

2026 City Annual Budget

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





GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Budget Presentation
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**City of Evans
Colorado**

For the Fiscal Year Beginning

January 01, 2025

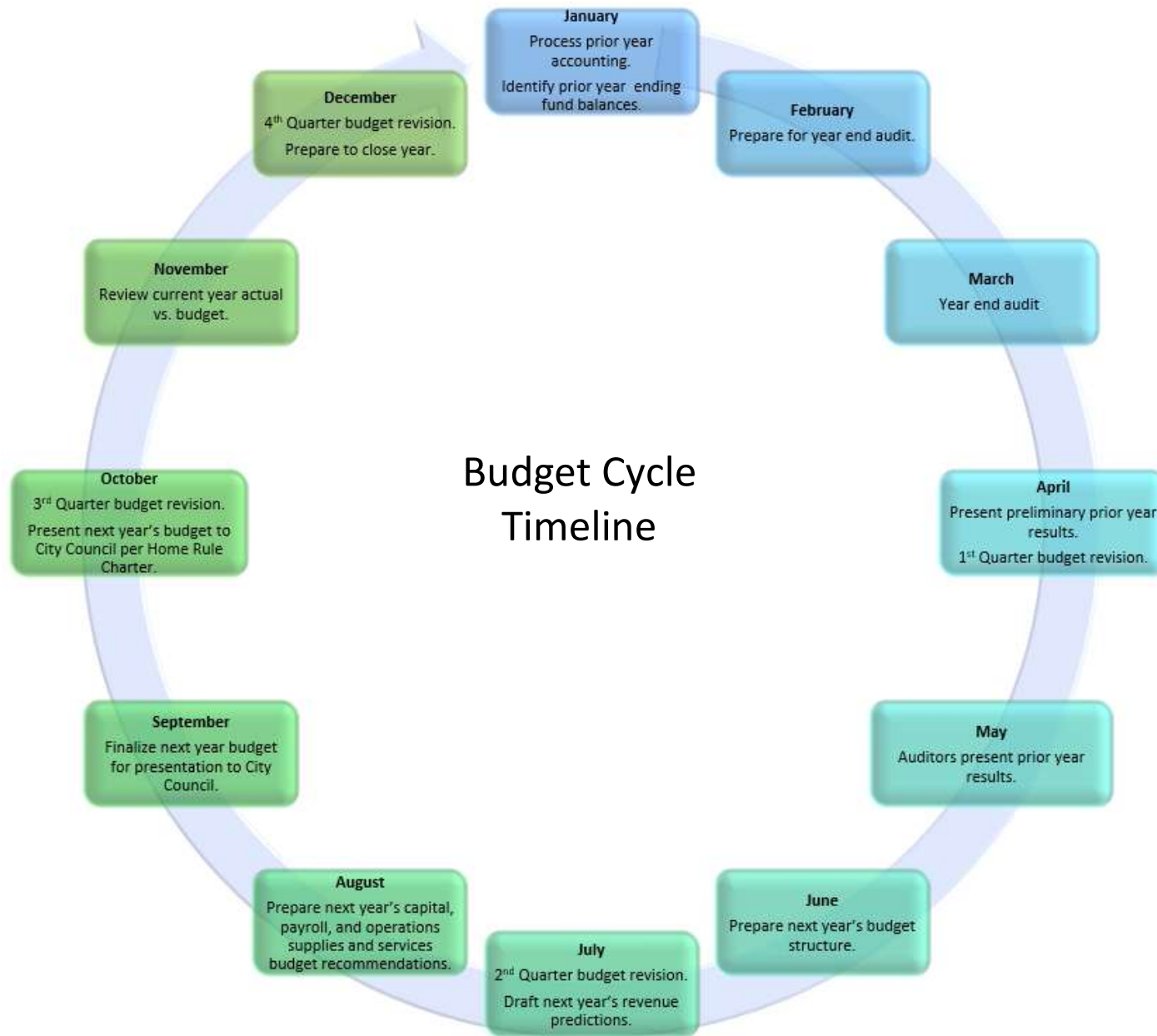
Christopher P. Morill

Executive Director

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Transmittal Letter

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

We are pleased to present the 2026 Operating and Capital Budget for the City of Evans.

Since 2023, the City of Evans has made deliberate investments to strengthen economic resiliency and position itself as *the* Community of Choice in Northern Colorado. Guided by a vision of a city that is attractive to businesses, supportive of families, and equipped with infrastructure to sustain growth, Evans has achieved measurable progress in transportation, economic development, livability, and public safety. These advancements reflect both intentional planning and a willingness to take bold steps toward a stronger future.

Significant progress has been made in infrastructure improvements. The multi-phase expansion of 37th Street into a four-lane corridor, supported in part by the dedicated street sales tax, is transforming Evans' transportation network and opening opportunities for commercial growth. The 2025 Major Roads Project is rehabilitating vital corridors such as 17th and 23rd Avenues while reconstructing 42nd Street to create long-term community assets. These investments demonstrate fiscal responsibility and the City's commitment to maintaining safe, high-quality streets, though extending the street sales tax beyond its 2027 sunset is essential for long-term sustainability.

Economic development initiatives are also taking shape. The Evans Junction redevelopment project, anchored by public infrastructure improvements, has already attracted private investment, including the sale of a shovel-ready lot to McDonald's. This momentum signals renewed confidence in Evans' market potential and provides a foundation for future business recruitment. Complementing this progress, stormwater improvements at Chappelow Pond, Driftwood Park, Dante Park, and Prairie View Park have enhanced resiliency by reducing flood risks and safeguarding property.

Quality of life has been elevated through substantial investment in parks and public spaces. The playground at Ridge Park was reconstructed with a generous financial donation from Chevron Energy, Renaissance Park is undergoing major rehabilitation, and new facilities such as DaVinci Park, Hunter's Reserve Park, Arrowhead Open Space, and the Evans Ditch Trail now provide residents with modern, accessible amenities that strengthen community pride. At the same time, the City has advanced a long-planned public safety priority with the groundbreaking of a new police station in September 2025. Scheduled for completion in 2026, this facility will provide much-needed space and security enhancements for the Police Department while also renovating existing space for administrative use.

Operational improvements have further professionalized city services, including the creation of the Street Sign Shop to improve compliance, visibility, and aesthetics across the community. These changes, coupled with intentional budgeting and resource allocation, ensure that limited funds are directed to the City's greatest needs.

Despite this progress, Evans faces substantial challenges that will shape its ability to sustain growth. The wastewater treatment plant is nearing capacity, requiring a \$100 million expansion over the next two decades. The City also faces increasing costs tied to the potable water cap, with a critical policy decision looming on whether the City or developers should bear responsibility for securing new water resources. Additional challenges include deficiencies in stormwater and non-potable irrigation systems including the Evans Ditch, energy supply limitations from Xcel Energy that could constrain new

development, and long-term fiscal constraints tied to the City's low mill levy. Addressing these issues will be crucial to maintaining momentum and avoiding setbacks in economic development and livability.

The last two and a half years have marked a transformation for Evans, but the future requires continued commitment, strategic planning, and decisive action. By acknowledging the obstacles before us and taking proactive steps to resolve them, Evans can continue its evolution into a resilient, vibrant, and competitive community. The progress already achieved proves that the vision is within reach; the challenge now is to ensure that growth is sustainable, equitable, and beneficial for generations to come.

Economic Outlook

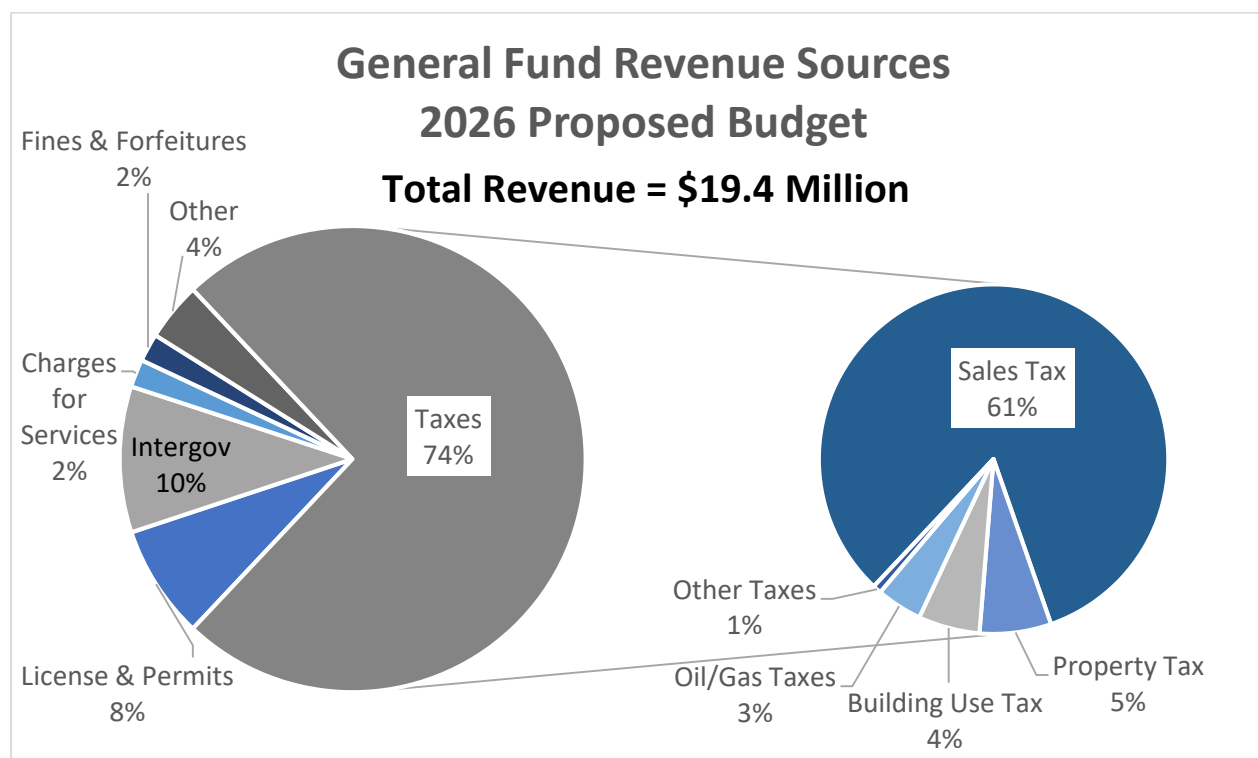
Like many Colorado municipalities, the City of Evans is closely monitoring revenue activity. While total revenue projections are expected to increase on an annual basis, the minimal increase is expected to be overcome by the growing cost of providing essential municipal services. Supplies, services, and staffing costs continue to rise, which places additional pressure on limited revenue to stretch further each year. 2025 sales tax collections are projected to exceed both budget and prior year revenue by a slight margin, with July 2025 activity up 5 percent over the same for 2024. The online sales and convenience store sectors indicate continued growth in sales tax revenue, while many of the other sectors are slowing or presenting a stagnant collection pattern.

In spite of the many economic challenges expected by the State of Colorado, state sales tax growth is up 6.1 percent over prior year collections for August 2025, per the Colorado Office of State Planning and Budgeting (OSPB). The City of Evans remains committed to modifying operational activities to provide the highest quality of service to the residents of Evans with the limited available resources. As a mid-size municipality, the demand for services is greater than the capacity of the staff and resources to meet the increasing demand.

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

Revenue Trends

Although several revenue categories account for total revenue in the General Fund, as one can see from the graph below, approximately three-quarters of the revenue in the General Fund is derived from taxes. A closer look shows **61% of the revenue derived from taxes is generated by sales taxes, while property taxes account for a mere 5% of tax revenue.**



Overall, General Fund revenue is projected to decrease 1%, or \$101,000, in 2026 over the 2025 budget. Below is a discussion of the projected changes in major revenue categories.

Sales Tax Revenue: City-wide sales tax collections for 2025 are projected to total approximately \$18.3 million. Sales taxes derived from more volatile industries are discounted in subsequent years to reduce reliance on these less predictable sources. The 2026 city-wide sales tax budget is anticipated to be \$18.4 million as increases expected in many other industries offset reductions for the more unpredictable sources. Assumptions of slow but continued growth, increasing online sales and deliveries into Evans, and consistent consumer demand are the basis for these estimates.

Property Tax Revenue: The 2026 property tax budget is projected to increase 2%, or approximately \$14,000 from the 2025 original budget. This slight increase is a result of property values along with oil and gas production and valuation. State legislation in future years will remain a challenge to property tax collections at the local level, as will the low mill levy rate in the City of Evans as compared to municipalities in the front range of Colorado.

Oil/Gas Taxes: State severance and federal mineral lease taxes are distributed to the City and represent the oil and gas category of taxes. Over the past several years, this revenue source has realized fluctuations greater than \$500,000 per year and the 2025 collections were down 76% from 2024 revenue. In an effort to smooth out these large swings, the City budgets for a minimal amount of revenue and considers any additional collections as

one-time revenue. The 2026 budget includes just \$609,515 of revenue for these taxes, as the City has no control over the amount distributed by the State of Colorado.

License and Permits: The largest source of revenue within this category is building permits. Building activity over the past several years has fluctuated and the long-range forecast includes a conservative annual average of anticipated development units over the five-year period. Averaging this revenue stream stabilizes the available resources to be used for efficient City operations. The development projections include a lower number of new units planned in the City, resulting in less revenue for the next five years. The 2026 budget anticipates building permit revenue of \$560,000, down 6% from the 2025 original budget.

Overall, General Fund revenue, including overhead transfers in, is expected to increase by \$1.1 million over the 2025 original budget. This 5% increase is driven primarily by sales tax and property tax revenue growth, along with careful analysis of project costing, ensuring that capital project and enterprise funds alike are sharing in the total cost of capital projects.

City Manager Highlights of the 2026 Budget: The 2026 Budget for the City of Evans is designed to balance the City's commitment to its workforce, fiscal discipline, and future economic growth. Central to this year's budget is the implementation of the Employer's Council's comprehensive compensation and classification study, ensuring that all existing employees are compensated fairly and competitively. By aligning pay structures with market standards, the City seeks not only to reward the dedication of its current workforce, but also to strengthen employee retention and morale. This investment in people reflects Evans' recognition that effective service delivery begins with a well-supported and motivated team.

At the same time, the City is committed to maintaining strong fiscal stewardship. During budget preparation, departments were tasked with achieving a 5% reduction in expenditures for supplies and services, emphasizing greater efficiency, innovation, and careful resource management. These reductions will require creativity and collaboration but will safeguard core services while freeing capacity to meet strategic priorities. This focus on doing more with less reflects Evans' dedication to operational sustainability and accountability to taxpayers.

In 2026, we will continue to emphasize the expansion of economic development efforts at economically significant areas in the community, including the Evans Junction, one of the community's most significant opportunities for growth. Targeted investments in infrastructure, planning, and strategic partnerships will position Evans Junction as a hub of economic activity. By cultivating business attraction and private development at this site, the City aims to grow its tax base, create jobs, and strengthen long-term financial resilience. Economic development at Evans Junction is not only a growth strategy, but also a forward-looking investment in the community's prosperity.

For the past few years, the primary goal for the City Council has been the diversification of our local economy. Over the next several months, the City Council and City Staff will engage in a strategic planning process that will outline priorities for the next three to five years and continue the Evolution of Evans into a Community of Choice. However, if we are going to continue to grow our community, we must acknowledge the key challenges that are facing our community and develop a robust strategy to move forward and conquer. A couple of key challenges we face include:

- ***Wastewater Treatment Plant Expansion.*** In service since 2018, the Evans Wastewater Treatment Plant is quickly approaching hydraulic and nutrient treatment capacity. Without an expansion to add treatment capacity, Evans will be in a position where we cannot accommodate the

current demand or any significant new residential, commercial, or industrial growth. The cost and scale of this project will make the expansion of the wastewater treatment plant one of the City's most crucial infrastructure priorities over the next 20 years. While our consulting engineers thoroughly evaluate our treatment capacity, we must be prepared for the financial impact this project will have on the City and our rate payers, as it is expected to cost **in excess of \$100 million** over three phases between 2026 - 2045.

- **49th Street Reconstruction.** Over the past three years, the City of Evans has invested approximately \$19.05 million into the reconstruction of 37th Street between 35th Avenue and 47th Avenue. Aside from improved safety and increased capacity, the work accomplished is expected to transform 37th Street into an economically significant corridor for future growth and development. However, independent of 37th Street is growing demand to reconstruct another significant corridor—49th Street. Between May—June 2025, torrential rains contributed to the significant deterioration of 49th Street that required approximately \$400,000 in emergency repairs to keep the street open to public travel. Emergency investments of that magnitude are not sustainable. In 2026, it will be important to begin a thorough engineering process to design the complete reconstruction of 49th Street from 65th Avenue to Industrial Parkway. This project must include underground utilities, stormwater drainage improvements, and driving surface improvement that meet the needs of the region over the next 20 years. While the engineering is expected to take 1 ½ years to complete, the project cannot move forward until the 1% street sales tax has been extended indefinitely. Without that critical funding source, we do not have the financial resources to alleviate risk for external investors.

In 2026, the City of Evans will complete a long-standing major capital project—the construction of a new police station. The new facility will increase safety, security, and functionality for the Evans Police Department, enabling our law enforcement professionals to provide a higher level of service to our citizens and businesses. The new police station will nearly quadruple the size of the existing facility and will cost nearly \$32 million to construct. It is important to note that the General Fund will **NOT** pay the annual debt service payments for the construction of the facility. Rather, the police station project is being funded by a sales tax on domestic food, as specifically authorized by Evans voters on November 2, 2021.

2026 Budget

Below is a summary of the 2026 proposed budget with the major funds reflected individually and the minor funds consolidated.

	Fund (in thousands)					
	General	Water	Wastewater	Storm Drainage	Others	Total
Beginning Balance	<u>\$9,184</u>	<u>\$6,941</u>	<u>\$8,738</u>	<u>\$1,053</u>	<u>\$11,114</u>	<u>\$37,030</u>
Revenue	22,269	9,707	7,572	1,956	12,902	54,407
Operating Exp	-22,261	-8,804	-5,059	-1,413	-4,283	-41,820
Capital Exp	-	-4,820	-7,800	-430	-9,506	-22,556
Net Results	<u>8</u>	<u>-3,918</u>	<u>-5,287</u>	<u>113</u>	<u>-887</u>	<u>-9,970</u>
Ending Balance	<u>\$9,192</u>	<u>\$3,024</u>	<u>\$3,451</u>	<u>\$1,167</u>	<u>\$10,227</u>	<u>\$27,060</u>

Moving forward, the City Council will have two major public policy issues to consider that are aimed at improving the sustainability of the General Fund: 1). Extend the 1% street sales tax indefinitely; and 2). Evaluate the City's mill levy.

1. **1% Street Sales Tax.** The current 1% street sales tax was approved by Evans voters in April 2020 and went into effect on July 1, 2020. Since that time, the sales tax has generated approximately \$16.6 million for the rehabilitation and reconstruction of streets throughout the community. Without further action, the sales tax is scheduled to sunset on June 30, 2027. It is important to note the street sales tax takes a significant burden off the back of local property owners and spreads the cost of maintaining our street network among everybody who makes a retail purchase in Evans.

Given the amount of deferred maintenance impacting our infrastructure, the dedicated street sales tax has been the primary driver behind the completion of major street improvement projects such as the reconstruction of 37th Street from 35th Avenue to 47th Avenue, the construction of 23rd Avenue from 37th Street and 42nd Street, and the reconstruction of 42nd Street from 23rd Avenue to 35th Avenue. Outside of major reconstructions, the street sales tax has also funded numerous maintenance projects at various locations throughout the city. With the sunset of the existing sales tax quickly approaching, the future of our street maintenance program is dependent upon the indefinite extension of the street sales tax. As we move forward, we must plan the complete reconstructions for 49th Street from 65th Avenue to Industrial Parkway, for 37th Street Phase 3 from 65th Avenue east to Arrowhead Drive, for 37th Street Phase 4 from Arrowhead Drive to 47th Avenue, for 37th Street Phase 5 from 35th Avenue to 23rd Avenue, and for 29th Avenue from 32nd Street to 42nd Street. Additional improvements will be needed on local streets throughout the community, whether those repairs will be reconstructions or maintenance projects such as a mill and overlay or a chip seal. The 1% street sales tax is essential for future improvements on our streets. With efforts currently underway to extend the street sales tax indefinitely in 2025, we must be prepared to try again in 2026 if a public vote does not pass in November.

2. **Mill Levy Evaluation.** The mill levy for the City of Evans is 3.536 mills, which ranks as the lowest municipal mill levy in Weld County. At the current rate, a median-valued residential property of \$372,000 generates \$88.99 per year for the City of Evans. This means that less than 4% of annual property tax revenue goes to the City of Evans to fund essential municipal services that our residents and businesses rely upon each day.

Taxation is an inherently political activity that must be led and advocated by the elected body, due to the direct accountability to the voting public. Although the City Council first considered an adjustment to the mill levy in 2025, the decision was made to focus attention first on extending the 1% street sales tax indefinitely to secure funding for ongoing street maintenance. Independent of the street sales tax, a thorough evaluation of the City's mill levy should be considered to ensure the City of Evans can provide essential municipal services to the citizens and businesses of Evans. As the city continues to grow, the forecasted demand for essential municipal services is not sustainable on a 3.536 mill budget, and it should not be expected that providing essential municipal services will get any cheaper in the future. The cost of labor resources, supplies and services, healthcare, and equipment will continue to increase as the purchasing power of our budget continues to decline.

Long Range Plan Implications of the Recommended Budget

The General Fund five-year long-range plan reflects operating revenues exceeding operational expenditures in 2026 only. Revenue estimates in subsequent years of 2027-2030 are not sufficient to pay for operational expenditures in the future years. The City utilizes conservative budgeting practices to ensure revenues are not overly reliant on volatile sources and is assuming only realistic and known levels of development to be completed over the time period. The City Council is aware of this forecast and is taking steps to pursue additional revenue sources to fill this gap.

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

(in thousands)	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Balance	\$23,932	\$9,184	\$9,192	\$8,899	\$7,941	\$6,589
Revenue	21,021	22,269	22,407	22,108	22,509	<u>\$22,991</u>
Expenditures	<u>(35,769)</u>	<u>(22,261)</u>	<u>(22,700)</u>	<u>(23,066)</u>	<u>(23,861)</u>	<u>-\$24,815</u>
Net Results	<u>-14,748</u>	<u>8</u>	<u>-293</u>	<u>-958</u>	<u>-1,352</u>	<u>-\$1,824</u>
Ending Fund Balance	\$9,184	\$9,192	\$8,899	\$7,941	\$6,589	\$4,766
Minimum Reserve	<u>\$6,750</u>	<u>\$7,250</u>	<u>\$7,000</u>	<u>\$7,100</u>	<u>\$7,300</u>	<u>\$7,600</u>
Available Funds	<u>\$2,434</u>	<u>\$1,942</u>	<u>\$1,899</u>	<u>\$841</u>	<u>-\$711</u>	<u>-\$2,834</u>

General Fund Reserves

Since 2018, the City Council has prioritized building reserves in the General Fund to combat uncertainty in the local economy. This was accomplished by increasing the reserve amount from 25% to either 40% or 50% depending on the economic factors impacting the annual budget between 2018 and 2024. The 2025 budget recognized the sacrifices of prior budget years had allowed for ample reserves, which was allocated toward addressing replacement of aging equipment and maintenance improvements, by reducing the reserves to 32%. City Council has identified the priority of maintaining that consistent percentage of reserve to ensure available resources are utilized in the City, without depleting the reserves to a level which cannot be rebuilt.

The reserves are identified for the following uses: economic downturn (which could include loss of major sales tax generator), natural disaster, and development or investment opportunities. The City Council is committed to annually reviewing this reserve level to adjust as necessary.

General Fund Reserve Policy Illustration	
2026 Projected Ending Fund Balance	\$ 9,192,056
Reserves identified for:	
Sudden economic downturn	4,250,000
Development/ investment opportunity, or natural disaster	3,000,000
Total identified reserves	7,250,000
Reserves as a % of 2025 projected operating expenditures	32%
Committed Future Projects:	
Dedicated revenue	213,856
Total Committed Funds	213,856
Available fund balance, in excess of reserves	\$ 1,728,200

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Key Capital Projects

The 2026 capital projects for each governmental and enterprise fund are summarized below:

2026 Capital Projects Summary			
SPECIAL REVENUE FUNDS			
Conservation Trust Fund		Street Impact Fund	
Annual Park Structure Repairs	\$ 75,000	37th St. Widening Ph 3 - Arrowhead to 65th	\$ 2,000,000
Annual Park Improvements	\$ 50,000	Total Street Impact Fund \$ 2,000,000	
Annual Park Furnishings	\$ 35,000		
Total Conservation Trust Fund	\$ 160,000		
CAPITAL PROJECTS FUNDS			
Streets Fund		Road Tax Fund	
37th St. Widening Ph 3 - Arrowhead to 65th	\$ 1,500,000	37th St. Widening Ph 3 - Arrowhead to 65th	\$ 2,121,000
Traffic Signal - 23rd Ave & 42nd St	\$ 525,000	Street Maintenance	\$ 1,700,000
Total CIP - Streets Fund	\$ 2,025,000	49th Street - reconstruction design	\$ 1,500,000
		Total Road Tax Fund	\$ 5,321,000
PROPRIETARY FUNDS			
Wastewater Fund		Water Fund	
Solids Handling and Dewatering	\$ 600,000	NISP Water Storage Project	\$ 1,261,949
State Street collection line replacement	\$ 2,000,000	Hwy 85 Waterline Replacement 37th - 39th	\$ 1,610,500
Wastewater Treatment plant expansion	\$ 4,000,000	Pawnee & Kiowa Valve Replacement	\$ 73,000
Annual Sewer Line Maintenance	\$ 100,000	Pumphouse renovations - various locations	\$ 600,000
CCTV van and system replacement	\$ 450,000	Ridge Non-potable System upgrade	\$ 175,000
Plant Structure Maint/replacement planning	\$ 325,000	Install missing hydrant valves (44th, 43rd, Latham)	\$ 100,000
Plant Equipment Maint/replacement planning	\$ 325,000	Water Efficiency & Drought Mgmt. plans update	\$ 100,000
Total Waste Water Fund	\$ 7,800,000	49th Street Ditch Crossing	\$ 600,000
		Cheyenne Dr. Waterline replacement	\$ 154,000
Storm Drainage Fund		SCADA Install - Various locations	\$ 146,000
Ridge at Prairie View Drainage Outfall	\$ 300,000	Total Water Fund	\$ 4,820,449
Storm Lines Jetting Trailer	\$ 130,000		
Total Storm Drainage Fund	\$ 430,000		
Total All Funds			\$ 22,556,449

Conclusion

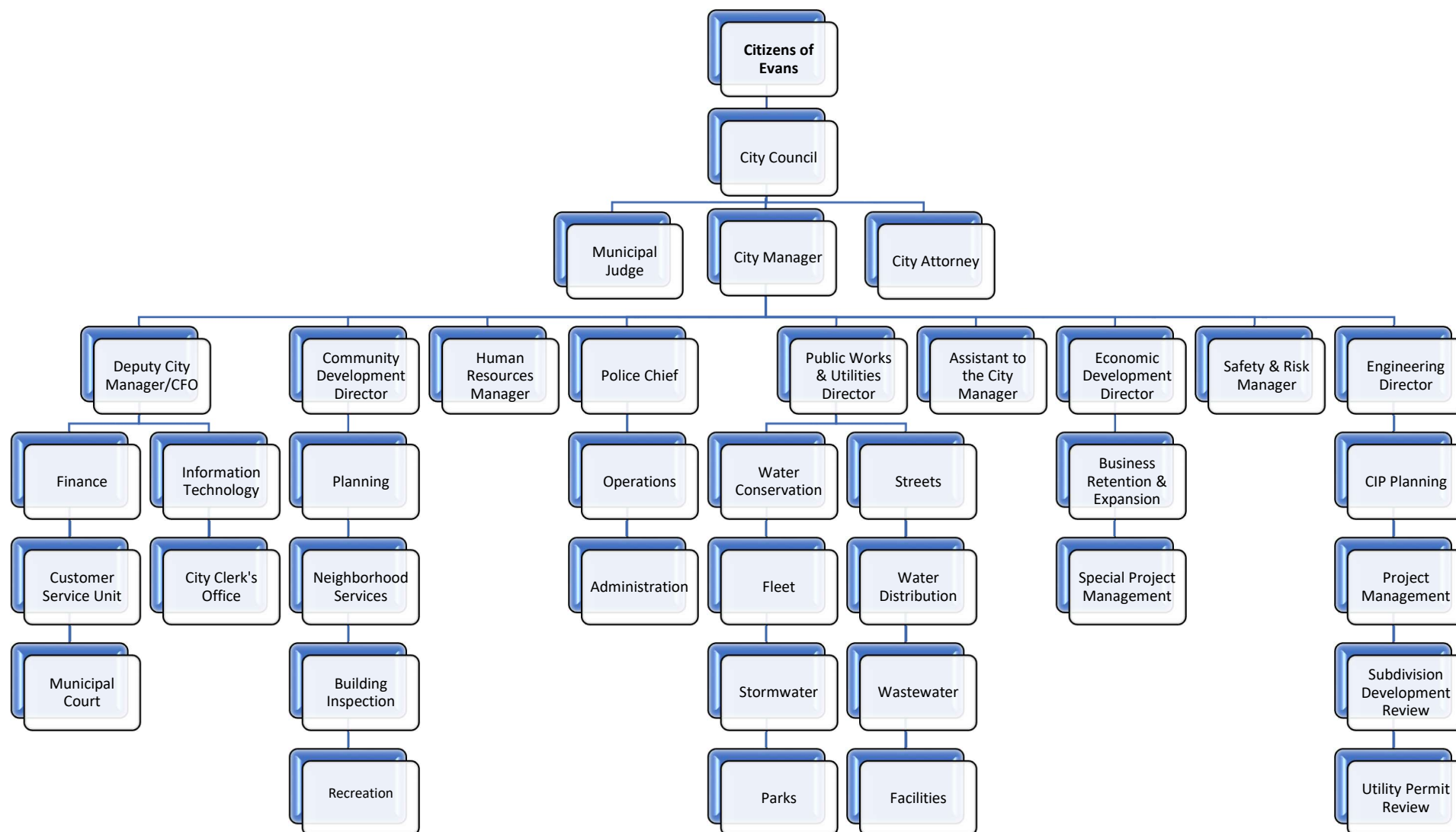
The last few years have introduced a transformation for Evans—the Evolution of Evans into the Community of Choice in Northern Colorado. A great deal of progress has been made to change the community’s trajectory with investments in major capital projects such as the reconstruction of 37th Street, rehabilitation of park space and playgrounds, construction of new park space and open trails, rehabilitation of public infrastructure such as Chappelow Pond and various drainage basins, the maintenance and rehabilitation of streets throughout the community, and investments in essential equipment. Continuing our efforts to improve the economic resiliency of Evans is paramount to introducing new opportunities to our community. Yet, doing so means acknowledging and taking a proactive stance to address the significant challenges before us. It means addressing deficient public facilities; it means planting the seeds that will benefit Evans in the future. Addressing the key challenges must happen to remove specific obstacles that will prevent future growth and resiliency.

