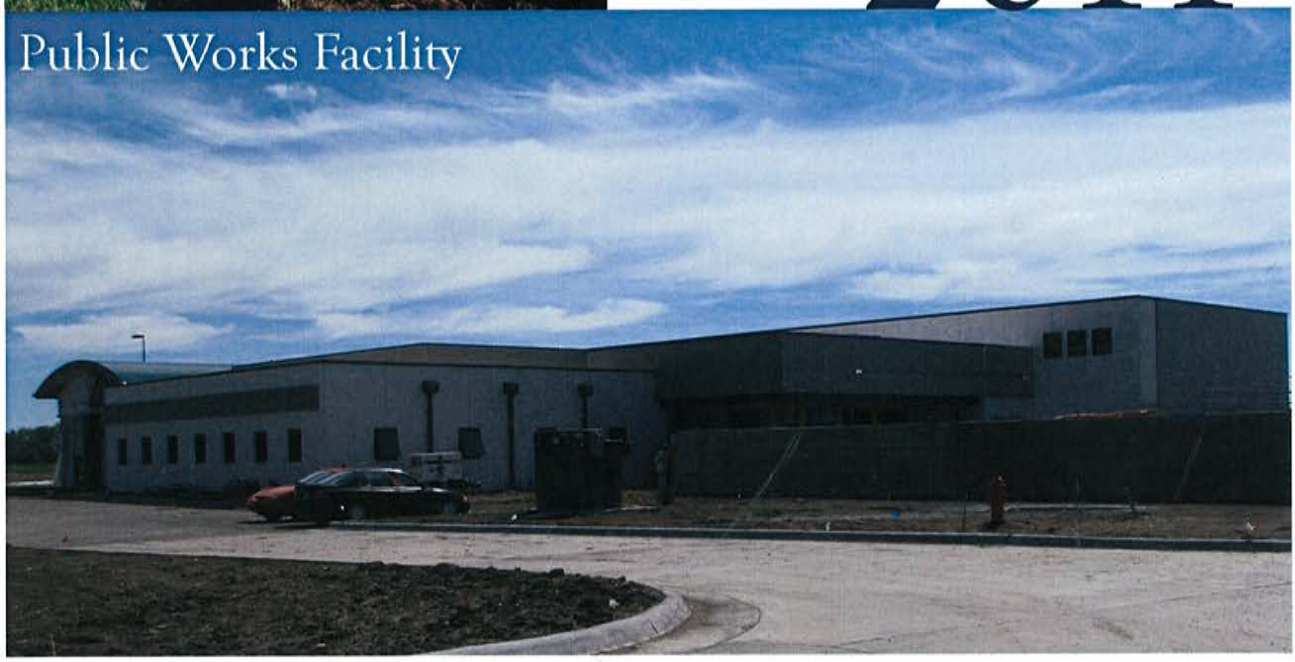
High Park Gateway

City of Derby

2011



Public Works Facility

Approved Budget

City of Derby Strategic Plan

Adopted by the City Council on November 13, 2007

Our **VISION** is to be a community where dreams take root and thrive.

Our **MISSION** is to create vibrant neighborhoods, nurture a strong business community, and preserve beautiful green spaces.

The Derby community **VALUES**:

Tradition, volunteerism, & partnerships: *The Derby community is built on rich traditions, volunteers who are committed to making Derby a great place to live, and the understanding that by working together as partners, more can be accomplished.*

Healthy living: *The Derby community is committed to providing a clean environment, recreational facilities, and opportunities for community engagement.*

Education & recreation for all ages: *The Derby community supports our schools, library, and opportunities for continued learning; provides superb recreational and senior facilities, and assists the recreation commission as they bring quality programs to our residents.*

Safety and stability: *Derby delivers police, fire, and rescue services to every part of the community. Good planning ensures stability in codes and community standards, as well as quality response to disasters.*

Opportunities to thrive: *The City strives to assist residents and businesses in reaching their full potential.*

Sustainable growth: *The long-term viability of our city depends on a strong and growing business community that provides the goods and services needed by the community, and thereby provides jobs for residents and tax revenue to support City services.*

Civic participation & leadership: *Derby has strong leaders willing to serve on civic boards and the City Council. As an important component of the Wichita metro area, Derby's leaders also recognize the importance of involvement in the regional community and in the state of Kansas.*

Progressive thinking: *Derby's elected and appointed officials join the staff in continually seeking creative ways to enhance the community.*

Stewardship of community assets: *Maintaining streets, drainage systems, and all types of community infrastructure is critical to keeping Derby an enjoyable place to live.*

Quality services equally available to all: *Derby provides quality services on a fair basis to all residents regardless of where they live or what their situation in life may be.*

Professional management of city operations: *City staff approach their work in a professional manner, ensuring that methods used will measure up well to peer review.*

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Derby

Kansas

For the Fiscal Year Beginning

January 1, 2010

President

Executive Director

Derby

City Council

2010-2011

Ward I:
Jim Craig
Jim Meidinger

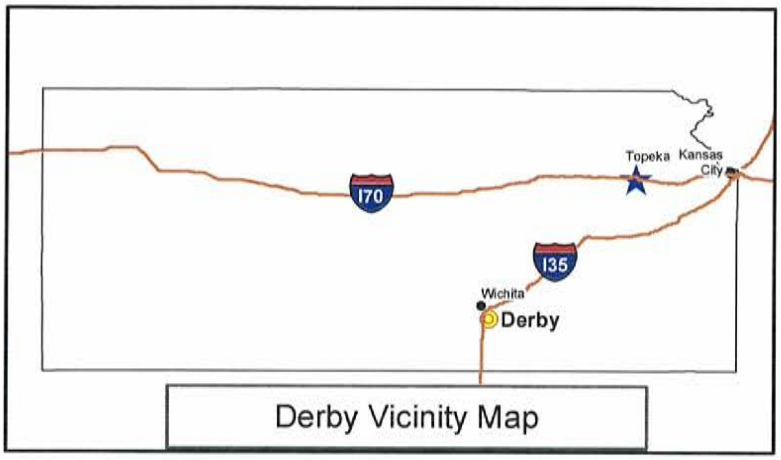
Mayor Dion Avello

Ward II:
Vaughn Nun
Heath Horyna

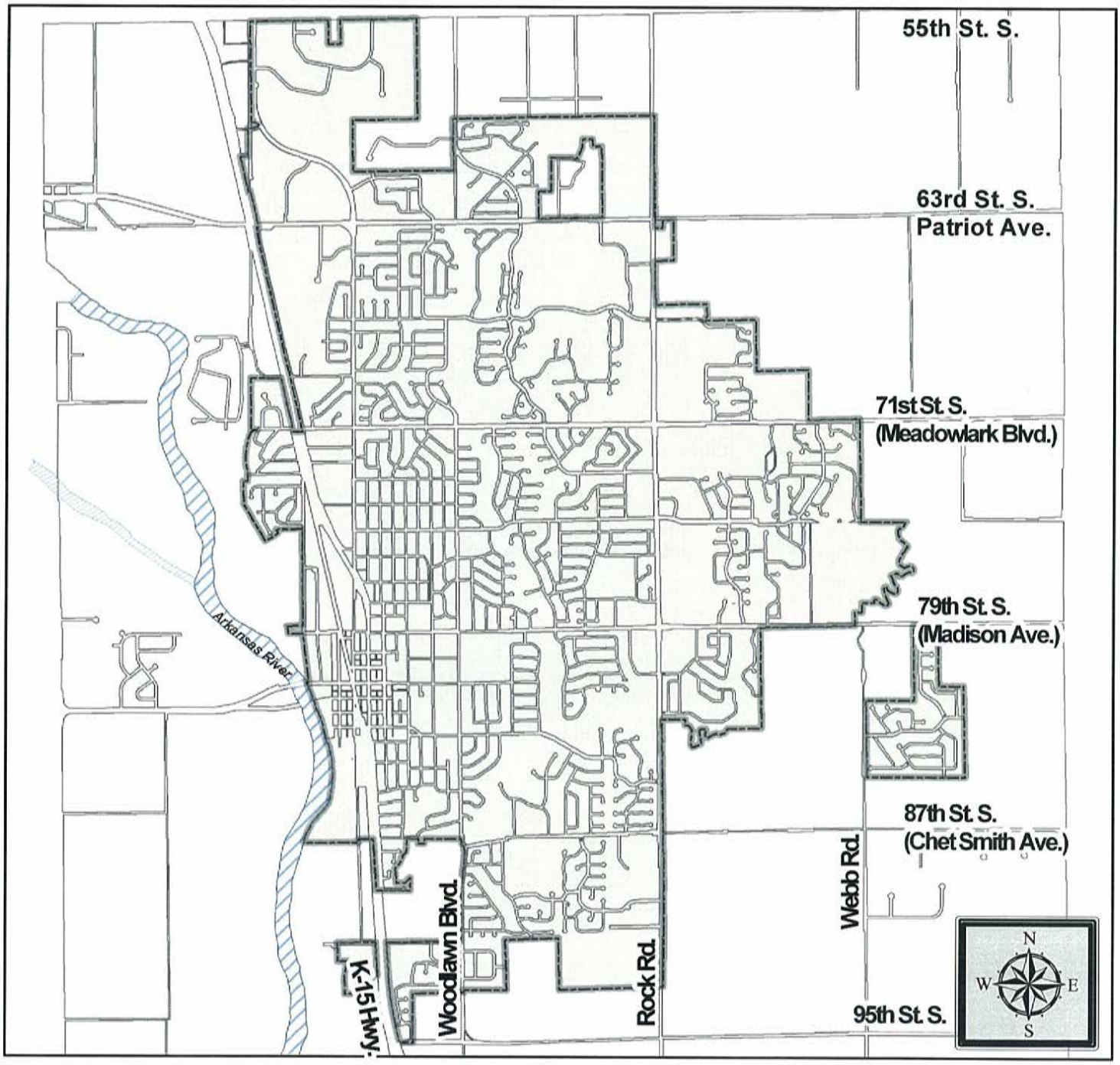
Ward III:
Cheryl Bannon
Chuck Warren

Ward IV:
Tom Haynes
Mark Staats

City Staff:
Kathy Sexton, City Manager
Jean Epperson, Director of Finance/City Clerk
Eddie Sheppard, Budget Analyst



Derby Vicinity Map



CITY OF DERBY

SEDGWICK COUNTY, KANSAS

Table of Contents

City of Derby Strategic Plan i
GFOA Distinguished Budget Presentation Award ii
Governing Body Profile iii
City of Derby Map iv
Table of Contents v
Manager's Message
Manager's Transmittal Letter 1
Manager's Message Summary 2
Reader's Guide
User's Guide to the Budget 7
Community Profile 12
City Information 16
Summary of Budget Process 19
Budget Timetable 27
Basis of Budgeting and Accounting 29
Non-Budgeted Funds 30
Statutory Budget Requirements 31
Amending the Budget 31
Public Participation 32
Financial Policies 32
Financial Practices 34
Financial Management
Budget Facts 36
Projection Assumptions 38
Revenues 45
All Funds Expenditures 50
2009-2011 Fund balances 51
Short-and Long-Term Debt Financing and Future Debt Capacity 57
Staffing Plan 63
Organizational Chart 65
Capital Improvement Plan 66
Vehicle Replacement Plan 87
Equipment Purchase Plan 89
Community Development 91
Public Works 105
Operations 129
Fire 139
Police 154
Library 183
Finance 190
Economic Development 200
Administration 210
Law Department 232

Appendices:
Appendix A: State Forms
Appendix E: Glossary

November 1, 2010

To the Mayor, City Council, and the Citizens of the City of Derby:

Enclosed is the Fiscal Year 2011 Adopted Budget, the fifth budget I have had the privilege of developing as your city manager. Through the leadership of the governing body, the constructive input of citizens, and the diligence of staff, we have crafted a prudent financial plan that reflects the vision and values of the people of Derby.

The 2011 budget includes a provision to hold the mill levy at the current 47.7 mills. The mill levy is the rate at which real and personal property are taxed to provide municipal services.

Expenditure recommendations center on investing in our infrastructure, especially streets and wastewater treatment, as well as positioning the staffing level so the organization can meet the public safety and other needs of our growing population. The total budget for all funds, not including reserves, transfers, and debt proceeds, is $34,705,978, up 10% from estimated 2010 expenditures of $31,540,294. Much of this increase is for planned City facilities and equipment.

Looking forward, the most significant challenges are not only balancing the needs of new development with maintenance and enhancement of existing neighborhoods, but also responding to the economic recession. To meet these challenges, the City must anticipate necessary resources and create efficiencies to ensure that service delivery is equitable, excellent, and at a reasonable cost.

As required by law and sound fiscal management, this balanced budget was adopted by the City Council on August 10, 2010 and is now available for public reference on our website, at the Derby Public Library, and at City Hall. Please contact me with questions at your convenience.

Respectfully submitted,

Kathleen B. Sexton
City Manager

City of Derby
City Manager's Office

611 N. Mulberry · Derby, Ks 67037-3533 · 316/788-3132 · Fax 316/788-6067
Homepage: www.derbyweb.com **E-mail:** CityManager@derbyweb.com

Manager's Message

Introduction

Each year, the City Manager recommends and the Derby City Council approves a budget for providing essential services to residents. This budget document is a plan; it is the framework for how the City will allocate its resources to assure continuing excellence in the community's quality of life.

The enclosed budget for fiscal year 2011 was developed by city staff with input from the governing body as informed by the public. It includes departmental operating budgets, a five-year (2011-2015) Capital Improvement Plan (CIP), a Vehicle Replacement Plan, an Equipment Replacement Plan, and a Pavement Management Plan.

Overview of the 2011 Budget

The 2011 budget fulfills our mission to create vibrant neighborhoods, nurture a strong business community, and preserve beautiful green spaces. The budget priorities have changed little between last year's budget and this year's budget. This budget invests in the infrastructure, people, and equipment necessary to meet the needs of an expanding, maturing community. This is the seventh year in a row that the City will maintain a constant, or lower, mill levy.

The operating budget for all funds, not including reserves, fund transfers and bond proceeds, is $34,705,978. This number represents an increase of 10.04% from the 2010 Revised Operating Budget and increases the City's full-time staffing by 5 positions. Part-time positions remain unchanged from the approved 2010 level.

Capital Improvement Plan (CIP)

In 2010 and 2011, the City will make major investments in maintaining and improving infrastructure to accommodate both maturing neighborhoods and new developments. The CIP is budgeted for $16,850,029 in 2010 and $6,330,400 in 2011.

The CIP can be best characterized as "realistic" about anticipating the needs of the community while maintaining the infrastructure and resources we already have. Overall, City infrastructure is in good condition. It is more cost-effective to maintain existing infrastructure in good shape than to rehabilitate or reconstruct dilapidated infrastructure. The CIP reflects this philosophy.

Three major projects began in 2010 and are expected to conclude construction in 2011:

- Phase 3 Wastewater Interceptor: $5,000,000 ($4,030,000 city share/$970,000 federal grant)
- Bio-solids System Improvements: $3,134,000 ($1,603,000 revolving state loan/ $1,531,000 federal ARRA grant)
- Phase 6 Bike Path: $1,503,000 ($375,750 city share/$1,127,250 KDOT grant)

Following are major projects included in the 2011 CIP:

Drainage
- Woodland Valley Construction: $200,000

Streets
- Meadowlark (Rock Rd to East City Limits) construction: $2,680,000
- Madison Avenue (Buckner to Water) construction: $784,000
- Buckner (Kay to South City Limits) construction: $602,000

Water Improvements
- Nelson Drive loop construction: $625,000

Park Improvements
- Rock River Rapids Entry Cover: $13,400
- W. Market Gateway & River Park Development: $25,000
- Hand Park plan and bridge design: $26,000

Facilities
- Community LED Sign at DHS: $75,000

Major improvements anticipated in years 2012-2015 of the CIP include:
- Install Booster Pumps in Water Metering Station: $555,100
- Widen Madison Avenue from Derby High School to High Park: $2,470,000
- Upgrade Wastewater Treatment Plant for Nutrient Removal: $5,150,000
- Significant development of existing and planned parks: To be determined

Staffing Changes

The 2010 budget was approved by the Council with 158 full-time, and 26 part-time positions. The focus for staffing in the 2011 budget is to maintain the current level of staffing while bolstering public safety to adequately address the city's growing population and geographic size. The 2011 Budget includes 163 full-time, and 26 part-time positions. These changes are listed below.

Police

The recommendation is to add four (4) police officers for the purpose of restructuring beats and officer work schedules. These officers will be used to fill the fourth beat on each shift, maintaining a new minimum staffing of four (4) officers and one (1) supervisor on each of three, overlapping ten-hour shifts.

Fire

The addition of one firefighter and an increase in part-time firefighter hours to meet current service requirement levels and build the department incrementally as per the strategic plan. An application for federal grant funding for three firefighters was submitted in 2009. If approved, this would provide 100% funding for the first two years. If that funding is received, this supplemental from the City's general fund will not be needed.

Community Development
Funding is recommended to upgrade two positions to reallocate GIS job duties to enhance project management capacity for construction projects. The requested addition of a position is not recommended.

Library
The library is upgrading one (1) part-time Technology Assistant to full-time and will add one (1) part-time Public Support Services Library Assistant III. Funding is recommended from the Library Sales Tax, although the library's property tax fund will be considered first for future staffing requests.

Employee Benefits
Typically, a general pay adjustment (GPA) is planned for January 1 of each year to ensure that the City's wage structure remains competitive and comparable to other participants in the local labor market. In 2010, City employees did not receive a general pay adjustment (GPA) because national and regional Consumer Price Indices reflected no inflation. In 2011, it is recommended that a 2% GPA be reinstated as the the Bureau of Labor Statistics reports the CPI-U in May 2010 to be 2%, and the police union's agreement with the City is for 2%. Maintaining market-based wages on an annual basis ensures the City's ability to attract and retain quality employees as a competitive adjustment moving into 2011.

Vehicle and Equipment Replacement Plans
The City annually develops a vehicle replacement plan and an equipment replacement plan. The 2011vehicle replacement plan is budgeted for $686,500. The equipment replacement plan is targeted for $711,581 in 2011 to accommodate the maintenance cycle and to meet growing needs. Highlights of the plans include:

- Radio Replacement (Police/Fire/Public Works) $140,000
- Wastewater Tractor, Truck, and Disk $300,000
- Software Replacement (Police/Courts) $270,600
- Pothole Patcher Truck $300,000
- Fire Rescue Chassis $125,000

What's the Forecast? Revenue Projections for 2011
The Council has historically stressed the importance of conservative fiscal policy. This has meant erring on the side of caution within a 2% margin of estimated revenue. Staff has dedicated itself to that goal in the preparation of this year's budget which resulted in conservative revenue estimates for the coming fiscal year.

Sound financial footing was maintained throughout 2008, 2009 and into 2010 with a balanced plan of conservative revenue estimates and measured expenditure requests. Heading into 2011, the City is in a strong financial position. In 2008, the City earned solid ratings from Standard & Poor's, which increased its general obligation bond rating to AA- from A+. In 2010, Moody's Investors Services, reaffirmed its bond rating and changed it from A2 to Aa3 to conform to the new global scale. The City has also earned the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the past six years. What both tell us is that outside agencies have recognized the

City for its financial practices and financial position, an accomplishment for which we should be proud.

To plan a City budget, staff must evaluate the condition of the local, regional, and national economy to properly forecast revenues. This year, Derby's portion of the county's sales tax is projected to decline 4% from the 2009 amount received and remain flat in 2011 as the Wichita metro area encounters the effects of the national recession.

This budget has been balanced with no change in the mill levy. The City's current property tax rate is 47.7. At this rate, the City will receive $8,448,036 in property taxes in 2011, which is $282,679 (3.5%) more than in 2010.

For the future, the City will continue to explore new and alternative revenue sources. With the loss of Machinery & Equipment (M&E) property tax revenue from the State in 2010, diversifying revenue streams will become even more important in the years ahead to maintain our strong financial footing.

In light of this ambiguous revenue flux, the perennial issue of the State restoring the Local Ad Valorem Property Tax Relief (LAVTR) payments becomes even more pivotal. LAVTR is a revenue-sharing program which was established as a partnership between the state and local governments dating back to the 1930s. Beginning in 1991, the State of Kansas started "capping" LAVTR dollars and eventually quit appropriating LAVTR funds altogether by 2003. In dollars and cents, Derby has lost $385,000 annually, which is equivalent to approximately 3 mills each year. Not coincidentally, in 2004 the City raised its levy 2.6 mills for fire protection services required for our growing community of some 22,000 people.

Cities were to begin receiving a small portion of the LAVTR beginning July 1, 2009 but again this was eliminated by the 2009 Legislature to balance the state budget. Derby lost an estimated $24,300 in the 2009 and 2010 budgets. To offset some of this lost revenue, departmental requests to enhance programs, staffing, or other funding were scrutinized and some denied due to lack of funding. Some capital projects and equipment purchases also were delayed. No aspect of the budget was exempt from scrutiny.

Fund Reporting

In 2011, the City will begin consolidating its fund balance reporting to comply with Government Accounting Standards Board statement #54 which provides clearer fund balance classifications. The City's Risk Management Reserve Fund and Law Enforcement Equipment Fund are recommended to be consolidated into the General Fund. The goal of the consolidation is to add clarity to the City's budgeting process by reducing the number of fund balances.

Summary

This budget provides resources for the City to accomplish our mission of creating vibrant neighborhoods, nurturing a strong business community, and preserving beautiful green spaces.

Given the recession, City staff will diligently monitor revenues and if needed, reduce expenditures mid-year as conditions warrant. In 2011, I expect the region to see signs of recovery, and the City's budget plan for 2012 will likely remain moderately conservative, with gradual growth to meet the needs of the growing community. With strong reserves and conservative financial practices, the City is poised for growth and can also weather another difficult year, should it occur.

Through measured growth and commitment to excellence in providing public services, the City of Derby has positioned itself well for 2011 and beyond.

Respectfully Submitted,

Kathleen B. Sexton
City Manager

Reader's Guide to the Budget Document

Thank you for your interest in City of Derby government. Elected leaders and City staff welcome your involvement. Aware, engaged citizens are the cornerstone of good local government. In reviewing this budget document, readers have the opportunity to educate themselves about and become involved in the organization that most directly affects the quality of life for the Derby community.

Why We Budget

The budget document is one of the City's most essential policy and operating tools. The budget document describes how the City of Derby plans to use its resources to meet the needs of the community. It is also a resource for citizens interested in learning more about the operation of their City government.

The City budget fulfills several functions:

- At its most basic level, the budget is an *accounting document*. It establishes the basic guidelines that the City uses to measure and control expenditures and to track its revenues.
- The budget also serves as an *operational guide*. It identifies work programs and goals to be achieved for each department or unit in the coming fiscal year.
- At the highest level, the budget is an important *policy document*. The annual budget process is the one time during the year when all City operations and processes are reviewed in a comprehensive manner. The City reviews the needs of the community, priorities, and goals and then matches resources against those needs, priorities, and goals. Resources are limited, so choices must be made. The annual budget reflects those choices.
- Finally, throughout all levels, the budget is a *communications tool*. It is one of the means that the City uses to explain the various demands, needs, constraints, resources, and opportunities it faces. It communicates the choices made and the direction in which the City is headed.

As readers review the information in this document, they will see elements of each of these aspects of a budget.

Making Sense of the Budget Document

The City of Derby's budget document is divided into 20 primary sections as presented below. This structure is important because it gives you, the reader, insight into the structure of the organization. Through the structure of its departments and programs, you can see how your property and sales taxes, utility payments, and other fees flow through the organization to support the services that you need and expect from the City.

The budget starts with several narrative sections, including the Manager's Message and the Reader's Guide. These sections provide a context for the numbers to follow.

The Financial Management section gives you an organization-wide overview of the budget through units of measurement. Each figure—whether it represents dollars, people, or equipment—plays an important part in a service being provided to the community.

Department budgets follow, as do the capital improvement plan and equipment and vehicle replacement schedules. A more detailed explanation of each section follows:

Manager's Message
This section contains the Budget Transmittal Letter and Executive Summary from the City Manager. It includes a discussion of the major policy issues that were considered and major changes from last year. It also discusses which future steps the City may take to address the financial outlook of the City.

Reader's Guide
This section provides an overview of the budget process and City information to help familiarize the reader with the City and its budget. The section includes the User's Guide to the Budget, Community Profile, City Information, Financial Policies & Practices, Summary of the Budget Process, and a Basis of Budgeting & Accounting. A Citywide organization chart orienting the reader to the structure and staffing behind City programs and services is also included.

Financial Management
The Financial Management section is designed to give the reader an overall view of the entire City budget. This section contains summary charts and information to provide a one-stop picture of the budget. These high-level summaries provide an easy reference for overall City trends and conditions.

This section discusses the City's debt service and debt capacity as well as its financial forecast. A financial forecast projects City revenues and expenses for major operational areas of the City based on current conditions and expectations for the future. The City uses the forecast to identify future trends, anticipate needed corrective adjustments, and forecast the success of current financial efforts.

Capital Improvement Plan (CIP)
A CIP is a multi-year plan used to identify and coordinate public facility and project needs in a way that maximizes the return to the community. This planning of all City projects helps the City Council, staff and public make choices based on rational decision making rather than reacting to events as they occur.

The CIP commits resources to "mature" areas in our community and areas of new growth. The CIP presents major improvements that are viewed as most urgently needed and which can be funded from available revenue sources. The system of capital expenditure management is important because: 1) the consequences of investments and capital projects extend far into the future; 2) decisions to invest are often irreversible; 3) these decisions significantly influence a community's ability to grow and prosper.

The CIP is an independent document from the annual budget. It contains information about major construction and capital acquisition projects that will be implemented in 2010 and 2011, plus projections of capital needs over the following four years. Essentially, the CIP is a roadmap that guides the City in planning major projects and acquisitions.

The list of potential projects for inclusion in the CIP comes from a variety of sources, including departmental requests, plans for facility construction and renovation, long-term capital replacement programs, citizen requests, neighborhood plans and projects for which grant funds are available. These projects are reviewed for consistency with the City's Comprehensive Plan.

The CIP allows the community, through its City Council, to take a critical look at itself and identify what is good, what could be improved, what might be needed in the future and what opportunities might exist. Without this comprehensive approach, consideration and approval of capital improvements results in short-range, uncoordinated decision making. Optimal capital planning provides a process that considers all possible projects at the same time and produces a planning record that balances projects, funding sources and timing schedules.

When department directors plan their CIP requests, anticipated operating costs and savings or revenue from the project are taken into consideration. For example, the biosolids system improvements at the Wastewater Treatment Plant will reduce the risk of being assessed fines for non-compliance by state or federal environmental agencies. The same is true for the nutrient removal project for the Wastewater Treatment Plant. The budget process allows the directors to incorporate savings or spending because of capital projects into their departmental budgets.

Department Summaries

The City's operating budget is organized by major program areas: Community Development, Public Works, Operations, Fire, Police, Finance, Economic Development Administration, and Law. Each program area functions as a City department containing one or more budget units.

Community Development Department

This section includes budget appropriations and explanatory material for the Engineering, Mapping & Inspection, Planning, Building Inspections & Code Enforcement, and Geographic Information Services (GIS) divisions.

Public Works Department

This section includes budget appropriations and explanatory material for Parks, Forestry, & Streams; Special Street & Highway Fund; General Fund Street Maintenance; Motor Pool; Weld Shop; Wastewater and Water divisions, as well as the Sales Tax Revenue Fund (Rock River Rapids Aquatic Park) and Special Park and Recreation Fund. The Pavement Management Plan which is a 10-year plan to enhance the maintenance of streets using a reclamite application and an eventual milling and overlay process to extend the life of the asphalt pavement is also included in this section.

This section includes budget appropriations and explanatory material for the El Paso Water Company. Although its oversight and management have been gradually integrated into City operations since the City bought the company in 1999, due to IRS regulations the El Paso Water Company is still incorporated as an independent company

Operations Department

This section includes budget appropriations and explanatory material for the Computer Systems Management, Facility Maintenance, Utility Services, and Fuel Management Divisions.

Fire and Rescue Department
This section includes budget appropriations and explanatory material for Fire & Rescue, which includes Emergency Management services, and the strategic plan for the still relatively new department.

Police Department
This section includes budget appropriations and explanatory material for the Police and Communications (emergency services dispatching) divisions.

Library
Though the Derby Public Library is a semi-autonomous entity from the City organization, the City provides most of the funding for the library under its taxing authority. Since there is not actually a "Library Department" within the City structure, those funds cannot be attributed to one department. The citizens of Derby voted to build a new Library to be funded by sales tax which was completed in October 2009. On January 1, 2010, the library sales tax became effective upon the sunset of the aquatic park tax on December 31, 2009. Beginning in 2010, operating costs of the new facility are paid out of the library sales tax fund.

Finance Department
This section includes budget appropriations and explanatory material for Debt Management, Accounting.

Economic Development Department
This section includes budget appropriations and explanatory material for Economic Development and Community Marketing. The Economic Development Reserve Fund is also included which has been used to accumulate monies over multiple years to fund larger projects as well as to pay for debt service associated with infrastructure in the Derby Business Park.

A new page is included in this document for the Transient Guest Tax which was authorized by the city council in 2007. Derby's first hotel, the Hampton Inn, opened in July 2009 and transient guest tax revenues are being collected. Under an incentive agreement with the developer, the City will rebate transient guest taxes paid by guests of the Hampton Inn back to the hotel owner for a limited period of time.

Administration
This section includes budget appropriations and explanatory material for the City Manager's Office, the Officials Division (Mayor and City Council, Boards and Commissions), Human Resources Division, Court Services, Public Information, and Senior Services Divisions. Also included are the Community Programs budget and the Special Alcohol Fund.

Law Department
This section includes budget appropriations and explanatory material for the City Attorney and Prosecutor.

Vehicle Replacement Plan
The Vehicle Replacement Plan provides information about the City's purchase and replacement schedule for City vehicles. The Vehicle Replacement Plan anticipates the depreciation of City vehicles and recommends a replacement schedule based on mileage and age of the vehicle. The plan is reviewed annually, and changes are made based on current fleet priorities. New vehicles shown in the equipment replacement plan don't appear on the vehicle replacement plan until they are scheduled for replacement. Since cycles of useful life for vehicles differ significantly from other equipment, it is necessary to track vehicle replacement in its own schedule to allow for optimal stewardship.

Equipment Replacement Plan
To provide city departments with working equipment, the budget includes an equipment replacement plan. The Equipment Replacement Plan section provides information about the City's purchase and replacement schedule for City resources. The Plan anticipates depreciation of city resources and minor assets and recommends a replacement schedule that allows for stewardship and responsive budgeting. Included in the plan are information technology hardware and major software systems, major office equipment, general depreciable infrastructure, and other items of significant value. New to this budget cycle, the five-year Equipment Replacement Plan replaced the former two-year plan.

State Forms
The State Forms section includes forms required of the City of Derby by Kansas State statute to be submitted to the Sedgwick County Clerk each year by August 25. The County Clerk makes the levy calculations in November based upon the final valuations. The Clerk forwards them to the State Division of Accounts & Reports.

Glossary of Terms
The Glossary of Terms will assist you in having a fuller understanding of the jargon used in this document and the concepts discussed herein.

Derby: City & Community Profile

"A city set upon a hill cannot be hid and this is the very reason that Derby shines like a rising star as she sits upon her seven hills and looks westward across the broad fertile valley of the peerless Arkansas" [sic].

The Derby Darby (Vol. 1, No. 1)
April 22, 1910

Though this descriptive tribute to Derby was penned a century ago, the timeless homage still depicts the prosperous Derby community of today. Derby is a community soaring towards its future with a distinct identity, an historical legacy, and a promising future ensured by conscientious community leadership. Above all, Derby is a premier living choice and remains an attractive competitor for business and industry in a growing metropolitan area.

Where is Derby located?
Derby is located 3 miles southeast of Wichita, Kansas, in Sedgwick County.

How big is Derby?
After Wichita, Derby is the largest community in the Metropolitan Statistical Area (MSA) with an estimated population of 22,923. Derby has the 17th largest city population in Kansas.

What is Derby's identity?
Derby has a reputation for quality living, embracing progressiveness while maintaining the practical sensibility for which Kansas is known.

What are Derby's roots?
Originally established as the town of El Paso in 1869, officially incorporated in 1871, and renamed Derby in 1956, Derby's rapid growth has fueled its transition from a small bedroom community into a major metropolitan suburb. Since 1992, the city has nearly doubled its land area from 2,960 acres to 5,915 acres.

The last 25 years in particular have been a period of meteoric growth for Derby. From 1982 until 2010, Derby has more than doubled in population from approximately 10,500 to 22,923. All the while, growth was managed with conscientious leadership that provided for the needs of a growing community. The potential for sustaining the growth trend is very optimistic, particularly in areas to the east where residential development continues to be planned.

Who lives in Derby?
Derby's amenities attract families, young professionals, and active seniors alike. Home to 22,517 residents, Derby boasts a median family income of $77,675 and an average home value of $137,300.

On average, a Derby family household is made up of approximately 3 people (3.24). Nearly 47% of households have children under the age of 18. Meanwhile, almost 20% of the city's population has one household member who is at least 65 years of age. Indeed, Derby is a community that accommodates all age groups.

Who shops in Derby?
In addition to its own citizens, Derby pulls shoppers from surrounding communities of Mulvane, Winfield, Wellington, Arkansas City, and rural areas in south-central Kansas and north-central Oklahoma.

Derby also pulls a significant portion of shoppers from south Wichita. In a survey conducted in 2006 at two of Derby's major retailers, more than half of shoppers were from south Wichita. Derby forms a "golden triangle" with east and west Wichita for retail shopping.

Who works in Derby?
Derby supports more than 560 businesses, ranging from modest home-based businesses to large manufacturing companies like BRG Precision Products, manufacturer of custom digital electronic clocks and emergency messaging systems, and Mid Continent Controls, manufacturer of cabin management and in-flight entertainment systems for business jets. However, the city's economy is strongest in the construction industry, followed closely by retail, finance/insurance/real estate, and health-care related activities. Aircraft manufacturers Spirit AeroSystems, Cessna Aircraft, Hawker Beechcraft, and Boeing Integrated Defense Systems provide jobs for a significant portion of the community's residents, as does Derby School District #260.

Derby's strong pattern of residential growth is attracting restaurants, retailers, and educational institutions as well. In October 2008, a new shopping center known as Derby Marketplace opened featuring major retailers Target and Dillon's Marketplace, along with Petco, Hibbett Sports, Maurice's, Dress Barn, and other retailers and providers of various services. With nearly 600,000 square feet of retail space available, the Derby Marketplace will continue building as leases are signed with restaurants and additional retail shops. This growth resulted in increased sales tax revenue in 2009 and 2010, which is devoted to the aquatic park and library projects, and increased property tax revenue in 2010, which helps fund most other City services, as well as programs of the Derby Recreation Commission. In 2009, Hampton Inn opened in Derby, and future commercial development is expected along Rock Road, Patriot, and K-15 Highway, as well as in the Derby Business Park and the new Derby Corporate Park.

Derby's convenient proximity to McConnell Air Force Base, home to the 22nd Air Refueling Wing, the 184th Intelligence Wing (Kansas Air National Guard) and the 931st Air Refueling Group (Air Force Reserve), also has a significant effect on Derby's economy. Many Air Force families choose to live in Derby, as do a number of retirees.

Derby's ability to carve out a distinctive identity within the metro community has been a major factor in earning Derby its reputation as a great place to live, work, and play. In addition, its outstanding school system, community amenities, extensive park and trails system, city services, low crime rate, friendly atmosphere, and commitment to continued excellence have all helped Derby mature into a premier community.

What attractions does Derby offer?
In addition to shopping, Derby boasts attractive entertainment and venues. Rock River Rapids Aquatic Park is the premier water park in the region, covering 12 acres just off Derby's bustling Rock Road. Rock River Rapids boasts six water slides, a tree-house themed play area, and three pools including a zero-depth entry pool, a 603-feet long lazy river, and a 50-meter eight lane lap pool.

In addition, the urban-influenced Derby Skate Park is the newest and largest skate park in the metro area with a 9,000 sq. ft. flat deck with 9 major concrete deck structures of various shapes and sizes. The other primary element of the park is a 4-feet deep bowl with varied side slopes, including additional ramps, stairs and rails.

Derby is known for its lush, green landscape. Derby offers 23 beautifully landscaped parks, some passive for relaxation and reflection, most with playground equipment or sports facilities. Derby's most expansive park is High Park, offering lake fishing, soccer fields, baseball diamonds, and winding walking paths. High Park's picturesque amphitheater is host to annual concerts and the community's 4th of July celebration.

In addition to the parks system, Derby's extensive 19-mile hike and bike path system rivals any other in the state. By the end of 2011, 3 miles will be added to this extensive system, with future plans to connect to cities north and south of Derby.

Transportation within the city became easier in 2008, with the Derby Dash. For a small fee, the Derby Dash provides residents transportation to wherever they want to go within city limits. The bus is fully accessible, inexpensive and easy to use. The Senior Center is the dispatching agent for the Derby Dash.

How is Derby governed?
Representative and professional leadership are hallmarks of the City of Derby elected officials and City staff.

Derby operates under the Mayor-Council-Manager form of government, a system that combines strong political leadership of elected officials with strong managerial experience of a professional city manager. In this form of government, Council members and the Mayor are leaders and policy makers elected to represent both their wards and the City as a whole by concentrating on policy issues that are responsive to citizens' needs and wishes.

The city manager is hired by the City Council and Mayor to carry out policies, oversee City operations, and ensure that the entire city is being served. The Governing Body establishes goals and policies which the staff executes under the supervision of the City Manager.

What services does the City of Derby provide?
Led by the City Manager, a staff of approximately 164 FTE (full-time equivalent) employees ensures Derby citizens a full range of quality services. The following represent some of the primary services that the City directly provides to its citizens:

Building Inspection
Code Enforcement
Stream Maintenance
Economic Development
Emergency Management
Fire & Rescue
Street Maintenance
Municipal Court
Parks & Forestry
Water & Sewer
Professional City Management
Public Information
Community Marketing
Public Transportation (Derby Dash)
Entertainment & Cultural Programs
Senior Center
Geographic Information
Stormwater Management
Planning & Zoning
Police

What is El Paso Water Company?
The City is the sole shareholder of El Paso Water Company. The City purchased El Paso Water Company in 1999.

Although El Paso Water Company is legally an independent entity from the City due to IRS regulations, El Paso functions as a division of the Public Works department. Its management and oversight have been integrated into city operations with its revenue functioning as an enterprise fund for the City.

This means that while the water company produces revenue, the revenue is tied to the expenditures necessary to provide the service. Beyond that, dividends are paid monthly to the City. Dividends are used to support the infrastructure requirements of the water distribution system.

In late 2008, the company president retired, and the City hired a new superintendent. The superintendent oversees daily operations and reports to the Director of Public Works, who reports to the City Manager who serves as the President of the water company. As of January 2008, all El Paso Water Company staff members became City of Derby employees to further assimilate the operations into the City.

The City Council acts as the Board of Directors. The Mayor serves as Chairperson. The Council President acts as the Vice Chairperson. The City Attorney serves as Vice-President. The City Clerk/Finance Director fulfills the Secretary/Treasurer function.

In previous years, budgeting for the water company was typically done in November, since it's not statutorily required to be approved by August like the rest of the City's budget. For clarity to the public and in an attempt to save staff time doing budget work for one department separately from all others, the two budgeting processes are now done concurrently.

Community Statistical Overview

Derby Population (2010 est.): 22,923

2011 Assessed Valuation: $176,900,000 (estimate)
(3.4% increase from 2010)

2009 Taxation Profile

Total Property Tax Rate:	134.294 mills
City:	47.773 mills
Sedgwick County:	29.868 mills
USD 260 Derby Schools:	54.122 mills
State:	1.500 mills
El Paso Cemetery:	1.031 mills

Total Sales Tax Rate:	7.8%
State:	6.3% (includes 1% increase on July 1, 2010)
County:	1.0%
City:	0.5% (earmarked for the Derby Public Library beginning Jan 1, 2010)

2009 Ad Valorem Tax Levies for Surrounding Cities

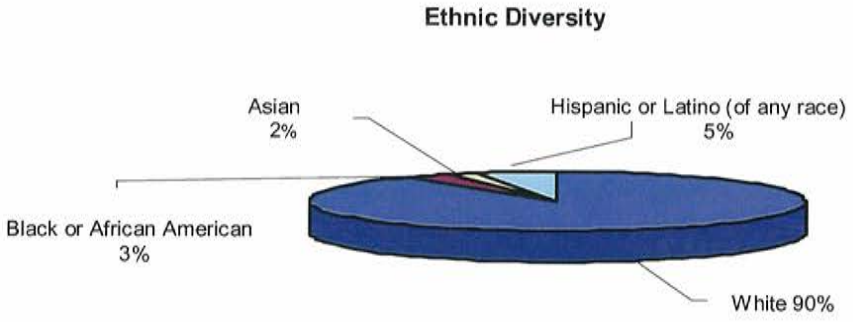
Levies for 2010 Budgets

Winfield	179.192
Hutchinson	165.162
Garden Plain	164.517
Bentley	156.842
Haysville	158.031
Andover	156.740
Augusta	155.867
Cheney	152.430
Maize	149.356
Eastborough	147.822
Park City	143.997
Valley Center	143.978
Bel Aire	143.773
Mulvane	141.786
Goddard	134.384
Derby	**134.294**
Newton	130.848
Wichita	120.360

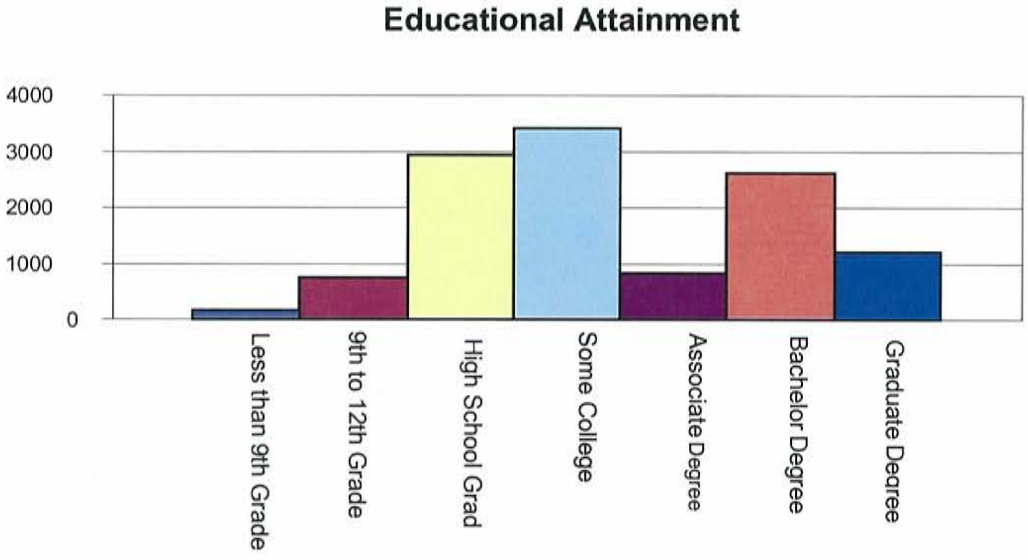
Eastborough	58.351
Cheney	56.842
Winfield	54.552
Bentley	53.545
Mulvane	53.414
Garden Plain	49.509
Valley Center	48.516
Haysville	48.425
Derby	**47.773**
Newton	43.157
Maize	42.427
Hutchinson	41.383
Augusta	38.805
Andover	38.543
Park City	37.332
Bel Aire	35.970
Wichita	28.611
Goddard	18.789

Resident Profile

Median Age (2006-2008 American Community Survey): 36.1 years
Median Family Income: $77,675



Average Home Value (2007): $137,300
Average New Home Value (2007): $177,227
Housing Units (2009): 8,058



Elementary Schools: 11
Public (9)
Private (2)

Middle Schools: 3
Public (1)
Private (2)

High Schools: 1
Public (1)

Universities & Colleges (in vicinity): 19

Wichita State University
Wichita State University South Campus (in Derby)
University of Kansas School of Medicine – Wichita
National Center for Aviation Training
Friends University
Newman University
Butler Community College
Cowley Community College
Wichita Area Technical College
Baker University
Central Christian College
Embry-Riddle Aeronautical University
ITT Technical Institute
Kansas State University – Division of Continuing Education
National American University
Southwestern College
Tabor College
University of Phoenix
Vatterott College

Business & Industry

Number of Businesses: 501
Sedgwick County Unemployment: 8.3% (May 2010 KS Dept of Labor)

Top 10 Taxpayers

1. Derby Marketplace LC
2. The Greens at Derby (apartments)
3. Wal-Mart Real Estate Business Trust
4. Lowe's Home Improvement
5. Southwestern Bell Telephone
6. Kansas Gas & Electric-Westar Energy
7. Derby Golf & Country Club
8. Kansas Gas Service-Division of Oneok
9. Warren Family LLC
10. Bristol Square LLC

Top 10 Largest Employers

Employers	*Product/Service*	*All Employees (FTE)*
USD #260	Education	1335
Wal-Mart	Retail	314
City of Derby	Government	169
Lowe's Home Improvement	Retail	140
Dillons	Grocery	130
Shared Svs (division of Wal-Mart)	Retail Support	130
Westview Manor	Senior Housing	127
Derby Recreation Commission	Recreation	64
Kohl's	Retail	64
Target	Retail	60

Transportation

Railway Service: Burlington Northern Santa Fe (BNSF)
Air Service: Mid-Continent Airport (Wichita)
Distance to Major Highways:

Kansas Turnpike (I-35)	3 miles
I-135	4 miles
US 400/K-54	7 miles
K-15	0 miles (goes through Derby)

Summary of the Budget Process

The process and schedule that the City follows to prepare its annual budget complies with applicable statutes established by the State of Kansas. A fair, professional budget process is essential to good public service. Such a process involves input by the public, intense preparations by staff, multi-level reviews by the City Council, and the opportunity for public review and feedback. The process and calendar of events leading up to adoption of this budget are as follows:

Revenue Estimates **December 2009 – March 2010**
The Finance Department evaluates projections for non-tax revenues to be received in 2011. Staff considers both internal and external factors such as service expectations, new state/federal mandates, plans for legislative funding, and regional economic factors.

Governing Body Strategic Planning **April 2010**
Early in the year, the governing body convenes its strategic planning session to establish its immediate and long-term goals. Those goals inform the project priorities for departments and influence where resources are allocated during the budget process.

Departmental Operating Budget Requests **April 2010**
City departments prepare requests for budgets to maintain current service levels and add service enhancements addressing specific initiatives.

Capital Improvement, Vehicle & Equipment Replacement Plans **April 2010**
Departments prepare prioritized 5-year CIP requests and 2011 vehicle and equipment requests. Departments also submit recommendations to amend existing 2009 CIP, Vehicle Replacement, and Equipment Replacement Plans, if necessary.

Department Meetings **May 2010**
Finance staff compiles departmental requests and meets individually with departments concerning their requests. Based upon these meetings, the Finance Department makes recommendations to the City Manager on operating budgets, CIP, and equipment requests.

City Council Workshop **June 2010**
Department directors present their CIP and supplemental budget requests to the Council in a workshop format. The Council asks questions for understanding and advises the City Manager of areas of concern.

Citizen Comments **June - August 2010**
Citizens can view various preliminary budget documents online at the City website. Once the Manager's Recommended Budget is presented in July, it is posted online and accessible to the public. Citizens have several opportunities to address the Council in open meetings and through personal contacts about any concerns, requests, or questions.

City Manager's Recommended Budget **July 2010**
The City Manager presents the Council with her recommended 2011 budget and 2011 – 2015 Capital Improvement Plan.

Derby Planning Commission Review **July 2010**
State law requires the planning commission to review the Capital Improvement Program for consistency with the Comprehensive Plan.

Public Hearing and Final Adoption of 2010 Budget **August 2010**
A Public Hearing is held during a council meeting during which citizens may comment. The Council votes on approval of the 2011 Budget and 2011-2015 Capital Improvement Plan.

From Dreams to Dollars: Public Involvement in the Budget Process

Linking the Budget with the Strategic Plan

Throughout 2006, the City held an aggressive public input effort called Vision 2016, offering several focus groups and town hall meetings. The goal of this campaign was to collect public ideas and comments on Derby as it is today and as it will ideally be in the next ten years. The vision provided by citizens through these focus groups and town hall meetings gave staff and elected leaders direction for goal-setting, decision-making, and planning processes. This includes the 2011 budget process.

The key characteristics of a budget are to provide linkage with city goals or priorities. The City must be receptive to the needs of its citizenry and be proactive in the management of growth, development, and revitalization to promote a safe and vibrant environment throughout the community. The following six goals represent areas of strategic importance, which must be addressed in order for Vision 2016 to become a reality. These goals provide overall direction and serve as a basis for decisions during the budget process.

The thumbprint of Vision 2016 carried through to the City Council's 2007 strategic planning process. Each of the six goals set by the Council echo the public input from Vision 2016. Those goals and an update on each include:

1. **Develop a marketing plan for the community**.
   This plan was completed in March 2009, and implementation activities are underway including joining with our partner the Derby Public Schools to hire a Community Marketing Director.
2. **Work to obtain All-America City status.**
   Criteria for All-America City status are projects that affected the community significantly within the last five years and have potential to continue improving

quality of life. Some of the budgeted items that pertain to this goal are the new library, constructing sewer/water lines for new development, and new bike paths.

3. **Update the 1999 Park Master Plan.**
   Now that the Park Master Plan was completed in December 2008, staff are working with the Park & Urban Forestry Board as well as with our community partners, the Derby Recreation Commission and the Derby Public Schools, to implement its recommendations.
4. **Plan for services to seniors, especially housing.**
   In 2009, public transportation services were enhanced with expanded hours of operation. The Derby Dash provides transportation for all citizens, and is particularly valued by seniors. The City Council also approved a letter of intent to issue Industrial Revenue Bonds for a new skilled nursing facility in Derby. The 2010 CIP includes funding to expand the Senior Center into part of the old library space, which will provide the space needed for expanded programming and services for seniors. The remodel process is expected to be completed by the end of 2010.
5. **Develop and implement a Performance Measurement system for City services.**
   New performance measures were implemented in 2008, presented to the Council and the public in an annual report, and referenced in the 2010 budget document. The city will continue to use these performance measures to help evaluate city processes and performance moving forward. The results will be shared with citizens and published in the annual city budget document and in an annual performance report.
6. **Ensure future growth is sustainable and respects Derby's history.**
   City staff ensures all new capital improvement projects and equipment purchases stay within the guidelines of this goal. Decisions about bike paths, recreation improvements, streets, water, sewer and storm water improvements are all made within the parameters of this goal.

These six goals captured the heart of Derby's service delivery and continue to influence the budgeting process.

The City of Derby has an important responsibility to its citizens to carefully account for public funds, to manage its finances wisely, and to plan for adequate funding of services desired by the public. The City's financial goals are broad, fairly timeless statements of the financial position the City seeks to attain. The City's overall financial goals are:

- To deliver quality services efficiently in an affordable, economical, and cost-effective basis, providing full value for each tax dollar.
- To maintain an adequate financial base to sustain a sufficient level of municipal services, thereby preserving the quality of life in the City of Derby.
- To have the ability to withstand local and regional economic shocks, or natural disasters, to adjust to changes in the service requirements of our community, and to respond to changes in federal and state priorities in funding as they affect the City's residents.
- To maintain a high bond credit rating to ensure the City's access to bond markets and to provide assurance to the City's taxpayers that the City government is well managed and financially sound.

These financial goals not only help the City enhance its financial health, it also enhances the image and credibility of the City with the public, bond rating agencies, and investors. The city achieves these goals through its strict adherence to financial management policies.

How do these priorities relate to the planning process for the budget?
City staff took each of the six goals along with the four financial management goals and developed concept papers that fleshed out the goal's implementation and tied preliminary costs to them. Expenses required to implement these goals were then provided in various departmental budgets. Departments also used the six goals to focus their supplemental requests and justify budget requests.

What other planning processes relate to the budget process?

The Capital Improvement Plan (CIP) is a long-term plan for purchases and expenses such as land, improvements to existing facilities, and construction of streets, sewers, storm drains, park facilities, and other infrastructure and public facilities. This plan is a separate document from the annual budget although it is maintained along with the annual budget cycle. An update of the CIP is presented to the City Council alongside departmental supplemental budget requests in June. CIP information is included in the budget document to demonstrate effects on the budget from projects and purchases.

The Operating Budget is directly affected by approval of the Capital Improvement Plan. The Operating budget must absorb the debt service costs of all bond issues related to the Capital Improvement Plan plus the operating and maintenance costs for each new facility or improvement. Generally, these increased costs for personnel services and contractual services must be borne by the property tax rate, with the exception of wastewater improvement costs which are borne by sewer rates and water improvements which are borne by water rates.

In November 2009, the city's first formal debt management policy was adopted. Pursuant to the policy, the City shall strive for the following benchmarks:

- 20% maximum Statutory Direct Debt as a percentage of Assessed Valuation. Statutory Direct Debt as a percentage of Assessed Valuation is calculated with each debt issue and included in the Official Statement of each offering. Revenue bonds and bonds issued for the following projects shall be excluded from this calculation: (1) storm or sanitary sewer projects, (2) municipal utilities, and (3) improvements to the intersections of streets and alleys. In no case shall this ratio exceed the 30% maximum prescribed by state law.
- Rapid amortization of total debt (all general obligation and revenue bonds) with the objective of at least 60% over 10 years.

The City shall review and consider the effect debt could have on the following:

(1) Adherence to the Capital Improvement Plan.
(2) Potential for increase in assessed valuation.
(3) Potential for increase in sales tax revenue.
(4) Mill levy required to service the Bond & Interest Fund annually.
(5) Other factors as the City determines pertinent.

The ability to issue debt for capital improvements is very important to the City. In consultation with City's financial advisor, the current debt capacity calculations and CIP

projects are reviewed periodically. There is a discussion of the city's short-term and long-term debt financing in this document that summarizes the impact of debt issuances on future debt capacity.

The 2010 CIP funds a new Public Works facility that is estimated to be completed by the fall of 2010 and a wastewater interceptor to accommodate growth to the east of Derby. Also included is complete redesign and remodel of the former city library space that will accommodate more senior center space, a welcome center, and much needed office space.

The 2011 CIP represents a considerable drop in spending focusing mostly on maintaining current city infrastructure. Included in the 2011 CIP are construction of Madison Avenue from Buckner east to the Derby Business Park, reconstruction of south Buckner Street on the west side of the city to handle the increasing traffic of a growing city, and construction of a 16" water line loop along Nelson Drive to enhance fire and water service to an industrial area.

Another accomplishment was adoption of a formal fund balance policy in March 2010. The guidelines established by this policy determine the fund balances to be carried over at year end as fund reserves.

Strategic Planning

In 2007, city staff and the governing body held several strategic planning workshops to revise the mission for the organization and create a more comprehensive strategic plan. The old mission statement dated from 1995 and was approximately a half-page long and, because of its length, was not actively integrated into the day-to-day culture of the organization.

The purpose of revising the mission statement was to capture a phrase about the vision and values of the City that can be used every day by staffers and elected leaders as they conduct city business.

The outcome of this process was the development of both a vision and a mission, as well as a list of 11 values, as fully described on the following page. The strategic planning process helped get the nine members of the governing body and the staff on the same page in terms of focusing energy and having a foundation for sorting out which new ideas are to be implemented.

Since adopted in November 2007, the mission, vision, and values of the City have been communicated to employees and the public using several types of media. In addition, this strategic plan forms the foundation of a quarterly process whereby the City Council approves a list of priorities for the City Manager and her staff to work on.

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City of Derby Strategic Plan

Adopted by the City Council on November 13, 2007

Our **VISION** is to be a community where dreams take root and thrive.

Our **MISSION** is to create vibrant neighborhoods, nurture a strong business community, and preserve beautiful green spaces.

The Derby community **VALUES**:

Tradition, volunteerism, & partnerships: *The Derby community is built on rich traditions, volunteers who are committed to making Derby a great place to live, and the understanding that by working together as partners, more can be accomplished.*

Healthy living: *The Derby community is committed to providing a clean environment, recreational facilities, and opportunities for community engagement.*

Education & recreation for all ages: *The Derby community supports our schools, library, and opportunities for continued learning; provides superb recreational and senior facilities, and assists the recreation commission as they bring quality programs to our residents.*

Safety and stability: *Derby delivers police, fire, and rescue services to every part of the community. Good planning ensures stability in codes and community standards, as well as quality response to disasters.*

Opportunities to thrive: *The City strives to assist residents and businesses in reaching their full potential.*

Sustainable growth: *The long-term viability of our city depends on a strong and growing business community that provides the goods and services needed by the community, and thereby provides jobs for residents and tax revenue to support City services.*

Civic participation & leadership: *Derby has strong leaders willing to serve on civic boards and the City Council. As an important component of the Wichita metro area, Derby's leaders also recognize the importance of involvement in the regional community and in the state of Kansas.*

Progressive thinking: *Derby's elected and appointed officials join the staff in continually seeking creative ways to enhance the community.*

Stewardship of community assets: *Maintaining streets, drainage systems, and all types of community infrastructure is critical to keeping Derby an enjoyable place to live.*

Quality services equally available to all: *Derby provides quality services on a fair basis to all residents regardless of where they live or what their situation in life may be.*

Professional management of city operations: *City staff approach their work in a professional manner, ensuring that methods used will measure up well to peer review.*

How do departmental goals link with overall city goals?
The City of Derby is an inclusive teamwork effort among all departments and programs. No department is a silo unto itself. Therefore, each department does its part to help the City achieve its strategic goals.

Are there some short-term goals to help guide the City?
The City Manager focuses operational priorities around an evolving list of approximately 16 projects as set by quarterly approval from the City Council. The City Manager gives the Council a quarterly progress report, and the Council affirms the content and the ordering of the items. Department directors incorporate the cost of achieving these goals into their annual budgets.

As of June 2010, priorities currently on the list are:

1 Policy re: developing large lots in City's area of influence
2 Public Works relocation
3 Annexation Planning & RWD #3
4 Amend Zoning Ordinance to make Derby attractive to Hospital development
5 Develop land acquisition plan to meet future City needs
6 K-15 Frontage Road traffic management
7 Plan for services to seniors & national accreditation of senior center
8 BZA process update
9 Work to obtain All-America City status
10 Equity Buy-in fee for sewer
11 Review Vicious Animal Ordinance & Implementation
12 Comprehensive Plan - Implementation Actions
13 Update subdivision regulations re: park in-lieu-of fees

In addition, the El Paso Water Company has the following priorities:

1 Marketing of water assets
2 Equity buy-in fee for water
3 Update Procedure Manual & Disconnect/reconnect fees

Performance Measures

In 2007, the City of Derby received a grant from the National Center for Civic Innovation out of New York City. The Trailblazer Grant Program is to encourage governments to involve the public in their performance measurement and reporting processes and produce more accessible and engaging reports.

This grant allowed the city to implement a program for 360 degree performance measures. The objectives of the program are to enhance accountability of municipal governments and to improve service delivery by sharing best practices between municipalities. The program will also provide taxpayers with useful information on service delivery and municipalities with a tool to improve those services over time.

The program requires municipalities to collect data to measure their performance. The measures cover a range of municipal services such as solid waste, sewage treatment, water treatment, roads, transit, fire, police, local government and land use planning.

The City of Derby has committed to excellence in service delivery and customer service. Performance measures will assist in the process of benchmarking and continuous improvement. However, establishment of a sound, consistent performance measures program will be a long-term process. This involves adapting accounting practices and implementing additional processes for tracking and collecting information. The primary objective at the current time is for internal year-to-year comparison.

Objectives of the program are to:

- Provide a tool to assess how well municipal services are delivered.
- Improve the way we measure the efficiency (cost per unit) and effectiveness (quality) of local services.
- Strengthen local accountability to taxpayers and promote greater understanding of municipal responsibilities by the taxpayer.

These objectives are met by conducting different focus groups. In August 2007, staff met with each of the following groups: city departments (director, supervisor and first line-level staff), city leaders, residents, senior citizens, youth group, local businesses, local contractors, and religious leaders. Two open houses were held, and staff produced an online survey for citizen input.

The performance measurements represent critical, measurable areas that the City deems important based on history, citizen comments and management. In addition to providing the City with performance measures, the 360 Performance Program will continue to be crucial to Derby in its strategic planning and budgetary processes.

City of Derby
2011 Budget Process Timetable

Jan. 28: Directors receive supplemental request forms and begin preparation of CIP and the Equipment Replacement Plan, and additions to the Vehicle Replacement Plan. Supplemental forms are required for requests for additional personnel, new programs, and capital equipment.

Feb.-May: Research cost reduction measures, monitor State legislative process and revenue estimates for 2010 and 2011.

Feb 8: Directors and appropriate staff receive budget worksheets. Directors use worksheets to provide recommendations for 2010 Revised Budget and 2011 Operating Budget.

Feb. 12: Directors return CIP requests to Finance Department. Changes to the approved CIP require a narrative explanation.

Feb 19: Directors return requests to amend the Vehicle Replacement Plan to Finance Department.

Feb 26: Directors return budget worksheets to Finance Department.

March 5: Directors return supplemental requests for personnel, programs and capital equipment to Finance Department.

Feb. 19-March 19: Finance staff prepares preliminary operating budgets and compiles supplemental requests. Directors meet individually with Finance Department to review budget worksheets and supplemental requests, ask questions, and make clarifications.

March 15-April 9: Directors meet with city manager to discuss needs and recommendations.

April 12-April 30: Directors give new changes to budget analyst.

May 28: Deliver departmental budget request notebook to City Council and post on the City's website.

June 1: City Council workshop.

June 8: Council receives citizen comments on the 2011 Budget in the Public Forum.

June 16: Estimates received from County Treasurer's office of miscellaneous taxes.

June 22: Council receives citizen comments on the 2011 Budget in the Public Forum.

July 2: Estimate received from County Treasurer's office of the 2010 assessed valuation for the 2011 budget.

July 8: Council receives Manager's recommended budget.

July 13: Manager presents recommended budget. Council will receive citizen comments on the 2011 Budget. City Council votes to authorize publication of Notice of Budget Hearing. (Must have time to post Notice in paper for ten days prior to hearing, to provide citizens time to state their issues.)

July 15: Planning Commission reviews CIP

July 22: Submit Notice of Budget Hearing to *Derby Informer* for publication.

July 27: Council will receive citizen comments on the 2011 Budget.

July 28: Publish Notice of Budget Hearing in *Derby Informer* (Allows for ten days in paper prior to public hearing).

August 10: Conduct public hearing and adopt budget & CIP at council meeting (per state law, August 15 is last day hearing can be held).

August 25: Deadline to file adopted budget with the County Clerk (Approved budget must be submitted by this date).

NOTE: All dates in 201

Basis of Budgeting & Accounting

The basis of budgeting refers to the conversions for recognition of costs and revenue in budget development and in establishing and reporting appropriations that are the legal authority to spend or collect revenues.

Basis of Accounting

Basis of accounting refers to the time at which revenues and expenditures or expenses are recognized in the accounts reported. Government funds (General Fund, Special Revenue, Capital Projects and Expendable Trust), expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available as net current assets. Available means collectable within the current period expected to be collected within 60 days after year end and be used to pay liabilities of the current period. Proprietary funds such as the City's Enterprise (water and wastewater) are budgeted and reported on a full accrual basis of accounting. Under the full accrual basis, expenses are recorded at the time liabilities are incurred and revenues are recognized when they are obligated to the City.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this are general interest on general long-term obligations which are recognized when they are due. This exception is in conformity with generally accepted accounting principles.

Property tax revenues and sales tax receipts are considered measurable and available when collected and recognized as revenue at that time. Licenses, permits, fines, forfeitures, and other miscellaneous revenues are recorded when received in cash, because they are not measurable until they are received.

The City uses the modified accrual basis of accounting for all governmental funds other than Proprietary Funds. Under the modified accrual basis of accounting, revenues are recorded when subject to accrual, i.e. they are both measurable and available. Available means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period. For the Proprietary Funds the accrual basis of accounting is used.

The City complies with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 34. Financial statements were first presented in the new format in 2003. The new statements focus on the government as a whole (government-wide) and the major individual funds. In future years, both perspectives (government-wide and major fund) broaden the basis for comparison (year-to-year or government to government) and enhance the City's accountability.

Basis of Budgeting

The City adopts an annual budget for the General Fund for which the level of expenditure may not legally exceed appropriations for each department or fund classified in the following categories: Personnel, Commodities, Contractual services, Capital outlays, and Debt service.

Proposed expenditure appropriations for all departments and operations of the City are prepared under the direction of the City Manager. The City Council may increase, decrease, or reject any item in the budget submitted by the City Manager, taking into consideration the recommendation of the City Manager.

Government funds (General Fund, Special Revenue, Capital Projects and Expendable Trust), expendable trust funds and agency funds are accounted for using the modified accrual basis of accounting.

Proprietary funds such as the City's Enterprise (water and wastewater) are budgeted and reported on a full accrual basis of accounting. Under the full accrual basis, expenses are recorded at the time liabilities are incurred and revenues are recognized when they are obligated to the City

Each year the Finance Department projects revenues (income) for the upcoming year and projects revenues for the ensuing budget year as a part of the long-range financial plan. The first year is used as the basis for the annual operating budget.

The annual operating budget balances operating expenditures with operating revenues, provides for adequate funding for maintenance of equipment, and provides for all costs of personnel.

Derby's fiscal year runs from January 1 to December 31.

Non-budgeted funds
Kansas statutes require that all money raised by taxation and from all other revenue sources for the ensuing fiscal year be appropriated, or designated. This requirement does not allow for any non-appropriated (undesignated) fund balance on a budgetary basis. However, the law does permit an appropriation for unspecified purposes not to exceed 10% of the total amount of the budget. This practice follows principles of sound fiscal management and provides the opportunity to maintain appropriate fund balance reserves.

