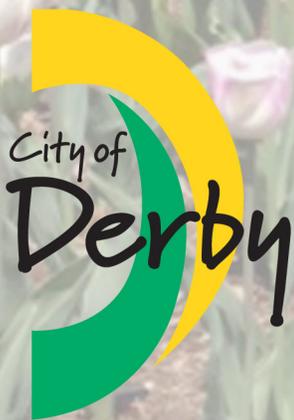


August 12, 2014

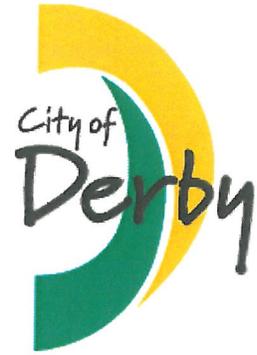
City of Derby

# 2015 Approved Budget



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.



August 29, 2014

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

Enclosed is the Fiscal Year 2015 Approved Budget, the ninth 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 2015 budget includes a provision to maintain the mill levy at 47.054 mills. The mill levy is the rate at which real and personal property are taxed to provide municipal services.

Expenditure levels center on investing in our infrastructure. This includes reinvestment in the older areas of the City with street, stormwater, and water line projects, as well as positioning the staff to meet the public safety and customer service needs of our growing population of 23,047. The total budget for all funds, not including reserves, transfers, and debt proceeds is \$36,425,056, which is just slightly less (0.55%) than revised 2014 expenditures of \$36,627,558. The slight decline in expenditures is attributed to the early pay-off of the library sales tax bonds in 2014.

As required by law and sound fiscal management, this budget was approved and submitted to the Sedgwick County Clerk prior to August 25, 2014. Please contact me with questions at your convenience.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Kathleen B. Sexton', is written over a faint, larger version of the same signature.

Kathleen B. Sexton  
City Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Derby  
Kansas**

For the Fiscal Year Beginning

**January 1, 2014**

Executive Director

**Derby**  
**City Council**  
**2014-2015**



Ward I:  
Darrell Downing  
Randy White



Mayor Dion Avello



Ward II:  
Vaughn Nun  
Jim Craig



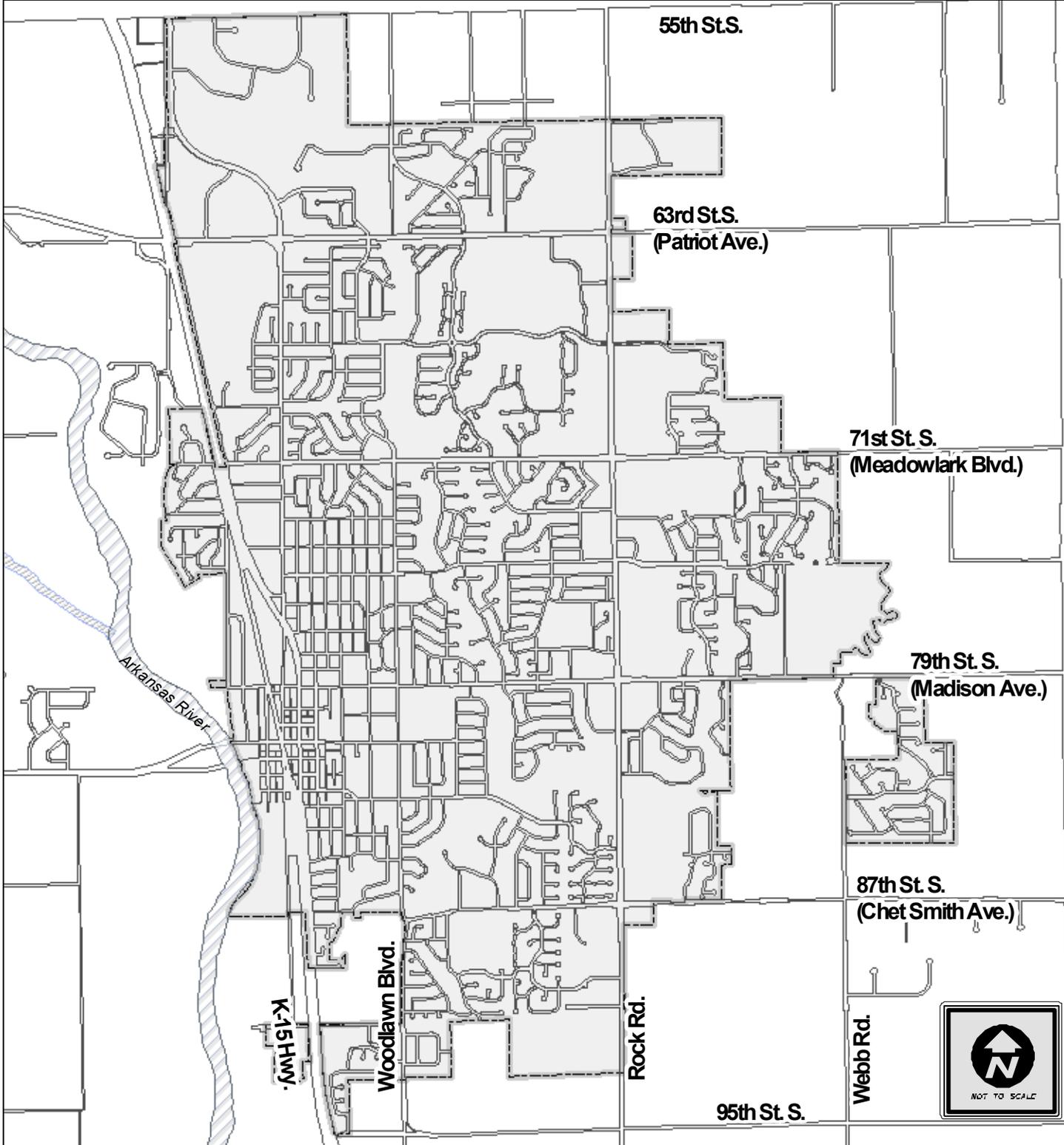
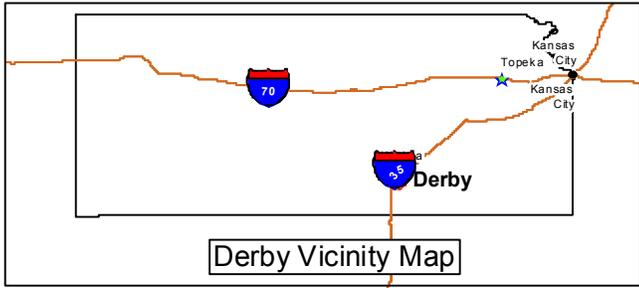
Ward III:  
Cheryl Bannon  
Chuck Warren



Ward IV:  
Tom Haynes  
Mark Staats



**City Staff:**  
Kathy Sexton, City Manager  
Jean Epperson, Director of Finance  
Nicole Alvarado Bailey, Budget Analyst



# CITY OF DERBY

SEDGWICK COUNTY, KANSAS

Date: 6/24/2014

Legend

Derby City Limits

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## Manager's Highlights of the Budget

### 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, the framework for how the City will allocate its resources to ensure continuing excellence in the community's quality of life.

The enclosed budget for fiscal year 2015 was developed by staff with input from the governing body as informed by the public. It includes departmental operating budgets, a five-year (2015-2019) Capital Improvement Plan (CIP), Financial Plan, Vehicle Replacement Plan, and Equipment Replacement Plan, and an eight-year Pavement Management Plan.

### Overview of the 2015 Budget

The 2015 budget fulfills our mission to create vibrant neighborhoods, nurture a strong business community, and preserve beautiful green spaces. 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. For the tenth year in a row, the City will not raise the mill levy.

The operating budget for all funds, not including reserves, fund transfers and bond proceeds, is \$36,425,056 which is a decrease of \$202,502 (-0.55%) from the revised 2014 expenditures of \$36,627,558.

### Capital Improvement Plan (CIP)

In 2014 and 2015, the City will make major investments to improve the safety and condition of city streets. Improvements to Red Powell Drive in 2014 will enhance safety for both motorists and bicyclists between Buckner and K15. In 2015, Nelson Drive will be realigned at Meadowlark to encourage better traffic flow and enhance safety at one of the city's most dangerous intersections.

The 2015 CIP balances the needs of the growing 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 than to rehabilitate or reconstruct dilapidated infrastructure. The CIP reflects this philosophy.

Following are major projects included in the 2015 CIP:

#### Stormwater Management

- Woodland Valley Design & Construction: \$184,000

#### Parks

- Madison Avenue Central Park Construction: \$6,500,000
- Garrett Park Light Pole Replacement: \$180,000

#### Streets/Intersections

- Nelson Drive Street Realignment at Meadowlark: \$1,150,000 (\$400,000 funded by KDOT)

Major improvements anticipated in years 2016-2019 of the CIP include:

- Significant development of new parks, including the addition of Warren Riverview Park, a new ball fields complex, and a dog park.
- Reconstruct Nelson Drive at Patriot Avenue.
- Reconstruct and widen Madison Avenue from Derby High School to High Park.
- Upgrade Wastewater Treatment Plant to enhance the capacity of the digester.
- Loop main water lines along Woodlawn to 55<sup>th</sup> Street and also through High Park.

### **Staffing Changes**

The 2014 budget was approved by the Council with 166 full-time and 24 part-time positions. The 2015 Budget includes 173 full-time and 25 part-time positions. This budget includes the addition of six firefighters, a project engineer, and a part-time administrative clerk. The six firefighter positions will be funded by the Derby Difference Sales Tax (half-cent) which was approved by Derby citizens in October 2013 and will begin to be collected in 2015.

### **Vehicle and Equipment Replacement Plans**

The City annually develops a vehicle replacement plan and an equipment replacement plan. The 2015 vehicle replacement plan totals \$810,000. The equipment replacement plan is targeted for \$513,800 in 2015 to accommodate the maintenance cycle and to meet growing needs. Major items in these two plans include:

- Wastewater Vactor Combo Unit - \$400,000
- Four Police Patrol Vehicles - \$160,000
- Fire and Rescue Self Contained Breathing Apparatus - \$231,000 (\$135,000 funded by federal FEMA grant)

### **Revenue Projections for 2015**

The City Council has historically stressed the importance of conservative fiscal policy, which often requires that staff “err on the side of caution.” Generally, revenues are projected lower than actual receipts. The Finance Department has a goal to estimate revenue within 2% of actual. This strategy was used in preparing the 2015 budget.

Sound financial footing was maintained throughout the recession by using a balanced plan of conservative revenue estimates and measured expenditure requests. Heading into 2015, the City is in a strong financial position. During late 2013 and early 2014, staff developed a five-year projection for revenues and expenditures. Although based on multiple assumptions, this projection guided staff in balancing the 2015 budget while also positioning the City for success in future years.

Outside agencies have recognized the City for its excellent financial practices. In 2008, the City earned solid ratings from Standard & Poor's, which increased its general obligation bond rating to AA- from A+. The AA- rating was reaffirmed in May 2014 with the addition of a positive outlook. The City has also earned the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the past nine years, as well as the Excellence in Financial Reporting Award for the 2008-2013 Comprehensive Annual Financial Reports.

To plan a city budget, staff must evaluate the condition of the local, regional, and national economies to properly forecast revenues. This year, Derby's portion of the county's sales tax is projected to increase by 4% in 2014 and 3% in 2015 as the economy shows signs of recovery from the Great Recession and as Derby achieves a larger portion of the county-wide population (which is a factor in the state's formula for distributing county sales tax revenue among cities).

This budget was balanced with no change in the mill levy of 47.054 mills. At this rate, the City will receive \$8,733,258 in property taxes in 2015.

**Summary**

This budget provides resources for the City to accomplish our mission while also adhering to the strong tradition of sustainable fiscal policy and sound financial management. Through our shared commitment to excellence in providing public services, the City of Derby has positioned itself well for 2015 and beyond.

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## Reader's Guide to the Budget Document

Elected leaders and City staff welcome the reader's involvement in City of Derby government. 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 City operations 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, the budget is a *communications tool*. The City uses the budget to explain the various needs, constraints, resources, and opportunities it faces. It communicates the choices made and the direction in which the City is headed.

### Making Sense of the Budget

The City of Derby's budget document is divided into 16 tabbed sections as summarized below. This structure provides insight into the structure of the organization. Through the City's departments, the reader can see how property and sales taxes, utility payments, and other fees flow through the organization to support the services that residents 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 that follow.

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

**Manager's Message**

This section contains the budget transmittal letter and budget highlights from the City Manager. Included is 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. This section includes the User's Guide to the Budget, Community Profile, City Information, Financial Policies and Practices, Summary of the Budget Process, and the Basis of Budgeting & Accounting. A Citywide organization chart orients the reader to the structure and staffing behind City programs and services.

**Financial Management**

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

This section discusses the City's debt service and debt capacity as well as its financial forecast. The financial forecast projects City revenues and expenses for major operational areas of the City based on current conditions and expectations for the future. This forecast is used 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 of construction and infrastructure projects 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 presents major improvements that are most urgently needed and funded from available and proposed 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, and (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 2014 and 2015, plus projections of capital needs over the following four years. In essence, the CIP is a roadmap for long-term 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 annually by the Planning Commission for consistency with the City's Comprehensive Plan (2006).

The CIP allows the community, through its City Council, to take a critical look at itself and identify what is good, possible improvements, needs for the future, and potential opportunities. Without this comprehensive approach short-range, uncoordinated decision making can occur. 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, as well as plans of our community partners, especially Derby Public Schools and the Derby Recreation Commission.

### **Department Summaries**

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

#### **Public Works Department**

This section includes budget appropriations and explanatory material for the Parks, Streets, Fleet Maintenance and Metal Fabrication, Code Enforcement, Stormwater, Wastewater and Water divisions. The Pavement Management Plan, which is an 8-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.

This section includes budget appropriations and explanatory material for 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, El Paso is still incorporated as an independent company.

#### **Planning & Engineering Department**

This section includes budget appropriations and explanatory material for the Engineering, Planning and Development, and Building Trades divisions.

#### **Police Department**

This section includes budget appropriations and explanatory material for the Patrol and Records divisions.

#### **Fire & Rescue Department**

This section includes budget appropriations and explanatory material for Fire & Rescue, which includes Emergency Management services.

#### **Operations Department**

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

**Library**

The Derby Public Library is a semi-autonomous entity from the City organization, and the City provides most of the funding for the library under its property & sales tax authority.

**Finance Department**

This section includes budget appropriations and explanatory material for Finance, Debt Management, and Tort Liability.

**Administration**

This section includes budget appropriations and explanatory material for the City Manager's Office, City Council, Human Resources, Municipal Court, City Attorney, Communications and Marketing, and Senior Services divisions. Also included are the Community Programs budget, the Special Alcohol Fund, and the Transient Guest Tax.

**Vehicle Replacement Plan**

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. Since cycles of useful life for vehicles differ significantly from other equipment, vehicle replacement is tracked on in its own schedule to allow for optimal stewardship.

**Equipment Replacement Plan**

The Equipment Replacement Plan provides information about the City's purchase schedule for software, hardware, & various types of equipment. The plan anticipates depreciation of City assets and recommends a replacement schedule that allows for stewardship and responsive budgeting.

**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 final property valuations and the Clerk forwards them to the Kansas Division of Accounts & Reports.

**Glossary of Terms**

The Glossary of Terms provides an 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 more than a century ago, the timeless homage still depicts the prosperous Derby community of today. Derby is a community soaring towards its future with a clear mission ensured by conscientious community leadership. Above all, Derby is a premier living choice and remains an attractive competitor for businesses 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 23,047. Derby has the 18<sup>th</sup> largest city population in Kansas.

**What is Derby's identity?**

Derby has a reputation for quality living and for embracing progressiveness while maintaining the practical sensibility for which Kansas is known. Derby strives to be the community of choice in the Wichita metro area.

**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 more than doubled its land area from 2,960 acres to 6,443 acres.

The last 30 years in particular have been a period of meteoric growth for Derby. From 1982 until 2012, Derby more than doubled in population from approximately 10,500 to over 23,000. Of the 20 largest cities in Kansas, Derby is the sixth fastest growing. Derby has been 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 23,047 residents, Derby boasts a median family income of \$63,621 and an average home value of \$147,800.

On average, a Derby household is made up of approximately 3 people (3.01). Over 38% of households have children under the age of 18. Meanwhile, 19% 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 residents, Derby pulls shoppers from surrounding communities of Mulvane, Winfield, Wellington, Arkansas City, South Wichita, and rural areas in south-

central Kansas and north-central Oklahoma. Derby forms a “golden triangle” with east and west Wichita for retail shopping.

### **Who works in Derby?**

Derby supports more than 499 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. The City's economy is strongest in construction, retail, finance/insurance/real estate, and health-care related activities. Aircraft manufacturers Spirit AeroSystems, Textron Aviation, and Bombardier Learjet provide jobs for a significant portion of the community's residents, as does Derby Public Schools.

Derby's convenient proximity to McConnell Air Force Base, home to the 22<sup>nd</sup> Air Refueling Wing, the 184<sup>th</sup> Intelligence Wing (Kansas Air National Guard) and the 931<sup>st</sup> 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 be. Its outstanding school system, community amenities, extensive parks and bike paths, low crime rate, friendly atmosphere, and commitment to excellence have all helped Derby mature into a premier community.

### **What attractions does Derby offer?**

In addition to shopping, Derby boasts attractive entertainment 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 heated pools including a zero-depth entry pool, a 603-foot long lazy river, and a 50-meter eight lane lap pool.

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

Derby is known for its lush, green landscape. Derby offers numerous 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, softball diamonds, and winding walking paths. High Park's picturesque amphitheater is host to concerts, the community's 4<sup>th</sup> of July celebration, and the Derby BBQ Festival, which draws competitors from around the Midwest.

Getting to community attractions is fast and easy, in addition to a convenient pedestrian and bike path system, the city also offers public transportation. For a small fee, the Derby

Dash provides residents curb to curb bus transportation to wherever they want to go within the city limits. Derby Senior Services is the dispatching agent for the Derby Dash.

### **How is Derby governed?**

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 the needs and wishes of residents.

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 183 FTE (full-time equivalent) employees ensures Derby residents a full range of quality services. The following represent some of the primary services that the City directly provides to its residents:

*Building Inspection*

*Code Enforcement*

*Civil Engineering*

*Police*

*Emergency Management*

*Fire & Rescue*

*Street Maintenance*

*Municipal Court*

*Parks & Forestry*

*Professional City Management*

*Public Information*

*Community Marketing*

*Public Transportation*

*Entertainment & Festivals*

*Senior Center*

*Water & Sewer*

*Stormwater Management*

*Planning & Zoning*

### **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.

The City Council acts as the Board of Directors. The Mayor serves as Chairperson. The Council President acts as Vice Chairperson. The City Manager serves as company President. The Public Works Director serves as Vice-President. The Finance Director serves as Treasurer. The City Clerk fulfills the Secretary function.

**Community Statistical Overview**

Derby Population (2013 U.S. Census Estimate): 23,047

2014 Assessed Valuation: \$185,600,000

**2014 Taxation Profile**

Total Property Tax Rate:	139.846 mills
City:	47.054 mills
Sedgwick County:	30.947 mills
USD 260 Derby Schools:	59.305 mills
State:	1.500 mills
El Paso Cemetery:	1.040 mills

Total Sales Tax Rate:	7.65%
State:	6.15%
County:	1.0%
City:	0.5%

**2014 Ad Valorem Tax Levies for Surrounding Cities**

Levies for 2013 Budgets

**Total Levy Within City**

Hutchinson	175
Emporia	161
Andover	159
Maize	156
Bel Aire	153
Newton	153
Goddard	152
Valley Center	151
<b>Derby</b>	<b>139</b>
Mulvane	138
Wichita	121

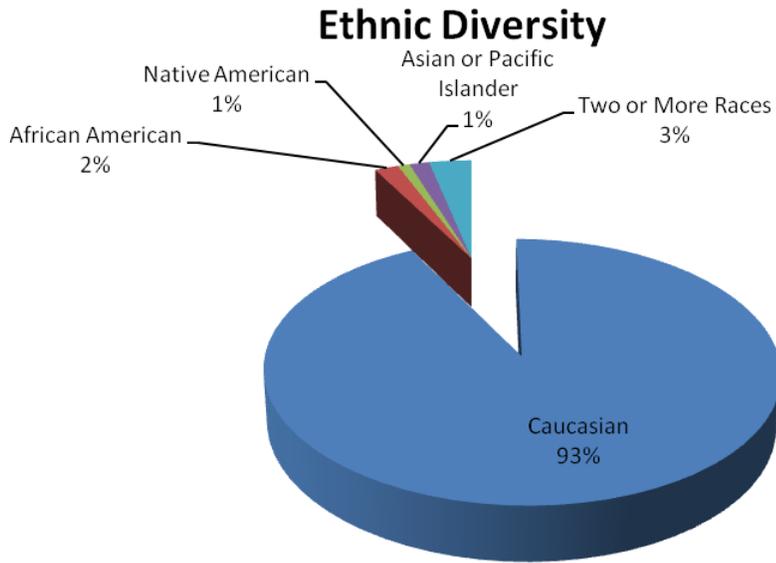
**Total City Levy**

Valley Center	54
Newton	51
Hutchinson	48
<b>Derby</b>	<b>47</b>
Bel Aire	46
Maize	43
Mulvane	42
Emporia	42
Andover	39
Goddard	33
Wichita	32

**Resident Profile**

Median Age (2013 U.S. Census Estimate): 34.9 years

Median Family Income: \$63,621

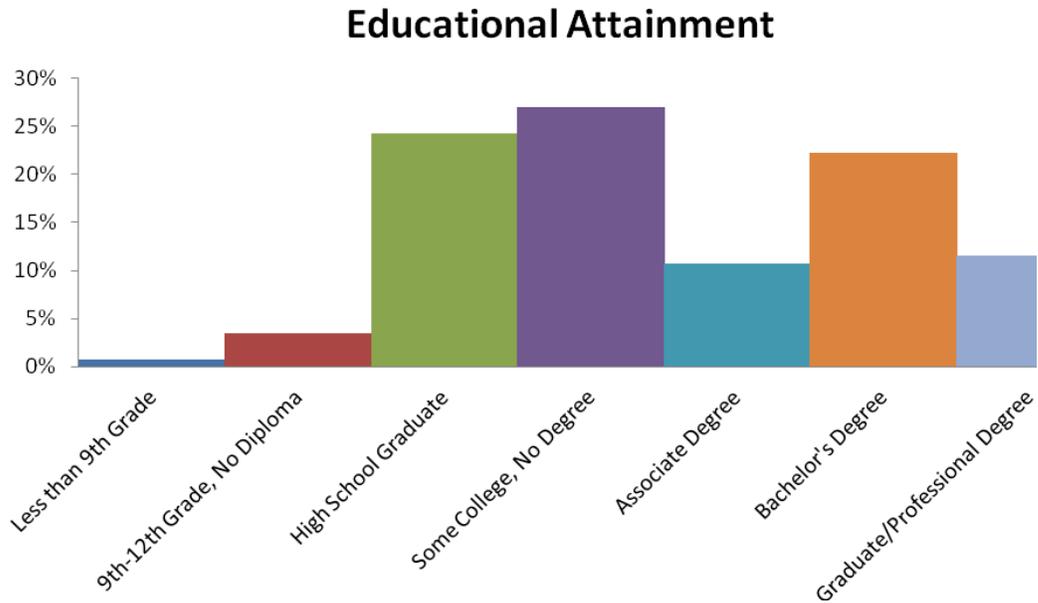


**Housing in Derby**

Average Home Value (2013): \$147,800

Average New Home Value (2013): \$198,600

Housing Units (2013): 8,774



Elementary Schools: 8	Middle Schools: 3	High Schools: 1
Public (6)	Public (1)	Public (1)
Private (2)	Private (2)	

Universities (in vicinity): 19, including Wichita State University South Campus in Derby.

**Business & Industry**

Number of Businesses: 499

Sedgwick County Unemployment: 5.6% (May 2014, KS Dept of Labor)

**Top 10 Taxpayers**

- 1 Derby Monterey LLC
- 2 The Greens at Derby
- 3 Wal-Mart Real Estate Business Trust
- 4 Dillons Companies
- 5 Target Corporation
- 6 Kansas Gas & Electric - A Westar Energy Co.
- 7 Fairways at Derby, LP
- 8 Lowes Home Centers Inc.
- 9 Kohls
- 10 Derby Marketplace LC

**Top 10 Largest Employers**

<i>Employers</i>	<i>Product/Service</i>	<i>All Employees (FTE)</i>
USD #260	Education	993
Dillons	Retail	213
Walmart	Retail	197
City of Derby	Government	176
Lowe's Home Improvement	Retail	136
WalMart Financial Services	Retail Support	130
Derby Health & Rehabilitation, LLC	Healthcare	99
Derby Recreation Commission	Recreation/Fitness	92
Westview Manor	Skilled Nursing	55
Kohl's	Retail	46

**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 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 2013 – March 2014**

The Finance Department evaluates projections for non-tax revenues to be received in 2014. 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 2014**

The governing body reviews the strategic plans of several key departments, reviews the city's overall strategic planning, and updates its priority list. The council's priority list influences where resources are allocated during the budget process.

### Departmental Operating Budget Requests

**April 2014**

City departments prepare requests for budgets to maintain current service levels and add service enhancements addressing specific initiatives.

### Long-term Planning

**April 2014**

Departments prepare prioritized 5-year capital, vehicle and equipment plans. Departments also submit recommendations to amend the existing 2014 CIP, Vehicle Replacement, and Equipment Replacement Plans, if necessary. Public Works and Engineering staff update the eight-year Pavement Management Plan, giving consideration to changes in asphalt conditions that have occurred the past year. Finance staff develops a five-year cash flow projection for the General Fund.

### Department Meetings

**May 2014**

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 2014**

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 2014**

Citizens can view various preliminary budget documents online at [www.derbyweb.com](http://www.derbyweb.com). 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 2014**

The City Manager presents the Council with her recommended 2015 budget and 2015 – 2019 Capital Improvement Plan.

**Derby Planning Commission Review****July 2014**

State law requires the planning commission to review the Capital Improvement Plan for consistency with the Comprehensive Plan.

**Public Hearing and Final Adoption of 2015 Budget****August 2014**

A Public Hearing is held during a council meeting during which citizens may comment. The Council votes on approval of the 2015 Budget and 2015-2019 Capital Improvement Plan.

**Linking the Budget with the Strategic Plan**

In 2006, the City held an aggressive public input effort called Vision 2016, offering several focus groups and town hall meetings. The goal was to collect public ideas and comments on Derby as it was then and as it should ideally be in the following 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 2015 budget process. Each year, the City Council meets in a retreat setting to review and update its plan.

A key characteristic of a budget is to provide linkage with City goals or priorities. The City must be receptive to the needs of its citizenry and 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 continue to become a reality. These goals provide overall direction and serve as a basis for decisions during the budget 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 the following January, a Community Marketing Director was hired jointly with Derby Public Schools. Printed materials have begun to be updated, a community-wide mark of identification was developed, and a welcome center opened. An annual barbeque competition and fall festival began in September 2011, and enhanced focus was given to area realtors to ensure quality information is provided to potential residents. In 2013, a Shop Derby campaign was launched as an annual effort to encourage shopping locally, and the City assumed full responsibility for the marketing director position.

**2. Work to obtain All-America City status.**

Criteria for the All-America City status were examined, and in 2010 the Council decided based on the relative cost/benefit to abandon this goal in favor of enhanced focus on Community Marketing efforts.

**3. Update the 1999 Park Master Plan.**

The Park Master Plan was updated in 2008. Staff are working with the Park Board as well as with our community partners, the Derby Recreation Commission and Derby Public Schools, to implement its recommendations. Of note is the 2011 purchase of prime property on Madison Avenue in the center of the city to be re-developed as a park with significant event space. This new Central Park will be constructed in 2015.

**4. Plan for services to seniors, especially housing.**

In 2009, the Derby Dash public transportation services were enhanced with expanded hours of operation. In 2011, the Senior Center was expanded with the remodel of the former library space, and the Senior Center also became the first to be accredited in the State of Kansas. Options for senior housing have expanded greatly with the opening of Derby Health & Rehab, Glen Carr House (memory care assisted living), Avita Senior Living (assisted living), and several independent senior living options.

**5. Develop and implement a Performance Measurement system for City services.**

New performance measures were implemented in 2008, are presented to the Council and the public in an annual report, and are referenced in the annual budget document. Performance measures are evaluated and updated annually. The City uses these measures to evaluate processes and performance.

**6. Ensure future growth is sustainable and respects Derby's history.**

City staff ensures that capital improvement projects and equipment purchases stay within the guidelines of this goal. Decisions about bike paths, recreation improvements, streets, water, sewer and stormwater improvements are all made with financial & environmental sustainability in mind. Development and use of a five-year financial plan has helped the staff and council understand long-term effects of budgetary decisions and plan better for the future.

**Strategic Planning**

In 2007, the governing body overhauled the City's vision, mission, and values. 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. The plan is reviewed annually during a City Council retreat.

# Strategic Plan

Adopted by the City Council on August 13, 2013

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.

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

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

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

**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.*

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

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

**Sustainable growth:** *Our long-term viability depends on the vitality of our business community and residential neighborhoods, and our quality air and reliable water supply.*

**Civic engagement & leadership:** *Derby has strong leaders willing to serve on civic boards and the City Council. As an important component of the Wichita metro area, Derbyites 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.*

**Quality services equally available to all:**  
*Derby provides facilities and services accessible to all residents.*

**Professional management:** *City staff approach their work in a transparent and professional manner, seek win-win solutions, and plan for the future.*

**Our VALUES:**



Since adopted, 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.

**How do departmental goals link with overall city goals?**

The City of Derby functions as a team and provides recognition for cross-departmental cooperative efforts. No department is a silo unto itself; each 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 operations around an evolving list of approximately 22 priorities 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.

City Council priorities, as updated May 27, 2014:

1. Madison Avenue Central Park & Warren Riverview Park Development
2. Implement Annexation Plan
3. West End Redevelopment
4. Expand range of housing types to meet diverse needs and changing demographics
5. Acquire land for new ballfields park
6. Update Charter Ordinances to enhance transparency and ease use
7. Plan for services to seniors
8. Overhaul UPOC & STO
9. Participate in development of a Regional Export Plan
10. Make plans to implement recommendations of the Spring Creek Watershed Study
11. Research feasibility of an electric vehicle charging station
12. Consider enhancing the City's involvement with the Derby Historical Museum
13. Develop new Neighborhood Revitalization Program to replace HOME grant program
14. Research and develop a policy recommendation on e-cigarette lounges
15. Consider changing required roof pitch on new structures
16. Consider an ordinance to prohibit throwing free newspapers
17. Implement the Tax Increment Financing District Project Plan (Patriot & Nelson Drive)
18. Quad Cities Area Planning

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

1. Update water contract with Wichita to coincide with drought measures

2. Continue implementation of Water Conservation Rebate Program
3. Marketing of water assets
4. Assess policy options for drought-resistance of water conservation

### **Performance Measures**

In 2007, the City of Derby received a grant from the National Center for Civic Innovation. The Trailblazer Grant Program encouraged 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 to provide a tool to improve those services over time.

The City of Derby is committed to excellence in service delivery and customer service. Performance measures assist in 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.

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. Each year since development, City staff have enhanced measurement efforts & administered an annual citizen survey.

### **Financial Goals: Good Stewardship of Public Funds**

The City of Derby carefully accounts for public funds, manages its finances wisely, and plans 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:

- Deliver quality services efficiently in an affordable and cost-effective basis, providing full value for each tax dollar.
- Maintain an adequate financial base to sustain a sufficient level of municipal services, thereby preserving the quality of life in the City of Derby.

- Withstand local and regional economic shocks or natural disasters, adjust to changes in the service requirements of our community, and respond to changes in federal and state priorities in funding as they affect the City.
- Maintain a high credit rating to ensure the City's access to bond markets and provide assurance to taxpayers that the City government is well managed and financially sound.

These financial goals not only help the City enhance its financial health, but also enhance 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.

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) stormwater 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. Currently, in 2014, the City's ratio is 20.05%.
- Rapid amortization of total debt (all general obligation and revenue bonds) with the objective of at least 60% over 10 years. Currently, in 2014, the City's rate is 77%.

The City shall review and consider the effect that 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 the City's financial advisor, the current debt capacity calculations and CIP projects are reviewed periodically. A discussion of the City's short-term and long-term debt financing in this document summarizes the impact of debt issuances on future debt capacity.

In March 2010, a fund balance policy established guidelines to determine the fund balances to be carried over at year-end as fund reserves. The policy requires 15% for the General Fund; the 2015 budget is 23.9%.

**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. The City'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, 2014 taxes are used to finance the 2015 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%
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Commercial:	For industrial purposes, and buildings and improvements to agricultural land	25.0%
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**Personal Property**

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

Kansas statutes require that an annual operating budget be 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 *balance*, 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 1<sup>st</sup> of each year.
- b. Publication of proposed budget on or before August 5<sup>th</sup> of each year.
- c. A minimum of 10 days notice of public hearing, published in official newspaper, on or before August 5<sup>th</sup> of each year.
- d. Public hearing on or before August 15<sup>th</sup> of each year.
- e. Adoption of final budget on or before August 25<sup>th</sup> 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 Kansas Division of Accounts & Reports for record.

### *Public Participation*

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*

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 reported in the proprietary funds. The sewer and water utility and aquatic park fund comprise the proprietary funds for the City of Derby.

## **Financial Policies**

### **Balanced Budget**

***Policy: As required by statute, the City will adopt a balanced budget.***

A balanced budget is defined as 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 2015 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. 54.***

The City of Derby began compliance with the new fund balance reporting standards in 2011. Compliance required additional disclosures for fund balance in the 2011 Comprehensive Annual Financial Report.

***Policy: Derby will comply with GASB Statement No. 34.***

Beginning in 2003, the City changed its accounting policy related to financial statement presentation to comply with provisions of Governmental Accounting Standards Board (GASB) Statement No. 34. The primary accounting change was the capitalization of all capital assets and recording depreciation therein and recording long-term debt obligations. The 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 complies with GASB No. 34.

### **Reserves Management**

***Policy: General Fund cash balance should be at least 15% of expenditures (resolution 3-2010).***

Staff strives to retain a healthy fund balance and 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 Stay below 20% of non-exempt debt (Resolution 2-2012).***

This is a challenging goal for a community growing as fast as Derby, because the City assumes debt for 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. Statutorily, the State of Kansas requires municipalities to stay below 30% of assessed valuation on non-exempt debt.

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 but due to the rapid payment schedule of the library debt, the ratio is slightly above 20% at 20.17%.

### **Cash Purchase**

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

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. Previously, Derby had typically purchased large capital equipment with a lease-purchase arrangement 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.

### **Investment Management**

***Policy: In process***

City staff is in process of developing an investment policy to be considered by the City Council for adoption. The policy will formalize investment procedures and strategies that are guided by state statutes. Completion is anticipated in 2015.

### **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.
- 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 wellness awareness.

**City of Derby**  
**2015 Budget Process Timetable**

**Jan. 21-24:** Directors receive 2015 budget forms and instructions.

**Jan. 27:** *Budget Kick-off*  
City Manager and Director of Finance review 2015 budget goals and priorities.

**Feb.-May:** Research cost reduction measures, monitor state legislative process, and develop revenue estimates for 2014 and 2015.

**February: Directors return budget worksheets and department/division narratives.**

**Feb 6:** Directors return CIP requests to Finance Department. Changes to the approved CIP require a narrative explanation.

**Feb 13:** Directors return requests to amend the Vehicle Replacement Plan or Equipment Replacement Plan to Finance Department.

**Feb 20:** Directors return supplemental requests for personnel, programs and capital equipment to Finance Department.

**Feb. 10-Mar 7:** Finance staff prepares preliminary operating budgets and compiles supplemental requests. Directors meet individually with Finance Department to review budget worksheets, department/division narratives, and supplemental requests; ask questions; and make clarifications.

**Mar 17-Apr 18:** Directors meet with City Manager to discuss needs and recommendations.

**May 22:** Management Team meets to discuss supplemental requests and CIP Workshop items.

**May 30:** Deliver departmental budget request notebook to City Council and post on the City's website.

**June 3:** City Council workshop.

**June 10:** Council receives citizen comments on the 2015 Budget in the Public Forum.

**June 16:** Estimates received from County Treasurer of miscellaneous taxes.

**June 24:** Council receives citizen comments on the 2015 Budget in the Public Forum.

**July 1:** Estimate received from County Treasurer of the 2014 assessed valuation for the 2015 budget.

**July 3:** Deliver City Manager's Recommended Budget to City Council.

**July 8:** City Manager presents recommended Budget at City Council Meeting. Council receives citizen comments on the 2015 Budget.

**July 17:** Planning Commission reviews CIP.

**July 22:** Council receives citizen comments on the 2015 Budget in the Public Forum. 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; this allows citizens time to state their issues).

**July 25:** Submit Notice of Budget Hearing to *Derby Informer* for publication.

**July 30:** Publish Notice of Budget Hearing in *Derby Informer* (allows for ten days in paper prior to public hearing).

**August 12:** Council conducts public hearing and adopts budget & CIP (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 2014*

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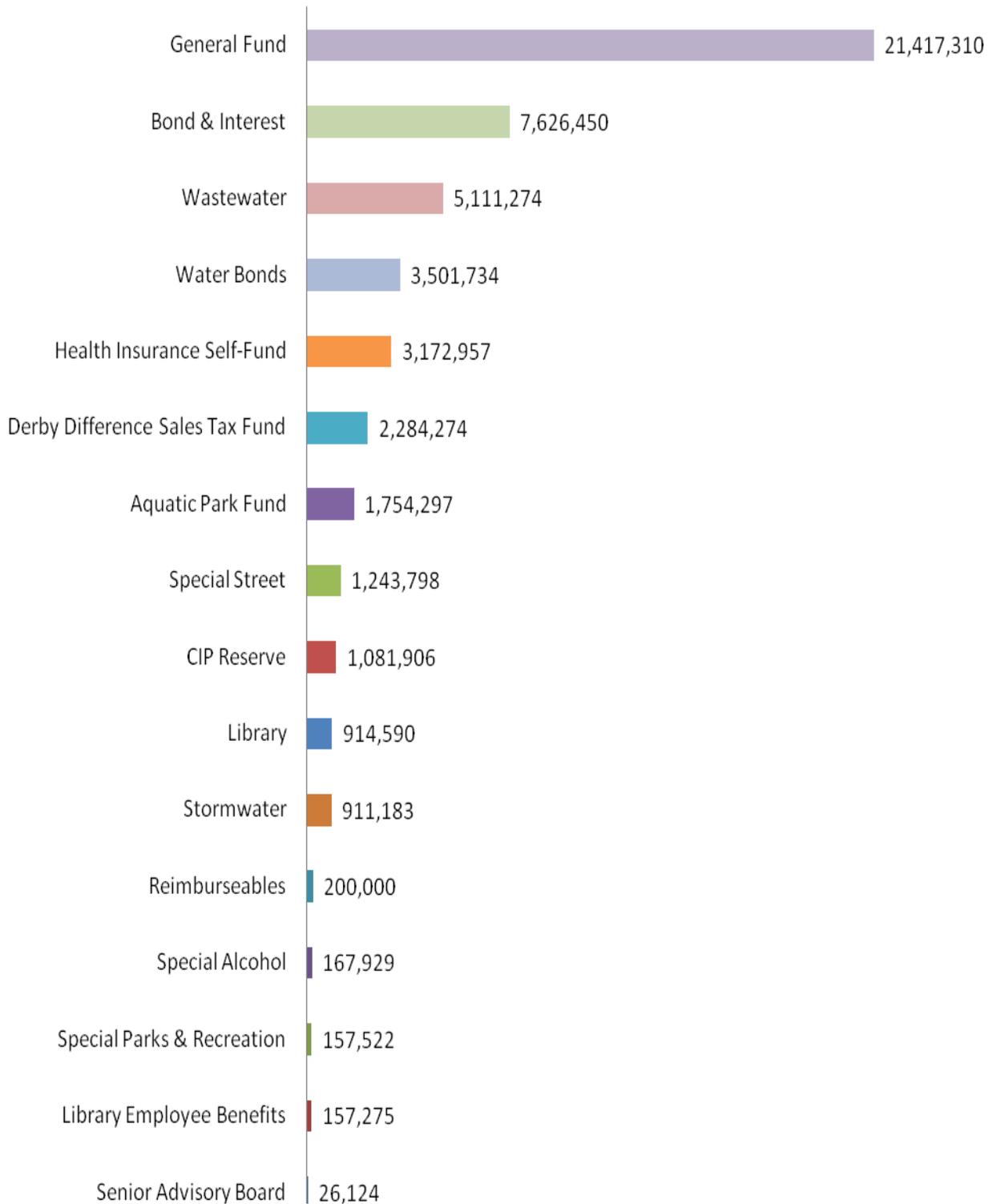
# Budget Facts

2014 Assessed Valuation	\$185,600,000
2013 Assessed Valuation	\$181,079,671
% increase from 2013	2.5%
Ad Valorem Tax Levy 2014	\$8,733,258
Ad Valorem Tax Levy 2013	\$8,520,549
Difference in Property Tax Levied	\$212,709
% Difference in Property Tax Levied	2.5%
2014 Mill Levy	47.054
2013 Mill Levy	47.054
Difference in Mill Levy	0.00

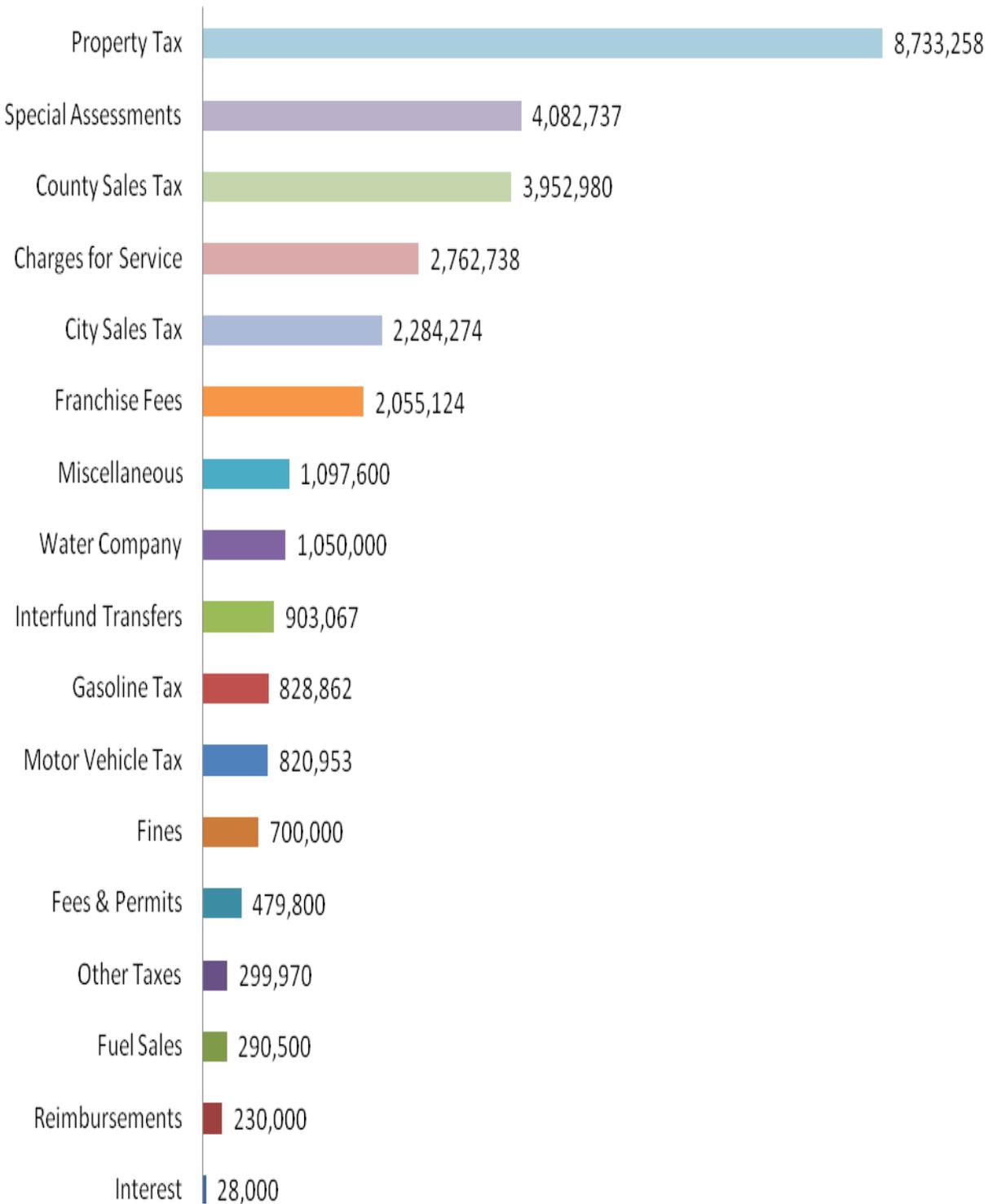


General Fund Revenue									
Sources	Line #	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation
Ad valorem tax	4000	5,862,797	6,171,504	6,013,682	6,127,645	5,849,379	-1%	-5%	
Motor vehicle tax	4030	721,172	796,157	799,572	839,551	820,953	5%	-2%	2015 Budget based upon county treasurer estimate.
Rental car excise tax	4035	11,300	10,558	8,800	9,800	10,400	-8%	6%	Reduction based on year to date revenue.
Delinquent tax	4040	91,229	76,647	66,830	75,700	75,700	-1%	0%	
RV tax	4045	6,377	6,279	7,065	7,065	6,469	11%	-9%	
16/20M vehicle tax	4046	1,438	1,578	1,497	1,373	1,491	-15%	8%	
Carryover	4050	6,229,684	5,967,369	5,597,369	6,057,203	5,819,504	1%	-4%	
Wellness Program Reimbursement	4070	26,854	-	28,000	59,645	30,000	100%	-99%	Correcting entry in 2014R to include 2013 reimbursement.
Local sales tax	4141	3,512,419	3,701,181	3,690,236	3,837,845	3,952,980	4%	3%	
State: City connecting links	4151	25,434	25,399	25,459	25,416	25,416	0%	0%	
Alcohol tax	4161	56,515	54,366	55,820	56,367	57,494	4%	2%	
Business Registrations/Licenses	4201	10,105	10,870	52,000	11,000	11,000	1%	0%	
Licenses	4202	41,980	84,480	-	42,000	84,480	-101%	50%	Bi-annual licenses in 2013 and 2015.
Pet Licenses	4203	5,195	3,780	4,000	3,200	3,200	-18%	0%	
False Alarm Fees	4206	4,105	2,675	2,350	2,550	2,550	-5%	0%	
Fireworks Stand Permit	4208	60,000	64,000	64,000	64,000	64,000	0%	0%	Fee increased to \$8000 per stand in 2013
Funeral Escort Fee	4210	450	2,400	2,250	2,400	2,400	0%	0%	
Bldg trades permits	4212	189,784	304,496	190,000	230,000	230,000	-32%	0%	2013 includes \$91,000 permits for schools; \$26,000 in 2014R
Occupancy permits	4213	2,150	3,575	3,600	4,290	4,290	17%	0%	
Confiscated Sign Release	4215	55	5	-	-	-	0%	0%	
Franchise--electric	4222	919,297	936,063	1,060,500	1,032,140	1,063,104	9%	3%	Increase based on year to date revenue.
Franchise--telephone	4223	133,742	129,449	125,000	130,744	132,051	1%	1%	
Franchise--gas	4224	244,726	316,699	299,264	349,718	353,215	9%	1%	Increase based on year to date revenue.
Franchise--water	4225	190,518	166,160	141,890	178,000	191,230	7%	7%	
Franchise--video	4226	244,496	249,224	272,000	246,680	249,147	-1%	1%	
Franchise - trash & recycling	4227	63,665	64,882	68,000	65,720	66,377	1%	1%	
Police reports (copies)	4323	3,030	3,355	3,000	3,500	3,500	4%	0%	
Zoning/Land Use Fees	4352	4,210	7,949	4,200	6,080	6,080	-31%	0%	
NLC Service Line Warranty	4374	-	3,038	7,800	7,800	7,800	61%	0%	
Lot Split Application Fee	4353	500	-	500	500	500	100%	0%	
Interest income	4502	12,674	37,010	12,000	28,000	28,000	-32%	0%	
Other	4600	53,443	26,509	20,100	75,000	26,500	65%	-183%	Closed ADSAP account in 2014.
Reimbursements	4610	311,990	6,984	176,472	215,000	230,000	97%	7%	Library sales tax reimbursement in 2014; West Madison in 2015. RRR labor reimbursement in 2014 and 2015
Reimbursement-Cap Proj	4611	935,239	350,000	350,000	350,000	350,000	0%	0%	
Rent	4612	9,600	18,600	15,000	9,600	9,600	-94%	0%	Cactus Flower vacated; Meadowlark house lease ends in 2014.
Plan Review Fees	4635	-	101,272	-	60,000	60,000	0%	0%	Prior to 2013 these fees were in Reimbursables.
Sr Center County Grant	4700	116,150	115,000	115,000	115,000	115,000	0%	0%	
Transportation Services [1]		60,918	59,084	45,705	40,000	40,000	-48%	0%	
Senior Services Activities [1]		22,974	33,833	23,000	24,000	24,000	-41%	0%	
Reimbursables[1]	4600.18	316,645	211,527	300,000	200,000	200,000	-6%	0%	
Park Revenues[1]	4600.12	17,329	31,767	20,000	20,000	20,000	-59%	0%	
Holiday Light Donations [1]	4643	670	2,000	-	-	-	0%	0%	
Insurance recovery [1]	4015	35,579	42,479	30,000	42,000	42,000	-1%	0%	
Court Fines [1]	4800.17	662,609	707,550	660,000	700,000	700,000	-1%	0%	
Transient Guest Tax [1]		95,352	92,840	100,000	100,000	130,000	7%	23%	Transient guest tax increase in 2015.
Fuel payments/reimbursements [1]	4010.09	280,179	266,107	274,354	290,500	290,500	8%	0%	
Community Marketing [1]		39,729	29,558	35,000	27,000	27,000	-9%	0%	
<b>Grand Total</b>		<b>21,634,306</b>	<b>21,296,258</b>	<b>20,771,314</b>	<b>21,774,031</b>	<b>21,417,310</b>	<b>0%</b>	<b>-2%</b>	

