

September 2012 - August 2013

Yearly Planner

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October

- 1 *Special Meeting with EDAC--5:30 pm*
- 2 *Evans Redevelopment Agency Meeting--Immediately after Council
Worksession/City Council*
- 4 *CML District 4 Meeting--Loveland-4 pm*
- 19 *CML Policy Group Meeting-CML Offices*
- 23 *Worksession/City Council*
- 30 *Town _County Dinner-Island Grove Event Center-6 pm*

November

- 6 *Worksession/City Council*
- 12 *City Offices Closed-Veterans Day Holiday*
- 20 *Worksession/City Council*
- 22 *City Offices Closed--Thanksgiving Holiday*
- 23 *City Offices Closed-Thanksgiving Holiday*

December

- 4 *Worksession/City Council*
- 18 *Worksession/City Council*

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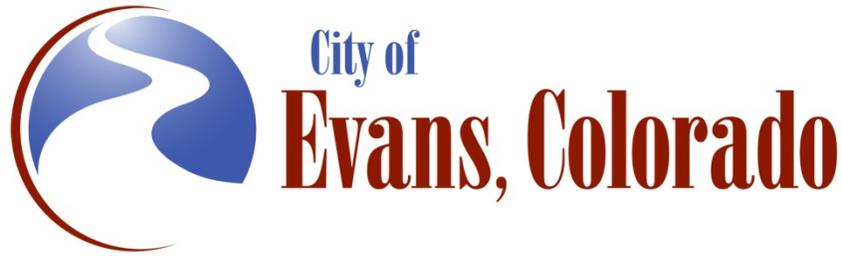
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City Manager Monitoring Report

October 2, 2012

Below is a compellation of updates and projects that are either new or have changed since the last City Council meeting.

- **IT**
The IT strategic plan process was kicked off on September 26th and will start with the phase 1 compatibility review for the Police Department. This phase is set to be completed by October 9th, at which time the RFP evaluation team will evaluate the results and determine whether to continue the project with the current vendor.
- **Finance Department**
The department is wrapping up the City's 2013 budget and anticipates the Fire District 2013 budget will be adopted by their board at the end of October.

The process for implementation of the paperless Accounts Payable is in the design phase. The financing for the Fire District fire apparatus is getting closer to being finalized and options for the potential financing of the City's share of the library are being explored.

The team is in the process of scheduling the upgrade of the Revenue (sales tax & business license) module of EmGov and is targeting late October for implementation.

Finance Web Stats

August 1, 2012 – August 31, 2012

Page Views	Unique Pageviews	Ave Time on Page
371	316	2:39
% of Total: 1.28% (29,001)	% of Total: 1.44% (21,907)	Site Avg: 1:15 (112.74%)

Page Level	Pageviews	Unique Pageviews	Avg Time on Page
1. City Business and Tax License	62	50	2:09
2. Strategic Tech Plan RFP	59	50	2:02
3. Sales/Use Tax Information	57	48	2:14
4. 2011 Financial Statements	40	36	3:08
5. Sales Tax Update Newsletter	37	34	1:24

- **Fire Department/District**

- [Evans Fire Protection District – new logos](#)

- At an All-Department Meeting in early September the membership voted on new logos to reflect the transition from a City department to a separate District. A committee worked throughout the year researching and brainstorming to create the final choices. Below is the new logo which reflects the Colorado state flag as well as the Evans Fire District values of “Dedication, Compassion, Excellence.” The gold leaf will be used on the apparatus doors.



- [New 78' Rosenbauer Quint](#)

- One of the first projects as a new district is to update our current fleet. The first purchase will be a new 78' Rosenbauer Quint Pumper. Firefighters on the Truck Committee have made several trips to the manufacturing facility to closely monitor the construction of the new apparatus and review options at the various stages of construction. The new apparatus is expected to arrive in early summer 2013. This will be our first apparatus in the new black over red paint scheme voted on by the membership at the September All-Department Meeting.



- **Economic Development Department**

- [Evans Urban Renewal Authority](#)

- [Timeline for Highway 85 Corridor Plan](#)

- Adoption by City Council of the Urban Renewal Plan
 - Public Hearing by Planning Commission
 - Mailings out to all land/business/residents
 - Submitted to Weld County Commissioners
 - Publish notice of hearing in newspaper
 - Public Forum for Information
 - Letters to all about public forum
 - Notice regarding blight study
 - Blight Study Contracted
 - Economic Impact Study Contracted
 - Contact Made with all taxing agencies later than)

- December 18, 2012
 - December 11, 2012
 - November 16, 2012
 - November 16, 2012
 - November 16, 2012
 - November 8, 2012
 - October 16, 2012
 - October 15, 2012
 - October 15, 2012
 - October 15, 2012
 - September 30, 2012 (no later than)

- [Library Project](#)

- The Library Design Advisory Group has been formed, and the first meeting will be Tuesday, October 16th at 5:00pm in the City Council Chambers (followed by the Planning Commission meeting at 7:00 pm). We'll have introductions followed by a discussion in general about the DAG and the process, and set future meetings. As we progress, the team will be able to interact via email and visually see the project on line as it unfolds during the design phase. We intend to apply for a DOLA Energy Impact Grant, which is due December 1, 2012.

Retail Strategy

Our implementation continues with the Highway 85 Corridor Plan (see the Urban Renewal Authority update above). We continue our focus on how best to bring retail to Evans, what kind of retail it should be, and how to secure that retail. Part of that process will be involved updating the Highway 85 Overlay District, Section 19.62 of the Evans Municipal Code.

Development Meetings

Staff has recently had development meetings with the following:

Family Dollar – 35th and 37th – will be submitting a site plan
Ashcroft Park Apartments – 35th and 34th – is in site plan review
Cave Creek Phase III – 35th and Prairie View Drive – will submit a new site plan
CDOT Park and Ride – east side of Highway 85, south of 42nd Street

Wayfinding Signage

The sign permits are in to CDOT for approval along Highway 85! The Avenues of Evans signs have been designed and reviewed – we had to change some colors to adapt to the cultural issues in Evans but they look great! They are all interchangeable panels in the signs so if they don't work well we can change the names, etc to protect the innocent! We continue to work with CDOT on the big green directional signs and adding Evans as a destination.

Business to Business Conference

Staff is planning a Business to Business (B2B) conference in March/April of 2013 here at the Evans Community Center. It will include a vendor show, educational seminars, and more. We will be working with the EEDAC, SBDC, Evans Area Chamber of Commerce, and Upstate Colorado.

Upcoming Dates of Interest

September 26	Bixpo, Loveland
October 1	Joint City Council and EEDAC Meeting, 5:30
October 9	Zoning Board of Appeals, 5:30
October 16	Library DAG, 5:00
October 16	Planning Commission, 7:00
October 18	Consumer/Merchant Show and Community Blood Drive, Moose Lodge, Evans

- **Community Development and Building Services**

Neighborhood Services

As weed season winds down, staff will be focusing on signage, landscaping, and other zoning code violations. Those have a different, and much more complicated, citation process. We will be working with the City Attorney to update that process to include some enforcement issues such as business licenses, closing businesses, and more.

Building Services

As you all know, we are seeing an uptick in the number of building permits being pulled. Right now we have halted all permits in Cave Creek until/unless they can meet the landscaping requirements in their agreements. They will be submitted a PUD amendment to address that issue.

- **City Website Stats**

There are no new updates at this time. Please watch the October 23rd monitoring report for September's stats.

- **CM's Office**

Building the staff's leadership skills and abilities has been a major priority for City of Evans and especially the City Manager's Office. We are proud to announce for the third year in a row the City of Evans will be sending two key leaders of the organization to the Rocky Mountain Leadership Program through the University of Colorado of Denver School of Public Affairs and Buechner Institute for Governance on October 22nd through the 27th at the Cheyenne Mountain Conference Center in Colorado Springs. Zach Ratkai, Building and Development Manager, and Sargent Troy McDaniels are the lucky attendees this year. Each of them have received a \$1,000 scholarship to attend. Upon completion Zach and Troy will join fellow alumni Aden Hogan, Julie Roeder, Sheryl Trent, Jessica Gonifas, Jessica Scheopner, Cameron Parrott and Fire Captain Jay Diebel. We are super proud of their efforts and look forward to seeing their skills expand from this program.



If you would like to address City Council, please place your name on the sign-up sheet located at the back of the council room. You will be recognized to speak during the "audience participation" portion of the agenda.

AGENDA

Regular Meeting
October 2, 2012 - 7:30 p.m.

City Council meeting packets are prepared several days prior to the meetings. This information is reviewed and studied by the Councilmembers, eliminating lengthy discussions to gain basic understanding. Timely action and short discussion on agenda items does not reflect lack of thought or analysis. An informational packet is available for public inspection on our website at www.cityofevans.org and posted immediately on the bulletin board adjacent to the Council Chambers.

1. CALL TO ORDER

2. PLEDGE

3. ROLL CALL

Mayor:	Lyle Achziger
Mayor Pro-Tem:	John Morris
Council:	Laura Brown
	Fred Burmont
	April Neibauer
	Brian Rudy
	Jay Schaffer

4. AUDIENCE PARTICIPATION

The City Council welcomes you here and thanks you for your time and concerns. If you wish to address the City Council, this is the time set on the agenda for you to do so. When you are recognized, please step to the podium, state your name and address then address City Council. Your comments will be limited to two (2) minutes. The City Council may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and your questions may be directed to the appropriate staff person for follow-up. Thank you!

5. APPROVAL OF AGENDA

6. CONSENT AGENDA

- A. Approval of Minutes of the Regular Meeting of September 18, 2012
- B. EEDAC Appointments
- C. Resolution No. 27-2012 - Adoption of the 2013 Fee Schedule

7. NEW BUSINESS

- A. Public Hearing – New Hotel and Restaurant Liquor License – Paradise Billiards and Restaurant – 818 31st Street, Unit L

- B. Public Hearing – New Hotel and Restaurant Liquor License – El Borrego De Oro, LLC – 2812 11th Avenue
- C. Public Hearing – 2013 Budget
 - 1. Resolution No. 28-2012 – Adoption of the 2013 Budget
 - 2. Ordinance No. 542-12 – 2013 Budget Appropriations (1st Rd)
- D. Preliminary 2012 Budget Revision – Community and Economic Development Departmental Assessment
- E. Resolution No. 26-2012 Adoption of Cooperation Agreement with the Evans Redevelopment Agency

8. REPORTS

- A. City Manager
- B. City Attorney

9. AUDIENCE PARTICIPATION (general comments)

Please review the Audience Participation section listed at the beginning of the agenda for procedures on addressing City Council.

10. ADJOURNMENT

CITY OF EVANS – MISSION STATEMENT

“To provide positive and progressive leadership that promotes smart growth, economic prosperity and cultural diversity while preserving core and family values and a high quality of life that preserves our small town atmosphere.”

COUNCIL COMMUNICATION

DATE: October 2, 2012
AGENDA NO.: 6.A
SUBJECT: Approval of Minutes
PRESENTED BY: City Clerk Staff

AGENDA ITEM DESCRIPTION:

Approval of minutes.

FINANCIAL SUMMARY:

N/A

RECOMMENDATION:

N/A

SUGGESTED MOTIONS:

"I move to approve the minutes as presented."

MINUTES
EVANS CITY COUNCIL
Regular Meeting
September 18, 2012 - 7:30 P.M.

CALL TO ORDER

Mayor Achziger called the meeting to order at 7:30 p.m.

PLEDGE

ROLL CALL:

Present: Mayor Achziger Mayor Pro-Tem John Morris, Council members Laura Brown, April Neibauer, and Jay Schaffer

Absent: Council member Fred Burmont and Brian Rudy

PROCLAMATION

Mayor Achziger Lyle read the proclamation on making September 29th to October 6th UNC Week in Evans. He presented the proclamation to Chuck Lenhart from UNC. Mr. Lenhart highlighted some of the events going on during homecoming week. Explained that Community Fest which is focused on civic leaders and learning. They allow groups a free booth on the condition that they have an activity that is based upon teaching something new.

AUDIENCE PARTICIPATION:

There was no audience participation.

APPROVAL OF AGENDA:

Council member Schaffer made motion, seconded by Councilmember Brown to approve the agenda as presented. Motion passed with all voting in favor thereof.

CONSENT AGENDA:

A. Approval of Minutes of the Regular Meeting of September 4, 2012

Councilmember Schaffer made motion, seconded by Councilmember Brown to approve the Consent Agenda as presented. Motion passed with all voting in favor thereof.

NEW BUSINESS

A. Resolution No. 25-2012-A Resolution Delegation Signing Authority To the City Manager of the City of Evans, Colorado for Specific Functions on Behalf of the City Council

Sheryl Trent, Director of Community and Economic Development reported the following:

In 2011 the City Council authorized a retail strategy to be completed, and the City is now in Phase II of that implementation project. The City is also moving forward with an Urban Renewal Plan in the Highway 85 Corridor. As a result of all of these projects, it is often necessary to sign documents, contracts, agreements, checks and other tools in order to effectively and efficiently conduct business.

By this action the City Council will, based on the City's approved budget, grant the City Manager the authority to sign legal documents in an amount up to \$2,000,000 for the purchase of land, buildings and other furnishings as necessary to implement strategies approved by the City Council. All of those agreements and contracts will be brought before the City Council for review and consideration, this action only allows the flow of business to remain uninterrupted and smooth.

There is no financial impact as a result of this resolution. The City Council will always approve the budget for any expenditure.

Mayor Pro Tem Morris made motion, seconded by Council member Schaffer to adopt Resolution 25-2012 delegating signing authority to the City Manger specific functions on behalf of the City of Evans. Motion passed with all voting in favor of.

B. Preliminary Budget Revision related to IT Strategic Plan

Jessica Gonifas, CPA, Finance Director reported the following:

Through the Strategic Operational Planning (Strat Op) process, the management team has identified Information Technology as a core issue related to the City's infrastructure and ability to provide services to our Citizens. The Strat Op process surfaced the problem that the City's IT systems are outdated, frequently do not effectively communicate with each other, and in some cases, had been implemented without a long term strategic plan. In order to start to address this core issue, the identified deliverable is an Information Systems assessment and 5 year strategic plan.

A Request for Proposals (RFP) was released in August and a team of seven members was identified to evaluate and score the proposals. The scoring was weighted and based on the following factors: technical capabilities, quality/customer service, conformity to RFP, and cost. Two proposals were received and the committee consensus was to move forward with ZCo Consulting LLC (ZCo) to perform the services requested.

The timeline for finalization of the report is December of this year and the consultant anticipates they will provide a summary of the plan to the City Council in January.

The cost estimate provided by ZCo is \$23,940. This includes a "phase 1" compatibility review estimated at \$3,420. This requirement will give the review team an opportunity to evaluate the fit of the assessment in meeting our goals, and the ability to analyze the results prior to committing to a full assessment.

The contingency is included at 25 percent based on discussions with ZCo and the possibility that the City may find the need to increase the number of processes evaluated as part of the assessment. The contingency will also allow flexibility for additional services that may be beneficial to the long term strategic plan but not identified until the process is underway. The *City IT Consultant Time* relates to the contract we currently have with Hawker Technology to provide IT services and the additional time that will be needed for participation in a project of this nature. Finally, staff may need a small budget for supplies necessary to complete the project as the regular IT budget does not have

funding allocated to these types of items.

The General Fund revenue source for this appropriation is the Fire District Admin Services Contract revenue which has not previously been budgeted. This preliminary budget revision will not impact the fund balance or currently projected ending fund balance for 2012.

Mayor Pro Tem Morris asked if this is for strictly consultation not for software and hardware. Ms. Gonifas replied no. This assessment will basically give us a report card of how we are doing and the areas we can improve upon.

Mayor Pro Tem Morris asked if the services we have in place will be evaluated also.

Ms. Gonifas explained that the consultant will consider that part of staffing evaluation of the assessment. The focus is really on the level of service needs for staff and the City. From that make recommendations on staffing if necessary. To obtain this information they will be doing a survey with employees and focus groups. They will also document several of our key processes which will reveal to us the areas in which we can use IT to be more efficient.

City Manager Hogan explained further this is another piece of the overall evaluation of where we are now, how we are going, what are we going and how it all compares with where we really are now. This is the next piece in to truly evaluating where we are and IT is a critical piece of what we do to provide services.

Mayor Pro Tem Morris asked about the funding coming from the Fire District Admin Services Contract.

Ms. Gonifas replied that the revenue we are receiving from that contract has not been earmarked or budgeted. It has been saved for projects like this that are one-time.

Mayor Achziger response that he will be supporting this because is the best way to go rather than do so in house. This time and money well spent in the long run to ensure we get the best result to help us move into the future.

Council member Brown made motion, seconded by Council member Morris to approve the preliminary budget revision in the amount of \$33,000 from the General Fund revenue related to the 2012 Fire District Admin Services Contract. Motion passed all in favor thereof.

REPORTS:

The City Manager Aden Hogan reported the following:

He gave an overview of CML District meetings he just attended which included 4 cities, 5 districts in 4 nights. The best part was listening to what was going on in each community. There was a wide variety but at the heart of it was improving quality of life. Showcase with what we are doing in Evans. His intent is to get to all the districts by the end his tenure as CML president.

The Police Department is heavily engaged in their departmental Strat Op process and completed a

scrub just recently. Also the asphalt overlay project and the concrete repair projects are in full swing. And you will see lots of work around the City. The Waste water lagoons dredging project will be beginning soon too.

City Attorney Russ Anson reported the following:

For just a matter of information on the Evans Liquor license hearing will be at 11 am on Thursday September 20, 2012.

AUDIENCE PARTICIPATION:

There was no audience participation.

ADJOURNMENT:

Mayor Achziger adjourned the meeting at 8:06 pm

Jessica Scheopner, City Clerk

NOT YET APPROVED

COUNCIL COMMUNICATION

DATE: October 2, 2012

AGENDA NO.: 6.B

SUBJECT: Re-Appointment of Members to the Evans Economic Development Advisory Committee

PRESENTED BY: Sheryl Trent, Community and Economic Development Manager

AGENDA ITEM DESCRIPTION: The City Council established, by Resolution 20-2010, the Evans Economic Development Advisory Council. Appointments were made by the City Council per the attached spreadsheet, in staggered two and four year terms. The City Council can re-appoint those members for another term that would then expire in July of 2016:

Bill Garcia
Ranelle Lang
Kip McLeland
Wayne Pickens

There are no term limits for the members.

FINANCIAL SUMMARY: No financial impact

RECOMMENDATION: None

SUGGESTED MOTIONS:

"I move to recommend appointment of the following members to the Evans Economic Development Advisory Council:

Bill Garcia	4 year term to expire in July, 2016
Ranelle Lang	4 year term to expire in July, 2016
Kip McLeland	4 year term to expire in July, 2016
Wayne Pickens	4 year term to expire in July, 2016

COUNCIL COMMUNICATION

DATE: October 2, 2012

AGENDA NO.: 6. C.

SUBJECT: Resolution No. 27-2012 - Establishing Various Fees for the City of Evans

PRESENTED BY: Jessica Gonifas, CPA, Finance Director

AGENDA ITEM DESCRIPTION:

Attached is a Resolution and an Exhibit to adopt the 2013 Fee Schedule. The fees were established in one of three ways: the Consumer Price Index for Denver-Boulder-Greeley which was 3.69% at the end of 2011, actual market conditions, and legal constraints. As a comparison from 2012, an explanatory fee schedule is attached that shows both 2012 and 2013 fees.

As a part of the budget process, the Revenue Process team met with each department to discuss rates and revenues and that input created this schedule.

FINANCIAL SUMMARY:

These rates are built into the revenue structure for the 2013 budget adoption.

RECOMMENDATION:

Staff recommends that the City Council adopt the resolution that establishes the fee structure for 2013.

SUGGESTED MOTIONS:

"I move to adopt Resolution No. 27-2012.

Or

"I move to deny Resolution No. 27-2012

CITY OF EVANS, COLORADO

RESOLUTION NO. – 27-2012

A RESOLUTION ESTABLISHING VARIOUS FEES FOR THE CITY OF EVANS

WHEREAS, the City has established fees for various services and licenses, and

WHEREAS, it is in the best interest of the City to adopt all fees by resolution to provide for an efficient manner in which to establish charges for such services.

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

Section 1. The following fees are hereby adopted by the City of Evans with the following conditions:

1. Fees specified in any Ordinance shall supersede the fee specified in this Resolution.
2. A fee specified in another Resolution shall be superseded by this Resolution if such other Resolution predates this Resolution.
3. A fee adopted by a Resolution dated subsequent to this Resolution shall supersede the fee specified by this Resolution.
4. The fees adopted by this Resolution shall supersede all Administrative Orders as to fees, whether adopted prior to or subsequent to the date of this Resolution.

Section 2. The following fees listed on Exhibit “A” are hereby established.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City Council of the City of Evans on this 2nd day of October, 2012.

CITY OF EVANS, COLORADO

By _____
Mayor

ATTEST:

City Clerk



City of Evans Proposed 2013 Fee Schedule

2013 Rates based on a 3.69% 2011 inflation rate

General Fees		2012 Rate	2013 Dept Recommendation
Xerox Copies (personal)	Per page (b&w)	1.00	1.00
	Per page (color)	2.00	2.00
	Per page (computer lab printing)	0.25	0.25
	Public Records	0.25	0.25
Street Map	(3 pg – 8.5"x 11" w/ index)	6.00	6.00
	11" x 17"	3.00	3.00
Maps (Blueprint Copies)	24" x 36"	6.00	6.00
Maps (scanned copies)	24"x36"	11.00	11.00
	36"x48"	21.00	22.00
Other maps	11"x17" or smaller	6.00	6.00
	17"x22"	11.00	11.00
	24"x36"	16.00	17.00
	36"x48" or larger	21.00	22.00
Memorabilia-City Lapel Pins		Cost +25%	Cost +25%
Memorabilia-Shirts, Jackets, Hats		Cost +25%	Cost +25%
Return Check Fee		25.00	25.00
Notary Seal Stamp		2.00	2.00
Project Plans (Large, < 20 pages)		26.00	27.00
Project Plans (Large, > 20 pages)		40.00	42.00
Project Plans (Small, < 20 pages)		11.00	11.00
Project Plans (Small, > 20 pages)		20.00	21.00
Refuse (Trash) Collection	Per unit/month	11.25	11.75
Research of Files	Cost of staff time	Actual cost	Actual cost
CDs (Voice Recorded)		10.00 + staff time	10.00 + staff time
Hunting Permit	Property owner	100.00	100.00
Hunting Permit	Hunter	25.00	25.00
Council Room (96 capacity)	Class II: per hour includes set up	30.00	30.00
	Class III: per hour includes set up	55.00	55.00
Banquet Hall (1/4) (3 room area - 55 capacity) Activity Room (50 capacity) Activity Room II (40 capacity)	Class II: per hour includes set up	25.00	25.00
	Class III: per hour includes set up	40.00	40.00
	Alcohol Fee (for up to 6 hours)	250.00	250.00
Banquet Hall (1/2) (2 room area - 110 capacity)	Class II: per hour includes set up	40.00	40.00
	Class III: per hour includes set up	55.00	55.00
	Alcohol Fee (for up to 6 hours)*	300.00	300.00
Banquet Hall (entire room - 220 capacity)	Class II: includes set up	65.00	65.00
	Class III: includes set up (Weekend)	85.00	85.00
	Alcohol Fee (for up to 6 hours)	450.00	450.00
Gymnasium without cover (full gym) Athletic events/programs only	Class II: includes set up	50.00	50.00
	Class III: includes set up	70.00	70.00
	Weekend: (16 hours & Gym Supervision)	700.00	700.00
	4 hour & Gym Supervision	240.00	240.00
Gymnasium with cover (1/2 gym - 280 capacity)	Class II: per hour (includes set up and security)	85.00	85.00
	Class III: per hour (includes set up and security)	125.00	125.00
	Alcohol Fee (for up to 6 hours)	400.00	450.00
Gymnasium with cover (full gym - 575 capacity)	Class II: per hour (includes set up and security)	140.00	140.00
	Class III: per hour (includes set up and security)	175.00	175.00
	Alcohol Fee (for up to 6 hours)	600.00	600.00
Outdoor Setup		75.00	75.00
Class I: City of Evans sponsored or co-sponsored event or program may use the facility at no cost (with the provision that a staff member be onsite at all times during the event); agencies with a reciprocal use agreement (District 6) may use the facility at no cost during the business hours of Monday-Friday 6am - 5pm (Sports programs exempt from time restraints). If requested, after hour use will be accommodated at the Class II cost.			
Class II: Non Profit agencies must show certificate or non profit 501(c); Civic and Service organizations; Religious			
Class III: Private Groups - Parties, Receptions and other private events			
Continuous Rentals - 10 or more rentals per year - 15 % discount for room rental only (excluding Class I); Minimum Rental Fees/Hours may apply per development policy.			

2012 Rate

2013 Dept Recommendation

Sales & Use Tax Penalties & Interest Rates

Delinquent Business and Tax License or Special Event Sales Tax License	Delinquent as set forth in Chapters 3.04500 and 3.04510 of Municipal Code	50.00	50.00
Sales & Use Tax Vendor's Allowance	Per monthly or quarterly filing period, and return must be received by due date	3.33%, not to exceed \$100.00	3.33%, not to exceed \$100.00
Interest related to refund due to an overpayment of Sales or Use Taxes	Not to exceed	.75% per month or 9% per annum	.75% per month or 9% per annum
Late filing penalty	Late as set forth in Chapter 3.04820 of the Municipal Code and calculated on the estimated taxes due per delinquent return	greater of \$15 or 15%	greater of \$15 or 15%
Interest on delinquent taxes and late penalties	As set forth in Chapter 3.04.830 of the Municipal Code	shall not exceed .75% per month or 9 % per annum	shall not exceed .75% per month or 9 % per annum
Penalty interest	On remittance of Sales or Use taxes that are delinquent by more than thirty (30) calendar days from the due date as set forth in Chapter 3.04.840 of the Municipal Code	accrued at rate of .75% per month or 9 % per annum, with total interest and penalty interest not to exceed one and one-half percent (1.5%) per month or eighteen percent (18%) per annum	accrued at rate of .75% per month or 9 % per annum, with total interest and penalty interest not to exceed one and one-half percent (1.5%) per month or eighteen percent (18%) per annum
Special penalties for fraud	as set forth in Chapter 3.04.870 of the Municipal Code	penalty equal to 100% of the amount of the deficiency	penalty equal to 100% of the amount of the deficiency
Special penalties repeated enforcement	as set forth in Chapter 3.04.870 of the Municipal Code	greater of \$250.00 or 25% of the tax deficiency	greater of \$250.00 or 25% of the tax deficiency

Damage Deposits

Alcohol (Class I, II, & III) - 6 hour maximum/must stop serving at 12:00 a.m.		350.00	300.00
Private Rental		250.00	
General (Class I, II, & III)	If no alcohol damage deposit. Negotiated for smaller rentals.	delete	150.00
Non Profit	If no alcohol damage deposit. Negotiated for smaller rentals.	150.00	150.00
Equipment Rental	TV &VCR	10.00	delete
	Overhead Projector	5.00	delete
	LCD Projector	25.00	25.00
	TV & DVD		25.00
	Microphone		10.00/each
Screen and projector		25.00	
Reservation Fees 30 days up to 18 months in advance	Non-refundable (will be deducted from total rental fee) or full rental fee, whichever is less	200.00	200.00

Park/Equipment/Ballfield Rental

City Park Pavilion - Full day		50.00	50.00
Riverside Pavilion Sports Park – Full day		50.00	50.00
Ridge Park – Full day (Large pavilion only)		35.00	35.00
Village Park Pavilion- Full day		35.00	35.00
Prairie View Park Pavilion- Full day		50.00	50.00
Riverside Ball Field Rental	Per field - 3 hour block	30.00	30.00
Riverside Soccer Field	3 hour block	30.00	30.00
City Park Ball Field Rental	No Reservations	0.00	0.00
Additional field prep - dragging & lining	Per field	70.00	70.00
Tournaments - includes initial field prep only-dragging, lining, use of bases – Non lighted	4 hours - 1 field	175.00	175.00
	8 hours - 1 field	250.00	250.00
	4 hours - 2 fields	225.00	225.00
	8 hours - 2 fields	350.00	350.00
	4 hours - 3 fields	275.00	275.00
	8 hours - 3 fields	450.00	450.00
	4 hours - 4 fields	300.00	300.00
	8 hours - 4 fields	500.00	500.00
	16 hours - Only 4 fields, includes 2nd day drag/lined includes supervision	800.00	800.00
Additional Hours Sports	Per Hour, after 16 hours only	50.00	50.00
Ball Field Lights	Per hour	60.00	60.00
Soccer/Football Field Prep	Per game	180.00	180.00
Soccer/Football Tournaments with supervisor	Four Hours	380.00	380.00
	Eight Hours	500.00	500.00
	Sixteen Hours	650.00	650.00

2012 Rate

2013 Dept Recommendation

Municipal Pool Rental

0-50 people	(2 hour rental including lifeguards)	175.00	150.00
51-100 people	(2 hour rental including lifeguards)	235.00	200.00
101-200 people	(2 hour rental including lifeguards)	290.00	250.00
Each additional hour	Pro-rated fee		125.00

Recreation – Admissions – Evans Community Complex & Swimming Pool

ECC	Adults (16+) each	2.50	2.50
	Seniors (60+) & Youth (6-15) each	2.00	2.00
	5 and under each	0.50	0.50
Pool	Adults (16+) each	delete	Patron under 5- \$1
	Seniors (60+) & Youth (6-15) each	delete	Patron over 5- \$3
	Tadpoles (0-5) each	delete	delete
Pool Memberships	Price BEFORE 02/01/2012		Price BEFORE 02/01/2013
Family of 4-6		250.00	250.00
Family of 3		175.00	175.00
Family of 2		125.00	125.00
Single		100.00	100.00
Senior 50+		65.00	65.00
Children under 3 are free		0.00	0.00
Pool Memberships	Price on or AFTER 02/01/2012		Price on or AFTER 02/01/2013
Family of 4-6		300.00	300.00
Family of 3		225.00	225.00
Family of 2		150.00	150.00
Single		125.00	125.00
Senior 50+		75.00	75.00
Children under 3 are free		0.00	0.00
10 Punch Card passes - Pool		25.00	delete
30 Punch Card passes - ECC	Seniors/Youth	40.00	40.00
	Adult	50.00	50.00
	City Employee	15.00	Employee Family \$15
	Non-profit	30.00	30.00
30 Punch Card passes - Pool	Seniors/Youth	delete	everyone- \$60
	Adult	delete	delete
	City Employee	delete	delete
	Tadpoles	delete	delete
15 Punch Card passes - ECC	Seniors/Youth	25.00	25.00
	Adult	32.00	32.00
15 Punch Card passes - Pool	Seniors/Youth	delete	everyone- \$40
	Adult	delete	delete
	Tadpoles	delete	delete
Pool – Child Care only – 60 punches		delete	60 visits for \$100

Aquatics-Swim Lessons

Swim Lessons	Per 10 lesson session		member- \$20.00
	Per 10 lesson session		non-member- \$28.00
Swim Lessons	Per 8 lesson session		member- \$20.00
	Per 8 lesson session		non-member- \$28.00

Recreation

Recreation Day Camp - First Child – Full session	4 week session	380.00	390.00
Additional Child	4 week session	355.00	375.00
Recreation Day Camp	per week		100.00
Recreation Day Camp	All Summer		950.00
Additional Child	All Summer		935.00
Adult Softball	Per team (Spring)	350.00	350.00
	Per team (Fall)	350.00	350.00
Youth Baseball / NVAA Softball		80.00	90.00
Youth Sports (4-8 years old)		28.00	30.00
Youth Sports (Grades 3-6)	Excludes baseball & NVAA softball	40.00	40.00
Youth Jersey		15.00	15.00
Youth Dance 8 week		45.00	delete
Youth Dance 6 week		35.00	delete
Youth Dance 4 week		25.00	delete
Youth Dance 5 week			40.00
Men's Basketball	Per team	350.00	350.00
Adult Volleyball	Per team	185.00	200.00
Outside Agency Player		22.00	22.00
Senior Fitness Classes	Per class	3.25	3.00
	Per session	16.00	16.00
Senior Oil Painting	Per session	18.00	24.00

Animal License Fees

1 yr. - non-fertile		10.00	10.00
2 yr. - non-fertile		15.00	15.00
3 yr. - non-fertile		20.00	20.00
1 yr. - fertile		15.00	15.00
2 yr. - fertile		25.00	25.00
3 yrs. - fertile		30.00	30.00
Replacement Tag		5.00	5.00
Animal Variance Fee		50.00	50.00

2012 Rate

2013 Dept Recommendation

Liquor License Fees

Retail Liquor Store		22.50	22.50
Drugstore		22.50	22.50
Beer/Wine		48.75	48.75
Club		41.25	41.25
Hotel/Restaurant		75.00	75.00
Hotel/Restaurant with optional premises		75.00	75.00
Tavern		75.00	75.00
Race Track		75.00	75.00
Arts		41.25	41.25
Brew Pub		75.00	75.00
Optional Premises		75.00	75.00
3.2% Beer		3.75	3.75
Special Events Permit	Per day	100.00	100.00
Manager Registration (H/R & Tavern)		75.00	75.00
Corp/LLC change background investigations	Per person	100.00	100.00
Annual Renewal	Per year	75.00	75.00
Late Renewal		500.00	500.00
New License		1000.00	1000.00
Transfer of Ownership		750.00	750.00
Change of Location		750.00	750.00
Temporary Permit		100.00	100.00
Bed & Breakfast Permit		25.00	25.00
Applicant Packet Deposit		25.00	25.00
Hotel & Restaurant Mini Bar Permit		325.00	325.00
Alcoholic Beverage Tastings Permit		75.00 Application 25.00 renewal	75.00 Application 25.00 renewal
Modification of Premises		150.00	150.00
Change in Corporate Name		50.00	50.00
Background check (In-state)		20.00/ person	20.00/ person
Background check (Out-of-State)		TBD	TBD
Police Fingerprint Fee		17.00/ person	17.00/ person
Duplicate Licenses		25.00	25.00

Occupational Tax Fees

3.2% Beer	Per year	400.00	400.00
Retail Liquor Store	Per year	500.00	500.00
Drugstore	Per year	500.00	500.00
Beer/Wine	Per year	600.00	600.00
Club	Per year	400.00	400.00
Hotel/Restaurant	Per year	1500.00	1500.00
Tavern	Per year	1500.00	1500.00
Brew Pub	Per year	1500.00	1500.00
Optional Premises	Per year	1500.00	1500.00
Racetrack	Per year	1500.00	1500.00
Arts	Per year	1500.00	1500.00

Open Air Market Fees

One year license (to be paid by licensee)	Per year	350.00	350.00
Temporary permit		100.00	100.00
Daily vendors license	Per day per space	100.00	100.00
Annual vendors license	Per year per space	50.00	50.00

Private Security Fees

Annual fee for persons, firms and corporations	Per year	50.00	50.00
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Business Licenses/Fees

Business and Tax License	One Calendar Year	25.00	25.00
Special Event Sales Tax License	Per event	25.00	25.00
Adult Business		2,000.00	2000.00
Temporary Vendor	One Day	25.00	25.00
	One Week	50.00	50.00
	One Month	75.00	75.00
	Quarterly	100.00	100.00
Background check for Temporary Vendor (in-state)		20.00/ person	20.00/ person
Background check for Temporary Vendor (out-of-state)		TBD	TBD
Refuse Hauler	One Calendar Year	400.00	400.00
Pawn Broker	One Calendar Year	75.00	75.00
Accommodation Tax	One Calendar Year	25.00	25.00
Mobile Home Park/Community	Annual License Fee	25.00	25.00
	Per space for the first 25 spaces	2.00	2.00
	Each additional space after 25	0.50	0.50
Mobile Home Park/Community License Transfer Fee		10.00	10.00

2012 Rate

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Cemetery

Grave Space Adult	Includes \$150.00 Perpetual Care - Per Space	875.00	900.00
Grave Space Infant	Includes \$150.00 Perpetual Care - Per Space	440.00	450.00
Opening & Closing - Adult	Adult - includes \$75.00 Perpetual Care	775.00	800.00
Opening & Closing - Infant	Infant - includes \$75.00 Perpetual Care	390.00	400.00
Opening & Closing - Cremains	Cremains - includes \$75.00 Perpetual Care	350.00	350.00
Disinterment (casket)		2000.00	2000.00
Disinterment (infant)		1000.00	1000.00
Disinterment (cremains)		325.00	325.00
Columbarium (niche & O/C)	Includes niche & O/C, per niche	800.00	825.00
Engraving	Dob, dod, name	285.00	285.00
Additional engraving	One line of personalization	175.00	175.00
Second or additional lines completed at later date		175.00	175.00
Disinurnment - Columbarium	Costs (replace niche front and/or engraving)	500.00 plus costs to replace niche front	500.00 plus costs to replace niche front
Additional Charge for Weekend & Holiday (adult/infant)	Adult/infant	750.00	750.00
Additional Charge for Weekend & Holiday (cremains)	Cremains	410.00	410.00
Delayment of Arrival at Cemetery		150.00/ hour	150.00/ hour
Transfer of Deed		delete	delete
Transfer of Deed Administrative Cost		10.00/ transfer	10.00/ transfer
90 day hold for burial space (nonrefundable)		125.00/space	125.00/space
Indigent Burial		100% of the allotted amount designated by State of Colorado/Social Services	100% of the allotted amount designated by State of Colorado/Social Services

Municipal Court

Municipal Court Costs		20.00	25.00
Surcharges		50.00	50.00
Payment Plan Fee		25.00	30.00
Juro's Fee		10.00	10.00
Jury Fee		6.00	6.00
OJW - City		15.00	15.00
Bench Warrant Fee		50.00	55.00

Community Development

Site Plan Review – New Residential Construction

New Residential Dwelling Units	For the first unit	240.00	250.00
	For each additional attached unit	25.00	25.00
New Residential Dwelling Units which have had their plans reviewed and approved previously and which are being built again by the same contractor (re-writes)		155.00	160.00

Site Plan Review – Residential Remodels Based on Total Valuation of Work

\$1.00 to \$10,000.00	No fee charged	0.00	50.00
\$10,000.01 to \$25,000		25.00	75.00
\$25,000.01 to \$50,000		50.00	100.00
\$50,000.01 to \$100,000.00		75.00	125.00
\$100,000.01 and up	For the first \$100,000	155.00	250.00
	For each additional \$1,000.00 or fraction thereof	2.50	5.00

Site Plan Review – Commercial and Industrial (New and Remodel)

\$1.00 to \$10,000.00		50.00	50.00
\$10,000.01 to \$50,000.00		100.00	100.00
\$50,000.01 to \$100,000.00		155.00	160.00
\$100,000.01 and up	For the first \$100,000.00	200.00	200.00
	For each additional \$100,000.00 or fraction thereof	75.00	75.00
	\$300.01 to \$2,000.00	50.00	50.00
	\$2,000.01 & up - for the first \$2,000	50.00	50.00
	Each additional \$1,000 or fraction thereof above \$2,000	20.00	25.00
Additional Plan review required by changes, additions or revisions to approved plans (minimum charge - 1 hour)	Per hour or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved	Actual costs	Actual costs
Infill and Redevelopment Application		155.00	160.00

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Subdivision Fees

Sketch Plan		155.00	160.00
Preliminary Plan		550.00	570.00
	Additional per Lot	10.00	10.00
Final Plat		315.00	325.00
Lot Line Adjustments		155.00	160.00
Minor Replats		155.00	160.00
PUD Plan Application		550.00	570.00
PUD Plan Agreement	Direct Staff Costs	Actual Costs	Actual Costs
PUD Amendment Application		155.00	160.00
Recording, Postage and Advertising Fees	Direct Staff Service Costs	Actual Costs	Actual Costs
Neighborhood Development Plan		155.00	160.00
Filing Fee -Vested Property Right		155.00	160.00
R.O.W. / Easement Vacation		155.00	160.00

Zoning Fees

Use by Special Review		155.00	160.00
Variances		155.00	160.00
Zoning Amendments		155.00	160.00
Zoning Letter			100.00
Recording, Postage and Advertising Fees	Direct Staff Service Costs	Actual costs	Actual costs
Telecommunications Filing Fee		265.00	275.00
Public Hearing		50.00	50.00
Annexation Petition		155.00	160.00
Annexation Agreement	Direct Staff Service Costs	Actual costs	Actual costs

Sign Permit Fees

Permit Application Fee		0.00	25.00
Permit Issuance Fee	Depending on cost of sign	Varies	Varies

Building & Construction Fees

Building/Fire Code Appeal		62.00	100.00
Construction Code Appeal		269.00	300.00
New Single Family Dwellings and Duplexes	Per unit regardless of valuation, plus electrical permit fee	805.00	1000.00
Mobile, Modular & Factory Built Housing Building Permit Fee		546.00	600.00
Mobile Homes & Manufactured Homes at previously occupied sites such as existing mobile home parks & manufactured home communities	Regardless of valuation, plus electrical permit fee	84.00	100.00
Building Permit-All other Occupancies (multi-family residential-greater than 2 units- or commercial)--Total Valuation	\$1.00 up to & including \$500	25.00	50.00
	\$500.01 to \$2,000 - for the first \$500	25.00	50.00
	For each \$100 valuation or fraction thereof to and including \$2,000	3.50	4.00
	\$2,000.01 to \$25,000 for the first	75.00	100.00
	For each additional \$1,000 valuation	15.00	15.00
	\$25,000.01 to \$50,000 for the first \$25,000	421.00	500.00
	For each additional \$1,000 valuation or fraction up to and including \$50,000	11.00	11.00
	\$50,000.01 to \$100,000 for the first \$50,000	692.00	750.00
	For each additional \$1,000 valuation or fraction up to and including \$100,000	7.50	7.50
	\$100,000.01 to \$500,000 for the first \$100,000	1,069.00	1,250.00
	For each additional \$1,000 valuation or fraction up to and including \$500,000	6.00	6.00
	\$500,000.01 to \$1,000,000 for the first \$500,000	3,478.00	3,750.00
	For each additional \$1,000 valuation or fraction up to and including \$1,000,000	5.25	5.25
	\$1,000,000.01 and up for the first \$1,000,000	6,031.00	6,250.00
	For each additional \$1,000 valuation or fraction thereof	4.00	4.00
Electrical Plan Review	50% of Electrical Permit Fee	0.00	75.00
Electrical Fee Schedule - Residential	Up to 1,000 sq ft.	47.00	50.00
	1001 to 1500 Sq Ft	68.00	75.00
	1501 to 2000 Sq Ft	83.00	100.00
	2001+ sq ft (for the first 2000)	83.00	100.00
	For each addition 100 sq ft or fraction thereof	5.00	5.00
Electrical Fee Schedule - Commercial/Industrial (Based on valuation of work)	<\$500.00	42.00	60.00
	\$501-\$1000	47.00	75.00
	\$1001+	47.00	85.00
	Each additional \$1000 of fraction thereof above \$1000	17.00	20.00

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Building Administration, Inspection and Review Fees

Administration Fees			45.00
Electronic Submittal (Application, Plans, Applicable Supplemental Materials)			5% Discount on PERMIT FEES
Plan Review Fees	New Construction		50% of Fee Costs
(Plan Review Fees to be paid at time of submittal).	Stock Plans/Rewrites		50.00
	Additions/Remodels		50.00
Use of Outside Consultants			Actual Cost + 3% for Admin
Pre-Inspection / Courtesy Inspection	For inspections requested prior to submittal for building permit, business license, sales tax license, or liquor license.		50.00
Inspections outside of normal business hours (minimum charge - 2 hours)	Per hour or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved	62.00	65.00
Reinspection fees (minimum charge - 1 hour)	Per hour or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved	52.00	55.00
Inspections for which no fee is specifically indicated (minimum charge - 1 hour)	Per hour or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved	62.00	65.00
Mobile Home Pre-inspections; to be used for inspection of pre-1976 mobile homes prior to being relocated to or within the City of Evans	Plus 36 cents for each mile traveled to and from the inspection site or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved*	130.00	150.00
Building Pre-inspection; to be used for inspection of structures prior to being relocated to or within the City of Evans	Plus 36 cents for each mile traveled to and from the inspection site or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved*	234.00	300.00
House Moving/Relocation Permit; to be used for the actual moving of structures as outlined in the Municipal Code	Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved*	234.00	250.00

*This fee is in addition to all other fees established for Building, Fire and Electrical Codes.