In addition, certain funds appear in the City's audited financial statements that do not appear in the budget. The City initiates numerous capital projects primarily related to infrastructure, sewers, streets, and drainage. These expenditures are paid through special assessments from property owners and/or bond proceeds. Each of these funds is specifically spelled out, reviewed by bond counsel and voted on by the City Council. These obligations are not subject to change or negotiation, so they are not included in the budget.

Which funds are appropriated?

All city or county funds are subject to the budget law and must be included in the budget document. City of Derby funds are appropriated except for capital projects governed by KSA 12-6816, Equipment reserve, CIP reserve and Law Enforcement Trust Fund.

What is a "Mill Levy?"

A mill is $1 of tax for every $1,000 of assessed value on real and personal property. The mill levy is recalculated every year and is based on the amount of property tax dollars needed to finance the City's budget.

After the budget is adopted by the governing body, the City is required by the state to file the proper budget forms with the county clerk. These forms demonstrate compliance with tax limitation legislation.

The County Clerk calculates the annual mill levy by dividing the total revenue to be obtained from ad valorem taxes for each fund by the total assessed value located in a specific jurisdiction. Fund levies are aggregated to determine the total mill levy for a jurisdiction.

The County Treasurer then mails tax statements to property owners. One-half of the total tax bill is due in December, and the balance is due in May of the next year.

Taxes are levied in the previous year to finance the current budgets. For example, 2010 taxes are used to finance the 2011 budget.

What is assessed value?

The assessed (or taxable) value of property is a percentage of the property's appraised fair market value. The County Appraiser's office determines the fair market value of property and sets the appraised value. The appraised value is then multiplied by an assessment rate that is based on the function of the property. The following calculation is used to establish the assessed valuation.

Real Estate

Residential:	Multi-family, urban or rural	11.5%
Agricultural:	Value based on use or production	30.0%
Vacant lots:		12.0%
Commercial:	For industrial purposes, and buildings and improvements to agricultural land	25.0%

Personal Property

Residential:	Mobile Homes	11.5%
Mineral Leases:	Oil production over 5 barrels/day and natural gas production under 100 mcf/day	25.0%
Public Utility:	Inventory, except railroad	33.0%
Commercial and Industrial machinery, less depreciation		25.0%
Farm machinery, merchant/manufacturer inventories, and livestock		Exempt

Statutory Budget Requirements

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special revenue funds (unless exempted by a specific statute), debt service funds, and enterprise funds. Statute requires the budget to *balanced*, meaning that estimated expenditures equal estimated actual and estimated revenues.

All budgets are prepared using the modified accrual basis further modified by the encumbrance method of accounting – that is, commitments evidenced by documents such as purchase orders and contracts in addition to disbursements and accounts payable are all recorded as expenditures although the actual funds have yet to be released to the billing source.

Furthermore, the statutes provide for the following sequence and timetable in adoption of budgets:

a. Preparation of budget for the succeeding calendar year on or before August 1st of each year.
b. Publication of proposed budget on or before August 5th of each year.
c. A minimum of 10 days notice of public hearing, published in official newspaper, on or before August 5th of each year.
d. Public hearing on or before August 15th of each year.
e. Adoption of final budget on or before August 25th of each year.

Amending the Budget
Supplemental appropriations and transfer among budget categories occasionally modify original appropriations. In order to amend the budget, the proposed amendment must appear in the official City newspaper at least 10 days prior to a public hearing.

Citizens also may address the City Council prior to the hearing. After the hearing the Council may then vote to amend the budget. Approved amendments are then submitted to the State Division of Accounts & Reports for record.

Public Participation
Additionally, Kansas law requires the opportunity for public input and participation throughout the budget process. All budget meetings and City Council meetings are open to the public and are advertised as such.

Citizen participation in local government need not be limited to the budget process. It is the right of all citizens to participate in the governing organizations that affect them. Among other avenues, citizens may wish to become involved through their elected representative(s), by attending public meetings, or directly by giving input, serving on an advisory board, committee, or the governing body.

Funds

What is a fund?

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories-government funds and proprietary funds. A description of each fund is located in the Financial Management section of this budget.

Government Funds

Most of the City's basic services are included in governmental funds, which focus on (1) how cash and other financial assets that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. The governmental funds balance provide a detail short-term view that helps one determine whether there are more or fewer financial resources that can be spent in the near future to the City's programs.

Proprietary Funds

Services for which the City charges customers a fee are generally report6ed in the proprietary funds. The sewer and water utility and aquatic park fund comprise the proprietary funds for the City of Derby.

Derby Financial Policies

Balanced Budget

Policy: As required by statute, the City will adopt a balanced budget.
A balanced budget is defined as the following: When a government's total revenues equal its total outlays in a fiscal year. State law requires all local governments to operate with a balanced budget for funds that levy a tax. The City of Derby's 2011 budget is a balanced budget for all City funds, including those that do not levy a tax, except for two funds. The Sales Tax Revenue fund and Wastewater fund have debt service and reserve accounts in conjunction with outstanding bond issues which are exempt from budget law and expenses are not anticipated.

GASB

Policy: Derby will comply with GASB Statement No. 34

Beginning with the year ended December 2003, the City changed its accounting policy related to financial statement presentation to comply with the provisions of Governmental Accounting Standards Board (GASB) Statement No. 34. The primary accounting change, other than presentation, was the capitalization of all capital assets and recording depreciation therein and recording long-term debt obligations. The new statements focus on the government as a whole (government–wide) and the major individual funds.

Capitalization Threshold

Policy: Capital Assets include a capitalization threshold of $1,000 for equipment and $25,000 for buildings and structures.

An extensive database of city equipment inventory is maintained by staff (GIS) for insurance and control purposes. This collaboration provides for compliance with GASB No. 34.

Reserves Management

Policy: Resolution 3-2010 Adopted March 2010

The City has a policy to promote the stability of the General Fund. The cash balance should be 15% of General Fund expenditures. The 2011 Operating Budget reflects a reduced cash carryover in the General Fund of $4.6 million or 25% of $18.6 million total expenditures due to the planned completion of several capital projects in 2011. Staff will strive to retain this healthy fund balance but realizes that a slower than anticipated growth in the tax base or a prolonged economic downturn may result in the use of this General Fund balance in the future.

Debt Management

Policy: Resolution 38-2009 adopted November 2009

Statutorily, the State of Kansas requires municipalities to stay below 30% of assessed valuation on non-exempt debt. Derby's policy is to stay at or below 20% of non-exempt debt. This is a challenging goal for a community growing as fast as Derby, because the City assumes debt for the construction of infrastructure for residential additions. A positive implication is that a large part of Derby's current debt is offset by special assessments on private property owners.

Following a vote of support by the public, in 2003 the Council chose to exceed 20% to issue financing for construction of the aquatic park, and in October 2007 the voters approved issuance of debt related to the construction of a new library. Both of these projects have resulted in this ratio exceeding the 20% threshold and will cause it to continue above the 20% threshold for quite some time.

Cash Purchase

Policy: Purchase of large capital equipment with cash is preferred.

Derby had typically purchased large capital equipment with a lease-purchase arrangement in the past rather than purchasing outright. The purpose of this practice was to keep more cash liquid in the event of unplanned circumstances, and cash in reserve was earning a lower interest rate than the rate the city would pay in a lease-purchase arrangement. In 2005, the Council gave direction to staff that it would like to see Derby pay outright for large pieces of capital equipment to reduce interest costs.

Investment Management

Policy: In process

City staff is in process of developing an investment policy to be considered by the City Council for its formal adoption. Completion is anticipated in 2011.

Derby Financial Practices

The values relied upon in preparing this budget were *stewardship* and *prudent debt management.*

Good stewardship by a public entity means using tax dollars in fair, equitable, and efficient ways. We must examine: Is the City charging fees at fair and appropriate levels to cover costs? Are we taking care of our assets? Above all, stewardship is about treating public tax revenue with the same conscientiousness as if it were the funds of our own personal households. At its core, this is the role of a public servant.

Prudent debt management also means ensuring that debt for public projects is issued only when appropriate. Debt should ideally be issued only for projects with benefit to future residents. As residents of the future use the services, residents of the future should incur the debt service responsibility. Likewise, it is fair and appropriate to pay cash for those projects and assets that are of immediate benefit to current residents.

These values reflect community values of fairness in taxation and good stewardship of resources. In combination with other policies, these values encourage development to pay for itself – benefiting everyone.

In the process of providing quality financial services for the City of Derby, staff will:

- Provide accurate and timely financial information to the City Manager and City Council.
- Follow generally accepted accounting principles.
- Ensure the purchasing and bid process is open and fair and provides all interested vendors an opportunity to participate.
- Ensure the City purchases quality and correct products and services at the best possible price and that they are delivered in a timely manner.
- Ensure the City is in compliance with all local, state, and federal regulations in regards to financial management.
- Gather information necessary to provide accurate revenue and expenditure forecasts for the budget process.
- Coordinate the City budget process including the Capital Improvement Plan and Equipment Purchase Plan.
- Coordinate City debt management in cooperation with bond counsel to stay within established debt limits and maintain the City's ability to finance needed projects.
- Manage cash to provide the City with adequate liquid assets in the event of an emergency.
- Maximize investment income to the greatest extent possible while focusing on low-risk financial instruments.

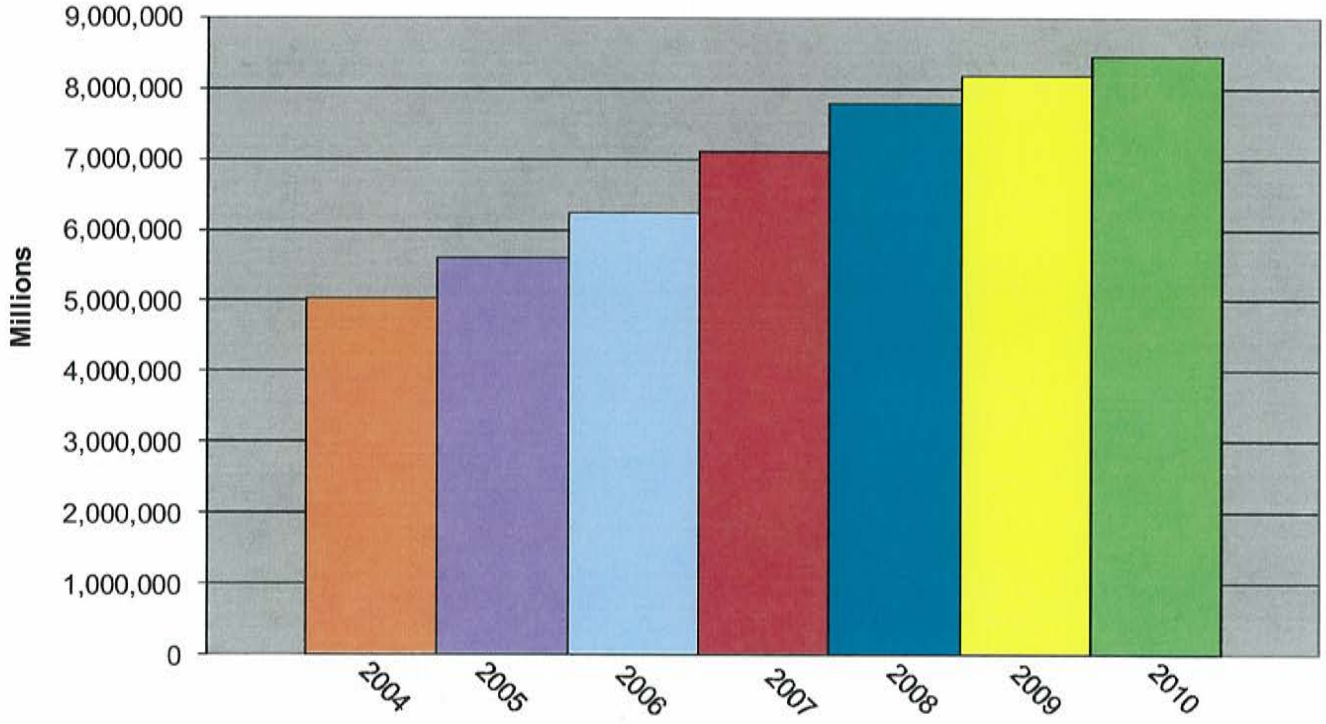
- Provide quality payroll and benefit services for all City employees.
- Promptly pay authorized invoices.
- Work with insurance providers to manage claims against the City and protect City assets.

Promote a low-risk service environment by promoting safety and health

Budget Facts

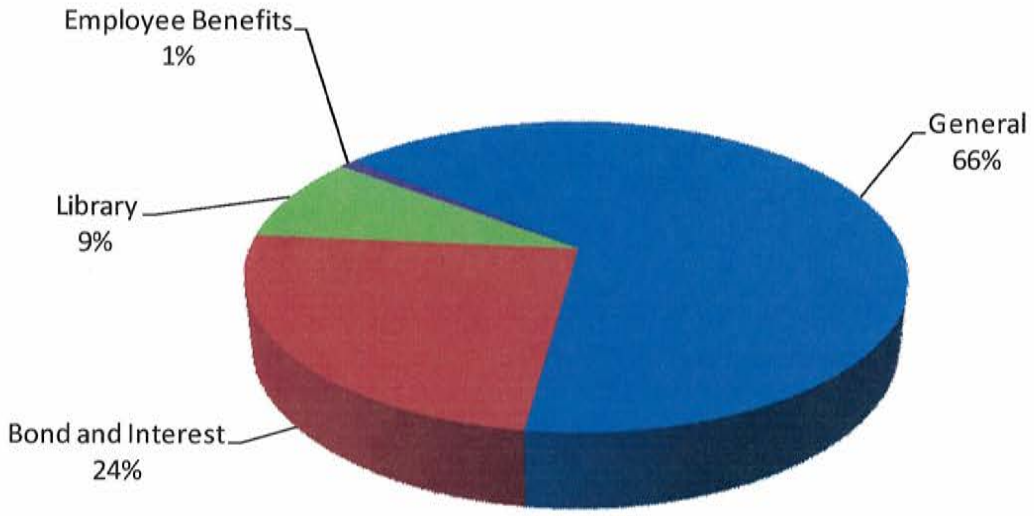
2010 Assessed Valuation (est)	$176,900,000
2009 Assessed Valuation	$170,919,924
% Increase over 2009	3.5%
Ad Valorem Tax Levy 2010	$8,448,036
Actual Property Tax Levy 2009	$8,165,357
Difference in Property Tax Levied	$282,679
% Difference in Property Tax Levied	3.5%

Ad Valorem Tax Levy History 2004-2010



Budget Facts

Tax Levy for 2011
2010 Projected Mill Levy



	2009 Mill Levy		Proposed 2010 Mill Levy	
General	$5,772,307	33.772	$5,567,064	31.521
Bond & Interest	$1,523,238	8.912	$2,045,028	11.560
Law Enf. & Fire	$30,850	.435	0	0
Library	$718,889	4.206	$746,558	4.220
Library Employee Benefits	$76,572	.448	$80,451	.455
	8,165,357	**47.773**	**$8,448,036**	**47.756**

Projection Assumptions

Revenues:

- **Property Tax.** Property tax revenue is expected to rise from $8,165,282 in 2010 to $8,448,036 in 2011 (3.5%), due to growth in assessed valuation of property from new growth and development in the city. This budget uses a projected mill levy of 47.756 mills, level with the previous year. The assessed valuation as of July 1st is used as a basis for the forecast of property tax revenue adjusted for estimated appeals. A graph of Ad Valorem tax levy history can be found on page 36.

- **Fund Balance.** Fund balance, which is essentially the cash carryover from the prior year, for all funds decreased from $20,911,946 in to 2010 to a projected $10,681,231 in 2011.

- **Special Assessments.** Special assessments are estimated to increase from $4,061,915 to $4,265,160. Assessments are levied to pay for infrastructure in areas throughout the city. The increase in assessments in 2011 is the result of the extension of sewer lines, waterlines and streets to several housing additions. The Finance department tracks outstanding assessment issues and compares with estimates provided by the County Clerk.

- **Sales Tax.** Derby receives sales tax revenue from two different levies, a Sedgwick County 1% sales tax and a Derby city-wide ½% sales tax. A combination of factors is used in developing estimates for sales tax revenue. The primary factor affecting sales tax revenue projections is uncertainty of the impact of the national recession and workforce reductions on consumer spending. County-wide sales tax revenue in the General Fund is estimated to increase less than 1% from $3,126,325 budgeted in 2010 to $3,140,187 budgeted in 2011.

  At the end of 2010 the ½-cent sales tax dedicated for the aquatic park sunset as scheduled. This means, in 2011, the ½-cent sales tax revenue is designated solely for the Library Sales Tax Revenue Fund. As a result, proceeds dedicated to the Library Sales Tax Revenue Fund are expected to increase slightly from $1,829,456 in 2010 to $1,963,000 in 2011.Total sales tax revenue from both levies is projected at $5,103,187. A graph of 5 year trend can be found on page 50.

- **Fines and Forfeitures.** The majority of this revenue comes from Municipal Court services. Total court cases usually rise each year due to increased population and commercial businesses but are highly a reflection of how many police officer positions are filled throughout the year. Staff estimates a 4% increase from $600,000 to $625,000. The collection of outstanding moving violations fines and corresponding court costs continues to be a source of local revenue. Responding to the community's desires and public safety concerns, most speeding violations occur in local neighborhoods.

- **Franchise Fees**. Staff develops estimates of franchise fees based on trends from current receipts and projected changes to the corresponding utility rates. Total franchise fees are expected to increase 9% to a total of $1,773,881 due to modest growth in population and commercial business activity.

- **User Fees.** Wastewater services provide the majority of user fees for Derby. The wastewater utility anticipates a modest increase in its customer base as new homes and businesses are completed. The 2010 budget contained a projection of $2,877,585, and 2011 is expected to rise to $2,927,204, an overall increase of about 1%.

- **Building Trades Permits.** Derby has enjoyed a strong commercial and residential housing market for several years. The 2010 budget anticipated revenue not to exceed $120,000, however revised results showed the actual number closer to $170,000. In 2011, the city is anticipating a small increase of 3% to $175,000. A comprehensive review of the city's fee resolution was conducted in the fall of 2007, the impact of which resulted in the increase of many fees received in 2008 and beyond. The fee resolution has been updated each year but with minor adjustments to the fees so the permit revenue is primarily sensitive to the volume of building activity.

  Building permits are issued to qualified individuals and companies to do repairs, alternations, new construction or demolitions in the city. The cost of permits is based on the estimated cost of the project or a set fee, depending on the type of project. The bulk of permit revenue is from building permits. All construction in the city must be issued a permit based on the cost of construction.
  License revenue arises from the City's regulation of certain activities (e.g. plumber, electrician). A person or organization pays a license fee to engage in the activity for a specified period. There are also fees for business licenses, pet licenses and specialized services. The most common licenses and permits are electrical and plumbing. A complete fee structure is available in the Municipal Code on the city's website at www.derbyweb.com.

  Revenues are shown in graph format on pages 47-49. The first chart lists the General fund revenue, broken down to each area monies are received. The next chart shows department revenue and where that revenue comes from, for example, grants, special assessments or taxes. The line graphs show the amount of revenue in 2011 for each fund, followed by the total amounts of revenue by revenue type. The last revenue chart is a projection of revenue for the next five years. These charts should help readers understand where the revenue comes from, and how it is applied to the budget.

Expenditures:

- **Staffing.** Total Staffing will increase from 167 to 173 full-time employees in 2011. The approved budget includes 4 full-time positions in the Police Department, 1 full-time position in the Fire Department and 1 position upgrade

from part-time to full-time and a new part-time position in the library. This is equivalent to one FTE increase for the library.

- **Employer Health and Dental Contributions.** Health (7%) and dental (5%) insurance costs are budgeted to increase in 2011 due to increasing costs for service.

- **Maintenance and Operations Costs.** The City is continually adding and maintaining new roads, sewer lines, park land and other infrastructure. The price of fuel is a big driver of maintenance costs but declined in 2010 due to recessionary pressure on the price of oil. Fuel cost in the 2011 budget is forecast to climb above 2010 levels. For 2011, a 10% increase from 2010 has been budgeted. Fuel price changes are felt especially hard in the Police Department because they easily log the most road miles of any department.

- **Equipment.** The 2011 budget reflects an increase in equipment spending from $444,681 in 2010 to $1,398,081. For 2011, the city has implemented a 5-year equipment replacement plan, much like the plan already in place for vehicle replacement. Projecting replacement costs for 5 years allows the city to help plan and project future expenses more accurately. In 2011, major equipment purchases include a pothole patcher truck ($75,000), a tractor, truck and disk for Wastewater ($300,000), software replacement for Police and Courts ($270,000), and city-wide radio replacement that will benefit Police, Fire, and Public Works ($140,000).

- **Capital Projects.** Total capital improvement spending decreases from $16,843,529 in 2010 to $6,330,400 in 2011. General Fund spending decreases from $1,338,467 to $976,000. In 2012, the CIP spending decreases to $3,374,100 and to $2,615,000 in 2013. The city's capital spending in 2010 was higher than normal due to several large projects, and the delaying of many projects from 2009. In 2012, the level of expenditures represents a return to normal CIP spending.

- **Debt Service.** Debt service in the Bond and Interest Fund will increase from a budgeted $7,265,833 in 2010 to $7,860,918 in 2011. The increase in debt service is due primarily to the addition of long-term debt of the City's infrastructure.

Major Funds Description:

The City maintains numerous funds used to provide City services. These funds include the following:

- General Fund
- Bond and Interest Fund
- Sales Tax Revenue Fund (Aquatic Park)
- Library Sales Tax Revenue Fund
- Special Street and Highway Fund
- Wastewater Fund
- Water System 2004-A Fund

General Fund (Governmental Fund)

The General Fund is the largest City fund and pays for the majority of basic city functions. The City Council was asked to approve a $19,057,570 general fund for 2011; up 3% from $18,420,850 budgeted in 2010. The General Fund collects all general revenues and pays the majority of City salaries. The city has a reserve policy that the states the General Fund balance should be at 15% of General Fund revenues. This year the city's fund balance will be $5,577,522.

Bond and Interest Fund (Governmental Fund)

This fund is used to make principal and interest payments to retire City debt. Total expenditures are budgeted at $7,860,818. The largest revenue sources are special assessments against private property ($4,265,160), ad valorem tax ($1,966,373), motor vehicle tax ($206,086), reimbursement from Wastewater ($664,937), and Derby Recreation Center rent ($250,200).

Sales Tax Revenue Fund (Governmental Fund)

The sales tax revenue fund pays for operating expenses for the Rock River Rapids aquatic park. User fees are the primary source of operating funds, but the reserve account can be used to pay any operating deficit. The sales tax revenue that funded the construction of the aquatic park sunset on December 31, 2009. The fund balance is projected to remain constant with a moderate decrease from $7,084,488 to $7,050,115 due to the accumulation of sales tax in the bond redemption account in 2010.

Library Sales Tax Revenue Fund (Governmental Fund)

The Library Sales Tax Revenue Fund was established in 2008 for the construction of a new $7.0 million library. The proceeds of temporary notes were used for the construction and were retired with General Obligation Sales Tax Bonds in 2010. Beginning January 1, 2010 a ½ cent city-wide sales tax became effective as the aquatic park sales tax sunset. A total of $1,963,000 is expected to be generated from the ½ cent sales tax in 2011. Expenditures in 2011 are debt service ($1,153,045), personnel costs ($172,982), capital outlay ($50,000), and commodities ($13,080). Kansas Statutes limit special purpose sales taxes to 10 years, so the library ½ cent tax will sunset no late than December 31, 2019.

Special Street and Highway Fund (Governmental Fund)

The revenue for this fund is from a portion of the state and county gasoline tax. These monies are required by statute to be used specifically for the construction and rehabilitation of City roadways. Total spending is budgeted at $1,409,915. The City expects to receive $899,230 in gasoline tax revenue in 2011, approximately a 22% increase from 2010. Lawmakers occasionally mention repeal of the gasoline tax; therefore the City of Derby is watching this revenue and staying abreast of any changes in the law.

Wastewater Fund (Proprietary Fund)

The Wastewater fund is a revenue fund supported by fees and charges for services by the Wastewater utility. This fund pays for all wages and operating expenses of the utility, making this fund an enterprise fund. Total revenue for the Wastewater fund in 2011 is $3,633,378 including $751,007 in cash carryover from 2010.

Water System 2004-A Fund (Proprietary Fund)

This fund pays for improvements to the water system and debt service on the General Obligation Refunding Bond Series 2004-A. The City receives dividends from El Paso Water Company as the primary source of revenue for this fund, making this an enterprise fund. Cash carryover into 2011 is projected at $2,130,603 and includes a depreciation and replacement account of $750,000 for emergency repairs and replacement of equipment. Total expenditures for the fund in 2011 are projected at $2,069,295.

Other Fund Descriptions:

The city also has a number of other funds, used for special circumstances. These are not included in any of the major funds. These funds are broken out into four categories listed below.

Tax Levy Funds

Library (Governmental Fund)

This fund is used to account for the operations of the Library, funded primarily by property tax. The majority of this fund goes towards salaries. In prior years, the library fund received a $35,000 stipend from the General Fund, but beginning in 2009 the mill levy for the library fund was increased by $35,000 therefore eliminating the transfer of funds from the General Fund. Operation of the new library is supplemented by the ½ cent city-wide retail sales tax which began in 2010 and will continue through 2011.

Library Employee Benefits (Governmental Fund)

This fund is used to pay health and dental benefits for the library employees and to pay the employer's portion of social security and other payroll taxes.

Reserve Funds

CIP Reserve Fund (Governmental Fund)

This fund is used for expenditures for the Capital Improvement Plan and emergency projects once approved by the City Council.

Economic Development Reserve Fund (Governmental Fund)

This fund has paid for Community Marketing and is available for economic development incentives or programs.

Wastewater Reserve (Proprietary Fund)

This fund will be used for Wastewater capital improvements. It receives its revenue from sewer connection fees and interest income, therefore is an Enterprise Fund.

Miscellaneous Dedicated Funds

Law Enforcement Trust Fund (Governmental Fund)

The revenue is from drug-related seizure of property. Expenditures are used for Police Equipment.

Special Alcohol Fund (Governmental Fund)

This fund receives its revenue from liquor taxes. Expenditures are for alcohol and drug abuse prevention programs such as DARE, as well as assistance to Derby High School for drug/alcohol counseling services.

Special Parks and Recreation Fund (Governmental Fund)

This fund receives its revenue from liquor taxes; expenditures are used for park equipment and capital improvements.

Miscellaneous General Fund Accounts

Insurance Recovery (Governmental Fund)

Insurance reimbursements that the City receives due to accidents and the corresponding expenditure to repair/replace the damaged property are recorded in this account.

Reimbursables (Governmental Fund)

This account is used to record receipt and the corresponding payment of various reimbursements the city receives. The account is made up of receipts from court-related fees and other general reimbursements.

Capital Reserve Contingency (Governmental Fund)

This account sets aside the minimum cash carryover for the following year (2011) along with expenditures for community events and activities.

Transient Guest Tax (Governmental Fund)

New in the 2009 Revised Budget, this account will receive transient guest tax receipts from a 6% guest tax. Under an agreement with the city's first hotel, a portion or possibly all of the guest tax collected by this hotelier will be paid back as a rebate.

Fund Structure Summarized

Major Appropriated Funds

- General Fund
- Bond and Interest Fund
- Sales Tax Revenue Fund
- Library Sales Tax Revenue Fund
- Special Street and Highway Fund
- Wastewater Fund
- Water System 2004-A Fund

Other Appropriated Funds

Library Employee Benefit
Economic Development Reserve
Special Parks and Recreation
Library
Wastewater Reserve
Special Alcohol

Non-Appropriated Funds

Law Enforcement Trust Fund
Equipment Reserve
CIP Reserve

General Fund Revenue			2009				
REVENUE	Line #	2008	Revised	2009	2010	2010	2011
SOURCES	100	Actual	Budget	Actual	Budget	Revised	Budget
Ad valorem tax	4000	5,270,662	5,673,918	5,680,399	5,541,150	5,561,175	5,361,600
Machinery Exemption Reimbursement	4001	22,053	19,125	22,899	0	0	0
Motor vehicle tax	4030	788,539	887,431	830,075	812,023	806,085	790,998
Rental car excise tax	4035	11,872	9,629	9,970	9,630	9,630	9,630
Delinquent tax	4040	87,909	46,800	101,431	50,000	50,000	50,000
RV tax	4045	8,507	6,400	8,803	8,698	10,570	8,472
16/20M vehicle tax	4046	803	1,485	1,780	1,558	2,390	1,662
Carryover	4050	5,656,648	6,593,649	6,593,649	4,328,621	6,260,305	5,577,522
Wellness Program Remb	4070	22,645	26,300	28,175	27,000	25,263	26,000
LAVTR	4121	0	0	0	0	0	0
C/C Revenue Sharing	4131	0	0	0	0	0	0
Local sales tax	4141	3,337,769	3,126,385	3,271,028	3,126,235	3,140,187	3,140,187
State- City connecting links	4151	25,434	25,555	25,398	25,555	25,555	25,555
Alcohol tax	4161	47,422	48,860	44,778	48,860	44,160	45,485
Business/Contractor Licenses	4202	70,011	70,000	63,636	70,000	53,612	55,000
Pet Licenses	4203	5,110	4,000	3,530	8,500	3,960	4,000
Vehicle Impound fees	4204	250	800	765	850	25	0
False Alarm Fees	4206	3,900	2,000	3,770	2,200	3,680	3,800
Fireworks Stand Permit	4208	67,500	75,000	75,000	67,500	60,000	60,000
Bldg trades permits	4212	378,529	244,688	312,028	120,000	171,360	175,000
Occupancy permits	4213	5,984	5,000	4,925	3,000	4,800	5,000
Portable sign permits	4214	675	0		0	0	0
Franchise--electric	4222	626,735	655,616	704,670	714,431	851,160	876,695
Franchise--telephone	4223	128,478	133,690	117,279	140,375	85,378	81,109
Franchise--gas	4224	400,760	406,493	340,214	382,000	338,105	355,010
Franchise--water	4225	110,378	120,821	120,697	140,000	122,445	140,000
Franchise--video	4226	229,376	239,180	245,867	242,000	252,866	260,453
Franchise - trash & recycling		0	0		60,000	63,850	60,615
Police reports (copies)	4323	4,089	4,100	4,070	4,100	4,100	4,100
Adm fees--IRB's	4340	0	7,005	0	2,335	0	0
Payment in Lieu of Tax	4341					6,807	2,335
Zoning/Land Use Fees	4352	10,196	35,500	36,842	2,200	7,800	8,000
Interest income	4502	109,845	100,000	111,455	75,000	69,000	75,000
Other	4600	48,819	35,000	29,616	35,000	35,000	35,000
Reimbursements	4610	3,682	135,100	91,197	379,930	81,670	5,000
Reimbursement-Cap Proj	4611	350,000	350,000	350,000	450,000	450,000	350,000
Water Co. Office Rent	4612	9,600	9,600	9,600	9,600	9,600	9,600
Sr Center County Grant	4700	80,000	80,000	80,000	80,000	80,000	115,000
Transportation Services [1]		69,337	30,700	53,447	29,500	51,200	51,200
Senior Services Activities [1]		64,306	43,000	57,312	43,000	56,000	56,000
Reimbursables[1]	4600.18	280,790	300,000	250,474	300,000	300,000	300,000
Park Revenues[1]	4600.12	22,855	27,888	22,199	16,000	22,000	23,000
Insurance recovery [1]	4015	30,605	40,000	18,154	40,000	30,000	30,000
Court Fines [1]	4800.17	667,956	601,230	564,032	600,000	622,000	625,000
Transient Guest Tax [1]		0	21,750	0	87,000	51,555	54,133
Fuel payments/reimbursements [1]	4010.09	252,120	215,098	151,384	337,000	182,190	200,409
Sub-total		19,312,149	20,458,796	20,440,548	18,420,850	20,005,482	19,057,570
Transfer from Risk Mgmt. Fund						15,000	
Transfer from Law Enf. & Fire Equip.						1,507	
Grand Total		**19,312,149**	**20,458,796**	**20,440,548**	**18,420,850**	**20,021,989**	**19,057,570**
[1] revenue of sub-account							

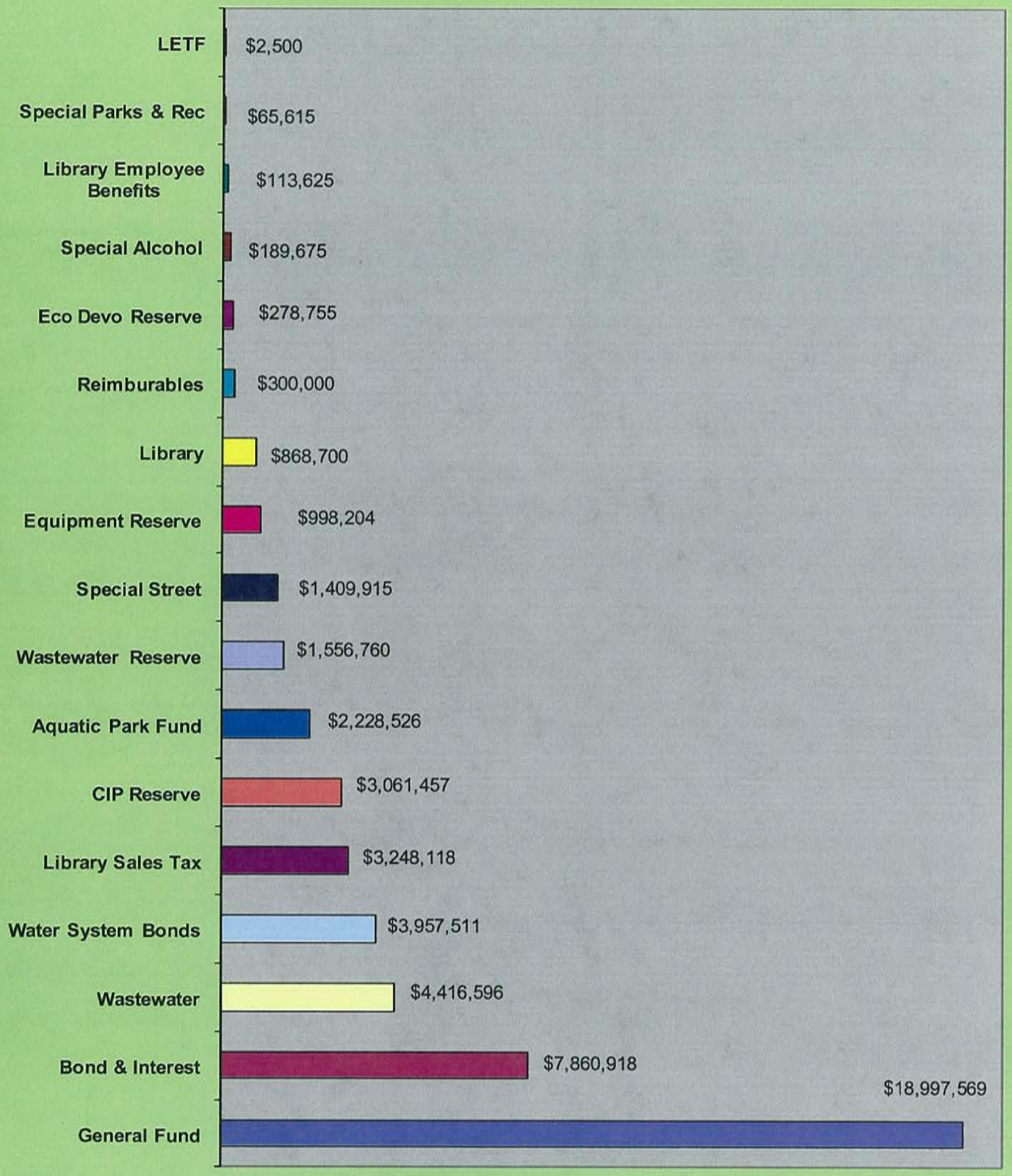
Misc	Bond & Interest Fund						
510 500 501		2007	2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Actual	Budget	Revised	Budget
4000	Ad Valorem Tax	824,496	895,415	974,490	1,462,292	1,470,883	1,966,373
4001	Machinery Exemption Reimbursement	0	3,748	3,929	0	0	0
4020	Special Assessments	2,822,282	3,049,663	3,269,222	4,061,915	3,906,330	4,265,160
4030	Motor Vehicle Tax	200,309	135,751	141,040	139,291	138,190	206,086
4035	Rental Car Excise Tax	4,124	2,010	1,691	1,600	1,600	1,600
4040	Delinquent Tax	115,166	87,505	85,689	50,000	80,655	50,000
4045	Recreational Vehicle Tax	2,375	1,453	1,496	1,492	1,492	2,207
4046	16/20M Vehicle Tax	151	206	301	268	315	433
4050	Projected Carryover	721,755	851,785	669,747	496,203	524,334	259,225
4372	Recreation Commission Rent	400,029	401,329	931,266	404,791	262,425	254,200
4502	Interest Income	132,108	73,317	25,076	10,000	10,000	15,000
4067	ARRA Reimbursement - 2009A Series	0	0	0	168,274	141,466	103,732
4600	Other Revenues	0	0	0	0	0	0
4603	Transfer from Eco Devo Reserve	71,965	71,965	71,965	71,965	71,965	71,965
4999	Transfer Revenue from Wastewater	400,000	400,000	413,179	656,178	656,178	664,937
4341	Payment in Lieu of Tax					1,318	330
	Total Revenue	**5,694,760**	**5,974,147**	**6,589,090**	**7,524,269**	**7,265,833**	**7,860,918**
7710	G.O. Bond Principal	3,135,000	3,380,000	4,325,000	4,345,000	4,255,000	5,020,000
7720	G.O. Bond Interest	1,707,966	1,924,394	1,739,697	2,879,069	2,751,508	2,240,943
7730	Commissions	9	6	59	200	100	200
7800	Cash Reserve	0	0		300,000		600,000
	Total Contractual	**4,842,975**	**5,304,400**	**6,064,756**	**7,524,269**	**7,006,608**	**7,861,143**
	Bond & Interest Fund	**4,842,975**	**5,304,400**	**6,064,756**	**7,524,269**	**7,006,608**	**7,861,143**
		2007 Actual	**2008 Actual**	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

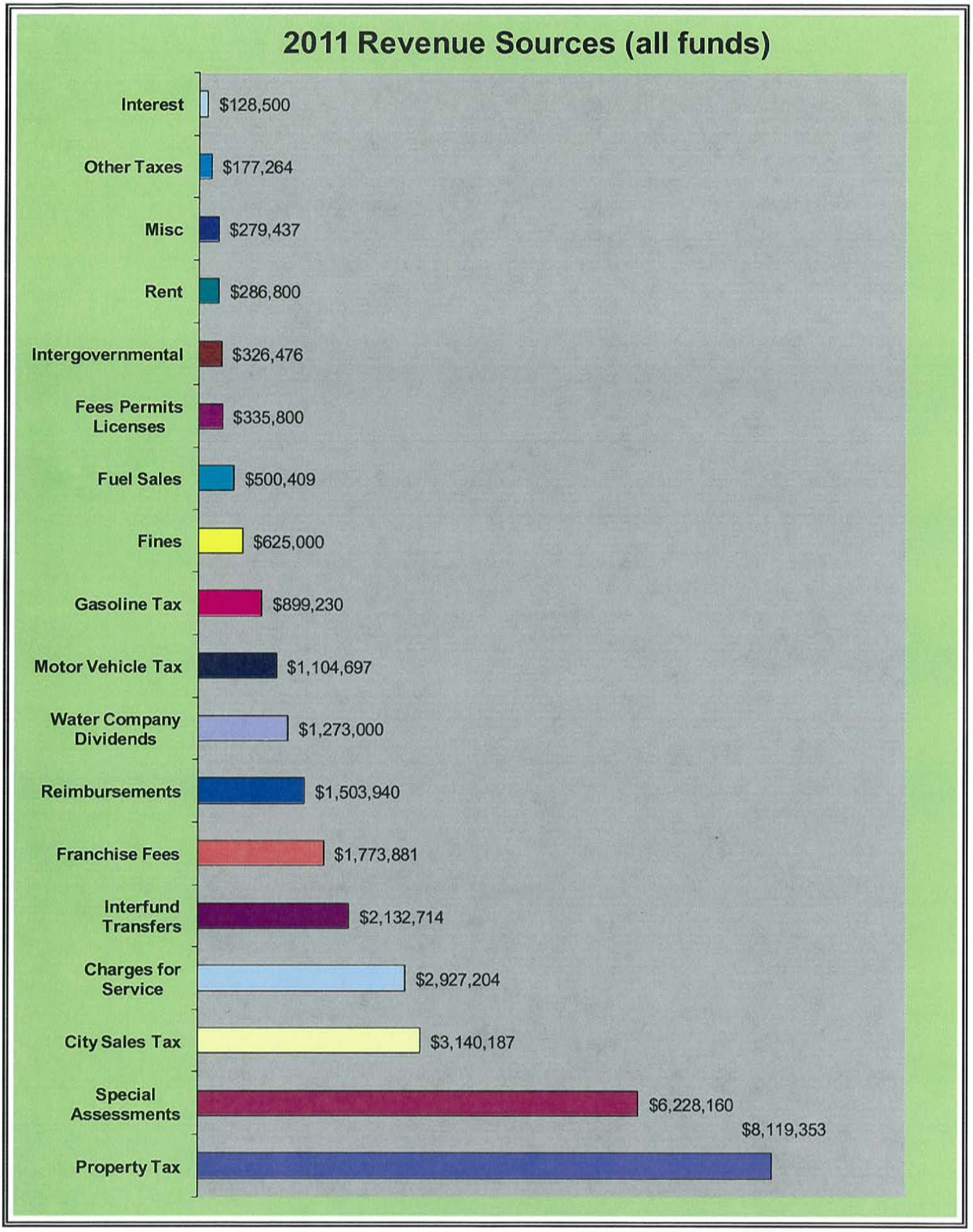
Note:

1) 2010 Revised budget and 2011 debt service lowered by $142,366 due to redemption of G.O. series 2003-B by the DRC.

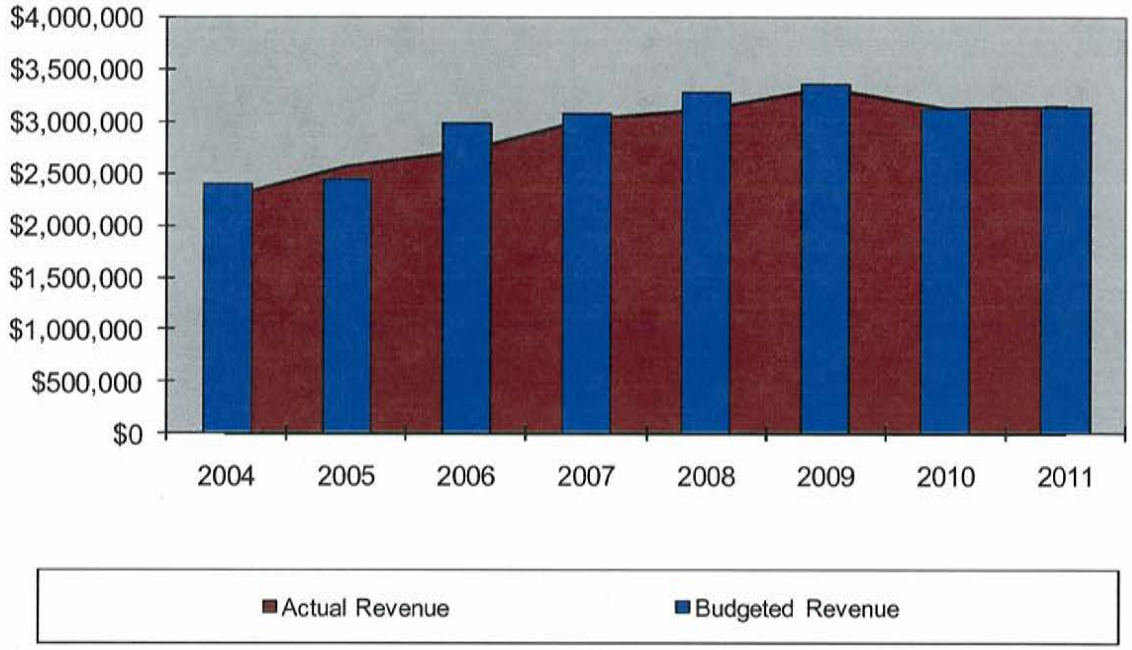
2) 2010 Revised budget and 2011debt service lowered to reflect actual G.O. series 2009-A sold after budget published.

2011 Revenue by Fund

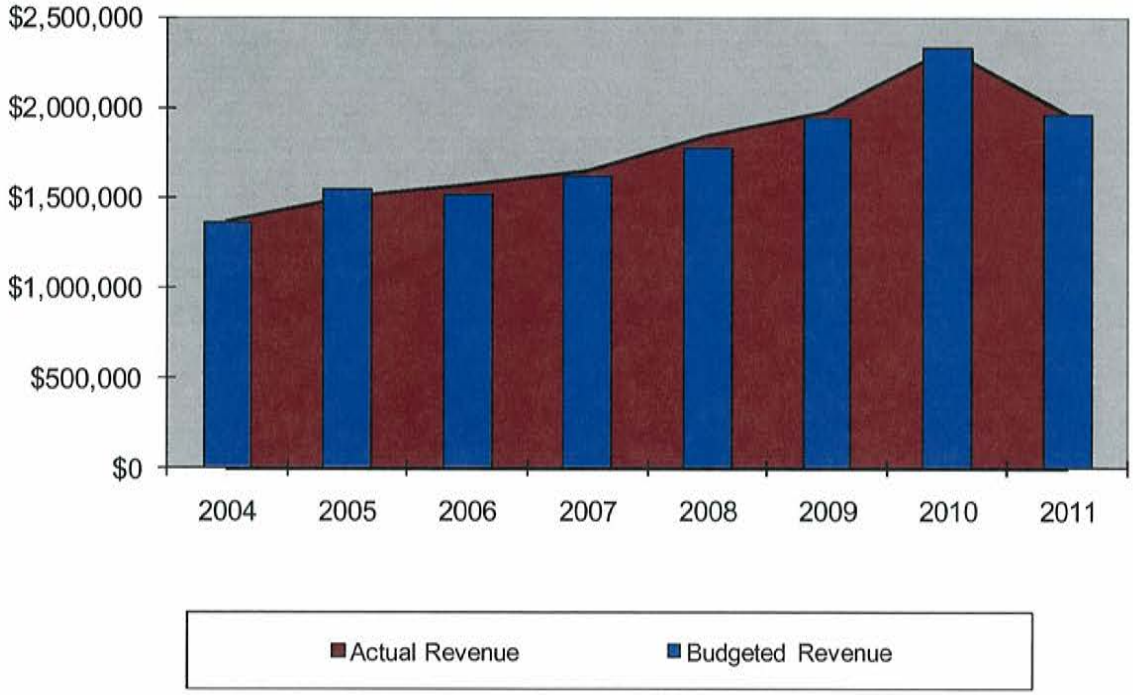



2011 Revenue Sources (all funds)
Interest
$128,500
Other Taxes
$177,264
Misc
$279,437
Rent
$286,800
Intergovernmental
$326,476
Fees Permits Licenses
$335,800
Fuel Sales
$500,409
Fines
$625,000
Gasoline Tax
$899,230
Motor Vehicle Tax
$1,104,697
Water Company Dividends
$1,273,000
Reimbursements
$1,503,940
Franchise Fees
$1,773,881
Interfund Transfers
$2,132,714
Charges for Service
$2,927,204
City Sales Tax
$3,140,187
Special Assessments
$6,228,160
Property Tax
$8,119,353

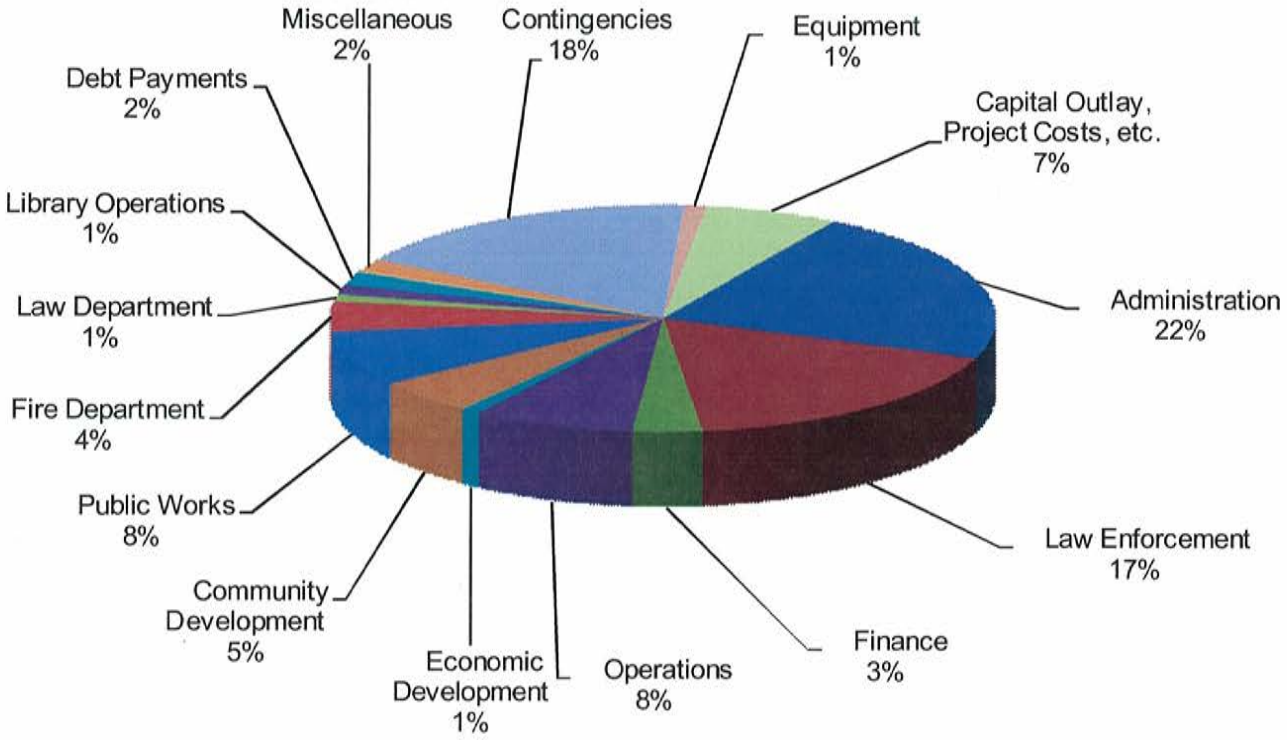
County-wide 1 Cent Retail Sales Tax



City-Wide 1/2 Cent Retail Sales Tax



2011 General Fund Expenditures by Department or Function



Category	2010 Budget	2011 Budget
Administration	$4,062,071	$4,191,475
Law Enforcement	$3,211,367	$3,499,418
Finance	$618,365	$628,713
Operations	$1,440,721	$1,447,791
Economic Development	$180,842	$149,276
Community Development	$906,064	$956,089
Public Works	$1,451,858	$1,255,622
Fire Department	$783,627	$946,099
Law Department	$177,668	$180,256
Library Operations	$257,669	$0
Debt Payments	$359,568	$300,000
Miscellaneous	$340,000	$330,00
Contingencies	$3,228,030	$3,490,269
Equipment	$203,000	$652,480
Capital Outlay, Project Costs, etc.	$1,200,000	$976,000
Total General Fund	**$18,420,850**	**$19,057,570**

Fund Balance Analysis

Fund Balance Policy and Objectives

Fund balance is an important indicator of the City's financial position. Adequate fund balances must be maintained to allow the City to continue providing services to the community in case of economic downturns or unexpected emergencies or natural disasters. The City continues to maintain strong reserves and carryover for unforeseen circumstances, whether of a financial nature or a natural disaster.

The city reserves, in combination with consistent adherence to financial policies and management practices, proved to be big factors in the 2008 upgrade of the city's bond rating by Standard & Poor's from an A+ to AA-. In early 2010, the city of Derby adopted an official fund balance policy with the intent of stabilizing fund balance limits, the key elements of the policy are outlined below.

From Resolution 03-2010:

Section 1. Policy Objectives. *The objective of this policy is to establish responsible reserve limits on City funds to maintain the strong financial standing of the City. The intent is to ensure that adequate reserves exist to fund operations by providing sufficient working capital. The policy allows the City to maintain financial flexibility in the event of unforeseen shortfalls from municipal revenue sources, protect against uncollected taxes, and reduce the effects of cutbacks in distributions from the state and federal governments.*

GFOA recommends governments maintain a fund balance of no less than 5 percent to 15 percent of revenues, or one to two months of operating expenditures. In addition, during credit reviews, national rating agencies pay close attention to the condition of the general fund and the potential volatility of revenue supporting annual expenditures. Credit rating agencies favor policies that explicitly designate one to two months of operating expenditures for reserve.

Section 2. General Fund*. The general fund is the primary operating fund of the City that accounts for the majority of City operating revenues and expenditures. The City should budget for current-year general fund revenues to be sufficient to finance current-year expenditures.*

Due to the volatility of some of the major revenue sources, the City shall maintain a minimum unreserved general fund reserve of 15 percent of the actual expenditures.

If the general fund balance becomes non-compliant with the adopted parameters, budgeted revenues will be greater than budgeted expenditures in subsequent years to bring the general fund balance into compliance with this policy.

Section 3. Bond and Interest Fund. *The City shall maintain a reserve of 10 percent of actual expenditures, less inter-fund transfers which are included in the transferring fund's expenditures.*

Section 4. Wastewater Fund. *The City shall maintain a wastewater fund reserve of 15 percent of actual expenditures.*

Section 5. Water Fund. *The City shall maintain a reserve of 15 percent of actual expenditures in the surplus account of the water revenue bond fund. In addition, the debt service account year-end carryover will comply with the water bond covenants.*

Section 6. Library Fund and Library Employee Benefits Fund. *The City shall maintain a reserve of 5 percent of the total wages budgeted for the following year in the library fund. This percentage is based on one payroll that will be paid prior to the receipt of City tax revenue in the following year. The reserve in the library employee benefits fund of 5% shall be based upon total actual expenditures of the fund.*

Section 7. Library Sales Tax Revenue Fund. *The source of revenue for this fund is a city-wide ½ cent retail sales tax that can only be used to service debt incurred to construct, equip, operate and maintain the Derby Public Library. Within this fund are the several accounts prescribed by the bond resolution. Year-end carryover in the debt service account shall comply with bond covenants. A reserve equal to 15 percent of the next year's anticipated operational expenditures shall be maintained in the operations account.*

Section 8. Aquatic Park Sales Tax Revenue Fund. *The source of revenue for this fund is the net revenue from operation of the Rock River Rapids Aquatic Park. A reserve account exists to supplement the operation and maintenance of the aquatic park when operating revenue is insufficient to meet obligations. The balance in this fund shall be at least equal to the amount the City has contracted to pay to its contract manager for the next year.*

Section 9. Other Funds. *There is no mandatory reserve requirement for the following funds:*

a. CIP reserve fund
b. Economic development reserve fund
c. Equipment reserve fund
d. Risk management reserve fund

These funds are not subject to state budget law, and carryover amounts should be based on future need.

Section 10. Responsibility for Policy. *The primary responsibility for maintaining and complying with this policy rests with the Director of Finance for the City. The Director of Finance shall*

a. Identify and monitor the predictability and volatility of revenue and expenditure streams and the likelihood of meeting the targeted ending cash reserves covered under the provisions of this policy.

b. *Ensure the targeted cash reserves do not "build" over the course of the annual budgeting process and, if applicable, notify the City Manager promptly when it appears excess funds may be accumulating.*

Fund Balance Activity

This analysis is followed by Statements of Projected Revenues, Expenditures and Changes in Fund Balance for the years 2009, 20010 and 2011. Most of the City's funds are presented as balanced budgets meaning the fund balance at year end 2011 is projected to diminish to zero. When a fund balance diminishes to zero, the percentage change in fund balance is a negative 100%. Funds that contain reserves or debt service accounts requiring carryover reflect fund balances at the end of 2011. Only one major fund, Library Sales Tax Revenue Fund, is projected to experience a change greater than 10% in 2011

The 2010 Library Sales Tax Revenue Fund balance is planned to grow as the library sales tax became effective with proceeds being accumulated to fund debt service on the project into 2011. The fund balance will continue to grow in 2011 with a full year of tax revenue received

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Statement of Projected Revenues, Expenditures and Changes in Fund Balance for 2009

	General Fund	Bond & Interest	Aquatic Sales Tax Revenue	Library Sales Tax Revenue	Special Street	Wastewater	Water Systems Bond 2004A	LETF	Law Enf Equipment	Library	Library Employee Benefits	Special Alcohol	Special Parks and Rec	Capital Improvement Reserve	Economic Development Reserve	Equipment Reserve	Wastewater Reserve Capital Improvement	Totals
Beginning Fund Balance	6,593,649	669,747	6,499,145	1,378,451	516,770	832,141	2,388,478	11,553	65,917	28,410	9,270	152,475	93,433	3,361,758	255,639	578,053	1,519,295	24,954,184
Revenues:																		
Taxes	6,700,135	1,204,707	-	-	829,841	-	-	-	192,093	770,479	83,889	44,778	44,778	-	-	-	-	9,870,700
Sales tax	3,271,028	-	1,963,113	4,125,000	-	-	-	-	-	-	-	-	-	-	-	-	-	9,359,141
Fines, forfeitures, fees, permits, etc.	2,629,124	931,266	258,556	0	-	2,156,071	-	-	-	-	-	-	-	-	-	-	127750	6,102,767
Interest	111,455	25,076	58,738	8,313	-	4,039,422	21,621	25	-	-	-	-	-	-	-	-	10423	4,266,760
Special assessments	-	3,269,222	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,269,222
Transfers from other funds	-	485,143	-	-		-	85,113	-	-	-	10,000	-	-	150,000	75,000	50,000	-	855,256
Miscellaneous	1,135,157	3,929	-	-	-	2,566	1,163,608	-	669	2,684	900	-	9,580	0	23,632	-		2,342,725
Total revenues	13,846,899	5,919,343	2,280,406	4,133,313	829,841	6,198,059	1,270,342	25	192,762	773,163	94,789	44,778	54,358	150,000	98,632	50,000	138,173	36,074,883
Resources Available	20,440,548	6,589,090	8,779,551	5,511,764	1,346,611	7,030,200	3,658,820	11,578	258,679	801,573	104,059	197,253	147,791	3,511,758	354,271	628,053	1,657,468	61,029,067
Expenditures:																		
Administration	3,358,750	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,358,750
Law Enforcement	2,837,034	-	-	-	-	-	-		117,474	-	-	-	-	-	-	-	-	2,954,508
Finance	529,410	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	529,410
Operations	1,135,043	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,135,043
Economic Development	89,631	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	89,631
Community Development	808,285	-	-	-	-	1,132,624	-	-	-	-	-	-	-	-	-	-	-	1,940,909
Public Works	1,867,333	-	268,753	-	718,821	-	437,268	-	-	-	-	-	-	-	-	-	-	3,292,175
Fire Department	704,063	-	-	-	-	-	-	-	139,699	-	-	-	-	-	-	-	-	843,762
Debt payments	360,214	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	360,214
Law Department	182,748	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	182,748
Miscellaneous	247,155	79	11,540	-	-	-	-	-	-	-	-	44,410	-	-	-	-	-	303,184
Contingencies	257,133	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	257,133
Library operations	42,670	-	-	-	-	-	-	-	-	774,501	92,549	-	-	-	-	-	-	909,720
Transfers out	275,000	-	-	-	-	413,157	85,113	-	-		-	-	-	-	71,965	-	-	845,235
Equipment	206,647	-	-	-	-	-	-	-	-	-	-	-	-	-	-	139,849	-	346,496
Debt service:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal	-	4,325,000	708,669	201,254	-	267,627	818,677	-	-	-	-	-	-	-	-	-	-	6,321,227
Interest, commissions, etc.	-	1,739,677	5,354,201	0	-	-		-	-	-	-	-	-	-	-	-	-	7,093,878
Capital outlay, project costs, etc.	1,279,127	-	93,651	5,008,518	0	83,667	0	-	-	-	-	-	53,721	689,643	23,053	-	267,793	7,499,173
Total expenditures	14,180,243	6,064,756	6,436,814	5,209,772	718,821	1,897,075	1,341,058	-	257,173	774,501	92,549	44,410	53,721	689,643	95,018	139,849	267,793	38,263,196
Fund balance, ending	6,260,305	524,334	2,342,737	301,992	627,790	5,133,125	2,317,762	11,578	1,506	27,072	11,510	152,843	94,070	2,822,115	259,253	488,204	1,389,675	22,765,871
Percent Fund Balance Change	-5%	-22%	-64%	-78%	21%	517%	-3%	0%	-98%	-5%	24%	0%	1%	-16%	1%	-16%	-9%	-9%

Statement of Projected Revenues, Expenditures and Changes in Fund Balance for 2010

	General Fund	Bond & Interest	Aquatic Sales Tax Revenue	Library Sales Tax Revenue	Special Street	Wastewater	Water Systems Bond 2004A	LEFT	Law Enf Equipment	Library	Library Employee Benefits	Special Alcohol	Special Parks and Rec	Capital Improvement Reserve	Economic Development Reserve	Equipment Reserve	Wastewater Reserve Capital Improvement	Totals
Beginning Fund Balance	6,260,305	524,334	2,342,738	301,992	627,790	5,133,125	2,317,762	11,578	1,506	27,072	11,510	152,843	94,070	2,822,115	259,253	488,204	1,389,675	22,765,872
Revenues:																		
Taxes	6,484,010	1,693,135	-	-	879,230	-	-	-	97,044	787,109	85,070	44,160	44,160	-	-	-	-	10,113,918
Sales tax	3,140,187	-	0	1,963,000	-	-	-	-	-	-	-	-	-	-	-	-	-	5,103,187
Fines, forfeitures, fees, permits, etc.	2,015,341	262,425	200,000	0	-	2,789,039	-	-	-	-	-	-	-	-	-	-	75000	5,341,805
Interest	69,000	10,000	5,710	2,000	-	20,500	11,000	-	-	-	-	-	-	-	-	-	5000	121,210
Special assessments	-	3,906,330	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,906,330
Transfers from other funds	-	728,143	-	-		123,103	-	-	-	-	10,000	-	-	150,000	75,000	50,000	-	1,136,246
Miscellaneous	2,053,146	141,466	34,685	146,000	-	90,608	1,367,832	-	172	24,390	600	-	8,679	373,604	53,791	-	3,134,000	7,282,973
Total revenues	13,761,684	6,741,499	240,395	2,111,000	879,230	3,023,250	1,378,832	0	97,216	811,499	95,670	44,160	52,839	523,604	128,791	50,000	3,214,000	33,153,669
Resources Available	20,021,989	7,265,833	2,583,133	2,412,992	1,507,020	8,156,375	3,696,594	11,578	98,722	838,571	107,180	197,003	146,909	3,345,719	388,044	538,204	4,603,675	55,919,541
Expenditures:																		
Administration	3,951,147	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,951,147
Law Enforcement	3,128,847	-	-	-	-	-	-		82,215	-	-	-	-	-	-	-	-	3,211,062
Finance	596,910	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	596,910
Operations	1,293,808	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,293,808
Economic Development	145,881	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	145,881
Community Development	841,310	-	-	-	-	1,212,477	-	-	-	-	-	-	-	-	-	-	-	2,053,787
Public Works	1,108,114	-	255,079	125,208	831,335	-	492,537	-	-	-	-	-		-	-	-	-	2,687,065
Fire Department	786,217	-	-	-	-	-	-	-	15,000	-	-	-	-	-	-	-	-	801,217
Debt payments	359,568	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	359,568
Law Department	199,438	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	199,438
Miscellaneous	330,000	100	2,920		-	-	-	-	-	-	-	52,813	-	-		-	-	385,833
Contingencies	181,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	181,160
Library operations		-	-	-	-	-	-	-	-	796,798	104,537	-	-	-	-	-	-	901,335
Transfers out		-	-	47,485	-	656,178	-	-	-	10,000	-	-	-	-	71,965	-	123,103	908,731
Equipment	183,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	183,600
Debt service:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal	-	4,255,000		293,629	-	650,512	821,183	-	-	-	-	-	-	-	-	-	-	6,020,324
Interest, commissions, etc.	-	2,751,508		-	-	-	154,596	-	-	-	-	-	-	-	-	-	-	2,906,104
Capital outlay, project costs, etc.	1,338,467	-	340,003	359,060	165,000	1,615,181	97,675	-	-	-	-	-	118,100	934,262	113,524	-	3,014,145	8,095,417
Total expenditures	14,444,467	7,006,608	598,002	825,382	996,335	4,134,348	1,565,991	-	97,215	806,798	104,537	52,813	118,100	934,262	185,489	0	3,137,248	35,007,595
Fund balance, ending	5,577,522	259,225	1,985,131	1,587,610	510,685	4,022,027	2,130,603	11,578	1,507	31,773	2,643	144,190	28,809	2,411,457	202,555	538,204	1,466,427	20,911,946
	-682,783	-265,109	-357,607	1,285,618	-117,105	-1,111,098	-187,159	0	1	4,701	-8,867	-8,653	-65,261	-410,658	-56,698	50,000	76,752	-1,853,926
Percent Fund Balance Change	-11%	-51%	-15%	426%	-19%	-22%	-8%	0%	0%	17%	-77%	-6%	-69%	-15%	-22%	10%	6%	-8%

Statement of Projected Revenues, Expenditures and Changes in Fund Balance for 2011

	General Fund	Bond & Interest	Aquatic Sales Tax Revenue	Library Sales Tax Revenue	Special Street	Wastewater	Water Systems Bond 2004A	LEFT	Law Enf Equipment	Library	Library Employee Benefits	Special Alcohol	Special Parks and Rec	Capital Improvement Reserve	Economic Development Reserve	Equipment Reserve	Wastewater Reserve Capital Improvement	Totals
Beginning Fund Balance	5,577,522	259,225	1,985,131	1,587,610	510,685	4,022,027	2,130,603	11,590	0	31,773	2,642	144,190	28,809	2,411,457	202,555	538,204	1,466,427	20,910,450
Revenues:																		
Taxes	6,267,847	2,226,699	-	-	899,230	-	-	-	0	822,352	88,441	45,485	45,485	-	-	-	-	10,395,539
Sales tax	3,140,187	-	0	1,963,000	-	-	-	-	-	-	-	-	-	-	-	-	-	5,103,187
Fines, forfeitures, fees, permits, etc.	2,076,682	254,200	220,000	0	-	2,868,871	-	-	-	-	-	-	-	-	-	-		5,419,753
Interest	75,000	15,000	10,500	5,000	-	17,500	11,000	-	-	-	-	-	-	-	-	-		129,000
Special assessments	-	4,265,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,265,160
Transfers from other funds	-	736,902	-	-		188,812	-	-	-	-	29,780	-	-	470,000	75,000	460,000	-	1,960,494
Miscellaneous	1,920,332	103,732	14,000	-	-	1,044,456	1,815,908	-	0	18,311	627	-	-	150,000	1,200	-	90,333	5,158,899
Total revenues	13,480,048	7,601,693	244,500	1,968,000	899,230	4,119,639	1,826,908	0	0	840,663	118,848	45,485	45,485	620,000	76,200	460,000	90,333	32,437,032
Resources Available	19,057,570	7,860,918	2,229,631	3,555,610	1,409,915	8,141,666	3,957,511	11,590	0	872,436	121,490	189,675	74,294	3,031,457	278,755	998,204	1,556,760	53,347,482
Expenditures:																		
Administration	4,191,474	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,191,474
Law Enforcement	3,499,418	-	-	-	-	-	-		0	-	-	-	-	-	-	-	-	3,499,418
Finance	628,713	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	628,713
Operations	1,447,791	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,447,791
Economic Development	149,276	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	149,276
Community Development	956,089	-	-	-	-	1,291,400	-	-	-	-	-	-	-	-	-	-	-	2,247,489
Public Works	1,255,622	-	255,189	172,982	814,305	-	542,908	-	-	-	-	-	15,615	-	-	-	-	2,883,639
Fire Department	946,099	-	-	-	-	-	-	-	0	-	-	-	-	-	-	-	-	946,099
Debt payments	354,083	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	354,083
Law Department	180,256	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	180,256
Miscellaneous	330,000	600,200	3,700	13,000	-	-	4,541	7,444	-	-	-	189,675	-	-	85,025	-	-	1,220,585
Contingencies	3,490,269	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,490,269
Library operations		-	-	-	-	-	-	-	-	842,655	121,490	-	-	-	-	-	-	964,145
Transfers out		-	-	-	-	664,937	-	-	-	29,780	-	-	-	-	71,965	-	-	766,682
Equipment	652,480	-	-	-	-	-	-	-	-	-	-	-	-	-	-	410,600	-	1,063,080
Debt service:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal	-	5,020,000	0	1,153,045	-	713,567	825,738	-	-	-	-	-	-	-	-	-	-	7,712,350
Interest, commissions, etc.	-	2,240,943	0	-	-	-		-	-	-	-	-	-	-	-	-	-	2,240,943
Capital outlay, project costs, etc.	976,000	-	120,400	50,000	595,610	5,201,390	690,000	-	-	-	-	-	50,000	500,000	121,765	-	188,812	8,493,977
Total expenditures	19,057,570	7,861,143	379,289	1,389,027	1,409,915	7,871,294	2,063,187	7,444	0	872,435	121,490	189,675	65,615	500,000	278,755	410,600	188,812	42,666,251
Fund balance, ending	-	(225)	1,850,342	2,166,583	-	270,372	1,894,324	4,146	0	1	0	0	8,679	2,531,457	0	587,604	1,367,948	10,681,231
	-5,577,522	-259,450	-134,789	578,973	-510,685	-3,751,655	-236,279	-7,444	0	-31,772	-2,642	-144,190	-20,130	120,000	-202,555	49,400	-98,479	-10,229,219
Percent Fund Balance Change	-100%	-100%	-7%	36%	-100%	-93%	-11%	-64%	0%	-100%	-100%	-100%	-70%	5%	-100%	9%	-7%	-49%

Short-Term & Long-Term Debt Financing & Future Debt Capacity

Derby is growing at a moderate yet steady pace, so infrastructure to new growth areas is required on a continual basis. At the same time, reinvestment needs to be made into the existing infrastructure to ensure that systems operate at optimum levels.