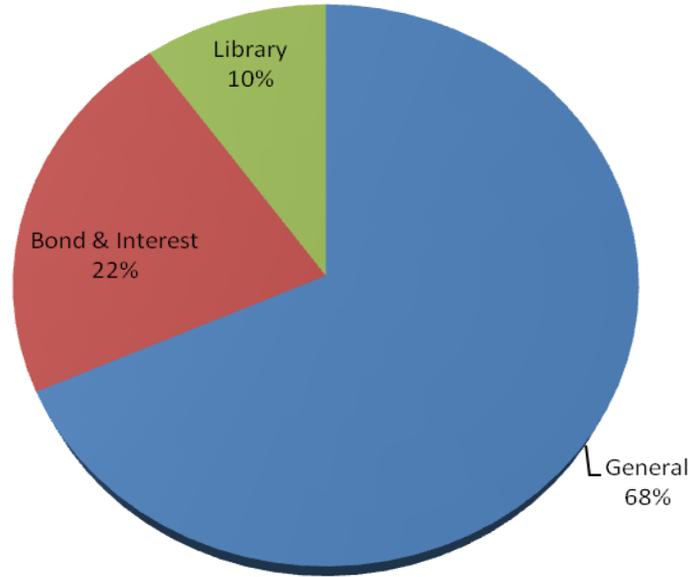
### 2015 Revenue by Fund



## 2015 Revenue Sources (all funds)

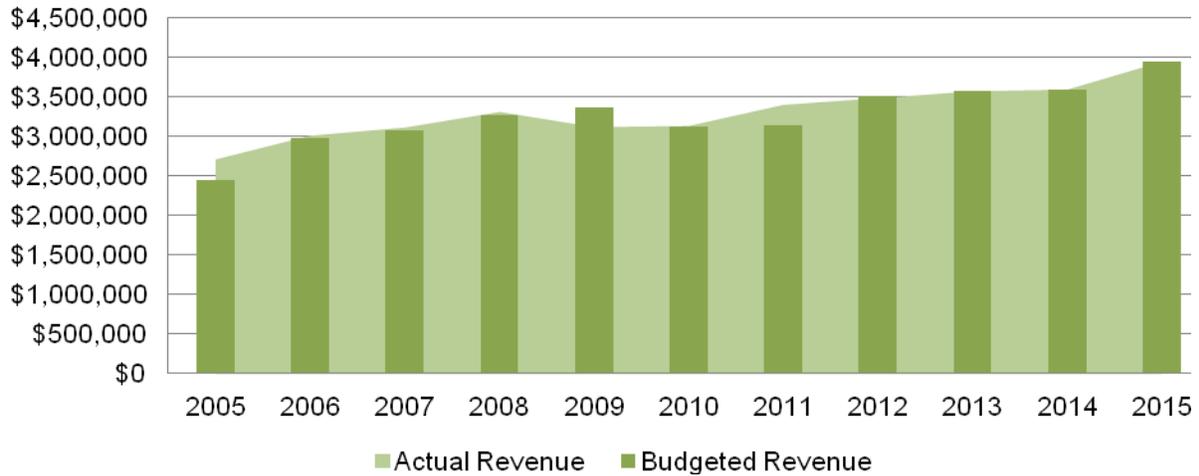


### 2014 Projected Mill Levy

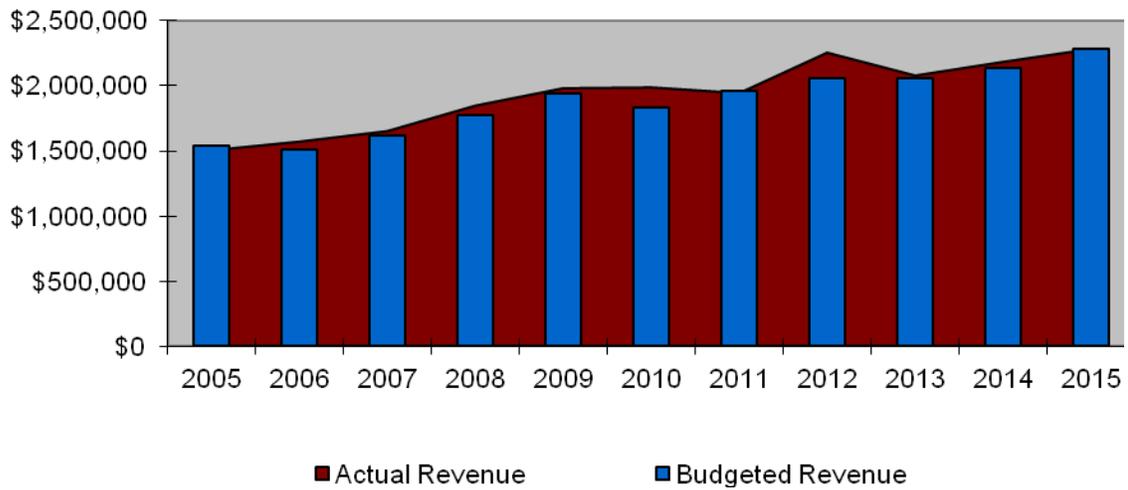


<b>Fund</b>	<b>Taxes Levied</b>	<b>Mill Levy</b>
General	5,966,367	32.146
Bond & Interest	1,908,285	10.282
Library	858,606	4.626
<b>Total</b>	<b>8,733,258</b>	<b>47.054</b>

### Derby's Share of County One Cent Retail Sales Tax



### Derby's 1/2 Cent Retail Sales Tax



## Revenue Projection Assumptions

- **Property Tax.** Property tax revenue is expected to increase 2.5% in 2015 from \$8,520,549 in 2014 to \$8,733,258. This budget uses a projected mill levy of 47.054 mills, which is equal to the prior year. The assessed valuation as of July 1, adjusted for estimated appeals, is used as a basis for the forecast of property tax revenue.
- **Fund Balance.** Fund balance, which is essentially the cash carryover from the prior year, for all funds decreased from \$20,862,215 in 2014, to a projected \$17,480,713 in 2015. The decrease in the fund balance is due to the defeasance of the bonds for the Library building in 2014.
- **Special Assessments.** Budgeted special assessments are estimated to decrease from \$4,215,847 to \$4,082,737. Assessments are levied to pay for infrastructure in developing areas throughout the city. 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 one-cent sales tax and a Derby city-wide half-cent sales tax. Graphs of the ten-year trend can be found on the previous pages. A combination of factors is used in developing estimates for sales tax revenue. The primary factor affecting sales tax revenue projections is the effect of the economy on consumer spending. County-wide sales tax revenue in the General Fund is estimated to increase 3% from \$3,837,845 budgeted in 2014 to \$3,952,980 budgeted in 2015.

In 2013, Derby citizens voted to establish a ten-year sales tax in 2015. The Derby Difference Sales Tax is a half-cent tax that will replace the half-cent Library Sales Tax, passed in 2007, which paid for construction of the new library and certain operating expenses. The Derby Difference Sales Tax will begin on January 1, 2015 and fund new parks and supplement operating costs for the Library and Fire and Rescue Department.

- **Fines and Forfeitures.** The majority of this revenue comes from Municipal Court services. Total court cases usually rise each year partially as a result of increased population and commercial businesses but mostly are a reflection of how many police officer positions are filled during the year. Staff estimates relatively flat fines and forfeitures.
- **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 slightly to a total of \$2,055,124.
- **Building Trades Permits.** Revenues in 2013 were higher than previous years due to the construction and remodeling of several area schools. Staff estimates building permit revenue will continue to increase at a moderate pace much like the local economy.

The fee resolution is updated each year but with only minor adjustments to 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, remodels, new construction or demolitions. 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 accrues from the City's regulation of certain activities. 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](http://www.derbyweb.com).

Revenues are shown in graph format on pages 30-31. These charts should help readers understand where revenue comes from and how it is applied to the budget.

### Expenditures Projection Assumptions

- **Staffing.** Staffing will increase from 166 to 173 full-time employees in 2015. In mid-year 2014, a project engineer is being added. In March 2015, the City will hire six firefighters; this addition in staffing will provide an additional person for each shift at Fire Stations 81 & 82. The positions will be funded by the Derby Difference Sales Tax.
- **Employer Health and Dental Contributions.** Health and dental insurance costs are budgeted to increase by 15% in 2015 due to increasing costs for service and building up a reserve fund for payment of claims.
- **Maintenance and Operations Costs.** The City is continually adding and maintaining new streets, sewer lines, park land and other infrastructure. This requires additional materials and supplies to provide maintenance.
- **Fuel Costs.** Fuel costs in the 2015 budget are expected to remain steady with 2014 levels.
- **Equipment.** For 2015, the City continued the five-year replacement plan for critical equipment, including vehicles. Projecting replacement costs for five years helps plan for future expenses more accurately.
- **Capital Projects.** The Capital Improvement Plan includes several large projects including reconstruction of Rock Road from Patriot to the north city limit in 2014 and construction of Madison Avenue Central Park in 2015.

## Five-Year Financial Plan

For the past several years, staff has developed a five-year financial plan for the General Fund and Special Street Fund. These two funds record most of the operating activity for the City and are complemented by the water, wastewater, and stormwater management activity in utility funds.

The financial plan, a summary of which is presented on the next several pages, includes a report of the 2011-2013 actual expenditures, 2014 revised budget, 2015 proposed budget, and a forecast of revenues and expenditures through 2019.

### Revenue Assumptions

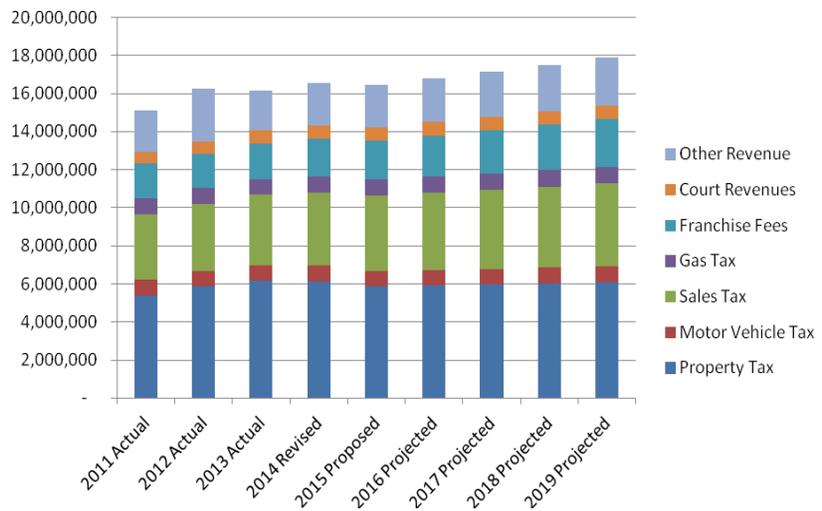
#### Property Taxes

Assessed valuations are growing at a modest pace. Our assumptions include a uniform delinquency rate and continued moderate growth. The projection is a 2.5% increase in 2015 and 2% each year thereafter.

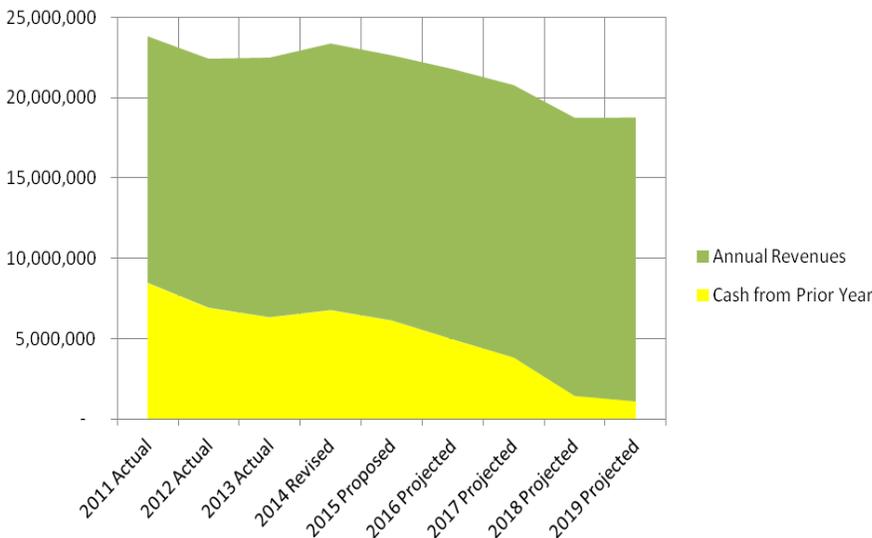
#### Sales Taxes

Because prices are rising (May 2014 CPI-U was 2.1%), a 3% sales tax growth is projected in 2015 and 2016 and 2.5% in each year after.

Projected Revenues  
2014-2019



Projected Revenue & Cash Balances  
2014 - 2019



#### Other Revenues

*Fees, Permits, Licenses, etc.* are projected to remain steady. This does not reflect any potential change in residential growth. Court fees have steadily increased over the past few years, so this is a conservative estimate.

*Gasoline Tax* has fluctuated significantly over the past four years, although recently revenues from the tax

have increased. This projection assumes a 1% increase in 2016-2019.

*Grants.* The projection does not include any expectation of receiving grants that haven't already been approved. Staff actively applies for grants.

**Financial Plan: Personnel Expenditure Assumptions**

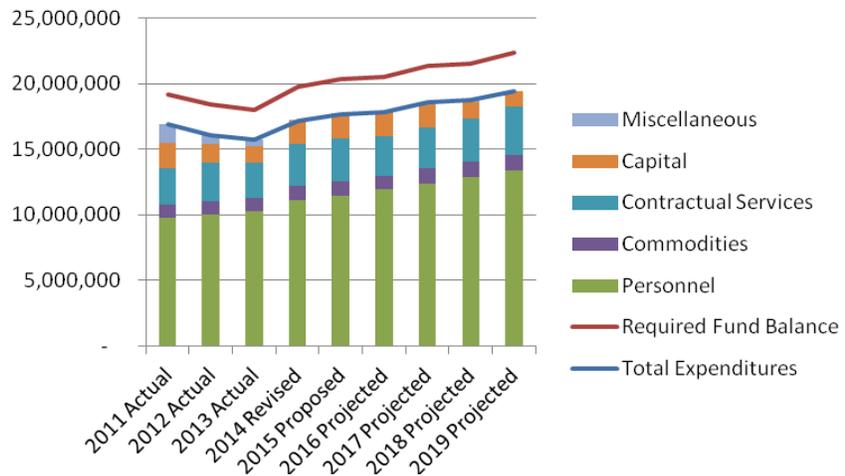
**Wages and Payroll Taxes**

In 2015, wages and payroll taxes are budgeted to include a 1% General Pay Adjustment increase and 2% merit pool. Thereafter, wages and payroll taxes are increased 3% annually.

**KPERS**

The employer contribution for KPERS is assumed to increase annually for the growth in wages and in accordance with rate increases approved by the 2012 legislature. Statutory employer contributions are scheduled to increase 0.49% in 2015, 1% in 2016, 1.1% in 2017 and 1.2% in 2018.

**Projected Expenses  
2014 - 2019**



**Health Insurance**

Health insurance is projected to increase 15% in 2015 due to rising health care costs and to build a healthy reserve to cover future expected health care costs. In the projection, health insurance costs are expected to increase 5% annually.

**KP&F, Unemployment Insurance, and Worker’s Compensation Insurance**

KP&F employer contributions are 19.92% for 2014 and 21.35% in 2015. The remaining benefits are assumed to increase annually by 5%.

**Financial Plan: Commodities and Contractual Expenditure Assumptions**

**Tort Liability**

The projection assumes a 5% annual increase in liability insurance for 2015 – 2019.

**Remaining Operating Expenses**

Operating expenses (other than those individually listed) have reflected a 3% average annual increase over the past three years. The projection includes 3% increases for each year.

**Financial Plan: Future Outlook**

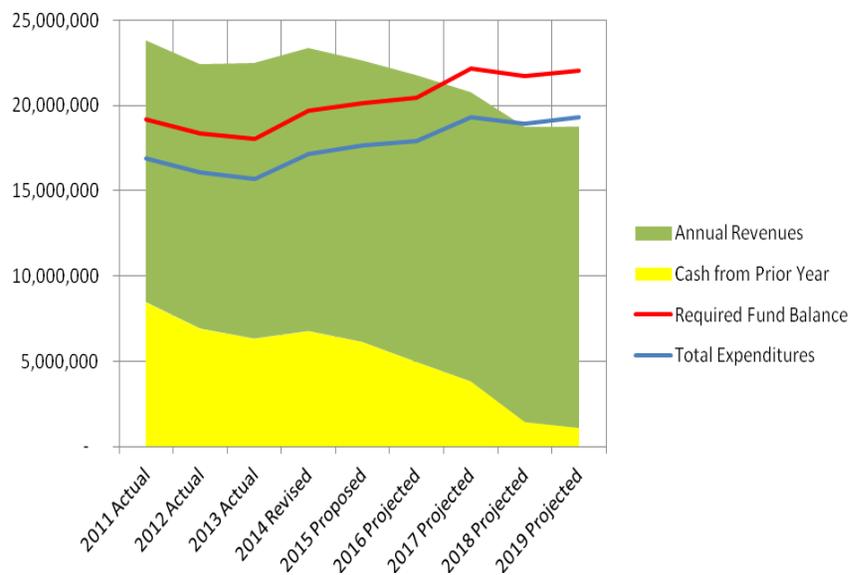
**Fund Balance Policy**

Management is dedicated to ensuring that the City positions itself to meet the fund balance requirement in future budgets. The policy, adopted by the City Council in 2010, requires a 15% minimum reserve in the General Fund. Although the out-years of the five-year plan appear to violate this policy, efforts are underway to make adjustments to ensure the policy is met.

**Closing the Gap**

As shown in the chart to the right, revenues are projected to remain steady, and cash is drawn down gradually over time. In 2017, expenditures are projected to exceed revenues slightly (\$902,188). The financial plan approved in August 2014 presented a potential \$1.0 million shortfall in 2016. Today’s financial plan presents a much better scenario; proposed expenditures meet the fund balance policy through 2016. Yet, there is still a gap to close in 2017 and thereafter.

**Projected Revenue & Expenses  
2014 - 2019**



**General Fund and Special Street  
Five-year Projection  
2015 - 2019**

Category	2011 Actual	2012 Actual	2013 Actual	2014 Revised	2015 Proposed	2016	2017	2018	2019
Prior Year Fund Balance	(8,474,025)	(6,924,072)	(6,329,395)	(6,772,567)	(6,142,642)	(4,808,004)	(4,102,591)	(1,878,143)	(331,707)
Annual Revenues	(15,326,338)	(15,483,153)	(16,149,545)	(16,545,618)	(16,426,668)	(17,022,522)	(17,206,702)	(17,600,407)	(18,006,030)
Base Revenues	(23,800,363)	(22,407,225)	(22,478,940)	(23,318,186)	(22,569,310)	(21,830,525)	(21,309,292)	(19,478,549)	(18,337,737)
Personnel	6,938,312	7,152,690	7,127,142	7,602,809	7,760,384	7,993,195	8,232,991	8,479,981	8,734,380
Benefits - Payroll Taxes	523,232	536,334	532,894	565,459	588,803	597,267	615,185	633,640	652,649
Benefits - Retirement	809,403	915,492	955,917	1,059,080	1,176,498	1,264,249	1,404,952	1,492,534	1,584,106
Benefits - Health & Dental	1,223,020	1,225,803	1,480,607	1,645,662	1,727,945	1,814,342	1,905,060	2,000,313	2,100,328
Other Benefits	254,671	214,263	223,909	230,267	242,750	250,032	257,533	265,259	273,217
<b>Total Personnel</b>	<b>9,748,638</b>	<b>10,044,582</b>	<b>10,320,469</b>	<b>11,103,277</b>	<b>11,496,380</b>	<b>11,919,085</b>	<b>12,415,721</b>	<b>12,871,727</b>	<b>13,344,681</b>
Total Commodities	1,003,550	1,019,479	986,913	1,069,510	1,078,402	1,110,754	1,144,077	1,178,399	1,213,751
Total Contractual Services	2,404,749	2,538,907	2,450,109	2,998,574	3,025,186	3,115,941	3,209,420	3,305,702	3,404,873
Debt (COP's)	353,216	332,013	234,231	241,160	236,830	-	-	-	-
Debt for Warren Riverview Park	-	-	-	-	-	-	300,000	300,000	300,000
<b>Operating Expenses Subtotal</b>	<b>13,510,153</b>	<b>13,934,980</b>	<b>13,991,722</b>	<b>15,412,521</b>	<b>15,836,798</b>	<b>16,145,781</b>	<b>17,069,217</b>	<b>17,655,828</b>	<b>18,263,305</b>
Equipment Replacement	230,340	156,546	94,337	311,727	363,800	221,125	172,925	77,950	161,250
Capital Improvement Plan	1,366,681	630,131	417,050	776,000	769,000	477,000	695,000	375,000	120,000
Pavement Management Plan	153,621	636,173	723,165	530,296	546,709	626,029	696,608	702,064	742,346
Vehicle Replacement Plan	238,735	-	-	120,000	220,000	233,000	677,400	229,000	219,000
<b>Total Capital</b>	<b>1,989,377</b>	<b>1,422,850</b>	<b>1,234,552</b>	<b>1,738,023</b>	<b>1,899,509</b>	<b>1,557,154</b>	<b>2,241,933</b>	<b>1,384,014</b>	<b>1,242,596</b>
Contingencies/Miscellaneous	(155,448)	-	-	25,000	25,000	25,000	25,000	25,000	25,000
Transfers Out	1,530,000	720,000	500,000	-	-	-	95,000	82,000	-
Reserve Required	-	-	-	-	2,493,539	2,557,260	2,780,331	2,739,716	2,800,283
<b>Miscellaneous Expenses</b>	<b>1,374,552</b>	<b>720,000</b>	<b>500,000</b>	<b>25,000</b>	<b>2,518,539</b>	<b>2,582,260</b>	<b>2,900,331</b>	<b>2,846,716</b>	<b>2,825,283</b>
<b>Total Expenditures (A)</b>	<b>16,874,082</b>	<b>16,077,830</b>	<b>15,726,274</b>	<b>17,175,544</b>	<b>20,254,846</b>	<b>20,285,195</b>	<b>22,211,481</b>	<b>21,886,558</b>	<b>22,331,184</b>
Budget (Surplus)/Deficit (A)	(6,926,281)	(6,329,395)	(6,752,665)	(6,142,642)	(2,314,465)	(1,545,331)	902,188	2,408,009	3,993,447
Ending Cash Balance (A)	6,926,281	6,329,395	6,752,665	6,142,642	4,808,004	4,102,591	1,878,143	331,707	(1,193,164)
*Actual Reserve % (A)	41.05%	39.37%	42.94%	35.76%	23.74%	20.22%	8.46%	1.52%	-5.34%
	<b>2011 Actual Amounts</b>	<b>2012 Actual Amounts</b>	<b>2013 Actual Amounts</b>	<b>2014 Proposed Revised Budget</b>	<b>2015 Proposed Budget</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>

\*City policy requires 15% ending cash balance each year.



**General Fund (Governmental Fund)**

The General Fund is the largest City fund and pays for the majority of basic municipal functions. The City Council is asked to approve a \$21,417,310 General Fund budget for 2015, an increase of 3.1% from the \$20,771,314 budget in 2014. The General Fund collects all general revenues and pays the majority of City salaries. The City has a reserve policy that the General Fund balance should be at least 15% of expenditures. The City's projected 2015 General Fund beginning fund balance will be \$5,819,504.

**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 \$7,626,450. The largest revenue sources are special assessments against private property, ad valorem tax, motor vehicle tax, reimbursement from Wastewater, and Derby Recreation Center rent.

**Aquatic Park Fund (Governmental Fund)**

The Aquatic Park Fund pays for operating expenses for 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 that funded construction of the aquatic park sunset on December 31, 2009. The fund balance is projected to remain constant into the near future.

**Library Sales Tax Revenue Fund (Governmental Fund)**

The Library Sales Tax Revenue Fund was established in 2008 for construction and operation of a new \$7.3 million library. The proceeds of temporary notes were used for construction and were retired with General Obligation Sales Tax Bonds in 2010. In October 2013, citizens voted to replace the Library Sales Tax with the Derby Difference Sales Tax (½ cent) with a portion of the proceeds dedicated to the library.

In 2015, \$456,855 is expected to be generated from the library sales tax. The Library Sales Tax is planned to end on December 31, 2014.

**Special Street Fund (Governmental Fund)**

The revenue for this fund is from a portion of the state gasoline tax. These monies are required by statute to be used specifically for construction and rehabilitation of City roadways. Total 2015 spending is budgeted at \$1,243,798. The City expects to receive \$836,578 in gasoline tax revenue in 2015, approximately a 1% increase from 2014.

**Stormwater Fund (Proprietary Fund)**

In 2012, the City Council created a stormwater utility, a proprietary fund. The stormwater utility funds maintenance and repair of stormwater drainage infrastructure. In 2015, the utility is projected to receive \$522,000 in revenue, steady with 2014 levels.

**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 2015 is expected to be \$5,111,274 including \$2,249,087 in cash carryover from 2014.

**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 2015 is projected at \$1,625,310 and includes a depreciation and replacement account of \$750,000 for emergency repairs and replacement of equipment. Total current revenues for the fund in 2015 are projected at \$3,501,734, and total expenditures are projected at \$2,624,910.

**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:

**Tax Levy Funds****Library (Governmental Fund)**

This fund is used to account for partial operation of the Library, funded primarily by property tax. The majority of this fund goes towards salaries. Operation of the library is supplemented by the half-cent city-wide retail sales tax which was approved in 2007 and will end December 31, 2014.

**Library Employee Benefits (Governmental Fund)**

This fund is used to pay health and dental benefits for 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 approved by the City Council.

**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 also an enterprise fund.

**Miscellaneous Dedicated Funds****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 and School Resource Officers, as well as treatment and intervention programs.

**Special Parks and Recreation Fund (Governmental Fund)**

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

**Health Self-Insurance Fund (Governmental Fund)**

The City transitioned to a partially self-funded health insurance program on January 1, 2012. Health insurance-related expenses, fees, and claims are accounted for in the Health Self-Insurance Fund.

**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 (2015) along with expenditures for community events and activities.

**Transient Guest Tax (Governmental Fund)**

This account receives transient guest tax receipts from a 6% guest tax. Under an agreement with the City's first hotel, the guest tax collected by this hotelier will be paid back as a rebate for up to 10 years. Included in this budget is an increase in this tax to 8% in 2015 with the additional revenue dedicated to community marketing and tourism promotion.

**Fund Balance Analysis**

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, 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. Key elements of the policy are outlined below (Resolution 3-2010):

***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.*

**Statement of Actual Revenues, Expenditures and Changes in Fund Balance for 2013**

	<u>General Fund</u>	<u>Bond &amp; Interest</u>	<u>Aquatic Sales Tax Revenue</u>	<u>Library Sales Tax Revenue</u>	<u>Special Street</u>	<u>Stormwater Management</u>	<u>Wastewater</u>	<u>Water Systems Bond 2004A</u>	<u>Library</u>	<u>Library Employee Benefits</u>	<u>Special Alcohol</u>	<u>Special Parks and Rec</u>	<u>Capital Improvement Reserve</u>	<u>Equipment Reserve</u>	<u>Wastewater Reserve Capital Improvement</u>	<u>Heath Insurance Self-Fund</u>	<u>Derby Senior Activity Board</u>	<u>Totals</u>
Beginning Fund Balance	5,967,369	1,182,878	2,128,384	3,107,498	676,134	-	2,191,188	1,862,230	23,396	11,312	137,999	124,438	2,127,476	912,359	1,554,659	124,877	4,917	22,137,114
Revenues:																		
Taxes	7,209,929	1,662,500	-	-	820,585	-	-	-	852,161	92,114	54,366	54,366	-	-	-	-	-	10,746,021
Sales tax	3,701,181	-	-	2,153,147	-	-	-	-	-	-	-	-	-	-	-	-	-	5,854,328
Fines, forfeitures, fees, permits, etc.	3,257,368	-	109,204	-	-	520,814	2,754,891	-	-	-	-	-	-	-	52,500	-	-	6,694,777
Interest	37,010	4,998	2,738	3,785	71	2,507	110	-	-	-	-	-	-	-	1,707	-	-	52,926
Special assessments	-	4,356,932	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,356,932
Transfers from other funds	-	326,663	-	-	-	-	-	-	-	20,000	-	-	500,000	-	100,000	-	-	946,663
Miscellaneous	1,110,413	163,936	6,000	-	-	-	48,477	1,663,146	3,252	-	-	19,173	33,161	-	-	1,870,258	18,153	4,935,969
Total revenues	15,315,901	6,515,029	117,942	2,156,932	820,656	523,321	2,803,478	1,663,146	855,413	112,114	54,366	73,539	533,161	-	154,207	1,870,258	18,153	33,587,616
Resources Available	21,283,270	7,697,907	2,246,326	5,264,430	1,496,790	523,321	4,994,666	3,525,376	878,809	123,426	192,365	197,977	2,660,637	912,359	1,708,866	1,995,135	23,070	55,724,730
Expenditures:																		
Administration	4,808,301	-	-	-	-	-	-	-	-	-	80,057	-	-	-	-	1,677,186	7,650	6,573,194
Law Enforcement	3,078,751	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,078,751
Finance	711,740	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	711,740
Operations	1,145,173	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,145,173
Planning & Engineering	543,271	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	543,271
Public Works	2,167,297	-	315,535	-	-	232,024	1,288,529	648,014	-	-	-	-	-	-	-	-	-	4,651,399
Fire	1,070,313	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,070,313
Debt payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	604,509	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	604,509
Contingencies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Library operations	-	-	-	336,805	-	-	-	-	833,395	122,178	-	-	-	-	-	-	-	1,292,378
Transfers out	500,000	-	-	-	-	-	426,663	-	20,000	-	-	-	-	-	-	-	-	946,663
Equipment	94,337	-	-	-	-	-	-	-	-	-	-	-	-	108,434	-	-	-	202,771
Debt service:	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Principal	210,000	5,079,943	-	990,000	-	-	518,043	606,307	-	-	-	-	-	-	181,541	-	-	7,585,834
Interest, commissions, etc.	24,231	1,614,167	-	110,173	-	-	150,199	269,308	-	-	-	-	-	-	-	-	-	2,168,078
Capital outlay, project costs, etc.	268,144	-	-	3,225	781,564	-	273,755	127,255	-	-	-	94,335	472,505	-	492,058	-	-	2,512,841
Total expenditures	15,226,067	6,694,110	315,535	1,440,203	781,564	232,024	2,657,189	1,650,884	853,395	122,178	80,057	94,335	472,505	108,434	673,599	1,677,186	7,650	31,177,705
Fund balance, ending	6,057,203	1,003,797	1,930,791	3,824,227	715,226	291,297	2,337,477	1,874,492	25,414	1,248	112,308	103,642	2,188,132	803,925	1,035,267	317,949	15,420	22,637,815
Percent Fund Balance Change	89,834	(179,081)	(197,593)	716,729	39,092	291,297	146,289	12,262	2,018	(10,064)	(25,691)	(20,796)	60,656	(108,434)	(519,392)	193,072	10,503	500,701
	2%	-15%	-9%	23%	6%	0%	7%	1%	9%	-89%	-19%	-17%	3%	-12%	-33%	155%	214%	2%

**Statement of Projected Revenues, Expenditures and Changes in Fund Balance for 2014**

	<b>General Fund</b>	<b>Bond &amp; Interest</b>	<b>Aquatic Sales Tax Revenue</b>	<b>Library Sales Tax Revenue</b>	<b>Special Street</b>	<b>Stormwater Management</b>	<b>Wastewater</b>	<b>Water Systems Bond 2004A</b>	<b>Library</b>	<b>Library Employee Benefits</b>	<b>Special Alcohol</b>	<b>Special Parks and Rec</b>	<b>Capital Improvement Reserve</b>	<b>Equipment Reserve</b>	<b>Wastewater Reserve Capital Improvement</b>	<b>Health Self-Insurance Fund</b>	<b>Derby Senior Activity Board</b>	<b>Totals</b>
Beginning Fund Balance	6,057,203	1,003,797	1,930,791	3,824,227	715,226	291,297	2,337,477	1,874,492	25,414	1,248	112,308	103,642	2,188,132	803,925	1,035,267	317,949	15,420	22,637,815
Revenues:																		
Taxes	7,242,917	1,927,220	-	-	828,791	-	-	-	857,224	91,929	55,820	57,080	-	-	-	-	-	11,060,981
Sales tax	3,837,845	-	-	2,217,741	-	-	-	-	-	-	-	-	-	-	-	-	-	3,837,845
Fines, forfeitures, fees, permits, etc.	3,132,522	-	112,000	-	-	521,000	2,785,238	-	-	-	-	-	-	-	44,450	-	-	6,074,210
Interest	28,000	5,000	2,250	1,500	-	2,500	100	-	-	-	-	-	-	-	1,000	-	-	36,350
Special assessments	-	4,036,551	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,036,551
Transfers from other funds	-	359,000	-	-	-	-	-	-	-	44,000	-	-	-	-	-	-	-	403,000
Miscellaneous	1,475,545	95,210	-	-	-	-	34,875	1,844,157	20,000	883	-	-	-	-	-	2,255,438	4,800	5,730,908
<b>Total revenues</b>	<b>15,716,829</b>	<b>6,422,981</b>	<b>114,250</b>	<b>2,219,241</b>	<b>828,791</b>	<b>523,500</b>	<b>2,820,213</b>	<b>1,844,157</b>	<b>877,224</b>	<b>136,812</b>	<b>55,820</b>	<b>57,080</b>	<b>-</b>	<b>-</b>	<b>45,450</b>	<b>2,255,438</b>	<b>4,800</b>	<b>31,143,648</b>
Resources Available	21,774,032	7,426,778	2,045,041	6,043,468	1,544,017	814,797	5,157,690	3,718,649	902,638	138,060	168,128	160,722	2,188,132	803,925	1,080,717	2,573,387	20,220	53,781,463
Expenditures:																		
Administration	5,211,181	-	-	-	-	-	-	-	-	-	66,460	-	-	-	-	2,019,500	8,500	7,305,641
Law Enforcement	3,457,490	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,457,490
Finance	980,225	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	980,225
Operations	1,242,005	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,242,005
Planning & Engineering	744,384	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	744,384
Public Works	2,359,857	-	404,995	-	-	137,115	1,428,435	807,657	-	-	-	-	-	-	-	-	-	5,138,059
Fire Department	1,128,341	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,128,341
Debt payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	47,878	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,878
Contingencies	25,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000
Library operations	-	-	-	343,334	-	-	-	-	876,971	137,035	-	-	-	-	-	-	-	1,357,340
Transfers out	-	-	-	175,472	-	-	359,000	-	-	-	-	-	-	622,458	-	-	-	1,156,930
Equipment	311,727	-	-	-	-	16,000	-	-	-	-	-	-	-	-	-	-	-	327,727
Debt service:																		
Principal	225,000	5,239,226	-	4,804,935	-	-	309,700	678,274	-	-	-	-	-	-	-	-	-	11,257,135
Interest, commissions, etc.	16,160	1,495,381	-	85,000	-	-	110,000	181,408	-	-	-	-	-	-	-	-	-	1,887,949
Capital outlay, project costs, etc.	309,000	-	-	-	1,137,296	275,000	705,000	412,000	-	-	-	57,500	1,371,225	-	35,000	-	-	4,302,021
<b>Total expenditures</b>	<b>16,058,248</b>	<b>6,734,607</b>	<b>404,995</b>	<b>5,408,741</b>	<b>1,137,296</b>	<b>428,115</b>	<b>2,912,135</b>	<b>2,079,339</b>	<b>876,971</b>	<b>137,035</b>	<b>66,460</b>	<b>57,500</b>	<b>1,371,225</b>	<b>622,458</b>	<b>35,000</b>	<b>2,019,500</b>	<b>8,500</b>	<b>39,930,010</b>
Fund balance, ending	5,715,784	692,171	1,640,046	634,727	406,721	386,682	2,245,555	1,639,310	25,667	1,025	101,668	103,222	816,907	181,467	1,045,717	553,887	11,720	16,202,276
Percent Fund Balance Change	(341,419)	(311,626)	(290,745)	(3,189,500)	(308,505)	95,385	(91,922)	(235,182)	253	(223)	(10,640)	(420)	(1,371,225)	(622,458)	10,450	235,938	(3,700)	(6,435,539)
	-6%	-31%	-15%	-83%	-43%	0%	-4%	-13%	1%	-18%	-9%	0%	-63%	-77%	1%	0%	-24%	-28%

**Statement of Projected Revenues, Expenditures and Changes in Fund Balance for 2015**

	<b>General Fund</b>	<b>Bond &amp; Interest</b>	<b>Aquatic Sales Tax Revenue</b>	<b>Library Sales Tax Revenue</b>	<b>Special Street</b>	<b>Stormwater Management</b>	<b>Wastewater</b>	<b>Water Systems Bond 2004A</b>	<b>Library</b>	<b>Library Employee Benefits</b>	<b>Special Alcohol</b>	<b>Special Parks and Rec</b>	<b>Capital Improvement Reserve</b>	<b>Equipment Reserve</b>	<b>Wastewater Reserve Capital Improvement</b>	<b>Health Self-Insurance Fund</b>	<b>Derby Senior Activity Board</b>	<b>Totals</b>
Beginning Fund Balance	5,715,784	692,171	1,640,046	634,727	406,721	386,682	2,245,555	1,639,310	25,667	1,025	101,668	103,222	816,907	181,467	1,045,717	553,887	11,720	16,202,276
Revenues:																		
Taxes	6,821,886	2,121,645	-	-	837,078	-	-	-	868,923	96,249	57,495	54,300	-	-	-	-	-	10,857,576
Sales tax	3,952,980	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,952,980
Fines, forfeitures, fees, permits, etc.	2,527,124	-	112,000	-	-	522,000	2,812,485	-	-	-	-	-	-	-	44,450	-	-	6,018,059
Interest	28,000	5,000	2,250	-	-	2,500	100	1,500	-	-	-	-	-	-	1,000	-	-	40,350
Special assessments	-	4,086,127	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,086,127
Transfers from other funds	-	355,570	-	-	-	-	-	-	60,000	-	-	-	-	-	-	-	-	415,570
Miscellaneous	2,267,816	1,061,317	-	-	-	-	49,602	1,874,924	20,000	-	-	-	265,000	-	-	2,383,250	1,780	7,923,689
<b>Total revenues</b>	<b>15,597,806</b>	<b>7,629,659</b>	<b>114,250</b>	<b>-</b>	<b>837,078</b>	<b>524,500</b>	<b>2,862,187</b>	<b>1,876,424</b>	<b>888,923</b>	<b>156,249</b>	<b>57,495</b>	<b>54,300</b>	<b>265,000</b>	<b>-</b>	<b>45,450</b>	<b>2,383,250</b>	<b>1,780</b>	<b>33,294,351</b>
Resources Available	21,313,590	8,321,830	1,754,296	634,727	1,243,799	911,182	5,107,742	3,515,734	914,590	157,274	159,163	157,522	1,081,907	181,467	1,091,167	2,937,137	13,500	49,496,627
Expenditures:																		
Administration	5,372,472	-	-	-	-	-	-	-	-	-	158,964	-	-	-	-	2,937,137	13,500	8,482,073
Law Enforcement	3,475,792	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,475,792
Finance	1,021,275	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,021,275
Operations	1,212,824	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,212,824
Planning & Engineering	725,586	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	725,586
Public Works	2,362,238	-	411,376	-	-	141,843	1,488,040	839,924	-	-	-	-	-	-	-	-	-	5,243,421
Fire Department	1,170,772	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,170,772
Debt payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	693,314	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	693,314
Contingencies	4,873,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,873,000
Library operations	-	-	-	361,665	-	-	-	-	854,590	157,275	-	-	-	-	-	-	-	1,373,530
Transfers out	-	-	-	-	-	-	355,750	-	60,000	-	-	-	-	-	-	-	-	415,750
Equipment	508,800	-	-	-	-	-	-	-	-	-	-	-	120,000	-	-	-	-	628,800
Debt service:																		
Principal	230,000	5,400,476	-	-	-	-	223,200	703,274	-	-	-	-	-	-	-	-	-	6,556,950
Interest, commissions, etc.	11,830	1,532,660	-	-	-	-	133,148	131,712	-	-	-	-	-	-	-	-	-	1,809,350
Capital outlay, project costs, etc.	349,000	-	-	-	1,243,798	709,000	1,375,000	950,000	-	-	-	157,522	400,000	-	200,000	-	-	5,384,320
<b>Total expenditures</b>	<b>21,313,589</b>	<b>7,626,450</b>	<b>411,376</b>	<b>361,665</b>	<b>1,243,798</b>	<b>850,843</b>	<b>3,575,138</b>	<b>2,624,910</b>	<b>914,590</b>	<b>157,275</b>	<b>158,964</b>	<b>-</b>	<b>400,000</b>	<b>120,000</b>	<b>200,000</b>	<b>2,937,137</b>	<b>13,500</b>	<b>42,909,235</b>
Fund balance, ending	-	695,380	1,342,920	273,062	1	60,339	1,532,604	890,824	-	(1)	199	157,522	681,907	61,467	891,167	-	-	6,587,391
	(5,715,784)	3,209	(297,126)	(361,665)	(406,720)	(326,343)	(712,951)	(748,486)	(25,667)	(1,026)	(101,469)	54,300	(135,000)	(120,000)	(154,550)	(553,887)	(11,720)	(9,614,885)
Percent Fund Balance Change	-100%	0%	-18%	-57%	-100%	0%	-32%	-46%	-100%	-100%	-100%	53%	-17%	-66%	-15%	0%	-100%	-59%

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*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. Equipment 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.*

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

Derby is growing at a moderate pace, so infrastructure to new growth areas is required on a continual basis. At the same time, reinvestment needs to be made in 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 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.

According to state law, Kansas cities of the Second Class may issue longer-term debt not to exceed 30 percent of total assessed valuation. Such projects as sanitary sewer and water lines and certain intersection improvements do not count against this 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 \$208,333,954 based on actual fair market value of tangible property of \$1,602,989,532 as of June 12, 2014. In gross terms, taking the total assessed value of property multiplied by the 30% debt lid limit, Derby can legally issue debt of \$62,500,186. When projects exempt from the debt lid are subtracted from the total, Derby’s outstanding general obligation debt currently totals \$41,775,671. Derby has outstanding debt of \$70,415,000, but exempt projects reduce the direct debt to \$41,775,671, meaning that Derby has additional debt capacity of \$20,724,515.

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 made formal this 20% benchmark. Currently, direct debt as a percentage of Assessed Valuation equals 20.05% which is substantially in compliance with the 20% benchmark.

The Council has historically chosen to exceed the 20% limit to issue financing for projects authorized by the voters. For example, the voters authorized establishment of a ½% citywide retail sales tax to pay for the debt service and operation of an aquatic park in November 2002. Issuance of those bonds resulted in Derby's direct debt as a percentage of Assessed Valuation rising above the 20% threshold.

### **History**

In October 2007, the voters again authorized a half-cent citywide retail sales tax to pay the debt service and operation of a new library which was completed in fall 2009 at a cost of \$7,300,000. 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 in 2010 to finance the library.

Once again in 2013, the voters approved a half-cent citywide retail sales tax initiative, the Derby Difference Sales Tax. This sales tax will go into effect upon the sunset of the Library Sales Tax which is expected to occur at the end of 2014 when the library bonds are defeased. The Derby Difference Sales Tax will be used for development of parks and operations of the library and Fire & Rescue Department.

Bonds will be issued in 2015 for construction of Central Park which is projected to keep the direct debt as a percentage of assessed valuation ratio above 20%. However, the Derby Difference Sales Tax bonds will have a rapid repayment schedule of only nine years which should hasten the reduction of the ratio of direct debt as a percentage of assessed valuation.

