

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

- **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** – Augment natural and developed 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	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
1030	Board Compensation	\$12,000	\$12,000	\$20,400	\$20,400	\$27,600	\$27,600	\$27,600
1400	FICA	918	918	1,561	1,561	2,111	2,111	2,111
2150	Lobbying	5,845	31,000	30,000	30,000	10,000	10,000	10,000
4300	Training	-	1,400	1,400	1,400	1,400	1,400	1,400
4310	Travel & Expenses	1,796	5,200	5,200	5,200	5,200	5,200	5,200
8180	Policy Planning & Goal Setting	-	2,500	2,500	2,500	2,500	2,500	2,500
8880	Superior Grant Funds	10,000	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
		\$30,559	\$63,018	\$76,061	\$76,061	\$63,811	\$63,811	\$63,811

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

Description	2013	2014	2015
Cases processed annually	2,014	3,000	2,500
Citations paid by mail or phone, and online	80%	80%	80%
Appearances when mandatory (Defendant has to appear in Court based on violation committed)	95%	95%	95%
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	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
1010	Salaries	\$22,844	\$24,205	\$24,918	\$26,164	\$27,472	\$28,846	\$30,288
1060	Overtime	16	-	-	-	-	-	-
1300	Payroll Costs (Benefits)	11,322	11,891	12,740	13,504	14,314	15,173	16,083
1400	FICA	277	351	361	379	398	418	439
2460	Bank Fees	-	-	12,000	13,000	14,000	15,000	16,000
2470	Archiving	500	500	500	500	500	500	500
2700	Bailiff	3,946	4,100	4,100	4,100	4,100	4,100	4,100
2800	Municipal Court Judge	15,000	15,000	20,000	20,000	21,000	21,000	22,000
2810	Prosecuting Attorney	10,336	14,500	20,000	20,000	21,000	21,000	22,000
3100	Telephone	-	300	300	300	300	300	300
3210	Software/Support	-	2,150	2,150	2,150	2,150	2,150	2,150
4200	Memberships	20	50	50	50	50	50	50
4300	Training	-	400	400	400	400	400	400
4310	Travel & Expenses	90	100	100	100	100	100	100
4400	Printing & Binding	1,776	2,400	2,400	2,400	2,400	2,400	2,400
4900	Other Fees & Services	245	500	500	500	500	500	500
5100	Supplies	-	-	500	-	-	-	-
		\$66,372	\$76,447	\$101,019	\$103,547	\$108,684	\$111,937	\$117,310

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	2013	2014	2015
Percent of election deadlines met	100%	100%	100%
Codification of ordinances	100%	100%	100%

Clerk Expense (10-414)

Acct #	Description	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
1010	Salaries	\$85,648	\$89,160	\$91,832	\$96,424	\$101,245	\$106,307	\$111,622
1300	Payroll Costs (Benefits)	23,734	25,922	27,424	29,069	30,813	32,662	34,622
1400	FICA	1,214	1,293	1,332	1,398	1,468	1,541	1,619
2470	Archiving	200	1,000	1,000	1,000	1,000	1,000	1,000
2500	Codification Services	2,995	3,000	3,000	3,000	3,000	3,000	3,000
2820	Elections	-	15,300	-	24,000	-	16,800	-
4200	Memberships	360	325	400	400	400	400	400
4300	Training	-	1,000	1,000	1,000	1,000	1,000	1,000
4310	Travel & Expense	85	2,200	2,200	2,200	2,200	2,200	2,200
4400	Printing	59	100	100	100	100	100	100
4410	Publication of Legal Notices	466	500	500	500	500	500	500
4420	Recording Fees	-	100	200	200	200	200	200
4900	Other Fees & Services	574	500	500	500	500	500	500
5100	Supplies	122	200	200	1,200	200	200	200
		\$115,457	\$140,600	\$129,688	\$160,991	\$142,626	\$166,410	\$156,963

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

Description	2013	2014	2015
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	170	175	175

Administrative Expense (10-415)

