

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 and policy planning and goal setting. The Board's compensation and supplies, such as, training and travel are also accounted for in this fund.

Goals

- **Encourage Environmental Sustainability** – Become an energy neutral community through the continued implementation of energy initiatives, promotion of water and energy conservation efforts, and expansion of Town programs and incentives.
- **Enhance Financial Stability and Promote Development Opportunities 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 pursuing targeted development opportunities.
- **Involve Residents through Outreach and Engagement** – Explore and initiate methods that will continuously improve education, communication and meaningful dialog between the Town, its residents, homeowners associations and advisory groups.
- **Open Space** – Expand the inventory of publicly owned open space within the Town through purchases and strategic acquisitions via responsible development.
- **Provide Excellent Public Services and Public Infrastructure** – Continue to expand and improve services and infrastructure by prioritizing and funding infrastructure and services needs and pursuing service sharing opportunities and partnership for regional infrastructure improvements.

Legislative Expense (10-411)

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
1030	Board Compensation	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
1400	FICA	918	918	918	918	918	918	918
2150	Lobbying	6,683	6,000	56,000	6,000	6,000	6,000	6,000
4300	Training	1,576	1,400	1,400	1,400	1,400	1,400	1,400
4310	Travel & Expenses	3,993	6,300	5,200	5,200	5,200	5,200	5,200
8180	Policy Planning & Goal Setting	-	500	2,500	2,500	2,500	2,500	2,500
8880	Board Discretionary Spending	-	10,000	10,000	10,000	10,000	10,000	10,000
		\$25,170	\$37,118	\$88,018	\$38,018	\$38,018	\$38,018	\$38,018

JUDICIAL

Program Description

Municipal court is conducted through the Judicial Division. The Assistant Town Manager oversees the municipal court operations with the Court Clerk handling customer service and the day-to-day functions of the Court. The Municipal Court Judge is appointed by the Town Board. 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.

Goals

- Create all forms and documents necessary for court procedures within the Caselle Court Management 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

Description	2011	2012	2013
Cases processed annually	1,290	1,500	1,500
Citations paid by mail or phone	70%	60%	70%
Appearances when mandatory (Defendant has to appear in Court based on violation committed)	95%	95%	95%
No shows/payment 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 therefore is not required to appear in court)	20%	20%	20%

Judicial Expense (10-412)

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
1010	Salaries	\$21,324	\$22,497	\$23,276	\$24,440	\$25,662	\$26,945	\$28,292
1060	Overtime	-	100	100	100	100	100	100
1300	Payroll Costs	10,166	10,709	10,994	11,654	12,353	13,094	13,880
1400	FICA	271	328	339	356	374	392	412
2470	Archiving	370	500	500	500	500	500	500
2700	Bailiff	3,812	4,000	4,000	4,100	4,100	4,100	4,100
2800	Municipal Court Judge	13,620	14,300	15,000	15,000	15,000	15,800	15,800
2810	Prosecuting Attorney	14,963	14,500	14,500	14,500	14,500	14,500	14,500
3100	Telephone	320	360	300	300	300	300	300
3210	Software/Support	2,150	2,150	2,150	2,150	2,150	2,150	2,150
4200	Memberships	46	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	1,739	1,800	1,800	1,900	1,900	1,900	1,900
4900	Other Fees & Services	589	500	500	500	500	500	500
		\$69,370	\$72,294	\$74,009	\$76,050	\$78,489	\$80,831	\$82,984

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

Description	2011	2012	2013
Percent of election deadlines met	100%	100%	100%
Codification of ordinances	100%	100%	100%

Clerk Expense (10-414)

