

# General Fund Tab

# GENERAL FUND

This fund accounts for the general obligation of the Town which is not required to be accounted for in any other fund. The General Fund accounts for the majority of Town services. Sales tax, use tax, property tax, user fees, fines, permit fees, license fees, intergovernmental revenue and administrative charges are sources of General Fund revenue.

Departments within the General Fund include:

- Legislative
- Judicial
- Clerk
- Administrative
- Finance
- Legal Services
- Public Safety
- Building Inspections
- Parks, Recreation and Open Space
- Public Works and Utilities
- Non-Departmental
- Library

## LEGISLATIVE

### Program Description

The elected officials for the Town of Superior include a Mayor and six-member Board of Trustees. These seven officials serve as the legislative and policy-making body for the incorporated Town of Superior. The Mayor and Board are elected at-large and represent the Town as a whole.

This category is designated to fund programs such as lobbying, policy planning, goal setting and grant/relief funding. The Board's compensation and supplies, such as, training and travel are also accounted for in this fund.

### Goals

- **Enhance Financial Stability and Business Retention** – Ensure the Town's long term financial stability by diversifying revenue streams, reducing and restructuring of existing debt, pursuing financial self-sufficiency of utility operations, and supporting local businesses.
- **Provide Excellent Public Services and Public Infrastructure** – Continue to expand and improve services and infrastructure by prioritizing and funding infrastructure and service needs; and pursuing service sharing opportunities and partnership for regional infrastructure improvements.
- **Engage Residents through Outreach and Marketing** – Explore and initiate methods that will continuously improve education, communication and meaningful dialog between the Town, its residents, homeowners associations and advisory groups, in order to maintain and improve our quality of life and aid in decision making that benefits the Town as a whole.
- **Strategically Acquire Open Space** – Augment natural and developed open space within the Town through purchases and strategic acquisitions, and through responsible development.
- **Promote and Manage Development Opportunities** – Review development opportunities in a timely manner, reconciling public and private interests so that growth achieves the Town's long-term vision as stated in the Town's Comprehensive Plan.
- **Support Environmental Sustainability** – Continue implementation of this Goal through energy initiatives, promotion of water and energy conservation efforts, and possible expansion of Town program and incentives.

### Legislative Expense (10-411)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
1030	Board Compensation	\$21,400	\$27,600	\$27,600	\$27,600	\$27,600	\$27,600	\$27,600
1400	FICA	1,637	2,111	2,111	2,111	2,111	2,111	2,111
2150	Lobbying	7,626	10,000	11,500	11,500	11,500	11,500	11,500
3100	Telephone	-	-	3,500	3,500	3,500	3,500	3,500
4300	Training	1,398	1,400	1,400	1,400	1,400	1,400	1,400
4310	Travel & Expenses	5,520	5,200	5,200	5,200	5,200	5,200	5,200
5100	Supplies	9,394	-	12,500	2,000	12,500	2,000	12,500
8180	Policy Planning & Goal Setting	-	2,500	2,500	2,500	2,500	2,500	2,500
8880	Superior Grant Funds	2,500	10,000	10,000	10,000	10,000	10,000	10,000
8881	Board Relief Fund	-	5,000	5,000	5,000	5,000	5,000	5,000
		\$49,475	\$63,811	\$81,311	\$70,811	\$81,311	\$70,811	\$81,311

## JUDICIAL

### Program Description

Municipal court is conducted through the Judicial Division. The Assistant Town Manager oversees the Municipal Court operations with the Court Clerk coordinating customer service and the day-to-day functions of the Court. The Municipal Court Judge is appointed by the Town Board. Generally, two sessions of Municipal court are held on the second Wednesday of each month at Town Hall. Ordinance violations are held during the morning session and traffic violations and trials are held during the afternoon session. An additional monthly session is added as necessary for arraignments and trials.

### Goals

- Create all forms and documents necessary for court procedures within the Caselle Court Management software system.
- Continue to update and improve the Court Procedure Manual.
- Implement cross-training for additional Court coverage.
- Collect fines and fees assessed on Municipal ordinance cases.

### Performance Measures

<b>Description</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Cases processed annually	1,262	1,100	1,200
Citations paid by mail or phone, and online	80%	80%	80%
Appearances when mandatory (Defendant has to appear in Court based on violation committed)	90%	90%	90%
No show to Court or failure to pay resulting in a warrant or default	10%	10%	10%
Appearances when not mandatory (Defendant has the option to plea bargain before the Court date, and is not required to appear in Court)	20%	20%	20%

### Judicial Expense (10-412)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
1010	Salaries	\$25,510	\$26,978	\$28,190	\$29,600	\$31,080	\$32,634	\$34,266
1300	Payroll Costs (Benefits)	13,445	13,465	14,760	15,646	16,585	17,580	18,635
1400	FICA	352	391	409	429	451	473	497
2460	Bank Fees	2,001	3,000	3,000	3,090	3,278	3,376	3,376
2470	Archiving	500	500	500	500	500	500	500
2700	Bailiff	4,740	4,500	9,000	9,000	9,000	9,000	9,000
2800	Municipal Court Judge	20,150	24,000	25,000	25,000	26,000	26,000	27,000
2810	Prosecuting Attorney	15,237	18,000	18,500	18,500	19,000	19,000	19,500
3210	Software/Support	4,500	3,500	4,500	4,500	4,500	4,500	4,500
4200	Memberships	20	50	50	50	50	50	50
4300	Training	-	400	400	400	400	400	400
4310	Travel & Expenses	-	100	100	100	100	100	100
4400	Printing & Binding	1,579	2,000	2,000	2,060	2,122	2,186	2,252
4900	Other Fees & Services	540	1,000	1,000	1,000	1,000	1,000	1,000
5100	Supplies	24	-	-	-	-	-	500
		\$88,598	\$97,884	\$107,409	\$109,875	\$114,066	\$117,299	\$121,076

