



2024 City Annual Budget

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Evans
Colorado**

For the Fiscal Year Beginning

January 01, 2023

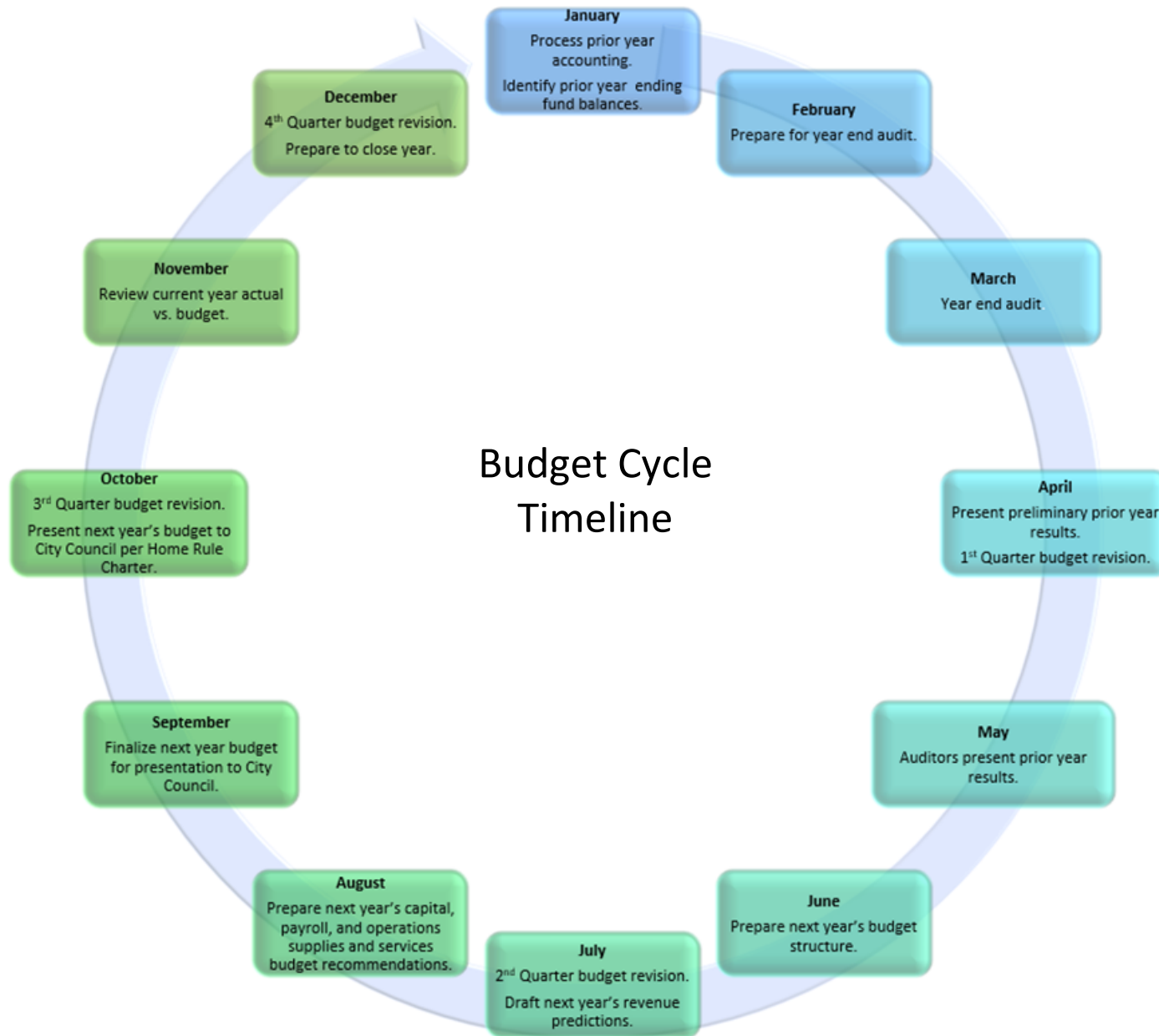
Christopher P. Morill

Executive Director

Table of Contents

Budget Cycle Timeline	4
Transmittal Letter	5
Organizational Chart	15
Fund Structure.....	16
Accounting and Budgetary Basis	17
General Fund.....	18
General Government	18
Community Development.....	31
Economic Development	34
Public Safety	35
Public Works	38
Parks and Recreation.....	42
General Fund Long Range Financial Plan	45
General Fund Revenue Summary – Fiscal Year 2024	47
General Fund Expenditure Summary – Fiscal Year 2024.....	48
Enterprise Funds.....	49
Water Fund.....	49
Water Fund Long Range Financial Plan	51
Wastewater Fund	56
Wastewater Fund Long Range Financial Plan	58
Storm Drainage Fund	61
Storm Drainage Fund Long Range Financial Plan.....	62
Special Revenue Funds.....	64
Emergency Contingency Fund	64
Cemetery Perpetual Care Fund.....	65
Fire Impact Fund.....	66
Street Impact Fund	67
Park Impact Fund.....	68
Police Impact Fund.....	69
School Impact Fund	70

Conservation Trust Fund.....	71
Refuse Collection Fund	73
Capital Budget	74
Capital Budget Overview.....	74
Capital Budget Details	75
Long Term Capital Budget Projection.....	77
2024 Capital Budget by Fund and by Funding Source	78
Significant Capital Improvements	80
Capital Projects – Streets Fund	83
Capital Projects – Food Tax Fund	85
Capital Projects – Road Tax Fund	86
Capital Projects – Parks Fund.....	87
Trust Funds - Cemetery Endowment Fund	88
Evans Redevelopment Agency.....	89
Attachments	90
Attachment A 2024 Budget Summary	90
Attachment B Summary of Personnel Positions.....	91
Attachment C Summary of Personnel Expenditures	97
Attachment D Summary of Supplies and Services by Program.....	98
Attachment E Summary of Supplies and Services by Fund	101
Attachment F Summary of Debt	102
Attachment G Asset Management Plan	103
Attachment H Intra Fund Transfers and Methods	104
Attachment I 2024 Budget Resolution	105
Attachment J Financial Policies.....	108
Attachment K Statistical Information	136
Glossary	138



Transmittal Letter

October 17, 2023

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

It is with great pleasure that we present to you the 2024 Operating and Capital Budget for the City of Evans. The theme of 2023 has been built on the principle of change – change in the manner in which we work for and serve our community, in order to forge a new path forward to redefine Evans. That change was put in motion by the City Council in October 2022 with the culmination of the City Manager search process. In the spirit of a new Evans, the 2024 Budget seeks to capitalize on change by dedicating financial resources to critical areas of city operations which serve as the foundation to build a high performing organization that consistently delivers high-quality municipal services to the citizens and businesses of Evans. The 2024 Budget will serve as a critical policy document as we work collectively to transform Evans into *the* community of choice in Northern Colorado.

The 2024 Budget prioritizes targeted investments in our existing employees and in the modernization of city equipment in order to achieve the City Council's goals of enhanced economic development and community beautification. Undoubtedly, change must be managed responsibly to prevent any unintended consequences that could jeopardize our future. Through dedicated work sessions, Staff and Council worked together in a productive manner to ensure the budget reflects the City Council's priorities for the coming year. Through these critical work session discussions, fiscal conservatism balanced critical investments to pave a positive path forward for our community.

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 industrial-related activities. Development activity indicates large potential over the next five years and related revenue projections are built upon conservative estimates of projected development.

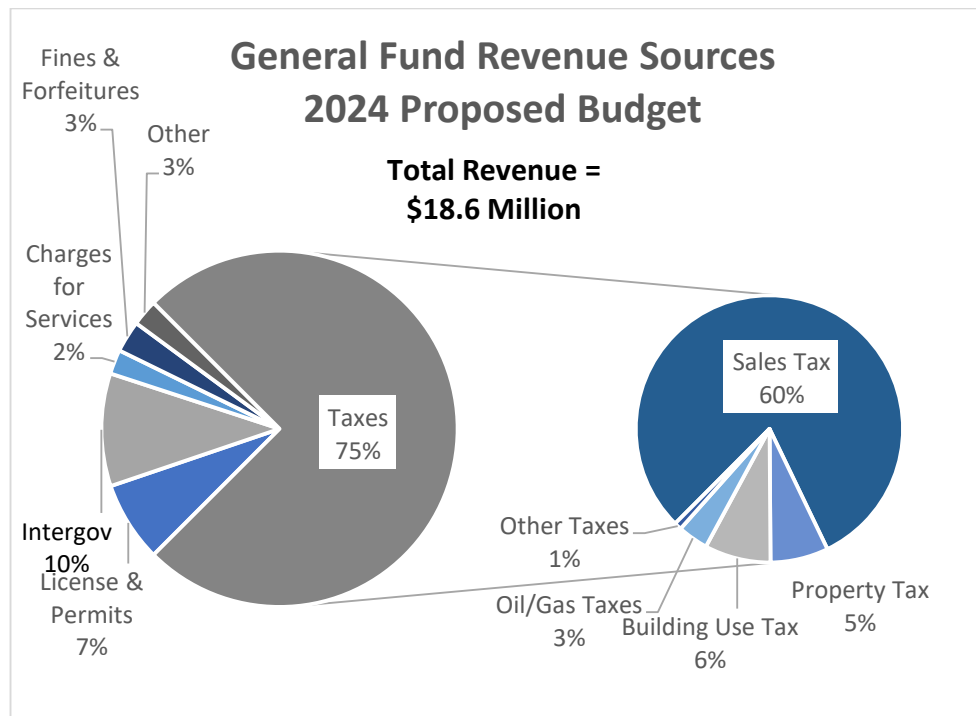
In a June 2023 update, the Colorado Office of State Planning and Budgeting reported the labor market was outperforming expectations although economic growth is expected to slow by the end of 2023 before recovering in mid-2024. As of the third quarter 2023, Colorado continues to outperform nationwide expectations and consumer demand has remained strong. Colorado's positive performance is due in part to a tighter labor market that has kept wages and salaries elevated above historical averages, and the State also has a higher proportion of service spending. These factors will hopefully mean less rebounding will be necessary in 2024 when improvements in economic factors are experienced.

National inflation has moderated, and local inflation is decreasing at a slower rate. The Federal Funds Rate target range is expected to tighten another 50 basis points this year, while expected cuts are forecasted to be approved in 2024.

These are all factors being monitored closely at the local level. While Colorado is anticipated to fare better than the nationwide average, realistic expectations are crucial in fiscal policy effectiveness. The City anticipates issuing enterprise debt for expansions to the Wastewater Treatment Facility and potentially securing debt for construction of a new police station. 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 60% of the revenue is from sales taxes.



Overall, general fund revenue is projected to increase 7% in 2024 over the 2023 budget. Below is a discussion of the projected changes in major revenue categories.

Sales Tax Revenue: City-wide sales tax collections for 2023 are projected to total approximately \$17 million. Sales taxes derived from more volatile industries are discounted in subsequent years to reduce reliance on these less predictable sources. The 2024 city-wide sales tax budget is also

anticipated to be \$17 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 2024 property tax budget is projected to be up 17%, or \$140,000 from the 2023 original budget. Increased residential home valuations and large production and property values derived from oil and gas contribute to this increase. Pending legislation which will expand exemptions and lower property taxes has been considered for this estimate.

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 seen 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. Evans is utilizing this excess revenue for replacement of critical 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 2024 budget anticipates a decrease in building permit revenue by 24% or approximately \$115,000, compared to the 2023 budget. This decrease is due to delays in development projects due to rising interest rates and the high cost of construction.

Overall, general fund revenue is expected to remain flat over the 2023 projected budget (excluding one-time federal American Rescue Plan Act funds). The 2024 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.** Significant work was completed to analyze City revenue sources to complete a 5-year revenue budget with the most accurate information possible. Sales tax forecasts were compiled based on monthly trends in individual taxpayer categories. Property tax projections were based on work with the County Assessor and related valuation estimates. The resulting work of evaluating each major and non-major revenue source for the 2024 budget provides for revenue estimates in the future years of 2025-2028 which are conservatively increasing and sustainable.
- 2. Focus on funding essential staffing and operational needs.** Throughout 2023, staffing needs have been evaluated to ensure resources were allocated to best meet the City Council's goals of economic development and community beautification. The Public Services Director position that was allocated in 2023 was not filled, while the Assistant City Manager position and the Director of Administrative Services position were both eliminated; all three FTEs were reallocated in the organization. Police recruitment for sworn officers has continued to be a challenge, creating additional strains on existing officers.

As 2023 winds down, we will utilize existing vacant positions to hire a new Director of Parks & Recreation and a Director of Public Works & Utilities to provide needed leadership to those critical operations that have a direct impact on Council's goals and objectives. Using salary savings from vacant positions, we have reallocated a portion of surplus funds to make necessary market adjustments to director-level salaries. We have also increased the number of Community Service Technician (CST) positions within the police department from one (1) CST to three (3) CSTs to respond to a growing number of low-priority calls. The increase in CST personnel is not to decrease staffing levels for sworn officers, but rather to provide immediate relief to patrol officers resulting in higher quality services to the citizens of Evans.

For the 2024 Budget, department directors submitted approximately \$1.8 million in new staffing requests; however, budgetary restrictions will not be able to accommodate these needs. With \$163,000 available, Staff are recommending the addition of a full-time mechanic to help maintain our fleet and a full-time sign technician to replace all street signs citywide and bring our signage into compliance with Department of Transportation regulations. Staff also recommend implementation of a compensation study which will increase pay for tenured employees to align with the regional market average. While this will be a significant increase in wages, we simply cannot continue to pay employees at 20% – 30% below the market average for our region and expect to retain the employees needed to achieve the Council's goals and objectives.

- 3. Funding for capital improvements.** Significant investment in capital projects and infrastructure is included in the 2024 Budget. Many of the road construction projects are made possible in part due to the 1% sales and use tax approved by Evans voters in 2020. During 2024, the reconstruction of 37th Street will continue with a project that will widen the street to four-lanes between Sienna Avenue and Stampede Drive, as a continuation of the Freedom Parkway project. We are also planning for \$1.45 million in street maintenance projects to provide needed maintenance to existing local and collector streets throughout the community. Another important project will be the construction of a traffic signal at the intersection of 23rd Avenue and 34th Street near Dos Rios Elementary School and Chappelow K – 8 Arts Magnet. This project will provide needed traffic control on a busy arterial street that will ultimately provide enhanced safety for kids going to and from school.

The construction of a new police station remains a high priority, though this project has been impacted by significant cost increases due to inflation. The cost of materials and labor, and the cost of debt financing have all increased to a point that we must carefully evaluate the project to consider all feasible alternatives to produce a police station that will effectively meet our needs now and in the future. Staff and the City's design team are evaluating opportunities for new construction versus renovation of an existing facility to determine the most reasonable path forward. New construction is expected to be more expensive, and therefore more difficult to achieve the minimum square footage needed to accommodate EPD's current needs, not to mention the needs for future growth, due to financial constraints. As a result, it will be imperative to keep a watchful eye on the bond market to determine when interest rates will be most advantageous to make this project more feasible.

2024 Budget

Below is a summary of the 2024 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>\$13,635</u>	<u>\$5,136</u>	<u>\$9,102</u>	<u>\$477</u>	<u>\$16,730</u>	<u>\$45,081</u>
Revenue	20,240	9,554	9,196	5,309	32,353	76,652
Operating Exp	-20,222	-7,077	-4,638	-1,447	-2,290	-35,674
Capital Exp	<u>-1,450</u>	<u>-1,639</u>	<u>-4,200</u>	<u>-4,175</u>	<u>-30,634</u>	<u>-42,098</u>
Net Results	<u>-1,432</u>	<u>838</u>	<u>358</u>	<u>-313</u>	<u>-571</u>	<u>-1,121</u>
Ending Balance	<u>\$12,203</u>	<u>\$5,974</u>	<u>\$9,460</u>	<u>\$164</u>	<u>\$16,158</u>	<u>\$43,960</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

As one would expect, comprehensive budget discussions with department heads and division superintendents resulted in a competing demand for a very limited pool of available funding. After addressing minimum budget requirements, remaining available funds in the General Fund for 2024 equals \$1,986,000; however, departmental requests totaled \$6,095,000. To address the greatest need of the organization, the 2024 Budget fully funds the results of the Compensation Study and requests for Supplies & Services, leaving \$163,000 available for allocation. Given the critical 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 2024 Operating and Capital Budget:

- 1. Comprehensive Compensation Study.** While department heads submitted personnel requests for 17 FTE at a cost of \$1.844 million, the 2024 Budget will focus on improving the compensation of existing employees at a cost of \$940,000. In the months leading up to budget formulation, Human Resources completed a comprehensive compensation study which compared each position to similar positions throughout the Northern Colorado region, and revealed existing employees are compensated significantly less than the regional market average for similar positions, oftentimes up to 30% below the market average. Our employees are our most critical resource; without employees, modernized vehicles and equipment do not produce the results that fulfill our organizational goals and objectives that lead to economic development.

Based on Council discussion during the budget work sessions, Staff has prepared a budget that will adjust compensation to 100% of the regional market average for tenured employees.

- 2. Supplies & Services Budget.** The Supplies & Services Budget is adjusted for 2024 to account for increases in services the City of Evans utilizes for service delivery to our community. Included in the S&S budget is an increase in the cost of services for animal care services. Historically, the City of Evans has contracted with the Humane Society of Weld County to provide animal care services for all animals brought to the shelter by the Evans Police Department. The most recent cost for these services was \$4/capita, resulting in a total cost of approximately \$93,320 per year. Due to ongoing financial challenges, the Humane Society of Weld County has dissolved and transferred their assets to NOCO Humane (formerly Larimer Humane Society) effective October 2, 2023. Under the scope of a recent agreement between the City of Evans and NOCO Humane, NOCO Humane will provide animal care services at a rate of \$8/capita. Included in the 2024 Budget, the cost of animal care services will be \$177,320 per year. This represents a \$94,000 annual increase in the cost of animal care services, representing a 113% increase.
- 3. One-Time Investments in Equipment Replacement.** Along with improving existing employee compensation, the 2024 Budget also prioritizes one-time equipment purchases to replace critical pieces of equipment. This approach has a two-fold funding strategy that will generate \$2,745,162:
 - a. Surplus 2023 Oil/Gas Tax Revenue.** For the 2023 Budget, the City of Evans conservatively budgeted oil/gas tax revenue of \$513,908; however, actual revenue received was \$1,561,063, which resulted in a surplus of \$1,047,155. That revenue is immediately available, requiring City Council approval to utilize the funds. At the September 19, 2023 City Council meeting, Council authorized the purchase of a new Caterpillar 938 wheel loader and two (2) new 2024 Freightliner 108SD dump trucks equipped with a Monroe snowplow and a Monroe spreader for improved winter operations utilizing the surplus tax revenue. The total cost for these equipment purchases is equal to \$943,470, leaving a balance of \$103,685.
 - b. 10% General Fund Reserve Reduction.** Pursuant to the City's Charter, allocations to the General Fund reserve must equal 25% of the prior year's expenditures; however, for the past several years, the City has allocated 50% of the prior year's expenditures. During the budget work sessions, Council considered multiple alternatives to temporarily reduce the General Fund reserves, while allocating the unencumbered balance to one-time large equipment purchases. For the 2024 Budget, the General Fund reserve will be reduced to 40%, and the resulting \$1,698,007 will be directed to one-time large item purchases to make needed replacements to equipment, while minimizing the impact on City operations. Additional information on General Fund Reserves is shown below.