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
1010	Salaries	\$81,059	\$83,981	\$86,323	\$90,639	\$95,171	\$99,930	\$104,927
1300	Payroll Costs	22,372	24,053	24,435	25,901	27,455	29,102	30,848
1400	FICA	1,172	1,218	1,252	1,314	1,380	1,449	1,521
2470	Archiving	370	1,000	1,000	1,000	1,000	1,000	1,000
2500	Codification Services	6,052	3,000	3,000	3,000	3,000	3,000	3,000
2820	Elections	-	24,000	-	16,800	-	24,000	-
4200	Memberships	255	255	325	325	325	325	325
4300	Training	-	1,000	1,000	1,000	1,000	1,000	1,000
4310	Travel & Expense	50	2,200	2,200	2,200	2,200	2,200	2,200
4400	Printing	3	300	300	300	400	400	400
4410	Publication of Legal Notices	481	300	500	500	500	500	500
4420	Recording Fees	21	100	100	100	200	200	200
4900	Other Fees & Services	462	200	200	200	200	200	200
5100	Supplies	2,841	200	200	200	200	1,200	200
		\$115,138	\$141,807	\$120,835	\$143,479	\$133,031	\$164,506	\$146,321

ADMINISTRATIVE

Program Description

The Administrative department provides management assistance and professional support for the Town including 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 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 Green Initiatives
- Work on Regional Transportation issues.
- Retain businesses and work to bring in new development.

Performance Measures

Description	2011	2012	2013
Number of Town Board goals implemented	All	All	All
Number of Request for Proposals issued and reviewed for services	3	2	2
Number of Board directed Action items resolved	171	175	175

Administrative Expense (10-415)

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
1010	Salaries	\$337,175	\$370,624	\$382,081	\$401,185	\$421,244	\$442,306	\$464,421
1060	Overtime	301	500	500	500	500	500	500
1300	Payroll Costs	112,552	128,623	133,672	141,692	150,194	159,206	168,758
1400	FICA	4,907	5,381	5,547	5,824	6,115	6,421	6,741
2210	Engineering	1,480	1,500	1,500	1,500	1,500	1,500	1,500
2300	Planning	19,515	18,000	18,000	18,000	18,000	18,000	18,000
2310	Planning - Sign Review	3,284	1,500	1,500	1,500	1,500	1,500	1,500
2470	Archiving	370	2,000	2,000	2,000	2,000	2,000	2,000
2600	Personnel Services	8,345	-	-	-	-	-	-
2760	GIS	7,850	5,300	5,300	5,300	5,300	5,300	5,300
2920	Website Maintenance	18,325	17,300	14,200	14,626	15,065	15,517	15,983
2930	Channel 8	6,320	5,000	5,000	5,150	5,305	5,464	5,628
2980	Economic Development	6,664	112,500	65,000	65,000	65,000	65,000	65,000
3100	Telephone	5,382	4,000	6,200	6,200	6,200	6,200	6,200
4200	Memberships	2,910	2,900	3,000	3,000	3,000	3,000	3,000
4210	Subscriptions	448	300	400	400	400	400	400
4300	Training	1,151	4,400	4,400	4,400	4,400	4,400	4,400
4310	Travel & Expenses	6,912	8,350	8,350	8,350	8,350	8,350	8,350
4400	Printing & Binding	420	1,500	1,500	1,500	1,500	1,500	1,500
4900	Other Fees & Services	6,495	4,000	5,000	5,000	5,000	5,000	5,000
5100	Supplies	2,398	1,500	1,000	-	2,500	3,000	1,000
5200	Software	104	500	500	500	500	500	500
8140	Humane Society	526	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	90,371	97,446	95,000	95,000	95,000	95,000	95,000
		<u>\$659,115</u>	<u>\$808,824</u>	<u>\$775,350</u>	<u>\$802,327</u>	<u>\$834,273</u>	<u>\$865,764</u>	<u>\$896,381</u>

FINANCE

Program Description

The Finance Department is responsible for all Town (1) administrative services functions including human resource, building maintenance and information technology 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 and collections, cash/investment management, utility billing, utility rate setting and insurance/risk management. The department includes the following positions: One part-time Utility Billing Clerk, one part-time Administrative Clerk, one full-time Utility Billing/Administrative Clerk, Administrative Services Manager, Accounting Technician, Accounting Manager and Finance Director.

