

# 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 to pursue service-sharing opportunities and partnerships 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 Manage and Enhance Open Space, Parks and Trails** – Augment natural and developed open space and parks within the Town through strategic acquisitions, development and management.
- **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	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
1030	Board Compensation	\$38,700	\$59,400	\$59,400	\$78,000	\$78,000	\$78,000	\$78,000
1400	FICA	2,961	4,544	4,544	5,967	5,967	5,967	5,967
2150	Lobbying	16,138	16,500	16,500	16,500	16,500	16,500	16,500
3100	Telephone	2,971	3,800	3,800	3,800	3,800	3,800	3,800
4300	Training	828	1,400	1,400	1,400	1,400	1,400	1,400
4310	Travel & Expenses	3,470	5,200	5,200	5,200	5,200	5,200	5,200
4900	Other Fees and Services	919	3,000	3,000	3,000	3,000	3,000	3,000
5100	Supplies	4,864	2,000	16,000	2,000	18,000	2,000	18,000
8180	Policy Planning & Goal Setting	-	2,500	2,500	2,500	2,500	2,500	2,500
8880	Board Special Funds	6,000	10,000	23,500	23,500	23,500	23,500	23,500
8881	Board Relief Fund	615,350	2,000	2,000	2,000	2,000	2,000	2,000
		\$691,991	\$110,344	\$137,844	\$143,867	\$159,867	\$143,867	\$159,867

## 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, three sessions of Municipal Court are held on the second Thursday of each month at Town Hall. Ordinance violations are addressed during the morning session and traffic and juvenile violations are heard during the afternoon session. An additional monthly session is added as necessary for arraignments and trials, typically on the third Thursday of the month.

### 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>2020</b>	<b>2021</b>	<b>2022</b>
Cases processed annually	864	1,200	800
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	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
1010	Salaries	\$30,618	\$31,537	\$32,798	\$34,110	\$35,474	\$36,893	\$38,369
1300	Payroll Costs (Benefits)	14,638	15,439	15,916	16,871	17,883	18,956	20,093
1400	FICA	425	457	476	495	514	535	556
2460	Bank Fees	2138	2,750	2,750	2,750	3,000	3,000	3,250
2470	Archiving	-	500	500	500	500	500	500
2700	Bailiff	9,493	13,000	13,000	14,000	14,000	15,000	15,000
2800	Municipal Court Judge	25,900	26,000	26,000	28,000	28,000	30,000	30,000
2810	Prosecuting Attorney	26,948	20,500	22,000	22,000	22,000	22,000	22,000
3210	Software/Support	5,500	5,800	6,000	6,250	6,500	6,750	6,750
4200	Memberships	20	20	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	418	1,750	1,800	1,854	1,910	1,967	2,026
4900	Other Fees & Services	1,890	1,500	1,500	1,500	1,500	1,500	1,500
		\$117,988	\$119,753	\$123,290	\$128,880	\$131,831	\$137,651	\$140,595

## 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. 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>2020</b>	<b>2021</b>	<b>2022</b>
Percent of election deadlines met	100%	100%	100%
Codification of ordinances	100%	100%	100%

### Clerk Expense (10-414)

Acct #	Description	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
1010	Salaries	\$103,911	\$107,028	\$110,560	\$114,982	\$119,581	\$124,364	\$129,339
1300	Payroll Costs (Benefits)	30,722	33,939	35,327	37,447	39,694	42,076	44,601
1400	FICA	1,501	1,552	1,603	1,667	1,734	1,803	1,875
2470	Archiving	35,000	35,000	500	500	500	500	500
2500	Codification Services	2,554	3,000	3,000	3,000	3,000	3,000	3,000
2820	Elections	8,884	-	10,000	-	11,000	-	12,000
4200	Memberships	315	400	400	400	400	400	400
4300	Training	-	1,000	1,000	1,000	1,000	1,000	1,000
4310	Travel & Expense	-	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	1,100	500	500	500	500	500	500
4420	Recording Fees	45	200	200	200	200	200	200
4900	Other Fees & Services	1,467	500	500	500	500	500	500
5100	Supplies	194	1,700	1,700	200	200	200	200
		\$185,693	\$187,119	\$167,590	\$162,696	\$180,609	\$176,843	\$196,416



## 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

#### Enhance Financial Stability

- Retain businesses and work to bring in new development and business opportunities.