Annual budget constraints do not allow the required investment in new and remedial infrastructure on an annual basis using cash. Therefore, the City uses financial alternatives to coordinate infrastructure with new growth and ensure remedial needs are addressed.

The primary method of financing major infrastructure upgrades and new construction is issuance of long-term bonds. These bonds come in the form of General Obligation, Revenue, and Special Assessment bonds. The City has also used Certificates of Participation, a form of lease-to-purchase, to finance the cost of new facilities.

According to state law, cities of the Second Class may issue longer-term debt not to exceed 30 percent of total assessed valuation. However, such projects as sanitary sewer and water lines, and certain intersection improvements do not count against the total "debt lid." For purposes of debt financing, the value of personal property and motor vehicles is counted with real estate property values to calculate total assessed valuation. In Derby's case, this total valuation equals $197,029,942 based on actual fair market value of tangible property of $1,308,493,885 as of August 25, 2009. In gross terms, taking the total assessed value of property times the 30% debt lid limit, Derby can legally issue debt equivalent to $59,108,983. When projects exempt from the debt lid are subtracted from the total, Derby's outstanding general obligation debt currently totals $42,984,554.

Derby has outstanding debt of $78,005,000, but exempt projects reduce the direct debt to $42,984,554, meaning that Derby has additional debt capacity of $16,124,429. Derby operated for many years under an unofficial policy that direct debt as a percentage of Assessed Valuation should not exceed 20%. In November 2009, the City Council adopted a debt management policy which formalized this 20% benchmark. Currently, direct debt as a percentage of Assessed Valuation equals 21.82%, significantly lower than the 26.75% ratio last year at this time, which is technically out of compliance with the 20% benchmark. The Council chose to exceed the 20% limit to issue financing for projects authorized by the voters.

In Nov. 2002, the voters authorized establishment of a ½% citywide retail sales tax to pay for the debt service and operation of an aquatic park ($7,000,000). Prior to issuance of the aquatic park debt, Derby's direct debt as a percentage of Assessed Valuation was 14.67% (July 1, 2002). In October 2007, the voters again authorized a ½% citywide retail sales tax to pay the debt service and operation of a new $9,435,000 library. The library was completed in fall 2009 at a lower cost of $7,300,000. In addition, the aquatic park bonds were defeased and the aquatic park sales tax sunset December 31, 2009. The library sales tax became effective January 1, 2010, and bonds were issued June 1, 2010 to finance the library. The direct debt as a percentage of Assessed Valuation declined substantially once the aquatic park bonds were defeased. The library sales tax bonds have a rapid

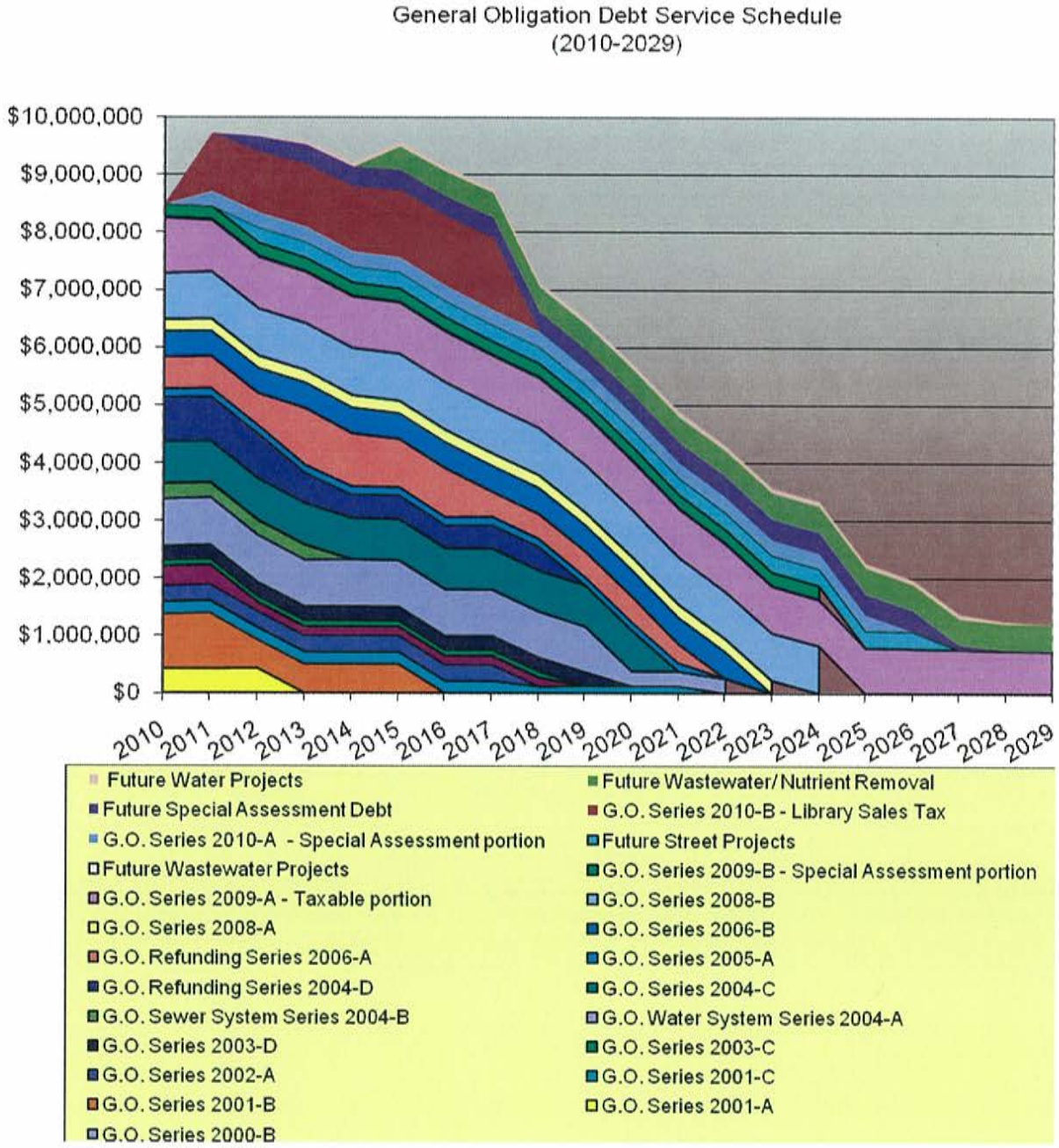
repayment schedule of only seven years which will further aid in the reduction of the ratio of direct debt as a percentage of Assessed Valuation.

Debt Summary (as of June 1, 2010)

Estimated Actual Fair Market Value of Tangible Property	$1,380,493,885
Equalized Assessed Valuation of Tangible Valuation for Computation of Bonded Debt Limitations (Assessed value of all tangible taxable property as of August 25, 2009)	$197,029,942
Legal limitation of Bonded Debt[1]	$59,108,983
Outstanding General Obligation debt and temporary notes as of June 1, 2010	$78,005,000
Debt Exempt from debt limit calculation	$35,020,446
Net Debt against debt limit capacity	$42,984,554
Additional debt capacity	$16,124,429
Direct debt per capita (Population = 22,517)	$3,464
Direct and overlapping debt per capita	$3,813
Direct debt as a percentage of Assessed Valuation	39.59%
Direct & overlapping debt as a percentage of Assessed Valuation	43.57%
Statutory direct debt as a percentage of Assessed Valuation	21.82%

[1]K.S.A. 10-301 *et seq.*

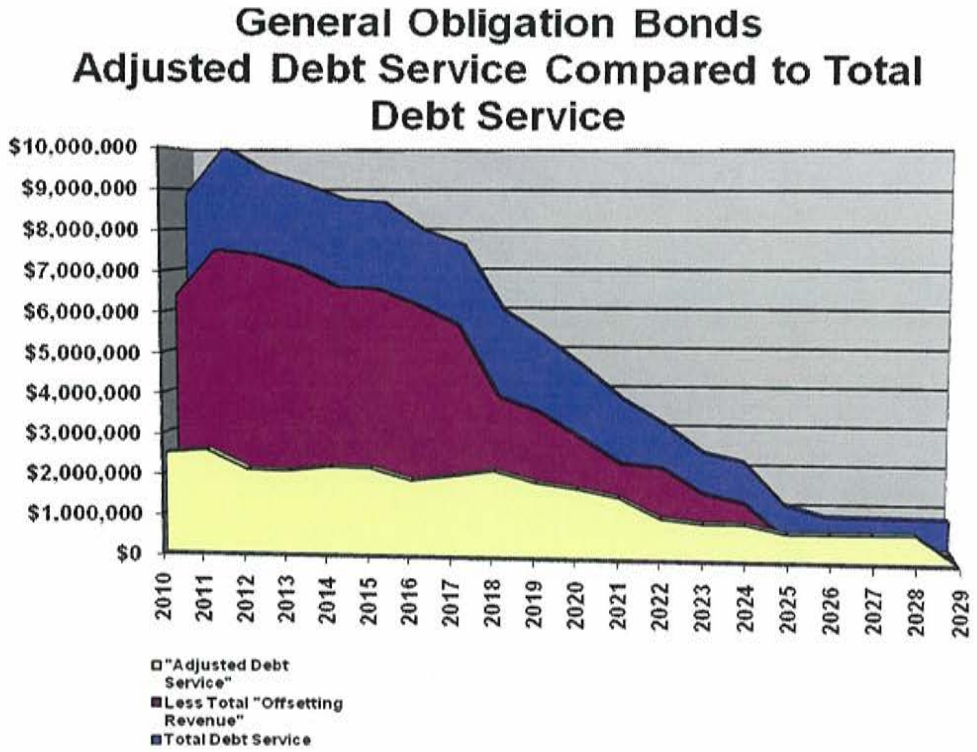
The following graphs illustrate the City's plan to stabilize annual debt service payments. The graphs illustrate the aggressive repayment of the City's outstanding general obligation bonds. Total debt service equals $108.68 million (including interest) over the entire amortization period of the bonds.



Projects in the 2010 and 2011 Capital Improvement Plan (CIP) that will require long term financing are included in the chart above and are shown as future street projects and wastewater projects. Projects consist of two street reconstruction projects on the west side of Derby totaling $1.9 million which will enhance traffic safety, extension of Meadowlark Street from Rock Road to the east city limits ($2.7 million) in 2011. The anticipated funding source for repayment of the debt service is ad valorem taxes. Two small water projects totaling $894,900 would install booster pumps in the meter station in 2012 and replace small diameter pipes in 2014. The final major project is a $5.0 million wastewater nutrient removal project in 2014. The anticipated funding source for the water and sewer projects is fees charged to all users of the systems.

The chart above also contains a projection of special assessment projects for which temporary financing is planned in 2010. Temporary note financings and the future street projects identified above will increase the city's direct debt as a percentage of Assessed Valuation to an estimated 22.67%. However, the impact should be negated by the annual principal payments in 2010 and 2011 to reduce the ratio to an estimated 21.24%.

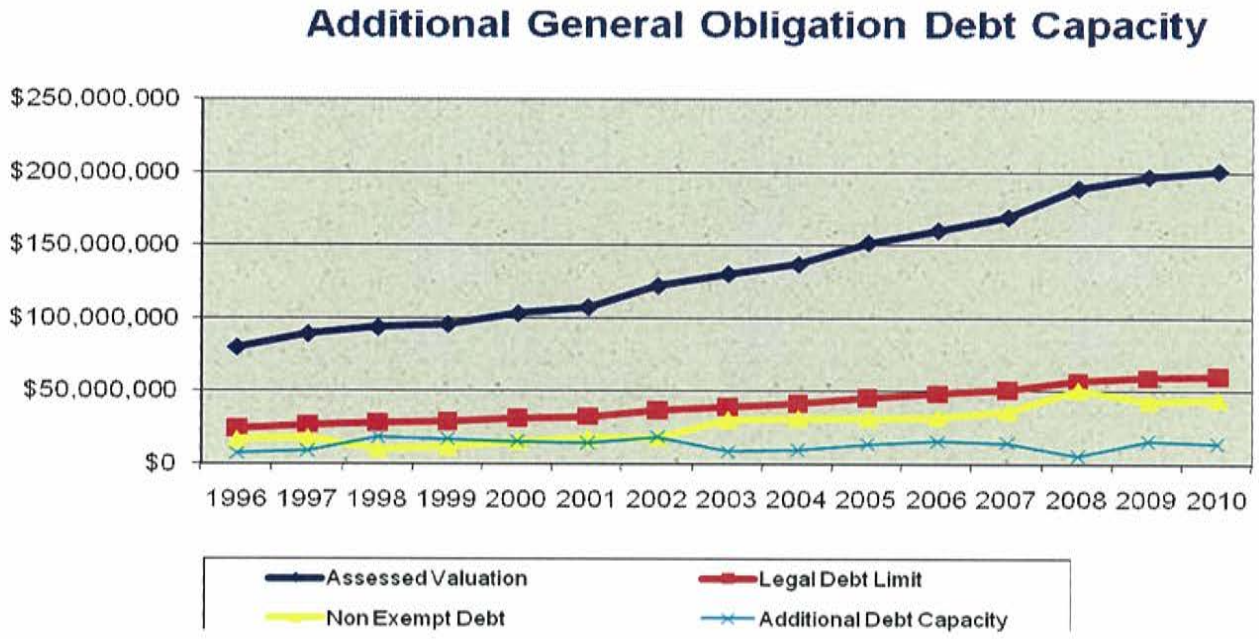
The next chart shows the level of offsetting revenues that are paid in through special assessments, DRC rent payments, inter-fund transfers, and dividend transfers from El Paso Water Company. Dividends received from El Paso Water Company are a reimbursement for principal and interest paid out of the City's Water Revenue Bond Fund.



While the estimated offsetting revenues total $76.13 million, the outstanding City-at-large portion of the total debt service is $32.55 million. Another key consideration is that debt amortization is rapid, with 75% of the principal to be retired within 10 years.

Pursuant to the city's Debt Management policy the City Council will receive a fiscal impact statement of projects in the CIP to be funded with long-term debt. The adjusted debt service in the chart above shows that the future debt associated with the CIP projects should not require an increase in the existing debt service levy.

The next chart indicates the additional debt capacity available to the City as of June 1, 2010. The City has more than $6 million in debt capacity, and will annually pay approximately $6 million in principal in 2011 and beyond. Presently, there is additional debt capacity to cover the future debt in connection with the projects in the Capital Improvement Plan.



A notable accomplishment in 2008 was the change in the city's underlying bond rating by Standard & Poor's from A+ to AA- based upon consistently strong financial performance. The city's rating by Moody's Investors Services was changed to Aa3 based upon its new global scale. Both ratings were reaffirmed in May 2010.

City of Derby Full Time Staffing Levels

The 2011 Adopted Budget calls for a total of 163 full-time, and 26 part-time positions excluding the Derby Public Library.

2011 full-time staff levels are broken down as follows:

Senior Administrative Staff: *10 staff (6% of all staff, based on 163 employees)*

City Manager
Assistant City Manager
Director of Community Development
Director of Operations
Director of Economic Development
Director of Public Works
City Attorney
Chief of Police
Fire Chief
Finance Director/City Clerk

Mid-Level Management Staff: *13 staff (8% of all staff, based on 163 employees)*

City Engineer
Deputy Chief of Police
Human Resources Manager
Public Information Officer
Parks Superintendent
Street Superintendent
Budget Analyst
City Planner/Zoning Administrator
Senior Center Administrator
Deputy Fire Chief
Wastewater Superintendent
Water Superintendent
Assistant Public Works Director

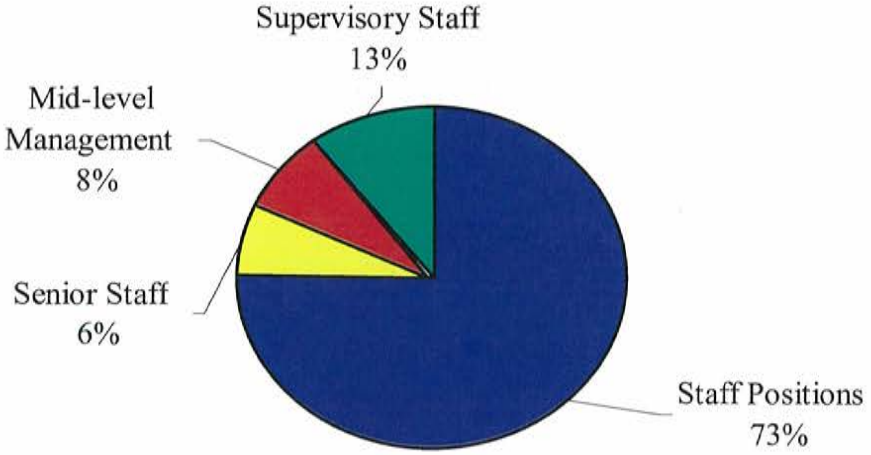
Supervisory Staff: *21 staff (13% of all staff, based on 163 employees)*

1 Communication Supervisor
2 Division Commanders
4 Patrol Sergeants
1 Detective Sergeant
3 Fire Department Lieutenants
1 Mechanic Supervisor
1 Building Trades Official
2 Wastewater Senior Operators
1 Court Administrator
1 Network Administrator
2 Senior Dispatchers
1 Records Clerk Supervisor
1 Office Manager
1 Staff Accountant

Remaining Staffing Table: 119 *staff (73% of all staff, based on 163 full time employees)*

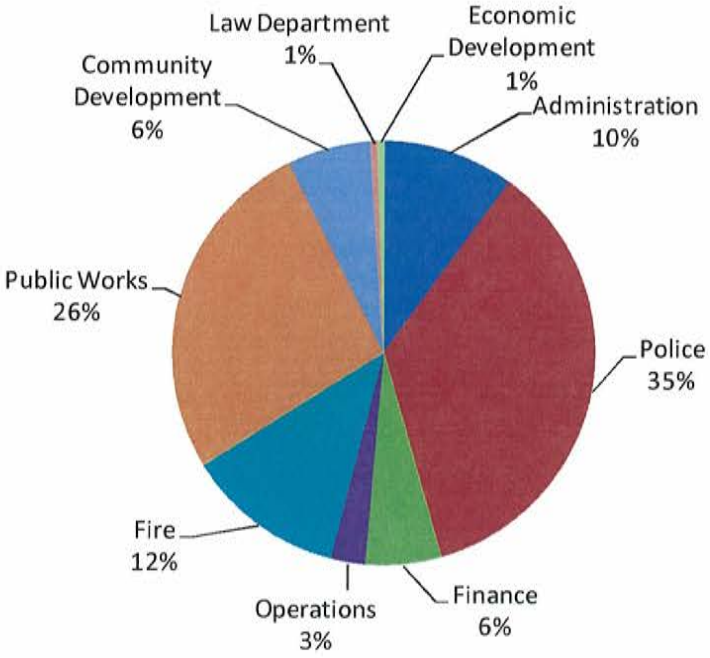
1 Assistant City Clerk
2 GIS Coordinators
8 Administrative Assistants
1 Meter Reader-Water
1 Public Works Coordinator
5 Senior Groundskeepers
1 Landscape Foreman
5 Street Operators
3 Senior Street Operators
1 Senior Sign/Signal Technician
1 Environmental Compliance Assistant
1 Environmental Compliance Officer
1 Wastewater Laboratory Technician
2 Wastewater Operator II
2 Records Clerks
6 Communications Dispatchers
6 Master Police Officers
1 Animal Control Officer
* 7 Firefighters
3 Firefighter II
1 Executive Secretary
1 Accounts Payable Clerk
1 Senior Center Dispatch
1 Senior Center Activity Coordinator
1 Mechanic
1 Computer Technician
2 Arborists
5 Park Groundskeepers
1 Engineering Coordinator
1 Sign Signal Technician
1 Engineering Technician
2 Welders
1 Project Inspector
5 Wastewater Operator 1
1 Code Enforcement Officer
1 Billing Clerk-Water
2 School Resource Officers
4 Detectives
*22 Patrol Officers
2 Court Clerks
1 Administrative Sergeant
3 Installer/Maintenance Water

Staffing Table Detail



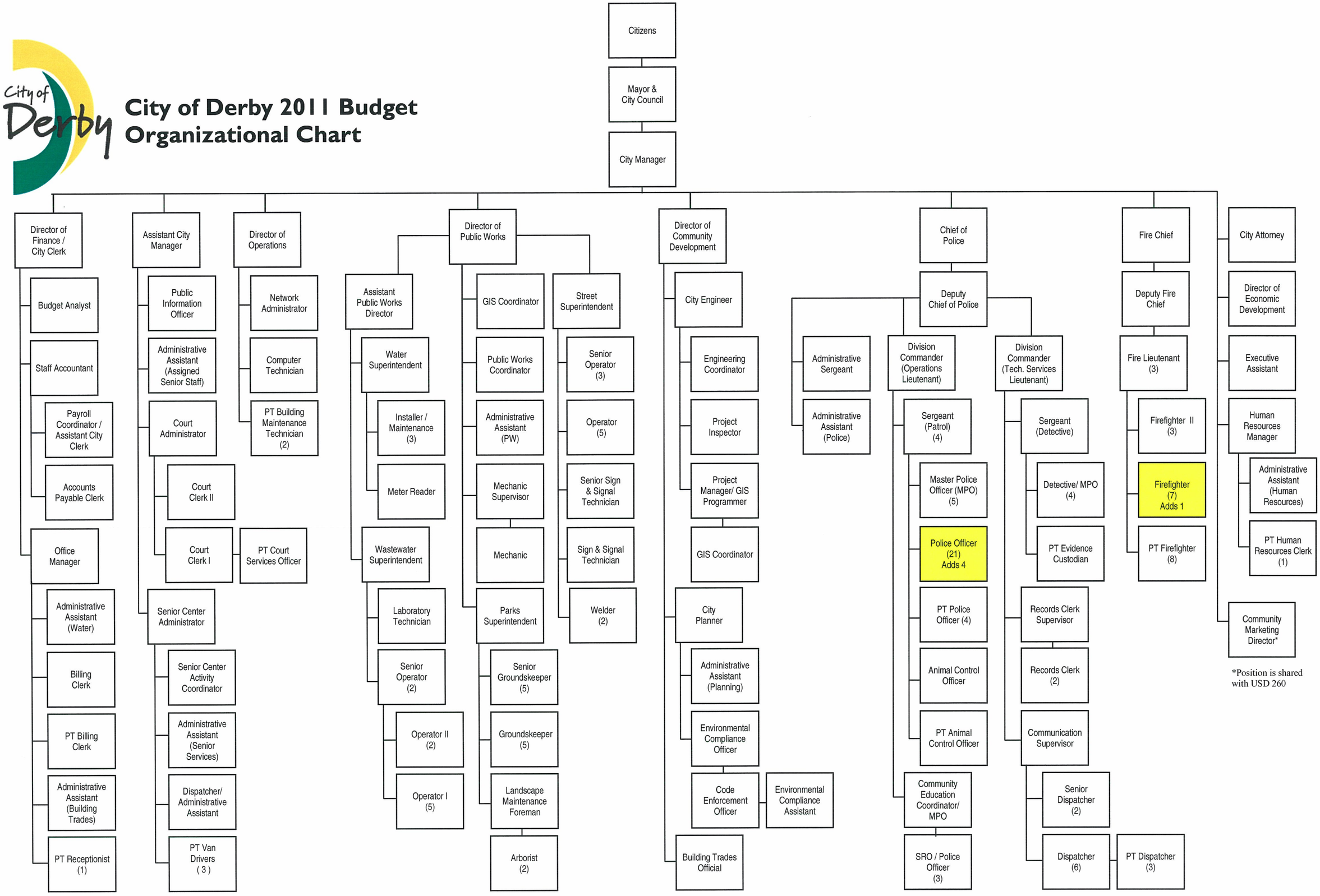
* Includes New Positions

2011 Staffing Plan



Authorized Personnel	2009	2009	2010	2010	2011	2011
	Full-Time	Part-Time	Full-Time	Part -Time	Full-Time	Part-Time
Administration	14	5	14	5	14	5
Police	54	2	54	9	58	9
Finance	10	2	10	2	9	2
Operations	9	2	3	2	3	2
Fire	14	4	14	8	15	8
Public Works	37	0	38	0	50	0
Community Development	23	0	23	0	12	0
Law Department	1	0	1	0	1	0
Economic Development	1	0	1	0	1	0
City Total	**163**	**15**	**158**	**26**	**163**	**26**
Library	9	15	9	17	10	17
TOTAL	**172**	**30**	**167**	**43**	**173**	**43**

City of Derby 2011 Budget Organizational Chart



Capital Improvement Plan

2011-2015 Projects Scheduled

The City of Derby's Capital Improvement Plan (CIP) is a planning document that outlines the expenditures plan for future capital projects and the corresponding revenues to pay for those expenditures. The CIP is a financial planning document, not a commitment for spending. All construction costs are estimates and are reviewed and further refined each year. Spending authorization is given only at the time the city council formally adopts the proposed budget, and at that time funds are only appropriated for the following fiscal year. Each project is individually approved by City Council prior to awarding a bid. Information is shown in subsequent years to provide the most comprehensive snapshot for the next five years of all the known future capital projects for the City of Derby.

The CIP is an independent document from the annual budget. It contains information about major construction and capital acquisition projects that will be implemented from 2011 to 2015. Essentially, the CIP is a roadmap that guides the City in planning major projects and acquisitions.

What is the definition of a CIP project?

Projects that are shown in the CIP are generally defined as any construction (or reconstruction/replacement) of major infrastructure such as streets, libraries, parks, facilities, drainage, sidewalks, intersections, water, sewer and wastewater. In most cases, the total construction cost of each of these assets is included in the City's inventory of capital infrastructure assets and other City-owned property. The criteria for ranking CIP projects include but are not limited to:

Is the project required to ensure the health and safety of the citizens, as the result of a legal mandate, or to maintain compliance with the City's plan? Is there money available to operate project after completion if needed?

Is the project needed soon for City growth?

Is the project needed now for other City plans and standards?

Does the project complete or provide part of the basic infrastructure (example: linking a road segment)?

Are there other reasons to construct the project (example: Council priority, timing or funding opportunity, public demand)?

How do projects get in the CIP?

The list of potential projects for inclusion in the CIP comes from a variety of sources, including departmental requests, plans for facility construction and renovation, long-term capital replacement programs, citizen requests, neighborhood plans and projects for which grant funds are available. These projects are reviewed for consistency with the City's Comprehensive Plan and City Council's priorities.

The Derby Comprehensive Plan overview

The core principle embedded in the Derby Comprehensive Plan is to maintain and enhance the health, safety and welfare of our community during times of change, and to promote our ideals and values as changes occur. The Comprehensive Plan is specific to Derby and it recognizes the features that make our community distinctive. The Plan therefore is a combination of common sense and vision, and provides principles for sustaining the health, vitality, and rich quality of life that characterizes our community.

Quality of Life

Neighborhoods and a family atmosphere are two of Derby's greatest strengths, and their conservation is fundamental to the Comprehensive Plan. The Derby community has easy access to parks, hike and bike trails, recreational opportunities, sculptures, library services, and schools which are truly major assets that enhance the quality of life for all residents. Providing a strong, vibrant cultural and arts environment will take citizens beyond everyday concerns, add to their quality of life and support the city's economic base. The Plan acknowledges these elements and commits us to use access to quality of life assets as a decision-making criterion.

Community Form and Identity

Excellent planning systems create a framework for sustainable development. Excellent planning and urban design create a unique city that is physically unified and beautiful. A "healthy" Derby community of the future will consist of a well designed realm of vibrant neighborhoods, parks, and schools within walking distance of shops, civic services, jobs, and transportation. Our healthy community characteristics will include an interconnected mix of land uses, ample green space, and building designs that reflect Derby's local culture and harmonize with the natural environment. Future development will be guided by the central goal of building a "community."

Neighborhood Livability

Derby is a community of neighborhoods. The preservation of Derby's existing older neighborhoods is a high priority to maintain a vibrant healthy community in the future. Well-planned new neighborhoods will create an identifiable community in which to attain a sense of belonging, forge common goals and work together. The measures that will make our neighborhoods and our city a more livable city include:

• Neighborhood *identity*: Residents of our neighborhoods will identify with one another and will be proud of working together and doing their share in making Derby a better place.
• Housing *choice*: A variety of housing types, offering many choices to citizens will be provided in neighborhoods throughout Derby.
• Neighborhood *preservation*: Our existing neighborhoods will be preserved and maintained for future generations.
•Neighborhood *connections*: Our neighborhoods will be designed to be livable and to help make physical and social connections between people.

Environmental Stewardship

Open space, clean air and water, natural resources, and energy are valuable assets of our community which we will use judiciously and manage wisely for the benefit of present and future generations. Conservation areas, floodplains, green spaces, and parks define our community's urban landscape and help to create linkages between our neighborhoods, schools, and nearby business and employment centers. The Comprehensive Plan recognizes the importance of these elements for Derby's future and endorses creative integration of natural systems into developments.

Economic Opportunity

Derby must have a sustainable tax base to provide quality services to residents and will target financial investments where they will be most effective and where they will achieve the city's Vision. The Comprehensive Plan recognizes that local and global economic forces have a direct impact on local employment and quality of life. We will challenge ourselves to identify our competitive role and provide employment opportunities for our citizens.

Well-Connected Community

The design and maintenance of the city's transportation and infrastructure systems create a framework for sustainable development. The community has a shared responsibility to design and maintain a quality public realm, including a balanced transportation system and public spaces. Improved access for residents, employees, and customers; reduced congestion on major roadways; choice among modes of travel include vehicles, bicycles, and pedestrians; and environmental protection are objectives of a balanced transportation system.

Strong Partnerships and Leadership

Our community governance will be responsive and creative to connect and stimulate cooperation between governments, citizens, businesses, and community organizations. We will join with other communities in the metropolitan area to address the challenges of building on the region's strengths and addressing its challenges through a collective response.

*2010 CIP projects were adopted in the 2010 budget and are shown only to illustrate current year CIP activity.

Drainage

2010 Major Drainage Projects and Repair: The City schedules routine drainage improvements and routine repair on an annual basis. The 2010 CIP includes $40,250 for drainage design at Southcrest, Woodland Valley, and Farborough Estates. Also included is $100,000 for the Southcrest channel and a remaining $50,000 for storm sewer repair for incidents that arise through the year.

Future Impact on Operating Budget: These projects will reduce maintenance costs associated with repeatedly having to make repairs. The construction projects will alleviate repairs, saving money in the long run.

2011 Major Drainage Projects and Repair: The City has scheduled Woodland Valley construction for $200,000. The City has also included $70,000 for Buckner ditch & culvert improvements and has budgeted $50,000 for storm sewer repair at Baltimore Place and Park Place Courts. In Addition the CIP includes $50,000 for erosion control.

Future Impact on Operating Budget: The projects for 2010 and 2011 are paid from the General fund as cash on hand, therefore causing no future impact on the budget by incurring debt. These improvements will allow the City to enhance drainage systems by performing major maintenance as needs are identified.

Facilities

2010 Major Facilities Projects: **Senior Center/City Hall/HVAC Renovation** $694,057 (CIP Reserve) $92,000 (CDBG Grant). The old library space will provide more room to the Senior Center for their programs, space for city hall expansion, a welcome center and a big room to support numerous City functions. The $110,000 for Miscellaneous Facility Improvements is for repairs or painting to keep up City buildings.

Future Impact on Operating Budget: The Sr. Center/City Hall/HVAC Renovation will be paid for with cash reserves which have been accumulated for capital projects such as this. Miscellaneous facility improvements basically allow the city to make minor repairs or improvements to existing buildings as needed, instead of waiting until the cost to repair or improve is so high that it adversely affects the budget.

2010 Public Works Facility Construction: Construction began in 2009 for an estimated $4,000,000 (general obligation bond). Land has been purchased for this facility on the north edge of the city.

Future Impact on Operating Budget: The current Public Works buildings are aged and undersized. A new facility will alleviate continuous maintenance costs and provide for growth in the City.

2010 Facility Projects: Land acquisition ($150,000), Parking improvements at Fire stations 2 and 3 ($20,000), South Highway K-15 Gateway Design ($33,167), and High Park North entrance $104,250.

Future Impact on Operating Budget: Building a savings account for future land acquisition allows the City to purchase land with cash instead of incurring debt for the purchase. The City is seeking land for future park development and to accommodate other City facilities as the community grows. The Water/Sewer mains will serve the new Public Works Facility and serve the 244 acres of corporate/industrial public development, eventually generating tax revenue for the city.

2011 Facilities Projects: Community LED Signage Plan: New in 2011, the city will be partnering with USD 260 to help market the community with the use of LED signs around the City ($43,000) Economic Development Reserve ($32,000) USD 260. Also included in 2011 is, Land Acquisition ($150,000), Miscellaneous Facilities Improvements ($75,000), Police Court Addition Design (TBD).

Future Impact on Operating Budget: Due to an unusually high amount spent in 2010 on facilities project, the 2011 Facilities CIP focuses on maintenance of current faculties and is paid for out of the General Fund.

Parks, Forestry and Stream

2010 Parks Projects: ADA compliance ($25,000); Garret Park back fence ($11,500); Hand Park Play Structure ($10,100); Resistance Equipment at High, Crane, and English Parks ($31,500). Also included in 2010 is the West Market Gateway and River Park-design and engineering ($40,000) Special Parks (TBD) KDHE Grant.

Future Impact on Operating Budget: ADA projects will ensure the city complies with federal laws, saving the city fines for non-compliance. Improvements to Rock River Rapids will increase customers, and in turn increase revenue. Park improvements help keep Derby one of the top places to live in Kansas, attracting people to move into the city, eventually generating revenue.

2011 Parks Projects: ADA compliance ($50,000); Rock River Rapids entry cover ($25,000); Garret Park back fence ($15,000); Hand Park plan and bridge design ($26,000); West Market Gateway and River Park Development ($25,000) CIP Reserve (TBD) KDHE Grant.

Future Impact on Operating Budget: The 2011 Parks CIP is focused on small enhancement projects in effort to maintain the quality of Derby Parks.

Sidewalks

2010 Major Sidewalk Projects: Phases 6 and 8 of the Bike Path, are all in active stages of construction is expected to be completed in 2010 ($388,800) General fund ($1,201,200) KDOT and USD Grant. Routine sidewalk repair and replacement is planned for $50,000 while the library links sidewalk is also planned for $50,000.

Future Impact on Operating Budget: KDOT grants for bike path projects allow the city to expand and connect our bike paths. Cost is minimal to the general fund. Routinely mowing grass and trimming the trees that line the paths are the biggest cost to the annual operating budget.

2011 Sidewalk Projects: The 2011 CIP includes sidewalk repair and replacement for $50,000 and $40,000 for Priority Sidewalk. The City is currently working on a sidewalk plan and will address future sidewalk issues upon its completion.

Future Impact on Operating Budget: Sidewalk repair and replacement will reduce signs of aging, however if the gas tax is no longer a funding source for these projects, the City will scrutinize the needs and make only critical repairs from the general fund. The Library Links sidewalk will be paid from sales tax, leaving little impact on the operating budget.

Streets

2010 Street Projects: Buckner (Kay St. to South city limits) land acquisition ($45,000); Alley reconstruction ($140,000); Madison Avenue land acquisition & utility relocate ($71,000); Meadowlark (Rock Rd to East City limit) design ($148,205); English/Woodlawn signal ($131,000); Wayfinding Signage design ($25,000) and installation ($80,000). Having signs posted throughout the city to find our points of interest will help visitors enjoy more of our city.

Future Impact on Operating Budget: Rebuilding and widening of Buckner Street will render it better able to handle increasing traffic flow of our growing city. Debt service on the bonds will be paid beginning in 2010 from tax revenues in the Bond and Interest Fund. The street construction projects along with the street rehab program will reduce annual street maintenance costs in the long run. The City is finding that many bids are coming in lower than expected, allowing for more projects to be completed.

2011 Street Projects: Madison Ave. construction from Buckner to Water ($413,000) KDOT ($371,000) GO bond; Buckner (Kay to south city limit) construction ($602,000) GO bond; Meadowlark (Rock Rd. to ECL) construction ($2,445,000) GO Bond ($235,000) Benefit District; Madison Avenue (DHS to High Park) design ($210,000); Alley reconstruction ($40,000) General Fund. This is an annual cost to reconstruct many of the old alleyways throughout the City, allowing better water flow. Study, design and reconstruction of several residential streets will cost ($70,000) General Fund.

Future Impact on Operating Budget: Madison Avenue construction is being paid mostly from a state grant, relieving the city of part of the cost of the much needed crossing over the BNSF railroad to the Derby Business Park.

Wastewater

2010 Wastewater Projects: Phase 3 Southeast Interceptor land acquisition and construction ($4,169,250) GO Bond ($970,000) Grant; Treatment Plant improvements ($180,000); Bio-solids System Improvements ($1,531,000) ARRA ($1,653,000) Revolving Loan; Scada System (300,000)

Future Impact on Operating Budget: The new Southeast interceptor will enable future residential construction, in turn bringing revenue with property taxes. The Nutrient Removal Study is necessary to determine the scope of a future improvement at the treatment plant currently planned for 2014. The differential in annual plant expenses as a result of the bio-solids project is still being determined. We expect a reduction in transporting sludge to the agricultural fields and probably an increase in chemical costs. The sewer rates have been adjusted to include these mandatory projects, allowing the wastewater utility to remain self sufficient.

2011 Wastewater Projects: Treatment plant and collections system improvements total $365,000 for unforeseen improvements or repairs to the wastewater systems.

Water System

2010 Water System Projects: Misc. Line repairs ($10,000); Control Valves ($20,000); Signal Transmitter for meters ($15,000).

Future Impact on Operating Budget: The water rates take into consideration new projects so the water utility can be self sufficient without assistance from the general fund.

2011 Water System Projects: Signal transmitter for meters ($15,000); control valves ($20,000); 16" Nelson Drive loop construction ($625,000); Misc. Line repairs ($50,000). All projects are intended to enhance reliability of water services and control operating costs.

Future Impact on Operating Budget: The Nelson Drive loop project will allow more businesses to be on city water and will enhance fire protection in this industrial district. The water utility is self sufficient and not supplemented with the City's general fund.

2011-2015
CAPITAL IMPROVEMENT PLAN ALL FUNDS
SUMMARY PAGE

	2010	2011	2012	2013	2014	2015	Six Year Total
Drainage Projects	190,250	370,000	280,000	250,000	225,000	100,000	**1,415,250**
Facilities Projects	5,203,474	300,000	225,000	225,000	250,000	250,000	**6,453,474**
Parks Projects	118,100	129,400	349,000	265,000	300,000	105,000	**1,266,500**
Sidewalk Projects	1,782,500	90,000	255,000	90,000	90,000	40,000	**2,347,500**
Street Projects	640,205	4,386,000	610,000	317,000	2,460,000	830,000	**9,243,205**
Wastewater Projects	8,864,000	365,000	400,000	585,000	5,625,000	0	**15,839,000**
Intersection Projects	0	0	350,000	0	0	0	**350,000**
Water Projects	45,000	690,000	905,100	883,000	404,800	0	**2,927,900**
Annual Expenditure	**16,843,529**	**6,330,400**	**3,374,100**	**2,615,000**	**9,354,800**	**1,325,000**	**39,842,829**

Spending by Source	2010	2011	2012	2013	2014	2015
General Obligation Bond	8,076,565	3,418,000	555,100	0	339,800	830,000
State/Federal Grants	3,794,200	413,000	126,000	108,000	1,979,761	20,000
General Fund	1,338,467	976,000	1,675,000	942,000	1,275,239	455,000
Special Park and Recreation Fund	118,100	50,000	109,000	27,000	0	
Water Company Dividends	45,000	690,000	350,000	883,000	65,000	
Wastewater CIP	300,000	0	0	150,000	0	
CIP Reserve	842,262	25,000	0	0	0	
Wastewater Fund	380,000	365,000	400,000	435,000	625,000	
Revenue Bond	0	0	0	0	5,000,000	
Gas Tax	90,000	50,000	50,000	50,000	50,000	
Special Assessments	0	0	29,000	0	0	
Revolving Loan	1,653,000	0	0	0	0	
Aquatic Park Sales Tax/Fee Revenue		13,400	10,000		0	
Economic Development Reserve	25,000	43,000	0	0	0	
Library Sales Tax	142,500	0	0	0	0	
Benefit District	0	255,000	20,000	20,000	20,000	20,000
USD 260		32,000				
Community Foundation			50,000			
Special Street	38,435					
Total CIP Spending	**16,843,529**	**6,330,400**	**3,374,100**	**2,615,000**	**9,354,800**	**1,325,000**

2011-2015 Capital Improvement Plan
General Fund Expenditures

Note: The following table outlines funding designated from the City's regular operating budget. The remainder of the CIP is funded by borrowing money and paying it over time (General Obligation Bonds or Revenue Bonds), grants, and special revenue sources designated for specific projects.

	2010	2011	2012	2013	2014	2015
Drainage Projects	190,250	370,000	280,000	250,000	225,000	100,000
Facilities Projects	417,417	225,000	225,000	225,000	250,000	250,000
Parks Projects	0	41,000	155,000	130,000	300,000	85,000
Sidewalk Projects	388,800	20,000	55,000	20,000	20,000	20,000
Street Projects	342,000	320,000	610,000	317,000	480,239	0
Wastewater Projects	0	0	0	0	0	0
Intersection Projects	0	0	350,000	0	0	0
Water Projects	0	0	0	0	0	0

2010 CIP Total	**1,338,467**
2011 CIP Total	**976,000**
2012 CIP Total	**1,675,000**
2013 CIP Total	**942,000**
2014 CIP Total	**1,275,239**
2015 CIP Total	**455,000**

Capital Improvement Plan 2011-2015

Facilities

Project Description	2010	2011	2012	2013	2014	2015	Future	Estimated Cost	Funding Source
S. K-15 Gateway Design (continued from 2009)	X						2009	$33,167	GF-CIP
Land Acquisition	X							$150,000	GF-CIP
Sr Center/City Hall/HVAC Renovation	X							$694,057	CIP Reserve
								$92,000	CDBG Grant
Miscellaneous Facilities Improvements	X							$110,000	GF-CIP
Community LED Signage Plan	X							NA	NA
Police/Court Addition Assessment	X							NA	Operations
Public Works Facility Construction	X							$4,000,000	GO Bond
Fire Station #2 & #3 Parking Improvements	X							$20,000	GF-CIP
High Park N Entrance	X							$104,250	GF-CIP
								$5,203,474	**2010 Total**
								$417,417	**GF Total**
Land Acquisition		X						$150,000	GF-CIP
Miscellaneous Facilities Improvements		X						$75,000	GF-CIP
Community LED Signage Plan - DHS		X					NEW	$43,000	ED Reserve
								$32,000	USD 260
Police/Court Addition Design		X					NEW	TBD	GF-CIP
								$300,000	**2011Total**
								$225,000	**GF Total**
Land Acquisition			X					$150,000	GF-CIP
Miscellaneous Facilities Improvements			X					$75,000	GF-CIP
Community LED Signage Plan - 2nd			X				NEW	TBD	ED Reserve
S. K-15 Gateway Construction			X				NEW	TBD	GF-CIP
Police/Court Addition Construction			X				NEW	TBD	GF- CIP
Fire Station 3 Design			X				NEW	TBD	GF-CIP
								$225,000	**2012 Total**
								$225,000	**GF Total**
Land Acquisition				X				$150,000	GF-CIP
Miscellaneous Facilities Improvements				X				$75,000	GF-CIP
Community LED Signage Plan - 3rd				X			NEW	TBD	ED Reserve
Fire Station 3 Construction				X			NEW	TBD	GF-CIP
								$225,000	**2013 Total**
								$225,000	**GF Total**
Land Acquisition					X			$150,000	GF-CIP
Miscellaneous Facilities Improvements					X			$100,000	GF-CIP
Community LED Signage Plan - 4th					X			TBD	ED Reserve
								$250,000	**2014 Total**
								$250,000	**GF Total**
Fire Station 4 Design						X	NEW	TBD	GF-CIP
Land Acquisition						X	NEW	$150,000	GF CIP
Miscellaneous Facilities Improvements						X		$100,000	GF-CIP
Community LED Signage Plan - 5th						X	NEW	TBD	ED Reserve
								$250,000	**2015 Total**
								$250,000	**GF Total**
Yearly Totals								**$5,203,474**	**2010**
								$300,000	**2011**
								$225,000	**2012**
								$225,000	**2013**
								$250,000	**2014**
								$250,000	**2015**
Total 5-Year Facilities Projects								**$11,327,307**	

Capital Improvement Plan 2011-2015

Drainage

Project Description	2010	2011	2012	2013	2014	2015	Future	Estimated Cost	Funding Source
Southcrest, Woodland Valley, Farborough Estates - Design	X						2008	$40,250	GF-CIP
Southcrest Channel	X							$100,000	GF-CIP
Storm Sewer Repair	X							$50,000	GF- CIP
								$190,250	**2010 Total**
								$190,250	**GF Total**
Buckner Ditch & Culvert Improvements		X						$70,000	GF-CIP
Woodland Valley Construction		X						$200,000	GF-CIP
Erosion Control		X						$50,000	GF-CIP
Storm Sewer Repair - Park Place Court		X						$50,000	GF-CIP
								$370,000	**2011 Total**
								$370,000	**GF Total**
Oakwood Valley Drainage Construction			X					$80,000	GF-CIP
Drainage Improvements			X					$100,000	GF-CIP
Erosion Control			X					$50,000	GF-CIP
Storm Sewer Repair			X					$50,000	GF-CIP
								$280,000	**2012 Total**
								$280,000	**GF Total**
Farborough Estates				X				$50,000	GF-CIP
Drainage Improvements				X				$100,000	GF-CIP
Erosion Control				X				$50,000	GF-CIP
Storm Sewer Repair				X				$50,000	GF-CIP
								$250,000	**2013 Total**
								$250,000	**GF Total**
Drainage Improvements					X			$100,000	GF-CIP
Erosion Control					X			$50,000	GF-CIP
Storm Sewer Repair					X			$75,000	GF-CIP
								$225,000	**2014 Total**
								$225,000	**GF Total**
Drainage Improvements						X		$100,000	GF-CIP
								$100,000	**2015 Total**
								$100,000	**GF Total**
Trail Creek from Kay to Britain							X		
Yearly Total								**$190,250**	**2010**
								$370,000	**2011**
								$280,000	**2012**
								$250,000	**2013**
								$225,000	**2014**
								$100,000	**2015**
Total 5-Year Drainage Projects								**$1,815,500**	

Capital Improvement Plan 2011-2015

Parks

Project Description	2010	2011	2012	2013	2014	2015	Future	Estimated Cost	Funding Source
ADA Compliance Projects	X							$25,000	Special Parks
W Market Gateway & River Park-Design/Engr.	X							$40,000	Special Parks
								TBD	KDHE Grant
Garrett Park back fence field #2*	X							$11,500	Special Parks
Resistance Equipment: High Park	X							$16,500	Special Parks
Resistance Equipment: Hand, Crane, & English Parks	X							$15,000	Special Parks
Hand Park Play Structure*	X							$10,100	Special Parks
								$118,100	**2010 Total**
								$0	**GF Total**
Rock River Rapids Entry Cover*		X						$13,400	Rock River Rapids
ADA Compliance Projects		X						$50,000	Special Parks
W Market Gateway & River Park Development		X						$25,000	CIP Reserve
								TBD	KDHE Grant
Garrett Park Back Fence Field #3*		X						$15,000	GF-CIP
Hand Park Plan and bridge design		X						$26,000	GF-CIP
								$129,400	**2011 Total**
								$41,000	**GF Total**
High Park Master & Business Plans**			X					$50,000	Special Parks
Rock River Rapids New Feature Design*			X					$10,000	Rock River Rapids
ADA Compliance Projects			X					$50,000	GF-CIP
Garrett Park Master Plan			X					$30,000	GF-CIP
English Park Play Structure/ADA access			X					$60,000	GF-CIP
Stone Creek Fishing Dock - Materials Only			X					$15,000	GF-CIP
W. Market Gateway & River Park Const.			X					TBD	CIP Reserve
								$50,000	Com. Foundation
High Park N Playground crumb rubber			X				2009*	$25,000	Special Parks
Grant Split							2009*	$25,000	KDHE Grant
								$34,000	Special Parks
								$349,000	**2012 Total**
								$155,000	**GF Total**
Rental Shelter*				X				$80,000	GF-CIP
Rock River Rapids New Feature Const.*				X				TBD	Rock River Rapids
ADA Compliance Projects				X				$50,000	GF-CIP
Stone Creek Bike Path (East to Triple Creek Dr.)				X				$27,000	Special Parks
Grant Split								$108,000	KDWP Grant
4-plex Sports Complex Ball fields with Concession, Press Boxes & Parking*				X				TBD	GF CIP
								$265,000	**2013 Total**
								$130,000	**GF Total**
High Park Ball Field Lighting Replacement*					X			$150,000	GF-CIP
Garrett Park Light Pole Replacement #1 & #2*					X			$120,000	GF-CIP
High Park Play Equipment Replacement					X			$30,000	GF-CIP
Splash Park Planning & Design*					X			Unknown	
								$300,000	**2014 Total**
								$300,000	**GF Total**

Parks									
Project Description	**2010**	**2011**	**2012**	**2013**	**2014**	**2015**	**Future**	**Estimated Cost**	**Funding Source**
Garrett Park light pole replacement #3*						X		$60,000	GF-CIP
Nature Trail Planning & Design						X		$25,000	GF-CIP
Grant Split								$20,000	KDHE Grant
								$105,000	**2015 Total**
								$85,000	**GF Total**
RRR Perimeter Wall Alterations							X	Unknown	Rock River Rapids
English Park ADA Enhancements							X	TBD	
Yearly Totals								**$118,100**	**2010**
								$129,400	**2011**
								$349,000	**2012**
								$265,000	**2013**
								$300,000	**2014**
								$105,000	**2015**
Total 5-Year Park Projects								**$1,553,990**	

*DRC Recommendation and/or support

** Notice enclosed spreadsheet showing High Park rental volume and revenue.

Capital Improvement Plan 2011-2015

Sidewalks

Project Description	2010	2011	2012	2013	2014	2015	Future	Estimated Cost	Funding Source
Sidewalk Repair and Replacement	X							$50,000	Gas Tax
Library Links Sidewalks	X							$142,500	Library Sales Tax
Phase 6 Bike Path Construction*	X						2008	$375,750	GF-CIP
(James-Woodlawn to Buckner)								$1,127,250	KDOT Grant
(Woodlawn-Market to Meadowlark)									
Along Dry Creek (Meadowlark to Tall Tree)									
Phase 8 Bike Path	X							$60,900	KDOT Grant
(Football Stadium to Woodlawn)								$13,050	USD Grant
								$13,050	GF-CIP
								$1,782,500	**2010 Total**
								$388,800	**GF Total**
Sidewalk Repair and Replacement		X						$50,000	Gas Tax
Priority Sidewalk		X						$20,000	GF-CIP
								$20,000	Benefit District
								$90,000	**2011 Total**
								$20,000	**GF Total**
Phase 9 Bike Path			X					$35,000	GF-CIP
(James St. from Glen Hills to High Park)								$101,000	KDOT Grant
								$29,000	Spec Assessment
Sidewalk Repair and Replacement			X					$50,000	Gas Tax
Priority Sidewalk			X					$20,000	GF-CIP
								$20,000	Benefit District
								$255,000	**2012 Total**
								$55,000	**GF Total**
Sidewalk Repair and Replacement				X				$50,000	Gas Tax
Priority Sidewalk				X				$20,000	GF-CIP
								$20,000	Benefit District
								$90,000	**2013 Total**
								$20,000	**GF Total**
Sidewalk Repair and Replacement								$50,000	Gas Tax
Priority Sidewalk					X			$20,000	GF-CIP
								$20,000	Benefit District
								$90,000	**2014 Total**
								$20,000	**GF Total**
Priority Sidewalk						X		$20,000	GF-CIP
								$20,000	Benefit District
								$40,000	**2015 Total**
								$20,000	**GF Total**
Phase 10 Bike Path							X		
(Buckner/Oliver from Patriot to 47th)									
Phase 11 Bike Path							X		
(Derby to Mulvane)									
Yearly Totals								**$1,782,500**	**2010**
								$90,000	**2011**
								$255,000	**2012**
								$90,000	**2013**
								$90,000	**2014**
								$40,000	**2015**
Total 5-Year Sidewalk Projects								**$2,760,700**	

* See enclosed map of Bike Path phases 6,7,&8.

Capital Improvement Plan 2011-2015

Streets

Project Description	2010	2011	2012	2013	2014	2015	Future	Estimated Cost	Funding Source
Alley Reconstruction	X							$140,000	GF-CIP
(West K-15, Main/Madison)							2008		
(East of K15, Kay to Pittman)									
Madison Avenue Land Acquisition & Utility Relocate	X							$71,000	GF-CIP
(Buckner to Water)									
Buckner (Kay St to SCL) Land Acquisition/Utility Relocate	X							$45,000	Build Am. Bonds
Wayfinding Signage- Design	X							$25,000	ED Reserve
Wayfinding Signage - Instalation								$40,000	ED Reserve
								$1,565	Build Am. Bonds
								$38,435	Special Street
English / Woodlawn Signal	X							$131,000	GF-CIP
Meadowlark (Rock Rd. to ECL) Land Acquistion & Design	X						2009	$148,205	CIP Reserve
								$640,205	**2010 Total**
								$342,000	**GF Total**
Madison Avenue Construction		X					2009	$413,000	KDOT-EC DEV
(Buckner to Water)							2009	$371,000	GO Bond
Buckner (Kay to SCL) Construction		X						$602,000	GO Bond
Street Reconstruction - Design		X						$70,000	GF - CIP
Water (Cherry to south of Kay)									
Kay (K-15 to West of Water)									
Buckner (Kay to Washington)									
Alley Reconstruction		X						$40,000	GF-CIP
(East of K15, Pittman to Washington)									
Meadowlark (Rock Rd. to ECL) Construction		X						$2,445,000	GO Bond
								$235,000	Benefit District
Madison Ave (DHS to High Park) Design		X						$210,000	GF-CIP
								$4,386,000	**2011 Total**
								$320,000	**GF Total**
Street Reconstruction:			X					$320,000	GF- CIP
Tamarisk (Woodlawn to Sandhill)									
Woodlawn (Sandhill to Button Bush)									
Sandhill Ct. (North of Sandhill)									
Alley Reconstruction			X					$40,000	GF-CIP
(West of K15, Market to Washington)									
River St. (Market to Madison) Widen & Overlay			X					$250,000	GF-CIP
								$610,000	**2012 Total**
								$610,000	**GF Total**
Street Reconstruction				X				$227,000	GF- CIP
Emma (Georgie to Kokomo)									
Westview (Lincoln to Pleasantview)									
Kokomo (Kay to Washington)									
Madison Avenue (DHS to High Park) Land Acquisition				X			New	$50,000	GF- CIP
Alley Reconstruction				X				$40,000	GF-CIP
								$317,000	**2013 Total**
								$317,000	**GF Total**

Streets

Project Description	2010	2011	2012	2013	2014	2015	Future	Est. Cost	Funding Source
Alley Reconstruction					X			$40,000	GF-CIP
Madison Avenue (DHS to High Park)					X			$1,979,761	KDOT
								$440,239	GF-CIP
								$2,460,000	**2014 Total**
								$480,239	**GF Total**
Madison Avenue Streetscape							X	Unknown	GO Bond
(K15 to Woodlawn)							X	Unknown	KDOT Grant
McIntosh (Madison to Meadowlark) Construction							X	$830,000	GO Bond
								$830,000	**2015 Total**
								$0	**GF Total**
Yearly Totals								**$640,205**	**2010**
								$4,386,000	**2011**
								$610,000	**2012**
								$317,000	**2013**
								$2,460,000	**2014**
								$830,000	**2015**
Total 5-Year Street Projects								$11,534,705	

*DRC Recommendation and or support

Capital Improvement Plan 2011-2015

Intersections

Project Description	2010	2011	2012	2013	2014	2015	Future	Estimated Cost	Funding Source
								$0	**2010 Total**
								$0	**GF Total**
									2011 Total
									GF Total
Meadowlark & Woodlawn			X					$350,000	CIP-GF
Construct Intersection									
& Install Left Turn Lane									
								$350,000	**2012 Total**
								$350,000	**GF Total**
								$0	**2013 Total**
								$0	**GF Total**
								$0	**2014 Total**
								$0	**GF Total**
K15 & Patriot Ave							X		
(Right lane to K15 North Bound)									
									2015 Total
									GF Total
									2009
Yearly Totals								**$0**	**2010**
								$0	**2011**
								$350,000	**2012**
								$0	**2013**
								$0	**2014**
								$0	**2015**
Total 5-Year Intersection Projects								**$350,000**	

Capital Improvement Plan 2011-2015

Wastewater

Project Description	2010	2011	2012	2013	2014	2015	Future	Estimated Cost	Funding Source
Land Acquistion - S.E. Interceptor	X							$139,250	GO Bond
Phase 3 S.E. Interceptor Construction	X							$4,030,000	GO Bond
(Rock Rd to Madison)								$970,000	Grant
Treatment Plant Improvements	X							$180,000	WW
Collection System Improvements	X							$200,000	WW
Bio-solids System Improvements	X							$1,531,000	ARRA
								$1,653,000	Revolving Loan
SCADA system	X						New	$300,000	WW
								$8,864,000	**2010 Total**
Treatment Plant Improvements		X						$140,000	WW
Collection System Improvements		X						$225,000	WW
								$365,000	**2011 Total**
Treatment Plant Improvements			X					$150,000	**WW**
Collection System Improvements			X					$250,000	WW
								$400,000	**2012 Total**
Nutrient Removal Design				X			2010	$150,000	WW CIP
Treatment Plant Improvements				X				$160,000	**WW**
Collection System Improvements				X				$275,000	**WW**
								$585,000	**2013 Total**
Nutrient Removal Construction					X			$5,000,000	Revenue Bond
Phase 4 SE Interceptor Design					X			$150,000	WW
Treatment Plant Improvements					X			$175,000	**WW**
Collection System Improvements					X			$300,000	**WW**
								$5,625,000	**2014 Total**
								$0	**2015 Total**
Phase 4 SE Interceptor Construction							X	$5,000,000	GO Bond
Yearly Totals								**$8,864,000**	**2010**
								$365,000	**2011**
								$400,000	**2012**
								$585,000	**2013**
								$5,625,000	**2014**
								$0	**2015**
Total 5-Year Wastewater Projects								**$16,698,000**	

Capital Improvement Plan 2011-2015

Water System

Project Description	2010	2011	2012	2013	2014	2015	Future	Estimated Cost	Funding Source
Signal Transmitter for meters	X							$15,000	Water Dividends
Control Valves (Beau Jardin & James)	X							$20,000	Water Dividends
Misc. Line Repairs	X							$10,000	Water Dividends
								$45,000	**2010**
16" Nelson Drive Loop Construction		X					2010	$625,000	Water Dividends
Signal Transmitter for meters		X						$15,000	Water Dividends
Misc. Line Repairs		X						$50,000	Water Dividends
								$690,000	**2011**
High Park Loop			X					$285,000	Water Dividends
Signal Transmitter for meters			X					$15,000	Water Dividends
Misc. Line Repairs			X					$50,000	Water Dividends
Install Booster pumps in pump station			X					$555,100	Bonds
								$905,100	**2012**
North Woodlawn/55th St. Loop				X				$418,000	Water Dividends
Signal Transmitter for meters				X				$15,000	Water Dividends
South Rock Road Loop				X				$310,000	Water Dividends
Misc. Line Repairs				X				$50,000	Water Dividends
Control Valves (3 Valves)				X				$90,000	Water Dividends
(Various locations)								**$883,000**	**2013**
Upgrade Distribution System					X			$339,800	Bonds
(replace small diameter pipes)									
Signal Transmitter for meters					X			$15,000	Water Dividends
Misc. Line Repairs					X			$50,000	Water Dividends
								$404,800	**2014**
									2015 Total
24" Water line-Patriot Ave							X	$351,800	Water Dividends
(Buckner to Woodlawn)									
Yearly Totals								**$45,000**	**2010**
								$690,000	**2011**
								$905,100	**2012**
								$883,000	**2013**
								$404,800	**2014**
								$0	**2015**
Total 5-Year Water Projects								**$2,533,100**	

	Capital Improvement Plan Reserve						
		2007	2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Actual	Budget	Revised	Budget
700 800 805							
4050.00	Carryover	3,408,812	3,302,849	3,361,758	2,649,758	2,822,115	2,411,457
4069.00	Reimburse Rock Road Design	161,319		0			
4070.00	Reimburse Library Design/Engineering Fees		252,990	0			
4240.00	Land Acquisition Transfer	100,000	100,000	150,000	150,000	150,000	150,000
4999.00	Transfer from General Fund	0		0			470,000
4610.00	Capital Project Reimbursement	0		0	154,000	281,604	
	Grant Reimbursement					92,000	
	Total Revenue	**3,670,131**	**3,655,839**	**3,511,758**	**2,953,758**	**3,345,719**	**3,031,457**
8230	Brook Forest Drainage Repair		75,403	0			
8240	Library Land Acquisition & Design	59,626	205,726	0			
8313	Rock Road Improvements	19,829		0			
8315	Buckner Reconstruction - Study	6,306	10,452	0			
8316	High Park Parking Lots	281,521		0			
8319	Meadowlark Design (Rock Rd. to East City Limit)			13,860		148,205	
8317	Public Works & Parks Facility Design		2,500	125,798			
8318	Water/Sewer Mains to Corporate Park			549,985			
8713	City Hall Remodel Design					34,500	
8714	Senior Center Remodel					221,700	
8715	City Hall-Old Library Remodel					529,857	
	Total Expenditures	**367,282**	**294,081**	**689,643**	**0**	**934,262**	**0**
		2007 Actual	**2008 Actual**	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

	Capital Reserves & Contingencies					
100 200 405		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
8240*	Library Program Support	0	0	0		
8278**	Library Stipend	35,000	0	0		
8242***	Fireworks Display	9,026		0		
8243***	Grant Writer Services	30,000		0		
8244***	Derby Days Contribution	3,500		0		
8247	General Fund Capital Contingencies	67,721	63,152	127,170	56,160	85,269
	Payroll Clearing Account - Cash Reserve	0		675,860		
8300	Miscellaneous - Cash Reserve	0		2,300,000	0	2,400,000
	Total Contractual	**145,247**		**3,103,030**	**56,160**	**2,485,269**
	Transfer to Capital Reserve Fund					470,000
8229	Economic Development Bus. Reserves	75,000	75,000	75,000	75,000	75,000
8230	Transfer to Equipment Reserve Fund	110,000	50,000	50,000	50,000	460,000
	Total Transfers	**185,000**	**125,000**	**125,000**	**125,000**	**1,005,000**
		330,247	**188,152**	**3,228,030**	**181,160**	**3,490,269**
		2008 Actual		**2010 Budget**		

*Fees to rent Rock River Rapids for Library Summer Reading Program event waived.
** Line item no longer transferred to the Library Fund, but paid out of fund directly in 2009.
***Line items were moved to Community Programs Budget in 2009.