## CLERK

### Program Description

The Town Clerk's Office provides services to the Town such as preparing agendas for the Board of Trustees, the Superior Metropolitan District #1, the Superior/McCaslin Interchange Metropolitan District, Superior Urban Renewal Authority and Planning Commission meetings; preparing Town Board agenda documents to be posted on the Town's webpage; posting agendas for the Board of Trustees and the Planning Commission, posting notices for the Finance Committee meetings, the Transportation and Safety Committee meetings, and special meetings and work sessions; attending Board of Trustees meetings, preparing minutes of the Board of Trustees and Planning Commission meetings; processing business licenses, liquor license applications and renewals and peddler's licenses; preparing documents for codification in the Superior Municipal Code; record documents at the Boulder County Clerk & Records office, and at Jefferson County as well; and keeping accurate records of ordinances, resolution and minutes as well as all contracts or agreements approved by resolution. The Town Clerk also serves as the Town Treasurer. Other related services include conducting elections and processing development applications.

### Goals

- Assure all businesses, including Home Occupations who collect a retail sales tax, obtain a business license, and keep up-to-date on these licenses.
- Assure Town documents are electronically imaged.
- Codify all ordinances into the Superior Municipal Code.

### Performance Measures

<b>Description</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Percent of election deadlines met	100%	100%	100%
Codification of ordinances	100%	100%	100%

### Clerk Expense (10-414)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
1010	Salaries	\$94,126	\$97,981	\$100,538	\$105,565	\$110,843	\$116,385	\$122,204
1300	Payroll Costs (Benefits)	27,703	29,045	30,982	32,841	34,811	36,900	39,114
1400	FICA	1,369	1,421	1,458	1,531	1,607	1,688	1,772
2470	Archiving	200	1,000	500	500	500	500	500
2500	Codification Services	1,605	3,000	3,000	3,000	3,000	3,000	3,000
2820	Elections	7,637	-	10,000	-	15,000	-	10,000
4200	Memberships	395	400	400	400	400	400	400
4300	Training	-	1,000	1,000	1,000	1,000	1,000	1,000
4310	Travel & Expense	183	2,200	2,200	2,200	2,200	2,200	2,200
4400	Printing	-	100	100	100	100	100	100
4410	Publication of Legal Notices	890	500	500	500	500	500	500
4420	Recording Fees	266	200	200	200	200	200	200
4900	Other Fees & Services	1,395	500	500	500	500	500	500
5100	Supplies	2,377	200	200	200	1,200	1,200	1,200
		\$138,136	\$137,547	\$151,578	\$148,537	\$171,861	\$164,573	\$182,690



## ADMINISTRATIVE

### Program Description

The Administrative Department provides management assistance and professional support for the Town including media/publications and communication, code enforcement, library services, trash and recycling, economic development, and planning and development. It also serves as the Town's representative for meetings with federal, state, county and municipal organizations. The Town Manager and administrative staff oversee the day to day operations of the Town. The Town Manager and administrative staff assist departments with program planning and implementation and assist staff in following Board of Trustees directives. The Town Manager undertakes research at the direction of the Board and makes recommendations to the Board.

### Goals

- Ensure the successful implementation of Town Board goals and policies.
- Ensure the delivery of high-quality, cost effective services to the citizens through effective management and efficient administration.
- Provide timely, complete and accurate recommendations and reports to the Mayor and Board of Trustees.
- Promote sustainability-related programs.
- Participate in regional transportation initiatives.
- Retain businesses and work to bring in new development and business opportunities.

### Performance Measures

<b>Description</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Number of Town Board goals implemented	All	All	All
Number of Request for Proposals issued and reviewed for services	2	1	2
Number of Board directed Action items resolved	185	175	175

### Administrative Expense (10-415)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
1010	Salaries	\$434,610	\$453,355	\$582,944	\$612,091	\$642,696	\$674,831	\$708,573
1060	Overtime	181	250	250	250	250	250	250
1300	Payroll Costs (Benefits)	165,322	169,623	242,043	256,566	271,960	288,278	305,575
1400	FICA	6,194	6,574	8,472	8,894	9,338	9,804	10,293
2210	Engineering	2,761	2,500	2,500	2,500	2,500	2,500	2,500
2300	Planning	46,504	40,000	40,000	40,000	40,000	40,000	40,000
2310	Planning - Sign Review	315	1,500	500	500	500	500	500
2470	Archiving	2,000	2,000	2,000	2,000	2,000	2,000	2,000
2920	Website Maintenance	33,813	35,000	36,000	37,080	38,192	39,338	40,518
2930	Channel 8	6,607	6,500	6,500	6,695	6,896	7,103	7,316
2980	Economic Development	73,491	85,000	70,000	70,000	70,000	70,000	70,000
3100	Telephone	7,566	8,000	8,000	8,000	8,000	8,000	8,000
4200	Memberships	2,953	3,000	3,000	3,000	3,000	3,000	3,000
4210	Subscriptions	135	500	500	500	500	500	500
4300	Training	1,858	4,400	5,200	5,200	5,200	5,200	5,200
4310	Travel & Expenses	4,159	8,350	9,750	9,750	9,750	9,750	9,750
4400	Printing & Binding	2,963	3,000	3,000	3,000	3,000	3,000	3,000
4900	Other Fees & Services	4,364	5,000	5,000	5,000	5,000	5,000	5,000
5100	Supplies	7,325	3,000	7,000	3,030	4,061	2,593	2,126
5200	Software	1,030	2,500	1,500	1,545	1,591	1,639	1,688
8140	Humane Society	1,052	700	700	700	700	700	700
8190	Chamber of Commerce	15,000	15,000	15,000	15,000	15,000	15,000	15,000
8200	Waste Diversion/ Recycling	22,796	42,700	42,700	42,700	42,700	42,700	42,700
		<b>\$845,040</b>	<b>\$898,452</b>	<b>\$1,092,559</b>	<b>\$1,134,001</b>	<b>\$1,182,834</b>	<b>\$1,231,686</b>	<b>\$1,284,189</b>