#### Engage Residents through Outreach and Marketing

- 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.

#### Support Environmental Sustainability

- Promote sustainability-related programs.
- Participate in regional transportation initiatives.

### Performance Measures

<b>Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Number of Town Board goals implemented	All	All	All
Number of Request for Proposals issued and reviewed for services	2	2	2
Number of Board directed Action items resolved	195	195	195

### Administrative Expense (10-415)

Acct #	Description	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
1010	Salaries	\$584,836	\$749,156	\$896,908	\$932,784	\$970,095	\$1,008,899	\$1,049,255
1040	Part-Time Salaries	-	-	50,320	52,333	54,426	56,603	58,867
1060	Overtime	148	100	100	100	100	100	100
1300	Payroll Costs (Benefits)	213,381	286,905	349,982	370,981	393,240	416,834	441,844
1400	FICA	8,396	10,870	13,736	14,286	14,857	15,451	16,069
2210	Engineering	-	2,500	2,500	2,500	2,500	2,500	2,500
2300	Planning Services	40,970	40,000	20,000	20,000	20,000	20,000	20,000
2470	Archiving	3,800	4,000	4,000	4,000	4,000	4,000	4,000
2760	GIS	6,480	-	-	-	-	-	-
2920	Website Maintenance	85,682	70,000	96,000	99,000	102,000	105,000	109,000
2930	Channel 8	2,931	3,200	3,300	3,399	3,501	3,606	3,714
2980	Economic Development	116,488	125,000	125,000	125,000	125,000	125,000	125,000
3100	Telephone	2,418	8,000	8,000	8,000	8,000	8,000	8,000
4200	Memberships	1,545	3,000	3,000	3,000	3,000	3,000	3,000
4210	Subscriptions	321	500	500	500	500	500	500
4300	Training	1,555	5,600	5,600	5,600	5,600	5,600	5,600
4310	Travel & Expenses	970	11,050	11,050	11,050	11,050	11,050	11,050
4400	Printing & Binding	493	2,500	2,500	2,500	2,500	2,500	2,500
4900	Other Fees & Services	1,653	5,000	5,000	5,000	5,000	5,000	5,000
5100	Supplies	7,140	5,000	4,000	3,030	4,061	4,593	3,126
5200	Software	16,447	6,650	6,850	7,056	7,268	7,486	7,711
8140	Humane Society	526	700	700	700	700	700	700
8190	Chamber of Commerce – Membership	40,000	15,000	15,000	15,000	15,000	15,000	15,000
8191	Chamber of Commerce – Economic Development	-	15,000	15,000	15,000	15,000	15,000	15,000
8200	Waste Diversion/ Recycling	17,193	37,700	51,550	53,097	54,690	56,331	58,021
		<b>\$1,153,373</b>	<b>\$1,407,431</b>	<b>\$1,690,596</b>	<b>\$1,753,916</b>	<b>\$1,822,088</b>	<b>\$1,892,753</b>	<b>\$1,992,557</b>

## FINANCE

### Program Description

The Finance Department is responsible for all Town (1) administrative services functions including human resource, information technology (including Town Board web streaming) 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: contract AV Technician, part-time IT Technician, Admin Clerk/HR Assistant, Utility Billing Clerk, Administrative Services Manager, Accounting Technician, Accounting Manager, and Finance Director/Treasurer.

### Goals

- 2021 audit completed by May, 2022, including potential Single Audit.
- 2023 budget completed and adopted by December 1, 2022.

### Enhance Financial Stability

- Continue to monitor/review Downtown Superior public infrastructure verification of eligible expenses and incentive reimbursements (TIF, building use, plan check/permit revenues).
- Working with Town Board and staff, determine and implement long-term funding program for Town transportation projects.
- Call all outstanding SMD1 Notes Series 2015 as soon in 2022 as possible.
- With the recent General Fund reserve policy changes, freeing up \$4 million in cash over the next several years, work with the Board to determine use of these monies.