Fire Department Fees

Automobile wrecking yard	Annually	delete	delete
Carnivals and Fairs		delete	delete
Compressed Gas		104.00	delete
Explosives or blasting agents	Annually	221.00	delete
Fireworks	Annually	1500.00	delete
Temporary Retail Fireworks Stand	Annually	delete	delete
Flammable or Combustible Liquids	As provided for the Fire Code	delete	delete
Hazardous Materials	Annually	delete	delete
Liquefied Petroleum Gases	As provided for the Fire Code	delete	delete
Mall, covered		0.00	delete
Open Burning	No City fee charged but must have County Permit	83.00	delete
Temporary membrane structures		delete	delete

Neighborhood Services/Code Enforcement Fees

Administrative Citation	1st Offense	150.00	150.00
Administrative Citation	2nd Offense	500.00	500.00
Administrative Citation	3rd Offense	999.00	999.00
Mowing/Clean Up of Cited Property	Per Hour (Minimum 2 hours)	45.00	50.00
Large Lot Mowing or Contracted Clean Up	Rental of Equipment or Hired Labor Charge	Actual Cost + 3% Admin	Actual Cost + 3% Admin
Graffiti Removal	Per Hour (minimum 1 hour)	25.00	50.00

2012 Rate

2013 Dept Recommendation

Public Right-of-Way – Construction Permit

For excavation of 25 square feet or less (width x length)		56.03	57.00
For excavations larger than 25 square feet	For each additional 25 square feet or fraction thereof	11.21	11.50

Storm Drainage Fees – Monthly User

Residential	Per dwelling unit per month	3.93	4.08
Commercial/Industrial/Manufactured Home Communities	Per 20,000 sf lot or fraction thereof per month	6.11	6.34

Drainage Fees – Development

Residential	Undeveloped property < 10,000 sf	581.68	600.00
	Undeveloped property > 10,000 sf	581.68	600.00
	For each sq ft of area over 10,000 sq ft	0.05	0.06
	Maximum fee for each lot or parcel of property on which 1 SFD is built	1,058.43	1,095.00
Commercial/Industrial	Undeveloped property < 10,000 sf	899.51	930.00
	Undeveloped property > 10,000 sf	899.51	930.00
	For each sq ft of area over 10,000 sq	0.06	0.07

Twenty-Third (23rd) Avenue Drainage Basin Fee

Residential (Single Family)	Per Dwelling Unit	203.74	200.00
Residential (Multi-Family)	Per Dwelling Unit	203.74	200.00
Commercial/Industrial		203.74	200.00
	For each sq ft over 10,000	0.00	0.00

Police Services

Security Guard License	New	47.00	48.50
	Renewal	29.50	30.00
Fingerprinting	Per card	17.50	18.00
VIN Verifications	Per vehicle	26.50	27.50
Records Search / Clearance Letter	Per person per address	12.00	12.00
Police Reports	First 5 pages	5.00	5.00
	Each additional page	1.00	1.00
Digital Photo CD Reproductions	Each	21.50	22.00
Digital Recording CD Reproductions	Each	21.50	22.00
Color Photos Reproductions	Each - 6 photos per page	6.00	6.00
Vehicle Release Authorization	Each	25.50	26.00
Sex Offender Registration	New	75.00	75.00
	Annual	25.00	25.00
	Quarterly	25.00	25.00

COUNCIL COMMUNICATION

DATE: October 2, 2012

AGENDA NO.: 7.A

SUBJECT: Public Hearing – Hotel and Restaurant Liquor License for Paradise Billiards and Restaurant

PRESENTED BY: Russ Anson, City Attorney

AGENDA ITEM DESCRIPTION:

Angie A. Medina, representing Paradise Billiards and Restaurant, submitted an application for a Hotel and Restaurant Liquor License located at 818 31st Street, Unit L. The nature of the proposed establishment is a restaurant and billiards hall.

The preliminary findings and report submitted for this hotel and restaurant liquor license application is as follows:

The application was filed on August 20, 2012.

The City Attorney and Staff find that the applicant has submitted all the necessary information for a complete application.

The evidence submitted by the applicant entitles them to possession of the premises where they propose to exercise the license applied for.

No licensing authority has denied an application for a liquor license at this location within two years preceding the date of filing of this application.

That selling liquor in the manner proposed in the application is not in violation of the zoning, fire and other applicable laws of the City of Evans or the State of Colorado.

That the investigation reports from the Fire Department and Building Inspection Department indicates the premises are in compliance with the Building, Zoning and Fire Codes.

This is a legal nonconforming site that has signed an agreement and made an escrow deposit to ensure compliance with the code.

That the building where the applicant proposes to exercise the privilege of selling liquor is not within the 500 foot limitation from any public or parochial school or principal campus of any college, university or seminary.

The neighborhood for purposes of determining the reasonable requirements of the neighborhood was established as a one (1) mile radius from the location.

The applicant submitted petitions addressing the needs and desires of the neighborhood. The petitions submitted reflect 108 signatures in favor of the proposed liquor license and there are no signatures showing opposition to the proposed liquor license. The petitions are attached.

The memo from the police department indicates no information was found relating to the applicants of a criminal history nature or which would reflect on the moral character of the applicants.

Notice of Public Hearing was posted on the property on September 19, 2012 by the applicant's representative and publication was made in the Greeley Tribune on September 22, 2012.

Before granting any license, the local licensing authority shall consider the reasonable requirements of the neighborhood, the desires of the adult inhabitants, the moral character of the applicants and any other pertinent matters affecting the qualifications of the applicants.

FINANCIAL SUMMARY:

Applicant has paid all the fees.

RECOMMENDATION:

Staff is satisfied that the application for a new hotel and restaurant liquor license is complete and that all requirements regarding the new license application have been met. Staff recommends approval.

SUGGESTED MOTIONS:

"I move to approve the Hotel and Restaurant Liquor License for Paradise Billiards and Restaurant."

"I move to deny the approval of the Hotel and Restaurant Liquor License for Paradise Billiards and Restaurant for the following reasons . . ."



CITY OF EVANS, LICENSING AUTHORITY, WELD COUNTY, COLORADO

PRELIMINARY FINDINGS AND REPORT UPON APPLICATION FOR A NEW HOTEL AND RESTAURANT LIQUOR LICENSE

IN RE:

Angie A. Medina
dba Paradise Billiards and Restaurant
818 31st Street Unit L
Evans CO 80620

TO THE APPLICANT NAMED ABOVE AND OTHER INTERESTED PARTIES:

You are hereby advised that with regard to your application for a new Hotel and Restaurant Liquor License, an investigation has been made, and based on the results thereof, the following has been determined:

- 1) That the application was filed on August 20, 2012.
- 2) That the Notice of Public Hearing was posted on or before September 19, 2012 on the property and publication was made in the Greeley Tribune on September 22, 2012.
- 3) That there has not, within one year preceding the date of your application, been a denial of an application by either the State Licensing Authority or the Local Licensing Authority of the City of Evans for a Hotel and Restaurant Liquor license application at the location for which you make application for the reason that the reasonable requirements of the neighborhood and the desires of the inhabitants were satisfactory by the existing outlets.
- 4) That it appears from the evidence submitted by you that you will be entitled to possession of the premises where you propose to exercise the license applied for.
- 5) That selling liquor in the manner proposed in the application is not in violation of the zoning, fire and other applicable laws of the City of Evans or the State of Colorado. This is a legal nonconforming site that has signed an agreement and made an escrow deposit to ensure compliance with the code.
- 6) That the investigation reports from the Fire Department and Building Inspection Department indicate that before a Certificate of Occupancy will be issued, the premises will be in compliance with the Building, Zoning and Fire Codes.
- 7) That the building where you propose to exercise the privilege of selling liquor at

retail does not appear to be within 500 feet from any public or parochial school or principal campus of any college, university or seminary.

- 8) That within the boundaries which were identified as a one mile radius, where you propose to sell malt, vinous and spirituous liquors in sealed containers for consumption off the premises at 818 31st Street, there are the following existing liquor outlets located:

Brew Pub:	1
Hotel-Restaurant:	4
3.2 Beer:	4
Retail Liquor Store:	6
Tavern:	11
Club	2

- 9) That according to the information submitted by the Evans Police Department, there exists the following record:

The memorandum from Rick Brandt, Chief of Police dated August 6, 2012 is hereby attached.

- 10) That the Public Hearing on your application will be held on Tuesday, October 2, 2012 at 7:30 p.m. at the Evans Community Complex, Council Chambers, 1100 37th Street, Evans CO. At said hearing, you will have an opportunity to be heard regarding all matters related to your application, including all matters herein set forth.

You are advised to obtain and read a copy of the State of Colorado Liquor Code and Regulations and Chapter 5.08, Alcoholic Beverages of the Evans Municipal Code.

Dated this 25th day of September, 2012.

Sincerely,

Julie Roeder
Interim Administrative Services Director

PUBLIC HEARING PROCEDURE

NOTE: Public Hearings are a quasi-judicial process and the City Council is required to refrain from public input or comment until the Public Hearing is conducted.

- A. Mayor opens Public Hearing.
- B. City Staff gives report.
- C. Applicant presents his/her position.
- D. Mayor asks to hear from anyone in the audience who wishes to speak in support of the issue.
* In order to afford all members of the public an equal opportunity to comment on this issue, we respectfully request that you limit your comments to **2 minutes**.
- E. Mayor asks to hear from anyone in the audience who wishes to speak in opposition of the issue.
* In order to afford all members of the public an equal opportunity to comment on this issue, we respectfully request that you limit your comments to **2 minutes**.
- F. Applicant rebuttal
- G. Mayor asks Council if there are any questions that need clarified that were brought up during the Public Hearing.
- H. Mayor closes the Public Hearing.
- I. Mayor asks for Council discussion.
- J. Council will then take action on the issue.

APPLICATION DOCUMENTS CHECKLIST AND WORKSHEET

Instructions: This check list should be utilized to assist applicants with filing all required documents for licensure. All documents must be properly signed and correspond with the name of the applicant exactly. All documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable.

ITEMS SUBMITTED, PLEASE CHECK ALL APPROPRIATE BOXES COMPLETED OR DOCUMENTS SUBMITTED

I. APPLICANT INFORMATION

- A. Applicant/Licensee identified.
- B. State sales tax license number listed or applied for at time of application.
- C. License type or other transaction identified.
- D. Return originals to local authority.
- E. Additional information may be required by the local licensing authority.

II. DIAGRAM OF THE PREMISES

- A. No larger than 8 1/2" X 11".
- B. Dimensions included (doesn't have to be to scale). Exterior areas should show control (fences, walls, etc.).
- C. Separate diagram for each floor (if multiple levels).
- D. Kitchen - identified if Hotel and Restaurant.

III. PROOF OF PROPERTY POSSESSION

- A. Deed in name of the Applicant ONLY (or)
- B. Lease in the name of the Applicant ONLY.
- C. Lease Assignment in the name of the Applicant (ONLY) with proper consent from the Landlord and acceptance by the Applicant.
- D. Other Agreement if not deed or lease.

IV. BACKGROUND INFORMATION AND FINANCIAL DOCUMENTS

- A. Individual History Record(s) (Form DR 8404-I).
- B. Fingerprints taken and submitted to local authority. (State authority for master file applicants.)
- C. Purchase agreement, stock transfer agreement, and or authorization to transfer license.
- D. List of all notes and loans.

V. CORPORATE APPLICANT INFORMATION (If Applicable)

- A. Certificate of Incorporation (and/or)
- B. Certificate of Good Standing if incorporated more than 2 years ago.
- C. Certificate of Authorization if foreign corporation.
- D. List of officers, directors and stockholders of parent corporation (designate 1 person as "principal officer").

VI. PARTNERSHIP APPLICANT INFORMATION (If Applicable)

- A. Partnership Agreement (general or limited). Not needed if husband and wife.

VII. LIMITED LIABILITY COMPANY APPLICANT INFORMATION (If Applicable)

- A. Copy of articles of organization (date stamped by Colorado Secretary of State's Office).
- B. Copy of operating agreement.
- C. Certificate of Authority (if foreign company).

VIII. MANAGER REGISTRATION FOR HOTEL AND RESTAURANT, TAVERN LICENSES WHEN INCLUDED WITH THIS APPLICATION

- A. \$75.00 fee.
- B. Individual History Record (DR 8404-I).

6. Is the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager under the age of twenty-one years?	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>								
7. Has the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager ever (in Colorado or any other state); (a) been denied an alcohol beverage license? <input type="checkbox"/> <input checked="" type="checkbox"/> (b) had an alcohol beverage license suspended or revoked? <input type="checkbox"/> <input checked="" type="checkbox"/> (c) had interest in another entity that had an alcohol beverage license suspended or revoked? <input type="checkbox"/> <input checked="" type="checkbox"/> If you answered yes to 7a, b or c, explain in detail on a separate sheet.	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>								
8. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes," explain in detail.	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>								
9. Are the premises to be licensed within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>								
10. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current or former financial interest in said business including any loans to or from a licensee. <u>OASIS- Restaurant: sports</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>								
11. Does the Applicant, as listed on line 2 of this application, have legal possession of the premises by virtue of ownership, lease or other arrangement? <input type="checkbox"/> Ownership <input checked="" type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____	Yes No <input type="checkbox"/> <input type="checkbox"/>								
a. If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:									
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; padding: 2px;">Landlord <u>Jand R Holding LLC</u></td> <td style="width:33%; padding: 2px;">Tenant <u>ANGIE Medina</u> <u>PARADISE Billiards and Restaurant</u></td> <td style="width:33%; padding: 2px;">Expires <u>5-23-2017</u></td> </tr> </table>	Landlord <u>Jand R Holding LLC</u>	Tenant <u>ANGIE Medina</u> <u>PARADISE Billiards and Restaurant</u>	Expires <u>5-23-2017</u>	Yes No <input type="checkbox"/> <input type="checkbox"/>					
Landlord <u>Jand R Holding LLC</u>	Tenant <u>ANGIE Medina</u> <u>PARADISE Billiards and Restaurant</u>	Expires <u>5-23-2017</u>							
Attach a diagram and outline or designate the area to be licensed (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11". (Doesn't have to be to scale)									
12. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business. Attach a separate sheet if necessary.									
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%;">NAME</th> <th style="width:20%;">DATE OF BIRTH</th> <th style="width:20%;">FEIN OR SSN</th> <th style="width:25%;">INTEREST</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 5px;"><u>NONE</u></td> </tr> </tbody> </table>	NAME	DATE OF BIRTH	FEIN OR SSN	INTEREST	<u>NONE</u>				
NAME	DATE OF BIRTH	FEIN OR SSN	INTEREST						
<u>NONE</u>									
Attach copies of all notes and security instruments, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.									
13. Optional Premises or Hotel and Restaurant Licenses with Optional Premises Has a local ordinance or resolution authorizing optional premises been adopted?	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>								
Number of separate Optional Premises areas requested. _____ (See License Fee Chart)									
14. Liquor Licensed Drug Store applicants, answer the following: (a) Does the applicant for a Liquor Licensed Drug Store have a license issued by the Colorado Board of Pharmacy? COPY MUST BE ATTACHED.									
Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>									
15. Club Liquor License applicants answer the following and attach: (a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain? <input type="checkbox"/> <input checked="" type="checkbox"/> (b) Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain? <input type="checkbox"/> <input checked="" type="checkbox"/> (c) How long has the club been incorporated? _____ (Three years required) (d) Has applicant occupied an establishment for three years that was operated solely for the reasons stated above? <input type="checkbox"/> <input checked="" type="checkbox"/>									
Yes No <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>									
16. Brew-Pub License or Vintner Restaurant Applicants answer the following: (a) Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)									
Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>									
17a. Name of Manager (for all on-premises applicants) <u>ANGIE Medina</u> (If this is an application for a Hotel, Restaurant or Tavern License, the manager must also submit an Individual History Record (DR 8404-I).	Date of Birth <u>6-28-1954</u>								
17b. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number.	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>								
18. Tax Distraint Information. Does the applicant or any other person listed on this application and including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue? If yes, provide an explanation and include copies of any payment agreements.									
Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>									

19. If applicant is a corporation, partnership, association or limited liability company, applicant **must list ALL OFFICERS, DIRECTORS, GENERAL PARTNERS, AND MANAGING MEMBERS.** In addition applicant **must list** any stockholders, partners, or members with **OWNERSHIP OF 10% OR MORE** IN THE APPLICANT. ALL PERSONS LISTED BELOW must also attach form DR 8404-1 (Individual History record), and submit finger print cards to their local licensing authority.

NAME	HOME ADDRESS, CITY & STATE	DOB	POSITION	% OWNED*
NONE	Individual			

*If total ownership percentage disclosed here does not total 100% applicant must check this box

Applicant affirms that no individual other than these disclosed herein, owns 10% or more of the applicant

Additional Documents to be submitted by type of entity

- CORPORATION Cert. of Incorpor. Cert. of Good Standing (if more than 2 yrs. old) Cert. of Auth. (if a foreign corp.)
 PARTNERSHIP Partnership Agreement (General or Limited) Husband and Wife partnership (no written agreement)
 LIMITED LIABILITY COMPANY Articles of Organization Cert. of Authority (if foreign company) Operating Agrmt.
 ASSOCIATION OR OTHER Attach copy of agreements creating association or relationship between the parties

Registered Agent (if applicable)	Address for Service
----------------------------------	---------------------

OATH OF APPLICANT

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

Authorized Signature <i>Chris A. Nash</i>	Title <i>OWNER</i>	Date <i>7-15-12</i>
--	-----------------------	------------------------

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY/COUNTY)

Date application filed with local authority <i>8-20-12</i>	Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application 12-47-311 (1)) C.R.S.
---	---

THE LOCAL LICENSING AUTHORITY HEREBY AFFIRMS:

That each person required to file DR 8404-1 (Individual History Record) has:

- | | | |
|--|-------------------------------------|--------------------------|
| | Yes | No |
| <input checked="" type="checkbox"/> Been fingerprinted | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Been subject to background investigation, including NCIC/CCIC check for outstanding warrants | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with, and aware of, liquor code provisions affecting their class of license

(Check One)

- Date of Inspection or Anticipated Date _____
 Upon approval of state licensing authority.

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 12, Article 46 or 47, C.R.S. **THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority for	Telephone Number	<input checked="" type="checkbox"/> TOWN, CITY <input type="checkbox"/> COUNTY
Signature	Title	Date
Signature (attest)	Title	Date

Attachment to Liquor/3.2% Beer Retail License Application

(Please type or print legibly.)

1. Describe the nature of the proposed establishment and the target market. (restaurant, tavern, sports bar, families, college students, etc.)

Our goal is to built a restaurant atmosphere.
also to be included would be pool and Dart Leagues

2. What are the proposed hours and days of operation for this establishment?

Restaurant To open At 8:00 AM. until ^{AM} Midnight 2 AM

3. How many individuals will be employed at this proposed establishment and how many will be full time versus part time? (please provide responsibilities, for example, manager, assistant manager, bartender, wait staff, etc.)

Total individual At 1st will be a Total of 4 - 2 Full Time - 2 Part Time
For now, if Business progresses. we will have more Employees
not counting my Husband: I - I will manage. The business and provide all
responsibilities for our employees. Our employees are already trained. They have been with me

4. Describe your past training and experience in the sale/service of alcohol beverages. (include any special or certified training received)

most All our employees. have had Tips Training plus A Lot of experience
in Sales and service of Alcohol, They are very AWARE of overserving
And A Lot of experience in customer behavior, when They know That
it is Time To Leave, They will cut them off.

5. Describe your proposed operating manager's past training and experience in the sale/service of alcohol beverages. (include any special or certified training received)

I have been in Business in The Bar. Business since
1993, ~~to~~ my husband AND I have had 3 bars since Then
we. Train our employees To be as professional as can be

6. What type of training is proposed for employees at this establishment in the safe and legal sale/service of alcohol beverages?

if during this Transition if we have new hires in ~~to~~ this Business
we would send them to Tips class - It is a very good CLASS

7. Describe any other types of training or operating procedures that employees will be following in the day-to-day operation of this proposed establishment.

Other Types of Training would be in Food ^{Handling} ~~Handling~~ AND
Prep, Also in ~~proper~~ proper. Cooling and Heating in Food Preparation
For Restaurant + cleaning of inside AND outside of Business Area
is # 1 in our. Business,

8. What methods will be used in checking identification for proper age of patrons (at the door, at the bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (stamp, mark on the hand, etc.)?

All Patrons consuming Alcohol will be asked For ID regardless

9. What types of entertainment will be offered, if any, at this proposed establishment? (for example, music, pool, darts, etc.)

off Age, No ID No service, mgro. all Bartenders are experienced in this Procedure, No one under 21 in Bar Area After 8:00pm - we use Bands for
Pool - Darts - Karoke.

10. What type of security, if any, will be provided at this proposed establishment?

Usually For Pool & Darts we do not have security

11. If security is planned, who will provide such service, and have all applicable licenses been obtained?

if For some reason we hire security, we will hire only Licensed security, that are insured And Bonded

12. What types of alternate beverages and food/snacks will be provided at this proposed establishment?

we will have a Full menue Till 10:00 pm. After that we will have Pizzas, Burgers. - etc.

13. What is the estimated ratio of food sales to alcohol beverage sales at this establishment?

we are Targeting to 60% Food - 40% Alcohol

I hereby certify, under penalty of perjury, that the information provided to the City of Evans in this affidavit is true and accurate to the best of my knowledge.

Ray C. Nash
Applicant's Signature

8/13/12
Date



CITY OF EVANS, LICENSING AUTHORITY, WELD COUNTY, COLORADO

PRELIMINARY FINDINGS AND REPORT UPON APPLICATION FOR A NEW HOTEL AND RESTAURANT LIQUOR LICENSE

IN RE:

Angie A. Medina
dba Paradise Billiards and Restaurant
818 31st Street Unit L
Evans CO 80620

TO THE APPLICANT NAMED ABOVE AND OTHER INTERESTED PARTIES:

You are hereby advised that with regard to your application for a new Hotel and Restaurant Liquor License, an investigation has been made, and based on the results thereof, the following has been determined:

- 1) That the application was filed on August 20, 2012.
- 2) That the Notice of Public Hearing was posted on or before September 19, 2012 on the property and publication was made in the Greeley Tribune on September 22, 2012.
- 3) That there has not, within one year preceding the date of your application, been a denial of an application by either the State Licensing Authority or the Local Licensing Authority of the City of Evans for a Hotel and Restaurant Liquor license application at the location for which you make application for the reason that the reasonable requirements of the neighborhood and the desires of the inhabitants were satisfactory by the existing outlets.
- 4) That it appears from the evidence submitted by you that you will be entitled to possession of the premises where you propose to exercise the license applied for.
- 5) That selling liquor in the manner proposed in the application is not in violation of the zoning, fire and other applicable laws of the City of Evans or the State of Colorado. This is a legal nonconforming site that has signed an agreement and made an escrow deposit to ensure compliance with the code.
- 6) That the investigation reports from the Fire Department and Building Inspection Department indicate that before a Certificate of Occupancy will be issued, the premises will be in compliance with the Building, Zoning and Fire Codes.
- 7) That the building where you propose to exercise the privilege of selling liquor at

retail does not appear to be within 500 feet from any public or parochial school or principal campus of any college, university or seminary.

- 8) That within the boundaries which were identified as a one mile radius, where you propose to sell malt, vinous and spirituous liquors in sealed containers for consumption off the premises at 818 31st Street, there are the following existing liquor outlets located:

Brew Pub:	1
Hotel-Restaurant:	4
3.2 Beer:	4
Retail Liquor Store:	6
Tavern:	11
Club	2

- 9) That according to the information submitted by the Evans Police Department, there exists the following record:

The memorandum from Rick Brandt, Chief of Police dated August 6, 2012 is hereby attached.

- 10) That the Public Hearing on your application will be held on Tuesday, October 2, 2012 at 7:30 p.m. at the Evans Community Complex, Council Chambers, 1100 37th Street, Evans CO. At said hearing, you will have an opportunity to be heard regarding all matters related to your application, including all matters herein set forth.

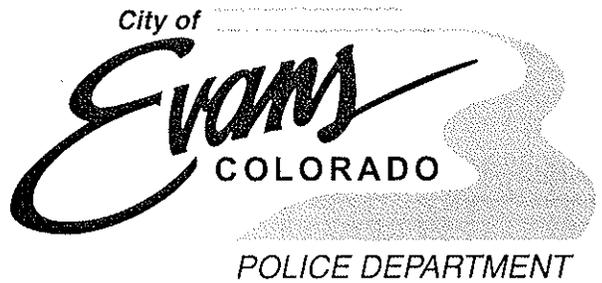
You are advised to obtain and read a copy of the State of Colorado Liquor Code and Regulations and Chapter 5.08, Alcoholic Beverages of the Evans Municipal Code.

Dated this 25th day of September, 2012.

Sincerely,



Julie Roeder
Interim Administrative Services Director



TO: Julie Roeder, HR & Risk Management Director/Interim Administrative Director
FROM: Rick Brandt, Chief of Police *RB*
DATE: August 6, 2012
SUBJ: Paradise Billiards And Restaurant Liquor License Application

A standard background investigation was conducted for a liquor license application for Paradise Billiards And Restaurant and the below listed corporate officer:

Angie Medina 

No information was found relating to the applicant of a criminal history nature.

No information was found which would reflect on the moral character of the applicant.

A fingerprint identification search has been submitted for applicant, which will take 8 to 10 weeks to complete. In the event additional information is obtained which would reflect in this application, a memorandum will be forwarded to your office.

Holly Roberts

From: Ansonofc <ansonofc@aol.com>
Sent: Tuesday, September 25, 2012 12:47 PM
To: Holly Roberts
Subject: Re: Paradise Billiards and Restaurant - 1st review

OK, looks fine, Holly. Thank you.
Russ

-----Original Message-----

From: Holly Roberts <HRoberts@ci.evans.co.us>
To: Ansonofc <ansonofc@aol.com>
Sent: Tue, Sep 25, 2012 12:15 pm
Subject: RE: Paradise Billiards and Restaurant - 1st review

Good afternoon Russ,

Here are the requested amendments for your review.

Thanks,

~H

Holly Roberts
Customer Service Administrator
City of Evans
970-475-1102
From: Ansonofc [mailto:ansonofc@aol.com]
Sent: Monday, September 24, 2012 12:12 PM
To: Holly Roberts
Subject: Re: Paradise Billiards and Restaurant - 1st review

Just the parts that have been corrected.
Russ

-----Original Message-----

From: Holly Roberts <HRoberts@ci.evans.co.us>
To: Ansonofc <ansonofc@aol.com>
Cc: Julie Roeder <JRoeder@ci.evans.co.us>; Holly Roberts <HRoberts@ci.evans.co.us>
Sent: Mon, Sep 24, 2012 11:33 am
Subject: RE: Paradise Billiards and Restaurant - 1st review

I spoke with the applicant and they will be in this afternoon to provide the information requested. Do you need me to email the documents in question back to you for your review?

Holly Roberts
Customer Service Administrator
City of Evans
970-475-1102
From: Ansonofc [mailto:ansonofc@aol.com]
Sent: Sunday, September 23, 2012 9:36 AM
To: Holly Roberts
Cc: Julie Roeder
Subject: Re: Paradise Billiards and Restaurant - 1st review

Holly:

Regarding the Paradise Billiards Liquor License Application, we need the date of birth in Section 17. On the premises diagram, show where the billiard tables will be.

The Lease Agreement shows leasing of units G, H, and L. Will units H and L be used for alcohol serving, storage, etc.? The Lease Agreement does not allow a "dance hall". Will the Lease Agreement permit a dance floor?

Russ

-----Original Message-----

From: Holly Roberts <HRoberts@ci.evans.co.us>

To: Russ Anson (ansonofc@aol.com) <ansonofc@aol.com>

Cc: Julie Roeder <JRoeder@ci.evans.co.us>; Holly Roberts <HRoberts@ci.evans.co.us>

Sent: Fri, Sep 21, 2012 4:17 pm

Subject: Paradise Billiards and Restaurant - 1st review

Hi Russ,

Attached is the application and documentation for Paradise Billiards and Restaurant for your review. Fire Chief Warren Jones is out of the office until Monday, September 24th so I was unable to get an updated email regarding fire compliance. I just wanted to get this to you by the end of today. Please let me know if you need any further information.

Thank you!

Holly

Holly Roberts
Customer Service Administrator
City of Evans
970-475-1157

Holly Roberts

From: Zach Ratkai
Sent: Friday, September 21, 2012 3:58 PM
To: Holly Roberts
Cc: Jessica Scheopner
Subject: RE: findings letter - Paradise Billiards and Restaurant - time sensitive

The Evans Building and Neighborhood Services Division inspected the premises on two separate occasions, the first at the request of the lessee and the second at the request of the Evans City Clerk for a liquor license inspection. Paradise Billiards will require new signage for all exit doors on the north side of the unit. The signage shall say "THESE DOORS TO REMAIN UNLOCKED DURING BUSINESS HOURS" and shall be readily visible by all occupants. This signage shall be in place prior to the public opening of the establishment.

The inspector assigned also noted additional, smaller items that need to be remedied, but nothing that will adversely affect health, life-safety and welfare of the proprietors and customers of the establishment.

The Evans Building Official approves of the establishment for the sake of moving to the public hearing for the liquor license and will inspect the site once again when a determination of the occupant load will be made.

N. Zach Ratkai, CPM

Building and Development Manager
City of Evans, Colorado

From: Holly Roberts
Sent: Thursday, September 20, 2012 5:03 PM
To: Sheryl Trent; Zach Ratkai; Warren Jones
Cc: Julie Roeder; Holly Roberts
Subject: findings letter - Paradise Billiards and Restaurant - time sensitive
Importance: High

Please provide me an update of blue highlighted section for the findings report as your earliest convenience, preferably by Friday, September 21st at 4:00pm. This will be provided in advance to the applicant and in the Council packet for October 2nd meeting.

Thanks!

Holly

Julie Roeder

From: Warren Jones
Sent: Friday, September 14, 2012 10:33 AM
To: Julie Roeder
Subject: Paradise Billards and bar, 818 31st St.

I've done the fire inspection on this occupancy. There are a number of routine fire code items that can be corrected thorough the normal inspection process. None are substantive enough to hold up the liquor license process from fire.

Warren D. Jones

Fire Chief
Evans Fire Protection District
970-475-1117
970-397-3114 (cell)
wjones@ci.evans.co.us



"...Providing Professional Fire and Emergency Services with Dedication, Compassion and Excellence."

INDIVIDUAL HISTORY RECORD

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant or Tavern class of retail license.

NOTICE: This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". Any deliberate misrepresentation or material omission may jeopardize the license application.

1. Name of Business Paradise Billiards And Restaurant					
2. Your Full Name (last, first, middle) Medina Angie Ann			3. List any other names you have used.		
4. Mailing address (if different from residence) 1508 25th Ave Greeley Colo 80634					
5. List current residence address. Include any previous addresses within the last five years (attach separate sheet if necessary).					
STREET AND NUMBER		CITY, STATE, ZIP		FROM	TO
Current 1508 25th Ave		Greeley Colo 80634		2009	2012
Previous 4209 W 4th St		Greeley Colo 80631		2003	2009
6. List all employment within the last five years. Include any self employment. (Attach separate sheet if necessary)					
NAME OF EMPLOYER OR BUSINESS	ADDRESS (STREET, NUMBER, CITY, STATE, ZIP)	POSITION HELD	FROM	TO	
OASIS Restaurant & Sports Lounge	609 8th Ave Greeley Co. 80631	(owner)	1-10-10	8-12	
NATIONAL Interlock	910 9th St Greeley Colorado 80631	(owner)	3-20-03	1-10-10	
Advanced Automotive	811 8th Ave Greeley Colorado 80631	Bookkeeper	1999	2003	
7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.					
NAME OF RELATIVE	RELATIONSHIP TO YOU	POSITION HELD	NAME OF LICENSEE		
NONE					
8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? If yes, answer in detail. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Owner of of Oasis Restaurant & Sports Lounge					
9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? If yes, explain in detail. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
OASIS. Restaurant And sports Lounge (still in operation)					

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)

Yes No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (if yes, explain in detail.)

Yes No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)

Yes No

PERSONAL AND FINANCIAL INFORMATION

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential.
The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth 6-28-54	b. Social Security Number SSN 522-86-5393	c. Place of Birth Colorado Springs Colorado	d. U.S. Citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
e. If Naturalized, State where		f. When	g. Name of District Court
h. Naturalization Certificate Number	i. Date of Certification	j. If an Alien, Give Alien's Registration Card Number	k. Permanent Residence Card Number
l. Height 5'1	m. Weight 150	n. Hair Color Brown	o. Eye Color Brown
p. Sex F	q. Race Hispanic	r. Do you have a current Driver's License? If so, give number and state <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 92-153-6238 Colorado	

14. Financial Information.

a. Total purchase price \$ _____ (if buying an existing business) or investment being made by the applying entity, corporation, partnership, limited liability company, other \$ _____

b. List the total amount of your investment in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid \$ 34,000

c. Provide details of the investment described in 14.b. You must account for all of the sources of this investment. Attach a separate sheet if needed.

Type: Cash, Services or Equipment	Source	Amount
Cash (all acquired from Bar Sales)	Cash at Home	10,000
Bank Acct (all acquired from Bar Sales)	Business Acct Wells Fargo - Acct # 6094720874	4,000
All Equipment - Chairs Tables		
Coolers Registers - Pool Tables - Juice Box Etc. -	All Paid	20,000

d. Loan Information (attach copies of all notes or loans)

Name of Lender	Address	Term	Security	Amount
NO LOANS FOR THIS BUSINESS				

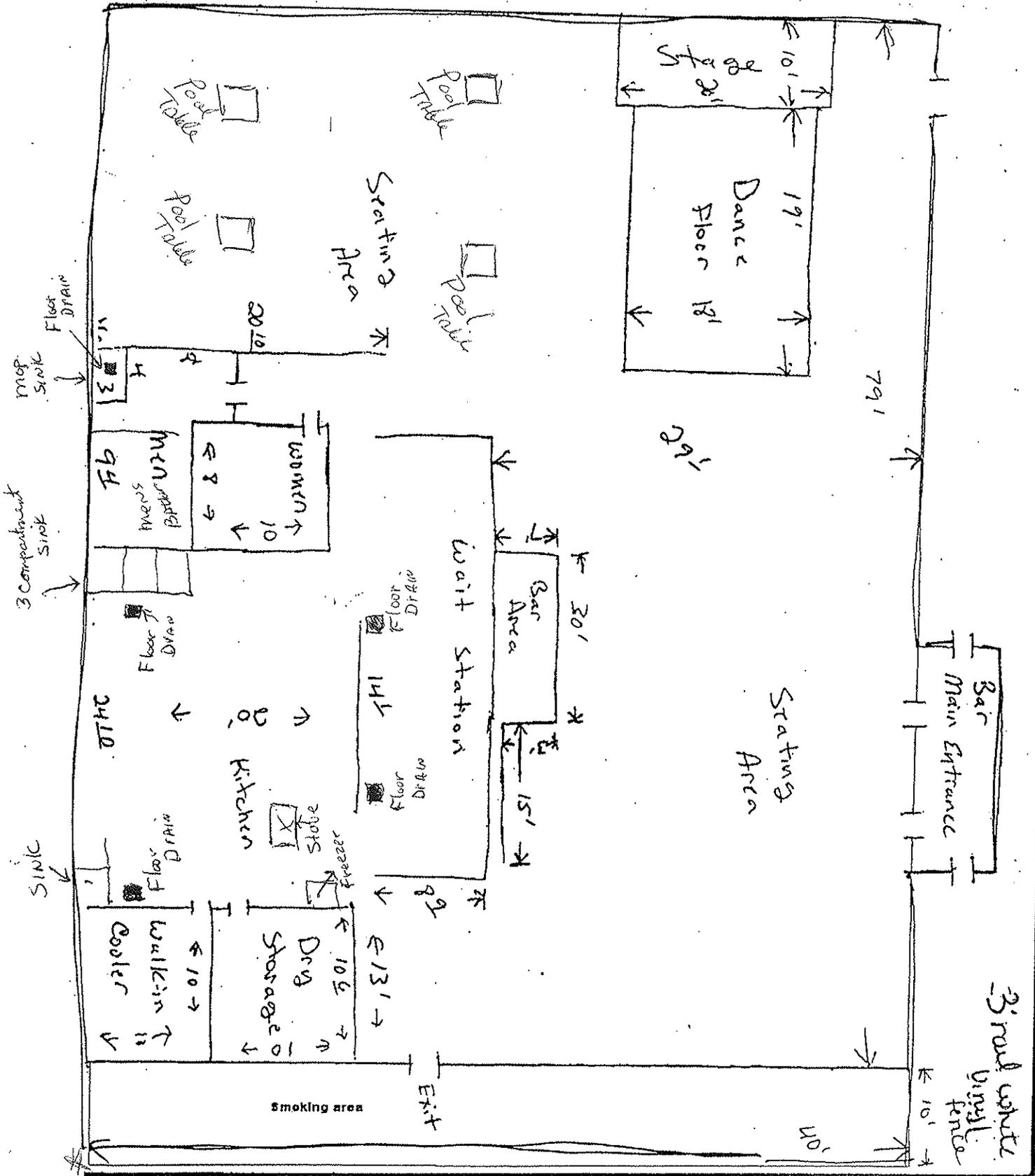
Oath of Applicant

I declare under penalty of perjury that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature <i>Angie Medina</i>	Title owner	Date 7-15-12
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Paradise Billiard & Restaurant

Floor Drains





NAME OF APPLICANT:

Angie Medina
dba Paradise Billiards & Restaurant
818 31st Street, Unit L
Evans CO 80620

TYPE OF APPLICATION: Hotel and Restaurant liquor license to sell malt, vinous or spirituous liquors by the drink to only customers for consumption on the premises.

