

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
- Planning/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	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
1030	Board Compensation	\$59,400	\$59,400	\$78,000	\$78,000	\$78,000	\$78,000	\$78,000
1400	FICA	4,544	4,544	5,967	5,967	5,967	5,967	5,967
2150	Lobbying	16,604	16,500	16,500	16,500	16,500	16,500	16,500
3100	Telephone	2,980	3,800	3,800	3,800	3,800	3,800	3,800
4300	Training	2,711	1,400	1,400	1,400	1,400	1,400	1,400
4310	Travel & Expenses	592	5,200	5,200	5,200	5,200	5,200	5,200
4900	Other Fees and Services	2,044	3,000	3,000	3,000	3,000	3,000	3,000
5100	Supplies	500	16,000	2,000	16,000	2,000	16,000	2,000
8180	Policy Planning & Goal Setting	-	2,500	2,500	2,500	2,500	2,500	2,500
8880	Board Special Funds	3,650	23,500	25,000	25,000	25,000	25,000	25,000
8881	Board Relief Fund	310,000	2,000	2,000	2,000	2,000	2,000	2,000
8882	Superior Cash Program	34,720	-	-	-	-	-	-
		<u>\$437,745</u>	<u>\$137,844</u>	<u>\$145,367</u>	<u>\$159,367</u>	<u>\$145,367</u>	<u>\$159,367</u>	<u>\$145,367</u>

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

Description	2021	2022	2023
Cases processed annually	789	800	1,000
Citations paid by mail or phone, and online	82%	80%	80%
Appearances when mandatory (Defendant has to appear in Court based on violation committed)	91%	90%	90%
No show to Court or failure to pay resulting in a warrant or default	8%	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)	18%	20%	20%

Judicial Expense (10-412)

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
1010	Salaries	\$31,674	\$32,798	\$35,422	\$36,839	\$38,313	\$39,846	\$41,440
1300	Payroll Costs (Benefits)	14,903	15,916	15,891	16,844	17,855	18,926	20,062
1400	FICA	440	476	514	534	556	578	601
2460	Bank Fees	2,633	2,750	2,750	3,000	3,000	3,250	3,250
2470	Archiving	500	500	-	-	-	-	-
2700	Bailiff	6,156	13,000	14,000	14,000	15,000	15,000	16,000
2800	Municipal Court Judge	25,992	26,000	30,000	30,000	34,000	34,000	38,000
2810	Prosecuting Attorney	20,036	22,000	22,000	22,000	22,000	22,000	22,000
3210	Software/Support	5,600	6,000	6,200	6,500	6,750	6,750	7,000
4200	Memberships	-	50	50	50	50	50	50
4300	Training	400	400	400	400	400	400	400
4310	Travel & Expenses	-	100	100	100	100	100	100
4400	Printing & Binding	1,484	1,800	2,000	2,060	2,122	2,186	2,252
4900	Other Fees & Services	844	1,500	1,500	1,500	1,500	1,500	1,500
5100	Supplies	-	-	-	-	-	1,500	-
		\$110,707	\$123,290	\$130,827	\$133,827	\$141,646	\$146,086	\$152,655

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

Provide Excellent Public Service

- 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	2021	2022	2023
Percent of election deadlines met	100%	100%	100%
Codification of ordinances	100%	100%	100%

Clerk Expense (10-414)

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
1010	Salaries	\$140,880	\$110,560	\$103,204	\$107,332	\$111,625	\$116,090	\$120,734
1300	Payroll Costs (Benefits)	38,325	35,327	39,274	41,630	44,128	46,776	49,583
1400	FICA	2,054	1,603	1,496	1,556	1,619	1,683	1,751
2470	Archiving	35,500	500	500	500	500	500	500
2500	Codification Services	3,610	3,000	3,000	3,000	3,000	3,000	3,000
2820	Elections	9,350	10,000	-	11,000	-	12,000	-
4200	Memberships	312	400	400	400	400	400	400
4300	Training	447	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	46	100	100	100	100	100	100
4410	Publication of Legal Notices	518	500	500	500	500	500	500
4420	Recording Fees	139	200	200	200	200	200	200
4900	Other Fees & Services	6,686	500	500	500	500	500	500
5100	Supplies	7,589	1,700	200	200	1,700	200	1,700
		\$245,656	\$167,590	\$152,574	\$170,118	\$167,472	\$185,149	\$182,168

