



2025 City Annual Budget

To deliver sustainable, citizen driven services for the health, safety, and welfare of the community.





GOVERNMENT FINANCE OFFICERS ASSOCIATION

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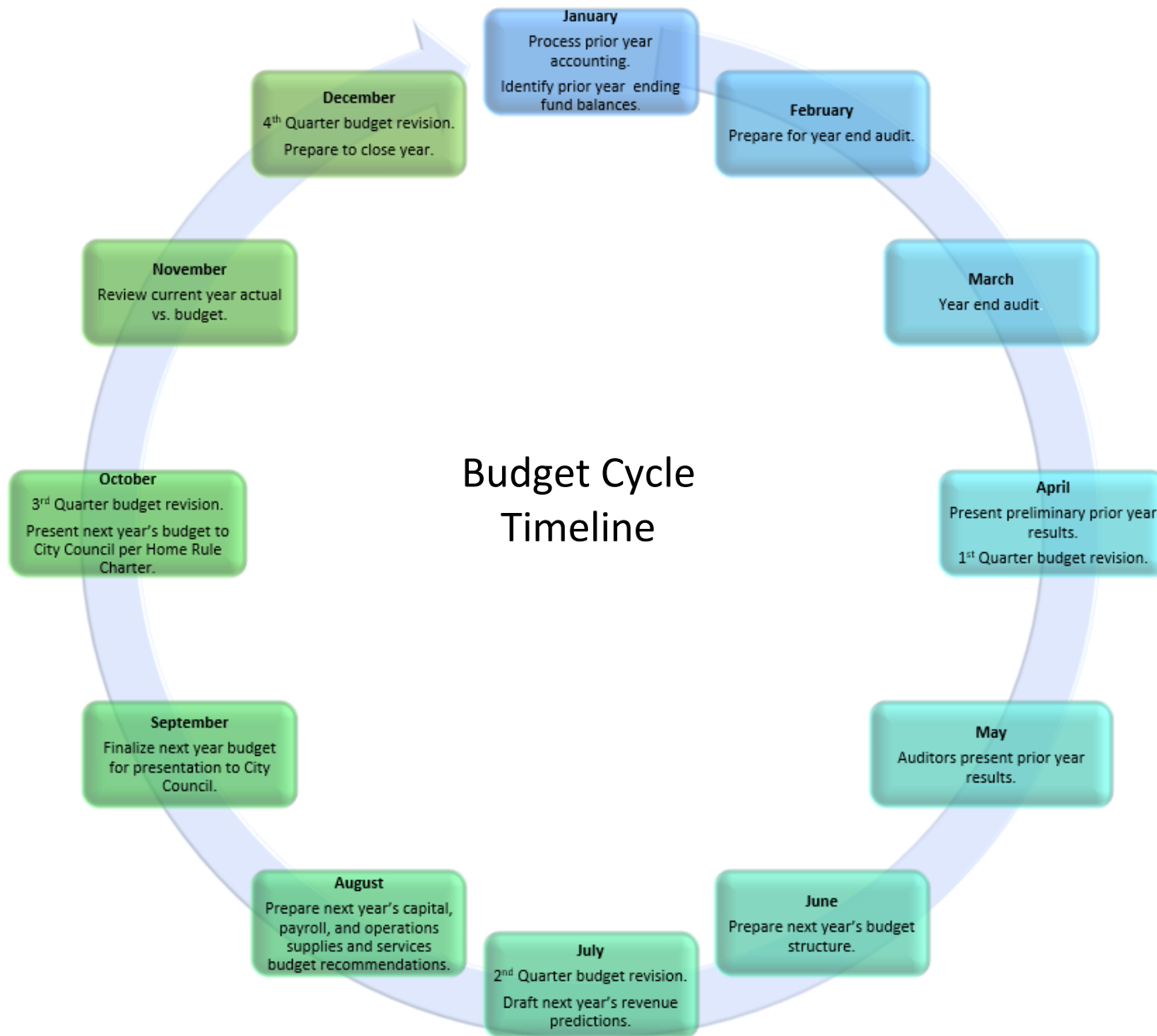
Christopher P. Morill

Executive Director

Table of Contents

Budget Cycle Timeline	4
Transmittal Letter	5
Organizational Chart	19
Fund Structure.....	20
Accounting and Budgetary Basis	21
General Fund	22
General Government	22
Community Development.....	35
Economic Development	37
Public Safety	38
Public Works.....	41
Parks and Recreation.....	45
General Fund Long Range Financial Plan	48
General Fund Revenue Summary – Fiscal Year 2025	50
General Fund Expenditure Summary – Fiscal Year 2025.....	51
Enterprise Funds.....	52
Water Fund.....	52
Water Fund Long Range Financial Plan	55
Wastewater Fund	60
Wastewater Fund Long Range Financial Plan	62
Storm Drainage Fund	65
Storm Drainage Fund Long Range Financial Plan.....	67
Special Revenue Funds.....	69
Emergency Contingency Fund	69
Cemetery Perpetual Care Fund.....	70
Fire Impact Fund.....	71
Street Impact Fund	72
Park Impact Fund.....	73
Police Impact Fund.....	74
School Impact Fund	75

Conservation Trust Fund.....	76
Refuse Collection Fund	78
Capital Budget	79
Capital Budget Overview.....	79
Capital Budget Details	80
Long Term Capital Budget Projection.....	82
2025 Capital Budget by Fund and by Funding Source	83
Significant Capital Improvements	85
Capital Projects – Streets Fund	90
Capital Projects – Food Tax Fund	92
Capital Projects – Road Tax Fund.....	93
Capital Projects – Parks Fund.....	94
Trust Funds - Cemetery Endowment Fund	95
Evans Redevelopment Agency	96
Attachments	97
Attachment A 2025 Budget Summary	97
Attachment B Summary of Personnel Positions.....	98
Attachment C Summary of Personnel Expenditures	104
Attachment D Summary of Supplies and Services by Program.....	105
Attachment E Summary of Supplies and Services by Fund	108
Attachment F Summary of Debt	109
Attachment G Asset Management Plan	110
Attachment H Intra Fund Transfers and Methods	111
Attachment I 2025 Budget Resolution	112
Attachment J Financial Policies.....	115
Attachment K Statistical Information	143
Glossary	145



Transmittal Letter

October 1, 2024

Honorable Mayor Clark, Members of the City Council, and the Citizens of Evans –

We are pleased to present the 2025 Operating and Capital Budget for the City of Evans. This proposed budget is a testament to the positive momentum we have built over the past two years, setting the stage for the continued transformation of Evans into *the* Community of Choice in Northern Colorado. The annual budget, *the* chief policy document for all city operations, is a strategic financial plan detailing the use of public funds to meet the growing demand for essential municipal services. To be most effective, it *must* reflect the City Council's priorities to achieve the goals for the community.

Over the past two years, much progress has been made to redefine how we approach decision-making, both from a political perspective and an administrative perspective. In 2023, the City of Evans identified two strategies as critical to achieving success in economic development: *Collaborative Partnerships* and *Community Beautification*. While collaborative partnerships are generally considered external to the organization (i.e., the relationship between the City and external influential stakeholders), the internal relationship between the City Council and City Staff is perhaps most integral to our success. Over the last two budget seasons, we have redefined the budget formulation process to put the City Council in the driver's seat to ensure the City Manager's recommended budget truly reflects the Council's priorities. The City Council is the legislative branch of our local government, wielding the power of the local government. As such, the City Council must not be a mere recipient of the annual budget, but rather serve as an active participant in its creation. Because of productive collaboration in the budget process beginning with the 2024 Budget, the City Council prioritized targeted investments in compensation for our existing employees by allocating nearly \$1 million into salaries that brought our workforce into competition with other municipalities throughout the Northern Colorado region. Along with investments in the workforce, the City Council also invested in the modernization of city equipment to provide the Operations team with the right equipment to do their jobs safely and efficiently.

As we look ahead to 2025, there is a great deal in front of us that we should be excited about. From multiple commercial and residential economic development projects that will continue to boost our local economy to new park space and the construction of a new police station, exciting things are happening in Evans. However, even with the current excitement, our focus is not today or even next year, but rather where we want to go over the next five years, ten years, and even the next twenty years. In 2025, we will craft a new strategic plan to ensure we begin with the end in mind to meet our future goals. Nevertheless, my responsibility as City Manager is not complete by focusing entirely on what we *like* to discuss; instead, I must also bring attention to what we *need* to discuss. Our City's mill levy of 3.536 mills is financially unsustainable and must be evaluated in the near future.

Economic Outlook

The City of Evans continues to experience strong sales tax collections which exceed both budget projections and prior year revenue. Most business sectors indicate growth patterns represented by significantly increased collections in online sales and convenience store activity. Development projections indicate large potential over the next five years and related revenue projections are built upon conservative estimates of planned development. Evans

regularly experiences spikes in industrial related revenue and development activity which makes intentional budgeting necessary for the long-term financial stability of the City.

In a June 2024 update, the Colorado Office of State Planning and Budgeting (OSPB) reported that Colorado inflation sat below the nation's due to declines in housing and services costs. Economic growth expectations remain optimistic, and the Colorado labor market remains strong. Long-term trends such as: housing, inflation, education, workforce, demographics, energy and the environment are expected to place pressure on the State budget and remain a local challenge as well.

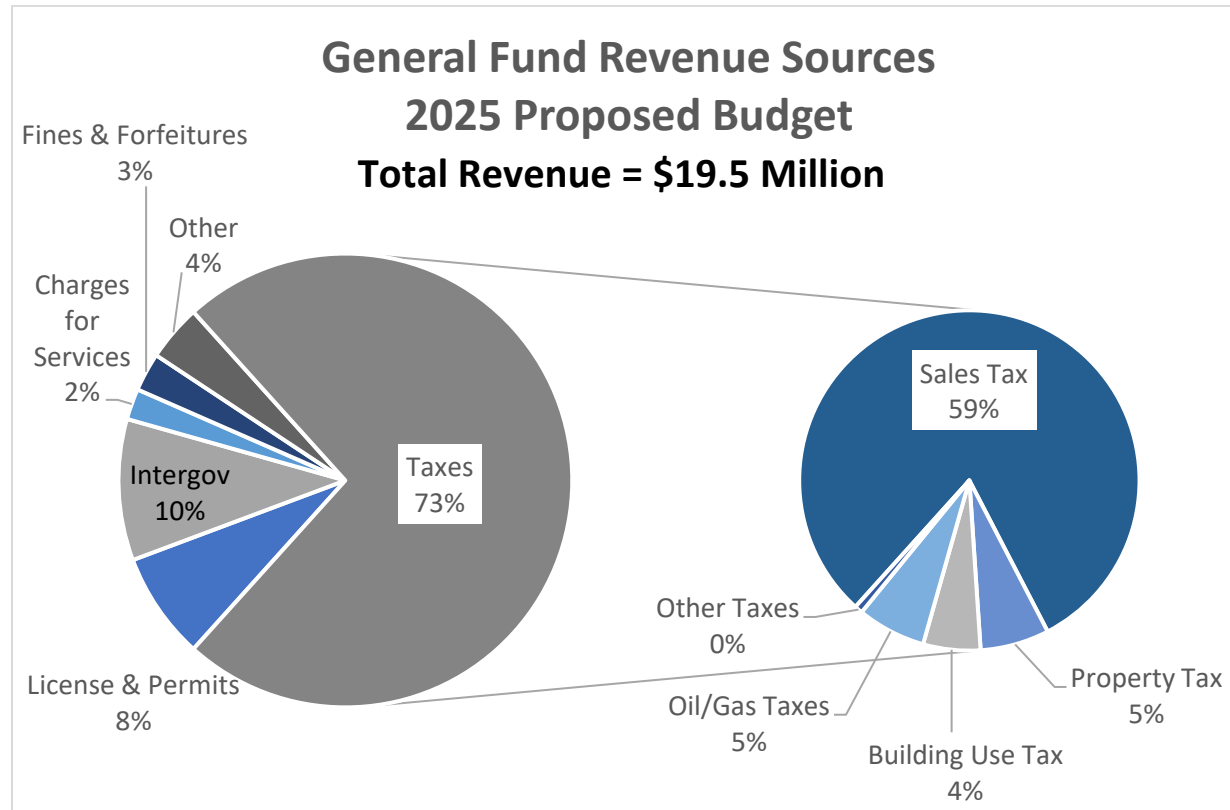
National inflation has largely flattened, while Colorado inflation has taken a steeper decline. This is largely due to decreases in housing and services costs. Colorado inflation is expected to return to historical trends which also aligns with nationwide inflationary patterns.

These are all factors being monitored closely at the local level. Housing construction is on the rise locally as is commercial development. This growth will add necessary housing options and increase the basis for sales tax revenue within the community. With any long-term forecast, realistic expectations are crucial in fiscal policy effectiveness. The City anticipates issuing enterprise debt for expansions to the Wastewater Treatment Facility and securing debt for construction of a new police station, both within the next two years. Timing these activities based on lending environment forecasts will be extremely important for the City.

Revenue Trends

Although several revenue categories account for total revenue in the General Fund, as one can see from the graph below, approximately three-quarters of the revenue in the General Fund is derived from taxes. A closer look shows **59% of the revenue derived from taxes is generated by sales taxes, while property taxes account for a mere 5% of tax revenue.**

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Overall, General Fund revenue is projected to increase 4% in 2025 over the 2024 budget. Below is a discussion of the projected changes in major revenue categories.

Sales Tax Revenue: City-wide sales tax collections for 2024 are projected to total approximately \$17.7 million. Sales taxes derived from more volatile industries are discounted in subsequent years to reduce reliance on these less predictable sources. The 2025 city-wide sales tax budget is anticipated to be \$18 million as increases expected in many other industries offset reductions for the more unpredictable sources. Assumptions of continued growth, increasing online sales and deliveries into Evans, and strong consumer demand are the basis for these estimates.

Property Tax Revenue: The 2025 property tax budget is projected to be down 4%, or approximately \$40,000 from the 2024 original budget. This reduction is due to a decrease in oil and gas production and valuation, along with legislation designed to reduce the assessed valuation of property and increase tax exemptions. State legislation in future years will remain a challenge to property tax collections at the local level.

Oil/Gas Taxes: State severance and federal mineral lease taxes are distributed to the City and represent the oil and gas category of taxes. Over the past several years, this revenue source has realized fluctuations greater than \$500,000 per year. In an effort to smooth out these large swings, the City budgets for a minimal amount of revenue and considers any additional collections as one-time revenue. 2023 oil and gas taxes produced \$1,000,000 of revenue in excess of budget projections due to high oil and gas prices; 2024 collections were \$350,000 above budget. Evans is utilizing this excess revenue for replacement of aging heavy equipment to minimize the financial burden on our citizens and businesses.

License and Permits: The largest source of revenue within this category is building permits. Building activity over the past several years has fluctuated and the long-range forecast includes a conservative annual average of anticipated development units over the five-year period. Averaging this revenue stream stabilizes the available resources to be used for efficient City operations. The 2025 budget anticipates an increase in building permit revenue by 64% or approximately \$229,000, compared to the 2024 budget. This increase is due to multiple planned developments building through the next five years.

Overall, General Fund revenue is expected to increase by \$900,000 over the 2024 original budget. This 4% increase is driven primarily by sales tax and building permit revenue growth, although this total remains 5% below 2024 projected revenue. Identifying the categories of revenue most volatile and easily impacted, like industrial revenue sources, and remaining reliant upon these revenues to a reasonable level is a critical component of operational stability in Evans. The 2025 budget is focused on historical trends and realistic revenues, which will be available for use in providing services to the community of Evans. Our commitment is to:

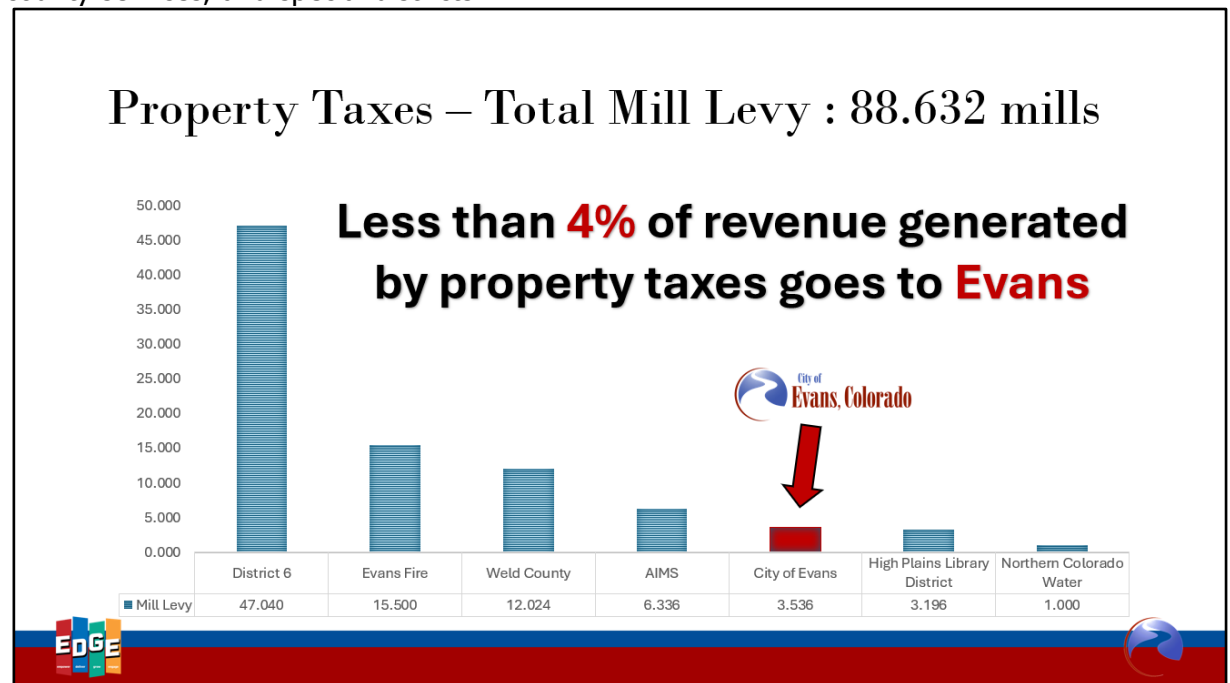
- 1. Identify realistic and achievable revenue levels.** Stability of revenue is essential for the General Fund to be able to support the delivery of basic municipal services for the community. Under our current structure, there is a disproportionate reliance on sales taxes to fund basic services, which creates greater risk for the community. With a large share of General Fund revenue coming from sales tax, the community has become very reliant on revenue generated from retail sales to provide a basic quality of life. This means that any disruption in the economy, whether at the national or local level, could very easily and quickly translate into immediate interruptions in municipal operations, thereby putting quality of life at greater risk.

In order to ease this trend, we must examine our property tax mill levy, which has been set at 3.536 mills since 2012.

<i>Year</i>	<i>Mill Levy Rate</i>
1988	11.139
1989	12.568
1990	12.932
1991 – 2011	13.536
2012 – Present	3.536 ¹

Across the community the total mill levy is 88.632² mills; however, the City’s mill levy of 3.536 mills makes up **less than 4%** of the total mill levy. If we examine a tax statement for a property in Evans, we will see the following taxing authorities: 1). Greeley – Evans School District 6; 2). Evans Fire Protection District; 3). Weld County; 4). Aims Community College; 5). City of Evans; 6). High Plains Library District; and 7). Northern Colorado Water. The City of Evans ranks **fifth lowest** on the tax statement with approximately 96% of property tax revenue generated in Evans going to other entities, such as schools, county services, and special districts.

With a mill levy as low as 3.536 mills, it is becoming increasingly unsustainable to provide basic municipal services to a growing community. Today, the median residential property value in Evans is \$372,000. For Tax Year 2023 (taxes paid in 2024), a property worth \$372,000 had a total tax bill of \$2,209.06. However, this is not the total amount due to the City of Evans. Instead, Evans collects a share proportionate to 3.536 mills, which, for a \$372,000 residential property was equal to **\$88.13 per year**. This equates to a **monthly share of \$7.34 for basic municipal services**. In 2024, the City of Evans is forecasted to receive less than \$950,000 in property tax revenue, which is down from




¹ In 2012, the property tax mill levy was reduced from 13.536 mills to 3.536 mills after Evans voters approved an initiative to transfer 10 mills from the City of Evans to the Evans Fire Protection District.


² Citizens who live west of 23rd Avenue may have an additional mill levy of 0.414 mills from the *West Greeley Conservation District* for a total mill levy of 89.046 mills. In addition, citizens who live in a metro district will have an additional mill levy of 60.000 mills for a total mill levy of 149.046 mills.

previous years. The cost of providing services increases each year, whether that is because of labor costs, the cost of commodities, or the cost of equipment and supplies. With costs increasing annually and revenues decreasing, the growing divide could easily present concerns in the coming years that could impact the delivery of very basic public services.

2. ***Focus on funding essential staffing and operational needs.*** In the 2024 Budget, the primary focus for staffing was increasing wages for existing staff at a total cost of \$940,000 to bring our employees in line with the regional market average. Department directors submitted approximately \$1.8 million in new staffing requests; however, budgetary restrictions could not accommodate these needs. New staff positions added to the City included a full-time mechanic to help maintain our fleet and a full-time sign technician to replace all street signs citywide to bring our signs into compliance with US DoT regulations. Available FTEs from vacant positions were reallocated to fill critical gaps throughout the organization.

In 2025, approximately \$210,000 was available to consider new positions in some departments to put their respective team in a better position to keep up with maintenance demands. The 2025 Budget includes the following new positions funded by the General Fund: (2) Park Maintenance Technicians, (1) Facilities Maintenance Technician, (1) Chief Building Official, and (1) Building Inspector/Plans Examiner. We will continue to evaluate the organization's needs in relation to available FTEs to make sure we are getting the best use of available positions to meet the City Council's goals.

-  ***Park Maintenance Technicians.*** The 2025 Budget provides funding for two additional Park Maintenance Technicians to provide needed resources to meet the maintenance demand of our park system. Beginning in 2023, we started a more aggressive campaign to maintain our park system to a level that supported community beautification and economic development. Our goal is to produce a community that fosters pride – we cannot hold the residents accountable for the condition of their private property if we, the City, are not held accountable to our maintenance standards. In order to place greater emphasis on park maintenance, Parks and Recreation was removed from the Public Works Department and a new Parks and Recreation Director was hired. The City Council invested in new maintenance equipment by purchasing four (4) new Ventrac tractors and an assortment of mowing and maintenance equipment attachments over the past year. In August 2024, the City held a grand opening for a new park in the Tuscany subdivision – *DaVinci Park* – that adds green space, which the Parks Maintenance Division must maintain. Currently, we are working through the design process of another new park – *Hunter's Reserve Park* – south of 37th Street on 29th Avenue. Following design, Hunter's Reserve will move into the construction phase for completion in 2025. With two new parks and a more aggressive maintenance philosophy for the entire park system, two additional maintenance technicians will help the team achieve better results for community beautification.

-  ***Facilities Maintenance Technician.*** The 2025 Budget includes funds to hire a Facilities Maintenance Technician to assist the Facilities Maintenance Manager with the maintenance of city facilities throughout the community. Over the past two years, our Facilities Maintenance Manager has implemented a higher standard of maintenance to reverse the damaging effects of deferred maintenance that has, in some cases, led to an unnecessary and avoidable degradation of city facilities. Maintenance has involved deep cleanings in all city

- 🌀 facilities, HVAC maintenance, waxing floors, landscaping improvements, gym floor maintenance, and even cleaning debris from gutters to ensure proper drainage during rain events, just to name a few. While we do as much of the maintenance as possible in-house, in some cases, that work has to be outsourced, depending on the project's scope. City facilities are often the first impression the public has with our organization, whether that is real estate developers who are interested in doing business in Evans, a prospective employee touring our facilities on a job interview, or citizens who come to the Recreation Center to watch their kids or grandkids play a basketball game. Degraded facilities lead to a loss of public pride, an erosion of employee morale, and an embarrassing reputation for our organization. As stewards of public resources, it is incumbent upon us to make necessary investments to prolong their useful life.
- 🌀 **Chief Building Official and Building Inspector/Plans Examiner.** The 2025 Budget includes funds to hire a Chief Building Official and a Building Inspector/Plans Examiner. For the past few years, the City of Evans has contracted with SafeBuilt for building inspection services; however, with the forecasted growth projections for our region, reintroducing this function into the City organization will give us greater control over the inspection process and the customer service experience. These positions will be responsible for the full spectrum of inspection, including stormwater.

Along with the noted staffing additions in the General Fund, the 2025 Budget also provides funding to add (2) Water Maintenance Technicians and (1) Stormwater Maintenance Technician. These additional positions will provide further resources to keep up with maintenance of critical public utility infrastructure.

3. Funding for capital improvements. Significant investment in capital projects and infrastructure is included in the 2025 Budget.

- 🌀 **37th Street Reconstruction Project.** The City is nearing the completion of Phase 2A of the 37th Street Reconstruction Project, which has widened 37th Street to four lanes from Sienna Avenue to Stampede Drive. In 2025, reconstruction of 37th Street will continue with Phase 2B, which will widen 37th Street from Stampede Drive to 35th Avenue. Phase 2B will complete the reconstruction of 37th Street between 35th Avenue and 47th Avenue since Phase 1 was completed at 47th Avenue in 2023. The reconstruction of 37th Street will tremendously impact economic development along the West 37th Street corridor from both a commercial and a residential perspective. As a reliever for US 34, a reconstructed 37th Street will accommodate thousands of vehicles per day, which could easily translate into new commercial opportunities for Evans. While Phase 2B is under construction in 2025, the City will also complete additional right-of-way acquisition needed for Phase 3, reconstructing the 37th Street/65th Avenue intersection and widening 37th Street to a four-lane to the west entrance of the Arrowhead subdivision in 2026.
- 🌀 **Street Sales Tax Project.** Along with the reconstruction of 37th Street, the City will also embark on an expanded Street Sales Tax reconstruction project in 2025. In years past, the City would complete small, annual projects that spread street sales tax resources to smaller projects throughout the community, resulting in marginal improvement to the overall transportation network. At the City Council's Strategic Retreat in January 2024, the City Council expressed interest in expanding the size of projects to have a more profound and noticeable impact on the overall street network. Based on that direction, staff created a plan to complete large-scale projects by utilizing

three years' worth of sales tax revenue at one time. In 2025, we will complete our first expanded project where we will focus on three large-scale projects on collector and arterial streets that receive heavy usage by the public:

- 🌀 **Full-depth Reconstruction of 42nd Street/Prairie View Drive from 23rd Avenue to 35th Avenue.** This project will remove the street (not including the center median) to bare dirt, rebuild the road base and reconstruct the street.
- 🌀 **Mill and Overlay of 23rd Avenue from 32nd Street to 37th Street.** In 2023, the City spent approximately \$350,000 reconstructing as much curb/gutter and valley gutter as possible along 23rd Avenue to improve aesthetics and stormwater drainage along the corridor. This project will now mill the top two-to-three inches of the existing street and then lay a new driving surface to prolong its life several years before full reconstruction is required.
- 🌀 **Mill and Overlay of 17th Avenue from 32nd Street to 37th Street.** This project will mill the top two-to-three inches of the driving surface from 32nd Street to 37th Street. The mill and overlay will prolong the street's useful life by several years before a full reconstruction is required.

Evans voters approved the 1% Street Sales Tax in 2020, which has proven to be a critical tool for generating the resources needed to invest in our local street infrastructure. The sales tax is perhaps the most reasonable revenue generation tool for street maintenance because everybody who completes a retail transaction in Evans helps contribute to street maintenance. In essence, anybody who comes to Evans is paying their share for maintenance, rather than that burden being shifted to the backs of property owners and covered entirely by the property tax. The 1% Street Sales Tax will sunset in June 2027 unless it is re-approved by the voters.

- 🌀 **Police Station Construction.** On August 5, 2024, the City Council approved a Purchase–Sale Agreement (PSA) for \$1,700,000 to purchase a 5.13-acre tract of land immediately south of the existing community complex to construct a new police station. This project has long been in the works, so to get to this point is extremely exciting for the organization and the community. With the City Council's approval of the PSA, the transaction is now in the due diligence review process and, barring any issues with due diligence, is scheduled to close on October 16, 2024. The City has approximately \$5 million cash on hand to purchase the land, complete the due diligence, and move forward with the design process with D2C Architecture. Following closing, Finance will coordinate with our Municipal Financial Advisor to prepare the needed debt financing to cover the construction cost, which is estimated to cost \$35,000,000.
- 🌀 **Public Improvements at 31st Street and Hwy 85.** The southwest corner of 31st Street and Hwy 85 represents tremendous economic potential for the City of Evans. Unfortunately, it has been slow to develop for several years. After a setback just before Thanksgiving 2023, the project is moving forward with the City leading the charge to design and construct the needed infrastructure to make the lots shovel ready. The City of Evans has contracted with Sanderson Stewart for approximately \$300,000 to design the street, water and sewer mains, and stormwater infrastructure to support the development, with the design scheduled for completion in mid-November 2024. Construction of the improvements, estimated to cost \$3,000,000, will be advertised in December 2024 with City Council consideration for approval in January 2025. Public improvements are scheduled to be completed before the end of May 2025.

2025 Budget

Below is a summary of the 2025 proposed budget with the major funds reflected individually and the minor funds consolidated to show a total City budget.

Fund						
<i>(in thousands)</i>						
	General	Water	Wastewater	Storm Drainage	Others	Total
Beginning Balance	<u>\$12,983</u>	<u>\$7,470</u>	<u>\$5,131</u>	<u>-\$118</u>	<u>\$16,071</u>	<u>\$41,538</u>
Revenue	21,131	9,899	7,414	1,841	43,520	83,805
Operating Exp	-21,062	-7,985	-4,645	-1,286	-2,543	-37,522
Capital Exp	<u>-6,089</u>	<u>-3,059</u>	<u>-1,350</u>	<u>-320</u>	<u>-49,137</u>	<u>-59,955</u>
Net Results	<u>-6,020</u>	<u>-1,145</u>	<u>1,418</u>	<u>235</u>	<u>-8,161</u>	<u>-13,672</u>
Ending Balance	<u>\$6,964</u>	<u>\$6,325</u>	<u>\$6,549</u>	<u>\$117</u>	<u>\$7,911</u>	<u>\$27,866</u>

Key policy issues for the proposed budget for each of the major funds shown in the table are described in the remaining section of this transmittal letter.

General Fund Strategies

Early in the budget process, Department Directors submitted Service Level Analysis and Request Forms (SLARFs) to make specific requests for personnel and equipment in the 2025 Budget. Personnel requests submitted for consideration totaled \$1,012,000, while equipment and program requests totaled nearly \$14,000,000. Requests submitted far exceeded available resources in the General Fund, requiring strategies to determine how to best allocate scarce financial resources to meet the needs of the team. Supplies and Services requests totaled \$6,224,081, an increase of \$159,338 from 2024. To address the greatest need of the organization, the 2025 Budget funds compensation for all employees in accordance with the adopted step plan and requests for Supplies & Services, leaving \$210,000 available for allocation. Given the need to replace aging equipment, alternative funding strategies were identified to make the replacement possible while minimizing the strain on the General Fund. The following strategies were used to meet the budget goals outlined for the 2025 Operating and Capital Budget:

- 1. Compensation Step Plans.** With the major investment in existing staff in the 2024 Budget, compensation adjustments for existing staff in the 2025 Budget followed the adopted compensation step plans. This translates into a 5% pay adjustment in accordance with the Police step plan and a 3.8% pay adjustment for the remainder of the staff.
- 2. Supplies & Services Budget.** The Supplies & Services Budget is adjusted 7% for 2025 to account for increases in services the City of Evans utilizes for service delivery to our community. Supplies and Services requests for 2025 total \$6,224,081, which represents an increase of \$159,338 from 2024. Notable increases in the Supplies and Services requests include the following, which were partially funded by identified savings among departmental budgets:

- 🔗 \$185,000 Increased costs for Police contract services (Axon, dispatch, language line, victim advocate, humane society, etc.), ammunition, and the co-responder contract
- 🔗 \$107,000 Increased costs for Operations, Sign Shop, street median maintenance, geotechnical testing, and engineering services
- 🔗 \$80,000 Increased costs for Parks operations, irrigation, sports field maintenance, and janitorial supplies
- 🔗 \$68,000 Building Inspection costs and increased communications from the Community Development Department
- 🔗 \$59,000 Increased costs for City insurance premiums
- 🔗 \$25,000 Increased Fleet Maintenance supplies to maintain our aging fleet of City vehicles

3. One-Time Investments. With \$14,000,000 in equipment and services request submitted by Department Directors, establishing a means to sort, review, and recommend requests for funding was necessary. As such, the one-time investments in equipment followed two strategies for each request: 1). Review requests based on a hierarchy of needs to use one-time funds most efficiently; and 2). Utilize excess General Fund Reserve monies as the funding mechanism for one-time requests.

a. **Hierarchy of Needs.** To assist in reviewing one-time funding requests, a Hierarchy of Needs was developed to evaluate funding requests in relation to priorities to reach our organizational goal of becoming a Community of Choice. On the bottom of the hierarchy is *Core Services and Infrastructure*, a foundational level of the hierarchy that prioritized projects that have a positive impact on the rehabilitation or expansion of infrastructure to support community growth and beautification or the establishment of core services that support a high quality of life in Evans. Recommended funding requests under Core Services & Infrastructure totaled \$5,796,140. One level up from Core Services & Infrastructure is *Safety & Security*. Traditional aspects of basic municipal services such as police protection and fire protection fall under this category; however, a growing segment of Safety & Security now includes cyber security. Recommended funding requests under Safety & Security totaled \$142,500. Up one level from Safety & Security is *Social & Economic Connectivity*. There were no funding requests under this level of the hierarchy. The last level of the hierarchy is *Esteem* and, as its name implies, this level contains funding requests that have a positive impact on the image of the community. Recommended funding requests under Esteem totaled \$150,000 for entryway signage into the community. By focusing resources at the bottom of the hierarchy and working up through the various levels, the end result is the realization of a *Community of Choice* – a community that has invested wisely in areas to provide the greatest return on the investment for the taxpayer and that constantly evaluates basic needs in Core Services and Infrastructure and Safety and Security to ensure the most basic needs do not become an afterthought.

b. **General Fund Reserve Reduction.** Pursuant to the City’s Charter, allocations to the General Fund reserve must equal 25% of the prior year’s actual expenditures; however, for the past several years, the City has allocated 50% of the prior year’s actual expenditures. In the 2024 Budget, that allocation was reduced to 40% to provide one-time funds for the replacement of heavy equipment. First discussed during the City Council Strategic Retreat in January 2024, a significant policy directive for the 2025 Budget is the reduction of the General Fund Reserves that have been accumulated over the past several years to provide funding for critical one-time purchases. The reduction of the General Fund Reserve from 40% to 32% made an additional \$6,000,000 available for one-time allocation. Utilizing the Hierarchy

of Needs, recommendations for one-time expenditures are included in the 2025 Budget at a total cost of \$6,088,640. These requests, shown on page 14 of this budget transmittal letter, include a variety of fleet vehicles, heavy equipment, master plans, cyber security improvements, traffic boards, infrastructure improvements, and entryway signs.