Vehicle Replacement Plan (2011-2015)

		2010	2011	2012	2013	2014	2015			
Wastewater	3/4 Ton Pick Up Truck (Coll/Duty)	X							24,500	WW
Pub Works	Semi-Tractor (Used)	X							15,000	GF
Pub Works	2 ton dump truck w/snowplow	X						2011	45,000	GF
Police	Patrol Car 5	X							25,000	Law Enf
Police	Patrol Car 6	X							25,000	Law Enf
Police	Patrol Car 7	X							25,000	Law Enf
									$60,000	**GF Total**
									$75,000	**Law Enf Total**
									$24,500	**WW Total**
									$159,500	**2010 Total**
Wastewater	Lt duty Pick Up Truck (Code/Coll)		X						15,500	WW
Wastewater	Tractor, Truck, and Disk		X					2010	300,000	WW
Water	1/2 Ton Pick Up Truck		X						19,500	Water
Fire	Rescue Chassis		X						125,000	GF
Pub Works	Pothole Patcher Truck (Streets)		X					2010	131,000	GF
Police	Patrol Car 8		X						25,500	GF
Police	Patrol Car 9		X						25,500	GF
Police	Patrol Car 10		X						25,500	GF
Police	Staff Car (Detective 2)		X						19,000	GF
									$351,500	**GF Total**
									$315,500	**WW Total**
									$19,500	**Water**
									$686,500	**2011 Total**
Pub Works	1/2 Ton Pick Up Truck (Parks)			X					20,000	GF
Pub Works	3/4 Ton Pick Up Truck (Streets)			X					25,500	GF
Pub Works	Utility Truck (Weld Shop)			X					45,000	GF
Pub Works	Dump Truck (Parks)			X					137,000	GF
Wastewater	Pump Truck			X					48,000	WW
Police	Patrol Car 11			X					26,000	GF
Police	Patrol Car 12			X					26,000	GF
Police	Patrol Car 1			X					26,000	GF
Police	Patrol Car 2			X					26,000	GF
Police	SRO SUV			X					34,500	GF
Police	SOT/Command Vehicle			X					150,000	GF
									$366,000	**GF Total**
									$0	**Grant**
									$48,000	**WW Total**
									$414,000	**2012 Total**
Comm. Dev.	Lt. duty Pick Up Truck (Zoning)				X				16,500	GF
Fire	Pumper Truck				X				575,000	GF
Pub Works	3/4 ton Diesel Pick up Truck				X				26,000	GF
Pub Works	10 Dump Truck (replacing 3 1/2 Ton)				X				130,000	GF
Pub Works	3/4 Ton Pick Up 4x4				X				26,000	GF
Wastewater	3/4 Pick Up				X				26,000	WW
Water	1/2 Ton Pick Up Truck				X				20,000	Water
Police	Patrol Car 3				X				26,500	GF
Police	Patrol Car 4				X				26,500	GF
Police	Patrol Car 5				X				26,500	GF
Police	Patrol Car 6				X				26,500	GF
									$879,500	**GF**
									$20,000	**Water**
									$26,000	**WW Total**
									$925,500	**2013 Total**

Vehicle Replacement Plan (2011-2015)

		2010	2011	2012	2013	2014	2015			
Admin	Derby Dash					X			$14,000	GF
									$56,000	Grant
Fire	Fire Chief's Vehicle					X			40,000	GF
Pub Works	Bucket Truck- Streets					X			75,000	Streets
Pub Works	3/4 Ton Pick Up Truck- Parks					X			26,000	GF
Pub Works	3/4 Ton Pick Up Truck- Streets					X			26,000	Streets
Wastewater	Vactor Combo Unit					X			400,000	WW
Police	Patrol 7					X			27,000	GF
Police	Patrol 8					X			27,000	GF
Police	Patrol 9					X			27,000	GF
Police	Patrol10					X			27,000	GF
Police	Staff Car (Detective 1) SGT					X			20,500	GF
Police	Crime Scene Vehicle					X			100,000	Grant
									208,500	**GF**
									101,000	**Streets**
									156,000	**Grant**
									400,000	**WW Total**
									865,500	**2014 Total**
Comm. Dev.	Explorer						X		40,000	GF
Fire	Fire Squad 2 - Chassis only						X		80,000	GF
Pub Works	Pick Up - Motor Pool						X		25,000	GF
Pub Works	Explorer						X		40,000	GF
Pub Works	3/4 ton Pick Up						X		27,000	GF
Pub Works	1 Ton Flat Bed 4x4 Diesel						X		43,000	GF
Pub Works	1 Ton Flat Bed 4x4 Diesel						X		40,000	GF
Wastewater	Televising Van						X		25,000	WW
Police	Patrol 11						X		27,500	GF
Police	Patrol 12						X		27,500	GF
Police	Patrol 1						X		27,500	GF
Police	Patrol 2						X		27,500	GF
									405,000	**GF**
									25,000	**WW Total**
									430,000	**2015 Total**
									Totals	
									$159,500	**2010**
									$686,500	**2011**
									$414,000	**2012**
									$925,500	**2013**
									$865,500	**2014**
									$430,000	**2015**
	Total 5-Year Plan								**$3,410,500**	

Equipment Replacement Plan

2011-2015

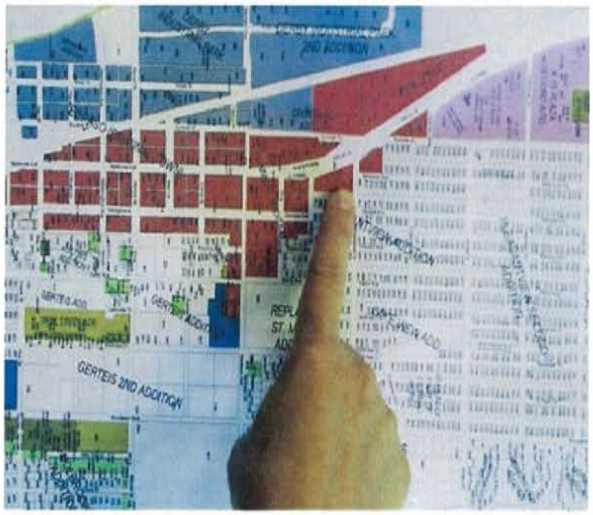
Department	Project Description	2010	2011	2012	2013	2014	2015	Future	Estimated Cost	Funding Source
Administration	Senior Services Software	X							$10,600	General Fund
Operations	Computer Replacement	X							$66,000	General Fund
Operations	Building System Improvements	X							$20,000	General Fund
Operations	Copier Replacement Program	X							$27,000	General Fund
Police	Mobile Video Recorder (2)	X							$9,206	Law Enf/Fire
Fire	Thermal Imaging Camera (2) + fire hose	X							$3,660	Law Enf/Fire
									$32,947	Grant
Wastewater	Utility Billing Software	X							$45,475	Wastewater
Water	Meter Reading Equipment	X							$24,818	Water
Water	Utility Billing Software	X							$45,475	Water
									$123,600	**GF Total**
									$12,866	**Law/Fire Fund**
									$32,947	**Grant**
									$45,475	**Wastewater**
									$70,293	**Water**
									$285,181	**2010 Total**
Police	2011 Supplemental New Police Beat (Patrol Cars/Associated Equip.)		X						$100,000	General Fund
Police	Moving Radar (4)		X						$12,100	General Fund
Police	Firearm Replacement (16)		X						$4,144	General Fund
Police	Tasers (3)		X						$3,300	General Fund
Public Works	Riding Mower 60"		X						$8,837	General Fund
Public Works	Riding Mower 48"		X						$7,800	General Fund
Fire	SCBA Cylinders, Hose, Protective Equip		X						$28,800	General Fund
Police/Fire/PW	Radio Replacement		X						$140,000	Equip. Reserve
Operations	Building System Improvements		X						$20,000	General Fund
Operations	Copier Program		X						$10,000	General Fund
Operations	Computer Replacement		X						$66,000	General Fund
Community Dev.	Benchmark Program		X						$40,000	General Fund
Police/Courts	Software Replacement		X						$270,600	Equip. Reserve
									$300,981	**GF**
									$410,600	**Equip. Reserve**
									$711,581	**2011 Total**
Operations	Building System Improvements			X					$20,000	General Fund
Operations	Computer Replacement			X					$66,000	General Fund
Operations	Copier Replacement			X					$15,000	General Fund
Fire	Personal Protective Equip. x 7			X					$13,630	General Fund
Fire	SCBA Replacement Cyl. x 14			X					$7,840	General Fund
Fire	Q-1 Fire Hose			X					$11,200	General Fund
Fire	PPM Gas Monitor x2			X					$700	
Fire	Monitor V Pagers x 6			X					$2,970	General Fund
Police/Fire/PW	Radio Replacement			X					$172,000	General Fund
									$309,340	**GF**
									$309,340	**2012 Total**
Operations	Building System Improvements				X				$20,000	General Fund
Operations	Computer Replacement				X				$66,000	General Fund
Operations	Copier Replacement				X				$15,000	General Fund
Public Works	Front End Loader				X				$150,000	General Fund
Public Works	Vehicle Replacement Plan				X				$182,000	General Fund
Fire	Personal Protective Equip. x 7				X				$14,990	General Fund
Fire	SCBA Replacement Cyl. x 11				X				$6,776	General Fund
Fire	Q-1 Nozzles x7				X				$5,500	General Fund
Fire	Station 1 4-Gas Monitor				X				$3,000	General Fund
Fire	E-2 Fire Hose				X				$12,360	General Fund
Fire	Minitor V Pagers x 7				X				$3,270	General Fund
									$478,896	**GF**
									$478,896	**2013 Total**

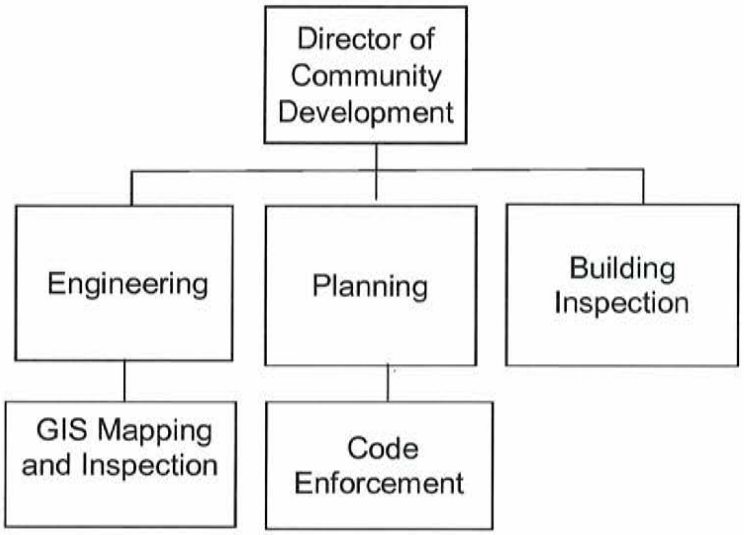
Department	Project Description	2010	2011	2012	2013	2014	2015	Future	Estimated Cost	Funding Source
Operations	Copier Replacement					X			$15,000	General Fund
Operations	Computer Replacement					X			$66,000	General Fund
Operations	Building System Improvements					X			$20,000	General Fund
Fire	Personal Protective Equip. x 7					X			$16,500	General Fund
Fire	SCBA Replacement Cyl. x 11					X			$7,453	General Fund
Fire	E-2 Nozzles x 7					X			$6,050	General Fund
Fire	Station 2 4-Gas Monitor					X			$3,300	General Fund
									$134,303	**GF**
									$134,303	**2014 Total**
Operations	Copier Replacement						X		$15,000	General Fund
Operations	Computer Replacement						X		$66,000	General Fund
Operations	Building System Improvements						X		$20,000	General Fund
Fire	Personal Protective Equip. x 7						X		$18,150	General Fund
Fire	SCBA Total Replacement x 42						X		$231,000	General Fund
									$350,150	**GF**
									$350,150	**2015 Total**
Operations	Copier Replacement							X	$15,000	General Fund
Operations	Computer Replacement							X	$66,000	General Fund
Operations	Building System Improvements							X	$20,000	General Fund
									$101,000	**GF**
										Wastewater
										Water
									$101,000	**Future Total**
									$285,181	**2010**
									$711,581	**2011**
									$309,340	**2012**
									$478,896	**2013**
									$134,303	**2014**
									$350,150	**2015**
									$101,000	**Future**
Total 5-Year Plan									**$2,370,451**	

Table of Contents

Community Development

Department Overview	92
Department Summary	93
Performance Measurement	94
Engineering	95
Planning	97
GIS	99
Code Enforcement	101
Mapping & Inspection	103





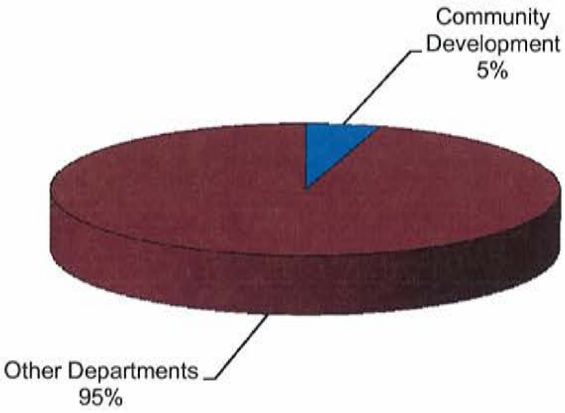
Overview

The Community Development Department comprises traditional engineering functions plus planning, code enforcement, and building inspection. The Community Development Department has overseen several major projects in the past few years including the reconstruction of Buckner Avenue and continuing commercial development. The Community Development department is involved with all aspects of the City's growth including residential and commercial construction. Major projects in 2011 will include biosolids handling improvements at the Wastewater Treatment Plant, Phase 3 Southeast Interceptor, construction of Madison Avenue from Buckner west to Water Street, and the Phase 6 bike path.

Mission

The mission of the Community Development Department is to ensure that the city can accommodate anticipated growth and physical development at the highest standards and at the lowest possible cost to the citizens of Derby.

Community Development Compared to Other Departments
2011 Budget



Community Development

Department Summary

Department Summary by Division

Division	2009 Actual	2010 Revised	2011 Budget
Building Inspections & Code Enf.	139,380	158,515	196,747
Engineering	237,685	240,236	275,268
Mapping & Inspection	176,517	183,883	190,985
Planning	105,664	108,173	125,595
GIS	149,038	150,503	167,494
Community Development Total	808,285	841,310	956,089

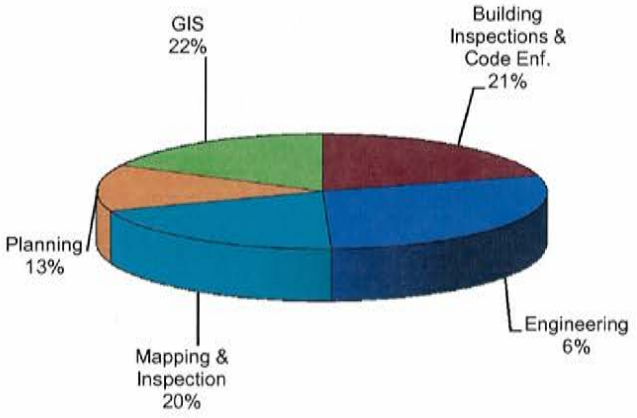
Department Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	725,796	735,190	817,579
Commodities	17,190	18,745	18,745
Contractual	65,299	87,375	119,765
Total	808,285	841,310	956,089

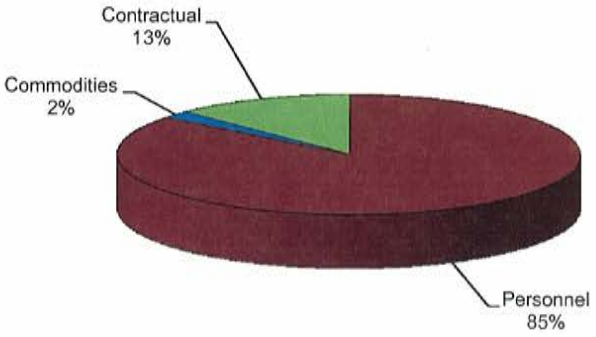
Department Locator

- ⇨ Community Development
- Public Works
- Operations
- Fire & Rescue
- Police
- Library
- Finance
- Economic Development

2011 Community Development Budget by Division



2011 Community Development Budget by Category



Community Development

Performance Measurement

√ Met the goal of annually reviewing 20% of standard construction specifications.

√ Entered all project data within 30 days of receiving.

√ Provided all building inspections within one business day.

√ Items were processed through the Planning Commission, as scheduled, 100% of the time.

"The City seems to be interested in infrastructure that is counducive to business growth and is family friendly."
~2009 Citizen Survey~

Citizen Survey

√ 66% of respondents gave the City's community planning function a fair or good rating. This compares to 66% of residents in 2008 who rated this function as excellent or good

√ 80% of respondents rated their satisfaction with traffic flow as excellent or good.

√82% of respondents want to see continued commercial development in the City.

"I frequent High Park the most, it is a real asset"
~2009 Citizen Survey~

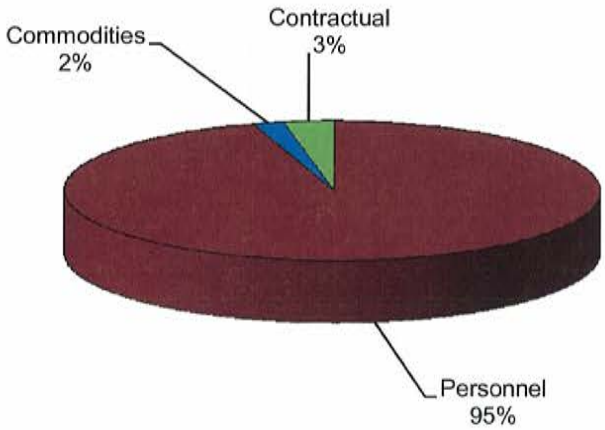
Division Overview

The Engineering Division is responsible for both in-house design of projects and review of consultant design for CIP and subdivision projects. The division maintains and updates the City's standard specifications and details, prepares contract documents and specification manuals, administers construction of most infrastructure projects, and submits projects for consideration of outside funding from various sources. The division is also involved in the planning and cost estimation of future projects for inclusion in the budget and the City's Capital Improvement Plan (CIP). Recent accomplishments include reconstruction of Buckner Street including the intersection of Buckner Street and Meadowlark Boulevard, design of biosolids handling improvements to the City's Wastewater Treatment Facility, development of a sidewalk master plan, signage at the K-15 turnpike exit, and numerous subdivision projects.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	223,313	226,776	261,808
Commodities	5,143	5,100	5,100
Contractual	9,229	8,360	8,360
Total	237,685	240,236	275,268

2011 Engineering Division Budget



Mission Statement:
To provide technical expertise in planning, design and construction of infrastructure projects.

Goals:

- Keep abreast of ever-changing technology to assure cost effective construction practices.
- Review all plans in a timely manner to streamline the development process.
- Ensure Derby development is relevant, planned and authorized.

Division Locator

Community Development Department
- ⇨ Engineering
- Planning
- GIS
- Code Enforcement
- Mapping & Inspection

	Community Development					
	Engineering Division					
Line #	Line Item	2008	2009	2010	2010	2011
100 140 170		Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	190,699	220,249	228,514	225,137	260,169
5002	Overtime	37	0	0	0	0
5004	Termination Fees	0	0	0	0	0
5007	One Time Performance Pay	85	935	0	0	0
5012	Longevity	1,356	1,639	1,700	1,639	1,639
5013	Lump Sum	420	490	0	0	0
5017	Temp Agency Personnel	2,948	0	0	0	0
	Total Personnel	**195,545**	**223,313**	**230,214**	**226,776**	**261,808**
6002	Operating Supplies	4,969	5,143	5,100	5,100	5,100
6110	Fuel	0	0	0	0	0
	Total Commodities	**4,969**	**5,143**	**5,100**	**5,100**	**5,100**
7005	Pre-Employment Physical	0	0	0	0	0
7210	Information & Recording Fees	974	509	1,000	1,000	1,000
7010	Printing	356	62	370	370	370
7030	Travel Expense	384	1,874	400	400	400
7040	Subscriptions	0	0	0	0	0
7041	Dues and Memberships	470	380	490	490	490
7050	Meetings/seminars	2,788	1,795	2,000	2,000	2,000
7220	Professional Fees/contracts	3,460	3,975	3,600	3,600	3,600
7520	Equipment Maintenance	402	0	400	400	400
7521	Vehicle Maintenance	85	633	100	100	100
	Total Contractual Service	**8,918**	**9,229**	**8,360**	**8,360**	**8,360**
	Community Development	**209,433**	**237,685**	**243,674**	**240,236**	**275,268**
		2008 Actual	2009 Actual	2010 Budget	2010 Revised	2011 Budget

Salary Splits	2010	2011
Director of Community Development	75%	85%
City Engineer	85%	100%
Engineering Coordinator	85%	85%
GIS Coordinator	70%	70%
Administrative Assistant	15%	15%

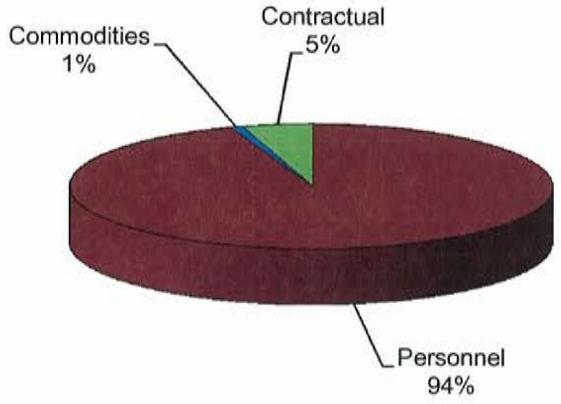
Division Overview

Planning personnel are responsible for regulatory review of all zoning and subdivision issues to assure compliance with the City's Comprehensive Plan. Recent major accomplishments include amendments to the City's Zoning Ordinance, including the addition of a new B-2A Buckner Business District, extensive changes to the zoning ordinance regarding signs, accessory structures, and building additions.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	98,004	101,273	118,695
Commodities	1,048	1,000	1,000
Contractual	6,612	5,900	5,900
Total	105,664	108,173	125,595

2011 Planning Budget



Mission Statement:
To provide efficient service to the community through the timely and accurate processing of regulatory land use cases and by providing consistent interpretations of the Zoning Ordinance and Subdivision Regulations. To promote comprehensive planning in the Community, so as to achieve land development that complements and maximizes the City's existing and future transportation system, housing supply, land uses, utility networks, recreational facilities, and schools.

Goals:

- Amend Article 10 of Subdivision Regulations - Vacation Procedure
- Update Subdivision Regulations to include design standards for 95th Street South

Division Locator

Community Development Department
- Engineering
- ⇨ Planning
- GIS
- Code Enforcement
- Mapping & Inspection

Community Development-Planning						
100 140 190						
Line #	Line Item	2008	2009	2010	2010	2011
		Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	103,473	97,093	101,810	101,167	118,589
5002	Overtime	0	0	0	0	0
5004	Termination Fees	0	685	0	0	0
5007	1 Time Performance Pay	112	100	0	0	0
5012	Longevity	211	106	300	106	106
5013	Lump Sum	0	20	0	0	0
	Total Personnel	**103,796**	**98,004**	**102,110**	**101,273**	**118,695**
6002	Operating Supplies	1,596	1,048	1,650	1,000	1,000
	Total Commodities	**1,596**	**1,048**	**1,650**	**1,000**	**1,000**
7005	Pre-Employment Physical	0	0	0	0	0
7010	Printing	6,594	4,292	6,800	4,000	4,000
7030	Travel Expense	25	8	25	25	25
7040	Subscriptions	165	278	165	165	165
7041	Dues and Memberships	125	0	125	0	0
7050	Meetings/Seminars	207	54	210	210	210
7220	Professional Fees/Contracts	2,820	1,980	2,900	1,500	1,500
7520	Equipment Maintenance	0	0	0	0	0
	Total Contractual Service	**9,936**	**6,612**	**10,225**	**5,900**	**5,900**
Community Development/Planning		**115,327**	**105,664**	**113,985**	**108,173**	**125,595**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	**2010**	**2011**
Director of Community Dev	10%	10%
City Planner/Zoning Admin.	85%	100%
Administrative Assistant	10%	10%
Administrative Assistant	65%	65%

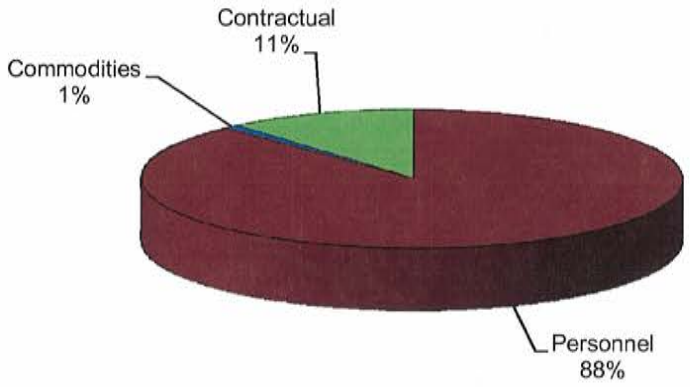
Division Overview

GIS staff provide geographic mapping and analysis services to City staff, citizens, and private/public organizations as requested. Key services include data development and conversion, mapping, and geo-spatial analysis. GIS staff are responsible for designing, creating, and maintaining GIS databases as needed to manage the City's geographic information, including boundary, parcel, and infrastructure base maps. The division also creates GIS applications to improve and streamline City operations, and applies GIS analysis to geographic data to assist in decision making processes. GIS personnel also provide surveying services and inspection assistance for other divisions.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	127,357	130,178	147,169
Commodities	1,927	1,375	1,375
Contractual	19,754	18,950	18,950
Total	149,038	150,503	167,494

2011 GIS Budget



Mission Statement:
To better inform Derby citizens and to help City staff and elected officials make good decisions in regards to development and the allocation of resources by continuing to accumulate data on existing and expanding infrastructure.

Goals:

- Produce maps, reports and analysis as needed.
- GPS new Storm Water Sewer in a timely manner.
- Enhance city operations by integrating GIS applications into additional City departments.
- Maintain and update data in a timely manner.

Division Locator

Community Development
- Engineering
- Planning
- ⇨ GIS
- Code Enforcement
- Mapping & Inspection

Budget Worksheet						
Community Development- GIS						
100 140 220		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	120,366	123,490	127,670	128,290	134,781
5002	Overtime	0	0	0	0	0
5007	One Time Performance Pay	4,096	1,479	0	0	0
5012	Longevity	1,772	1,888	2,100	1,888	1,888
5013	Lump Sum	400	500	0	0	0
	2011 Supplemental					10,500
	Total Personnel	**126,634**	**127,357**	**129,770**	**130,178**	**147,169**
6002	Operating Supplies	1,323	1,927	1,375	1,375	1,375
	Total Commodities	**1,323**	**1,927**	**1,375**	**1,375**	**1,375**
7030	Travel Expense	0	0	0	0	0
7040	Subscriptions	0	120	0	120	120
7041	Dues and Memberships	0	426	0	430	430
7050	Meetings/Seminars	0	0	0	0	0
7225	Public Information Expenses	0	0	0	0	0
7320	Computer/Software Support	17,573	18,713	18,400	18,400	18,400
7520	Equipment Maintenance	0	495	0	0	0
	Total Contractual Service	**17,573**	**19,754**	**18,400**	**18,950**	**18,950**
	GIS	**145,531**	**149,038**	**149,545**	**150,503**	**167,494**
		2008 Actual	**2009 Revised**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	2010	2011
GIS Coordinator	100%	100%
Project Manager/GIS Programmer	100%	100%

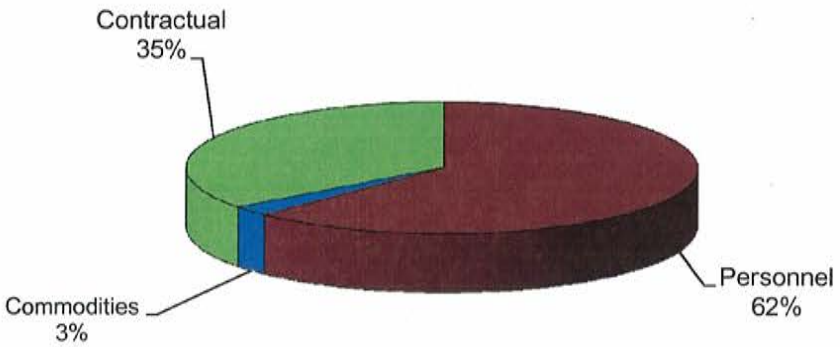
Division Overview

This division is responsible for enforcement of the City's Zoning Ordinance, floodplain regulations, stormwater management policies and nuisance ordinances. Over the past couple of years, Code Enforcement staff has significantly increased enforcement and abatement of violations such as tall grass and weeds, bulky wastes, illegal signs, inoperable vehicles, etc., which results in a more beautiful community.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	117,711	116,560	122,402
Commodities	4,371	4,800	4,800
Contractual	17,298	37,155	69,545
Total	139,380	158,515	196,747

2011 Building Inspections and Code Enforcement Budget



Mission Statement:
To protect the public health, safety and welfare of all citizens through the daily enforcement of codes, standards, and regulations established by the City Council and set forth in the Municipal Code.

Goals:

- Reduce the number of public nuisances that occur on private property.
- Timely review and processing of all permit applications.
- Provide required inspections within one business day of inspection request.
- Study the feasibility of community composting
- Apply for certification in FEMA's Community Rating System (CRS)

Division Locator

Community Development Department
- Engineering
- Planning
- GIS
- ⇨ Code Enforcement
- Mapping & Inspection

	Budget Worksheet					
Community Development-Code Enforcement						
100 140 210		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	108,819	112,033	116,139	115,443	121,285
5002	Overtime	420	0	440	440	440
5004	Termination Fees	12,239	4,792	0	0	0
5007	One Time Performance Pay	702	69	0	0	0
5012	Longevity	1,958	677	2,600	677	677
5013	Lump Sum	375	140	0	0	0
5017	Temp Agency Personnel	2,507	0	0	0	0
	Total Personnel	**127,020**	**117,711**	**119,179**	**116,560**	**122,402**
6002	Operating Supplies	2,766	2,438	2,850	2,400	2,400
6110	Fuel	3,339	1,933	3,350	2,400	2,400
	Total Commodities	**6,105**	**4,371**	**6,200**	**4,800**	**4,800**
7005	Pre-Employment Physical	135	0	135	0	0
7010	Printing	6,217	0	6,400	6,400	6,400
7030	Travel Expense	182	568	300	600	600
7040	Subscriptions	0	0	0	0	0
7041	Dues and Memberships	190	90	200	200	200
7050	Meetings/seminars	1,114	515	700	1,000	1,000
7054	Home Owner Rehab Program	195,454	192,579	240,000	58,616	240,000
7055	Refunds	25	0	0	0	0
7056	Home Rehab Reimbursement	(176,010)	(179,284)	(180,000)	(31,006)	(180,000)
7220	Professional Fees/Contracts	7,747	450	1,000	1,000	1,000
7520	Equipment Maintenance	0	0	0	0	0
7521	Vehicle Maintenance	337	2,379	345	345	345
	Total Contractual Service	**35,391**	**17,298**	**69,080**	**37,155**	**69,545**
	Com. Dev/ Building Inspection/Code Enf.	**168,516**	**139,380**	**194,459**	**158,515**	**196,747**
		2008 Actual	2009 Actual	2010 Budget	2010 Revised	2011 Budget

Salary Splits	2010	2011
Code Enforcement Officer	100%	100%
Administrative Assistant	70%	70%
Administrative Assistant	20%	20%
Environmental Comp Officer	50%	50%
Assistant Environ Compliance	75%	75%

*Building Inspection and Code Enforcement separated in 2008. Building Trades Official moved to Mapping & Inspection in 2008. Therefore, actual 2006 and 2007 amounts include more personnel than 2008 and 2009.

Mapping & Inspections

Community Development

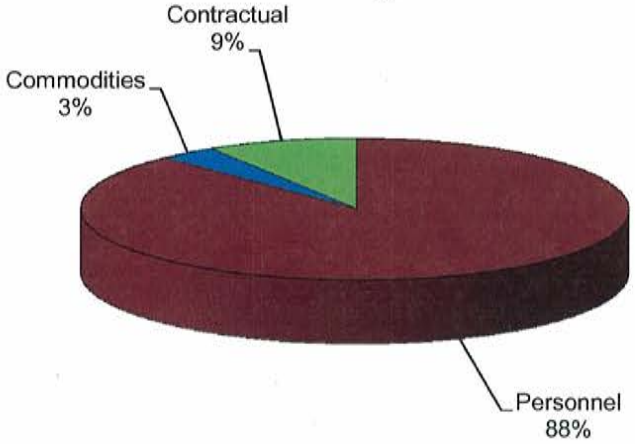
Division Overview

Mapping and Inspection is responsible for observing the construction of the City's infrastructure to assure compliance with the City's specifications and acceptable construction standards. The division is also responsible for mapping and maintaining up-to-date records of the City's infrastructure as well as parcel-related data such as plats, zoning, jurisdictional boundaries, and addressing. Mapping and Inspection in conjunction with the GIS division also generate graphics for City Council, Planning Commission, and other meetings. This division is also responsible for review of all residential and commercial building plans and most on-site inspection to assure compliance with all building codes and policies.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	159,411	160,403	167,505
Commodities	4,700	6,470	6,470
Contractual	12,406	17,010	17,010
Total	176,517	183,883	190,985

2011 Mapping & Inspection Budget



Mission Statement:
To prepare high quality construction design maps and other spatial/quantitative data displays for use by the City and by contractors working on City jobs. The Mapping and Inspection Division is also charged with ensuring that construction projects are built to specifications and that the project will attain a life span in excess of expectations.

Goals:

- Complete data entry for all projects within two weeks of project completion.
- Accurate field engineering to minimize or eliminate change orders.

Division Locator

Community Development Department
- Engineering
- Planning
- GIS
- Code Enforcement
- ⇨ Mapping & Inspection

Community Development-Mapping & Inspection						
Line #	Line Item	2008	2009	2010	2010	2011
100 140 180		Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	133,773	141,291	144,211	140,371	147,473
5002	Overtime	18,935	14,415	19,000	19,000	19,000
5004	Termination Fees	0	1,369	0	0	0
5007	One time Performance Pay	2,331	804	0	0	0
5012	Longevity	867	1,032	1,200	1,032	1,032
5013	Lump Sum	30	500	0	0	0
	Total Personnel	**155,936**	**159,411**	**164,411**	**160,403**	**167,505**
6002	Operating Supplies	2,447	1,124	2,500	1,000	1,000
6110	Fuel	5,470	3,577	5,470	5,470	5,470
	Total Commodities	**7,917**	**4,700**	**7,970**	**6,470**	**6,470**
7005	Pre-Employment Physical	0	0	0	0	0
7010	Printing	109	143	110	110	110
7040	Subscriptions	0	0	0	0	0
7041	Dues and Memberships	110	100	110	100	100
7050	Meetings/seminars	300	191	300	300	300
7220	Professional Fees/contracts	39,150	9,968	30,000	15,000	15,000
7520	Equipment Maintenance	0	0	0	0	0
7521	Vehicle Maintenance	1,525	2,004	1,500	1,500	1,500
	Total Contractual Service	**41,194**	**12,406**	**32,020**	**17,010**	**17,010**
	Mapping & Inspection	**205,047**	**176,517**	**204,401**	**183,883**	**190,985**
		2008 Revised	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

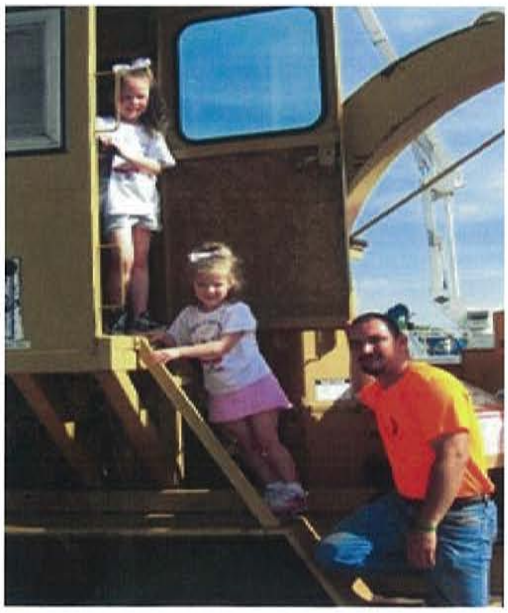
Salary Splits	2010	2011
Director of Community Dev	5%	5%
Engineering Coordinator	15%	15%
GIS Coordinator	30%	30%
Project Inspector	100%	100%
Administrative Assistant	20%	20%
Building Trades Official	100%	100%

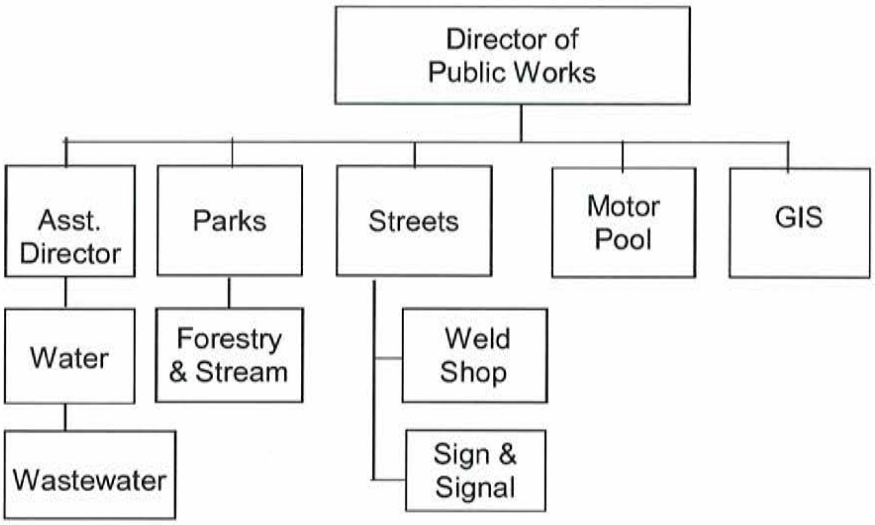
Building Inspection and Code Enforcement separated in 2008.
Building Trades Official moved to Mapping & Inspection in 2008.

Table of Contents

Public Works

Department Overview	106
Department Summary	107
Performance Measures	108
Parks	109
Rock River Rapids Aquatic Park	111
Streets	114
Pavement Management Plan	117
Motor Pool	118
Weld Shop	120
Wastewater	122
Water Company	125





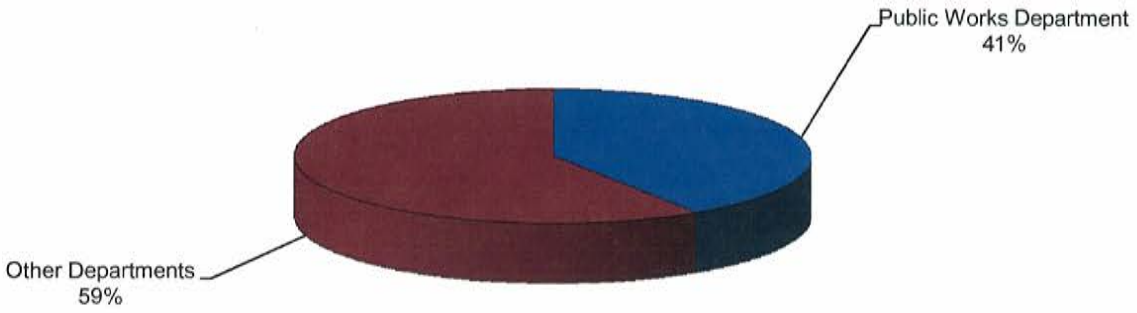
Overview

The department of Public Works comprises seven divisions. These include Parks Maintenance, Street Maintenance, Motor Pool, GIS, Weld Shop and the Water and Wastewater Utilities. The entire department relies on the talents and abilities of 48 full-time staff members. These divisions provide the majority of infrastructure and utility maintenance and repairs throughout the community, including snow removal and emergency assistance.

Mission

The mission of the Public Works Department is to consistently and effectively manage the infrastructure, equipment and recreational facilities within the City of Derby. We strive to provide a safe and friendly environment and an enjoyable atmosphere at all public facilities for the citizens of Derby.

Public Works Compared to Other Departments
2011 Budget



Department Summary by Division

Department	2009 Actual	2010 Revised	2011 Budget
Parks, Forestry, & Stream	757,745	812,757	819,768
Special Street & Highway	999,328	996,335	1,409,915
Street Maintenance	884,974	59,929	190,949
Motor Pool	118,907	126,309	131,381
Weld Shop	104,248	109,119	113,524
Wastewater	2009 Actual	4,134,348	7,566,994
Water Bond	1,341,058	1,565,991	2,069,295
Department of Public Works	4,206,260	7,804,788	12,301,826

Department Summary by Category

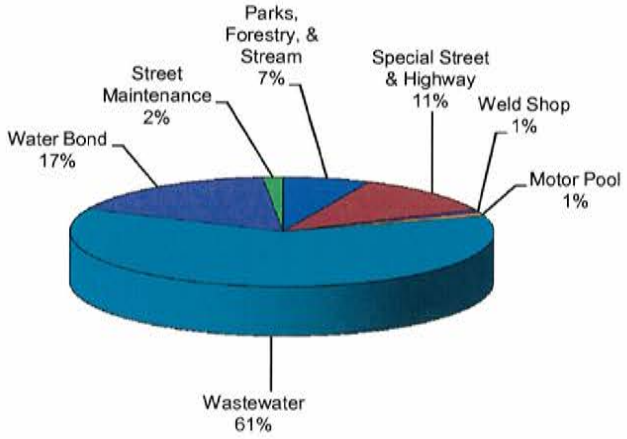
Category	2009 Actual	2010 Revised	2011 Budget
Personnel	2,259,637	2,418,333	2,564,639
Commodities	347,762	434,635	446,100
Contractual	662,214	736,271	713,196
Capital Outlay	1,249,147	1,937,785	6,373,649
Bond Proceeds	0	0	4,020,890
Debt Service and Transfers	1,584,596	2,277,763	2,204,242
Total	6,103,356	7,804,788	16,322,716

Department Locator

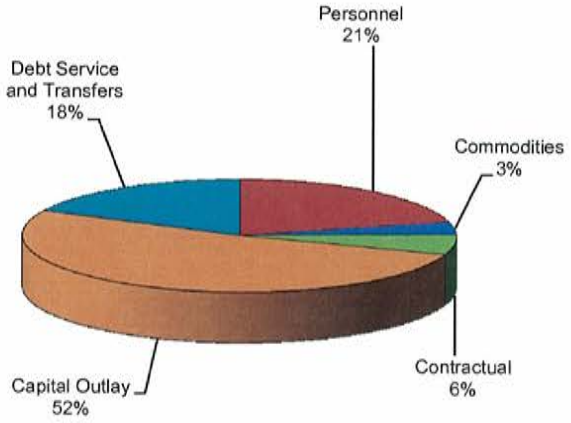
Community Development
⇨ Public Works
Operations
Fire & Rescue
Police
Library
Finance
Economic Development
Administration

Law

2011 Public Works Budget by Division



2011 Public Works Budget by Category



Performance Measurement

Public Works/Parks

√95% of all right-of-ways were mowed and maintained.

√100% of all playground equipment was inspected.

√100% of employees were trained at least monthly.

Citizen Survey

√86% of respondents believe the division fulfills their recreational needs.

√83% felt the parks were maintained at a good or excellent level.

√ 77% believe their recreational expectations are met by the city's park facilities and hike/bike paths.

√ 100% of respondents attended at least one of the Park Department's special events this year. This is up from 54% in 2008.

Public Works/Street Maintenance

√100% of the pavement sealing program was accomplished.

√90% of the annual maintenance on primary and secondary streets was accomplished.

√ 100% of staff received monthly safety training.

Citizen Survey

√89% of respondents noted the condition of City streets as good or mainly good.

√ 82% of respondents felt that the City's snow removal process was mainly good or good.

Public Works/Water

√ 100% of the City's water hydrants scheduled for inspection were inspected and maintained.

Citizen Survey

√ 75% of respondents feel that the City's water quality is good or excellent.

√ 85% of respondents rate water pressure and reliability as good or excellent.

√ 49% of respondents feel the City's water is a good or excellent value in relation to its cost while another 37% feel they have a fair value.

"The City has made some great improvements while keeping our taxes lower than a lot of area towns."
~2009 Citizen Survey~

"I like the abundance of sidewalks, parks, and community activities."
~2009 Citizen Survey~

"There is always a need for street improvements and derby makes a good effort."
~2009 Citizen Survey~

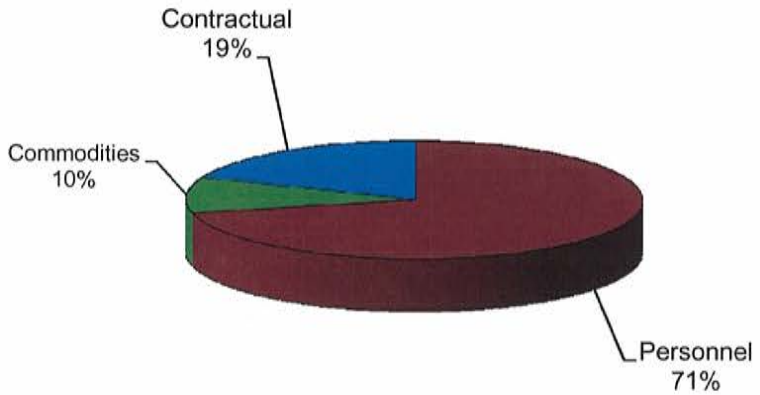
Department Overview

The Parks division maintains the grounds and facilities at all City owned properties, as well as maintaining the hike and bike trail system throughout the community. The Parks Division currently maintains 309 acres of parks in 29 different locations including Rock River Rapids, the Derby Skate Park and an 18 hole competition Frisbee Golf Course.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	526,087	583,657	582,968
Commodities	67,118	81,000	81,000
Contractual	164,541	148,100	155,800
Total	757,745	812,757	819,768

Parks, Forestry, & Stream 2011 Budget



Mission Statement:
Provide well-maintained facilities, safe and enjoyable parks and open space for use by the citizens of Derby. To ensure adequate flow and velocity of storm waters traveling through the City of Derby; and reduce the threat of damage to life and property by storm water.

Goals:

- Keep the parks in good condition and work to ensure citizen satisfaction.
- Decrease the opportunities for earthen stream channel erosion problems.

Division Locator

Public Works Department
⇨ Parks
Rock River Rapids
Streets
Motor Pool
Weld Shop
Wastewater
Water Company

	Public Works-Park/Forestry/Stream					
100 120 270						
Line #	Line Item	2008	2009	2010	2010	2011
		Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	445,168	482,836	518,446	547,257	527,768
	Approved 2010 Supplemental Benefits			2,550	0	0
5002	Overtime	5,716	5,778	5,900	5,900	5,900
5004	Termination Fees	5,128	6,199	0	0	0
5005	Seasonal Wages	62,892	26,000	26,000	26,000	26,000
5012	Longevity	5,003	4,474	7,100	4,500	4,500
5013	Lump Sum	800	800	0	0	0
	2011 Supplemental 2 Seasonal Emp.					18,800
	Total Personnel	**524,707**	**526,087**	**559,996**	**583,657**	**582,968**
6002	Operating Supplies	23,084	17,179	17,000	17,000	17,000
6004	Miscellaneous Tools	4,131	5,887	6,000	6,000	6,000
6005	Trees & Shrubs	6,951	7,765	8,000	8,000	8,000
6012	Chemicals & Fertilizer	9,038	7,282	10,000	10,000	10,000
6110	Fuel	40,290	25,186	40,400	33,000	33,000
6351	Uniforms	7,101	3,819	7,000	7,000	7,000
	Total Commodities	**90,595**	**67,118**	**88,400**	**81,000**	**81,000**
7005	Pre-Employment Physical	1,113	475	300	600	600
7040	Subscriptions	70	11	100	100	100
7041	Dues and memberships	1,212	1,261	1,300	1,400	1,400
7050	Meetings/seminars	6,577	4,583	8,000	8,000	10,700
7220	Professional Fees/contracts	41,271	10,070	5,500	5,500	5,500
7225	Mulching/Grinding	15,000	15,000	15,000	15,000	20,000
7420	Ball Field Maintenance	16,502	11,131	10,000	10,000	10,000
7430	Soccer Field Maintenance	3,126	3,605	3,500	3,500	3,500
7440	Park Maintenance	44,777	60,265	47,000	47,000	47,000
7450	Concession Stand Maintenance	2,813	4,001	3,000	3,000	3,000
7520	Equipment Maintenance	47,441	43,873	36,000	36,000	36,000
7521	Vehicle Maintenance	8,306	10,265	10,000	10,000	10,000
7522	Public Events		0	8,000	8,000	8,000
	Total Contractual Service	**188,207**	**164,541**	**147,700**	**148,100**	**155,800**
	Total Capital Outlay					
Park/Forestry/Stream Maintenance		**803,509**	**757,745**	**796,096**	**812,757**	**819,768**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	**2010**	**2011**
Public Works Director	40%	30%
Public Works Coordinator	40%	40%
Parks Superintendent	100%	100%
Senior Groundskeeper (4)	100%	100%
Arborist	100%	100%
Administrative Asst.	50%	25%
Groundskeeper (5)	100%	100%
Asst Public Works Dir.	50%	25%

Rock River Rapids

Public Works

Division Overview

Rock River Rapids completed its Sixth successful season of operation in 2009. Rock River Rapids is a regional aquatic facility that offers a shallow play pool, a lap pool, and a lazy river. The lazy river also includes a plunge area for four water slides. The facility has two shelters that can be rented for parties or other social events. Four handicap-accessible areas provide for water-proof wheelchairs to enter the water. The park hosts many exercise programs through the Derby Recreation Commission. In 2009, average daily attendance was 935 during public swimming hours. Ticket prices remain affordable at $7.00 ages 3-18, and $8.00 for ages 18 and older. In 2009, the park added a climbing wall and made some improvements to reduce maintenance costs. The success of Rock River Rapids is the cohesive management and communication between the City Parks Superindendent and the aquatics staff of the Derby Recreation Commission.

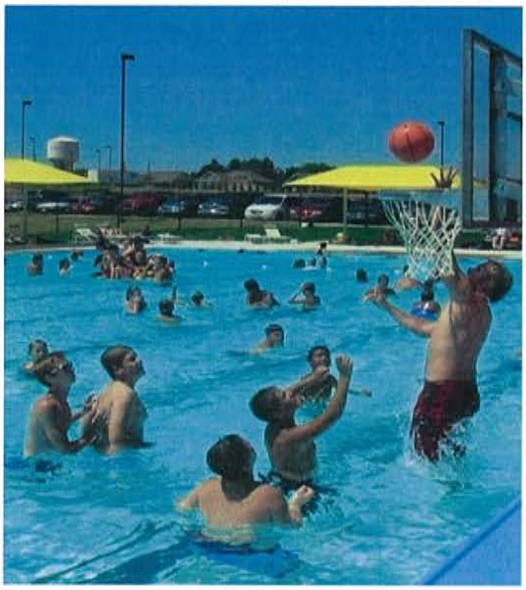
Mission Statement:
Provide a well maintained, safe and exciting aquatic recreational facility for the citizens of Derby and our regional customers.

Goals:

- Provide a safe recreational environment.
- Maintain the water park in good condition to ensure citizen satisfaction.

Division Locator

Public Works Department
- Parks
- Rock River Rapids
- Streets
- Motor Pool
- Weld Shop
- Water Company



	Sales Tax Revenue Fund					
		2008	2009	2010	2010	2011
		Actual	Actual	Budget	Revised	Budget
	Rock River Rapids					
Line #	Line Item					
760 503 501						
	Debt Service Account					
4050	Projected Budget Carryover	483,785	343,608	346,668	0	0
4141	City Aquatic Retail Sales Tax	547,050	362,554	369,258	0	0
4502	Interest Income	11,113	2,507	2,500	0	0
	Total Debt Service Revenues	**1,041,948**	**708,668**	**718,426**	**0**	**0**
7710	Bond Principal	510,000	535,000	560,000	0	0
7720	Interest Expense	188,340	173,669	158,426	0	0
	Total Debt Service Expenditures	**698,340**	**708,669**	**718,426**	**0**	**0**
760 503 502						
	Reserve Account					
4050	Projected Budget Carryover	1,500,000	1,500,000	1,500,000	1,964,405	1,624,402
4141	City Aquatic Retail Sales Tax	0	464,405	0	0	0
4502	Interest Income	0		0	0	0
	Total Reserve Account Revenues	**1,500,000**	**1,964,405**	**1,500,000**	**1,964,405**	**1,624,402**
7220	Website				21,750	**0**
7011	Pool Painting				55,700	**0**
8000	Emergency Equipment Repair/Replmnt	0	0	0	0	50,000
8300	Boiler Replacement				262,553	**0**
8300	Capital Projects - CIP	0	0	0	0	13,400
	Total Reserve Account Expenditures	**0**	**0**	**0**	**340,003**	**63,400**
760 503 503						
	Operations Account					
4050	Projected Budget Carryover	169,213	170,736	106,330	118,456	87,062
4520	RRR Net Revenue DRC REIMBURSE	217,971	239,816	200,000	200,000	200,000
4502	Interest Income	1,957	517	500	500	500
4515	Concession Revenue	16,543	18,741	20,000	20,000	20,000
4600	Other Revenue	0	0	0	3,185	0
	Total Operation Revenue	**405,684**	**429,810**	**326,830**	**342,141**	**307,562**
		2008	**2009**	**2010**	**2010**	**2011**
	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**
7011	Maintenance	49,691	84,062	52,658	70,000	70,000
7013	Marketing	13,000	13,000	14,963	14,963	15,000
7014	Management Fee	85,064	89,317	93,783	92,889	92,889
7015	Loss Reimbursement	50,000	50,000	50,000	50,000	50,000
7016	Other - Special Events- Promotions	10,000	10,000	10,000	10,000	10,000
7020	Security - Derby Police Department	12,365	13,692	17,325	14,000	14,000
7220	Professional Fees	13,492	2,700	0	800	800
7310	Liability & Property Insurance	1,335	5,954	1,762	2,427	2,500
7645	DRC Operating Expense After Season	0	28	0	0	0
8310	Capital Projects	0	42,600	0	0	47,000
	Total Operations Expenditures	**234,947**	**311,353**	**240,491**	**255,079**	**302,189**
760 503 501	**Operations - Interest Sub-Account**					
4050	Projected Budget Carryover	186,331	242,183	267,183	259,877	265,087
4502	Interest Earnings	55,852	17,694	2,000	5,210	10,000
	Interest Sub-Account Revenue	**242,183**	**259,877**	**269,183**	**265,087**	**275,087**
8000	Emergency Equipment Repair/Replmnt	0	0	0	0	0
8300	Capital Projects	0	0	10,000	0	10,000
	Interest Sub-Account Expenditures	**0**	**0**	**10,000**	**0**	**10,000**
760 503 502	**Operations - Sales Tax Sub-Account**					
4050	Projected Budget Carryover	0	0	239,132	0	0
4141	City Aquatic Retail Sales Tax	51,052	51,051	129,684	0	0
	Sales Tax Sub-Account Revenue	**51,052**	**51,051**	**368,816**	**0**	**0**
8000	Emergency Equipment Repair/Replmnt	0	0	50,000	0	0
8249	Special Assessments	51,052	51,051	318,816	0	0
	Sales Tax Sub-Account Expenditures	**51,052**	**51,051**	**368,816**	**0**	**0**

		2008	2009	2010	2010	2011
	Line Item	Actual	Actual	Budget	Revised	Budget
760 503 516						
	Sponsorship Program					
4050	Projected Budget Carryover	11,207	11,497	0	0	8,580
4600	Other Revenue	0	0	0	11,500	14,000
4502	Interest Earnings	290	43	0	0	0
	Sponsorship Program Revenue	**11,497**	**11,540**	**0**	**11,500**	**22,580**
	Professional Services				2,920	3,700
8100	**Sponsorship Program Expenses**	**0**	**11,540**	**0**	**2,920**	**3,700**
760 503 508						
	Bond Redemption Account					
4050	Projected Budget Carryover	2,843,476	4,231,121	5,206,048	0	0
4141	City Aquatic Retail Sales Tax	1,288,242	1,085,103	0	0	0
4502	Interest Income	99,403	37,976	0	0	0
	Bond Redemption Account Revenue	**4,231,121**	**5,354,201**	**5,206,048**	**0**	**0**
7715	Bond Redemption - Principal & Interest		5,026,575		0	0
7716	Bond Redemption - Spec Assessments		311,245		0	0
7905	Cost of Issuance		16,381		0	0
	Bond Redemption Expenditures	0	5,354,201	5,043,509	0	0
	Summary of Revenue & Expenditures:					
4050	Projected Carryover	5,194,012	6,499,144	7,665,361	2,342,738	1,985,131
4141	City Aquatic Retail Sales Tax	1,886,344	1,963,113	498,942	0	0
4502	Interest Income	168,615	58,738	5,000	5,710	10,500
4520	DRC Net Revenue	217,971	239,816	200,000	200,000	200,000
4515	Concession	16,543	18,741	20,000	20,000	20,000
4600	Other Revenue	0	0	0	3,185	0
4800	Sponsorship Revenue	0	0	0	11,500	14,000
	Total Fund Revenues	**7,483,485**	**8,779,551**	**8,389,303**	**2,583,133**	**2,229,631**
7XXX	Contractual Services - Operations	234,947	268,753	240,491	255,079	255,189
7XXX	Debt - Principal/ Interest/Commission	698,340	708,669	718,426	0	0
7XXX	Bond Redemption Expenditure	0	5,354,201	5,043,509	0	0
8XXX	Capital Outlay	51,052	93,651	378,816	340,003	120,400
8100	Sponsorship Program Expenses	0	11,540	0	2,920	3,700
	Total Fund Expenditures	**984,339**	**6,436,814**	**6,381,242**	**598,002**	**379,289**
		2008 Actual	**2009 Budget**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Division Overview

The Special Street & Highway Fund is established to accumulate proceeds from the Special City County Highway Fund tax distributions (gasoline taxes). Monies are required by statute to be used specifically for construction and rehabilitation of the city's roads. The Special Street and Highway budget now reflects revenues, personnel expenditures, and all the contractual and capital outlay expenditures. The Streets Division is responsible for inspecting, monitoring, and repairing more than 269 lane miles of streets, alleys and other access ways. The Streets Division also maintains more than 187 miles of curb and gutter and more than 19 miles of Hike & Bike trails throughout the community. Another aspect of the Streets Division is Sign and Signal Maintenance. This incorporates the inspection and repair of more than 3,000 signs, 16 signalized intersections, and 4 signaled school crossings, pavement markings and banner installation. This Division provides logistical support for all community functions such as parades, block parties, and the Derby Days Festival as well as snow and ice removal

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	465,903	493,750	513,655
Commodities	170,146	200,000	200,000
Contractual	82,772	137,585	100,650
Capital Outlay	280,507	165,000	595,610
Total	999,328	996,335	1,409,915

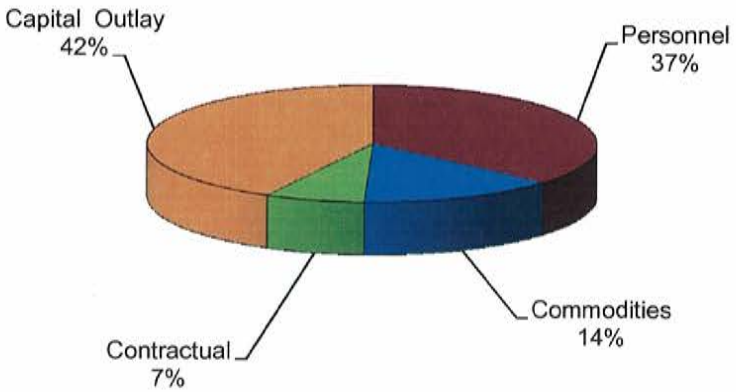
Goals:

- Administer the Pavement Management Plan.
- Provide safe work environment for all employees.
- Regularly inspect roads for damage and repairs.

Division Locator

Public Works
- Parks
- Rock River Rapids
- ⇨ Streets
- Motor Pool
- Weld Shop
- Wastewater
- Water Company

Special Street & Highway 2011 Budget



Public Works-Special Street Fund						
200 120 300						
Line #	Line Item	2008	2009	2010	2010	2011
		Actual	Actual	Budget	Revised	Budget
4050	Projected Cash Carryover	537,157	516,770	448,579	627,790	510,685
4100	Gasoline Tax - County	310,111	267,258	247,105	284,440	287,470
4101	Gasoline Tax -State	620,835	562,583	490,016	594,790	611,760
4555	Fuel Transfer Revenue	37,901	0	1,000	0	0
4600	Other Revenues	0	0	0	0	0
	Total Revenue	**1,506,004**	**1,346,611**	**1,186,700**	**1,507,020**	**1,409,915**
5001	Wages-Salary	379,861	410,722	441,622	439,884	451,887
	Approved 2010 Supplemental Benefits			2,550	0	0
5002	Overtime	3,666	4,779	3,500	3,500	3,500
5004	Termination Fees	13,159	0	1,500	0	0
5005	Seasonal Wages	19,206	47,534	48,000	48,000	48,000
5012	Longevity	3,134	2,368	4,300	2,366	2,368
5013	Lump Sum	0	500	0	0	0
	2011 Supplemental Labor Conversion					7,900
	Total Personnel	**419,026**	**465,903**	**501,472**	**493,750**	**513,655**
6002	Operating Supplies	23,271	19,891	22,000	22,000	22,000
6004	Miscellaneous Tools	5,239	5,029	5,000	5,000	5,000
6005	Traffic Signal Supplies	11,604	17,305	17,000	17,000	17,000
6110	Fuel	37,071	22,425	37,100	30,000	30,000
6111	Street Signs	37,548	38,662	40,000	40,000	40,000
6120	Street Materials	64,813	64,098	80,000	80,000	80,000
6138	Reclamite	50,084	0	0	0	0
6351	Uniforms	6,210	2,737	6,000	6,000	6,000
	Total Commodities	**235,840**	**170,146**	**207,100**	**200,000**	**200,000**
7004	Street Striping	393	43,308	44,000	44,000	44,000
7005	Pre-Employment Physical	607	95	600	600	600
7040	Subscriptions	58	11	150	150	150
7041	Dues and Memberships	664	532	700	700	700
7050	Meetings/Seminars	2,095	692	4,500	4,500	6,000
7220	Professional Fees/Contracts	2,216	1,216	500	39,635	1,200
7242	Equipment Rental	0	0	0	0	0
7520	Equipment Maintenance	42,010	28,486	40,000	40,000	40,000
7521	Vehicle Maintenance	5,819	8,431	8,000	8,000	8,000
	Total Contractual Service	**53,861**	**82,772**	**98,450**	**137,585**	**100,650**
8100	New Equipment	0	0	0	0	0
8500	Miscellaneous	0	0	229,678	0	270,610
8200	Construction Projects (CIP)	263,495	0		0	0
8210	Pavement Rehab		0	100,000	150,000	300,000
8240	Sidewalk Repair/Replacement (CIP)	17,012	0	50,000	15,000	25,000
	Total Capital Outlay	**280,507**	**0**	**379,678**	**165,000**	**595,610**
	Special Street & Highway	**989,234**	**718,821**	**1,186,700**	**996,335**	**1,409,915**

Salary Splits	2010	2011
Public Works Director	40%	30%
Street Superintendent	100%	100%
Public Works Coordinator	45%	45%
Street Operator (5)	100%	100%
Senior Street Operator (3)	100%	100%
Sign and Signal Technician	100%	100%
Senior Sign & Signal Tech	100%	100%
Administrative Assistant	50%	25%
Asst Public Works Dir	50%	25%

Public Works-Street Maintenance from General Fund						
100 120 250						
Line #	Line Item	2008	2009	2010	2010	2011
		Actual	Actual	Budget	Revised	Budget
8210	Pavement Management - Rehab	0	884,974	417,616	978,929	490,949
	Portion paid out of Special Street				(100,000)	(300,000)
	ARRA Grant - Madison Resurfacing				(819,000)	
	Total Capital Outlay	**0**	**884,974**	**417,616**	**59,929**	**190,949**
	Street Maintenance	**0**	**884,974**	**417,616**	**59,929**	**190,949**
		2008 Actual	2009 Actual	2010 Budget	2010 Revised	2011 Budget

2009 is the first year of the Pavement Management Plan.
Prior to 2009, street rehabilitation was split between General Fund Capital Improvement Plan and Special Street Fund.