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

Description	2021	2022	2023
Number of Town Board goals implemented	All	All	All
Number of Request for Proposals issued and reviewed for services	1	2	2
Number of Board directed Action items resolved	189	195	195

Administrative Expense (10-415)

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
1010	Salaries	\$750,002	\$896,908	\$954,023	\$992,184	\$1,031,871	\$1,073,146	\$1,116,072
1040	Part-Time Salaries	-	50,320	139,277	144,848	150,642	156,668	162,935
1060	Overtime	190	100	500	500	500	500	500
1300	Payroll Costs (Benefits)	268,352	349,982	306,402	324,786	344,273	364,929	386,825
1400	FICA	10,830	13,736	24,526	25,506	26,524	27,584	28,686
2210	Engineering	605	2,500	2,500	2,500	2,500	2,500	2,500
2300	Planning Services	6,555	20,000	20,000	20,000	20,000	20,000	20,000
2470	Archiving	3,982	4,000	11,500	5,665	5,835	6,010	6,190
2920	Website/Digital Applications	78,307	96,000	102,000	107,100	112,455	118,078	123,982
2930	Channel 8	20,629	3,300	5,000	5,150	5,305	5,464	4,000
2980	Economic Development	90,145	125,000	125,000	125,000	125,000	125,000	125,000
3100	Telephone	7,696	8,000	8,000	8,000	8,000	8,000	8,000
4200	Memberships	3,079	3,000	3,000	3,000	3,000	3,000	3,000
4210	Subscriptions	365	500	500	500	500	500	500
4300	Training	2,819	5,600	7,200	7,200	7,200	7,200	7,200
4310	Travel & Expenses	85	11,050	13,850	13,850	13,850	13,850	13,850
4400	Printing & Binding	-	2,500	2,500	2,500	2,500	2,500	2,500
4900	Other Fees & Services	1,716	5,000	5,000	5,000	5,000	5,000	5,000
5100	Supplies	19,058	4,000	11,250	6,750	10,964	10,000	7,000
5200	Software	4,437	6,850	7,000	7,210	7,571	7,950	8,189
8140	Humane Society	-	700	700	700	700	700	700
8190	Chamber of Commerce – Membership	15,000	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	15,000
8200	Waste Diversion/ Recycling	47,381	51,550	65,000	66,950	68,959	71,028	73,159
		\$1,346,233	\$1,690,596	\$1,844,728	\$1,904,899	\$1,983,149	\$2,059,607	\$2,135,788

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, part-time Accounting Technician, Admin Clerk/HR Assistant, Utility Billing Clerk, Administrative Services Manager, Accounting Technician, Accounting Manager, and Finance Director/Treasurer.

Goals

- 2022 audit completed by May, 2023, including potential Single Audit.
- 2024 budget completed and adopted by December 1, 2023.
- Reinstate water late fees and shut offs for non-payment in early 2023. These were paused following the Marshall Fire.
- Transition as many utility billing customers as possible to paperless billing. Consider moving to a mandatory paperless billing.
- Evaluate alternative 3rd party utility billing payment providers. Transition to a new provider if it makes sense

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.
- Following the impacts of the Marshall Fire and its fiscal impact on the Town’s General Fund reserve policy (reserves now down to 50% of expenses), determine if there needs to be a systematic, long-term goal to increase this reserve