Long Range Plan Implications of the Recommended Budget

The General Fund five-year long-range plan reflects operating revenues exceeding operational expenditures in 2025-2027. Revenue estimates in subsequent years of 2028 and 2029 are not sufficient to pay for operational expenditures in these years. The City utilizes conservative budgeting practices to ensure revenues are not overly reliant on volatile sources and is assuming only realistic and known levels of development to be completed over the time period. The City Council is aware of this forecast and is taking steps to pursue additional revenue sources to fill this gap.

The table below illustrates the General Fund five-year long-range plan revenues, expenditures, and excess fund balance.

(in thousands)	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Balance	\$23,071	\$12,983	\$6,964	\$7,246	\$7,380	\$7,146
Revenue	22,375	21,131	21,850	22,231	22,618	\$23,013
Expenditures	(32,463)	(27,151)	(21,568)	(22,097)	(22,852)	-\$23,635
Net Results	-10,088	-6,020	282	135	-234	-\$622
Ending Fund Balance	\$12,983	\$6,964	\$7,246	\$7,380	\$7,146	\$6,525
Minimum Reserve (40%)	\$7,480	\$6,750	\$6,750	\$6,750	\$6,750	\$6,750
Available Funds	\$5,504	\$214	\$496	\$630	\$396	-\$225

General Fund Reserves

Since 2018, the City Council has prioritized building reserves in the General Fund to combat uncertainty in the local economy. This was accomplished by increasing the reserve amount from 25% to either 40% or 50% depending on the economic factors impacting the annual budget between 2018 and 2024. The 2025 budget recognizes the sacrifices of prior budget years have allowed for ample reserves, which can now be utilized for replacement of aging equipment and maintenance improvements. In 2024, a reduction from 50% to 40% aided the City in addressing critical infrastructure needs and investing in City-wide beautification efforts. City Council directed staff to reduce the General Fund reserves again in the 2025 budget, thereby allowing for use of additional resources in the community and building on the progress made in 2024.

The reserves are identified for the following uses: economic downturn (which could include loss of major sales tax generator), natural disaster, and development or investment opportunities. The City Council is recommending this decrease in General Fund reserve to a 32% level in 2025 and committing to annually reviewing this reserve level to adjust as necessary.

General Fund Reserve Policy Illustration	
2025 Projected Ending Fund Balance	\$ 6,963,732
Reserves identified for:	
Sudden economic downturn	3,750,000
Development/ investment opportunity, or natural disaster	3,000,000
Total identified reserves	6,750,000
Committed Future Projects:	
Dedicated revenue	201,133
Total Committed Funds	201,133
Available fund balance, in excess of reserves	\$ 12,599

Enterprise Funds

The City maintains three enterprise funds (water, wastewater and storm drainage). Each of these enterprise funds have undergone rate studies in the last few years to ensure appropriate rates are maintained and financial sustainability of the operation is planned. Key cost drivers like major maintenance, cost of water treatment from Greeley, new wastewater plant improvements to meet effluent regulations and capacity needs, while also accumulating available resources to fund future major capital infrastructure projects have impacted the enterprises and led to required rate increases.

The 2025 budget includes increases in operating supplies and services expenses within these funds for known and anticipated increases. The rise in the cost to treat the City’s potable water is also included in the budget, as is addition of necessary staff to complete maintenance work on utility systems. Recently completed rate studies have recommended addition of a new low water tier to encourage water conservation and provide a cost decrease for the lowest tier of water users in the City. Significant capital costs for the water fund pose a challenge in future years’ financing, as does the increasing cost to acquire and treat water.

Challenges within the wastewater fund include planning for treatment plant expansion needs which will entail significant capital investment. The storm drainage fund continues to identify large amounts of system improvements and maintenance activity necessary to the functionality of the storm drainage system. Rate increases in 2025 will provide needed revenue to accomplish capital and maintenance projects on an annual basis.

Key Capital Projects

The 2025 capital projects for each governmental and enterprise fund are summarized below:

2025 Capital Projects Summary					
SPECIAL REVENUE FUNDS					
Park Impact Fund		Conservation Trust Fund		Street Impact Fund	
North Point Park - Design & Construction	\$ 732,000	Renaissance Park	\$ 500,000	37th Street - Phase 2 Widening	\$ 1,100,000
Total Park Impact Fund	\$ 732,000	Annual Park Structure Repairs	100,000	Total Street Impact Fund	\$ 1,100,000
		Annual Park Improvements	75,000		
		Annual Park Furnishings	35,000	Cemetery Perpetual Care	
		Total Conservation Trust Fund	\$ 710,000	Columbarium construction	\$ 50,000
				Total Street Impact Fund	\$ 50,000
CAPITAL PROJECTS FUNDS					
Streets Fund		Road Tax Fund		Food Tax Fund	
37th St. Widening Phase 2 - Sienna to 35th	\$ 500,000	Street Maintenance	\$ 5,600,000	Police Station Construction	\$ 35,000,000
Traffic Signal Design - 23rd Ave & 42nd St	75,000	37th St. Widening Phase 2	3,930,000	Total Food Tax Fund	\$ 35,000,000
Pavement Condition Scanning	40,000	37th St. Widening Phase 3	1,400,000		
Total CIP - Streets Fund	\$ 615,000	Total Road Tax Fund	\$ 10,930,000		
PROPRIETARY FUNDS					
Wastewater Fund		Water Fund		Storm Drainage Fund	
Solids Handling and Dewatering	\$ 600,000	NISP Water Storage Project	\$ 1,225,193	37th Street - Phase 3 Widening	\$ 120,000
Plant Structure Maint/replacmnt planning	325,000	37th Street - Phase 3 Widening	909,000	Storm Line Jetting	100,000
Plant Equipment Maint/replacmnt planning	325,000	Wheeled Excavator	340,000	East Side Storm Drainage master plan	70,000
Annual Sewer Line Maintenance	100,000	Water line replacements - design	219,000	40th Street improvements	30,000
Total Waste Water Fund	\$ 1,350,000	37th Street - Phase 2 Widening	180,000	Total Storm Drainage Fund	\$ 320,000
		Headgate repairs	90,000		
		Neville's Crossing Backflow replace	35,000		
		Fire Hydrant replacements	30,000		
		Cheyenne Dr. Waterline replacement	13,000		
		SCADA Install - Various locations	12,000		
		Pawnee & Kiowa Valve Replacement	6,000		
		Total Water Fund	\$ 3,059,193		
GENERAL FUND					
31st Street roadway construction	\$ 1,800,000	ADA Transition Plan	\$ 250,000	Parks system master plan	\$ 100,000
Municipalization of street lights	1,042,000	New sign truck w/bucket lift	195,000	Crack seal trailer, air comp. & truck mou	95,000
Police station construction	1,000,000	Entry sign at Hwy 85 & 31st Street	150,000	ECC Boiler replacement	90,140
Waterline improvements- 37th St. & Hwy 85	310,000	Operations equipment	146,000	Riding wheel roller for road work	40,000
Police vehicle replacements (3)	300,000	GMC 3500 truck	115,000	Darktrace network security improvement	36,000
Strategic Planning	300,000	Cemetery columbarium	100,000	Third-party cybersecurity audit	19,500
				Total General Fund	\$ 6,088,640
				Total All Funds	\$ 59,954,833

Conclusion

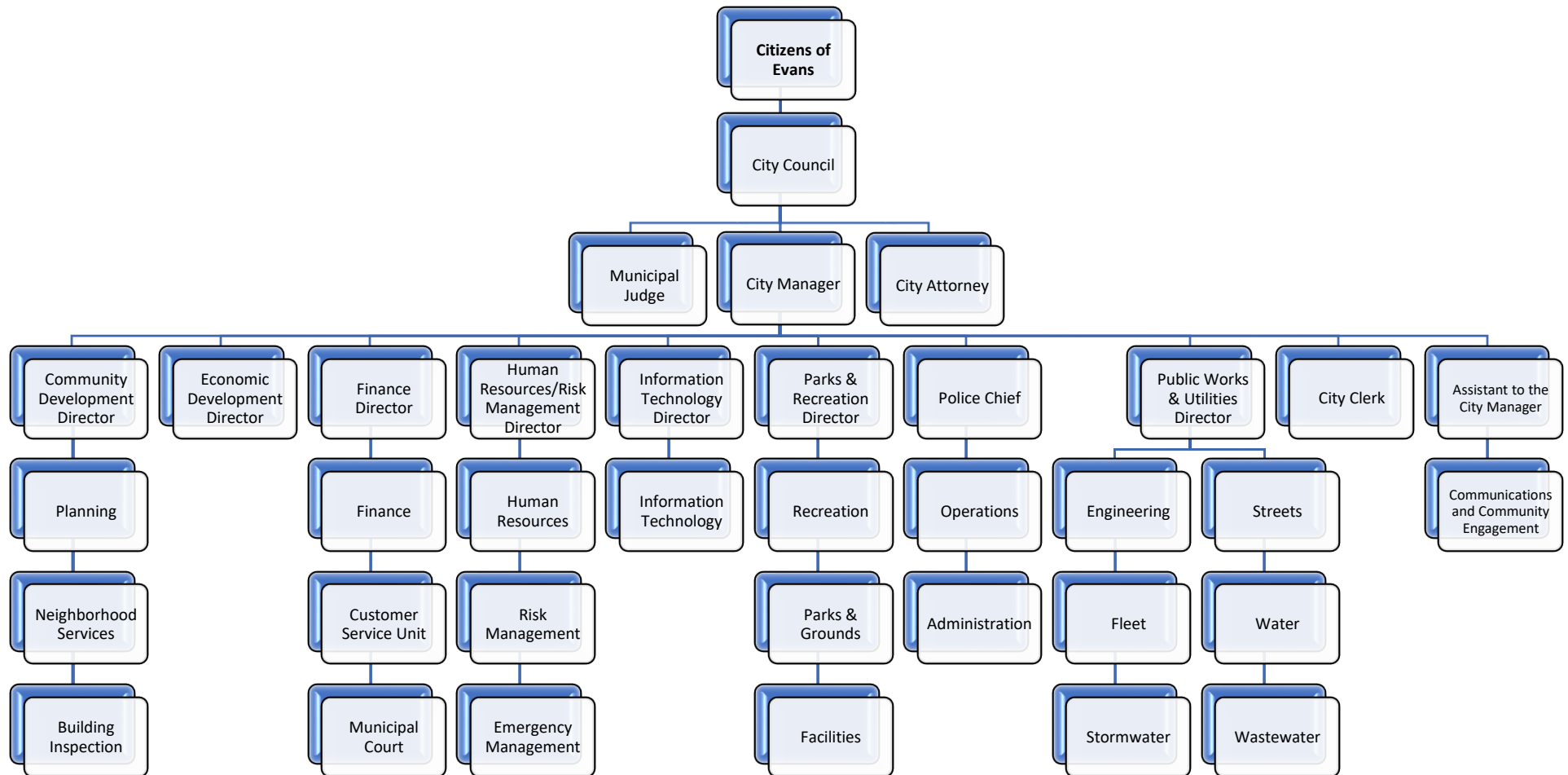
The 2025 Operating and Capital Budget is the most important policy document of the City Council to provide high-quality municipal services to the citizens and businesses of Evans. The resources provided herein show a commitment to our employees by providing competitive compensation and allocating funds to replace aging equipment to help them perform their job in a safer and more efficient manner, and a commitment to our residents by utilizing public funds to create a dynamic and thriving community. We will continue to work towards our goals of community beautification in order to attract new growth opportunities, while also focusing on enhancing the safety, efficiency, and functionality of our public infrastructure. Together, we will continue to work to build the community we love into *the* community of choice in Northern Colorado!

Respectfully Submitted,

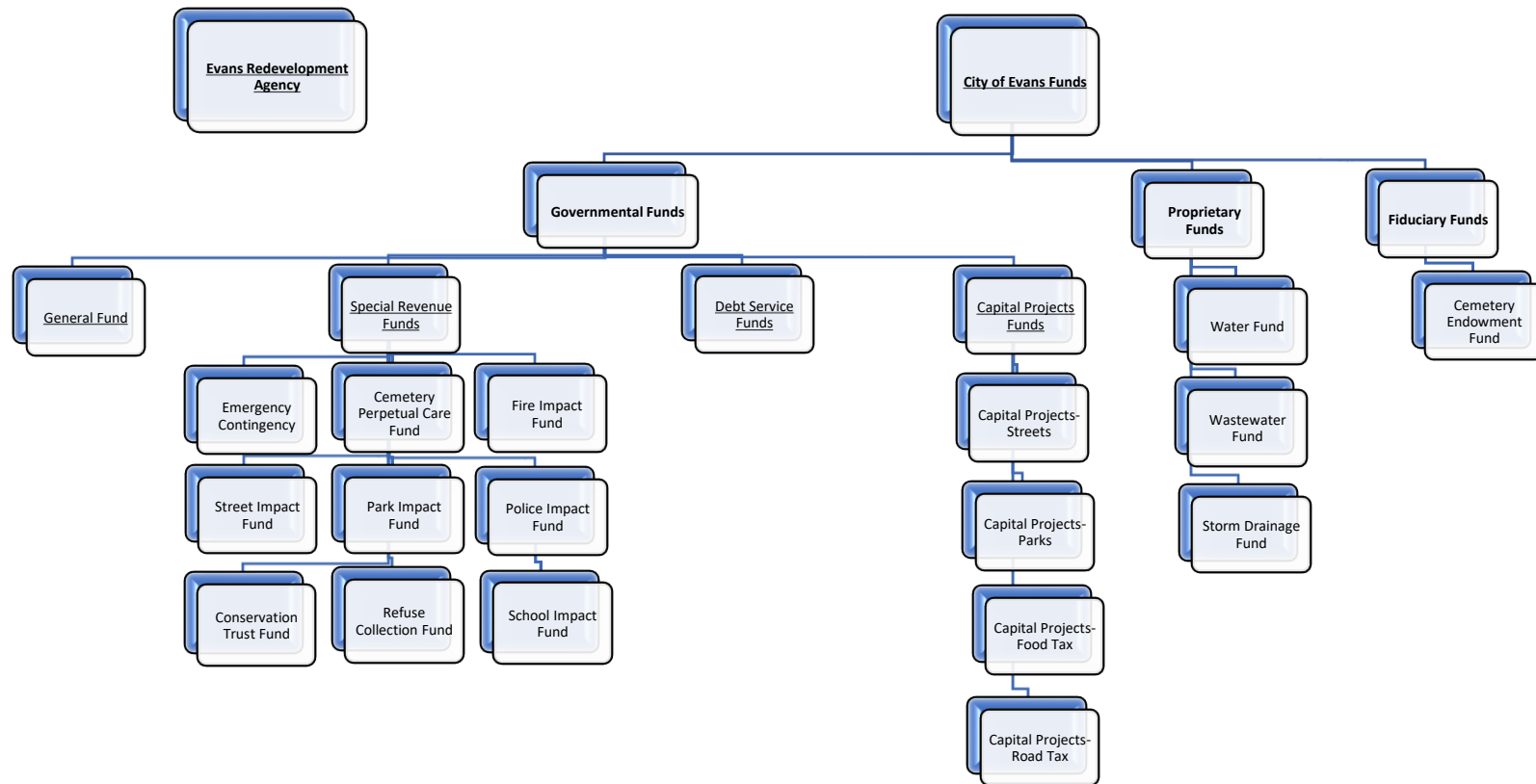
A handwritten signature in blue ink, appearing to read "Cody R. Sims".

Cody R. Sims, ICMA-CM, MPA, CPM
City Manager

Organizational Chart



Fund Structure



Accounting and Budgetary Basis

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. For both accounting and budgetary purposes, the following basis is applied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available.

Proprietary funds utilize the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), except for the following: proceeds from long-term debt are budgeted as revenue in the proprietary funds; note, lease and bond payments are budgeted as expenses in the proprietary funds; repayments of advances to/from other City funds are budgeted as revenues and expenditures/expenses in all fund types; purchases of fixed assets are budgeted as capital outlay expenses in the proprietary funds; and depreciation in proprietary funds is not budgeted.



General Fund

General Government

The General Fund is the chief operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in another fund.

General Government includes services required for the operation of a City government including the City Council, City Manager, City Clerk, Customer Service Unit, Human Resources and Risk Management, Information Technology, and Financial Services.

City Council – The community’s legislative body which has the authority for enacting City ordinances and resolutions as needed to conduct the business of the City and to provide policy direction to the City Manager.

- Collaboratively makes key policy decisions and provides direction to staff for the benefit of Evans residents.
- Approves the annual operating and capital budgets, which set forth the Council’s goals and objectives for the year.
- Develops the vision for the Highway 85 Corridor to attract development interest and beautify the Corridor.
- Continue to further Council priorities, as identified below:



Well-maintained infrastructure with the capacity to grow



Resilient local economy



Safe and desirable neighborhoods with engaged residents



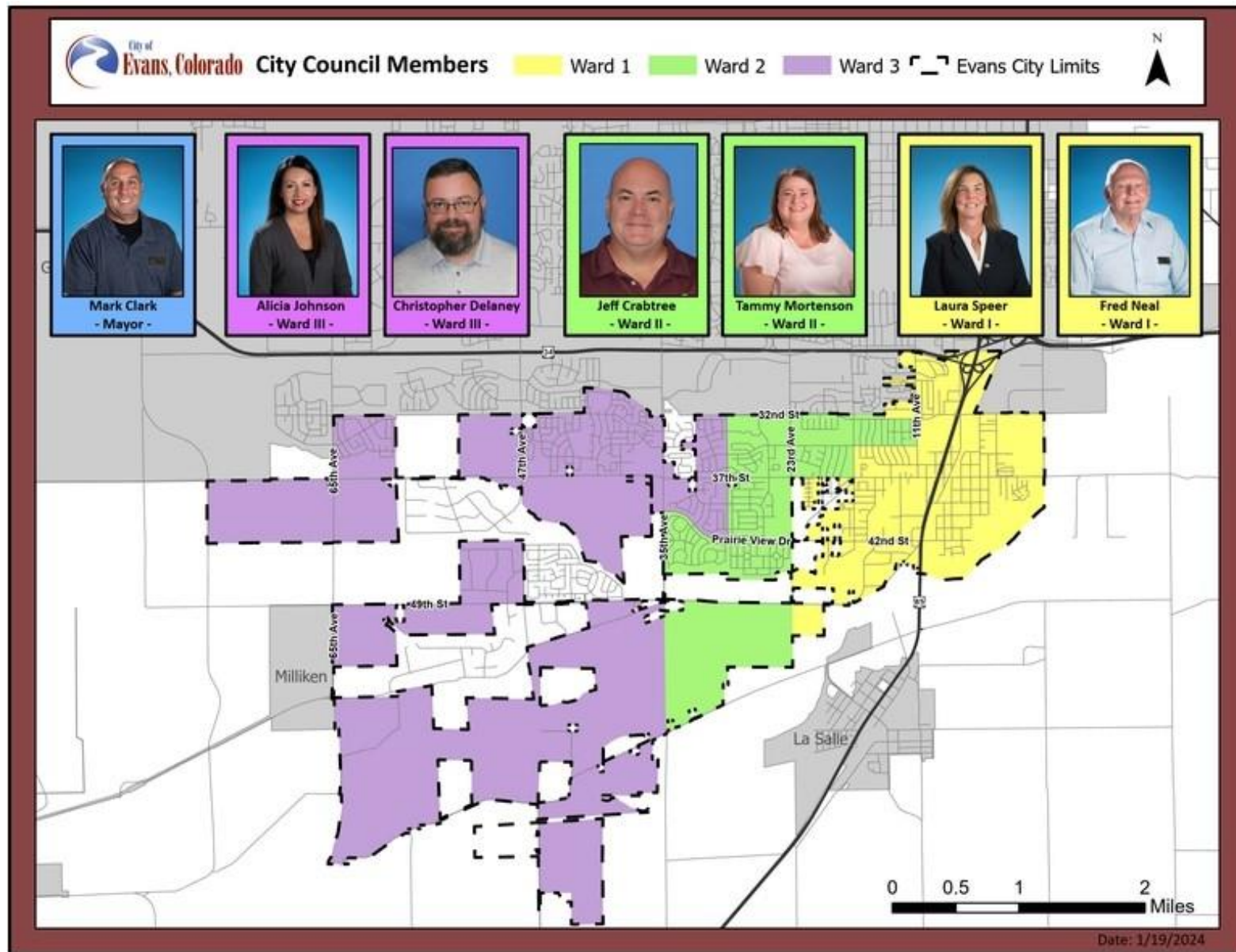
Fiscally responsible government



Family-friendly, attractive amenities



Responsive City services



General Government

City Manager – Operating under the Council-Manager form of government, the City Manager is the chief administrative officer of the city, with responsibility over the day-to-day operations of the City. The City Manager is one of three employees of the City Council. Primary responsibilities of the City Manager include:

- Manages the day-to-day operations of the City with focus on Council priorities.
- Effectively implements policy decisions made by the City Council, including implementation of the annual operating and capital budget.
- Assess departmental operations and adjust accordingly to promote continuous improvement in the delivery of public services.
- Administers the personnel system with fairness to all and in a manner that stimulates high morale of the employees.



City Clerk – includes general and specialized administrative responsibilities in many areas, including:

- Primary staff support for City Council, City Manager, the Evans Redevelopment Agency, and the City Executive Team, including meeting preparation, the development of agendas and minutes, and City Council orientation.
- Serves as the City Records Custodian, including coordinating and responding to open records requests and maintaining revisions to the Municipal Code and Home Rule Charter.
- Designated City Election Official, including overseeing City Council Elections, Special Elections, Coordinated Elections, and County ballot drop-off locations in the City.
- Oversees Council appointments to City Boards and Commissions.
- Administers Oaths of Offices for elected officials, volunteer committee and commission members, appointed staff and police officers.
- Liquor licensing, including new, renewal, transfer of ownership and special event liquor licensing.
- Other licenses processed and issued include Hunting Licenses, Private Security Licenses, Temporary Vendor Licenses and Animal Licenses.
- Cemetery administration for the Evans Cemetery.
- Assists with coordination and review of the City Municipal Codes.
- Publishes legal notices and retains publication certifications.

Accomplishments:

- Evaluated the City's Regular Municipal Elections in April of even-numbered years and recommended to Council to move them to November of even-numbered years. City Council referred the question to the voters in a coordinated election in November 2023 and the voters approved changing the elections to November of even-numbered years.
- Evaluated the City's cemetery rules and regulations and City Council adopted the updated rules and regulations on April 16, 2024.
- Evaluated the City's current agenda management software, PrimeGov, and recommended moving to eScribe software. Implementation to be completed in Fall of 2024.

General Government

Initiatives and focus areas for 2025:

- Add two additional columbaria to the Evans Cemetery to prolong the option of columbarium niche inurnments.
- Continue to evaluate the City’s new agenda management software, make adjustments as needed, and continue to train appropriate staff on how to use it.
- Continue to coordinate and assist with the review and revision to City Municipal Codes.
- Continue to establish the City’s Record Management Program, continue to digitize new City records and move all electronic records over the new filing structure in Laserfiche.
- Creating a public portal for records on the City’s website.
- Lead a discussion with the Executive Team and City Council on the consideration of Action Minutes in conjunction with the launch of the eScribe agenda management software.



Operational Goals for 2025:

Goal #1 – The department will ensure continuity in support and services provided to the organization at times when the City Clerk is absent or not available.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
The Deputy Clerk will complete the three-year Colorado Institute for Municipal Clerks program, which can be applied toward the IIMC Certified Municipal Clerk designation.	Year 2 completed	Year 3 completed	Year 3 completed	Continue education and work toward gaining experience through participating on committees with CMCA and IIMC.

Goal #2 – The department will provide City records-related services to the public in a prompt and efficient manner, responding to public records requests within a 3-business daytime period. The goal is to digitize all City records into the Laserfiche repository filing structure. This will require a complete inventory of all records.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Percentage of Colorado Open Records Act (CORA) requests processed in 3 business days or less.	92%	100%	88%	100%

General Government

Municipal Court – The Evans Municipal Court serves the Evans community by hearing cases, maintaining records, and providing information regarding traffic, criminal, and local ordinance concerns. The court strives to protect the health, safety and welfare of the community by enacting justice and maintaining individual rights.

Accomplishments

- Responded to changing caseload by implementing additional hearings and interpretive services.
- Completed warrant notification project, which resulted in the resolution of 120 warrants.
- Updated Courtroom Rules of Conduct to reflect current security standards.

Initiatives and focus areas for 2025

- Continue to identify areas for additional case processing efficiencies to meet the demands of expected increase to caseload from Police Department.
- Continue to implement processes with the goal of improving court hearing attendance and case compliance and decreasing failures to appear or comply with court orders.
- Implement changes resulting from Model Traffic Code Updates.



Operational Goals for 2025

Goal #1- Complete the process of selecting, configuring, and launching updated court management software.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Upgrade court software with goal of improving record security, docket management, and paperless processing.	Identify court needs.	Published RFP.	Complete contract, begin configuration.	Complete transition to new software including training and live application.

General Government

Customer Service Unit – The CSU department assists internal and external customers efficiently and effectively. This team functions as the first contact for residents, with a focus on resolving a variety of resident inquiries, acceptance of many payments, and support to other City departments. This department has a focus on utility billing functions in addition to serving as a backup for multiple other City functions.



Accomplishments:

- Implemented utility billing software upgrades and related processes to ensure modern and accurate utility billing practices are available for the citizens of Evans.
- Expanded the customer service staff to include one additional team member to provide the highest level of customer service possible.
- Expanded payment methods accepted for various City fees and charges.

Initiatives and focus areas for 2025:

- In coordination with the water and operations departments, continue to improve processes related to maintenance and replacement of water meters to obtain the most accurate water usage data, ultimately supporting accurate utility billing.
- With increased departmental capacity, improve data validation of customer accounts, enhance communication surrounding utility functions, and implement customer service process improvements to support the community in the most efficient manner.

Operational Goals for 2025:

Goal #1 – Reduce the number of past due utility accounts. By reducing this amount, the City is receiving revenue in a timely manner and other departments capacity is increased by servicing a fewer number of water shut-off customers when payment for utility service is not received.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Number of past-due utility accounts.	670	600	725	580

General Government

Human Resources & Risk Management – The mission of the Human Resources and Risk Management Department is to champion our workforce in values-centric service as a strategic business partner to all City departments by delivering quality support that meet the City of Evans goals.

Accomplishments:

- To remain competitive in our local labor market, Human Resources facilitated a comprehensive compensation study of 85 positions which includes 13 benchmarks, developing updated salary classifications and grade ranges based on the data collected and made recommendations for employee pay changes to be incorporated for the 2025 budget.
- Organizational development is a citywide priority and fundamental to a culture of continuous learning. Employees were offered 40 in-seat and online courses on a variety of subjects through our 2024 Spring and Fall Learning Catalogs in addition to monthly safety classes and job specific training. We also utilize two learning management programs to meet the needs of ongoing professional development and compliance training to be delivered in a virtual environment for new and existing team members.
- Safety is a significant aspect of employee and community wellbeing; to this end, First Aid/CPR/AED certification is required for safety sensitive positions. In 2022, the Safety and Risk Manager became certified as a First Aid/CPR/AED instructor through the Health and Safety Institute in order to offer in-house training. Since this time, 65 employees have been certified in First Aid/CPR/AED use.
- To kick off the new year and build on our core values adoption, HRRM hosted an all-staff unveiling of the EDGE sign at the Evans Community Center on January 2, 2024. This marquee serves as a representation of the smaller signs installed across the city that display our EDGE values of: **E**mpower, **D**eliver, **G**row, **E**ngage that provide the framework and foundation of our City's dynamic culture. In addition to the signage, staff have been provided with t-shirts, mugs, and other miscellaneous items to use in support and branding of our EDGE values.
- HRRM staff function as the liaison for three employee-led committees serving our workforce:
 - Employee Fun Team (EFT)—a committee of six representatives from across the city that support staff throughout the year in employee engagement activities including two all-staff events, holiday celebrations, and friendly workplace competitions.
 - Employee Review Team (ERT)— a committee of eleven representatives that support staff through a robust wellness program, benefit renewal, and retirement package oversight.
 - Employee Recognition Committee (ERC)—a committee of six representatives that support staff by facilitating the *Exceptionally Evans* Employee Recognition Program.
- HRRM successfully updated all job descriptions by first auditing essential functions, and physical, environment, and educational requirements resulting in the creation of consistent common language in a sleek and modern format.

General Government

Initiatives and focus areas for 2025:

- The Safety Division will continue to offer the prescription safety eyewear program allowing employees to obtain a set of Rx Safety Eyewear that meets ANSI Z87.1 safety standards for impact resistance. Implementation of this program has made it significantly easier for employees to comply with PPE requirements for eye protection. To date, six team members have utilized this program. We anticipate continued utilization as we move forward with the initiative.
- The Benefits Administrator, in cooperation with the Employee Review Team and City Leadership will evaluate, plan, and modify the City's integrated health risk management strategy, including enhancing the City's comprehensive wellness program to improve employee health, well-being and safety as well as reduce insurance costs.
- Human Resources instituted in 2024 a 30-60-90-day check-in process with new hires to enhance new employees' full-cycle onboarding experience. We will continue this initiative to further enhance new employee engagement, as well as continue our focus on new employees' initial experience. We are also revitalizing the initial orientation day and onboarding welcome for new employees for a more meaningful and positive career experience at Evans.
- Human Resources is always seeking ways to refine our talent management initiatives. In 2025 we will develop a recruitment and selection process sheet, outlining recruitment steps from open position to the final onboarding phase that includes best practices for an effective and efficient process and will serve as a reference guide for new supervisors.
- Emergency Management will continue to update the City of Evans Emergency Operation Plan.
- Risk Management will monitor the City's compliance with all loss control standards stipulated in terms of coverage under the new policies. To ensure we are meeting the requirements of the Americans with Disabilities Act (ADA), our Safety and Risk Manager will obtain an ADA Coordinator Certification.
- Our Human Resources Business Partner will work with staff to update the Talent Profile in ADP to include all employee certifications, licenses, and training.

Operational Goals for 2025:

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Attain industry standard for attrition.	15%	19%	15%	14.5%
Meet industry standard for time to hire positions (excludes part-time and sworn officers).	50.4 days	41 days	43 days	36 days
Maintain Property & Casualty Insurance with the Colorado Intergovernmental Risk Sharing Agency (CIRSA) by adhering to the loss control standards and be audited annually.	106	90	90	90
Achieve 100% compliance with respectful workplace and workplace violence training citywide.	100% FT Staff	100% All Staff	100% All Staff	100% All Staff

General Government

Information Technology – The IT Department plans, manages, operates, and supports the City’s information systems and communications infrastructure; enabling City staff to effectively and productively carry out their roles in an efficient and secure manner, in service to the citizens of Evans.

Accomplishments:

- Promoted the effective and efficient use of technology throughout the City.
- Developed and designed ever more efficient ways of providing organizational value through continuous technological improvements.
- Updated 5-Year IT Strategic Plan, 3-Year GIS Strategic Plan, and Cybersecurity Incident Response Plan.
- Provided technology support services for all IT assets and services throughout the City’s infrastructure.
- Completely transitioned all City internet services from Comcast fiber and coaxial cable internet to Vero Broadband fiber services; improving bandwidth, speed, performance, and reliability.

Initiatives and focus areas for 2025:

- Expansion of the City’s GIS capabilities and available GIS services to better accommodate the City’s planned residential and commercial growth over the next several years.
- Continued process improvement and maximizing of the City’s overall efficiencies related to the management and maintenance of the City’s assets and facilities by utilizing a comprehensive Enterprise Resource Planning (ERP) platform. Employing a unified software platform will replace several disparate software systems, optimize staff time and resources, and improve public services.

Operational Goals for 2025:

Goal #1 – The department acquired a new GIS Administrator in January 2024 after the departure of our long-term incumbent. Once acclimated to our environment, our newest staff member focused on the continued growth and development of GIS services and deployments to benefit City staff and the public, such as web-based maps, departmental portals, and GIS applications that improved departmental operations and workflows, data integration between GIS and other software systems, access to updated parcel data and information, and near real-time public access to vital City services such as snow plowing and mosquito spraying. The department will continue to work toward gaining a Junior GIS Developer position as City change, economic growth, and residential development demands necessitate.

General Government

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Continue seeking approval for a new Junior GIS Developer position.	Reviewed and resubmitted a Service Level Analysis & Request Form (SLARF) for Junior GIS Developer. Updated applicable job description.	Reviewed and resubmitted a Service Level Analysis & Request Form (SLARF) for Junior GIS Developer. Updated applicable job description.	Position approval not achieved in 2024 for new position creation and recruitment for hire in 2025. Continue making recommendation to City Council for GIS department growth.	Receive approval for official position creation and recruitment for hire in January 2026.
New GIS web-based maps and applications developed.	Maps – 12 Apps – 7	Maps – 10 Apps – 5 Layers - 500	Maps – 238 Apps – 210 Layers - 710	Maps – 250 Apps – 220 Layers - 725
Public access to real-time data for City developed services provided.	2 Operations apps created and deployed.	Real-time maps created. Parcel data integration with Laserfiche.	Real-time maps deployed and available. Parcel data app created using Laserfiche data completed.	Integration of GIS and ERP platform. Review and update of utilities GIS data and layers.



General Government

Goal #2 – The department will lead a Citywide software evaluation committee whose primary goals will be to draft a formal software needs assessment document stating all City business functions, processes, tasks, and requirements that an Enterprise Resource Planning (ERP) platform must be able to accommodate in order to be selected. The committee will participate in vendor evaluation, product demonstrations, vendor Q&A, vendor rating/scoring, and platform selection recommendation. The selected software platform will replace existing software systems that do not share and communicate data and information with the goal of improving Facilities Management, Fleet Management, and Operations/Public Works Management, and providing improved information technology support for interdepartmental business operations.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Replace legacy software systems with a unified Enterprise Resource Planning (ERP) solution.	Research and recommend solution capable of replacing CommunityCore, CitizenServe, Elements, and QAlert. Brightly Software’s SmartGov and Asset Essentials products were recommended and selected with deployment and configuration beginning in Q3 2023.	Eliminated Brightly SmartGov from consideration for 2024 for Community Development, Planning & Zoning, Business Licensing, and Building Permitting & Inspections due to continued need for SAFEbuilt’s CommunityCore software. Proceeded with Brightly Asset Essentials which would replace Elements and QAlert for Wastewater, Water, Operations, and Parks management systems, and introduce proper Facilities and Fleet Management capabilities.	Selection, deployment, and configuration of the Brightly Software solution for resource, asset, and facilities management was ultimately unsuccessful. Vendor was unable to incorporate vital City GIS assets into their platform, leading to contract termination.	Form a Citywide software evaluation committee with the primary goal of developing a formal software needs assessment documenting all City business functions, processes, tasks, and requirements that an Enterprise Resource Planning (ERP) platform must be able to address. The committee will evaluate vendors, participate in product demonstrations, Q&A, rating/scoring, and platform selection.
Shut down legacy software systems.	N/A	N/A	N/A	Separation from reliance on legacy software and complete shutdown of old systems.
Personnel training and preparation to utilize new ERP solution.	N/A	N/A	N/A	Completion of staff training requirements and software user configurations.