Goals

- Formal adoption of an emergency operations plan
- Continued update, modification and enhancement to the department’s web page.
- Financing work including (1) tax increment financing for Town Center Development and (2) evaluation of debt refunding opportunities.
- Evaluation/implementation of NLC utility service line warranty program.
- 2012 audit completed by May, 2013.
- 2014 budget completed and adopted by December 1, 2013.
- 2013 evaluation of pension administrator and custodial maintenance services.
- 2014 benefit renewal to include a HSA option.

Performance Measures

Description	2011	2012	2013
AP invoices processed	4,429	3,900	4,500
Payroll checks processed	1,035	1,000	1,100
Percent of months (Except December) closed within 30 days of month end (100% goal)	100%	100%	100%
Workers Compensation claims (0 goal)	2	0	0
Workers Compensation losses (0 goal)	\$3,203	\$0	\$0
Utility customers who are “Green”/paperless (25% goal)	77%	25%	25%
Regular Staff Turnover (8%)	15%	8%	8%
Days to Fill Vacancy (60 days)	58.5	60	60

Finance Expense (10-416)

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
1010	Salaries	\$399,695	\$413,910	\$381,617	\$400,698	\$420,733	\$441,770	\$463,859
1040	Part-time Salaries	-	-	43,056	45,209	47,469	49,842	52,334
1300	Payroll Costs	131,376	137,287	119,266	126,422	134,007	142,047	150,570
1400	FICA	5,734	6,002	8,827	9,269	9,732	10,219	10,730
2400	Auditing Services	10,000	13,500	14,000	14,500	15,000	15,500	16,000
2490	Investment Fees	9,612	11,500	9,500	10,000	10,500	10,500	10,500
2600	Personnel Services	7,213	15,000	15,500	16,000	16,500	17,000	17,500
3100	Telephone	1,231	1,240	2,100	2,100	2,100	2,100	2,100
3210	Software Maintenance	17,496	17,200	17,300	18,200	19,100	20,100	21,100
4200	Memberships	1,115	6,175	6,310	6,310	6,310	6,310	6,310
4210	Subscriptions	199	800	500	500	500	500	500
4300	Training	2,726	3,800	4,200	4,200	4,200	4,200	4,200
4310	Travel & Expenses	5,272	5,700	5,800	5,800	5,800	5,800	5,800
4900	Other Fees & Services	1,086	500	500	500	500	500	500
5100	Supplies	4,534	5,000	10,150	5,455	6,619	5,818	6,993
		\$597,324	\$637,614	\$638,626	\$665,163	\$699,070	\$732,206	\$768,996

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 under contract for these services and is not officially a member of Town Staff.

Legal Expense (10-419)

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
2100	General	\$238,959	\$135,000	\$140,000	\$145,000	\$150,000	\$155,000	\$160,000
2111	Jefferson Parkway	-	100,000	150,000	-	-	-	-
		\$238,959	\$235,000	\$290,000	\$1450,000	\$150,000	\$155,000	\$160,000

PUBLIC SAFETY

Program Description

The Public Safety budget includes costs for law enforcement, and dispatching services. The Town has an agreement with the Boulder County Sheriff to provide municipal law enforcement services. Rocky Mountain Fire Authority provides fire 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 establish a network of open communications with the community.
- Continue to provide Public Safety services with well-trained, skilled, and adequately equipped deputies by responding to the needs of the Town of Superior with public safety services that incorporate both the mandates of the 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

Description	2011	2012	2013
Response time to priority call types (Average)	Prior. 1 = 6m 52s Prior. 2 = 8m 22s Prior. 3 = 11m 19s	Prior. 1 = 7m 0s Prior. 2 = 8m 0s Prior. 3 = 12m 0s	Prior. 1 = 7m 13s Prior. 2 = 8m 45s Prior. 3 = 13m 16s
Number of traffic citations issued	1,310	1,400	1,600
Cases closed	Assigned=700 Closed=518 (74%) Active=140 (20%)	75% clearance/closed rate	75% clearance/closed rate