Performance Measures

Description	2021	2022	2023
AP/Payroll invoices/checks	5,128	5,300	5,500
Workers Compensation claims and losses (2 and <\$2,000 goals)	1/\$3,015	2/\$2,000	2/\$2,000
NCCI Workers Compensation Experience Rating (< 1.00 goal)	.68	.70	.70
Utility customers who are “Green”/paperless (> 60% goal)	43%	60%	70%
Regular Staff Turnover (8%)	6%	<8%	<8%
Days to Fill Vacancy (60 days)	29	<60	<60
Building Maint. Cost/SF (\$8.00 goal)	\$9.80	<\$8.00	<\$8.00
IT Cost/FTE (\$6,000 goal)	\$7,835	<\$6,000	<\$6,000

Finance Expense (10-416)

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
1010	Salaries	\$522,916	\$550,596	\$590,225	\$613,834	\$638,387	\$663,922	\$690,479
1040	Part-Time Salaries	-	28,000	49,400	51,870	54,464	57,187	60,046
1050	On-Call Wages	-	-	500	500	500	500	500
1060	Overtime	352	500	500	500	500	500	500
1300	Payroll Costs (Benefits)	202,307	217,435	219,719	232,902	246,876	261,689	277,390
1400	FICA	7,393	10,133	12,352	12,883	13,438	14,016	14,620
2400	Auditing Services	21,395	17,000	18,000	19,000	20,000	21,000	22,000
2490	Investment Fees	7,981	10,000	10,500	11,000	11,500	12,000	12,500
2600	Personnel Services	21,566	25,750	78,500	55,855	57,531	59,257	61,035
3100	Telephone	3,350	4,100	4,300	4,429	4,562	4,699	4,840
3210	Software Maintenance	23,694	26,000	27,000	27,810	28,644	29,503	30,388
4200	Memberships	7,686	8,000	8,000	8,000	8,000	8,000	8,000
4210	Subscriptions	785	1,000	1,000	1,000	1,000	1,000	1,000
4300	Training	1,170	3,800	3,800	3,800	3,800	3,800	3,800
4310	Travel & Expenses	373	5,700	5,700	5,700	5,700	5,700	5,700
4900	Other Fees & Services	1,568	1,000	1,000	1,000	1,000	1,000	1,000
5100	Supplies	9,390	12,000	12,150	8,305	5,464	5,628	9,796
		\$831,926	\$921,014	\$1,042,646	\$1,058,388	\$1,101,366	\$1,149,401	\$1,203,594

LEGAL SERVICES

Program Description

The Attorney's Office serves as legal advisor to the Town, SMD #1, SMID, and SURA Boards, the Town Manager, and other departments. 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	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
2100	General	\$103,829	\$150,000	\$155,000	\$155,000	\$160,000	\$160,000	\$160,000
2111	Jefferson Parkway	-	10,000	-	-	-	-	-
2112	Oil & Gas	6,125	5,000	-	-	-	-	-
		\$109,954	\$165,000	\$155,000	\$155,000	\$160,000	\$160,000	\$160,000

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 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

Description	2021	2022	2023
Response time to priority call types (Average)	Prior. 1 = 7m 5s Prior. 2 = 9m 8s Prior. 3 = 14m 7s	Prior. 1 = 6m 56s Prior. 2 = 7m 7s Prior. 3 = 13m 34s	Prior. 1 = 6m 47s Prior. 2 = 7m 32s Prior. 3 = 13m 2s
Number of traffic citations issued	783	800	850
Cases closed	71% clearance/closed rate	63% clearance/closed rate	58% clearance/closed rate

Public Safety Expense (10-421)

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
2700	Law Enforcement Services	\$1,796,113	\$1,851,340	\$2,131,124	\$2,201,042	\$2,364,200	\$2,436,229	\$2,515,635
2705	Co-Responder Services	-	100,000	103,000	106,090	109,273	112,551	115,928
2710	Dispatch Services	141,710	145,962	185,364	190,925	196,653	202,553	208,630
3100	Telephone	-	10,600	11,000	15,500	15,965	16,444	16,937
3105	Office Lease	6,283	6,500	6,500	6,500	6,500	6,500	6,500
3110	Utilities	2,633	2,000	2,500	2,575	2,652	2,252	2,320
3220	Building Maintenance	3,788	5,000	5,000	5,000	5,000	5,000	5,000
5100	Supplies	1,038	1,600	4,000	2,000	2,060	6,122	6,200
6100	Office Equipment	-	1,000	1,000	1,000	1,000	1,000	1,000
		<u>\$1,951,565</u>	<u>\$2,124,002</u>	<u>\$2,449,488</u>	<u>\$2,530,632</u>	<u>\$2,703,303</u>	<u>\$2,788,651</u>	<u>\$2,878,150</u>