Respectfully Submitted,

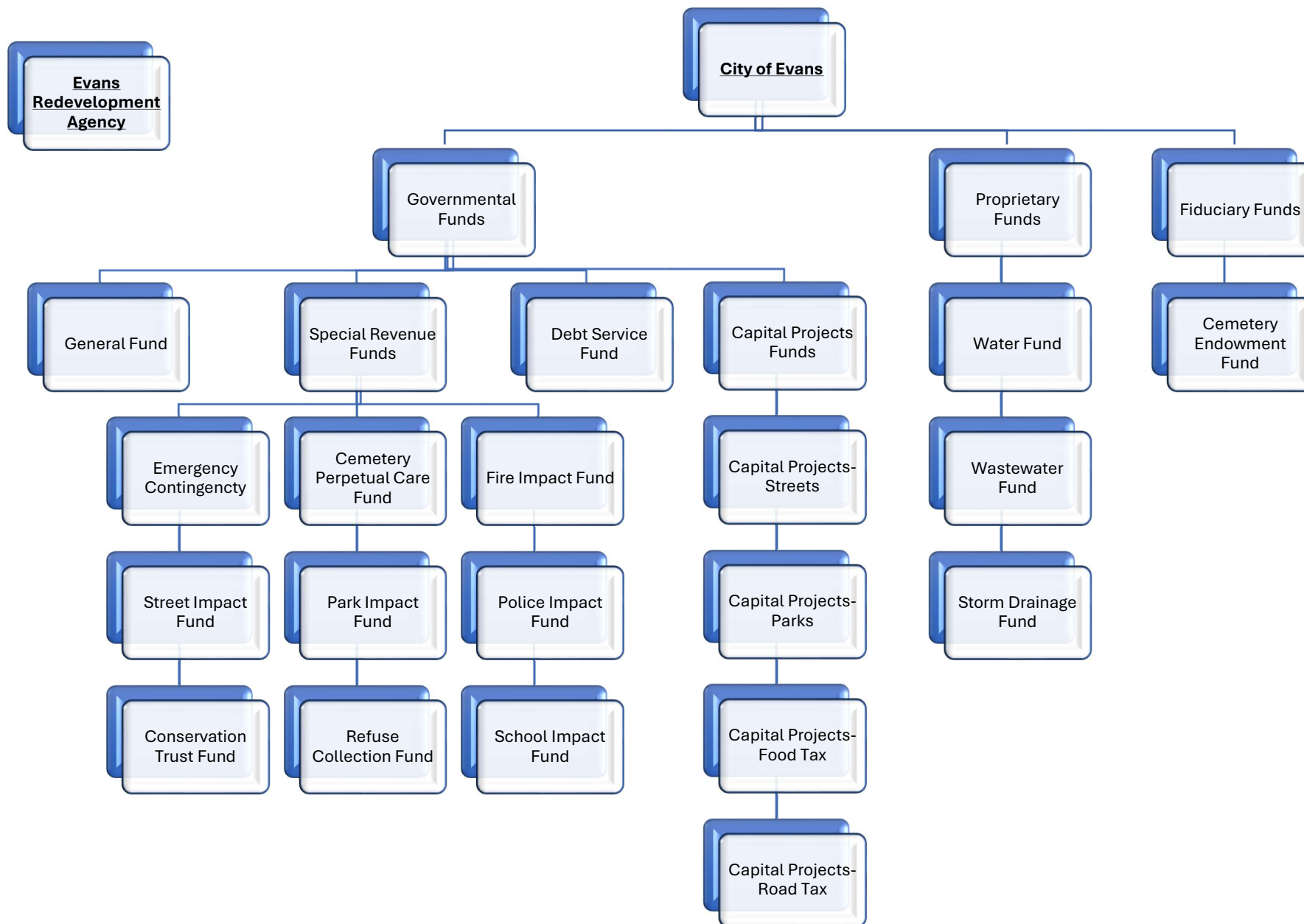
A handwritten signature in blue ink, appearing to read "Cody R. Sims".

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

Organizational Chart



Fund Structure



Accounting and Budgetary Basis

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

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

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



General Fund

General Government

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

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

City Council – The City Council serves as the legislative branch of local government, responsible for setting public policies, enacting ordinances, and adopting the city’s annual budget. Councilmembers represent the voice of the community, working to ensure transparent, accountable governance aligned with community needs and a unified vision. As public stewards, they collaborate with the City Manager to guide the strategic direction and future growth of the municipality.

- Collaboratively evaluates public policy issues and provides legislative direction that guides the city’s operations and future developments.
- Adopts the annual operating and capital budgets, ensuring fiscal responsibility and alignment with community priorities.
- Establishes long-term community goals and priorities, focusing on economic resiliency, infrastructure maintenance, community beautification, and collaborative partnerships.
- Continue to further Council priorities, as identified below:



Well-maintained
infrastructure with the
capacity to grow



Resilient local
economy



Safe and desirable
neighborhoods with
engaged residents



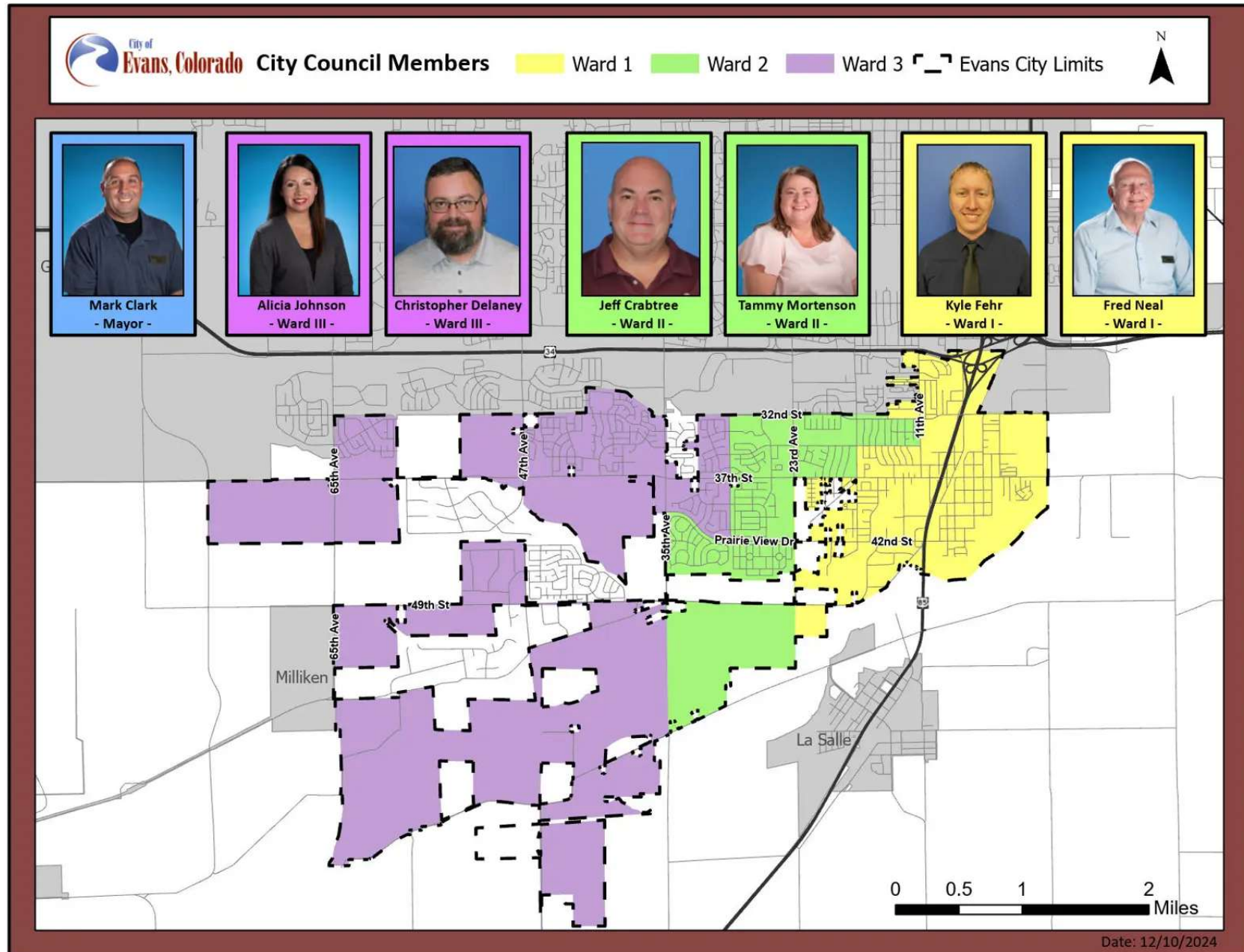
Fiscally responsible
government



Family-friendly,
attractive amenities



Responsive City
services



General Government

City Manager – The City Manager serves as the chief administrative officer of the city and is the head of the executive branch of local government. The City Manager is responsible for implementing public policies established by the City Council and overseeing the day-to-day operations. The City Manager exercises direct supervision over the directors of all city departments, is responsible for recommending the annual operating and capital budget to the City Council, and ensures the efficient delivery of public services. The City Manager bridges the strategic vision of the city council with practical, accountable execution across the organization. Primary responsibilities of the City Manager include:

- Manages the day-to-day operations of the city with a strong sense of purpose to achieve City Council priorities.
- Executes public policy decisions made by the City Council, including recommendation and implementation of the annual operating and capital budget.
- Establishes the vision for the city organization and empowers the team to implement a plan to achieve defined outcomes.
- Administers the personnel system with fairness to all and in a manner that stimulates high morale of the employees.



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

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

General Government

Accomplishments:

- Added two additional columbaria to the Evans Cemetery to prolong the option of columbarium niche inurnments.
- Evaluated the City's current agenda management software, PrimeGov, and successfully moved to eScribe software. Implementation was completed in January, 2025. City Council now receives their packets electronically through the eScribe portal and use the portal during Council meetings to Request to Speak and for Electronic Voting. The minutes feature records the electronic votes and includes them in the minutes for easier minute transcription.
- Implemented NextRequest as the City's CORA online portal. Implementation was completed in July, 2025.
- Worked with the NoCo Clerks Association to provide training opportunities to clerks in northern Colorado to assist them with obtaining their certification.
- Provided mentoring to clerks in Colorado who are new to the profession to assist them in their daily responsibilities and ensure they receive the training they need to be successful in their roles.

Initiatives and focus areas for 2026:

- Develop and utilize CitizenServe software to efficiently manage licensing through the City Clerk's Office.
- Continue to evaluate the City's agenda management software, make adjustments as needed, and continue to train appropriate staff on how to use it.
- Continue to evaluate the City's CORA Request management software, make adjustments as needed, and continue to train appropriate staff on how to use it.
- Continue to coordinate and assist with the review and revision to City Municipal Codes.
- Continue to establish the City's Record Management Program, continue to digitize new City records and move all electronic records over the new filing structure in Laserfiche.
- Conduct departmental trainings educating staff on what records they are responsible for and what those retention periods are as well as how to properly destroy records that are no longer required to be kept.
- Creating a public portal for records on the City's website.
- Lead a discussion with the Executive Team and City Council on the consideration of Action Minutes in conjunction with the launch of the eScribe agenda management software.
- Continue to provide mentoring to clerks in Colorado.
- Continue to work with IIMC and CMCA to provide training opportunities to clerks working toward their certification.

General Government

Operational Goals for 2026:

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
The Deputy Clerk will complete the three-year Colorado Institute for Municipal Clerks program, which can be applied toward the IIMC Certified Municipal Clerk designation.	N/A	Year 1 completed	Year 1 completed	Continue education and work toward gaining experience through participating on committees with CMCA and IIMC.

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Percentage of Colorado Open Records Act (CORA) requests processed in 3 business days or less, with no extenuating circumstances.	96%	100%	99%	100%



General Government

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

Accomplishments

- Implemented a comprehensive code update resulting from adoption of the 2024 Model Traffic Code.
- Successfully launched new court management software.

Initiatives and focus areas for 2026

- Continue to further case processing efficiencies to meet anticipated demands as a result of Police Department staffing.
- Continue to implement processes with the goal of improving court hearing attendance and case compliance and decreasing failures to appear or comply with court orders.
- Evaluate and implement process changes to take advantage of available efficiencies with new software tools.



Operational Goals for 2026

Goal #1- Identify comprehensive court compliance levels via enhanced software reporting with the goal of increasing compliance.

Measure	2024 Actual	2025 Estimate	2025 Estimate	2026 Target
Compliance reporting that includes pre- and post-court compliance.	Limited data through legacy software.	Limited data through legacy software.	Set up advanced reporting in new software.	Establish baseline compliance, determine steps for future improvement.

General Government

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

Accomplishments:

- Validated inactive and past due accounts to ensure receivables are properly reported.
- Completed monthly trash and recycling account verification to increase accuracy in billing.
- Reduced the number of past due utility accounts down from 2023 and 2024 levels.



Initiatives and focus areas for 2026:

- Coordinate with Waste Management to educate and communicate recycling and trash collection best practices, to reduce the number of monthly WM overage and contamination fees.
- In coordination with the water and operations departments, continue to improve processes related to maintenance and replacement of water meters to obtain the most accurate water usage data, ultimately supporting accurate utility billing.

Operational Goals for 2026:

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Number of past-due utility accounts.	725	580	585	500

Goal #2 – In coordination with the water and operations departments, continue to improve processes related to maintenance and replacement of water meters to obtain the most accurate water usage data.

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Number of estimating meters accounts.	350	400	400	300

General Government

Human Resources & Risk Management – The mission of the Human Resources and Risk Management Department is to champion a values-driven workforce by serving as a strategic partner to all City departments. We are committed to delivering high-quality support and solutions that advance the goals of the City and foster a positive, resilient organizational culture.

Accomplishments:

- To remain competitive in our local labor market, in collaboration with an external consultant, Human Resources facilitated a comprehensive compensation study of 110 position classifications which included 12 benchmark cities, developed updated salary classifications and grade ranges based on the data collected. Recommendations were also made for employee pay changes to be incorporated for the 2026 budget.
- HR/RM in collaboration with Employers Council, completed a successful update of the City's policy handbook, ensuring compliance with current laws, alignment with organizational values and improved clarity for employees.
- HR/RM coordinated an employee FMLA training for supervisors featuring employment attorney, Chuck Passaglia, to promote compliance, improve the administration of FMLA and enhance leave policies as part of our annual strategic initiative to support workforce development.
- Safety is a significant aspect of employee and community well-being. The Safety and Risk Management Division has held monthly safety meetings focusing on incident and injury prevention through training and awareness, investigated incidents and worked to implement corrective actions, responded to citizen claims promptly and overall supported mitigating the City's losses.
- HR/RM staff function as the liaison for two employee-led committees serving our workforce:
 - Employee Review Team (ERT)—a committee of eleven representatives that support staff through a robust wellness program, benefit renewal, and retirement package oversight.
 - Employee Recognition Committee (ERC)—a committee of six representatives that support staff by facilitating the *Exceptionally Evans* Employee Recognition Program.

General Government

Initiatives and focus areas for 2026:

- The Safety and Risk Management Division will continue to offer training opportunities, and a prescription safety eyewear program.
- HR in cooperation with the Employee Review Team and City Leadership will evaluate, plan, and modify the City's integrated health risk management strategy, including enhancing the City's comprehensive wellness program to improve employee health, well-being and safety as well as reduce insurance costs.
- Human Resources continues to seek strategies to refine our talent management initiatives. In 2026 HR will develop a recruitment and selection process sheet, outlining recruitment steps from open position to the final onboarding phase, that includes best practices for an effective and efficient process and will serve as a reference guide for new supervisors.
- The Safety and Risk Management Division will continue to update the City of Evans Emergency Operation Plan and participate in the Weld County Office of Emergency Management Hazard Mitigation Plan.
- The Safety and Risk Management Division will continue to work with City Departments and Divisions to ensure the City's compliance with all loss control standards stipulated in terms of coverage under the property/casualty and workers compensation policies.
- To ensure the City maintains compliance with the Americans with Disabilities Act (ADA), Safety and Risk Management will work to ensure that the City's ADA transition plan is updated and that a phased approach to remediating deficiencies is implemented.
- Our Human Resources Division will continue to work with staff to update the Talent Profile in ADP to include all employee certifications, licenses, and training.

Operational Goals for 2026:

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Recruitment - Days from candidate application until hire date excludes part-time and sworn officers	51 Days	45 Days	51 Days	45 Days
Retention – Annual employee attrition rate	23%	15%	12%	15%
Achieve 100% compliance with Workplace Respect & Active Violence Prevention training Citywide	100% All Staff	100% All Staff	100% All Staff	100% All Staff
Maintain Property & Casualty Insurance with the Colorado Intergovernmental Risk Sharing Agency (CIRSA) by adhering to the loss control standards and be audited annually	104	90	90	90

General Government

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

Accomplishments:

- Promoted the effective and efficient use of technology throughout the City.
- Developed and designed ever more efficient ways of providing organizational value through continuous technological improvements.
- Complete replacement of city website to new ADA/WCAG compliant host and service. Added AudioEye accessibility software and included A.I. based chatbot capabilities to improve and enhance citizen engagement.
- Provided technology support services for all IT assets and services throughout the City’s infrastructure.
- Successfully completed a thorough third-party cybersecurity audit and implemented recommended security changes throughout the environment.

Initiatives and focus areas for 2026:

- Continued expansion of the City’s GIS capabilities and available GIS services to better accommodate the City’s planned residential and commercial growth over the next several years.
- IT has used VMWare for server virtualization since 2014, however after Broadcom’s acquisition of the platform in late 2023 and negative changes to licensing and usage requirements that were made in 2024, IT staff began to investigate alternate solutions. Research and evaluation saw the IT Department select Scale Computing as our replacement technology in 2025. Q4 2025 into Q1 2026 will see staff installing Scale Computing servers and storage into the IT environment and migrating VMWare systems and data onto this completely new virtualization platform that will ultimately outperform VMWare, provide better management and support capabilities, and help reduce overall IT infrastructure costs.

Operational Goals for 2026:

Goal #1 – The department acquired a new GIS Administrator in November 2024 who focused on the update and restructure of crucial Public Works, infrastructure, and operational data sets. A new GIS Strategic Plan was developed for 2025 to address immediate short-term goals, better integrate GIS into City of Evans Departments, and improve the utilization of resources. The GIS Administrator developed a college internship program that employed both undergraduate and graduate level interns in 2025. These interns produced GIS products that are available to the public on the City of Evans website and provide benefit to both external and internal stakeholders.

General Government

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Continue seeking funding for GIS Internship Program.	N/A	N/A	"Graduate" the graduate level intern and develop 2nd undergraduate level intern to continue developing top level GIS products for City of Evans Departments.	Receive approval for increased program support for 2026 fiscal year.
Update crucial infrastructure data (Public Works Department)	Ongoing	Ongoing	Stormwater data redeployment and field collection update. Water distribution data redeployment and field collection update.	Redeploy and update at least 2 Public Works department's data, with complete overhaul of data schema, field work processes, and web map/app integrations.
Move critical data into ArcGIS Enterprise, and toward an industry standard level of data management.	Ongoing	Ongoing	IT Servers updated within the IT Department, a crucial step to data migration.	Data migration of non-critical data used while system is being tested for stability and suitability.

Goal #2 – The department will deploy a new hardware and software virtualization platform from Scale Computing to completely replace Broadcom's VMWare solution, deploy new network attached storage, and eliminate Veeam Backup & Disaster Recovery services through Otava. Consideration for this transition began after Broadcom acquired VMWare in late 2023 and significantly altered service and licensing requirements in 2024, with our investigation, research, solution review, and vendor selection occurring in 2025. The IT Department expects replacement hardware to arrive in September 2025, with deployment beginning shortly thereafter. Server and data migration is expected to complete by end of 2025, with ongoing fine-tuning and optimization occurring throughout Q1 2026. The new solution will also allow us to eliminate a costly third-party backup and disaster recovery solution that was necessary with VMWare, as Scale Computing has virtual server replication and recovery capabilities built in.



General Government

Measure	2023 Actual	2024 Target	2024 Estimate	2025 Target
Replace legacy VMWare installation and aging network storage hardware with a new, modern, better supported and less-costly server virtualization solution.	Broadcom's changes to enterprise licensing and support requirements coupled with expected cost increases saw IT personnel begin considering solution alternatives.	IT personnel determined that complete replacement of our server virtualization and aging on-premises network attached storage solution was necessary. Staff was directed to investigate and report back on viable alternatives.	Looked at various solutions and the Scale Computing solution rose to the top of consideration due to customer reviews, sales presentation, proposed cost decreases, and available support options. IT staff was sent to Scale Computing's 2025 annual conference to attend training sessions and one-on-one hands-on work with Scale employees. After approval of funding requests and purchase approvals, necessary hardware and licensing were purchased. Anticipated hardware arrival is September 2025, with deployment completion anticipated by end of 2025.	Ongoing VMWare migration, system fine-tuning and work with Scale Computing personnel is expected to continue throughout Q1 2026.
Shut down legacy VMWare virtualization systems and Veeam backup and disaster recovery services.	N/A	N/A	N/A	Shutdown of VMWare platform and services, as well as discontinuance of Veeam Backup & Disaster Recovery services is anticipated in Q2 2026. All data will be migrated to new Scale Computing solution prior to retirement of VMWare.
IT personnel training on new Scale Computing solution	N/A	N/A	N/A	Scale Computing solution purchase includes ongoing staff training on the platform to ensure transition success. Training for applicable IT staff will be ongoing throughout 2026.

General Government

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

Accomplishments:

- Implemented updated City of Evans Financial Policies reflecting the current business environment and updated procurement standards, as well as the vision, goals, and objectives of City Council.
- Assisted with implementation of court management software.
- Began working with City departments to design and implement City-wide internal control processes & procedures.
- Received 7th consecutive Distinguished Budget Award from the Government Finance Officers' Association for 2025.

Initiatives and focus areas for 2026:

- Continue to work with City departments to finish designing and implementing City-wide internal control processes & procedures.
- Work with City departments to complete an asset inventory.
- Train department staff on the reporting function of the Advantage budget software.
- Submit 2026 budget to GFOA for Distinguished Budget Award.

Operational Goals for 2026:

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
New Police Station – pre-bond issuance due diligence – completion percentage.	75%	100%	100%	Complete
New Police Station – receive bond rating and issue bonds – completion percentage.	N/A	100%	100%	Complete
Wastewater Treatment Plant Expansion – pre-bond issuance due diligence – completion percentage.	N/A	N/A	N/A	50%

General Government

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Create and receive approval of the internal audit policy – completion percentage.	0%	100%	25%	100%
Establish education needs within the department and complete necessary training – completion percentage.	75%	100%	100%	N/A
Number of internal audits completed for high-risk areas (p-card, cash drawers, AP vendors, procurement, payroll).	12	16	12	20
Number of internal audits completed for internal control assessment.	0	16	2	12



Community Development

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

Planning is responsible for three primary functions:

1. Facilitating and reviewing land development applications to ensure compliance with the City's land development code and related design standards.
2. Managing long-range and comprehensive planning efforts, including the City's community plan and neighborhood plans.
3. Regularly evaluating and updating the City's development code to ensure its effectiveness and alignment with community goals.

Building partners with contractors, businesses, and homeowners on new residential and commercial construction, as well as remodels, to ensure all work complies with adopted building codes and state and local regulations. Staff members review construction plans and perform inspections to verify code compliance and promote safe, quality development throughout the City of Evans.

Neighborhood Services enhances the appearance of the City and fosters community pride by enforcing City code related to weeds, trash, junk, inoperable or abandoned vehicles, and zoning violations. Beyond enforcement, the team actively supports and promotes neighborhood clean-ups and gatherings to build a stronger and more engaged community.

Accomplishments:

- Continued education with maintaining helpful guidance documents and consistent review of the City of Evans website to ensure useful information is provided related to our field.
- Offered many successful public engagement opportunities: Neighborhood Party Trailer, Community Impact Trailer, Let's Bike Day, Senior Lunch and Learn booths, and Heritage Day.
- Continued to administer the Yard of the Month program and the Beautifully Landscaped Business award program.
- Processed applications and refunds for the Evans Tree Assistance Program.
- Established the new in-house Building Division and transferred all services from the third-party consultant.
- Successfully implemented and transitioned to Citizenserve permitting software.
- Advertised, shared and demonstrated to customers our new deliverables and improved offerings of 100% in-house building services.
- Established standard operating procedures.
- Presented for adoption accessory dwelling unit ordinance for inclusion in the land development code.
- Presented for adoption various amendments to the land development code to improve efficiencies and effectiveness.
- Implemented a final inspection process.
- Completed and adopted an IGA with the Town of LaSelle establishing a Coordinated Planning Area.
- Implemented a new land development application submittal and referral system using Citizenserve platform.

Community Development

Initiatives and focus areas for 2026:

- Continue to review the Evans Municipal Code for possible improvements or redundancies and remove any conflicting information.
- Continue to improve code awareness via water bill inserts, social media, and in-person public engagement events.
- Improve communication between Neighborhood Services and all other divisions, including the Evans Police Department.
- Review procedures for all divisions annually and make changes, as necessary. Include stakeholder feedback.
- Continue working with Citizenserve to fine tune software improving staff and customer experience.
- Establish a kiosk in the lobby to aid access to Citizenserve.
- Complete a municipal code scrub and present changes to Council.
- Increase training and ICC certification for the team.
- Continue to review and update policies and standard operating procedures.
- Initiate a 5-year update of the City's Community Plan (comprehensive plan) upon completion of the City's strategic plan.
- Create a system and standard operating procedures for managing financial assurances.