Public Safety Expense (10-421)

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
2700	Law Enforcement Services	\$1,107,157	\$1,141,734	\$1,253,985	\$1,291,605	\$1,330,353	\$1,492,657	\$1,659,830
2710	Dispatch Services	118,365	124,533	102,797	113,077	117,600	122,304	127,196
3100	Telephone	3,649	4,500	4,500	4,500	4,500	4,500	4,500
3105	Office Lease	-	-	6,000	6,000	6,000	6,000	6,000
3110	Utilities	3,320	2,500	3,500	3,500	3,500	3,500	3,500
5100	Supplies	-	-	2,000	3,000	-	-	-
		<u>\$1,232,491</u>	<u>\$1,273,267</u>	<u>\$1,372,782</u>	<u>\$1,421,682</u>	<u>\$1,461,953</u>	<u>\$1,628,961</u>	<u>\$1,801,026</u>

BUILDING INSPECTIONS

Program Description

The charge of the Building Inspections department is to ensure 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.

Goals

- Enhance building inspection, solar application information on Town website.
- Call for inspections made 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 changes.

Performance Measures

Description	2011	2012	2013
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	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
1040	Part-time Salaries (Code Enforcement)	\$18,064	\$17,744	\$18,771	\$19,710	\$20,696	\$21,731	\$22,818
1300	Payroll Costs	-	325	325	325	325	325	325
1400	FICA	1,361	1,357	1,436	1,508	1,583	1,662	1,746
2340	Inspection Services	102,166	166,250	56,875	118,125	135,625	157,500	148,750
2470	Archiving	1,238	-	-	-	-	-	-
4200	Memberships	125	-	-	-	-	-	-
4210	Subscriptions	1,535	700	700	700	700	700	700
5100	Supplies	645	2,500	1,500	1,500	1,500	1,500	1,500
		\$125,134	\$188,876	\$79,607	\$141,868	\$160,429	\$183,418	\$175,839

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PARKS, RECREATION AND OPEN SPACE

Program Description

The Parks, Recreation and Open Space Department is responsible for town-wide services including, community events, the promotion of recreation, art, culture, historic preservation, recycling and conservation efforts, aquatics, parks, open space, and landscape management. The department includes the following positions: Parks, Recreation and Open Space Director, Superintendent of Parks and Open Space, Recreation Superintendent, Recreation Supervisor, Recreation Coordinator, Events/Volunteer Coordinator, Parks Technician III, Parks Technician I and two part-time seasonal six (6) month Parks Technician. In addition, the department has part-time seasonal Lifeguard positions and a yard waste site facility attendant.

Goals

- Coordinate community center/recreation center feasibility study and a recreation program assessment.
- Coordinate community engagement process with PROSTAC on potential future uses of the Eldorado K-8 property.
- Coordinate with Boulder County on Hodgson Harris Reservoir Dam rehabilitation project.
- Complete construction of trail connections east of Indiana Street adjacent to Eldorado K-8 to allow access across the ravine.
- Create and host each quarter one new community volunteer project.
- Increase online program registration by 10%.

Performance Measures

Description	2011	2012	2013
Increase the number of reservation hours at Town facilities	22%	10%	10%
Increase program participation	2%	15%	5%
Program participants who actively promote Town Activities to friends and family (9 or 10 ranking on a 10-point scale)	86%	85%	85%
Citizens who participated in a program and would enroll again	73%	95%	95%
Maintain irrigation efficiency rate (evapotranspiration) within State standard (<20% deviation)	Yes	Yes	Yes