## FINANCE

### Program Description

The Finance Department is responsible for all Town (1) administrative services functions including human resource, information technology and building/janitorial maintenance and (2) financial activities including accounting, financial reporting, fiscal policy development, forecasting, budgeting, capital financing/debt issuance and management, payroll, accounts payable, accounts receivable, sales/use tax administration, collections and audit, cash/investment management, utility billing, utility rate setting, insurance/risk management, purchasing oversight, fixed asset management and administrative support/receptionist functions. The department includes the following positions: Two part-time Utility Billing Clerks, a part-time AV Technician, Administrative Clerk/HR Assistant, Administrative Services Manager, Accounting Technician, Accounting Manager and Finance Director.

### Goals

- 2017 audit completed by May, 2018, including potential Single Audit.
- 2019 budget completed and adopted by December 1, 2018.
- Monitor newly implemented HDHP and HSA. Continue to promote to employees as a health care option.
- Enhance communication connectivity for Town facilities and equipment.
- Closely monitor/review STC public infrastructure verification of eligible expenses and incentive reimbursements (TIF, building use, plan check/permit revenues).
- Finalize 2018 funding for Superior’s participation in the Windy Gap Firing Project (estimated at \$20m). Begin planning for upcoming financing needed for Wastewater

### Performance Measures

<b>Description</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
AP/Payroll invoices/checks	4,645	5,000	5,000
Percent of months (Except December) closed within 30 days of month end (100% goal)	100%	100%	100%
Workers Compensation claims and losses (2 and <\$2,000 goals)	3/\$1,755	2/\$2,000	2/\$2,000
NCCI Workers Compensation Experience Rating (< 1.00 goal)	.69	.69	.69
Utility customers who are “Green”/paperless (45% goal)	41%	>40%	45%
Regular Staff Turnover (8%)	12%	<8%	<8%
Days to Fill Vacancy (60 days)	25.67	<60	<60
Building Maintenance Cost/SF (\$4.50 goal)	5.86	<\$6.50	<\$6.50
IT Cost/FTE (\$5,000 goal)	\$4,499	<\$5,000	<\$5,000

## Finance Expense (10-416)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
1010	Salaries	\$405,137	\$425,529	\$427,658	\$449,041	\$471,493	\$495,068	\$519,821
1040	Part-time Salaries	48,274	52,863	61,090	64,145	67,352	70,720	74,256
1060	Overtime	168	500	500	500	500	500	500
1300	Payroll Costs (Benefits)	138,702	145,966	180,114	190,921	202,376	214,519	227,390
1400	FICA	9,561	10,221	10,913	11,456	12,027	12,627	12,423
2400	Auditing Services	19,760	16,000	16,500	17,000	17,500	18,000	18,500
2490	Investment Fees	7,663	9,000	9,000	9,000	9,000	9,000	9,000
2600	Personnel Services	14,372	22,000	25,000	25,750	26,523	27,319	28,139
3100	Telephone	1,913	2,500	2,500	2,575	2,652	2,732	2,814
3210	Software Maintenance	16,408	17,000	23,000	23,690	24,401	25,133	25,887
4200	Memberships	7,050	7,000	8,000	8,000	8,000	8,000	8,000
4210	Subscriptions	418	500	500	500	500	500	500
4300	Training	1,529	4,200	4,200	4,200	4,200	4,200	4,200
4310	Travel & Expenses	4,425	5,800	5,800	5,800	5,800	5,800	5,800
4900	Other Fees & Services	846	1,000	1,000	1,000	1,000	1,000	1,000
5100	Supplies	4,867	7,000	11,000	6,150	6,305	5,464	7,628
		\$681,093	\$727,079	\$786,775	\$819,728	\$859,629	\$900,582	\$945,858

## **LEGAL SERVICES**

### **Program Description**

The Town Attorney's Office serves as legal advisor to the Town, SMD #1, SMID, and SURA Boards, the Town Manager, and other departments of the Town through the Town Manager. The Town Attorney services include issuing oral and written opinions, drafting of legislation, contracts, and other formal documents, and review of all contracts and legal instruments to which the Town is a party. The Attorney is contracted to provide these services and is not a member of Town Staff.