### Performance Measures

<b>Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
AP/Payroll invoices/checks	4,917	5,100	5,100
Front Desk customer contacts	7,148	4,000	8,000
Percent of months (Except Dec) closed within 30 days (100% goal)	100%	100%	100%
Workers Compensation claims and losses (2 and <\$2,000 goals)	2/\$1,300	2/\$2,000	2/\$2,000
NCCI Workers Compensation Experience Rating (< 1.00 goal)	.71	.71	.70
Utility customers who are "Green"/paperless (60% goal)	43%	60%	60%
Regular Staff Turnover (8%)	11%	<8%	<8%
Days to Fill Vacancy (60 days)	41	<60	<60
Building Maint. Cost/SF (\$7.00 goal)	6.77	<\$7.00	<\$7.00
IT Cost/FTE (\$6,000 goal)	\$8,158	<\$6,000	<\$6,000
Web streamed/Zoom Meetings	125	135	145

### Finance Expense (10-416)

Acct #	Description	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
1010	Salaries	\$483,193	\$527,636	\$550,596	\$572,620	\$595,525	\$619,346	\$644,120
1040	Part-Time Salaries	33,781	-	28,000	29,400	30,870	32,414	34,035
1060	Overtime	71	500	500	500	500	500	500
1300	Payroll Costs (Benefits)	186,856	221,347	217,435	230,481	244,310	258,969	274,507
1400	FICA	9,584	7,689	10,133	10,559	11,004	11,467	11,951
2400	Auditing Services	15,013	16,500	17,000	17,500	18,000	18,500	19,000
2490	Investment Fees	8,649	9,500	10,000	10,500	11,000	11,500	12,000
2600	Personnel Services	21,626	25,000	25,750	26,523	27,319	28,139	28,983
3100	Telephone	3,717	4,000	4,100	4,223	4,350	4,481	4,615
3210	Software Maintenance	23,596	27,000	26,000	26,780	27,583	28,410	29,262
4200	Memberships	7,788	10,000	8,000	8,000	8,000	8,000	8,000
4210	Subscriptions	845	1,000	1,000	1,000	1,000	1,000	1,000
4300	Training	603	3,800	3,800	3,800	3,800	3,800	3,800
4310	Travel & Expenses	301	5,700	5,700	5,700	5,700	5,700	5,700
4900	Other Fees & Services	5,981	1,000	1,000	1,000	1,000	1,000	1,000
5100	Supplies	9,066	5,000	12,000	12,150	8,305	5,464	5,628
		\$810,670	\$865,672	\$921,014	\$960,736	\$998,266	\$1,038,690	\$1,084,101

## **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	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
2100	General	\$123,423	\$150,000	\$150,000	\$155,000	\$155,000	\$160,000	\$160,000
2111	Jefferson Parkway	-	30,000	10,000	10,000	10,000	10,000	10,000
2112	Oil & Gas	10,050	10,000	5,000	5,000	5,000	5,000	5,000
		\$133,473	\$190,000	\$165,000	\$170,000	\$170,000	\$175,000	\$175,000

## **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. Mountain View Fire Rescue (previously Rocky Mountain Fire Protection District) and Louisville Fire 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>2020</b>	<b>2021</b>	<b>2022</b>
Response time to priority call types (Average)	Prior. 1 = 6m 32s Prior. 2 = 8m 23s Prior. 3 = 14m 55s	Prior. 1 = 6m 52s Prior. 2 = 8m 20s Prior. 3 = 14m 10s	Prior. 1 = 6m 49s Prior. 2 = 7m 44s Prior. 3 = 14m 13s
Number of traffic citations issued	735	1,665	1,048
Cases closed	77% clearance/closed rate	67% clearance/closed rate	70% clearance/closed rate

### Public Safety Expense (10-421)

Acct #	Description	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
2700	Law Enforcement Services	\$1,750,473	\$1,793,044	\$1,851,340	\$2,035,532	\$2,105,398	\$2,252,060	\$2,319,622
2705	Co-Responder Services	-	-	100,000	103,000	106,090	109,273	112,551
2710	Dispatch Services	141,166	141,710	145,962	150,341	154,851	159,497	164,282
3100	Telephone	5,105	8,000	10,600	10,918	15,500	15,965	16,444
3105	Office Lease	6,518	6,000	6,500	6,500	6,500	6,500	6,500
3110	Utilities	3,087	2,500	2,000	2,060	2,122	2,186	2,252
3220	Building Maintenance	3,695	4,000	5,000	5,000	5,000	5,000	5,000
5100	Supplies	1,997	3,100	1,600	1,648	1,697	3,248	3,345
6100	Office Equipment	-	1,000	1,000	1,000	1,000	1,000	1,000
		\$1,912,041	\$1,959,354	\$2,124,002	\$2,315,999	\$2,398,158	\$2,554,729	\$2,630,996