Acct #	Description	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
1010	Salaries	\$352,521	\$366,980	\$404,747	\$424,984	\$446,233	\$468,545	\$491,972
1060	Overtime	498	250	250	250	250	250	250
1300	Payroll Costs (Benefits)	134,378	143,428	159,104	168,650	178,769	189,495	200,865
1400	FICA	5,058	5,321	5,869	6,162	6,470	6,794	7,134
2210	Engineering	1,321	2,500	2,500	2,500	2,500	2,500	2,500
2300	Planning	25,554	35,000	30,000	30,000	30,000	30,000	30,000
2310	Planning - Sign Review	1,882	1,500	1,500	1,500	1,500	1,500	1,500
2470	Archiving	2,000	2,000	2,000	2,000	2,000	2,000	2,000
2760	GIS	5,305	5,300	5,300	5,300	5,300	5,300	5,300
2920	Website Maintenance	16,031	67,000	30,000	30,900	31,827	32,782	33,765
2930	Channel 8	10,205	5,000	5,150	5,305	5,464	5,628	5,797
2980	Economic Development	72,052	65,000	35,000	35,000	35,000	35,000	35,000
3100	Telephone	5,372	6,200	6,200	6,200	6,200	6,200	6,200
4200	Memberships	2,877	3,000	3,000	3,000	3,000	3,000	3,000
4210	Subscriptions	292	400	400	400	400	400	400
4300	Training	1,694	4,400	4,400	4,400	4,400	4,400	4,400
4310	Travel & Expenses	7,895	8,350	8,350	8,350	8,350	8,350	8,350
4400	Printing & Binding	1,419	1,500	2,000	1,500	1,500	1,500	1,500
4900	Other Fees & Services	6,624	5,000	5,000	5,000	5,000	5,000	5,000
5100	Supplies	829	2,000	3,500	3,100	2,000	1,000	2,000
5200	Software	390	11,500	7,500	7,725	7,957	8,196	8,442
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	111,394	37,700	37,700	37,700	37,700	37,700	37,700
		\$781,117	\$795,029	\$775,170	\$805,626	\$837,520	\$871,240	\$908,775

FINANCE

Program Description

The Finance Department is responsible for all Town (1) administrative services functions including human resource, building/janitorial 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, collections and audit, cash/investment management, utility billing, utility rate setting, insurance/risk management, purchasing oversight, fixed assets and administrative support/receptionist functions. The department includes the following positions: Two part-time Utility Billing Clerks, Administrative Clerk, Administrative Services Manager, Accounting Technician, Accounting Manager and Finance Director.

Goals

- Participate in complete update of the Town’s website.
- Continuing evaluation of and action on debt refunding opportunities.
- 2014 audit completed by May, 2015.
- 2016 budget completed and adopted by December 1, 2015.
- 2015 benefit renewal to include an RFP and perhaps an HRA/HSA option.
- Closely monitor STC public infrastructure reimbursements

Performance Measures

Description	2013	2014	2015
AP/Payroll invoices/checks	4,598	4,800	5,000
Percent of months (Except December) closed within 30 days of month end (100% goal)	100%	100%	100%
Workers Compensation claims and losses (0 and \$0 goals)	3/\$253	0/\$0	0/\$0
NCCI Workers Compensation Experience Rating (< 1.00 goal)	.94	.71	.71
Utility customers who are “Green”/paperless (30% goal)	29%	>30%	>30%
Regular Staff Turnover (8%)	7%	<8%	<8%
Days to Fill Vacancy (60 days)	53	<60	<60
Building Maintenance Cost/SF (\$4.50 goal)	\$4.80	<\$4.50	<\$4.50
IT Cost/FTE (\$3,000 goal)	\$2,933	<\$3,000	<\$3,000

Finance Expense (10-416)