PLANNING AND BUILDING DEPARTMENT

Program Description

The Planning and Building Department guides Superior’s development to ensure that the Town remains dynamic, attractive, and livable. The department is responsible for ensuring the safe and orderly development of the Town from the initial planning stages, through development review, to building permitting, contractor licensing, and inspections. The department upholds planning and zoning regulations along with building standards and codes as set forth by the Town to ensure public health, safety and welfare.

Superior’s development goals are implemented and maintained by regulating and controlling land uses as well as the location, design, and construction of all buildings and structures within Superior. The department provides direct assistance to residents, businesses, developers and other departments and agencies in all aspects of land use and development.

Goals

Promote and Manage Development Opportunities

- Enhance Planning and Building website information to improve user experience and facilitate access to development projects, applications and standards.
- Process Current Planning applications in timely fashion while striving to ensure the Superior community is aware of and understands development proposals.
- Explore Long-Range Planning studies as directed by the Town Board.
- Continue to explore ways of expediting building plan reviews related to the Marshall Fire Rebuilding Effort.
- Respond to calls for building inspections the next working day, including virtual inspection requests.
- Develop and maintain status reports on permits, work in progress, expirations, etc.

Building Plan Review and Inspection Performance Measures

Description	2021	2022	2023
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	95%	99%	99%
Call for inspections made within 24 hours	100%	99%	99%

Planning/Building Inspections Expense (10-424)

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
1010	Salaries (Code Enforcement)	\$52,352	\$54,080	\$400,807	\$416,839	\$433,513	\$450,854	\$468,888
1040	Part-Time Salaries	-	26,000	-	-	-	-	-
1060	Overtime	300	250	250	250	250	250	250
1300	Payroll Costs (Benefits)	19,605	21,679	146,290	155,067	164,371	174,233	184,687
1400	FICA	753	1,165	5,815	6,048	6,290	6,541	6,803
2340	Inspection Services	528,431	720,000	1,179,250	834,750	212,000	318,000	185,500
2470	Archiving	500	500	500	500	500	500	500
4200	Memberships	-	150	1,000	1,000	1,000	1,000	150
4210	Subscriptions	1,028	1,000	2,000	2,000	2,000	2,000	1,000
4300	Training	400	400	3,800	3,800	3,800	3,800	3,800
4310	Travel & Expenses	224	100	6,900	6,900	6,900	6,900	6,900
5100	Supplies	3,034	4,000	2,500	4,152	2,732	2,814	4,500
5200	Software	480	500	500	500	500	500	500
		<u>\$607,107</u>	<u>\$829,824</u>	<u>\$1,749,612</u>	<u>\$1,431,806</u>	<u>\$833,856</u>	<u>\$967,392</u>	<u>\$863,478</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 1,000 + acres of parks and open space that offer 40 miles of trails, 36 public art pieces, 15 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, 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

Strategically Manage and Enhance Open Space, Parks and Trails

- Utilize strategic 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
- Work with Mountain View Fire, Boulder County, and Mile High Flood District on land management best practices

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

Description	2021	2022	2023
Implement progressive emission reduction strategy for landscape services	25%	25%	50%
Increase waste diversion rate at Town events	80%	90%	95%
Increase program participation	(30%)	30%	30%
Increase gatherings at Superior Community Center	N/A	5%	10%
Increase volunteer participation	(47%)	100%	100%
Grow public art inventory	9%	10%	5%