By utilizing these strategies for funding, the 2024 Budget fully funds the Compensation Study at 100% of the regional market average, fully funds S&S requests including an increase in animal care services, provides \$2.7 million in funds equipment replacement, and provides a modest amount to add additional FTEs to critical areas of city operations.

Long Range Plan Implications of the Recommended Budget

The general fund five-year long-range plan reflects operating revenues exceeding operational expenditures in 2024. Revenue estimates in subsequent years of 2025-2028 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 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Balance	\$13,635	\$12,203	\$11,792	\$11,205	\$10,614
Revenue	20,240	20,484	20,969	21,468	21,978
Expenditures	(21,672)	(20,895)	(21,555)	(22,059)	(22,789)
Net Results	-1,432	-412	-587	-591	-811
Ending Fund Balance	\$12,203	\$11,792	\$11,205	\$10,614	\$9,803
Minimum Reserve (40%)	\$8,020	\$8,089	\$8,335	\$8,622	\$8,824
Available Funds	\$4,184	\$3,703	\$2,870	\$1,992	\$980

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 40%, and in 2020 it was raised again to 50%. The reserves are identified for the following uses: economic downturn, loss of major sales tax generator, natural disaster, and development or investment opportunities. The 2024 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. The City Council is recommending a decrease to the General Fund reserve to 40% for the 2024 budget to allow additional resources to be spent on critical equipment and City beautification needs.

General Fund Reserve Policy Illustration	
2024 Projected Ending Fund Balance	<u>\$ 12,203,437</u>
Reserves (40% of prior year expenditures) identified for:	
Sudden economic downturn	4,519,714
Major sales tax generator loss	1,500,000
Natural disaster	1,000,000
Development or investment opportunity	1,000,000
Total identified reserves (40%)	8,019,714
Fund balance in excess of reserves, per policy	<u>\$ 4,183,723</u>
Committed Future Projects:	
Fund balance to be used toward Police Station Project	3,329,872
Total Committed for Future Projects	<u>3,329,872</u>
Available fund balance, in excess of reserves and commitments	<u>\$ 853,851</u>

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 couple of years to ensure appropriate rates are maintained and financial sustainability of the operation is planned. Major cost drivers like major maintenance, cost of water treatment from Greeley, new wastewater plant improvements to meet effluent regulations and capacity needs and accumulating available resources to fund future major capital infrastructure projects have impacted the enterprises and led to required rate increases. The 2024 budget includes increases in operating supplies and services expenses within these funds for known and anticipated increases. The increase in the cost to treat the City's potable water is also included. Preliminary estimates of a three-percent increase over 2023 water treatment rates, have been built into the water treatment expenses. Significant capital costs for the water fund pose a challenge in future years' financing, as does the increasing cost to acquire and treat water. The City is currently completing a water utility rate study and recommendations from this study will drive additional policy level planning by the City Council.

Challenges within the wastewater fund include planning for treatment plant expansion needs which will entail significant capital investment. The storm drainage fund has identified significant major capital needs and substantial construction will be completed in 2024 to enhance drainage on the East side of the City. The future of capital projects in the storm drainage fund will rely on anticipated rate increases and additional debt to fund large scale projects.

Key Capital Projects

The 2024 capital projects for each governmental and enterprise fund are summarized below:

2024 Capital Projects Summary

SPECIAL REVENUE FUNDS		
Park Impact Fund		
Arrowhead Open Space Park - Construction	\$	873,288
DaVinci Park - Construction	\$	302,000
Hunters Reserve North Park - Construction	\$	732,000
North Point Park - Design	\$	133,000
Evans Ditch Trail - Construction	\$	452,100
Phase 2 Ashcroft Trail - Construction	\$	200,000
Total Park Impact Fund	\$	2,692,388
Street Impact Fund		
37th Street - Phase 2 Widening 35th to Sienna	\$	1,000,000
Total Street Impact Fund	\$	1,000,000
Conservation Trust Fund		
Phase 2 Evans Ditch Trail Construction	\$	200,000
Riverside Lake Pavilion	\$	135,000
Ridge Park	\$	350,000
Annual Playground Surface Repairs	\$	33,000
Annual Picnic Table Replacements	\$	10,000
Total Conservation Trust Fund	\$	728,000
CAPITAL PROJECTS FUNDS		
Streets Fund		
37th Street - Phase 2 Widening 35th to Sienna	\$	2,040,000
Annual Street Resurfacing	\$	600,000
23rd/34th Traffic Signal	\$	575,000
Total CIP - Streets Fund	\$	3,215,000
Road Tax Fund		
37th Street - Phase 2 Widening 35th to Sienna	\$	2,000,000
Street Maintenance	\$	500,000
State Farm Waterline Replacement	\$	499,000
Total Road Tax Fund	\$	2,999,000
Food Tax Fund		
Police Station Construction	\$	20,000,000
Total Food Tax Fund	\$	20,000,000
PROPRIETARY FUNDS		
Wastewater Fund		
State Street Sewer Line Replacement	\$	2,000,000
Wastewater Lagoon Remediation	\$	1,000,000
Solids Handling and Dewatering	\$	450,000
Annual Sewer Line Maintenance	\$	100,000
Plant Structure Maintenance Replacement Planning	\$	325,000
Plant Equipment Maintenance Replacement Planning	\$	325,000
Total Waste Water Fund	\$	4,200,000
Storm Drainage Fund		
Heritage/35th St. Alignment - Hwy 85 to River	\$	4,000,000
37th Street - Phase 2 Widening 35th to Sienna	\$	175,000
Total Storm Drainage Fund	\$	4,175,000
Water Fund		
NISP Water Storage Project	\$	900,000
State Farm Waterline Replacement	\$	399,000
Utility Potholing/Vacuum Trailer	\$	240,000
Lead and Copper Inventory	\$	100,000
Total Water Fund	\$	1,639,000
GENERAL FUND		
Facility Maintenance Requests	\$	400,274
Tandem Axle Dump Truck w/snowplow & drop spreader	\$	315,515
Single Axle Dump Truck w/snowplow & drop spreader	\$	300,000
Traffic Signal Radar Sensors	\$	225,000
2 Ventrac Mowers	\$	119,211
Skid Steer	\$	90,000
Total General Fund	\$	1,450,000
Total All Funds		\$ 42,098,388

Budget Process

While the annual budget is a recommendation of the City Manager, it is imperative that the City Council be an active participant in the budget formulation process to ensure the final document reflects the City Council's goals and objectives for the upcoming year. For the 2024 Budget, department heads and division superintendents were involved in the process, engaged in conversations with Finance Staff and the City Manager to discuss and prioritize their departmental needs for the upcoming year. Department heads and division superintendents were also directed to identify all needs to fulfill the Council's goals and objectives for community beautification and economic development, including staffing, equipment, and vehicles. The intent with this was not to fund everything, but rather to identify needs that should be considered over the next couple of years.

Changes to the process were also made to better engage the City Council. On August 29, 2023, City Council conducted a Budget Retreat that lasted for four and a half hours during which Staff and Council discussed fund structures; revenue estimates; Supplies & Services; the employee compensation study; departmental requests for vehicle, equipment, and personnel; and capital plans and asset management. A follow-up work session was held on September 5, 2023 to further discuss areas of the budget including the enterprise funds, and to finalize Council direction to Staff. The budget work sessions resulted in about six-hours of Council/Staff discussions to ensure the final budget document reflects Council's goals and objectives for 2024.

As we move forward in 2024, the 2025 Budget Retreat will occur earlier in the year (either April or May, 2024) to further improve the quality of budget discussions and to outline Council's goals and objectives for 2025. Throughout the summer of 2024, budget work sessions will be dedicated to specific budget topics to minimize the number of topics discussed in one setting in order to provide more focused conversation. The intent is to continually improve our budget process.

Conclusion

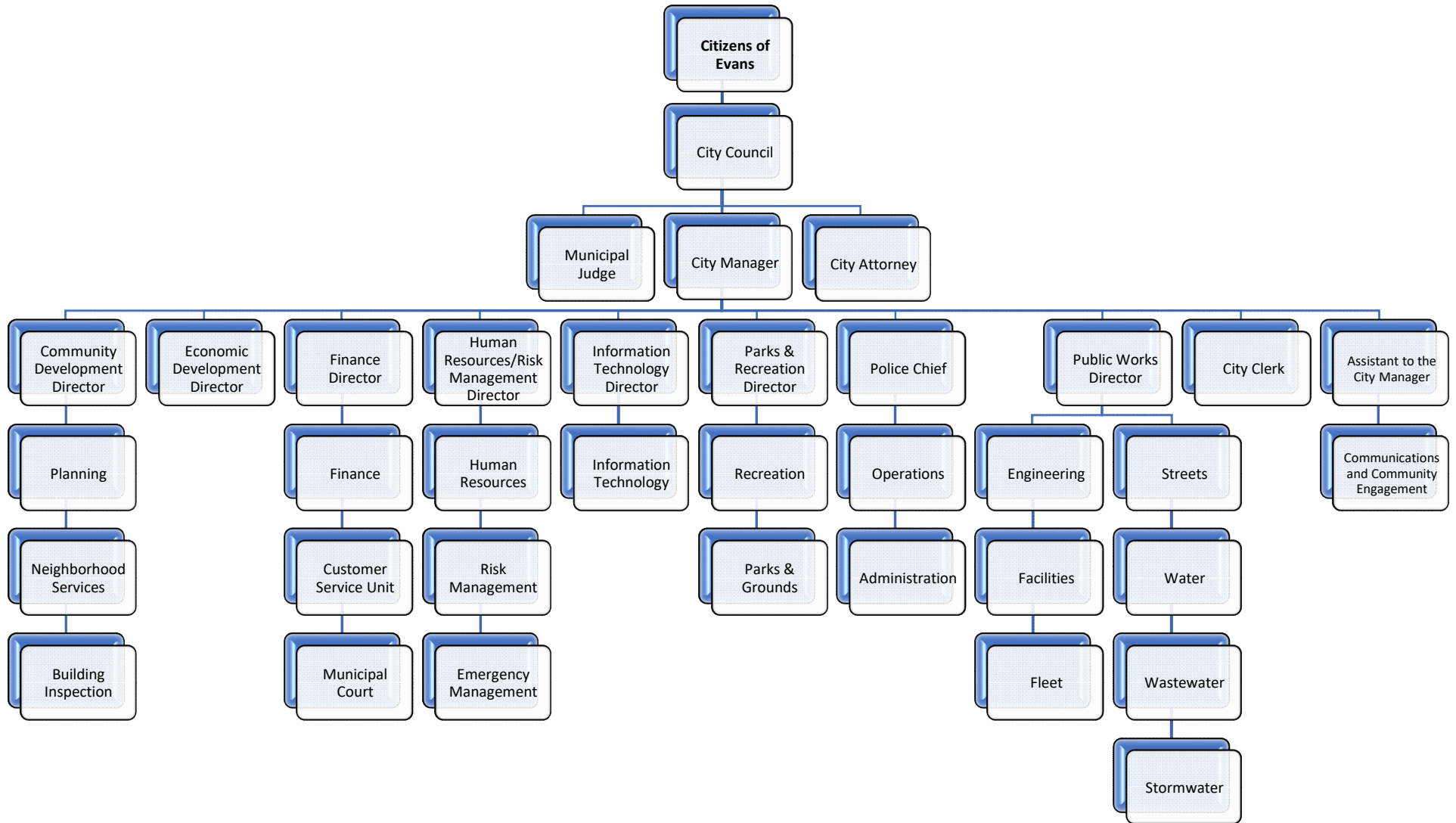
The 2024 Operating and Capital Budget is the most important policy document of the City Council to provide high-quality municipal services to the citizens and businesses of Evans. The resources provided herein show a commitment to our employees by providing regionally competitive compensation and allocating funds to replace aging equipment. 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 together to build the community we love into *the* community of choice in Northern Colorado!

Respectfully Submitted,

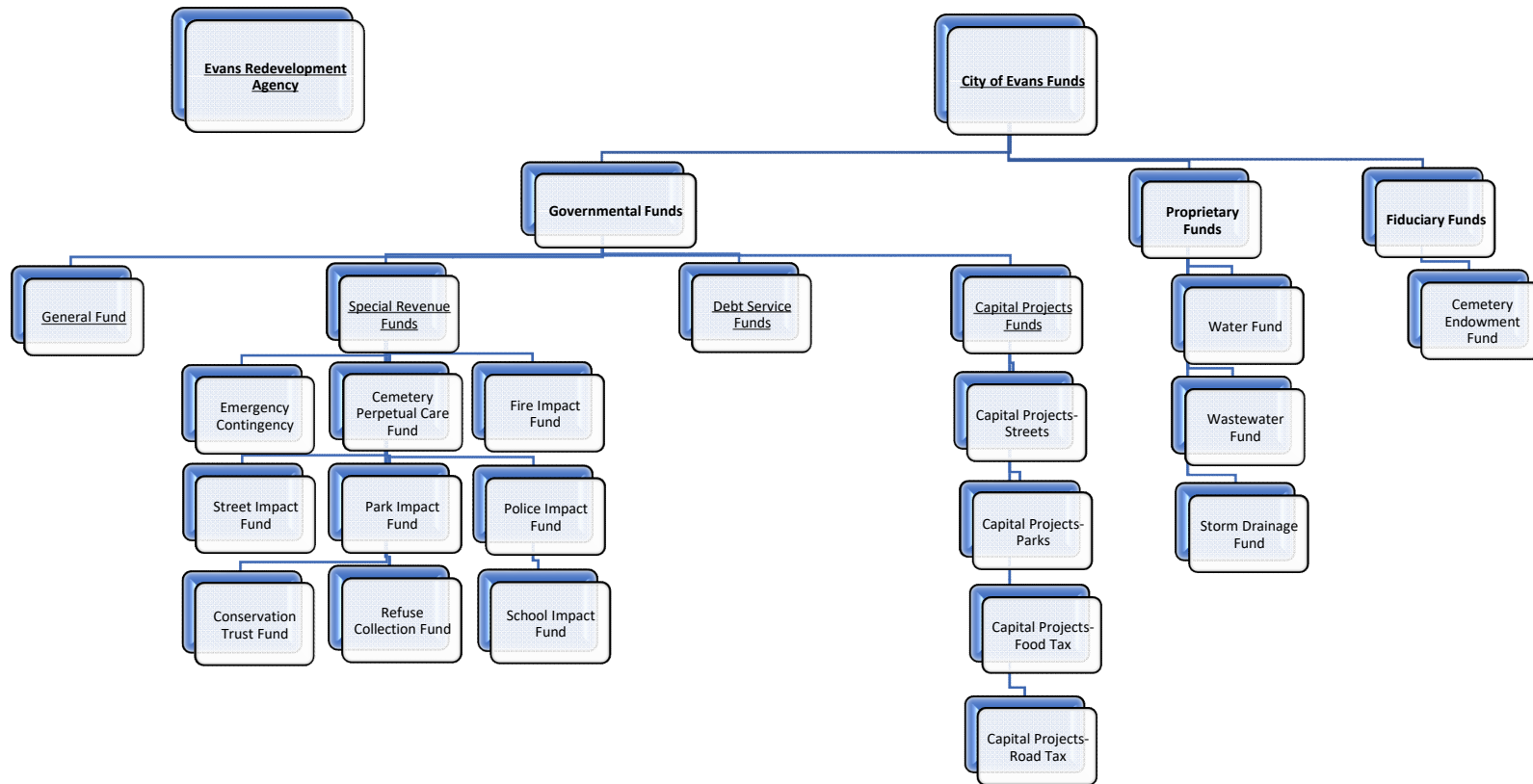
A handwritten signature in blue ink, appearing to read "Cody R. Sims".

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

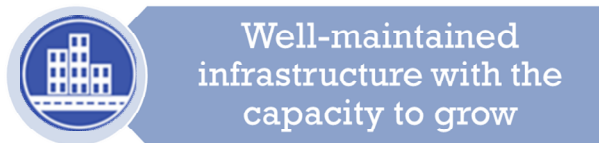
General Government

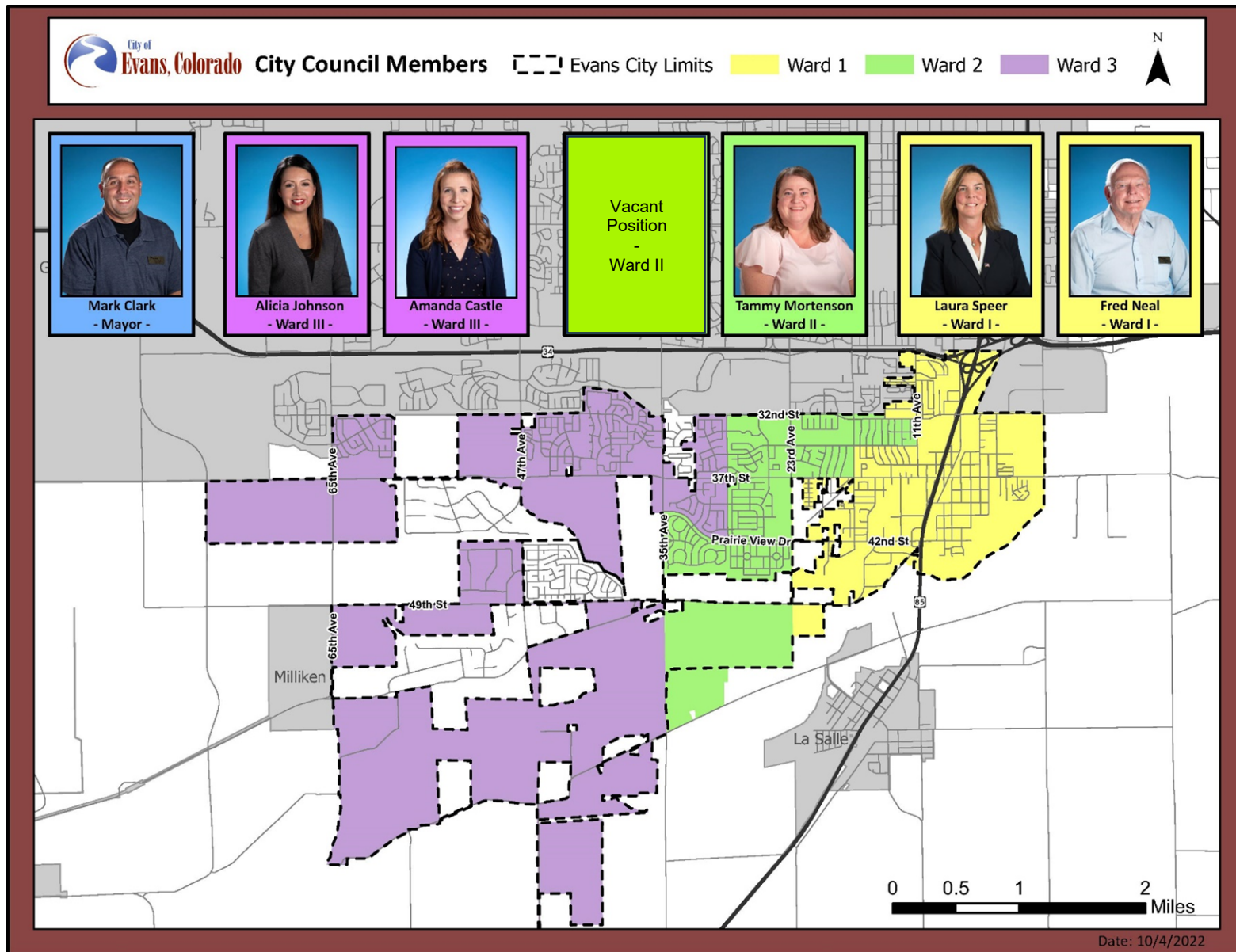
The General Fund is the chief operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in another fund.