Acct #	Description	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
1010	Salaries	\$386,420	\$400,182	\$410,923	\$431,469	\$453,042	\$475,694	\$499,479
1040	Part-time Salaries	41,011	43,913	50,622	53,153	55,811	58,602	61,532
1060	Overtime	11	-	-	-	-	-	-
1300	Payroll Costs (Benefits)	117,156	121,981	134,951	143,048	151,631	160,729	170,373
1400	FICA	8,783	9,162	9,831	10,323	10,839	11,381	11,950
2400	Auditing Services	11,000	14,500	15,000	15,500	16,000	16,500	17,000
2490	Investment Fees	7,146	9,000	10,000	10,000	10,000	10,000	10,000
2600	Personnel Services	11,770	14,200	14,600	15,000	15,500	16,000	16,500
3100	Telephone	1,793	2,100	2,100	2,100	2,100	2,100	2,100
3210	Software Maintenance	15,772	16,000	16,800	17,600	18,500	19,400	20,400
4200	Memberships	5,849	6,300	6,300	6,300	6,300	6,300	6,300
4210	Subscriptions	416	500	500	500	500	500	500
4300	Training	4,469	4,200	4,200	4,200	4,200	4,200	4,200
4310	Travel & Expenses	5,711	5,800	5,800	5,800	5,800	5,800	5,800
4900	Other Fees & Services	1,083	1,000	1,000	1,000	1,000	1,000	1,000
5100	Supplies	5,979	5,000	6,150	4,335	6,465	9,659	4,949
		\$624,369	\$653,838	\$688,777	\$720,328	\$757,688	\$797,865	\$832,083

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	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
2100	General	\$192,393	\$145,000	\$200,000	\$155,000	\$160,000	\$215,000	\$170,000
2111	Jefferson Parkway	89,441	100,000	100,000	50,000	-	-	-
		\$281,834	\$245,000	\$300,000	\$205,000	\$160,000	\$215,000	\$170,000

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

Description	2013	2014	2015
Response time to priority call types (Average)	Prior. 1 = 6m 47s Prior. 2 = 9m 47s Prior. 3 = 16m 53s	Prior. 1 = 6m 38s Prior. 2 = 8m 14s Prior. 3 = 16m 33s	Prior. 1 = 6m 30s Prior. 2 = 8m 00s Prior. 3 = 13m 00s
Number of traffic citations issued	2,031	2,750	2,500
Cases closed	Assigned=793 Closed=667 (84%) Active=108 (14%)	84% clearance/closed rate	85% clearance/closed rate

Public Safety Expense (10-421)

Acct #	Description	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
2700	Law Enforcement Services	\$1,253,985	\$1,267,270	\$1,296,689	\$1,335,590	\$1,500,658	\$1,545,678	\$1,727,048
2710	Dispatch Services	102,797	124,521	123,529	129,705	136,190	143,000	150,150
3100	Telephone	2,666	4,500	4,000	4,120	4,244	4,371	4,502
3105	Office Lease	6,000	6,000	6,000	6,000	6,000	6,000	6,000
3110	Utilities	4,139	3,500	3,000	3,090	3,183	3,278	3,376
3220	Building Maint.	5,749	3,400	3,000	3,090	3,183	3,278	3,376
5100	Supplies	3,466	4,000	1,000	1,000	1,000	3,000	3,000
6100	Office Equipment	-	-	1,000	1,000	1,000	1,000	1,000
		<u>\$1,378,802</u>	<u>\$1,413,191</u>	<u>\$1,438,218</u>	<u>\$1,483,595</u>	<u>\$1,655,458</u>	<u>\$1,709,605</u>	<u>\$1,898,452</u>

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

Description	2013	2014	2015
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	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
1040	Part-time Salaries (Code Enforcement)	\$19,147	\$19,427	\$19,968	\$20,966	\$22,014	\$23,115	\$24,271
1300	Payroll Costs (Benefits)	-	325	325	325	325	325	325
1400	FICA	1,465	1,486	1,528	1,604	1,684	1,768	1,857
2340	Inspection Services	109,919	542,500	287,000	252,000	196,000	150,500	35,000
2470	Archiving	1,356	-	-	-	-	-	-
4200	Memberships	125	-	-	-	-	-	-
4210	Subscriptions	829	700	700	700	700	700	700
5100	Supplies	747	1,500	1,500	1,500	1,500	2,500	2,500
		\$133,588	\$565,938	\$311,021	\$277,095	\$222,223	\$178,908	\$64,653