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

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
1010	Salaries	\$845,140	\$974,116	\$1,146,155	\$1,282,081	\$1,333,364	\$1,386,698	\$1,442,166
1040	Part-Time Salaries	208,681	315,000	369,822	384,615	400,000	416,000	432,640
1050	On-Call	7,340	7,300	7,300	7,300	7,300	7,300	7,300
1060	Overtime	16,371	10,000	7,500	7,725	7,957	8,196	8,442
1300	Payroll Costs	327,731	400,602	461,674	503,976	534,215	566,268	600,244
1400	FICA	29,291	38,473	45,125	48,231	50,155	52,156	54,237
2210	Engineering	5,198	10,000	10,000	10,000	10,000	10,000	10,000
2270	Court Maintenance	2,630	7,500	7,000	7,000	7,000	7,000	7,000
2290	Aquatics Lessons	2,839	2,000	4,000	4,000	4,000	4,000	4,000
2650	Professional Services	8,240	10,500	10,500	10,815	11,139	11,473	11,817
2890	Media	27,578	26,000	26,000	26,780	27,583	28,410	29,262
2940	Community Projects/Programs	168,562	235,000	192,500	270,000	270,000	270,000	270,000
2941	Volunteer Projects	19,331	20,000	20,000	20,000	20,000	20,000	20,600
2942	Youth Lead. Council	3,172	5,000	5,000	5,000	5,000	5,000	5,000
2943	Parks & Rec Comm.	4,396	5,000	5,000	5,000	5,000	5,000	5,000
2944	Cultural Arts Comm.	1,939	5,000	5,000	5,000	5,000	5,000	5,000
2945	Open Space Comm.	4,918	5,000	5,000	5,000	5,000	5,000	5,000
2946	Environmental Comm.	1,278	5,000	5,000	5,000	5,000	5,000	5,000
3100	Telephone	10,661	13,500	13,500	13,905	14,322	14,752	15,195
3105	Office Lease	111,964	-	30,000	61,800	63,654	65,564	67,531
3110	Utilities	25,703	81,400	63,000	64,890	66,837	68,842	70,907
3140	Water	43,142	43,000	43,000	43,000	43,000	43,000	43,000
3150	Electricity	56,037	61,800	62,000	63,860	65,776	67,749	69,781
3151	EV Charging Station Electricity	-	7,600	7,600	7,904	8,220	8,549	8,891
3210	Software	33,435	24,000	35,000	36,050	37,132	38,246	39,393
3220	Building Maintenance	118,830	165,000	222,000	228,660	255,520	263,186	271,082
3221	EV Charging Station Maintenance	-	3,900	4,000	4,160	4,326	4,499	4,679
3222	Public Art Maintenance	-	-	20,000	20,000	20,000	20,000	20,000
3330	Park/Median Maintenance	339,406	409,000	500,000	520,000	540,800	587,432	585,929

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
3480	Pool Chemicals & Maintenance	32,331	30,000	30,900	31,827	32,782	33,765	34,778
4110	Community Meetings	-	500	500	500	500	500	500
4121	Committee Member Training	-	5,000	5,000	5,000	5,000	5,000	5,000
4130	Historic Preservation	5,018	5,000	5,000	5,000	5,000	5,000	5,000
4200	Memberships	5,598	5,500	5,500	5,500	5,500	5,500	5,500
4300	Training	6,880	9,400	9,800	9,800	9,800	9,800	9,800
4310	Travel	(36)	11,800	13,200	13,200	13,200	13,200	13,200
4700	Recreation Programs	113,798	103,000	115,000	115,000	115,000	115,000	115,000
4900	Other Fees	10,401	1,500	7,500	7,500	7,500	7,500	7,500
5100	Supplies	24,599	14,500	19,700	16,957	23,195	14,441	11,441
5120	Fuel & Maintenance	20,331	22,500	23,200	23,896	24,613	25,351	26,112
5160	Uniforms	5,779	6,000	6,200	6,386	6,578	6,775	6,978
5220	Tools/Equipment	2,853	5,500	4,000	4,000	4,000	4,000	4,000
8262	Yard Waste	98,963	75,000	100,000	105,000	110,000	115,000	120,000
		\$2,750,328	\$3,185,981	\$3,678,176	\$4,021,318	\$4,189,968	\$4,355,152	\$4,483,306