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:





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 Leadership 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, Temporary Use 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 has referred the question to the voters in a coordinated election in November, 2023.
- Evaluated the City's cemetery rules and regulations and presented to City Council.
- Coordinated with GIS for the establishment and maintenance of a public portal for a cemetery directory through GIS and a QR code.
- Audited all City Clerk electronic files for completeness and destroyed paper copies.
- Assisted with the implementation of new A/V Council Chambers system.
- Acquiesced the role of processing Private Security licenses from the Police Department.

General Government

Initiatives and focus areas for 2024:

- Continue to evaluate the City’s agenda management software, make adjustments as needed, and continue to train appropriate staff of 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 to the new filing structure in Laserfiche.
- Creating a public portal for records on the City’s website.
- Lead a discussion with the Leadership Team and City Council on the consideration of Action Minutes.



Operational Goals for 2024:

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	2022 Actual	2023 Target	2023 Estimate	2024 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 1 completed	Year 2 completed	Year 2 completed	Year 3 completed

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	2022 Actual	2023 Target	2023 Estimate	2024 Target
Percentage of Colorado Open Records Act (CORA) requests processed in 3 business days or less.	83%	100%	92%	100%

General Government

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

- Implemented dismissed record sealing process in compliance with updates to Colorado Revised Statutes.
- Implemented additional communications and processes to increase court hearing attendance and compliance.
- Expanded the municipal court department with an additional full-time clerk given increasing caseload demands.

Initiatives and focus areas for 2024

- Explore options for potential court software upgrades or replacements with emphasis on record security, docket management and paperless processing.
- In cooperation with Neighborhood Services department, improve Municipal Court Summons process for nuisance code violations.
- Continue to identify areas for additional case processing efficiencies to meet the demands of expected increase to caseload from Police Department.



Operational Goals for 2024

Goal #1 - The court will 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.

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Percentage of Failures to Appear or comply with Court orders.	60%	55%	55%	50%

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:

- Selected utility billing software which can provide modern functionality to residents and improve staff processes for effective billing of utility accounts.
- Performed data validation of accounts for internal control and data conversion purposes.

Initiatives and focus areas for 2024:

- In coordination with the IT department, implement utility billing software and process improvements to maintain Evans’ commitment for accurate and reliable utility billing that can accommodate future needs of the City.
- Continue process improvements with the goal of ensuring customers are served in the most efficient manner.

Operational Goals for 2024:

Goal #1 – Replace water meters that are inactive or giving indications of failure in the near future. It is important for our citizens and the City that meters are operating accurately, and that data remains current. The meter replacement goal, and resulting inactive water meters still in service, represents the realistic quantities of meters available due to supply-chain issues and staffing constraints to manually replace and update the meter information.



Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Number of inactive water meters.	323	300	330	300

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 76 positions, developing updated salary classifications and grade ranges based on the data collected and made recommendations for employee pay changes to be incorporated for the 2024 budget.
- Organizational development is a citywide priority and fundamental to a culture of continuous learning. Employees were offered 30 in-seat courses on a variety of subjects through our 2023 Spring and Fall Learning Catalogs in addition to monthly safety classes and job specific training. We also implemented a learning management program to meet the needs of ongoing professional development and compliance training to be delivered in a virtual environment.
- 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. Classes began at the end of 2022 and have continued on a regular monthly schedule to accommodate existing and new employees requiring certification.
- In cooperation with City Leadership, HRRM conducted an all-employee core values survey. Results of this survey were shared with the entire workforce. As a result, and based on employee feedback, the city refreshed the current values with the "EVANS EDGE" core values of **E**mpower, **D**eliver, **G**row, **E**ngage that will provide the framework and foundation of our City's dynamic culture.
- Human Resources implemented an electronic records management system for personnel records. All existing files were scanned into the document cloud platform eliminating the need for physical recordkeeping resulting in enormous efficiency through a data safe and sustainable process.
- Implementation for "Employee Onboarding" through ADP was completed. New team members can now seamlessly fill out new-hire paperwork and complete their I-9 forms through this virtual and intelligent platform. Records are automatically routed to the appropriate personnel file and the employee's right to work is verified through the Federal E-Verify program.
- Risk Management played a significant and collaborative roll in moving to a Fleet Setup for motor vehicle registrations and renewals with the Weld County Motor Vehicle Department. With the City now part of a fleet, it benefits from the efficiency of having all vehicles register and renew in the same month and allows the City to better track emissions testing requirements and maintain compliance.

General Government

Initiatives and focus areas for 2024:

- The Safety Division will implement a prescription safety eyewear program that will allow employees to obtain a set of Rx Safety Eyewear that meets ANSI Z87.1 safety standards for impact resistance. Implementation of this program will make it significantly easier for employees to comply with PPE requirements, specifically eye protection.
- 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 and plan, including enhancing the City's comprehensive wellness program to improve employee health, well-being and safety as well as reduce insurance costs.
- To enhance a new team member's onboarding experience, Human Resources will institute a 30-60-90-day check-in process in collaboration with managers.
- As part of the overall organizational development plan, HRRM will appraise job descriptions in order to assign and track completion of ICS-100 training as needed.
- Emergency Management will 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.
- Our Human Resources Business Partner will work with staff to update the Talent Profile in ADP to include all employee certifications, licenses, and trainings.

Operational Goals for 2024:

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Attain industry standard for attrition. Key measure – annual attrition rate.	15%	19%	14.3%	12%
Meet industry standard for time to hire positions (excludes part-time and sworn officers). Key measure – Days from candidate application until hire date.	50.4 days	41 days	43 days	40 days
Maintain Property & Casualty Insurance with the Colorado Intergovernmental Risk Sharing Agency (CIRSA) by adhering to the loss control standards and be audited annually. A "passing" score for this audit is 70 and a score of a ≥ 90 makes the City eligible to receive loss control credits. There are also opportunities for bonus points through unique programs. 2022 was our first year to be audited.	106	90	TBD	90
Achieve 100% compliance with respectful workplace and workplace violence training citywide. Respectful workplace training and workplace violence is conducted biannually or at time of hire for all staff.	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.
- Replaced and reconfigured vital audio/visual equipment and software within the City Council/Court Chambers to meet modern performance standards, needs, and expectations.
- Provided technology support services for all IT assets and services throughout the City’s infrastructure.
- Completely migrated all communications services from Verizon Wireless and Verizon OneTalk to T-Mobile Wireless and T-Mobile Dialpad; improving communications capabilities, performance, and reducing cost.

Initiatives and focus areas for 2024:

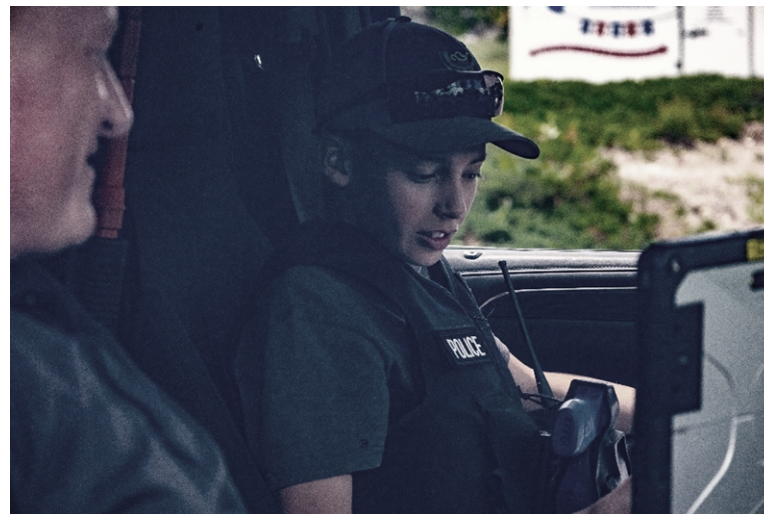
- Expansion of the City’s GIS capabilities and available GIS services to better accommodate the City’s planned residential and commercial growth over the next several years.
- Continued process improvement and maximizing of the City’s overall efficiencies related to the management and maintenance of the City’s assets and facilities by utilizing the Brightly Asset Essentials platform. This unified platform replaces several disparate software systems and optimizes staff time and resources.

Operational Goals for 2024:

Goal #1 – The department will acquire a new GIS Administrator in 2023 Q4 due to the departure of our long-term incumbent. Once acclimated to our environment, the new administrator will focus on the continued growth and development of GIS services and deployments that benefit City staff and the public, such as web-based maps and applications that improve departmental operations and workflows, improved 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 an additional GIS Analyst position as City change, economic growth, and residential development demands necessitate.

General Government

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Continue seeking approval of a new GIS Analyst position.	Reviewed and resubmitted a Service Level Analysis & Request Form (SLARF) for GIS Analyst. Updated GIS Analyst job description.	Reviewed and resubmitted a Service Level Analysis & Request Form (SLARF) for GIS Analyst. Updated GIS Analyst job description.	Position approval not achieved in 2023 for new position creation and recruitment for hire in 2024. Continue making recommendation to City Council for GIS department growth.	Receive approval for official position creation and recruitment for hire in January 2025.
New GIS web-based maps and applications developed.	Maps – 12 Apps – 7	Maps – 10 Apps – 5	Maps – 12 Apps – 7	Maps – 10 Apps – 5
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 Brightly Asset Essentials platform. Review and update of utilities GIS data and layers.



General Government

Goal #2 – The department will begin to replace existing software platforms that do not share and communicate data and information with a cohesive, unified software solution initially capable of improving Facilities Management, Fleet Management, and Operations/Public Works Management, and providing improved information technology support for interdepartmental business operations.

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Replace legacy software systems with unified Brightly Software solution.	N/A	Research and recommend solution capable of replacing CommunityCore, CitizenServe, Elements, and QAlert.	Eliminate 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. Proceed with Brightly Asset Essentials which will replace Elements and QAlert for Wastewater, Water, Operations, and Parks management systems, and introduce proper Facilities and Fleet Management capabilities.	Complete deployment, configuration, and training on Brightly Software solution for all staff.
Shut down legacy software systems.	N/A	Begin database transfers into Brightly system.	Verification of imported data and preparation for legacy system terminations.	Separation from reliance on legacy software and complete shutdown of old systems.
Personnel training and preparation to utilize Brightly 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:

- Upgraded financial software with an online business licensing application, dramatically reducing time required for business license processing and record-keeping.
- Implemented additional online payment methods for license fees and sales taxes, enhancing customer service to businesses, increasing taxpayer compliance, and reducing administrative time spent on collection activities.
- Began water utility rate study with emphasis on addressing long-term capital replacement and system expansion needs.
- Facilitated comprehensive budget meetings with City Council and staff to better plan and prepare for Council goals and departmental needs.
- Received the Distinguished Budget Award from GFOA.

Initiatives and focus areas for 2024:

- Update the City of Evans Financial Policies to reflect the current business environment, as well as the vision, goals, and objectives of City Council.
- Collaborate with the City of Evans' website host to update information related to the Finance Department and expand the accessibility and clarity of data.
- Implement new Utility Billing software to replace the current system; the new program will improve efficiency and accuracy compared to the current system.
- Implement recommendations for completion of the water rate s
- Submit to receive the Distinguished Budget Award from GFOA

Operational Goals for 2024:

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 2034, 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 2024, to be serviced with utility fee revenue.

General Government

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
New Police Station – pre-bond issuance due diligence – completion percentage.	75%	75%	75%	100%
New Police Station – receive bond rating and issue bonds – completion percentage.	N/A	N/A	N/A	100%
Wastewater Treatment Plant Expansion – pre-bond issuance due diligence – completion percentage.	N/A	N/A	N/A	100%

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

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Create and receive approval of the internal audit policy – completion percentage.	20%	75%	75%	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	8	12
Number of internal audits completed for internal control assessment.	N/A	2	2	4



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:

- Laserfiche scan project – All Planning and Building archive documents scanned and audited.
- Overhaul of code enforcement policy to limit fines and increase compliance and abatement.
- Land development code update to simplify and clarify municipal code and procedure to be completed by the end of the year.
- Many successful public engagement opportunities: Neighborhood Party Trailer, Community Cleanup Trailer, Bike to Work Day, Ride with a Hero, Heritage Day, building process focus group, land development code open house and virtual Q & A.
- Selection of art wraps for new utility cabinets.

Initiatives and focus areas for 2024:

- Implement updated land development code with helpful guidance documents and an informative website.
- Improve code awareness via social media and in-person public engagement.
- Provide useful training opportunities for Planning Commissioners.
- Review procedure for all divisions annually and make changes as necessary. Include stakeholder feedback.
- Upload and geocode scanned archives to Laserfiche to complete the scan project.
- Create system to move current cases into Laserfiche upon completion.
- Create robust system for ensuring development complies with agreements.
- Complete banners for 37th Street, 23rd Avenue, and 35th Avenue. Add 11th Avenue, 17th Avenue, and 47th Avenue as budget allows.
- Encourage new public art and other placemaking opportunities.

Community Development

Operational Goals for 2024:

Goal #1 – Implement updated land development code with helpful guidance documents and an informative website.

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Code creation	N/A	N/A	100%	N/A
Guidance documents	N/A	N/A	25%	100%
Website update	N/A	N/A	10%	75%

Goal #2 – Improve code awareness via social media and in-person public engagement.

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Set up system for monthly media releases.	N/A	N/A	0%	100%
Create department newsletter.	N/A	N/A	50%	100%
Design and host biannual educational opportunities.	N/A	N/A	50%	100%

Goal #3 – Upload and geocode scanned archives to Laserfiche to complete the scan project.

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Percentage of documents audited	N/A	100%	90%	100%
Percentage of documents assigned metadata	N/A	50%	25%	75%
Percentage of documents uploaded to Laserfiche	N/A	50%	10%	75%

Community Development

Goal #4 – Create robust system for ensuring development complies with agreements.

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Percentage of agreements catalogued	N/A	N/A	15%	100%
Percentage of agreements reviewed	N/A	N/A	0%	20%

Goal #5 – Design, create, and hang banners for 37th Street, 23rd Avenue, and 35th Avenue. Add 11th Avenue, 17th Avenue, and 47th Avenue as budget allows.

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Banner design	N/A	N/A	100%	N/A
Banner creation	N/A	N/A	25%	50%
Banner installation	N/A	N/A	0%	50%



Economic Development

Economic Development will use the recently created 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 our long-term vision. These pillars include:

- Community Beautification
- Business Retention
- Collaborative Partnerships

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

Accomplishments:

- Completed an Economic Resiliency Plan for the City that will guide Economic Development for the next 3–5 years.
- Completed a Redevelopment Agreement on the SWC of 31st St & HWY 85 for new development on three parcels.

Initiatives and focus areas for 2024:

- Develop a community map showing areas of concern for redevelopment and beautification through advice from the Retail and Recruitment Development Strategy Team. Present findings to City Council in 1st quarter to develop an implementation plan utilizing unspent funds allocated for beautification in 2023.
- Collaborate with Retail and Recruitment Development Strategy Team to develop marketing materials to showcase Evans while attending retail attraction conferences to promote Evans.



Operational goals for 2024 are being evaluated due to a restructuring of the Economic Development program.

Public Safety

The Police Department has an authorized strength of 37 sworn officers, a full-time Animal Control/Community Services Technician, and four full time and civilian support staff. The department is committed to providing outstanding, compassionate, and professional public safety services to our residents, businesses, and visitors.



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

Patrol – the most visible part of the Department is under the direction of Commander Dan Ranous. Five sergeants supervise 24/7/365 Patrol operations. There are also seven Master Police Officers who assist in providing supervision to patrol and investigative personnel. Officers handle an array of issues in Evans from traffic safety initiatives to responding to a multitude of 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, as well as citizens traveling on foot or bicycle, is a priority. All officers are responsible for keeping high visibility and enforcing traffic violations.

Public Safety

Animal Control/Community Services Technician (CST) – a full-time, non-sworn technician 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 aid in keeping sworn officers on the street.

Investigations – under the direction of a sergeant, the unit is responsible for all investigative follow up, crime analysis, 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 – manages property and evidence handling and Internal Affairs investigations.

Co-Responder Unit – this grant funded program pays for three full-time behavioral health clinicians who cover shifts seven days per week. The clinicians are available to respond with police officers on calls involving individuals suffering from a myriad of behavioral health crisis' 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

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

Accomplishments:

- The Records department released over 1,000 police reports and approximately 700 body-worn camera videos.
- The Property and Evidence Unit released or disposed of approximately 2,000 pieces of property and evidence. This is an increase of 75% when compared to the prior year.
- 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 2024:

- Fill the Patrol Lieutenant vacancy using a currently-authorized sworn staff position. Adding this position will improve chain of command communication and will assist with the workload currently being handled by the Patrol Commander. It will also result in more robust oversight and accountability within the division.
- Complete the design phase of the new police station and be construction-ready in late 2024.



Public Works

The Public Works mission is to manage Public Services and City Infrastructure to support the City-Wide Mission. The vision is to be a respected, innovative team delivering financially responsible services required for the operation and maintenance of infrastructure, including:

- Storm Drainage
- Wastewater
- Water
- Streets

Administration of these divisions is provided by Public Works administration, City management, and support staff, and is funded by the general fund, user fees, and impact fees.

Infrastructure – Represents the engineering, construction, inspection, maintenance, and public safety of public improvements within the City as well as City property. This includes:

- Asphalt Pavement, Concrete, and Fire Hydrant Maintenance
- Capital Construction, including sewer, water (potable & non-potable), drainage and street maintenance and construction
- Construction and Maintenance of City Parks and Other Landscaping
- Facility
- Fleet Services
- Maintenance of Signs and Other Traffic Control Devices
- Street Sweeping, Snow Removal, Alley, and Dirt Road Grading
- Transit

Asphalt Pavement, Concrete, and Fire Hydrant Maintenance – The Engineering 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, performs subdivision plan review and construction inspections, approves construction in public rights-of-way, and provides engineering support to other City departments as needed.

Construction and Maintenance of City Parks and Other Landscaping – The Parks division constructs, or contracts out the construction of, all City parks. In addition, Parks maintains all City parks and landscaping.

Facility – The Facility division maintains and cleans City facilities, including set up and take down for functions held on City property.

Fleet Services – Fleet Services 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.

Public Works

Maintenance of Signs and Other Traffic Control Devices – The Engineering and Operations divisions regularly inspect and maintain all City signs, message boards, school flashers, and other traffic control devices.

Stormwater division provides all operational building and maintenance services related to the storm drainage system. This includes curb and gutter, storm inlets, and storm sewers, and streets. It 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.

Street Sweeping, Snow Removal, Alley, and Dirt Road Grading – The Streets Division provides all operational building and maintenance services related to the City’s streets system and ROWs throughout the community.

Accomplishments:

- The Streets Department repaired approximately 1000 potholes. Patching potholes is an essential part of our work to maintain safe and reliable roads for the traveling public.
- The Streets Department Mowed approximately 50 acres of Evans’ Right-of-Ways to help the traveling public’s visibility when driving and keeps mosquitoes under control.

Initiatives and focus areas for 2024:

- Working on the City’s Sign Project

Operational Goals for 2024:

- *Keep up with ROW mowing.*
- *Keep up with pothole repairs.*



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

Public Works

Accomplishments:

- 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
- 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

Initiatives and focus areas for 2024:

- 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
- 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
- Construct State Street Sanitary Sewer project
- Construct East Side Storm Sewer project in 35th Street alignment in the UPRR ROW
- 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.
- Cross-train 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.
- Continually evaluate our construction standards and processes to ensure we are receiving the best possible product at the most competitive price.
- Continue street sign replacement program to adhere to Manual on Uniform Traffic Control Devices (MUTCD) regulations.