Economic Development

Economic Development is dedicated to growing a strong and vibrant business community in Evans. We work to attract new businesses, support existing ones, and strengthen the local economy. Our efforts are guided by collaboration, strategic planning, and a commitment to meeting the needs of the community.

Initiatives and focus areas for 2026:

1. Business Attraction & Retention

- Continue targeted outreach to attract new retail opportunities.
- Support existing businesses through engagement, resources, and relationship-building.

2. Incentive Guidelines Implementation

- Launch updated incentive guidelines that promote responsible development and job creation.
- Develop and distribute accessible outreach materials to promote available incentives.

3. Weekly Business Attraction Focus

- Allocate weekly time and staff resources to connect with brokers, site selectors, and developers.

4. Broker Services RFP

- Issue a Request for Proposals (RFP) for real estate brokerage services to assist with marketing and strategy for city-owned properties.
- Select and onboard a broker partner by mid-2026.

5. Gateway/Entryway Signage Completion

- Complete installation of entry signage at Hwy 85 & 31st Street.
- Collaborate with Public Works and Planning to ensure consistent, citywide branding.



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



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

Patrol – the Department's most visible division is overseen by a Commander. Currently, five sergeants supervise 24/7/365 Patrol operations. There are also several Master Police Officers who assist in providing supervision to patrol and investigative personnel. In 2024, the police department serviced over 25,000 calls. Officers handle an array of issues in Evans, from traffic safety initiatives to responding to many calls for service. Evans police officers focus on problem identification and solutions in their districts rather than simply taking reports.

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

Public Safety

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

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

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

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

Office of Community Outreach – Teresa McClatchey, the Community Outreach Administrator, manages programs such as Neighborhood Watch, National Night Out, and the Citizens Police Academy and is the department liaison for the Colorado Special Olympics. The coordinator works tirelessly to form partnerships to improve our residents' quality of life and to continue making Evans a safe, desirable community while building partnerships to improve our residents' quality of life. Additionally, a School Resource Officer works closely with all six schools in Evans, ensuring campus safety, investigating crimes on school grounds, teaching law-related education, acting as a liaison between the school and police department while building trust with students and staff.



Public Safety

Accomplishments:

- Identified and hired a new Police Chief who is committed to enhancing the leadership and stability of the department while improving department morale, community confidence, modernizing policies and practices, building stronger community engagement, improving accountability and transparency, and aligning with city goals and priorities.
- The Evans Police Department is highly engaged in community activities to enrich the lives of Evans citizens. Partnering with community volunteers and local businesses, food, school supplies, and donated funds were distributed through multiple events during the year.
- The police K9 unit has been formed. K9 "Echo" is approaching the end of its training in narcotic detection and the tracking of illegal substances. Furthermore, a K9 patrol vehicle has been specially equipped for the K9 unit, and Echo has been provided with necessary gear. This enhancement to the department will demonstrate the unit's importance in improving both law enforcement and community safety.

Initiatives and focus areas for 2026:

- Complete the design phase of the new police station and begin construction in late 2025.
- Reorganization of the Police Department to improve efficiency and resource allocation, clarify roles and accountability, align with strategic goals, enhance community policing efforts, address staffing or workload imbalances, and strengthen leadership and supervision.
- Improved customer service by demonstrating professionalism in every contact, showing respect to all, acting with integrity, and serving with "dedication and excellence."



Public Works & Utilities

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

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

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

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

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

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

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

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

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

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

Public Works & Utilities

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

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

Accomplishments:

- Repaired all reported potholes - patching potholes is an essential part of our work to maintain safe and reliable roads for the traveling public.
- Mowed, weeded, and sprayed over 50-acres of City rights-of-way to help the traveling public's visibility when driving and keeping weeds and mosquitos under control.
- Printed over 1,200 new traffic signs at the City's new Sign Printing Shop, allowing the City to replace and maintain all signage in-house to ensure United States Department of Transportation, Colorado Department of Transportation, and Manual on Uniform Traffic Control Devices (MUTCD) requirements.
- Completed twenty-seven (27) pedestrian ramp replacements, four (4) ADA transition rollover curb and gutter replacements, and five (5) new ADA ramp installations in alignment with our ADA Replacement Plan.
- Completed Phase 2a of the 37th Street Widening Project including landscaping.
- Completed mill and overlay of 17th Avenue from 32nd Street to 37th Street.
- Completed mill and overlay of 23rd Avenue from 32nd Street to 37th Street.
- Completed full asphalt reconstruction of Prairie View Drive from 35th Avenue to 23rd Avenue.
- Completed construction of 23rd Avenue/34th Street Traffic Signal.
- Completed demolition of existing structures at the Evans Junction Property, located at the southwest corner of 31st Street and Highway 85.
- Completed grading and construction of infrastructure improvements at the Evans Junction Property, located at the southwest corner of 31st Street and Highway 85.
- Completed emergency road repairs and the installation of new stormwater culverts along 65th Avenue from storm damage.
- Completed emergency road repairs along 49th Street from storm damage.
- Completed emergency road repairs along 54th Street Road from storm damage.
- Completed pedestrian access control fencing near intersection of US-34 and 8th Avenue.
- Completed Pavement Condition Index Scanning for roadways and curb and gutter.
- Completed all-way stop control warrant analyses at 29th Avenue & Anchor Drive, Anchor Drive & Harbor Lane, and 32nd Street and Harbor Lane.

Public Works & Utilities

Initiatives and focus areas for 2026:

- Continue the citywide replacement of all traffic signage.
- Continue investment in employee training, personal protection equipment, and vehicle/equipment visibility.
- Redevelopment of Capital Improvement Plan (CIP) project prioritization.
- Complete construction of Phase 2b of the 37th Street Widening, including landscaping.
- Complete construction of Phase 3 of the 37th Street Widening.
- Complete construction of State Street Sanitary Sewer project.
- Complete construction of East Side Storm Sewer project.
- Improve resident satisfaction through timely communication and response to inquiries.
- Continue to cross-train staff to enhance adaptability to handle ever-changing needs.
- Evaluate and update engineering design and construction standards.
- Increase collaboration with other regional municipalities and organizations.



Operational Goals for 2026:

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Existing Traffic Sign Replacements	N/A	20%	10%*	20%

** The traffic sign shop produced a significant amount of signage and decals related to temporary construction warnings and barriers to improve employee safety that do not represent existing signage replacements.*

Public Works & Utilities

Goal #2 – Clear existing backlog and respond to 100% of online service requests within 45 days

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Online service* request responses within 45 days	N/A	100%	90%	100%

*the City switched from the QAlert system to Spiceworks in mid-2025. As such the measure was rebranded to more broadly reflect online service requests versus QAlert requests.

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
PCI score – Evans measures PCI on a bi-annual basis	67	68	68	68

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Percentage of Evans approximately 1,430 ADA-accessible ramps that are upgraded to excellent condition	3%	3%	2%	3%

Parks and Recreation

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

- Public facilities
- Recreation
- Senior Services
- Parks
- Cemetery Care
- Forestry Care

Public Facilities – Responsible for the management and operation of the Evans Community Complex and Riverside Library and Cultural Center, including oversight of public rentals, concessions, and general facility use.

Recreation – Includes the planning and administration of youth and adult recreation programs, community events, and front desk operations at the recreation center.

Senior Services – Coordinates programs, trips, and meals for adults ages 50+ at the Evans Senior Center.



Parks and Recreation

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

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

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

Accomplishments:

- Installed new boiler in ECC.
- Replaced carpet in administrative area of ECC.
- Remodeled new space for human resources department in ECC.
- Remodeled new space for engineering at First Street building.
- Remodeled new office at Operations building.
- Repaired cooler/freezer in the multi-purpose room at ECC.
- Officially convened the Parks and Recreation Advisory Board with regular meetings.
- Completed the Recreation Needs Assessment to guide future planning.
- Established the Evans Parks and Recreation Advisory Board.
- Hosted the 30th Annual Golf Tournament with strong sponsorship support.
- Held multiple community events, including Dinner & a Movie nights, Easter Eggstravaganza, Trick or Treat Trail, Holiday Lighting, and the community favorite, Evans Heritage Day.
- Introduced new senior day trips and fitness offerings.
- Strengthened partnerships to offer affordable and new youth sports options.
- Completed design-build project for Arrowhead Open Space Park.
- Completed design-build project for Hunters Reserve Park.
- Completed Ridge Park Playground Equipment Replacement Project.
- Completed Renaissance Park Playground Equipment Replacement Project.
- Completed Evans Ditch Trail segment between 11th Avenue South and East to 42nd Street.
- Completed Evans Parks Drainage Improvements ARPA Projects at South Driftwood Park, North Driftwood Park, Prairie View Park, and Dante Park.
- Created the Parks and Recreation Advisory Board.
- Reorganized Parks Division within Public Works & Utilities Department under the Field Services umbrella to more efficiently manage City field operations.

Parks and Recreation

Initiatives and focus areas for 2026:

- Prepare a facilities master plan.
- Assist in the remodel of the police department area at ECC.
- Remodel locker rooms at the Recreation Center
- Expand teen and 50+ programs based on assessment results.
- Introduce new and maintain free annual offerings and community events.
- Build new and deepen existing partnerships to expand program access and reach.
- Rehabilitate and modernize park and open-space irrigation system and controls.
- Increase service level associated with parks, trails, and open-space maintenance.
- Complete Riverside Park 42nd Street entryway aesthetic improvements.
- Complete Riverside Park 37th Street entryway parking lot aesthetic improvements.
- Complete roadway improvements at Evans Cemetery.



General Fund Long Range Financial Plan

City of Evans General Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	18,554,864	23,071,028	23,932,169	23,932,169	23,932,169	9,183,893	9,192,056	8,899,299	7,941,229	6,589,301
Revenues:										
Sales Tax	11,448,718	11,651,023	11,559,993	11,559,993	11,559,993	11,887,305	12,125,051	12,367,552	12,614,903	12,867,201
Property Tax	843,572	1,023,833	938,762	938,762	938,762	953,206	901,328	919,354	937,741	956,496
Other Taxes	2,503,608	2,658,223	1,823,984	1,823,984	1,101,527	1,545,175	1,486,324	1,488,514	1,490,798	1,520,614
License & Permits	1,406,817	2,003,105	1,488,362	1,488,362	1,488,362	1,532,790	1,539,027	1,556,965	1,575,273	1,606,779
Intergovernmental	1,983,549	2,385,549	1,967,000	2,579,065	2,579,065	1,966,610	2,012,558	2,059,885	2,108,632	2,150,804
Charges for Services	432,682	374,516	429,300	429,300	429,300	376,200	405,060	406,624	424,821	433,318
Fines & Forfeitures	452,177	353,294	534,480	534,480	534,480	377,000	388,910	401,207	413,905	422,183
Miscellaneous	2,251,056	4,574,997	784,000	784,000	784,000	786,500	771,000	771,000	771,000	786,420
ARPA Revenue	1,673,737	1,587,250	-	-	-	-	-	-	-	-
Total revenues	22,995,916	26,611,789	19,525,881	20,137,946	19,415,490	19,424,786	19,629,257	19,971,101	20,337,073	20,743,815
Transfers In	1,281,782	1,439,884	1,605,396	1,605,396	1,605,396	2,844,393	2,778,079	2,137,094	2,171,567	2,247,571
Total Available Funds	24,277,698	28,051,673	21,131,277	21,743,342	21,020,886	22,269,179	22,407,336	22,108,195	22,508,640	22,991,386
Expenditures:										
General Government Personnel	3,198,179	2,950,129	3,242,656	3,242,656	3,242,656	3,364,745	3,499,335	3,639,309	3,784,881	3,936,276
General Government Operations	2,558,732	2,621,815	2,759,683	2,815,683	2,815,683	2,859,622	2,916,814	2,975,151	3,034,654	3,156,040
General Government	5,756,911	5,571,944	6,002,339	6,058,339	6,058,339	6,224,367	6,416,150	6,614,459	6,819,535	7,092,316
Community Development Personnel	698,249	833,044	1,322,139	1,322,139	1,322,139	1,323,003	1,375,923	1,430,960	1,488,198	1,547,726
Community Development Operations	419,492	876,289	234,350	234,350	234,350	199,376	203,364	207,431	211,579	220,043
Community Development	1,117,741	1,709,332	1,556,489	1,556,489	1,556,489	1,522,379	1,579,286	1,638,390	1,699,777	1,767,769

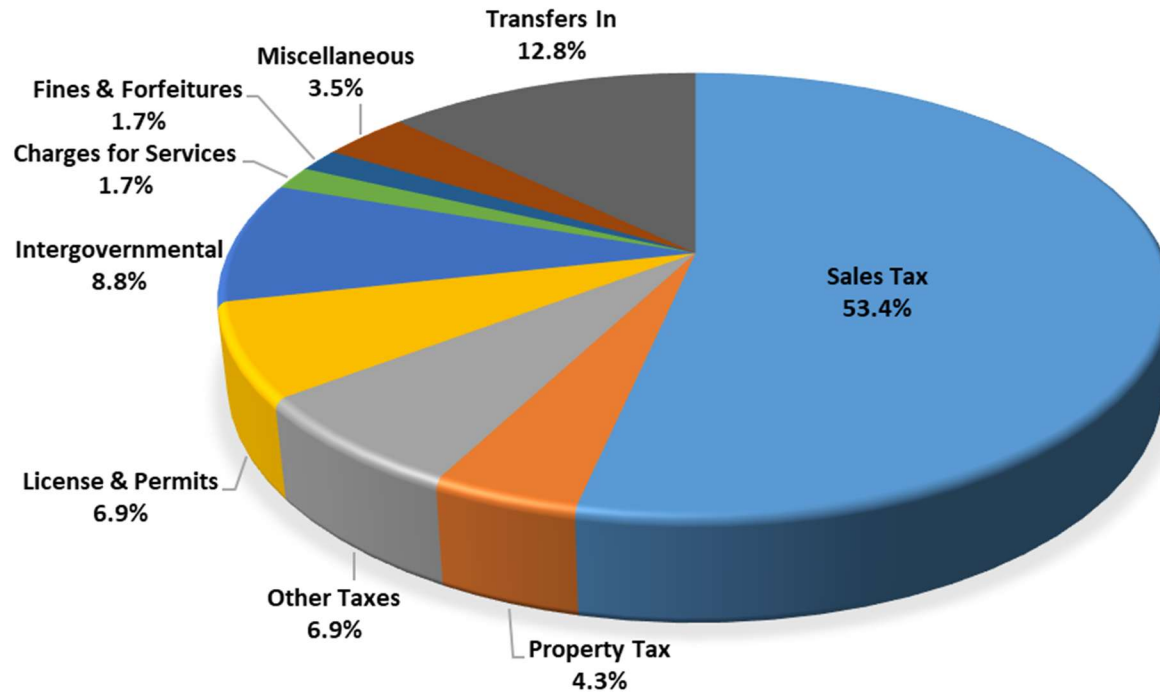
General Fund Long Range Financial Plan

City of Evans General Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Public Safety Personnel	5,444,945	6,222,641	6,209,154	6,209,154	6,209,154	6,622,849	6,887,763	7,163,273	7,449,804	7,747,796
Public Safety Operations	1,253,301	1,282,797	1,434,828	1,573,328	1,573,328	1,345,448	1,372,357	1,399,804	1,427,800	1,484,912
Public Safety	6,698,246	7,505,438	7,643,982	7,782,482	7,782,482	7,968,296	8,260,119	8,563,077	8,877,604	9,232,708
Public Works Personnel	905,952	1,211,142	1,647,276	1,647,276	1,647,276	2,157,540	2,243,842	2,333,595	2,426,939	2,524,017
Public Works Operations	805,794	1,025,555	1,252,120	1,397,395	1,397,395	1,242,996	1,267,856	1,293,213	1,319,077	1,371,840
Public Works	1,711,746	2,236,697	2,899,396	3,044,671	3,044,671	3,400,536	3,511,698	3,626,809	3,746,017	3,895,857
Culture, Parks and Recreation Personnel	1,076,034	1,780,711	2,063,141	2,063,141	2,063,141	1,924,668	2,001,654	2,081,721	2,164,989	2,251,589
Culture, Parks and Recreation Operations	439,690	395,171	543,100	558,100	558,100	520,770	531,185	541,809	552,645	574,751
Culture, Parks & Rec	1,515,723	2,175,882	2,606,241	2,621,241	2,621,241	2,445,438	2,532,840	2,623,530	2,717,635	2,826,340
IGA - Fire Services	200,000	200,000	200,000	200,000	200,000	200,000	-	-	-	-
Asset Management	379,252	461,066	153,829	1,368,335	1,368,335	500,000	400,000	-	-	-
Transfer for pavement management	1,320,000	600,000	-	-	-	-	-	-	-	-
Total operating expenditures	18,699,618	20,460,360	21,062,276	22,631,557	22,631,557	22,261,016	22,700,093	23,066,265	23,860,567	24,814,990
Net Results of Operations	5,578,079	7,591,313	69,001	(888,215)	(1,610,671)	8,163	(292,757)	(958,070)	(1,351,928)	(1,823,604)
Capital Improvements	718,792	3,212,489	6,088,640	9,967,187	9,967,187	-	-	-	-	-
Transfers Out (To other City Funds)	-	1,587,250	-	-	-	-	-	-	-	-
Planned use of fund balance for police station project	151,505	1,930,433	-	3,170,417	3,170,417	-	-	-	-	-
Planned use of fund balance for playground replacements	90,440	-	-	-	-	-	-	-	-	-
Planned use of fund balance for Highway 85 landscaping	101,179	-	-	-	-	-	-	-	-	-
Net Results, including transfers and use of fund balance	4,516,163	861,141	(6,019,639)	(14,025,819)	(14,748,275)	8,163	(292,757)	(958,070)	(1,351,928)	(1,823,604)
Ending Fund Balance	23,071,028	23,932,169	17,912,530	9,906,350	9,183,893	9,192,056	8,899,299	7,941,229	6,589,301	4,765,698
CT	23,071,028	23,932,168								
Minimum Target Reserve	8,490,032	7,479,847	6,750,000	6,750,000	6,750,000	7,250,000	7,000,000	7,100,000	7,300,000	7,600,000
Minimum Target Reserve as a %						32%	31%	31%	32%	32%
Available Funds	14,580,996	16,452,321	11,162,530	3,156,350	2,433,893	1,942,056	1,899,299	841,229	(710,699)	(2,834,302)

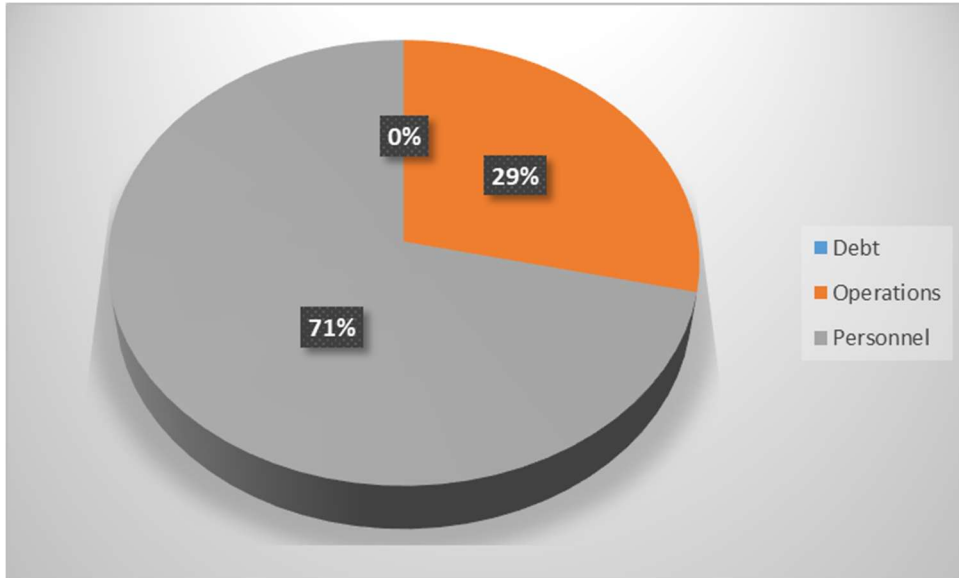
General Fund Revenue Summary – Fiscal Year 2026

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

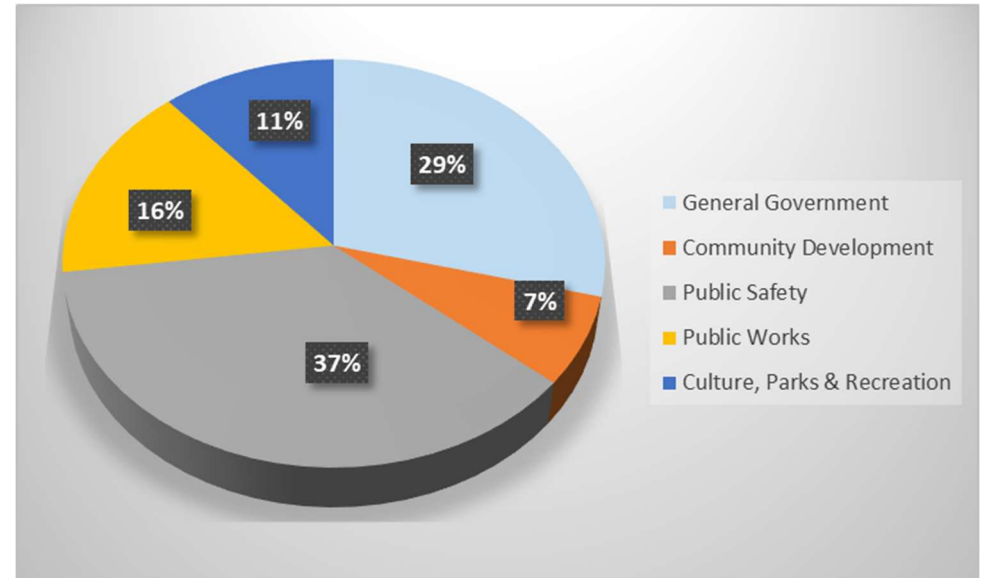


Source	Revenue	Percentage
Sales Tax	\$ 11,887,305	53.4%
Property Tax	953,206	4.3%
Other Taxes	1,545,175	6.9%
License & Permits	1,532,790	6.9%
Intergovernmental	1,966,610	8.8%
Charges for Services	376,200	1.7%
Fines & Forfeitures	377,000	1.7%
Miscellaneous	786,500	3.5%
Transfers In	2,844,393	12.8%
Total Revenue	\$ 22,269,179	100.0%

Expenditures by Category



Expenditures by Type



Enterprise Funds

Water Fund

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

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

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

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

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

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

Accomplishments:

- City residents have the opportunity to participate in the following programs: Slow the Flow, Garden in a Box, Landscape Conversion, Showerhead Exchange, Fixture Replacement, and Rebates.
- Completed emergency repairs on the Evans Ditch in-between 54th Street Road and Compo Road.
- Re-established Evans Ditch access roads and gated security.
- Completion of Evans Ditch head gate automation project.
- Completed upsizing of water line along South Service Road near the intersection of US-35 and 37th Street.
- Completed Water Resources Economics Master Planning Efforts.
- Started updating of bulk water sales hydrant meter equipment and tracking.

Water Fund

Initiatives and focus areas for 2026:

- Continue to add non-potable valves in accessible locations and larger blow-offs where needed.
- Continue pump station maintenance including cleaning of wet wells and inspection of pump impellers.
- Continue to collect data and add assets to GIS database with historical information on individual assets.
- Develop Evans Ditch maintenance and capital improvement project plan.
- Update Water Master Plan.
- Complete Municipal Water Efficiency Plan.
- Complete Municipal Water Drought Plan.
- Continue work related to developing Standard Operating Procedures (SOP), Delegation of Authority Manual, and Flushing Program as mandated by CDPHE.
- Continue rollout of work order process to track inventory, valve exercising, hydrant maintenance, flushing sequence, and dedicated time/manpower.