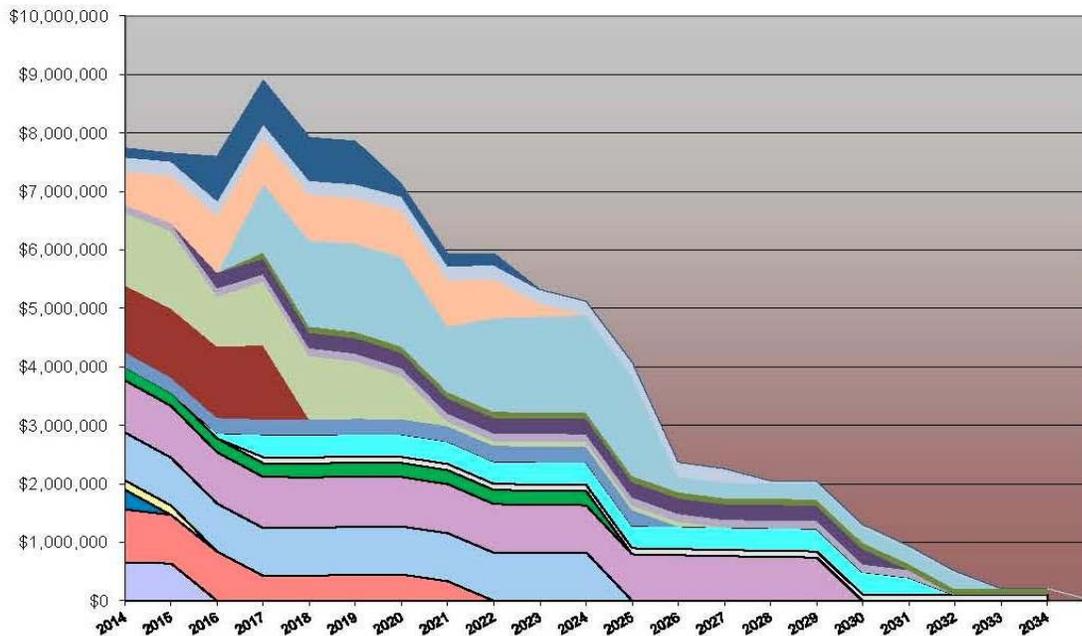
**Debt Summary (as of June 12, 2014)**

Estimated Actual Fair Market Value of Tangible Property .....	\$1,602,989,532
Equalized Assessed Valuation of Tangible Valuation for Computation of Bonded Debt Limitations .....	\$208,333,954
(Assessed value of all tangible taxable property as of August 25, 2013)	
Legal limitation of Bonded Debt <sup>1</sup> .....	\$62,500,186
Outstanding General Obligation debt and temporary notes as of June 12, 2014.....	\$70,415,000
Debt Exempt from debt limit calculation.....	\$28,639,329
Net Debt against debt limit capacity .....	\$41,775,671
Additional debt capacity .....	\$20,724,515
Direct debt per capita (Population = 22,943).....	\$3,069
Direct and overlapping debt per capita .....	\$4,494
Direct debt as a percentage of Assessed Valuation .....	33.80%
Direct & overlapping debt as a percentage of Assessed Valuation .....	49.49%
Statutory direct debt as a percentage of Assessed Valuation.....	20.05%

<sup>1</sup>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 \$107 million (including interest) over the entire amortization period of the bonds. This chart also includes \$27 million of future debt to be issued to finance projects in the City's five-year CIP.

General Obligation Debt Service Schedule  
(2014-2034)



The above chart incorporates debt to be issued to finance CIP projects in 2014 and beyond with existing outstanding bond issues. This chart illustrates an increase in total debt followed by a gradual reduction after 2017. Reconstruction of the intersection of Nelson Drive and Meadowlark is planned for 2015 at an estimated cost of \$1.1 million. In 2016, a \$2.2 million interchange is planned to be constructed at Nelson Drive and Patriot Avenue, which will enable more commercial development and enhance traffic safety. The source of funds for the project will be tax increment revenue upon approval of a Tax Increment Financing (TIF) Project Plan.

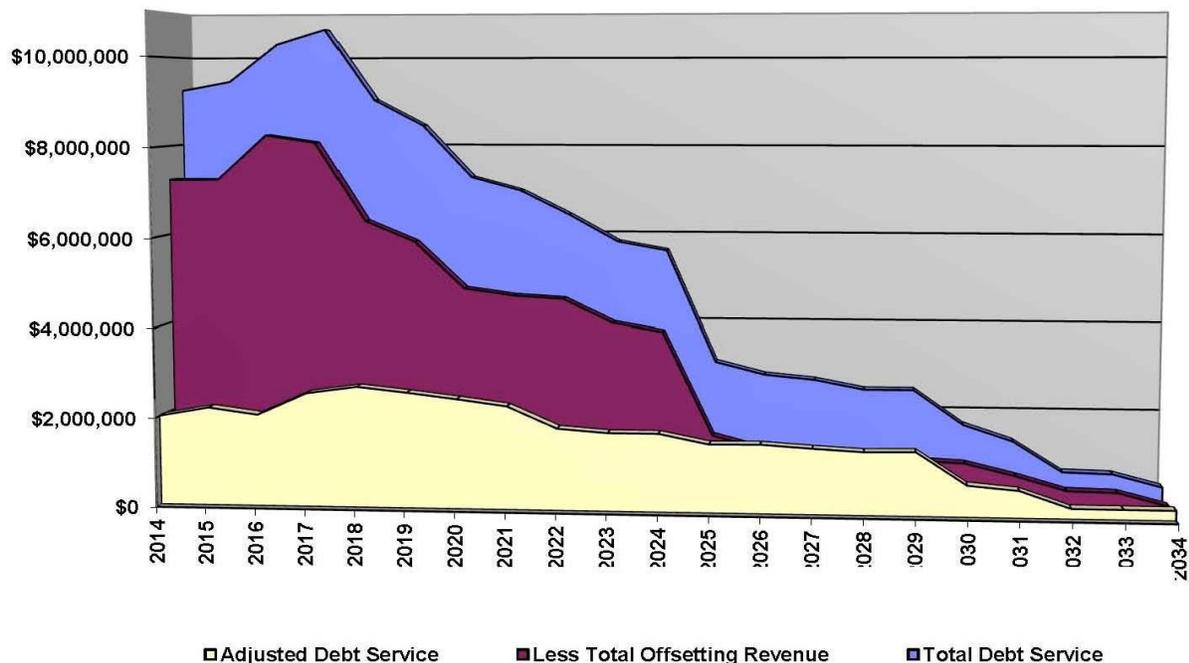
As mentioned earlier, the voters approved the Derby Difference Sales Tax in 2013. Proceeds will fund \$6.5 million for Madison Avenue Central Park beginning in 2015 and \$2.8 million for a new ball field complex beginning in 2017.

Plans are also underway for development of Warren Riverview Park on Market Street overlooking the Arkansas River. This project is assisted by in-kind and monetary contributions of the Ray and Virginia Warren family. Bonds will be issued in 2016 for construction of the \$2.7 million project which will be paid from the Bond and Interest Fund tax levy.

Due to construction of a new middle school by the Derby School District, improvements of \$2.3 million are underway at the north end of Rock Road in 2014. Bonds will also be issued in 2015 to permanently finance benefit district projects for the internal infrastructure to serve the new middle school plus several subdivisions. While there are several smaller infrastructure projects included in the chart above, the payment of debt is expected to outpace the issuance of new debt, which will allow the city’s debt load to diminish.

The next chart shows the level of offsetting revenues that are paid 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.

**General Obligation Bonds**  
Adjusted Debt Service Compared to Total Debt Service



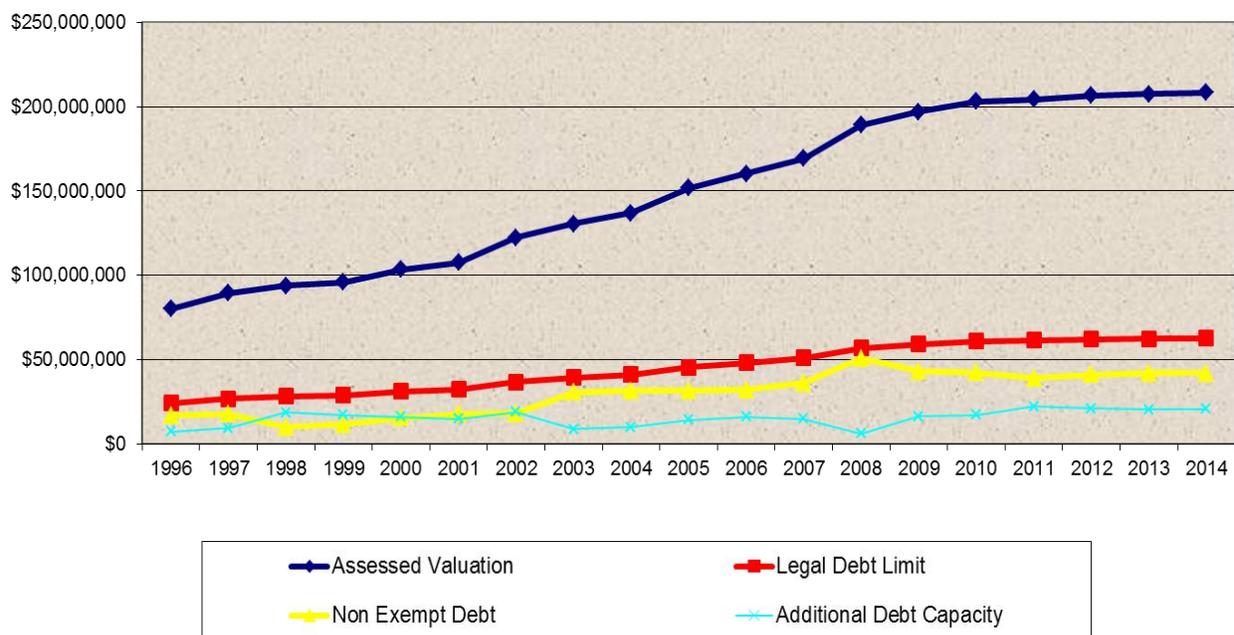
While the estimated offsetting revenues total \$71 million, the outstanding City-at-large portion of the total debt service is \$37 million. This presentation includes approximately \$27 million in future debt split between offsetting revenues and city-at-large debt. Another key consideration is

that debt amortization is expected to continue at a rapid pace with an estimated 77% of the principal to be retired within 10 years.

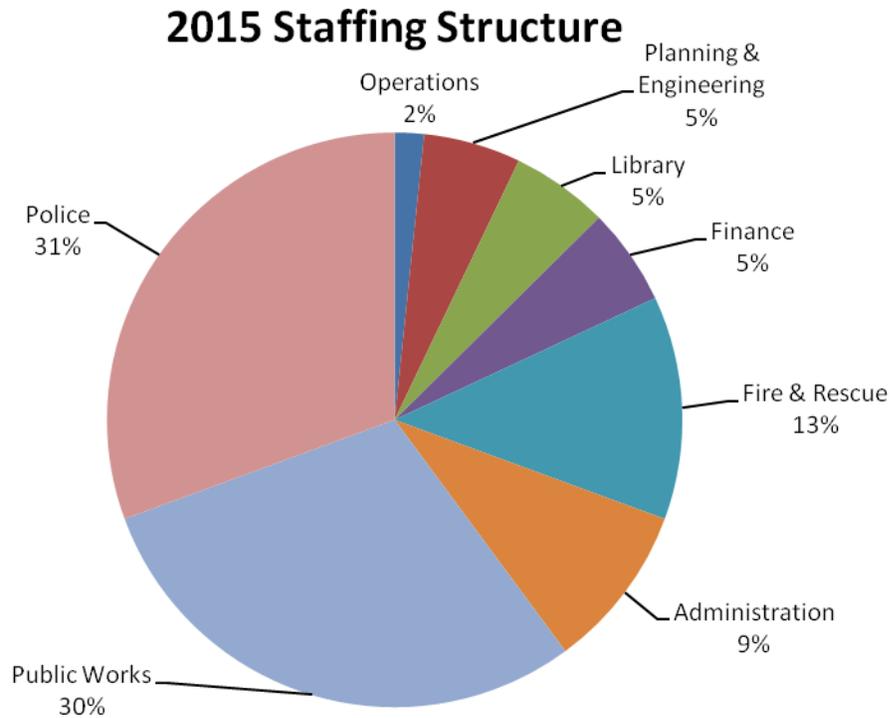
Pursuant to the Debt Management policy, the City Council will receive a fiscal impact statement of projects in the CIP to be funded with long-term debt. The adjusted debt service in the previous chart shows that future debt associated with CIP projects should not require an increase in the existing debt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

The next chart indicates the additional debt capacity available to the City as of June 12, 2014. The City has more than \$20 million in debt capacity and will annually pay approximately \$6 million in principal in 2014 and beyond. Presently, there is additional debt capacity to cover the future debt in connection with projects in the Capital Improvement Plan.

### Additional General Obligation Debt Capacity



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. This rating was reaffirmed in May 2014 with the addition of a positive outlook.



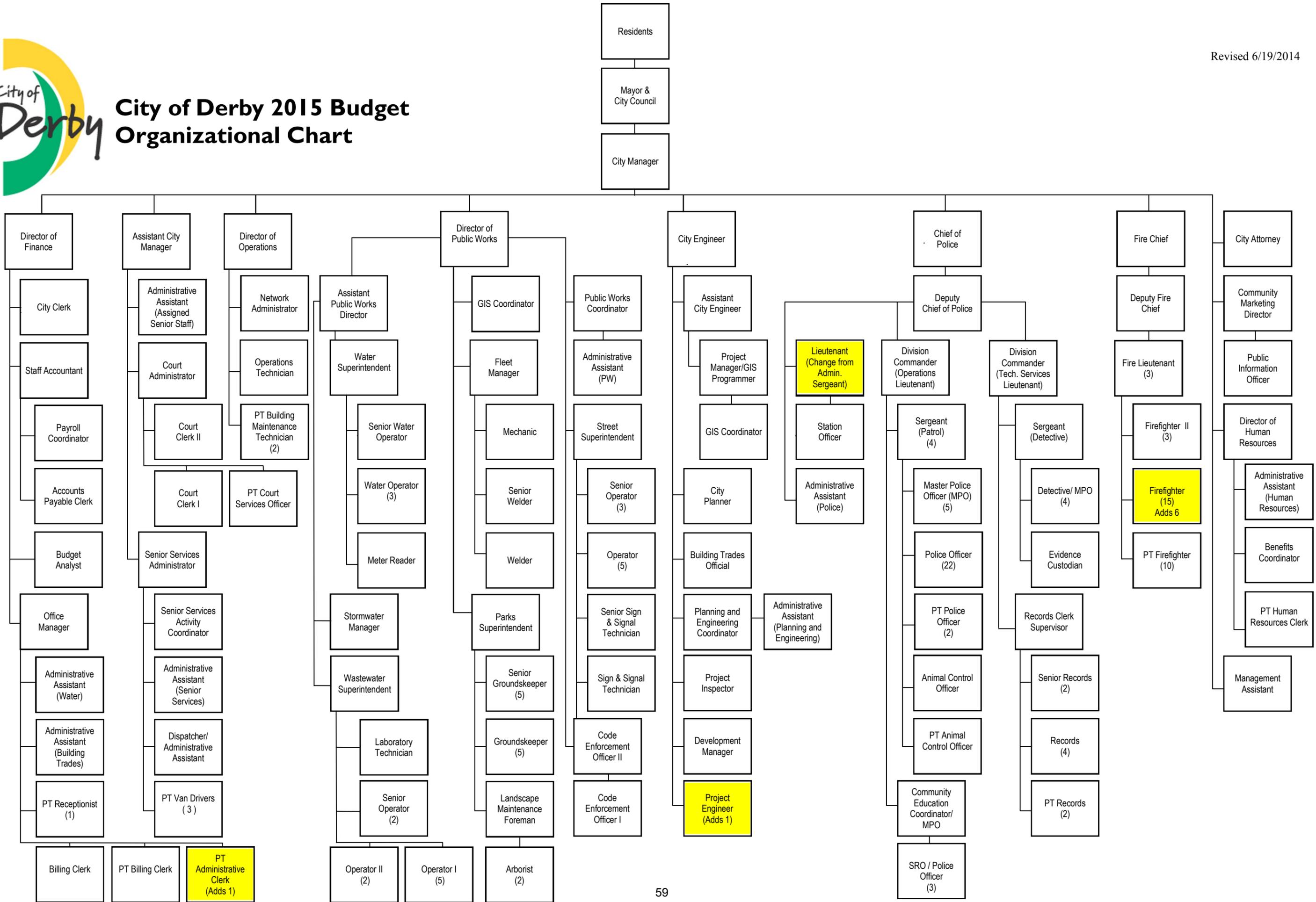
### Authorized Staffing

Department	2013 Full-Time	2013 Part-Time	2014 Full-Time	2014 Part-Time	2015 Full-Time	2015 Part-Time
Administration	18	5	17	5	17	5
Police	56	4	56	4	56	4
Finance	10	2	10	2	10	3
Operations	3	2	3	2	3	2
Fire	17	10	17	10	23	10
Public Works	53	0	54	0	54	0
Planning & Engineering	8	1	10	1	10	1
Library	10	17	10	17	10	17
<b>TOTAL</b>	<b>175</b>	<b>41</b>	<b>177</b>	<b>41</b>	<b>183</b>	<b>42</b>



# City of Derby 2015 Budget Organizational Chart

Revised 6/19/2014



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## Capital Improvement Plan 2015-2019

The Capital Improvement Plan (CIP) outlines the expenditures 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. 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 budget, and at that time funds are only appropriated for the following fiscal year. Each project is 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 2015 to 2019. Essentially, the CIP is a roadmap that guides the City in planning major projects and acquisitions.

### **What is a CIP project?**

Projects that are shown in the CIP are generally defined as any construction (or reconstruction or replacement) of major infrastructure such as streets, parks, facilities, stormwater, 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:**

1. Is the project required to ensure the health and safety of citizens, as the result of a legal mandate, or to maintain compliance with the City's strategic or comprehensive plan?
2. Is there money available to operate or maintain the project after completion, if needed?
3. Is the project needed soon for City growth?
4. Is the project needed for other City requirements?
5. Does the project complete or provide part of the basic infrastructure (example: linking a road segment)?
6. Are there other reasons to construct the project (example: Council priority, timing or funding opportunity or 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. Department Directors submit CIP requests as part of the annual budgeting process. These requests are reviewed by the Finance Department and City Manager. These projects are reviewed for consistency with the City's Comprehensive Plan and City Council's priorities.

**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 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, bike paths, recreational opportunities, art, library services, and schools, which are major assets that enhance the quality of life for residents. Providing a strong, vibrant recreational and arts environment takes citizens beyond everyday concerns, adds to their quality of life, and supports 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 include an interconnected mix of land uses, ample green space, and building designs that reflect Derby's culture and harmonize with the natural environment. Future development will be guided by the central goal of building "community."

**Neighborhood Livability**

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

- Neighborhood *identity*: Residents of our neighborhoods identify with one another and work together to share in making Derby a better place.
- Housing *choice*: Neighborhoods throughout Derby offer a variety of housing types, sizes and price ranges.
- Neighborhood *preservation*: Our neighborhoods are maintained for future generations.

•Neighborhood *connections*: Our neighborhoods are 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 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 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 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 effect 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 provide 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. Objectives of our transportation system include improved access for residents, employees, and customers; choice among modes of travel (vehicles, bicycles, and pedestrians) and environmental protection.

### **Strong Partnerships and Leadership**

Our community governance is responsive and creative in our efforts to stimulate cooperation between governments, citizens, businesses, and community organizations. We join with other communities in the metropolitan area to build on the region's strengths and address its challenges.

**2015-2019 Capital Improvement Plan  
All Fund Expenditures**

<b>Spending by Type</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Facilities Projects	800,000	100,000	175,000	290,000	305,000	100,000
Stormwater Management Projects	275,000	409,000	650,000	225,000	225,000	225,000
Parks Projects	722,725	8,180,000	2,780,000	2,910,000	-	100,000
Sidewalk Projects	32,000	50,000	220,000	345,000	90,000	90,000
Street Projects	4,377,582	2,151,000	5,047,000	406,000	-	-
Wastewater Projects	600,000	675,000	1,625,000	2,125,000	475,000	475,000
Water Projects	231,000	350,000	560,000	200,000	525,000	200,000
<b>2014 CIP Total</b>	<b>7,038,307</b>					
<b>2015 CIP Total</b>		<b>11,915,000</b>				
<b>2016 CIP Total</b>			<b>11,057,000</b>			
<b>2017 CIP Total</b>				<b>6,501,000</b>		
<b>2018 CIP Total</b>					<b>1,620,000</b>	
<b>2019 CIP Total</b>						<b>1,190,000</b>
<b>Spending by Source</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
General Obligation Bond	2,301,582	7,250,000	5,225,000	2,750,000	-	-
State/Federal Grants	-	400,000	2,000,000	-	-	-
General Fund	309,000	349,000	225,000	545,000	325,000	120,000
Special Park and Recreation Fund	57,500	142,000	30,000	-	-	-
Water Company Dividends	357,000	350,000	560,000	200,000	525,000	200,000
Wastewater CIP	35,000	200,000	1,000,000	1,650,000	-	-
CIP Reserve	1,371,225	400,000	600,000	306,000	-	-
Wastewater Fund	705,000	475,000	625,000	475,000	475,000	475,000
Revenue Bond	-	-	-	-	-	-
Special Street	467,000	300,000	372,000	150,000	50,000	50,000
Special Assessments	-	-	-	-	-	-
Aquatic Park Fund	60,000	-	-	10,000	-	-
Library Sales Tax	35,000	1,500,000	-	-	-	-
Benefit District	715,000	140,000	20,000	20,000	20,000	20,000
USD 260	-	-	-	-	-	-
Community Foundation	-	-	50,000	-	-	-
Stormwater Utility	275,000	409,000	300,000	225,000	225,000	225,000
Other Local Govts	-	-	50,000	170,000	-	-
Equipment Reserve	350,000	-	-	-	-	-
Derby Difference Sales Tax	-	-	-	-	-	100,000
<b>Total CIP Spending</b>	<b>7,038,307</b>	<b>11,915,000</b>	<b>11,057,000</b>	<b>6,501,000</b>	<b>1,620,000</b>	<b>1,190,000</b>

**2015-2019 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.**

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Facilities Projects</b>	75,000	100,000	125,000	290,000	305,000	100,000
<b>Stormwater Management Projects</b>	-	-	-	-	-	-
<b>Parks Projects</b>	-	38,000	-	150,000	-	-
<b>Sidewalk Projects</b>	16,000	20,000	100,000	105,000	20,000	20,000
<b>Street Projects</b>	218,000	191,000	-	-	-	-
2014 CIP Total	<b>309,000</b>					
2015 CIP Total		<b>349,000</b>				
2016 CIP Total			<b>225,000</b>			
2017 CIP Total				<b>545,000</b>		
2018 CIP Total					<b>325,000</b>	
2019 CIP Total						<b>120,000</b>

**Capital Improvement Plan 2015-2019**

<b>Facilities</b>									
Project Description	2014	2015	2016	2017	2018	2019	Plan	Estimated Cost	Funding Source
Miscellaneous Facilities Improvements	X							\$75,000	GF-CIP
Community LED Signage Plan - 2nd (Rock River Rapids)	X							\$25,000	Aquatic Park
Fiber Optic Network connections between City Facilities	X							\$350,000	Equip. Reserve
								\$35,000	Library
								\$35,000	Aquatic Park
								\$140,000	Wastewater
								\$140,000	Water
								<b>\$800,000</b>	<b>2014 Total</b>
								<b>\$75,000</b>	<b>GF Total</b>
Miscellaneous Facilities Improvements		X						\$100,000	GF-CIP
								<b>\$100,000</b>	<b>2015 Total</b>
								<b>\$100,000</b>	<b>GF Total</b>
Miscellaneous Facilities Improvements			X					\$100,000	GF-CIP
Community LED Signage Plan - 3rd (Madison & Woodlawn)			X					\$25,000	GF-CIP
								\$50,000	Other Local Gov'ts
								<b>\$175,000</b>	<b>2016 Total</b>
								<b>\$125,000</b>	<b>GF Total</b>
Police/Court Addition Design				X				\$60,000	GF-CIP
Miscellaneous Facilities Improvements				X				\$100,000	GF-CIP
								<b>\$160,000</b>	<b>2017 Total</b>
								<b>\$290,000</b>	<b>GF Total</b>
Police/Court Addition Construction					X			TBD	GF-CIP
Miscellaneous Facilities Improvements					X			\$100,000	GF-CIP
Community LED Signage Plan - 4th (Location TBD)					X			\$75,000	GF-CIP
Fire Station 3 Design					X			\$130,000	GF-CIP
								<b>\$305,000</b>	<b>2018 Total</b>
								<b>\$305,000</b>	<b>GF Total</b>
Miscellaneous Facilities Improvements					X			\$100,000	GF-CIP
								<b>\$100,000</b>	<b>2019 Total</b>
								<b>\$100,000</b>	<b>GF Total</b>
<b>Future</b>									
Fire Station 3 Construction (NW)								\$2,000,000	GO Bond
S. K-15 Gateway								TBD	GF-CIP
								TBD	KDOT Grant
<b>Yearly Totals</b>								<b>\$800,000</b>	<b>2014</b>
								<b>\$100,000</b>	<b>2015</b>
								<b>\$175,000</b>	<b>2016</b>
								<b>\$290,000</b>	<b>2017</b>
								<b>\$305,000</b>	<b>2018</b>
								<b>\$100,000</b>	<b>2019</b>
<b>Total 5-Year Facilities Projects</b>								<b>\$1,770,000</b>	

**Capital Improvement Plan 2015-2019**

**Stormwater Management**

Project Description	2014	2015	2016	2017	2018	2019	Plan	Estimated Cost	Funding Source
Southcrest Channel Design and Construction	X						2013	\$150,000	Stormwater Utility
Erosion Control	X							\$50,000	Stormwater Utility
Storm Sewer Repair	X							\$75,000	Stormwater Utility
								<b>\$275,000</b>	<b>2014 Total</b>
								<b>\$275,000</b>	<b>Stormwater Total</b>
Woodland Valley Design and Construction		X					2014	\$184,000	Stormwater Utility
Drainage Improvements		X						\$100,000	Stormwater Utility
Erosion Control		X						\$50,000	Stormwater Utility
Storm Sewer Repair		X						\$75,000	Stormwater Utility
								<b>\$409,000</b>	<b>2015 Total</b>
								<b>\$409,000</b>	<b>Stormwater Total</b>
Oakwood Valley Construction			X				2015	\$75,000	Stormwater Utility
Drainage Improvements			X					\$100,000	Stormwater Utility
Erosion Control			X					\$50,000	Stormwater Utility
Storm Sewer Repair			X					\$75,000	Stormwater Utility
Nelson Drive Drainage Improvements			X					\$350,000	Bonds
								<b>\$650,000</b>	<b>2016 Total</b>
								<b>\$300,000</b>	<b>Stormwater Total</b>
Drainage Improvements				X				\$100,000	Stormwater Utility
Erosion Control				X				\$50,000	Stormwater Utility
Storm Sewer Repair				X				\$75,000	Stormwater Utility
Trail Creek from Kay to Britain				X				TBD	Stormwater Utility
								<b>\$225,000</b>	<b>2017 Total</b>
								<b>\$225,000</b>	<b>Stormwater Total</b>
Drainage Improvements					X			\$100,000	Stormwater Utility
Erosion Control					X			\$50,000	Stormwater Utility
Storm Sewer Repair					X			\$75,000	Stormwater Utility
								<b>\$225,000</b>	<b>2018 Total</b>
								<b>\$225,000</b>	<b>Stormwater Total</b>
Drainage Improvements					X			\$100,000	Stormwater Utility
Erosion Control					X			\$50,000	Stormwater Utility
Storm Sewer Repair					X			\$75,000	Stormwater Utility
								<b>\$225,000</b>	<b>2019 Total</b>
								<b>\$225,000</b>	<b>Stormwater Total</b>
<b>Yearly Total:</b>								<b>\$275,000</b>	<b>2014</b>
								<b>\$409,000</b>	<b>2015</b>
								<b>\$650,000</b>	<b>2016</b>
								<b>\$225,000</b>	<b>2017</b>
								<b>\$225,000</b>	<b>2018</b>
								<b>\$225,000</b>	<b>2019</b>
<b>Total 5-Year Drainage Projects</b>								<b>\$2,009,000</b>	

**Capital Improvement Plan 2015-2019**

**Parks**

Project Description	2014	2015	2016	2017	2018	2019	Plan	Estimated Cost	Funding Source
Madison Avenue Central Park Design	X							\$410,000	CIP Reserve
Warren Riverview Design	X							\$156,000	CIP Reserve
The Venue Design	X							\$99,225	CIP Reserve
Garrett Soccer Field Irrigation	X							\$10,000	Special Parks
Tanglewood Ball Field Score Boards	X							\$17,500	Special Parks
Swaney Elementary Playground	X							\$30,000	Special Parks
								<b>\$722,725</b>	<b>2014 Total</b>
								<b>\$0</b>	<b>GF Total</b>
Madison Avenue Central Park Construction		X						\$6,500,000	Sales Tax Bond
								TBD	KDWP Grant
Garrett Park Light Pole Replacement #1 & #2		X						\$142,000	Special Parks
Garrett Park Light Pole Replacement #3		X						\$38,000	GF
The Venue Remodel		X						\$1,500,000	Sales Tax
								<b>\$8,180,000</b>	<b>2015 Total</b>
								<b>\$38,000</b>	<b>GF Total</b>
Warren Riverview Park Construction			X					\$2,700,000	GO Bond
								\$50,000	Comm. Foundation
High Park Play Equipment Replacement			X					\$30,000	Special Parks
								<b>\$2,780,000</b>	<b>2016 Total</b>
								<b>\$0</b>	<b>GF Total</b>
Rock River Rapids New Feature Design				X				\$10,000	Aquatic Park
High Park Ball Field Lighting Replacement				X				\$150,000	GF-CIP
4-plex Sports Complex Ballfields with Concession, Press Box, & Parking				X				\$2,750,000	Sales Tax Bond
								TBD	KDOT Grant
								<b>\$2,910,000</b>	<b>2017 Total</b>
								<b>\$150,000</b>	<b>GF Total</b>
									<b>2018 Total</b>
									<b>GF Total</b>
Dog Park Development						X		\$100,000	Derby Difference
								<b>\$100,000</b>	<b>2019 Total</b>
								<b>\$0</b>	<b>GF Total</b>
Construct 2 Outdoor Volleyball Courts at High Park								TBD	Special Parks
<b>Yearly Totals</b>								<b>\$722,725</b>	<b>2014</b>
								<b>\$8,180,000</b>	<b>2015</b>
								<b>\$2,780,000</b>	<b>2016</b>
								<b>\$2,910,000</b>	<b>2017</b>
								<b>\$0</b>	<b>2018</b>
								<b>\$100,000</b>	<b>2019</b>
<b>Total 5-Year Park Projects</b>								<b>\$14,692,725</b>	<b>Total</b>

**Capital Improvement Plan 2015-2019**

**Bike Paths/Sidewalks**

Project Description	2014	2015	2016	2017	2018	2019	Plan	Estimated Cost	Funding Source
Sidewalk Repair and Replacement	X							\$20,000	Special Street
WUMC Sidewalk	X							\$16,000	GF-CIP
								\$16,000	Benefit District
								<b>\$32,000</b>	<b>2014 Total</b>
								<b>\$16,000</b>	<b>GF Total</b>
Sidewalk Repair and Replacement		X						\$10,000	Special Street
Priority Sidewalk		X						\$20,000	GF-CIP
								\$20,000	Benefit District
								<b>\$50,000</b>	<b>2015 Total</b>
								<b>\$20,000</b>	<b>GF Total</b>
Aviation Pathway (Buckner/Oliver from Patriot to 47th)			X					\$80,000	GF-CIP
Sidewalk Repair and Replacement			X					\$50,000	Special Street
Priority Sidewalk			X					\$20,000	GF-CIP
								\$20,000	Benefit District
								<b>\$220,000</b>	<b>2016 Total</b>
								<b>\$100,000</b>	<b>GF Total</b>
Sidewalk Repair and Replacement				X				\$50,000	Special Street
Priority Sidewalk				X				\$20,000	GF-CIP
								\$20,000	Benefit District
Phase 11 Bike Path (Rock Road from Derby to Mulvane)				X				\$85,000	GF-CIP
								\$85,000	City of Mulvane
								\$85,000	SG County
								<b>\$345,000</b>	<b>2017 Total</b>
								<b>\$105,000</b>	<b>GF Total</b>
Sidewalk Repair and Replacement					X			\$50,000	Special Street
Priority Sidewalk					X			\$20,000	GF-CIP
								\$20,000	Benefit District
								<b>\$90,000</b>	<b>2018 Total</b>
								<b>\$20,000</b>	<b>GF Total</b>
Sidewalk Repair and Replacement						X		\$50,000	Special Street
Priority Sidewalk						X		\$20,000	GF-CIP
								\$20,000	Benefit District
								<b>\$90,000</b>	<b>2019 Total</b>
								<b>\$20,000</b>	<b>GF Total</b>
<b>Future</b>									
Market Street (Skatepark to Warren Riverview Park)							X	TBD	
<b>Yearly Totals</b>								<b>\$32,000</b>	<b>2014</b>
								<b>\$50,000</b>	<b>2015</b>
								<b>\$220,000</b>	<b>2016</b>
								<b>\$345,000</b>	<b>2017</b>
								<b>\$90,000</b>	<b>2018</b>
								<b>\$90,000</b>	<b>2019</b>
<b>Total 5-Year Bike Path/Sidewalk Projects</b>								<b>\$827,000</b>	

Capital Improvement Plan 2015-2019										
Streets/Intersections										
Project Description	2014	2015	2016	2017	2018	2019	Plan	Estimated Cost	Funding Source	
Madison Ave (DHS to High Park) Design	X						2013	\$65,000	CIP Reserve	
Madison Ave Construction (Buckner to Water)	X						2013	\$72,500	GO Bond	
Woodlawn Bridge Deck Repairs	X						2013	\$23,000	GF-CIP	
Nelson Drive & Meadowlark Intersection Design	X						2013	\$70,000	CIP Reserve	
Madison Avenue & Rock Rd. Intersection Control Wiring								\$45,000	General Fund	
Nelson Drive - Design & Construction @ Red Powell	X						2013	\$104,000	CIP Reserve	
Nelson Drive - Design @ Patriot TIF	X							\$150,000	CIP Reserve	
Rock Road (Patriot to North Middle School) Design & Construction	X						2013	\$2,229,082	GO Bond	
Meadowlark & Woodlawn Intersection Final Design	X							\$560,000	Benefit District	
Oakridge Hila and Farborough Streets	X							\$17,000	CIP Reserve	
								\$67,000	Special Street	
								\$125,000	Benefit District	
Street Reconstruction: Tamarisk St. (Woodlawn to Sandhill)	X							\$400,000	Special Street	
Wahoo Cir. (Tamarisk to Cul-de-sac)								\$150,000	General Fund	
Burr Hill Road (Birchwood to Burning Tree)										
Street Projects Land Acquisition	X							\$300,000	CIP Reserve	
								\$4,377,582	<b>2014 Total</b>	
								\$218,000	<b>GF Total</b>	
Nelson Drive - Construction @ Meadowlark		X						\$750,000	GO Bond	
								\$400,000	KDOT	
Unimproved Streets		X						\$40,000	Special Street	
								\$120,000	Benefit District	
Street Reconstruction: Carolyn (Brook Forest to Oak Forest)		X						\$250,000	Special Street	
Blue Spruce & Blue Spruce Cir. (Brook Forest to Cul-de-sac)								\$161,000	General Fund	
Redbud Ct. (Brook Forest to Cul-de-sac)										
Ash St. (Carolyn to Cul-de-sac)										
Maxine Court										
Street Projects Land Acquisition		X						\$400,000	CIP Reserve	
Winding Lane Circle Guard Rail Replacement		X						\$30,000	General Fund	
								\$2,151,000	<b>2015 Total</b>	
								\$191,000	<b>GF Total</b>	
Nelson @ Patriot Construction				X				\$1,250,000	Bonds	
West End Design				X			2015	\$150,000	CIP Reserve	
Alley Reconstruction (West of K15, Market to Washington)				X				\$50,000	Special Street	
Madison Ave (DHS to High Park) Construction				X				\$475,000	GO Bond	
Meadowlark & Woodlawn - Reconstruct Intersection & Install Left Turn Lane				X				\$2,000,000	KDOT/WAMPO	
								\$450,000	GO Bond	
Buckner Street Reconstruction (Madison to Main)				X				\$120,000	Special Street	
Street Reconstruction: Partridge (Sharon to Kay)				X				\$102,000	Special Street	
Sharon Ct. (Partridge to Cul-de-sac)								\$150,000	CIP Reserve	
Kokomo (Kay to Washington)										
Street Projects Land Acquisition								\$300,000	CIP Reserve	
								\$5,047,000	<b>2016 Total</b>	
								\$0	<b>GF Total</b>	
River St. (Market to Madison) Widen & Reconstruction				X			2016	\$100,000	Special Street	
Street Reconstruction: Westview (Lincoln to Pleasantview)				X				\$150,000	CIP Reserve	
Washington (Georgie to Alley)								\$156,000	CIP Reserve	
								\$406,000	<b>2017 Total</b>	
								\$0	<b>GF Total</b>	
Street Reconstruction					X			TBD	General Fund	
								\$0	<b>2018 Total</b>	
								\$0	<b>GF Total</b>	
Street Reconstruction								TBD	General Fund	
								\$0	<b>2019 Total</b>	
								\$0	<b>GF Total</b>	
<b>Future</b>										
West End Construction								TBD	Bonds	
<b>Yearly Totals</b>								\$4,377,582	<b>2014</b>	
								\$2,151,000	<b>2015</b>	
								\$5,047,000	<b>2016</b>	
								\$406,000	<b>2017</b>	
								\$0	<b>2018</b>	
<b>Total 5-Year Street Projects</b>								\$11,981,582	<b>Total</b>	

## Capital Improvement Plan 2015-2019

Wastewater									
Project Description	2014	2015	2016	2017	2018	2019	Plan	Estimated Cost	Funding Source
SCADA system	X						2013	\$35,000	WW CIP
Treatment Plant Improvements (Wastewater Mixing Enhancements)	X							\$175,000	WW
Wastewater Shop Building	X							\$90,000	WW
Collection System Improvements	X							\$300,000	WW
								<b>\$600,000</b>	<b>2014 Total</b>
Digester Capacity Enhancement Design		X					2014	\$200,000	WWCIP
Treatment Plant Improvements		X						\$175,000	WW
Collection System Improvements		X						\$300,000	WW
								<b>\$675,000</b>	<b>2015 Total</b>
Digester Capacity Enhancement Construction			X				2015	\$1,000,000	WW CIP
Phase 4 SE Interceptor Design			X					\$150,000	WW
Treatment Plant Improvements			X					\$175,000	WW
Collection System Improvements			X					\$300,000	WW
								<b>\$1,625,000</b>	<b>2016 Total</b>
Nutrient Removal Design				X			2016	\$150,000	WW CIP
Digester Capacity Enhancement Construction				X			2016	\$1,500,000	Revenue Bonds
Treatment Plant Improvements				X				\$175,000	WW
Collection System Improvements				X				\$300,000	WW
								<b>\$2,125,000</b>	<b>2017 Total</b>
Nutrient Removal Construction					X		2017	TBD	WW CIP
Treatment Plant Improvements					X			\$175,000	WW
Collection System Improvements					X			\$300,000	WW
								<b>\$475,000</b>	<b>2018 Total</b>
Nutrient Removal Construction						X		TBD	WW CIP
Treatment Plant Improvements						X		\$175,000	WW
Collection System Improvements						X		\$300,000	WW
								<b>\$475,000</b>	<b>2019 Total</b>
<b>Future</b>									
Phase 4 SE Interceptor Construction							X	TBD	GO Bond
<b>Yearly Totals</b>								<b>\$600,000</b>	<b>2014</b>
								<b>\$675,000</b>	<b>2015</b>
								<b>\$1,625,000</b>	<b>2016</b>
								<b>\$2,125,000</b>	<b>2017</b>
								<b>\$475,000</b>	<b>2018</b>
								<b>\$475,000</b>	<b>2019</b>
<b>Total 5-Year Wastewater Projects</b>								<b>\$5,975,000</b>	

**Capital Improvement Plan 2015-2019**

**Water System**

Project Description	2014	2015	2016	2017	2018	2019	Plan	Estimated Cost	Funding Source
Valve Installation	X						2013	\$57,000	Water Dividends
Distribution System Improvement Design	X							\$20,000	Water Dividends
English Street Water Line Design and Construction	X							\$57,000	Water Dividends
Meadowlark & Triple Creek Control Valve Design	X							\$15,000	Water Dividends
WUMC Waterline	X							\$14,000	Water Dividends
	X							\$14,000	Benefit District
Emergency Repair	X							\$54,000	Water Dividends
								<b>\$231,000</b>	<b>2014 Total</b>
North Woodlawn/55th St. Loop Design		X					2014	\$50,000	Water Dividends
Meadowlark & Triple Creek Control Valve Construction		X						\$100,000	Water Dividends
Distribution System Improvements		X						\$150,000	Water Dividends
Emergency Repair		X						\$50,000	Water Dividends
								<b>\$350,000</b>	<b>2015 Total</b>
North Woodlawn/55th St. Loop Construction			X					\$360,000	Water Dividends
Distribution System Improvements			X					\$150,000	Water Dividends
Emergency Repair			X					\$50,000	Water Dividends
								<b>\$560,000</b>	<b>2016 Total</b>
Distribution System Improvements				X				\$150,000	Water Dividends
Emergency Repair				X				\$50,000	Water Dividends
								<b>\$200,000</b>	<b>2017 Total</b>
High Park Loop & Control Valve					X		2017	\$325,000	Water Dividends
Distribution System Improvements					X			\$150,000	Water Dividends
Emergency Repair					X			\$50,000	Water Dividends
								<b>\$525,000</b>	<b>2018 Total</b>
Distribution System Improvements					X			\$150,000	Water Dividends
Emergency Repair					X			\$50,000	Water Dividends
								<b>\$200,000</b>	<b>2019 Total</b>
<b>Future</b>									
Secondary Connection to Wichita Water							X	TBD	Water Dividends
<b>Yearly Totals</b>								<b>\$231,000</b>	<b>2014</b>
								<b>\$350,000</b>	<b>2015</b>
								<b>\$560,000</b>	<b>2016</b>
								<b>\$200,000</b>	<b>2017</b>
								<b>\$525,000</b>	<b>2018</b>
								<b>\$200,000</b>	<b>2019</b>
<b>Total 5-Year Water Projects</b>								<b>\$2,066,000</b>	

<b>Capital Reserves &amp; Contingencies</b>									
100 200 405		<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>	<b>% Change</b>	<b>% Change</b>	<b>Explanation</b>
Line #	Line Item	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>	<b>2014</b>	<b>2015</b>	
8247	General Fund Capital Contingencies	-	-	25,000	-	25,000	0%	0%	
8300	Miscellaneous - Cash Reserve	-	-	4,768,353	4,768,353	4,848,000	0%	0%	
	<b>Total Contractual</b>	<b>-</b>	<b>-</b>	<b>4,793,353</b>	<b>4,768,353</b>	<b>4,873,000</b>	<b>0%</b>	<b>419%</b>	
				-					
9012	Transfer to Capital Reserve Fund	720,000	-	-	-	-	0%	0%	
9011	Transfer to Equipment Reserve Fund	-	-	-	-	-	0%	0%	
	<b>Total Transfers</b>	<b>720,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>0%</b>	
		<b>720,000</b>	<b>-</b>	<b>4,793,353</b>	<b>4,768,353</b>	<b>4,873,000</b>	<b>662%</b>	<b>419%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

<b>Budget Worksheet</b>									
<b>Capital Improvement Plan Reserve</b>									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanations
700 800 805									
4050	Carryover	2,185,586	2,160,636	1,128,636	2,188,131	816,906	1%	-168%	
4240	Land Acquisition Transfer	100,000	-	-	-	-	0%	0%	
4997	Transfer from General Fund	620,000	500,000	-	-	-	-100%	0%	
4610	Capital Project Reimbursement	-	-	-	-	265,000	0%	0%	
4867	Grant Reimbursement	-	-	-	-	-	0%	0%	
	<b>Total Revenue</b>	<b>2,905,586</b>	<b>2,660,636</b>	<b>1,128,636</b>	<b>2,188,131</b>	<b>1,081,906</b>	-18%	-102%	
8319	Design Meadowlark	5,400	-	-	-	-	0%	0%	
8329	Nelson Drive Intersection - Meadowlark	49	40,118	-	70,000	-	74%	0%	
8329	Nelson Drive Intersection - Patriot	41,546	19,646	-	150,000	-	663%	0%	
8332	Nelson Drive Intersection - Red Powell	-	17,925	-	104,000	-	480%	0%	
8325	Madison Avenue (DHS to High Park)	-	-	-	65,000	-	0%	0%	
	Meadowlark & woodlawn Final Design	-	-	-	17,000	-	100%	100%	
8338	Rock Road (Patriot to New DMS)	12,621	133,062	-	-	-	-100%	0%	
	Venue Design	-	-	99,225	99,225	-	0%	100%	
8235	Land Acquisition	578,607	164,642	250,000	300,000	400,000	82%	0%	Land acquisition for streets projects in 2014 and beyond
8330	Madison Avenue Central Park	106,727	97,112	565,000	410,000	-	322%	0%	Design of Warren Riverview Park
	Warren Riverview Park	-	-	-	156,000	-	0%	0%	Design of Madison Avenue Central Park
	<b>Total Expenditures</b>	<b>744,950</b>	<b>472,505</b>	<b>914,225</b>	<b>1,371,225</b>	<b>400,000</b>	190%	0%	
		2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	2014	2015	

**Equipment Replacement Plan (2015 - 2019)**

Department	Project Description	2014	2015	2016	2017	2018	2019	Plan	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
Operations	Postage and Mailing Machine	X							\$7,000	General Fund
Police	Mobile Video Recorder (3)	X							\$15,000	General Fund
Police	Tasers (3)	X							\$3,300	General Fund
Police	Patrol Car Cages (4)	X							\$10,000	General Fund
Police	Light Bar (4)	X							\$7,200	General Fund
Police	Patrol Car Equipment Consoles (3)	X							\$2,400	General Fund
Police	Tactical Armor Carrier Vests	X							\$6,197	GF-PSFF
Fire	Fire Equipment Replacements	X							\$15,000	General Fund
Fire	Personal Protective Equip. (7)	X							\$16,500	GF-PSFF
Fire	E82 Nozzles (7)	X							\$9,300	GF-PSFF
Fire	4-Gas Monitor (Station 81)	X							\$3,300	GF-PSFF
Police and Fire	Mobile Data Terminals	X							\$89,760	General Fund
Public Works	Two Riding Lawnmowers	X							\$20,870	General Fund
Stormwater	Stormwater Infrastructure Camera	X							\$16,000	Stormwater
Senior Services	Fitness Equipment	X							\$4,900	General Fund
Water	Signal Transmitters for Meters	X							\$15,000	Water
									<b>\$311,727</b>	<b>GF</b>
									<b>\$15,000</b>	<b>Water</b>
									<b>\$16,000</b>	<b>Stormwater</b>
									<b>\$342,727</b>	<b>2014 Total</b>
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
Police	Mobile Video Recorder (3)		X						\$15,000	General Fund
Police	Tasers (3)		X						\$3,300	General Fund
Police	New Portable Radios (4)		X						\$20,000	General Fund
Police	Patrol Night Vision		X						\$5,500	General Fund
Police	Records Digital Phone Recorder		X						\$25,000	General Fund
Fire	Fire Equipment Replacements		X						\$15,000	General Fund
Fire	Personal Protective Equip. (7)		X						\$16,900	General Fund
Fire	Personal Protective Equip. (6)		X						\$14,500	Derby Difference
Fire	Hydraulic Rescue Power Unit Replacemnet		X						\$8,500	GF-PSFF
Fire	SCBA Total Replacement		X						\$96,000	General Fund
									\$135,000	FEMA Grant
Senior Services	Fitness Equipment		X						\$3,200	General Fund
Water	Signal Transmitters for Meters		X						\$15,000	Water
Parks	Compact Utility Loader		X						\$21,900	General Fund
Parks	Riding Lawn Mower		X						\$20,874	General Fund
Planning & Engineering	Scanner		X						\$6,000	General Fund
									<b>\$363,800</b>	<b>GF</b>
									<b>\$15,000</b>	<b>Water</b>
									<b>\$135,000</b>	<b>FEMA Grant</b>
									<b>\$513,800</b>	<b>2015 Total</b>
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
Police	Mobile Video Recorder (3)			X					\$15,000	General Fund
Police	Tasers (3)			X					\$3,300	General Fund
Police	Electronic Ticketing			X					\$35,000	General Fund
Water	Signal Transmitters for Meters			X					\$15,000	Water
Fire	Fire Equipment Replacements			X					\$15,000	General Fund
Fire	Personal Protective Equip. (7)			X					\$17,425	General Fund
Fire	Hydraulic Rescue Hoses/Reels Replacement			X					\$7,000	GF-PSFF
Senior Services	Fitness Equipment			X					\$4,900	General Fund
Planning & Engineering	Plotter			X					\$7,500	General Fund
									<b>\$221,125</b>	<b>GF</b>
									<b>\$15,000</b>	<b>Water</b>
									<b>\$236,125</b>	<b>2016 Total</b>
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
Police	Detective Interview Recording Equip. (1)				X				\$12,000	GF-PSFF
Police	Mobile Video Recorder (3)				X				\$15,000	General Fund
Police	Tasers (3)				X				\$3,300	General Fund