PARKS, RECREATION AND OPEN SPACE

Program Description

The Parks, Recreation and Open Space Department is responsible for town-wide services including, community events, volunteer programs, recreation programming and program vendor oversight, staffing four citizen advisory committees, marketing and maintaining a dedicated website for recreation program registration and a dedicated website for community volunteer programs, historic preservation, aquatic programs, and programming of parks and open space facilities. The Department oversees maintenance of Town parks, athletic fields, aquatics facilities, and manages parks capital and maintenance capital projects. The department includes the following positions: Parks, Recreation and Open Space Director, Superintendent of Parks and Open Space, Parks and Recreation Management Analyst, Recreation Supervisor, Recreation Coordinator, Events/Volunteer Coordinator, Volunteer Program Specialist, Parks Technician III, and two Parks Technicians I. In addition, the department has part-time seasonal aquatics positions and a yard waste site facility attendant.

Goals

- Redesign online activity registration interface by modernizing features and layout to be consistent with the Town’s new website. Continue efforts to educate the community on the ease and convenience of online registration.
- Implement a comprehensive post-program participant survey with the goal of improving customer satisfaction and transparency.
- Work with PROSTAC to develop a park construction plan for the “School Parcel” site at S. Indiana and W. Torrey’s Peak.
- Expand the Town’s volunteer opportunities by coordinating projects on a quarterly basis. Involve the community in identifying potential projects.
- Begin hosting routine Youth Service Committee meetings and projects emphasizing community service, volunteer work, education, and activity opportunities.

Performance Measures

Description	2013	2014	2015
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)	N/A	83%	85%
Increase program participation	2%	5%	5%
Program participants who actively promote Town Activities to friends and family (9 or 10 ranking on a 10-point scale)	82%	85%	85%
Citizens who participated in a program and would enroll again	88%	92%	95%
Maintain irrigation efficiency rate (evapotranspiration) within State standard (<20% deviation)	Yes	Yes	Yes

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

Acct #	Description	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
1010	Salaries	\$483,615	\$538,735	\$525,793	\$552,083	\$579,687	\$608,671	\$639,105
1040	P/T Salaries	145,216	128,861	134,015	140,716	147,752	155,140	162,897
1050	On Call	4,369	4,680	7,300	7,300	7,300	7,300	7,300
1060	Overtime	1,499	2,060	3,000	3,090	3,183	3,278	3,376
1300	Payroll Costs (Benefits)	173,962	208,276	179,108	189,854	201,245	213,320	226,119
1400	FICA	15,604	17,767	18,025	18,921	19,860	20,847	21,883
2210	Engineering	-	5,000	5,000	5,000	5,000	5,000	5,000
2270	Tennis Court Maint.	3,951	3,000	3,100	3,193	3,289	3,388	3,490
2290	Aquatics	1,365	2,700	2,000	2,060	2,122	2,186	2,252
2760	GIS	1,078	3,000	3,000	3,000	3,000	3,000	3,000
2890	Media	9,612	8,500	15,000	15,450	15,914	16,391	16,883
2940	Community Proj/ Prog	58,065	59,000	75,000	75,000	75,000	75,000	75,000
2960	Superior Morgul	30,421	30,000	20,000	20,000	15,000	15,000	15,000
3100	Telephone	10,413	11,500	10,500	11,815	11,169	11,504	11,849
3110	Utilities	15,119	18,000	18,500	19,055	19,627	20,216	20,822
3140	Water-Parks	32,087	36,500	38,000	39,900	41,895	43,990	46,190
3150	Elect-Parks	44,236	48,000	49,000	50,470	51,984	53,544	55,150
3210	Software	16,785	14,500	16,600	17,098	17,611	18,139	18,683
3220	Build. Maint.	37,845	40,000	40,000	44,200	42,436	43,709	45,020
3330	Park/Median Maint.	331,186	284,300	309,000	307,270	399,988	398,813	420,602
3480	Pool Chem. & Maint.	24,150	22,000	23,000	23,690	24,401	25,133	25,887
4110	Comm Meet	311	400	400	400	400	400	400
4130	Historic Pres.	1,981	3,000	3,000	3,000	3,000	3,000	3,000
4200	Memberships	2,166	2,500	2,500	2,500	2,500	2,500	2,500
4300	Training	1,919	6,200	6,200	6,200	6,200	6,200	6,200
4310	Travel	2,004	9,900	9,900	9,900	9,900	9,900	9,900
4700	Rec Program	74,297	85,000	78,000	78,000	78,000	78,000	78,000
4900	Other Fees & Services	1,056	800	800	800	800	800	800
5100	Supplies	7,186	7,000	8,500	9,755	12,048	12,409	11,781
5120	Fuel & Maint	12,033	12,000	12,500	12,875	13,261	13,659	14,069
5160	Uniforms	2,564	3,000	3,000	3,090	3,183	3,278	3,376
5220	Tools & Small Equip.	1,958	2,000	2,000	2,060	2,122	2,186	2,252
		\$1,548,053	\$1,618,179	\$1,621,741	\$1,677,745	\$1,818,877	\$1,875,901	\$1,957,786