PUBLIC HEARING: Tuesday - October 2, 2012 at 7:30 p.m. - Evans Community Complex, 1100 37th St. - Evans CO

THE UNDERSIGNED HAVE HAD THE OPPORTUNITY TO READ THE INSTRUCTIONS, QUALIFICATIONS AND PETITION AND ARE IN FAVOR/AGAINST THE ISSUANCE OF A LIQUOR LICENSE.

	Signature	Address	City	Age	Date	Yes	No	Comments
1	Angie Medina	3038 Denver St Apt. 1	EVANS	20	9-17-10	X		
2	Angie Medina	3039 Sunset Dr	EVANS	49	12-5-12	X		
3	Angie Medina	3025 Sunset Dr	EVANS	54	7	X		
4	Angie Medina	3020 Schuler	Evans	59		X		
5	Angie Medina	3009 Sunset Dr #4	Evans	35	1-14-77	X		
6	Angie Medina	3009 Sunset Dr #1	EVANS	36	9-17-2012	X		
7	Angie Medina	3002 Lakeside	EVANS	18	9-17-12	X		
8	Angie Medina	3038 Lakeside Dr #4	EVANS	21	9-17-12	X		
9	Angie Medina	3020 Lakeside Dr	EVANS	37	9-17-75	X		
10	Angie Medina	3024 Lakeside Dr	EVANS	37	9-27-12	X		
11	Angie Medina	3023 Lakeside Dr	EVANS	27	9-17-12	X		
12	Angie Medina	3028 Lakeside	EVANS	21	9/17/12	X		
13	Angie Medina	3030 Lakeside Drive	EVANS	33	9-17-12	X		
14	Angie Medina	148 33rd St	EVANS	21	9-15-12	X		
15	Angie Medina	1814 33rd St	EVANS	27	9-15-12	X		
16	Angie Medina	3307 Larson Ave	EVANS	48	9-18-12	X		
17	Angie Medina	1910 Shady Ct	EVANS	27	9/18/12	X		
18	Angie Medina	1208 Shady Ct	EVANS	27	9-18-12	X		
19	Angie Medina	1306 Shady Ct	EVANS	29	9-18-12	X		

	Signature	Address	City	Age	Date	Yes	No	Comments
20	Ryan J. [Signature]	3102 17th Ave # 1D	Greer	43	9-17-12	<input checked="" type="checkbox"/>		
21	[Signature]	7106 Empire St	Evans	44	9-18-12	<input checked="" type="checkbox"/>		
22	Jeri Okala	915 36th St	Evans	65	9-17-12	<input checked="" type="checkbox"/>		
23	Luis Baca	2056 1st Ave	Greer	34	9-17-12	<input checked="" type="checkbox"/>		
24	Mike Moore	3528 Center St	Evans	50	9-17-12	<input checked="" type="checkbox"/>		
25	Steve [Signature]	State St	EVANS	49	9-17-12	<input checked="" type="checkbox"/>		
26	[Signature]	4320 Pittblair	Evans	42	9-17-12	<input checked="" type="checkbox"/>		
27	Rene [Signature]	118 37th St	Evans	50	9-17-12	<input checked="" type="checkbox"/>		
28	Timothy [Signature]	3911 Funder St	Evans	57	9-17-12	<input checked="" type="checkbox"/>		
29	[Signature]	3129 W. 5th St	Greer	49	7-25-63	<input checked="" type="checkbox"/>		
30	John Bailey	226 3rd Ave	Greer	51	9-17-12	<input checked="" type="checkbox"/>		
31	Leanne Kuller	2110 3rd St	Greer	53	9-17-12	<input checked="" type="checkbox"/>		
32	[Signature]	2935 11th Ave	Evans	51	9-17-12	<input checked="" type="checkbox"/>		
33	[Signature]	2921 E 18th	Greer	50	9-18-12	<input checked="" type="checkbox"/>		
34	[Signature]	3722 Empire St	Evans	43	9-17-12	<input checked="" type="checkbox"/>		
35	[Signature]	3519 Parola St	Evans	43	9-17-12	<input checked="" type="checkbox"/>		
36	[Signature]	3517 Parola St	Evans	43	9-17-12	<input checked="" type="checkbox"/>		
37	[Signature]	3515 Parola St	Evans	23	9-17-12	<input checked="" type="checkbox"/>		
38	[Signature]	3021 Fire St	EVANS	49	9-17-12	<input checked="" type="checkbox"/>		
39	[Signature]	582 37th St	EVANS	37	9-17-12	<input checked="" type="checkbox"/>		
40	Amber Jones	3802 Empire	Evans	26	9-17-12	<input checked="" type="checkbox"/>		
41	Nicole Roberts	3813 Empire	Evans	33	9-18-12	<input checked="" type="checkbox"/>		
42	Nolan Turner	3117 Park Ave	EVANS	34	9-18-12	<input checked="" type="checkbox"/>		
43	[Signature]	3117 17th Ave	EVANS	32	9-18-12	<input checked="" type="checkbox"/>		
44	[Signature]	3813 Empire St	EVANS	43	9-17-12	<input checked="" type="checkbox"/>		
45	[Signature]	3106 Empire St	Evans	54	9-18-12	<input checked="" type="checkbox"/>		
46	[Signature]	3106 Empire St	Evans	67	9-18-12	<input checked="" type="checkbox"/>		
47	[Signature]	1701 Fairview	Evans	30	9-18-12	<input checked="" type="checkbox"/>		
48	[Signature]	1701 Fairview	Evans	29	9-18-12	<input checked="" type="checkbox"/>		

	Signature	Address	City	Age	Date	Yes	No	Comments
49	MARIE HOGAN	1419 30th St RD	EVANS	61	9-18-17	X		
50	Zoe Schmitt	221 E 18th	Greeley	21	9-18-12	X		
51	Summer Miller	1918 27th St	Greeley	28	9-18-12	X		
52	Bryan Chamberlain	501 36th St AV	Greeley	52	7-8-60	X		
53	DOUG MITCHELL	40th St	EVANS	36	9-18-12	X		
54	ROSE MILLER	40th St	EVANS	28	9-18-12	X		
55	Jack Black	2608 9th Ave	Good Evans	49	9-18-12	X		
56	Bill Babcock	40th St	EVANS	52	9-18-12	X		
57	Dawson Ricketts	2603 8th Ave	Gordon City	20	9-18-12	X		
58	Michelle Noble	1615 8th Ave #6	Greeley	37	9-18-12	X		
59	Stephen Dyer	1015 8th Ave #10	Greeley	35	9-18-12	X		
60	Brenda Hanna	1918 27th St	Greeley	39	9-18-12	X		
61	Bryan Hanna	1918 27th St	Greeley	35	9-18-12	X		
62	Deidre Truitt	1615 8th Ave #4	Greeley	24	9-18-12	X		
63	Carne Truitt	1615 8th Ave #1	Greeley	24	9-18-12	X		
64	Norvan Gray	1213 33rd St	Evans	24	9-18-12	X		
65	Miriam Brown	1212 33rd St	Evans	23	9-18-12	X		
66	Wanda Lopez	3305 Carson Ave	Evans	32	9-18-12	X		
67	Erica Hanna	3408 Latham Ave	EVANS	42	9-18-12	X		
68	Michelle	3500 Latham Ave	EVANS	30	9-11-12	X		
69	Michelle	506 LATHAM AVE	EVANS	30	9-14-12	X		
70	Michelle	3210 Latham Ave	Evans	27	9-18-12	X		
71	Michelle	3504 Latham Ave	EVANS	52	9-18-12	X		
72	Wanda Lopez	3508 Latham Ave	EVANS	24	9-18-12	X		
73	Andrew Shugart	1205 36th St Evans	Evans	36	9-18-12	X		
74	Wanda Lopez	3504 Carson Avenue	EVANS	28	9-18-12	X		
75	Wanda Lopez	3502 Carson Ave	EVANS	28	9-18-12	X		
76	Wanda Lopez	3413 Carson Ave	EVANS	28	9-18-12	X		
77	Wanda Lopez	3411 Carson Ave	Evans	26	9-18-12	X		

NAME OF APPLICANT:

Angie Medina
 dba Paradise Billiards & Restaurant
 818 31st Street, Unit L
 Evans CO 80620

TYPE OF APPLICATION: Hotel and Restaurant liquor license to sell malt, vinous or spirituous liquors by the drink to only customers for consumption on the premises.

PUBLIC HEARING: Tuesday - October 2, 2012 at 7:30 p.m. - Evans Community Complex, 1100 37th St. - Evans CO

THE UNDERSIGNED HAVE HAD THE OPPORTUNITY TO READ THE INSTRUCTIONS, QUALIFICATIONS AND PETITION AND ARE IN FAVOR/AGAINST THE ISSUANCE OF A LIQUOR LICENSE.

	Signature	Address	City	Age	Date	Yes	No	Comments
1	[Signature]	516 24th St	Greely	46	9/17/12	<input checked="" type="checkbox"/>		
2	[Signature]	3813 Empress St	Greely	29	9/17/12	<input checked="" type="checkbox"/>		
3	[Signature]	1414 30th St	Greely	30	9/17/12	<input checked="" type="checkbox"/>		
4	[Signature]	1414 30th St	Greely	33	9/17/12	<input checked="" type="checkbox"/>		
5	[Signature]	1414 30th St	Greely	54	9/17/12	<input checked="" type="checkbox"/>		
6	[Signature]	1211 30th St. Rd.	Greely	32	9-17-12	<input checked="" type="checkbox"/>		
7	[Signature]	2616 9th Ave 2	Greely	34	9-17-12	<input checked="" type="checkbox"/>		
8	[Signature]	2618, 9th Ave #1	Greely	74	9/17/12	<input checked="" type="checkbox"/>		
9	[Signature]	2615 9th Ave 2	Greely	50	9/17/12	<input checked="" type="checkbox"/>		
10	[Signature]	2618 7th Ave	Greely	63	9-17-12	<input checked="" type="checkbox"/>		
11	[Signature]	2612 7th Ave #3	Greely	27	9-17-12	<input checked="" type="checkbox"/>		
12	[Signature]	2612 9th Ave #3	Greely	22	9-17-12	<input checked="" type="checkbox"/>		
13	[Signature]	2611 9th Ave #4	Greely	65	9-17-12	<input checked="" type="checkbox"/>		
14	[Signature]	2610 9th Ave #3	Greely	49	9-17-12	<input checked="" type="checkbox"/>		
15	[Signature]	2612 9th Ave	Greely	30	9-17-12	<input checked="" type="checkbox"/>		
16	[Signature]	2619 9th Ave	Greely	49	9-17-12	<input checked="" type="checkbox"/>		
17	[Signature]	3817 Empress	Evans	57	9-17-12	<input checked="" type="checkbox"/>		
18	[Signature]	3817 Empress	Evans	50	9-17-12	<input checked="" type="checkbox"/>		
19	[Signature]	3817 Empress	Evans	54	9-17-12	<input checked="" type="checkbox"/>		

**PUBLIC HEARING
AFFIDAVIT OF POSTING**

APPLICANT'S NAME/ADDRESS: Angie Medina
dba Paradise Billiards and Restaurant
818 31st Street, Unit L
Evans, CO 80620

TYPE OF APPLICATION: Hotel and Restaurant liquor license to sell malt, vinous, or spirituous liquors by the drink to only customers for consumption on the premises

PUBLIC HEARING DATE Tuesday – October 2, 2012 at 7:30 p.m.
Evans Community Complex
1100 37th St.
Evans CO 80620

The undersigned, being first duly sworn on oath deposes and says that a sign was posted at the following location:

818 31st Street, Unit L, Evans, CO

Date of Posting: Sept 19 2012

I, Robert Medina, hereby acknowledge that the sign for the above listed establishment was posted in a conspicuous place at least ten (10) days before the public hearing in the front window of the establishment.

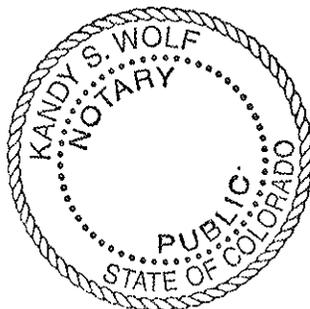
Posted by: Robert Medina

Signature: Robert Medina

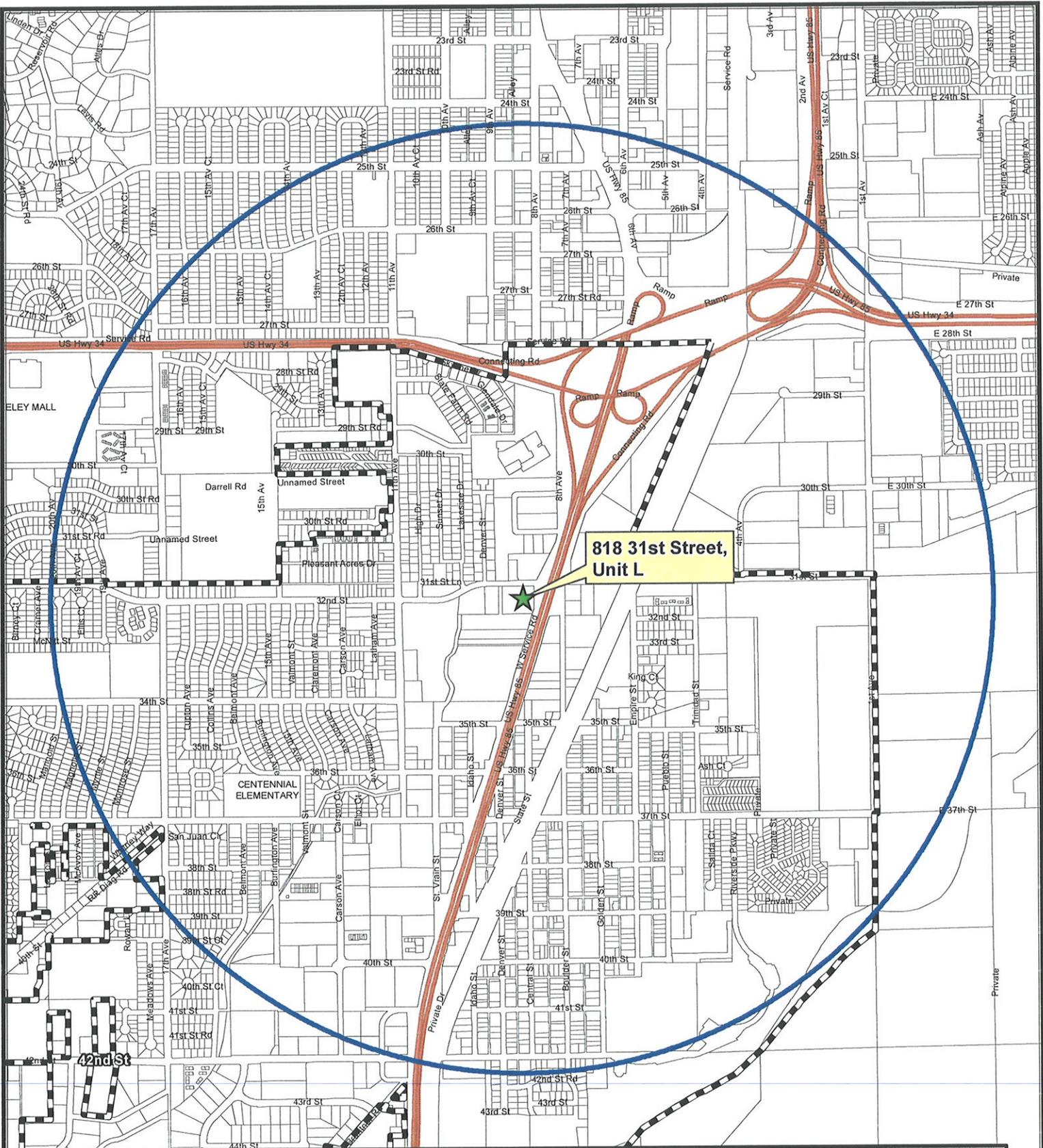
Subscribed and sworn to before me this 19th day of Sept, 2012, by Robert Medina

Witness my hand and official seal.

My Commission Expires: 10-26-16



Kandy S. Wolf
Notary Public



**818 31st Street,
Unit L**

Legend

-  Evans City Limits
-  Proposed Location
-  One-mile Radius

Vicinity Map

**818 31st Street,
Unit L**



12-47-301. Licensing in general.

(1) No local licensing authority shall issue a license provided for in this article or article 46 or 48 of this title until that share of the license fee due the state has been received by the department of revenue. All licenses granted pursuant to this article and articles 46 and 48 of this title shall be valid for a period of one year from the date of their issuance unless revoked or suspended pursuant to section 12-47-601 or 12-47-306.

(2)(a) Before granting any license, all licensing authorities shall consider, except where this article and article 46 of this title specifically provide otherwise, the reasonable requirements of the neighborhood, the desires of the adult inhabitants as evidenced by petitions, remonstrances, or otherwise, and all other reasonable restrictions that are or may be placed upon the neighborhood by the local licensing authority. With respect to a second or additional license described in section 12-47-401 (1) (j) to (1) (t) or 12-47-410 (1) or in a financial institution referred to in section 12-47-308 (4) for the same licensee, all licensing authorities shall consider the effect on competition of the granting or disapproving of additional licenses to such licensee, and no application for a second or additional hotel and restaurant or vintner's restaurant license that would have the effect of restraining competition shall be approved.

(b) A local licensing authority or the state on state-owned property may deny the issuance of any new tavern or retail liquor store license whenever such authority determines that the issuance of such license would result in or add to an undue concentration of the same class of license and, as a result, require the use of additional law enforcement resources.

(3) (a) Each license issued under this article and article 46 of this title is separate and distinct. It is unlawful for any person to exercise any of the privileges granted under any license other than that which the person holds or for any licensee to allow any other person to exercise such privileges granted under the licensee's license, except as provided in section 12-46-404(1)(a), 12-47-402 (2.5), 12-47-403 (2) (a), 12-47-403.5. or 12-47-415 (1)(b). A separate license shall be issued for each specific business or business entity and each geographical location, and in said license the particular alcohol beverages the applicant is authorized to manufacture or sell shall be named and described. For purposes of this section, a resort complex with common ownership, a hotel and restaurant licensee with optional premises, an optional premises licensee for optional premises located on an outdoor sports and recreational facility, and a wine festival at which more than one licensee participates pursuant to a wine festival permit shall be considered a single business and location.

(b) At all times a licensee shall possess and maintain possession of the premises or optional premises for which the license is issued by ownership, lease, rental, or other arrangement for possession of such premises.

(4) (a) The licenses provided pursuant to this article and article 46 of this title shall specify the date of issuance, the period which is covered, the name of the licensee, the premises or optional premises licensed, the optional premises in the case of a hotel and restaurant license, and the alcohol beverages that may be sold on such premises or optional premises. The license shall be conspicuously placed at all times on the licensed premises or optional premises, and all sheriffs and police officers shall see to it that every person selling alcohol beverages within their jurisdiction has procured a license to do so.

12-47-307. Persons Prohibited as Licensees.

(1) (a) No license provided by this article or article 46 or 48 of this title shall be issued to or held by:

(I) Any person until the annual fee therefor has been paid;

(II) Any person who is not of good moral character;

(III) Any corporation, any of whose officers, directors, or stockholders holding ten percent or more of the outstanding and issued capital stock thereof are not of good moral character;

(IV) Any partnership, association, or company, any of whose officers, or any of whose members holding ten percent or more interest therein, are not of good moral character;

(V) Any person employing, assisted by, or financed in whole or in part by any other person who is not of good character and reputation satisfactory to the respective licensing authorities;

(VI) Any person unless such person's character, record, and reputation are satisfactory to the respective licensing authority;

(VII) Any natural person under twenty-one years of age.

(b) (I) In making a determination as to character or when considering the conviction of a crime, a licensing authority shall be governed by the provisions of section 24-5-101, C.R.S.

(II) With respect to arts or club license applications, an investigation of the character of the president or chair of the board and the operational manager shall be deemed sufficient to determine whether to issue the arts or club license to the applicant.

(2) No license provided by this article shall be issued to or held by any sheriff, deputy sheriff, police officer, or prosecuting officer, or the state licensing authority, or any of its inspectors or employees.

(3) (a) In investigating the qualifications of the applicant or a licensee, the local licensing authority may have access to criminal history record information furnished by a criminal justice agency subject to any restrictions imposed by such agency. In the event the local licensing authority takes into consideration information concerning the applicant's criminal history record, the local licensing authority shall also consider any information provided by the applicant regarding such criminal history record, including but not limited to evidence of rehabilitation, character references, and educational achievements, especially those items pertaining to the period of time between the applicant's last criminal conviction and the consideration of the application for a license.

(b) As used in paragraph (a) of this subsection (3), "criminal justice agency" means any federal, state, or municipal court or any governmental agency or subunit of such agency that performs the administration of criminal justice pursuant to a statute or executive order

and that allocates a substantial part of its annual budget to the administration of criminal justice.

(c) At the time of the application for a license, the applicant shall submit fingerprints and file personal history information concerning the applicants qualifications for a license on forms prepared by the state licensing authority. The state and local licensing authorities shall submit such fingerprints to the Colorado bureau of investigation for the purpose of conducting fingerprints-based criminal history record checks. The Colorado bureau of investigation shall forward the fingerprints to the federal bureau of investigation for the purpose of conducting fingerprinted-based criminal history record checks. An applicant who has previously submitted fingerprints for alcohol beverage licensing purposes may request that the fingerprints on file be used. The licensing authorities shall use the information resulting from the fingerprints-based criminal history record check to investigate and to determine if an applicant is qualified for a license pursuant to this article and article 46 of this title. The licensing authority shall not be prohibited from verifying any of the information required to be submitted by an applicant pursuant to this section. An applicant shall not be required to submit additional information beyond that required in this subsection (3) unless the licensing authority has determined any of the following:

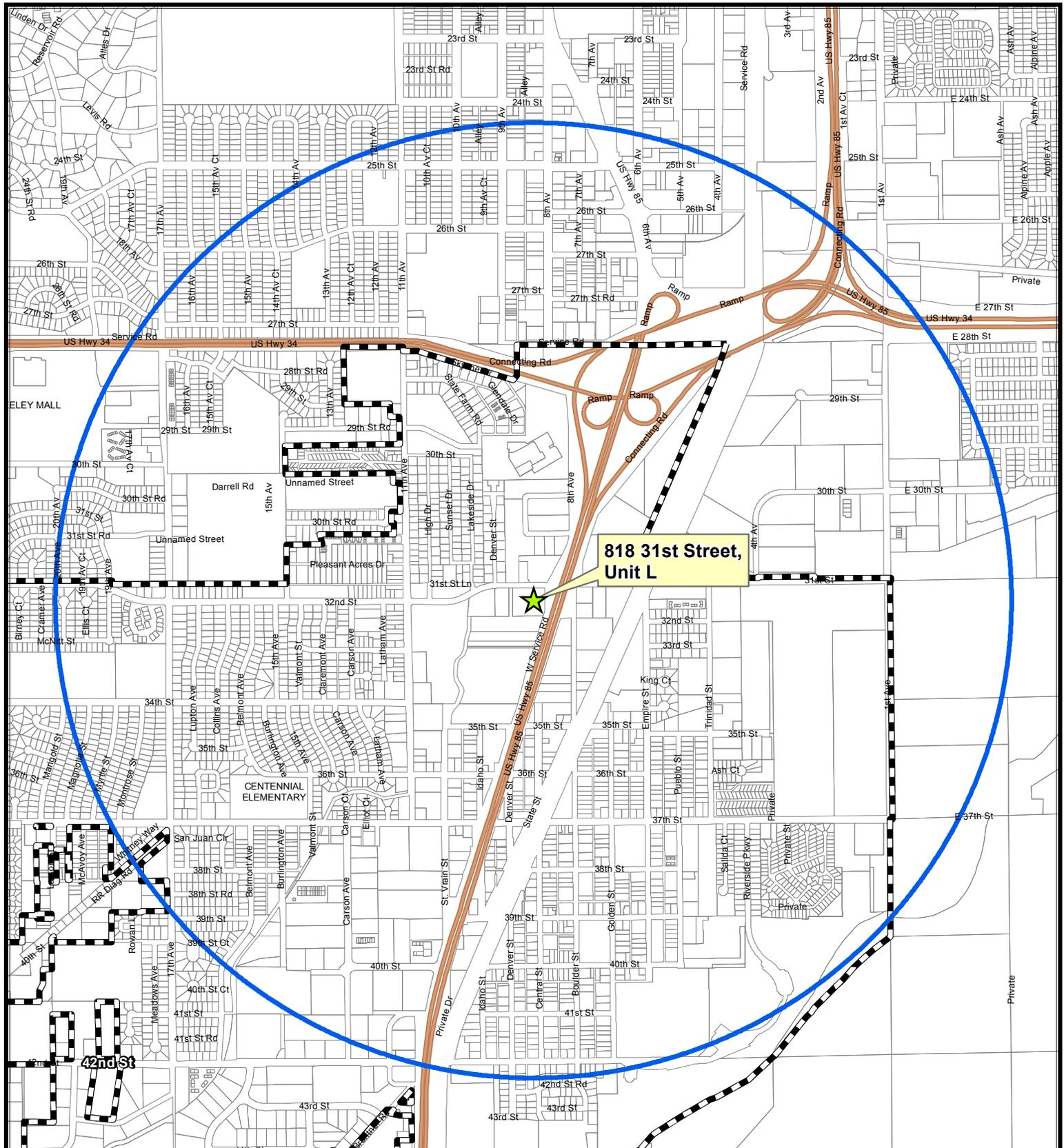
(I) The applicant has misrepresented a material fact;

(II) The applicant has an established criminal history record;

(III) A prior criminal or administrative proceeding determined that the applicant violated alcohol beverage laws;

(IV) The information submitted by an applicant is incomplete; or

(V) The character, record, or reputation of the applicant, his or her agent, or his or her principal is such that a potential violation of this article or article 46 of this title may occur if a license is issued to the applicant.



**818 31st Street,
Unit L**

Legend

-  Evans City Limits
-  Proposed Location
-  One-mile Radius

Vicinity Map
**818 31st Street,
Unit L**





COUNCIL COMMUNICATION

DATE: October 2, 2012

AGENDA NO.: **7.B**

SUBJECT: Public Hearing – New Hotel and Restaurant Liquor License for El Borrego De Oro

PRESENTED BY: Russ Anson, City Attorney

AGENDA ITEM DESCRIPTION:

Enrique and Myrna Carrillo, representing El Borrego De Oro, submitted an application for a Hotel and Restaurant Liquor License located at 2812 11th Avenue. The nature of the proposed establishment is a restaurant with liquor service.

The preliminary findings and report submitted for this hotel and restaurant liquor license application is as follows:

The application was filed on August 29, 2012.

The City Attorney and Staff find that the applicant has submitted all the necessary information for a complete application.

The evidence submitted by the applicant entitles them to possession of the premises where they propose to exercise the license applied for.

No licensing authority has denied an application for a liquor license at this location within two years preceding the date of filing of this application.

That selling liquor in the manner proposed in the application is not in violation of the zoning, fire and other applicable laws of the City of Evans or the State of Colorado.

That the investigation reports from the Fire Department and Building Inspection Department indicates the premises are in compliance with the Building, Zoning and Fire Codes.

That the building where the applicant proposes to exercise the privilege of selling liquor is not within the 500 foot limitation from any public or parochial school or principal campus of any college, university or seminary.

The neighborhood for purposes of determining the reasonable requirements of the neighborhood was established as a one (1) mile radius from the location.

The applicant submitted petitions addressing the needs and desires of the neighborhood. The petitions submitted reflect 150 signatures in favor of the proposed liquor license and there are no signatures showing opposition to the proposed liquor license. The petitions are attached.

The memo from the police department indicates no information was found relating to the applicants of a criminal history nature or which would reflect on the moral character of the applicants.

Notice of Public Hearing was posted on the property on September 18, 2012 by the applicant's representative and publication was made in the Greeley Tribune on September 22, 2012.

Before granting any license, the local licensing authority shall consider the reasonable requirements of the neighborhood, the desires of the adult inhabitants, the moral character of the applicants and any other pertinent matters affecting the qualifications of the applicants.

FINANCIAL SUMMARY:

Applicant has paid all the fees.

RECOMMENDATION:

Staff is satisfied that the application for a new hotel and restaurant liquor license is complete and that all requirements regarding the new license application have been met. Staff recommends approval.

SUGGESTED MOTIONS:

"I move to approve the Hotel and Restaurant Liquor License for El Borrego De Oro."

"I move to deny the approval of the Hotel and Restaurant Liquor License for El Borrego De Oro for the following reasons . . ."



CITY OF EVANS, LICENSING AUTHORITY, WELD COUNTY, COLORADO

PRELIMINARY FINDINGS AND REPORT UPON APPLICATION FOR A NEW HOTEL AND RESTAURANT LIQUOR LICENSE

IN RE:

El Borrego De Oro, LLC
dba El Borrego De Oro
2812 11th Ave
Evans CO 80620

TO THE APPLICANT NAMED ABOVE AND OTHER INTERESTED PARTIES:

You are hereby advised that with regard to your application for a new Hotel and Restaurant Liquor License, an investigation has been made, and based on the results thereof, the following has been determined:

- 1) That the application was filed on August 29, 2012.
- 2) That the Notice of Public Hearing was posted on or before September 18, 2012 on the property and publication was made in the Greeley Tribune on September 22, 2012.
- 3) That there has not, within one year preceding the date of your application, been a denial of an application by either the State Licensing Authority or the Local Licensing Authority of the City of Evans for a Retail Liquor license application at the location for which you make application for the reason that the reasonable requirements of the neighborhood and the desires of the inhabitants were satisfactory by the existing outlets.
- 4) That it appears from the evidence submitted by you that you will be entitled to possession of the premises where you propose to exercise the license applied for.
- 5) That selling liquor in the manner proposed in the application is not in violation of the zoning, fire and other applicable laws of the City of Evans or the State of Colorado.
- 6) That the investigation reports from the Fire Department and Building Inspection Department indicate that before a Certificate of Occupancy will be issued, the premises will be in compliance with the Building, Zoning and Fire Codes.
- 7) That the building where you propose to exercise the privilege of selling liquor at retail does not appear to be within 500 feet from any public or parochial school or principal campus of any college, university or seminary.

- 8) That within the boundaries which were identified as a one mile radius, where you propose to sell malt, vinous and spirituous liquors in sealed containers for consumption off the premises at 2812 11th Avenue, there are the following existing liquor outlets located:

Hotel-Restaurant:	9	
3.2 Beer:	5	
Beer and Wine:		0
Club:	2	
Retail Liquor Store:	6	
Drugstore:	0	
Tavern:	12	
Brew Pub:	1	

- 9) That according to the information submitted by the Evans Police Department, there exists the following record:

The memorandum from Rick Brandt, Chief of Police dated August 29, 2012 is hereby attached.

- 10) That the Public Hearing on your application will be held on Tuesday, October 2, 2012 at 7:30 p.m. at the Evans Community Complex, Council Chambers, 1100 37th Street, Evans CO. At said hearing, you will have an opportunity to be heard regarding all matters related to your application, including all matters herein set forth.

You are advised to obtain and read a copy of the State of Colorado Liquor Code and Regulations and Chapter 5.08, Alcoholic Beverages of the Evans Municipal Code.

Dated this 21st day of September, 2012.

Sincerely,

Julie Roeder
Interim Administrative Services Director

PUBLIC HEARING PROCEDURE

NOTE: Public Hearings are a quasi-judicial process and the City Council is required to refrain from public input or comment until the Public Hearing is conducted.

- A. Mayor opens Public Hearing.
- B. City Staff gives report.
- C. Applicant presents his/her position.
- D. Mayor asks to hear from anyone in the audience who wishes to speak in support of the issue.
* In order to afford all members of the public an equal opportunity to comment on this issue, we respectfully request that you limit your comments to **2 minutes**.
- E. Mayor asks to hear from anyone in the audience who wishes to speak in opposition of the issue.
* In order to afford all members of the public an equal opportunity to comment on this issue, we respectfully request that you limit your comments to **2 minutes**.
- F. Applicant rebuttal
- G. Mayor asks Council if there are any questions that need clarified that were brought up during the Public Hearing.
- H. Mayor closes the Public Hearing.
- I. Mayor asks for Council discussion.
- J. Council will then take action on the issue.

APPLICATION DOCUMENTS CHECKLIST AND WORKSHEET

Instructions: This check list should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable.

ITEMS SUBMITTED, PLEASE CHECK ALL APPROPRIATE BOXES COMPLETED OR DOCUMENTS SUBMITTED

I. APPLICANT INFORMATION

- A. Applicant/Licensee identified.
- B. State sales tax license number listed or applied for at time of application.
- C. License type or other transaction identified.
- D. Return originals to local authority.
- E. Additional information may be required by the local licensing authority.

II. DIAGRAM OF THE PREMISES

- A. No larger than 8 1/2" X 11".
- B. Dimensions included (doesn't have to be to scale). Exterior areas should show control (fences, walls, etc.).
- C. Separate diagram for each floor (if multiple levels). *N/A*
- D. Kitchen - identified if Hotel and Restaurant.

III. PROOF OF PROPERTY POSSESSION

- A. Deed in name of the Applicant ONLY (or)
- B. Lease in the name of the Applicant ONLY.
- C. Lease Assignment in the name of the Applicant (ONLY) with proper consent from the Landlord and acceptance by the Applicant.
- D. Other Agreement if not deed or lease.

IV. BACKGROUND INFORMATION AND FINANCIAL DOCUMENTS

- A. Individual History Record(s) (Form DR 8404-I).
- B. Fingerprints taken and submitted to local authority. (State authority for master file applicants.)
- C. Purchase agreement, stock transfer agreement, and or authorization to transfer license. *N/A*
- D. List of all notes and loans.

V. CORPORATE APPLICANT INFORMATION (If Applicable) *N/A*

- A. Certificate of Incorporation (and/or)
- B. Certificate of Good Standing if incorporated more than 2 years ago.
- C. Certificate of Authorization if foreign corporation.
- D. List of officers, directors and stockholders of parent corporation (designate 1 person as "principal officer").

VI. PARTNERSHIP APPLICANT INFORMATION (If Applicable)

- A. Partnership Agreement (general or limited). Not needed if husband and wife.

VII. LIMITED LIABILITY COMPANY APPLICANT INFORMATION (If Applicable)

- A. Copy of articles of organization (date stamped by Colorado Secretary of State's Office).
- B. Copy of operating agreement.
- C. Certificate of Authority (if foreign company).

VIII. MANAGER REGISTRATION FOR HOTEL AND RESTAURANT, TAVERN LICENSES WHEN INCLUDED WITH THIS APPLICATION

- A. \$75.00 fee.
- B. Individual History Record (DR 8404-I).

6. Is the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager under the age of twenty-one years? Yes No

7. Has the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation) or manager ever (in Colorado or any other state);
 (a) been denied an alcohol beverage license?
 (b) had an alcohol beverage license suspended or revoked?
 (c) had interest in another entity that had an alcohol beverage license suspended or revoked?
 If you answered yes to 7a, b or c, explain in detail on a separate sheet.

8. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes," explain in detail.

9. Are the premises to be licensed within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?

10. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a limited liability company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current or former financial interest in said business including any loans to or from a licensee.

11. Does the Applicant, as listed on line 2 of this application, have legal possession of the premises by virtue of ownership, lease or other arrangement?
 Ownership Lease Other (Explain in Detail) _____

a. If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:

Landlord	Tenant	Expires
Antonio Goldman	El Borrego De Oro	12-1-14

Attach a diagram and outline or designate the area to be licensed (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11". (Doesn't have to be to scale)

12. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies), will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business. Attach a separate sheet if necessary.

NAME	DATE OF BIRTH	FEIN OR SSN	INTEREST
N/A			

Attach copies of all notes and security instruments, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

13. **Optional Premises or Hotel and Restaurant Licenses with Optional Premises** Yes No
 Has a local ordinance or resolution authorizing optional premises been adopted?
 Number of separate Optional Premises areas requested. _____ (See License Fee Chart)

14. **Liquor Licensed Drug Store** applicants, answer the following: Yes No
 (a) Does the applicant for a Liquor Licensed Drug Store have a license issued by the Colorado Board of Pharmacy? COPY MUST BE ATTACHED.

15. **Club Liquor License** applicants answer the following and attach: Yes No
 (a) Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?
 (b) Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?
 (c) How long has the club been incorporated? _____ (d) Has applicant occupied an establishment for three years that was operated solely for the reasons stated above?
 (Three years required)

16. **Brew-Pub License or Vintner Restaurant Applicants** answer the following: Yes No
 (a) Has the applicant received or applied for a Federal Permit?
 (Copy of permit or application must be attached)

17a. Name of Manager (for all on-premises applicants) Enrique Carrillo (If this is an application for a Hotel, Restaurant or Tavern License, the manager must also submit an Individual History Record (DR 8404-1). Date of Birth 2-27-71)

17b. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number. Yes No
 N/A

18. **Tax Distraint Information.** Does the applicant or any other person listed on this application and including its partners, officers, directors, stockholders, members (LLC) or managing members (LLC) and any other persons with a 10% or greater financial interest in the applicant currently have an outstanding tax distraint issued to them by the Colorado Department of Revenue? Yes No
 If yes, provide an explanation and include copies of any payment agreements.

19. If applicant is a corporation, partnership, association or limited liability company, applicant **must list ALL OFFICERS, DIRECTORS, GENERAL PARTNERS, AND MANAGING MEMBERS.** In addition applicant **must list** any stockholders, partners, or members with **OWNERSHIP OF 10% OR MORE** IN THE APPLICANT. ALL PERSONS LISTED BELOW must also attach form DR 8404-1 (Individual History record), and submit finger print cards to their local licensing authority.