## **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>2020</b>	<b>2021</b>	<b>2022</b>
Call for inspections made within 24 hours	99%	99%	99%
Single-family plan review performed in 10 working days	100%	100%	100%
Multi-family plan review performed in 15 to 20 working days	100%	100%	100%
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	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
1010	Salaries (Code Enforcement)	\$59,163	\$59,526	\$54,080	\$56,243	\$58,493	\$60,833	\$63,266
1040	Part-Time Salaries	-	-	26,000	27,040	28,122	29,247	30,417
1060	Overtime	500	250	250	250	250	250	250
1300	Payroll Costs (Benefits)	29,877	33,173	21,679	22,980	24,359	25,821	27,370
1400	FICA	837	867	1,165	2,888	3,003	3,123	3,248
2340	Inspection Services	272,515	525,000	720,000	525,000	600,000	150,000	405,000
2470	Archiving	680	500	500	500	500	500	500
4200	Memberships	-	150	150	150	150	150	150
4210	Subscriptions	1,028	1,000	1,000	1,000	1,000	1,000	1,000
4300	Training	-	400	400	400	400	400	400
4310	Travel & Expenses	-	100	100	100	100	100	100
5100	Supplies	2,047	2,500	4,000	2,575	4,152	2,732	2,814
5200	Software	360	400	500	450	450	450	450
		<u>\$367,007</u>	<u>\$623,866</u>	<u>\$829,824</u>	<u>\$639,576</u>	<u>\$720,979</u>	<u>\$274,606</u>	<u>\$534,965</u>

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

### Program Description

The Parks, Recreation and Open Space department (PROS), encourages vibrant and meaningful community by providing exceptional parks, facilities, arts, open space, events, programs and services. The Department manages and maintains 600 + acres of parks and open space that offer 35 miles of trails, 36 public art pieces, 14 playgrounds, two pools, athletic fields, tennis, basketball and pickleball courts, bike park, skate parks, dog park, disc golf course and community center. PROS facilitates the delivery of services including recreation, athletic, aquatic, enrichment programs, special events and cultural opportunities. PROS staff facilitate citizen advisory committees, registration/reservation services, and participates in marketing, community engagement, and website management. PROS manages a variety of contractual services, capital and maintenance projects. Department positions include: PROS Director, Superintendent of Parks and Open Space, Management Analyst II, Recreation Manager, Recreation Supervisor, Recreation Coordinator, Cultural Arts Supervisor, Community Events & Volunteer Supervisor, Aquatic Coordinator, Open Space Ranger, five Parks Technicians, Administrative Clerk and a variety of part-time positions to support daily operations.

### Goals

#### **Enhance Financial Stability**

- Manage contractual services in the best interest of the Town and its residents
- Identify grants and partnerships to expanded/ improved services for the community

#### **Provide Excellent Public Services and Public Infrastructure**

- Provide quality recreational facilities, programs, events, and services for the community
- Manage maintenance/replacement of park facilities, equipment, vehicles, and art
- Implement programs, services, and events for the community
- Plan programs and events in Downtown Superior parks and Civic Space

#### **Strategically Manage and Enhance Open Space, Parks and Trails**

- Utilize planning documents to drive service delivery
- Utilize recommendations in the Parks, Recreation, Open Space and Trails Master Plan
- Utilize recommendations in the Creative Placemaking Master Plan

#### **Engage Residents through Outreach and Marketing**

- Assist with marketing, public relations and community engagement efforts
- Provide volunteer offerings allowing residents to give back to the community
- Facilitate Town Advisory Groups

#### **Support Environmental Sustainability**

- Identify methods to reduce reliance on irrigation including introduction of xeriscape practices
- Identify methods to reduce emissions including use of electric vehicles and equipment
- Support recycling, composting and yard waste programs for residents

### Performance Measures

<b>Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Implement progressive emission reduction strategy for landscape services	0%	25%	50%
Increase waste diversion rate at Town events	N/A	90%	95%
Increase program participation	(30%)	45%	30%
Increase gatherings at Superior Community Center	N/A	100%	50%
Increase volunteer participation	(47%)	50%	100%
Grow public art inventory	9%	15%	15%