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

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
1010	Salaries	\$381,940	\$450,507	\$496,561	\$521,389	\$547,458	\$574,831	\$603,573
1040	P/T Salaries	109,520	138,347	159,292	167,257	175,620	184,401	193,621
1050	On Call	4,677	4,680	4,680	4,680	4,680	4,680	4,680
1060	Overtime	1,628	2,800	2,678	2,758	2,841	2,926	3,014
1300	Payroll Costs	138,577	170,309	186,367	197,549	209,402	221,966	235,284
1400	FICA	12,676	17,224	19,493	20,463	21,482	22,552	23,675
2260	Tennis Prog.	20,813	-	-	-	-	-	-
2270	Tennis Court Maint.	2,391	3,000	3,090	3,183	3,278	3,376	3,477
2290	Aquatics	2,520	2,500	2,575	2,652	2,732	2,814	2,898
2650	Prof Services	15,000	-	-	-	-	-	-
2760	GIS	138	3,000	3,000	3,000	3,000	3,000	3,000
2890	Media	27,079	8,000	8,000	8,240	8,487	8,742	9,004
2940	Community Projects/ Programs	50,599	55,500	55,500	56,000	56,000	56,500	56,500
2960	Superior Morgul Classic	198,655	110,000	30,000	30,000	30,000	30,000	30,000
3100	Telephone	10,924	10,400	10,500	10,815	11,139	11,473	11,817
3110	Utilities	17,170	17,000	17,500	18,025	18,566	19,123	19,697
3140	Water-Parks	28,351	20,800	21,500	22,575	23,704	24,889	26,133
3150	Elect-Parks	49,724	57,650	47,000	48,410	49,862	51,358	52,899
3210	Software	5,102	4,500	14,000	14,420	14,853	15,299	15,758
3220	Building Maint.	38,514	40,000	41,200	42,436	43,709	45,020	46,371
3330	Park/Median Maint.	274,213	276,600	288,000	296,640	305,539	313,705	323,116
3480	Pool Chem. & Maint.	21,297	28,000	28,000	28,840	29,705	30,596	31,514
4110	Community Meetings	425	400	400	400	400	400	400
4130	Historic Preservation	1,699	2,000	2,000	2,000	2,000	2,000	2,000
4200	Memberships	1,100	2,500	2,500	2,575	2,652	2,732	2,814
4300	Training	4,239	5,800	5,800	5,800	5,800	5,800	5,800
4310	Travel	1,477	9,800	9,800	9,800	9,800	9,800	9,800
4700	Recreation Program	80,214	80,000	85,000	87,550	90,177	92,882	95,668
4900	Other Fees & Services	898	800	800	800	800	800	800
5100	Supplies	10,534	10,500	6,300	7,489	5,714	7,885	13,122

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
5120	Fuel & Maint	11,928	12,000	11,500	11,845	12,200	12,566	12,943
5160	Uniforms	2,534	3,000	3,100	3,193	3,289	3,388	3,490
5220	Tools & Small Equip.	1,990	2,000	2,000	2,060	2,122	2,186	2,252
		<u>\$1,528,546</u>	<u>\$1,549,617</u>	<u>\$1,568,136</u>	<u>\$1,632,844</u>	<u>\$1,697,011</u>	<u>\$1,767,690</u>	<u>\$1,845,120</u>

PUBLIC WORKS AND UTILITIES

Program Description

The Public Works and Utilities Department is responsible for street maintenance as well as traffic circulation planning and design. Also included within this department is the management of Superior Metropolitan District No. 1 which provides water, sewer, and storm drainage services to the residents of the Town. The department includes: Public Works and Utilities Director, Civil Engineer, Utilities Superintendent, Field Maintenance Superintendent, four Field Maintenance Technicians and four seasonal six (6) month part-time Field Maintenance Technicians.

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.
- Signing and Striping - Communicate in a clear and concise manner, safe and efficient circulation for motorists, pedestrians and cyclists.
- Traffic Signal System – Operate and maintain the traffic signal system to optimize vehicle movement and driver safety.
- Pavement Management System (PMS) - Maintain, update and implement a Pavement Management System to cost effectively maintain the community’s roadway system for short and long term financial budgeting.
- Geographical Information System (GIS) - Develop and maintain a digital mapping system and inventory of the water, sanitary sewer and storm sewer systems.