NAME	HOME ADDRESS, CITY & STATE	DOB	POSITION	% OWNED*
Enrique Carrillo	3201 Grenache St Greeley Co	2-27-71	member	25
Melina Carrillo	3201 Grenache St Greeley Co	11-10-73	member	25

*If total ownership percentage disclosed here does not total 100% applicant must check this box

Applicant affirms that no individual other than these disclosed herein, owns 10% or more of the applicant

Additional Documents to be submitted by type of entity

- CORPORATION Cert. of Incorp. Cert. of Good Standing (if more than 2 yrs. old) Cert. of Auth. (if a foreign corp.)
 PARTNERSHIP Partnership Agreement (General or Limited) Husband and Wife partnership (no written agreement)
 LIMITED LIABILITY COMPANY Articles of Organization Cert. of Authority (if foreign company) Operating Agrmt.
 ASSOCIATION OR OTHER Attach copy of agreements creating association or relationship between the parties

Registered Agent (if applicable)

Address for Service

OATH OF APPLICANT

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

Authorized Signature

Title

Date

Melina Carrillo
Enrique Carrillo

member
member

08-22-12
8-22-12

REPORT AND APPROVAL OF LOCAL LICENSING AUTHORITY (CITY/COUNTY)

Date application filed with local authority

Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application 12-47-311 (1)) C.R.S.

8-29-12

10-2-12

THE LOCAL LICENSING AUTHORITY HEREBY AFFIRMS:

That each person required to file DR 8404-1 (Individual History Record) has:

Yes No

Been fingerprinted

Been subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with, and aware of, liquor code provisions affecting their class of license

(Check One)

Date of Inspection or Anticipated Date *9-6-12*

Upon approval of state licensing authority.

The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 12, Article 46 or 47, C.R.S. **THEREFORE, THIS APPLICATION IS APPROVED.**

Local Licensing Authority for

Telephone Number

TOWN, CITY
 COUNTY

Signature

Title

Date

Signature (attest)

Title

Date

Attachment to Liquor/3.2% Beer Retail License Application

(Please type or print legibly.)

1. Describe the nature of the proposed establishment and the target market. (restaurant, tavern, sports bar, families, college students, etc.)

restaurant to service liquor

2. What are the proposed hours and days of operation for this establishment?

Tuesday - Sunday (9 AM - 11 PM)

3. How many individuals will be employed at this proposed establishment and how many will be full time versus part time? (please provide responsibilities, for example, manager, assistant manager, bartender, wait staff, etc.)

Assistant
1 manager full time

2 waitress part time

4. Describe your past training and experience in the sale/service of alcohol beverages. (include any special or certified training received)

have no previous experience.

We received general alcohol training

5. Describe your proposed operating manager's past training and experience in the sale/service of alcohol beverages. (include any special or certified training received)

Assistant
The manager has one year of experience.

Serving alcohol

6. What type of training is proposed for employees at this establishment in the safe and legal sale/service of alcohol beverages?

any new hires in this business would be sent to a tips class.

7. Describe any other types of training or operating procedures that employees will be following in the day-to-day operation of this proposed establishment.

training on written procedures and other restaurant related training

8. What methods will be used in checking identification for proper age of patrons (at the door, at the bar, etc.) and how will underage patrons be identified so as not to be served alcohol beverages (stamp, mark on the hand, etc.)?

check ID'S AT THE TIME OF
ORDERING - BEFORE SERVING

9. What types of entertainment will be offered, if any, at this proposed establishment? (for example, music, pool, darts, etc.)

NA

10. What type of security, if any, will be provided at this proposed establishment?

NA Family Food Sales

11. If security is planned, who will provide such service, and have all applicable licenses been obtained?

NA

12. What types of alternate beverages and food/snacks will be provided at this proposed establishment?

SOFT DRINKS - MILK - WATER AND
menu items

13. What is the estimated ratio of food sales to alcohol beverage sales at this establishment?

80/20

I hereby certify, under penalty of perjury, that the information provided to the City of Evans in this affidavit is true and accurate to the best of my knowledge.

Myra Carrillo
Applicant's Signature

7.19.12
Date



CITY OF EVANS, LICENSING AUTHORITY, WELD COUNTY, COLORADO

PRELIMINARY FINDINGS AND REPORT UPON APPLICATION FOR A NEW HOTEL AND RESTAURANT LIQUOR LICENSE

IN RE:

El Borrego De Oro, LLC
dba El Borrego De Oro
2812 11th Ave
Evans CO 80620

TO THE APPLICANT NAMED ABOVE AND OTHER INTERESTED PARTIES:

You are hereby advised that with regard to your application for a new Hotel and Restaurant Liquor License, an investigation has been made, and based on the results thereof, the following has been determined:

- 1) That the application was filed on August 29, 2012.
- 2) That the Notice of Public Hearing was posted on or before September 18, 2012 on the property and publication was made in the Greeley Tribune on September 22, 2012.
- 3) That there has not, within one year preceding the date of your application, been a denial of an application by either the State Licensing Authority or the Local Licensing Authority of the City of Evans for a Retail Liquor license application at the location for which you make application for the reason that the reasonable requirements of the neighborhood and the desires of the inhabitants were satisfactory by the existing outlets.
- 4) That it appears from the evidence submitted by you that you will be entitled to possession of the premises where you propose to exercise the license applied for.
- 5) That selling liquor in the manner proposed in the application is not in violation of the zoning, fire and other applicable laws of the City of Evans or the State of Colorado.
- 6) That the investigation reports from the Fire Department and Building Inspection Department indicate that before a Certificate of Occupancy will be issued, the premises will be in compliance with the Building, Zoning and Fire Codes.
- 7) That the building where you propose to exercise the privilege of selling liquor at retail does not appear to be within 500 feet from any public or parochial school or principal campus of any college, university or seminary.

- 8) That within the boundaries which were identified as a one mile radius, where you propose to sell malt, vinous and spirituous liquors in sealed containers for consumption off the premises at 2812 11th Avenue, there are the following existing liquor outlets located:

Hotel-Restaurant:	9
3.2 Beer:	5
Beer and Wine:	0
Club:	2
Retail Liquor Store:	6
Drugstore:	0
Tavern:	12
Brew Pub:	1

- 9) That according to the information submitted by the Evans Police Department, there exists the following record:

The memorandum from Rick Brandt, Chief of Police dated August 29, 2012 is hereby attached.

- 10) That the Public Hearing on your application will be held on Tuesday, October 2, 2012 at 7:30 p.m. at the Evans Community Complex, Council Chambers, 1100 37th Street, Evans CO. At said hearing, you will have an opportunity to be heard regarding all matters related to your application, including all matters herein set forth.

You are advised to obtain and read a copy of the State of Colorado Liquor Code and Regulations and Chapter 5.08, Alcoholic Beverages of the Evans Municipal Code.

Dated this 21st day of September, 2012.

Sincerely,



Julie Roeder
Interim Administrative Services Director



City of
Evans
Police

1100 37th Street
Evans, Colorado 80620-2036
Phone: (970) 339-2441
Fax: (970) 339-5177

TO: Julie Roeder, HR & Risk Management Director/Interim Administration Director
FROM: Rick Brandt, Chief of Police
DATE: August 29, 2012
SUBJ: El Borrego de Oro Liquor License Application

A standard background investigation was conducted for a liquor license application for El Borrego de Oro and the below listed corporate officers:

Myrna Carrillo
Enrique Carrillo



No information was found relating to the applicant of a criminal history nature.

No information was found which would reflect on the moral character of the applicant.

A fingerprint identification search has been submitted for applicants, which will take 8 to 10 weeks to complete. In the event additional information is obtained which would reflect in this application, a memorandum will be forwarded to your office.

Holly Roberts

From: Ansonofc <ansonofc@aol.com>
Sent: Saturday, September 22, 2012 2:05 PM
To: Holly Roberts
Subject: Re: Revised Memo for Lease Approval - El Borrego De Oro

Looks fine.
Russ

-----Original Message-----

From: Holly Roberts <HRoberts@ci.evans.co.us>
To: Russ Anson (ansonofc@aol.com) <ansonofc@aol.com>
Cc: Holly Roberts <HRoberts@ci.evans.co.us>; Julie Roeder <JRoeder@ci.evans.co.us>
Sent: Fri, Sep 21, 2012 11:45 am
Subject: Revised Memo for Lease Approval - El Borrego De Oro

Hi Russ,

I am preparing the Council Packet information for El Borrego De Oro liquor license application and I need a revised memo from you regarding the lease. I am attaching a copy of said lease with the modifications you had previously requested for your review.

Thank you for your assistance.

Holly

Holly Roberts
Customer Service Administrator
City of Evans
970-475-1157

Julie Roeder

From: Royce Augustine
Sent: Thursday, September 06, 2012 3:14 PM
To: Julie Roeder
Subject: El Borrego de Oro

Julie – I stopped by the Borrego de Oro address at 2812 11 Ave. and they are good to go for their liquor license.

Royce Augustine

Julie Roeder

From: Warren Jones
Sent: Tuesday, August 28, 2012 4:30 PM
To: Julie Roeder; Zach Ratkai; Jessie Pacheco; 'Dan Joseph'
Cc: CSU Account; Holly Roberts
Subject: RE: New Liquor License - El Borrego De Oro, LLC

This business was inspected about 60 days ago when they went through the remodel process with the building and fire codes and was cleared then. It doesn't need a new inspection from fire for liquor license.

Warren D. Jones

Fire Chief
Evans Fire Protection District
970-475-1117
970-397-3114 (cell)
wjones@ci.evans.co.us



"...Providing Professional Fire and Emergency Services with Dedication, Compassion and Excellence."

From: Julie Roeder
Sent: Tuesday, August 28, 2012 4:12 PM
To: Zach Ratkai; Warren Jones; Jessie Pacheco; 'Dan Joseph'
Cc: CSU Account; Holly Roberts
Subject: New Liquor License - El Borrego De Oro, LLC

Good Afternoon,

A new Hotel and Restaurant liquor license for El Borrego De Oro LLC, 2812 11th Avenue, Evans was submitted. Their business phone number is 970-978-4068. Please inspect the premises and advise of your findings. Please submit your finds on or before September 6, 2012. If you need any additional information, please let me know.

Thank you for your assistance.

Julie E. Roeder
Human Resources & Risk Management Director
City of Evans
970-475-1138
970-475-1166 - fax

Julie Roeder

From: Jessie Pacheco
Sent: Thursday, August 30, 2012 4:45 PM
To: Julie Roeder
Subject: RE: New Liquor License - El Borrego De Oro, LLC

El Borrego De Oro is current on their Sales Tax account.

Kind Regards,
Jessie Pacheco
Finance Department
City of Evans
jpacheco@ci.evans.co.us
Phone: (970) 475-1109
Fax: (970) 475-1194

Our Mission
Provide the Citizens, City Council and Departments information with
customer service, authenticity, and transparency.



From: Julie Roeder
Sent: Tuesday, August 28, 2012 4:12 PM
To: Zach Ratkai; Warren Jones; Jessie Pacheco; 'Dan Joseph'
Cc: CSU Account; Holly Roberts
Subject: New Liquor License - El Borrego De Oro, LLC

Good Afternoon,

A new Hotel and Restaurant liquor license for El Borrego De Oro LLC, 2812 11th Avenue, Evans was submitted. Their business phone number is 970-978-4068. Please inspect the premises and advise of your findings. Please submit your finds on or before September 6, 2012. If you need any additional information, please let me know.

Thank you for your assistance.

Julie E. Roeder
Human Resources & Risk Management Director
City of Evans
970-475-1138
970-475-1166 - fax



Memorandum

TO: Julie Roeder

FROM: Dan Joseph

SUBJECT: El Borrego Liquor license inquiry

DATE: September 5, 2012

CC: Cindy Salazar; Debra Adamson

In response to your request, Environmental Health Services has reviewed the Retail Food Service Establishment file for El Borrego De Oro LLC, located at 2812 11th Avenue, in Evans, Colorado. At this time, there are no problems or concerns regarding this establishment.

Should you have any questions regarding this matter, please contact me via e-mail at djoseph@co.weld.co.us or by phone at 970-304-6415 extension 2206.

Thank you.

Dan Joseph

Environmental Specialist III

INDIVIDUAL HISTORY RECORD

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant or Tavern class of retail license.

NOTICE: This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". Any deliberate misrepresentation or material omission may jeopardize the license application.

1. Name of Business
 El Borrego de Oro LLC

2. Your Full Name (last, first, middle)
 Myrna Carrillo

3. List any other names you have used.
 N/A

4. Mailing address (if different from residence)
 2812 11th Ave Evans, CO 80620

5. List current residence address. Include any previous addresses within the last five years (attach separate sheet if necessary).

STREET AND NUMBER	CITY, STATE, ZIP	FROM	TO
Current 3201 Corenache st	Evans, CO, 80620	1 Year	2011-2012
Previous 3123 57 th Ave	Greeley CO 80634	9 Years	2003-2011

6. List all employment within the last five years. Include any self employment. (Attach separate sheet if necessary)

NAME OF EMPLOYER OR BUSINESS	ADDRESS (STREET, NUMBER, CITY, STATE, ZIP)	POSITION HELD	FROM	TO
MandE Trucking	3123 57 th Ave Greeley	Co owner	2003	2012

7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.

NAME OF RELATIVE	RELATIONSHIP TO YOU	POSITION HELD	NAME OF LICENSEE
NA			

8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? If yes, answer in detail. Yes No

9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? If yes, explain in detail. Yes No

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)

Yes No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (If yes, explain in detail.)

Yes No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)

Yes No

PERSONAL AND FINANCIAL INFORMATION

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential. The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth 11-10-73 b. Social Security Number SSN 630-30-7543 c. Place of Birth Pecos Texas d. U.S. Citizen? Yes No

e. If Naturalized, State where _____ f. When _____ g. Name of District Court _____

h. Naturalization Certificate Number _____ i. Date of Certification _____ j. If an Alien, Give Alien's Registration Card Number _____ k. Permanent Residence Card Number _____

l. Height 57 m. Weight 187 n. Hair Color Black o. Eye Color Black p. Sex F q. Race Hispanic r. Do you have a current Driver's License? If so, give number and state Yes No 95-111-2075 CO

14. Financial Information.

a. Total purchase price \$ 86,920 (if buying an existing business) or investment being made by the applying entity, corporation, partnership, limited liability company, other \$ _____

b. List the total amount of your investment in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid \$ 86,920

c. Provide details of the investment described in 14.b. You must account for all of the sources of this investment. Attach a separate sheet if needed.

Type: Cash, Services or Equipment	Source	Amount
Remodelling outside	Chase 888 280 492 Checking	\$ 11,000 =
Remodelling inside	Chase 888 280 492 Checking	\$ 40,000 =
Buy Equipment	Chase 888 280 492 Checking	\$ 33,000 =
	Chase 888 280 492 Checking	2,920 =

d. Loan Information (attach copies of all notes or loans)

Name of Lender	Address	Term	Security	Amount
Security Service	# P.O. Box 1691510. 16211 San Antonio Texas, La Caredera Peckburg 78256-2419	60 months		\$ 5,000 =

Oath of Applicant

I declare under penalty of perjury that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature Miyra Carrillo Title member Date 08-22-12

INDIVIDUAL HISTORY RECORD

To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation, and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant or Tavern class of retail license.

NOTICE: This individual history record requires information that is necessary for the licensing investigation or inquiry. All questions must be answered in their entirety or the license application may be delayed or denied. If a question is not applicable, please indicate so by "N/A". Any deliberate misrepresentation or material omission may jeopardize the license application.

1. Name of Business

El Barrego de Oro LLC

2. Your Full Name (last, first, middle)

Enrique Carrillo

3. List any other names you have used.

4. Mailing address (if different from residence)

2812 11 Ave Evans Co. 80620

5. List current residence address. Include any previous addresses within the last five years (attach separate sheet if necessary).

	STREET AND NUMBER	CITY, STATE, ZIP	FROM	TO
Current	3201 Grenache St.	EVANS CO 80620	1 Year	2011-2012
Previous	3123 57 Ave	Greely Co 80634	9 Years	2003-2011

6. List all employment within the last five years. Include any self employment. (Attach separate sheet if necessary)

NAME OF EMPLOYER OR BUSINESS	ADDRESS (STREET, NUMBER, CITY, STATE, ZIP)	POSITION HELD	FROM	TO
Mand E Trucking	3123 57 Ave Greely Co	owner.	2003	2012

7. List the name(s) of relatives working in or holding a financial interest in the Colorado alcohol beverage industry.

NAME OF RELATIVE	RELATIONSHIP TO YOU	POSITION HELD	NAME OF LICENSEE
N/A			

8. Have you ever applied for, held, or had an interest in a Colorado Liquor or Beer License, or loaned money, furniture, fixtures, equipment or inventory to any licensee? If yes, answer in detail.

Yes No

9. Have you ever received a violation notice, suspension, or revocation for a liquor law violation, or have you applied for or been denied a liquor or beer license anywhere in the United States? If yes, explain in detail.

Yes No

10. Have you ever been convicted of a crime or received a suspended sentence, deferred sentence, or forfeited bail for any offense in criminal or military court or do you have any charges pending? (If yes, explain in detail.)

Yes No

11. Are you currently under probation (supervised or unsupervised), parole, or completing the requirements of a deferred sentence? (if yes, explain in detail.)

Yes No

12. Have you ever had any professional license suspended, revoked, or denied? (If yes, explain in detail.)

Yes No

PERSONAL AND FINANCIAL INFORMATION

Unless otherwise provided by law, the personal information required in question #13 will be treated as confidential.
The personal information required in question #13 is solely for identification purposes.

13a. Date of Birth 02-27-1971		b. Social Security Number SSN 524-99-4199		c. Place of Birth Mexico		d. U.S. Citizen? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
e. If Naturalized, State where				f. When A#074-562-380		g. Name of District Court	
h. Naturalization Certificate Number		i. Date of Certification		j. If an Alien, Give Alien's Registration Card Number A#074-562-380		k. Permanent Residence Card Number A#074-562-380	
l. Height 5'9"	m. Weight 200	n. Hair Color Black	o. Eye Color Brown	p. Sex M	q. Race hispanic	r. Do you have a current Driver's License? If so, give number and state <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 95-172-1230	

14. Financial Information.

a. Total purchase price \$ 86,920 (if buying an existing business) or investment being made by the applying entity, corporation, partnership, limited liability company, other \$ _____

b. List the total amount of your investment in this business including any notes, loans, cash, services or equipment, operating capital, stock purchases or fees paid \$ ~~81,000~~ 86,920

c. Provide details of the investment described in 14.b. You must account for all of the sources of this investment. Attach a separate sheet if needed.

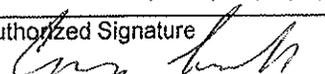
Type: Cash, Services or Equipment	Source	Amount
Remodeling outside	stock Chase 888280492	11,000
Remodeling inside	Chase 888280492	40,000
Buy equipment	chase 888280492	33,000
Cash	Chase 888280492	2,920

d. Loan Information (attach copies of all notes or loans)

Name of Lender	Address	Term	Security	Amount
Security Service	P.O. Box 691510, 16211 La Cantera Parkway San Antonio TX.	60 months 2016		5,000

Oath of Applicant

I declare under penalty of perjury that this application and all attachments are true, correct, and complete to the best of my knowledge.

Authorized Signature 	Title Member	Date 8-22-2012
--	-----------------	-------------------

DATE	11/11/09
BY	MM
REVISIONS	

EL BORREGO DE ORO
 FURN. CONTRACTOR
 105 56th Avenue
 Greeley, CO 80634
 970-353-6850
 Fax: 970-353-6554
 email: mtr@comcast.net

Property Construction Services
 105 56th Avenue
 Greeley, CO 80634
 970-353-6850
 Fax: 970-353-6554
 email: mtr@comcast.net

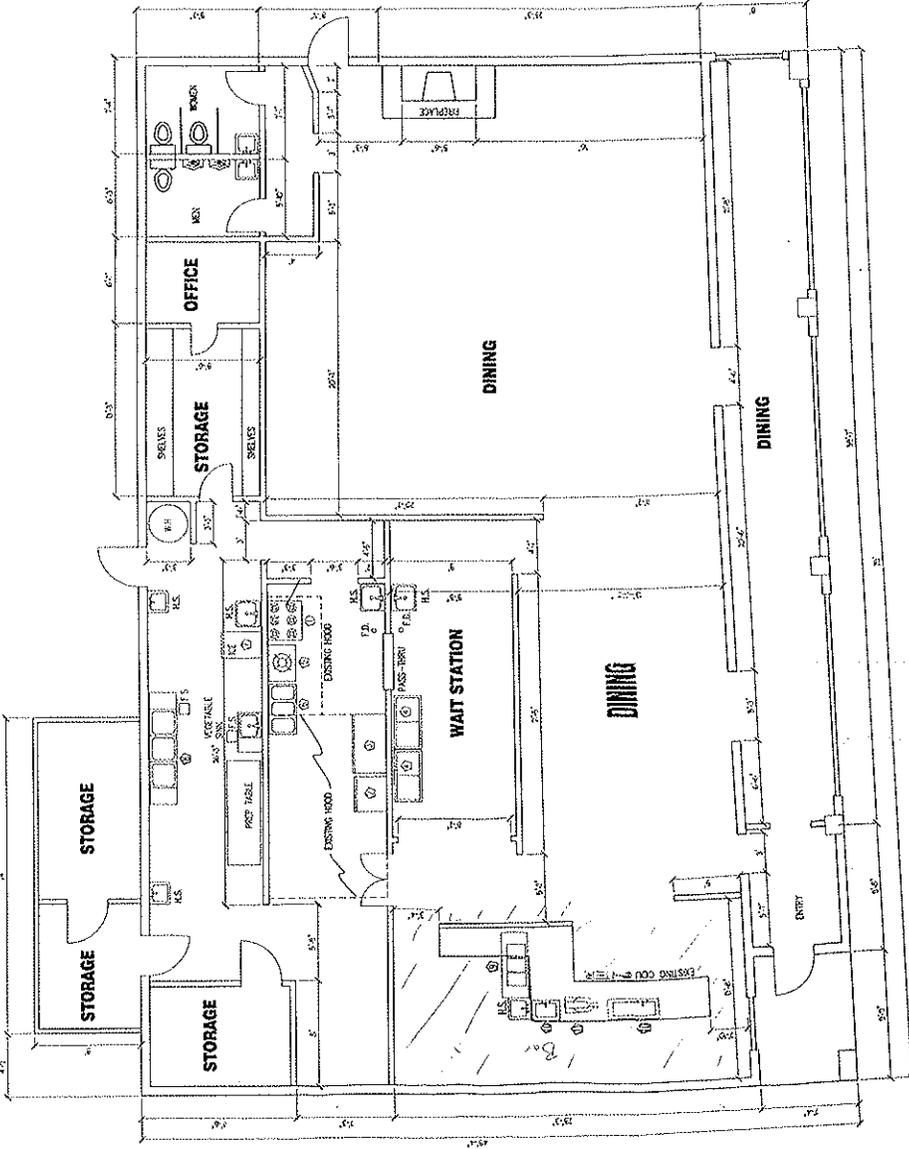
DATE	11/11/09
BY	MM
REVISIONS	

A1

2009 I.B.C. ANALYSIS

OCCUPANT CLASSIFICATION: GROUP A-1 - ASSEMBLY
 CONSTRUCTION TYPE: TYPE V-B
 ALLOWABLE FLOOR AREA: 6,000 SQUARE FEET
 TOTAL FLOOR AREA: 3,871 SQUARE FEET
 HEIGHT AND NUMBER OF STOREYS: HEIGHT: 1 STORY, 14 FEET
 ACTUAL: 6 STOREYS, 14 FEET
 OCCUPANT LOAD: 100
 FLOOR AREA: 3,871 SQ. FT. DIVIDED BY 16 (ALLOWED) = 242
 MINIMUM: 3,871 SQ. FT. DIVIDED BY 200 = 19.35
 MAXIMUM: 3,871 SQ. FT. DIVIDED BY 100 = 38.71
 TOTAL OCCUPANT LOAD: 100

- DATE REVISED: 2
 DATE PROVIDED: 2
- EQUIPMENT**
- ① 6 REFRIGERATORS - 3'-0" X 2'-0"
 - ② FREEZER - 17' X 28"
 - ③ REFRIGERATOR - 4'-0" X 2'-0"
 - ④ COOLER - 4'-0" X 2'-0"
 - ⑤ REFRIGERATOR - 3'-0" X 2'-0"
 - ⑥ REFRIGERATOR - 3'-0" X 2'-0"
 - ⑦ REFRIGERATOR - 3'-0" X 2'-0"
 - ⑧ REFRIGERATOR - 3'-0" X 2'-0"
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 - ㊿ REFRIGERATOR - 3'-0" X 2'-0"



FLOOR EQUIPMENT PLAN
 SCALE: 1/4" = 1'-0"

NAME OF APPLICANT:

El Borrego De Oro, LLC
 dba El Borrego De Oro
 2812 11th Avenue
 Evans CO 80620

TYPE OF APPLICATION:

Hotel and Restaurant liquor license to sell malt, vinous or spirituous liquors by the drink to only customers for consumption on the premises.

PUBLIC HEARING:

Tuesday - October 2, 2012 at 7:30 p.m. - Evans Community Complex, 1100 37th St. - Evans CO

THE UNDERSIGNED HAVE HAD THE OPPORTUNITY TO READ THE INSTRUCTIONS, QUALIFICATIONS AND PETITION AND ARE IN FAVOR/AGAINST THE ISSUANCE OF A LIQUOR LICENSE.

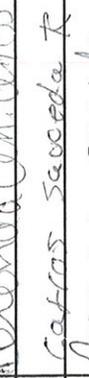
	Signature	Address	City	Age	Date	Yes	No	Comments
1	Veronica Hawkins J.	STATE FARM	EVANS	32	9/18/12	SI		
2	Yachera Calame F	2930 State Farm	Evans	37	9/18/12	SI		
3	Made Louides LR	Stat Farm Rd Evans, Col.	Evans	38	9/18/12	✓		
4	WALTERIO CHARRRO	2404 STATE FARM	EVANS	40	9-12-12	✓		
5	Elsa Nevarez	2904 State Farm	EVANS	45	9-18-12	✓		
6	Edgar + Orozco	2900 STATE FARM #5	Evans	56	9-18-12	✓		
7	Edgar + Orozco	2900 state farm #4	Evans	57	9/18/12	✓		
8	PAUL MONTANA	2900 STATE FARM #3	EVANS	51	9/18/12	✓		
9		2900 State Farm #4	Evans	30	9/18/12	✓		
10	Richard E Cross	2918 state farm #4	Evans	43	9/18/12	✓		
11	Prosalie Martinez	2918 State Farm #1	Evans	69	9/18/12	✓		
12	Susacilupe Navarro	2930 State Farm #1	Evans	29	9/18/12	✓		
13	MARITA ESPARAO	2946 State Farm #5	Evans	44	9/18-12	✓		
14	Lady Scott	2940 State Farm #3	Evans	44	9/18/12	✓		
15	Chris Martinez	2947 Glendale D.2	Evans	25	9/18/12	✓		
16	Karol Arriola	2950 State Farm #1	Evans	29	9/18/12	✓		
17	Isabel Torres	2949 State Farm #1	Evans	48	9/18/12	✓		
18	Reynaldo Torres	2937 ST FARM #3	Evans	50	9/18/12	✓		
19	Reynaldo Torres	2924 State Farm #4	Evans	24	9/18/12	✓		

Signature	Address	City	Age	Date	Yes	No	Comments
Yusef Garcia	1315 29th St	Greeley	36	9-6-12	X		
Yusef Garcia	1316 29th St	Greeley	31	9/6/12	X		Why Not?
Brett Glenn	1310 29th St	Greeley	29	9/6/12	X		
Leo Gonzalez	1318 28th St Rd	Greeley	57	9/6/12	X		
Atalib Bezael	2808 16th Ave	EVANS	51	9/6/12	X		good Av to neighborhood
Carolina Leon	1107 30th St rd	Greeley	25	9/6/12	X		
Shadab Saper	3107-17th Fl 151	Greeley	32	9/6/12	X		
Araceli Torres	1337 29th St	Greeley	45	9/6/12	X		
Pedro Berumen	1337 29th St	Greeley	47	9-7-12	X		
Pamela Herrera	2036 Morrill St.	EVANS	38	9-8-12	X		
Leo pardo Felix	3102 17th Ave	Greeley	33	9-8-12	X		
Yusef Garcia	970 4434/6	EVANS	31	9-9-12	X		
Yusef Garcia	3800 Riverside Parkway	EVANS	37	9-9-12	X		
Yusef Garcia	3800 Riverside Parkway	EVANS	31	9-9-12	X		
Ramon Gomez	2036 1st Av.	Greeley	44	9-9-12	X		
Maria Ontiveros	3601 Idaho St.	EVANS	47	9-11-12	X		
Carol Canville	2439 12th Ave	Greeley	24	9/18/12	X		
Jed Smith	2905 Cobden Ave	EVANS	22	9/18/12	X		
Aida Ruiz	1353 DAVENPORT	EVANS	38	9/18/12	X		
Erailio RICO	2212 36th Fran	EVANS	45	9/18/12	X		
Deborah Marthog	1731 30th St Greeley	Greeley	36	9/18/12	X		
Yusef Garcia	1145 29th Street	Greeley	27	9-18-12	X		
SALAH MOHAMED AHIN	201 E 29th St RD Apt 201	Greeley	52	9/18/12	X		
Ricardo Luna	1704 29th St Apt 104	Greeley	43	9/18/12	X		
Ronnie Ahmed	1231 29th St #210	Greeley	29	9/18/12	X		
Ikraan Nasser	1217 29th St #113	Greeley	56	9/18/12	X		
AMANDA THOMAS	1217 29th St #113	Greeley	22	9/14/12	X		
AIRAHMAN NURID	1204-29th St #201	Greeley	23	9/18/12	X		
Raul Hernandez	1204-29th Apt 101	Greeley CO	40	9-18-12	X		

	Signature	Address	City	Age	Date	Yes	No	Comments
49	Maryland Harto	1235 26 St.	Greely	70	9-6-12	✓		
50	Traci Burr	2131 24 St Rd	Greely	70	9-7-12	✓		
51	José Sánchez	3107 17th Ave	GREELY	40	9-18-12	✓		
52	Esmeralda Zaragoza	3102 17 - Ave #150	GREELY	61	9-18-12	✓		
53	Bob Lewis	3102 17 - Ave #131	Greely	64	9-18-12	✓		
54	Kim Christensen	3102-17 Ave #42	Greely	52	9-18-12	✓		
55	Kele Dotson	3102 17 Ave #190	Greely	37	9-18-12	✓		
56	Olivera Dupont	3102 17 Ave #190	Greely	43	9-18-12	✓		
57	Lidia Federico	3102 17 Ave #121	Greely	37	9-18-12	✓		
58	Grisele Maldonado	3107 17 Ave #150	Greely	43	9-18-12	✓		
59	Philip Hontz	3102 17 Ave #77	Greely	44	9-18-12	✓		
60	Antonia Villalba	340 LaTham Ave	Greely	21	9-18-12	✓		
61	Stephanie Jimenez	3718 Bolinas Ave	EVANS	21	9-18-12	✓		
62	Manuela Hernandez	3313 Kilgus Ave	Evans	37	9-18-12	✓		
63	Damian Garcia	3	Evans	21	9-18-12	✓		
64		3311 Orlmont Ave	Evans	34	9-18-12	✓		
65	Subina Popper	1111 73rd St	EVANS	69	9/18/12	✓		
66	Latasha Walker	1107 30th St Apt 12	Evans	37	9/18/12	✓		
67	Rita Harney	1107 30th St Apt 9	Greely	51	9/18/12	✓		
68	Genova Brilla	1107 30th St Apt 14	Greely	87	9/18/12	✓		
69	Jeronica Morder	1107 30th St Apt 12	Greely	41	9/18/12	✓		
70	Lez Paloma	1107 30th St Apt 11	Greely	42	9-18-12	✓		
71	A. Alicia	1107 30th St Apt 9	Greely	21	9-18-12	✓		
72	M.A. Isabel Argente	1107 30th St Apt 8	Greely	22	9/18/12	✓		
73	Angelica Miramonte	1107 30th St Apt 32	Greely	A-32	9/18/12	✓		
74	Walter Nasser	1107 30th St Apt 30	Greely	36	9-18-12	✓		
75	Janet Johnson	1107 30th St Apt 28	Greely	20	9-18-12	✓		
76	Janet Johnson	1107 30th St Apt 28	Greely	24	9/18/12	✓		
77	Adam York	2907	EVANS	25	9/18/12	✓		

	Signature	Address	City	Age	Date	Yes	No	Comments
78	Nick Rodriguez	2970 State farm rd	Evans	44	9-8-12	Yes		
79	Danny Mejias	2980 State farm rd	Evans	47	9-8-12	Yes		
80	Carli Carr	2970 State farm rd	Evans	32	9-8-12	Yes		
81	Eddie Rodriguez	2970 STATE farm rd	Evans	42	9-8-12	Yes		
82	Rose Espinoza	3033 Sunset Dr	Evans	63	9-8-12	Yes		
83	Carla Helmer	3033 sunset Dr.	Evans	40	9-8-12	X		
84	Patricia	3008 Sunset dr	EVANS	36	9-8-12	X		
85	Michelle	3008 Sunset dr	Evans	27	9-8-12	X		
86	Michelle	3008 sunset Bldg	Evans	28	9-8-12	X		
87	David Miller	3002 Sunset	Evans	55	9-8-12	X		
88	Elaine King	1615 39th st	Evans	41	9-8-12	Yes		
89	Pat King	1615 39th st	Evans	38	9-8-12	Yes		
90	Francisada	2624 Elliot Ct.	EVANS	36	9-8-12	Yes		
91	Rosa Madrigal	2935 11th Ave A1	Evans	22	9-8-12	Yes		
92	German Lopez	2935 11th Ave A2	Evans	25	9-8-12	Yes		
93	Lois Varela	2935 11th Ave A3	Evans	39	9-8-12	Yes		
94	Cindy Jessip	1107 30th St B-6	Greenley	45	9-8-12	Yes		
95	Cindy Jessip	1107 30th St B-6	Greenley	21	9-8-12	Yes		
96	Nathaniel Olson	1107 30th St RD-20	Greenley	44	9-8-12	X		
97	Aracely Reina	3000 11 Ave.	EVANS	54	9-8-12	X		
98	Danny Reyes	3005 denver st	EVANS	25	9-8-12	X		
99	Man Carlos Reyes	3005 Denver St #5	EVANS	35	9-8-12	Yes		
100	Roberto Reyes	3005 Denver Street 5	EVANS	27	9-8-12	X		
101	Maria Nunez	3021 Sunset Dr	EVANS	20	9-8-12	Yes		
102	Laura Lara	2935 11th Ave #1	EVANS	30	9-8-12	Yes		
103	Aracely Reyes	2935 11th Ave #9	EVANS	27	9-8-12	Yes		
104	Michelle	2935 Grandale dr	EVANS	28	9-8-12	Yes		
105	Saul Castro	1200 27th St	Evans	24	9-8-12	Yes		
106	Dolores Bocan	1209 27th St	Evans	33	9-8-12	Yes		

Signature	Address	City	Age	Date	Yes	No	Comments
Maria Garcia	3102 17th Ave	Greeley	31	09/17/12	✓		
Sara Rodriguez	1107 30th St RD B2	Greeley	39	09/17/12	✓		
Mrs Sanchez	3102 17th Ave #176	Greeley	39	9-17-12	✓		
Marina Sanchez	3102 17th Ave #176	Greeley	19	9-17-12	✓		
Lilia Jerez	3102 17th Ave #162	Greeley	52	9-17-12	✓		
Albarto Pérez	4th St 3328 RD	Greeley	45	9-17-12	✓		
Walter Gomez	2935 ZC	Evans	40	9-18-12	✓		
Daniel Glez	2935 ZC	Evans	43	9-18-12	✓		
Maria Pineda	2989 Alpa Ave	Greeley	27	9-18-12	✓		
Reyna Pineda	836 E 23rd Ave	Greeley	34	9-18-12	✓		
Franque Matamoros	2535 21 Ave	Greeley	30	9-18-12	✓		
LORE SEMPK	1107 30th St B23	Greeley	47	9/18/12	✓		
Baltazar Rivas	1107 30th St 10288	Greeley	46	9/18/12	✓		
Leonardo Pompa	2935 11th Ave #20	Evans	51	9/18-12	✓		
Manuel Motta	2935 51 Ave	Evans	50	9/18/12	✓		
Brenda Bastamano	1204 24th St Apt 12	Greeley	23	9-18-12	✓		
Maria C	1317 Danvell Rd	Evans	28	9-18-12	✓		
Maria C	2935 11th Ave	Evans	45	9-18-12	✓		
Manuel Salcido	3030 De nada St	Evans	49	9/18/12	✓		
Harold Jenkins	17th North Fremont	Johnstown	22	9/18/12	✓		
Elvira Mollis	3020 Duran St. #2	Evans	25	9/18/12	✓		
Maria Rosales	835-31st	Evans	50	9/18/12	✓		
Yvonne Jordan	831 34th St.	Evans	21	9/18/12	✓		
Jose Rodriguez	1303 29th St. #B	Greeley	72	9/18/12	✓		
Marisol Lopez	1207 29th St Apt 312	Greeley	25	9/18/12	✓		
Ken Jimenez	1804 29th St B2	Greeley	69	9/18/12	✓		
Alexis Santana	1226 29th St #105	Greeley	49	9/18-12	✓		
Yadira Reina	1204 29th St. #105	Greeley	34	9-18-12	✓		
Reynold Austin	1145 29th St - RD	Greeley	55	9/18/12	✓		

	Signature	Address	City	Age	Date	Yes	No	Comments
136		3021 17th Ave	EVANS	46	9-16-12	X		
137		3026 17th Ave #11	GREELEY	43	9-16-12	X		
138		3026 17th Ave #12	GREELEY	38	9-16-12	X		
139		3021 17th Ave #1	EVANS	50	9-16-12	X		
140		3038 Denver St. Apt 1	EVANS	41	9-16-12	X		
141		3028 3030 17th Ave #12	Greeley	20	9-16-12	X		
142		3035 Denver St.	EVANS	51	9-16-12	X		
143		3032 Denver St #1	EVANS	23	9-16-12	X		
144		3032 Denver St #2	EVANS	27	9-16-12	X		
145		3032 Denver St #3	EVANS	50	9-16-2012	X		
146		3032 Denver St #6	EVANS	44	9-16-2012	X		
147		3033 Denver St Apt 3	EVANS	21	9-16-12	X		
148		3020 3039 Denver St #3	EVANS	25	9-16-12	X		
149		3013 Denver St #3	EVANS	47	9-16-12	X		
150		3007 Denver St #4	EVANS	49	9-17-12	X		

AFFIDAVIT

I, Myrna Carrillo, do hereby certify that I was the circulator of the attached petition and further, that I personally witnessed each signature thereon appearing on the petition. To the best of my knowledge, each signature thereon is the signature of the person whose name it purports to be, each address given opposite each name is the true address of the person that signed, that each person who signed the petition represented themselves to be 21 years of age or older, and that each person who signed the petition had the opportunity to read, or have read to them, the petition in its entirety and understands its meaning. I also hereby affirm that no promises, threats or inducements were employed whatsoever in connection with the presentation of the petition and that every signature appearing hereon was completely free and voluntarily given.

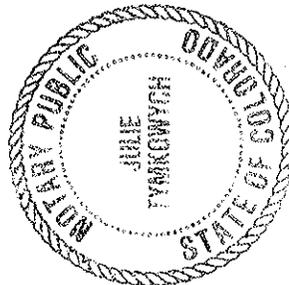
Myrna Carrillo
Circulator

STATE OF COLORADO)
) SS
COUNTY OF WELD)

Subscribed and sworn to before me this 18th day of September, 2012

Julie Jernstrom
Notary Public
Address: 1100 37th Street
Evans, CO 80620

My Commission Expires: 7/28/2016



**PUBLIC HEARING
AFFIDAVIT OF POSTING**

APPLICANT'S NAME/ADDRESS: El Borrego De Oro, LLC
dba El Borrego De Oro
2812 11th Avenue
Evans, CO 80620

TYPE OF APPLICATION: Hotel and Restaurant liquor license to sell malt, vinous, or spirituous liquors by the drink to only customers for consumption on the premises

PUBLIC HEARING DATE Tuesday – October 2, 2012 at 7:30 p.m.
Evans Community Complex
1100 37th St.
Evans CO 80620

The undersigned, being first duly sworn on oath deposes and says that a sign was posted at the following location:

2812 11th Avenue, Evans, CO

Date of Posting: 09-18-12

I, Myrna Carrillo, hereby acknowledge that the sign for the above listed establishment was posted in a conspicuous place at least ten (10) days before the public hearing in the front window of the establishment.