Public Works

Operational Goals for 2024:

Goal #1 – The 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	2022 Actual	2023 Target	2023 Estimate	2024 Target
PCI score – Evans measures PCI on a bi-annual basis.	66	66	66	68

Goal #2 – The 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	2022 Actual	2023 Target	2023 Estimate	2024 Target
Percentage of Evan’s 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, the recreation center and front desk operations.



Parks and Recreation

Parks – Includes all the operational expenses of 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 of 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:

- Increased spring youth sports by 41% through target marketing in local schools.
- Facilities and Recreation coordinated the completion of the long-awaited project to resurface and re-paint the original gymnasium floor.
- Completed the replacement of all weight room equipment.
- The Senior Center organized a Fall bus trip to Niagara Falls and Toronto.
- Increased mowing operations of the native and open space areas.
- Hosting of Triple Crown state championship baseball tournament.
- Completion of the hardscape project on 37th Ave. from Mountain View east to Harbor Lane.
- Riverside entrance beautification at 42nd and Golden will be completed by the end of 2023.

Initiatives and focus areas for 2024:

- Create a Teen Advisory Board to provide input in future programming for teenagers.
- Continue to collaborate with local partners to offer the youth in the community opportunities to play sports at a reasonable cost.
- Offer a variety of special events to the community on a seasonal basis.
- Increase program offerings to the 50+ population that meets the needs and interests of a diverse population.
- Increased mowing operations of turf and open space.
- Increase weed control measures throughout open space and trails.
- Increase forestry maintenance efforts through contract services.
- 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 2024 - Continued:

- Recreation staff will continue creating relationships with other Recreation departments and partners to provide Evans residents opportunities to recreate in the community.
- Recreation staff will create a day of giving back to capture volunteers within the community to assist with cleaning up areas of the City.
- While planning community events, Recreation staff will support Evans businesses by inviting them to partner or be vendors for the event.
- 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 the larger turf and open space maintenance to have progress in the City-Wide beautification goals.
- The Parks Division will work to re-establish best practices methods for turf maintenance. We will begin by aerating and fertilizing the areas that are used for Recreation sports programming and outside organization sports events. With the end goal of getting all turf areas at all parks and City properties aerated and fertilized. Through scheduling and correct season application of treatment we can begin to increase the health of the turf.
- Forestry work has suffered in the last 13 years at Evans. Evans has not had a Forestry Division since the reduction in force that happened in 2009-2010. Trees have not been planted and staff are currently only removing dead trees. 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.



General Fund Long Range Financial Plan

City of Evans General Fund Long Range Financial Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	13,100,061	15,932,827	18,554,873	18,554,873	13,635,329	12,203,437	11,791,730	11,204,987	10,614,015
Revenues:									
Sales Tax	9,102,913	10,662,566	10,069,718	10,069,718	11,213,935	11,550,353	11,896,864	12,253,770	12,621,383
Property Tax	776,939	759,374	839,901	839,901	979,526	947,714	966,668	986,002	1,005,722
Other Taxes	837,870	1,778,583	1,966,918	3,014,073	1,760,386	1,634,109	1,636,401	1,638,790	1,641,280
License & Permits	1,285,705	1,176,779	1,389,874	1,389,874	1,359,328	1,377,769	1,396,586	1,415,788	1,435,382
Intergovernmental	1,929,120	1,888,488	1,937,036	1,937,036	1,908,760	1,951,773	1,996,076	2,041,708	2,088,710
Charges for Services	246,771	363,160	461,415	461,415	409,000	369,799	379,385	390,267	400,443
Fines & Forfeitures	364,678	359,873	489,500	489,500	534,480	551,447	568,970	587,067	605,758
Miscellaneous	1,530,362	624,870	461,000	461,000	446,000	446,000	446,000	446,000	446,000
ARPA Revenue	81,068	2,068,884	-	1,260,988	-	-	-	-	-
Total revenues	16,155,425	19,682,577	17,615,362	19,923,505	18,611,415	18,828,964	19,286,949	19,759,391	20,244,677
CT	16,155,425	19,682,577	17,615,362	19,923,505	18,611,415	18,828,964	19,286,949	19,759,391	20,244,677
Transfers In	1,249,522	1,398,888	1,520,706	1,520,706	1,628,729	1,654,805	1,681,684	1,709,066	1,733,732
Total Available Funds	17,404,947	21,081,465	19,136,068	21,444,210	20,240,144	20,483,769	20,968,634	21,468,457	21,978,410
Expenditures:									
General Government Personnel	2,412,544	2,852,041	3,084,683	3,084,683	3,089,107	3,212,672	3,341,178	3,474,826	3,613,819
General Government Operations	1,962,767	2,584,237	2,625,395	2,625,395	2,733,638	2,747,164	2,842,447	2,899,296	2,957,282
General Government	4,375,311	5,436,279	5,710,078	5,710,078	5,822,745	5,959,835	6,183,626	6,374,122	6,571,101
Community Development Personnel	489,094	639,833	765,664	765,664	1,059,730	1,102,119	1,146,204	1,192,052	1,239,734
Community Development Operations	666,998	317,391	543,150	543,150	531,050	541,671	552,504	563,555	574,826
Community Development	1,156,092	957,224	1,308,814	1,308,814	1,590,780	1,643,790	1,698,709	1,755,607	1,814,560

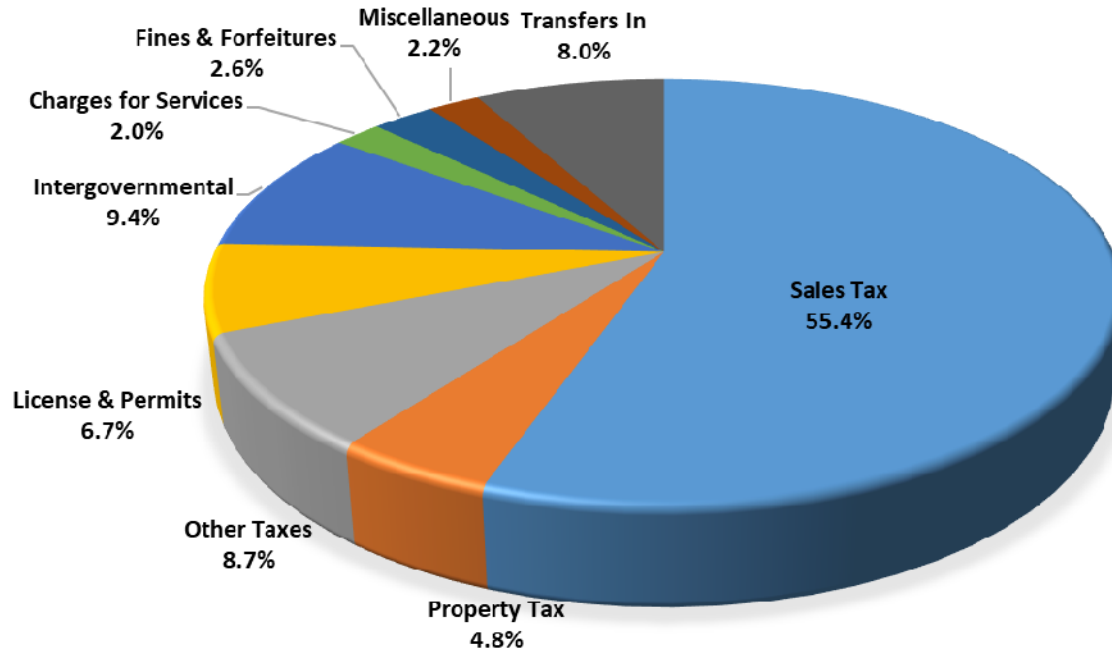
General Fund Long Range Financial Plan

City of Evans General Fund Long Range Financial Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Public Safety Personnel	4,595,642	5,072,025	5,597,029	5,597,029	6,178,368	6,425,503	6,682,523	6,949,824	7,227,817
Public Safety Operations	860,816	959,545	1,120,669	1,120,669	1,213,728	1,238,003	1,262,763	1,288,018	1,313,778
Public Safety	5,456,457	6,031,570	6,717,698	6,717,698	7,392,096	7,663,505	7,945,286	8,237,842	8,541,595
Public Works Personnel	792,532	959,735	1,308,083	1,308,083	1,351,341	1,405,395	1,461,610	1,520,075	1,580,878
Public Works Operations	331,807	647,773	937,098	937,098	1,074,370	1,095,857	1,117,775	1,140,130	1,162,933
Public Works	1,124,339	1,607,509	2,245,181	2,245,181	2,425,711	2,501,252	2,579,385	2,660,205	2,743,810
Culture, Parks and Recreation Personnel	792,749	1,002,287	1,441,055	1,441,055	1,678,746	1,745,896	1,815,732	1,888,361	1,963,896
Culture, Parks and Recreation Operations	207,040	403,043	461,957	461,957	511,957	522,196	532,640	543,293	554,159
Culture, Parks & Rec	999,790	1,405,330	1,903,012	1,903,012	2,190,703	2,268,092	2,348,372	2,431,654	2,518,055
IGA - Fire Services	533,572	543,710	200,000	200,000	200,000	200,000	200,000	-	-
Asset Management	104,535	398,443	644,500	644,500	-	-	-	-	-
Transfer for pavement management	600,000	600,000	1,320,000	1,320,000	600,000	600,000	600,000	600,000	600,000
Coronavirus Relief Activity	89,853	-	-	-	-	-	-	-	-
Total operating expenditures	14,439,948	16,980,064	20,049,284	20,049,284	20,222,036	20,836,476	21,555,377	22,059,429	22,789,121
Net Results of Operations	2,964,999	4,101,401	(913,216)	1,394,927	18,108	(352,707)	(586,743)	(590,972)	(810,711)
Capital Improvements	60,888	379,439	1,323,077	2,301,547	1,450,000	59,000	-	-	-
Transfers Out (To other City Funds)	71,344	96,628	-	-	-	-	-	-	-
Planned use of fund balance for police station project	-	77,516	1,922,484	1,922,484	-	-	-	-	-
Planned use of fund balance for playground replacements	-	925,772	90,440	90,440	-	-	-	-	-
Planned use of fund balance for Highway 85 landscaping	-	-	2,000,000	2,000,000	-	-	-	-	-
Net Results, including transfers and use of fund balance	2,832,767	2,622,046	(6,249,217)	(4,919,544)	(1,431,892)	(411,707)	(586,743)	(590,972)	(810,711)
Ending Fund Balance	15,932,827	18,554,873	12,305,656	13,635,329	12,203,437	11,791,730	11,204,987	10,614,015	9,803,304
CT	15,932,827	18,554,873							
Minimum Target Reserve (40%)	7,261,712	7,219,974	8,490,032	8,490,032	8,019,713	8,088,814	8,334,590	8,622,151	8,823,772
Available Funds	8,671,115	11,334,899	3,815,625	5,145,297	4,183,724	3,702,916	2,870,397	1,991,864	979,532

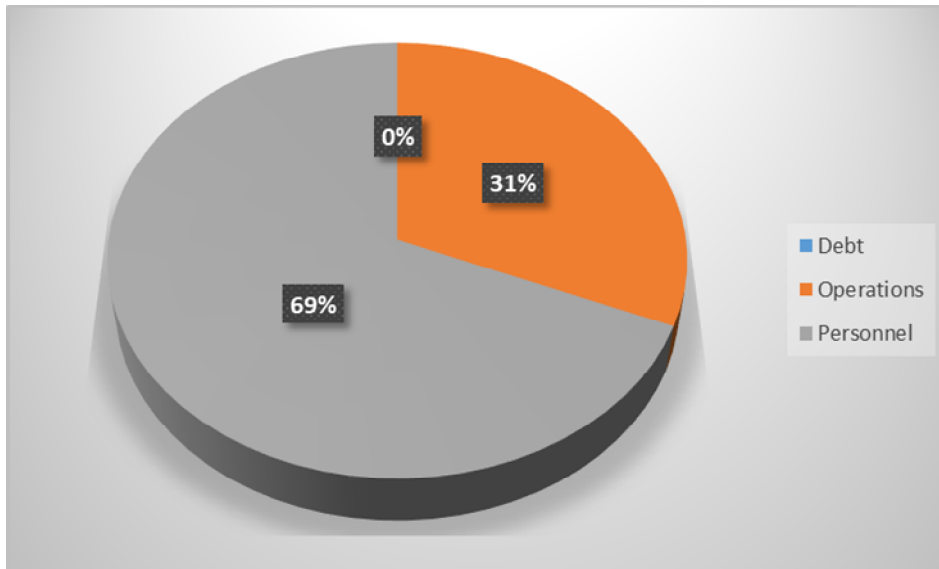
General Fund Revenue Summary – Fiscal Year 2024

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

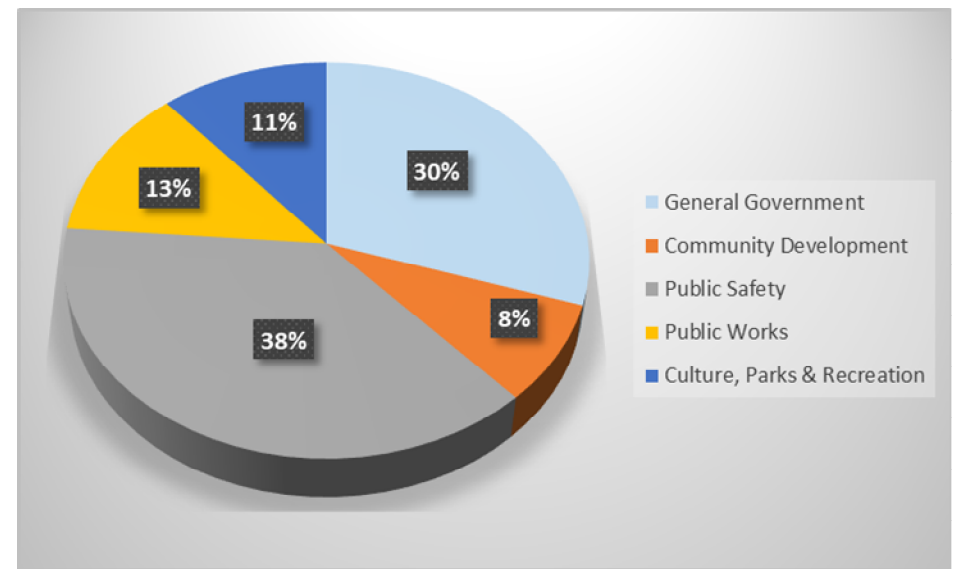


Source	Revenue	Percentage
Sales Tax	\$ 11,213,935	55.4%
Property Tax	979,526	4.8%
Other Taxes	1,760,386	8.7%
License & Permits	1,359,328	6.7%
Intergovernmental	1,908,760	9.4%
Charges for Services	409,000	2.0%
Fines & Forfeitures	534,480	2.6%
Miscellaneous	446,000	2.2%
Transfers In	1,628,729	8.0%
Total Revenue	\$ 20,240,144	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 resource management, water treatment costs, legal issues, and engineering 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 Evans’ 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:** Some programs are still underway but so far 22 residential indoor water audits and fixture audits have been completed, 25 water wise gardens were sold, the Turf Removal Pilot Program has concluded and will be integrated into standard programming for 2024.
- **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.
- **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.

Water Fund

Initiatives and focus areas for 2024:

- **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 up to 40 residential indoor water audits and fixture replacements, 30 residential irrigation audits, 25 water wise gardens, 16 residential lawn removal programs, and engaging water conservation events and programs. Collect and organize program participant data in GIS to gain insight on participation trends. Develop 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.

Operational Goals for 2024:

Goal #1 – The department will utilize grant funds provided by Northern Colorado Water Conservancy District in the most effective manner possible by implementing Water Wise landscape conversions.

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Water Wise landscape conversions completed on a dollar-cost basis.	\$20,000	\$20,000	\$20,000	\$10,000



Water Fund Long Range Financial Plan

City of Evans Water Fund Long Range Financial Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Operating Revenues									
Base Rate (base, np, penalty, misc)	2,997,681	3,365,239	3,118,841	3,118,841	3,373,949	3,450,160	3,527,595	3,606,277	3,685,782
Variable Rate	4,089,944	4,233,117	4,416,954	4,416,954	4,549,462	4,640,452	4,733,261	4,827,926	4,924,484
Interest Income	30,996	55,297	11,379	11,379	39,440	39,834	40,233	40,635	41,041
Total Operating Revenues	7,118,621	7,653,653	7,547,173	7,547,173	7,962,851	8,130,446	8,301,088	8,474,838	8,651,307
Operating Expenses									
Fixed costs	1,309,226	1,654,275	1,139,866	1,652,285	1,948,470	1,987,432	2,027,207	2,067,813	2,109,267
Variable costs (water treatment)	4,077,628	4,364,888	4,541,680	4,541,680	4,867,360	4,964,707	5,064,001	5,165,281	5,268,587
Total Operating Expenses	5,386,854	6,019,162	5,681,546	6,193,965	6,815,830	6,952,139	7,091,208	7,233,094	7,377,854
Net Revenues over (under) expenses	1,731,767	1,634,491	1,865,627	1,353,208	1,147,021	1,178,306	1,209,880	1,241,744	1,273,454
Transfer for Major Maint (w AMP)	1,694,059	1,723,316	1,978,975	1,466,556	157,000	50,000	50,000	50,000	50,000
Transfer for Water Conservation	-	-	127,490	127,490	104,000	104,000	104,000	104,000	104,000
Net Operations after Transfers	37,708	(88,825)	(240,838)	(240,838)	886,021	1,024,306	1,055,880	1,087,744	1,119,454
Running Cash Balance	1,226,689	1,137,864	897,026	897,026	1,783,048	2,807,354	3,863,234	4,950,978	6,070,432
Target Operating Reserve - 3 months	923,199	1,073,962	925,643	1,181,852	1,664,707	1,725,535	1,760,302	1,795,774	1,831,963
Available Funds	303,490	63,902	(28,616)	(284,826)	118,340	1,081,819	2,102,932	3,155,204	4,238,468
Water Rights Revenues									
Payment in Lieu & Water Rights Lease/ Sale	12,493	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Water Rights Expenses									
Water Right Acquisition	2,875,625	-	-	-	-	-	-	-	-
Annual Net	(2,863,132)	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Running Balance	(2,834,411)	(2,834,411)	(2,814,411)	(2,814,411)	(2,794,411)	(2,774,411)	(2,754,411)	(2,734,411)	(2,714,411)