Performance Measures

Description	2011	2012	2013
Streets Maintained (Lane Miles)	81	81	81
Pavement Treatment – Slurry Seal (Square Yards) (Adds Approx. 5 years of pavement life)	23,933	32,489	10,000
Pavement Treatment – Overlay (Square Yards) (Adds Approx. 15 years of pavement life)	32,333	0	10,000
Pavement Treatment – Reconstruction (Square Yards) (Adds Approx. 20 years of pavement life)	3,315	35,384	40,000
Street Pavement Life Added (Square Yards)	670,965	870,125	1,000,000
Street Pavement Life Lost (Square Yards)	789,814	789,814	789,814
Snow Removal – Miles Treated/Maintained	3,562	4,084	6,000
Snow Removal – Ice Control – Granular (tons)	364	266	400
Snow Removal – Ice Control – Liquid (gallons)	10,400	3,000	4,000

Public Works and Utilities Expense (10-430)

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
1010	Salaries	\$348,786	\$354,968	\$466,008	\$489,308	\$513,773	\$539,462	\$566,435
1040	P/T Salaries	13,467	20,700	50,000	52,500	55,125	57,881	60,775
1050	On-Call	4,639	4,680	4,680	4,680	4,680	4,680	4,680
1060	Overtime	14,499	20,000	20,600	21,218	21,855	22,511	23,186
1300	Payroll Costs	107,712	127,493	171,807	182,115	193,042	204,625	216,903
1400	FICA	7,883	7,088	10,949	11,487	12,052	12,644	13,267
2210	Engineering	19,592	22,000	29,500	30,500	31,500	32,500	33,500
2240	Traffic Engineering	20,348	15,000	15,450	15,914	16,391	16,883	17,389
2760	GIS	550	3,000	3,000	3,000	3,000	3,000	3,000
3100	Telephone	2,685	3,000	3,100	3,193	3,289	3,388	3,490
3150	Street Light Electricity	153,621	175,000	167,500	172,525	177,701	183,032	188,523
3180	Street Light Maint.	16,172	15,000	15,450	15,914	16,391	16,883	17,389
3220	Building Maintenance	-	-	-	-	18,125	72,500	72,500
3420	Snow Removal	217,663	228,000	234,840	241,885	249,142	256,616	264,314
3440	Traffic Signal Maint	22,120	12,500	10,500	10,815	11,139	11,473	11,817
4200	Memberships	191	1,500	2,500	2,625	2,756	2,894	3,039
4300	Training	4,408	1,900	2,000	2,000	2,000	2,000	2,000
4310	Travel & Expenses	620	2,250	2,550	2,550	2,550	2,550	2,550
4400	Printing & Binding	86	500	500	500	500	500	500
4900	Other Fees & Services	1,372	500	500	500	500	500	500
5100	Supplies	5,307	3,500	3,000	3,090	2,683	3,263	3,361
5120	Fuel & Maint	24,282	13,000	15,000	15,450	15,914	16,391	16,883
5130	Signage & Striping	8,251	52,500	10,000	55,000	11,000	58,000	12,000
5160	Uniforms	3,196	3,200	3,500	3,605	3,713	3,824	3,939
5220	Tools & Small Equip.	3,313	5,000	5,000	5,150	5,305	5,464	5,628
5620	Snow – Materials	51,154	46,500	48,000	49,440	50,923	52,451	54,025
		\$1,051,917	\$1,138,779	\$1,295,934	\$1,394,964	\$1,425,049	\$1,585,915	\$1,601,593

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 expenses are annual transfers to the governmental CIP and SMD1 operations.