Posted by: Myrna Carrillo

Signature: Myrna Carrillo

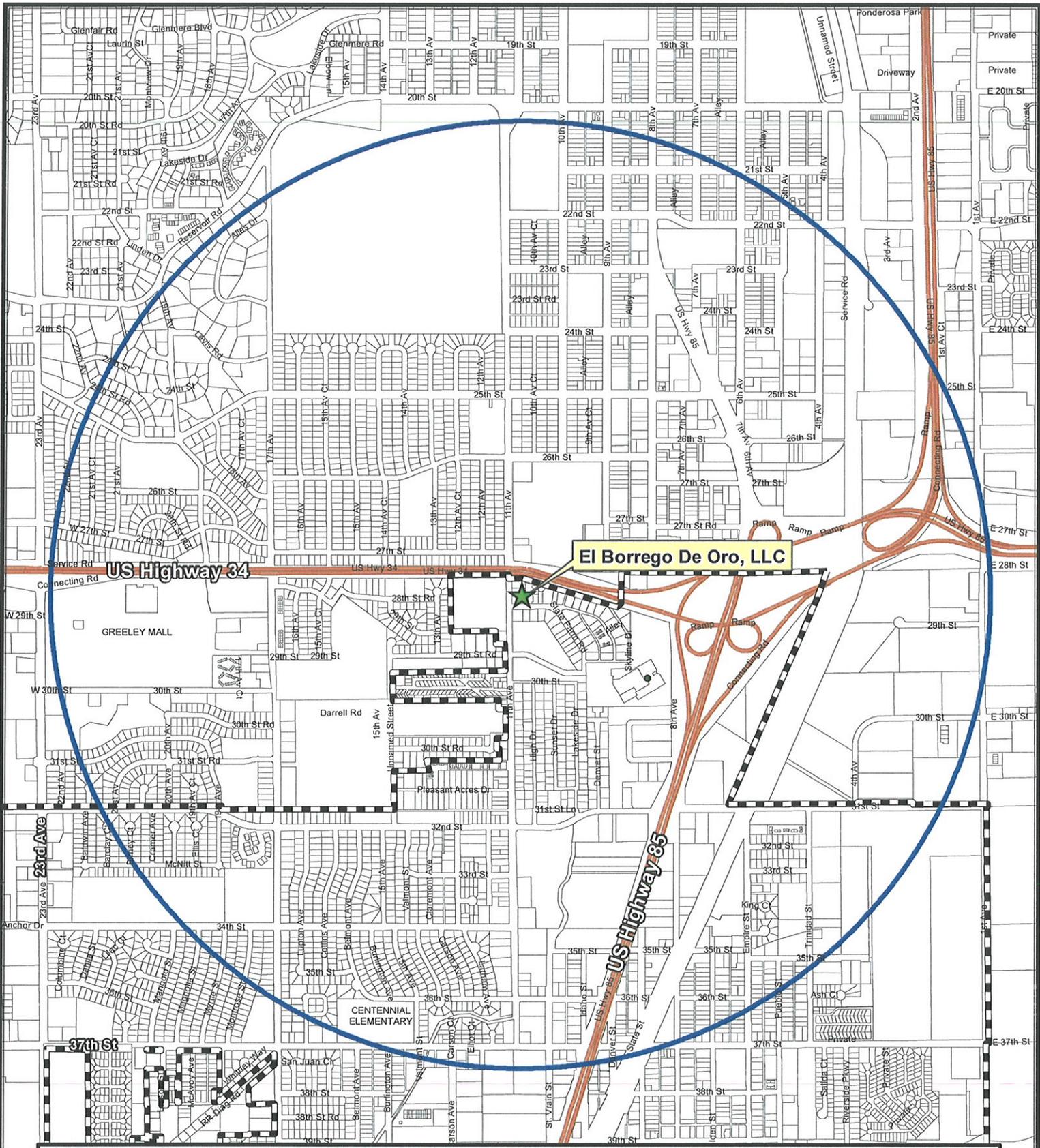
Subscribed and sworn to before me this 18th day of September, 2012, by Julie Tymkovich

Witness my hand and official seal.

My Commission Expires: 7/28/2016



Julie Tymkovich
Notary Public



El Borrego De Oro, LLC

US Highway 34

US Highway 85

37th St

Legend

-  Evans City Limits
-  Proposed Location
-  One-mile Radius

Vicinity Map

El Borrego De Oro, LLC
2812 11th Avenue



12-47-301. Licensing in general.

(1) No local licensing authority shall issue a license provided for in this article or article 46 or 48 of this title until that share of the license fee due the state has been received by the department of revenue. All licenses granted pursuant to this article and articles 46 and 48 of this title shall be valid for a period of one year from the date of their issuance unless revoked or suspended pursuant to section 12-47-601 or 12-47-306.

(2)(a) Before granting any license, all licensing authorities shall consider, except where this article and article 46 of this title specifically provide otherwise, the reasonable requirements of the neighborhood, the desires of the adult inhabitants as evidenced by petitions, remonstrances, or otherwise, and all other reasonable restrictions that are or may be placed upon the neighborhood by the local licensing authority. With respect to a second or additional license described in section 12-47-401 (1) (j) to (1) (t) or 12-47-410 (1) or in a financial institution referred to in section 12-47-308 (4) for the same licensee, all licensing authorities shall consider the effect on competition of the granting or disapproving of additional licenses to such licensee, and no application for a second or additional hotel and restaurant or vintner's restaurant license that would have the effect of restraining competition shall be approved.

(b) A local licensing authority or the state on state-owned property may deny the issuance of any new tavern or retail liquor store license whenever such authority determines that the issuance of such license would result in or add to an undue concentration of the same class of license and, as a result, require the use of additional law enforcement resources.

(3) (a) Each license issued under this article and article 46 of this title is separate and distinct. It is unlawful for any person to exercise any of the privileges granted under any license other than that which the person holds or for any licensee to allow any other person to exercise such privileges granted under the licensee's license, except as provided in section 12-46-404(1)(a), 12-47-402 (2.5), 12-47-403 (2) (a), 12-47-403.5. or 12-47-415 (1)(b). A separate license shall be issued for each specific business or business entity and each geographical location, and in said license the particular alcohol beverages the applicant is authorized to manufacture or sell shall be named and described. For purposes of this section, a resort complex with common ownership, a hotel and restaurant licensee with optional premises, an optional premises licensee for optional premises located on an outdoor sports and recreational facility, and a wine festival at which more than one licensee participates pursuant to a wine festival permit shall be considered a single business and location.

(b) At all times a licensee shall possess and maintain possession of the premises or optional premises for which the license is issued by ownership, lease, rental, or other arrangement for possession of such premises.

(4) (a) The licenses provided pursuant to this article and article 46 of this title shall specify the date of issuance, the period which is covered, the name of the licensee, the premises or optional premises licensed, the optional premises in the case of a hotel and restaurant license, and the alcohol beverages that may be sold on such premises or optional premises. The license shall be conspicuously placed at all times on the licensed premises or optional premises, and all sheriffs and police officers shall see to it that every person selling alcohol beverages within their jurisdiction has procured a license to do so.

12-47-307. Persons Prohibited as Licensees.

(1) (a) No license provided by this article or article 46 or 48 of this title shall be issued to or held by:

(I) Any person until the annual fee therefor has been paid;

(II) Any person who is not of good moral character;

(III) Any corporation, any of whose officers, directors, or stockholders holding ten percent or more of the outstanding and issued capital stock thereof are not of good moral character;

(IV) Any partnership, association, or company, any of whose officers, or any of whose members holding ten percent or more interest therein, are not of good moral character;

(V) Any person employing, assisted by, or financed in whole or in part by any other person who is not of good character and reputation satisfactory to the respective licensing authorities;

(VI) Any person unless such person's character, record, and reputation are satisfactory to the respective licensing authority;

(VII) Any natural person under twenty-one years of age.

(b) (I) In making a determination as to character or when considering the conviction of a crime, a licensing authority shall be governed by the provisions of section 24-5-101, C.R.S.

(II) With respect to arts or club license applications, an investigation of the character of the president or chair of the board and the operational manager shall be deemed sufficient to determine whether to issue the arts or club license to the applicant.

(2) No license provided by this article shall be issued to or held by any sheriff, deputy sheriff, police officer, or prosecuting officer, or the state licensing authority, or any of its inspectors or employees.

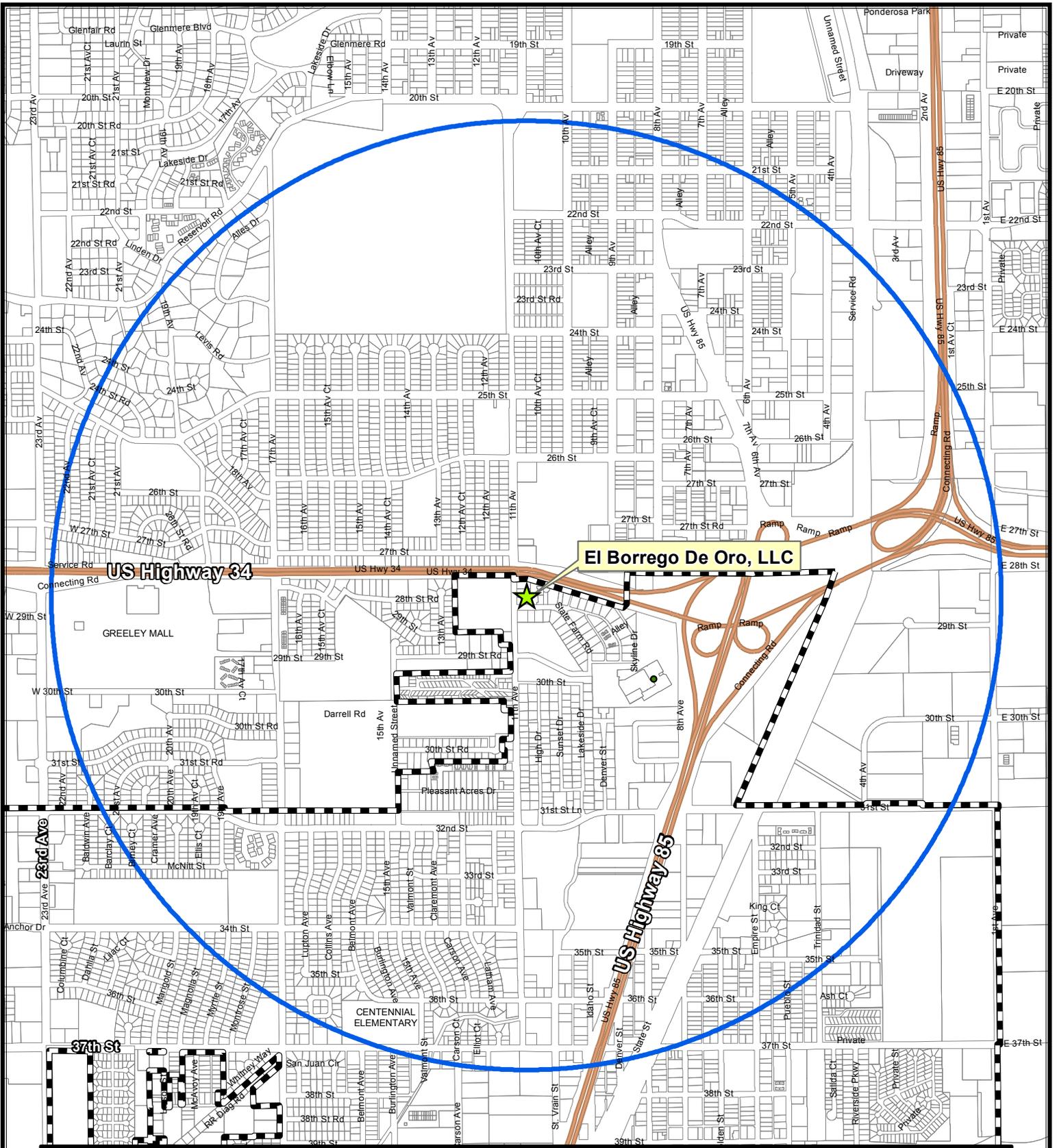
(3) (a) In investigating the qualifications of the applicant or a licensee, the local licensing authority may have access to criminal history record information furnished by a criminal justice agency subject to any restrictions imposed by such agency. In the event the local licensing authority takes into consideration information concerning the applicant's criminal history record, the local licensing authority shall also consider any information provided by the applicant regarding such criminal history record, including but not limited to evidence of rehabilitation, character references, and educational achievements, especially those items pertaining to the period of time between the applicant's last criminal conviction and the consideration of the application for a license.

(b) As used in paragraph (a) of this subsection (3), "criminal justice agency" means any federal, state, or municipal court or any governmental agency or subunit of such agency that performs the administration of criminal justice pursuant to a statute or executive order

and that allocates a substantial part of its annual budget to the administration of criminal justice.

(c) At the time of the application for a license, the applicant shall submit fingerprints and file personal history information concerning the applicants qualifications for a license on forms prepared by the state licensing authority. The state and local licensing authorities shall submit such fingerprints to the Colorado bureau of investigation for the purpose of conducting fingerprints-based criminal history record checks. The Colorado bureau of investigation shall forward the fingerprints to the federal bureau of investigation for the purpose of conducting fingerprinted-based criminal history record checks. An applicant who has previously submitted fingerprints for alcohol beverage licensing purposes may request that the fingerprints on file be used. The licensing authorities shall use the information resulting from the fingerprints-based criminal history record check to investigate and to determine if an applicant is qualified for a license pursuant to this article and article 46 of this title. The licensing authority shall not be prohibited from verifying any of the information required to be submitted by an applicant pursuant to this section. An applicant shall not be required to submit additional information beyond that required in this subsection (3) unless the licensing authority has determined any of the following:

- (I) The applicant has misrepresented a material fact;
- (II) The applicant has an established criminal history record;
- (III) A prior criminal or administrative proceeding determined that the applicant violated alcohol beverage laws;
- (IV) The information submitted by an applicant is incomplete; or
- (V) The character, record, or reputation of the applicant, his or her agent, or his or her principal is such that a potential violation of this article or article 46 of this title may occur if a license is issued to the applicant.



El Borrego De Oro, LLC

US Highway 34

US Highway 85

Vicinity Map
El Borrego De Oro, LLC
2812 11th Avenue

- Legend**
-  Evans City Limits
 -  Proposed Location
 -  One-mile Radius



COUNCIL COMMUNICATION

DATE: October 2, 2012

AGENDA NO.: 7.C

SUBJECT: 2013 Budget
Resolution No. 28-2012 - Adopting 2013 Budget
Ordinance No. 542-12 – Appropriating money to defray expenses

PRESENTED BY: Jessica Gonifas, CPA, Finance Director

AGENDA ITEM DESCRIPTION:

The City Council, by resolution, shall adopt an annual budget and shall make annual appropriations pursuant to procedures outlined by State law and as required by the City of Evans Home Rule Charter (Section 8.5). The revenues, expenditures (or expenses in enterprise funds) and transfers have been previously reviewed by the City Council.

Resolution No. 28-2012 adopts the annual budget.

Ordinance No. 542-12 appropriates the expenditures, expenses and transfers.

FINANCIAL SUMMARY:

We are excited to present you with the 2013 City of Evans Operating and Capital budget along with the five year projections. This budget is the result of several years of significant work on the part of the City Council and staff. While the economic conditions continue to be uncertain, we continue to use our proven financial management tools and look for opportunities for improvement. The transition to self – collection of sales taxes in 2011, has proven to be positive and has given us the ability to predict our sales tax revenues in a more timely and accurate manner. The 2013 budget is built conservatively with careful analysis based on the results of 2011 and projections for 2012.

The reductions of 2010 which cut about \$1 million of fixed costs from the 2011 General Fund budget stand to be a prudent and necessary decision to begin the process of dealing with the structural gap which had developed over the past 10 years. 2013 is targeted as a year to analyze current service levels and plan for adjustments as we move into the future.

With the voter approved creation of the Evans Fire Protection District (District) in 2011, the final step of transferring 10 of the City's property tax mills to the District will happen in 2013. You will notice several footnotes on the following pages specifically related to projected revenue

decreases that point to this occurrence. All assets and employees of the Fire operations will also transfer to the District in 2013.

From a process perspective, we continue to focus on including staff in the budget process (and associated Long Range Plans), creating a higher level of awareness and accountability. Process teams were developed for revenues, payroll, supplies and services, asset management, and capital programs. These teams worked with the departments to review and prepare the budgets, providing for an independent review. The goal for each of these teams is to train the team for next year and each year increase the level of analysis that goes along with developing the financial plans. An additional benefit is the increased number of city employees who have a significantly greater understanding of the City finances and operations. The increased knowledge usually leads to more accurate information in the community.

The Finance Committee provides oversight and recommendations to the budget process. Ultimately, it is the City Council that approves the annual budget based on the recommendations of the City Manager and input from citizens.

The 2013 General Fund budgeting started five years ago, a benefit to our long term perspective on managing the finances of the City. Although the City made significant reductions to long term operating expenses in 2010 in response to the recession and structural gap, the City the City's management team has been able to maintain a balanced operating budget. As we moved into the official 2013 budgeting season, the 2012 sales tax revenues are showing strong growth over prior years, due in part to the policy decision to move to self-collection (in 2011) and improved economic conditions. The challenge going forward, still remains to be determining at what level the sales taxes are going to stabilize. In order to mitigate the risk of funding long term fixed costs based on one-time increases in the budget, we have taken an approach in this year's budget which allows us to budget for an increase in sales tax revenue (which our models support) but programs in a portion of that related only to one-time costs. This method allows us to remain ultra-conservative in increasing our long term fixed costs, but plan to complete some critical projects as they year begins.

The City Council's goal for 2013 is to retire the remaining general obligation debt in December, three years early. This will result in the City being debt free related to the general government and a savings of over \$100,000 in interest to the citizens.

The 2009 restructuring of the financial management of the Water Fund has proven to be an effective tool for managing enterprise funds. The attached budget includes higher revenues based on increasing the base rate from \$14.50 per month to \$16.50 per month. The 2009 study indicated the rate required to generate appropriate major maintenance revenue should be around \$17.00 per month, the increase in 2013 is intended to implement the correct rate over several years. 2013 will be a year to reevaluate the results of the increases. Additionally, funding two large operational water storage projects (Windy Gap and NISP-Glade Reservoir) face the City as we move into the future.

The restructuring of the Waste Water fund took place in late 2011 and was implemented in 2012. Similar to the issues identified in the Water Fund, the Waste Water fund is not recovering its

costs on the operational side and does not have a mechanism in place to fund system maintenance. These issues will start to be addressed through potential modifications to the rate structure starting in 2013.

The final City enterprise fund, Storm Drainage, also requires any in depth analysis to assure that these operations are self-sustaining as required by law.

The attached budget book includes information intended to answer the most frequently asked questions. To accomplish the purpose of being useful on an everyday basis, the budget book does not attempt to answer every conceivable question (ultimately leading to a document that is too cumbersome). The budget document will be updated following City Council approval and made available online as well as in print format.

Although the economic future is uncertain, the City has the systems and resources in place to manage these challenges. This is an accomplishment that puts Evans in an elite group of cities and towns. We are definitely among the municipal leaders in Colorado with regard to how we financially plan and manage our budgets.

In summary, the budget is flexible and a living document with constant monitoring and management. With adoption of the 2013 budget, the staff will move to closeout 2012 and identify fund balances that can be used to fund one time projects. By constantly updating and discussing the budget we can eliminate the antiquated once a year budget model and move to a more fluid financial management system. Thank you for your continued leadership, trust and support.

Details of all financial items are available for Council or Citizens upon request from the Finance Department by contacting Jessica Gonifas at 970-475-1106 or jgonifas@ci.evans.co.us.

RECOMMENDATION:

Staff recommends adoption of the resolution and approval of the ordinance.

SUGGESTED MOTIONS:

I move to adopt Resolution No. 28-2012 and approve Ordinance No. 542-12 on first reading.

Or

I move to deny adoption of Resolution No. 28-2012 and deny approval of Ordinance No. 542-12 on first reading.

Or

I move to adopt Resolution No. 28-2012 as amended and approve Ordinance No. 542-12 on first reading as amended.

CITY OF EVANS, COLORADO

RESOLUTION NO. 28-2012

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, 2013 AND ENDING ON THE LAST DAY OF DECEMBER, 2013

WHEREAS, the City Council of the City of Evans, Colorado, has appointed the City Manager to prepare and submit a proposed 2013 budget to said governing body at the proper time; and

WHEREAS, the City Manager has submitted a proposed 2013 budget to the governing body on October 2, 2012 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 2, 2012 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 2013 for each fund are as follows:

General Fund	\$10,551,841
Emergency Contingency	0
Cemetery Perpetual Care	3,000
Fire Impact	580
Street Impact	3,987
Parks Impact	2,362
Conservation Trust	172,886
Refuse Collection	641,556
Debt Service G.O. Bond	507,000
Capital Projects-Streets	1,612,636
Waterworks	4,289,632
Wastewater	1,263,179
Storm Drainage	467,061
Firemen's Pension	0
Cemetery Endowment	6,000

Section 2. That estimated expenditures and transfers out for 2013 for each fund are as follows:

General Fund	\$10,600,906
Emergency Contingency	99,438
Cemetery Perpetual Care	75,000
Fire Impact	-
Street Impact	-
Parks Impact	85,000
Conservation Trust	200,000
Refuse Collection	628,718
Debt Service G.O. Bond	505,786
Capital Projects-Streets	1,477,000

Waterworks	4,596,215
Wastewater	1,355,847
Storm Drainage	539,734
Firemen's Pension	-
Cemetery Endowment	6,000

Section 3. That the 2013 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 2013 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.

PASSED, SIGNED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Evans on this 2th day of October, 2012.

CITY OF EVANS, COLORADO

By: _____
Mayor

ATTEST:

City Clerk

CITY OF EVANS, COLORADO

ORDINANCE NO. 542-12

AN ORDINANCE APPROPRIATING MONEY TO DEFRAY EXPENSES AS PROVIDED IN THE 2013 BUDGET

WHEREAS, it is necessary to appropriate sums from the revenues and fund balances provided in the budget to and for the purposes described below, so as not to impair the operations of the City.

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

Section 1. That the following sums are hereby appropriated from the revenues and fund balances of each fund for the purposes stated:

General Fund	\$10,600,906
Emergency Contingency	99,438
Cemetery Perpetual Care	75,000
Fire Impact	-
Street Impact	-
Parks Impact	85,000
Conservation Trust	200,000
Refuse Collection	628,718
Debt Service G.O. Bond	505,186
Capital Projects-Streets	1,477,000
Waterworks	4,596,215
Wastewater	1,355,847
Storm Drainage	539,734
Firemen's Pension	-
Cemetery Endowment	6,000

PASSED and APPROVED at a regular meeting of the City Council of the City of Evans on this 2nd day of October, 2012.

CITY OF EVANS, COLORADO

By: _____
Mayor

ATTEST:

City Clerk

PASSED, APPROVED AND ADOPTED ON SECOND READING this 23rd day of October, 2012.

CITY OF EVANS, COLORADO

By: _____
Mayor

ATTEST:

City Clerk

Leading the Way

Budget Book 2013

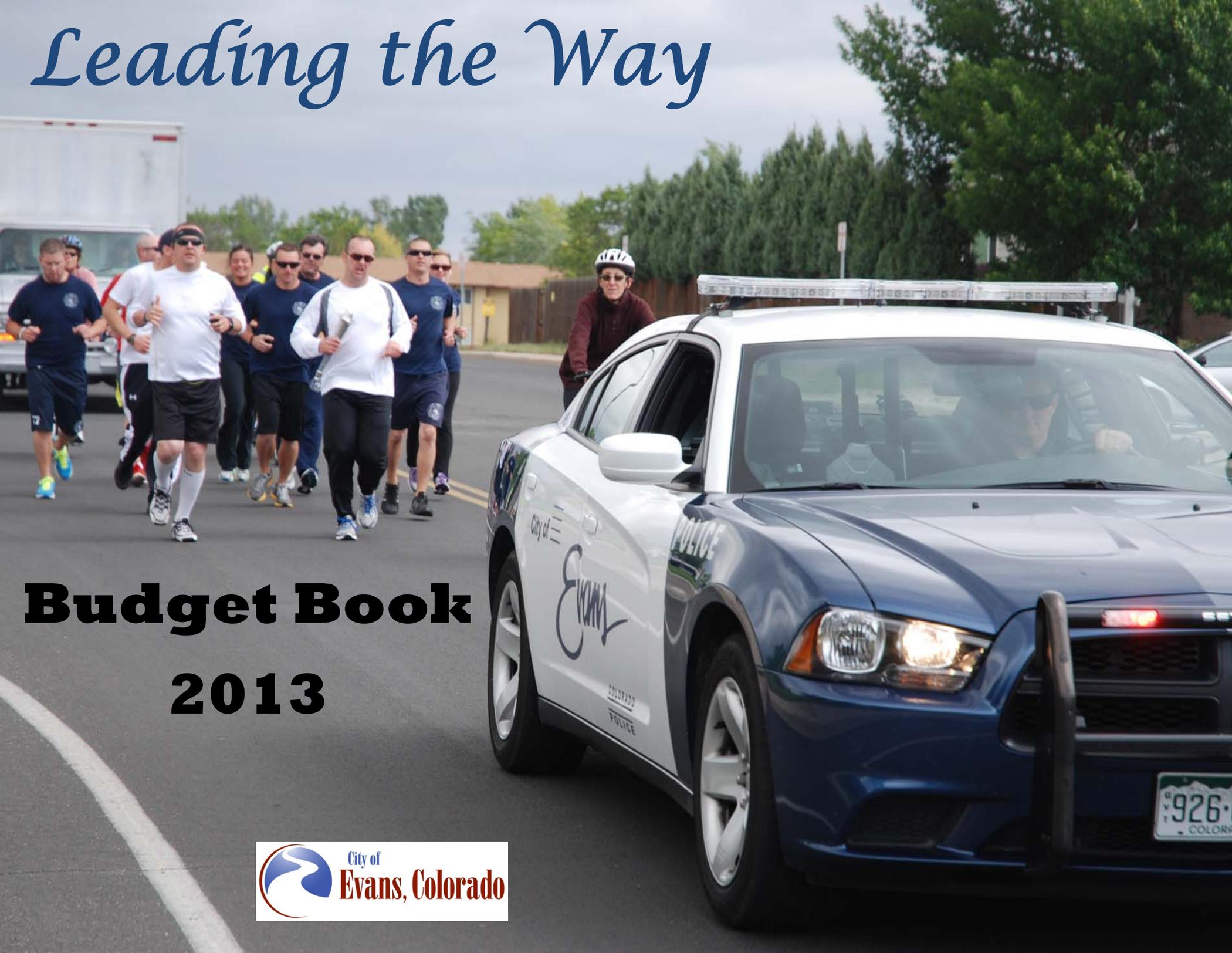
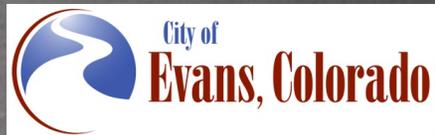


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October 2, 2012

Honorable Mayor, City Council, and Citizens,

We are excited to present you with the 2013 City of Evans Operating and Capital budget along with the five year projections. This budget is the result of several years of significant work on the part of the City Council and staff. While the economic conditions continue to be uncertain, we continue to use our proven financial management tools and look for opportunities for improvement. The transition to self – collection of sales taxes in 2011 has proven to be positive and has given us the ability to predict our sales tax revenues in a more timely and accurate manner. The 2013 budget is built conservatively with careful analysis based on the results of 2011 and projections for 2012.

The reductions of 2010, which cut about \$1 million of fixed costs from the 2011 General Fund budget, stand to be a prudent and necessary decision to begin the process of dealing with the structural gap which had developed over the past 10 years. 2013 is targeted as a year to analyze current service levels and plan for adjustments as we move into the future.

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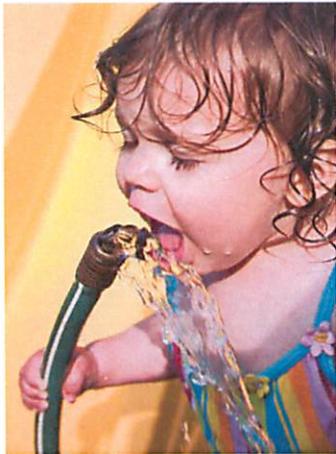
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These issues will start to be addressed through potential modifications to the rate structure starting in 2013.

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Respectfully,

A handwritten signature in blue ink, appearing to read 'Aden Hogan, Jr.', with a long horizontal flourish extending to the right.

Aden Hogan, Jr.
City Manager

A handwritten signature in blue ink, appearing to read 'Jessica Gonifas', with a long horizontal flourish extending to the right.

Jessica Gonifas, CPA
Interim Deputy City Manager/Finance Director

2013 Budget Overview



The 2013 budget document has been prepared as a useful tool for City Council, citizens, and staff. This document is designed to answer the majority of the questions related to the budget from a policy maker and citizen perspective. Budget direction is provided from the Home Rule Charter, City Council, and the Financial Policies.

Budget development in the City of Evans is an ongoing and vibrant team process involving the City Council, Department Directors, and many members of staff. Updating the long range plans and preparing the annual budget begins with a comprehensive review of rates and revenues, specifically in the General Fund. Taxes are approved by citizens and rates for services are set by the City Council. Other rates are reviewed each year to ensure the rate increases with inflation and the subsequent cost of providing these services. The 2013 budget includes \$17,792,545 of total revenues as outlined by fund in Attachment A, **2013 Budget Summary**. Attachment B, **Revenue and Expense Trends** shows the past and projected trends, including revenues that will impact the City.

Sales tax revenues amount to 53% of total General Fund revenue. Consequently, it is important to accurately project these revenues. The City closely monitors these revenues on a monthly basis and the transition in 2011 to self-collection has allowed for more timely and accurate projections. For 2013, sales and use taxes are projected to increase 17.2% from 2012.

In prior years, Property tax was the second largest contributor to General Fund revenue. Due to the voter approved transfer of 10 of the City's total 13.536 mills in 2013 to the Evans Fire Protection District, this revenue source now represents 3.9% of the General Fund revenue.

User fees are charged for specific services and in 2013 are projected based on a rate increased by inflation and anticipated activity.

For 2013, the personnel budget includes funding for employee merit, but does not include increases to benefit packages, nor does it include any additional positions. Attachment C, the **Summary of Personnel Positions** identifies the 82 positions approved by department. Attachment D, the **Summary of Personnel Expenditures** identifies funded positions, part time employees and overtime for a total cost in 2013 of \$6,608,327.

This Supplies and Services budget includes an inflationary increase, any increases which were mandated above and beyond inflation, and a minimal amount of increases necessary to provide services to the citizens in the most efficient and effective way possible. Despite the significant reductions in supplies and services over the past four years, departments continue to look for



ways to eliminate outdated or lower priority activities. Each department has, and will continue to evaluate each activity or expense to identify savings. Attachment E, the **Supplies and Services by Program for Operating Funds** shows a decrease of 3% in General Fund 2013 budgeted supplies and services. The major contributor to this reduction is 2012 one-time budget appropriations from 2011 excess revenues.

Attachment F, the **Summary of Supplies and Services Expenditures by Fund** shows the City wide budget for supplies and services of \$7,475,048, a decrease of \$293,592 or 4% from 2012. As mentioned above, the main driver of the decrease is the one-time appropriations in the General Fund for 2012 from excess 2011 revenue. The majority of the supplies and services budget in the Refuse Collection and Water Funds is a contract to provide services to an outside agency.

Please note that 2013 and 2014 projected amounts are based on current service levels and may change as citizen's request and Council approves changes. The acquisition and maintenance of facilities and equipment required to deliver services to the citizens is included in these categories. These expenses are identified on the Long Range Plans based on the funding sources. As an example, the use of Impact Fees is restricted to equipment and capital purchases (indicating they should not be used for operations) and separate funds exist to account for these revenues and expenditures.

The City of Evans carries very little debt. Attachment G, **Summary of Debt** includes the annual obligations along with the total obligations. City's debt at the end of 2013 will total \$465 thousand and includes only Waste Water related debt obligations. The City Council plans to retire the general obligation bonds three years early using excess sales tax revenue, saving the tax payers approximately \$103 thousand dollars in interest expense.

The City staff has developed an **Asset Management Plan**, Attachment H, with the strategy of anticipating and funding the replacement of equipment with an approximate replacement cost between \$5,000 and \$100,000. Delaying the replacement of equipment can be extremely expensive in terms of lost productivity and high cost of emergency repairs. In 2013, the Asset Management Plan is funded adequately based on our current model.

Attachment I, the **Summary of Capital Expenditures** identifies capital projects by fund for 2010 to 2017. The long term goal is to refine and implement the Capital Improvement Plan for all capital funds. Capital purchases are budgeted in the Cemetery Perpetual Care, Parks Impact, Conservation Trust, Street Impact, Capital Projects, and Enterprise Funds. Funding in the Conservation Trust, Capital Projects Streets, and Enterprise Funds is based on the projected 2013 ending fund balance. Because Impact Fees are less predictable, the available funding is based on 90% of the projected 2012 ending fund balance.





Attachment J, **Intra Fund Transfers**, identifies transfers 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.

The 2013 budget challenges were primarily in the Waste Water Fund. With the significant amount of work that has been done balancing the General Fund starting in 2009, and most recently transitioning the fire department to a Fire District, the focus now transfers to the service level delivery and long-term sustainability.

In addition to the economic factors that impact all funds, the General and Enterprise Funds are impacted by the overhead allocation from the Enterprise Funds to the General Fund for administrative support. As the City moves into the future, more sophisticated measures are being put in place to estimate these costs.

After the significant work done to the Water Fund in 2009 and programmed base rate increases, the fund is moving towards a sustainable level of funding for operations and the focus is now on obtaining funding for large water projects such as Northern Integrated Supply Project (NISP) and Windy Gap.

The Waste Water Fund presents a significant challenge as we move into the future. It will have a similar driving factor as the Water Fund did with questions about the City's ability to fund future regulatory requirements, capital, and system expansion projects. The focus moving forward is on implementation of the recommendations of the 2010 Waste Water Utility Plan and the significant amount of regulatory compliance the City must address over the next several years.

Each operating fund has a long range plan which identifies revenues and expenditures. Prior year actual is identified to help understand trends and the increased costs of providing services. Future years are included to identify the costs of providing services which may be added during the year or as a result of capital projects. The main goal is to identify the highest priority services each year, eliminating lower priority expenditures and ultimately operate more efficiently and effectively.

The City of Evans budget is a year round planning and management tool. 2013 was the fourth year where the budget focused on increased staff involvement and City Council direction as policy makers. The **Budget Resolution**, Attachment K, is submitted to the City Council before October 15th as required by the City Home Rule Charter.

General 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, and Finance.

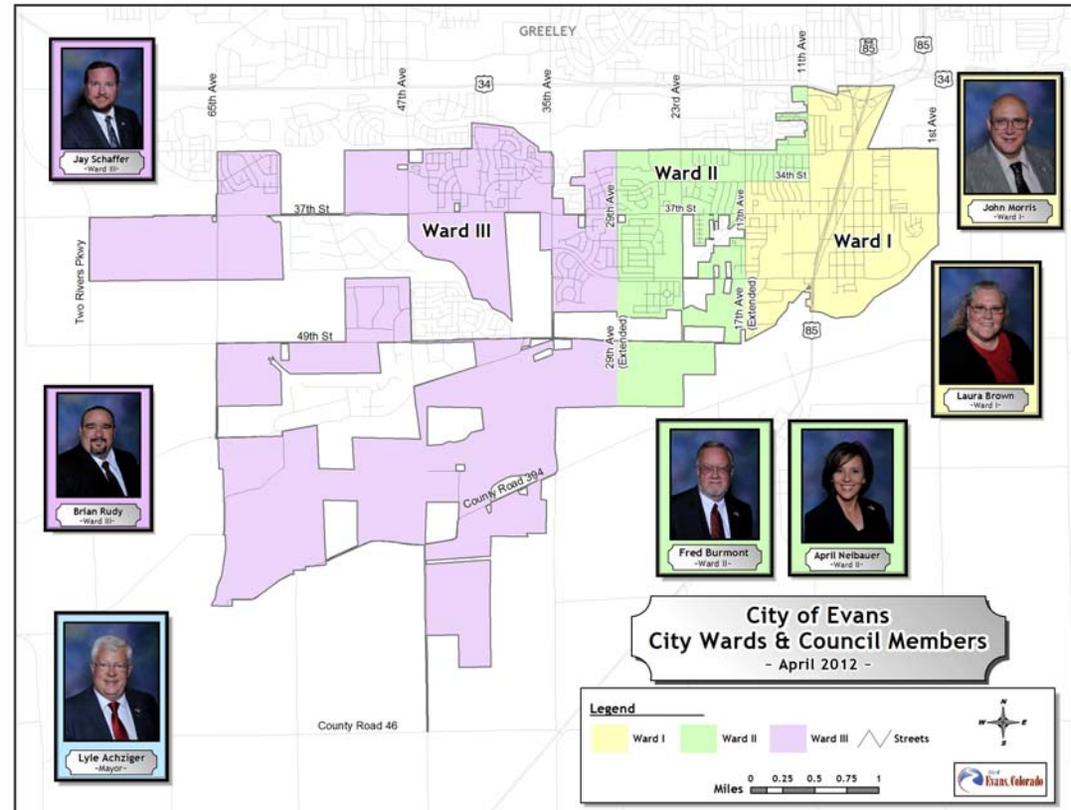
Service Areas

City Council – includes 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 City staff.

- Maintain excellent communication on fiscal status and 2013 legislative issues.
- Continue implement operational and strategic decisions based on Council's vision priorities.

City Manager – includes operating with a Council-Manager form of government with the City Manager being the chief administrative officer and is responsible for the overall management of City operations.

- Continue Strategic Operations Planning Process to enhance City services.
- Continue to push out the Financial Planning Model toward 10 years.
- Explore technology that will result in more cost effective operations.
- Develop comprehensive sustainability plan to support City services and operations.





City Clerk – includes general and specialized administrative responsibilities in many areas, including: administrative support to City Council; Council agenda and packet preparation; animal and liquor licensing; cemetery administration, maintaining Municipal Code and Home Rule Charter; records management; public records; and Municipal elections.

Customer Service Unit –includes timely and consistent customer service responsibilities both externally to citizens and internally to staff in many areas including: utility billing, courts, human resources, and the public works department.

- Actively communicate with Citizens, City Council and Staff.
- Develop streamlined processes for consistent, cost effective customer service and administrative support to citizens and staff members.
- Provide reliable delivery of services to the citizens and customers of the City.

Human Resources & Risk Management – includes providing an organizational framework to recruit, select, classify, compensate, and develop the City's diverse workforce, while ensuring a safe environment that optimizes productivity, efficiency and effectiveness.

- Manage and complete the City's compensation and classification study, including creating or updating of all job descriptions, developing of the total rewards strategy, designing and establishing a base compensation structure, completing cost analysis of plan implementation and developing compensation administrative guidelines.
- Improve the open enrollment process by exploring the use of workflow capabilities.
- Continue to work collaboratively with the management team to revise the City's employment policies and procedures.
- Evaluate and adjust the City's integrated health risk management strategy and plan, including the expansion of the City's wellness program to improve employee health, well-being and safety as well as reduce insurance costs.
- Continue to develop and strengthen regional partnerships, including identifying opportunities for greater cost efficiency while maximizing the City's resources.

Information Technology – includes management of the City's information services serving both the citizens and staff.

- Complete 5 year strategic plan
- Assists departments with providing services to citizens in the most efficient and effective manner.

Financial Services – includes the financial planning, budgeting, accounting and reporting functions to accurately identify the activities of the City and the financial condition.

- Increase efficiency and transparency by reducing the use of paper and manual processes.
- Develop key performance indicators for the department in an effort to increase accountability and define ownership.
- Develop a financial literacy program for all City staff.

Community Development includes planning and zoning services, building services, economic development, neighborhood services and transit services.