### Legal Expense (10-419)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
2100	General	\$129,403	\$135,000	\$165,000	\$145,000	\$150,000	\$155,000	\$160,000
2111	Jefferson Parkway	7,929	15,000	30,000	30,000	30,000	30,000	30,000
		\$137,332	\$150,000	\$195,000	\$175,000	\$180,000	\$185,000	\$190,000

## **PUBLIC SAFETY**

### Program Description

The Public Safety budget includes costs to provide law enforcement and dispatching services. The Town has an agreement with the Boulder County Sheriff's Office to provide municipal law enforcement services. Rocky Mountain Fire Protection District provides fire and emergency service in the Town and is supported by a separate property tax mill levy.

### Goals

- Ensure involvement with all aspects of the community by maintaining contact and open communication with schools and fostering a network of open communications with the community.
- Continue to provide high-caliber Public Safety services via well-trained, skilled, and adequately-equipped staff members able to respond to the needs to the Town.
- Continue to provide Public Safety services that incorporate Boulder County Sheriff's Office policies and procedures and the needs of the community as expressed by the citizens, elected officials, and Town staff.
- Continue to enhance traffic enforcement activities.

### Performance Measures

<b>Description</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Response time to priority call types (Average)	Prior. 1 = 7m 16s Prior. 2 = 10m 06s Prior. 3 = 13m 41s	Prior. 1 = 7m 10s Prior. 2 = 9m 50s Prior. 3 = 13m 30s	Prior. 1 = 6m 00s Prior. 2 = 8m 00s Prior. 3 = 12m 00s
Number of traffic citations issued	1,262	1,100	1,500
Cases closed	75% clearance/closed rate	80% clearance/closed rate	80% clearance/closed rate

### Public Safety Expense (10-421)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
2700	Law Enforcement Services	\$1,380,239	\$1,351,308	\$1,471,749	\$1,545,336	\$1,747,603	\$1,964,983	\$2,063,232
2710	Dispatch Services	135,000	135,000	137,025	139,080	141,1466	143,283	147,581
3100	Telephone	4,244	4,000	6,000	6,180	6,365	6,556	6,753
3105	Office Lease	6,000	6,000	6,000	6,000	6,000	6,000	6,000
3110	Utilities	2,130	3,000	2,500	2,575	2,652	2,732	2,814
3220	Building Maint.	2,866	3,000	3,200	3,296	3,395	3,497	3,602
5100	Supplies	1,260	1,000	5,000	3,090	3,183	3,278	3,377
6100	Office Equipment	593	1,000	1,000	1,000	1,000	1,000	1,000
		\$1,532,332	\$1,504,308	\$1,632,474	\$1,706,557	\$1,911,364	\$2,131,329	\$2,234,359



## **BUILDING INSPECTIONS**

### Program Description

The Building Inspections Department ensures the standards and codes as set forth by the Town of Superior for safety, health and public welfare are implemented and maintained by regulating and controlling the design, construction, quality of materials, use and occupancy, and location of all buildings and structures within Superior. The department provides for the issuance of all building-related permits and the associated activities as they relate to the permits being issued. These activities include plan review for all new construction, remodels, additions, and miscellaneous projects. In October, 2013 Solar Friendly Communities certified Superior as a Silver Level Solar Friendly Community. The Town waives the permit and plan review fees for solar installations.

### Goals

- Enhance building inspection, solar application, and other information available through the Town website.
- Respond to calls for inspections the next working day.
- Single-family plan review performed in 10 working days.
- Multi-family plan review performed in 15 to 20 working days.
- Commercial plan review performed in 20 working days.
- Homeowner residential work plan review performed in 5 working days.
- Miscellaneous plan review performed in 3 working days.
- Develop and maintain status reports on permits, work in progress, expirations etc.
- All plan review and inspection personnel attend 24 hours educational conference or meetings to keep up to date with current code and all updates.

### Performance Measures

<b>Description</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Call for inspections made within 24 hours	99%	99%	99%
Single-family plan review performed in 10 working days	Yes	Yes	Yes
Multi-family plan review performed in 15 to 20 working days	Yes	Yes	Yes
Commercial plan review performed in 20 working days	100%	100%	100%
Miscellaneous plan review performed in 3 working days	99%	99%	99%

### Building Inspections Expense (10-424)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
1040	Part-time Salaries (Code Enforcement)	\$32,895	\$33,366	\$48,807	\$51,247	\$53,809	\$56,499	\$59,324
1300	Payroll Costs (Benefits)	11,657	10,657	28,287	29,984	31,783	33,690	35,711
1400	FICA	2,482	2,552	708	743	780	819	860
2340	Inspection Services	235,233	700,000	504,000	560,000	700,000	350,000	122,500
2470	Archiving	250	500	500	500	500	500	500
4200	Memberships	135	150	150	150	150	150	150
4210	Subscriptions	984	1,000	1,000	1,000	1,000	1,000	1,000
4300	Training	-	-	400	400	400	400	400
4310	Travel & Expenses	-	-	100	100	100	100	100
5100	Supplies	8	1,500	3,500	2,575	2,652	2,732	3,814
5200	Software	10,800	11,000	2,500	2,500	2,500	2,500	2,500
		\$294,444	\$760,725	\$589,952	\$649,199	\$793,674	\$448,390	\$226,859

## **PARKS, RECREATION AND OPEN SPACE**

### Program Description

The Parks, Recreation and Open Space Department is responsible for providing quality community events, volunteer programs, recreation programming, environmental education and specialized program contract oversight. The Department staffs five citizen advisory committees, facilitates marketing and maintains a dedicated website for recreation program registration, community volunteer programs, historic preservation, aquatic programs, and programming of parks and athletic facilities. The Department oversees maintenance of Town parks, open space, athletic fields, aquatics facilities, and manages all parks capital and maintenance projects. Positions within the Department include: Parks, Recreation and Open Space Director, Superintendent of Parks and Open Space, Management Analyst, Recreation Supervisor, Recreation Coordinator, Events/Volunteer Supervisor, Committee Assistant, part-time Volunteer Program Specialist, Parks and Open Space Field Lead, Parks, and three Parks Technicians. In addition, the department has part-time seasonal aquatics and pool maintenance positions.