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

Description	2021	2022	2023
Streets Maintained (Lane Miles)	87	88	88
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)	33,333	5,000	50
Pavement Treatment – Reconstruction (Square Yards) (Adds Approx. 20 years of pavement life)	0	0	12,100
Street Pavement Life Added (Square Yards)	500,000	75,000	242,000
Street Pavement Life Lost (Square Yards)	812,247	814,688	821,446
Snow Removal – Miles Treated/Maintained	7,068	10,791	9,000
Snow Removal – Ice Control – Granular (tons)	1,132	1,721	1,000
Snow Removal – Ice Control – Liquid (gallons)	19,045	0	10,000
Right-of-way permits reviewed	60	75	75

Public Works and Utilities Expense (10-430)

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
1010	Salaries	\$755,627	\$826,636	\$911,310	\$947,762	\$985,672	\$1,025,099	\$1,086,103
1040	P/T Salaries	27,190	54,000	42,000	44,100	46,305	48,620	51,051
1050	On-Call	7,300	7,300	7,300	7,300	7,300	7,300	7,300
1060	Overtime	51,119	50,000	52,500	54,863	57,332	59,912	62,608
1300	Payroll Costs	275,224	317,919	343,058	363,641	385,459	408,587	433,102
1400	FICA	11,724	16,368	17,294	18,018	18,772	19,558	20,378
2210	Engineering	150,897	40,000	50,000	25,000	20,000	20,600	21,218
2240	Traffic Engineering	19,440	27,000	48,000	29,440	30,323	31,233	32,170
2760	GIS	1,159	8,300	11,000	11,330	11,670	12,020	12,381
3100	Telephone	1,364	2,100	2,200	2,266	2,334	2,404	2,476
3105	Office Lease	27,918	30,400	31,600	32,548	33,524	34,530	35,566
3150	Street Light Electricity	120,357	170,000	150,000	154,500	159,135	163,909	168,826
3180	Street Light Maint.	46,991	64,000	66,000	67,980	70,019	72,120	74,284
3181	Street Light Maint. (Town)	-	15,000	20,000	20,600	21,218	21,855	22,511
3210	Software Maint.	159	3,000	3,100	3,193	3,289	3,388	3,490
3420	Snow Removal	426,174	408,000	480,000	501,600	524,172	547,760	572,409
3440	Traffic Signal Maint.	31,964	26,500	27,500	28,325	29,175	30,050	30,952
4200	Memberships	469	1,500	1,500	1,545	1,591	1,639	1,688
4300	Training	3,094	3,300	3,500	3,500	3,500	3,500	3,500
4310	Travel	825	5,000	5,050	5,050	5,050	5,050	5,050
4400	Printing & Binding	-	500	500	515	530	546	562
4900	Other Fees & Services	5,533	2,000	6,000	6,180	6,365	6,556	6,753
4951	Bike Share	-	5,000	-	-	-	-	-
5100	Supplies	1,454	4,500	5,600	3,933	3,278	11,278	3,278
5120	Fuel & Maint.	28,665	35,000	36,000	37,080	38,192	39,338	40,518
5130	Signage & Striping	21,134	60,000	100,000	63,600	65,508	110,000	69,960
5160	Uniforms	3,975	5,500	5,700	5,871	6,047	6,228	6,415
5200	Software	120	500	500	515	530	546	562
5220	Tools & Equip.	5,622	5,000	7,500	7,725	7,957	8,196	8,442
5620	Snow-Materials	126,589	154,500	200,000	209,000	218,405	228,233	238,503
		\$2,152,087	\$2,348,823	\$2,634,712	\$2,656,980	\$2,762,652	\$2,930,055	\$3,002,056