Water	Signal Transmitters for Meters			X			\$15,000	Water
Fire	Fire Equipment Replacements			X			\$15,000	General Fund
Fire	Personal Protective Equip. (7)			X			\$17,425	General Fund
Fire	Combination Hydraulic Rescue Tool			X			\$7,500	GF-PSFF
Senior Services	Fitness Equipment			X			\$1,700	General Fund
							<b>\$172,925</b>	<b>GF</b>
							<b>\$15,000</b>	<b>Water</b>
							<b>\$187,925</b>	<b>2017 Total</b>
Operations	Building System Improvements				X		\$20,000	General Fund
Operations	Computer Replacement				X		\$66,000	Equip. Reserve
Operations	Copier Replacement				X		\$15,000	Equip. Reserve
Police	Mobile Video Recorder (3)				X		\$15,000	General Fund
Police	Taser Replacement (3)				X		\$3,300	General Fund
Police	Blood Clotting Trauma Replacements				X		\$1,700	General Fund
Police	Automated License Plate Readers				X		\$5,000	General Fund
Fire	Personal Protective Equip. (7)				X		\$17,950	General Fund
Fire	Fire Equipment Replacements				X		\$15,000	General Fund
							<b>\$77,950</b>	<b>General Fund</b>
							<b>\$81,000</b>	<b>Equip. Reserve</b>
							<b>\$158,950</b>	<b>2018 Total</b>
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
Police	Mobile Video Recorders					X	\$18,900	General Fund
Police	Tasers					X	\$3,400	General Fund
Police	SOT Gas Masks					X	\$5,000	General Fund
Fire	Personal Protective Equip (7)					X	\$17,950	General Fund
Fire	Fire Equipment Replacements					X	\$15,000	General Fund
							<b>\$161,250</b>	<b>General Fund</b>
							<b>\$161,250</b>	<b>2019 Total</b>
							<b>\$342,727</b>	<b>2014</b>
							<b>\$513,800</b>	<b>2015</b>
							<b>\$236,125</b>	<b>2016</b>
							<b>\$187,925</b>	<b>2017</b>
							<b>\$158,950</b>	<b>2018</b>
							<b>\$161,250</b>	<b>2019</b>
<b>Total 5-Year Plan</b>							<b>\$2,031,154</b>	

**Vehicle Replacement Plan (2015-2019)**

Department	Vehicle		2014	2015	2016	2017	2018	2019	Plan	Est. Cost	Funding Source
Admin	Derby Dash	601	X							\$69,048	Equip. Reserve
Public Works	3/4 Ton Pick-up (Parks)	224	X							28,000	Equip. Reserve
Public Works	Dump Truck (Streets)	305	X							120,000	Special Street
Public Works	3/4 Ton Pick-up (Parks)	223	X							32,000	Equip. Reserve
Public Works	Water Utility Vehicle (Diesel)	358	X							55,000	Water
Police	Patrol Car	186	X							30,500	Equip. Reserve
Police	Patrol Car	187	X							30,500	Equip. Reserve
Police	Patrol Car	184	X							30,500	Equip. Reserve
Police	Patrol Car	190	X							30,500	Equip. Reserve
Police	Animal Control Pick-up	288	X							21,500	Equip. Reserve
										<b>\$272,548</b>	<b>Equip. Reserve</b>
										<b>\$120,000</b>	<b>Special Street</b>
										<b>\$55,000</b>	<b>Water</b>
										<b>\$447,548</b>	<b>2014 Total</b>
Public Works	1/2 Ton Pick-up (Water)	298		X						30,000	Water
Public Works	Bucket Truck (Streets)	341		X						75,000	Special Street
Public Works	Vactor Combo Unit (Wastewater)	333		X						400,000	WW
Fire	Chief's Vehicle	157		X						40,000	GF
Fire	Fire Squad 82 - Replace or refurb	278		X						80,000	GF
Police	Staff Car	135		X						25,000	GF
Police	Patrol Car	190		X						40,000	Special Alcohol
Police	Patrol Car	185		X						40,000	Equip. Reserve
Police	Patrol Car	194		X						40,000	Equip. Reserve
Police	Patrol Car	195		X						40,000	Equip. Reserve
										<b>\$120,000</b>	<b>Equip. Reserve</b>
										<b>\$40,000</b>	<b>Special Alcohol</b>
										<b>\$75,000</b>	<b>Special Street</b>
										<b>\$145,000</b>	<b>GF</b>
										<b>\$30,000</b>	<b>Water</b>
										<b>\$400,000</b>	<b>WW</b>
										<b>\$810,000</b>	<b>2015 Total</b>
Public Works	Code Enforcement Pick-up	270			X					16,500	GF
Public Works	1/2 Ton Pickup (Streets)	276			X					25,000	Special Street
Planning & Eng.	1/2 Ton Pick-up (Inspector)	210			X					40,000	GF
Police	Staff Car	156			X					25,500	GF
Police	Patrol Car	192			X					42,000	GF
Police	Patrol Car	193			X					42,000	GF
Police	Patrol Car	177			X					42,000	GF
										<b>\$208,000</b>	<b>GF</b>
										<b>\$25,000</b>	<b>Special Street</b>
										<b>\$233,000</b>	<b>2016 Total</b>
Public Works	3/4 Ton Pick-up (Wastewater)	247				X				27,000	WW
Public Works	Dump Truck (Parks)	310				X				137,000	GF
Public Works	3/4 Ton Pick-up (Parks)	225				X				32,000	GF
Public Works	1/2 Ton Pick-up (Water)	298				X				30,000	Water
Public Works	1 Ton Pick-up (Parks)	368				X				40,000	Water
Public Works	3/4 Ton Pick-up (WW)	292				X				29,500	WW
Public Works	Televising Van (Wastewater)	254				X				25,000	WW
Public Works	3/4 Ton Pick-up (Streets)	236				X				37,000	Special Street
Police	Patrol Car	188				X				44,100	GF
Police	Patrol Car	R				X				44,100	GF
Police	Patrol Car	R				X				44,100	GF
Police	Patrol Car					X				44,100	GF
Police	Crime Scene Vehicle	322				X			2015	40,000	Equip. Reserve
Fire	Tanker Truck	R				X				295,000	GF
										<b>40,000</b>	<b>Equip. Reserve</b>
										<b>\$640,400</b>	<b>GF</b>
										<b>\$70,000</b>	<b>Water</b>



<b>Equipment Reserve</b>							
Line #	Line Item	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>Explanation</b>
710 800 710							
4050	Carryover	1,059,579	912,359	749,359	803,925	181,467	
4999	Transfer from General Fund	-	-	-	-	-	
	<b>Total Revenue</b>	<b>1,059,579</b>	<b>912,359</b>	<b>749,359</b>	<b>803,925</b>	<b>181,467</b>	
8100	New Equipment	9,955	-	-	-	-	
8105	Radio Replacement	-	-	-	-	-	
8110	Fire	-	-	-	-	-	
8115	Public Works	-	-	-	-	-	
8120	Software Replacements	-	-	-	-	-	
	Fiber Optic Network Connections	-	-	350,000	350,000	-	
	Equipment Replacement Plan	137,264	-	-	-	-	
	Vehicle Replacement Plan	-	108,434	272,458	272,458	120,000	
	<b>Total Expenditures</b>	<b>147,220</b>	<b>108,434</b>	<b>622,458</b>	<b>622,458</b>	<b>120,000</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	

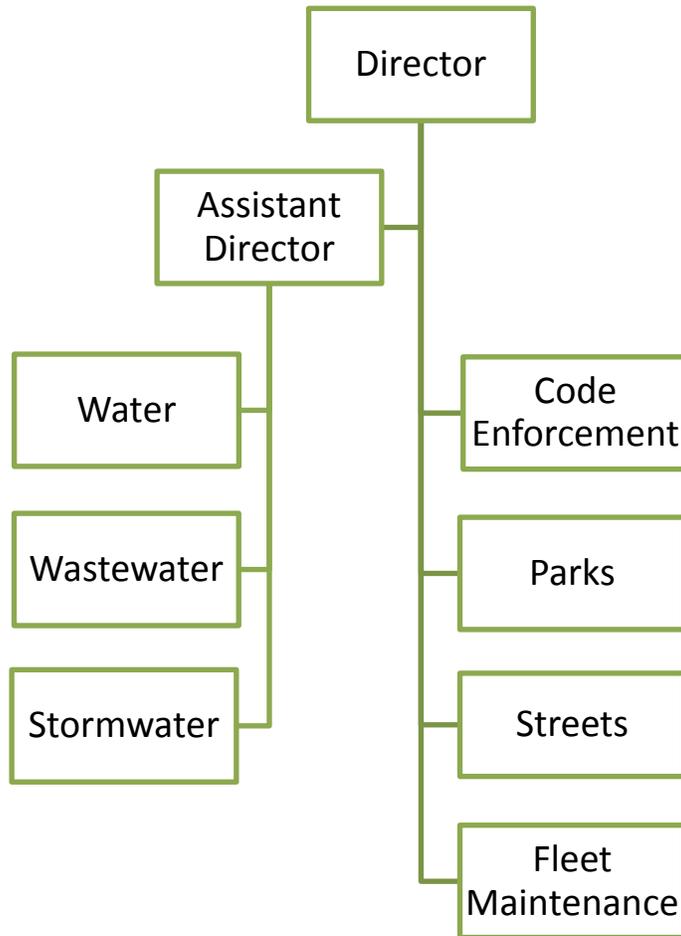
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### Mission

Consistently and effectively manage the infrastructure, equipment and recreational facilities in the City. We strive to provide a safe and friendly environment and enjoyable atmosphere at all public facilities.

### Overview

Nine work teams comprise the Public Works Department. These include Park Maintenance, Street Maintenance, Fleet Maintenance and Metal Fabrication, Sign and Signalization, GIS, Water Utility, Wastewater Utility, Stormwater Utility and Code Enforcement. The entire department relies on the talents and abilities of 52 full-time staff members. These teams provide the majority of infrastructure and utility maintenance and repairs throughout the community, including snow removal and emergency response.

# Public Works

## *Performance Measures*

### Performance Measurement

#### Parks Division

- √ 98% of designated right-of-ways mowed and maintained
- √ 100% of playground equipment inspected
- √ 100% of employees trained at least monthly

#### Streets Division

- √ 100% of crack sealing program accomplished
- √ 90% of the annual maintenance on primary and secondary streets completed
- √ 100% of staff received monthly safety training

#### Wastewater Utility

- √ 20% of sanitary sewer system lines cleaned annually.
- √ Respond to 75% of sewer backupd within 30 minutes of notification, 100% within 45 minutes.
- √ 100% of staff received monthly training

#### Water Utility

- √ 100% of all radio read transmitters purchased were installed
- √ 100% of staff received monthly training

#### Stormwater Utility

- √ 100% of documented BMP's inspected
- √ 100% of sewer connections and repairs inspected

### 2013 Citizen Survey

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

Nearly 79% of the respondents felt the City's snow removal process was good or mainly good.

"I love the parks in Derby. There are plenty of places to walk or ride bikes."

"Street maintenance in Derby is great!"

"City crews do a great job of keeping main roads open during snow."

## Division Overview

The Parks team maintains the grounds and facilities at all City-owned properties and the bike system throughout the community. The division maintains 366 acres of parks in 32 locations, including Rock River Rapids, the Derby Skate Park and an 18 hole competition Disc Golf Course.

The Derby Difference Sales Tax passed in October 2013 for implementation on January 1, 2015. Half of its proceeds will be devoted to parks for the entire 10-year life of the tax. Planned improvements include development of Madison Avenue Central Park, a new ballfields park, and a new dog park.

<b>Parks</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Personnel	550,863	540,837	559,680
Commodities	91,439	96,823	97,486
Contractual	168,506	207,704	184,102
Capital Outlay	-	-	42,774
<b>Total</b>	<b>810,808</b>	<b>845,364</b>	<b>884,042</b>

<b>Special Park and Rec</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Capital Outlay	94,335	57,500	157,522
<b>Total</b>	<b>94,335</b>	<b>57,500</b>	<b>157,522</b>

<b>Derby Difference</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Capital Outlay	-	-	7,490,775
<b>Total</b>	<b>-</b>	<b>-</b>	<b>7,490,775</b>

## Mission

Provide well-maintained facilities, safe and enjoyable parks and beautiful open spaces.

## Goals

- Keep the parks in good condition and work to ensure citizen satisfaction.
- Provide ADA-accessible features and improvements to the park system to meet the needs of all members of the community.

Budget Worksheet										
100 120 270	Public Works Parks									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation	
5001	Wages-Salary	555,728	533,874	556,800	527,312	548,055	-1%	4%	GIS Coordinator position held open for half 2014.	
5002	Overtime	5,610	11,667	5,900	9,400	7,500	-19%	-20%		
5004	Termination Fees	284	325	-	-	-	-100%	0%		
5012	Longevity	2,268	3,258	2,300	3,300	3,300	1%	0%		
5013	Lump Sum	855	915	-	-	-	-100%	0%		
5007	One Time Performance Pay	673	824	2,310	825	825	0%	0%		
	<b>Total Personnel</b>	<b>565,418</b>	<b>550,863</b>	<b>567,310</b>	<b>540,837</b>	<b>559,680</b>	<b>-2%</b>	<b>3%</b>		
6002	Operating Supplies	17,824	18,919	17,350	17,350	17,350	-8%	0%	Restroom supplies dollars increased due to large quantity scheduled activities.	
6004	Miscellaneous Tools	5,925	5,065	6,000	6,000	6,000	18%	0%	Electric and gas tools. Hand tools.	
6005	Trees & Shrubs	2,602	1,839	3,500	3,500	6,000	90%	71%	Less replacement's due to drought conditions. Also new plantins in parks and along hike and bike.	
6012	Chemicals & Fertilizer	6,028	7,692	9,000	9,000	9,000	17%	0%	Price increases.	
6110	Fuel	52,443	55,735	52,500	56,000	56,000	0%	0%		
6351	Uniforms	6,112	2,190	2,800	4,973	3,136	127%	-37%	2014 100% replacement. 2015 50% replacement. 100% boots each year.	
	<b>Total Commodities</b>	<b>90,933</b>	<b>91,439</b>	<b>91,150</b>	<b>96,823</b>	<b>97,486</b>	<b>6%</b>	<b>1%</b>		
7005	Pre-Employment Testing	-	-	600	300	300	0%	0%		
7010	Printing	319	-	-	-	-	0%	0%		
7030	Travel	681	1,781	5,646	6,346	6,346	256%	0%	Parks plus admin.	
7040	Subscriptions	11	120	100	120	120	0%	0%	Standards set for expected costs.	
7041	Dues and memberships	1,241	1,369	1,056	1,145	1,145	-16%	0%	Standards set for expected costs.	
7050	Meetings/seminars	7,028	4,371	2,493	2,493	2,041	-43%	-18%	Parks plus admin.	
7220	Professional Fees/contracts	5,188	5,865	5,500	6,000	6,000	2%	0%	Porta potties. Increased use at all events.	
7224	Mulching/Grinding	17,750	-	25,000	25,000	-	0%	-100%	Every other year program.	
7755	Seasonal Contract Wages	44,800	44,800	44,800	44,800	46,650	0%	4%	Increased hourly wages in 2015.	
7420	Ball Field Maintenance	10,158	6,773	10,000	10,000	10,000	48%	0%	Heavy rains in 2013 kept us from completing reguarly scheduled maintenance. This is based on annual maintenance with \$ added for unexpected repairs due to football practice use.	
7430	Soccer Field Maintenance	3,087	1,713	3,500	3,500	3,500	104%	0%	Primarily Garrett and High Park fields. Heavy rains in 2013 kept us from completing reguarly scheduled maintenance. This is based on annual maintenance with \$ added for unexpected repairs due to football practice use.	
7440	Park Maintenance	47,710	45,704	47,000	47,000	47,000	3%	0%	No change.	
7450	Concession Stand Maintenance	664	1,589	2,700	2,000	2,000	26%	0%	History of expenses. Some small equipment repairs expected.	
7520	Equipment Maintenance	38,159	31,716	36,000	36,000	36,000	14%	0%		
7521	Vehicle Maintenance	10,214	16,542	10,000	17,000	17,000	3%	0%	Increased costs in 2013 due to 3 major engine repairs by outside vendors and a large number of tire replacements. This was maintenance that had been delayed due to staffing abilities. Year to date 2014 costs are already 56% due to tractor trailer tire replacement and a dump truck transmission repair.	
7522	Public Events	5,243	6,165	6,000	6,000	6,000	-3%	0%	No change.	
	<b>Total Contractual Service</b>	<b>192,253</b>	<b>168,506</b>	<b>200,395</b>	<b>207,704</b>	<b>184,102</b>	<b>23%</b>	<b>-11%</b>		
	New Equipment	-	-	-	-	42,774	0%	0%	Compact utility loader and mower.	
	<b>TOTAL CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>42,774</b>	<b>0%</b>	<b>0%</b>		

Budget Worksheet										
100 120 270	Public Works Parks									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation	
	Public Works-Parks	848,605	810,808	858,855	845,364	884,042	4%	5%		
		2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	2014	2015		

Salary Splits	2014	2015
Public Works Director	30%	30%
Public Works Coordinator	40%	40%
Parks Superintendent	100%	100%
Senior Groundskeeper (4)	100%	100%
Landscape Maintenance Foreman	100%	100%
Arborist	100%	100%

Salary Splits	2014	2015
Administrative Asst.	25%	25%
Groundskeeper (4)	100%	100%
Asst. Public Works Dir.	25%	25%
GIS Coordinator	50%	50%
Arborist	50%	50%

Budget Worksheet									
240 120 310	Special Park & Recreation Fund								
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation
4050	Projected Budget Carryover	90,045	124,438	85,203	103,642	103,222	-17%	0%	
4161	State Alcohol Program	56,515	54,366	57,080	57,080	54,300	5%	-5%	
4610	Reimbursements	-	750	-	-	-	0%	0%	
4614	KDHE Crumb Rubber Grant	-	18,423	-	-	-	-100%	0%	
	<b>Total Revenues</b>	<b>146,560</b>	<b>197,977</b>	<b>142,283</b>	<b>160,722</b>	<b>157,522</b>	<b>-19%</b>	<b>-2%</b>	
7820	Special Fund Expenditures	-	-	84,783	-	15,522	0%	0%	
8307	High Park Crumb Rubber Grant	-	45,794	-	-	-	-100%	0%	
8310	High Park Improvements	-	36,717	10,000	-	-	-100%	0%	
8308	Garrett Park Improvements	-	-	-	10,000	142,000	0%	1320%	
8729	Swaney Elementary Playground	-	-	30,000	30,000	-	0%	-100%	
8260	ADA Compliance Projects	22,122	11,824	17,500	-	-	-100%	0%	
8299	Tanglewood Ballfields	-	-	-	17,500	-	0%	-100%	
	<b>Total</b>	<b>22,122</b>	<b>94,335</b>	<b>142,283</b>	<b>57,500</b>	<b>157,522</b>	<b>-39%</b>	<b>174%</b>	
	<b>Special Park &amp; Recreation Fund</b>	<b>22,122</b>	<b>94,335</b>	<b>142,283</b>	<b>57,500</b>	<b>157,522</b>	<b>-39%</b>	<b>174%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

<b>Budget Worksheet</b>			<b>Explanation</b>
	<b>Derby Difference Sales Tax Fund - Parks</b>		
Line #	Line Item	<b>2015</b>	
		<b>Budget</b>	
	<b>Operations Account</b>		
4050	Projected Budget Carryover	-	
4141	City Retail Sales Tax	1,142,137	Assume 3% growth in 2014 -2016; 2.5% in 2017 & beyond
4502	Interest Income	-	
	Bond Proceeds - Central Park	5,500,000	
	Transfer from Another Account (Library)	450,000	
	Bond Proceeds - The Venue	1,500,000	
	Bond Proceeds - Ballfield		
	<b>Total Operations Revenue</b>	<b>8,592,137</b>	
7905	Bond Issuance Costs - Central Park	110,000	
7905	Bond Issuance Costs -The Venue	30,000	
	Debt Service	-	
8xxx	Central Park Construction	5,980,000	\$6.5 M less design & bond cost of issuance
8xxx	The Venue Construction	1,370,775	\$1.5 M less design & bond cost of issuance
8xxx	Ballfield Construction, Design & Bond COI	-	
8xxx	Dog Park Construction	-	
9xxx	Transfer to Another Account (Library)	-	
9012	Transfer to CIP Reserve Fund	-	
	<b>Total Expenditures</b>	<b>7,490,775</b>	
		<b>2015 Budget</b>	

# Rock River Rapids

*Public Works*

## Division Overview

Rock River Rapids completed its eleventh successful season of operation in 2014. Rock River Rapids is a regional aquatic facility owned by the City and operated by the Derby Recreation Commission.

Beginning in 2014, direct park maintenance labor expenses are proposed to be paid from the Rock River Rapids fund to better account for costs and to improve transparency of reporting.

Aquatic Park Fund	2013	2014	2015
	Actual	Revised	Budget
Personnel	-	-	-
Commodities	-	-	-
Contractual	315,535	586,995	336,376
Capital Outlay	-	53,000	75,000
<b>Total</b>	<b>315,535</b>	<b>639,995</b>	<b>411,376</b>



## Mission

Provide a well-maintained, safe and exciting aquatic recreational facility for Derby and our regional customers.

## Goals

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



Budget Worksheet									
Rock River Rapids Aquatic Park									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation
<b>760 503 502</b>	<b>Reserve Account</b>								
4050	Projected Budget Carryover	1,611,463	1,611,463	1,491,333	1,611,463	1,376,463	0%	-15%	
4502	Interest Income	-	-	-	-	-	0%	0%	
	<b>Total Reserve Account Revenues</b>	<b>1,611,463</b>	<b>1,611,463</b>	<b>1,491,333</b>	<b>1,611,463</b>	<b>1,376,463</b>	<b>0%</b>	<b>-15%</b>	
8000	Emergency Equipment Repair/Replmnt	-	-	50,000	-	75,000	0%	0%	
9016	Transfer to Operations Account	-	-	-	235,000	227,000	0%	-3%	
	<b>Total Reserve Account Expenditures</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>235,000</b>	<b>75,000</b>	<b>0%</b>	<b>0%</b>	
<b>760 503 503</b>	<b>Operations Account</b>								
4050	Projected Budget Carryover	214,967	221,541	(2,571)	15,211	6,216	-93%	-59%	
4520	RRR Net Revenue DRC REIMBURSE	240,875	93,313	70,000	90,000	90,000	-4%	0%	
4514	Transfer Revenue from Reserve Account	-	-	-	235,000	227,000	0%	-3%	Transfer to supplement operations if revenues are similar to 2013 season.
4515	Concession Revenue	19,491	15,891	20,000	16,000	16,000	1%	0%	
	<b>Total Operation Revenue</b>	<b>475,333</b>	<b>330,745</b>	<b>87,429</b>	<b>356,211</b>	<b>339,216</b>	<b>8%</b>	<b>-5%</b>	
7011	Maintenance	69,035	125,098	126,215	164,210	145,451	31%	-11%	Pool painting accomplished in 2013; slide rejuvenation in 2014. Direct labor of city crews included in 2014 & 2015 of \$30,000. Slide rejuvenation in 2015.
7013	Marketing	15,000	23,240	15,000	23,000	23,000	-1%	0%	Combined marketing and other events promotion into line.
7014	Management Fee	96,301	96,323	97,000	97,000	99,910	1%	3%	Increased for inflation.
7015	Loss Reimbursement	50,000	50,000	50,000	50,000	50,000	0%	0%	Operating advance for DRC per agreement.
7016	Other - Special Events- Promotions	8,000	-	8,000	-	-	0%	0%	Moved to Marketing line 7013.
7020	Security	12,531	12,344	13,000	9,600	9,600	-22%	0%	Private security for RRR.
7220	Professional Fees	400	4,168	1,600	1,600	1,600	-62%	0%	Logo revision in 2013.
7310	Liability & Property Insurance	2,524	4,362	4,580	4,585	4,815	5%	5%	5% increase each year due to tightening insurance market.
7652	Stormwater	-	-	2,600	-	-	0%	0%	Included in net revenue from DRC.
	<b>Total Operations Expenditures</b>	<b>253,791</b>	<b>315,535</b>	<b>317,995</b>	<b>349,995</b>	<b>334,376</b>	<b>11%</b>	<b>-4%</b>	
<b>760 503 509</b>	<b>Operations - Interest Sub-Account</b>								
4050	Projected Budget Carryover	269,020	271,278	273,278	274,016	223,266	1%	-19%	
4502	Interest Earnings	2,258	2,738	2,000	2,250	2,250	0%	0%	
	<b>Interest Sub-Account Revenue</b>	<b>271,278</b>	<b>274,016</b>	<b>275,278</b>	<b>276,266</b>	<b>225,516</b>	<b>1%</b>	<b>-18%</b>	
8100	New Equipment	-	-	35,000	53,000	-	0%	-100%	Fiber optic connection and LED sign in 2014
	<b>Interest Sub-Account Expenditures</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>53,000</b>	<b>-</b>	<b>0%</b>	<b>-100%</b>	
<b>760 503 516</b>	<b>Sponsorship Program</b>								
4050	Projected Budget Carryover	17,577	24,102	30,102	30,102	34,102	25%	13%	
4600	Other Revenue	6,525	6,000	6,000	6,000	6,000	0%	0%	
	<b>Sponsorship Program Revenue</b>	<b>24,102</b>	<b>30,102</b>	<b>36,102</b>	<b>36,102</b>	<b>40,102</b>	<b>20%</b>	<b>11%</b>	
8100	Professional Services	-	-	2,000	2,000	2,000	0%	0%	
<b>8100</b>	<b>Sponsorship Program Expenses</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0%</b>	<b>0%</b>	

Budget Worksheet									
Rock River Rapids Aquatic Park									
		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
	<b>Summary of Revenue &amp; Expenditures:</b>								
4050	Projected Carryover	2,113,027	2,128,384	1,792,142	1,930,792	1,640,047	-9%	-15%	
4502	Interest Income	2,258	2,738	2,000	2,250	2,250	0%	0%	
4520	DRC Net Revenue	240,875	93,313	70,000	90,000	90,000	-4%	0%	
4515	Concession	19,491	15,891	20,000	16,000	16,000	1%	0%	
4800	Sponsorship Revenue	6,525	6,000	6,000	6,000	6,000	0%	0%	
4XXX	Transfers In	-	-	-	235,000	-	0%	0%	
	<b>Total Fund Revenues</b>	<b>2,382,176</b>	<b>2,246,326</b>	<b>1,890,142</b>	<b>2,280,042</b>	<b>1,754,297</b>	<b>2%</b>	<b>-23%</b>	
							0%		
7XXX	Contractual Services - Operations	253,791	315,535	317,995	584,995	334,376	85%	-43%	
8XXX	Capital Outlay	-	-	85,000	53,000	75,000	0%	42%	
8100	Sponsorship Program Expenses	-	-	2,000	2,000	2,000	0%	0%	
9XXX	Transfer Expense	-	-	-	-	-	0%	0%	
	<b>Total Fund Expenditures</b>	<b>253,791</b>	<b>315,535</b>	<b>404,995</b>	<b>639,995</b>	<b>411,376</b>	<b>103%</b>	<b>-36%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

## Division Overview

The Streets team is responsible for inspecting, monitoring, and repairing more than 428 lane-miles of streets, alleys and other access ways. Staff also maintains more than 284 miles of curb and gutter and more than 25 miles of Hike & Bike paths throughout the community.

Sign and Signal Maintenance incorporates inspection and repair of more than 4,187 signs, 17 signalized intersections, 9 signaled school crossings, pavement markings and banner installation.

The Streets team provides logistical support for community functions such as parades, block parties, large public events and provides snow and ice removal on designated city streets.

The Special Street Fund is established to accumulate proceeds from the Special City County Highway Fund tax distributions (gasoline taxes) from the state. Monies are required by statute to be used specifically for construction and rehabilitation of the city's roads. The Special Street budget reflects revenues and contractual and capital outlay expenditures.

Special Streets Fund	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	-	-	-
Commodities	-	-	-
Contractual	-	-	-
Capital Outlay	781,564	1,137,296	1,243,798
<b>Total</b>	<b>781,564</b>	<b>1,137,296</b>	<b>1,243,798</b>

Streets General Fund	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	488,099	485,881	517,896
Commodities	181,740	214,300	222,320
Contractual	106,340	151,881	152,191
Capital Outlay	213	-	-
<b>Total</b>	<b>776,391</b>	<b>852,062</b>	<b>892,407</b>

## Mission

Efficiently manage and maintain the City's roadway system to provide for the safe and convenient movement of traffic and pedestrians.

## Goals

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



Budget Worksheet										
200 120 300	Public Works Special Street Fund									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation	
4050	Projected Cash Carryover	644,339	676,134	648,843	715,225	406,720	6%	-43%		
4100	Gasoline Tax - County	254,432	250,515	262,500	253,020	255,550	1%	1%		
4101	Gasoline Tax -State	575,627	570,070	580,380	575,771	581,528	1%	1%		
4600	Other Revenues	-	71	-	-	-	-100%	0%		
	<b>Total Revenue</b>	<b>1,474,398</b>	<b>1,496,789</b>	<b>1,491,723</b>	<b>1,544,016</b>	<b>1,243,798</b>	<b>3%</b>	<b>-19%</b>		
8100	New Equipment	43,217	-	120,000	120,000	75,000	0%	0%	Dump truck in 2014, Bucket truck in 2015.	
8500	Miscellaneous	-	-	453,444	-	312,089	0%	0%		
8200	Construction Projects (CIP)	90,508	140,369	255,000	467,000	300,000	233%	-36%		
8210	Pavement Rehab	636,173	723,165	643,278	530,296	546,709	-27%	3%		
8240	Sidewalk Repair/Replacement (CIP)	28,367	8,538	20,000	20,000	10,000	134%	-50%		
	<b>Total Capital Outlay</b>	<b>798,264</b>	<b>781,564</b>	<b>1,491,722</b>	<b>1,137,296</b>	<b>1,243,798</b>	<b>46%</b>	<b>9%</b>		
	<b>Special Street Fund</b>	<b>798,264</b>	<b>781,564</b>	<b>1,491,722</b>	<b>1,137,296</b>	<b>1,243,798</b>	<b>46%</b>	<b>9%</b>		
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2013</b>	<b>2014</b>		

Budget Worksheet									
100.120.250 General Fund Street Maintenance									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation
5001	Wages-Salary	441,117	477,043	507,510	474,981	506,996	0%	7%	GIS Coordinator position held open for half 2014.
5002	Overtime	3,224	6,461	3,400	7,400	7,400	15%	0%	Moved \$4000 from 6002.
5004	Termination Fees	1,272	325	-	-	-	-100%	0%	
5007	One Time Performance Pay	673	1,372	700	700	700	-49%	0%	
5012	Longevity	1,561	2,778	1,600	2,800	2,800	1%	0%	
5013	Lump Sum	725	120	2,400	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>448,573</b>	<b>488,099</b>	<b>515,610</b>	<b>485,881</b>	<b>517,896</b>	<b>0%</b>	<b>7%</b>	
6002	Operating Supplies	13,578	15,535	22,000	18,000	18,000	16%	0%	Add GIS in 2014. 50% Move in \$4000 to 5002.
6004	Miscellaneous Tools	4,905	4,836	5,000	5,000	5,000	3%	0%	No change.
6005	Traffic Signal Supplies	16,899	14,735	17,000	17,000	26,500	15%	56%	Begin controller upgrade program in 2015.
6110	Fuel	40,414	50,299	40,500	50,300	50,300	0%	0%	
6111	Street Signs	26,638	38,533	40,000	40,000	40,000	4%	0%	
6120	Street Materials	45,538	55,975	80,000	80,000	80,000	43%	0%	Street materials is all products used in R.O.W. maintenance including snow removal. We hold \$20,000 for snow removal each year.
6351	Uniforms	3,754	1,827	4,500	4,000	2,520	119%	-37%	100% replacement 2014. 50% replacement 2015. 100% boots each year.
	<b>Total Commodities</b>	<b>151,727</b>	<b>181,740</b>	<b>209,000</b>	<b>214,300</b>	<b>222,320</b>	<b>18%</b>	<b>4%</b>	
7004	Street Striping	-	-	44,000	44,000	44,000	0%	0%	K15 & school zones
7005	Pre-Employment Testing	450	-	600	300	300	0%	0%	
7030	Travel	422	37	1,503	1,503	436	3973%	-71%	
7040	Subscriptions	11	120	150	150	150	25%	0%	No change.
7041	Dues and Memberships	863	951	747	1,000	1,000	5%	0%	
7050	Meetings/Seminars	597	2,127	1,028	1,028	307	-52%	-70%	
7220	Professional Fees/Contracts	649	701	-	-	-	-100%	0%	
7025	Seasonal Contract Labor	55,896	55,475	55,900	55,900	57,998	1%	4%	Increases hourly rate of .43 per hour.
7520	Equipment Maintenance	31,314	38,548	40,000	40,000	40,000	4%	0%	
7521	Vehicle Maintenance	5,614	8,381	8,000	8,000	8,000	-5%	0%	
	<b>Total Contractual Service</b>	<b>95,816</b>	<b>106,340</b>	<b>151,928</b>	<b>151,881</b>	<b>152,191</b>	<b>43%</b>	<b>0%</b>	
8210	Pavement Management - Rehab	-	213	-	-	-	-100%	0%	
	<b>Total Capital Outlay</b>	<b>-</b>	<b>213</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-100%</b>	<b>0%</b>	
	<b>Street Maintenance</b>	<b>696,116</b>	<b>776,391</b>	<b>876,538</b>	<b>852,062</b>	<b>892,407</b>	<b>10%</b>	<b>5%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
Public Works Director	30%	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%

Salary Splits	2014	2015
Asst Public Works Dir	25%	25%
GIS Coordinator	50%	50%
Administrative Assistant	25%	25%

**PAVEMENT MANAGEMENT PLAN  
BASED ON 2011 RATINGS**

		Basic Assumptions:		Rating #8.5- #11 - New Construction								
				Ratings #7 - #8 - Reclamite at 3 years								
				Ratings #5 - #6 - Crack Sealing - Separate Funding - Not Included in this Estimate								
				Ratings #3.5 to #4.5 - Mill & overlay								
				Ratings #1 - #3 - Reconstruction - Listed as specific projects in CIP - not included in this Estimate								
UNIT PRICES		Reclamite (3% inflation/yr.)		\$0.78	\$0.80	\$0.83	\$0.85	\$0.88	\$0.90	\$0.93	\$0.96	
(per S.Y.)		Mill & Overlay (5% inflation/yr.)		\$15.50	\$16.28	\$17.09	\$17.94	\$18.84	\$19.78	\$20.77	\$21.81	
		Chip Seal Maintenance		\$3.00	\$3.15	\$3.31	\$3.48	\$3.65	\$3.83	\$4.02	\$4.22	
		YEAR		2014	2015	2016	2017	2018	2019	2020	2021	
<b>MILL &amp; OVERLAY</b>												
<b>2014 MILL &amp; OVERLAY (32,500 S.Y.)</b>				\$503,750								
<b>2015 MILL &amp; OVERLAY (28,400 S.Y.)</b>					\$462,352							
<b>2016 - 2021 MILL &amp; OVERLAY (30,000 S.Y./Year)</b>						\$512,700	\$538,200	\$565,200	\$593,400	\$623,100	\$654,300	
<b>MAINTENANCE OF 2008 MILL &amp; OVERLAY</b>												
11,453	S.Y.	Reclamite				\$9,477						
<b>MAINTENANCE OF 2009 MILL &amp; OVERLAY</b>												
21,853	S.Y.	Reclamite					\$18,626					
<b>MAINTENANCE OF 2011 MILL &amp; OVERLAY</b>												
22,833	S.Y.	Reclamite		\$17,810					\$20,646			
<b>MAINTENANCE OF 2012 MILL &amp; OVERLAY</b>												
33,500	S.Y.	Reclamite			\$26,914					\$31,201		
<b>MAINTENANCE OF 2013 MILL &amp; OVERLAY</b>												
32,600	S.Y.	Reclamite				\$26,977					\$31,273	
<b>MAINTENANCE OF 2014 MILL &amp; OVERLAY</b>												
32,500	S.Y.	Reclamite					\$27,701					
<b>MAINTENANCE OF 2015 MILL &amp; OVERLAY</b>												
28,400	S.Y.	Reclamite						\$24,932				
<b>MAINTENANCE OF 2016 - 2020 MILL &amp; OVERLAY</b>												
27,600	S.Y.	Reclamite/Year						\$24,957	\$25,706	\$26,477		
<b>MAINTENANCE OF CHIP SEALED STREETS</b>												
16,500	S.Y.	Chip Seal of 2014 Streets						\$63,195				
9,900	S.Y.	Chip Seal of 2015 Streets							\$39,798			
<b>MAINTENANCE OF FUTURE NEW RESIDENTIAL STREETS (NEW SUBDIVISIONS)</b>												
30,000	S.Y./Year	Reclamite Residential Streets (@3 years)		\$24,102	\$24,825	\$25,570	\$26,337	\$27,127	\$27,941	\$28,779		
<b>MAINTENANCE OF RECENT &amp; FUTURE CIP PROJECTS (Reclamite 3 Years After Project)</b>												
62,900	S.Y.	Reclamite of 2008 Rock Rd. (James to Patriot)				\$52,050						
56,800	S.Y.	Reclamite of 2009 Rock Rd. (James to Chet Smith)					\$48,412					
36,800	S.Y.	Reclamite of 2010 Madison (K-15 to Rock Rd.)						\$32,307				
19,700	S.Y.	Reclamite of 2010 Buckner (K-15 to Meadowlark)						\$17,295				
11,200	S.Y.	Reclamite of 2011 Buckner (Kay to South City Limits)	\$8,736						\$0			
32,500	S.Y.	Reclamite of 2012 Meadowlark (Rock Rd. to East City Limit)		\$26,111					\$0			
1,600	S.Y.	Reclamite of 2012 Madison (Buckner to Water St.)		\$1,285					\$0			
7,400	S.Y.	Reclamite of 2012 Reconstructions (Emma, Osage, Louisa, Nelson)		\$5,945						\$0		
8,500	S.Y.	Reclamite of 2014 Meadowlark/Woodlawn Intersection					\$7,245					
8,000	S.Y.	Reclamite of 2014 Nelson Drive / Patriot					\$6,819					
21,000	S.Y.	Reclamite of 2014 Rock Road (Patriot to new DMS)					\$17,899					
7,200	S.Y.	Reclamite of 2014 Reconstructions (Tamarisk, Wahoo Cir., Burr Hill)					\$6,137		\$0			
10,500	S.Y.	Reclamite of 2015 Reconstruction (Carolyn, Blue Spruce, Blue Spruce Ct., Red Bud)						\$9,218				
25,300	S.Y.	Reclamite of 2015 Madison (DHS to High Park)						\$22,211				
5,200	S.Y.	Reclamite of 2015 River St. (Market to Madison)						\$4,565				
6,900	S.Y.	Reclamite of 2016 Reconstruction (Partridge, Sharon Ct., Kokomo)						\$6,239				
2,900	S.Y.	Reclamite of 2017 Reconstruction (Westview, Washington)							\$2,701			
7,500	S.Y.	Reclamite of 2016 Nelson Drive / Meadowlark						\$6,782				
<b>Total Cost</b>				\$530,296	\$546,709	\$626,029	\$696,608	\$702,064	\$742,346	\$750,446	\$740,829	
<b>Adjustment from 5/30/2013 version</b>				-\$112,982	-\$133,536	\$28,231	\$7,604	-\$4,694	\$35,629	-\$71,906	-\$110,284	
											6/3/2014	

## Division Overview

The Fleet Management team is responsible for the maintenance of all vehicles and fuel-powered equipment for all City departments and the Derby Recreation Commission. Staff evaluate equipment and vehicle purchase requests for compatibility and value to the organization and provide educational training on how to maintain our fleet. More than 150 vehicles and pieces of equipment are serviced and repaired each year.

The Metal Fabrication Shop assists Fleet Management, Parks and Street crews manage public facilities and equipment. The welders provide services to the City of Derby and the Derby Recreation Commission.

<b>Fleet Management</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Personnel	73,825	99,562	102,546
Commodities	16,094	16,608	16,608
Contractual	4,236	6,298	6,243
Capital Outlay	-	-	-
<b>Total</b>	<b>94,154</b>	<b>122,468</b>	<b>125,397</b>

<b>Metal Fabrication</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Personnel	95,339	98,851	101,784
Commodities	17,333	18,758	18,758
Contractual	1,778	2,132	1,982
Capital Outlay	-	-	-
<b>Total</b>	<b>114,450</b>	<b>119,741</b>	<b>122,524</b>



## Mission

Ensure that vehicles and equipment operate at peak efficiency and reduce lost time through preventative maintenance.

## Goals

- Maintain an efficient and accurate database to ensure correct reporting of all vehicle equipment costs.
- Hold 3 education sessions for vehicle & equipment operators on proper preventative maintenance procedures for the various type of vehicles and equipment.
- Regularly inspect equipment and facilities to identify areas in need of repair before they become problems.
- Provide safe work environment.

Budget Worksheet										
100.120.280	Public Works Fleet Management									
			2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item		Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary		54,051	71,691	99,292	98,787	101,771	38%	3%	
5002	Overtime		128	1,287	135	135	135	-90%	0%	
5007	One Time Performance pay		224	-	710	-	-	0%	0%	
5012	Longevity		416	636	420	640	640	1%	0%	
5013	Lump Sum		-	210	-	-	-	-100%	0%	
	<b>Total Personnel</b>		<b>54,819</b>	<b>73,825</b>	<b>100,557</b>	<b>99,562</b>	<b>102,546</b>	<b>35%</b>	<b>3%</b>	
6002	Operating Supplies		13,188	11,186	11,000	11,000	11,000	-2%	0%	
6004	Miscellaneous Tools		4,946	2,605	3,000	3,000	3,000	15%	0%	
6110	Fuel		2,453	1,840	2,450	1,850	1,850	1%	0%	
6351	Uniforms		391	463	400	758	758	64%	0%	100% replacement for clothing and boots each year.
	<b>Total Commodities</b>		<b>20,978</b>	<b>16,094</b>	<b>16,850</b>	<b>16,608</b>	<b>16,608</b>	<b>3%</b>	<b>0%</b>	
7005	Pre-Employment Testing		213	393	-	-	-	-100%	0%	
7040	Subscriptions		3,227	11	1,700	1,700	1,700	15079%	0%	Mitchel online. Parts manual.
7030	Travel		13	-	160	160	121	0%	-24%	
7041	Dues and Memberships		12	-	158	158	158	0%	0%	Standard fees.
7050	Meetings/seminars		178	-	80	80	64	0%	-20%	
7220	Professional Fees/contracts		2,095	2,176	2,200	2,200	2,200	1%	0%	Standard fees. CFA/Solvvet.
7520	Equipment Maintenance		1,073	636	1,000	1,000	1,000	57%	0%	No changes.
7521	Vehicle Maintenance		1,173	1,020	1,000	1,000	1,000	-2%	0%	No changes.
	<b>Total Contractual Service</b>		<b>7,983</b>	<b>4,236</b>	<b>6,298</b>	<b>6,298</b>	<b>6,243</b>	<b>49%</b>	<b>-1%</b>	
	<b>Total Motor Pool</b>		<b>83,781</b>	<b>94,154</b>	<b>123,705</b>	<b>122,468</b>	<b>125,397</b>	<b>30%</b>	<b>2%</b>	
			<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2014 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
Director of Public Works	10%	10%
Mechanic Supervisor	100%	100%
Mechanic	100%	100%
Public Works Coordinator	10%	10%

Budget Worksheet									
100.120.260	Public Works Metal Fabrication								
		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	92,808	93,489	98,008	97,101	100,034	4%	3%	
5002	Overtime	8	233	500	500	500	115%	0%	
5012	Longevity	808	1,236	800	1,250	1,250	1%	0%	
5013	Lump Sum	500	205	-	-	-	-100%	0%	
5007	One Time Performance Pay	474	176	1,240	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>94,598</b>	<b>95,339</b>	<b>100,548</b>	<b>98,851</b>	<b>101,784</b>	<b>4%</b>	<b>3%</b>	
6002	Operating Supplies	14,622	14,388	15,000	15,000	15,000	4%	0%	Stablized annual costs.
6004	Miscellaneous Tools	2,389	2,845	3,000	3,000	3,000	5%	0%	Stablized annual costs.
6351	Uniforms	918	100	1,000	758	758	658%	0%	
	<b>Total Commodities</b>	<b>17,929</b>	<b>17,333</b>	<b>19,000</b>	<b>18,758</b>	<b>18,758</b>	<b>8%</b>	<b>0%</b>	
7030	Travel	13	-	160	160	160	0%	0%	Admin split only.
7040	Subscriptions	11	11	60	20	20	79%	0%	Newspaper split.
7041	Dues and Memberships	171	-	240	272	122	0%	-55%	Revolving two year membership. Admin annual.
7050	Meetings/seminars	178	13	80	80	80	540%	0%	Admin split only.
7520	Equipment Maintenance	1,247	438	1,000	600	600	37%	0%	Evaluate proper expenditure coding.
7521	Vehicle Maintenance	423	1,317	500	1,000	1,000	-24%	0%	Unexpected repairs for trucks 320 & 206.
	<b>Total Contractual Service</b>	<b>2,043</b>	<b>1,778</b>	<b>2,040</b>	<b>2,132</b>	<b>1,982</b>	<b>20%</b>	<b>-7%</b>	
	<b>Total Weld Shop</b>	<b>114,570</b>	<b>114,450</b>	<b>121,588</b>	<b>119,741</b>	<b>122,524</b>	<b>5%</b>	<b>2%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
Public Works Director	10%	10%
Public Works Coordinator	5%	5%
Welder	100%	100%
Senior Welder	100%	100%

## Division Overview

The Code Enforcement team is responsible for enforcement of all nuisance abatement regulations as defined in the Municipal Code including tall grass and weeds, bulky waste, inoperable vehicles and trash service.

Summary by Category	2013	2014	2015
Code Enforcement	Actual	Revised	Budget
Personnel	76,546	79,795	82,174
Commodities	7,339	6,453	6,016
Contractual	9,188	3,080	29,530
Capital Outlay	-	-	-
<b>Total</b>	<b>93,073</b>	<b>89,328</b>	<b>117,720</b>



## Mission

Maintain the natural beauty of the City, preserve property values and provide for the health and safety of the citizens through fair, consistent, and equitable interpretation and enforcement of the Municipal Code.