General Government

Financial Services – The Finance Department includes the functions of financial planning, budgeting, accounting, and reporting to effectively manage the activities and financial condition of the City.

Accomplishments:

- Implemented New Utility Billing software resulting in improved efficiency and accuracy compared to previous system.
- Business license and sales tax web pages were rewritten for changes in business license processes and pages were redesigned to make it easier for applicants to apply for a business and sales tax licenses.
- Streamlined the business license renewal process. Non-Evans license-holders can now electronically update their accounts and make payments with no manual involvement by Evans staff.
- Completed processing of uncashed check backlog with up-to-date submission to Great Colorado Payback.
- Received 6th consecutive Distinguished Budget Award from the Government Finance Officers’ Association for 2024.

Initiatives and focus areas for 2025:

- Implement updated City of Evans Financial Policies reflecting the current business environment, as well as the vision, goals, and objectives of City Council.
- Assist with implementation of court management software.
- Work with City departments to design and implement City-wide internal control processes & procedures.
- Submit 2025 budget to GFOA for Distinguished Budget Award.

Operational Goals for 2025:

Goal #1 – Secure funding for upcoming capital projects, including the new Police Station and expansion of the Wastewater Treatment Plant. As described in the Capital Program, the new Police Station will be funded through Bond issuance proceeds expected to be received in 2025, to be serviced with Food Tax collections. Additionally, expansion of the Evans Wastewater Treatment Plant is necessary and will be funded through debt proceeds expected to be received in 2025 or 2026, to be serviced with utility fee revenue.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
New Police Station – pre-bond issuance due diligence – completion percentage.	75%	75%	90%	100%
New Police Station – receive bond rating and issue bonds – completion percentage.	N/A	N/A	100%	100%
Wastewater Treatment Plant Expansion – pre-bond issuance due diligence – completion percentage.	N/A	N/A	N/A	50%

General Government

Goal #2 – Establish a formalized internal audit function within the Finance department and implement internal audits.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Create and receive approval of the internal audit policy – completion percentage.	0%	75%	50%	100%
Establish education needs within the department and complete necessary training – completion percentage.	20%	100%	100%	N/A
Number of internal audits completed for high-risk areas (p-card, cash drawers, AP vendors, procurement, payroll).	8	12	12	16
Number of internal audits completed for internal control assessment.	N/A	2	2	16



Community Development

Community Development is responsible for administering and enforcing the City zoning code, the comprehensive plan, and subdivision regulations. Community Development provides guidance and coordination for land planning, development, construction, and property maintenance throughout the City. Within Community Development, there are three divisions:

Planning is responsible for appropriate use and division of land through adoption of general or comprehensive plan objectives, application of municipal code provisions, permitting of development, regional coordination on development plans and planning agreements.

Building coordinates with contracted plan review and inspection services, currently provided by SAFEbuilt, to ensure construction adheres to adopted building codes and state and local regulations. Building staff also manage community art programs for youth, amateur and professional artists.

Neighborhood Services enforces the municipal zoning ordinance and adopted property maintenance code. In addition to reactive enforcement, the team promotes code adherence proactively by providing community cleanup and neighborhood gathering assistance.

Accomplishments:

- Implemented updated land development code with helpful guidance documents.
- Offered many successful public engagement opportunities: Neighborhood Party Trailer, Community Clean-Up Trailer, Let's Bike Day, Heritage Day, building process focus group, land development code open house and virtual Q & A.
- Expanded the Yard of the Month program to include a Beautifully Landscaped Business award.
- Provided useful training opportunities for Planning Commissioners including Water, Engineering, and Legal Procedure.
- Installation of art wraps for new utility cabinets and a filter station.
- Multiple opportunities were offered to stakeholders to provide feedback on planning and building processes.

Initiatives and focus areas for 2025:

- Continue to improve code awareness via social media and in-person public engagement.
- Review procedures for all divisions annually and make changes as necessary. Include stakeholder feedback.
- Find a solution to Laserfiche filing challenges.
- Create robust system for ensuring development complies with agreements.

Community Development

Operational Goals for 2025:

Goal #1 – Upload and geocode scanned archives to Laserfiche to complete the scan project.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Percentage of documents audited	N/A	100%	100%	N/A
Percentage of documents assigned metadata	N/A	75%	25%	50%
Percentage of documents uploaded to Laserfiche	N/A	75%	10%	50%

Goal #2 – Create robust system for ensuring development complies with agreements.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Percentage of agreements catalogued	N/A	100%	75%	100%
Percentage of agreements reviewed	N/A	20%	20%	40%

Economic Development

Economic Development uses the Economic Resiliency Guiding Pillars to direct the team on steps to meet both current and future needs of the community. These pillars are designed to provide the foundation on moving the community to meeting Evans’ long-term vision. These pillars include:

- Community Beautification
- Business Retention
- Collaborative Partnerships

These pillars guide the Economic Development Department in ways to pursue operational excellence, enhance small business outreach, lay groundwork for distinct commercial districts, and create innovative business retention programs.

Accomplishments:

- Completed demolition of foundations at 31st Street and Hwy 85.
- Created a GIS platform to use for recruitment of developers and retailers.

Initiatives and focus areas for 2025:

- Prioritize retail recruitment.
- Establish community beautification initiatives.
- Prioritize business retention.

Operational Goals for 2025:

Goal #1 – Business Retention Metrics



Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Every business that files a business license in Evans will receive an introductory email.	N/A	80%	90%	100%
Every business in Evans will receive a quarterly email based on current subscribed businesses.	N/A	N/A	N/A	100%
All emails from local business will be replied to within 24 business hours.	N/A	100%	92%	100%
In-person business visits.	N/A	10	10	25

Public Safety

The Police Department has an authorized sworn strength of 37 officers, one full-time Animal Control/Community Services Technician, and six full-time civilian support staff. Chief Rick Brandt and his command staff oversee and manage all police operations. The department is committed to partnering with our community; we are dedicated to protecting the innocent, the tireless pursuit of justice, and serving with respect and compassion.



Front Desk & Records – people coming into or calling the police department are greeted by our Front Desk and Records staff. Brenda Garcia, the Police Records Manager and her staff provide a myriad of services including managing police records, providing copies of reports, fingerprinting for employers, criminal history checks, and video recording releases. They also answer hundreds of questions from our residents and visitors.

Patrol – the Department's most visible division is under Lieutenant Gabe Riemer's direction. Currently, five sergeants supervise 24/7/365 Patrol operations. There are also several Master Police Officers who assist in providing supervision to patrol and investigative personnel. In 2023, the police department serviced over 24,700 calls. Officers handle an array of issues in Evans, from traffic safety initiatives to responding to many calls for service. Evans police officers focus on problem identification and solutions in their districts rather than simply taking reports.

Traffic Safety Unit – the Evans Police Department is dedicated to traffic safety. Keeping our streets safe for the motoring public and citizens traveling on foot or bicycle is a priority. All officers are responsible for maintaining high visibility and enforcing traffic violations.

Public Safety

Animal Control/Community Services Technician (CST) – one full-time, non-sworn technician who handles all animal-related calls during the assigned shift. The CST also handles designated calls such as thefts without suspects, private property motor vehicle collisions, and other low-priority calls to keep sworn officers on the street.

Investigations – under the direction of a sergeant, the unit is responsible for all investigative follow-up and sex offender tracking. The sergeant supervises three detectives who investigate all serious crimes in Evans and file cases for court. The sergeant also manages a detective assigned to the regional drug task force.

Administrative Services – Commander Dan Ranous oversees all administrative functions within the department, including the Property and Evidence Unit, Internal Affairs investigations, and the Records/Front Desk Unit.

Co-Responder Unit – This grant-funded program pays for three full-time behavioral health clinicians who work shifts seven days a week. The clinicians respond to calls involving individuals suffering from a myriad of behavioral health crises, such as suicidal ideations, drug or alcohol dependency, PTSD, and others. Having trained clinicians available in the field provides a means to connect individuals with the services they need while freeing up officer time to focus on crime, traffic safety, and quality of life issues in Evans.



Public Safety

Office of Community Outreach – Teresa McClatchey, the Community Outreach Administrator, supervises a sworn School Resource Officer who works closely with all six schools in Evans. Teresa also manages programs such as Neighborhood Watch, National Night Out, and the Citizens Police Academy and is the department liaison for the Colorado Special Olympics. She works tirelessly to form partnerships to improve our residents' quality of life and to continue making Evans a safe, desirable community.

Accomplishments:

- A Digital Evidence Technician was hired to manage the thousands of hours of body-worn camera video evidence and to handle the release of videos to citizens, attorneys, and others who request them.
- The department purchased an additional drone this year using drug seizure funds. The drone program has proven to be a highly effective tool for officers in the field.
- The Evans Police Department is highly engaged in community activities to enrich the lives of Evans citizens. Partnering with community volunteers and local businesses, food, school supplies, and donated funds were distributed through multiple events during the year.

Initiatives and focus areas for 2025:

- Complete the design phase of the new police station and be construction-ready in mid-2025.



Public Works & Utilities

The Public Works and Utilities Department consists of Engineering, Fleet Operations, Stormwater and Streets, Water Distribution, and Wastewater Collections. The Department's mission is to manage public services and city infrastructure to support the City's mission to deliver sustainable, citizen-driven services for the health, safety, and welfare of the community.

The vision is to be a respected, innovative team delivering financially responsible services required for the operation and maintenance of infrastructure and City assets, including:

- Potable and non-potable distribution systems
- Stormwater conveyance, stormwater management ponds
- Streets, right-of-way (ROW), and traffic signage
- Vehicles, heavy equipment, and handheld equipment
- Wastewater treatment and conveyance

Administration of these divisions is provided by Public Works and Utilities Department staff, City leadership, and support staff and is funded by the general fund, user fees, impact fees, and external funding sources (e.g. grants, congressionally directed spending) when available.

Infrastructure – Includes the engineering, construction, inspection, maintenance, and public safety of public improvements within the City as well as City property.

Asphalt Pavement, concrete sidewalk, concrete curb and gutter, and fire hydrant maintenance – The Engineering, Streets, and Water division ensures regular inspections are conducted and work is performed for maintenance of these items.

Capital construction – The Engineering Division provides engineering support in the budgeting, planning, and design of the City's capital improvement projects and performs development plan review and oversight on construction, inspections, approves construction in public rights-of-way, and provides engineering support to other departments, as needed.

Construction and maintenance of right-of-way landscaping – The Streets Division is responsible for ensuring beautification and maintenance of right-of-way landscaping and hardscaping adjacent to street infrastructure.

Fleet Services – The Fleet Services Division maintains the City's fleet of vehicles and equipment at the safest, most efficient, and dependable condition possible, at the lowest cost per mile or hour of operation. They also inform procurement decision making, maintain state registration requirements, and coordinate vehicle and equipment replacement intervals and warranty work.

Maintenance and replacement of traffic signs and other traffic controls devices – The Engineering and Streets divisions regularly inspect, maintain, procure, manufacture, and replace all City signage, message boards, school flashers, and other traffic control devices.

Public Works & Utilities

Street Sweeping, snow removal, alley maintenance, and dirt road grading – The Streets Division provides all operational and maintenance services related to the City’s streets system and rights-of-way throughout the community, including alleys and dirt roads. This includes snow and ice removal in the winter and street sweeping of debris in the spring, summer, and fall.

Transit – The Public Works and Utilities Department administrates the City’s transit services agreement with the City of Greeley to ensure adequate levels of public transportation service for Evans residents.

Accomplishments:

- Repaired all reported potholes - patching potholes is an essential part of our work to maintain safe and reliable roads for the traveling public
- Mowed, weeded, and sprayed over 50-acres of City rights-of-way to help the traveling publics visibility when driving and keeping weeds and mosquitos under control
- Developed a new municipal traffic sign shop allowing the City to replace and maintain all signage in-house to ensure United States Department of Transportation, Colorado Department of Transportation, and Manual on Uniform Traffic Control Devices (MUTCD) requirements
- Completed roundabout at 37th Street and 47th Avenue
- Completed 23rd Avenue Widening from 37th Street to 42nd Street
- Completed mill and overlay of 35th Street from 35th Avenue to Stampede
- Completed mill and overlay of 42nd Street from 17th Avenue to Industrial Parkway
- Completed reconstruction of Empire Street from 35th Street to 31st Street (½ mile)
- Completed reconstruction of 47th Avenue from 49th Street to Mesa Verde Drive (½ mile)
- Completed reconstruction of 15th Avenue from 37th Street to 34th Street (½ mile)
- Completed reconstruction of 41st Street and 41st Street Road from 17th Avenue to Belmont Street (¼ mile)
- Completed chip seal restoration of approximately eight miles of local streets
- Updated hundreds of ADA ramps in alignment with our ADA Replacement Plan
- Installed two new rapid flashing crosswalks traversing arterial roadways
- Installed new fire signal flashers
- Updated eight traffic signal control cabinets with full update to all hardware and software
- Updated eight traffic signal detection systems with EVO radar sensors
- Completed East Side Storm Project at 31st Street including large channel and surge pond
- Complete replacement of a large portion of curb, gutter, sidewalk and ADA ramps on 23rd Avenue from City limits south to 34th Street
- Repaired a road washout on 49th Street between Nevilles Crossing and 65th Avenue
- Repaired a bridge area partial washout on 37th Street at Ashcroft Draw
- Repaired bridge guard rails at 49th Street and Ashcroft Draw
- Repaired sinkhole over Godfrey Ditch on CR 33 ½

Public Works & Utilities

Initiatives and focus areas for 2025:

- Begin the city-wide replacement of all traffic signage
- Increased investment in employee training, personal protection equipment, and vehicle/equipment visibility
- Transition all right-of-way landscape maintenance responsibilities from the Parks & Recreation Department to the Public Works Department - Streets Division
- Complete construction of Phase 2a of the 37th Street Widening
- Complete design of Phase 3 of the 37th Street Widening
- Complete lead and copper water service pipe inventory
- Begin planning for water service replacement for services containing lead
- Complete the design and construction of traffic signal improvements at 23rd Avenue and 34th Street
- Complete design of Trinidad Street road, drainage, and waterline improvements, if budget allows
- Construct a portion of the Evans Ditch trail from 11th Avenue to 42nd Street, if budget allows
- Construct State Street Sanitary Sewer project
- Construct East Side Storm Sewer project in 35th Street alignment in the UPRR right-of-way
- Maintain value-based culture that is in alignment with City Council’s vision and goals
- Improve resident satisfaction through timely communication and response to inquiries
- Crosstrain staff to enhance adaptability to handle ever-changing needs
- Start every project with long term success in mind
- Encourage innovation in maintaining and improving Evans’ public infrastructure
- Evaluate and update engineering design and construction standards



Operational Goals for 2025:

Goal #1 – Annually replace 20% of existing traffic signs (e.g. stop signs, street identification signs, etc.) between 2025-2030 with federally compliant signage designed to meet or exceed nighttime visibility standards.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Existing Traffic Sign Replacements	N/A	N/A	N/A	20%

Public Works & Utilities

Goal #2 – Clear existing backlog and respond to 100% of QAlert service requests within 30 days

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
QAlert service request responses within 45 days	N/A	N/A	N/A	100%

Goal #3 – The Public Works and Utilities Department will perform re-surfacing, repairs and maintenance on Evans roads and streets in order to maintain an overall average Pavement Condition Index (PCI) of not less than 70. The PCI is a scale from 0 to 100, which is used to indicate the general condition of a pavement section. The PCI is widely used and standardized by the American Society for Testing and Materials (ASTM). A score of 70 or higher is considered Excellent/Good, and 50 to 69 is considered Fair.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
PCI score – Evans measures PCI on a bi-annual basis	67	68	67	68

Goal #4 – The Public Works and Utilities Department will encourage innovation as a strategy to maintain and improve the City’s public infrastructure, including upgrading ADA-accessible ramps. Many of the City’s approximately 1,430 ADA-accessible ramps are in poor-to-good condition. The overall objective is to improve 100% of these ramps to excellent condition, by upgrading no less than 3% of these ramps per year.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Percentage of Evans approximately 1,430 ADA-accessible ramps that are upgraded to excellent condition	3%	3%	3%	3%

Parks and Recreation

Parks and Recreation includes services required for the general operations of:

- Public facilities
- Recreation
- Parks and Cemetery maintenance
- Forestry
- Senior Services

Public Facilities – Includes management of the recreation center, administration of all recreation services and programs, community events, and rentals of indoor and outdoor City facilities.

Recreation – Includes administration of all recreation and senior services and programs, as well as the recreation center and front desk operations.



Parks and Recreation

Parks – Includes all the operational expenses for the City's parks and trail system. *(10 neighborhood parks, 1 off-leash dog park, 1 community park, 6 undeveloped park sites, 4 miles of trails, and oversight of the City's open space areas).*

Cemetery – Operational maintenance of the City's only cemetery (including opening/closing graves).

Forestry Care – Includes trees and horticultural care on public property and landscape plan review.

Senior Services – Administration of the City's Senior Services and the Evans Senior Center.

Accomplishments:

- Parking lot seal coat and line striping at the Riverside Library Cultural Center and the Evans Community Complex.
- A new divider net was installed in the gym.
- Completed carpet and dance floor replacement in Evans Community Center banquet hall.
- Completed major clean-up of open space areas around Riverside Pond and South Platte Riverbanks.
- Hosted several softball and baseball tournaments at Riverside Sports Complex.
- Recreation staff revamped the favorite Easter Egg Hunt to the Easter Eggstravaganza to include photos with the Easter Bunny, egg dash, scavenger hunt down the trail with support from local companies, egg-themed family games and activities, and food.
- The 29th Annual City of Evans Golf Tournament sold out for another year. Recreation staff continue to receive great support for the event, both with in-kind donations and cash sponsorships.
- The Senior Center hosted a few day trips to Denver – to the Botanic Gardens, Hammond's Candy Factory, and the Buell Theater.
- Began work on a design-build project for Hunters Reserve Park.

Initiatives and focus areas for 2025:

- Create a Parks and Recreation Commission.
- Complete an updated Recreation Needs Assessment.
- We will continue to collaborate with local partners to offer the community's youth reasonable-cost sports opportunities.
- Offer a variety of special events to the community on a seasonal basis.
- Increase program offerings to the 50+ population that meet the needs and interests of a diverse population.
- Increased mowing operations of turf and open space.
- Increase weed control measures throughout open spaces and trails.
- Continue to build successful relationships with local businesses and other organizations.
- Continue to participate in the Tree City USA program.

Parks and Recreation

Initiatives and focus areas for 2025 (continued):

- Recreation staff will continue to develop relationships with other Recreation departments and partners to provide Evans residents with opportunities to recreate in the community.
- While planning community events, Recreation staff will support Evans businesses by inviting them to partner with or participate as vendors.
- The Parks Division will expand mowing operations at the City's parks, open space, and trail systems by utilizing contractor services more wisely and widely in landscaped, shrub bed, and ornamental landscaping areas. By utilizing contractor services in the very labor-intensive and highly visible areas, the division can focus on larger turf and open space maintenance to progress toward the city-wide beautification goals.
- The Parks Division will work to re-establish best practices for turf maintenance. We will begin by aerating and fertilizing the areas used for Recreational sports programming and outside-organization sports events. The end goal is to aerate and fertilize all turf areas at all parks and City properties. Through scheduling and correct seasonal treatment application, we can begin to increase the health of the turf.
- Work towards reestablishing a Forestry Division or through increased contracting of Forestry/Arborist services, we can begin to revitalize the health and aesthetics of our trees. By maintaining the health of city-owned trees, we are contributing toward Council goals.
- The Facilities Maintenance team will continue identifying facility maintenance priorities and improvement projects.



General Fund Long Range Financial Plan

City of Evans General Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	15,932,827	18,554,864	23,071,028	23,071,028	23,071,028	12,983,370	6,963,732	7,245,541	7,380,146	7,146,315
Revenues:										
Sales Tax	10,662,566	11,448,718	11,213,935	11,213,935	11,213,935	11,559,993	12,144,733	12,387,628	12,635,380	12,888,088
Property Tax	759,374	843,572	979,526	1,030,470	1,030,470	938,762	957,537	976,688	996,222	1,016,146
Other Taxes	1,778,574	2,503,608	1,760,386	1,760,386	2,117,214	1,823,984	1,825,684	1,827,454	1,829,298	1,831,218
License & Permits	1,176,779	1,406,817	1,359,328	1,359,328	1,359,328	1,488,362	1,504,792	1,521,558	1,538,667	1,556,127
Intergovernmental	1,888,488	1,983,549	1,908,760	3,286,260	3,286,260	1,967,000	2,011,610	2,057,558	2,104,885	2,153,632
Charges for Services	363,160	432,682	409,000	409,000	409,000	429,300	439,954	450,725	462,005	473,419
Fines & Forfeitures	359,873	452,177	534,480	534,480	534,480	534,480	551,447	568,970	587,067	605,758
Miscellaneous	624,870	2,251,056	446,000	796,000	796,000	784,000	784,000	784,000	784,000	784,000
ARPA Revenue	2,068,884	1,673,737	-	-	-	-	-	-	-	-
Total revenues	19,682,568	22,995,916	18,611,415	20,389,859	20,746,686	19,525,881	20,219,757	20,574,581	20,937,524	21,308,388
	19,682,568	22,995,916	18,611,415	20,389,859	20,746,686	19,525,881	20,219,757	20,574,581	20,937,524	21,308,388
Transfers In	1,398,888	1,281,782	1,628,729	1,628,729	1,628,729	1,605,396	1,630,199	1,656,808	1,680,690	1,704,931
Total Available Funds	21,081,456	24,277,698	20,240,144	22,018,588	22,375,416	21,131,277	21,849,956	22,231,389	22,618,214	23,013,319
Expenditures:										
General Government Personnel	2,852,041	3,198,179	3,089,107	3,089,107	3,089,107	3,242,656	3,372,362	3,507,257	3,647,547	3,793,449
General Government Operations	2,584,237	2,558,732	2,733,638	2,733,638	2,733,638	2,759,683	2,796,220	2,852,144	2,909,187	2,967,371
General Government	5,436,279	5,756,911	5,822,745	5,822,745	5,822,745	6,002,339	6,168,582	6,359,401	6,556,734	6,760,820
Community Development Personnel	639,833	698,249	1,059,730	1,059,730	1,059,730	1,322,139	1,375,024	1,430,025	1,487,226	1,546,715
Community Development Operations	317,391	419,492	531,050	531,050	531,050	234,350	239,037	243,818	248,694	253,668
Community Development	957,224	1,117,741	1,590,780	1,590,780	1,590,780	1,556,489	1,614,061	1,673,843	1,735,920	1,800,383

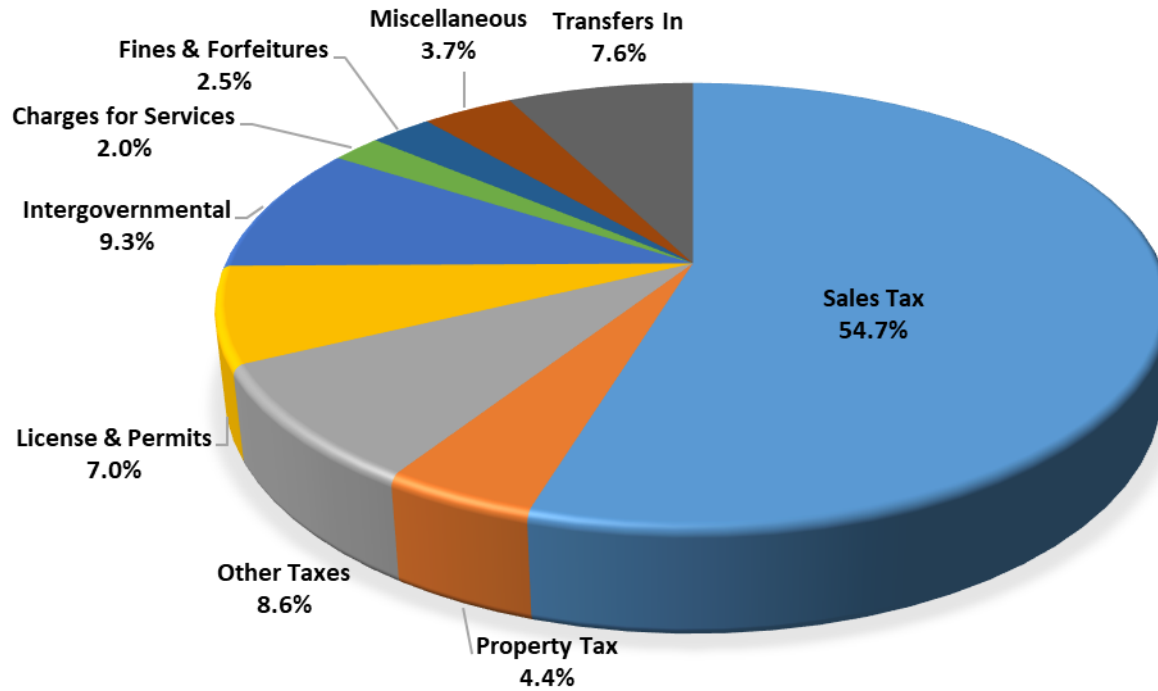
General Fund Long Range Financial Plan

City of Evans General Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Public Safety Personnel	5,072,025	5,444,945	6,178,368	6,178,368	6,178,368	6,209,154	6,457,520	6,715,821	6,984,453	7,263,832
Public Safety Operations	959,545	1,253,301	1,213,728	1,338,728	1,338,728	1,434,828	1,463,525	1,492,795	1,522,651	1,553,104
Public Safety	6,031,570	6,698,246	7,392,096	7,517,096	7,517,096	7,643,982	7,921,044	8,208,616	8,507,104	8,816,936
Public Works Personnel	959,735	905,952	1,351,341	1,426,341	1,426,341	1,647,276	1,713,167	1,781,694	1,852,962	1,927,080
Public Works Operations	647,773	805,794	1,074,370	1,114,370	1,114,370	1,252,120	1,251,662	1,276,696	1,302,230	1,328,274
Public Works	1,607,509	1,711,746	2,425,711	2,540,711	2,540,711	2,899,396	2,964,830	3,058,390	3,155,191	3,255,354
Culture, Parks and Recreation Personnel	1,002,287	1,076,034	1,678,746	1,678,746	1,678,746	2,063,141	2,145,667	2,231,493	2,320,753	2,413,583
Culture, Parks and Recreation Operations	403,043	439,690	511,957	511,957	511,957	543,100	553,962	565,041	576,342	587,869
Culture, Parks & Rec	1,405,330	1,515,723	2,190,703	2,190,703	2,190,703	2,606,241	2,699,629	2,796,535	2,897,095	3,001,452
IGA - Fire Services	543,710	200,000	200,000	200,000	200,000	200,000	200,000	-	-	-
Asset Management	398,443	379,252	-	593,000	593,000	153,829	-	-	-	-
Transfer for pavement management	600,000	1,320,000	600,000	600,000	600,000	-	-	-	-	-
Total operating expenditures	16,980,064	18,699,618	20,222,036	21,055,036	21,055,036	21,062,276	21,568,146	22,096,784	22,852,045	23,634,945
Net Results of Operations	4,101,392	5,578,079	18,108	963,552	1,320,380	69,001	281,810	134,605	(233,831)	(621,626)
Capital Improvements	379,439	718,792	1,450,000	8,078,165	8,078,165	6,088,640	-	-	-	-
Transfers Out (To other City Funds)	96,628	-	-	-	-	-	-	-	-	-
Planned use of fund balance for police station project	77,516	151,505	-	-	3,329,872	-	-	-	-	-
Planned use of fund balance for playground replacements	925,772	90,440	-	-	-	-	-	-	-	-
Planned use of fund balance for Highway 85 landscaping	-	101,179	-	-	-	-	-	-	-	-
Net Results, including transfers and use of fund balance	2,622,037	4,516,163	(1,431,892)	(7,114,613)	(10,087,657)	(6,019,639)	281,810	134,605	(233,831)	(621,626)
Ending Fund Balance	18,554,864	23,071,028	21,639,136	15,956,415	12,983,370	6,963,732	7,245,541	7,380,146	7,146,315	6,524,688
CT	18,554,864	23,071,028								
Minimum Target Reserve	7,219,974	8,490,032	7,479,847	7,479,847	7,479,847	6,750,000	6,750,000	6,750,000	6,750,000	6,750,000
Available Funds	11,334,890	14,580,996	14,159,288	8,476,567	5,503,523	213,732	495,541	630,146	396,315	(225,312)

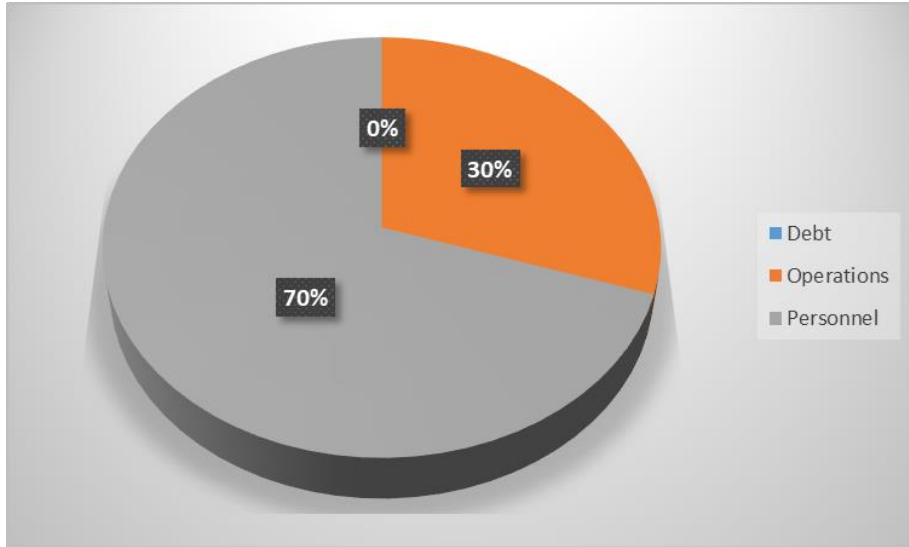
General Fund Revenue Summary – Fiscal Year 2025

The following graph illustrates the breakdown of revenue used to fund general City operations.

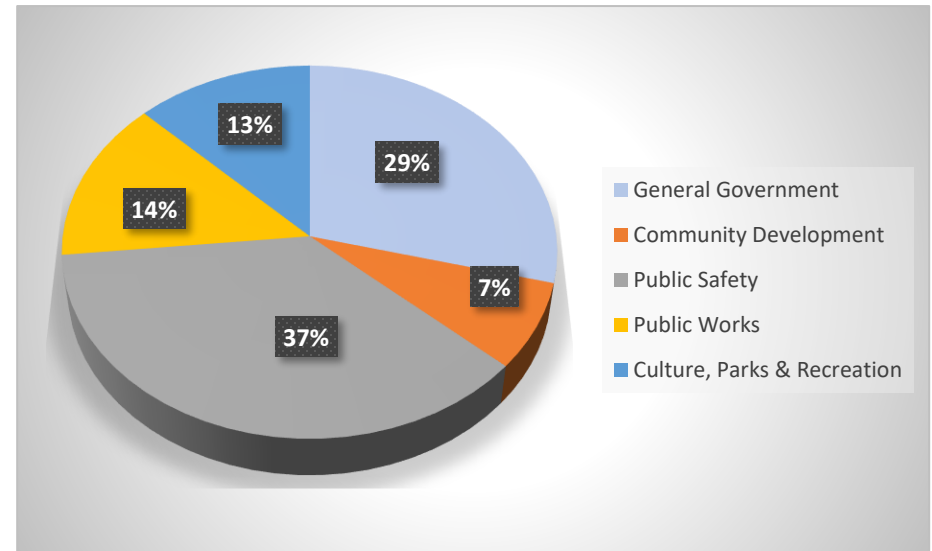


Source	Revenue	Percentage
Sales Tax	\$ 11,559,993	54.7%
Property Tax	938,762	4.4%
Other Taxes	1,823,984	8.6%
License & Permits	1,488,362	7.0%
Intergovernmental	1,967,000	9.3%
Charges for Services	429,300	2.0%
Fines & Forfeitures	534,480	2.5%
Miscellaneous	784,000	3.7%
Transfers In	1,605,396	7.6%
Total Revenue	\$ 21,131,277	100.0%

Expenditures by Category



Expenditures by Type



Enterprise Funds

Water Fund

Water Fund – all operational, building, and maintenance services related to Water Administration, Potable Water Distribution, Non-Potable Irrigation Water Distribution, Evans Ditch, and Water Conservation.

Water Administration – Water administration includes water resources management, water treatment costs, legal issues, and engineering/professional services.

Potable Water Delivery – Potable water delivery includes operation and maintenance of all water mains, fire hydrants, valves, meters, and other appurtenances necessary to distribute treated water to Evans' residential and commercial customers.

Non-Potable Irrigation Water Distribution – Non-potable irrigation water distribution includes operation and maintenance of all pump stations, water mains, valves, meters, and other appurtenances necessary to distribute irrigation water to residential and commercial customers.

Evans Ditch – Evans Ditch includes management of historical and legal documents and obligations, tracking agreements regarding ditch usage, and operation and maintenance of the ditch, all head gates, check structures, dump structures, conduits, and other appurtenances.

Water Conservation – Water conservation includes programs to reduce residential, commercial, and public use of water, code changes to ensure water conservation in development, public information about water conservation, and data analysis to track water use trends.

Accomplishments:

- **Geographic Information System (GIS):** Continued work on infrastructure asset location and identification to update GIS database.
- **Administration:** Initiated update/creation of Standard Operating Procedures (SOP), Delegation of Authority Manual, and Flushing Program as mandated by CDPHE.
- **Conservation:** City residents have the opportunity to participate in free sprinkler evaluations, purchase water-wise garden kits, and receive financial incentives for replacing lawn with water-wise landscaping. Popular residential indoor water audit and fixture replacement program will run in partnership with the Weld County Youth Conservation Corps.
- **Evans Ditch:** Trail design is nearing completion for phase 1 construction from 11th Ave to 42nd Street. Staff is working to improve the economic viability of continuing to use the Evans Ditch for non-potable irrigation in other areas of Evans within the limits of the adjudicated water right.
- **Evans Ditch:** performed vegetation, debris, and structure removal along Evans Ditch banks and easement.

Water Fund

Accomplishments (continued):

- **Non-Potable Irrigation:** Staff continues to encourage developers to use non potable irrigation where it is available in new developments. Liberty Draw is one of the new developments that has designed and constructed a non-potable system for Phases 1 and 2. This system will also extend to phase 3-5.

Initiatives and focus areas for 2025:

- **Non-potable System:** Install additional valves in accessible locations and larger blow-offs where needed. Continue pump station maintenance including cleaning of wet wells and inspection of pump impellers.
- **GIS:** Continue to collect data and add assets to GIS database with historical information on individual assets.
- **Evans Ditch:** Increase maintenance access points, implement automation of head gate, and make needed repairs to Obermier gate.
- **Administration:** Complete Standard Operating Procedures (SOP), Delegation of Authority Manual, and Flushing Program as mandated by CDPHE. Complete initiated work order process to track inventory, valve exercising, hydrant maintenance, flushing sequence, and dedicated time/manpower.
- **Conservation:** Provision of water conservation services including residential indoor water audits and fixture replacements, residential irrigation audits, water wise gardens, residential lawn removal programs, and engaging water conservation events and programs. Creation of a rebate program for a variety of water conservation products and services. Continue to collect and organize program participant data in GIS to gain insight on participation trends. Expand outreach strategies for residential, commercial, and HOA customers. Continue 2021 Masterplan Water Conservation Chapter implementation. Continue to look for opportunities to implement water efficiency programs.