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

Acct #	Description	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
1010	Salaries	\$777,321	\$794,392	\$974,116	\$1,193,081	\$1,240,804	\$1,290,436	\$1,342,054
1040	Part-Time Salaries	170,448	236,000	315,000	327,600	340,704	354,332	368,505
1050	On-Call	7,300	7,300	7,300	7,300	7,300	7,300	7,300
1060	Overtime	4,180	7,000	10,000	10,300	10,609	10,927	11,255
1300	Payroll Costs	289,494	324,485	400,602	424,638	524,996	556,496	589,886
1400	FICA	25,153	29,780	38,476	39,344	40,912	42,543	44,239
2210	Engineering	3,150	20,000	10,000	10,000	10,000	10,000	10,000
2270	Court Maintenance	2,308	5,000	7,500	7,000	7,000	7,000	7,000
2290	Aquatics Lessons	2,040	2,000	2,000	2,000	2,000	2,000	2,000
2650	Professional Services	8,000	10,300	10,500	10,815	11,139	11,473	11,817
2890	Media	23,882	25,000	26,000	26,780	27,583	28,410	29,262
2940	Community Projects/Programs	28,224	90,000	235,000	270,000	270,000	270,000	270,000
2941	Volunteer Projects	2,807	9,000	20,000	20,000	20,000	20,000	20,600
2942	Youth Lead. Council	100	5,000	5,000	5,000	5,000	5,000	5,000
2943	Parks & Rec Comm.	3,386	5,000	5,000	5,000	5,000	5,000	5,000
2944	Cultural Arts Comm.	3,289	5,000	5,000	5,000	5,000	5,000	5,000
2945	Open Space Comm.	957	5,000	5,000	5,000	5,000	5,000	5,000
2946	Environmental Comm.	-	-	5,000	5,000	5,000	5,000	5,000
3100	Telephone	7,092	12,500	13,500	13,905	14,322	14,752	15,195
3105	Office Lease	39,107	96,000	-	-	-	-	-
3110	Utilities	20,676	48,000	81,400	99,842	102,837	105,922	109,099
3140	Water	43,424	43,000	43,000	43,000	43,000	43,000	43,000
3150	Electricity	65,689	58,000	61,800	63,654	65,564	67,531	69,557
3151	EV Charging Station Electricity	-	-	7,600	7,904	8,220	8,549	8,891
3210	Software	19,200	23,000	24,000	24,720	25,462	26,226	27,013
3220	Building Maintenance	50,592	140,000	165,000	221,950	228,609	255,467	263,131
3221	EV Charging Station Maintenance	-	-	3,900	4,056	4,218	4,387	4,562
3330	Park/Median Maintenance	462,894	398,610	409,000	433,270	434,268	459,296	485,075
3480	Pool Chemicals & Maintenance	34,613	29,000	30,000	30,900	31,827	32,782	33,765
4110	Community Meetings	-	500	500	500	500	500	500
4121	Committee Member Training	-	-	5,000	5,000	5,000	5,000	5,000

Acct #	Description	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
4130	Historic Preservation	820	5,000	5,000	5,000	5,000	5,000	5,000
4200	Memberships	2,197	5,000	5,500	5,500	5,500	5,500	5,500
4300	Training	11,024	7,800	9,400	9,400	9,400	9,400	9,400
4310	Travel	253	11,500	11,800	11,800	11,800	11,800	11,800
4700	Recreation Programs	59,440	93,000	103,000	103,000	103,000	103,000	103,000
4900	Other Fees	2,723	1,500	1,500	1,500	1,500	1,500	1,500
5100	Supplies	18,236	19,500	14,500	15,725	17,957	27,195	16,941
5120	Fuel & Maintenance	14,319	19,000	22,500	23,175	23,870	24,586	25,324
5160	Uniforms	3,285	4,500	6,000	6,180	6,365	6,556	6,753
5220	Tools/Equipment	2,229	3,500	5,500	4,000	4,000	4,000	4,000
8262	Yard Waste	90,825	65,000	75,000	75,000	75,000	75,000	75,000
		\$2,300,677	\$2,674,167	\$3,185,981	\$3,582,839	\$3,765,266	\$3,932,866	\$4,067,924

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## **PUBLIC WORKS AND UTILITIES**

### Program Description

The Public Works and Utilities Department is responsible for transportation planning and traffic engineering; street maintenance, snow removal, management of capital projects and development review. 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, Public Works and Utilities Coordinator, Field Maintenance Superintendent and five Field Maintenance Technicians (FMT).