### Goals

- Continue use of targeted social media marketing to drive potential program and community event participants
- Provide recreational and social programming for aging adults hosted in Superior
- Diversify volunteer offerings allowing citizens opportunities to give back to the community and surrounding areas
- Establish a customer service friendly process to verify residency status before gaining access to the Town's aquatic facilities
- Continue to establish program partnerships with Impact Sports and Sport Stable
- Enhance the health and wellness of our residents through innovative and diversified parks, recreation, leisure, social, and educational opportunities.

### Performance Measures

<b>Description</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Work with event vendors to achieve a minimum Waste Diversion Rate of 80% at all Town Events (Waste Diversion - reduction of generated waste through source reduction, recycling, reuse, or composting )	88%	86%	86%
Increase program participation	2%	3%	3%
Program participants who actively promote Town Activities to friends and family (9 or 10 ranking on a 10-point scale)	83%	85%	85%
Citizens who participated in a program and would enroll again	90%	93%	93%
Maintain irrigation efficiency rate (evapotranspiration) within State standard (<20% deviation)	Yes	Yes	Yes

## Parks, Recreation and Open Space Expense (10-426)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
1010	Salaries	\$550,359	\$571,697	\$610,097	\$690,602	\$725,132	\$761,389	\$839,458
1040	P/T Salaries	115,768	126,500	177,977	186,876	196,220	206,031	216,333
1050	On Call	11,100	10,000	10,000	10,000	10,000	10,000	10,000
1060	Overtime	7,320	3,000	6,000	6,180	6,365	6,556	6,753
1300	Payroll Costs	186,066	190,970	216,375	245,358	260,079	275,684	308,225
1400	FICA	17,634	18,155	22,694	24,544	25,763	27,042	28,965
2210	Engineering	16,170	10,000	15,000	15,000	15,000	15,000	15,000
2270	Tennis Court Maint.	2,612	3,000	3,000	3,090	3,183	3,278	3,376
2290	Aquatics	1,601	2,000	2,000	2,000	2,000	2,000	2,000
2890	Media	12,105	16,000	16,500	16,995	17,505	18,030	18,571
2940	Community Proj/Prog	69,862	72,000	74,000	76,220	78,507	80,862	83,288
2941	Volunteer Prog.	3,355	7,000	7,000	7,210	7,426	7,649	7,878
2942	Youth Lead. Council	2,303	2,000	5,000	5,000	5,000	5,000	5,000
2943	Parks & Rec Comm.	-	-	5,000	5,000	5,000	5,000	5,000
2944	Cultural Arts Comm.	-	-	5,000	5,000	5,000	5,000	5,000
2945	Open Space Comm.	-	-	5,000	5,000	5,000	5,000	5,000
2960	Superior Morgul	20,000	15,000	15,000	15,000	15,000	15,000	15,000
3100	Telephone	9,026	11,500	11,000	11,330	11,670	12,020	12,381
3110	Utilities	17,113	15,000	16,000	16,480	16,974	17,483	18,007
3140	Water-Parks	39,121	36,000	37,000	37,000	37,000	37,000	37,000
3150	Electricity-Parks	45,781	49,000	50,000	51,500	53,045	54,636	56,275
3210	Software	17,368	20,500	21,000	21,630	22,279	22,947	23,635
3220	Build. Maint.	43,862	42,000	43,000	47,290	65,619	67,588	72,616
3330	Park/Median Maint.	340,617	338,500	338,000	360,140	358,944	381,712	481,163
3480	Pool Chem. & Maint	25,651	25,000	26,000	26,780	27,583	28,410	29,262
4110	Community Meetings	132	500	500	500	500	500	500
4130	Historic Preservation	2,478	3,000	5,000	5,000	5,000	5,000	5,000
4200	Memberships	2,570	2,500	2,500	2,500	2,500	2,500	2,500
4300	Training	6,072	6,200	6,200	6,200	6,200	6,200	6,200
4310	Travel	7,232	9,900	9,900	9,900	9,900	9,900	9,900
4700	Recreation Programs	33,109	78,000	78,000	78,000	78,000	78,000	78,000
4900	Other Fees	1,139	1,500	1,500	1,500	1,500	1,500	1,500
5100	Supplies	9,180	12,500	12,500	12,725	8,957	10,695	8,441
5120	Fuel & Maint	12,384	16,500	17,000	17,510	18,035	18,576	21,633
5160	Uniforms	3,030	3,000	3,000	4,090	4,213	4,339	5,469
5220	Tools / Equip	1,430	2,000	2,000	2,060	2,122	2,186	2,752
8262	Yard Waste	-	-	60,000	60,000	60,000	60,000	60,000
		<b>\$1,633,550</b>	<b>\$1,720,422</b>	<b>\$1,935,743</b>	<b>\$2,091,210</b>	<b>\$2,172,221</b>	<b>\$2,269,713</b>	<b>\$2,507,081</b>

## **PUBLIC WORKS AND UTILITIES**

### Program Description

The Public Works and Utilities Department is responsible for transportation planning and traffic engineering; street maintenance and snow removal. Also included within this department is the management of SMD No. 1 which plans for and provides water treatment and distribution, wastewater collection and treatment, and storm water management. The department includes: Public Works and Utilities Director, Civil Engineer, Utilities Superintendent, Senior Construction Inspector, Geographic Information Systems (GIS) Technician, Field Maintenance Superintendent and four Field Maintenance Technicians (FMT).

