument remains one of the best places to live, raise children, work, and visit. It is our distinct honor and privilege to serve and protect this community.

Cristian “Sean” Hemingway
Monument Police Department’s Code Enforcement Unit has successfully required the clean-up of many uninhabited areas around town by requiring the removal of illegally dumped debris by business owners and residents.

Furthermore, our code enforcement team and police officers, working closely together, have been very successful at identifying quality-of-life issues throughout the Town and resolving them in a very timely manner. One example is many shopping centers have repaired potholes on private property at the request of MPD.

The Police Department continues to re-write ordinances as a result of our residents’ input to improve the overall aesthetics of our Town. We have been extremely successful in limiting parking lot camping by working closely with private shopping centers to prohibit RV camping.

**Community Resource Officer (C.R.O.)**

The Community Resource Officer is responsible for interacting with businesses, schools, and citizens to provide high visibility and recognizable response to day-to-day issues surrounding the school and community. This is accomplished by coordinating neighborhood watch meetings, hosting Coffee with a Cop events, coordinating Citizen Police Academy’s, and by providing safety talks with local churches, schools, groups/organizations, and businesses. The main goal as the Community Resource Officer is to reduce crime and enhance the quality of life for Town of Monument residents. COVID-19 has limited many of our face-to-face events in 2020. MPD did, however, coordinate RAD events, completed one Coffee with a Cop event at Wesley Owens Coffee, and hosted Santa on Patrol, through a partnership with Toys For Tots.
**Tactical Patrol Officer (TPO)**

The Tactical Patrol Officer (TPO) program is a comprehensive training program with a mission to provide enhanced crisis response capabilities to first responding officers. This program will train designated patrol officers to initiate incident command, stabilize scenes, reduce times of events, and save lives.

When faced with today's threats, it is imperative that agencies have an enhanced quick response capability in the field that can bridge the gap between the onset of an event and arrival of stand-alone tactical teams such as SWAT. The TPO program has a focus on finely honed tactical movements, firearms training, incident command, tactical first aid, rapid deployment, and mobile field force. Upon completion of the required hours of each topic, officers will receive the designation of Tactical Patrol Officer.

**Special Operations (5th Squad)**

At shift rotation, in August of this year, a new “5th Squad” was deployed to help support the four 4 existing patrol squads. The 5th Squad is comprised of members of the Special Operations Division; the Detective, the Community Resource Officer, the Special Operations Sergeant and the newly created Special Operations Officer. While officers assigned to the 5th Squad have varied specialties, the squad is designed to function in a team oriented manner and any member of the squad may be called upon to act in the capacity of any of the specialties housed within the squad thus creating redundancy and a force multiplier. The 5th Squad is designed to be closely integrated with patrol and has the following goals:

- Added Shift Strength for patrol – 5th Squad officers will provide flexibility and supplement patrol staffing to accommodate sick, light duty, vacation and holiday.
- Training (both as trainers and supplemental staffing to accommodate training)
- Proactive Police Work - DUI, traffic enforcement, community events, quality of life issues, etc.
- Special Investigations – investigations which are beyond the scope of patrol

**The Bicycle Patrol Unit**

The Bicycle Patrol Unit is comprised of Patrol Officers that are trained to IPMBA (International Police Mountain Bike Association) standards. The Team is comprised of Patrol Officers who can park their patrol car and utilize their bicycle in high-crime areas or just spend some time in the business districts. Community outreach will be a priority for this Team as we strive to continually hear the concerns of our community members.

**Patrol Division Minimum Staffing**

This year, command staff members determined there was a need to increase our minimum road patrol staffing from one officer to two officers. Personnel assignment changes and a shift in the expectations of our supervisors has allowed for more officers and supervisors on patrol. This change in policy has increased officer safety and expanded the physical presence of our officers in the community.

**Patrol Zone Districts**

MPD now assigns officers to zones which will ensure that quality of life issues and problems are identified through our entire town. The zone accountability deployment strategy is a grass roots community policing concept which is designed to encourage officers to take ownership and responsibility in their assigned zone.
COLORADO SENATE BILL 20-217
In June, the Colorado State Legislature passed Senate Bill 20-217 into law. This unfunded mandate enacted significant changes in use of force, created body worn camera mandates, and exempted officers from qualified immunity in certain situations. This impacted several policy updates and training programs that where completed.

COVID-19 RESPONSE
MPD, like most of the nation, was forced to rapidly evolve to the changing situation. In response, MPD opened our Emergency Operations Center- EOC, (utilizing the national ICS structure), to develop new policies and procedures to address the pandemic. In the early stages, the EOC was issuing daily situation reports and pandemic training to our officers, Town employees and our community.