## Goals

- Review nuisance ordinances, to recommend updates to improve services and fee schedules.

Budget Worksheet									
Public Works Code Enforcement									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	Explanation
100 140 210		Actual	Actual	Budget	Revised	Budget	Change	Change	
5001	Wages-Salary	144,721	75,526	78,800	78,775	81,154	4%	3%	
5004	Termination Fees	673	-	-	-	-	0%	0%	
5007	One Time Performance Pay	730	-	315	-	-	0%	0%	
5012	Longevity	1,091	1,020	740	1,020	1,020	0%	0%	
5013	Lump Sum	-	-	-	-	-	0%	0%	
	<b>Total Personnel</b>	<b>147,214</b>	<b>76,546</b>	<b>79,855</b>	<b>79,795</b>	<b>82,174</b>	<b>0%</b>	<b>3%</b>	
6002	Operating Supplies	1,981	3,527	1,900	1,900	1,900	-46%	0%	
6110	Fuel	3,312	3,615	3,300	3,600	3,600	0%	0%	
6351	Uniforms	-	196	500	953	516	385%	-46%	
	<b>Total Commodities</b>	<b>5,292</b>	<b>7,339</b>	<b>5,700</b>	<b>6,453</b>	<b>6,016</b>	<b>-12%</b>	<b>-7%</b>	
7010	Printing	15	-	-	-	-	0%	0%	
7030	Travel Expense	103	978	1,100	650	600	-34%	-8%	
7041	Dues and Memberships	100	285	210	230	230	-19%	0%	
7050	Meetings/seminars	1,745	125	1,000	1,400	400	1020%	-71%	Certifications and KACE in 2014, KACE in 2015.
7054	Neighborhood Revitalization Program	70,418	129,454	-	-	-	-100%	0%	Previous HOME grant program.
7056	Neighborhood Revitalization Reimbursement	(74,715)	(124,325)	-	-	-	-100%	0%	Previous HOME grant reimbursement.
7067	Neighborhood Revitalization Program	-	-	-	-	27,500	0%	0%	
7521	Vehicle Maintenance	161	2,671	800	800	800	-70%	0%	abnormal repairs to truck #270.
	<b>Total Contractual Service</b>	<b>(2,174)</b>	<b>9,188</b>	<b>3,110</b>	<b>3,080</b>	<b>29,530</b>	<b>-66%</b>	<b>859%</b>	
	<b>Code Enforcement</b>	<b>150,332</b>	<b>93,073</b>	<b>88,665</b>	<b>89,328</b>	<b>117,720</b>	<b>-4%</b>	<b>32%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
Code Enforcement Officer I	100%	100%
Code Enforcement Officer II	100%	100%

## Division Overview

The Stormwater team is responsible for identifying concerns within the city’s stormwater system, developing maintenance protocols for long-term preservation of stormwater infrastructure, and ensuring compliance with the Federal Clean Water Act. Currently, there are 3,373 stormwater inlets, manholes, end sections and headwalls along with 55.4 miles of storm sewer lines. The Stormwater Manager is responsible for implementation of the city’s stormwater management regulations required by KDHE and the EPA and for providing public outreach and education.

The Stormwater Manager has taken on the role of Floodplain Manager and maintains the floodplain maps with FEMA and provides assistance to property owners.

Stormwater Fund	2013	2014	2015
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Personnel	106,099	107,267	111,257
Commodities	1,711	3,459	2,507
Contractual	754	26,389	28,079
Capital Outlay	123,460	291,000	709,000
<b>Total</b>	<b>232,023</b>	<b>428,115</b>	<b>850,843</b>



## Mission

Ensure compliance with federal, state and local stormwater regulations while maintaining stormwater infrastructure.

## Goals

- Train City employees on stormwater maintenance regulations.
- Implement a stormwater infrastructure inspection program.
- Regularly inspect construction and development areas for compliance with stormwater management best practices.
- Map and analyze the stormwater and sewer system to identify improvements.

Budget Worksheet								
Stormwater Management Utility								
Line #	Line Item	2013	2014	2014	2015	2014	2015	Explanation
		Actual	Budget	Revised	Budget	Change	Change	
4050	Projected Carryover	-	98,364	291,297	386,683	0%	33%	
4502	Interest Income	2,507	-	2,500	2,500	0%		
	Stormwater Utility Fee	520,814	449,450	521,000	522,000	0%	0%	
	<b>Total Revenue</b>	<b>523,321</b>	<b>547,814</b>	<b>814,797</b>	<b>911,183</b>	<b>56%</b>	<b>12%</b>	
5001	Wages-Salary	67,739	70,130	69,186	71,276	2%	3%	
5002	Overtime	52	-	-	-	-100%	0%	
5007	One Time Performance Pay	245	-	-	-	-100%	0%	
5110	FICA	4,175	4,348	4,290	4,419	3%	3%	
5111	FICA Med	976	1,017	1,003	1,034	3%	3%	
5012	Longevity	1,176	-	1,200	1,200	2%	0%	
5013	Lump Sum	320	-	-	-	-100%	0%	
5120	KPERS	5,927	6,901	6,808	7,363	15%	8%	
5122	ICMA-RC	1,690	-	-	-	-100%	0%	
5130	Unemp	75	205	75	75	0%	0%	
5131	Work Comp	-	980	980	980	0%	0%	
5240	Health	22,296	13,471	22,296	23,411	0%	5%	
5241	Dental	1,428	919	1,428	1,499	0%	5%	
	<b>Total Personnel</b>	<b>106,099</b>	<b>97,971</b>	<b>107,267</b>	<b>111,257</b>	<b>1%</b>	<b>4%</b>	
6002	Operating Supplies	49	650	1,445	650	2856%	-55%	Turbidity meter. State testing required.
6110	Fuel	1,576	900	1,600	1,600	2%	0%	
6351	Uniforms	86	400	414	257	381%	-38%	100% new in 2014. 50% in 2015. 100% boots each year.
	<b>Total Commodities</b>	<b>1,711</b>	<b>1,950</b>	<b>3,459</b>	<b>2,507</b>	<b>102%</b>	<b>-28%</b>	
7010	Printing	-	400	400	400	0%	0%	2013 in house printing. Educational programming.
7030	Travel Expense	609	300	364	1,590	-40%	337%	ASFPM. 2015 includes reimbursement.
7041	Dues and Memberships	180	195	245	245	36%	0%	KAFM, KWEA, KLEA
7050	Meetings/seminars	(95)	500	505	1,010	-632%	100%	KAFM, KWEA, KLEA
7220	Professional Fees/Contracts	60	60	5,975	5,180	9858%	-13%	New program, annual testing costs required by 2014 stormwater permit from KDHE. Testing certification exam APWA.
7250	Contract Billing Service	-	-	18,450	18,954	0%	3%	
7520	Equipment Maintenance	-	450	-	250	0%	0%	

7521	Vehicle Maintenance	-	450	450	450	0%	0%	Costs are low for new vehicle purchased in 2013.
	<b>Total Contractual Service</b>	<b>754</b>	<b>2,355</b>	<b>26,389</b>	<b>28,079</b>	3398%	6%	
8100	New Equipment	-	16,000	16,000	-	0%	-100%	
8200	Capital Projects (CIP)	123,460	305,000	275,000	409,000	123%	49%	
8400	Miscellaneous	-	124,538	-	300,000	0%	0%	
	<b>Total Capital Outlay</b>	<b>123,460</b>	<b>445,538</b>	<b>291,000</b>	<b>709,000</b>	136%	144%	
	<b>Stormwater Management Utility</b>	<b>232,024</b>	<b>547,814</b>	<b>428,115</b>	<b>850,843</b>	85%	99%	
		<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

<b>Salary Splits</b>	<b>2014</b>	<b>2015</b>
Stormwater Manager	80%	80%
Aborist	50%	50%

## Division Overview

The Wastewater team is responsible for maintaining and servicing more than 659,088 square feet of sewer pipe equaling 124 miles and maintaining more than 2,779 manholes and other appurtenances. Aggressive maintenance has resulted in several benefits to Derby residents: Citizens experience very few blockages and flooding, and Derby’s insurer considers Derby 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 segments of the sewer collection system.

The Wastewater team 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.

Wastewater Fund	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	712,614	769,782	797,405
Commodities	89,109	105,000	103,600
Contractual	486,806	553,653	587,035
Capital Outlay & Debt	1,368,659	1,483,700	2,087,098
<b>Total</b>	<b>2,657,188</b>	<b>2,912,135</b>	<b>3,575,138</b>

Wastewater CIP Fund	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	-	-	-
Commodities	-	-	-
Contractual	-	-	-
Capital Outlay	673,599	35,000	200,000
<b>Total</b>	<b>673,599</b>	<b>35,000</b>	<b>200,000</b>



## Mission

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

## Goals

- Clean the entire collection system at least once every five years.
- Meet or exceed all KDHE and EPA treatment parameters.
- Provide safety education for employees.

Budget Worksheet									
Public Works Wastewater									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation
600 140 501	<b>Debt Service Account</b>								
4050	Projected Carryover	60,282	98,733	36,213	109,250	104,760	11%	-4%	
4502	Interest Income	140	110	5	100	100	-9%	0%	
4996	Transfer from Operations	718,405	413,700	220,000	150,000	90,000	-64%	-40%	
	<b>Total Debt Service Revenues</b>	<b>778,827</b>	<b>512,543</b>	<b>256,218</b>	<b>259,350</b>	<b>194,860</b>	<b>-49%</b>	<b>-25%</b>	
7710	Bond Principal	405,000	250,000	-	-	-	-100%	0%	
7720	Interest Expense	166,360	9,000	-	-	-	-100%	0%	
7732	State Revolving Loan Repayment	108,611	144,293	217,230	154,590	91,950	7%	-41%	
	<b>Total Debt Service Expenditures</b>	<b>679,971</b>	<b>403,293</b>	<b>217,230</b>	<b>154,590</b>	<b>91,950</b>	<b>-62%</b>	<b>-41%</b>	
600 140 504	<b>Debt Service Depreciation Account</b>								
4050	Projected Carryover	100,000	100,000	-	-	-	-100%	0%	
4502	Interest Income	-	-	-	-	-	0%	0%	
	<b>Depreciation Account Revenue</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-100%</b>	<b>0%</b>	
	<b>Close-out of Depreciation Account</b>	<b>-</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-100%</b>	<b>0%</b>	Transferred to WW CIP Fund.
600 140 200	<b>Operations Account</b>								
4050	Projected Carryover	1,596,084	1,716,535	1,551,230	1,917,582	1,798,385	12%	-6%	
4302	Customer Penalties	25,774	25,819	28,000	28,000	28,000	8%	0%	
4310	Bad Debt Recovery	1,048	(193)	1,000	1,000	1,000	-619%	0%	
4312	Sewer Connection Fees	19,050	22,500	19,000	22,500	22,500	0%	0%	
4313	Sewer Tap Fees	-	3,500	-	-	-	-100%	0%	
4324	Sewer Recapture Fees	29	-	-	-	-	0%	0%	
4332	Charges for Services	2,719,177	2,697,760	2,747,200	2,724,738	2,751,985	1%	1%	
4333	State Set-off collections	6,251	9,004	8,300	9,000	9,000	0%	0%	
4502	Interest Income	-	-	-	-	-	0%	0%	
4600	Other Revenues	3,841	2,986	4,000	3,000	3,000	0%	0%	
	<b>Total Operations Revenue</b>	<b>4,371,254</b>	<b>4,477,912</b>	<b>4,358,730</b>	<b>4,705,820</b>	<b>4,613,870</b>	<b>5%</b>	<b>-2%</b>	
5001	Wages-Salary	478,336	467,976	505,387	494,806	509,749	6%	3%	
5002	Overtime	11,710	11,292	12,360	12,000	12,000	6%	0%	
5003	Standby Pay	9,486	9,244	9,965	9,300	9,300	1%	0%	
5004	Termination Fees	340	325	-	-	-	-100%	0%	
5007	One Time Performance Pay	1,072	703	3,200	1,000	1,000	42%	0%	
5012	Longevity	3,366	5,041	5,040	5,040	5,040	0%	0%	
5013	Lump Sum	825	225	-	-	-	-100%	0%	
5110	FICA-Employer's Cost	30,391	29,700	31,334	30,678	31,604	3%	3%	
5111	FICA medical-Employer's Cost	7,108	6,946	7,328	7,175	7,391	3%	3%	
5120	KPERS-Employer's Cost	40,843	42,857	49,730	48,689	52,657	14%	8%	
5122	ICMA-Employer's Cost	12,759	13,164	-	-	-	-100%	0%	
5130	KS. Unemploy. Insure-Employer's Cost	1,663	528	1,710	530	530	0%	0%	
5131	Workers comp-Employer's Cost	9,619	9,190	9,909	9,190	9,190	0%	0%	
5240	Health Insurance-Employer's Cost	89,257	108,325	141,924	141,924	149,020	31%	5%	
5241	Dental insurance-Employer's Cost	7,161	7,099	9,450	9,450	9,923	33%	5%	
	<b>Total Personnel</b>	<b>703,935</b>	<b>712,614</b>	<b>787,337</b>	<b>769,782</b>	<b>797,405</b>	<b>8%</b>	<b>4%</b>	
6002	Operating Supplies	26,400	25,484	38,000	30,000	30,000	18%	0%	Decreased based on historical data. No new expectations.
6110	Fuel	15,849	13,741	16,000	16,000	16,000	16%	0%	No change.

Budget Worksheet									
Public Works Wastewater									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation
6220	Polymers	50,702	48,150	60,000	55,000	55,000	14%	0%	Testing new polymers. Costs continued to be adjusted.
6351	Uniforms	3,441	1,734	3,500	4,000	2,600	131%	-35%	100% replacement 2014. 50% replacement in 2015. 100% boots each year.
	<b>Total Commodities</b>	<b>96,392</b>	<b>89,109</b>	<b>117,500</b>	<b>105,000</b>	<b>103,600</b>	<b>18%</b>	<b>-1%</b>	
7005	Pre-Employment Testing	209	1,491	300	300	300	-80%	0%	
7010	Printing	184	169	300	300	300	78%	0%	
7041	Dues and Memberships	840	1,463	1,270	1,500	1,500	3%	0%	WEF, KWEA, KRWA, KLEA, KDHE, KMU, 2 organizations were missed in 2014.
7030	Travel	609	242	780	400	400	66%	0%	In state conferences/meetings.
7050	Meetings/Seminars	2,743	1,364	1,890	1,400	1,400	3%	0%	Standard set of annual meetings and training.
7066	Residential Marketing Campaign	-	15,058	15,000	15,000	15,000	0%	0%	
7220	Professional Fees and Contracts	39,237	48,205	70,000	62,000	92,000	29%	48%	Removal of biosolids min. 4 times per year, plus misc. services. Sewer capacity analysis in 2015.
7250	Contract Utility Billing	67,190	61,823	67,500	96,350	98,982	56%	3%	Reallocate utility billing costs in 2014 & 2015.
7280	Testing and Laboratory	24,505	29,171	25,000	25,000	25,000	-14%	0%	No change for 2014R or 2015. High year in 2013.
7310	Liability & Property Insurance	11,417	14,350	15,000	15,000	15,750	5%	5%	
7400	Building Maintenance	14,978	15,230	14,000	15,000	15,000	-2%	0%	No change, unexpected repairs in 2013 furnace/AC/electrical.
7520	Equipment Maintenance	36,865	30,445	55,000	40,000	40,000	31%	0%	Decreased based off historical data.
7521	Vehicle Maintenance	1,527	3,626	3,750	3,750	3,750	3%	0%	
7610	Water	24,709	31,193	24,000	30,000	30,000	-4%	0%	
7620	Gas	28,813	20,650	36,000	25,000	25,000	21%	0%	
7630	Electric	188,878	203,498	190,000	215,000	215,000	6%	0%	
7640	Telephone	747	2,231	3,430	2,350	2,350	5%	0%	
7619	One Call System	2,458	4,054	1,785	2,850	2,850	-30%	0%	Increase call data. This is a 50/50 split with El Paso Water.
7652	Stormwater	-	2,543	2,790	2,453	2,453	-4%	0%	
	<b>Total Contractual Service</b>	<b>445,909</b>	<b>486,806</b>	<b>527,795</b>	<b>553,653</b>	<b>587,035</b>	<b>14%</b>	<b>6%</b>	
8100	New Equipment	18,882	65,000	90,000	230,000	400,000	254%	74%	New shop building and fiber in 2014, Vector Combo Unit in 2015.
8120	Infrastructure - Collection (CIP)	195,433	155,173	300,000	300,000	300,000	93%	0%	
8122	Infrastructure - Treatment (CIP)	152,784	11,265	175,000	175,000	175,000	1454%	0%	
8400	Miscellaneous - Cash reserve	-	-	500,000	-	500,000	0%	0%	
	<b>Total Capital Outlay</b>	<b>367,098</b>	<b>231,438</b>	<b>1,065,000</b>	<b>705,000</b>	<b>1,375,000</b>	<b>205%</b>	<b>95%</b>	
9000	Transfer to Bond & Interest	322,981	326,663	359,000	359,000	355,750	10%	-1%	
9010	Transfer to Sewer P&I Account	718,405	713,700	485,000	415,000	250,000	-42%	-40%	
	<b>Total Transfers</b>	<b>1,041,386</b>	<b>1,040,363</b>	<b>844,000</b>	<b>774,000</b>	<b>605,750</b>	<b>-26%</b>	<b>-22%</b>	
	<b>Operations Expenditures</b>	<b>2,654,720</b>	<b>2,560,330</b>	<b>3,341,632</b>	<b>2,907,435</b>	<b>3,468,790</b>	<b>14%</b>	<b>19%</b>	
<b>600 518 501/518 Project Account- G.O. Bond 2009-A</b>									
4050	Projected Carryover	3,904,015	275,951	218,086	314,177	345,942	14%	10%	
4067	ARRA Reimbursement	67,336	45,491	31,875	31,875	46,602	-30%	46%	
4629	Grant Reimbursement	970,000	-	-	-	-	0%	0%	
4502	Interest Income	-	-	100	-	-	0%	0%	
4996	Transfer from Operations	-	300,000	265,000	265,000	160,000	-12%	-40%	
	<b>Project Account Revenues</b>	<b>4,941,351</b>	<b>621,442</b>	<b>515,061</b>	<b>611,052</b>	<b>552,544</b>	<b>-2%</b>	<b>-10%</b>	
7230	Consulting Engineer	16,427	-	-	-	-	0%	0%	
7710	Bond Principal	165,000	123,750	127,500	127,500	131,250	3%	3%	
7720	Interest Expense	144,293	141,199	137,610	137,610	133,148	-3%	-3%	

Budget Worksheet									
Public Works Wastewater									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation
	Reallocation of Bond Proceeds	1,018,750	-	-	-	-	0%	0%	
8300	Capital Outlay	3,320,931	42,316	-	-	-	-100%	0%	
	<b>Project Account Expenditures</b>	<b>4,665,400</b>	<b>307,265</b>	<b>265,110</b>	<b>265,110</b>	<b>264,398</b>	<b>-14%</b>	<b>0%</b>	
	<b>Summary of Revenue &amp; Expenditures:</b>								
4050	Projected Carryover	5,660,381	2,191,219	1,805,529	2,341,008	2,249,087	7%	-4%	
4XXX	Charges for Services	2,752,250	2,732,391	2,784,500	2,762,738	2,789,985	1%	1%	
43XX	Sewer Connection Fees	19,050	22,500	19,000	22,500	22,500	0%	0%	
4502	Interest Income	140	110	105	100	100	-9%	0%	
4629	Grant Reimbursement	970,000	-	-	-	-	0%	0%	
4067	ARRA Reimbursement	67,336	45,491	31,875	31,875	46,602	-30%	46%	
	Other Reimbursements & Revenue	3,841	2,986	4,000	3,000	3,000	0%	0%	
	<b>Total Fund Revenues</b>	<b>9,472,999</b>	<b>4,994,696</b>	<b>4,645,009</b>	<b>5,161,221</b>	<b>5,111,274</b>	<b>3%</b>	<b>-1%</b>	
5XXX	Personnel	703,935	712,614	787,337	769,782	797,405	8%	4%	
6XXX	Commodities	96,392	89,109	117,500	105,000	103,600	18%	-1%	
7XXX	Contractual Services	462,336	486,806	527,795	553,653	587,035	14%	6%	
7XXX	Debt Service - Principal & Interest	989,264	668,242	482,340	419,700	356,348	-37%	-15%	
8XXX	Capital Outlay	3,688,029	273,755	1,065,000	705,000	1,375,000	158%	95%	
9XXX	Transfer to Bond & Interest Fund & Reallocation	1,341,731	426,663	359,000	359,000	355,750	8%	-1%	
	<b>Total Fund Expenditures</b>	<b>7,281,686</b>	<b>2,657,189</b>	<b>3,338,972</b>	<b>2,912,135</b>	<b>3,575,138</b>	<b>13%</b>	<b>23%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
Director of Public Works	10%	10%
Laboratory Technician	100%	100%
Wastewater Superintendent	100%	100%
Operator I (5)	100%	100%
Operator II (2)	10%	10%
Senior Operators (2)	100%	100%
Asst. Public Works Dir	25%	25%
Administrative Assistant	25%	25%
Stormwater Manager	20%	20%

<b>Budget Worksheet</b>						
630 140 205	<b>Wastewater Capital Improvement Fund</b>					
		<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
<b>Line #</b>	<b>Line Item</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>
4050	Carryover	1,600,385	1,554,659	1,327,077	1,035,267	1,045,717
4070	Sewer Connections	44,450	52,500	44,450	44,450	44,450
4502	Interest Income	1,995	1,707	1,000	1,000	1,000
	Revolving Loan Reimbursement	-	-	-	-	-
	ARRA Reimbursement	-	-	-	-	-
	Transfer from Wastewater Fund	-	100,000	-	-	-
	<b>Total Revenue</b>	<b>1,646,830</b>	<b>1,708,866</b>	<b>1,372,527</b>	<b>1,080,717</b>	<b>1,091,167</b>
7220	Professional Fees/Contracts	-	-	-	-	-
7230	Consulting Engineer	-	-	-	-	-
8100	Phase 3 Interceptor	-	-	-	-	-
8300	Bio-Solids Improvements (Construction)	-	328,687	-	-	-
	Nutrient Removal System	-	-	-	-	-
8717	SCADA System	3,144	163,371	-	35,000	-
	Digester Capacity Enhancement	-	-	200,000	-	200,000
	Revolving Loan Payment	89,027	181,541	89,027	-	-
9000	Transfer to Wastewater Fund	-	-	-	-	-
	<b>Total Expenditures</b>	<b>92,171</b>	<b>673,599</b>	<b>289,027</b>	<b>35,000</b>	<b>200,000</b>
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>

## Division Overview

The El Paso Water Company, which is wholly owned by the City of Derby, purchases, supplies and distributes high-quality water to the city. The Water team manages and maintains 152 miles of underground water distribution infrastructure including 9,195 water meters, 1,037 fire hydrants and three elevated water tanks (towers). This division also manages the El Paso Water Treatment Facility and the City's well field.

Water Fund	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	439,521	547,237	575,697
Commodities	34,384	34,700	34,700
Contractual	174,109	225,720	249,527
Capital Outlay & Debt	1,002,870	1,271,682	1,784,986
<b>Total</b>	<b>1,650,884</b>	<b>2,079,339</b>	<b>2,644,910</b>

Water Company	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	441,102	510,700	560,075
Commodities	1,742,012	2,225,990	2,418,800
Contractual	294,621	343,745	323,964
Capital Outlay	-	-	-
<b>Total</b>	<b>2,477,734</b>	<b>3,080,435</b>	<b>3,302,839</b>

NOTE: Some expenses are paid by the Water Fund and reimbursed by the Water Company. Those are reflected in both totals.



## Mission

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

## Goals

- Implement a multi-year plan for meter replacements in neighborhoods.
- Meet and exceed all water system regulation requirements.

Provide a safe working environment for employees.

- Implement a replacement plan for aging water infrastructure.

Budget Worksheet								
Public Works Water Bonds Fund								
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015
<b>770 504 501 - Debt Service Account</b>								
4050	Projected Carryover	149,986	201,429	175,814	175,814	141,132	-13%	-20%
4601	Dividends	874,783	850,000	850,000	825,000	835,000	-3%	1%
	<b>Debt Service Revenues</b>	<b>1,024,769</b>	<b>1,051,429</b>	<b>1,025,814</b>	<b>1,000,814</b>	<b>976,132</b>	<b>-5%</b>	<b>-2%</b>
7710	Bond Principal	550,000	606,307	633,275	678,274	703,274	12%	4%
7720	Bond Interest	273,340	269,308	245,845	181,408	131,712	-33%	-27%
	<b>Debt Service Expenditures</b>	<b>823,340</b>	<b>875,615</b>	<b>879,120</b>	<b>859,682</b>	<b>834,986</b>	<b>-2%</b>	<b>-3%</b>
<b>770 504 503 - Operations Account</b>								
4050	Projected Carryover	(149,295)	(142,418)	(142,418)	(182,565)	(237,565)	28%	30%
4610	Expense Reimbursement	644,378	606,777	768,268	792,657	824,924	31%	4%
	<b>Operations Revenues</b>	<b>495,083</b>	<b>464,359</b>	<b>625,850</b>	<b>610,092</b>	<b>587,359</b>	<b>31%</b>	<b>-4%</b>
5001	Wages-Salary	311,678	307,808	356,403	384,379	403,566	25%	5%
5002	Overtime	6,891	15,117	7,000	7,000	7,000	-54%	0%
5003	Standby Pay	4,533	4,520	4,500	4,500	4,500	0%	0%
5004	Termination Fees	10,231	1,963	2,500	2,000	2,000	2%	0%
5007	One Time Performance Pay	1,232	-	1,275	1,200	1,200	0%	0%
5012	Longevity	1,777	1,235	1,780	1,235	1,235	0%	0%
5013	Lump Sum	125	240	-	-	-	-100%	0%
5110	FICA-Employer's Cost	20,309	19,071	22,097	23,831	24,551	25%	3%
5111	FICA Medical-Employer's Cost	4,750	4,460	5,168	5,573	5,742	25%	3%
5120	KPERS-Employer's Cost	23,872	26,010	32,122	34,540	39,199	33%	13%
5122	ICMA-Employer's Cost	7,299	4,527	-	-	-	-100%	0%
5130	KS. Unemploy. Insure-Employer's Cost	1,114	335	3,197	2,000	2,000	497%	0%
5131	Workers comp-Employer's Cost	10,041	7,148	9,138	7,200	7,200	1%	0%
5240	Health Insurance-Employer's Cost	45,118	43,310	82,060	69,814	73,305	61%	5%
5241	Dental insurance-Employer's Cost	3,714	3,776	5,003	3,965	4,200	5%	6%
	<b>Total Personnel</b>	<b>452,682</b>	<b>439,521</b>	<b>532,243</b>	<b>547,237</b>	<b>575,697</b>	<b>25%</b>	<b>5%</b>
6001	Office Supplies & Expenses	-	199	-	200	200	0%	
6002	Supplies	9,348	13,210	10,500	13,200	13,200	0%	0%
6110	Fuel	17,076	21,173	21,500	21,500	21,500	2%	0%
	<b>Total Commodities</b>	<b>26,424</b>	<b>34,384</b>	<b>32,000</b>	<b>34,700</b>	<b>34,700</b>	<b>1%</b>	<b>0%</b>
7005	Pre Employment Testing	1,601	2,628	600	2,000	2,000	-24%	0%
7007	Bank Service Charges	21,533	26,508	24,000	26,500	26,500	0%	0%
7010	Printing (Contract Billing Service)	74,045	72,043	78,000	78,000	78,000	8%	0%
7030	Travel	720	1,231	1,000	894	4,224	-27%	372%
7041	Dues & Memberships	58	1,636	1,200	2,828	2,828	73%	0%
7050	Meetings & Seminars	169	13	170	3,523	3,339	28084%	-5%
7066	Residential Marketing Campaign	-	10,759	15,000	15,000	15,000	39%	0%

<b>Budget Worksheet</b>								
<b>Public Works Water Bonds Fund</b>								
		<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>	<b>% Change</b>	<b>% Change</b>
Line #	Line Item	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Budget</b>	<b>2014</b>	<b>2015</b>
7220	Professional Fee and Contracts	9,001	11,709	13,500	12,000	12,000	2%	0%
7310	Property & Liability Insurance	12,433	12,596	13,225	13,225	13,886	5%	5%
7517	Wells, Pumps, & Maint	54	-	-	-	-	0%	0%
7520	Equipment Maint	697	-	700	700	20,700	0%	2857%
7640	Utilities	252	840	1,420	840	840	0%	0%
7755	Seasonal Wages	35,760	33,057	55,210	55,210	55,210	67%	0%
	<b>Total Contractual Services</b>	<b>156,324</b>	<b>173,019</b>	<b>204,025</b>	<b>210,720</b>	<b>234,527</b>	<b>22%</b>	<b>11%</b>
8100	New Equipment	2,071	-	-	55,000	30,000	0%	0%
	<b>Operations Expenditures</b>	<b>637,501</b>	<b>646,924</b>	<b>768,268</b>	<b>847,657</b>	<b>844,924</b>	<b>31%</b>	<b>0%</b>
<b>770 504 504 Depreciation Account</b>								
	<b>Revenues</b>							
4050	Projected Carryover	750,000	750,000	750,000	750,000	750,000	0%	0%
	<b>Depreciation Account Revenues</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>0%</b>	<b>0%</b>
<b>770 504 507 Surplus &amp; System Enhancement Account</b>								
4050	Projected Carryover	1,306,516	1,053,219	1,108,219	1,131,243	971,743	7%	-14%
4502	Interest Income	2,152	2,039	1,500	1,500	1,500	0%	0%
4601	Dividends	408,279	204,330	200,000	225,000	215,000	10%	-4%
	<b>Surplus Account Revenues</b>	<b>1,716,947</b>	<b>1,259,589</b>	<b>1,309,719</b>	<b>1,357,743</b>	<b>1,188,243</b>	<b>8%</b>	<b>-12%</b>
7041	KMU Dues	500	500	500	-	-	0%	0%
7061	REAP Water	5,662	-	6,000	-	-	0%	0%
7220	Professional Fees and Contracts	-	590	-	-	-	-100%	0%
8301	Capital Projects	657,566	127,255	325,000	371,000	350,000	192%	-6%
8726	Signal Transmitters for Water Meters	-	-	15,000	15,000	15,000	0%	0%
8400	Miscellaneous	-	-	600,000	-	600,000	0%	0%
	<b>Surplus Account Expenditures</b>	<b>663,728</b>	<b>128,345</b>	<b>946,500</b>	<b>386,000</b>	<b>965,000</b>	<b>201%</b>	<b>150%</b>
	<b>Summary of Revenue &amp; Expenditures:</b>							
4050	Projected Carryover	2,057,207	1,862,230	1,891,615	1,874,493	1,625,310	1%	-13%
4301	Water Revenue Collected	-	-	-	-	-	0%	0%
4502	Interest Income	2,152	2,039	1,500	1,500	1,500	0%	0%
4600	Other Income	-	-	-	-	-	0%	0%
4601	Dividends	1,283,062	1,054,330	1,050,000	1,050,000	1,050,000	0%	0%
4610	Payroll Reimbursement	644,378	606,777	768,268	792,657	824,924	31%	0%
	<b>Total Fund Revenues</b>	<b>3,986,799</b>	<b>3,525,376</b>	<b>3,711,383</b>	<b>3,718,650</b>	<b>3,501,734</b>	<b>5%</b>	<b>-6%</b>
5xxxx	Personnel	452,682	439,521	532,243	547,237	575,697	25%	5%
6xxxx	Commodities	26,424	34,384	32,000	34,700	34,700	1%	0%
7xxxx	Contractual	162,486	174,109	225,525	225,720	249,527	30%	11%

Budget Worksheet								
Public Works Water Bonds Fund								
		2012	2013	2014	2014	2015	% Change	% Change
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015
7710/7720	Debt Service	823,340	875,615	879,120	859,682	834,986	-2%	0%
8xxxx	Capital Projects	659,637	127,255	925,000	412,000	950,000	224%	131%
9001	Inter-Fund Transfers	-	-	-	-	-	0%	0%
	<b>Total Fund Expenditures</b>	<b>2,124,569</b>	<b>1,650,884</b>	<b>2,593,888</b>	<b>2,079,339</b>	<b>2,644,910</b>	<b>26%</b>	<b>27%</b>
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>

Salary Splits		
Public Works	2014	2015
Public Works Director	10%	10%
Asst. Public Works Director	25%	25%
Water Superintendent	100%	100%
Admin. Assistant	25%	25%
Installer/Maint (3)	100%	100%
Meter Reader	100%	100%
<b>Finance</b>	<b>2014</b>	<b>2015</b>
Billing Clerk	100%	100%
Administrative Assistant	100%	100%
Billing Clerk PT (1)	100%	100%
Receptionist PT (1)	100%	100%
Administrative Clerk	0%	50%
Office Manager	100%	100%

Budget Worksheet									
El Paso Water Company Operations - Cash Basis Budget									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	
		Actual	Actual	Budget	Revised	Budget	% Change	% Change	Explanation
4050	Projected Cash Carryover	425,683	394,910	289,407	383,089	481,327	-3%	26%	
4301	Water Sales	3,802,452	3,513,268	3,923,046	4,033,900	4,217,275	15%	5%	2014R increase is based upon actual billing through June 15th.
4305	Connection & Moving Charges	113,640	161,851	115,000	160,000	160,000	-1%	0%	
4310	Bad Debt Recoveries	-	947	-	-	-	-100%	0%	
4318-4320	Tower Space Rent	83,013	92,504	90,420	90,420	109,860	-2%	21%	Addition of AT&T contract in 2015.
4321	Fire Hydrant Maintenance	39,695	39,762	40,500	40,000	40,000	1%	0%	
4322	Contract Billing Charges	67,190	67,434	68,500	114,800	117,936	70%	3%	Reallocated utility billing costs in 2014 & 2015.
4300	Other Income	643	94	-	-	-	-100%	0%	
	<b>Total Revenue</b>	<b>4,532,315</b>	<b>4,270,770</b>	<b>4,526,873</b>	<b>4,822,209</b>	<b>5,126,398</b>	<b>13%</b>	<b>6%</b>	
7756	Contract Labor	490,412	441,102	578,328	602,447	630,907	37%	5%	
	<b>Total Personnel</b>	<b>490,412</b>	<b>441,102</b>	<b>578,328</b>	<b>602,447</b>	<b>630,907</b>	<b>37%</b>	<b>5%</b>	
7251	Wichita Water Purchase	1,942,992	1,867,326	2,172,290	2,172,290	2,367,800	16%	9%	
6001	Office Supplies & Expenses	-	1,216	6,000	6,000	6,000	393%	0%	2013 was only a partial year.
6002	Operating Supplies	11,322	17,536	9,000	12,000	10,000	-32%	-17%	Historical avg. Crimping tools in 2013 . Replace 6" Trash pump in 2014.
6011	Postage	3,073	2,982	3,200	3,000	3,000	1%	0%	
6014/7280	Water Treatment Supplies/Testing	9,458	15,841	10,500	10,500	10,500	-34%	0%	Water testing requirements and supplies.
6110	Fuel	-	19,697	21,500	20,000	20,000	2%	0%	
6351	Uniforms	1,477	1,765	700	2,200	1,500	25%	-32%	2014 100% replacement. 2015 50% replacement. Boots 100% each year.
	<b>Total Commodities</b>	<b>1,968,322</b>	<b>1,926,363</b>	<b>2,223,190</b>	<b>2,225,990</b>	<b>2,418,800</b>	<b>16%</b>	<b>9%</b>	
7007	Bank Service Charges	21,476	24,077	24,000	26,500	26,500	10%	0%	Anticipate increased online payment participation.
7008	Bad Debt Expense	(1,853)	(267)	(1,000)	(1,000)	(1,000)	274%	0%	
7011	Maintenance Expenses	89	332	200	300	300	-10%	0%	
7013	Marketing	213	-	215	-	-		0%	
7030	Travel	1,718	1,338	2,848	2,848	906	113%	-68%	KRWA, KWEA, District Water School, Trench and Excavation Training.
7041	Dues & Subscriptions	251	1,720	2,300	1,112	2,828	-35%	154%	AWWA, KMW, KDHE, KLEA, KRWA, KWEA, APWA, NRPA, WWP, Rotary, NADF, AAKC
7050	Meetings/Seminars	1,977	2,324	3,145	3,145	2,839	35%	-10%	KRWA, KWEA, District Water School, KMW. Customer service training for front office staff.
7066	Residential Marketing Campaign	-	10,759	-	15,000	15,000	39%	0%	
7215	Information and Recording Fees	40	40	50	50	50	25%	0%	
7216	Rentals	14,300	14,300	14,300	14,300	14,300	0%	0%	
7220	Professional Fees	27,551	30,634	57,895	54,000	55,000	76%	2%	
7260	Contract Billing Service	73,560	69,791	78,000	70,000	70,000	0%	0%	Increased postage rates.
7310	Insurance	15,403	12,596	17,800	15,000	15,751	19%	5%	
7516	Office Equipment Maintenance	123	699	-	-	-	-100%	0%	
7517	Towers, Wells, and Pumps Maintenance	8,433	28,170	25,000	20,000	40,000	-29%	100%	Tower cleaning in 2015.
7518	Mains - Maintenance	32,737	25,185	29,000	32,000	30,000	27%	-6%	Annual hydrant replacements.
7519	Meters - Maintenance	19,003	25,842	18,000	19,000	19,000	-26%	0%	Annual repairs and replacements.
7520	Equipment Maintenance	12,721	8,381	5,500	13,500	13,500	61%	0%	Hand Meter Reader replacement in 2014.
7521	Vehicle Maintenance	22,749	7,867	4,000	4,000	4,000	-49%	0%	
7620	Gas	2,360	4,351	3,570	5,200	5,200	20%	0%	

Budget Worksheet									
El Paso Water Company Operations - Cash Basis Budget									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	
		Actual	Actual	Budget	Revised	Budget	% Change	% Change	Explanation
7630	Electricity	18,741	31,020	19,490	33,200	33,200	7%	0%	
7640	Telephone	1,213	1,722	1,215	1,760	1,760	2%	0%	
7652	Stormwater	-	199	750	750	750	278%	0%	
7876	Other Taxes - Special Assessments	3,723	3,727	3,723	3,730	3,730	0%	0%	
7877	Miscellaneous	(2,558)	3,035	3,000	3,000	3,000	-1%	0%	
7619	One Call System	-	-	1,785	2,850	2,850	100%	0%	Split with WW. Includes flags and marking paint.
	<b>Total Contractual Service</b>	<b>273,970</b>	<b>307,841</b>	<b>314,786</b>	<b>340,245</b>	<b>359,464</b>	<b>11%</b>	<b>6%</b>	
8101	New Meters and Replacements	-	225,640	-	67,200	68,000	-70%	1%	Accounting change beginning in 2013 - meters + digital transmitters.
	<b>Total Expenses</b>	<b>2,732,704</b>	<b>2,900,945</b>	<b>3,116,304</b>	<b>3,235,882</b>	<b>3,477,171</b>	<b>12%</b>	<b>7%</b>	
	<b>Capitalized Meters &amp; Equipment</b>	<b>48,961</b>	<b>23,963</b>	<b>157,300</b>	<b>55,000</b>	<b>30,000</b>	<b>130%</b>	<b>-45%</b>	Trucks only in 2014 and 2015.
	<b>Dividends Paid to City of Derby</b>	<b>1,283,062</b>	<b>1,054,330</b>	<b>1,050,000</b>	<b>1,050,000</b>	<b>1,050,000</b>	<b>0%</b>	<b>0%</b>	
	<b>Total Cash Basis Budget</b>	<b>4,064,727</b>	<b>3,979,238</b>	<b>4,323,604</b>	<b>4,340,882</b>	<b>4,557,171</b>	<b>9%</b>	<b>5%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

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

# Fuel Inventory

*Public Works*

## Fuel Inventory Overview

The Fuel Inventory account is monitored by the Director of Public Works, 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 Derby Public Schools and the Derby Recreation Commission, which then reimburse the City for the cost of the fuel.

<b>Fuel Inventory</b>						
100 130 330		2012	2013	2014	2014	2015
Line #	Line Item	Actual	Actual	Budget	Revised	Budget
<b>Revenue</b>						
Fuel Purchases - USD 260		268,117	254,544	280,000	270,000	270,000
Fuel Purchases -DRC		12,061	11,563	12,750	12,000	12,000
<b>Expenses</b>						
Fuel Transfers		237	279	1,500	500	500
KS tax refund to others		21,683	12,246	26,800	20,000	20,000
Cost of Fuel sold		280,179	266,107	300,000	270,000	270,000

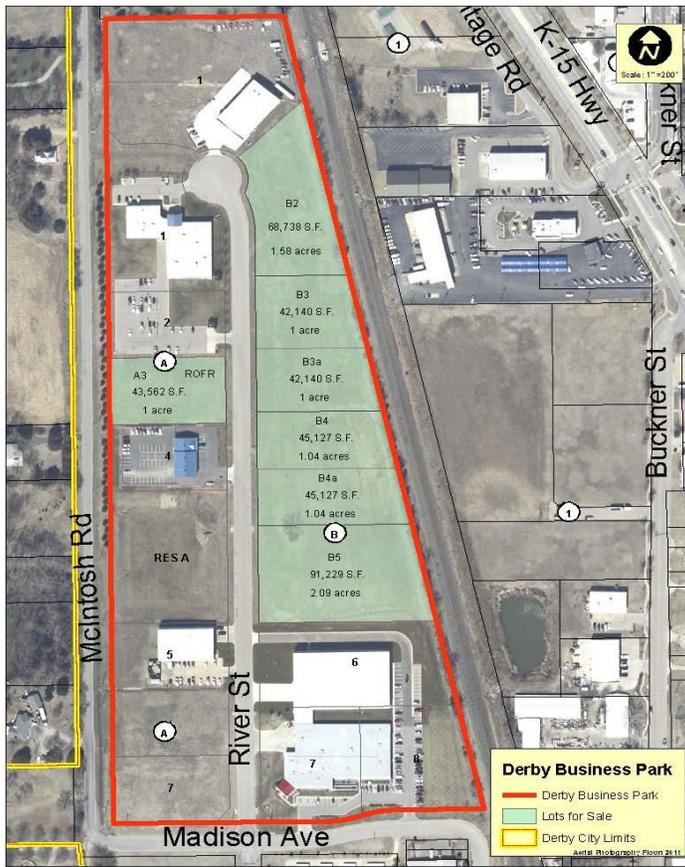


Budget Worksheet									
Public Works-Fuel Inventory									
100 130 350		2012	2013	2014	2014	2015	2014	2015	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
4010	Fuel purchases by USD # 260	268,117	254,544	280,000	270,000	270,000	6%	0%	
4020	Fuel purchases by DRC	12,061	11,563	12,750	12,000	12,000	4%	0%	
	<b>Total Revenue</b>	<b>280,178</b>	<b>266,107</b>	<b>292,750</b>	<b>282,000</b>	<b>282,000</b>	<b>6%</b>	<b>0%</b>	
6013	Fuel Transfers	237	279	1,500	500	500	79%	0%	
6115	KS tax refund to others	21,683	12,246	26,800	20,000	20,000	63%	0%	
6900	Cost of Fuel sold	280,179	266,107	300,000	270,000	270,000	1%	0%	
	<b>Total Expenses</b>	<b>302,099</b>	<b>278,632</b>	<b>328,300</b>	<b>290,500</b>	<b>290,500</b>	<b>4%</b>	<b>0%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

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# Planning & Engineering

## Performance Measures

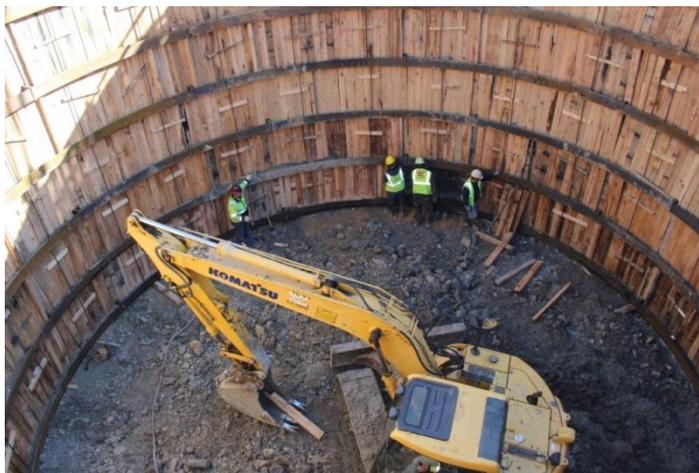


### Overview

The Planning and Engineering Department combines traditional engineering functions, planning, building plan review, business engagement and development, and inspection. The department has overseen significant commercial and residential growth and many significant infrastructure projects in recent years including numerous commercial developments, improvements at the wastewater treatment facility, numerous bike path and street improvements, construction of a new railroad crossing, and installation of booster pumps at the City's water metering facility. The department is involved with all aspects of the City's growth and provides technical expertise to the governing body and other city departments.

### Performance Measurement

- √ Reviewed and updated portions of the City's standard specifications.
- √ Entered project infrastructure data within 30 days of receiving.
- √ Provided building inspections within one business day.
- √ Processed items through the Planning Commission, as scheduled, 100% of the time.



### Mission

Ensure the City can accommodate anticipated growth and physical development at the highest standards and at the lowest possible cost to the citizens of Derby.

### Goals

- Review and adopt new stormwater manual consistent with Wichita and Sedgwick County.
- Complete an area plan for the West End.

### 2013 Citizen Survey

"Our community is attractive and growing."

"Lots of growth, but we still maintain that small town feel."

"I see a lot of positive improvements in Derby."

## Division Overview

The Engineering Division is responsible for in-house design of projects and review of consultant design for capital improvement, development, and other infrastructure projects. The division maintains and updates the City’s standard specifications and details, prepares contract documents and specifications, oversees and administers construction of infrastructure projects, and submits projects for consideration of outside funding. The division is also involved in the planning and cost estimation of future projects for inclusion in the City’s Capital Improvement Plan (CIP).

The Engineering Division also manages the City's Geographic Information System (GIS) to maintain up-to-date records of the City's infrastructure as well as parcel-related data such as plats, zoning, jurisdictional boundaries and addressing. GIS personnel also generate graphics for City Council, Planning Commission, and other meetings and assist with in-house project design.

<b>Engineering</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Personnel	321,348	359,020	393,120
Commodities	4,698	8,500	7,500
Contractual	37,156	32,368	35,488
Capital Outlay	-	-	-
<b>Total</b>	<b>363,202</b>	<b>399,888</b>	<b>436,108</b>

## Mission

Provide technical expertise in planning, design, and construction of infrastructure projects.

## Goals

- Assure cost effective and sustainable construction by keeping the City's standards and policies up-to-date with best practices.
- Protect the health, welfare, and financial investment of the public by assuring infrastructure is built to acceptable standards.