Water Fund Long Range Financial Plan

City of Evans Water Fund Long Range Financial Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
<u>System Maintenance & Expansion Revenue</u>									
Tap Fee Revenue	406,014	222,578	1,429,201	1,429,201	1,301,649	1,301,649	1,301,649	1,301,649	1,301,649
Water Meter Sales	20,271	8,977	121,834	121,834	192,841	192,841	192,841	192,841	192,841
Grant Revenue	-	-	-	-	-	-	-	-	-
Transfer for Major Maint (w AMP)	1,694,059	1,723,316	1,978,975	1,466,556	157,000	50,000	50,000	50,000	50,000
Transfer for Water Conservation	-	-	127,490	127,490	104,000	104,000	104,000	104,000	104,000
Total System Expansion Revenue	2,120,344	1,954,871	3,657,500	3,145,081	1,832,050	1,751,008	1,752,537	1,754,097	1,755,687
<u>System Maintenance & Expansion Expenses</u>									
Capital Outlay	1,593,526	1,036,701	1,414,020	1,414,020	1,639,000	1,184,193	2,009,449	1,637,227	1,638,029
Major Maintenance & AMP	55,439	36,843	2,003,475	2,003,475	157,000	50,000	50,000	50,000	50,000
Water Conservation Projects	-	44,619	127,490	127,490	104,000	104,000	104,000	104,000	104,000
Misc Expenses	9,500	-	55,000	55,000	-	-	-	-	-
Total Expenses	1,658,465	1,118,163	3,599,985	3,599,985	1,900,000	1,338,193	2,163,449	1,791,227	1,792,029
Annual Net	461,879	836,708	57,515	(454,904)	(67,950)	412,816	(410,911)	(37,130)	(36,341)
Running Balance	5,245,967	6,082,675	6,140,190	5,627,771	5,559,821	5,972,637	5,561,726	5,524,595	5,488,254
Total Water Fund Revenue	7,557,399	7,885,208	9,118,208	9,118,208	9,553,901	9,747,454	9,919,626	10,094,935	10,272,995
Total Water Fund Expenses CT	9,920,944	7,137,325	9,281,531	9,793,950	8,715,830	8,290,332	9,254,657	9,024,321	9,169,883
Changes in Working Capital	(77,563)	230,911	-	-	-	-	-	-	-
Total Water Fund Cash Balance	4,833,361	5,812,154	5,648,831	5,136,412	5,974,483	7,431,605	8,096,574	9,167,188	10,270,300
Fund Balance Reserve Breakout									
Operating Reserve	923,199	1,073,962	925,643	1,181,852	1,664,707	1,725,535	1,760,302	1,795,774	1,831,963
Greeley System Expansion	1,843,307	2,263,800	3,207,073	3,678,709	4,108,253	4,537,797	4,967,341	5,396,886	5,826,430
NISP Participation	400,985	(95,565)	-	-	-	404,351	807,947	1,210,764	1,612,780
Available Fund Balance	1,665,871	2,569,957	1,516,116	275,851	201,523	763,922	560,983	763,765	999,128

Water Fund Long Range Financial Plan

City of Evans Water Fund Long Range Financial Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Water Fund									
<i>Expense Summary</i>									
	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
<u>Operating Revenues</u>									
Base Rate (base, np, penalty, misc)	\$2,997,681	\$3,365,239	\$3,118,841	\$3,118,841	\$3,373,949	\$3,450,160	\$3,527,595	\$3,606,277	\$3,685,782
	\$21.00	\$21.75	\$22.50	\$22.50	\$23.25	\$24.00	\$24.75	\$25.50	\$26.25
<u>Base Major Maintenance Calculator</u>									
Administrative GF OH	446,488	569,328	606,551	606,551	606,551	615,649	624,884	634,257	643,771
Water Fund Payroll, Supplies & Services	706,748	928,956	533,315	1,045,734	1,341,919	1,371,783	1,402,323	1,433,556	1,465,496
Debt - CWPA 2013 Radio Loan	155,991	155,991	-	-	-	-	-	-	-
Major Maintenance Projection	1,688,455	1,710,964	1,978,975	1,466,556	1,321,479	1,462,728	1,500,388	1,538,465	1,576,515
Total Base Rate	2,997,681	3,365,239	3,118,841	3,118,841	3,269,949	3,450,160	3,527,595	3,606,277	3,685,782
<u>Major Maintenance and AMP in Fixed Costs</u>									
Asset Management Plan	5,604	12,351	-	-	107,000	-	-	-	-
Major Maintenance Projects:	1,638,620	1,686,473	1,928,975	1,416,556	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Line Work	49,835	24,491	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total In Fixed Costs	1,694,059	1,723,316	1,978,975	1,466,556	157,000	50,000	50,000	50,000	50,000

Water Fund Long Range Financial Plan

City of Evans Water Fund Long Range Financial Plan

Capital Expenditures

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Future Projects
NISP Water Storage Project	438,000	570,000	750,939	750,939	900,000	25,193	25,949	26,727	27,529	23,137,500
System Expansion Fee Contingency	-	-	-	-	-	-	-	-	-	5,826,430
Tuscany Non-Potable Irrigation System	924,811	-	-	-	-	-	-	-	-	-
Evans Ditch Measurement Structure Upgrades	-	-	65,541	65,541	-	-	-	-	-	-
Tuscany Non-Potable Backflow	-	32,130	-	-	-	-	-	-	-	-
South Evans Utility Feasibility Study	74,651	29,207	-	-	-	-	-	-	-	-
Idaho Street infrastructure improvements	-	272,543	-	-	-	-	-	-	-	-
Water line replacements design	156,064	60,396	33,540	33,540	-	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	-
37th Street - Phase 1 Widening	-	72,424	297,000	297,000	-	-	-	-	-	-
37th Street - Phase 3 Widening	-	-	167,000	167,000	-	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	-	-	-	-	-
Lead and Copper Inventory	-	-	-	-	100,000	-	-	-	-	-
Utility potholing/ vacuum trailer	-	-	-	-	240,000	-	-	-	-	-
SCADA installation- Various locations	-	-	-	-	-	12,000	146,000	-	-	-
Water Rate Study	-	-	100,000	100,000	-	-	-	-	-	-
Water Treatment Agreement	-	-	-	-	-	-	-	-	-	-
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

Water Fund Long Range Financial Plan

City of Evans Water Fund Long Range Financial Plan

Capital Expenditures - Continued

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Future Projects
Central Street (37th St to 42nd St)	-	-	-	-	-	-	-	-	-	710,000
Glendale Drive (St Farm Rd to St Farm Rd)	-	-	-	-	-	-	-	-	-	490,000
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	1,593,526	1,036,701	1,414,020	1,414,020	1,639,000	1,184,193	2,009,449	1,637,227	1,638,029	44,914,930
Total Capital (includes water rights)	6,157,606	2,747,665	3,392,995	2,880,576	1,689,000	1,234,193	2,059,449	1,687,227	1,688,029	

Wastewater Fund

The **Wastewater Fund** provides all operational, building, and maintenance services related to:

- Wastewater Collection
- Wastewater Treatment

Wastewater Collection – Wastewater Collection 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 department performed maintenance on sewer lines as follows: 1) 21.4 miles of sewer line was cleaned; 2) sewer line televising was completed on 8.2 miles of sewer line.
- Approximately 534 million gallons of treated water was discharged during the past year with zero discharge violations.

Initiatives and focus areas for 2024:

- 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 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 2024:

Goal #1 – The department will perform sewer line jetting and televising (a recording using camera technology), 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	2022 Actual	2023 Target	2023 Estimate	2024 Target
Linear feet of sewer line jetting completed.	113,392	100,000	110,000	100,000
Linear feet of sewer line televising completed.	43,416	45,000	43,000	45,000



Wastewater Fund Long Range Financial Plan

City of Evans Wastewater Fund Long Range Financial Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Operating Revenues									
Sewer Sales	2,181,706	2,576,100	762,988	762,988	2,621,800	2,314,648	2,212,924	4,369,772	2,428,336
Other	75,892	41,129	41,234	41,234	55,162	30,635	41,023	55,260	73,398
Total Operating Revenues	2,257,598	2,617,229	804,222	804,222	2,676,962	2,345,282	2,253,947	4,425,032	2,501,734
CT	2,257,598	2,617,229	804,222	804,222	2,676,962	2,345,282	2,253,947	4,425,032	2,501,734
Operating Expenses									
Personnel	680,186	821,703	897,030	897,030	967,181	1,178,405	1,216,350	1,255,517	1,295,944
Operations	523,909	440,959	641,792	641,792	594,586	961,151	989,986	1,019,685	1,050,276
Transfer for Overhead to General Fund	503,825	469,216	545,905	545,905	599,356	617,337	635,857	654,932	674,580
Total Operating Expenses	1,707,920	1,731,878	2,084,727	2,084,727	2,161,123	2,756,893	2,842,192	2,930,134	3,020,800
Net Revenues over (under) expenses	549,678	885,352	(1,280,506)	(1,280,506)	515,839	(411,611)	(588,246)	1,494,897	(519,066)
Running Cash Balance	4,180,492	5,065,843	3,785,338	3,785,338	4,301,176	3,889,566	3,301,320	4,796,218	4,277,151
Target Operating Reserve - 3 months	426,980	432,969	521,182	521,182	540,281	689,223	710,548	732,534	755,200
Available Funds	3,753,512	4,632,874	3,264,156	3,264,156	3,760,896	3,200,342	2,590,772	4,063,684	3,521,951
Major Maintenance Revenues									
Revenue	1,893,800	2,273,500	3,030,238	3,030,238	2,482,679	3,416,338	3,418,295	1,177,856	3,027,878
Loan Proceeds	-	42,449	-	-	-	-	-	-	-
Grant	-	-	-	-	-	-	-	-	-
Interest	-	41,129	19,501	19,501	37,500	38,250	39,015	39,795	40,591
Total System Maintenance Revenues	1,893,800	2,357,078	3,049,739	3,049,739	2,520,179	3,454,588	3,457,310	1,217,651	3,068,469
Major Maintenance Expenses									
Asset Management	-	98,124	18,500	18,500	60,000	-	-	-	-
Capital Outlay - Major Maintenance	91,262	372,680	3,522,562	929,499	2,550,000	600,000	650,000	650,000	650,000
Debt	1,802,504	1,802,599	1,812,543	1,812,543	1,813,015	2,238,482	2,240,439	2,236,825	2,237,444
Total System Maintenance Expenses	1,893,767	2,273,404	5,353,605	2,760,542	4,423,015	2,838,482	2,890,439	2,886,825	2,887,444
Annual Net	33	83,674	(2,303,867)	289,196	(1,902,836)	616,106	566,871	(1,669,173)	181,025
Running Cash Balance	2,707,804	2,791,478	487,612	3,080,675	1,177,839	1,793,945	2,360,816	691,642	872,667

Wastewater Fund Long Range Financial Plan

City of Evans Wastewater Fund Long Range Financial Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
<u>System Expansion Revenues</u>									
Grant Revenue	-	-	-	-	-	-	-	-	-
Rate Revenue	1,100,835	604,304	2,482,679	2,482,679	1,677,856	1,624,094	2,124,094	2,624,094	3,124,094
System Development Fees	272,849	131,177	2,400,289	2,400,289	2,247,780	2,247,780	2,247,780	2,247,780	2,247,780
Interest	-	41,129	12,372	12,372	73,549	40,846	54,697	73,679	97,864
Loan Proceeds	-	-	-	-	-	-	-	-	-
Total System Expansion Revenues	1,373,683	776,610	4,895,340	4,895,340	3,999,185	3,912,720	4,426,571	4,945,553	5,469,738
<u>System Expansion Expenses</u>									
Capital Outlay	1,294,083	1,675,547	6,149,158	6,149,158	1,650,000	650,000	650,000	650,000	650,000
Debt	600,835	600,866	604,181	604,181	604,338	1,877,653	1,878,306	1,877,101	1,877,307
Total System Expansion Expenses	1,894,918	2,276,414	6,753,339	6,753,339	2,254,338	2,527,653	2,528,306	2,527,101	2,527,307
Annual Net	(521,235)	(1,499,804)	(1,857,999)	(1,857,999)	1,744,847	1,385,067	1,898,265	2,418,453	2,942,431
Running Cash Balance	5,697,562	4,197,758	2,339,760	2,339,760	4,084,606	5,469,673	7,367,938	9,786,391	12,728,821
Total Wastewater Fund Revenue	5,525,081	5,750,917	8,749,300	8,749,300	9,196,326	9,712,591	10,137,827	10,588,236	11,039,941
Total Wastewater Fund Expenses	5,496,605	6,281,695	14,191,672	11,598,609	8,838,477	8,123,029	8,260,937	8,344,060	8,435,552
Changes in Working Capital	647,253	(104,018)	-	-	-	-	-	-	-
Ending Cash	12,585,858	11,951,063	6,508,691	9,101,754	9,459,604	11,049,166	12,926,056	15,170,233	17,774,623
CT	12,585,858	11,951,063							
Committed Fund Balance (Plant replacement)	1,200,000	1,850,000	2,500,000	2,500,000	3,150,000	3,800,000	4,450,000	5,100,000	5,750,000

Wastewater Fund Long Range Financial Plan

City of Evans Wastewater Fund Long Range Financial Plan

2021-2028 Capital Improvement Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Future Projects
Annual Sewer Line Maintenance	40,979	58,288	244,174	244,174	100,000	100,000	100,000	100,000	100,000	1,650,000
Wastewater Utility Plan	-	163,542	24,600	24,600	-	-	-	-	-	-
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	-	-	-	-	3,714,000
State Street improvements from 31st to 37th	-	-	140,000	140,000	-	-	-	-	-	-
Wastewater System Oversizing for future needs	-	-	93,740	93,740	-	-	-	-	-	-
Solids handling and dewatering	50,283	314,392	685,325	685,325	450,000	500,000	550,000	550,000	550,000	-
South Evans utility feasibility - Study	16,128	-	-	-	-	-	-	-	-	-
Decommissioning of prior WW Plant site	67,019	1,386,343	220,818	220,818	-	-	-	-	-	-
Highway 85 Waterline Replacement - 31st to 37th	-	-	526,000	526,000	-	-	-	-	-	-
Ashcroft Draw Sewer Replacement	-	125,662	2,593,063	-	-	-	-	-	-	-
Lift Station and Emergency Overflow	1,210,937	-	-	-	-	-	-	-	-	-
Wastewater Treatment plant expansion	-	-	4,494,000	4,494,000	1,000,000	-	-	-	-	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	1,385,346	2,048,227	9,671,720	7,078,657	4,200,000	1,250,000	1,300,000	1,300,000	1,300,000	114,707,359

Storm Drainage Fund

The **Storm Drainage** division provides all operational building and maintenance services related to the City’s storm drainage system. This includes curb and gutter, storm inlets, and storm sewers throughout the community. It 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:

- The Stormwater Department conducted street sweeping covering approximately 150 miles of Evans’ streets. This important task helps prevent pollution from flowing into the storm drains, keeps air pollution down and helps minimize tire damage for persons commuting on Evans streets.
- Completed the 2022 and 2023 Storm Jetting Project.

Initiatives and focus areas for 2024:

- Work with GIS to ensure that all mapped portions of stormwater infrastructure are correct and complete.
- Continue with the implementation of the projects identified in the stormwater master plan from.
- Continue to clean and thin out storm ponds that are overgrown.



Operational Goals for 2024:

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

Measure	2022 Actual	2023 Target	2023 Estimate	2024 Target
Linear feet of storm line jetting completed – with limitations based on affordability of bids received.	66,000	45,000	60,000	Depends on results of 2023 storm jetting project.

Storm Drainage Fund Long Range Financial Plan

City of Evans Storm Drainage Fund Long Range Financial Plan

	2021	2022	2023	2023	2024	2025	2026	2027	2028
	Actual	Actual	Budget V2	Projected	Budget	Projected	Projected	Projected	Projected
Beginning Cash	1,987,284	1,878,153	1,209,461	1,209,461	477,385	163,993	(22,770)	260,941	848,437
<u>Operating Revenues</u>									
Storm Drainage Fees	809,800	908,573	1,002,067	941,950	1,130,340	1,356,408	1,627,690	1,953,228	2,343,873
Other	11,695	14,067	16,731	16,731	50,000	11,880	3,280	(455)	5,219
Total Operating Revenues	821,496	922,640	1,018,798	958,681	1,180,340	1,368,288	1,630,969	1,952,772	2,349,092
CT	821,496	922,640	1,018,798	958,681	1,180,340	1,368,288	1,630,969	1,952,772	2,349,092
<u>Operating Expenses</u>									
Storm Personnel	116,386	141,202	250,418	250,418	266,081	275,394	285,033	295,009	305,334
Storm Operations	117,757	46,255	320,715	320,715	325,200	325,200	325,200	325,200	325,200
Total Operating Expenses	234,143	187,458	571,133	571,133	591,281	600,594	610,233	620,209	630,534
Transfer Out - Overhead to GF	(250,247)	(313,234)	(346,004)	(346,004)	(366,673)	(372,173)	(377,755)	(383,422)	(389,173)
Operating Income (Loss) after transfers	337,105	421,948	101,660	41,544	222,386	395,521	642,981	949,142	1,329,385
<u>Other Income (Expense)</u>									
Plant Inv Fees/Cash in Lieu of Fees	57,894	36,608	207,191	207,191	128,305	128,305	128,305	128,305	128,305
Capital Outlay	(341,512)	(683,740)	(4,402,000)	(4,190,000)	(4,175,000)	(220,000)	-	-	-
Loan Proceeds	-	-	3,700,000	3,700,000	4,000,000	-	-	-	-
Debt- 2020	(115,031)	(489,171)	(490,811)	(490,811)	(489,084)	(490,590)	(487,575)	(489,951)	(489,636)
Changes in Working Capital	(47,588)	45,663	-	-	-	-	-	-	-
Increase (Decrease) in Cash	(109,131)	(668,692)	(883,959)	(732,076)	(313,392)	(186,763)	283,712	587,496	968,054
Ending Cash	1,878,153	1,209,461	325,502	477,385	163,993	(22,770)	260,941	848,437	1,816,491
CT	1,878,153	1,209,461							
Target Reserve - 3 months	58,536	46,864	142,783	142,783	147,820	150,148	152,558	155,052	157,634

Storm Drainage Fund Long Range Financial Plan

City of Evans Storm Drainage Fund Long Range Financial Plan

2021-2028 Capital Improvement Plan	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Future Projects
Vehicle & Equip	3,116	-	-	-	-	-	-	-	-	-
The Landings Neighborhood Inlets	17	-	-	-	-	-	-	-	-	174,019
37th St Storm Line Railroad to Boulder	-	-	-	-	-	-	-	-	-	300,000
Heritage/ 35th St Storm Alignment Hwy 85 to River	95,426	310,861	-	-	4,000,000	-	-	-	-	10,150,000
31st Street Drainage Outfall	201,162	88,569	3,700,000	3,700,000	-	-	-	-	-	-
37th Street - Phase 1 Widening	-	-	212,000	100,000	-	-	-	-	-	-
37th Street - Phase 2 Widening	-	-	140,000	140,000	175,000	-	-	-	-	-
37th Street - Phase 3 Widening	-	-	-	-	-	220,000	-	-	-	-
37th Street - Phase 4 Widening	-	-	-	-	-	-	-	-	-	226,000
37th St Hwy 85 Waterline Replacement	-	-	50,000	50,000	-	-	-	-	-	56,000
Ridge at Prairie View Drainage Outfall	-	-	-	-	-	-	-	-	-	226,000
Industrial Park Stormwater Master Plan	41,791	35,618	-	-	-	-	-	-	-	-
Idaho Street	-	248,693	-	-	-	-	-	-	-	-
Street Sweeper	-	-	300,000	200,000	-	-	-	-	-	-
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	341,512	683,740	4,402,000	4,190,000	4,175,000	220,000	-	-	-	70,155,419

* Capital is budgeted at 90% of projected ending fund balance after operations. 2,101,226 2,144,135 1,366,481 1,312,377 745,269 619,037 673,664 1,204,549 2,075,514

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

	2021 Actual	2022 Actual	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 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

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	70,082	76,504	79,289	83,573	87,944	92,403	96,951	101,590
Revenues								
Charges for Services	5,998	1,948	2,700	2,700	2,700	2,700	2,700	2,700
Interest Earnings	424	836	1,584	1,671	1,759	1,848	1,939	2,032
Grant Revenue	-	-	-	-	-	-	-	-
Total Revenues	6,422	2,784	4,284	4,371	4,459	4,548	4,639	4,732
CT	6,422	2,784	4,284	4,371	4,459	4,548	4,639	4,732
Total Available Funds	6,422	2,784	4,284	4,371	4,459	4,548	4,639	4,732
Expenditures								
Capital	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	6,422	2,784	4,284	4,371	4,459	4,548	4,639	4,732
Ending Fund Balance	76,504	79,289	83,573	87,944	92,403	96,951	101,590	106,322
CT	76,504	79,289						