JOINT TERRORISM TASK FORCE (JTTF)
To remain abreast of local, state and national concerns related to man-made terroristic activities, MPD began working closely with the Federal Bureau of Investigations (FBI) Joint Terrorism Task Force (JTTF). This locally based multi-agency partnership between federal state, and local law enforcement agencies tasked with investigating terrorism and related crimes. This is just one example of this command staff’s emphasis on regional cooperation and information sharing.

RESERVE OFFICER PROGRAM
The MPD Reserve Division is comprised of POST certified Police Officers who support the patrol division by volunteering the capacity of police officers. The reserves must meet the same criteria for appointment as a full-time officer and must also attend in-service training as full-time officers. Ofc. Keough is currently our only reserve officer. This year Ofc. Keough contributed 639 hours to the department to help cover, sick, vacation, training and special events. He continues to be a tremendous support to the patrol division.

FORCE TRAINING UNIT (F.T.U)
The MPD Force Training Unit (FTU) is responsible for all our in-service training and ensuring all our officers are compliant with P.O.S.T Rule 28. Rule 28 requires all officers receive a minimum of 24 hours of annual in-service training. Of those 24 hours, at least 12 must be in the areas of “perishable skills” (Arrest Control, Driving and Firearms).
To accomplish this MPD maintains several in-house instructors in the following areas:
- Arrest Control: Ofc. Johnson
- Driving: Ofc. Johnson
- Taser: Sgt. Koski
In addition to in-service training, the FTU member instructors are regarded as Subject Matter Experts in their respective disciplines. The FTU meets regularly to review all use of force incidents throughout the department. It is the FTU’s goal to identify training deficiencies, and to be continually improving our training programs to ensure our officers are receiving the highest level of training.

CHAPLAIN PROGRAM
The MPD Chaplain program continued to support our community and our officers throughout the year with our 3 volunteer Chaplains; Gregory Fell, Steve Burford and Tim Allen. After several years of service, Chaplain Tim Allen left the program in September to accept a position in Evanston, IL. Chaplain Phillip Wright was sworn in as our newest Chaplain on December 1st and brings with him many years of Chaplain experience.
### Municipal Court Statistics

#### FIRST QUARTER

<table>
<thead>
<tr>
<th>Citation Type</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic - Adult</td>
<td>39</td>
<td>25</td>
<td>9</td>
<td>73</td>
</tr>
<tr>
<td>Traffic - Juvenile</td>
<td>6</td>
<td>2</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>Humane Society</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Criminal - Adult</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Criminal - Juvenile</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>46</strong></td>
<td><strong>27</strong></td>
<td><strong>13</strong></td>
<td><strong>86</strong></td>
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#### SECOND QUARTER

<table>
<thead>
<tr>
<th>Citation Type</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic - Adult</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Traffic - Juvenile</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Humane Society</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Criminal - Adult</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Criminal - Juvenile</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>5</strong></td>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
<td><strong>10</strong></td>
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</table>

#### THIRD QUARTER

<table>
<thead>
<tr>
<th>Citation Type</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic - Adult</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Traffic - Juvenile</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Humane Society</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Criminal - Adult</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Criminal - Juvenile</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>5</strong></td>
<td><strong>3</strong></td>
<td><strong>3</strong></td>
<td><strong>11</strong></td>
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</table>

#### FOURTH QUARTER

<table>
<thead>
<tr>
<th>Citation Type</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic - Adult</td>
<td>21</td>
<td>3</td>
<td>1</td>
<td>25</td>
</tr>
<tr>
<td>Traffic - Juvenile</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Humane Society</td>
<td>2</td>
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<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Criminal - Adult</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Criminal - Juvenile</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>28</strong></td>
<td><strong>3</strong></td>
<td><strong>1</strong></td>
<td><strong>32</strong></td>
</tr>
</tbody>
</table>

Juvenile traffic citations include crimes by those who are younger than 18 years of age.

Juvenile criminal citations include underage consumption and marijuana possession by those who are under 21 years of age.

Municipal Court citation statistics do not take into count the following: trespass warnings, field interviews, traffic warnings, and proof of service.