### Goals

- Promote a more livable and walkable community by maintaining and enhancing the safe and efficient circulation of pedestrians, cyclists, emergency vehicles and motorists.
- Cost effectively maintain a reasonable level of safety during and after snow and ice events.
- Through Signing and Striping communicate in a clear and concise manner, safe and efficient circulation for motorists, pedestrians and cyclists.
- Operate and maintain traffic signal system to optimize vehicle movement and driver safety.
- Maintain, update and implement a Pavement Management System to cost effectively preserve the community's roadway system.
- Geographical Information System (GIS) - Develop and maintain a digital mapping system and inventory of the street, water, sanitary sewer and storm sewer systems.

### Performance Measures

<b>Description</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Streets Maintained (Lane Miles)	81	81	81
Pavement Treatment – Slurry Seal (Square Yards) (Adds Approx. 5 years of pavement life)	0	0	0
Pavement Treatment – Overlay (Square Yards) (Adds Approx. 15 years of pavement life)	0	0	11,780
Pavement Treatment – Reconstruction (Square Yards) (Adds Approx. 20 years of pavement life)	13,632	0	7,200
Street Pavement Life Added (Square Yards)	272,640	0	320,700
Street Pavement Life Lost (Square Yards)	789,814	789,814	789,814
Snow Removal – Miles Treated/Maintained	5,101	8,533	10,000
Snow Removal – Ice Control – Granular (tons)	351	489	700
Snow Removal – Ice Control – Liquid (gallons)	20,779	34,615	30,000
Right-of-way permits reviewed	48	38	44

## Public Works and Utilities Expense (10-430)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
1010	Salaries	\$612,648	\$656,367	\$677,166	\$751,024	\$788,575	\$828,004	\$869,404
1040	P/T Salaries	22,791	30,000	25,000	26,500	27,563	28,941	30,388
1050	On-Call	7,260	7,300	7,300	7,300	7,300	7,300	7,300
1060	Overtime	35,018	33,000	35,000	36,575	38,221	39,941	41,738
1300	Payroll Costs (Benefits)	240,097	264,604	275,035	307,537	325,989	345,548	366,281
1400	FICA	9,702	12,397	12,345	13,534	14,203	14,905	15,642
2210	Engineering	8,247	4,000	4,000	4,120	4,244	4,371	4,502
2240	Traffic Engineering	13,190	2,000	2,000	2,060	2,122	2,186	2,252
2760	GIS	7,175	7,500	7,800	8,034	8,275	8,523	8,779
3100	Telephone	2,538	3,000	3,000	3,090	3,183	3,278	3,376
3105	Office Lease	24,000	24,000	25,600	26,800	28,000	29,200	30,400
3150	Street Light Electricity	180,658	188,000	195,000	200,850	206,876	213,082	219,474
3180	Street Light Maint.	42,825	30,000	31,000	31,930	32,888	33,875	34,891
3420	Snow Removal	315,486	272,000	340,000	355,300	371,289	387,997	399,637
3440	Traffic Signal Maint	14,488	20,000	25,000	25,750	26,523	27,319	28,139
4200	Memberships	594	1,500	1,500	1,545	1,591	1,639	1,688
4300	Training	1,805	3,300	3,300	3,300	3,300	3,300	3,300
4310	Travel & Expenses	4,060	5,000	5,000	5,000	5,000	5,000	5,000
4400	Printing & Binding	-	500	500	515	530	546	562
4900	Other Fees & Services	279	500	500	515	530	546	562
4950	Superior Call-n-Ride	-	35,000	35,000	135,000	135,000	-	-
5100	Supplies	4,385	4,300	5,000	5,090	3,683	3,377	5,377
5120	Fuel & Maint	27,074	30,000	31,000	32,395	33,853	35,376	36,437
5130	Signage & Striping	28,950	60,000	25,000	25,750	65,564	27,318	28,138
5160	Uniforms	2,551	4,500	5,000	5,150	5,305	5,464	5,628
5200	Software	-	5,000	5,000	5,150	5,305	5,464	5,628
5220	Tools & Small Equip.	4,894	5,000	5,000	5,150	5,305	5,464	5,628
5620	Snow – Materials	69,869	105,000	110,000	114,950	120,123	125,529	129,295
		<b>\$1,722,661</b>	<b>\$1,813,768</b>	<b>\$1,910,046</b>	<b>\$2,152,754</b>	<b>\$2,283,523</b>	<b>\$2,196,771</b>	<b>\$2,365,571</b>

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## **NON-DEPARTMENTAL**

### **Program Description**

General expenses not associated to any one department. Expenses include the vehicle pool, studies, facility maintenance costs, information technology/phone, general costs such as insurance and some supplies. The major expense is an annual transfer to the Governmental CIP.