Water Fund

Operational Goals for 2026:

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Annual valve exercising	N/A	20%	20%	30%

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Annual hydrant flushing	N/A	20%	20%	30%

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Backflow prevention device testing and certification	N/A	100%	100%	100%

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

Measure	2024 Actual	2025 Target	2025 Actual	2026 Target
Water conservation programs offered.	4	5	6	6

Water Fund Long Range Financial Plan

City of Evans Water Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
<u>Operating Revenues</u>									
Base Rate (base, np, penalty, misc)	3,146,908	3,416,110	3,579,298	3,579,298	3,777,798	3,857,826	3,938,715	4,020,492	4,103,183
Variable Rate	3,992,114	4,550,258	4,822,430	4,822,430	5,015,327	5,115,634	5,217,947	5,322,305	5,428,752
Interest Income	137,002	63,087	39,834	39,834	47,200	47,672	48,148	48,630	49,116
Total Operating Revenues	7,276,024	8,029,455	8,441,562	8,441,562	8,840,324	9,021,131	9,204,810	9,391,427	9,581,051
<u>Operating Expenses</u>									
Fixed costs	1,643,494	1,826,533	2,291,699	2,291,699	2,819,107	2,870,942	2,923,746	2,977,537	2,067,194
Variable costs (water treatment)	4,113,427	4,981,943	5,200,725	5,200,725	5,194,153	5,298,036	5,403,997	5,512,077	5,622,318
Total Operating Expenses	5,756,921	6,808,476	7,492,425	7,492,425	8,013,260	8,168,978	8,327,743	8,489,614	7,689,513
Net Revenues over (under) expenses	1,519,103	1,220,979	949,138	949,138	827,065	852,153	877,067	901,814	1,891,538
Transfer for Major Maint (w AMP)	1,513,818	87,525	188,500	188,500	445,000	50,000	50,000	50,000	50,000
Transfer for Water Conservation	-	37,639	104,000	104,000	104,000	104,000	104,000	104,000	104,000
Net Operations after Transfers	5,285	1,095,815	656,638	656,638	278,065	698,153	723,067	747,814	1,737,538
Running Cash Balance	1,143,149	2,238,965	2,895,602	2,895,602	3,173,667	3,871,820	4,594,888	5,342,701	7,080,240
Target Operating Reserve - 3 months	1,060,776	1,680,238	1,825,981	1,825,981	1,892,065	2,029,745	2,069,436	2,109,903	1,909,878
Available Funds	82,373	558,727	1,069,621	1,069,621	1,281,602	1,842,076	2,525,452	3,232,798	5,170,362
<u>Water Rights Revenues</u>									
Payment in Lieu & Water Rights Lease/ Sale	-	1,648	20,000	20,000	20,000	20,000	20,000	20,000	20,000
<u>Water Rights Expenses</u>									
Water Right Acquisition	75,250	35,400	-	-	-	-	-	-	-
Annual Net	(75,250)	(33,752)	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Running Balance	(2,909,661)	(2,943,413)	(2,923,413)	(2,923,413)	(2,903,413)	(2,883,413)	(2,863,413)	(2,843,413)	(2,823,413)
<u>System Maintenance & Expansion Revenue</u>									
Tap Fee Revenue	868,399	1,763,382	1,229,720	1,229,720	675,760	675,760	675,760	675,760	675,760
Water Meter Sales	59,872	137,891	130,062	130,062	79,420	79,420	79,420	79,420	79,420
Grant Revenue	-	-	-	-	-	-	-	-	-
Interest Income/ Other Revenue	-	122,464	77,326	77,326	91,623	92,539	93,464	94,399	95,343
Transfer for Major Maint (w AMP)	1,513,818	87,525	188,500	188,500	445,000	50,000	50,000	50,000	50,000
Transfer for Water Conservation	-	37,639	104,000	104,000	104,000	104,000	104,000	104,000	104,000
Loan Proceeds for NISP	-	-	-	-	-	1,299,807	1,338,801	1,378,965	1,420,334
Total System Expansion Revenue	2,442,089	2,148,901	1,729,608	1,729,608	1,395,803	2,301,526	2,341,445	2,382,544	2,424,857

Water Fund Long Range Financial Plan

City of Evans Water Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
<u>System Maintenance & Expansion Expenses</u>									
Capital Outlay	1,082,764	1,107,451	3,059,193	4,128,335	4,820,449	1,899,807	1,938,801	2,028,965	2,070,334
Major Maintenance & AMP	49,916	87,525	188,500	209,689	445,000	50,000	50,000	50,000	50,000
Water Conservation Projects	34,267	37,639	104,000	104,000	104,000	104,000	104,000	104,000	104,000
Misc Expenses	-	76,672	200,000	200,000	242,010	242,010	242,010	242,010	242,010
Total Expenses	1,166,947	1,309,287	3,551,693	4,642,024	5,611,459	2,295,817	2,334,811	2,424,975	2,466,344
Annual Net	1,275,142	839,614	(1,822,085)	(2,912,416)	(4,215,656)	5,709	6,634	(42,431)	(41,487)
Running Balance	7,357,817	8,197,431	6,375,346	5,285,015	1,069,359	1,075,068	1,081,702	1,039,271	997,784
Total Water Fund Revenue	8,204,295	10,054,840	9,898,670	9,898,670	9,707,127	11,188,657	11,412,255	11,639,971	11,871,908
Total Water Fund Expenses	6,999,118	8,153,163	11,044,117	12,134,448	13,624,718	10,464,795	10,662,554	10,914,589	10,155,857
CT	-	-	-	-	-	-	-	-	-
Changes in Working Capital	(10,290)	268,168	-	-	-	-	-	-	-
Total Water Fund Cash Balance	7,007,041	9,176,886	8,031,439	6,941,108	3,023,516	3,747,379	4,497,080	5,222,463	6,938,514
Fund Balance Reserve Breakout									
Operating Reserve	1,060,776	1,680,238	1,825,981	1,825,981	1,892,065	2,029,745	2,069,436	2,109,903	1,909,878
Greeley System Expansion	3,493,644	4,934,649	4,328,996	4,758,540	1,131,452	1,717,634	-	223,001	446,002
NISP Participation	-	-	-	-	-	-	-	-	-
Available Fund Balance	2,452,621	2,561,999	1,876,461	356,586	-	-	2,427,644	2,889,559	4,582,634

Water Fund Long Range Financial Plan

Water Fund

Expense Summary

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
<u>Operating Revenues</u>									
Base Rate (base, np, penalty, misc)	\$3,146,908	\$3,416,110	\$3,579,298	\$3,579,298	\$3,777,798	\$3,857,826	\$3,938,715	\$4,020,492	\$4,103,183
<u>Base Major Maintenance Calculator</u>									
Administrative GF OH	442,107	498,910	631,011	631,011	909,339	922,979	936,823	950,876	-
Water Fund Payroll, Supplies & Services	1,045,396	1,327,623	1,660,689	1,660,689	1,909,768	1,947,963	1,986,923	2,026,661	2,067,194
AMP	-	-	-	-	-	-	-	-	-
Debt - CWPA 2013 Radio Loan	155,991	-	-	-	-	-	-	-	-
Major Maintenance Projection	1,503,414	1,551,938	1,287,598	1,287,598	563,691	986,884	1,014,969	1,042,955	2,035,989
Total Base Rate	3,146,908	3,378,471	3,579,298	3,579,298	3,382,798	3,857,826	3,938,715	4,020,492	4,103,183
<u>Major Maintenance and AMP in Fixed Costs</u>									
Asset Management Plan	10,403	40,000	138,500	138,500	395,000	-	-	-	-
Major Maintenance Projects:	1,463,902	-	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-	-
Line Work	39,513	47,525	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total In Fixed Costs	1,513,818	87,525	188,500	188,500	445,000	50,000	50,000	50,000	50,000

Water Fund Long Range Financial Plan

Capital Expenditures

2023-2030 Capital Improvement Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	Future Projects
NISP Water Storage Project	693,480	819,000	1,225,193	1,225,193	1,261,949	1,299,807	1,338,801	1,378,965	1,420,334	23,137,500
Evans Ditch Measurement Structure Upgrades	-	-	-	65,541	-	-	-	-	-	-
Water line replacements design	26,056	978	219,000	219,000	-	-	-	-	-	-
Highway 85 Waterline Replacement - 31st to 35th	-	-	-	-	-	-	-	-	-	2,128,000
Highway 85 Waterline Replacement - 37th to 39th	-	-	-	-	1,610,500	-	-	-	-	-
37th Street - Phase 1 Widening	281,824	-	-	-	-	-	-	-	-	-
37th Street - Phase 2 Widening	-	-	180,000	180,000	-	-	-	-	-	-
37th Street - Phase 3 Widening	-	-	909,000	1,091,176	-	-	-	-	-	-
Pawnee & Kiowa Valve Replacement	-	-	6,000	6,000	73,000	-	-	-	-	-
Cheyenne Drive Waterline Replacement - Kiowa to Pawnee	-	-	13,000	13,000	154,000	-	-	-	-	-
State Farm Waterline Replacement	-	-	-	399,000	-	-	-	-	-	-
Lead and Copper Inventory	-	27,575	-	72,425	-	-	-	-	-	-
Utility potholing/ vacuum trailer	-	238,616	-	-	-	-	-	-	-	-
SCADA installation- various locations	-	-	12,000	12,000	146,000	-	-	-	-	-
Pumphouse renovations, various locations	-	-	-	-	600,000	600,000	600,000	650,000	650,000	1,300,000
Water Rate Study	81,404	21,283	-	-	-	-	-	-	-	-
Neville's Crossing Backflow replacement	-	-	35,000	35,000	-	-	-	-	-	-
Fire Hydrant replacements	-	-	30,000	80,000	-	-	-	-	-	-
Headgate repairs	-	-	90,000	90,000	-	-	-	-	-	-
Wheeled excavator	-	-	340,000	340,000	-	-	-	-	-	-
Water economic study	-	-	-	150,000	-	-	-	-	-	-
Water master plan	-	-	-	150,000	-	-	-	-	-	-
Install strategic isolation valves and blow offs to the Ridge non-pot system	-	-	-	-	175,000	-	-	-	-	-
Install missing firehydrant valves in Industrial area (44th, 43rd, Latham)	-	-	-	-	100,000	-	-	-	-	-
Water efficiency plan and drought management plan update	-	-	-	-	100,000	-	-	-	-	-
49th Street Ditch Crossing	-	-	-	-	600,000	-	-	-	-	-
Bulk water fill station installation	-	-	-	-	-	-	-	-	-	300,000
34th St. Waterline Replacement - 23rd Ave. to 17th Ave	-	-	-	-	-	-	-	-	-	468,000
Pleasant Acres Waterline Replacement - 32nd to 11th	-	-	-	-	-	-	-	-	-	937,000
37th Street - Phase 4 Widening	-	-	-	-	-	-	-	-	-	1,000,000
West Service Road (37th to 39th)	-	-	-	-	-	-	-	-	-	200,000
Dos Rios & Chappelow Schools	-	-	-	-	-	-	-	-	-	850,000

Water Fund Long Range Financial Plan

Capital Expenditures

2023-2030 Capital Improvement Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	Future Projects
Whitney Way - Crossing 37th St	-	-	-	-	-	-	-	-	-	30,000
West Service Rd. - 31st St. to 35th St.	-	-	-	-	-	-	-	-	-	400,000
Brantner Rd & Ind Pkwy 43rd to 44th St	-	-	-	-	-	-	-	-	-	670,000
17th Avenue Replacement (42nd Street to 37th St)	-	-	-	-	-	-	-	-	-	1,200,000
42nd Street (35th to Eagles Nest Drive)	-	-	-	-	-	-	-	-	-	560,000
Central Street (37th St to 42nd St)	-	-	-	-	-	-	-	-	-	710,000
Glendale Drive (St Farm Rd to St Farm Rd)	-	-	-	-	-	-	-	-	-	490,000
23rd Ave - 37th to 42nd St.	-	-	-	-	-	-	-	-	-	390,000
35th St - Empire to Trinidad	-	-	-	-	-	-	-	-	-	200,000
US 85 WSR (35th St to 31st St), 8th Ave, Southgate North	-	-	-	-	-	-	-	-	-	785,000
36th St. - 11th Ave. to Idaho	-	-	-	-	-	-	-	-	-	100,000
37th St. - 17th Ave. to Latham	-	-	-	-	-	-	-	-	-	45,000
37th St. - 23rd Ave. to 17th Ave.	-	-	-	-	-	-	-	-	-	580,000
Boulder St - 36th St. to 37th St.	-	-	-	-	-	-	-	-	-	65,000
Denver St. - 36th St. to State St.	-	-	-	-	-	-	-	-	-	120,000
Denver St. - 39th St. to 40th St.	-	-	-	-	-	-	-	-	-	65,000
Empire St. - 33rd St to 35th St.	-	-	-	-	-	-	-	-	-	117,000
Larson Ave. - 41st. St. to 42nd St.	-	-	-	-	-	-	-	-	-	90,000
Montrose St. - 34th St. to 37th St.	-	-	-	-	-	-	-	-	-	170,000
Pleasant Acres Dr. - 32nd St. to 11th Ave.	-	-	-	-	-	-	-	-	-	260,000
Southgate Dr. - Denver to 31st St.	-	-	-	-	-	-	-	-	-	230,000
State St. - 33rd St. to 35th St.	-	-	-	-	-	-	-	-	-	80,000
North-South Split Adjustment Structure	-	-	-	-	-	-	-	-	-	75,000
31st St. & Empire Measurement Facility	-	-	-	-	-	-	-	-	-	30,000
17th Ave. Sediment Removal Basin	-	-	-	-	-	-	-	-	-	10,000
37th St Sediment Removal Basin	-	-	-	-	-	-	-	-	-	10,000
Central Ave. Pipe - 40th St to 39th St.	-	-	-	-	-	-	-	-	-	20,000
Idaho St. Pipe - 42nd St. to 40th St.	-	-	-	-	-	-	-	-	-	25,000
Golden St. Pipe - 40th St. to 37th St	-	-	-	-	-	-	-	-	-	25,000
37th St. to 11th Ave. Lining	-	-	-	-	-	-	-	-	-	75,000
11th Ave. to 36th St. Lining	-	-	-	-	-	-	-	-	-	75,000
17th Ave. to 42nd St. Lining	-	-	-	-	-	-	-	-	-	75,000
Evans WWTF Lining	-	-	-	-	-	-	-	-	-	125,000
Sunset Dr- 30th St to 31st St	-	-	-	-	-	-	-	-	-	290,000
35th St Pipe- Empire to Trinidad	-	-	-	-	-	-	-	-	-	30,000
Non-Potable/ ditch maintenance	-	-	-	-	-	-	-	-	-	450,000
36th St (11th Ave to Idaho St), Denver St, Boulder St, Idaho St.	-	-	-	-	-	-	-	-	-	512,000
Empire St (35th St to 32nd St), 35th St, State St	-	-	-	-	-	-	-	-	-	691,000
Crescent Cove Apartments	-	-	-	-	-	-	-	-	-	153,000
Montrose St.	-	-	-	-	-	-	-	-	-	340,000
Total in CIP from Tap Fee revenue	1,082,764	1,107,451	3,059,193	4,128,335	4,820,449	1,899,807	1,938,801	2,028,965	2,070,334	40,688,500
Total Capital (includes water rights)	2,661,429	1,190,376	3,109,193	4,178,335	4,870,449	1,949,807	1,988,801	2,078,965	2,120,334	

Wastewater Fund

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

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

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

Accomplishments:

- The Wastewater Division performed 23.2 miles of sewer line cleaning and 4.19 miles of sewer line televising.
- Approximately 583.4 million gallons of treated water was discharged to the South Platte River.
- Removal of 98.8% or 939.1 Tons of BOD to enter the WWTP.
- Removal of 97.8% or 678.7 Tons of TSS to enter the WWTP.
- Removal of 99.0% or 100.1 Tons of Ammonia to enter the WWTP.
- Removal of 89.6% or 133.0 Tons of Total Nitrogen to enter the WWTP.
- Removal of 91.3% or 14.8 Tons of Phosphorus to enter the WWTP.
- Completed annual biosolids removal and disposal project.
- Completed first stage of lagoon biosolids removal and disposal project to prepare Lagoon #1 site for biosolids handling improvement infrastructure.
- Updated 208 Boundary to better reflect long-term wastewater utility service area.
- Completed WWTP Technical Research evaluating existing facility optimization, existing facility capacity, solids processing, and process modelling.
- Completed Biosolids Handling Improvement Designs.
- Developed IGA with City of Greeley to formalize wastewater utility service to properties located within the City of Greeley already served by the City of Evans.

Initiatives and focus areas for 2026:

- Maintain necessary levels of treatment operations and infrastructure maintenance.
- Limit treatment compliance and odor violations for the facility.

Wastewater Fund

Initiatives and focus areas for 2026 (continued):

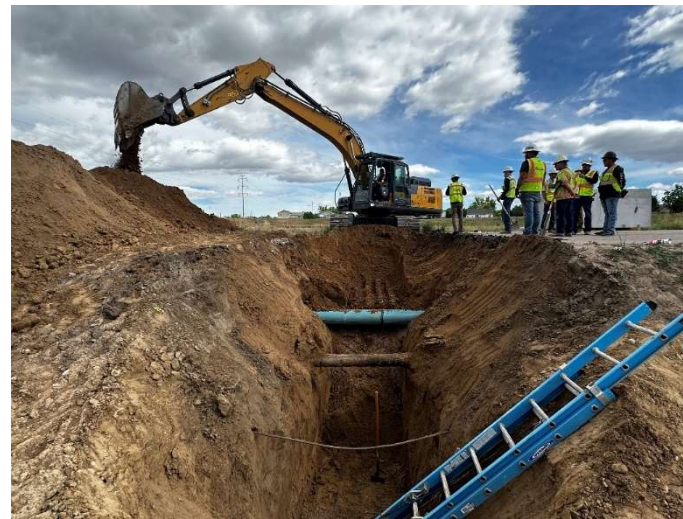
- Prolong the life of the collection system through a maintenance program that prevents disruptions in service to the public. (This entails hydro-cleaning the entire system over a 3-year period, as well as CCTV inspecting the entire system over a 7-year period.)
- Continue the annual collection system repair and replacement program within budget.
- Complete annual solids handling removal.
- Complete second stage of lagoon biosolids removal and disposal project to prepare Lagoon #1 site for biosolids handling improvement infrastructure.
- Begin construction of the Wastewater Treatment Facility expansion and biosolids handling improvements.

Operational Goals for 2026:

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Linear feet of sewer line jetting completed.	122,500	130,000	130,000	120,000
Linear feet of sewer line televising completed.	22,100*	50,000	50,000	50,000

**Equipment issues with televising camera led to missing goals in 2024.*



Wastewater Fund Long Range Financial Plan

City of Evans Wastewater Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
<u>Operating Revenues</u>									
Sewer Sales	2,213,210	5,801,143	943,259	943,259	1,025,597	1,076,877	1,130,721	1,300,329	1,495,378
Other	93,035	124,989	51,308	51,308	87,379	51,758	46,178	47,645	67,686
Total Operating Revenues	2,306,246	5,926,132	994,567	994,567	1,112,976	1,128,635	1,176,899	1,347,974	1,563,064
CT	2,907,246	5,926,132	994,567	994,567	1,112,976	1,128,635	1,176,899	1,347,974	1,563,064
<u>Operating Expenses</u>									
Personnel	873,299	883,853	978,206	978,206	1,091,070	1,126,202	1,162,466	1,199,897	1,238,534
Operations	530,268	867,206	659,786	659,786	732,600	754,578	777,215	800,532	824,548
Transfer for Overhead to General Fund	478,648	527,762	588,600	588,600	714,002	724,712	735,583	746,617	757,816
Total Operating Expenses	1,882,215	2,278,822	2,226,592	2,226,592	2,537,672	2,605,493	2,675,264	2,747,046	2,820,898
Net Revenues over (under) expenses	424,030	3,647,310	(1,232,025)	(1,232,025)	(1,424,696)	(1,476,858)	(1,498,366)	(1,399,072)	(1,257,834)
Running Cash Balance	5,489,873	9,137,183	7,905,158	7,905,158	6,480,462	5,003,604	3,505,238	2,106,166	848,332
Target Operating Reserve - 3 months	470,554	569,705	556,648	556,648	634,418	651,373	668,816	686,761	705,224
Available Funds	5,019,319	8,567,478	7,348,510	7,348,510	5,846,044	4,352,231	2,836,422	1,419,405	143,108
<u>Major Maintenance Revenues</u>									
Revenue	2,520,000	-	4,325,000	4,325,000	3,100,000	3,100,000	3,100,000	3,255,000	3,417,750
Loan Proceeds	(1,127)	-	-	-	-	-	-	-	-
Interest	93,035	123,569	25,654	25,654	43,690	4,313	3,848	3,970	5,640
Total System Maintenance Revenues	2,611,908	123,569	4,350,654	4,350,654	3,143,690	3,104,313	3,103,848	3,258,970	3,423,390
<u>Major Maintenance Expenses</u>									
Asset Management	7,856	50,966	-	235,025	100,000	-	-	-	-
Capital Outlay - Major Maintenance	702,528	26,563	700,000	6,401,733	3,150,000	700,000	700,000	400,000	400,000
Debt	1,801,917	1,685,619	1,814,172	1,814,172	1,816,129	2,236,825	2,237,444	2,236,917	2,239,847
Total System Maintenance Expenses	2,512,301	1,763,148	2,514,172	8,450,931	5,066,129	2,936,825	2,937,444	2,636,917	2,639,847
Annual Net	99,607	(1,639,579)	1,836,481	(4,100,277)	(1,922,439)	167,489	166,404	622,054	783,544
Running Cash Balance	2,891,085	1,251,507	3,087,988	(2,848,770)	(4,771,210)	(4,603,721)	(4,437,317)	(3,815,263)	(3,031,720)

Wastewater Fund Long Range Financial Plan

City of Evans Wastewater Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
<u>System Expansion Revenues</u>									
Rate Revenue	601,000	-	624,094	624,094	2,500,000	2,624,094	3,124,094	3,805,299	3,805,299
System Development Fees	865,321	3,884,079	1,418,944	1,418,944	771,388	771,388	771,388	771,388	771,388
Interest	93,035	123,569	25,654	25,654	43,690	69,010	61,571	63,526	90,248
Total System Expansion Revenues	1,559,356	4,007,648	2,068,692	2,068,692	3,315,078	3,464,492	3,957,053	4,640,213	4,666,934
<u>System Expansion Expenses</u>									
Capital Outlay	(390,907)	1,544,395	650,000	4,584,800	4,650,000	650,000	650,000	650,000	650,000
Debt	600,639	561,873	604,724	604,724	605,376	1,877,101	1,877,307	1,877,132	1,878,108
Total System Expansion Expenses	209,732	2,106,268	1,254,724	5,189,524	5,255,376	2,527,101	2,527,307	2,527,132	2,528,108
Annual Net	1,349,624	1,901,380	813,968	(3,120,832)	(1,940,299)	937,391	1,429,745	2,113,081	2,138,826
Running Cash Balance	5,547,383	7,448,763	8,262,730	4,327,930	2,387,632	3,325,023	4,754,768	6,867,850	9,006,676
Total Wastewater Fund Revenue	6,477,510	10,057,348	7,413,912	7,413,912	7,571,744	7,697,440	8,237,800	9,247,157	9,653,389
Total Wastewater Fund Expenses	4,604,249	6,148,237	5,995,488	15,867,047	12,859,178	8,069,418	8,140,016	7,911,094	7,988,853
Changes in Working Capital	(697,967)	155,613	-	-	-	-	-	-	-
Ending Cash	13,126,357	17,191,081	18,609,505	8,737,947	3,450,513	3,078,535	3,176,318	4,512,381	6,176,917
CT	13,126,357	17,191,081							
Committed Fund Balance (Plant replacement)	2,500,000	3,150,000	3,800,000	3,800,000	2,450,000	3,100,000	3,750,000	4,400,000	5,050,000

Wastewater Fund Long Range Financial Plan

2023-2030 Capital Improvement Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	Future Projects
Annual Sewer Line Maintenance	73,808	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,650,000
CCTV van and system replacement	-	-	-	-	450,000	-	-	-	-	-
Lift Station Construction at 31st St and Highway 85	-	-	-	306,013	-	-	-	-	-	-
WW Collection line replacements:										
40th and Pueblo St	-	-	-	-	-	-	-	-	-	1,502,001
43rd Street	-	-	-	-	-	-	-	-	-	2,080,000
37th St (Boulder St to Riverside Pkwy)	-	-	-	-	-	-	-	-	-	1,679,000
49th Street	-	-	-	-	-	-	-	-	-	5,413,000
State St (MH 100 north to Stampede Truck Stop)	-	-	-	-	2,000,000	-	-	-	-	850,200
37th St Sewer Line Replacement- Hwy 85 to Pueblo	-	-	-	-	-	-	-	-	-	3,714,000
State Street improvements from 31st to 37th	3,055	-	-	2,136,945	-	-	-	-	-	-
Solids handling and dewatering	602,383	-	600,000	600,000	600,000	600,000	600,000	300,000	300,000	-
Decommissioning of prior WW Plant site	(408,767)	-	-	-	-	-	-	-	-	-
Highway 85 Waterline Replacement - 31st to 37th	-	-	-	526,000	-	-	-	-	-	-
Ashcroft Draw Sewer Replacement	26,338	26,563	-	2,732,775	-	-	-	-	-	7,000,000
Wastewater Treatment plant expansion	14,805	1,544,395	-	3,934,800	4,000,000	-	-	-	-	40,000,000
17th Ave Lift Station/ Force Main connection to WWTP	-	-	-	-	-	-	-	-	-	9,873,000
South Platte Lift Station/ Force Main connection to WWTP	-	-	-	-	-	-	-	-	-	16,455,000
42nd St Sanitary Interceptor	-	-	-	-	-	-	-	-	-	6,576,000
40th St Sanitary Interceptor	-	-	-	-	-	-	-	-	-	4,739,000
Plant Structure Maint/replacement planning	-	-	325,000	325,000	325,000	325,000	325,000	325,000	325,000	773,834
Plant Equipment Maint/replacement planning	-	-	325,000	325,000	325,000	325,000	325,000	325,000	325,000	838,324

Storm Drainage Fund

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

Accomplishments:

- Conducted street sweeping of approximately 150 miles of Evans' streets. This important task helps prevent contaminants and sediment from becoming airborne particulate matter and flowing into the City's stormwater detention infrastructure and the South Platte River.
- Finalized improvements of stormwater infrastructure at Dante Park, Driftwood Park, and Prairie View Park. This included the removal of excessive vegetation and debris, the installation of concrete drainage pans, and the repair of existing infrastructure.

Initiatives and focus areas for 2026:

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



Storm Drainage Fund

Operational Goals for 2026:

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Linear feet of storm line jetting completed – with limitations based on affordability of bids received.	60,000	45,000	45,000	45,000

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

Measure	2024 Actual	2025 Target	2025 Estimate	2026 Target
Annual inspection and needs assessment of detention ponds and associated infrastructure	N/A	50%	50%	50%

Storm Drainage Fund Long Range Financial Plan

City of Evans Storm Drainage Fund Long Range Financial Plan

	2023	2024	2025	2025	2026	2027	2028	2029	2030
	Actual	Actual	Budget	Budget V2	Budget	Projected	Projected	Projected	Projected
Beginning Cash	1,209,461	(2,113,220)	881,507	881,507	1,053,318	1,166,585	1,153,536	2,085,036	3,228,878
<u>Operating Revenues</u>									
Storm Drainage Fees	938,869	1,149,715	1,728,825	1,728,825	1,851,011	2,036,112	2,239,723	2,463,696	2,710,065
Other	(32,699)	(11,421)	-	-	21,066	22,345	23,332	23,071	41,701
Total Operating Revenues	906,170	1,138,294	1,728,825	1,728,825	1,872,077	2,058,457	2,263,055	2,486,766	2,751,766
CT	906,170	1,138,294	1,728,825	1,728,825	1,872,077	2,058,457	2,263,055	2,486,766	2,751,766
<u>Operating Expenses</u>									
Storm Personnel	170,948	276,702	122,600	122,600	126,337	130,759	135,335	140,072	144,974
Storm Operations	303,739	141,991	347,200	347,200	419,200	401,200	401,200	401,200	401,200
Total Operating Expenses	474,687	418,694	469,800	469,800	545,537	531,959	536,535	541,272	546,174
Transfer Out - Overhead to GF	(307,861)	(357,062)	(325,832)	(325,832)	(380,003)	(385,703)	(391,489)	(397,361)	(403,321)
Operating Income (Loss) after transfers	123,621	362,538	933,193	933,193	946,537	1,140,796	1,335,031	1,548,134	1,802,270
<u>Other Income (Expense)</u>									
Plant Inv Fees/Cash in Lieu of Fees	95,412	261,956	113,156	113,156	84,305	86,105	86,105	86,105	86,105
Capital Outlay	(4,298,292)	(1,365,583)	(320,000)	(3,898,725)	(430,000)	(750,000)	-	-	-
Transfers from other City Funds	-	1,587,250	-	-	-	-	-	-	-
Loan Proceeds	-	-	-	3,514,777	-	-	-	-	-
Debt- 2020	(488,394)	(486,750)	(490,590)	(490,590)	(487,575)	(489,951)	(489,636)	(490,397)	(490,214)
Changes in Working Capital	1,244,972	2,635,316	-	-	-	-	-	-	-
Increase (Decrease) in Cash	(3,322,681)	2,994,726	235,759	171,811	113,268	(13,050)	931,501	1,143,842	1,398,161
Ending Cash	(2,113,220)	881,507	1,117,266	1,053,318	1,166,585	1,153,536	2,085,036	3,228,878	4,627,039
CT	(2,113,220)	881,507							
Target Reserve - 3 months	118,672	104,673	117,450	117,450	136,384	132,990	134,134	135,318	136,544

Storm Drainage Fund Long Range Financial Plan

2023-2030 Capital Improvement Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	Future Projects
Heritage/ 35th St Storm Alignment Hwy 85 to River	-	66,513	-	3,514,777	-	-	-	-	-	10,150,000
31st Street Drainage Outfall	3,747,723	-	-	-	-	-	-	-	-	-
37th Street - Phase 1 Widening	212,000	-	-	-	-	-	-	-	-	-
37th Street - Phase 2 Widening	138,569	175,000	-	-	-	-	-	-	-	-
37th Street - Phase 3 Widening	-	-	120,000	120,000	-	-	-	-	-	-
37th Street - Phase 4 Widening	-	-	-	-	-	-	-	-	-	226,000
Chappelow Detention Pond	-	598,183	-	-	-	-	-	-	-	-
Evans Parks Drainage Improvements	-	525,888	-	63,948	-	-	-	-	-	-
Ridge at Prairie View Drainage Outfall	-	-	-	-	300,000	750,000	-	-	-	-
Street Sweeper	200,000	-	-	-	-	-	-	-	-	-
Storm Line Jetting	-	-	100,000	100,000	-	-	-	-	-	-
East Side Storm Drainage master plan	-	-	70,000	70,000	-	-	-	-	-	-
Storm Drainage Improvements on 40th Street	-	-	30,000	30,000	-	-	-	-	-	-
Storm jetting trailer	-	-	-	-	130,000	-	-	-	-	-
37th St Hwy 85 Waterline Replacement	-	-	-	-	-	-	-	-	-	56,000
The Landings Neighborhood Inlets	-	-	-	-	-	-	-	-	-	174,019
37th St Storm Line Railroad to Boulder	-	-	-	-	-	-	-	-	-	300,000
New Inlet at Nevilles Crossing - West location	-	-	-	-	-	-	-	-	-	25,000
New Inlet at Nevilles Crossing - East location	-	-	-	-	-	-	-	-	-	28,000
Dual 30" RCP reinforcement	-	-	-	-	-	-	-	-	-	10,000
Willowbrook Detention Pond	-	-	-	-	-	-	-	-	-	45,000
39th Street Storm extension	-	-	-	-	-	-	-	-	-	265,000
Railroad Detention Pond Improvements	-	-	-	-	-	-	-	-	-	565,500
Hwy 85 Storm Improvements at St Vrain St	-	-	-	-	-	-	-	-	-	640,000
39th St French Drains	-	-	-	-	-	-	-	-	-	347,000
49th St at Neville's Crossing	-	-	-	-	-	-	-	-	-	358,000
Industrial Parkway Culverts	-	-	-	-	-	-	-	-	-	206,000
St. Vrain Drainage Outfall	-	-	-	-	-	-	-	-	-	3,949,000
Hwy 34 Drainage Channel Outfall	-	-	-	-	-	-	-	-	-	790,000
39th St Storm Sewer	-	-	-	-	-	-	-	-	-	411,000
37th St. Stormwater Lift Station	-	-	-	-	-	-	-	-	-	24,682,000
49th St at 65th Ave	-	-	-	-	-	-	-	-	-	321,000
35th Ave Drainage Outfall	-	-	-	-	-	-	-	-	-	4,937,000
Harbor Lane & Anchor Dr, closure	-	-	-	-	-	-	-	-	-	127,000
37th St at 65th Ave	-	-	-	-	-	-	-	-	-	322,000
Carson St. Drainage Outfall	-	-	-	-	-	-	-	-	-	4,937,000
Belmont Avenue Storm Improvements at 42nd St	-	-	-	-	-	-	-	-	-	508,000
Trinidad Street Storm Improvements	-	-	-	-	-	-	-	-	-	1,736,900
37th St Pump Station at River	-	-	-	-	-	-	-	-	-	2,482,000
17th Ave Storm Improvements Chappelow to Industrial	-	-	-	-	-	-	-	-	-	3,017,000
Pioneer Park and Fox Crossing Storm Improvements	-	-	-	-	-	-	-	-	-	2,157,000
37th and Valmont to the River	-	-	-	-	-	-	-	-	-	6,087,000
Storm Drainage Total	4,298,292	1,365,583	320,000	3,898,725	430,000	750,000	-	-	-	69,859,419