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### 2020 Quarterly Municipal Court Overview

### 2020 Quarterly Municipal Court Overview

### Annual Crime Statistics

#### 2020 MUNICIPAL COURT TOTALS

<table>
<thead>
<tr>
<th>Citation Type</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic - Adult</td>
<td>110</td>
</tr>
<tr>
<td>Traffic - Juvenile</td>
<td>12</td>
</tr>
<tr>
<td>Humane Society</td>
<td>8</td>
</tr>
<tr>
<td>Criminal - Adult</td>
<td>7</td>
</tr>
<tr>
<td>Criminal - Juvenile</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>139</strong></td>
</tr>
</tbody>
</table>

#### 2020 YTD HIGH PROFILE CRIME TOTALS

<table>
<thead>
<tr>
<th>Major-Crime Type</th>
<th>Total Case Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homicide</td>
<td>1</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>10</td>
</tr>
<tr>
<td>Assault</td>
<td>45</td>
</tr>
<tr>
<td>Stolen Vehicle</td>
<td>17</td>
</tr>
<tr>
<td>Theft from a Motor Vehicle</td>
<td>57</td>
</tr>
<tr>
<td>Burglary</td>
<td>13</td>
</tr>
</tbody>
</table>

PLEASE NOTE: These statistics do not include any crime occurrences that were not reported to the Monument Police Department.
Elections

Stats

- Ballots cast during the regular election: 1603 (1273 at the 2018 regular election)
- Ballots cast during the coordinated election: 10750 (4664 at the 2018 special election)

Highlights

The Town of Monument held its regular election on April 7, 2020, as a mail ballot election. Mitch LaKind, Jim Romanello and Jamy Unruh were elected as Trustees for terms of 4-years. The voters also passed a question that opted the Town of Monument out of restrictions imposed by Senate Bill 05-152.

The Town of Monument participated in a coordinated election on November 3, 2020. The Board of Trustees referred a ballot issue and a ballot question to the voters. The ballot issue asked voters if they would like to increase sales tax from 3.0% to 3.5% with the revenue generated set aside specifically for the Monument Police Department. The issue failed with 57% of the voters opposed.

The ballot question asked voters if they would prefer to move their regular election schedule from the first Tuesday in April of even-numbered years to the Tuesday succeeding the first Monday in November of even-numbered years. The question passed with 63% of voters in favor. This change will result in higher voter turnout and lower cost elections.
**Business Licensing**

**Stats**
- New Licenses Approved: 239 (283 in 2019)
- Contractors: 218
- Brick and Mortar: 31
- Licenses Renewed: 742 (660 in 2019)
- Solicitor Licenses Issued: 4 (52 in 2019)

**Highlights**

Using an expanded business license application form, we were able to collect comprehensive business license data in 2019. At the start of 2020, we were able to return to a consolidated and concise application process. Additionally, the license renewal process returned to a pre-populated single page statement which requires only signature and payment if nothing has changed with the business itself.

**Liquor Licensing**

**Stats**
- Number of renewed licenses: 34 (35 in 2019)
- Number of new license applications received: 1 (3 in 2019)
- Number of transfers of ownership: 3 (1 in 2019)
- Number of temporary modifications due to covid: 1 (n/a in 2019)
- Number of special event liquor permits issued: 2 (4 in 2019)

**Highlights**

TEMPORARY LIQUOR LICENSE MODIFICATIONS

The Colorado Department of Revenue’s Liquor Enforcement Division (LED) adopted Regulation 47-302(F) to allow on-premises, liquor-licensed businesses to apply for temporary modifications to expand their licensed premises into sidewalks, streets, and parking lots to increase social distancing measures. The temporary modifications require both local and state approval based on the standardized criteria that consider location, public thoroughfares, boundary delineation, local building and zoning laws, authorization of the area by owner, nearby liquor licensed premises, and Colorado Liquor Code and Rules. Any temporary modification approved pursuant to this program shall expire on October 31, 2021. To expedite the application process for temporary modifications to outdoor dining and retail spaces, the Town of Monument passed Resolution No. 20-2020 that delegated the authority to approve requests by Town businesses to temporarily modify the area where it may serve liquor to the Town Clerk, authorizes the Town Manager or Public Works Director to approve requests from Town businesses to temporarily use the Town’s rights-of-way, sidewalks, and/or other public places for the purpose of expanding their outdoor dining or sales areas, and authorized the Town Manager to temporarily suspend the Town’s parking requirements and zoning restrictions if requests to temporarily expand outdoor dining and sales areas conflict with the requirements. Resolution No. 20-2020 expired on Sept. 24, 2020. The Town of Monument only received one request for a temporary modification of premises in 2020.
**Special Events**

**Stats**

Number of special event permits issued: 3 (20 in 2019)

Park Reservations: 26 (78 in 2019)

**Highlights**

Due to potential safety concerns with hosting concerts that may draw large crowds, along with the associated damage that may occur to park facilities, the Board of Trustees passed Ordinance No. 18-2020 requiring an approved special event permit to use the band shell at Limbach Park. This affords staff an opportunity to review the event organizer’s plans and offer suggestions on ways to mitigate potential public safety concerns and ensure park facilities are safeguarded.