Water Fund

Operational Goals for 2025:

Goal #1 – The Water Division will develop and implement a formal valve exercising program with the goal of exercising all valves every three years.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Annual valve exercising	N/A	N/A	N/A	20%

Goal #2– The Water Division will develop and implement a formal hydrant flushing program with the goal of flushing all of the City’s hydrants every three years.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Annual hydrant flushing	N/A	N/A	N/A	20%

Goal #3– The Water Division must ensure backflow prevention devices are installed on all hazardous cross-connections and document that all assemblies are tested annually

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Backflow prevention device testing and certification	N/A	N/A	N/A	100%

Goal #4– The Water Conservation Program continues to expand residential, commercial, and HOA program offerings to increase water efficiency.

Measure	2023 Actual	2024 Target	2024 Actual	2025 Target
Water conservation programs offered.	4	4	4	5

Water Fund Long Range Financial Plan

City of Evans Water Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
<u>Operating Revenues</u>									
Base Rate (base, np, penalty, misc)	3,365,239	3,146,908	3,373,949	3,373,949	3,579,298	3,657,507	3,736,988	3,817,313	3,898,510
Variable Rate	4,233,117	3,992,114	4,549,462	4,549,462	4,822,430	4,918,879	5,017,256	5,117,601	5,219,953
Interest Income	55,297	137,002	39,440	39,440	39,834	40,233	40,635	41,041	41,452
Total Operating Revenues	7,653,653	7,276,024	7,962,851	7,962,851	8,441,562	8,616,619	8,794,879	8,975,956	9,159,915
<u>Operating Expenses</u>									
Fixed costs	1,654,275	1,643,494	1,948,470	1,948,470	2,291,699	2,334,378	2,377,864	2,422,170	2,467,315
Variable costs (water treatment)	4,364,888	4,113,427	4,867,360	4,867,360	5,200,725	5,304,740	5,410,834	5,519,051	5,629,432
Total Operating Expenses	6,019,162	5,756,921	6,815,830	6,815,830	7,492,425	7,639,118	7,788,698	7,941,222	8,096,747
Net Revenues over (under) expenses	1,634,491	1,519,103	1,147,021	1,147,021	949,138	977,501	1,006,181	1,034,734	1,063,168
Transfer for Major Maint (w AMP)	1,723,316	1,513,818	197,000	197,000	188,500	50,000	50,000	50,000	50,000
Transfer for Water Conservation	-	-	131,000	131,000	104,000	104,000	104,000	104,000	104,000
Net Operations after Transfers	(88,825)	5,285	819,021	819,021	656,638	823,501	852,181	880,734	909,168
Running Cash Balance	1,137,864	1,143,149	1,962,171	1,962,171	2,618,808	3,442,309	4,294,490	5,175,224	6,084,392
Target Operating Reserve - 3 months	1,073,962	1,060,776	1,654,707	1,654,707	1,825,981	1,897,280	1,934,675	1,972,805	2,011,687
Available Funds	63,902	82,373	307,463	307,463	792,827	1,545,030	2,359,815	3,202,419	4,072,706
<u>Water Rights Revenues</u>									
Payment in Lieu & Water Rights Lease/ Sale	-	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000
<u>Water Rights Expenses</u>									
Water Right Acquisition	-	75,250	-	-	-	-	-	-	-
Annual Net	-	(75,250)	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Running Balance	(2,834,411)	(2,909,661)	(2,889,661)	(2,889,661)	(2,869,661)	(2,849,661)	(2,829,661)	(2,809,661)	(2,789,661)
<u>System Maintenance & Expansion Revenue</u>									
Tap Fee Revenue	222,578	868,399	1,301,649	1,301,649	1,229,720	1,229,720	1,229,720	1,229,720	1,229,720
Water Meter Sales	8,977	59,872	192,841	192,841	130,062	130,062	130,062	130,062	130,062
Grant Revenue	-	-	-	-	-	-	-	-	-
Interest Income/ Other Revenue	-	-	76,560	76,560	77,326	78,099	78,880	79,669	80,465
Transfer for Major Maint (w AMP)	1,723,316	1,513,818	197,000	197,000	188,500	50,000	50,000	50,000	50,000
Transfer for Water Conservation	-	-	131,000	131,000	104,000	104,000	104,000	104,000	104,000
Loan Proceeds for NISP	-	-	-	-	-	1,261,949	1,299,807	1,338,801	1,378,965
Total System Expansion Revenue	1,954,871	2,442,089	1,899,050	1,899,050	1,729,608	2,853,829	2,892,469	2,932,252	2,973,213

Water Fund Long Range Financial Plan

City of Evans Water Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
<u>System Maintenance & Expansion Expenses</u>									
Capital Outlay	1,036,701	1,082,764	1,912,798	1,912,798	3,059,193	3,245,449	2,910,307	2,949,301	2,989,465
Major Maintenance & AMP	36,843	49,916	211,097	211,097	188,500	50,000	50,000	50,000	50,000
Water Conservation Projects	44,619	34,267	131,000	131,000	104,000	104,000	104,000	104,000	104,000
Misc Expenses	-	-	20,000	20,000	200,000	200,000	200,000	200,000	200,000
Total Expenses	1,118,163	1,166,947	2,274,895	2,274,895	3,551,693	3,599,449	3,264,307	3,303,301	3,343,465
Annual Net	836,708	1,275,142	(375,845)	(375,845)	(1,822,085)	(745,619)	(371,838)	(371,049)	(370,253)
Running Balance	6,082,675	7,357,817	6,981,972	6,981,972	5,159,887	4,414,268	4,042,430	3,671,381	3,301,128
Total Water Fund Revenue	7,885,208	8,204,295	9,553,901	9,553,901	9,898,670	11,336,448	11,553,348	11,774,208	11,999,127
Total Water Fund Expenses CT	7,137,325	6,999,118	9,090,725	9,090,725	11,044,117	11,238,567	11,053,005	11,244,523	11,440,212
Changes in Working Capital	230,911	(10,290)	-	-	-	-	-	-	-
Total Water Fund Cash Balance	5,812,154	7,007,041	7,470,218	7,470,218	6,324,770	6,422,652	6,922,995	7,452,680	8,011,595
	5,812,154	7,007,041							
Fund Balance Reserve Breakout									
Operating Reserve	1,073,962	1,060,776	1,654,707	1,654,707	1,825,981	1,897,280	1,934,675	1,972,805	2,011,687
Greeley System Expansion	2,263,800	3,493,644	4,352,733	4,782,277	4,328,996	4,734,804	5,140,611	5,546,419	5,952,227
NISP Participation	(95,565)	-	-	-	-	-	-	-	-
Available Fund Balance	2,569,957	2,452,621	1,462,778	1,033,233	169,793	(209,431)	(152,291)	(66,545)	47,682

Water Fund Long Range Financial Plan

City of Evans Water Fund Long Range Financial Plan

Water Fund

Expense Summary

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
<u>Operating Revenues</u>									
Base Rate (base, np, penalty, misc)	\$3,365,239	\$3,146,908	\$3,373,949	\$3,373,949	\$3,579,298	\$3,657,507	\$3,736,988	\$3,817,313	\$3,898,510
<u>Base Major Maintenance Calculator</u>									
Administrative GF OH	569,328	442,107	606,551	606,551	631,011	640,476	650,083	659,834	669,732
Water Fund Payroll, Supplies & Services	928,956	1,045,396	1,341,919	1,341,919	1,660,689	1,693,903	1,727,781	1,762,336	1,797,583
Debt - CWPA 2013 Radio Loan	155,991	155,991	-	-	-	-	-	-	-
Major Maintenance Projection	1,710,964	1,503,414	1,294,479	1,294,479	1,287,598	1,323,129	1,359,124	1,395,143	1,431,195
Total Base Rate	3,365,239	3,146,908	3,242,949	3,242,949	3,579,298	3,657,507	3,736,988	3,817,313	3,898,510
<u>Major Maintenance and AMP in Fixed Costs</u>									
Asset Management Plan	12,351	10,403	147,000	147,000	138,500	-	-	-	-
Major Maintenance Projects:	1,686,473	1,463,902	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Line Work	24,491	39,513	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total In Fixed Costs	1,723,316	1,513,818	197,000	197,000	188,500	50,000	50,000	50,000	50,000

Water Fund Long Range Financial Plan

Capital Expenditures

2022-2029 Capital Improvement Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	Future Projects
NISP Water Storage Project	570,000	693,480	900,000	900,000	1,225,193	1,261,949	1,299,807	1,338,801	1,378,965	23,137,500
System Expansion Fee Contingency	-	-	-	-	-	-	-	-	-	5,546,419
Evans Ditch Measurement Structure Upgrades	-	-	65,541	65,541	-	-	-	-	-	-
Tuscany Non-Potable Backflow	32,130	-	-	-	-	-	-	-	-	-
South Evans Utility Feasibility Study	29,207	-	-	-	-	-	-	-	-	-
Idaho Street infrastructure improvements	272,543	-	-	-	-	-	-	-	-	-
Water line replacements design	60,396	26,056	7,485	7,485	219,000	-	-	-	-	-
Highway 85 Waterline Replacement - 31st to 35th	-	-	-	-	-	-	-	-	-	2,128,000
Highway 85 Waterline Replacement - 37th to 39th	-	-	-	-	-	1,610,500	1,610,500	1,610,500	1,610,500	-
37th Street - Phase 1 Widening	72,424	281,824	-	-	-	-	-	-	-	-
37th Street - Phase 2 Widening	-	-	-	-	180,000	-	-	-	-	-
37th Street - Phase 3 Widening	-	-	182,176	182,176	909,000	-	-	-	-	-
Pawnee & Kiowa Valve Replacement	-	-	-	-	6,000	73,000	-	-	-	-
Cheyenne Drive Waterline Replacement - Kiowa to Pawnee	-	-	-	-	13,000	154,000	-	-	-	-
State Farm Waterline Replacement	-	-	399,000	399,000	-	-	-	-	-	-
Lead and Copper Inventory	-	-	100,000	100,000	-	-	-	-	-	-
Utility potholing/ vacuum trailer	-	-	240,000	240,000	-	-	-	-	-	-
SCADA installation- Various locations	-	-	-	-	12,000	146,000	-	-	-	-
Water Rate Study	-	81,404	18,596	18,596	-	-	-	-	-	-
Neville's Crossing Backflow replacement	-	-	-	-	35,000	-	-	-	-	-
Fire Hydrant replacements	-	-	-	-	30,000	-	-	-	-	-
Headgate repairs	-	-	-	-	90,000	-	-	-	-	-
Wheeled excavator	-	-	-	-	340,000	-	-	-	-	-
34th St. Waterline Replacement - 23rd Ave. to 17th Ave	-	-	-	-	-	-	-	-	-	468,000
Pleasant Acres Waterline Replacement - 32nd to 11th	-	-	-	-	-	-	-	-	-	937,000
37th Street - Phase 4 Widening	-	-	-	-	-	-	-	-	-	1,000,000
West Service Road (37th to 39th)	-	-	-	-	-	-	-	-	-	200,000
Dos Rios & Chappelow Schools	-	-	-	-	-	-	-	-	-	850,000
Whitney Way - Crossing 37th St	-	-	-	-	-	-	-	-	-	30,000
West Service Rd. - 31st St. to 35th St.	-	-	-	-	-	-	-	-	-	400,000
Brantner Rd & Ind Pkwy 43rd to 44th St	-	-	-	-	-	-	-	-	-	670,000
17th Avenue Replacement (42nd Street to 37th St)	-	-	-	-	-	-	-	-	-	1,200,000
42nd Street (35th to Eagles Nest Drive)	-	-	-	-	-	-	-	-	-	560,000
Central Street (37th St to 42nd St)	-	-	-	-	-	-	-	-	-	710,000
Glendale Drive (St Farm Rd to St Farm Rd)	-	-	-	-	-	-	-	-	-	490,000

Water Fund Long Range Financial Plan

Capital Expenditures

2022-2029 Capital Improvement Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	Future Projects
23rd Ave - 37th to 42nd St.	-	-	-	-	-	-	-	-	-	390,000
35th St - Empire to Trinidad	-	-	-	-	-	-	-	-	-	200,000
US 85 WSR (35th St to 31st St), 8th Ave, Southgate North	-	-	-	-	-	-	-	-	-	785,000
36th St. - 11th Ave. to Idaho	-	-	-	-	-	-	-	-	-	100,000
37th St. - 17th Ave. to Latham	-	-	-	-	-	-	-	-	-	45,000
37th St. - 23rd Ave. to 17th Ave.	-	-	-	-	-	-	-	-	-	580,000
Boulder St - 36th St. to 37th St.	-	-	-	-	-	-	-	-	-	65,000
Denver St. - 36th St. to State St.	-	-	-	-	-	-	-	-	-	120,000
Denver St. - 39th St. to 40th St.	-	-	-	-	-	-	-	-	-	65,000
Empire St. - 33rd St to 35th St.	-	-	-	-	-	-	-	-	-	117,000
Larson Ave. - 41st. St. to 42nd St.	-	-	-	-	-	-	-	-	-	90,000
Montrose St. - 34th St. to 37th St.	-	-	-	-	-	-	-	-	-	170,000
Pleasant Acres Dr. - 32nd St. to 11th Ave.	-	-	-	-	-	-	-	-	-	260,000
Southgate Dr. - Denver to 31st St.	-	-	-	-	-	-	-	-	-	230,000
State St. - 33rd St. to 35th St.	-	-	-	-	-	-	-	-	-	80,000
North-South Split Adjustment Structure	-	-	-	-	-	-	-	-	-	75,000
31st St. & Empire Measurement Facility	-	-	-	-	-	-	-	-	-	30,000
17th Ave. Sediment Removal Basin	-	-	-	-	-	-	-	-	-	10,000
37th St Sediment Removal Basin	-	-	-	-	-	-	-	-	-	10,000
Central Ave. Pipe - 40th St to 39th St.	-	-	-	-	-	-	-	-	-	20,000
Idaho St. Pipe - 42nd St. to 40th St.	-	-	-	-	-	-	-	-	-	25,000
Golden St. Pipe - 40th St. to 37th St	-	-	-	-	-	-	-	-	-	25,000
37th St. to 11th Ave. Lining	-	-	-	-	-	-	-	-	-	75,000
11th Ave. to 36th St. Lining	-	-	-	-	-	-	-	-	-	75,000
17th Ave. to 42nd St. Lining	-	-	-	-	-	-	-	-	-	75,000
Evans WWTF Lining	-	-	-	-	-	-	-	-	-	125,000
Sunset Dr- 30th St to 31st St	-	-	-	-	-	-	-	-	-	290,000
35th St Pipe- Empire to Trinidad	-	-	-	-	-	-	-	-	-	30,000
Non-Potable/ ditch maintenance	-	-	-	-	-	-	-	-	-	450,000
36th St (11th Ave to Idaho St), Denver St, Boulder St, Idaho St.	-	-	-	-	-	-	-	-	-	512,000
Empire St (35th St to 32nd St), 35th St, State St	-	-	-	-	-	-	-	-	-	691,000
Crescent Cove Apartments	-	-	-	-	-	-	-	-	-	153,000
Montrose St.	-	-	-	-	-	-	-	-	-	340,000
Total in CIP from Tap Fee revenue	1,036,701	1,082,764	1,912,798	1,912,798	3,059,193	3,245,449	2,910,307	2,949,301	2,989,465	44,634,919
Total Capital (includes water rights)	2,747,665	2,661,429	1,962,798	1,962,798	3,109,193	3,295,449	2,960,307	2,999,301	3,039,465	

Wastewater Fund

The **Wastewater Fund** provides all operational, building, and maintenance services related to wastewater treatment and the wastewater collection system.

Wastewater collections – Wastewater collections includes the operation, maintenance, and replacement of the City’s wastewater collection system.

Wastewater treatment – Wastewater treatment includes providing wastewater treatment services to the community that meet applicable Federal and State regulations related to environmental water quality parameters. This includes all treatment plant operational expenses and laboratory compliance testing services.

Accomplishments:

- The Wastewater Division performed maintenance on sewer lines as follows: 1) 23.25 miles of sewer line was cleaned; 2) sewer line televising was completed on 2.75 miles of sewer line.
- Approximately 579.4 million gallons of treated water was discharged to the South Platte River.

Initiatives and focus areas for 2025:

- Maintain necessary levels of treatment operations and infrastructure maintenance.
- Limit treatment compliance and odor violations for the facility.
- Prolong the life of the collection system through a maintenance program that prevents disruptions in service to the public. (This entails hydro-cleaning the entire system over a 3-year period, as well as CCTV inspecting the entire system over a 7-year period.)
- Continue the annual collection system repair and replacement program within budget.
- Complete annual solids handling removal.
- Complete design of the Wastewater Treatment Facility expansion and solids handling improvements.
- Begin construction of the Wastewater Treatment Facility expansion and solids handling improvements.

Wastewater Fund

Operational Goals for 2025:

Goal #1 – Sewer line jetting and televising (a recording using camera technology) will be performed, with an overall goal to complete a minimum of 100,000 linear feet of line sewer line jetting per year, and a minimum of 45,000 linear feet of sewer line televised per year.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Linear feet of sewer line jetting completed.	116,500	100,000	120,000	130,000
Linear feet of sewer line televising completed.	15,000*	45,000	30,000*	50,000

**equipment issues with televising camera led to missing goals in 2023 and 2024.*



Wastewater Fund Long Range Financial Plan

City of Evans Wastewater Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
<u>Operating Revenues</u>									
Sewer Sales	2,576,100	2,213,210	621,800	621,800	943,259	1,306,219	1,222,628	1,131,214	631,214
Other	41,129	93,035	55,162	55,162	51,308	34,048	11,999	23,488	38,841
Total Operating Revenues	2,617,229	2,306,246	676,962	676,962	994,567	1,340,267	1,234,627	1,154,702	670,055
CT	2,617,229	2,907,246	676,962	676,962	994,567	1,340,267	1,234,627	1,154,702	670,055
<u>Operating Expenses</u>									
Personnel	821,703	873,299	967,181	967,181	978,206	1,189,785	1,228,096	1,267,641	1,308,459
Operations	440,959	530,268	594,586	594,586	659,786	679,580	699,967	720,966	742,595
Transfer for Overhead to General Fund	469,216	478,648	599,356	599,356	588,600	606,258	624,446	643,179	662,474
Total Operating Expenses	1,731,878	1,882,215	2,161,123	2,161,123	2,226,592	2,475,623	2,552,509	2,631,786	2,713,528
Net Revenues over (under) expenses	885,352	424,030	(1,484,161)	(1,484,161)	(1,232,025)	(1,135,356)	(1,317,882)	(1,477,084)	(2,043,473)
Running Cash Balance	5,065,843	5,489,873	4,005,712	4,005,712	2,773,687	1,638,331	320,449	(1,156,635)	(3,200,108)
Target Operating Reserve - 3 months	432,969	470,554	540,281	540,281	556,648	618,906	638,127	657,947	678,382
Available Funds	4,632,874	5,019,319	3,465,431	3,465,431	2,217,039	1,019,425	(317,679)	(1,814,582)	(3,878,490)
<u>Major Maintenance Revenues</u>									
Revenue	2,273,500	2,520,000	2,482,679	2,482,679	4,325,000	4,325,000	4,325,000	4,325,000	4,325,000
Loan Proceeds	42,449	(1,127)	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-	-
Interest	41,129	93,035	37,500	37,500	25,654	26,167	26,690	27,224	27,768
Total System Maintenance Revenues	2,357,078	2,611,908	2,520,179	2,520,179	4,350,654	4,351,167	4,351,690	4,352,224	4,352,768
<u>Major Maintenance Expenses</u>									
Asset Management	98,124	7,856	70,644	70,644	-	-	-	-	-
Capital Outlay - Major Maintenance	372,680	702,528	5,326,313	5,326,313	700,000	700,000	700,000	700,000	700,000
Debt	1,802,599	1,801,917	1,813,015	1,813,015	1,814,172	2,240,439	2,236,825	2,237,444	2,236,917
Total System Maintenance Expenses	2,273,404	2,512,301	7,209,972	7,209,972	2,514,172	2,940,439	2,936,825	2,937,444	2,936,917
Annual Net	83,674	99,607	(4,689,793)	(4,689,793)	1,836,481	1,410,728	1,414,866	1,414,780	1,415,852
Running Cash Balance	2,791,478	2,891,085	(1,798,708)	(1,798,708)	37,774	1,448,502	2,863,367	4,278,147	5,693,999

Wastewater Fund Long Range Financial Plan

City of Evans Wastewater Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
<u>System Expansion Revenues</u>									
Grant Revenue	-	-	-	-	-	-	-	-	-
Rate Revenue	604,304	601,000	3,677,856	3,677,856	624,094	2,124,094	2,624,094	3,124,094	3,624,094
System Development Fees	131,177	865,321	2,247,780	2,247,780	1,418,944	1,418,944	1,418,944	1,418,944	1,418,944
Interest	41,129	93,035	73,549	73,549	25,654	45,397	15,998	31,318	51,788
Loan Proceeds	-	-	-	-	-	-	-	-	-
Total System Expansion Revenues	776,610	1,559,356	5,999,185	5,999,185	2,068,692	3,588,435	4,059,036	4,574,356	5,094,826
<u>System Expansion Expenses</u>									
Capital Outlay	1,675,547	(390,907)	7,216,493	7,216,493	650,000	4,650,000	650,000	650,000	650,000
Debt	600,866	600,639	604,338	604,338	604,724	1,878,306	1,877,101	1,877,307	1,877,132
Total System Expansion Expenses	2,276,414	209,732	7,820,831	7,820,831	1,254,724	6,528,306	2,527,101	2,527,307	2,527,132
Annual Net	(1,499,804)	1,349,624	(1,821,646)	(1,821,646)	813,968	(2,939,871)	1,531,935	2,047,048	2,567,695
Running Cash Balance	4,197,758	5,547,383	3,725,736	3,725,736	4,539,704	1,599,833	3,131,769	5,178,817	7,746,512
Total Wastewater Fund Revenue	5,750,917	6,477,510	9,196,326	9,196,326	7,413,912	9,279,869	9,645,353	10,081,282	10,117,650
Total Wastewater Fund Expenses	6,281,695	4,604,249	17,191,927	17,191,927	5,995,488	11,944,367	8,016,434	8,096,538	8,177,577
Changes in Working Capital	(104,018)	(697,967)	-	-	-	-	-	-	-
Ending Cash	11,951,063	13,126,357	5,130,756	5,130,756	6,549,180	3,884,682	5,513,600	7,498,345	9,438,418
CT	11,951,063	13,126,357							
Committed Fund Balance (Plant replacement)	1,850,000	2,500,000	3,150,000	3,150,000	3,800,000	4,450,000	5,100,000	5,750,000	6,400,000

Wastewater Fund Long Range Financial Plan

2022-2029 Capital Improvement Plan	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	Future Projects
Annual Sewer Line Maintenance	58,288	73,808	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,650,000
Wastewater Utility Plan	163,542	-	24,600	24,600	-	-	-	-	-	-
Lift Station Construction at 31st St and Highway 85	-	-	306,013	306,013	-	-	-	-	-	-
WW Collection line replacements:										
40th and Pueblo St	-	-	-	-	-	-	-	-	-	1,502,001
43rd Street	-	-	-	-	-	-	-	-	-	2,080,000
37th St (Boulder St to Riverside Pkwy)	-	-	-	-	-	-	-	-	-	1,679,000
49th Street	-	-	-	-	-	-	-	-	-	5,413,000
State St (MH 100 north to Stampede Truck Stop)	-	-	-	-	-	-	-	-	-	850,200
37th St Sewer Line Replacement- Hwy 85 to Pueblo	-	-	2,000,000	2,000,000	-	-	-	-	-	3,714,000
State Street improvements from 31st to 37th	-	3,055	136,945	136,945	-	-	-	-	-	-
Wastewater System Oversizing for future needs	-	-	93,740	93,740	-	-	-	-	-	-
Solids handling and dewatering	314,392	602,383	550,000	550,000	600,000	600,000	600,000	600,000	600,000	-
Decommissioning of prior WW Plant site	1,386,343	(408,767)	-	-	-	-	-	-	-	-
Highway 85 Waterline Replacement - 31st to 37th	-	-	526,000	526,000	-	-	-	-	-	-
Ashcroft Draw Sewer Replacement	125,662	26,338	2,676,313	2,676,313	-	-	-	-	-	-
Wastewater Treatment plant expansion	-	14,805	5,479,195	5,479,195	-	4,000,000	-	-	-	58,564,000
17th Ave Lift Station/ Force Main connection to WWTP	-	-	-	-	-	-	-	-	-	9,873,000
South Platte Lift Station/ Force Main connection to WWTP	-	-	-	-	-	-	-	-	-	16,455,000
42nd St Sanitary Interceptor	-	-	-	-	-	-	-	-	-	6,576,000
40th St Sanitary Interceptor	-	-	-	-	-	-	-	-	-	4,739,000
Plant Structure Maint/replacement planning	-	-	325,000	325,000	325,000	325,000	325,000	325,000	325,000	773,834
Plant Equipment Maint/replacement planning	-	-	325,000	325,000	325,000	325,000	325,000	325,000	325,000	838,324
Waste Water Fund Total	2,048,227	311,621	12,542,806	12,542,806	1,350,000	5,350,000	1,350,000	1,350,000	1,350,000	114,707,359

Storm Drainage Fund

The Stormwater Division provides all operational building and maintenance services related to the City's storm drainage system. This includes concrete curb and gutter, stormwater inlets/outlets, stormwater retention/detention ponds, and storm sewers throughout the community. The Division tracks replacement and upgrade needs and anticipates construction of new systems as recommended by the Storm Drainage Master Plan. It also manages the City's water quality efforts as they relate to storm drainage.

Accomplishments:

- Conducted street sweeping of approximately 150 miles of Evans' streets. This important task helps prevent contaminants and sediment from becoming airborne particulate matter and flowing into the City's stormwater detention infrastructure and the South Platte River.
- Completed rehabilitation and improvements of stormwater infrastructure at Chappelow Pond using American Rescue Plan Act (ARPA) funding. This included removal of excessive vegetation, trees, and overgrowth from the interior of the pond, reshaping of the interior of the pond for improved drainage, and removal of debris from the primary inlet and pre-sedimentation basin that has accumulated from years of deferred maintenance.
- Completed rehabilitation and improvements of stormwater infrastructure at Dante Park, Driftwood Park, and Prairie View Park using ARPA funding. This included the removal of excessive vegetation and debris, the installation of concrete drainage pans, and the repair of existing infrastructure.
- Completed removal of vegetation, trees, and debris from inlet/outlet structure and stormwater conveyance channels at Pioneer Park, the area west of Driftwood park between 29th Avenue and 37th Street, the northeast corner of Anchor Drive and Harbor Lane, and the northwest corner of 35th Avenue and 35th Street.

Initiatives and focus areas for 2025:

- Continue to work with GIS to ensure that all mapped portions of stormwater infrastructure are correct and complete.
- Inventory all stormwater infrastructure to identify short and long-term maintenance needs
- Develop an annual maintenance plan ensuring stormwater system is operating as designed
- Systematically address deferred maintenance areas of concern.
- Continue with the design and implementation of the projects identified in the stormwater master plan.

Storm Drainage Fund

Operational Goals for 2025:

Goal #1 – The Stormwater Division will perform storm line jetting with an overall goal to complete a minimum of 45,000 linear feet of line jetting per year.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Linear feet of storm line jetting completed – with limitations based on affordability of bids received.	60,000	Depends on results of 2024 storm jetting project.		

Goal #2 – The Stormwater Division will conduct inspections and identify short and long-term maintenance needs for the City’s stormwater detention ponds and associated infrastructure.

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Annual inspection and needs assessment of detention ponds and associated infrastructure	N/A	N/A	N/A	50%



Storm Drainage Fund Long Range Financial Plan

	2022	2023	2024	2024	2025	2026	2027	2028	2029
	Actual	Actual	Budget V2	Projected	Budget	Projected	Projected	Projected	Projected
Beginning Cash	1,878,153	1,209,461	(2,113,220)	(2,113,220)	(118,127)	117,632	761,366	1,585,141	2,618,485
<u>Operating Revenues</u>									
Storm Drainage Fees	908,573	938,869	2,301,340	2,301,340	1,728,825	1,901,708	2,091,878	2,301,066	2,531,173
Other	14,067	(32,699)	50,000	50,000	-	(2,363)	2,353	15,227	31,703
Total Operating Revenues	922,640	906,170	2,351,340	2,351,340	1,728,825	1,899,345	2,094,231	2,316,293	2,562,875
CT	922,640	906,170	2,351,340	2,351,340	1,728,825	1,899,345	2,094,231	2,316,293	2,562,875
<u>Operating Expenses</u>									
Storm Personnel	141,202	170,948	266,081	266,081	122,600	214,550	222,059	229,831	237,876
Storm Operations	46,255	303,739	325,200	325,200	347,200	347,200	347,200	347,200	347,200
Total Operating Expenses	187,458	474,687	591,281	591,281	469,800	561,750	569,259	577,031	585,076
Transfer Out - Overhead to GF	(313,234)	(307,861)	(366,673)	(366,673)	(325,832)	(330,720)	(335,681)	(340,716)	(345,827)
Operating Income (Loss) after transfers	421,948	123,621	1,393,386	1,393,386	933,193	1,006,875	1,189,291	1,398,546	1,631,973
<u>Other Income (Expense)</u>									
Plant Inv Fees/Cash in Lieu of Fees	36,608	95,412	128,305	128,305	113,156	124,434	124,434	124,434	124,434
Capital Outlay	(683,740)	(4,298,292)	(5,346,000)	(5,346,000)	(320,000)	-	-	-	-
Loan Proceeds	-	-	6,308,486	6,308,486	-	-	-	-	-
Debt- 2020	(489,171)	488,394	(489,084)	(489,084)	(490,590)	(487,575)	(489,951)	(489,636)	(490,397)
Changes in Working Capital	45,663	268,183	-	-	-	-	-	-	-
Increase (Decrease) in Cash	(668,692)	(3,322,682)	1,995,094	1,995,094	235,759	643,734	823,774	1,033,344	1,266,011
Ending Cash	1,209,461	(2,113,220)	(118,127)	(118,127)	117,632	761,366	1,585,141	2,618,485	3,884,496
CT	1,209,461	(2,113,220)							
Target Reserve - 3 months	46,864	118,672	147,820	147,820	117,450	140,438	142,315	144,258	146,269

Storm Drainage Fund Long Range Financial Plan

2022-2029 Capital Improvement Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	Future Projects
The Landings Neighborhood Inlets	-	-	-	-	-	-	-	-	-	174,019
37th St Storm Line Railroad to Boulder	-	-	-	-	-	-	-	-	-	300,000
Heritage/ 35th St Storm Alignment Hwy 85 to River	310,861	-	4,000,000	4,000,000	-	-	-	-	-	10,150,000
31st Street Drainage Outfall	88,569	3,747,723	-	-	-	-	-	-	-	-
37th Street - Phase 1 Widening	-	212,000	-	-	-	-	-	-	-	-
37th Street - Phase 2 Widening	-	138,569	175,000	175,000	-	-	-	-	-	-
37th Street - Phase 3 Widening	-	-	-	-	120,000	-	-	-	-	-
37th Street - Phase 4 Widening	-	-	-	-	-	-	-	-	-	226,000
37th St Hwy 85 Waterline Replacement	-	-	-	-	-	-	-	-	-	56,000
Chappelow Detention Pond	-	-	601,000	601,000	-	-	-	-	-	-
Evans Parks Drainage Improvements	-	-	570,000	570,000	-	-	-	-	-	-
Ridge at Prairie View Drainage Outfall	-	-	-	-	-	-	-	-	-	226,000
Industrial Park Stormwater Master Plan	35,618	-	-	-	-	-	-	-	-	-
Idaho Street	248,693	-	-	-	-	-	-	-	-	-
Street Sweeper	-	200,000	-	-	-	-	-	-	-	-
Storm Line Jetting	-	-	-	-	100,000	-	-	-	-	-
East Side Storm Drainage master plan	-	-	-	-	70,000	-	-	-	-	-
Storm Drainage Improvements on 40th Street	-	-	-	-	30,000	-	-	-	-	-
New Inlet at Nevilles Crossing - West location	-	-	-	-	-	-	-	-	-	25,000
New Inlet at Nevilles Crossing - East location	-	-	-	-	-	-	-	-	-	28,000
49th Street Ditch Crossing	-	-	-	-	-	-	-	-	-	70,000
Dual 30" RCP reinforcement	-	-	-	-	-	-	-	-	-	10,000
Willowbrook Detention Pond	-	-	-	-	-	-	-	-	-	45,000
39th Street Storm extension	-	-	-	-	-	-	-	-	-	265,000
Railroad Detention Pond Improvements	-	-	-	-	-	-	-	-	-	565,500
Hwy 85 Storm Improvements at St Vrain St	-	-	-	-	-	-	-	-	-	640,000
39th St French Drains	-	-	-	-	-	-	-	-	-	347,000
49th St at Neville's Crossing	-	-	-	-	-	-	-	-	-	358,000
Industrial Parkway Culverts	-	-	-	-	-	-	-	-	-	206,000
St. Vrain Drainage Outfall	-	-	-	-	-	-	-	-	-	3,949,000
Hwy 34 Drainage Channel Outfall	-	-	-	-	-	-	-	-	-	790,000
39th St Storm Sewer	-	-	-	-	-	-	-	-	-	411,000
37th St. Stormwater Lift Station	-	-	-	-	-	-	-	-	-	24,682,000
49th St at 65th Ave	-	-	-	-	-	-	-	-	-	321,000
35th Ave Drainage Outfall	-	-	-	-	-	-	-	-	-	4,937,000
Harbor Lane & Anchor Dr. closure	-	-	-	-	-	-	-	-	-	127,000
37th St at 65th Ave	-	-	-	-	-	-	-	-	-	322,000
Carson St. Drainage Outfall	-	-	-	-	-	-	-	-	-	4,937,000
Belmont Avenue Storm Improvements at 42nd St	-	-	-	-	-	-	-	-	-	508,000
Trinidad Street Storm Improvements	-	-	-	-	-	-	-	-	-	1,736,900
37th St Pump Station at River	-	-	-	-	-	-	-	-	-	2,482,000
17th Ave Storm Improvements Chappelow to Industrial	-	-	-	-	-	-	-	-	-	3,017,000
Pioneer Park and Fox Crossing Storm Improvements	-	-	-	-	-	-	-	-	-	2,157,000
37th and Valmont to the River	-	-	-	-	-	-	-	-	-	6,087,000
Storm Drainage Total	683,740	4,298,292	5,346,000	5,346,000	320,000	-	-	-	-	70,155,419

* Capital is budgeted at 90% of projected ending fund balance after operations. 2,144,135 1,527,010 (532,376) (532,376) 835,400 1,124,047 1,867,582 2,797,309 3,937,403

Special Revenue Funds

Emergency Contingency Fund

The *Emergency Contingency Fund* was established in the City Home Rule Charter. The fund is required to have a balance equal to 25% of actual General Fund expenditures of the preceding year. At any time, if the fund is less than this amount, the City Council shall budget and appropriate funds, not exceeding 5% of estimated General Fund revenues, until the fund is again equal to 25% of actual General Fund expenditures of the preceding year. In 2012, the voters passed a charter change that capped the balance in the fund at \$1,000,000. The City Council must approve any expenditure by an ordinance declaring an emergency. The ordinance must be passed by five affirmative votes of the Council.