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

2021-2028 Capital Improvement Plan	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Cemetery Perp Care Fund Total	-	-	-	-	-	-	-	-

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

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	51,369	938	0	0	0	0	0	0
Revenues								
Assessments	61,631	38,252	300,000	300,000	300,000	300,000	300,000	300,000
Interest Earnings	113	77	19	0	0	0	0	0
Total Revenues	61,744	38,328	300,019	300,000	300,000	300,000	300,000	300,000
CT	61,744	38,328	300,019	300,000	300,000	300,000	300,000	300,000
Total Available Funds	61,744	38,328	300,019	300,000	300,000	300,000	300,000	300,000
Expenditures								
Transfer to Evans Fire Protection District	112,176	39,266	300,019	300,000	300,000	300,000	300,000	300,000
Total Expenditures	112,176	39,266	300,019	300,000	300,000	300,000	300,000	300,000
Excess Revenue Over (Under) Expenditures	(50,432)	(938)	-	-	-	-	-	-
Ending Fund Balance	938	0	0	0	0	0	0	0
CT	938	0	0	0	0	0	0	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

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Unrestricted Fund Balance	2,783,488	2,275,766	1,545,947	1,545,947	974,497	1,185,070	346,854	444,874	1,644,854
Revenues									
Assessments	300,261	220,916	1,320,011	1,320,011	1,191,083	1,191,083	1,191,083	1,191,083	1,191,083
Interest Earnings	16,165	23,955	28,153	28,153	19,490	23,701	6,937	8,897	32,897
Grant Revenue	-	-	-	-	-	-	-	-	-
Total Revenues	316,427	244,871	1,348,164	1,348,164	1,210,573	1,214,784	1,198,020	1,199,980	1,223,980
CT	-	-	-	-	-	-	-	-	-
Total Available Funds	316,427	244,871	1,348,164	1,348,164	1,210,573	1,214,784	1,198,020	1,199,980	1,223,980
Expenditures									
Supplies & Services	-	-	24,500	24,500	-	-	-	-	-
Capital	824,149	974,689	1,895,115	1,895,115	1,000,000	2,053,000	1,100,000	-	-
Total Expenditures	824,149	974,689	1,919,615	1,919,615	1,000,000	2,053,000	1,100,000	-	-
Excess Revenue Over (Under) Expenditures	(507,722)	(729,818)	(571,451)	(571,451)	210,573	(838,216)	98,020	1,199,980	1,223,980
Unreserved Ending Fund Balance	2,275,766	1,545,947	974,497	974,497	1,185,070	346,854	444,874	1,644,854	2,868,835
CT	2,275,766	1,545,947	-	-	-	-	-	-	-
Reserved Cash	40,796	40,796	40,796	40,796	40,796	40,796	40,796	40,796	40,796

2021-2028 Capital Improvement Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Two Rivers Intersection improvement with traffic signal	25,196	514,703	105,101	105,101	-	-	-	-	-
47th Avenue Widening	798,953	-	-	-	-	-	-	-	-
37th St. Widening Phase 1- Sienna to 47th	-	-	1,750,000	1,750,000	-	-	-	-	-
37th St. Widening Phase 2- 35th to Sienna	-	459,986	40,014	40,014	1,000,000	-	1,100,000	-	-
37th St. Widening Phase 3- 65th to Arrowhead	-	-	-	-	-	2,053,000	-	-	-
Street Impact Fund Total	824,149	974,689	1,895,115	1,895,115	1,000,000	2,053,000	1,100,000	-	-

*Capital is budgeted at 90% of prior year ending unrestricted fund balance, excluding grant funded projects

	2,505,139	1,479,231	259,070	1,391,353	1,029,700	1,066,563	312,169	400,387	1,480,369
--	-----------	-----------	---------	-----------	-----------	-----------	---------	---------	-----------

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

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	3,621,994	3,822,227	3,859,366	3,859,366	3,802,391	2,414,100	2,958,431	4,084,649	5,252,391
Revenues									
Assessments	223,199	50,380	1,360,700	1,360,700	1,228,049	1,228,049	1,228,049	1,228,049	1,228,049
Interest Earnings	22,983	43,762	88,321	88,321	76,048	48,282	59,169	81,693	105,048
Dedications	-	-	-	-	-	-	-	-	-
Total Revenues	246,182	94,142	1,449,021	1,449,021	1,304,097	1,276,331	1,287,218	1,309,742	1,333,097
CT	-	-	-	-	-	-	-	-	-
Total Available Funds	246,182	94,142	1,449,021	1,449,021	1,304,097	1,276,331	1,287,218	1,309,742	1,333,097
Expenditures									
Capital	45,949	57,003	1,394,996	1,505,996	2,692,388	732,000	161,000	142,000	142,000
Total Expenditures	45,949	57,003	1,394,996	1,505,996	2,692,388	732,000	161,000	142,000	142,000
Excess Revenue Over (Under) Expenditures	200,233	37,139	54,025	(56,975)	(1,388,291)	544,331	1,126,218	1,167,742	1,191,097
Unreserved Ending Fund Balance	3,822,227	3,859,366	3,913,391	3,802,391	2,414,100	2,958,431	4,084,649	5,252,391	6,443,488
CT	3,822,228	3,859,366							
Reserved Cash	126,789	126,789	126,789	126,789	126,789	126,789	126,789	126,789	126,789

2021-2028 Capital Improvement Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Future Projects
Arrowhead Open Space Park- design & construction	-	28,502	51,498	51,498	873,288	-	-	-	-	-
DaVinci Park- design & construction	26,949	-	348,000	348,000	302,000	-	-	-	-	-
Hunters Reserve North Park- design & construction	-	-	121,000	121,000	732,000	-	-	-	-	-
North Point Park- design & construction	-	-	-	-	133,000	732,000	-	-	-	-
Grapevine Hollow Outlot Landscaping	19,000	-	-	-	-	-	-	-	-	-
Tuscany Trails Park- design & construction	-	28,502	678,498	678,498	-	-	-	-	-	-
Ashcroft Draw Trail- design	-	-	75,000	75,000	-	-	-	-	-	-
Evans Ditch Trail- design & construction	-	-	-	111,000	452,100	-	-	-	-	-
Phase 1 Ashcroft Trail- (49th to Arrowhead) ROW & construction	-	-	121,000	121,000	-	-	-	-	-	-
Phase 2 Ashcroft Trail- (Arrowhead to 65th) ROW & construction	-	-	-	-	200,000	-	-	-	-	-
West Evans Gateway Park design & construction	-	-	-	-	-	-	161,000	142,000	142,000	-
Park Impact Fund Total	45,949	57,003	1,394,996	1,505,996	2,692,388	732,000	161,000	142,000	142,000	-

*Capital is budgeted at 90% of prior year ending fund balance

	3,259,795	3,440,004	3,473,430	3,473,430	3,422,152	2,172,690	2,662,588	3,676,184	4,727,152
--	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

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

	2021 Actual	2022 Actual	2023 Budget V2	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	206,289	216,285	252,291	386,268	595,305	808,523	1,026,006	1,247,838
Revenues								
Assessments	18,133	33,438	215,016	201,312	201,312	201,312	201,312	201,312
Interest Earnings	1,238	2,568	5,461	7,725	11,906	16,170	20,520	24,957
Total Revenues	19,370	36,006	220,477	209,037	213,218	217,482	221,832	226,269
CT	-	-	-	-	-	-	-	-
Total Available Funds	19,370	36,006	220,477	209,037	213,218	217,482	221,832	226,269
Expenditures								
Supplies & Services	9,375	-	-	-	-	-	-	-
Capital	-	-	86,500	-	-	-	-	-
Total Expenditures	9,375	-	86,500	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	9,995	36,006	133,977	209,037	213,218	217,482	221,832	226,269
Ending Fund Balance	216,285	252,291	386,268	595,305	808,523	1,026,006	1,247,838	1,474,107
CT	216,285	252,291						

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

	2021 Actual	2022 Actual	2023 Budget	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	-	5	0	0	0	0	0	0
Revenues								
Assessments	78,648	23,692	330,944	348,270	348,270	348,270	348,270	348,270
Interest Earnings	62	34	5	0	0	0	0	0
Total Revenues	78,710	23,726	330,949	348,270	348,270	348,270	348,270	348,270
CT	78,710	23,726	330,949	348,270	348,270	348,270	348,270	348,270
Total Available Funds	78,710	23,726	330,949	348,270	348,270	348,270	348,270	348,270
Expenditures								
Transfer to Greeley-Evans School District	78,705	23,731	330,949	348,270	348,270	348,270	348,270	348,270
Total Expenditures	78,705	23,731	330,949	348,270	348,270	348,270	348,270	348,270
Excess Revenue Over (Under) Expenditures	5	(5)	-	-	-	-	-	-
Ending Fund Balance	5	0	0	0	0	0	0	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

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	632,776	725,694	801,960	801,960	753,770	342,755	206,520	266,561	526,802
Revenues									
Intergovernmental	256,737	283,981	257,423	257,423	301,910	303,910	305,910	307,910	309,910
Interest Earnings/Misc Revenue	3,873	6,958	14,299	14,299	15,075	6,855	4,130	5,331	10,536
Total Revenues	260,610	290,939	271,722	271,722	316,985	310,765	310,040	313,241	320,446
CT	260,610	290,939	271,722	271,722	316,985	310,765	310,040	313,241	320,446
Total Available Funds	260,610	290,939	271,722	271,722	316,985	310,765	310,040	313,241	320,446
Expenditures									
Supplies & Services	110,338	14,940	48,000	48,000	-	-	-	-	-
Capital	57,355	199,733	271,912	271,912	728,000	447,000	250,000	53,000	53,000
Total Expenditures	167,692	214,673	319,912	319,912	728,000	447,000	250,000	53,000	53,000
Excess Revenue Over (Under) Expenditures	92,918	76,266	(48,190)	(48,190)	(411,015)	(136,235)	60,040	260,241	267,446
Ending Fund Balance	725,694	801,960	753,770	753,770	342,755	206,520	266,561	526,802	794,248
CT	725,694	801,960	753,770	753,770	342,755	206,520	266,561	526,802	794,248

Conservation Trust Fund

2021-2028 Capital Improvement Plan

	2021 Actual	2022 Actual	2023 Budget V2	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Future Projects
Village Park Tennis Court & Prairie View Basketball Court Resurface	-	69,645	48,355	-	-	-	-	-	-
Driftwood Park playground replacement	57,355	-	-	-	-	-	-	-	-
Evans Ditch Trail Design	-	7,443	67,557	-	-	-	-	-	-
Denver Street Playground replacement	-	122,645	-	-	-	-	-	-	-
Phase 1 Evans Ditch Trail- ROW & construction	-	-	121,000	-	-	-	-	-	-
Phase 2 Evans Ditch Trail- ROW & construction	-	-	-	200,000	-	-	-	-	-
City Park Pavilion	-	-	-	-	400,000	-	-	-	-
City Park Restrooms	-	-	-	-	-	-	-	-	-
Riverside Lake Pavilion	-	-	-	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	-	-	-	-	279,000
Renaissance Park	-	-	-	-	-	-	-	-	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 Playground Surface Repairs	-	-	30,000	33,000	37,000	40,000	43,000	43,000	-
Annual picnic table replacement	-	-	5,000	10,000	10,000	10,000	10,000	10,000	-
Conservation Trust Fund Total	57,355	199,733	271,912	728,000	447,000	250,000	53,000	53,000	5,216,000

* Capital is budgeted at 90% of projected ending fund balance after operations

704,744	901,523	923,114	963,680	588,168	464,905	521,822	762,523
---------	---------	---------	---------	---------	---------	---------	---------

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

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	449,857	459,454	458,521	458,521	433,113	380,592	368,449	361,966	361,887
Revenues									
License & Permits	1,200	1,200	800	1,200	800	800	800	800	800
Charges for Services	1,069,233	1,136,771	1,054,360	1,054,360	1,113,531	1,175,892	1,241,611	1,310,864	1,369,853
Misc	17,898	16,978	-	-	-	-	-	-	-
Interest Earnings	2,515	4,743	8,168	8,168	8,662	7,612	7,369	7,239	7,238
Total Revenues	1,090,846	1,159,692	1,063,327	1,063,727	1,122,993	1,184,304	1,249,780	1,318,903	1,377,890
CT	1,090,846	1,159,692	1,063,327	1,063,727	1,122,993	1,184,304	1,249,780	1,318,903	8,038
Expenditures									
Supplies & Services	1,032,286	1,114,422	1,035,948	1,035,948	1,119,364	1,137,232	1,193,774	1,253,037	1,302,758
Total Expenditures	1,032,286	1,114,422	1,035,948	1,035,948	1,119,364	1,137,232	1,193,774	1,253,037	1,302,758
Transfers Out	48,962	46,203	53,166	53,186	56,150	59,215	62,489	65,945	68,895
Excess Revenue Over (Under) Expenditures	9,597	(933)	(25,787)	(25,407)	(52,521)	(12,143)	(6,483)	(79)	6,237
Ending Fund Balance	459,454	458,521	432,733	433,113	380,592	368,449	361,966	361,887	368,124
CT	459,454	458,521							
Target Reserve - 3 months	258,072	278,606	258,987	258,987	279,841	284,308	298,444	313,259	325,690

Capital Budget

Capital Budget Overview



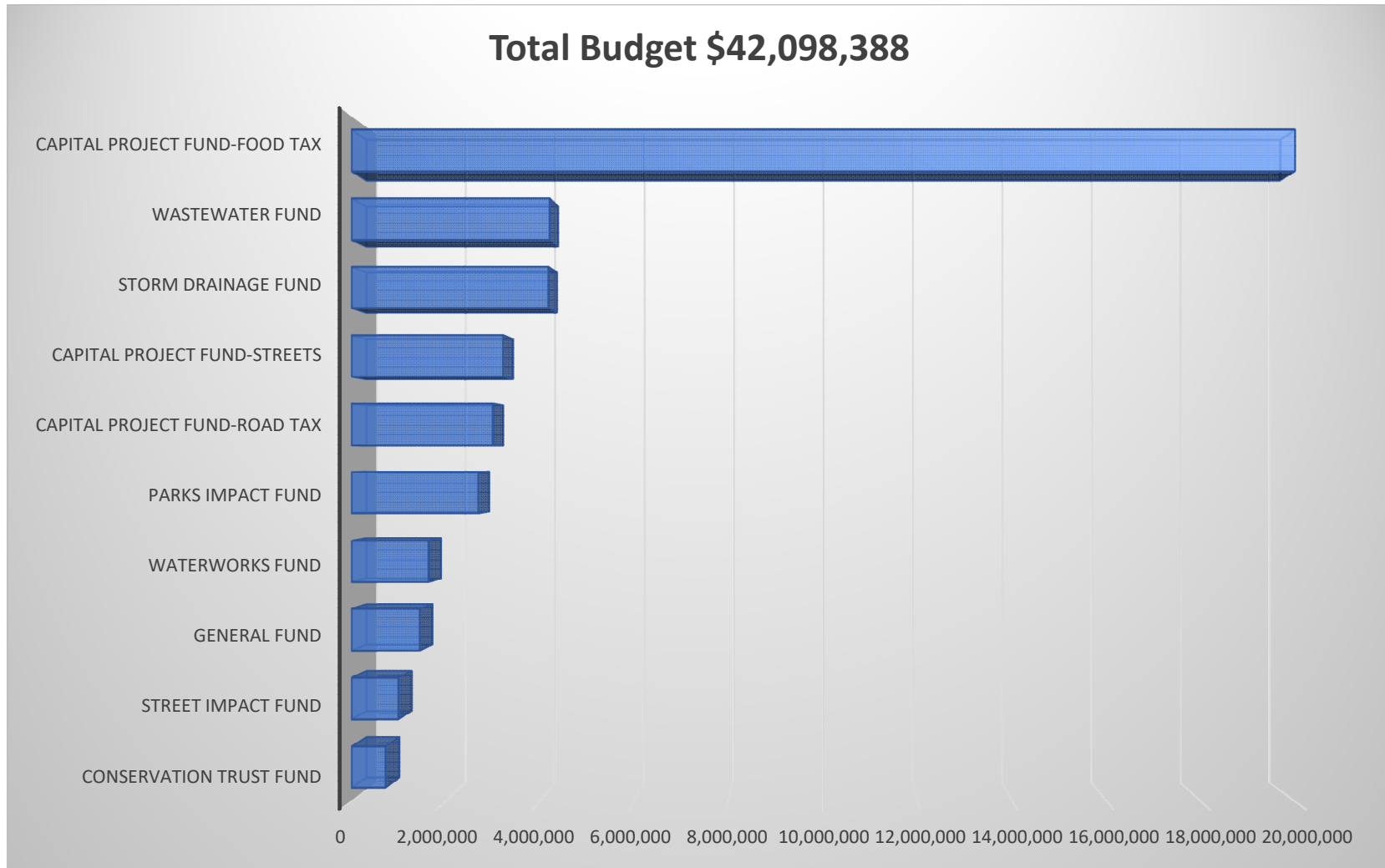
Capital expenditures are defined as expenditures in connection with buildings, land, major equipment and other items which have a value of over \$5,000 and have a life greater than one year.

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 \$42,098,388 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 ongoing 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.