**Staff Training/Board of Trustees Retreat**

While working as the Deputy Clerk in 2020, Erica Romero received full scholarship to year two of a three-year certification process offered by the Colorado Municipal Clerk’s Association. Here are a few of the classes she attended:

- Effective Governance
- Making Smart City Simple-Resiliency for New Normal
- Leading Through Crisis
- The Basics of Records Management, Records Retention and Destruction
- Budgeting Basics

Town Clerk Laura Hogan participated in the following training opportunities this year:

- Liquor Licensing – Revisited
- Elections – Revisited
- How to Survive CORA (Colorado Open Records Act)
- Managing Remote Meetings

Tina Erickson participated in webinars hosted by Town’s accounting software vendor regarding utility billing and cross-trained with other staff on all front desk processes.

The Board of Trustees, town manager, town attorney and town clerk participated in a two-day board retreat and training session on June 26 and 27. Most of the training was facilitated by Debbie Brinkman, former Mayor of Littleton and current Director of the Institute for Excellence in Governance. Ms. Brinkman offered training and facilitated discussion on topics such as “Leadership and Governance”, “Rules of Engagement”, “Communication and Relationships”, and “Rules of Procedure/Protocols”. Town of Monument Police Chief Hemingway delivered a presentation aimed at updating the Board of Trustees on how the Town of Monument is responding to the current pandemic and planning for future emergency scenarios. Scott Smith, Vice President of Land with Oakwood Homes, provided information about metropolitan districts, their benefits and financing, the associated consumer protections, the required disclosures at the home buying process, statutory and regulatory compliance, as well as the role of local government plays in the establishment of metropolitan districts. Michael Penney, City Manager of Castle Pines, explained how the City of Castle Pines recently became a Home Rule City. Mr. Penney outlined the differences between “home rule” and “statutory” forms of government, detailed the benefits of becoming “home rule”, defined the process of becoming a home rule municipality, outlined the arguments for and against the transition, and offered suggestions on how to proceed. Many thanks to Mayor Don Wilson for organizing a comprehensive training session and retreat for the elected officials in the Town of Monument.
Cemetery

**Stats**
- Plots sold: 26 (40 sold in 2019)
- Burials: 19 (13 in 2019)
- Plots left: 14 full size plots (none in the cremation garden)

**Highlights**

Michael Carlson's Eagle Scout project, a veteran's memorial, was gifted to the town on Oct. 3 during a ceremony at the Monument Cemetery. (The photo below was taken from Oct. 14 edition of the Tribune.)

The Town of Monument partnered with Ferrari Films to create and share a virtual Memorial Day Ceremony. Town of Monument Mayor Wilson, Colorado State Representatives Terri Carver and Tim Geitner, and Bill Miller, President/CEO of Wounded Heroes USA, greatly contributed to the remembrance video which can be seen on the Town's website at: [https://www.townofmonument.org/331/Memorial-Day-Ceremony](https://www.townofmonument.org/331/Memorial-Day-Ceremony)

Veteran's Day was celebrated at the Monument Cemetery with the help of a local boy scout troop placing American flags at the headstone of each of our 116 Veterans' grave sites.

On December 19, 2020, volunteers with Wreaths Across America gathered at Monument Cemetery to Remember and Honor our Veterans through the laying of Remembrance Wreaths on the graves of our country's fallen heroes and the act of saying the name of each and every Veteran aloud.

Records Management

**Stats**

Number of records destroyed per the retention schedule:
700 pages and 4 banker's boxes (about 4 times that amount were destroyed in 2019)

**Highlights**

The Clerk's Office provided a training session to the Management Team that detailed how to identify what is a record, how to determine the retention schedule of each type of record, how to properly document the destruction of eligible records, and how to maintain records.

Open Records Requests

**Stats**

Number of open records requests: 29 (45 in 2019)
**Governmental Reporting**

The Annual Report for the Conservation Trust fund was completed and submitted. This allows the Town to continue receiving lottery fund payments on a quarterly basis for park maintenance and improvements.

The Local Highway Finance annual report was completed. This allows the Town to continue receiving HUTF funds (Highway User Tax Funds) allocated from the State and is part of the revenue of the Capital Projects fund budgets for both 2020 and 2021.

**Policies**

We restructured the Town’s purchasing policy, bringing it up to date with current practices. The new policy was approved by the Board of Trustees in August of 2020.

We are currently working on other policies with the intention to implement in 2021 including a Capital Assets policy.
Water Department

- Installation of new Isolation Valve near Safeway: The installation of this valve will allow the water department to isolate smaller sections of the Commercial Zone when water line needs repairs and maintenance. Overall, less businesses will be impacted during work on the water lines.