### Goals

#### Enhance Financial Stability

- Cost effectively maintain a reasonable level of safety during and after snow and ice events.

#### Provide Excellent Public Services & Public Infrastructure

- Promote a more livable and walkable community by maintaining and enhancing the safe and efficient circulation of pedestrians, cyclists, emergency vehicles and motorists.
- 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.

#### Support Environmental Sustainability

- Maintain the Town's expanding multi-use trail infrastructure.

### Performance Measures

<b>Description</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Streets Maintained (Lane Miles)	86	87	87
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)	2,160	38,500	5,000
Pavement Treatment – Reconstruction (Square Yards) (Adds Approx. 20 years of pavement life)	10,495	3,700	0
Street Pavement Life Added (Square Yards)	242,300	500,000	75,000
Street Pavement Life Lost (Square Yards)	777,704	812,247	845,000
Snow Removal – Miles Treated/Maintained	8,680	7,016	9,000
Snow Removal – Ice Control – Granular (tons)	1,116	1,132	900
Snow Removal – Ice Control – Liquid (gallons)	29,908	19,045	30,000
Right-of-way permits reviewed	60	70	75

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

Acct #	Description	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
1010	Salaries	\$725,016	\$755,125	\$826,636	\$859,701	\$894,090	\$929,853	\$967,047
1040	P/T Salaries	22,925	28,000	54,000	30,450	31,973	33,572	35,251
1050	On-Call	7,280	7,300	7,300	7,300	7,300	7,300	7,300
1060	Overtime	60,942	43,000	50,000	52,250	54,601	57,058	59,626
1300	Payroll Costs	244,594	273,397	317,919	336,994	357,214	378,647	401,366
1400	FICA	11,347	13,821	16,368	15,055	15,680	16,332	17,011
2210	Engineering	34,321	30,000	40,000	41,200	20,000	20,600	21,218
2240	Traffic Engineering	23,352	26,000	27,000	27,810	28,644	29,503	30,388
2760	GIS	9,765	8,000	8,300	8,549	8,805	9,069	9,341
3100	Telephone	1,783	2,000	2,100	2,163	2,228	2,295	2,364
3105	Office Lease	28,092	29,200	30,400	31,600	32,548	33,524	34,530
3150	Street Light Electricity	129,183	165,000	170,000	175,100	180,353	185,764	191,337
3180	Street Light Maint.	72,274	62,000	64,000	65,920	67,898	69,935	72,033
3181	Street Light Maint. (Town)	-	-	15,000	15,450	15,914	16,391	16,883
3210	Software Maint.	10	3,000	3,000	3,090	3,183	3,278	3,376
3420	Snow Removal	390,855	390,000	408,000	420,240	432,847	445,832	459,207
3440	Traffic Signal Maint.	39,102	25,750	26,500	27,295	28,114	28,957	29,826
3600	Rental Facility	2,010	2,500	-	-	-	-	-
4200	Memberships	533	1,500	1,500	1,545	1,591	1,639	1,688
4300	Training	955	3,300	3,300	3,300	3,300	3,300	3,300
4310	Travel	1,742	5,000	5,000	5,000	5,000	5,000	5,000
4400	Printing & Binding	100	500	500	515	530	546	562
4900	Other Fees & Services	743	500	2,000	2,060	2,122	2,186	2,252
4951	Bike Share	-	5,000	5,000	5,150	5,305	5,464	5,628
5100	Supplies	6,111	3,000	4,500	4,840	3,933	3,278	6,778
5120	Fuel & Maint.	20,574	34,000	35,000	36,050	37,132	38,246	39,393
5130	Signage & Striping	96,017	26,000	60,000	100,000	63,600	65,508	110,000
5160	Uniforms	5,799	5,000	5,500	5,665	5,835	6,010	6,190
5200	Software	-	500	500	515	530	546	562
5220	Tools & Equip.	6,000	5,000	5,000	5,150	5,305	5,464	5,628
5620	Snow-Materials	186,578	150,000	154,500	159,135	163,909	168,826	173,891
		\$2,128,043	\$2,103,393	\$2,348,823	\$2,449,092	\$2,479,483	\$2,573,923	\$2,718,976