City of Evans Emergency Contingency Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Revenues								
Interest Earnings	-	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-	-
CT								
Transfers In	-	-	-	-	-	-	-	-
Total Available Funds	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Excess Revenue Over (Under)								
Expenditures	-	-	-	-	-	-	-	-
Ending Fund Balance	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
CT	1,000,000	1,000,000						

Cemetery Perpetual Care Fund

The *Cemetery Perpetual Care Fund* is administered for the care and maintenance of the cemetery grounds; for the capital improvements necessary for upkeep of the cemetery; and for equipment necessary for maintenance of the Evans City Cemetery.

City of Evans Cemetery Perpetual Care Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	76,504	79,289	89,365	93,736	49,249	52,934	56,692	60,526
Revenues								
Charges for Services	1,948	8,090	2,700	2,700	2,700	2,700	2,700	2,700
Interest Earnings	836	1,987	1,671	2,812	985	1,059	1,134	1,211
Grant Revenue	-	-	-	-	-	-	-	-
Total Revenues	2,784	10,077	4,371	5,512	3,685	3,759	3,834	3,911
CT	2,784	10,077	4,371	5,512	3,685	3,759	3,834	3,911
Total Available Funds	2,784	10,077	4,371	5,512	3,685	3,759	3,834	3,911
Expenditures								
Capital	-	-	-	50,000	-	-	-	-
Total Expenditures	-	-	-	50,000	-	-	-	-
Excess Revenue Over (Under)								
Expenditures	2,784	10,077	4,371	(44,488)	3,685	3,759	3,834	3,911
Ending Fund Balance	79,289	89,365	93,736	49,249	52,934	56,692	60,526	64,437
CT	79,289							

*Capital is budgeted not to exceed 100% of prior year ending unrestricted fund balance

2022-2029 Capital Improvement Plan	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Columbarium	-	-	-	50,000	-	-	-	-
Cemetery Perp Care Fund Total	-	-	-	50,000	-	-	-	-

Fire Impact Fund

The *Fire Impact Fund* was established to provide or to assist in providing the financing to acquire, develop, and maintain fire stations and apparatus. The fire/rescue impact fees are established annually by the City Council by ordinance and are paid by property owners desiring to develop property with improvements. The current fee is in Section 3.20.040 of the City Municipal Code.

City of Evans Fire Impact Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	938	0	0	0	0	0	0	0	0
Revenues									
Assessments	38,252	99,329	300,000	300,000	400,000	300,000	300,000	300,000	300,000
Interest Earnings	77	385	0	0	0	0	0	0	0
Total Revenues	38,328	99,714	300,000	300,000	400,000	300,000	300,000	300,000	300,000
CT	38,328	99,714	300,000	300,000	400,000	300,000	300,000	300,000	300,000
Total Available Funds	38,328	99,714	300,000	300,000	400,000	300,000	300,000	300,000	300,000
Expenditures									
Transfer to Evans Fire Protection District	39,266	99,714	300,000	300,000	400,000	300,000	300,000	300,000	300,000
Total Expenditures	39,266	99,714	300,000	300,000	400,000	300,000	300,000	300,000	300,000
Excess Revenue Over (Under) Expenditures	(938)	-	-	-	-	-	-	-	-
Ending Fund Balance	0	0	0	0	0	0	0	0	0
CT	0								

Street Impact Fund

The *Street Impact Fund* manages the design and construction of the City's major roadway improvement projects as identified by the City of Evans Transportation Plan. Financing priorities are established in the City's five-year Capital Improvement Plan which is approved on an annual basis by the City Council. The current fee is in Section 3.20.040 of the City Municipal Code.

City of Evans Street Impact Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Unrestricted Fund Balance	2,275,766	1,545,947	229,357	229,357	334,829	805,265	381,762	1,949,788	3,549,175
Revenues									
Assessments	220,916	476,189	1,191,083	1,191,083	1,560,391	1,560,391	1,560,391	1,560,391	1,560,391
Interest Earnings	23,955	22,024	19,490	19,490	10,045	16,105	7,635	38,996	70,983
Total Revenues	244,871	498,214	1,210,573	1,210,573	1,570,436	1,576,496	1,568,026	1,599,387	1,631,374
CT	-	-	-	-	-	-	-	-	-
Total Available Funds	244,871	498,214	1,210,573	1,210,573	1,570,436	1,576,496	1,568,026	1,599,387	1,631,374
Expenditures									
Supplies & Services	-	24,790	-	-	-	-	-	-	-
Capital	974,689	1,790,014	1,105,101	1,105,101	1,100,000	2,000,000	-	-	-
Total Expenditures	974,689	1,814,804	1,105,101	1,105,101	1,100,000	2,000,000	-	-	-
Excess Revenue Over (Under) Expenditures	(729,818)	(1,316,590)	105,472	105,472	470,436	(423,504)	1,568,026	1,599,387	1,631,374
Unreserved Ending Fund Balance	1,545,947	229,357	334,829	334,829	805,265	381,762	1,949,788	3,549,175	5,180,549
CT	1,545,947								
Reserved Cash	40,796	626,049	626,049	626,049	626,049	626,049	626,049	626,049	626,049

2022-2029 Capital Improvement Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Two Rivers Intersection improvement with traffic signal	514,703	-	105,101	105,101	-	-	-	-	-
37th St. Widening Phase 1- Sienna to 47th	-	1,750,000	-	-	-	-	-	-	-
37th St. Widening Phase 2- 35th to Sienna	459,986	40,014	1,000,000	1,000,000	1,100,000	-	-	-	-
37th St. Widening Phase 3- 65th to Arrowhead	-	-	-	-	-	2,000,000	-	-	-
Street Impact Fund Total	974,689	1,790,014	1,105,101	1,105,101	1,100,000	2,000,000	-	-	-

Park Impact Fund

The *Park Impact Fund* is administered for the acquisition, development, and improvements to the City's park system, trail system, and miscellaneous park amenities utilizing impact fees collected from building permits for new construction of residential dwellings. The current fee is in Section 3.20.040 of the City Municipal Code.

City of Evans Park Impact Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	3,822,227	3,859,366	4,321,860	4,321,860	1,848,804	1,965,250	2,636,537	3,340,250	4,058,037
Revenues									
Assessments	50,380	435,519	1,228,049	1,228,049	792,982	792,982	792,982	792,982	792,982
Interest Earnings	43,762	100,206	76,048	76,048	55,464	39,305	52,731	66,805	81,161
Total Revenues	94,142	535,725	1,304,097	1,304,097	848,446	832,287	845,713	859,787	874,143
CT									
Total Available Funds	94,142	535,725	1,304,097	1,304,097	848,446	832,287	845,713	859,787	874,143
Expenditures									
Capital	57,003	73,231	3,777,153	3,777,153	732,000	161,000	142,000	142,000	142,000
Total Expenditures	57,003	73,231	3,777,153	3,777,153	732,000	161,000	142,000	142,000	142,000
Excess Revenue Over (Under) Expenditures	37,139	462,494	(2,473,056)	(2,473,056)	116,446	671,287	703,713	717,787	732,143
Unreserved Ending Fund Balance	3,859,366	4,321,860	1,848,804	1,848,804	1,965,250	2,636,537	3,340,250	4,058,037	4,790,180
CT	3,859,366								
Reserved Cash	126,789	126,789	126,789	126,789	126,789	126,789	126,789	126,789	126,789

2022-2029 Capital Improvement Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	Future Projects
Arrowhead Open Space Park- design & construction	28,502	2,735	922,052	922,052	-	-	-	-	-	-
DaVinci Park- design & construction	-	-	302,000	302,000	-	-	-	-	-	-
Hunters Reserve North Park- design & construction	-	-	853,000	853,000	-	-	-	-	-	-
North Point Park- design & construction	-	-	133,000	133,000	732,000	-	-	-	-	-
Tuscany Trails Park- design & construction	28,502	9,505	668,993	668,993	-	-	-	-	-	-
Ashcroft Draw Trail- design	-	-	196,000	196,000	-	-	-	-	-	-
Evans Ditch Trail- design & construction	-	60,992	502,108	502,108	-	-	-	-	-	-
Phase 2 Ashcroft Trail- (Arrowhead to 65th) ROW & construction	-	-	200,000	200,000	-	-	-	-	-	-
West Evans Gateway Park design & construction	-	-	-	-	-	161,000	142,000	142,000	142,000	-

Police Impact Fund

The *Police Protection Services Impact Fund* was established to provide the financing required to develop, maintain, and provide Capital Facilities for police protection services. The police protection services fees are established annually by the City Council by ordinance and are paid by property owners desiring to develop property with improvements. The current fee is in Section 3.20.040 of the City Municipal Code.

City of Evans Police Impact Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	216,285	252,291	264,959	264,959	473,996	615,586	755,267	897,743	1,043,067
Revenues									
Assessments	33,438	87,676	201,312	201,312	127,370	127,370	127,370	127,370	127,370
Interest Earnings	2,568	5,861	7,725	7,725	14,220	12,312	15,105	17,955	20,861
Total Revenues	36,006	93,537	209,037	209,037	141,590	139,682	142,475	145,325	148,231
CT	-	-	-	-	-	-	-	-	-
Total Available Funds	36,006	93,537	209,037	209,037	141,590	139,682	142,475	145,325	148,231
Expenditures									
Supplies & Services	-	-	-	-	-	-	-	-	-
Capital	-	80,869	-	-	-	-	-	-	-
Total Expenditures	-	80,869	-	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	36,006	12,668	209,037	209,037	141,590	139,682	142,475	145,325	148,231
Ending Fund Balance	252,291	264,959	473,996	473,996	615,586	755,267	897,743	1,043,067	1,191,299

School Impact Fund

The *School Impact Fund* is a special revenue fund designed to allow the school district and the City of Evans to work with developers of new housing units to either provide land or pay a fee-in-lieu of land to accommodate the need for new school buildings brought about by growth and new development. The current fee is in Section 3.20.040 of the City Municipal Code.

City of Evans School Impact Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	5	0	0	0	0	0	0	0	0
Revenues									
Assessments	23,692	175,914	348,270	348,270	400,000	400,000	400,000	400,000	400,000
Interest Earnings	34	667	0	0	0	0	0	0	0
Total Revenues	23,726	176,581	348,270	348,270	400,000	400,000	400,000	400,000	400,000
CT	23,726	176,581	348,270	348,270	400,000	400,000	400,000	400,000	400,000
Total Available Funds	23,726	176,581	348,270	348,270	400,000	400,000	400,000	400,000	400,000
Expenditures									
Transfer to Greeley-Evans School District	23,731	176,581	348,270	348,270	400,000	400,000	400,000	400,000	400,000
Total Expenditures	23,731	176,581	348,270	348,270	400,000	400,000	400,000	400,000	400,000
Excess Revenue Over (Under) Expenditures	(5)	-	-	-	-	-	-	-	-
Ending Fund Balance	0	0	0	0	0	0	0	0	0
CT	0								

Conservation Trust Fund

The *Conservation Trust Fund* is comprised of funds distributed quarterly from the Colorado State Lottery. Funds are utilized for the development and maintenance of new conservation sites, or capital improvement, or maintenance for recreational purposes on public sites in accordance with Colorado Revised Statutes.

City of Evans Conservation Trust Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	725,694	801,960	985,963	985,963	453,948	61,476	8,616	156,698	309,742
Revenues									
Intergovernmental	283,981	320,029	301,910	301,910	303,910	305,910	307,910	309,910	311,910
Interest Earnings/Misc Revenue	6,958	20,794	15,075	15,075	13,618	1,230	172	3,134	6,195
Total Revenues	290,939	340,823	316,985	316,985	317,528	307,140	308,082	313,044	318,105
CT	290,939	340,823	316,985	316,985	317,528	307,140	308,082	313,044	318,105
Total Available Funds	290,939	340,823	316,985	316,985	317,528	307,140	308,082	313,044	318,105
Expenditures									
Supplies & Services	14,940	20,761	-	-	-	-	-	-	-
Capital	199,733	136,059	849,000	849,000	710,000	360,000	160,000	160,000	160,000
Total Expenditures	214,673	156,820	849,000	849,000	710,000	360,000	160,000	160,000	160,000
Excess Revenue Over (Under) Expenditures	76,266	184,003	(532,015)	(532,015)	(392,472)	(52,860)	148,082	153,044	158,105
Ending Fund Balance	801,960	985,963	453,948	453,948	61,476	8,616	156,698	309,742	467,847
CT	801,960								

Conservation Trust Fund

2022-2029 Capital Improvement Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	Future Projects
Village Park Tennis Court & Prairie View Basketball Court Resurface	69,645	34,600	-	-	-	-	-	-	-	-
Evans Ditch Trail Design	7,443	67,557	-	-	-	-	-	-	-	-
Denver Street Playground replacement	122,645	-	-	-	-	-	-	-	-	-
Phase 1 Evans Ditch Trail- ROW & construction	-	-	121,000	121,000	-	-	-	-	-	-
Phase 2 Evans Ditch Trail- ROW & construction	-	-	200,000	200,000	-	-	-	-	-	-
Riverside Lake Pavilion	-	-	135,000	135,000	-	-	-	-	-	-
City Park Shop Roof	-	-	-	-	-	200,000	-	-	-	-
Village Park Playground Replacement	-	-	-	-	-	-	-	-	-	800,000
Riverside Lake Pavilion	-	-	-	-	-	-	-	-	-	250,000
Vineyard Park	-	-	-	-	-	-	-	-	-	262,000
Pioneer Park	-	-	-	-	-	-	-	-	-	302,000
Ridge Park	-	-	350,000	350,000	-	-	-	-	-	279,000
Renaissance Park	-	-	-	-	500,000	-	-	-	-	600,000
Prairie View Skate Park design & construction	-	-	-	-	-	-	-	-	-	987,000
29th Avenue Parkway (42nd St to 32nd St) design & const	-	-	-	-	-	-	-	-	-	329,000
Mountain View Dr (west side of 37th St to Swallow Court) design & const	-	-	-	-	-	-	-	-	-	124,000
Anchor Drive Parkway (both sides, Harbor Ln to 29th Ave) design & const	-	-	-	-	-	-	-	-	-	329,000
East side of Freedom Park (dog park), design & const	-	-	-	-	-	-	-	-	-	386,000
35th Avenue- 3440 35th St (irrigation and turf)	-	-	-	-	-	-	-	-	-	33,000
Tri-Point- 2930 11th Ave- design & const	-	-	-	-	-	-	-	-	-	297,000
Railroad Park- 3901 Denver Street- design & const	-	-	-	-	-	-	-	-	-	82,000
Community Garden- 3753 Central Street- design & const	-	-	-	-	-	-	-	-	-	156,000
Annual Park Improvements	-	-	-	-	75,000	75,000	75,000	75,000	75,000	-
Annual Park Structure Repairs	-	-	-	-	100,000	50,000	50,000	50,000	50,000	-
Annual Park Furnishings	-	-	-	-	35,000	35,000	35,000	35,000	35,000	-
Annual Playground Surface Repairs	-	28,902	33,000	33,000	-	-	-	-	-	-
Annual picnic table replacement	-	5,000	10,000	10,000	-	-	-	-	-	-
Conservation Trust Fund Total	199,733	136,059	849,000	849,000	710,000	360,000	160,000	160,000	160,000	5,216,000

Refuse Collection Fund

The *Refuse Collection Fund* is a special revenue fund established to account for expenses and revenues related to the provision of trash collection and recycling services to the residents of Evans. The refuse collection program also includes cleanup programs conducted in the spring and fall of each year.

City of Evans Refuse Collection Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	459,454	458,521	395,337	395,337	342,816	269,263	272,335	282,451	299,552
Revenues									
License & Permits	1,200	800	800	800	800	800	800	800	800
Charges for Services	1,136,771	1,031,456	1,113,531	1,113,531	1,187,979	1,241,611	1,310,864	1,369,853	1,369,853
Misc	16,978	33,474	-	-	-	-	-	-	-
Interest Earnings	4,743	9,639	8,662	8,662	10,284	5,385	5,447	5,649	5,991
Total Revenues	1,159,692	1,075,370	1,122,993	1,122,993	1,199,063	1,247,796	1,317,110	1,376,302	1,376,644
CT	1,159,692	1,075,370	1,122,993	1,122,993	1,199,063	1,247,796	1,317,110	1,376,302	1,376,644
Expenditures									
Supplies & Services	1,114,422	1,085,387	1,119,364	1,119,364	1,212,663	1,182,334	1,241,139	1,290,385	1,290,709
Total Expenditures	1,114,422	1,085,387	1,119,364	1,119,364	1,212,663	1,182,334	1,241,139	1,290,385	1,290,709
Transfers Out	46,203	53,166	56,150	56,150	59,953	62,390	65,856	68,815	68,832
Excess Revenue Over (Under) Expenditures	(933)	(63,184)	(52,521)	(52,521)	(73,553)	3,072	10,116	17,102	17,103
Ending Fund Balance	458,521	395,337	342,816	342,816	269,263	272,335	282,451	299,552	316,655
CT	458,521								
Target Reserve - 3 months	278,606	271,347	279,841	279,841	265,666	258,084	272,785	285,096	285,177
<i>*Current agreement and rates with Waste Management runs through 2022.</i>									
Available Funds	179,915	123,990	62,975	62,975	3,597	14,252	9,666	14,456	31,478
Transfer to GF Calc - 5% of Revenue	57,985	53,768	56,150	56,150	59,953	62,390	65,856	68,815	68,832

Capital Budget

Capital Budget Overview



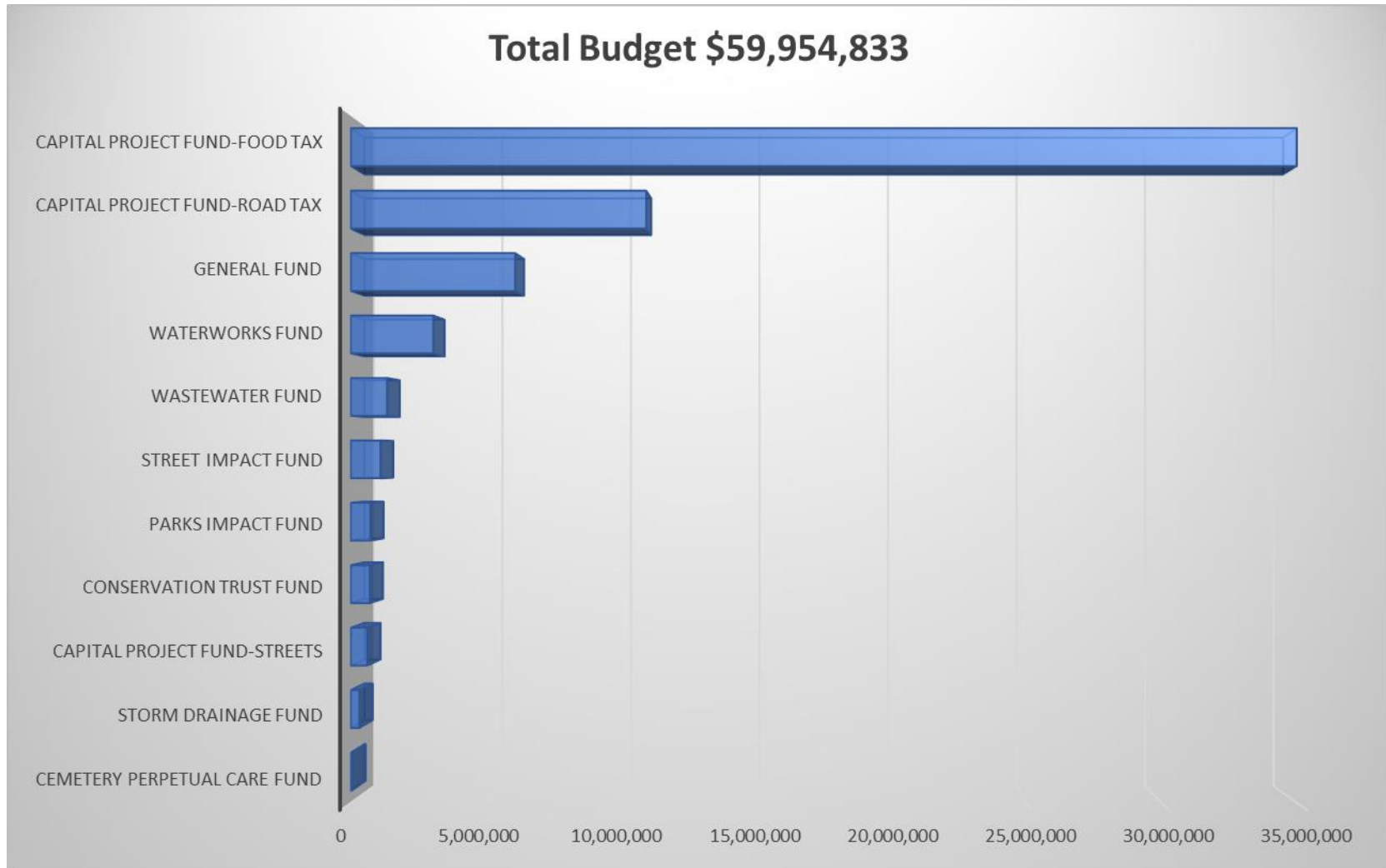
Capital expenditures are defined as expenditures in connection with buildings, land, major equipment and other items which have a value of over \$5,000 and have a life greater than one year.

In general, the following guidelines will be used to identify capital priorities: safety, complete existing projects, maintenance of existing capital facilities, extensions of existing systems and new projects. Maintenance should be given priority over acquisition of new facilities unless a cost/benefit analysis indicates to the contrary. State, Federal and local mandates or new service demands may require acquisition of new facilities or new construction even when maintenance needs are not fully met. Unique opportunities may arise which should be considered as a priority particularly if there is community support for acquisition. Maintenance of facilities should take priority over operating programs if deferring maintenance will result in greater costs to restore or replace neglected facilities.

Please refer to Attachment L Financial Policies, Section VI for full disclosure of City of Evans' Capital Planning and Budgeting Policies.

Capital Budget Details

Capital expenditures are disbursed from multiple funds, which are discussed in further detail below. The City of Evans total approved Capital Budget is \$59,954,833 and is shown here by fund.



Capital Budget Details

A brief description of each Fund from which capital expenditures are included in the approved budget are below. Priorities are established in the City's five-year Capital Improvement Plan (CIP) which is approved on an annual basis by the City Council.

Special Revenue Funds

- Parks Impact Fund
 - The Parks Impact Fund is administered for the acquisition, development, and improvements of the City's park system, trail system, and miscellaneous park amenities, utilizing impact fees collected from building permits for new construction of residential dwellings.
- Street Impact Fund
 - The Street Impact Fund manages the design and construction of the City's major roadway improvement projects as identified by the City's Transportation Plan. Impact fees received in connection with growth developments in the City are the source of revenues for these capital projects.
- Conservation Trust Fund
 - The Conservation Trust Fund is comprised of funds distributed from the Colorado State Lottery. Funds are utilized for the development and maintenance of new conservation sites, or capital improvement, or maintenance for recreational purposes on public sites.

Capital Projects Funds

- Food Tax Fund
 - The Food Tax Fund manages the construction and capital improvement for the City's major streets, public rights-of-way, recreation facilities and park facilities. Use of this revenue is also approved for expenditures in connection with the new Police Station. The food tax revenue is a component of sales tax and is restricted for use for these specific project types.
- Parks Fund
 - The Parks Fund manages the City's major assets such as parks and major parks infrastructure through the ongoing maintenance and repair of existing assets and the construction of new assets.
- Streets Fund
 - The Streets Fund manages the City's major assets such as roadways, alleys, and public rights-of-way through the on-going maintenance and repair of existing assets and the construction of new assets.



Capital Budget Details

- **Road Tax Fund**

- The Road Tax Fund maintains, operates, and improves the safety of the streets of the City, including resurfacing, reconstruction, paving dirt roads, arterial capacity expansion, and related concrete work in the public rights of way. Evans citizens approved a ballot measure in 2020 which authorized a one percent (1%) increase in sales and use taxes to be used exclusively for these specific project types.

Enterprise Funds consist of Water Fund, Wastewater Fund, and Storm Drainage Fund. According to the City's Revenue Policies, The City is required to set fees, user charges and other revenues at a level that supports the total direct and indirect cost of the activity including operating costs, system expansion, and major maintenance. Indirect costs include the cost of annual replacement needs due to depreciation of capital assets. Cost related to growth should be paid for by the development.

Long Term Capital Budget Projection

A Summary of Capital Expenditures by Fund is presented below, for the two prior actual periods, current year projected, next year budgeted and four years projected.

	2022	2023	2024	2025	2026	2027	2028	2029
	Actual	Actual	Projected	Budget	Projected	Projected	Projected	Projected
General Fund	379,439	718,792	8,078,165	6,088,640	-	-	-	-
Parks Impact	57,003	73,231	3,777,153	732,000	161,000	142,000	142,000	142,000
Conservation Trust	199,733	136,059	849,000	710,000	360,000	160,000	160,000	160,000
Cemetery Perpetual Care	-	-	-	50,000	-	-	-	-
Street Impact	974,689	1,790,014	1,105,101	1,100,000	2,000,000	-	-	-
Police Impact	-	80,869	-	-	-	-	-	-
Capital Projects - Streets	2,610,690	2,615,142	5,141,473	615,000	1,525,000	418,000	418,000	-
Capital Projects - Parks	-	73,231	160,000	-	-	-	-	-
Capital Projects- Food Tax	2,138,641	1,185,983	214,854	35,000,000	-	-	-	-
Capital Projects- Road Tax	2,150,945	1,558,614	3,314,468	10,930,000	4,121,000	2,000	146,259	-
Water Works	1,036,701	1,082,764	1,912,798	3,059,193	3,245,449	2,910,307	2,949,301	2,989,465
Wastewater	2,048,227	311,621	12,542,806	1,350,000	5,350,000	1,350,000	1,350,000	1,350,000
Storm Drainage	683,740	4,298,292	5,346,000	320,000	-	-	-	-
Total	12,279,808	13,924,612	42,441,818	59,954,833	16,762,449	4,982,307	5,165,560	4,641,465

2025 Capital Budget by Fund and by Funding Source

The 2025 Capital Budget of \$59,954,833 is funded through a variety of sources. The following schedule presents the allocation of the Capital Budget by Fund / Project, according to funding source.

Fund / Project	Operating Budget (Tax Funded)	Development & Building Fees	State Conservation Trust Fund	State & County Highway Funds	Bond / Loan Proceeds	User Fee Revenue	Transfer From GF (Sales Tax Funded)	Total 2025 Budget
General Fund								
IT Equipment	55,500							55,500
Parks, Open Space & Trails	100,000							100,000
Strategic Planning	300,000							300,000
ADA Transition Plan	250,000							250,000
Street Light Municipalization	1,042,000							1,042,000
Columbarium Construction	100,000							100,000
Facility Maint. Requests	90,140							90,140
Waterline Improvements - 37th Street & HWY 85	310,000							310,000
Fixed Assets, Equipment & Vehicles	891,000							891,000
31st Street Road Construction	1,800,000							1,800,000
Evans City Entry Sign- 31st Street & HWY 85	150,000							150,000
Police Station Construction	1,000,000							1,000,000
Total General Fund	6,088,640							6,088,640
Cemetery Perpetual Care Fund								
Columbarium Construction						50,000		50,000
Total General Fund						50,000		50,000
Street Impact Fund								
37th Street Widening		1,100,000						1,100,000
Total General Fund		1,100,000						1,100,000
Parks Impact Fund								
North Point Park Construction		732,000						732,000
Total General Fund		732,000						732,000
Conservation Trust Fund								
Park Structure Repairs			100,000					100,000
Park Improvements			75,000					75,000
Park Furnishings			35,000					35,000
Renaissance Park			500,000					500,000
Total Parks Impact Fund			710,000					710,000

2025 Capital Budget by Fund and by Funding Source

Fund / Project	Operating Budget (Tax Funded)	Development & Building Fees	State Conservation Trust Fund	State & County Highway Funds	Bond / Loan Proceeds	User Fee Revenue	Transfer From GF (Sales Tax Funded)	Total 2025 Budget
Capital Project Fund- Streets								
Traffic Signal - 42nd Street & 23rd Avenue				75,000				75,000
37th St Widening				500,000				500,000
Pavement Condition Scanning				40,000				40,000
Total Capital Project Fund- Streets				615,000				615,000
Capital Project Fund- Food Tax								
Police Station Construction					35,000,000			35,000,000
Total Capital Project Fund- Food Tax					35,000,000			35,000,000
Capital Project Fund -Road Tax								
37th Street Widening PH 2							3,930,000	3,930,000
Street Maintenance							5,600,000	5,600,000
37th Street Widening PH 3							1,400,000	1,400,000
Total Capital Project Fund -Road Tax							10,930,000	10,930,000
Waterworks Fund								
Water - Heavy Equipment						340,000		340,000
Equipment Repair & Replacement						173,000		173,000
Waterline Design & Replacement						232,000		232,000
NISP Storage Project						1,225,193		1,225,193
37th Street Widening PH 2						180,000		180,000
37th Street Widening PH 3						909,000		909,000
Total Waterworks Fund						3,059,193		3,059,193
Wastewater Fund								
Annual Sewer Line Maintenance						100,000		100,000
Plant Structure Maintenance & Replacement						325,000		325,000
Plant Equip Maintenance & Replacement						325,000		325,000
Annual Solids & Dewatering						600,000		600,000
Total Waste Water Fund						1,350,000		1,350,000
Storm Drainage Fund								
East Side Storm Drainage MP						70,000		70,000
Storm Line Jetting						100,000		100,000
40th Street Improvements						30,000		30,000
37th Street Widening PH 3						120,000		120,000
Total Storm Drainage Fund						320,000		320,000
Grand Total	6,088,640	1,832,000	710,000	615,000	35,000,000	4,779,193	10,930,000	59,954,833

Significant Capital Improvements

Included in the 2025 Capital Budget are several significant capital improvement projects. A project is considered significant if the total project cost is \$1,000,000 or greater. For the 2025 Capital Budget, these projects include:

Police Station Construction

Project: Police Station Construction

Fund / Department: Food Tax Fund / Engineering, Police Department

Scope: Construction of a new police station adjacent to the Evans Community Complex building.

Work Description: Completion of land acquisition in 2024 will allow design components to be finalized in 2025. Construction on the new state-of-the-art police facility will begin in 2025 with a planned opening in 2026.

Reason for Project: The current police facility is considerably undersized and lacks many of the basic security and workspace features required by modern police departments.

Total 2025 Budgeted Cost: \$36,000,000	Projected Cost to Completion: Unknown - not yet bid
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Estimated date of CY completion: N/A	Estimated Year of Full Completion: 2026
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Operating Impact: This is a multi-departmental project that provides benefits for many Evans departments and staff, not just the police department. The current facility space being vacated will be re-purposed for other departments.

Significant Capital Improvements

37th Street Widening - Phase II

<u>Project:</u> 37th Street - Phase II-B widening Stampede Dr to 35th Ave	
<u>Fund / Department:</u> Street & Street Impact Funds, Road Tax Fund, Water Fund / Engineering	
<u>Scope:</u> Widening this street from two lane to four-lane to accommodate ever increasing traffic because of population and business growth.	
<u>Work Description:</u> Remove existing asphalt and widen road surface. Milling and paving operations, pavement preservation, pavement marking, shouldering, concrete restoration to curbs and sidewalks, repair and adjustment of manhole and catch basin frames and lids, and material testing's as part of quality assurance.	
<u>Reason for Project:</u> Widen the road to arterial standards to accommodate future growth in traffic.	
Total 2025 Budgeted Cost: \$5,710,000	Projected Cost to Completion: Unknown - not yet bid
Estimated date of CY completion: December 2025	Estimated Year of Full Completion: 2025
<u>Operating Impact:</u> The new roadway will be wider with deeper layers of asphalt. This will result in lower maintenance costs compared to the current deteriorating and under-sized roadway.	

Significant Capital Improvements

37th Street Widening - Phase III

<u>Project:</u>	37th Street - Phase III widening 65th Ave to Arrowhead Dr	
<u>Fund / Department</u>	Road Tax Fund, Water Fund, Storm Fund / Engineering	
<u>Scope:</u>	Widen to four lanes 37th St east and west and 65th Ave north and south of the intersection of 65th Ave, and 37th St, and complete improvements to the signalized intersection.	
<u>Work Description:</u>	Remove existing asphalt and widen road surface. Milling and paving operations, pavement markings, shouldering, curb, gutter, sidewalks. Storm sewer improvements, sanitary sewer extensions for future use.	
<u>Reason for Project:</u>	Widen the road to arterial standards to accommodate future growth in traffic.	
<u>Total 2025 Budgeted Cost:</u>	\$2,429,000	<u>Projected Cost to Completion:</u> Unknown at this time
<u>Estimated date of CY completion:</u>	N/A	<u>Estimated Year of Full Completion:</u> 2026
<u>Operating Impact:</u>	The new roadway will be wider with deeper layers of asphalt. This will result in lower maintenance costs compared to the current deteriorating and under-sized roadway.	

Significant Capital Improvements

31st Street Roadway

<u>Project:</u>	31st Street Roadway	
<u>Fund / Department</u>	General Fund / Engineering	
<u>Scope:</u>	Public services infrastructure and transportation development for the proposed City of Evans - owned "Evans Junction" commercial property.	
<u>Work Description:</u>	Construction of the necessary infrastructure within the proposed Southgate Drive ROW to serve commercial lots with sanitary sewer, potable water, and stormwater management. Construction of Southgate Dr., including curb, gutter, walks, asphalt pavement, pavement markings, and signage.	
<u>Reason for Project:</u>	Development of City owned properties for the purpose of making shovel-ready commercial lots available for sale to interested buyers.	
<u>Total 2025 Budgeted Cost:</u>	\$1,800,000	<u>Projected Cost to Completion:</u> TBD following Bidding Process
<u>Estimated date of CY completion:</u>	June 2025	<u>Estimated Year of Full Completion:</u> 2025
<u>Operating Impact:</u>	Making additional commercial lots available for economic development will increase the sales tax base for Evans, and provide services and goods to citizens of Evans and surrounding communities.	