PAVEMENT MANAGEMENT PLAN

Basic Assumptions:

1) Rating #11 (K-15) - No maintenance required
2) Ratings #8 - #10 - Reclamite at 3 years and 8 years.
3) Ratings #5 - #7 - Crack Sealing - Separate Funding
4) Rating #4 - Mill & Overlay
5) Ratings #1 - #3 - Reconstruction - Listed as specific projects in CIP

UNIT PRICES (per S.Y.)	Reclamite (5% inflation/year)	$0.60	$0.63	$0.66	$0.69	$0.72	$0.76	$0.80	$0.84	$0.88	$0.92	
	Mill & Overlay (5% inflation/yr.)	$13.84	$14.53	$15.25	$16.02	$16.82	$17.66	$18.54	$19.47	$20.44	$21.46	
	Reconstruction (5% inflation/yr.)	$38.59	$40.52	$42.54	$44.67	$46.90	$49.25	$51.71	$54.30	$57.00	$59.85	
	YEAR	**2010**	**2011**	**2012**	**2013**	**2014**	**2015**	**2016**	**2017**	**2018**	**2019**	**Notes:**
2008 RATINGS												
Rating #11 (K-15)		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
Ratings #8 - #10 Arterial		63,350 S.Y. (Patriot)	63,360 S.Y. (Rock Rd.)									
Total 132,926 S.Y.	Reclamite #1	$39,010	$39,917									
Total 132,926 S.Y.	Reclamite #2 (5 Yr. after Rec. #1)					$19,155	$44,352	$47,520				
Ratings #8 - #10 Non-Arterial												
Total 588,043 S.Y.	Reclamite #1	$64,919	$68,165	$71,411	$74,657							1/5 Each Year starting in 2009
	Reclamite #2 (5 Yr. after Rec. #1)					$77,903	$82,231	$86,559	$90,887	$95,215		108,199 S.Y. per year
Ratings #4 Arterial												
10,500 S.Y.	Mill & Overlay Woodlawn (James to Meadowlark)			$152,565								
10,500 S.Y.	Reclamite #1 (3 Yr. after M/O)					$7,560						
10,500 S.Y.	Reclamite #2 (5 Yr. after Rec. #1)										$9,660	
13,500 S.Y.	Mill & Overlay Red Powell + Meadowlark (K-15 to Buckner)				$216,270							
13,500 S.Y.	Reclamite #1 (3Yr. after Mill/Overlay)							$10,800				
13,500 S.Y.	Reclamite #2 (5 Yr. after Rec. #1)											Reclamite #2 in 2010
Ratings #4 Non-Arterial												
Total 221,648 S.Y.	Mill & Overlay		$322,057	$338,016	$355,083	$372,815	$391,434	$410,939	$431,553	$453,053	$475,661	1/10 Each Year
Total 221,648 S.Y.	Reclamite #1 (3 Yr. after M/O)			$14,629	$15,294	$15,959	$16,845	$17,732	$18,619	$19,505	$20,392	22,165 S.Y. per year
Total 221,648 S.Y.	Reclamite #2 (5 Yr. after Rec. #1)								$18,619	$19,505	$20,392	
MAINTENANCE OF 2008 MILL & OVERLAY												
33,623 S.Y.	Reclamite		$21,182					$26,898				
MAJOR RESURFACING PROJECTS												
	Madison (K-15 to Rock Road)	$424,000										
	Less: ARRA Federal Grant	-$374,000										
	Patriot (K-15 to Buckner) + Buckner (Meadowlark to Patriot)	$500,000										
	Less: ARRA Federal Grant (approval pending)	-$445,000										
MAINTENANCE OF FUTURE CIP PROJECTS (Reclamite 3 & 8 Years After Project)												
11,200 S.Y.	Reclamite of 2010 Buckner (Kay to South City Limits)				$7,728					$9,856		
19,700 S.Y.	Reclamite of 2010 Buckner (K-15 to Meadowlark				$13,593					$17,336		
5,200 S.Y.	Reclamite of 2011 River St. (Market to Madison)										$4,784	
						$3,744						
1,600 S.Y.	Reclamite of 2010 Madison (Buckner to Water St.)				$1,104					$1,408		
47,400 S.Y.	Reclamite of 2009 Rock Rd. (James to Chet Smith			$31,284					$39,816			
35,300 S.Y.	Reclamite of 2011 Meadowlark (Rock Rd. to East City Limit)					$24,357					$31,064	
24,500 S.Y.	Reclamite of 2010 Madison (K-15 to Rock Rd.)				$16,905					$21,560		
25,300 S.Y.	Reclamite of 2013 Madison (DHS to High Park)							$20,240				
7,200 S.Y.	Reclamite of 2011 Reconstructions (Tamarisk, Woodlawn, Sandhill Ct., Meadowhaven)					$5,184					$6,624	
5,000 S.Y.	Reclamite of 2012 Reconstructions (Emma, Louisa, Westview, Kokomo)						$3,800					
MAINTENANCE OF FUTURE NEW RESIDENTIAL STREETS												
40,000 S.Y./Year	Reclamite Residential Streets			$26,400	$27,600	$28,800	$30,400	$32,000	$33,600	$35,200	$36,800	
	3 Years and 8 Years after initial construction								$33,600	$35,200	$36,800	
62,900 S.Y.	In 2011 and 2016		$39,627					$50,320				
	Total Cost	$208,929	$490,949	$634,305	$728,234	$555,477	$569,063	$703,009	$666,693	$707,838	$642,177	

Motor Pool

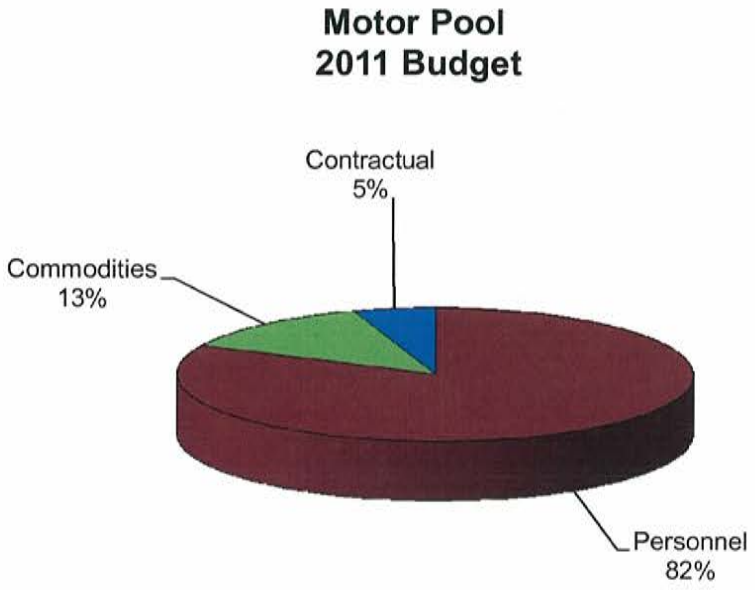
Public Works

Division Overview

The Motor Pool Division is responsible for maintenance of all vehicles and fuel powered equipment for all departments within the City. Potential new vehicles and equipment are evaluated for compatibility to existing equipment and value to the organization. Over 150 vehicles and pieces of equipment are serviced and repaired each year. This division also provides service for the vehicles from the Derby Recreation Commission.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	98,039	102,684	107,756
Commodities	15,447	16,800	16,800
Contractual	5,422	6,825	6,825
Total	118,907	126,309	131,381



Mission Statement:
To ensure that all City owned vehicles and equipment are operating at peak efficiency and to reduce lost time and breakdowns through preventative maintenance.

Goals:

- To reduce the downtime for vehicles by 5%.
- To enter records of maintenance in the database with 3 days of work completed.
- To reduce time spent on parts runs by 5%.
- To hold 3 education sessions for vehicle & equipment operators on proper preventative maintenance procedures for the various type of vehicles/equipment.

Division Locator

Public Works
- Parks
- Rock River Rapids
- Streets
- ⇨ Motor Pool
- Weld Shop
- Wastewater
- Water Company

	Public Works-Motor Pool					
100 120 280						
Line #	Line Item	2008	2009	2010	2010	2011
		Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	89,188	94,596	99,328	100,244	105,316
5002	Overtime	399	623	400	625	625
5004	Termination Fees	0	0	0	0	0
5007	One Time Performance pay	1,102	405	0		
5012	Longevity	1,729	1,815	2,200	1,815	1,815
5013	Lump Sum	0	600	0		
	Total Personnel	**92,418**	**98,039**	**101,928**	**102,684**	**107,756**
6002	Operating Supplies	9,082	10,812	10,000	10,000	10,000
6004	Miscellaneous Tools	2,855	2,838	4,000	3,000	3,000
6110	Fuel	2,217	1,158	2,215	3,000	3,000
6351	Uniforms	1,006	639	1,000	800	800
	Total Commodities	**15,160**	**15,447**	**17,215**	**16,800**	**16,800**
7040	Subscriptions	58	11	1,550	1,550	1,550
7041	Dues and Memberships	30	18	100	75	75
7050	Meetings/seminars	1,123	102	2,000	1,000	1,000
7220	Professional Fees/contracts	52	4,161	1,000	2,200	2,200
7520	Equipment Maintenance	1,301	568	1,000	1,000	1,000
7521	Vehicle Maintenance	655	562	1,300	1,000	1,000
	Total Contractual Service	**3,218**	**5,422**	**6,950**	**6,825**	**6,825**
9000	Transfer Expense					
	Total Capital Outlay					
	Equipment Maintenance	**110,796**	**118,907**	**126,093**	**126,309**	**131,381**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	2010	2011
Director Of PW	10%	10%
Mechanic Supervisor	100%	100%
Mechanic	100%	100%
PW Coordinator	5%	10%

Weld Shop Division

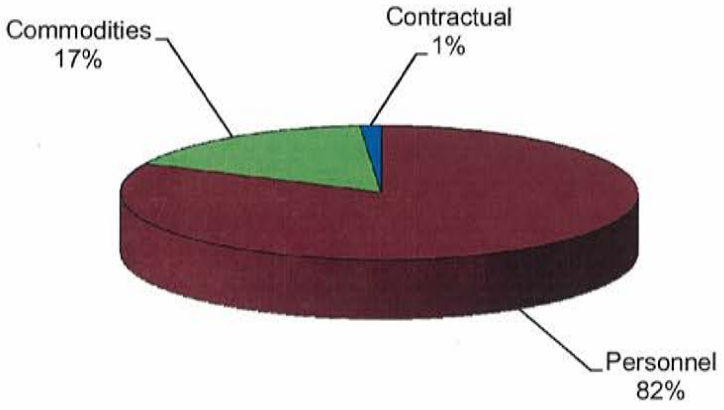
Division Overview

The Weld Shop division of Public Works and Parks assists the Parks and Street crews in managing public facilities and equipment. The Weld Shop division currently maintains two full-time positions and provides services to all departments in the City as well as to the Derby Recreation Commission.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	86,646	88,634	93,039
Commodities	17,326	19,000	19,000
Contractual	276	1,485	1,485
Total	104,248	109,119	113,524

Weld Shop
2011 Budget



Mission Statement:
To provide mechanical and metal fabrication support to the many departments and agencies throughout the City to ensure the highest standards of usability and safety are met.

Goals:

- Improve ability to respond to needs throughout the community.
- Regularly inspect equipment and facilities to identify areas in need of repair before they become problems.
- Provide safe work environment.

Division Locator

Public Works
- Parks
- Rock River Rapids
- Streets
- Motor Pool
- ⇨ Weld Shop
- Wastewater
- Water Company

Public Works-Weld Shop						
100 120 260						
Line #	Line Item	2008	2009	2010	2010	2011
		Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	80,829	84,957	89,888	87,055	91,460
5002	Overtime	29	460	30	350	350
5012	Longevity	1,182	1,229	1,400	1,229	1,229
5013	Lump Sum	0	0	0		
	Total Personnel	**82,039**	**86,646**	**91,318**	**88,634**	**93,039**
6002	Operating Supplies	14,790	15,581	15,000	15,000	15,000
6004	Miscellaneous Tools	1,709	1,344	3,000	3,000	3,000
6110	Fuel	0	0	0	0	0
6351	Uniforms	942	401	1,000	1,000	1,000
	Total Commodities	**17,440**	**17,326**	**19,000**	**19,000**	**19,000**
7040	Subscriptions	58	11	60	60	60
7041	Dues and Memberships	95	173	125	125	125
7050	Meetings/seminars	130	92	350	300	300
7220	Professional Fees/contracts	0	0	200	0	0
7520	Equipment Maintenance	682	0	500	500	500
7521	Vehicle Maintenance	0	0	500	500	500
	Total Contractual Service	**964**	**276**	**1,735**	**1,485**	**1,485**
	Total Capital Outlay					
	Equipment Maintenance	**100,443**	**104,248**	**112,053**	**109,119**	**113,524**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	2010	2011
Public Works Director	10%	10%
Public Works Coordinator	10%	5%
Welders (2)	100%	100%

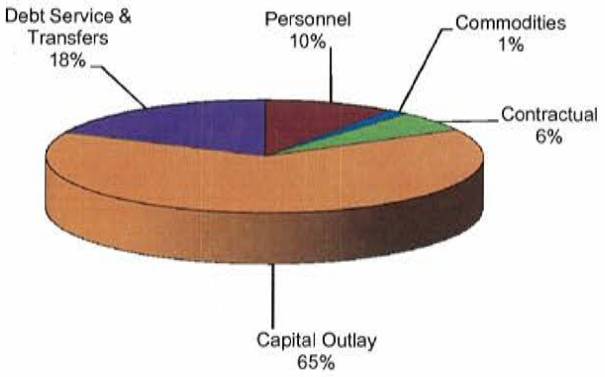
Division Overview

Wastewater staff are responsible for maintaining and servicing more than 600,000 feet of sewer pipe and maintaining more than 2,800 manholes. Aggressive maintenance has resulted in several benefits to Derby residents: Citizens experience very few blockages and flooding, and Derby's insurer considers Derby a low risk, which helps reduce insurance premiums. The entire sewer main collection system is mapped by GIS, which allows staff to identify the history of all pieces of the sewer collection system. The Wastewater Division is also responsible for operation and maintenance of the City's Wastewater Treatment Facility. This facility is designed for 2.5 million gallons of flow per day, with expansion capabilities to handle flows well into the future. This modern and efficient facility historically meets or exceeds all KDHE and EPA requirements.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	661,865	689,407	734,405
Commodities	65,554	85,500	113,100
Contractual	405,205	437,570	443,895
Capital Outlay	83,666	1,615,181	4,897,090
Debt Service & Transfers	680,806	1,306,690	1,378,504
Total	1,897,096	4,134,348	7,566,994

Wastewater
2011 Budget



Mission Statement:
Ensure efficient and cost effective collection and treatment of the City's Wastewater.

Goals:

- Clean and televise the entire collection system at least once every five years.
- Map and analyze the storm water sewer system to identify improvements that can be made.
- Meet or exceed all KDHE and EPA treatment parameters.
- Provide safety education for employees.

Division Locator

Community Development Department
- Engineering
- Planning
- GIS
- Code Enforcement
- Mapping & Inspection
- ⇨ Wastewater
- Water Company

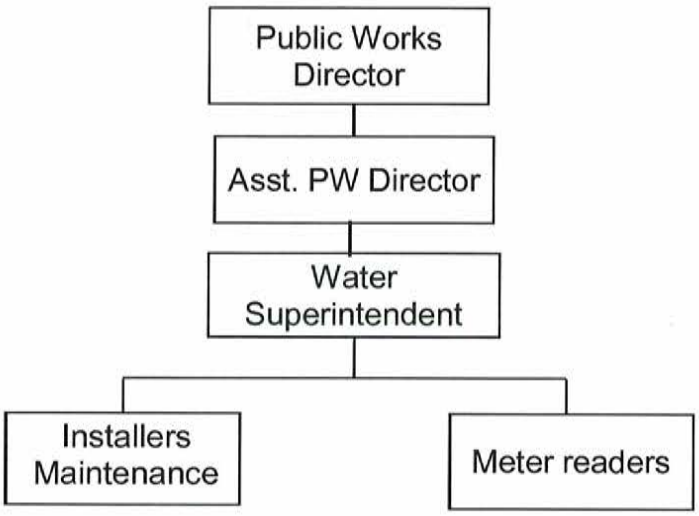
Wastewater						
600 140 200		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
	Revenues - Operations Account					
4050	Projected Carryover	750,271	677,325	522,363	812,617	746,988
4312	Sewer Connection Fees	48,600	54,750	8,500	22,500	25,000
4313	Sewer Tap Fees	2,500	1,500	0	0	0
4332	Charges for Services	1,000,355	1,057,340	2,862,585	2,761,039	2,843,871
4333	State Set-off collections	4,948	5,587	5,000	5,500	6,000
4502	Interest Income	24,884	7,022	10,000	5,000	7,500
4555	Fuel Transfer Revenue	16,779	0	770	0	0
4600	Other Revenues	0	1,138	1,500	0	0
4610	Reimbursements	2,244	1,428	2,300	0	0
4870	Infrastructure surcharge	240,085	248,855	0	0	0
4875	Debt service payment	760,270	788,040	0	0	0
	Total Operations Revenue	**2,850,935**	**2,842,984**	**3,413,018**	**3,606,656**	**3,629,359**
	Debt Service Account					
	Revenues					
600 140 501						
4050	Projected Carryover	105,037	54,816	207,978	189,609	128,130
4502	Interest Income	11,616	2,420	1,000	1,500	2,000
4996	Transfer from Operations	420,000	400,000	443,822	373,822	375,820
	Transfer from Capital Imp. Fund	0	0	315,103	123,103	188,812
	ARRA Reimbursement	0	0	111,038	90,608	68,456
	Total Debt Service Revenues	**536,653**	**457,236**	**1,078,941**	**778,642**	**763,218**
	Expenditures					
7710	Bond Principal	435,000	205,000	335,000	355,000	390,000
7720	Interest Expense	46,838	62,627	349,176	295,512	220,465
	State Revolving Loan Repayment	0	0	192,000	0	103,102
	Total Debt Service Expenditures	**481,838**	**267,627**	**876,176**	**650,512**	**713,567**
	Debt Service Depreciation Account					
	Revenues					
600 140 504						
4050	Projected Carryover	100,000	100,000	100,000	100,000	100,000
	Depreciation Account Revenue	**100,000**	**100,000**	**100,000**	**100,000**	**100,000**
	Expenditures					
9000	**Transfer to Debt Service Account**	**0**	**0**	**0**	**0**	**0**
600.200	**Wastewater Operations**					
5001	Wages-Salary	443,241	454,788	480,867	475,148	495,205
5002	Overtime	4,898	5,262	5,000	5,000	5,000
5004	Termination Fees	1,957	0	1,500	0	0
5005	Seasonal Wages	2,067	0	2,100	2,100	2,200
5007	One Time Performance Pay	344	295	0	0	0
5012	Longevity	4,980	5,212	6,100	5,491	5,491
5110	FICA-Employer's Cost	23,686	28,781	26,114	29,214	30,703
5111	FICA medical-Employer's Cost	5,539	6,761	6,107	6,832	7,180
5120	KPERS-Employer's Cost	20,721	26,829	22,845	31,303	38,328
5122	ICMA-Employer's Cost	15,931	20,711	17,564	22,800	23,940
5130	KS. Unemploy. Insure-Employer's Cost	382	550	421	472	4,209
5131	Workers comp-Employer's Cost	0	9,106	9,562	9,562	10,515
5240	Health Insurance-Employer's Cost	73,660	95,472	89,756	93,845	103,230
5241	Dental insurance-Employer's Cost	6,544	8,098	7,215	7,640	8,404
	Total Personnel	**604,326**	**661,865**	**675,151**	**689,407**	**734,405**
6002	Operating Supplies	51,009	40,423	52,000	45,000	48,000
6110	Fuel	16,118	14,410	12,400	14,000	12,000
6220	Polymers	6,377	9,363	48,600	22,000	48,600
6351	Uniforms	4,320	1,358	4,495	4,500	4,500
	Total Commodities	**77,824**	**65,554**	**117,495**	**85,500**	**113,100**
7005	Pre-Employment Physical	181	286	150	150	150
7010	Printing	293	659	300	300	300
7041	Dues and Memberships	1,480	325	1,480	1,480	1,480
7050	Meetings/Seminars	2,952	1,513	3,000	3,000	3,000
7220	Professional Fees and Contracts	12,855	11,518	13,100	13,100	13,100

	Wastewater					
600 140 504		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
7250	Billing Collection Fees	68,017	64,020	70,000	70,000	70,000
7280	Testing and Laboratory	21,595	20,107	23,000	23,000	30,000
7310	Liability & Property Insurance	10,710	13,454	14,530	6,490	6,815
7400	Building Maintenance	10,355	7,743	10,500	15,000	12,000
7520	Equipment Maintenance	84,455	58,538	70,000	75,000	75,000
7521	Vehicle Maintenance	4,090	6,894	4,200	4,200	4,200
7610	Water	16,242	21,737	18,000	18,000	18,000
7620	Gas	32,844	30,441	37,000	35,000	37,000
7630	Electric	146,517	167,969	170,000	170,000	170,000
766x	One Call System	0	0	2,850	2,850	2,850
	Total Contractual Service	**415,594**	**407,214**	**440,120**	**439,580**	**445,906**
8100	New Equipment	45,071	45,590	369,975	285,181	11,200
8120	Infrastructure - Collection (CIP)	157,120	18,456	200,000	200,000	225,000
8122	Infrastructure - Treatment (CIP)	55,684	18,143	130,000	130,000	140,000
8400	Miscellaneous - Cash reserve	0	367	470,525	0	500,000
	Total Capital Outlay	**257,875**	**82,556**	**1,170,500**	**615,181**	**876,200**
9000	Transfer to Bond & Interest	400,000	413,179	656,178	656,178	664,937
9010	Transfer to Sewer P&I Account	420,000	400,000	443,822	373,822	375,820
	Total Transfers	**820,000**	**813,179**	**1,100,000**	**1,030,000**	**1,040,757**
600 518 506	**Project Account - G.O. Bond 2009-A**					
	Revenues					
4050	Projected Carryover	0	0	0	4,028,890	3,042,890
4502	Interest Income	0	0	0	14,000	8,000
	Bond Proceeds	0	4,030,000	0	0	0
	Grant Reimbursement	0	0	0	0	970,000
	Total Project Revenues	**0**	**4,030,000**	**0**	**4,042,890**	**4,020,890**
	Expenditures					
8300	Capital Outlay	0	1,110	0	1,000,000	4,020,890
	Total Project Expenditures	**0**	**1,110**	**0**	**1,000,000**	**4,020,890**
	Summary of Revenue & Expenditures:					
4050	Projected Carryover	955,308	832,141	830,340	5,131,116	4,018,008
4XXX	Charges for Services	2,000,710	2,094,234	2,862,585	2,761,039	2,843,871
43XX	Sewer Connection Fees	51,100	56,250	8,500	22,500	25,000
4333	State Set-off Collections	4,948	5,587	5,000	5,500	6,000
4502	Interest Income	36,500	9,442	11,000	20,500	17,500
	ARRA Reimbursement	0	0	111,038	90,608	68,456
	Bond Proceeds	0	4,030,000	0	0	0
	Other Reimbursements	19,023	2,566	4,570	0	970,000
4520	Transfer from Capital Imp. Fund	0	0	315,103	123,103	188,812
	Total Fund Revenues	**3,067,588**	**7,030,220**	**4,148,136**	**8,154,366**	**8,137,647**
5XXX	Personnel	604,326	661,865	675,151	689,407	734,405
6XXX	Commodites	77,824	65,554	117,495	85,500	113,100
7XXX	Contractual Services	415,594	407,214	440,120	439,580	445,906
7XXX	Debt Service - Principal & Interest	481,838	267,627	876,176	650,512	713,567
8XXX	Capital Outlay	257,875	83,666	1,170,500	1,615,181	4,897,090
9XXX	Transfer to Bond & Interest Fund	400,000	413,179	656,178	656,178	664,937
	Total Fund Expenditures	**2,237,456**	**1,899,104**	**3,935,620**	**4,136,358**	**7,569,005**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

* Free service runs out in Aug. 2010. Cost will continue to increase in 2011 and will remain split with El Paso.

Salary Splits	2010	Salary Splits	2011
Director of Community Dev	10%	Public Works Dir	10%
Laboratory Technician	100%	Laboratory Technician	100%
Assistant Environ Compliance	25%	Assistant Environ Compliance	25%
Wastewater Superintendent	100%	Wastewater Superintendent	100%
Operator I (5)	100%	Operator I (5)	100%
Operator II (2)	100%	Operator II (2)	100%
Senior Operators (2)	100%	Senior Operators (2)	100%
City Engineer	15%	City Engineer	15%
Environmental Comp Officer	50%	Environmental Comp Officer	50%
City Planner	15%	Asst. Public Works Dir	25%

Water Company



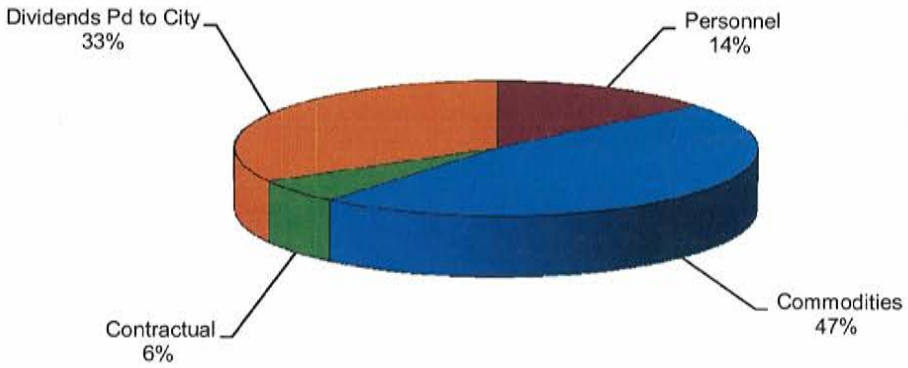
Overview

The El Paso Water Company purchases, supplies and distributes high quality water to the city of Derby. The Public Works Water Division is responsible to provide management and maintenance of the underground water distribution infrastructure. This division also manages the El Paso Water Treatment Facility and the City's well fields.

Mission Statement:

The El Paso Water Company is dedicated to providing a safe, high quality water supply to the city of Derby.

2011 Water Company Budget



El Paso Water Company - Cash Basis Budget						
Line #	Line Item	2008	2009	2010	2010	2011
		Actual	Actual	Budget	Revised	Budget
301	Water Sales	2,353,828	2,422,063	3,442,500	2,596,000	3,469,400
302/303	Customer Penalties & Standby Charges	27,705	28,555	28,500	30,840	32,300
304	Connection & Moving Charges	189,183	165,635	162,000	188,840	194,505
310	Bad Debt Recoveries	2,373	2,445	2,200	2,200	2,500
315	Grave Excavation	6,750	3,200	7,000	500	500
318-320	Tower Space Rent	73,813	77,994	76,900	80,300	82,700
321	Fire Hydrant Rental	36,597	37,745	37,536	39,000	40,240
322	Sewer Billing Charges	62,779	69,258	66,500	73,400	75,600
	Projected Cash Carryover	306,523	381,730	355,182	340,255	368,838
460	Other Income	12,738	42,723	4,500	26,308	5,000
	Total Revenue	**3,072,289**	**3,231,348**	**4,182,818**	**3,377,643**	**4,271,583**
401	Contract Labor	456,555	441,967	444,929	440,459	532,816
402	Salaries	-	-	-	-	-
412	Group Insurance	5,493	-	-	-	-
414	Employer Contribution - Retirement	-	-	-	-	-
440	Employer FICA, FICA MED, Unemployme	136	-	-	-	-
	Total Personnel	**462,184**	**441,967**	**444,929**	**440,459**	**532,816**
400	Wichita Water Purchase	1,269,672	1,353,979	1,650,300	1,489,377	1,713,200
406/407	Water Treatment Supplies/Testing	9,423	6,244	10,430	12,400	12,400
432	Office Supplies & Postage	68,522	65,648	75,546	68,911	72,356
	Total Commodities	**1,347,617**	**1,425,871**	**1,736,276**	**1,570,688**	**1,797,956**
403	Electricity	17,927	12,773	23,915	12,800	12,800
404	Repairs & Maintenance	336	582	515	515	500
405	Truck Expense	22,171	10,557	7,500	10,500	30,000
408	Rentals	14,300	14,300	14,300	14,300	14,300
410	Other Utilities	9,577	4,774	7,000	4,800	4,800
411	Insurance	20,753	18,282	22,649	18,300	18,300
415	Wells, Pump & Equip Maintenance	18,459	20,291	25,000	25,000	25,000
416	Mains - Maintenance	8,882	7,134	25,000	25,000	25,000
417	Meters - Maintenance	4,278	8,590	7,500	7,500	7,500
418	Tools & Equipment Maintenance	10,827	4,756	13,000	12,000	12,000
425	Bad Debt Expense	460	343	1,000	350	350
430	Office Equipment Maintenance	6,380	5,968	7,700	6,000	6,000
431	Office Equipment Lease or Rental	8,202	8,119	9,010	8,200	8,200
433	Professional Fees	10,463	11,922	11,320	13,000	27,000
434	Dues & Subscriptions	2,852	1,587	2,620	2,000	3,719
436	Contributions	450		450	-	-
435/439	Miscellaneous	4,562	4,257	5,000	5,000	5,000
441	Other Taxes - Special Assessments	4,273	4,170	4,830	4,170	4,170
451	Professional Training	76	720	2,500	2,500	5,000
	2010 Supplementals	-		45,475		
455	Bank Service Charges	974	6,177	4,150	12,000	13,000
	Total Contractual Service	**166,314**	**145,301**	**240,433**	**183,935**	**222,639**
	Total Expenses	**1,976,115**	**2,013,139**	**2,421,637**	**2,195,081**	**2,553,411**
	Capitalized Meters & Equipment	**113,195**	**114,776**	**117,768**	**120,123**	**122,526**
	Dividends Paid to City of Derby	**610,425**	**734,595**	**1,145,813**	**671,293**	**1,273,000**
	Total Cash Basis Budget	**2,699,735**	**2,862,509**	**3,685,218**	**2,986,498**	**3,948,937**
		2008 Budget	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Note: This is a cash budget to be used for management purposes. This document is not intended for external reporting purposes.

Water System Bonds 2004-A		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
770 504 501 - Debt Service Account						
	Revenues					
4050	Projected Carryover	134,554	142,589	145,342	145,342	146,342
4502	Interest Income	8,031	1,722	1,000	1,000	1,000
4601	Dividends	610,425	734,595	820,183	671,293	825,738
4996	Transfer from Surplus Account	209,283	85,113	0	149,890	0
	Total Revenues	**962,293**	**964,019**	**966,525**	**967,525**	**973,080**
	Expenditures					
7710	Bond Principal	490,000	500,000	515,000	515,000	535,000
7720	Bond Interest	329,702	318,677	306,178	306,178	290,728
7730	Commission	3	0	5	5	10
	Total Debt Service Expenditures	**819,705**	**818,677**	**821,183**	**821,183**	**825,738**
770 504 503 - Operations Account						
	Revenues					
4050	Projected Carryover	0	(49,692)	0	(53,947)	0
4555	Fuel Transfer	2,958	0	100	0	0
4610	Expense Reimbursement	402,344	429,013	454,369	546,649	549,016
	Total Revenues	**405,302**	**379,321**	**454,469**	**492,702**	**549,016**
5001	Wages-Salary	300,714	291,658	299,161	301,887	345,596
5002	Overtime	17,139	10,150	17,200	13,814	14,000
5004	Termination Fees	5,802	0	0	0	0
5007	One Time Performance Pay	378	838	500	500	500
5012	Longevity	5,063	4,431	5,600	5,600	5,600
5013	Lump Sum	25,443	1,041	1,000	1,000	1,000
	2011 Supplemental				9,400	0
	2011 Supplemental				0	18,800
5110	FICA-Employer's Cost	21,580	18,413	23,792	17,930	21,427
5111	FICA Medical-Employer's Cost	5,047	4,306	5,564	4,193	5,011
5120	KPERS-Employer's Cost	6,028	24,126	6,645	19,743	27,220
5122	ICMA-Employer's Cost	9,267	9,640	10,217	9,728	10,215
5130	KS. Unemploy. Insure-Employer's Cost	353	302	390	296	2,938
5131	Workers comp-Employer's Cost	0	0	11,888	11,888	13,077
5240	Health Insurance-Employer's Cost	49,070	51,896	58,737	59,428	62,399
5241	Dental insurance-Employer's Cost	4,332	4,294	4,776	4,794	5,034
	Total Payroll Expenditures	**450,215**	**421,097**	**445,469**	**460,202**	**532,816**
6002	Supplies	982	4,123	1,000	20,635	4,500
6110	Fuel	2,958	8,047	7,500	11,700	11,700
	Total Commodities	**3,940**	**12,170**	**8,500**	**32,335**	**16,200**
7005	Pre Employment Physical	358	0	0	165	0
7010	Printing	338	0	350	0	0
7220	Professional Fee and Contracts	143	0	150	0	0
	Total Contractual Services	**839**	**0**	**500**	**165**	**0**
	Total Operations Expenditures	**454,994**	**433,268**	**454,469**	**492,702**	**549,016**
770 504 504 Depreciation Account						
	Revenues					
4050	Projected Carryover	750,000	750,000	750,000	750,000	750,000
4502	Interest Income	0	0	0	0	0
	Total Revenues	**750,000**	**750,000**	**750,000**	**750,000**	**750,000**
	Expenditures					
9001	Transfer to Surplus Account	0	0	0	0	0

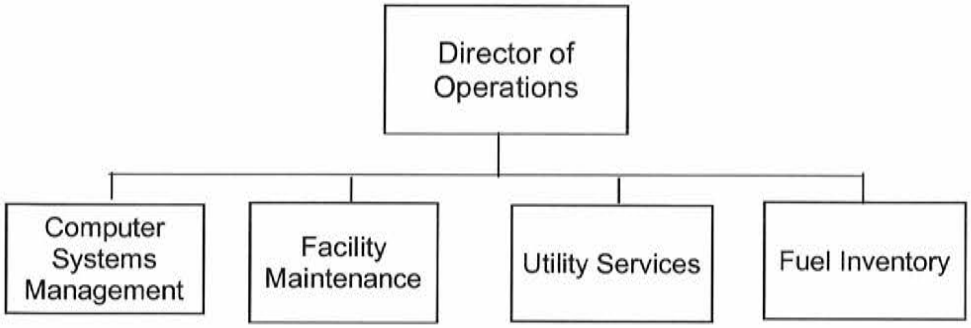
Water System Bonds 2004-A		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
770 504 507 Surplus & System Enhancement Account						
	Revenues					
4050	Projected Carryover	1,691,228	1,545,581	1,476,367	1,476,367	1,234,261
4502	Interest Income	76,426	19,899	10,000	10,000	10,000
4601	Dividends	0		325,630	0	447,262
4999	Transfer from Depreciation Account	0	0	0	0	0
	Total Revenues	**1,767,654**	**1,565,480**	**1,811,997**	**1,486,367**	**1,691,523**
7010	Printing/Legal Publication	122	0	200	0	0
7041	KMU& Water Coalition Dues	0	4,000	4,400	4,541	4,541
7230	Consulting Engineer	12,668	0	0	7,200	0
8124	Software Replacement	0	0	0	45,475	0
8301	Capital Projects CIP	0	0	670,000	45,000	690,000
9001	Transfer to Debt Service Account	209,283	85,113	0	149,890	0
	Surplus Account Expenditures	**222,073**	**89,113**	**674,600**	**252,106**	**694,541**
	Summary of Revenue & Expenditures:					
4050	Projected Carryover	2,575,782	2,388,478	2,371,709	2,317,762	2,130,603
4502	Interest Income	84,457	21,621	11,000	11,000	11,000
4601	Dividends	610,425	734,595	1,145,813	671,293	1,273,000
4610	Payroll Reimbursement	405,302	429,013	454,469	546,649	549,016
4996	Inter-Fund Transfers	209,283	85,113	0	149,890	0
	Total Fund Revenues	**3,885,249**	**3,658,820**	**3,982,991**	**3,696,594**	**3,963,619**
5xxxx	Payroll Expenditures	450,215	421,097	445,469	460,202	532,816
6xxxx	Commodities	3,940	12,170	8,500	32,335	16,200
7710/7720	Debt Service	819,705	818,677	821,183	821,183	825,738
7xxxx	Contractual Services	961	4,000	5,100	4,706	4,541
8300	Capital Projects	12,668	0	670,000	97,675	690,000
9001	Inter-Fund Transfers	209,283	85,113	0	149,890	0
	Total Fund Expenditures	**1,496,772**	**1,341,058**	**1,950,252**	**1,565,991**	**2,069,295**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Public Works		
Salary Splits	**2010**	**2011**
Public Works Director	0%	10%
Asst. Public Works Director	0%	25%
Water Superintendent	100%	100%
Admin. Assistant	0%	25%
Installer/Maint (3)	100%	100%
Meter Reader	100%	100%
Finance		
Salary Splits	**2010**	**2011**
Billing Clerk	100%	100%
Administrative Assistant	100%	100%
Billing Clerk PT (1)	100%	100%
Receptionist PT (1)	100%	100%
Office Manager	50%	50%

Table of Contents

Operations

Department Overview	130
Department Summary	131
Performance Measures	132
Computer Systems Management	133
Facilities Maintenance	135
Utility Services	137
Fuel Inventory	138



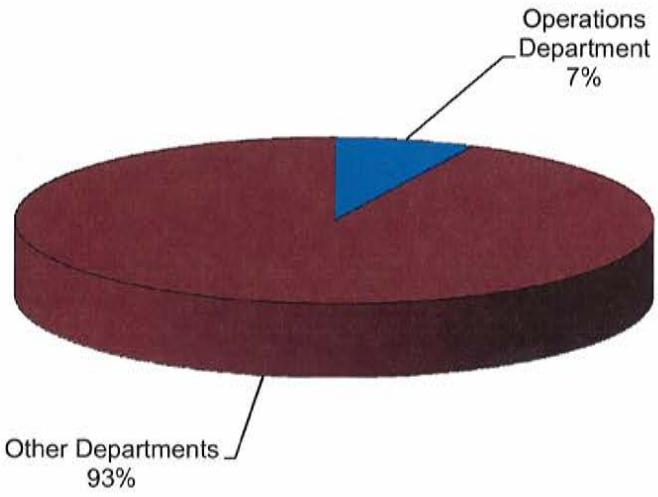
Overview

The Operations Department's primary responsibility is to provide for the upkeep of computer systems and facilities for all departments within the City. Personnel continually pursue more efficient methods of completing these tasks and/or assisting employees in completing their tasks.

Mission

The mission of the Operations Department is to provide a highly productive work environment by maintaining all city owned equipment and facilities in proper working order, and continually seeking better methods and equipment for completing assigned tasks.

Operations Compared to Other Departments
2011 Budget



Department Summary by Division

Department	2009 Actual	2010 Revised	2011 Budget
Computer Systems Management	202,468	209,130	235,079
Facilities Maintenance	257,512	223,556	234,465
Utility Services	513,858	668,500	766,363
Fuel Inventory	160,051	192,622	211,884
Department of Operations	1,133,890	1,293,808	1,447,791

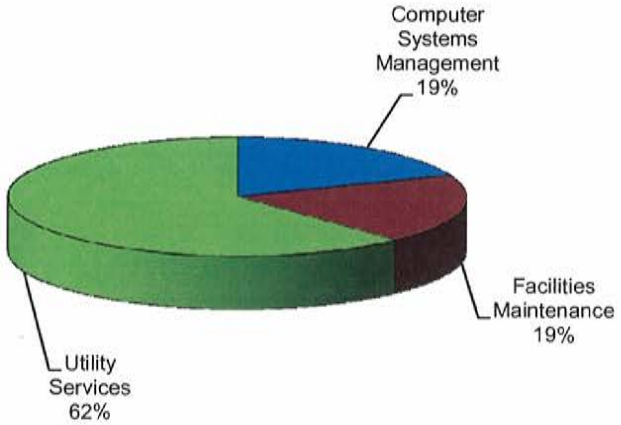
Department Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	299,288	209,697	227,955
Commodities	33,986	42,200	42,400
Contractual	126,707	180,789	199,189
Utility Services	513,858	668,500	766,363
Fuel Inventory	160,051	192,622	211,884
Total	1,133,890	1,293,808	1,447,791

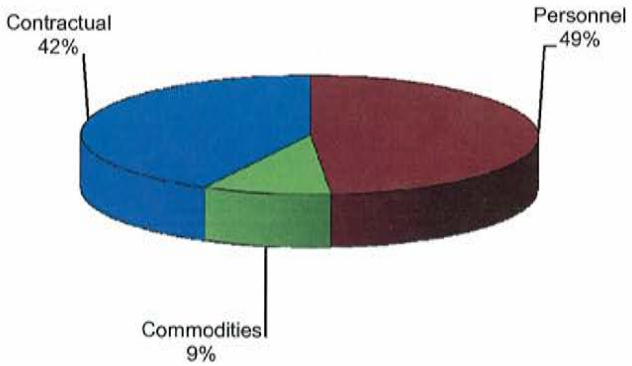
Department Locator

- Community Development
- Public Works
- ⇨ Operations
- Fire & Rescue
- Police
- Library
- Finance
- Economic Development
- Law
- Administration

2011 Operations Budget by Division



2011 Operations Budget by Category



Operations

Performance Measurement

√ Maintain 98% "up time" for computers.

√ Provide backup for critical data within three working days.

√ 100% of all carpets are cleaned annually.

Citizen Survey

√ 65% of respondents felt the maintenance and cleanliness of City-operated facilities were excellent or good.

"I love to go to the Library, one of the best in the area." ~2009 Citizen Survey~

"Facilities are well managed, very organized and clean." ~2009 Citizen Survey~

Computer Systems Management

Operations

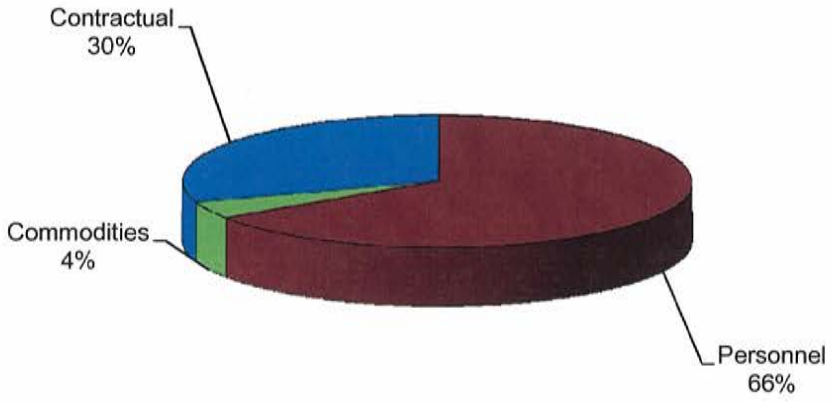
Division Overview

The Computer Systems Management division is responsible for all aspects of the computer system for all departments within the City. Potential new software and hardware is evaluated for compatibility to existing systems and value to the organization. Approximately 20% of equipment is replaced each year with older units being moved to non-critical positions to reduce replacement costs. Continual updates are required for the specialized software, as well as work station software to keep the City as productive as possible.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	144,701	146,730	154,079
Commodities	6,682	9,600	9,800
Contractual	51,086	52,800	71,200
Total	202,468	209,130	235,079

Computer Systems Management
2011 Budget



Mission Statement:

Provide an electronic information system that enables all City Departments to produce their required output, through the use of current software and equipment technology. This requires continuous maintenance and evaluation to assure efficient performance.

Goals:

- Maintain 98% "up time" for computers.
- Provide backup for critical data within 3 working days 100% of the time.
- Maintain minimal time spent on virus attacks.
- Maintain minimal time spent on spam E-mails.

Division Locator

Operations Department
⇨ Computer Systems Management
Facilities Maintenance
Utility Services
Fuel Inventory

Budget Worksheet						
Operations-Computer Systems Management						
100 130 320		**2008**	**2009**	**2010**	**2010**	**2011**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**
5001	Wages-Salary	127,713	142,379	146,366	145,230	152,579
5002	Overtime	0	667	0	0	0
5004	Termination Fees	0	0	0	0	0
5007	One Time Performance Pay	50	198	0	0	0
5012	Longevity	966	1,057	1,100	1,100	1,100
5013	Lump Sum	200	400	400	400	400
	Total Personnel	**128,928**	**144,701**	**147,866**	**146,730**	**154,079**
6002	Operating Supplies	9,210	6,682	9,600	9,600	9,800
	Total Commodities	**9,210**	**6,682**	**9,600**	**9,600**	**9,800**
7005	Pre-Employment Physical	40	0	250	0	0
7006	Worker's Comp Claim	0	0	250	0	0
7010	Printing	245	0	0	0	0
7030	Travel Expense	0	0	200	200	400
7040	Subscriptions	0	0	0	0	0
7041	Dues and Memberships	0	0	100	100	100
7050	Meetings/Seminars	760	4,167	2,000	2,000	200
7220	Professional Fees and Contracts	39,732	46,919	40,000	50,000	53,000
7520	Equipment Maintenance	512	0	500	500	17,500
	Total Contractual Service	**41,289**	**51,086**	**43,300**	**52,800**	**71,200**
	Computer Systems Management	**179,427**	**202,468**	**200,766**	**209,130**	**235,079**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	**2011**
Director of Operations	50%
Computer Technician	100%
Network Administrator	100%

Facilities Maintenance

Operations

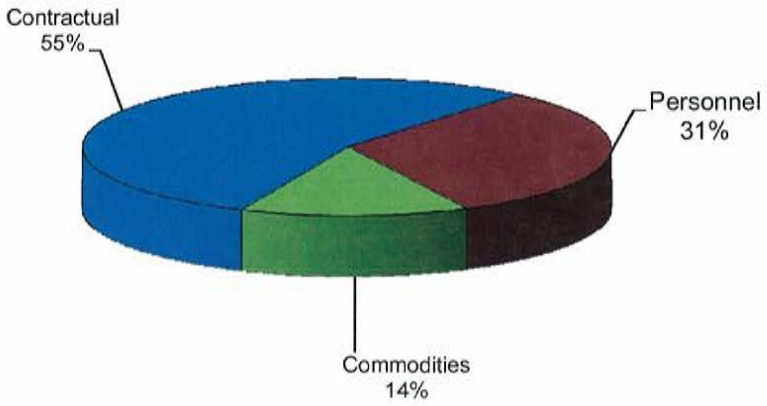
Division Overview

The Facilities Maintenance Division is responsible for maintenance of most building areas for all departments within the City. More than 100,000 square feet of office/commercial space is maintained by a cleaning contractor under this division. Using the contractor reduced daily cleaning costs. As the buildings continue to age, additional professional services will be needed for repairs, etc. Two part-time positions provide for room set-up, custodial emergencies, painting, and minor remodel/repair projects. The City expects to add approximately 15,000 square feet of office/commercial space as the result of construction of the new public works facility. The City will negotiate with the cleaning contractor to provide for this growth.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	154,587	62,967	73,876
Commodities	27,304	32,600	32,600
Contractual	75,621	127,989	127,989
Total	257,512	223,556	234,465

Facilities Maintenance
2011 Budget



Mission Statement:
Provide facilities in a clean, pristine condition that enables all City departments to produce their required output through the use of the latest equipment technology. This requires continuous maintenance and evaluation to assure efficient performance.

Goals:

- Clean all carpets throughout the City four times per year, while maintaining other levels of maintenance.
- Reduce complaints concerning maintenance by 7%.
- Keep all maintenance/service rooms neat and orderly 98% of the time.

Division Locator

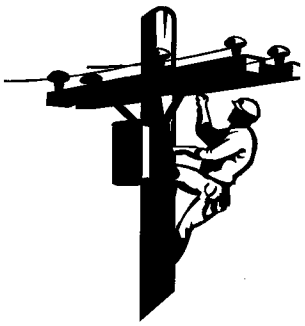
Operations Department
- Computer Systems Management
- ⇨ Facilities Maintenance
- Utility Services
- Fuel Inventory

Budget Worksheet						
Operations-Facilities Maintenance						
100 130 330		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	167,170	153,142	71,036	61,151	72,060
5002	Overtime	75	0	400	400	400
5004	Termination Fees	219	31	200	200	200
5007	One Time Performance Pay	50	198	0	0	0
5012	Longevity	1,374	1,216	1,750	1,216	1,216
5013	Lump Sum	200	0	0	0	0
	Total Personnel	**169,088**	**154,587**	**73,386**	**62,967**	**73,876**
6002	Operating Supplies	27,013	26,661	31,000	31,000	31,000
6110	Fuel	534	415	800	800	800
6351	Uniforms	1,152	228	800	800	800
	Total Commodities	**28,699**	**27,304**	**32,600**	**32,600**	**32,600**
7205	Custodial Services	0	26,370	74,869	74,869	74,869
7005	Pre-Employment Physical/ Testing	270	306	350	120	120
7006	Worker's Comp Claim	0	0	250	0	0
7220	Professional Fees and Contracts	50,923	48,512	51,000	51,000	51,000
7520	Equipment Maintenance	34	429	1,000	1,000	1,000
7521	Vehicle Maintenance	0	5	1,000	1,000	1,000
	Total Contractual Service	**51,227**	**75,621**	**128,469**	**127,989**	**127,989**
	Facilities Maintenance	**249,014**	**257,512**	**234,455**	**223,556**	**234,465**
		2008 Actual	2009 Actual	2010 Budget	2010 Revised	2011 Budget

Salary Splits	2011
Director of Operations	50%
PT Bldg Maintenance Tech (2)	100%

Account Overview

Utility Services was consolidated into the General Fund in 2007 and is not categorized as a division, as there are no employees charged to it. This function falls under the responsibility of the Director of Operations, who is responsible for monitoring all expenses within this account.



Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	-	-	-
Commodities	-	-	-
Contractual	513,858	668,500	766,363
Total	513,858	668,500	766,363

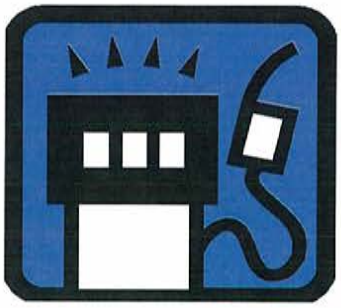
Division Locator

Operations Department
- Computer Systems Mgmt
- Facilities Maintenance
- ⇨ Utility Services Fund
- Fuel Inventory Fund

Operations-Utility Services				
		2009	2010	2011
Line #	Line Item	Actual	Revised	Budget
100 130 340				
7150	Fire Hydrant Maintenance	37,745	40,000	42,000
7610	Water	27,909	42,500	45,000
7620	Gas	40,460	66,000	75,000
7630	Electricity	188,515	220,000	270,000
7640	Telephone	37,669	45,000	51,000
7650	Street Lighting	181,560	211,000	240,000
7651	Cable - Fiber	0	44,000	43,363
	Total Contractual	**513,858**	**668,500**	**766,363**
	Utility Service Division	**513,858**	**668,500**	**766,363**

Fuel Inventory

Operations



Division Overview

The Fuel Inventory account is monitored by the Director of Operations, who is responsible to ensure sufficient quantities of fuel are available to support City needs. Fuel is also purchased by the City for other entities, including USD 260 and the Derby Recreation Commission, who then reimburse the City for the cost of the fuel.

Revenues Allocated to Fuel Inventory Fund

Description	2009 Actual	2010 Revised	2011 Budget
Fuel Purchase USD 260	144,558	173,976	191,373
Fuel Purchase DRC	6,826	8,214	9,036
	151,384	182,190	200,409

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	-	-	-
Commodities	-	-	-
Contractual	160,051	192,622	211,884
Total	160,051	192,622	211,884

Division Locator

Operations Department
- Computer Systems Management
- Motor Pool
- Facilities Maintenance
- Utility Services Fund
- ⇨ Fuel Inventory Fund

Operations-Fuel Inventory			
Line Item	2009 Actual	2010 Revised	2011 Budget
Fuel purchases by USD # 260	144,558	173,976	191,373
Fuel purchases by DRC	6,826	8,214	9,036
Total Revenue	**151,384**	**182,190**	**200,409**
Fuel Inventory	30		
KS tax refund to others	8,638	10,396	11,435
Cost of Fuel sold	151,384	182,190	200,409
Total Expenses	**160,051**	**192,622**	**211,884**

Fire

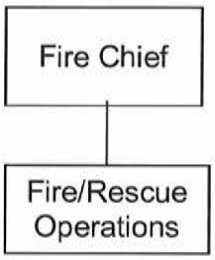
Table of Contents

Fire & Rescue Department

Department Overview	140
Performance Measures	141
Fire & Rescue Operations	142
Strategic Plan	144

Fire & Rescue Department

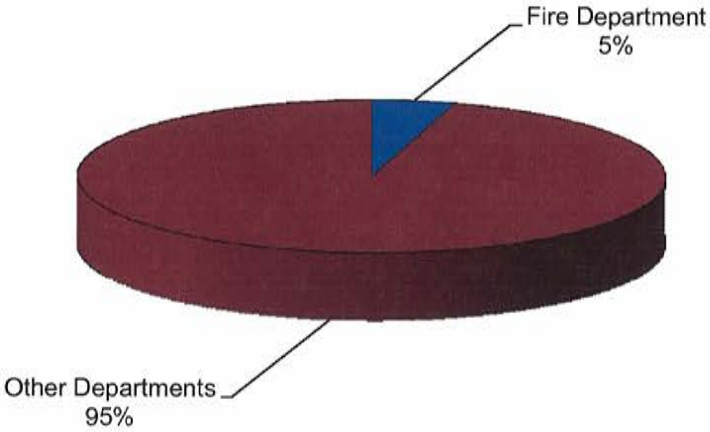
Department Overview



Mission
Our mission is to serve our community by providing life safety, property conservation, public education, fire prevention and to progressively perform the duties of the fire service with integrity and honor.

Overview
The Derby Fire and Rescue Department provides emergency response for fires, rescues and medical emergencies. The department operates out of 3 stations in Derby: Station 1 located at 128 W. Market, Station 2 located at 1401 N. Rock Rd. and Station 3 at 401 W. Patriot. In 2007, the department received an ISO protection class 3 rating for its fire protection services. The City received a SAFER grant in 2008 for $396,853 for hiring of additional personnel which allowed the department to increase its full-time employees to 14. Besides providing fire, rescue and medical response, the department also provides fire code enforcement for businesses, schools and daycare operations. In 2009, this involved more than 577 inspections. Fire department personnel also provide fire prevention education and training to Derby schools and businesses. In 2009, the department spent numerous hours on fire protection systems review and inspection for the new businesses opening in Derby. The Fire Chief also serves as the Derby Emergency Management Coordinator overseeing storm watch procedures, outdoor warning sirens, disaster response, and training.

2011 Fire Department Compared to Other Departments Budget



Fire & Rescue Department

Performance Measurement

√ 82% of all calls were responded to within 4 minutes.

√ There were 9 structural fires per 1,000 citizens.

√ There were 2 commerical/industrial fires per 1,000 structures.

Citizen Survey

√85% of respondents felt the department was reasonably or very visible in the public.

√ 90% of respondents felt reasonably or very safe with these services.

√ Of respondents who had an opinion, 38% felt the department provided an adequate response to emergencies.

"We have the best Fire Department in the State."
~2009 Citizen Survey~

Fire & Rescue Operations

Fire & Rescue Department

Overview

The Derby Fire and Rescue Department is a combination department made up of 25+ volunteers, 6 paid part-time and 14 career firefighters. The department responds to all types of calls for the citizens of Derby, ranging from structure fires, vehicle fires and rescues, high and low angle rescues, water rescues, haz-mat, lost people and first response medical calls. The department also has a yearly fire inspection schedule for all places of business, assembly and day care facilities. We train extensively combining at least two training nights a month for the volunteer firefighters, monthly EMS training for EMTs along with the daily activity and training that paid staff is involved in. Medical first response is primarily provided by the career staff with qualified volunteer and part-time firefighter EMTs providing backup assistance. Volunteer firefighters, when available, provide the additional resources needed for special events, fires, and rescues. EMS services are provided by Sedgwick County EMS. In 2009, the Department applied for another SAFER grant for 3 new career firefighters to bolster the current on duty staffing.

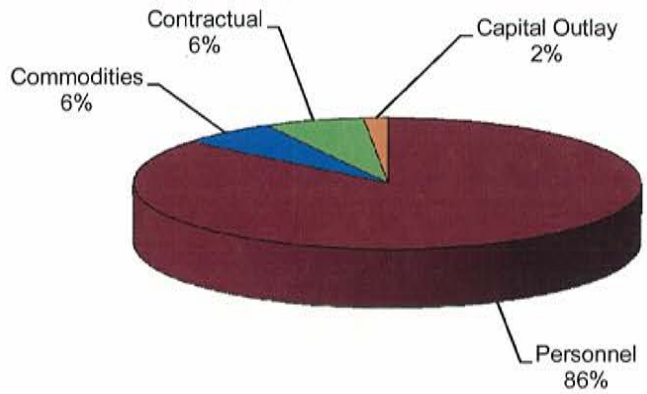
Department Sumary By Division

Department	2009 Actual	2010 Revised	2011 Budget
Fire/Rescue Operations	704,063	786,217	946,099
Total	704,063	786,217	946,099

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	589,486	660,597	812,354
Commodities	51,759	54,470	58,470
Contractual	47,818	56,150	60,275
Capital Outlay	15,000	15,000	15,000
Total	704,063	786,217	946,099

2011 Fire Department Budget by Category



Mission Statement:
Provide all residents of Derby with comprehensive fire service in a timely and professional manner and provide fire prevention educational opportunities to ensure that people of all ages are aware of the correct procedures to take in the event of a fire.

Goals:

- Maintain an ISO rating of 3 or less.
- Respond to all calls within the City limits within 4 minutes at least 90% of the time.
- Educate all K-2nd grade students in the fundamentals of fire safety each year.
- Maintain a record of zero fire fatalities.

Division Locator

Fire & Rescue
⇨ Fire/Rescue Operations

Budget Worksheet						
	Fire and Rescue					
100 160 370		**2008**	**2009**	**2010**	**2010**	**2011**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**
5001	Wages-Salary	543,751	659,062	693,193	697,650	734,488
5020	Safer Grant Reimbursement	(27,344)	(145,621)	(104,553)	(104,553)	(66,518)
5002	Overtime	48,664	65,123	60,000	60,000	60,000
5004	Termination Fees	57	0	0	0	0
5006	Volunteer Wages	7,500	7,500	7,500	7,500	7,500
5012	Longevity	0	0	0	0	0
5013	Lump Sum	10,773	3,422	0	0	0
	2011 Supplemental					76,884
	Total Personnel	**583,402**	**589,486**	**656,140**	**660,597**	**812,354**
6002	Operating Supplies	13,744	10,482	11,380	11,380	11,380
6110	Fuel	20,019	12,892	19,500	16,250	16,250
6350	Training Fees & Materials	6,192	9,964	6,340	6,340	6,815
6351	Uniforms	14,391	18,421	20,500	20,500	24,025
	Total Commodities	**54,346**	**51,759**	**57,720**	**54,470**	**58,470**
7005	Pre-Employment Physical	2,635	1,464	6,300	6,300	6,300
7006	Worker's Comp Claim	0	0	0	0	0
7010	Printing	599	0	850	850	850
7030	Travel Expense	961	129	1,050	750	500
7040	Subscriptions	303	147	172	170	170
7041	Dues and Memberships	526	582	1,120	1,120	1,120
7050	Meetings/Seminars	9,647	4,286	7,500	9,800	9,800
7220	Professional Fees and Contracts	2,541	2,094	2,200	1,585	1,585
7300	Insurance Program	4,037	5,204	5,000	5,000	5,000
7520	Equipment Maintenance	19,168	23,036	15,350	15,350	19,200
7521	Vehicle Maintenance	8,183	7,991	7,225	7,225	7,750
7620	Siren Maintenance*	0	2,885	8,000	8,000	8,000
	Total Contractual Service	**48,600**	**47,818**	**54,767**	**56,150**	**60,275**
8100	New Equipment (miscellaneous)	13,890	15,036	15,000	15,000	15,000
	Total Capital Outlay	**13,890**	**15,000**	**15,000**	**15,000**	**15,000**
	Fire and Rescue Operations	**700,238**	**704,063**	**783,627**	**786,217**	**946,099**
		2008 Revised	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

* Siren maintenance in 2008 was in the police budget

	Salary Splits	**2010**	**2011**
	Fire Chief	100%	100%
	Deputy Fire Chief	100%	100%
	Lieutenants (3)	100%	100%
	Firefighter II (3)	100%	100%
	Firefighter (6)	100%	100%
	PT Firefighter (6)		100%

Strategic Plan
Derby Fire & Rescue Department

Original: August 25, 2005
Revised: June 12, 2007
Revised: July 6, 2009
Revised July 5, 2010

The Derby Fire and Rescue Department exists to serve the residents and businesses of the City of Derby. Through fire prevention and emergency response services, the department's essential role is to protect the community and promote safety. Failure to provide appropriate, timely and well-organized response to the wide variety of emergencies that occur has life-or-death consequences.

The City of Derby is a growing and vibrant community with all the risks of a large urban center. Our location in relation to the City of Wichita and McConnell Air Force Base creates a multitude of risks to our community.

The Sedgwick County Hazard Analysis Plan recognizes these risks ranging from fires, severe weather, flooding, tornados, hazardous chemicals and terrorist attacks. It is important that as a community we acknowledge the possibility that any kind of emergency event may take place in our community and that we plan and train for such.

Background

The City of Derby has experienced a significant population growth during the last 35 years, from a population of approximately 9,200 to today's estimate of 22,000. This exceeds the percentage of growth for the Wichita Metro area and the State of Kansas.

Since 1952, Derby's fire protection has been provided by the Derby Volunteer Fire Department. In December 2004, the change was made to a combination fire department to accommodate the rapid growth and responsibilities placed upon the City to provide effective fire protection, medical first response capabilities, and fire prevention activities.

Mission

Our mission is to serve our community by providing life safety, property conservation, public education, and fire prevention and to progressively perform the duties of the fire service with integrity and honor.

Goals

The goals of the Derby Fire and Rescue Department are as follows:

1. Develop, review and update operating procedures for both volunteer and paid staff.

2. 100% State Certified Firefighter I and II for paid and volunteer staff.
3. 100% minimum of Haz-Mat operations.
4. 100% paid Firefighter/EMT State certified staff; 50% volunteer Firefighter/EMT staff.
5. All staff trained and certified in the National Incident Management System/ICS.
6. Prepare and respond to changing community needs with the growth of the City.
7. Exercise leadership in fire prevention and emergency response services in Sedgwick County and the State of Kansas.
8. Be committed to reduction of life safety risks and property loss in our community by the use of an aggressive fire inspection and code enforcement plan.
9. Reduce fire-related calls per 1000 population.
10. Maintain an ISO classification of 3 or lower.
11. Emergency fire and medical response to all areas in our City in 4 minutes or less 90% of the time.
12. Maximize tax dollars by using alternative funding resources for personnel, equipment and training, including grants, cost sharing and donations.

Objectives

To accomplish these goals, the department needs to meet the following objectives:

1. Develop department guidelines for training that will facilitate the certification level required for both paid and volunteer staff.
2. Accept only volunteer and paid members who are willing to train and work towards the minimum standards.
3. Review response times in all parts of the City, and determine needs necessary to provide a 4 minute emergency response time.
4. Review and make recommendations for future land acquisition, especially to provide protection to the increased growth in the northwest and southeast sections of the City.
5. Increase paid personnel, as funding allows, to properly and safely staff all emergency responses.
6. Provide adequate paid firefighters to staff equipment to recognized National Standards (ISO, NFPA and OSHA).
7. Review organizational structure of department and update to reflect the complexity of administrative roles.

Paid/Volunteer Cooperation

The Derby Volunteer Fire Department has a long and proud history. Volunteers have saved the City of Derby millions of dollars because of their services. The volunteer staff, while proud of their history, has embraced the transition to a combination department for several reasons:

- Volunteers, like the rest of us, have very busy schedules, both in their business and personal lives.

- Derby has been fortunate that the bulk of its volunteers have worked in and around the City of Derby. This made many of them available for calls 24 hours a day. That situation has changed, where many more of our volunteers work outside the City and are not available during their working hours.
- Several volunteers have been employed by the City of Derby in other departments. The City allowed those personnel to respond from their jobs to answer emergency calls. This has been a great system but at times short changed their departments because of the loss of manpower during this time.
- Paid personnel carry much of the responsibility for training as well as taking care of planning, record keeping and administrative duties.
- Volunteer staff augments manpower for large-scale incidents.
- Qualified volunteer staff are used as much as they are available to fill gaps left by paid staff for vacations, sick leave and training.

Response Capability

Part of a measurement of how well a fire department is doing is its response capability. This capability is measured in the following areas:

1. Personnel response times.
2. Truck and equipment arrival; how much how soon.
3. Required number of personnel at an emergency scene. NFPA requires a minimum equivalent to 15 full-time firefighters at any structure fire. ISO recognizes that 3 volunteers are equivalent to one paid firefighter.
4. How often personnel are not available to respond because qualified personnel are committed to other calls.

In 2004, the average response time for the 189 calls made for the year was 4:49 minutes. This is a very impressive number which would meet the national standard. However, what is not indicated in this number is that this is personnel responding either from their homes or off their jobs with no equipment except their personal protective clothing. The apparatus usually arrived a few minutes after the first fire personnel were on scene. Apparatus arrival times are harder to track because there were no criteria for them in the dispatching system.

With the inclusion of paid personnel located at Station #2, in 2005 the average response time for 744 calls dropped to 3:18 minutes with firefighters and equipment arriving at the same time.

The City is divided into 7 response zones. These zones are determined by landmarks such as Rock Road or Dry Creek. Using these zones the department not only monitors high call volume areas but also areas where response times are unusually high. This will help in future location of equipment and fire stations.