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 SMD No. 1 which plans for and provides delivery of water, sewer, and storm drainage services to the residents/businesses of the Town. The department includes: Public Works and Utilities Director, Civil Engineer, Utilities Superintendent, Senior Construction Inspector, Field Maintenance Superintendent, four Field Maintenance Technicians (FMT) and four seasonal six (6) month part-time 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.
- 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 street, water, sanitary sewer and storm sewer systems.

Performance Measures

Description	2013	2014	2015
Streets Maintained (Lane Miles)	81	81	81
Pavement Treatment – Slurry Seal (Square Yards) (Adds Approx. 5 years of pavement life)	0	0	5,400
Pavement Treatment – Overlay (Square Yards) (Adds Approx. 15 years of pavement life)	1,565	6,147	0
Pavement Treatment – Reconstruction (Square Yards) (Adds Approx. 20 years of pavement life)	53,187	34,336	24,147
Street Pavement Life Added (Square Yards)	1,087,215	778,929	509,940
Street Pavement Life Lost (Square Yards)	789,814	789,814	789,814
Snow Removal – Miles Treated/Maintained	16,604	15,000	15,000
Snow Removal – Ice Control – Granular (tons)	1,136	700	700
Snow Removal – Ice Control – Liquid (gallons)	6,000	6,000	6,000

Public Works and Utilities Expense (10-430)

Acct #	Description	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
1010	Salaries	\$391,770	\$532,839	\$554,685	\$582,419	\$611,540	\$642,117	\$674,223
1040	P/T Salaries	26,798	40,000	40,000	42,000	44,100	46,305	48,620
1050	On-Call	4,587	4,680	7,300	7,300	7,300	7,300	7,300
1060	Overtime	15,352	30,000	31,350	32,761	34,235	35,776	37,386
1300	Payroll Costs (Benefits)	123,989	210,453	215,820	228,769	242,495	257,045	272,468
1400	FICA	7,461	11,289	11,663	12,239	12,843	13,478	14,144
2210	Engineering	22,434	10,000	8,000	8,240	8,487	8,742	9,004
2240	Traffic Engineering	25,130	10,000	8,000	8,240	8,487	8,742	9,004
2760	GIS	2,300	8,000	3,000	3,090	3,183	3,278	3,376
3100	Telephone	2,996	3,200	3,200	3,296	3,395	3,497	3,602
3105	Office Lease	-	20,000	24,000	24,000	24,000	24,000	24,000
3150	Street Light Electricity	165,188	165,000	175,000	182,875	191,104	199,704	208,691
3180	Street Light Maint.	7,375	16,000	30,000	30,900	31,827	32,782	33,765
3220	Building Maintenance	-	-	-	-	-	-	72,500
3420	Snow Removal	185,259	220,000	209,000	218,405	228,233	238,503	249,236
3440	Traffic Signal Maint	12,185	15,000	20,000	20,600	21,218	21,855	22,511
4200	Memberships	338	1,500	1,500	1,545	1,591	1,639	1,688
4300	Training	1,679	2,900	2,900	2,900	2,900	2,900	2,900
4310	Travel & Expenses	1,759	4,300	4,300	4,300	4,300	4,300	4,300
4400	Printing & Binding	250	500	500	515	530	546	562
4900	Other Fees & Services	64	500	500	515	530	546	562
5100	Supplies	6,553	5,000	4,650	4,290	4,419	5,552	6,719
5120	Fuel & Maint	21,914	20,000	22,000	22,660	23,340	24,040	24,761
5130	Signage & Striping	12,788	65,000	20,000	68,900	21,200	73,034	22,472
5160	Uniforms	4,734	3,500	4,000	4,120	4,244	4,371	4,502
5220	Tools & Small Equip.	6,235	5,000	5,000	5,150	5,305	5,464	5,628
5620	Snow – Materials	113,631	60,000	100,000	104,500	109,203	114,117	119,252
	Superior Call-n-Ride	-	-	-	55,000	35,000	35,000	135,000
		\$1,162,769	\$1,464,661	\$1,506,368	\$1,679,529	\$1,685,009	\$1,814,633	\$2,018,176