Significant Capital Improvements

Northern Integrated Water Supply Project (NISP)

<u>Project:</u>	NISP	
<u>Fund / Department</u>	Water Fund / Engineering	
<u>Scope:</u>	City of Evans is one of 15 Participants in Northern Integrated Water Supply Project (NISP). This will bring two new reservoirs and 40,000 acre-feet of additional water supply to the 15 jurisdictions participating in the project. Northern Colorado's future population growth creates the need for additional water supply.	
<u>Work Description:</u>	The project is currently in the design, ROW, and permitting phase, after which pump plants will be built, pipelines installed, a highway re-located, and the final reservoir dam's constructed. The 15 participants are funding the project. See more at the NISP website - the link is directly below. https://www.northernwater.org/NISP	
<u>Reason for Project:</u>	Provide future raw water source for expected population growth in Northern Colorado, estimated to increase from one to one and one-half million by 2050.	
Total 2025 Budgeted Cost:	\$1,225,193	Projected Cost to Completion: Unknown - budget is updated each year
Estimated date of CY completion:	N/A	Estimated Year of Full Completion: 2032
<u>Operating Impact:</u>	Evans' participation in NISP ensures necessary water supply to allow for additional commercial and residential development within the City. This provides many benefits, including a larger sales tax base.	

Capital Projects – Streets Fund

The *Capital Projects – Streets Fund* manages the City’s major assets such as roadways, alleys, and public rights-of-way through the on-going maintenance and repair of existing assets and the construction of new assets. Priorities are established in the City’s five-year Capital Improvement Plan (CIP) which is approved on an annual basis by the City Council.

City of Evans Capital Projects - Streets Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	2,790,012	2,162,932	3,437,432	3,437,432	331,436	148,345	617,591	681,764	778,846
Revenues									
Intergovernmental	1,572,540	2,636,065	1,785,476	1,785,476	781,910	2,344,246	832,173	865,082	899,586
Total Revenues	1,572,540	2,636,065	1,785,476	1,785,476	781,910	2,344,246	832,173	865,082	899,586
CT	1,572,540	2,636,065	1,785,476	1,797,135	781,910	2,344,246	832,173	865,082	899,586
Transfers In	600,000	1,320,000	600,000	600,000	-	-	-	-	-
Total Available Funds	2,172,540	3,956,065	2,385,476	2,385,476	781,910	2,344,246	832,173	865,082	899,586
Expenditures									
Supplies & Services	188,930	66,423	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Capital Improvement	2,610,690	2,615,142	5,103,973	5,141,473	615,000	1,525,000	418,000	418,000	-
Total Expenditures	2,799,619	2,681,565	5,453,973	5,491,473	965,000	1,875,000	768,000	768,000	350,000
Excess Revenue Over (Under) Expenditures	(627,080)	1,274,500	(3,068,497)	(3,105,997)	(183,090)	469,246	64,173	97,082	549,586
Ending Fund Balance	2,162,932	3,437,432	368,936	331,436	148,345	617,591	681,764	778,846	1,328,431
Restricted fund balance	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000
CT	2,185,933								

Capital Projects – Streets Fund

2022-2029 Capital Improvement Plan	2022	2023	2024	2024	2025	2026	2027	2028	2029	Future
	Actual	Actual	Budget V2	Projected	Budget	Projected	Projected	Projected	Projected	Projects
37th St. Resurfacing - 11th Ave to 23rd Ave	-	-	-	-	-	-	-	-	-	-
37th St. Widening - 35th to 65th (4 lanes)	-	-	-	-	-	-	-	-	-	-
37th St. Widening Phase 1 - 47th to Sienna	-	397,501	242,499	242,499	-	-	-	-	-	-
37th St. Widening Phase 2 - Sienna to 35th	324,718	313,951	2,175,474	2,175,474	500,000	-	-	-	-	-
37th St. Widening Phase 3 - Arrowhead to 65th	-	-	379,500	379,500	-	1,000,000	-	-	-	-
37th St. Widening Phase 4 - 47th to Arrowhead	-	-	-	-	-	-	-	-	-	15,036,000
47th Ave. Widening - 32nd to 37th	756,094	2,111	-	-	-	-	-	-	-	-
Misc. Street Resurfacing (Per PMS)	680,000	1,335,646	600,000	600,000	-	-	-	-	-	-
23rd Avenue extension (37th to 42nd)	-	-	-	-	-	-	-	-	-	-
Pavement condition scanning	-	-	-	-	40,000	-	-	-	-	-
Street Sweeper	-	150,936	-	-	-	-	-	-	-	-
Idaho Street Improvements	442,271	-	-	-	-	-	-	-	-	-
23rd Avenue arterial extension - 2 Lane (42nd to 49th)	407,606	414,997	-	-	-	-	-	-	-	1,740,000
31st St/ Highway 85 Waterline Replacement	-	-	-	-	-	-	418,000	418,000	-	-
23rd/42nd Traffic Signal	-	-	-	-	75,000	525,000	-	-	-	-
34th Street Waterline Replacement	-	-	-	-	-	-	-	-	-	805,000
Trinidad Street Improvements - design	-	-	160,000	160,000	-	-	-	-	-	870,000
Evans Ditch Trail construction	-	-	971,500	971,500	-	-	-	-	-	-
23rd Avenue mill & overlay	-	-	-	-	-	-	-	-	-	947,000
Pleasant Acres Waterline Replacement - 11th to 32nd	-	-	-	-	-	-	-	-	-	502,000
23rd/34th Traffic Signal	-	-	575,000	612,500	-	-	-	-	-	526,000
17th/42nd Traffic Signal	-	-	-	-	-	-	-	-	-	526,000
35th Avenue Widening - Prairie View to 49th	-	-	-	-	-	-	-	-	-	9,873,000
35th Avenue Intersection at 37th St	-	-	-	-	-	-	-	-	-	1,646,000
49th St East Widening - 35th to 47th	-	-	-	-	-	-	-	-	-	16,290,000
65th Avenue North Widening - 37th to Peakview North	-	-	-	-	-	-	-	-	-	4,607,000
65th Avenue South Widening - Peakview to 49th	-	-	-	-	-	-	-	-	-	6,582,000
17th Ave mill & overlay - 34th to 37th	-	-	-	-	-	-	-	-	-	376,000
Prairie View Drive - 29th to 23rd	-	-	-	-	-	-	-	-	-	142,000
Prairie View Drive - 23rd to 17th	-	-	-	-	-	-	-	-	-	496,000
Prairie View Drive - 17th to Highway 85	-	-	-	-	-	-	-	-	-	1,353,000
Prairie View Drive - 35th to 47th	-	-	-	-	-	-	-	-	-	21,720,000
49th St mill & overlay - 35th to Industrial Parkway	-	-	-	-	-	-	-	-	-	2,255,000
32nd St mill & overlay - Harbor to 29th	-	-	-	-	-	-	-	-	-	752,000
49th St West Widening - 47th to 65th	-	-	-	-	-	-	-	-	-	19,746,000
Capital Projects - Streets Total	2,610,690	2,615,142	5,103,973	5,141,473	615,000	1,525,000	418,000	418,000	-	106,790,000

Capital Projects – Food Tax Fund

The *Capital Projects – Food Tax Fund* manages the construction and capital improvement of the City’s major streets, public rights-of-way, recreation facilities, public safety facilities, and park facilities. The food tax revenue is restricted for use for these specific project types. Priorities are established in the City’s five-year Capital Improvement Plan (CIP) which is approved on an annual basis by the City Council.

City of Evans Capital Projects - Food Tax Fund

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	1,850,928	1,417,048	2,260,159	2,260,159	4,232,308	2,747,049	5,280,687	7,914,572	10,651,699
Revenues									
Sales Tax Revenue	1,677,727	1,986,834	2,154,712	2,154,712	2,430,095	2,478,697	2,528,271	2,578,836	2,630,413
Bond Proceeds	-	-	20,000,000	-	31,000,000	-	-	-	-
Interest Earnings	18,353	42,259	32,291	32,291	84,646	54,941	105,614	158,291	213,034
Miscellaneous	8,682	-	-	-	-	-	-	-	-
Total Revenues	1,704,762	2,029,094	22,187,003	2,187,003	33,514,741	2,533,638	2,633,885	2,737,128	2,843,447
CT	-	-	-	-	-	-	-	-	-
Total Available Funds	1,704,762	2,029,094	22,187,003	2,187,003	33,514,741	2,533,638	2,633,885	2,737,128	2,843,447
Expenditures									
Capital	2,138,641	1,185,983	20,214,854	214,854	35,000,000	-	-	-	-
Total Expenditures	2,138,641	1,185,983	20,214,854	214,854	35,000,000	-	-	-	-
Excess Revenue Over (Under) Expenditures	(433,879)	843,110	1,972,149	1,972,149	(1,485,259)	2,533,638	2,633,885	2,737,128	2,843,447
Ending Fund Balance	1,417,048	2,260,159	4,232,308	4,232,308	2,747,049	5,280,687	7,914,572	10,651,699	13,495,146
CT	1,417,048								

2022-2029 Capital Improvement Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
37th St. Widening Phase 1 - Sienna to 47th	587,791	950,146	214,854	214,854	-	-	-	-	-
Police Station Construction	-	-	20,000,000	-	35,000,000	-	-	-	-
23rd Avenue Arterial Completion	1,384,163	235,837	-	-	-	-	-	-	-
Evans Community Complex sidewalks	166,688	-	-	-	-	-	-	-	-

Capital Projects – Road Tax Fund

The *Capital Projects – Road Tax Fund* maintains, operates, and improves the safety of the streets of the City, including resurfacing, reconstruction, paving dirt roads, arterial capacity expansion, and related concrete work in the public rights of way. The road tax revenue is restricted for use for these specific project types. Priorities are established in the City’s five-year Capital Improvement Plan (CIP) which is approved on an annual basis by the City Council.

City of Evans Capital Projects - Road Tax Fund

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	2,515,700	4,012,150	6,388,161	6,388,161	6,890,410	179,610	198,619	273,258	(0)
Revenues									
Sales Tax Revenue	3,612,490	3,913,477	3,819,613	3,819,613	4,127,158	4,255,100	2,193,504	-	-
Interest Earnings	34,906	120,595	107,104	107,104	206,712	3,592	3,972	1,366	(0)
Total Revenues	3,647,396	4,034,071	3,926,717	3,926,717	4,333,870	4,258,692	2,197,476	1,366	(0)
CT	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Total Available Funds	3,647,396	4,034,071	3,926,717	3,926,717	4,333,870	4,258,692	2,197,476	1,366	(0)
Expenditures									
Project Management	-	99,447	110,000	110,000	114,670	118,684	122,837	128,365	-
Capital	2,150,945	1,558,614	3,314,468	3,314,468	10,930,000	4,121,000	2,000,000	146,259	-
Total Expenditures	2,150,945	1,658,061	3,424,468	3,424,468	11,044,670	4,239,684	2,122,837	274,624	-
Excess Revenue Over (Under) Expenditures	1,496,451	2,376,010	502,249	502,249	(6,710,800)	19,009	74,639	(273,258)	(0)
Ending Fund Balance	4,012,150	6,388,161	6,890,410	6,890,410	179,610	198,619	273,258	(0)	(0)
CT	4,012,150								

2022-2029 Capital Improvement Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	Future Projects
23rd Avenue arterial completion	485,853	102,826	-	-	-	-	-	-	-	-
37th St. Widening Phase 1- Sienna to 47th	-	755,672	244,328	244,328	-	-	-	-	-	-
37th St. Widening Phase 2 - 35th to Sienna	-	-	2,000,000	2,000,000	3,930,000	-	-	-	-	-
37th St. Widening Phase 3 - 65th to Arrowhead	-	-	-	-	1,400,000	2,621,000	-	-	-	-
Street Maintenance	1,128,631	469,256	500,000	500,000	5,600,000	1,500,000	2,000,000	146,259	-	-
Idaho Street Improvements	536,461	-	-	-	-	-	-	-	-	-
47th Avenue widening- 32nd to 37th Streets	-	-	-	-	-	-	-	-	-	-
34th St Waterline Replacement	-	-	-	-	-	-	-	-	-	596,000
State Farm Waterline Replacement	-	-	499,000	499,000	-	-	-	-	-	-
65th Ave Design & Widening (37th to 49th)	-	-	-	-	-	-	-	-	-	4,060,000
49th Street Design & Widening (CR 396 to 35th Ave)	-	-	-	-	-	-	-	-	-	930,000
49th Street Design & Widening (47th Ave to CR 396)	-	-	-	-	-	-	-	-	-	3,600,000
49th Street Design & Widening (47th Ave to 65th Ave)	-	-	-	-	-	-	-	-	-	6,130,000
37th St/Highway 85 Waterline replacement	-	-	-	-	-	-	-	-	-	1,007,000
23rd Avenue mill & overlay	-	-	-	-	-	-	-	-	-	1,098,000
Traffic Signal Cabinets	-	230,860	71,140	71,140	-	-	-	-	-	-
Capital Projects - Road Tax Fund Total	2,150,945	1,558,614	3,314,468	3,314,468	10,930,000	4,121,000	2,000,000	146,259	-	17,421,000

Capital Projects – Parks Fund

The *Capital Projects – Parks Fund* manages the City's major assets such as parks and major parks infrastructure through the ongoing maintenance and repair of existing assets and the construction of new assets. Priorities are established in the City's five-year Capital Improvement Plan (CIP) which is approved on an annual basis by the City Council.

City of Evans Capital Projects - Parks Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	294,376	294,394	176,910	176,910	19,578	20,165	20,571	20,776	20,984
Revenues									
Miscellaneous Revenue	2,500								
Interest Earnings	3,136	6,839	2,668	2,668	587	202	206	208	-
Total Revenues	5,636	6,839	2,668	2,668	587	202	206	208	-
CT	5,636	6,839	2,668	2,668	587	202	206	208	-
Total Available Funds	5,636	6,839	2,668	2,668	587	202	206	208	-
Expenditures									
Professional Services	5,618	-	-	-	-	-	-	-	-
Capital Improvement	-	124,323	160,000	160,000	-	-	-	-	-
Total Expenditures	5,618	124,323	160,000	160,000	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	18	(117,484)	(157,332)	(157,332)	587	202	206	208	-
Ending Fund Balance	294,394	176,910	19,578	19,578	20,165	20,367	20,776	20,984	20,984
CT	294,394								

2022-2029 Capital Improvement Plan

	2022 Actual	2023 Actual	2024 Budget V2	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Design of infield improvements	-	-	-	-	-	-	-	-	-
Riverside Park entryway landscaping	-	124,323	-	-	-	-	-	-	-
2 Ventrac mowers, attachments, and trailers	-	-	160,000	160,000	-	-	-	-	-
Capital Projects - Parks Total	-	124,323	160,000	160,000	-	-	-	-	-

Trust Funds - Cemetery Endowment Fund

The *Cemetery Endowment Fund* is a trust fund established to earn interest on a restricted corpus. The interest earned is utilized for the general care and maintenance, capital improvements, and equipment acquisition for the maintenance of the Cemetery.

City of Evans Cemetery Endowment Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	49,470	49,470	49,470	49,470	49,470	49,470	49,470	49,470	49,470
Revenues									
Investment Income	907	2,819	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Total Revenues	907	2,819	6,000	6,000	6,000	6,000	6,000	6,000	6,000
CT	-	-	-	-	-	-	-	-	-
Total Available Funds	907	2,819	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Expenditures									
Culture, Parks & Recreation	907	2,819	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Total Expenditures	907	2,819	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Excess Revenue Over (Under) Expenditures	-	-	-	-	-	-	-	-	-
Ending Fund Balance	49,470	49,470	49,470	49,470	49,470	49,470	49,470	49,470	49,470
CT	49,470								

Evans Redevelopment Agency

The *Evans Redevelopment Agency* is a separate legal entity from the City formed by the City to encourage redevelopment along the Hwy 85 corridor of the City. The majority of the funding for the activities of the Agency has been provided through a loan from the City. The Agency owns property purchased with the goal of attracting new development which is in alignment with the vision of the City. As a separate entity from the City, the total presented for the Agency are not included in any of the City-wide attachments within this budget document.

Evans Redevelopment Agency General Fund Long Range Financial Plan

	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
Beginning Fund Balance	468,492	588,590	567,271	567,271	438,201	217,823	345,637	856,591	1,371,190
Revenues:									
Loan from City of Evans	96,628	-	-	2,204,834	1,800,000	-	-	-	-
Property Tax Revenue	2,868	9,395	31,992	30,000	30,122	33,134	36,447	40,092	44,101
Miscellaneous Revenue	185,706	75,968	-	35,834	-	-	-	-	-
Property Sales	-	-	-	-	1,300,000	1,000,000	-	-	-
Sales Tax Revenue	-	-	-	-	-	345,180	725,007	725,007	725,007
Total revenues	285,202	85,363	31,992	2,270,668	3,130,122	1,378,314	761,454	765,099	769,108
Expenditures:									
Personnel	96,628	87,605	150,000	150,000	150,000	150,000	150,000	150,000	150,000
Supplies & Services	68,476	19,078	110,100	44,904	100,500	100,500	100,500	100,500	100,500
Reimbursement to City	-	-	-	-	1,300,000	1,000,000	-	-	-
Capital	-	-	-	2,204,834	1,800,000	-	-	-	-
Total Expenditures	165,104	106,682	260,100	2,399,738	3,350,500	1,250,500	250,500	250,500	250,500
Excess Revenue Over (under)									
Expenditures	120,098	(21,319)	(228,108)	(129,070)	(220,378)	127,814	510,954	514,599	518,608
Ending Fund Balance	588,590	567,271	339,163	438,201	217,823	345,637	856,591	1,371,190	1,889,798
<i>ERA Expenditures paid by City</i>	<i>96,628</i>	<i>-</i>	<i>-</i>	<i>2,204,834</i>	<i>1,800,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Sales Tax Increment Applied</i>	<i>479,414</i>	<i>722,049</i>	<i>125,007</i>	<i>725,007</i>	<i>725,007</i>	<i>379,827</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>ERA reimbursements to the City</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>1,300,000</i>	<i>1,000,000</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Loan from City Balance</i>	<i>847,057</i>	<i>125,007</i>	<i>0</i>	<i>1,604,834</i>	<i>1,379,827</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>

Attachments

Attachment A 2025 Budget Summary

Fund/Department	Revenue	Wages	Supplies & Services	Asset Management	Transfers	Debt	Capital	Miscellaneous	Net Impact
General Fund									
General Government	19,525,881	3,242,656	2,759,683	153,829	1,605,396	-	6,088,640	200,000	
Community Development	-	1,322,139	234,350	-	-	-	-	-	
Public Safety	-	6,209,154	1,434,828	-	-	-	-	-	
Public Works	-	1,647,276	1,252,120	-	-	-	-	-	
Culture, Parks & Recreation	-	2,063,141	543,100	-	-	-	-	-	
Total General Fund	19,525,881	14,484,366	6,224,081	153,829	1,605,396	-	6,088,640	200,000	(6,019,639)
Emergency Contingency	-	-	-	-	-	-	-	-	-
Cemetery Perpetual Care	5,512	-	-	-	-	-	50,000	-	(44,488)
Fire Impact	400,000	-	-	-	-	-	-	400,000	-
Street Impact	1,570,436	-	-	-	-	-	1,100,000	-	470,436
Police Impact	141,590	-	-	-	-	-	-	-	141,590
Parks Impact	848,446	-	-	-	-	-	732,000	-	116,446
Conservation Trust	317,528	-	-	-	-	-	710,000	-	(392,472)
School Impact	400,000	-	-	-	-	-	-	400,000	-
Refuse Collection	1,199,063	-	1,212,663	-	(59,953)	-	-	-	(73,553)
Capital Projects - Streets	781,910	-	350,000	-	-	-	615,000	-	(183,090)
Capital Projects - Parks	587	-	-	-	-	-	-	-	587
Capital Projects - Food Tax	33,514,741	-	-	-	-	-	35,000,000	-	(1,485,259)
Capital Projects - Road Tax	4,333,870	114,670	-	-	-	-	10,930,000	-	(6,710,800)
Water	9,898,670	806,369	6,359,045	188,500	(631,011)	-	3,059,193	-	(1,145,448)
Wastewater	7,413,912	978,206	659,786	-	(588,600)	2,418,897	1,350,000	-	1,418,423
Storm Drainage	1,841,981	122,600	347,200	-	(325,832)	490,590	320,000	-	235,759
Cemetery Trust	6,000	-	6,000	-	-	-	-	-	-
TOTAL CITY	82,200,127	16,506,211	15,158,775	342,329	-	2,909,487	59,954,833	1,000,000	(13,671,508)

Attachment B Summary of Personnel Positions

The following summary is to provide information regarding the number of employees by department. This summary reflects the number of benefited employees in the City. Part-time, non-benefited employees are not included here, but are included in the totals on Attachment C, which accurately reflects the total personnel expense for the City.

General Government Personnel

	2022	2023	2024	2025	2026	2027	2028	2029
City Manager	1	1	1	1	1	1	1	1
Assistant City Manager	1	1	-	-	-	-	-	-
Assistant to the City Manager	-	-	1	1	1	1	1	1
Communications Specialist	1	1	1	1	1	1	1	1
IT Director	1	1	1	1	1	1	1	1
Technical Support Administrator	1	1	1	1	1	1	1	1
GIS Administrator	1	1	1	1	1	1	1	1
Systems & Network Administrator	1	1	1	1	1	1	1	1
City Clerk	1	1	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	1	1	1
Customer Service and UB Supervisor	1	1	1	1	1	1	1	1
Customer Service Administrator	3	3	3	3	3	3	3	3
Administrative Services Director	1	1	-	-	-	-	-	-
HR and Risk Management Director	1	1	1	1	1	1	1	1
HR Manager	1	1	1	1	1	1	1	1
HR Business Partner	1	1	1	1	1	1	1	1
Safety & Risk Manager	1	1	1	1	1	1	1	1
Emergency Management Coordinator	.5	.5	.5	.5	.5	.5	.5	.5
Finance Director	1	1	1	1	1	1	1	1
Finance Manager	1	1	1	1	1	1	1	1
Senior Accountant/ Accountant	2	2	2	2	2	2	2	2
Accounts Payable Clerk	.8	.8	.8	.8	.8	.8	.8	.8
Senior Projects Manager	1	1	-	-	-	-	-	-
Deputy City Attorney	1	1	1	1	1	1	1	1
	25.3	25.3	23.3	23.3	23.3	23.3	23.3	23.3

Personnel Highlights

- 2024 reflects the addition of an Assistant to the City Manager. The following positions were removed in 2024: Administrative Services Director, Assistant City Manager and Senior Projects Manager.

Community Development and Economic Development Personnel

	2022	2023	2024	2025	2026	2027	2028	2029
Community Development Director	1	1	1	1	1	1	1	1
Senior Planner	1	1	1	1	1	1	1	1
Building Coordinator	1	1	1	1	1	1	1	1
Neighborhood Services Manager	1	1	1	1	1	1	1	1
Code Enforcement Officer	1	1	2	2	2	2	2	2
Economic Development Director	1	1	1	1	1	1	1	1
Economic Development Specialist	-	-	1	1	1	1	1	1
Chief Building Official	-	-	-	1	1	1	1	1
Building Inspector II	-	-	-	1	1	1	1	1
	6	6	8	10	10	10	10	10

Personnel Highlights

- 2024 reflects the additions of a Code Enforcement Officer, and an Economic Development Specialist.
- 2025 reflects the additions of a Chief Building Official, and a Building Inspector II.

Public Safety Personnel

	2022	2023	2024	2025	2026	2027	2028	2029
Police Chief	1	1	1	1	1	1	1	1
Sworn Police Officers	36	36	36	36	36	36	36	36
Community Outreach Administrator	1	1	1	1	1	1	1	1
Police Records Manager	-	1	1	1	1	1	1	1
Police Records Specialist	2	-	1	1	1	1	1	1
Property & Evidence Manager	1	1	1	1	1	1	1	1
Property & Evidence Tech	-	1	1	1	1	1	1	1
Digital Evidence Tech	-	-	1	1	1	1	1	1
Community Service Technician	1	1	1	1	1	1	1	1
Municipal Court Clerk	1	1	1	1	1	1	1	1
Municipal Court Supervisor	-	1	1	1	1	1	1	1
	43	44	46	46	46	46	46	46

Personnel Highlights

- 2022 reflects the addition of 1 Community Outreach Administrator.
- 2023 reflects the addition of 1 Municipal Court Supervisor.
- 2024 reflects the addition of a Police Records Specialist and Digital Evidence Technician.

Public Works Personnel

	2022	2023	2024	2025	2026	2027	2028	2029
Public Services & Utilities Director	-	1	1	1	1	1	1	1
Administrative Support Specialist	1	-	-	-	-	-	-	-
Engineers	3	3	3	3	3	3	3	3
Senior Construction Inspector	1	1	1	1	1	1	1	1
Public Works Management Analyst	1	-	-	-	-	-	-	-
Operations Superintendent	1	1	1	1	1	1	1	1
Technician	3	3	4	4	4	4	4	4
Fleet Manager	1	1	1	1	1	1	1	1
Fleet Technician	-	-	1	1	1	1	1	1
	13	12	12	12	12	12	12	12

Personnel Highlights

- 2023 reflects the addition of a Public Works and Utility Director and reduction of an Administrative Support Specialist and Public Works Management Analyst.
- 2024 reflects the addition of a Sign Technician and a Fleet Mechanic.



Parks & Recreation Personnel

	2022	2023	2024	2025	2026	2027	2028	2029
Parks Superintendent	1	1	1	1	1	1	1	1
Parks Technician	6	6	6	8	8	8	8	8
Facility Maintenance Supervisor	1	1	1	1	1	1	1	1
Facility Maintenance Manager	1	1	1	1	1	1	1	1
Facility Maintenance Tech	-	-	-	1	1	1	1	1
Custodian I/II	2	2	2	2	2	2	2	2
Parks Supervisor	1	1	1	1	1	1	1	1
Parks & Recreation Director	-	1	1	1	1	1	1	1
Recreation Coordinator -General	1	1	1	1	1	1	1	1
Recreation Coordinator – Sports	1	1	1	1	1	1	1	1
Recreation Manager	1	1	1	1	1	1	1	1
	15	16	16	19	19	19	19	19

Personnel Highlights

- 2023 reflects the addition of a Parks and Recreation Director.
- 2025 reflects the addition of a Facilities Maintenance Technician and two Park Technicians.

General Fund Personnel by Department

	2022	2023	2024	2025	2026	2027	2028	2029
General Government	25.3	25.3	23.3	23.3	23.3	23.3	23.3	23.3
Community Development	6	6	8	10	10	10	10	10
Public Safety	43	44	46	46	46	46	46	46
Public Works	13	12	12	12	12	12	12	12
Culture, Parks, Recreation	15	16	16	19	19	19	19	19
	102.3	103.3	105.3	110.3	110.3	110.3	110.3	110.3

CIP- Road Tax Fund Personnel

	2022	2023	2024	2025	2026	2027	2028	2029
Engineering Tech/ Utility Locator	-	1	1	1	1	1	1	-
	-	1	1	1	1	1	1	-

Personnel Highlights

- 2023 reflects the addition of an Engineering Tech/Utility Locator.

Water Fund Personnel

	2021	2022	2023	2024	2025	2026	2027	2028	2029
Water Distribution Supervisor	1	1	1	1	1	1	1	1	1
Water Technician	2	2	2	3	5	5	5	5	5
Water Conservation Coordinator	1	1	1	1	1	1	1	1	1
	4	4	4	5	7	7	7	7	7

Personnel Highlights

- 2024 reflects the addition of a Technician.
- 2025 reflects the addition of two Technicians.

Wastewater Fund Personnel

	2022	2023	2024	2025	2026	2027	2028	2029
Superintendent	1	1	1	1	1	1	1	1
Assistant Superintendent	1	1	1	1	1	1	1	1
Collections Supervisor	1	1	1	1	1	1	1	1
Wastewater Technician	6	6	6	6	6	6	6	6
	9	9	9	9	9	9	9	9

Stormwater Fund Personnel

	2022	2023	2024	2025	2026	2027	2028	2029
Streets/Stormwater Supervisor	1	1	1	1	1	1	1	1
Stormwater Technician	3	3	3	4	4	4	4	4
	4	4	4	5	5	5	5	5

Personnel Highlights

- 2025 reflects the addition of a Technician.

Total City of Evans Personnel

	2022	2023	2024	2025	2026	2027	2028	2029
General Fund	102.3	103.3	105.3	110.3	110.3	110.3	110.3	110.3
CIP- Road Tax Fund	-	1	1	1	1	1	1	-
Water Works Fund	4	4	5	7	7	7	7	7
Wastewater Fund	9	9	9	9	9	9	9	9
Stormwater Fund	4	4	4	5	5	5	5	5
	119.3	121.3	124.3	132.3	132.3	132.3	132.3	131.3



Attachment C Summary of Personnel Expenditures

	2022 Actual	2023 Actual	2024 Budget	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
General Government								
Regular	2,844,578	3,076,847	3,080,879	3,234,017	3,363,291	3,497,732	3,637,546	3,782,948
Over Time	7,463	7,836	8,228	8,639	9,071	9,525	10,001	10,501
Community Development								
Regular	636,669	762,389	1,056,341	1,318,631	1,371,393	1,426,267	1,483,337	1,542,690
Over Time	3,164	3,275	3,389	3,508	3,631	3,758	3,889	4,025
Public Safety								
Police & Municipal Court								
Regular	4,806,515	5,170,142	5,893,947	5,914,778	6,152,841	6,400,478	6,658,074	6,926,029
Over Time	265,510	274,803	284,421	294,376	304,679	315,343	326,380	337,803
Public Works								
Regular	940,744	1,288,427	1,330,997	1,626,221	1,691,375	1,759,139	1,829,617	1,902,918
Over Time	18,991	19,656	20,344	21,056	21,793	22,555	23,345	24,162
Culture, Parks & Recreation								
Regular	978,847	1,416,795	1,653,637	2,037,153	2,118,769	2,203,654	2,291,939	2,383,761
Over Time	23,440	24,260	25,110	25,988	26,898	27,839	28,814	29,822
General Fund Total	10,525,921	12,044,430	13,357,293	14,484,366	15,063,740	15,666,290	16,292,942	16,944,659
Regular	-	113,850	110,000	114,670	117,835	121,959	126,228	126,228
CIP - Road Tax Fund	-	113,850	110,000	114,670	117,835	121,959	126,228	126,228
Regular	380,280	512,419	596,817	806,369	818,925	831,639	844,512	857,545
Water Fund Total	380,280	512,419	596,817	806,369	818,925	831,639	844,512	857,545
Regular	811,341	889,337	959,219	969,965	1,181,256	1,219,268	1,258,504	1,299,002
Over Time	7,433	7,693	7,962	8,241	8,530	8,828	9,137	9,457
Wastewater Fund Total	818,774	897,030	967,181	978,206	1,189,785	1,228,096	1,267,641	1,308,459
Regular	136,263	165,861	260,841	117,203	208,991	216,334	223,934	231,801
Over Time	4,939	5,087	5,240	5,397	5,559	5,726	5,897	6,074
Storm Drainage Fund Total	141,202	170,948	266,081	122,600	214,550	222,059	229,831	237,876
TOTAL WAGES	11,866,177	13,738,677	15,297,372	16,506,211	17,404,835	18,070,043	18,761,154	19,474,767

Attachment D Summary of Supplies and Services by Program

	2022 Actual	2023 Actual	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
GENERAL FUND								
GENERAL GOVERNMENT								
City Council	69,765	51,369	89,000	56,600	57,732	58,887	60,064	61,266
City Council Projects	-	1,000	21,000	21,000	21,420	21,848	22,285	22,731
City Manager	47,966	42,767	88,400	114,264	116,549	118,880	121,258	123,683
City Clerk	23,893	24,266	25,750	29,550	30,141	30,744	31,359	31,986
Human Resources / Risk	756,039	745,824	822,100	877,850	895,407	913,315	931,581	950,213
Information Technology	598,007	675,224	557,965	565,804	559,270	570,455	581,865	593,502
Customer Service Unit	14,638	14,349	32,000	33,040	33,701	34,375	35,062	35,764
Elections	8,400	18,588	40,340	40,340	40,340	41,147	41,970	42,809
Finance	700,078	690,085	758,183	733,431	748,100	763,062	778,323	793,889
Public Facilities	195,874	129,344	172,850	162,850	166,107	169,429	172,818	176,274
Flood Disaster Recovery/ COVID Emergency	-	-	-	-	-	-	-	-
Legal	169,577	165,916	126,050	124,954	127,453	130,002	132,602	135,254
GENERAL GOVERNMENT TOTAL S&S	2,584,237	2,558,732	2,733,638	2,759,683	2,796,220	2,852,144	2,909,187	2,967,371
COMMUNITY DEVELOPMENT								
Community Development	74,691	18,944	40,300	32,800	33,456	34,125	34,808	35,504
Economic Development	54,466	51,885	87,950	87,950	89,709	91,503	93,333	95,200
Building Inspection	168,819	266,621	352,400	54,400	55,488	56,598	57,730	58,884
Neighborhood Services	19,415	82,041.75	50,400	59,200	60,384	61,592	62,824	64,080
COMMUNITY DEVELOPMENT TOTAL S&S	317,391	419,492	531,050	234,350	239,037	243,818	248,694	253,668
PUBLIC SAFETY								
Municipal Court	38,707	60,254	78,700	114,620	116,912	119,251	121,636	124,068
Police	920,838	1,193,048	1,260,028	1,320,208	1,346,612	1,373,544	1,401,015	1,429,036
PUBLIC SAFETY TOTAL S&S	959,545	1,253,301	1,338,728	1,434,828	1,463,525	1,492,795	1,522,651	1,553,104

	2022 Actual	2023 Actual	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
PUBLIC WORKS								
Maintenance of Condition	368,273	392,159	660,070	777,070	767,111	782,454	798,103	814,065
Engineering	48,912	105,631	95,250	126,750	129,285	131,871	134,508	137,198
Fleet	217,835	294,956	333,300	318,800	325,176	331,680	338,313	345,079
Public Works Administration	12,753	13,048	25,750	29,500	30,090	30,692	31,306	31,932
PUBLIC WORKS TOTAL S&S	647,773	805,794	1,114,370	1,252,120	1,251,662	1,276,696	1,302,230	1,328,274
CULTURE, PARKS & REC								
Recreation Administration	252	-	-	-	-	-	-	-
Recreation	111,807	163,036	134,000	137,000	139,740	142,535	145,385	148,293
Senior Citizens	1,611	29,827	51,500	51,500	52,530	53,581	54,652	55,745
Riverside	2,284	5,715	7,000	8,000	8,160	8,323	8,490	8,659
Parks	159,890	120,408	146,600	169,600	172,992	176,452	179,981	183,580
Cemetery	278	2,015	9,857	25,000	25,500	26,010	26,530	27,061
Forestry	16,817	25,835	43,000	55,000	56,100	57,222	58,366	59,534
Library	110,104	92,853	120,000	97,000	98,940	100,919	102,937	104,996
CULTURE, PARKS & REC TOTAL S&S	403,043	439,690	511,957	543,100	553,962	565,041	576,342	587,869
TOTAL GENERAL FUND	4,911,990	5,477,009	6,229,743	6,224,081	6,304,406	6,430,494	6,559,104	6,690,286

	2022 Actual	2023 Actual	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
WATER FUND								
OPERATING COSTS (BASE RATE FUNDED)								
Base / Service Available	308,161	373,639	396,602	443,170	454,249	465,605	477,246	489,177
Non Potable	37,444	30,213	148,500	143,150	146,729	150,397	154,157	158,011
Irrigation/ Ditch	16,605	35,452	130,000	198,000	202,950	208,024	213,224	218,555
Assessments	68,005	68,753	70,000	70,000	71,050	72,116	73,197	74,295
OPERATING COSTS (BASE RATE FUNDED)	430,215	508,058	745,102	854,320	874,978	896,142	917,824	940,038
TREATMENT & CONSUMPTION COSTS (VARIABLE RATE FUNDED)								
Consumption	4,364,888	4,113,427	4,867,360	5,200,725	5,304,740	5,410,834	5,519,051	5,629,432
Conservation	-	-	-	-	-	-	-	-
Water Conservation	44,619	34,267	131,000	104,000	104,000	104,000	104,000	104,000
TREATMENT & CONSUMPTION COSTS (VARIABLE RATE FUNDED)	4,409,507	4,147,694	4,998,360	5,304,725	5,408,740	5,514,834	5,623,051	5,733,432
EXPANSION COSTS (TAP FEE FUNDED)								
Water Meters / Misc	-	-	20,000	200,000	200,000	200,000	200,000	200,000
Professional Services	-	-	-	-	-	-	-	-
EXPANSION COSTS (TAP FEE FUNDED)	-	-	20,000	200,000	200,000	200,000	200,000	200,000
TOTAL Water Fund	4,839,722	4,655,751	5,763,462	6,359,045	6,483,718	6,610,976	6,740,876	6,873,470
WASTEWATER FUND								
OPERATIONS	440,959	530,268	594,586	659,786	989,679	1,014,421	1,039,781	1,065,776
STORM DRAINAGE FUND								
OPERATIONS	46,255	302,253	325,200	347,200	347,200	347,200	347,200	347,200

Attachment E Summary of Supplies and Services by Fund

	2022 Actual	2023 Actual	2024 Projected	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected
General Fund	4,911,990	5,477,009	6,229,743	6,224,081	6,304,406	6,430,494	6,559,104	6,690,286
Refuse Collection Fund	1,114,422	1,085,387	1,119,364	1,212,663	1,182,334	1,241,139	1,290,385	1,290,709
Capital - Streets Fund	188,930	66,423	350,000	350,000	350,000	350,000	350,000	350,000
Water Fund	4,839,722	4,655,751	5,763,462	6,359,045	6,483,718	6,610,976	6,740,876	6,873,470
Wastewater Fund	440,959	530,268	594,586	659,786	989,679	1,014,421	1,039,781	1,065,776
Storm Drainage Fund	46,255	302,253	325,200	347,200	347,200	347,200	347,200	347,200
Cemetery Trust Fund	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL CITY SUPPLIES & SERVICES	11,548,278	12,123,092	14,388,355	15,158,775	15,663,337	16,000,231	16,333,346	16,623,441



Attachment F Summary of Debt

Summary of Annual Obligations

	2022 Actual	2023 Actual	2024 Actual	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	Through Maturity
Wastewater Fund	\$ 2,417,216	\$ 2,416,725	\$ 2,349,171	\$ 2,418,897	\$ 2,421,506	\$ 2,416,687	\$ 2,417,513	\$ 2,416,810	\$ 21,736,435
Water Fund	155,991.00	155,991.00	-	-	-	-	-	-	-
Storm Drainage Fund	489,171	490,811	489,084	490,590	487,575	489,951	489,636	490,397	5,872,816
Total Annual Obligation	\$ 3,062,378	\$ 3,063,527	\$ 2,838,255	\$ 2,909,487	\$ 2,909,080	\$ 2,906,638	\$ 2,907,149	\$ 2,907,206	\$ 27,609,251

Summary of Total Obligations

	Balance 12/31/24	Additions	Retirements	Balance 12/31/25
Wastewater 2016 CWRPDA	\$ 29,117,564	\$ -	\$ 1,901,333	\$ 27,216,231
Storm Drainage 2020 CWRPDA	7,265,780	-	385,682	6,880,098
Total Obligation	\$ 36,383,344	\$ -	\$ 2,287,015	\$ 34,096,329

Description of Debt

Wastewater 2016 CWRPDA Note: The 2016 Colorado Water Resources & Power Development Authority "CWRPDA" loan is for \$39,864,188. The note is due in semiannual installments beginning August 1, 2016 through August 1, 2038, with a stated interest rate of 1.701%. Revenue coverage for this debt instrument is 110% of the annual debt service.