Budget Worksheet									
Engineering									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	Explanation
100 140 170		Actual	Actual	Budget	Revised	Budget	Change	Change	
5001	Wages-Salary	371,106	317,535	293,845	350,980	385,080	11%	10%	Add project engineer.
5002	Overtime	12,300	558	5,000	5,000	5,000	796%	0%	Inspections Overtime
5004	Termination Fees	683	-	-	-	-	0%	0%	
5007	One Time Performance Pay	1,524	636	1,500	640	640	1%	0%	
5012	Longevity	2,421	2,369	1,200	2,400	2,400	1%	0%	
5013	Lump Sum	100	250	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>388,135</b>	<b>321,348</b>	<b>301,545</b>	<b>359,020</b>	<b>393,120</b>	<b>12%</b>	<b>9%</b>	
6002	Operating Supplies	7,143	4,698	7,000	6,500	6,000	38%	-8%	2014 includes tempature gun and smart level for inspections
6210	Software Upgrades	-	-	1,500	2,000	1,500	0%	-25%	Energov programming improvements and software upgrade for large format printer
	<b>Total Commodities</b>	<b>7,143</b>	<b>4,698</b>	<b>8,500</b>	<b>8,500</b>	<b>7,500</b>	<b>81%</b>	<b>-12%</b>	
7005	Pre-Employment Physical	1,596	121	-	-	-	-100%	0%	
7210	Information & Recording Fees	759	718	1,000	750	750	4%	0%	
7010	Printing	338	197	400	400	400	103%	0%	
7030	Travel Expense	4	4	1,600	1,338	1,338	32614%	0%	One out of state training, two in state training
7040	Subscriptions	30	-	-	-	-	0%	0%	
7041	Dues and Memberships	1,000	250	1,000	380	500	52%	32%	
7050	Meetings/seminars	512	101	2,250	2,250	2,250	2131%	0%	One out of state training, two in state training
7055	Refunds	75	193	-	-	-	-100%	0%	
7220	Professional Fees/contracts	3,051	4,700	5,000	4,000	7,000	-15%	75%	2015 includes bridge inspections
7320	Software Maintenance	19,558	29,278	21,500	21,500	21,500	-27%	0%	SG County info: Energov; GIS; Smart Chart
7520	Equipment Maintenance	-	785	750	750	750	-4%	0%	
7521	Vehicle Maintenance	849	809	1,500	1,000	1,000	24%	0%	
	<b>Total Contractual Service</b>	<b>27,772</b>	<b>37,156</b>	<b>35,000</b>	<b>32,368</b>	<b>35,488</b>	<b>-13%</b>	<b>10%</b>	
	<b>Engineering</b>	<b>423,050</b>	<b>363,202</b>	<b>345,045</b>	<b>399,888</b>	<b>436,108</b>	<b>10%</b>	<b>9%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
City Engineer	50%	50%
Assistant City Engineer	100%	100%
Project Engineer	100%	100%
GIS Coordinator	100%	100%
Project Inspector	100%	100%
Project Manager/GIS Programmer	100%	100%
Planning & Engineering Coordinator	50%	50%
Administrative Assistant	25%	25%

## Division Overview

In December 2013, Economic Development efforts were moved to the Planning and Development Division. The previous Economic Development Director position in Administration was reclassified into the new Development Manager position now housed in this division.

The Division is responsible for regulatory review of zoning and subdivision of land to assure compliance with the City's Comprehensive Plan. Staff assist residents, property owners, businesses, and developers in understanding and applying the City's plans and regulations. Staff facilitates meetings for the Planning Commission, Board of Zoning Appeals, and Community Development Advisory Board and provides professional expertise to the City Council.

Activities include long-range and current planning, implementation of Derby's economic development plan, serving as an advocate and ambassador for doing business in Derby, site plan review, and zoning administration. This division works internally to facilitate approvals required for development, while keeping staff up-to-date on business developments and economic development incentive packages in accordance with City policy.

Planning & Dev.	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	91,734	150,388	153,721
Commodities	1,002	1,350	1,850
Contractual	3,183	58,611	11,549
Capital Outlay	-	-	-
<b>Total</b>	<b>95,918</b>	<b>210,349</b>	<b>167,120</b>

Note: Some expenses previously budgeted in the Economic Development Division were transferred here in 2014.

## Mission

Promote comprehensive planning and development to complement and maximize the City's business community, housing supply, transportation systems, land uses, utility networks, recreational facilities, and schools.

## Goals

- Provide for orderly growth by assuring new development and redevelopment is consistent with approved plans and built in accordance with approved standards.
- Encourage reinvestment in the K-15 corridor and Buckner Business District.
- Provide a one-stop shop for entrepreneurs considering developing, expanding or otherwise doing business in Derby.
- Ensure the Zoning Ordinance, Subdivision Regulations and other policies are updated to address changes in land use patterns, practices, and emerging technologies.

Budget Worksheet									
Planning & Development									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	Explanation
100 140 190		Actual	Actual	Budget	Revised	Budget	Change	Change	
5001	Wages-Salary	85,033	91,504	104,364	150,283	153,616	64%	2%	added Development Manager
5004	Termination Fees	2,570	-	-	-	-	0%	0%	
5007	1 Time Performance Pay	301	-	300	-	-	0%	0%	
5012	Longevity	118	105	115	105	105	0%	0%	
5013	Lump Sum	-	125	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>88,022</b>	<b>91,734</b>	<b>104,779</b>	<b>150,388</b>	<b>153,721</b>	<b>64%</b>	<b>2%</b>	
6002	Operating Supplies	1,415	1,002	1,100	1,350	1,850	35%	37%	added Development Manager; 2015 includes additional postage for annexations
	<b>Total Commodities</b>	<b>1,415</b>	<b>1,002</b>	<b>1,100</b>	<b>1,350</b>	<b>1,850</b>	<b>35%</b>	<b>37%</b>	
7005	Pre-Employment Physical	2,523	-	-	-	-	0%	0%	
7010	Printing	2,028	3,123	2,500	3,000	3,000	-4%	0%	annexation and other publication costs
7030	Travel Expense	-	-	1,800	2,375	3,713	0%	56%	added Development Manager
7040	Subscriptions	-	-	165	766	766	0%	0%	ICMA, KACM, & IEDC for Dev. Mgr; AICP, APA & Planners Web \$135
7041	Dues and Memberships	210	-	730	1,420	925	0%	-35%	added Dev.Mgr.; 2014 includes AICP testing
7050	Meetings/Seminars	-	60	900	1,050	1,545	1650%	47%	added Development Manager
7220	Professional Fees/Contracts	-	-	55,500	50,000	1,600	0%	-97%	Reduced new WAMPO fee from 5,500 in 2014 to \$1,600 in 2015; 2014 west end study \$50,000 in 2014.
	<b>Total Contractual Service</b>	<b>4,760</b>	<b>3,183</b>	<b>61,595</b>	<b>58,611</b>	<b>11,549</b>	<b>1742%</b>	<b>-80%</b>	
	<b>Planning</b>	<b>94,197</b>	<b>95,918</b>	<b>167,474</b>	<b>210,349</b>	<b>167,120</b>	<b>119%</b>	<b>-21%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
City Engineer	25%	25%
City Planner	100%	100%
Development Manager	100%	100%
Planning & Engineering Coordinator	25%	25%
Administrative Assistant	50%	50%

\*Funding added for Development Manager transferred from Economic Development Division (Administration) in 2014 and 2015.

## Division Overview

The Building Trades Division reviews residential and commercial building permit applications including architectural plans and specifications and provides on-site inspection to assure compliance with building codes and City ordinances.

The division also coordinates to assure requirements of the Planning Commission, Fire Department, and other City departments are properly incorporated into new construction and remodel projects. The division provides support to the Board of Construction Trades and Appeals, and to other City departments regarding construction, interpretation of codes, and contractor licensing. The division reviews and updates building & trade codes and enforces the minimum housing code.

<b>Building Trades</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Personnel	77,535	105,785	108,922
Commodities	2,998	4,050	3,600
Contractual	3,617	11,235	9,835
Capital Outlay	-	-	-
<b>Total</b>	<b>84,150</b>	<b>121,070</b>	<b>122,357</b>



## Mission

Ensure residential and commercial construction complies with applicable policies and codes thereby providing for the health, safety, and well-being of the public.

## Goals

- Protect the safety of the public by assuring that commercial and residential structures within the City are designed and built in accordance with applicable standards.
- Assure that commercial development is built in accordance with applicable zoning and site plan review requirements.
- Educate the public on the purpose, need for and requirements of the building codes.

Budget Worksheet									
Building Trades									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	Explanation
100 140 180		Actual	Actual	Budget	Revised	Budget	Change	Change	
5001	Wages-Salary	90,594	75,789	103,295	103,885	107,022	37%	3%	City Engineer added in 2014
5002	Overtime	269	44	500	500	500	1025%	0%	
5004	Termination Fees	674	-	-	-	-	0%	0%	
5007	One time Performance Pay	301	1,056	300	1,100	1,100	4%	0%	
5012	Longevity	313	300	300	300	300	0%	0%	
5013	Lump Sum	-	345	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>92,152</b>	<b>77,535</b>	<b>104,395</b>	<b>105,785</b>	<b>108,922</b>	<b>36%</b>	<b>3%</b>	
6002	Operating Supplies	356	-	200	1,050	600	0%	-43%	added shirts and boots for building official and GIS coordinator; 2014 includes code books \$450
6110	Fuel	3,632	2,998	3,600	3,000	3,000	0%	0%	
	<b>Total Commodities</b>	<b>3,987</b>	<b>2,998</b>	<b>3,800</b>	<b>4,050</b>	<b>3,600</b>	<b>35%</b>	<b>-11%</b>	
7010	Printing	19	140	75	140	140	0%	0%	
7030	Travel Expense	-	-	510	510	510	0%	0%	
7041	Dues and Memberships	-	160	160	660	760	313%	15%	Added \$500 annually for code training of GIS coordinator (2 certifications annually); 2015 includes building official license renewal \$100
7050	Meetings/seminars	424	70	425	425	425	507%	0%	Certification renewal seminar in 2014.
7220	Professional Fees/contracts	12,380	2,350	11,000	9,000	7,500	283%	-17%	Sedgwick County inspections.
7520	Equipment Maintenance	67	-	-	-	-	0%	0%	
7521	Vehicle Maintenance	60	897	500	500	500	-44%	0%	
	<b>Total Contractual Service</b>	<b>12,949</b>	<b>3,617</b>	<b>12,670</b>	<b>11,235</b>	<b>9,835</b>	<b>211%</b>	<b>-12%</b>	
	<b>Building Trades</b>	<b>109,088</b>	<b>84,150</b>	<b>120,865</b>	<b>121,070</b>	<b>122,357</b>	<b>44%</b>	<b>1%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
City Engineer	25%	25%
Building Trades Official	100%	100%
Planning & Engineering Coordinator	25%	25%
Administrative Assistant	25%	25%

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### Overview

During 2013, the Police Department recorded the following trends from the previous year. Four percent increase in Part I offenses, 18% decrease in identity theft, 5% increase in traffic accidents, 1% increase in dispatched calls, and crime clearance rates that continue to exceed the national average.

In 2014, the Department will focus on community policing, emerging crime trends, traffic safety, maintaining timely and effective response to call within a growing geographical area, and ensuring our resources are deployed in such a manner to promote community safety.

### Performance Measures

- ✓ 83% of all calls were reported to in 5 minutes or less
- ✓ All Officers attended safety, legal updates and customer service training in 2013
- ✓ Conducted 185 Community education sessions and 10 Child ID events

### Mission

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.

### 2013 Citizen Survey

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

Of respondents who had an encounter with police services, 92% responded that they received adequate response for their situation.

"Friendly, helpful and professional"

# Patrol Division

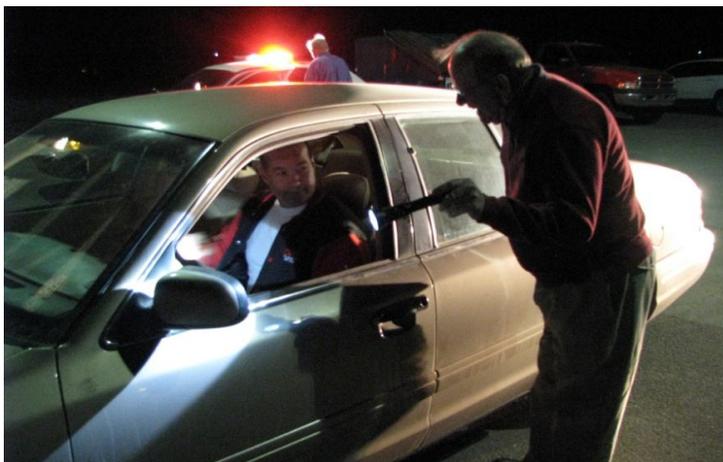
## Division Overview

Ensuring that Derby remains a safe and secure community is a top priority for the Police Department. Through the community policing approach, we form vital partnerships with citizens, business owners, schools, churches and community groups to work together to ensure safety and quality of life for our community. Police are responsible for investigation of crimes, traffic safety, accident investigation, animal control and community education. We strive to be proactive in preventing crime and traffic concerns.

In 2013, a number of goals were accomplished. The Police Employee Advisory Committee (PEAC) was created. A new web page that allows enhanced customer service became operational. We have partnered with Derby Public Schools to train nearly 150 administrators and faculty on the latest school safety techniques.

Officers assigned to the Patrol Division maintained an average response time to calls of 2.4 minutes, with 58% of calls receiving a response in 1 minute or less.

Summary by Category	2013	2014	2015
Patrol	Actual	Revised	Budget
Personnel	2,372,792	2,576,450	2,605,381
Commodities	235,119	255,670	255,675
Contractual	102,551	139,125	136,900
<b>Total</b>	<b>2,710,462</b>	<b>2,971,245</b>	<b>2,997,956</b>



## Mission

Maintain a safe community by using a proactive community policing approach

## Goals

- Continue to improve our proactive traffic response to reduce injury accidents.
- Continue the strong partnership with Derby Public Schools to train both faculty and officers on issues regarding school safety.
- Provide officers with the opportunity to have input regarding the development of the 2015-2019 strategic plan.

<b>Budget Worksheet</b>									
100.110.105	<b>Police Department-Patrol</b>								
Line #	Line Item	2012	2013	2014	2014	2015	% Change	% Change	Explanation
		Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	2,296,975	2,307,558	2,569,017	2,524,205	2,551,772	9%	1%	Includes holiday pay. SGT to LT in 2015.
5002	Overtime	91,024	99,801	103,000	107,000	110,240	7%	3%	Training and crime surveillance projects.
5003	Standby Pay	6,148	6,317	6,000	6,400	6,400	1%	0%	
5004	Termination Fees	29,682	12,167	-	-	-	-100%	0%	
5005	Shift Differential	11,424	11,424	14,591	14,591	14,591	28%	0%	Five officers at KLETC in 2013, request full allocation in 2014R and 2015.
5006	Special Duty Pay	8,300	6,875	9,800	9,800	9,800	43%	0%	SOT and SRO not at full staffing in 2013, request full allocation in 2014R and 2015.
5007	One Time Performance Pay	5,857	5,758	6,160	5,800	5,800	1%	0%	
5012	Longevity	10,068	14,130	15,800	14,200	14,200	0%	0%	
5013	Lump Sum Bonus	2,000	2,340	-	-	-	-100%	0%	
5014	Police Services Reimbursement	(46,326)	(18,033)	(43,000)	(43,000)	(43,000)	138%	0%	
5015	SRO/Aquatic Park Reimbursement	(76,862)	(75,546)	(72,222)	(62,546)	(64,423)	-17%	3%	RRR security now handled by private security company.
	<b>Total Personnel</b>	<b>2,338,291</b>	<b>2,372,792</b>	<b>2,609,146</b>	<b>2,576,450</b>	<b>2,605,381</b>	<b>9%</b>	<b>1%</b>	
6002	Operating Supplies	20,432	18,077	19,000	19,000	19,000	5%	0%	Less than full staffing in 2013.
6003	Patrol Supplies	14,327	13,559	14,175	14,175	14,175	5%	0%	
6010	Investigation supplies	10,156	7,757	9,000	8,795	8,000	13%	-9%	Carport in 2014.
6110	Fuel	124,482	120,188	127,000	127,000	127,000	6%	0%	Anticipate full staffing in 2014R and 2015.
6130	Range Supplies/Expenses	11,223	15,793	15,000	16,000	16,000	1%	0%	Range structure in need of repair.
6350	Training fees and materials	14,394	13,921	15,200	15,200	16,000	9%	5%	Less than full staffing in 2013.
6351	Uniforms	44,356	41,784	58,000	50,500	50,500	21%	0%	Reevaluated costs and needs.
6352	Special Operations Equipment	4,906	4,038	5,000	5,000	5,000	24%	0%	
	<b>Total Commodities</b>	<b>244,277</b>	<b>235,119</b>	<b>262,375</b>	<b>255,670</b>	<b>255,675</b>	<b>9%</b>	<b>0%</b>	
7005	Pre-Employment Physical	7,062	6,600	7,000	7,000	9,000	6%	29%	PD recruitment in 2015.
7010	Printing	2,794	3,146	3,525	3,525	3,525	12%	0%	New crime prevention booklet.
7040	Subscriptions	227	273	300	300	300	10%	0%	
7041	Dues and Memberships	3,445	3,241	3,470	3,850	3,850	19%	0%	Kansas Peace Officer association dues increase.
7050	Meetings and Seminars	788	98	3,000	9,000	3,000	9061%	-67%	Chiefs seminar in 2014, IACP, and KACP/KPOA
7121	Animal Care	6,555	6,781	10,000	10,000	10,000	47%	0%	Shelter fees increasing.
7122	Reimbursement Animal Care	(1,300)	(1,500)	(1,225)	(1,225)	(1,225)	-18%	0%	
7131	Crime Prevention	1,737	1,976	9,000	2,000	2,000	1%	0%	
7220	Professional Fees and Contracts	1,579	1,533	9,500	6,825	8,600	345%	26%	Air cards.
7231	Software Purchase	462	1,099	2,000	1,500	1,500	36%	0%	Internal affairs tracking software.
7500	Computer Maintenance	-	50	350	350	350	600%	0%	

7520	Equipment Maintenance	10,205	8,993	11,000	11,000	11,000	22%	0%	Expected maintenance costs.
7521	Vehicle Maintenance	35,714	32,144	45,000	41,000	41,000	28%	0%	Additional maintenance for older vehicles is expected.
7615	Detention Center	24,164	38,117	35,000	39,000	39,000	2%	0%	County jail fees.
7616	Detention Medical Expenses	(179)	-	5,000	5,000	5,000	0%	0%	
	<b>Total Contractual Service</b>	<b>93,253</b>	<b>102,551</b>	<b>142,920</b>	<b>139,125</b>	<b>136,900</b>	<b>36%</b>	<b>-2%</b>	
	<b>Patrol Division</b>	<b>2,675,822</b>	<b>2,710,462</b>	<b>3,014,441</b>	<b>2,971,245</b>	<b>2,997,956</b>	<b>10%</b>	<b>1%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

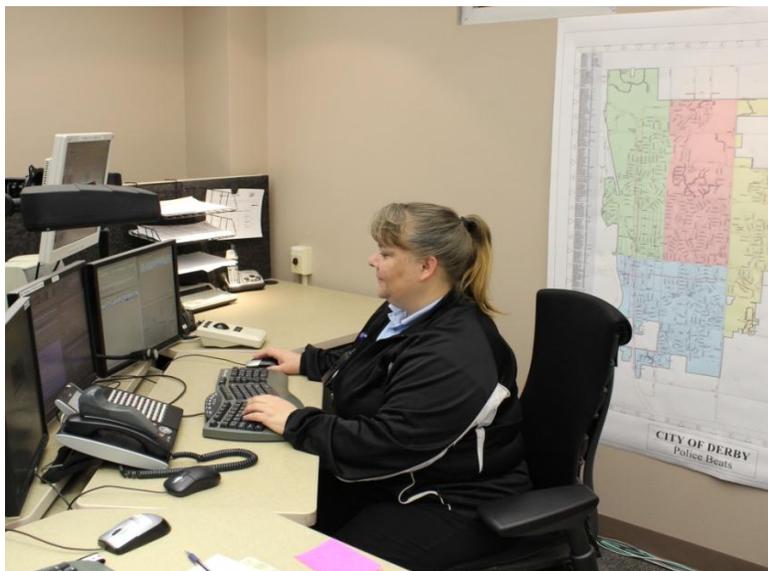
Salary Splits	2014	2015
Chief	100%	100%
Deputy Chief	100%	100%
Lieutenant (3)	100%	100%
Sergeant (5)	100%	100%
Detective (4)	100%	100%
MPO (6)	100%	100%
Police Officer (25)	100%	100%
Police Officer Part Time (2)	100%	100%
Station Officer (1)	100%	100%
Administrative Assistant (1)	100%	100%
Evidence Custodian (1)	100%	100%
Animal Control Officer (1)	100%	100%
Animal Control Officer Part Time (1)	100%	100%

## Division Overview

The Records Division maintains all police records and provides information to citizens, courts and other organizations. Records staff ensure the quality of all police cases into the records management system.

As a 24/7 operation, this division has many duties including monitoring a radio channel to assist officers with non-emergency dispatch functions such as warrant and driver license checks and other requests made by police officers. Customer service remains a top priority for the Records Division as it had interaction with more than 6,300 citizens coming into the police department in 2013.

Records	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	325,563	339,620	349,373
Commodities	5,581	7,500	7,500
Contractual	37,145	50,100	52,400
Capital Outlay	-	-	-
<b>Total</b>	<b>368,288</b>	<b>397,220</b>	<b>409,273</b>



## Mission

Record and preserve police records in an accurate and professional manner while providing outstanding customer service.

## Goals

- Establish a training program to train new Records employees.
- Maintain high standards for accuracy in data entry as well as dissemination of police records.
- Continue to deliver outstanding customer service to the thousands of citizens they interact with each year.

Budget Worksheet									
Police Department - Records									
100.110.110		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	326,392	312,928	326,986	324,950	334,703	4%	3%	
5002	Overtime	1,060	3,037	2,000	8,000	8,000	163%	0%	Additional OT needed to cover temporary vacancies.
5004	Termination Fees	-	1,464	-	-	-	0%	0%	
5005	Shift Differential	2,796	2,595	2,950	2,950	2,950	14%	0%	
5012	Longevity	3,319	3,720	3,000	3,720	3,720	0%	0%	
	One time performance bonus	298	1,820	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>333,865</b>	<b>325,563</b>	<b>334,936</b>	<b>339,620</b>	<b>349,373</b>	<b>4%</b>	<b>3%</b>	
6002	Operating Supplies	4,828	4,843	5,000	5,000	5,000	3%	0%	
6350	Training Fees and materials	481	738	1,000	1,000	1,000	36%	0%	Records management training.
6351	Uniforms	-	-	-	1,500	1,500	0%	0%	Uniforms for all records staff.
	<b>Total Commodities</b>	<b>5,309</b>	<b>5,581</b>	<b>6,000</b>	<b>7,500</b>	<b>7,500</b>	<b>34%</b>	<b>0%</b>	
7005	Pre-Employment Expenses	-	397	800	800	800	102%	0%	
7210	Bonds	75	-	300	300	300	0%	0%	
7220	Professional Fees and Contracts	16,093	29,913	40,400	38,000	40,000	27%	5%	\$3,800 for Morpho Trak fingerprint system.
7500	Computer Maintenance Expense	-	-	400	400	400	0%	0%	
7520	Equipment Maintenance	3,390	2,074	5,000	5,000	5,000	141%	0%	NCIC tokens.
7600	Teletype Expense	2,888	4,760	6,500	5,600	5,900	18%	5%	ASTRA and NCIC monthly access costs.
	<b>Total Contractual Service</b>	<b>22,446</b>	<b>37,145</b>	<b>53,400</b>	<b>50,100</b>	<b>52,400</b>	<b>35%</b>	<b>5%</b>	
	<b>Records Division</b>	<b>361,620</b>	<b>368,288</b>	<b>394,336</b>	<b>397,220</b>	<b>409,273</b>			
		2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	2014	2015	

Salary Splits	2014	2015
Records Supervisor (1)	100%	100%
Senior Records Clerk (2)	100%	100%
Records Clerk (4)	100%	100%
Records Clerk Part Time (1)	100%	100%

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# Fire & Rescue Department

## *Department Overview*

### Overview

The Derby Fire and Rescue Department consists of 17 full-time, 9 part-time and 16 volunteer firefighters. The department responds to structure fires, vehicle fires and rescues, high and low-angle rescues, water rescues, haz-mat, lost people and first response medical calls. Firefighters are very active in fire prevention including yearly fire inspections for of businesses, places of assembly, day care facilities, and schools.

The Derby Difference Sales Tax passed in October 2013 for implementation on January 1, 2015. Thirty percent of its proceeds will be devoted to hiring firefighters and providing other equipment and operational costs necessary to enhance the safety of the community.

Fire & Rescue	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Fire & Rescue			
Personnel	966,374	1,004,547	1,037,016
Commodities	52,843	60,615	60,615
Contractual	51,096	63,179	73,141
Capital Outlay	-	-	-
<b>Total</b>	<b>1,070,313</b>	<b>1,128,341</b>	<b>1,170,772</b>

Derby Difference	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	-	-	416,239
Commodities	-	-	25,860
Contractual	-	-	4,495
Capital Outlay	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>446,594</b>

### Mission

Provide life safety, property conservation, public education, and fire prevention, and perform the duties of the fire service with integrity and honor.

### Goals

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

### 2013 Citizen Survey

"Very professional."

"Top notch."

Budget Worksheet									
Fire and Rescue									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	Explanation
100 160 370		Actual	Actual	Budget	Revised	Budget	Change	Change	
5001	Wages-Salary	852,666	889,197	931,257	923,384	956,091	4%	4%	
5020	Safer Grant Reimbursement	(23,350)	-	-	-	-	0%	0%	
5002	Overtime	53,914	68,334	56,642	75,238	75,000	10%	0%	2014: Several FMLA leaves, increasing use of sick leave, training and off-duty activities. All allotted part-time hours used in 2013. 2014/2015 adjusted for change from 28 day to 14 day pay period.
5004	Termination Fees	1,058	451	-	-	-	0%	0%	
5006	Volunteer Wages	5,625	7,500	7,500	5,625	5,625	-25%	0%	
5007	One Time Performance Pay	751	91	-	-	-	-100%	0%	
5012	Longevity	196	300	300	300	300	0%	0%	
5013	Lump Sum	600	500	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>891,461</b>	<b>966,374</b>	<b>995,699</b>	<b>1,004,547</b>	<b>1,037,016</b>	<b>4%</b>	<b>3%</b>	
6002	Operating Supplies	13,945	9,003	11,816	11,816	11,816	31%	0%	This line item is based on projected use of building supplies as well as the EOC, rehabilitation supplies, medical supplies replacement that is not provided by EMS.
6110	Fuel	22,387	21,122	23,058	23,322	23,322	10%	0%	We spend a lot of time out in the community doing hydrant maintenance, building inspections and calls. Our calls are up 16% by mid-February over last year.
6350	Training Fees & Materials	6,786	5,761	6,786	6,786	6,786	18%	0%	Several new volunteers to the department means that we will be purchasing new training material as well as EMT and Firefighter certification costs.
6351	Uniforms	23,231	16,957	23,231	18,691	18,691	10%	0%	Based on allotted spending for all paid personnel each year. If uniforms not replaced in 2013, will definitely need replaced in 2014. Added a 9th PT FF. 6 new volunteers, readjusted cost and quantity of PPE, and changed type of uniform pant for cost savings.
	<b>Total Commodities</b>	<b>66,349</b>	<b>52,843</b>	<b>64,891</b>	<b>60,615</b>	<b>60,615</b>	<b>15%</b>	<b>0%</b>	
7005	Physicals	4,359	4,351	5,250	3,350	5,250	-23%	57%	Based on 4 annual pre-employment physicals, job specific testing for returning to work following injuries and tri-annual physicals.
7010	Printing	890	464	800	800	800	72%	0%	Printing is for onscene medical reports as well as inspection reports. Since we did not print as much in 2013, we expect to have to have more printed in 2014 and 2015.
7030	Travel Expense	4,435	2,358	6,599	6,299	8,029	167%	27%	2015: 2 arson investigators will recertify at training conference in Topeka. 2013: Low because neither Chief nor DC attended national seminar.

7040	Subscriptions	80	95	120	104	104	10%	0%	Department subscribes to the Informer and (2) industry magazines.
7041	Dues and Memberships	793	667	793	803	803	20%	0%	Dues based on current prices as well as one membership addition (Lt Graves State Chiefs)
7050	Meetings/Seminars	1,808	2,788	4,005	3,795	4,495	36%	18%	Chief to attend national seminar in 2014.
7220	Professional Fees and Contracts	3,671	4,579	8,054	6,682	8,955	46%	34%	Data software license has an increase in 2015. County dispatch upgraded radio system which requires all MDT's to switch to air cards requiring monthly fee per lap top.
7300	Insurance Program	6,108	4,570	5,000	5,000	5,000	9%	0%	This amount fluctuates based on how many new volunteer members start on the department.
7520	Equipment Maintenance	20,700	12,539	19,728	18,585	18,585	48%	0%	Equipment maintenance can vary. This figure is based on what we do know for yearly maintenance costs on certain pieces of equipment.
7521	Vehicle Maintenance	17,983	18,685	17,011	17,761	21,120	-5%	19%	Based on expected scheduled maintenance of apparatus for the next 10 years to include possibility of tire, oil, battery replacement. Revised for 2014 because of battery replacement in Q82 we expected to do next year (2015).
7620	Siren Maintenance	659	-	-	-	-	0%	0%	
	<b>Total Contractual Service</b>	<b>61,485</b>	<b>51,096</b>	<b>67,360</b>	<b>63,179</b>	<b>73,141</b>	<b>24%</b>	<b>16%</b>	
	<b>Fire and Rescue Operations</b>	<b>1,019,294</b>	<b>1,070,313</b>	<b>1,127,950</b>	<b>1,128,341</b>	<b>1,170,772</b>	<b>5%</b>	<b>4%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
Fire Chief	100%	100%
Deputy Fire Chief	100%	100%
Lieutenants (3)	100%	100%
Firefighter II (3)	100%	100%
Firefighter (9)	100%	100%
PT Firefighter (10)	100%	100%

Budget Worksheet			Explanation
	<b>Derby Difference Sales Tax Fund - Fire and Rescue</b>		
		<b>2015</b>	
Line #	Line Item	<b>Budget</b>	
	<b>Operations Account</b>		
4050	Projected Budget Carryover	-	
4141	City Retail Sales Tax	685,282	Assume 3% growth in 2014 -2016.
4502	Interest Income	-	
	<b>Total Operations Revenue</b>	<b>685,282</b>	
5001	Wages - Salary	218,119	Six firefighters in 2015 plus \$22,782 for part-time hours.
5002	Overtime	30,000	Based on \$5,000 per firefighter in 2015.
	Payroll Taxes	38,086	15.35% of wages & overtime.
	Health & Dental Insurance	81,299	Assumed 5% increase/year.
	Retirement	48,735	21.36% of full-time wages.
	<b>Total Personnel</b>	<b>416,239</b>	
6002	Operating Supplies	975	Hepatitis B shots.
6350	Training Fees & Materials	705	New firefighter manuals & various material
6351	Uniforms	24,180	New personnel in 2015.
	<b>Total Commodities</b>	<b>25,860</b>	
7005	Pre-Employment Physical	3,800	New personnel in 2015.
7030	Travel Expenses	300	Hands-on training classes
7050	Meetings/Seminars	300	Hands-on training classes
7220	Professional Fees and Contracts	95	Random drug testing
7300	Insurance Program		
7520	Equipment Maintenance		
7521	Vehicle Maintenance		
	<b>Total Contractual Service</b>	<b>4,495</b>	
	<b>Total Expenses</b>	<b>446,594</b>	
		<b>2015 Budget</b>	

Salary Splits	2015
Firefighters (6)	100%

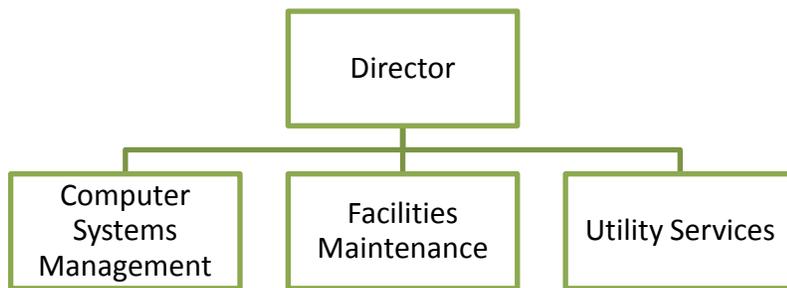
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## Overview

The 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 assisting employees in completing their tasks.

## Performance Measurement

- √ Maintain 98% "up time" for computers.
- √ Clean 100% of carpets annually.
- √ Provide backup for critical data every three working days.

## Mission

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.

## 2013 Citizen Survey

"Every building I have been in has been very clean, neat, well-cared for and modern."

## 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 specialized software, as well as workstation software, to keep the City as productive as possible.

Computer Systems	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	139,196	155,348	160,006
Commodities	10,370	11,750	11,750
Contractual	67,442	70,900	70,900
<b>Total</b>	<b>217,008</b>	<b>237,998</b>	<b>242,656</b>

## Mission

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 computer systems.
- Provide backup of critical data in 3 working days 100% of the time.
- Spend minimal time on virus attacks.
- Spend minimal time on spam e-mails.

Budget Worksheet									
Computer Systems Management									
100 130 320		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	144,542	136,492	153,806	154,238	158,896	13%	0%	
5002	Overtime	1,017	-	1,000	-	-	0%	0%	
5004	Termination Fees	-	1,267	-	-	-	0%	0%	
5007	One Time Performance Pay	748	147	1,365	-	-	-100%	0%	
5013	Lump Sum	390	180	-	-	-	-100%	0%	
5012	Longevity	726	1,110	1,100	1,110	1,110	0%	0%	
	<b>Total Personnel</b>	<b>147,422</b>	<b>139,196</b>	<b>157,271</b>	<b>155,348</b>	<b>160,006</b>	<b>12%</b>	<b>3%</b>	
6002	Operating Supplies	13,012	9,629	11,000	11,000	11,000	14%	0%	
6110	Fuel	-	741	1,200	750	750	1%	0%	
	<b>Total Commodities</b>	<b>13,012</b>	<b>10,370</b>	<b>12,200</b>	<b>11,750</b>	<b>11,750</b>	<b>13%</b>	<b>0%</b>	
7005	Pre-Employment Physical	-	705	250	400	400	-43%	0%	More accurate cost
7010	Printing	15	19	100	100	100	427%	0%	
7030	Travel Expense	-	-	400	400	400	0%	0%	
7050	Meetings/Seminars	-	-	1,500	1,500	1,500	0%	0%	
7220	Professional Fees and Contracts	36,651	44,501	44,000	46,000	46,000	3%	0%	Software renewal increases
7520	Equipment Maintenance	19,404	21,709	18,000	22,000	22,000	1%	0%	Copier costs
7521	Vehicle Maintenance	-	507	500	500	500	-1%	0%	
	<b>Total Contractual Service</b>	<b>56,071</b>	<b>67,442</b>	<b>64,750</b>	<b>70,900</b>	<b>70,900</b>	<b>5%</b>	<b>0%</b>	
	<b>Computer Systems Management</b>	<b>216,505</b>	<b>217,008</b>	<b>234,221</b>	<b>237,998</b>	<b>242,656</b>	<b>10%</b>	<b>2%</b>	
		2012 Actual	2013 Actual	2013 Budget	2014 Revised	2015 Budget	2014	2015	

Salary Splits	2014	2015
Director of Operations	50%	50%
Operations Technician	80%	80%
Network Administrator	100%	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 125,000 square feet of office/commercial space is maintained by a cleaning contractor under this division. As buildings 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.

Facilities Maintenance	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	79,393	83,528	86,029
Commodities	28,454	32,550	32,550
Contractual	151,132	159,400	159,400
Capital Outlay	-	7,000	
<b>Total</b>	<b>258,979</b>	<b>282,478</b>	<b>277,979</b>

Utility Services	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	-	-	-
Commodities	669,186	728,529	692,189
Contractual	-	-	-
Capital Outlay	-	-	-
<b>Total</b>	<b>669,186</b>	<b>728,529</b>	<b>692,189</b>

## Mission

Provide facilities in a clean, pristine condition that enables all City departments to produce their required output. This requires continuous maintenance and evaluation to assure efficient performance.

## Goals

- Review contractor performance to assure conditions of contracts are met.
- Provide room setup as requested 98% of the time.
- Keep all maintenance/service rooms neat and orderly 98% of the time.

Budget Worksheet									
Operations-Facilities Maintenance									
100 130 330		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	78,801	78,240	83,947	82,808	85,309	6%	3%	
5002	Overtime	-	-	420	-	-	0%	0%	
5004	Termination Fees	-	317	-	-	-	0%	0%	
5007	One Time Performance Pay	748	147	1,475	150	150	2%	0%	
5012	Longevity	373	570	600	570	570	0%	0%	
5013	Lump Sum	210	120	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>80,131</b>	<b>79,393</b>	<b>86,442</b>	<b>83,528</b>	<b>86,029</b>	<b>5%</b>	<b>3%</b>	
6002	Operating Supplies	27,840	26,747	32,000	30,000	30,000	12%	0%	
6110	Fuel	1,656	1,707	1,650	1,750	1,750	3%	0%	Actual cost
6351	Uniforms	110	-	800	800	800	0%	0%	
	<b>Total Commodities</b>	<b>29,606</b>	<b>28,454</b>	<b>34,450</b>	<b>32,550</b>	<b>32,550</b>	<b>14%</b>	<b>0%</b>	
7205	Custodial Services	78,240	85,353	90,000	90,000	90,000	5%	0%	
7005	Pre-Employment Physical/ Testing	163	(110)	400	400	400	-464%	0%	
7220	Professional Fees and Contracts	71,315	65,099	55,000	68,000	68,000	4%	0%	Aging building, repairs
7520	Equipment Maintenance	-	349	500	500	500	43%	0%	
7521	Vehicle Maintenance	40	441	500	500	500	13%	0%	
	<b>Total Contractual Service</b>	<b>149,758</b>	<b>151,132</b>	<b>146,400</b>	<b>159,400</b>	<b>159,400</b>	<b>5%</b>	<b>0%</b>	
	2014R SUPPLEMENTAL - MAILING MACHINE	-	-	-	7,000	-	0%	0%	2014R SUPPLEMENTAL
	<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,000</b>	<b>-</b>	<b>0%</b>	<b>0%</b>	
	<b>Facilities Maintenance</b>	<b>259,495</b>	<b>258,979</b>	<b>267,292</b>	<b>282,478</b>	<b>277,979</b>	<b>9%</b>	<b>-2%</b>	
		2012 Actual	2013 Actual	2013 Budget	2014 Revised	2015 Budget	2014	2015	

Salary Splits	2014	2015
Director of Operations	50%	50%
Operations Technician	20%	20%
PT Bldg Maintenance Tech (2)	100%	100%

<b>Budget Worksheet</b>									
<b>Operations-Utility Services</b>									
		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
100 130 340									
7150	Fire Hydrant Maintenance	39,695	39,762	40,000	40,000	40,000	1%	0%	
7610	Water	64,507	44,081	66,500	64,500	64,500	46%	0%	Based on previous usage
7620	Gas	36,379	31,572	45,000	40,000	40,000	27%	0%	Based on projected increases
7630	Electricity	230,543	231,255	250,000	250,000	250,000	8%	0%	
7640	Telephone	45,287	32,488	34,600	34,600	38,500	7%	11%	Based upon last year's average
7650	Street Lighting	216,118	218,068	225,000	225,000	225,000	3%	0%	
7651	Cable - Fiber	42,773	57,339	57,400	57,400	17,160	0%	-70%	
	Stormwater	-	14,622	17,029	17,029	17,029	16%	0%	
	<b>Total Contractual</b>	<b>675,302</b>	<b>669,186</b>	<b>735,529</b>	<b>728,529</b>	<b>692,189</b>	<b>9%</b>	<b>-5%</b>	
	<b>Utility Service Division</b>	<b>675,302</b>	<b>669,186</b>	<b>735,529</b>	<b>728,529</b>	<b>692,189</b>	<b>9%</b>	<b>-5%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

\*Paying utility bills is a function of the Director of Operations, who is responsible for monitoring all expenses within this account.

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## Library

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The Derby Public Library resides in a 36,000 square foot facility constructed in 2009 and houses a collection of more than 100,000 items (various forms of electronic media and books). In addition to providing research and recreational materials, the library offers free wifi, public access computing, fax, notary, copy and print service. Meeting rooms are available to the public and range from two-person study rooms to a large community room capable of seating 180 people. The library offers year-round programming for all ages and is open to the public 7 days a week.



### Performance Measurement

- √ In 2013, 197,670 people visited the library representing a 5% increase from 2012.
- √ Program attendance decreased 1% to 18,368 people.
- √ Circulation increased 1% to 421,592 items.
- √ Participation in Summer Reading increased 3.5%.
- √ There were 48,000 public computer and wireless uses in 2013.

### Mission

Our mission is to fulfill the informational, educational, recreational, and cultural needs of the community.

### Goals

- Provide access to current technology and a variety of online resources
- Create and maintain a physical space that is welcoming to the community.
- Market the library and its services to the entire community.