## **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	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
1420	Workers' Compensation Insurance	\$19,626	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
2420	Collections (Treasurer's Fees)	69,157	72,000	75,000	77,000	80,000	82,000	85,000
2510	Paying Agent Fees	2,500	-	2,500	2,500	2,500	2,500	2,500
2650	Professional Services	14,950	55,000	50,000	20,000	20,000	20,000	20,000
3105	Office Lease	-	-	108,000	111,240	114,577	118,014	121,554
3110	Utilities	64,198	48,000	122,000	117,660	121,190	124,826	128,571
3130	Holiday Lighting	73,531	75,000	50,000	50,000	50,000	50,000	50,000
3151	EV Charging Station Electricity	-	-	7,000	14,000	19,600	22,400	22,400
3210	Software Maintenance	33,021	34,000	30,000	30,900	31,827	32,782	33,765
3220	Building Maintenance	78,503	60,000	65,000	66,950	68,959	71,028	73,159
3221	EV Charging Station Maintenance	-	-	7,000	15,000	22,400	27,200	28,800
4200	Memberships	11,790	17,500	18,000	18,540	19,096	19,669	20,259
4400	Printing & Binding	39	2,500	2,500	2,500	2,500	2,500	2,500
4500	Postage & Meter	6,937	10,000	10,000	10,300	10,609	10,927	11,255
4600	PC/GL Insurance	87,973	92,000	100,000	103,000	106,090	109,273	112,551
4900	Other Fees & Services	66,533	50,000	50,000	50,000	50,000	50,000	50,000
5100	Supplies	11,167	12,000	15,500	12,360	12,731	16,113	13,506
5120	Fuel & Maintenance	4,707	3,500	3,500	3,605	3,713	3,824	3,939
5200	Software	6,727	8,000	8,000	8,240	8,487	8,742	9,004
6100	Office Equipment	18,365	20,000	20,500	21,115	21,748	22,400	23,072
7750	Community Center Acquisition – Principal	-	-	270,000	280,000	285,000	295,000	300,000

Acct #	Description	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
7760	Community Center Acquisition – Interest	99,827	104,775	104,775	97,917	90,805	83,566	76,073
7770	Community Center Tenant Improvements – Principal	-	-	195,000	200,000	210,000	215,000	220,000
7780	Community Center Tenant Improvements – Principal	25,612	76,200	76,200	71,247	66,167	60,833	55,372
8002	STC – Public Improv Reimb – Building Use Tax	146,208	200,000	425,000	365,000	350,000	225,000	205,000
8003	STC – Public Improv Reimb – Permit & Plan Check	49,171	86,000	185,000	160,000	150,000	190,000	180,000
8004	Louisville Revenue Share	86,610	115,000	70,000	70,000	70,000	135,000	135,000
9420	Transfer Operations Surplus to Capital	3,050,000	3,525,000	3,725,000	3,775,000	3,750,000	3,075,000	2,950,000
		\$4,027,152	\$4,696,475	\$5,825,475	\$5,784,074	\$5,767,999	\$5,103,597	\$4,963,280

## **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>2020</b>	<b>2021</b>	<b>2022</b>
Media turned in (Books, CDs, DVDs, Magazines)	2,857	3,500	4,500
Monthly Average:	238/mo.	291/mo.	375/mo.

### Library Expense (10-491)

Acct #	Description	2020 Actual	2021 Budget	2022 Budget	2023 Projected Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget
4140	Library Expenses	\$350,689	\$352,000	\$395,000	\$389,000	\$422,000	\$432,000	\$443,000
		\$350,689	\$352,000	\$395,000	\$389,000	\$422,000	\$432,000	\$443,000

**TOWN OF SUPERIOR  
ORDINANCE NO. 0-10  
SERIES 2021**

**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 2022 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 2022 Town of Superior Budget was submitted to the Board of Trustees on August 30, 2021 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 8, 2021 and interested taxpayers were given the opportunity to file or register any objections to the 2022 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 2022, the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:

General	\$17,914,349
Conservation Trust	175,000
Landscape Fee	1,941,328
Open Space	468,364
Open Space Debt Service	663,585
Capital Improvement	5,472,400
Trash and Recycling	175,000
Total	<u>\$26,810,026</u>

INTRODUCED, READ AND ADOPTED this 8<sup>th</sup> day of November, 2021.