Non-Departmental Expense (10-490)

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
1420	Workers' Comp Ins.	\$36,715	\$32,000	\$36,000	\$37,000	\$38,000	\$39,000	\$40,000
2420	Collections (Treasurer's Fees)	51,608	50,000	50,000	50,000	50,000	50,000	50,000
2650	Professional Services	-	-	10,000	-	-	-	-
3110	Town Hall Utilities	37,168	32,000	29,000	29,870	30,766	31,689	32,640
3120	Sewer Rate Stabilization	7,075	7,000	7,000	7,000	7,000	7,000	7,000
3210	Maint. Office Equipment	21,484	34,700	25,000	26,690	26,401	28,133	29,917
3220	Building Maintenance	31,577	35,000	35,000	31,930	32,888	33,875	34,891
4200	Memberships	18,849	14,950	15,500	15,965	16,444	16,937	17,445
4400	Printing & Binding	1,867	2,500	2,500	2,500	2,500	2,500	2,500
4500	Postage & Meter	10,583	11,000	11,500	11,845	12,200	12,566	12,943
4600	PC/GL Insurance	49,403	52,500	54,500	56,500	58,500	60,500	62,500
4900	Other Fees & Services	45,809	51,000	19,000	19,570	20,157	20,762	21,385
5100	Supplies	18,697	15,500	15,500	14,500	14,500	15,500	14,500
5120	Fuel & Maint	1,382	1,200	2,500	2,575	2,652	2,732	2,814
5200	Software	8,328	3,000	3,000	3,000	3,000	3,000	3,000
5521	Town Hall Addition Lease	-	18,000	-	-	-	-	-
6100	Office Equip.	8,292	9,000	12,600	12,600	12,600	12,600	12,600
8990	Contingency	-	50,000	-	-	-	-	-
9420	Transfer Ops. Surplus to Capital	1,650,000	1,250,000	630,000	1,180,000	1,650,000	1,125,000	-
9500	Transfer to SMD #1	1,661,179	1,568,702	2,036,707	1,679,642	1,119,207	1,354,149	2,333,780
		<u>\$3,660,016</u>	<u>\$3,238,052</u>	<u>\$2,995,307</u>	<u>\$3,181,187</u>	<u>\$3,096,815</u>	<u>\$2,815,943</u>	<u>\$2,677,915</u>

LIBRARY

Program Description

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

Library Expense (10-491)

Acct #	Description	2011 Actual	2012 Budget	2013 Budget	2014 Projected Budget	2015 Projected Budget	2016 Projected Budget	2017 Projected Budget
4140	Library Expenses	\$243,785	\$244,000	\$243,000	\$247,000	\$249,000	\$255,000	\$255,000
		\$243,785	\$244,000	\$243,000	\$247,000	\$249,000	\$255,000	\$255,000

**TOWN OF SUPERIOR
ORDINANCE #O-4
SERIES 2012**

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 2013 BUDGET YEAR

WHEREAS, the Board of Trustees must adopt the annual budget in accordance with the Local Government Budget Law;

WHEREAS, a proposed budget was submitted to this governing body on July 31, 2012, for its consideration;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at 124 E. Coal Creek Drive, Superior, Colorado, a public hearing was held on October 22, 2012, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the Board of Trustees has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget;

WHEREAS, it is not only required by law, but also 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.

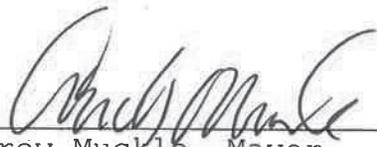
NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR, COLORADO:

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

General	\$ 9,541,604
Conservation Trust	\$ 95,000
Landscape Fee	\$ 1,414,526
Open Space	\$ 5,557,000
Open Space Debt Service	\$ 522,318
Capital Improvement	\$ 3,597,000
Trash and Recycling	\$ 44,351
Total	<u>\$20,771,799</u>

INTRODUCED, READ AND ADOPTED this 22nd day of October,
2012.