In 2008, the City of Derby received a federal grant to help pay for four additional paid firefighters increasing the career staff to 14. This allowed the City to staff Station #1 with two full-time personnel per shift and drastically reduce response times to the areas west of Dry Creek.

With a small paid staff available at Station #1 and #2, the department's response times have lowered. Better yet, at least two fully equipped apparatus also arrive with personnel, placing equipment on scene as volunteer and off-duty personnel arrive.

The Derby Fire and Rescue Department's strategic plan outlines a four-minute response 90% of the time to all residents. Since providing full-time staffing at the two main Derby stations, the Department has been able to accomplish this goal 83% of the time. A four-minute response time is especially important in the area of Medical First Response.

Concerns early on were whether volunteers would continue to be involved in the fire department. The standard from NFPA 1710 says that 15 personnel should be on scene to successfully and safely fight a structure fire. That standard also says that a crew of 4 should be on scene within 6 minutes from initiation of the call and that any further help should be there within 8 minutes.

While the department has fairly impressive turnout numbers of its volunteers, those numbers do not happen immediately. Sometimes volunteers do not arrive on scene for 15 minutes or longer. Occupational Safety and Health Administration standards also require that for two firefighters entering an area that poses a threat to life and health, a minimum of two firefighters are to be waiting outside the danger area fully equipped and ready to provide rescue for the entry team if they were to encounter any problems.

ISO Ratings

The Insurance Services Office (ISO) sets the classifications for fire insurance ratings in the State of Kansas. ISO evaluates the ability of a community's fire department to safely battle and extinguish fires. They look at the community water supply, fire equipment, dispatching and call taking, training and the amount of personnel responding.

In 1997, ISO looked at the City of Derby, did a classification study and awarded Derby with a rating of 4 on a scale of 1 to 10, with 10 being no fire protection. A 4 and 5 rating is considered pretty good. Since 1997, the City has made some major improvements including construction of Fire Station #2, improved water system, new equipment and paid staff.

In 2007, with paid personnel, the rating improved to a Class 3. This is most advantageous to commercial and industrial growth as this rating affects the insurance costs companies and businesses pay for property insurance.

Increased Services

Even in challenging economic times, our City continues to grow commercially, resulting in an increased responsibility of the Department to make sure all new facilities meet fire codes. In 2009, we had 450 businesses, 45 daycares and 30 educational facilities that were to be inspected for the year. (Educational facilities were turned over to Derby Fire Department by the State Fire Marshal's Office in 2007.)

With the increased commercial growth on both the K-15 and Rock Road corridors, the Department needs to maintain the ability to respond quickly with increased amounts of capable equipment including not only our pumpers, but our aerial apparatus. The opening of a new hotel facility on Rock Road and new senior living and medical facilities on East Madison Street in 2009, along with proposed new senior living facilities on Patriot, East Madison, and possibly East Meadowlark opening in 2011, the Department will face the responsibility of responding with sufficient equipment and personnel in a timely manner.

The department's call load saw a significant increase in 2009. Also, as the City annexes more area, the response area for which we are responsible increases the chance of current equipment and personnel not being available for calls for service.

	2010/April	2009	2008	2007	2006
Building Fires, including cooking/chimneys	5	19	27	25	12
Vehicle Fires, including freight/transport	0	11	7	10	13
Medical Response	351	1071	945	1034	945
Motor vehicle accidents	25	104	66	61	71
Total Calls•	530	1768	1520	1558	1402

• Total calls do not include responding to hazardous substances, lost persons, electrical issues, gas odors, public safety instruction, including CPR, fire extinguisher training, etc.

The department's responsibilities include but are not limited to the following:

- Fire Inspections: 577+ annual fire inspections (2009)
- New Business code compliance and inspections for occupancy
- Rescue services: water, confined space, & vehicle
- Haz-Mat Response (hazardous materials)
- Fire Prevention/Education: schools, seniors, businesses, & CPR classes
- Fire Investigations
- Emergency Preparedness

Apparatus Inventory

Replacement Year	Model/Type	Years of Service*	Cost
2011	1956 Ford/Rescue #1	55	$125,000
2013	1981 International/Engine #3	31	$575,000
2014	2005 Fire Chief Vehicle	10	$40,000
2014	Fire Marshall Vehicle	New	$40,000
2015	2006 Ford/Squad #2	10	$80,000 Chass/refurb
2017	2008 Deputy Chief Vehicle	10	$42,500
2018	Fire Squad #3	New	$175,000
2019	2009 Ford/Squad #1	10	$85,000 Chass/refurb
2019	Pierce/Quint #1	23	$1,005,000
2020	Pierce/Engine #2	19	$723,000
2024	2015 Ford/Squad #2	10	$217,000
2026	Pierce/Engine #1	19	$835,000

*Years of service based upon the purchase date and not model year.

Current Staffing

Staffing provided by the City for the Fire Department now allows for two paid firefighters per shift at both Stations #1 and #2. Because of medical calls and safety, minimum staffing requires at least two firefighters 24/7 at Station #1 and Station #2. Call-back staffing of part-time personnel, full-time off-duty personnel, or volunteer EMT firefighters provides for maintaining minimum staffing levels as required. Each shift consists of a lieutenant, a firefighter II and two firefighters.

In 2010, 8 part-time firefighter positions were created to help minimize overtime costs due to backfill of the paid staff to continue a minimum of two firefighters at each station. The Chief has an office at Station #2, and the Deputy Chief has an office at Station #1. Both Chiefs are exempt employees who work a 40-hour shift but are available for call 24/7.

Supervisors have:

- Fire science certificate or associate degree
- Fire Fighter I & II certifications
- Haz-Mat Operations certification
- Emergency Medical Technician certification
- Fire Instructor I certification
- Fire Officer I certification
- Driver/Operator certification

Firefighter IIs are required to have:

- Firefighter I & II certifications
- Haz-Mat Operations certification
- Emergency Medical Technician certification
- Fire instructor I certification within one (1) year of promotion date, required.

Paid Firefighters are required to have:

- Fire fighter I & II certifications
- Haz-Mat Operations certification
- Emergency Medical Technician certification

Volunteer Firefighters are required to have:

- Fire Fighter I certification
- Haz-Mat Ops certification

A volunteer firefighter may fill in for a paid firefighter if EMT certified.

Long term, the City will have to provide for more paid firefighters to meet the demands of a growing and aging population. Seventy-five percent of calls answered in Derby are for medical emergencies. As the Derby population ages, this number will increase. As large retail stores continue to open, we will see increased needs for personnel to respond to emergencies at these businesses.

The NFPA (National Fire Protection Association) requires before any fire attack can be initiated at least 4 firefighters are on the scene. NFPA 1710 sets the requirements for personnel to fight a regular house fire at a minimum of 15 personnel on scene within the first 8 minutes.

OSHA requires that before a firefighter may enter a burning structure, the department must have a dedicated rapid response team standing by on the outside to initiate an immediate rescue attempt if needed.

ISO looks at the number of personnel responding to fires and emergencies and evaluates how many personnel we are able to normally put on scene. It takes 3 volunteers to meet the same requirement of one paid firefighter on scene.

2009 Accomplishments

- Call volume increased 16% .
- Upgraded apparatus with a new Squad truck for Station #1.
- Implemented 4 new part-time positions. Used to fill for vacations, sick leave and training absences.
- Accepted 6 new volunteer firefighter applications in 2009. Out of those, 4 finished the program. Currently have 7 new applicants who began training in January 2010.
- Updated County Hazardous Mitigation Plan.
- Did an "active shooter in our school" exercise that included Derby Fire, Derby Police, Sedgwick County Sheriff & EMS, and USD 260.
- Hosted in-house KU classes for Fire Instructor, Fire Leadership I, II & III.
- 5 personnel became Dive Certified. 12 personnel became Rope 1 & Rope 2 certified. Continued to improve our technical rescue capabilities.

- Working with Derby Police Department and Derby Public Works in developing a plan for required radio communications changes that will take effect in 2013.
- Followed H1N1 Pandemic Influenza issues. Developed recommendations that were presented to City Manager.
- Focus continued on fire prevention, education and fire safety for the City. This means an aggressive fire inspection/code enforcement program for all existing and new businesses, daycares and schools.

Facilities Overview

Current Fire Department facilities include Station #1, Station #2, and Station #3.

Station #1 at 128 W. Market is 6,000 square feet constructed in 1988 for volunteer use. In 2006, the building was remodeled to make room for 24/7 staff. Because of limited space, the training room was used to create a bunk room and a locker room. The Deputy Chief shares the one office with the on-duty firefighters for their report making and filing.

Station #2 at 1401 N. Rock Road is 12,000 square feet constructed in 2002 and designed for use by volunteers, 24/7 firefighters, Sedgwick County EMS Post 11, and the Fire Chief's office. Also at Station #2 in the basement is Derby's Emergency Operations Center, a backup dispatch room, and a training/safe room large enough for 50 people. This room and some storage space are shared with EMS.

Station #3 at 401 W. Patriot Avenue is actually the Water Metering Station, which serves as the connection point for City of Wichita water coming into Derby. The building houses the Fire Department's oldest engine, and volunteers who live in the northwest part of the City respond to this station and operate Engine #3. In 2013, Engine #3 (1981) will have been in service for 32 years and is slated to be replaced by a newer apparatus. Any new apparatus will be too tall to fit in this building, which means that one of several things could happen: (1) an older, out-of-date piece of equipment would have to stay in service, (2) a new Station #3 would be built, or (3) a new apparatus would be placed back at Station #1. Space for Sedgwick County EMS may also need to be considered as there has been interest in moving an ambulance closer to the K-15 corridor.

Future Fire Stations

The location of future fire stations definitely depends upon the future growth of the City. While it is important to plan for future stations, it is more imperative to provide for personnel who can adequately staff the existing stations on the east and west sides of Derby.

While Stations #1 and #2 currently provide adequate coverage for most of the City in a 1.5 mile radius, generally considered a three-minute response area, areas to the northwest and southeast in the City's growth area are outside of that recognized 1.5 mile response area. In 2006, the ISO evaluated Derby's fire protection services. While the City as a whole was recognized for its improved fire protection services, the northwest area also was a concern because of the recent and future growth of commercial properties. This

concern was what prompted the movement of Engine #3 into the Water Metering Station in 2008 to create the temporary Station #3.

Another issue at stake is when the Water Division needs its space back in its Metering Station. A report is currently being compiled about water usage and pressure, in addition to projections about the next 10 years to determine when the City will need to add booster pumps and water storage capacity and whether the underground space reserved at this site will be the appropriate location. At this point, preliminary study results indicate that 2012 is the appropriate year for installing booster pumps in the Water Metering Station. At that time, Engine #3 must be relocated from this building.

Future stations would incorporate at least two drive-through bays allowing room for at least an Engine and a squad along with office space and living quarters. Staffing of the station would be determined by type of growth, call load in the area and response times from Stations #1 and #2.

As Fire Chief, one of my many goals is to give my customers, the citizens of Derby, as much bang for the buck as possible while providing needed services. We are a growing community, with a lot of responsibilities to fulfill. Those responsibilities require changes in our lives and sometimes how we operate. It is important to reevaluate occasionally to make sure we are on the right path.

10-Year Time Line

A 10-year time line for continued development of the department is formulated below. With the increased construction along the K-15 and Rock Road corridors to include hotels, senior living and skilled nursing facilities and large retail stores, the department needs to have enough full-time staff to respond with the necessary equipment. Even with volunteer assistance, eventually there will need to be at least three firefighters staffing Station #1, four firefighters staffing Station #2 and three firefighters staffing Station #3.

2010 Hired 4 more part-time positions to assist in minimum staffing and reducing overtime. Created 3 Firefighter II positions from existing firefighter positions for future promotion pool of 3 shift Captains. Wait on results for 2009 SAFER Grant for 3 firefighters. Review population growth, land growth, industrial and retail growth, and call volume. Determine location in the northwest part of the city for future construction of Station #3.

2011 Hire one full-time firefighter to begin the three-year process of staffing Station #2 with 3 positions. Continue to seek federal grant assistance in filling full-time staff positions. Increase PT wages to keep callback overtime to a minimum. Conduct station location review and cost study to construct Station #3 in the northwest part of the city, including contract negotiations with Sedgwick County regarding continued housing of EMS in Station 2 or other alternatives (contract with County expires in 2012).

2012 Hire one full-time firefighter for filling at Station 2. If successful with 2009 SAFER Grant, promote 3 Shift Captains. Continue to seek federal grant assistance in filling full-time staff positions. Design Station 3.

2013 Hire one full-time firefighter, which completes process of staffing Station #2 with 3 personnel. Promote 3 Shift Captains. Apply for federal grant for 1 full-time Fire Marshall position and 3 firefighter positions to begin the process of staffing Station #1 with 3 positions. Construct Station #3.

2014 If 2013 federal grant was not successful, hire full-time Fire Marshall and one full-time firefighter. Review growth pattern, call volume and staffing levels. Continue to seek federal grant assistance in filling full-time staff positions. Consider moving firefighters from Stations 1 & 2 to provide minimal staffing for Station 3. Review growth pattern and search for property for possible future construction of Station #4 in the southeast part of the city.

2015 Hire one full-time firefighter. Apply for federal grant for 9 firefighter positions to begin process of permanent staffing of Station #3 with full-time personnel. Design Station # 4.

2016 Hire one full-time firefighter to complete process of staffing Station #1 with 3 personnel. Review growth pattern, call volume and staffing levels. If 2015 federal grant was not successful, re-apply for federal grant for 9 firefighter positions to staff Station #3 around the clock.

2017 If 2015 & 2016 federal grants were not successful, hire 9 full-time firefighters, 6 to staff Station #3 and 3 to fill out staffing at Station #2 to four. Construct Station #4.

2018 Apply for federal grant for 3 firefighter positions to staff Station #4 with three personnel. Review growth pattern, call volume and staffing levels.

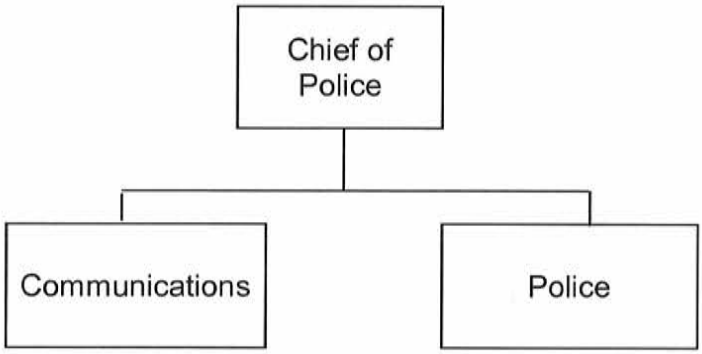
2019 Hire one full-time firefighter to begin the three-year process of staffing Station #3 with 3 personnel. Continue to seek federal grant assistance in filling full-time staff positions.

Certainly, there are factors that could change how this 10-year plan comes together and how quickly some of these goals are accomplished, including future growth of the City, grants for personnel, call volume, code responsibilities and training needs. As always, the department remains committed to providing the best service possible to the Derby community.

Table of Contents

Police Department

Department Overview	155
Department Summary	156
Performance Measures	157
Police	158
Communications	160
Strategic Plan	162



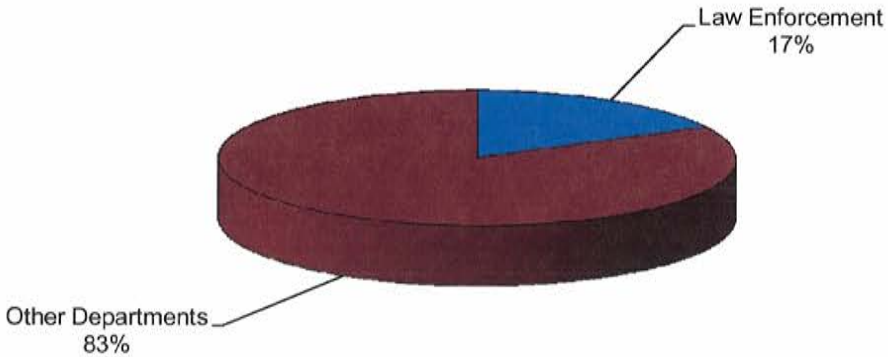
Overview

During 2008, the Police Department recorded the following trends from the previous year: 5% increase in offenses; 34% increase in arrests; 1% decrease in traffic accidents; 12% decrease in traffic citations; and a 9.5% increase in calls for service. Based on data from the first 8 months of 2009, traffic accidents are trending downward with a 5.5% decrease from the same period in 2006. During the same period, there has been a 4% decrease in reported offenses; 1.8% decrease in arrests and a 25% decrease in traffic citations. In 2010, the Police Department will focus on community policing traffic safety, improving investigative services, maintaining timely and effective response to calls within a growing geographical area, and increasing staff efficiency.

Mission

The common mission of the Police Department is to work in partnership with the community to maintain an environment that is safe by promoting individual responsibility and community commitment. To protect life and property, assure the preservation of human rights, and enhance the quality of life within the community through leadership, education and cooperation.

Police Department Compared to Other Departments 2011 Budget



Department Summary by Division

Division	2009 Actual	2010 Revised	2011 Budget
Police	2,457,936	2,635,811	2,967,548
Communications	379,098	493,036	531,870
Total	2,837,034	3,128,847	3,499,418

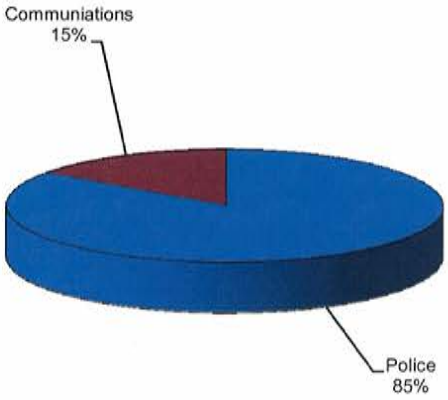
Department Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	2,506,080	2,716,537	3,083,107
Commodities	170,598	231,900	235,900
Contractual	160,355	180,410	180,411
Total	2,837,034	3,128,847	3,499,418

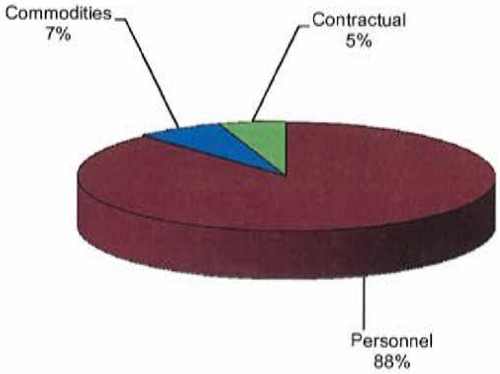
Department Locator

Community Development
Public Works
Operations
Fire
⇨ Police
Library
Finance
Economic Development
Administration
Law

2011 Police Department Budget by Division



2011 Police Department Budget by Category



Police Department

Performance Measurement

√ 87% of all calls were reponded to in 5 minutes or less.

√The department held 12 monthly employee safety training sessions.

√The department conducted 12 community education sessions.

Citizen Survey

√94% of respondents felt reasonably safe or very safe in their neighborhoods.

√ 35% responded that they received adequate response for their situation; most respondants didn't have an encounter with police services.

√ 92% of respondents felt the department was reasonably or very visible.

" I always use the vacation watch when we go on vacation. The Police Department is very helpful."

~2009 Citizen Survey~

Police

Police Department

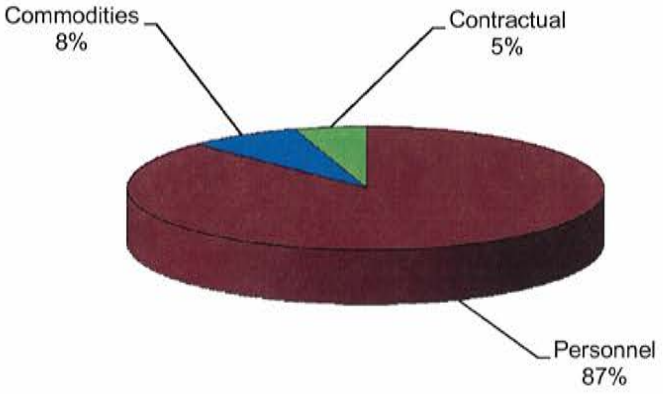
Department Overview

The Police Department strives to improve the safety of citizens through education, effective problem-solving, and enforcement of traffic laws, municipal codes, and federal and state laws. Police personnel are responsible for criminal investigations; traffic enforcement, accident investigation; animal control; and crime detection, prevention and education. In 2008, a number of goals were accomplished, including the addition of a second school resource officer at Derby High School. This will allow for increased officer presence and more time available for students and staff to interact with the officers. There was a slight decrease in major offenses during 2008, despite significant geographical expansion and growth in businesses. Officers assigned to the Patrol Section maintained an average response time to calls of 2.6 minutes, with 66% of all calls receiving a response in 1 minute or less. The priority in 2010 is to maintain staffing at a level which allows effective, efficient and timely services at a pace that is consistent with the growth of the community.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	2,161,172	2,265,898	2,593,634
Commodities	163,968	224,500	228,500
Contractual	132,796	145,413	145,414
Total	2,457,936	2,635,811	2,967,548

2011 Police Budget



Mission Statement:
The mission of the Police Department is to provide police protection services to all residents and visitors of Derby.

Goals:

- Reduce the number of traffic accidents by directing enforcement and education towards areas with high volumes of traffic.
- Continue developing and implementing plans for improved patrol and response to calls within a growing geographical area.
- Improve efficiency and safety through training and equipment maintenance and replacement plans.
- Take advantage of grants and other funding opportunities in support of local needs.

Division Locator
Police Department
⇨ Police
Communications

Budget Worksheet						
100.110.105	**Police Department-Police**					
Line #	Line Item	**2008**	**2009**	**2010**	**2010**	**2011**
		Actual	**Actual**	**Budget**	**Revised**	**Budget**
5001	Wages-Salary	1,892,101	2,084,859	2,188,571	2,202,302	2,319,148
5002	Overtime	95,706	123,325	105,000	105,000	105,000
5004	Termination Fees	33,373	0	0	0	0
5005	Shift Differential	8,832	9,057	13,312	13,000	13,000
5006	Special Duty Pay	8,575	8,600	10,255	11,330	11,330
5007	One Time Performance Pay	5,043	3,404	5,200	5,200	5,200
5012	Longevity	19,957	20,406	20,430	21,266	20,066
5013	Lump Sum Bonus	2,000	400	0	0	0
5014	Police Services Reimbursement	(17,487)	(18,162)	(15,000)	(18,200)	(19,110)
5015	SRO/Aquatic Park Reimbursement	(70,846)	(70,716)	(74,870)	(74,000)	(76,000)
	Approved 2010 Supplemental Grant Officers			9,029	0	0
	Approved 2010 Supplemental PT Officers			76,975	0	
	2011 Supplemental New Police Beat					215,000
	Total Personnel	**1,977,254**	**2,161,172**	**2,338,902**	**2,265,898**	**2,593,634**
6002	Operating Supplies	18,931	20,138	19,000	19,000	19,000
6003	Patrol Supplies	12,104	12,292	13,000	13,000	13,000
6010	Investigation supplies	6,267	9,289	12,000	12,000	12,000
6110	Fuel	97,924	64,918	107,500	107,500	107,500
6130	Range Supplies	8,409	8,851	8,800	8,800	8,800
6350	Training fees and materials	19,032	14,109	15,200	15,200	15,200
	2010 Supplemental Grant Officers		0	20,096	0	0
6351	Uniforms	35,181	34,370	44,000	44,000	40,000
	2011 Supplemental New Police Beat					8,000
6352	Special Operations Equipment		0	5,000	5,000	5,000
	Total Commodities	**197,847**	**163,968**	**244,596**	**224,500**	**228,500**
7005	Pre-Employment Physical	3,579	4,633	4,500	4,500	4,500
7006	Worker's Comp Claim	0	0	500	0	0
7010	Printing	982	1,921	1,400	1,921	1,921
7039	Legal Publications	0	0	0	0	0
7040	Subscriptions	114	288	1,200	300	300
7041	Dues and Memberships	2,095	2,432	3,500	2,582	2,582
7050	Meetings and Seminars	61	2,926	3,000	3,000	3,000
7121	Animal Care	4,041	5,499	6,000	6,000	6,000
7122	Reimbursement Animal Care	(1,353)	(1,550)	(1,500)	(1,500)	(1,500)
7131	Crime Prevention	2,974	2,552	3,000	3,000	3,000
7220	Professional Fees and Contracts	8,047	12,514	8,050	8,050	8,050
7231	Software Purchase	0	3,250	0	3,250	3,250
7500	Computer Maintenance	1,000	311	1,000	300	300
7520	Equipment Maintenance	13,069	10,468	15,000	15,000	15,000
10.11.03	**Police Department-Police**					
Line #	Line Item	**2008**	**2009**	**2010**	**2010**	**2011**
		Actual	**Actual**	**Budget**	**Revised**	**Budget**
7521	Vehicle Maintenance	35,769	36,788	37,000	37,000	37,000
7615	Detention Center	37,193	46,329	45,000	50,000	50,000
7616	Detention Medical Expenses	960	4,436	10,000	10,000	10,000
	Total Contractual Service	**110,538**	**132,796**	**139,660**	**145,413**	**145,414**
	Police Division	**2,285,640**	**2,457,936**	**2,723,158**	**2,635,811**	**2,967,548**
		2008 Revised	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Division commander moved from Communications in 2008.

Salary Splits	**2011**
Chief	100%
Deputy Chief	100%
Division Commander Operations	100%
Division Commander Tech Svcs.	100%
Records Clerks (2) 2 in 2008	100%
Administrative Sergeant	100%
Administrative Assistant	100%
Records Supervisor	100%
Animal Control Officer	100%
Police Officer (17)	100%

Communications

Police Department

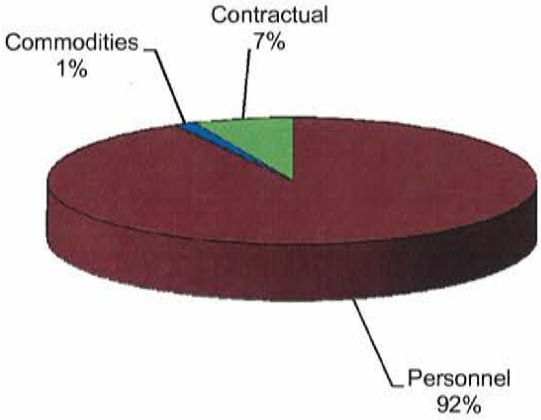
Division Overview

The Communications Division is responsible for the dispatching function including receiving calls for service, dispatching the appropriate field units, facilitating communication between emergency service personnel and citizens and providing information necessary to fulfill the requirements of the call. The division continues to meet its mission requirements as population and demand for services increase. The division is made up of a Communication Supervisor and eight dispatchers. During the past twelve months, dispatchers achieved a 99% rate of dispatching calls within 3 minutes of receipt. In 2010, the Communications team will continue to focus on accuracy and timeliness of receiving and dispatching calls.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	344,908	450,639	489,473
Commodities	6,631	7,400	7,400
Contractual	27,559	34,997	34,997
Total	379,098	493,036	531,870

2011 Communications Budget



Mission Statement:

The Communications Division's mission is to serve as a first point of citizen contact for emergency services and to coordinate delivery of those services in a safe and timely manner.

Goals:

- Maintain a training program for dispatchers that includes development of interpersonal communication skills.
- Increase accuracy and timeliness in call-taking and dispatching functions.
- Update records management software to improve efficiency and reliability.

Division Locator

Police Department
Police
⇨ Communications

	Budget Worksheet					
	Police Department-Communications					
100.110.110		**2008**	**2009**	**2010**	**2010**	**2011**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**
5001	Wages-Salary	311,341	298,659	359,793	367,448	406,282
5002	Overtime	24,615	38,248	25,000	34,000	34,000
5004	Termination Fees	0	580	0	39,000	39,000
5005	Shift Differential	2,767	2,579	3,000	3,500	3,500
5006	Special Duty Pay	0	0	0	0	0
5012	Longevity	3,510	2,806	5,415	2,891	2,891
5013	Lump Sum	0	0	0	0	0
	One time performance bonus	3,666	2,036	3,800	3,800	3,800
	Approved 2010 Supplemental PT Dispatchers			41,100	0	0
	Approved 2010 Supplemental PT Dispatchers			(5,000)	0	0
	Total Personnel	**345,899**	**344,908**	**433,108**	**450,639**	**489,473**
6002	Operating Supplies	4,229	4,349	4,200	4,200	4,200
6350	Training Fees and materials	648	1,485	2,000	2,000	2,000
6351	Uniforms	669	798	1,200	1,200	1,200
	Total Commodities	**5,546**	**6,631**	**7,400**	**7,400**	**7,400**
7005	Pre-Employment Physical	545	2,005	800	800	800
7040	Subscriptions	273	0	300	300	300
7041	Dues and Memberships	210	697	350	700	700
7210	Bonds	0	200	150	150	150
7220	Professional Fees and Contracts	24,620	16,922	37,000	25,000	25,000
7500	Computer Maintenance Expense	255	39	400	400	400
7520	Equipment Maintenance	1,158	5,048	5,000	5,000	5,000
7600	Teletype Expense	2,647	2,647	3,700	2,647	2,647
7620	Tornado Siren Maintenance	1,150		0	0	0
	Total Contractual Service	**30,857**	**27,559**	**47,700**	**34,997**	**34,997**
	Communications Division	**382,303**	**379,098**	**488,208**	**493,036**	**531,870**
		2008 Budget	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	**2010**	2011
Dispatcher (6)	100%	100%
Communications Supervisor	100%	100%
Sr. Dispatcher (2)	100%	100%
PT Dispatcher (3)	100%	(6) 100%

2010-2014
DERBY POLICE DEPARTMENT STRATEGIC PLAN

ROBERT LEE
Chief of Police

Table of Contents

Strategic Planning Committees	Page 3
Strategic Plan Overview	Page 5
Department Mission	Page 6
Department Values	Page 7
Strategic Goal #1	Page 9
Strategic Goal #2	Page 11
Strategic Goal #3	Page 13
Strategic Goal #4	Page 14
Strategic Goal #5	Page 15
Strategic Goal #6	Page 17
Strategic Goal #7	Page 18
Department Staffing Report	Page 19
Department Vehicle Inventory	Page 20
Strategic Plan Summary	Page 21

Photos provided complimentary by Bill Fales, Coastal Plains Images, Derby, Kansas, and Marc Wilson, Derby Police Department.

Strategic Plan Committee Members

Maintain a Safe and Secure Community

Officer Tom Chancellor
Sergeant Ken Grommet
Senior Dispatcher Kendra Hill
Mr. Ken Mulanax
Mr. Chris Sexton

Implement and Enhance Community Policing

Detective Stuart Agnew
Senior Dispatcher Marsha Devan
Master Police Officer Matt Liston
Ms. Becky Robinson
Mr. Randy White

Effectively Utilize Technology and Equipment

Dr. Laura Branstetter
Lieutenant Tim Brant
Sergeant Marty Condon
Mr. Skip Moran

Prepare for Future City Growth

Dispatcher Amanda Ammerman
Sergeant Frank Knipfer
Mr. Bob Noller
Master Police Officer Brandon Russell
Mr. Richard Standrich

Develop Comprehensive Traffic Safety Plan

Officer Mike Cordell
Ms. Renee Doyle
Ms. Rael Hodgson
Sergeant Joe Smith
Mr. Eric Tauer

Strategic Plan Committee Members

Evaluate Department Organization and Personnel Deployment

Sergeant Larry Alumbaugh
Records Supervisor Kelly Everett
Detective Kevin Jones
Mr. Tom Snodgrass
Ms. Eleanor Underwood

Enhance Employee Skills and Leadership

Mr. Bryce Carr
Master Police Officer Bart Evans
Sergeant Ginny Hall
Mr. Bob Sanderson
Communications Supervisor Peppi Schroeder

Derby Police Department
Strategic Plan
2010-2014

The Derby Police Department has the primary responsibility of protecting the life and property of our citizens as well as visitors. Maintaining a community that is safe with exceptional quality of life is critical to accomplishing our mission. The Derby Police Department will blend both traditional and community policing approaches with a strong emphasis on customer service to meet community expectations.

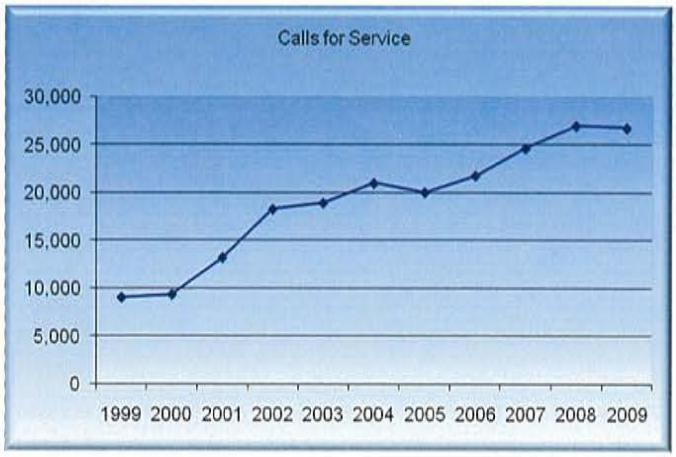
Emergency Communications Dispatcher Amanda Ammerman

The City of Derby is a vibrant growing community. Derby's population is now at 22,000 residents; the second largest city in Sedgwick County. Approximately 6,700 students are enrolled in the Derby School District. Derby has one of the largest high schools in the state with a student enrollment of nearly 2,000. One of our key objectives is to meet the challenges of growth and expansion related to residential, commercial and public development. Through effective planning and implementation, we will continue to deliver quality public safety services to our citizens.

Our five-year strategic plan will serve as our guide as we implement strategies to ensure a safe community. The related goals, and strategies needed to accomplish them, are detailed in this plan. This plan was developed with considerable input from all members of the Derby Police Department, both Officers and civilians, and citizens of our community.

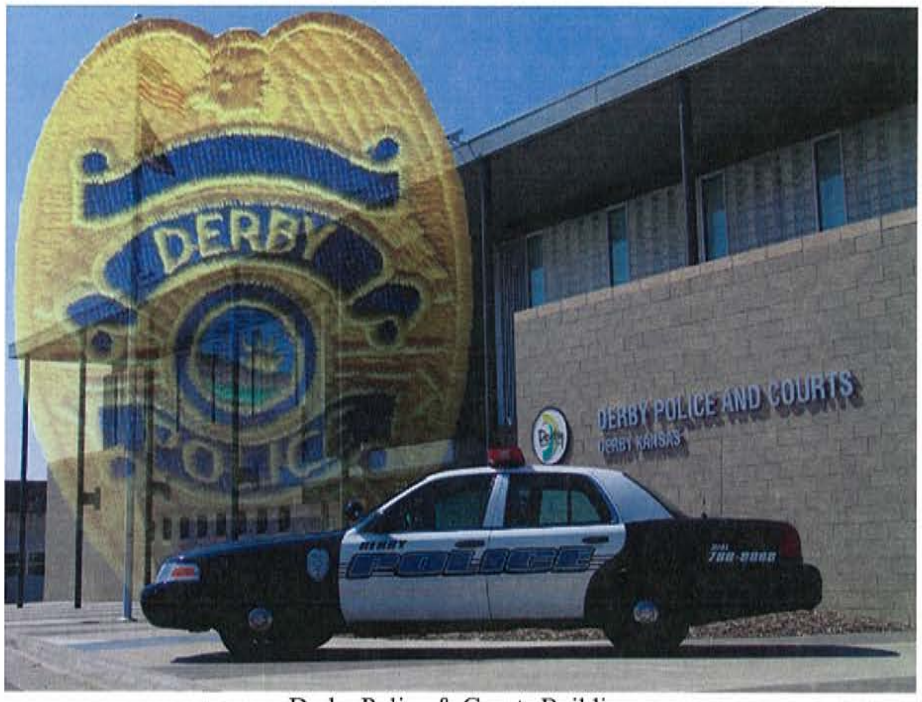
Background

Coupled with a significant increase in population has been a noticeable increase in calls for service for the Derby Police Department. An increase in population, homes, businesses, schools and enhanced traffic ways have contributed to the increased demand for public safety services. The chart below demonstrates the increase in demand for public safety services. It includes police dispatched calls, any police self-initiated activity and fire calls. Total dispatched calls for service in 2009 was 26,766.



Mission

The mission of the Derby Police Department is to protect life and property, respect human rights, enhance quality of life and maintain a safe and secure community. We will blend both traditional and community policing approaches as we provide ethical and professional public safety services to the citizens we serve.



Derby Police & Courts Building

Values

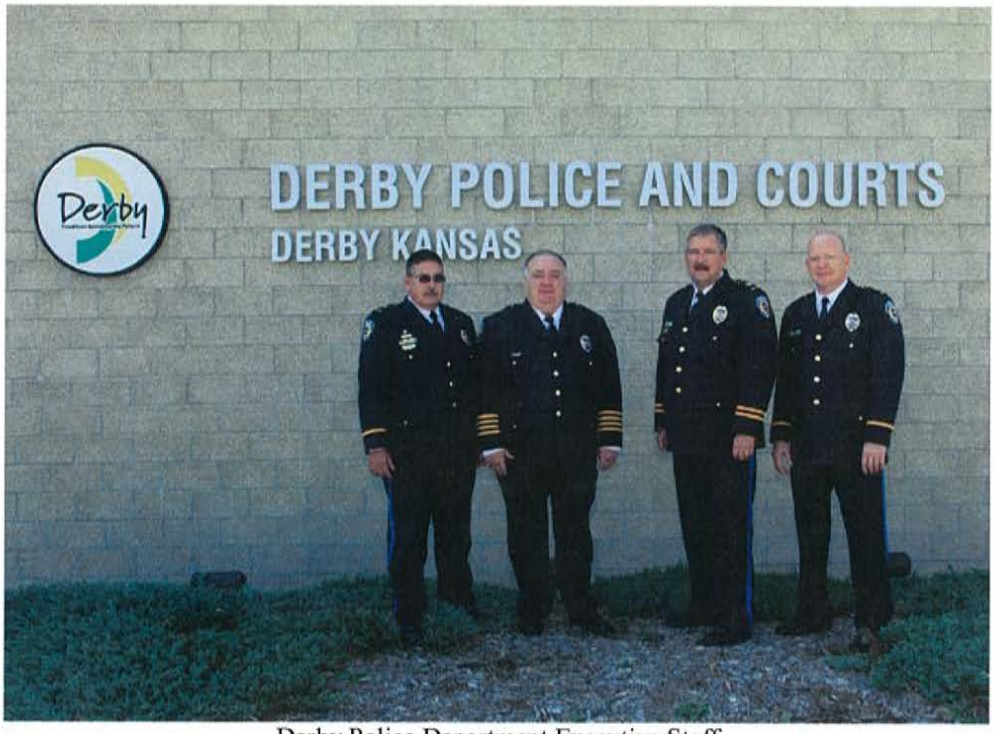
P – Perseverance

R – Respect for citizens

I – Integrity

D – Dedication

E – Exemplary service



Derby Police Department Executive Staff
Lt. Jimmy Queen, Chief Robert Lee, Deputy Chief Doug Chambers and Lt. Tim Brant

Goals & Strategies

Community Education Section
Officer Mike Cooter, MPO Matt Liston, Officer Brian Norris and Officer Callie Tilson

Strategic Goal #1
Maintain a Safe and Secure Community

Strategies

A. Proactive Policing with Emphasis on Crime Prevention

- Proactive response to citizen safety issues (Annual)
- Complete review of our current crime prevention efforts (2011)
- Renew our efforts in neighborhood and business watch programs (2011)

Chief Lee speaks with Derby homeowner's associations

B. Evaluate Effectiveness of Current Beat Structure

- Evaluate current beat boundaries (2011)
- Consider adding 4th police beat (2011)

C. Enhance Communication and Transparency

- Effectively utilize local media (Annual)
- Timely disseminate crime trend information to citizens and businesses (2010)

D. Maintain or Improve Existing Response Time to Priority Calls

- Review current response times monthly (Annual)
- Ensure that the average response time remains under 5 minutes (Annual)

E. Maintain Index Crime Clearance Rate at or above National Average for Comparable Cities

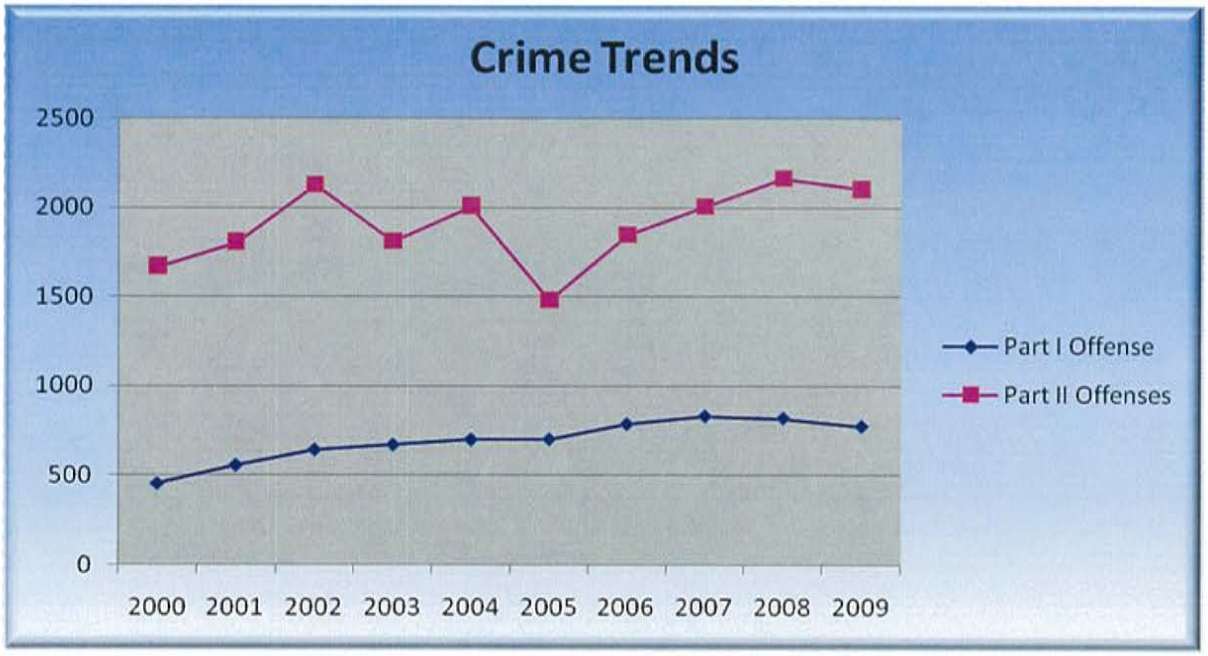
Officer Brent Lichti interacting with the community

- Compare clearance rate yearly to FBI Uniform Crime Report (UCR) detailing clearance rates of comparable cities (Annual)

F. Emphasize Traffic Safety (See Strategic Goal #5)

Crime statistics show that Derby remains a safe place to live, work and shop. During 2009, the police department recorded 775 Part I crimes (81% theft) and 2,103 Part II crimes consisting of municipal ordinance violations, vandalism, disorderly conduct, simple assault/battery, drug violations and DUI.

In comparison with data reported by 139 Kansas cities during 2008, Derby is the 17th largest city by population, and ranks 27th in the rate of Part I violent crimes reported and 15th in the rate of Part I property crimes reported.



Strategic Goal #2
Enhance Community Policing

Strategies

A. Training

- Community policing training for all department members (Annual)
- Crime prevention training (2011)
- Customer service training (Annual)
- Continue to provide citizen educational opportunities (Annual)

B. Build Viable Partnerships

- Home owners associations (Annual)
- Neighborhood/Business watch programs (Annual)
- Churches, schools and civic organizations (Annual)
- Implement internal "Beat Team" concept (2010)

C. Enhanced Communication with Community Members

- Enhanced web site and e-mail (2010)
- Utilization of Channel 7 (Annual)
- Newspaper (Annual)
- Electronic text/e-mail notifications (2010)

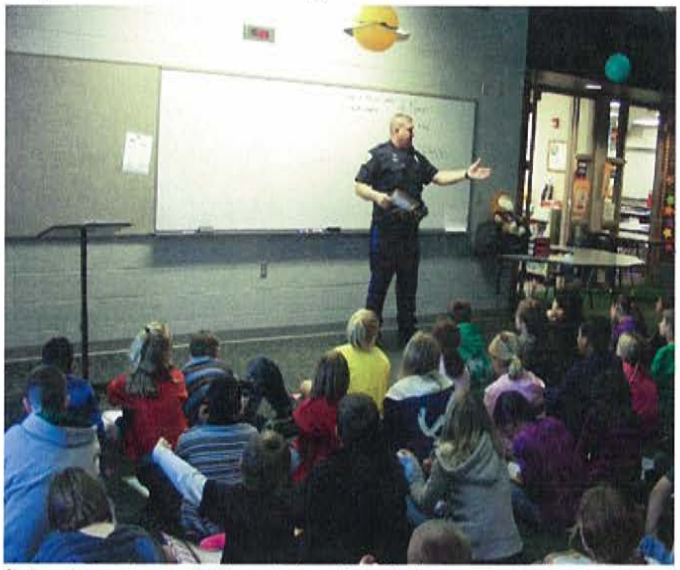
D. Importance of Effective Customer Service

- Professional, ethical conduct
- Maintain or improve response times (Annual)
- Timely follow-up (Annual)
- Detectives will contact victims on cases closed due to no suspect information to see if additional leads have developed (2011)
- Post photos and email addresses of beat officers on web site (2011)
- Provide Police Department information in welcome packets for new residents (2011)
- Increased visibility and citizen interaction in neighborhoods (Annual)

Officer Chris Poirier and Officer Callie Tilson
Bicycle Patrol began in Derby in 1994

E. Recognition for Community Policing and Problem Solving Efforts

- Recognize community policing efforts in performance appraisal (Annual)
- Recognize exemplary community policing efforts in departmental awards process (2011)
- Integrate community policing questions into promotional process (Annual)



School Resource Officer Brian Norris instructs D.A.R.E. class
Nearly 500 children complete DARE training each year

Strategic Goal #3
Effectively Utilize Technology and Equipment

Strategies

A. Study Replacement of Current Records Management System

- Case management capability (2013)
- Crime analysis (2012)
- Wireless technology (2012)
- Electronic citations and data entry by officers (2014)
- Enhanced fingerprint system (2012)

B. Research Technology Demonstrated to Impact Crime Rate and Case Investigations

- Crime mapping (2012)
- Identity crime (2011)
- Reverse 911 (2012)
- Advances in crime scene technology (Annual)

Officer Trisha Lichti using a mobile computer terminal

C. Annual Technology and Equipment Needs Assessment

- Evaluate existing equipment (2011)
- Prepare a 5-year estimated replacement schedule (2011)
- Research new technology with emphasis on officer safety (Annual)
- Study feasibility of implementing "Early Warning System" regarding performance or conduct issues (2012)
- Review all potential funding sources including grants (Annual)

Detectives Chad Carson and Kevin Jones use an alternate light source to examine evidence

D. Enhance Technology to Allow Improved Communication With Citizens

- Develop on-line reporting methods (2011)
- Myspace, Facebook, etc. (2011)
- Electronic text/e-mail notification of crime trends and prevention tips (2010)

Strategic Goal #4
Preparation for Future City Growth

Strategies

A. Advocate for funding necessary to implement 10 hour shifts

- Staffing necessary to begin 10 hour shifts (2012)
- Specialized assignments within the shift i.e., dedicated traffic enforcement unit (2012)

Commercial growth

B. Personnel Assessment

- Compare current staffing of commissioned officers and non commissioned with recommended officer/citizen ratio (Bureau of Justice Statistics)
- Enhance recruitment efforts (2011)
- Expand Reserve Officer program (2011)
- Evaluate rank structure (2012)

C. Review existing police building

- Space utilization assessment (2011)
- Enhance Police/Courts Building (remodel/addition) to meet long-term facility needs (2012)
- Explore possibility of off-site officer work station (2012)

New residential construction

Strategic Goal #5
Develop Comprehensive Traffic Safety Plan

Strategies

A. Assess Current Traffic Enforcement Equipment

- Advanced moving and stationary radar units (2010)
- Equipment necessary for accident investigation (2010)
- Equipment necessary for accident reconstruction (2013)

Traffic accident investigation

B. Training

- Basic accident investigation (2010)
- Advanced accident investigation (2012)
- Accident reconstruction (2011)
- Drug Recognition Expert (DRE) training (Annual)
- Certified child safety seat technicians (Annual)

C. Communications with Citizens

- Post high accident locations on the web site (2011)
- On-line form for reporting traffic complaints (2011)
- Partnership with local media (Annual)
- Channel 7 (Annual)
- Direct meetings with citizens (Annual)

Increased traffic flow

D. Traffic Safety Education

- Schools (SRO's, Adopt-A-School, DARE) (Annual)
- Partnership with local media (Annual)
- Public Service Announcements (2011)
- Channel 7 (Annual)
- Special event booths (Annual)
- Red Ribbon Week (Drug & DUI Awareness) (Annual)

- Bike safety rodeos (Annual)
- Seat belt safety (Annual)

E. Legislative/Ordinance Revisions

- Review legislation/ordinance for changes necessary to enhance traffic safety in our community (Annual)

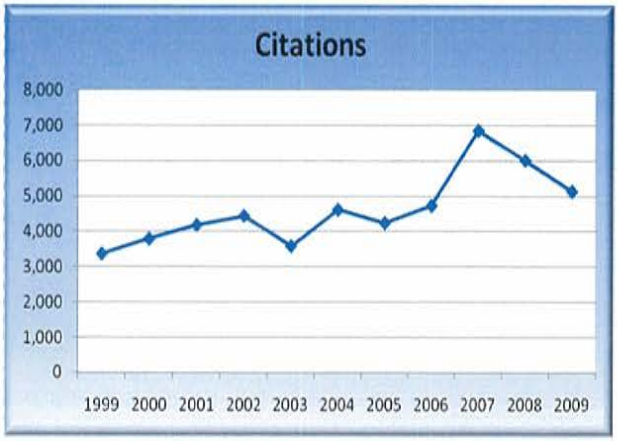
F. Traffic Enforcement

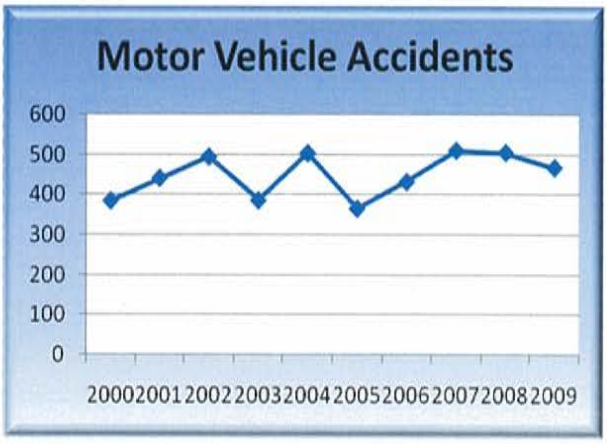
- Focus on high accident/high speed locations & school zones (Annual)
- Emphasis on neighborhood-based traffic complaints (Annual)
- Explore feasibility and effectiveness of dedicated traffic safety unit (2012)

Officer Stephen George enforces traffic ordinances

Using data from a ten-year period, an average of 450 traffic accidents have occurred each year in Derby. This includes accidents on roadways and private property. This trend has increased as the city has grown. 10% of those accidents have resulted in injuries. 1% involved a pedestrian. Three accidents resulted in a fatal injury (less than .06%).

As the city grows geographically, the number of lane miles patrolled by officers increases. The addition of new residential areas and growing diversity of business and recreational attractions translates into increased traffic, requiring patrol officers to devote more time and resources to traffic safety issues.





MPO Tom Chancellor, Officers Kinzi Skeels, Chris Poirier, and Justine Tilson attend a Patrol squad meeting

Strategic Goal #6
Evaluate Department Organization and Personnel Deployment

Strategies

A. Evaluate Current Organizational Structure to Ensure Maximum Effectiveness

- Evaluate efficiency and rank structure of each section and division (2012)
- Review job descriptions for accuracy (Annual)
- Rotation assignments (2011)
- Evaluate need for evening records clerk (2012)
- Evaluate need for evening detective (2012)
- Analyze exit interview data (Annual)

Records Clerks Linda Gibbons and Lynda Bliss process over 3,000 police cases each year

B. Ensure Effective Deployment of Resources

- Wireless technology (2012)
- Evaluate recruitment and retention efforts (2011)
- Evaluate impact of part-time Positions (2011)
- Utilize crime analysis data to effectively deploy resources (2011)
- Evaluate need for station officer (2011)

Detectives Stuart Agnew, Chad Carson, Kevin Jones, Tim Nelson, and Sergeant Frank Knipfer investigate nearly 500 cases each year.

Strategic Goal #7
Enhance Employee Skills and Leadership

Strategies

A. Training

- Provide access to leadership training (Annual)
- Emphasize leadership in promotional process (Annual)
- Continue utilization of specialized schools (Annual)
- Internal mentoring for new employees and newly promoted employees (2011)

B. Proactive Career Planning

- Acknowledge exceptional skills and leadership (Annual)
- Encourage advanced formal education (Annual)
- Career planning part of annual performance evaluation process (Annual)
- Encourage public speaking and presentations (Annual)
- Diverse assignments (2011)
- Exposure to administrative duties (2012)

Officer Kinzi Skeels participates in a promotional interview panel

Current Authorized Staffing Levels as of 1/1/10

Staffing of the Derby Police Department is of critical importance to the members of the department and the community. Staffing levels affect response time, crime prevention, proactive patrol, case follow-up and many other areas. A significant part of this plan is to analyze and prepare for future City growth and the effect that will have on staffing. Our current authorized staffing level is as follows:

Chief	1
Deputy Chief	1
Lieutenant	2
Sergeant	6
Detective	4
Master Police Officer	6
Police Officer	20
Police Officer	4 PT
Admin Secretary	1
Dispatcher	9 (Includes Supervisor)
Dispatcher	3 PT
Records	3 (Includes Supervisor)
Evidence Custodian	1PT
Animal Control	1
Animal Control	1PT
TOTAL	63

Long-Term Staffing

Many factors affect our long term staffing needs. Creation of a 4th patrol beat and moving to 10 hour shifts would have an immediate impact on staffing, specifically, additional full-time police officer positions would be needed to make this transition possible.

In 2010, we will analyze our success and challenges in recruiting applicants to fill the newly authorized part-time police officer and dispatch positions. In addition, as new police positions are added, a review must be done to ensure we have adequate support staff in place.

Vehicle Inventory

An adequate vehicle fleet is critical to our ability to accomplish our mission. Vehicles are utilized by animal control, patrol officers, supervisors, detectives, administrators and by specialty units such as the Special Operations Team (SOT), DARE and crime scene investigators. Events such as parades and special assignments require additional police vehicles. We also must take into account that at any given time we have vehicles that are down for repairs or routine maintenance. Our current vehicle inventory is as follows:

Vehicle No.	Year	Make	Model	Color	Assigned to
166	2005	Ford	Crown Vic	Blk/Wht	Patrol
167	2005	Ford	Crown Vic	Blk/Wht	Patrol
171	2007	Ford	Crown Vic	Blk/Wht	Patrol
172	2007	Ford	Crown Vic	Blk/Wht	Patrol
177	2009	Ford	Crown Vic	Blk/Wht	Patrol
178	2009	Ford	Crown Vic	Blk/Wht	Patrol
179	2009	Ford	Crown Vic	Blk/Wht	Patrol
180	2009	Ford	Crown Vic	Blk/Wht	Patrol
184	2010	Ford	Crown Vic	Blk/Wht	Patrol
185	2010	Ford	Crown Vic	Blk/Wht	Patrol
186	2010	Ford	Crown Vic	Blk/Wht	Patrol
187	2010	Ford	Crown Vic	Blk/Wht	Patrol
152	2003	Ford	Expedition	Blk/Wht	SRO
158	2005	Ford	Crown Vic	Blk/Wht	SRO
160	2005	Ford	Crown Vic	Blk/Wht	SRO
135	1998	Ford	Crown Vic	Gold	Admin
174	2007	Dodge	Charger	Blue	Admin
175	2007	Dodge	Charger	Steel Blue	Admin
176	2008	Chevy	Impala	Black	Admin
137	1998	Ford	Taurus	Blue	Admin
183	2009	Chevy	Impala	Black	Admin
148	2001	Ford	Taurus	Maroon	Investigations
156	2005	Ford	Taurus	White	Investigations
173	2007	Dodge	Charger	Silver	Investigations
181	2009	Chevy	Impala	Gray	Investigations
182	2009	Chevy	Impala	Blue	Investigations
314	1981	Ford	Chateau	White	SOT
322	1990	Ford	Econoline	Blk/Wht	Lab Van
155	2005	Harley	Road King	White	Patrol
288	2007	Ford	F150	White	Animal Control

Conclusion

The strategic goals and associated strategies are intended to serve as a guide as we focus on the long and short term needs of the department and the community. This is not only a plan but it is also a process – a process that will evolve in the years to come. By design, it is flexible enough to allow us to address future challenges that may not be readily apparent today.

This plan places considerable effort and resources on developing effective partnerships with citizens to work together with their police department to continue to make Derby a safe community in the years ahead. Community policing and problem solving are indeed key to our ability to accomplish our mission.

The included semi-annual review process allows us to modify, upgrade and focus our resources to meet the immediate and long-term challenges we will encounter. This plan is the start to an ongoing process will that will continue well into the future.

My personal thanks to the members of the Derby Police Department, both commissioned and civilian, who offered ideas, served on focus groups and helped chart the course that we will follow in the years to come. I appreciate the efforts of the Command Staff who displayed considerable drive and talent in helping lead this project. I am especially grateful to the citizens of Derby who volunteered to be a part of this project. Your dedication, ideas and hard work contributed to the success of this planning process.

Robert Lee
Chief of Police
Derby Police Department

Library

Derby Public Library

The mission of the Derby Public Library is to provide quality materials and services which fulfill recreational, educational, informational and cultural needs of the entire community in an atmosphere that is welcoming, respectful and professional.

In 2008, the Derby Public Library celebrated its 50th anniversary – and began construction on a free-standing 36,620 square foot library facility. The new facility opened its doors in November 2009.

Among its highlights this facility includes 3 study rooms, an expanded computer lab, wireless connectivity, an expanded children's area, a separate teen space, a conference room and a community room – both available to the public to reserve for meetings and special events.

The expansion of the Derby Library comes at a critical time with the rapid growth in Derby and outlying areas. With nearly 325,000 items checked out in 2009 and more than 140,000 visitors in that year, the usage of the Library is at an all time high.

Accomplishments

2009 Summer reading program enrolled 1979 children and teens

46% of the children (ages 0 - 5th grade) finished their reading goals
48% of the teens (6th - 12th grades) finished their reading goals

2009 usage in library online databases

46,623, a 17% increase from 2008

Programs

Grand Opening of new library at 1600 E. Walnut Gvore
We the People Bookshelf: Created Equal
Preschool & After School Programs
Big Read Program
Summer Reading Program
Book Club
Teen Advisory Board
Picturing America

	Library Sales Tax Revenue Fund					
		2008	2009	2010	2010	2011
780.00	Derby Public Library	Actual	Actual	Budget	Revised	Budget
Line #	Line Item					
780 520 501						
	Debt Service Account					
4050	Projected Budget Carryover	0	3,247	45,456	(112,808)	395,430
4141	City Library Retail Sales Tax		0	1,496,302	395,430	798,317
4502	Interest Income	3247	0	0	0	500
4522	Temporary Note Proceeds	45456	0	0	0	0
4996	Transfer from Project Account				184,459	0
	Total Debt Service Revenues	**48703**	**3,247**	**1,541,758**	**467,081**	**1,194,247**
7710	Bond Principal		0	0	0	825,000
7720	Interest Expense	45,456	116,055	498,302	71,651	191,810
	Total Debt Service Expenditures	45,456	**116,055**	**498,302**	**71,651**	**1,016,810**
780 520 503						
	Operations Account					
4050	Projected Budget Carryover	0	0	0	0	0
4141	City Library Retail Sales Tax	0	0	333,154	308,676	327,278
	Total Operations Revenue	**0**	**0**	**333,154**	**308,676**	**327,278**
5001	Wages-Salary	0	0	0	89,729	115,676
5002	Overtime	0	0	0	0	0
5004	Termination Fees	0	0	0	200	200
5012	Longevity	0	0	0	0	0
5013	Lump Sum	0	0	0	100	100
	Benefits	0	0	0	23,099	18,217
	2011 Supplemental	0	0	0	0	38,788
	Total Personnel				**113,128**	**172,982**
6002	Operating Supplies	0	0	0	11,000	12,000
6110	Fuel	0	0	0	280	280
6351	Uniforms	0	0	0	800	800
	Total Commodities				**12,080**	**13,080**
7205	Custodial Services	0	0	0	39,360	39,500
7005	Pre-Employment Physical	0	0	0	250	250
7011	Maintenance Expense				10,000	10,000
7220	Professional Fees and Contracts	0	0	0	3,000	3,000
7521	Vehicle Maintenance	0	0	0	200	200
7610	Water	0	0	0	6,000	6,000
7620	Gas	0	0	0	15,000	15,000
7630	Electricity	0	0	0	50,000	50,000
7640	Telephone	0	0	0	2,400	2,400
7651	Cable - Fiber	0	0	0	2,885	2,885
7310	Insurance Premium	0	0	0	6,888	7,000
	Total Contractual Service	**0**	**0**	**0**	**135,983**	**136,235**
9001	Transfer Reimbursement to General Fund	0	0	333,154	47,485	0
	Total Operations Expenditures	**0**	**0**	**333,154**	**308,676**	**322,297**
780 520 502						
	Reserve Account					
4050	Projected Budget Carryover	0	0	0	0	1,192,180
4141	City Library Retail Sales Tax	0	0		1,191,180	837,405
4502	Interest Income	0	0	0	1,000	4,500
	Total Reserve Revenue	**0**	**0**	**0**	**1,192,180**	**2,034,085**
8000	Emergency Repair/Replacement	0	0	0	0	50,000
	Total Reserve Expenditures	**0**	**0**	**0**	**0**	**50,000**

780 520 506						
	Project Account/Cost of Issuance					
4050	Projected Budget Carryover	0	1,375,204	95,060	414,800	0
4141	City Library Retail Sales Tax	0	0	0	67,714	0
4502	Interest Income	19,086	8,313	0	1,000	0
4512	Bond Proceeds	0	0	0	146,000	0
4522	Temporary Note Proceeds	2,979,544	4,125,000	0	0	0
	Total Project Account Revenue	**2,998,630**	**5,508,517**	**95,060**	**629,514**	**0**
7230	Consulting Engineer		65,561	0	0	0
7740	Temporary Note Redemption		0	0	28,120	0
7905	Note/Bond Issuance Costs	15,918	19,638	0	57,875	0
8300	Capital Outlay - Construction Cost	1,354,518	5,008,518	90,000	359,060	0
9002	Transfer to CIP Reserve Fund	252,990	0	0	0	0
9005	Transfer to Debt Service Account	0	0	0	184,459	0
	Total Project Account Expenditures	**1,623,426**	**5,093,717**	**90,000**	**629,514**	**0**
	Summary of Revenue & Expenditures:					
4050	Projected Carryover	0	1,378,451	140,516	301,992	1,587,610
4141	City Library Retail Sales Tax	0	0	1,829,456	1,963,000	1,963,000
4502	Interest Income	22,333	8,313	0	2,000	5,000
4512	Bond Proceeds		0	0	146,000	0
4522	Temporary Note Proceeds	3,025,000	4,125,000	0	0	0
	Total Fund Revenues	**3,047,333**	**5,511,764**	**1,969,972**	**2,412,992**	**3,555,610**
5XXX	Personnel	0	0	0	113,128	172,982
6XXX	Commodities	0	0	0	12,080	13,080
7XXX	Contractual/Debt - Principal/Interest	61,374	201,254	498,302	293,629	1,153,045
8XXX	Capital Outlay	1,354,518	5,008,518	90,000	359,060	50,000
9001	Transfer Reimbursement to General Fund	0	0	333,154	47,485	0
9002	Transfer to CIP Reserve Fund	252,990	0	0	0	0
	Total Fund Expenditures	**1,668,882**	**5,209,772**	**921,456**	**825,382**	**1,389,107**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Budget Worksheet						
Sales-Tax-Funded Operational Expenses						
100 130 360		**2008**	**2009**	**2010**	**2010**	**2011**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**
5001	Wages-Salary		15,067	83,592	89,729	115,676
5002	Overtime		0	0	0	0
5004	Termination Fees		0	200	200	200
5012	Longevity		0	0	0	0
5013	Lump Sum		0	100	100	100
	Benefits		4,815	25,078	23,099	23,099
	2011 Supplemental					38,788
	Total Personnel		**19,882**	**108,970**	**113,128**	**177,863**
6002	Operating Supplies		5,449	26,000	21,000	22,000
6110	Fuel		0	280	280	280
6351	Uniforms		0	800	800	800
	Total Commodities		**5,449**	**27,080**	**22,080**	**23,080**
7205	Custodial Services		**7,153**	39,347	**39,360**	**39,500**
7005	Pre-Employment Physical		0	500	250	250
7006	Worker's Comp Claim		0	100	100	100
7030	Travel Expense		0	0	0	0
7041	Dues and Memberships		0	0	0	0
7050	Meetings/Seminars		0	0	0	0
7220	Professional Fees and Contracts		0	3,000	3,000	3,000
7242	Equipment Rental		0	0	0	0
7520	Equipment Maintenance		0	0	0	0
7521	Vehicle Maintenance		0	200	200	200
7610	Water		753	6,000	6,000	6,000
7620	Gas		2,422	30,000	15,000	15,000
7630	Electricity		7,511	50,000	50,000	50,000
7640	Telephone		0	2,400	2,400	2,400
7651	Cable - Fiber		979	0	2,885	2,885
7505	Trash		0	0	0	0
7310	Insurance Premium		3,336	30,600	6,888	7,000
	Total Contractual Service	**0**	**22,154**	**122,800**	**86,723**	**86,835**
	Library (City Costs)	**0**	**47,485**	**258,850**	**221,931**	**287,778**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Library Fund						
330 220 430		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
4000	Ad Valorem Tax	577,268	665,861	690,127	685,817	717,844
4001	Machinery Exemption Reimbursement	2,415	2,684	0	0	0
4030	Motor Vehicle Tax	86,228	90,903	95,182	88,715	97,262
4035	Rental Car Excise Tax	1,295	1,090	1,020	1,020	1,000
4040	Delinquent Tax	9,837	11,459	5,000	9,304	5,000
4045	Recreational Vehicle Tax	929	964	1,020	1,160	1,042
4046	16/20M Vehicle Tax	95	194	183	193	204
4050	Projected Budget Carryover	8,219	28,410	19,873	27,072	31,772
4341	Payment in Leiu of Tax		0	0	900	261
4998*	Library Stipend from General Fund	35,000	0	0	0	0
4600	Other Revenue - Credit Card Reimbursement	50	8	18,050	24,390	18,050
	Total Revenue	**721,335**	**801,573**	**830,455**	**838,571**	**872,435**
5001	Wages-Salary	426,055	484,219	497,000	490,227	515,033
	Total Personnel	**426,055**	**484,219**	**497,000**	**490,227**	**515,033**
7301	Reimbursable Credit Card Exp.	18,184	13,467	18,000	18,000	18,000
7302	Reimbursement of Card Expense	-19,312	-13,036	0	0	0
7818*	Library Stipend	34,999	0	0	0	0
7825	Library Board Appropriation	223,000	279,853	305,455	288,571	309,622
9000	Transfer to Library Employee Benefits	10,000	10,000	10,000	10,000	29,780
	Total Contractual Service	**489,871**	**290,283**	**333,455**	**316,571**	**357,402**
	Library Board Pass Through	**915,926**	**774,501**	**830,455**	**806,798**	**872,435**
		2008 Actual	2009 Actual	2010 Budget	2010 Revised	2011 Budget

Mill Levy	**3.987**	**4.207**	**4.205**	**4.206**	**4.22**
Total Levy with Employee Benefit Fund	**4.442**	**4.660**	**4.652**	**4.654**	**4.675**

*Library stipend no longer transferred from General Fund in 2009 but added to the mill levy.