## Non-Departmental Expense (10-490)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
1420	Workers' Compensation Insurance	\$30,326	\$42,000	\$37,000	\$39,000	\$41,000	\$43,000	\$45,000
2420	Collections (Treasurer's Fees)	65,020	61,000	63,000	63,000	64,000	66,000	67,000
2650	Professional Services	3,946	20,000	20,000	-	-	-	-
3105	Office Lease	-	-	75,600	26,800	28,000	29,200	30,400
3110	Town Hall Utilities	36,738	42,000	42,000	43,260	44,558	45,895	47,272
3130	Holiday Lighting	61,050	55,000	55,000	55,000	55,000	55,000	55,000
3210	Software Maintenance	32,116	41,000	63,000	32,960	33,949	34,967	36,016
3220	Building Maintenance	54,101	63,000	65,000	66,950	68,959	71,028	73,159
4200	Memberships	15,160	19,500	16,500	16,995	17,505	18,030	18,571
4400	Printing & Binding	1,355	2,500	2,500	2,500	2,500	2,500	2,500
4500	Postage & Meter	10,176	14,500	15,000	15,450	15,914	16,391	16,883
4600	PC/GL Insurance	62,178	65,000	67,000	69,010	71,080	73,212	75,408
4900	Other Fees & Services	38,061	50,000	50,000	50,000	50,000	50,000	50,000
5100	Supplies	14,147	23,000	22,000	21,600	21,218	21,855	23,510
5120	Fuel & Maintenance	2,114	2,500	2,600	2,678	2,758	2,841	2,926
5200	Software	3,272	4,000	4,000	4,120	4,244	4,371	4,502
6100	Office Equipment	16,411	16,500	16,000	16,480	16,974	17,483	18,007
8002	STC – Public Improv Reimb – Building Use Tax	45,114	590,000	400,000	320,000	300,000	125,000	60,000
8003	STC – Public Improv Reimb – Permit & Plan Check	13,716	253,000	171,000	137,000	129,000	54,000	26,000
8004	Louisville Revenue Share	-	25,000	70,000	100,000	100,000	125,000	150,000

<b>Acct #</b>	<b>Description</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2018 Budget</b>	<b>2019 Projected Budget</b>	<b>2020 Projected Budget</b>	<b>2021 Projected Budget</b>	<b>2022 Projected Budget</b>
8262	Yard Waste Site	77,364	116,000	-	-	-	-	-
9420	Transfer Operations Surplus to Capital	2,650,000	2,125,000	2,150,000	1,650,000	2,125,000	1,925,000	2,400,000
9500	Transfer to SMD #1	716,905	274,060	-	454,985	-	119,017	-
		<b>\$3,949,270</b>	<b>\$3,904,560</b>	<b>\$3,407,200</b>	<b>\$3,187,788</b>	<b>\$3,191,659</b>	<b>\$2,899,790</b>	<b>\$3,202,154</b>

## **LIBRARY**

### **Program Description**

Access to current library services are provided by the City of Louisville through an Intergovernmental Agreement. In April, 2010, Superior residents approved a 1.5 mill property tax increase in order to fund library service and facility expenses.

### **Performance Measures**

<b>Description</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Media turned in (Books, CDs, DVDs, Magazines)	5,053	6,000	6,000
Monthly Average:	421/mo.	500/mo.	500/mo.

### Library Expense (10-491)

Acct #	Description	2016 Actual	2017 Budget	2018 Budget	2019 Projected Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget
4140	Library Expenses	\$289,168	\$295,000	\$328,000	\$328,000	\$328,000	\$332,000	\$333,000
		\$289,168	\$295,000	\$328,000	\$328,000	\$328,000	\$332,000	\$333,000

TOWN OF SUPERIOR  
ORDINANCE NO. 0-9  
SERIES 2017

AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE TOWN OF SUPERIOR, COLORADO, FOR THE 2018 YEAR

WHEREAS, the Board of Trustees must adopt the annual budget in accordance with the Local Government Budget Law, C.R.S. § 29-1-101, *et seq.*;

WHEREAS, a proposed 2018 Town of Superior Budget was submitted to the Board of Trustees on August 25, 2017 for the Board's consideration;

WHEREAS, the proposed budget was open for inspection by the public at the Superior Town Hall, 124 E. Coal Creek Drive, Superior, Colorado;

WHEREAS, a properly-noticed public hearing was held on November 27, 2017 and interested taxpayers were given the opportunity to file or register any objections to the 2018 Town of Superior Budget;

WHEREAS, the Board of Trustees has provided in the Budget for revenues in an amount equal to or greater than the total proposed expenditures as set forth in the Budget; and

WHEREAS, it is necessary to appropriate the revenues provided in the Budget to and for the purposes described below, so as not to impair the operations of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR, COLORADO:

Section 1. For the Town of Superior for 2018, the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:

General	\$12,218,047
Conservation Trust	157,000
Landscape Fee	1,717,922
Open Space	907,500
Open Space Debt Service	396,898
Capital Improvement	3,721,183
Trash and Recycling	<u>74,344</u>

Total

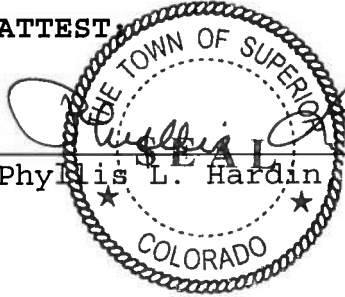
\$19,192,894

INTRODUCED, READ AND ADOPTED this 27<sup>th</sup> day of November,  
2017.