Special Revenue Funds

Emergency Contingency Fund

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

City of Evans Emergency Contingency Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Revenues								
Interest Earnings	-	-	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-	-	-
CT								
Transfers In	-	-	-	-	-	-	-	-
Total Available Funds	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Excess Revenue Over (Under)								
Expenditures	-	-	-	-				
Ending Fund Balance	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
CT	1,000,000	1,000,000						

Cemetery Perpetual Care Fund

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

City of Evans Cemetery Perpetual Care Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	79,289	89,365	100,534	100,534	106,046	110,867	115,784	120,800	125,916
Revenues									
Charges for Services	8,090	8,736	2,700	2,700	2,700	2,700	2,700	2,700	2,700
Interest Earnings	1,987	2,432	2,812	2,812	2,121	2,217	2,316	2,416	2,518
Total Revenues	<u>10,077</u>	<u>11,168</u>	<u>5,512</u>	<u>5,512</u>	<u>4,821</u>	<u>4,917</u>	<u>5,016</u>	<u>5,116</u>	<u>5,218</u>
CT	10,077	11,168	5,512	5,512	4,821	4,917	5,016	5,116	5,218
Total Available Funds	<u>10,077</u>	<u>11,168</u>	<u>5,512</u>	<u>5,512</u>	<u>4,821</u>	<u>4,917</u>	<u>5,016</u>	<u>5,116</u>	<u>5,218</u>
Expenditures									
Capital	-	-	50,000	-	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess Revenue Over (Under) Expenditures	<u>10,077</u>	<u>11,168</u>	<u>(44,488)</u>	<u>5,512</u>	<u>4,821</u>	<u>4,917</u>	<u>5,016</u>	<u>5,116</u>	<u>5,218</u>
Ending Fund Balance	<u>89,365</u>	<u>100,534</u>	<u>56,046</u>	<u>106,046</u>	<u>110,867</u>	<u>115,784</u>	<u>120,800</u>	<u>125,916</u>	<u>131,134</u>
CT	89,365	100,534	56,046	106,046	110,867	115,784	120,800	125,916	131,134

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

2023-2030 Capital Improvement Plan	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Columbarium	-	-	50,000	-	-	-	-	-	-
Cemetery Perp Care Fund Total	-	-	50,000	-	-	-	-	-	-

Fire Impact Fund

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

City of Evans Fire Impact Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	0	0	0	0	0	0	0	0
<u>Revenues</u>								
Assessments	99,329	435,567	400,000	400,000	300,000	300,000	300,000	300,000
Interest Earnings	385	1,701	0	0	0	0	0	0
Total Revenues	99,714	437,268	400,000	400,000	300,000	300,000	300,000	300,000
CT	99,714	437,268	400,000	400,000	300,000	300,000	300,000	300,000
Total Available Funds	99,714	437,268	400,000	400,000	300,000	300,000	300,000	300,000
<u>Expenditures</u>								
Transfer to Evans Fire Protection District	99,714	437,268	400,000	400,000	300,000	300,000	300,000	300,000
Total Expenditures	99,714	437,268	400,000	400,000	300,000	300,000	300,000	300,000
Excess Revenue Over (Under) Expenditures	-	-	-	-	-	-	-	-
Ending Fund Balance	0	0	0	0	0	0	0	0
CT	0	0	0	0	0	0	0	0

Street Impact Fund

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

City of Evans Street Impact Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Unrestricted Fund Balance	1,545,947	229,357	2,309,993	2,780,429	1,696,245	2,590,377	3,502,391	4,432,646
Revenues								
Assessments	476,189	2,962,530	1,560,391	860,207	860,207	860,207	860,207	860,207
Interest Earnings	22,024	44,946	10,045	55,609	33,925	51,808	70,048	88,653
Grant Revenue	-	-	-	-	-	-	-	-
Miscellaneous	-	50,515	-	-	-	-	-	-
Total Revenues	498,214	3,057,992	1,570,436	915,816	894,132	912,015	930,255	948,860
CT	-	-	-	-	-	-	-	-
Total Available Funds	498,214	3,057,992	1,570,436	915,816	894,132	912,015	930,255	948,860
Expenditures								
Supplies & Services	24,790	-	-	-	-	-	-	-
Capital	1,790,014	977,356	1,100,000	2,000,000	-	-	-	-
Total Expenditures	1,814,804	977,356	1,100,000	2,000,000	-	-	-	-
Excess Revenue Over (Under) Expenditures	(1,316,590)	2,080,636	470,436	(1,084,184)	894,132	912,015	930,255	948,860
Unreserved Ending Fund Balance	229,357	2,309,993	2,780,429	1,696,245	2,590,377	3,502,391	4,432,646	5,381,506
CT	-	-	-	-	-	-	-	-
Reserved Cash	626,049	626,049	626,049	626,049	626,049	626,049	626,049	626,049

2023-2030 Capital Improvement Plan

	2023 Actual	2024 Actual	2025 Budget	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Two Rivers Intersection improvement with traffic signal	-	105,101	-	-	-	-	-	-
37th St. Widening Phase 1- Sienna to 47th	1,750,000	-	-	-	-	-	-	-
37th St. Widening Phase 2- 35th to Sienna	40,014	1,000,000	1,100,000	-	-	-	-	-
37th St. Widening Phase 3- 65th to Arrowhead	-	-	-	2,000,000	-	-	-	-
Street Impact Fund Total	1,790,014	1,105,101	1,100,000	2,000,000	-	-	-	-

Park Impact Fund

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

City of Evans Park Impact Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	3,859,366	4,321,860	5,840,381	5,840,381	2,412,309	2,899,279	3,395,989	3,902,632	4,419,409
Revenues									
Assessments	435,519	2,095,218	792,982	792,982	438,724	438,724	438,724	438,724	438,724
Interest Earnings	100,206	130,162	55,464	55,464	48,246	57,986	67,920	78,053	88,388
Total Revenues	535,725	2,225,380	848,446	848,446	486,970	496,710	506,644	516,777	527,112
CT	-	-	-	-	-	-	-	-	-
Total Available Funds	535,725	2,225,380	848,446	848,446	486,970	496,710	506,644	516,777	527,112
Expenditures									
Capital	73,231	706,859	732,000	4,276,518	-	-	-	-	-
Total Expenditures	73,231	706,859	732,000	4,276,518	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	462,494	1,518,521	116,446	(3,428,072)	486,970	496,710	506,644	516,777	527,112
Unreserved Ending Fund Balance	4,321,860	5,840,381	5,956,827	2,412,309	2,899,279	3,395,989	3,902,632	4,419,409	4,946,521
CT	-	-	-	-	-	-	-	-	-
Reserved Cash	126,789	126,789	126,789	126,789	126,789	126,789	126,789	126,789	126,789

2023-2030 Capital Improvement Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	Future Projects
Arrowhead Open Space Park- design & construction	2,735	4,031	-	1,068,022	-	-	-	-	-	-
DaVinci Park- design & construction	-	587,293	-	-	-	-	-	-	-	-
Hunters Reserve North Park- design & construction	-	89,574	-	913,426	-	-	-	-	-	-
North Point Park- design & construction	-	21,931	732,000	732,000	-	-	-	-	-	-
Tuscany Trails Park- design & construction	9,505	4,031	-	664,963	-	-	-	-	-	-
Ashcroft Draw Trail- design	-	-	-	196,000	-	-	-	-	-	-
Evans Ditch Trail- design & construction	60,992	-	-	502,108	-	-	-	-	-	-
Phase 2 Ashcroft Trail- (Arrowhead to 65th) ROW & construction	-	-	-	200,000	-	-	-	-	-	-
West Evans Gateway Park design & construction	-	-	-	-	-	-	-	-	-	200,000
Park Impact Fund Total	73,231	706,859	732,000	4,276,518	-	-	-	-	-	200,000

Police Impact Fund

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

City of Evans Police Impact Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	252,291	264,959	632,057	773,646	858,380	944,809	1,032,966	1,122,886
<u>Revenues</u>								
Assessments	87,676	356,194	127,370	69,261	69,261	69,261	69,261	69,261
Interest Earnings	5,861	10,904	14,220	15,473	17,168	18,896	20,659	22,458
Total Revenues	<u>93,537</u>	<u>367,098</u>	<u>141,590</u>	<u>84,734</u>	<u>86,429</u>	<u>88,157</u>	<u>89,920</u>	<u>91,719</u>
CT	-	-	-	-	-	-	-	-
Total Available Funds	<u>93,537</u>	<u>367,098</u>	<u>141,590</u>	<u>84,734</u>	<u>86,429</u>	<u>88,157</u>	<u>89,920</u>	<u>91,719</u>
<u>Expenditures</u>								
Supplies & Services	-	-	-	-	-	-	-	-
Capital	80,869	-	-	-	-	-	-	-
Total Expenditures	<u>80,869</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess Revenue Over (Under) Expenditures	<u>12,668</u>	<u>367,098</u>	<u>141,590</u>	<u>84,734</u>	<u>86,429</u>	<u>88,157</u>	<u>89,920</u>	<u>91,719</u>
Ending Fund Balance	<u>264,959</u>	<u>632,057</u>	<u>773,646</u>	<u>858,380</u>	<u>944,809</u>	<u>1,032,966</u>	<u>1,122,886</u>	<u>1,214,605</u>
CT								

School Impact Fund

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

City of Evans School Impact Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	0	0	0	0	0	0	0	0
<u>Revenues</u>								
Assessments	175,914	485,873	400,000	400,000	400,000	400,000	400,000	400,000
Interest Earnings	667	1,909	0	0	0	0	0	0
Total Revenues	176,581	487,782	400,000	400,000	400,000	400,000	400,000	400,000
CT	176,581	487,782	400,000	400,000	400,000	400,000	400,000	400,000
Total Available Funds	176,581	487,782	400,000	400,000	400,000	400,000	400,000	400,000
<u>Expenditures</u>								
Transfer to Greeley-Evans School District	176,581	487,782	400,000	400,000	400,000	400,000	400,000	400,000
Total Expenditures	176,581	487,782	400,000	400,000	400,000	400,000	400,000	400,000
Excess Revenue Over (Under) Expenditures	-	-	-	-	-	-	-	-
Ending Fund Balance	0	0	0	0	0	0	0	0

Conservation Trust Fund

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

City of Evans Conservation Trust Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	801,960	985,963	1,234,691	1,234,691	52,975	162,619	276,455	394,568	517,044
<u>Revenues</u>									
Intergovernmental	320,029	281,643	303,910	303,910	268,584	270,584	272,584	274,584	276,584
Interest Earnings/Misc Revenue	20,794	28,533	13,618	13,618	1,060	3,252	5,529	7,891	10,341
Total Revenues	340,823	310,176	317,528	317,528	269,644	273,836	278,113	282,475	286,925
CT	340,823	310,176	317,528	317,528	269,644	273,836	278,113	282,475	286,925
Total Available Funds	340,823	310,176	317,528	317,528	269,644	273,836	278,113	282,475	286,925
<u>Expenditures</u>									
Supplies & Services	20,761	31,986	-	-	-	-	-	-	-
Capital	136,059	29,462	710,000	1,499,244	160,000	160,000	160,000	160,000	160,000
Total Expenditures	156,820	61,448	710,000	1,499,244	160,000	160,000	160,000	160,000	160,000
Excess Revenue Over (Under) Expenditures	184,003	248,728	(392,472)	(1,181,716)	109,644	113,836	118,113	122,475	126,925
Ending Fund Balance	985,963	1,234,691	842,219	52,975	162,619	276,455	394,568	517,044	643,969
CT									

Conservation Trust Fund

2023-2030 Capital Improvement Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	Future Projects
Village Park Tennis Court & Prairie View Basketball Court Resurface	34,600	-	-	-	-	-	-	-	-	-
Evans Ditch Trail Design	67,557	-	-	-	-	-	-	-	-	-
Phase 1 Evans Ditch Trail- ROW & construction	-	13,121	-	120,585	-	-	-	-	-	-
Phase 2 Evans Ditch Trail- ROW & construction	-	-	-	200,000	-	-	-	-	-	-
Riverside Lake Pavilion	-	-	-	135,000	-	-	-	-	-	-
Ridge Park	-	16,341	-	333,659	-	-	-	-	-	279,000
Renaissance Park	-	-	500,000	500,000	-	-	-	-	-	600,000
Renovate City Park	-	-	-	-	-	-	-	-	-	400,000
Renovate parks bathrooms	-	-	-	-	-	-	-	-	-	450,000
Riverside Park- add band shell	-	-	-	-	-	-	-	-	-	200,000
City Park Maint. building exterior and electrical repair	-	-	-	-	-	-	-	-	-	75,000
City Park shop roof	-	-	-	-	-	-	-	-	-	200,000
Village Park Playground Replacement	-	-	-	-	-	-	-	-	-	800,000
Vineyard Park	-	-	-	-	-	-	-	-	-	262,000
Pioneer Park	-	-	-	-	-	-	-	-	-	302,000
Prairie View Skate Park design & construction	-	-	-	-	-	-	-	-	-	987,000
29th Avenue Parkway (42nd St to 32nd St) design & const	-	-	-	-	-	-	-	-	-	329,000
Mountain View Dr (west side of 37th St to Swallow Court) design & const	-	-	-	-	-	-	-	-	-	124,000
Anchor Drive Parkway (both sides, Harbor Ln to 29th Ave) design & const	-	-	-	-	-	-	-	-	-	329,000
East side of Freedom Park (dog park), design & const	-	-	-	-	-	-	-	-	-	386,000
35th Avenue- 3440 35th St (irrigation and turf)	-	-	-	-	-	-	-	-	-	33,000
Tri-Point- 2930 11th Ave- design & const	-	-	-	-	-	-	-	-	-	297,000
Railroad Park- 3901 Denver Street- design & const	-	-	-	-	-	-	-	-	-	82,000
Community Garden- 3753 Central Street- design & const	-	-	-	-	-	-	-	-	-	156,000
Annual Park Improvements	-	-	75,000	75,000	75,000	75,000	75,000	75,000	75,000	-
Annual Park Structure Repairs	-	-	100,000	100,000	50,000	50,000	50,000	50,000	50,000	-
Annual Park Furnishings	-	-	35,000	35,000	35,000	35,000	35,000	35,000	35,000	-
Annual Playground Surface Repairs	28,902	-	-	-	-	-	-	-	-	-
Annual picnic table replacement	5,000	-	-	-	-	-	-	-	-	-
Conservation Trust Fund Total	136,059	29,462	710,000	1,499,244	160,000	160,000	160,000	160,000	160,000	6,291,000

Refuse Collection Fund

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

City of Evans Refuse Collection Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	458,521	395,337	358,150	358,150	284,597	323,995	335,966	208,580	72,142
Revenues									
License & Permits	800	1,600	800	800	800	800	800	800	800
Charges for Services	1,031,456	1,115,367	1,187,979	1,187,979	1,290,227	1,354,738	1,456,458	1,529,281	1,605,745
Grants	-	-	-	-	-	-	-	-	-
Misc	33,474	43,210	-	-	30,000	-	-	-	-
Interest Earnings	9,639	7,745	10,284	10,284	5,692	6,480	6,719	4,172	1,443
Total Revenues	1,075,370	1,167,921	1,199,063	1,199,063	1,326,719	1,362,018	1,463,977	1,534,252	1,607,987
CT	1,075,370	1,167,921	1,199,063	1,199,063	1,326,719	1,362,018	1,463,977	1,534,252	1,607,987
Expenditures									
Supplies & Services	1,085,387	1,148,959	1,212,663	1,212,663	1,220,985	1,281,946	1,518,165	1,593,977	1,673,577
Total Expenditures	1,085,387	1,148,959	1,212,663	1,212,663	1,220,985	1,281,946	1,518,165	1,593,977	1,673,577
Transfers Out	53,166	56,150	59,953	59,953	66,336	68,101	73,199	76,713	80,399
Excess Revenue Over (Under) Expenditures	(63,184)	(37,187)	(73,553)	(73,553)	39,398	11,971	(127,386)	(136,438)	(145,989)
Ending Fund Balance	395,337	358,150	284,597	284,597	323,995	335,966	208,580	72,142	(73,847)
CT	395,337	358,150	284,597	284,597	323,995	335,966	208,580	72,142	(73,847)
Target Reserve - 3 months	271,347	287,240	265,666	273,478	267,746	282,987	342,041	360,994	380,894
<i>*Current agreement and rates with Waste Management runs through 2022.</i>									
Available Funds	123,990	70,910	18,932	11,120	56,249	52,979	(133,461)	(288,853)	(454,741)
Transfer to GF Calc - 5% of Revenue	53,768	58,396	59,953	59,953	66,336	68,101	73,199	76,713	80,399

Capital Budget

Capital Budget Overview



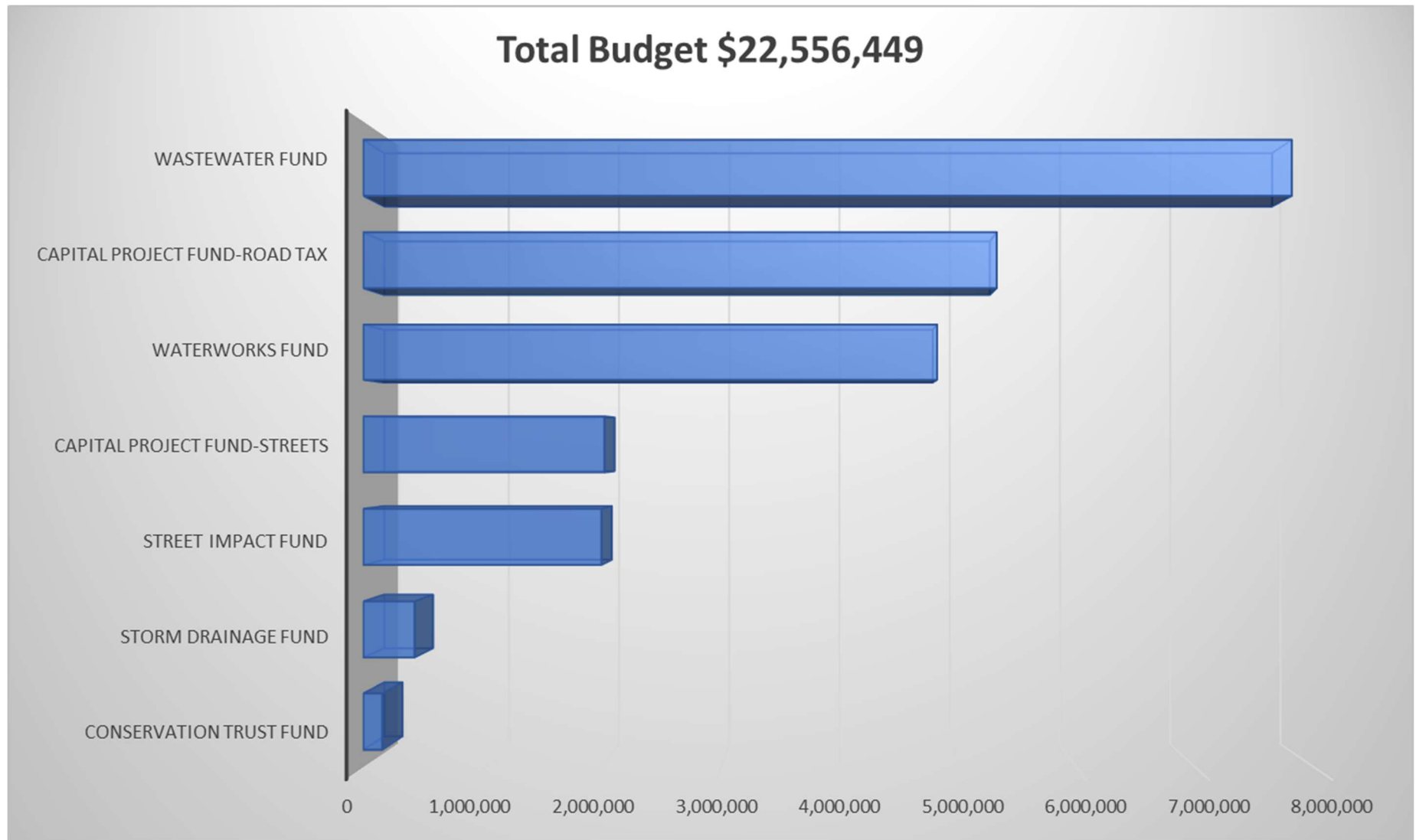
Capital expenditures are defined as expenditures in connection with buildings, land, major equipment and other items which have a value of over \$5,000 and have a life greater than one year.

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

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

Capital Budget Details

Capital expenditures are disbursed from multiple funds, which are discussed in further detail below. The City of Evans total approved Capital Budget is \$22,556,449 and is shown here by fund.



Capital Budget Details

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

Special Revenue Funds

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

Capital Projects Funds

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



Capital Budget Details

- **Road Tax Fund**

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

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

Long Term Capital Budget Projection

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

	2023 Actual	2024 Actual	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
General Fund	718,792	3,212,489	9,967,187	-	-	-	-	-
Parks Impact	73,231	706,859	4,276,518	-	-	-	-	-
Conservation Trust	136,059	29,462	1,499,244	160,000	160,000	160,000	160,000	160,000
Cemetery Perpetual Care	-	-	50,000	-	-	-	-	-
Street Impact	1,790,014	977,356	1,100,000	2,000,000	-	-	-	-
Police Impact	80,869	-	-	-	-	-	-	-
Capital Projects - Streets	2,615,142	2,395,357	3,342,744	2,025,000	418,000	418,000	-	-
Capital Projects - Parks	124,323	149,008	-	-	-	-	-	-
Capital Projects- Food Tax	1,185,983	-	30,639,883	-	-	-	-	-
Capital Projects- Road Tax	1,558,614	2,388,146	11,298,100	5,321,000	1,755,648	-	-	-
Water Works	1,082,764	1,107,451	4,128,335	4,820,449	1,899,807	1,938,801	2,078,965	2,070,334
Wastewater	311,621	1,570,958	10,986,533	7,800,000	1,350,000	1,350,000	1,050,000	1,050,000
Storm Drainage	4,298,292	1,365,583	3,898,725	430,000	750,000	-	-	-
Total	13,975,704	13,902,669	81,187,269	22,556,449	6,333,455	3,866,801	3,288,965	3,280,334

2026 Capital Budget by Fund and by Funding Source

The 2026 Capital Budget of \$22,556,449 is funded through a variety of sources. The following schedule presents the allocation of the Capital Budget by Fund / Project, according to funding source.

Fund / Project	Development & Building Fees	State Conservation Trust Fund	State & County Highway Funds	Transfer From GF (Sales Tax Funded)	User Fee Revenue	Bond / Loan Proceeds	Total 2026 Budget
Street Impact Fund							
37th Street Widening - Phase III	2,000,000						2,000,000
Total Street Impact Fund	2,000,000						2,000,000
Conservation Trust Fund							
Park Structure Repairs		75,000					75,000
Park Improvements		50,000					50,000
Park Furnishings		35,000					35,000
Total Conservation Trust Fund		160,000					160,000
Capital Project Fund- Streets							
Traffic Signal - 42nd Street & 23rd Avenue			525,000				525,000
37th St Widening - Phase III			1,500,000				1,500,000
Total Capital Project Fund- Streets			2,025,000				2,025,000
Capital Project Fund -Road Tax							
37th Street Widening - Phase III				2,121,000			2,121,000
Street Maintenance				1,700,000			1,700,000
49th Street - reconstruction design				1,500,000			1,500,000
Total Capital Project Fund -Road Tax				5,321,000			5,321,000
Waterworks Fund							
Hwy 85 Waterline Replacement 37th - 39th					1,610,500		1,610,500
Pawnee & Kiowa Valve Replacement					73,000		73,000
Pumphouse Renovations - Various Locations					600,000		600,000
NISP Storage Project					1,261,949		1,261,949
Ridge Non-Potable System Upgrade					175,000		175,000
Hydrant Valve Replacement					100,000		100,000
Water Efficiency & Drought Mgt. Plans Update					100,000		100,000
49th Street Ditch Crossing					600,000		600,000
Cheyenne Dr. Waterline Replacement					154,000		154,000
SCADA Install - Various Locations					146,000		146,000
Total Waterworks Fund					4,820,449		4,820,449

2026 Capital Budget by Fund and by Funding Source

Fund / Project	Development & Building Fees	State Conservation Trust Fund	State & County Highway Funds	Transfer From GF (Sales Tax Funded)	User Fee Revenue	Bond / Loan Proceeds	Total 2026 Budget
Wastewater Fund							
Annual Sewer Line Maintenance					100,000		100,000
Plant Structure Maintenance & Replacement					325,000		325,000
Plant Equip Maintenance & Replacement					325,000		325,000
State Street Collection Line Replacement					2,000,000		2,000,000
Wastewater Treatment Plant Expansion					4,000,000		4,000,000
CCTV Van and System Replacement					450,000		450,000
Solids Handling & Dewatering					600,000		600,000
Total Waste Water Fund					7,800,000		7,800,000
Storm Drainage Fund							
Ridge at Prairie View Drainage Outfall					300,000		300,000
Storm Line Jetting Trailer					130,000		130,000
Total Storm Drainage Fund					430,000		430,000
Capital Project Fund- Food Tax							
Police Station Construction						<i>Note: \$35million was budgeted in 2025. The unused 2025 budget is carried forward into 2026 and re-appropriated for use in 2026</i>	
Total Capital Project Fund- Food Tax							
Grand Total	2,000,000	160,000	2,025,000	5,321,000	13,050,449		22,556,449

Significant Capital Improvements

Included in the 2026 Capital Budget are several significant capital improvement projects. A project is considered significant if the total project cost is \$2,000,000 or greater. For the 2026 Capital Budget, these projects include:

Police Station Construction *(budgeted in 2025 - carried forward into 2026)*

<u>Project:</u>	Police Station Construction		
<u>Fund / Department:</u>	Food Tax Fund / Engineering, Police Department		
<u>Scope:</u>	Construction of a new police station adjacent to the Evans Community Complex building.		
<u>Work Description:</u>	<p>Completion of land acquisition in 2024 will allow design components to be finalized in 2025.</p> <p>Construction on the new state-of-the-art police facility started in 2025. Demolition is currently underway, and expected to be completed in 4th Qtr 2025. Facility design was completed in 3rd Qtr 2025. Facility construction is scheduled to be completed in 2026.</p>		
<u>Reason for Project:</u>	The current police facility is considerably undersized and lacks many of the basic security and workspace features required by modern police departments.		
Total 2025 Budgeted Cost:	\$35,000,000	Projected Cost to Completion:	No estimate at this time
Estimated date of CY completion:	N/A	Estimated Year of Full Completion:	2026
<u>Operating Impact:</u>	This is a multi-departmental project that provides benefits for many Evans departments and staff, not just the police department. The current facility space being vacated will be re-purposed for other departments.		