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

Non-Departmental Expense (10-490)

Acct #	Description	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
1420	Workers' Comp Ins.	\$45,986	\$48,300	\$45,000	\$46,000	\$47,000	\$48,000	\$49,000
2420	Collections (Treasurer's Fees)	54,889	53,000	53,000	54,000	54,000	54,000	54,000
2650	Professional Services	7,255	20,000	20,000	-	-	-	-
3110	Town Hall Utilities	36,816	39,000	39,000	40,170	41,375	42,616	43,894
3120	Sewer Rate Stabilization	8,274	7,000	-	-	-	-	-
3130	Holiday Lighting	91,298	45,000	50,000	50,000	50,000	50,000	50,000
3210	Software Maintenance	18,726	28,400	31,500	32,445	44,418	34,421	35,454
3220	Building Maintenance	47,509	54,500	60,000	61,800	55,929	57,607	62,335
4200	Memberships	17,912	16,000	20,000	20,600	21,218	21,855	22,511
4400	Printing & Binding	3,752	2,500	2,500	2,500	2,500	2,500	2,500
4500	Postage & Meter	10,420	12,000	12,000	12,360	12,731	13,113	13,506
4600	PC/GL Insurance	54,831	56,500	62,500	64,500	66,500	68,500	70,500
4900	Other Fees & Services	36,571	35,000	30,000	30,900	31,827	32,782	33,765
5100	Supplies	17,201	18,500	22,000	23,000	23,000	23,000	22,000
5120	Fuel & Maintenance	2,030	2,500	2,500	2,575	2,652	2,732	2,814
5200	Software	3,024	2,000	2,000	2,060	2,122	2,186	2,252
6100	Office Equip.	24,799	23,500	26,000	26,000	26,000	26,000	26,000
7972	Solar Garden Lease	-	30,563	30,563	30,563	30,563	30,563	30,563
8001	Town Center PD-Other	1,460	-	-	-	-	-	-
8002	STC – Public Improv Reimb – Building Use Tax	-	485,000	165,000	-	-	-	-
8003	STC – Public Improv Reimb – Permit & Plan Check	-	208,000	71,000	-	-	-	-

Acct #	Description	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
8261	Rocky Flats Air Monitor.	-	20,000	1,000	1,000	1,000	1,000	1,000
8262	Yard Waste Site	-	32,500	32,500	32,500	32,500	32,500	32,500
8263	Large Item Pickup	-	50,000	-	-	-	-	-
8500	Flood Expenses	212,267	-	-	-	-	-	-
9420	Transfer Operations Surplus to Capital	1,145,000	390,000	1,445,000	923,000	1,840,000	1,980,000	1,610,000
9500	Transfer to SMD #1	1,651,195	2,098,268	1,085,986	1,511,266	619,875	614,132	330,059
		\$3,491,215	\$3,778,031	\$3,309,049	\$2,967,239	\$3,005,210	\$3,137,507	\$2,494,653

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

Description	2013	2014	2015
Media turned in (Books, CDs, DVDs, Magazines)	6,909	7,700	7,700
Monthly Average:	576/mo.	640/mo.	640/mo.