Library Employee Benefits						
340 220 440		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
4000	Ad Valorem Tax	65,838	71,700	73,445	73,795	77,357
4001	Machinery Exemption Reimbursement	276	289	0	0	0
4030	Motor Vehicle Tax	9,843	10,368	10,250	10,165	10,351
4035	Rental Car Excise Tax	148	124	100	100	100
4040	Delinquent Tax	1,095	1,275	500	800	500
4045	Recreational Vehicle Tax	106	110	110	100	111
4046	16/20M Vehicle Tax	11	22	20	23	22
4050	Projected Budget Carryover	5,447	9,270	12,035	11,509	2,642
4070	Wellness Program Reimbursement	625	900	900	600	600
4999	Transfer from Library Fund	10,000	10,000	10,000	10,000	29,780
4341	Payment in Lieu of Tax				87	27
	Total Revenue	**93,389**	**104,059**	**107,360**	**107,179**	**121,490**
5110	FICA	25,901	29,415	30,815	29,854	31,932
5111	FICA medical	6,058	6,879	7,210	6,982	7,468
5120	KPERS	22,003	25,480	33,200	31,136	38,057
5130	KS unemployment	426	484	500	492	4,378
5240	Health insurance	27,197	27,878	31,475	32,597	35,856
5241	Dental insurance	2,534	2,413	2,860	3,251	3,576
5244	Wellness program	0	0	1,300	225	223
5245	Miscellaneous	0		0		
	Total Personnel	**84,119**	**92,549**	**107,360**	**104,537**	**121,490**
Library Employee Benefits		**84,119**	**92,549**	**107,360**	**104,537**	**121,490**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**
	Mill Levy	**0.455**	**0.453**	**0.447**	**0.448**	**0.455**

DERBY PUBLIC LIBRARY
2007 - 2011
EMPLOYEE POSITIONS
MILL LEVY

Mill Levy Funded Positions

2007				2008				2009				2010				2011			
Position Title	#	Department	Status	Position Title	#	Department	Status	Position Title	#	Department	Status	Position Title	#	Department	Status	Position Title	#	Department	Status
Director	1	AD	FT	Director	1	AD	FT	Director	1	AD	FT	Director	1	AD	FT	Director	1	AD	FT
Administrative Assistant	1	AD	PT	Assistant to the Director (formerly Administrative Assistant)	1	AD	FT	Assistant to the Director	1	AD	FT	Assistant to the Director	1	AD	FT	Assistant to the Director	1	AD	FT
Administrative Assistant	1	AD	PT	Administrative Assistant	1	AD	PT	Administrative Assistant	1	AD	PT	Administrative Assistant	1	AD	PT	Administrative Assistant	1	AD	PT
Circulation Supervisor	1	CIRC	FT	PSS Coordinator (formerly Circulation Supervisor)	1	PSS	FT	PSS Coordinator	1	PSS	FT	PSS Coordinator	1	PSS	FT	PSS Coordinator	1	PSS	FT
Library Assistant	2	CIRC	FT	Library Assistant	2	PSS	FT	Library Assistant	2	PSS	FT	Library Assistant	2	PSS	FT	Library Assistant	2	PSS	FT
Library Assistant	3	CIRC	PT	Library Assistant	4	PSS	PT	Library Assistant	4	PSS	PT	Library Assistant	3	PSS	PT	Library Assistant	3	PSS	PT
Library Page	3	CIRC	PT	Library Page	3	PSS	PT	Library Page	3	PSS	PT	Library Page	3	PSS	PT	Library Page	3	PSS	PT
Technical ServicesSupervisor	1	TS	FT	USS Coordinator (formerly TS Supervisor)	1	USS	FT	USS Coordinator	1	USS	FT	USS Coordinator	1	USS	FT	USS Coordinator	1	USS	FT
Library Technician	1	TS	FT	Library Technician	1	USS	FT	Library Technician	1	USS	FT	Library Technician	1	USS	FT	Library Technician	1	USS	FT
Library Technician	2	TS	PT	Library Technician	2	USS	PT	Library Technician	2	USS	PT	Library Technician	2	USS	PT	Library Technician	2	USS	PT
Youth Services Supervisor	1	YS	FT	YS Coordinator (formerly Youth Services Supervisor)	1	YS	FT	YS Coordinator	1	YS	FT	YS Coordinator	1	YS	FT	YS Coordinator	1	YS	FT
YS Library Assistant	1	YS	FT	YS Library Assistant	1	YS	FT	YS Library Assistant	1	YS	FT	YS Library Assistant	1	YS	FT	YS Library Assistant	1	YS	FT
YS Library Assistant	1	YS	PT	YS Library Assistant	1	YS	PT	YS Library Assistant	1	YS	PT	YS Library Assistant	1	YS	PT	YS Library Assistant	1	YS	PT
YS Library Assistant (summer)	1	YS	PT (10 wks)	YS Library Assistant (summer)	1	YS	PT (10 wks)	YS Library Assistant (summer)	1	YS	PT (10 wks)								
Total Positions	20			Total Positions	21			Total Positions	21			Total Positions	19			Total Positions	19		
Total FTE	15.65			Total FTE	15.26			Total FTE	15.55			Total FTE	14.65			Total FTE	14.65		

Sales Tax Funded Positions

Position Title	#	Department	Status	Position Title	#	Department	Status	Position Title	#	Department	Status	Position Title	#	Department	Status	Position Title	#	Department	Status
								Library Assistant	1	PSS	PT	Library Assistant	1	PSS	PT	Library Assistant	1	PSS	PT
								Library Page	1	PSS	PT	Library Page	1	PSS	PT	Library Page	1	PSS	PT
								Technology Assistant	1	USS	PT	Technology Assistant	1	USS	PT	Technology Assistant	1	USS	FT
								YS Library Assistant	1	PSS	PT	YS Library Assistant	1	PSS	PT	YS Library Assistant	1	PSS	PT
												Library Assistant	1	PSS	PT	Library Assistant	1	PSS	PT
												YS Library Assistant	1	YS	PT	YS Library Assistant	1	YS	PT
																Library Assistant	1	PSS	PT
								Total Positions	4			Total Positions	6			Total Positions	7		
								Total FTE	1.95			Total FTE	2.95			Total FTE	3.95		

Total Positions - Sales Tax Funded and Mill Levy Combined

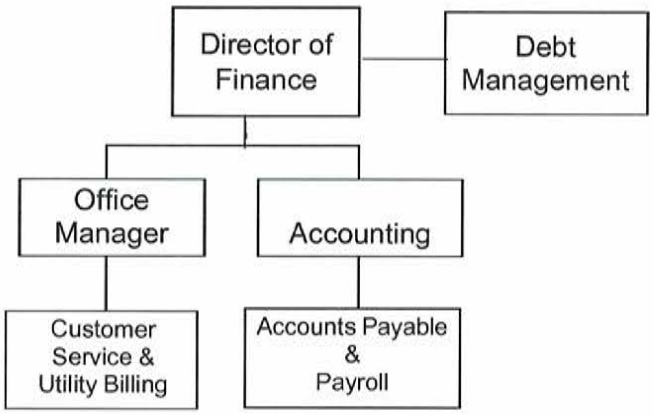
Total Positions	20.00			Total Positions	21.00			Total Positions	25.00			Total Positions	25.00			Total Positions	26.00		
Total FTE	15.65			Total FTE	15.26			Total FTE	17.50			Total FTE	17.60			Total FTE	18.60		

AD = Administration
CIRC = Circulation
TS = Technical Services
YS = Youth Services
PSS = Public Support Services (formerly Circ)
USS = User Support Services (formerly TS)

Table of Contents

Finance

Department Overview	191
Department Summary	192
Performance Measurement	193
Accounting	194
Debt Management	196
Tort Liability	198



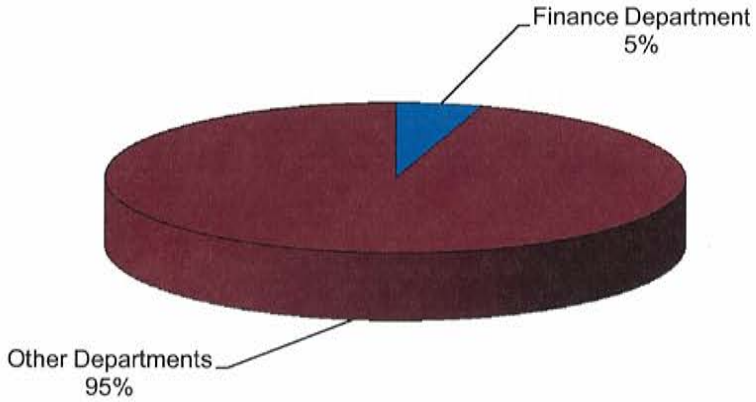
Overview

Finance encompasses a very diverse scope of services, including accounting, payroll, accounts payable and budget. More than a thrid of the finance budget is devoted to debt management.

Mission

The mission of this department is the prudent management of the financial and human resources of the City to provide information and support to staff, citizens, and organizations of the City.

2011 Finance Department Compared to Other Departments Budget



Department Summary by Division

Division	2009 Actual	2010 Revised	2011 Budget
Accounting	361,942	397,027	433,045
Tort Liability	167,468	182,541	195,668
Debt Management	360,214	359,568	354,083
Department of Finance	889,625	939,136	982,796

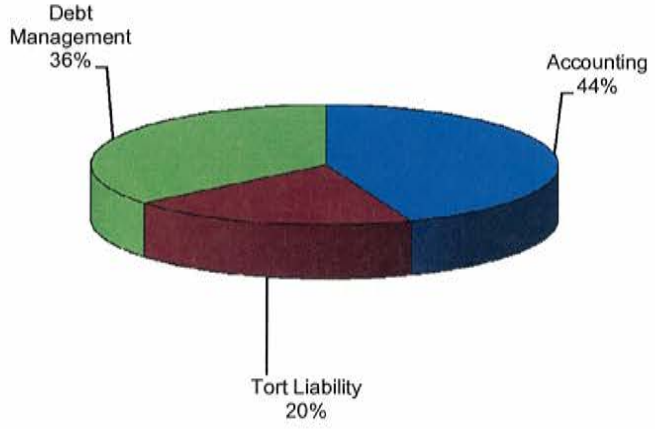
Department Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	279,575	281,877	302,915
Commodities	16,647	16,800	16,800
Contractual	593,403	640,459	663,081
Total	889,625	939,136	982,796

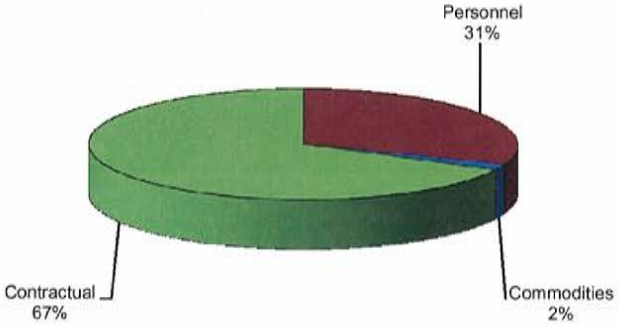
Department Locator

Community Development
Public Works
Operations
Fire & Rescue
Police
Library
⇨ Finance
Economic Development
Administration
Law

2011 Finance Budget by Division



2011 Finance Budget by Category



Finance

Performance Measurement

√ The City of Derby received the "Distinguished Budget Presentation" award from GFOA for 2009.

√Standard & Poor's affirmed the City's bond rating from A+ to AA– based on consistently strong financial performance.

√ Conducted 100% of the targeted number of city-wide safety training classes.

Zero significant deficiencies reported in the annual audit.

Citizen Survey

√ Although 64% of the respondents did not have an opinion, those who did clearly believe that the City manages its finances well.

" The city seems to be run well."
~2009 Citizen Survey~

" Derby is a clean , orderly and growing city."
~2009 Citizen Survey~

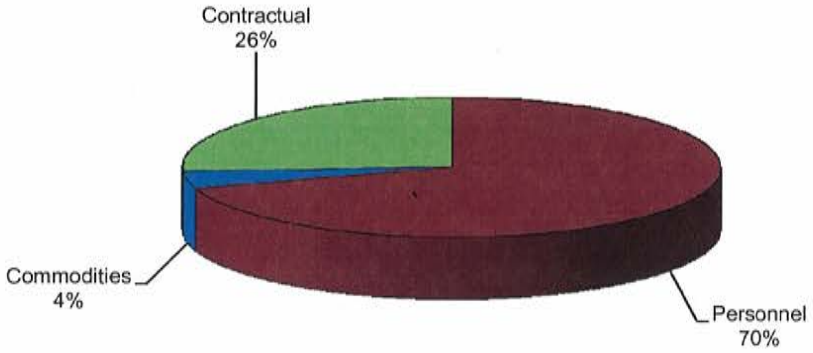
Division Overview

The Accounting Division is responsible for payroll, accounts payable and receivable, monthly accounting and budgeting for all funds, purchasing and bid specifications. The most significant accomplishment was the receipt of the Distinguished Budget Presentation Award by the Government Finance Officers' Association for the past 5 years, from 2005 through 2009. Commodities and contractual expenses are projected to increase in 2009 due to increased training and a software upgrade. In 2008, Finance added an office manager to supervise the front office staff. A notable accomplishment in 2008 is the change in the city's underlying bond rating by Standard & Poor's from A+ to AA- based upon consistently strong financial performance.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	279,575	281,877	302,915
Commodities	16,647	16,800	16,800
Contractual	65,720	98,350	113,330
Total	361,942	397,027	433,045

2011 Accounting/Purchasing Budget



Mission Statement:

Follow Generally Accepted Accounting Procedures (GAAP) to account for all revenues, expenditures, and investment of the taxpayers' money so as to be prudent stewards of public funds. To establish, regulate, and consistently reevaluate purchasing policies to ensure that the City is in compliance with all Federal, State, and local laws and regulations, as well as to prevent abuse of public funds. To communicate with all departments to ensure both accountability and comprehension of budgetary limits.

Goals:

- Implement a joint citizen/staff driven, performance measure program for all city departments.
- Draft a budget document that serves as a policy statement, financial plan, operations guide and communications device.

Division Locator

Finance Department
⇨ Accounting
Tort Liability
Debt Management

	Budget Worksheet					
	Finance-Acct/Clerical/Purchasing					
100 150 130		**2008**	**2009**	**2010**	**2010**	**2011**
Line #		**Actual**	**Actual**	**Budget**	**Revised**	**Budget**
5001	Wages-Salary	233,401	276,908	281,514	279,277	300,315
5002	Overtime	0	832	0	800	800
5004	Termination Fees	0	0	0	0	0
5012	Longevity	1,288	1,735	1,920	1,800	1,800
5013	Lump Sum	900	100	0	0	0
	Total Personnel	**235,588**	**279,575**	**283,434**	**281,877**	**302,915**
6002	Operating Supplies	17,085	16,455	18,500	16,500	16,500
6110	Fuel	492	192	500	300	300
	Total Commodities	**17,577**	**16,647**	**19,000**	**16,800**	**16,800**
7005	Pre-Employment Physical	305	172	0	0	0
7007	Bank Service Charges	7,126	6,567	7,600	7,300	7,500
7010	Printing	8,960	5,871	10,500	7,000	7,000
7030	Travel Expense	368	121	3,000	2,850	3,090
7040	Subscriptions	86	0	100	0	0
7041	Dues and Memberships	690	730	1,000	1,000	1,000
7050	Meetings/Seminars	3,031	1,864	4,150	0	4,440
7220	Professional Fees and Contracts	45,130	50,363	77,500	79,900	86,000
7300	Programming Expenses	3,912	0	4,000	0	4,000
7520	Equipment Maintenance	150	0	150	0	0
7521	Vehicle Maintenance	288	33	300	300	300
	Total Contractual Service	**70,045**	**65,720**	**108,300**	**98,350**	**113,330**
	Accounting/Clerical/Purchasing	**323,211**	**361,942**	**410,734**	**397,027**	**433,045**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	**2010**	**2011**
City Clerk/Finance Director	100%	100%
Payroll Clerk	100%	100%
Accounts Payable Clerk	100%	100%
Budget Analyst	85%	100%
Accountant/Treasurer	100%	100%
Office Manager	50%	50%
Admin Assistant (Building Trades)	100%	100%

Debt Management

Division Overview

The Debt Management division of the Finance Department is managed by the Finance Director, who is responsible for coordination of the sale of City-at-large general obligation bonds. Debt shown in this division is limited to Certificates of Participation (COP) a form of lease to purchase, which is primarily used to finance the cost of new facilities. Maintaining a positive rating on bonds has been a major focus, thereby lowering the interest cost of debt financed projects. A notable accomplishment in 2008 is the change in the city's underlying bond rating by Standard & Poor's from A+ to AA- based upon consistently strong financial performance.

In November, 2009 the City's first formal debt policy was adopted. Pursuant to the policy, the City shall strive to maintain a 20% maximum Statutory Direct Debt as a percentage of Assessed Valuation. For more on the City's Debt policy, please see the Readers guide.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	-	-	-
Commodities	-	-	-
Contractual	360,214	359,568	354,083
Total	360,214	359,568	354,083

Mission Statement:

Achieve the most financially prudent source of financing for projects of the City.

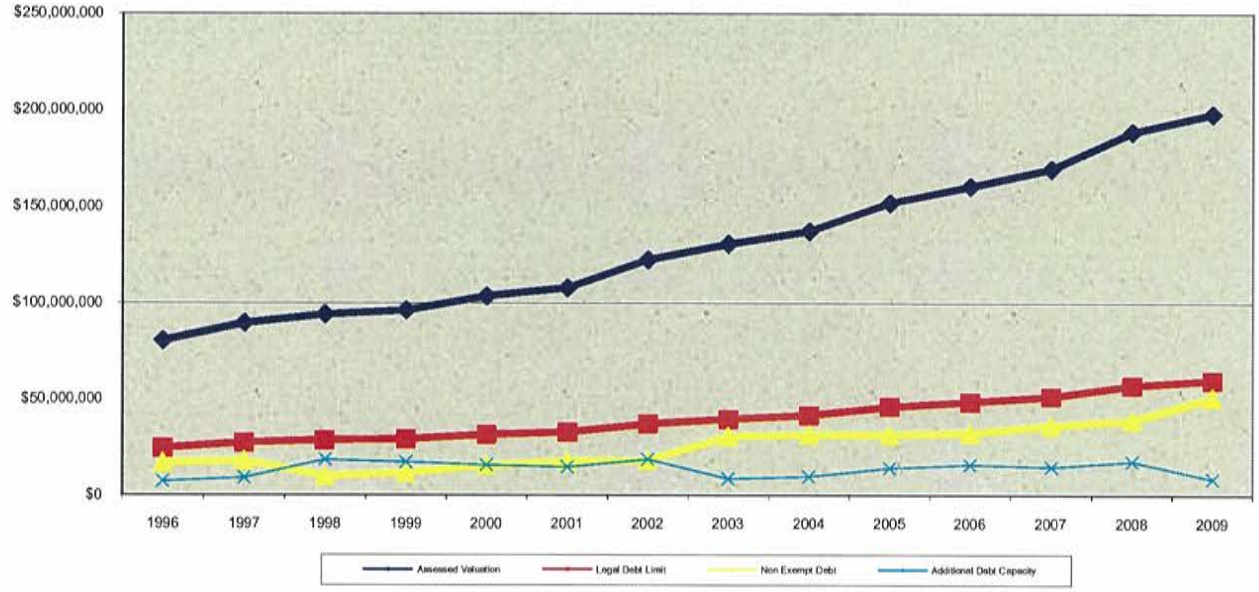
Goals:

- Secure proper financing for capital improvement projects.

Division Locator

Finance Department
- Accounting
- ⇨ Debt Management
- Tort Liability

Additional General Obligation Debt Capacity



	General Fund-Debt Management					
Line #	Line Item	2008	2009	2010	2010	2011
100 150 160		Actual	Actual	Budget	Revised	Budget
8407	2005-1 (High Park) COP	118,600	117,516	117,725	117,725	114,155
8408	2005-2 (City Hall/Senior Center)	238,315	242,698	241,843	241,843	239,928
	Total Contractual	**356,915**	**360,214**	**359,568**	**359,568**	**354,083**
	General Fund Debt Management	**356,915**	**360,214**	**359,568**	**359,568**	**354,083**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

The 2001-A and 2001-B issues were refinanced in 2005 and will be paid in full in 2015.

Tort Liability

Finance

Division Overview

The Tort Liability Division is responsible for the protection of city assets against property liability, and losses. This division oversees all aspects of the property and liability program, procures property, vehicle and liability insurance, processes claims, reviews contracts that require insurance, and reviews facility upgrades for the health and safety of employees and citizens. In April 2008, the city changed insurance companies. One Beacon insurance is now the current city policy holder.

Budget Summary by Category

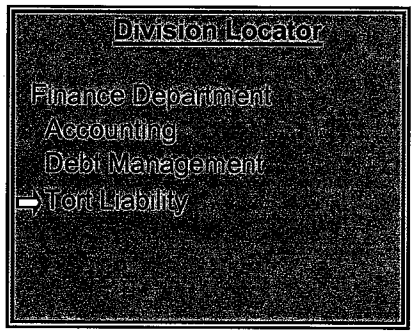
Category	2009 Actual	2010 Revised	2011 Budget
Expenditure	167,468	182,541	195,668
Total	167,468	182,541	195,668

Mission Statement:

Provide professional and ethical insurance management services which will preserve the human, financial, and physical assets of the City.

Goals:

- Provide protection from incidental losses through loss control techniques.
- Minimize long-term costs through activities related to identification, prevention, and management of loss exposure.
- Reduce exposure by promoting safety and health awareness.



	Finance- Special Tort Liability					
100 150 140		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
7310.00	Liability Insurance Coverage	184,881	167,468	182,541	182,541	195,668
9050.00	Risk Management Transfer	0	0	0	0	0
	Total Expenditure	**184,881**	**167,468**	**182,541**	**182,541**	**195,668**
	Special Tort Liability	**184,881**	**167,468**	**182,541**	**182,541**	**195,668**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Liability and property insurance premiums declined in 2008 due to carrier change effective April 2008.

Table of Contents

Economic Development

Department Overview	201
Department Summary	202
Performance Measurement	203
Economic Development Reserve Fund	205
Transient Guest Tax	206
Strategic Plan	207

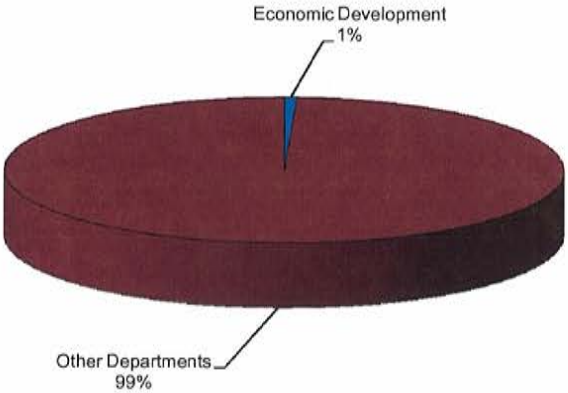
Mission

Attract new industrial and commercial development in Derby; assist existing businesses with their retention and expansion needs; attract new residents to the community; and network with other economic development agencies for the benefit of the community.

Overview

The Economic Development Department is primarily focused on sharing the positive features our City has to offer. Economic Development programs help to attract new businesses, support existing ones and promote the City's assets locally, regionally and nationally. Community marketing programs promote the consistent usage of the community brands and use a regional approach to marketing both to potential visitors and new residents.

Economic Development Budget Compared to Other Departments
2011 Budget



Economic Development

Department Summary

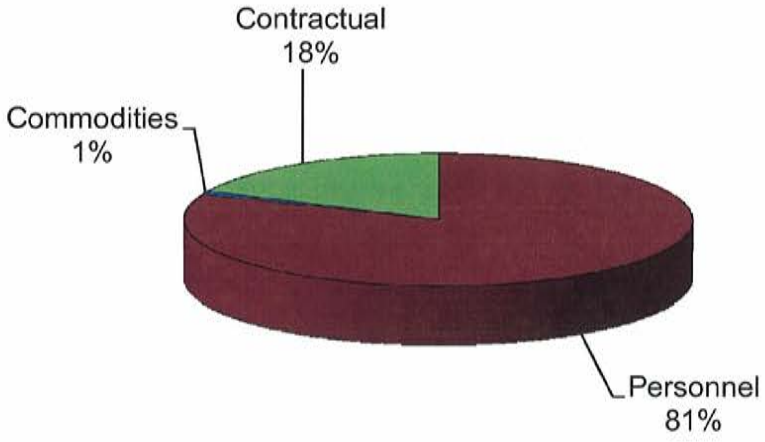
Department Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	71,166	76,892	77,209
Commodities	1,023	700	700
Contractual	17,442	16,734	17,234
Total	89,631	94,326	95,143

Department Locator

- Community Development
- Public Works
- Operations
- Fire & Rescue
- Police
- Library
- Finance
- ⇨ Economic Development
- Administration
- Law

2011 Economic Development Budget



Department Overview

Economic Development is responsible for enhancing the economic base of the community through business retention and attraction activities, while undertaking marketing efforts that will continue to expand the residential and commercial offerings. The 2011 budget reflects an emphasis on community marketing, with efforts continuing for a community-wide marketing campaign in cooperation with USD 260, Derby Chamber, DRC and the Derby Community Foundation.

Mission Statement:

Attract new industrial and commercial development in Derby; assist existing businesses with their retention and expansion needs; attract new residents to the community; and network with other economic development agencies for the benefit of the community.

Goals:

- Increase number of registered businesses by 3%.
- Increase number of Economic Development contacts by 3%.

Performance Measures

√Building permits, residential and commercial, increased 11% over last year.

Citizen Survey

√ 57% of respondents reported receiving adequate information about the city.

√Nearly 66% of respondents report using the community portal web site to get community information. This is a huge increase from 2008, when 75% indicated they had never used www.derbyks.com.

Budget Worksheet						
	Economic Development					
100 190 230		**2008**	**2009**	**2010**	**2010**	**2011**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**
5001	Wages-Salary	67,271	70,762	73,463	76,488	76,805
5012	Longevity	344	404	394	404	404
	Total Personnel	**67,615**	**71,166**	**73,857**	**76,892**	**77,209**
6002	Operating Supplies	419	1,023	800	700	700
	Total Commodities	**419**	**1,023**	**800**	**700**	**700**
7030	Travel Expense	255	1,968	2,000	2,000	1,500
7040	Subscriptions	0	0	50	50	50
7041	Dues and Memberships	2,240	470	1,150	1,250	1,250
7042	REAP Membership	4,248	4,564	4,434	4,434	4,434
7050	Meetings/Seminars	2,086	2,106	3,000	2,000	2,000
7220	Professional Fees/Contracts	7,536	6,684	4,000	4,000	4,000
	Total Contractual Service	**19,532**	**17,442**	**19,134**	**16,734**	**17,234**
	Economic Development	**87,566**	**89,631**	**93,791**	**94,326**	**95,143**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Total Economic Development		
Salary Splits	**2010**	**2011**
Director	100%	100%

Economic Development Reserve						
		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
690 190 240						
4050	Lot Sale Proceeds	88,699	23,632	0	52,591	0
4999	Transfer from General Fund	75,000	75,000	75,000	75,000	75,000
4050	Carryover	174,230	255,639	211,830	259,253	202,555
4600	Other Income	0	0	0	1,200	1,200
4602	Donation-Community Market	16,500	0	0	0	0
	Total Revenue	**354,429**	**354,271**	**286,830**	**388,044**	**278,755**
7063	Community Marketing	26,825	23,053	42,025	42,024	49,925
8271	Community Signage	0	0	40,000	70,500	43,000
7220	Professional Fees	0	0	0	1,000	35,100
8300	Capital Projects	0	0	132,840	0	78,765
	Total Capital Outlay	**26,825**	**23,053**	**214,865**	**113,524**	**206,790**
9010	Transfer to Bond and Interest	71,965	71,965	71,965	71,965	71,965
	Total Transfers	**71,965**	**71,965**	**71,965**	**71,965**	**71,965**
	Total Expenditures	**98,790**	**95,018**	**286,830**	**185,489**	**278,755**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

1 Revenue from advertising fees for Buckner Business District Banners will be deposited here in 2010 and 2011.

2 Wayfinding signage changed to Community Signage in 2011; 2010 Revised includes KTA signs ($4,803) and Way approved for 2009 but accomplished in early 2010) & construction ($40,000). 2011 includes the City's share of cc

	Transient Guest Tax				
		2009	**2010**	**2010**	**2011**
		Actual	**Budget**	**Revised**	**Budget**
Line#	Line Item				
	Transient Guest Tax Receipts	19,726	87,000	51,555	54,133
	Total Revenue	19,726	87,000	51,555	54,133
	Guest Tax Transfer- Derby Hotel	19,726	87,000	51,555	54,133
	Total Expenditures	19,726	87,000	51,555	54,133
		19,726	87,000	51,555	54,133
		2009 Actual	**2010 Budget**	**2010 Revised**	**2011 Budget**

*Some incidental guest tax revenues may result from rentals of 30 days or less at The Greens & The Fairways

Three Year Economic Development Plan
June 2008

Derby's mission is to create vibrant neighborhoods, **nurture a strong business community**, and preserve beautiful green spaces. Derby's vision is to be a community where dreams take root and thrive.

Program Summary:

	2009	2010	2011
Business Attraction Efforts	*Contact with commercial Realtors (4x) *Budget for funds to create pre-approved building plans for Derby Business Park	*Contact with commercial Realtors (4x) *Create and offer pre-approved building plans for Derby Business Park	*Contact with commercial Realtors (4x)
Business Retention/ Small Business Support	*Annual Job Fair *Events for/with small businesses (Chamber) *Business handbook for new businesses	*Annual Job Fair *Events for/with small businesses (Chamber)	*Annual Job Fair *Events for/with small businesses (Chamber)
Housing and Redevelopment	*Create and budget for neighborhood revitalization program *Seek 3rd HOME Grant	*Initiate neighborhood revitalization program	*Continue neighborhood revitalization program *Seek 4th HOME Grant
Marketing & Promotions	*Budget for website/GIS enhancements *Implement comprehensive community-wide marketing plan with ED component	*Implement website improvements to enhance online property search *Begin planning for CVB development *Annual review of community marketing plan	*Plan for CVB ready for initiation *Annual review of community marketing plan

Program Descriptions:

Business attraction

1. Quarterly contacts with commercial realtors and other professionals engaged in the development and/or expansion of businesses in the Wichita area will help us provide awareness of the opportunities in Derby. Making contact with these individuals four times each year to share news will be a cost effective way to ensure commercial real estate professionals keep Derby in mind when working with clients. Contacts could include, but are not limited to, e-mail, postcards/direct mail and face-to-face meetings.
2. Include in the economic development budget funds for the development of building plans specific to the Derby Business Park. Providing new or existing small businesses with access to a set of plans already reviewed and approved is likely to make the prospect of construction much less challenging to small, owner-operated businesses by giving them an easy step in the right direction.

Business retention and small business support

1. As the job market tightens and local businesses report difficulty finding qualified employees, an annual job fair will assist in filling open positions. Particularly for smaller employers, the benefit of having a larger event is to draw candidates that might not have applied otherwise.
2. Continuing to partner with the Derby Chamber of Commerce to plan events that benefit existing businesses will be an ongoing effort. Seminars and learning opportunities in the areas of marketing, finance, operations and human resources will be an affordable way to increase knowledge and ensure success of local businesses. Other events to recognize business success and create opportunities for businesses will be considered.
3. The creation of a business handbook outlining "what every business in Derby needs to know" will be a good way to ensure business owners are aware of rules, regulations and programs that affect the business community. Staff will consider ways to deliver this information and ensure it remains accurate and up to date.

Housing

1. Based on successful models from other communities, a neighborhood revitalization plan should be drafted and adopted. There are many tools that can encourage homeowners in older neighborhoods to maintain or even improve their properties, typically in the form of tax rebates over a period of time. An official revitalization plan will require dialogue establishing priorities and incentives for improvements in specific areas addressing sidewalks, exterior appearance, landscaping, energy efficiency and/or other types of improvements. Such incentives should apply to both rental and owner-occupied housing.
2. Application for additional grant money from the HOME Rehabilitation Program will be made in 2009 and 2011. Other grant programs may be considered as well.

Marketing/Promotions

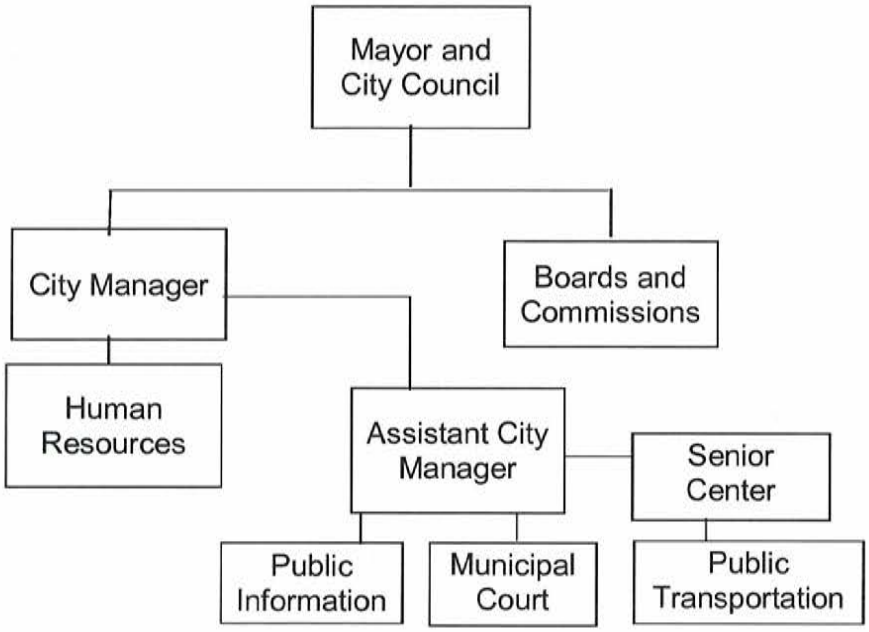
1. Budgeting for website improvements will allow users to search and view properties available in Derby. Because most companies with expansion or relocation plans tend to start searching for available properties before they do anything else, it is crucial to have an accurate, user-friendly Internet presence.

2. Budgeting for implementation of the marketing plan under development in 2008 will enhance the opportunities for promoting Derby. Annual reviews will be necessary to evaluate progress toward our goals.
3. Once Derby begins collecting transient guest tax revenues, it will be necessary to have a budget to designate the use of those revenues. At some point in the coming years, it will be necessary to decide how the convention & visitors bureau function will be handled in our community.

Table of Contents

Administration

Department Overview	211
Department Summary	212
Performance Measurement	213
City Manager's Office	214
Officials Division	215
Human Resources	216
Risk Management	219
Public Information	221
Court Services	223
Senior Services	225
Senior Services Advisory Board	227
Public Transportation	228
Senior Activites Memorials	230
Community Programs	231
Special Alcohol Fund	232



Overview

The City Council is responsible for setting policy for the City of Derby, and the City Manager is charged with implementing and enforcing these policies. The City Manager is responsible for nine separate departments which collectively provide support to the organization and services to the public.

Mission

Provide high-quality services to all residents of the City of Derby as efficiently as possible and implement all policies as directed by the Council.

Department Summary by Division

Division	2009 Actual	2010 Revised	2011 Budget
City Manager	313,622	340,001	342,999
Human Resources	111,529	149,062	143,046
Risk Management	8,194	17,341	20,937
Employee Benefits	2,453,653	2,749,466	2,952,750
Officials	13,200	25,492	26,835
Public Information	72,708	80,778	88,727
Courts	196,225	202,975	209,071
Community Programs	114,295	114,289	106,791
Senior Center	155,945	161,889	225,234
Transportation	52,747	72,194	75,085
Total	3,492,118	3,913,488	4,191,475

Department Summary by Category

City Manager Category	2009 Actual	2010 Revised	2011 Budget
Personnel	294,872	303,970	318,918
Commodities	3,403	4,000	4,100
Contractual	15,347	32,031	19,981
Total	313,622	340,001	342,999

Officials Category	2009 Actual	2010 Revised	2011 Budget
Personnel	6,000	12,000	15,600
Commodities	1,634	1,700	1,725
Contractual	5,566	11,792	9,510
Total	13,200	25,492	26,835

Department Locator

Community Development
Public Works
Operations
Fire & Rescue
Police
Library
Finance
Economic Development
⇨ Administration
Law

Administration

√ 98% of vacancies were filled within 50 days.

√ 100% of new hires completed orientation within their first three days.

√ All City employees completed harassment training during the year.

√ All Supervisors attended and ethics seminar.

Municipal Court

√ 70% of respondents have lived in Derby for at least 10 years.

√ 95% of the time, dispositions were reported to the State of Kansas within 10 days.

√ All defendants were contacted within 30 days of failure to comply with dispositions.

Senior Services

√The Senior Center has a 98% customer satisfaction rating.

√Ridership on the Derby Dash increased 65.7% in 2008.

Citizen Survey

√ 86% of respondents rate the City's leadership as excellent or good.

√ 73% of respondents moved to Derby because of a job or because it is a small town.

√ Nearly 45% of the respondents work in the city limint of Wichta. This is an increase from 37% in 2008.

√ 70% of respondents have lived in Derby for at least 10 years.

Administration-City Manager's Office						
100 100 010		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	259,290	290,796	298,626	302,608	317,556
5002	Overtime	0	0	0	0	0
5004	Termination Fees	1,109	0	0	0	0
5012	Longevity	1,246	1,362	1,440	1,362	1,362
5016	Car Allowance	4,892	500	7,500	0	0
5013	Lump Sum	0	2,215	0	0	0
	Total Personnel	**266,538**	**294,872**	**307,566**	**303,970**	**318,918**
6002	Operating Supplies	3,986	3,403	4,000	4,000	4,100
	Total Commodities	**3,986**	**3,403**	**4,000**	**4,000**	**4,100**
7005	Pre-Employment Physical	135	0	0	0	0
7010	Printing	513	525	1,000	100	100
7030	Travel Expense	1,354	4,893	3,800	4,800	7,100
7040	Subscriptions	700	699	680	680	680
7041	Dues and Memberships	4,612	5,162	3,400	3,951	3,951
7050	Meetings/Seminars	6,010	3,982	2,500	2,500	3,150
7220	Professional Fees and Contracts	2,283	0	5,000	20,000	5,000
7226	Community Enrichment/ACE grant	8,000	0	0	0	0
7521	Vehicle Maintenance	6	85	0	0	0
	Total Contractual Service	**23,612**	**15,347**	**16,380**	**32,031**	**19,981**
	City Manager Division	**294,136**	**313,622**	**327,946**	**340,001**	**342,999**
		2008 Budget	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	2010	2011
City Manager	100%	100%
Executive Secretary	100%	100%
Admin Assistant	100%	100%
Assistant City Manager	100%	100%

Administration-Officials Division						
100 100 020		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	6,000	6,000	15,600	12,000	15,600
	Total Personnel	**6,000**	**6,000**	**15,600**	**12,000**	**15,600**
6005	Supplies-Governing Body	1,147	608	900	900	900
6006	Supplies-Planning Commission	93	276	100	100	100
6007	Supplies-BZA	73	0	0	0	0
6008	Supplies-Park & Urban Forestry	0	383	350	350	350
6009	Supplies-All Other Boards & Commissions	300	368	350	350	375
	Total Commodities	**1,613**	**1,634**	**1,700**	**1,700**	**1,725**
7031	Travel -Governing Body	0	3,965	0	6,560	6,678
7032	Travel-Planning Commission	0	0	0	0	0
7035	Travel-All Other Boards	0	0	0	0	0
7042	Dues/Memberships-Governing Body	350	250	350	1,132	1,132
7043	Dues/Memberships-Planning Comm.	200	0	200	200	200
7052	Meetings/Seminars-Governing Body	553	1,351	5,700	1,500	1,500
7053	Meetings/Seminars-Planning Commission	0	0	0	0	0
7056	Meetings/Seminars-All Other Boards	240	0	350	0	0
7064	Council Stipend				2,400	0
	Total Contractual Service	**1,344**	**5,566**	**6,600**	**11,792**	**9,510**
	Officials Division	**8,956**	**13,200**	**23,900**	**25,492**	**26,835**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	2010	2011
Mayor	100%	100%

Note: In 2010, wages increased due to a new city policy to compensate city council members $100 per month. The Mayor's salary remains at $6,000

Human Resources

Administration

Division Overview

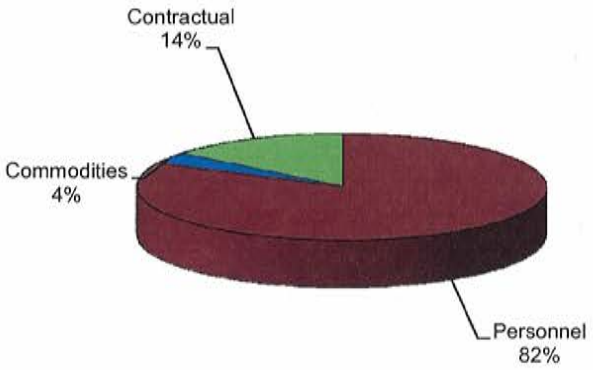
Human Resources is responsible for developing and managing personnel administration and functions. Responsibilities include compliance with labor laws, benefits administration, training and development, compensation and classification, employee relations, and policy development.

Department Summary by Category

HR Category	2009 Actual	2010 Revised	2011 Budget
Personnel	92,861	121,707	117,566
Commodities	2,023	5,750	5,000
Contractual	16,645	21,605	20,480
Total	111,529	149,062	143,046

Employee Benefits	2009 Actual	2010 Revised	2011 Budget
Contractual	2,453,653	2,749,466	2,952,750
Total	2,453,653	2,749,466	2,952,750

2011 Human Resource Budget



Mission Statements:

To provide human resource leadership and services to maximize the potential and ability of employees and promote employee success.

Goals:

- Implement Performance evaluation program for all city
- Ensure compliance with all applicable labor laws and provide a positive work
- Provide a competitive compensation package.
- Increase the number of training and development opportunities provided to employees.

Division Locator

Administration
- ⇨ Human Resources
- Risk Management
- Public Information
- Court Services
- Senior Services
- Transportation

Budget Worksheet						
Administration-Human Resources						
100 100 050		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	85,764	92,395	112,775	121,227	117,086
5002	Overtime	0	0	0	0	0
5004	Termination Fees	1,884	0	0	0	0
5012	Longevity	699	466	480	480	480
5013	Lump Sum	200	0	0	0	0
5017	Temp Agency Personnel	4,744	0	0	0	0
	Total Personnel	**93,291**	**92,861**	**113,255**	**121,707**	**117,566**
6002	Operating Supplies	1,409	2,023	3,500	3,250	2,500
6200	In-House Training	0	0	250	0	0
6201	Employee Events	0	0	2,500	2,500	2,500
	Total Commodities	**1,409**	**2,023**	**6,250**	**5,750**	**5,000**
7005	Pre-Employment Physical	0	146	0	0	0
7006	Worker's Comp Claim	0	0	0	0	0
7030	Travel Expense	721	368	1,600	630	1,455
7040	Subscriptions	234	332	460	460	460
7041	Dues and Memberships	2,610	1,520	2,275	2,015	2,015
7050	Meetings/Seminars	1,262	983	2,000	900	1,450
7060	Training Programs	116	3,600	7,500	7,500	7,500
7220	Professional Fees/Contracts	2,534	7,263	10,000	3,100	600
7610	Educational Stipends Reimbursment	6,359	2,432	10,000	7,000	7,000
	Total Contractual	**13,835**	**16,645**	**33,835**	**21,605**	**20,480**
	Human Resources	**108,535**	**111,529**	**153,340**	**149,062**	**143,046**
		2008 Actual	**2009 Revised**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	2010	2011
Human Resources Manager	100%	85%
Administrative Assistant	100%	100%
PT H.R. Clerk	100%	100%

Assistant City Clerk moved to Finance in 2008.

Educational Stipends moved from Capital Reserves and Contingency in 2008.

	Admin-Employee Benefits					
Line #		2008	2009	2010	2010	2011
100 100 030		Actual	Actual	Budget	Revised	Budget
	Line Item					
5110	FICA	376,775	398,075	395,698	412,896	416,579
5111	FICA Medical	88,390	93,526	92,542	96,563	97,426
5120	KPERS	204,279	209,898	261,406	272,175	317,824
5121	KP&F	330,396	361,821	384,732	342,629	380,680
5122	ICMA-RC	132,929	132,592	144,000	158,314	166,230
5123	KPERS Retired Employers Cost	1,196	3,109	3,180	3,271	3,434
5130	KS unemployment insurance	6,207	6,653	6,382	6,814	57,112
5131	Workers Compensation	131,780	115,081	136,438	134,581	148,039
5240	Health Insurance	879,512	1,003,683	1,144,198	1,086,225	1,156,829
5241	Dental Insurance	81,969	86,020	92,042	90,500	95,025
5243	Section 125 (cafeteria plan)	3,169	3,762	3,950	3,978	4,058
5244	Wellness program	36,613	39,433	41,405	41,405	42,600
5004	Termination Fees	0	0	30,000	69,000	30,000
5013	Lump Sum	0	0	6,000	6,000	6,000
	Holiday Payout		0	44,979	25,115	30,915
	Total Contractual	**2,273,214**	**2,453,653**	**2,786,953**	**2,749,466**	**2,952,750**
	Total Expenditures	**2,273,214**	**2,453,653**	**2,786,953**	**2,749,466**	**2,952,750**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**
		2010	**2011**			
	FICA	6.20%	6.20%			
	FICA MED	1.45%	1.45%			
	Ks Unemployment	0.10%	0.85%			
	KPERS	7.14%	7.74%			
	KP&F	13.51%	14.57%			

Risk Management

Administration

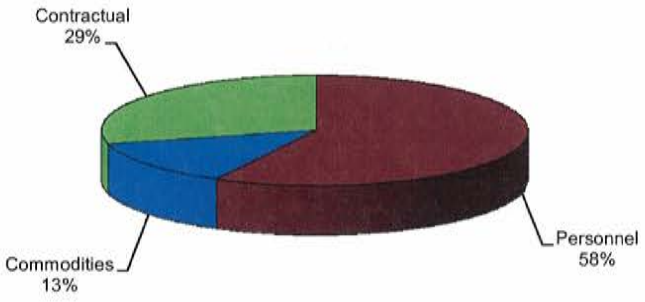
Division Overview

The Risk Management Division is responsible for the protection of city assets against property liability, and losses. This division oversees all aspects of the workers compensation program, procures property, vehicle and liability insurance, processes claims, reviews contracts that require insurance, and reviews facility upgrades for the health and safety of employees and citizens. In 2008, we accomplished Defensive Driving training for all city employees, along with monthly safety traiing, earning a discount from our insurance company. The Risk Management Division was moved under Adminsitration for 2011 and will be overseen by the Human Resource Director.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	6,318	6,574	10,275
Commodities	426	650	500
Contractual	1,450	10,117	10,162
Total	8,194	17,341	20,937

Risk Management 2011 Budget



Mission Statement:

Provide professional and ethical risk management services which will preserve the human, financial, and physical assets of the City.

Goals:

- Provide protection from incidental losses through loss control techniques.
- Minimize long-term costs through activities related to identification, prevention, and management of loss
- Reduce exposure by promoting safety and health awareness.

Division Locator

Administration
- Human Resources
- ⇨ Risk Management
- Public Information
- Court Services
- Senior Center
- Transportation

Budget Worksheet						
Administration-Risk Management						
100 150 150		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	6,562	6,318	7,159	6,574	10,275
5002	Overtime	0	0	0	0	0
5004	Termination Fees	0	0	0	0	0
	Total Personnel	**6,562**	**6,318**	**7,159**	**6,574**	**10,275**
6002	Operating Supplies	626	426	650	650	500
6200	In-House Training	2,500	0	5,000	0	0
	Total Commodities	**3,126**	**426**	**5,650**	**650**	**500**
7040	Subscriptions	0	0	0	117	117
7041	Dues and Memberships	400	85	400	0	45
7050	Meetings/Seminars	30	0	1,400	300	300
7060	Safety Training	0	1,345	1,700	4,000	4,000
7065	Safety Programs	2,104	20	3,600	2,350	2,350
7070	Video Productions	1,490	0	1,550	1,550	1,550
7220	Professional Fees/Contracts	0	0	1,800	1,800	1,800
7520	Equipment Maintenance					
	Total Contractual Service	**4,024**	**1,450**	**10,450**	**10,117**	**10,162**
	Risk Management	**13,713**	**8,194**	**23,259**	**17,341**	**20,937**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	2010	2011
Budget Analyst	15%	0%
Human Resources Manager	0	15%

Public Information

Administration

Division Overview

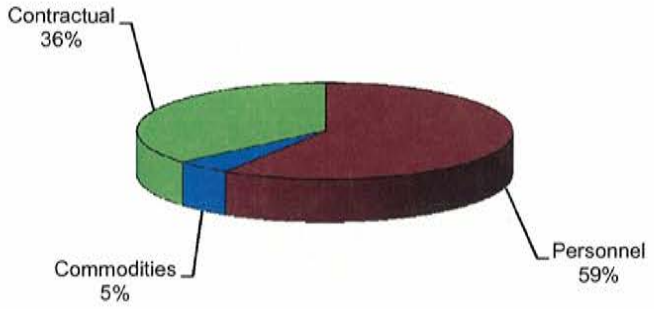
The Public Information Division is responsible for official city communications with the media, general public and employees. This includes interaction with local television, radio and print outlets to ensure consistency and accuracy of the information reported. Coordination of public information presented on Derby Channel 7 is a key activity, including the development of videos, broadcasting the City Council Meetings and other city proceedings. Staff also coordinates internal communications for the city and its 158 employees.

In 2010, staff will continue to focus on the Derby Horizon, the City's community newsletter. This tool provides direct communication to residents about current topics of interest. Staff will also concentrate on the city website, managing content management and providing daily maintenance. The number of visitors to the city and portal websites will also be tracked on a monthly basis.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	48,322	49,773	52,272
Commodities	2,892	4,000	4,250
Contractual	21,494	27,005	32,205
Total	72,708	80,778	88,727

2011 Public Information Budget



Mission Statements:

Facilitate the communication of information regarding city services by working with the media, responding to questions about city issues, and providing the media with positive information about city services and projects; and to communicate information to citizens regarding community issues.

Goals:

- Increase number of news releases distributed by 3%.
- Distribute 12 employee newsletters.
- Increase number of media contacts by 3%.
- Track City website traffic

Division Locator

Administration
- Human Resources
- Risk Management
- ⇨ Public Information
- Court Services
- Senior Services
- Transportation

Budget Worksheet						
Administration-Public Information						
100 100 040		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	45,230	47,632	49,383	49,383	51,882
5004	Termination Fees	123	0	0	0	0
5012	Longevity	335	390	420	390	390
5013	Lump Sum	0	300	0	0	0
	Total Personnel	**45,688**	**48,322**	**49,803**	**49,773**	**52,272**
6002	Operating Supplies	3,233	2,892	4,500	4,000	3,500
6210	Software upgrades	0	0	0	0	750
	Total Commodities	**3,233**	**2,892**	**4,500**	**4,000**	**4,250**
7010	Printing	2,494	3,675	2,100	6,105	6,105
7030	Travel Expense	1,356	93	2,800	800	1,000
7040	Subscriptions	0	0	0	0	0
7041	Dues and Memberships	485	520	835	800	800
7050	Meetings/Seminars	992	92	1,180	800	800
7220	Professional Fees/Contracts	500	492	1,500	1,500	6,500
7225	Public Information Expense	17,937	16,623	17,070	17,000	17,000
7226	Community Safety Education	7,935	0	0	0	0
7320	Computer/Software Support	0	0	0	0	0
	Total Contractual Service	**31,699**	**21,494**	**25,485**	**27,005**	**32,205**
Public Information Division		**80,621**	**72,708**	**79,788**	**80,778**	**88,727**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	2010	2011
Public Information Officer	100%	100%

Public Information moved from Economic Development to Administration in 2008.

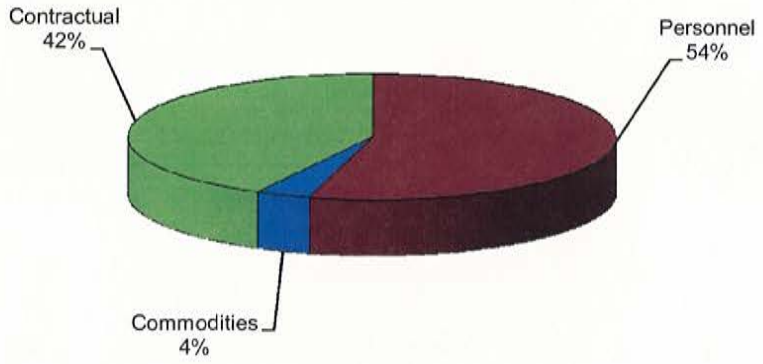
Division Overview

Under the direction of the Assistant City Manager with supervision by the court administrator, the municipal court staff is responsible for preparing and processing all court orders and records necessary to expeditiously and fairly adjudicate complaints. Staff duties include organizing and scheduling court dockets, scheduling appearances and trials, processing procedural and dispositive court orders; monitoring execution of sentences imposed by the Court; and submitting required reports to the State of Kansas.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	102,621	107,925	113,321
Commodities	7,594	6,800	7,500
Contractual	86,011	88,250	88,250
Total	196,225	202,975	209,071

2011 Court Services Budget



Mission Statement:

Adjudicate all alleged violations of City ordinances promptly, fairly and in accordance with the rules of criminal procedure; maintain complete and accurate records of all cases coming before the municipal court; and assure that all judgments are consistent with procedural and appellate rights, executed fully and promptly.

Goals:

- Monitor the various types of cases coming before the court to assure that judicial resources are allocated appropriately.
- Monitor time required to adjudicate cases and adjust docketing and related procedures to assure timely administration of justice.
- Track individual cases to assure compliance with speedy trial rules.
- Coordinate with police department to assure that docketing practices do not unduly interfere with officer work schedules or otherwise unnecessarily burden the department.

Division Locator

Administration
- Human Resources
- Risk Management
- Public Information
- ⇨ Court Services
- Senior Services
- Transportation

Budget Worksheet						
	Administration-Court Services					
100 100 070		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	101,832	101,333	105,644	106,637	112,033
5002	Overtime	0	0	0	0	0
5004	Termination Fees	94	0	0	0	0
5012	Longevity	1,170	1,288	1,380	1,288	1,288
	Total Personnel	**103,096**	**102,621**	**107,024**	**107,925**	**113,321**
6002	Operating Supplies	6,587	7,594	6,719	6,800	7,500
	Total Commodities	**6,587**	**7,594**	**6,719**	**6,800**	**7,500**
7005	Pre-Employment Physical	160	36	0	0	0
7010	Printing	807	385	823	0	0
7030	Travel Expense	173	586	400	400	400
7040	Subscriptions	0	50	200	200	200
7041	Dues and Memberships	200	165	250	200	200
7050	Meetings/Seminars	170	2,107	250	250	250
7055	Refunds	867	224	500	250	250
7220	Professional Fees/Contracts	41,111	38,096	42,000	41,750	41,750
7520	Equipment Maintenance	0	54	650	0	0
7860	Attorney Payment	34,875	44,125	40,000	45,000	45,000
7865	Witness Payment	106	183	250	200	200
7897	Drug Testing Expense	0	0	0	0	0
7899	Probation Services	1,471	0	0	0	0
	Total Contractual Service	**79,939**	**86,011**	**85,323**	**88,250**	**88,250**
	Court Services	**189,621**	**196,225**	**199,066**	**202,975**	**209,071**
		2008 Budget	2009 Revised	2010 Budget	2010 Revised	2011 Budget

Salary Splits	2010	2011
Court Administrator	100%	100%
Court Clerk	100%	100%
Court Clerk	50%	50%
Court Service Officer (PT)	100%	100%

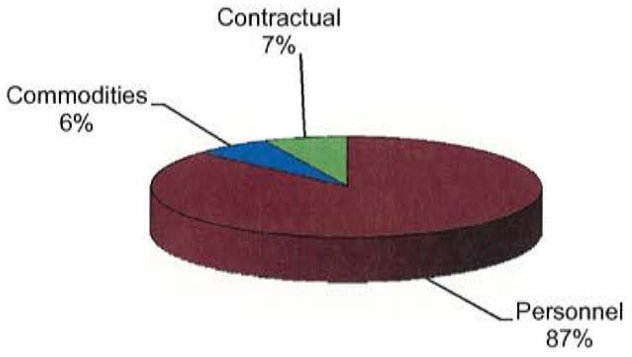
Division Overview

The Senior Services Division is the foundation for a continuum of care for older adults that encourages independence and wellness by offering a wide range of care services, health screenings, education, recreation, and social programs. The Senior Center plans and coordinates activities especially designed for its patrons. In addition to on-site activities the center has programs for home bound seniors, including a reassurance calling program, daily transportation to and from the center, and meals. The center is a state of the art facility with a technology lab, fitness room, and is on the leading edge in providing programmed health services, as well as recreational and educational programming. The Center continues to provide opportunities for social interaction, self esteem building, and physical and mental stimulation. Senior Services runs the Derby Dash, providing public transportation to all Derby Citizens.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	131,933	140,432	147,484
Commodities	4,939	10,907	10,950
Contractual	19,073	10,550	11,800
Total	155,945	161,889	170,234

2011 Senior Services Budget



Mission Statements:

To enhance the lives of aging adults by providing information and assistance in a variety of different areas, by utilizing the skills and abilities of Senior Services participants for the benefit of the community, and by providing a sense of fellowship and belonging to all patrons.

Goals:

- Maintain an attractive facility for senior citizens.
- Maintain a newsletter for the purpose of letting seniors know about activities at the Senior Services.
- Increase emphasis on service delivery and community involvement for seniors.

Division Locator

Administration
- Human Resources
- Risk Management
- Public Information
- Court Services
- ⇨ Senior Services
- Transportation

Budget Worksheet						
	Administration-Senior Services					
100 100 080		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	106,350	130,921	136,903	139,376	146,428
5002	Overtime	94	0	0	0	0
5004	Termination Fees	0	0	0	0	0
5012	Longevity	448	812	821	1,056	1,056
5013	Lump Sum	0	200	0	0	0
	Total Personnel	**106,892**	**131,933**	**137,724**	**140,432**	**147,484**
6002	Operating Supplies	5,461	4,472	5,500	10,157	10,200
6110	Fuel	1,068	466	1,900	750	750
	Total Commodities	**6,529**	**4,939**	**7,400**	**10,907**	**10,950**
7005	Pre-Employment Physical	231	0	0	0	0
7010	Printing	10,600	11,722	10,725	6,100	6,150
7030	Travel Expense	320	0	500	250	250
7040	Subscriptions	291	273	300	300	300
7041	Dues and Memberships	60	210	425	225	225
7050	Meetings/Seminars	2,729	246	1,200	1,000	1,000
7220	Professional Fees and Contracts	106	980	0	0	0
7300	Programming Expenses	2,342	1,405	3,000	1,500	1,500
7320	Computer/ Software Support	0	0	0	0	1,200
7522	Kansas Health Foundation Grant	0		0	0	0
7520	Equipment Maintenance	788	150	525	175	175
7521	Vehicle Maintenance	490	4,087	500	1,000	1,000
	Total Contractual Service	**17,956**	**19,073**	**17,175**	**10,550**	**11,800**
	Senior Services Division	**131,377**	**155,945**	**162,299**	**161,889**	**170,234**
		2008 Actual	**2009 Revised**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	**2010**	**2011**
Senior Services Administrator	85%	85%
Administrative Assistant	100%	100%
Senior Center Activity Coordinator	100%	100%
Dispatch/Scheduler/Admin Asst	50%	50%

Senior Services Advisory Board Fund					Explanation
		2010	2010	2011	
		Budget	Revised	Budget	
Line#	Line Item				
270 100 095					
4050	Cash Carryover	0	0	5,700	
4401	Board Contributions	0	12,700	7,000	Initial contribution of $5,672 in 2010
4600	Other Revenue			2,000	
	Total Revenue	0	12,700	14,700	
7059	Board Expenditures	0	7,000	14,700	Breakfast expenses, contributions, center support
	Total Expenditures	0	7,000	14,700	
		2010 Budget	2010 Revised	2011 Budget	

Note: This fund was created after the 2010 budget was adopted so approval of an Amended Budget will be required. The contributions from the DSAC Board are the proceeds from the monthly Biscuits & Gravy breakfast.

Public Transportation

Administration

Division Overview

The City bus service, equipped with accommodations for special needs of the elderly and the disabled, provides low-cost public transportation for the City of Derby. This service enables persons to be less dependent of others for a basic need--transportation. Destinations may include the local grocery stores, banks, post office, medical facilities, Senior Center, and other locations as determined by the needs of patrons. The weekday bus route is demand-response (curb-to-curb) and runs within the city limits of Derby. Transportation will be available in 2010 for pick-up service from 8:00 a.m. and drop off until 4:30 p.m. Monday through Friday. The telephone line will receive calls Monday through Friday between 8:00 a.m. and 4:30 p.m.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	42,807	58,644	61,535
Commodities	6,090	9,500	9,500
Contractual	3,851	4,050	4,050
Total	52,747	72,194	75,085

Mission Statements:

To provide safe, accessible and affordable transportation to all citizens who reside in the city limits of Derby, in order to enhance access to programs, services and activities which will improve their quality of life and help maintain their choice of lifestyle.

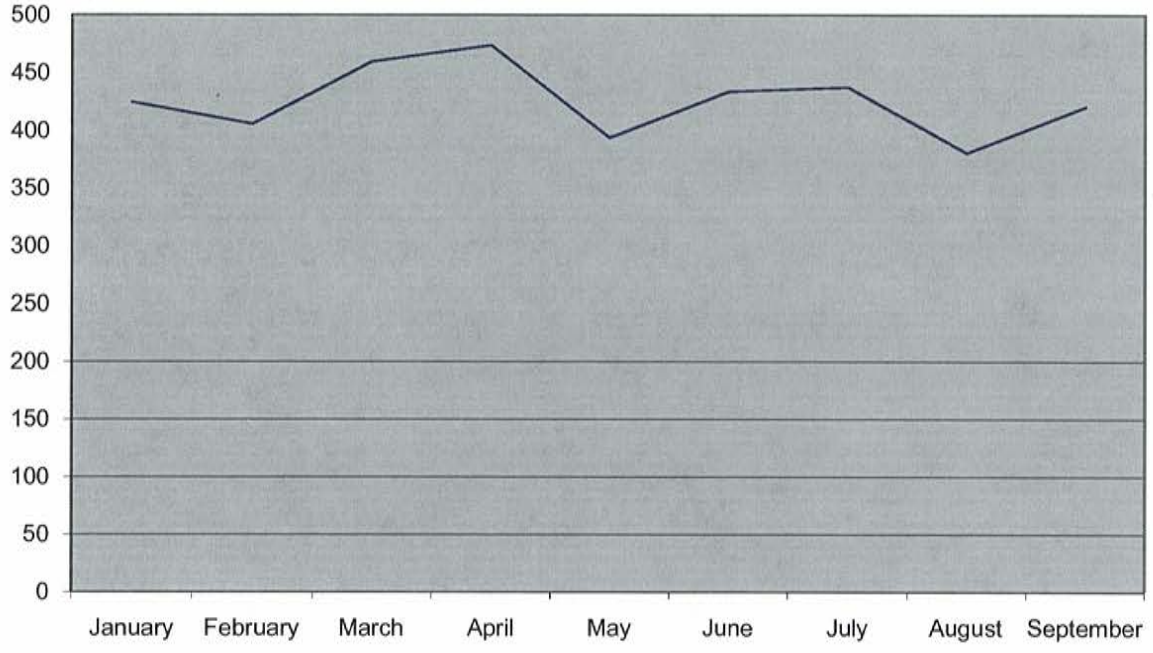
Goals:

- Improve the mobility of people throughout the city limits of Derby by providing efficient, effective, convenient, accessible, and safe mode of transportation to employment, education, medical, recreation and other desired destinations.