Water CWRPDA Note: The May 2013 Colorado Water Resources & Power Development Authority "CWRPDA" loan was for \$1,500,000. The loan did not accrue interest and was payable in semiannual installments beginning May 1, 2014 with a maturity date of November 1, 2023. This loan was repaid in full during 2023. No additional debt is budgeted for in 2025 for the Water fund.

Storm Drainage 2020 CWRPA Note: The 2020 Colorado Water Resources & Power Development Authority "CWRPDA" loan is for \$8,392,372. The note is due in semiannual installments beginning February 1, 2021 through August 1, 2041, with a stated interest rate of 1.33%.

Debt Limitations: Per Evans Home Rule Charter, the aggregate amount of bonds of other evidences of indebtedness shall not exceed fifteen percent of the actual valuation of the taxable property within the City as shown by the last preceding assessment for City purposes; provided however, that in determining the amount of indebtedness, there shall not be included within the computation, bonds or other evidences of indebtedness outstanding or authorized water works system of the municipal storm sewer, sanitary sewer, combined storm and sanitary sewers or sewage disposal systems, short-term notes, local improvement securities, or securities payable solely from the revenues of an income-producing system, utility, or other project.

August 2024 Weld County Property Tax Abstract lists total actual value for the City of Evans, minus tax exempt property, at \$2,555,527,028. Fifteen percent of this actual property valuation would limit indebtedness at \$383,329,054. The City currently has no debt that would fall into this category and as such, is below debt limits.

Attachment G Asset Management Plan

	Amount	Description
General Fund - Administration	\$25,000	Replacement of Police Department cellular modems
General Fund - Community Development	\$60,000	New vehicle for Building Inspector
General Fund - Facilities	\$8,829	Replace dance studio floor
General Fund - Public Works	\$60,000	Pressure washer replacement, 2 compact all terrain brush mowers, and a v-plow for skid steer
Water Fund	\$188,500	New vehicle for new employees, slide in water tank for tandem truck, unidirectional distribution flashing tools, mini excavator ditch with attachments, valve exercising machine, and water hydrant maintenance
Asset Management Plan Total		\$342,329

The City of Evans asset management philosophy can be described as managing assets to minimize the total life cycle cost of owning and operating our assets worth \$5,000 or more, have a life greater than one year, and have maintenance needs for the next five years, while delivering good quality service citizens expect and desire. The goal of our asset management plan is to ensure that the best decisions are being made throughout an asset's useful life to optimize performance, reduce risk of failure, and minimize the cost of operation and maintenance.



Attachment H Intra Fund Transfers and Methods

The City of Evans maintains several funds based on the use of revenues in each fund. Intra fund transfers are made to reimburse funds for expenditures (or expenses in enterprise funds) recognized in separate funds. Transfers are identified by the fund paying the other fund.

Transfer from Refuse Fund to General Fund			
2022 Actual	2023 Actual	2024 Projected	2025 Budget
\$50,403	\$53,166	\$56,150	\$59,953

The transfer reimburses the General Fund for the administrative expenditures related to managing the refuse services for residents. The transfer is calculated at 5% of revenue, or the amount necessary to sustain fund reserve requirements, whichever is less.

Transfer from Water Fund to General Fund			
2022 Actual	2023 Actual	2024 Projected	2025 Budget
\$589,068	\$575,631	\$606,551	\$631,011

The transfer reimburses the General Fund for wages, supplies, and services expended to benefit the Water Fund. This transfer includes a reimbursement based on the actual cost of employees' time working on Water Fund activity. The following Wastewater and Storm Drainage fund transfers are based on the same methods.

Transfer from Wastewater Fund to General Fund			
2022 Actual	2023 Actual	2024 Projected	2025 Budget
\$506,503	\$545,905	\$599,356	\$588,600

Transfer from Storm Drainage Fund to General Fund			
2022 Actual	2023 Actual	2024 Projected	2025 Budget
\$353,623	\$346,004	\$366,673	\$325,832



**CITY OF EVANS, COLORADO
RESOLUTION NO. 16-2024**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND, AND ADOPTING A BUDGET FOR THE CITY OF EVANS, COLORADO, FOR THE CALENDAR YEAR BEGINNING THE 1ST DAY OF JANUARY, 2025 AND ENDING ON THE LAST DAY OF DECEMBER, 2025

WHEREAS, the City Council of the City of Evans, Colorado, pursuant to Colorado statute and the Evans City Charter, is vested with the authority of administering the affairs of the City of Evans, Colorado; and

WHEREAS, the City Council of the City of Evans, Colorado, has appointed the City Manager to prepare and submit a proposed 2025 budget to said governing body at the proper time; and

WHEREAS, the City Manager has submitted a proposed 2025 to the governing body on October 1, 2024 for its consideration; and

WHEREAS, upon due notice, published in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 1, 2024 and interested taxpayers were given the opportunity to file or register objections to said proposed budget; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EVANS, COLORADO:

Section 1. That estimated revenues and transfers in for 2025 for each fund are as follows:

General Fund	\$21,131,277
Cemetery Perpetual Care	5,512
Fire Impact	400,000
Street Impact	1,570,436
Park Impact	848,446
Police Impact	141,590

School Impact	400,000
Conservation Trust	317,528
Refuse Collection	1,199,063
Capital Projects – Streets	781,910
Capital Projects – Parks	587
Capital Projects – Food Tax	35,514,741
Capital Projects – Road Tax	4,333,870
Waterworks	9,898,670
Wastewater	7,413,912
Storm Drainage	1,841,981
Cemetery Endowment	6,000

Section 2. That estimated expenditures and transfers out for 2025 for each fund are as follows:

General Fund	\$27,150,916
Cemetery Perpetual Care	50,000
Fire Impact	400,000
Street Impact	1,100,000
Park Impact	732,000
School Impact	400,000
Conservation Trust	710,000
Refuse Collection	1,272,616
Capital Projects – Streets	965,000
Capital Projects – Food Tax	35,000,000
Capital Projects – Road Tax	11,044,670
Waterworks	11,044,117
Wastewater	5,995,488
Storm Drainage	1,606,222
Cemetery Endowment	6,000

Section 3. That the 2025 Budget as submitted, amended, hereinabove summarized by fund, and summarized in Exhibit “A” be and the same is approved and adopted as the budget of the City of Evans, Colorado, for the year stated above.

Section 4. That the 2025 Budget hereby approved and adopted shall be signed by the Mayor of the City of Evans, Colorado, and made a part of the public records of the City of Evans, Colorado.

Section 5. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Resolution is held to be unconstitutional or invalid for any reason such decision shall not affect the validity or constitutionality of the remaining portions of this Resolution. The City Council hereby declares that it would have passed this resolution and each part or parts thereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 6. Repeal. Existing resolutions or parts of resolutions covering the same matters embraced in this Resolution are hereby repealed and all resolutions or parts of resolutions inconsistent with the provisions of this Resolution are hereby repealed.

PASSED AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF EVANS ON THIS ____ DAY OF _____, 2024.

ATTEST:

CITY OF EVANS, COLORADO

Julie Barnett, City Clerk

BY: _____
Mark C. Clark, Mayor

Attachment J Financial Policies

I. Financial Planning Policies

INTRODUCTION

A long-range plan that estimates revenue and expenditure activity in the City as impacted by regional and national economies is necessary to support the Council and community in decisions they make regarding City services. This planning must recognize the effects of economic cycles on the demand for services and the City's revenues. Financial planning should be designed to ensure the delivery of needed services as defined by policy and the Comprehensive Plan.

POLICIES

The financial planning and subsequent budgeting for all funds shall be based on the following policies:

1. Five-year plans - The City will prepare annually a five (5) year financial long-range plan (LRP) for each fund. Each plan will include revenues, expenditures and other sources and uses with sufficient detail to identify trends and items with major impact.
2. Conservative revenue estimates - Revenue estimates should be prepared on a realistic, but conservative basis to minimize the possibility that economic fluctuations could imperil ongoing service programs during the budget year.
3. Include contingencies - Expenditure estimates should anticipate contingencies that are foreseeable.
4. Include asset management plan (AMP) on LRPs - The five-year AMP plans will include equipment, major maintenance projects and associated expenses less than \$100,000. Major renovation or maintenance projects will be identified on long-range plans.
5. Use proven methods - The City will constantly test both its planning methodology and use of planning tools in order to provide information that is timely, accurate and widely disseminated to residents and staff.
6. Economy - The City recognizes it is in a complex regional economic system. The City should have the capacity to evaluate and anticipate changes in both regional and national economic systems in order to engage in strategic financial and management planning. The purpose of these plans will be to allow the Council and residents to evaluate the impact of the financial needs of these programs on the regional economy and to coordinate funding needs with all funds.
7. Department responsibilities - Department Directors and the Finance Department will share responsibility for the preparation of financial plans for operations and asset management needs. The Finance Department will assist in developing appropriate systems to monitor and update the long-range plans.

8. Regular status reports - The Staff will continually update the long-range plans when any significant change is anticipated. The Staff may distribute the long-range plans to the Council at any time to inform the Council. The long-range plans will be submitted to the Council for approval at least twice a year. The first update will follow the closing of the year and will include a final comparison of actual to budget for the completed year. The second report will be presented before the presentation of the annual budget and will include an update on the current budget and estimates.
9. Rate structure - The plans must disclose revenue assumptions including rate structures and consumption. The long-range plans will include annual rate increases based on inflation unless the Council overrides this direction.
10. Staffing - The plans will identify staffing levels including justification for any changes.
11. Expenditures - The plans will include expenditures based on the service levels / policies and workload indicators (population, strategy, etc.) approved by the Council.
12. Reserves - The plans will include reserves for operations, capital and debt service coverage as established in the Financial Policies and / or as required to issue bonds.

II. Budget Policies

INTRODUCTION

The Staff is responsible for preparing, managing and reporting on the City's annual budget. This function is in compliance with the Home Rule Charter and direction of the Council.

A. GENERAL BUDGET POLICIES

The annual budget will be administered based on the following policies:

1. The Fiscal Year - The fiscal year of the City is the calendar year, January 1st through December 31st. The City may adopt budgets for a term of one or more fiscal years. The City Manager shall prepare and submit to the City Council on or before the 15th of October of each year a recommended budget covering, at a minimum, the next fiscal year. The purpose of the long-range plans is to provide the City Council with a continuous budget update.
2. Present a balanced budget to the Council - The City will pay for all current expenditures with current revenues. The City Council may authorize the use of fund balance in specific contingency purposes, to address unforeseen circumstances or one-time opportunities. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing maintenance and other expenditures, or accruing future years' revenues. The exceptions to this policy would be planned equipment purchases, operating maintenance and capital projects based on accumulated funding over the years.

3. Increase efficiency in all City operations - The City staff will identify programs to increase efficiency in order to provide for long-term cost savings to the City. This may include the use of technology, revised organizational structures or other tools which may be identified. Eliminating outdated practices is encouraged.
4. Promote investment in our future - The City staff, wherever possible, will take a long-term view of investments (people and resources) and emphasize quality operations which encourage productivity for today and the future.
5. Share resources / services throughout the City - The City staff will explore ways to share staff, training resources and equipment / supplies in order to more effectively utilize resources.
6. Identify funding for new services or service levels - Proposals to add new services or increase existing services will be presented with revenue alternatives to fund or subsidize the new service levels. This includes initial costs and ongoing operations.
7. Asset Management Plan - The budget will provide adequate maintenance of capital plant and equipment and for their orderly replacement.
8. Employee programs - The City recognizes that employees are the most valuable asset of the organization and commits to fund this resource appropriately including adequate funding for all retirement systems, benefit packages and employee incentive programs including training.
9. Overhead allocations - The budget will include transfers or overhead allocations for expenditures / services in the General Fund that benefit other City funds. The formula for calculating this transfer or overhead allocation may include revenues, staff and or supplies and services. The formula shall be reviewed annually.
10. Fund Reserves - Cash reserve policies directly relate to fund accounting. Fund accounting is used as a control device to segregate financial resources and ensure that the segregated resources are used for their intended purposes. Cash reserves provide stability for operations and can cushion the impact to City programs during times of economic downturns. Target reserves are established based on the type of Fund.
 - a. General fund – General Fund reserves shall be based upon potential operating risks of the General Fund. Operating reserves allow for the efficient management of cash flow and the opportunity to address unforeseen service needs or fund one-time opportunities during the year. Importantly, reserves allow the City to mitigate potentially serious local and regional risk factors, which otherwise could cause sudden service disruptions for the community or staff. General Fund reserves must be adequate to mitigate these risks. Examples include:
 - i) Sudden economic downturn - 25% of prior year operating expenditures.
 - ii) Loss of major sales tax generator - Estimation of \$1,500,000 to continue operations in the event a major sales tax generator closes or relocates.
 - iii) Natural disaster - \$1,000,000 estimated to be available in the event of natural disaster. The City recognizes funding is necessary to aid in response until larger funding assistance could be secured.
 - iv) Economic development or investment opportunity - \$1,000,000 shall be held for future development of investment opportunity by the City.

Based on the potential total of the amounts above and the amount of the General Fund, the target reserve is 50% of the General Fund prior year expenditures. This amount will be in addition to the \$1,000,000 retained in the Emergency Contingency Fund. The Emergency Contingency Fund is required by the City Charter and includes the Colorado Tax Payer Bill of Rights (TABOR).

If the General Fund reserves are utilized, the City will take measures necessary to replenish its balance to the minimum level described within five years following the year(s) in which it was used. The plan to restore the reserves shall be included in the five-year long-range plan.

In the spring following a year in which revenues exceed expenditures by an amount that exceeds the amount projected in the final budget for the year, staff will provide recommendations for one-time uses of the unanticipated fund balance. Examples of potential uses include, but are not limited to: capital project construction, deferred facility or other infrastructure maintenance, one-time or temporary operational programs, or retention of the amount in the General Fund balance.

- b. Reserves for capital funds, including impact fee funds, are established based on the budgeting methodology. Capital fund budgets are based on the estimated current year ending cash balance for the next year. Subsequently the reserves are funded by the revenues restricted to capital funds. Capital projects may include a contingency for unexpected expenditures.
- c. Debt service fund reserves are based on required debt reserves established when debt is issued.

The first financial priority of the City will be to maintain target reserves by individual funds based on the policies adopted herein. The City Council may identify specific reserve amounts on an individual basis. When a cash reserve deficit exists the City Council will identify the specific fund to offset the deficit and a plan to increase the reserve in the fund. The nature of reserves for specific funds will be spelled out in the Statement of Purpose for each fund. The City will establish reserves for emergencies, unforeseen needs of a non-recurring nature, operating maintenance, equipment replacement and capital projects.

11. Internal loans - Loans made between funds shall be charged interest at a rate comparable to the average rate of return for an investment with similar duration.

12. Comprehensive Plan - The Financial Plan (Budget) and the Comprehensive Plan are considered the two key tools to provide a vision of the future and a method of accomplishing those goals. The City will develop a methodology to cross reference both tools in order to accomplish the goals of the community as expressed through the City Council.

The Municipal code should concur with Long Range Financial Plans and the Comprehensive Plan.

13. Grants to non-profit or community organizations - The City of Evans may provide grants to qualified non-profit or community organizations that provide services within the City. A grant may not exceed \$10,000 per organization per year. Any funding provided to non-profit or community organizations beyond \$10,000 will not be considered a grant and must follow all other City purchasing policies.

B. BUDGET PREPARATION

Each year the Staff will prepare the annual budget following these policies:

1. Council direction as goals - It is the responsibility of the Staff to prepare an annual budget to implement policy and accomplish the goals identified. Staff will identify the impact to the budget, including alternatives, when new service levels are approved by the Council. The budget serves an important role in the control and evaluation of sources and uses of resources.
2. Budget schedule - The staff will present the Revenue projections in July, Operations in August and Capital in September. The goal is approval of the Budget Ordinance and Revenue Rate Resolution at the first regular Council meeting in October which meets the requirements of the City Charter.
3. Revenue policies - The annual budget process is based on the initial revenue projections. Revenue projections will include rate review, annual inflation increases and business activity estimates. Revenue projections are conservatively estimated based on 5-year historical trends and available information of current economic factors for each revenue source.
 - a. Discretionary Revenues - The City will not normally earmark discretionary revenues for specific purposes. This will preserve the ability of the City Council to determine the best use of available revenues to meet changing service requirements. For purposes of this policy, discretionary revenues are revenue sources not restricted by law or policy, like general fund sales tax or property tax.
4. Recover cost of providing services - City operations will be run on a basis devoted to increase efficiency of service delivery or recover the cost of providing the service by a user fee or charge.
5. Expenditure policies - Expenditure budget preparation begins with existing staff including any appropriate adjustments for merit-based pay increases and increased cost of benefits. Salary ranges and benefit packages should be periodically reviewed with comparable communities based on population, general fund tax revenues and comparable market.

Supplies and services should be constantly reviewed for efficiency and effectiveness, eliminating outdated programs and identifying appropriate resident service levels. The operating budget should include the Asset Management Plan (AMP) to provide for the most effective delivery of services.

Debt is funded per required schedules including reserves.

Capital is budgeted based on priorities, available funding and estimated fund balances.
6. City Manager budget review - The City Manager will review the details of each proposed budget for efficiency and compliance with Council direction. Department Directors may include supplemental budget requests in the annual budget request to the City Manager and ultimately the Council.

7. Budget presentation - The annual budget document will be prepared based on guidelines identified by the Government Finance Officers Association (GFOA). Traditionally, this begins with an introduction to the budget followed by more detailed information presented by fund and department. The budget introduction includes a budget message and a highlights section identifying the major issues addressed by the City and how the budget is adopted to address those issues. Expenditures shall be presented by major categories and functional areas. The following shall also be prepared in support of the annual budget:

- a. The number of full-time positions and dollar amount for total regular staff, temporary staff and overtime by fund and category as defined by the LRPs.
- b. The dollar amount for supplies and services for each fund and category as defined by the LRPs.
- c. Each specific Capital request including start-up cost and ongoing maintenance.

8. Resident participation - The budget process will provide for the participation of the public and ensure opportunities for public hearings and resident participation.

9. Public hearings - Open public hearings at regularly scheduled City Council meetings and work sessions as required by the Home Rule Charter to provide residents additional opportunities for input regarding the proposed budget will be held.

10. State, Charter and other requirements - The City will adopt the budget in accordance with State law, Home Rule Charter and other requirements and certify the mill levy to the County by the required date.

11. Grants - When grant funding is available per City Council direction, groups requesting grants from the City of Evans shall provide the following. A description of services provided within the City; current year organizational budget summary identifying revenues and expenditures; financial statement for most recently completed fiscal year; list of Board of Directors and key officers, or active volunteers; and demonstration of non-profit status.

12. Funding subsidy - Funds that receive a subsidy from another fund, in addition to fees and charges or dedicated revenues, will include a rationale for the subsidy; and a means for determining the annual level of that subsidy or conditions under which the subsidy should be eliminated.

C. BUDGET APPROVAL AND MANAGEMENT

Council approval establishes annual budget expenditure appropriations by Fund. Authority for Departments to work within the limits approved by the Council is essential for efficient management of the City. Departments will not exceed the approved budget without the prior approval of the City Manager or City Council, pursuant to the policies below. The budget will be managed based on the following policies:

1. Purchasing and accounting system - The City will maintain a system for monitoring the budget during the fiscal year. Adequate tools must be available to assist staff in managing the budget. The budget system will provide for budget approval before any expenditure is committed by City staff. This system shall also provide reports and query systems which will be used by the staff to prepare Council reports.
2. Council reports - Staff will prepare monthly reports for Council review. Additional reports will be presented in coordination with the annual budget process and financial audit. The Council report will include information on revenues and expenditures, comparing actual to budget, and summarized treasury information. The report shall follow the same format as the budget approval.
3. City Council approval - The Council will approve specific grants for qualified non-profit or community organizations.

The Council will approve the total of expenditures from each fund including transfers in and out.

4. Amending the approved budget - The staff may submit requests to amend the approved budget during the year. Additional requests will be made only after the staff has determined that no savings exists that can be transferred. (Departments may not expend funds until after the City Council has approved the additional expenditure, per budget management policies). The Finance Department will prepare appropriation ordinances officially amending the budget. Departments may expend funds after City Council approval and before adoption of the appropriation ordinance.
 - a. Transfers of existing budget - The City Manager or his/her designee may approve transfer of budget between categories and departments within a fund. The City Council must approve budget transfers between funds in the form of an ordinance.
 - b. Transfers between categories and programs - Department Directors may request City Manager approval to transfer budget between categories (payroll, supplies & services, and capital) within a Department. The Manager will review requests to ensure compliance with the goals and objectives of the annual budget as approved by the City Council.
 - c. Supplemental appropriation requests - Staff will prepare a prioritized list of supplemental budget requests which will be reviewed by the Finance Committee, then presented to the City Council for final approval.
5. Budget savings - During the budget year, some expenditure savings can be realized by Departments. The City Manager may allow transfers of savings to fund other identified needs within the department.
6. Encumbrance of Fixed Expenses - Predictable fixed expenditures will be encumbered on purchase orders in the first month of each year.

D. INTERGOVERNMENTAL BUDGETS

Some costs of the City could be influenced by other governments, either because of duplication of services or mandates imposed by State and Federal governments.

1. Payment for services - The City will budget expenditures for grant-funded programs only after grant award or letter of commitment and only for the amount of grant award. City overhead or "indirect" costs for grant-funded programs will be included in all grant proposals, where permitted. All grants will be reviewed for long term impacts to the City.
2. Outside involvement - The City will aggressively oppose State or Federal actions that mandate expenditures that the City Council considers unnecessary. The City will pursue intergovernmental funding to support the incremental cost of those mandates.
3. Intergovernmental agreements - The City will work with other governments to identify the jurisdiction most capable and appropriate to provide specific public services. When the City cannot transfer responsibility for service delivery, it will consider intergovernmental agreements and contracts for service delivery.

E. STATE OF COLORADO AMENDMENT 1

On November 3, 1992, the Citizens of the State of Colorado approved Amendment 1, aka The Tax Payers Bill of Rights (TABOR). Amendment 1 specifically and significantly addresses the following issues: 1) spending limitations (revenues), 2) operating reserves, 3) emergency reserves and 4) debt service.

On April 5, 1994, the Citizens of Evans approved the following revenue change in compliance with Amendment 1:

City of Evans, Colorado Amendment One Election Question

QUESTION #1 - SHALL THE CITY OF EVANS, COLORADO, WITHOUT INCREASING OR ADDING ANY TAXES OF ANY KIND, BE PERMITTED TO COLLECT, RETAIN, AND EXPEND THE FULL PROCEEDS OF THE CITY'S SALES AND USE TAX, ACCOMMODATIONS TAX, NON-FEDERAL GRANTS, FEES ON FISCAL YEAR SPENDING, INCLUDING WITHOUT LIMITATION THE RESTRICTIONS ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION, FROM THE DATE OF JANUARY 1, 1993 AND THEREAFTER?

The City will be in compliance with the remaining requirements of Amendment 1 specifically including election, debt and reserve requirements. The City shall take an active role in resident participation, communication and relationship building with our residents in order to maintain and increase our level of trust and accountability. The City shall participate in regional and state-wide organizations because the actions of other municipalities or levels of government shall influence state-wide legislation which may impact Evans.

III. Accounting, Auditing, & Financial Reporting Policies

INTRODUCTION

The City will maintain a system of financial management, control and reporting for all operations, departments and funds. This will ensure that overall City goals and objectives will be met and will instill confidence in residents that the City is well managed and fiscally sound.

POLICIES

The Accounting, Auditing and Financial Reporting systems for the City will be based on the following polices:

1. Generally Accepted Accounting Principles (GAAP) - The City will maintain its accounting records and report on its financial condition and results of operations in accordance with State and Federal law and regulations, and GAAP.

2. The City will classify governmental fund balances as follows:

Non-spendable - amounts that cannot be spent either because they are in non-spendable form or because they are legally or contractually required to be maintained intact.

Restricted - amounts that can be spent only for specific purposes because of constitutional provisions, charter requirements or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed - amounts that can be used only for specific purposes determined by a formal action of the City Council. The City Council is the highest level of decision making authority for the City. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by City Council.

Assigned - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the City's adopted policy, the City Manager or Assistant City Manager may assign amounts for specific purposes.

Unassigned - all other spendable amounts.

3. Independent audit - An independent firm of certified public accountants will annually perform a financial and compliance audit of the City's financial statements as required by state statute. Their opinions may be contained in the City's Comprehensive Annual Financial Report (CAFR) and/or annual financial statements, and the Report on Compliance of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), (if required based on federal funding levels).

4. Internal auditing - The City's Finance Department will supervise performance audits which review cash management, revenues, expenditures, purchasing and other areas that impact the City budget.

5. Accounting internal controls - The City will maintain an internal control structure consisting of three elements:

a. Control environment - Consisting of an "overall attitude and awareness of actions" as they influence the City. The management and staff shall consider all the financial implications of decisions, both current and long term.

- b. Accounting system - An effective accounting system will result in the 1) identification and recording of all valid transactions, 2) description on a timely basis of the type of transaction in sufficient detail to permit proper classification of the transaction for reporting purposes, 3) recording of the transaction in the correct time period, and 4) proper presentation of all transactions and related disclosures in the financial statements.
- c. Control procedures - Consists of 1) proper authorization of transactions and activities, 2) adequate segregation of duties, 3) adequate documents and records, 4) adequate safeguards regarding access and use of assets and records, and 5) independent checks on performance.
- 6. Cash management systems - The Staff will develop, maintain and constantly seek to improve cash management systems which ensure the accurate and timely accounting, investment, and security of all cash assets. All cash received by the City Departments will be deposited daily.

A. ACCOUNTING STRUCTURE

All City funds and operations must work to achieve the City's mission and goals.

- 1. Number of funds - The City will minimize the number of funds, departments, programs and account codes. The funds will be categorized by standard GAAP functional classifications and the creation of new funds will be approved by the City Council. The development of new funds will be approved by City Council, and creation of new departments, programs, and accounts will be approved by the Finance Director.
- 2. Statement of purpose - Each fund in the City will have a Statement of Purpose which consists of:
 - a. Intent - Purpose(s) of the fund.
 - b. Revenue restrictions - Source(s) of revenues to the fund and descriptions of restriction.
 - c. Contingency - Size and use of contingency, if any. Contingency levels shall be based on the uncertainties associated with the purposes of the fund or project.
 - d. Reserves - Size and purpose of required reserves. Required reserves will be based on operating needs or debt needs and prudent management requirements.

B. FINANCIAL REPORTING

- 1. Financial Reports - Financial reports will provide direction and guidance in several areas;
 - a. Budgetary comparisons - Comparing actual financial results with the legally adopted budget.
 - b. Financial condition and results of operations - Assessing the changes in fund balances as a result of operations.

- c. Compliance - Assisting in determining compliance with finance-related laws, rules and regulations.
 - d. Efficiency and effectiveness - Assisting in evaluating management and staff in efficiency and effectiveness.
 - e. Manager reports - The Finance Department will prepare reports at the end of April and each month thereafter identifying the difference between actual and budget for revenues and expenditures by fund. This requirement is also included in the Budget Policies. Reports will identify the current and projected variance in budget as well as progress on performance measures. These reports will be presented to the City Manager and may be included in Council updates.
2. Financial controls - The Staff will maintain a system of financial monitoring and control. The major components of this system include:
- a. Fiscal Impact Analysis: The Staff will perform a fiscal impact analysis of each significant administrative or legislative action of the City or affiliated agencies. Where appropriate, the analysis will include the impact on the current budget and the LRP.
 - b. Financial Accounting System and Periodic Status Reports: The Staff will prepare financial status reports on the revenues and expenditures to date and estimated year-end balance as described in the Budget Policies.
3. Review for efficiency and effectiveness - The City will continually review the efficiency and effectiveness of its services to reduce costs and improve service quality. This will include a review of all existing administrative procedures and software to eliminate exception-based procedures, policies implemented to avoid compliance, special interest projects or programs that benefit less than the majority.
4. Year-end accruals - Other than as required by Generally Accepted Accounting Principles, the City will not increase accruals and non-cash enhancements to revenues in order to influence fund balances at year end.

C. CHECK CONTROLS

The City will follow these policies related to check controls and the signing of checks:

- 1. Payment discounts - The City will take advantage of payment discounts to reduce expenditures when the rate offered is deemed favorable compared to the rate of investment income the City is earning on cash.
- 2. Invoice control - All invoices shall be mailed directly to the Finance Department and the vendor will reference an approved purchase order number.
- 3. Check preparation - No check will be prepared for approval without an authorized purchase order, compliance with the procurement procedure and adequate budget unless specifically identified in these policies.

4. Check requirements - In most cases the staff will be required to complete the following steps to obtain a check:
 - a. Budget - Adequate budget must exist before staff considers a purchase.
 - b. Requisition - Staff will complete a "requisition" which identifies the vendor, amount, description of purchase, use of items as it relates to the budget (account coding), and budget available. In accordance with established limits, authorized staff, Department Directors, Assistant City Manager, and/or City Manager approve requisitions based on efficiency, appropriateness and general financial and management practices.
 - c. Purchase order - Approved requisitions become purchase orders and only at this time can an order be placed with an "approved vendor". Vendors must be established as legitimate businesses meeting administrative and IRS requirements.
 - d. Invoices - Invoices are directed first to the Finance Department for entry into the accounting system for cash flow and cash discount reviews.
 - e. Department approval - After Finance Department entry, invoices are approved by Departments that the items or services received were acceptable. Before creation of checks, invoices will be reviewed by Finance Director.
 - f. Contracts - Major purchases may require following the procurement procedure at section V which may include Council approval of the contract before a requisition can be completed.
5. Check register - The City Manager reviews the check register.
6. Distribute checks - Checks will be mailed following approval. Finance staff will make available to the Council the check register on a monthly basis.
7. Other payment methods – The City recognizes there are instances where payment via wire transfer, ACH payment or procurement card may be preferred. Staff is required to ensure sufficient budget exists prior to committing to any purchase, and must still comply with the purchasing limits as stated in V(1)d.

D. DOCUMENT RETENTION

The City will follow the minimum standards listed in the Colorado Municipal Records Retention Schedule No. 30 for financial records as it relates to document retention.

IV. Revenue Policies

INTRODUCTION

The City must consider its discretionary revenues as a group rather than in isolation. Both individual revenues and the total package must be viewed in the context of broader City goals. The City must be sensitive to the balance between the need for services and the City's ability to raise fees, charges and taxes to support City services. As much as is possible and feasible, City services that benefit specific users should be paid for by fees and charges to provide maximum flexibility in use of general taxes to meet the cost of broader public services.