Library Expense (10-491)

Acct #	Description	2013 Actual	2014 Budget	2015 Budget	2016 Projected Budget	2017 Projected Budget	2018 Projected Budget	2019 Projected Budget
4140	Library Expenses	\$240,386	\$249,000	\$249,000	\$253,000	\$254,000	\$262,000	\$263,000
		\$240,386	\$249,000	\$249,000	\$253,000	\$254,000	\$262,000	\$263,000

**TOWN OF SUPERIOR
ORDINANCE #0-9
SERIES 2014**

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 2015 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 August 1, 2014 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 27, 2014, 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	\$10,506,112
Conservation Trust	\$ 120,000
Landscape Fee	\$ 1,507,659
Open Space	\$ 5,306,700
Open Space Debt Service	\$ 526,195
Capital Improvement	\$ 3,668,900
Trash and Recycling	\$ 45,278
Total	<u>\$21,680,844</u>

INTRODUCED, READ AND ADOPTED this 27th day of October, 2014.



Andrew Muckle, Mayor

ATTEST





Phyllis L. Hardin, Town Clerk/Treasurer

**TOWN OF SUPERIOR
RESOLUTION #R-60
SERIES 2014**

**A RESOLUTION OF THE BOARD OF
TRUSTEES OF THE TOWN OF SUPERIOR
LEVYING GENERAL PROPERTY TAXES FOR
THE YEAR 2015**

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 \$ 10,506,112;

WHEREAS, the 2014 Preliminary valuation for assessment for the Town of Superior as certified by the Boulder and Jefferson County Assessors is \$ 165,850,068.

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 2015 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

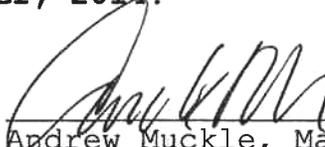
upon each dollar of the total assessed valuation of all taxable property within the Town for the year 2014.

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 2014 taxes due and payable January 1, 2015 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 27th day of October, 2014.



Andrew Muckle, Mayor

The seal is circular with a rope-like border. The text 'TOWN OF SUPERIOR' is at the top and 'COLORADO' is at the bottom. In the center, there is a five-pointed star. The word 'SEAL' is written across the center in a stylized font. To the left of the seal, the word 'ATTEST:' is printed. A handwritten signature, 'Phyllis L. Hardin', is written across the seal and extends to the right.
ATTEST:

Phyllis L. Hardin, Town Clerk/Treasurer

**TOWN OF SUPERIOR
RESOLUTION #R-61
SERIES 2014**

**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, 2015,
AND ENDING ON THE LAST DAY OF DECEMBER,
2015.**

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 August 1, 2014 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 27, 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	\$10,506,112
Conservation Trust	<u>120,000</u>
Landscape Fee	<u>1,507,659</u>
Open Space	<u>5,306,700</u>
Open Space Debt Service	526,195
Capital Improvements	<u>3,668,900</u>
Trash and Recycling	<u>45,278</u>
Total	<u>\$21,680,844</u>

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 27th day of October, 2014.



Andrew Muckle, Mayor

ATTEST




Phyllis L. Hardin, Town Clerk/Treasurer

**TOWN OF SUPERIOR
RESOLUTION NO. R-62
SERIES 2014**

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE TOWN OF SUPERIOR APPROVING FEES
FOR 2015**

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, 2015.

ADOPTED this 27th day of October, 2014.



Phyllis Hardin

Phyllis Hardin, Town Clerk-Treasurer

Andrew Muckle

Andrew Muckle, Mayor