*Clint Folsom*

Clint Folsom, Mayor

**ATTEST:**

*Patricia Leyva*

Patricia Leyva, Town Clerk



**TOWN OF SUPERIOR  
RESOLUTION NO. R-86  
SERIES 2021**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
SUPERIOR LEVYING PROPERTY TAXES FOR THE YEAR 2022**

**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 \$17,914,349;

**WHEREAS**, the 2021 preliminary valuation for assessment for the Town of Superior as certified by the Boulder and Jefferson County Assessors is \$268,759,956; 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 2022 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 2021:

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 2021 taxes due and payable January 1, 2022 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 8<sup>th</sup> day of November, 2021.

Clint Folsom  
Clint Folsom, Mayor

ATTEST:

Patricia Leyva  
Patricia Leyva, Town Clerk



**TOWN OF SUPERIOR  
RESOLUTION NO. R-87  
SERIES 2021**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
SUPERIOR ADOPTING A BUDGET FOR THE TOWN OF SUPERIOR FOR  
2022**

**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 2022 Town of Superior Budget was submitted to the Board on August 30, 2021 for the Board's consideration;

**WHEREAS**, the proposed 2022 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 2022 Town of Superior Budget on November 8, 2021 and interested taxpayers were given the opportunity to register any objections to the 2022 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 2022 Town of Superior Budget are:

General	\$17,914,349
Conservation Trust	175,000
Landscape Fee	1,941,328
Open Space	468,364
Open Space Debt Service	663,585
Capital Improvement	5,472,400
Trash and Recycling	175,000
Total	<u>\$26,810,026</u>

**Section 2.** The 2022 Town of Superior budget, as submitted to the Board, is hereby approved and adopted as the budget of the Town of Superior for 2022.

ADOPTED this 8<sup>th</sup> day of November, 2021.

*Clint Folsom*

Clint Folsom, Mayor

**ATTEST:**

*Patricia Leyva*  
Patricia Leyva, Town Clerk



**TOWN OF SUPERIOR  
RESOLUTION NO. R-99  
SERIES 2021**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
SUPERIOR ADOPTING A REVISED FEE SCHEDULE FOR 2022**

**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;

**WHEREAS**, the initial Fee Schedule for 2022 which was adopted November 8, 2021 requires to be updated; and

**WHEREAS**, the Town establishes such fees in a revised 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, 2022.

**ADOPTED this 13<sup>th</sup> day of December, 2021.**



**ATTEST:**

  
Patricia Leyva, Town Clerk

  
Clint Folsom, Mayor

**TOWN OF SUPERIOR**

**RESOLUTION NO. R-89  
SERIES 2021**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE TOWN OF SUPERIOR, COLORADO APPROVING  
A FUND BALANCE/RESERVE POLICY FOR  
FUNDS OF THE TOWN**

**WHEREAS**, in June, 2003, the Town Board approved the Town of Superior Fund Balance/Reserve Policy; and

**WHEREAS**, in 2010, the Town Board requested changes to the Town's Fund Balance/Reserve Policy; and

**WHEREAS**, during the 2022 budget review, the Town Board requested to review the Town's Fund Balance/Reserve Policy; and

**WHEREAS**, as a result of this review, the Town Board elected to (1) in 2022, decrease the minimum fund balance in the General Fund from 75% to 60% of total expenses (less transfers and fee-supported expenses) and decrease the maximum fund balance from 100% to 80% and (2) in 2023 and thereafter, decrease the minimum fund balance in the General Fund from 60% to 50% of total expenses (less transfers and fee-supported expenses) and decrease the maximum fund balance from 80% to 70%; and

**WHEREAS**, as suggested by the Governmental Accounting Standards Board that the Board annually review the Town's reserve policy and make any budget adjustments to insure compliance with the reserve policy.

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

**Section 1.** The Town of Superior Fund Balance/Reserve Policy, dated November 8, 2021 in the form attached hereto is approved.

PASSED AND ADOPTED this 8<sup>th</sup> day of November, 2021.



**ATTEST:**

Clint Folsom  
Clint Folsom, Mayor

Patricia Leyva  
Patricia Leyva, Town Clerk

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