Library Fund	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	511,213	532,971	564,590
Contractual	342,182	344,000	350,000
<b>Total</b>	<b>853,395</b>	<b>876,971</b>	<b>914,590</b>

Library Employee Benefits Fund	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	122,178	137,035	157,275
<b>Total</b>	<b>122,178</b>	<b>137,035</b>	<b>157,275</b>

Library Sales Tax Fund	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	180,374	183,823	199,456
Commodities	4,077	5,400	5,400
Contractual	1,249,246	4,959,046	156,809
Capital	3,225	85,000	-
Transfers	-	175,472	-
<b>Total</b>	<b>1,436,922</b>	<b>5,408,741</b>	<b>361,665</b>

330 220 430	Library Fund (Property Tax)	2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
4000	Ad Valorem Tax	735,653	740,032	725,760	743,733	758,430	0%	2%	
4030	Motor Vehicle Tax	96,171	100,076	95,878	101,076	99,076	1%	-2%	
4035	Rental Car Excise Tax	1,511	1,372	1,178	1,413	1,456	3%	3%	
4040	Delinquent Tax	11,559	9,682	9,033	9,973	9,000	3%	-11%	
4045	Recreational Vehicle Tax	852	788	847	812	781	3%	-4%	
4046	16/20M Vehicle Tax	177	211	180	217	180	3%	-21%	
4050	Projected Budget Carryover	42,777	23,396	24,651	25,414	25,667	9%	1%	
4600	Other Revenue - Credit Card Reimbursement	18,690	3,252	20,000	20,000	20,000	515%	0%	Anticipated credit card reimbursements.
	<b>Total Revenue</b>	<b>907,389</b>	<b>878,809</b>	<b>877,527</b>	<b>902,638</b>	<b>914,590</b>	3%	1%	
5001	Wages-Salary	493,810	510,697	518,784	523,971	539,590	3%	3%	
5004	Termination Fees	49	-	-	-	-	0%	0%	
5007	One Time Performance Pay	505	516	-	-	-	-100%	0%	
5245	Miscellaneous	-	-	25,941	9,000	25,000	0%	64%	Cash reserve.
	<b>Total Personnel</b>	<b>494,364</b>	<b>511,213</b>	<b>544,725</b>	<b>532,971</b>	<b>564,590</b>	4%	6%	
7301	Reimbursable Credit Card Expense	19,827	1,182	20,000	20,000	20,000	1592%	0%	
7825	Library Board Appropriation	350,000	321,000	269,000	280,000	270,000	-13%	-4%	
9000	Transfer to Library Employee Benefits	20,000	20,000	44,000	44,000	60,000	120%	27%	Amount needed to supplement employee benefits costs.
	<b>Total Contractual Service</b>	<b>389,827</b>	<b>342,182</b>	<b>333,000</b>	<b>344,000</b>	<b>350,000</b>	1%	2%	
	<b>Library Board Pass Through</b>	<b>884,191</b>	<b>853,395</b>	<b>877,725</b>	<b>876,971</b>	<b>914,590</b>	3%	4%	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

<b>Mill Levy</b>	<b>4.195</b>	<b>4.177</b>	<b>4.168</b>	<b>4.168</b>	<b>4.168</b>
<b>Total Levy with Employee Benefit Fund</b>	<b>4.648</b>	<b>4.634</b>	<b>4.624</b>	<b>4.624</b>	<b>4.626</b>

340 220 440	Library Employee Benefits (Property Tax)	2012	2013	2014	2014	2015	2014	2015	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
4000	Ad Valorem Tax	79,497	80,000	79,404	80,400	83,340	0%	4%	
4030	Motor Vehicle Tax	10,375	10,814	10,365	10,365	10,840	-4%	4%	
4035	Rental Car Excise Tax	163	148	127	127	131	-14%	3%	
4040	Delinquent Tax	1,246	1,044	922	922	950	-12%	3%	
4045	Recreational Vehicle Tax	92	85	92	92	85	8%	-8%	
4046	16/20M Vehicle Tax	19	23	19	23	20	3%	-17%	
4050	Projected Budget Carryover	14,837	11,312	1,223	1,248	1,026	-89%	-22%	
4070	Wellness Program Reimbursement	884	-	883	883	883	0%	0%	
4999	Transfer from Library Fund	20,000	20,000	44,000	44,000	60,000	120%	27%	
	<b>Total Revenue</b>	<b>127,113</b>	<b>123,426</b>	<b>137,035</b>	<b>138,060</b>	<b>157,275</b>	<b>12%</b>	<b>12%</b>	
5110	FICA	30,357	30,909	32,060	32,486	33,461	5%	3%	
5111	FICA medical	7,100	7,229	7,522	7,598	7,826	5%	3%	
5120	KPERS	37,857	40,279	42,460	46,848	54,478	16%	14%	Statutory KPERS increase to 9.84% in 2014, 10.84% in 2015
5130	KS unemployment	1,645	546	1,728	631	1,485	16%	58%	
5240	Health insurance	34,924	39,447	48,900	44,900	55,020	14%	18%	
5241	Dental insurance	3,917	3,768	4,116	4,322	4,538	15%	5%	
5244	Wellness program	-	-	250	250	250	0%	0%	
5245	Miscellaneous	-	-	-	0	218	0%	100%	
	<b>Total Personnel</b>	<b>115,801</b>	<b>122,178</b>	<b>137,035</b>	<b>137,035</b>	<b>157,275</b>	<b>12%</b>	<b>13%</b>	
	<b>Library Employee Benefits</b>	<b>115,801</b>	<b>122,178</b>	<b>137,035</b>	<b>137,035</b>	<b>157,275</b>	<b>12%</b>	<b>13%</b>	
		2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	2012	2013	

780.00	Library Sales Tax Fund	2012	2013	2014	2014	2015	2016	% Change	% Change	Explanation
Line #	Derby Public Library	Actual	Actual	Budget	Revised	Budget	Plan	2014	2015	
	Line Item									
<b>780 501 501</b>	<b>Debt Service Account</b>									
4050	Projected Budget Carryover	148,772	197,497	187,824	186,984	-	-	-5%	0%	
4141	City Library Retail Sales Tax	1,113,157	1,089,420	1,111,800	1,141,808	-	-	5%	0%	
4502	Interest Income	190	240	500	500	-	-	108%	0%	
4996	Transfer from Reserve Account	-	-	3,504,811	3,504,811	-	-	0%	0%	
	<b>Total Debt Service Revenues</b>	<b>1,262,119</b>	<b>1,287,157</b>	<b>4,804,935</b>	<b>4,834,103</b>	<b>-</b>	<b>-</b>	<b>276%</b>	<b>0%</b>	
7710	Bond Principal	945,000	990,000	4,540,000	4,540,000	-	-	359%	0%	
7720	Interest Expense	119,623	110,173	264,935	264,935	-	-	140%	0%	
	<b>Total Debt Service Expenditures</b>	<b>1,064,623</b>	<b>1,100,173</b>	<b>4,804,935</b>	<b>4,804,935</b>	<b>-</b>	<b>-</b>	<b>337%</b>	<b>0%</b>	
<b>780 501 503</b>	<b>Operations Account</b>									
4050	Projected Budget Carryover	(19,260)	(6,684)	11,275	13,609	599,904	226,341	-304%	98%	
4141	City Library Retail Sales Tax	346,472	353,818	503,000	1,075,933	-	-	204%	0%	Tax ends December 31, 2014.
4996	Transfer from Reserve Account	-	-	-	-	38,103	180,000	0%	0%	Close out reserve account.
	<b>Total Operations Revenue</b>	<b>327,212</b>	<b>347,134</b>	<b>514,275</b>	<b>1,089,542</b>	<b>638,007</b>	<b>406,341</b>	<b>214%</b>	<b>-71%</b>	
5001	Wages-Salary	94,050	140,137	145,749	142,875	150,104	150,000	2%	5%	
5002	Overtime	-	202	-	-	-	-	0%	0%	
5131	Work Comp Insurance	1,235	1,360	1,272	1,428	1,499	-	5%	5%	
	Benefits	19,176	38,675	43,334	39,521	47,852	30,000	2%	17%	
	<b>Total Personnel</b>	<b>114,460</b>	<b>180,374</b>	<b>190,355</b>	<b>183,823</b>	<b>199,456</b>	<b>180,000</b>	<b>2%</b>	<b>8%</b>	
6002	Operating Supplies	4,976	4,077	5,400	5,400	5,400	-	32%	0%	
	<b>Total Commodities</b>	<b>4,976</b>	<b>4,077</b>	<b>5,400</b>	<b>5,400</b>	<b>5,400</b>	<b>-</b>	<b>32%</b>	<b>0%</b>	
7205	Custodial Services	32,800	39,360	40,000	40,000	40,000	-	2%	0%	
7005	Pre-Employment Physical	3,280	-	250	250	250	-	0%	0%	
7011	Maintenance Expense	88,970	6,778	10,000	10,000	10,000	-	48%	0%	
7220	Professional Fees and Contracts	5,167	4,540	13,000	4,600	4,600	-	1%	0%	
7610	Water	13,194	5,842	9,500	9,500	9,500	-	63%	0%	
7620	Gas	4,640	11,545	7,020	7,500	7,500	-	-35%	0%	
7630	Electricity	50,297	61,824	57,540	62,000	64,000	-	0%	3%	Estimated increases
7640	Telephone	945	1,350	819	1,500	1,500	-	11%	0%	Historical trend
7651	Cable - Fiber	2,681	3,371	3,737	3,400	3,400	-	1%	0%	
7652	Stormwater	-	1,164	1,396	1,396	1,396	-	20%	0%	
7310	Insurance Premium	12,484	13,300	13,764	13,965	14,663	-	5%	5%	Anticipated 5% increase
	<b>Total Contractual Service</b>	<b>214,460</b>	<b>149,074</b>	<b>157,026</b>	<b>154,111</b>	<b>156,809</b>	<b>-</b>	<b>3%</b>	<b>2%</b>	
8000	Emergency Repair/Replacement	-	-	-	-	50,000	-	0%	100%	
9001	Reimbursement to General Fund	-	-	175,472	175,472	-	-	0%	0%	
	<b>Total Operations Expenditures</b>	<b>333,896</b>	<b>333,525</b>	<b>528,253</b>	<b>518,806</b>	<b>411,665</b>	<b>180,000</b>	<b>56%</b>	<b>-26%</b>	
<b>780 501 502</b>	<b>Reserve Account</b>									
4050	Projected Budget Carryover	2,378,849	2,916,685	3,610,063	3,626,914	38,103	-	24%	-9,421%	
4141	City Library Retail Sales Tax	619,862	709,909	569,965	-	-	-	-100%	0%	
4502	Interest Income	1,883	3,545	1,000	1,000	-	-	-72%	0%	

780.00	Library Sales Tax Fund	2012	2013	2014	2014	2015	2016	% Change	% Change	Explanation
Line #	Derby Public Library	Actual	Actual	Budget	Revised	Budget	Plan	2014	2015	
Line #	Line Item									
	<b>Total Reserve Revenue</b>	<b>3,000,594</b>	<b>3,630,139</b>	<b>4,181,028</b>	<b>3,627,914</b>	<b>38,103</b>	-	0%	-9421%	
8000	Emergency Repair/Replacement	83,909	3,225	200,000	50,000	-	-	1,450%	0%	
8100	Equipment	-	-	35,000	35,000	-	-	0%	0%	Fiber in 2014.
9005	Transfer to Debt Service Account	-	-	3,504,811	3,504,811	-	-	0%	0%	Full bond payment to escrow account in 2014
	Transfer to Operations Account	-	-	-	-	38,103	-	0%	100%	Close out reserve account to operations.
	<b>Total Reserve Expenditures</b>	<b>83,909</b>	<b>3,225</b>	<b>3,739,811</b>	<b>3,589,811</b>	<b>38,103</b>	-	111,212%	0%	
	<b>Summary of Revenue &amp; Expenditures:</b>									
4050	Projected Carryover	2,508,361	3,107,498	3,809,161	3,827,507	638,006	226,341	23%	-500%	
4141	City Library Retail Sales Tax	2,079,491	2,153,147	2,184,765	2,217,741	-	-	3%	0%	
4502	Interest Income	2,073	3,785	1,500	1,500	-	-	-60%	0%	
	<b>Total Fund Revenues</b>	<b>4,589,925</b>	<b>5,264,429</b>	<b>5,995,426</b>	<b>6,046,747</b>	<b>638,006</b>	<b>226,341</b>	15%	-848%	
5XXX	Personnel	114,460	180,374	190,355	183,823	199,456	180,000	2%	8%	
6XXX	Commodities	4,976	4,077	5,400	5,400	5,400	-	32%	0%	
7XXX	Contractual Services	214,460	149,074	157,026	154,111	156,809	-	3%	2%	
7XXX	Debt Service	1,064,623	1,100,173	4,804,935	4,804,935	-	-	337%	0%	
8XXX	Capital Outlay	83,909	3,225	235,000	85,000	-	-	2,526%	0%	
9001	Transfer Reimbursement to General Fund	-	-	175,472	175,472	-	-	0%	0%	
	<b>Total Fund Expenditures</b>	<b>1,482,428</b>	<b>1,436,922</b>	<b>5,568,188</b>	<b>5,408,741</b>	<b>361,665</b>	<b>180,000</b>	276%	-1396%	
		2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	2016 Plan	2013	2014	

Budget Worksheet			Explanation
	<b>Derby Difference Sales Tax Fund - Library</b>		
Line #	Line Item	2015	
		<b>Budget</b>	
	<b>Operations Account</b>		
4050	Projected Budget Carryover	-	
4141	City Retail Sales Tax	456,855	Assumes 3% growth.
4502	Interest Income	-	
	Transfer from Another Account (Parks)	-	Return of sales tax from Park Account borrowed in 2015.
	<b>Total Operations Revenue</b>	<b>456,855</b>	
5001	Wages	-	
5131	Workman's Comp	-	
	Benefits	-	
	<b>Total Personnel</b>	-	
		-	
6002	Operating Supplies	-	
	<b>Total Commodities</b>	-	
7205	Custodial Services	-	
7005	Pre-Employment Physical	-	
7011	Maintenance Expense	-	
7220	Professional Fees and Contracts	-	
7610	Water	-	
7620	Gas	-	
7630	Electricity	-	
7640	Telephone	-	
7651	Cable -Fiber	-	
7652	Stormwater	-	
7310	Insurance Premium	-	
	<b>Total Contractual</b>	-	
8000	Emergency Repair/Replacement	-	
8100	Equipment	-	
	<b>Total Capital</b>	-	
	Transfer to Another Account (Parks)	<b>450,000</b>	Temporary use of sales tax to reduce interest costs on bonds; Pay back in 2020.
	<b>Total Expenditures</b>	<b>450,000</b>	
		<b>2015 Budget</b>	

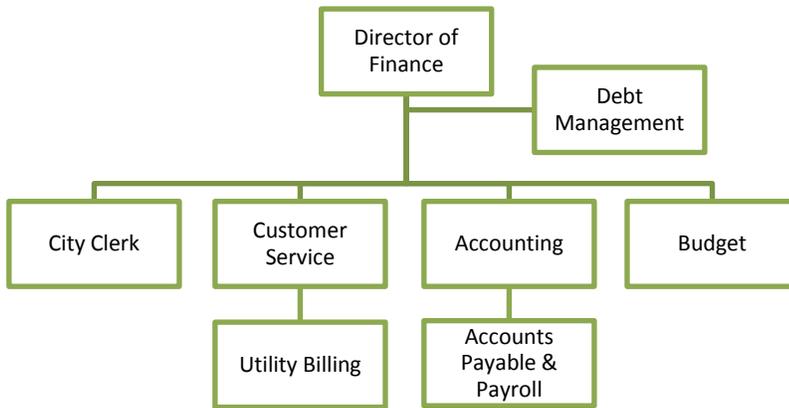
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## Finance

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### **Mission**

Prudently manage the financial resources of the City to provide information and support to staff and citizens.

### **Overview**

Finance encompasses a diverse scope of services including city clerk, accounting, payroll, accounts payable, budget and city hall reception and utility billing. More than a third of the finance budget is devoted to debt management.

### **Performance Measurement**

√ Received the “Distinguished Budget Presentation” award from GFOA for 2014.

√ Received the Certificate of Award for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for 2012.

√ Standard & Poor’s affirmed the City’s bond rating of AA– based on consistently strong financial performance.

√ Zero significant deficiencies reported in the annual audit.

### **2013 Citizen Survey**

Of the 40 respondents who had an opinion, 75% believe the City manages its finances well.

### Division Overview

The Division is responsible for payroll, accounts payable and receivable, issuing building permits, budgeting for all funds, purchasing and bid specifications, performance measurement, responding to open records requests, recording City Council meeting minutes and other official documents, and administration of liability insurance.

The most significant accomplishment was the receipt of the Distinguished Budget Presentation Award by the Government Finance Officers Association for the past ten years, from 2005 through 2014. The department also received the Award for Excellence in Financial Reporting for the preparation of the Comprehensive Annual Financial Report since 2008.

<b>Finance</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Personnel	385,748	385,480	402,155
Commodities	11,220	11,220	11,220
Contractual	123,717	132,025	131,840
Capital Outlay	-	-	-
<b>Total</b>	<b>520,685</b>	<b>528,725</b>	<b>545,215</b>

### Mission

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.

### Goals

- Update the purchasing policies to ensure that the City is in compliance with applicable laws and regulations.
- Implement a joint citizen/staff driven, performance measurement program for all city departments.
- Draft a budget document that serves as a policy statement, financial plan, operations guide and communications device.
- Communicate with all departments to ensure both accountability and comprehension of budgetary limits and accounting procedures.

Budget Worksheet									
Finance		2012	2013	2014	2014	2015	2014	2015	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	Change	Change	
100 150 130									
5001	Wages-Salary	378,498	380,383	403,555	378,910	397,315	0%	5%	Moved Office Manager to Water. Add Administrative Clerk in 2015.
5004	Termination Fees	1,102	425	-	-	-	0%	0%	
5007	One Time Performance Pay	1,277	2,149	3,100	3,930	2,200	57%	-79%	
5012	Longevity	1,726	2,640	1,725	2,640	2,640	0%	0%	
5013	Lump Sum	200	151	-	-	-	0%	0%	
	<b>Total Personnel</b>	<b>382,803</b>	<b>385,748</b>	<b>408,380</b>	<b>385,480</b>	<b>402,155</b>	0%	4%	
6002	Operating Supplies	12,410	9,953	12,000	9,950	9,950	0%	0%	
6110	Fuel	1,777	1,266	1,780	1,270	1,270	0%	0%	
	<b>Total Commodities</b>	<b>14,187</b>	<b>11,220</b>	<b>13,780</b>	<b>11,220</b>	<b>11,220</b>	0%	0%	
7005	Pre-Employment Physical	18	522	450	525	525	1%	0%	
7007	Bank Service Charges	7,694	10,743	12,000	11,000	12,000	2%	8%	Increased usage of credit card payments.
7010	Printing	7,972	8,128	8,000	8,000	8,000	-2%	0%	
7030	Travel Expense	906	1,413	1,971	830	805	-30%	-3%	
7041	Dues and Memberships	670	930	760	1,200	1,200	36%	0%	GFOA, KSGFOA, CCMFOA, ICMA, Lions
7050	Meetings/Seminars	3,740	3,055	2,370	2,625	2,165	-18%	-21%	KSGFOA Accounting Training in 2014 and 2015
7220	Professional Fees and Contracts	60,624	53,125	72,000	61,545	60,845	12%	-1%	Software maintenance increase 5%, OPEB calculation in 2014, audit increase 2%, CPFO exam and materials in 2014 and 2015, city council election
7521	Vehicle Maintenance	7	-	1,000	500	500	50%	0%	No repairs in 2013, anticipated repairs in future years
8249	Special Assessments	29,992	45,800	47,200	45,800	45,800	0%	0%	2015 will increase once 2014 assessments finalized 5/13/14
	<b>Total Contractual Service</b>	<b>111,624</b>	<b>123,717</b>	<b>145,751</b>	<b>132,025</b>	<b>131,840</b>	6%	0%	
	<b>Finance</b>	<b>508,614</b>	<b>520,685</b>	<b>567,911</b>	<b>528,725</b>	<b>545,215</b>	1%	3%	
		2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	2014 Change	2015 Change	

Salary Splits	2014	2015
Director of Finance	100%	100%
City Clerk	100%	100%
Accountant/Treasurer	100%	100%
Payroll Coordinator	100%	100%
Accounts Payable Clerk	100%	100%
Budget Analyst	100%	100%
Administrative Clerk	0%	50%
Administrative Asst. (Bldg. Trades)	100%	100%

## Division Overview

The Debt Management Division is managed by the Finance Director, who is responsible for coordination of the sale of City debt issuances. Debt shown in the General Fund includes Certificates of Participation (COP), a form of lease to purchase which is primarily used to finance the cost of new facilities. Debt payments shown on the Bond & Interest Fund page are general obligation bonds.

Maintaining a positive bond rating has been a major focus, thereby lowering the interest cost of debt-financed projects. Since 2008, the City's underlying bond rating from Standard & Poor's has been AA- with a positive outlook based upon consistently strong financial performance.

In November 2009, the City's first formal debt policy was adopted. Pursuant to the policy, the City strives to maintain no more than 20% maximum statutory direct debt as a percentage of assessed valuation. For more on the City's debt policy, please see the Readers Guide section of this document.

## Mission

Achieve the most financially prudent source of financing for projects of the City.

## Goals

- Secure proper financing for capital improvement projects.
- Ensure City compliance with the fund balance and debt management policies.

<b>Debt Management</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Personnel	-	-	-
Commodities	-	-	-
Contractual	234,231	241,160	241,830
Capital Outlay	-	-	-
<b>Total</b>	<b>234,231</b>	<b>241,160</b>	<b>241,830</b>

<b>Bond &amp; Interest Fund</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Contractual	6,694,110	6,734,607	7,626,450
<b>Total</b>	<b>6,694,110</b>	<b>6,734,607</b>	<b>7,626,450</b>

<b>Budget Worksheet</b>									
<b>General Fund Debt Management</b>									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	Explanation
100 150 160		Actual	Actual	Budget	Revised	Budget	Change	Change	
8407	2005-1 (High Park) COP	90,000	-	-	-	-	0%	0%	
8408	2005-2 (City Hall/Senior Center)	205,000	210,000	225,000	225,000	230,000	7%	2%	Paid in full in 2015.
8409	2005-1 COP	4,962	-	-	-	-	0%	0%	
8410	2005-2 COP	32,051	24,231	16,160	16,160	11,830	-50%	-37%	Paid in full in 2015.
	<b>Total Contractual</b>	<b>332,013</b>	<b>234,231</b>	<b>241,160</b>	<b>241,160</b>	<b>241,830</b>	3%	0%	
	<b>General Fund Debt Management</b>	<b>332,013</b>	<b>234,231</b>	<b>241,160</b>	<b>241,160</b>	<b>241,830</b>	3%	0%	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014 Change</b>	<b>2015 Change</b>	

The 2001-A and 2001-B issues were refinanced in 2005 and will be paid in full in 2015.

Budget Worksheet									
Bond & Interest Fund									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	Explanation
510 500 501		Actual	Actual	Budget	Revised	Budget	Change	Change	
4000	Ad Valorem Tax	1,622,745	1,364,557	1,373,991	1,403,540	1,874,257	3%	25%	
4020	Special Assessments	4,358,337	4,356,932	4,215,847	4,036,551	4,086,127	-8%	1%	Assessments paid are increasing at a faster pace than new assessments are levied.
4030	Motor Vehicle Tax	262,110	222,287	176,251	183,840	187,569	-21%	2%	
4035	Rental Car Excise Tax	4,144	3,442	2,155	3,000	3,000	-15%	0%	
4040	Delinquent Tax	44,186	69,892	44,000	55,000	55,000	-27%	0%	
4045	Recreational Vehicle Tax	2,333	1,742	1,557	1,740	1,478	0%	-18%	
4046	16/20M Vehicle Tax	374	580	330	580	341	0%	-70%	
4050	Projected Carryover	941,109	1,182,878	855,210	1,003,797	692,171	-18%	-45%	
4372	Recreation Commission Rent	254,800	56,852	279,520	279,520	285,820	80%	2%	
4502	Interest Income	5,288	4,998	5,000	5,000	5,000	0%	0%	
4067	ARRA Reimbursement - 2009A Series	102,016	107,056	95,210	95,210	83,326	-12%	-14%	
4600	Other Revenues	160	29	-	-	-	0%	0%	
4605	Close Out COI Account	14,117	-	-	-	-	0%	0%	
4999	Transfer Revenue from Wastewater	322,981	326,663	359,000	359,000	355,750	9%	-1%	
	<b>Total Revenue</b>	<b>7,934,701</b>	<b>7,697,907</b>	<b>7,408,070</b>	<b>7,426,778</b>	<b>7,629,840</b>	<b>-4%</b>	<b>3%</b>	
7710	G.O. Bond Principal	5,016,250	5,079,943	5,239,226	5,239,226	5,400,476	3%	3%	
7720	G.O. Bond Interest	1,735,565	1,614,167	1,495,381	1,495,381	1,532,660	-8%	2%	
7730	Commissions	8	-	-	-	-	0%	0%	
7800	Cash Reserve	-	-	673,463	-	693,314	100%	100%	
	<b>Total Contractual</b>	<b>6,751,823</b>	<b>6,694,110</b>	<b>7,408,070</b>	<b>6,734,607</b>	<b>7,626,450</b>	<b>1%</b>	<b>12%</b>	
	<b>Bond &amp; Interest Fund</b>	<b>6,751,823</b>	<b>6,694,110</b>	<b>7,408,070</b>	<b>6,734,607</b>	<b>7,626,450</b>	<b>1%</b>	<b>12%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014 Change</b>	<b>2015 Change</b>	

Budget Worksheet									
Special Tort Liability									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	Explanation
		Actual	Actual	Budget	Revised	Budget	Change	Change	
100 150 140									
7310	Liability Insurance Coverage	169,620	191,055	199,500	207,000	231,560	8%	11%	5% increase plus \$8K for competitive bidding process in 2015
	<b>Total Expenditure</b>	<b>169,620</b>	<b>191,055</b>	<b>199,500</b>	<b>207,000</b>	<b>231,560</b>	<b>8%</b>	<b>11%</b>	
	<b>Special Tort Liability</b>	<b>169,620</b>	<b>191,055</b>	<b>199,500</b>	<b>207,000</b>	<b>231,560</b>	<b>8%</b>	<b>11%</b>	
		2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	2014 Change	2015 Change	

Budget Worksheet									
Insurance Recoveries									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	Explanation
		Actual	Actual	Budget	Revised	Budget	Change	Change	
100 180 415									
4015	Insurance reimbursement	35,579	42,479	35,000	42,000	42,000	-1%	0%	
	<b>Total Revenue</b>	<b>35,579</b>	<b>42,479</b>	<b>35,000</b>	<b>42,000</b>	<b>42,000</b>	<b>-1%</b>	<b>0%</b>	
7445	Property repair and replacement	27,614	44,503	35,000	44,500	44,500	0%	0%	
	<b>Total Expenses</b>	<b>27,614</b>	<b>44,503</b>	<b>35,000</b>	<b>44,500</b>	<b>44,500</b>	<b>0%</b>	<b>0%</b>	
		2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	2014 Change	2015 Change	

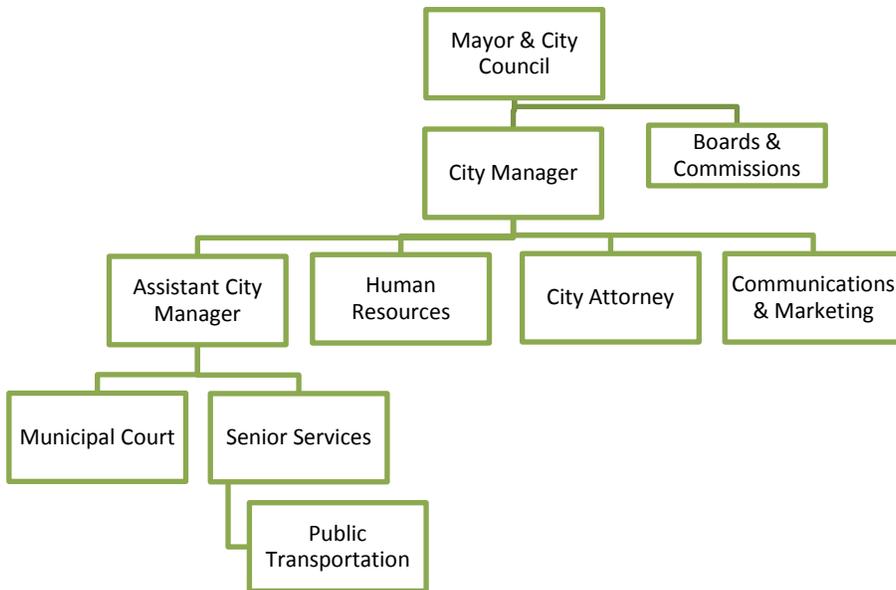
Budget Worksheet									
Reimbursables									
Line #	Line Item	2012	2013	2014	2014	2015	2014	2015	Explanation
		Actual	Actual	Budget	Revised	Budget	Change	Change	
100.180.420									
	Reimbursements	316,645	286,601	315,000	200,000	200,000	-43%	0%	
	<b>Total Revenue</b>	<b>316,645</b>	<b>286,601</b>	<b>315,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-43%</b>	<b>0%</b>	
	Reimbursement-related Expenditures	219,440	210,028	315,000	200,000	200,000	-5%	0%	
	<b>Total Expenses</b>	<b>219,440</b>	<b>210,028</b>	<b>315,000</b>	<b>200,000</b>	<b>200,000</b>	<b>-5%</b>	<b>0%</b>	
		2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	2014 Change	2015 Change	

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## 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 all City departments which collectively provide 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.

## 2013 Citizen Survey

"Derby has a great community spirit and it's citizens show pride in living here."

"Derby's attractiveness is apparent and demonstrated by its commercial and private growth."

## Division Overview

The City Manager is responsible for implementing and enforcing the policies enacted by the City Council. This includes all of the City Departments which collectively provide services to the public.

City Manager	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	310,547	325,098	334,900
Commodities	2,128	3,000	3,000
Contractual	41,401	44,872	42,633
Capital Outlay	-	-	-
<b>Total</b>	<b>354,075</b>	<b>372,970</b>	<b>380,533</b>

The City Council establishes policies and laws under which the city organization operates, including the annual budget. The Mayor and the City Council together form the governing body that hires the city manager and municipal court judge and appoints members of various boards and commissions.

City Council	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	10,800	13,200	13,200
Commodities	1,037	900	900
Contractual	9,823	19,745	16,179
Capital Outlay	-	-	-
<b>Total</b>	<b>21,659</b>	<b>33,845</b>	<b>30,279</b>

## Vision

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

## Mission

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

## Values

- Healthy living
- Education & recreation for all ages
- Safety and stability
- Stewardship of community assets
- Opportunities to thrive
- Sustainable growth
- Civic engagement & leadership
- Progressive thinking
- Quality services equally available to all
- Professional management

Budget Worksheet									
City Manager's Office									
100.100.010		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	302,264	309,707	323,869	324,558	334,360	5%	3%	
5007	One Time Performance Pay	-	-	525	-	-	0%	0%	
5012	Longevity	353	540	1,100	540	540	0%	0%	
5013	Lump Sum	-	300	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>302,617</b>	<b>310,547</b>	<b>325,494</b>	<b>325,098</b>	<b>334,900</b>	<b>5%</b>	<b>3%</b>	
6002	Operating Supplies	3,589	2,128	3,600	3,000	3,000	41%	0%	
	<b>Total Commodities</b>	<b>3,589</b>	<b>2,128</b>	<b>3,600</b>	<b>3,000</b>	<b>3,000</b>	<b>41%</b>	<b>0%</b>	
7005	Pre-Employment Testing	95	85	150	150	150	76%	0%	
7010	Printing	30	38	50	50	50	32%	0%	
7030	Travel Expense	4,186	5,624	4,500	6,949	5,285	24%	-24%	2014R and 2015 include Washington DC with Wichita Chamber
7040	Subscriptions	909	606	517	606	556	0%	-8%	Wichita Business Journal, Hawver Capitol Report, Eagle, Informer; Reduce Informer subscriptions form 3 to 2 in 2015
7041	Dues and Memberships	3,889	4,013	3,995	4,795	4,795	19%	0%	2014 & 2015 include WABA & Wichita Area Outlook Team dues from Economic Development Budget
7050	Meetings/Seminars	3,549	5,142	3,560	3,460	2,935	-33%	-15%	2014 & 2015 include Wichita Area Outlook Conference transferred from Economic Development budget
7220	Professional Fees and Contracts	4,250	21,111	24,000	24,000	24,000	14%	0%	
7062	League of Kansas Municipalities Dues	4,767	4,782	4,865	4,862	4,862	2%	0%	Half in Officials budget
	<b>Total Contractual Service</b>	<b>21,675</b>	<b>41,401</b>	<b>41,637</b>	<b>44,872</b>	<b>42,633</b>	<b>8%</b>	<b>-5%</b>	
	<b>City Manager Division</b>	<b>327,881</b>	<b>354,075</b>	<b>370,731</b>	<b>372,970</b>	<b>380,533</b>	<b>5%</b>	<b>2%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>			
							<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
City Manager	100%	100%
Assistant City Manager	100%	100%
Management Assistant	100%	100%
Administrative Assistant (Directors)	100%	100%

<b>Budget Worksheet</b>									
<b>City Council</b>									
100.100.020		2012	2013	2014	2014	2015	2014	2015	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	10,991	10,800	13,200	13,200	13,200	22%	0%	
	<b>Total Personnel</b>	<b>10,991</b>	<b>10,800</b>	<b>13,200</b>	<b>13,200</b>	<b>13,200</b>	<b>22%</b>	<b>0%</b>	
6015	Supplies-Governing Body	885	1,037	900	900	900	-13%	0%	2013 actual increased over 2012 due to new Council Member supplies
6009	Supplies-All Other Boards & Commissions	139	-	-	-	-	0%	0%	
	<b>Total Commodities</b>	<b>1,024</b>	<b>1,037</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>-13%</b>		
7031	Travel -Governing Body	3,752	-	3,000	3,000	100	0%	-97%	NLC conference in 2014
7042	Dues/Memberships-Governing Body	1,175	1,231	1,335	5,783	7,477	370%	29%	SCAC, NLC, Friends of McConnell, KS Mayors; transfer REAP for 2014 & 2015 from Economic Development Budget
7052	Meetings/Seminars-Governing Body	1,005	210	1,500	2,500	140	1090%	-94%	NLC conference in 2014; Consumption Junction (\$300) & Chamber Chairman's Luncheon (\$700) transferred from Economic Development Budget
7062	League of Kansas Municipalities Dues	4,767	4,782	4,865	4,862	4,862	2%	0%	Half in City Manager's budget
7064	Council Stipend & Donations	3,200	3,600	2,400	3,600	3,600	100%	0%	
	<b>Total Contractual Service</b>	<b>13,899</b>	<b>9,823</b>	<b>13,100</b>	<b>19,745</b>	<b>16,179</b>	<b>101%</b>	<b>-18%</b>	
	<b>City Council Division</b>	<b>25,913</b>	<b>21,659</b>	<b>27,200</b>	<b>33,845</b>	<b>30,279</b>	<b>56%</b>	<b>-11%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

## Division Overview

Human Resources is responsible for recruiting and retaining talented people to work for City departments. Responsibilities include compliance with labor laws, benefits administration, training and development, safety, ADA compliance, compensation and classification, employee relations, and policy development.

Human Resources	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	161,829	169,069	174,165
Commodities	3,913	5,750	5,750
Contractual	16,476	23,816	23,816
Capital Outlay	-	-	-
<b>Total</b>	<b>182,218</b>	<b>198,635</b>	<b>203,731</b>

**\*Risk Management combined in 2014 in general HR budget**

Employee Benefits	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	3,193,327	3,574,457	3,748,098
<b>Total</b>	<b>3,193,327</b>	<b>3,574,457</b>	<b>3,748,098</b>

Health Self-Insurance	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	1,857,178	2,039,500	2,937,137
<b>Total</b>	<b>1,857,178</b>	<b>2,039,500</b>	<b>2,937,137</b>

## Mission

Provide leadership and services to maximize the potential and ability of employees and promote employee success.

## Goals

- Ensure compliance with applicable labor laws and provide a positive work environment.
- Analyze benefits annually and recommend changes as needed to remain competitive.
- Provide valuable training and development opportunities to employees.
- Review changes to benefits and personnel policies with the City Employee Advisory Committee (CEAC) and recommend updates as needed.
- Reduce loss exposure by promoting safety and health awareness.

Budget Worksheet									
Human Resources									
100.100.050		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	149,046	158,621	169,328	168,719	173,815	6%	3%	
5002	Overtime	38	-	-	-	-	0%	0%	
5004	Termination Fees	523	2,557	-	-	-	-100%	0%	
5012	Longevity	267	351	270	350	350	0%	0%	
5013	Lump Sum	85	300	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>149,959</b>	<b>161,829</b>	<b>169,598</b>	<b>169,069</b>	<b>174,165</b>	<b>4%</b>	<b>3%</b>	
6002	Operating Supplies	1,429	1,973	2,500	3,200	3,200	62%	0%	Combined Risk Management budget
6201	Employee Events	2,348	1,939	2,550	2,550	2,550	31%	0%	Includes United Way start up meetings, as well as EOY luncheon. Catering costs increasing.
	<b>Total Commodities</b>	<b>3,778</b>	<b>3,913</b>	<b>5,050</b>	<b>5,750</b>	<b>5,750</b>	<b>47%</b>	<b>0%</b>	
7005	Pre-Employment Testing	145	1,026	-	-	-	-100%	0%	
7010	Printing	-	44	-	-	-	-100%	0%	
7030	Travel Expense	430	721	720	720	720	0%	0%	
7040	Subscriptions	-	-	200	120	120	0%	0%	Combined Risk Management budget
7041	Dues and Memberships	2,024	2,059	2,100	2,185	2,185	6%	0%	Combined Risk Management budget
7050	Meetings/Seminars	1,109	1,062	1,198	1,200	1,200	13%	0%	
7060	Training Programs	1,761	6,946	8,000	9,000	9,000	30%	0%	Combined Risk Management budget. Enhancing supervisor training and customer service training.
7065	Safety Programs	-	-	1,200	1,200	1,200	0%	0%	Added from Risk Management
7220	Professional Fees/Contracts	3,952	4,239	4,391	4,391	4,391	4%	0%	
7610	Educational Stipends Reimbursement	624	379	2,500	5,000	5,000	1221%	0%	Requests for tuition reimbursement for 2014 have already exceeded \$2,500. Tuition reimbursement is a good retention tool.
	<b>Total Contractual</b>	<b>10,044</b>	<b>16,476</b>	<b>20,309</b>	<b>23,816</b>	<b>23,816</b>	<b>45%</b>	<b>0%</b>	
	<b>Human Resources</b>	<b>163,780</b>	<b>182,218</b>	<b>194,957</b>	<b>198,635</b>	<b>203,731</b>	<b>9%</b>	<b>3%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
Human Resources Director	100%	100%
Benefits Coordinator	100%	100%
Administrative Assistant	100%	100%
PT Human Resources Clerk	100%	100%

Budget Worksheet									
Employee Benefits									
Line #		2012	2013	2014	2014	2015	2014	2015	Explanation
100.100.030		Actual	Actual	Budget	Revised	Budget	%Change	% Change	
	Line Item								
4070	Wellness Program	26,854	-	28,000	59,645	30,000	0%	0%	Correcting entry in 2014R to includes 2013 reimbursement.
	<b>Total Revenue</b>	<b>26,854</b>	<b>-</b>	<b>28,000</b>	<b>59,645</b>	<b>30,000</b>	<b>0%</b>	<b>0%</b>	
5110	FICA	434,284	431,511	460,706	456,010	473,481	6%	4%	
5111	FICA Medical	102,050	101,383	107,746	106,648	110,735	5%	4%	
5120	KPERS	318,361	326,763	423,525	399,886	437,665	22%	9%	Statutory employer contribution 8.94% in 2013, increased to 9.84% in 2014, 10.33% in 2015, 11.94% in 2016, 14.27% in 2017
5121	KP&F	511,095	542,855	616,388	655,590	723,260	21%	9%	KP&F increase from 17.26% in 2013 to 19.92% in 2014; 21.36% in 2015
5122	ICMA-RC	86,036	86,299	-	3,950	3,950	-95%	0%	
5130	KS unemployment insurance	24,181	7,714	26,481	20,795	21,718	170%	4%	Increase in 2014 state rate
5131	Workers Compensation	159,596	144,321	148,651	162,500	163,429	13%	1%	
5239	PCORI Fee	-	415	-	415	415	0%		
5240	Health Insurance	1,128,289	1,385,223	1,538,666	1,538,666	1,615,599	11%	5%	Building self-insurance fund reserve
5241	Dental Insurance	97,514	95,385	106,996	106,996	112,346	12%	5%	Building self-insurance fund reserve
5244	Wellness/Health Club Memberships	34,635	36,656	42,000	38,500	46,000	5%	16%	\$1,200 of 2013 EMPAC (EAP) fees were paid in 2014, fees also increased slightly in 2014. In 2015, DRC membership fees increase by approx \$8,340 due to calcs changing from participating employees to total FT employees.
5243	Section 125 (cafeteria plan)	3,004	3,268	3,461	3,500	3,500	7%	0%	
5004	Termination Fees	-	-	30,000	75,000	30,000	0%	-150%	Term pay associated with retirements.
5013	Lump Sum	-	-	6,000	6,000	6,000	0%	0%	
5008	Holiday Payout	27,482	31,534	-	-	-	-100%	0%	Final phase in 2013
	<b>Total Contractual</b>	<b>2,926,526</b>	<b>3,193,327</b>	<b>3,510,619</b>	<b>3,574,457</b>	<b>3,748,098</b>	<b>12%</b>	<b>5%</b>	
	<b>Total Expenditures</b>	<b>2,926,526</b>	<b>3,193,327</b>	<b>3,510,619</b>	<b>3,574,457</b>	<b>3,748,098</b>	<b>12%</b>	<b>5%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Health Self-Insurance Fund									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation
750.000.000									
4050	Carryover	-	124,877	353,316	317,949	553,887	155%	43%	
4902	Employee Health Insurance Contributions	273,505	281,232	286,042	286,042	323,678	2%	12%	2014 premium includes \$63/life IRS fee.
4900	Employer Health Insurance Contributions	1,292,870	1,610,517	1,846,882	1,846,882	1,909,932	15%	3%	
4903	Employee Dental Insurance Contributions	-	19,822	21,378	21,378	22,447	8%	5%	Decision to self-insure dental was made after the budget was adopted.
4902	Employer Dental Insurance Contributions	-	112,955	121,136	121,136	127,193	7%	5%	
4610	BMI Reimbursement	-	25,732	-	-	-	-100%	0%	
4070	Wellness Program Reimbursement	158,120	-	-	-	-	0%	0%	
	<b>Total Revenue</b>	<b>1,724,495</b>	<b>2,175,135</b>	<b>2,628,754</b>	<b>2,593,387</b>	<b>2,937,137</b>	<b>19%</b>	<b>12%</b>	
5244	Wellness Program	23,482	-	-	-	-	0%	0%	
5356	Dental Insurance Premiums	-	6,937	-	10,400	10,920	50%	0%	
5355	Health Fixed Costs	288,388	340,455	359,291	359,291	377,256	6%	5%	Fixed cost payment to BMI plus IRS fee.
5360	Health Insurance Claims	1,287,748	1,379,272	1,527,295	1,527,295	1,858,254	11%	18%	Includes vision and increase due to 24/12 contract.
5361	Dental Insurance Claims	-	130,514	142,514	142,514	149,640	9%	5%	
8400	Miscellaneous/Reserve	-	-	599,474	-	541,067	0%	0%	
	<b>Total Expenditures</b>	<b>1,599,618</b>	<b>1,857,178</b>	<b>2,628,574</b>	<b>2,039,500</b>	<b>2,937,137</b>	<b>10%</b>	<b>31%</b>	

# Municipal Court

*Administration*

## Division Overview

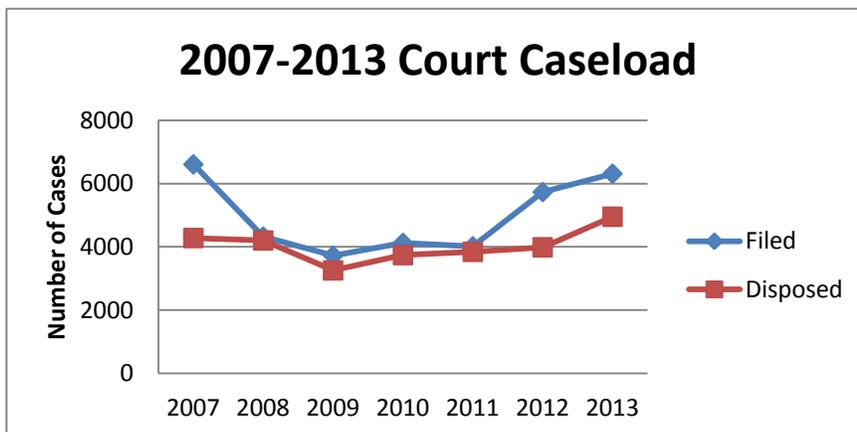
Municipal Court is responsible for preparing and processing court orders and records to expeditiously and fairly adjudicate complaints. Staff duties include organizing and scheduling court dockets, scheduling appearances and trials, processing procedural and dispositive court orders, monitoring sentences imposed by the Court, and submitting required reports to the State of Kansas.

Municipal Court	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	112,424	113,779	117,202
Commodities	6,452	6,452	6,452
Contractual	81,507	83,055	83,770
Capital Outlay	-	-	-
<b>Total</b>	<b>200,383</b>	<b>203,286</b>	<b>207,424</b>

## Performance Measurement

√ 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.



## Mission

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 municipal court; and assure 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 the time required to adjudicate cases and adjust docketing and related procedures to assure timely administration of justice.
- Monitor individual cases to assure compliance with speedy trial rules.
- Coordinate docketing practices with the Police Department.

Budget Worksheet									
Municipal Court									
100.100.070									
Line #	Line Item	2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	% Change 2014	% Change 2015	Explanation
5001	Wages-Salary	114,407	107,906	120,854	113,339	116,762	5%	3%	
5004	Termination Fees	-	3,186	-	-	-	-100%	0%	
5012	Longevity	902	1,232	1,300	440	440	-64%	0%	
5013	Lump Sum	-	100	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>115,309</b>	<b>112,424</b>	<b>122,154</b>	<b>113,779</b>	<b>117,202</b>	<b>1%</b>	<b>3%</b>	
6002	Operating Supplies	6,400	6,452	7,000	6,452	6,452	0%	0%	2014 revised: Purchase of (2) SecureID tokens for access to KBI for mandatory electronic submission of dispositions.
	<b>Total Commodities</b>	<b>6,400</b>	<b>6,452</b>	<b>7,000</b>	<b>6,452</b>	<b>6,452</b>	<b>0%</b>	<b>0%</b>	
7005	Pre-Employment Physical	-	765	-	-	-	0%	0%	
7010	Printing	-	271	-	270	270	0%	0%	Business cards; court envelopes
7030	Travel Expense	-	-	291	600	600	0%	0%	Expenses related to KACM seminars and previously paid through ADSAP funds which are no longer available. KACM will reimburse City for travel and meeting expenses for one dues-paying person.
7040	Subscriptions	137	-	-	-	-	0%	0%	
7041	Dues and Memberships	50	-	50	220	220	0%	0%	Dues/membership fees for (3) Ks. Assn. of Court Management; (1) American Probation and Parole Ass'n; and (1) Ks. Municipal Judge's Assn. previously paid through ADSAP funds. Memberships allow for reduced training registration fees, access to legislative, regulatory and legal updates, on-line training, and program updates from the state level.
7050	Meetings/Seminars	-	-	100	100	100	0%	0%	Registration for (1) clerk to attend KACM spring and fall conferences previously paid through ADSAP funds. Intent is to send two members of Municipal Court staff to formal training once each year, with requirement to present information to staff upon return. KACM will reimburse City for travel and meeting expenses for one dues-paying person.
7055	Refunds	54	10	570	500	500	4900%	0%	5 year average (700); range of 10 to 1,930/yr. Includes refunds for overpayment and return of cash bonds. New policies for bonds are expected to reduce the yearly average.
7220	Professional Fees/Contracts	29,114	37,389	37,780	38,260	38,975	2%	2%	2014 Revised: 5% contractual increase in Court software (7,896); on-line access (2,600); and cash collection (522); Judge (25,992); Judge Pro-Tem (750); interpreting services (500). 2015: increase 5% for software maintenance.
7860	Attorney Payment	38,040	43,050	42,000	43,050	43,050	0%	0%	5 yr. avg. 43,253/yr; will fund 287 cases with court appointed attorneys
7865	Witness Payment	40	23	70	55	55	144%	0%	5 yr. avg 52/yr.

	<b>Total Contractual Service</b>	<b>67,435</b>	<b>81,507</b>	<b>80,861</b>	<b>83,055</b>	<b>83,770</b>	<b>2%</b>	<b>1%</b>	
	<b>Municipal Court</b>	<b>189,144</b>	<b>200,383</b>	<b>210,015</b>	<b>203,286</b>	<b>207,424</b>	<b>1%</b>	<b>2%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

<b>Salary Splits</b>	<b>2014</b>	<b>2015</b>
Court Administrator	100%	100%
Court Clerk	100%	100%
Court Clerk	50%	50%
Court Service Officer (PT)	100%	100%

# Senior Services

*Administration*

## Division Overview

Senior Services is the foundation for a continuum of care for older adults that encourages independence and wellness by offering a wide range of 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 and meals. The Center is a modern facility with a computer lab and fitness room, and provides health services and recreational and educational programming. The Center provides opportunities for social interaction, building self-esteem, and physical and mental stimulation.

Senior Services	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	153,497	162,978	167,839
Commodities	5,751	5,752	5,752
Contractual	16,122	16,321	16,821
Capital Outlay	-	-	-
<b>Total</b>	<b>175,369</b>	<b>185,051</b>	<b>190,412</b>

## Mission

Enhance the lives of aging adults by providing information and assistance in utilizing the skills and abilities of patrons for the benefit of the community, and providing a sense of fellowship and belonging.

## Goals

- Maintain an attractive facility.
- Provide community involvement.
- Publish a monthly newsletter to inform patrons about the activities at the senior center.

## Performance Measurement

The Senior Center has a 98% customer satisfaction rating.

Programs Held Annually	2011	2012	2013
Baseline Activities	51	55	51
Special Events	61	44	43
Educational Activities	110	110	108
Registered Patrons	2,731	2,888	2,955
Program Participants	94,163	99,433	103,192
Volunteers	108	120	120

## 2013 Citizen Survey

"Senior center programs are excellent; the information provided is very good, and they have great accommodations for those with disabilities."

Budget Worksheet									
Senior Services									
100.100.080		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	148,767	151,386	157,882	160,963	165,824	6%	3%	
5007	One Time Performance	-	955	740	955	955	0%	0%	
5012	Longevity	690	1,056	600	1,060	1,060	0%	0%	
5013	Lump Sum	-	100	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>149,457</b>	<b>153,497</b>	<b>159,222</b>	<b>162,978</b>	<b>167,839</b>	<b>6%</b>	<b>3%</b>	
6002	Operating Supplies	4,696	4,817	4,700	4,817	4,817	0%	0%	
6110	Fuel	707	933	700	935	935	0%	0%	
	<b>Total Commodities</b>	<b>5,403</b>	<b>5,751</b>	<b>5,400</b>	<b>5,752</b>	<b>5,752</b>	<b>0%</b>	<b>0%</b>	
7010	Printing	10,809	9,887	8,250	9,887	9,887	0%	0%	Informer pays for printing; City pays for processing and mailing.
7030	Travel Expense	-	-	50	-	-	0%	0%	Will use city vehicle to get to required workshops.
7040	Subscriptions	167	260	167	235	235	-10%	0%	Continue subscriptions for Derby Informer (50), Wichita Eagle (166), and Reminisce Magazine (18).
7041	Dues and Memberships	295	145	300	145	145	0%	0%	National Institute of Senior Centers (145)
7050	Meetings/Seminars	188	124	300	124	124	0%	0%	Required to earn 12 hours of CEUs for County funding.
7220	Professional Fees	208	-	-	-	-	0%	0%	
7300	Programming Expenses	3,000	3,019	3,000	3,000	3,000	-1%	0%	
7320	Computer/ Software Support	1,800	1,800	1,800	1,800	1,800	0%	0%	MySenior Center software maintenance.
7520	Equipment Maintenance	175	130	1,000	130	130	0%	0%	
7521	Vehicle Maintenance	194	756	1,000	1,000	1,500	32%	50%	Effective January 1, 2015, the van will be transferred to Planning and Engineering, the car to Finance, and maintenance for the current Derby Dash will move to this budget. Because it has a lot of miles, this budget is for maintenance such as oil changes, new tires, and lift repairs.
	<b>Total Contractual Service</b>	<b>16,836</b>	<b>16,122</b>	<b>15,867</b>	<b>16,321</b>	<b>16,821</b>	<b>1%</b>	<b>3%</b>	
	<b>Senior Services Division</b>	<b>171,696</b>	<b>175,369</b>	<b>180,489</b>	<b>185,051</b>	<b>190,412</b>	<b>6%</b>	<b>3%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
Senior Services Administrator	85%	85%
Administrative Assistant	100%	100%
Senior Services Activity Coordinator	100%	100%
Dispatch/Scheduler/Admin Asst	50%	50%

<b>Budget Worksheet</b>									
<b>Senior Services Advisory Board Fund</b>									
270.100.095		2012	2013	2014	2014	2015	% Change	% Change	Explanation
		Actual	Actual	Budget	Revised	Budget	2014	2015	
Line#	Line Item								
4050	Cash Carryover	5,417	4,917	5,156	15,420	11,720	214%	-24%	
4401	Board Contributions	7,737	18,153	7,582	4,800	1,780	-74%	-63%	Realized primarily from Tuesday Night Dinners, coffee, soda and bingo cards. Request for donation letter netted \$8,000 in 2013 and have assumed letter would not be sent in 2014 but will be in 2015
<b>Total Revenue</b>		<b>13,154</b>	<b>23,070</b>	<b>12,738</b>	<b>20,220</b>	<b>13,500</b>	<b>-12%</b>	<b>-33%</b>	
7820	Special Fund Expenditures	-	-	4,238	-	5,000	0%	0%	
7059	Board Expenditures	8,498	7,650	8,500	8,500	8,500	11%	0%	
<b>Total Expenditures</b>		<b>8,498</b>	<b>7,650</b>	<b>12,738</b>	<b>8,500</b>	<b>13,500</b>	<b>11%</b>	<b>59%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

<b>Budget Worksheet</b>									
<b>Senior Activities Memorials</b>									
100.100.100		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
4400	Activity Receipts	18,710	22,092	21,000	22,092	-	0%	-100%	
4880	Memorials-Senior Center	4,264	3,232	1,000	8,529	2,000	164%	-77%	
<b>Total Revenue</b>		<b>22,974</b>	<b>25,324</b>	<b>22,000</b>	<b>30,621</b>	<b>2,000</b>	<b>21%</b>	<b>-93%</b>	
7048	Activity Expenditures	13,883	21,361	21,000	22,092	22,092	3%	0%	
8180	Memorials Expenditure	3,626	885	5,131	8,529	2,000	864%	-77%	
<b>Total Contractual Service</b>		<b>17,510</b>	<b>22,246</b>	<b>26,131</b>	<b>30,621</b>	<b>24,092</b>	<b>38%</b>	<b>-21%</b>	
<b>Senior Activities/Memorials</b>		<b>17,510</b>	<b>22,246</b>	<b>26,131</b>	<b>30,621</b>	<b>24,092</b>	<b>38%</b>	<b>-21%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

\*This sub account is a revolving fund, showing revenues for specific Senior Services, and the payments made to provide that service.