- Initiated a Programmable Logic Control (PLC) Replacement Plan: This included all Water Treatment Plants (WTP) and will allow an updated and improved communication between WTPs and the Town’s Supervisory Control and Data Acquisition (SCADA) computer. This allows the water department to monitor the entire water system in real time and enhances control throughout the Town.

- Began the Drilling of Well #10: This is a new source of water for the Town and will be integrated into the system providing a more redundant and complex water system for the Town.

- Expanded Water Department Staff: The water department hired, trained and integrated two new certified water operators. This allowed the department to maintain a full crew. The two new hires have numerous years’ experience in the water industry and will add immense knowledge to the team.

- Completed the Annual Hydrant Flushing Program: The flushing program increases the Town’s water quality by assuring the mains are cleaned and the water is not too old in any one area of the distribution system.

Streets & Parks

- Completed Highway Users Trust Fund (HUTF) Report: This report is submitted to Colorado Department of Transportation (CDOT). CDOT uses the report to distribute critical federal funds to communities like Monument. The funds can then be used for improving roadways around the community.

- COVID 19 Response: COVID put extra strain on crews in 2020. Both crews worked on disinfection of various areas including restrooms and playgrounds. The pandemic also eliminated the use of "summer crews" to assist with mowing, watering, weed elimination, assist with park maintenance, and occasional roadway assistance.

- “Summer Flower” Program: Residents expressed an overwhelming desire and appreciation for the flowers along 2nd and 3rd streets in town. As well as the flowers in the parks, Town Hall, and the cemetery providing beautification to surround areas.

- Installed a Dock Extension at Monument Lake: The extension allows more people to fish and enjoy the lake from a different perspective than the shore. The dock is a coveted spot during the summer and provides the community better use of Monument Lake.

- Initiated a Fire Extinguisher Inspection Program: This program allows the Town to monitor its own extinguishers and save a significant amount of money in the budget to put toward other projects. All extinguishers are inspected every year including buildings and vehicles.

- Installed Guardrails: The installation of these rails took place on both sides of Old Denver Highway where the road crosses Dirty Woman Creek. The installation of these guardrails brings the road up to current standards, as well as ensures the safety of our residents.
The year 2020 was both normal and abnormal for activities conducted by the Planning Department. First, even under the conditions imposed by the unusual health circumstances, the development industry moved forward with unprecedented growth numbers. The growth in the residential construction was anticipated but surprisingly unaffected by the slowing economy.

The Sanctuary Pointe residential development progressed at a high pace, to the point where it is expected to build out within one to two years. The Willow Springs Ranch residential development began an aggressive installation of its infrastructure. The project went from several planned phases over time to placing the infrastructure for the entire project at one time. It is our understanding that home builders are standing by to start once lots are available. Also, the Village residential/commercial project on north Jackson Creek Parkway (JCP) received sketch plan approval. This project is integral to the widening improvements planned for JCP north of Higby Road. Add to these projects Jackson Creek North, east of JCP and south of Higby, and the potential growth is, frankly, amazing. The total potential new dwelling units produced by these projects is estimated to produce well over 1000 units, which equates to a potential of 3000 to 4000 in new population over the next 5 to 10 years, assuming no slow down in the industry. This is obviously a potential change in the character of the town as it exists, and certainly, not what many residents anticipated that moved to town a number of years ago. This is a syndrome known in the planning arena as “not in my backyard” (NIMBY). This is understandable. What many of these residents seem to lack the understanding of is that, when they arrived, their impact was the same on those that lived here before them. This is simply called urbanization and has been occurring since mankind decided to band together. Just being a little philosophical…but real.

The surprising growth was in the industrial and commercial sectors. Movement on the Falcon Commerce Center and the aggressively pursued UPS Distribution Center therein has been the widening improvements planned for JCP north of Higby Road. Add to these projects Jackson Creek North, east of JCP and south of Higby, and the potential growth is, frankly, amazing. The total potential new dwelling units produced by these projects is estimated to produce well over 1000 units, which equates to a potential of 3000 to 4000 in new population over the next 5 to 10 years, assuming no slow down in the industry. This is obviously a potential change in the character of the town as it exists, and certainly, not what many residents anticipated that moved to town a number of years ago. This is a syndrome known in the planning arena as “not in my backyard” (NIMBY). This is understandable. What many of these residents seem to lack the understanding of is that, when they arrived, their impact was the same on those that lived here before them. This is simply called urbanization and has been occurring since mankind decided to band together. Just being a little philosophical…but real.

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