	2021	2022	2023	2024	2025	2026	2027	2028
	Actual	Actual	Projected	Budget	Projected	Projected	Projected	Projected
General Fund	60,888	379,439	2,301,547	1,450,000	59,000	-	-	-
Parks Impact	45,949	57,003	1,505,996	2,692,388	732,000	161,000	142,000	142,000
Conservation Trust	57,355	199,733	271,912	728,000	447,000	250,000	53,000	53,000
Street Impact	824,149	974,689	1,895,115	1,000,000	2,053,000	1,100,000	-	-
Capital Projects - Streets	2,047,755	2,610,690	4,509,580	3,215,000	2,715,000	2,125,000	1,436,000	1,436,000
Capital Projects - Parks	-	-	170,000	-	-	-	-	-
Capital Projects - Food Tax	979,875	2,138,641	1,400,837	20,000,000	-	-	-	-
Capital Projects - Road Tax	1,417,180	2,150,945	1,904,826	2,999,000	4,500,000	4,930,000	2,071,800	2,500,000
Water Works	1,593,526	1,036,701	1,414,020	1,639,000	1,184,193	2,009,449	1,637,227	1,638,029
Wastewater	1,385,346	2,048,227	7,078,657	4,200,000	1,250,000	1,300,000	1,300,000	1,300,000
Storm Drainage	341,512	683,740	4,190,000	4,175,000	220,000	-	-	-
Total	8,753,535	12,279,808	26,642,490	42,098,388	13,160,193	11,875,449	6,640,027	7,069,029

2024 Capital Budget by Fund and by Funding Source

The 2024 Capital Budget of \$42,098,388 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	Utility Fee Revenue	Transfer From GF (Sales Tax Funded)	Total 2024 Budget
General Fund								
Fleet AMP - Heavy Equip	615,515							615,515
Equip/FA- Parks	209,211							209,211
Facility Maint. Requests	400,274							400,274
Traffic Signal Radar Sensors	225,000							225,000
Total General Fund	1,450,000							1,450,000
Street Impact Fund								
37th St Wide PH2		1,000,000						1,000,000
Total Street Impact Fund		1,000,000						1,000,000
Parks Impact Fund								
Ashcroft Draw Trail		200,000						200,000
Evans Ditch Trail		452,100						452,100
Hunters Reserve North Park		732,000						732,000
Arrowhead Open Space Park		873,288						873,288
North Point Park		133,000						133,000
DaVinci Park		302,000						302,000
Total Parks Impact Fund		2,692,388						2,692,388
Conservation Trust Fund								
Picnic Table Replacements			10,000					10,000
Playground Surface Repairs			33,000					33,000
Riverside Lake Pavilion			135,000					135,000
Evans Ditch Trail			200,000					200,000
Ridge Park			350,000					350,000
Total Conservation Trust Fund			728,000					728,000
Capital Project Fund- Streets								
34-84-8035-8603. Annual Street Resurfacing				600,000				600,000
34-84-8099-8603. Traffic Signal - 23rd/34th				575,000				575,000
34-84-8239-8603. 37th St Wide PH2				2,040,000				2,040,000
Total Capital Project Fund- Streets				3,215,000				3,215,000

2024 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	Utility Fee Revenue	Transfer From GF (Sales Tax Funded)	Total 2024 Budget
Capital Project Fund- Food Tax								
Police Station Construction					20,000,000			20,000,000
Total Capital Project Fund- Food Tax					20,000,000			20,000,000
Capital Project Fund -Road Tax								
37th St Wide PH2							2,000,000	2,000,000
Street Maintenance							500,000	500,000
State Farm Waterline							499,000	499,000
Total Capital Project Fund -Road Tax							2,999,000	2,999,000
Waterworks Fund								
Lead & Copper Inventory						100,000		100,000
Utility Potholing/Vacuum Trail						240,000		240,000
NISP Storage Project						900,000		900,000
State Farm Waterline						399,000		399,000
Total Waterworks Fund						1,639,000		1,639,000
Wastewater Fund								
Wastewater Lagoon Remediation						1,000,000		1,000,000
State St. Sewer Line Replacement						2,000,000		2,000,000
Annual Sewer Line Maint						100,000		100,000
Plant Structure Maint/Replace						325,000		325,000
Plant Equip Maint/Replace						325,000		325,000
Annual Solids & Dewatering						450,000		450,000
Total Waste Water Fund						4,200,000		4,200,000
Storm Drainage Fund								
Heritage/35th St. Alignment					4,000,000			4,000,000
37th St Wide PH 2						175,000		175,000
Total Storm Drainage Fund					4,000,000	175,000		4,175,000
Grand Total	1,450,000	3,692,388	728,000	3,215,000	24,000,000	6,014,000	2,999,000	42,098,388

Significant Capital Improvements

Included in the 2024 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 2024 Capital Budget, these projects include:

37th Street Widening

<u>Project:</u>	37th Street - Phase II widening Sienna to Stampede Drive		
<u>Fund / Department:</u>	Street & Street Impact Funds, Road Tax Fund / Engineering		
<u>Scope:</u>	Widening this road 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 as part of quality assurance.		
<u>Reason for Project:</u>	Widen the road to arterial standards to accommodate future growth in traffic.		
<u>Total 2024 Budgeted Cost:</u>	\$5,040,000	<u>Projected Cost to Completion:</u>	TBD
<u>Estimated date of CY completion:</u>	December 2024	<u>Estimated Year of Full Completion:</u>	TBD
<u>Description of Operating Impact:</u>	Structural review of roadway as it ages, repair of wear-and-tear damage, snow removal and seasonal maintenance.		
<u>Estimated Annual Operating Impact:</u>	TBD		

Significant Capital Improvements

Heritage / 35th Street Alignment

<u>Project:</u> Heritage / 35th Street Alignment	
<u>Fund / Department:</u> Storm Drainage Fund / Engineering	
<u>Scope:</u> Phase I of large storm sewer outfall from Hwy 85 to South Platte river.	
<u>Work Description:</u> Install new storm sewer in Union Pacific Railroad right-of-way between Denver and State streets.	
<u>Reason for Project:</u> Reduce flooding on west side of Hwy 85 and provide for storm drainage interception north of 37th St.	
Total 2024 Budgeted Cost: \$4,000,000	Projected Cost to Completion: None
Estimated date of CY completion: December 2024	Estimated Year of Full Completion: Year 2024
<u>Description of Operating Impact:</u> Should be minimal change from current.	
<u>Estimated Annual Operating Impact:</u> Clean sewer lines as needed.	

State Street Sewer Line Replacement

<u>Project:</u> State Street sewer line replacement	
<u>Fund / Department:</u> Waste Water Fund / Engineering	
<u>Scope:</u> Replacement of the Sanitary Sewer line in State Street.	
<u>Work Description:</u> The 8" Gravity Sewer Line that runs in State Street will be replaced with a 12" Gravity Sewer Line from a point 110' south of 31st Street to 37th Street. With all sewer services being tied into the new sewer main.	
<u>Reason for Project:</u> The 8" sewer line is currently over capacity. Running .9 Depth/Diameter, where our standards are a max of .75 D/D, and flows set to increase as the ERA properties develop. Also the sewer line needs to be lowered to accommodate the 35th Street Storm Sewer out fall line as part of the ESSS projects.	
Total 2024 Budgeted Cost: \$2,000,000	Projected Cost to Completion: None
Estimated date of CY completion: Fall 2024	Estimated Year of Full Completion: 2024
<u>Description of Operating Impact:</u> N/A	
<u>Estimated Annual Operating Impact:</u> N/A	

Significant Capital Improvements

Wastewater Lagoon Remediation

Project:	Wastewater Lagoon Remediation		
Fund / Department	Wastewater Fund / Wastewater Department		
Scope:	Lagoon dewatering and Biosolids removal		
Work Description:	Old Lagoon #1 at the WWTP will be dewatered and the Biosolids removed and disposed of, either by land application or Landfilling		
Reason for Project:	The old lagoons has been out of service since the new WWTP went online in 2018. We want to close out the old lagoons from the former treatment works, so the land could potentially be repurposed in the future.		
Total 2024 Budgeted Cost:	\$1,000,000	Projected Cost to Completion:	\$2,000,000
Estimated date of CY completion:	Dec 2024	Estimated Year of Full Completion:	2026
Description of Operating Impact:	TBD		



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

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	3,721,170	2,790,012	2,162,932	2,162,932	3,199,178	1,048,155	975,719	(16,448)	(284,249)
Revenues									
Intergovernmental	883,793	1,572,540	3,938,615	3,855,826	813,976	2,392,564	882,833	918,199	955,284
Total Revenues	883,793	1,572,540	3,938,615	3,855,826	813,976	2,392,564	882,833	918,199	955,284
CT	883,793	1,572,540	3,938,615	3,855,826	813,976	2,392,564	882,833	918,199	955,284
Transfers In	600,000	600,000	1,320,000	2,040,000	600,000	600,000	600,000	600,000	600,000
Total Available Funds	1,483,793	2,172,540	5,258,615	5,895,826	1,413,976	2,992,564	1,482,833	1,518,199	1,555,284
Expenditures									
Supplies & Services	344,196	188,930	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Capital Improvement	2,047,755	2,610,690	4,569,580	4,509,580	3,215,000	2,715,000	2,125,000	1,436,000	1,436,000
Total Expenditures	2,391,951	2,799,619	4,919,580	4,859,580	3,565,000	3,065,000	2,475,000	1,786,000	1,786,000
Excess Revenue Over (Under) Expenditures	(908,158)	(627,080)	339,035	1,036,246	(2,151,024)	(72,436)	(992,167)	(267,801)	(230,716)
Ending Fund Balance	2,790,012	2,162,932	2,501,967	3,199,178	1,048,155	975,719	(16,448)	(284,249)	(514,965)
Restricted fund balance	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000
CT	2,813,012	2,185,933							

Capital Projects – Streets Fund

City of Evans Capital Projects - Streets Long Range Financial Plan

2021-2028 Capital Improvement Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Future Projects
37th St. Resurfacing - 11th Ave to 23rd Ave	178,256	-	-	-	-	-	-	-	-	-
37th St. Widening - 35th to 65th (4 lanes)	381,399	-	-	-	-	-	-	-	-	-
37th St. Widening Phase 1 - 47th to Sienna	-	-	640,000	640,000	-	-	-	-	-	-
37th St. Widening Phase 2 - Sienna to 35th	20,800	324,718	228,817	228,817	2,040,000	-	1,000,000	-	-	-
37th St. Widening Phase 3 - Arrowhead to 65th	-	-	379,500	379,500	-	2,000,000	-	-	-	-
37th St. Widening Phase 4 - 47th to Arrowhead	-	-	-	-	-	-	-	-	-	15,036,000
47th Ave. Widening - 32nd to 37th	534,105	756,094	222,719	222,719	-	-	-	-	-	-
Misc. Street Resurfacing (Per PMS)	591,400	680,000	1,100,000	1,100,000	600,000	600,000	600,000	600,000	600,000	-
23rd Avenue extension (37th to 42nd)	872	-	-	-	-	-	-	-	-	-
Pavement condition scanning	-	-	40,000	40,000	-	40,000	-	-	-	-
Street Sweeper	-	-	150,000	150,000	-	-	-	-	-	-
Idaho Street Improvements	98,501	442,271	-	-	-	-	-	-	-	-
23rd Avenue arterial extension - 2 Lane (42nd to 49th)	242,422	407,606	617,044	617,044	-	-	-	-	-	1,740,000
31st St/ Highway 85 Waterline Replacement	-	-	-	-	-	-	-	836,000	836,000	-
23rd/42nd Traffic Signal	-	-	60,000	-	-	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	-	-	-	-	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	2,047,755	2,610,690	4,569,580	4,509,580	3,215,000	2,715,000	2,125,000	1,436,000	1,436,000	106,790,000

* Capital is budgeted at 90% of projected ending fund balance after operations, excluding grant funding

	4,374,690	4,296,260	6,364,393	6,937,882	3,836,839	3,321,647	1,897,696	1,036,576	828,932	2,913,734
--	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	---------	-----------

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

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	1,544,204	1,850,928	1,417,048	1,417,048	1,614,573	3,801,576	6,075,414	8,438,685	10,894,056
Revenues									
Sales Tax Revenue	1,266,689	1,677,727	1,574,822	1,574,822	2,154,712	2,197,806	2,241,762	2,286,598	2,332,330
Bond Proceeds	-	-	25,000,000	-	20,000,000	-	-	-	-
Interest Earnings	11,235	18,353	23,540	23,540	32,291	76,032	121,508	168,774	217,881
Miscellaneous	8,675	8,682	-	-	-	-	-	-	-
Total Revenues	1,286,599	1,704,762	26,598,362	1,598,362	22,187,003	2,273,838	2,363,271	2,455,371	2,550,211
CT	-	-	-	-	-	-	-	-	-
Total Available Funds	1,286,599	1,704,762	26,598,362	1,598,362	22,187,003	2,273,838	2,363,271	2,455,371	2,550,211
Expenditures									
Capital	979,875	2,138,641	26,400,837	1,400,837	20,000,000	-	-	-	-
Total Expenditures	979,875	2,138,641	26,400,837	1,400,837	20,000,000	-	-	-	-
Excess Revenue Over (Under) Expenditures	306,724	(433,879)	197,525	197,525	2,187,003	2,273,838	2,363,271	2,455,371	2,550,211
Ending Fund Balance	1,850,928	1,417,048	1,614,573	1,614,573	3,801,576	6,075,414	8,438,685	10,894,056	13,444,267
CT	1,850,928	1,417,048							

2021-2028 Capital Improvement Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
47th Avenue widening	368,596	-	-	-	-	-	-	-	-
City Complex parking lot design and construction	611,279	-	-	-	-	-	-	-	-
37th St. Widening Phase 1 - Siema to 47th	-	587,791	1,165,000	1,165,000	-	-	-	-	-
Police Station Design and Construction	-	-	25,000,000	-	20,000,000	-	-	-	-
23rd Avenue Arterial Completion	-	1,384,163	235,837	235,837	-	-	-	-	-
Evans Community Complex sidewalks	-	166,688	-	-	-	-	-	-	-
Capital Projects - Food Tax Fund Total	979,875	2,138,641	26,400,837	1,400,837	20,000,000	-	-	-	-

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

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	868,358	2,515,700	4,012,150	4,012,150	5,355,223	6,172,941	5,620,571	4,745,247	4,739,374
Revenues									
Sales Tax Revenue	3,055,380	3,612,490	3,327,011	3,327,011	3,819,613	3,938,021	4,060,100	2,092,981	-
Interest Earnings	9,142	34,906	34,738	34,738	107,104	123,459	112,411	94,905	94,787
Total Revenues	3,064,521	3,647,396	3,361,749	3,361,749	3,926,717	4,061,480	4,172,511	2,187,886	94,787
CT	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Total Available Funds	3,064,521	3,647,396	3,361,749	3,361,749	3,926,717	4,061,480	4,172,511	2,187,886	94,787
Expenditures									
Project Management	-	-	113,850	113,850	110,000	113,850	117,835	121,959	126,228
Capital	1,417,180	2,150,945	1,904,826	1,904,826	2,999,000	4,500,000	4,930,000	2,071,800	2,500,000
Total Expenditures	1,417,180	2,150,945	2,018,676	2,018,676	3,109,000	4,613,850	5,047,835	2,193,759	2,626,228
Excess Revenue Over (Under) Expenditures	1,647,341	1,496,451	1,343,073	1,343,073	817,717	(552,370)	(875,324)	(5,873)	(2,531,440)
Ending Fund Balance	2,515,700	4,012,150	5,355,223	5,355,223	6,172,941	5,620,571	4,745,247	4,739,374	2,207,934
CT	2,515,700	4,012,150							

2021-2028 Capital Improvement Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Future Projects
23rd Avenue arterial completion	-	485,853	102,826	102,826	-	-	-	-	-	-
37th St. Widening Phase 1- Sienna to 47th	-	-	1,000,000	1,000,000	-	-	-	-	-	-
37th St. Widening Phase 2 - 35th to Sienna	-	-	-	-	2,000,000	-	3,430,000	-	-	-
37th St. Widening Phase 3 - 65th to Arrowhead	-	-	-	-	-	4,000,000	-	-	-	-
Street Maintenance	1,167,180	1,128,631	500,000	500,000	500,000	500,000	1,500,000	2,071,800	2,500,000	-
Idaho Street Improvements	-	536,461	-	-	-	-	-	-	-	-
47th Avenue widening- 32nd to 37th Streets	250,000	-	-	-	-	-	-	-	-	-
34th St Waterline Replacement	-	-	-	-	-	-	-	-	-	596,000
State Farm Waterline Replacement	-	-	-	-	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	-	-	302,000	302,000	-	-	-	-	-	-
Capital Projects - Road Tax Fund Total	1,417,180	2,150,945	1,904,826	1,904,826	2,999,000	4,500,000	4,930,000	2,071,800	2,500,000	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

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	299,920	294,376	294,394	294,394	77,658	80,325	81,129	81,940	82,759	83,587
Revenues										
Grant Revenue	-	-	-	-	-	-	-	-	-	-
Miscellaneous Revenue		2,500								
Interest Earnings	1,704	3,136	2,396	2,396	2,668	803	811	819	828	-
Total Revenues	1,704	5,636	2,396	2,396	2,668	803	811	819	828	-
CT	1,704	5,636	2,396	2,396	2,668	803	811	819	828	-
Total Available Funds	1,704	5,636	2,396	2,396	2,668	803	811	819	828	-
Expenditures										
Professional Services	7,248	5,618	49,133	49,133	-	-	-	-	-	-
Capital Improvement	-	-	170,000	170,000	-	-	-	-	-	-
Total Expenditures	7,248	5,618	219,133	219,133	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	(5,544)	18	(216,737)	(216,737)	2,668	803	811	819	828	-
Ending Fund Balance	294,376	294,394	77,658	77,658	80,325	81,129	81,940	82,759	83,587	83,587
CT	294,376	294,394								

2021-2028 Capital Improvement Plan

	2021 Actual	2022 Actual	2023 Budget V2	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2027 Projected	2028 Projected
Design of infield improvements	-	-	30,000	30,000	-	-	-	-	-	-
Riverside Park entryway landscaping	-	-	140,000	140,000	-	-	-	-	-	-
Capital Projects - Parks Total	-	-	170,000	170,000	-	-	-	-	-	-

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

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	49,467	49,470	49,470	49,470	49,470	49,470	49,470	49,470	49,470
Revenues									
Investment Income	25	907	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Total Revenues	25	907	6,000	6,000	6,000	6,000	6,000	6,000	6,000
CT	-	-	-	-	-	-	-	-	-
Total Available Funds	25	907	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Expenditures									
Culture, Parks & Recreation	22	907	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Total Expenditures	22	907	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Excess Revenue Over (Under) Expenditures	3	-	-	-	-	-	-	-	-
Ending Fund Balance	49,470	49,470	49,470	49,470	49,470	49,470	49,470	49,470	49,470
CT	49,470	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

	2021 Actual	2022 Actual	2023 Budget	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Beginning Fund Balance	215,095	468,492	588,590	588,590	509,982	281,874	56,965	(164,424)	(381,943)
Revenues:									
Loan from City of Evans	71,344	96,628	-	-	-	-	-	-	-
Property Tax Revenue	2,242	2,868	9,672	9,672	31,992	35,191	38,710	42,582	46,840
Miscellaneous Revenue	296,735	185,706	-	61,720	-	-	-	-	-
Property Sales	-	-	-	-	-	-	-	-	-
Sales Tax Revenue	-	-	-	-	-	-	-	-	-
Total revenues	370,321	285,202	9,672	71,392	31,992	35,191	38,710	42,582	46,840
Expenditures:									
Personnel	71,344	96,628	100,000	100,000	150,000	150,000	150,000	150,000	150,000
Supplies & Services	45,581	68,476	110,100	50,000	110,100	110,100	110,100	110,100	110,100
Capital	-	-	-	-	-	-	-	-	-
Total Expenditures	116,924	165,104	210,100	150,000	260,100	260,100	260,100	260,100	260,100
Excess Revenue Over (under) Expenditures	253,397	120,098	(200,428)	(78,608)	(228,108)	(224,909)	(221,390)	(217,518)	(213,260)
Ending Fund Balance	468,492	588,590	388,162	509,982	281,874	56,965	(164,424)	(381,943)	(595,203)
<i>ERA Expenditures paid by City</i>	71,344	96,628	-	-	-	-	-	-	-
<i>Sales Tax Increment Applied</i>	373,058	479,414	-	250,000	250,000	250,000	97,057	-	-
<i>Loan from City Balance</i>	1,229,843	847,057	847,057	597,057	347,057	97,057	(0)	(0)	(0)

Attachments

Attachment A 2024 Budget Summary

Fund/Department	Revenue	Wages	Supplies & Services	Asset Management	Transfers	Debt	Capital	Miscellaneous	Net Impact
General Fund									
General Government	18,611,415	3,089,107	2,733,638	-	1,028,729	-	1,450,000	200,000	
Community Development	-	1,059,730	531,050	-	-	-	-	-	
Public Safety	-	6,178,368	1,213,728	-	-	-	-	-	
Public Works	-	1,351,341	1,074,370	-	-	-	-	-	
Culture, Parks & Recreation	-	1,678,746	511,957	-	-	-	-	-	
Total General Fund	18,611,415	13,357,292	6,064,743	-	1,028,729	-	1,450,000	200,000	(1,431,891)
Emergency Contingency	-	-	-	-	-	-	-	-	-
Cemetery Perpetual Care	4,371	-	-	-	-	-	-	-	4,371
Fire Impact	300,000	-	-	-	-	-	-	300,000	-
Street Impact	1,210,573	-	-	-	-	-	1,000,000	-	210,573
Police Impact	209,037	-	-	-	-	-	-	-	209,037
Parks Impact	1,304,097	-	-	-	-	-	2,692,388	-	(1,388,291)
Conservation Trust	316,985	-	-	-	-	-	728,000	-	(411,015)
School Impact	348,270	-	-	-	-	-	-	348,270	-
Refuse Collection	1,122,993	-	1,119,364	-	(56,150)	-	-	-	(52,521)
Capital Projects - Streets	813,976	-	350,000	-	600,000	-	3,215,000	-	(2,151,024)
Capital Projects - Parks	2,668	-	-	-	-	-	-	-	2,668
Capital Projects - Food Tax	22,187,003	-	-	-	-	-	20,000,000	-	2,187,003
Capital Projects - Road Tax	3,926,717	110,000	-	-	-	-	2,999,000	-	817,717
Water	9,553,901	596,817	5,716,462	157,000	(606,550)	-	1,639,000	-	838,072
Wastewater	9,196,326	967,181	594,586	60,000	(599,356)	2,417,353	4,200,000	-	357,850
Storm Drainage	5,308,645	266,081	325,200	-	(366,673)	489,084	4,175,000	-	(313,393)
Cemetery Trust	6,000	-	6,000	-	-	-	-	-	-
TOTAL CITY	74,422,977	15,297,371	14,176,355	217,000	-	2,906,437	42,098,388	848,270	(1,120,844)

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

	2021	2022	2023	2024	2025	2026	2027	2028
City Manager	1	1	1	1	1	1	1	1
Assistant City Manager	1	1	1	-	-	-	-	-
Assistant to the City Manager	-	-	-	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
Customer Service and UB Supervisor	1	1	1	1	1	1	1	1
Customer Service Unit	-	3	3	3	3	3	3	3
Administrative Services Director	1	1	1	-	-	-	-	-
HR and Risk Management Director	-	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
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
Senior Projects Manager	-	1	1	-	-	-	-	-
Assistant City Attorney	1	1	1	1	1	1	1	1
	21	24	24	22	22	22	22	22

Personnel Highlights

- 2022 reflects the addition of a Deputy City Clerk, a HR and Risk Management Director, and a Senior Projects Manager.
- 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 Personnel

	2021	2022	2023	2024	2025	2026	2027	2028
Community Development Director	1	1	1	1	1	1	1	1
Community Development Tech	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	1	2	2	2	2	2
Economic Development Director	1	1	1	1	1	1	1	1
Economic Development Specialist	-	-	-	1	1	1	1	1
	6	6	6	9	9	9	9	9

Personnel Highlights

- 2024 reflects the additions of a Code Enforcement Officer, a Community Development Tech, and an Economic Development Specialist.