# Public Transportation

*Administration*

## Division Overview

The Derby Dash, equipped with accommodations for the special needs of the elderly and disabled, provides low-cost public transportation. This service enables persons to be less dependent on others for a basic need transportation. Destinations include our local grocery stores, banks, post office, medical facilities, Senior Center, and many other locations as determined by the needs of the riders.

The weekday bus route is demand-response (curb-to-curb). Service is available 7:30 a.m. to 4:30 p.m. Monday through Thursday and Friday 7:30 - 1:00 when school is not in session.

## Mission

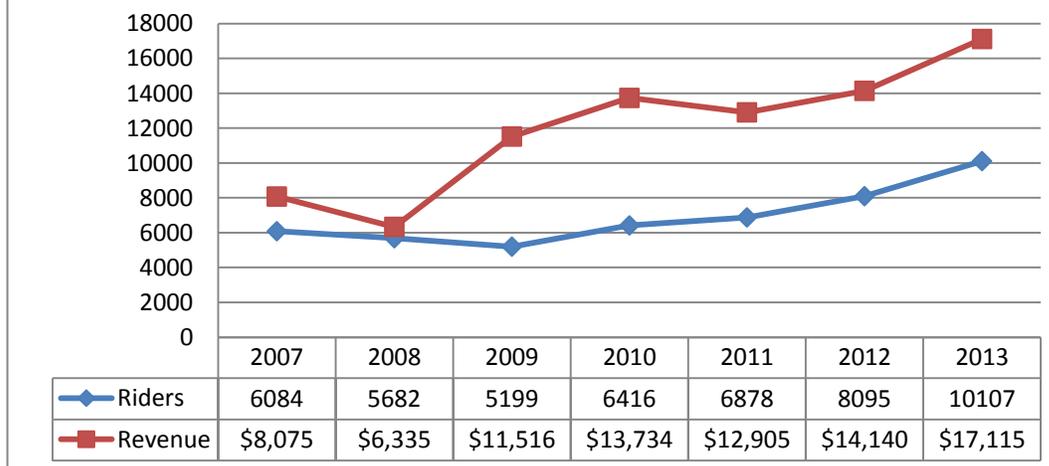
Provide safe, accessible, and affordable transportation to all Derby residents to enhance access to programs, services, and activities.

## Goal

- Improve the mobility of people throughout the city by providing efficient, effective, convenient, accessible, and safe transportation to employment, education, medical, recreational, and other desired destinations.

Public Transportation	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	55,666	59,973	61,768
Commodities	12,038	12,546	12,546
Contractual	5,076	5,803	3,320
Capital Outlay	-	-	-
<b>Total</b>	<b>72,779</b>	<b>78,322</b>	<b>77,634</b>

### 2007-2013 Riders and Fare Revenue



Budget Worksheet									
Transportation									
100.100.090		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
4620	Grant Reimbursement Revenue	45,704	41,597	40,000	40,000	40,000	-4%	0%	
4209	Ride Card Sales	14,140	17,115	14,300	17,115	17,115	0%	0%	
4880	Transportation Donations/Memorials	1,074	372	100	600	600	61%	0%	based on 5 year average
	<b>Total Revenue</b>	<b>60,918</b>	<b>59,084</b>	<b>54,400</b>	<b>57,715</b>	<b>57,715</b>	<b>-2%</b>	<b>0%</b>	
5001	Wages-Salary	55,127	54,651	61,295	59,418	61,213	9%	3%	
5004	Termination Fees	44	363	-	-	-	-100%	0%	
5007	1 Time Performance Pay	-	169	135	170	170	1%	0%	
5012	Longevity	251	384	250	385	385	0%	0%	
5013	Lump Sum	-	100	-	-	-	-100%	0%	
	<b>Total Personnel</b>	<b>55,422</b>	<b>55,666</b>	<b>61,680</b>	<b>59,973</b>	<b>61,768</b>	<b>8%</b>	<b>3%</b>	
6002	Operating Supplies	1,850	1,546	2,000	1,546	1,546	0%	0%	
6110	Fuel	11,736	10,492	11,700	11,000	11,000	5%	0%	
	<b>Total Commodities</b>	<b>13,586</b>	<b>12,038</b>	<b>13,700</b>	<b>12,546</b>	<b>12,546</b>	<b>4%</b>	<b>0%</b>	
7005	Pre-Employment Testing	300	441	200	200	441	-55%	121%	
7010	Printing	1,000	490	1,000	490	490	0%	0%	Printed information about the Dash and Summer Ride Card program, printed punch cards
7030	Travel Expense	-	-	100	-	-	0%	0%	Will use city vehicle when driving to training
7041	Dues and Memberships	160	160	160	160	160	0%	0%	Kansas Public Transit Association (160)
7050	Meetings/Seminars	105	275	200	275	275	0%	0%	Rural Transportation Assistance Program provides annual Safety Training for everyone who drives the Dash
7220	Professional Fees	214	206	225	225	225	9%	0%	Drug testing fees required due to Wichita Transit Grant; have not been notified of any increase (\$18.75/month)
7300	Programming Expenses	429	129	500	129	129	0%	0%	
7520	Equipment Maintenance	-	50	1,000	1,000	100	1882%	-90%	2014: Equip new Dash with incidentals such as tie down straps and warning signs
7521	Vehicle Maintenance	3,088	3,324	500	3,324	1,500	0%	-55%	Effective January 1, 2015, maintenance for the current Dash will move to Senior Center operation. We're keeping the old Dash as back-up. Maintenance costs include oil changes, 2 sets of tires and misc. repair not covered under warranty.
	<b>Total Contractual Service</b>	<b>5,296</b>	<b>5,076</b>	<b>3,885</b>	<b>5,803</b>	<b>3,320</b>	<b>14%</b>	<b>-43%</b>	
	<b>Transportation Division</b>	<b>74,305</b>	<b>72,779</b>	<b>79,265</b>	<b>78,322</b>	<b>77,634</b>	<b>8%</b>	<b>-1%</b>	
		2012 Actual	2013 Actual	2014 Budget	2014 Revised	2015 Budget	2014	2015	

Salary Splits	2014	2015
Dispatch/Scheduler/Admin Asst	50%	50%
Transportation PT (3 Drivers)	100%	100%
Senior Services Administrator	15%	15%

## 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; and acting as supervisor over the City Prosecutor.

The City Attorney also assesses the need for, works with, and coordinates the work of outside counsel handling litigation and other matters requiring specific expertise.

City Attorney	2013	2014	2015
Summary by Category	Actual	Revised	Budget
Personnel	97,699	102,993	106,102
Commodities	672	1,500	1,500
Contractual	38,592	56,022	53,363
Capital Outlay	-	-	-
<b>Total</b>	<b>136,963</b>	<b>160,515</b>	<b>160,965</b>

## Mission

Provide comprehensive, timely, accurate legal advice and representation to enable City departments and elected and appointed officials to aggressively formulate and timely implement municipal policies.

## Goals

- Update Charter Ordinances to enhance transparency and ease of use.
- Overhaul Uniform Public Offense Code and Standard Traffic Ordinance.
- Prepare and present ordinances, resolutions and contracts designed to achieve the objectives of the City Council and staff.
- Vigorously advocate the City's position when representing the City's interests in judicial and administrative proceedings.

Budget Worksheet									Explanation
City Attorney									
100.170.380		2012	2013	2014	2014	2015	% Change	% Change	
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	115,330	85,788	108,027	102,958	106,067	20%	3%	
5012	Longevity	589	35	-	35	35	1%	0%	
5004	Termination Fees	-	11,877	-	-	-	-100%	0%	
5013	Lump Sum	200	-	-	-	-	0%	0%	
	<b>Total Personnel</b>	<b>115,919</b>	<b>97,699</b>	<b>108,027</b>	<b>102,993</b>	<b>106,102</b>	<b>5%</b>	<b>3%</b>	
6002	Operating Supplies	1,695	672	1,000	1,500	1,500	123%	0%	New attorney supplies, books and research publications
	<b>Total Commodities</b>	<b>1,695</b>	<b>672</b>	<b>1,000</b>	<b>1,500</b>	<b>1,500</b>	<b>123%</b>		
7005	Pre-Employment Testing	1,138	1,865	-	-	-	-100%	0%	
7010	Printing	213	43	213	50	50	16%	0%	
7030	Travel Expense	118	207	400	1,017	1,123	391%	10%	Expanding professional development/networking opportunities
7040	Subscriptions	2,410	2,932	3,000	3,000	-	2%	-100%	Cut Westlaw for 2015
7041	Dues and Memberships	834	725	1,315	680	915	-6%	35%	2015 includes Kansas Bar Association for Prosecutor for subscription to online database
7050	Meetings/Seminars	195	299	195	275	275	-8%	0%	Expanding professional development/networking opportunities
7220	Professional Fees/Contracts	32,655	2,021	24,410	20,000	20,000	890%	0%	
7899	Prosecution Expense	27,500	30,500	30,000	31,000	31,000	2%	0%	Reflects contracted amount
	<b>Total Contractual Service</b>	<b>65,063</b>	<b>38,592</b>	<b>59,533</b>	<b>56,022</b>	<b>53,363</b>	<b>45%</b>	<b>-5%</b>	
	<b>City Attorney</b>	<b>182,677</b>	<b>136,963</b>	<b>168,560</b>	<b>160,515</b>	<b>160,965</b>	<b>17%</b>	<b>0%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
City Attorney	100%	100%
Court Clerk	50%	50%

Note: Prior to 2011, City Prosecutor expenditures were reflected in the City Prosecutor Division budget. The expenditures are now reflected as part of the City Attorney budget.

# Communications & Marketing

*Administration*

## Division Overview

In December 2013, the Community Marketing Division and the Public Information Division were merged to create one division called the Communications & Marketing Division. This Division has three main customers, including people we want to attract to Derby to buy homes or do business, Derby residents, and City employees.

The Division is responsible for communicating with these three distinct customers using a variety of mediums including news releases, printed publications, advertising, Channel 7, www.derbyweb.com, the community portal website located at www.derbyks.com, community events, the City's social media assets, and the community LED signs.

<b>Marketing</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Personnel	53,129	57,977	29,728
Commodities	2,983	2,000	2,000
Contractual	9,967	32,141	32,141
<b>Total</b>	<b>66,079</b>	<b>92,118</b>	<b>63,869</b>

Note: Some expenses previously budgeted in the Economic Development Division were transferred here in 2014. In 2015, Transient Guest Tax revenue began paying for part of the personnel expenses previously paid by the general fund.

<b>Events</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Commodities	3,115	3,500	3,500
Contractual	48,529	66,592	66,593
Capital Outlay	-	-	-
<b>Total</b>	<b>51,644</b>	<b>70,092</b>	<b>70,093</b>

<b>Public Information</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Summary by Category</b>	<b>Actual</b>	<b>Revised</b>	<b>Budget</b>
Personnel	54,760	56,588	58,284
Commodities	3,207	4,000	4,100
Contractual	61,629	31,302	30,602
<b>Total</b>	<b>119,596</b>	<b>91,890</b>	<b>92,986</b>

## Mission

Use communication tools to encourage people to visit, move to or do business in Derby; enhance communications with and improve water conservation among Derby residents; and improve communication with City employees.

## Goals

- Attract people to Derby by organizing and marketing the Derby Barbeque Festival, Parade of Homes, and Shop Derby.
- Keep Derby residents informed by producing high-quality Derby News and refreshing the content of the city and community websites, Channel 7, social media sites, and LED signs.
- Keep City employees informed by producing a high-quality monthly newsletter.

Budget Worksheet									
Community Marketing									
100.195.225		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	57,640	53,129	57,977	57,977	29,728	9%	-49%	\$30,000 paid out of Transient Guest Tax in 2015 (See page 186).
	Derby Schools (Salary & Benefits)	(16,717)	(38,808)	(35,393)	-	-	-100%	0%	
5004	Termination Fees	3,138	-	-	-	-	0%	0%	
	<b>Total Personnel</b>	<b>44,061</b>	<b>53,129</b>	<b>57,977</b>	<b>57,977</b>	<b>29,728</b>	<b>9%</b>	<b>-49%</b>	
6002	Operating Supplies	254	2,983	2,000	2,000	2,000	-33%	0%	
	<b>Total Commodities</b>	<b>254</b>	<b>2,983</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-33%</b>	<b>0%</b>	
7005	Pre-Employment Expenses	1,249	-	-	-	-	0%	0%	
7010	Printing	1,050	1,302	8,500	8,500	8,500	553%	0%	Print new Derby brochures in 2014.
7013	Advertising & Marketing	12,920	4,476	12,920	12,920	12,920	189%	0%	Need to budget entire amount of Go Wichita, Kansas Guide, Progress Ads. Don't know if partners will split ad costs in future.
7030	Travel	2,864	1,377	1,968	1,377	1,377	0%	0%	Will not be attending APR training in 2014.
7041	Dues and Memberships	935	944	1,000	944	944	0%	0%	
7050	Meetings/Seminars	434	107	400	400	400	274%	0%	
7220	Professional Fees/Contracts	4,245	1,761	8,000	8,000	8,000	354%	0%	Design new rack cards and new brochure.
	<b>Total Contractual Service</b>	<b>23,695</b>	<b>9,967</b>	<b>32,788</b>	<b>32,141</b>	<b>32,141</b>	<b>222%</b>	<b>0%</b>	
	<b>Community Marketing</b>	<b>68,010</b>	<b>66,079</b>	<b>92,765</b>	<b>92,118</b>	<b>63,869</b>	<b>39%</b>	<b>-31%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
Community Marketing Director	100%	50%

Budget Worksheet									
Community Marketing - Events									
100.195.065		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
4602	Donations - Community Marketing	21,659	23,500	15,000	15,000	15,000	-36%	0%	
4400	Activity Receipts	18,070	12,058	20,000	12,000	12,000	0%	0%	
	<b>Total Revenues</b>	<b>39,729</b>	<b>35,558</b>	<b>35,000</b>	<b>27,000</b>	<b>27,000</b>	<b>-24%</b>	<b>0%</b>	
6002	Operating Supplies	7,091	3,115	3,500	3,500	3,500	12%	0%	
6010	Postage	-	-	2,500	-	-	0%	0%	
	<b>Total Commodities</b>	<b>7,091</b>	<b>3,115</b>	<b>6,000</b>	<b>3,500</b>	<b>3,500</b>	<b>12%</b>	<b>0%</b>	
7010	Printing	-	5,982	3,000	8,482	8,483	42%	0%	Moved "Postage" not using to printing. Will use for additional publicity materials for Parade of Homes, BBQ & Shop Derby.
7220	Professional Fees/Contracts	1,716	8,200	3,000	10,000	10,000	22%	0%	Fees paid to entertainers at BBQ.
7242	Equipment Rental	1,121	3,000	6,000	6,000	6,000	100%	0%	Additional tents at BBQ.
7013	Advertising	3,440	12,313	5,500	23,110	23,110	188%	0%	Chamber ad, Shop Derby, Kansas Visitors Guide, Go Wichita, West End Business Park in 2014 and 2015; also trade show in 2015.
7523	Public Events	22,015	19,034	20,000	19,000	19,000	0%	0%	
	<b>Total Contractual Service</b>	<b>28,291</b>	<b>48,529</b>	<b>37,500</b>	<b>66,592</b>	<b>66,593</b>	<b>37%</b>	<b>0%</b>	
	<b>Community Marketing - Events</b>	<b>35,382</b>	<b>51,644</b>	<b>43,500</b>	<b>70,092</b>	<b>70,093</b>	<b>36%</b>	<b>0%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Budget Worksheet									
Transient Guest Tax								Explanation	
100.190.245		2012	2013	2014	2014	2015			
		Actual	Actual	Budget	Revised	Budget	% Change	% Change	
Line#	Line Item						2014	2015	
4142	Transient Guest Tax Receipts	95,352	92,840	100,000	100,000	130,000	5%	30%	Increase from 6% to 8% in 2015.
	<b>Total Revenue</b>	<b>95,352</b>	<b>92,840</b>	<b>100,000</b>	<b>100,000</b>	<b>130,000</b>	5%	30%	
5001	Wages - Salary	-	-	-	-	30,000	0%	0%	\$30,000 for Community Marketing Director salary in 2015.
	<b>Total Personnel</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	0%	0%	
7723	Guest Tax Transfer- Derby Hotel	95,352	92,723	99,000	93,000	93,000	-2%	0%	
	<b>Total Contractual Service</b>	<b>95,352</b>	<b>92,723</b>	<b>99,000</b>	<b>93,000</b>	<b>93,000</b>			
	<b>Transient Guest Tax</b>	<b>95,352</b>	<b>92,723</b>	<b>99,000</b>	<b>93,000</b>	<b>123,000</b>	0%	32%	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Salary Splits	2014	2015
Community Marketing Director	0%	50%

Note: Some incidental guest tax revenues may result from rentals of 30 days or less at The Greens & The Fairways. Assumed 1%.

The Transient Guest Tax was authorized by the City Council in 2007. Derby's first hotel, the Hampton Inn, opened in July 2009, and transient guest tax revenues have been collected since then. Under an incentive agreement with the developer, the City rebates transient guest taxes paid by guests of the Hampton Inn back to the hotel owner for a limited period of time.

Budget Worksheet									
Public Information									
100.100.040		2012	2013	2014	2014	2015	%Change	%Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
5001	Wages-Salary	53,168	54,040	56,168	56,168	57,864	4%	3%	
5012	Longevity	275	420	300	420	420	0%	0%	
5013	Lump Sum	-	300	-	-	-	-100%	0%	
<b>Total Personnel</b>		<b>53,443</b>	<b>54,760</b>	<b>56,468</b>	<b>56,588</b>	<b>58,284</b>	<b>3%</b>	<b>3%</b>	
6002	Operating Supplies	1,256	3,207	4,000	4,000	3,500	25%	-13%	Promotional items
6210	Software upgrades	-	-	650	-	600	0%	0%	Move to Creative Cloud in 2015. Feb. 2014 cost is \$40/month.
<b>Total Commodities</b>		<b>1,256</b>	<b>3,207</b>	<b>4,650</b>	<b>4,000</b>	<b>4,100</b>	<b>25%</b>	<b>3%</b>	
7010	Printing/Postage	3,263	4,610	5,600	15,660	15,660	240%	0%	2014: 12 water bill inserts @ \$555 each; 3 postcards @ \$3,000 each 2015; 12 water bill inserts and 4 postcards
7030	Travel Expense	511	780	725	780	780	0%	0%	KAPIO quarterly meetings (3) and conference (1)
7041	Dues and Memberships	365	465	465	470	470	1%	0%	KAPIO (\$40); NAGW (\$100), PRSA (\$315)
7050	Meetings/Seminars	644	298	450	330	330	11%	0%	KAPIO (\$160); PRSA (\$170)
7220	Professional Fees/Contracts	12,962	11,477	12,900	14,062	13,362	23%	-5%	2014 and 2015: \$7,410 Swagit/\$3,852 CivicPlus/\$600 website changes/\$2,200 design fees 2015: \$600 website changes/\$1,500 design fees
7225	Public Information Expense	9,297	44,000	9,200	-	-	-100%	0%	Moved expenses to 7010
<b>Total Contractual Service</b>		<b>27,042</b>	<b>61,629</b>	<b>29,340</b>	<b>31,302</b>	<b>30,602</b>	<b>-49%</b>	<b>-2%</b>	
<b>Public Information Division</b>		<b>81,741</b>	<b>119,596</b>	<b>90,458</b>	<b>91,890</b>	<b>92,986</b>	<b>-23%</b>	<b>1%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2015</b>	<b>2015</b>	

Salary Splits	2014	2015
Public Information Officer	100%	100%

Budget Worksheet									
Community Programs									
100.100.060		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
4643	Holiday Light Donations	670	2,000	-	-	-	-100%	0%	
<b>Total Revenues</b>		<b>670</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-100%</b>	<b>0%</b>	
7226	Art, Culture & Entertainment Grants	19,000	16,409	20,000	16,000	16,000	-2%	0%	ACE Grant awards plus PW/PD/Fire supplies and OT in support of ACE Grant events. Based on 64k in fireworks revenue, the max to spend on this program is 16k.
7227	Public Safety Education	8,057	8,724	11,982	13,898	13,898	59%	0%	2014 & 2015: Citizen Observer (3k), bicycle safety (700), National Night Out (400), bicycle helmets (1,020), high school safe driving rewards (1,500), Fire Prevention Week (4,738), fire extinguisher training for adults (125), Smoke Kills & Fire Burns (514), wristbands (480), Fire Safety House supplies (300); mascot maintenance (50). Increase due to higher software cost and more kids.
7243	Fireworks Display	10,832	5,042	9,206	11,981	11,981	138%	0%	Display (6k), speakers (1k), trash (750), printing (2k), supplies (50); PD/Fire/ PW supplies and OT (2,181). Increase in annual show and printing costs.
7244	Grant Writer Services/Community Foundation	30,000	-	-	-	-	0%	0%	2012 was the final year of contract
7246	VFW/American Legion Independence Day Parade	500	500	768	768	768	54%	0%	parade (500); PD OT (268)
7523	Public Events	2,662	1,163	3,662	3,662	3,662	215%	0%	PW/PD/Fire supplies and OT for Arbor Day, Tree Lighting, and Day of Service.
7893	Today In America	750	-	-	-	-	0%	0%	
8724	Public Safety Equipment	-	56,018	6,197	35,297	8,500	-37%	0%	2014: tactical vests; personal protection equipment, nozzles, 4-gas monitor. 2015: hydraulic rescue machines
8273	Winter Light Displays	12,390	8,990	-	-	-	-100%	0%	
8155	Park Sound System	-	6,989	-	-	-	-100%	0%	
7066	Residential Marketing Campaign	-	11,277	5,000	5,500	5,500	-51%	0%	rent airport space (5k), minor maintenance (500)
<b>Total Contractual</b>		<b>84,191</b>	<b>115,112</b>	<b>56,815</b>	<b>87,106</b>	<b>60,309</b>	<b>-24%</b>	<b>0%</b>	
<b>Community Programs</b>		<b>84,191</b>	<b>115,112</b>	<b>56,815</b>	<b>87,106</b>	<b>60,309</b>	<b>-24%</b>	<b>0%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

Budget Worksheet									
Special Alcohol Fund									
290.210.425		2012	2013	2014	2014	2015	% Change	% Change	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	2014	2015	
4050	Projected Budget Carryover	159,324	137,799	96,986	112,109	101,469	-19%	-9%	
4600	Other revenue	410	-	-	-	-	0%	0%	
4161	State Alcohol Program	56,515	54,366	55,820	55,820	57,495	3%	3%	
	<b>Total Revenues</b>	<b>216,249</b>	<b>192,165</b>	<b>152,806</b>	<b>167,929</b>	<b>158,964</b>	<b>-13%</b>	<b>-5%</b>	
7820	Special Fund Expenditures	-	-	82,923	-	48,448	0%	0%	
7254	Treatment Programs	-	10,000	20,000	20,000	20,000	100%	0%	Drug and Alcohol Evaluation and Treatment Program partnership with Derby Public Schools, Derby Police Department and Sedgwick County COMCARE.
7840	DARE	8,929	9,648	10,275	10,275	13,275	7%	29%	Annual: t-shirts (4k); books (690); certificates (90); desk name cards (95); graduation celebration (4k); culminations (300); giveaways (350); shipping costs (200); teacher, principal, speakers thank you gifts (550). 2015: DARE reenactment (every 2 years) (3k).
7830	DARE Officer Training	-	-	1,000	1,000	1,000	0%	0%	Send 1 to training each year
7831	DARE Prevention Program	38,198	32,152	38,198	35,185	36,241	9%	3%	Liston wages/benefits; plus wages/benefits for other officer's time spent teaching DARE in elementary schools.
	<b>Total Contractual</b>	<b>47,126</b>	<b>51,800</b>	<b>152,396</b>	<b>66,460</b>	<b>118,964</b>	<b>28%</b>	<b>79%</b>	
8100	New Equipment	31,324	28,257	-	-	40,000	-100%	0%	Patrol vehicle for SRO.
	<b>Total Capital Outlay</b>	<b>31,324</b>	<b>28,257</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>-100%</b>	<b>0%</b>	
	<b>Total Expenses</b>	<b>78,450</b>	<b>80,057</b>	<b>152,396</b>	<b>66,460</b>	<b>158,964</b>	<b>-17%</b>	<b>139%</b>	
		<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Budget</b>	<b>2014 Revised</b>	<b>2015 Budget</b>	<b>2014</b>	<b>2015</b>	

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City of Derby

2015

**Computation to Determine Limit for 2015**

	<b>Amount of Levy</b>
1. Total tax levy amount in 2014 budget	+ \$ <u>8,520,549</u>
2. Debt service levy in 2014 budget	- \$ <u>1,428,951</u>
3. Tax levy excluding debt service	\$ <u>7,091,598</u>

**2014 Valuation Information for Valuation Adjustments**

4. New improvements for 2014:	+ <u>2,882,289</u>	
5. Increase in personal property for 2014:		
5a. Personal property 2014	+ <u>1,354,868</u>	
5b. Personal property 2013	- <u>1,892,042</u>	
5c. Increase in personal property (5a minus 5b)	+ <u>0</u>	
		(Use Only if > 0)
6. Valuation of annexed territory for 2014		
6a. Real estate	+ <u>382,072</u>	
6b. State assessed	+ <u>0</u>	
6c. New improvements	- <u>0</u>	
6d. Total adjustment (sum of 6a, 6b, and 6c)	+ <u>382,072</u>	
7. Valuation of property that has changed in use during 2014		<u>193,489</u>
8. Total valuation adjustment (sum of 4, 5c, 6d & 7)		<u>3,457,850</u>
9. Total estimated valuation July 1, 2014	<u>185,600,000</u>	
10. Total valuation less valuation adjustment (9 minus 8)		<u>182,142,150</u>
11. Factor for increase (8 divided by 10)		<u>0.01898</u>
12. Amount of increase (11 times 3)	+ \$	<u>134,629</u>
13. 2015 budget tax levy, excluding debt service, prior to CPI adjustment (3 plus 12)	\$	<u>7,226,227</u>
14. Debt service levy in this 2015 budget		<u>1,908,285</u>
15. 2015 budget tax levy, including debt service, prior to CPI adjustment (13 plus 14)		<u>9,134,512</u>
16. Consumer Price Index for all urban consumers for calendar year 2013		<u>1.50%</u>
17. Consumer Price Index adjustment (3 times 16)	\$	<u>106,374</u>
18. Maximum levy for budget year 2015, including debt service, not requiring 'notice of vote publication.' (15 plus 17)	\$	<u>9,240,886</u>

If the 2015 adopted budget includes a total property tax levy exceeding the dollar amount in line 18 you must publish notice of vote by the governing body to adopt such budget in the official county newspaper and attach a copy of the published notice to this budget.

In no event will published notice of the vote be required if the total budget year tax levy is \$1,000 or less.





**STATEMENT OF INDEBTEDNESS**

Type of Debt	Date of Issue	Date of Retirement	Interest Rate %	Amount Issued	Beginning Amount Outstanding Jan 1, 2014	Date Due		Amount Due 2014		Amount Due 2015	
						Interest	Principal	Interest	Principal	Interest	Principal
General Obligation:											
Series 2004-A	4/15/04	12/1/22	1.1-5.0	9,455,000	590,000	6/1 12/1	12/1	44,750	590,000	-	-
Series 2006-A	5/15/06	12/1/21	3.55-4.25	6,380,000	4,035,000	6/1 12/1	12/1	163,083	750,000	133,833	695,000
Series 2006-B	12/1/06	12/1/22	3.55-5.0	4,925,000	325,000	6/1 12/1	12/1	11,700	325,000	-	-
Series 2008-A	5/15/08	12/1/23	3.0-4.0	2,410,000	305,000	6/1 12/1	12/1	9,840	150,000	5,115	155,000
Series 2008-B	12/1/08	12/1/24	3.8-4.35	8,670,000	7,120,000	6/1 12/1	12/1	293,855	525,000	272,855	545,000
Series 2009-A	8/1/09	12/1/29	1.75-6.0	10,255,000	8,715,000	6/1 12/1	12/1	461,455	430,000	446,405	440,000
Series 2009-B	8/1/09	12/1/24	2.0-3.9	2,680,000	2,125,000	6/1 12/1	12/1	72,560	160,000	68,160	165,000
Series 2010-A	6/1/10	12/1/25	2.0-3.75	3,020,000	2,560,000	6/1 12/1	12/1	81,575	175,000	78,075	180,000
Series 2010-B	6/1/10	12/1/17	.65-2.55	7,300,000	4,540,000	6/1 12/1	12/1	96,808	1,045,000	79,042	1,100,000
Series 2010-C	10/15/10	12/1/21	2.0-2.8	3,985,000	2,810,000	6/1 12/1	12/1	64,160	555,000	53,060	560,000
Series 2011-A	6/1/2011	12/1/31	2.0-4.0	9,650,000	8,895,000	6/1 12/1	12/1	220,963	1,155,000	187,862	1,270,000
Series 2012-A	3/15/2012	12/1/23	0.25-1.9	7,585,000	6,690,000	6/1 12/1	12/1	76,563	495,000	74,582	740,000
Series 2012-B	9/13/2012	12/1/32	1.0-02.75	3,165,000	2,990,000	6/1 12/1	12/1	55,813	185,000	53,963	185,000
Series 2013-A	5/9/2013	6/1/33	2.0-2.9	6,200,000	6,200,000	6/1 12/1	6/1 12/1	133,520	505,000	123,320	535,000
Series 2013-B	9/17/2013	12/1/2022	2.5-3.0	3,375,000	3,375,000	6/1 12/1	12/1	109,311	45,000	89,550	50,000
Series 2014-A	6/12/2014	12/1/2034	2.0-4.0	4,510,000		6/1 12/1	12/1	0	0	193,019	715,000
<b>Total G.O. Bonds</b>					<b>61,275,000</b>			<b>1,895,954</b>	<b>7,090,000</b>	<b>1,858,841</b>	<b>7,335,000</b>
Revenue Bonds:											
<b>Total Revenue Bonds</b>					<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other:											
Temp Note Series 2012-1	12/4/2012	6/15/14	0.50	570,000	570,000	6/15 12/15	6/15	1,425	570,000		
Temp Note Series 2012-2	12/4/2012	6/15/14	0.60	4,910,000	1,360,000	6/15 12/15	6/15	14,730	1,360,000		
Temp Note Series 2013-1	9/17/2013	12/15/2015	0.90	4,630,000	4,630,000	6/15 12/15	6/15	51,856		41,670	4,630,000
<b>Total Other</b>					<b>6,560,000</b>			<b>68,011</b>	<b>1,930,000</b>	<b>41,670</b>	<b>4,630,000</b>
<b>Total Indebtedness</b>					<b>67,835,000</b>			<b>1,963,965</b>	<b>9,020,000</b>	<b>1,900,511</b>	<b>11,965,000</b>







City of Derby

2015

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Debt Service</b>	Actual for 2013	Estimate for 2014	Year for 2015
Unencumbered Cash Balance Jan 1	1,182,878	1,003,797	692,171
Receipts:			
Ad Valorem Tax	1,364,557	1,403,540	xxxxxxxxxxxxxxxxxxxx
Delinquent Tax	69,892	55,000	55,000
Motor Vehicle Tax	222,287	183,840	187,569
Recreational Vehicle Tax	1,742	1,740	1,478
16/20M Vehicle Tax	580	580	341
Special Assessments	4,356,932	4,036,551	4,086,127
Rental Car Excise Tax	3,442	3,000	3,000
Recreation Commission Rent	56,852	279,520	285,820
Grant Reimbursement	107,056	95,210	83,326
Transfers In	326,663	359,000	355,750
Interest on Idle Funds	4,998	5,000	5,000
Miscellaneous	28		
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>6,515,029</b>	<b>6,422,981</b>	<b>5,063,411</b>
<b>Resources Available:</b>	<b>7,697,907</b>	<b>7,426,778</b>	<b>5,755,582</b>
Expenditures:			
Principal	5,079,943	5,239,226	5,400,476
Interest on Idle Funds	1,614,167	1,495,381	1,532,660
Reserve			693,314
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>6,694,110</b>	<b>6,734,607</b>	<b>7,626,450</b>
Unencumbered Cash Balance Dec 31	1,003,797	692,171	xxxxxxxxxxxxxxxxxxxx
2013/2014/2015 Budget Authority Amount:	7,153,688	7,408,070	7,626,450
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	7,626,450
		Tax Required	1,870,868
		Delinquent Comp Rate: 2.0%	37,417
		Amount of 2014 Ad Valorem Tax	1,908,285

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Library</b>	Actual for 2013	Estimate for 2014	Year for 2015
Unencumbered Cash Balance Jan 1	23,396	25,414	25,667
Receipts:			
Ad Valorem Tax	740,032	743,733	xxxxxxxxxxxxxxxxxxxx
Delinquent Tax	9,682	9,973	9,000
Motor Vehicle Tax	100,076	101,076	99,076
Recreational Vehicle Tax	788	812	781
16/20M Vehicle Tax	211	217	180
Rental Car Excise Tax	1,372	1,413	1,456
Other Revenue - Credit Card Reimbursement	3,252	20,000	20,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>855,413</b>	<b>877,224</b>	<b>130,493</b>
<b>Resources Available:</b>	<b>878,809</b>	<b>902,638</b>	<b>156,160</b>
Expenditures:			
Personnel	511,213	532,971	564,590
Contractual	322,182	300,000	290,000
Transfers Out	20,000	44,000	60,000
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>853,395</b>	<b>876,971</b>	<b>914,590</b>
Unencumbered Cash Balance Dec 31	25,414	25,667	xxxxxxxxxxxxxxxxxxxx
2013/2014/2015 Budget Authority Amount:	876,232	877,725	914,590
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	914,590
		Tax Required	758,430
		Delinquent Comp Rate: 2.0%	15,169
		Amount of 2014 Ad Valorem Tax	773,599

City of Derby

2015

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
<b>Library Employee Benefits</b>			
Unencumbered Cash Balance Jan 1	11,312	1,249	1,026
Receipts:			
Ad Valorem Tax	80,000	80,400	xxxxxxxxxxxxxxxxxxxx
Delinquent Tax	1,044	922	950
Motor Vehicle Tax	10,814	10,365	10,840
Recreational Vehicle Tax	85	92	85
16/20M Vehicle Tax	23	23	20
Rental Car Excise Tax	149	127	131
Wellness Program Reimbursement	0	883	883
Transfer from Library Fund	20,000	44,000	60,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>112,115</b>	<b>136,812</b>	<b>72,909</b>
<b>Resources Available:</b>	<b>123,427</b>	<b>138,061</b>	<b>73,935</b>
Expenditures:			
Personnel	122,178	137,035	157,275
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>122,178</b>	<b>137,035</b>	<b>157,275</b>
Unencumbered Cash Balance Dec 31	1,249	1,026	xxxxxxxxxxxxxxxxxxxx
2013/2014/2015 Budget Authority Amount:	125,646	137,035	157,275
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			157,275
Tax Required			83,340
Delinquent Comp Rate: 2.0%			1,667
Amount of 2014 Ad Valorem Tax			85,007

Adopted Budget	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Ad Valorem Tax		0	xxxxxxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Resources Available:</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenditures:			
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxxxxxx
2013/2014/2015 Budget Authority Amount:	0	0	0
Non-Appropriated Balance			
Total Expenditure/Non-Appr Balance			0
Tax Required			0
Delinquent Comp Rate: 2.0%			0
Amount of 2014 Ad Valorem Tax			0

City of Derby

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**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget <b>Special Highway</b>	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
Unencumbered Cash Balance Jan 1	676,134	715,225	406,720
Receipts:			
State of Kansas Gas Tax	570,070	575,771	581,528
County Transfers Gas	250,515	253,020	255,550
Interest on Idle Funds			
Miscellaneous	70		
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>820,655</b>	<b>828,791</b>	<b>837,078</b>
<b>Resources Available:</b>	<b>1,496,789</b>	<b>1,544,016</b>	<b>1,243,798</b>
Expenditures:			
Capital Outlay	781,564	1,137,296	1,243,798
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>781,564</b>	<b>1,137,296</b>	<b>1,243,798</b>
Unencumbered Cash Balance Dec 31	715,225	406,720	0
2013/2014/2015 Budget Authority Amount:	1,107,312	1,491,722	1,243,798

Adopted Budget

<b>Special Park &amp; Recreation</b>	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
Unencumbered Cash Balance Jan 1	124,438	103,642	103,222
Receipts:			
Special Alcohol Tax	54,366	57,080	54,300
Crumb Rubber Grant	18,423		
Reimbursements	750		
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>73,539</b>	<b>57,080</b>	<b>54,300</b>
<b>Resources Available:</b>	<b>197,977</b>	<b>160,722</b>	<b>157,522</b>
Expenditures:			
Capital Expenditures	94,335	57,500	142,000
Miscellaneous			15,522
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>94,335</b>	<b>57,500</b>	<b>157,522</b>
Unencumbered Cash Balance Dec 31	103,642	103,222	0
2013/2014/2015 Budget Authority Amount:	143,974	142,283	157,522

City of Derby

2015

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Special Drug &amp; Alcohol</b>	Actual for 2013	Estimate for 2014	Year for 2015
Unencumbered Cash Balance Jan 1	137,799	112,108	101,468
Receipts:			
Alcohol Tax	54,366	55,820	57,495
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>54,366</b>	<b>55,820</b>	<b>57,495</b>
<b>Resources Available:</b>	<b>192,165</b>	<b>167,928</b>	<b>158,963</b>
Expenditures:			
DARE	41,800	46,460	50,516
Treatment Programs	10,000	20,000	20,000
Capital Equipment	28,257		40,000
Special Fund Expenditures			48,447
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>80,057</b>	<b>66,460</b>	<b>158,963</b>
Unencumbered Cash Balance Dec 31	112,108	101,468	0
2013/2014/2015 Budget Authority Amount:	167,029	152,396	158,963

Adopted Budget

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Wastewater</b>	Actual for 2013	Estimate for 2014	Year for 2015
Unencumbered Cash Balance Jan 1	2,191,188	2,337,477	2,245,555
Receipts:			
Charges for Services	2,732,391	2,762,738	2,789,985
Connection Fees	22,500	22,500	22,500
ARRA Reimbursement	45,491	31,875	46,602
Other Revenue & Reimbursements	2,986	3,000	3,000
Interest on Idle Funds	110	100	100
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>2,803,478</b>	<b>2,820,213</b>	<b>2,862,187</b>
<b>Resources Available:</b>	<b>4,994,666</b>	<b>5,157,690</b>	<b>5,107,742</b>
Expenditures:			
Personnel	712,614	769,782	797,405
Commodities	89,109	105,000	103,600
Contractual	486,806	553,653	587,035
Capital	273,755	705,000	1,375,000
Debt Service	668,242	419,700	356,348
Transfer to Bond & Interest	326,663	359,000	355,750
Transfer to Wastewater CIP	100,000		
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>2,657,189</b>	<b>2,912,135</b>	<b>3,575,138</b>
Unencumbered Cash Balance Dec 31	2,337,477	2,245,555	1,532,604
2013/2014/2015 Budget Authority Amount:	3,504,991	3,338,971	3,575,138

City of Derby

2015

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Aquatic Park Sales Tax</b>	Actual for 2013	Estimate for 2014	Year for 2015
Unencumbered Cash Balance Jan 1	2,128,385	1,930,792	1,640,047
Receipts:			
Annual Revenue - DRC	93,313	90,000	90,000
Concessions	15,891	16,000	16,000
Sponsorships	6,000	6,000	6,000
Interest on Idle Funds	2,738	2,250	2,250
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>117,942</b>	<b>114,250</b>	<b>114,250</b>
<b>Resources Available:</b>	<b>2,246,327</b>	<b>2,045,042</b>	<b>1,754,297</b>
Expenditures:			
Contractual	315,535	349,995	334,376
Capital		53,000	75,000
Sponsorships		2,000	2,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>315,535</b>	<b>404,995</b>	<b>411,376</b>
Unencumbered Cash Balance Dec 31	1,930,792	1,640,047	1,342,921
2013/2014/2015 Budget Authority Amount:	441,097	404,995	411,376

Adopted Budget

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Water System Bond 2004-A</b>	Actual for 2013	Estimate for 2014	Year for 2015
Unencumbered Cash Balance Jan 1	1,862,230	1,874,492	1,639,310
Receipts:			
Dividends	1,054,330	1,050,000	1,050,000
Operating Expense Reimbursements	606,777	792,657	824,924
Interest on Idle Funds			
Miscellaneous	2,039	1,500	1,500
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>1,663,146</b>	<b>1,844,157</b>	<b>1,876,424</b>
<b>Resources Available:</b>	<b>3,525,376</b>	<b>3,718,649</b>	<b>3,515,734</b>
Expenditures:			
Personnel	439,521	547,237	575,697
Commodities	34,384	34,700	34,700
Contractual	174,109	225,720	229,527
Debt Service	875,615	859,682	834,986
Capital Projects	127,255	412,000	950,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,650,884</b>	<b>2,079,339</b>	<b>2,624,910</b>
Unencumbered Cash Balance Dec 31	1,874,492	1,639,310	890,824
2013/2014/2015 Budget Authority Amount:	2,596,906	2,593,888	2,624,910

City of Derby

2015

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Library Sales Tax</b>	Actual for 2013	Estimate for 2014	Year for 2015
Unencumbered Cash Balance Jan 1	3,107,497	3,824,226	634,726
Receipts:			
City Library Sales Tax	2,153,147	2,217,741	
Interest on Idle Funds	3,785	1,500	
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>2,156,932</b>	<b>2,219,241</b>	<b>0</b>
<b>Resources Available:</b>	<b>5,264,429</b>	<b>6,043,467</b>	<b>634,726</b>
Expenditures:			
Personnel	180,374	183,823	199,456
Commodities	4,077	5,400	5,400
Contractual	152,354	154,111	156,809
Debt Service	1,100,173	4,804,935	
Capital Outlay	3,225	85,000	
Reimbursements		175,472	
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,440,203</b>	<b>5,408,741</b>	<b>361,665</b>
Unencumbered Cash Balance Dec 31	3,824,226	634,726	273,061
2013/2014/2015 Budget Authority Amount:	1,432,243	5,568,188	361,665

**See Tab A**

Adopted Budget

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Senior Services Advisory Board</b>	Actual for 2013	Estimate for 2014	Year for 2015
Unencumbered Cash Balance Jan 1	4,917	15,420	11,720
Receipts:			
Board Contributions	18,153	4,800	1,780
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>18,153</b>	<b>4,800</b>	<b>1,780</b>
<b>Resources Available:</b>	<b>23,070</b>	<b>20,220</b>	<b>13,500</b>
Expenditures:			
Board Expenditures	7,650	8,500	8,500
Special Fund Expenditures			5,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>7,650</b>	<b>8,500</b>	<b>13,500</b>
Unencumbered Cash Balance Dec 31	15,420	11,720	0
2013/2014/2015 Budget Authority Amount:	9,179	13,000	13,500

City of Derby

2015

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Health Self-Insurance Fund</b>	Actual for 2013	Estimate for 2014	Year for 2015
Unencumbered Cash Balance Jan 1	124,877	317,949	553,887
Receipts:			
Employee Premiums	301,054	307,420	346,125
Employer Premiums	1,543,472	1,948,018	2,037,125
Reimbursements	25,732		
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>1,870,258</b>	<b>2,255,438</b>	<b>2,383,250</b>
<b>Resources Available:</b>	<b>1,995,135</b>	<b>2,573,387</b>	<b>2,937,137</b>
Expenditures:			
Self-Insurance Fees	347,392	369,691	388,176
Estimated Claims	1,329,794	1,649,809	2,007,894
Reserve for Claims			541,067
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,677,186</b>	<b>2,019,500</b>	<b>2,937,137</b>
Unencumbered Cash Balance Dec 31	317,949	553,887	0
2013/2014/2015 Budget Authority Amount:	1,679,719	2,029,100	2,937,137

Adopted Budget

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Stormwater Utility Fund</b>	Actual for 2013	Estimate for 2014	Year for 2015
Unencumbered Cash Balance Jan 1	0	291,297	386,682
Receipts:			
User Fees	520,814	521,000	522,000
Interest on Idle Funds	2,507	2,500	2,500
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>523,321</b>	<b>523,500</b>	<b>524,500</b>
<b>Resources Available:</b>	<b>523,321</b>	<b>814,797</b>	<b>911,182</b>
Expenditures:			
Personnel	106,099	107,267	111,257
Commodities	1,711	3,459	2,507
Contractual	754	26,389	28,079
Capital	123,460	291,000	709,000
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>232,024</b>	<b>428,115</b>	<b>850,843</b>
Unencumbered Cash Balance Dec 31	291,297	386,682	60,339
2013/2014/2015 Budget Authority Amount:	550,830	547,814	850,843

City of Derby

2015

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget <b>Derby Difference Sales Tax</b>	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
City-Sales Tax			2,284,274
Bond Proceeds			7,000,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>9,284,274</b>
<b>Resources Available:</b>	<b>0</b>	<b>0</b>	<b>9,284,274</b>
Expenditures:			
Personnel			416,239
Commodities			25,860
Contractual			144,495
Capital			7,350,775
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>7,937,369</b>
Unencumbered Cash Balance Dec 31	0	0	1,346,905
2013/2014/2015 Budget Authority Amount:	0	0	7,937,369

Adopted Budget

0	Prior Year Actual for 2013	Current Year Estimate for 2014	Proposed Budget Year for 2015
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Resources Available:</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenditures:			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unencumbered Cash Balance Dec 31	0	0	0
2013/2014/2015 Budget Authority Amount:	0	0	0





## 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.

**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.

## City of Derby

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**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 an 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 executive officer of a municipality in the council-manager form of government.

**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.

## City of Derby

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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 Department which contains the Divisions of Parks, Special Street & Highway, Fleet Management, Metal Fabrication, and Code Enforcement. 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, sanitary sewer, and stormwater utilities. 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

**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.

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**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 of 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.

**Tax Increment Financing:** Tax increment financing (“TIF”) is a public financing tool used by cities to stimulate private sector development in blighted or underdeveloped areas.

**Taxable Valuations:** Valuations set upon real estate or other property by a government as the basis for levying taxes.

**Vehicle Replacement Plan:** 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.