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	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
1420	Workers' Compensation Insurance	\$24,078	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
2420	Collections (Treasurer's Fees)	78,330	75,000	86,000	92,000	95,000	97,000	99,000
2510	Paying Agent Fees	5,000	2,500	5,000	5,000	5,000	5,000	5,000
2650	Professional Services	23,250	50,000	20,000	70,000	55,000	20,000	20,000
3100	Telephone	-	-	21,000	22,050	23,153	24,311	25,527
3105	Office Lease	-	108,000	252,000	259,560	267,347	275,367	283,628
3110	Utilities	95,486	122,000	125,000	128,750	132,613	136,591	140,689
3130	Holiday Lighting	55,197	50,000	80,000	80,000	80,000	80,000	80,000
3151	EV Charging Station Elect.	-	7,000	9,000	16,500	19,500	22,500	22,500
3210	Software Maintenance	25,609	30,000	30,000	30,900	31,827	32,782	33,765
3220	Building Maintenance	79,167	65,000	70,000	72,100	74,263	76,491	78,786
3221	EV Charging Station Maintenance	-	7,000	9,600	17,600	20,800	24,000	24,000
4200	Memberships	15,743	18,000	43,000	44,290	45,619	46,988	48,398
4400	Printing & Binding	22	2,500	1,000	1,000	1,000	1,000	1,000
4500	Postage & Meter	4,179	10,000	7,500	7,725	7,957	8,196	8,442
4600	PC/GL Insurance	94,140	100,000	125,000	128,750	132,613	136,591	140,689
4900	Other Fees & Services	42,002	50,000	54,000	54,000	54,000	50,000	50,000
5100	Supplies	12,935	15,500	15,500	12,360	15,231	13,113	16,506
5120	Fuel & Maintenance	7,733	3,500	3,700	3,811	3,925	4,043	4,164
5200	Software	7,961	8,000	16,000	16,480	16,974	17,483	18,007
6100	Office Equipment	18,125	20,500	25,000	25,750	26,523	27,319	28,139
7750	Community Center Acquisition – Principal	-	270,000	280,000	285,000	295,000	300,000	310,000

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
7760	Community Center Acquisition – Interest	104,775	104,775	97,917	90,805	83,566	76,073	68,453
7770	Community Center Tenant Improvements – Principal	-	195,000	200,000	210,000	215,000	220,000	225,000
7780	Community Center Tenant Improvements – Principal	76,200	76,200	71,247	66,167	60,833	55,372	49,784
8002	STC – Public Improv Reimb – Building Use Tax	418,028	425,000	500,000	385,000	160,000	155,000	210,000
8003	STC – Public Improv Reimb – Permit & Plan Check	164,481	185,000	200,000	165,000	140,000	130,000	175,000
8004	Louisville Revenue Share	65,208	70,000	50,000	80,000	82,500	85,000	87,500
8264	Wind Storm Damage	54,419	-	-	-	-	-	-
8512	Roads & Bridges (FEMA)	-	-	2,000,000	-	-	-	-
8516	Parks & Rec (FEMA)	-	-	500,000	-	-	-	-
8521	Out of Pocket-Marshall Fire	-	-	250,000	-	-	-	-
8530	Marshall Fire – Use Tax Rebate	-	-	825,000	825,000	-	-	-
8531	Marshall Fire – Permit & Plan Review Rebate	-	-	387,750	387,750	-	-	-
9420	Transfer Operations Surplus to Capital	2,925,000	3,725,000	4,275,000	3,800,000	3,050,000	3,000,000	2,775,000
		<u>\$4,397,068</u>	<u>\$5,825,475</u>	<u>\$10,665,214</u>	<u>\$7,413,348</u>	<u>\$5,225,244</u>	<u>\$5,150,220</u>	<u>\$5,058,977</u>

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	2021	2022	2023
Media turned in (Books, CDs, DVDs, Magazines)	2,957	4,500	4,500
Monthly Average:	246/mo.	375/mo.	375/mo.