Significant Capital Improvements

37th Street Widening - Phase III

<u>Project:</u>	37th Street - Phase III widening 65th Ave to Arrowhead Dr		
<u>Fund / Department</u>	Street & Street Impact Funds, Road Tax Fund / Engineering		
<u>Scope:</u>	Widening this street from two lane to four-lane to accommodate ever increasing traffic because of population and business growth.		
<u>Work Description:</u>	Remove existing asphalt and widen road surface. Milling and paving operations, pavement preservation, pavement marking, shouldering, concrete restoration to curbs and sidewalks, repair and adjustment of manhole and catch basin frames and lids, and material testing's as part of quality assurance.		
<u>Reason for Project:</u>	Widen the road to arterial standards to accommodate future growth in traffic.		
Total 2026 Budgeted Cost:	\$5,621,000	Projected Cost to Completion:	No estimate at this time
Estimated date of CY completion:	Dec 2026	Estimated Year of Full Completion:	2026
<u>Operating Impact:</u>	The new roadway will be wider with deeper layers of asphalt. This will result in lower maintenance costs compared to the current deteriorating and under-sized roadway.		

Significant Capital Improvements

State Street Collection Line Replacement

<u>Project:</u>	State Street Collection Line Replacement		
<u>Fund / Department</u>	Waste Water Fund / Engineering		
<u>Scope:</u>	Replacement of the sanitary sewer main in State Street between 31st street and 37th street.		
<u>Work Description:</u>	Bury a new 12" sanitary sewer gravity main with new manholes. Tie all the existing sanitary sewer services into the new line. Tie the main line up and down stream into the new 12" line. Cap and abandon the old 8" main line. Remove the tops on the old manholes and fill with dirt. Patch all disturbed pavements.		
<u>Reason for Project:</u>	The existing 8" sanitary sewer main is currently at capacity.		
Total 2026 Budgeted Cost:	\$2,000,000	Projected Cost to Completion:	No additional cost anticipated
Estimated date of CY completion:	N/A	Estimated Year of Full Completion:	2026
<u>Operating Impact:</u>	The new 12" main line will provide the capacity for future development of the Evans Junction and limit the potential for sanitary sewer overflows.		

Significant Capital Improvements

Wastewater Treatment Plant Expansion

<u>Project:</u>	Wastewater Treatment Plant Expansion		
<u>Fund / Department</u>	Waste Water Fund / Engineering		
<u>Scope:</u>	Make improvements to the wastewater treatment plant (WWTP), and biosolids treatment and handling upgrades.		
<u>Work Description:</u>	Build new biosolids treatment and dewatering facilities. Build new influent EQ tankage and chemical addition capabilities. Replace aging and failing equipment. Improve operability by adding and improving automation and controls.		
<u>Reason for Project:</u>	The WWTP is nearing its organic capacity limit. The improvements and upgrades will re-rate the organic capacity of the WWTP, and postpone larger expansion of the liquid treatment system.		
Total 2026 Budgeted Cost:	\$4,000,000	Projected Cost to Completion:	Current estimate is \$35,000,000
Estimated date of CY completion:	N/A	Estimated Year of Full Completion:	2028
<u>Operating Impact:</u>	Provide better operability and increase the capacity to support the City's growth.		

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

	2023 Actual	2024 Actual	2025 Budget	2025 Budget V2	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	2,162,932	3,437,432	2,847,641	2,847,641	135,907	149,189	262,555	416,232	1,030,879
<u>Revenues</u>									
Intergovernmental	2,636,065	1,292,908	781,910	981,010	2,388,282	881,366	921,677	964,647	1,018,781
Total Revenues	<u>2,636,065</u>	<u>1,292,908</u>	<u>781,910</u>	<u>981,010</u>	<u>2,388,282</u>	<u>881,366</u>	<u>921,677</u>	<u>964,647</u>	<u>1,018,781</u>
CT	2,636,065	1,292,908	781,910	981,010	2,388,282	881,366	921,677	964,647	1,018,781
Transfers In	1,320,000	600,000	-	-	-	-	-	-	-
Total Available Funds	<u>3,956,065</u>	<u>1,892,908</u>	<u>781,910</u>	<u>981,010</u>	<u>2,388,282</u>	<u>881,366</u>	<u>921,677</u>	<u>964,647</u>	<u>1,018,781</u>
<u>Expenditures</u>									
Supplies & Services	66,423	87,343	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Capital Improvement	2,615,142	2,395,357	615,000	3,342,744	2,025,000	418,000	418,000	-	-
Total Expenditures	<u>2,681,565</u>	<u>2,482,699</u>	<u>965,000</u>	<u>3,692,744</u>	<u>2,375,000</u>	<u>768,000</u>	<u>768,000</u>	<u>350,000</u>	<u>350,000</u>
Excess Revenue Over (Under) Expenditures	<u>1,274,500</u>	<u>(589,791)</u>	<u>(183,090)</u>	<u>(2,711,734)</u>	<u>13,282</u>	<u>113,366</u>	<u>153,677</u>	<u>614,647</u>	<u>668,781</u>
Ending Fund Balance	<u>3,437,432</u>	<u>2,847,641</u>	<u>2,664,551</u>	<u>135,907</u>	<u>149,189</u>	<u>262,555</u>	<u>416,232</u>	<u>1,030,879</u>	<u>1,699,660</u>
Restricted fund balance	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>
CT									

Capital Projects – Streets Fund

2023-2030 Capital Improvement Plan	2023	2024	2025	2025	2026	2027	2028	2029	2030	Future
	Actual	Actual	Budget	Budget V2	Budget	Projected	Projected	Projected	Projected	Projects
37th St. Widening Phase 1 - 47th to Sienna	397,501	-	-	-	-	-	-	-	-	-
37th St. Widening Phase 2 - Sienna to 35th	313,951	1,118,966	500,000	1,556,508	-	-	-	-	-	-
37th St. Widening Phase 3 - Arrowhead to 65th	-	11,400	-	-	1,500,000	-	-	-	-	-
37th St. Widening Phase 4 - 47th to Arrowhead	-	-	-	-	-	-	-	-	-	15,036,000
47th Ave. Widening - 32nd to 37th	2,111	-	-	-	-	-	-	-	-	-
Misc. Street Resurfacing (Per PMS)	1,335,646	899,027	-	-	-	-	-	-	-	-
Pavement condition scanning	-	-	40,000	40,000	-	-	-	-	-	-
Street Sweeper	150,936	-	-	-	-	-	-	-	-	-
23rd Avenue arterial extension - 2 Lane (42nd to 49th)	414,997	-	-	-	-	-	-	-	-	1,740,000
31st St/ Highway 85 Waterline Replacement	-	-	-	-	-	418,000	418,000	-	-	-
23rd/42nd Traffic Signal	-	-	75,000	75,000	525,000	-	-	-	-	-
34th Street Waterline Replacement	-	-	-	-	-	-	-	-	-	805,000
Trinidad Street Improvements - design	-	-	-	160,000	-	-	-	-	-	870,000
Evans Ditch Trail construction	-	111,339	-	860,161	-	-	-	-	-	-
ADA Ramp Replacement Project	-	-	-	199,100	-	-	-	-	-	-
23rd Avenue mill & overlay	-	-	-	-	-	-	-	-	-	947,000
Pleasant Acres Waterline Replacement - 11th to 32nd	-	-	-	-	-	-	-	-	-	502,000
23rd/34th Traffic Signal	-	254,625	-	451,975	-	-	-	-	-	526,000
17th/42nd Traffic Signal	-	-	-	-	-	-	-	-	-	526,000
35th Avenue Widening - Prairie View to 49th	-	-	-	-	-	-	-	-	-	9,873,000
35th Avenue Intersection at 37th St	-	-	-	-	-	-	-	-	-	1,646,000
49th St East Widening - 35th to 47th	-	-	-	-	-	-	-	-	-	16,290,000
65th Avenue North Widening - 37th to Peakview North	-	-	-	-	-	-	-	-	-	4,607,000
65th Avenue South Widening - Peakview to 49th	-	-	-	-	-	-	-	-	-	6,582,000
17th Ave mill & overlay - 34th to 37th	-	-	-	-	-	-	-	-	-	376,000
Prairie View Drive - 23rd to 17th	-	-	-	-	-	-	-	-	-	496,000
Prairie View Drive - 17th to Highway 85	-	-	-	-	-	-	-	-	-	1,353,000
Prairie View Drive - 35th to 47th	-	-	-	-	-	-	-	-	-	21,720,000
49th St mill & overlay - 35th to Industrial Parkway	-	-	-	-	-	-	-	-	-	2,255,000
32nd St mill & overlay - Harbor to 29th	-	-	-	-	-	-	-	-	-	752,000
49th St West Widening - 47th to 65th	-	-	-	-	-	-	-	-	-	19,746,000
Capital Projects - Streets Total	2,615,142	2,395,357	615,000	3,342,744	2,025,000	418,000	418,000	-	-	106,648,000

Capital Projects – Food Tax Fund

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

City of Evans Capital Projects - Food Tax Fund

	2023 Actual	2024 Actual	2025 Budget V2	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	1,417,048	2,260,159	4,466,959	4,466,959	2,149,513	2,944,361	3,460,582	3,989,709	4,579,020
Revenues									
Sales Tax Revenue	1,986,834	2,125,121	2,430,095	2,252,235	2,432,414	2,554,034	2,605,115	2,657,217	2,710,361
Bond Proceeds	-	-	31,000,000	26,639,883	-	-	-	-	-
Interest Earnings	42,259	81,679	84,646	84,646	59,634	58,887	69,212	79,794	91,580
Total Revenues	2,029,094	2,206,800	33,514,741	28,976,764	2,492,048	2,612,921	2,674,326	2,737,011	2,801,942
CT	-	-	-	-	-	-	-	-	-
Total Available Funds	2,029,094	2,206,800	33,514,741	28,976,764	2,492,048	2,612,921	2,674,326	2,737,011	2,801,942
Expenditures									
Capital	1,185,983	-	35,000,000	30,639,883	-	-	-	-	-
Debt Service	-	-	1,000,000	654,327	1,697,200	1,696,700	1,695,200	1,697,700	1,698,950
Police Station O&M	-	-	-	-	-	400,000	450,000	450,000	500,000
Total Expenditures	1,185,983	-	36,000,000	31,294,210	1,697,200	2,096,700	2,145,200	2,147,700	2,198,950
Excess Revenue Over (Under) Expenditures	843,110	2,206,800	(2,485,259)	(2,317,446)	794,848	516,221	529,126	589,311	602,992
Ending Fund Balance	2,260,159	4,466,959	1,981,700	2,149,513	2,944,361	3,460,582	3,989,709	4,579,020	5,182,011
Debt Reserve	-	-	-	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Available Fund Balance	2,260,159	4,466,959	1,981,700	449,513	1,244,361	1,760,582	2,289,709	2,879,020	3,482,011
CT	-	-	-	-	-	-	-	-	-
2023-2030 Capital Improvement Plan									
37th St. Widening Phase 1 - Sienna to 47th	950,146	-	-	-	-	-	-	-	-
Police Station Construction	-	-	35,000,000	30,639,883	-	-	-	-	-
23rd Avenue Arterial Completion	235,837	-	-	-	-	-	-	-	-
Capital Projects - Food Tax Fund Total	1,185,983	-	35,000,000	30,639,883	-	-	-	-	-

Capital Projects – Road Tax Fund

The *Capital Projects – Road Tax Fund* maintains, operates, and improves the safety of the streets of the City, including resurfacing, reconstruction, paving dirt roads, arterial capacity expansion, and related concrete work in the public rights of way. The road tax revenue is restricted for use for these specific project types, and without further action, this sales tax revenue is scheduled to sunset on June 30, 2027. Priorities are established in the City's five-year Capital Improvement Plan (CIP) which is approved on an annual basis by the City Council.

City of Evans Capital Projects - Road Tax Fund

	2023 Actual	2024 Actual	2025 Budget V2	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	4,012,150	6,388,161	8,484,073	8,484,073	1,346,184	9,779	0	0	0
Revenues									
Sales Tax Revenue	3,913,477	4,349,097	4,127,158	4,068,169	4,091,348	2,045,674	-	-	-
Interest Earnings	120,595	184,960	206,712	206,712	35,465	196	-	-	-
Total Revenues	4,034,071	4,534,058	4,333,870	4,274,881	4,126,813	2,045,870	-	-	-
CT	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-
Total Available Funds	4,034,071	4,534,058	4,333,870	4,274,881	4,126,813	2,045,870	-	-	-
Expenditures									
Project Management	99,447	50,000	114,670	114,670	142,219	300,000	-	-	-
Capital	1,558,614	2,388,146	11,298,100	11,298,100	5,321,000	1,755,648	-	-	-
Total Expenditures	1,658,061	2,438,146	11,412,770	11,412,770	5,463,219	2,055,648	-	-	-
Excess Revenue Over (Under) Expenditures	2,376,010	2,095,912	(7,078,900)	(7,137,889)	(1,336,406)	(9,778)	-	-	-
Ending Fund Balance	6,388,161	8,484,073	1,405,173	1,346,184	9,779	0	0	0	0
CT	-	-	-	-	-	-	-	-	-

2023-2030 Capital Improvement Plan

	2023 Actual	2024 Actual	2025 Budget V2	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
23rd Avenue arterial completion	102,826	-	-	-	-	-	-	-	-
37th St. Widening Phase 1- Sienna to 47th	755,672	-	-	-	-	-	-	-	-
37th St. Widening Phase 2 - 35th to Sienna	-	1,987,028	3,930,000	3,930,000	-	-	-	-	-
37th St. Widening Phase 3 - 65th to Arrowhead	-	-	1,768,100	1,768,100	2,121,000	-	-	-	-
Street Maintenance	469,256	401,118	5,600,000	5,600,000	1,700,000	1,755,648	-	-	-
49th Street - reconstruction design	-	-	-	-	1,500,000	-	-	-	-
Traffic Signal Cabinets	230,860	-	-	-	-	-	-	-	-
Capital Projects - Road Tax Fund Total	1,558,614	2,388,146	11,298,100	11,298,100	5,321,000	1,755,648	-	-	-

Capital Projects – Parks Fund

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

City of Evans Capital Projects - Parks Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	294,394	176,910	22,283	22,871	23,330	23,564	23,799	24,037
Revenues								
Miscellaneous Revenue								
Interest Earnings	6,839	2,941	587	229	233	236	238	-
Total Revenues	6,839	2,941	587	229	233	236	238	-
CT	6,839	2,941	587	229	233	236	238	-
Total Available Funds	6,839	2,941	587	229	233	236	238	-
Expenditures								
Professional Services	-	8,560	-	-	-	-	-	-
Capital Improvement	124,323	149,008	-	-	-	-	-	-
Total Expenditures	124,323	157,568	-	-	-	-	-	-
Excess Revenue Over (Under) Expenditures	(117,484)	(154,627)	587	229	233	236	238	-
Ending Fund Balance	176,910	22,283	22,871	23,099	23,564	23,799	24,037	24,037
CT								

2023-2030 Capital Improvement Plan

	2023 Actual	2024 Actual	2025 Budget	2026 Projected	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Riverside Park entryway landscaping	124,323	-	-	-	-	-	-	-
2 Ventrac mowers, attachments, and trailers	-	149,008	-	-	-	-	-	-
Capital Projects - Parks Total	124,323	149,008	-	-	-	-	-	-

Trust Funds - Cemetery Endowment Fund

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

City of Evans Cemetery Endowment Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	49,470	49,470	49,470	49,470	49,470	49,470	49,470	49,470
<u>Revenues</u>								
Investment Income	2,819	3,017	6,000	6,000	6,000	6,000	6,000	6,000
Total Revenues	2,819	3,017	6,000	6,000	6,000	6,000	6,000	6,000
CT	-	-						
Total Available Funds	2,819	3,017	6,000	6,000	6,000	6,000	6,000	6,000
<u>Expenditures</u>								
Culture, Parks & Recreation	2,819	3,017	6,000	6,000	6,000	6,000	6,000	6,000
Total Expenditures	2,819	3,017	6,000	6,000	6,000	6,000	6,000	6,000
Excess Revenue Over (Under) Expenditures	-	-	-	-	-	-	-	-
Ending Fund Balance	49,470	49,470	49,470	49,470	49,470	49,470	49,470	49,470
CT								

Evans Redevelopment Agency

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

Evans Redevelopment Agency General Fund Long Range Financial Plan

	2023 Actual	2024 Actual	2025 Budget	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
Beginning Fund Balance	588,590	567,271	463,358	463,358	1,609,414	895,702	285,668	179,681	276,146
Revenues:									
Loan from City of Evans	-	-	1,800,000	-	-	-	-	-	-
Property Tax Revenue	9,395	28,008	30,122	30,122	36,787	40,466	44,513	48,964	53,860
Miscellaneous Revenue	75,968	51,897	-	35,000	-	-	-	-	-
Property Sales	-	-	1,300,000	1,300,000	-	-	500,000	-	-
Sales Tax Revenue	-	-	-	-	-	-	-	298,001	800,000
Total revenues	85,363	79,905	3,130,122	1,365,122	36,787	40,466	544,513	346,965	853,860
Expenditures:									
Personnel	87,605	149,066	150,000	149,066	150,000	150,000	150,000	150,000	150,000
Supplies & Services	19,078	34,751	100,500	70,000	100,500	100,500	100,500	100,500	100,500
Reimbursement to City	-	-	1,300,000	-	500,000	400,000	400,000	-	-
Capital	-	-	1,800,000	-	-	-	-	-	-
Total Expenditures	106,682	183,817	3,350,500	219,066	750,500	650,500	650,500	250,500	250,500
Excess Revenue Over (under)									
Expenditures	(21,319)	(103,912)	(220,378)	1,146,056	(713,713)	(610,034)	(105,987)	96,465	603,360
Ending Fund Balance	567,271	463,358	242,980	1,609,414	895,702	285,668	179,681	276,146	879,506
<i>ERA Expenditures paid by City</i>	-	-	1,800,000	4,101,999	-	-	-	-	-
<i>Sales Tax Increment Applied</i>	722,049	125,007	500,000	750,000	750,000	800,000	800,000	501,999	-
<i>ERA reimbursements to the City</i>	-	-	1,300,000	-	500,000	400,000	400,000	-	-
<i>Loan from City Balance</i>	125,007	0	0	3,351,999	2,101,999	1,301,999	501,999	0	0

Attachments

Attachment A 2026 Budget Summary

Fund/Department	Revenue	Wages	Supplies & Services	Asset Management	Transfers	Debt	Capital	Miscellaneous	Net Impact
General Fund									
General Government	19,424,786	3,364,745	2,859,622	-	2,844,393	-	-	200,000	
Community Development	-	1,323,003	199,376	-	-	-	-	-	
Public Safety	-	6,622,849	1,345,448	250,000	-	-	-	-	
Public Works	-	2,157,540	1,242,996	250,000	-	-	-	-	
Culture, Parks & Recreation	-	1,924,668	520,770	-	-	-	-	-	
Total General Fund	19,424,786	15,392,805	6,168,212	500,000	2,844,393	-	-	200,000	8,162
Emergency Contingency	-	-	-	-	-	-	-	-	-
Cemetery Perpetual Care	4,821	-	-	-	-	-	-	-	4,821
Fire Impact	400,000	-	-	-	-	-	-	400,000	-
Street Impact	915,816	-	-	-	-	-	2,000,000	-	(1,084,184)
Police Impact	84,734	-	-	-	-	-	-	-	84,734
Parks Impact	486,970	-	-	-	-	-	-	-	486,970
Conservation Trust	269,644	-	-	-	-	-	160,000	-	109,644
School Impact	400,000	-	-	-	-	-	-	400,000	-
Refuse Collection	1,326,719	-	1,220,985	-	(66,336)	-	-	-	39,398
Capital Projects - Streets	2,388,282	-	350,000	-	-	-	2,025,000	-	13,282
Capital Projects - Parks	229	-	-	-	-	-	-	-	229
Capital Projects - Food Tax	2,492,048	-	-	-	-	1,697,200	-	-	794,848
Capital Projects - Road Tax	4,126,813	142,219	-	-	-	-	5,321,000	-	(1,336,406)
Water	9,707,127	927,498	6,522,433	445,000	(909,339)	-	4,820,449	-	(3,917,592)
Wastewater	7,571,744	1,091,070	732,600	100,000	(714,002)	2,421,506	7,800,000	-	(5,287,434)
Storm Drainage	1,956,382	126,337	401,200	18,000	(380,003)	487,575	430,000	-	113,267
Cemetery Trust	6,000	-	6,000	-	-	-	-	-	-
TOTAL CITY	51,562,115	17,679,929	15,401,430	1,063,000	774,713	4,606,281	22,556,449	1,000,000	(9,970,261)

Attachment B Summary of Personnel Positions

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

General Government Personnel

	2023	2024	2025	2026	2027	2028	2029	2030
City Manager	1	1	1	1	1	1	1	1
Assistant City Manager	1	-	-	-	-	-	-	-
Assistant to the City Manager	-	1	1	1	1	1	1	1
Communications Specialist	1	1	1	1	1	1	1	1
IT Director	1	1	1	1	1	1	1	1
Technical Support Administrator	1	1	1	1	1	1	1	1
GIS Administrator	1	1	1	1	1	1	1	1
Systems & Network Administrator	1	1	1	1	1	1	1	1
City Clerk	1	1	1	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1	1	1	1
Customer Service and UB Supervisor	1	1	1	1	1	1	1	1
Customer Service Administrator	3	3	2	2	2	2	2	2
Administrative Services Director	1	-	-	-	-	-	-	-
HR and Risk Management Director	1	1	-	-	-	-	-	-
HR Manager	1	1	1	1	1	1	1	1
HR Business Partner	1	1	1	1	1	1	1	1
Safety & Risk Manager	1	1	1	1	1	1	1	1
HR & Risk Management Specialist	.5	.5	.5	1	1	1	1	1
Deputy City Manager/CFO	1	1	1	1	1	1	1	1
Finance Manager	1	1	1	1	1	1	1	1
Senior Accountant/ Accountant	2	2	2.5	2.5	2.5	2.5	2.5	2.5
Procurement & Contract Specialist	-	-	1	1	1	1	1	1
Accounts Payable Clerk	.8	.8	.5	.5	.5	.5	.5	.5
Senior Projects Manager	1	-	-	-	-	-	-	-
City Attorney	1	1	1	1	1	1	1	1
	25.3	23.3	22.5	23	23	23	23	23

Personnel Highlights

- 2024 reflects the addition of an Assistant to the City Manager. The following positions were removed in 2024: Administrative Services Director, Assistant City Manager and Senior Projects Manager.
- 2025 reflects the reduction of a Customer Service Administrator, reduction of an HR and Risk Management Director, change of part time to full time for the HR & Risk Management Specialist, addition of the Procurement & Contract Specialist. 2025 also reflects restructuring of the Finance Department.

Community Development and Economic Development Personnel

	2023	2024	2025	2026	2027	2028	2029	2030
Community Development Director	1	1	1	1	1	1	1	1
Senior Planner	1	1	1	1	1	1	1	1
Building Coordinator	1	1	1	1	1	1	1	1
Neighborhood Services Manager	1	1	1	1	1	1	1	1
Code Enforcement Officer	1	2	2	2	2	2	2	2
Economic Development Director	1	1	1	1	1	1	1	1
Economic Development Specialist	-	1	1	1	1	1	1	1
Chief Building Official	-	-	1	1	1	1	1	1
Building Inspector II	-	-	1	1	1	1	1	1
	6	8	10	10	10	10	10	10

Personnel Highlights

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



Public Safety Personnel

	2023	2024	2025	2026	2027	2028	2029	2030
Police Chief	1	1	1	1	1	1	1	1
Sworn Police Officers	36	36	36	36	36	36	36	36
Community Outreach Administrator	1	1	1	1	1	1	1	1
Police Records Manager	1	1	1	1	1	1	1	1
Police Records Specialist	-	1	1	1	1	1	1	1
Property & Evidence Manager	1	1	1	1	1	1	1	1
Property & Evidence Tech	1	1	1	1	1	1	1	1
Digital Evidence Tech	-	1	1	1	1	1	1	1
Community Service Technician	1	1	1	1	1	1	1	1
Municipal Court Clerk	1	1	1	1	1	1	1	1
Municipal Court Supervisor	1	1	1	1	1	1	1	1
	44	46	46	46	46	46	46	46

Personnel Highlights

- 2024 reflects the addition of a Police Records Specialist and Digital Evidence Technician.

Public Works Personnel

	2023	2024	2025	2026	2027	2028	2029	2030
Public Services & Utilities Director	1	1	1	1	1	1	1	1
Engineering Director	-	-	1	1	1	1	1	1
Engineers	3	3	4	4	4	4	4	4
Senior Construction Inspector	1	1	-	-	-	-	-	-
Streets & Stormwater Superintendent	1	1	1	1	1	1	1	1
Field Services Manager	1	1	1	1	1	1	1	1
Technician	3	4	4	4	4	4	4	4
Fleet Manager	1	1	1	1	1	1	1	1
Fleet Technician	-	1	1	1	1	1	1	1
	12	12	14	14	14	14	14	14

Personnel Highlights

- 2024 reflects the addition of a Sign Technician and a Fleet Mechanic.
- 2025 reflects the addition of a Engineering Director and an additional Civil Engineer.

Parks & Recreation Personnel

	2023	2024	2025	2026	2027	2028	2029	2030
Parks Superintendent	1	1	1	1	1	1	1	1
Parks Technician	6	6	8	8	8	8	8	8
Facility Maintenance Supervisor	1	1	1	1	1	1	1	1
Facility Maintenance Manager	1	1	1	1	1	1	1	1
Facility Maintenance Tech	-	-	1	1	1	1	1	1
Custodian I/II	2	2	2	2	2	2	2	2
Parks Supervisor	1	1	1	1	1	1	1	1
Parks & Recreation Director	1	1	-	-	-	-	-	-
Recreation Supervisors	2	2	2	2	2	2	2	2
Recreation Manager	1	1	1	1	1	1	1	1
	16	16	18	18	18	18	18	18

Personnel Highlights

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

General Fund Personnel by Department

	2023	2024	2025	2026	2027	2028	2029	2030
General Government	25.3	23.3	22.5	23	23	23	23	23
Community Development	6	8	10	10	10	10	10	10
Public Safety	44	46	46	46	46	46	46	46
Public Works	12	12	14	14	14	14	14	14
Culture, Parks, Recreation	16	16	18	18	18	18	18	18
	103.3	105.3	110.5	111	111	111	111	111

CIP- Road Tax Fund Personnel

	2023	2024	2025	2026	2027	2028	2029	2030
Engineering Tech/ Utility Locator	1	1	1	1	1	1	-	-
	1	1	1	1	1	1	-	-

Water Fund Personnel

	2023	2024	2025	2026	2027	2028	2029	2030
Water Distribution Superintendent	1	1	1	1	1	1	1	1
Water Technician	2	3	5	5	5	5	5	5
Water Conservation Coordinator	1	1	1	1	1	1	1	1
	4	5	7	7	7	7	7	7

Personnel Highlights

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

Wastewater Fund Personnel

	2023	2024	2025	2026	2027	2028	2029	2030
Superintendent	1	1	1	1	1	1	1	1
Assistant Superintendent	1	1	1	1	1	1	1	1
Collections Supervisor	1	1	1	1	1	1	1	1
Wastewater Technician	6	6	6	6	6	6	6	6
	9	9	9	9	9	9	9	9

Stormwater Fund Personnel

	2023	2024	2025	2026	2027	2028	2029	2030
Stormwater Technician	3	3	4	4	4	4	4	4
Utility Engineer	-	-	-	1	1	1	1	1
	3	3	4	5	5	5	5	5

Personnel Highlights

- 2025 reflects the addition of a Technician.
- 2026 reflects the addition of a Utility Engineer.