Division Locator

Administration
- Human Resources
- Transportation
- Public Information
- Court Services
- Senior Services
- ⇨ Transportation

Derby Dash Usage



Budget Worksheet						
	Administration- Transportation					
100 100 090		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
4620	Grant Reimbursement Revenue	64,067	42,679	16,500	40,000	40,000
4209	Ride Card Sales	5,270	8,773	13,000	10,000	10,000
4880	Transportation Donations/Memorial	0	1,995	0	1,200	1,200
	Total Revenue	**69,337**	**53,447**	**29,500**	**51,200**	**51,200**
5001	Wages-Salary	57,007	42,663	44,746	58,260	60,008
5012	Longevity	102	143	139	384	384
5013	Lump Sum	448	0	0	0	0
	Total Personnel	**57,558**	**42,807**	**44,885**	**58,644**	**61,535**
6002	Operating Supplies	1,479	926	2,500	1,500	1,500
6110	Fuel	7,499	5,163	13,800	8,000	8,000
	Total Commodities	**8,978**	**6,090**	**16,300**	**9,500**	**9,500**
7005	Pre-Employment Physical	516	408	320	0	0
7010	Printing	0	552	1,030	1,000	1,000
7030	Travel Expense	101	150	300	200	200
7040	Subscriptions	0	0	0	0	0
7041	Dues and Memberships	75	75	300	150	150
7050	Meetings/Seminars	435	180	200	200	200
7220	Professional Fees and Contracts	0	0	0	0	0
7300	Programming Expenses	280	239	100	500	500
7520	Equipment Maintenance	0	404	0	0	0
7521	Vehicle Maintenance	0	1,842	500	2,000	2,000
7231	Computer Software WTA Grant	0	0	0	0	0
8100	New Equipment- Derby Dash-Grant	0	0	0	0	0
	Total Contractual Service	**1,407**	**3,851**	**2,750**	**4,050**	**4,050**
	Finance Transportation Division	**67,942**	**52,747**	**63,935**	**72,194**	**75,085**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	2010	2011
Dispatch/Scheduler/Admin Asst	50%	50%
Senior Services PT (3 Drivers)	100%	100%
Senior Services Administrator	15%	15%

Budget Worksheet						
	Administration- Senior Activities Memorials					
100 100 100		**2008**	**2009**	**2010**	**2010**	**2011**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**
4400	Activity Receipts	56,127	56,852	42,000	55,000	55,000
4880	Memorials-Senior Center	8,179	460	1,000	1,000	1,000
4xxx	Subtotal	64,306	57,312	43,000	56,000	56,000
	Total Revenue	**64,306**	**57,312**	**43,000**	**56,000**	**56,000**
7051	Activity Expenditures	55,896	45,787	42,000	54,000	54,000
8180	Memorials Expenditure	550	4,850	1,000	1,000	1,000
8100	New Equipment- Derby Dash-Grant	90	0	0	0	0
	Total Contractual Service	**56,536**	**50,637**	**43,000**	**55,000**	**55,000**
Administration Senior Activities/Memorials		**56,536**	**50,637**	**43,000**	**55,000**	**55,000**
		2008 Budget	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

*This sub account is a revolving fund, showing revenues for specific Senior Services, and the payments made to provide that service.

	Community Programs					
100 100 060		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
7226	Art, Culture & Entertainment Grants	8,000	5,900	35,375	5,300	8,000
7227	Public Safety Education	1,620	21,557	30,690	12,350	15,300
7243	Fireworks Display	9,026	9,468	13,230	13,230	13,891
7244	Grant Writer Services/Community Foundation	30,000	30,000	30,000	30,000	30,000
7245	Derby Days Contribution	3,500	3,608	5,000	5,000	5,000
7246	VFW/American Legion Independence Day Parade	-	-	-	600	600
7893	New Community Festival	NA	NA	NA	NA	5,000
8273	Winter Light Displays	-	-	-	47,809	29,000
	Total Contractual	**52,146**	**70,533**	**114,295**	**114,289**	**106,791**
	Community Programs	**52,146**	**70,533**	**114,295**	**114,289**	**106,791**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Prior to 2009, ACE, Public Safety Education, and Fireworks Display lines were in other accounts within the General Fund, but are now consolidated into one sub-account supporting community programs.

	Special Alcohol Fund					
290 210 425		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
4050	Projected Budget Carryover	116,568	152,475	149,285	152,843	144,190
4161	State Alcohol Program	47,422	44,778	48,860	44,160	45,485
	Total Revenues	**163,990**	**197,253**	**198,145**	**197,003**	**189,675**
290.210.425						
7820	Special Fund Expenditures			145,330	0	136,775
7829	DHS Student Services (2009 Supplemental)		35,000	35,000	35,000	35,000
7840	DARE*	6,570	5,635	8,665	8,663	8,750
7830	DARE Officer Training	350	700	3,150	3,150	3,150
7831	DARE Prevention Program	4,595	3,075	6,000	6,000	6,000
	Total Contractual	**11,515**	**44,410**	**198,145**	**52,813**	**189,675**
8100	New Equipment	0		0	0	0
	Total Capital Outlay	**0**		**0**	**0**	0
	Special Alcohol Fund	**11,515**	**44,410**	**198,145**	**52,813**	**189,675**
		2008 Actual	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

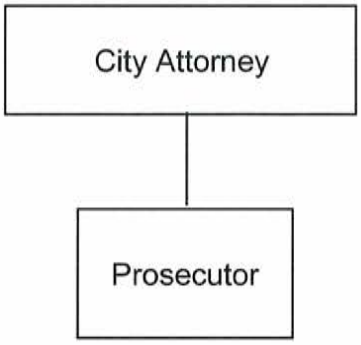
*DARE program expenses of student t-shirts and annual celebration. Band and fireworks cancelled in 2008 due to weather. Fireworks to be provided free of charge in 2009.

Law

Table of Contents

Law

Department Overview	234
Department Summary	235
City Attorney	236
Prosecutor	238



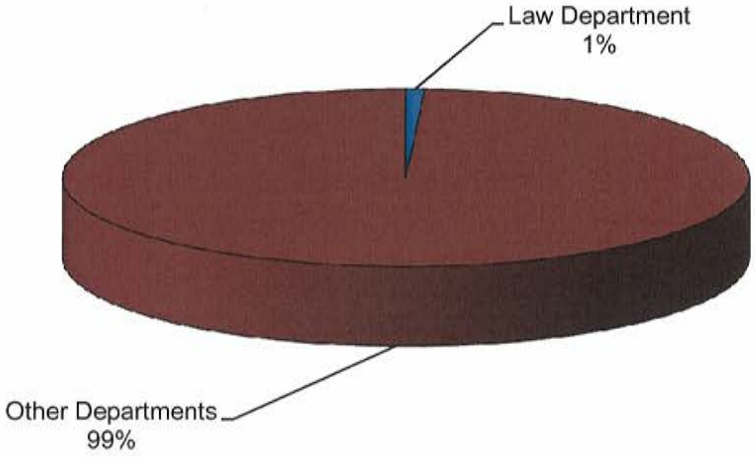
Overview

The Law Department represents the City and its employees and elected officials acting in their official capacity, in civil, judicial and administrative proceedings. This department is responsible for drafting all legal instruments including contracts, deeds, easements, licenses, ordinances, resolutions, and policies. Other responsibilities include negotiating with adverse parties, prosecuting violations of City ordinance, and conducting legal research in support of a full spectrum of municipal functions.

Mission

The mission of the Law Department is to provide professional, thorough and timely legal services in support of all City functions and activities while achieving the City's policy objectives and goals by rigorous application and enforcement of municipal ordinances and codes.

Law Department Budget Compared to Other Departments
2011 Budget



Law Department

Department Summary

Department Summary by Division

Division	2009 Actual	2010 Revised	2011 Budget
City Attorney	133,692	145,674	126,282
Prosecutor	49,056	53,764	53,974
Department of Law	182,748	199,438	180,256

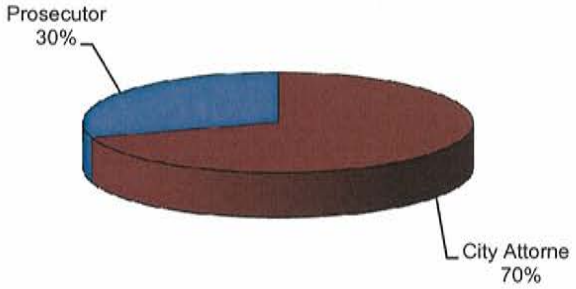
Department Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	105,333	108,938	114,406
Commodities	1,412	950	950
Contractual	76,003	89,550	64,900
Total	182,748	199,438	180,256

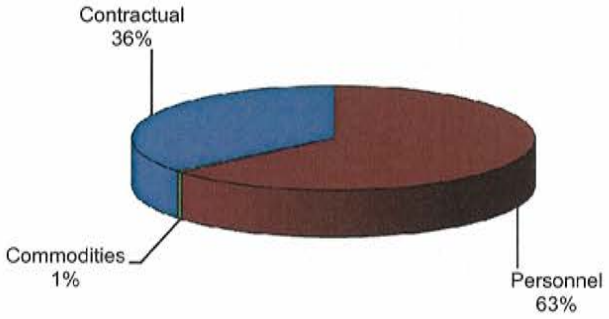
Department Locator

- Community Development
- Public Works
- Operations
- Fire & Rescue
- Police
- Library
- Finance
- Economic Development
- Administration
- ⇨ Law

2011 Law Budget by Division



2011 Law Budget by Category



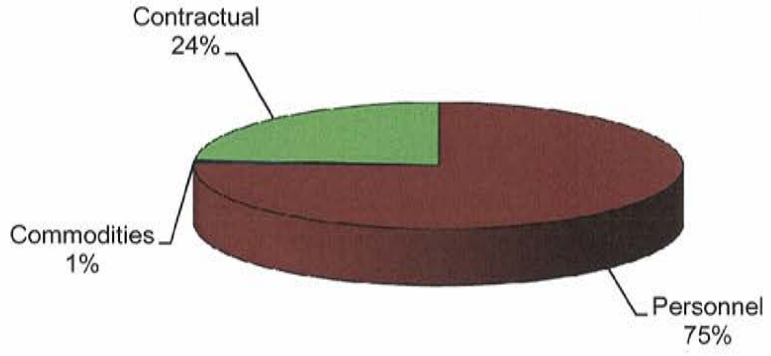
Division Overview

The city attorney serves as chief legal counsel to all City boards, commissions, instrumentalities, officers and employees. Duties include attending meetings of the City Council and other subordinate boards and commissions; representing the City and its officers and employees in judicial and administrative proceedings; preparing contracts, ordinances, resolutions and other legal instruments necessary to support and defend official actions; advising City staff on a wide variety of municipal law issues; liaison with other governmental units and agencies; and acting as technical supervisor for city prosecutor. The City attorney also assesses the need for and coordinates the work of outside counsel on matters requiring specialized expertise.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	88,092	90,924	95,482
Commodities	984	950	950
Contractual	44,616	53,800	29,850
Total	133,692	145,674	126,282

2011 City Attorney Budget



Mission Statment:

Provide timely, accurate legal advice and counsel to enable City departments and agencies and elected and appointed officials to formulate and aggressively implement municipal policies, and to represent the interests of the City and its officials and employees in all judicial or administrative forums.

Goals:

- Develop procedures for timely and orderly acquisition of property necessary to support municipal activities and projects.
- Prepare and present ordinances, resolutions and contracts designed to achieve the objectives of the City Council and City staff.
- Vigorously advocate City's position when prosecuting or defending judicial and administrative proceedings.

Division Locator

Law Department
⇨ City Attorney
Prosecutor

Budget Worksheet						
	Law Department-City Attorney					
100 170 380		2008	2009	2010	2010	2011
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
5001	Wages-Salary	81,908	87,252	89,649	90,084	94,642
5012	Longevity	783	840	900	840	840
	Total Personnel	**82,690**	**88,092**	**90,549**	**90,924**	**95,482**
6002	Operating Supplies	787	984	800	950	950
6110	Fuel	0	0	0	0	0
	Total Commodities	**787**	**984**	**800**	**950**	**950**
7005	Pre-Employment Physical	0	0	0	0	0
7010	Printing	398	0	100	100	100
7030	Travel Expense	20	56	1,000	200	200
7040	Subscriptions	397	2,025	2,360	2,200	3,200
7041	Dues and Memberships	530	715	600	750	800
7050	Meetings/Seminars	326	481	1,500	500	500
7220	Professional Fees/Contracts	580	41,300	25,000	50,000	25,000
7520	Equipment Maintenance	0	39	0	50	50
	Total Contractual Service	**2,252**	**44,616**	**30,560**	**53,800**	**29,850**
	City Attorney	**85,729**	**133,692**	**121,909**	**145,674**	**126,282**
		2008 Actual	2009 Actual	2010 Budget	2010 Revised	2011 Budget

Salary Splits	2010	2011
City Attorney	95%	95%

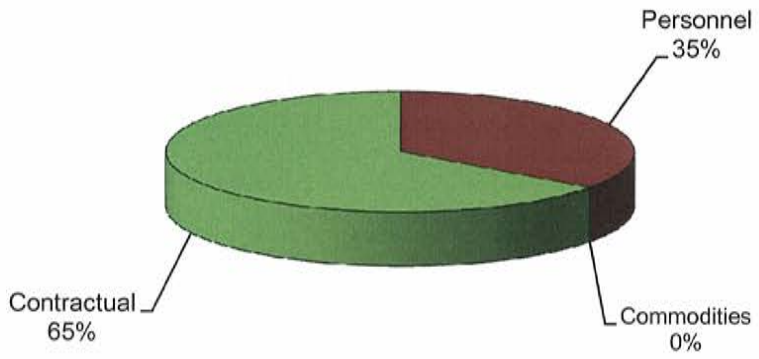
Division Overview

Under the general supervision of the city attorney, the city prosecutor is responsible for preparation and prosecution of all cases filed in the municipal court as well as those appealed to higher courts; overseeing the municipal court diversion program to ensure it us effectively and equitably implemented; developing and implementing appropriate prosecution and plea negotiation policies and strategies to assure effective use of time and resources; and in conjunction with the municipal court staff, monitoring post-sentence case status and initiating appropriate post-sentence actions to assure execution of court judgments and orders. The prosecutor is a contracted position.

Budget Summary by Category

Category	2009 Actual	2010 Revised	2011 Budget
Personnel	17,241	18,014	18,924
Commodities	428	0	0
Contractual	31,387	35,750	35,050
Total	49,056	53,764	53,974

2011 Prosecutor Budget



Mission Statement:

Thoroughly and objectively evaluate complaints filed with the municipal court; vigorously prosecute all meritorious complaints while identifying and protecting the legitimate interests of crime victims; seek appropriate punishments for those convicted of violating City ordinances; and assure that judgments, orders and sentences of the municipal court are carried out as prescribed by the municipal judge.

Goals:

- Fairly and equitably implement established plea negotiation policies to assure effective use of time and resources.
- Vindicate the legitimate interests of crime victims by seeking restitution and obtaining and enforcing protective orders when appropriate.
- Assure compliance with all dispostive orders of the court.
- Assist the police department in its operational and training activities to assure that investigative procedure used will not compromise admissibility of evidence obtained.

Division Locator

Law Department
City Attorney
⇨ Prosecutor

Budget Worksheet						
	Law Department-Prosecutor					
100 170 390		**2008**	**2009**	**2010**	**2010**	**2011**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**
5001	Wages-Salary	4,311	17,197	18,014	17,970	18,880
5012	Longevity	41	44	45	44	44
	Total Personnel	**4,352**	**17,241**	**18,059**	**18,014**	**18,924**
6002	Operating Supplies	186	428	1,000	0	0
	Total Commodities	**186**	**428**	**1,000**	**0**	**0**
7010	Printing	0	0	300	300	300
7030	Travel Expense	0	0	400	500	300
7040	Subscriptions	0	417	0	450	450
7041	Dues and Memberships	0	0	0	0	0
7050	Meetings/Seminars	0	0	500	500	0
7220	Professional Fees/Contracts	150	0	500	1,000	1,000
7899	Prosecution Expense	31,466	30,970	35,000	33,000	33,000
	Total Contractual Service	**31,616**	**31,387**	**36,700**	**35,750**	**35,050**
	Prosecutor	**36,154**	**49,056**	**55,759**	**53,764**	**53,974**
		2009 Revised	**2009 Actual**	**2010 Budget**	**2010 Revised**	**2011 Budget**

Salary Splits	**2010**	**2011**
City Attorney	5%	5%
Court Clerk	50%	50%

State of Kansas
City

2011

CERTIFICATE

To the Clerk of Sedgwick, State of Kansas

We, the undersigned, officers of

the City of Derby

certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditures for the various funds for the year 2011; and
(3) the Amounts(s) of 2010 Ad Valorem Tax are within statutory limitations.

Table of Contents:		Page No.	2011 Adopted Budget: Expenditures	Amount of 2010 Ad Valorem Tax	County Clerk's Use Only
Computation to Determine Limit for 2011		2			
Allocation of MVT, RVT, 16/20M Veh & Slider		3			
Schedule of Transfers		4			
Statement of Indebtedness		5			
Statement of Lease-Purchases		6			
Fund	**K.S.A.**				
General	12-101a	7	19,057,570	5,576,000	
Debt Service	10-113	8	7,861,143	2,045,028	
Law Enforcement & Fire	12-110b	9			
Library	12-1220	9	872,435	746,559	
Library Employee Benefits	12-1220	10	121,490	80,449	
		10			
Special Highway		11	1,409,915		
Special Park & Recreation		11	65,615		
Special Drug & Alcohol		12	189,675		
Wastewater		12	7,863,040		
Aquatic Park Sales Tax		13	379,289		
Economic Development Reserve		13	278,755		
Water System Bond 2004-A		14	2,069,295		
Library Sales Tax		14	1,389,107		
Senior Services Advisory Board		15	14,700		
Non-Budgeted Funds-A		16			
Non-Budgeted Funds-B		17			
Totals		x	41,572,029	8,448,036	
Budget Summary		18			
Neighborhood Revitalization Rebate					

Is an Ordinance required to be passed, published, and attached to the budget?	No

County Clerk's Use Only

November 1st Total Assessed Valuation

Assisted by:

Address:

Attest: _____, 2010

County Clerk

Governing Body

State of Kansas
City

the City of Derby

2011

Computation to Determine Limit for 2011

				Amount of Levy
1. Total Tax Levy Amount in 2010 Budget				+ $ 8,165,289
2. Debt Service Levy in 2010 Budget				- $ 1,523,270
3. **Tax Levy Excluding Debt Service**				$ 6,642,019
2010 Valuation Information for Valuation Adjustments:				
4. **New Improvements for 2010:**			+ 7,495,607	
5. **Increase in Personal Property for 2010:**				
5a. Personal Property 2010	+	2,419,732		
5b. Personal Property 2009	-	3,589,283		
5c. Increase in Personal Property (5a minus 5b)			+ 0 (Use Only if > 0)	
6. **Valuation of annexed territory for 2010**				
6a. Real Estate	+	579,387		
6b. State Assessed	+	0		
6c. New Improvements	-	0		
6d. Total Adjustment (Sum of 6a, 6b, and 6c)			+ 579,387	
7. **Valuation of Property that has Changed in Use during 2010**			730,190	
8. **Total Valuation Adjustment** (Sum of 4, 5c, 6d &7)			8,805,184	
9. Total Estimated Valuation July 1,2010		176,900,000		
10. **Total Valuation less Valuation Adjustment (9 minus 8)**			168,094,816	
11. Factor for Increase (8 divided by 10)			0.05238	
12. Amount of Increase (11 times 3)				+ $ 347,924
13. **Maximum Tax Levy, excluding debt service, without an Ordinance (3 plus 12)**				$ 6,989,943
14. **Debt Service in this 2011 Budget**				2,045,028
15. **Maximum levy, including debt service, without an Ordinance (13 plus 14)**				9,034,971

If the 2011 budget includes tax levies exceeding the total on line 15, you must adopt an ordinance to exceed this limit, publish the ordinance, and attach a copy of the published ordinance to this budget.

State of Kansas
City

the City of Derby

2011

Allocation of Motor, Recreational, 16/20M Vehicle Tax & Slider

Budgeted Fund for 2010	Budget Tax Levy Amt for 2009	Allocation for Year 2011			
		MVT	RVT	16/20M Veh	Slider
General	5,772,223	780,935	8,364	1,641	0
Debt Service	1,523,270	206,086	2,207	433	0
Law Enforcement & Fire	74,383	10,063	108	21	0
Library	718,905	97,262	1,042	204	0
Library Employee Benefits	76,508	10,351	111	22	0
TOTAL	8,165,289	1,104,697	11,832	2,321	0

Note: Law Enforcement Equipment Fund will be consolidated into the General Fund in 2011.

County Treas Motor Vehicle Estimate	1,104,697			
County Treasurers Recreational Vehicle Estimate		11,832		
County Treasurers 16/20M Vehicle Estimate			2,321	
County Treasurers Slider Estimate				0
Motor Vehicle Factor	0.13529			
Recreational Vehicle Factor		0.00145		
16/20M Vehicle Factor			0.00028	
Slider Factor				0.00000

the City of Derby

2011

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2009	Current Amount for 2010	Proposed Amount for 2011	Transfers Authorized by Statute
Wastewater Fund	Bond & Interest	413,179	656,178	664,937	12-825d
General Fund	Economic Dev Reserve	75,000	75,000	75,000	
Economic Dev Reserve	Bond & Interest	71,965	71,965	71,965	
General Fund	Equipment Reserve	50,000	50,000	460,000	12-1,117
Library Fund	Library Employee Benef	10,000	10,000	29,780	
General Fund	CIP Reserve	150,000	150,000	470,000	12-1,118
Capital Projects	General Fund	350,000	450,000	350,000	
Wastewater CIP Fund	Wastewater Fund	-	123,103	188,812	
Library Sales Tax Fund	General Fund	-	47,485	-	
Law Enforcement Equipment	General Fund	-	1,507	-	79-2958
Risk Management Reserve	General Fund		15,000		Consolidation
	Totals	1,120,144	1,650,238	2,310,494	
	Adjustments				
	Adjusted Totals	1,120,144	1,650,238	2,310,494	

*Note: Adjustments are required only if the transfer is being made in 2010 and/or 2011 from a non-budgeted fund.

the City of Derby

2011

STATEMENT OF INDEBTEDNESS

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amount Outstanding Jan 1,2010	Date Due Interest	Date Due Principal	Amount Due 2010 Interest	Amount Due 2010 Principal	Amount Due 2011 Interest	Amount Due 2011 Principal
General Obligation:											
Series 2001-A	6/1/01	12/1/21	3.55-5.25	6,865,000	1,165,000	6/1 12/1	12/1	52,875	370,000	36,595	385,000
Series 2001-B	6/1/01	12/1/15	3.8-5.5	9,790,000	3,435,000	6/1 12/1	12/1	169,990	790,000	135,230	845,000
Series 2001-C	11/1/01	12/1/21	3.85-5.0	2,350,000	1,675,000	6/1 12/1	12/1	75,400	135,000	70,068	140,000
Series 2002-A	5/15/02	12/1/17	3.05-5.0	2,925,000	1,845,000	6/1 12/1	12/1	79,398	195,000	71,598	205,000
Series 2002-B	11/5/02	12/1/18	1.75-5.0	4,800,000	1,505,000	6/1 12/1	12/1	65,020	280,000	54,240	290,000
Series 2003-C	5/15/03	12/1/18	2.8-3.75	1,215,000	825,000	6/1 12/1	12/1	28,115	80,000	25,875	85,000
Series 2003-D	12/1/03	12/1/19	3.0-4.4	2,580,000	1,945,000	6/1 12/1	12/1	76,473	165,000	71,316	170,000
Series 2004-A	4/15/04	12/1/22	1.1-5.0	9,455,000	6,840,000	6/1 12/1	12/1	306,178	515,000	290,728	535,000
Series 2004-B	4/15/04	12/1/13	1.1-3.6	3,255,000	955,000	6/1 12/1	12/1	31,925	235,000	24,875	230,000
Series 2004-C	12/1/04	12/1/20	2.2-4.75	7,470,000	6,110,000	6/1 12/1	12/1	268,038	450,000	252,288	465,000
Series 2004-D	12/1/04	12/1/18	2.2-4.75	6,315,000	4,045,000	6/1 12/1	12/1	168,763	605,000	147,588	620,000
Series 2005-A	12/1/05	12/1/21	3.55-5.0	1,470,000	1,285,000	6/1 12/1	12/1	49,756	85,000	45,825	90,000
Series 2006-A	5/15/06	12/1/21	3.55-4.25	6,380,000	5,825,000	6/1 12/1	12/1	231,008	320,000	219,168	335,000
Series 2006-B	12/1/06	12/1/22	3.55-5.0	4,925,000	4,610,000	6/1 12/1	12/1	177,466	275,000	163,716	285,000
Series 2008-A	5/15/08	12/1/23	3.0-4.0	2,410,000	2,335,000	6/1 12/1	12/1	84,935	125,000	79,935	130,000
Series 2008-B	12/1/08	12/1/24	3.8-4.35	8,670,000	8,670,000	6/1 12/1	12/1	711,710	90,000	352,255	470,000
Series 2009-A	8/1/09	12/1/29	1.75-6.0	10,255,000	10,255,000	6/1 12/1	12/1	663,070	305,000	491,965	405,000
Series 2009-B	8/1/09	12/1/24	2.0-3.9	2,680,000	2,680,000	6/1 12/1	12/1	113,080	105,000	82,710	145,000
Series 2010-A	6/1/10	12/1/25	2.0-3.75	3,020,000		6/1 12/1	12/1	0	0	136,163	115,000
Series 2010-B	6/1/10	12/1/17	.65-2.55	7,300,000		6/1 12/1	12/1	0	0	191,809	825,000
Total G.O. Bonds					**66,005,000**			**3,353,197**	**5,125,000**	**2,943,944**	**6,770,000**
Revenue Bonds:											
Total Revenue Bonds					**0**			**0**	**0**	**0**	**0**
Other:											
Series 2008-1	5/15/08	6/1/10	2.70	3,650,000	1,845,000	6/1	6/1				
Series 2008-2	5/15/08	6/1/11	2.76	3,025,000	3,025,000	6/1 12/1	6/1				
Series 2009-1	5/15/09	6/1/11	1.45	2,755,000	2,575,000	6/1 12/1	6/1				
Series 2009-2	5/15/09	6/1/11	1.45	4,125,000	4,125,000	6/1 12/1	6/1				
Total Other					**11,570,000**			**0**	**0**	**0**	**0**
Total Indebtedness					**77,575,000**			**3,353,197**	**5,125,000**	**2,943,944**	**6,770,000**

revised 8/06/07

the City of Derby

2011

STATEMENT OF CONDITIONAL LEASE-PURCHASE AND CERTIFICATE OF PARTICIPATION*

Item Purchased	Contract Date	Term of Contract (Months)	Interest Rate %	Total Amount Financed (Beginning Principal)	Principal Balance On Jan 1,2010	Payments Due 2010	Payments Due 2011
Certificates of Participation:							
Park Development	4/15/2005	92	2.5-3.75	985,000	300,000	115,725	112,155
City Hall/Senior Center	4/15/2005	120	2.7-4.2	1,990,000	1,265,000	239,843	237,928
Totals					**1,565,000**	**355,568**	**350,083**

***If you are merely leasing/renting with no intent to purchase, do not list--such transactions are not lease-purchases.

the City of Derby

2011

FUND PAGE - GENERAL

Adopted Budget General	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	6,593,649	6,260,638	5,577,522
Receipts:			
Ad Valorem Tax	5,680,399	5,561,175	xxxxxxxxxxxxxxxxxxxx
Delinquent Tax	101,431	50,000	50,000
Motor Vehicle Tax	830,075	806,085	780,935
Recreational Vehicle Tax	8,803	10,570	8,364
16/20M Vehicle Tax	1,780	2,390	1,641
Motor Vehicle Taxes allocated from Law Enforement Fund		0	10,192
Gross Earning (Intangible) Tax	0	0	0
LAVTR	0		0
City and County Revenue Sharing	0	0	0
Slider	22,900	0	0
Rental Car Excise Tax	9,970	9,630	9,630
Local Alcoholic Liquor	44,778	44,160	45,485
In Lieu of Taxes (IRB)	0	6,807	2,335
Local Sales Tax	3,271,028	3,140,187	3,140,187
Franchise Fees	1,528,727	1,713,804	1,773,882
Fines Forfeitures & Penalties	586,596	622,000	625,000
Senior Center	190,759	187,200	222,200
Fuel Inventory Revenue	151,383	182,190	200,409
Insurance Reimbursement	18,154	30,000	30,000
Reimburseables	341,670	333,852	305,000
Wellness Program Reimbursement	28,175	25,263	26,000
Licenses, Permits & Fees	504,565	309,336	314,900
Park Facilities Rentals and Donations	22,199	22,000	23,000
Rent - El Paso Water Company	9,600	9,600	9,600
Transient Guest Tax	0	51,555	54,133
Highway Maintenance	25,398	25,555	25,555
Transfer in from Capital Projects	350,000	450,000	350,000
Transfer in - Library Sales Tax Reimbursement		47,485	
Transfer from Law Enforcement Equipment		1,507	
Transfer from Risk Management Reserve		15,000	
Safer Grant Reimbursement	145,621		
HOME Rehab Program Reimbursement	179,284		
Interest on Idle Funds	111,455	69,000	75,000
Miscellaneous	22,757	35,000	35,000
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**14,187,507**	**13,761,351**	**8,118,448**
Resources Available:	**20,781,156**	**20,021,989**	**13,695,970**

the City of Derby

FUND PAGE - GENERAL

Adopted Budget General	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Resources Available:	20,781,156	20,021,989	13,695,970
Expenditures:			
Administration	1,039,031	1,201,681	1,217,787
Law Enforcement	2,837,034	3,128,847	3,499,418
Finance	537,604	596,909	649,650
Community Development	987,568	841,310	956,089
Public Works	981,807	1,048,185	1,064,673
Economic Development	89,631	94,326	95,143
Operations	1,177,713	1,293,808	1,447,791
Fire	850,319	775,207	932,996
Law Department	182,749	199,438	180,256
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
Sub-Total detail pages (Note should agree with detail)	8,683,456	9,179,711	10,043,803
Cash Reserve			600,000
Employee Benefits	2,462,899	2,749,467	2,952,750
Capital Equipment	206,647	183,600	652,481
Capital Improvements	2,164,101	1,248,396	1,166,949
Insurance Recovery	9,018	30,000	30,000
Reimburseables	221,316	300,000	300,000
Transient Guest Tax		51,555	54,133
Debt Service:			
Principal	295,000	300,000	305,000
Interest and fiscal charges	65,215	59,568	49,083
Transfer to Economic Development Reserve	75,000	75,000	75,000
Transfer to Equipment Reserve Fund	50,000	50,000	460,000
Transfer to Capital Improvement Reserve Fund	150,000	150,000	470,000
Neighborhood Revitalization Rebate			
Miscellaneous	137,866	67,170	1,898,371
Does miscellaneous exceed 10% of Total Expenditures			
Total Expenditures	**14,520,518**	**14,444,467**	**19,057,570**
Unencumbered Cash Balance Dec 31	6,260,638	5,577,522	xxxxxxxxxxxxxxxxxxxx
2009/2010 Budget Authority Amount: 17,340,625	18,420,850	Non-Appr Bal	
		Tot Exp/Non-Appr Bal	19,057,570
		Tax Required	5,361,600
		Del Comp Rate: 4.00%	214,464
		Amount of 2010 Ad Valorem Tax	5,576,000

revised 10/2/09

the City of Derby 2011

Adopted Budget General Fund - Detail Page 1	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Expenditures:			
Administration			
Salaries	719,416	794,451	826,696
Contractual	291,009	364,573	348,066
Commodities	28,606	42,657	43,025
Capital Outlay			
Total	**1,039,031**	**1,201,681**	**1,217,787**
Law Enforcement			
Salaries	2,506,080	2,716,537	3,083,107
Contractual	160,355	180,410	180,411
Commodities	170,599	231,900	235,900
Capital Outlay			
Total	**2,837,034**	**3,128,847**	**3,499,418**
Finance			
Salaries	285,893	288,451	313,190
Contractual	234,638	291,008	319,160
Commodities	17,073	17,450	17,300
Capital Outlay			
Total	**537,604**	**596,909**	**649,650**
Community Development			
Salaries	725,796	735,190	817,579
Contractual	244,583	87,375	119,765
Commodities	17,189	18,745	18,745
Capital Outlay			
Total	**987,568**	**841,310**	**956,089**
Public Works			
Salaries	710,772	774,975	783,763
Contractual	170,341	156,410	164,110
Commodities	100,694	116,800	116,800
Capital Outlay			
Total	**981,807**	**1,048,185**	**1,064,673**
Economic Development			
Salaries	71,166	76,892	77,209
Contractual	17,442	16,734	17,234
Commodities	1,023	700	700
Capital Outlay			
Total	**89,631**	**94,326**	**95,143**
Operations			
Salaries	314,355	209,697	227,955
Contractual	665,620	849,289	965,552
Commodities	197,738	234,822	254,284
Capital Outlay			
Total	**1,177,713**	**1,293,808**	**1,447,791**
Fire			
Salaries	735,107	649,587	799,251
Contractual	47,818	56,150	60,275
Commodities	51,759	54,470	58,470
Capital Outlay	15,635	15,000	15,000
Total	**850,319**	**775,207**	**932,996**
Page 1 - Total	**8,500,707**	**8,980,273**	**9,863,547**

Adopted Budget	Prior Year Actual	Current Year Estimate	Proposed Budget Year
General Fund - Detail Page 2	2009	2010	2011
Expenditures:			
Law Department			
Salaries	105,333	108,938	114,406
Contractual	76,004	89,550	64,900
Commodities	1,412	950	950
Capital Outlay			
Total	**182,749**	**199,438**	**180,256**

Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**

Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**

Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**

Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**

Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**

Salaries			
Contractual			
Commodities			
Capital Outlay			
Total	**0**	**0**	**0**

Page 2 -Total	182,749	199,438	180,256
Page 1 -Total	**8,500,707**	**8,980,273**	**9,863,547**
Grand Total	**8,683,456**	**9,179,711**	**10,043,803**

(Note: Should agree with general sub-totals.)

the City of Derby 2011

FUND PAGE

Adopted Budget Debt Service	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	669,747	524,334	259,225
Receipts:			
Ad Valorem Tax	974,490	1,470,883	xxxxxxxxxxxxxxxx
Delinquent Tax	85,689	80,655	50,000
Motor Vehicle Tax	141,040	138,190	206,086
Recreational Vehicle Tax	1,496	1,492	2,207
16/20M Vehicle Tax	301	315	433
Slider	3,929	0	0
Rental Car Excise Tax	1,691	1,600	1,600
Special Assessments	3,269,222	3,906,330	4,265,160
Recreation Rent	931,266	262,425	254,425
G.O. Bond 2003-B Defeasance (DRC Bond)	-530,000	0	0
Transfers In - Wastewater	413,179	656,178	664,937
Transfers In - Eco Devo Reserve	71,965	71,965	71,965
ARRA Reimbursement - 2009 A Bonds		141,466	103,732
In Lieu of Tax (IRB)			
Interest on Idle Funds	25,075	10,000	15,000
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**5,389,343**	**6,741,499**	**5,635,545**
Resources Available:	**6,059,090**	**7,265,833**	**5,894,770**
Expenditures:			
G.O. Bond Principal	4,325,000	4,255,000	5,020,000
G.O. Bond Interest	1,739,697	2,751,508	2,240,943
Commissions	59	100	200
Cash Reserve			600,000
G.O. Bond 2003-B Defeasance (DRC Bond)	-530,000		
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditur			
Total Expenditures	**5,534,756**	**7,006,608**	**7,861,143**
Unencumbered Cash Balance Dec 31	524,334	259,225	xxxxxxxxxxxxxxxx
2009/2010 Budget Authority Amount: 5,834,826	7,524,269	Non-Appr Bal	
		Tot Exp/Non-Appr Bal	7,861,143
		Tax Required	1,966,373
		Del Comp Rate: 4.00%	78,655
		Amount of 2010 Ad Valorem Tax	2,045,028

the City of Derby 2011

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget Law Enforcement & Fire	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	65,917	1,506	0
Receipts:			
Ad Valorem Tax	166,030	71,040	xxxxxxxxxxxxxxxxxx
Delinquent Tax	2,852	2,000	
Motor Vehicle Tax	22,649	23,400	
Recreational Vehicle Tax	240	254	
16/20M Vehicle Tax	49	50	
Slider	669	0	
Rental Car Excise Tax	272	300	
In Lieu of Taxes (IRB)		172	
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**192,761**	**97,216**	**0**
Resources Available:	258,678	98,722	0
Expenditures:			
Police Equipment	117,474	82,215	
Fire Equipment	139,698	15,000	
Transfer to the General Fund		1,507	
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditure			
Total Expenditures	**257,172**	**98,722**	**0**
Unencumbered Cash Balance Dec 31	1,506	0	xxxxxxxxxxxxxxxxxx
2009/2010 Budget Authority Amount: 260,000	99,206	Non-Appr Bal	
		Tot Exp/Non-Appr Bal	0
		Tax Required	0
		Del Comp Rate: 4.00%	0
		Amount of 2010 Ad Valorem Tax	0

Adopted Budget

Library	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	28,410	27,070	31,771
Receipts:			
Ad Valorem Tax	665,861	685,817	xxxxxxxxxxxxxxxxxx
Delinquent Tax	11,458	9,304	5,000
Motor Vehicle Tax	90,903	88,715	97,262
Recreational Vehicle Tax	964	1,160	1,042
16/20M Vehicle Tax	194	193	204
Slider	2,685	0	0
Rental Car Excise Tax	1,090	1,020	1,000
Reimbursement of Credit Card Expense		18,000	18,000
In Lieu of Taxes (IRB)		900	261
Miscellaneous	8	7,290	50
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**773,163**	**811,499**	**122,819**
Resources Available:	**801,573**	**838,569**	**154,590**
Expenditures:			
Personnel	484,219	490,227	515,033
Library Appropriation	279,853	288,571	309,622
Transfer to Library Employee Benefits	10,000	10,000	29,780
Reimburseable Credit Card Expense	431	18,000	18,000
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditure			
Total Expenditures	**774,503**	**806,798**	**872,435**
Unencumbered Cash Balance Dec 31	27,070	31,771	xxxxxxxxxxxxxxxxxx
2009/2010 Budget Authority Amount: 775,585	830,455	Non-Appr Bal	
		Tot Exp/Non-Appr Bal	872,435
		Tax Required	717,845
		Del Comp Rate: 4.00%	28,714
		Amount of 2010 Ad Valorem Tax	746,559

revised 10/2/09

the City of Derby 2011

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget Library Employee Benefits	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	9,270	11,509	2,642
Receipts:			
Ad Valorem Tax	71,700	73,795	xxxxxxxxxxxxxxxxxxxx
Delinquent Tax	1,275	800	500
Motor Vehicle Tax	10,368	10,165	10,351
Recreational Vehicle Tax	110	100	111
16/20M Vehicle Tax	22	23	22
Slider	289	0	0
Rental Car Excise Tax	124	100	100
Transfer from Library Fund	10,000	10,000	29,780
Wellness Program	900	600	600
In Lieu of Taxes (IRB)		87	29
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**94,788**	**95,670**	**41,493**
Resources Available:	**104,058**	**107,179**	**44,135**
Expenditures:			
Payroll Taxes	62,258	68,464	81,835
Health & Dental Insurance	30,291	35,848	39,432
Wellness Program		225	223
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditu			
Total Expenditures	**92,549**	**104,537**	**121,490**
Unencumbered Cash Balance Dec 31	11,509	2,642	xxxxxxxxxxxxxxxxxxxx
2009/2010 Budget Authority Amount: 98,400 107,360		Non-Appr Bal	
		ot Exp/Non-Appr Bal	121,490
		Tax Required	77,355
		Del Comp Rate: 4.00%	3,094
		Amount of 2010 Ad Valorem Tax	80,449

Adopted Budget

0	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	xxxxxxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Slider			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditu			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxxxxxx
2009/2010 Budget Authority Amount: 0 0		Non-Appr Bal	
		ot Exp/Non-Appr Bal	0
		Tax Required	0
		Del Comp Rate: 4.00%	0
		Amount of 2010 Ad Valorem Tax	0

the City of Derby 2011

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Special Highway	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	516,770	627,790	510,685
Receipts:			
State of Kansas Gas Tax	562,583	594,790	611,760
County Transfers Gas	267,258	284,440	287,470
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**829,841**	**879,230**	**899,230**
Resources Available:	**1,346,611**	**1,507,020**	**1,409,915**
Expenditures:			
Personnel	465,903	493,750	513,655
Commodities	170,146	200,000	200,000
Contractual Services	82,772	137,585	100,650
Capital Outlay		165,000	595,610
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditur			
Total Expenditures	**718,821**	**996,335**	**1,409,915**
Unencumbered Cash Balance Dec 31	627,790	510,685	0
2009/2010 Budget Authority Amount:	1,149,180	1,186,700	

Adopted Budget

Special Park & Recreation	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	93,433	94,070	20,130
Receipts:			
Local Alcoholic Liquor	44,778	44,160	45,485
Reimbursements	9,580		
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**54,358**	**44,160**	**45,485**
Resources Available:	**147,791**	**138,230**	**65,615**
Expenditures:			
Park Capital Improvements	53,721	118,100	65,615
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditur			
Total Expenditures	**53,721**	**118,100**	**65,615**
Unencumbered Cash Balance Dec 31	94,070	20,130	0
2009/2010 Budget Authority Amount:	111,360	185,853	

the City of Derby 2011

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Special Drug & Alcohol	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	152,475	152,843	144,190
Receipts:			
Local Alcoholic Liquor	44,778	44,160	45,485
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**44,778**	**44,160**	**45,485**
Resources Available:	**197,253**	**197,003**	**189,675**
Expenditures:			
DARE Program	9,410	17,813	17,900
DHS Student Services	35,000	35,000	35,000
Special Fund Expenditures			136,775
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditur			
Total Expenditures	**44,410**	**52,813**	**189,675**
Unencumbered Cash Balance Dec 31	152,843	144,190	0
2009/2010 Budget Authority Amount:	178,140	198,145	

Adopted Budget

Wastewater	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	832,141	5,133,125	4,274,261
Receipts:			
Charges for Services - Sewer	2,099,822	2,766,539	2,849,871
Sewer Connection Fees	56,250	22,500	25,000
Reimbursements	1,428	90,608	1,038,456
Transfer from Wastewater Capital Imp Fund	0	123,103	188,812
Bond Proceeds - GO Bond 2009-A	4,030,000	0	0
Interest on Idle Funds	9,442	20,500	17,500
Miscellaneous	1,138		
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**6,198,080**	**3,023,250**	**4,119,639**
Resources Available:	**7,030,221**	**8,156,375**	**8,393,900**
Expenditures:			
Personnel	661,865	689,407	726,151
Commodities	65,554	85,500	113,100
Contractual Services	405,205	437,570	443,895
Capital Outlay	83,666	1,362,947	5,201,390
Debt Service	267,627	650,512	713,567
Transfer to Bond & Interest Fund	413,179	656,178	664,937
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditur			
Total Expenditures	**1,897,096**	**3,882,114**	**7,863,040**
Unencumbered Cash Balance Dec 31	5,133,125	4,274,261	530,860
2009/2010 Budget Authority Amount:	2,802,096	3,933,610	

the City of Derby 2011

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Aquatic Park Sales Tax	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	6,499,144	2,342,738	1,985,131
Receipts:			
City Retail Sales Tax	1,963,113		
DRC Net Revenue Reimbursement	239,816	200,000	200,000
Concessionaire	18,741	20,000	20,000
Sponsorship Revenue		11,500	14,000
Interest on Idle Funds	58,738	5,710	10,500
Miscellaneous		3,185	
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**2,280,408**	**240,395**	**244,500**
Resources Available:	**8,779,552**	**2,583,133**	**2,229,631**
Expenditures:			
Contractual Services	268,753	257,999	258,889
Capital Outlay	105,191	340,003	120,400
Debt Service:			
Bond Principal	535,000		
Bond Interest	173,669		
Bond Redemption	5,354,201		
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditure			
Total Expenditures	**6,436,814**	**598,002**	**379,289**
Unencumbered Cash Balance Dec 31	2,342,738	1,985,131	1,850,342
2009/2010 Budget Authority Amount:	6,482,240	6,381,241	

Adopted Budget

Economic Development Reserve	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	255,639	259,253	202,555
Receipts:			
Lot Sale Proceeds	23,632	52,591	
Other Revenue		1,200	1,200
Transfer from General Fund	75,000	75,000	75,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**98,632**	**128,791**	**76,200**
Resources Available:	**354,271**	**388,044**	**278,755**
Expenditures:			
Contractual Expenses	23,053	113,524	128,025
Capital Outlay			78,765
Transfer to Bond & Interest Fund	71,965	71,965	71,965
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditure			
Total Expenditures	**95,018**	**185,489**	**278,755**
Unencumbered Cash Balance Dec 31	259,253	202,555	0
2009/2010 Budget Authority Amount:	215,527	286,830	

the City of Derby

2011

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Water System Bond 2004-A	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	2,388,477	2,317,762	2,130,603
Receipts:			
El Paso Water Company Dividends	734,595	671,293	1,273,000
Reimbursements	429,013	546,649	549,016
Interest on Idle Funds	21,621	11,000	11,000
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**1,185,229**	**1,228,942**	**1,833,016**
Resources Available:	**3,573,706**	**3,546,704**	**3,963,619**
Expenditures:			
Personnel	421,097	460,202	532,816
Commodities	12,170	32,335	16,200
Contractual Services	4,000	4,706	4,541
Debt Service:			
Bond Principal	500,000	515,000	535,000
Bond Interest	318,677	306,183	290,738
Capital Outaly	0	97,675	690,000
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditures			
Total Expenditures	**1,255,944**	**1,416,101**	**2,069,295**
Unencumbered Cash Balance Dec 31	2,317,762	2,130,603	1,894,324
2009/2010 Budget Authority Amount:	2,040,249	1,950,252	

Adopted Budget

Library Sales Tax	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	1,378,451	301,992	1,587,610
Receipts:			
Temporary Note/Bond Proceeds	4,125,000	146,000	
Library Sales Tax		1,963,000	1,963,000
Interest on Idle Funds	8,313	2,000	5,000
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**4,133,313**	**2,111,000**	**1,968,000**
Resources Available:	**5,511,764**	**2,412,992**	**3,555,610**
Expenditures:			
Personnel		113,128	172,982
Commodities		12,080	13,080
Contractual Expense		221,978	136,235
Bond Principal			825,000
Bond/Note Interest Expense	201,254	71,651	191,810
Capital Outlay	5,008,518	359,060	50,000
Transfer to General Fund - Reimbursement		47,485	
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditures			
Total Expenditures	**5,209,772**	**825,382**	**1,389,107**
Unencumbered Cash Balance Dec 31	301,992	1,587,610	2,166,503
2009/2010 Budget Authority Amount:	5,367,935	921,456	

the City of Derby 2011

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Senior Services Advisory Board	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1	0	0	5,700
Receipts:			
Contributions	0	12,700	7,000
Other Revenue	0	0	2,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**0**	**12,700**	**9,000**
Resources Available:	**0**	**12,700**	**14,700**
Expenditures:			
Board Expenditures	0	7,000	14,700
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditure			
Total Expenditures	**0**	**7,000**	**14,700**
Unencumbered Cash Balance Dec 31	0	5,700	0
2009/2010 Budget Authority Amount:	0	7,000	

Adopted Budget

0	Prior Year Actual 2009	Current Year Estimate 2010	Proposed Budget Year 2011
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% of Total Receipts			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Miscellaneous			
Does miscellaneous exceed 10% of Total Expenditure			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	0
2009/2010 Budget Authority Amount:	0	0	

the City of Derby

NON-BUDGETED FUNDS (A)

(Only the actual budget year for 2009 is to be shown)

2011

Non-Budgeted Funds-A

(1) Fund Name: Wastewater CIP		(2) Fund Name: Equipment Reserve		(3) Fund Name: Capital Improvement Reserve		(4) Fund Name: LETF		(5) Fund Name: Capital Projects		
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Jan 1	1,519,296	Cash Balance Jan 1	437,584	Cash Balance Jan 1	3,361,759	Cash Balance Jan 1	11,553	Cash Balance Jan 1	3,573,439	8,903,631
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
Sewer Connections	127,750	Transfer from Gen Fund		Transfer from General Fund	150,000	Interest		Temporary Notes	2,991,111	
Interest	10,423							Bond Proceeds	8,314,376	
								Prepaid Assessments	1,949	
								Interest Earnings	74,398	
								Bond/Note Issuance	141,071	
Total Receipts	138,173	Total Receipts	0	Total Receipts	150,000	Total Receipts	0	Total Receipts	11,522,905	11,811,078
Resources Available:	1,657,469	Resources Available:	437,584	Resources Available:	3,511,759	Resources Available:	11,553	Resources Available:	15,096,344	20,714,709
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
Consulting Engineer	267,794	Capital Outlay	139,849	Capital Outlay	689,643	Capital Outlay	0	Temporary Notes	2,150,000	
								Interest	89,722	
								Bond/Note Issuance	100,396	
								Capital Outlay	4,636,319	
								Transfer to General Fund	350,000	
Total Expenditures	267,794	Total Expenditures	139,849	Total Expenditures	689,643	Total Expenditures	0	Total Expenditures	7,326,437	8,423,723
Cash Balance Dec 31	1,389,675	Cash Balance Dec 31	297,735	Cash Balance Dec 31	2,822,116	Cash Balance Dec 31	11,553	Cash Balance Dec 31	7,769,907	**12,290,986** **
										12,290,986 **

**Note: These two block figures should agree.

revised 10/02/09

the City of Derby

NON-BUDGETED FUNDS (B)

(Only the actual budget year for 2009 is to be shown)

2011

Non-Budgeted Funds-B

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
Risk Management Reserve										
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Jan 1	15,000	Cash Balance Jan 1		Cash Balance Jan 1		Cash Balance Jan 1		Cash Balance Jan 1		15,000
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
Total Receipts	0	Total Receipts	0	Total Receipts	0	Total Receipts	0	Total Receipts	0	0
Resources Available:	15,000	Resources Available:	0	Resources Available:	0	Resources Available:	0	Resources Available:	0	15,000
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	Total Expenditures	0	0
Cash Balance Dec 31	15,000	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	Cash Balance Dec 31	0	15,000 **
										15,000 **

**Note: These two block figures should agree.

revised 10/02/09

NOTICE OF BUDGET HEARING

2011

The governing body of
the City of Derby
will meet on August 10, 2010 at 6:30 p.m. at City Hall, 611 Mulberry, Derby, Kansas for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.
Detailed budget information is available at Derby City Hall and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2011 Expenditures and Amount of 2010 Ad Valorem Tax establish the maximum limits of the 2011 budget.
Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual for 2009		Current Year Estimate for 2010		Proposed Budget for 2011		
FUND	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Expenditures	Amount of 2010 Ad Valorem Tax	Estimate Tax Rate *
General	14,520,518	35.890	14,444,467	33.772	19,057,570	5,576,000	31.521
Debt Service	5,534,756	6.157	7,006,608	8.912	7,861,143	2,045,028	11.560
Law Enforcement & Fire	257,172	1.049	98,722	0.435			
Library	774,503	4.207	806,798	4.206	872,435	746,559	4.220
Library Employee Benefits	92,549	0.453	104,537	0.448	121,490	80,449	0.455
Special Highway	718,821		996,335		1,409,915		
Special Park & Recreation	53,721		118,100		65,615		
Special Drug & Alcohol	44,410		52,813		189,675		
Wastewater	1,897,096		3,882,114		7,863,040		
Aquatic Park Sales Tax	6,436,814		598,002		379,289		
Economic Development Reserve	95,018		185,489		278,755		
Water System Bond 2004-A	1,255,944		1,416,101		2,069,295		
Library Sales Tax	5,209,772		825,382		1,389,107		
Senior Services Advisory Board			7,000		14,700		
Wastewater CIP	267,794						
Equipment Reserve	139,849						
Capital Improvement Reserve	689,643						
Capital Projects Fund	7,326,437						
Totals	45,314,817	47.756	30,542,468	47.773	41,572,029	8,448,036	47.756
Less: Transfers	1,120,144		1,650,238		2,310,494		
Net Expenditure	44,194,673		28,892,230		39,261,535		
Total Tax Levied	7,776,222		8,165,289		xxxxxxxxxxxxxxxxx		
Assessed Valuation	162,834,325		170,919,924		176,900,000		

Outstanding Indebtedness, January 1,	2008	2009	2010
G.O. Bonds	57,195,000	63,460,000	66,005,000
Revenue Bonds	0	0	0
Other	10,155,000	6,840,000	11,570,000
Lease Purchase Principal	2,140,000	1,860,000	1,565,000
Total	69,490,000	72,160,000	79,140,000

*Tax rates are expressed in mills

City Official Title: City Clerk

revised 12/08/09

Glossary of Terms

Accrual: An accounting method which reports income when earned and expenses when incurred as opposed to cash basis accounting which reports income when received and expenses when paid. In Derby, accrual is used for Proprietary Funds.

Activity: Specific of distinguishable type of work performed by a component of government for the purpose of accomplishing a function for which the government is responsible.

ADSAP: - Alcohol Drug Safety Action Program. This money is, maintained by the state. We are required by statute to have the program. Funds are earmarked for specific alcohol and drug related expenses.

Administrative: Pertaining to management and carrying out of laws and functions, as opposed to legislative and judicial.

Adopted Budget: The budget that is amended and approved by the City Council. The adopted budget becomes effective January 1.

Ad Valorem Tax: A tax levied on the assessed value of real and personal property (also referred to as the property tax).

Agency and Trust Funds: Funds established to account for cash and other assets held by a municipality as agent or trustee. Such funds are not assets of the municipality but, through the operation of law or by agreement, the municipality is responsible for their accountability.

Allocation of Funds: To set aside funds for a specific purpose or program.

Amendment: A change or addition which changes the meaning or scope of an original formal document. Often these are laws or regulations. However, plans or specifications can also be amended.

Amortization: The gradual elimination of a liability in regular payments over a specified period of time. Such payments must be sufficient to cover both principal and interest.

Appraised Value: The market value of real property, personal property, and utilities as determined by the County Appraiser.

Appropriation: Expenditure authority approved by the governing body with specific limitations as to the amount, purpose, and time.

Assessed Value: The official value placed on real estate, personal property, and utilities as a basis for levying taxes. The value is determined by applying a mathematical factor to the appraised value. The value is also determined by the property classification; residential real estate is assessed at 11.5%.

Assessment: The value placed on an item of real or personal property for property tax purposes. The rate of tax times the value equals the amount of tax levied on the property. Also a special tax levied on the property within a special assessment district.

Assets: Property owned by the City which has monetary value.

Audit: An examination of the financial activities of an agency and the report based on such examination.

Balanced Budget: When a government's total revenues (money that it takes in) equals its total outlays (spending) in a fiscal year.

Basis of Accounting: The method used to determine when revenues and expenditures are recognized for budgetary purposes.

Balanced Budget: By statute, cities in Kansas are required to submit a balanced budget to the State. The City of Derby's budget is considered balanced when revenues plus unencumbered cash equals expenditures in all appropriated funds for a fiscal year.

Bond: Process for the long-term borrowing of funds. Derby uses bonds to finance large capital projects. Lenders, the purchasers of the bonds, are repaid the principal amount in annual installments and accrued interest semi-annually

Budget: A plan of financial operation including an estimate of proposed expenditures for a given period and proposed means of financing them. In Kansas, counties, cities, townships, and most special districts use the calendar year as the budget period.

Budget Adoption: A formal process by which the budget is approved by the governing body.

Budget Amendment: The legal means by which as adopted budget may be increased. The Budget may only be increased with revenues other than ad valorem taxes. The amendment process follows similar steps as the budget adoption.

Budget Calendar: Schedule of key dates or milestones followed by City departments in the preparation, review, and administration of the budget.

Budget Message: Opening section of the budget which provides the City Council and public with a general summary of the most important aspects of the budget, changes from current and previous fiscal years, and recommendations of the City Manager.

Budget Publication: A legal step towards formal budget adoption. To meet legal requirements, the public must be notified of budget proposals via local print media.

Capital Expenditures: Funds used to acquire or improve long-term assets. The dollar value threshold for capital expenditures is $1,000 for equipment and $25,000 for buildings and structures.

Capital Improvement Plan (CIP): A long-term plan for expenditures which result in the acquisition of land, improvements to existing facilities, and construction of streets, sewers, storm drains, park facilities, and other infrastructure and public facilities.

Capital Outlay: Fixed assets which have a value of $300 or more and have a useful economic lifetime of more than one year.

Capital Reserve Funding: Established to account for resources legally set aside for anticipated capital expenditures, including construction, purchase or replacement of, or addition to, municipal buildings, equipment, machinery, motor vehicles or other capital assets.

Carryover: Established funds have carryover listed as a revenue source. This indicates the balance of unspent funds brought forward from the end of one fiscal year to the beginning of the next. This practice follows principles of sound fiscal management.

Certification: A formal, written declaration that certain facts are true or valid.

Certification of Participation (COP) Certificates of Participation are defined as lease financing agreements in the form of tax exempt securities similar to bonds

City Manager: The chief administrator of a municipality in the council-manager form of government, appointed by the Council as the City's chief executive officer.

City of the Second Class: Kansas statute provides for three classifications of cities based on population size. Classification of cities originally helped establish the powers and duties of each incorporated city. However, now all cities in Kansas have the same powers as a result of the Constitutional Home Rule Amendment passed in July 1961 (see also Home Rule). Though classifications have remained in statute and in municipal culture as a historical remnant, they serve as a general reference tool for the size of a city.

Comprehensive Plan: A generalized, coordinated land use policy statement of the governing body of a city consisting of maps and descriptive text covering objectives, principles and standards used to develop the plan. A comprehensive plan must include a plan, scheme, or design for (at least) the following elements: land use; housing; capital facilities; utilities; natural resource lands and critical areas.

Commodities: Supplies required by the municipality in order to perform the services to its citizens.

Contractual Services: Costs of services provided by external entities.

Council: Elected officials of a city who set the general policies under which the city operates. Members are elected by ward. The Mayor is not a member of the City Council but along with the Council members forms the Governing Body.

Council President: The Council member elected by fellow members of the City Council to serve in the temporary absence of the Mayor.

Debt Service: The annual payments required to support debt issues including interest and principal.

Defeasance: The process to authorize the retirement of bonds prior to the originally anticipated end date.

Department: A functionally similar group of city divisions, such as the Public Works & Parks Department which contains the Divisions of Parks, Forestry, & Stream, Special Street & Highway, Motor Pool, and Weld Shop Divisions. The City's Departments are headed by a single Department Director who reports directly to the City Manager.

Depreciation: A non-cash expense that reduces the value of an asset as a result of wear and tear, age, or obsolescence. Most assets lose their value over time (i.e. they depreciate) and must be replaced once the end of their useful life is reached.

Disbursement: The actual payout of fund; expenditure.

Division: An organizational unit that is functionally unique in the delivery of services. A Division may contain one or more programs.

DRC: The Derby Recreation Center. The DRC delivers recreational programs and maintains the local recreation center. The DRC is governed by a board with members appointed by the local school board and the City Council. Personnel and operating costs are paid through the school mill levy. The recreation center's main building is owned by the City of Derby, and debt payment for that facility is paid in the form of rent from the DRC.

Employee Benefits: Social Security, retirement, unemployment compensation, and health/life/dental insurance for eligible employees paid by the City of Derby through the payroll process.

Encumbrance: Moneys not yet paid out but which are dedicated to a specific expense for goods or services being received or already received.

Enterprise Fund: Governmental activities that can be operated most like a commercial business are referred to as enterprise activities and are accounted for in enterprise funds. Derby's enterprise activities

include water and sanitary sewer utilities and the aquatic park. Expenditures are matched with revenue from service charges to ensure the program is self-supporting.

Equipment Reserve Fund: A long-range plan for expenditures which result in the acquisition of depreciable items of significant cost (i.e. major office equipment, information technology, etc.).

Expenditure: An outlay of cash for the purpose of acquiring an asset or providing a service.

Fees: General term used for any charge levied by local government in connection with providing a service, permitting an activity, or imposing a fine or penalty. Major types of fees include building permits, fines, and user charges.

Fiscal Year: Period used for accounting year. The City of Derby has a fiscal year of January 1 through December 31.

FTE: Abbreviation for Full Time Equivalent. Staffing levels are measured in FTE's to give a consistent comparison from year to year. In most cases, an FTE is one full-time position filled for the entire year; however, in some instances an FTE may consist of several part-time positions.

Franchise: A special privilege granted by a government, permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

Fund: An independent fiscal and accounting entity for recording expenditures and revenues, comparable to an individual bank account. Funds are established for specific activities and are subject to special limitations.

Fund Balance: *See Carryover*

General Fund: The fund that accounts for all revenues and expenditures which are not accounted for in specific purpose funds. It finances the ordinary operations of the City.

General Obligation Bond: A financial instrument giving borrowing power to a municipality, based upon pledging of taxing power to retire the debt and pay interest.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity.

Governing Body: The elected officials of the City including the mayor plus Council members.

Governmental Funds: Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue fund, debt service fund, capital projects fund, and permanent funds.

Grant: A monetary contribution by a government or an organization to financially support a particular function or purpose.

Home Rule: The ability of cities to govern themselves independently from the state government. Cities must still abide by state laws. Kansas passed the Home Rule Amendment to the state constitution in 1961.

Interest: Fee charged by the lender to a borrower for use of borrowed money.

Investment Income: Interest earned on public funds being held until expended. Investments can only be made in instruments specified by state law.

K-15: Kansas Highway 15 is a major north/south arterial through Derby.

KDOT- Kansas Department of Transportation

LAVTR- Local Ad Valorem Tax Reduction

Levy: A compulsory collection of monies or the imposition of taxes. The total amount of taxes, special assessments, or service charges imposed by a government to support governmental activities.

Line Item: The most detailed unit of budgetary expenditures listed in the City of Derby budgets. Line items are tracked by four-digit object codes.

Mayor: Elected leader of the Governing Body tasked with building consensus among Council members, presiding over meetings of the Governing Body, assisting the City Council in setting goals and policies, serving as an ambassador and defender of the community, nominating persons to serve on boards and committees, and then appointing them after Council approval. Together, the Mayor and City Council form a policy-development team. The Mayor is the only member of the Governing Body who is elected at-large.

Mill: A monetary unit used to express the property tax rate. One mill is equivalent to one-thousandth of a dollar, or $1 of tax per $1,000 of assessed value.

Modified Accrual: An accounting method which reports revenues when they are subject to accrual, i.e. both measurable and available. Available means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period. In Derby, modified accrual is used for all funds other than Proprietary Funds.

Motor Vehicle Tax: The County Appraiser is required to determine the value of motor vehicles and place them within statutorily prescribed classifications. The value of a motor vehicle is multiplied by the assessment rate of 20% to produce the tax value. The County Treasurer is required to collect the tax and distribute it among all taxing subdivisions including the City of Derby.

MSA: Abbreviation for a Metropolitan Statistical Area. A geographic unit comprised of one or more counties around a central city or urbanized area with 50,000 or more population. Contiguous counties are included if they have close social and economic links with the area's population nucleus. Also known as a standard metropolitan statistical area (SMSA).

Operating Budget: A one-year budget approved by the City Council that includes appropriations for direct services to the public including wages and benefits, materials and services, and equipment. Excluded from the operating budget are capital improvement projects, debt service requirements, transfers, and reserves.

Ordinance: An enforceable law or statute enacted by a city, town or county. See Resolution.

Performance Measure: A quantitative means of assessing the efficiency and effectiveness of services performed by departments and divisions.

Principal: The amount borrowed or the amount borrowed which remains unpaid.

Public Hearing: A meeting or portion of a meeting set up to give members of the public a chance to speak on a particular subject such as the proposed annual budget. Kansas requires cities to hold at least two public hearings prior to the adoption of the budget.

Recommended Budget: City budget developed by the City Manager and submitted to the City Council for its deliberation.

Reserved Fund Balance: Those portions of fund balances that are not appropriable for expenditure or that are legally segregated for a specific future use.

Resolution: An act that is typically less formal than an ordinance, expressing the opinion or mind o f the governing body, and generally dealing with matters of a special or temporary character or setting policy.

Revenue: A source of income which finances governmental operations.

Revenue Bonds: Bonds issued by a municipality to be paid exclusively from the revenue derived from the operation of a utility. K.S.A. 10-1201.

SRO- School Resource Officer- A police officer assigned to the Derby School for drug and violence education and prevention

Sinking Fund: Established to account for the accumulation of money providing for the retirement of bonds and the payment of interest. See also Defeasance.

Special Assessments: Charges assessed against property in a special district formed to pay for specific capital improvements such as streets, sewers, curbs, and gutters. While charges are normally assessed on the basis of the square footage of the lot, charges alternatively may be assessed against the value of the lot, or on the basis of both lot square footage and value.

Special District: A designated geographic area in which a tax is levied to pay for specific capital improvements such as streets, sewers, curbs and gutters.

Special Revenue Funds: Funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Tax Year: The calendar year in which ad valorem taxes are levied to finance the following calendar year budget. For example, taxes levied in 2007 finance the 2008 budget.

Taxable Valuations: Valuations set upon real estate or other property by a government as the basis for levying taxes.

Vehicle Replacement Fund: A long-range plan for expenditures which result in the acquisition of vehicles.

16/20 Vehicle Tax: The State of Kansas collects tax on larger vehicles and distributes a portion to cities. The revenue is collected in the City's general fund.