Service Areas

Neighborhood Services – combines Building Services and the Code Enforcement function to ensure compliance with city safety codes through the administration and enforcement of the Building Codes and related ordinances of the City as well as the laws of the State of Colorado which regulate building construction. Additionally, Neighborhood Services ensures citywide compliance with the municipal codes relating to nuisance code violations and animal control.

Community Development – Community Development focuses on the long term growth and sustainability of the City using tools such as the Comprehensive Plan, updated codes and regulations, new development review, and cross departmental teams. Long term goals include developing policies to better evaluate the financial impact of specific developments and continuing to plan for the redevelopment and growth of the City. The Urban Renewal Authority was put in place by the Council to help in those efforts. Goals for 2013 include:

- Continue to update codes and regulations to improve our image.
- Develop new and better regional relationships to solve long standing land use issues.

Economic Development – the focus is on business attraction, business retention, and business expansion by marketing and promoting Evans as a place to live, work and play. Through tools such as websites, marketing materials, face to face contacts and networking, the ultimate goal is to create a higher quality of life in Evans. Goals include creating better regional jobs, improving services through increased revenue, and offering more opportunities to work and play. The main areas of concentration for 2013 include:

- Continue to market and promote Evans as a place to work and live.
- Continue to implement the retail strategy recommendations
- Implement Phase II of the way finding signage program by installing signs in public private partnerships.





The Police Department has 30 sworn officers and two civilian support staff. We are committed to providing professional police services through proactive, problem solving methods of law enforcement and to building community partnerships to promote a desirable quality of life for the citizens of Evans.



Service Areas

Patrol - the most visible part of the Department is under the direction of Commander Pat Hauge. Four sergeants supervise 24/7/365 Patrol operations. 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.

Investigations/Administrative Services – under the direction of Commander Jason Phipps, the bureau is responsible for all investigative follow up, crime analysis, sex offender tracking, property and evidence handling, records, IT, the Crime Free Multi-Housing program, and Internal Affairs. A sergeant supervises two detectives who investigate all serious crimes in Evans, and the School/Community Resource Officer who also provides investigative support to the detectives.

Community Oriented Policing and Problem Solving (COPPS) – through programs such as Crime Free Multi-Housing, Neighborhood Watch, the School Resource Officer and COPPS initiatives, officers work with our citizens in partnerships to solve crime and quality of life issues to continue to make Evans a safe, desirable community.



Public Works - includes the services required for the operation and maintenance of public rights-of-way, fleet services, and engineering including the areas within Public Works of Maintenance of Condition, Fleet Services, and Engineering.

Service Areas

Infrastructure Maintenance – includes the maintenance, construction, and public safety on public streets, alleys, and rights-of-way within the City. This includes, but is not limited to, street sweeping, snow removal, alley grading, maintenance of signs and other traffic control devices, pavement marking, and asphalt pavement maintenance.

- Address concerns over our ability to provide an acceptable level of service in the pavement management area in light of dwindling revenue.
- Investigate the feasibility of implementing a street maintenance fee.
- Update the City's Pavement Management System with current inspections.



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.

- Continue to maintain vehicles in an efficient and dependable condition.
- Make recommendations for the asset management plan for replacement of vehicles and equipment.
- Manage supplies and services in such a manner to reduce costs while providing optimal service to the community.

Capital Construction – the Engineering Division has the responsibility for providing engineering support in the planning and design of the City's Capital Improvement Projects, performs subdivision plan review and

construction inspections, approving construction in public rights-of-way, and to provide engineering support to other City departments as needed.

Transit – includes the administration of the City's transit services agreement with the City of Greeley. This function serves to ensure adequate levels of public transportation service to the City of Evans.

The Culture, Parks and Recreation area of the budget includes services required for the general operations of Public Facilities, Recreation services, Aquatics operations, Parks maintenance, Cemetery maintenance, Forestry, Senior Services and Museum operations.

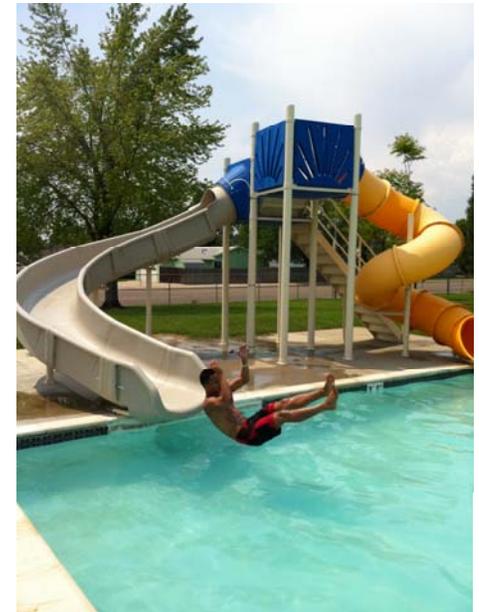
Service Areas

Public Facilities – includes maintenance and operational expense of the Evans Community Complex.

Recreation – includes administration of all recreation services and programs, the recreation center and front desk operations, and administrative needs of the Parks & Recreation Department.

Aquatics – Aquatics – The Evans Municipal Pool is a small neighborhood pool that is open in the summer to the community. The pool offers memberships, punch passes and drop in rates.

Parks – includes all of the operational expenses of the City's park and trail system *(9 neighborhood parks, 1 off-leash dog park, 1 community park, 6 undeveloped park sites, 4 miles of trail, 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 care of trees on public property, horticultural care on public properties, code enforcement for trees on private property, and landscape plan review.

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

City of Evans General Fund Long Range Financial Plan

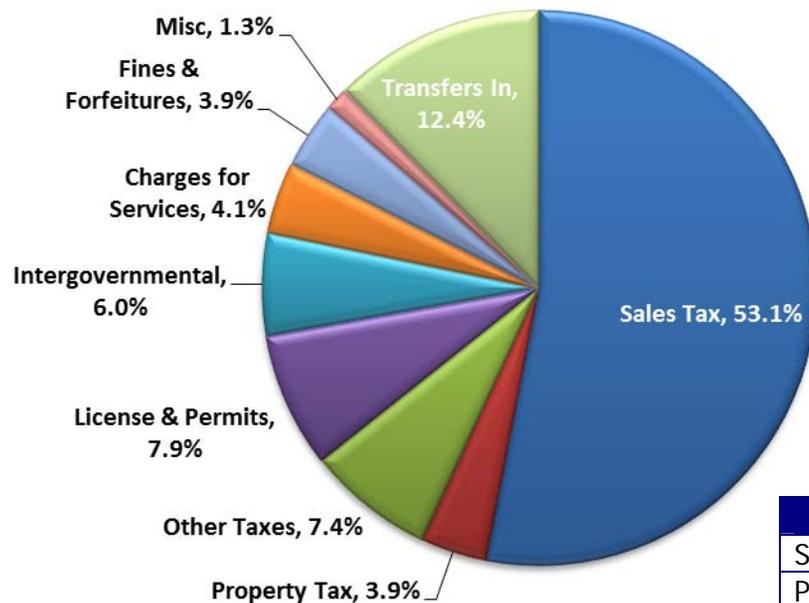
	2010 Actual	2011 Actual	2012 Budget V3	2012 Projected	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	1,521,391	2,290,648	3,652,050	3,652,050	3,354,601	3,305,537	4,210,718	5,050,073	5,742,056
Revenues:									
Sales Tax	4,958,797	5,736,322	4,788,951	6,351,951	5,547,082	5,305,981	5,388,191	5,472,044	5,557,574
Property Tax ¹	1,701,476	1,501,310	1,524,462	1,524,462	404,359	412,446	416,571	420,736	424,944
Other Taxes	487,345	824,208	540,404	899,110	776,000	765,767	776,672	788,130	799,173
License & Permits	657,342	759,574	734,860	734,860	823,100	838,190	859,984	882,510	905,799
Intergovernmental	643,209	691,137	652,940	652,940	624,243	1,155,663	1,155,663	1,155,663	1,155,663
Charges for Services	536,714	485,143	534,543	534,543	433,395	441,787	442,500	443,215	443,934
Fines & Forfeitures	502,774	449,264	430,000	430,000	410,500	415,600	428,706	431,318	431,936
Assessments	13,803	21,856	4,000	4,000	20,000	20,000	20,000	20,000	20,000
Misc	154,206	186,245	691,623	691,623	118,987	177,166	206,322	233,502	254,262
Total revenues	9,655,667	10,655,059	9,901,784	11,823,490	9,157,666	9,532,600	9,694,607	9,847,119	9,993,284
CT	9,655,667	10,655,059	9,901,784	11,823,490	9,157,666	9,532,600	9,694,607	9,847,119	9,993,284
Transfers In	1,039,201	1,201,506	1,258,083	1,258,083	1,294,737	1,332,558	1,352,913	1,373,567	1,393,684
Total Available Funds	10,694,868	11,856,565	11,159,867	13,081,573	10,452,403	10,865,158	11,047,520	11,220,686	11,386,968
Total Annual Increase	1.79%	10.86%	5.93%	10.33%	-20.10%	3.95%	1.68%	1.57%	1.48%
Expenditures:									
GG Personnel	1,011,892	1,081,592	1,152,573	1,152,573	1,184,701	1,214,989	1,268,570	1,324,514	1,382,925
GG Operations	1,086,111	1,261,568	1,411,783	1,411,783	1,364,280	1,374,044	1,116,125	1,132,267	1,148,651
General Government	2,098,003	2,343,161	2,564,355	2,564,355	2,548,981	2,589,034	2,384,695	2,456,781	2,531,576
	-11.11%	11.69%	7.07%	5.21%	-0.60%	1.57%	-7.89%	3.02%	3.04%
CD Personnel	441,410	344,832	367,761	367,761	344,054	332,276	346,929	362,229	378,203
CD Operations	100,216	147,901	249,342	249,342	209,569	150,012	152,262	154,546	156,865
Community Development	541,627	492,733	617,103	617,103	553,623	482,288	499,192	516,775	535,068
	10.43%	-9.03%	31.89%	2.49%	-10.29%	-12.89%	3.50%	3.52%	3.54%
PS Personnel	3,946,226	4,141,777	3,020,284	3,020,284	3,041,506	3,171,046	3,310,890	3,456,900	3,609,349
PS Operations	374,082	542,230	274,270	274,270	267,404	271,415	275,486	279,619	283,813
Public Safety	4,320,308	4,684,006	3,294,554	3,294,554	3,308,910	3,442,461	3,586,376	3,736,518	3,893,162
	-5.99%	8.42%	1.57%	0.92%	0.44%	4.04%	4.18%	4.19%	4.19%
PW Personnel	778,727	835,816	850,415	850,415	844,481	879,185	917,957	958,439	1,000,706
PW Operations	563,773	561,910	712,908	712,908	666,216	676,210	686,353	696,648	707,098
Public Works	1,342,500	1,397,726	1,563,323	1,563,323	1,510,697	1,555,395	1,604,310	1,655,087	1,707,804
	-11.51%	4.11%	4.27%	4.27%	-3.37%	2.96%	3.14%	3.17%	3.19%
CPR Personnel	801,899	468,402	634,744	634,744	700,610	716,104	747,684	780,657	815,084
CPR Operations	237,970	380,952	546,793	546,793	581,641	590,365	599,221	608,209	617,332
Culture, Parks & Rec	1,039,869	849,354	1,181,537	1,181,537	1,282,251	1,306,469	1,346,905	1,388,866	1,432,416
	-35.73%	-18.32%	8.17%	1.11%	8.52%	1.89%	3.10%	3.12%	3.14%
IGA - Fire Services	-	-	1,458,682	1,458,682	440,000	449,240	458,674	468,306	478,141
Asset Management	51,919	475,400	368,573	368,573	321,443	300,000	300,000	300,000	300,000
Debt	80,396	247,556	559,317	559,317	-	-	-	-	-
Total operating expenditures	9,474,622	10,489,936	11,607,445	11,607,445	9,965,906	10,124,887	10,180,152	10,522,334	10,878,166
Total Annual Increase	-14.10%	10.72%	10.60%	2.92%	-14.14%	1.60%	0.55%	3.36%	3.38%
Capital Improvements	-	5,920	1,680,500	1,680,500	-	-	-	-	-
Transfers Out (To Fire Protection Dist)	-	-	16,000	16,000	300,000	-	-	-	-
Transfers Out (To other City Funds)	450,989	(693)	75,076	75,076	335,000	-	28,014	6,369	77,974
Transfers In (From EC Fund)	-	-	-	-	99,438	164,911	-	-	-
Excess Revenue Over (Under)	1,220,246	1,166,569	(447,578)	(447,578)	(513,503)	(259,729)	(135,632)	(271,648)	(491,202)
Expenditures	769,257	1,361,402	(2,219,154)	(297,448)	(49,065)	905,182	839,354	691,983	430,828
Ending Fund Balance	2,290,648	3,652,050	1,432,895	3,354,601	3,305,537	4,210,718	5,050,073	5,742,056	6,172,883
CT	2,290,648	3,652,050	1,432,895	3,354,601	3,305,537	4,210,718	5,050,073	5,742,056	6,172,883
Minimum Target Reserve - One Month	789,552	874,161	967,287	967,287	830,492	843,741	848,346	876,861	906,514
Available Funds	1,501,096	2,777,888	465,608	2,387,314	2,475,044	3,366,978	4,201,727	4,865,194	5,266,369

¹ Reflects 2013 Property Tax transfer to the Evans Fire Protection District

General Fund Revenue Summary

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

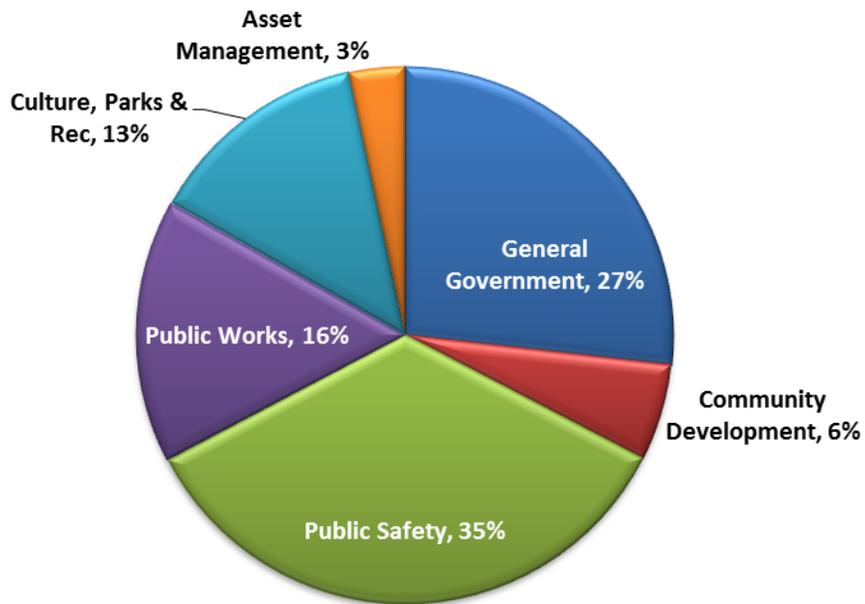
REVENUE BY SOURCE – General Fund Fiscal Year 2013



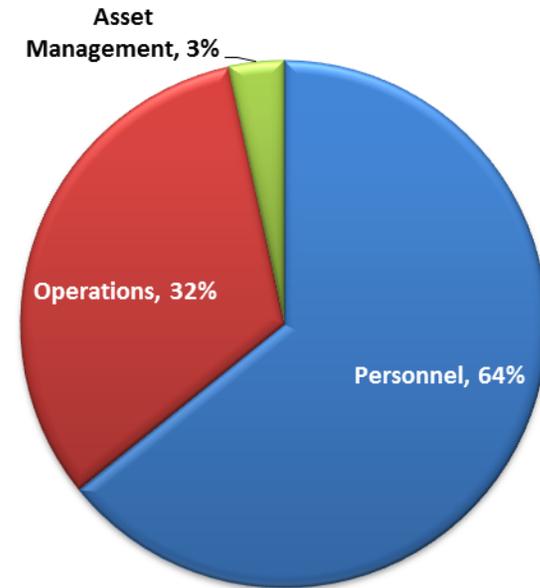
Source	Revenue	Percentage
Sales Tax	\$ 5,547,082	53.1%
Property Tax	\$ 404,359	3.9%
Other Taxes	\$ 776,000	7.4%
License & Permits	\$ 823,100	7.9%
Intergovernmental	\$ 624,243	6.0%
Charges for Services	\$ 433,395	4.2%
Fines & Forfeitures	\$ 410,500	3.9%
Misc	\$ 138,987	1.3%
Transfer from Other Funds	\$ 1,294,737	12.4%
Total Revenue	\$ 10,452,403	100%

EXPENDITURES – General Fund Fiscal Year 2013

Expenditures by Category



Expenditures by Type



Water Fund

The *Water Fund* is a municipal utility enterprise fund established to account for the operational and infrastructure costs, and related revenues, necessary for providing the distribution of treated water and untreated irrigation water (non-potable) to Evans' residential and commercial customers. This fund includes all services required for the operation and maintenance of the water distribution facilities, the non-potable irrigation delivery systems, and the Evans Town Ditch.

Service Areas

Administration – includes the expenses necessary for the administration of the Water Fund including water resource management, water treatment costs, legal issues, and engineering services.

- Continue to pursue acquisition of additional water resources as allowed within the budget.
- Participate in the ongoing efforts to develop the Northern Integrated Supply Project (NISP) and the Windy Gap Firming Project (WGFP).
- Implement a more aggressive water conservation program designed to reduce the City's water consumption over time by approximately 13%.

Distribution – includes expenses necessary for the operation and maintenance of the City's treated water delivery system including all water mains, fire hydrants, valves, meters, and other appurtenances.

- Implement the first phase of a fix base automated meter reading system to increase efficiencies and improve accuracy.
- Develop a leak detection program consistent with standards as set forth by the American Water Works Association.
- Develop a meter change out program based upon meter size consistent with the recommendations of the American Water Works Association.

Non-potable Irrigation – includes expenses necessary for the operation and maintenance of the City's non-potable irrigation system including all pump stations, water mains, valves, meters, and other appurtenances.

- Create a standardized approach to pump station maintenance to ensure a long and useful life for the City's non-potable irrigation pump stations.
- Ensure the City's non-potable infrastructure is accounted for within our Asset Management Plan and future replacement costs are appropriately allocated through the 5 year Capital Improvement Plan.
- Investigate options to expand the City's non-potable irrigation system and further reduce the City's demand for treated water.

Evans Town Ditch – includes expenses necessary for the operation and maintenance of the historic Evans Town Ditch delivery system including the delivery ditch, all head gates, check structures, dump structures, conduits, and other appurtenances.

- Ensure the Evans Ditch infrastructure is accounted for within our Asset Management Plan and future replacement costs are appropriately allocated through the 5 year Capital Improvement Plan.
- Develop a plan for major maintenance of the Evans Ditch facilities and integrate into future plans.
- Investigate options to expand the utilization of the Evans Town Ditch and further reduce the City's demand for treated water.



City of Evans Water Fund Long Range Financial Plan

	2010 Actual	2011 Actual	2012 Budget V3	2012 Projected	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
<u>Operating Revenues</u>									
Base Rate (base, np, penalty, misc)	1,199,842	1,388,149	1,541,409	1,541,409	1,724,652	1,774,972	1,822,725	1,824,825	1,826,925
Variable Rate	2,134,111	2,297,724	2,343,250	2,343,250	2,450,000	2,511,250	2,574,031	2,638,382	2,704,342
Interest Income	2,908	4,532	17,160	17,160	15,747	20,507	21,020	21,545	22,084
Total Operating Revenues	3,336,861	3,690,406	3,901,819	3,901,819	4,190,400	4,306,728	4,417,776	4,484,752	4,553,350
<u>Operating Expenses</u>									
Fixed costs	1,093,233	1,259,216	1,481,052	1,481,052	1,575,404	1,574,370	1,602,737	1,631,739	1,653,537
Variable costs	1,766,910	2,201,953	2,126,118	2,126,118	2,168,530	2,212,031	2,256,159	2,301,169	2,347,080
Total Operating Expenses	2,860,143	3,461,169	3,607,170	3,607,170	3,743,934	3,786,401	3,858,896	3,932,908	4,000,616
Net Revenues over (under) expenses	476,718	229,236	294,648	294,648	446,465	520,328	558,880	551,844	552,734
Transfer for Major Maint (w AMP)	49,558	78,253	62,024	62,024	149,248	200,602	219,988	193,086	173,388
Transfer for Water Conservation	88,033	102,948	217,132	217,132	281,470	299,219	317,873	337,213	357,262
Net Operations after Transfers	339,127	48,035	15,493	15,493	15,747	20,507	21,020	21,545	22,084
Running Cash Balance	723,838	771,873	787,366	804,526	820,274	840,781	861,800	883,345	905,429
Target Operating Reserve - 3 months	715,036	819,992	832,004	832,004	828,304	821,645	830,259	850,652	867,491
Available Funds	8,802	(48,119)	(44,637)	(27,477)	(8,030)	19,136	31,541	32,693	37,937
<u>Water Rights Revenues</u>									
Payment in Lieu & Water Rights Lease	19,032	42,166	60,000	60,000	45,000	47,000	49,200	51,620	54,282
Interest Income	-	-	-	-	-	-	-	-	-
<u>Water Rights Expenses</u>									
Water Right Acquisition	-	-	-	-	-	-	-	-	-
Annual Net	19,032	42,166	60,000	60,000	45,000	47,000	49,200	51,620	54,282
Running Balance	(270,056)	(227,890)	(167,890)	(107,890)	(62,890)	(15,890)	33,310	84,930	139,212
<u>System Maintenance & Expansion Revenue</u>									
Tap Fee Revenue	73,881	59,562	50,000	172,000	50,000	55,000	60,500	66,550	73,205
Water Meter Sales	5,645	5,272	1,384	11,000	1,500	1,384	1,384	1,384	1,384
Interest Income	15,120	9,585	23,320	23,320	2,733	-	-	-	-
Transfer for Major Maint (w AMP)	49,558	78,253	62,024	62,024	149,248	200,602	219,988	193,086	173,388
Transfer for Water Conservation	88,033	102,948	217,132	217,132	281,470	299,219	317,873	337,213	357,262
Other	-	-	-	-	-	-	-	-	-
Total System Expansion Revenue	232,236	255,620	353,859	485,475	484,950	556,205	599,744	598,233	605,239
<u>System Maintenance & Expansion Expenses</u>									
Capital Outlay	248,151	227,912	1,430,987	1,430,987	393,063	1,566,838	7,175,209	1,560,000	4,352,000
Major Maintenance & AMP	49,558	78,253	62,024	62,024	149,248	200,602	219,988	193,086	173,388
Water Conservation Projects	88,033	102,948	217,132	217,132	281,470	299,219	317,873	337,213	357,262
Misc Expenses	52,856	28,175	179,020	58,500	28,500	18,500	18,500	18,500	18,500
Total Expenses	438,598	437,288	1,889,162	1,768,642	852,281	2,085,159	7,731,569	2,108,799	4,901,150
Annual Net	(206,361)	(181,668)	(1,535,303)	(1,283,167)	(367,330)	(1,528,954)	(7,131,825)	(1,510,566)	(4,295,911)
Running Balance	1,853,607	1,671,938	136,635	388,771	21,441	(1,507,513)	(8,639,338)	(10,149,904)	(14,445,815)
Total Water Fund Revenue	3,450,539	3,806,990	4,036,523	4,168,139	4,289,632	4,410,112	4,528,860	4,604,306	4,682,221
Total Water Fund Expenses	3,298,741	3,898,457	5,496,333	5,375,813	4,596,215	5,871,560	11,590,465	6,041,707	8,901,767
CT	-	-	-	-	(306,583)	-	-	-	-
Changes in Working Capital	(281,968)	43,570	-	-	-	-	-	-	-
Total Water Fund Cash Balance	2,254,509	2,206,612	746,802	998,938	692,355	(769,092)	(7,830,697)	(9,268,098)	(13,487,644)
	2,254,509	2,206,612							

Water Fund

Expense Summary

	2010 Actual	2011 Actual	2012 Budget V3	2012 Projected	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Operating Revenues									
Base Rate (base, np, penalty, misc)	\$1,199,842	\$1,388,149	\$1,541,409	\$1,541,409	\$1,724,652	\$1,774,972	\$1,822,725	\$1,824,825	\$1,826,925
	\$10.50	\$12.50	\$14.50	\$14.50	\$16.50	\$17.00	\$17.50	\$17.50	\$17.50
Base Major Maintenance Calculator									
Administrative GF OH	520,200	621,238	651,053	651,053	674,143	694,918	705,342	715,922	726,661
Water Fund Payroll, Supplies & Services	573,033	637,978	829,999	829,999	901,261	879,452	897,396	915,817	926,876
AMP	-	-	42,000	42,000	95,000	43,260	60,471	56,822	56,822
Major Maintenance Projection	106,609	128,933	18,357	18,357	54,248	157,342	159,517	136,264	116,566
Total Base Rate	\$1,199,842	\$1,388,149	1,541,409	\$1,541,409	\$1,724,652	\$1,774,972	\$1,822,725	\$1,824,825	\$1,826,925

Major Maintenance and AMP in Fixed Costs

Asset Management Plan	-	-	42,000	42,000	95,000	43,260	60,471	56,822	56,822
Major Maintenance Projects:	-	-	18,357	18,357	4,248	157,342	159,517	136,264	116,566
Equipment	-	-	1,667	1,667	-	-	-	-	-
Line Work	49,558	78,253	-	-	50,000	-	-	-	-
Total In Fixed Costs	49,558	78,253	62,024	62,024	149,248	200,602	219,988	193,086	173,388

Budgeted CIP from System Expansion Tap Fee Revenue

Windy Gap Storage Project	188,151	167,912	197,987	197,987	203,063	121,838	4,935,209	-	-
NISP Storage Project	60,000	60,000	40,000	40,000	40,000	20,000	375,000	393,000	3,551,000
Whitney Way - Crossing 37th St	-	-	-	-	-	-	-	272,000	-
West Service Rd. - 31st St. to 35th St.	-	-	-	-	50,000	-	-	20,000	-
Ashcroft Draw Drop & Measurement Str	-	-	-	-	100,000	-	-	-	-
38th St. - Belmont to Burlington	-	-	-	-	-	-	-	-	-
37th St. - 17th Ave. to Latham	-	-	-	-	-	450,000	-	-	-
37th St - 23rd Ave to 17th Ave	-	-	-	-	-	-	580,000	-	-
36th St. - 11th Ave. to Idaho	-	-	-	-	-	-	-	-	100,000
35th St. - Empire to Trinidad	-	-	-	-	-	-	200,000	-	-
23rd Ave. - 37th to 42nd St.	-	-	-	-	-	-	390,000	-	-
Larson Ave. - 41st St. to 42nd St.	-	-	-	-	-	90,000	-	-	-
Montrose St. - 34th St. to 37th St.	-	-	-	-	-	170,000	-	-	-
North-South Split Adj	-	-	-	-	-	75,000	-	-	-
31st St. & Empire Measurement Facility	-	-	-	-	-	30,000	-	-	-
42nd St. & Golden Measurement Facility	-	-	-	-	-	30,000	-	-	-
37th St. Sediment Removal Basin	-	-	-	-	-	-	-	10,000	-
17th Ave. Sediment Removal Basin	-	-	-	-	-	10,000	-	-	-
17th Ave. to 42nd St. Lining	-	-	-	-	-	-	75,000	-	-
37th St. to 11th Ave. Lining	-	-	-	-	-	-	-	75,000	-
Evans WWTF Lining	-	-	-	-	-	-	-	-	125,000
Brantner Rd & Ind Pkwy 43rd to 44th St	-	-	-	-	-	-	50,000	400,000	-
Boulder St. - 36th St. to 37th St.	-	-	-	-	-	-	-	-	65,000
Central Ave. Pipe - 40th St. to 39th St.	-	-	-	-	-	-	-	20,000	-
Empire St. - 33rd St. to 35th St.	-	-	-	-	-	-	-	-	117,000
Idaho St. Pipe - 42nd St. to 40th St.	-	-	-	-	-	-	-	-	25,000
Golden St. Pipe - 40th St. to 37th St.	-	-	-	-	-	-	-	-	25,000
SCADA - North-South Split	-	-	-	-	-	-	-	10,000	-
SCADA - 17th Ave. Drop	-	-	-	-	-	-	-	35,000	-
SCADA - Head of Ditch	-	-	-	-	-	35,000	-	-	-
SCADA - Measurement Facility	-	-	-	-	-	35,000	-	-	-
SCADA - Purney Drop	-	-	-	-	-	-	35,000	-	-
SCADA - Ashcroft Draw	-	-	-	-	-	-	35,000	-	-
SCADA - 31st St. & Empire	-	-	-	-	-	-	-	-	17,000
SCADA - 42nd St. & Golden	-	-	-	-	-	-	-	-	17,000
Pleasant Acres Dr. - 32nd St. to 11th Ave.	-	-	-	-	-	-	-	260,000	-
Denver St. - 39th St. - 40th St.	-	-	-	-	-	-	-	65,000	-
Greeley Investment Fees	-	-	-	-	-	-	300,000	-	-
North Point Pumphouse Improvements	-	-	-	-	-	100,000	-	-	-
Tuscany Non-Potable Ponds	-	-	-	-	-	275,000	-	-	-
Tuscany Pumphouse	-	-	-	-	-	-	200,000	-	-
State St. - 33rd St. to 35th St.	-	-	-	-	-	-	-	-	80,000
Southgate Dr. - Denver to 31st St.	-	-	-	-	-	-	-	-	230,000
Non-Potable Master Plan Update	-	-	-	-	-	75,000	-	-	-

Grapevine Irrigation Upgrades	-	-	-	-	-	50,000	-	-	-
Carryforward Projects	-	-	533,000	533,000	-	-	-	-	-
State Farm Waterline - 30th to St Farm Rd	-	-	-	-	-	-	-	-	-
17th Ave. Drop & Measurement Structure	-	-	250,000	250,000	-	-	-	-	-
11th Ave Waterline - 32nd to Cemetery	-	-	410,000	410,000	-	-	-	-	-
Total in CIP from Tap Fee revenue	248,151	227,912	1,430,987	1,430,987	393,063	1,566,838	7,175,209	1,560,000	4,352,000
Total Capital in Attachment I (includes water rights)	297,709	306,165	1,451,011	1,451,011	447,311	1,724,180	7,334,726	1,696,264	4,468,566
Other Balance Accumulators									
Major Maintenance Accumulator									
Revenue	1,202,750	1,392,682	1,558,569	1,558,569					
Expenses	1,142,791	1,337,469	1,543,076	1,543,076					
Balance	59,959	115,171	130,664	130,664					
Water Conservation Accumulator									
Revenue	2,134,111	2,297,724	2,343,250	2,343,250					
Expenses	1,854,943	2,304,901	2,343,250	2,343,250					
Balance	279,168	271,991	271,991	271,991					
Carryforward Projects Detail									
CIP Tap Construction	-	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Hwy 85 Improv	-	-	93,000	93,000	-	-	-	-	-
State Farm Water Line	-	-	75,000	75,000	-	-	-	-	-
Lakeside/State Farm Fire Flow	-	-	45,000	45,000	-	-	-	-	-
Ashcroft Draw Drop & Measurement Str	-	-	50,000	50,000	-	-	-	-	-
North Point Storage	-	-	-	-	-	-	-	-	-
17th Ave Pump Staton	-	-	250,000	250,000	-	-	-	-	-
Riverside Lake overflow	-	-	20,000	20,000	-	-	-	-	-
	-	-	533,000	533,000	-	-	-	-	-

Wastewater Fund

The *Wastewater Fund* includes services required for the operation and maintenance of the City's two wastewater collection and treatment systems (original Evans system and the Hill n' Park System).

Service Areas

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

- Begin to implement the recommendations from the Wastewater Utility Plan prepared by HDR Engineering.
- Develop a public information campaign designed to educate the public on environmental issues and challenges facing the wastewater utility.
- Initiate design of the first phases of treatment plant improvements.

Wastewater Collection – includes the operations, maintenance and replacement of the City's waste water collection system.

- Maintain our current level of treatment operations and infrastructure maintenance for both systems.
- Begin to implement the recommendations from the Wastewater Utility Plan prepared by HDR Engineering.
- Limit treatment compliance violations at both plants.



City of Evans Waste Water Fund Long Range Financial Plan

	2010 Actual	2011 Actual	2012 Budget V2	2012 Projected	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Operating Revenues									
Sewer Sales	1,022,094	1,027,800	1,091,776	1,091,776	1,216,525	1,223,742	1,231,095	1,238,586	1,246,216
Other	11,029	2,254	3,902	3,902	1,927	2,052	2,262	2,211	1,805
Total Operating Revenues	1,033,123	1,030,054	1,095,678	1,095,678	1,218,452	1,225,794	1,233,357	1,240,796	1,248,021
CT	1,033,123	1,030,054	1,095,678	1,095,678	1,218,452	1,225,794	1,233,357	1,240,796	1,248,021
Operating Expenses									
Personnel	289,261	284,713	295,864	295,864	328,280	343,157	358,290	374,091	390,588
Operations	300,002	310,895	313,756	313,756	336,256	318,800	323,582	328,436	333,362
Debt	115,005	113,361	111,707	111,707	115,454	108,626	107,048	110,762	110,762
Transfer for Overhead to General Fund	363,517	412,824	428,095	428,095	430,156	441,221	447,840	454,557	461,376
Total Operating Expenses	1,067,785	1,121,793	1,149,423	1,149,423	1,210,147	1,211,805	1,236,760	1,267,846	1,296,088
Net Revenues over (under) expenses	(34,662)	(91,739)	(53,745)	(53,745)	8,305	13,990	(3,403)	(27,050)	(48,067)
Running Cash Balance	273,966	182,227	128,482	128,482	136,787	150,777	147,373	120,323	72,256
Target Operating Reserve - 3 months	266,946	280,448	287,356	287,356	302,537	302,951	309,190	316,962	324,022
Available Funds	7,019	(98,222)	(158,873)	(158,873)	(165,750)	(152,175)	(161,817)	(196,638)	(251,766)
System Maintenance Revenues									
Revenue	-	-	-	-	16,818	16,818	16,818	16,818	16,818
Interest	-	4,662	495	495	-	-	-	-	-
Total System Maintenance Revenues	-	4,662	495	495	16,818	16,818	16,818	16,818	16,818
System Maintenance Expenses									
Supplies & Services	-	-	396,500	396,500	-	300,000	-	-	-
Asset Management	-	-	15,000	15,000	145,700	72,100	24,363	91,738	10,429
Capital Outlay - Regulatory Compliance	-	-	717,000	717,000	-	-	-	1,730,000	8,426,000
Capital Outlay - Major Maintenance	38,449	4,396	-	-	-	224,000	-	-	307,000
Total System Maintenance Expenses	38,449	4,396	1,128,500	1,128,500	145,700	596,100	24,363	1,821,738	8,743,429
Annual Net	(38,449)	266	(1,128,005)	(1,128,005)	(128,882)	(579,282)	(7,545)	(1,804,920)	(8,726,611)
Running Cash Balance	732,367	732,633	(395,372)	(395,372)	(524,254)	(1,103,536)	(1,111,081)	(2,916,001)	(11,642,612)
System Expansion Revenues									
System Development Fees	32,592	35,165	25,000	78,881	25,000	27,500	30,250	33,275	36,603
Interest	-	2,323	2,597	2,597	2,909	3,284	3,696	4,150	4,649
Total System Expansion Revenues	32,592	37,488	27,597	81,478	27,909	30,784	33,946	37,425	41,252
System Expansion Expenses									
Capital Outlay	-	-	-	-	-	-	-	-	-
Total System Expansion Expenses	-	-	-	-	-	-	-	-	-
Annual Net	32,592	35,165	25,000	78,881	25,000	27,500	30,250	33,275	36,603
Running Cash Balance	79,863	115,028	140,028	193,909	218,909	246,409	276,659	309,934	346,536
Total Waste Water Fund Revenue	1,065,715	1,072,204	1,123,770	1,177,651	1,263,179	1,273,396	1,284,121	1,295,039	1,306,090
Total Waste Water Fund Expenses	1,106,234	1,126,189	2,277,923	2,277,923	1,355,847	1,807,905	1,261,123	3,089,584	10,039,517
Changes in Working Capital	21,400	1,376	-	-	(92,669)	-	-	-	-
Ending Cash	1,371,344	1,318,735	164,583	218,464	125,795	(408,714)	(385,716)	(2,180,261)	(10,913,688)
CT	1,371,343	1,318,735							
Restricted Cash	238,195	252,108							

2010-2017 Capital Improvement Plan

	2010 Actual	2011 Actual	2012 V2	2012 Projected	2013	2014	2015	2016	2017
WWTP Expansion to 2.0 MGD - Planning/Design	-	-	410,000	410,000	-	-	-	-	-
Evans - Biological Process Improvements	-	-	250,000	250,000	-	-	-	-	250,000
Evans - UV Disinfection	-	-	57,000	57,000	-	-	-	-	57,000
HNP - Biological Process Improvements	-	-	-	-	-	-	-	1,469,000	7,122,000
HNP - UV Disinfection	-	-	-	-	-	-	-	261,000	1,304,000
HNP - Stand By Power	-	-	-	-	-	224,000	-	-	-
Evans Wastewater Utility Plan	38,449	4,396	-	-	-	-	-	-	-
Waste Water Fund Total	38,449	4,396	717,000	717,000	0	224,000	0	1,730,000	8,733,000

Storm Drainage Fund

The *Storm Drainage Fund* provides the operations and maintenance of the City's storm drainage system including the curb and gutters, storm inlets, and storm sewers throughout the community.

Service Areas

Storm Drainage – includes the expenses necessary for the operations and maintenance of the City's storm drainage system including the curb and gutters, storm inlets, and storm sewers throughout the community. The storm drainage fund provides for the replacement of existing assets as well as the construction of new systems as recommended by the storm drainage master plan. The storm drainage fund also serves to manage the City's water quality efforts as it relates to storm drainage.