POLICIES

Revenues and rates in the LRP and annual budget will be based on the following policies:

1. Specific use of services - Charges for services that benefit specific users should recover full costs, including all direct costs, indirect costs, depreciation on capital plant and equipment, and General Fund overhead. Departments that impose fees or service charges should prepare and periodically update cost-of-service studies for each such service. Competing City policies may dictate a subsidy of a portion of the costs of such services.
2. Diversify revenue - The City should strive to diversify its revenues in order to maintain needed services during periods of declining economic activity.
3. Additional resources - The City will observe the following priorities in obtaining additional resources:
 - a. Use existing resources efficiently - The City will use as efficiently as possible all existing resources.
 - b. Collect existing revenues - The City will collect as efficiently as possible the resources to which it is already entitled. The City will minimize receivables and follow an aggressive policy of collecting receivables.
 - c. Revenues are consistent with City goals - The City will seek new resources, consistent with the policies in this document and other City goals.
4. Consider total revenue mix - The City will review revenue raising proposals in light of its total revenue mix in order to encourage economic sustainability and keep the City competitive.
 - a. City revenues impact - As part of the annual financial forecast or budget process, major revenue generating proposals will contain an evaluation of the impact on the community.
 - b. Total community in review - The evaluation should be based on prior year circumstances and includes all local taxation and fees.
 - c. Review each five years - At a minimum, such an evaluation shall be made at least once each five years.
5. Financial responsibility - The finance department will perform quarterly analysis on revenue activity compared to budgetary projections and will report any significant variances to the City Manager.

6. Use proven methods - The City will estimate its annual revenues by an objective, analytical process.
7. Use five-year plans - The City will annually project revenues for the next five years.
8. Enterprise funds recover costs - The City will set fees, user charges and other revenues for each enterprise fund (Water, Sewer and Storm Drainage) at a level that supports the total direct and indirect cost of the activity including operating costs, system expansion, and major maintenance. Indirect costs include the cost of annual replacement needs due to depreciation of capital assets. Cost related to growth should be paid for by the development.
 - a. Water Fund rates consist of base, variable, payment in lieu (PIL), and tap fee revenues. The base rate is established each year based on the annual fixed costs to maintain the system. The variable rate is established each year based on the costs to operate the system, i.e. the expenses vary with the level of water treated. PIL revenue is reserved for water right acquisition. Tap fee revenue is reserved for system expansion. Interest income is allocated to the category based on cash balance. Please note that special attention must be given to funding required reserves as they increase.
9. Legal requirements - The City will maintain compliance with legal revenue restrictions as identified by voters, for special revenue funds and other restricted revenues.

V. Procurement Policies

INTRODUCTION

The City will develop and maintain a system of procedures and controls over the procurement cycle. This will ensure that overall City goals and objectives will be met and will instill confidence in residents that public funds are spent prudently.

POLICIES

The City shall follow these procurement policies:

1. Procurement Procedure - No order shall be placed by any City employee, contractor or representative that in any way encumbers or obligates the City until after that person has received an approved purchase order. The City will not be held responsible for any order placed by any employee, contractor or representative if the vendor has not received an approved purchase order before delivery of services or goods. The following policies will provide guidelines for all procurement:
 - a. Local preference - When all other factors are the same the City encourages staff to purchase locally provided the cost is within 10% of other bids on items up to \$25,000. Factors may include quality of product, quality of service, delivery, maintenance, and other issues which may be relevant. The City acknowledges that when purchasing items with federal funding, consideration of local preference cannot be given.

- b. Recycle - The City encourages recycling and environmental concerns. When all other factors are the same the City encourages staff to purchase recycled products provided the cost is within 10% of other bids on items up to \$25,000.
- c. Purchase order approvals - Requests for purchase orders will be approved in accordance with the predetermined spending limits as outlined by the City Manager.
 - i. Exceptions - Purchases within preapproved spending authority may be made through the City purchasing card for items approved in the budget. The cost of processing purchase orders, invoices and checks for payments make it practical that small purchases be exceptions to the procurement procedure.
 - ii. Purchases for a single vendor which exceed the purchasing limits in section d. below, on an annual basis must be approved by the City Manager and reported to the City Council.
- d. Purchasing Limits - The following purchasing limits are established:

Professional Services	
Amount	Approval
\$0 - \$10,000	Department Director
\$10,000.01 - \$25,000	Department Director 3 written quotes
\$25,000.01- \$50,000	Department Director City Manager 3 written quotes
\$50,000.01 and up	Department Director City Manager RFP (competitively bid) City Council

Supplies or Capital Projects	
Amount	Approval
\$0 - \$10,000	Department Director
\$10,000.01 - \$25,000	Department Director 3 written quotes
\$25,000.01- \$100,000	Department Director City Manager 3 written quotes
\$100,000.01 and up	Department Director City Manager RFP (competitively bid) City Council

- e. Bids - The City recognizes the need to use outside sources for providing Professional Services, constructing Capital Projects (vendors & contractors) and for providing services for day-to-day operations and maintenance. The City requires staff to solicit bids for any purchase of goods over \$100,000 and proposals for services over \$50,000 per engagement or annually. This requirement may be waived by the City Manager for ongoing service contracts where the past experience related directly to the City is a compelling reason to continue a service contract from year to year. Selection of vendors, contractors or consultants may be based on past experience with the City, knowledge of the City and region, philosophy of the nature of the job, availability of time, quality of product, quality of service and material, maintenance, warranties, price and such other criteria as deemed appropriate for a particular public project.

- f. Contracts - Once a vendor has been chosen, the City Council shall consider approval of the contract. Sole source purchases may be made if it has been determined that there is only one good or service that can reasonably meet the need and/or there is only one vendor who can provide the good or service. Written justification for the sole source purchase must be retained with support for the purchase and approved by the City Manager.
- g. Advertising - When an invitation for bid (goods over \$100,000) or request for proposal (services over \$50,000) is required, all available means for advertising shall be used to the extent possible, to encourage full and open competition. When required by grant awards, notice will also be published in a local newspaper within 45 days and not less than 14 days (21 days for CDOT funded projects) from the bid deadline. The request shall include an adequate description of the scope of work to be completed, any specifics which may be required of the vendor, including the amount of any bid bond, all contractual terms, and conditions applicable to the public project. Bids shall be opened publicly at the time and place designated in the invitation for bids. The amount of each bid and such other relevant information as may be specified by rules, together with the name of each bidder, shall be entered on a record and open to public inspection. The City will use electronic means (i.e. City website, and a nationwide purchasing system, like BidNet, etc.) to inform potential vendors of opportunities and may use technology to improve transparency and purchasing efficiencies for the City.
- h. Public inspection of bids - After the time of the award, all bids and requests for proposal documents shall be open to public inspection, upon request from City Clerk.
- i. Vendor selection - The City shall not be obligated to select the lowest bidder but shall select the lowest responsive and responsible bidder based on the established criteria in the invitation to bid or request for proposal. Responsibility refers to a prospective bidder's ability to satisfactorily perform the work, and is determined based on past performance, financial capability, past compliance, current licenses and related considerations. Bidders may be disqualified for not meeting bid requirements according to the bid documents. Examples of qualification criteria may include: experience of firm, experience of superintendent, prior claims, judgements, arbitration, change order experience, recommendation and references from prior clients, and ability to complete project according to established schedule.

When advertising for proposals with federal funding, guidance will be followed in 2 CFR (Code of Federal Regulations) 200 to ensure proper competition of project awards is encouraged. This also entails, for example, taking necessary affirmative steps to assure that the minority businesses, women's business enterprises, and labor surplus area firms are used when possible. These proposals shall be published for a minimum of 14 calendar days.

- j. Contract change orders - All change orders shall be processed on a form identifying the need and source of funds. The description shall include what impacts this change order will have on the future of the project's availability of monies and include the new total amount to be paid to the vendor. Department Directors are allowed to approve change orders in the amount of \$25,000 or less. Change orders in excess of \$25,000 must be approved by the City Manager.

Change orders related to projects with federal funding, which are in excess of the Simplified Acquisition Threshold (\$250,000 as defined in 2 CFR 200 at the time of policy update) must be accompanied by a cost or price analysis. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the City must make independent estimates before receiving bids or proposals.

- k. Emergencies - In the event of natural disasters, accidents or other emergencies where the health, safety or welfare of the community is at risk, the City shall comply with the procurement requirements to the extent practicable but may be waived by the City Manager. The City Manager will notify the Council of any emergency immediately, identifying the nature of the emergency and any purchase which may be required. Forms required herein for the purpose of authorizing and acquiring goods or services necessary for the immediate preservation of life, health, safety, welfare or property during a local disaster or emergency conditions shall not require compliance with bidding requirements set forth in this Policy and may be awarded on a sole-source basis. Documentation of procurement decisions in an emergency period is required to be retained, to support the urgency of the purchase and as justification for deviation of any City policy. Once the City is no longer operating in an emergency period, adherence to the approved procurement requirements is required. Careful consideration shall be given to procurement decisions made in an emergency period and when grant funds may be received. Federal procurement guidance currently available (at 2 CFR 200) indicates that purchases above the dollar threshold of a micro purchase, currently \$10,000, must also have three written quotes to support the cost reasonableness of the purchase. If, at any time, a purchase may have a grant implication, purchaser shall follow the guidance of the grant award.
- l. Travel - Consideration of the lowest cost to the City will be made when traveling for City business. When employees travel out of the County, they are required to use a City vehicle if available and practical. Only if no fleet vehicles are available will the City reimburse employees for mileage at the approved IRS rate with prior Department Director approval. Out-of-City per diem will be paid at the approved IRS reimbursement level. Per Diem is reimbursement for all meals and incidentals, no additional reimbursements will be approved, except for ground transportation. Lodging should be prepaid by City check or purchasing card when possible in order to avoid taxes.
- m. Meals in City - The City shall restrict the purchase of meals locally to the following items, unless specifically approved by the City Manager or Assistant City Manager:
 - i. Work related meetings with outside officials with Department Director, Assistant City Manager or City Manager approval.
 - ii. Preparation for City-wide events on weekends (such as July 4th or Evans Heritage Day).
 - iii. City Manager and/or City Council members' meetings with media, residents, employees, Council and outside officials.
- n. Education and training - To ensure that the City may hire and continue to retain quality staff over time, the City will fund adequate participation in professional organizations and training. Recognizing the need for additional training, each Department Director will propose a budget which may include participation at the national level for Department Directors and professionals. In addition to participation in national organizations, it may from time to time benefit the City to send employees to training out of the state. The staff will attempt to identify regional training programs or local programs when possible. The level of training and participation in organizations must be approved by Department Directors. Department Director and Assistant City Manager training will be approved by the City Manager. The City Manager will notify the City Council prior to travel and report on total cost of travel upon return. All training must be included and funded in the annual budget.

- o. Education and training for Council and commissioners - The City is committed to professional and progressive leadership. In order to maintain the City's position as leaders in the community and region, it may be beneficial to provide training for the City Council and/or City sponsored Boards & Commissions regarding key management and or technical issues. Travel for these members is subject to the funding approved in the annual budget.
- p. Computers, software, & peripheral purchases - All City-wide computer, software, & peripheral related purchases must be approved by the IT Director.

VI. Capital Planning & Budgeting Policies

INTRODUCTION

The Capital Improvement Plan (CIP) has a significant impact on the infrastructure sustainability of the City. The following policies are designed to guarantee that current and future projects are maintained at a high-quality level and that capital projects do not restrict the City's ability to provide basic services. The City must preserve its current physical assets and plan in an orderly manner for future capital investments, including the operating costs associated with these projects

POLICIES

The planning, funding and maintenance of all capital projects shall be based on the following policies:

1. Capital project defined - Capital expenditures for purposes of financial reporting include buildings, land, major equipment and other items which have a value of over \$5,000 and have a life greater than one year. Capital expenditures for purposes of budgeting include buildings, land, major equipment and other items which have a value of over \$100,000 and have a life greater than one year.
2. Bond rating - The City will maintain a strong bond rating that is consistent with other City goals. The City will maintain good communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus.
3. Resident involvement - The CIP development process will provide for the participation of any resident and or Committee appointed by City Council.
4. Capital Improvement Plan - The City will prepare and update annually a City five-year CIP that identifies needs for capital replacement and additions. The CIP lists all anticipated capital expenditures, total estimated cost, the year in which it will be started, the amount expected to be expended in each year, and the proposed method of financing these expenditures. Methods of financing can include bonding, assessment districts, pay-as-you-go (e.g. taxes, current revenues, cash balances), or other. The CIP will also include a preliminary list of capital project needs that are not funded.
5. Inventories - The City will maintain accurate inventories of capital assets, their condition, life span and cost.

6. Current capital budget - The City will prepare an annual Capital Budget which will include current year capital expenditures and sources of funds based on the current year of the Capital Improvement Plan.
7. Include future maintenance - As part of the annual Capital Budget, the City will identify and include full costs of future maintenance needs and operating costs of new capital facilities and equipment prior to funding as part of the annual Capital Budget. It is essential to recognize that many smaller projects can have a significant impact on the existing staff and maintenance levels when considering the total impact. All capital projects will identify the maintenance requirements in terms of staffing (hours per week) and Supplies & Services.
8. Asset Management Plan (AMP) - The City will maintain an AMP that protects capital investment and minimizes future maintenance and replacement costs for a five-year period. The City will maintain accurate information on the condition, life span use and replacement cost of their capital assets to assist in long term planning. The AMP will also indicate future major repairs and their costs, utility costs and other operating costs.
 - a. Equipment replacement - The City will estimate its equipment replacement needs (items over \$5,000 with a life greater than one year).
 - b. Cash for equipment - Equipment replacement should be planned on a cash basis. Equipment should be replaced on a useful life basis considering optimum trade-in value and maintenance costs.
9. Planned funding - The budget should strive to provide sufficient funding for adequate maintenance and scheduled replacement and enhancement of capital plant and equipment. Whenever the AMP identifies there is a significant discrepancy between the need to maintain/modernize City infrastructure or facilities and the funds available for such improvements, the City staff will prepare and present to Council a strategy for meeting such needs. The long-range plans of all funds will include all costs identified in the AMP.
10. Major Maintenance - Although the annual operating budget should provide for adequate maintenance of capital, plant, and equipment, eventually a major expenditure will be required. It is appropriate to consider these types of major expenditures when developing the capital improvement program.
11. Capital priority - In general, the following guidelines will be used to identify capital priorities: safety, complete existing projects, maintenance of existing capital facilities, extensions of existing systems and new projects. Maintenance should be given priority over acquisition of new facilities, unless a cost/benefit analysis indicates to the contrary. State, Federal and local mandates or new service demands may require acquisition of new facilities or new construction even when maintenance needs are not fully met. Unique opportunities may arise which should be considered as a priority particularly if there is community support for acquisition. Maintenance of facilities should take priority over operating programs if deferring maintenance will result in greater costs to restore or replace neglected facilities.
12. Long-term debt - is a liability that places a future contractual or other obligation against future revenues of the City. For example, long-term debt includes liabilities arising from bonds, lease purchase agreements and installment purchase contracts.

- a. Use for capital - The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.
- b. Life of debt not to exceed 75% of life of the project or acquisition - When the City finances capital projects by issuing bonds; it will pay back the bonds within a period not to exceed 75% of the expected useful life of the project.
- c. Debt restrictions - The City will not use long-term debt for current or annual operations. Debt that obligates future City Councils shall be approved consistent with City Charter and applicable State statutes.
- d. Legal debt limits - The City will review its legal debt limitation established by the Charter at least annually. Debt limits will be included in the statistics sections of the Financial Plan and Financial Report.
- e. Annual review - The City of Evans will conduct an annual review of its debt. The review shall take into consideration current market rates and future cash flows to optimize opportunities for refinancing.

SURPLUS/ABANDONED PROPERTY DISPOSAL POLICY

1. General - Surplus property consists of City-owned items that are damaged, out modeled or no longer useful, including but not limited to equipment, vehicles, fixtures, furniture, and supplies. The original cost of the item determines how it must be dispatched.
2. Original Cost: \$5,000 or More
 - a. City property must be declared "surplus" by City Council resolution if it had an original cost of \$5,000 or more.
 - b. A list of items (including description and/or serial numbers) shall be provided to the City Clerk for inclusion in a Resolution for Disposition of Surplus Property. The resolution will be scheduled for Council approval on the next meeting agenda.
 - c. Following Council approval, the Department Director shall dispose of the surplus item(s) by the following means:
 - i. Public sale for fair market value
 - ii. Non-public sale for fair market value
 - iii. Public auction for fair market value
 - d. If an employee wishes to purchase surplus property, they shall pay fair market value, and at no time shall the purchaser establish the price him/herself.
 - e. When other means of disposal are exhausted, the surplus property may be donated, discarded, or recycled at the discretion of the Department Director.

3. Original Cost: Less than \$5,000

- a. The Department Director shall dispose of surplus property by the following means:
 - i. Public sale for fair market value
 - ii. Non-public sale for fair market value
 - iii. Public auction for fair market value
- b. If an employee wishes to purchase surplus property, they shall pay fair market value, and at no time shall the purchaser establish the price him/herself.
- c. When other means of disposal are exhausted, the surplus property may be donated, discarded, or recycled at the discretion of the Department Director.

4. Unclaimed Property and Real Estate

- a. See the Evans Municipal Code Chapter 2, Sec. 40 for the procedure for disposition of lost or confiscated property, including police evidence in closed cases.
- b. See the Evans Municipal Code Chapter 2, Sec. 42 for the procedure for disposition of Real Property.

5. Disposition of equipment purchased under a Federal award

- a. When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:
 - i. Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
 - ii. Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.
 - iii. The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the non-Federal entity must be entitled to compensation for its attributable percentage of the current fair market value of the property.

VII. Investment Policies

INTRODUCTION

The purpose of this investment policy is to establish guidelines for the purchase and sale of investments for all funds of the City of Evans.

LEGALITY

The investment program for the City of Evans shall operate in conformance with federal, state, and other legal requirements, including the Colorado Revised Statutes sections 11-10.5-101 et seq. and 24-75-601 et seq., as amended, and City of Evans, Colorado Home Rule Charter VIII.

POLICIES

This Investment Policy (the Policy) applies to the investment of all City of Evans (the City) funds, excluding the investment of employees' retirement funds. Proceeds from certain bond issues are covered by separate agreements.

POOLING OF FUNDS

Except for cash in certain restricted and special funds (for example, the Evans Redevelopment Agency), the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping, and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with City of Evans Home Rule Charter VIII and generally accepted accounting principles (GAAP).

OBJECTIVE

The primary objectives of investment activities, in priority order, shall be safety, liquidity, yield, and local considerations.

1. Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

- a. The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the types of securities listed in Section 9 of this Policy.
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with Section 6.
 - Diversifying the investment portfolio to minimize the impact of potential losses from any one type of security or from any one individual issuer.
- b. The City will minimize interest rate risk, the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- i. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- ii. Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

2. Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. Yield - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

4. Local Considerations - Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State of Colorado. Included is the Local Considerations Investment Program that allows the City to accept proposals from eligible institutions in order to reward local financial institutions that can document their commitments to private economic growth and local housing investment. These respective institutions must be on the Public Deposit Protection Act list of qualified eligible financial institutions. The Evans City Council recognizes that our Local Considerations Investment Program might diminish investment yields.

5. Standards of Care -

- a. Prudence -The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived". Authorized City officials and employees acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy.
- b. Ethics and Conflicts of Interest - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further

disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

- c. Delegation of Authority - Authority to manage the program is derived from the City of Evans Home Rule Charter, Chapter VIII and granted to the City Treasurer who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Policy. Procedures should include references to safekeeping, delivery vs. payment, investment accounting, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the City Treasurer. The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

6. Authorized Broker/Dealers - To be eligible, a firm must meet at least one of the following criteria:

- a. be recognized as a Primary Dealer by the Federal Reserve Bank of New York, or have a Primary Dealer within its holding company structure;
- b. report voluntarily to the Federal Reserve Bank of New York, or
- c. qualify under Securities and Exchange Commission (SEC) Rule 15c-3 (Uniform Net Capital Rule).

Broker/dealers will be selected by the City Treasurer on the basis of their expertise in public cash management and their ability to provide services for the City's account. Approved broker/dealers and the firms they represent shall be licensed to do business in the State of Colorado and as such are subject to the provisions of the Colorado Revised Statutes, including but not limited to CRS 24-75-601.

Each authorized broker/dealer shall be required to submit and annually update a City approved Broker/Dealer Information Request form which includes the firm's most recent financial statements. The City's Treasurer shall maintain each approved firm's most recent Broker/Dealer Information Request form. In the event that an external investment advisor is not used in the process of recommending a particular transaction for the City's portfolio, authorized broker/dealers shall attest in writing that they have received a copy of this policy.

7. Financial Institutions and Depositories -

As required by City of Evans Home Rule Charter Chapter VIII, Section 8.8, a list will be approved by the Evans City Council of financial institutions and depositories authorized to provide investment services. To be eligible, a bank shall qualify as an eligible public depository as defined in C.R.S 11-10.5-103.

8. Minority and Community Financial Institutions - From time to time, the City Treasurer may choose to invest in instruments offered by minority and community financial institutions. In such situations, a waiver to certain parts of the criteria under Paragraph 1 may be granted. All terms and relationships

will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. These types of investment purchases should be approved by the Evans City Council in advance.

9. Safekeeping & Custody - The City Council shall select one or more banks to provide safekeeping and custodial services for the City. A City approved Safekeeping Agreement shall be executed with each custodian bank prior to utilizing that bank's safekeeping services. To be eligible for designation as the City's safekeeping and custodian bank, a financial institution shall qualify as a depository of public funds in the State of Colorado as defined in CRS 24-75-603 et seq.

Custodian banks will be selected on the basis of their ability to provide services for the City's account and the competitive pricing of their safekeeping related services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. It is the intent of the City that all securities be perfected in the name of the City. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

All investment securities purchased by the City will be delivered by either book entry or physical delivery and will be held in third-party safekeeping by a City approved custodian bank, its correspondent bank or its Depository Trust Company (DTC) participant account.

All Fed wire able book entry securities owned by the City shall be evidenced by a safekeeping receipt or a customer confirmation issued to the City by the custodian bank stating that the securities are held in the Federal Reserve system in a CUSTOMER ACCOUNT for the custodian bank which will name the City as "customer."

All DTC eligible securities shall be held in the custodian bank's Depository Trust Company (DTC) participant account and the custodian bank shall issue a safekeeping receipt evidencing that the securities are held for the city as "customer."

10. Internal Controls - The City Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. Details of the internal controls system shall be documented in an investment procedures manual and shall be reviewed and updated by the City Treasurer annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls structure shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities;

- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian.

Accordingly, the City Treasurer shall establish a process for an annual independent review of compliance with the Policy and its internal control procedures by an external auditor.

11. Suitable & Authorized Investments

Investment Types - The following investments will be permitted by this Policy and are defined by state and local law, where applicable:

- U.S. Treasury bills, Treasury notes, Treasury bonds, and Treasury STRIPS with maturities not exceeding five years from the date of trade settlement
- U.S. government agencies with a final maturity not exceeding five years from the date of trade settlement issued by the Government National Mortgage Association (GNMA)
- U.S. instrumentality obligations (debentures, discount notes, callable securities, step-up securities, and stripped principal or coupons) with maturities not exceeding five years from the date of trade settlement issued by the following only: Federal National Mortgage Association (FNMA), Federal Farm Credit Banks (FFCB), Federal Home Loan Banks (FHLB), and Federal Home Loan Mortgage Corporation (FHLMC)
- Subordinated debt shall not be purchased
- Certificates of deposit and other evidences of deposit at financial institutions, with maturities not exceeding five years, in FDIC insured state or nationally chartered banks or savings banks. Certificates of Deposit exceeding the FDIC insured amount shall be collateralized in accordance with the Colorado Public Deposit Protection Act
- Repurchase agreements with maturities of 180 days or less collateralized by U.S. Treasury Obligations and Federal Instrumentality Securities listed above with the maturity of the collateral not exceeding ten years. For the purpose of this section, the term collateral shall mean purchased securities under the terms of the City approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102 percent of the dollar value of the transaction. Collateral shall be held in the City's custodian bank as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily. Repurchase Agreements shall be entered into only with dealers who have executed a City approved Master Repurchase Agreement with the City and who are recognized as Primary Dealers by the Federal Reserve Bank of New York, or have a Primary Dealer within their holding company structure. The Chief Financial Officer shall maintain a copy of the City's approved Master Repurchase Agreement along with a list of the broker/dealers who have an executed Master Repurchase Agreement with the City. The City may utilize Tri-party Repurchase Agreements provided that the City is satisfied that it has a perfected interest in the securities used as collateral and that the City has a properly executed Tri-party Agreement with both the counterparty and custodian bank.
- Corporate bonds with a maturity not exceeding three years from the date of trade settlement issued by any corporation or bank organized and operating within the United States. The debt must be rated at least AA- or the equivalent by at least two Nationally Recognized Statistical Rating Organizations (NRSROs).
- Money market mutual funds registered under the Investment Company Act of 1940 that 1) are "no-load" (i.e. no commission or fee shall be charged on purchases or sales of shares, 2) have a constant net asset value per share of \$1.00, 3) limit assets of the fund to securities

authorized by state statute, 4) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940, and 5) have a rating of AAAM or the equivalent.

- Commercial Paper with maturities not exceeding 270 days from the date of trade settlement and rated at least A-1 or the equivalent at the time of purchase by at least two NRSROs. If the commercial paper issuer has senior debt outstanding, the senior debt must be rated by each service that publishes a rating on the issuer of at least A or the equivalent. Furthermore, the issuer's commercial paper program's size shall exceed \$200 million. Commercial paper may not exceed 20% of the Portfolio and no more than 5% may be invested with a single issuer.
- Local government investment pools, authorized under CRS 24-75- 702, that 1) are "no-load" (i.e. no commission or fee shall be charged on purchases or sales of shares), 2) have a constant net asset value per share of \$1.00, 3) limit assets of the fund to securities authorized by state statute, 4) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company Act of 1940, and 5) have a rating of AAAM or the equivalent.

12. Collateralization - Where allowed by the Colorado Public Deposit Protection Act (PDPA) Section 11-10.5-101 et seq., full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

13. Investment Parameters

a. Diversification - The investments may be diversified by:

- limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities)
- limiting investment in securities that have higher credit risks
- investing in securities with varying maturities
- continually investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs) or money market fund to ensure that appropriate liquidity is maintained to meet ongoing obligations.

b. Maximum Maturities - To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five years from the date of trade settlement in accordance with state statutes.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools or money market funds to ensure that appropriate liquidity is maintained to meet ongoing obligations.

- i) Competitive Bids - Each investment transaction shall be competitively transacted with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid and offering prices shall be recorded.

If the City is offered a security for which there is no other readily available competitive offering, then the Treasurer will document quotations for comparable or alternative securities.

14. Performance Benchmarks - The investment portfolio shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the investment portfolio shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the investment portfolio's weighted average effective maturity. When comparing the performance of the investment portfolio, all fees involved with managing it shall be included in the computation of its rate of return net of fees.

15. Reporting - Quarterly, the City Treasurer will submit to the finance committee, a report listing the investments held by the City, the current market value of the investments and performance results. The report shall include a summary of investment earnings during the period.

16. Policy Considerations - Any investment currently held that does not meet the guidelines of this Policy shall be exempted from the requirements of this Policy. At maturity or liquidation, such monies shall be reinvested only as provided by this Policy.

17. Approval of Investment Policy - The investment policy shall be formally approved and adopted by resolution of the governing body of the City of Evans. Any future changes must be approved by the Evans City Council.

18. Documentation to be maintained by the City Treasurer -

- Internal Controls Procedures Manual
- Listing of authorized personnel
- Relevant investment state statutes
- Listing of authorized broker/dealers and financial institutions/depositories
- Broker/Dealer Information form
- Credit studies for securities purchased and financial institutions used
- Safekeeping agreements
- Wire transfer agreements
- Sample investment reports,
- GFOA Recommended Policies.

Attachment K Statistical Information

About Evans



Where Rivers and Opportunities Meet

The City of Evans, Colorado, with a population north of 22,000 is a thriving city located in the Front Range of Northern Colorado. Located strategically at the crossroads of the South Platte River and Union Pacific Railroad, Evans is ripe for future economic growth in the energy, agriculture, health care, and construction sectors. It is also well positioned at the intersection of US Highways 85 and 34, providing a corridor between Denver and Evans to the south, and easy access to Interstate 25 to the west.

Culture and Creativity

Evans is proud of its multicultural heritage. Its annual festival Heritage Day is named after the city's rich heritage that was built on a mix of Latin and European influences. Take a stroll through the city's streets and you will appreciate the contrasting influences that have shaped this dynamic community. Murals painted by local artists adorn many of the historic buildings in Old Town East Evans. Evans' unity lies in its diversity and that can be seen in the food, to art, music, and entertainment that abounds in the city.



Industry and employment

Evans is located in Weld County and is in the heart of the largest oil production facilities in the State of Colorado. In 2021-2022 alone, Weld County produced more than 1.3 million barrels of oil, far exceeding any other county in Colorado. Weld County is also the third largest county in the State of Colorado, spanning more than 4,000 square miles. Beginning in 2020, the oil and gas industry in Colorado accounted for more than 270,000 jobs across the state (source Denver Post). Evans is home to oil giants PDC Energy, Cimarron Energy, Atmos Energy, and many more. Construction and health care are also dominant employers in the area.



Glossary

Accrual Basis: The recording of the financial effects on a government of transactions and other events and circumstances that have cash consequences for the government in the periods in which those transactions occur, rather than only in the periods in which the cash is received or paid by the government.

Appropriation: The authority to spend and obligate a specified amount from a designated fund account for a specific project, purpose, or program activity.

Assets: Property owned by the city which has monetary value

Audit: Examination of documents, records, reports, system of internal control, accounting and financial procedures, and other evidence for the purpose of ascertaining fair presentation of financial statements determining propriety, legality and accuracy of transactions.

Balanced Budget: A budget adopted by the legislative body and authorized by ordinance where proposed expenditures are equal to or less than proposed revenues.

Basis: Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements.

Bond: Written promise, generally under seal, to pay a specified sum of money, called the face value or principal amount, at a fixed time in the future, called the date of maturity, and carrying usury or interest at a fixed rate, usually payable periodically.

Budget: Plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Capital Expenditure: Expense for a capital asset which includes land, land improvements, building, building improvements, vehicles, machinery, equipment, infrastructure, and other tangible or intangible assets that have a useful life of more than one year and costs more or is worth more than \$5,000.

Capital Improvements Program: Plan for capital expenditures to be incurred each year over a fixed period of years to meet the capital needs of the government.

Capital Project: Expenditures which result in the construction of or major improvements to the government's buildings, parks and infrastructure. Generally, consists of projects costing more than \$5,000 each and lasting more the one year.

Debt: Obligation resulting from the borrowing of money or from the purchase of goods and services.

Debt Limit: The maximum amount of gross or net debt which is legally permitted.

Debt Service: Cash outlays in the form of debt principal payments, periodic interest payments and related services charges for debt incurred in prior periods.

Deficit: Primarily the excess of expenditures over revenues during a fiscal year, of, in the case of proprietary and fiduciary type funds, the excess of expenses over income.

Department: Highest organizational unit in the City in which a specific activity is carried out. A department may consist of several programs.

Depreciation: The expiration in the service life of an asset generally attributable to wear and tear through use, lapse of time or obsolescence. Depreciation is generally not budgeted; however, it is accounted for on the financial statements.

Enterprise Fund: A fund established to finance and account for the acquisition, operation, and maintenance of governmental facilities and services which are entirely or predominantly self – supporting by user charges.

Expenditures: Where the accounts are kept on the accrual basis or modified accrual basis, this term designates the cost of goods delivered of services rendered, whether paid or unpaid, including expenses, provision for debt retirement not reported as a liability in the fund form which is retired, and capital outlays. The expression is generally used for governmental type funds such as the general fund, special revenue funds, capital project funds, and debt service funds.

Expenses: Charges incurred, whether paid or unpaid for operation, maintenance, and interest, and other charges which are presumed to benefit the current fiscal period. This expression is generally used for proprietary type funds such as enterprises, trust and agencies.

Fiduciary Funds: Funds that are used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's programs.

Fiscal Period: Any period at the end of which a governmental unit determines its financial position and the results of its operations.

Fund: A self-balancing accounting entity segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance: Resources remaining from prior years which are available to be budgeted in the current year.

General Fixed Assets: Those fixed assets of a governmental unit which are not accounted for in a specific Enterprise, Trust, or Agency Fund.

General Fund: A fund used to account for all transactions of a governmental unit which are not accounted for in another fund.

General Long- Term Debt: Long-term debt legally payable from general revenues and backed by the full faith and credit of the government.

General Obligation Bonds: Bonds for whose payments the full faith and credit of the issuing body are pledged.

Governmental Accounting: The composite activity of analyzing, recording, summarizing, reporting, and interpreting the financial transactions of governmental units and agencies.

Governmental Funds: Funds generally used to account for tax-supported activities. There are five different types of governmental funds – general fund, special revenue funds, debt service funds, capital project funds, and permanent funds.

Grant: A contribution by one governmental unit to another.

Interfund Transfers: Amounts transferred, within the government, from one fund to another.

Internal Controls: A plan of organization under which employee's duties are so arranged and records and procedures so designed as to make it possible to protect and exercise effective accounting control over assets, liabilities, revenues and expenditures.

Major Funds: Major funds are those meeting the following criteria: the total assets plus deferred outflows, liabilities plus deferred inflows, revenues, or expenditures/expenses of the individual governmental or enterprise fund are at least 10 percent of the corresponding total (assets, liabilities, etc.).

Modified Accrual Basis: A system under which some accruals, usually costs, are recorded but others, usually revenues, are not. Generally used for certain governmental type funds.

Non-major Fund: An individual governmental fund which does not meet the requirements of a major fund.

Operating Budget: A budget which applies to all other outlays other than capital projects.

Ordinance: A formal legislative enactment by the governing body of a municipality and carrying the force of law.

Performance Indicators: Statistical measures of the service level provided to the community and/or other governmental units. For example, the response time to an emergency would be a significant performance indicator for a public safety organization.

Personnel Summary: A list containing the titles and numbers of positions authorized to be filled by a particular organizational unit.

Program: A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

Proprietary Funds Types: A classification used to denote those types of funds that account for organizations and activities that are similar to those often found in the private sector (e.g. enterprises, internal services, trusts and agencies).

Refunding Bonds: Bonds issued solely to retire bonds already outstanding.

Reserve: An account which records a portion of the fund balance which must be segregated for some specific use and which is, therefore, not available for further appropriation or expenditure.

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

Retained Earnings: The cumulative earnings of an operation that generally have been invested in property, plant and equipment or current assets.

Revenue: Designates additions to assets which do not increase any liability, do not represent the recovery of an expenditure, do not represent the cancellation of certain liabilities, and do not represent contributions of a fund in proprietary type funds.

Surplus: The excess of the assets of a fund over its liabilities or its resources over its disbursements.

Taxes: Compulsory charges levied by a government for financing services performed for the common good.

Taxpayer's Bill of Rights: An amendment to the constitution of Colorado enacted in 1992 that limits the powers of governments in Colorado to levy taxes and incur debt. It also sets forth revenue limits for no enterprise systems.

Unappropriated Reserves: The portion of the Fund Balance that is not designated, reserved or otherwise set aside for any specific purpose and is, therefore, available for appropriation for any general purpose.

Working Capital: Current assets minus current liabilities.