Total City of Evans Personnel

	2023	2024	2025	2026	2027	2028	2029	2030
General Fund	103.3	105.3	111	111	111	111	111	111
CIP- Road Tax Fund	1	1	1	1	1	1	1	1
Water Works Fund	4	5	7	7	7	7	7	7
Wastewater Fund	9	9	9	9	9	9	9	9
Stormwater Fund	4	4	4	5	5	5	5	5
	121.3	124.3	132	133	133	133	133	133



Attachment C Summary of Personnel Expenditures

	2023 Actual	2024 Actual	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
General Government								
Regular	3,076,847	3,080,879	3,234,017	3,355,674	3,489,810	3,629,307	3,774,380	3,925,250
Over Time	7,836	8,228	8,639	9,071	9,525	10,001	10,501	11,026
Community Development								
Regular	762,389	1,056,341	1,318,631	1,319,372	1,372,165	1,427,070	1,484,173	1,543,560
Over Time	3,275	3,389	3,508	3,631	3,758	3,889	4,025	4,166
Public Safety								
Police & Municipal Court								
Regular	5,170,142	5,893,947	5,914,778	6,318,170	6,572,420	6,836,894	7,112,001	7,398,171
Over Time	274,803	284,421	294,376	304,679	315,343	326,380	337,803	349,626
Public Works								
Regular	1,288,427	1,330,997	1,626,221	2,135,748	2,221,286	2,310,251	2,402,777	2,499,009
Over Time	19,656	20,344	21,056	21,793	22,555	23,345	24,162	25,008
Culture, Parks & Recreation								
Regular	1,416,795	1,653,637	2,037,153	1,897,770	1,973,815	2,052,907	2,135,167	2,220,723
Over Time	24,260	25,110	25,988	26,898	27,839	28,814	29,822	30,866
General Fund Total	12,044,430	13,357,293	14,484,366	15,392,805	16,008,517	16,648,858	17,314,812	18,007,404
Regular	113,850	110,000	114,670	142,219	121,959	126,228	126,228	126,228
CIP - Road Tax Fund	113,850	110,000	114,670	142,219	121,959	126,228	126,228	126,228
Regular	512,419	596,817	806,369	927,498	941,837	956,353	971,049	985,924
Water Fund Total	512,419	596,817	806,369	927,498	941,837	956,353	971,049	985,924
Regular	889,337	959,219	969,965	1,082,540	1,117,374	1,153,329	1,190,440	1,228,746
Over Time	7,693	7,962	8,241	8,530	8,828	9,137	9,457	9,788
Wastewater Fund Total	897,030	967,181	978,206	1,091,070	1,126,202	1,162,466	1,199,897	1,238,534
Regular	165,861	260,841	117,203	120,778	125,033	129,438	133,998	138,718
Over Time	5,087	5,240	5,397	5,559	5,726	5,897	6,074	6,257
Storm Drainage Fund Total	170,948	266,081	122,600	126,337	130,759	135,335	140,072	144,974
TOTAL WAGES	13,738,677	15,297,372	16,506,211	17,679,929	18,329,273	19,029,240	19,752,058	20,503,064

Attachment D Summary of Supplies and Services by Program

	2023 Actual	2024 Actual	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
GENERAL FUND								
GENERAL GOVERNMENT								
City Council	51,369	89,000	56,600	81,600	83,232	84,897	86,595	88,326
City Council Projects	1,000	21,000	22,000	-	-	-	-	-
City Manager	42,767	88,400	114,264	59,700	60,894	62,112	63,354	64,621
City Clerk	24,266	25,750	29,550	41,417	42,245	43,090	43,952	44,831
Human Resources / Risk	745,824	822,100	917,850	949,358	968,345	987,712	1,007,466	1,027,616
Information Technology	675,224	557,965	565,804	591,705	603,539	615,610	627,922	640,481
Customer Service Unit	14,349	32,000	33,040	31,388	32,016	32,656	33,309	33,975
Elections	18,588	40,340	40,340	40,340	41,147	41,970	42,809	43,665
Finance	690,085	758,183	733,431	789,260	805,045	821,146	837,569	854,320
Public Facilities	129,344	172,850	177,850	157,100	160,242	163,447	166,716	170,050
Legal	165,916	126,050	124,954	117,754	120,109	122,511	124,961	127,461
GENERAL GOVERNMENT TOTAL S&S	2,558,732	2,733,638	2,815,683	2,859,622	2,916,814	2,975,151	3,034,654	3,095,347
COMMUNITY DEVELOPMENT								
Community Development	18,944	40,300	32,800	17,923	18,281	18,647	19,020	19,400
Economic Development	51,885	87,950	87,950	83,553	85,224	86,929	88,667	90,440
Building Inspection	266,621	652,400	54,400	28,700	29,274	29,859	30,457	31,066
Neighborhood Services	82,041.75	50,400	59,200	69,200	70,584	71,996	73,436	74,904
COMMUNITY DEVELOPMENT TOTAL S&S	419,492	831,050	234,350	199,376	203,364	207,431	211,579	215,811
PUBLIC SAFETY								
Municipal Court	60,254	78,700	114,620	76,250	77,775	79,331	80,917	82,535
Police	1,193,048	1,260,028	1,458,708	1,269,198	1,294,582	1,320,473	1,346,883	1,373,820
PUBLIC SAFETY TOTAL S&S	1,253,301	1,338,728	1,573,328	1,345,448	1,372,357	1,399,804	1,427,800	1,456,356

	2023 Actual	2024 Projected	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
PUBLIC WORKS								
Maintenance of Condition	392,159	660,070	922,345	736,742	751,477	766,506	781,837	797,473
Engineering	105,631	95,250	126,750	123,894	126,372	128,899	131,477	134,107
Fleet	294,956	333,300	318,800	352,860	359,917	367,116	374,458	381,947
Public Works Administration	13,048	25,750	29,500	29,500	30,090	30,692	31,306	31,932
PUBLIC WORKS TOTAL S&S	805,794	1,114,370	1,397,395	1,242,996	1,267,856	1,293,213	1,319,077	1,345,459
CULTURE, PARKS & REC								
Recreation Administration	-	-	-	-	-	-	-	-
Recreation	163,036	134,000	137,000	136,500	139,230	142,015	144,855	147,752
Senior Citizens	29,827	51,500	51,500	35,500	36,210	36,934	37,673	38,426
Riverside	5,715	7,000	8,000	9,500	9,690	9,884	10,081	10,283
Parks	120,408	146,600	184,600	171,120	174,542	178,033	181,594	185,226
Cemetery	2,015	9,857	25,000	23,750	24,225	24,710	25,204	25,708
Forestry	25,835	43,000	55,000	52,250	53,295	54,361	55,448	56,557
Library	92,853	120,000	97,000	92,150	93,993	95,873	97,790	99,746
CULTURE, PARKS & REC TOTAL S&S	439,690	511,957	558,100	520,770	531,185	541,809	552,645	563,698
TOTAL GENERAL FUND	5,477,009	6,529,743	6,578,856	6,168,212	6,291,576	6,417,407	6,545,755	6,676,671

	2023 Actual	2024 Projected	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
WATER FUND								
OPERATING COSTS (BASE RATE FUNDED)								
Base / Service Available	373,639	525,316	443,170	476,670	488,587	500,801	513,321	526,154
Non Potable	30,213	63,621	143,150	208,600	213,815	219,160	224,639	230,255
Irrigation/ Ditch	35,452	50,871	198,000	227,000	232,675	238,492	244,454	250,566
Assessments	68,753	68,529	70,000	70,000	71,050	72,116	73,197	74,295
OPERATING COSTS (BASE RATE FUNDED)	508,058	708,337	854,320	982,270	1,006,127	1,030,569	1,055,612	1,081,271
TREATMENT & CONSUMPTION COSTS (VARIABLE RATE FUNDED)								
Consumption	4,113,427	4,981,943	5,200,725	5,194,153	5,298,036	5,403,997	5,512,077	5,622,318
Conservation	-	-	-	-	-	-	-	-
Water Conservation	34,267	37,639	104,000	104,000	104,000	104,000	104,000	104,000
TREATMENT & CONSUMPTION COSTS (VARIABLE RATE FUNDED)	4,147,694	5,019,582	5,304,725	5,298,153	5,402,036	5,507,997	5,616,077	5,726,318
EXPANSION COSTS (TAP FEE FUNDED)								
Water Meters / Misc	-	76,672	200,000	242,010	242,010	242,010	242,010	242,010
Professional Services	-	-	-	-	-	-	-	-
EXPANSION COSTS (TAP FEE FUNDED)	-	76,672	200,000	242,010	242,010	242,010	242,010	242,010
TOTAL Water Fund	4,655,751	5,804,591	6,359,045	6,522,433	6,650,173	6,780,576	6,913,699	7,049,599
WASTEWATER FUND								
OPERATIONS	530,268	867,206	659,786	732,600	750,915	769,688	788,930	808,653
STORM DRAINAGE FUND								
OPERATIONS	302,253	141,991	347,200	401,200	401,200	401,200	401,200	401,200

Attachment E Summary of Supplies and Services by Fund

	2023 Actual	2024 Actual	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected
General Fund	5,477,009	6,529,743	6,578,856	6,168,212	6,291,576	6,417,407	6,545,755	6,676,671
Refuse Collection Fund	1,085,387	1,119,364	1,212,663	1,220,985	1,281,946	1,518,165	1,593,977	1,673,577
Capital - Streets Fund	66,423	350,000	350,000	350,000	350,000	350,000	350,000	350,000
Water Fund	4,655,751	5,804,591	6,359,045	6,522,433	6,650,173	6,780,576	6,913,699	7,049,599
Wastewater Fund	530,268	867,206	659,786	732,600	750,915	769,688	788,930	808,653
Storm Drainage Fund	302,253	141,991	347,200	401,200	401,200	401,200	401,200	401,200
Cemetery Trust Fund	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL CITY SUPPLIES & SERVICES	12,123,092	14,818,896	15,513,550	15,401,430	15,731,810	16,243,036	16,599,562	16,965,700



Attachment F Summary of Debt

Summary of Annual Obligations

	2023 Actual	2024 Actual	2025 Projected	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	Through Maturity
Wastewater Fund	\$ 2,416,725	\$ 2,349,171	\$ 2,418,897	\$ 2,421,506	\$ 2,416,687	\$ 2,417,513	\$ 2,416,810	\$ 2,420,716	\$ 19,315,719
Water Fund	155,991.00	-	-	-	-	-	-	-	-
Storm Drainage Fund	490,811	489,084	490,590	487,575	489,951	489,636	490,397	490,214	5,382,602
Food Tax Fund	\$ -	\$ -	\$ 654,327	\$ 1,697,200	\$ 1,697,700	\$ 1,695,200	\$ 1,697,700	\$ 1,698,950	\$ 42,428,750
Total Annual Obligation	\$ 3,063,527	\$ 2,838,255	\$ 3,563,813	\$ 4,606,280	\$ 4,604,338	\$ 4,602,349	\$ 4,604,906	\$ 4,609,880	\$ 67,127,072

Summary of Total Obligations

	Balance 12/31/25	Additions	Retirements	Balance 12/31/26
Wastewater 2016 CWRPDA	\$ 27,216,231	\$ -	\$ 1,932,942	\$ 25,283,289
Storm Drainage 2020 CWRPDA	6,880,098	-	388,067	6,492,031
Food Tax- Series 2025 COP	6,880,098	-	385,682	6,494,416
Total Obligation	\$ 40,976,427	\$ -	\$ 2,706,691	\$ 38,269,736

Description of Debt

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

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

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

Food Tax Debt: Series 2025 Certificates of Participation, issued May 28, 2025 in the amount of \$26,820,000. These COPs will be used to fund construction of a new police facility and renovate Evans Community Complex for use by other City departments once the police department is operating from the new building. Annual lease payments are due beginning 12/1/2025 and end on 10/1/2055, with varying stated interest rates between 4.250%-5.000%. Bond rating assigned by Moody's was Aa2, assigned as Aa3 to COPs, Series 2025.

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

August 2025 Weld County Property Tax Abstract lists total actual value for the City of Evans, minus tax exempt property, at \$3,041,316,365. Fifteen percent of this actual property valuation would limit indebtedness at \$456,197,455. The City currently only has the COP issuance which would fall into this category and as such, is below debt limits.

Attachment G Asset Management Plan

	Amount	Description
General Fund	\$500,000	Equipment replacement for general fund operational needs, to be prioritized in 2025.
Water Fund	\$445,000	Valve maintenance trailer, backhoe attachments, air compressor trailers, excavator attachments, bulk water payment processor, snow plow attachment for vehicle, water hydrant replacements.
Wastewater Fund	\$100,000	HVAC replacements at Wastewater operations building.
Storm Drainage Fund	\$18,000	Zero turn mower to assist with storm drainage operations.
Asset Management Plan Total		\$1,063,000

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



Attachment H Intra Fund Transfers and Methods

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

Transfer from Refuse Fund to General Fund			
2023 Actual	2024 Actual	2025 Projected	2026 Budget
\$53,166	\$56,150	\$59,953	\$66,336

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

Transfer from Water Fund to General Fund			
2023 Actual	2024 Actual	2025 Projected	2026 Budget
\$575,631	\$498,910	\$631,011	\$909,339

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

Transfer from Wastewater Fund to General Fund			
2023 Actual	2024 Actual	2025 Projected	2026 Budget
\$545,905	\$527,762	\$588,600	\$714,002

Transfer from Storm Drainage Fund to General Fund			
2023 Actual	2024 Actual	2025 Projected	2026 Budget
\$346,004	\$357,062	\$325,832	\$380,832

Attachment I 2026 Budget Resolution

CITY OF EVANS, COLORADO

RESOLUTION NO. 16-2025

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, 2026 AND ENDING ON THE LAST DAY OF DECEMBER, 2026

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

WHEREAS, the City Council of the City of Evans, Colorado, has appointed the City Manager to prepare and submit a proposed 2026 budget to said governing body at the proper time; and

WHEREAS, the City Manager has submitted a proposed 2026 budget to the governing body on September 16, 2025 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 7, 2025 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 2026 for each fund are as follows:

General Fund	\$22,269,179
Cemetery Perpetual Care	4,821
Fire Impact	400,000
Street Impact	915,816
Park Impact	486,970
Police Impact	84,734
School Impact	400,000
Conservation Trust	269,644
Refuse Collection	1,326,719
Capital Projects – Streets	2,388,282
Capital Projects – Parks	229
Capital Projects – Food Tax	2,492,048

Capital Projects – Road Tax	4,126,813
Waterworks	9,707,127
Wastewater	7,571,744
Storm Drainage	1,956,382
Cemetery Endowment	6,000

Section 2. That estimated expenditures and transfers out for 2026 for each fund are as follows:

General Fund	\$22,261,016
Fire Impact	400,000
Street Impact	2,000,000
School Impact	400,000
Conservation Trust	160,000
Refuse Collection	1,287,321
Capital Projects – Streets	2,375,000
Capital Projects – Food Tax	1,697,200
Capital Projects – Road Tax	5,463,219
Waterworks	13,624,718
Wastewater	12,859,178
Storm Drainage	1,843,115
Cemetery Endowment	6,000

Section 3. That the 2026 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 2026 Budget hereby approved and adopted shall be signed by the Mayor of the City of Evans, Colorado, and made a part of the public records of the City of Evans, Colorado.

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

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

PASSED AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF EVANS ON THIS 7TH DAY OF OCTOBER, 2025.

ATTEST:

CITY OF EVANS, COLORADO

Julie Barnett, City Clerk

BY: _____
Mark C. Clark, Mayor

Attachment J Financial Policies

I. Financial Planning Policies

INTRODUCTION

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

POLICIES

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

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

8. Regular status reports - The Finance Staff will continually update the long-range plans when any significant change is anticipated. The Finance Staff may distribute the long-range plans to the Council at any time to inform the Council. The long-range plans will be submitted to the Council for approval at least twice a year. The first update will follow the closing of the year and will include a final comparison of actual to budget for the completed year. The second report will be presented before the presentation of the annual budget and will include an update on the current budget and estimates.

9. Rate structure - The plans must disclose revenue assumptions including rate structures and consumption. The long-range plans will include annual rate increases based on inflation unless the Council overrides this direction.

10. Staffing - The plans will identify staffing levels including justification for any changes.

11. Expenditures - The plans will include expenditures based on the service levels / policies and work load indicators (population, strategy, etc.) approved by the Council.

12. Reserves - The plans will include reserves for operations, capital and debt service coverage as established in the Financial Policies and / or as required to issue bonds.

II. Budget Policies

INTRODUCTION

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

A. GENERAL BUDGET POLICIES

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

1. The Fiscal Year - The fiscal year of the City is the calendar year, January 1st through December 31st. The City may adopt budgets for a term of one or more fiscal years. The City Manager shall prepare and submit to the City Council on or before the 15th of October of each year a recommended budget covering, at a minimum, the next fiscal year. The purpose of the long-range plans is to provide the City Council with a continuous budget update.

2. Present a balanced budget to the Council - The City will pay for all current expenditures with current revenues. The City Council may authorize the use of fund balance in specific contingency purposes, to address unforeseen circumstances or one-time opportunities. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing maintenance and other expenditures, or accruing future years' revenues. The exceptions to this policy would be planned equipment purchases, operating maintenance and capital projects based on accumulated funding over the years.

3. Increase efficiency in all City operations - City staff will identify programs to increase efficiency in order to provide for long-term cost savings to the City. This may include the use of technology, revised organizational structures or other tools which may be identified. Eliminating outdated practices is encouraged.
4. Promote investment in our future - City staff, wherever possible, will take a long-term view of investments (people and resources) and emphasize quality, efficient operations which encourage productivity for today and the future.
5. Share resources / services throughout the City - 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 plan 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 professional development and training.
9. Overhead allocations - The budget will include transfers or overhead allocations for expenditures/services in the General Fund that benefit other City funds. The formula for calculating this transfer or overhead allocation may include revenues, staff and or supplies and services. The formula shall be reviewed annually.
10. Fund Reserves - Cash reserve policies directly relate to fund accounting. Fund accounting is used as a control device to segregate financial resources and ensure that the segregated resources are used for their intended purposes. Cash reserves provide stability for operations and can cushion the impact to City programs during times of economic downturns. Target reserves are established based on the type of Fund.
 - a. General fund – General Fund reserves shall be based upon potential operating risks of the General Fund. Operating reserves allow for the efficient management of cash flow and the opportunity to address unforeseen service needs or fund one-time opportunities during the year. Importantly, reserves allow the City to mitigate potentially serious local and regional risk factors, which otherwise could cause sudden service disruptions for the community or staff. General Fund reserves must be adequate to mitigate these risks and should be evaluated annually. Examples of potential risks to the City include:
 - i) Sudden economic downturn, loss of major sales tax generator, or economic impact to a major industry
 - ii) Development of investment opportunity for the City
 - iii) Natural disaster

The amount of General Fund reserve to be held will be approved in adoption of the annual budget and could change annually as economic factors are reevaluated. The General Fund reserve will be at least 25% of prior year operating expenditures and higher as necessary to mitigate risks identified above.

This amount will be in addition to the \$1,000,000 retained in the Emergency Contingency Fund. The Emergency Contingency Fund is required by the City Charter and includes the Colorado Taxpayer's Bill of Rights (TABOR).

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

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

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

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

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

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

13. Strategic Plan - The Municipal code should concur with Long Range Financial Plans Strategic Plan, and the Comprehensive Plan.

14. 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. Recipients of grants must report usage of funds and impact to the Community if applying in subsequent years.

B. BUDGET PREPARATION

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

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

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

Debt is funded per required schedules including reserves.

Capital is budgeted based on priorities, available funding and estimated fund balances.

6. City Manager budget review - The City Manager will review the details of each proposed budget for efficiency and compliance with Council direction. Department Directors may include supplemental budget requests in the annual budget request to the City Manager and ultimately the Council.

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

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

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

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

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

11. Grants - When grant funding is available per City Council direction, groups requesting grants from the City of Evans shall provide the following: A 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; a list of Board of Directors and key officers, or active volunteers; and demonstration of non-profit status. Recipients of grants must report usage of funds and impact to the Community if applying in subsequent years.

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

C. BUDGET APPROVAL AND MANAGEMENT

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

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

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

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

D. INTERGOVERNMENTAL BUDGETS

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

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

E. STATE OF COLORADO AMENDMENT 1

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

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

City of Evans, Colorado

Amendment One Election Question

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

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

III. Accounting, Auditing, & Financial Reporting Policies

INTRODUCTION

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

POLICIES

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

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

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

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

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

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

Assigned - amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. Under the City's adopted policy, the City Manager, or the City Manager's designee 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 Annual Comprehensive Financial Report and/or annual financial statements, and the Report on Compliance of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), (if required based on federal funding levels).

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

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

- a. Control environment - Consisting of an "overall attitude and awareness of actions" as they influence the City. The management and staff shall consider all the financial implications of decisions, both current and long term.
 - b. Accounting system - An effective accounting system will result in the 1) identification and recording of all valid transactions, 2) description on a timely basis of the type of transaction in sufficient detail to permit proper classification of the transaction for reporting purposes, 3) recording of the transaction in the correct time period, and 4) proper presentation of all transactions and related disclosures in the financial statements.
 - c. Control procedures - Consists of 1) proper authorization of transactions and activities, 2) adequate segregation of duties, 3) adequate documents and records, 4) adequate safeguards regarding access and use of assets and records, and 5) independent checks on performance.
6. Cash management systems - City 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 secured daily and deposited as soon as possible.

A. ACCOUNTING STRUCTURE

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

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

B. FINANCIAL REPORTING

- 1. Financial Reports - Financial reports will provide direction and guidance in several areas;

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

C. CHECK CONTROLS

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

1. Payment discounts - The City will take advantage of payment discounts to reduce expenditures when the rate offered is deemed favorable compared to the rate of investment income the City is earning on cash. This includes paying with City issued purchasing cards to receive discounts, when additional processing fees are not assessed.

2. Invoice control - All invoices shall be mailed or emailed directly to the Finance Department and the vendor will reference an approved purchase order number, whenever possible
3. Check preparation - No check will be prepared for approval without an authorized purchase order or payment request form, compliance with the procurement procedure and adequate budget unless specifically identified in these policies.
4. Check requirements - In most cases the staff will be required to complete the following steps to obtain a check:
 - a. Budget - Adequate budget must exist before staff considers a purchase.
 - b. Requisition - Staff will complete a "requisition" which identifies the vendor, amount, description of purchase, use of items as it relates to the budget (account coding), and budget available. In accordance with established limits, authorized staff, Department Directors, Assistant City Manager, and/or City Manager approve requisitions based on efficiency, appropriateness and general financial and management practices.
 - c. Purchase order - Approved requisitions become purchase orders and only at this time can an order be placed with an "approved vendor". Vendors must be established as legitimate businesses meeting administrative and IRS requirements.
 - d. Invoices - Invoices are directed first to the Finance Department for entry into the accounting system for cash flow and cash discount reviews.
 - e. Department approval - After Finance Department entry, invoices are approved by Departments that the items or services received were acceptable. Before creation of checks, invoices will be reviewed by Finance Director.
 - f. Contracts - Major purchases may require following the procurement procedure at section V which may include Council approval of the contract before a requisition can be completed.
5. Check register - The City Manager reviews the check register.
6. Distribute checks - Checks will be mailed following approval. Finance staff will make available to the Council the check register on a monthly basis.
7. Other payment methods - The City recognizes there are instances where payment via wire transfer, ACH payment or purchasing card may be preferred. Staff is required to ensure sufficient budget exists prior to committing to any purchase, and must still comply with the purchasing limits as stated in V(1)d. Exceptions to this include previously approved expenditures such as debt payments, payroll checks or payroll deductions.

D. DOCUMENT RETENTION

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

IV. Revenue Policies

INTRODUCTION

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

POLICIES

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

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

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

V. Procurement Policies

INTRODUCTION

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

POLICIES

The City shall follow these procurement policies:

1. Procurement Procedure - No order or expected expenditure 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 City is tax exempt for all purchases made in the State of Colorado. The following policies will provide guidelines for all procurement:
 - a. Local preference - The City encourages local vendors to bid for City projects. When acquiring quotes, City employees should solicit local Evans businesses whenever possible.

- b. 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.
- c. Purchasing Limits - The following purchasing limits are established:

<u>All purchases, including professional services, supplies or capital projects</u>		
Amount	Approval	Quotes/Solicitation Requirements
\$0 - \$10,000	Department Manager or Superintendent, as identified by Department Director	Micro purchase: no quotes/bids required
\$10,000.01 - \$50,000	Department Director	Informal: 3 written quotes required
\$50,000.01- \$150,000	Department Director City Manager	
\$150,000.01- \$250,000	Department Director City Manager	Formal: competitive solicitation (RFP/RFQ/ITB) required
\$250,00.01+	Department Director City Manager City Council	

- d. Quotes and Formal Solicitations - 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.
 - a. The City requires staff to solicit 3 written quotes for any single or cumulative citywide purchase(s) made with a single vendor over \$10,000 in a calendar year. This requirement is based on cumulative spending city-wide, and quotes may be required even if an individual transaction would not necessarily mandate quotes.

Should staff encounter difficulties in receiving 3 written quotes, documentation should be retained, outlining processes taken and specific companies contacted to request a quote. All purchases requiring quotes should be accompanied by the Quote Summary Sheet and sent to the Procurement Specialist along with the 3 written quotes for record keeping. The Procurement Specialist will assign these purchases a quote number that will be logged internally for record keeping purposes.

- b. Formal Solicitations - Formal solicitations including request for proposals (RFP), request for qualifications (RFQ), and invitations to bid (ITB) are required for any purchase of goods or services over \$150,000 per engagement or annually. For ongoing multi-year awards, the total term of the agreement is not to exceed 5 years and must be for an initial term of 1 year with the possibility to extend, 1 year at a time, up to the maximum term. Any award that may be extended should have agreed upon cost escalation language included in the contract (i.e. an agreed upon annual percentage increase or the CPI percentage change for similar goods or some other agreed upon rate). These extensions are subject to annual budget limits and spending approval authorities.
 - c. Public records - Submissions for formal solicitations are not considered public information until a selection has been made and the contract has been executed. Then the selected proposal will become a part of any contract or purchase order issued for the RFP/RFQ/ITB. Some information provided to the City in proposal documents may be designated in writing as confidential (e.g. financial statements, payroll or labor documents, litigation reports, etc.) A statement of confidentiality must be received from the contractor/vendor before or at the proposal deadline. The City will honor confidentiality to the extent that is permissible by law.
 - d. Solicitation posting and communication - All formal solicitation postings to BidNet, communication with prospective vendors, and the posting of any amendments will be routed through the Procurement Specialist or their designee. The relevant internal project manager or department representative will be responsible for all staff reports and presenting contracts to City Council unless otherwise noted. Once a formal contract has begun and the Notice to Proceed is issued, the relevant project manager or department contact will take over as the primary point of contact with the vendor.
 - e. Retention and Record Keeping - All quotes and formal solicitations along with supporting documentation will be assigned a tracking number and retained in the Procurement folder in the City shared drive. If received, physical copies of all bids/proposals and their related materials will be retained in accordance with the Adopted Colorado Records Retention Schedule which can be found on the City's website.
 - f. City Manager waiver authority – The City Manager will have the authority to waive formal quote/solicitation requirements contracts where prior knowledge of City systems and processes or emergency situation remediation is more beneficial than seeking the lowest price. These agreements shall be limited to 5 consecutive years before quotes will be required, regardless of a vendor's prior City knowledge.
 - g. Alternative Project Delivery – The City may at its discretion use an Alternative Project Delivery System, such as Construction Manager at Risk (CMaR), Construction Manager/General Contractor (CMGC), or similar process which allows the City to select a contractor during the design stage of project to add their input on the project design to make it more constructable. The City may then have the design phase contractor provide a bid on the project or put the project out to bid. This is designed to be utilized in instances of specialty projects with City Manager approval, where design and construction contractors will need to be involved from the starting phases of a project.
- e. Contracts – For contracts greater than \$250,000, once a vendor has been chosen, the City Council shall consider approval of the contract.