Public Safety Personnel

	2021	2022	2023	2024	2025	2026	2027	2028
Police Chief	1	1	1	1	1	1	1	1
Police Officers	36	36	36	36	36	36	36	36
Police Records Manager	-	-	1	1	1	1	1	1
Police Records Specialist	2	2	-	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
Digital Evidence Tech	-	-	-	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
Community Service Technician	1	1	1	1	1	1	1	1
	42	42	43	45	45	45	45	45

Personnel Highlights

- 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

	2021	2022	2023	2024	2025	2026	2027	2028
Public Services & Utility Director	-	-	1	1	1	1	1	1
Administrative Support Specialist	1	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	1	-	-	-	-	-	-
Streets & Stormwater Supervisor	1	1	1	1	1	1	1	1
Technician	3	3	3	4	4	4	4	4
Fleet Specialist	1	1	1	1	1	1	1	1
Engineering Tech/ Utility Locator	1	1	1	1	1	1	1	1
Operations Superintendent	-	1	1	1	1	1	1	1
Fleet Mechanic	-	-	-	1	1	1	1	1
	12	13	12	14	14	14	14	14

Personnel Highlights

- 2022 reflects the addition of an Operations Superintendent.
- 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

	2021	2022	2023	2024	2025	2026	2027	2028
Parks and Rec Superintendent	1	1	1	1	1	1	1	1
Technician	6	6	6	6	6	6	6	6
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	2	2	2	2	2	2	2	2
Horticulture Specialist	1	1	1	1	1	1	1	1
Parks & Recreation Director	-	-	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	15	16	16	16	16	16	16

Personnel Highlights

- 2023 reflects the addition of a Parks and Recreation Director.

General Fund Personnel by Department

	2021	2022	2023	2024	2025	2026	2027	2028
General Government	21	24	24	22	22	22	22	22
Community Development	6	6	6	9	9	9	9	9
Public Safety	42	42	43	45	45	45	45	45
Public Works	12	13	12	14	14	14	14	14
Culture, Parks, Recreation	15	15	16	16	16	16	16	16
	96	100	101	106	106	106	106	106

CIP- Road Tax Fund Personnel

	2021	2022	2023	2024	2025	2026	2027	2028
Construction Inspector	-	-	1	1	1	1	1	1
	-	-	1	1	1	1	1	1

Personnel Highlights

- 2023 reflects the addition of a Construction Inspector.

Water Fund Personnel

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

Personnel Highlights

- 2024 reflects the addition of a Technician.

Wastewater Fund Personnel

	2021	2022	2023	2024	2025	2026	2027	2028
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
Technician	5	6	6	6	6	6	6	6
	8	9	9	9	9	9	9	9

Storm Water Fund Personnel

	2021	2022	2023	2024	2025	2026	2027	2028
Storm Water Coordinator	1	1	1	1	1	1	1	1
Technician	3	3	3	3	3	3	3	3
	4	4	4	4	4	4	4	4

Total City of Evans Personnel

	2021	2022	2023	2024	2025	2026	2027	2028
General Fund	96	100	101	106	106	106	106	106
CIP- Road Tax Fund	-	-	1	1	1	1	1	1
Water Works Fund	4	4	4	5	5	5	5	5
Wastewater Fund	8	9	9	9	9	9	9	9
Storm Water Fund	4	4	4	4	4	4	4	4
	112	117	119	125	125	125	125	125



Attachment C Summary of Personnel Expenditures

	2021 Actual	2022 Actual	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
General Government								
Regular	2,409,808	2,844,578	3,076,847	3,080,879	3,204,032	3,332,107	3,465,301	3,603,817
Over Time	2,736	7,463	7,836	8,228	8,639	9,071	9,525	10,001
Community Development								
Regular	489,094	636,669	762,389	1,056,341	1,098,611	1,142,573	1,188,294	1,235,845
Over Time	-	3,164	3,275	3,389	3,508	3,631	3,758	3,889
Public Safety								
Police & Municipal Court								
Regular	4,400,664	4,806,515	5,322,227	5,893,947	6,131,127	6,377,844	6,634,481	6,901,437
Over Time	194,977	265,510	274,803	284,421	294,376	304,679	315,343	326,380
Public Works								
Regular	790,048	940,744	1,288,427	1,330,997	1,384,339	1,439,818	1,497,519	1,557,533
Over Time	2,484	18,991	19,656	20,344	21,056	21,793	22,555	23,345
Culture, Parks & Recreation								
Regular	791,753	978,847	1,416,795	1,653,637	1,719,908	1,788,834	1,860,522	1,935,082
Over Time	996	23,440	24,260	25,110	25,988	26,898	27,839	28,814
General Fund Total	9,082,561	10,525,921	12,196,514	13,357,292	13,891,585	14,447,248	15,025,138	15,626,144
Regular	-	-	113,850	110,000	113,850	117,835	121,959	126,228
Over Time	-	-	-	-	-	-	-	-
GIP - Road Tax Fund	-	-	113,850	110,000	113,850	117,835	121,959	126,228
Regular	302,711	380,280	512,419	596,817	608,754	620,929	633,347	646,014
Over Time	-	-	-	-	-	-	-	-
Water Fund Total	302,711	380,280	512,419	596,817	608,754	620,929	633,347	646,014
Regular	657,321	811,341	889,337	959,219	1,170,164	1,207,821	1,246,689	1,286,807
Over Time	4,030	7,433	7,693	7,962	8,241	8,530	8,828	9,137
Wastewater Fund Total	661,350	818,774	897,030	967,181	1,178,405	1,216,350	1,255,517	1,295,944
Regular	116,386	136,263	245,331	260,841	269,997	279,474	289,283	299,437
Over Time	-	4,939	5,087	5,240	5,397	5,559	5,726	5,897
Storm Drainage Fund Total	116,386	141,202	250,418	266,081	275,394	285,033	295,009	305,334
TOTAL WAGES	10,163,008	11,866,177	13,970,232	15,297,371	16,067,988	16,687,395	17,330,970	17,999,664

Attachment D Summary of Supplies and Services by Program

	2021 Actual	2022 Actual	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
GENERAL FUND								
GENERAL GOVERNMENT								
City Council	31,632	69,765	64,000	89,000	90,780	92,596	94,448	96,336
City Council Projects	-	-	21,000	21,000	21,420	21,848	22,285	22,731
City Manager	49,504	47,966	108,500	88,400	90,168	91,971	93,811	95,687
City Clerk	21,706	23,893	23,750	25,750	26,265	26,790	27,326	27,873
Human Resources / Risk	631,383	756,039	818,897	822,100	838,542	855,313	872,419	889,867
Information Technology	390,329	598,007	640,678	557,965	569,124	580,507	592,117	603,959
Customer Service Unit	21,809	14,638	31,075	32,000	32,640	33,293	33,959	34,638
Elections	-	8,400	-	40,340	-	40,340	41,147	41,970
Finance	588,146	700,078	648,595	758,183	773,347	788,814	804,590	820,682
Public Facilities	107,146	195,874	142,850	172,850	176,307	179,833	183,430	187,098
Flood Disaster Recovery/ COVID Emergency	89,853	-	-	-	-	-	-	-
Legal	121,113	169,577	126,050	126,050	128,571	131,142	133,765	136,441
GENERAL GOVERNMENT TOTAL S&S	2,052,619	2,584,237	2,625,395	2,733,638	2,747,164	2,842,447	2,899,296	2,957,282
COMMUNITY DEVELOPMENT								
Community Development	280,958	74,691	33,400	40,300	41,106	41,928	42,767	43,622
Economic Development	46,446	54,466	87,950	87,950	89,709	91,503	93,333	95,200
Building Inspection	310,185	168,819	368,400	352,400	359,448	366,637	373,970	381,449
Neighborhood Services	29,408	19,415	53,400	50,400	51,408	52,436	53,485	54,555
COMMUNITY DEVELOPMENT TOTAL S&S	666,998	317,391	543,150	531,050	541,671	552,504	563,555	574,826
PUBLIC SAFETY								
Municipal Court	26,798	38,707	40,850	78,700	80,274	81,879	83,517	85,187
Police	834,017	920,838	1,078,319	1,135,028	1,157,729	1,180,883	1,204,501	1,228,591
PUBLIC SAFETY TOTAL S&S	860,816	959,545	1,119,169	1,213,728	1,238,003	1,262,763	1,288,018	1,313,778

	2021 Actual	2022 Actual	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
PUBLIC WORKS								
Maintenance of Condition	94,564	368,273	460,745	660,070	673,271	686,737	700,472	714,481
Engineering	24,386	48,912	204,173	95,250	97,155	99,098	101,080	103,102
Fleet	179,674	217,835	236,180	293,300	299,166	305,149	311,252	317,477
Public Works Administration	33,183	12,753	36,000	25,750	26,265	26,790	27,326	27,873
PUBLIC WORKS TOTAL S&S	331,807	647,773	937,098	1,074,370	1,095,857	1,117,775	1,140,130	1,162,933
CULTURE, PARKS & REC								
Recreation Administration	330	252	-	-	-	-	-	-
Recreation	53,731	111,807	143,000	134,000	136,680	139,414	142,202	145,046
Senior Citizens	2,808	1,611	42,000	51,500	52,530	53,581	54,652	55,745
Riverside	4,330	2,284	5,000	7,000	7,140	7,283	7,428	7,577
Parks	78,296	159,890	126,600	146,600	149,532	152,523	155,573	158,685
Cemetery	370	278	3,357	9,857	10,054	10,255	10,460	10,670
Forestry	18,999	16,817	22,000	43,000	43,860	44,737	45,632	46,545
Library	48,177	110,104	120,000	120,000	122,400	124,848	127,345	129,892
CULTURE, PARKS & REC TOTAL S&S	207,040	403,043	461,957	511,957	522,196	532,640	543,293	554,159
TOTAL GENERAL FUND	4,119,280	4,911,990	5,686,769	6,064,743	6,144,891	6,308,129	6,434,291	6,562,977



	2021	2022	2023	2024	2025	2026	2027	2028
	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected
WATER FUND								
OPERATING COSTS (BASE RATE FUNDED)								
Base / Service Available	267,583	308,161	344,465	396,602	406,517	416,680	427,097	437,774
Non Potable	11,142	37,444	66,350	148,500	152,213	156,018	159,918	163,916
Irrigation/ Ditch	57,425	16,605	52,500	130,000	133,250	136,581	139,996	143,496
Assessments	67,888	68,005	70,000	70,000	71,050	72,116	73,197	74,295
OPERATING COSTS (BASE RATE FUNDED)	404,037	430,215	533,315	745,102	763,030	781,395	800,209	819,482
TREATMENT & CONSUMPTION COSTS (VARIABLE RATE FUNDED)								
Consumption	4,077,628	4,364,888	4,535,581	4,867,360	4,964,707	5,064,001	5,165,281	5,268,587
Conservation	-	-	127,490	-	-	-	-	-
Water Conservation	-	44,619	78,500	104,000	104,000	104,000	104,000	104,000
TREATMENT & CONSUMPTION COSTS (VARIABLE RATE FUNDED)	4,077,628	4,409,507	4,741,571	4,971,360	5,068,707	5,168,001	5,269,281	5,372,587
EXPANSION COSTS (TAP FEE FUNDED)								
Water Meters / Misc	9,500	-	10,000	-	-	-	-	-
Professional Services	-	-	45,000	-	-	-	-	-
EXPANSION COSTS (TAP FEE FUNDED)	9,500	-	55,000	-	-	-	-	-
TOTAL Water Fund	4,491,165	4,839,722	5,329,886	5,716,462	5,831,737	5,949,396	6,069,490	6,192,069
	105,425							
WASTEWATER FUND	2.40%							
OPERATIONS	523,909	440,959	641,792	594,586	609,451	624,687	640,304	656,312
STORM DRAINAGE FUND								
OPERATIONS	117,757	46,255	242,215	325,200	325,200	325,200	325,200	325,200

Attachment E Summary of Supplies and Services by Fund

	2021 Actual	2022 Actual	2023 Projected	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
General Fund	4,119,280	4,911,990	5,686,769	6,064,743	6,144,891	6,308,129	6,434,291	6,562,977
Refuse Collection Fund	914,502	1,008,731	1,032,448	1,119,364	1,117,064	1,155,726	1,155,726	1,155,726
Capital - Streets Fund	375,500	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Capital - Road Tax Fund	-	110,000	113,850	-	-	-	-	-
Water Fund	4,491,165	4,839,722	5,329,886	5,716,462	5,831,737	5,949,396	6,069,490	6,192,069
Wastewater Fund	523,909	440,959	641,792	594,586	609,451	624,687	640,304	656,312
Storm Drainage Fund	117,757	46,255	242,215	325,200	325,200	325,200	325,200	325,200
Cemetery Trust Fund	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL CITY SUPPLIES & SERVICES	10,548,113	11,713,657	13,402,960	14,176,355	14,384,343	14,719,138	14,981,011	15,248,284



Attachment F Summary of Debt

Summary of Annual Obligations

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected	Through Maturity
Wastewater Fund	2,417,506	2,417,216	2,416,725	2,417,354	2,418,897	2,421,506	2,416,687	2,417,513	24,153,245
Water Fund	\$ 155,991	\$ 155,991	\$ 155,991	-	-	-	-	-	-
Storm Drainage Fund	106,062	489,171	490,811	489,084	490,590	487,575	489,951	489,636	6,363,213
Total Annual Obligation	\$ 2,679,559	\$ 3,062,378	\$ 3,063,527	\$ 2,906,438	\$ 2,909,487	\$ 2,909,081	\$ 2,906,638	\$ 2,907,149	\$ 30,516,458

Summary of Total Obligations

	Balance 12/31/23	Additions	Retirements	Balance 12/31/24
Wastewater 2016 CWRPDA	\$ 30,986,854	\$ -	\$ 1,869,290	\$ 29,117,564
Storm Drainage 2020 CWRPDA	7,644,356	-	378,576	7,265,780
Total Obligation	\$ 38,631,210	\$ -	\$ 2,247,866	\$ 36,383,344

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 is for \$1,500,000. The loan does not accrue interest and is payable in semiannual installments beginning May 1, 2014 with a maturity date of November 1, 2023. No additional debt is budgeted for in 2024 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.

December 2022 Weld County Property Tax Abstract lists total actual value for the City of Evans, minus tax exempt property, at \$2,124,279,324. Fifteen percent of this actual property valuation would limit indebtedness at \$318,641,899. The City currently has no debt that would fall into this category and as such, is below debt limits.

Attachment G Asset Management Plan

	Request Funds	Explanation
Water Fund	\$17,000	Pump replacement at Highway 85
Water Fund	\$90,000	Water Operations pickup truck
Water Fund	\$50,000	Water Hydrant Maintenance
Wastewater Fund	\$60,000	Wastewater Division pickup truck
Asset Management Plan Total	\$217,000	

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			
2021 Actual	2022 Actual	2023 Projected	2024 Budget
\$48,962	\$50,403	\$53,166	\$56,150

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			
2021 Actual	2022 Actual	2023 Projected	2024 Budget
\$446,488	\$589,068	\$575,631	\$606,551

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			
2021 Actual	2022 Actual	2023 Projected	2024 Budget
\$503,825	\$503,503	\$545,905	\$599,356

Transfer from Storm Drainage Fund to General Fund			
2021 Actual	2022 Actual	2023 Projected	2024 Budget
\$250,247	\$353,623	\$346,004	\$366,673



Attachment I 2024 Budget Resolution

**CITY OF EVANS, COLORADO
RESOLUTION NO. 23-2023**

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, 2024 AND ENDING ON THE LAST DAY OF DECEMBER, 2024

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 2024 budget to said governing body at the proper time; and

WHEREAS, the City Manager has submitted a proposed 2024 budget to the governing body on October 17, 2023 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 17, 2023 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 2024 for each fund are as follows:

General Fund	\$20,240,144
Cemetery Perpetual Care	4,371
Fire Impact	300,000
Street Impact	1,210,573
Park Impact	1,304,097
Police Impact	209,037
School Impact	348,270
Conservation Trust	316,985
Refuse Collection	1,122,993
Capital Projects – Streets	1,413,976

Capital Projects – Parks	2,668
Capital Projects – Food Tax	22,187,003
Capital Projects – Road Tax	3,926,717
Waterworks	9,553,901
Wastewater	9,196,326
Storm Drainage	5,308,645
Cemetery Endowment	6,000

Section 2. That estimated expenditures and transfers out for 2024 for each fund are as follows:

General Fund	\$21,672,036
Fire Impact	300,000
Street Impact	1,000,000
Park Impact	2,692,388
School Impact	348,270
Conservation Trust	728,000
Refuse Collection	1,175,514
Capital Projects – Streets	3,565,000
Capital Projects – Food Tax	20,000,000
Capital Projects – Road Tax	3,109,000
Waterworks	8,715,830
Wastewater	8,838,477
Storm Drainage	5,622,038
Cemetery Endowment	6,000

Section 3. That the 2024 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 2024 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 _____, 2023.

ATTEST: _____ CITY OF EVANS, COLORADO

Julie Kamka, 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 work load 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.