\_\_\_\_\_  
Clint Folsom, Mayor

ATTEST:



\_\_\_\_\_  
Phyllis L. Hardin Town Clerk/Treasurer

TOWN OF SUPERIOR  
RESOLUTION NO. R-53  
SERIES 2017

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
SUPERIOR LEVYING PROPERTY TAXES FOR THE YEAR 2018

WHEREAS, the Board of Trustees must adopt the annual budget in accordance with the Local Government Budget Law, C.R.S. § 29-1-101, et seq.;

WHEREAS, the amount of money necessary to balance the budget for general operating expenditures is \$12,218,047;

WHEREAS, the 2017 preliminary valuation for assessment for the Town of Superior as certified by the Boulder and Jefferson County Assessors is \$220,540,290; and

WHEREAS, the Board of Trustees must levy property taxes in accordance with the budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR, COLORADO:

Section 1. For the purpose of meeting all general operating expenses of the Town of Superior during the 2018 budget year, there is hereby levied the following taxes upon each dollar of the total assessed valuation of all taxable property within the Town for the year 2017:

General Government	<u>7.93</u> mills
Library Services	<u>1.50</u> mills
Total	<u>9.43</u> mills

Section 2. The general government mill levy certified to the Boulder County and Jefferson County Commissioners for the Town of Superior shall state the gross mill levy of 12.127, and a temporary mill levy rate reduction for the 2017 taxes due and payable January 1, 2018 of 4.197, for a net mill levy of 7.93.

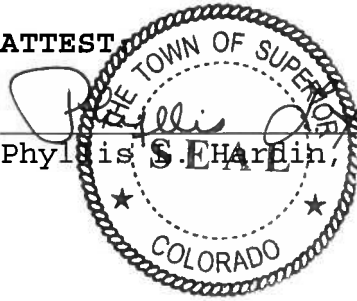
Section 3. The Town Clerk shall certify the mill levy to the County Commissioners of Boulder County and Jefferson County, Colorado, upon receipt of the final assessed valuation for the Town of Superior; provided however, in the event that the final assessed valuation for the Town is adjusted by the County, the Finance Director may correspondingly adjust the mill levy to be certified to be consistent with this Resolution.


ADOPTED this 27<sup>th</sup> day of November, 2017.



Clint Folsom, Mayor

ATTEST



  
Phyllis S. Hardin, Town Clerk/Treasurer



TOWN OF SUPERIOR  
RESOLUTION NO. R-54  
SERIES 2017

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
SUPERIOR ADOPTING A BUDGET FOR THE TOWN OF SUPERIOR  
FOR 2018

WHEREAS, the Board of Trustees (the "Board") must adopt an annual budget in accordance with the Local Government Budget Law, C.R.S. § 29-1-101, et seq.;

WHEREAS, a proposed 2018 Town of Superior Budget was submitted to the Board on August 25, 2017 for the Board's consideration;

WHEREAS, the proposed 2018 Town of Superior Budget was open for inspection by the public at the Superior Town Hall, 124 E. Coal Creek Drive, Superior, Colorado; and

WHEREAS, the Board held a properly-noticed public hearing on the 2018 Town of Superior Budget on November 27, 2017 and interested taxpayers were given the opportunity to register any objections to the 2018 Town of Superior Budget.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR, COLORADO:

Section 1. The estimated expenditures for each fund for the 2018 Town of Superior Budget are:

General	\$12,218,047
Conservation Trust	157,000
Landscape Fee	1,717,922
Open Space	907,500
Open Space Debt Service	396,898
Capital Improvement	3,721,183
Trash and Recycling	74,344
Total	<u>\$19,192,894</u>

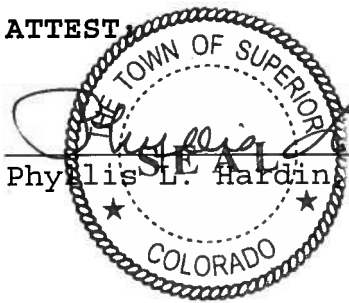
Section 2. The 2018 Town of Superior budget, as submitted to the Board, is hereby approved and adopted as the budget of the Town of Superior for 2018.

ADOPTED this 27<sup>th</sup> day of November, 2017.



Clint Folsom, Mayor

ATTEST:

  
Phyllis L. Hardin Town Clerk/Treasurer

TOWN OF SUPERIOR  
RESOLUTION NO. R-55  
SERIES 2017

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
SUPERIOR ADOPTING A FEE SCHEDULE FOR 2018

WHEREAS, pursuant to Section 4-1-90 of the Superior Municipal Code, the fees charged by the Town must be approved by resolution of the Board of Trustees; and

WHEREAS, the Town establishes such fees in a Fee Schedule.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR, COLORADO:


Section 1. The Fee Schedule attached hereto is hereby approved and adopted.


Section 2. This Resolution shall be effective upon adoption, but the Fee Schedule adopted and approved herein shall take effect on January 1, 2018.

ADOPTED this 27<sup>th</sup> day of November, 2017.

  
\_\_\_\_\_  
Clint Folsom, Mayor

ATTEST

The seal is circular with a double-line border. The outer ring contains the text "THE TOWN OF SUPERIOR" at the top and "COLORADO" at the bottom. In the center, the word "SEAL" is written in a stylized font.

  
\_\_\_\_\_  
Phyllis L. Hardin, Town Clerk-Treasurer