Library Expense (10-491)

Acct #	Description	2021 Actual	2022 Budget	2023 Budget	2024 Projected Budget	2025 Projected Budget	2026 Projected Budget	2027 Projected Budget
4140	Library Expenses	\$347,647	\$395,000	\$348,000	\$412,000	\$432,000	\$442,000	\$447,000
		\$347,647	\$395,000	\$348,000	\$412,000	\$432,000	\$442,000	\$447,000

TOWN OF SUPERIOR
ORDINANCE NO. O-16
SERIES 2022

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 2023 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 2023 Town of Superior Budget was submitted to the Board of Trustees on August 17, 2022 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 October 10, 2022 and interested taxpayers were given the opportunity to file or register any objections to the 2023 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 2023, the following sums are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated:

General	\$24,996,344
Conservation Trust	175,000
Landscape Fee	1,866,569
Open Space	449,612
Open Space Debt Service	660,791
Capital Improvement	5,612,500
Trash and Recycling	200,000
Total	<u>\$33,960,816</u>

INTRODUCED, READ AND ADOPTED this 10th day of October, 2022.



Mark Lacis, Mayor Pro-Tem

ATTEST:



Lydia Yecke, Acting Town Clerk



**TOWN OF SUPERIOR
RESOLUTION NO. R-71
SERIES 2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
SUPERIOR LEVYING PROPERTY TAXES FOR THE YEAR 2023**

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 \$24,996,344;

WHEREAS, the 2023 preliminary valuation for assessment for the Town of Superior as certified by the Boulder and Jefferson County Assessors is \$236,043,026; 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 2023 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 2022:

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 2022 taxes due and payable January 1, 2023 of 4.197, for a net mill levy of 7.93.

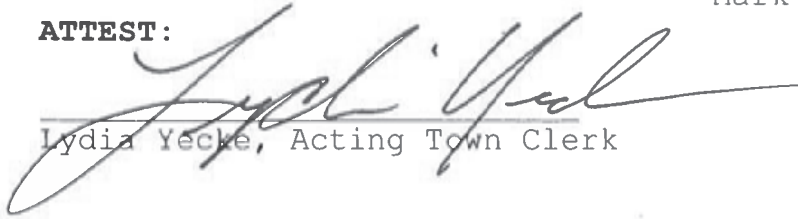
Section 3. The Town Clerk shall certify the mill levy to the County Commissioners of Boulder County and Jefferson County, Colorado, upon receipt of the final assessed valuation for the Town of Superior; provided however, in the event that the final assessed valuation for the Town is adjusted by the County,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

ADOPTED this 10th day of October, 2022.



Mark Lacis, Mayor Pro-Tem

ATTEST:



Lydia Yecke, Acting Town Clerk



**TOWN OF SUPERIOR
RESOLUTION NO. R-72
SERIES 2022**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
SUPERIOR ADOPTING A BUDGET FOR THE TOWN OF SUPERIOR FOR
2023**

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 2023 Town of Superior Budget was submitted to the Board on August 17, 2022 for the Board's consideration;

WHEREAS, the proposed 2023 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 2023 Town of Superior Budget on October 10, 2022 and interested taxpayers were given the opportunity to register any objections to the 2023 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 2023 Town of Superior Budget are:

General	\$24,996,344
Conservation Trust	175,000
Landscape Fee	1,866,569
Open Space	449,612
Open Space Debt Service	660,791
Capital Improvement	5,612,500
Trash and Recycling	200,000
Total	<u>\$33,960,816</u>

Section 2. The 2023 Town of Superior budget, as submitted to the Board, is hereby approved and adopted as the budget of the Town of Superior for 2023.

ADOPTED this 10th day of October, 2022.



Mark Lacis, Mayor Pro-Tem

ATTEST:



Lydia Yecke, Acting Town Clerk



TOWN OF SUPERIOR
RESOLUTION NO. R-73
SERIES 2022

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
SUPERIOR ADOPTING A FEE SCHEDULE FOR 2023

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

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

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

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

Section 2. This Resolution shall be effective upon adoption, but the Fee Schedule adopted and approved herein shall take effect on January 1, 2023.

ADOPTED this 10th day of October, 2022.


Mark Lacis, Mayor Pro-Tem

ATTEST:


Lydia Yecke, Acting Town Clerk