City of Evans Storm Drainage Fund Long Range Financial Plan

	2010 Actual	2011 Actual	2012 Budget V2	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Cash	483,503	736,495	607,775	114,639	41,966	(136,618)	(154,617)	(355,012)
Operating Revenues								
Storm Drainage Sales	424,015	427,430	442,551	455,800	464,916	474,214	483,699	493,373
Other	5,534	37,077	891	1,261	462	(1,503)	(1,701)	(3,905)
Total Operating Revenues	429,549	464,507	443,442	457,061	465,378	472,712	481,998	489,467
CT	429,549	464,507	443,442	457,061	465,378	472,712	481,998	489,467
Operating Expenses								
Storm Personnel	12,161	-	-	-	-	-	-	-
Storm Operations	8,001	10,920	25,984	41,374	26,994	27,399	27,810	28,227
Total Operating Expenses	20,162	10,920	25,984	41,374	26,994	27,399	27,810	28,227
Transfer Out - Overhead to GF	(125,907)	(136,994)	(147,909)	(158,360)	(162,967)	(165,412)	(167,893)	(170,411)
Operating Income (Loss) after transfers	283,480	316,593	269,549	257,327	275,416	279,901	286,295	290,829
Other Income (Expense)								
Plant Inv Fees/Cash in Lieu of Fees	6,139	30,203	10,000	10,000	11,000	12,100	13,310	14,641
Capital Outlay	(46,136)	(503,905)	(772,685)	(340,000)	(465,000)	(310,000)	(500,000)	(600,000)
Asset Management		(23,584)	-	-	-	-	-	-
Changes in Working Capital	9,509	51,973	-	-	-	-	-	-
Increase (Decrease) in Cash	252,992	(128,720)	(493,136)	(72,673)	(178,584)	(17,999)	(200,395)	(294,530)
Ending Cash	736,495	607,775	114,639	41,966	(136,618)	(154,617)	(355,012)	(649,542)
CT	736,495	607,775						
Target Reserve - 3 months	5,041	2,730	6,496	10,343	6,749	6,850	6,953	7,057

2010-2017 Capital Improvement Plan

	2010 Actual	2011 Actual	2012 Budget V2	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
23rd Ave. Drainage Basin Improvements	46,136	475,850	233,066	-	-	-	-	-
23rd Ave Outfall Design	-	-	-	-	-	-	-	600,000
Hwy 85/37th St Drainage	-	-	40,000	-	235,000	-	-	-
Ashcroft/Tuscany Ditch & Trail Improvements	-	28,055	84,619	-	-	-	-	-
15th Ave, Storm Sewer - 37th to 36th	-	-	-	-	-	-	200,000	-
US 34 By-pass Storm Sewer Improvements	-	-	-	-	-	-	300,000	-
37th St. Storm Sewer - Trinidad to Boulder	-	-	285,000	340,000	-	-	-	-
Riverbend Storm Sewer Outfall	-	-	10,000	-	-	-	-	-
31st St. Storm Sewer - US 85 to ditch outfall	-	-	-	-	-	-	-	-
41st St. Storm Sewer - Boulder St. to Golden St	-	-	-	-	-	40,000	-	-
41st St. Storm Sewer - Central to Boulder	-	-	-	-	-	40,000	-	-
Boulder St. Storm Sewer - 40th St. to 41st St.	-	-	-	-	-	40,000	-	-
Boulder St. Storm Sewer - 41st St. to 42nd St.	-	-	-	-	-	40,000	-	-
Central St./State St. Storm Sewer Rehab.	-	-	-	-	-	150,000	-	-
37th St. Storm Sewer - Boulder to US 85	-	-	40,000	-	230,000	-	-	-
42nd Street Storm	-	-	80,000	-	-	-	-	-
Storm Drainage Total	46,136	503,905	772,685	340,000	465,000	310,000	500,000	600,000

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

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 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. 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

	2010 Actual	2011 Actual	2012 Budget V2	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	1,873,679	2,324,668	2,247,031	2,322,107	2,222,669	2,057,758	2,085,788	2,092,157
Revenues								
Interest Earnings	-	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-	-
CT								
Transfers In	450,989	-	75,076	-	-	28,030	6,369	78,193
Total Available Funds	450,989	-	75,076	-	-	28,030	6,369	78,193
Transfers Out	-	77,637	-	99,438	164,911	-	-	-
Excess Revenue Over (Under)								
Expenditures	450,989	(77,637)	75,076	(99,438)	(164,911)	28,030	6,369	78,193
Ending Fund Balance	2,324,668	2,247,031	2,322,107	2,222,669	2,057,758	2,085,788	2,092,157	2,170,350
CT	2,324,668	2,247,031						

Cemetery Perpetual Care Fund

This 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

	2011 Actual	2012 Budget V3	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	-	80,570	81,903	9,903	12,903	15,903	18,903
Revenues							
Charges for Services	3,450	3,000	3,000	3,000	3,000	3,000	3,000
Interest Earnings	176	-	-	-	-	-	-
Total Revenues	3,626	3,000	3,000	3,000	3,000	3,000	3,000
CT	3,626	3,000	3,000	3,000	3,000	3,000	3,000
Transfers In	76,944	-	-	-	-	-	-
Total Available Funds	80,570	3,000	3,000	3,000	3,000	3,000	3,000
Expenditures							
Supplies & Services	-	-	-	-	-	-	-
AMP	-	1,667	-	-	-	-	-
Capital	-	-	75,000	-	-	-	-
Total Expenditures	-	1,667	75,000	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	80,570	1,333	(72,000)	3,000	3,000	3,000	3,000
Ending Fund Balance	80,570	81,903	9,903	12,903	15,903	18,903	21,903
CT	80,570						

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

CIP Projects 2011-2017	2011 Actual	2012 Budget V3	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Columnburium	-	-	-	-	-	-	-
Pave Interior Roads	-	-	-	-	-	-	-
Maintenance Building	-	-	75,000	-	-	-	-
Wayfinding Monument	-	-	-	-	-	-	-
Cemetary Trust Fund Total	-	-	75,000	-	-	-	-

Fire Impact Fund

The Fire Impact Fund was established to provide or to assist in providing the financing to acquire, develop and maintain fire stations and apparatus. The fire/rescue impact fees are established annually by the City Council by ordinance and are paid by property owners desiring to develop property with improvements. The current fee is in Section 15.50.100 of the City Municipal Code.

City of Evans Fire Impact Fund Long Range Financial Plan

	2010 Actual	2011 Actual	2012 Budget V3	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	49,876	75,103	52,775	23,185	23,764	24,358	24,967	25,592
Revenues								
Assessments	18,929	66,287	16,000	-	-	-	-	-
Sale of Fixed Assets	42,000	-	-	-	-	-	-	-
Interest Earnings	732	416	814	580	594	609	624	640
Total Revenues	61,661	66,703	16,814	580	594	609	624	640
CT								
Transfers In	-	-	-	-	-	-	-	-
Total Available Funds	61,661	66,703	16,814	580	594	609	624	640
Expenditures								
Personel	3,526							
Supplies & Services	32,907	89,031	-	-	-	-	-	-
Capital	-	-	46,405	-	-	-	-	-
Total Expenditures	36,433	89,031	46,405	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	25,228	(22,328)	(29,591)	580	594	609	624	640
Ending Fund Balance	75,103	52,775	23,185	23,764	24,358	24,967	25,592	26,231
CT	75,103	52,775						

2010-2017 Capital Improvement Plan

	2010	2011	2012 V3	2013	2014	2015	2016	2017
Buildings	-	-	46,405	-	-	-	-	-
Capital Total	-	-	46,405	-	-	-	-	-

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

	(12,160)	48,231	21,388	21,923	22,471	23,032	23,608
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Street Impact Fund

The Street Impact Fee 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 12.20 (Exhibit A) of the City Municipal Code.

City of Evans Street Impact Fund Long Range Financial Plan

	2010 Actual	2011 Actual	2012 Budget V2	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Unrestricted Fund Balance	358,348	437,069	595,013	265,788	269,774	(1,073,481)	(7,250,318)	(11,631,576)
Revenues								
Assessments	32,640	154,192	-	-	-	-	-	-
Interest Earnings	4,651	3,752	2,775	3,987	6,744	(26,837)	(181,258)	(290,789)
Miscellaneous	54,412	-	-	-	-	-	-	-
Total Revenues	91,703	157,944	2,775	3,987	6,744	(26,837)	(181,258)	(290,789)
CT	91,703	157,944	2,775	3,987	6,744	(26,837)	(181,258)	(290,789)
Transfers In	-	-	-	-	-	-	-	-
Total Available Funds	91,703	157,944	2,775	3,987	6,744	(26,837)	(181,258)	(290,789)
Expenditures								
Supplies & Services	-	-	-	-	-	-	-	-
Capital	12,983	-	332,000	-	1,350,000	6,150,000	4,200,000	12,650,000
Total Expenditures	12,983	-	332,000	-	1,350,000	6,150,000	4,200,000	12,650,000
Transfers Out	-	-	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	78,721	157,944	(329,225)	3,987	(1,343,256)	(6,176,837)	(4,381,258)	(12,940,789)
Unreserved Ending Fund Balance	437,069	595,013	265,788	269,774	(1,073,481)	(7,250,318)	(11,631,576)	(24,572,366)
CT	437,069	595,013	265,788	269,774	(1,073,481)	(7,250,318)	(11,631,576)	(24,572,366)
Reserved Cash	40,796	40,796						

2010-2017 Capital Improvement Plan

	2010 Actual	2011 Actual	2012 Bud V2	2013	2014	2015	2016	2017
US 85 Service Road Improvements	-	-	132,000	-	-	-	-	-
31st Street Reconstruction (1st to Empire; Evans' Share)	1,731	-	-	-	-	-	-	-
35th Avenue (Prairie View to 49th)	-	-	-	-	-	-	1,700,000	-
Traffic Signals	-	-	-	-	-	250,000	-	250,000
23rd Ave. - 37th St. to 42nd St.	-	-	-	-	-	1,000,000	-	-
23rd Ave. - 42nd St. to 49th St.	-	-	-	-	-	-	-	400,000
Carson Ave. Extension	11,252	-	-	-	-	-	-	-
St. Vrain Street - 36th Street Improvements	-	-	171,868	-	-	-	-	-
35th Ave. Widening - 37th St. to Prairie View (4 lanes)	-	-	-	-	600,000	-	-	-
35th Ave Bridge - 49th St. to WCR 394	-	-	-	-	-	-	-	12,000,000
47th Ave. Widening - 32nd St. to 37th St. (4 lanes)	-	-	-	-	750,000	-	-	-
47th Ave. - Prairie View to 49th St.	-	-	-	-	-	4,300,000	-	-
Prairie View Dr. - 35th Ave. to 47th Ave.	-	-	-	-	-	600,000	-	-
65th Ave Widening	-	-	28,132	-	-	-	2,500,000	-
Street Impact Fund Total	12,983	-	332,000	-	1,350,000	6,150,000	4,200,000	12,650,000

*Capital is budgeted at 90% of prior year ending unrestricted fund t 322,513 393,362 535,511 239,209 242,797 (966,133) (6,525,286) (10,468,419)

Park Impact Fund

This 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 15.52.045 of the City Municipal Code.

City of Evans Park Impact Fund Long Range Financial Plan

	2010 Actual	2011 Actual	2012 Budget V2	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	93,049	149,685	116,202	94,495	11,857	12,153	12,457	12,769
Revenues								
Intergovernmental	-	-	-	-	-	-	-	-
Assessments	53,993	27,552	-	-	-	-	-	-
Interest Earnings	2,700	1,820	1,293	2,362	296	304	311	319
Miscellaneous	-	-	23,000	-	-	-	-	-
Total Revenues	56,693	29,372	24,293	2,362	296	304	311	319
CT	56,694	29,372	24,293	2,362	296	304	311	319
Transfers In	-	-	-	-	-	-	-	-
Total Available Funds	56,693	29,372	24,293	2,362	296	304	311	319
Expenditures								
Supplies & Services	58	-	-	-	-	-	-	-
Capital	-	62,855	46,000	85,000	-	-	-	-
Total Expenditures	58	62,855	46,000	85,000	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	56,635	(33,483)	(21,707)	(82,638)	296	304	311	319
Ending Fund Balance	149,685	116,202	94,495	11,857	12,153	12,457	12,769	13,088
CT	149,685	116,202						

2010-2017 Capital Improvement Plan

	2010 Actual	2011 Actual	2012 Bud V2	2013	2014	2015	2016	2017
Skate Park Improvements	-	-	46,000	85,000	-	-	-	-
Dog Park Development	-	-	-	-	-	-	-	-
Grove Trail Improvements	-	-	-	-	-	-	-	-
Ashcroft/Tuscany Ditch & Trail Improvements	-	62,855	-	-	-	-	-	-
Grapevine Hollow Park Equip	-	-	-	-	-	-	-	-
Park Impact Fund Total	-	62,855	46,000	85,000	-	-	-	-

*Capital is budgeted at 90% of prior year ending fund 83,745 134,716 104,581 85,045 10,671 10,938 11,211 11,492

Conservation Trust Fund

Funds distributed quarterly from the Colorado State Lottery 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

	2010 Actual	2011 Actual	2012 Budget V3	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	250,714	321,734	72,545	88,627	61,513	236,436	115,982	295,722
Revenues								
Intergovernmental	163,722	208,094	222,000	172,000	174,000	176,000	178,000	180,000
Interest Earnings	3,137	2,099	419	886	923	3,547	1,740	4,436
Total Revenues	166,859	210,193	222,419	172,886	174,923	179,547	179,740	184,436
CT	166,859	210,193	222,419	172,886	174,923	179,547	179,740	184,436
Transfers In	-	-	-	-	-	-	-	-
Total Available Funds	166,859	210,193	222,419	172,886	174,923	179,547	179,740	184,436
Expenditures								
Supplies & Services	-	-	-	-	-	-	-	-
Asset Management	-	-	1,667	-	-	-	-	-
Capital	95,839	459,382	204,670	200,000	-	300,000	-	-
Total Expenditures	95,839	459,382	206,337	200,000	-	300,000	-	-
Transfers Out	-	-	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	71,020	(249,189)	16,082	(27,114)	174,923	(120,453)	179,740	184,436
Ending Fund Balance	321,734	72,545	88,627	61,513	236,436	115,982	295,722	480,158
CT	321,734	72,545						

2010-2017 Capital Improvement Plan

	2010 Actual	2011 Actual	2012 Bud V3	2013	2014	2015	2016	2017
Skate Park Improvements	-	-	35,000	-	-	300,000	-	-
Riverside Ball Park Developments	61,688	-	-	-	-	-	-	-
Ascheroft Ditch	-	-	-	100,000	-	-	-	-
Tuscany Mini Parks	14,347	401,330	19,670	100,000	-	-	-	-
Riverside Soccer Fields Drainage	19,805	-	-	-	-	-	-	-
Ridge Park Improvements (Part Grant)	-	58,052	-	-	-	-	-	-
Pave Riverside Pkwy	-	-	150,000	-	-	-	-	-
Conservation Trust Fund Total	95,839	459,382	204,670	200,000	-	300,000	-	-

* Capital is budgeted at 90% of projects: 375,816 478,734 263,967 235,362 212,792 374,384 266,150 432,142

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 citizens of Evans. The refuse collection program also includes clean up programs conducted in the spring and fall of each year.

City of Evans Refuse Collection Fund Long Range Financial Plan

	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	159,041	180,530	230,588	265,789	278,627	301,635	329,784	363,191
Revenues								
License & Permits	1,600	400	800	1,200	1,200	1,200	1,200	1,200
Charges for Services	575,134	594,889	614,880	637,698	660,847	677,648	694,450	694,450
Interest Earnings	1,537	1,307	4,848	2,658	6,966	7,541	8,245	9,080
Total Revenues	578,271	596,596	620,528	641,556	669,013	686,389	703,894	704,729
CT	578,271	596,596	620,528	641,556	669,013	686,389	703,894	704,729
Transfers In	-	-	-	-	-	-	-	-
Total Available Funds	578,271	596,596	620,528	641,556	669,013	686,389	703,894	704,729
Expenditures								
Supplies & Services	527,205	516,089	554,300	596,640	612,555	623,921	635,292	635,468
Total Expenditures	527,205	516,089	554,300	596,640	612,555	623,921	635,292	635,468
Transfers Out	29,577	30,450	31,026	32,078	33,451	34,319	35,195	35,236
Excess Revenue Over (Under) Expenditures	21,489	50,057	35,201	12,838	23,008	28,149	33,407	34,025
Ending Fund Balance	180,530	230,588	265,789	278,627	301,635	329,784	363,191	397,216
CT	180,530	230,588						
Target Reserve - 3 months	131,801	129,022	138,575	149,160	153,139	155,980	158,823	158,867

General Obligation Bond Fund

The General Obligation Bond Fund is a debt service fund established to account for repayment of the 1996 voter approved GO bond issuance. The funds were used for the expansion of the Evans Community Complex. The bond repayment is funded through the Intergovernmental Agreement with the City of Greeley providing for the sharing of sales taxes collected within certain commercial areas of the City of Greeley. The annual rate of interest on the bond issuance is between 2.0% and 3.75% and will mature in 2016.

City of Evans Debt Service - GO Bond Fund Long Range Financial Plan

Final Payoff - 2013

	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	506,614	506,810	506,810	507,600	508,814	508,814	508,814	508,814
Revenues								
Intergovernmental	480,927	485,693	479,000	487,000	-	-	-	-
Interest Earnings	19,079	19,067	20,000	20,000	-	-	-	-
Total Revenues	500,007	504,760	499,000	507,000	-	-	-	-
CT	500,006	505,000	499,000	507,000	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Total Available Funds	500,007	504,760	499,000	507,000	-	-	-	-
Expenditures								
Supplies & Services	-	150	600	600	-	-	-	-
Debt	499,810	504,610	497,610	505,186	-	-	-	-
Total Expenditures	499,810	504,760	498,210	505,786	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	197	-	790	1,214	-	-	-	-
Ending Fund Balance	506,810	506,810	507,600	508,814	508,814	508,814	508,814	508,814
CT	506,810	506,810						

* Entire ending fund balance is restricted for debt service and includes \$505,610 of restricted cash

** Assumes the early retirement of bonds in Dec of 2013

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

	2010 Actual	2011 Actual	2012 Budget V3	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	139,939	221,691	236,449	146,417	282,054	216,081	201,459	(3,267,529)
Revenues								
Intergovernmental	1,201,520	731,450	1,111,198	1,277,636	909,027	1,080,378	661,012	575,288
Total Revenues	1,201,520	731,450	1,111,198	1,277,636	909,027	1,080,378	661,012	575,288
CT	1,201,519	731,450	1,111,198	1,277,636	909,027	1,080,378	661,012	575,288
Transfers In	-	-	-	335,000	-	-	-	-
Total Available Funds	1,201,520	731,450	1,111,198	1,612,636	909,027	1,080,378	661,012	575,288
Expenditures								
Supplies & Services	170,095	163,043	190,000	190,000	190,000	190,000	190,000	190,000
Capital Improvement	949,673	553,649	1,011,229	1,287,000	785,000	905,000	3,940,000	590,000
Total Expenditures	1,119,768	716,692	1,201,229	1,477,000	975,000	1,095,000	4,130,000	780,000
Excess Revenue Over (Under) Expenditures	81,752	14,758	(90,031)	135,636	(65,973)	(14,622)	(3,468,988)	(204,712)
Ending Fund Balance	221,691	236,449	146,417	282,054	216,081	201,459	(3,267,529)	(3,472,241)
CT	221,691	236,449						

2010-2017 Capital Improvement Plan

	2010 Actual	2011 Actual	2012 Bud V3	2013	2014	2015	2016	2017
11th Ave. & US 34 Improvements	-	-	-	-	-	-	150,000	-
17th Ave & 23rd Ave Bikepath - Grant Funded	-	-	31,000	-	-	-	-	-
31st Improvements	57,517	-	-	-	-	-	-	-
37th St. Widening - 47th to 65th (4 lanes)	-	-	-	-	-	-	3,200,000	-
29th Street Road Upgrades	-	-	147,229	-	-	-	-	-
Bridge Rehabilitation Funds	-	-	35,000	-	35,000	-	35,000	35,000
Concrete Replacement	29,953	74,551	75,000	75,000	75,000	50,000	75,000	75,000
Evans Ditch Bikepath - Grant Funded	-	-	168,000	-	-	-	-	-
Misc. Street Resurfacing (Per PMS)	222,254	406,503	350,000	350,000	325,000	280,000	400,000	400,000
Roadway Landscaping	-	-	-	-	-	-	30,000	30,000
Safe Routes to School - Grant Funded	-	62,254	-	-	-	-	-	-
Street Lighting	-	-	30,000	-	50,000	-	50,000	50,000
US 85 Landscaping	-	-	-	50,000	-	-	-	-
US 85 Access Control @ 31st St.	-	-	95,000	-	300,000	575,000	-	-
US 85 Access Control @ 37th St.	-	-	80,000	812,000	-	-	-	-
US 85 Service Road Improvements - Grant Funded	639,949	10,341	-	-	-	-	-	-
Capital Projects - Streets Total	949,673	553,649	1,011,229	1,287,000	785,000	905,000	3,940,000	590,000

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

	1,054,227	711,088	1,041,882	1,412,148	900,973	995,813	605,224	(2,594,017)
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Volunteer Fireman's Pension Fund

The Volunteer Fireman's Pension is a trust fund established to account for the management of the Volunteer Fireman's Pension.

City of Evans Volunteer Fireman's Pension Fund Long Range Financial Plan

	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	392,226	455,022	472,821	480,615	480,615	480,615	480,615	480,615
Revenues								
Intergovernmental	33,994	33,994	33,994	-	-	-	-	-
Contributions/Inv Inc	135,078	93,026	128,000	-	-	-	-	-
Total Revenues	169,072	127,020	161,994	-	-	-	-	-
CT	169,072	127,020	161,994	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Total Available Funds	169,072	127,020	161,994	-	-	-	-	-
Expenditures								
Pension Distributions	106,275	109,221	154,200	-	-	-	-	-
Total Expenditures	106,275	109,221	154,200	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	62,797	17,799	7,794	-	-	-	-	-
Ending Fund Balance	455,022	472,821	480,615	480,615	480,615	480,615	480,615	480,615
CT	455,022	472,821						

* Transfer of fund to Evans Fire Protection District in 2013

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

	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Beginning Fund Balance	48,206	48,005	48,684	48,684	48,684	48,684	48,684	48,684
Revenues								
Investment Income	3,029	8,679	2,000	6,000	6,000	6,000	6,000	6,000
Total Revenues	3,029	8,679	2,000	6,000	6,000	6,000	6,000	6,000
CT	3,029	8,679	2,000	6,000	6,000	6,000	6,000	6,000
Transfers In	-	-	-	-	-	-	-	-
Total Available Funds	3,029	8,679	2,000	6,000	6,000	6,000	6,000	6,000
Expenditures								
Culture, Parks & Recreation	3,230	8,000	2,000	6,000	6,000	6,000	6,000	6,000
Total Expenditures	3,230	8,000	2,000	6,000	6,000	6,000	6,000	6,000
Transfers Out	-	-	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	(201)	679	-	-	-	-	-	-
Ending Fund Balance	48,005	48,684	48,684	48,684	48,684	48,684	48,684	48,684
CT	48,005	48,684						

**\$48,000 restricted corpus

Attachment A – 2013 Budget Summary



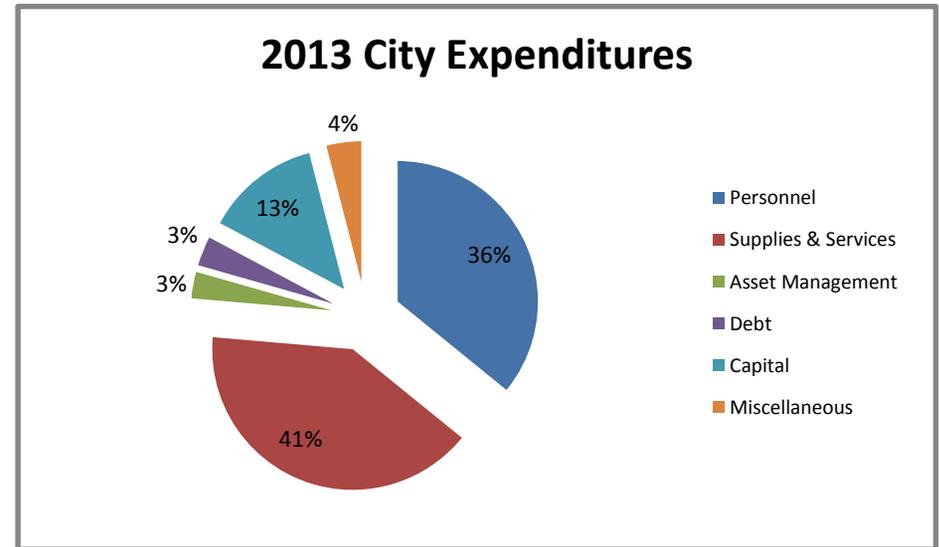
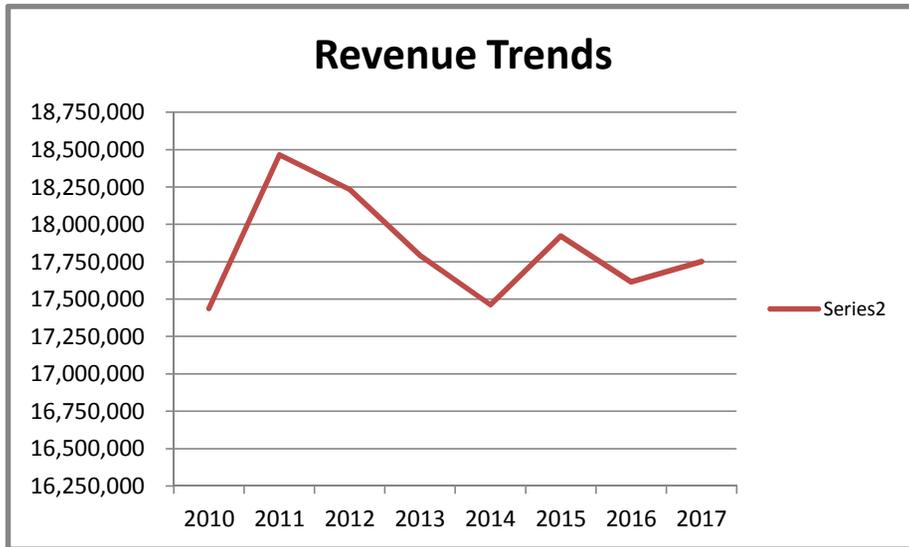
Fund/Department	Revenue	Wages	Supplies & Services	Asset Management	Transfers	Debt	Capital	Miscellaneous	Net Impact
General Fund									
General Government	9,157,666	1,184,701	1,364,280	20,000	1,059,175	-	-	-	
Community Development		344,054	209,569	-					
Public Safety		3,041,506	267,404	25,443				740,000	
Public Works		844,481	666,216	239,000					
Culture, Parks & Recreation		700,610	581,641	37,000					
Total General Fund	9,157,666	6,115,352	3,089,110	321,443	1,059,175	-	-	740,000	(49,064)
Emergency Contingency	-	-	-	-	(99,438)	-	-	-	(99,438)
Cemetery Perpetual Care	3,000	-	-	-	-	-	75,000	-	(72,000)
Fire Impact	580	-	-	-	-	-	-	-	580
Street Impact	3,987	-	-	-	-	-	-	-	3,987
Parks Impact	2,362	-	-	-	-	-	85,000	-	(82,638)
Conservation Trust	172,886	-	-	-	-	-	200,000	-	(27,114)
Refuse Collection	641,556	-	596,640	-	(32,078)	-	-	-	12,838
Debt Service - GO Bonds	507,000	-	600	-	-	505,186	-	-	1,214
Capital Projects - Streets	1,277,624	-	190,000	-	335,000	-	1,287,000	-	135,624
Water	4,289,632	164,693	3,215,069	95,000	(674,143)	-	447,311	-	(306,584)
Waste Water	1,263,179	328,280	336,256	145,700	(430,156)	115,454	-	-	(92,667)
Storm Drainage	467,061	-	41,374	-	(158,360)	-	340,000	-	(72,673)
Volunteer Firefighters Pension	-	-	-	-	-	-	-	-	-
Cemetery Trust	6,000	-	6,000	-	-	-	-	-	-
TOTAL CITY	17,792,533	6,608,325	7,475,049	562,143	-	620,640	2,434,311	740,000	(647,935)



Attachment B - Revenue and Expense Trends

Year	Revenue	Personnel	Supplies & Services	Asset Management	Debt	Capital	Miscellaneous ³	Net Impact
2010	17,436,424	7,406,960	5,761,972	51,919	695,211	1,440,789	106,275	1,973,298
2011	18,465,106	7,293,703	6,826,972	498,984	865,527	1,896,272	109,221	974,427
2012 ¹	18,233,421	6,462,986	7,889,160	428,907	1,168,634	6,261,500	1,628,882	(5,606,648)
2013 ²	17,792,533	6,608,326	7,475,048	562,143	620,640	2,434,311	740,000	(647,935)
2014	17,462,075	6,826,013	7,756,343	415,360	108,626	4,548,180	449,240	(2,641,687)
2015	17,921,655	7,127,023	7,313,450	384,834	107,048	14,999,726	458,674	(12,469,100)
2016	17,614,956	7,441,059	7,447,170	448,561	110,762	12,066,264	468,306	(10,367,166)
2017	17,750,856	7,761,085	7,572,174	367,251	110,762	27,041,566	478,141	(25,580,123)

* Does not include intrafund transfers



¹⁾ 2012 Council Adopted Budget

²⁾ The majority of the revenue decrease from 2012 to 2013 is due to the property tax mill transfer to the Evans Fire Protection District.

³⁾ Volunteer firefighter pension distributions and starting in 2012, transfer to Evans Fire Protection District.

Attachment C – Summary of Personnel Positions

The following summary is to provide information regarding the number of employees by department. Please note that in prior years, some staff was coded to different departments than identified on the following summary. 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 D, which accurately reflects the total personnel expense in the City.

General Government Personnel

	2010	2011	2012	2013	2014	2015	2015	2017
City Manager	1	1	1	1	1	1	1	1
Assistant to City Manager	1	1	1	1	1	1	1	1
Management Intern	.5	0	0	0	0	0	0	0
Admin Services Director/City Clerk	1	1	1	1	1	1	1	1
Customer Service Unit	3.75	4	4	4	4	4	4	4
HR/Risk Management Director	1	1	1	1	1	1	1	1
HR Analyst	1	1	1	1	1	1	1	1
Finance Director	1	1	1	1	1	1	1	1
Accountant	1	1	1	1	1	1	1	1
Accounting Tech	1.75	0	0	0	0	0	0	0
Sales Tax Specialist	0	1	1	1	1	1	1	1
	13	12						

Personnel Highlights

- 2010 reflects reorganization of staff from Customer Service Unit to City Manager's office.
- 2010 reflects the reorganization of staff from Customer Service Unit to Finance.
- 2010 reflects the reorganization of the Deputy Clerk position to a .75 customer service administrator.
- 2010 reflects the elimination one accounting tech.
- 2011 reflects the reclassification of .75 Accounting Tech to Customer Service Unit.
- 2011 reflects the reclassification of 1 Accounting Tech to Sales Tax Specialist.

Community Development Personnel

	2010	2011	2012	2013	2014	2015	2016	2017
Chief Building Official	1	1	0	0	0	0	0	0
Building & Development Manager	0	0	1	1	1	1	1	1
Building Inspector	1	1	1	0	0	0	0	0
Admin Assistant	0	0	0	1	1	1	1	1
Code Enforcement	1	1	1	1	1	1	1	1
Community & Economic Development Director	1	1	1	1	1	1	1	1
	4							

Personnel Highlights

- 2010 reflects the reorganization of two Code Enforcement positions from Public Safety to Community Development.
- 2010 reflects the reorganization of GIS Coordinator to Engineering.
- 2010 reflects the elimination of one Code Enforcement position and the City Planner.
- 2012 reflects the reclassification of Chief Building Official to Building Services Manager.
- 2013 reflects the reclassification of Building Inspector to Admin Assistant.



Public Safety Personnel

	2010	2011	2012	2013	2014	2015	2016	2017
Police Chief	1	1	1	1	1	1	1	1
Police Officers	29	29	29	29	29	29	29	29
Police Admin	2	2	2	2	2	2	2	2
Municipal Court	1	1	1	1	1	1	1	1
	33							

Personnel Highlights

- 2010 reflects the reorganization of two Code Enforcement positions from Public Safety to Community Development.
- 2010 reflects the elimination of one police officer.



Public Works Personnel

	2010	2011	2012	2013	2014	2015	2016	2017
Director	1	1	1	1	1	1	1	1
Engineers	2	2	2	2	2	2	2	2
Superintendent	1	1	1	1	1	1	1	1
Foreman	2	2	2	2	2	2	2	2
Technician	4	4	4	4	4	4	4	4
GIS Coordinator	1	1	1	1	1	1	1	1
	11							

Personnel Highlights

- 2010 reflects the reorganization of one Technician to the Waste Water Fund.
- 2010 reflects the elimination of one Engineering Technician, one Technician, and one Mechanic.

Culture, Parks & Recreation Personnel

	2010	2011	2012	2013	2014	2015	2016	2017
Recreation Director	1	1	1	1	1	1	1	1
Superintendent	1	1	0	0	0	0	0	0
Foreman	1	1	1	1	1	1	1	1
Technician	1	1	1	1	1	1	1	1
Building Maintenance	2	2	2	2	2	2	2	2
Rec Coordinator	1	1	1	2	2	2	2	2
Rec Specialist	0	0	1.5	0	0	0	0	0
	7	7	7.5	7	7	7	7	7

Personnel Highlights

- 2010 reflects the reorganization of the Rec Supervisor to a Coordinator and one Superintendent to Manager.
- 2010 reflects elimination of two Rec Coordinator's, four Technicians, one Forester, one Coordinator, two Custodians.
- 2010 reflects the full time benefited technician positions, whereas 2008 & 2009 reflect full time equivalents.
- 2011 reflects the elimination of the vacant park superintendent position.
- 2012 reflects the reclassification of 1.5 rec specialist from part time non-benefited to part time benefited.
- 2013 reflects the reorganization of 1.5 rec specialist and one rec coordinator to two rec coordinators.

General Fund Personnel by Department

	2010	2011	2012	2013	2014	2015	2016	2017
General Government	13	12	12	12	12	12	12	12
Community Development	4	4	4	4	4	4	4	4
Public Safety	48	48	48	48	48	48	48	48
Public Works	11	11	11	11	11	11	11	11
Culture, Parks, Rec	7	7	7.5	7	7	7	7	7
	83	82	82.5	82	82	82	82	82

Water Fund Personnel

	2010	2011	2012	2013	2014	2015	2016	2017
Foreman	1	1	1	1	1	1	1	1
Technician	1	1	1	1	1	1	1	1
	2							

Waste Water Fund Personnel

	2010	2011	2012	2013	2014	2015	2016	2017
Superintendent	1	1	1	1	1	1	1	1
Foreman	1	1	1	1	1	1	1	1
Technician	3	3	3	3	3	3	3	3
	5							

- 2010 reflects the reorganization of one Technician from Public Works.
- 2010 reflects the elimination of one Utility Locator and one Foreman.

Total City of Evans Personnel

	2010	2011	2012	2013	2014	2015	2016	2017
General Fund	83	82	82.5	82	82	82	82	82
Water Works Fund	2	2	2	2	2	2	2	2
Waste Water Fund	5	5	5	5	5	5	5	5
	90	89	89.5	89	89	89	89	89

Attachment D – Summary of Personnel Expenditures

	2010 Actual ¹⁾	2011 Actual	2012 Budget	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
General Government								
Regular	979,157	1,081,592	1,096,662	1,127,775	1,156,444	1,209,146	1,264,199	1,321,705
Over Time	127	-	-	-	-	-	-	-
Part Time	32,608	-	55,911	56,926	58,546	59,424	60,315	61,220
Community Development								
Regular	441,410	344,832	364,915	329,054	317,275	331,267	345,876	361,129
Part Time	-	-	2,847	15,001	15,001	15,662	16,353	17,074
Public Safety								
<i>Police & Muni Court</i>								
Regular	2,702,288	2,939,104	2,914,723	2,957,246	3,086,786	3,222,914	3,365,044	3,513,443
Over Time	52,719	30,460	73,296	73,260	73,260	76,491	79,864	83,386
Part Time	7,651	-	32,266	11,000	11,000	11,485	11,992	12,520
<i>Fire</i>								
Regular	1,154,643	1,131,843	-	-	-	-	-	-
Over Time	28,924	40,370	-	-	-	-	-	-
Part Time	-	-	-	-	-	-	-	-
Public Works								
Regular	775,236	835,816	850,415	844,481	879,185	917,957	958,439	1,000,706
Over Time	3,491	-	-	-	-	-	-	-
Part Time	-	-	-	-	-	-	-	-
Culture, Parks & Rec								
Regular	599,932	307,554	291,718	324,002	334,495	366,076	399,048	433,475
Over Time	11,867	2,979	4,700	4,700	4,700	4,700	4,700	4,700
Part Time	190,100	157,869	338,326	371,909	376,909	376,909	376,909	376,909
General Fund Total	6,980,154	6,872,419	6,025,778	6,115,353	6,313,601	6,592,031	6,882,739	7,186,268
Regular	131,825	131,825	135,944	159,295	163,856	171,066	178,593	178,593
Over Time	4,746	4,746	5,400	5,398	5,398	5,636	5,636	5,636
Water Fund Total	136,571	136,571	141,344	164,693	169,254	176,702	184,229	184,229
Regular	285,861	277,086	290,464	322,883	337,759	352,893	368,693	385,191
Over Time	3,400	7,627	5,400	5,398	5,398	5,398	5,398	5,398
Waste Water Fund Total	289,261	284,713	295,864	328,280	343,157	358,290	374,091	390,588
Regular	12,161	-	-	-	-	-	-	-
Storm Drainage Fund Total	12,161	-	-	-	-	-	-	-
TOTAL WAGES	7,418,147	7,293,703	6,462,986	6,608,327	6,826,012	7,127,022	7,441,058	7,761,085
	-12%	-5%	-16%	2%	3%	4%	4%	4%

1) Does not include expenditures in the amount of \$3,526 from the Fire Impact Fund as these were a one year, one time project costs

** All positions are budgeted in the category they spend the majority of their time.

Attachment E - Supplies and Services By Program for Operating Funds

	2010 Actual	2011 Actual	2012 Rev #2	2012 Projected	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
GENERAL FUND ¹⁾									
GENERAL GOVERNMENT									
City Council	64,466	101,589	114,590	114,590	106,159	107,751	109,368	111,008	112,673
City Council Projects	35,873	25,000	44,024	44,024	44,684	45,354	46,035	46,725	47,426
ESTIP	37,137	42,027	40,000	40,000	40,000	40,000	40,000	40,000	40,000
ESTIP Sam's Club	243,675	275,769	274,040	274,040	278,150	250,823	-	-	-
City Manager	30,630	54,138	86,247	86,247	89,041	90,376	91,732	93,108	94,504
City Clerk	12,531	25,158	33,480	33,480	32,967	33,462	33,964	34,473	34,990
HR / Risk Mgr	296,736	289,586	318,580	318,580	380,877	386,590	392,389	398,275	404,249
IT	104,523	112,673	110,437	110,437	103,036	102,981	104,526	106,094	107,686
Customer Service Unit	8,251	9,195	14,210	14,210	14,423	14,639	14,859	15,082	15,308
Elections	13,275	-	20,000	20,000	-	23,000	-	-	-
Finance	99,242	129,030	114,746	114,746	108,046	109,667	111,312	112,982	114,676
Public Facilities	139,772	197,405	241,430	241,430	166,896	169,400	171,941	174,520	177,138
GG TOTAL S&S	1,086,111	1,261,568	1,411,783	1,411,783	1,364,280	1,374,044	1,116,125	1,132,267	1,148,651
COMMUNITY DEVELOPMENT									
Community & Economic Dev.	19,847	79,503	158,702	158,702	84,870	26,143	26,535	26,933	27,337
Building Inspection	11,225	13,871	12,485	12,485	52,672	53,462	54,264	55,078	55,904
Neighborhood Services	69,144	54,527	78,155	78,155	72,027	70,408	71,464	72,536	73,624
CD TOTAL S&S	100,216	147,901	249,342	249,342	209,569	150,012	152,262	154,546	156,865
PUBLIC SAFETY									
Municipal Court	64,001	57,712	69,020	69,020	70,055	71,106	72,173	73,255	74,354
Police	131,601	195,747	205,250	205,250	197,349	200,309	203,314	206,363	209,459
Fire	178,480	288,770	-	-	-	-	-	-	-
PS TOTAL S&S	374,082	542,230	274,270	274,270	267,404	271,415	275,486	279,619	283,813

	2010 Actual	2011 Actual	2012 Rev #2	2012 Projected	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
PUBLIC WORKS									
Maint of Condition	378,697	349,412	424,204	424,204	379,817	385,514	391,297	397,167	403,124
Engineering	7,872	19,276	25,240	25,240	18,984	19,268	19,557	19,851	20,149
Fleet	160,380	176,334	207,060	207,060	210,166	213,318	216,518	219,766	223,062
PW Administration	16,824	16,888	56,404	56,404	57,250	58,108	58,980	59,865	60,763
PW TOTAL S&S	563,773	561,910	712,908	712,908	666,216	676,210	686,353	696,648	707,098
CULTURE, PARKS & REC									
Rec Administration	7,660	1,261	11,723	11,723	11,899	12,078	12,259	12,443	12,629
Recreation	54,717	64,894	98,252	98,252	99,726	101,222	102,740	104,281	105,845
Senior Citizens	43,173	164,482	248,010	248,010	251,730	255,506	259,338	263,228	267,177
Museum	1,469	1,375	508	508	515	523	531	539	547
Aquatics	1,221	1,990	27,274	27,274	27,683	28,098	28,520	28,947	29,382
Parks	108,473	129,953	130,935	130,935	164,899	167,373	169,883	172,431	175,018
Cemetery	584	841	3,857	3,857	3,915	3,974	4,033	4,094	4,155
Forestry	20,675	16,156	26,235	26,235	21,274	21,593	21,917	22,246	22,580
CPR TOTAL S&S	237,970	380,952	546,793	546,793	581,641	590,365	599,221	608,209	617,332
TOTAL GENERAL FUND	2,362,153 ²⁾	2,894,561	3,195,095	3,195,095	3,089,110	3,062,047	2,829,447	2,871,289	2,913,758
CT to LRP	2,362,153	2,894,561	3,195,095	3,195,095	3,089,110	3,062,047	2,829,447	2,871,289	2,913,758

1) Supplies and services do not include asset management, capital or debt payments.