- f. Advertising - When formal solicitation is required, all available means for advertising shall be used to the extent possible, to encourage full and open competition. When required by grant awards, notice will also be published in a local newspaper within 45 days and not less than 14 days (21 days for Colorado Department of Transportation (CDOT) funded projects) from the bid deadline. The City will use electronic means (i.e. the City website and nationwide purchasing system, BidNet) to inform potential vendors of opportunities and may use technology to improve transparency and purchasing efficiencies for the City.
 - a. When advertising for proposals with federal funding, guidance will be followed in 2 CFR (Code of Federal Regulations) 200 to ensure proper competition of project awards is encouraged. This also entails, for example, taking necessary affirmative steps to assure that the minority businesses, women's business enterprises, and labor surplus area firms are used when possible. These proposals shall be published for a minimum of 14 calendar days.
- g. Formal Bid/Proposal Review - Bids/proposals shall be delivered electronically through BidNet. Invitations to Bid will be opened publicly at the time and place designated in the solicitation documents. Bid opening shall be done in the presence of the City Clerk, the City Procurement Specialist, and the relevant Project Manager or their respective designees to ensure compliance and transparency of process. All qualified formal bids/proposals shall be reviewed by a selection committee and are subject to City Manager and City Council approvals in accordance with City purchasing authority thresholds. The selection committee shall consist of at least 3 members including the Procurement Specialist, the Project Manager, and any other relevant stakeholders.
- h. Public inspection of bids - After the time of the award, all bids and requests for proposal documents shall be open to public inspection, upon request from City Clerk.
- i. Vendor selection - Selection of vendors, contractors or consultants may be based on total cost of the purchase (initial purchase + maintenance costs + disposal cost), past experience with the City, the contractor's knowledge of the City, region or project, availability of time, quality of product, quality of service and material, maintenance, warranties and other such criteria as deemed appropriate for a particular public project.

The City shall not be obligated to select the lowest bidder but shall select the lowest responsive and responsible bid based on the established criteria in the formal solicitation. Responsibility refers to a prospective bidder's ability to satisfactorily perform the work and is determined based on past performance, reputation, financial capability, proven technical capability, past compliance, current licenses and related considerations. The firm chosen for award shall be chosen on the basis of the apparent greatest operational and financial benefit to the City, and not necessarily on the basis of lowest price. All formal solicitations will be presented to City Council for final approval.

- j. Pre-qualified contractors – Staff may post solicitations for the purpose of establishing a prequalified list of on-call contractors that may be needed at a future point in the year. An award made under this structure should only be used with existing, available budget unless otherwise exempted in this policy.

- k. Bid Security & Retainage for Construction Projects – For construction projects, the intent of project bonding requirements and retainage is to protect the City from loss and liability risks.
- a. Bid Bond - A bid bond in an amount predetermined by Public Works or the Department Director is required; if the lowest responsible bidder is awarded the project but doesn't enter into a construction agreement, this bond (normally 5% of the total bid) will be relinquished to the City. When the contract award is complete, bid bonds for all unsuccessful bidders are returned. Upon receipt of the performance and payment bonds and contract documents from the successful bidder, its bid bond is also returned.
 - b. Retainage - Unless otherwise provided in supplementary general conditions, an amount equivalent to five percent (5%) of the amount shown to be due the contractor on each application for payment shall be withheld as retainage until one hundred percent (100%) of the work required by the contract has been performed. Retainage will not be withheld on projects totaling less than \$150,000.

A contractor remains fully responsible for a subcontractor's work and assumes any risk that might arise by virtue of the partial release to the subcontractor of the withheld percentage, including the risk that the subcontractor may not have fully paid for all materials, labor and equipment furnished to the project.

When required by external funding sources, the City will advertise in the local paper a retainage release of the construction project in the legal section for two weeks after the project is completed. Any subcontractor with claim to retained funds should contact the City's Procurement and Contract Specialist to file a dispute.

- c. Performance and Payment Bonds - Performance and payment bonds in the amount of one hundred percent (100%) of the contract amount are required (within 10 days after the contract award), on Construction contracts over \$150,000 or as required by Colorado Revised Statutes 38-26-105.
- l. Insurance Requirements - Insurance certificates showing coverage as requested by the City are required before the Notice to Proceed can be issued. Coverage requirements may vary and will be established in the bid/proposal documents.
- m. Contract change orders - Change order requests will require the filing of an Official Change Order Request Form and are subject to departmental approvals in accordance with the purchasing approval thresholds detailed in the Financial Policies of the City. Change orders that would push a total contract over purchasing thresholds requiring formal bid processes (> \$150k), regardless of the change order amount, will require approval by the City Manager. Proper justification will need to be provided as to why these additional costs were not anticipated initially. Additionally, change orders that will result in a change of scope that may have an impact on other City projects or functions will require the approval of the City Manager regardless of the dollar cost of the change.
- a. Change orders related to projects with federal funding, which are in excess of the Simplified Acquisition Threshold (\$250,000 as defined in 2 CFR 200 at the time of policy update) must be accompanied by a cost or price analysis. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the City must make independent estimates before receiving bids or proposals.

- n. Use of Contingency Funds - The use of approved project contingency funds will be subject to the overarching procurement thresholds of the City on both an individual incident and cumulative project spend basis. Any use of contingency funds, regardless of the amount, that will result in a change of scope that may have an impact on other City projects or functions, will require the approval of the City Manager.
- o. Exempt purchases – The following types of purchases are exempt from the purchasing procedures set forth in this policy but shall still be subject to the authorization levels and purchasing classifications contained in this policy.
 - a. Cooperative purchases – Purchases made through cooperative purchasing organizations and arrangements which combine the requirements of two or more political entities to obtain the advantages of volume purchase, reduction in administrative expenses, or public benefit. This exemption also includes piggybacked purchases utilizing prices, bids, or offers made to other units of government such as the State of Colorado or other counties or municipalities. The City may authorize purchases of goods and services pursuant to any intergovernmental agreement which is deemed in the best interest of the City. The purchase of items using other governmental contracts will be done only when it is in the best interest of the City and County. In all instances for purchases made against other governmental contracts, the Buyer must establish that the prices being paid and the terms and conditions are fair and reasonable and that use of the existing contract is in the City's best interest. Purchases can only be made using a City Purchase Order or contract. The same dollar thresholds and supervisory approval must still be adhered to like any other purchase.
 - b. Real property and water rights – Purchases of water or water storage rights of interests in real property, including leases, are exempt from the procurement processes set forth in this policy but shall require approval by City Council.
 - c. Emergencies - In the event of natural disasters, accidents, infrastructure failures, or other emergencies where the health, safety or welfare of the community, its infrastructure, and/or its employees are at risk, the City shall comply with the procurement requirements to the extent practicable but may be waived by the City Manager. The City Manager will notify the Council of any emergency immediately, identifying the nature of the emergency and any purchase which may be required.

Forms required herein for the purpose of authorizing and acquiring goods or services necessary for the immediate preservation of life, health, safety, welfare or property during a local disaster or emergency conditions shall not require compliance with the bidding requirements set forth in this Policy and may be awarded on a sole-source basis. Documentation of procurement decisions in an emergency period is required to be retained, to support the urgency of the purchase and as justification for deviation of any City policy.

Once the City is no longer operating in an emergency period, adherence to the approved procurement requirements is required. Careful consideration shall be given to procurement decisions made in an emergency period and when grant funds may be received. Federal procurement guidance currently available (at 2 CFR 200) indicates that purchases above the dollar threshold of a micro purchase, currently \$10,000, must also have three written quotes to support the cost reasonableness of the purchase. If, at any time, a purchase may have a grant implication, purchaser shall follow the guidance of the grant award.

- d. Sole source - Sole source purchases may be made if it has been determined that there is only one good or service that can reasonably meet the City's need within a reasonable timeframe and/or there is only one vendor who can provide the good or service. Written justification for the sole source purchase must be retained with support for the purchase and approved by the City Manager.
- p. Travel - Consideration of the lowest cost to the City will be made when traveling for City business. Employees will be reimbursed for business travel mileage at the approved IRS rate with Director approval when traveling outside the County, however; employees are encouraged to utilize City fleet vehicles, if available and economical. Out-of-City per diem will be paid at the approved IRS reimbursement level. Per Diem is reimbursement for all meals and incidentals, no additional reimbursements will be approved, except for ground transportation. Lodging should be prepaid by City check or purchasing card when possible in order to avoid taxes. The City recognizes that traditional hotel accommodations are not always the most cost effective or convenient options and alternative methods (Airbnb, VRBO, etc.) are allowed when employees can document price comparison or reason accommodation method was chosen.
- q. Meals - The City shall restrict the purchase of meals to the following items, unless specifically approved by the City Manager or Assistant City Manager:
 - i. Work related meetings with outside officials with Department Director, Assistant City Manager or City Manager approval.
 - ii. Preparation for City-wide events on weekends (such as July 4th or Evans Heritage Day).
 - iii. Meals provided for employees working extended timeframes due to emergency response, extended deployment, or other extenuating circumstances.
 - iv. Meals provided for employees in recognition of major personal and/or team successes.
 - v. Meals provided for employees in recognition of holidays or special occasions.
 - vi. Meals provided for Boards and Commissions. City Manager and/or City Council members' meetings with media, residents, employees, Council and outside officials.
- r. Education and training - To ensure that the City may hire and continue to retain quality staff over time, the City will fund adequate participation in professional organizations and training. Recognizing the need for additional training, each Department Director will propose a budget which may include participation at the national level for Department Directors and professionals. In addition to participation in national organizations, it may from time to time benefit the City to send employees to training out of the state. Department Directors may also establish education and training requirements of employees and any associated reimbursement policies, when necessary. The staff will attempt to identify regional training programs or local programs when possible. The level of training and participation in organizations must be approved by Department Directors. Department Director and Assistant City Manager training will be approved by the City Manager. The City Manager will notify the City Council prior to travel and report on total cost of travel upon return. All training must be included and funded in the annual budget.
- s. Education and training for Council and commissioners - The City is committed to professional and progressive leadership. In order to maintain the City's position as leaders in the community and region, it may be beneficial to provide training for the City Council and/or City sponsored Boards & Commissions regarding key management and or technical issues. Travel for these members is subject to the funding approved in the annual budget.

- t. Computers, software, & peripheral purchases - All City-wide computer, software, & peripheral related purchases must be approved by the IT Director. This approval ensures that ongoing support and compatibility of major components meets City operating standards.

VI. Purchasing Card Policies

INTRODUCTION

This policy applies to all purchases made with the purchasing card.

POLICIES

1. Card issuance - To become a cardholder, department Directors will complete a request, which will then be forwarded to the Purchasing Card Administrator. At the time the card is issued, cardholder, supervisor and Purchasing Card Administrator will be asked to sign a Cardholder User Agreement. By signing that agreement, cardholder agrees to adhere to the terms of that agreement and the policies and procedures established in this manual. Most importantly, the named cardholder is the only person entitled to use the card and the card is not to be used for personal use.

Upon receipt of the Visa Purchasing Card, cardholder will need to activate the account by calling the toll-free number printed on the card. For verification purposes, cardholder will be asked to provide a piece of information, such as the last four digits of an employee number. Although the card will be issued in the cardholder's name, personal credit history will not affect the ability to obtain a card. The City is responsible for payment of all purchases.

2. Card usage - The Visa Purchasing Card can be used at any merchant that accepts Visa, except as the City otherwise directs. It may be used for in-store purchases as well as phone, fax, mail orders or internet purchases. There is no special terminal or equipment needed by the Visa merchant to process a purchasing card transaction.

When using the Visa Purchasing Card with merchants, please emphasize that an invoice must not be sent as this may result in a duplicate payment. For phone, fax and mail orders, please instruct the merchant to send a receipt only.

- a. Limitations and Restrictions - Individual credit limits are set for each cardholder. There may also be a single transaction limit placed on the card, which means a transaction will be declined if an attempt to purchase more than this set amount at one time is attempted. **Purchases MAY NOT be split to avoid the single transaction limit.** If the single transaction limit will inhibit optimum usage of the Program, cardholders should discuss this with their Department Director.

In addition to the single transaction limit, every cardholder has a total monthly dollar limit assigned to his/her account. As limitations vary by cardholder, cardholders should discuss the limit with their Department Director. If the monthly limit is determined to be insufficient for operating requirements, and the Department Director agrees, the Department Director must contact the Purchasing Card Administrator to have cardholder limit(s) increased.

The Wells Fargo Visa Purchasing Card Program also allows for Merchant Category blocking. If a particular Merchant Category is blocked (e.g., jewelry stores), and an attempt to use the card at such a merchant is made, the purchase will be declined. Management has made an effort to ensure that the vendors/suppliers used during the normal course of business are not restricted. If a purchasing card is refused at a merchant where it should have been accepted, cardholders should call Wells Fargo Customer Service at 800-819-4249 to determine the reason for refusal.

IMPORTANT: All requests for changes in limitations and restrictions must be made through Department Directors. Wells Fargo will change existing cardholder restrictions only after a written request is received from the Purchasing Card Administrator.

3. Lost or Stolen Cards - Cardholders are responsible for the security of the purchasing card and any purchases made on the account. If a card is lost or stolen, cardholders must immediately report this information to Wells Fargo Customer Service at 800-819-4249. Immediately after reporting to Customer Service, you must also inform the Purchasing Card Administrator. It is extremely important to act promptly in the event of a lost or stolen card to avoid City liability for fraudulent transactions.

As with a personal charge card, cardholders will no longer be able to use the account number after notifying the bank. A new card should be issued within 48 hours of notice to Wells Fargo.

4. Authorized Purchases - The Wells Fargo Visa Purchasing Card Program is intended for maintenance, repair, operating and other purchases needed during the course of business. These purchases may include:

- i. Office supplies and forms
- ii. Books and subscriptions
- iii. Computer supplies
- iv. Professional membership dues
- v. Hardware and tools
- vi. Hotel registrations
- vii. Conference/seminar registrations

5. Unauthorized Purchases - Personal use of the purchasing card is not authorized under any circumstances. This restriction is true regardless of intent to reimburse the City with personal funds. As with any City purchase, the card is not to be used for any product, service or with any merchant considered to be inappropriate for City funds.

Failure to comply with the above guidelines for authorized purchases under the Wells Fargo Visa Purchasing Card Program may result in disciplinary action, cancellation of your card privileges, and possible termination of employment. In the event that personal purchases are made on the City Purchasing card, reimbursement will be made back to the City, even if termination occurs.

6. Reconciliation, Coding, and Payment

- a. General - Unlike personal credit cards, the Wells Fargo Visa Purchasing Card Program is handled as a corporate liability. Personal credit history has not been taken into account when a card has been issued in the cardholder's name.

The Accounts Payable Department is responsible for paying the Program invoice(s). Cardholders are not responsible for payment.

Cardholders are responsible for retaining all receipts for items purchased under the Program and ensuring all transactions posted are legitimate purchases made by cardholder on behalf of the City.

- b. Receipts - It is a requirement of the program that cardholders obtain all receipts for goods and services purchased in accordance with the State Records Retention schedule, of 7 years. For all orders, including orders placed via phone, fax or mail, cardholders must request that a receipt, detailing the merchandise, its price, freight, etc., be included with the goods mailed/shipped. It is extremely important to request and retain purchase receipts, as this is the only original documentation. Receipts showing only the total of the purchase are not adequate. The receipt must detail the purchase by item, quantity, and price. Cardholders will not be required to turn receipts into the Finance Department on a monthly basis, but the Finance Department will conduct audits to determine the level of compliance with the receipt retention policy at any time upon any card holder.
- c. Reconciliation and Coding of Purchases - It is the cardholder's responsibility, immediately upon the end of the billing period, to check monthly statements via Visa information source to ensure all the transactions posted are legitimate transactions made by the cardholder. After everything is in order, cardholders must submit the expense report for approval via Visa information source and retain your receipts.
- d. Disputed or Fraudulent Charges - If cardholder discovers any discrepancy between receipts and monthly statement, it is imperative that the issue be addressed immediately! Depending on the type of discrepancy, cardholder will need to contact either the merchant, Wells Fargo, or the Program Administrator to resolve the disputed transaction.

If the cardholder believes the merchant has charged incorrectly or there is an outstanding quality or service issue, cardholder must first contact the merchant and try to resolve the error or problem. If the cardholder is able to resolve the matter directly with the merchant, and the error involved an overcharge, a credit adjustment should be requested and will appear on the next statement. Cardholders should note on the statement any credits expected as a reminder to verify that correct credit has been received.

If the merchant disagrees that an adjustment is necessary, immediately contact the Program Administrator who will work with Wells Fargo to resolve the dispute. Wells Fargo will request complete details of the dispute in writing in order to research the item in question.

Any charge dispute must be received by Wells Fargo within 60 days of the transaction date. While pending resolution, Wells Fargo will credit the City's account for the amount of the disputed transaction. Although Wells Fargo acts as the arbitrator in any dispute, cardholders should never assume that a dispute will be resolved in the City's favor.

If the dispute is not resolved to the cardholder's satisfaction, please notify the Purchasing Card Administrator with the relevant details.

Any fraudulent charge, i.e., a charge appearing which was not authorized by the cardholder, must be reported immediately to Wells Fargo Customer Service at 800-819-4249. Prompt reporting of any such charge will help to prevent the City from being held responsible.

VII. Capital Planning & Budgeting Policies

INTRODUCTION

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

POLICIES

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

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

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

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

VIII. Surplus/Abandoned Property Disposal Policies

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

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

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

4. Unclaimed Property and Real Estate

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

5. Disposition of equipment purchased under a Federal award

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

IX. Investment Policies

INTRODUCTION

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

LEGALITY

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

POLICIES

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

POOLING OF FUNDS

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

OBJECTIVE

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

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

- a. The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the types of securities listed in Section 9 of this Policy.
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with Section 6.
 - Diversifying the investment portfolio to minimize the impact of potential losses from any one type of security or from any one individual issuer.
- b. The City will minimize interest rate risk, the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
 - i. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

- ii. Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.

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

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

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

5. Standards of Care

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

- c. Delegation of Authority - Authority to manage the program is derived from the City of Evans Home Rule Charter, Chapter VIII and granted to the City Treasurer who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this Policy. Procedures should include references to safekeeping, delivery vs. payment, investment accounting, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the City Treasurer. The City Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.
6. Authorized Broker/Dealers - To be eligible, a firm must meet at least one of the following criteria:
- a. Be recognized as a Primary Dealer by the Federal Reserve Bank of New York, or have a Primary Dealer within its holding company structure;
 - b. Report voluntarily to the Federal Reserve Bank of New York, or
 - c. Qualify under Securities and Exchange Commission (SEC) Rule 15c-3 (Uniform Net Capital Rule).

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

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

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

8. Minority and Community Financial Institutions - From time to time, the City Treasurer may choose to invest in instruments offered by minority and community financial institutions. In such situations, a waiver to certain parts of the criteria under Paragraph 1 may be granted. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. These types of investment purchases should be approved by the Evans City Council in advance.

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

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

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

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

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

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

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

The internal controls structure shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Avoidance of physical delivery securities;
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers
- Development of a wire transfer agreement with the lead bank and third-party custodian.

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

11. Suitable & Authorized Investments - Investment Types - The following investments will be permitted by this Policy and are defined by state and local law, where applicable:

- a. U.S. Treasury bills, Treasury notes, Treasury bonds, and Treasury STRIPS with maturities not exceeding five years from the date of trade settlement
- b. 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)
- c. 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)
- d. Subordinated debt shall not be purchased
- e. 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
- f. Repurchase agreements with maturities of 180 days or less collateralized by U.S. Treasury Obligations and Federal Instrumentality Securities listed above with the maturity of the collateral not exceeding ten years. For the purpose of this section, the term collateral shall mean purchased securities under the terms of the City approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102 percent of the dollar value of the transaction. Collateral shall be held in the City's custodian bank as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily. Repurchase Agreements shall be entered into only with dealers who have executed a City approved Master Repurchase Agreement with the City and who are recognized as Primary Dealers by the Federal Reserve Bank of New York, or have a Primary Dealer within their holding company structure. The Chief Financial Officer shall maintain a copy of the City's approved Master Repurchase Agreement along with a list of the broker/dealers who have an executed Master Repurchase Agreement with the City. The City may utilize Tri-party Repurchase Agreements provided that the City is satisfied that it has a perfected interest in the securities used as collateral and that the City has a properly executed Tri-party Agreement with both the counterparty and custodian bank.
- g. Corporate bonds with a maturity not exceeding three years from the date of trade settlement issued by any corporation or bank organized and operating within the United States. The debt must be rated at least AA- or the equivalent by at least two Nationally Recognized Statistical Rating Organizations (NRSROs).
- h. 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.
- i. Commercial Paper with maturities not exceeding 270 days from the date of trade settlement and rated at least A-1 or the equivalent at the time of purchase by at least two NRSROs. If the commercial paper issuer has senior debt outstanding, the senior debt must be rated by each service that publishes a rating on the issuer of at least A or the equivalent. Furthermore, the issuer's commercial paper program's size shall exceed \$200 million. Commercial paper may not exceed 20% of the Portfolio and no more than 5% may be invested with a single issuer.
- j. Local government investment pools, authorized under CRS 24-75- 702, that 1) are "no-load" (i.e. no commission or fee shall be charged on purchases or sales of shares), 2) have a constant net asset value per share of \$1.00, 3) limit assets of the fund to securities authorized by state statute, 4) have a maximum stated maturity and weighted average maturity in accordance with Rule 2a-7 of the Investment Company

Act of 1940, and 5) have a rating of AAAm or the equivalent.

12. Collateralization - Where allowed by the Colorado Public Deposit Protection Act (PDPA) Section 11-10.5-101 et seq., full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.
13. Investment Parameters
- a. Diversification - The investments may be diversified by:
 - i. limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities)
 - ii. limiting investment in securities that have higher credit risks
 - iii. investing in securities with varying maturities
 - iv. continually investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs) or money market fund to ensure that appropriate liquidity is maintained to meet ongoing obligations.
 - b. Maximum Maturities - To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than five years from the date of trade settlement in accordance with state statutes.

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

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

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

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

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

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

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

18. Documentation to be maintained by the City Treasurer -

- i. Internal Controls Procedures Manual
- ii. Listing of authorized personnel
- iii. Relevant investment state statutes
- iv. Listing of authorized broker/dealers and financial institutions/depositories
- v. Broker/Dealer Information form
- vi. Credit studies for securities purchased and financial institutions used
- vii. Safekeeping agreements
- viii. Wire transfer agreements
- ix. Sample investment reports
- x. GFOA Recommended Policies

X. Grant Policies

PURPOSE

To provide a strategic framework for staff to follow when considering applying for a grant opportunity and managing a grant award.

Grants are funds disbursed by one party, often a governmental agency, department, corporation, foundation, or trust, to a recipient. Special attention should be directed to grants that include State/Federal funds.

SCOPE

This policy and procedure applies to all offices and departments of the City of Evans.

RESPONSIBILITY

Each department receiving grant funding under contract or agreement to provide services shall provide the information outlined below to the Finance Department and follow procedures outlined in this policy.

POLICY AND PROCEDURE

1. Before Applying for a Grant - Identify probable stakeholders in the potential grant award. Ensure these stakeholders support the grant opportunity, have read and received information on the opportunity, and support the City's undertaking of the grant outcome. Examples include (at a minimum):

- a. Legal
- b. Finance
- c. City Manager's Office
- d. Engineering
- e. Other departments who must allocate time and/or resources to assist in the project.

Identify a Responsible Official and a backup official for the grant application and management. This individual will serve as the primary point of contact to both the City and grantor for grant reporting, project status, and closeout of the grant award.

2. Responsibilities of Department Applying for Grant –

- a. Submit requested grant documents to the Finance Department.
- b. Follow outlined procedures in this policy and the Purchasing Policy, at a minimum, to ensure compliance.
- c. Review grant agreement and other related documentation to comply with all specific grant requirements.
- d. Determine if grant is a Federal award.
- e. If grant is a Federal award, ensuring compliance with 2CFR200 Uniform Grant Guidance.
- f. City Council must approve the grant application before submission if the grant requires a City financial match or reflects a substantial effort for City staff. Include in the staff report language for Council to consider approving a preliminary budget revision in the amount of the project (grant award plus City match, if any). Exceptions to prior approval by City Council include mini-grant awards not requiring a financial match which help fund operational items already budgeted, like a police department grant to pay for a small amount of overtime in enforcement operations.
- g. Considering internal and external communication needs.

3. Upon Award & Acceptance of the Grant -

- a. Submit the following to the Finance Department:
 - i. Grant Award
 - ii. Contract and contract amendments
 - iii. Any related correspondence
 - iv. Notification of fiscal training or consultation by the grantor/contractor

ADDITIONAL REQUIREMENTS

xi. Subrecipient Monitoring - Responsible Official shall review contracts utilized under the grant agreement to determine if the vendor is a "contractor" or a "subrecipient" per Federal grant guidelines. If a vendor qualifies as a subrecipient, the department needs to complete

subrecipient monitoring. The department should request guidance from the Finance Department if needed.

xii. Grant Equipment Acquisition/Disposition - Follow any special grant requirements when purchasing and disposing of equipment (capital and non-capital). Some grants require notification and/or authorization before purchasing or disposing of equipment. Occasionally, any proceeds received from disposal of equipment must be returned to the grantee.

All equipment purchased with Federal dollars and meeting the Federal dollar thresholds must be accounted for properly following current Federal guidelines. An inventory of items must be conducted every year and systems must be in place to prevent loss, damage, or theft and for maintaining the equipment. Property records must include:

- a. a description of the property,
- b. a serial number or other identification number,
- c. the source of funding for the property (including the Federal Award Identification Number),
- d. who holds title,
- e. the acquisition date,
- f. cost of the property,
- g. percentage of Federal participation in the project costs for the award under which the property was acquired,
- h. the location, use and condition of the property, and
- i. any ultimate disposition data including the date of disposal and sale price of the property.

xiii. Real Property Acquisition/Disposition - So long as property received from a grant to build or construct or to otherwise create real property and the property is used for its original purposes, ownership rests with the City. Reporting is required on an annual basis. The Federal government retains a residual financial interest in grant-funded real property if the City no longer needs the property for its original purpose. As such, the possibility exists that the Federal agency could seek to recover the property in order to use it for Federal purposes or market that property to the general public. Grant documents must be reviewed to determine if improvements to land or buildings, rental costs, or depreciation are allowed.

xiv. Advances - All advances received must be accounted for using current State/Federal guidelines.

xv. Performance and Financial Monitoring and Reporting - Departments shall comply with specific grant requirements relating to performance reporting. Criteria must be established for each grant for reporting consistency (reference G). Departments will review project work completion percentages to dollars spent periodically to provide reasonableness.

xvi. Record Retention: Departments shall review contracts for compliance with record retention requirements for specific grants. Focus will be on retaining all financial and programmatic records that are pertinent to the award. Special attention will be directed toward the beginning of the retention period (i.e. the retention period begins for many grants after closeout, monitoring reviews, and audits have been completed). Grant files may be given to the Finance Department for long-term retention.

xvii. Grant Review: Departments will ensure that appropriate review, to include segregation of duties, is completed for reimbursement requests

and performance reporting. The review is to ensure accurate, current, and complete disclosure of the financial activities for each project or program in accordance with the specific grant reporting requirements.

xviii. Accounting for funds: Departments must be able to differentiate State/Federal funds from non-State/Federal funds. Departments must be able to differentiate the streams of funding from different State/Federal agencies and from different State/Federal programs. The City's financial system revenue accounts can be used to assist in satisfying this requirement.

xix. Conflicts of Interest: Organizational and personal conflicts of interest will be considered during the grant process. Any potential conflicts of interest must be disclosed in writing.

Attachment K Statistical Information

About Evans



Where Rivers and Opportunities Meet

The City of Evans, Colorado, with a population north of 23,000 is a thriving city located in the Front Range of Northern Colorado. Located strategically at the crossroads of the South Platte River and Union Pacific Railroad, Evans is ripe for future economic growth in the energy, agriculture, health care, and construction sectors. It is also well positioned at the intersection of US Highways 85 and 34, providing a corridor between Denver and Evans to the south, and easy access to Interstate 25 to the west.

Culture and Creativity

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



Industry and employment

Evans is located in Weld County and is in the heart of the largest oil production facilities in the State of Colorado. Currently, Weld County is responsible for 83% of all crude oil and 56% of all natural gas production in the state. In 2023 alone, 105,778,480 barrels of oil and 796,986,517 MCF (thousand cubic feet) of natural gas were produced in Weld County, far exceeding any other county in Colorado. Beginning in 2020, the oil and gas industry in Colorado accounted for more than 270,000 jobs across the state (source, *Denver Post*). Evans is home to oil giants PDC Energy, Cimarron Energy, Atmos Energy, and many more. Weld County is also the third largest county in the State of Colorado, spanning more than 4,000 square miles. Construction, food production, manufacturing and health care are also dominant employers in the area.



Glossary

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

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

Assets: Property owned by the city which has monetary value

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Grant: A contribution by one governmental unit to another.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Working Capital: Current assets minus current liabilities.