Andrew Muckle, Mayor



Phyllis Hardin, Town Clerk/Treasurer

**TOWN OF SUPERIOR
RESOLUTION #R-67
SERIES 2012**

**A RESOLUTION OF THE BOARD OF
TRUSTEES OF THE TOWN OF SUPERIOR
LEVYING GENERAL PROPERTY TAXES FOR
THE YEAR 2013**

WHEREAS, the Board of Trustees for the Town of Superior must adopt the annual budget in accordance with the Local Government Budget Law;

WHEREAS, the amount of money necessary to balance the budget for general operating expenditures is \$ 20,771,799;

WHEREAS, the 2012 Preliminary valuation for assessment for the Town of Superior as certified by the Boulder and Jefferson County Assessors is \$ 162,667,145.

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

Section 1. That for the purpose of meeting all general operating expenses of the Town of Superior during the 2013 budget year, there is hereby levied a tax of:

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

upon each dollar of the total assessed valuation of all taxable property within the Town for the year 2012.

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, the temporary mill levy rate reduction for the 2012 taxes due and payable January 1, 2013 of 4.197, for a net mill levy of 7.93.

Section 3. The mill levy shall be certified by the Town Clerk/Treasurer to the County Commissioners of Boulder County and Jefferson County, Colorado, upon receipt of the final assessed valuation for the Town of Superior as hereinabove determined and set; 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 22nd day of October, 2012.



Andrew Muckle, Mayor

ATTEST:



Phyllis L. Hardin, Town Clerk/Treasurer

**TOWN OF SUPERIOR
RESOLUTION #R-68
SERIES 2012**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
TOWN OF SUPERIOR ADOPTING A BUDGET FOR THE
TOWN OF SUPERIOR FOR THE CALENDAR YEAR
BEGINNING ON THE FIRST DAY OF JANUARY, 2013,
AND ENDING ON THE LAST DAY OF DECEMBER,
2013.**

WHEREAS, the Board of Trustees for the Town of Superior must adopt the annual budget in accordance with the Local Government Budget Law;

WHEREAS, a proposed budget was submitted to the governing body on July 31, 2012, for its consideration;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at 124 E. Coal Creek Drive, Superior, Colorado, a public hearing was held on October 22, 2012, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increase may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

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

Section 1. That the estimated expenditures for each fund are:

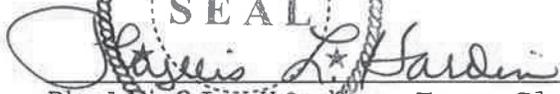
General	\$ 9,541,604
Conservation Trust	\$ 95,000
Landscape Fee	\$ 1,414,526
Open Space	\$ 5,557,000
Open Space Debt Service	\$ 522,318
Capital Improvements	\$ 3,597,000
Trash and Recycling	\$ 44,351
Total	\$20,771,799

Section 2. That the budget as submitted is approved and adopted as the budget of the Town of Superior for the year stated above and made part of part of the public records.

ADOPTED, this 22nd day of October, 2012.



Andrew Muckle, Mayor

ATTEST:
The seal is circular with a rope-like border. The text 'TOWN OF SUPERIOR' is at the top, 'SEAL' is in the center, and 'COLORADO' is at the bottom. A star is positioned to the right of the word 'SEAL'.


Phyllis L. Hardin, Town Clerk/Treasurer

**TOWN OF SUPERIOR
RESOLUTION NO. R-69
SERIES 2012**

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE TOWN OF SUPERIOR APPROVING FEES
FOR 2013**

WHEREAS, the Town of Superior has traditionally approved fees by ordinance;

WHEREAS, pursuant to Section 4-1-90 of the Superior Municipal Code fees must be approved by resolution as of January 1, 2009.

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

Section 1. The fee schedule attached hereto as **Exhibit A** is hereby approved and adopted.

Section 2. This Resolution shall be effective on January 1, 2013.

ADOPTED this 22nd day of October, 2012.





Andrew Muckle, Mayor



Phyllis L. Hardin, Town Clerk-Treasurer