2) The increase in General Fund Supplies and Services for 2011 is related to one-time expenditures appropriated from excess 2010 revenues.

Attachment F - Supplies and Services By Fund

	2010 Actual	2011 Actual ¹⁾	2012 Rev #2	2012 Projected	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
General Fund	2,362,153	2,894,561	3,195,095	3,195,095	3,089,110	3,062,047	2,829,447	2,871,289	2,913,758
Parks Impact	58	-	-	-	-	-	-	-	-
Conservation Trust	-	-	-	-	-	-	-	-	-
Fire Impact	32,907	89,031	-	-	-	-	-	-	-
Refuse Collection	527,205	516,089	554,300	554,300	596,640	612,555	623,921	635,292	635,292
Debt Svc - GO Bonds	-	-	600	600	600	-	-	-	-
CIP - Streets	170,095	163,043	190,000	190,000	190,000	190,000	190,000	190,000	190,000
Water	2,358,321	2,839,229	3,210,925	3,090,405	3,215,069	3,239,710	3,313,225	3,388,471	3,465,489
Waste Water	300,002	310,895	710,256	710,256	336,256	318,800	323,582	328,436	333,362
Storm Drainage	8,001	10,920	25,984	25,984	41,374	26,994	27,399	27,810	28,227
Cemetery Trust Fund	3,230	8,000	2,000	2,000	6,000	6,000	6,000	6,000	6,000
TOTAL CITY S&S	5,761,972	6,831,768	7,889,160	7,768,640	7,475,048	7,456,106	7,313,575	7,447,298	7,572,129

1) The increase in General Fund Supplies and Services for 2011 is related to one-time expenditures appropriated from excess 2010 revenues.



Summary of Annual Obligations

	2010 Actual	2011 Actual	2012 Budget	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
Tri Pointe Land Purchase	49,585	49,585	559,317	-	-	-	-	-
Jack Meakins HVAC Lease	30,811	197,971	-	-	-	-	-	-
General Fund - Total	80,396	247,556	559,317	-	-	-	-	-
G.O. Debt Issuance	499,810	504,610	497,610	497,610	-	-	-	-
Waste Water Fund	115,005	113,361	111,707	115,454	108,626	107,048	110,762	110,762
Total Annual Obligation	695,211	865,527	1,168,634	613,064	108,626	107,048	110,762	110,762

Summary of Total Obligations

	Balance 12/31/12	Additions	Retirement	Balance
G.O. Debt Issuance	1,840,000	-	1,840,000	-
Sewer CWRPDA Notes	580,872	-	115,454	465,418
Total Obligation	2,420,872	-	1,955,454	465,418

Description of Debt

Tri Pointe Land Purchase: On February 6, 2007, the City entered into an agreement with Arsenault Holding LLC to acquire vacant land known as Tri-Pointe. The agreement required interest only at 5.75% for 20 years at which time the Note shall be discharged and cancelled by the note holder and all outstanding principal thereunder shall be waived and forfeited by the holder thereof as a charitable donation by the note holder. The principle was paid off early in 2012.

Jack Meakins HVAC Lease: During 2005, the City entered into a capital lease for the purchase of HVAC equipment. The lease requires 48 quarterly payments of \$7,703 beginning in January 2007 and bears interest at the rate of 4.15% per annum. Through 2007, the City has capitalized \$289,068 of assets under this capital lease. The City paid this debt off early in 2011.

G.O. Debt Issuance: During 2003, the City issued General Obligation Refunding Bonds, Series 2003, dated May 1, 2003, due December 1, 2016, with semiannual interest payments beginning June 1, 2003, and annual principal payments beginning December 1, 2003, through December 1, 2016. Interest rates range from 2.0% to 3.7%. Proceeds from the bonds were used to construct and furnish an addition to the city complex and to refinance the City's 1996 General Obligation Bonds. Repayment of this debt is made by the G.O. Debt Service Fund. The City plans to call the remaining bonds in December of 2013, three years early.

Sewer CWRPDA Notes: The April 1998 Colorado Water Resources & Power Development Authority ("CWRPDA") loan is for \$1,141,617. The note is due in semiannual installments beginning February 1, 1999, through August 1, 2018. Interest rates range from 3.7% to 5.375%. The November 1998 CWRPDA loan is for \$400,000. The note is due in semiannual installments of \$15,352 beginning August 1, 1999, through February 1, 2019. Interest rate on this note is 4.5%.

Attachment H - Asset Management Plan



	2010 Actual	2011 Actual	2012 Budget Rev #2	2013 Budget	2014 Projected	2015 Projected	2016 Projected	2017 Projected
General Fund - Administration	17,310	30,045	20,000	20,000	50,000	50,000	50,000	50,000
General Fund - Public Works	-	174,427	160,000	239,000	100,000	100,000	100,000	100,000
General Fund - Police	8,400	210,302	120,448	25,443	100,000	100,000	100,000	100,000
General Fund - Fire	20,210	60,626	43,125	-	-	-	-	-
General Fund - Recreation	5,999	-	25,000	37,000	50,000	50,000	50,000	50,000
General Fund - Total	51,919	475,400	368,573	321,443	300,000	300,000	300,000	300,000
Water Fund		-	42,000	95,000	43,260	60,471	56,822	56,822
Waste Water Fund		-	15,000	145,700	72,100	24,363	91,738	10,429
Storm Drainage Fund		23,584	-	-	-	-	-	-
Total	51,919	498,984	425,573	562,143	415,360	384,834	448,560	367,251

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.

In alignment with the City's asset management philosophy our financial policies state under **VI. Capital Planning & Budgeting Policies, Policies, 8. Asset Management Plan (AMP)** – *The city will develop an AMP that protects investment and minimizes future maintenance and replacement costs. 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 (items over \$1,000 with a life greater than one year) and maintenance needs for the next five years and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and followed. B. Cash for equipment – Equipment replacement should be financed on a pay-as-you-go basis.

Equipment should be replaced on a useful life basis considering optimum trade-in value and maintenance costs.

Attachment I - Summary of Capital Expenditures by Fund

	2010 Actual	2011 Actual	2012 Budget	2013 Projected	2014 Projected	2015 Projected	2016 Projected	2017 Projected
General Fund	-	5,920	1,680,500	-	-	-	-	-
Parks Impact	-	62,855	46,000	85,000	-	-	-	-
Conservation Trust	95,839	459,382	204,670	200,000	-	300,000	-	-
Street Impact	12,983	-	332,000	-	1,350,000	6,150,000	4,200,000	12,650,000
Fire Impact	-	-	46,405	-	-	-	-	-
Capital Proj - Streets	949,673	553,649	1,011,229	1,287,000	785,000	905,000	3,940,000	590,000
Water Works	297,709	306,165	1,451,011	447,311	1,724,180	7,334,726	1,696,264	4,468,566
Waste Water	38,449	4,396	717,000	-	224,000	-	1,730,000	8,733,000
Storm Drainage	46,136	503,905	772,685	340,000	465,000	310,000	500,000	600,000
Total	1,440,789	1,896,272	6,261,500	2,359,311	4,548,180	14,999,726	12,066,264	27,041,566



Attachment J – 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 expenses (or expenditures in enterprise funds) recognized in separate funds. Transfers are identified by the fund paying the other fund.

Transfer from General Fund to Emergency Contingency Fund			
2010 Actual	2011 Actual	2012 Budget	2013 Budget
\$450,989	(77,637)	\$75,076	(\$99,438)

The transfer is required by Section 8.7-1 of the Evans' Home Rule Charter. In 2011 and 2013 the Emergency Contingency Fund is over funded and the General Fund will recognize a transfer in from the Emergency Contingency Fund.

Transfer from Refuse Fund to General Fund			
2010 Actual	2011 Actual	2012 Budget	2013 Budget
\$29,577	\$30,450	\$31,026	\$32,078

The transfer reimburses the General Fund for the administrative expenditures related to managing the refuse services for citizens. 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			
2010 Actual	2011 Actual	2012 Budget	2013 Budget
\$520,200	\$621,238	\$651,053	\$674,143

The transfer reimburses the General Fund for wages, supplies, and services expended to benefit the Water Fund. In 2007 and before, this transfer was for supplies and services only, General Fund employees were budgeted by percentage in different funds. The 2008 transfer includes a reimbursement based on the actual cost of Administrative, Finance and Public Works employee's time working on Water Fund activity. The following Waste Water and Storm Drainage fund transfers are based on the same methods.

Transfer from Waste Water Fund to General Fund			
2010 Actual	2011 Actual	2012 Budget	2013 Budget
\$363,517	\$412,824	\$428,095	\$430,156

Overhead transfer description as identified in the Water Fund.

Transfer from Storm Drainage Fund to General Fund			
2010 Actual	2011 Actual	2012 Budget	2013 Actual
\$125,907	\$136,994	\$147,909	\$158,360

Overhead transfer description as identified in the Water Fund.

Attachment K – 2013 Budget Resolution

CITY OF EVANS, COLORADO

RESOLUTION NO. XX-2012

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, 2013 AND ENDING ON THE LAST DAY OF DECEMBER, 2013

WHEREAS, the City Council of the City of Evans, Colorado, has appointed the City Manager to prepare and submit a proposed 2013 budget to said governing body at the proper time; and

WHEREAS, the City Manager has submitted a proposed 2013 budget to the governing body on October 2, 2012 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 2, 2012 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 2013 for each fund are as follows:

General Fund	\$10,551,841
Emergency Contingency	0
Cemetery Perpetual Care	3,000
Fire Impact	580
Street Impact	3,987
Parks Impact	2,362
Conservation Trust	172,886
Refuse Collection	641,556
Debt Service G.O. Bond	507,000
Capital Projects-Streets	1,612,636
Waterworks	4,289,632
Wastewater	1,263,179
Storm Drainage	467,061
Firemen's Pension	0
Cemetery Endowment	6,000

Section 2. That estimated expenditures and transfers out for 2013 for each fund are as follows:

General Fund	\$10,600,906
Emergency Contingency	99,438
Cemetery Perpetual Care	75,000
Fire Impact	-
Street Impact	-
Parks Impact	85,000
Conservation Trust	200,000
Refuse Collection	628,718
Debt Service G.O. Bond	505,786
Capital Projects-Streets	1,477,000
Waterworks	4,596,215
Wastewater	1,355,847
Storm Drainage	539,734
Firemen's Pension	-
Cemetery Endowment	6,000

Section 3. That the 2013 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 2013 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.

PASSED, SIGNED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Evans on this 2th day of October, 2012.

CITY OF EVANS, COLORADO

By: _____

Mayor

ATTEST:

City Clerk

Attachment L - One Time Funding Requests



2013		
Description	Requested Amount	Requested By
Repair/Upgrade Skate Park	75,000	PW
Landscape Ashcroft/Tuscany Channel	100,000	PW
Landscape Prairie View Drive Center Median (partial)	124,500	PW
Conference Room Image	10,000	FIN,CM,HR
Wayfinding Signage Phase II	50,000	ED
Landscape South Side of 37th St. - 23rd to 35th Ave.	40,000	PW
Entry Way Signage	150,000	ED
Pave cemetery internal roads	135,000	PW-CEM
Land Acquisition	500,000	ED
Retail Strategy Phase III	150,000	ED
Demolition of JMRC	200,000	ED
River Corridor Development Plan Phase I	25,000	CD
Trails Master Plan	15,000	CD
Financial Model	25,000	ED
IT Infrastructure replacements	8,500	IT
Branding Program	25,000	ED
Data Base	12,000	ED
Incentive Programs for Residents	2,500	ED
Incubator	50,000	ED
Marketing Services	5,000	ED
Matching Grants	10,500	ED
Real Estate Promotion	1,700	ED
Primary Employment Strategy - Partnership with Greeley	10,000	ED
Taser Program	48,000	PD
Work Stations	18,000	PD
Web Site Improvements	3,000	PW-ENG
Expand Geodetic Control Network	30,000	PW-ENG
Public Safety Radio Replacement	50,000	FD/PD
Pave the Operations Center entryway and parking lot	50,000	PW
Radiant heat for existing garage	40,000	PW-PARKS
Radiant heat for equipment/material facility	60,000	PW-PARKS
Construction new cemetery storage facility	10,000	PW-CEM
Construct new cemetery material storage bins	6,000	PW-CEM
Construct new material storage bins at Ops Center	30,000	PW-OPS
Construct new de-icer storage facility	90,000	PW-OPS
De-icer applicator tank	15,000	PW-OPS
Equipment facility extension (to hazmat storage area)	110,000	PW-PARKS
Concrete pad on south side of equipment/material facility	10,000	PW-PARKS
Equipment facility extension (for sanders)	110,000	PW-OPS
Tree Spade	6,000	PW-PARKS
Gradall (used)	120,000	PW-OPS
Total	1,846,200	

Attachment M– Financial Policies

As part of the Financial Management System, City Council reviews and updates the Financial Policies in February of each year. The policies provide long term and consistent direction for the financial management of the City. These policies outline the best practices to insure the citizen's funds are used appropriately, efficiently, and effectively.

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 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 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 citizens and staff.
6. 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 citizens 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 City Manager requires a minimum of two reviewers of detailed work sheets used to generate the long range plans. The Finance Department will assist in developing appropriate systems to monitor and update the long range plans. Each department will meet with the Council to approve strategic policy, identify goals, and performance measures, at intervals determined by the City Manager.

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. Include 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 fifteenth 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 will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing maintenance and other expenditures, accruing future years' revenues, or rolling over short term debt. 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 out dated 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. Reserves targets are established based on the type of Fund.
 - a. Operating funds will accumulate and maintain 3 months of operating reserves based on estimated personnel, supplies and services and AMP expenditures. Operating reserves allow for the efficient management of cash flow and the opportunity to expand services or fund one time opportunities during the year. The Emergency Contingency Fund, is required by the City Charter, and includes the Colorado Tax Payer Bill of Rights (TABOR) reserves. The General Fund budget must also provide for a minimum of one month's operating reserves.

- 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.
- d. Fund reserves - The first priority of the City will be to maintain target reserves by individual funds based on the above target. The City Council may identify specific reserves on an individual basis. When a cash reserve deficit exists the City Council will identify the specific fund to off set the deficit and a plan to increase the reserve in the fund.

11. 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. Based on the value of these two documents, 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.

Municipal code - Should concur with Long Range Financial Plans and the Comprehensive Plan.

12. 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.
2. Budget schedule - The staff will present the Financial Policies by June, 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 frequency estimates. Existing revenue estimates start with a minimum of 75% of the projected trends based on the past year and year to date projections. Volatile and/or new revenue sources are estimated at a maximum of 50% of the prior year or industry projections.
4. Expenditure policies - Expenditure budget preparation begins with existing staff including any appropriate adjustments for, merit, 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 cost of living.

Supplies and services should be constantly reviewed for efficiency and effectiveness, eliminating outdated programs and identifying appropriate citizen 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.

5. 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.

6. 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 categories.

7. Citizen participation - The budget process will provide for the full participation of the public and ensure opportunities for public hearings and citizen participation.

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

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

10. Grants - Groups requesting grants from the City of Evans shall provide 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.

11. 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 MANAGEMENT

Council approval establishes the annual budget limits. 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 Council. 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 performance measures related to service levels. The report shall follow the same format as the budget approval.
3. Level of approval - The Council will approve specific grants for qualified non-profit or community organizations.

In relationship to Department Budgets the Council will approve:

- 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 LRP's.
 - b. The dollar amount for supplies and services for each fund and category as defined by the LRP's.
 - c. Each specific Capital request including start up cost and ongoing maintenance.
 - d. 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 will provide information to the City Council during regular Council meetings. (Departments may not expend funds until after the City Council has approved the additional expenditure). 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 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 one-time 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 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. Considering the reasons behind the original approval of the Tabor Amendment (lack of trust in government), the City shall take an active role in citizen participation, communication and relationship building with our citizens 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 citizens 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 spend 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 or specific purposes. Under the City’s adopted policy, the 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 the Report on Compliance with the Single Audit Act of 1984 (if required based on federal funding levels).

4. Internal auditing - To complete a full range of audit services, 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:

- e. 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.
- f. 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. 4) Proper presentation of all transactions and related disclosures in the financial statements.
- g. 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, 5) Independent checks on performance.

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, Departments, programs, and accounts will be recommended by the Finance Department and approved by the City Manager.

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

Financial reports will provide direction and guidance in several areas;

1. Budgetary comparisons - Comparing actual financial results with the legally adopted budget.
2. Financial condition and results of operations - Assessing the changes in fund balances as a result of operations.
3. Compliance - Assisting in determining compliance with finance-related laws, rules and regulations.
4. Efficiency and effectiveness - Assisting in evaluating management and staff in efficiency and effectiveness.
5. 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.

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, 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.
 - f. Contracts - Major purchases may require following the procurement procedure (V.14.) which may include Council approval of the contract before a requisition can be completed.
5. Check register - The City Manager reviews and approves the check register.
6. Distribute checks - Checks will be mailed following approval. Staff will copy and distribute to the Council the check register on a monthly basis.

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. Recapture investment - The revenue structure should be designed to "recapture" for the City some of the financial benefits resulting from City sponsored programs or community investments.
4. 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.
5. 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.
6. Department responsibility - Department Directors will inform the City Manager of any revenue that varies from budget by 10% in any quarter. Department Directors will provide notice immediately and in the identified reports to the City Manager.
7. Use proven methods - The City will estimate its annual revenues by an objective, analytical process.
8. Use five year plans - The City will annually project revenues for the next five years.
9. 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 will be paid for by the growth.
- 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.
 - i. The water variable rate and tiers are established to encourage water conservation and the City Council will receive annual reporting on the specific number of customers who exceed tier 1 and tier 2.
 - ii. Additionally the gallons consumed in tiers 2 and 3 should be identified and the corresponding revenue generated from this consumption will be considered “water conservation revenue”.
 - b. The proceeding year’s revenue from both water conservation and major maintenance will be appropriated for expenditure once the amount is realized by the City Council. The City Manager will report to the City Council projects identified for use of these funds.
10. Legal requirements - The City will maintain compliance with legal revenue restrictions as identified by voters, for special revenue funds and other restricted revenues.

V. Operating Policies

INTRODUCTION

When the other Financial Policies fail to address a specific issue, general operating policies will be reviewed for direction. In some cases these policies repeat what has already been stated in other areas, but that is only to emphasize the importance and value of that policy. The City must contain its expenditures to current revenues, establish and adequately fund reserves; regularly monitor and report on budget performance, evaluate the fiscal impact of new proposals, operate as efficiently as possible, and constantly review City services for appropriateness and effectiveness.

POLICIES

The City shall follow these operating policies:

1. Current operating revenues to pay for current operating expenditures - Current operating revenues will exceed current operating expenditures. Each City fund budget must identify ongoing resources that at least match expected ongoing annual requirements. One-time cash transfers and ending balances in excess of reserves may be applied to reserves or to fund one-time expenditures; they will not be used to fund on-going programs.
2. Do not restrict revenues - The City will not normally earmark discretionary revenues for specific purposes. This will preserve the ability of the Council to determine the best use of available revenues to meet changing service requirements.
3. Reserves - The City will establish reserves for emergencies, unforeseen needs of a non-recurring nature, operating maintenance, equipment replacement and capital projects. The nature of reserves for specific funds will be spelled out in the Statement of Purpose for each fund.
4. 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.
 - c. Budget Controls: The Finance Department will maintain a system of budgetary controls. These controls will assist Department directors in identifying actual to budget variances.
5. 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.

- a. The City Manager will review professional services/consulting agreements for efficiency and effectiveness. The evaluation may include staffing options, ongoing knowledge of City operations, and consideration for additional services.
6. 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.
7. Cash reserves - The City will maintain cash reserves in order to avoid borrowing for general operating purposes.
8. 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.
9. Inventories - The City will maintain accurate inventories of capital assets, their condition, life span and cost.
10. 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 to the Finance Department daily.
11. Competition and the service provided - The City must review programs periodically in order to reduce needless competition with other public and private providers and to insure the most cost-effective and efficient provision of services. The City will encourage competition with private providers by comparing the cost to provide services.
12. Citizen input - An effective and comprehensive periodic Citizen Service needs assessment will be conducted in order to ensure that City service priorities keep pace with the dynamic needs of the community. The result of this needs assessment will be considered for approval by the City Council and may become an integral part of the budget and financial planning of the City.
13. Internal loans - Loans made between funds may be charged interest.
14. 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.
 - 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 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:

Amount	Approval
\$0 - \$10,000	Department Director
\$10,000.01 - \$25,000	Department Director + City Manager
\$25,000.01 - \$50,000	Department Director + City Manager + 3 written quotes
\$50,000.01 and up: Professional Services	Department Director + City Manager + RFP + City Council
\$50,000.01 - \$100,000: Supplies or Capital Projects	Department Director + City Manager + 3 written quotes
\$100,000.01 and up: Supplies or Capital Projects	Department Director + City Manager + RFP + City Council

- e. Bids and Contracts -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 \$100K and proposals for services over \$50K 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. Once a vendor has been chosen, the City Council shall consider approval of the contract.

When an invitation for bid (goods over \$100,000) or request for proposal (services over \$50,000) is required, a notice will be published in a local newspaper within 45 days and not less than 10 days 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. After the time of the award, all bids and requests for proposal documents shall be open to public inspection. The City shall not be obligated to select the lowest bidder, but shall select based on the established criteria in the invitation to bid or request for proposal. Bidders may be disqualified for past failure to follow proper change order processes. The City will use electronic means (i.e. internet, email, etc) to inform potential vendors and may use technology to improve transparency and purchasing efficiencies for the City.

- f. Emergencies - In the event of natural disasters, accidents or other emergencies where the health, safety or welfare of the community is at risk the procurement requirements 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.
- g. 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. Lodging should be prepaid by City check or purchasing card when possible in order to avoid taxes. Lodging reimbursements may include one “reasonable” phone call home for each night you are out of City.
- h. Meals in City - The City shall restrict the purchase of meals locally to the following items, unless specifically approved by the City Manager:
 - a. Work related meetings with outside officials with Department Director or City Manager approval.
 - b. Preparation for City-wide events on weekends (such as July 4th or Evans Fest).
 - c. Manager and/or City Council members’ meetings with media, citizens, employees, Council and outside officials.
- i. Education and training - The City Council has approved in the Personnel Policies the desire to hire the best and most qualified staff available. To maintain the quality of the 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 training will be approved by the City Manager and City Manager training will be approved by the Mayor. All training must be included and funded in the annual budget.
- j. 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 will be included in the annual budget.

- k. Computers, software, & peripheral purchases - All City-wide computer, software, & peripheral related purchases must be approved by the Systems Administrator with final approval from the City Manager.

VI. Capital Planning & Budgeting Policies

INTRODUCTION

The Capital Improvement Plan (CIP) has a significant impact on the image of the City. The following policies are designed to guarantee that current and future projects are maintained at a 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. In addition to amenity improvements, the City must make the capital investment needed to support and enhance the delivery of basic services. This commitment becomes even more important because the demands for basic services biases funding priorities toward the operating services (such as police officers and recreation programs) versus infrastructure (such as streets and buildings) which could be an issue in the future. 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.

POLICIES

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

1. 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.
2. Five-year capital plans - Each Department with capital expenditures will develop and maintain five-year capital plans. This will include sources of funding and maintenance.
3. Citizen involvement - The CIP development process will provide for the full participation of any citizen and or Committee appointed by City Council.
4. Details of 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.
5. 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.

6. 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.
7. Identify project funding - The City staff will identify the estimated costs and funding sources for each capital project proposal before it is submitted to Council for consideration. This will include capital construction as well as ongoing maintenance.
8. Asset Management Plan (AMP) - The City will develop an AMP that protects capital investment and minimizes future maintenance and replacement costs. 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 (items over \$5,000 with a life greater than one year). From this projection, a maintenance schedule will be developed and followed.
 - 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 will 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 the City 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. Consistency with City policies and impact on community - The City will identify the ongoing costs and benefits that may be associated with each capital project to determine its consistency with other city policies and the impact on the community as a whole.

13. Alternative funding - Assessment district financing is appropriate for those areas of the City that are retroactively installing physical plant features which are normally required by subdivision standards at the time of development or which have been funded by another assessment district. Such physical plant features include but not limited to, curb, gutters, sidewalks, street lights and sewers. Assessment districts are also appropriate in cases where these types of physical plant features are being upgraded for the benefit of property owners in the area. Unless otherwise directed by Council, assessment districts will include all costs associated with the project, including overhead and indirect costs, including but not limited to financing, and administrative costs. The City will take actions to ensure that financial risk to the City is minimized.

14. 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 taking into consideration current market rates and future cash flows.

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, 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 8 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 are 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 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:

1. be recognized as a Primary Dealer by the Federal Reserve Bank of New York, or have a Primary Dealer within their holding company structure;
2. report voluntarily to the Federal Reserve Bank of New York, or
3. 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.

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.

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.

7. 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, except Certificates of Deposit, Money Market Funds, and Local Government Investment Pools, 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 wireable 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."

All non-book entry (physical delivery) securities shall be held by the custodian bank's correspondent bank and the custodian bank shall issue a safekeeping receipt to the City evidencing that the securities are held by the correspondent bank for the City as “customer.”

8. 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; and
- 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.

9. 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 purchases.;
- 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 10 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. Repurchase Agreement counterparties, if rated, shall have a short-term credit rating of at least A-1 or the equivalent and a long-term credit rating of at least A or the equivalent. 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 NRSROs, and rated not less by any NRSRO that rates it. In addition, AAA rated FDIC guaranteed corporate bonds are herein authorized, within the aforementioned maturity requirements.
- 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 that is 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.

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.

10. Investment Parameters

- a. Diversification - The investments may be diversified by:
 - o limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
 - o limiting investment in securities that have higher credit risks,

- o investing in securities with varying maturities, and
 - o continuously 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.

- a. 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.

11. 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.

12. 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.

13. 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.

COUNCIL COMMUNICATION

DATE: October 2, 2012

AGENDA NO.: 7.D

SUBJECT: Preliminary Budget Revision – Community Development & Economic Development Departmental Assessment

PRESENTED BY: Jessica Gonifas, CPA, Finance Director

AGENDA ITEM DESCRIPTION:

The 2012 one-time list included an item related to the departmental assessment for Community Development and Economic Development. The need to conduct departmental assessments was identified through the Strategic Operational Planning (Strat Op) process in order to address the core issue of “organizational development”. The need to conduct the departmental assessments was also identified in the budgeting process as we move into the 2014 financial planning process.

FINANCIAL SUMMARY:

The budget estimate is \$30,000 in order to conduct the assessment for both departments.

The General Fund revenue source for this appropriation is excess 2012 State oil and gas severance revenue. This preliminary budget revision will not impact the budgeted ending fund balance as this revenue source has not been previously budgeted.

RECOMMENDATION:

Staff recommends approval of the preliminary budget revision.

SUGGESTED MOTIONS:

“I move to approve the preliminary budget revision in the amount of \$30,000 from the General Fund revenue related to the 2012 State oil and gas severance revenue.”

“I move to deny the preliminary budget revision.”

COUNCIL COMMUNICATION

DATE: October 2, 2012

AGENDA #: 7.E

SUBJECT: Resolution No. 26-2012, A Resolution Authorizing The Mayor's Signature On A Cooperation Agreement Between City Of Evans, Colorado And the Evans Redevelopment Agency For Administrative Services

PRESENTED BY: Sheryl Trent, Community and Economic Development Director

PROJECT DESCRIPTION

The City of Evans formed an Urban Renewal Authority (known as the Evans Redevelopment Agency) in 2009 for the purpose of redevelopment. The ERA is a separate entity from the City of Evans and as such will have to fund personnel and other costs in a separate budget. At this time, with no revenues forthcoming until further action is taken by the ERA, a cooperation agreement is necessary to conduct business.

BACKGROUND

This agreement is similar to the one between the City of Evans and the Fire District, and allows for the City to advance monies to the ERA for necessary costs until such time as the ERA can repay the City (this is a debt with no interest incurred by the ERA). The agreement lists personnel and anticipated maximum time allocated to the ERA, which can change from year to year.

FINANCIAL IMPACT

The agreement calls for a maximum contribution from the City of Evans to the Evans Redevelopment Agency of \$100,000 for administrative and professional support, consultant support and services. This would be for personnel only, plus the overhead needed by the City to maintain those personnel such as benefits, office supplies, equipment, and other tools. This amount would be funded from sales and property tax and might be advanced by the City and then repaid by the Agency when additional sales tax and property tax is realized in any Urban Renewal Area.

The Agency will have a separate set of accounting and a separate audit, just as the Fire District does.

STAFF RECOMMENDATION

I recommend that the City Council approve Resolution No.26-2012

RECOMMENDED CITY COUNCIL MOTION

"I move to adopt Resolution No. 26-2012 as presented."

"I move to deny Resolution No. 26-2012."

"I move to adopt Resolution No. 26-2012 with the following changes "

CITY OF EVANS, COLORADO

RESOLUTION NO. 26-2012

A RESOLUTION OF THE CITY OF EVANS ADOPTING A COOPERATION AGREEMENT
BETWEEN THE CITY OF EVANS AND THE EVANS REDEVELOPMENT AGENCY

WHEREAS, the City of Evans established the Urban Renewal Authority (known as the Evans Redevelopment Agency) in 2009; and

WHEREAS, the Evans Redevelopment Agency will have the first meeting on October 2, 2012; and

WHEREAS, there is a need for a cooperation agreement between the City of Evans and the Evans Redevelopment Agency in order to conduct business;

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

Section 1. The cooperation agreement between the City of Evans and the Evans Redevelopment Agency is hereby approved and the Mayor is hereby authorized and directed to execute this agreement.

Section 2. This Resolution becomes effective immediately upon its passage.

PASSED AND ADOPTED, SIGNED AND APPROVED, THE 2nd DAY OF October, 2012.

ATTEST:

CITY OF EVANS, COLORADO

City Clerk

By: _____
Lyle Achziger, Mayor

**COOPERATION AGREEMENT
BETWEEN
CITY OF EVANS, COLORADO
AND
EVANS REDEVELOPMENT AGENCY
FOR
ADMINISTRATIVE SERVICES**

THIS COOPERATION AGREEMENT (the "Cooperation Agreement") dated as of the 2nd day of October, 2012, is entered into by and between the City of Evans, Colorado (the "City"), a home rule city and municipal corporation of the State of Colorado, and the Evans Redevelopment Agency (the "Agency") a body corporate duly organized and existing as an urban renewal Agency under the laws of the State of Colorado and the Charter of the City.

WITNESSETH:

WHEREAS, the City is a home rule city and municipal corporation duly organized and existing under and pursuant to Article XX of the Colorado Constitution and the Charter of the City (the "Charter"); and

WHEREAS, the Agency is a body corporate and has been duly organized, established and authorized by the City to transact business and exercise its powers as an urban renewal authority, all under and pursuant to the Charter and the Colorado Urban Renewal Law, section 31-25-101, *et seq.*, Colorado Revised Statutes (the "Act"); and

WHEREAS, pursuant to section 31-25-109 of the Act, the Agency has the power and Agency to issue or incur notes, interim certificates or receipts, temporary bonds, certificates of indebtedness, debentures, advances, or other obligations, including refunding obligations (collectively, the "Obligations"), for the purpose of financing the activities and operations authorized to be undertaken by the Agency with respect to the Projects in accordance with an adopted urban renewal plan and the Act, as approved by the City; and

WHEREAS, the Agency currently has no employees and desires to utilize a portion of the time of certain employees of the City and the City is willing to allow such employees to devote a portion of their time to work on projects of the Agency, the cost for such employees to be reimbursed by the Agency to the City as an obligation of the Agency; and

WHEREAS, the Act, Section 18, Article XIV of the Colorado Constitution authorizes the City and the Agency to enter into cooperative agreements, such as this Cooperation Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals, and the following terms and conditions, Agency and the City hereby agree as follows:

- 1.0 **DEFINITIONS.** The terms defined in the recitals of this Cooperation Agreement shall have the meanings set forth therein. In addition, the following terms shall have the meanings set forth below:

- 1.1. "Collected Tax Revenues" means the Incremental Tax Revenues actually collected during the Fiscal Year and remitted to the Agency pursuant to Section 2.1 of this Cooperation Agreement.
- 1.2. "Fiscal Year" means the fiscal year of the City, which is January 1 of each calendar year through December 31 of the same calendar year.
- 1.3. "Incremental Taxes" means, for each Fiscal Year, subsequent to the approval of the Reinvestment Plan, all Sales and Property Tax Revenues in excess of the Sales Tax Base Amount or the Property Tax Base Amount.
- 1.4. "Obligations" shall have the meaning set forth in the third Whereas clause above.
- 1.5. "Property Tax" means the property taxes levied by all jurisdictions on real and personal property pursuant to C.R.S. 39-1-101 et seq.
- 1.6. "Property Tax Base Amount" means the property tax levied on all the assessed valuation certified for the tax year in which an urban renewal plan is adopted.
- 1.7. "Property Tax Revenues" means the amount to be collected by the County Treasurer for each fiscal year from the levy of the Property Tax in any urban renewal area designated in an adopted urban renewal plan.
- 1.8. "Sales Tax" means the sales tax levied by the City from time to time on the retail sale of taxable goods and services pursuant to the provisions of Chapter 3.01 of the City's Municipal Code, as amended.
- 1.9. "Sales Tax Base Amount" means the actual collection of Sales Tax Revenues during the twelve (12) month period ending on the date of adoption of any urban renewal plan.
- 1.10. "Sales Tax Revenues" means the amount to be derived by the City in each Fiscal Year from the levy of the Sales Tax within any urban renewal area designated in an adopted urban renewal plan.

2.0 COLLECTION AND REMITTANCE OF INCREMENTAL SALES TAX.

- 2.1. The City agrees to cooperate with the Agency by collecting the Sales Tax Revenues and remitting promptly to the Agency the Pledged Sales Tax Revenues. The City makes no representation and provides no assurance that the Pledged Sales Tax Revenues will be sufficient to satisfy the Obligations of the Agency. The City's obligation under an urban renewal plan and this Cooperation Agreement to collect and remit to the Agency Incremental Sales Taxes is only for a twenty-five year period pursuant to the Act. The Collected Tax Revenues shall be used by the Agency to pay Obligations incurred by the Agency in the planning, demolition, design, construction, financing or other activities related to the Projects in or for the benefit of Any Collected Tax Revenues not necessary or used to pay Obligations of the Agency during the then current Fiscal Year shall be

returned to the City by the end of the first calendar quarter following such Fiscal Year.

3.0 ADVANCE OF SALES AND PROPERTY TAX REVENUES.

- 3.1. An amount not to exceed \$100,000.00 of projected Sales and Property Tax Revenues from any urban renewal area may be advanced by the City to the Agency to be used by the Agency for costs incurred by the Agency for its staffing and consultants in connection with the projects in any urban renewal area designated in an adopted urban renewal plan. Such amounts shall be paid directly to the Agency by the City and shall be disbursed by the Agency as it deems prudent and necessary for such purposes. Any amounts so advanced by the City shall be a priority Obligation of the Agency. Such amounts as are advanced, shall be payable to the City from future Sales and Property Tax Revenues. Due to the benefits gained by the City from the projects in any urban renewal area designated in an adopted urban renewal plan, no interest will be due on the amounts advanced to the Agency by the City.
- 3.2. Notwithstanding anything in this Cooperation Agreement to the contrary, to the extent there are outstanding Obligations of the Agency payable to the City, and the Agency fails to appropriate funds to pay such Obligations, the City may retain Incremental Sales Taxes to reimburse the City for such outstanding Obligations of the Agency rather than remitting such Incremental Sales Taxes to the Agency as provided in Section 2.1.

4.0 USE OF CITY EMPLOYEES.

- 4.1. The City hereby authorizes the Agency to utilize the services of certain specified City employees to assist the Agency in work related to urban renewal projects in the City. The City hereby assigns the employees listed in Exhibit A to perform such services for the percentage of their time specified in Exhibit A, which percentage shall be calculated on an annual basis. The specific employees and the amount of time devoted to the projects may be modified from time to time by the City Manager of the City and the Executive Director of the Agency upon written notice of such modification to the City and the Agency. The Agency shall reimburse the City for the applicable percentage of each such employees' wages or salary and benefits. The use of such employees by the Agency and the proportionate cost of their services shall be deemed an advance by the City and an obligation of the Agency which shall be paid each year by the Agency to the City. If the Agency fails to reimburse the City on an annual basis for the cost of the services of such employees, the City may retain incremental sales tax revenues to pay such costs.
- 4.2. The City shall retain the right to establish the employees' wages or salary and benefits, and the right to discharge, reassign, or hire employees to perform the services required by the Agency. Except for the percentage of time devoted to the

Agency activities which shall be under the direction or control of the Executive Director of the Agency, the City Manager retains the right to direct and control the employees. The City, as the employer, has the responsibility for payment of salary or wages to the employee, and for reporting, withholding, and paying any applicable taxes with respect to the employees' wages or salary and payment of City sponsored employee benefit plans and payment of unemployment compensation insurance as may be required. The City also retains the right to provide for the welfare and benefit of employees through such programs as professional training. The Agency shall not have any responsibility for the payment or reporting of remuneration paid to the City's employees, all of such responsibilities being the obligation of the City. The City intends to retain the right to maintain the employment relationship between the City and its employees on a long term, and not a temporary basis. The employees of the City listed in Exhibit A know of and consent to co-employment by the City and the Agency.

- 4.3. In the event of any employment related issues with employees assigned to work with the Agency, the Executive Director of the Agency shall report such concerns or issues promptly to the City Manager of the City who shall be responsible for addressing such concerns. The decision of the City Manager relating to such employee shall be final, the sole recourse of the Agency being the right to terminate this Cooperation Agreement as provided in Section 2.3.

5.0 MISCELLANEOUS.

- 5.1. Governing Law. This Cooperation Agreement shall be governed by, and construed in accordance with, the laws of the State of Colorado and shall be subject to the limitations, if any, that are applicable under the Charter or ordinances of the City.
- 5.2. Notices. All notices and other communications hereunder shall be sufficiently given and shall be deemed given when delivered or mailed by first class mail, postage prepaid, addressed as follows:

If to the City:

City of Evans, Colorado
100 37th Street
Evans, Colorado 80620

If to the Agency:

Evans Redevelopment Agency
100 37th Street
Evans, Colorado 80620

The City or the Agency may, by notice given hereunder, designate any further or different addresses to which subsequent notices or other communications shall be sent.

- 5.3. Termination. Either party may terminate this Agreement upon thirty (30) days written notice to the other party; provided, however, that there are no outstanding amounts payable by the Agency to the City unless satisfactory arrangements have been made, in the sole discretion of the City, for the payment of such amounts.
- 5.4. Severability. In the event that any provision of this Cooperation Agreement, other than the requirement of the Agency to reimburse the City for obligations incurred by the Agency hereunder, shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

IN WITNESS WHEREOF, the parties hereto have caused this Cooperation Agreement to be duly executed and delivered by their duly authorized officers as of the date first above written.

CITY OF EVANS, COLORADO

ATTEST:

By: _____
Aden Hogan, City Clerk

By: _____
Lyle Acziger, Mayor

EVANS REDEVELOPMENT AGENCY

ATTEST:

By: _____
Sheryl Trent
Secretary/Executive Director

By: _____
Lyle Achziger, Chair

**EXHIBIT A
TO
COOPERATION AGREEMENT
FOR
ADMINISTRATIVE SERVICES**

<u>Employee</u>	<u>Allocation of Time to the Agency</u>
Director of Finance	No more than 10%
Director of Community and Economic Development	No more than 50%
City Manager	No more than 5%
Public Works Director	No more than 5%
Administrative Assistant	No more than 30%
City Clerk	No more than 10%